



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



**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE  
November 22, 2022**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on November 22, 2022 at 7:16 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Reps Aguilar, 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 Huguen, Director of Recreation Kapusinski, Executive Assistant Flynn, IT Manager Agudelo

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

**2. Approval of Agenda:**

Commissioner McGinn 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 McGinn made a motion, seconded by Comm Rep Winner to approve the minutes of the October 25, 2022 meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

**A. Limited Bond Issue / M22-108 / O22-005**

Director Hopkins explained that this is a rollover bond, and is the annual bond that we issue. The bond pays for capital development projects for 2023, and the majority of it is used for debt service payment for the alternative revenue bonds. Director Hopkins added that we negotiated with Wintrust for a 3.75% rate. If board approved, the paperwork and ordinance will be signed tonight. We expect to close on December 1 in order to make payments for the end of the year.

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni, to recommend to the full board the approval of Ordinance O22-005 for the issuance of \$3,000,000 of Limited Bonds. The motion carried by voice vote.

**B. Balanced Scorecard / M22-110**

Comm Rep Kulkarni made a motion, seconded by Comm Rep Winner to recommend the board to approve the Balanced Scorecard for the third quarter 2022. The motion carried by voice vote.

**C. Administrative Services Board Report / M22-111**

Comm Rep Kulkarni made a motion, seconded by Commissioner McGinn, to forward the November Administrative Services Board Report to the full board to be included in the Executive Director's Report. The motion carried by voice vote.

**D. Finance and IT Board Report / M22-106**

Comm Rep Winner asked if the change to Microsoft 365 is a wash financially. Director Hopkins noted that if we get the professional version, then over the course of 3-4 years, it will be a wash. We are currently using the 2016 version. We are hoping to use Sharepoint and Teams, plus some automation tools. Comm Rep Winner stated that Sharepoint is a good program.

Comm Rep Kulkarni asked to confirm what we use now and do Parks staff need this. IT Manager Agudelo explained that we are using Windows 10 and Microsoft Office 2016. There is a different subscription we are looking into for the Parks maintenance and grounds staff.

Commissioner McGinn made a motion, seconded by Comm Rep Kulkarni, to forward the November Finance and IT Report to the full board to be included in the Executive Director's Report. The motion carried by voice vote.

E. Open and Paid Invoice Register: \$369,881.22:

Comm Rep Kulkarni made a motion, seconded by Comm Rep Winner 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 Kulkarni asked if the amount of the tax levy would change. Executive Director Talsma explained that the amount of the tax levy is dependent on the budget, which will be approved in December, but it will not change beyond this number due to our legal limitations.

Comm Rep Kulkarni made a motion, seconded by Comm Rep Winner 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:**

Student Liaison Subramanian wished everyone a happy Thanksgiving, and said she is happy to be here.

Commissioner McGinn said it looks like we are on track to have a good year.

Comm Rep Kulkarni said thank you to staff for the work.

Comm Rep Winner thanked staff and said Happy Thanksgiving.

Chairman Evans said this is a great committee and he enjoys being part of it. He added that staff is doing great work.

8. **Adjournment:**

Comm Rep Kulkarni made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

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

- 1) What is the latest update with regard to receiving our tax installment.....do we expect before year end?

Second installments are available online and will be mailed “late November.”

<https://www.cookcountytreasurer.com/>

They are due December 30<sup>th</sup>. We do anticipate receiving a near-average percentage by the end of the year. Aside from being due with penalties starting after December 30<sup>th</sup>, many homeowners rely on full property tax payments for their taxes. Taxes are on a cash basis for individuals, so if they have not paid the bill they will not be able to deduct it. Businesses would try to avoid penalties.

- 2.) What are the main components still missing in the General Fund for Revenue and Expenses balance of year?

#### **REVENUE**

As mentioned in the first question, property taxes is the biggest factor.

\$180,000 from the state for the Birch Park OSLAD grant. All final paperwork has been filed.

#### **EXPENSE**

Expenses are pretty in line with 83% of the year with the following exceptions:

- The second installment for PDRMA for our insurance is due 12/31. The first installment was \$146,617.
- Beacon Point was budgeted for the full project at \$270,000. \$25,000 was spent this year and the remainder is being budgeted for 2023.
- There are also two IT projects that are outstanding that we are working with our consultants on completing by year end.