

MINUTES
SPECIAL BOARD MEETING
December 12, 2023

1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on December 12, 2023 at 6:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners Dressler, Friedman, Evans, Kaplan, MacGregor and McGinn, President Chhatwani

Absent:

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Parks, Planning & Maintenance Hugen, Director of Finance and IT Hopkins, Director of Recreation Miletic, IT Specialist Hassler, Superintendent of IT Agudelo

Audience: Natalie Wood, Kimberly Barton, Community Reps Pilafas, Musial, Winner and Kulkarni (6:05)

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

Commissioner MacGregor made a motion, seconded by Commissioner Kaplan to approve the agenda as presented.

4. Comments from the Audience:

None

5. 2023 Tax Levy Amount:

Commissioner McGinn made a motion, seconded by Commissioner Dressler to announce the 2023 Tax Levy amount of \$11,829,432.

Executive Director Talsma noted that this is the amount included in the budget and said the formal tax levy will be presented at the A&F meeting on December 19.

The motion carried by voice vote.

6. 2024 Working Budget / M23-108:

Commissioner MacGregor made a motion, seconded by Commissioner Kaplan to approve the 2024 working budget as presented.

Executive Director Talsma explained that we try to improve the process each year, and this year we are presenting the working budget as part of a special board meeting. He noted that the objectives are items that are not reoccurring and should be things that are different and of note for each division, including operational items, capital items and new initiatives. At the end of the meeting the board will approve a couple of items that need a separate formal approval which is required as an accredited organization (org charts, salary ranges, five-year capital spending plan).

The following items were highlighted:

- Utilization of reserves – Executive Director Talsma explained this practice, and how the District plans to use the reserves from each fund to pay for capital and other expenditures.
- In 2024 the District will be creating the 2025-2029 Comprehensive Master Plan.
- The capital plan for 2024 highlights large projects such as the Vogelei renovation, which we have applied for an OSLAD grant.
- The next five-year plan includes major roof renovations at multiple facilities. The plan is to use reserve funds for this and not go to referendum. We have been planning for this.
- For next year we are planning on 77 full-time staff, which is the same as 2023 with a couple of position changes. Included in the budget is a 5.5% increase in salaries as a pool, with a portion of that reserved for discretionary purposes throughout the year.
- Brian Bechtold has been promoted to Deputy Director. He will now oversee Human Resources and C&M, in addition to The Club and Bridges. The facilities (Triphahn Center, Willow Rec Center, and Vogelei) have moved back to the Recreation division.
- At the end of 2023, we will have a surplus in our operating accounts, and this will be added to our reserve balance. In the next few years, the cost of roof replacements is estimated to be between \$10 and \$12 million. Our reserves should be able to cover this amount.
- The working budget is in preliminary form and the final budget will be approved in January.

Commissioner Evans asked about the sports instructional provider for youth athletic general programs. He asked if they are managing teams or just providing instruction. Executive Director Talsma said this is mostly younger children, ages 3-7 years old, and is skill-based, not leagues.

Commissioner Evans asked about the Premier Alliance contract. Executive Director Talsma said that this is the Hoffman Aces. We brought them in for the fall and it went exceptionally well. There was a price increase but it did not deter the registrations.

Parent coaches are still involved. The vendor is responsible for recruiting and training the parent coaches. All games are in-house, not travel.

Commissioner Evans asked if there was any news on the marquee signs. Executive Director Talsma said we have been trying to get quotes from the two main vendors for six months, and are going to put out an RFP to make it official.

Comm Rep Mandar asked where the funds are for the roofs. Executive Director Talsma said that the roofs will be completed in the coming years, not in 2024, but the funds are in our reserves.

The following questions were discussed for the Admin, Finance & IT Divisional Goals:

- Commissioner Evans asked if the Open Enrollment in Spanish is for employees. Executive Director Talsma said that we have used it for the past two Open Enrollment periods and are working toward having all documents in Spanish, including documents they are required to sign. PDRMA is also working on this.
- Comm Rep Musial asked about replacing the marquee signs, and if they are bad. Executive Director Talsma said yes, the signs are ten years old and many panels have gone out, so we have them replaced under warranty. The warranty expires in October 2024.
- President Chhatwani asked if we want to increase technology options in the lobby to self-enroll, do we have funds for that? Executive Director Talsma replied yes. We currently have electronic waiver and signature devices; we haven't fully investigated if it would save time/effort to have a computer there for use.
- Commissioner Evans asked what Cisco Duo is. Superintendent Agudelo said this is a program that can simplify multi-factor authentication on our applications.
- Commissioner Evans asked which shelters are referred to in the goal? Executive Director Talsma stated that there is a goal to allow park shelters to be reserved online.

The following questions were discussed for the Parks, Planning & Maintenance Goals:

- Comm Rep Musial asked what a sustainability volunteer is. Director Hugen said the goal is to create a volunteer group to pull from to complete the sustainability events, rather than have an in-house sustainability committee.
- Comm Rep Musial asked about the Vogeley Park renovation. Executive Director Talsma said that if we don't receive the OSLAD grant, we would still budget up to 50% of park renovation budget to complete some of the items.
- Comm Rep Musial asked if the painting/sealing the indoor courts and resurfacing the outdoor courts includes all locations. Director Hugen replied that all locations are on a three-year rotation schedule for these applications.
- Comm Rep Kulkarni asked about the controlled burns. Executive Director Talsma stated that there are a couple of parks that will be contracted out for

this service in 2024. He added that Comm Rep Harner had asked about Black Bear Park, but this park is not contracted out.

- Comm Rep Pilafas asked about the Volunteer Reward Program, and asked if it is to encourage more volunteers. Executive Director Talsma said that yes, we are considering items to provide volunteers who commit their time (e.g., gloves for seed bombing, apparel for coaches, etc.). We are always looking for more coaches.
- Comm Rep Musial asked why the performance measure for enhancing student pass sales at The Club was to “exceed”. We may want to change the goal to “increase pass sales”.
- Commissioner Dressler asked if there was new equipment in the budget for The Club. Director Bechtold said we are replacing a few pieces each year, and added that not all equipment was replaced during the renovation.

Staff discussed the 2024 budget report on a fund-by-fund basis. Highlighted discussions are below:

- Contracted services for maintenance items like mowing are in 01-20. Other contracted services, including our CMP consultant, is budgeted in 01-10 for administration.
- Software licensing is now in capital.
- Some of the Vogeiei renovation budget is in the special recreation fund.
- Fund 12 is capital, and includes the marquee signs, golf carts, Willow Rec Center renovations.

The motion carried by voice vote.

7. 2024 Organizational Chart and Salary Ranges

Commissioner MacGregor made a motion, seconded by Commissioner Kaplan to approve the 2024 Organizational Chart and Salary Ranges as presented.

Executive Director Talsma presented an updated organizational chart and salary ranges, which include proposed increases.

The motion carried by voice vote.

8. Five-Year Capital Spending Plan 2025-2029

Commissioner Dressler made a motion, seconded by Commissioner McGinn to approve the Predicted Capital Spending Plan as presented.

Executive Director Talsma noted that this is preliminary, but we wanted to have it presented. It is based on the GIS program

Commissioner Evans asked if this anticipates we will receive the OSLAD grant for Vogeiei. Executive Director Talsma said that is correct, and if don't receive the grant, we would put more into the Vogeiei budget in 2025.

Community Rep Kulkarni asked if the roofs were in this budget. Executive Director Talsma said the roof replacements are split over several years and locations, and will go into year 2030.

The motion carried by voice vote.

9. 2024 Budget & Appropriation Ordinance / 023-003 (In Tentative Form)

Commissioner MacGregor made a motion, seconded by Commissioner Evans to approve the 2024 Budget & Appropriation Ordinance in tentative form.

Executive Director Talsma noted that this document must be on display for 30 days, and the final document will be approved at the January 2024 meeting.

The motion carried by voice vote.

10. Commissioner Comments:

Commissioner McGinn said very good work.

Commissioner Kaplan said we have come a long way from the process we used in the past.

Commissioner MacGregor thanked staff for the accuracy and effort.

Commissioner Evans complimented staff on the preparation, and thanked the four community reps who were in attendance.

Comm Rep Musial added that the format may have disengaged some community reps. Executive Director Talsma said that three could not make it.

President Chhatwani wished a happy birthday to Commissioner Friedman, and thanked Executive Director Talsma and staff for the work.

11. Adjournment:

Commissioner Evans made a motion, seconded by Commissioner MacGregor, to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant