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**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE  
July 25, 2017**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on July 25, 2017 at 7:20 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Chhatwani and Utas

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

Audience: President Kaplan, Commissioners R. Evans, Kinnane, McGinn, Mr. Lingl of the Indiana, Illinois, Iowa Foundation for Fair Contracting

**2. Approval of Agenda:**

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

**3. Minutes:**

Comm Rep Musial noted that the minutes should refer to the GASB. Comm Rep Winner made a motion, seconded by Comm Rep Katis to approve the minutes of the meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

Mr. and Mrs. Waclawski addressed the committee to request that the port-o-let located across from their home be removed as the park was not scheduled for any athletics and the bathroom was only being used by UPS, Fed Ex drivers and other outside people.

Executive Director Bostrom explained that Chestnut Park had been the lacrosse athletic practice field so a port-o-let with an enclosure had been placed at that location. He said he would check with Rec staff to see if the field was not being scheduled and determine if the port-o-let and possibly the enclosure structure could be removed noting that the district did not pay to maintain port-o-lets for non-participant use.

Commissioner McGinn questioned if anyone was practicing there anymore and Executive Director Bostrom explained that it was not a primary practice field so if it was not necessary and not scheduled, there would be no need for the port-o-let.

Commissioner K. Evans asked about removing the enclosure structure and Executive Director Bostrom explained that he believed that the structures had been built to be easily removed.

**5. Old Business:**

None

**6. New Business:**

A. A&F Report and 2Q Goas/M17-083:

Deputy Director Talsma reviewed the report noting that the district had received a statement saying that the IMRF was 99.5% funded. With the fund balances as they are, the account could be considered 100% funded.

Comm Rep Kafis asked about the sales tax issue and Deputy Director Talsma explained that the district had passed a policy to address the issue but it was on hold as the sales tax issue was on hold with the state.

Comm Rep Kafis asked about the 2006 Bond Issue and Deputy Director Talsma explained that they were seeing over 5% on the yield or \$600,000+ in savings. It was noted that the total bond was about \$8,000,000 and the final component of the re-structuring. It was noted to be considered worth the savings.

Commissioner Bickham asked about IMRF and if it would show on the property tax. Deputy Director Talsma explained that it could be seen as a

line item but that it might be delayed a year on the tax bill given how the taxes were collected and shown.

Commissioner Bickham asked about the PCI certification delay and Deputy Director Talsma noted that staff was working on this. He explained that the district was fully compliant but might need to look at another vendor who was also fully compliant.

Comm Rep Katis made a motion, seconded by Comm Rep Musial to send the A&F Report and 2Q Goals M17-083 to the board as presented. The motion carried by voice vote.

B. Open and Paid Invoice Register:

Comm Rep Winner asked about the GPS lease double entry on page 40 to PNC and Deputy Director Talsma explained that the district was only making 5 total payments of \$4700.96 but sometimes, timing showed 2 payments on one register.

Commissioner Kilbridge asked about the payment to Dual Temps and Deputy Director Talsma explained that it was for the ice rink on one machine with multiple components for annual maintenance.

Commissioner Kilbridge also asked about First Serve Tennis as they had a number of listed payments and Deputy Director Talsma explained that they did a large amount of business, especially over the summer.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to recommend the board approve the Open and Paid Invoice Register in the amount of \$960,202.70. The motion carried by voice vote.

C. Revenue and Expenditure Report:

Deputy Director Talsma noted that the district was operating within their budget. He also mentioned that a new ice rink had opened in Mt. Prospect and was giving the district some competition.

Comm Rep Katis asked about the \$1.1 million in expenses this year and Deputy Director Talsma reminded them to keep an eye on the Capitals as this year they had renovated the north side and were presently renovating the wet areas at PSSWC.

Comm Rep Katis made a motion, seconded by Comm Rep Winner 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 had been to Music the Park and the HEPD sign looked great.

Commissioner Bickham said it was a good job on getting Amazon Smiles up and running for donations.

Comm Rep Katis also commented on seeing the picture in the paper of the lady that won and donated the \$20,000 grant to the district's ice rink.

Comm Rep Winner said he had attended a golf outing on Sunday and BPC was in great shape. He questioned when the gambling machines had been removed and Executive Director Bostrom said it was done in September 2016 and that they were making much more money on the Hole-In-One.

Comm Rep Musial reminded everyone of the Foundation's Uncorked and Untapped Event coming September 15<sup>th</sup>.

Chairman Kilbridge asked about the email questions on the Financials and it was determined that those questions would continue to be attached to the appropriate minutes for record keeping purposes, however they would not be copied as part of the committee packet's minutes for approval.

**8. Adjournment:**

Comm Rep Katis made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:50 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary