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**MINUTES
ADMINISTRATION AND FINANCE
October 22, 2019**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on October 22, 2019 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kilbridge, Comm Rep Kulkarni, Musial (7:25), Utas, Wilson, Winner

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

2. Approval of Agenda:

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to approve the agenda as presented. The motion carried by voice vote.

3. Approval of the Minutes:

Commissioner Kilbridge made a motion, seconded by Comm Rep Winner to approve the minutes of the September 17, 2019 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. **A&F Report & 3Q Goals/M19-095:**

Director Hopkins reviewed the litigation between School District 300 and Sears Holding Corporation noting that the district was claiming that Sears was in breach of the EDA agreement. While this was being litigated, the other EDA payments were being held.

President Kaplan asked about the \$600,000 due the district and Executive Director Talsma noted that all funds were frozen including money for the Village. Commissioner K. Evans asked if a bankruptcy might impact the \$600,000 and Director Hopkins noted that it would not as it did not clear you from paying property taxes. Comm Rep Utas asked how much the district would receive and Director Hopkins noted that \$536,000 additionally but there were a lot of factors in that and that if the District were to get all the EDA it would be about \$1,000,000.

She also noted that the district typically received the TIF payment from the Barrington Higgins Corridor but all that funding was used to dredge the pond and the district did not receive the \$17,000.

Director Hopkins also noted that the district had moved from 2 antivirus programs to one more robust program. Commissioner K. Evans asked if the district had lost any days and it was noted that they had not primarily due to back up systems.

Chairman McGinn asked about the accounts receivable and Director Hopkins state that there were 4 of note but the receivables were good.

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to send the A&F Report and 3Q Goals to the board as presented. The motion carried by voice vote.

B. **Open and Paid Invoice Register:**

Comm Rep Utas noted that the boards were up and Director Huguen noted that rink renovations were on track.

Comm Rep Musial arrived at 7:25 p.m.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board approve the Open and Paid Invoice Register in the amount of \$747,532.83. The motion carried by voice vote.

C. Financial Analysis/Revenue and Expenditure Report:

Director Hopkins reviewed the report.

Comm Rep Winner asked about the C&M being \$20,000 below and asked if the \$15,000 down in wages explained a portion and it was noted that it did. He also asked about ROI on marketing and Executive Director Talsma noted that some marketing strategies were easier to track.

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

7. **Committee Member Comments:**

Comm Rep Utas complimented the staff at the Pumpkin Fest noting that it was very cold and windy but staff was energetic and friendly.

Comm Rep Winner noted that he always appreciated the financial summaries.

8. **Adjournment:**

Comm Rep Utas made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary