

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
January 28, 2025

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on January 28, 2025, at 7:15 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent:

Also Present: Executive Director Talsma, Director of Finance & IT Hopkins, Deputy Director Bechtold, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: President Chhatwani, Commissioners Friedman, Dressler (phone), Evans and MacGregor, Felicia Felau

2. Approval of Agenda:

Comm Rep Harner made a motion, seconded by Comm Rep Wilson 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 Commissioner Kaplan to approve the minutes of the December 17, 2024, meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Budget & Appropriation Ordinance / M25-012 / O24-006

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to recommend to the full board the approval of the final 2025 Budget & Appropriation Ordinance O24-006 as presented.

Executive Director Talsma highlighted the following adjustments since the December presentation of the tentative budget:

- The District did not receive the Hunters Ridge OSLAD and will follow the backup plan to replace the playground and fall surface. The budget has been adjusted to reflect this.
- The staff organization structure is adjusting to bring back the Director of Administrative Services. This position will report to the Executive Director.
- Facilities will now report to the Deputy Director.
- Programming/Athletics will report to the Director of Recreation.
- Other budget changes are due to projections based on actual year-end numbers, and rollover amounts from projects still in process.

Comm Rep Wilson asked what is happening with the ice rink. Executive Director Talsma explained that the Wolves agreement expires this year at the end of May when they are moving to Rosemont. We will use their office space for our staff and convert the north side office space to program and rental space. We are looking for replacement rental revenue for the ice rink.

The motion carried by voice vote.

B. Administration & Finance Report and 4Q2024 Goals / M25-111

Comm Rep Harner made a motion, seconded by Comm Rep Winner to recommend to the full board to include the January Administration & Finance Report and 4th Quarter Goals in the January Executive Director's Report.

The motion carried by voice vote.

C. Open and Paid Invoice Register: \$1,329,420.87:

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

The motion carried by voice vote.

D. District Wide Operations Statement and Revenue and Expenditure Report

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

Director Hopkins noted that we were able to maintain our expenses last year despite inflation.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner said that he was pleased to hear the Triphahn Center mentioned during the men's final of skating competition on television. One of the skaters had trained here.

Comm Rep Winner congratulated Deputy Director Bechtold on becoming a Taylor Made Crusader.

Commissioner McGinn said it was a great year with unbelievable numbers.

8. **Adjournment:**

Comm Rep Musial made a motion, seconded by Comm Rep Harner to adjourn the meeting at 7:31 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

We received the following questions regarding information in the A&F packet for tonight's meeting:

1. Division Report District Goal # 4 Operational Excellence

I am curious what the PDRMA PATH program is and how many HEPD employees may be participating? Do we prepare a lot of quarterly checks?

The PATH program is a wellness program provided by PDRMA to our health insurance participants (and spouses). Approximately 60% of our employees participate. Last year PDRMA sent quarterly checks, although this year the quarterly reimbursement has decreased from \$100 to \$50 and PDRMA will only send an annual check.

2. What are the issues with the Elevator professionals? Is this Advanced Elevators and their work at BPC?
This is for the regular elevator service to all our elevators (not for the Bridges project or any other specific project). We are looking to change from Advanced Elevators to a different company. Instead of bi-annual payments, it would now be quarterly payments.
3. What rolls up in the Commodities category? We had a significant upside to budget ACT 703 BUD 863 positive variance \$160K.
Is this fertilizer, oil & gas, or some other electric/natural gas expense that we locked in a cheaper contract price?
Commodities include tangible items purchased by the District. Small equipment (including technology), Uniforms, Supplies, Fuel, Fertilizer, etc.
4. Budget and Appropriation Ordinance – Beginning cash in ordinance to be approved tonight is lower than beginning cash in the ordinance approved in December by \$35,290. Why is that?
For the rollover accounts that changed, the year-end amounts (projections) were updated at the end of December, which would affect year-end / beginning cash balance.
5. Payment to Lauterbach and Amen of \$2000 marked as final payment for audit. Why so late?
Wasn't the audit completed in May or June?
L&A charged us an additional amount for implementing the GASB. This was not part of the original contract and was negotiated later for completion.