



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE MEETING**  
**April 19, 2016**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on April 19, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Chhatwani, Katis, Musial (7:05), Winner, Chairman Kaplan

Absent: Comm Rep Utas

Also Present: Executive Director Bostrom, Superintendent of Business Cotshott

Audience: Commissioner Kinnane, R Evans, Kilbridge, President Bickham, Mr. K. Evans

**2. Approval of Agenda:**

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

**3. Minutes:**

Commissioner Kilbridge noted that there was no audience noted on the minutes, however the Commissioners had been present.

Commissioner McGinn made a motion, seconded by Comm Rep Winner to approve the minutes of the March 15, 2016 meeting as amended. The motion carried by voice vote.

**4. Comments From the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Jerry's Ice Pro Shop Agreement Renewal/M16-054:

Executive Director Bostrom reviewed the item noting that it was routine and again, only for 1 year.

Commissioner McGinn made a motion, seconded by Comm Rep Katis to recommend the board approve the agreement with Jerry's Pro Shop, Inc. from May 2, 2016 through April 30, 2017. The motion carried by voice vote.

B. A&F Report and 1QGoals2016 /M16-053:

Executive Director Bostrom reviewed the report noting that the new sponsorship person, Carina Massani, was off to a great start.

Commissioner McGinn asked about the two retiring positions and Superintendent Cotshott noted that she had 2 leaving her department and they were training 2 other from that department to take over; noting that would open to other positions in the department. Comm Rep Katis questioned if the openings had to be posted and Executive Director Bostrom noted that they did not, however, they were posted internally prior to anything public.

Comm Rep Winner asked about the GIS and Executive Director Bostrom noted that staff was 80% complete with the internal inventory.

Commissioner Kaplan asked about Toasty Cheese and it was noted to be a food truck.

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

Commissioner McGinn made a motion, seconded by Comm Rep Winner to send the 1Qgoals2016 to the board as presented. The motion carried by voice vote.

C. Detail Reports:

Executive Director Bostrom reviewed the report. Comm Rep Musial asked about the cigars at the pro shop and if this was something the park district wanted to do. Executive Director Bostrom noted that it was not so much a park district item as it was a golf course item and that staff had looked at that topic in the past.

Commissioner McGinn asked about the first installment payment for the GIS and Executive Director Bostrom explained that they had begun work.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to recommend the board approve the

- Manual Checks for \$379,325.00
- Monthly Invoices for \$553,243.69

as presented. The motion carried by voice vote.

D. Financial Statements:

Executive Director Bostrom reviewed the statements noting that the Recreation Department was doing well even though adult and youth basketball numbers were down. He also pointed out the timing differences on some of the PSSWC line items and noted that the maintenance budget was nearly spent already this year. He also pointed out that there had been a number of unanticipated maintenance issues to deal with and that last year PSSWC had spent barely over \$4,000 for the entire year. He reminded everyone that they would also be painting the pools and pool ceilings, replacing the pool HVAC systems and filters.

Comm Rep Katis asked if the facility would be closed for 1 month and Executive Director Bostrom explained that it would only be the aquatic area. He explained that the bids should be going to the May B&G with the schedule of repair to the Rec Committee. He also noted that PSSWC Members eligible for PSSWC Pool use would receive a free pass to Seascape while the PSSWC Pool was closed.

Comm Rep Katis asked the number of participants that left PSSWC each year and it was noted to be about 1300. Comm Rep Katis suggested using the renovation as an opportunity to contact those people and invite them back. Comm Rep Musial noted that often times it was not because of the amenities that people left the fitness centers.

Comm Rep Katis asked about the locker room renovation and shut down for next year and Executive Director Bostrom explained that it would be for a shorter period of time and certain areas of the locker room would remain open.

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

**7. Committee Member Comments:**

Comm Rep Musial reminded everyone of the Bon Appetite Festival Thursday.

Commissioner McGinn said he was looking to get on the course soon.

Comm Rep Katis noted that the year was winding up for Comm Reps and thanked everyone for participating and thanked the district for letting him participate.

**8. Adjournment:**

Comm Rep Katis made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary