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**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**August 28, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on August 28, 2018 at 7:15 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, Comm Rep Chhatwani, Winner (7:16), Wilson, Chairman Kilbridge

Absent: Comm Rep Musial, Utas

Also Present: Executive Director Talsma, A&F Director Hopkins, Parks, Planning & Maintenance Director Hugen, Golf & Facilities Director Bechtold

Audience: Commissioner Kinnane, McGinn, K. Evans, R. Evans, Kaplan

**2. Approval of Agenda:**

Comm Rep Chhatwani made a motion, seconded by Commissioner Bickham 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 July 24, 2018 meeting as presented. The motion carried by voice vote with Chairman Kilbridge abstaining.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Credit Card Smart Terminals/M18-088:

Director Hopkins reviewed the item noting that the district was changing from Plug and Pay to CardConnect and that there would be an additional cost due to CardConnect requiring a higher percentage of payment. She also reviewed all the equipment that would be required.

Commissioner Bickham asked if the upgrade would improve the availability of the uptime and Director Hopkins noted that CardConnect had more reliable service and much less down time.

Commissioner Bickham asked about past fraud and Director Hopkins noted that she did not believe the district had seen fraud, however, without the chip factor, the district had to accept any disputed charges and now they could dispute those items when the card was used in person.

Comm Rep Winner asked about the \$3500 and if the old swipers could be used and Director Hopkins noted that they could not due to the interface; that they needed to have a separate device from the credit card charging and swiping membership cards.

Comm Rep Chhatwani asked about the contract and it was noted that while it was a 1-year contract, the cost was guaranteed for the next 3 years.

Chairman Kilbridge asked about the additional \$5,000 processing fee and Director Hopkins noted that CardConnect was asking a higher percentage per transaction for their fee than Plug and Pay had required.

Commissioner McGinn asked if other district were using the chip equipment and if the park district was one of the earlier ones to take this on. Director Hopkins noted that other districts were and that Hoffman Estates was in the middle of the pack.

President Kaplan asked how they could guarantee the cost for the next 3 years if they did not have a 3-year contract. Executive Director Talsma suggested that it was because they were confident that the district would stay with them. He asked staff to check that the guaranteed pricing was in the contract.

Commissioner McGinn asked how big CardConnect was and Director Hopkins noted that they had just been bought out by First Data.

Comm Rep Chhatwani made a motion, seconded by Comm Rep Winner to recommend the board approve:

Moving forward with the credit card equipment processing options as follows:

- CardConnect equipment fee at \$6,000 per year for at least the first three years.
- CardConnect IPPP320readers, three (3) at a one-time cost of \$1,767
- PoE switch connection, one-time fee of \$1,300
- VSI ID card readers, one-time fee of \$3,500
- Backup terminals, one-time fee of \$880
- EMV Swipers, one-time fee of \$390

As outlined in M18-088. The motion carried by voice vote.

B. NWSRA Member District Annual Assessment Resolution R18-006/M18-086:

Executive Director Talsma reviewed the item noting that the district was approving the amount to be paid for 2019 services.

Comm Rep Winner asked how often districts saw population changes and Executive Director Talsma explained that if a district believed they had a decrease they might use a qualified Village census, otherwise most districts used the standard census data.

Commissioner McGinn asked if NWSRA spent that amount and Executive Director Talsma noted that it was a payment made to NWSRA and they provided any and all Special Recreation services required.

Commissioner Bickham asked about NWSRA's expenses and disbursement of funds. Executive Director Talsma noted that each district sat on the NWSRA board and reviewed their expenditures and budget.

Commissioner Kinnane asked if NWSRA received funding from the Federal or State government and Executive Director Talsma noted that they did receive grants and that their Foundation raised funds.

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to recommend that the board approve the NWSRA Assessment Resolution No. R18-006 ratifying the assessment for calendar year 2019 in the amount of \$306,658.80 as recommended by the Board of Trustees of NWSRA as outlined in M18-086. The motion carried by voice vote.

C. Appointment of IMRF Authorized Agent Resolution R18-005/M18-085:

Executive Director Talsma reviewed the memo noting that Superintendent of HR and Risk Management Leninger would replace him and that Finance Director Hopkins would be the alternate.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the execution of Resolution R18-005 and IMRF Form 2.20 in order to appoint Eric Leninger as the District's IMRF authorized agent as outlined in M18-085. The motion carried by voice vote.

D. Balanced Scorecard/M18-087:

Executive Director Talsma reviewed the report.

Commissioner Bickham asked about the natural burn numbers and it was noted that many had been done in the fall since they had good weather versus past burns that had to be completed in the spring.

Chairman Kilbridge asked about the Financial Stewart numbers and Executive Director Talsma explained that it was the total district revenue divided into the total expenses and the goal was 100% or a break even. It was also noted to include tax revenue.

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Balanced Scorecard for the 2<sup>nd</sup> Quarter 2018. The motion carried by voice vote.

E. A&F Report/M18-082:

Director Hopkins reviewed the report. Executive Director Talsma noted that the additional charts would be very helpful with many managerial decisions.

Chairman Kilbridge asked about the latest email to hockey parents and Executive Director Talsma noted that it was through Constant Contact. Chairman Kilbridge expressed concern that it had targeted families with income over \$100,000 only and did not include those district families that could use the financial support of the Foundation. Executive Director Talsma noted that the email had been only directed outside of the district and those families would not be eligible for Foundation funding. He also noted that the demographic was chosen as one that had the highest response.

Comm Rep Chhatwani asked about the red/green colors and Director Hopkins noted that the green was a lower density and the red higher. She also noted that she used the data from RecTrac and manipulated it through the Excel program.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M18-082 to the board as presented. The motion carried by voice vote.

F. Open and Paid Invoice Register:

Executive Director Talsma reviewed the report.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the Board approve the Open and Paid Invoice Register in the amount of \$533,101.72. The motion carried by voice vote.

G. Revenue and Expenditure Report:

Director Hopkins reviewed the report noting that Early Childhood would exceed budget, hockey would be down, FAC had done very well and would exceed budget, PSSWC membership revenue would be down and BPC still had an opportunity to catch up on the revenue this fall.

Commissioner McGinn asked if there were ideas on growing the membership and Director Bechtold noted that they would be using the heat map provided in the A&F report and also targeting Corporate Memberships.

Commissioner Bickham 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 reminded everyone of the 2<sup>nd</sup> Garage Sale 9/8 and the Hoffman Walks on 9/22 at Charlemagne Park.

Commissioner Kinnane noted that his family had enjoyed PIP and he wanted to recognize the new Aquatics Technician John Anderson for doing such a good job at PSSWC on the pool and hot tub cleanliness.

Comm Rep Chhatwani thanked staff for the Park Tour and noted that she very much liked Executive Director Talsma's vision for the district.

Comm Rep Wilson noted that she also enjoyed the Park Tour.

Chairman Kilbridge reminded all of the Uncorked and Untapped on 9/14 and that they had Reverse Raffle tickets to sell.

**8. Adjournment:**

Comm Rep Chhatwani made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:55 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary