



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



MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
January 23, 2018

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on January 23, 2018 at 7:18 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Katis, Musial, Winner

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

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

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:

It was noted that Commissioner Kinnane was in attendance at the December meeting.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the December 19, 2017 meeting as amended. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. A&F Report and 4Q2017 Goals/M18-005:

Deputy Director Talsma reviewed the item noting that he had been working to extend the district's use of the billboard signs and that staff would be meeting with the new auditing firm Lauterbach and Amen to begin field work.

Chairman Kilbridge asked if staff could recap the process leading to the agreement on the bill board signs. Deputy Director Talsma explained that no bill boards had been allowed within the Village limits until legislation had been passed allowing for billboards if maintained by a public entity (Hoffman Estates Park District). He explained that the agreement would need to be extended in 2019. Executive Director Bostrom noted that the district also had a lease with Nicor for the air rights over the signs. Commissioner Bickham asked if this was for the 4 billboard signs on I90 and it was noted that it was.

Commissioner McGinn asked about the Rectrac Upgrade and Deputy Director Talsma explained that they were mostly working on a punch list but that the district wanted Rectrac to come for a 1 day training seminar for the Managers and Supervisors that used Rectrac in the coming weeks.

Deputy Director Talsma noted that the Marquee Signs would be about \$70,000 short in revenue and that they would be re-evaluating the cost to rent out the signs. Commissioner K. Evans asked how the signs were scheduled and Deputy Director Talsma noted that they had 4 slots or 16 openings to sell that would run all hours. He also explained that from October to December they filled more slots due to the coming holidays than generally speaking.

Comm Rep Utas asked if they could make more slots by shortening the running time and Deputy Director Talsma noted that that could and had tried but there had been issues with vendors receiving less time. Comm Rep Utas asked if the bartering for signs could be documented and Deputy Director Talsma noted that it was as it impacted the Advertising and Sponsorship Manager's commission. He estimated that there was another \$6,000 - \$8,000

in barter and Executive Director Bostrom noted that the Foundation probably received another \$6,000 for their advertisements.

Commissioner R. Evans asked about pricing on peak times and overall and Deputy Director Talsma explained that the ads run for continuous 24 hour periods so there is no price differential. Commissioner Evans also asked how long it took to place ads and Deputy Director Talsma responded to get a new advertisement up was between 30 minutes if they provided the artwork and 24 hours if our staff had to create the artwork.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to send the A&F Report and 4QGoals 2017 as outlined in M18-005 to the board. The motion carried by voice vote.

B. Open and Paid Invoice Register:

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoices in the amount of \$660,889.72. The motion carried by voice vote.

C. Revenue and Expenditure Report:

Deputy Director Talsma reviewed the item noting that overall, the district had done well. He noted that in those areas where revenue had been down, there had usually been off-setting savings in expenses.

He noted that the general fund was approximately \$200,00 better than budget. The rec fund revenues were down about \$350,000 however, there was \$150,000 savings in payroll expenses, \$60,000 in utilities, and \$50,000 in capital. Therefore, overall the rec fund was approximately \$40,000 short of budget. He also noted that IMRF was good, Debt Service was down \$60,000 mainly due to uncollected property tax, FICA had \$40,000 savings due to district-wide payroll savings, PSSWC fell short of budget approximately \$120,000; 90,000 due to over expenditures in capital. Additionally membership revenues were up \$15,000, BPC was approximately \$90,000 above budget.

Comm Rep Utas 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:**

Commissioner Bickham congratulated staff on the budget; reminded everyone that the Fish Fry would begin February 16, that there was a Hoffman Walk at PSSWC on February 10 and not to miss the Daddy Daughter Dance or the Mother Son Event.

Comm Rep Utas congratulated Executive Director Bostrom on his IPRA Lifetime Achievement Award and noted that the hockey program was going well.

Chairman Kilbridge congratulated Deputy Director Talsma on the budget. She questioned the need to offer sexual harassment training ASAP as something she became aware of at Conference. Deputy Director Talsma will check on this issue.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani 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