



AGENDA
REGULAR BOARD MEETING NO. 1014
TUESDAY, FEBRUARY 28, 2017
7:00 P.M.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS
 - Best of Hoffman: Community Representatives
5. APPROVAL OF MINUTES
 - Regular Board Minutes 1/24/2017
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA (Click links below to view memos)
 - A. Purchase of Z-Turn Mower / M17-011
 - B. Purchase of Pick-up Truck w/Plow / M17-012
 - C. Purchase of Dump Truck / M17-013
 - D. Purchase of Pick-up Truck – M17-014
 - E. Seascape Sand Play Area / M17-005
 - F. Court Repair Bid / M17-007
 - G. Supply of Playground Equipment Bid, Victoria & Colony / M17-016
 - H. Barrington Library / M17-015
 - I. Surplus Ordinance O17-001 / M17-022
 - J. Balanced Scorecards 4Q2016 / M17-008
 - K. Open and Paid Invoice Register \$1,186,541.11
 - L. Revenue and Expenditure Report
 - M. Acceptance of A&F Minutes 1/17/2017



Regular Board Meeting 1014

February 28, 2017

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8. PRESIDENT'S REPORT
9. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
10. OLD BUSINESS
11. NEW BUSINESS
 - Mechanical system TC north side / M17-025
12. COMMISSIONER COMMENTS
13. 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 OR (847) 885-8500 WITH AT LEAST 48 HOURS' NOTICE.



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



**MINUTES
REGULAR BOARD MEETING NO. 1013
January 24, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on January 24, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner R. Evans, Kaplan, Kilbridge, McGinn, Mohan, Bickham

Absent: Commissioner Kinnane

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks and Risk Director Giacalone

Audience: Mr. K. Evans; Eagle Scouts Brett Bertok and Niko Soriano; Redhawks Football Team, coaches (Mark Mueller) and Cheer Team (see attached)

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Awards:

A. BOH 2016:

President Bickham presented Eagle Scouts Brett Bertok and Niko Soriano with the Best of Hoffman for 2016 for their volunteer work in creating the Archery Range for the park district.

B. BOH January:

President Bickham presented the Redhawks Football Team and Cheer Team with the Best of Hoffman For January for their 1st Place National (Football Team) and 2nd Place National (Cheer Team).

5. Minutes:

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to approve the minutes of the December 20, 2016 and the Public Hearing December 13, 2016 meetings as presented. The motion carried by voice vote.

6. Comments From the Audience:

None

7 Consent Agenda:

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to approve the consent agenda as presented.

- A. Golf Cart and GPS Fleet M17-004
- B. Policy Manual Updates M17-002
- C. Open and Paid Invoice Register \$700,272.47
- D. Revenue and Expenditure Report
- E. Acceptance of Rec Minutes 12/13/2016
- F. Acceptance of A&F Minutes 12/20/2016

On a Roll Call: Carried 6-0-1
Ayes: 6 Evans, Kaplan, Kilbridge, McGinn, Mohan, Bickham
Nays: 0 None
Absent: 1 Kinnane

8. President's Report:

President Bickham commended staff on the 2016 budget surplus as well as congratulating Director Kies on his re-election to the Chamber Chair. He also recognized Superintendent Manisco on her completion of the Certification for Parks and Recreation Professional. He said he was glad to see the construction on the north side and looking forward to the Staff Recognition Breakfast on Thursday.

9. Adoption of Executive Director's Report:

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to adopt the Executive Director's Report as presented. The motion carried by voice vote.

10. Old Business:

None

11. New Business:

None

12. Commissioner Comments:

Commissioner Kaplan noted that it was good to see everyone at conference and good to see all the people present at the board meeting that night.

Commissioner R. Evans noted that the conference was excellent and that the last session was the most telling: The Commissioner Round Table. He noted that it was interesting to hear other commissioners talk about their districts and that it made the Hoffman Estates Park District look very good.

Commissioner Kilbridge agreed that it was good to see all the people at the board meeting that night and thanked the board for the opportunity to attend the conference and work behind the scenes. She thanked Director Kies for his tremendous help with conference.

Commissioner Mohan said he was sorry he had been unable to attend conference; that it was terrific to see all the parents and children at the board meeting. He reminded the board of the huge meetings held in the gym with regard to the construction of the addition to the Center.

Commissioner McGinn noted that he had enjoyed conference and that there was always something to learn.

Commissioner Kilbridge explained she had been talking with past Commissioner Guiney and asked about bikes on the track at Eisenhower School and Mr. K. Evans explained that they were permitted. Executive Director Bostrom noted that there was signage at the entrance to the park and at the parking lots but there would be no sign evident from past Commissioner Guiney's back yard to the track. Director Giacalone noted that the track would be resurfaced this year.

13. Executive Session:

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to move to Executive Session at 7:30 pm for the purpose of:

- A. Minutes, pursuant to Section 2(c) (21) of the Open Meetings Act.
- B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2 (c) (11) of the Open Meetings Act.

On a Roll Call: Carried 6-0-1
Ayes: 6 Evans, Kaplan, Kilbridge, McGinn, Mohan, Bickham
Nays: 0 None
Absent: 1 Kinnane

Commissioner R. Evans made a motion, seconded by Commissioner McGinn to reconvene to regular session at 8:20 pm. The motion carried by voice vote.

14. Discussion from Executive Session:

None

15. Adjournment:

Commissioner Mohan made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 8:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1014**

EXECUTIVE DIRECTOR'S REPORT

February 2017

Planning & development

1. TC Renovation

Work on the renovation project is progressing and in-line with the proposed schedule and at budget levels. The concrete footings were installed the last week of January without having to do any subsoil modifications. Testing was performed by an outside consult and the soils proved to be satisfactory for the proposed loads. Steel fabrication was completed on January 30th and the steel was set in place on February 6th and 7th. The masonry fill-ins and pier column were completed January 27th. Electrical rough-in on the ceiling began on January 23rd and will continue into the first week of February. At that time, the electricians will transition to wall rough-in which will begin on February 2nd. The off-ice nets are scheduled to be installed the latter part of the first week of February with the wall padding due the 2nd week of February. Once the wall padding has been installed, the off-ice area will be considered 95% complete with the only remaining item to be the two wooden doors leading to the running track. All the wooden doors for the project were ordered the 3rd week of January with a 6-8 week delivery time. All the material submittals except for the casework have been approved by the architect and are on order for delivery within the next 30-45 days.

2. Playgrounds:

With the supply of playground equipment vendor known, staff has prepared and released the playground install package which is to be submitted by the end of February. Once those bids have been opened, they will be presented to the committee in March so that construction on the install of the playground equipment can begin in April as soon as the weather permits.

3. Paving Bid:

The paving bid package was released and will be due at the end of February along with the install of playground equipment. Both the paving and playground install involve some of the same projects; namely Victoria Park, Westbury Path Improvements. Concrete work would begin as soon as weather permits and the paving would follow as soon as the asphalt batch plants are open in the spring.

4. PSSWC shower area renovation:

Staff has met with the architects to identify key dates in the planning process. In addition, the architects have been instructed to identify methods of construction and materials to be used that will be presented to staff for review and comment within the next 35 – 45 days. The architects will also be contacting the IL Department of Health Public Pools Division to determine whether or not a State Pool Permit will be required for this project. The project is still slated for construction during the months of June, July and August.

Parks

1. Truck 538 replaced lift gate motor.
2. Truck 515 installed new tires and new front tires on truck 524.
3. Bus 534 replaced two batteries.
4. Completed maintenance and repair on all mowers, ballfield groomers and stripers.
5. Staff installed a new controller and inducer motor on RTU-1 at PSSWC.
6. A new gear box was installed on the front entrance ADA door at PSSWC.
7. Staff is in the process of retro fitting the interior up lights to L.E.D at PSSWC.
8. The spa pumps at PSSWC had two new gauges and a new flow meter installed on them.
9. The entire demolition and demo punch list for the north end remodel has been completed at TC.
10. Bridges of Poplar Creek, the marquee signs logo change was finished up. All the marquee signs now have the new logo.
11. A new outlet was installed for the steam table in the upstairs kitchen at BPC.
12. Staff has been installing no smoking signs in all parks.
13. Vogelei Barn downstairs hall and main stairwell to second floor was patched and painted.
14. Additional brush mowing was done at Essex Park.
15. Frisbee Golf pathways at Black Bear were re-mulched.

16. Due to the absence of snow cover, bed cleanup was started and a round of general park cleanup was done.
17. Job specific Safety Training is 75% complete for full-time employees and will be completed mid-February.
18. Orientation meetings are being held in preparation for the 2017 PDRMA Loss Prevention Review.

Recreation and Facilities Division



UPCOMING EVENTS

- **Feb. 6** - Preschool priority and resident registration opens
- **Feb. 7** – WRC Preschool Open House
- **Feb. 8** – TC Preschool Open House
- **Feb 10** - Daddy Daughter Dance
- **Feb 16** - Girls Night Out
- **Feb 17** - Friday Night Fish Fry
- **Feb 17** - Mother Son Date Night
- **Feb 18** - Parents' Night Out
- **Feb 24** - Friday Night Fish Fry
- **Feb. 27** – Preschool Open Registration
- **March 3** – Friday Fish Fry
- **March 10** – Friday Fish Fry
- **March 11** – Hoffman Walks event

Administration Updates:

- Staff attended the IAPD/IPRA State Conference and gained some valuable experience from the sessions that were attended as well as the vendors on the exhibit floor. Mike Kies participated in the Joint Conference Committee who plans and helps facilitate the event.
- Staff attended the Chamber Celebration of Excellence event, IPRF foundation meeting, the Chamber Leadership session at Harper College and Dr. Martin Luther King Jr. breakfast at the Village.
- We are excited to announce that Colleen Palmer our Superintendent of Recreation is going to be the Park District's liaison to the Northwest Fourth Fest Commission. She will represent the park district at all planning meetings going forward. This commission is supported by representatives from the Village of Hoffman Estates, Hanover Township and the Park District. The event itself takes place at the Sears Centre, please see the attached link for more information: <http://www.hoffmanestates.org/government/boards-commissions/volunteer-boards-and-commissions/fourth-of-july-commission>.

Volunteers Summary:

- Human Resources processed 18 new volunteers.
- The Friends of HE Parks had a Girls Night out Committee meeting involving 6 volunteers and took 1 ½ hours.



Youth Athletics

Youth Baseball/Softball

- Early bird registration has come to a close. Numbers for our younger divisions - Shetland (Kindergarten), Pinto (1st/2nd Grade), and Mustang (3/4th Grade) are off to a great start with 30 plus players in each division already.

Baseball Field Rentals

- Baseball field rentals for Cannon Crossing are booked every weekend from April 15 2017 to July 8 2017. It will be a busy spring/summer season at Cannon this year!

Youth Basketball

- First half of the season is completed (5 weeks). Picture day was January 14th; February 4th was our Windy City Bulls Day at Triphahn Center. The Windy City Bulls Mascot came to the game and took pictures with parents and players. Everyone really enjoyed the photo op! Coming up this month will be our all-star games on Saturday, February 19th.
- Boys Feeder Basketball hosted their tri-meet home games at Triphahn Center on January 22nd, January 29th, and February 5th. St. Viator, Elk Grove, Prospect, Barrington, Palatine and Homewood Flossmoor participated in these Tri-meets vs Hoffman Estates.

Indoor Soccer

- The indoor soccer program began on Sunday, January 29th. K-4th graders receive fundamental instruction for the first 45 minutes of the day and then participate in 3v3 and 4v4 games for the remaining 45 minutes of class.

Adult Sports

- Spring adult sport registration has begun. New this spring we will be offering Wiffle Ball leagues on Wednesday nights at Cannon and a Spring Training Adult Softball league on Mondays at Cannon. These programs will begin in March.

Gymnastics

- Gymnastics equipment has been re-installed at Vogelei barn and classes started on January 16th. Registration for the first session was at 181 participants. The first session of 2016 they were at 161, an increase of 20 participants. Second session registration is ongoing and classes are due to begin on February 20th.

Dance

- Winter/Spring dance classes started the week of January 9th. Registration is low due to the construction on the north side and the limited space available for additional classes. Numbers at TC are at 106; WRC numbers are at 76. 2016 session numbers were 181 at TC and 70 at WRC.



Early Childhood

	13 TC	15 TC	+2 TC
Three-school 16-17	13 WRC	12 WRC	-1 WRC
	28 TC	25 TC	-3 TC
2's Playschool 16-17	24 WRC	16 WRC	-8 WRC
	125 TC	122 TC	-3 TC
Preschool 16-17	67 WRC	69 WRC	+ 2 WRC
Early Learning Center*	33	39	+6
Total Preschool	303	298	-5

*Full Day Program

- A Jim Gill Family Concert will take place Friday, March 17 – 6:30 p.m.- 7:30 p.m. in the TC gym.
- ELC has replaced gymnastics on Fridays with All Star Sports, Inc. on Wednesdays starting February 1.

District 54	321	359	+38
District 15	51	62	+11
WRC KSTAR	10	18	+8
School Age Totals	382	439	+57

District 54	159 (3)	346 (7)	+187
District 15	40 (2)	118 (6)	+78
School Age Totals	199	464	+265

- We added a new option for KSTAR for participants to attend only until 2:30pm to meet the high demand from the community. Currently there are 4 children enrolled in this option.
- With the additional participants in the KSTAR program we brought on an additional staff member to work on the higher enrollment days.
- As of January 1st, Lisa Swan is our full time Child Care Coordinator, assisting with the day to day operations of all Preschool, ELC and STAR programs.



50+ Club

Membership	1/16	1/17	+/- Var.
Total	574	626	+52

Classes offered in January

- Basic Exercise(3), Gentle Yoga(3), Line Dance, Spanish, Tai Chi

Athletic opportunities offered in January

- Balloon Volleyball (Weekly), Billiards, Pickleball (indoor), Ping Pong, Volleyball and Walking Path

Upcoming trips

- Windy City Bulls which includes 50+ Center fundraiser (2/7), Chicago Auto Show (2/16), Mardi Gras Show, Peoria (2/28)

Evening/Special Programs in January

- Pub Quiz Night (3rd Thursdays/5:30 pm) – 44 participants (largest participation ever!) - held at BPC

Friday post lunch programs (January)

- 1/6 Garibaldi's "Lunch Bunch" **5 participants**
- 1/13 Garibaldi's "Lunch Bunch" **30 participants**
- 1/20 Lunch/Tour **(NEW)**The Grand at Twin Lakes Senior Living Community **20 participants**

Other

Free Adult Health Clinic – 12 drop-ins
 Hired new 50+ Program Assistant, Mindi Schwartz
 Attended Memorial Service for 50+ member
 Renewed posting for writing instructor (Harper College)



Ice Operations

TESTIMONIALS & SOCIAL MEDIA COMMENTS

On Facebook, Google Plus, Yelp, Twitter, etc.: Google:

Scott R. Triphahn Community Center & Ice Arena

HOME INFO PHOTOS REVIEWS INSIGHTS

Replied!

John STEWART

Rating: ★★★★★

Review posted on: Nov 25, 2016

The user didn't write a review, and has left just a rating.

Best practices for responding to reviews

Scott R. Triphahn Community Center & Ice Arena - Dec 6, 2016 - edit - delete

Thanks for the review John!

I.C.E Academy

- A mini Ice Exhibition took place at 2pm on Saturday, Jan. 7th. 23 Skaters took part in the event.
- Skating lesson classes got underway Monday, January 9. 248 skaters are registered (271 – 2016). A new adult class is being offered at the same time as the toot program to entice parents to learn how to skate with their children. 8 adults are enrolled in the class.
- Staff has worked out a new spring lesson schedule by offering lessons on more days of the week going forward. If enrollment shows a significant increase staff will look at the fall schedule and attempt to schedule similar times for the fall session.
- Staff is working on a possible spring ice show that would take place in late May.

Wolf Pack

- HEPD will be part of the USA hockey weekend Feb 25. Give Hockey a Try from 1-2pm.
- Staff is working on preliminary off ice schedules for teams as well as researching a number of products for the area.
- Wolf Pack development class began Monday, January 9. 198 hockey players are participating in the winter session (285 -2016).
- Spring hockey registration will open Feb. 7.
- A new summer 3x3 programs is being developed.

Ice Rink Information

- NWHL tournament games Feb 25 – March 10.
- Girls State tournament March 1-5.
- Wirtz Cup Sled Hockey Championships March 10 -12
- Krolak Cup tournament April 1-2.
- Chi Town Shuffle tournament April 21-23

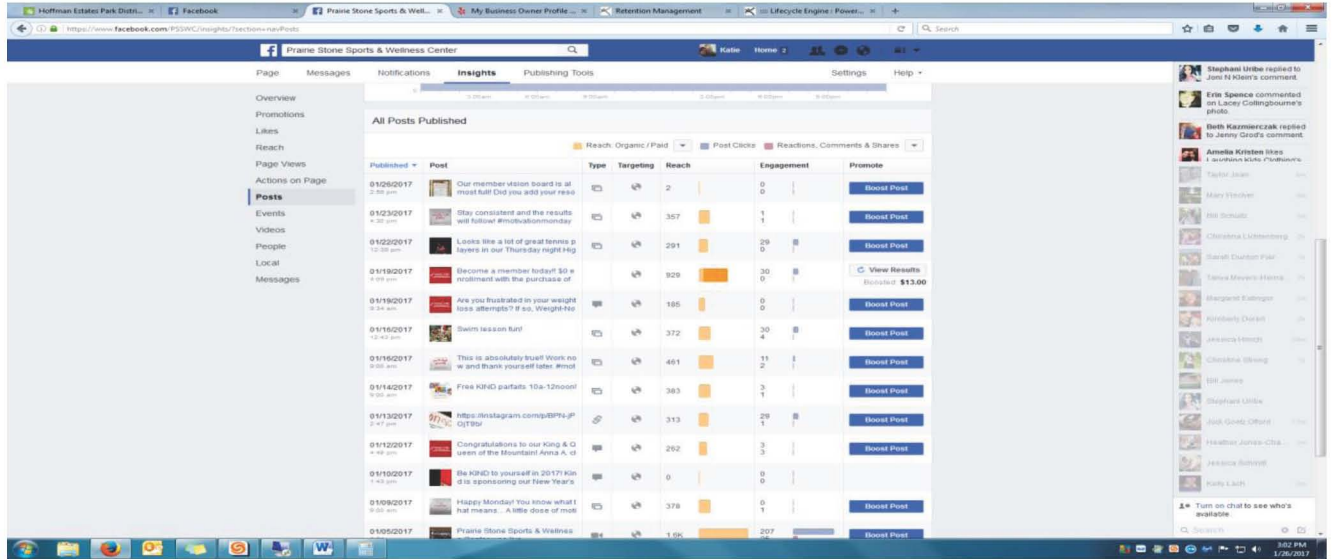


Prairie Stone_™ Sports & Wellness Center

January Membership Totals +/-	2016	2017	Var.
	3145	3041	- 104

TESTIMONIALS & SOCIAL MEDIA COMMENTS

On Facebook, Google Plus, Yelp, Twitter, etc.:



Prairie Stone Sports & Wellness Center

yelp review

Katie



So far so good. I got a membership here about 1 month ago. My cousin and I decided to start working out together so we tried out a few places. 1st we went to Midtown in Palatine and yes that place is nice but dude that place is expensive. Then we went to the YMCA, it offered all the same stuff as Midtown but just less fancy but also at a lower price point. Then we tried out Prairie stone. It was a

good midpoint between Midtown and YMCA. It is classy and clean but not crazy expensive. I am paying \$67 a month for an adult and my cousin since she is under 23 is paying \$32 a month.

You get a ton of classes included as well as lots of equipment. There is an indoor running track, a rock climbing wall, basketball courts, tennis court (extra \$) and 2 swimming pools.

Plenty to keep you busy. Spinning class was superior to the YMCA's class; you spin in the dark which is nice because that class makes you sweat. Cardio kickboxing was challenging but man you sure feel it. Both teachers are very peppy and make it fun to work out.

Locker rooms are nice, and have lockers that are decently easy to use.

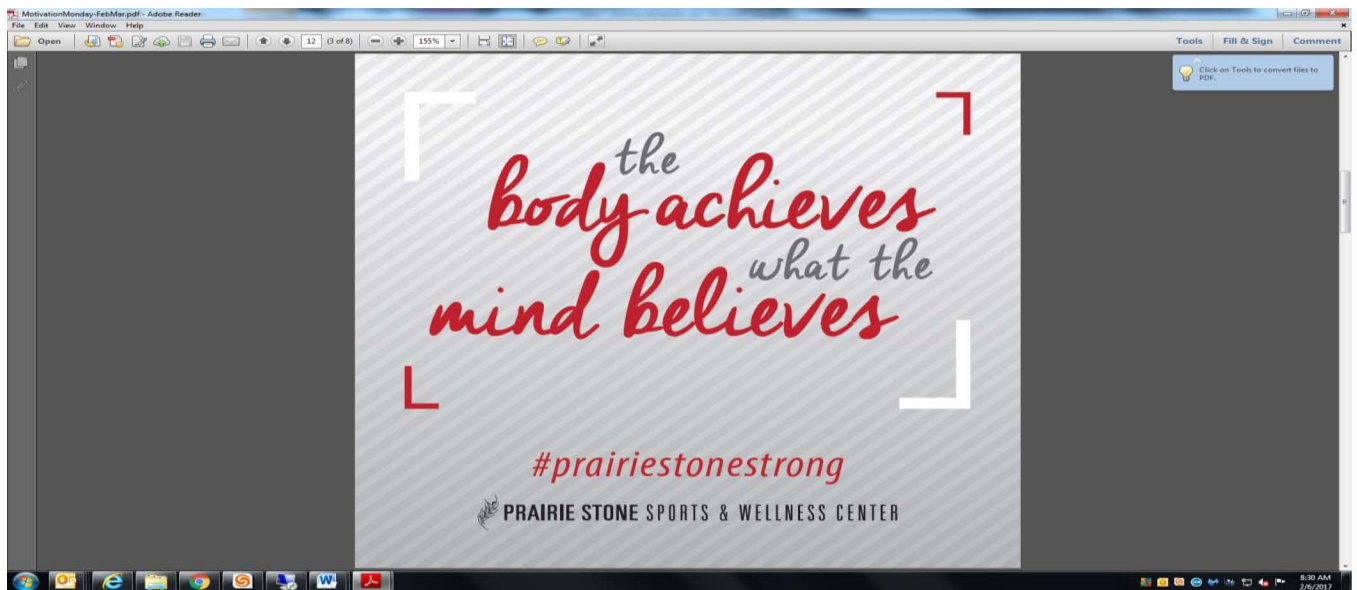
Overall great place so far, makes it fun to work out.

Member Services

- During the month of January, the Member Services team fell just shy of obtaining their net membership goal by 16 members, (the net goal was 117 and the net total was 101).
- The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships in January and was further magnified and promoted with an extension of the 'Give 25/Get 25' referral opportunity. (Both the referring member and the new member receive \$25 of club credit following the completion of the first 30 days of membership). There were a total of 27 new member referrals in January.
- The PSS&WC enrollment special was advertised on each of the following:
 - 30K direct mail postcard (mega size)
 - District's electronic marquee signs throughout the community
 - VHE electronic marquis located at the corner of Shoe Factory Road and Beverly
 - The ENROLLMENT FEE banner on the north side building exterior
 - Select Facebook posts throughout the month (including a 'live' facility tour)
 - Guest and tour follow up targeted email via Retention Management
 - Both internal and e-based targeted marketing were utilized to inspire member referrals as well as to reach all HEPD clients throughout the community. The HEPD bi-monthly Eblast included the enrollment promotion details, and targeted emails through Retention Management

continued to be sent throughout the month to promote the club cash incentive for member referrals.

- Facebook and the HEPD and PSS&WC websites (scrolling banner updates); two digital initiatives to promote the enrollment special on the final two weeks of December amidst the holidays were launched on Facebook.
- The number of credit card denials following January billing continued at a consistent pace in comparison to the previous recent months. The Member Services team resumed efforts to contact members proactively to obtain updated information for billing continued via mail and email during the month of January. These efforts also included phone calls and person-to-person contact upon check in at the Service Desk. While the Member Services team successfully managed the 90-day collection effort, significant collections were also achieved at the 60-day and current month levels, which translate to fewer potential 90-day cancellations after the New Year. This collaborative intensive collection effort resulted in a RECORD LOW number of 90-day cancellations (total of 7), which translated into 26 fewer total cancellations than projected for the month.
- The Member Services team is currently working on a potential new corporate membership account with a few businesses within the Prairie Stone Business Park and within the surrounding community. Efforts will be ongoing in February to establish corporate visits to the companies to meet with management and employees in an effort to promote enrollment.
- The Member Services team completed the sale of student winter passes in 1 and 2 month durations to college students returning home for winter break. These special passes were paid in full at time of purchase and do not impact attrition rates once expired. Pass sales began December 1 continued thru Jan 31 (to accommodate both semester and trimester patterns). There have been a total of 59 student winter passes sold.
- The Member Services team coordinated a month full of special events in January for members to usher and welcome both new and existing members to the New Year (see image below). Events included several special fitness group classes and workshops along with a number of fun activities, all of which help to bolster retention. The Member Services team also launched a series of online motivational quotes that are posted each Monday on social media to help motivate members to pursue fitness goals in the New Year and throughout. These 'motivational Monday' quotes are also printed and placed strategically throughout the club for members to discover during their workouts.



Operations and Fitness Departments:

- PSS&WC hosted a variety of athletic rentals including a large 2-day youth basketball tournament in all 3 gymnasiums during the month of January. Although birthday parties and scout lock-ins are still offered at PSS&WC, efforts have been taken to transition to larger multi-court athletic rentals that reduce labor intensity while generating steadier revenue streams.
- A targeted email message that promotes SFAC and PSS&WC lifeguard opportunities in the upcoming summer months was sent via Retention Management to all previous student summer pass holders from 2016 as well as student winter passes from this past season.

- Preliminary efforts are underway to determine timelines and project details regarding the upcoming café and tennis court renovations.
- PSS&WC held a Nutrition Workshop, Belly Busters, taught by *Zac Marshall* on Tuesday January 31st with 7 members attending!
- PSS&WC has an upcoming Nutrition Workshop for “Heart Health Month”, Healthy Heart, and Learn Where to start on 2/13, taught by Kathy Brown. The seminar has been added to the monthly wellness calendar and marketed through the guide.
- The personal training department will promote the 3 pack promo for new members in February.
- Within the area of group fitness class participation has increased across the board! Highlighted classes include:
Dance Party Fusion 40-45 Friday Spin 25(MAX) Gentle Yoga 25-30
- Fitness department

PSS&WC Swim Lessons

- The first session of group swim lessons are scheduled to start Saturday, January 7. We are had an enrollment of 137. Second session swim lessons begins February 18. Registration for session two is currently being taken.

Climbing Wall

- Youth classes for the climbing wall continue to fill with 9 and 8 participants in the 6pm & 7pm classes Wednesday nights. Because of the consistent numbers and the number of returning climbers we are able to split the program into a beginner class and an intermediate climbing class. Winter session 2 is scheduled to begin February 15.

Early Childhood Programming

- Kids First Sports Soccer continues in its popularity. We are averaging between 10-15 participants per class. This session soccer ran with only 6 participants but basketball is scheduled to start February 7 and is running with 8 participants.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership	01/2016	01/2017	Var.
+/- Fitness	954	893	-61

General Summary:

- Dance World was held on 01/14.
- Northside project is still underway.



Willow Recreation Center

Membership Fitness Totals	01/2016	01/2017	Var.
+/-			
Fitness	394	368	-26

General Summary:

- Personal Training special was 10% off a 5 pack.



Dog Off-Leash Areas

Bo's run:

- Breakdown for Bo's Run / Combo passes HE 148, Palatine 47, Barrington 24, Schaumburg 44, Arlington Heights / Mt. Prospect 6, Inverness 34. Additional towns are Rolling Meadows, Elk grove, Hanover Park & Streamwood.

Freedom Run:

- Breakdown for Freedom Run/ Combo passes Elgin – 182, HE – 84, Streamwood 69. Schaumburg – 22. Additional towns are Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

Dog Park Passes	01/2016	01/2017	+/- Var.
Bo's Run	249	297	+48
Freedom Run	277	321	+44
Combo	71	79	+8
Total:	597	697	+100



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote Winter Guide and Registration, youth sports programs, 50+ events, trips and programs; Girls Night Out, Daddy Daughter Dance, Mom/Son Date Night, Days off School Field Trips, Parent's Night Out, Giving Tree, Seascape Pass Winter Sale, Hockey and Figure Skating, BPC weddings.

Community Calendar Submissions to: Daily Herald, Chicago Tribune, Hoffman Estates and Schaumburg Chambers and Hoffman Estates Visitor's Bureau.

VIDEO

This month, we featured the video “Join us for Girls Night Out”.

PRESS RELEASES/PUBLIC RELATIONS

Articles that were printed or appeared online on the newspaper websites will be attachments at end of the Board Report.

- Girls Night Out to Benefit Local Families

The following are press releases that were sent to the newspapers, but have not yet been picked up for print:

- HE Parks Board Presents Best of the Best Award to Eagle Scouts
- Win free classes in HE Parks Photo Contest
- HE Parks Announces Best of the Best of Hoffman Recipients


REVIEWS & SOCIAL MEDIA COMMENTS

Google Plus Reviews:


☰ **Prairie Stone Sports & Wellness Center**

HOME INFO PHOTOS **REVIEWS** INSIGHTS

←

	ROMAN LUPTAK	Rating ★★★★★	Review posted on Jan 27, 2017
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The user didn't write a review, and has left just a rating.


 Best practices for responding to reviews ▾

Prairie Stone Sports & Wellness Center – Jan 30, 2017 – [edit](#) – [delete](#)
Thanks for the review!

☰ **Prairie Stone Sports & Wellness Center**

HOME INFO PHOTOS **REVIEWS** INSIGHTS

←

	Surendar N	Rating ★★★★★	Review posted on Jan 19, 2017
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The user didn't write a review, and has left just a rating.


 Best practices for responding to reviews ▾

Prairie Stone Sports & Wellness Center – Jan 23, 2017 – [edit](#) – [delete](#)
Thanks for the review Surendar!


☰ **Scott R. Triphahn Community Center & Ice Arena**

HOME INFO PHOTOS **REVIEWS** INSIGHTS

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	Michelle Angelique	Rating ★★★★☆	Review posted on Jan 22, 2017
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Nice ice rinks, concessions has good variety though the counter staff is very slow. Bathrooms can use some attention they were a bit dirty but overall a nice facility.


 Best practices for responding to reviews ▾

Scott R. Triphahn Community Center & Ice Arena – Jan 23, 2017 – [edit](#) – [delete](#)
Michelle, thanks for the review. We will forward you comments to the facility manager. We appreciate the feedback!

Prairie Stone Sports & Wellness Center

HOME INFO PHOTOS **REVIEWS** INSIGHTS


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Profile	Rating	Review posted on
 Vania Nicheva	★ ★ ★ ★ ☆	Jan 13, 2017
Older equipment		
Best practices for responding to reviews ▾		
Prairie Stone Sports & Wellness Center · Jan 16, 2017 · edit · delete Hi Vania, thanks for your review! Can you elaborate on which equipment you think is older? We will forward to the managers.		

Prairie Stone Sports & Wellness Center



HOME INFO PHOTOS **REVIEWS** INSIGHTS


←

Profile	Rating	Review posted on
 Agnieszka backus	★ ★ ★ ★ ★	Jan 12, 2017
<i>The user didn't write a review, and has left just a rating.</i>		
Best practices for responding to reviews ▾		
Prairie Stone Sports & Wellness Center · Jan 16, 2017 · edit · delete Thanks for the review!		

Facebook Comments:

★ Review


 **Tammy McArdle** reviewed Triphahn Center — [5](#) 1 hr · 



Triphahn Center
Ice Skating Rink

221 Likes
50 talking about this

Like Comment Share

 **Triphahn Center** Thanks for the review, Tammy!
Like Reply · Commented on by Sandy Manisco (?) · Just now

Write a comment...

Mary Lynn Skubak published a post on Bridges of Poplar Creek Country Club: "Just had my daughters baby shower here today. I...".

Mery Lynn Skubak ▾ Bridges of Poplar Creek Country Club ✓
13 hrs · Lake in the Hills · 🌐

Just had my daughters baby shower here today. I can't say enough about the excellent staff. From booking the event until the day of the event I had wonderful experience. So professional and accomodating. The food was delicious the room was very nice. I would reccommend having an event here and it will be stress free and enjoyable. Thank to all the staff for this wonderful experience.

Like · Comment · Share

Bridges of Poplar Creek Country Club Chronological

Bridges of Poplar Creek Country Club Thanks for the review Mary!
Like · Reply · Commented on by Sandy Manisco [?] · 13 hrs

Write a comment...

★ Review

Ken Forrest reviewed Triphahn Center — 5.0
3 mins · 🌐

Place is nice. Locker rooms are downstairs with no elevators. Hookey players have to carry bags down 2 flights of stairs. Not sure what genius thought that was a great design. Need to employ better officials for hookey games. Lazy refs should NEVER be allowed to officiate

Triphahn Center
Ice Skating Rink
212 Likes
49 talking about this

Like · Comment · Share

Triphahn Center Hi Ken, thanks for the review. There are elevators at the Triphahn Center, actually. Next time you're here stop at the Service Desk, they'll be happy to direct you. About the hookey program, I'll forward your comments to our management.
Like · Reply · Commented on by Sandy Manisco [?] · Just now

★ Review

Sam Vallejera reviewed Triphahn Center — 5.0
11 hrs · 🌐

Triphahn Center
Ice Skating Rink
212 Likes
49 talking about this

1 Comment

Like · Comment · Share

Triphahn Center Thanks for the review, Sam!
Like · Reply · Commented on by Sandy Manisco [?] · Just now

Write a comment...

★ Review

Liz Annie reviewed HE Parks Ice Arena — 5.0
10 mins · 🌐

HE Parks Ice Arena
Ice Skating Rink
341 Likes
9 talking about this

Like · Comment · Share

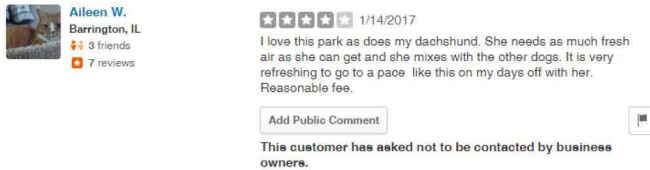
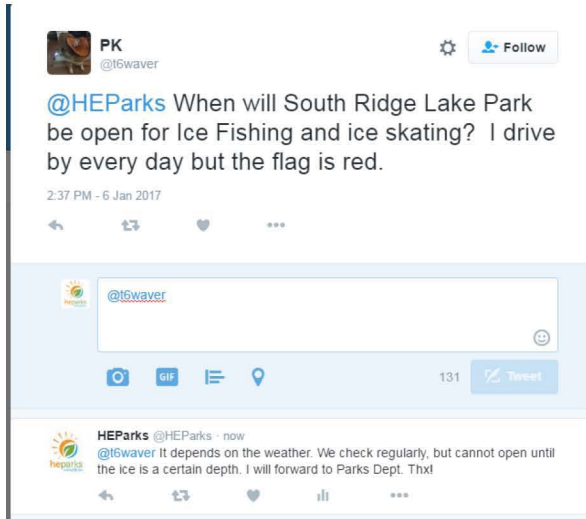
HE Parks Ice Arena

HE Parks Ice Arena Thanks for the review, Liz!
Like · Reply · Commented on by Sandy Manisco [?] · Just now

Write a comment...

Press Enter to post.

TWITTER:



MARKETING DASHBOARD



Mobile App Downloads – Source: Apple iTunes & Google Play reports

The app has been available since April 25, 2014. C&M continues to promote various features of the app to increase usage. Below is a chart showing progress over the previous 10 months. As of October 2015, 667 mobile app users had Push Notifications turned on.

April 2016	May 2016	June 2016	July 2016	August 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017
1,421	1,429	1,525	1,560	1,602	1,547	1,530	1,461	1,478	1,493



Mobile Access – Source: Google Analytics

Desktop numbers have increased slightly for the first time in many years, instead of declined. This may indicate that we've hit at saturation point – there will always be a certain number of visitors that will visit via desktop. For example, during December with many people on vacation, it may have been easier to access the site via desktop. (NOTE: "Prior to" column indicates how users accessed HEParks prior to the app and mobile-friendly website. Responsive mobile-friendly website launched Oct 28, 2014; app launched April 25, 2014; mobile WebTrac launched in late November 2014.)

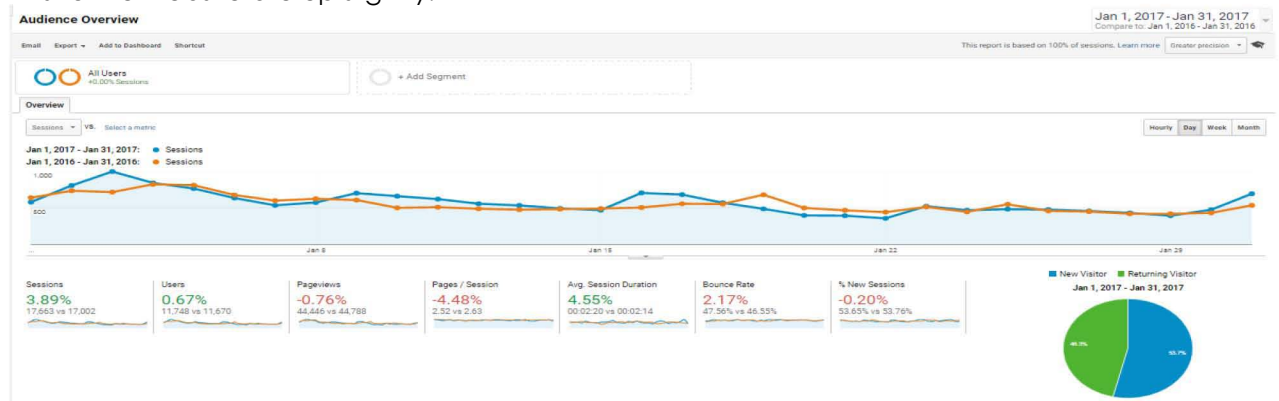
Source:	Prior to App & responsive web: Feb 2013-Feb 2014	Jan 1-31, 2016	Jan 1-31, 2017	Change from last year
Google Analytics				
Desktop	63%	17%	16%	-1%
Mobile	27%	64%	72%	-1%
Tablet	10%	18%	12%	-6%

*A decrease in tablet views is speculated to be a result of more mobile phone use as mobile phone screens are increasingly larger. Tablet sales have leveled off. It is more convenient to use a smart phone which is always within reach. (<http://time.com/3532882/people-arent-buying-tablets/>)



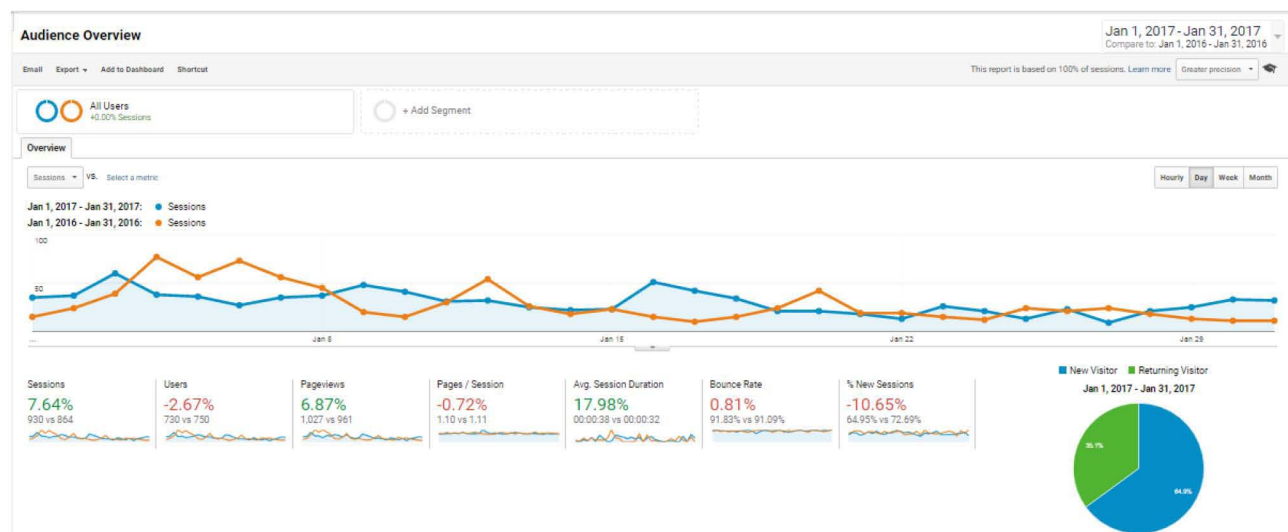
Website HEParks.org – Source: Google Analytics

Hits to the website are up slightly.



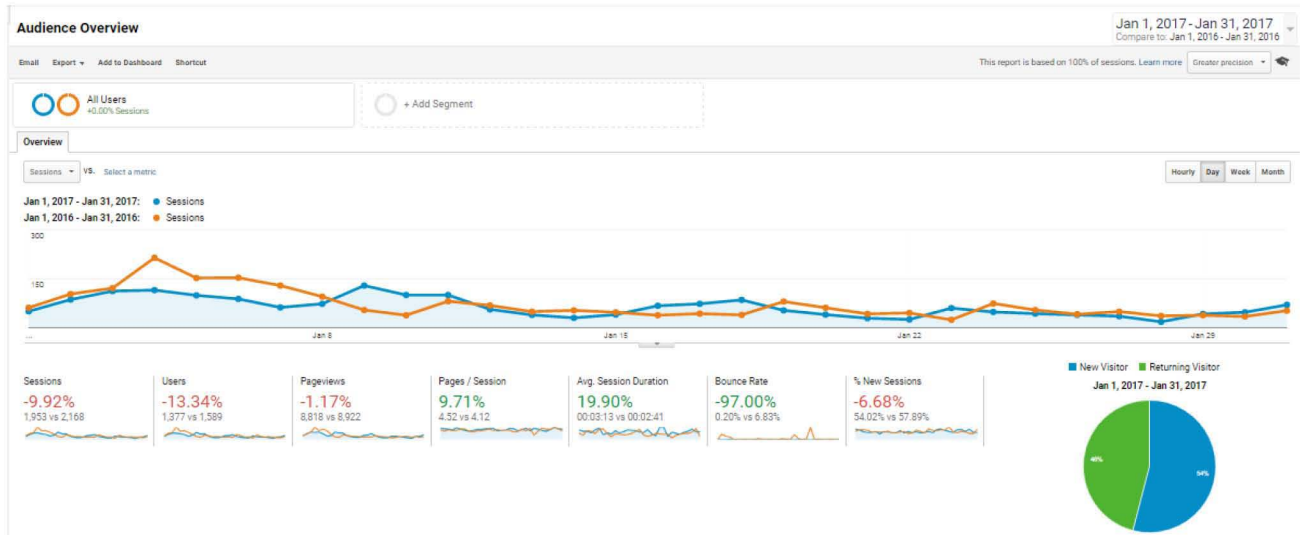
Program Guide Online – Source: Google Analytics

Hits to the online program guide are way up this month, likely due to Winter Registration; the Winter Guide registration began late in November.



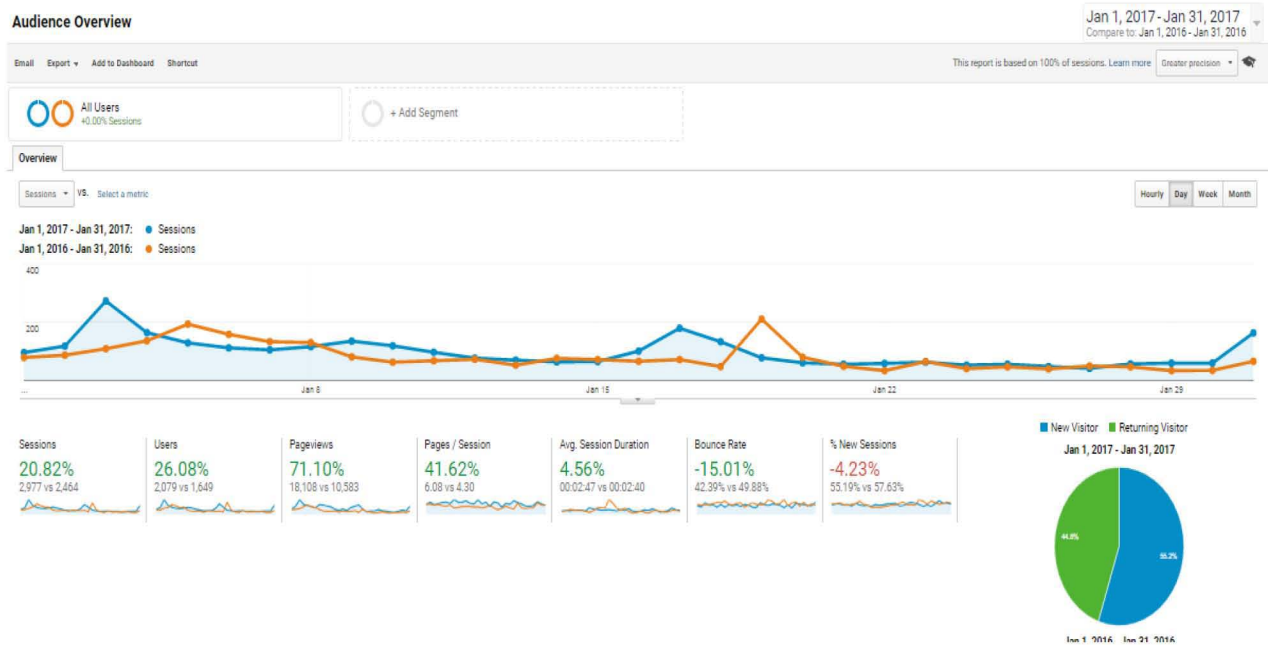
WebTrac/Online Registration Page Hits – Source: Google Analytics

Hits to online registration have dropped this month as we have been driving more users to the mobile WebTrac page, with the increased use of mobile devices for web browsing. In electronic marketing, links go primarily directly to Mobile WebTrac pages.



Mobile WebTrac – Google Analytics

The number of people accessing Mobile WebTrac from their mobile devices is up significantly as compared to last year, and up significantly higher than those browsing WebTrac with a PC. A strategy we use that is having a great impact is that when we post links on web, email and social media we typically link directly to mobile online registration pages. Unfortunately, we have found that the program details are harder to view on the Mobile WebTrac, so programs that we think are important to view the details are directed to another source, such as PDF of the program guide or regular WebTrac.





Facebook Reach

Facebook fans will now be reported as a total of all Facebook pages throughout the district, including:

Total fans for all pages as of January 31, 2017:

Our goal is engagement, which was down in December. While we had some events in December, many programs did not run for the majority of the month. See the chart below for a list of our most successful posts this month.



Top Most Engaging Posts this Month: Achieved a total of 3,201 impressions

Top 5 Most Successful Posts January 1-31, 2017 for the main Hoffman Estates Park District page:

Post Message	Type	Posted	Lifetime: The number of impressions (Total Count)
Did you know that we offer swimming lessons year round at Prairie Stone Sports & Wellness Center? Browse the offerings online at http://www.heparks.org/program_guide/ Swimming lessons help reduce the risk of drowning in small children.	Photo	1/7/17 9:24 AM	3199
An affordable fitness option, Triphahn and Willow Fitness Centers: http://ow.ly/U4wl307UxkS	Photo	1/16/17 6:45 AM	3000
Congratulations to our 6th grade boys basketball feeder team, they won the Palatine B tournament this weekend. Way to go, guys!	Photo	1/16/17 9:10 AM	2886
Do you know a Social Media lover with proven results and experience? HE Parks is hiring Full-Time Digital Media Assoc to join the Communications & Marketing team creating engaging content, such as video, photos, memes, etc. Our job is GREAT - we get to encourage people to come out and have FUN! Apply here--> http://ow.ly/Zf6O307InUi	Photo	1/5/17 6:38 AM	2315

#Teen Center is the place to chill! #Free! Pool, ping pong, video games. Tues & Fri 6:30-8:30pm @HoffmanTweets
<http://ow.ly/Kb2Z305kNCx>
Top 10 Highest Posts since October 2015

Photo 1/3/17 8:10 AM 2087

Post Message

Qualified Kindergarten Enrichment Teachers and Counselors Needed. Please see our careers page for more info: <https://goo.gl/X71UZs>
 This week through Friday Aug 19 Seascape has short hours, 4-7:30 PM <http://ow.ly/TY6l3037o3z>
 #Pokémon Trainers come to Black Bear Pk for our Gathering Sat Aug 27 10-11:30 catch 'em all! <http://ow.ly/cNs3037nfO>
 Today our Half-Day Preschool is having their own Crazy Hair Day! How cute are they?
 Congrats to figure skater, Tomoki Hiwatashi, who won a Gold Medal at Nationals! <http://ow.ly/Xyalq> Tomoki trains @ Triphahn Ice Arena!
 #Pokémon Trainers come to Black Bear Pk for our Gathering Sat Aug 27 10-11:30 catch 'em all! <http://ow.ly/cNs3037nfO>
 Due to weather conditions, we will be postponing our Pokemon Go event that was scheduled for today. Keep a look out for a new date and time on our HEParks social media pages!
 Tomorrow! Come to the Open House for 50+ Active Adults! 9-11 AM Wed 8/17 at Triphahn Center <http://ow.ly/soW53036YZb>
 Wine lovers get your tickets for Uncorked & Untapped event at Bridges of Poplar Creek 9/23. <http://ow.ly/Hj2x303tEff>
 Congrats to August Best of Hoffman Chip Mahr who helped create a Monarch habitat in Hoffman. <http://ow.ly/AS69303xt8r>

Type	Posted	Lifetime: The number of impressions. (Total Count)
Photo	8/15/16 10:29 AM	6715
Photo	8/15/16 7:55 AM	6710
Photo	8/13/16 12:55 PM	6168
Photo	3/14/16 11:12 AM	6148
Link	1/26/16 8:00 AM	6119
Photo	8/10/16 12:56 PM	5506
Photo	8/27/16 7:30 AM	5285
Photo	8/16/16 9:45 AM	5221
Photo	8/22/16 12:55 PM	5164
Photo	8/24/16 7:00 AM	5130



Engagement Report for All HE Parks' Facebook Pages

Source: Hootsuite

All Facebook pages: 6,547





Twitter Analytics

Source: Hootsuite

@HEParks & @BridgesofPCGolf Twitter



Overview Boards

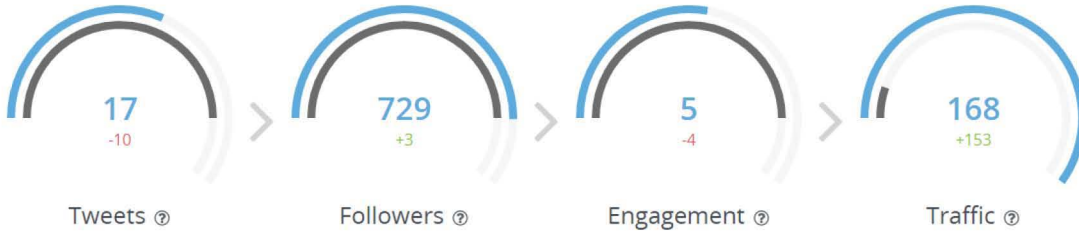
Switch back to old reports



@HEParks

Selected: Dec 01 to Dec 31
Previous: Oct 31 to Nov 30

Dec 01 to Dec 31



HE Parks' Twitter account

Source: Twitter

@heparks

	Aug16	Sept16	Oct16	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	June17
Followers	707	713	718	726	730	741					
Impressions	7,146	5,599	5,973	3,964	3,870	4,882					
# of tweets	41	20	32	22	15	31					

28 day summary with change over previous period

Metric	Value	Change
Tweets	30	↑100.0%
Tweet impressions	4,647	↑19.6%
Profile visits	138	↑115.0%
Mentions	14	
Followers	741	↑7

Top Tweet earned 214 impressions
 #Teen Center is the place to chill! #Free! Pool, ping pong, video games. Tues & Fri 6:30-8:30pm @HoffmanTweets
 ow.ly/Kb2Z305kNCx
 pic.twitter.com/2SIGwCUM5s

Top mention earned 12 engagements
 K-LOVE Chicago @klovechicago - Jan 17
 The puck stops here. #GameNightCheck from @HEParks
 pic.twitter.com/Pd35s3A7TY

JAN 2017 SUMMARY

Metric	Value
Tweets	31
Tweet impressions	4,882
Profile visits	138
Mentions	14
New followers	12



Instagram Reports

Source: Instagram

@heparks

	Aug16	Sept16	Oct16	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	June17
Followers	86	91	109	107	109	109					
# of posts	10	9	23	8	6	6					



Conversion Rate – What percentage registered online?

More and more people are registering online. Derived from a RecTrac Report that indicates the percent of registrations made online vs in person. Mobile-friendly email template began Nov 2015. Progress is being made each year in online registrations:

2011:	21%
2012:	26%
2013:	30%
2014:	33%
2015:	35%
2016:	37%
2017 Jan:	37.84%



Email Blast Results, Constant Contact

	Sent/Open	Mobile	Bounces	Clicks	Unsubscribes
2016 Fitness, Sports & Rec Benchmark	---/17.7%	50+%	8.8%	8%	0.22%
Hoffman Happenings 1/17	19.5K/17.7%	63%	1.6%	9.4%	.2%
50+ Newsletter January	988/37%	58%	1.5%	14.6%	.1%

Opens = Emails our contacts received and viewed.

Mobile = Percent of emails opened on a mobile device.

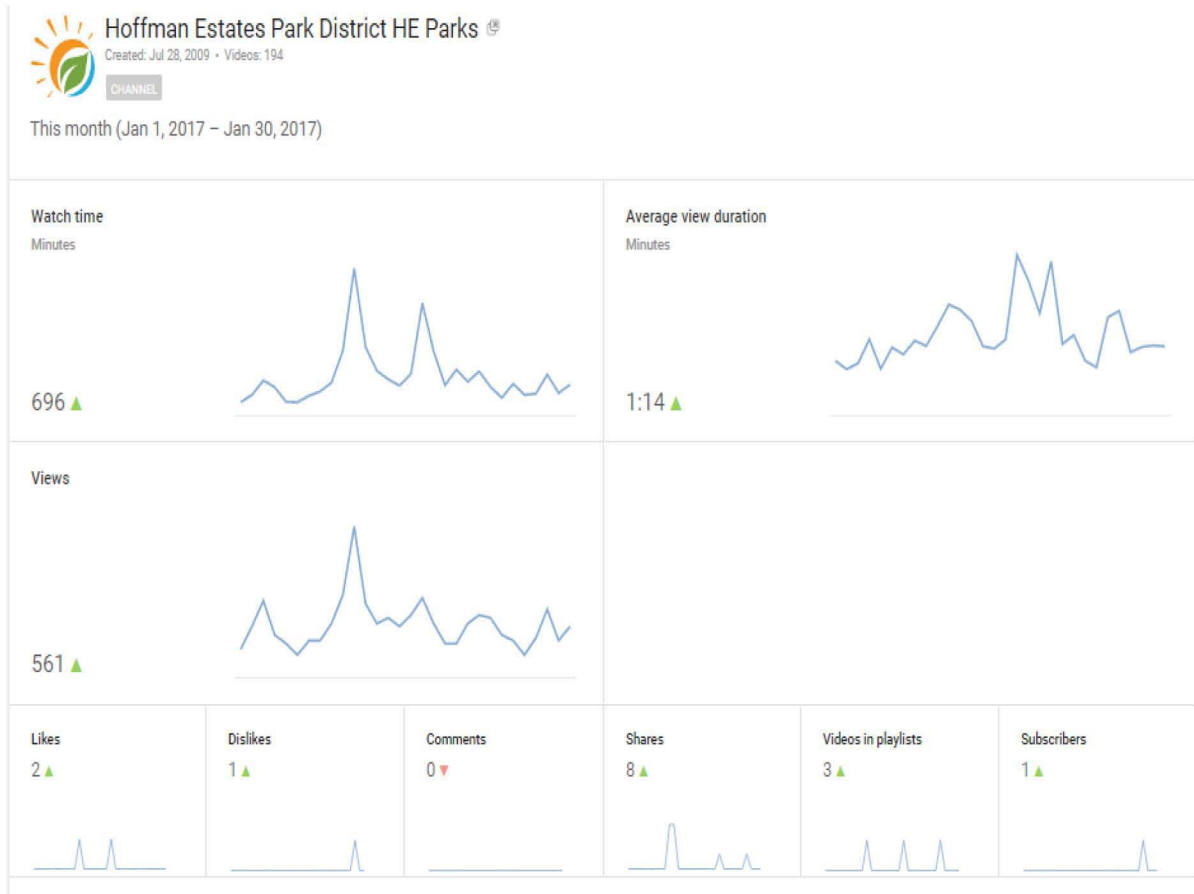
Bounces = Emails sent, but not received by our contacts, indicates the quality of the data.

Clicks = Contacts who clicked on a link within our email.



YouTube Metrics

Below is a list of our Top 10 Videos with the most traffic and minutes watched over the past 30 days.

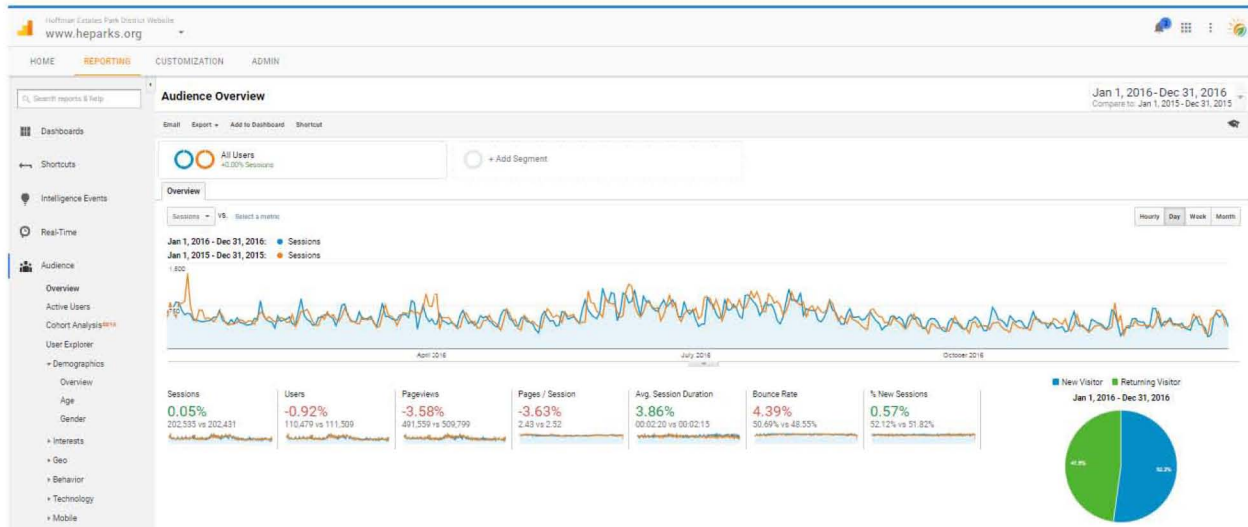


Top 10 Videos [Browse all content](#)

Video	↓ Watch time (minutes)	↓ Views	↓ Likes
Wolf Pack Hockey Hosts Krolak Cup	173 25%	56 10%	1
What is Pickleball?	172 25%	126 22%	0
Triphahn Center renovations - progress Jan....	73 10%	51 9.1%	0
Park Info: Playground Workout, Bench Pushup	61 8.7%	70 12%	0
Park Info: Thor Guard	29 4.1%	34 6.1%	0
Park Info: What Is Bioswale?	27 3.9%	19 3.4%	0
Aqua Fit Swim Aerobic Class at Prairie Stone ...	20 2.9%	19 3.4%	0
Join Us For Girls Night Out, February 16, 201...	16 2.3%	20 3.6%	0
Hoffman Estates Park District National Gold ...	14 2.0%	6 1.1%	0
I Love HE Parks Photo Contest	13 1.9%	14 2.5%	0

Web Analytics 2016 In Review

Demographics of Visitors to heparks.



Top Visited pages

Hoffman Estates Park District Website
www.heparks.org

HOME REPORTING CUSTOMIZATION ADMIN

Secondary dimension Sort type: Default

Search reports & help

	Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
		491,559 <small>% of Total: 100.00% (491,559)</small>	366,769 <small>% of Total: 100.00% (366,769)</small>	00:01:38 <small>Avg for View: 00:01:38 (0.00%)</small>	202,534 <small>% of Total: 100.00% (202,534)</small>	50.69% <small>Avg for View: 50.69% (0.00%)</small>	41.20% <small>Avg for View: 41.20% (0.00%)</small>	\$0.00 <small>% of Total: 0.00% (\$0.00)</small>
Behavior								
Overview								
Behavior Flow								
Site Content								
All Pages	1. /	136,305 (27.73%)	98,380 (26.82%)	00:02:02	93,938 (46.36%)	41.45%	40.00%	\$0.00 (0.00%)
Content Drilldown	2. /parks-facilities/seascope-family-aquatic-center/	23,443 (4.77%)	16,596 (4.52%)	00:01:23	13,625 (6.73%)	38.95%	38.99%	\$0.00 (0.00%)
Landing Pages	3. /ice-schedules/	14,281 (2.91%)	11,272 (3.07%)	00:01:34	2,672 (1.32%)	76.16%	53.44%	\$0.00 (0.00%)
Exit Pages	4. /ice/ice-arena/	12,541 (2.55%)	9,675 (2.64%)	00:00:59	6,786 (3.35%)	37.44%	33.99%	\$0.00 (0.00%)
	5. /parks-facilities/seascope-family-aquatic-center/hours-rates/	11,947 (2.43%)	10,497 (2.86%)	00:02:29	3,395 (1.68%)	81.06%	64.09%	\$0.00 (0.00%)
Site Speed	6. /parks-facilities/triphahn-center/	10,399 (2.12%)	8,474 (2.31%)	00:01:13	4,799 (2.37%)	47.80%	41.11%	\$0.00 (0.00%)
Site Search	7. /ice/public-skate/	9,691 (1.97%)	6,607 (1.80%)	00:00:56	1,994 (0.98%)	41.37%	27.98%	\$0.00 (0.00%)
Events	8. /parks-facilities/willow-recreation-center/	8,430 (1.71%)	6,726 (1.83%)	00:01:20	3,999 (1.97%)	53.50%	45.12%	\$0.00 (0.00%)
Publisher	9. /child-care/summer-camp/	8,395 (1.71%)	4,788 (1.31%)	00:02:30	2,539 (1.25%)	56.16%	44.73%	\$0.00 (0.00%)
Experiments	10. /programs-sports/swimming/	8,194 (1.67%)	6,372 (1.74%)	00:01:35	2,052 (1.01%)	59.02%	43.87%	\$0.00 (0.00%)
In-Page Analytics								

Bridges of Poplar Creek Board Report

General Programs

- Preferred Tee Time contracts are being received. The deadline for the renewal is February 20th with an early \$60 off promotion if received by January 29th. Our goal this year is to have 30 total preferred groups. Currently we have 27 contracts received for this season including 2 new groups joining us this year.
- League Contracts are being drafted and will be going out first week of February. Preliminary all leagues will be returning. With one addition being a small group of 12 players that are forming an 18 hole league that will be added on Wednesday mornings.

Golf Rounds

ROUND TOTALS.				
2013	2014	2015	2016	2017
0	0	0	0	0
YTD ROUND TOTALS				
2013	2014	2015	2016	2017
0	0	0	0	0

Range Information

RANGE BASKET SALES TOTALS				
2013	2014	2015	2016	2017
0	0	5	124	2
YTD RANGE BASKET SALES TOTALS				
2013	2014	2015	2016	2017
0	0	5	124	2

Communications & Marketing

Marketing/Advertising

- All marketing materials have been finalized for 2017. Rate Card, Outing Brochure, Golf Instruction, and Scorecards will have the same branding from 2016.
- Staff with the help of the Marketing Department is currently working new menu presentation folders for Weddings with the hopes of having new materials early spring.
- 6 Email blasts went out promoting Annual Pass Sales, Jr Golf League, and banquets.

Food & Beverage

For the month of January we had a total of 14 events: (14 Events in 2016)

The breakdown is as follows:

4 breakfast meetings servicing 135 guests

1 all day meeting servicing 179 guests

1 memorial luncheon servicing 31 guests

2 showers servicing 107 guests

1 continental breakfast servicing 67 guests

1 retirement party servicing 50 guests

4 church room rentals servicing 100 guests

We currently have 15 events booked for February (13 Events in 2016)

5 Breakfast meetings servicing 140 guests

1 fundraiser as a room rental and cash bar servicing 300 guests

1 Cub Scout Lunch servicing 50 guests

1 all day meeting servicing 50 guests

1 continental breakfast servicing 150 guests
1 shower servicing 40 guests
1 Daddy Daughter dance servicing 200 guests
1 Mother Son dance serving 150 guests
3 church room rentals servicing 100 guests

Wedding Count Update:

2017 = 14 ceremony and reception, 5 reception only, 2 ceremony only

We are currently offering variety of promotions based on time of season and date.

2018=1 ceremony and reception

2016 = 21 ceremony and reception, 4 reception only, 1 ceremony only.

2015 = 18 ceremony and reception, 5 reception only, 4 ceremony only

Jennifer Fuller & Cesar Betancourt's hard work with their Teams has paid off once again. We were once again recipients of The Knot Venue of the Year (Hall of Fame Member) 6 consecutive year and Wedding Wire Couple's Choice Award 3 consecutive year. These awards are based on customer surveys and reviews of our venue and service.

Golf Maintenance Summary

The golf course Maintenance team tackled a few indoor projects this past month. The first project was to give the inside of the driving range building a much needed facelift. We started by removing everything from the building and assessing the amount of repairs needed. The two rooms needed some electrical work, drywall repairs, wall and floor painting, new countertop, ceiling tiles and storage space. All items were completed and the driving range building should operate efficiently when in use. The second project was the maintenance building parts room, this area is where the golf course mechanic stores all his parts and staff stores irrigation, drainage, seed, and some tools. Everything was removed from the parts room, cleaned and re organized to operate more efficiently. Instead of purchasing lots of storage containers for this area we were able to use all the boxes from the driving range golf balls to make our own storage bins. The parts room is now completely cleaned, organized and inventoried. Mower and cart maintenance has also continued this month with rebuilds of our tee and approach mowers, complete service and reel setup of the fairway mowers.

Girls Night Out to benefit local families

Submitted by Hoffman Estates Park District

Ladies are invited to a fun night out to benefit local families. The Girls Night Out event will be Thursday, Feb. 16, at First Place Sports Bar, 1736 W. Algonquin Road, in Hoffman Estates.

All proceeds benefit the Friends of HE Parks, the foundation that supports the Hoffman Estates Park District (HE Parks), by raising money for families in Hoffman Estates that are financially unable to enroll their kids in youth sports, swimming lessons, camp, etc.

Tickets are \$30 in advance, available at a park district facility or online at heparks.org. At the door, tickets will be \$35.

Your ticket includes two hours of open bar, a dinner buffet from 7-9 p.m., a chance to win prizes and goodie bags for the first 50 ladies.

For information and sponsorship opportunities, contact Peg Kusmierski at (847) 310-3617.

The Friends of HE Parks is a foundation of community volunteers who raise money so that more residents can participate in and enjoy recreational opportunities, regardless of their social, physical or economic circumstances and limitations.

The foundation strives to promote events that will raise money to help financially disadvantaged families of our community to enjoy park district programs and facilities through the use of scholarships and pre-paid programming.

Providing first-class parks, facilities, programs and services for a dynamic community of more than 50,000 in the Northwest suburbs of Chicago, HE Parks operates two community centers, twin ice arenas, a premier 18-hole golf course, state-of-the-art fitness center, family aquatic center and more than 70 parks.

In 2013, HE Parks was

accredited by the Commission for Accreditation of Park and Recreation Agencies.

It has been recognized as an Illinois Distinguished Park and Recreation Agency by the Illinois Park and Recreation Association and is the recipient of the National Gold Medal Award for Excellence in Parks & Recreation Management by the National Recreation & Parks Association; the highest national honor in the public recreation category.

For information, visit www.heparks.org or call (847) 885-7500.



COURTESY OF HE PARKS

Ladies are invited to a fun night out to benefit local families. The Girls Night Out event will be held Thursday, Feb. 16, at First Place Sports Bar in Hoffman Estates.

EARLY CHILDHOOD
Elk Grove Park District

Preschool Registration
For Fall 2017

Residents register Saturday, February 4th from 1 to 2 pm. Optional Lottery at 12:30 pm.

Non-residents register Tuesday, February 13th beginning at 9am.

*Proof of residency and child's age with a \$45 nonrefundable registration fee and one month's tuition are due at time of registration.



Al Hattendorf Center
225 E. Elk Grove Blvd.
Elk Grove Village
(847) 364-7224



tion.

Windy City Bulls win another chamber award

By ERIC PETERSON
epeterson@dailyherald.com

The Windy City Bulls, the Chicago Bulls' Development League affiliate at Hoffman Estates' Sears Centre Arena, are already repeating champs their first season as members of the local business community. The young team Thursday won the Hoffman Estates Chamber of Commerce and Industry's Splash Award, which recognizes new members that have shown extraordinary enthusiasm and support for the organization. Only a week earlier, the

neighboring Barrington Area Chamber of Commerce recognized the team as its New Business of the Year.

"On behalf of the Chicago Bulls, thanks so much for welcoming us and allowing us to be part of the Northwest suburban market," Windy City Bulls President Brad Seymour said at the Hoffman Estates Chamber's Celebration of Excellence awards Thursday.

Theirs was among several recognitions at the dinner at the Chicago Marriott Northwest in Hoffman Estates.

Steve Carlson of Garibaldi's Italian Eatery accepted

the Small Business of the Year award during his restaurant's 41st year in the village.

"Forty-one years is a long time," he said. "There's not a lot of people here who can say they've been in business for 41 years, much less worked for 41 years."

The overall Business of the Year Award went to Tate & Lyle LLC, a global provider of ingredients and solutions in the food and beverage industry, as well as a strong supporter of chamber events.

Joe Nebel, Hoffman Estates' public works director, accepted his department's

award as Public Sector Partner of the Year.

"Public works is generally humble people, but when you win something like this, it carries a lot of weight," he said.

Joane McLeod, a business analyst for Linka Technology Solutions Inc., — and the wife of Hoffman Estates Mayor Bill McLeod — accepted the chamber's Chairman's Award on behalf of her company.

The Volunteer of the Year Award went to Linda Dressler of RE/MAX Suburban, who's edited the chamber's newsletter for the past five years.



The Windy City Bulls hauled in the Splash Award on Thursday at the Celebration of Excellence Awards Dinner held in Hoffman Estates. Here, award presenter Kevin Carnahan and Bulls representatives Brad Seymour and Nick Petro stand with Hoffman Estates Chamber Chairman Mike Kies, far right.

Finance/Administration

- Staff met with Sikich auditors on January 24, 2017 to begin the 2016 audit process. Staff fraud interviews and the review of the 2016 meeting minutes were completed.
- Staff has been working on year-end account verification and preparation for the 2016 audit process.
- Staff attended IAPD/IPRA conference in January.
- Staff prepared and submitted ProRagis information.
- Staff assisted with training of Supt. of Recreation.
- Payroll Cycle Processing
 - 01/13/17 \$247,153.22
 - 01/27/17 \$275,940.45
 - 02/10/17 \$272,225.94

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship/Marquee Signs
 - d. Dance
 - e. Preschool
 - f. STAR
 - g. Hockey
- Administrative
 - a. Foundation mailing
 - b. Child care statements issued
 - c. 2016 files sent to storage

- Administrative Registration for:
 - a. Financial Assistance
 - b. Foundation Giving Tree
 - c. Foundation Girls' Night Out

Human Resources

- Processed 12 new part-time hires and 17 new volunteers.
- Facilitated PDRMA 2017 Loss Control Review meeting in conjunction with Risk Manager duties.
- Completed all IRS Affordable Care Act required forms and distributed to employees.

Technology

- GIS (Geographical Information System)
 - a. Working with staff to configure the GIS application to optimize the syncing of information.
- TC North side renovation
 - a. Obtaining quotes and purchasing necessary IT equipment per budget: card access readers, timeclock and security cameras.
- BPC – Start of season preparation
 - a. Upgrading three (3) touchscreen computers: Proshop Right, Proshop Left, & Mainbar
 - b. Replacing Visage GPS equipment with TekGPS. This includes a new router and two (2) access points for the carts to connect to while in the barn and staging area.
 - c. Upgrading UPS battery backups at both Main and Maintenance Buildings.
 - d. Setup Timeclock All-in-One computer at BPC Maintenance.
- Evaluating new remote control software to replace LogMeIn
 - a. LogMeIn has increased their costs over the past few years. The budgeted amount for this year is \$700 but LogMeIn is now charging \$1200.
 - b. Splashtop is an alternative solution that we are currently testing. It comes at a cost of \$400/year.
- Outlook Resource Calendar
 - a. Developed a calendar for district vehicles. This will help with requests and reservations so that employees can schedule the vehicle(s) in an efficient and organized manner.

Advertising and Sponsorships

- Newly acquired sponsors:
 - a. HE Family Dentistry
 - PIP - Sponsor
 - b. Bentley's Pet Stuff
 - Event/In-kind Sponsor
 - c. Forest View Animal Hospital

- Bo's Run Park/Event Sponsor
 - d. North Hoffman Animal Hospital
 - Event Sponsor
 - e. Club Photo Booth
 - Event/In-Kind Sponsor
 - f. H&R Block
 - Marquee Signs
- New Proposals Submitted to:
 - a. Windy City Bulls
 - b. Chiro One
 - c. Yonan Carpet
 - d. Harper College
 - e. Revival Hair Loss Clinic
 - f. MDM Entertainment
 - g. Firehouse Subs

MEMORANDUM NO. M17-025

TO: Board of Commissioners
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director
Gary Buczkowski, P&D Director
RE: Mechanical System associated with the renovation of the Triphahn Center
North Side
DATE: February 22, 2017

Background:

Included in the budget for this project was a \$2,500 allowance for replacement of mechanical parts associated with the HVAC system on the north side of the Triphahn Center. The system consists of both electronic and pneumatic controls which were made operational as part of the 2005 renovation.

Implications:

As part of the contract with Cyril Regan Heating, Inc., Regan was asked to check all existing equipment in the renovation area to determine whether or not those systems were functioning as designed. In addition to the renovation area, an alternate item was provided to look at the rest of the original building which included the Early Childhood and gymnasium areas. The amount bid for this commissioned work was \$13,800 and that work has not yet begun. However, Regan has completed the review of the renovation area and found eleven non-functioning components. These non-functioning components were identified within the eight zones that now exist in that area.

Understanding the condition of the equipment, Planning & Development staff asked the maintenance department to verify that in fact, these items were indeed non-functioning. That was done the week of February 16th. Regan has provided a cost to replace and make operational this equipment in the renovation area for a sum of \$7,800. All of the equipment to be replaced is related to the pneumatic control system. Given the limited knowledge in operating and maintaining pneumatic systems, Planning & Development staff requested that Regan provide a price to convert all the pneumatic controls to electronic.

Regan's price for that work was \$39,675. This would also include integration of this area into the energy management control system that operates in other areas of the Triphahn Center. It should be noted that these repairs are only associated with the renovation area and not the gymnasium or the Early Childhood areas. Given the added potential cost of replacing the non-functioning equipment, staff is not moving forward with the review of the gymnasium or Early Childhood areas for the \$13,800 amount. At this time, staff is holding the \$13,800 with the intent of needing that money to replace the non-functioning equipment.

Given the district's limited ability to operate and maintain the pneumatic systems, the opportunity exists to upgrade the existing HVAC control equipment to a more manageable and energy efficient system. The cost to do this upgrade (\$39,675) could be partially covered utilizing the \$13,800 investigation alternate which would be deferred as a future project and the \$2,500 existing mechanical allowance. Assuming the use of those funds, the deficit remaining would be \$23,375 which might be absorbed within the Triphahn Center renovation Project budget if the overall renovation were to come in under budget. If not, the additional monies would need to come from the Recreational Fund Balance. However, given the timing of this need, it is too early in the budget cycle to determine how much surplus if any would be available to fund this upgrade. Another funding option might be an application to the Illinois Energy Now Rebates and Incentives Program that might fund part or all of this upgrade.

Recommendation:

Staff's recommendation is that the board instruct staff to move forward with the upgrade to the pneumatic HVAC control system in the renovation area of the Triphahn Center for \$39,675 as outlined in this memo.



CYRIL REGAN HEATING INCORPORATED
8200 south 86th Court
Justice, Illinois 60458

[Office] 708.594.0089
[Fax] 708.594.0921

[E-mail] reganoffice@sbcglobal.net
[Website] www.reganheating.com

TRANE BAS Quotation

Project:
Triphahn Center Renovation
1685 W Higgins Rd
Hoffman Estates, IL

Date: February 20, 2017

To: Gary Buczkowski

We propose to furnish all equipment and labor [complete] for the following:

All Electrician labor for controls installation
All Technicians labor for system programming and checkout

Scope of work

Existing pneumatic FPB's to have pneumatic controls removed. New Trane controller and actuator with wireless communication and space sensor, DAT sensor, 24V transformer, fan relay and replace HW Valve pneumatic actuator with electronic actuator on each (existing valve body to remain). Existing pneumatic VAV's to have pneumatic controls removed. New Trane controller and actuator with wireless communication and space sensor, DAT sensor, 24V power and replace HW Valve (if existing) pneumatic actuator with electronic actuator on each (existing valve body to remain), Install new wireless coordinator (from Tracer SC controller to space) for the new wireless network for FPB and VAV's. Commissioning and checkout of the new controls and existing hardware and devices on the FPB's and VAV's. (will notify if existing hardware and devices are bad: fan motor, damper, valve, flow cross, etc.).

\$39,675.00 (THIRTY-NINE THOUSAND SIX HUNDRED SEVENTY-FIVE AND 00/100 DOLLARS)

Consent of the owner: The signature (agent or owner of the building at the installation address) on the contract hereof consents to the installation of the goods specified in the contract upon the conditions therein stated. Equipment shall remain property of the seller until paid for in full. Permission is also granted to remove the said goods or any part thereof in the event of nonpayment therefore by the lessee for the equipment or otherwise as stated in the contract between the seller and the lessee for the purchase of said goods. Customer agrees to pay any and all attorney and court costs associated with collection of delinquent account.

This proposal is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor which may be required should unforeseen problems arise. Proposed job cost is valid for 30 days. The customer is responsible for all proper permits. All goods remain property of CYRIL REGAN HEATING, INC. until paid in full. We are satisfied with above proposal and agree to all terms in it.



CYRIL REGAN HEATING INCORPORATED
8200 south 86th Court
Justice, Illinois 60458

[Office] 708.594.0089
[Fax] 708.594.0921

[E-mail] reganoffice@sbcglobal.net
[Website] www.reganheating.com

We fully accept all of the Above Terms:

Signature: _____

Print Name: _____

Date: _____

If you desire any additional information, please do not hesitate to call. Thank you for the opportunity to work with your firm.

Respectfully,

Allan Santamaria
Cyril Regan Heating, Inc.
773-344-6713



REGAN HEATING INCORPORATED
8200 south 86th Court
Justice, Illinois 60458

[Office] 708.594.0089
[Fax] 708.594.0921

[E-mail] reganoffice@sbcglobal.net
[Website] www.reganheating.com

Mechanical Quotation

Project:
Triphahn Center Renovation
1685 W Higgins Rd.
Hoffman Estates, IL

Date: February 13, 2017

To: Gary Buczkowski

We propose to furnish all equipment and labor [complete] for the Repairs of the existing EFPB and EVAV Boxes at Triphahn Center for the total sum of:

Repairs of:
Three Pneu T-Stats
Three Pneu Actuators
Four Pneu Controllers
One Pneu Heat Valve
One 24v Control Wire

\$7,800.00 (SEVEN THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS)

This does not includes adding existing equipment into the Building Automation System.

Consent of the owner: The signature (agent or owner of the building at the installation address) on the contract hereof consents to the installation of the goods specified in the contract upon the conditions therein stated. Equipment shall remain property of the seller until paid for in full. Permission is also granted to remove the said goods or any part thereof in the event of nonpayment therefore by the lessee for the equipment or otherwise as stated in the contract between the seller and the lessee for the purchase of said goods. Customer agrees to pay any and all attorney and court costs associated with collection of delinquent account.

This proposal is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor which may be required should unforeseen problems arise. Proposed job cost is valid for 30 days. The customer is responsible for all proper permits. All goods remain property of REGAN HEATING, INC. until paid in full. We are satisfied with above proposal and agree to all terms in it.



REGAN HEATING INCORPORATED
8200 south 86th Court
Justice, Illinois 60458

[Office] 708.594.0089
[Fax] 708.594.0921

[E-mail] reganoffice@sbcglobal.net
[Website] www.reganheating.com

We fully accept all of the Above Terms:

Signature: _____

Print Name: _____

Date: _____

If you desire any additional information, please do not hesitate to call. Thank you for the opportunity to work with your firm.

Respectfully,

Allan Santamaria
Regan Heating Incorporated
773-344-6713