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MINUTES COMMITTEE OF THE WHOLE MEETING December 13, 2022

1. **Roll Call:**

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on December 13, 2022 at 6:02 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: President Kinnane; Commissioners Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn; Comm Reps Kulkarni, Winner, Utas, Beranek, MacGregor, and McIlrath

Absent: Comm Reps Aguilar, Musial, Wilson, Evans, Macdonald, Poeschel, Sernett, Bettencourt, and Henderson

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, Director of Administrative Services Cahill, Executive Assistant Flynn

Audience: Kimberly Barton, Steve Dietz

2. **Approval of Agenda:**

Commissioner Chhatwani made a motion, seconded by Comm Rep Utas 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. **2023 Budget Overview / M22-113:**

Executive Director Talsma noted that the budget process is developed at the staff level. This is a working budget, and all committee members and commissioners have

input. We are entering the fourth year of the 2020-2024 CMP. Staff refers to the objectives from the CMP to develop the 2023 Goals. The budget presents what staff feels is the direction of the District for 2023.

Executive Director Talsma reviewed the budget beginning with Budget Overview, noting the following:

- The memo outlines how the budget process works. We have a zero-based budget. We have healthy fund balances.
- The bond issue provides cash proceeds in the following year.
- The Five-Year Capital Plan is the same one the board approved in September. Over the next five years, this will change with new items that come up or issues that need to be addressed.
- Similar to last year, we have an accrual-based budget, and we start over each year. Nothing is assumed to remain the same from year to year.
- We have eliminated charge backs for the most part, but do have them for debt service and capital.
- We have included a payback of \$750,000 from ice and recreation; \$300,000 from golf (increase of \$75,000 to allocate for TopTracer range facility); and \$200,000 from The Club.
- Tax Levy is a major component of the budget and a separate document. We have previously announced our intention to levy for 2022 tax year, to be collected during 2023. The tax levy worksheet outlines the breakdown of the tax levy by fund. The tax levy ordinance will be approved and signed at the December board meeting. The B&A ordinance will be approved in final form in January.
- The memo includes information on new personnel.
- The budget includes a 4% salary increase pool; this does not mean that everyone will receive a 4% increase, and should help cover any additional hires. Annual increases will be based on merit, past performance and date of hire.
- We are expecting a large land cash donation in 2023. The village has an ordinance that states developers will donate one acre of land per 1,000 residents, or in lieu of land, \$165,000 per acre. There are two approved apartment complexes near Higgins and Moon Lake roads, and one property at Bell Works.
- An organizational chart is included for all full-time employees. Some positions have more than one employee. The paygrade is listed in parentheses for each position. Also attached is the proposed 2023 pay grade salary ranges. New positions include the Superintendent of Recreation Facilities and the C&M Manager for Bridges and The Club.
- The proposed budget includes a utilization of reserves for the IMRF fund, the FICA fund and the capital fund. All other funds are at break even with \$25,000 budgeted for the ADA/special recreation fund as a surplus.
- The fund balance chart shows that we ended 2022 with surpluses. We are budgeting to break even in all of these areas, but expect to have some surpluses again.

- We have less than one year of reserves in our general and recreation fund, but these are earmarked, mostly for roof replacement in the next 4-5 years. Still proud that we haven't had to go back to taxpayers for more money for large repair projects.
- The first facility to receive a new roof will be The Club (2026), followed by Willow (2027).

Commissioner Evans asked about the cap of 5% for the projected levy. Executive Director Talsma said that our overall increase was estimated at 6.1% over last year's extension, and because the CPI is 7%, we can go to the max of 5%.

Commissioner Chhatwani asked if the two new positions are open. Executive Director Talsma said they are both new, and if they are approved tonight, we will begin the hiring process and post the positions.

Commissioner Chhatwani asked if the roofs are completed in sections. Director Huguenot stated that the roof at The Club is done in sections, but will be completed in one year to save costs.

Comm Rep Utas asked if the Vogelei Barn lift is the elevator. Executive Director Talsma confirmed that it is, and needs to be replaced.

Commissioner Dressler asked if repaving is done every year, and is this due to our climate? Director Huguenot explained that every parking lot or tennis court is repaved every three years, so in the budget, each year represents different locations. This project is put out to bid each year.

2023 Goals and Objectives

ADMIN SERVICES: Director Cahill presented a review of the 2023 goals for the Administrative Services Division, and highlighted the following:

- Improving employee communication and outreach, especially reaching those employees who do not have a district email address. We are hoping to integrate a web portal for staff, as all staff have access to a computer in their respective facility.
- Continue to visit different divisions of the District to assist with HR aspects.
- Streamline and modernize application employee application process. Implement new Breezy HR program.

Comm Rep Kulkarni asked if the new application program can be used for seasonal applicants. Director Cahill confirmed that it can, and we can use different versions of the application for different positions.

Commissioner Chhatwani asked if we will have an idea suggestion center on the web portal. Director Cahill said that is a good idea and it can be implemented.

Commissioner Kaplan asked about the police walk-thrus. Director Cahill explained that the police department has a liaison group for helping the community. They walked through the Triphahn Center and showed us areas that may be of higher risk. Commissioner Kaplan agreed that the more they know about our building the better off we are.

FINANCE & IT: Director Hopkins highlighted the following from the Finance & IT Goals:

- Implement an annual financial report through GFOA. They also have a “popular annual financial report” which is more user friendly. We can submit this for an award as well.
- Implement Microsoft 365. Once this is more widescale, we will look into the tools like Sharepoint (this can be used for the employee suggestions), and automation, like taking information from PandaDoc forms and extracting into BS&A.

PARKS: Director Hugen highlighted the following from the Parks, Planning & Maintenance Goals:

- We are currently out to bid for mowing 132 acres of our parkland for the next three year. This is the first time we have outsourced mowing, but looking at our staffing, fuel prices and the time it takes for staff to drive from one location to another for mowing, it made sense for us to drop to one in-house mowing crew and change the secondary crew to landscaping. The 132 acres include level 2 and 3 parks. Our crew will still mow our facilities and community parks (larger parks with parking lots); and parks with sports fields. We will also continue with our agreement with the Village. This is a 28-week mowing season. This should save the district money in the long run, and be more efficient with our fleet of mowers in terms of servicing.
- The organization of the department will change. To increase efficiency and reduce the number of direct reports for Director Hugen. The restructuring includes two superintendents reporting to Director Hugen, plus the GIS Administrator. Supervisors and managers will report to the superintendents. Matt Schiller and Mitch Haizel will be promoted to Superintendent of Parks and Superintendent of Buildings & Aquatics, relatively. Ice maintenance will fall under Mitch Haizel.
- The Parks department will also be hiring a part-time administrative assistant to help as a liaison to the business department as well as facilitating a dedicated line where residents can call to report any incidents or issues in our parks and facilities.

Commissioner Dressler asked how much time will be saved by outsourcing some of the mowing. Director Hugen said that a large amount of time will be saved to focus more on safety and beautification. In terms of costs, the funds are simply being shifted to the mowing contract.

Comm Rep Utas asked how many positions were being added with the restructuring. Executive Director Talsma said that no new full-time positions are being added; we are shifting responsibilities and reporting structure.

RECREATION: Director Kapusinski introduced Mariana Vega, the student representative for the Recreation and Facilities Committee, and highlighted the following goals for 2023:

- The DEI initiative will be a focus. We will create a DEI committee, which ties into expanding also our MORE program and the Programs for All initiative, and scholarship program.
- The Recreation Department will be adding a second superintendent. The two superintendent will split supervisory roles into facilities (Willow, Triphahn, Ice, and Athletics/fields) and programs (youth/adult programs, early childhood, childcare, seniors, special events, and aquatics). Both superintendents, plus the C&M superintendent will report directly to Director Kapusinski.

Commissioner Evans asked about how to bring in those not participating, despite offering free options. Executive Director Talsma explained the MORE program, where our staff goes out to the neighborhoods. We will modify an existing van, wrap it with bright colors and our logo, to create a MORE brand.

Commissioner McGinn asked about the goal to evaluate the use of paid hockey coaches. Director Kapusinski explained that we have a mix of paid and volunteer coaches right now. We will look into moving to volunteer coaches only for some teams and to see if it would affect our participation levels.

THE CLUB: Director Bechtold highlighted the following goals for The Club:

- One combo goal for The Club and Bridges is to hire a full-time marketing manager, as we need someone to focus on these two revenue-generating facilities. The goal is to bring in new members and participants. The new hire will help with this.
- Will focus on a referral program for The Club. With your customer as your best advertising, we feel that if we build our referral program, we will build our community.

Commissioner McGinn asked about the 2022 advertising budget. We only used \$22,000 of the \$43,000 budgeted. Director Bechtold explained that the biggest change was cutting out the direct mailer, and we signed up almost the same number of new members without the mailer. The advertising budget stays the same this year due to the new marketing employee.

Commissioner Kaplan asked about the sport athlete specific training. Director Bechtold explained that the trainer will dive into the sport and do training for that athlete. This will be at the middle- and high school levels, and will be marketed through the schools.

Comm Rep Utas asked if you can drop in to the group fitness classes. Director Bechtold said the only class you pre-register for is the HIIT classes.

Commissioner Evans asked if we had a dedicated marketing person before. Director Bechtold said that we did before COVID, so we are ramping this back up. There will be some coordination through weekly meetings with the C&M committee that falls under Recreation.

BRIDGES: Director Bechtold highlighted the following goals for Bridges:

- Several goals focus on capitalizing on the momentum of TopTracer. We will continue to use coupon codes and make sure the community knows about us. The TopTracer leagues did very well, so we will expand this to possibly three in the spring and three in the fall, supplemented with individual events.
- We will focus on golf outings, increasing rounds, and appropriate pricing for each.

Commissioner Dressler asked if coupons are tracked, like the ones passed out at the Fourth of July parade. Director Bechtold said that yes, those had initials on the card to tell them apart, and we also track all digital promo codes.

President Kinnane noted that until you get to the far end of the parking lot, you don't see the TopTracer facility at all. Director Bechtold responded that we are looking at putting some signage out on Moon Lake.

2023 Operating Budget

Executive Director Talsma highlighted the following funds from the 2023 budget:

- In the general fund, the funds for the Beacon Pointe OSLAD fund. Will likely come in in January.
- Pine Park playground renovation is in Fund 1.
- Taxes are reallocated between different funds.
- Microsoft 360 and some smaller IT items are in the general fund.
- The Recreation fund includes plans to renovate the Triphahn Center fitness center, including new flooring, painting, bringing in new equipment, but fewer pieces to help with crowding.
- The Recreation fund also includes lounge chairs for Seascape.
- The IMRF numbers are static.

- Debt service numbers are static.
- Special recreation fund includes items at Beacon Pointe, Fabbrini, Triphahn Center playground, Vogeley Barn, and Huntington Park.
- The FICA fund is static.
- Fund 11 is The Club – includes replacement of a third gym curtain, and some additional fitness equipment.
- The capital fund includes the Fabbrini pickleball fence, the Oakdale playground at Fabbrini, the Triphahn Center playground, court repair and crack fill, two vehicles for the Parks Department (on replacement schedule), RTU at The Club, lot repair and crack fill, Willow Rec Center building updates (walls, windows, skylights, concrete deterioration around foundation), Huntington Park, and a capital contingency of \$125,000 for emergency purposes.
- The Bridges fund includes their TopTracer lease agreement, a new bar top, and wireless point-to-point service.

Commissioner Chhatwani made a motion, seconded by Commissioner Dressler for consensus on the 2023 operating budget as presented. The motion carried by voice vote.

B. 2022 Tax Levy in the Amount of \$11,285,150 for Fiscal Year 2023 in Tentative Form / 022-003

Commissioner McGinn made a motion, seconded by Comm Rep Utas to recommend the board approve the announcement of the intent to levy \$11,285,150 for levy year 2022 to be collected in fiscal year 2023. The motion carried by voice vote.

C. 2023 Budget and Appropriation Ordinance in Tentative Form / 022-006

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to recommend the board approve the Budget and Appropriations Ordinance 022-006 in tentative form. The motion carried by voice vote.

6. Committee Member Comments:

Comm Rep Utas said that Winter Fest was great. Neighbors said everything was well organized.

Student Rep Subramanian said this was a fun experience.

Student Rep Vega thanked the committee for letting her be here.

Student Rep Sebasan said thank you for having me and happy holidays.

Commissioner Friedman said great job preparing the budget.

Commissioner Chhatwani said happy holidays and thanked the staff for their work.

Commissioner Kaplan said he appreciates the student reps attending. He wished a happy holidays to everyone and thanked Executive Director Talsma for his leadership.

Commissioner McGinn thanked the community reps and staff and said next year looks good.

Commissioner Dressler said that Winter Fest was fun and that it was incredible how everyone works so closely together. She thanked staff for their work and said they make it look easy.

President Kinnane thank the community reps for their service. He added that he has been helping out with various organizations and noted there is so much need out there. He asked that if you have a chance to help someone, please do so, and happy holidays.

7. Adjournment:

Commissioner Kaplan made a motion, seconded by Comm Rep Utas to adjourn the meeting at 7:37 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant