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MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
December 20, 2016

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on December 20, 2016 at 7:50 at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kinnane, Comm Rep Katis, President Bickham, Chairman Kaplan

Absent: Comm Rep Chhatwani, Musial, Utas, Winner

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

Audience: Commissioners McGinn, R. Evans, Kilbridge, Mohan, Mr. K. Evans

2. Approval of Agenda:

Commissioner Kinnane made a motion, seconded by Comm Rep Katis to approve the agenda as presented. The motion carried by voice vote.

3. Minutes:

Comm Rep Katis made a motion, seconded by Commissioner Kinnane to approve the minutes of the November 15, 2016 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Tax Levy Ordinance in Final Form O16-009/M16-150:

Deputy Director Talsma reviewed the levy noting that there were no changes and that it was for \$8,630,000.

Comm Rep Katis asked about revenue from the new homes and Deputy Director Talsma explained that would not be realized until 2018.

Commissioner Kinnane made a motion, seconded by Comm Rep Katis to recommend the board approve the District's 2016 annual tax levy Ordinance O16-009 in the amount of \$8,630,000 as outlined in M16-150. The motion carried by voice vote.

B. B&A Ordinance in Final Form O16-011/M16-149:

Deputy Director Talsma reviewed the ordinance noting that there had been some adjustments that were addressed in M16-149. He reviewed Fund 11 adjustments of \$750,000 for the wet area locker room redesign and \$175,000 for the PSSWC fitness equipment for a 5-year period noting that they would then have renovations and new equipment for a 'soft' re-opening in 2017.

Commissioner Kinnane made a motion, seconded by President Bickham to recommend the Board approve the B&A Ordinance O16-011 in Final Form as outlined in M16-149. The motion carried by voice vote.

C. DLA Contract for PSSWC Locker Room Project/M16-144:

Executive Director Bostrom reviewed the item noting that it was a budgeted item. Commissioner Kinnane asked about the contingency fund and Executive Director Bostrom explained that it was 5% and contained within the \$518,260. He also explained that it was not uncommon to approve a percentage of the construction costs as the fee amount. Commissioner Kinnane asked about including additional costs of change orders and Executive Director Bostrom noted that it would only be added to the percentage if they were not in error from the Architects.

Comm Rep Katis asked what locker rooms would be done and Executive Director Bostrom noted that the men's and women's would be included but the family locker room was not showing the wear. It was also noted that the project should be 2 months and that work options (evenings, OT, weekends)

would be evaluated as well as offering members other locker rooms and/or participation at other facilities during the construction.

Comm Rep Katis made a motion, seconded by Commissioner Kinnane to recommend the board authorize an agreement with DLA Architects, Ltd to design and prepare specifications for the PSSWC locker room renovation project for a fee amount of 9.5% of the construction costs plus reimbursable costs. The motion carried by voice vote.

D. Travel Expense Account Policy & R16-004/M16-139:

Executive Director Bostrom reviewed the item. Deputy Director Talsma noted that the biggest change would be that the district would require receipts for all the per diem and/or return of the per diem not covered by receipts.

Comm Rep Katis asked about domestic costs i.e. pet sitter and Deputy Director Talsma noted that the policy did not specifically address that item, however, it was intended to pay for those items (meals, transportation) while away from home at the conventions. Discussion ensued other situations where per diem funds might be used.

President Bickham made a motion, seconded by Com Rep Katis to recommend the board approve Resolution R16-004 and changes to Policy 7.34 as outlined in M16-139. The motion carried by voice vote.

E. Balanced Scorecard/M16-088:

Executive Director Bostrom reviewed the item noting that it was snapshot of the district as compared to this time last year. He also reminded the committee that the Ice Rinks and PS aquatics had been shut down during that period of time and that the annual programs would be noted on the next quarter.

Comm Rep Katis made a motion, seconded by Commissioner Kinnane to recommend the board approve the Balanced Scorecard as outlined in M16-088. The motion carried by voice vote.

F. A & F Report/M16-148:

Deputy Director Talsma reviewed the report noting that the district had received the GFOA and congratulated is accounting staff and in particular Superintendent Cotshott. He also informed the committee that he had been re-elected to PDRMA's Board of Directors.

Commissioner Kinnane made a motion, seconded by Comm Rep Katis to send the A&F Report M16-148 to the board. The motion carried by voice vote.

G. Open and Paid Invoice Register:

Deputy Director Talsma noted that the per diems would now be listed under Cash Control Associate Wolff. He also informed the committee that Cash Control Associate Rakiewicz would be retiring before the holiday and CCA Wolff would be taking her place.

Comm Rep Katis made a motion, seconded by President Bickham to recommend the board approve the Invoice Register in the amount of \$516,621.46. The motion carried by voice vote.

H. Revenue & Expenditure Report:

Deputy Director Talsma reviewed the report noting that the district looked good; that memberships had been picking up and that good weather had allowed for more golf at BPC.

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

7. **Committee Member Comments:**

Commissioner Kinnane said he wanted to acknowledge Director Bechtold on the smooth transition from using Billy Casper to maintaining the course in-house, the purchase of the golf carts and the renovation of the bunkers. He also commended the district on the CAFR award and Deputy Director Talsma's re-election.

Comm Rep Katis congratulated staff and Executive Director Bostrom on his 20 years of doing a great job for the district.

Commissioner Kaplan thanked everyone for coming that evening.

8. **Adjournment:**

Comm Rep Katis made a motion, seconded by President Bickham to adjourn the meeting at 8:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary