



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 AND FINANCE COMMITTEE
December 16, 2014**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on December 16, 2014 at 7:15 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Musial

Also Present: Executive Director Bostrom, Deputy Director / A&F Director Talsma, P&D Director Buczkowski, Rec/Facilities Director Kies, GM Bechtold

Audience: Commissioner Kilbridge, McGinn, R. Evans, Greenberg, President Bickham, Comm Rep Kinnane, Raj Chhatwani

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 November 11, 2014 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. School District 54 Agreement/M14-148:

Executive Director Bostrom reviewed the item noting that due to the way DCFS viewed the programs now, if the park district wanted to be able to receive funding from DCFS they would need to make the school district the Admin Agent. Additionally, the new agreement will now expire June 30, 2020.

It was noted that this item would appear on the Board consent agenda and no vote was required. The consensus of the committee was that the Agreement should be approved by the board.

B. Renaming of High Point/M14-145:

Executive Director Bostrom reviewed the item noting that he had only received a single call about the renaming. Commissioner K. Evans asked if there had been a notice in the paper and it was noted that there was. He also explained that even as a longtime resident of High Point Park, it was a good to acknowledge someone that had given so much to the district in this manner. Comm Rep Winner noted that he was very deserving of this honor. Commissioner McGinn congratulated staff on doing a good job checking into the history of Mr. Fabbri. Commissioner Greenberg noted that they would also be putting that history on a marker for the park.

Information only.

C. Succession Planning /M 14-150:

Executive Director Bostrom reviewed the item. Comm Rep Utas asked if the job description changes would change payroll and it was noted that it would not. He also asked about the education costs and Deputy Director Talsma explained that depending on the cost of the class that was related to job improvement, the district picked up all or a portion.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board approve the succession planning and revised job descriptions as presented. The motion carried by voice vote.

D. Tax levy Ordinance in final form 014-008/M14-130A:

Deputy Director Talsma reviewed the item noting that there had not been any changes to the levy amounts and that the committee had approved this in tentative form 30 days earlier.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to recommend the board approve the Annual Levy Ordinance O-14-008 in its final form as outlined in M14-130A. The motion carried by voice vote.

E. B&A ordinance in final form/O14-010/M14-153:

Deputy Director Talsma reviewed the item noting that the memo outlined a few changes to the final budget which had been approved in tentative form 30 days earlier. Comm Rep Katis asked about the \$44,000 salary cut off for the 2% increase and Deputy Director Talsma explained that it had been determined based on other area salaries, whether or not the increase would put the employee above other staff and that it affected 28 employees

Comm Rep Winner asked how long the extended warranty was and it was noted that it would be for year 6 through 10.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the board approve Ordinance o14-010 B&A ordinance as outlined in M14-153. The motion carried by voice vote.

F. A&F Report/M14-152:

Comm Rep Winner asked about the ATMs and Deputy Director Talsma explained that they had been installed by Charter Bank and taken over by HE Community Bank; however, the ATM at BPC was maintained by another firm and actually making money for the district. He noted that they were looking to first - Make money for the district on the use of the ATM; second - Provide the service to the public for free or third - Will need to pay to have the service available.

Deputy Director Talsma also explained that the crew doing routine maintenance on the cell tower at WRC dropped the panel and broke it. While awaiting a new panel, the flag had to be removed to keep it from blowing into the exposed area and would be repaired soon and the flag would be put back on the pole.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to send the report to the board. The motion carried by voice vote.

G. Detail Reports:

Comm Rep Katis asked why the district was receiving money back from Com Ed. Deputy Director Talsma explained that the meter broke at BPC and even though they contacted Com Ed, it took until October and Com Ed sent estimated invoices that the park district felt were estimated on the high side. We appealed and Com Ed is crediting the account in our favor.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board approve the manual checks in the amount of \$271,031.43 and the monthly invoices in the amount of \$814,569.03. The motion carried by voice vote.

H. Financial Statements:

Deputy Director Talsma reviewed the statements noting that the district had a good 4th quarter.

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

7. Committee Member Comments:

Commissioner Katis noted that it was an interesting meeting and it seemed that Mr. Fabbrini was an exceptional man and great to see the park named after him.

Comm Rep Winner wished everyone a happy holiday.

Comm Rep Utas noted that the holiday weekend events had been great.

Commissioner K. Evans wished everyone a happy holiday.

President Bickham took the opportunity to introduce Raj Chhatwani noting that she would be the new Comm Rep for the A&F Committee.

Chairman Greenberg welcomed Raj Chhatwani to the committee and wished everyone a happy holiday.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Utas 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