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MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
July 24, 2018

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on July 24, 2018 at 7:30 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Comm Rep Musial, Utas, Winner, Commissioner Bickham

Absent: Comm Rep Chhatwani, Wilson, Chairman Kilbridge

Also Present: Executive Director Talsma, A&F Director Hopkins,
Rec/Facilities Director Kies, Golf Director Bechtold

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

2. Approval of Agenda:

Comm Rep Utas 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 noted that he was erroneously identified as a Comm Rep under the Approval of Minutes.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to approve the minutes of the June 26, 2018 meeting as amended. The motion carried by voice vote with Comm Rep Musial abstaining.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Amita Contract Renewal/M18-078:

Director Hopkins reviewed the item.

Comm Rep Musial asked:

- Section 2.3 was the district complying with all laws and it was noted that they were.
- Section 2.3 what about advertising the Foundation Uncorked with regard to not promoting liquor products and Director Talsma noted that it was a standard agreement and the advertising of a Foundation Event should not impact that item, but staff will check.
- Section 5.15 suggested removing “consulting” so that the sentence made sense.
- Exhibit A, item first item 2; did that include Foundation Events and it was noted that it did not.

Commissioner McGinn asked about the 50+ participants from Amita and Executive Director Talsma noted that they were the Golden Circle and that not many of them were truly active.

Comm Rep Utas made a motion, seconded by Comm Rep Musial to recommend the board approve the Amita Contract Renewal as modified and outlined in M18-078. The motion carried by voice vote.

B. Morgan Stanley Authorized Signers/M18-079:

Director Hopkins reviewed the item noting that they need to add her to the authorized list and that they need two signatures to transfer funds. It was noted that this was just for the park district.

Comm Rep Winner made a motion, seconded by Comm Rep Musial to recommend the board approve the Morgan Stanley Authorized Persons and Enabling Resolutions for Corporations to add the Director of Administration & Finance as a secondary signer as outlined in M18-079. The motion carried by voice vote.

C. Surplus Ordinance O18-007/M18-080:

Executive Director Talsma reviewed the item. Comm Rep Musial asked if they would be trading or disposing and Executive Director Talsma explained they would trade the Ford and dispose of the exercise equipment.

Commissioner K. Evans asked about the \$2,500 for the Ford and it was noted that the vehicle had 140,000 miles and had been in some accidents. It was also the fair value as estimated by Supervisor of Mechanics Hansen.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the board approve Ordinance O(18/-007 for the Disposal/Sale/Trade-In of Surplus Property as outlined in M18-080. The motion carried by voice vote.

D. Admin/Finance Report and 2Q Goals/M18-077:

Director Hopkins reviewed the item. Commissioner Bickham asked about the CAPRA scores and Executive Director Talsma explained that the district had received 144 out of 144 on the first evaluation in 2013 and 151 out of 151 on this current evaluation. He also gave special notice to Executive Asst Kaczmarek and IT Manager Agudelo on the efforts with this project.

Comm Rep Winner made a motion, seconded by Comm Rep Musial to send the Admin/Finance Report M18-077 and 2QGoals to the board as presented. The motion carried by voice vote.

E. Open and Paid Invoice:

Comm Rep Musial asked about the BSRI payments of \$1,500 and \$5,000. Executive Director Talsma noted that they were annual payments for the users for the GIS software.

Commissioner McGinn noted that the financial analysis offered was well done.

Comm Rep Musial made a motion, seconded by Comm Rep Utas to recommend the board approve the Open and Paid Invoices in the amount of \$698,989.42 as presented. The motion carried by voice vote.

F. Revenue and Expenditure Report:

Executive Director Talsma reviewed the items noting that the Financial Analysis was a dynamic report. Director Hopkins noted that Ice would likely be below budget; the Wolf Pack program participation costs had been reduced by 25%; Early Childhood was doing better than 2017; Preschool was seeing an increase; Senior programming was breaking even, Seascape was

ahead of the budget at this time; PSSWC memberships were declining and may be short by \$50,000 and that BPC would also be short but might make up the revenue in the fall.

President Kaplan asked about BPC comparison and Director Bechtold noted that they compared month to month.

Commissioner McGinn asked about the definition of fall months and it was noted to begin in September.

Comm Rep Musial noted that she would prefer to see the comparison to the budget rather than prior years. Executive Director Talsma noted that the problem with the budget was the many timing variances. Discussion ensued and staff will check on a combination of items i.e. 3 years comparison in addition to budget comparison.

Commissioner Bickham noted that every question he had about the financials had been addressed in the analysis.

Comm Rep Winner asked about the 50+ programming and Director Hopkins noted that at the same time HEPD was seeing a decrease, Schaumburg was seeing an increase. President Kaplan asked what the district was doing about that and Executive Director Talsma explained that they were looking into programming and trips and adding to each. He also noted that staff might need to look at renting out the space used by the 50+ more often than just evenings.

Commissioner R. Evans asked if they felt the decline was due to the increase in fees and Executive Director Talsma noted that some of it might be along with losing the 50+ Coordinator and that the new coordinator was younger and the relationships were not as strong.

Comm Rep Utas asked about the Moose Jaw program noting that there were some short comings and that parents were concerned that the reduction in fees for the Wolf Pack program might mean that the program would suffer. He also noted that there seemed to be a problem with the ice on Rink 1 and that the concessions were not open on Saturday mornings when they had 50+ parents looking for breakfast and/or coffee. Finally he asked if they would provide hockey mouth guards, neck guards and tape at either the front desk or concession stand.

Executive Director Talsma explained that this was the first time he was hearing anything less than positive comments about the Moose Jaw program and that he would have staff check into it. He also noted that reducing the fees would not impact the quality of the Wolf Pack program. He noted that there was a problem with the ice chilling system in both Rink 1 and 2 and they were looking at options to deal with the leaks. He said he would check with

Garibaldi regarding the hours of operation but that a vending machine might be a better answer noting that there was a vending machine serving coffee on the north side. He also noted that the district would begin offering skate sharpening on site and that a vending machine might offer the guards and tape necessary at all hours. He noted that he would be happy to talk with any concerned parents.

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

7. Committee Member Comments:

Comm Rep Winner congratulated Director Kies and his new position.

Comm Rep Musial congratulated staff on the CAPRA scores.

Commissioner Bickham reminded everyone of the PIP, noted it was good to see everyone at the Social event and recommended they join them August 9 at BPC.

8. Adjournment:

Comm Rep Winner made a motion, seconded by Comm Rep Utas to adjourn the meeting at 8:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary