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**MINUTES  
ADMINISTRATION & FINANCE MEETING  
November 26, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on November 26, 2019 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kilbridge, Comm Reps Kulkarni and Wilson

Absent: Comm Reps Musial, Utas and Winner

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: President Kaplan, Commissioners Kinnane, K. Evans, R. Evans, Chhatwani

**2. Approval of Agenda:**

Comm Rep Wilson made a motion, seconded by Commissioner Kilbridge to approve the agenda as presented. The motion carried by voice vote.

**3. Approval of the Minutes:**

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to approve the minutes of the October 22, 2019 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

**A. Audio & Video Recording at Board Meetings / M19-114:**

Executive Director Talsma reviewed the item noting that a number of park district live streamed their meetings. He explained that they would use two cameras and one audio system. He reminded the committee that any person could come to a meeting and record it as they were public meetings.

Comm Rep Kulkarni asked about the cost of installation of the system and Executive Director Talsma explained that it would be installed in-house and tie into the present system.

Comm Rep Wilson noted that the Village was already recording their meetings.

Chairman McGinn asked if they needed the video and Executive Director Talsma noted that it would be needed to identify the speaker.

Commissioner Kilbridge expressed concern for discontinuing the use of the recording secretary and Comm Rep Wilson said she could see the value of having a person at each meeting.

Commissioner Kinnane noted that they had six park districts that were streaming online and archiving to their websites for all residents to watch. He noted that this would assist the visually impaired that would be unable to read minutes from meetings.

Commissioner K. Evans noted that the National Convention talked about the use of audio and visual and the intimidation that might be perceived by Commissioners, Comm Reps and the speaking public. He noted that if they moved forward, he would like to see the issue presented to each committee for their input. He asked about the Executive Session taped minutes and Executive Director Talsma noted that those tapes were discarded every 18 months and that this would not make those tapes discoverable.

Chairman McGinn asked if they would tell the public that they were being recorded and Executive Director Talsma noted that there would be signage and announcements.

Commissioner K. Evans asked about when they had to move to another venue and Executive Director Talsma noted that could be accommodated.

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend the board approve the audio and video recording of the district Board/Committee meetings as outlined in Mmo-114. The motion carried by voice vote.

B. Balance Scorecard 3Q 2019/M19-115:

Executive Director Talsma reviewed the item.

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to recommend the board approve the Balanced Scorecard for the 3Q2019 as presented and outlined in M19-115. The motion carried by voice vote.

C. Admin & Finance Board Report/M19-113:

Director Hopkins reviewed the item.

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to send the Admin & Finance Report M19-113 to the board as presented. The motion carried by voice vote.

D. Open and Paid Invoice Register:

Director Hopkins reviewed the item.

Commissioner Kilbridge asked about a payment to Metra and it was noted that it was for the “Polar Express” from earlier last year. The check had not been cashed and was being reissued.

Chairman McGinn asked about the sauna doors and Director Hugen explained it was both doors, frames and mechanics in order to meet IDPH requirements to run a spa.

Chairman McGinn asked about the GLI park enhancement cost and Director Hugen explained it was for the installation of Community Park by Georges Landscaping, Inc.

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to recommend the board approve the open and paid invoice register in the amount of \$1,152,535.67. The motion carried by voice vote.

E. Revenue and Expenditure Report:

Director Hopkins reviewed the item noting that the general fund exceeded budget; recreation would exceed budget, The Club was slightly below budget and BPC would exceed budget.

Chairman McGinn thanked staff for explaining the variances.

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to recommend the board approve the Revenue and Expenditure Report dated October 31, 2019 as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Chairman McGinn thanked Executive Director Talsma and Director Kapusinski for the new basket balls for the feeder program.

8. **Adjournment:**

Comm Rep Wilson made a motion, seconded by Commissioner Kilbridge to adjourn the meeting at 7:37 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary