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**MINUTES  
ADMINISTRATION & FINANCE METTING  
October 24, 2017**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on October 24, 2017 at 7:30 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, Comm Rep Chhatwani, Musial, Winner, Chairman Kilbridge

Absent: Comm Rep Katis, Utas

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

Audience: HR Superintendent Leninger, IT Manager Agudelo, Comm Rep Friedman, Dan Denys of Austin Meade, Commissioners R. Evans, K. Evans, McGinn and President Kaplan

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the September 19, 2017 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Naming and Renaming of Park Sites (Sycamore)/M17-116:

Executive Director Bostrom reviewed the item noting that staff felt that Mayor O'Malley had already been recognized for his service to the community through the plaque at Fire Station 22 and did not feel that Sycamore Park should be renamed. Additionally, it was noted that HEAA was not interested in installing a plaque to recognize the 1987 HEAA Board and coaches.

Commissioner Bickham asked if Mr. Kumpula was aware of the night's meeting and it was noted that he was.

Comm Rep Chhatwani made a motion, seconded by Comm Rep Winner to recommend that Sycamore Park not be renamed after the late Mayor Michael O'Malley per Mr. Kumpula's request and outlined in M17-116. The motion carried by voice vote.

No action was required for the question of the plaque with HEAA.

B. Roof Top Unit Additions to 2017 Capital/M17-120:

Executive Director Bostrom reviewed the item. Chairman Kilbridge asked if this came to the A&F for capital or for timing and Executive Director Bostrom explained that it was both.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve an additional amount of \$3,816 for the 2017 RTU Capital Account Budget to allow for the purchase and installation of the RTU's at a cost of \$51,816 as outlined in M17-120. The motion carried by voice vote.

C. Comcast network Infrastructure Renewal & Upgrade / M17-119:

Deputy Director Talsma reviewed the item noting that the present 3-year agreement was expiring and that the district was migrating towards a fiber base system.

IT Manager Agudelo explained that the fiber based system would provide redundancy that would allow the district to be up and running business within hours of a disaster versus weeks or months and that present traffic would move much faster. Presently it is taking 120 days to lay fiber to a facility to get the district back on line. He explained that setting it at the maintenance

garage would allow district staff to run the district from that location and it would assist with the running of the GIS program at that location now.

Commissioner Bickham asked if it would upgrade the service and it was noted that it would not.

Comm Rep Winner asked if there was something between what the district had now and this option and Deputy Director Talsma noted that there was not; that the district was already at the second level.

Chairman Kilbridge questioned if PSSWC would double speed but not have fiber and it was noted that they would. Comm Rep Musial asked if the district had to change account teams and it was noted that we did not.

Commissioner McGinn asked if other park districts or Villages had this system and Deputy Director Talsma noted that the Village had fiber but probably not many other park districts.

President Kaplan questioned if the system would just sit at maintenance and IT Manager Agudelo noted that the district would use TC for ½ of the traffic and maintenance for the other half, effectively increasing the speed for all facilities with or without fiber systems.

Commissioner K. Evans complimented the staff noting that he believed the district needed this upgrade.

Comm Rep Musial made a motion, seconded by Comm Rep Chhatwani to recommend the board enter into a three year contract with Comcast to provide the District the outlined network infrastructure renewal & upgrade for a base monthly cost of \$6,667.50 plus taxes and fees as outlined in M17-119. The motion carried by voice vote.

D. Audit Services/M17-118:

Deputy Director Talsma reviewed the item noting that the experience with Sikitch had been very good but that Lauterbach & Amen had high recommendations and were \$7,000 less on their RFP.

Comm Rep Musial expressed concern about the district receiving quality service with such a discrepancy between pricing and questioned if staff expected the same level of service from Lauterbach & Amen as they received from Sikitch. Deputy Director Talsma said that they did. He also explained that if Lauterbach & Amen did not meet all the requirements that the district could sever ties.

Commissioner Bickham asked if Erichsen had any park district clients and it was noted that they did not. He asked if it was anticipated that staff would

have to provide significant effort to prepare for the next audit and Deputy Director Talsma noted that staff would continue to perform at the same level as they had in the past.

Commissioner K. Evans asked if the district had to accept lowest bid and it was noted that they did not because of the profession services provided. However, there was a significant savings to be had with the switch in auditors and staff felt confident that Lauterbach & Amen would perform to expectations.

Executive Director Bostrom reminded the board that many years ago the district maintained the same auditors for 18 years and the quality of the audit suffered.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board to contract with Lauterbach & Amen for the District's auditing services for fiscal years 2017-2019 with the options for 2020 and 2021 for the fees (noted below) as outlined in M17-118. The motion carried by voice vote with Comm Rep Musial voting Nay.

Provider	CAFR 2017	CAFR 2018	CAFR 2019	CAFR 2020	CAFR 2021	Park District Clients
<b>Lauterbach &amp; Amen(*)</b>	<b>\$16,500</b>	<b>\$16,900</b>	<b>\$17,300</b>	<b>\$17,700</b>	<b>\$18,100</b>	<b>48 listed</b>
Ericksen, Kallsen & Assoc.	\$36,785	\$36,785	\$35,022	\$35,022	\$35,022	0 listed
Sikich	\$23,580	\$24,050	\$24,530	\$25,020	\$25,020	25 listed
McGladrey, LLP	No RFP					

E. 2017 Limited Bond Issue/Ordinance 017-005/M17-121:

Deputy Director Talsma reviewed the item noting it was the annual roll over of the bond issue and payment of debt service providing capital improvement funding.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve of Ordinance O17-005 for the issuance of \$2,750,000 of Limited Bonds as outlined in M17-121. The motion carried by voice vote.

F. A&F report and 3Q goals/M17-117:

Deputy Director Talsma noted that he and Dan Denys of Austin Meade had worked to achieve an interest rate of 2.75% and would provide approximately \$800,000 for capital improvements.

Chairman Kilbridge asked about the Rectrac Upgrade and Deputy Director Talsma noted it was very extensive with many changes and many new reporting abilities. He explained that it was live in certain areas and would be completed by the end of the year. He noted that Superintendent Cotshott had been on top of the upgrade from the beginning and done an excellent job.

Chairman Kilbridge asked about the bottle refilling fountains and Deputy Director Talsma noted that it was something the green team was exploring.

Comm Rep Chhatwani made a motion, seconded by Commissioner Bickham to send the A&F report and 3 Q goals as presented to the Board. The motion carried by voice vote.

G. Open and Paid Invoice Register:

Chairman Kilbridge asked about the archery and it was noted that it was being played on the new range created by the Boy Scouts.

Chairman Kilbridge also asked about the many charges to Menards and Deputy Director Talsma explained that the district had a corporate account offering the best discount.

Chairman Kilbridge asked about the alarm charges and Deputy Director Talsma explained that there was a \$220/month Village fee per park district location.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid invoices in the amount of \$748,696.10. The motion carried by voice vote.

H. Revenue and Expenditure Reports:

Comm Rep Musial made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Revenue and Expenditure Report as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Winner said he was always impressed with staff on the things they wanted to achieve and their ability to reach goals.

Comm Rep Chhatwani noted that the committee discussions had been very good, in particular Comcast.

**8. Adjournment:**

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 8:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary