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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
October 25, 2022**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on October 25, 2022 at 7:16 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Evans, Commissioner McGinn, Comm Reps Aguilar, Kulkarni and Winner, Student Liaison Subramanian

Absent: Comm Reps Musial and Wilson

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

Audience: President Kinnane, Commissioners Chhatwani, Dressler, Friedman and Kaplan

2. Approval of Agenda:

Commissioner McGinn 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:

Comm Rep Kulkarni made a motion, seconded by Commissioner McGinn to approve the minutes of the September 27, 2022 meeting as amended. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. American Tower Sublease / M22-100

Executive Director Talsma stated that this sublease is regarding the cell tower lease at Cannon Crossings. The original lease was with Cricket Communications. There was a cellular antenna added on top of the lights near the baseball field. Eighteen months ago, the shed and antenna were removed, but we were still being paid as the current 5-year term was still intact. We were recently contacted in regards to a sublease. This would involve the same property, reinstalling an antenna, and renewing a 5-year term on the lease. Executive Director Talsma added that this would include a stealth antenna.

Commissioner Evans noted that the original light pole was too short, so it was replaced with a 100-foot pole, and the lights were remounted at the original 70-foot level.

Commissioner Friedman added that he has never noticed the antenna during games.

Commissioner Evans asked if the shed would be the same size as the one removed. Director Huguenot said that it would, and the asphalt pad is still there.

Comm Rep Aguilar asked if there was any reason or disagreement that led to the removal of the equipment. Executive Director Talsma replied that no, they just weren't using it anymore, so they removed the equipment.

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni, to recommend to the full board the approval of the AT&T sub-lease to the American Tower cell lease at Cannon Crossing. The motion carried by voice vote.

B. October Administrative Services Report and 3rd Quarter Goals / M22-101

Comm Rep Aguilar made a motion, seconded by Commissioner McGinn to recommend to forward the Administrative Services Board Report and 3rd Quarter Goals to be included in the Executive Director's Report. The motion carried by voice vote.

C. Administration and Finance Report and 3rd Quarter Goals / M22-099

Director Hopkins noted the following regarding our natural gas contract:

- Our consultants have been monitoring the prices closely.

- Within the last month, prices began to decline. Previously, the Board had approved the Executive Director to enter into a contract for up to three years for no more than \$7.50/dekatherm.
- We were able to lock in at \$6.58/dekatherm for an 18-month contract. With the volatility, this is a best guess at a good price.
- With our 18-month contract, we have the ability to renegotiate the contract for a 3-year contract if the rates drop again. Otherwise, our contract will expire in June, which is a good time for gas rates.
- This should give us an overall savings of \$26,000 annually.

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni, to forward the October Administration and Finance Report and 3rd Quarter Goals to the full board to be included in the Executive Director's Report. The motion carried by voice vote.

D. Financial Statement Analysis September 2022:

Commissioner Evans commented that the report is very easy to read.

Commissioner McGinn made a motion, seconded by Comm Rep Winner to recommend the Board approve the Financial Statement Analysis as presented. The motion carried by voice vote.

E. Open and Paid Invoice Register: \$807,806.04:

Commissioner McGinn made a motion, seconded by Comm Rep Kulkarni to recommend the Board approve the Open and Paid Invoice Register as presented. The motion carried by voice vote.

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

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

7. **Committee Member Comments:**

Commissioner McGinn said congratulations to Cindy Flynn for the Employee of the Quarter. We have been lucky to have successful selections in this position.

Comm Rep Aguilar said congrats to Cindy Flynn, and thanks to staff for easy reports to read.

Comm Rep Kulkarni said congrats to Cindy and staff. The third quarter reports are easy to read.

Student Liaison Subramanian thanked the committee for the opportunity and she looks forward to more meetings in the future.

Commissioner Evans said thank you to staff; the packet is very understandable.

8. Adjournment:

Commissioner McGinn made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 7:32 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

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

1. The letter from American Tower dated 9/15/22 says if they do not hear from us within twenty business days following receipt of the letter they will consider our non-response as approval to the request. I'm assuming we've asked for and received an extension to allow it to come before the board otherwise our review is moot.

[We denied their original request for response, pending board approval.](#)

2. What is the cost implication of changing from Applitrak to BreezyHR?

[Breezy is \\$556 more per year.](#)