



SCHAUMBURG PARK DISTRICT

MINUTES OF THE FINANCE COMMITTEE REGULAR MEETING

SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS

October 19, 2023

IMPORTANT NOTE REGARDING THE CONDUCT OF THIS MEETING

NOTICE IS HEREBY GIVEN that Section 7(e) of the Open Meetings Act (the "Act"), which provided that open or closed meetings of a public body, including its committees thereof, may be conducted by audio or video conference without physical presence of a quorum of its members, will no longer be in effect as of May 11, 2023 because Governor Pritzker's disaster declaration related to the COVID 19 pandemic expires on that date. Accordingly, the physical quorum of the Board of Park Commissioners of the Schaumburg Park District (the "Park Board") and of each of its committees, must be physically present for a member or members of the Park Board, or committee, to attend such meeting electronically, and then only in accordance with Part I of Schaumburg Park District Ordinance No. 20-04-1P, "AN ORDINANCE DEFINING MEETING AND ADOPTING PROCEDURES FOR ELECTRONIC ATTENDANCE AT MEETING (PART I) AND SPECIAL RULES AND PROCEDURES DURING THE COVID-19 PANDEMIC PURSUANT TO GOVERNOR PRITZKER'S EXECUTIVE ORDER NO. 2020-17 (PART II)" adopted April 9, 2020.

Nevertheless, as an accommodation to the press and public, and because of the limited size of the Board Room in the Jerry Handlon Administration Building, 235 East Beech Drive, Schaumburg, Illinois, 60193, the Finance Committee will continue to conduct its meetings in person and electronically.

Accordingly, members of the public are encouraged to consider attending the Finance Committee meeting remotely by utilizing the Zoom conference application either by calling the following telephone conference number (312) 626-6799, or by utilizing the Join Zoom Meeting link <https://us02web.zoom.us/j/4887767687>, and in either case to participate you must utilize the following Meeting ID: 488 776 7687. A link to said Zoom Meeting will also be available on the Schaumburg Park District web site www.parkfun.com by clicking on the link for the October 19, 2023 Finance Committee meeting at the regularly scheduled date and time of said meeting.

The meeting minutes reflect the means by which individuals participated in the meeting. Those physically present at the Schaumburg Park District's Jerry Handlon Administration Building are denoted by "PP". Those participating via electronic means only are denoted by "EM".

CALL TO ORDER

Commissioner Berg called the meeting to order at 6:30 p.m. Present at the meeting were Commissioners Trudel (EM), Berg, Jr. (PP), Johnson (PP), Mayle (PP) and Schmidt (PP), Committee members Hager (EM) and Osten (PP). The Finance Committee Members include Commissioners Berg, Johnson, and Mayle, Mr. Hager and Mr. Osten.

Also present were Mr. LaFrenere (EM), Executive Director; Mr. Burgess (PP), Director of Finance & Administration; Mr. Ward (PP), Director of Operations; Mr. King* (PP) joined at 6:31pm, Director of Parks & Planning; Mr. Sienkiewicz (PP), Director of Communications and Marketing; Mr. O'Donnell (PP), Superintendent of Finance; Ms. Ali (PP), Communications Specialist; and Ms. Riddle (PP), Executive Assistant.

Members of the public present included Ron Amen* (PP) joined at 6:44pm and Susie Mayle (EM).

NOTE: All requests for information/clarification called in by Committee members were answered prior to the meeting, and any needed corrections were made to the bill list.

APPROVAL OF MINUTES OF SEPTEMBER 14, 2023 FINANCE COMMITTEE REGULAR MEETING

It was moved by Mr. Osten, seconded by Commissioner Johnson to approve the minutes of the September 14, 2023 Finance Committee regular meeting as presented.

Ayes: Commissioners Berg, Johnson and Mayle, Mr. Hager and Mr. Osten
Nays: None
Absent: None

The motion carried.

BILL LIST REVIEW- MAIN BILL LIST

It was moved by Mr. Hager, seconded by Mr. Osten to recommend that the Park Board approve the bill list in the amount of \$2,295,098.01 as presented.

Ayes: Commissioners Berg, Johnson and Mayle, Mr. Hager and Mr. Osten
Nays: None
Absent: None

The motion carried.

ENGINEER BILL LIST REVIEW

Commissioner Berg stated that he is recusing himself from approving the Engineer bill list as his firm has done work with/for Williams Architect and Gewalt Hamilton on past

projects and is currently working on projects outside of the Park District and yielded the floor to Commissioner Mayle.

It was moved by Mr. Hager, seconded by Mr. Osten to recommend that the Park Board approve the Engineer bill list in the amount of \$17,880.00 as presented.

Ayes: Commissioners Mayle and Johnson, Mr. Hager and Mr. Osten
Nays: None
Absent: Commissioner Berg (recused)

The motion carried.

FINANCIAL STATEMENT REVIEW

Mr. Burgess reviewed the financials for the month of August, five months into the fiscal year. Mr. Burgess stated that the General Fund year-to-date is at \$1,391,135. The "Other" line item is higher this year due to Olympic Park field rentals as well as higher interest rates. Under Expenditures, year-to-date totals are at 33% of the budget where the benchmark is 42%. Mr. Burgess is projecting a year end surplus of \$1,532,518.

In the Recreation Fund, Mr. Burgess noted user fees at \$3,796,997 which is 83% of the budget with the 42% benchmark compared to last year at \$3,166,251. A large part of this year's increase is golf related and also the sales of passes. Mr. Burgess is projecting the Recreation Fund revenue to be 104% of its budget. Mr. Burgess is projecting a net surplus of \$1,505,687.

The golf course user fees in August were just about at its budgeted revenue, similar to last year. Mr. Burgess is projecting an overall end-of-year revenue of \$3,833,204. Under Expenditures, part-time salaries are running a bit high as the staffing was needed to keep the golf course in playable shape. Mr. Burgess is projecting a net surplus of \$1,125,264.

The year-to-date cash position is \$44,499,863.

Looking at the Recreation Fund by Facilities shows all categories in a good position compared to their budgets.

Mr. LaFrenere added that payroll costs have gone up compared to August last year as this August was a 3-payroll month which will adjust as we move through the year.

REVIEW OF AUDIT REPORT (MEMO #B23-160)

Auditor Ron Amen presented highlights of both the Audit Report and Management Letter.

It was moved by Mr. Osten, seconded by Commissioner Johnson to recommend that the Park Board approve the audit report as presented.

Ayes: Commissioners Berg, Mayle and Johnson, Mr. Hager and Mr. Osten
Nays: None
Absent: None

The motion carried.

ADJOURNMENT

There being no further discussion, it was moved by Mr. Johnson, seconded by Mr. Osten to adjourn the Finance Committee meeting at 6:58 p.m.

Ayes: Commissioners Berg, Johnson and Mayle, Mr. Hager and Mr. Osten
Nays: None
Absent: None

The motion carried.



**SCHAUMBURG
PARK DISTRICT**

**Thursday, October 19, 2023
Finance Committee Regular Meeting**

MEETING AGENDA

**Jerry Handlon Administration Building
235 E. Beech Drive
Schaumburg, IL 60193
6:30 p.m.**

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- A. Call to Order
- B. Approval of Minutes of September 14, 2023 Finance Committee Meeting
- C. Bill List Review - Main Bill List
- D. Bill List Review - Engineer Bill List
- E. Financial Statement Review
- F. Review of Audit Report (Memo #B23-160)
- G. Other
- H. Adjournment

Mission: The Schaumburg Park District is dedicated to serving the community by providing versatile leisure opportunities through enriching programs, quality facilities and environmental stewardship.



SCHAUMBURG PARK DISTRICT

FINANCE COMMITTEE REGULAR MEETING Sign-In Sheet

October 19, 2023

Name

Address

R O S T E W

1420 Stratton Park

RonAmen

L & A