

**MINUTES  
SPECIAL BOARD MEETING  
COMMITTEE OF THE WHOLE BUDGET WORKSHOP  
December 10, 2024**

**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 Friedman, Evans, MacGregor and McGinn, President Chhatwani

Absent: Commissioners Dressler and Kaplan

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

Audience: Community Reps Dowling, Musial, Pilafas (7:00pm), Sernett and Winner

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

Commissioner McGinn made a motion, seconded by Commissioner Friedman to approve the agenda as presented.

**4. Comments from the Audience:**

None

**5. Comprehensive District Plan (CDP) / M24-106**

Commissioner Friedman made a motion, seconded by Commissioner McGinn to approve the 2025-2029 Comprehensive District Plan (CDP) as presented.

Executive Director Talsma highlighted the following:

- He is proud of this report, which was a team effort between staff and the Forward Planning Committee and the Board.

- We kept the mission, vision and values the same, and introduced Cornerstones. The goals for the next five years tie back to those Cornerstones. These goals could be amended as the years go on and will be incorporated into the annual budgets.
- The five-year capital plan is also incorporated into the CDP.
- We have included a report of achievements over the past five years.
- The CDP includes a presentation of the findings of the Community Interest & Opinion Survey.
- The final report will be posted on the website for the community to look at and peruse.

Commissioner MacGregor asked if there would be a printed version of the CDP. Executive Director Talsma said there will be a button available to print a PDF version if someone would like to do that, but we will not be printing copies.

Commissioner Evans said he appreciates that we were able to get the Community Representatives involved.

Comm Rep Musial asked about the Little Stars program and if this is preschool. Executive Director Talsma explained that this is the full-day care program and is separate from preschool. After the closure of Little Stars at the end of May, we will still have a preschool program and other programs and camps for this age group.

Commissioner Friedman asked if the two full-time staff members are still with us. Executive Director Talsma said yes, and we did offer them incentives to stay until the end of May and are looking at other opportunities for them to stay with the District.

The motion carried by voice vote.

## 6. **2025 Budget Overview / M24-104**

Executive Director Talsma highlighted the following:

- This memo presents highlights of our 2025 budget.
- We will approve the district levy tonight, which is a 4.6% increase and does not require a Truth in Taxation.
- We will have a public hearing on the budget in January, after the budget has been available for inspection by the public for 30 days, and will approve the final B&A Ordinance at that time.
- We have been very successful at planning and utilization of our reserves, and will be able to pay to replace our roofs at all facilities over the next several years.
- Our OSLAD matching funds are paid out of reserves, not capital funds.
- We have a fund balance reserve policy approved by the board, and this is why we approve the five-year spending plan.
- We have confirmed with Director Hugen that his staff will be able to handle all of the projects planned for 2025.

Commissioner Evans said it is important to remember that those OSLAD parks will need to be replaced in 15-20 years, and this process is vital to that.

Commissioner McGinn asked about what level is too much to have in reserves. Executive Director Talsma said that the rule is 1.5 to 2 times your annual budget within any one fund. Since we have a plan to spend it, it should not be questioned.

Executive Director Talsma added that we utilize the GIS system to plan the capital spending, and The Club and Bridges continue to pay for their facility needs through their operations.

Executive Director Talsma highlighted the following regarding personnel:

- We are looking to add some full-time staff. We are always concerned with the evening hockey and basketball programs that take place at Triphahn Center and Willow Rec Center, and it would be beneficial to have managerial level coverage at these facilities in the evening.
- The ideal hours for these Facility Manager positions would be 12-8 or 2-10 (whatever closing time is).
- We will also be adding a similar position at The Club.
- We will be adding a second registrar to work at Triphahn Center, so that we have evenings covered.
- We are looking at the north side entrance of Triphahn Center. Once the Wolves leave their office space, we will be moving the Recreation staff to the south side administration area, which leaves less attention on the north side door.

Commissioner Evans asked how this addresses the weekend hours. Executive Director Talsma said the concept would be to have a Tuesday-Saturday schedule. Registrars are here (one Saturday and one Sunday), and all full-time staff get two days off in a row. The supervisor for the Facility Managers would be Nick Wirth, who is here 9-5 Monday-Friday, covering the earlier parts of the day.

Comm Rep Musial asked how likely it is that we can fill these positions with the different schedules. Executive Director Talsma said that most people in the Parks & Recreation industry understand the variable hours, and we would expect some younger candidates. We may have to pay a premium salary. Comm Rep Musial added that we would expect some turnover, but maybe with an incentive of the potential to turn into a first shift position, it could be more desirable.

Executive Director Talsma highlighted the following additional information from the memo:

- We have budgeted for a 4% salary pool with an additional % discretionary amount for the Executive Director to use as needed.
- The tax levy is just short of \$13 million, which is under a 5% increase and not a large impact on our taxpayers.
- Under budget variances, the Wolves will be leaving us on May 31, 2025. They paid about \$175,000 on average per year. Deputy Director Bechtold and General Manager Cinquegrani have done a great job looking for additional rental opportunities and continue to reach out to minor league and college teams. This is for the 9am to noon time slot which is difficult to fill.

- We are projecting to be around \$18 million for the budget and are looking to finish 2024 at between \$2 and \$2.5 million better than budget.

7. **2025 Organizational Chart and Salary Ranges**

Commissioner McGinn made a motion, seconded by Commissioner MacGregor to approve the 2025 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 Evans made a motion, seconded by Commissioner McGinn to approve the Predicted Capital Spending Plan as presented.

Executive Director Talsma noted that the roof replacements start to come into play in 2028, where you see the large amounts coming out of operational funds.

Commissioner Evans asked about the items that rolled over from 2024 into 2025. Executive Director Talsma said these are items that were expected to be completed in 2024.

Comm Rep Musial noted that the 2025 capital is very different from what we had listed last year for 2025 in the spending plan. Executive Director Talsma said this is an example of how these can be dynamic. We didn't know we would be getting the Vogeley project for sure; the Willow renovations are based on the results of the CDP survey; and we didn't know about the Seascape playground; these are some of the examples of how it has changed from one year to the next.

The motion carried by voice vote.

9. **2025 Goals**

Commissioner Evans made a motion, seconded by Commission MacGregor to approve the 2025 Division Goals as presented.

Executive Director Talsma highlighted the following from the divisional goals:

- The large item in the Administration & Finance division is to revamp the website.
- We are looking to add kiosks like the ones at Triphahn Center at Willow Rec Center, The Club and Bridges. These are used to help with in-person registration, job applications and FOIA transparency.
- One of the highlights of the parks division goals is the renovate the racquetball courts at Willow into a functional fitness space (we currently have 11 residents and 10 nonresidents who are racquetball members). Willow will also receive some updates to the front desk space and add some 50+/senior space at this location.

- The gymnastics program will move from Vogelei to the mini gym at Willow Rec Center, and we are looking at moving HOTT Theater to the Vogelei Barn.
- We are hoping to hear about the OSLAD for Hunters Ridge between now and the end of January. If we don't receive it, we will still do the playground.
- Many of the recreation goals are program-based. We want to continue to grow the athletics programs, and to focus on adult and senior programming.
- Many of the special events will be taken over by other Recreation staff, and Jodi Schultz's position will be renamed the Adult and Senior Program Manager.
- Recreation is looking to bring back baseball tournaments and will be moving and adding programs to the Willow Rec Center location.
- We will be holding our first Foundation Coop event during Skate with Santa on December 22. The proceeds from the entry fees will go to the Foundation. The District will keep skate rentals and concessions. We are looking to earmark certain events throughout the year to go to the Foundation.
- The ice department is looking to revamp the figure skating program in terms of the pay structure for instructors, meaning they will not need to pay for ice time. This will keep them and their students at our rink. The hockey and Wolfpack program has fewer teams this year, but the participants and parents are very happy and the communication has been much better. We will look to grow back from here.
- Bridges business has been tremendous, and we hope to see this continue. Toptracer is getting a lot of participation.
- The Club is getting some business from the XSport Fitness location that closed down in the Arboretum.

The motion carried by voice vote.

**10. 2025 Working Budget**

Commissioner MacGregor made a motion, seconded by Commissioner Evans to approve the 2025 Working Budget as presented.

Executive Director Talsma presented an overview of each fund and noted that financially the district is very healthy.

The motion carried by voice vote.

**11. 2025 Budget & Appropriation Ordinance / 024-006 (In Tentative Form)**

Commissioner McGinn made a motion, seconded by Commissioner Friedman to approve the 2025 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 2025 meeting.

On a Roll Call: Carried 5-0-2  
Ayes: 5 Chhatwani, Evans, Friedman, MacGregor, McGinn  
Nays: 0  
Absent: 2 Dressler and Kaplan

**12. 2024 Tax Levy Ordinance / O24-004 / M24-105**

Commissioner Friedman made a motion, seconded by Commissioner McGinn to approve the Annual Levy Ordinance O24-004 in the amount of \$12,930,983 to be collected for the 2025 fiscal year.

On a Roll Call: Carried 5-0-2  
Ayes: 5 Chhatwani, Evans, Friedman, MacGregor, McGinn  
Nays: 0  
Absent: 2 Dressler and Kaplan

**13. 2024 PTELL Ordinance / O24-005 / M24-105**

Commissioner Friedman made a motion, seconded by Commissioner Evans to approve the PTELL Reduction Ordinance O24-005 instructing the county where to reduce the levy if necessary.

Executive Director Talsma said that we overextend our levy to capture any potential new growth. If there are any reductions, we direct the county to take them out of the general fund.

On a Roll Call: Carried 5-0-2  
Ayes: 5 Chhatwani, Evans, Friedman, MacGregor, McGinn  
Nays: 0  
Absent: 2 Dressler and Kaplan

**14. Commissioner Comments:**

Commissioner McGinn said between the CDP and all of the budget work, kudos to staff.

Commissioner Friedman said he loved the format and the graphs in the CDP. It was a great presentation of the history and how it wrapped up.

Commissioner Evans said great work to staff and thank you to the Community Reps for participating.

Comm Rep Musial said well done.

President Chhatwani thanked all of the staff.

**11. Adjournment:**

Commissioner MacGregor made a motion, seconded by Commissioner McGinn, to adjourn the meeting at 7:23 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant