

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
December 19, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on December 19, 2023 at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Evans, Comm Reps Kulkarni (7:13pm), Musial, Wilson, and Winner

Absent: Comm Rep Harner

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Parks, Planning & Maintenance Hugen, Director of Administration & Finance Hopkins, Director of Recreation Miletic, Superintendent of IT Agudelo

Audience: President Chhatwani, Commissioners Dressler, Friedman, MacGregor, and Kaplan; Wolf Peddinghaus

2. Approval of Agenda:

Comm Rep Wilson made a motion, seconded by Comm Rep Winner 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 November 28, 2023 meeting as amended. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. **New Business:**

A. Personnel Policy Changes / M23-112

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to the full board the approval of the changes to the Personnel Policy Manual.

Executive Director Talsma explained that there are new laws going into effect on January 1, 2024. One of them will not go into effect until January 2025, but we are putting it in place now. He added that we are still monitoring the Cook County law that passed, requiring paid time off for all workers. We may be exempt from this but are still determining that. This would have a large budgetary impact on the park district.

The motion carried by voice vote.

B. Independent Contractor Agreements / M23-114

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to the full board the approval of the 2024 Independent Contractor Agreements for Tumbling Times, Inc. and Illinois Shotokan Karate.

Executive Director Talsma said this is the annual renewal of these ICAs. He noted that Comm Rep Musial found a couple of scribner errors that will be corrected.

Commissioner Evans noted an error on page 11 that was likely due to the document going through a conversion to a different software program.

Commissioner Evans also said the rating should read “A- or better,” as an A- rating is excellent.

Comm Rep Musial asked if the invoice timing should be the same for both contracts. Executive Director Talsma said staff will confirm this.

Commissioner Evans said he likes that the concussion protocol information is included with the contracts and asked if all volunteer coaches received this. Executive Director Talsma said yes, all coaches are trained on concussion protocol annually.

The motion carried by voice vote.

C. Tax Levy Ordinance and PTELL Ordinance / M23-111 / O23-004 / O23-005

Comm Rep Wilson made a motion, seconded by Commissioner Evans to recommend to the full Board the approval of the District’s 2023 annual Tax Levy Ordinance O23-004 in the amount of \$11,827,337 and Ordinance O23-005 instructing the county as to where to reduce the levy if necessary.

Executive Director Talsma said that this is the dollar amount to support the budget. If there is overage, we always reduce the general fund.

Comm Rep Musial noted that the amount of taxes we saw in the budget was \$139,000 higher. Executive Director Talsma said this is the state replacement tax.

Comm Rep Musial said that the amount in the tax levy announcement was different by about \$2,000 from the amount in December. Executive Director Talsma said this was from rounding the final numbers.

Comm Rep Musial asked why the minutes from the December 12 Special Board meeting were not included in today's packets. Executive Director Talsma said the turnaround time was less than a week, so they have not been completed.

The motion carried by voice vote.

D. Administration & Finance Board Report / M23-109

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend the December Administration & Finance Report be included in the December Executive Director's Report.

Director Hopkins introduced Wolf Peddinghaus, new Superintendent of Business.

Director Hopkins noted that she added an explanation to the end of her report, explaining why residents' taxes increased overall, and how that increase was allocated across their tax bill. The explanation also highlights a shift where taxes to residents increased, while the burden on businesses in the area has decreased. This explanation was provided for the commissioners to be able to respond to any questions from residents regarding their tax bill.

Comm Rep Winner noticed the monthly bill for telephone access in the elevators. He asked if this was total or per elevator. Superintendent Agudelo responded that this is the monthly cost per elevator.

The motion carried by voice vote.

E. Open and Paid Invoice Register: \$809,337.34:

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

The motion carried by voice vote.

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

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

Comm Rep Winner noted that the operations statement shows we are at 91% of budget, which is exactly where we should be after eleven months.

Commissioner Friedman asked why leagues are down. Director Hopkins said that number should go up by the end of December due to hockey.

Executive Director Talsma said that we are expecting a positive year-end finish.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Musial said it is a pleasure to be part of this committee.

Comm Rep Kulkarni said thank you to staff.

Comm Rep Wilson said Happy Holidays.

Comm Rep Winner said it has been a good year, and will be even better once the remaining taxes come in.

Commissioner Evans said the entire year has been good; Happy Holidays; thank you to those who came in for the budget presentation last week.

Commissioner McGinn said thank you to Executive Director Talsma and staff; the year has gone quickly but was a great year for the Park District; thanks to the community reps for participating.

8. **Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 7:28 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant