



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



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

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on July 26, 2022 at 7:18 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Evans, Comm Reps Aguilar, Musial, Wilson and Winner

Absent: Commissioner McGinn, Comm Rep Kulkarni

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 Friedman, Chhatwani and Dressler

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Musial requested the minutes be corrected to show that another Community Rep asked about Seascape at the May 24, 2022 meeting. In addition, Executive Director Talsma clarified that he did mention it requires a 5/7 vote to remove a Community Rep, and that we do not have another community member interested in the position at this time.

Comm Rep Wilson made a motion, seconded by Comm Rep Aguilar to approve the minutes of the May 24, 2022 meeting as amended. The motion carried by voice vote.

6. Comments from the Audience:

None

7. **Old Business:**

None

8. **New Business:**

A. Stonington Pembroke TIF / M22-071

Executive Director Talsma explained the following:

- This potential planning project was presented by the village. They put together a committee to decide if the TIF is a good idea.
- The new TIF area would cover the location of our maintenance facility. They are proposing that the entire area is dilapidated. TIF funds would come to these areas, and may be available to improve certain items such as tuck pointing or a new fence, as an example.
- The village would like to create a community square area.
- We do not know what direction this will all go, but having a TIF in this area is not bad for the district. Our tax revenue would not be increased by much, and would only provide incremental improvements.
- Staff's recommendation is to support the TIF district.

Comm Rep Musial asked to clarify the dates for the preliminary decision-making process. It was confirmed that there was a meeting on July 20 for the Joint Review Board. They will hold another joint review meeting on August 3 for a vote, followed by the village board meeting on August 15 where the board will hear the recommendation of the Joint Review Board.

Commissioner Evans asked if they are trying to start over in this area. Executive Director Talsma said that the village has not disclosed any details of its ideas for the area.

Commissioner Evans asked to clarify that if an apartment building goes in, we do not get any tax revenue. Executive Director Talsma responded that is correct but the village rule would still involve a land or cash donation for a park.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to the full Board to support the proposed Stonington Pembroke TIF District. The motion carried by voice vote.

B. Natural Gas Contract / M22-072

Director Hopkins noted the following from the memo:

- Last October, we entered into a short-term contract where we were locked in for 50% and the other 50% was floating with the market. This enabled us to save over \$18,000.
- Our consultant let us know that now is a good time to lock in. However, the price has gone up since that conversation.
- We would like to be closer to about \$5.81/dekatherm for the two years, but if our consultants call to say it is a good time, we'd like to be able to enter into a contract.

Commissioner Evans asked what our rate was for 2021. Director Hopkins said it was \$3.83.

Comm Rep Musial asked what happens if we don't lock in. Director Hopkins said that we will float with the market.

Comm Rep Wilson made a motion, seconded by Comm Rep Aguilar for Executive Director Talsma to give authority to the Executive Director to enter into a fixed rate natural gas contract for a period of up to two years not to exceed a wholesale price of \$7.5 per dekatherm. The motion carried by voice vote.

C. June Administrative Services Report and 2Q Goals / M22-069

Director Cahill highlighted the following:

- Director Cahill attended the virtual Society of Human Resources Management Conference. Topics included retaining talent; Diversity, Equity and Inclusion; LGBTQ rights; and ADA.
- Continued to improve the onboarding as new hires were trained on policies.
- Safety walk-throughs were completed at each facility.
- June was a busy month for onboarding, with 52 new staff members.
- Staff attended PDRMA's "Take Action Now – Active Shooter" webinar.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to forward the Administrative Services Board Report to be included in the Executive Director's Report. The motion carried by voice vote.

D. Administration and Finance Report and 2Q Goals/ M22-065

Director Hopkins highlighted the following from the July Admin & Finance report:

- Director Hopkins attended the GFOA Conference, which included several great sessions on time management and doing more with less as a result of COVID and the loss of staff.

- Staff converted a quarterly financial report to allow for more efficient changes; if there is a change, the user can refresh and it changes the entire report automatically.
- The west-bound side of the marquis sign at Triphahn Center is now fixed, thanks to the IT staff.
- Equipment for the Bridges beer garden was installed.

Comm Rep Winner made a motion, seconded by Comm Rep Wilson, to forward the July Administration and Finance report to the full board to be included in the Executive Director's Report. The motion carried by voice vote.

E. Financial Statement Analysis June 2022 / Open and Paid Invoice Register: \$808,060.40 / Revenue and Expenditure Report and District-Wide Operations Statement:

Comm Rep Musial asked why we allocate full-time wages to Administration. Executive Director Talsma explained that previously, we had some wages compartmentalized, but some staff oversee a variety of operations. Now, all full-time salaries within a fund are still within the fund, but are under Administration for that fund. This is a change from 2021.

Comm Rep Wilson made a motion, seconded by Comm Rep Aguilar to recommend the Board approve the Financial Statement Analysis, the Open and Paid Invoice Register, the Revenue and Expenditure Report and the District-Wide Operations Statement as presented. The motion carried by voice vote.

9. Committee Member Comments:

Comm Rep Aguilar said good job to staff.

Comm Rep Wilson thanked Director Bechtold and his staff for organizing a nice shower for her daughter at Bridges. Guests used TopTracer. It was a wonderful place to have an event.

Commissioner Evans noted that the Chamber of Commerce is holding a New Member Welcome at Bridges of Poplar Creek on August 30. Those who attend will be able to use TopTracer from 9 to 10 a.m.

10. Adjournment:

Comm Rep Aguilar made a motion, seconded by Comm Rep Musial to adjourn the meeting at 8:03 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

The following question regarding information in the July A&F packet was submitted and answered via email prior to the meeting:

Minutes – New Business C. Administration and Finance Report –

- 2nd paragraph, last sentence – “Executive Director Talsma replied that unless the board passes a 5/7 vote, she is welcome to remain on the committee.” Not sure that was the comment. I remember Craig indicating there is no one else interested and that he would discuss further with attorneys to see if anything can be done. [This was stated that the removal of a Community Rep would require a super majority vote of the Board.](#)
- Second to last paragraph, first sentence – “Comm Rep Musial asked if there was an annual event at Seascaple” I did not ask that question. I am not sure who did. [Correct, this was asked by another Community Rep](#)

At the last A&F meeting, the A&F committee made the following recommendation to the board – “...to recommend to the full Board to accept a COLA of the same percentage across the board (dollar amount to be determined by staff), with a 1.5% cap for newly hired.” Under Old Business at the July 26th A&F meeting can we have an update as to what the board and staff ultimately did with regard to the COLA? [A district wide salary adjustment of 6% was given to all full time staff.](#)

TIF district – The memorandum indicates The Parks Services Facility included in the TIF will be eligible for funding from the TIF proceeds generated. What level of funding and what would it be used for?

[The plans are in preliminary stages so level and purpose of funding are not determined. Deterioration and code issues were identified for the properties in our area and remedying these issues would likely be what funds are provided for. As ours is newer than most of the buildings in the area, it is likely building codes that arose after construction and cosmetic issues.](#)

[The ultimate goal of the Village is to provide “an attractive, regionally significant mixed-use district.” The area where the maintenance facility is located is currently identified in the Master Plan for residential. Additionally, the area north of Poplar Creek is designated for a walk with cut through bridges. The rear facades of buildings on the opposite side of the creek may be identified for improvements or screening.](#)

Division Report –

- Indicated have begun reaching out to high schools to find student rep for Rec committee. Was there a particular reason for a student rep on the rec committee? Why not all the committees?

We are investigating the possibility for all committees; however we were starting with Rec to gauge the level of interest.

- OntoGolf removing its onsite backup solution. What will be used in its place?

OntoGolf is transitioning to a cloud based backup solution.

Admin and Finance Div Goal 2 and 3 – Underserved areas have been identified as this is marked complete. What will be done with that information? Used for 2023 programming?

This information will be used for programming and target marketing.

Open and Paid register report -

- Jaffe Films \$4,400 – what movie did we make?

Gold medal finalists are required to complete a video showcasing the District. The amount paid to Jaffe Films was for the production of this video.