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**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
November 17, 2020**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on November 17, 2020 at 6:01 p.m. remotely via ZOOM.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kinnane, and McGinn; Comm Reps Aguilar (6:02), Beranek, Dressler (6:05), Friedman, Kulkarni (6:04), Macdonald (6:40), Musial (6:35), Poeschel, Wilson (6:02), Winner

Absent: Comm Reps Bettencourt, Henderson, MacGregor, Sernett, Utas

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning, and Maintenance Hugen, Director of Golf & Facilities Bechtold, Executive Assistant Logan

Audience: None

**2. Approval of Agenda:**

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to approve the agenda as presented.

On a Roll Call Vote: Carried 14-0-7

Ayes: 14 Aguilar, Beranek, Dressler, Friedman, Kulkarni, Poeschel, Wilson, Winner, Chhatwani, K. Evans, R. Evans, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 7 Bettencourt, Henderson, Macdonald, MacGregor, Musial, Sernett, Utas

**3. Comments from the Audience:**

None

**4. Old Business:**

None

**5. New Business:**

A. Cook County Health Advisory Update:

Executive Director Talsma explained that, after obtaining a consensus from the Board members, the District is enforcing the health advisory set forth by Cook County. He explained the District has opted to cease all non-essential recreational programming, but in accordance with the health advisory, the District is allowed to continue to operate the fitness centers, golf course, and child care. This decision is congruent with the Tier 3 Mitigation set forth by Governor Pritzker which goes into effect Friday, November 20.

Executive Director Talsma added once the Governor gives an update to the mandate, the District will adjust operations accordingly.

Information only.

B. 2021 Budget / M20-126:

Executive Director Talsma noted the budget was prepared with changes to philosophy coming from two places, first, no district-wide salary increase, and second, a flat tax levy. He noted the proposed changes for employee salaries was approved at last month's Board meeting. It was approved that there would be no salary increase, except for a 2% increase for hourly staff making less than \$45,000.

Executive Director Talsma noted the District will not be doing a tax levy increase and, therefore, the District's levy amount will be the same as what was received last year.

Director Hopkins reviewed the budget beginning with Budget Overview.

- She noted the utilization of reserves in the General Fund for Birch Park, IMRF and FICA to reduce the fund balance, Debt Service for utilization of bond proceeds, and Capital for where we are deficit budgeting.
- She noted, as in previous years, capital is determined by GIS as well as the Comprehensive Master Plan (CMP) with objectives being the main driver for the budget.
- She noted for Zero Based Budgeting, no items were assumed as necessary, so every expense was analyzed to ensure it was necessary to be included in the budget.
- She noted for Personnel, it was budgeted for 66 full-time employees rather than 75 employees resulting in \$500,000 in savings over 2020 and \$895,000 saving over 2019.
- She noted the tax levy proposed is flat and a little bit less than the amount extended for the previous year at \$9,537,000.
- She noted for the Budget Variances, nearly all line items have a variance compared to the prior year because of the COVID-19 pandemic.
- She noted taxes are reallocated annually depending on which funds are most in need of those tax dollars.

- She noted for Employee Benefits, the Board approved reallocating the benefits between the employee share and district share to be more aligned with our peers.
- She noted for Custodial Supplies, the purchase of custodial supplies is being centralized in the Maintenance Department of the General fund to allow for both better purchasing and cost savings.
- She noted for Maintenance and Repairs, the majority of which was moved to the Maintenance Department of the General fund to allow for better budgetary control.
- She noted for Utilities, with a few exceptions, the COVID-19 pandemic closure has resulted in utility savings. The budget assumes facilities will be open in some capacity for all of 2021, so there will be some increases between the projected 2020 and the budgeted 2021.
- She noted for The Club Project, due to the five months of membership dues not being charged to The Club's members, there was a significant loss in revenue for The Club. As a result, the project to renovate The Club was moved to the Capital fund in order to ensure there was a fund balance at the end of this year.

#### Director Hopkins reviewed the Fund Balances and Charts

- She noted the Debt Service Projected 2020 Net Income was so large due to the timing of when the bonds were issued to refund the 2010 series bonds, but all of the money was sitting in the fund reserves waiting to be paid off.
- She noted for 2021, the General fund (birch park), IMRF and FICA (to reduce the fund balance), Debt Service (utilization of bond proceeds), and Capital are where we are deficit budgeting.
- Executive Director Talsma supplemented this by explaining the General fund is breakeven; the District is spending \$415,000 on Birch Park, but it is just how the grant process is completed. He noted the District will use the General fund for the operation. He noted the Recreation fund was breakeven despite having a \$750,000 repayment to Debt Service for the ice arena. He noted it would be positive in IMRF and FICA, but those funds are being used for the flat tax levy. He noted Debt Service and Capital are structured and planned utilization of reserves. He explained staff is essentially presenting a balanced budget with the plan to keep the tax levy flat and then with the utilization of reserves for Capital projects.
- Executive Director Talsma noted the organization chart shows the 66 positions, of the approved 75 positions, that are planned to be filled in 2021. He announced the retirement of Deb Albig, WRC Facility Manager, effective December 31, 2020.

#### Staff reviewed the Department Goals and Objectives.

- Comm Rep Musial asked about the goal to determine how to better align GIS capabilities to link to financial software and noted Parks has the same goal but a different measure/action plan. She noted there should be something connecting the two such as a collaboration between departments to accomplish the goal. Executive Director Talsma agreed and noted the two divisions will collaborate on accomplishing the goal.

- Comm Rep Musial asked about the action plan utilizing analytics to study trends in membership over the past few years and how 2020 will be factored into this. Executive Director Talsma noted there are some variables that are worth analyzing with using data from 2020; however, when Director Hopkins goes to complete the five year comparison analysis, whether or not 2020 or 2021 can really be included will be considered. He added this analysis will be handled delicately.
- Commissioner Chhatwani noted Director Hugen did a nice job on the performance measures/action plans by putting emphasis on Q2 and Q3 rather than completions during Q1. She added it will be difficult to know what to expect in Q1.
- Commissioner K. Evans noted the JEM Contract has not been presented to the Committees/Board yet and asked if it will be presented in the near future. Executive Director Talsma confirmed the JEM Contract will be presented to the Committees/Board for approval in the upcoming months.
- Comm Rep Musial asked how outsourcing the management of Seascope to JEM may impact PDRMA and the District's insurance coverage. Executive Director Talsma noted it will help the District and help PDRMA; JEM will serve as the primary insurer.
- Executive Director Talsma noted for the Bridges Range Enhancement project, the budget line item will be adjusted from \$550,000 to \$600,000 to include a 10% contingency of \$50,000. He thanked Commissioner Kinnane for bringing this to the attention of the staff because this was not included in the original project proposal and is indeed necessary.
- Commissioner R. Evans asked about the TopTracer Range technology and if the technology will provide information that can be used to fit players for new golf clubs. Director Bechtold confirmed it will have this type of technology.
- Commissioner K. Evans asked if there may be a reduction in course play as a result of players opting for the TopTracer Range instead. Director Bechtold explained the course and range serve as two separate things and he does not anticipate seeing a reduction in course play. He added that he anticipates an increase in players using the range during course peak times when there is a waiting list to get on the course.

Director Hopkins noted that the District will be moving forward with a flat tax levy or slightly reduced tax levy compared to prior years.

**Budget:**

- Comm Rep Friedman noted "insurance" is misspelled in two places on page 26. Director Hopkins made a note to correct this before the final budget presentation in December 2020.
- Commissioner McGinn asked about the grant that is included in the budget. Executive Director Talsma noted it is for Birch Park.
- Commissioner McGinn asked if there are grants that can be applied for to help with the Bridges Range Enhancement project. Executive Director Talsma explained it would be difficult to obtain because it is a pay-for-use

facility rather than a free-for-use facility. He added it will likely not qualify for an OSLAD grant.

- Comm Rep Musial asked if the changed in projected from the year to date budget to current is totally due to Debt Service. Director Hopkins explained it is primarily due to Debt Service in the paying off of those bonds. Executive Director Talsma explained there was a huge influx because of the way the bonds issued went with the refunding.

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to recommend the Board approve the working budget and B&A Ordinance O20-004 in tentative form and the Tax Levy as presented.

On a Roll Call Vote: Carried 16-0-5

Ayes: 16 Aguilar, Beranek, Dressler, Friedman, Kulkarni, Macdonald, Musial, Poeschel, Wilson, Winner, Chhatwani, K. Evans, R. Evans, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 5 Bettencourt, Henderson, MacGregor, Sernett, Utas

## 6. **Commissioner Comments:**

Comm Rep Dressler noted the flat tax levy is great for the community of Hoffman Estates. She commended staff on their clear focus and objective process.

Commissioner Chhatwani thanked staff for a wonderful job.

Commissioner K. Evans commended staff on the budget presentation and thanked the Community Representatives for being in attendance.

Commissioner Kinnane thanked the staff and Executive Director Talsma for this year's performance. He thanked Director Kapusinski for bringing e-sports to the Park District.

Commissioner McGinn commended staff on the strategy behind the budget and the delivery of it.

Comm Rep Aguilar commended staff on a job well done.

President Kaplan thanked Executive Director Talsma and staff for all of the hard work.

Comm Reps Dressler and Musial left the meeting.

## 7. **Adjournment:**

Comm Rep Friedman made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 7:58 p.m.

On a Roll Call Vote: Carried 14-0-7

Ayes: 14 Aguilar, Beranek, Friedman, Kulkarni, Macdonald, Poeschel, Wilson, Winner, Chhatwani, K. Evans, R. Evans, Kinnane, McGinn, Kaplan

Nays: 0  
Absent: 7 Bettencourt, Dressler, Henderson, MacGregor, Musial, Sernett, Utas

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant