

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
September 26, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on September 26, 2023 at 7:05 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, Superintendent of IT Agudelo

Audience: President Chhatwani, Commissioners Dressler, Friedman and MacGregor, Will Lieb, Paige Calvey

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 Harner made a motion, seconded by Comm Rep Winner to approve the minutes of the August 22, 2023 meeting as amended. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Administration & Finance Board Report / M23-088

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

Commissioner McGinn asked if there would be any impact on the advertising budget for the marquee signs. Director Hopkins noted that this item was in the board report as research for next year. The warranty that covers everything will expire in October 2024. There are only two manufacturers that we can use for this.

Commissioner Evans asked where we are right now with the advertising revenue. Executive Director Talsma stated that we have met the ROI goal for the marquee signs and bring in about 90-100,000 per year. The village advertising is free.

The motion carried by voice vote.

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

Commissioner Evans 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 most of the Beacon Pointe expenditure is in. Director Hopkins said we are very close.

The motion carried by voice vote.

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

Comm Rep Harner 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.

Commissioner McGinn asked about the advertising revenue number on the Operations Statement. Director Hopkins said that we will probably be under budget at the end of the year, with refunds given for outages and a few lost advertisers. Staff is working on bringing in new business.

Executive Director Talsma explained that the main purpose of these signs is to advertise for the park district. The additional source of income paid for the signs. We can only have up to 49% of advertising time for outside businesses. The other 51% is required to be village or park district advertising. He added that he can put together a full advertising analysis, but to keep in mind that even zero advertising revenue from these signs is still of value to the park district, as we are not paying an outside firm to do our advertising.

Director Hopkins announced that Lynne Cotshott, the Superintendent of Business, is retiring November 1. We have posted for her replacement and hope to bring someone in before Lynne's retirement.

The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Musial asked about the status of Pine Park. Director Huguen said the asphalt on the path is scheduled for October 4, and the pickleball courts the following week. Staff doesn't anticipate opening until the grass has been installed and has taken root. If this happens, everything will happen; if not, the sled hill will not open this winter.

Commissioner Evans said nice job to staff.

Comm Rep Harner said congratulations to Executive Director Talsma and Director Bechtold for providing more recycling receptacles at the golf course. He added that a bio event took place at Black Bear Park and asked about the invasive flowers. Director Huguen said this is a constant battle in any native area. He added that we do not spray herbicides and we only do a burn every three years.

Commissioner McGinn thanked staff for helping the Hoffman Basketball Feeder program find practice space. He said congratulations to the incoming GM of Ice; he is looking forward to the Halloween Fest and attended Platzkonzert.

8. Adjournment:

Comm Rep Harner made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 7:32 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

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

1. I have a question for the A&F meeting about the marquee sign fix/update. Is that budgeted for this year and we're waiting for the other quote or is it being planned for next year?

[This is just research for next year. This is not budgeted for this year.](#)

