



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



**MINUTES  
ADMINISTRATION AND FINANCE COMMITTEE  
February 26, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on February 26, 2019 at 7:15 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Utas

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: President Kaplan, Commissioners Kinnane, R. Evans and McGinn

**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:**

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

**4. Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. **Business Enterprise Program Utilization Plan Resolution R19-001/M19-011:**

Executive Director Talsma reviewed the item noting that the Resolution was required for the OLSAD grant process. He explained that Ancel, Glink had investigated the issue and noted that it meant that the district would need to include language in their bid and in their advertising to encourage participation of companies owned/operated by minorities, women and disabled. He explained that while the optimum percentage of award would be 10%, it was not a requirement but rather the district must show good faith in their attempt to award portions of this project to those companies. He also explained that the project would most likely not begin until July and be completed in 2020 when they would have the grand opening of South Ridge.

Chairman Kilbridge asked if it was 10% of the total project and Executive Director Talsma noted it was or about \$120,000 if possible which would include contractors, sub-contractors and some items that might not be required to be officially bid out.

Commissioner McGinn asked if the district had ever used any of these companies before and it was noted that previous playground equipment installer was a minority owned company.

Commissioner K. Evans questioned what would happen if the district could not award 10% of the contracts to the BEP companies and Executive Director Talsma explained that the district did not have to award to BEP as they were required to award to the lowest responsible bidder; only that the district was required to encourage BEP companies to submit so they could be eligible for award.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Resolution R19-001, “A Resolution Adopting a Business Enterprise Program Utilization Plan” as outlined in M19-011. The motion carried by voice vote.

B. **National Fitness Campaign Resolution R19-002/M19-027:**

Executive Director Talsma reviewed the item noting that it was a formal document required from the board to for the \$30,000 grant for the outdoor fitness area. He explained it was initially planned for South Ridge as part of the OSLAD grant, however, the agreement had been to open the fitness area in 2019 and South Ridge would not be ready until 2020. Staff had approached the National Fitness Campaign

requesting the possibility of using the grant for Fabbrini Park to open in 2019 and a second grant for South Ridge in 2020 which had been accepted. It was noted that the district would provide \$90,000 in conjunction with the \$30,000 grant.

Comm Rep Musial asked if the district had the \$90,000 available and if they could switch out Fabbrini for the OSLAD grant. Executive Director Talsma noted that the district had the \$90,000 available in their budget as it would not be used this for South Ridge but that the OSLAD grant money could only be used for projects at the OLSAD grant site; South Ridge.

Chairman Kilbridge asked what would happen if the district did not like the equipment at Fabbrini and did not want to include it at South Ridge and Executive Director Talsma noted that they did not have to ask for the second grant to put that equipment in next year.

Commissioner Bickham asked about life of the equipment and maintenance and Director Hugen noted that it was 15-20 years and less maintenance than a regular playground.

Chairman Kilbridge asked if that included installation and it was noted that it did.

Commissioner K. Evans explained that the area by the sand volleyball flooded and errant soft balls could reach that area. Director Hugen noted that they were still looking at locations and that the area would be 30 feet by 30 feet.

President Kaplan expressed concern over soft balls being able to land in the fitness area.

Commissioner K. Evans asked about the surface and Director Hugen explained that it would be like the fitness center flooring.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Resolution R19-002, “A Resolution to Implement an Outdoor Fitness Court” in order to receive a \$30,000 grant from the National Fitness Campaign to build an outdoor fitness court at Fabbrini Park that will be free to the public as outlined in M19-027. The motion carried by voice vote.

C. Revision to District’s Nepotism Policy/M19-026:

Executive Director Talsma reviewed the item noting it was to simplify and clean up the present policy.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the edit to the District’s nepotism policy (Section V, Appointments) as outlined in M19-026. The motion carried by voice vote.

D. Minimum Wage Bill/M19-029:

Executive Director Talsma reviewed the item explaining that it was informational only to give an idea of the impact on the increasing minimum wage.

Commissioner Bickham asked about the capital line item being flat and Executive Director Talsma explained that those dollars were for past Director Gary Buczkowski to do independent contracting for the district and the wages would not change.

Comm Rep Musial asked about the jumps and Executive Director Talsma noted they would be January 2020 when the minimum wage would be \$9.25 and again July 1 when the wage went to \$10.00. She asked why the general fund did not change and it was explained that there were no part-time wages in the general fund making less than \$10 an hour now.

Commissioner K. Evans asked about the preschool teachers and Executive Director Talsma explained it would be the ELC aids, not teachers seeing the adjustments.

Executive Director Talsma noted that the district had begun their review of this issue last year and begun adjustments then so they would be in a good place to maintain salaries and not experience large jumps. He did note that these numbers did not address compression increases, i.e. long time staff making \$10/hour now requiring a salary adjustment when new staff is hired at the new minimum wage of \$10/hour.

No vote required.

E. Surplus Ordinance O19-002/M19-028:

Executive Director Talsma reviewed the item noting that this was generally done on a quarterly basis but the district had received a donation from the Mohan Group when they exited the Vogelei House and were now able to throw out some very old items.

President Kaplan asked about donating those items and Executive Director Talsma explained they were not in good enough shape to donate.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Ordinance O19-002 an “Ordinance Authorizing the Disposal, Sale or Trade-In of Surplus Property Owned by the Hoffman Estates Park District” and outlined in M19-028. The motion carried by voice vote.

F. Revised A&F 2019 Budget Goals /M19-021:

Executive Director Talsma reviewed the item noting that while the changes had been highlighted, there had not been any major change.

Commissioner Bickham asked what BSA stood for and Executive Director Talsma explained that it was the district's financial software and did not stand for anything.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the revised 2019 Budget Goals and Objectives for the F&A Division. The motion carried by voice vote.

G. Balanced Scorecard/M19-013:

Executive Director Talsma reviewed the item noting that it was a snapshot of the 4Quarter.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Balanced Scorecard for the 4Quarter 2018 as presented and outline in M19-013. The motion carried by voice vote.

H. A&F Report and Financial Analysis/M19-02:

Director Hopkins reviewed the report noting that the district had been awarded the CAFR (Comprehensive Annual Fiscal Report) and that the auditors would be on-site March 18 to the 22<sup>nd</sup>.

Commissioner Bickham congratulated staff on the CAFR.

Director Hopkins reviewed the Financial Analysis included in the report. Chairman Kilbridge noted that she very much like seeing the analysis.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M19-025 and financial analysis to the board as presented. The motion carried by voice vote.

I. Open and Paid Invoice Register:

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the board approve the open and paid invoice register in the amount of \$649,168.48. The motion carried by voice vote.

J. Revenue and Expenditure Report:

Director Hopkins reviewed the item noting that there were some significant variances in the fund balances due to receiving an early tax deposit last year as well as interfund transfers. She also noted a large variance at the Club due to the new signage expenditures.

Comm Rep Musial asked about the Club being behind last year and Executive Director Talsma explained it was due to the change in fee structure as well as

severely bad weather keeping participants away but that they were looking to be back on budget in February.

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

**7. Committee Member Comments:**

Commissioner Bickham noted that the program Guide looked great, especially the new event calendar. He noted that in reviewing his tax bill, that the park district was one of the fully funded entities. He showed a newspaper article that also showed the number of pensioners supported versus the employees and encouraged everyone to check it out as HE Parks had a great rating.

Comm Rep Chhatwani noted that she liked the questions and answers provided with regard the A&F packet.

Comm Rep Musial reminded everyone of the Girls Night Out February 28<sup>th</sup> at Sport Bar and Grill.

Chairman Kilbridge thanked Director Hopkins for the financial analysis noting how beneficial she felt the document to be.

**8. Adjournment:**

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 8:17 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary