



1685 West Higgins Road, Hoffman Estates, Illinois 60169
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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, JULY 31, 2018
7:00p.m.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - June 19, 2018
4. COMMENTS FROM THE AUDIENCE
5. NEW BUSINESS
 - A. Needs Assessment Focus Group by ETC Institute / M18-081
6. COMMITTEE MEMBER COMMENTS
7. ADJOURNMENT

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates unless otherwise specified. If an accommodation or modification is required to attend these public meetings, please contact Jane Kaczmarek at jkaczmarek@heparks.org or (847) 885-8500 with at least 48 hours' notice.



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**MINUTES
FORWARD PLANNING COMMITTEE
June 19, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Forward Planning Committee was held on June 19, 2018 at 8:22 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Comm Rep Aguilar, Macdonald, Sernett, Veronico, Wittkamp, Commissioner Kilbridge

Absent: Comm Rep Musial, Chairman Bickham

Also Present: Executive Director Talsma, A&F Director Hopkins, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks Director Hugen, Golf Director Bechtold

Audience: Commissioner McGinn, Kinnane; President Kaplan

2. Approval of Agenda:

Comm Rep Wittkamp made a motion, seconded by Comm Rep Veronico to approve the agenda as presented. The motion carried by voice vote.

3. Comments from the Audience:

None

4. New Business:

A. CMP Process: FPC/M18-065:

Executive Director Talsma reviewed the item noting that he was looking to complete this process in the next 18 months or by September 2019, prior to the 2020 budget process. He explained that there was a link on the website transparency page that offered the past CMP.

Comm Rep Sernett asked about the meaning of GIS and Executive Director Talsma explained it was a Geographical Information System or an inventory of the district's fixed assets and their replacement costs.

Comm Rep Macdonald asked about the definition of a stakeholder and Executive Director Talsma noted that it was people like the Mayor, etc.

No motion required as this was information only.

B. CMP Process: Needs Assessment Recommendation/M18-067:

Executive Director Talsma reviewed the item noting that the needs assessment was the questionnaire that was sent to residents regarding the park district. He explained that staff had interviewed all the candidates and found ETC to be the most qualified.

Chairman Kilbridge noted that Ron Vine was always in attendance at conference and very involved with park districts.

Comm Rep Veronico made a motion, seconded by Comm Rep Wittkamp to recommend the Forward Planning committee recommend that the Board approve ETC be hired to conduct the Needs Assessment Survey in an amount not to exceed \$24,785. The motion carried by voice vote.

5. Committee Member Comments:

Comm Rep Macdonald noted it was a learning experience.

Comm Rep Veronico noted that he was there to help the district.

Comm Rep Aguilar agreed.

Comm Rep Sernett said she found it all interesting.

Comm Rep Wittkamp thanked Executive Director Talsma for his complete explanation of the committee and their purpose.

6. Adjournment:

Comm Rep Wittkamp made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 8:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M18-081

To: Forward Planning Committee
From: Craig Talsma, Executive Director
Re: Needs Assessment Focus Group
Date: July 25, 2018

Background

An integral component when updating the district's five year Comprehensive Master Plan is the implementation of a Needs Assessment Survey and the ultimate findings of the survey. ETC Institute will be preparing and mailing a Needs Assessment Survey in October to approx. 5,500 random community members. The purpose of this survey is to help determine park and recreation satisfaction and priorities within the community.

In order to create an informative and effective survey, ETC will be conducting several focus group meetings and stakeholder interviews with community leaders, residents and park district members and staff. One of the focus group meetings will be comprised of Commissioners and Community Representatives at the Forward Planning Committee on July 31st.

This is for informational purposes only. No recommendation is required.