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**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE MEETING**  
**June 25, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on June 25, 2019 at 7:11 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kilbridge, Comm Reps Chhatwani, Utas, Wilson, Winner

Absent: Comm Rep Musial

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

Audience: Commissioners Kinnane, K. Evans; Comm Reps Macdonald, Aguilar

**2. Approval of Agenda:**

Comm Rep Winner made a motion, seconded by Comm Rep Utas 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 May 28, 2019 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

**A. Bond Refunding Ordinance/M19-066:**

Director Hopkins noted that the bond rates continued to decline and that staff was working quickly to take advantage of the issue.

Executive Director Talsma explained that the Ordinance held a range of terms so that Board President Kaplan could sign the Ordinance without needing to bring the item back to the Board due to the need to move quickly on this.

Comm Rep Chhatwani asked about the refinancing and Director Hopkins explained that the term was for 10 years, however, they could do an advance refinance similar to what they were presently doing if the market offered the opportunity.

Commissioner Kilbridge asked if it restarted the 30 year term and Director Hopkins noted that it did not and that the district was in a pay down phase and did not want to extend the debt.

Executive Director Talsma noted that in the past the district had extended the debt but they were looking to reduce the debt and with the significant savings of \$3,000,000 to address other district debt.

Commissioner Kilbridge made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Ordinance O19-003 for the issuance of up to \$31,000,000 in General Obligation Park Bonds as outlined in M19-066. The motion carried by voice vote.

**B. A&F Report/M19-059:**

Director Hopkins explained that the American Express points had been cashed in and that the district lost approximately 30% of available points due to American Express changing the perimeters of the program. She noted that they would still receive \$9,000 for the Foundation.

Executive Director Talsma congratulated Director Hopkins and Superintendent Cotshott on working out an arrangement with American Express. He noted that the district would be moving to Capital One which offered 1 ½% back to the district and seemed much easier to work with.

Director Hopkins also noted that she had attended a training session looking into the possible near recession and how best to prepare for it.

She also reviewed the change to swim classes noting that participants would sign up for days and times versus levels and congratulated Superintendent Leninger on reducing the unemployment costs by \$10,000 from this time last year.

Comm Rep Utas asked about the recession with regard to the bond refinance and Director Hopkins explained that the bond rate was one indicator of a coming recession along with trade issues and that recessions happened every 10 years or so.

Executive Director Talsma informed the committee that the district had hired a new Advertising and Sponsorship Manager Jeff Ney who will start July 8, 2019.

Comm Rep Winner asked about the Capital One plan and if the district would redeem the points more often and Director Hopkins noted that they would as the process was much easier.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to send the A&F report M19-059 to the board as presented. The motion carried by voice vote.

C. Open and Paid Invoice Register:

Chairman McGinn asked about the Agri-Energy Resource purchase of 30 Gallons of Corn Syrup under Maintenance. Staff will check but it was believed to be mixed with fertilizer to help 'stick' to grasses during the rains to help with fertilization.

Chairman McGinn asked about the Cricket equipment and Director Hugen noted that the program had been running since June 1. Executive Director Talsma noted that the Cricket Club would be running an event in the near future.

Comm Rep Wilson made a motion, seconded by Commissioner Kilbridge to recommend the board approve the Open and Paid Invoice Register of \$741,625.99 as presented. The motion carried by voice vote.

D. Revenue and Expenditure Report:

Director Hopkins noted that there was not any significant change in the causes for the variances. She explained that Rec was positive, Seascope down \$20,000 in daily fees due to the rainy and cold Memorial Day, The Club was also negative by \$59,000 and BPC Food and Bev were above last year while golf was down, also due the inclement weather.

Comm Rep Utas asked about the F&B being up due to weddings and Director Hopkins noted it was that and some special events.

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

**7. Committee Member Comments:**

Comm Rep Winner noted that he had a great time at the SRT Golf Outing and felt the course was in great shape even with all the rain.

Comm Rep Utas congratulated staff on the Audit and agreed that the course was in great shape for the weather. He also noted that his children were signed up for summer hockey and asked how the rink renovations were coming. Director Hugen noted that the heating system had been removed and that the center of the flooring had settled the 8 inches it had heaved. He noted that they did soil borings and did not hit the water table or other items. He also explained that Minnesota Ice was on schedule. Director Hugen noted that the concrete for repair on Rink 2 would be exposed Wednesday and they would know more about the repair after that.

Comm Rep Utas asked about the hot water heater and Director Hugen explained it was already repaired.

**8. Adjournment:**

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 7:43 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary