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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
February 27, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on February 27, 2018 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, Comm Rep Chhatwani, Katis, Musial, Winner, Chairman Kilbridge

Absent: Comm Rep Utas

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

Audience: President Kaplan, Commissioners K. Evans, R. Evans, Kinnane, McGinn, 50+ Manager Schwartz, Royce and Jacki Schwartz 112 Brixham Pl, Sue Ratio 100 Illinois Blvd, Sherry Scheffers 420 Norridge Ln, Jodie Mitchell 345 Illinois Blvd, Mary Wroblewski 1048 Aegean in Schaumburg, Dian Meyers 465 Hillcrest, Todd Abrams W-T Group, Laure Kosey

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. Approval of the Minutes:

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the meeting as presented. The motion carried by voice vote with Comm Rep Katis and Winner abstaining.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. School District 54 Intergovernmental Agreement re: Twinbrook/ Ordinance O18-002/M18-020:

Executive Director Bostrom reviewed the item noting that the district had a meeting for public input last week and the residents spoke very highly of the district taking over the property. He explained that the maximum cost to the district would be \$160,000 to cover one-half of the demolition of the school. He also reviewed paragraph 13 *Option to Purchase* explaining that if the district every opted to sell part of Fairview Park, the school district would get the first option.

Comm Rep Katis asked if the \$160,000 was in the budget and who the payment would be made to. Executive Director Bostrom explained that it was not budgeted but would be covered by fund balances and that the payment would go to District 54. He also noted that he believed the Fairview Park issue would be done this year. Comm Rep Katis asked how close the next park would be and Executive Director Bostrom explained that they would not lose the park; only a small portion of the park.

Commissioner Bickham asked if HE Parks staff would have the right to inspect the demolition and Director Huguen explained that once the building was down he could get inside, however they would be most involved in the water management of the area.

Comm Rep Katis asked what that would cost the district and Executive Director Bostrom explained that was all included in the \$160,000 being paid to the school district.

Commissioner K. Evans asked about irrigation and underground utilities and Director Huguen said there would not be any irrigation and that the only above ground utility would be removed.

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

1. *Intergovernmental and Real Estate Sale Agreement between the Board of Education of Schaumburg Community Consolidated School District 54,*

Cook County, Illinois and the Board of Commissioners of the Hoffman Estates Park District.

2. *Ordinance O18-002, An Ordinance Requesting the Transfer of Property from the Board of Education of Schaumburg Community Consolidated School District 54 to the Hoffman Estates Park District Pursuant to the Local Government Property Transfer Act.*

The motion carried by voice vote.

B. Schaumburg Township proposal to acquire a portion of Maple Park/M18-022:

Executive Director Bostrom reviewed the item noting that there was no recommendation at this time. He explained that the issue would go to the March 20 B&G Meeting and they would make a recommendation to the board for their March 27, 2018 meeting. He explained that the Township was asking for a small part of Maple Park to expand their Township parking lot. He explained that the district would use the same financial formula as they had used with School District 54 on the value of the property. He explained that some of the questions raised at last night's Township meeting were:

- What about parking lot lights
- What about the lost trees
- What about the baseball field that was being used by the public

Director Dustin addressed the 4 trees at the end of the parking lot that would be affected noting that they were infected with Ash Bore and reaching an end of their life span. He also explained that they would be replaced with 2-4" diameter trees placed near the parking lot. He explained that they presently had 51,000 sq. ft. of green space and would lose approximately 7,000 sq. ft. of open green space to the parking lot leaving them with 44,000 sq. ft.

Diane Meyers asked how many more spaces they would get and Mr. Abrams of W-T Group said there would be an additional 50. She asked about the walk way and Mr. Abrams noted that it would be on the east side of the lot.

Executive Director Bostrom noted that there would be ADA access from the lot and Mr. Abrams noted that the stalls were in the south east corner of the new parking lot space. He also explained that they were looking to flatten the north side of the lot.

Comm Rep Katis noted the 8-foot drop and asked how they would level that and if they would not use the limited green space left to the side of the lot for more parking.

Executive Director Bostrom noted that the park district would most likely not keep that small portion of green space running down the side of the parking lot and that the baseball diamond would be moved over a bit and have a grass infield. He explained that the Schaumburg Township would pay to relocate the back stop for the new baseball field.

Comm Rep Musial asked if they were losing parking spaces and how many actual spaces would they gain and Mr. Abrams noted that they would have an additional 49.

Commissioner K. Evans noted he was still not clear about the grade change and Mr. Abrams explained it was really more like 5-feet in some areas and 6 or 7-feet in other areas. He explained that they would have to lift the lot to match. Executive Director Bostrom explained that it would be a curb and gutter lot and the water would drain east towards the creek.

President Kaplan asked about the sled hill there and it was noted that it would not be as high.

Commissioner K Evans asked if the water would be sewerred into the creek noting he would prefer a swale. Mr. Abrams explained that it could be moved by swale on the side of the lot.

Sherry Scheffers asked about trash receptacles, recyclables, and benches in the park. Executive Director Bostrom noted that they could put in additional benches but that there were already 3 trash receptacles in the park. Commissioner Kinnane noted that the picnic table in the area needed to be replaced. Sherry Scheffers reiterated that they needed more trash receptacles in the area and Commissioner K. Evans noted that the Schaumburg Township needed receptacles. She also asked for more handicap parking. Mr. Abrams explained that they met the requirements for ADA.

Comm Rep Musial asked about the expense to the park district and Executive Director Bostrom explained that there would be no cost to the district if we sold the property.

Jody Mitchell addressed the committee explaining the picnic table was inside the children's playground and could not be used well by the general public or anyone with a dog. She also noted that the ash trees were more than 20 years old and the new 2-4-inch trees won't block anything. She asked Executive Director Bostrom how Illinois Blvd was zoned. Executive Director Bostrom noted that he did not have that information but understood the property would be subdivided if there were 2 owners. Ms. Mitchell said according to the 2/22 meeting the new parking lot would see the buses and employee parking. She expressed concern that this was a completed deal. Executive Director Bostrom explained the park board had not had a meeting

on this issue yet; that would be in March and the neighborhood would be invited to offer input.

Jody Mitchell said her concern was that the Township would want even more space.

Diane Meyers explained that sometimes there were more than 100 people in the lot and it had been an ordeal for years.

Sue Ratio addressed the committee saying she was not happy with expanding the parking lot and felt that the Township had outgrown their space and should move to a larger area.

Jody Mitchell noted that they had 4 significant buildings on Illinois Blvd that created a lot of traffic and parking issues.

Commissioner Kinnane suggested alternative lighting in the parking lot to minimize the light levels.

Comm Rep Katis asked if a larger parking lot would be helpful and Jody Mitchell noted that she felt it would not be helpful enough and that the Township should move to a larger space.

Mary Wroblewski of the Township explained that there was a board meeting Wednesday night and asked them to bring their concerns.

Jody Mitchell asked why the buses were there and Ms. Wroblewski explained that many residents used the buses to get around the Township.

Commissioner Kinnane suggested the Township and park district look at sharing space and Executive Director Bostrom said he would pass the information along to 50+ Program Manager Schwartz.

President Kaplan asked about the Township selling the park property and Executive Director Bostrom explained that there was a reversal clause.

Diane Meyers explained that there were people that would come to the Township if there was more parking.

Chairman Kilbridge thanked the audience for their input and encouraged them to take their concerns to the Township Meeting as the park district could not address traffic and parking issues.

C. MOU with Friends of HE Parks/ M18-024:

Executive Director Bostrom reviewed the item.

President Kaplan noted that as Board President and Foundation Trustee he did not feel comfortable signing the agreement and it was determined to have Vice-President McGinn sign the document if approved.

Comm Rep Musial expressed concern that the MOU referred to staff support and felt that they would need a dedicated person to replace Foundation Manager Kusmierski when she retired. Executive Director Bostrom noted that there would be a Foundation Manager but that no decisions regarding full or part time had been made at this time. Comm Rep Musial noted that they had an energetic Foundation board that wanted to grow the Foundation.

Commissioner Bickham made a motion, seconded by Comm Rep Katis to recommend the board approve the Memorandum of Understanding as presented with this memo effective March 1, 2018 through June 30, 2019 and thereafter from July 1 to June 30 with the amendment of having Vice President McGinn sign the approved document. This MOU will automatically renew each July 1 on an annual basis unless either party gives 30 days' written notice to cancel or amend the MOU. The motion carried by voice vote with Comm Rep Musial and Chairman Kilbridge abstaining as they also are Trustees on the Foundation Board.

D. Bond Abatement Ordinance O18-001/ M18-025:

Deputy Director Talsma reviewed the item.

Comm Rep Katis made a motion, seconded by Comm Rep Katis to recommend the board approve Ordinance O18-001 abating taxes levied for the District's bonds for the 2017 levy as outlined in M18-025. The motion carried by voice vote.

E. Court Repair, Color Coating, Striping Bid/M18-009/009A:

Executive Director Bostrom reviewed the item noting that the issue had been inadvertently left off the B&G agenda so the committee could only offer consensus to approve the bid.

Comm Rep Musial asked if anyone could bid and Director Buczkowski explained that it was open to the public, advertised in the papers and on the website.

Comm Rep Winner made a motion, seconded by Comm Rep Katis recommend the board award the bid for court repair work for 2018 to American Sealcoating of Michigan City, Indiana for a total cost of \$37,800. The motion carried by voice vote.

F. Supply of PG Equipment Bid /M18-010/010A:

Executive Director Bostrom reviewed the item noting that the issue had been inadvertently left off the B&G agenda so the committee could only offer consensus to approve the bid.

Comm Rep Katis asked if they worked with Zenon before and Director Buczkowski noted that we had as well as noting that it was supply only.

Comm Rep Katis made a motion, seconded by Comm Re Winner to recommend the Board award the bid for playground equipment at Armstrong and MacArthur to Zennon Company for the low bid price of \$76,233. The motion carried by voice vote.

G. Review of Safety Manual/Crisis Communication Plan/M18-023:

Executive Director Bostrom reviewed the item. Chairman Kilbridge asked what NIOSH stood for. It was noted to be the National Institute for Occupational Safety and Health.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the updated safety manual including the crisis communication plan. The motion carried by voice vote.

H. Balanced Scorecard/M18-019"

Executive Director Bostrom explained that it was a snap shot of the District from December 2016 to 2017.

Comm Rep Katis noted that golf was showing almost exactly the same numbers from last year and Executive Director Bostrom explained that golf was doing better these days.

Comm Rep Winner asked about the mobile App and it was noted that it was being phased out in favor of the mobile friendly website.

Comm Rep Katis made a motion, seconded by Comm Rep Winner to recommend the board approve the Balanced Scorecard for the 4Q2017. The motion carried by voice vote.

I. A&F Report/M18-021:

Deputy Director Talsma noted that the new auditors had been onsite. He also explained that because the district's unemployment service was funded through PDRMA the district had saved \$25,000 to \$40,000 in costs in past year.

Chairman Kilbridge asked about the PPACA and it was noted to mean The Patient Protection and Affordable Care Act.

Commissioner McGinn asked if staff had received the Rectrac training session and it was noted that they had not.

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

J. Open and Paid Invoice Register:

Deputy Director Talsma asked for questions.

Comm Rep Katis made a motion, seconded by Comm Rep Winner to recommend the board approve the Open and Paid Invoice Register in the amount of \$463,395.77. The motion carried by voice vote.

K. Revenue & Expense Report:

Deputy Director Talsma noted that the district was doing well overall.

Commissioner McGinn asked about the number of rounds and it was noted that BPC had 212 in February.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the revenue and expense report as presented. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner Bickham noted that it was good to see the course open.

Comm Rep Katis asked when Executive Director Bostrom's last day would be and it was noted to be April 27, 2018 and that interviews would begin. He also noted that he was waiting for an HE Parks Curling Team.

8. Adjournment:

Com Rep Winner made a motion, seconded by Comm Rep Katis to adjourn the meeting at 8:50 p.m. The motion carried by voice vote.

Respectfully submitted,
Dean R. Bostrom
Secretary
Peg Kusmierski
Recording Secretary