



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



**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
December 18, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on December 18, 20218 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Kilbridge; Commissioner Bickham; Comm Rep Chhatwani, Musial (7:15 p.m.), Utas, Winner, Wilson

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: President Kaplan; Commissioners K. Evans, R. Evans, Kinnane, and McGinn; Comm Rep Veronico

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 Utas had a few questions for clarification regarding the items listed under F. Review and Expenditure Report/Financial Analysis. It was noted that the general fund year end balances would be \$235,000 better than budget due to the reduction of payroll and that the Rec Fund would be \$275,000 under budget primarily due to ice operations.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the November 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. **2019 B&A Ordinance O18-010 in Final Form/M18-129:**

Executive Director Talsma reviewed the item noting in this instance, interfund charges were recognized as revenues; something unique to the special taxing district. He also explained that there were four changes to the budget:

- Additional funds for Fund 11 for signage for \$20,000 for The Club
- A change to the part time vs full time wages for C&M although the final dollar amount will remain the same.
- An adjustment to the water costs of \$25,000 for Cannon Crossings as the district had just received the \$25,000 water bill for irrigation of that space for 2018. Commissioner K. Evans asked about paying sewer charges and it was noted that the park district did not pay those to include the splash pads and the first fill at Seascap. Commissioner K. Evans asked about the usage and Director Hugen noted that there had been an extra amount used to irrigate in 2018.
- A Capital Improvement line item of \$90,000 for an outdoor fitness station. The district was in receipt of a \$30,000 grant to install a new outdoor fitness station requiring the district to provide an additional \$90,000 of which staff will try to secure \$30,000 from Amita Health or another sponsor.

Comm Rep Musial arrived at 7:15 p.m.

Comm Rep Musial asked what the life span of the new fitness station would be and Director Hugen said it should be 12-15 years.

Comm Rep Utas asked about the flooring and Director Hugen noted it would be concrete with a rubber top and the grant was from National Outdoor Fitness Group. He also explained that the company would provide staff to assist with marketing to the community for the additional sponsor.

Comm Rep Utas noted that Schaumburg had outdoor stations and Executive Director Talsma noted that the district was working on an additional grant to provide funds for the fitness stations along the trails.

Commissioner K. Evans asked if the station would replace the Ninja Warrior fitness and Executive Director Talsma noted that it would not. Director Huguen explained that the Ninja Warrior was an obstacle course geared for younger adults and teens. He also explained that the fitness station would replace the 20 year old fitness equipment presently at S. Ridge Park.

Commissioner Kilbridge asked if the district had an obligation to promote National Outdoor Fitness and Executive Director Talsma explained that they would have advertising on their location.

Comm Rep Utas asked about the size of the area and Director Huguen explained it would be 50 – 60 square feet and similar to the present area.

Commissioner McGinn asked if there would be any impact to the OSLAD Grant requested for S. Ridge and Executive Director Talsma explained that it was in addition to what they were looking for in the OSLAD and would not replace any OSLAD amenities.

Commissioner K. Evans asked if \$120,000 was sufficient funding and Director Huguen noted it would be. It was also noted to most likely have both Apple and Android Apps.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the B&A Ordinance O18-010 as outlined in M18-129. The motion carried by voice vote.

B. Tax Levy Ordinance O18-012/M18-131:

Director Hopkins reviewed the item noting that it would need to be filed by the last Tuesday in December.

Comm Rep Musial asked about the difference in the tax amounts and Executive Director Talsma noted that it was in the Replacement Taxes on the B&A. She also asked about the different names and Executive Director Talsma explained that the district had, in the past, levied for Museum Fund, Liability Insurance, and Audit and while they no longer levied for those items the funds continued to be listed without any dollars assigned to them.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the District's 2018 annual tax levy Ordinance O18-012 in the amount of \$9,392,000 as outlined in M18-131. The motion carried by voice vote.

C. Lakewood Center Redevelopment Project/M18-114:

Executive Director Talsma reviewed the item noting that they were working with the Village on a proposal for the old ATT property to build community housing with retail and commercial options in the space. He explained it would contain a park site that could be another fitness station.

Commissioner Kilbridge asked about the need for dedicated space to the park district and Executive Director Talsma explained that they probably would have been offered cash value but would prefer to get park space paid for by the developer.

Commissioner K. Evans asked who they were marketing to and Executive Director Talsma noted it was ages 22-40.

Commissioner Bickham asked about school district 220 but it was noted that only 211 was involved.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board support the proposed Lakewood Center TIF District as outline in M18-114. The motion carried by voice vote.

D. Surplus Ordinance O18-011/ M18-130:

Executive Director Talsma reviewed the item noting that the district was cleaning closets to utilize the space better creating some surplus.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Surplus Ordinance O18-011 authorizing the disposal, sale or trade in of surplus property owned by the district as outlined in M18-130. The motion carried by voice vote.

E. Policy for Reimbursement of Employee Expenses/M18-128:

Executive Director Talsma reviewed this item noting it was a housekeeping issue. He explained the district had this policy but was changing the wording for clarification.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend the board approve changes to Policy 7.35 Reimbursement of Employee Expenses as outlined in M18-128. The motion carried by voice vote.

F. A&F Report/M18-127:

Executive Director Talsma complimented Director Hopkins and Superintendent Cotshott for collecting the missing points from American Express resulting in a \$10,000 donation to the Friends of HE Parks.

Director Hopkins noted that Accounting Manager Meschewski was the newest CPRP to the district. She also explained that the district was now accepting the chip as well as Apple and Google pay. She went on to explain that the district would accept signatures versus pins for transactions.

Comm Rep Musial asked why the Advertising and Sponsorship information had been removed from the report and it was noted that the position had transferred to the Recreation Department and would be contained in the Rec Report. Discussion ensued regarding the income going to the Corporate Fund versus the Rec Fund and the committee consensus was to continue to include the information in the A&F report as well as the Rec Report for the meantime.

Comm Rep Utas 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.

G. Open and Paid invoice register: \$342,143.20:

President Kaplan asked about HEHS hats etc on page 1 and Director Bechtold noted that they had some items for sale for the Hoffman Estates High School in the pro shop. President Kaplan asked about Alexander Shank receiving \$350 for 66 games on page 2 and staff determined that it was for coordinating the umpires.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoice Register in the amount of \$342,143.20. The motion carried by voice vote.

H. Revenue and Expenditure Report:

Director Hopkins reviewed the report noting there was not much change since last month.

Commissioner McGinn asked about Hockey being down by \$500,000 and it was noted that the revenue would be spread across months with an additional \$150,000 expected for December.

Executive Director Talsma explained there was about a \$200,000 variance from last year and that December was a big time for rentals as well as the restructuring of program fees that was projected to create a \$100,000 loss.

Comm Rep Wilson 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 noted that BPC had been the place to be in December and wished everyone a happy holiday.

Comm Rep Utas agreed that the winter events were great. He complimented Program Manager Dodson on the Zoo Lights event.

Comm Rep Musial agreed that Winterfest was terrific and wished all a happy holiday.

Comm Reps Wilson and Chhatwani also wished everyone a happy holiday.

Comm Rep Winner noted it was good to see all staff in the new jackets and wished all a happy new year.

On behalf of the Friends of HE Parks, Chairman Kilbridge thanked Director Hopkins and Superintendent Cotshott on their hard work getting the American Express \$10,000 donation.

8. Adjournment:

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 8:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary