



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



**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE  
August 23, 2022**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on August 23, 2022 at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Evans, Commissioner McGinn, Comm Reps Aguilar, Kulkarni, Musial and Winner

Absent: Comm Rep Wilson

Also Present: Executive Director Talsma, Director of Administration and Finance Hopkins, Director of Administrative Services Cahill, Director of Parks, Planning and Maintenance Huguen, Executive Assistant Flynn

Audience: President Kinnane, Commissioners Friedman, Chhatwani, Dressler and Kaplan

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep Musial made a motion, seconded by Comm Rep Kulkarni to approve the minutes of the July 26, 2022 meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Virtual Park Tour

Director Hugen highlighted the following regarding the parks shown in the video:

- The South Ridge shorelines are still green but will grow into a variety of plants with color. We are controlling the flowering of the plants. Westbury Park was shown as an example of a fully grown shoreline.
- Beacon Pointe is the park for which we just received an OSLAD grant. This park is on the west side of town near the fire department, east of Beverly Road. The detention area is not buildable. A sidewalk will go in, attaching to the sidewalk that runs between two houses in the neighborhood. This park will not have a parking lot (it is a neighborhood park). It will include a playground and a shelter. The soil material removed for the playground and the sidewalks will be used to build a berm to block off the fire department. The berm will be at least four feet high, meeting requirements. Village engineers approved this prior to submitting the OSLAD application.
- Hoffman Park: this playground is being replaced. There was no equipment there at the time the footage was taken. All mulch was taken to Triphahn Center for the community to use. The playground will include a 5-12 area as well as a 2-5 area. Both all-inclusive swings and regular swings will be available. The surface will be engineered wood fiber. We are looking at installing turf under the inclusive swing. The park will have a brand new drainage system that will connect to the village sewer system.
- Poplar Park near John Muir School had a tight timeframe, as we partnered with the school district and they were hoping to have the playground complete by the time school began. This will be the park district's all-inclusive playground. The school district has moved its special needs programs to John Muir School. All ramps will lead to a feature, both for well-bodied children and individuals with disabilities. The merry-go-round will be built into the ground so you can wheel right into it. The only portion of the playground not fully inclusive is the 2-5 year area. This surface will remain mulch. The school will not have this age group. The basketball courts have been redone with new hoops, and landscaping has been redone around the courts to avoid dirt run-off onto the courts.
- South Ridge: at this park we repainted the splash pad with paint that hasn't faded. A concrete pad and bench were added, as well as additional bike racks. The turf is holding up well under the playground. Tennis courts were resurfaced, lined with two tennis courts and four pickleball courts. Residents must bring their own pickleball nets. Gametime is in the process of completely redesigning the cable system for the zipline.
- Black Bear Park was featured since we talk about it often due to the disc golf course. The fairways are mulch made from wood chips from our own trimming throughout the District. We opened up some areas along the fairways, and around each cage. Black Bear Park also has a nature walking trail through the wetland,

including signage to show what the plants are. Black Bear is out near Essex Road and Shoe Factory Road.

- At Fabbrini Park, the Oakdale tot lot will be replaced in the next year or two with another tot lot. Director Huguen showed the pickleball courts and pointed out the cracks, stating that this will happen every year in the Midwest. The cracks are filled each year, and the courts at Fabbrini are scheduled to be resurfaced next year. The youth fitness court, located west of the pickleball courts and in the outfield of one of the baseball fields, will be removed and not replaced.

Commissioner Kaplan noted that along the edges of the pickleball courts where the fence is, the surface drops off which can be dangerous. He asked if there was a way to fix this issue when we resurface. Director Huguen replied that when the fence is replaced, it will go into the asphalt rather than outside of it. The fence will come in 12 inches and will have a flat surface.

- Pine Park is the site of our next OSLAD grant application. This park currently only has one small playground, which is adjacent to a school that is going to referendum to convert to a middle school. Whether or not the referendum passes, the playground needs to be replaced. The playground would be moved and increase in size to include both a 5-12 area and a 2-5 area. The volleyball court would be moved and converted from sand to a different, accessible surface. We would also convert the current in-line skating rink to five pickleball courts. Six light poles already exist and would remain in place, but lights replaced with LED lights. The courts would be milled and repaved, and be fully fenced with windscreens. We will hold a public meeting at Pine Park on August 30. There is currently one shelter, but if we put in five pickleball courts, we will add to more shelters along a walking path outside the courts. The current sled hill would be brought back to its original look, cutting back the natural growth, and the soccer field would be regraded to increase the size for multiple age groups. The path all the way around the park would be milled and repaved to 8 feet wide. The application for this grant is due September 30. We are hoping for the full \$400,000 for this project (we would need to match that amount).

Comm Rep Musial asked who the postcards are sent to. Director Huguen said they should have been sent last week to about 65 households nearest the park. Comm Rep Musial said neither she nor her neighbor have received a postcard. Director Huguen said he would look into this.

B. NWSRA Annual Assessment R22-001 / M22-080

Executive Director Talsma noted this is an annual resolution, authorizing the assessment we need to pay to NWSRA for their services to the Park District. The amount hasn't changed much over the last couple of years.

Commissioner McGinn made a motion, seconded by Comm Rep Kulkarni, to recommend to the Board approving the NWSRA Member District Assessment

Resolution R22-002 ratifying the assessment for calendar year 2023 in the amount of \$310,873.06 as recommended by the Board of Trustees of NWSRA. The motion carried by voice vote.

C. Rescind Vaccination Policy / M22-081

Executive Director Talsma explained the following:

- We have been following the CDC recommendations, and staff has looked at many pieces of information. Staff feels it is not necessary to keep the COVID-19 Vaccination Policy.
- This affects our current ability to hire qualified employees. A large part of the policy was following quarantine rules, and how this would affect operations.
- The CDC has changed requirements for non-vaccinated individuals.
- All school requirements are now gone. DCFS and school districts no longer require vaccines.
- If we continue with the policy, we see potential for some hiring issues, without enough long-term benefits.

Commissioner Evans asked if we no longer have the policy and hire someone unvaccinated right now, what if COVID comes back and we need to reinstate? Executive Director Talsma said the policy would work the same way from our end as it did before.

Discussion took place regarding reinstating the policy if needed in the future.

Comm Rep Aguilar made a motion, seconded by Comm Rep Winner to recommend to the full board to rescind the mandated COVID-10 vaccination policy for all full-time employees, as well as part-time employees who are employed in the HEParks childcare programs held within schools or HEParks classroom settings. The motion carried by voice vote.

D. Policy Manual and Personnel Policy Manual Updates / M22-070

Executive Director Talsma noted the following:

- Our new attorneys have fully reviewed our policy manuals.
- Section 11 includes the Personnel Policy Manual (11.1) and the Safety Manual (11.2). The Safety Manual will be reviewed in September.
- All policies are board approved.
- We have attached a red-line copy of the policy manual and personnel policy manual. Most changes were from the attorneys. Some changes were moving items from one manual to another. Others were small wording changes that did not change the meaning of the policy.

- The History document will move from the Policy Manual to a page on the website.
- Under petition, we selected 30 signatures for a petition to be discussed by the board.
- We do not operate by Robert’s Rules. We do a presentation by staff, then all discussion, followed by a motion to vote. Several options were discussed. It was decided that a brief presentation by staff, followed by technical questions by the committee/board, followed by questions from the audience, and finally discussion and/or voting by the committee/board.

Comm Rep Musial asked about electric bikes on our paths. Executive Director Talsma agreed that if a user is not using the motor of an electric bike, it should be allowed on the paths.

Comm Rep Winner asked if there was anything included about including question and answers discussed via email prior to the meetings. Executive Director Talsma said that we would add this item to the policy regarding minutes.

Comm Rep Winner noted that Policy 11.8.23 was missing a title. Executive Director Talsma said this would be added.

Comm Rep Winner noted that the title “Dual Employment” was struck out, most likely by mistake. Executive Director Talsma said this would be edited.

Comm Rep Musial asked staff to add the word “supervisor” to the employee review policy.

Comm Rep Musial asked if part-time annual reviews would be added to the policy. Executive Director Talsma said these items will be added.

Comm Rep Aguilar made a motion, seconded by Commissioner McGinn to recommend the full Board approve the Policy Manual and Personnel Policy Manual updates, as amended. The motion carried by voice vote.

E. Balanced Scorecard / M22-078

Director Hopkins noted that baskets for the driving range are going down, but this is because TopTracer is not in the basket totals. Some baskets have transitioned to TopTracer. With 1,465 hours reserved at TopTracer, this puts us right in line.

Comm Rep Winner stated that TopTracer is probably more profitable than a basket of balls, and patrons may be more likely to order food and beverages.

Comm Rep Kulkarni made a motion, seconded by Comm Rep Winner to recommend to the full Board the approval of the Balanced Scorecard. The motion carried by voice vote.

F. August Administrative Services Report / M22-079

Director Cahill highlighted the following:

- An all-staff training was held in July, where we covered policies, procedures and safety training. The training was available in Spanish as well.
- Staff finalized the new hire orientation packet and schedule.
- Research was conducted on how to make summer hires a more streamlined process, specifically with the I-9 verification process, which shows that employees are eligible to work in the U.S.

Comm Rep Musial asked if the I-9 process still requires a manual signature. Director Cahill said that you can sign electronically, but documents still need to be inspected physically. The difficulty is in having new hires bring in the documents.

Comm Rep Kulkarni made a motion, seconded by Comm Rep Winner to recommend to forward the Administrative Services Board Report to be included in the Executive Director's Report. The motion carried by voice vote.

G. Administration and Finance Report / M22-077

Director Hopkins highlighted the following from the July Admin & Finance report:

- An auto-adjustment feature was implemented into the payroll system, so that we no longer need to manually adjust every salaried individual to 80 hours.
- Staff reviewed what would be necessary if we eliminated a seasonal brochure and made it more program-oriented. There would be some back-end adjustments in the registration system. Executive Director Talsma added that we are looking at a bi-monthly program release to be more in line with when registration actually opens for certain programs.

Commissioner McGinn made a motion, seconded by Comm Rep Winner, to forward the August Administration and Finance report to the full board to be included in the Executive Director's Report. The motion carried by voice vote.

H. Open and Paid Invoice Register: \$731,660.22:

Comm Rep Kulkarni made a motion, seconded by Commissioner McGinn to recommend the Board approve the Open and Paid Invoice Register as presented. The motion carried by voice vote.

I. Revenue and Expenditure Report and District Wide Operations Statement:

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

7. Committee Member Comments:

Comm Rep Kulkarni said thank you to staff for all of the work.

Commissioner McGinn said good effort on the Policy Manual updates; the timing was good with the new attorneys.

Comm Rep Musial said this is her last meeting in-person until January.

Comm Rep Winner said he appreciates the park tour.

Comm Rep Aguilar said well done to staff on the park tour and great drone footage.

Commissioner Evans said the park tour was fantastic, and great work on everything else. He added that this committee is a great example of how community reps are used. He is proud to be chairing this committee.

8. Adjournment:

Comm Rep Winner made a motion, seconded by Commissioner McGinn to adjourn the meeting at 8:29 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

The following question regarding information in the August A&F packet was submitted and answered via email prior to the meeting:

Policy Manual updates –

1. 4.1.18 – indicates presentation, then comments/questions from audience and then questions from Committee or Board. Usually questions from the Committee/Board are addressed first and then comments/questions from audience. Is audience first a change going forward?

Actually this is how it has been in policy just not practiced. It is better to get audience questions first so Board or Committee may consider that input.

2. 4.03.05.03 Wording not clear– “Commissions formed in cooperation with other governmental entities,..., appoint citizens to represent the park district.” Not sure what a commission is (should it be committee?) and maybe it should say a member appoints citizens?

This would be an intergovernmental commission, perhaps something the Village forms, for example, the bike path commission which has Keith as our representative.

3. 9.13.15 d10 prohibits electric bikes from use on biking and walking paths and 9.3.19 O. allows electric scooters use on biking and walking paths not to exceed 15 mph. Why do we allow one electric vehicle (scooter) and not another (bike)? What if the person using the electric bike is using it in manual mode and not using the electric assist? It is no different from a regular bike.

Manual mode would be fine as it is not being used as an electric bike.

#### Personnel Policy Manual –

1. 11.7.01 – Full-time employees will be formally appraised by their ??? in December.... Forgot to add who is doing the formal appraisal.

#### Supervisor

2. 11.7.03 – “Part-time employees...given on an annual basis as the written evaluation shall dictate.” The manual has not indicated that there will be a written evaluation of part-time employees. Just full-time employees in the section 11.7.01. Should probably address written evaluations of part-time employees in Section 11 as well

Part time employees receive an annual written evaluation based on season, it is not usually in December, though might be.

With regard to the safety walkthrough,.....was this an internal HEPD safety review or external (Village, OSHA equivalent, or other) as part of an annual undertaking?



**TO:** A&F Committee  
**FROM:** Craig Talsma, Executive Director  
Peter Cahill, Director of Administrative Services  
Catalina Rodelo, HR Manager  
**RE:** A&F Board Report - August  
**DATE:** August 23, 2022

---

A. Administrative Services

- Prepared the Annual Policy, Procedures and Safety Training presentation for all-staff meeting. The presentation was updated to reflect current procedures and was also translated into Spanish.
- Assisted administration department in distinguished accreditation policy and document collection.
- Held quarterly Safety Committee meeting where we discussed claims, building inspections and reviewed the Safety Manual and Emergency Operations Plan.
- Finalized new full-time orientation including the updated new hire checklist, required trainings summary of benefits, the Welcome to HEParks presentation, and policy, procedures, safety training and a tour schedule.
- Conducted safety walkthrough of The Club.
- Researched part-time salary ranges by contacting other districts for their ranges and reviewed best practices through SHRM.
- Revised Emergency Operations Plan and updated our heat advisory procedure and severe weather procedures.
- Managed Freightliner school bus accident claim. Damage was minor and the other party was deemed 100% at fault.

This is an internal safety check, required by PDRMA and as outlined in the Safety Manual, conducted quarterly.