

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
January 24, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on January 24, 2023 at 7:17 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Kulkarni, Student Rep Subramanian

Also Present: Executive Director Talsma, Director of Administration and Finance Hopkins, Director of Administrative Services Cahill, Director of Parks, Planning and Maintenance Huguenot, Director of Recreation Kapusinski, Executive Assistant Flynn, IT Manager Agudelo

Audience: President Kinnane, Commissioners Chhatwani, Friedman

2. Approval of Agenda:

Comm Rep Winner 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:

Commissioner McGinn made a motion, seconded by Comm Rep Wilson to approve the minutes of the December 20, 2022 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Budget & Appropriation Ordinance in Final Form / M23-009 / O23-006

Comm Rep Aguilar made a motion, seconded by Comm Rep Wilson to approve the final Budget & Appropriation Ordinance O22-006 as presented.

Executive Director Talsma noted that we have one large change to the budget. We will be receiving a donation of 0.6 acres of buildable park land, and \$613,000 for future park usage for the remaining required land from Bell Works. We will also be receiving \$563,000 from the developer at Moon Lake and Higgins.

Commissioner Evans asked why the agreements are not going to the board. Director Huguenot explained that this is not our decision. The village ordinance does not say that they have to give us land, but that they can opt to give cash in lieu of land for a set amount. What will come to the board is a recommendation for what we can do with that 0.6 acre of land.

Comm Rep Musial stated that the \$613,000 is not in the documents that the committee received. Director Hopkins stated that it has been updated.

Commissioner Evans asked for a clarification in the change in the Rec Fund. Director Hopkins explained that there was a change in a projection. All of IMRF was updated.

Commissioner McGinn asked if the Birch Park \$180,000 grant is included. Executive Director Talsma stated that this is split between years. The second half of the grant will be in 2024.

The motion carried by voice vote.

B. Tax Levy Bond Abatement Ordinance M23-010 / O23-001

Comm Rep Wilson made a motion, seconded by Commissioner McGinn, to recommend to the full board the approval Ordinance O23-001 abating taxes levied for the District's bonds for the 2022 levy.

Executive Director Talsma noted that this ordinance is to prevent double taxation on the debt service levy.

The motion carried by voice vote.

C. Administrative Services Board Report and 4Q Goals / M23-012

Comm Rep Wilson made a motion, seconded by Comm Rep Winner, to forward the January 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 and 4Q Goals / M23-008

Comm Rep Winner made a motion, seconded by Commissioner McGinn, to forward the January 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: \$460,971.91:

Comm Rep Wilson 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 Wilson made a motion, seconded by Commissioner McGinn to recommend the Board approve the Revenue and Expenditure Report and District Wide Operations Statement as presented.

Director Hopkins noted that in terms of property taxes collected for 2022, we still have a variance of \$1,236,000. As of the date of this meeting, we have received \$1.6 million in taxes, which have been recorded this year as a receivable for 2022. We can recognize taxes as receivables back to the previous year up to the first 60 days of the year.

The motion carried by voice vote.

7. **Committee Member Comments:**

Commissioner McGinn said it is great to see the strong youth program numbers. Nicely done.

Comm Rep Musial said congratulations to Executive Assistant Flynn; well deserved.

Comm Rep Winner said thank you for another great month.

Comm Rep Aguilar said great work.

Commissioner Evans said congratulations to the award winners, and thanked everyone for coming.

8. **Adjournment:**

Commissioner McGinn made a motion, seconded by Comm Rep Wilson to adjourn the meeting at 7:43 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

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

1. Memorandum No M23-009 Budget and Appropriation Ordinance –
 - a. Why did the beginning cash balance change for the Recreation Fund? [Projections were adjusted for actual.](#)
 - b. There were some minor changes within the recreation fund expenditures (not payroll related) – Full Day Care, STAR and Basketball youth athletics specifically – why were these made? [These changes were made for FICA and IMRF costs.](#)
 - c. The Capital Improvement Fund investment income amount went from \$1,000 to \$9,000 – why the increase? [The interest income account was initially reduced from \\$9,000 to \\$1,000 to eliminate the net revenue for the fund. The reduction was no longer needed with the cost increase for the Club HVAC.](#)
 - d. Where does the \$613,000 additional revenue for Bell Works project appear in Budget and Appropriation Ordinance? In the certification of estimate of revenue I would have expected to see the grants, donations, etc. line to increase by that amount from the amount shown in the certificate presented at the Dec 13th meeting but that line is the same as the Dec 13th certificate amount. [The schedules have been updated. The Developer Donations was a new account and was not being picked up for the certification.](#)
2. Invoice register –
 - a. Alpha Media – First two invoices for \$4K charged to the Club. They seem high. What is actually covered under these payments? [October and November search engine optimization, geofencing, and targeted digital banner ads.](#)
 - b. Carroll Seating Company – service 14 baskets and replace 2 pulleys. What are these and where located? [These are located at the Club and are for repairs of the basketball hoops.](#)
 - c. Vermont Systems Inc - \$18,575.01 – VSI 2023 Annual support. What is VSI? [VSI is Vermont Systems Incorporated. They are the provider of the primary software used by the District for registration, memberships, and point of sale.](#)
 - d. Zoom videoconferencing – Is this service still used now that meetings can be held in person? [We do still use the service, although not at the volume as at the height of COVID restrictions. As we transition to Microsoft 365, we will look at using Teams as a possible alternative.](#)