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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
September 19, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on September 19, 2017 at 7:20 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, Comm Rep Chhatwani, Musial, Utas, Chairman Kilbridge

Absent: Comm Rep Katis, Winner

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

Audience: President Kaplan, Commissioners K. Evans, R. Evans, Kinnane, McGinn

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Musial made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the September 19, 2017 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. Amita Sponsorship Agreement/M17-107:

Deputy Director Talsma reviewed the item noting that Adv & Spons Manager Massani had negotiated the contract to \$67,240 up from \$50,000.

Comm Rep Musial asked how they reached that amount and Deputy Director Talsma noted that part of it was assigning value to items. Comm Rep Musial asked if the participation of events included the Foundation and Deputy Director Talsma noted that it did not. Comm Rep Musial asked about the new merging and if it would impact the contract and Deputy Director Talsma noted that he did not think it would.

Commissioner McGinn asked if this would be considered a charitable contribution for Amita and Deputy Director Talsma noted that as a health care provided there was an unspoken requirement that they give back to the community.

Commissioner R. Evans asked about the Kioske at the hospital and it was noted to still be a part of the contract and that C&M updated the information for the Kioske.

Commissioner Bickham asked about signage and it was noted that there would be the marquee signs and other banners. Commissioner K. Evans asked if they could be advertised on the non-commercial signs and Deputy Director Talsma explained that they could.

Chairman Kilbridge asked if their headquarters were in DuPage given the court they were assigned to and President Kaplan said it was most likely.

Chairman Kilbridge asked about the "I am healthy" summer camps and Deputy Director Talsma explained that it was a conceptual idea at this time.

Commissioner Bickham made a motion, seconded by Commissioner Utas to recommend the board approve the annual sponsorship agreement for Amita Health Care for July 17, 2017 to July 16, 2018 in the amount of \$67,240.00. The motion carried by voice vote.

B. Electricity Fixed Rate Contract/M17-108:

Deputy Director Talsma reviewed the item noting that the district had locked in a \$.06354 rate for a 3-year period from December 2017 to December 2020. He explained that the natural gas contract would come due next year.

Commissioner K. Evans asked about the number of accounts and Deputy Director Talsma noted that 30 of the 34 accounts were on this contract and the few remaining contracts were old contracts for lights only in parks from dusk to dawn.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to recommend the board approve entering into a fixed rate contract for electricity for a period of 3-years at \$.06354 with Direct Energy. Motion carried by voice vote.

C. A&F Report/M17-106:

Deputy Director Talsma reviewed the item noting that the district had been receiving additional personal property replacement taxes in the amounts of 2013/\$57,000, 2014/\$59,000, 2015/\$62,000 but we were looking to see a 24% loss because the State of Illinois was holding back payments and that could come out to about \$12,000.

Commissioner K. Evans asked about the work with the Village on alternate energy sources. Deputy Director Talsma explained that staff had been to two meetings and talked about potential future use of natural gas fleet vehicles. He noted that presently the only public station was near O'Hare airport and that it could take up to 12 hours to fill a tank; something that would not work for fire trucks or police cars.

Chairman Kilbridge asked about the budget meeting timelines. Staff will confirm the dates.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M17-106 to the board. The motion carried by voice vote.

D. Open and Paid Invoice Register:

Chairman Kilbridge asked about the monthly rent for refrigerators at BPC and Deputy Director Talsma explained that it was more cost effective to rent the large fridges than to purchase and pay for maintenance.

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoice Register in the amount of \$964,511.96. The motion carried by voice vote.

E. Revenue & Expense Report:

Deputy Director Talsma noted that the district was doing well. He reminded the committee that the district had spent some of the fund balances on capital projects.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Revenue & Expense Report as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Utas noted that Hockey was here. He asked staff about putting the girls' teams into the small locker room also being used as storage and if they could not find a more adequate locker room. Executive Director Bostrom noted that the initial idea was for a single girl or two on a team to have a locker room area for changing but that with full teams of girls playing hockey, they should have one of the regular locker rooms. Director Kies noted he would talk with staff.

Commissioner Bickham reminded everyone of the Wolves Exhibition Game September 30, 2017 and of the Wild Flower Seed event on the north side.

Comm Rep Musial asked if the Comm Reps could be kept updated with regard to the Executive Director Search. Staff will forward information.

Comm Rep Chhatwani noted that she had a very successful party at Seascaple.

Chairman Kilbridge noted that the Foundation had a very successful Uncorked and Untapped event.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 8:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary