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**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE  
June 26, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park Administration & Finance Committee was held on June 26, 2018 at 7:18 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, Comm Rep Chhatwani, Winner, Wilson, Chairman Kilbridge

Absent: Comm Rep Musial, Utas

Also Present: Executive Director Talsma, A&F Director Hopkins, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks Director Huguen

Audience: Commissioner K. Evans, McGinn, President Kaplan, Superintendent Cotshott

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the May 22, 2018 meeting as presented. The motion carried by voice vote with Comm Rep Winner abstaining.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. 2017 Audit/M18-017:

Executive Director Talsma introduced A&F Director Hopkins and welcomed new Comm Rep Wilson. He asked A&F Superintendent Cotshott to introduce the auditors.

Jamie Wilkey from Lauterbach & Amen, LLP Auditors presented an overview of the audit for the Board noting key items to include the CAFR, the clean audit process, the Executive Summary for the audit and the Statistical Information that she encouraged the board to review.

She also reviewed the management letter and the GASB changes that included the reporting of retired staff accepting post health insurance. Executive Director Talsma noted that the district did not have any retired staff in that position.

Ms. Wilkey also reviewed the actual results versus the budget and noted that PSSWC was over budget, primarily due to the Capital Project for the Wet Areas.

Commissioner McGinn asked if there was a limit and Ms. Wilkey noted there was no limit; the firm just needed to make sure that there was disclosure to the board in any of those instances.

Commissioner Bickham asked if other districts were in compliance and Ms. Wilkey noted that all 55 of L&A's accounts were in compliance. He also noted a housekeeping item to update the board and their present positions.

Chairman Kilbridge asked if Commissioners could get a paper copy of the audit as it was difficult reading on a tablet. Staff will check.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the audit as amended with corrected board member titles. The motion carried by voice vote.

B. Prevailing Wage Ordinance O18-005/M18-069:

Executive Director Talsma reviewed the item. Comm Rep Winner asked if earlier Ordinances had not included the actual listing of wages and Executive Director Talsma noted that they might have. He explained that they were posted and would be included in the file.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approved the Prevailing Wage Ordinance O18-005 as outlined in M18-069. The motion carried by voice vote.

C. Surplus Ordinance O18-006/M18-070:

Executive Director Talsma reviewed the items noting that they needed to be disposed of.

Comm Rep Chhatwani made a motion, seconded by Comm Rep Winner to recommend the board approve Surplus Ordinance O18-006 as outlined in M18-070. The motion carried by voice.

D. A&F Report/M18-068:

Executive Director Talsma reviewed the item noting that next meeting A&F Director Hopkins would be giving that report. He commended Superintendent Cotshott and her staff for the audit and the completed Rectrac Training.

Chairman Kilbridge asked about a super grid and Superintendent Cotshott noted that it allowed staff to access much more data and made making reservations much easier for staff.

Comm Rep Chhatwani asked about the Advertising and Sponsorship and Executive Director Talsma explained that Adv & Sponsorship Manager Massani (Graham) was doing an excellent job.

Comm Rep Chhatwani made a motion, seconded by Comm Rep Winner to send the A&F Report M18-068 to the board as presented. The motion carried by voice vote.

E. Open and Paid Invoices:

President Kaplan asked about the dates on the mileage reimbursement for C. Giovenco and Executive Director Talsma noted that the amounts were small and often times several months put in at one time. President Kaplan asked if this was the only person and Executive Director Talsma noted that most other mileage was done with park district vehicles.

Comm Rep Winner asked if it was a check or EFT and staff will check.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoices in the amount of \$679,301.58. The motion carried by voice vote.

F. Revenue & Expenditure Report:

Executive Director Talsma reviewed the report noting that A&F Director Hopkins would be presenting in the future and doing a recap of items. He noted that most of the district was running well.

Commissioner McGinn asked about golf and Executive Director Talsma noted that they were down about \$20,000 because of the weather although the F&B was doing better than last year.

Comm Rep Chhatwani 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:**

Commissioner Bickham welcomed A&F Director Hopkins and Comm Rep Wilson. He reminded everyone of the social at BPC July 12 and that there were many events planned for July 4<sup>th</sup>. He also thanked staff for their efforts on the SRT Golf Outing.

Comm Rep Winner also welcomed the new members and noted that the SRT was fantastic.

Comm Rep Chhatwani welcomed the new members and congratulated staff on the audit. She noted that she called PSSWC for a room rental and Beth Zimmer was extremely helpful with the rental and the participants.

Comm Rep Wilson addressed the committee noting that she had lived in Hoffman Estates for several years and was on the Village zoning committee as well as a member of PSSWC.

Chairman Kilbridge welcomed the new members and reminded everyone of the next Foundation event, the Wine Event September 14, 2018.

8. **Adjournment:**

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 8:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary