

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**February 28, 2023**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on February 28, 2023 at 7:20 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Wilson

Also Present: Executive Director Talsma, Director of Finance & IT Hopkins, Director of Parks, Planning and Maintenance Hugen, Director of Golf & Facilities Bechtold, Executive Assistant Flynn, Superintendent of IT Agudelo, IT Associate Hassler

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

**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:**

Commissioner McGinn made a motion, seconded by Comm Rep Kulkarni to approve the minutes of the January 24, 2023 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

6. **New Business:**

A. Village Easement at 5050 Sedge Blvd / M23-024

Commissioner McGinn made a motion, seconded by Comm Rep Kulkarni to recommend the full board approve the granting of a five foot permanent utility easement and a 15-foot temporary easement to the Village of Hoffman Estates for the purposes of sanitary sewer and water.

Executive Director Talsma noted that this is regarding property near The Club. He explained the purposes of the easement for the Village, which includes extending sewer and water under Higgins Road for the development of the Plum Farms property on the north side of Higgins, east of the train tracks. The easement will be five feet, with a 15-foot temporary easement to do the construction. A tree and shrub plan are included.

The motion carried by voice vote.

B. Surplus Ordinance M23-023 / O23-002

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni, to recommend to the full board the approval Ordinance O23-002, an ordinance authorizing the disposal, sale or trade-in of surplus property owned by the Hoffman Estates Park District.

Executive Director Talsma noted that this ordinance ties to the Triphahn Center fitness renovation, as the existing equipment will be traded out, and includes IT and maintenance equipment as well.

The motion carried by voice vote.

C. Balanced Scorecard / M23-017

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni, to recommend the Board approve the Balanced Scorecard for the year end 2022.

Executive Director Talsma presented an overview of the Balanced Scorecard.

The motion carried by voice vote.

D. Administrative Services Board Report / M23-022

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

E. Finance and IT Board Report / M23-020

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

F. Open and Paid Invoice Register: \$629,994.82:

Comm Rep Winner 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.

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

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

Commissioner Evans noted that the questions that are presented and answered via email prior to the meeting, and then included in the minutes are a great addition to the meeting process.

The motion carried by voice vote.

7. **Committee Member Comments:**

Student Rep Subramanian said that she competed in parliamentary procedures, and being here has helped her in the competitions. She thanked the committee for the experience.

Comm Rep Winner said he looked at the B&G packet from last week and the TC fitness renovations plans look really good.

Comm Rep Aguilar said good luck to Isha in her upcoming competition. Congratulations to everyone on the awards, and good work.

Commissioner Evans said this is a good committee and staff does a great job.

8. **Adjournment:**

Comm Rep Kulkarni made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:35 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

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

**Administrative Services Board Report -**

- One of the takeaways from the IAPD/IPRA Annual conference was to revisit pre-hire marijuana testing. What is the park district policy now and what might change?

Our current pre-hire drug testing includes a screen for marijuana. Employees requiring a Commercial Driver's License (CDL) will still include this screening as it is necessary to maintain their licenses. However, consideration is being given to removing this from other employees.

- Met with consultant to discuss potential safety upgrades to pre-school classroom locks. Was there a problem identified or is this more preventative?

We had an armed intruder expert come in, and changing the type of lock used for the classrooms was part of the recommendations. This is the most recent best practice and not a result of a problem.

**Invoices –**

- Art Pollasky \$2,895.02 – Scanners for Vehicles – What is this and why paid to an individual?

Snap-On tools have moved to an independent seller model for the sale of their products. Our mechanics purchased a scanner for vehicle testing. Mr. Pollasky is the seller the District currently works with to purchase the Snap-On branded tools.

- EPACT fees – what is EPACT?

E-Pact is a document distribution and storage platform integrated with our registration software. We use it to collect and store medical and emergency information for programs such as ELC and camps.

- MC Squared Energy Services, NICOR Gas and Village of Hoffman Estates have multiple invoices for locations. Why do we get so far behind? Are they not invoicing timely? Any way to indicate time period the invoices represent on the invoice report?

The invoice register for January was for December 14<sup>th</sup> through January 10<sup>th</sup>, and the current register is for January 11<sup>th</sup> through February 14<sup>th</sup>. January cutoff was a few days early to allow a review of the budget for any adjustments before the presentation at the January meeting. All bills are accrued to the correct accounting period. The accounts payable clerk will begin adding the month to the description.

The accounts payable clerk had been in communication with MC Squared regarding our bill for May 2022. MC Squared was disputing some of the usages that ComEd was submitting. These bills were resolved on February 3<sup>rd</sup> and were accrued for the 2022 fiscal year. The remaining bills were for December and January. The December bills were not received in time to be included in the Invoice register for January. The December bills are also accrued for the 2022 fiscal year. These bills are always received later than if they were coming directly from ComEd as they go to the broker first, and then the broker bills us.

Natural Gas invoices are for December (paid January 11<sup>th</sup>) and January (paid February 9<sup>th</sup>).

Village of Hoffman Estates payments are for November (paid January 13<sup>th</sup>) and December (paid February 2<sup>nd</sup>). The Village sends out water bills on the first of the month following the service date. For example, the November bill was dated 1/1/2023 and was due on 1/20/2023.