



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



**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE MEETING  
January 22, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on January 22, 2019 at 7:15 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Kilbridge; Commissioner Bickham; Comm Reps Chhatwani, Musial, Utas, Winner, Wilson

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Huguen

Audience: President Kaplan; Commissioner R. Evans, K. Evans, McGinn; Comm Rep Macdonald

**2. Approval of Agenda:**

Comm Rep Wilson 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:**

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the December 18, 2018 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. **Bond Abatement Ordinance O19-001/M19-008:**

Director Hopkins reviewed the item noting that it was a housekeeping issue to properly fund the debt service levy and avoid double taxes.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Ordinance O19-001 abating taxes levied for the District's bonds for the 2018 Levy as outlined in M19-008. The motion carried by voice vote.

B. **Discounts to military, police and fire/M19-005:**

Executive Director Talsma reviewed the item noting that the HE Village employees were already receiving discounts. He also noted that at present daily sales were not subject to the discount at this time.

Comm Rep Musial asked if there were other types of discounts and Executive Director Talsma noted that they had the Senior discount and some corporate, however, only one discount could be applied.

Comm Rep Winner asked about getting the word out and Executive Director Talsma explained that it would be included in the Brochure as well as on the website.

Commissioner Bickham asked if they would continue events like Military Free Day at Seascape and Executive Director Talsma said they would.

Commissioner K. Evans asked about the definition of family and it was noted to be immediate family living in the same household. Executive Director Talsma noted that the police, fire and military would be resident or non-resident.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the addition to the policy manual Section Establishing Fees: Special Situations and Groups 8.4.H Military Discount as outlined in M19-005. The motion carried by voice vote.

C. A&F Report and 4Q Goals/M19-007:

Director Hopkins noted the 4<sup>th</sup> quarter financial statement recap would be in February so that all YTD numbers would be available. She also noted that staff had been busy in December converting all The Club memberships.

Director Hopkins reviewed the goals noting that the alternative revenue goal of \$195,000 fell just short of that number; however the funding for the Foundation was over their goal to off-set it. She also noted that while staff had gotten the American Express points reinstated, they were not allowing those points to be cashed in at this time. Staff will continue to work on this issue and the switch to Capital One should be available by the end of 1<sup>st</sup> quarter.

Commissioner Bickham congratulated staff on the email/shared drive audits.

Commissioner McGinn also commended staff on the clean-up. Commissioner McGinn asked about the Seascapes sled hill camera and it was noted that it could be monitored from TC.

Comm Rep Musial asked about the goals for this year and Executive Director Talsma noted that they had been presented during the budget process in September; however, they were going to bring them back to the committee in February as well as having staff tweak the goals given the information from the Community Survey.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M19-007 and the 4Q goals to the board as presented. The motion carried by voice vote.

D. Open and Paid Invoice Register:

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoice Register in the amount of \$507,148.64. The motion carried by voice vote.

E. Revenue and Expenditure Report:

Executive Director Talsma noted that the report included the encumbered numbers. Director Hopkins noted the figures were preliminary and would have additional information in the coming weeks.

Commissioner McGinn asked about the \$37,000 miscellaneous income and Director Hopkins noted that \$10,000 was from PDRMA for the flooding at TC and the senior side; \$20,000 on the disposal of assets (4 vehicles). He also asked why technology was so under budget and Director Hopkins explained that there were some projects that were moved to 2019.

Commissioner McGinn asked if STAR was down and Executive Director Talsma noted they were behind last year and staff would be reviewing.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Revenue and Expenditure report as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Musial and Chairman Kilbridge urged everyone to drive safely.

**8. Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary