



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



**MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
April 27, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on April 27, 2021 at 7:11 p.m. remotely via ZOOM.

Present: Commissioner Friedman, Comm Reps Musial, Wilson, Winner

Absent: Chairman McGinn, Comm Reps Kulkarni & Utas

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

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

2. Approval of Agenda:

Comm Rep Winner made a motion, seconded by Comm Rep Wilson to approve the agenda as presented.

On a Roll Call: Carried 4-0-3
Ayes: 4 Friedman, Musial, Wilson, Winner
Nays: 0
Absent: 3 McGinn, Kulkarni, Utas

3. Approval of the Minutes:

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to approve the minutes of the March 23, 2021 meeting as presented.

On a Roll Call: Carried 4-0-3
Ayes: 4 Friedman, Musial, Wilson, Winner
Nays: 0
Absent: 3 McGinn, Kulkarni, Utas

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Bridges Driving Range Enhancement Bids / M21-042:

Director Hugen reported that the bids received for the Bridges Driving Range Enhancement Project all were over the budgeted project amount. Staff is recommending that the following bids be rejected:

- Concrete, Furniture and Tee Box Dispenser

Director Hugen is working with the low-qualified bidder on the building and furnishing (trim, ceilings, gas lines, electricity) bids to value engineer the project.

Comm Rep Winner asked if this will delay the project timeline. Director Hugen responded that the project is scheduled to start in August due to steel and lumber supply delay.

Comm Rep Musial asked how high the bids were that were received. Director Hugen responded that the \$650,000 budgeted project received bids totaling \$990,000. Musial asked if the companies can re-bid next round. Hugen confirmed the companies can be re-bid next round.

Commissioner Friedman made a motion, seconded by Comm Rep Winner, to recommend to the Board to reject the following bids: Concrete at Bridges Driving Range, Furniture at Bridges Driving Range and Bridges Driving Range Tee Box Dispenser.

On a Roll Call: Carried 4-0-3
Ayes: 4 Friedman, Musial, Wilson, Winner
Nays: 0
Absent: 3 McGinn, Kulkarni, Utas

B. Administration & Finance Report and 1Q Goals / M21-038:

Director Hopkins highlighted the following:

- Time & Attendance software went live on Monday, April 25.
- HEParks supported the Village of Hoffman Estates with coordinating online registration for the Village's vaccination event.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner, to recommend to forward the Administration & Finance Report and Q1 Goals to the full board.

On a Roll Call: Carried 4-0-3
Ayes: 4 Friedman, Musial, Wilson, Winner
Nays: 0
Absent: 3 McGinn, Kulkarni, Utas

C. Open and Paid Invoice Register:

Comm Rep Winner made a motion, seconded by Comm Rep Wilson to recommend to forward the Open and Paid Invoice Register in the amount of \$703,263.43 to the full board.

On a Roll Call: Carried 4-0-3
Ayes: 4 Friedman, Musial, Wilson, Winner
Nays: 0
Absent: 3 McGinn, Kulkarni, Utas

D. Revenue and Expenditure Report, Financial Analysis, and District Wide Operations Statement

Director Hopkins highlighted from the Financial Analysis Report, the property tax revenue is behind due to the extension for residents to pay their property taxes this year. When comparing Q1 to prior years, COVID didn't impact Q1 last year, but there will be an impact in future quarter comparisons. Hopkins also highlighted that there are areas that are seeing signs of recovery. Hockey exceeded spring enrollment numbers and golf is off to a great start being better than last spring. In addition, fitness membership is typically down in March, but this year there was an increase.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to forward the Revenue and Expenditure Report, Financial Analysis and District Wide Operations Statement to the full board.

On a Roll Call: Carried 4-0-3
Ayes: 4 Friedman, Musial, Wilson, Winner
Nays: 0
Absent: 3 McGinn, Kulkarni, Utas

7. Committee Member Comments:

Comm Rep Musial asked about the status of the South Park zip line. Executive Director Talsma stated that it has been fixed. Musial also stated that she plays pickleball in the area suburbs and one player from Palatine stated that Hoffman Estates has the best parks in the area.

Comm Rep Winner stated great job.

Commissioner Friedman said great job getting the golf course ready.

8. Adjournment:

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

On a Roll Call: Carried 4-0-3
Ayes: 4 Friedman, Musial, Wilson, Winner
Nays: 0
Absent: 3 McGinn, Kulkarni, Utas

Respectfully submitted,

Craig Talsma
Secretary

Alisa Kapusinski
Director of Recreation