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**MINUTES
ADMINISTRATION AND FINANCE COMMITTEE
March 27, 2018**

1. Roll Call:

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

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

Absent: Comm Rep Utas, Winner

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

Audience: Mary Wroblewski 1048 Aegean, Schaumburg; Jodie Mitchell 345 Illinois Blvd, Sherry Scheffers 420 Norridge Ln, Sue and Gary Ratio 100 Illinois Blvd, Eileen Ceisel and Ron Mendala 140 Illinois Blvd, Joe Veronia 1075 Gannon Dr., Jason Green W-T Group, Commissioners K. Evans, R. Evans, Kinnane, McGinn, President Kaplan

2. Approval of Agenda:

Comm Rep Katis 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 Katis made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the February 27, 2018 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Real Estate Purchase Contract with Schaumburg Township for Maple Park Resolution R18-002/M18-039:

Executive Director Bostrom reviewed the issue noting that in July 2017 the Township asked to expand their parking using part of the open space at Maple Park. He explained that numerous public meetings had been held for resident input and that based upon that input several revisions to the parking lot plans had been made. He explained that some of the concerns had been:

- Dirt Infield – moving ball field and replacing with grass
- Dugouts - removed
- What could be built on the property – only what is agreed to through the park district
- ADA requirements – Village has strict compliance requirements that will be met
- Who approves the contract first – Park District; \$1.08 /square foot purchase price which is the same cost the park district paid for the property from the school district at Birch Park.

Commissioner Bickham asked about the parking permission on Illinois and Executive Director Bostrom noted that only the Village could address that issue.

Ms. Wroblewski from the Township noted that parking was permitted on Illinois.

Comm Rep Katis asked about the number of parking spaces/handicapped spaces would be available and Mr. Green noted there would be 50 new spots and 3 new handicapped; exceeding the ADA requirement. Comm Rep Katis asked about the bus parking and the number of trees as well as the open space next to the lot. It was noted that the Township would have to coordinate the bus parking in the area, that 16 new trees would be added and Executive Director Bostrom explained that the Federal Government owned the land in that area and it was not for sale.

Comm Rep Musial asked if the district had seen the plans and the recommendations for the lighting. It was noted that the district was working

with the Township on the plans and Mr. Green showed a diagram with 3 light poles on the east side and one on the west side. Executive Director Bostrom explained that the park district would be working with the Village on the lighting.

Commissioner Bickham asked if the residents had been contacted by the park district and it was noted that the Township had made the contact.

Jodi Mitchell thanked the park district for the many meetings and asked if the lights would go off at 11 p.m. like they do now. Executive Director Bostrom noted that the timing issue would have to be deferred to the Township and Ms. Wroblewski said she anticipated that they would be in keeping with the current practices.

Ms. Mitchell asked about devaluation of the property and Executive Director Bostrom noted that ordinarily property near a park added value. Ms. Mitchell noted that the Palatine Township had 90 parking spaces, 5 handicapped and 10 visitor spots without street parking. She also noted that she heard the Village had waived the no parking on Illinois on Thursday (Bingo) night. Executive Director Bostrom explained that the park district had no jurisdiction over the parking and felt that adding the parking spaces would help with that and that residents should clarify the no parking issue with the Village. Ms. Mitchell asked if everyone had received a copy of the position and that only 1 person on the list lived on Illinois and that the last pages of the petition were not residents of Hoffman Estates. Executive Director Bostrom explained that when the district built the Triphahn Center they took into consideration all the residents and/or non-residents that would use the facility and not only the residents adjacent to the property. She asked if they had explored other options first.

Sue Ratio addressed the committee expressing concern for the traffic and safety in the area suggesting employees park on Payson and the schedule be re-visited. Executive Director Bostrom suggested they bring their traffic issues to the Village and attend the Township meeting to be held the next night.

Commissioner Bickham thanked the residents and urged them to bring their concerns to the Township and the Village.

Comm Rep Kafis also thanked the residents noting that the park district would want to work with the residents.

Ms. Ratio asked about the water on the parking lot and it was noted that it should drain towards the creek and that park district staff would be reviewing that item. She also explained that the trees in the area need to be trimmed and there was a lot of dead wood that could be removed.

Commissioner Kilbridge said she had walked the property and felt that the additional parking lot would not negatively impact park users.

Executive Director Bostrom noted that staff will look at the type of trees to be recommended; something fast growing and leafy to reduce the visual impact of the additional lot area.

Comm Rep Chhatwani suggested moving the busses to the Dominick's lot across the street to open more parking.

Ms. Mitchell asked about looking at some alternatives before building the parking lot. Executive Director Bostrom explained that the first response to the issue had not been to sell park property for a parking lot and avenues of scheduling and reconfiguring the lot had already been explored.

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the real estate purchase contract and Resolution R18-002 as outlined in M18-39. The motion carried by voice vote.

B. Revision to Personnel Policy Manual Section VII/M18-026:

Executive Director Bostrom reviewed the item noting that the district needed to update the language in the policy to meet CAPRA requirements to educate the public on district policies and procedures.

Comm Rep Katis asked if all FT and PT employees had access to the Policy Manual and it was noted that it was available on the internal S/Drive and on the web site.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the updated language in Section VII of the personnel policy manual as outlined in M18-026. The motion carried by voice vote.

C. Surplus Ordinance O18-003/M18-040:

Executive Director Bostrom reviewed the item noting that the equipment was 12 years old and had been used for parts.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Ordinance O18-003 for Surplus Property as outline in M18-040. The motion carried by voice vote.

D. A&F Report/M18-038:

Deputy Director Talsma reviewed the report noting that the district had not been properly charged for the water usage at Cannon Crossings and that it

was determined that the bill was \$170,000 of which the Village agreed to payment of \$62,000. He also explained that they had negotiated a reduction of 15% on both irrigation areas and splash pad which would save the district about \$10,000 each year.

Commissioner Bickham asked who installed the meter and it was noted that Village's Public Works had done the installation.

Comm Rep Katis asked where the \$60,000 was coming from and Deputy Director Talsma explained that it was being taken from last year's surplus in the general fund. Comm Rep Katis asked about the cost of a ThorGuard system and Deputy Director Talsma and Director Buczkowski said it would be \$4,500 - \$5,000.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M18-038 to the board. The motion carried by voice vote.

E. Open and Paid Invoice register: \$659,611.49:

Comm Rep Katis asked about the controlled burns at \$8,250 and Deputy Director Talsma explained that they would be multiple burns and that the district budgeted \$20,000 each year for them. Comm Rep Katis asked about the F&B Wet Jet Kitchen Drain at \$1,500 and Executive Director Bostrom noted that he believed it was done every couple of year and budgeted for. Staff will check.

Comm Rep Musial asked about the JC Restoration coming from an account receivable and Deputy Director Talsma noted that it would be a reimbursement from PDRMA.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoice Register in the amount of \$659,611.49. The motion carried by voice vote.

F. Revenue and Expenditure Report:

Deputy Director Talsma reviewed the report noting that things were good. He pointed out a change in the Ice Budget from 2017 to 2018 noting that the debt service payment had moved to the admin area. He also noted that the February and March golf revenues were down from last year but were still unbudgeted over all.

President Kaplan asked about the \$64,000 off in ice from last year and Deputy Director Talsma noted that \$10,000 was rentals, \$36,000 lessons (ice and hockey) and \$10,000 in adult hockey.

Commissioner Kinnane noted that part of the adult hockey loss was their moving to the private rink in Mount Prospect with a full serve bar.

Comm Rep Musial asked about C&M expenditures in the Rec and PS budgets and Deputy Director Talsma explained that it was more due to timing and large mailings than an over-expenditure item.

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 said he took the resident's concerns very seriously.

Commissioner Bickham reminded everyone that the last Fish Fry was this weekend.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 8:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary