

Village of Hoffman Estates

FINANCE COMMITTEE MEETING MINUTES

September 25, 2017

I. Roll call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Alan Wenderski, Dir. Of Engineering
Mark Koplun, Asst. Village Mgr., Dev. Services
Bruce Anderson, CATV Coordinator
Fred Besenhoffer, Director of IS
Joe Nebel, Director of Public Works
Jeff Jorian, Fire Chief
Pat Fortunato, Deputy Fire Chief
Ted Bos, Police Chief
Rachel Musiala, Director of Finance
Monica Saavedra, Director of HHS
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to Village Manager**

The Finance Committee meeting was called to order at 7:24 p.m.

II. Approval of Minutes – August 21, 2017

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the minutes of the Finance Committee meeting of August 21, 2017. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding the Village program concerning acceptance of credit card payments and processing by the Finance Department.

An item summary sheet from Rachel Musiala was presented to Committee.

Ms. Musiala provided a brief background on the Village's current credit card processing protocols and a reason for the request.

Mr. Norris also provided background on the request.

Trustee Gaeta and Trustee Mills inquired about the current fees as well as impact on those who use direct deposit.

Ms. Musiala provided information about the current processes, proposed processes and impact to the Village.

Trustee Newell inquired about how the Village would inform citizens about the change. Ms. Musiala indicated several methods of communication that would be used including the Citizen Newsletter and water bill messages.

Motion by Trustee Stanton, seconded by Trustee Gaeta, for the Finance Department to proceed with collection of credit card fees beginning December 1, 2017. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization to purchase 7 metal detectors for the Sears Centre Arena from Rapiscan Systems of Torrance, California in an amount not to exceed \$24,782.50.**

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

Mr. Gibbs provided an explanation for the request and indicated this is the current trend.

Trustee Mills and Trustee Stanton inquired about the operation of the units and if they would be moved after each event. Mr. Gibbs explained the process that would take place.

Trustee Stanton inquired about accommodating larger groups. Mr. Gibbs indicated additional units could be rented for larger groups.

Motion by Trustee Gaeta, seconded by Trustee Mills, to purchase 7 metal detectors for the Sears Centre Arena from Rapiscan Systems of Torrance, California in an amount not to exceed \$24,782.50. Voice vote taken. All ayes. Motion carried.

- 3. Request authorization to waive formal bidding and award a contract for the purchase of eight (8) semi ruggedized laptop computers and accessories for use in Police Department vehicles to CDS Office Technologies in an amount not to exceed \$32,680.**

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award a contract for the purchase of eight (8) semi ruggedized laptop computers and accessories for use in Police Department vehicles to CDS Office Technologies in an amount not to exceed \$32,680. Voice vote taken. All ayes. Motion carried.

- 4. Request authorization to award a contract for stage, sound, lights and backline equipment for the 2018 Northwest Fourth Fest to Diversified Audio Group, Inc., Addison, IL in an amount not to exceed \$16,820.**

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award a contract for stage, sound, lights and backline equipment for the 2018 Northwest Fourth Fest to Diversified Audio Group, Inc., Addison, IL in an amount not to exceed \$16,820. Voice vote taken. All ayes. Motion carried.

5. Request authorization to award a multi-year carnival contract to Modern Midways, Inc., Steger, IL, for carnival services for the Northwest Fourth Fest.

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

Trustee Stanton inquired if everyone on the 4th Fest was happy with the decision.

Mr. O'Malley and Trustee Pilafas expounded on the decision.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to award a multi-year carnival contract to Modern Midways, Inc., Steger, IL, for carnival services for the Northwest Fourth Fest. Voice vote taken. All ayes. Motion carried.

6. Request acceptance of the Finance Department Monthly Report.

The Finance Department Monthly Report was presented to committee.

Trustee Stanton noticed the numbers have been off for the projected figures for hotel tax, home-rule sales tax and telecommunications tax.

Mr. Norris indicated this is currently be addressed.

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

7. Request acceptance of the Information System Department Monthly Report.

The Information System Department Monthly Report was presented to committee.

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

8. Request acceptance of the Sears Centre Monthly Report.

The Sears Centre Monthly Report was presented to committee.

Mr. Gibbs provided an update on the Arena's activities.

Trustee Stanton inquired about the Windy City Bull's schedule and reasoning behind how they schedule games. Mr. Gibbs explained the WCB has several pockets of time they need to work around which may be the reason for scheduling more games later in the season.

Trustee Pilafas also noted that Levy's has had a great year. Mr. Gibbs concurred.

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

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:47 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date