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**MINUTES
COMMITTEE OF THE WHOLE
November 8, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on November 8, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners R. Evans, Kaplan, Kilbridge, Kinnane, McGinn; Comm Reps Bettencourt, Chhatwani, Friedman, Henderson (7:10), Musial (7:05), Snyder, Winner; President Bickham

Absent: Comm Reps Dekirmenjian, Dressler, Katis, R. Neel, S. Neel, S. Triphahn, Utas, Wittkamp

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks and Risk Director Giacalone, Golf Director Bechtold

Audience: Mr. Keith Evans

2. Approval of Agenda:

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to approve the agenda as presented. The motion carried by voice vote.

3. Comments from the Audience:

None

4. Old Business:

None

5. New Business:

A. 2017 Budget/M16-129:

Executive Director Bostrom addressed the Committee of the Whole noting that he appreciated the participation of the Comm Reps for the budget process. He explained how the objectives supported the district's mission, values and goals and how the budget provided the financial means to support those goals and objectives.

Deputy Director Talsma addressed the committee thanking everyone for attending. He echoed the message that the budget supported the district's goals and objectives and reminded everyone that the district had installed new financial software this year.

He reviewed the budget overview noting that the CMP drove the objectives which supported the district's goals that the budget funded. He also reviewed how the district was looking to get a report from the new GIS system for all the district's assets. He explained that they would be seeing the smaller capital items within the operations budget rather than in the capital fund. He talked about the accounting basis, zero based budget and charge backs. He reviewed the personnel section explaining each position and the reassignment of responsibilities to the new positions.

President Bickham asked about the salary range for the GIS and Child Care positions and Deputy Director Talsma explained that they would be between \$34,000 and \$55,000 with the starting salary closer to the lower end.

Deputy Director Talsma reviewed the compensation noting that there were changes in the minimum required salary for exempt staff and that some of the staff would have salary adjustments to bring them to the minimum required salary as opposed to paying out overtime to them.

Commissioner Kaplan noted that at \$40,000 it would be about an 18% increase and would they also receive a raise in March. Deputy Director Talsma explained that the adjustment and annual increase would be at the same time. He also explained that the maintenance staff start salary had been moved to \$35,000.

Deputy Director Talsma explained that the district was exempt from the Cook County minimum wage but that the district would need to be aware of their competition in order to retain staff. He explained that they were starting to look at part time positions, particularly front desk staff and lifeguards, to start at \$10/hour.

Mr. K. Evans asked which part time staff might not see the \$10 starting salary and Executive Director Bostrom noted that high school and college staff in

positions for room rental custodians, golf rangers some camp counselors might not see that start salary. Mr. K. Evans noted that it had been stated that if everyone was increased to meet the Cook County Wage that it would have been approximately a \$65,000 impact on the district and asked what the impact would be on this more limited basis. It was noted that it would be a \$20,000 to \$25,000 impact.

Comm Rep Musial noted that much of the summer help was trying to provide for their college costs and Deputy Director Talsma noted that could be very true; however, he explained that the intent of the increase was to provide more for those trying to raise a family.

Deputy Director Talsma explained that they would not be getting much additional tax support and the levy would be in line with last year. He noted that he would be looking for an increase in the EAV next year, possibly as much as 10%+.

Commissioner Kaplan asked about the general fund and the unemployment increase and it was noted that because the district was not renewing Billy Casper's contract at the golf course, they would be adding seasonal help with golf maintenance and therefore subject to more unemployment. He reminded the committee that the district was self-funded for this and had saved over \$1 million to date.

President Bickham asked about the PSSWC membership decrease and Deputy Director Talsma explained that it had been trending down; however, they were evaluating a price membership increase.

Executive Director Bostrom reviewed the Architect expense for the locker room redesign that created a deficit in the budget. Deputy Director Talsma noted that they would be utilizing the fund balances. Deputy Director Talsma also reviewed the Charts for the Fund Balance Summary and P&L as well as the interfund charges and tax levy. He then presented the revised job descriptions and 2017 Salary Ranges.

President Bickham asked about the final column in the CAMP and it was noted that the C was for Capital, O for Operations, A for ADA.

The Committee reviewed the 2017 Goals and Objectives beginning with Parks.

President Bickham asked about the 'scrapers' listed on page 4 of the P&D Goals and Objectives and Director Buczkowski noted that they were people that picked up metal waste in neighborhoods.

Commissioner Kinnane asked about adding the need for open ice on the Rec, Facilities, Ice, C&M Goals and Objectives page 1. Director Kies noted

that there was such a demand for ice for programs and rentals that striking a balance was challenging. Deputy Director Talsma noted that they would “evaluate the open ice time”.

Commissioner Kaplan asked about balance and equal time in the same statement and staff will address the language for the objective as well as addressing open skate time. Commissioner Kaplan also asked about the athletic leagues and it was noted that the Rec department was looking for new leagues. Commissioner Kaplan asked about the new youth sports and Director Kies noted that they were looking at new trends such as badminton.

Commissioner McGinn asked about Rugby and Director Kies explained that it never really took off.

President Bickham asked about the community walking on page 3 and Director Kies explained that it was a regularly scheduled event to meet the health and wellness objectives and to introduce people to the different parks.

Commissioner Kaplan asked about the Entertainment App Audio noted on page 8 of the Rec, Facilities, Ice, C&M Goals and Objectives and Director Kies explained that it was tied into the TV through participants smart phone and eventually staff could remove the boxes from the equipment. Comm Rep Henderson asked that some boxes be left for participants without the smart phones.

Commissioner Kaplan asked about the parking lot lights on page 9 and that the maintenance was addressing some of the lights now. Director Kies noted that was correct.

Comm Rep Musial asked what the CHEER program was listed on page 12 and Director Kies explained that it was the Customer Service Program for the district. She also asked about those programs that “were working with Village” and it was noted that the Village was aware of the items.

President Bickham asked about the dues collection process listed for PSSWC Goals and Objectives on page 2 and Director Kies explained that it was a way to offer an option of paying on-line,

Comm Rep Musial asked about the increase to the membership cost noting that she believed it was still under consideration and Deputy Director Talsma noted that it was still under consideration; however, a \$2/member price increase had been proposed.

Commissioner Kaplan asked about the Hoffman U and Director Kies explained that they were not all mandatory classes; however, they were “encouraging” attendance at a minimum of “3 non mandatory meetings”.

Comm Rep Winner asked if Bar mitzvahs and other types of ceremonies were included in the totals for the Golf Goals and Objectives and Director Bechtold noted that they were.

Commissioner Kaplan asked about the reduction in preferred tee times and Director Bechtold noted that they were aware of groups leaving and that the trend was not positive to pick up more.

Commissioner Kaplan asked if BPC made money on ceremonies as well as receptions and Director Bechtold noted that they did.

Commissioner Kinnane asked about completing all the bunkers at one time rather than spreading them out and Director Bechtold noted that it was proving to be more cost effective to do all at once as well as not inconveniencing the golfers for extended time.

Commissioner Kaplan asked about the Hole in One projection and Director Bechtold noted that it was the low side of the company's suggested projection.

Commissioner Kinnane asked about the burns chargeback and Deputy Director Talsma noted that they did.

Executive Director Bostrom explained that every 3 years the district was accredited by PDRMA.

Commissioner Kaplan asked about the BASSET training and Director Bechtold noted that it was a requirement to serve alcohol.

Comm Rep Musial asked about increasing the A&F Goal and Objective to increase sponsorship to Friends of HE Parks. The budget allows for \$5,000 Foundation Sponsorships, however, it was anticipated that more would be received.

Deputy Director Talsma reviewed the Budget Report noting that they were still working on the format. He explained that staff used the approved goals and objectives to create the budget.

Commissioner McGinn asked about the dollar change from \$230,000 to \$245,000 in the advertising line item of the General fund that included the marquee signs. Deputy Director explained that some sides for the Vogelei and TC signs were sold out and would impact that line item.

Comm Rep Musial asked about the investment income and Deputy Director Talsma noted that it would be divided between other funds at the end of the year.

Commissioner McGinn asked about the changes in the technology line item and Deputy Director Talsma explained that staff had not needed as much outside assistance as originally thought.

Commissioner Kinnane asked about the change from \$635,000 to \$732,000 in payroll for the Rec Fund and Deputy Director Talsma explained that they were adding 2 full time positions and adjusting a number of rec staff's salaries to the minimum \$47,500.

Commissioner Kinnane asked about the facility maintenance and Deputy Director Talsma noted that the line item had been drastically higher across the board all of last year. He explained that staff felt that next year it would be more manageable.

President Bickham asked about the TC and WRC memberships and Deputy Director Talsma explained that they were seeing lower numbers this year but felt it could be re-captured for next year.

Commissioner Kinnane asked why WRC's total revenue was down \$28,000 and Deputy Director Talsma explained that with the north side renovation, Vogelei rentals had been moved to TC and the gymnastics program moved to Vogelei.

Commissioner McGinn asked if there were space issues with the increase in ELC and Deputy Director Talsma explained that they were adding a new room for ELC on the north side as well as adding a class back at WRC.

Deputy Director Talsma reviewed the increase in the 50+ membership to \$8/month from \$15/year.

Commissioner Kinnane asked about the Youth Athletic Camps amended budget of \$21,815 to the \$905 for all other columns. Deputy Director Talsma said it could be from camps that did not run but staff will check.

Commissioner McGinn questioned the Adult Leagues and asked if there were loss of teams and Deputy Director Talsma noted that they were accounting for that.

Commissioner Kinnane asked if a program did not run, did staff try other items to make it more attractive and Director Kies noted that sometimes athletic programs simply do not work because there is a limited number of kids and they may choose different sports.

Commissioner Kaplan asked when the athletic camps were and Director Kies explained most ran over the summer but there were several over the winter

break. Deputy Director Talsma reminded the committee that soccer was a bit skewed because of bringing in the Hoffman United Soccer Club.

Commissioner Kinnane asked about the Ice Revenue Youth League decrease and Deputy Director Talsma explained that the Wolf Pack had been miss-budgeted for 2016 and they were readjusting.

Commissioner Kaplan asked about camps and Deputy Director Talsma reminded the committee that the district did not have ice over the past summer to hold camps or ice skating programs.

Commissioner McGovern asked about PSSWC's Windy City Bulls rental income and Deputy Director Talsma explained that it was part of the 10-4000 \$227,000.

Commissioner Kinnane asked about the PS revenue for membership being down next year and Deputy Director Talsma noted that there seemed to be a downward trend.

Commissioner Kinnane asked about the golf cart purchase and Deputy Director Talsma noted that the bid had been opened today and the district might go with electric carts based upon the numbers; that he would adjust the numbers for the actual B&A Ordinance if that were so.

Commissioner McGinn asked about the savings in the BPC for the cancellation of the Billy Casper contract and Deputy Director Talsma explained that there had been \$413,000 in the management line item and now there was \$360,000 in BPC payroll or a \$53,000 saving that included employee benefits.

President Bickham asked about the concession revenue and Deputy Director Talsma explained that they were from the Pepsi contract and that was no longer the way that business was done.

President Bickham asked about the Hole in One revenues and Deputy Director Talsma explained that they were in Golf Operations Guest Services.

Mr. K. Evans asked about the revenue for the Sponsorship position and Deputy Director Talsma explained that they were primarily at the beginning with the \$245,000 in General Fund Advertising, however, there were also line items in specific areas such as the PIP, Dog Park, 50+.

Mr. K. Evans asked about the Windy City Bulls on the marquees and it was noted that they were appearing in the Village's slot.

Deputy Director Talsma noted that staff was looking for a consensus of the committee on the approval of the working budget so that staff could transfer

that information to the B&A Ordinance and tax levy to go to the A&F Committee and the Special Board next week. He also noted that it would then go on a 30 day public display before going to the December Board in final format.

Executive Director Bostrom asked for a motion on the approval.

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to recommend approval of the 2017 Budget as outlined in M16-129 to cover the Budget Review, Personnel including the new job descriptions, organization chart, 2017 salary ranges, Comprehensive Asset Management Plan, and the 2017 Goals and Objectives. The motion carried by voice vote.

6. Committee Member Comments:

Commissioner McGinn thanked staff for their hard work.

Commissioner Kilbridge thanked staff also. She also noted that she had received a note on the need to address the floors on the tennis courts at PSSWC. As it was already on the CAMP and scheduled to be addressed, it was good to see how the system worked to provide for these needs.

Commissioner R. Evans noted that it was a good process. Commissioner Kaplan agreed.

President Bickham agreed with all of the above and thanked the Comm Reps for their participation.

7. Adjournment:

Commissioner Kilbridge made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 9:05 8p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary