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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
December 20, 2022**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on December 20, 2022 at 7:03 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Evans, Commissioner McGinn, Comm Reps Aguilar, Kulkarni, Musial, 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 Hugen, 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 Wilson 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 November 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. Tax Levy Ordinance / M22-118 / O22-003

Executive Director Talsma noted that this ordinance was presented at the Committee of the Whole and tentatively approved by the board on December 13, 2022. The formal ordinance will be filed by December 22, 2022.

Commissioner McGinn made a motion, seconded by Comm Rep Wilson, to recommend to the full board the approval of Ordinance O22-003 in the amount of \$11,285,150. The motion carried by voice vote.

B. PTELL Reduction Ordinance / O22-004

Executive Director Talsma noted that 100% of any reduction in the tax levy will be applied to the General Fund.

Commissioner McGinn made a motion, seconded by Comm Rep Wilson to recommend the board to approve the county to apply any tax levy reduction to the general fund, if necessary. The motion carried by voice vote.

C. Independent Contractor Agreements 2023 / M22-117

Executive Director Talsma stated that each year, the agreements with independent contractors which will potentially exceed \$30,000, have their standard agreements approved by PDRMA. These include Tumbling Times, Shotokan and Hoffman United Soccer Club.

Commissioner McGinn asked how we know that their requirements are met by PDRMA. Executive Director Talsma explained that the form is approved by PDRMA and has our liability waiver; they must also be insured, and we are named as an additional insured.

Comm Rep Musial asked that the Shotokan location be added to their Section D for location. It was noted that this change would be made. All three locations should be in Section D.

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend to the full board the approval of the independent contractor agreements with Tumbling Times, Shotokan, and HUSC for 2023. The motion carried by voice vote.

D. District Investments / M22-115

Executive Director Talsma explained that Commissioner Evans had asked a question about where our investments are. He noted that the Board has a policy that governs how we invest our excess cash, and the District is more stringent than what is laid out in the policy. Director Hopkins put together a memo regarding where our excess cash goes, included in the packet.

No approval is needed from the board. This memo was for informational purposes only.

E. Administrative Services Board Report / M22-121

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

F. Finance and IT Board Report / M22-116

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

G. Open and Paid Invoice Register: \$450,799.74:

Commissioner McGinn asked how many pump stations we have. Executive Director Talsma responded that we only have one which is at the golf course (the one that was repaired). It is a well that feeds the lake.

Comm Rep Wilson 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.

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

Executive Director Talsma reminded the committee that a couple of larger expenses (e.g., debt service) come in December, and we are still awaiting tax dollars, which could come in up to 60 days into the new year.

Comm Rep Kulkarni asked if there could be a quarterly realignment of the budget. Executive Director Talsma said that unless something drastic were to happen, we will not do a formal budget realignment.

Comm Rep Wilson 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:

Comm Reps Aguilar said well done staff and Happy Holidays.

Commissioner McGinn said good work staff and Happy Holidays.

Comm Rep Kulkarni thanked staff for answering all of his questions.

Comm Rep Winner said the packets are well done, very well explained. He rarely finds a question.

Comm Rep Musial said she is glad to be back in person, and Happy Holidays.

Chairman Evans said Happy Holidays; the packets are flawless. He added that 12 years ago we lost Scott Triphahn, and that very few people will ever have the insight he did.

8. Adjournment:

Comm Rep Kulkarni made a motion, seconded by Comm Rep Wilson to adjourn the meeting at 7:40 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 30th. We do anticipate receiving a near-average percentage by the end of the year. Aside from being due with penalties starting after December 30th, 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.