



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
December 21, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on December 21, 2021 at 7:14 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Friedman, Commissioner Dressler, Comm Reps Winner, Utas (phone)

Absent: Comm Reps Kulkarni, Musial, Wilson

Also Present: Executive Director Talsma, Director of Finance Hopkins, Director of Recreation Kapusinski, Director of Golf & Facilities Bechtold, Director of Administrative Services Cahill, Executive Assistant Flynn

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

2. Approval of Agenda:

Comm Rep Winner made a motion, seconded by Commissioner Dressler 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 Commissioner Dressler to approve the minutes of the November 23, 2021 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Tax Levy Ordinance O21-003 / M21-115:

Executive Director Talsma noted that as of today, we have not received official word that the village passed the EDA dissolution. Passing the dissolution would mean new growth for the district. This Tax Levy is based on the dissolution. However, if by chance the EDA doesn't dissolve, the PTELL says our tax levy will be reduced against the corporate levy, which is where we put all of the income from the EDA.

Comm Rep Winner made a motion, seconded by Commissioner Dressler to recommend the Board approve the District's 2021 annual Tax Levy Ordinance O21-003 in the amount of \$10,610,000. The motion carried by voice vote.

B. Bond Abatement Ordinance O21-007 / M21-107

Executive Director Talsma noted that we do a Bond Abatement every year to avoid double taxation on the bonds that are created.

Commissioner Dressler made a motion, seconded by Comm Rep Winner to recommend the Board approve the Bond Abatement Ordinance O21-007, abating taxes levied for the District's bonds for the 2021 Levy. The motion carried by voice vote.

C. 2022 Budget & Appropriation Ordinance O20-004 in Final Form, including Updated 2022 Working Budget; Updated Fund Balances and Charts; Updated 2022 Division Goals and Objectives; and Amended Org Chart with Approved Positions / M20-148:

Executive Director Talsma noted a couple of changes since the tentative budget was presented in November. The front desk wages at Triphahn Center have increased due to mask policing and possible vaccination checks. Also, with the 6.8% inflation and the supply chain issues, we are already seeing prices go up. Therefore, we have added a 10% contingency to any capital items, just in case prices increase. And finally, after feedback from the soft opening of the TopTracer facility, we are proposing the addition of a bathroom facility near the TopTracer building, with an estimated cost of \$250,000 plus a 10% contingency. A large portion of the cost is due to the boring of sewer and water lines, which could also serve future bar service in this area.

Commissioner Evans stated he is uncomfortable with increasing the cost of the TopTracer project by 1/3 without passing it through the Buildings & Grounds and Recreation & Facilities committees. Comm Rep Utas noted that the Administration and Finance Committee are recommending the project to the

Board, not approving the project. Executive Director Talsma noted that we can leave this in the budget and let the Board decide as we move forward. Comm Rep Winner stated that he was surprised there wasn't already a bathroom in the area, and that it makes sense for the facility. Commissioner Dressler appreciated the forward thinking of having the water lines there for future bar service.

Comm Rep Winner made a motion, seconded by Commissioner Dressler to recommend the Board approve of the final Budget & Appropriation Ordinance O21-005. The motion carried by voice vote.

D. PTELL Reduction Ordinance O21-006 / M21-108:

Director Hopkins explained this as the Property Tax Extension Limitation Ordinance. Any tax extension over the prior year is limited to the CPI, ¼% for 2021, or 5%, whichever is lower, unless we go to a referendum. The corporate levy will increase significantly if the Sears EDA is dissolved, as the Prairie Stone Business Park becomes new growth. Should the EDA not dissolve, any reduction in the tax levy would apply 100% to the general fund, as this is where the revenue was allocated.

Commissioner Dressler made a motion, seconded by Comm Rep Winner to recommend the Board approve the PTELL Reduction Ordinance O21-006. The motion carried by voice vote.

E. Debt Policy / M21-117:

Director Hopkins noted that this policy was recommended by our rating agency, as well as the Government Finance Officers Association. This policy was developed following these recommendations and in accordance with our current debt limitation and outstanding debt. Director Hopkins added that the policy covers the types of debt we are allowed to issue, our limitations, our process for issuing debt, as well as managing debt.

Commissioner McGinn asked to confirm that this is just putting into a formal policy the requirements that we have had all along. Director Hopkins confirmed.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the Board approve the Debt Policy as presented. The motion carried by voice vote.

F. Surplus Ordinance O21-008 / M21-120:

Executive Director Talsma noted that these are items no longer operable or useful to the District, and will go to state auction if appropriate.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the Board approve the Surplus Ordinance. The motion carried by voice vote.

G. Personnel Policy Manual Update / M21-119

Executive Director Talsma stated that this has been a year-long process, and Director Cahill did a great job with the research. The manual has been updated with items that were legalities, as well as changes in best practices, in addition to being made gender neutral, correcting grammatical errors and improving the layout. Executive Director Talsma highlighted those changes listed in the memo.

Commissioner Evans asked about the change in employee drug testing, and whether or not it includes marijuana. Executive Director Talsma responded that yes, this is tested, and if a candidate tests positive for cannabis, we legally do not have to hire them. Commissioner Evans requested that we have zero tolerance for any potential employee who would be driving a District or a private vehicle while working. Executive Director Talsma stated that Director Cahill will consult with PDRMA on this.

Commissioner Dressler asked what happens if a candidate has a medical marijuana card. Executive Director Talsma said that we could work with our attorneys in situations like this.

Comm Rep Utas suggested a change to include “or domestic partner” under insurance coverage, as the term is used in other parts of the manual. Executive Director Talsma said that we would include the phrase any time we use the word “spouse”.

Commissioner Dressler asked about our keys policy, and what happens if an employee loses a key. Executive Director Talsma responded that right now there is no penalty, and we are working on recording a full inventory of keys.

Comm Rep Winner made a motion, seconded by Commissioner Dressler to recommend the Board approve the Personnel Policy Manual Update, with recommended edits as discussed. The motion carried by voice vote.

H. 2022 ICAs – Tumbling Times, Illinois Shotokan Karate, Options Basketball, HUSC / M21-111

Executive Director Talsma explained that each year, if we anticipate spending more than \$25,000 with an independent contractor, we put together an Independent Contractor Agreement (ICA) for the Board to approve. HUSC is new for 2022; the other three are renewing their contracts.

Commissioner Dressler made a motion, seconded by Comm Rep Utas, to recommend the Board approve the 2022 ICAs with Tumbling Times, Illinois Shotokan Karate, Options Basketball, and HUSC. The motion carried by voice vote.

I. Budget Approval Cycle / M21-122

Executive Director Talsma stated that this is a new idea. Since the Budget & Appropriation Ordinance is not due until March 31 each year, staff can better prepare for the coming year and have actuals for year-end projections in terms of expenses and revenue. The Board would still approve the Tax Levy in December, with a tentative budget approval the second week of December, followed by final budget approval in January. This way, we would know for sure if any expenditures need to roll over to the following year, which current supply chain issues have shown us can be a challenge.

Commissioner Dressler asked if this would help with time constraints due to the busy Halloween and winter activities for the staff. Executive Director Talsma said that yes, staff was in favor of this change.

Comm Rep Utas asked why we don't push the cycle to January/February if the B&A Ordinance is not due until the end of March. Executive Director Talsma responded that there are some items that staff always will want to move forward with right away, including hiring and special projects. Adding the extra month would affect operations for the year.

Commissioner McGinn asked if any other park districts have tried this. Executive Director Talsma said that he recently implemented this change at NWSRA for similar reasons.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the Board approve the proposed Budget Approval Cycle. The motion carried by voice vote.

J. Administrative Services Report / M21-118

Director Cahill highlighted the following:

- We facilitated PandaDoc training for staff
- All 2022 ICAs were done digitally using PandaDoc
- Met with each facility for PDRMA Slip-Trip-Fall assessments
- Completed Open Enrollment on time using Plan Source website
- Human Resources manager helped staff at all facilities complete the Open Enrollment

Commissioner Dressler made a motion, seconded by Comm Rep Winner to recommend the Board approve the Administrative Services Report M21-118. The motion carried by voice vote.

K. Administration & Finance Report / M21-114

Director Hopkins highlighted the following:

- The 2022 Budget, the B&A Ordinance, and the Tax Levy document were the large projects in November.
- Participated in the Illinois Benchmarking group, which started before COVID, spearheaded by the Oak Park Park District, who selected several districts in Illinois who are similar to them. The group is now expanding to a national group, and if members input information, they can all learn from each other.
- Our IT department set up all of the technology at the new TopTracer facility.

Commissioner Dressler asked about the status of security cameras at Fabbrini. Executive Director Talsma said that PDRMA advised us not to have cameras near water areas, because they create a false sense of security. The cameras are not monitored. He added that Director Huguenot did put an inexpensive system at the bathroom facility, and the vandalism has dropped off since then. Executive Director Talsma said that installing Wi-Fi cameras at all of our parks would cost approximately \$10,000 per park.

Comm Rep Utas asked if there could be a discount code put into RecTrac for Community Representatives so Carmella doesn't have to process their registrations. Director Hopkins said that she can create a code for them.

L. Open and Paid Invoice Register: \$811,209.43

Commissioner Dressler made a motion, seconded by Comm Rep Winner to recommend to forward the Open and Paid Invoice Register in the amount of \$811,209.43 to the full board. The motion carried by voice vote.

M. Revenue and Expenditure Report and District-Wide Operations Statement:

Director Hopkins highlighted the following:

- The net income for operations is 362% above budget.
- Revenue is \$680,000 above budget, due to Seascope admissions, grants/donations (ELC), greens fees, and equipment rentals (Bridges). Leagues include hockey, basketball and soccer.
- Programs and instruction are \$455,000 above budget, and includes primarily camps and childcare.
- Sales are \$155,000 higher than budget. This is mostly food sales at Bridges.
- Service fees are mainly driving range fees.

- Expenses are \$1,179,000 less than budget, primarily due to lower salary/wages and other employment-related expenses.

Executive Director Talsma thanked all of his direct reports and all staff at the district for the positive outcome in 2021, saying he is very proud of the team.

Commissioner Dressler made a motion, seconded by Comm Rep Winner to recommend the Board approve the Revenue and Expenditure Report and the District-Wide Operations Statement as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Utas thanked the staff for all of their hard work and dedication to their jobs.

Comm Rep Winner said he is continually impressed by the district's exceptional success each year. He said that it makes things like adding a bathroom to the budget at the last minute less worrisome because of how things always work out. He added that the TopTracer facility is tremendous, and the use of in-house labor is top notch.

Commissioner Dressler had a blast at TopTracer. She noted that the signs at both Vogeley and Willow have lights out, and asked staff to please take a look. Director Kapusinski responded that we do receive a notification when a slot is broken, and we must go through the warranty process, wait for the part and then have maintenance replace the part. Jeff Ney is aware of the outage and typically extends the sale for the advertisers.

8. Adjournment:

Commissioner Dressler made a motion, seconded by Comm Rep Winner to adjourn the meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant