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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
April 24, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on April 24, 2018 at 7:25 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Comm Rep Chhatwani, Katis, Musial, Utas, Winner, Chairman
Kilbridge

Absent: Commissioner Bickham

Also Present: Executive Director Bostrom, Deputy Director/A&F Director
Talsma, Rec/Facilities Director Kies (arrived 7:40), P&D
Director Buczkowski

Audience: President Kaplan (arrived 7:40), Commissioner Kinnane, K.
Evans, McGinn, Steve Carlson of Garibaldi's, Patricio M.
Aguilas of 4464 Harbor Circle

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

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. District-Wide Concession Agreement/M18-048:

Deputy Director Talsma reviewed the item noting that the agreement would be a 3-year renewable and that the areas served would be Seascape, Triphahn Center, PSSWC and Cannon Crossings.

Comm Rep Katis asked if the \$1,200 was per facility and Deputy Director Talsma noted it was for all facilities. Comm Rep Katis asked about the cash drawers and Mr. Carlson addressed the committee noting that his goal was to decrease the lines with the purchase of additional cash drawers and that he would be hiring staff hopefully from Hoffman Estates and he would address the cleanliness of the area and staff. Comm Rep Katis asked about signage and Deputy Director Talsma noted that there would be signage at all facilities served.

Comm Rep Musial noted that she would like to see the percentage in the contract from the beginning and Deputy Director Talsma noted that staff was comfortable with the rental amount and using the percentage would then require Garibaldi's to report their sales to the district. Comm Rep Musial asked that the specifics listed on page 3 of the RFP be included in the contract. Executive Director Bostrom explained that was usually the case and staff will address the item.

Comm Rep Katis asked if Mr. Carlson would walk through with district staff to evaluate the condition of the equipment and Mr. Carlson noted that was also a common practice.

Director Kies and President Kaplan arrived.

Comm Rep Winner asked about the hours at TC Monday through Friday and Deputy Director Talsma said the district would work with Garibaldi's on appropriate hours.

Commissioner K. Evans asked about cross promotion and Deputy Director Talsma noted that they would be doing that. He explained that they had already offered 10% to those attending the Hockey Tournament and they would promote the full menu from Garibaldi's at the facilities.

The A&F Committee recommends that the Board enter into a three-year licensing agreement with Sadie Investments LLC. dba Hoffman Estates

Garibaldis for concession services as outlined above and that the concessionaire requirements listed on page 3 of the RFP be included in the contract. The motion carried by voice vote.

- Meet Cook County and the Village of Hoffman Estates health and sanitation requirements for the building and workers.
- Provide food and beverage (product) sales during the agreed upon hours of operation at all locations.
- Be subject to the district's current sponsorship beverage contract.
- Offer a menu of products for sale that is approved by HEPD.
- Maintain the concession space and its equipment in good repair in a clean, sanitary, orderly, fair pricing and safe condition.
- Maintain and repair own furniture, fixtures and equipment in designated space.
- Place all trash in the containers provided by the Owner and dispose in containers provided by Owner, as needed.
- Provide service to customers in a courteous, professional and efficient manner.
- Be responsible for obtaining and maintaining their own business license from the Village of Hoffman Estates.
- Be responsible for paying all applicable state, local and federal taxes.
- Provide at all times for the duration of the agreement comprehensive liability of \$1,000,000 per occurrence and shall provide a certificate of insurance evidencing such coverage, naming the Hoffman Estates Park District, the Owner, as additional insured.

B. Change to Policy 4.1.06 Annual Meeting/M18-049:

Executive Director Bostrom reviewed the item noting that it was a housekeeping issue and because the schedule for committee and board meetings was changed, they needed to address the Annual meeting schedule.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve changing Policy 4.1.06 to stat that the Annual Meeting of the Board shall be held on the fourth Tuesday in May. The motion carried by voice vote.

C. A&F Report and 1Q2018 Goals/M18-045:

Deputy Director Talsma reviewed the memo noting that Rectrac could now show how filled programs were when registering on line as well as cross promoting similar programs to registrants. He also noted that they were looking at Rectrac training the first week of June.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to send the A&F Report and 1Q2018 Goals to the board as presented. The motion carried by voice vote.

D. Open & Paid Invoice Register:

Comm Rep Utas made a motion, seconded by Comm Rep Katis to recommend the board approve the Open and Paid Invoice Register in the amount of \$905,301.64. The motion carried by voice vote.

E. Revenue and Expense Report:

Deputy Director Talsma reviewed the report noting that they were actually doing better than last year. He explained that there had been changes to the Hockey Program as the revenue was down severely and felt the changes would help to address that item. He also noted that PSSWC was seeing some competition in membership due to another fitness center opening in the area. He also explained that the rest of the district was looking good and the general fund was strong.

Comm Rep Katis asked if PSSWC's steam room controls were being replaced with the turning knob and Director Buczkowski said that he had delivered the equipment earlier that day.

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

7. Committee Member Comment:

Comm Rep Chhatwani thanked Executive Director Bostrom for his services, congratulated him on his retirement and thanked everyone for the opportunity to be a part of the Hoffman Estates Park District.

Comm Rep Winner echoed the sentiments.

Comm Rep Utas congratulated both Executive Director Bostrom and Deputy Director Talsma.

Comm Rep Katis suggested the district look at a curling class. He also noted that he had reviewed all the plaques on the board room wall and thanked Executive Director Bostrom for doing such a great job. He also congratulated Deputy Director Talsma on his appointment.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Comm Rep Katis to adjourn the meeting at 8:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary