



*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 MEETING  
June 16, 2015**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District A&F Committee was held on June 16, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Chhatwani, Musial, Utas, Chairman Kaplan

Absent: Comm Rep Katis and Winner

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

Audience: President Bickham, Commissioner R. Evans, Kinnane, Kilbridge, Superintendent Cotshott, HR Manager Leninger, IT Manager Agudelo, Mr. K. Evans, Dr. R. Steinberg

**2. 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:**

Commissioner McGinn made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the May 19, 2015 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

Dr. Steinberg asked what was happening with Bo's Run Dog Park as the swipe was not working and he felt that unauthorized participants were gaining access to the park.

Executive Director Bostrom noted that because of the trouble connecting with the dog park, members were given a code. If they were handing that code out to friends, he would not be able to prevent that any more than having those same people swipe in their friends.

Deputy Director Talsma explained that there was a problem with the electrical running to the building and a cost of \$4,500 to have it repaired by an outside contractor. It was presently being scheduled for in-house work.

IT Manager Agudelo noted that the lines had been laid in 2013 and it was believed that the concrete sidewalk over the cables had shifted breaking the connection.

Dr. Steinberg also noted that some parts of the park were very muddy and Executive Director Bostrom explained that the district had a volunteer project coming to add additional wood chips to the area and it was noted that we had an excessive amount of rain recently.

**5. Old Business:**

None

**6. New Business:**

A. 2014 Audit/M15-076:

Deputy Director Talsma introduced Brian LeFevre from the auditing firm Sikich to give a presentation to the committee. Deputy Director Talsma noted that the district would again apply for the GFOA award of Certificate of Achievement for Excellence in Financial Reporting. Mr. LeFevre explained that the district had received the highest level of opinion on the audit. He continued to review the items in the report noting that the Statement of Net Position was a global view of the district; that the Balance Sheets that gave the fund balances were all positive. He noted that the Statement of Revenues, Expenditures and Changes in Fund Balances showed \$1 million transferred out for the payment of debt certificate and noted the district's IMRF employer contribution rate of 9.28%. He explained the Debt Service Fund noting that it was considered a liability that needed to be treated like a bond debt. Deputy Director Talsma noted that the district was budgeting to pay off the liability to remove the unfunded liability. Mr. LeFevre suggested that the commissioners review the Statistical Section that offered information on trends and other financial information and noted that the audit went very smoothly and that the district had very hard working staff.

Comm Rep Musial asked about the unearned revenue and it was noted that it was revenue collected (through registration) for classes that had not yet run.

Deputy Director Talsma noted that all issues were classified as deficiencies in the Communication to the Board, however, that did not mean that they were of a critical issue.

1. Internal Controls over Golf Inventory – noting that 1 person records and processes the inventory and 2 might be better.
2. Market to market Accounting on Cert of Deposit – recommending that the CD's continue to be monitored.
3. Credit Card Support – noting that more support data was needed for payments.
4. Grant Revenue – it was noted that a payment had been made directly to a vendor as opposed to the district. Deputy Director Talsma explained that it was for an ongoing project of removing contaminated storage at BPC and that the vendor did complete the work and it was very unusual that the grant monies would be paid out directly to them and would not be recommended in the future.

Dr. Steinberg asked if any of the deficiencies were repeats from 2014 and it was noted that they were not.

President Bickham asked if the commissioners could see these issues through the statements and Deputy Director Talsma noted that they would not, however, the district had procedures for dealing with the issues and meetings were held to remind staff.

Comm Rep Musial asked about the adjustment made to the reports and Deputy Director Talsma noted that the audit was late March or early April so the adjustments would not appear until after that date and that the committee would not be able to see much change.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to recommend the board accept the final annual audit for the fiscal year ending December 31, 2014 as presented by Sikich, LLP. Motion carried by voice vote.

B. Prevailing Wage O15-006/M15-071:

Executive Director Bostrom reviewed the item noting it was required by law and provided by legal counsel.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve O15-006 as outline in M15-071. The motion carried by voice vote.

C. FT Holiday Pay and Benefit Horus/M15-073:

Deputy Director Talsma reviewed the item. Comm Rep Musial asked about the number of holidays and it was noted that there were 9 holidays at 8 hours and 2 floating w/3 personal days also 8 hours.

Comm Rep Utas asked about PT staff and Deputy Director Talsma explained that they had PTO (Personal Time Off) based upon their years of service. He explained that there were 75 FT employees with approximately 30 working 10 hour schedules.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to recommend the board approve:

The following addition to the personnel policy manual under the section XI: Employee Benefits Use of District Services (page 30):

Employees Working Schedules of 4 10-hour Days:

1. will receive 10-hours of holiday pay for each of the aforementioned District Holidays, for a total of 90 hours of paid holiday time. Employees will not receive holiday pay for Martin Luther King Day and Veterans' Day;
2. will not receive floating holiday time; and,
3. will receive 25 hours of Personal time each year.

The motion carried by voice vote.

D. Repair of PSSWC Dectron Units/M15-070B:

Deputy Director Talsma reviewed the item noting that they district had funds available under the Capital Fund under HVAC and compressor repairs. It was noted that this was for information as the item had already gone to the board for approval.

President Bickham asked about the budget amount and it was noted that there was \$135,000 of which \$35,000 was earmarked for the Dectrons.

Commissioner R. Evans asked if other contractors had been approached and Deputy Talsma noted they had, but the district did not feel their services would be thorough enough.

Dr. Steinberg asked about the contingency for replacing the units at \$900,000 expressing concern for the safety of the air quality and asking who could measure that. Executive Director Bostrom noted that the district was aggressively researching the issue and looking at a replacement unit. Director Kies noted that it was a question the district was asking Trane.

E. A&F Report/M15-074:

Deputy Director Talsma introduced Superintendent of Business Cotshott, HR Manager Leninger, and IT Manager Agudelo.

Comm Rep Chhatwani thanked staff for all their hard work.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to send the A&F Report to the board. The motion carried by voice vote.

F. Detail Reports:

Deputy Director Talsma reviewed the reports.

Commissioner McGinn made a motion, seconded by Comm Rep Musial to recommend the board approve the Detail Reports.

- Manual Checks: \$267,670.96
- Monthly Invoices: \$605,600.54

The motion carried by voice vote.

G. Financial Statements:

Deputy Director Talsma reviewed the item noting the district was doing well even though the weather was not cooperative.

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

7. **Committee Member Comments:**

Comm Rep Utas thanked staff for their hard work and Mr. LeFevre for the presentation.

Comm Rep Chhatwani noted that it was good hear the recap and that the district was so strong financially.

Commissioner McGinn complimented staff on their work. He also noted that he was at the dance recital and it went very well. He reminded everyone of the Foundation's SRT Golf outing tomorrow.

Chairman Kaplan thanked every for attending.

**8. Adjournment:**

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

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peggy Kusmierski  
Recording Secretary