**MINUTES**

**ADMINISTRATION & FINANCE COMMITTEE**

**March 22, 2022**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on March 22, 2022 at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Friedman, Commissioner Dressler, Comm Reps Kulkarni, Musial, Wilson, and Winner

 Absent: Comm Rep Utas

Also Present: Executive Director Talsma, Director of Administration and Finance Hopkins, Director of Administrative Services Cahill, Director of Recreation Kapusinski, Director of Golf & Facilities Bechtold, Executive Assistant Flynn

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

**2. Approval of Agenda:**

Commissioner Dressler made a motion, seconded by Comm Rep Wilson 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 Winner to approve the minutes of the February 22, 2022 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

 None

**5. Old Business:**

 None

**6. New Business:**

1. IGA with Village of Hoffman Estates / M22-029

Executive Director Talsma noted the following:

* We have worked with the village for more than 20 years, and have had various IGA’s in place for some maintenance services, including lawn mowing, use of golf carts, help at 4th Fest, etc. In turn the village would waive permit and application fees.
* Over time, we the agreement became unbalanced and we were not providing as many services as they were providing waived fees.
* With this new IGA, we agreed that any prior fees would be wiped clean. We will still have fees, costs, permits covered; they will receive lawn-mowing in agreed upon areas, plus three areas of snow sweeping. The snow sweeping will be on sidewalks along public roadways that border a park or school, and could be along the backside or side of a residential house (not the front).
* The village will also provide the following: waive one false alarm per month; fill seascape at cost for the first fill of the season; no sewer charges at splash pads; layaway of meter fees when splash pads not in use.
* We will donate $5,000/year as part of the Fourth Fest.
* We will not keep track of who provides how much of each item; this will be a cooperative agreement.
* All of this helps taxpayers in the end.

Commissioner Dressler asked if the agreement is renegotiated after five years. Executive Director Talsma said that is not an auto-renewal, so yes, we will actively renew this in five years.

Commissioner McGinn asked is there is any concern regarding Dustin’s crew taking on this work. Executive Director Talsma responded no, that all mowing areas are adjacent to our parks, and the snow sweeping areas are near the three large parks that we sweep. Director Hugen laid out the areas for the agreement.

Comm Rep Musial asked to confirm that the village does not sweep the sidewalks right now. Executive Director Talsma confirmed that this is a new service provided to the residents.

Commissioner Evans asked if all splash pads drain into the city lines. Executive Director Talsma responded that it is runoff water that drains into the sewer lines.

Commissioner McGinn asked what the cost is for a false alarm. Executive Director Talsma stated that the fee is $200.

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend to the Board the approval of the IGA agreement with the Village of Hoffman Estates. The motion carried by voice vote.

1. Fixed Asset Useful Life Policy Update / M22-023

Director Hopkins noted the following:

* This is a housekeeping item, and a GFOA recommendation. Our auditor asked us to add useful life and range of useful lives to our Useful Life Policy. We have been using this, but it wasn’t part of our policy.
* Taking the total value of the asset and dividing it by the number of years you expect it to last, the result is expensed each year.

Commissioner Dressler asked if this is needed for reporting. Director Hopkins stated that this is needed in the front portion of our financial statements to show depreciation.

Commissioner Evans asked if every item needs to be in this system. Director Hopkins responded that yes, every new item will be set at the proper useful life range.

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend to forward to the full Board the Fixed Asset Useful Life Policy Update. The motion carried by voice vote.

1. Administrative Services Report / M22-028:

Director Cahill highlighted the following:

* Staff managed the Cook County vaccination or test process. All tests were sent in by Monday, and we had zero positive tests (no community spread).
* The Now Hiring page on the website was streamlined, with job postings built into the page, rather than sending an applicant to the Applitrack site. Staff also reduced the application from four pages to one. Both of these together resulted in a big uptick in applications received.
* Staff also completed the ACA tax forms; each full-time staff member receives on of these each year.

Commissioner Dressler made a motion, seconded by Comm Rep Wilson to forward the Administrative Services Board Report to the full board for approval. The motion carried by voice vote.

1. Administration and Finance Report / M22-025

Director Hopkins highlighted the following:

* We did receive from GFOA the certificate of achievement for Excellence in Financial Reporting
* At the end of February, we had to undo all of the items that were put into place in RecTrac at the beginning of January for the COVID restrictions.
* PDRMA is asking for criteria to be met in order to keep our insurance of data security. We had to review the capabilities of our current software for multi-factor authentication. Our District will need to start doing this for anyone logging in remotely.

Commission McGinn asked if filing year-end documents a month later was successful. Director Hopkins responded that this is only going to be for the budget, but that we will start using that timeframe for the 2023 budget.

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to forward to the full board the Administration & Finance Board Report for approval. The motion carried by voice vote.

1. Open and Paid Invoice Register: $389,127.64:

Comm Rep Musial asked how the price was determined to purchase Brad Hansen’s tools. Executive Director Talsma stated that Director Hugen put every tool in a spreadsheet and researched the value of each. The estimated total value was $60,000, much higher than the price paid for the tools. He added that to replace those tools would have been three to four times what we paid for them.

Executive Director Talsma added that this was part of the decision last year to purchase tools from both Bob Bell, who was retiring, and Brad Hansen, in order for the District to own the tools. The IRS now requires the employer to have the tools available for a worker, as opposed to having the worker bring their own tools. Many new mechanics do not have their own tools, so this aids in hiring as well.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to send the Open and Paid Invoice Register in the amount of $735,619.58 to the full board for approval. The motion carried by voice vote.

F. Revenue and Expenditure Report and District-Wide Operations Statement:

Director Hopkins highlighted the following:

* Taxes and interest are higher than last year due to the inclusion of the property from the EDA.
* Despite the COVID restrictions, revenue from fees and charges have increased since 2021.
* Expenses are greater than 2021, but still less than 2020 and 2019.

Comm Rep Winner made a motion, seconded by Commissioner Dressler to recommend the Board approve the Revenue and Expenditure Report and the District-Wide Operations Statement as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Musial asked if the A&F meetings could begin first on months that we do not have awards. Executive Director Talsma responded that we tried to make this adjustment, but since the Board meeting is required, we must have an accurate published start time. Therefore, the Board meeting will always begin at 7:00 p.m., recessing for the A&F meeting at 7:05 p.m., except for the four “recognition” months (January, April, July and October), when the A&F meeting will begin at 7:15 p.m.

Comm Rep Musial asked if the Q&A from our emails can be attached to the minutes. Executive Director Talsma responded that yes, this is something that was done in the past and we can begin including them in the minutes again.

Executive Director Talsma congratulated Director Hopkins and the business staff for the GFOA award.

**8. Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 7:39 p.m. The motion carried by voice vote.

**9. Q&A from A&F Packet**

Questions on this month’s A&F packet –

1. IGA with Village – Snow removal section 1.b. – Who currently clears the snow from the sidewalks around these schools?  Also, it indicates, basically, the priority of this snow removal is last on list. If it is to be useful to the community students walking to school shouldn’t it be a little higher on the list? I am familiar with the sidewalk at Whitely that is in the park district list to clear and there is no sidewalk on the other side of the street so that students walking to school have to use this sidewalk. Shouldn’t it be cleared before the start of school on a snowfall day? The District is doing this as a community service, but it is not on Park District property. For liability reasons we need to make sure our facility sidewalks and property are taken care of first.
2. Update to fixed asset policy – are the lives listed the same as those being currently used?  Yes
3. Invoice Register report – Brad Hansen Tools $13,500. Is this a company or an individual? Is it an employee? Please explain what this purchase is for.  Previously, mechanics were required to provide their own tools.  When one of our long term mechanics retired last year, the loss of his accumulated tools would have been detrimental and it was determined that the District owning the tools would be a better option going forward especially in light of recent employment law rulings requiring that he employer provide required items.  In conjunction with this change, the District is purchasing remaining parks department tools from the current staff employed by the District.
4. Village of Hoffman Estates – only sales tax is being paid. What about water bills?  The register report is through March 8th, the water bills were paid on March 10th.
5. Revenue and Expenditure report- What are the general fund revenues generated from and why so much larger than January? Property Taxes are the primary source of revenue for the General Fund.  First installments were due March 1st so many taxpayers paid their bills in February.

Respectfully submitted,

Craig Talsma

Secretary

Cindy Flynn

Executive Assistant