



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
September 16, 2014**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on September 16, 2014 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Rep Katis, Musial, Utas, Winner, Chairman Greenberg

Absent: Comm Rep Keenan

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

Audience: President Bickham, Commissioners McGinn, Kilbridge, R. Evans, IT Manager Agudelo

2. 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:

Commissioner K. Evans made a motion, seconded by Comm Rep Winner to approve the minutes of the August 19, 2014 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. NWSRA 2015 Assessment Resolution R14-003/ M14-107:

Executive Director Bostrom reviewed the item. Comm Rep Katis asked who went down and Executive Director Bostrom explained the majority of districts saw a decrease; however, the overall decrease could not be more than 2%.

Commissioner K. Evans noted that this assessment paid for programming and that there was another assessment that paid for the ADA capital projects. Executive Director Bostrom explained that the district was already addressing ADA issues through their Capital Improvement plan. Deputy Director Talsma explained that it was the area that would be looking at using the reserves to support those ADA projects; that they averaged about \$200,000 to \$300,000 per year but only saw \$100,000 in the Special Rec fund. He did explain that once the EAV began to go up again, they anticipated replenishing those funds within the next five years.

Chairman Greenberg asked if the majority of the ADA projects were outdoors and Executive Director Bostrom noted that they were; playgrounds and pathways. It was noted that 5-feet of all 8-foot pathways could be credited to the ADA fund. Chairman Greenberg reminded the committee that the Capital List broke the dollar amounts down between budgeted and ADA funding.

Comm Rep Utas made a motion, seconded by Comm Rep Katis to recommend the board approve the NWSRA Assessment Resolution Number R14-003 ratifying the assessment for calendar year 2015 in the amount of \$300,774.18 as recommended by the Board of Trustees of NWSRA and outlined in M14-107. The motion carried by voice vote.

B. Voice, Data and Internet Network/M14-108:

Deputy Director Talsma reviewed the item and introduced IT Manager John Agudelo. Deputy Director Talsma explained that SFAC was not included as they were looking at WIFI from BPC to SFAC for a one-time cost of approximately \$4,000 to \$5,000 to connect. He noted that if it worked well at SFAC, they could look at wireless throughout the district, but they were not prepared to look at that right now, but perhaps at the end of the 3-year contract.

Comm Rep Utas asked if the bottom line would be \$1,500 more each month and Deputy Director Talsma said it would but they would be getting much better service.

Comm Rep Winner asked if they would be out of service at any point and Deputy Director Talsma said they would not. He also explained that if they were not able to complete the project prior to the end of the ATT contract that the district could pay for the T1's on a monthly basis.

Commissioner K. Evans asked if it was Comcast Business and IT Manager Agudelo said it was Comcast Metro-E solution. Commissioner K. Evans asked about ATT's response and Deputy Director Talsma said they did not have a very progressive attitude or service to offer. He also explained that the district would get this infrastructure in place and then send out RFPs for the phone system in October with the data and wireless service to FAC as part of that project.

Comm Rep Utas asked about the current band at TC and it was noted that it was at 50.

Chairman K. Evans asked if the cable was buried; staff will check noting that whenever possible, Comcast buries all cable.

Chairman Greenberg asked about BPC internet being down over the summer and Deputy Director Talsma explained that it was a flaw in the system in that when they added the GPS to the internet, it interfered with the firewall. He explained that the district had installed a separate internet line for the GPS that addressed the problem.

President Bickham asked about an early termination fee and Deputy Director Talsma explained that they would probably lose their discounts from the first month as well as having to pay the \$4,000 that Comcast was willing to waive to install the WIFI at SFAC provided they had the 3-year contract. President Bickham asked about response time and IT Manager Agudelo explained that the mean time to response was 15 minutes and to restore was 4 hours. He explained that after that, Comcast policy was to credit back for additional down time.

Comm Rep Winner made a motion, seconded to Comm Rep Musial to recommend the board approve entering into a three year contract with Comcast to provide the District the outlined communication infrastructure for a base monthly cost of \$4,368.50 as outlined in M14-108. The motion carried by voice vote.

C. A&F Report/M14-109:

Deputy Director Talsma asked for questions. Hearing none:

Comm Rep Katis made a motion, seconded by Comm Rep Winner to send the A&F Report M14-109 to the board. The motion carried by voice vote.

D. Detail Reports:

Deputy Director Talsma reviewed the item. Comm Rep Winner asked about the costs for the irrigation on page 7 and the compressors on page 9 of the Invoices. Deputy Director Talsma explained that the irrigation had been hit by lightning while the compressors had been budgeted items. Executive Director Bostrom explained that the district had a claim with PDRMA for the irrigation.

Comm Rep Utas asked about the \$33,000 water bill from the leak at FAC and Deputy Director Talsma explained that the district would get credit back (\$10,000 - \$15,000) for that expense.

Comm Rep Utas asked about the cost of the clamp and it was noted that it was a temporary fix and that the maintenance department would still have to address the leak with a permanent solution.

Commissioner McGinn asked about other storm damage and Executive Director Bostrom explained that the district had to bring in an outside contractor to remove 2 trees that fell onto private property and that staff was saying that there would have been many more trees down if they had not taken so many Ash trees over the past year.

Comm Rep Musial asked about the invoice for the Marquee Signs and it was noted that the district had to pay up front for a portion of the signs to begin the fabrication.

Chairman Greenberg asked about the utility pole located right at one of the Marquee Signs. Executive Director Bostrom explained it had been by design and that when you were looking at the sign you really could not see the utility pole.

Comm Rep Utas asked about the completion date and Executive Director Bostrom explained that they were still scheduled for November 1st for TC and Vogelei and November 8 for WRC and BPC.

Commissioner K. Evans asked about a grand opening and the opportunity to address the new sign with the public. Executive Director Bostrom said that staff would look into it.

Comm Rep Katis made a motion, seconded by Comm Rep Winner to recommend the board approve the manual checks in the amount of

\$303,573.83 and the monthly invoices in the amount of \$606,525.68.
The motion carried by voice vote.

E. Financial Statements:

Deputy Director Talsma reviewed the item noting that staff was working on the 2015 budget. He explained that BPC and PSSWC had gotten off to a slow start due to weather issues.

Comm Rep Utas asked why baseball was separate from the other sports and Deputy Director Talsma explained that initially, baseball had been run independently of the district and when the district took it over, that had just been the initial format. Comm Rep Utas asked about informing participants renting BPC about the gaming machines and Executive Director Bostrom explained that they did not advertise that item, but it would be identified when touring the facility.

Commissioner K. Evans asked if there was any opposition to the gaming machines and Executive Director Bostrom said he did not know of any. Deputy Director Talsma noted that the F&B was on budget and that the gaming machines did not affect them.

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

7. **Committee Member Comments:**

Comm Rep Katis wished the Foundation good luck on the Uncorked Event.

Comm Rep Utas asked about the soccer program and the number of kids on a team and what fields they played on. Executive Director Bostrom noted that they played 10-12 kids on a team and that 9 and Under had to play on a 9 and Under sized field. Commissioner K. Evans explained that the size of the field offered the kids more "touches" to the ball than the larger fields. Comm Rep Utas also noted that he appreciated the opportunity to play golf.

Commissioner K. Evans reminded everyone of the Scarecrow Festival Saturday. He also asked about a sign for the Mohan Group and Deputy Director Talsma explained that they were fine without a sign and that the district could identify the office with a sign on the door if they made that request. He also explained that the district was up to date with the County Assessor's Office regarding the district's renters paying taxes on their rental space. He noted that the committees and/or board might see

a reduction on some of the rental agreements due to that additional amount being paid in taxes.

Chairman Greenberg noted that he and Commissioner Kilbridge had been to BPC to check out the new lights and they were a huge improvement to the outdoor space.

8. Adjournment:

Comm Rep Musial made a motion, seconded by Comm Rep Katis to adjourn the meeting at 8:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary