

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
February 27, 2024

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on February 27, 2024 at 7:06 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Evans, Comm Reps Kulkarni and Wilson, Student Rep Patel

Absent: Comm Reps Harner, Musial and Winner

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

Audience: President Chhatwani, Commissioners Dressler, Friedman, MacGregor, and Kaplan

2. Approval of Agenda:

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni 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 Commissioner Evans to approve the minutes of the January 23, 2024 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Sycamore Park Development – Resolution for Property Sale & Temporary Easement / M24-019 / R24-001

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend to the full board the approval of the resolution regarding the sale of property to School District 54 and a related real estate agreement and temporary easement agreement.

Executive Director Talsma noted that the attorney slightly adjusted the resolution document. The original one is the one that the school district adopted. The one we are approving is the same verbiage but written for us.

Director Hugen highlighted the following:

- The school district is paying us \$350,000 for a brand new playground, removing one ballfield and renovating the other ballfield.
- The school district is looking to start their project in June, as soon as they get through the permit process with the Metropolitan Water Reclamation District.
- The southwest ballfield, the football field and the playground will remain intact for all of 2024.
- The area south of the parking lot will become an underground drainage area but will be a large hole before completion.
- During the 2024-2025 school year, no work will take place.
- In 2025, the entire park will be closed, including the football field.
- The school is creating a three-lane entrance (bus in, bus out, cars).
- They will assist with the drainage for the new playground.
- The soil removed for their drainage area will be used to level out the ballfield.
- There will be new path connecting the new playground area to the sidewalk.
- We will end up with two fully usable baseball fields, the football field, and a new playground. The school will have a new parking lot with new entrance/exit and a building addition.
- The plan is for the school district to complete their work by August 2025, and we will install playground after that.

Commissioner MacGregor asked if there would be access from the parking lot to the football field and concession area while the fence is up during 2024. Director Hugen said he will work with the construction group to make sure there is a gate.

A weather alert interrupted the meeting at 7:19 p.m.. Commissioner Evans made a motion, seconded by Comm Rep Wilson to recess the meeting in order to take shelter. The motion carried by voice vote.

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to reconvene the meeting following the weather alert at 7:48 p.m. The motion carried by voice vote.

The motion carried by voice vote.

B. Surplus Ordinance / M24-011 / O24-001

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend to the full board the approval of Ordinance O24-001, authorizing the disposal, sale or trade-in of surplus property owned by the Hoffman Estates Park District.

Executive Director Talsma noted that this is typical surplus for the park district, and includes the old golf carts, which each had a \$2,000 trade-in value.

The motion carried by voice vote.

C. Balanced Scorecard / M24-017

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend to the full board the approval of the Balanced Scorecard for the fourth quarter of 2023.

Director Hopkins noted the following items that were tracked differently from 2022 to 2023:

- Hockey private lessons were previously run as programs. This year they were outsourced as ice rentals. When comparing apples to apples, the number of participants increased by 226 over the prior year.
- The changes to the way the Explorers Camps were taking registrations resulted in 480 registrations that would have been 1,440 in 2022. To compare apples to apples, 1,364 in 2022 to 1,331 in 2023. One week of STEAM camp had to be canceled in 2023 (equal to 30 participants).
- Executive Director Talsma noted that in general, there was a 10% higher participation rate in 2023.

Commissioner McGinn said that the notes on the scorecard are very helpful.

The motion carried by voice vote.

D. Administration & Finance Board Report / M24-018

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

Commissioner McGinn asked about the increase in Seascape fees. Director Miletic explained that the increase was for the membership pass, not the daily fee. The season

pass increased by about 5%, but we had an early-bird special running at last year's price until the increase went through.

The motion carried by voice vote.

E. Open and Paid Invoice Register: \$708,824.89:

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

Commissioner McGinn asked about the chemical order of \$97,000. Director Hugen responded that this is the early chemical order that was approved by the board in 2023 but is paid for in 2024.

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 Harner to recommend the Board approve the District Wide Operations Statement and Revenue and Expenditure Report as presented.

The motion carried by voice vote.

7. **Committee Member Comments:**

Student Rep Patel said she is happy to be here.

Comm Rep Kulkarni said he is happy to hear about the OSLAD grant.

Commissioner Evans said that last month, Chairman McGinn complimented our Community Reps for all being in attendance. He thanked those that braved the weather tonight.

8. **Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 8:03 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant