



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



MINUTES
ADMINISTRATION & FINANCE COMMITTEE
August 22, 2017

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on August 22, 2017 at 7:20 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Chhatwani and Katis

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

Audience: President Kaplan, Superintendent Basile, Commissioners Kinnane, McGinn, R. Evans, K. Evans

2. Approval of Agenda:

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

3. Minutes:

Chairman Kilbridge asked that the conversation regarding the "tax" be clarified to read the Soda/Sweetened Beverage tax.

Comm Rep Utas asked that the name of the woman that won the \$20,000 grant for the Ice Rink be listed in the minutes. Her name is Heather Kubinski.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to approve the minutes of the July 25, 2017 meeting as corrected. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. PSSWC Locker Room Project/ M17-096:

Executive Director Bostrom reviewed the item noting that the board had approved the change order as an emergency expense and would ratify that decision at the board meeting this same evening. However, he did want to make sure that the A&F Committee was aware of the details. Commissioner Bickham asked that the Comm Reps all receive the correspondence with regard to the item and staff will address that.

Comm Rep Musial asked about the extension and it was noted that it did not look like they would have to extend the project or accelerate the work but would have a better idea after the first week of September.

Comm Rep Winner asked if this was something missed in the planning process and Director Buczkowski noted that it was a total surprise.

Comm R. Evans asked about the \$4,500/day for acceleration and Director Buczkowski noted that you were talking about compensation of \$117/hour for 4 or 5 workers for 8 hours each day.

Chairman Kilbridge asked for clarification regarding M17-092 in reference to the statement "anticipated 10-15 duration is a different story" on page 2. It was noted that the statement should read: "anticipated 10-15 **day** duration is a different story".

Commissioner Bickham made a motion, seconded by Comm Rep Utas to recommend the Board ratify the expenditure of \$90,000 for the PSSWC wet areas renovation project budget which includes funds to be paid to OPCON in the amount not to exceed \$97,000 and is outlined in M17-096. Funds for this increase in the budget will come from the PSSWC Fund Balance. The motion carried by voice vote.

B. PSSWC Custodial Bid / M17-097:

Director Kies reviewed the bid. Comm Rep Utas asked if they were seeing relief during the construction. Director Kies noted that the service still had to clean a percentage of the locker room but the district was spending less on chemicals.

Comm Rep Winner asked if the reduction in chemicals and wax was showing a savings and Director Kies noted that it was.

The question was raised as to how, if the budgeted monthly was less than the line item, would the line item be over budget and Director Kies explained that the original budget for the final 4 months was anticipated to be at \$8,787 due to higher expenditures in the first 8 months, but in actuality was \$9,720 and over the anticipated \$8,787.

Comm Rep Musial asked for clarification that they would be paying the same per hour but using them less hours and Director Kies noted that was correct.

Commissioner McGinn asked if members gave feedback on the cleanliness and Superintendent Basile noted that they offered positive feedback.

President Kaplan asked about the service at TC and it was noted that TC did not have a towel service or a porter but staff would look into addressing the locker room cleanliness.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the board enter into an annual contractual custodial services agreement not to exceed \$116,640 with Perfect Cleaning Solutions for the period of September 1, 2017 through August 31, 2018 with the option of two one-year renewable terms. The price in the second year would not exceed \$116,640 and the third year would not exceed \$116,640 pending park district approval as outlined in M17-097. The motion carried by voice vote.

C. NWSRA Member District Annual Assessment R17-002/ M17-094:

Executive Director Bostrom reviewed the memo.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the board approve the NWSRA Assessment Resolution R17-002 ratifying the assessment for calendar year 2018 in the amount of \$303,525.29 as recommended by the Board of Trustees of NWSRA and outlined in M17-094. The motion carried by voice vote.

D. Balanced Scorecard / M17-095:

Executive Director Bostrom reviewed the item.

Commissioner Bickham made a motion, seconded by Comm Rep Musial to recommend the board approve the Balanced Scorecard as outlined in M17-095. The motion carried by voice vote.

E. A&F Report/M17-093:

Deputy Director Talsma reviewed the report noting that they had conducted a HU with staff on the budget. Comm Rep Winner asked about the total number of households in Rectrac and staff will check but it was presumed to be about 25,000.

Chairman Kilbridge asked about the software for CAPRA and Deputy Director Talsma noted that it was software preloaded with CAPRA requirements that made it easier for staff to answer. He explained it would also be usable for training and other processes.

Commissioner McGinn asked about sharing the equipment with the Village and Deputy Director Talsma explained that they were looking at items like natural gas vehicles and other energy saving initiatives.

Comm Rep Musial asked about the purchase of the lap tops and Deputy Director Talsma noted that they were for use in the classrooms and that they had also been partially paid for through a grant.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to send the A&F Board Report M17-093 to the board as presented. The motion carried by voice vote.

F. Open and paid Invoice Register:

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board approve the Open and Paid Invoice Register in the amount of \$710,587.74. The motion carried by voice vote.

G. Revenue and Expenditure Report:

Deputy Director Talsma noted that the district was doing well and that camps, STAR and ELC were doing very well. He explained that the revenue facilities (PS and BPC) were down \$50,000 in revenue but throughout the district there were significant savings in expenditures and looking up in all areas. Commissioner Bickham commented that it was nice to see BPC with a surplus.

Comm Rep Utas 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 Utas noted that his family had a great time at PIP and that the park tour was an eye opener with regard to the need for the GIS system to track all the district's assets. He also noted that he had a great time at the golf outing.

Comm Rep Winner said it was a great park tour.

Commissioner Bickham said it was great to see the basins and detention areas on the west side and asked to look at those sites in other areas of the park district.

Comm Rep Musial reminded everyone of the Uncorked and Untapped on September 15th. She also noted that Crain's was coming out with the top 100 Most Influential Women Accountants and that she had made the list.

8. Adjournment:

Commissioner Bickham made a motion, seconded by Comm Rep Utas to adjourn the meeting at 8:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary