



*The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.*

**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE MEETING  
October 20, 2015**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on October 20, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Chhatwani, Musial (7:01 pm), Utas, Winner (7:02 pm), Chairman Kaplan

Absent: Comm Rep Katis

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, Parks and Risk Director Giacalone

Audience: Commissioners R. Evans, Kilbridge, Mr. K. Evans

**2. Approval of Agenda:**

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to approve the agenda as presented. The motion carried by voice vote.

**3. Minutes:**

Comm Rep Utas made a motion, seconded by Commissioner McGinn to approve the minutes of the September 22, 2015 meeting as presented. The motion carried by voice vote.

**4. Comments From the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. Working Cash Abatement Resolution R15-003/M15-140:

Deputy Director Talsma reviewed the item noting that while they levied for this fund from 2001 through 2014, the district had never accessed the funds. He also explained that the UAAL balance was \$1,226,321 with an interest rate of 7.5% while the working cash fund earns less than 2% per year. He also explained that it had been budgeted to abolish the working cash fund and place those funds into the operating accounts while using other district funds to pay off the UAAL balance. It was noted that the balance does fluctuate from year to year.

Chairman Kaplan asked if the motion should be to abolish the fund and pay off the UAAL balance and Deputy Director Talsma explained that payment of the balance was already in the budget and the Resolution was very specific to only abolishing the fund.

Commissioner McGinn asked if the district had opted to establish the working cash fund and Deputy Director Talsma noted that they had. He also explained that having abolished the fund, they could not re-levy for ten years.

Executive Director Bostrom noted that in 2001 the fund balances were not as healthy as they are today and that was a part of the reason to establish the working cash fund at that time.

Comm Rep Utas asked how long the district had the \$1.2 million balance and Deputy Director Talsma explained that it fluctuated and that at one time was actually a positive \$500,000 and it depended upon the IMRF investments. He talked about having paid off the pension obligation of \$62,000 last year and that each year they would be paying the full amount to IMRF.

Commissioner McGinn made a motion, seconded by Comm Rep Winner to recommend the board approve R15-003 Abolishing the Working Cash fund as outlined in M15-140. The motion carried by voice vote.

B. Iatarola Property Annexation/O15-016/M15-139:

Executive Director Bostrom reviewed the item noting that it concerned the annexation of the final 24 acres at 72 and Old Sutton Road.

Commissioner McGinn made a motion, seconded by Comm Rep Musial to recommend the board approve Ordinance O15-016 annexing certain territory known as the Iatarola Property and instruct staff to record the annexation with the County Clerk. The motion carried by voice vote.

C. Controlled Burns 2016 Contract/M15-141:

Director Giacalone reviewed the item noting that they were not recommending burning Victoria at this time. He discussed increasing the water through the out flow area to reduce the amount of woody vegetation and Phragmites in the wetland areas.

Commissioner McGinn asked if the Village should be monitoring the situation and Director Giacalone explained that it was Village property, however, the park district was in the area more often and would monitor the water levels.

Comm Rep Utas asked about using the goats from BPC on the site and Executive Director Bostrom noted that it was a massive area.

Commissioner McGinn asked if they had informed residents of the change in burning and it was noted that they had.

Comm Rep Chhatwani asked about mowing the area and Director Giacalone explained that they did not have the equipment to mow the site and just mowing would not remove the roots.

Comm Rep Utas asked how long it would take to change the landscape and Director Giacalone noted that it could be done in 1-2 seasons.

Commissioner R. Evans asked how long the water had been low and Director Giacalone noted that staff did not know exactly when the levels began dropping but it had probably been a long time.

Mr. K. Evans asked if any residents would be impacted by increasing the water in the wetland area and it was noted that they would not. He suggested having a group (Scouts) replant and restore a small section of Victoria. Executive Director Bostrom noted that it would be better for a group to take on a smaller area and that attempting to restore Victoria a small section at a time would not be successful.

Chairman Kaplan asked why they would recommend the company that had damaged homes during the 2015 burn and Executive Director Bostrom explained that they were a very qualified agency

and that the issue was Victoria; that the past 3 burns had issues with 2013 damaging homes, 2014 not completely burning.

Mr. K. Evans suggested putting information on the website.

Comm Rep Utas asked what might grow in the space of the wooded vegetation and Phragmites and Director Giacalone noted that they might have open water which would be a benefit.

Chairman Kaplan asked why the local vendor had not been recommended and it was noted that the recommendation went by law to the lowest qualified bidder and the district could not show favoritism.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board approve the contract with Restoring Nature with Fire in the amount of \$13,494 to burn Hunters Ridge, Black Bear and Rohrssen Parks and that staff should re-evaluate Victoria wetlands after a 3-5 year period of higher water levels for possible burn. The motion carried by voice vote.

D. Program Manager job description changes/M15-137:

Director Kies reviewed the item noting that staff changes to the ELC program was offering the district the opportunity to return to the original structure and have both hires as Program Managers reporting directly to the Superintendent of Recreation.

Comm Rep Winner asked about financial impact and Director Kies explained that the district would see some savings in salaries.

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the organizational structure change for both positions reporting directly to the Superintendent of Recreation as well as the job description title and job responsibilities changes as outlined in M15-137. The motion carried by voice vote.

E. Surplus Ordinance O15-017/M15-135:

Executive Director Bostrom reviewed the item. Comm Rep Winner asked what a new Sprayer would cost and Director Giacalone noted that he believed they went for approximately \$12,000.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board approve Ordinance O15-017 authorizing the

disposal, sale or trade in of Surplus Property as outlined in M15-135. The motion carried by voice vote.

F. Conference Education Summaries/M15-143:

Deputy Director Talsma reviewed the items noting that David Carter and Jamie Sabbach were excellent speakers.

Information only.

G. Admin & Finance report and 3Q Goals/M15-142:

Deputy Director Talsma reviewed the item noting that they were talking with Windsor and considering a full-time person to handle the Marquee and sponsorship opportunities. He also explained that while the district had a large use of the credit cards they were governed by the purchasing policy and go through an approval process.

He also explained that the district had received a \$110,000 check from T-Mobile as rent on property for a possible cell tower location. The rent covered the last 4 years and staff will make arrangements to collect this on a monthly basis. Comm Rep Musial questioned if this was in error and Deputy Director Talsma explained that he had confirmed that T-Mobile had received a building permit which had activated the lease agreement with the district and the monies were owed.

Mr. K. Evans asked about the cell tower with Sprint at Fabbrini Park and Deputy Director Talsma noted that the Village had never approved that permit and the item did not go further.

Commissioner McGinn asked about the minimum that Windsor owed the district and Deputy Director Talsma explained that if they did not meet the "minimum" that the district would have the opportunity to cancel the contract.

Comm Rep Musial asked how it worked and it was noted that the district was looking to change the contract so that staff could sell the local ads. He noted that contracts went through the accounting department for billing and that the art work was approved and could be created by the C&M Department.

Commissioner McGinn made a motion, seconded by Comm Rep Musial to send the A&F report and 3Q Goals to the board. The motion carried by voice vote.

H. Detail Reports:

Comm Rep Winner made a motion, seconded by Commissioner McGinn to recommend the board approve the  
Manual Checks in the amount of \$331,399.80  
Monthly Invoices in the amount of \$335,113.03  
The motion carried by voice vote.

I. Financial Statements:

Deputy Director Talsma reviewed the item noting that they would be revisiting these numbers during the budget process.

Comm Rep Winner made a motion, seconded by Commissioner McGinn to recommend the board approve the financial statements as presented.

**7. Committee Member Comments:**

Comm Rep Chhatwani noted that it was a good meeting.

Commissioner McGinn complimented staff on the comprehensive information offered in the packets.

Chairman Kaplan noted that it was a pleasure to get to know the staff on an operational basis; that he appreciated all the hard work.

**8. Adjournment:**

Comm Rep Winner made a motion, seconded by Commissioner McGinn to adjourn the meeting at 8:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary