



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
November 17, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on November 17, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Chhatwani, Musial (7:15), Utas, Winner, Chairman Kaplan

Absent: Comm Rep Katis

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

Audience: Commissioners Evans, Kinnane, Kilbridge, President Bickham, Mr. K. Evans

2. Approval of Agenda:

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

3. Minutes:

Comm Rep Winner made a motion, seconded by Commissioner McGinn to approve the minutes of the October 20, 2015 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. 2015 Limited Bond Issue, Ordinance O15-021/M15-160:

Deputy Director Talsma reviewed the Ordinance noting it was the district's roll over bond of \$2.79 million of which \$1.3 million funded the district's capital projects.

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the 2015 Limited Bond Issue, Ordinance O15-021/M15-160 as presented. The motion carried by voice vote.

B. Beverage Contract/M15-158:

Deputy Director Talsma reviewed the item. Executive Director Bostrom explained that the district had been with Pepsi for the last 5 years and that the contract would be for BPC and all the vending machines.

Mr. Keith Evans asked if they were also advertising on the Marquee and it was noted that they were not. Deputy Director Talsma explained that it was the local distributor and he believed that it might happen if Pepsi were to cover the cost of the advertising.

Comm Rep Winner asked about advertising for Coke and Deputy Director Talsma noted that while the district could probably do that, it might not be a good choice given their relationship with Pepsi.

Comm Rep Utas asked if the district wanted to advertise for soft drinks versus sports or water and Deputy Director Talsma noted that any advertising like that would most likely be a package deal to include all of the above.

Chairman Kaplan asked about getting new machines from Pepsi and Deputy Director Talsma noted that most of the machines were in good shape and Director Bechtold noted that he did not feel that there would be a problem replacing a problem machine.

Mr. K. Evans asked about the dispensing equipment at the BPC bar and Director Bechtold noted that it was all provided by Pepsi.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to recommend the board approve entering into an annual contract

with Pepsi to provide the district's beverage service with two additional one-year renewal options, starting December 1, 2015. The motion carried by voice vote.

C. Surplus Ordinance O15-020/M15-159:

Executive Director Bostrom reviewed the item noting that the 10 year old fridge leaked and had been repaired several times by maintenance. Staff will check on the option to have Comm Ed remove the fridge for payment.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Surplus Ordinance O15-020 as outlined in M15-159. The motion carried by voice vote.

D. Balance Scorecard /M15-151:

Executive Director Bostrom reviewed the item noting that in the future staff would include a summary of items to address changes or explain discrepancies.

Comm Rep Musial asked if the scorecard was based upon the district goals or against a prior year. Deputy Director Talsma noted that it was a snapshot in time of where the district stood. He noted that they believed the district had a base line starting with 2015 and could offer a comparison by quarter or annually.

Comm Rep Utas asked if the specific goals could be tied to the items and Deputy Director Talsma noted that they could, but, again, the report was intended to be a snapshot of where the district was at that moment.

Executive Director Bostrom noted that some of the information was based on 5-year process.

Mr. Keith Evans said he would like to see the numbers tied back to goals.

Deputy Director Talsma noted that the intent was to have provided a 2-page snapshot report as the district offered Recreational Reports and Financial Reports that addressed the district's activities, finances and goals in detail.

Comm Rep Musial noted that she felt the report meaningless without an expected column and it was noted that the summary sheet would offer that same information as the expected column.

Executive Director Bostrom suggested allowing staff to provide the summary sheet with the next report and the committees and board could review at that time noting if it addressed their questions and/or provided additional information.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to recommend the board approve the Balance Scorecard as outlined in M15-151. The motion carried by voice vote.

E. A&F Report/M15-161:

Deputy Director Talsma reviewed the report.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M15-161 to the board as presented. The motion carried by voice vote.

F. Detail Reports:

Comm Rep Winner asked about the cost of the costume on page 50 and if it was related to Halloween Happenings. Deputy Director Talsma explained that it would be for the dance recital.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board approve the manual checks in the amount of \$325,556.33. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the monthly invoices in the amount of \$356,077.36. The motion carried by voice vote.

G. Financial Statements:

Deputy Director Talsma reviewed the items noting that the district was looking good going into the 4th quarter and that the operations would finish strong. He noted that STAR and ice were doing well and they were seeing gains at BPC with November weather.

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

7. **Committee Member Comments:**

Commissioner McGinn noted that he had been watching the Synchronized Skating team in the mornings and they were amazing to watch. Director Kies noted that they were a new program.

Chairman Kaplan noted that he was sorry to have missed the special A&F last week.

8. Adjournment:

Comm Rep Winner made a motion, seconded by Comm Rep Utas to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

