

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
April 28, 2026

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on April 28, 2026, at 7:16 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Musial

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

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 Wilson made a motion, seconded by Comm Rep Henderson to approve the minutes of the March 24, 2026, meeting as amended, with a correction to the attendance of Commissioner Kaplan and the addition of Comm Rep Musial's nay vote on M26-025. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. American Tower Lease Extension / M26-039

Comm Rep Harner made a motion, seconded by Comm Rep Winner to recommend to the full board the approval of the first amendment to the cell tower lease at Cannon

Crossings with Global Tower Assets III, LLC to extend the lease for seven additional five-year terms commencing with the end of the current lease of July 31, 2038 to July 31, 2073.

Executive Director Talsma noted that American Tower has a cell tower at Cannon Crossings, and they are looking to solidify their lease on a long-term basis. He highlighted the following:

- If at some point they no longer need it, they can get out of the lease.
- We requested a one-time \$10,000 payment to extend the lease.
- They requested 9 additional square feet of base, and we added \$50 to the monthly lease.
- If they get a co-locator on the tower, it would be below them, but they would have to pay us an additional \$200 per month.
- The monthly rate escalates by 3% each year
- We may add one more paragraph stating that if the tower has to be replaced by the district, they will put their equipment back on at no cost to the district.
- The original lease is still the binding document

Commissioner Kaplan asked for an explanation of the timing. Executive Director Talsma said the original agreement was for 35 years, with five-year renewals at their option. Every five years, if they don't want to renew, they can give us notice.

Commissioner Dressler asked if there is a cancellation fee if they opt not to renew. Executive Director Talsma said they would need to finish the five years and the rate would still go up by 3% per year until it finishes.

President Friedman asked how this compares to others around town. Executive Director Talsma said they thought it was more than anyone else pays. We know it is in a desired location.

Commissioner Evans asked if we know how it compares to what other park districts or the village receives for their towers. Executive Director Talsma said the dollar amount we receive is fixed through 2038 and is very favorable going forward with the 3% increase. We know there are some towers by the high school, but we don't know the dollar amount. We feel this is a better location, and the amount is comparable to what we receive up at Willow Rec Center.

The motion carried by voice vote.

B. Resolution Authorizing the Establishment and Management of Bank and Investment Accounts and Designation of Authorized Signers / M26-029 / R26-004

Comm Rep Wilson made a motion, seconded by Comm Rep Harner, to recommend to the full board the approval of the resolution R26-004 authorizing the establishment of and management of bank and investment accounts and the designation of authorized signers.

Comm Rep Henderson said it appears that we are reducing the number of people that need to sign. Executive Director Talsma said that is incorrect. We have multiple

accounts with different vendors and banks. A few of them can take their payment directly from the district account. We want to ensure they don't have access to our main account. We want to have an account for just that vendor. This allows us to open accounts as needed for vendors in this situation. Then every distribution requires two signatures.

Commissioner Dressler said the language "this eliminates the need for the board to be notified," feels like our knowledge is being taken away. Executive Director Talsma said the bank allows this regardless, but we wanted to have a resolution from the board regarding this operational efficiency.

Commissioner McGinn asked if any vendor could do this. Executive Director Talsma said they can, but we will not set it up that way for smaller vendors. This is for larger vendors like Paycom, IPBC, and our HSA accounts.

The motion carried by voice vote.

C. Adoption of Restated Governmental 457(b) Deferred Compensation Plan / M26-013 / R26-002

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to the full board the approval of Resolution R26-002 adopting a restated Governmental 457(b) Deferred Compensation Plan.

Executive Director Talsma thanked Director Vogt for working on this. She noticed that we hadn't modified our 457(b) agreement with new legislation. We also added another 457 option (Mission Square). This is for after-tax contributions. These are employee options to designate portions of their paycheck for investment purposes.

Commissioner Evans asked if there were any ramifications for not offering it in the past. Executive Director Talsma said that we didn't have any employees ask.

Commissioner Dressler noted that the resolution says it is active March 24, 2026. Executive Director Talsma said this is a typo, and we will update that in each place.

President Friedman asked who the other provider is. Executive Director Talsma responded that we have Nationwide and will add Mission Square.

The motion carried by voice vote.

D. SoloRider ADA Golf Cart Purchase / M26-037

Comm Rep Henderson made a motion, seconded by Comm Rep Harner to recommend to the full board the approval to purchase a SoloRider ADA Golf Cart for a total of \$18,375 using contingency ADA funds.

Executive Director Talsma said the old cart is no longer operational and needs to be replaced. This was not specifically budgeted, so even though it is within the Director's spending limits, we wanted to bring it to the board.

President Friedman asked if we are required to have it. Deputy Director said yes.

Comm Rep Winner asked how often it is used. Deputy Director Bechtold said six to ten times per year. It is on our website. Fully accessible with a swivel chair – you can swing from a seated position.

The motion carried by voice vote.

E. Balanced Scorecard / M26-038

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to approve the Balanced Scorecard for the 1st Quarter 2026.

Executive Director Talsma said this has a different look than what we presented before. We tried to streamline the groupings, so they aren't arbitrary. They match our chart of accounts and programs. Staff worked hard to ensure the numbers come directly from our computer system. These should match the financial statements and program reports. Our registration system can drop things off when you put a year to history, so we are working to keep things consistent from year to year. This also matches the groups you see on the new website.

Comm Rep Harner asked why the Grants and Land Donations is so dramatically different. Executive Director Talsma explained that we received two large grants in the first quarter of 2025, and while we do expect to receive grants and/or land donations later in 2026, they did not come in during the first quarter. This is the same for taxes, which depend on when the county sends the distributions. This can vary from year to year. There are also differences with Rec programs. For instance, Breakfast with Bunny could fall in March or April, which are two different quarters.

Director Vogt added that rentals changed largely due to the Wolves vacating the ice arena. Executive Director Talsma added that staff is looking at different rental possibilities for the ice arena.

The motion carried by voice vote.

F. Administration, Finance & IT Report and 1Q2026 Goals / M26-036

Comm Rep Wilson made a motion, seconded by Commissioner Kaplan to recommend to the full board to include the April Administration, Finance & IT Report and 1st Quarter 2026 Goals in the April Executive Director's Report.

Executive Director Talsma thanked Deputy Director Bechtold, Director Vogt and Accounting Manager Pearson for their work on the 2025 audit so far. Sikich has been very good to work with.

The motion carried by voice vote.

G. Open and Paid Invoice Register: \$1,957,200.03:

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

The motion carried by voice vote.

H. District Wide Operations Statement, Revenue and Expenditure Report, and Financial Analysis

Comm Rep Wilson made a motion, seconded by Comm Rep Henderson to recommend the Board approve the District Wide Operations Statement, Revenue and Expenditure Report and Financial Analysis as presented.

Commissioner McGinn said it is nice to see The Club is doing well. Executive Director Talsma said the renovations have absolutely paid off there.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner said he is trying to get rid of a couple of geese that are nesting behind his house. Deputy Director Bechtold gave him a couple of ideas that are within state regulations.

Comm Rep Henderson said the financial analysis and balanced scorecard are great. He added that Pearl will be back to her committee duties. She has a very sore neck.

Comm Rep Wilson said the Breakfast with Bunny was really nice; she liked the Bunny Patch.

Commissioner Kaplan said he is glad that Commissioner McGinn is back this month.

Comm Rep Winner appreciates the updated financial reports.

Commissioner McGinn thanked staff for all of their hard work.

8. **Adjournment:**

Commissioner Kaplan made a motion, seconded by Comm Rep Henderson to adjourn the meeting at 8:02 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. minutes of March 24,2026 meeting - I would like my nay vote on Memorandum M25-025 to be noted in minutes please. [Will add](#)
2. Memorandum M26-029 - Have you bounced this off the Districts auditors to ensure they will not see it at a deficiency in internal control? [The internal control still calls for dual authentication for disbursements from any account. Utilizing different accounts is just an operational process to help ensure efficiencies for bank reconciliations; this is not something we ask our auditors about. We did obtain approval from the bank that this meets their needs \(which is why we are making the resolution\).](#)