



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



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

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on July 28, 2020 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kilbridge, Comm Reps Kulkarni (7:02pm), Musial, Wilson (teleconference), Winner (7:02pm)

Absent: Comm Rep Utas

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Golf and Facilities Bechtold, Director of Recreation Kapusinski, Executive Assistant Logan

Audience: President Kaplan, Commissioners Kinnane, K. Evans, R. Evans, Chhatwani, Pauline Wieland

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:

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to approve the minutes of the June 23, 2020 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Administration & Finance Report / M20-080:

Director Hopkins reviewed the item and highlighted that new credit card devices have been installed into the beverage carts at Bridges and it has been a greatly appreciated improvement.

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to send the A&F Report M20-080 to the Board as presented. The motion carried by voice vote.

B. Amended A&F 2020 Goals & Objectives / M20-088:

Executive Director Talsma reviewed the item noting that as a result of the COVID-19 pandemic and how it has impacted the District's operations, staff has reviewed the previously approved 2020 Goals & Objectives and presented the amended 2020 Goals & Objectives with indications of the likelihood of completion of each item as well as whether each item will require modification in order to be completed.

Comm Rep Winner noted the goal "determine how to better align GIS capabilities to link financial software" is being put off. Director Hopkins explained it is due to changes in staff and job responsibilities.

Commissioner K. Evans noted the goal "security camera installation and upgrade" has been postponed. Director Hopkins noted it is a cost cutting measure in response to the COVID-19 pandemic. Comm Rep Musial asked if this goal was regarding new security cameras. Director Hopkins confirmed it was an upgrade to fully-functional, existing security cameras.

President Kaplan asked about the in progress status of the goal "ensure employee wages are competitive yet aligned with value as minimum wage increases in coming years". Director Hopkins explained we are in compliance with the minimum wage guidelines that just went into effect July 1 and we just started gathering information as part of budget preparation to make sure wages are in line with area wages.

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to recommend the Board approve the Amended A&F 2020 Goals & Objectives as presented. The motion carried by voice vote.

C. Open and Paid Invoice Register:

Comm Rep Musial noted the timing of the Village of Hoffman Estates water bills appear to be behind.

Comm Rep Winner made a motion, seconded by Commissioner Kilbridge to recommend the Board approve the Open and Paid Invoice Register in the amount of \$829,588.49 as presented. The motion carried by voice vote.

D. Revenue and Expenditure Report, Financial Analysis, and COVID-19 Impact Statement:

Director Hopkins reviewed the item highlighting there has been a cost savings of ~\$1 million in expenses despite lost revenue.

Chairman McGinn noted the admissions number on the COVID-19 Impact Statement is nearly flat. Director Hopkins explained this is due to golf daily fees; golf is doing extremely well.

Comm Rep Winner asked if events that have been cancelled are being rescheduled from 2020 to 2021. All those that needed to be cancelled have been rebooked for 2021.

Commissioner Kilbridge noted the COVID-19 Impact Statement mentions the digital brochure and asked whether the printed brochure will be discontinued. Executive Director Talsma explained through the end of the 2020 year, a printed brochure will not be distributed. Staff will evaluate the cost analysis of the printed brochure for next year.

Comm Rep Musial asked about the status of memberships at The Club. Executive Director Talsma explained The Club has seen ~400 – 500 membership cancellations due to the COVID-19 pandemic.

Commissioner R. Evans asked how we decide if everyone must wear masks at fitness centers, when, and who will enforce it. Executive Director Talsma explained the District follows the recommendations set forth by the Illinois Department of Public Health (IDPH). Director Bechtold explained if the State of Illinois mandates facemasks while exercising in fitness centers, the District will need to follow those guidelines, and staff will enforce it. Right now, it is not required while exercising.

Commissioner Kilbridge made a motion, seconded by Comm Rep Musial to recommend the Board approve the Revenue and Expenditure Report, the Financial Analysis, and the COVID-19 Impact Statement as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Winner noted the South Ridge project looks great and that it is good to be in-person at a Committee Meeting.

Comm Rep Musial noted the staff have done a great job of cost cutting during the pandemic.

Chairman McGinn congratulated Director Bechtold on his 14 year work anniversary. He added Director Hopkins did a nice job on the financial reports. He reminded everyone of the Poplar Creek Trail System Ribbon Cutting ceremony at 10:00 a.m. on Saturday, August 1.

8. Adjournment:

Comm Rep Musial made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:36 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant