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**MINUTES
COMMITTEE OF THE WHOLE MEETING
November 16, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on November 16, 2021 at 6:05 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: President Kinnane; Commissioners Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn; Comm Reps Aguilar, Evans, Sernett, Beranek, Henderson, MacGregor, McIlrath (via phone), Kulkarni, Musial (via phone), Winner

Absent: Comm Reps Bettencourt, Poeschel, Macdonald, Utas, Wilson

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: None

2. Approval of Agenda:

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn 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. 2022 Budget Overview / M21-100:

Executive Director Talsma noted that the budget process is the same as last year. This is a working budget, and all committee members and commissioners have input. The budget presents what staff feels is the direction of the District for 2022.

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

- The first chart is the Fund Balance, which is money we have accumulated for specific purposes. All negatives in the chart are planned for, using cash on hand for capital projects.
- The District should end 2021 with a \$2 million surplus. The utilization of reserves is carefully planned for and we have special projects attached to all reserves.
- The 2022 budget has two areas of surplus, in the FICA fund and the IMRF fund. This is due to fewer employees, meaning less FICA, and we have a low IMRF rate of 4.79%.
- The comprehensive master plan (CMP) dictates the budget process, and plans out five years of activity. We refer to the CMP every year, as there are hundreds of objectives listed in the report. The budget is the number derived from these goals.
- The GIS system is our capital asset system that tell us when something needs to be replaced, and includes everything from doors to tables to chairs to trucks and lawnmowers, to list a few. Therefore, we are always aware of future capital replacements.
- The Recreation/Ice divisions, as well as Bridges and The Club all make payments to debt service to pay for previous bond expenditures.
- Any objectives listed in our goals is something that is not status quo.
- We use accrual-based accounting and zero-based budgeting.
- We use the chargeback system for IMRF and FICA, meaning we collect in one account and fund in another.
- In terms of personnel, we cut 15 positions during the pandemic, and are bringing back some of these as part of the 2022 budget:
 - In the business department, an Assistant Operations Manager (pay grade 2)
 - In the Parks, Planning and Maintenance department, a Forestry and Land Manager (district-wide; pay grade 3), and a Parks Groundswoker (pay grade 1)
 - At Bridges, an Assistant Golf Course Maintenance Supervisor (Pay grade 3); a Bar and Grill Manager (previously approved; delayed to 2022); a Building Maintenance Associate (pay grade 1) to be shared with The Club in the off-season.
 - In the Early Childhood Care department, three full-time ELC teachers
 - As a reminder, we did not have a salary increase last year for full-time staff. In 2022, we have budgeted for a 3% pool, with a 2% advisory allocation (up to 5% increase for current personnel at Executive Director's discretion).

Commissioner Dressler asked if we have a contingency fund if something needs emergency repair. Executive Director Talsma responded that we have a \$100,000 contingency fund which is more for capital items. Any smaller items will be taken care of in the regular budget (directors can approve up to \$5,000, executive director can approve up to \$25,000; over this amount will require an emergency board meeting).

Community Rep MacGregor asked if the 3% salary increase pool is on top of a cost of living adjustment. Executive Director Talsma explained that we do not do CPI/cost of living increases. All increases are based on merit.

Executive Director Talsma reviewed the Tax Levy information and noted the following:

- The tax levy supports the budget, and each year we can increase it by the CPI on a one-year delay. Last year the CPI was 1.7% but we did not increase the budget. This year, the 1.4% increase is what affects the current tax payer if there is no new growth.
- If the Sears EDA closes, the property becomes new growth for the District. With new growth, we can receive more taxes. If there is not any new growth, the District can get what we received last year plus the CPI. If there IS new growth, the District can receive what we received last year plus the CPI plus the new growth.

Executive Director Talsma reviewed the Fund Balances and Charts and noted the following:

- The District is healthy, projected to end 2022 where we started 2021.
- We have \$355,000 in capital budgeted in the general fund. This includes the OSLAD projects.
- The Recreation budget includes debt service repayment
- The special recreation budget includes capital projects at various parks, and elevators.
- The Club and Bridges budgets include capital items. Any negative numbers is where we are utilizing cash on hand.

Staff reviewed the Department Goals and Objectives.

- Commissioner Kaplan asked which program is being used for digital organization of documents. Director Cahill responded that we are using PandaDoc for contracts and internal human resources documents. Director Hopkins explained that we are using a Topaz device for waivers and agreements completed through RecTrac.
- Comm Rep Musial asked about the action plan to perform an internal control audit to review the ice fee structure. Executive Director Talsma explained that we changed how we run the drop-in ice fee structure, and this is a special goal for next year to review this.
- Commissioner McGinn asked if there is anything in the CMP to reflect the suggested renovations at Willow Rec Center. Executive Director Talsma

responded that there is not a specific plan or goal, but there is a goal in the CMP to establish a fitness center at this facility.

- Commissioner Kaplan asked about the timing of the planned cross country course at Fabbrini and Cottonwood. Director Hugen explained that we have the equipment and have a 1/3-mile track planned out at both parks. If we have six inches of snow, we can pull the drag mat to create the paths. Residents would need to provide their own ski equipment.
- Comm Rep Macdonald asked about parking availability at Pine Park if renovations are done there to add pickleball courts. Executive Director Talsma responded that there is ample parking at the school nearby, and we will consider the cost and whether or not it is worth creating a parking area for a few spots for use when school is in session.
- Comm Rep Musial asked if we referred to a public survey which she recalls a response of less than 1% who wanted pickle ball on the north side. Executive Director Talsma said we will look at the exact numbers from that survey, but that we also continue to monitor trends, and this is the top growing sport right now for adults.
- Comm Rep Musial asked about the restructuring of the maintenance staff at Seascape. Executive Director Talsma responded that we used to have maintenance staff at Seascape from 7:00 a.m. to 2:00 p.m. Going forward, maintenance staff will complete tasks in the early morning, and then the recreation staff can cover the rest of the duties during the day.
- Commissioner Dressler asked if we push the “Programs for All” into underserved areas. Director Kapusinski responded that the program is currently directed through the school social workers, but that we could possibly try to get information about the program directly into the neighborhoods.
- Commissioner McGinn asked if the floor is complete for the Windy City Bulls. Director Bechtold said that yes, the floor is complete and the team is very happy with the facilities.
- Comm Rep Winner asked if the goal of 1,200 new members at The Club is tied to a percentage increase. Executive Director Talsma explained that this is not a net growth (that would be closer to about 200). The budget includes a growth of about 10%, which is still hesitant due to COVID and mask restrictions.
- Comm Rep McIlrath asked about childcare activities being offered. Director Bechtold explained that childcare would be offered during specialty classes only. The childcare time could be structured as fitness or arts/crafts, childcare only, but we are veering away from the Kids Club structure. There are currently no set times; we will start slow and build from there. It may be used during some HIIT classes and some water classes.
- Commissioner Chhatwani asked if the HIIT program has brought increased enrollment at The Club. Director Bechtold responded that the HIIT membership is up to 100 members, which is driving overall membership up a bit, but memberships are still down due to the pandemic.
- Commissioner Kaplan asked if the instructors teach differently to older students. Director Bechtold explained that the instructors will offer modifications for specific students when needed.

- Commissioner Dressler asked if we have ever conducted a drive to collect used golf or hockey equipment for use by residents in underserved areas/populations. Director Bechtold responded that we have not, and that classes typically would not have extra room to be filled by our current Programs for All structure. However, we may be able to look into this with the TopTracer facility and/or through the Freedom Golf Association (special needs). Director Kapusinski added that we do have plenty of hockey equipment available to use.

Executive Director Talsma presented the 2022 Operating Budget:

- Comm Rep Beranek asked about the increase in wages at Bridges from \$108,000 in 2021 to \$446,000 in 2022. Director Hopkins explained that all full-time wages for golf were moved to fall under administration. Throughout the District, full-time wages are either accounted for under administration or maintenance.

Commissioner Dressler made a motion, seconded by Commissioner Chhatwani to recommend the Board approve the Budget Overview M21-100. The motion carried by voice vote.

Commissioner Dressler made a motion, seconded by Commissioner McGinn to recommend the board approve the organizational chart, including the addition of the nine new positions as outlined in the memo, as well as the 2022 salary ranges adjusted with a 3% increase. The motion carried by voice vote.

Commissioner Evans made a motion, seconded by Commissioner Chhatwani to recommend the board approve the 2022 Goals and Objectives for all departments. The motion carried by voice vote.

Comm Rep Beranek made a motion, seconded by Comm Rep Sernett to recommend the board approve the 2022 operating budget. The motion carried by voice vote.

B. 2022 Budget and Appropriation Ordinance in Tentative Form / 021-005

Comm Rep Sernett made a motion, seconded by Commissioner Chhatwani to recommend the board approve the Budget and Appropriations Ordinance O21-005 in tentative form and the Tax Levy as presented. The motion carried by voice vote.

C. Announcement of Intent to Levy \$10,610,000 for Levy Year 2021, Fiscal Year 2022

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to recommend the board approve the announcement of the intent to levy \$10,610,000 for levy year 2021 to be collected in fiscal year 2022. The motion carried by voice vote.

6. Commissioner Comments:

Comm Reps Aguilar, Evans, Sernett, and Henderson thanked staff for a wonderful job.

Commissioner Evans thanked the Community Reps and staff for a great job.

Commissioner Dressler said she is grateful for the extent of the work that is accomplished with minimal staff.

Commissioner McGinn thanked the staff for the streamlined process, and thanked the community reps for their participation.

Commissioner Kaplan thanked the community reps, the staff and Executive Director Talsma for a great job.

Commissioner Chhatwani thanked Executive Director Talsma and staff, and is looking forward to a great 2022.

President Kinnane thanked the community reps for reviewing all of the budget information, and he thanked the other commissioners and staff for their work.

7. Adjournment:

Commissioner Chhatwani made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 7:59 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant