

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
May 26, 2026

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on May 26, 2026, at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Kaplan, Comm Rep Wilson

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

Audience: President Friedman, Commissioners Chhatwani, Dressler, Evans; Maggie Dowling

**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:**

Comm Rep Harner made a motion, seconded by Comm Rep Winner to approve the minutes of the April 28, 2026 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None.

**5. Old Business:**

None.

6. **New Business:**

A. Wintrust Resolution / M26-049

Comm Rep Winner made a motion, seconded by Comm Rep Harner to recommend to the full board the approval of the Wintrust Resolution, authorizing the Executive Director, Deputy Director, and Director of Finance to be authorized signers to open, deposit to, and withdraw from Wintrust accounts.

Executive Director Talsma explained that Wintrust requires its own resolution granting broad authority to authorized signers. The district will rely on internal controls, including dual authorization for electronic checks, purchase order workflows, and system approvals. Director Vogt confirmed auditors reviewed the process. Additional safeguards include positive pay and insurance coverage. Contingency procedures for unavailable signers were also discussed.

The motion carried by voice vote.

B. Armored Car Service / M26-042

Comm Rep Harner made a motion, seconded by Comm Rep Henderson to recommend approval of the Davis Bancorp Armored Car Service Agreement, pending final legal approval, for an annual total of \$20,700 with a one-year term for secure cash deposit pickup and transportation services.

Executive Director Talsma noted this improves safety by eliminating staff transport of cash. Deputy Director Bechtold stated multiple vendors were reviewed and the selected vendor was most cost-effective. Legal counsel has reviewed the agreement. Pickup frequency and potential future cashless operations were discussed.

The motion carried by voice vote.

C. Fourth Amendment to the Sears Business Park Declaration of Protective Covenants / M26-050

Comm Rep Winner made a motion, seconded by Comm Rep Henderson to recommend approval of the execution and signing of the Fourth Amendment to the Sears Business Park Declaration of Protective Covenants, thereby formally expressing the District's support for the proposed multifamily residential development and the expansion of permitted uses within the Sears Business Park to include residential use on the subject property.

Executive Director Talsma explained the amendment allows residential development in a previously restricted area of the Sears Business Park. The district supports the project and has yet to work out details of land or cash contributions. Discussion included density projections and lack of nearby park space within ½ mile.

The motion carried by voice vote.

D. Surplus Ordinance / M26-048 / O26-004

Comm Rep Winner made a motion, seconded by Comm Rep Henderson to approve Ordinance O26-004, an Ordinance authorizing the disposal, sale or trade-in of surplus property owned by the Hoffman Estates Park District.

Executive Director Talsma explained the surplus items are primarily replaced banquet chairs. Alternate uses were not feasible, so scrap value will be recaptured.

The motion carried by voice vote.

E. Administration, Finance & IT Report / M26-044

Comm Rep Harner made a motion, seconded by Comm Rep Henderson to include the report in the Executive Director's Report.

Discussion focused on recent camera upgrades due to aging equipment, as well as potential expansion into parks to prevent vandalism. Monitoring practices and rationale for upgrades were discussed.

The motion carried by voice vote.

F. Open and Paid Invoice Register: \$1,390,997.07

Comm Rep Harner made a motion, seconded by Comm Rep Henderson to approve the Open and Paid Invoice register as presented.

The motion carried by voice vote.

G. District Wide Operations Statement and Revenue and Expenditure Report

Comm Rep Winner made a motion, seconded by Comm Rep Henderson to approve the financial reports.

Discussion included increased field rentals, bringing the travel hockey program back in-house, seasonal expense timing, and delayed tax revenue recognition.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner said there is more electric bike activity in Black Bear Park, especially as weather gets better. It is not kids using these bikes; all ages are doing this.

Executive Director Talsma said the state passed a law regulating certain scooters, but they provided a carve-out for park districts so we can make our own rules and restrictions. Our rule is there is no electric/motorized vehicles in the parks. He is working with the police department to allow police officers to enforce any and all ordinances (village or park district). We would like to add to the village ordinance that park district paths do not allow these bikes/scooters. He added that we did receive the stencils that we will put on all of the paths.

Comm Rep Harner said turtles have laid their eggs around Black Bear pond, and it is fascinating!

Comm Rep Henderson asked if we could assess fines for the scooters. Executive Director Talsma said we want to work with the village first, but our ordinance should be a hefty fine after first offense.

Comm Rep Winner said good job this month to staff.

Commissioner McGinn thank the Community Reps for their participation and for staff for preparing the reports.

**8. Adjournment:**

Comm Rep Harner made a motion, seconded by Comm Rep Henderson to adjourn the meeting at 7:55 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 meeting:

1. I am slightly confused by M26-050 re Sears Park Declaration. Is this Declaration intended to allow Residential in the entire Sears Business Park area or is restricted to area on Prairie Stone Drive and Beverly? If it is just to apply to the specific area being rezoned to allow the Residential Apartments, shouldn't it specify the legal description of that area and if it is intended to address the entire Park, then the list of 12 non-permitted uses would not encompass other businesses already in the Business Park. The memo was as summarized version of the key highlights the POA outlined in regards to the 4<sup>th</sup> Amendment. In the actual amendment it does identify the 32 acres of property.

LOT 4A5G1A IN THE FINAL PLAT OF RESUBDIVISION OF LOT 4A5G1 BEING A SUBDIVISION OF THE SOUTHEAST QUARTER OF SECTION 31 AND THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 42 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 6, 2007 AS DOCUMENT 0706515096 IN COOK COUNTY.