

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**October 28, 2025**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on October 28, 2025, at 7:07 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kaplan Comm Reps Harner, L. Henderson, and Winner

Absent: Community Reps Musial and Wilson

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Administrative Services Rivas, Director of Recreation Sweeney, Executive Assistant Flynn

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

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Commissioner Kaplan made a motion, seconded by Comm Rep Harner to approve the minutes of the September 30, 2025 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Sexual Harassment Training

Director Rivas presented the annual Sexual Harassment Training to community reps.

B. Policy Changes / M25-099

Commissioner Kaplan made a motion, seconded by Comm Rep Winner to recommend to the full board the approval of the updated Policy Manual and Personnel Policy Manual revisions as proposed.

Executive Director Talsma highlighted the following revisions:

- Ordinances and Resolutions can now go on Consent Agenda if formerly recommended at the Committee level.
- We are changing the title and verbiage of our Grievance Procedure to “Review of Dismissal.”
- Our pay period is changing to Sunday to Saturday (was Saturday to Friday) with our new payroll system (Paycom). Requesting time off is through the app now too.
- We currently have three floating holidays and three personal days we issue to staff that are issues three times throughout the year. We would now like to issue them all on January 1 but not paid out if the employee leaves the district.
- We have presented our existing board policy for motorized vehicles and are proposing no changes. Very simply, no motorized vehicles are allowed in our parks or on our paths. We will request from the village a statement that the park district paths are not included in their ordinance.

Commissioner Evans asked for further clarification of the Review of Dismissal. Director Rivas explained that PDRMA recommended to keep the review out of the board. It does not mean the board cannot be communicated with but takes the onus off the board. The possibility of going to the board is still there

Comm Rep Harner asked how we would enforce the no motorized vehicles policy. Executive Director Talsma said that we cannot enforce it completely, but we are hoping that getting the village aligned with us will help.

Commissioner Evans said we should change the policy to read “prohibited from use in all open space, parks and walking and riding paths.” Executive Director Talsma said we would amend the policy to reflect this.

The motion carried by voice vote.

C. Limited Bond Issue Ordinance / M25-098 / O25-004

Comm Rep Harner made a motion, seconded by Comm Rep Henderson to recommend to the full board the approval of Ordinance O25-004 for the issuance of \$3,350,000 of General Obligation Limited Bonds.

Executive Director Talsma said that we used Dan Danys at Austin Meade, and the bonds will be through Wintrust. These bonds pay debt and capital improvements. We are hoping to be under the 4% mark for an interest rate.

The motion carried by voice vote.

D. Administration, Finance & IT Report and 3Q2025 Goals / M25-100

Comm Rep Harner made a motion, seconded by Comm Rep Henderson to recommend to the full board to include the October Administration, Finance & IT Report and 3<sup>rd</sup> Quarter 2025 Goals in the October Executive Director's Report.

Executive Director Talsma highlighted the following:

- We have extended an offer to Julie Vogt for the Director of Finance position.
- Some restructuring of this division: IT is now reporting to the Director of Administrative Services; Deputy Director Bechtold is now overseeing the Business Department.

The motion carried by voice vote.

E. Open and Paid Invoice Register: \$1,035,462.89:

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

The motion carried by voice vote.

F. Revenue and Expenditure Report

Comm Rep Harner made a motion, seconded by Comm Rep Winner to recommend the Board approve the Revenue and Expenditure Report as presented.

Executive Director Talsma noted that the new Director of Finance would be creating her own reports to bring to the committee.

Commissioner McGinn noted that senior numbers are down. Executive Director Talsma said that staff have been working on communicating with the seniors and gathering interest. There will be an open house at the Senior Center this week. Staff is working with the Village as well to see if we can get the word out. They are working on different ways to communicate and engage.

Commissioner Evans said that Haunted Hoffman was wonderful.

Comm Rep Henderson asked if the senior population is up, down, or flat. Executive Director Talsma said that we are up. He added that seniors have a tendency to go to the Township, and the Village also has a large coffee/luncheon program. Superintendent Miletic is now on a couple of committees and making connections.

The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Harner gave kudos to all the disc golf players. He gets 30-40 discs in his yard daily, but they are all very nice people.

Commissioner McGinn said he missed the IAPD awards gala but is sounded like everything went well.

**8. Adjournment:**

Comm Rep Harner made a motion, seconded by Comm Rep Henderson to adjourn the meeting at 7:52 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant