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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
November 15, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Meeting was held on November 15, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kinnane, Comm Rep Chhatwani, Kafis, Musial (7:05), Utas, Winner, Chairman Kaplan

Absent: None

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

Audience: Commissioners McGinn, R. Evans, Kilbridge, President Bickham, Mr. K. Evans

2. Approval of Agenda:

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

3. Minutes:

Commissioner Kinnane made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the October 18, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Golf Cart/GPS Bids/M16-136:

Director Bechtold explained that the cart lease would expire at the end of the year. He noted that the district had initially bid out for a new lease but had determined since then that the option to purchase would be in the best interest of the district.

He explained that EZ GO had been the lowest bid overall. Comm Rep Utas asked about the cost of maintenance on the equipment and Director Bechtold noted that they were covered by warranty for the first 4 years and BPC mechanic would handle anything after that time. Comm Rep Utas asked if after 10 years they would buy back the carts and Director Bechtold noted that the next purchase bid for new carts would include a buy back. He also explained that they would be saving about \$50,000 a year over leasing.

Comm Rep Katis asked about the GPS and Director Bechtold noted that the district was paying \$41,000 with the lease and the purchase would be about \$28,000 each year as they were now using a different company.

Comm Rep Winner asked if the district had the infrastructure to use the electric carts and Director Bechtold noted that they did.

Chairman Kaplan asked if they could control the carts as they did now to keep them out of certain areas and Director Bechtold explained that they would.

Comm Rep Musial asked if they had budgeted enough for the electric carts and Deputy Director Talsma noted that each year they would budget for that item for the next 10 years.

Chairman Kaplan asked how the new GPS would compare and Director Bechtold explained that it would be very similar although he thought the screen was brighter.

President Bickham asked about replacing damaged carts and Director Bechtold noted that damage was not much of an issue. Executive Director Bostrom explained that the GPS gave BPC information on who had the cart if there should be any damage.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve of purchasing the 2017 E-Z Go carts including 84 fleet carts, 2 ranger carts, 3 service carts, 2 refreshment carts and one range picker cart for \$501,674.27 as outlined in M16-136. The motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Comm Rep Winner to recommend the board approve securing a 5-year GPS lease with an option for a second 5-year GPS lease for a total combined amount not to exceed \$284,317.44 for all 10 years with E-Z Go Golf Cars.

Comm Rep Katis noted that the bid information showed a 4 to 6 year and Deputy Director Talsma explained that they had negotiated for a 5 and 5.

The motion carried by voice vote.

B. Bergman Pointe Annexation Ordinance O16-008/M16-131:

Executive Director Bostrom reviewed the item noting this was the last step in the process of completing the terms of the intergovernmental agreement.

Comm Rep Katis asked if the district would be receiving tax revenue next year and Executive Director Bostrom noted that they would. He also explained that the projections had been based on a home value of \$450,000 but they were selling in excess of \$600,000 and the development was ahead of schedule making the ROI much higher than expected.

Comm Rep Musial made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Ordinance O16-008 Annexation of Bergman Pointe Subdivision. The motion carried by voice vote.

C. Tax Levy Ordinance in tentative form O16-009/M16-132:

Deputy Director Talsma reviewed the item noting that the amount was for \$8,630,000.

Comm Rep Musial asked about comparing the levy which was laid out by fund to the budget, noting the numbers were different. Deputy Director Talsma explained that they levied to the maximum as opposed to how the budget reflected what was expected to be collected. He also explained that the district did not levy for the TIFF payments and that when collected, they were spread across the funds at the end of the year.

Commissioner Kinnane made a motion, seconded by Comm Rep Utas to recommend the board approve the 2016 annual levy in tentative form in the amount of \$8,630,000. The motion carried by voice vote.

D. B&A Ordinance in tentative form O16-010/M16-133:

Deputy Director Talsma reviewed the item noting 2 changes:

- \$55,000 for the locker room renovation
- \$151,000 in revenue from the Build America Bonds

He explained that he anticipated some additional small changes before the final levy in December. He also talked about completing the locker room project in 2017 and that those funds would come from the fund balance.

Comm Rep Katis asked what re-bate meant and Deputy Director Talsma explained that the Federal Government had offered the park districts the opportunity to buy taxed bonds and receive a rebate on the difference.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Budget and Appropriation Ordinance O16-010 in tentative form as outlined in M16-133. The motion carried by voice vote.

E. 2016 Auditor Acceptance/M16-134:

Deputy Director Talsma reviewed the item noting that it was a formality and that they had received a pre-set price at the initial bid for this year.

Chairman Kaplan asked if the fee was based on hours and Deputy Director Talsma noted that it was a flat fee based on estimated hours.

Mr. K. Evans asked if there were a higher level of services that could be offered and Comm Rep Musial noted that the auditors had to adhere to audit standards, but that the district could request they provide additional services that might be at an additional cost. Deputy Director Talsma agreed.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the board accept the engagement of Sikich LLP for the District's December 31, 2016 audit (to be performed in 2017) for the fee of \$23,580. The motion carried by voice vote.

F. A&F Report/M16-135:

Deputy Director Talsma noted that the district had received 498 out of 500 points on their re-accreditation as well as awards for their Green Practices and Art in the Parks. He also explained he was working with Director Buczkowski on the GIS and hoped to have the full time GIS person on staff in early December.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to send the A&F Report to the board as presented. The motion carried by voice vote.

G. Open and Paid Invoice Register: \$495,047.06:

Comm Rep Musial asked if they could put a date on the report for the invoices. Deputy Director Talsma said he would check but they had not been doing it given the shortage of space.

Commissioner Kinnane made a motion, seconded by Comm Rep Winner to recommend the board approve the Open and Paid Invoice Register in the amount of \$495,047.06. The motion carried by voice vote.

H. Revenue and Expenditure Report:

Deputy Director Talsma noted that the report was not much different from the discussion at the budget meeting and that BPC was still open.

Comm Rep Utas 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 Katis said he watched the Windy City Bulls play.

Comm Rep Utas noted that the Wi-Fi was working much better.

Comm Rep Chhatwani congratulated staff on the awards.

Chairman Kaplan noted that the change to the lighting in the parking lot was a noticeable improvement.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary