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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
October 26, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on October 26, 2021 at 7:16 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Friedman; Commissioner Dressler; Comm Reps Kulkarni, Musial (conference call), Utas, Wilson and Winner

Also Present: Executive Director Talsma, Director of Finance Hopkins, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold, Director of Recreation Kapusinski, Director of Administrative Services Pete Cahill, Executive Assistant Flynn

Audience: President Kinnane; Commissioners Evans, Kaplan, Chhatwani and McGinn

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 Dressler made a motion, seconded by Comm Rep Kulkarni to approve the minutes of the September 28, 2021 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Updated Mandatory COVID Vaccination Policy M21-096

Executive Director Talsma explained that, following the governor's mandate to have educators vaccinated, including before and after school care workers, we have tweaked our mandatory COVID vaccination policy to cover all before/after school care workers, day care workers and preschool teachers, both full-time and part-time. He added that we are taking a step-by-step approach and are not yet including all part-time employees.

Comm Rep Wilson asked why we are not accepting COVID testing, and stated that she is opposed to keeping the verbiage stating that we will not accept testing as an alternative to vaccinations, as this could affect future versions of the policy.

Executive Director Talsma responded that there is a cost associated with providing testing. We may look into partnering with a school district, and if we expand to include all part-time employees in the policy, this could include a testing option.

Comm Rep Kulkarni asked how many additional people are covered under this updated policy. Director Kapusinski stated that 50 to 60 people fall under these categories, and we have not have any push-back.

Commissioner Dressler asked if an employee has a religious or medical exemption, would testing be an option. Executive Director Talsma replied that yes, they could receive testing on their own.

Comm Rep Wilson asked if the policy only covers COVID-19. Executive Director Talsma stated that yes, this policy only covers COVID-19, and that our policies are dynamic, and can be adjusted again in the future if needed.

Commissioner Evans asked if this is in line with the school district. Executive Director Talsma replied that the school district does offer testing as an alternative, but the park district's current position is that we feel more secure in the vaccination.

Comm Rep Utas made a motion, followed by Comm Rep Kulkarni to send to the full board the Updated Mandatory COVID Vaccination Policy M21-096. The motion carried by voice vote, 6-1, with Comm Rep Wilson voting nay.

B. Limited Bond Issue Ordinance O21-004 / M21-097

Executive Director Talsma stated that this is the annual bond issue. Director Hopkins explained that the ordinance is to issue up to \$3,000,000 in our annual bond. We have been in discussions with Barrington Bank & Trust, and they will purchase the bonds directly, saving the district \$60,000 in agency fees.

Comm Rep Kulkarni asked if the bank currently holds the bonds. Executive Director Talsma responded that they do not currently hold the bonds; this is a new issue.

Commissioner Dressler made a motion, seconded by Comm Rep Utas to forward to the full board the Limited Bond Issue Ordinance O21-004 and Memo M21-097. The motion carried by voice vote.

C. Administrative Services Report and 3Q Goals / M21-095

Director Cahill highlighted the following:

- We recently met with the PDRMA team to kick off the 2021 Risk Management Review. This year's process is focused on loss experience, and is a more interactive discussion than in years' past. We are discussing our loss history and how to address these issues.
- The PandaDoc paperless documents system: our ICA contracts will go through this process going forward.

Comm Rep Kulkarni asked if we are saving money with the PandaDoc system. Director Cahill stated that the cost is minimal and it is creating efficiencies.

Comm Kulkarni asked where the documents are stored, and suggested we have a copy of the annual certification for the PandaDoc servers.

Commissioner McGinn asked if the five-year loss history was trending up or down. Director Cahill stated that our loss history is good. Commissioner Evans added that because we go through PDRMA, we already have a great insurance rating.

Comm Rep Winner made a motion, seconded by Comm Rep Wilson to recommend to forward to the full board the Administrative Services Report and 3Q Goals. The motion carried by voice vote.

D. Finance Report and 3Q Goals / M21-091

Director Hopkins highlighted the following:

- We received and began testing a signature capture device which work with RecTrac. This will allow us to stop printing registration cards and waivers. The testing went well; we need to work out the quirks. We will roll this out first to a slow desk before a wider roll-out next year.
- We converted the Independent Contract Agreements to work through the PandaDoc system.

- Our phone system was migrated from Shoretel to Mitel (Mitel purchased Shoretel in 2017).

Commissioner Evans asked which wireless carrier we use. Director Hopkins stated that we use Verizon Wireless.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend to the full board the Finance Report and 3Q Goals. The motion carried by voice vote.

G. Open and Paid Invoice Register:

Executive Director Talsma asked if there were any questions regarding the Open and Paid Invoice Register.

Comm Rep Musial asked about the water usage at the South Ridge Splash Pad. Which time period is covered and did we budget for this? Executive Director Talsma responded that the time period covered the month of August, and we did not know we would use that much water. The park is larger than other splash pads; it was brand new this year; we had a hot summer; and the splash pad had visitors almost every day from 9:00 a.m. to 8:00 p.m. He added that the village has put us on a winterized rate now.

Comm Rep Musial asked if there could possibly be a leak. Director Hugen explained that there is no water going through the system between 8:00 p.m. and 9:00 a.m.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend to forward the Open and Paid Invoice Register to the full board. The motion carried by voice vote.

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

Director Hopkins reviewed the Revenue & Expenditure Report, Financial Analysis and the District Wide Operations Statement, highlighting the following:

- The revenue in the general fund is less than the prior year by \$561,000 due to the delay in the second tax installment. However, we have received \$2.6 million in October so far.
- Expenses in the general fund are \$600,000 higher than the prior year due to the reclassification of all maintenance and repair into the general fund; as well as the water usage at South Ridge, and the staffing levels returning to normal.
- In the recreation fund, revenue in all areas is higher than the year prior. Expenses are higher, primarily due to aquatics (no aquatics last year), but are

consistent with 2019 expenses. The budget was to break even, but the net revenue is currently \$550,000 higher than last year.

- Revenue at The Club is up \$308,000 from last year, but expenses are only \$20,000 greater than the prior year.
- Bridges of Poplar Creek revenue is \$594,000 higher than 2020, with expenses \$50,000 higher. Food and Beverage, which was highly restricted in 2020 is up \$333,000 from a year ago. Tournaments and driving range revenues are also higher than the prior year. Expenses are up \$349,000 from last year, as a result of increased revenue. The net operating revenue is up \$268,000 from last year.

Comm Rep Kulkarni asked about the numbers in Director Hopkins' report. Director Hopkins offered to meet with Comm Rep Kulkarni to explain the details.

Commissioner McGinn asked about the change in insurance costs. Executive Director Talsma responded that last year, PDRMA gave us a rebate on health insurance due to the pandemic. He added that payments for insurance are made twice per year.

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

7. Committee Member Comments:

Comm Rep Winner said great job to the staff as always, and it is good to reduce paper with PandaDoc program.

Comm Rep Kulkarni thanked Director Hopkins for doing a wonderful job, and looks forward to learning more about her reports.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to adjourn the meeting at 7:55 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant