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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
June 22, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on June 22, 2021 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Friedman; Comm Reps Kulkarni, Musial, Utas (teleconference), Wilson, Winner (7:12)

Absent: Commissioner Dressler

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

Audience: President Kinnane; Commissioners K. Evans, Kaplan, McGinn, Chhatwani

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Wilson made a motion, seconded by Comm Rep Musial to approve the minutes of the May 25, 2021 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Windy City Bulls Addendum Agreement and Club Usage / M21-065:

Executive Director Talsma explained that we have had an agreement with the Windy City Bulls (WCB) since 2016. He noted the WCB want to expand upon the agreement in order to make The Club the official practice facility of the WCB. WCB use The Club's courts to practice; however, the courts are currently lined to High School regulations. Staff met with Brad Seymour, the President of WCB, to construct a NBA-sized court overlaying two-thirds of two of the existing courts.

WCB have agreed to reimburse the district for the costs of the project.

President Kinnane asked about going to bid for the project. Executive Director Talsma noted some items can be purchased through a state purchase program. Anything that is done, the district will pay for upfront and then be reimbursed, and the district will follow standard protocols for anything that needs to be bid.

Commissioner K. Evans asked what the cost will cover. Executive Director Talsma explained the floor will be resurfaced with new lines. Staff is waiting to hear from WCB on whether they would like the logo added to the court which will increase the total cost significantly.

Commissioner McGinn asked about the impact to The Club members and Executive Director Talsma explained there is potential to have crossover between pickleball games being played during practices.

Comm Rep Utas asked if the placement of the court can be moved to be more centrally located over the courts 2 & 3. Executive Director Talsma explained it is set where it is to allow for the pickleball courts at the other end of the space.

Comm Rep Musial noted there may be some interference with the WCB practices if pickleball games are going on simultaneously. Executive Director Talsma noted there is a current divider on one end and staff are looking into adding a temporary divider on the other court edge.

Comm Rep Musial asked if the lines for the high school regulation courts will remain and it was noted that those lines will stay.

Commissioner Kaplan wants to make sure the windscreens are tall enough to prevent pickleball games interfering with WCB practices.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to the Board moving forward with the addendum of the original agreement with updated rental fees negotiated by staff with the Windy City Bulls contingent upon the Windy City Bulls providing for all expenses associated with the remodeling. The motion carried by voice vote.

B. Administration & Finance Report / M21-058:

Director Hopkins highlighted the following:

- The District's 2020 Comprehensive Annual Financial Report in final form was submitted to the GFOA (Government Finance Officers Association) for review in application for the Certificate of Excellence in Financial Reporting and staff expects to receive notification by November.
- Security cameras have been purchased for The Club, Seascape, and Bridges. These are in addition to existing cameras. Additional security has been added to the Vogelei barn, so that the e-sports zone could be secure while other patrons are in the building for other programs.

Comm Rep Utas noted Streamwood residents receive a discount at Seascape. Executive Director Talsma explained they are receiving the resident rate instead of the nonresident rate; however all daily fees are currently a single rate.

Commissioner McGinn asked about further COVID relief funds. Executive Director Talsma explained the district received \$30,000 due to a successful grant application.

Comm Rep Wilson 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.

C. Open and Paid Invoice Register:

Comm Rep Winner asked about the cost of the leak at Seascape. It was noted it was approximately \$7,000 in water loss and an estimated \$10,000-\$12,000 for the total cost of the repair of the leak.

Comm Rep Wilson asked about the elevator expense and it was noted that 50% has been paid and the remainder of the costs will be seen in the next report.

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend to forward the Open and Paid Invoice Register in the amount of \$444,390.97 to the full board. The motion carried by voice vote.

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

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

- With 42% of the year complete, revenues are at 44% with expenses below that at 35%.
- We have received 49% of our budgeted property taxes.
- Grants and donations will be above budget with the additional ~\$150,000 in ELC grants that the district was awarded, totaling over \$330,000 for ELC grants since last year.
- Admissions are at 26% of budget, but with most of the admissions coming primarily from Seascope, we anticipate this being on target by the end of the fiscal year.
- Expenses are below the percentage for the year, with the exception of Professional Training & Contractual Services. These are below the annual budgeted amount and should be aligned by the end of the fiscal year.
- The net for the year is 207% of the budgeted net for the year and this is well above the 2020 amount, very consistent with 2018, and a little below 2019. This is positive following the COVID-19 pandemic.

Comm Rep Wilson 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.

7. Committee Member Comments:

Comm Rep Winner noted the golf outing was great! He added Seascope has been busy and seems to be doing well!

Comm Rep Utas noted South Ridge Park is full every time he goes by and it is a great sight to see!

8. Adjournment:

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:53 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant