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**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE MEETING  
November 23, 2021**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on November 23, 2021 at 7:03 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Reps Musial and Wilson

Also Present: Executive Director Talsma, Director of Finance Hopkins, 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 Winner 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:**

Commissioner Dressler made a motion, seconded by Comm Rep Winner to approve the minutes of the October 26, 2021 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Willow Rec Center Cell Tower Land Lease Agreement / M21-080A

Executive Director Talsma noted that this addendum was presented to and approved by the board earlier this year. Since then, our attorney and the Crown Castle attorney have reviewed the lease terms. The attached terms, site plans and exhibits reflect the agreed upon terms. Executive Director Talsma reminded the board that the addition to the lease will be \$1,000 per month for the duration of the land lease.

Comm Rep Winner asked if this is an existing lease. Executive Director Talsma said yes, this is an add-on to an existing lease.

Commissioner Evans asked if we could increase the height if requested. Executive Director Talsma stated that we haven't been approached by anyone to increase the height, and the initial construction has the post tapered and all equipment is housed inside the post. Commissioner Evans asked if \$1000/month is the going rate. Executive Director Talsma explained that costs have been dropping, and this is a smaller modular unit. This is the first time we have been approached since the original cell tower was constructed. Additionally, Commissioner Evans asked if there are insurance requirements on this lease. Executive Director Talsma said that it would go through the original lease with American Power.

Comm Rep Utas made a motion, followed by Commissioner Dressler to send to the full board the Willow Rec Center Cell Tower Land Lease Agreement M21-080A. The motion carried by voice vote.

B. IAPD Credentials Certificate / M21-104

Executive Director Talsma stated that this is for the annual IAPD meeting. We must submit an ordered list of potential attendees to determine who will cast official votes for the district during the meeting.

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to forward to the full board the IAPD Credentials Certificate M21-104. The motion carried by voice vote.

C. Balanced Scorecard

Director Hopkins highlighted the following:

- The hockey and figure skating anomalies are due to private lessons increasing during the pandemic. This pushes the numbers up, as one participant is counting as one section.

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

D. Administrative Services Report / M21-109

Director Cahill highlighted the following:

- For this year's annual harassment training, we used a more interactive training through PDRMA. This was also offered in Spanish which was helpful for many of our staff.
- We are working on updating the Personnel Policy Manual, and will have it ready for approval at the December board meeting.
- We corrected an IMRF issue so that staff could continue making voluntary contributions.

Comm Rep Winner made a motion, seconded by Commissioner Dressler to recommend to the full board the Administrative Services Report. The motion carried by voice vote.

G. Finance Report / M21-105:

Director Hopkins highlighted the following:

- The business department spent most of the month of October on the 2022 budget, reviewing budget submissions, the tax levy, full time wages, health insurance, and utilities.
- IT worked with the vendors and the Parks department to configure the hardware for the TopTracer facility. They also migrated cell phones for non-exempt employees in the maintenance department to 1G per phone.

Comm Rep Kulkarni asked about the cost to migrate the cell phones. Executive Director Talsma stated that these staff had older phones, so we replaced the units with new/free phones and put them on the same plan as some of the supervisors. We were able to mitigate some costs and acquire more data for the District. Only non-exempt employees in the maintenance department, who need them for their work, have the phones. This group voted to have separate business phones, rather than have their personal cell phone numbers used with vendors and others outside of the Park District staff.

Commissioner Dressler made a motion, seconded by Comm Rep Kulkarni to recommend to forward the Finance Report M21-105 to the full board. The motion carried by voice vote.

H. Open and Paid Invoice Register: \$506,152.50

Comm Rep Winner asked if the TopTracer project is on budget. Executive Director Talsma said yes, the project is still on budget. Adding a new sidewalk may be a contingency item, but we should not need to use the entire contingency budget. He also noted that we should have the occupancy permit within a couple of weeks, once the siding is up.

Comm Rep Kulkarni asked about the IPRA membership fee. Executive Director Talsma stated that we have 21 members of IPRA, and this membership allows those attending the IAPD/IPRA conference in January to receive the member rate.

Comm Rep Kulkarni made a motion, seconded by Comm Rep Winner to recommend to forward the Open and Paid Invoice Register in the amount of \$506,152.50 to the full board. The motion carried by voice vote.

I. Revenue & Expenditure Report, District Wide Operations Statement, and Activity Enrollments

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

- Taxes are at 91% of budget. The EDA payment is missing, pending the settlement.
- Grants and donations are at 166% of budget, due to the ELC grant that we received.
- The admissions income is from the Seascape and BPC greens fees.
- Facility rental comes from outdoor pool rentals and hockey rentals, and are projected to meet budget by year-end.
- Leagues are increased primarily due to basketball, which is exceeding pre-COVID levels. Baseball and soccer are near pre-pandemic levels.
- Memberships are up, due to strong pool memberships.
- Programs and instruction are increased due to figure skating lessons (up \$210,000 from prior year). Day camps and ELC are both up over the year before.
- Salary and wages are up from 2020, but in line with budget. This is a result of Seascape resuming operations.
- Professional training expenses are higher than last year, as opportunities resumed.
- Commodities are higher due to inflation and projects that were delayed from 2020 to 2021.
- Overall the budgeted revenue for 2021 was \$700,000. We are currently at \$2.9 million.

Executive Director Talsma asked everyone to take a look at the unique reports that Director Hopkins puts together.

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

7. **Committee Member Comments:**

Comm Reps Winner, Kulkarni and Utas said great job to the staff.

8. **Adjournment:**

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant