

**NORTHFIELD PARK DISTRICT  
REGULAR BOARD MEETING  
MONDAY, NOVEMBER 27, 2017  
NORTHFIELD COMMUNITY CENTER  
CONFERENCE ROOM 6:30 PM**

The meeting was called to order at 6:30 p.m. and a roll call was taken.  
Present: Commissioners –Bickford, Zieziula, Klein, Bramlage, Beil  
Also present staff members: Alexoff, Guillen, Byron,  
Absent: Commissioners: Knight, O’Grady and Treasurer Morrell

**Approval / Additions to Agenda**

None

**Audience Comments**

Ron Amen, Auditor from Lauterbach & Amen Firm

**Correspondence**

None

**Director’s Report**

**Commissioner Knight arrived at 6:35P.M.**

**a. Fund Balance Policy Update**

The District allocates emergency funds to be 25% of actual annual expenditures. The policy needs to be revised to match our practice. Director Alexoff recommended approving the Fund Balance Policy as presented.

Commissioner Klein made a motion to approve the updated Fund Balance Policy. Commissioner Bramlage seconded the motion. A roll vote call was made

**Voting Aye: Commissioners:** Bickford, Knight, Zieziula, Klein, Bramlage, Beil

**Voting Nay: Commissioners:** None

**Absent: Commissioner:** O’Grady

**Abstain: Commissioners:** None

Motion passed

**b. Year Ending June 30, 2017 Audit Report**

Auditor Ron Amen discussed the audit process with the board and commended the finance team for a job well done in record keeping and accessibility.

Director Alexoff discussed the fact that in an effort to comply with auditing standards the budget approval may have changes after it has been approved in tentative form to include any expenses that were to occur in the prior fiscal year but for one reason or another were delayed. This will eliminate prior year (approved) expenses being booked in the upcoming fiscal year.

Commissioner Bickford made a motion to approve and file the June 30, 2017 Audit Report.

Commissioner Zieziula seconded the motion. A roll vote call was made

**Voting Aye: Commissioners:** Bickford, Knight, Zieziula, Klein, Bramlage, Beil

**Voting Nay: Commissioners:** None

**Absent: Commissioner:** O'Grady

**Abstain: Commissioners:** None

Motion passed

Auditor Ron Amen left at 6:43 pm

**c. 2017 Tax Levy Ordinance 11-27-17-01**

Director Alexoff discussed the recommended 2017 Tax Levy be approved as presented.

After discussion, Commissioner Knight made a motion to approve proposed 2017 Tax Levy Ordinance 11-27-17-01.

Commissioner Beil seconded the motion. A roll vote call was made.

**Voting Aye: Commissioners:** Bickford, Knight, Zieziula, Klein, Bramlage, Beil

**Voting Nay: Commissioners:** None

**Absent: Commissioner:** O'Grady

**Abstain: Commissioners:** None

Motion passed

**d. Credit Card Resolution 11-27-17-01**

Director Alexoff discussed the District switching the agency credit card provider from Chase to First National Bank of Omaha.

After discussion, Commissioner Beil made a motion to approve the Credit Card Resolution 11-27-17-01.

Commissioner Zieziula seconded the motion. A roll vote call was made

**Voting Aye: Commissioners:** Bickford, Knight, Zieziula, Klein, Bramlage, Beil

**Voting Nay: Commissioners:** None

**Absent: Commissioner:** O'Grady

**Abstain: Commissioners:** None

Motion passed

**e. Informational Items**

School District 29/ Park Meeting

Middlefork School will be conducting a feasibility study.

The park district has requested the use of the Kindergarten Classrooms for Day

December Meeting

There will not be a December board meeting.

## Consent Agenda

- a. **Approval of Board Meeting Minutes 11/27/17**
- b. **Approval of Cash Expenditures for Month of October (copy for review will be available at the meeting).**

Commissioner Bickford made a motion to approve the Consent Agenda. Commissioner Klein seconded the motion. A roll vote call was made

**Voting Aye: Commissioners:** Bickford, Knight, Zieziula, Klein, Bramlage, Beil

**Voting Nay: Commissioners:** None

**Absent: Commissioner:** O'Grady

**Abstain: Commissioners:** None

Motion passed

## Agency Reports

### a. Finance

Director Alexoff reported that we are tracking well to date.

### b. Recreation / Park Grounds and Facility

Superintendent Byron highlighted some items from the recreation report as follows:

- The Park District is working on an agreement with the Winnetka Park District to allow Northfield residents, resident rates for Winnetka Beach Passes. In turn Winnetka residents can purchase Fitness Memberships at resident rates.
- All fall sports are completed and the parks are being winterized.
- Rentals for Clarkson Park are closed
- Demo for the Clarkson Park kitchen renovation has begun; it will be more caterer friendly. The work will be done during the winter.
- Decorations are being set up for Holiday Fest on December 9th
- The additional security cameras budgeted for have been installed.
- School District landscape at Sunset Ridge is beyond the Northfield Park District current staffing capabilities. The Park District will provide a proposal to landscape Middlefork School.
- Birthday parties are picking up
- Boo Bash was a great success

## ADJOURNMENT

Commissioner Bickford made a motion to adjourn the meeting at 7:17 pm.

Commissioner Beil seconded the motion. A roll vote call was made

**Voting Aye: Commissioners:** Bickford, Knight, Zieziula, Klein, Bramlage, Beil

**Voting Nay: Commissioners:** None

**Absent: Commissioner:** O'Grady

**Abstain: Commissioners:** None

Motion passed