

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**October 24, 2023**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on October 24, 2023 at 7:14 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Reps Kulkarni and Musial

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, Superintendent of IT Agudelo

Audience: President Chhatwani, Commissioners Dressler, MacGregor and Kaplan

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to approve the minutes of the September 26, 2023 meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

6. **New Business:**

A. Ascension Sponsorship Contract / M23-095

Comm Rep Wilson made a motion, seconded by Commissioner Evans to recommend to the full Board the approval of the St. Alexius Center sponsorship contract for the period August 1, 2023 – July 21, 2024 in the amount of \$75,000.

Executive Director Talsma explained that this is the annual sponsorship agreement, which started August 1. The amount was increased from the previous year by \$5,000, and we are now offering a 20% discount on facilities and 10% off programming for Ascension staff. We are hoping this will increase our memberships and facility usage.

Commissioner Evans asked how much of a discount the staff receives from Schaumburg fitness center. Executive Director Talsma said the discount is also 20%. He added that this is the IRS limit for discounts. Anything over this amount would be considered compensation.

The motion carried by voice vote.

B. Early Order Fertilizers and Chemicals / M23-097

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to the full board to award the bid to Simplot Turf for their lowest bid products for a total not to exceed \$97,716.53 and Advanced Turf for their lowest bid products for a total not to exceed \$12,356.67.

Director Hugen noted that this is the annual early order purchase which locks in early prices and gets us rebates on the back end.

Commissioner McGinn asked about one item that was priced the same by both Simplot and Advanced Turf. Director Hugen responded that Simplot does well with extended rebates on top of agency rebates; Advanced Turf is starting to do the same thing, so we gave them this item to keep them bidding in the future.

Commissioner Evans asked if we ever need to purchase more during the year. Director Hugen said if the weather is hot and dry, we could need more. This year we did not.

The motion carried by voice vote.

C. Electricity Contract / M23-094

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to recommend to the full Board to enter into a variable rate electricity contract for a period not exceeding two years and for a price not to exceed \$.06 per kWh.

Director Hopkins said the reason for this is to try to protect the District from the twelve-cent variance that happened in 2022.

Comm Rep Harner had asked via email about green energy options. Executive Director Talsma said that Director Hopkins did check with the Village regarding this. Some services are only available to small businesses, and not to governmental agencies, and the cost increase would be significant. He added that we are looking at electric vehicles and solar powered fountains in terms of energy savings.

Comm Rep Winner asked if we are looking into solar panels on some larger buildings. Executive Director Talsma said that right now, if you put panels on a building, then you enter a lease agreement with the solar panel company, and then you must purchase your energy through them, which will cost more.

The motion carried by voice vote.

D. Administration & Finance Board Report and 3<sup>rd</sup> Quarter Goals / M23-093

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the October Administration & Finance Report and 3<sup>rd</sup> Quarter Goals be included in the October Executive Director's Report.

Commissioner Evans asked about an analysis of the marquee signs, and what our average revenue was pre-Covid. Executive Director Talsma responded that pre-Covid we were in line for a ten-year payback. Post-Covid we are about one year behind. He added that these signs provide our advertising for free and gives the Village and the Chamber free advertising as well. Two of the signs are 100% District advertising.

Commissioner Evans asked if there is anything on the horizon for the replacement. Executive Director Talsma said that we have two quotes. The replacement for all four signs will be between \$500,000 and \$700,000 to replace all panels. We are trying to eliminate the extended warranty.

The motion carried by voice vote.

E. Open and Paid Invoice Register: \$751,553.65:

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to recommend the Board approve the Open and Paid Invoice Register as presented.

Commissioner McGinn asked if the mowing costs with the contractor was still the right choice. Director Hugen said absolutely; the total cost for the year was \$123,000 (the \$19,000 is monthly), which is about half what we were paying in payroll, fuel, maintenance, etc.

The motion carried by voice vote.

F. Financial Statement Analysis, District Wide Operations Statement, and Revenue and Expenditure Report:

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

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Winner said congratulations on the Gold Medal Award.

Executive Director Talsma added that staff and the Board were excited to receive the 2023 Gold Medal Award, saying this is a credit to the Board, volunteers, staff, and residents.

Comm Rep Wilson asked about the playground at Lincoln Prairie. Executive Director Talsma explained that the fitness equipment belongs to the school, and that we are working with the school district to move the playground and adjust the fields so they can expand the school and the parking lot/driveway.

Commissioner Evans said great work to staff. Congratulations to everyone on the Gold Medal and CAPRA. He appreciates the work. He added that we have a good partnership with Ascension.

8. **Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to adjourn the meeting at 7:42 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

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

- 1) The discussion of the reason for not selecting ComEd was very good from a business and cost viewpoint but did not discuss green energy options. For the larger use, the environmental impact should certainly be considered when the selection is made. For the smaller locations where it was

recommended that ComEd be used, there are green energy options that at a minimum match the price of ComEd.

Was there any consideration of these options and if so, why were they eliminated?

Energy farms have historically been more expensive than ComEd. The company working through the Village, Eligio Energy, is supposed to guarantee not to exceed ComEd's rates. Right now, they have a comparable rate of \$.06799 for electricity supply, 35% more than the proposed contract. Even under the contract, our cost for electricity is going to be budgeted to be going up more than 25%.

The District has been continually investigating incorporating green electricity generation into our operations. Originally cost prohibitive and not a reliable source due to storage factors, as technology advances, we continue to investigate options to supplement our electricity with renewable sources that will decrease our grid usage and our costs.

- 2) I have a question on the Ascension sponsorship agreement. Is there any way to quantify the potential discount we will be giving to Ascension employees for fitness, seascape and programs? Just a ballpark would be nice.

Ascension Sponsorship Contract- M23-095

How many potential Ascension employees would be eligible for the 20% discount on memberships and 10% discount on programs?

It's a great idea. I'm just curious as to our exposure.....

The Ascension agreement is intended to offer discounts to its employees, aiming to boost district memberships and program utilization, all while providing them with the same discount available in other districts, such as Schaumburg Park District. This increase in the discount from 10% to 20% for Memberships is expected to have a positive financial impact as we look to increase the overall Ascension employee usage of our facilities. We estimate the initial impact could be approximately \$5,000.