



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
September 22, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on September 22, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Comm Rep Chhatwani, Katis, Musial, Utas,
Commissioner McGinn (Chairing the meeting)

Absent: Commissioner Kaplan, Comm Rep Winner

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

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

2. Approval of Agenda:

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

3. Minutes:

Comm Rep Utas made a motion, seconded by Comm Rep Katis to approve the minutes of the August 18, 2015 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. Utility contract for natural gas/M15-122:

Deputy Director Talsma reviewed the item and distributed an additional chart noting that the district was looking at \$.367 for 3 years as a therm cost.

Comm Rep Musial asked about the budget and Deputy Director Talsma explained that they were at .48 and that this would begin right away.

Comm Rep Katis asked why the district did not wait longer and Deputy Director Talsma explained that it could go up.

Mr. Keith Evans asked about the projections and Deputy Director Talsma explained that they were expected to decrease and that he felt this a great opportunity to lock into a great price.

Comm Rep Musial asked about the extra costs and Deputy Director Talsma explained that there were fees for transportation and storage that brought the amount to .367.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board authorize staff to enter into a 3-year fixed prices cost for natural gas based upon the best available price as obtained from comparative quotes by McDonnell Energy not to exceed .370 per therm (IGS – Interstate Gas Supply). The motion carried by voice vote.

B. Supervisor of Aquatics & Facilities job Description/ M15-119:

Executive Director Bostrom reviewed the item noting that the position would be more Admin responsibility versus the hands on that it had been in the past and staff wanted to upgrade it to the similar level of a Superintendent/GM. He explained that once comfortable and trained well with the position, the person could potentially transition into a Deputy Director of Parks position.

Comm Rep Chhatwani asked if they would be looking for someone that knew what to do about the facilities but would be supervising staff to do the actual work. Director Giacalone said that yes, they would

need to know how to deal with the facility issues in order to supervisor staff.

President Bickham asked about the person putting inventory on the list and if they would include the ice rink in their duties. Director Giacalone noted that yes, they would be working with parks inventory but that they would not oversee the ice rink repairs.

Comm Rep Katis asked about the skill sets for the staff the position would be supervising and it was noted that they were:

- HVAC
- Electric and locks
- Aquatics w/plumbing

and that there would be a 4th person hired to be supervised.

Comm Rep Katis asked why the others left and Director Giacalone explained that he believed they were overwhelmed by the job responsibilities. Executive Director Bostrom explained that in addition to the hands on work there were work orders and communication needs required by the position. Comm Rep Katis asked if \$70,000 - \$80,000 would be enough and Director Giacalone noted that he believed it would.

Comm Rep Utas asked about certification and Director Giacalone explained that they would be investigating the possible certificates that the position might require.

Comm Rep Katis asked about the staff that had left and Director Giacalone explained that the last 2 had been asked to leave.

Comm Rep Utas asked if one person could handle the work load and Executive Director Bostrom noted that they would and part of that would be because they would have a 4th on the crew to do the actual work. It was noted that the position would be part of the budget process.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board approve the revised Supervisor of Aquatics and Facilities job description and the revised salary range to Superintendent/GM classification with a starting annual salary of \$70,000 to \$80,000 depending on job qualifications. The motion carried by voice vote.

C. Surplus Ordinance O15-015/M15-120:

Deputy Director Talsma reviewed the item noting that it was excess equipment after the upgrade to the systems. He noted that they traded the equipment in and received some compensation.

Commissioner R. Evans asked if it would not be more efficient to submit this on a quarterly basis and Deputy Director Talsma explained that it would, but many times storage of items was an issue.

Comm Rep Musial made a motion, seconded by Comm Rep Chhatwani to recommend the board approve O15-015 Surplus Ordinance as outlined in M15-120. The motion carried by voice vote.

D. A&F Report/M15-121:

Deputy Director Talsma explained that they were able to keep their investments through Morgan Stanley because they were using Austin Meade/Dan Denys as the second person to make sure the bond proceeds were properly invested. He noted that currently, the district had only CD's and that Merrill Lynch would not even take municipal clients.

Comm Rep Katis asked about Excalibur and it was noted that they had managed the spam quarantine but that they did not do that any longer.

Comm Rep Musial made a motion, seconded by Comm Rep Katis to send the A&F Report M15-121 to the board. The motion carried by voice vote.

E. Detail Reports:

Comm Rep Katis asked about the fee to be part of the Chamber (\$755) and Comm Rep Musial and Mr. K. Evans explained that it was based upon the number of employees the organization had. Executive Director Bostrom noted that it was an important organization for the district to be part of.

Comm Rep Katis asked about the invoice for Illinois Pumps and Director Giacalone explained that they tried to rebuild pumps every 3-5 years. Comm Rep Katis asked about Stealth charges and Deputy Director Talsma noted they were for the Alarm company; issues they had discovered during a routine inspection. Director Giacalone explained that the district could not do any repairs to the fire alarm system themselves but that they district did shop for the most competitive pricing.

Commissioner R. Evans asked about the summer concert series and what the \$4,500 bought the district. It was noted that we were co-sponsors working with the Village and it was on our advertising. Commissioner R. Evans noted that the sign at the event noting the district was not very visible and that staff should talk to them.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to approve the manual checks in the amount of \$485,658.95 and the Invoices in the amount of \$262,688.55. The motion carried by voice vote.

F. Financial Statements:

Deputy Director Talsma explained that they were beginning to look at next year's budget and that the district was performing well; had a nice surplus and was operating efficiently. He noted that PSSWC was a little short on the special services but memberships were strong. He also explained that BPC, due to the industry and the weather, had been negatively impacted and was down \$130,000+ in revenue. He explained that while F&B could reduce their expenses with less revenue coming in that was not true of the golf side.

Comm Rep Utas asked about #10 and Executive Director Bostrom explained that they were in the process of letting the sod grow. Commissioner R. Evans asked if the coming events that would be well attended would help to offset. Deputy Director Talsma explained that those events were budgeted and that a new event well attended or good weather allowing for continued golf would do more to positively impact BPC operations.

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

7. **Committee Member Comments:**

Comm Rep Katis noted that staff was doing a great job.

Comm Rep Musial invited everyone to attend the Foundation's Wine Event and /or to purchase raffle tickets.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 8:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary