



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



**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE MEETING  
March 21, 2017**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District A&F Committee was held on March 21, 2017 at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Comm Rep Chhatwani, Katis, Musial (7:08), Utas, Winner, Chairman Kaplan

Absent: Commissioner Kinnane

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

Audience: President Bickham, Commissioners R. Evans, McGinn, Mr. Keith Evans

**2. Approval of Agenda:**

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

**3. Recognition of A&F Comm Reps as BOH/February:**

Chairman Kaplan recognized the services of Comm Reps Chhatwani, Musial, Winner, Utas and Katis. He awarded Comm Rep Winner, Utas and Katis with their pins having already awarded Chhatwani and Musial at an earlier board meeting.

**4. Minutes:**

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the February 21, 2017 meeting as presented. The motion carried by voice vote.

**5. Comments from the Audience:**

None

**6. Old Business:**

None

**7. New Business:**

A. Bond Abatement Ordinance O17-002/M17-035:

Deputy Director Talsma reviewed the item noting that it was an annual housekeeping issue.

Comm Rep Katis asked about the development of Rt. 59 and Rt. 72 and if the park district was involved. Executive Director Bostrom confirmed that the district was involved.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Bond Abatement Ordinance O17-002 as outlined in M17-035. The motion carried by voice vote.

B. A&F Report/M17-034:

Deputy Director Talsma reviewed the item noting that staff was busy with the audit and that the auditors were on-site.

Comm Rep Utas asked about the GIS System and Deputy Director Talsma explained that the project was progressing as planned and staff was presently evaluating their options with regard to the work order system. He also noted that there was a staff training planned for next week.

Chairman Kaplan asked about the sound on the TVs in the fitness center. Staff will check. Commissioner Kaplan also asked about the off-ice videos and it was noted that the district was providing the taping as a tool for coaching/teaching hockey practices.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to send the A&F Report to the board as presented. The motion carried by voice vote.

C. Open and Paid Invoice Register:

Deputy Director Talsma asked for questions. Comm Rep Musial asked about the single order items from the pro-shop. Deputy Director Talsma noted that they were special order items for customers versus stock items ordered in bulk.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoice Register in the amount of \$710,194.27. The motion carried by voice vote.

D. Revenue and Expenditure Report:

Deputy Director Talsma reviewed the report noting that staff had made some changes to the report format and removed the 'encumbered' column. He went on to explain the remaining columns "Activity for the Month", "YTD Balance", "% Budget Used", "Amended Budget", "YTD Balance". There were no questions.

Comm Rep Katis made a motion, seconded by Comm Rep Winner to recommend the board approve the Revenue and Expenditure Report as presented. The motion carried by voice vote.

**8. Committee Member Comments:**

President Bickham noted that the Windy City Bulls had a very interesting article in the Sunday Sport Section of the Tribune.

Comm Rep Chhatwani noted that she was looking forward to serving on the A&F Committee again next year.

Comm Rep Katis commented on how it was good to have a voice in the community.

Comm Rep Utas noted that his children were enjoying their participation in the hockey program.

Chairman Kaplan reminded everyone of the Volunteer Appreciation Night with the Windy City Bulls March 23<sup>rd</sup>.

**9. Adjournment:**

Comm Rep Katis made a motion, seconded by Comm Rep Utas to adjourn the meeting at 7:29 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary