

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
March 28, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on March 28, 2023 at 7:06 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Evans, Commissioner McGinn, Comm Reps Kulkarni, Musial (7:10 p.m.), and Winner, Student Rep Subramanian

Absent: Comm Reps Aguilar and Wilson

Also Present: Executive Director Talsma, Director of Finance & IT Hopkins, Director of Administrative Services Cahill, Executive Assistant Flynn, IT Associate Hassler

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

2. Approval of Agenda:

Comm Rep Winner 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:

Comm Rep Winner made a motion, seconded by Commissioner McGinn to approve the minutes of the February 28, 2023 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Pine Park New Budget and SD15 Future Agreement / M23-032

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to recommend the full board the revised budget for Pine Park at \$300,000 and a future agreement to allow School District 15 to build a new soccer field.

Executive Director Talsma explained that we did not receive the OSLAD grant that we applied for Pine Park and therefore, our overall budget has decreased.

Executive Director Talsma noted that meanwhile, School District 15 is renovating Thomas Jefferson School (adjacent to Pine Park), converting it from an elementary school to a junior high school. As part of their project, they are dredging a creek and will have dirt to move, and rather than pay to have it hauled away, the school district will use the dirt to build us the soccer field. They will engineer and grade the field to the point of being grassed, at which time HEParks staff will complete the seeding and/or sodding. This saves the Park District approximately \$150,000.

The new \$300,000 budget can then be used for the pickleball courts, walking paths and sled hill for this year. The playground will be planned for 2024, with a budget of \$150,000-200,000.

Commissioner Evans asked if the playground will be for middle school children. Executive Director Talsma replied that we currently have a tot playground, and the school has two middle school playgrounds, one of which is being removed for a track. Once we remove our playground, it will be replaced with 2-5 and 5-12 equipment. This is scheduled for 2024.

Comm Rep Winner asked if the soccer field is replacing an existing one. Executive Director Talsma said that yes, but the current field is not a full-size regulation field.

The motion carried by voice vote.

B. Administrative Services Board Report / M23-022

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

Commissioner McGinn asked about the instances of violating District policies. Director Cahill noted that one instance was a person used a fake membership card with a borrowed barcode to use a facility. The second instance involved junior-high age children loitering and stealing property, after receiving many warnings of misconduct.

The motion carried by voice vote.

C. Finance and IT Board Report / M23-030

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

Director Hopkins noted that staff has implemented a process to prevent the stealing of bar code, putting a different digit at the end of your bar code number if you lose or get a replacement card.

Comm Rep Kulkarni asked Director Hopkins to explain "benchmark info". Director Hopkins explained that Elgin was starting their CMP, and we were asked to complete a survey. All park districts are friendly with each other and will share information.

The motion carried by voice vote.

D. Open and Paid Invoice Register: \$543,085.89:

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.

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

Commissioner McGinn 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 Rep Subramanian said that she is happy to be spending spring break with the committee, and that her government team is going to nationals.

Comm Rep Musial said she is spending time with her grandkids for spring break, and they are using Park District amenities, and also signed up for Drive By Bunny.

Commissioner Evans said his granddaughter was in town last month, and he took her to the pool, and by the end of the visit they had the pool to themselves. He went to the Fish Fry last week, and said the food and service were good, and there was a nice crowd.

8. **Adjournment:**

Comm Rep Winner made a motion, seconded by Commissioner McGinn to adjourn the meeting at 7:29 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

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

Pine Park project - Will the tot playground and sand volleyball court still be removed this year? And the playground budgeted for 2024, what age playground will that be?

The tot playground and sand volleyball court will remain in place this year. We are currently planning the playground for 2025 (age 2-5 and 5-12), unless the school district agrees to negotiate on providing a playground sooner for its students.

Finance and IT report - What is the marketing campaign we are conducting for the residents in one mile radius of Triphahn Center?

We will be advertising the renovation of the fitness center.

Invoice register -

We paid \$22k to the Illinois Dept of ??. The vendor name appears to be cut off

Illinois Department of Employment Security (for the direct cost of unemployment)

Payment to Splashtop for one year service agreement - what do they do for the District under that agreement?

Splashtop provides a secure and robust remote access option for the District and employees. The IT department uses the services to connect to users' computers and the network to troubleshoot and resolve issues. Many staff members access their work computers offsite, evenings, or on weekends.