



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
[heparks.org](http://heparks.org) t (847) 885-7500 f (847) 885-7523



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 16, 2019**  
**8:00 p.m.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - May 21, 2019
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - 2020 CMP / M19-073 – FINAL IN DRAFT FORM
7. COMMITTEE MEMBER COMMENTS
8. 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](mailto:jkaczmarek@heparks.org) or (847) 885-8500 with at least 48 hours' notice.



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**MINUTES  
FORWARD PLANNING COMMITTEE MEETING  
May 21, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Forward Planning Committee Meeting was held on May 21, 2019 at 8:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Bickham, Commissioner Kilbridge; Comm Rep Aguilar, Macdonald, Sernett, Veronico, and Wittkamp

Absent: Comm Rep Musial

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

Audience: President Kaplan, Commissioners R. Evans, K. Evans, McGinn and Kinnane

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep Macdonald made a motion, seconded by Commissioner Kilbridge to approve the minutes of the April 16, 2019 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. 2020 CMP / M19-0501

Executive Director Talsma reviewed the item noting that these were some of the last components to the CMP. He reviewed the Executive Summaries.

- Executive Summaries

Parks Planning & Maintenance: No comments.

Recreation: Comm Rep Macdonald asked about the Recreation Summary and if they would be putting out an app. Executive Director Talsma explained that they had done that in the past but it was not successful. Instead they were focusing on making their website mobile friendly and would be revamping the site next year.

The Club at PSSWC and BPC: President Kaplan asked about restaurant hours and sustaining more business. Director Bechtold explained that the restaurant was open during golf season as long as the players were present. He noted that it was very difficult to get regular sustainable business to keep the restaurant open outside of the golf season. Commissioner R. Evans suggested promoting lunch and Director Bechtold noted they did promotions to the hospital and surrounding areas.

Chairman Bickham asked about the Club Corporate Pass program and Director Bechtold explained that they were adding health seminars to involve the corporations in more than just memberships.

Commissioner Kilbridge asked if they knew the number of employees in the surrounding area and Director Bechtold explained that they were gathering contact information that would give them those numbers.

Admin & Finance: No comments

- Major Accomplishments

No comment.

- Proposed 5 year Projects in GIS

Comm Rep Veronico asked if the marquees had paid for themselves and Executive Director Talsma noted that they were on schedule to do so; taking in approximately \$100,000/year.

Executive Director Talsma also noted that the GIS was a listing of the district assets and their current scheduled replacement.

Comm Rep Macdonald asked about the Budget Factor in the GIS report and Director Hugen explained it was a plus or minus in the years based upon the initial year for replacement.

President Kaplan asked about the Operational Values and Director Hugen noted that it identified how important the item would be to district operations.

Commissioner Kilbridge asked about the 113 pieces of fitness equipment to be replaced at the Club in 2023 and if that would be converted to a capital item. Executive Director Talsma explained that as the time drew near, staff would determine if all that equipment needed to be replaced or certain items, noting that it had initially all been purchased at one time giving them all the same replacement year. He also explained that the district could look at leasing equipment and was reviewing many planning options for the Club.

- Proposed Unfunded Conceptual Projects

Comm Rep Macdonald asked how many Seascope memberships were new and Director Kapusinski said she would check. Comm Rep Macdonald noted that they might want to revisit the need to add shade structures.

Executive Director Talsma explained that the goal was to have the CMP complete prior to budget time and that they would be looking at possibly 1 or 2 more meetings.

President Kaplan asked about the requirement for grooming equipment and Director Hugen explained it was to pack snow for cross country skiing.

Comm Rep Macdonald asked about the ice operations and questioned what the district would do if the Wolves left. Executive Director Talsma explained that they would be here until May 2020 and that staff was working with the Wolves on that contract. He noted that the district had a number of options if the contract was not renewed.

Commissioner K. Evans asked about the competition for services with the MetroPlex and Executive Director Talsma noted that they were not seeing much competition and that the MetroPlex seemed interested in have a park district presence.

**7. Committee Member Comments:**

Comm Rep Sernett said everything sounded good and was looking to be more involved over the summer.

Commissioners R. Evans and Kilbridge congratulated Chairman Bickham.

Comm Rep Aguilar said he was looking forward to the new ideas presented.

Comm Rep Veronico said he felt the CMP a good thing.

Chairman Bickham announce that he was relocating to Dallas and would be submitting his letter of resignation from the Board. He said he had a great time with the district and knew they would do great things moving forward.

It was committee consensus to move forward with the CMP.

**8. Adjournment:**

Comm Rep Aguilar made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary

## Memorandum No. M19-073

**TO:** Forward Planning Committee  
**FROM:** Craig Talsma, Executive Director  
**RE:** 2020-2024 CMP  
**DATE:** July 12, 2019

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### **Background**

The process of creating the 2020-2024 Comprehensive Master Plan (CMP) began with the appointment of the Forward Planning Committee (FPC) members and the Committee's first meeting in June of 2018. Thirteen months and nine 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 draft of the CMP is laid out as set forth below.

- Major Accomplishments since last CMP
- Needs Assessment and report as prepared by the ETC Institute
- Community Planning
- Demographics
- SWOT Analysis
- Strategic Plan
- Capital Projects
- Executive Summaries

**[To access the draft of the 2020-2024 CMP, click here](#)**

### **Implications**

Once the draft of the CMP is approved, C&M will create a final document, complete with colored pictures, charts, etc. and will be presented in its final form to each committee. Due to the park tour taking place in August, the final document will be presented to each committee in September.

This now concludes the ad hoc Forward Planning Committee and we thank all committee members, as well as staff's CMP Committee members, for their time and input into this process.

### **Recommendation**

Staff recommends the Forward Planning Committee recommend to the Board, approval of the 2020-2024 Comprehensive Master Plan as presented in draft form.