

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**March 24, 2026**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on March 24, 2026, at 7:11 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Chairman McGinn

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

Audience: President Friedman, Commissioners Dressler, MacGregor

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep Wilson made a motion, seconded by Comm Rep Henderson to approve the minutes of the February 24, 2026, meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. NWSRA IGA – Conflict of Interest Disclosure and Waiver / M25-025

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to recommend to the full board the approval of the Disclosure, Consent, and Waiver of Conflicts of

Interest Request from Robbins-Schwartz for the Intergovernmental Agreement with NWSRA regarding the continued rental of the Vogelei House.

Executive Director Talsma stated that this is straightforward, and the two organizations have different attorneys within the same firm, so they are agreeing to a waiver of conflict of interest.

Comm Rep Musial said the perception to the public is that there is a conflict of interest, particularly with Executive Director Talsma on the NWSRA board.

Comm Rep Winner asked if this is normal. Executive Director Talsma said it can happen, given that there are only three or four different firms who specialize in park district law. He added that there will not be any changes to our agreement with NWSRA; it is a renewal of the current lease terms.

Commissioner Kaplan said he has represented two parties at the same time as an attorney and if there is a conflict, they will seek out an additional firm.

Comm Rep Musial voted nay. Commissioner Kaplan, Comm Reps Harner, Henderson, Wilson and Winner voted aye. The motion carried by voice vote.

B. Administration, Finance & IT Report / M26-024

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

The motion carried by voice vote.

C. Open and Paid Invoice Register: \$1,174,123.91:

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

Comm Rep Musial asked why the Hyatt invoices were different amounts for different conference attendees. Director Vogt explained that staff stayed at the hotel for a different number of nights depending on when they were required to be on site for different events.

Comm Rep Winner asked about the large number of golf balls that were purchased. Deputy Director Bechtold explained that this was the annual purchase to replenish the range at the beginning of the season.

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 thanked the district for advertising the financial pre-planning event. He said that 90 people attended. The job fair is coming up next month.

Comm Rep Winner said it was nice to see people at the golf course on Friday as he went to the Fish Fry. The website looks good.

Executive Director Talsma told everyone to take a look at the website.

President Friedman said he would send a couple of corrections for the website to Executive Assistant Flynn.

8. **Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Henderson to adjourn the meeting at 7:23 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant