

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**November 28, 2023**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on November 28, 2023 at 7:22 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Reps Musial and Wilson

Also Present: Executive Director Talsma, Director of Parks, Planning & Maintenance Hugen, Director of Administration & Finance Hopkins, Director of Recreation Miletic, IT Specialist Hassler

Audience: President Chhatwani, Commissioners Friedman, MacGregor and Kaplan

**2. Approval of Agenda:**

Comm Rep Harner made a motion, seconded by Commissioner Winner 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 October 24, 2023 meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Proposed Tax Levy / M23-102

ANNOUNCEMENT: Intent to levy \$11,829,432 for the 2023 Tax Levy to be collected for the 2024 fiscal year.

Executive Director Talsma explained that this announcement is in advance of the actual levy which will be go to the Board for approval next month. We are levying an amount to intentionally keeping it below the 5% cap. Our overall increase will be 4.99%.

Comm Rep Harner asked why we are increasing the levy at all? Executive Director Talsma explained that almost everything we do or pay for is also increasing; we are also increasing our fees to help cover the increase in costs.

Commissioner Friedman asked if we should let the public know that it is under 5%. Executive Director Talsma said that if it were 5% or higher, we would be required to hold a Truth in Taxation hearing.

B. Limited Bond Issue / M23-103 / O23-006

Comm Rep Harner made a motion, seconded by Comm Rep Kulkarni to recommend to the full board the approval of Ordinance O23-006 for the issuance of General Obligation Limited Bonds.

Executive Director Talsma said this is the annual rollover issue, which is used for capital funding.

Director Hopkins said the final interest rate is 4.6%. It had originally come in at 9% and our representative negotiated down to 4.75%, so we are very pleased with this.

The motion carried by voice vote.

C. Balanced Scorecard / M23-104

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 3<sup>rd</sup> Quarter of 2023.

Commissioner McGinn said it is nice to see that memberships at all three fitness centers are up and the daily admissions for open skate and drop-in hockey are also up.

The motion carried by voice vote.

D. Administration & Finance Board Report / M23-098

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

Director Hopkins explained the facility rentals item in the report: in order to enable all front desk staff to be able to sign a patron up for a facility rental as opposed to a handful of people having knowledge of the process, we made a change to the process. Comm Rep Winner asked if this is part of a form. Director Hopkins said there are a series of question that would previously need to be asked in a follow-up conversation with a facility manager, but now the staff can ask the questions at the time of reservation

Commissioner McGinn asked if there were any issues with the PDRMA walk-through. Director Hopkins said it went very well and was a good teaching experience.

The motion carried by voice vote.

E. Open and Paid Invoice Register: \$526,814.51:

Comm Rep Winner 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 ammonia leak detector was a new item or a replacement. Executive Director Talsma said that this was a replacement for the ice equipment at TC.

Commissioner McGinn also asked if we have an update on the marquee signs. Executive Director Talsma said that we have not heard back from the first two vendors but have a third vendor we are reaching out to.

Comm Rep Kulkarni asked a general question about the marquee signs and repairing them. Executive Director Talsma explained that these units are continually being repaired and have reached their lifespan. We are looking to replace the panels.

The motion carried by voice vote.

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

Commissioner Evans made a motion, seconded by Comm Rep Harner to recommend the Board approve the District Wide Operations Statement and Revenue and Expenditure Report as presented.

Commissioner McGinn asked if we are still missing the second tax payment. Director Hopkins replied that we have not received anything for the second installment but should expect to see them start to come in by December 1.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner said he is taking a tour of all of the parks. He did his first pass this last month and drove 65 miles between all of them. Next year he will tackle the 17 miles of trails. He was very impressed and didn't realize how many different things we do in these parks. The Gold Medal Award is well-deserved. He could not find the Golf Road Nature Preserve. Executive Director Talsma noted that this is a water retention area that is set back from the road behind a church.

Comm Rep Winner said great job on the award, and Happy Holidays.

Commissioner Evans said the audience was smaller today than it was in Dallas. It is very nice to get the recognition from the Village. What is important is the machine we have working here: staff, management, commissioners, community reps – we are enabling success.

Commissioner McGinn congratulated the District on the award. He added that he realizes Director Hopkins has less help with Lynne Cotshott retiring and thanked Director Hopkins for her efforts.

Executive Director Talsma stated that we do have a new Superintendent of Business starting Monday, December 4. Wolf Peddinghaus, from the Lake Bluff Park District, has also worked with the City of Evanston and Northwestern University, and has a master's in accounting.

8. **Adjournment:**

Comm Rep Winner made a motion, seconded by Comm Rep Harner to adjourn the meeting at 7:46 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant