



*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  
March 15, 2016**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District A&F Committee was held on March 15, 2016 at 9:25 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Chhatwani, Katis, Musial, Utas, Winner, Kaplan

Absent: None

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

Audience: Commissioners Kinnane, R. Evans, Kilbridge

**2. Approval of Agenda:**

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

**3. Minutes:**

Comm Rep Musial made a motion, seconded by Comm Rep Utas to approve the minutes of the February 16, 2016 meeting as presented. The motion carried by voice vote.

**4. Comments From the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. BPC/Cayan LLC Credit Card Gateway/M16-045:

Director Talsma explained that BPC had a new machine at the driving range to dispense balls and could accept credit cards.

Comm Rep Katis asked about staff in the shed and Director Bechtold noted that staff would only be there during outings and in the evening but would not take money.

Commissioner R. Evans asked about running out and Director Bechtold noted that staff would have to maintain and keep the machine filled.

Commissioner McGinn made a motion, seconded by Comm Rep Katis to recommend the board approve the 3-year contract with Cayan LLC to provide the credit card gateway at the BPC range dispenser. The motion carried by voice vote.

B. Surplus Ordinance O16-002/M16-040:

Executive Director Bostrom noted that the items could be used for parts. Director Talsma noted that the Surplus Ordinance would only appear quarterly.

Commissioner McGinn made a motion, seconded by Comm Rep Winner to recommend the board approve the Surplus Ordinance O16-002 as outlined in M16-040. The motion carried by voice vote.

C. IAPD Conference Ed Summaries/M16-041:

Director Talsma reviewed some of the items. No vote required.

D. A&F Report/M16-044:

Director Talsma reviewed the memo noting that the audit was coming; that he was working with Director Buczkowski on the GIS software and working with staff on the new accounting software.

He also explained that Advertising & Sponsorship Manager Massani had started and things were going well.

Comm Rep Utas asked about the Bulls D League and Executive Director Bostrom noted that Director Kies was working with the group to finalize a contract to make PSSWC the official training facility.

Commissioner R. Evans asked about the article in the paper with the loss for BPC and Director Talsma noted that there had been an error and that BPC actually had a surplus of \$5,000 for 2014. He also explained that the course that was \$400,000 in surplus actually received \$1,400,000 in tax dollars. He noted that many district supported their golf courses with tax dollars which the HEPD does not.

Executive Director Bostrom noted that you could not take numbers at their face value but needed to understand what was behind that number.

Commissioner McGinn made a motion, seconded by Comm Rep Katis to send the A&F Report M16-044 to the board. The motion carried by voice vote.

E. Detailed Reports:

Director Talsma noted that a "Mojo" was a brand name of golf ball sold in the pro shop. Comm Rep Winner asked about the \$.60 credit and it was noted that it could be for inadvertently charging the district sales tax on a small item.

Commissioner Kinnane asked about the basketball jerseys and if the amount stated was for 13 jerseys and it was noted that it would be 13 teams of jerseys for the youth basketball league.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to recommend the board approve:

- Manual Checks: \$320,655.86
- Monthly Invoices: \$221,034.89

The motion carried by voice vote.

F. Financial Statements:

Deputy Director Talsma noted that the financial were tracking well.

Comm Rep Utas asked when they would close the ice and it was noted that it would be for a month from June to July.

Comm Rep Katis asked about the ROI growth for ice and Director Talsma said he did not have actual figures but expected the growth to be 5-10%.

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

7. **Committee Member Comments:**

None

8. **Adjournment:**

Comm Rep Utas made a motion, seconded by Comm Rep Katis to adjourn the meeting at 9:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary