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**MINUTES
BUILDING AND GROUNDS COMMITTEE
September 10, 2019**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Meeting was held on September 10, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Kinnane, Commissioner R. Evans, Comm Rep Aguilar, Friedman, Poeschel and Sernett

Absent: Comm Rep Bettencourt

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

Audience: President Kaplan, Commissioner Kilbridge, K. Evans, McGinn, Chhatwani, Comm Rep Wilson, Macdonald, Wittkamp

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Friedman made a motion, seconded by Comm Rep Poeschel to approve the minutes of the July 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. 2020-2024 CMP Finalized/M19-089:

Executive Director Talsma reviewed the item thanking C&M Manager Burgess for the excellent job on the graphics for this report. He noted that the goal was to have this information available for the October Budget process and that after the board approves the final report, it would be available to all on the web site.

He noted that staff, the Forward Planning Committee and board had done a terrific job.

Comm Rep Sernett made a motion, seconded by Commissioner R. Evans to recommend the board approve the 2020-2024 Comprehensive Master Plan as presented. The motion carried by voice vote.

B. Balanced Scorecard/M19-090:

Executive Director Talsma reviewed the item noting that Director Hopkins had provided the graphics for the scorecard and that it was a snap shot look at the district.

Comm Rep Wilson asked about the drop in tennis participation and the correlation of a popular instructor that had left the program. It was noted that the instructor was still with 1st Serve but not as an instructor but that he had worked up through the beginning of 2019.

Commissioner K. Evans noted that offering a program did not cost the district money. Executive Director Talsma noted that in this instance, staff would have reserved the courts for lessons rather than renting them out as well as staff time to cancel programs.

Comm Rep Aguilar made a motion, seconded by Commissioner R. Evans to recommend the board approve the Balanced Scorecard of 2019 2nd Quarter. The motion carried by voice vote.

C. Parks, Planning & Maintenance Report/M19-088:

Director Hugen reviewed the item updating the work on the ice rink. He noted that they would be pouring concrete next week and it would take 28 days to cure; take 30 trucks of concrete pouring about 12 minutes apart. He explained that they would have more information on rink 2 repairs during that time.

President Kaplan asked if the cold tubing was uninterrupted and Director Hugen noted cold and hot were uninterrupted.

Comm Rep Sernett asked about the plastic being used and Director Hugen noted that it was a standard 5ml moisture barrier that would not be placed against the pipes.

Chairman Kinnane asked if everything met Stantec's approval and it was noted that it did. Commissioner McGinn asked about the timing and it was noted that the project was still on time.

Commissioner K. Evans asked how hot the pipes got and Director Hugen noted they could be up to 120 degrees.

Commissioner R. Evans asked about all the reps to be present at the pouring and Director Hugen noted that it was standard procedure. He explained that there would be an independent contractor, a rep from Minnesota Ice, engineering, Owner (HEPD), and the concrete company doing the pour.

Commissioner R. Evans made a motion, seconded by Comm Rep Poeschel to send the PPM Report M19-088 to the board as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Commissioner R. Evans asked about the responses to the tennis emails and Executive Director Talsma noted that they had been sent the form letter agreed upon by the board. He noted that there had been 4-5 emails and none had responded any further.

Comm Rep Aguilar noted that he like the Balanced Scorecard presentation

Comm Rep Sernett thanked staff for answering her questions.

Chairman Kinnane reminded everyone of the Village's 60th anniversary any encouraged everyone to attend.

8. **Adjournment:**

Comm Rep Friedman made a motion, seconded by Comm Rep Aguilar to adjourn the meeting at 7:22 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma, Secretary
Peg Kusmierski, Recording Secretary