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**MINUTES  
REGULAR BOARD MEETING NO. 1054  
June 23, 2020**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on June 23, 2020 at 7:00 p.m. remotely via ZOOM.

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

Absent: None

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

Audience: Comm Reps Aguilar and Wilson

**2. Approval of Agenda:**

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

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

**3. Comments from the Audience:**

None

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

Commissioner Kilbridge made a motion, seconded by Commissioner Kinnane to recess the Board Meeting at 7:10 p.m. for the purpose of convening the A&F Committee meeting.

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

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

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to reconvene to the Regular Board Meeting at 8:28 p.m.

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

**6. Approval of the Minutes:**

**A. May 26, 2020 Regular Board Meeting Minutes:**

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to approve the minutes of the May 26, 2020 Regular Board meeting as presented.

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

**B. May 26, 2020 Annual Board Meeting Minutes:**

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the minutes of the May 26, 2020 Annual Board meeting as presented.

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

**7. Consent Agenda:**

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to approve the consent agenda as presented.

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

- A. Facility Hours of Operation for Phase 4 and Phase 5 / M20-070
- B. Employee Salary Reductions / M20-077
- C. Fitness Center Fees Post COVID-19 / M20-075

- D. Return to Work Procedure / M20-074
- E. Surplus Ordinance O20-002 / M20-073
- F. Open and Paid Invoice Register: \$721,613.05
- G. Revenue and Expenditure Report and COVID-19 Impact Statement
- H. Acceptance of B&G Minutes 02/18/2020 (see June packet)
- I. Acceptance of Rec Minutes 02/18/2020 (see June packet)
- J. Acceptance of A&F Minutes 02/25/2020 (see June packet)

**8. President's Report:**

President Kaplan noted Mr. Theodore Gamrat, a resident of Hoffman Estates, sent an email to the Commissioners and Executive Director Talsma expressing his gratitude for the development of the pickleball courts at Fabbrini. He added the email was very well-received.

President Kaplan noted Commissioners should not utilize blind carbon copy (BCC) to email other Commissioners. He added that for our District, under the Open Meetings Act (OMA), a Commissioner may only communicate with one other Commissioner at a time regarding public business. At no time should a Commissioner email whether directly copied or BCC more than one other commissioner so we ensure we do not violate OMA. He added it is safer to use one's district email account, rather than a personal email account, for anything related to district business because those communications are subject to FOIA. He asked that any communication that needs to be discussed with more than one Commissioner outside of a meeting, should be sent to Executive Director Talsma and he will distribute the communication accordingly.

**9. Adoption of Executive Director's Report:**

Executive Director Talsma provided an update noting he anticipates Phase 4 of the Restore Illinois plan to start on Friday, June 26. He added that what will be able to be offered during this phase will likely be defined by room capacity and/or number of participants. Staff anticipate being able to offer programs that the district is used to offering in the summer including some youth sports.

Executive Director Talsma noted that staff have not received a confirmation on the status of playgrounds yet, but are hopeful playgrounds will be allowed to open in Phase 4. In the meantime, Executive Director Talsma recommends for playgrounds that still have caution tape posted and intact, be left alone and not taken down until told to open playgrounds. For playgrounds that no longer have caution tape posted and intact because it has been forcibly removed, the caution tape will not be replaced. At this point, we are trying to be as cost effective as possible and for the cost of tape and labor it is too expensive to continue to replace these every 10-14 days. He added that signs will be placed at the playgrounds to let the public know the playgrounds are still closed.

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to adopt the Executive Director's Report as presented and supplemented verbally.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**10. Old Business:**

None

**11. New Business:**

A. Review/Release of Closed Session Minutes R20-003 / M20-072:

Executive Director Talsma noted that there were no minutes to be released at this time.

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to approve the Resolution R20-003 “Review of Closed Session Minutes” as presented.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

B. Engaging IAPD to assist Board in Self-Evaluation / M20-076:

President Kaplan explained the basis of this is that as a board we have different board members with different philosophies on what their role and the role of the board should be, how the board interacts with the Executive Director and the park district, as well as the transparency of our communications. He added the Board members should be open to this opportunity.

Executive Director Talsma explained that this self-evaluation is a service provided by IAPD that runs very similar to an IAPD bootcamp. The process requires the Commissioners to complete a questionnaire, IAPD analysis of the questionnaire to tailor the self-evaluation to our board’s needs, and then the one-time meeting led by Peter Murphy, IAPD President & CEO, for approximately two hours. The cost of this service is \$571.98 for materials and mileage.

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the full board take part in a board self-evaluation program to be conducted by Peter Murphy, the IAPD President & CEO, at a cost not to exceed \$571.98. A date will be coordinated for the program to be held in a closed session and confirmation on the time expense of the meeting.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**12. Commissioner Comments:**

Commissioner McGinn, Commissioner K. Evans, and Commissioner Kilbridge thanked staff for all their hard work during this difficult time.

Commissioner R. Evans is looking forward to Phase 4 and thanked staff for being well-prepared for the transition.

Commissioner Chhatwani echoed thanks to the staff and that she is looking forward to Phase 4.

Commissioner K. Evans added he would like to see playgrounds open again.

President Kaplan thanked Executive Director Talsma for leading a great staff.

**13. Adjournment:**

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to adjourn the meeting at 8:56 p.m.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant