

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**December 17, 2025**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on December 17, 2025, at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Community Rep Winner

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Administrative Services Rivas, Director of Finance Vogt, Director of Recreation Sweeney, Director of Parks, Planning & Maintenance Hugen, Executive Assistant Flynn

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

**2. Approval of Agenda:**

Comm Rep Wilson made a motion, seconded by Commissioner Kaplan to approve the agenda as amended. The motion carried by voice vote.

**3. Approval of the Minutes:**

Commissioner Harner made a motion, seconded by Comm Rep Henderson to approve the minutes of the November 25, 2025, 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 Ordinance / O25-005 / M25-113**

Comm Rep Harner made a motion, seconded by Commissioner Kaplan to recommend to the full board to approve the Annual Levy Ordinance O25-005 in the amount of \$12,812,300 to be collected for the 2025 fiscal year.

The motion carried by voice vote.

**B. 2025 PTELL Ordinance / O25-006 / M25-113**

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to recommend to the full board to approve the PTELL Reduction Ordinance O25-006, instructing the county where to reduce the levy if necessary.

The motion carried by voice vote.

**C. Comcast Network Fiber & Xfinity Coax Upgrade / M25-114**

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to recommend to the full board to enter into the following contracts with Comcast/Xfinity:

- A new three (3) year contract with Comcast to update the District's outlined fiber private network infrastructure to 1GB for a monthly cost of \$8,499.02.
- A new two (2) year contract with Xfinity to upgrade the District's outlined coax public internet and TV for a total monthly cost of \$1,255.

Comm Rep Harner asked about the fiber coming into Triphahn Center, concerned about a fiber cut taking down all service for the facility. Executive Director Talsma said we will be using the same lines we had before, and we do have a redundancy at the maintenance building.

Comm Rep Musial asked about the prior invoices including Seascape and Freedom Run, but the table in the memo does not include these two locations. Executive Director Talsma said in the past we allocated costs based on percentage uses, although there wasn't necessarily a bill for all locations. He added that the dog park is not on the fiber network, and Seascape shares off of the golf course line.

Commissioner MacGregor asked if the 1G service can be shared with the public. Executive Director Talsma responded that we want to keep it separate.

Commissioner Evans asked if we check other providers. Executive Director Talsma said no that we have been with Comcast for a very long time and all of our infrastructure is with them. We are not aware of another provider than has fiber available for all of our locations.

The motion carried by voice vote.

D. Administration, Finance & IT Report / M25-116

Comm Rep Wilson made a motion, seconded by Comm Rep Henderson to recommend to the full board to include the December Administration, Finance & IT Report in the December Executive Director's Report.

The motion carried by voice vote.

E. Open and Paid Invoice Register: \$459,496.75:

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

Comm Rep Musial noted a payment made to Aqua Pure Enterprises; that some of it was going to the general fund. Director Huguen said that all maintenance goes through the general fund.

Comm Rep Musial asked about the expenses at Vogelei going to the general fund. Director Huguen said that the OSLAD project expenses go through this fund, and the grant reimbursement will come through that same fund.

Comm Rep Musial noted that there was only a ComEd expense for Cottonwood this month. Executive Director Talsma replied that our meetings were earlier this month, so most of the bills had not been received by the time the report was run.

The motion carried by voice vote.

F. Revenue and Expenditure Report

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

Comm Rep Musial noticed that both revenues and expenses are both below budget and wondered if we will fall short of revenues. Director Vogt noted that the Cook County tax bills were sent out late, so those payments are coming in later than expected. Executive Director Talsma said we are confident we will receive the tax payments and meet budget. When we receive them, they will be reported back to 2025.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner said the path around Black Bear Park was cleared right away with the snow.

Comm Rep Henderson said they will have a pop-up DMV on January 6. If you have licensing or Real ID needs, there are still a few appointments available.

Commissioner Kaplan said happy holidays to everyone.

Comm Rep Wilson said Happy New Year.

Commissioner McGinn said thank you to our Community Reps for their input, and thanks to Executive Director Talsma and staff for their work and financial stewardship.

Director Huguenot noted that the common areas of the Triphahn Center building would receive new paint in January and new flooring closer to February.

**8. Adjournment:**

Comm Rep Henderson made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 7:29 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

The following question was asked and answered via email prior to the A&F meeting:

**Fund 11 The Club**

	11/30 YTD Act	2025 Budget	Variance
Fitness Revenues	\$2,300,076	\$2,187,150	+ 105%
Expenses	\$ 172,733	\$225,107	77%

Revenues are ahead nicely but expenses seem to be trailing a bit.

My question is do we expect any significant expenses in December to narrow this gap, or will we have true upside to budget on the expense side at year end? Many times, when revenue is up we see a corresponding increase in expenses to support the growth.

Fitness revenues are performing very well year-to-date, primarily driven by strong membership rates, and are currently exceeding budget. On the expense side, costs are tracking below budget, and we do not anticipate any significant or unusual expenses in December that would narrow the variance. The Club is having an excellent year, with revenues exceeding expectations and expenses well controlled.