

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
February 24, 2026

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on February 24, 2026, at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Kaplan

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

Audience: President Friedman, Commissioners Chhatwani, Evans, MacGregor

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Musial made a motion, seconded by Comm Rep Henderson to approve the minutes of the January 27, 2026, meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Surplus Ordinance / M26-019 / O26-003

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to recommend to the full board to approve the Surplus Ordinance O26-003.

Executive Director Talsma noted that the list is long because we cleaned out the Central Storage area. Many items are irrelevant, as their initial value was less than \$500. Staff is looking into changing the ordinance to something more reasonable and up to date with today's values.

Comm Rep Winner asked what the timeframe is for replacing items on the list. Executive Director Talsma said that typically we move items to surplus once we know the replacement is on the way.

Comm Rep Harner asked how we dispose of autos and buses. Executive Director Talsma responded if they are not used as a trade-in and they are running, they go to GovDeals.com, a municipal auction site. Some in non-working condition can go there as well for their scrap value.

The motion carried by voice vote.

B. Administration, Finance & IT Report / M26-020

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

The motion carried by voice vote.

C. Open and Paid Invoice Register: \$1,539,866.98:

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

The motion carried by voice vote.

D. Revenue and Expenditure Report

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

The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Henderson said the Hanover Township job fair is coming up April 9, and we could send staff over to recruit. He asked if we could add the job fair to the marquee.

Comm Rep Wilson asked if we maintain the playground equipment behind Churchill School. Commissioner Evans said that is Schaumburg Park District property.

Comm Rep Musial said she has enjoyed using Toptracer; it is a great facility. Reservations are a necessity now, as it's been very busy.

Commissioner McGinn thanked the Community Reps for their ongoing support, and congratulated Director Rivas for being elected chair of PDRMA.

8. Adjournment:

Comm Rep Wilson made a motion, seconded by Comm Rep Henderson to adjourn the meeting at 7:27 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

The following questions were asked and answered via email prior to the A&F meeting:

- There are multiple fuel invoices from **Al Warren Oil** totaling **\$4,031.39** in a short window of time. Is this a consistent year over year number or are using a lot of oil this year?
This is the fuel orders of regular gas and diesel fuel. Orders are typically twice per month and usually 10-20 days apart for the entire year. Fuel is ordered based on the level of our underground tanks and the minimum amount we can have in the tanks. Last year our February total was \$5,043.01.
- Possible correction to Minutes of January 27th meeting under New Business C – third paragraph – Comm Rep Dowling asked.... – I do not know who this is (maybe I should) but they are also not listed at start of minutes as in audience. Maybe they should be?
Comm Rep Maggie Dowling was in attendance (this will be corrected in the A&F Minutes), as shown in the Board Meeting minutes from the same day. She was in the audience and asked a question about Seascape. Ms. Dowling was a B&G Community Rep, appointed in May 2024. However, she has recently stepped down from her committee.
- Invoice register - What is the \$7,366.95 charge under dispute credited to miscellaneous expense for? Was the original charge put to miscellaneous expense as well?
On Dec. 31, 2025, there were several foreign transactions on one of the staff credit cards. This was caught and disputed immediately. The initial charge was listed under Miscellaneous Expense on the Open and Paid Invoice Register in the January A&F packet. The credit card company reversed the charged and credited them back to the account which appeared in the February Open and Paid Invoice Register statement.
- Reimbursement to Cindy for staff lunch – why wasn't the District Capital One card used so we could get the purchasing card income?
Cindy inadvertently used her personal card to pay for the quarterly staff meeting lunch, as the two cards look similar.
- Productive Parks appears to be new subscription service the district is using. What is this? (similar question asked by two people):
Productive Parks is a maintenance management software that the parks department will use for task and labor tracking, all inspections (building and in the field), asset maintenance scheduling, and inventory management. It will also serve as the work order management system for the entire district.

- Service Sanitation – We pay for a unit at South Ridge Park. Why aren't we using the permanent facilities located there?

The permanent facility is not heated, so we shut it down over the winter to keep the pipes from freezing. This is the case at South Ridge, Fabbrini, Sycamore, Cannon Crossing and Canterbury Fields. We use Porta Pottys at Fabbrini, South Ridge, and Black Bear in the winter, as those are the paths that we keep plowed.