hoffman estates park district making life fun

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**MINUTES**
**ADMINISTRATION & FINANCE COMMITTEE**
**September 22, 2026**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on September 22, 2026, at 7:30 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Comm Reps Harner, Henderson, Musial, and Winner, Commissioner Kaplan, Chairman McGinn

Absent:

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 Henderson made a motion, seconded by Comm Rep Harner 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 Henderson to approve the minutes of the August 25, 2026, meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None.

**5. Old Business:**

None.

## 6. New Business:

A. 2026 Virtual Park Tour

Director Hugen provided a virtual tour highlighting recently completed projects, current improvements, and parks scheduled for future renovation. He reviewed the following parks in detail:

**Tall Oaks Park**

- Located in a wooded setting.
- The previous playground was removed by Kids Around the World.
- Park District staff removed old concrete footings.
- A significant drop-off behind the playground was filled utilizing excess mulch that would otherwise have been distributed to residents.
- The grading was modified to create a more gradual slope.
- New poured-in-place rubber surfacing will be installed.
- All playground elements will be renovated except for the shelter.
- Existing mulch walking paths will remain unchanged.

**Field Park**

- Scheduled for renovation in 2027.
- Functions primarily as a passive-use neighborhood park with open space.
- Existing horseshoe pits receive little use; one pit will be converted to a concrete baggo game area.
- Uneven and deteriorating brick pavers will be removed.
- Landscaping improvements are planned at the park entrance.
- The number of pathways leading into the center of the park will be reduced.
- Existing amenities, including benches, shelter, picnic tables, and drinking fountain, will remain.
- Renovation efforts will focus on creating a more functional and easier-to-maintain site.

**Vogelei Park**

- Construction is complete and the park has experienced heavy use throughout the year.
- Amenities include the multi-golf course and playground.
- Several evergreen trees have struggled due to poor soil quality and salt exposure from nearby Golf and Higgins roads.
- Staff plans to remove the affected trees, amend the soil, and install more salt-tolerant species during the fall season.

**Tropicana Park**

- Located on the eastern side of the district near Schaumburg.
- Originally developed around a former swimming pool site that was retained as a water feature.
- Includes a splash pad, bocce courts, open green space, landscaping features, and seating areas.
- Community input previously favored adding a playground.
- A public meeting will be held prior to the 2027 renovation to confirm neighborhood priorities.
- Staff will evaluate updates to both the splash pad and the overall park layout.

- Space limitations may require modification of the central lawn area if a playground is added.

**Colony Park**

- The district's northernmost park.
- Playground equipment is scheduled for replacement in 2027.
- Existing open green space and shelter are expected to remain.
- New playground equipment and synthetic turf surfacing are planned.
- Staff intends to maximize the effectiveness and usability of the available space.
- The curved pathway serves ADA accessibility needs by maintaining acceptable grades.
- The nearby detention basin generally remains dry enough for maintenance due to village stormwater infrastructure.

Executive Director Talsma noted that the district is planning changes to the maintenance of sign landscaping areas. At the remaining parks where volunteers plant flowers supplied by the district, the flowers have grown to the point of obstructing park signage. Moving forward, staff plans to replace those plantings with landscaping located behind the signs to improve visibility and maintenance.

Discussion included planned improvements at smaller neighborhood parks, including replacing existing brick pavers with concrete walkways.

Regarding Tropicana Park, Executive Director Talsma explained that the park will be taken to a public meeting process. If a playground is added, either the central gathering area or the bocce courts may need to be removed. Staff intends to retain the existing water feature because it represents the historical character of the former swimming pool property, but recognizes that residents have expressed interest in adding a playground. Feedback received through the public meeting process will help determine the preferred direction for the renovation.

Executive Director Talsma also noted that staff is currently working through the budget process and that project timing or priorities may shift as those discussions continue.

B. Limited Bond Issue Ordinance / M26-076 / O26-006

Commissioner Kaplan made a motion, seconded by Comm Rep Harner to recommend to the full board the approval of the 2026 Limited Bond Issue Ordinance.

Executive Director Talsma explained that the district completes a limited bond issue annually. He noted that interest rates have risen, making this year's issuance less favorable than in previous years. He added that Wintrust is expected to provide the most competitive rate, and the ordinance gives the Executive Director authority to execute the transaction when market conditions are most favorable, as bond pricing occurs over a very short timeframe.

The motion carried by voice vote.

C. Administration, Finance & IT Report / M26-072

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

Executive Director Talsma noted that Comm Rep Musial had submitted several questions in advance of the meeting and that staff had prepared responses prior to the discussion. President Friedman thanked committee members for submitting questions ahead of time, noting that it allowed staff the opportunity to prepare thorough responses in advance.

The motion carried by voice vote.

D. Open and Paid Invoice Register: $1,585,625.69

Commissioner Kaplan made a motion, seconded by Comm Rep Harner to recommend to the full board the approval of the Open and Paid Invoice Register as presented.

Comm Rep Musial asked about the Illinois Shotokan Association agreement and whether agreements of that nature should be reviewed by the committee or board. Executive Director Talsma explained that previous legal counsel advised bringing agreements over certain thresholds to the board; however, current legal counsel has determined that shared revenue agreements are not subject to that requirement. He added that all Independent Contractor Agreements are renewed annually.

The motion carried by voice vote.

E. District Wide Operations Statement, and Revenue and Expenditure Report

Comm Rep Harner made a motion, seconded by Comm Rep Henderson to recommend to the full board the approval of the District Wide Operations Statement and Revenue and Expenditure Report as presented.

President Friedman commented that fitness participation numbers at The Club appear strong and that the facility has become increasingly busy.

The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Harner stated that Bell Park Conservation Club is hosting a Children's Advocacy event the following day and a Chamber of Commerce event on Thursday and expressed hope that others would attend.

President Friedman said he attended his granddaughter's first soccer game the previous weekend and noted that participation numbers are up 50-60 players over last year. He also attended the event at Garibaldi's celebrating the Mayor's 50 years of service and said he is looking forward to the upcoming garage sale.

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**8. Adjournment:**

Comm Rep Harner made a motion, seconded by Comm Rep Henderson 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 questions were asked and answered via email prior to the meeting:

Memorandum M26-072 –

- Under Finance section. Armored car service comment – what were the issues with checks and why does delivering to a Wintrust bank in the city resolve those issues? (The original agreement had all deliveries going to Wintrust bank in city so delivery there is not a change.) Is there any additional cost being charged by the armored car service? Does the park district have a contract addendum to approve that change?
  The Wintrust vault in Chicago, operated by Brinks, does not have check processing capability. Our armored car service, Davis, has agreed to deliver to a Wintrust branch in Chicago that accepts checks at no additional charge. There was no addendum needed to the contract.
- Under Information Technology section. The three quotes obtained for cloud based phone system as well as re-cabling of certain areas. Will those be brought before the A&F committee?
  This is just research for a potential 2027 project. There is no board action at this time.

Invoice Register –

- Anderson Lock – Repair to Club front doors. Was this due to vandalism or just routine?
  This was routine maintenance.
- Illinois Shokatan - 30% for Friday classes and 10% for Saturday classes. Unless I missed a contract, I had to go all the way back to 2023 to find contract that covered 2024 only. It had 30% for classes at HEPD facilities and 10% at ISKI facilities. Are classes on Saturday held at ISKI facilities and that is why 10%? Has the park district renewed the contract with ISKI since 2024?
  The 10% classes are at their facility. We execute a new Independent Contractor Agreement (ICA) each year.
- Perry Weather – Insurance Claim receivable – Has the park district already received money or claim determination from insurance company to validate this amount?
  We received an insurance claim check last week for the amount of the Perry Weather invoice less $1,000 deductible. Check was $11,905.55.
- There seems to be a lot more paper checks the past few months than in past years. Are we avoiding a credit card fee by paying by paper check? Or is there another reason?
  More companies are charging fees for credit card charges. If the fee is higher than what we receive in rebates, we will write a check instead.