



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



**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
January 26, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on January 26, 2021 at 7:15 p.m. remotely via ZOOM.

Present: Chairman McGinn, Commissioner Kinnane, Comm Reps Kulkarni, Musial, Utas, Wilson, Winner

Absent: None

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

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

2. Approval of Agenda:

Executive Director Talsma amended the agenda with the removal of New Business Item 6A JEM Contract / M21-010.

Commissioner Kinnane made a motion, seconded by Comm Rep Winner to approve the agenda as amended.

On a Roll Call: Carried 7-0-0
Ayes: 7 Kulkarni, Musial, Utas, Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 0

3. Approval of the Minutes:

Comm Rep Winner made a motion, seconded by Commissioner Kinnane to approve the minutes of the December 22, 2020 meeting as presented.

On a Roll Call: Carried 7-0-0

Ayes: 7 Kulkarni, Musial, Utas, Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 0

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. JEM Contract / M21-010:

Item removed from the agenda.

B. Bond Abatement Ordinance O21-001 / M21-008:

Director Hopkins noted this ordinance removes our alternate revenue bonds from the tax levy to match the District's needs.

Comm Rep Winner made a motion, seconded by Commissioner Kinnane to recommend the Board approve of Ordinance O21-001 abating taxes levied for the District's bonds for the 2020 Levy.

On a Roll Call: Carried 7-0-0

Ayes: 7 Kulkarni, Musial, Utas, Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 0

C. Administration & Finance Report and 4Q Goals / M21-006:

Director Hopkins highlighted the following:

- Staff was busy preparing for year-end financials and preliminary audit preparations.
- Staff began the process of the implemented of the new Time and Attendance software.
- Staff started making changes to the HR Module to utilize features and streamline processes.
- Completed audio conferencing project.

Commissioner K. Evans asked if in addition to call-in, if we will be able to incorporate video and live meetings in the future. Director Hopkins noted staff are researching this as an option; we have the capabilities to stream the video

feed, but not offer a live interactive feature simultaneously because it will cause significant feedback. It was noted staff will continue to research this.

Chairman McGinn asked about the PATH 2021 preview. Director Hopkins noted the PATH program is a wellness incentive program offered through PDRMA. Staff can earn points and get rewarded for wellness activities in hopes that their participation will help lower health insurance costs.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to send the A&F Report and 4Q Goals to the Board as presented.

On a Roll Call: Carried 7-0-0
Ayes: 7 Kulkarni, Musial, Utas, Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 0

D. Open and Paid Invoice Register:

Chairman McGinn asked about the lighting upgrades for \$25,000. Executive Director Talsma noted this was for upgrading the lights to LED lights on both ice rinks as a cost savings measure. He added a thank you and job well done to Nick Catino and Mitch Haizel for overseeing the project.

Comm Rep Utas asked if the cost for the electricity at TC is standard. Executive Director Talsma noted it is standard.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend the Board approve the Open and Paid Invoice Register in the amount of \$678,556.70 as presented.

On a Roll Call: Carried 7-0-0
Ayes: 7 Kulkarni, Musial, Utas, Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 0

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

Director Hopkins noted golf operations did well this year with an extended season, reductions to staffing and direct costs for services, as well as reduced utilities, all helped to significantly reduce the impact of lost revenue.

Director Hopkins noted the District operations will be \$276,000 under budget for the year despite a \$4.7 million reduction in revenue! She added we did extremely well in handling the COVID-19 pandemic within the District, especially compared to other businesses and governments.

Chairman McGinn commended staff on a job well done with offsetting expenses with revenues. Commissioner K. Evans thanked Director Hopkins for the summary page and noted it is well done.

Comm Rep Utas 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 7-0-0
Ayes: 7 Kulkarni, Musial, Utas, Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 0

7. Committee Member Comments:

Comm Rep Utas asked about the Wolves playing their home games at the Triphahn Center and whether we will receive any additional revenue from it. Executive Director Talsma explained the contract stated if they couldn't practice or play due to COVID, they would pay 2/3 of rent for admin offices and save 1/3 of rent for no ice usage. For half of the year in 2020, they did not have any ice usage, but still paid us the full \$75,000 and are entitled to a \$25,000 credit. After discussing it with the Wolves, we are planning to offset the credit with the additional ice time that they are receiving for their 17 home games.

Comm Rep Utas asked if the Wolves home games will cause interference with any Recreation programming. Executive Director Talsma explained the home games will not be detrimental to Recreation programming at the ice rinks.

Comm Rep Musial thanked staff for keeping the District running over the past year and being fiscally responsible while doing so. She added she has been greatly enjoying the renovated South Ridge Park.

Comm Rep Winner and Comm Rep Kulkarni commended staff on a great job.

Commissioner Kinnane thanked Executive Director Talsma for his support during a very difficult personal time. He publicly thanked the staff at Lakeview School, specifically the Principal and Vice Principal, for their prompt response. He thanked the staff for their patience and appreciation.

Chairman McGinn noted vaccinations are becoming more and more available, but in the meantime for all to stay healthy and safe.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 7:37 p.m.

On a Roll Call: Carried 7-0-0

Ayes: 7 Kulkarni, Musial, Utas, Wilson, Winner, Kinnane, McGinn

Nays: 0

Absent: 0

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant