



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
October 21, 2014**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on October 21, 2014 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Katis, Keenan

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

Audience: Commissioner R. Evans, McGinn; President Bickham

2. Agenda:

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

3. Minutes:

Comm Rep Winner made a motion, seconded by Comm Rep Utas to approve the minutes of the September 16, 2014 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Release of the 1985 Declaration of Covenants at Prairie Stone Business Park /M124-118:

Executive Director Bostrom reviewed the item noting that it was an update for the A&F Committee as the Board had already taken action earlier.

B. Surplus Ordinance IT Equipment o14-007/M14-119:

Deputy Director Talsma reviewed the item explaining that IT Manager Agudelo had looked at all the equipment to determine that it did not have any value. He also explained that all the hard drives had been wiped and that they were working with a company that would split any proceeds they received for selling the equipment.

Comm Rep Utas asked if the district should go to a website that sold these items and Deputy Director Talsma explained that the equipment was basically worthless and working with this company meant not having to spend any additional staff time removing the equipment from the premises.

Comm Rep Musial asked if there was any book value to the equipment and Deputy Director Talsma explained that there was not.

Chairman Greenberg asked if the memories had been wiped from other pieces such as printers and it was noted that they had.

Comm Rep Musial made a motion, seconded by Comm Rep Winner to recommend the board approve Ordinance O14-007 authorizing the disposal, sale or trade-in of surplus property owned by the Hoffman Estates Park District and as outlined in M14-119. The motion carried by voice vote.

C. A&F Report & 3Q Goals/M14-112:

Deputy Director Talsma reviewed the report explaining that staff was looking at RFP's on the phone system. It looked as though it would be under budget but the time line might be a little tight, however, they were still looking for installation prior to the end of December. He reminded everyone that they would be working on the budget during November.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to send the A&F Report M14-112 and goals to the board as presented. The motion carried by voice vote.

D. Detail Reports:

Deputy Director Talsma reviewed the report noting that they had to correct the manual check amount as the original report had duplicated the September 10th date on both September and October's report.

Commissioner K. Evans asked if there was a normal manual check amount. Deputy Director Talsma said he believed that payroll was included to create the large sum, however, staff will check.

Comm Rep Musial asked about the \$1,000 Rectrac refund and it was noted that it was for a family with several children in camp that qualified for DCFS. Upon receipt of those funds, the family was refunded their payment.

Commissioner McGinn asked about the public salary and it was noted that the district paid for the use of a site that posted salaries and job positions in the field.

Comm Rep Winner made a motion, seconded by Comm Rep Musial to recommend the board approve the Manual Checks in the amount of \$385,279.40 and the Monthly Invoices in the amount of \$442,768.51. The motion carried by voice vote.

E. Financial Statements 3Q:

Deputy Director Talsma reviewed. Chairman Greenberg asked about the FY to date versus last year numbers; specifically the Rec Fund overall down \$170,000 and the Corp Fund down \$100,000 and asked if the taxes had all been collected. Deputy Director Talsma explained that approximately 97% of the taxes had been collected. It was noted that in some instances the revenue was only down a small amount, however, expenses had increased more than anticipated. Executive Director Bostrom reminded everyone that the district had taken a hit on the cost of utilities this past year.

Chairman Greenberg also noted that non-resident green fees were down versus resident green fees up. Deputy Director Talsma said part of the issue could be that non-residents could go online to pick and choose which best deal they were looking for rather than just driving to BPC.

Comm Rep Utas asked if the district partnered with any hotels and Director Kies explained that they did offer a stay and play with 3 hotels in the area. Executive Director Bostrom also explained that BPC worked with the hotels to offer packages for weddings.

Comm Rep Musial made a motion, seconded by Comm Rep Winner to recommend the board approve the Financial Statements for the 3Q as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Winner said the signs outside looked good.

Comm Rep Utas asked if the ice was going to be repainted and Executive Director Bostrom explained that the rinks were too busy over the summer to take the ice down and now would have to wait until next summer.

Commissioner K. Evans said he enjoyed conference and reminded everyone that they maintained a library of conference materials.

Chairman Greenberg noted that the Punt, Pass and Kick had great weather last Sunday. Director Kies noted that they had 100 kids.

Deputy Director Talsma explained that Executive Assistant Kaczmarek was coordinating the library entries and all downloads could be forwarded to her.

8. Adjournment:

Comm Musial made a motion, seconded by Comm Utas to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary