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**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**February 25, 2020**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on February 25, 2020 at 7:12 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Comm Rep Musial, Utas, Wilson, Winner

Absent: Commissioner Kilbridge, Comm Rep Kulkarni

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins

Audience: President Kaplan, Commissioner Kinnane, R. Evans, K. Evans, Chhatwani, Com Rep Macdonald

**2. Approval of Agenda:**

Comm Rep Utas 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 Winner made a motion, seconded by Comm Rep Wilson to approve the minutes of the January 28, 2020 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. **Policy Update for Public Preparation at Board Meetings/M20-029:**

Executive Director Talsma reviewed the issue noting that it was a modification of the policy approved in January and total audience participation per topic will now be limited to 30 minutes.

Comm Rep Musial asked about the three minute time limit and was it per audience member and it was noted that it was.

Comm Rep Winner suggested changing the statement of 30 minute time limit from approval to vote and President Kaplan questioned adding in comments from the audience. The new statement will now read, “There will be a 30 minute time limit **for comments from the audience** per discussion item which may be extended by a majority **vote** of the Committee or Board.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the board approve the Policy Update for Public Preparation at Board Meetings as outlined in M20-029 and to include the amended statement “There will be a 30 minute time limit **for comments from the audience** per discussion item which may be extended by a majority **vote** of the Committee or Board”. The motion carried by voice vote.

B. **A&F Report/M20-024:**

Director Hopkins reviewed the report noting that the district had received the CAFR for 2018.

Comm Rep Winner asked what they had been benchmarking for the additional data and Director Hopkins noted that some of the items included were where the district was with taxes i.e. our portion of tax versus the school district, number of classes canceled versus those that ran, and demographics. She noted that they were waiting for the other park districts to provide their data so that comparisons could be made.

Comm Rep Wilson asked about the \$60,000 difference in the January 10 versus January 24, 2020 payroll. Executive Director Talsma noted that the January 10 payroll covered two weeks up to January 4 that included the holidays. He also noted that most classes did not meet and/or have instructors over the holiday break including preschool and that was most likely the difference.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to send the A&F Report M20-024 to the board as presented. The motion carried by voice vote.

C. Open and Paid Invoice Register:

Comm Rep Musial asked about the lifeguard audits and Executive Director Talsma noted that it was similar to secret shoppers; however, the lifeguards were reviewed on their readiness and attention to participants in the pool. Comm Rep Musial also asked about the Shotokan Karate costs and it was noted to be the whole fall session. Comm Rep Macdonald explained that it was also an expensive program.

Chairman McGinn asked about the Johnson Health Tech line item and it was noted to be equipment for The Club.

Comm Rep Macdonald asked about the payment to FAA and Director Hopkins explained that it was the application fee for the maintenance drone.

President Kaplan asked about Pro Maxima and it was noted to be equipment for The Club.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend the board approve the Open and Paid invoices in the amount of \$629,135.71 as presented. The motion carried by voice vote.

D. Revenue and Expenditure Report:

Director Hopkins explained that there was not much going on this early. She explained that there were variances due to interfund transfers and some timing items.

Comm Rep Musial asked about the response to the Revenue and Expenditure report she had asked regarding the deficit and Director Hopkins explained that the response was Club related and that the other areas were seasonal.

Comm Rep Winner asked if the increase in Club memberships was due to the promotion and Executive Director Talsma noted that he believed it to be due to the renovation as well as the promotion and did not expect many to leave after the promo.

Comm Rep Utas asked about the \$140,000+ deficit and Director Hopkins noted that most of it was related to South Ridge and The Club work that began very early this year. She also noted that the district was not overly concerned as they were capital expenditures.

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

**7. Committee Member Comments:**

Comm Rep Musial congratulated staff on the CAFR and noted that she had rejoined The Club and was enjoying the improvements.

Comm Rep Utas noted that his son had attended the e-sports tournament and it was very good. Executive Director Talsma noted that staff was working to offer a class Tuesday evenings. Comm Rep Utas also wanted to thank Asst. GM Ice Operations Jordan for assisting NWSRA in getting their ice slot.

Chairman McGinn congratulated staff on the CAFR.

**8. Adjournment:**

Comm Rep Utas made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary