



MINUTES OF THE SPECIAL PUBLIC MEETING

A Special Public Meeting of the Elk Grove Park District, Cook County, State of Illinois was held on December 1, 2022 in the Administration Building of the Elk Grove Park District. President Cooke called the meeting to order at 5:03 p.m. and upon the roll being called, President Cooke, being physically present at such time and place and the following Park Commissioners, also being physically or remotely present at said time and place, answered present:

Thomas E. Cooke, President, and Commissioner
Robert R. Biedke, Vice President, and Commissioner
Scott Carlson, Secretary, and Commissioner
John R. Walz, Treasurer, and Commissioner
William B. O'Malley, Commissioner

Administrative Staff:

Ben Curcio, Executive Director
Brad Sholes, Director of Business Services
Mark Kosbab, Director of Parks and Planning
Tiffany Greene, Director of Leisure Services (arrived at 6:30 p.m.)
Kelly Carbon, Director of Marketing and Communications

BINA HEARING

President Cooke stated, "As President of the board, I am calling for a BINA hearing under executive order to be held on January 13, 2022 for bonds in the amount not to exceed \$2,500,000. Hearing to be held in the Administration Building of the Elk Grove Park District".

DISCUSSION ON 2023 BUDGET

Executive Director Curcio started off by thanking staff for their hard work and collaboration during the budget process. He stated that he would like to abide by the three commissioner rule to change something in the budget book. Director Curcio touched on three themes throughout the budget, which include the continued impact of minimum wage, the increase in cost of utilities and impact inflation is having on supplies and contractors.

Director Sholes began the discussion with the 2023 budget summary. He reiterated Director Curcio's sentiments about minimum wage, utilities and inflation. He reminded everyone of the assumptions in the 2022 projections account for historical collections of property tax. Staff anticipates collections to be consistent with past years, but the timing of collections due to the delay of the tax bills will impact timing of collections. The district continues to be in a strong financial position.

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President Cooke asked if the merit increase was included in the presented budget. Director Sholes stated staff's recommended merit increase was included in the budget that was presented. Further consideration on the merit increase was held for later in the meeting.

Commissioner Walz inquired about the district's fund balances. Director Sholes stated the anticipated fund balances referenced in the budget are impacted greatly by delayed property tax collections. Again the district assumes historical collections and anticipates that will be accurate, however, staff feel the end of year fund balances will not be lower than projected in the budget book. Another factor inflating the fund balances are the lower than normal expenditures during 2020 and 2021 during the pandemic. The formula to calculate the fund balance policy uses a percentage of the average expenses over a three year period. As expenses rise, the policy thresholds will rise and expenses have rebounded to pre pandemic levels which will cause the fund balance policy to increase. Commissioner Walz asked if the fund balance can be used to contribute to the capital expenditures. Director Sholes stated that was the plan as the district has a number of larger projects on the horizon and this will allow flexibility on how the district funds the projects. President Cooke wanted to know if the golf fund could pay for portions of its capital expenditures. Director Sholes explained that it was included in the long term planning for 2024.

Director Sholes also noted the budget projections include a transfer from the corporate fund to the capital fund in 2022 and 2023 explaining this is the increase in collections of personal property replacement tax over historical collections.

Corporate Fund - Director Sholes gave a brief overview of the Corporate Fund summary.

Commissioner O'Malley noticed the increase in the employee programs continued in 2023. Executive Director Curcio shared the cause of the increase was the expansion of a new employee team with an emphasis on diversity, equity and inclusion. The team has budgeted to bring in a couple speakers as part of their programming in 2023. Other increases are caused by increases in food prices.

IMRF Fund - Director Sholes stated he budgeted funds to make an additional payment to IMRF. The amount proposed is larger than the budgeted amount because of less IMRF positions and staff openings in 2022. Consensus was to make an additional IMRF funding payment in the amount of \$100,000. Director Sholes also budgeted for an additional payment in 2023 of \$100,000.

Capitals Fund - Commissioner Biedke asked about the tube purchase listed in the capitals and if the intent of staff was to continue to rent tubes at Rainbow Falls in 2023. President Cooke asked how many tubes were in inventory. Executive Director Curcio shared he instructed staff to purchase tubes in 2022 and staff purchased 190 tubes and this would allow for purchase of an additional 190 tubes in 2023. The commissioners had a discussion regarding continuing the practice of renting tubes at Rainbow Falls. Consensus was to leave the allocated dollars for the tube purchase, yet discontinue the practice of tube rentals.

Executive Director Curcio initiated reviewing the future capitals "big list" and if any commissioners wanted to add or remove any projects from the list.

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Executive Director reintroduced the point made by Commissioner Biedke from a previous capital budget discussion about adding dollars to the budget to convert the sign at Mather Park to a digital display sign at the approximate cost of \$90,000. The board consensus was to add the \$90,000 project to the budget.

Recreation Fund - Director Greene gave her summary of the recreation budget. She discussed challenges finding part-time staff and the impact of minimum wage. That with increases in supplies and contractual services led to small fee increases at a number of facilities and programs, but the district does a great job and continues to charge fees on the lower end when compared to surrounding communities.

Commissioner O'Malley noted 2022 projections for rentals in a number of areas were lower than budgeted in 2022, yet the 2023 budget numbers are considerably higher than projections. Director Greene explained that there were lingering effects of the pandemic and larger groups and gatherings only recently started to return. Staff was encouraged by the demand early in the year, but it was for smaller groups, but inquiries for larger parties have returned. Staff feel this and changes to offering will result in higher numbers in 2023.

Commissioner O'Malley asked why the increase in adult/senior programming was so high. Director Greene discussed the addition of a new multi-night trip to Nashville that was budgeted. It increased both the expected revenue and expenses. Staff and Sheila Ray Adult Center are excited about the offering and to see the participation and receive feedback.

Golf Fund - Director Sholes gave an overview of 2022 and the first year of operations in the new clubhouse. He explained the feedback received from patrons was amazing. Overall the year was a great success with increases in golf, food and beverage operations among others, but staff recognizes there are still opportunities for growth and improvement in areas. Director Sholes pointed out that the areas of Bar and Grill were combined in the 2022 budget to accommodate the new operations in the new facility. Staff have combined rentals in the bar and grill area as well to limit breaking revenue and expenses into different areas and provided an overview of the clubhouse operations. Commissioner O'Malley and Walz requested further detail in the reporting for the operations of food and beverage. Director Sholes stated he can include that in the monthly finance report.

Director Greene explained staff has budgeted to combine two part-time positions to one full-time position that would oversee the Museum operations. Commissioner consensus was to approve the addition of the full-time position as long as the elimination of the part-time staff was explored once that position was vacated.

Director Greene stated staff budgeted for an additional full-time custodial position to address the issue of being understaffed as a result of the increasing difficulty filling part-time custodial positions during the undesirable hours throughout the week. The custodial position has evolved from previous years with elimination of the building attendant and created efficiencies with this position adding the responsibilities of room set-up and take-down to the position as well as other responsibilities. The new full-time custodial position will eliminate two year-round part-time

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positions totaling 38 hours per week. Consensus of the board was to approve the addition of a new full-time custodial position.

DISCUSSION ON 2023 SALARY RANGES

Executive Director Curcio presented his recommendation for the 2023 salary ranges. The consensus was to move forward with Executive Director Curcio’s recommendation and increase the bottom and top of the salary ranges by 2.5%

DISCUSSION ON 2023 MERIT INCREASES

Executive Director Curcio presented his recommendation for the 2023 merit pool. The consensus was to move forward with a total increase pool, to include merit, of 3% to be used at the Executive Director’s discretion.

ADJOURNMENT

Commissioner Walz moved to adjourn the Special Public Meeting of December 1, 2022.

Commissioner Carlson seconded the motion.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Commissioner Biedke	X		
Commissioner Carlson	X		
Commissioner Walz	X		
Commissioner O’Malley	X		
President Cooke	X		

Motion carried.

The Regular Meeting of December 1, 2022 was adjourned at 9:20 p.m.

Respectfully submitted,

Scott Carlson, Secretary