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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
September 17, 2019**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on September 17, 2019 at 7:35 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kilbridge, Comm Reps Kulkarni, Musial, Utas, Wilson, Winner and Chairman McGinn

Absent: None

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 Chhatwani, K. Evans, R. Evans, Kinnane, Comm Rep Macdonald

2. Approval of Agenda:

Commissioner Kilbridge 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 Commissioner Kilbridge to approve the minutes of the August 27, 2019 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. Limited Bond Issue Ordinance O19-005/M19-093:

Director Hopkins reviewed the item noting it was a not to exceed \$3,000,000.

Comm Rep Musial asked how they had arrived at that number and Executive Director Talsma explained that it was an amount relating to capital improvements and tied to the tax cap.

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to recommend the board approve the Limited Bond Issue Ordinance O19-005 as outlined in M19-093. The motion carried by voice vote.

B. 2020-2024 CMP Finalized/M19-089:

Executive Director Talsma reviewed the item noting that it would go to the board for approval and onto the website for everyone to review. He thanked C&M Manager Burgess for the excellent graphics to complete the report.

Comm Rep Utas asked about hard copies and it was noted that they would not be provided as the information would be available online.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board approve the 2020-2024 CMP in final form as presented and outlined in M19-089. The motion carried by voice vote with Comm Rep Musial abstaining.

C. Balanced Scorecard/M19-090:

Executive Director Talsma reviewed the item noting that it was a snapshot of the district and thanking Director Hopkins for the graphics on this report.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board approve the Balanced Scorecard as presented and outlined in M19-090. The motion carried by voice vote.

Executive Director Talsma noted that the Committee had a new Comm Rep, Mandar Kulkarni who had replaced Comm Rep Dekirmenjian. The committee welcomed Comm Rep Kulkarni.

D. A&F Report/M19-092:

Director Hopkins reviewed the report noting there was not much of a change to the projections. She explained that they were looking to remove the interfund charges and apply them directly to the specific areas.

Commissioner Kilbridge asked for clarification and Director Hopkins explained that presently certain items were charged to the General Fund and transfers would be made from The Club, BPC, etc. to the General Fund to provide revenue for these items. In the future those items would be charged directly to facilities and eliminate the back and forth revenue transfers.

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to send the A&F Report M19-092 to the board for approval. The motion carried by voice vote.

E. Open and Paid Invoice Register:

Commissioner McGinn asked about the roof completion and Director Hugen explained that they were waiting for the K-wall System to be completed to finish the project. Commissioner Kinnane questioned if there would be any damage to the open areas and Director Hugen noted that weather resistant protection was being used.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the board approve the Open and Paid Invoice Register in the amount of \$907,754.14. The motion carried by voice vote.

F. Revenue and Expenditure Report:

Director Hopkins reviewed the report noting that there was not much change; that the General Fund had favorable variances; Recreation had unfavorable variances primarily due to the rink repairs; The Club would be under budget and BPC would meet or exceed budget.

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

7. **Committee Member Comments:**

Commissioner Kilbridge noted she hoped the good September weather would help BPC.

Comm Rep Winner noted that the Master Plan and Scorecard looked good and appreciated the information.

Chairman McGinn agreed.

8. Adjournment:

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

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary