

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**February 25, 2025**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on February 25, 2025, at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Comm Reps Harner and Musial, President Chhatwani

Absent: Commissioner Kaplan, Comm Rep Pilafas, Wilson, and Winner

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Administrative Services Amy Rivas, Executive Assistant Flynn, IT Associate Hassler

Audience: Commissioners Friedman and Evans, Comm Rep Dowling

**2. Approval of Agenda:**

President Chhatwani 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:**

Executive Director Talsma noted that the Q&A from the January meetings have been corrected in the minutes.

Comm Rep Harner made a motion, seconded by President Chhatwani to approve the minutes of the January 28, 2025 meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. IMRF Authorized Agent / M25-022 / R25-001

President Chhatwani made a motion, seconded by Comm Rep Harner to recommend to the full board the approval in nominating Amy Rivas as the District's IMRF Authorized Agent.

Executive Director Talsma introduced Amy Rivas to the A&F Committee. As the new Director of Administrative Services, she will be named the Authorized Agent for IMRF.

The motion carried by voice vote.

B. Tax Levy Bond Abatement / M25-019 / O25-001

President Chhatwani made a motion, seconded by Comm Rep Harner to recommend to the full board the approval of Ordinance O25-001 abating taxes levied for the District's bonds for the 2024 Levy.

Executive Director Talsma said that this is the normal ordinance that abates the bonds so we don't have double taxation on the debt service for the bonds.

The motion carried by voice vote.

C. Balanced Scorecard / M25-020

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

Executive Director Talsma discussed the soccer program, the changes that have taken place over the last couple of years, and some analysis that staff is working on to bring the numbers back up.

The motion carried by voice vote.

D. Administration & Finance Report and 4Q2024 Goals / M25-111

Comm Rep Harner made a motion, seconded by President Chhatwani to recommend to the full board to include the February Administration & Finance Report in the February Executive Director's Report.

The motion carried by voice vote.

E. Open and Paid Invoice Register: \$646,802.93:

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

Comm Rep Musial suggested looking into making electronic deposits to the banks, rather than having a staff member drive to all facilities each day to pick up the deposits. Executive Director Talsma said that staff will look into this.

Commission McGinn asked about Placer AI. Executive Director Talsma explained that general concepts of the software and said that staff will provide updates as we learn more.

Executive Director Talsma noted that the TimePro time and attendance software was something the district purchased to try to save money, but it is not what we need. It does the basics, but the cost savings are not worth the added work for staff to incorporate the data into the payroll system.

The motion carried by voice vote.

F. District Wide Operations Statement and Revenue and Expenditure Report

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

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner announced that this is the second year for the Hope Fore Hoffman golf outing. The Hoffman Foundation is designed to get aid to all Hoffman Estates residents that are in need. The goal is to raise \$35,000 and have 140 golfers.

Comm Rep Musial said she had a great time sledding with her grandkids at Pine Park. The new hill was very nice and well-used. It was nice to have the path on the side to walk up.

Commissioner McGinn said he is looking forward to the IAPD Legislative Breakfast on Saturday.

8. **Adjournment:**

President Chhatwani made a motion, seconded by Comm Rep Harner to adjourn the meeting at 7:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

We received the following questions regarding information in the A&F packet for tonight's meeting:

1. PLACER LABS INC 12.44002334 01-10-7400-5050 INFORMATION SERVICE AGREEMENTS  
GENERAL ADMINISTRATION LOCATION BASED ANALYTICAL SERVICE CHECK 12,000.00  
PLACER LABS INC **Total \$12,000.**

can you refresh my memory on this service please?

Placer labs is a consumer insights company that provides data on foot traffic, demographics, interests, and price points among a myriad of other information. This will aid marketing efforts, pricing of programs and services, information about what programs and services we should be offering to best serve our community, support information for obtaining sponsorships, how far our reach is outside the community for events and activities that do not require registration, etc.

2. TIME PRO BY COMMEG SYSTEMS, INC 24102901-F 01-93-1030-5000 SOFTWARE LICENSING  
GENERAL CAPITAL PROJECTS TIMEPRO WEB DASHBOARD SOFTWARE 1 CHECK  
13,572.50 49 2/17/2025 10:21 AM 34 OF 41 INVOICE REGISTER FOR HOFFMAN ESTATES  
PARK DISTRICT INVOICE DUE DATES 01/15/2025 - 02/11/2025 BOTH JOURNALIZED AND  
UNJOURNALIZED BOTH OPEN AND PAID VENDOR NAME VENDOR NAME INVOICE  
NUMBER ACCOUNT NUMBER ACCOUNT DESCRIPTION FUND DEPARTMENT INVOICE  
DESCRIPTION PAY TYPE AMT TIME PRO BY COMMEG SYSTEMS, INC 24102901-F 01-93-  
1030-5000 SOFTWARE LICENSING GENERAL CAPITAL PROJECTS IMPLEMENTATION &  
CONFIGURATION 1 CHECK 2,125.00 24102901-F 01-93-1030-5000 SOFTWARE LICENSING  
GENERAL CAPITAL PROJECTS WEB DASHBOARD TRAINING 1 CHECK 975.00 24102901-F  
01-93-1030-5000 SOFTWARE LICENSING GENERAL CAPITAL PROJECTS IAPD DISCOUNT  
CHECK (1,247.50) TIME PRO BY COMMEG SYSTEMS, INC **Total 15,425.00** TOTAL FIRE &  
SAFETY INC 202500198 01-20-8200-5020 MAINTENANCE & REPAIRS - PARKS GENERAL

What % if the \$15,425.00 of the total cap expenditure budget?

The \$15,425 was the final payment to TimePro for the remaining balance of the implementation fee of the software.

3. **Balance Scorecard-** the **soccer participation numbers** seem low.....is the Aces program doing OK?  
We did see approximately a 30% decrease in soccer registrations utilizing the Aces program in 2025. However, we are confident we will see numbers increase with the Aces soccer program. Their director, Duane Cruz, has continually enhanced programming each season with increased communication, coach training, on-site support, and community-building activities. In addition, we have an Aces onsite soccer staff member (Coach Bubba Cruz) at all the games, which has received great reception from the parents and kids. Staff continue to work on this partnership. Fall 2024 post-season survey results were positive, and marketing has made soccer a priority this spring with an extensive marketing campaign. We have attached a two-page article that was included in the Daily Herald Camp Guide last week, highlighting our soccer and baseball programs.
4. Why was nothing reported for insurance on the District Wide Operations Statement for 22, 23 and 24.  
The column with a number for 2025 for insurance is the budget amount for the year. The payments are due June 30 and December 31, so there is no amount since the columns are only January YTD numbers in each of the years shown.
5. The question asked via email that are attached to last months minutes are not this committees questions  
The minutes have been updated with the correct Q&As and have been reloaded on the website.

6. Memorandum M25-021 – Technology - ....installation of new flooring at golf course? Do we mean the clubhouse? Toptracer? What flooring is being replaced?  
All of the carpeting on the first floor of the clubhouse is being replaced with vinyl flooring. IT has been preparing the office and pro shop areas by relocating computers and ensuring that the install crew has ample space to move around desks and pro shop furniture for the installation process.
7. Invoice register – Golf Genius Software renewal \$3,900 – do we know how many people use this software to validate it is worth the annual subscription?  
Golf Genius Software is our comprehensive tournament and event management platform. It powers all our internal special events, golf leagues and Toptracer leagues golf events by creating custom websites for each event, along with handling live scoring and tournament operations. Additionally, it is used for every golf outing we host throughout the season, providing custom scorecards, cart plates, player rosters, event tracking, and managing all other essential aspects of hosting a successful event.
8. Mileage reimbursement for Jenna Pearson for bank facility pickup – what needed to be picked up that couldn't be done electronically? That's 216 miles based on what she was reimbursed.  
Jenna Pearson travels to all facilities each weekday to pick up deposits, about 10 miles each day.