



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



**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
April 18, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on April 18, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent:

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

Audience: President Bickham, Commissioners Kilbridge, R. Evans, McGinn, Superintendent Basile, Fitness Supervisor Lindstrom, Mr. K. Evans

2. Approval of Agenda:

Comm Rep Katis made a motion, seconded by Comm Rep Winner 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 March 21, 2017 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Supply and Install of Fitness Equipment at PSSWC/M17-50:

Director Kies reviewed the item noting that PSSWC is 17 years old and much of the equipment was nearly that old and was being used for a trade in.

Executive Director Bostrom noted that the lowest qualified bidder was not necessarily the lowest bidder and that those qualifications were explained under the Implications Section of the memo.

Commissioner Kinnane asked if the new equipment would connect to personal devices. Director Kies said they would be compatible to smart devices. Supervisor Lindstrom explained that some had smart consoles and others used USBs to download to phones.

Comm Rep Katis asked how many cardiovascular pieces PSSWC had and it was noted that it would be between 60 and 70 pieces.

Executive Director Bostrom explained that money was budgeted each year to address fitness equipment in all the areas. Superintendent Basile explained that the pieces requiring the highest amount of repair and had the most hours of use were being replaced.

Director Kies explained that generally fitness equipment had a life span of 8-10 years and some of the equipment was 15 to 17 years old. Executive Director Bostrom noted that while this year they had \$175,000 in the budget for PSSWC, next year was \$36,000.

Comm Rep Katis asked about bid #7 and not choosing low bidder. Superintendent Basile explained that they looked for a specific movement pattern that the other lower bidders did not provide.

Chairman Kaplan asked about bid #4 and Supervisor Lindstrom explained that not all the bidders bid on every item per bid i.e. bid #4 was for 6 pieces of equipment (3 different types) and some vendors only offered bids for 2 or 4 pieces.

Chairman Kaplan asked about bid #1 and Superintendent Basile explained that the Precor was a unique type of movement pattern offering less strain on the joints and had Athletico's recommendation versus some of the lesser priced equipment.

Commissioner Kinnane asked if this equipment would put PSSWC at the top of the list to compare with the many other gym openings. Director Kies explained that PSSWC was a total experience but that the new equipment would help increase membership and retention.

Chairman Kaplan asked about the warranty and Superintendent Lindstrom said that yes, they had warranties and that the vendors had been chosen also based on past experience including the warranty work they provided.

Comm Rep asked if choosing Integrity Fitness across the board (as they were the only vendor to provide bids across the board) would have resulted in a better bid price and

Director Kies noted that while they offered a bid for every bid sheet, they did not offer pricing on all types of equipment on each bid sheet or offer comparable equipment on some types.

Commissioner McGinn asked if the membership had input on the choices and it was noted that they did.

Commissioner R. Evans asked about the number of spin bikes in the room and Superintendent Basile explained that each bike had the appropriate amount of space around them.

Commissioner McGinn asked if they kept the old equipment for other facilities and Superintendent Basile explained that it was too worn for that purpose.

Mr. K. Evans asked about TC and WRC and Director Kies explained that they were under a different budget and that both were scheduled to receive new equipment later in the year.

Comm Rep Katis asked about delivery and Director Kies noted that they expected 6-8 weeks but the delivery time of 12 weeks was written into the bid.

President Bickham asked about getting rid of the old equipment and Executive Director Bostrom noted that a surplus property ordinance would be completed in May for the trade-ins.

Mr. K. Evans asked if the old Precors were original and it was noted that they were not.

Commissioner Kinnane made a motion, seconded by Comm Rep Winner to recommend the A&F Committee recommend to the Board to approve the purchase of PSSWC fitness equipment in an amount of \$149,269.24 based upon the bid results as follows:

- Bid Package #1: Award Direct Fitness Solutions for 3 Precor 883 Elliptical and 3 Precor 885 Elliptical in the amount of \$36,620.00.
- Bid Package #2: Award Matrix Fitness for 3 E7XI Suspension Elliptical in the amount of \$13,562.00.
- Bid Package #3: Award Matrix Fitness for 2 Matrix C5X Climb Mill in the amount of \$9,342.00.
- Bid Package #4: Award Integrity Fitness for 2 Octane Zero Runners ZR8000, 2 Octane Lateral X, and 2 OctaneXR6000 Recumbent Elliptical in the amount of \$35,290.00
- Bid Package #5: Award Life Fitness for 26 IC2 Indoor Cycles in the amount of \$22,371.92
- Bid Package #6: Award Integrity Fitness for 4 Free motion i11.9 Incline Trainer Treadmills in the amount of \$19,780.00
- Bid Package #7: Award Life Fitness for 2 Cybex 770AT Arc Trainers in the amount of \$12,303.32

The motion carried by voice vote.

B. A&F Report and 1Q Goals/M17-051:

Deputy Director Talsma reviewed the item noting that they were finalizing the audit process. He also explained that the annexation of Plum Farms had been postponed and the TIF application withdrawn at this time.

Comm Rep Katis asked about the \$30,000 donation from the Friends of HE Parks and Deputy Director Talsma explained that the Foundation was sponsoring the 50+ Game Room and supplying the pool tables, etc. as well as a stipend to maintain the room.

Comm Rep Katis also asked about the volunteers and Deputy Director Talsma explained they were on the staff level. Comm Rep Katis asked about the sponsor donations and Deputy Director Talsma noted that many were in-kind donations.

Deputy Director Talsma also explained that PDRMA's recommendations on the Flores Agreement under the Insurance section had been inserted.

Comm Rep Chhatwani asked if TC would have a locker room renovation and Executive Director Bostrom explained that TC had been done in 2004; PSSWC had not been done since 2000.

Mr. K. Evans noted that there were no current issues with the TC lockers.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M17-051 to the board as presented. The motion carried by voice vote.

Comm Rep Kinnane made a motion, seconded by Comm Rep Winner to recommend the board approve the 1Q Goals. The motion carried by voice vote.

C. Open and paid Invoice Register:

Deputy Director Talsma reviewed the item. Commissioner McGinn asked about NWSRA and Deputy Director Talsma noted that it was ½ of the total payment due.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoice Register in the amount of \$986,799.09. The motion carried by voice vote.

D. Revenue and Expenditure Report:

Deputy Director Talsma reviewed the item noting that it offered a comparison between 1Q 2016 and 1Q 2017. He also noted that you could see there was a \$30,000 difference in golf revenue primarily due to the weather.

Comm Rep Katis asked about the soccer year to date budget and Deputy Director Talsma explained that HEPD was in the process of moving HUSC from a district program to a rental agreement and they would be seeing an increase in the rental revenue and decrease in the programming.

Comm Rep Katis asked about other park districts and it was noted that Hoffman Estates was still doing better than most, but that there were some challenges out there.

Executive Director Bostrom noted that each year the district tried to keep equipment at the centers, parks, etc. updated.

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

7. Committee Member Comments:

Comm Rep Katis congratulated the returning board members and Mr. K. Evans for his win as commissioner. He also commended the district on their ability to spin so many plates (projects) successfully.

Chairman Kaplan noted that he required some immediate day care information for a court case and was happy to be in a position to make a phone call and have the problem addressed in a single day by the park district.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:50 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary