

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**May 23, 2023**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on May 23, 2023 at 7:06 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Evans, Comm Reps Aguilar, Kulkarni (7:11 p.m.), Wilson and Winner, Student Rep Subramanian, President Kinnane

Absent: Comm Reps Kulkarni and Musial

Also Present: Executive Director Talsma, Director of Parks, Planning & Maintenance Hugen, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: President Kinnane, Commissioners Kaplan, Chhatwani, Dressler and Friedman, Katie Burgess, Steve Dietz

**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:**

Commissioner Dressler asked to be added to the attendance for the April meeting. Comm Rep Wilson made a motion, seconded by Commissioner McGinn to approve the minutes of the April 25, 2023 meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

**A. Eisenhower Track Agreement with School District 54 / M23-049**

Comm Rep Winner made a motion, seconded by Comm Rep Wilson to recommend to the full board the approval of the Eisenhower Track Memo of Understanding with School District 54.

Director Hugen highlighted the following from a meeting met with staff from School District 54:

- They are looking to do work at the Eisenhower track. The school use is about 95 percent of its total usage.
- There is an area with a slight incline, and the school would like to remove this area are re-stabilize and resurface the entire track.
- The school district will pay for the cost of this project. In turn, the school would like exclusive rights to the track during school days and after school during track season. The current agreement is first rights, not exclusive.
- The school district would like to start work on this project as soon as this is approved by both boards to have it completed before the start of the school year.

Commissioner Evans asked if the track will still have five lanes. Director Hugen replied yes.

Commissioner Evans asked if the project will impact the soccer field. Director Hugen said they will stay clear of the soccer field, and are staying within the scope of the track so they do not need to obtain a MWRD permit.

Commissioner Evans asked if the wear and tear on the track is our responsibility. Director Hugen said that yes, we maintain the track annually. Any further resurfacing would remain at 50/50 cost to each party.

Commissioner Kaplan asked about the maintenance of the area around the school and soccer field. Director Hugen explained that we are responsible for the area north of the school, but we are not responsible for the area northeast of the soccer field. That area is owned by the county and is unmaintained. In addition, the parking lot and basketball hoops are part of the school property.

The motion carried by voice vote.

**B. Balanced Scorecard / M23-048**

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend to the full board the approval of the Balanced Scorecard for the first quarter of 2023.

The motion carried by voice vote.

C. Finance, IT and HR Board Report / M23-046

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

Executive Director Talsma noted that the annual audit is almost complete and will be presented at the next A&F meeting.

Commissioner McGinn asked what the rate increase was for the TC Fitness Center. Executive Director Talsma said the District raised the rates by \$2. The rates are now \$23/month for in-district and \$25/month for out-of-district.

The motion carried by voice vote.

D. Open and Paid Invoice Register: 508,844.33:

Comm Rep Wilson made a motion, seconded by Commissioner McGinn to recommend the Board approve the Open and Paid Invoice Register as presented. The agenda will be corrected to reflect the correct total of \$508,844.33. 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 Wilson 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:**

Commissioner Evans presented longevity recognition pins to Mandar Kulkarni for four years of service as a Community Representative, and to Steve Winner for twelve years of service.

Comm Rep Winner said great month financially. He has been to the new TC Fitness Center and it is tremendous.

Comm Rep Aguilar said this will be his last meeting. Thank you to HEParks for allowing him to serve as a Community Rep. It has been very educational and helpful.

Commissioner Evans thanked everyone for their service.

**8. Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Aguilar to adjourn the meeting at 7:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

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

I've got a few questions regarding the Eisenhower track. Could you briefly explain the terms of the intergovernmental agreement? How long is the agreement in place and is there an end date or does it just get reviewed on a regular basis?

The IGA with School District 54 is currently a five-year agreement, commencing July 1, 2020 and ending June 30, 2025, and may be renewed and extended by mutual agreement for up to three five-year renewal terms. This Memo of Understanding does not change the terms of the IGA.

Invoice Register -

- Gilio Landscaper Contractors - Have we always outsourced our mowing? Do they do all of the park districts mowing or is some still done by HEPD employees? Do they also mow the Village property adjacent to parks that the park district agreed to do last year or is that done by HEPD employees?

This is our first year using a mowing contractor. We still mow our facilities, community parks, select neighborhood parks and sports fields as well as village and school district sites.

- What is Membership Fee as a vendor?

This is the annual fee (\$19 each) for four Capital One cards. We incur these fees throughout the year for each individual card, depending on when they are renewed.