



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



**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE  
December 22, 2020**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on December 22, 2020 at 7:11 p.m. remotely via ZOOM.

Present: Chairman McGinn, Commissioner Kinnane, President Kaplan (acting A&F Committee member); Comm Reps Kulkarni, Winner (7:18)

Absent: Comm Reps Musial, Utas, Wilson

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

Audience: Commissioners K. Evans, R. Evans, Chhatwani; Comm Reps Friedman, Macdonald

**2. Approval of Agenda:**

Commissioner Kinnane made a motion, seconded by President Kaplan to approve the agenda as presented.

On a Roll Call: Carried 4-0-4  
Ayes: 4 Kulkarni, Kinnane, Kaplan, McGinn  
Nays: 0  
Absent: 4 Musial, Utas, Wilson, Winner

**3. Approval of the Minutes:**

President Kaplan made a motion, seconded by Comm Rep Kulkarni to approve the minutes of the November 24, 2020 meeting as presented.

On a Roll Call: Carried 4-0-4  
Ayes: 4 Kulkarni, Kinnane, Kaplan, McGinn  
Nays: 0  
Absent: 4 Musial, Utas, Wilson, Winner

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. **Tax Levy Ordinance O20-005 / M20-130:**

Director Hopkins noted the tax levy is slightly less than the amount extended for 2019 tax year at \$9,537,000. This was accomplished by shifting resources from funds that had larger fund balances in order to give more resources necessary for the operating funds.

Commissioner Kinnane made a motion, seconded by President Kaplan to recommend the Board approve of the District's 2020 annual Tax Levy Ordinance O20-005 in the amount of \$9,537,000.

On a Roll Call: Carried 4-0-4  
Ayes: 4 Kulkarni, Kinnane, Kaplan, McGinn  
Nays: 0  
Absent: 4 Musial, Utas, Wilson, Winner

B. **2021 Budget & Appropriation Ordinance O20-004 in Final Form / M20-148:**

Director Hopkins noted that with the exception of the \$50,000 increase for the driving range project that was suggested in November 2020, this is the same Budget & Appropriation Ordinance that was presented at that time.

The estimated receipts for the Budget & Appropriation Ordinance is \$21,381,606. Estimated expenditures are \$24,545,406 with a deficit of \$3,163,800. The deficit is due to \$415,000 for Birch Park, the planned reductions in the fund balances of IMRF and FICA, \$1,602,000 for debt service due to the refunding proceeds being received this year, but not being paid until next year, and also \$706,800 from Capital due to the annual refunding bond being received this year that will pay for projects next year.

President Kaplan made a motion, seconded by Commissioner Kinnane to recommend the Board approve of the final Budget & Appropriation Ordinance O20-004.

On a Roll Call: Carried 5-0-3  
Ayes: 5 Kulkarni, Winner, Kinnane, Kaplan, McGinn  
Nays: 0  
Absent: 3 Musial, Utas, Wilson

C. AMITA Health Sponsorship / M20-149:

Director Kapusinski noted the significant change to this year's contract is AMITA asked for exclusivity in hospital marketing advertisement. In previous years, the District also had an agreement with Northwest Community Hospital (NCH), but in order to comply with AMITA's request, we will be discontinuing that agreement.

Director Kapusinski noted the AMITA agreement amount is \$70,000.

Commissioner K. Evans asked how much the agreement with NCH was worth and Director Kapusinski noted it was worth less than \$2,000.

Chairman McGinn asked about the length of the contract. Director Kapusinski explained that it is a one year contract.

President Kaplan asked what the exclusivity covers. Director Kapusinski explained the exclusivity agreement encompasses everything within the District that we are able to advertise on including the marquees and ice rink dasher boards.

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to recommend the Board approve of the AMITA partnership agreement for the period of August 1, 2020 to July 31, 2021 in the amount of \$70,000.

On a Roll Call: Carried 5-0-3  
Ayes: 5 Kulkarni, Winner, Kinnane, Kaplan, McGinn  
Nays: 0  
Absent: 3 Musial, Utas, Wilson

D. Administration & Finance Report / M20-144:

Director Hopkins highlighted the following:

- Focus was primarily on budget preparation in the previous month.
- Staff handled refunds and adjustments in response to the latest COVID-19 health restrictions.
- The exchange server has been updated, it is working well, and no one experienced any down time.

Chairman McGinn asked about the completed State of Illinois Unclaimed Property Report and whether anything significant was reported. Executive

Director Talsma explained this reporting is for checks that remain uncashed and, if we are unable to track down the recipients, after seven years, the checks are turned over to the State. Director Hopkins noted nothing of significance was reported.

President Kaplan made a motion, seconded by Comm Rep Kulkarni to send the A&F Report M20-144 to the Board as presented.

On a Roll Call: Carried 5-0-3  
Ayes: 5 Kulkarni, Winner, Kinnane, Kaplan, McGinn  
Nays: 0  
Absent: 3 Musial, Utas, Wilson

E. Open and Paid Invoice Register:

Comm Rep Winner made a motion, seconded by President Kaplan to recommend the Board approve the Open and Paid Invoice Register in the amount of \$828,021.35 as presented.

On a Roll Call: Carried 5-0-3  
Ayes: 5 Kulkarni, Winner, Kinnane, Kaplan, McGinn  
Nays: 0  
Absent: 3 Musial, Utas, Wilson

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

Director Hopkins noted the District will be over the projected in Admissions, Equipment Rentals, and Sales due to the golf course. The District will be below in Facility Rentals, Leagues, Memberships, and Programs & Instruction due to the new COVID-19 restrictions. We are running under projected expenses in most categories, although last minute projects will close the gap slightly. Overall, we should be close to the projected net at fiscal year-end.

Commissioner Kinnane made a motion, seconded by Comm Rep Winner to recommend the Board approve the Revenue and Expenditure Report and the COVID-19 Impact Statement as presented.

On a Roll Call: Carried 5-0-3  
Ayes: 5 Kulkarni, Winner, Kinnane, Kaplan, McGinn  
Nays: 0  
Absent: 3 Musial, Utas, Wilson

7. Committee Member Comments:

Comm Rep Winner thanked the staff on getting the District to year-end and for a successful budget process. He added a happy holidays to all!

Comm Rep Kulkarni thanked Director Hopkins, Executive Director Talsma, and staff for a job well done. He added a happy holidays to all!

Commissioner Kinnane congratulated staff on a great job making it through 2020 and he thanked the fellow Commissioners for their efforts this year, too. He added a safe and happy holidays to all!

Chairman McGinn commended the Business Department on a job well done. He added a happy holidays to all!

**8. Adjournment:**

Commissioner Kinnane made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:29 p.m.

On a Roll Call: Carried 5-0-3  
Ayes: 5 Kulkarni, Winner, Kinnane, Kaplan, McGinn  
Nays: 0  
Absent: 3 Musial, Utas, Wilson

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant