

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

**1. Roll Call:**

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

Present: Chairman McGinn, Commissioner Kaplan, Comm Reps Harner, Musial, and Winner

Absent: Comm Rep Pilafas and Wilson

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Finance & IT Hopkins, Director of Administrative Services Amy Rivas, Executive Assistant Flynn, Superintendent of IT Agudelo

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

**2. Approval of Agenda:**

Comm Rep Winner 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 Winner made a motion, seconded by Comm Rep Harner to approve the minutes of the February 25, 2025 meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

**A. Surplus Ordinance / M25-030 / O25-002**

Comm Rep Harner made a motion, seconded by Comm Rep Winner to recommend to the full board the approval of Ordinance O25-002, an “Ordinance Authorizing the Disposal, Sale or Trade-In of Surplus Property Owned by the Hoffman Estates Park District”.

Executive Director Talsma stated that these are items from the maintenance department that have been replaced this year, as well as some items from The Club.

The motion carried by voice vote.

**B. Administration & Finance Report / M25-033**

Comm Rep Harner made a motion, seconded by Commissioner Kaplan to recommend to the full board to include the March Administration & Finance Report in the March Executive Director’s Report.

Comm Rep Winner asked about sold memorial items and if they are paid once they are installed. Executive Director Talsma said yes, we used to have them pay afterwards, but we have recently changed the procedure and now the customer pays in advance of the purchase and installation of the memorial plaque.

The motion carried by voice vote.

**C. Open and Paid Invoice Register: \$608,969.90:**

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

Comm Rep Musial asked about two identical payments to Comcast. Director Hopkins explained that this is for two separate monthly payments.

The motion carried by voice vote.

**D. District Wide Operations Statement and Revenue and Expenditure Report**

Comm Rep Harner made a motion, seconded by Comm Rep Winner 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 said he was proud to vote for the commissioners who are running for re-election.

Comm Rep Musial said she went to the Fish Fry, which was very good, and she has been enjoying Toptracer.

Comm Rep Winner said he enjoyed the quick meeting.

Commissioner McGinn thanked the community representatives for their time and contributions. He added that the Fish Fry last week was very good.

**8. Adjournment:**

Comm Rep Winner made a motion, seconded by Comm Rep Harner to adjourn the meeting at 7:12 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) Districtwide Operations Statement and Revenue & Expenditure Report (page 54/63)

REVENUE

	2024YTD	2025YTD
Leagues	\$81,890	\$45,189
Programs	\$618,414	\$571,016

Are the YTD 2025 numbers down vs last year primarily a sign up cut off timing issue or other?

Memberships    \$338,591       \$389,590       awesome increase . Renovations paying off. Export pick up helped!

**League Revenue**

Hockey league revenue is down from the prior year. This is due to a wide range of factors. We are down a small number of participants, but at fees nearing \$1,500 per player, that will cause a significant impact. We moved back to parent coaches, which gave those individuals a discount on the fee of between 15% and 20%. However, this is offset by Hockey Youth League Wages dropping from nearly \$29,000 in 2024 to just over \$10,000 in 2025. Adult leagues were not offered for the 2024/2025 season due to low registration, but the ice was rented instead which has a much better net profit.

**Program Revenue**

The decline is in childcare, with the Kinder-STAR afterschool program being reduced by \$45,000 due to the move to full-day kindergarten at District 15.

- 2) This falls more into the category of curiosity. In the District Operations Statement, is there a reason Service Fees were so high this time last year?

Fixed Asset Disposal (trade-in or sales price) is recorded as miscellaneous income, which shows up in Service Fees. In this case, the District received \$168,000 from the trade-in of the golf carts.