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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
January 28, 2020**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on January 28, 2020 at 7:55 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Reps Kulkarni, 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, K. Evans, Chhatwani, Comm Rep Macdonald

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Winner made a motion, seconded by Comm Rep Wilson to approve the minutes of the December 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. **Bond Abatement Ordinance O20-001/M20-003:**

Director Hopkins reviewed the item noting it was a housekeeping item.

Comm Rep Wilson made a motion, seconded by Commissioner Kilbridge to recommend the board approve Ordinance O20-001 abating taxes levied for the District's bonds for the 2019 Levy as outlined in M20-003. The motion carried by voice vote.

B. **Harassment Policy Update R20-001/M20-014:**

Executive Director Talsma reviewed the item noting that the state law had changed requiring the district to update this policy. He also explained that it was only for an elected official harassing another elected official within the district. He explained that the final change would include specific wording to clarify the policy.

Comm Rep Winner made a motion, seconded by Commissioner Kilbridge to recommend the board approve R20-001 Harassment Policy as amended to include harassment of a park district elected official of another park district elected official as outlined in M20-014. The motion carried by voice vote.

C. **Balanced Scorecard/M20-012:**

Executive Director Talsma reviewed. Chairman McGinn questioned the number of tennis class cancellations and Director Hopkins noted that there were always an enormous number of tennis cancellations.

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to recommend the board approve the Balanced Scorecard for the 4th Quarter 2019 as outlined in M20-012. The motion carried by voice vote.

D. **A&F Report and 4Q Goals/M20-004:**

Director Hopkins reviewed the report. Comm Rep Winner asked if the district leased the copiers and Director Hopkins explained that the district owned them.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to send the A&F Report and 4Q Goals M20-004 to the board as presented. The motion carried by voice vote.

E. Open and Paid Invoice Register:

Comm Rep Wilson asked about the L&W Supply on page 18 and it was noted to be for the metal wall built between the tennis court area and the exercise area.

Chairman McGinn asked about the roof and Director Hopkins explained that it was not yet completed. Director Hugen noted that there was a substantial punch list and the district was holding the final check.

Comm Rep Wilson made a motion, seconded by Commissioner Kilbridge to recommend the board approve the Open and Paid Invoice register in the amount of \$1,379,043.21. The motion carried by voice vote.

F. Revenue and Expenditure Report:

Director Hopkins reviewed noting that the General, Recreation and BPC funds were all doing better than budget. She noted that The Club was below budget, IMRF was expected to be at budget and Debt Service above budget due to advanced refunding. She explained that the funds had been issued to pay off the bond but would not be available until 2020; presently in escrow.

She also explained that the TIF payment would be released in the next couple of months and about \$125,000 less than budgeted.

Comm Rep Wilson asked about the Professional Services costs and Director Hopkins explained that it was higher than budget primarily due to the music and Direct TV subscription services.

Chairman McGinn noted that the investment income was doing exceptionally well and Director Hopkins explained that it was a market to market gain/loss and this year was a gain as well as doing very well with investments.

Chairman McGinn asked about the 4Q unemployment savings. It was noted that it would still be posted but we expected savings. He also noted that there was a positive variance in payroll and Executive Director Talsma noted that it was due to some unfilled positions as well as employee position movement.

Chairman McGinn noted there was also a positive variance in the gas and electric and Director Hopkins explained that it had been a mild winter and they were still on a fixed contract.

Chairman McGinn asked about the STAR program and Executive Director Talsma explained that they used an average to determine future budgets. He also explained that they were working with school district 15 to add to their after school programs.

Comm Rep Musial asked about the Wolf Pack and it was noted that they were supported by the park district.

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

7. **Committee Member Comments:**

Chairman McGinn thanked staff for all their hard work.

8. **Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to adjourn the meeting at 8:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary