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**MINUTES
COMMITTEE OF THE WHOLE
November 13, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on November 13, 2018 at 6:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan, Commissioners Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn; Comm Reps Aguilar, Dressler, Macdonald, Musial, Sernett, and Wilson

Absent: Comm Rep Bettencourt, Chhatwani, Dekirmenjian, Friedman, Henderson, Neel, Poeschel, Utas, Veronico, Wittkamp

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 and Facilities Bechtold

Audience: Superintendent of C&M Manisco, Superintendent of Rec Palmer

2. Approval of Agenda:

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

3. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. 2019 Budget/M18-108:

Executive Director Talsma reviewed the memo noting that they were looking for a consensus on each area of the budget. He explained that the budget numbers supported the district's objectives as well as the district's CMP. He noted that a new CMP for 2020-2024 was being developed and for that purpose a community survey had been mailed which had received approximately 600 results to date.

He explained that new this year was the use of the GIS (which replaced the CAMP report of previous years) and that the GIS or district inventory was maintained by Director Hugen and GIS Admin Wozny. He noted that it contained all the assets of the district.

Executive Director Talsma explained that the Annual Bond funded the Capital Projects for \$750,000, noting that the district had more than that amount in projects and would also be using both the operational funds and fund reserves. He reviewed the need to fund the \$1,000,000 on the ice rink replacement from Fund 2 and the reserves. He noted that the roof project would be funded through capital and the OSLAD project through the general fund.

Commissioner Kilbridge asked if the OSLAD grant was an all or nothing award and it was noted that if a project was reduced it might not be funded to a full \$400,000 available. Executive Director Talsma noted that the district had also received another \$30,000 grant to create an outdoor fitness area in the same park spaces.

Comm Rep Musial noted that the OSLAD project was a \$1.2 million dollar project, looking for \$400,000 of grant money and asked what might happen to the project if the district did not receive the grant. Executive Director Talsma explained that the project could be scaled back to meet the budget if the grant was not awarded.

Executive Director Talsma continued to review the memo. He explained that Personnel was down from 77 full time staff to 73 and that they were waiting until the beginning of the season to hire a new Sous Chef as the previous Sous Chef had replaced the Executive Chef. He also noted that they were budgeted for a 3% merit increase to staff salaries and that the district had begun focusing on increasing part time salaries to remain competitive especially in the areas of front desk staff and life guards.

Executive Director Talsma reviewed the tax levy noting that the CPI was at 2.1%.

Commissioner McGinn asked about the decrease in the Contracted Services and it was noted that the district no longer had contracted services for PSSWC cleaning as well as not budgeting \$25,000 for a community survey again next year.

Executive Director Talsma reviewed the graphs prepared by Director Hopkins noting that the Rec Fund was projected to be under budget by \$285,000, reminding the committee that ice fees had been reduced in an effort to rebuild the program resulting in a \$100,000 loss in fees and that Rink 1 would need to be replaced. He explained that the Wolves were presently practicing on Rink 2.

Comm Rep Musial asked about the \$500,000 showing as projected income in Capital and Executive Director Talsma explained that was primarily funds that had not been spent. Commissioner K. Evans asked if the Wolves would assist with the cost of the repair on the rink and Executive Director Talsma noted that he was negotiating for ½ payment to repair and bring the rink to the new requirements for the professional leagues. Commissioner K. Evans asked if this was in the 2019 budget and Executive Director Talsma noted that it was not presently in the budget. Executive Director Talsma also noted that Tollway LLC was in bankruptcy and that one of the billboards involved belonged to the park district and was part of the district's agreement with the Wolves until 2022 for their advertising space. He noted that the situation could possibly affect future budgets.

Executive Director Talsma reviewed the fund balances noting that some seemed to have large balances. In accordance to the district's reserve policy, however, they would be used to fund portions of the OSLAD project, Ice Rink Replacement and Roof Replace projects.

The Salary Ranges were reviewed and Commissioner Kilbridge asked about the cash control clerk position. Executive Director Talsma explained that BPC had lost its full time position and was being replaced with a part time cash control clerk and that the full time position listed in the salary range was for the present position in the accounting department at TC.

The 2019 Goals and Objectives were reviewed. Director Hopkins asked for questions on the Administration and Finance Goals.

Comm Rep Musial asked about the budgeted numbers for alternative revenue through advertising/sponsorship/marquee. Executive Director Talsma noted that the billboard signs referenced with the Wolves and located on I90 were not the same as the four marquee signs the district

owned. He also explained that the district was looking at two additional marquee signs at PSSWC to be owned by the Village.

Comm Rep Musial asked what a CPRP was and Executive Director Talsma explained that it was a Certified Park and Recreation Profession.

Director Hugen asked for questions on the Parks, Planning and Maintenance Goals.

Director Kapusinski reviewed the Rec, Facilities, and Ice Goals.

Executive Director Talsma took this opportunity to note that a new column had been added to the Goals and Objectives; the Action Plan column to further clarify how the objective would be reached.

President Kaplan asked about Increasing two NWHL teams and Director Kapusinski noted that it was general addition to programming.

Comm Rep Musial asked about the specifics to secure Anthony Parisi and Executive Director Talsma noted that he had asked staff to make the goals and action plans as specific as possible.

Commissioner R. Evans asked about developing the Cricket program and Executive Director Talsma explained that staff was working closely with a resident to create a cricket pitch at Canterbury Park and bring cricket to the park district.

President Kaplan asked about public skate and holding it on the weekends. Director Kapusinski noted that it was an issue of ice availability but they were expanding it to the weekends to get participants interested in other ice programming. Comm Rep Musial asked about icing Pine Park as they had in the past. Director Hugen explained that the structure was no longer sound and would need to be replaced. He also explained that it took approximately one week to ice the area with temperatures consistently below freezing and that PDRMA required 8" of ice to skate on a pond. Executive Director Talsma noted that staff was working with a sponsor to donate synthetic ice for the Winter Fest and that might be an option for additional skating in the district.

Comm Rep Musial asked about retaining front desk staff. Director Kapusinski noted that it was primarily due to low wages.

President Kaplan asked about the Hoffman Walks program and Director Kapusinski explained that staff felt that if the program was themed and offered activities after the walk, they would get more participants.

Commissioner McGinn asked about soccer. Director Kapusinski noted that the numbers were declining and that staff was looking into options to increase interest. Executive Director Talsma noted that they were also looking to contact the past rental and perhaps create a contractual contract to help bring soccer back. Commissioner Kinnane noted that he was hearing that the kids were involved in the private organizations. It was noted that the private sector was also affecting swim classes.

Comm Rep Musial asked about the safety procedures coinciding with District 15 and 54 and Director Kapusinski noted that they did.

Commissioner K. Evans asked about Wings and Talons and Executive Director Talsma explained that it was going well; that they had offered 3 classes and staff was looking to involve them more in the special events depending on their volunteer schedules. Comm Rep Dressler suggested using them also for the camp Friday trips.

Director Bechtold reviewed the C&M Goals.

Comm Rep Macdonald asked about the Pumpkin Fest. Executive Director Talsma noted they were looking for special events to be held on the north side perhaps next year to coincide with the completion of the OSLAD grant.

Commissioner Kilbridge asked about the drill down marketing and Superintendent of C&M Manisco noted that surveys were sent and that staff had the opportunity to check those responses and follow up with an email.

Commissioner Kilbridge asked about the News Letter and it was noted that it would be a follow up to attendance at special events.

Comm Rep Musial asked about Cricket not being listed and it was noted that it was a late add on and could be budget adjusted in October.

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to take a five minute recess at 7:30 p.m. The motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Comm Rep Sernett to reconvene to the Committee of the Whole Meeting at 7:35 p.m. The motion carried by voice vote.

Director Bechtold asked for questions on the Golf goals. He announced that BPC had just received the Knot Venue Award for 2018. He also announced that Comm Rep Musial had won the 5K Women's in her division.

President Kaplan asked about the weddings/ceremonies and Director Bechtold noted that they were broken out as not everyone had both ceremony and reception.

Comm Rep Musial asked about the data base used for emails and Director Bechtold noted that it was from BPC golfers and tee times.

President Kaplan asked about the 40 meetings and Director Bechtold noted that it was during prime time season.

Director Bechtold asked for questions on the PSSWC Goals.

Commissioner Kinnane noted that they might want to expand their hashtag# to include fitness or golf versus BPC or PSSWC for a greater response.

Commissioner Kilbridge noted that while a member of PSSWC she had never received any email communications. Director Bechtold noted that they would be expanding the data base to include comp memberships.

Executive Director Talsma explained that they were looking at restructuring the fees for PSSWC to \$55 Resident/\$59 Non Resident and adding Tennis Membership for an additional \$20. He noted that it would cost the district approximately \$4,400 / month but anticipated in making the deficit up with new memberships at the lower rate.

Executive Director Talsma also reviewed the Kids Korner noting that Director Hopkins had done much research to discover that it was costing the district \$60,000 to offer this amenity to approximately 100 households. Staff was looking to charge a fee of \$3/daily or \$10/monthly and reducing the hours.

Executive Director Talsma also reviewed discussions on the renaming of PSSWC to call it The Club at Prairie Stone noting that it would appear on the permanent placard for the new marquee sign at PSSWC.

Commissioner K. Evans asked about the fee at Lifetime Fitness and it was noted to be \$76/\$77. It was also noted that the new pricing would be included in future brochures.

Commissioner Kilbridge noted that S. Barrington Tennis Club had a bar. It was noted that tennis members at PSSWC did not pay a court fee. Executive Director Talsma noted that the board would be looking at waiving the 60 days waiting period for renaming a facility and that it would be presented again for approval at the November Rec Committee.

BUDGET:

- Fund 01 General
 - Executive Director Talsma reviewed the budget noting the Capital Projects listed:
 - Security Cameras
 - Birch Park

- TC Roof Engineering
 - Computer Server
 - Microsoft Upgrade
 - Color Copier TC
 - Cricket Batting Cages
 - S. Ridge Splash pad
 - Board Room Chairs
- Fund 02 Recreation
 - Executive Director Talsma reviewed the budget.
 - Commissioner McGinn asked about the Mohan rental and why it was under WRC. Executive Director Talsma explained that it was the Vogelei House that Facility Manager Albig was in charge. He also noted that the lease would not be renewed and the district would see a \$25,000 loss.
 - Comm Rep Musial asked about the increase in WRC memberships with the new fitness area opening up near the Jewel. Executive Director Talsma noted that staff was aware.
 - Commissioner Kilbridge asked about the library rental and Executive Director Talsma explained it had been renewed.
 - Executive Director Talsma reviewed the Capital Projects under this budget:
 - Ice Rebuild Pump
 - TC Fitness Equipment
 - WRC Exit Wall Repair
 - Underfloor Rink 1
- Fund 07 IMRF
 - Executive Director Talsma noted that the rate had dropped to 5.10% since they were fully funded.
- Fund 08 Debt Service
 - Executive Director Talsma explained that this included the bond issue.
- Fund 09 Special Rec
 - Executive Director Talsma explained that this funded the ADA portion of the Capital Projects.
- Fund 10 FICA
 - Executive Director Talsma reviewed this fund
- Fund 11 PSSWC
 - Executive Director Talsma reviewed the budget noting the Capital Projects under this fund:
 - PS Gym Curtain for the Cricket option

- Fund 12 Capital
 - Executive Director Talsma reviewed the budget noting the Capital Projects:
 - TC North Roof Replacement
 - SEA Shell Join Repairs/paint
 - SEA Body/Tube Slid resurface
 - SEA Bath House
 - Vogelei HVAC
 - WERC Playground/Pickle ball Courts
 - Community Park enhancements

- Fund 14 BPC
 - Executive Director Talsma reviewed the budget noting the Capital Projects:
 - GPS lease agreement
 - Irrigation Pump House

Commissioner McGinn asked about the leak on Rink 2 and Director Hugen noted that a second company had been hired to complete the location of the leak which was outside of the rink between two rooms.

Comm Rep Sernett asked about insurance coverage and Executive Director Talsma noted it would be filed with PDRMA.

Director Hugen noted that, if possible, they were looking to replace both rink systems with a glycol system.

B. 2019 Budget and Appropriation Ordinance O18-010:

Commissioner R. Evans made a motion, seconded by Commissioner McGinn to forward the B&A Ordinance O18-010 to the board in tentative form. The motion carried by voice vote.

6. Committee Member Comments:

None

7. Adjournment:

Comm Rep Musial made a motion, seconded by Comm Rep Winner to adjourn the meeting at 8:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma, Secretary
Peg Kusmierski, Recording Secretary