

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**March 26, 2024**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on March 26, 2024 at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Comm Reps Harner, Wilson and Winner, Student Rep Patel

Absent: Comm Reps Kulkarni and Musial

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

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

**2. Approval of Agenda:**

Commissioner MacGregor made a motion, seconded by Comm Rep Harner 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 February 27, 2024 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Tax Levy Abatement / M24-028 / O24-002

Comm Rep Harner made a motion, seconded by Comm Rep Wilson to recommend to the full board the approval of Ordinance O24-002 abating taxes levied for the District's bonds for the 2023 Levy.

Executive Director Talsma noted that this is the annual housekeeping item to ensure we do not have double taxation on our rollover bonds.

The motion carried by voice vote.

B. Marquee Signs Upgrade / M24-029

Comm Rep Harner made a motion, seconded by Comm Rep Wilson to recommend to the full board to approve the purchase of eight (8) LED displays for a total of \$635,410, with an approximate 15% contingency of \$95,000 for a total of \$730,410 from Vernon & Maz, Inc..

Executive Director Talsma noted the following:

- This was discussed during budget time. The board approved a budget of \$800,000, as those were the quotes we had received. This is for all four marquee signs in the district.
- All are under warranty until October, but they need to be replaced before then, as the current panels frequently stop working.
- Deputy Director Bechtold met a company at conference who is an approved vendor through Sourcewell (cooperative purchasing agreement). Their quote was \$635,410. We added a 15% contingency in case any of the structures need to be repaired. All LEDs will be replaced with current technology.
- References from other districts all came back favorable.

The motion carried by voice vote.

C. Administration & Finance Board Report / M24-030

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

Director Hopkins said that Microsoft 365 is now installed throughout the District. We have implemented SharePoint and Teams and have created a training video. We are developing a work request system and testing it with the business department first. We have also added a staff feedback section.

Commissioner McGinn asked about the new software at Toptracer for food and beverage. Deputy Director Bechtold said it is moving along; staff is still in the final stages of implementation but so far it is working well.

The motion carried by voice vote.

D. Open and Paid Invoice Register: \$1,345,725.95:

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

The motion carried by voice vote.

E. 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.

Comm Rep Winner noted that the leagues, programs, and instruction were down from last year. Director Hopkins said she can double check, but this appears to be a timing issue.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner said he felt bad for not attending last month until he heard that a tornado touched down not far from the building. He added that a woman attended a village meeting and complained about the cars parked at Seascap. Executive Director Talsma said this is a rental that brought the District \$20,000, and the cars will be gone before Seascap opens.

Commissioner McGinn said the new green wall looks nice in the lobby at Triphahn Center. Executive Director Talsma added there are new tablets there to look up programs.

8. **Adjournment:**

Comm Rep Winner made a motion, seconded by Comm Rep Harner to adjourn the meeting at 7:21 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant