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**MINUTES  
REGULAR BOARD MEETING NO. 1035  
November 27, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on November 27, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan, Commissioners Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen

Audience: Comm Rep Wilson and Chhatwani, Asst GM Ice Jordan

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

Executive Director Talsma distributed a new brochure for 'The Club' at PSSWC.

**4. Awards:**

A. Best of Hoffman:

President Kaplan presented Craig Hartman with the BOH for his support of the Wolf Pack through fundraising.

**5. Comments from the Audience:**

None

**6. Recess for A&F Committee Meeting:**

Commissioner Kilbridge made a motion, seconded by Commissioner Bickham to recess for the A&F Committee Meeting at 7:05 p.m. The motion carried by voice vote.

**7. Reconvene Following A&F Committee Meeting:**

Commissioner K. Evans made a motion, seconded by Commissioner Kinnane to reconvene to the Regular Board Meeting at 7:45 p.m. The motion carried by voice vote.

Present: Commissioner Bickham, K. Evans, R. Evans, Kilbridge,  
Kinnane, McGinn, Kaplan  
Absent: None  
Also Present: Executive Director Talsma, Director of Finance and  
Administration Hopkins, Director of Recreation Kapusinski,  
Director of Parks, Planning and Maintenance Huguen  
Audience: None

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to amend the agenda to include New Business, Item B CMP Community Survey for discussion. The motion carried by voice vote.

**8. Approval of Agenda:**

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the agenda as presented. The motion carried by voice vote.

**9. Consent Agenda:**

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to approve the consent agenda as presented.

On a Roll Call: Carried 7-0-0  
Ayes: 7 Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

- A. BPC Irrigation Pump Replace Bid / M18-110 (see Nov B&G packet)
- B. TC Ice System Consulting Services / M18-115 (see Nov B&G packet)
- C. Print Bid / M18-116 (see Nov Rec packet)
- D. The Club at Prairie Stone naming / M18-109 (see Nov Rec packet)
- E. Communications & Marketing job descriptions / M18-121
- F. Personnel Policy Manual updates / M18-120
- G. Balanced Scorecard / M18-113 (see all committee packets)
- H. Open and Paid Invoice Register: \$512,365.66 (see Nov A&F packet)
- I. Revenue and Expenditure Report/Financial Analysis (see Nov A&F packet)
- J. Acceptance of B&G Minutes 10/16/2018 (see Oct B&G packet)
- K. Acceptance of Rec Minutes 10/16//2018 (see Oct Rec packet)
- L. Acceptance of A&F Minutes 10/23/2018 (see Oct A&F packet)

**10. President's Report:**

President Kaplan noted that the 5K Race at BPC went well and invited all Commissioners, Comm Reps and staff to attend all the holiday events scheduled by the district for December, in particular the Winterfest and Breakfast with Santa at BPC.

**11. Executive Director's Report:**

Commissioner Kilbridge made a motion, seconded by Commissioner R. Evans to adopt the Executive Director's Report as presented. The motion carried by voice vote.

**12. Old Business:**

None

**13. New Business:**

A. 2019 Board Committee Calendar/M18-119:

Commissioner K. Evans made a motion, seconded by Commissioner Bickham to approve the 2019 Board Committee Calendar as outlined in M18-119. The motion carried by voice vote.

B. CMP Community Survey:

Commissioner K. Evans addressed the board explaining that the CMP Community Survey he had received had been addressed to the City of

Hoffman Estates Resident and looked like a piece of junk mail. He expressed concern that residents would simply toss the mailing rather than open it although he did note that the enclosed survey was good work.

Executive Director Talsma noted that the company had received 700 back and were hoping to see a total of 800. He also noted that other surveys had been sent to Hoffman Estates Residents. He noted that he would check with the Survey Company to see if they knew how many were titled City of Hoffman Estates.

President Kaplan agreed with Commissioner K. Evans that the survey envelope did not present well and could have said Hoffman Estates Park District somewhere on the envelope.

Commissioner K. Evans asked about the on-line survey and Executive Director Talsma noted that they did not have any response to date.

**14. Commissioner Comments:**

Commissioner Kinnane took the time to acknowledge Dan O'Malley, Deputy Village Manager, explaining that after 40 hours without electricity he had contacted Mr. O'Malley for help and that within hours power had been restored. Commissioner Kinnane noted that his concern was that his neighbors were disabled and that Comm Ed had turned the power on across the street but were telling him and his neighbors that they would not see power until Friday.

Commissioner McGinn said he was looking forward to the Winterfest and Breakfast with Santa.

Commissioner Kilbridge noted that the clocks in the women's locker room were not on the same time as the hallway clocks at PSSWC.

Commissioners R. Evans and Bickham noted they were also looking forward to Winterfest and Breakfast with Santa.

Commissioner K. Evans reminded everyone about the voting for the Annual Chamber Awards.

President Kaplan said he liked the new Club Brochure and it was noted that the brochure would become available December 1 and that the Board would see the additional funding for the name change and signage at the Rec meeting in December and addressed in the B&A presented in final form at the December Board meeting. Executive Director Talsma also noted that there would be a new look to the website and distributed a copy of the letter to be mailed to present members.

President Kaplan asked about the cricket pitch and Executive Director Talsma explained that they would have a demo at The Club Saturday.

**15. Adjournment:**

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 8:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary