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**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE MEETING  
May 25, 2021**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on May 25, 2021 at 7:17 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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, Executive Assistant Logan

Audience: President Kaplan, Commissioners K. Evans, Kinnane, Chhatwani, Dressler; Comm Rep R. Evans; Monika Adamski of Lauterbach & Amen, LLP

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Commissioner Friedman made a motion, seconded by Comm Rep Utas to approve the minutes of the April 27, 2021 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. 2020 Audit / M21-054:

Monika Adamski, auditor of Lauterbach & Amen, LLP, presented the results of the 2020 audit. The results are accessible electronically on memo M21-054, under the Implications section. Monika noted the District received the Government Finance Officers Association of the United States and Canada (GFOA) award of Certificate of Achievement for Excellence in Financial Reporting again this year. Monika also noted it was overall a very successful audit.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend to the Board the acceptance of the final annual audit for the fiscal year ending December 31, 2020, as presented by Lauterbach & Amen, LLP. The motion carried by voice vote.

Monika Adamski left the meeting.

B. Full-time Director of Administrative Services Position / M21-056:

Executive Director Talsma provided an overview of the full-time Director of Administrative Services position noting this position will replace the Superintendent of HR & Risk Management full-time position, and the salary range will increase from a pay grade 6 to a pay grade 7. The position will report directly to the Executive Director, it will oversee the Human Resources staff, and it will handle risk management duties in addition to responsibilities regarding human resources.

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to recommend to the Board approval of changing the full-time job position of Superintendent of HR & Risk Management to the full-time position of Director of Administrative Services, pay grade 7. The motion carried by voice vote.

C. Administration & Finance Report / M21-053:

Director Hopkins highlighted the following:

- NOVAtime went live on April 24 and the initial glitches with the software have been resolved.
- The Comcast fiber install at Vogelei was completed on April 28.
- The annual liquor license renewal was processed for Bridges.
- Staff are researching out-of-state background check companies as a cost savings measure for the District.

Commissioner K. Evans noted the microphones in the boardroom are working well and thanked staff for those.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend to forward the Administration & Finance Report to the full board. The motion carried by voice vote.

D. Open and Paid Invoice Register:

Comm Rep Utas asked about the new boilers. It was noted the new boilers are for the pool at Seascape and are working quickly and efficiently.

Chairman McGinn noted there are new locks throughout some of the parks. Staff explained a new autolock system has been installed at the six outdoor restroom facilities within the district. Staff are able to control the mechanisms from a remote system.

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to recommend to forward the Open and Paid Invoice Register in the amount of \$445,899.70 to the full board. The motion carried by voice vote.

E. Revenue & Expenditure Report and District Wide Operations Statement:

Director Hopkins reviewed the District Wide Operations Statement highlighting the following:

- With a third of the year behind us, revenues are greater than 33% to meeting our annual budget and our expenses are well below 30%.
- Property tax collections are still behind where they should be due to the extensions granted by Cook County.
- Admissions are expected to increase as we move through the summer with Seascape and golf.
- Equipment rentals are expected to increase as we move through the golf season with golf cart and club rentals.
- Sales will increase as the COVID-19 restrictions are lifted. The reduction we are seeing from prior years is primarily due to the restaurant at Bridges having COVID-19 restrictions.
- Salaries and employment-related expenses are lower than prior years, with the exception of insurance due to the change in contributions that were made last year.
- Advertising is lower than prior years due to the all-digital brochure.
- Professional Services is low due to the audit expense not hitting yet.

Commissioner Friedman made a motion, seconded by Comm Rep Kulkarni to recommend to forward the Revenue & Expenditure Report and District Wide Operations Statement to the full board. The motion carried by voice vote.

F. Balanced Scorecard / M21-055:

Director Hopkins highlighted the following:

- The number of sessions and the number of participants have increased due to the basketball academy which is doing exceptionally well.
- The biggest variances on the balanced scorecard are due to figure skating and hockey private lessons being registered one-on-one, day-by-day, and hour-by-hour. However, the participation levels are phenomenal for these programs.

Comm Rep Winner asked about Seascap registration numbers. Director Hopkins explained there are no memberships reported yet because passes were sold a little later this year compared to previous years. She added we will see better numbers in the coming months.

Executive Director Talsma provided an update on the opening of Seascap for the season. It was noted June 11, the state will be in Phase 5, and so we will have a full reopening without capacity restrictions at that time. In the meantime, we are restricted at 60% capacity with group sizes of 100 people. He noted we are lucky in that the capacity of the pool is 1,300 people, and we will limit it to 50% allowing 650 people at any given time. Given the attendance history, we should not have an issue with the 50% capacity. In addition, staff have eliminated the reservation system because it should not be an issue given the capacity size of the pool.

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to recommend to forward the Balanced Scorecard to the full board. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Utas congratulated staff on another successful audit. He noted the e-sports zone at Vogelei is very nice and his family is looking forward to signing up!

Comm Rep Kulkarni thanked staff for their efforts.

Comm Rep Winner thanked the Board for the proclamation acknowledging his years of service. He noted it is nice to be back to in-person meetings.

Chairman McGinn noted the e-sports zone looks great. He added the renovation at South Ridge looks great and it is very impressive. He thanked Commissioner Friedman for chairing the A&F Committee meeting in the month prior. He thanked Director Hopkins for another successful audit.

**8. Adjournment:**

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 7:52 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant