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**MINUTES  
RECREATION & FACILITIES COMMITTEE MEETING  
February 16, 2021**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Recreation & Facilities Committee was held on February 16, 2021 at 7:32 p.m. remotely via ZOOM.

Present: Chairman K. Evans, Commissioner Chhatwani, Comm Reps Beranek, Dressler, Henderson (7:38), MacGregor

Absent: Comm Rep Macdonald

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

Audience: President Kaplan, Commissioners R. Evans, Friedman, Kinnane, McGinn; Comm Rep Aguilar

**2. Approval of Agenda:**

Commissioner Chhatwani made a motion, seconded by Comm Rep MacGregor to approve the agenda as presented.

On a Roll Call: Carried 5-0-2  
Ayes: 5 Chhatwani, Beranek, Dressler, MacGregor, K. Evans  
Nays: 0  
Absent: 2 Henderson, Macdonald

**3. Approval of the Minutes:**

Commissioner Chhatwani made a motion, seconded by Comm Rep Dressler to approve the minutes of the January 19, 2021 meeting as presented.

On a Roll Call: Carried 5-0-2  
Ayes: 5 Chhatwani, Beranek, Dressler, MacGregor, K. Evans  
Nays: 0  
Absent: 2 Henderson, Macdonald

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. **Aquatic Operations Update & Aquatics Manager Job Description / M21-011:**

Executive Director Talsma explained staff were working with Jeff Ellis Management (JEM) to oversee the aquatics operations at Seascaple for summer 2021 and the indoor swim lesson programs at The Club, but since there is so much uncertainty with COVID-19 restrictions for this year, staff are planning to bring the aquatic operations back to in-house and not move forward with JEM for this year. He added the District will continue to follow the State of Illinois' guidelines for COVID-19 protocols.

Director Kapusinski explained, in place of contracting JEM, staff plan to hire an Aquatic Manager to handle the aquatic operations. It was noted the job description for the position has been adjusted and is being presented to the Committee/Board for approval.

Commissioner Chhatwani made a motion, seconded by Comm Rep MacGregor to recommend the Board approve of the Aquatics Manager job description and the proposed budgetary transfers.

On a Roll Call: Carried 6-0-1  
Ayes: 6 Chhatwani, Beranek, Dressler, Henderson, MacGregor,  
K. Evans  
Nays: 0  
Absent: 1 Macdonald

B. **School District 15 STAR Agreement / M21-012:**

Director Kapusinski explained staff has approached School District 54 regarding Thomas Jefferson (TJ) and Frank C Whiteley (FCW) schools to transfer the before & after school program back to Hoffman Estates Park District from Palatine Park District. It was noted that Palatine Park District is supportive of the transition.

Commissioner Chhatwani made a motion, seconded by Comm Rep Dressler to recommend the Board approves of the Intergovernmental License Agreement with School District 15 for the operation of a before & after school STAR program dated July 1, 2021 – June 30, 2022.

On a Roll Call: Carried 6-0-1  
Ayes: 6 Chhatwani, Beranek, Dressler, Henderson, MacGregor,  
K. Evans  
Nays: 0  
Absent: 1 Macdonald

C. Rec Board Report / M21-018:

Director Kapusinski noted the District transitioned to Phase 4 of the COVID-19 mitigation which allowed the Recreation Department to hold group classes. She added all winter programs were up-and-running in January. She commended her staff for their ability to continue to adapt to the continually changing COVID-19 protocols and continuing to deliver quality offerings to the community.

Director Kapusinski noted the basketball program and the fishing program are both doing very well. She commended Jodi Schultz, STAR/Camp Program Manager, for doing a great job with managing the STAR program despite the ongoing changes to the program due to the COVID-19 mitigations. She thanked the Business staff for their support and managing the billing associated with the constantly changing programs.

Director Kapusinski noted the Marketing team has completed ADA updates to the website as well as created new branding materials for the basketball program and e-sports program.

Director Kapusinski noted a hockey league, known as the Bubble League, has been started and it is offered to Hoffman Estates players only, until further notice.

Chairman K. Evans asked if the District is meeting STAR enrollment requirements by school. Director Kapusinski confirmed all except two schools are meeting the enrollment requirements. She added the two sites that have five or less children will continue to operate until Spring Break. After which point, staff will decide to continue or cease based on enrollment.

Commissioner R. Evans commended Director Kapusinski on a job well done.

Commissioner Chhatwani made a motion, seconded by Comm Rep Beranek to send the Rec Board Report to the Board as presented.

On a Roll Call: Carried 6-0-1  
Ayes: 6 Chhatwani, Beranek, Dressler, Henderson, MacGregor,  
K. Evans  
Nays: 0  
Absent: 1 Macdonald

D. Facilities Board Report / M21-017:

Director Bechtold highlighted the following:

- Preferred tee time contracts are being received and the renewal deadline is February 26.
- Golf merchandise has been ordered with apparel arriving from Columbia and Adidas.
- The range renovation project is progressing well.
- Staff has been designing menu items for the driving range area as well as updating the menu for 2021 golf outings.
- The battery conversion for the golf fleet is in process.
- The Club enrolled over 120 new members for the month.
- Please disregard the facemask update in the board report. Facemasks are still required at the fitness centers and the District will continue to follow the State of Illinois' guidelines.
- There were ~1,100 unique visits at The Club in January, which is just under 60% of our active members using the facility in January at least one time.

Comm Rep Dressler noted the HEChamber is looking to host a Back to Business Afterhours event on St. Patty's Day and she thought The Club would be a great venue to do so. Director Bechtold will follow-up for details.

Comm Rep MacGregor made a motion, seconded by Commissioner Chhatwani to send the Facilities Board Report to the Board as presented.

On a Roll Call: Carried 6-0-1  
Ayes: 6 Chhatwani, Beranek, Dressler, Henderson, MacGregor,  
K. Evans  
Nays: 0  
Absent: 1 Macdonald

7. Committee Member Comments:

Commissioner Chhatwani noted the IAPD Soaring to New Heights Virtual Conference was very informative and well done. She commended Director Kapusinski and staff on a job well done.

Comm Rep MacGregor thanked staff for clearing the paths at Black Bear Park.

Comm Rep Beranek noted The Club staff partnering with a Registered Dietician is a great idea and looks forward to this being offered to members.

Comm Rep Dressler asked if the District's programs and offerings are marketed on the Everything Hoffman page. Director Kapusinski noted staff occasionally post to the Everything Hoffman page, but try to be careful to not monopolize the page. It was noted

that if Commissioners or Community Representatives wish to share District promotions, it would be greatly appreciated.

Comm Rep Henderson commended Director Kapusinski and staff on a job well done.

Chairman K. Evans thanked Director Bechtold and Director Kapusinski for their efforts. He thanked the Commissioners and Community Representatives for their ongoing support at the Recreation & Facilities Committee meetings.

**8. Adjournment:**

Commissioner Chhatwani made a motion, seconded by Comm Rep MacGregor to adjourn the meeting at 8:18 p.m.

On a Roll Call:	Carried 6-0-1
Ayes:	6 Chhatwani, Beranek, Dressler, Henderson, MacGregor, K. Evans
Nays:	0
Absent:	1 Macdonald

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant