



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
April 26, 2022**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on April 26, 2022 at 7:27 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

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

2. Approval of Agenda:

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

3. Approval of the Minutes:

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

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Athletico Rental Agreement Addendum / M22-033

Executive Director Talsma stated that Athletico had asked to redo the lease at The Club. The request was received within the legal timeline. They are looking for a storefront location. The rent per square foot was lowered to \$25, which is more in line with the market rate. The lease is now month-to-month with a 90-day notification of lease termination.

Community Rep Musial asked why there is a 90-day lease termination on a month-to-month lease. Executive Director responded that both parties agreed to the lease terms as written.

Community Rep Utas made a motion, seconded by Community Rep Wilson to recommend to the full Board the approval of the Athletico Rental Agreement Addendum as presented. The motion carried by voice vote.

B. Surplus Ordinance / M22-039 / O22-001

Executive Director Talsma noted that this is a housecleaning task. All items in the list are from the IT department, and are no longer useful to the District. The items will be picked up by Chicago Surplus and the District will receive a certificate of destruction, certifying that all data is erased and/or destroyed.

Community Rep Wilson made a motion, seconded by Community Rep Winner to recommend to the full Board the approval of the Surplus Ordinance 022-001. The motion carried by voice vote.

C. Poplar Park Playground Equipment – SD 54 / M22-041

Executive Director Talsma noted the following:

- School District 54 is moving their special needs program to the John Muir School.
- Poplar Park is the playground adjacent to the school, and it is currently not inclusive. The school district requires a fully inclusive playground for the special needs program, and the playground is needed by August 15, a tight turnaround.
- This can be accomplished through a simple addendum to the existing IGA with School District 54.
- The school district will pay 100% of the materials and install costs.
- Once complete, the Park District will be responsible for maintaining the park.
- The park district had planned to do a fully inclusive playground at Vogelei, which was part of the 2020-2024 CMP. This would fulfill that goal, but at a different location.
- The cost is not to exceed \$425,000.

Director Hugen added the following:

- He has reached out to vendors through the coops (OMNIA and Sourcewell).
- GameTime (Cunningham Recreation) is working on a conceptual plan which we hope to have by May 4. This will be taken to a public meeting at Poplar Park for community input.
- It will take 8 weeks to receive the material, and 4 weeks to remove old playground and install the new playground equipment.

Community Rep Musial asked how we know if the recommended “not to exceed” amount is anywhere near what is needed. Director Hugen responded that he spoke with Cunningham regarding the cost of the poured-in-place mulch as well as the preliminary design requests. Both feel that the \$425,000 mark is well above what will be needed.

President Kinnane asked how this project will affect other planned projects for the summer. Director Hugen assured that he will be able to schedule all projects appropriately.

President Kinnane then asked if the school district will be reimbursing the Park District for man hours. Director Hugen stated that our fixed costs will be included in the reimbursed cost. Our man hours will not be included, but we are receiving a brand new playground.

Community Rep Utas asked the District to please keep the Vogelei inclusive playground project in mind. Executive Director Talsma suggested that possibly the District can work with NWSRA to apply for a grant. This is not off the table, and Vogelei is an excellent location.

Community Rep Kulkarni asked to clarify what the project involves. Director Hugen stated that we will be removing the existing playground, replacing the fall surface with a poured-in-place surface to allow wheel chairs to get to the play structures.

Community Rep Utas made a motion, seconded by Community Rep Wilson to recommend to the full board the approval of the Poplar Park Playground Equipment project and IGA addendum with School District 54. The motion carried by voice vote.

D. Administrative Services Report and 1st Quarter Goals / M22-040:

Director Cahill highlighted the following:

- Staff has implemented the PandaDoc digital download process for all new hires. The turnaround time for paperwork is very quick.

- Staff has been reviewing the employment application and recruitment software system. We have paid this year's fee for the current AppliTrack system, and will include in the budget an estimate for a new system starting in 2023.
- Staff held a week-long hiring event at various locations. We received 35 applications and completed several new hires as a result. In addition, there are 8 to 9 lifeguards pending hire after the certification process.

Community Rep Winner made a motion, seconded by Commissioner Dressler to forward the Administrative Services Board Report and 1st Quarter Goals to the full board. The motion carried by voice vote.

E. Administration and Finance Report and 1st Quarter Goals / M22-034

Director Hopkins highlighted the following:

- The business department completed the audit fieldwork, which was done remotely this year. Everything went very smoothly over the course of four days.
- The IT staff installed security cameras at the TopTracer facility and the halfway house structure.

Community Rep Kulkarni asked if this is the last year for the audit company's contract. Director Hopkins said that yes, we will go to RFP for next year, and will include a request for a remote process.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to forward to the full board the Administration & Finance Board Report and 1st Quarter Goals. The motion carried by voice vote.

F. Open and Paid Invoice Register: \$980,233.43:

Commissioner Dressler asked about the cost of the curtain at The Club. Executive Director Talsma explained that this is a gym divider, replacing one that is 20 years old. There are two other curtains that are needed.

Commissioner Dressler asked about the wipes purchase. Executive Director Talsma noted that Director Hugen made a bulk purchase for the District.

Commissioner Dressler asked about the \$30,000 attorney fee. Executive Director Talsma responded that this was a reimbursement for our share of the attorney fees in the Sears EDA dissolution.

Commissioner Dressler asked about the NWSRA special assessment. Executive Director Talsma noted that this is a fee we pay two times per year for our share of their services. There are 17 districts included in the NWSRA, and the fee depends on the EAV (equalized assessed value) and the population of the district.

Community Rep Wilson made a motion, seconded by Comm Rep Utas to recommend to send the Open and Paid Invoice Register in the amount of \$980,233.43 to the full board for approval. The motion carried by voice vote.

D. Revenue and Expenditure Report, Financial Analysis and District-Wide Operations Statement:

Director Hopkins reviewed the highlights of the Revenue and Expenditure Report for the 1st Quarter 2022.

Commissioner McGinn asked about the advertising revenue from the marquis signs. Executive Director Talsma stated that we receive approximately \$60,000 per year from this. The signs are used mostly for our own advertising. He added that we have other sponsorships as well, including St. Alexis. The marquis signs had an issue with moving from 3G to 4G; we have an extended warranty, which will reimburse us for previous panel repairs.

Commissioner Evans said that the District expected \$100,000 for 10 years to cover the cost of the signs. Executive Director Talsma noted that the District averages about \$75,000 per year in advertising revenue.

President Kinnane reminded the committee that there are rules for each sign. Executive Director Talsma confirmed this by noting that only 49% of the advertising at Triphahn Center and Vogeley can be external advertising. The signs at Bridges and Willow must be 100% internal.

Community Rep Winner asked about the Amita sponsorship and if we still receive sponsorship payment from them. Executive Director Talsma explained that we used to have a 3-year contract with Amita, but it is now a 1-year contract which gets renewed every year. When the correct contact person changes, it can be difficult to get the annual renewal complete, but the quarterly payments are consistent. The District is part of Amita's Community Impact commitment.

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

7. Committee Member Comments:

Community Rep Musial said she attended the TopTracer fundraising event for the Foundation. She said it was a great event.

Commissioner Dressler thanked the District for their support of the Bon Appetit event put on by the Chamber of Commerce.

Community Rep Winner said thank you to staff, and to keep up the great work.

Community Rep Utas congratulated Executive Director Talsma for 25 years of service. He also thanked staff for all of their hard work.

Community Rep Kulkarni thanked the staff for their great work.

8. Adjournment:

Comm Rep Wilson made a motion, seconded by Comm Rep Utas to adjourn the meeting at 8:12 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

The following questions regarding information in the April A&F packet were submitted and answered via email prior to the meeting:

Athletico lease – if 90 day notice is required for termination shouldn't the initial lease term be 90 days and then automatic 90 day renewals? It seems odd to be able to terminate a lease 90 days out that doesn't exist yet (i.e. since it renews every 30 days for 30 days, if they want to terminate right away on June 1st, the termination date would be August 31 but the lease is only in effect until June 30 at the termination date notice of June 1st)

The contract is a month to month lease and can be cancelled in any month providing 90 day notice. It is not a full 90 day rolling contract. We anticipate they will be gone by the end of the year so we were happy we negotiated the 90 day notice.

Poplar Park playground equipment – How does the “not to exceed” \$425,000 fall within the bids already received? Are those bids below \$425,000?

This project is being purchased through either Omnia Partners or Sourcewell. These Co-ops have already completed the bid process, and as such the project does not need to be bid directly by us. The not to exceed amount is to allow staff to proceed with purchasing the equipment and installing it in the coming weeks as the school district has a tight timeline to complete the project prior to August 15, 2022.

Division Report – How much additional staff time (or less time) is incurred by staff with audit being performed remotely?

This is the second year that the audit field work was completed remotely. The firm really streamlined the process this year resulting in a more coordinated process resulting in less staff time. It was also less disruptive to day to day functions as there was not audit staff showing up in office doors with requests throughout the week. The District has nearly all of our information digitized so almost no time was spent to convert to electronic documents.