



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
February 16, 2016

1. Roll Call:

A regular meeting of the Hoffman Estates Park District A&F Committee was held on February 16, 2016 at 7:00 pm at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Chhatwani, Musial, Utas, Chairman Kaplan

Absent: Comm Rep Katis, Winner

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies

Audience: Boy Scouts Niko Soriano and Brett Bertok of Scout Troup 297, Commissioners Kinnane, Kilbridge, R. Evans, Mr. K Evans

2. Approval of Agenda:

Commissioner McGinn made a motion, seconded by Comm Rep Utas to approve the agenda as presented. The motion carried by voice vote.

3. Minutes:

Commissioner McGinn made a motion, seconded by Comm Rep Utas to approve the minutes of the January 19, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

Boy Scouts Niko Soriano and Brett Bertok addressed the committee inviting them to attend their final fundraiser, the Beast Feast, for the Archery Range they are building for the District for their Eagle Project.

They distributed a flyer for the event to be held at Vogelei, February 21 at 5 p.m.

5. Old Business:

None

6. New Business:

A. Bond Abatement Ordinance O16-001/M16-021:

Deputy Director Talsma reviewed the memo noting that it was a housekeeping item.

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Ordinance O16-001 abating taxes levied for the District's bonds for the 2015 Levy. The motion carried by voice vote.

B. Facility Use Agreement w/Township HS District 211/M16-023:

Executive Director Bostrom reviewed the item noting that the building was the former Barrington Orthopedic Building. Deputy Director Talsma distributed M16-023A that reviewed Section II Miscellaneous Provision A. Indemnification.

Comm Rep Utas asked if the Zumba class was a regular class and Executive Director Bostrom noted that it was; along with being a drop-in.

Comm Rep Utas asked if NWSRA would be involved in this program and Director Kies explained that it was geared more for low income, participants with language barriers needing assistance.

Comm Rep Musial asked why they would want the district to provide this when they had the HS right next door and Executive Director Bostrom explained that the school district was using its space to the full extent.

Commissioner McGinn asked about the range of participants and Executive Director Bostrom noted that they would be limited based upon the room size.

Director Kies noted that the requests were coming from stay at home moms needing evening nursery and low cost programming.

Commissioner Kinnane asked if it would be year round and Executive Director Bostrom noted that it would be limited and run in conjunction with the school activities.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to recommend the board approve the Facility Use Agreement between Township High School District 211 and the HEPD to include the revised indemnity clause provided at the committee meeting. The motion carried by voice vote.

C. Windsor Outdoor LLC Agreement/M16-024:

Deputy Director Talsma reviewed the item noting that Windsor had not met their full levels of gross advertising revenue in their contract and the district had to option of terminating that contract.

He also explained that the district had hired a full time person for the Sponsorship position that would begin next Monday and would sell sign space in addition to all the other opportunities the district offered. He explained that BRT Outdoor (Windsor) would still be retained to work with the Advertising & Sponsorship Manager and staff was recommending a new contract with them.

Comm Rep Chhatwani asked if this person would be a park district employee and if there were target goals and Deputy Director Talsma noted that she was a full time employee with target goals that were included in the district budget.

Comm Rep Utas asked if in a sense the district was paying BRT a finder's fee and if we needed a contract and Executive Director Bostrom explained that they felt the contract a good choice.

Commissioner Kinnane asked about payment to BRT and Deputy Director Talsma explained that they would receive payment for any current clients and any that continuously held advertising space.

Commissioner R. Evans asked how many clients they had presently and Deputy Director Talsma noted there were 3.

Comm Rep Musial asked why the district did not collect for BRT and pay them and Director Talsma noted that the industry standard sometimes involved several parties which made the collection process more cumbersome.

Comm Rep Musial asked why WRC was not included and Executive Director Bostrom explained that it was zoned residential along with BPC and could not advertise off-premise advertising.

Mr. K. Evans noted that Carina was a great choice for the position but questioned if the options were too varied as she would surely go after the larger sponsorship opportunities and what would motivate her to 'sell' a hole sponsorship at \$250? Deputy Director Talsma noted that they wanted her to have a varied menu so that she could meet all needs on any financial level.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to recommend the board approve the termination of the current agreement between the District and Windsor Outdoor, LLC and accept the new agreement between the District and BRT Outdoor for the selling of advertising space on the marquee signs as outlined in M16-024. The motion carried by voice vote.

D. Job Description Parks Admin/Turf Supervisor/M16-026:

Executive Director Bostrom reviewed the item.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Parks Administration/Turf Supervisor Job Description as outlined in M16-026. The motion carried by voice vote.

E. Balanced Scorecard/M16-018B:

Executive Director Bostrom reviewed the item noting that it was the 4th quarter to complete 2015. He also explained that they would be modifying the format for next year.

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Balanced Scorecard as outlined in M16-018B. The motion carried by voice vote.

F. A&F Report/M16-025:

Deputy Director Talsma reviewed the report noting that they were getting ready for the audit, looking at implementing the new software and looking forward to having the Advertising Sponsorship position filled.

Comm Rep Utas made a motion, seconded by Commissioner McGinn to send the report to the board as presented. The motion carried by voice vote.

G. Detail Report:

Deputy Director Talsma asked for questions.

Commissioner McGinn asked about the Association Fees for the Business Park and Executive Director Bostrom noted that the district had agreed to pay those fees annually and they paid for taking care of the common areas.

Commissioner McGinn asked about the payment to Williams Architects and Executive Director Bostrom noted that it was related to the work for the North Side and Off Ice which would be presented to the committee next month.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to approve the detail reports as presented:

- Manual Checks: \$214,593.41
- Monthly Invoices: \$204,950.56

The motion carried by voice vote.

H. Financial Statements:

Deputy Director Talsma reviewed the reports noting they were just a month into the new year.

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Financial Statements as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Chhatwani noted that it was a good meeting.

Comm Rep Musial reminded everyone of the GNO on Thursday and asked all to attend and/or send their significant others.

Commissioner McGinn reminded everyone of the Fish Fry.

Comm Rep Utas noted that the Fish Fry had been packed and congratulated the district on receiving the Public Sector Partner of the Year Award at the HE Chamber meeting last week.

Chairman Kaplan thanked everyone for attending the meeting and all their hard work.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Commissioner McGinn to adjourn the meeting at 7:55 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary