

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
August 27, 2024

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on August 27, 2024, at 7:16 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Student Rep Patel

Also Present: Executive Director Talsma, Director of Administration & Finance Hopkins, Deputy Director Bechtold, Director of Parks, Planning & Maintenance Hugen, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: President Chhatwani, Commissioners Dressler, Friedman, Evans and MacGregor, Comm Rep Dowling

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Henderson made a motion, seconded by Comm Rep Pilafas to approve the minutes of the July 23, 2024, meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. 2025 NWSRA Member Assessment / M24-075

Commissioner Kaplan made a motion, seconded by Comm Rep Wilson to recommend to the full board the approval of the NWSRA Member District Annual Assessment Resolution No. R24-004 ratifying the assessment for calendar year 2025 in the amount of \$340,726.66 as recommended by the Board of Trustees of NWSRA.

Executive Director Talsma noted that this is our annual assessment for the special recreation association that provides inclusion services and special recreation services for 17 park districts. This amount will go into the 2025 budget.

The motion carried by voice vote.

B. Balanced Scorecard 2Q2024 / M24-073

Comm Rep Winner made a motion, seconded by Commissioner Kaplan to recommend to the full board the approval of the Balanced Scorecard for the second quarter of 2024.

Executive Director Talsma stated that staff reviewed this again and found that there was a miscalculation. The large number that was showing the number of sessions offered in 2023 was incorrect and will be corrected. It should have been 667. The different between 2023 and 2024 was that several programs including dance, hockey, and soccer, were offered in a more streamlined manner and students were then separated into groups by age, location, etc. after registration.

The motion carried by voice vote.

C. Administration & Finance Board Report / M24-074

Comm Rep Harner made a motion, seconded by Comm Rep Wilson to recommend the August Administration & Finance Report be included in the August Executive Director's Report.

The motion carried by voice vote.

D. Open and Paid Invoice Register: \$1,011,912.97:

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

Chairman McGinn noted that some early questions were answered via email.

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 Wilson to recommend the Board approve the District Wide Operations Statement and Revenue and Expenditure Report as presented.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner said that he had asked a question in July and received a response back from staff and learned that the property in question was village property. The resident is now in contact with the village.

Comm Rep Winner said it was a good month.

Comm Rep Musial said the Pine Park pickleball courts are getting good use and is interested in seeing what happens when the players cannot park in the school lot once school begins.

Commissioner Kaplan asked if the pickleball noise bothers her at her house. Comm Rep Musial said she cannot hear it inside her house. A couple of houses that are closer to the courts may have a different experience, but she does not know.

Chairman McGinn thanked staff for responding to his question about the beaver dam.

8. **Adjournment:**

Comm Rep Harner made a motion, seconded by Comm Rep Winner 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 question was asked and answered via email prior to the meeting:

1.) Open and Paid Invoice Register Page (18 of 73).....ETC Institute can you reconfirm what the \$7,500 expense for contracted services was for again?

[This was payment for the fourth invoice from ETC Institute, the consultant for the CDP Needs Assessment Survey. To date, we have paid \\$22,500 of the \\$27,500 total fee for services.](#)

2.) District Wide Op's statements...Communication & Marketing expenses at the Club YTD 23.32% seems low? Do we spend that much more in the back half of the year?

Yes the marketing push for the Fitness Center is more extensive in Fall heading into Winter and New Years resolution push. We have all remaining funds allocated for increased SEO and Social Media exposure as well.

3.) Balance scorecard.....Winter Indoor Soccer program was scaled back due to staffing vacancies...HEPD staff or volunteer coaches? What % of the program needed to be cancelled 20% ? 30%? Number of kids that were unable to participate?

Due to an error in our registration software, the prior year's program sections offered are being doubled up in many areas. The total sessions offered in 2023 were 609 with 67 cancelled. This will be corrected for the third quarter report.

4. within the Amazon invoice there is a \$1,139 charge for windshields charged to golf operations. Is this for golf carts as I thought the district bought all new golf carts this year? Did they come without windshields?

The 5 windshields were purchased to replace broken ones to keep carts in good working order. We typically replace close to 10-12 a year and keep a few on hand to replace as needed. The windshields break for all sorts of reasons (golf balls, clubs, trees, etc.)

5. Banda Plumbing \$5,690 for plumbing repairs on Domestic hot water - what's domestic hot water? This is a domestic hot water heater. The purchase was to replace/rebuild valves for the water heater at The Club.

6. It's only \$18 but there is a vendor Hoffman Estates Park District. Why would the district pay itself? The \$18 was for two \$9 test transactions for the ball dispensers at the driving range. The driving range has been having intermittent issues. In the process of fixing the issues, IT staff ran two test transactions using the District's credit card to ensure the equipment was functioning correctly. These transactions were miscoded to Computer Supplies and a journal will be entered to eliminate the expense and revenue.

7. Was the Invoice of \$121467 from Patriot Maintenance Inc. for a single facility or multiple facilities? This was for all our asphalt services work this year, including parking lots and paths.