



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
February 17, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on February 17, 2015 at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Rep Chhatwani, Musial (7:15), Utas, Winner, Chairman Greenberg

Absent: Comm Rep Katis

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

Audience: Comm Rep Kinnane, Kaplan, Commissioners R. Evans, McGinn, President Bickham

2. Agenda:

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

3. Minutes:

Commissioner K. Evans made a motion, seconded by Comm Rep Utas to approve the minutes of the January 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. Palatine Park District re: Bergman Property (de)annexation/M15-021a:

Executive Director Bostrom reviewed the item noting that the property was approximately 38 acres, within the Village of Hoffman Estates boundaries and the Palatine Park District Boundaries and included an 81 unit development with a house already on the property with significant historical value. He explained that Palatine was willing to de-annex so that the HEPD could annex and that the Village was reviewing the existing house for its historical value and cost of repair. He explained that the district had a similar agreement for the Bradwell Property. He explained that the district would deposit \$300,000 with an escrow agent after specific requirements were met on the property and the district would probably spend \$300,000 on a playground on the approximately 2 acres of donated land. He also noted that the district would receive taxes from the homes at a rate of approximately \$550 annually per home.

Comm Rep Musial asked who initiated this request and Executive Director Bostrom explained that the Village of Hoffman Estates had.

Comm Rep Kaplan asked if there was a provision or penalty clause if they did not build the houses. Executive Director Bostrom explained that was why they had to meet certain requirements (completion of infrastructure and building of 1 home) prior to making the \$300,000 deposit.

Comm Rep Kaplan asked what type of park would be built and it was noted that it would be a neighborhood park.

President Bickham asked about building the park in relationship to the number of homes sold and Executive Director Bostrom explained that the park would not be built immediately and staff would monitor the development, anticipating that the neighborhood park would be built for a large development.

Commissioner Greenberg noted that this playground was not in the 2015 budget.

Comm Rep Utas asked if there would be a chance for a cell /flag pole in the area and Commissioner K. Evans asked if the residents had been told that the Park District could build a cell tower, light the area and/or put in a playground. Executive Director Bostrom will check to make sure the residents are aware of some of the items that the district might put on 2 acres of land.

Comm Rep Musial made a motion, seconded by Comm Rep Winner to recommend the board approve the Intergovernmental Agreement for the disconnection of certain property from Palatine Park District and the annexation to the Hoffman Estates Park District. The motion carried by voice vote.

B. Reimbursement of Fees Agreement and policy change/M15-22:

Executive Director Bostrom reviewed the item noting that it helped to ensure that any legal costs incurred by the district in creating agreements for the sale/purchase of real estate, excess property/equipment (5.06) and easement requests (5.07) would be reimbursed to the district. Director Talsma noted that it would be good to have for the cell tower agreements referring to the district's creation of agreements only to have the cell tower cancel. He did note that the district was reimbursed \$2,600 that time but the Fees Agreement would help to guarantee those reimbursements.

Comm Rep Utas made a motion, seconded by Comm Rep Musial to recommend the board approve of the amended District Policy 5.06 and 5.07 and incorporate the Fees Agreement into the procedures as outlined in M15-022. The motion carried by voice vote.

C. Ford Explorer purchase/M15-023:

Executive Director Bostrom reviewed the need to replace Director Talsma's vehicle and that it was in the 2015 budget.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board award the contract to National Auto Fleet Group in the amount of \$34,903 for the 2016 Ford Explorer as outlined in M15-023. The motion carried by voice vote.

D. Ford F150 Truck purchase/M15-015:

Executive Director Bostrom reviewed the need to replace Director Buczkowski's vehicle and that it was in the 2015 budget.

Comm Rep Utas asked if there was a tow hitch and Director Talsma noted that there was.

Commissioner R. Evans asked why it was not a 2016 and Director Talsma noted that they were not available yet.

Comm Rep Musial asked if the cost included delivery and it was noted that it did.

Comm Rep Musial made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the purchase of a 2015 Ford F150 from National Joint Power Alliance for a total cost of \$30,168 as outlined in M15-015. The motion carried by voice vote.

E. Rough Mower Purchase/M15-020:

Executive Director Bostrom reviewed the need to replace the BPC mower and that it was in the 2015 budget.

Comm Rep Winner made a motion, seconded by Comm Rep Musial to recommend the board award the purchase of the Toro Groundmaster 4700-D from Reinders Equipment for \$61,478.81 as outlined in M15-020. The motion carried by voice vote.

F. Surplus Ordinance O15-001/M15-019:

Executive Director Bostrom reviewed the item. Comm Rep Winner noted that the approximate cost of the items to be sold was \$10,000 and did that appear in the budget. Director Talsma noted that there was a line item under surplus revenue for fixed asset resale and the amount would appear there.

President Bickham asked about the numbers with each item and Executive Director Bostrom explained that it was a fixed asset number assigned by the parks department for each piece of equipment.

Commissioner K. Evans made a motion, seconded by Comm Rep Utas to recommend the board approve Ordinance O15-001 authorizing the disposal, sale, or trade-in of Surplus Property as outlined in M15-019. The motion carried by voice vote.

G. A&F Report/M15-024:

Director Talsma reviewed the item noting that the survey on fraud requested by the auditors from the Commissioners would go directly to them.

Commissioner Greenberg asked about the PATH Wellness Program from PDRMA and Director Talsma explained the program noting that it offered up to \$400 for full time staff.

Comm Rep Kaplan asked about the PPT and PT staff and Director Talsma noted that PPT would be included as they were now 30+ hours. Currently, there are no PPT employees.

Comm Rep Utas made a motion, seconded by Commissioner K. Evans to send the A&F report to the board as presented. The motion carried by voice vote.

H. Detail Reports:

Director Talsma reviewed the report. Comm Rep Winner asked about the Groot bill at Seascapes (page 28). Director Talsma noted that it might pertain to the maintenance work but staff will check.

Comm Rep Winner made a motion, seconded by Commissioner K. Evans to recommend the board approve the Detail Reports in the amount of:

- Manual Checks: \$323,928.77
- Monthly Invoices: \$175,010.86

The motion carried by voice vote.

I. Financial Statements:

Director Talsma reviewed the report noting that the district was looking good and the funds were within budget. He also noted that when they did the budget breakdown it was based upon the ratio of expenses and revenue from the prior year but that sometimes there were some timing issues.

Comm Rep Utas 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:**

Comm Rep Musial reminded everyone about the Girls Night Out Thursday.

Chairman Greenberg reminded everyone about the Fish Fry at BPC to begin Friday from 4:30-9 pm.

8. **Adjournment:**

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

Respectfully submitted,

Dean R. Bostrom, Secretary

Peggy Kusmierski, Recording Secretary