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**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE  
August 16, 2016**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on August 16, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kinnane, Comm Rep Chhatwani, Katis, Musial, Winner, Chairman Kaplan

Absent: None

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

Audience: Superintendent of Facilities Basile, Commissioners McGinn, Kilbridge, R. Evans, President Bickham, Mr. K. Evans

**2. Approval of Agenda:**

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

**3. Minutes:**

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

**4. Comments From the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. NWSRA Assessment Resolution R16-02/M16-095:

Executive Director Bostrom reviewed the item noting that the district would see a 2.1% decrease in their assessment. Comm Rep Katis asked how NWSRA would operate with a loss of \$340,000. Executive Director Bostrom pointed out that up until this year, they had been on the increase and Deputy Director Talsma explained that the Special Rec Fund was outside of the tax cap and based upon the district's EAV. He noted that when the EAV decreases the Special Rec Fund also decreases.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the NWSRA assessment Resolution R16-002 ratifying the assessment for calendar year 2016 in the amount of \$298,190.98 as recommended by the Board of Trustees of NWSRA and outlined in M16-095. The motion carried by voice vote.

B. PS Custodial Service, one year renewal option/M16-094:

Executive Director Bostrom noted that it was a renewal of a contract. Superintendent Basile reviewed the item and explained that they were looking to move forward with Perfect Cleaning Service.

Chairman Kaplan asked about the original bid and it was noted that it was a 1 year contract with option.

Comm Rep Utas asked if staff could not bid out if the contract was to be renewed. Deputy Director Talsma noted that the district could only enter into a 1 year contract. He also explained that they could extend that contract with renewal options in the initial bid. He noted that the advantage was retaining a company with a good history as well as not having to train a new company and not incurring the expense of going to bid again.

Comm Rep Chhatwani asked about the cost and Superintendent Basile noted that it would remain the same.

Chairman Kaplan asked about the \$143,100 in 2014 and it was noted that number was the budget number based on past expenses.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to recommend the Board approve the final one year renewal option for PSSWC custodial service contract with Perfect Cleaning Service from September 1,

2016 to August 31, 2016 for the amount of \$135,450. The motion carried by voice vote.

C. Balanced Scorecard/M16-088:

Executive Director Bostrom reviewed the item noting that it was presented on a quarterly basis and a snap shot of the district.

Comm Rep Katis asked about the total revenue sponsorship and Director Talsma explained that would be for the marquee signs noting that Advertising and Sponsorship Manager Massani was doing a great job.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to send the Balanced Scorecard to the board as presented. The motion carried by voice vote.

D. A&F Report/M16-092:

Deputy Director Talsma reviewed the report noting that the district successfully went live with their new financial software on Monday. He explained they were doing internal training and the board and committees would see new reports in September. He also explained that the American Express would now be listed by vendor and the AE would be the payment type. He commended Superintendent Cotshott on doing a great job and putting in long hours to get this project working seamlessly.

Comm Rep Utas asked about the new signs on the ice boards and Deputy Directory Talsma reminded the committee that those boards were controlled by the Wolves as part of their agreement.

Chairman Kaplan said that he wanted to note that there had been questions and answers regarding the meeting emailed earlier in the week and should be included with the minutes. See attached.

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

E. Financial Statements:

Deputy Director Talsma explained that the revenue in some areas was drastically (but positively) changed from the budget. He noted that the district was due for a re-assessment next year but that they would see less tax revenue this year. He explained that the General Fund was higher by about \$125,000 - \$140,000 due to salary savings; primarily in the maintenance department and that the Rec Department had added 2 weeks of camps that increased their revenue by about \$70,000. He also explained that ELC, Seascope and Ice were above budget in revenue for a fund total of about

\$150,000. He explained that PS and BPC were down approximately \$15,000 - \$20,000 each due to lower memberships and loss of weddings and rainy weather respectively.

Comm Rep Katis asked about the loss of the GE Corporate account and it was noted that they had about 100 – 125 users and that 35+ of the regulars had stayed on under a different type of corporate account. Chairman Kaplan asked if they paid individually and if so, how did they keep track and it was noted that the district had a program offering different discounts to corporations depending on the number of participants as well as a system to track members in the same account.

The question was raised if the pool renovation cost members and Superintendent Basil noted that staff worked hard with the customers and that there some they had put memberships on hold at no charge. Deputy Director Talsma explained there were less than 10 discounted. Superintendent Basile also noted that the pool should re-open September 1 but they were still working with the filtration systems and HVAC to get that work completed.

Comm Rep Musial asked about the Windy City Bulls at PS and Executive Director Bostrom noted that they were still working on a contract.

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

- Manual Checks for \$408,672.86
- Monthly Invoices for \$789,465.60

The motion carried by voice vote.

## **7. Committee Member Comments:**

Comm Rep Katis said the cleaning crew at Prairie Stone did a great job. He asked about the district's health insurance going forward and Deputy Director Talsma explained that they were insured by PDRMA through a network of Illinois Park District, currently using an HMO with BCBS. He explained they would have to wait and see and the end of the year if PDRMA had other recommendations but did not anticipate any change.

Comm Rep Katis asked about Pickleball noting that he had been asked by participants about evening play. Executive Director Bostrom explained that they received free play during the day (non-peak hours) but that if they wanted to reserve the courts at night (peak hours) they would need to pay. Comm Rep Musial noted that they paid \$5 at PSSWC and Deputy Director Talsma explained that the program at PSSWC was run by First Serve but that the courts were free at Triphahn Center during the day and Fabbrini Park all the time. He also explained that ½ gym rented for about \$35 an hour and could cheaply be split between

participants. He encouraged Comm Rep Katis to work with Commissioner R. Evans, the 50+ liaison.

Comm Rep Chhatwani thanked staff for the park tour noting that each park was different and very colorful.

Chairman Kaplan noted that like Pickleball that it would be nice to have the Hockey program available during the week rather than on Sunday night and it was noted that the issue of prime time versus non-prime time was the same for Hockey as Pickleball.

**8. Adjournment:**

Comm Rep Katis made a motion, seconded by Comm Rep Utas to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary