

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
August 22, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on August 22, 2023 at 7:16 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Wilson

Also Present: Executive Director Talsma, Director of Parks, Planning & Maintenance Hugen, Director of Administration & Finance Hopkins, Director of Golf & Facilities Bechtold, Director of Recreation Miletic, Executive Assistant Flynn, IT Associate Hassler

Audience: President Chhatwani, Commissioners Dressler, Kaplan and Friedman, Kimberly Engler, Comm Rep MacGregor, Robert Steinberg

2. Approval of Agenda:

Comm Rep Harner made a motion, seconded by Commissioner Evans to approve the agenda as presented. The motion carried by voice vote.

3. Approval of the Minutes:

Commissioner Evans made a motion, seconded by Comm Rep Harner to approve the minutes of the August 1, 2023 meeting as amended. The motion carried by voice vote.

4. Comments from the Audience:

Robert Steinberg asked about the sprinklers in the cart garage at Bridges. Executive Director Talsma said that we do have sprinklers and we will also have specialty fire extinguishers.

5. Old Business:

None

6. New Business:

A. Policy Changes / M23-081

Commissioner Evans made a motion, seconded by Comm Rep Harner to recommend to the full board the approval of the policy and personnel policy changes as presented.

Executive Director Talsma explained that we received notice from IAPD of some legal changes, which are reflected in some changes to our policies:

1. Unexpected childcare is now an accepted reason for a Board member to attend a meeting electronically.
2. We added verbiage to the harassment policy regarding harassment complaints and reports.
3. The minimum population ratio for land donation for an OSLAD Grant is now 11.5 acres per 1,000 population for our policy (the legal minimum is 11.35 acres – we are going above the OSLAD requirement).

Commissioner Evans asked what our actual ratio is for open space/park land. Director Huguenot said our ratio is higher than 11.5.

The motion carried by voice vote.

B. Balanced Scorecard / M23-080

Comm Rep Winner made a motion, seconded by Comm Rep Harner to recommend to the full board the approval of the Balanced Scorecard for the second quarter 2023.

Comm Rep Winner asked why Seascope memberships were down when everything else was up. Director Hopkins said that membership levels usually depend on the weather early in the season. If we have a colder spring, membership numbers will be down, which is what happened this year. However, daily admissions are up. Patrons tend to not purchase the membership if weather keeps them away early in the season, but then daily fees increase as the season goes on.

The motion carried by voice vote.

C. Administration & Finance Board Report / M23-079

Comm Rep Harner made a motion, seconded by Commissioner Evans to recommend the August Administration & Finance Report be included in the August Executive Director's Report.

Director Hopkins introduced Kimberly Engler, Superintendent of HR. Kimberly has been with the District a couple of months. She comes to us with government experience with Lake County and also private sector experience.

The motion carried by voice vote.

D. Open and Paid Invoice Register: \$614,878.94:

Comm Rep Harner 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.

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

Comm Rep Harner 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.

Comm Rep Kulkarni asked about the fund codes that are missing. Executive Director Talsma explained that there are past funds that are no longer used so those have dropped off the report.

Comm Rep Musial noted that we are overall at 50% of budget in revenues. Director Hopkins said that we have not received the second installment of property taxes.

Commissioner McGinn noted that advertising is behind at 39%. Director Hopkins responded that we lost Compass Heating and Air and Proven Winners as marquee advertisers. She added that we will look to get some new advertisers for next year.

The motion carried by voice vote.

F. Virtual Park Tour

Director Hugen presented the 2023 Virtual Park Tour, highlighting the following:

- Beacon Point Park – the new path now connects to the neighborhood sidewalks, making a 1/3-mile loop around the park. The open green space is designed to hold water and is not programmable. The playground is now installed, and the park should be finished within one month.
- Huntington Park – this park connects to South Ridge. The new playground was installed in March. All paths around the park are new. The shelter was revamped. An ADA-accessible new drinking is installed with a water bottle filler; the basketball surface is new.

Comm Rep Beranek noted that the park signs are overgrown. Director Hugen said the signs and surrounding garden beds are volunteer-kept. The volunteer group has been contacted. They do not want staff to do anything, as these are their plants.

- Olmstead Park – the park was included as it has not been on our tour before. This park has a lot of open space with a good hill, but that area is not buildable. We have had a cross country circuit use this area as a rental. The small baseball diamond was torn out and is grass is growing back in. This area is being replaced with three micro fields for soccer. The tennis and basketball courts have been resurfaced, and the tennis courts have

been lined for pickleball as well. The existing baseball field can accommodate 60- and 90-foot bases.

- Pine Park – this park is currently undergoing renovation. The sled hill is ready for seeding; a mowed turf path goes through the hill for walking and running. The new pickleball courts are ready for the fence to be installed. The park will not open until we have seeded and sodded the area around the park. The entire park will remain closed until the new grass has “taken”, hopefully by mid-November. The 9v9 soccer field has been leveled (can also put several micro fields in this area).
- Victoria Park – the courts here were resurfaced. This park is highlighted because we wanted to share that we have not done any maintenance to this wetland area due to its size. We cannot do an in-house controlled burn because it gets too hot. Some contractors will do this size, but in sections. This park has two separate playgrounds and an irrigated soccer field.

7. **Committee Member Comments:**

Commissioner Evans thanked Director Hopkins for putting the numbers together. He thanked Director Hugen for the virtual tour.

Comm Rep Harner thanked Executive Director Talsma for the orientation earlier in the week.

Comm Rep Winner said Victoria Park looks good.

Comm Rep Musial introduced herself to Comm Rep Harner.

Comm Rep Kulkarni thanked Director Hopkins for her work.

Commissioner McGinn thanked Director Hugen for the virtual tour and good job to Director Hopkins.

8. **Adjournment:**

Comm Rep Harner made a motion, seconded by Comm Rep Winner 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 August A&F packet were submitted and answered via email prior to the meeting:

1. A quick question on Costco Membership - Why are we paying with Citibank credit card? I thought we consolidated with Capital One to get better points etc. I may have missed the Citibank charges previously. Looks like we have two Costco Memberships, one for WRC and one for Brian Bechtold. Why do we need two?

Costco only accepts Visa for in-store purchases. Capital One issues MasterCard. The Costco Citibank card also has cash-back points, so the District is not missing any potential revenue. We have three Costco memberships: one for Recreation, one for business/IT, and one for revenue facilities (Bridges and The Club). We do not have a purchasing agent in the Park District, so each area has a designated individual to make bulk purchases at Costco.

2. Second question. I was looking at the districtwide op stmt page 86 and see the professional services 2022 vs 203 has increased over 300% I could not determine where the professional expenses were. Can you please help explain? Our FY23 budget is almost 200k vs 2022 actual expenses of 33k, so why is this big jump in the expense.

The Parks department outsourced routine mowing for the first time in 2023. The contract approved in January was for \$129,500 for 2023.

3. Last question. The income vs expenses for FY23 we have a profit of over 1million. What fund does the profit gets back in to? General fund? Also, since we have a balanced budget district, how do we handle the profit? Do we return the money back to residents? Just curious.

The comparative surplus is only year to date and due to timing most of this will be utilized by year end. Each fund is separate and maintains its reserves. Reserves are then utilized for cash flow purposes and future capital projects. Funds are not returned to taxpayers. Future rates can be adjusted as needed if it is a tax supported fund.