

**Village of Hoffman Estates**

**FINANCE COMMITTEE MEETING MINUTES**

**October 24, 2016**

**I. Roll call**

**Members in Attendance:**

**Trustee Gary Pilafas, Chairman  
Trustee Anna Newell, Vice Chairperson  
Trustee Michael Gaeta  
Trustee Karen Mills  
Trustee Gayle Vandenberg  
Trustee Gary Stanton  
Mayor William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Alan Wenderski, Dir. Of Engineering  
Jeff Jorian, Fire Chief  
Greg Schuldt, Deputy Fire Chief  
Ted Bos, Police Chief  
Audra Marks, Assistant Director HHS  
Joe Nebel, Director of Public Works  
Rachel Musiala, Finance Director  
Art Janura, Corporation Counsel  
Ashley Monroe, Asst. To the Village Manager  
Darek Raszka, IS Specialist  
Patti Cross, Assistant Corp. Counsel  
Ben Gibbs, Sears Centre Arena GM**

The Finance Committee meeting was called to order at 7:04 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the minutes of the Finance Committee meeting of September 26, 2016. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request authorization to waive formal bidding and award a contract for the purchase of eight (8) ruggedized laptop computers and accessories to CDW – Government for use in Police Department vehicles in an amount not to exceed \$29,216.72.**

An item summary sheet from Fred Besenhoffer and Darek Raszka was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award a contract for the purchase of eight (8) ruggedized laptop computers and accessories to CDW – Government for use in Police Department vehicles in an amount not to exceed \$29,216.72. Voice vote taken. All ayes. Motion carried.

**2. Request authorization to award a contract for stage, sound, lights and backline equipment for the 2017 Northwest Fourth Fest to SCS Productions, Inc. Roselle, IL in an amount not to exceed \$19,750.**

An item summary sheet from Ben Gibbs was presented to Committee.

Trustee Stanton inquired if the same sound system would be used as in 2016. He noted it was insufficient to reach specific areas of Village Green. Mr. O'Malley stated the same system would be used.

Mr. Gibbs provided a history of the system and costs related to the sound system.

Discussion was had regarding audio improvements. Mr. O'Malley stated he would talk to SCS Productions about hanging additional speakers to improve sound.

Trustee Stanton and Trustee Mills asked the committee to obtain pricing for the extra sound equipment. Trustee Vandenberg noted the sound from two years ago seemed to have improved.

Mr. O'Malley stated the commission bid out the contract in 2015 for 2016 and is seeking to build one more extension into the contract. This is similar to what was done with the fireworks contract.

Discussion was had about various bids received for other events.

Trustee Gaeta inquired if satellite speakers could be used. Mr. Gibbs said this could be quoted out.

Motion by Trustee Gaeta, seconded by Trustee Mills, to send to board with no recommendation, the award of a contract for stage, sound, lights and backline equipment for the 2017 Northwest Fourth Fest to SCS Productions, Inc. Roselle, IL in an amount not to exceed \$19,750. Voice vote taken. All ayes. Motion carried.

**3. Request authorization to award a contract for the 2017 Northwest Fourth Fest fireworks display to Melrose Pyrotechnics, Inc. Kingsbury, IN in an amount not to exceed \$35,000.**

An item summary sheet from Jackie Green was presented to Committee.

Trustee Vandenberg inquired if the Village had partners to share in the cost of the fireworks. Mr. O'Malley provided information.

Mr. Norris provided background on the sponsorship history and indicated the Village will absorb the full \$35,000 to maintain the quality of the fireworks show. Mr. Norris noted the Village is actively seeking sponsor partnerships for 2017.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award a contract for the 2017 Northwest Fourth Fest fireworks display to Melrose Pyrotechnics, Inc. Kingsbury, IN in an amount not to exceed \$35,000. Voice vote taken. All ayes. Motion carried.

**4. Request acceptance of the Finance Department Monthly report.**

The Finance Department Monthly Report was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Mills to accept the Finance Department Monthly Report. Voice vote taken. All ayes. Motion carried.

**5. Request acceptance of the Information System Department Monthly Report.**

The Information System Department Monthly Report was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to accept the Information System Department Monthly Report. Voice vote taken. All ayes. Motion carried.

**6. Request acceptance of the Sears Centre Monthly Report.**

The Sears Centre Monthly Report was presented to committee.

Mr. Gibbs commented on Skate America and the operation of the new score board. Mr. Gibbs also thanked Leopardo and the contractors for their expedited work on the Skate America event.

Trustee Vandenberghe inquired about the basketball floor and installation/removal. Mr. Gibbs provided background on the process and updated the board on upcoming events.

Motion by Trustee Gaeta, seconded by Trustee Mills, to accept the Sears Centre Monthly Report. Voice vote taken. All ayes. Motion carried.

**III. President’s Report**

Mayor McLeod noted the Sears scoreboard is great. Mayor McLeod also stated that he and Mr. Norris attended the chamber board meeting the morning of October 24, 2016.

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:27 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Jennifer Djordjevic, Director of Operations & Outreach / Office of the Mayor and Board

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Date