

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
April 25, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on April 25, 2023 at 7:15 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Evans, Comm Reps Kulkarni and Wilson, Student Rep Subramanian, President Kinnane

Absent: Commissioner McGinn, Comm Reps Aguilar, Musial and Winner

Also Present: Executive Director Talsma, Director of Finance & IT Hopkins, Director of Recreation Kapusinski, Director of Golf & Facilities Bechtold, Director of Parks, Planning & Maintenance Hugen, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: Commissioners Kaplan, Chhatwani, Dressler (phone) and Friedman, Karrie Miletic

2. Approval of Agenda:

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni 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 March 28, 2023 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Finance, IT and HR Board Report and 1Q Goals / M23-037

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni, to forward the April Finance, IT and HR Report to the full board to be included in the Executive Director's Report.

Executive Director Talsma noted that the District has been selected again this year as a National Gold Medal Finalist. He added that Director of Administrative Services Cahill has resigned from the District. While searching for a replacement, the Human Resources and Risk Management items will be included in the Finance & IT Report.

Comm Rep Kulkarni asked when the analog lines will be decommissioned. Superintendent Agudelo said that we still have them for the fax machines and the elevators, with the exception of an updated line in the new elevator at Vogelei House. Per AT&T, these lines will be decommissioned, and we are talking with a vendor about replacements. The cost will be less, however until that is changed over, we do need to have them serviced.

The motion carried by voice vote.

B. Financial Statement Analysis March 2023

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend the approval of the Financial Statement Analysis for March 2023 to the full board.

The motion carried by voice vote.

C. Open and Paid Invoice Register: \$491,270.87:

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend the Board approve the Open and Paid Invoice Register as presented. The motion carried by voice vote.

D. Revenue and Expenditure Report and District Wide Operations Statement:

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

Comm Rep Kulkarni asked about the cost to convert items to PDF. Director Hugen explained that these are oversized plans that need to be digitized. These are from years when we didn't have digital copies available.

The motion carried by voice vote.

7. **Committee Member Comments:**

Student Rep Subramanian said asked about the OSLAD grant that was not received, and if the new soccer field would help. Executive Director Talsma explained reasons behind our application not being awarded a grant, and that we cannot reapply, but that we in turn are working with the school district to build the soccer field, which is like getting a mini grant.

Comm Rep Friedman thanked staff for their work.

Commissioner Evans thanked everyone for attending the meeting.

8. **Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 7:27 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

The following questions regarding information in the April A&F packet were submitted and answered via email prior to the meeting:

- BHFx, LLC – \$288.75. The description is not clear enough to know what was purchased and vendor name is not known to me. What did we buy? [We use this firm to convert our paper facility and park plans into PDF's, this expense was for all of the plans at WRC.](#)
- Com Ed - \$295.58 for South Ridge splash pad and restroom. We did not run the splash pad I assume so this would be all restroom. Do we have those restrooms open year round? [The bathroom is not open all winter but we do heat the plumbing closet all winter as it has the district largest RPZ and 20 valves for the splash pad that we need to make sure do not freeze at all. There are blown out and the heat is additional precaution.](#)
- Illinois Pump – Furnish and Install new pump where? [This was the ejector pit pump at WRC.](#)
- MC Squared Energy Services – Two highlighted lines for \$13k and \$17k – description just says electricity. What location are these two amounts for? [Both are for Triphahn Community Center. \\$13,020.17 is February and \\$17,979.10 is for March.](#)