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

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on August 25, 2020 at 7:13 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kilbridge, Comm Reps Kulkarni, Musial (teleconference), Utas, Winner

Absent: Comm Rep Wilson

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

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

**2. Approval of Agenda:**

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

**3. Recognition:**

Comm Rep Wilson was awarded a service pin for two years of service. Comm Rep Utas was awarded a service pin for six years of service. Comm Rep Musial was awarded a service pin for eight years of service.

**4. Approval of the Minutes:**

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

**5. Comments from the Audience:**

None

6. **Old Business:**

None

7. **New Business:**

A. Virtual Park Tour:

Director Hugen presented the Virtual Park Tour highlighting projects at Princeton Park, South Ridge Park, the Triphahn Center ice rink, Fabbrini Park, Birch Park, and the locker rooms at The Club at Prairie Stone. Director Hugen thanked Kyle Wozny and the C&M staff for their help in creating the Virtual Park Tour.

Information only.

B. NWSRA Annual Assessment R20-004 / M20-089:

Executive Director Talsma reviewed the item noted this is an annual item needing approval for the District's contributions to the Northwest Special Recreation Association (NWSRA). The amount owed is paid for through tax dollars through the District's tax levy.

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to recommend the Board approve the attached Resolution R20-004 a "NWSRA Member District Annual Assessment Resolution" ratifying the assessment for calendar year 2021 in the amount of \$311,404.66 as recommended by the Board of Trustees of NWSRA as presented in M20-089.

C. Limited Bond Issue Ordinance O20-003 / M20-099:

Director Hopkins reviewed the item noting the ordinance provides for the issuance and sale of general obligation limited tax park bonds in an aggregate principal amount not to exceed \$3,500,000 for the purposes of paying debt service on the District's outstanding debt, paying for capital projects in the District, and paying costs of issuances and incidental expenses. Director Hopkins noted the bond is expected to close on December 1, 2020.

Commissioner Kilbridge made a motion, seconded by Comm Rep Kulkarni to recommend the Board approve the attached Ordinance O20-003 a "Limited Bond Issue Ordinance" for the issuance of \$3,500,000 of Limited Bonds as presented in M20-099.

D. Personnel Policy Manual Changes / M20-098:

Executive Director Talsma noted the Personnel Policy Manual has been updated so that the Personal Time Off (PTO) for part-time employees will be earned as worked and the PTO carryover will be one-half of what is earned in a given year.

Comm Rep Winner made a motion, seconded by Commissioner Kilbridge to recommend the Board approve the afore-listed additions/revisions to the District's Personnel Policy Manual as presented in M20-098.

E. Administration & Finance Report / M20-097:

Director Hopkins noted the District received the unemployment bill, of which the federal government is covering 50% of and the state government is covering 50% of, so the District will not owe for any unemployment from March 15 through the end of the calendar year 2020.

Director Hopkins noted the Business Department created COVID-19 resources for staff which included posters for COVID-19 contact and symptoms, as well as a travel aid broken down by county to serve as a guideline for travelling with hot spots to avoid. She added the travel aid is updated weekly.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to send the A&F Report M20-097 to the Board as presented. The motion carried by voice vote.

F. Open and Paid Invoice Register:

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 \$822,483.67 as presented. The motion carried by voice vote.

G. Revenue and Expenditure Report and COVID-19 Impact Statement:

Director Hopkins noted the net operations for the District is \$3.2 million compared to \$4.8 million in 2019. She explained operations are currently forecasted to total end of year less \$700,000 under budget, despite being \$5.2 million under in revenue. She added total savings in wages is expected to be \$2.2 million plus \$455,000 from taxes and insurance. She noted the remaining savings will be coming from primarily reduced program supplies and utilities.

Commissioner McGinn noted on the COVID-19 Impact Statement, the Grants & Donations item is increased. Director Hopkins explained the District was awarded a grant for over \$97,000 by the Illinois Network of Child Care Resource and Referral Agencies to be used for the Early Learning & Care program.

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

**8. Committee Member Comments:**

Comm Rep Kulkarni commended staff on a job well done.

Comm Rep Utas commended staff on the park renovations. He thanked Director Hopkins for the COVID-19 Impact Statement.

Comm Rep Musial is grateful for having served on the A&F Committee for the last eight years and looks forward to continuing to serve.

**9. Adjournment:**

Commissioner Kilbridge made a motion, seconded by Comm Rep Utas to adjourn the meeting at 7:51 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant