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**MINUTES  
RECREATION & FACILITIES COMMITTEE MEETING  
May 17, 2022**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Recreation & Facilities Committee was held on May 17, 2022 at 7:32 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Chhatwani, Commissioner Kaplan, Comm Reps Beranek, Henderson, Macdonald, and MacGregor

Absent: Comm Rep McIlrath

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

Audience: President Kinnane, Commissioners Friedman, McGinn, Evans and Dressler, Comm Rep Evans

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep MacGregor made a motion, seconded by Commissioner Kaplan to approve the minutes of the April 19, 2022 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. School District 54 STAR Agreement 2022-2023 / M22-046:

Director Kapusinski stated that this is a one-year agreement with SD 54. The Park District currently runs the STAR program at six SD54 sites; this agreement is to continue running the program at these sites.

Commissioner Dressler asked why the agreement is no longer than one year. Director Kapusinski replied that the school district is focusing on other projects right now and it was easier for them to send us a renewable contract for the time being.

Comm Rep Henderson made a motion, seconded by Comm Rep MacGregor to recommend to the full board the approval of the SD54 Star Agreement for the 2022-2023 school year. The motion carried by voice vote.

B. Recreation Board Report / M22-042:

Director Hugen noted that the residents in the Birch Park area will hold their annual block party on August 20. We will plan to do the ribbon cutting for the newly renovated park at this time.

Director Kapusinski highlighted the following:

- Scott Meyer has joined the District as the new Willow Facility Manager. He comes to us from the Belvidere Park District. His wife is also in the industry.
- Lindsay Grace, our Graphics Design manager, has left the District for a new position.
- Kimberly Barton, our STAR and camp Program Manager, completed her masters degree in recreation this past weekend. Her final project focused on diversity, equity and inclusion (DEI).
- This year we are working on DEI projects: Director Kapusinski has joined the Village's Cultural Awareness Commission. Also, Commissioner Evans asked staff to reach out to the Urbana Park District, who recently presented at the IAPD Conference on serving disadvantaged families in the community. We learned that we are on the right track with our MORE (Mobile Outreach Recreation). Urbana has two full-time staff assigned to this project and visited 152 sites last year. We will start with 5 sites this summer, as we currently do not have staff who can work on this full-time.
- The monthly board report summarized spring enrollment. Other highlights included the Spring Craft Fair with more than 80 vendors; Kids to Parks Day at

Fabbrini was a success, including the Fishing Clinic with 180 pre-registered and more than 200 total participants around the lake; Jeff Ney secured sponsors for the Kids to Parks Day, with five vendors around the stage; Director Kapusinski used word of mouth and passing out flyers at Kids to Parks Day to spread the word on other upcoming special events.

- Baseball had a small-scale opening day due to weather delaying the start of the season. We have 212 players this year, compared to 177 in 2021.
- Soccer has 339 registered players, compared to 221 last year.
- Outdoor adult pickleball is underway, with a new division, “First Timers” where lessons are provided followed by open play (21 registered). The other two divisions have 24 players (Social League) and 6 teams in the Advanced League.
- This coming weekend we will be hosting a hockey tournament for 16 teams, organized by the Park District.
- Figure Skating has 336 registered participants compared to 179 last year. We are using two rinks during lesson time.
- Communications and Marketing had an email open rate of 39%. The market average is 12%. We submitted 55 social media posts, and our Facebook following is up 583 people since January. Our podcast is streaming on all networks.

Commissioner Dressler asked if the DEI Committee is made up of staff members. Executive Director Talsma replied yes. The Cultural Awareness Commission is made up of appointment members that anyone can apply for

Comm Rep Beranek made a motion, seconded by Comm Rep MacGregor to send the Recreation Board Report to the full board as presented. The motion carried by voice vote.

C. Facilities Board Report / M22-043:

Director Bechtold highlighted the following for Bridges:

- We are finally having some nice weather, which is good for traffic at the golf course.
- The first junior golf class is sold out with 24 students.
- The first annual Senior Scramble has 36 teams (144 total golfers).
- TopTracer is going strong, with 347 hours of rental this month. Jenny Jones is working on a social calendar for TopTracer, including music, bags, etc.

- This past weekend we hosted our first wedding of the year with 160 people. Thank you to the Parks Department for new flowers in the event area.
- The golf maintenance staff is trying to stay on top of the mowing, especially in the wet areas.

Commissioner Kaplan asked what 347 hours at TopTracer equates to. Director Bechtold stated that this is about \$10,000 in revenue.

Director Bechtold highlighted the following for The Club:

- We added 105 new members last month, and have a positive variance for the year.
- The facility usage is at 77%, which is very high. Typical usage is between 55 and 60%.
- We had a few events in April: Community Fitness Day was April 2 (free visits and vendors); Kids Day Off was April 16; and birthday parties with gym and swim rentals.
- We received a complaint about the volume level in some classes. The volume is designed for the energy level of the class. However, we have addressed the complaint and adjusted the volume level.

Commissioner Kaplan asked if we are missing any equipment at The Club. Director Bechtold said that a Peloton-type unit has been requested, and we are looking at this as part of our equipment replacement plan.

Comm Rep Evans asked if there was any feedback from the Windy City Bulls regarding their practice facility. Director Bechtold stated that the organization is pleased with their practice times and facilities, and several players used our fitness area as well.

Comm Rep MacGregor made a motion, seconded by Commissioner Kaplan to send the Facilities Board Report to the full Board as presented. The motion carried by voice vote.

## 7. **Committee Member Comments:**

Comm Rep Macdonald stated that he has missed the last two meetings, and it is good to be back. He will be in and out over the summer. His child had the first soccer game of the season, and the increase of 100 kids is evident. This is a good program.

Comm Rep MacGregor said that Black Bear Park looks good.

Commissioner Kaplan thanked Director Hugen and his staff for turning the water back on so his dog can have a drink of water.

Chairman Chhatwani thank the staff for their work.

**8. Adjournment:**

Comm Rep MacGregor made a motion, seconded by Comm Rep Macdonald to adjourn the meeting at 8:00 pm. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant