

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
May 28, 2024

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on May 28, 2024, at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Chhatwani, Chairman McGinn, Comm Reps Harner, Kulkarni (7:11), and Winner

Absent: Commissioner Evans, Comm Reps Musial and Wilson

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: Commissioners Friedman, Kaplan, Dressler, and MacGregor, Wolf Peddinghaus, Mirza Baig

2. Approval of Agenda:

Comm Rep Harner made a motion, seconded by President Chhatwani to approve the agenda as presented. The motion carried by voice vote.

3. Approval of the Minutes:

Comm Rep Harner made a motion, seconded by Comm Rep Winner to approve the minutes of the April 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. Natural Gas Contract / M24-045

Comm Rep Harner made a motion, seconded by Comm Rep Winner to recommend to the full Board to enter into a variable rate natural gas contract for a period of two years.

Director Hopkins explained that historically we have entered into a fixed priced contract. All providers are reluctant to lock into a fixed price contract right now since we are at a low point. Agreeing to a variable rate contract offers some savings right now over Nicor, but not significant. She added that we can renegotiate for a fixed contract with no penalties should the market change.

Comm Rep Harner asked what the largest gas uses are for the District. Executive Director Talsma replied that our facilities and the heat they use are the largest, as well as the ice rinks.

The motion carried by voice vote.

B. Permissive Drivers for Personal Use Vehicles / M24-046

Comm Rep Harner made a motion, seconded by President Chhatwani to recommend to the full board the approval of a change to Personnel Policy 11.8.17, Section 2.D.

Executive Director Talsma noted that according to PDRMA, all personal use vehicles are completely covered for personal use vehicles, and if drivers are permitted by the agency, they are covered. He added that staff is only looking to allow the spouse/partner of the primary driver of the two personal use vehicles we have in the District to be permitted drivers.

Executive Director Talsma added that this change would update the policy as well as the Executive Director contract to add “spouse or partner” to permitted drivers of the personal use vehicles. Other family members or individuals, except for spouse or partner, are not authorized to drive the vehicle except in case of emergency.

Executive Director Talsma proposed the following sentence be added to section 2.D of the policy: “Personal use vehicles for the Director of Parks, Planning & Maintenance and the Executive Director may be driven by their spouse or domestics partner.”

Comm Rep Harner made a motion, seconded by President Chhatwani to approve the policy as amended. The motion carried by voice vote.

C. Balanced Scorecard / M24-038

Comm Rep Harner made a motion, seconded by President Chhatwani made a motion to recommend to the full Board the approval of the Balanced Scorecard for the first quarter of 2024.

Commissioner McGinn asked about the events being down \$1,000. Director Hopkins explained that this is primarily due to the “Daddy-Daughter” and “Mother-Son” dances being combined into one and had lower total enrollment. She added that now that patrons realize what this is, we should see numbers grow next year.

The motion carried by voice vote.

D. Administration & Finance Board Report and 1st Quarter Goals / M24-044

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

Executive Director Talsma noted that the audit will be presented in June.

Commissioner McGinn thanked Director Hopkins for all her hard work on the Popular Financial Report.

The motion carried by voice vote.

E. Open and Paid Invoice Register: \$780,568.63:

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

Comm Rep Kulkarni asked if we exceeded the expense on this project. Executive Director Talsma responded that no, there are multiple parts of this approved capital item, and the expenses will continue to be listed.

The motion carried by voice vote.

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

President Chhatwani 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 which two months we typically receive tax payments. Director Hopkins responded that June and September are the tax months.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner said his neighbors are happy with the work done at the pond at Black Bear Park.

Comm Rep Kulkarni said great job to Director Hopkins and team for the Popular Report.

Commissioner McGinn congratulated Director Hopkins and thanked her for her hard work.

8. **Adjournment:**

Comm Rep Harner made a motion, seconded by President Chhatwani to adjourn the meeting at 7:26 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant