



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA
FORWARD PLANNING COMMITTEE MEETING
TUESDAY, DECEMBER 9, 2014
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - September 30, 2014
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - Board/Committee Evaluation survey results / M14-146
 - Comprehensive Master Plan 2014-2019 / M14-147
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE TRIPHAHN CENTER, 1685 W. HIGGINS ROAD IN HOFFMAN ESTATES, UNLESS OTHERWISE SPECIFIED.

WE INVITE THOSE WHO MAY NEED AN ACCOMMODATION DUE TO A DISABILITY TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.



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**MINUTES
FORWARD PLANNING COMMITTEE
September 30, 2014**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Forward Planning Committee was held on September 30, 2014 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner R. Evans; Comm Reps Dressler, Kaplan (7:11 pm), Kinnane, Musial, Neel, Triphahn, Winner, Wittkamp, Chairman Kilbridge

Absent: None

Also Present: Executive Director Bostrom, Deputy Director / A&F Director Talsma, P&D Director Buczkowski, Parks Director Giacalone, Facilities Director Kies

Audience: Commissioners McGinn, K. Evans, Greenberg, Chairman Bickham

2. Agenda:

Commissioner R. Evans made a motion, seconded by Comm Rep Triphahn to approve the agenda as presented. The motion carried by voice vote.

3. Minutes:

Comm Rep Dressler made a motion, seconded by Comm Rep Neel to approve the minutes of the August 12, 2014 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. **Future Potential New Projects/Facilities/M14-108:**

Executive Director Bostrom reviewed the item noting that the items listed were unfunded projects. Comm Rep Musial asked if they were a wish list and Executive Director Bostrom noted that to become viable projects either through capital and/or outside funding sources such as grants, the projects had to be linked to the district's objectives and, therefore, its budget. That made them more than just a wish list item.

Comm Rep Kaplan arrived.

Comm Rep Kinnane asked if grants specified types of projects and Executive Director Bostrom noted that they did. Comm Rep Kinnane asked if the district had someone dedicated to writing grants and Executive Director Bostrom explained that the district did at one time, however, grants were written in-house now.

Comm Rep McGinn asked if the district had advance notice for grants and Executive Director Bostrom explained they usually were aware of the grants 6 months in advance.

Comm Rep Musial asked why only the top 5 of the survey made the listing and why more items on the listing did not make the survey. Executive Director Bostrom explained that some of the listed ideas came out after the survey was completed, i.e. the community gardens came about due to the green initiatives. The committee reviewed the following items:

Expand the existing daily activity space for seniors/active adults at TC:

The committee reviewed the item.

Off-Ice Training Facility: Comm Rep K. Musial asked about this item noting that it would only benefit a small portion of people and many of them would not be residents. Comm Rep Dressler noted that hockey was a large part of the park district's revenues and Director Kies noted that it had a very high return on investment.

Splash Pad/Water Feature – North of I90: It was noted that the survey showed the issue to be a high priority on the north side. Commissioner R. Evans asked if residents would be happy with just a splash pad and Executive Director Bostrom explained that it would be more of a water

play area designed for a Community Park as opposed to a water feature in a Neighborhood Park. Director Buczkowski noted that there were slides that could be used in these water play areas, etc. Chairman Kilbridge asked about existing water features and it was noted that they were at Princeton, Community Park, Vogelei and Tropicana and all were busy. Commissioner K. Evans asked if there would be a water park without the standard park and Executive Director Bostrom explained that the southeast side of South Ridge would allow for a playground, water park play area and parking and that it might be a good grant project. Commissioner K. Evans asked about adults using the fitness area and it was noted that the fitness equipment around the lake had been removed but there was a fitness cluster. Staff was unsure how often it was used by adults. Chairman Kilbridge noted that she thought the trend was towards more electronically, interactive equipment. Director Buczkowski noted that Black Bear had equipment and he had seen adults using those stations.

Providing New Indoor Multi-purpose Facility: Comm Rep Kinnane questioned that if the public had shown an interest in having this facility, could they be counted on to support a referendum. Executive Director Bostrom explained that while residents might support the idea, it did not mean that they would welcome and increase in their tax bills to pay for the facility.

Dog Park east of Barrington, south of I-90: It was noted that the return on investment was very high for this item and Chino Park could be a good location. Comm Rep Kinnane asked about using Chino for the multi-purpose facility. Executive Director Bostrom noted that it could be a good fit for that item also, but he did not see the facility being built within the next 5 years.

Converting existing baseball/softball fields to artificial turf: It was suggested that it be athletic fields to include soccer with 90% construction costs from alternative revenues.

Community Gardens: Comm Rep Triphahn suggested checking out the Joliet Park District as they had done a good job with their gardens.

Chino: It was noted that Chino was being considered for the dog park and community gardens previously listed.

West side Maintenance Garage: Executive Director Bostrom explained that the west side parks required the use of the very large mowers that were presently being driven from the south of Hoffman to the west side at approximately 12-15 mph creating stress on the equipment and a

lack of efficiency for staff time. The west side garage would offer storage for this equipment.

Additional tennis/pickleball courts: Executive Director Bostrom noted that the district had great success with additional courts and was looking to expand this option.

Children's Early Learning Garden/Comm Garden: Executive Director Bostrom explained that it would work with the preschool program and Chairman Kilbridge suggested that it be a project easily funded through a grant.

Extreme Challenge Fitness Adventure: Executive Director Bostrom noted that it was a trending sport for teens and that the programs would be supervised.

Additional Parking at PSSWC: Executive Director Bostrom noted that with an expansion of members, additional parking would be a benefit.

Nature/Environmental Ed Center: Executive Director Bostrom explained that it could be located at Essex Park or the Golf Road Nature Preserve on the west side.

Park & Playground Rule Signs: Executive Director Bostrom explained that the signage needed to be updated throughout the district.

Short Course: Comm Rep Triphahn suggested making the course ADA compliant and using grant funding for the project from several sources.

Winter Range Enclosure: Executive Director Bostrom explained that the district did not want to replace the dome that they had used to offer a practice area over the winter and noted that a small structure with 3-4 hitting stalls could be used year round.

Extended Stay Hotel: it was noted that the district was looking for 100% outside funded for this project.

Golf Road Access: Executive Director Bostrom noted that it could benefit the BPC to have additional access, particularly for the Golf Learning Center and the bar and grill.

Comm Rep Neel made a motion, seconded by Comm Rep Kinnane to approve the Future Potential New Projects/Facilities as unfunded projects within the CMP allowing for further research and possible funding as outlined in M14-108. The motion carried by voice vote.

B. Strategic Plan/M14-109:

Executive Director Bostrom reviewed the item noting that they needed the strategic plan as part of the Master Plan. He explained that the initiatives were the “where we are headed and how we will get there” part of the plan on a large scale level as opposed to a micro level.

Chairman Kilbridge noted that this was why she felt it important for Commissioners and staff to attend conferences to stay ahead of the trends. Comm Rep Triphahn agreed noting that the information gained through conference helped the district in their CAPRA and other accreditations.

Comm Rep Musial asked if the components would become one plan and Executive Director Bostrom noted that they would. She also asked why she did not see the Community Gardens in the initiatives and Executive Director Bostrom noted that they were included in areas such as renovating Chino Park and not specifically identified as such. However, staff will look at more specific identification of the potential new projects in the initiatives.

Comm Rep Triphahn made a motion, seconded by Comm Rep Winner to adopt the Initiatives as presented as part of the Strategic Plan. The motion carried by voice vote.

C. Board/Committee Evaluations/M14-110:

President Bickham explained that he anticipated that the Commissioners, Comm Reps, Executive Director and Senior Staff would complete the evaluations on a regular basis to offer constructive comments to be used as benchmarking to move forward with the board/committee progress.

Comm Rep Kinnane asked who would evaluate and record the results and it was noted that it would be done on-line anonymously so that staff could collect the data. Discussion ensued regarding the timing of the evaluations and it was suggested that it be done every 2 years as opposed to 5.

Comm Rep Kinnane made a motion, seconded by Comm Rep Triphahn to recommend the board approve the Board/Committee Evaluations be incorporated as part of the HEPD CMP Plan/Process on a 2 year basis. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Neel noted that it had been great work.

Commissioner R. Evans reminded the committee of BPC Final Challenge October 11th.

Comm Rep Winner agreed that it had been great work.

Comm Rep Kinnane commended Executive Director Bostrom and staff on the presentation.

Comm Rep Dressler noted that she had begun participating in the 50+ group.

Chairman Kilbridge congratulated staff on their hard work and thanked everyone that had attended the Uncorked and Untapped Foundation Event.

8. Adjournment:

Comm Rep Neel made a motion, seconded by Comm Rep Triphahn to adjourn the meeting at 9:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary

Memorandum No. 14-146

TO: Forward Planning Committee
FROM: Dean Bostrom, Executive Director
RE: Board / Committee Evaluation
DATE: December 5, 2014

Background

A Board and Board Committee evaluation was conducted through an online Constant Contact survey on November 6, 2014. All Commissioners, 14 Community Representatives, the Executive Director and four Division Directors were invited to participate in the survey. 20 of the 26 surveys sent out were returned, representing a 77% response rate. The survey responses were totally anonymous and therefore, it is unknown who completed the survey. President Mike Bickham created the survey questions based on research conducted of other park district board evaluation surveys.

Implications

The purpose of conducting the evaluation was to provide the District with feedback regarding how the Board and Board Committees are functioning and what areas either the Board and/or Committees might function more effectively and efficiently in the future. While the results are overwhelmingly favorable, there were several outcomes that deserve further review to determine if future strategies should be modified.

Recommendation

Develop recommended initiatives for Board approval based on survey results to incorporate into the 2014 Comprehensive Master Plan.

Committee Activity

1 = 1, 2 = 2, 3 = 3, 4 = 4, 5 = 5, 6 = N/A

Answer	1	2	3	4	5	6	Number of Response(s)	Rating Score*
The committees operate under a set of policies, procedures, and guidelines with which all members are familiar.							20	4.7
The committees understand the structural patterns (Board, officers, committees, Executive Director and Staff) clearly							20	4.6
Committee meetings are well attended, with near full turnout at each meeting.							20	3.8
Committee members feel involved and interested in the Board's work.							20	4.6
Newly elected committee members receive adequate orientation to their role and what is expected of them.							20	4.7
The committees fully understand and are supportive of the strategic planning process of the Park District.							20	4.7
Committee members receive meeting agendas and supporting materials in time for adequate advance review.							20	4.8
The applicable committees adequately oversee the financial performance and fiduciary accountability of the organization.							20	4.7
The applicable committees receive regular financial updates and take necessary steps to ensure the operations of the organization are sound.							20	4.7
The committees actively engage in discussion around significant issues.							20	4.8

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

Constant Contact Survey General Comments

Survey Name: HEPD Board and Committees Evaluation

Response Status: Partial & Completed

Filter: None

Nov 18, 2014 12:10:02 PM

Please provide any general comments about the work and effectiveness of the HEPD Park Board: - Responses

The Board does a very good job speaking as 1 voice despite any difference of views/opinions on voting and general discussion matters. It also relies upon and values the input of Community Reps & the committee structure process which is a real strength of HEPD overall. Staff also as a key contributor provides great expertise, responsiveness, etc..

The structure of the board allows excellent two way communication from the board to the staff and vice versa. The board shows concerns about issues that are confronting the park district and the projects that the park district undertakes each year.

The Park Board is very much engaged with Staff particularly due to the weekly committee meetings format in my opinion.

Overall the Board has been very effective. With the exception of one Board member, the board attends and participates in committee discussions of matters that will be brought to the board for approval.

I think it might be noted that those that are not board members, do not get any information on perhaps moving up through the ranks - to know what is required and what it might mean for them personally and/or professionally to do so. It seems as though just the 'same' people continue to participate on the Board/Committees, just flip-flopping roles.

The park district is a very well run organization in large part because of the board and it's relationship with the staff and committees. It is quite clear that the individuals on the board are deeply committed to the success of the park district.

Overall i am satisfied with park organization and their mission and also with board structure and their involvement and their effectiveness.

Please provide any general comments about the work and effectiveness of the HEPD Committees: - Responses

Any thought to having a Senior/Active Adults ad-hoc committee given its large membership and growing demographic/segment?

I am of the belief that the structure of the committees and the board is such that it allows for input from a multitude of people. Ideas that come from the committee discussions foster the advancement of the park district. But then again, I think we have one of the best park districts in Illinois. Just my take.

The HEPD Committees are effecting as they are focused. The Buildings and Grounds, Recreation, and Administrative & Finance weekly meetings allow for a streamlined month end Board Meeting. same as above :) might be nice to know how else we can volunteer and support the park district - how we could get others involved as well.

Need to get to know committee members better, or a chance to know them better.

very good job.

Memorandum No. 14-147

TO: Forward Planning Committee
FROM: Dean Bostrom, Executive Director
RE: 2014-2019 CMP
DATE: December 5, 2014

Background

The process of creating the 2014-2019 CMP began with the appointment of the Forward Planning Committee members and the Committee's first meeting in May 2013. 19 months and 12 meetings later, the FPC has served as an oversight committee to establish the process and recommended essential components that were ultimately recommended to the Park Board for approval.

The CMP in its entirety is divided into two major documents; the CMP Executive Summary/Conclusions and the CMP Appendix.

The CMP Executive Summary/Conclusions' major elements include:

- Overview of CMP components, i.e., demographics, trends, standards, etc.
- Summary of results of the Needs Assessment process including the research findings, the Strategic Plan which includes the Mission, Values and Vision as well as the District's Goals, Objectives, Performance Measures and Initiatives.
- The Capital Improvement & Replacement Plan which includes a 5 year projection of capital improvement and replacement projects including tentative schedules and anticipated expenses and potential future projects currently unfunded.
- Executive Summaries which provide an overview of the Parks, Planning & Development and Recreation & Facilities responsibilities and future priorities and initiatives as well as the Finance & Administration overview of responsibilities and financial position of the District and future priority and initiatives.

The CMP Appendix's major elements include:

- Needs Assessment and report as prepared by the Public Research Group.
- Demographic research and findings, including Village of Hoffman Estates comparative data between 2000 and 2010 U.S. census data.
- Results of Board/Committee Evaluations
- Village of Hoffman Estates 2007 Comprehensive Plan – Open Space & Recreation Strategies and Land Use Analysis related to parks & recreation.

- Future potential new projects and facilities detailed description, cost estimates and justification for future consideration.
- District Maintenance Standards for Parks, Planning & Development and Bridges of Poplar Creek.
- Research of Trends impacting operational areas of District.
- Best Practices research results.
- Research of Environmental Scan of Recreation Division (Communications & Marketing and Ice) and Bridges of Poplar Creek.

Documentation not previously reviewed and approved by both the FPC and Board included within the CMP Executive Summary/Conclusions includes:

- Major Accomplishments since last CMP
- Community Planning
- Global/Mega Trends
- Park & Recreation Industry Trends
- Board/Committee Evaluations
- Future Potential New Projects/Facilities inclusion of Skate Park-South Hoffman (\$60,000-\$100,000)
- Parks, Development & Planning Executive Summary
- Recreation & Facilities Executive Summary
- Finance & Administration Executive Summary

Documentation not previously reviewed and approved by the FPC and Board within the Appendix includes:

- Village of Hoffman Estates' Comprehensive Plan's Land Use Analysis and Open Space and Recreation
- Results of Board/Committee Evaluations
- Description of Skate Park-South Hoffman within Future Potential New Projects/Facilities

To access the 2014-2019 CMP, click here.

Recommendation

Staff recommends the Forward Planning Committee recommend to the Board, approval of the 2014-2019 Comprehensive Master Plan as presented.