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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
August 24, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on August 24, 2021 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Dressler; Comm Reps Kulkarni, Musial, Utas (7:13p.m.) and Winner

Absent: Chairman Friedman, Community Rep Wilson

Also Present: Executive Director Talsma, Director of Finance Hopkins, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold, Director of Administrative Services Pete Cahill, Executive Assistant Flynn

Audience: President Kinnane; Commissioners Evans, Kaplan, Chhatwani and McGinn

2. Approval of Agenda:

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to approve the agenda as presented. The motion carried by voice vote.

3. Approval of the Minutes:

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to approve the minutes of the July 27, 2021 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Virtual Park Tour

Executive Director Talsma stated that we switched to a virtual tour during COVID and it worked well, so we will continue to present the tour in this format.

Director Hugen presented a virtual tour of the following parks:

South Ridge Park

- The pickle ball and tennis courts will be resurfaced next year. The courts are on a three-year cycle; since they were completed in 2018, their resurface schedule is 2022.
- South Ridge has proven to be very popular. Residents seem to enjoy the Ninja Warrior area, and the splash pad has been a huge success.
- We were able to reuse some large logs in another area when kids can use their imagination a bit more, climbing over and under the logs.
- We received a request for a memorial in South Ridge, but we did not have a space for another bench. There was a need for a fishing area, and residents had been using a natural area to fish, so we put in a picnic table and created a memorial in this space, which has been well-received.
- We were required to include an unmaintained area, so we are growing a butterfly garden area behind the sand volleyball court.
- We installed a new fishing pier and kayak launch (the old pier will come out soon).
- The entire walking path is ADA compliant.

Princeton Park

- Princeton is out west, about ½ mile north of Cannon Crossing.
- Renovations include a new basketball court, a 75-foot zipline, and a toddler area for 2- to 3-year-olds.
- The splash pad has added features.
- Commissioner Evans asked is the water quality is good enough for swimming, or if someone falls out of their kayak. Director Hugen responded that the water flows through constantly, so it will definitely stay clean and cold. It is treated once per year.

Birch Park

- This is our current OSLAD project, and it is starting to take shape.
- The 1/3-mile walking path goes around the entire park.
- There is a sport court with four-square and hopscotch. This court is the same size as the one at South Ridge.
- New picnic shelter; 10U soccer field; sled hill behind shelter.
- We have hydro seeded two areas (paper mulch/seed/water).

Beacon Pointe

- This is in the Amber Meadows neighborhood. This neighborhood started several years ago, and was taken over by a new developer. Their neighborhood park was never developed. The new developer will honor the \$10,000 donation toward the park. We are applying for an OSLAD grant for this park. We presented conceptual ideas to the residents on August 17 and asked for feedback. Both concepts were presented (with and without grant). The residents were very enthusiastic about the OSLAD concept, and have collected signatures, both in person and via Facebook, in support of this version.
- With the grant, the sidewalks will go all around the park and tie into the neighborhood sidewalks.
- With the grant, the park will feature a “cliff rider” (we would be first in Illinois to have this) and a sensory dome, which is inclusive of all abilities.
- Comm Rep Musial asked if there would be a barrier between the park and the adjacent fire station. Director Huguenot responded that there will be a landscaped berm to act as a natural barrier.
- If we do not receive the OSLAD grant, this would be a traditional neighborhood park with the playground in the middle.

Huntington Park

- The equipment at Huntington Park will be replaced next year; the layout will remain the same.
- The walking path is ADA compliant and connects to South Ridge.
- There will be no change to the ball fields, as this is the major drainage area.
- We will likely replace the picnic shelter with a new one, pending inspection of current shelter.
- The water fountain will be replaced with a newer version with a bottle filler and dog bowl.

Hoffman Park

- Hoffman Park is near Chino Park (a park we lease from the village of Hoffman Estates).
- This is a traditional neighborhood park. We will replace the equipment next year, keeping the same footprint. The open space will remain the same.

Bridges – Top Tracer Driving Range

- We decided to try to do the earthwork ourselves/in-house, and it has worked out very well.
- There will be a berm separating the structure from the first tee.
- This will be landscaped the same way as the wedding area.
- The building is framed; the pillars have been poured, and some electrical work has begun.

- President Kinnane asked if the existing lighting will be sufficient for this new area. Director Hugen responded that the Top Tracer rep said we have more than adequate lighting for the area.
- Commissioner Evans asked how far the walk is to the bar area. Dustin Hugen explained that food orders would come from the bar/restaurant area, and there will be a pathway for servers, but that drinks will be available at the adjacent hut.
- Comm Rep Musial asked for the projected completion date. Dustin Hugen responded that we do not have a specific date projected, due to the unpredictable weather, but by the end of this year for sure.
- Commissioner Chhatwani asked where the nets would be. Director Hugen said that we would discontinue using the back tees of the driving range, and the nets will be on the other side of the driving range.

Comm Rep Musial mentioned that the ziplines keep breaking. She asked if this was from poor design or patron misuse. Director Hugen responded that the manufacturer, Game Time, is hoping to have a new system by the end of the year, but they will keep sending us replacement cables. When we do receive the new system, it will include signs that say “No Bouncing”.

Comm Rep Musial asked if there is anything to deter kids from running through the zipline area. Director Hugen said that is why we change from mulch to turf in this area, but we cannot block it off.

B. OSLAD at Beacon Pointe / M21-079

Executive Director Talsma explained that Director Hugen had covered most of the details of this during the Park Tour and during the Buildings & Grounds Committee meeting last week. Director Hugen summarized the following:

- There are two proposals for the Beacon Pointe Park. One proposal includes the OSLAD grant, and has a budget of about \$360,000. The other proposal is provided in case we do not receive the OSLAD grant, and the park budget would be somewhere between \$100,000 and \$150,000. The difference has been explained to the residents. We do not know how many others are applying for the OSLAD grant.
- Director Hugen stated that one item of interest is that all new parks going forward are banned from using engineered wood fiber for mulch, in order to remain ADA compliant. Instead, we will need to use poured-in-place surfacing or turf. This increases the cost by \$20,000 to \$30,000. All current parks are grandfathered in, and as we replace playgrounds, we can decide on a case-by-case basis which we will use. The poured-in-place rubber holds up well. The rubber tiles do not. Turf is also a good option (lasts 10-15 years).

Comm Rep Musial asked which budget this will come out of. Director Huguenot said that Beacon Pointe was originally budgeted for \$100,000 this year (2021), but it will now be part of the 2022 budget.

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to recommend to the full board to approve the Beacon Pointe OSLAD Grant application. The motion carried by voice vote.

C. Mandatory COVID-19 Vaccination Policy / M21-078

Executive Director Talsma stated that he has had many long discussions with Director Cahill and the other Administrative Staff regarding the COVID-19 vaccination. They all feel strongly about moving forward with having all full-time staff required to be vaccinated. The following statements were made by Executive Director Talsma:

- Over 90 percent of our staff is already vaccinated.
- We would be the first park district in Illinois to do this.
- We are concerned about the public, but also about us as a district, and our continuity of operations: If a vaccinated person is in close contact with someone who is diagnosed with COVID-19, they can continue to work with a mask and social distancing. If an unvaccinated person is in close contact with someone who is diagnosed with COVID-19, we lose them for 7-14 days. If you contract COVID-19 but are vaccinated, you may miss a few days, but if you are not vaccinated, you could be out on sick leave for a long time.
- We would honor legitimate medical or religious reasons not to receive the vaccine.
- Director Cahill added that we are focusing on full-time staff right now, and are still discussing the implications of requiring the vaccine for part-time staff, but they will be asked to follow any mask mitigations.

Comm Rep Musial stated that the recommended policy does not have any specific consequences. She said that it should be more specific that you would lose your job if you do not follow the policy.

Commissioner Dressler stated that we may have liability and litigation issues if we leave it open to interpretation. We need to treat each employee the same. Executive Director Talsma said that PDRMA counsel reviewed the policy.

Commissioner Chhatwani stated that the “may” protects us from certain things, for example, if a pregnant staff member chooses not to receive the vaccine. Executive Director Talsma stated that this is covered under the exemption clause.

Executive Director Talsma noted that the last paragraph will be changed to say “Employees who fail to comply with this policy that do not receive an approved exemption will be subject to dismissal.”

President Kinnane states that employees should have a specific timeframe to receive the vaccination.

Commissioner Dressler said there is no mention of the booster shot. Executive Director Talsma stated that the booster shots are not required at this time, as there has not been definitive direction from the medical experts.

Commissioner Kaplan asked why we are not including the part-time employees. Executive Director Talsma stated that it is simply because we may lose too many staff if we do this, and part-time staff are difficult for anyone to hire right now, and if we are the only one requiring it, they may go elsewhere.

Commissioner Evans asked if the part-time staff will be encouraged to get the vaccine. Executive Director Talsma responded that yes, they will be encouraged, and they will need to follow all other mitigations.

Comm Rep Musial requested that if we included part-time staff down the road, then could we please also include volunteers, as they have just as much interaction with the public. Comm Rep Musial also asked if new full-time hires would be required to show proof of vaccine before being hired. Executive Director Talsma stated that, upon being hired, new full-time staff would have the same two-week period to show proof of vaccine.

Comm Rep Kulkarni asked how we check for proof of vaccination. Director Cahill responded that staff must present and submit a copy of their official vaccination card. Comm Rep Kulkarni stated that he feels strongly that full-time staff should be vaccinated or they will be terminated.

Executive Director Talsma added that the front desk staff at each facility will continue to remind patrons to wear a mask. We are not equipped to police this in every area of each facility. We are legally required to post signs and if staff sees someone without a mask, they will remind them to wear it. He added that we can control the situations where there is an instructor, but it is more difficult in general areas.

Comm Rep Winner made a motion, seconded by Comm Rep Musial to recommend to the full board the approval of the Mandatory COVID-19 Vaccination Policy, as amended. The motion carried by voice vote.

D. Willow Recreation Center Cell Tower Addendum

Executive Director Talsma stated that the cell tower on the Willow Recreation Center is owned by Crown Castle. In 2010, we wrote the contract so that any additional carrier would have to write a separate land lease.

The Dish Network approached Crown Castle, and asked to pay \$250/month to add to this site. Executive Director Talsma negotiated to \$1000/month, in addition to the current lease payment. This additional payment will come through our Crown Castle payment. This would amount to an extra \$12,000/year for the District.

Executive Director Talsma stated that this would involve an additional 48 square foot pad. The antennas would be inside the flag pole (no change to our flag pole). Crown Castle has their own ComEd box, and that bill goes directly to them.

Comm Rep Musial asked what kind of equipment will be involved. Executive Director Talsma responded that the additional ground equipment will be very similar to what is already there.

Commissioner Evans asked if this equipment supports cellular phones. Executive Director Talsma said this equipment may not support cellular phones, but maybe 4K transmissions. He added that the large cell towers are not as common anymore because 5G uses smaller units closer together.

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to recommend to the full board the approval of the Addendum to the Willow Recreation Center Cell Tower agreement. The motion carried by voice vote.

E. IMRF Authorized Agent

Executive Director Talsma stated that this is to make Director Pete Cahill the official IMRF agent for the District. Nicole Hopkins will remain the assistant agent.

Comm Rep Utas made a motion, seconded by Comm Rep Musial to recommend to the full board the approval of a resolution to make Pete Cahill the official IMRF agent for the District. The motion carried by voice vote.

F. Balanced Scorecard / M21-076

Executive Director Talsma stated that this issue of the Balanced Scorecard shows an increase in our programs.

Director Hopkins highlighted the following:

- In the figure skating and hockey programs, a lot of the increases stem from the fact that we went to private lessons.
- We are seeing an increase in hockey for the fall.

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to forward the Balanced Scorecard to the full board. The motion carried by voice vote.

G. Administrative and Finance Report / M21-075:

Director Hopkins highlighted the following:

- We worked with an outside graphic design company to get the online brochure up and running.
- We worked hard in the month of July to update the Human Resources database to get consistency on many items including job assignments and rate consistency for our part-time employees.

Executive Director Talsma stated that there are still some HR items in the Finance Report. Director Cahill will report on these items going forward.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend to forward the Administration and Finance Report to the full board. The motion carried by voice vote.

C. Open and Paid Invoice Register:

Director Hopkins asked if there were any questions regarding the Open and Paid Invoice Register.

Commissioner McGinn asked about whether or not we received a break for the water leakage, They did offer the JAWA rate for the initial fills at Seascapes; and we can put the parks on a seasonal rate (no meter fees or sewer fees when closed).

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to recommend to forward the Open and Paid Invoice Register in the amount of \$577,481.37 to the full board. The motion carried by voice vote.

D. Revenue & Expenditure Report; District Wide Operations Statement; Spring Activity Statistics:

Director Hopkins reviewed the District Wide Operations Statement highlighting the following:

- The year is 58% complete, and total revenue is slightly above 58% of the budget. Our expenses are slightly below 58% of the budget.
- Our grants are much higher than the budget. The childcare grant of \$157,456 we received was not in the budget.
- Executive Director Talsma stated that we received \$320,000 for ELC grants, and are hoping to end up over \$400,000 for the year. These grants are 100% funded; we do not have to match anything. This offsets our expenses significantly.
- Director Hopkins stated that our facility rentals are behind, but we have upcoming events at Bridges, as well as hockey rentals which are big sources of income.

- Our leagues are doing well, and adult hockey should add to this.
- Our programs are doing well, and fall registration will add to this.
- Salary and expenses are on target. We are expecting to be under budget on total expenses by the end of the fiscal year.

Comm Rep Utas asked what the cost of goods sold is. Director Hopkins replied that this is a percentage of total sales. Most of the sales are from Bridges (pro shop and bar/food sales). We are under budget by \$172,000 for the year for cost of goods sold, but sales are also below the total budget of \$322,402.

Comm Rep Musial made a motion, seconded by Comm Rep Kulkarni to recommend to forward the Revenue & Expenditure Report, District Wide Operations Statement and Spring Activity Statistics to the full board. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Winner thanked Executive Director Talsma for explaining the mask situation.

Comm Rep Utas said it was a great virtual park tour, especially with the weather today.

8. **Adjournment:**

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 8:33 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant