



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
August 18, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on August 18, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Katis, Utas, Winner, Chairman Kaplan

Absent: Comm Rep Chhatwani, Musial

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

Audience: President Bickham, Commissioner R. Evans, Mr. K. Evans

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 Katis to approve the minutes of the July 21, 2015 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. NWSRA Assessment Resolution R15-002/M15-100:

Deputy Director Talsma reviewed the item noting that the fees were calculated for each district and that there was a floor and ceiling to the cost of the fees. He explained that the memo noted two fees; one based upon a tax freeze and the other based on what the fee would be without a tax freeze. He also explained that Cook County was looking at a tax freeze for 2017 and 2018 so it was anticipated that even if the freeze were to be approved, this year's fee would be \$304,572.77.

Comm Rep Katis asked when they would make that decision, however, that information is not available at this time.

Chairman Kaplan noted that he was concerned about taking a vote with an optional amount of dollars and Deputy Director Talsma explained that it would be \$304,572.77 at the most. He also explained that the NWSRA board met monthly but that they needed the approval of this resolution to move forward with their budgeting.

Comm Rep Katis made a motion, seconded by Comm Rep Winner to recommend the board approve the NWSRA Assessment Resolution R15-002 ratifying the assessment for calendar year 2015 not to exceed \$304,572.77 and as outlined in M15-100. The final amount will be based upon the ruling by the State of Illinois regarding the property tax freeze. The motion carried by voice vote.

B. Social media Policy and Computer Network, Internet & VPN Access Policy M15-102:

Deputy Director Talsma reviewed the item noting the district's opportunity to remove and not record a negative, non-business comment on social media. Comm Rep Katis noted that the district might want to keep a copy of that if the offender turns out to be a repeat offender so that the district has a history. President Bickham asked about the VPN access and Deputy Director Talsma explained that many vendors had VPN access and would need to sign the acknowledgement as well.

Commissioner McGinn made a motion, seconded by Comm Rep Winner to recommend the board approve the Social Media Policy

#5.22 and the Computer Network Policy #5.23 as outlined in M15-102. The motion carried by voice vote.

C. Cleaning Service/M15-101:

Director Kies reviewed the item noting that last year Perfect Cleaning Service has received the low bid award and that staff was looking to renew that agreement. He also explained that the fee would remain at \$135,450 for the new year.

Commissioner McGinn asked if there had been any pressure for a multi-year agreement and Director Kies said no.

Chairman Kaplan asked what a porter did and Director Kies explained that the female porter during the day took care of the women's locker room; replacing amenities, picking up towels, cleaning areas. He also explained the male porter at night did much of the same work the maintenance staff did during the day; however they did have some performance issues with him.

Commissioner McGinn asked if the members had complained and it was noted that they did not.

Chairman Kaplan asked how many bids had been received initially and Deputy Director Talsma said he believed that there were 7. Chairman Kaplan asked about the difference between the \$130,200 on the initial bid and the fee of \$135,450 and Director Kies explained it was because the district had requested additional work.

Commissioner Evans asked about the razors mentioned in the bid and Director Kies noted that PSSWC did not provide razors any longer, however at the time of the original bid, they did.

Commissioner McGinn made a motion, seconded by Comm Rep Katis to recommend the board approve a one-year contract with Perfect Cleaning Services from September 1, 2015 through August 31, 2016 in the amount of \$135,450 as outlined in M15-101. The motion carried by voice vote.

D. Surplus Ordinance O15-014/M15-104:

Deputy Director Talsma reviewed the item noting that they were more items identified during the TC Office renovation to be removed.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the board approve Ordinance O15-014 authorizing the

disposal, sale or trade-in of surplus property as outlined in M15-104. The motion carried by voice vote.

E. IAPD Legislation /M15-096:

Deputy Director Talsma reviewed the item noting that it had gone to each committee and that IAPD supported the legislation.

Comm Rep Winner asked about the fee for IAPD and Deputy Director Talsma said he believed it was about \$7,800.

Mr. K. Evans explained that the IAPD board was an 18 member board that was selected to serve.

Commissioner McGinn made a motion, seconded by Comm Rep Katis to recommend the board support the proposed legislation to eliminate future employees of lobbying groups from participation in IMRF as outlined in M15-096. The motion carried by voice vote.

F. Balance Scorecard/M15-093:

Deputy Director Talsma reviewed the item noting it was a snap shot of the district presented at each quarter. He explained that they were changing the format somewhat and now were looking at year to date numbers and district-wide free events versus all free events.

Comm Rep Winner asked about the daily facility usage and Deputy Director Talsma noted that it would be Seascapes and BPC; however the numbers were only through June.

Comm Rep Winner also asked about the total for grants and Deputy Director Talsma explained that last year the district had a number of co-op grants with the Village as well as energy grants that they were not seeing this year. He did note that Preschool had received the Power Play and ELC grants and that Admin Staff was looking to meet with a grant writer for future grants.

Comm Rep Utas asked about the Mobile App numbers and Director Kies explained that when it originally came online there were many that downloaded it but that since then, some had requested to be removed.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to recommend the board approve the Balanced Scorecard for 2nd Q 2015 as outline in M15-093. The motion carried by voice vote.

G. Admin & Finance Report/M15-016:

Deputy Director Talsma reviewed the item noting that they just upgraded Rectrac and would be looking at replacing MSI as the company was discontinuing their support. He also explained that they were looking into GIS software that would allow the district to track many items such as trees, light poles, etc. to assist with determining when to replace those items.

Commissioner Evans asked about replacing the PT IT person and Deputy Director Talsma noted that the PT IT from the summer returned to school and no longer felt he would be able to fulfill the needed PT hours at the district.

Chairman Kaplan asked about TC Supervisor Fong and his accident. Deputy Director Talsma explained that it was workman's comp and that a claim had been processed. He also noted that Superintendent Cotshott had an accident, non-work related, and broke her foot. He explained that the workman's comp would not affect the district's insurance.

Comm Rep Utas made a motion, seconded by Comm Rep Katis to send the A&F Report M15-016 to the board as presented. The motion carried by voice vote.

H. Detail Reports:

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

- Manual Checks: \$332,526.77
- Monthly Invoices: \$323,310.18

The motion carried by voice vote.

The motion carried by voice vote.

I. Financial Statements:

Deputy Director Talsma reviewed the item noting that the numbers were through July. He explained the district was having a good year with the exception of BPC which was weather driven and experienced much rain as well as the general decline of the golf industry.

Commissioner McGinn asked if weddings were in the F&B and it was noted that they were along with the small amount of room rental, etc. Golf Outings were included in both Golf Operations and F&B if there was an outing with a banquet.

Comm Rep Katis asked about the growth of revenue. Deputy Director Talsma did not have a dollar amount for the growth and noted that overall it was growing; however, on a closer scale it was more that when an area showed less revenue, often another area would show more. He also noted that Hoffman Estates was usually above average in comparison to other park districts.

Deputy Director Talsma noted that much of their success was due to managing expenses noting that Director Bechtold was doing a great job of holding expenses while looking for new avenues of revenue.

President Bickham reminded the committee that due to the signed Annexation Ordinances the district would have new properties coming onto the tax rolls that would be considered new growth.

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

7. Committee Member Comments:

Commissioner McGinn noted that it was the quality of volunteers that helped to clear the entire Black Bear field at the Teasel pull on Saturday.

Comm Rep Utas said the park tour was great.

Comm Rep Winner echoed that statement.

Chairman Kaplan thanked everyone for attending and participating in the meeting and thanked staff for their efforts.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Winner to adjourn the meeting at 8:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary