



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
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The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences for our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA  
RECREATION COMMITTEE MEETING  
TUESDAY, MAY 9, 2017  
7:00 p.m.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - April 11, 2017
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Hoffman United Soccer Club / M17-048
  - B. Wings and Talons License Agreement / M17-059
  - C. AthletiCo Agreement extension / M17-060
  - D. Balanced Scorecard / M17-055
  - E. Recreation, Facilities & Golf Report / M17-061
7. COMMITTEE MEMBER COMMENTS
8. 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](mailto:jkaczmarek@heparks.org) or (847) 885-8500 with at least 48 hours' notice





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**MINUTES  
RECREATION COMMITTEE MEETING  
April 11, 2017**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Recreation Committee was held on April 11, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kinnane, Comm Rep Dressler, S. Neel, Snyder, Wittkamp, Chairman R. Evans

Absent: Comm Rep Henderson

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, Golf Director Bechtold

Audience: President Bickham, Commissioners McGinn, Kaplan and Kilbridge, Superintendent Palmer, Mr. K. Evans

**2. Approval of Agenda:**

Comm Rep Dressler made a motion, seconded by Comm Rep S. Neel to approve the agenda as presented. The motion carried by voice vote.

**3. Recognition of Remaining Rec Reps (BOH for February)**

Chairman R. Evans recognized Comm Reps Snyder and Wittkamp for their years of service on the Committees and awarded them their pins.

**4. Minutes:**

Commissioner Kinnane made a motion, seconded by Comm Rep S. Neel to approve the minutes of the March 14, 2017 meeting as presented. The motion carried by voice vote.

**5. Comments From the Audience:**

None

**6. Old Business:**

None

**7. New Business:**

**A. 50+ Club Membership / M17-045:**

Executive Director Bostrom reviewed the item noting that the north side would have a soft opening May 15, 2017 with the staff move in on May 1. He explained that staff had a modified fee structure for the 50+ membership.

Director Kies explained that with the renovation of the north side, they had an opportunity to look at the 50+ membership fee as well as what the district was offering for that membership. He explained that the members were now at about 600 and the goal was to reduce the subsidy of the 50+ programs.

Comm Rep Snyder asked about the snowbird option and Director Kies explained that it was through the EFT program and could be suspended if out of the area.

Commissioner McGinn asked about the overall reaction to the increase and Comm Rep Wittkamp explained that while the 50+ group was initially unhappy, they were becoming more accepting to the idea given the additional benefits.

Executive Director Bostrom also noted that qualifying 50+ members in need of financial assistance could apply for a Foundation Scholarship to cover some or all of the increase.

Chairman R. Evans noted that he felt the 50+ membership was very appreciative of what the district does for them.

Comm Rep Wittkamp explained that many of the members needed to have the work out rooms available to them through their membership to stay fit.

Mr. K. Evans asked if the 50+ had any idea of the coming increase and Superintendent Palmer explained that they had. Mr. K. Evans asked about those 50+ members that would get a break on other memberships and Director Kies explained that staff was working on that. Mr. K. Evans asked how many memberships the Foundation Scholarship Fund could absorb and Executive Director Bostrom explained that the Foundation donated up to \$20,000 each year and that last year the district had only expended \$17,500. He also noted that the membership fee was not very costly at \$55. Mr. K. Evans asked if they ever offered partial scholarships and it was noted that

payments were made in percentages of 25, 50, 75 and 100% depending on financial and other circumstances.

President Bickham asked if the 50+ membership included the track and it was noted that it did. He also asked about the percentage of resident versus non-resident and Executive Director Bostrom noted that the membership was predominantly resident based.

President Bickham asked who was the closest competition and Director Kies noted it was Palatine Center at \$40, however they charged additional fees for weekly activities.

No vote required.

B. Park District Concession Agreement/ M17-047:

Executive Director Bostrom reviewed the item noting there were some changes to the Insurance section of the agreement.

Deputy Director Talsma explained that the district was changing the agreements from leases to licenses and that might impact the language to be used for the Insurance Section. He noted that staff would be verifying that with legal counsel.

Comm Rep S. Neel said she thought it was great that Flores would continue but was concerned about the increase from \$600 to \$1000/month. Executive Director Bostrom noted that they had offered that amount. He also talked about the pro shop leaving and that Flores would have the opportunity to sell tape and mouth guards as well as continuing to offer the skate sharpening services. He also explained that staff was looking at alternative program uses for the pro shop space to be discussed under Item D.

Commissioner Kaplan noted that they would need to have someone knowledgeable about skate sharpening.

President Bickham asked about running the agreement past PDRMA and Deputy Director Talsma explained that PDRMA does not review contracts but that staff could cross reference PDRMA's requirements with those listed in the contract.

Comm Rep S. Neel made a motion, seconded by Comm Rep Snyder to recommend the Board enter into a one-year licensing agreement with the option of two one-year renewals with the Flores Rosales Family Corp (FRFC) for concession services as outlined in M17-047 subject to PDRMA's requirements for the Insurance section of the agreement. The motion carried by voice vote.



C. NAEYC Accreditation /M17-044:

Executive Director Bostrom explained that accreditation was something the district valued.

Director Kies went on to explain that different types of accreditation had life cycles much like programs and that at this time NAEYC was declining and that Excelerate Illinois was increasing in the field.

Chairman R. Evans asked what the parents thought to be most important and Superintendent Palmer noted that most parents recognized the DCFS accreditation. Director Kies noted that the Excelerate program would help the district take their program to the next level.

No vote required.

D. Ice Pro Shop Space/ M17-049:

Director Kies reviewed the item noting that staff was looking to program the space.

Commissioner Kaplan asked if the district had considered selling the tape, etc. from behind the front desk. Director Kies said they had reviewed that idea.

No Vote required.

E. Recreation, Facilities & Golf Report and 1Q2017 Goals/M17-043:

Director Kies acknowledged Superintendent Palmer's selection to participate in the IPRA focus group as well as having received a grant for the blended lines on the PSSWC tennis courts, the Power Play Grant and the Eagle Scout project as addressed in the report. He explained that due to time constraints, the Eagle Scout would be presenting his accomplished project, the Chimney Swift Tower, in May.

Director Bechtold noted that the Easter Brunch was sold out, that they had to cancel March Madness due to weather and that preferred tee times had begun. He said he was happy to see Golf Superintendent Hugen take on the Parks Directorship and that BPC had begun looking for a new Superintendent.

Mr. K. Evans asked if surrounding courses had been closed during the heavy rains and Director Bechtold noted they had; Palatine Hills and Fox Run among some of them.

Chairman R. Evans asked if they were changing the face of the bunkers and Director Bechtold noted that they were not. Chairman R. Evans asked about

the drainage and Director Bechtold noted that all was good; he explained that they would be redirecting the draining on #10 to drain into the pond by the end of the month.

President Bickham asked about the hole-in-one and Director Bechtold explained that it was working.

Comm Rep Dressler made a motion, seconded by Commissioner Kinnane to send the Rec, Fac & Golf Report and 1Q2017 Goals /M17-043 to the board as presented. The motion carried by voice vote.

**8. Committee Member Comments:**

Comm Rep Dressler thanked BPC for hosting the new Hoffman Estates Rotary Club and asked about the memorial tree planting. Executive Director Bostrom explained that the parks department had a memorial program in existence for 10 years that allowed for people to “plant a tree in memorial”. She also reminded everyone of the Taste Fest April 27<sup>th</sup> for \$25/person.

Comm Rep S. Neel said her cub scouts had a great time at the PSSWC lock-in and thanked Jeff Pettit for doing an outstanding job.

Comm Rep Snyder said he was looking forward to the start of golf and wished everyone a great Easter weekend.

Chairman R. Evans reminded all about the many egg hunts around the district, Easter Brunch at BPC and the final fish fry this Friday at BPC.

**9. Adjournment:**

Comm Rep S. Neel made a motion, seconded by Comm Rep Snyder 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

**MEMORANDUM NO. M17-048**

**TO: Recreation Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**Craig Talsma, Deputy Director/Director of A&F**  
**Mike Kies, Director of Recreation and Facilities**  
**Colleen Palmer, Superintendent of Recreation**  
**SUBJECT: Hoffman United Soccer Club**  
**DATE: May 3, 2017**

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**Background**

The Hoffman United Soccer Club (HUSC) is a competitive travel soccer club that consists of boys and girls youth soccer teams. The teams are composed of players from Hoffman Estates and surrounding areas. The club is currently run as a program through the Hoffman Estates Park District (HEPD). The HUSC Board has expressed a desire to run the program independently through an LLC owned and operated by Scott Scheidecker, a current HUSC manager of ten of the teams. The new independent HUSC, LLC would start operating beginning June 12, 2017. The HUSC board unanimously approved this separation from HEPD at its December 2016 meeting following discussions with both District staff and Scott Scheidecker.

As an LLC, they will no longer be operated through the park district. Rather, they will rent fields for their games and practices from the District. The proposed initial rental agreement is for a one year period effective June 12, 2017 through June 11, 2018. They will also host separate programs and camps for the District as an independent contractor, per the district's standard Independent Contract Agreement.

**Implications**

In its Fall 2017/Spring 2018 season, beginning June 12, 2017, and running through June 11, 2018, HUSC will be using approximately 1,200 hours of field time between practices and games at Cottonwood (both fields) on weekdays, Eisenhower (both fields) on weekends, and Victoria Park on weekends. The proposed times are presented in Addendum "B". The field rental agreement (attached) provides HUSC these fields for the duration of one year, for the amount of \$33,000.

The schedule estimated the usage and could vary slightly depending on the actual number of teams. Should there be a variance of greater than 10% the usage will be reevaluated to maintain the appropriate levels. No surcharge will be associated with the annual usage unless a variance of greater than this is required.

It is important to note that during the 2016/2017 HUSC season the Park District generated approximately \$25,000 in net revenue. This amount was strictly based on the direct costs attributed only to the soccer program and did not account the amount of maintenance and administration costs associated with overseeing and maintaining this program from HEPD staff. Though the rental will require some park maintenance and administrative time, this will be much less than the previous arrangement.

All terms and conditions, including a payment schedule, have been set forth in the attached rental agreement.

Some highlights that are included in the rental agreement are listed below:

- Use of Cottonwood (both fields) for practices during weekdays; and Victoria and Eisenhower (both fields) for games on the weekends
- Port-o-lets at all three fields.
- Initial field equipment costs – includes three equipment boxes (one at each location), 10 goal nets, and 16 corner flags.
- Additionally the soccer goals at Cottonwood have just been replaced this year.
- One time field set-up and striping for the fall season and one time field set-up and striping for the spring season. HUSC will stripe their own fields thereafter.

Other stipulations will include:

- Formal usage times and days would be approved by the HEPD Athletic Manager.
- HUSC will be required to meet all district (PDRMA) minimum standards as it relates to insurance needs.
- Any additional field rentals outside of the times specified at the specified fields would be billed at \$30/hour in addition to the standard hourly rate for any athletic field light usage rental (Canon Crossings).
- HEPD will be responsible for securing the goals at the start of the season (and checking on-going), per Zach's law and its requirements.
- HUSC will assume financial responsibility for any damage to the fields.
- HEPD will have the right to cancel fields due to inclement weather or other circumstances that may arise beyond HEPD's control and to secure field usage for other contractual or school usage agreements.
- All HUSC accounts will be brought to a zero balance prior to June 12, 2017.
- A letter from HEPD will go to all existing HUSC participants outlining the changes effective June 12, 2017. If there are any needs expressed from the current participants, staff will work to accommodate those requests.

**Recommendation**

Staff recommends that the Recreation Committee recommend that the full Board approve the attached rental agreement with HUSC, LLC for the fall 2017 and spring 2018 season. This will also disband the current HUSC District program and HUSC Board.



THIS LICENSE FOR USE made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the HOFFMAN ESTATES PARK DISTRICT, a municipal entity, located at 1685 W Higgins Road, Hoffman Estates, Illinois, hereinafter referred to as "Licensor", and the **Hoffman United Soccer Club, LLC** hereinafter referred to as "Licensee".

NOW, THEREFORE, in consideration of the obligation of the Licensee to pay rent as herein provided, the mutual promises herein contained and other good and valuable considerations, Licensor and Licensee covenant and agree as follows:

- A. **PREMISES AND FACILITIES:** The premises to be licensed shall be Cottonwood Park, located at 2029 East Parkview Circle; Eisenhower Park, located at 864 Rosedale Road; and Victoria Park, located at 1100 Kingsdale Road.
- B. **RATES:** The rental fee for said premises shall be \$33,000. Please refer to Addendum A for payment schedule. Please see License Agreement Addendum B for specific dates and times of usage. Dates and times of usage are subject to change should the need exceed hours listed.
- C. **TERM:** This license agreement is for a one year period effective June 12, 2017 through June 11, 2018.
- D. **LICENSEE COVENANTS, CONDITIONS, REPRESENTATIONS AND WARRANTIES**

Licensee covenants, agrees, represents, and warrants as follows:

- 1. Licensee shall be responsible for and shall pay for any damages to Licensor's property arising out of the use of the said premises pursuant to the terms of this agreement or otherwise; ordinary wear and tear accepted.
- 2. No beer, liquor, alcoholic beverages, or drugs shall be brought into, consumed, or used upon the premises or be in the possession of any member of Licensee's party.
- 3. If in the judgment of Licensor, the conduct of Licensee or others using the premises through this License Agreement shall be contrary to the intended purpose of the premises, contrary to the best interests of Licensor (in Licensor's sole discretion), or shall be considered dangerous or in any way harmful to the public or the public interest, Licensor shall have the right to immediately terminate this Agreement upon written notification to Licensee or Licensee's agent.
- 4. Licensor shall at all times during the term of this Agreement have an unlimited right of re-entry to the premises.
- 5. Licensor retains the right to control and maintain all concessions on said premises and further retains the right to cancel this agreement when equipment failures or other circumstances beyond its control occur, thereby rendering performance impossible pursuant to the terms of this Agreement.
- 6. Licensee is solely responsible for determining if the design, construction, and/or condition of the premises are safe and appropriate for all Licensee's intended use. Licensee has examined the premises prior to and as a condition precedent to the execution of this Agreement, and is satisfied with its design and the

physical condition thereof and acknowledges same to be in good condition and repair and Licensor shall not be required to make any alterations thereto, unless such alterations have been mutually agreed to in writing and are attached hereto.

7. Licensee shall pre-inspect the fields prior to each use and promptly advise Licensor of any obvious dangers or hazards. Licensee is solely responsible for providing any and all supervision associated with Licensee's use and activities, including but not limited to use of common areas such as field of play. Licensee is further responsible for rule and regulation enforcement, and all crowd control for any and all Licensee activities contemplated by this Agreement. Licensee shall make certain that a responsible adult, twenty-one years of age or older, will be in charge and control of Licensee's activities pursuant to this Agreement.
8. Licensee shall observe and comply with all laws, ordinances, rules and regulations of Licensor as well as the laws and ordinances of the VILLAGE of HOFFMAN ESTATES and the STATE OF ILLINOIS now in effect or which may be enacted during the term of this Agreement.
  - a) The waiver by Licensor of any breach of any term contained in this Agreement shall not be deemed to be a waiver of any prior occurring breach by Licensee of any term contained herein regardless of knowledge of Licensor of such prior existing breach at the time of the acceptance of such payment.
  - b) Licensee shall not assign any right, privilege or license conferred by this Agreement without the advance written consent of Licensor.

E. LICENSEE INSURANCE AND INDEMNIFICATION REQUIREMENTS: Licensee shall obtain insurance of the types and in the amounts listed below.

**1. Commercial General and Umbrella Liability Insurance**

Licensee shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence, with \$2,000,000 aggregate. The general aggregate limit shall apply separately to each location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 11 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Licensee's insurance and shall not contribute with it.

**2. Business Auto and Umbrella Liability Insurance**

If applicable, Licensee shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident / \$3,000,000 aggregate. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be

endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**3. Workers Compensation Insurance**

If applicable, Licensee shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each incident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease, with \$3,000,000 aggregate.

If Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 11 under the Commercial General and Umbrella Liability Insurance required in this license agreement, the Licensee waives all rights against Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Licensee’s use of the premises. The Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of the Park District for all activities of the Licensee, its employees, agents and subcontractors.

**4. General Insurance Provisions**

• **Evidence of Insurance**

Prior to issuance of the license, Licensee shall furnish Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days’ written notice to Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to Park District shall be by certified mail, return receipt requested.

Failure of Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Licensee’s obligation to maintain such insurance.

Park District shall have the right, but not the obligation, of prohibiting Licensee from occupying the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this license agreement at Park District’s option.

Licensee shall provide certified copies of all insurance policies required above within 10 days of Park District’s written request for said copies.

• **Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best’s Key Rating Guide. If the Best’s rating is less than A VII or a Best’s rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

• **Cross-Liability Coverage**

If Licensee’s liability policies do not contain the standard ISO separation of insured’s provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

- **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Licensee may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**5. Indemnification**

Licensee shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this license; (ii) any act, omission wrongful act or negligence of Licensee or any of Licensee's, or the partners, directors, officers, agents, employees, invitees or contractors of Licensee or Licensee's subtenants or licensees; (iii) any accident, injury or damage whatsoever occurring in or at the premises, except to the extent it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Licensee shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Licensee's breach of any of its obligations under, or Licensee's default of, any provision of the license agreement.

F. MISCELLANEOUS TERMS AND CONDITIONS: Licensor and Licensee further agree as follows:

1. Licensee will have use of Cottonwood (both fields) for practices during the week; and Victoria and Eisenhower (both fields) for games on the weekends as presented in Addendum "B".
2. Licensor reserves the right to cancel the use of athletic fields and parks based on weather conditions, field conditions, Park District usage needs (i.e., Youth Elite Soccer camps and Licensor programs), other causes beyond Licensor's control.
3. Additional usage times must be approved by the Licensor's Athletic Manager.
4. Any additional field rentals outside of the times specified at these three fields would be billed at \$30/hour.
5. Licensee will be assessed the standard hourly rate for any athletic field light usage request
6. Licensee will assume financial responsibility individually and on behalf of said organization for any part of the field/park damaged during the hours the organization is using the field and/or facilities. Proper care will be given to the premises, with garbage and other leftover materials deposited in the appropriate receptacles provided.
7. Licensor will assume responsibility for all maintenance of Cottonwood, Eisenhower, and Victoria Park athletic fields utilized by Licensee, including mowing, watering, fertilization, weed control, over-seeding, turf repairs, top dressing, and the one-time initial field striping and set-up for the Fall and Spring season of Licensee's game fields and practice fields.



8. Licensee will assume responsibility for line striping maintenance after Licensor performs initial striping of the practice and game fields. In the event Licensee requests Licensor to perform line striping maintenance, Licensee will be responsible for Licensor expenses associated with that request.
9. Licensor's Maintenance team will be responsible for securing the goals at the start of the season (and checking on-going), per Zach's law and its requirements. Licensee will complete the Licensor's soccer goal inspection form prior to practices, game and/or any other Licensee activity. Those forms need to be submitted to the Licensor's Athletic Manager on a weekly basis. If it is found at the time of the inspection that the ground anchoring system is not functioning properly the soccer goal must not be used and practice or game must be moved to another location or canceled. See Addendum C for procedure and form.
10. Licensor will provide port-o-lets at all three fields
11. Licensor will cover the cost of initial field equipment– includes 3 equipment boxes (one at each field), 10 goal nets, and 16 flags.
12. Licensee shall assume all maintenance and repair expenses associated with their own equipment.
13. Licensor will provide monthly meeting space at Triphahn Center (TC) or Willow Recreation Center (WRC) at no charge for Licensee meetings, as space is available, as well as a listing in the seasonal program brochure (maximum 2" x 2" space) and link on the Licensor's website, if print information is provided by publishing deadlines and as approved by Licensor.
14. Licensee will follow and enforce all applicable Licensor policies and procedures with participants and/or guests, including, but not limited to Licensor's Smoking Policy, Alcohol Policy and Thor Guard Lightning Prediction System.
15. Licensee will offer travel soccer programs to boys and girls of all ages of as demand warrants, similar to what is currently being offered by the Hoffman United Soccer Club (U9 through U18/19).
16. Each party shall give the other party prompt notice of any claim coming to his knowledge that in any way directly or indirectly affects the other party hereto, and both parties shall have the right to participate in the defense of such claim to the extent of their respective interests.
17. Each term of this Agreement is material and a breach by Licensee of any of the terms herein contained shall be a material breach of the entire Agreement and shall be grounds for the termination of the entire Agreement by Licensor.
18. All notices to either party shall be in writing. Any such notices shall be deemed to have been sufficiently given if sent by registered or certified mail, return receipt requested, to Licensor at the address herein before set forth, and to Licensee at the address hereinafter set forth or if such notice shall be personally given.
19. Licensee has deposited with Licensor a security deposit in the amount of \$11,000 to secure the performance of each and every covenant and agreement to be performed by Licensee hereunder. Licensor shall have the right, but not the obligation, to apply the security deposit in whole, or in part, as payment of rent or in the performance of the covenants or agreements contained herein including payment of lost revenues as a result of the inability to rent the premises, reasonable administration or similar costs, and reasonable attorney's fees incurred in connection with Licensee's defaults hereunder. Licensor's rights to possession of the premises for non-payment of rent or any other reason shall not be affected by the fact that Licensor holds the security deposit.

20. Licensor shall give Licensee written notice of the application of the security deposit or any part thereof within thirty (30) days of said application. Upon receipt of said notice, Licensee shall at once pay to Licensor an amount sufficient to restore the security deposit in full. Upon termination of this Agreement, full payment of all amounts due here under and performance of all Licensee's covenants and agreements, the security deposit, or any portion thereof remaining unapplied , shall be returned to Licensee within sixty (60) days of said termination, without interest.
  
21. Licensor agrees to limit all field usage for the purpose of the group named in this Agreement. No reselling, trading, or brokering of field time will be allowed.
  
22. Notwithstanding anything to the contrary herein contained, and notwithstanding the use of the words "license", "licensee", " licensor", and "rent", this agreement shall be deemed to create a mere license for use on the terms set forth herein , and shall not be construed to constitute a lease nor to create or confer a leasehold estate of any type or nature.
  
23. The undersigned, individually, and as an organization if applicable, agrees that it will comply with any and all applicable local, state, and federal law, including, but not limited to, the Americans With Disabilities Act, the Civil Rights Act of 1964 , and the Illinois Human Rights Act. Licensor shall not discriminate on the basis of race, religion, sexual orientation, national origin, or any other recognized protected class (except as an appropriate division for athletics programming).
  
24. This Agreement is entered into solely for the benefit of the contracting parties , and nothing in this Agreement is intended , either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establishes or imposes any legal duty to any third party.

LICENSOR:

Hoffman Estates Park District  
 1685 W. Higgins Road  
 Hoffman Estates, IL 60169

\_\_\_\_\_  
 Executive Director

\_\_\_\_\_  
 Date

LICENSEE:

Hoffman United Soccer Club, LLC

\_\_\_\_\_  
 \_\_\_\_\_  
 Address

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Date

LICENSE AGREEMENT- ADDENDUM A

\*\*\*\*\*

ORGANIZATION: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

\*\*\*\*\*

**SEE ADDENDUM B FOR RENTAL DATES AND TIMES**

DEPOSIT: \$11,000 INVOICED ON July 1, 2017; DUE BY July 15, 2017 (applied towards payment)  
1<sup>st</sup> PAYMENT: \$11,000 INVOICED ON October 1, 2017; DUE BY October 15, 2017  
FINAL PAYMENT: \$11,000 INVOICED ON February 1, 2018; DUE BY February 15, 2018

TERMS: payable each date prior to taking the field.

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LICENSE AGREEMENT - ADDENDUM B  
RENTAL DATES AND TIMES:

**Rental Dates: June 12, 2017-June 11, 2018**

<u>Location</u>	<u>Season</u>	<u>Usage</u>	<u>Days</u>	<u>Times</u>	<u>Breakdown</u>
Cottonwood (both fields)*	Summer 2017 (7/10-14;7/24-8/4)	Camps:	M-F	9:00am-2:00pm	25 hours per week x 3 weeks x 2 fields = 150 hrs
		Super Y Camp	Tu/Th	5:00-6:30pm	1.5 hours per day x 2 nights x 5 weeks x 1 field= 15 hrs
Cottonwood (both fields)*	Fall 2017	Practice:	M-F	5:00-8:00pm	3 practice hrs per night x 5 nights per week x 13 wks x 2 fields = 390 hrs
Cottonwood (both fields)*	Spring 2018	Practice:	M-F	5:00-8:00pm	3 practice hrs per night x 5 nights per week x 10 wks x 2 fields = 300 hrs
					<b>Total Cottonwood = 855 hrs</b>
Victoria (one field)**	Summer 2017	Not used	-	Not used	
Victoria (one field)**	Fall 2017	Games:	Sat	9:00am-4:00pm	7 hours per day x 1 day x 5 weeks x 1 field = 35 hrs
Victoria (one field)**	Spring 2018	Games:	Sat	9:00am-4:00pm	7 hours per day x 1 day x 4 weeks x 1 field = 28 hrs
					<b>Total Victoria = 63 hrs***</b>
Eisenhower (both fields)*	Summer 2017	Not used	-	Not used	
Eisenhower (both fields)*	Fall 2017	Games:	Sat-Sun	9:00am-4:00pm	7 hours per day x 2 days x 5 weeks x 2 fields = 140 hrs
Eisenhower (both fields)*	Spring 2018	Games:	Sat-Sun	9:00am-4:00pm	7 hours per day x 2 days x 4 weeks x 2 fields = 112 hrs
					<b>Total Eisenhower = 252 hrs***</b>
					<b>TOTAL FIELD USAGE = 1170 hrs</b>

\*Cottonwood and Eisenhower Parks have a total of two soccer fields.

\*\*Victoria Park has only one soccer field.

\*\*\*Victoria and Eisenhower Parks used only for games; teams have 9 home games total, thus the discrepancy in game weeks (Victoria and Eisenhower) versus practice weeks at Cottonwood.

LICENSE AGREEMENT- ADDENDUM C  
SOCCER GOAL INSPECTION PROCEDURE AND FORM

**HOFFMAN ESTATES PARK DISTRICT**  
**Procedure for Movable Soccer Goal Inspection**

**4.052 Movable Soccer Goal Inspection**

1. All moveable soccer goals installed on park district property must be inspected by a trained inspector one time in a seven day period.
  - A. Documentation of the inspectors training shall be kept in the individual employee training file at the Parks Services Facility
  - B. On site soccer goal inspections should include the following:
    - The soccer goals are properly fastened to the ground.
    - All ground anchors are buried into the ground completely up to the bottom of the eye loop.
    - The chain is wrapped around the bottom rail of the goal and through the eye of the ground anchor and secured back to itself with an S-hook in four locations as detailed in Figure 2.
    - There are no visible rusted areas on the post or crossbar and all welds appear solid with no visible cracks. There are no sharp points or jagged edges on the posts
    - Collapsible soccer goal cables, pulleys, and locks are all in working condition
    - Soccer net attachment hooks are in place.
    - Warning labels are in place and readable.
2. The onsite inspector is charged with making necessary corrections to the anchoring system while on site.
3. The onsite inspector will complete the proper soccer goal inspection form. Noting any and all items in need of correction. The completed form is turned into the Park Supervisor for review and to schedule corrections if needed.

Anything noted on the inspection form needing corrections pertaining to the ground anchoring system must be corrected within 12 hours.

4. Before the start of every organized team practice:

The team coach will inspect the soccer goals utilizing the same inspection criteria and inspection form as detailed in section 1. B. If it is found at the time of the inspection that the ground anchoring system is not functioning properly the soccer goal must not be used and practice must be moved to another location or canceled.

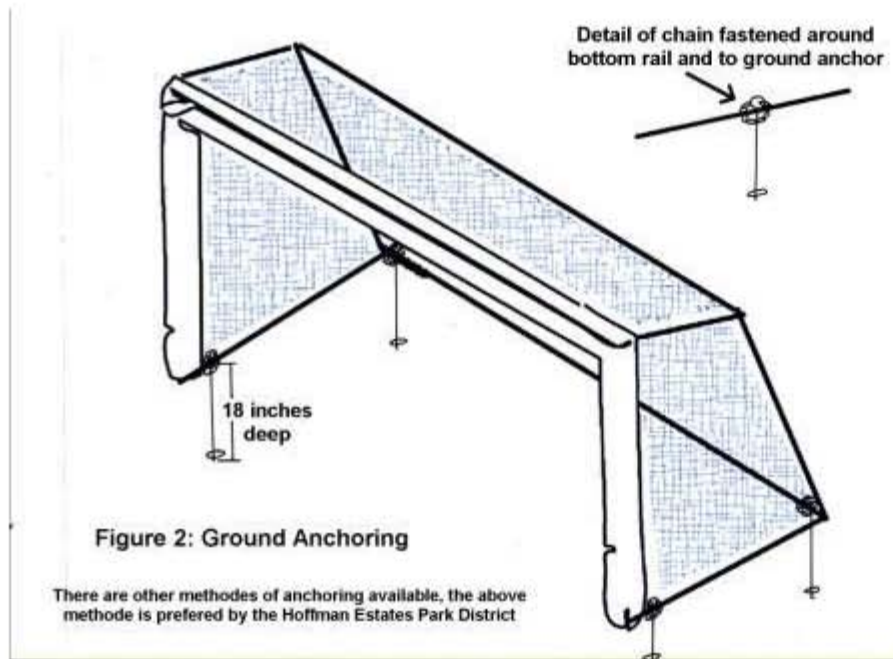
The soccer inspection forms must be completed and turned into the recreation supervisor in charge of soccer.

5. Before the start of every organized game:

The Game Referee will inspect the soccer goals utilizing the same inspection criteria and

inspection form as detailed in section 1. B. If it is found at the time of the inspection that the ground anchoring system is not functioning properly the soccer goal must not be used and game must be moved to another location or canceled.

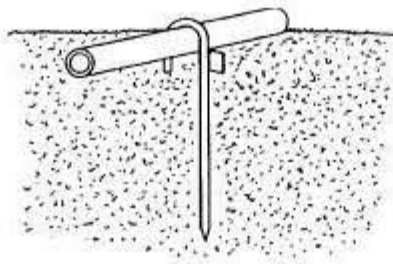
The soccer inspection forms must be completed and turned into the recreation supervisor in charge of soccer.



**THE J-HOOK TYPE ANCHORING SYSTEM FIGURE 3: IS ONLY ALLOWED WHEN TEMPORAIRLY ANCHORING UNDER-6 GOALS**

THE ANCHOR MUST BE COMPLETELY DRIVEN INTO THE GROUND WITH THE CURVED SECTION OF THE ANCHOR MAKING COMPLETE CONTACT WITH THE BOTTOM RAIL OF THE SOCCER GOAL

Figure 3. J-Hook Anchor





## SOCCER GOAL INSPECTION FORM

**Park:** \_\_\_\_\_ **Field:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Check each box "No" if repairs are not necessary. If the answer to any question is "Yes", write a comment about each problem in the "comments" space provided. All boxes checked "Yes" should be scheduled for repair and dated after the repair is made. This form should only be used once, on the date listed at the top.

<b>Checked</b>	<b>GOALS</b>	<b>Repair Date</b>
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**Soccer goals are properly secured and anchored to the ground**

**There are no visible rusted areas on the posts or crossbar and all welds appear solid with no visible cracks**  
**There are no jagged or sharp points or edges on the posts**

**Collapsible soccer goals; cables, pulleys, hinges, and locks are all in working condition**

**Soccer net attachment hooks are in place**

**Warning labels in place and readable**

**Comments:**

**Inspectors Signature** \_\_\_\_\_

MEMORANDUM NO. 17-059

**TO:** Recreation Committee  
**FROM:** Dean Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director of Admin & Finance  
Michael R. Kies, Director of Recreation & Facilities  
**DATE:** May 2, 2017  
**RE:** Wings and Talons Agreement

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**Background:**

The Park District had been working with the Northern Illinois Raptors Center (NIRC) since May of 2009, in which Vogelei Park has been their home base. The group NIRC has disbanded and been taken over by Wings and Talons. There is a new main contact person along with a majority of the same people from NIRC continuing to care for the raptors.

The purpose of the Wings and Talons organization, (a 501c3), is “To provide for the raptors in their care and those that live in the wild, by means of education, stewardship and conservation and to connect with other similar organizations to share knowledge and work together for the common cause of raptor conservation.” Staff will continue to work with Wings and Talons to add opportunities for the community. Wings and Talons will continue to participate in HEParks special events and offer programs to our residents.

**Implications:**

The agreement with Wings and Talons emphasizes the importance of the recreational opportunities at Vogelei Park. Staff has added the requirement that Wings and Talons must conduct at least two programs per year that we can advertise in our guide in addition to having two camp visit opportunities during the summer. It will also require Wings and Talons to have at least four “open to the public” hours per week, where the mews will be open for residents and guests to view the birds. Wings and Talons will also have a designated contact person that will meet with Park District staff quarterly and/or as needed.

The term of the agreement shall be for one year with an automatic annual renewal unless either party provides at least 60 days written notice for cancellation prior to the renewal date.

They will continue to pay a licensee fee of \$100 per month to offset any costs the District may have (i.e. water).

**Recommendation:**

Staff recommends that the Recreation Committee recommend to the full Board approval of the attached agreement between Wings and Talons and the Park District.



**LICENSE AGREEMENT  
BETWEEN THE HOFFMAN ESTATES PARK DISTRICT  
AND  
WINGS AND TALONS**

This License Agreement to promote public awareness of birds of prey (the “Agreement”) is made and entered into by and between the HOFFMAN ESTATES PARK DISTRICT (the “Park District”), an Illinois park district, with its principal office at 1685 West Higgins Road, Hoffman Estates, Illinois, and the WINGS AND TALONS, with its principal office located at 229 Welter Drive, Wood Dale, Illinois (“Licensee”). Park District and Licensee are hereinafter referred to individually as a “Party” and together as the “Parties”.

WHEREAS, the Park District (LICENSOR) wishes to promote conservation awareness programs at Vogelei Park; and,

WHEREAS, Wings and Talons’s (LICENSEE) mission is to promote public awareness of the role birds of prey (raptors) play in the Illinois ecosystem; and

WHEREAS, the Park District believes it is in their best interests to allow LICENSEE to carry out their mission to promote raptors awareness at Vogelei Park;

NOW THEREFORE, in consideration of the mutual covenants herein contained and for such good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree, covenant and promise as follows:

*The License*

Subject to the terms and conditions of this Agreement, Licensee is hereby granted a license to use and occupy portions of Vogelei Park in the following manner and for the following purposes:

1. LICENSEE has constructed 4 mews in 3 buildings. The Park District will allow LICENSEE to construct and maintain up to twelve (12) mews on the Vogelei Park property. These mews are intended to house birds of prey (raptors) which are under the legal care of LICENSEE organization and/or its members. All additional mews and their locations must be approved by the District.
2. The Park District will allow LICENSEE to connect the mews (at LICENSEE's own cost) to existing water and electrical power utilities located on the site. Water system availability will be limited to seasonal periods where freezing of system is not a concern.
3. The Park District will allow LICENSEE use of the east half of the Vogelei house basement (Exhibit A). The use of this basement area by LICENSEE shall be related to the care, rehabilitation and feeding of the birds within the care of the LICENSEE organization.
4. The Park District shall allow LICENSEE the ability to install and maintain a clothes washer and dryer in the basement of the Vogelei house for the purposes of maintaining towels and rags used in the care of the raptor birds.
5. The Park District will allow LICENSEE the ability to install and maintain an exhaust fan along with all necessary infrastructures to serve this equipment. In addition thereto the purpose of this

fan is to prevent any odors associated with LICENSEE's operation from migrating into the rest of the Vogelei house. LICENSEE's operation shall comply with any and all federal, state, county and local laws and regulations regarding public health and safety.

6. The Park District will allow LICENSEE, subject to conditions, rules and regulations of the Park District, exclusive use of the second story office area in the upper Vogelei barn building. (exhibit B). Use of this space by LICENSEE shall be limited to administrative duties directly related to the LICENSEE organization. Access to the LICENSEE office area shall be through the main upper barn meeting room space. However, if access by LICENSEE members to this office space becomes disruptive to other barn users, the district will consider other access options developed and presented by LICENSEE. It will be the responsibility of LICENSEE to present to the park board an alternative means of access and if deemed acceptable by the Park District such means will be constructed at the expense of LICENSEE.
7. The Park District will allow LICENSEE the ability to install or place within the two spaces contemplated above. Such furnishings shall support LICENSEE activities.
8. The Park District will allow LICENSEE access to existing communication infrastructure within Vogelei Park. Any operating expenses, connections or maintenance of any communication infrastructure shall be at LICENSEE's own cost. LICENSEE shall be responsible for all utility charges associated with both data and voice communications that are provided for their proprietary use only.
9. The Park District will allow LICENSEE the ability to utilize the outdoor open space areas of Vogelei Park for the purposes of promoting raptor awareness. Use of the outdoor space shall be determined based on schedule availability and be determined and approved solely by the Park District.
10. The Park District will allow the LICENSEE exclusive use once a month of a meeting room for the purposes of promoting community awareness for raptors and the LICENSEE organization. This once a month use of the meeting area shall be at no cost to the LICENSEE organization so long as the Park District does not incur any directly related costs for the use of the space. Such use shall be at non-prime times **based on availability at the time of booking. For the purposes of this agreement, non-prime time shall be Monday through Thursday 6:00 AM to 10:00 PM and Friday 6:00 AM to 3:30 PM. Should LICENSEE request to book the meeting room space within 7 calendar days prior to that requested booking, that booking will be at no charge to LICENSEE so long as it is within non-prime time and has not been previously booked by another party.**
11. The Park District will negotiate with LICENSEE for additional space utilization in the barn or house based on availability and cost recovery requirements. Such negotiations shall be engaged with the understanding that LICENSEE and the Park District have common interests in promoting the mission of LICENSEE organization and or its programs.

## **LICENSEE INSURANCE REQUIREMENTS**

Licensee shall obtain insurance of the types and in the amounts listed below.

### **A. Commercial General and Umbrella Liability Insurance**

Licensee shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence, with \$3,000,000 aggregate. The general aggregate limit shall apply separately to each location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 11 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Licensee's insurance and shall not contribute with it.

### **B. Business Auto and Umbrella Liability Insurance**

If applicable, Licensee shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident / \$3,000,000 aggregate. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### **C. Workers Compensation Insurance**

If applicable, Licensee shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each incident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease, with \$3,000,000 aggregate.

If Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 11 under the Commercial General and Umbrella Liability Insurance required in this license agreement, the Licensee waives all rights against Park District and its officers,

officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Licensee's use of the premises. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Park District for all activities of the Licensee, its employees, agents and subcontractors.

**D. General Insurance Provisions**

**1. Evidence of Insurance**

Prior to issuance of the license, Licensee shall furnish Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to Park District shall be by certified mail, return receipt requested.

Failure of Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Licensee's obligation to maintain such insurance.

Park District shall have the right, but not the obligation, of prohibiting Licensee from occupying the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this license agreement at Park District's option.

Licensee shall provide certified copies of all insurance policies required above within 10 days of Park District's written request for said copies.

**2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

**3. Cross-Liability Coverage**

If Licensee's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**4. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Licensee may be asked to eliminate such deductibles or self-insured

retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**E. Indemnification**

Licensee shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this license; (ii) any act, omission wrongful act or negligence of Licensee or any of Licensee's, or the partners, directors, officers, agents, employees, invitees or contractors of Licensee or Licensee's subtenants or licensees; (iii) any accident, injury or damage whatsoever occurring in or at the premises, except to the extent it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Licensee shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Licensee's breach of any of its obligations under, or Licensee's default of, any provision of the license agreement.

General Terms

1. The Park District agrees to promote LICENSEE's programs and mission in Vogeley Park section of the District's *I Guide* booklet. Such advertising shall not exceed one-half page unless space is available and agreed upon by Park District Marketing staff. The Park District will work with LICENSEE to utilize other marketing means based on availability and cost constraints. Park District is not obligated to expend any proceeds on outside marketing efforts other than those listed in the *IGuide*.
2. In the event vandalism occurs to any of LICENSEE's improvement or to the wildlife under the care of LICENSEE, the Park District will aid in the investigation and prosecution of individuals responsible for the particular act.
3. LICENSEE must provide HEPD with a primary person as the point of contact for all communications needs that will meet quarterly with HEPD staff. Any violation and/or citation of these laws must be promptly reported to the attention of the Hoffman Estates Park District.
4. LICENSEE understands and agrees to adhere to any and all laws relevant to the containment or care of birds of prey (raptors).
5. LICENSEE understands and agrees that it is their organization's sole responsibility for the care and well-being of the bird's housed both temporarily or permanently on park property.

6. LICENSEE agrees to present in writing all proposed improvements to be made by LICENSEE to the grounds or structures located in Vogelei Park to the Park District. LICENSEE must receive approval in writing from the Park District prior to the commencement of any work. LICENSEE organization understands that the Park District will ultimately act in the best interest of the District at large and their decision is final.
7. LICENSEE agrees to repair or pay the cost to repair any and or all damage to park property resulting in LICENSEE's members, guests, birds under LICENSEE's control or from activities and programs conducted by LICENSEE.
8. LICENSEE agrees that if the Park District allows LICENSEE to move forward with capital improvement plans, LICENSEE is responsible for securing all permits, scheduling inspections and will be required to conform to all building requirements as required by the Village of Hoffman Estates.
9. LICENSEE understands that all improvements made by the LICENSEE and/or their contractors must be coordinated with written acknowledgement by a representative of the Park District. This representative shall be responsible for determining that the work contemplated is being done in the best interest of the public and the interest of the Park District.
10. LICENSEE understands that at the termination of this agreement, by either party, LICENSEE is responsible for the removal of any and all improvements made by LICENSEE or its designated representatives unless otherwise agreed upon by both parties.
11. LICENSEE understands that it is solely responsible for the well-being of the birds kept within the confines of the Vogelei property and that as a public park, the potential for vandalism exists to both the structures and wildlife under the control of LICENSEE.
12. LICENSEE agrees to take full responsibility for the clean-up and removal of waste generated by LICENSEE construction or program activities.
13. LICENSEE agrees to help prevent damage by the public to the grounds and structures located in Vogelei Park. LICENSEE's responsibility on this item shall be limited to public awareness efforts and the informing of Park District of such incidents.
14. LICENSEE agrees to not endanger any park guest, park neighbor or neighbors pet or property as a result of housing, training, feeding or the demonstration of raptors activities or programs. In the event of an incident, the Park District and LICENSEE will develop an agreeable solution to prevent reoccurrence. **If after 2 attempts to eliminate the endangerment situation, a third incident occurs, LICENSEE will cease that particular activity causing concern and/or endangerment to the public. Based on circumstance, the Park District reserves the right to prohibit endangerment situations without further warnings as determined solely by the Park District.**
15. LICENSEE agrees to schedule with the Park District all program requests both indoor and outdoor. Such requests will be reasonably reviewed and approved based on availability.
16. LICENSEE agrees to set up and take down all tables, chairs and equipment necessary to run LICENSEE programs and agrees to leave the program space in the same condition prior to the LICENSEE run event.

17. LICENSEE agrees to follow district security procedures related to gaining access to both the barn and basement of the house. LICENSEE agrees to pay for all false alarm costs caused by LICENSEE members in the access or securing of Park District buildings located at Vogelei Park.
18. LICENSEE agrees to follow all OSHA, federal, state, county and local health and work rules and/or standards in association with the construction or mews and or alteration of Park District property and shall be responsible for any property taxes the County may assess on their operation base on this license and tax status.
19. LICENSEE agrees to keep its designated use areas in neat condition at all times and allow reasonable access to said spaces by Park District staff and or village public safety inspectors.
20. LICENSEE agrees that it will cease any activity within the confines of the Vogelei house/basement that is determined to be in interference or disruptive to other users within the confines of the house at the sole discretion and direction of the Park District. Such interferences shall include but not be limited to excessive noise, strong odors and/or dust and dirt associated with LICENSEE activities.
21. LICENSEE agrees to conduct no less than three raptor programs per calendar year at no charge to the Park District. These programs may be marketed as part of the district's recreation program offerings and/or special events.
22. LICENSEE agrees to conduct no less than two (2) raptor programs per calendar year. These programs will be promoted in the quarterly Park District Program Guide as applicable. LICENSEE will also provide two (2) raptor programs during summer camp program operations as part of camp activities.
23. LICENSEE will operate open hours for the general public to view the mews for at least 4 hours per week as mutually agreeable by both parties.
24. LICENSEE will follow and enforce all applicable Park District policies and procedures with participants and/or guests, including but not limited to: smoking policy, alcohol policy and Thor Guard Lightening Prediction System.
25. LICENSEE will complete Incident/Accident forms provided by the Park District relating to any damages done to personal or Park District property, any accidents involving players, coaches, spectators, volunteers or officials which results in an ambulance being called to assist the injured party. All forms shall be submitted the same day to the park district administrative offices.
26. LICENSEE agrees to provide the Park District with the following information each calendar year or as requested by Park District:
  - a. Background Checks; LICENSEE agrees to **conduct criminal** background check for all **of its members who might come in contact with the public at Vogelei Park. LICENSEE will take action to prevent any LICENSEE member with a criminal background from coming into contact with the public at Vogelei Park. The Park District shall have the right to request background check documentation from LICENSEE.**

- b. The Park District will assist, if requested in writing by LICENSEE, in the background check process at the Park District's direct cost which is currently \$10.00 per request.
- c. Organizational Information
  - i. Structure (by-laws, officers/positions, chain of command, contacts)
  - ii. Residency
  - iii. Philosophy
  - iv. Goals & Objectives
  - v. Rules of Play
  - vi. Discipline Policies
  - vii. Expectations of Parents/Spectator conduct

27. LICENSEE agrees to pay the Park District a total of \$1,200.00 annually to cover utility costs associated with the space used by LICENSEE. This payment will be made bi-annually, with \$600.00 due on January 1 and \$600.00 due on July 1, each year. This payment shall also act as a security deposit in the event that Licensee does not abide by the terms and provisions of this agreement.

28. This agreement shall be governed by the laws of the State of Illinois.

29. This agreement shall be deemed binding on any successor members of the LICENSEE organization and the Park District, or their agents, for the purposes stated herein.

30. The terms of this agreement shall be for **one (1) calendar year commencing on June 1, 2017**. The terms of this agreement shall automatically renew annually unless either party provides at least 60 days written notice prior to the renewal date.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized officers.

HOFFMAN ESTATES PARK DISTRICT

WINGS AND TALONS

By: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_  
President

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Attest:

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



## MEMORANDUM NO. M17-060

To: Recreation Committee  
From: Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director of A & F  
Michael R. Kies, Director of Recreation & Facilities  
RE: **Renewal of AthletiCo Physical Therapy Lease Agreement**  
Date: May 3, 2017

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### **BACKGROUND**

The current healthcare occupant agreement with AthletiCo Physical Therapy (APT) expires on May 31, 2017. The agreement included the front rehabilitation space and the adjacent office space across the hall. The initial agreement dated June 1, 2007, stipulated an annual rental cost for this space at cost of \$84,923.04. The annual rent increased by 3% each year during the term of the agreement. In 2012, a new agreement was formulated as attached and the Board of Commissioners approved a reset to the original fee amount to \$84,923.04 with a 3% increase each year thereafter, The current rent is currently at **\$95,581.68**. This fee included general maintenance, utilities and use of additional areas of the wellness center (i.e. pools, locker rooms, exercise areas, gymnasium).

### **IMPLICATIONS**

The partnership has been very positive for both the park district and AthletiCo Physical Therapy. AthletiCo Physical Therapy has provided the following for the PSS&WC facility as well as the park district as a whole.

- joint programming
- membership referrals
- collaborative marketing/membership enrollment possibilities
- professional health care affiliations
- cross-referrals for personal training, fitness assessments, orientations, consultations and nutritional services
- space improvements/expansion
- professional sport team clinics/workshops for park district programs

The current contract agreement and first amendment (renewal to the lease) are attached; both have been reviewed by legal counsel. In 2014, APT was assessed property taxes on their leased space. These taxes amount to almost \$2,000 per month. Due to this additional expense APT must pay, they have requested the rental space fee be reduced to \$87,500 with an annual increase of the lower of CPI or 4%. The proposed duration of the agreement would be extended for five

5 years (to an end date of May 31, 2022) with the mutual option to extend the term of the lease for one additional five year term (through May 31, 2027).

APT has expressed that though they have experienced a positive growth at the PSS&WC facility, their growth has been affected by recent economic conditions and increased competition within the past five years. Upon staff researching the current rates of medical rental space within the immediate area, across the state, and at the national level, staff believes the rental rate request is fair and favorable for the district.

**RECOMMENDATION**

Staff recommends that the Recreation Committee recommend to the full Board the approval of the attached First Amendment to the lease agreement with AthletiCo Physical Therapy.

**FIRST AMENDMENT TO AGREEMENT**

**(Extension)**

THIS FIRST AMENDMENT TO AGREEMENT (this “**Amendment**”) is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2017 (the “**Effective Date**”) by and between the HOFFMAN ESTATES PARK DISTRICT (the “**Park District**” or “**Landlord**”) and ATHLETICO MANAGEMENT, LLC, a Delaware limited liability company (the “**Tenant**”), as successor in interest to AthletiCo Physical Therapy of Hoffman Estates LLC, an Illinois limited liability company (the “**Original Tenant**”).

**W I T N E S S E T H:**

WHEREAS, Landlord and the Original Tenant entered into that certain Agreement dated May 25, 2012 (hereinafter referred to as the “**Original Lease**”) for the premises located within Prairie Stone™ Sports & Wellness Center located at 5050 Sedge Blvd., Hoffman Estates, Illinois 60192, containing approximately 2,264 rentable square feet of space (the “**Premises**”), all as more particularly described in the Original Lease, for a term (the “**Current Term**”), currently expiring on May 31, 2017.

WHEREAS, Landlord and Tenant desire to amend the Original Lease so as to extend the term thereof, modify the rent due thereunder, and to make certain other modifications to the Original Lease, all on the terms and conditions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is agreed as follows:

1. **Scope of Amendment; Defined Terms.** Except as expressly provided in this Amendment, the Original Lease shall remain in full force and effect. Should any inconsistency arise between this Amendment and the Original Lease as to the specific matters which are the subject of this Amendment, the terms and conditions of this Amendment shall control. The term “**Lease**” as used herein and in the Original Lease shall refer to the Original Lease as modified by this Amendment, except as expressly provided in this Amendment. All capitalized terms used in this Amendment and not defined herein shall have the meanings set forth in the Original Lease unless the context clearly requires otherwise. Wherever reference in the Lease is made to the Original Tenant, such shall be deemed a reference to Tenant.

2. **Extension of Current Term.** The Current Term of the Lease is hereby extended for a period of five (5) consecutive years, commencing on June 1, 2017 and expiring on May 31, 2022 (the “**Extended Term**”), unless sooner terminated or extended in accordance with the Original Lease and this Amendment. Any reference to the term of the Original Lease or similar expression in the Original Lease shall be deemed to be the Current Term as extended by the Extended Term.

3. **Rent.** Tenant shall continue to pay rent and other charges for the use of the Premises in accordance with Section 3 of the Original Lease through the end of the Current Term. A “**Lease Year**” as used here in shall be each twelve (12) month period running from June 1<sup>st</sup>

through May 31<sup>st</sup> during the Extended Term or during the Renewal Term, as applicable. For the first Lease Year of the Extended Term, annual rent under Section 3 of the Original Lease shall be \$87,500 (i.e. \$7,291.67 per month). The annual rent amount is inclusive of common area maintenance, utilities, laundry service, childcare for children of patients and therapists at the facility and all other expenses associated with operating the real estate, but exclusive of any federal, state, county or local licenses, taxes, or fees required due to Tenant's use of the Premises or levied solely against Tenant's Premises as compared to the remainder of the Prairie Stone™ Sports & Wellness Center). Childcare for children of patients and therapists shall be limited to a maximum of two (2) hours per day per patient or therapist. Childcare is only available during normal operating hours of the Park District's Kids Korner program. For each subsequent Lease Year of the Extended Term, annual rent for such Lease Year shall increase by an amount equal to the lesser of (a) four percent (4%) of the annual rent for the immediately preceding Lease Year, and (b) any annual percentage increase in the Consumer Price Index (as hereinafter defined) during immediately preceding Lease Year. In determining the percentage increase (if any) applicable for clause (b) of the foregoing formula for the second Lease Year of the Extended Term and each subsequent Lease Year thereafter, the parties shall examine the Consumer Price Index at the beginning of the Lease Year immediately preceding the Adjustment Date (i.e. the Consumer Price Index for the first month of such Lease Year) compared to the Consumer Price Index at the end of the Lease Year immediately preceding the Adjustment Date (i.e. the Consumer Price Index for the last month of such Lease Year). The "**Adjustment Date**" as used herein shall be the first day of the second Lease Year, and the first day of each succeeding Lease Year throughout the Extended Term and Renewal Term, if applicable. The "**Consumer Price Index**" shall mean the Consumer Price Index, United States Cities Averages, All Urban Consumers, All Items issued by the United States Department of Labor, Bureau of Labor Statistics (base year 1982-84=100). If the manner in which such Consumer Price Index is determined by the Bureau of Labor Statistics shall be substantially revised, including without limitation, a change in the base (100) index year, an adjustment shall be made by Landlord in such revised index which would produce results equivalent, as nearly as possible, to those which would have been obtained if the Consumer Price Index had not been so revised. If the Consumer Price Index shall become unavailable to the public because publication is discontinued, or otherwise, Landlord will substitute therefor a comparable index based upon changes in the cost of living or purchasing power of the consumer dollar published by any other governmental agency, or if no such index shall be available, then a comparable index published by a major bank or other financial institution or by a university or a recognized financial publication.

4. **Property Taxes.** As of the date of this Amendment, the Park District is exempt from property and other taxes. Tenant shall be responsible for the payment of any property taxes that become due or owing based on Tenant's use of the Premises or levied solely against Tenant's Premises as compared to the remainder of the Prairie Stone™ Sports & Wellness Center. Tenant may, at its own expense, protest to the appropriate taxing authorities any such property taxes.

5. **Right to Renew:** The right to renew under mutually agreeable terms contained in Section 2 of the Original Lease, and any other references pertaining to a renewal right in the Original Lease are hereby deleted in their entirety, it being the intention of the parties that the only remaining options to extend the term of the Lease are as provided in this Section 3. Tenant and Park District shall have one (1) mutual option to extend the term of this Lease for five (5) years (from June 1, 2022 to May 31, 2027) (the "**Renewal Option**" and such five-year period being referred to herein as the "**Renewal Term**") upon the terms and conditions contained herein,

except that the annual rent during such renewal term shall be as provided in Section 3 above. Tenant shall provide notice to Landlord (the “**Renewal Notice**”) of Tenant’s desire to exercise the Renewal Option no later one hundred eighty (180) days prior to the New Expiration Date. The Renewal Option shall be on all of the same terms and conditions provided in the Lease, provided that the annual rent during each year of the Renewal Term (including the first year thereof), shall be subject to the same increase in annual rent provided in Section 3 above. Following a mutual decision by Tenant and Park District to exercise the Renewal Option, Landlord and Tenant shall enter into an amendment to the Lease confirming the terms, conditions and provisions applicable to such renewal term as determined in accordance herewith.

6. **Managed Practice.** The parties hereto acknowledge that due to licensure issues relating to the prohibition against the corporate practice of medicine in Illinois, physical therapy companies with investors (such as Tenant) are often structured with an operating company that is owned and controlled by a licensed physical therapist and a management company, such as Tenant, that is owned and controlled by investors, which manages the non-clinical aspects of the business. Therefore, notwithstanding anything to the contrary contained in the Original Lease, Landlord acknowledges and agrees that any Managed Practice (as defined below) shall be permitted to operate from the Premises as an approved user without the same being considered an assignment, sublease or transfer under the Lease and without requiring the prior consent of Landlord, provided that such entity remains a Managed Practice and complies with all provisions of the Lease concerning use of the Premises. As used herein, the term “**Managed Practice**” means any corporation, partnership, limited liability company or other business entity that provides physical therapy services and is managed by Tenant or an Affiliate of Tenant, and shall include, without limitation, Athletico, Ltd. As used herein, the term “**Affiliate**” means any corporation, partnership, limited liability company or other business entity which controls, is controlled by or is under common control with Tenant.

7. **Notices.** Tenant’s notice address in Section 23 of the Original Lease is hereby deleted and replaced with the following:

**Tenant’s Notice Address:**

Athletico Management, LLC  
625 Enterprise Drive  
Oak Brook, Illinois 60523  
Attn: Thomas J. Beardsley  
Tele: (630) 575-6208  
Fax: (630) 575-7408

With a copy to:

Athletico Management, LLC  
625 Enterprise Drive  
Oak Brook, Illinois 60523  
Attn: Legal Department  
Tele: (312) 423-3242

**Tenant's Rent Notices Address:**

Athletico Management, LLC  
709 Enterprise Drive  
Oak Brook, Illinois 60523  
Attn: Accounts Payable  
Email: [accountspayable@athletico.com](mailto:accountspayable@athletico.com)

Notwithstanding anything to the contrary contained in Section 23 of the Original Lease, any such notice shall be deemed given on the date of actual receipt thereof, provided that refusal to accept delivery or inability to accomplish delivery because the party can no longer be found at the then current notice address, shall be deemed receipt.

8. **Other Modifications.** Landlord and Tenant hereby agree to the following additional modifications to the Original Lease: (a) notwithstanding anything to the contrary in Section 19 of the Original Lease, the \$2,000,000 per occurrence minimum limit for general liability insurance may be obtained by utilizing combined underlying and excess-umbrella liability insurance, and (b) the last sentence of Section 22 is hereby deleted and replaced with the following: "Any such amount due from Tenant shall be deemed additional rent due and payable within thirty (30) days after receipt of an invoice therefor."

9. **Security Deposit.** Landlord acknowledges that Tenant has previously deposited with Landlord the \$5,000 security deposit referenced in Section 3(d) of the Original Lease. During the Extended Term and the Renewal Term (if applicable) Landlord shall continue to hold the security deposit in accordance with the provisions of Section 3(d) of the Original Lease.

10. **Brokers.** No brokers were involved in the negotiation of this Amendment. Landlord represents that Landlord has dealt with no broker in connection with the negotiation of this Amendment. Landlord agrees that, if any other broker makes a claim for a commission based upon the actions of Landlord, Landlord shall indemnify, defend and hold Tenant harmless from any such claim. Tenant represents that Tenant has dealt with no broker in connection with the negotiation of this Amendment. Tenant agrees that, if any other broker makes a claim for a commission based upon the actions of Tenant, Tenant shall indemnify, defend and hold Landlord harmless from any such claim.

11. **Binding on Execution.** This Amendment is not binding or effective until execution by and delivery to both Landlord and Tenant.

12. **Whole Amendment.** This Amendment sets forth the entire agreement between the parties with respect to the matters set forth herein. There have been no additional oral or written representations or agreements.

13. **Counterparts.** This Amendment may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument. Signatures transmitted by facsimile or e-mail, through scanned or electronically transmitted .pdf, .jpg or .tif files, shall have the same effect as the delivery of original signatures and shall be binding upon and enforceable against the parties hereto as if such facsimile or scanned documents were an original executed counterpart.

**(Signature Page Follows)**

**IN WITNESS WHEREOF**, the parties have duly executed this Amendment as of the day and year first above written.

**LANDLORD:**

HOFFMAN ESTATES PARK DISTRICT ,

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TENANT:**

ATHLETICO MANAGEMENT, LLC,  
a Delaware limited liability company

By: \_\_\_\_\_  
(Signature)

Name: Thomas J. Beardsley

Title: Vice President of Business Development



**AGREEMENT BETWEEN  
THE HOFFMAN ESTATES PARK DISTRICT  
AND  
ATHLETICO PHYSICAL THERAPY OF HOFFMAN ESTATES, LLC**

WHEREAS, the Hoffman Estates Park District (hereinafter "Park District" or "Landlord") owns Prairie Stone™ Sports & Wellness Center located at 5050 Sedge.  
and

WHEREAS, AthletiCo Physical Therapy of Hoffman Estates LLC. (sometimes referred to as "Tenant") is an organization devoted to treating patients suffering sports and other traumatic injuries; and

WHEREAS, the Park District has roughly 2,264 square feet (the current rental space including the rehabilitation space and conference room, exclusive of electrical closet) available within its Prairie Stone™ Sports & Wellness Center, and AthletiCo Physical Therapy of Hoffman Estates LLC desires to make use of said space in order to treat patients in programs for healthcare related services as well as perform other services for the Park District and its patients, and;

NOW, THEREFORE, be it agreed by the Hoffman Estates Park District and AthletiCo Physical Therapy of Hoffman Estates, LLC as follows:

1. The Park District (unless otherwise designated herein, the term "Park District" when used in this Agreement shall mean the Hoffman Estates Park District Board of Commissioners or its approved representative) hereby leases to AthletiCo Physical Therapy of Hoffman Estates LLC that portion of its Premises described in Exhibit A hereto ("Leased Premises") for the purpose of providing services related to physical therapy, occupational therapy, sports medicine, physical and occupational therapy, orthopedic rehabilitation, work rehabilitation, performing arts medicine, women's health program, performance enhancement, low-back pain management, running program, gait analysis, golf program, and offices related to

such services. The use of the Leased Premises shall take place only during regular business hours or during times when the Park District is open for public use or at other times as mutually agreed by the parties.

2. This agreement shall commence on June 1, 2012 and shall continue for 5 (five) years. This Agreement may be renewed under mutually agreeable terms by AthletiCo Physical Therapy of Hoffman Estates LLC providing they give the Park District no less than one-hundred eighty (180) days written notice of its request to renew this agreement.
3. AthletiCo Physical Therapy of Hoffman Estates LLC agrees to pay the Park District the following as monthly rent and other charges for the use of said Leased Premises, exclusive of any federal, state, county or local licenses, taxes, or fees required due to AthletiCo Physical Therapy of Hoffman Estates LLC. It shall be the sole responsibility of AthletiCo Physical Therapy of Hoffman Estates LLC for any such taxes and/or fees. The Park District is not aware of any such taxes or fees at this time but agrees to disclose such costs immediately upon becoming aware of them. The rent as defined below (\$84,923.04 in year one, escalating 3% each year thereafter) will cover all payments by AthletiCo to the Park District and will include common area maintenance, utilities, laundry service, childcare for children of patients and therapists at the facility and all other expenses associated with operating the real estate.
  - (a) Year 1 – \$84,923.04 per year.
  - (b) AthletiCo Physical Therapy of Hoffman Estates LLC will pay a 3% increase per year.
  - (c) Monthly is payable in equal monthly installments and is due no later than the tenth (10<sup>th</sup>) day of each month. Any late payments shall be subject to a 10% late fee charge at the Park District's option. If assessed by the Park District, this late monthly rent payment and the late fee charge shall be due no later than the tenth (10<sup>th</sup>) day of the next month.
  - (d) In addition to the sum set out in Section (a) above, AthletiCo Physical Therapy of Hoffman Estates LLC agrees to pay the Park District \$5,000.00, as a Security Deposit at the time this Agreement is signed. The Park District

shall deposit the Security Deposit in an interest-bearing account at a financial institution selected by the Park District. Any funds not needed to compensate the Park District for the unsatisfactory condition of the Leased Premises shall be returned to Tenant within sixty (60) days after termination of this Lease. The Security Deposit amount shall in no way limit the liability of Tenant for damages to the Leased Premises during the term of the Lease and found to exist at termination. Ordinary wear and tear and removal of Tenant's property will not constitute damage to the Leased Premises.

(e) AthletiCo Physical Therapy of Hoffman Estates LLC will be responsible for the installation and maintenance of its own computer and telephone equipment including the installation and maintenance of all voice and data cabling at its sole expense. All installation(s) must be done by approved contractors, mutually agreed upon by Hoffman Estates Park District and AthletiCo Physical Therapy of Hoffman Estates LLC.

(f) AthletiCo Physical Therapy of Hoffman Estates LLC shall have sole responsibility for maintaining the interior of the Leased Premises in a manner reasonably acceptable to the Park District.

4. AthletiCo Physical Therapy of Hoffman Estates LLC shall be allowed to market to the general public its programs being carried on at Prairie Stone™ Sports & Wellness Center. AthletiCo Physical Therapy of Hoffman Estates LLC agrees that all marketing materials, advertisements, flyers, or other distributions regarding this location, shall include readily visible language representing the Hoffman Estates Park District and the Prairie Stone™ Sports & Wellness Center. All artwork is to be pre-approved by Hoffman Estates Park District.

5. Exterior signage (all AthletiCo signage pre-approved by AthletiCo). AthletiCo has the opportunity to update the exterior monument sign with the new logo. AthletiCo has the opportunity to update the building signage (window) with the new logo. AthletiCo will pay the cost for additional AthletiCo building sign fabricated by Hoffman Estates Park District in conjunction to be included with the larger Hoffman Estates Park District signage project on the north side of Prairie Stone Sports™ and Wellness Center if and when the signage is constructed by

Hoffman Estates Park District. Any such sign(s) must comply with all applicable Village or Park District Codes or restrictions and shall be subject to the approval of the Park District Executive Director, which approval shall not be unreasonably withheld or delayed.

6. Exterior signage (all AthletiCo signage pre-approved by AthletiCo). AthletiCo has the opportunity to update the exterior monument sign with the new logo. AthletiCo has the opportunity to update the building signage (window) with the new logo. AthletiCo will pay the cost for the new AthletiCo building sign fabricated by Hoffman Estates Park District in conjunction with the larger Hoffman Estates Park District signage project on the north side of Prairie Stone Sports™ and Wellness Center. Any such sign(s) must comply with all applicable Village or Park District Codes or restrictions and shall be subject to the approval of the Park District Executive Director, which approval shall not be unreasonably withheld or delayed.

7. AthletiCo may utilize directional interior signage (all AthletiCo interior signage pre-approved by AthletiCo). Dependent upon the make-up of the facility (i.e. if AthletiCo is located down a hallway, some sort of directional signage, if AthletiCo is in back of the building, some language at the front desk explaining where AthletiCo is located, etc.). AthletiCo has the opportunity for two rotating posters in the gymnasium promoting AthletiCo Complimentary Screens (AthletiCo will provide the stand and posters to be located at mutually agreeable places). AthletiCo has the opportunity to display Complimentary Injury Screen fliers. All interior signages shall be subject to the approval of the Hoffman Estates Park District, which approval shall not be unreasonably withheld or delayed.

Additional Elements. AthletiCo has the opportunity to utilize AthletiCo promotional materials to be included in the new member packet. AthletiCo has the opportunity to promote new services and promotions in the lobby of the Fitness Center. Materials are to receive the approval of the Hoffman Estates Park District before being placed. AthletiCo has the opportunity to send a minimum of two (2) e-blasts per year to the member database in conjunction with the Park

District emails. AthletiCo has the opportunity for promotion of educational lectures in conjecture with the Hoffman Estates Park District.

8. AthletiCo Physical Therapy of Hoffman Estates LLC will encourage active and discharged patients from this rehabilitation site to continue their prescribed exercise plan at Prairie Stone™ Sports & Wellness Center, but will have no responsibility for each patient's decision in this regard.
  - (a) AthletiCo Physical Therapy of Hoffman Estates LLC will allow each patient/client to meet with a Prairie Stone™ Sports & Wellness Center associate(s), as part of their orientation of the facility if the patient agrees to do so.
  - (b) AthletiCo Physical Therapy of Hoffman Estates LLC will utilize Prairie Stone™ Sports & Wellness Center equipment/amenities with their clients with the idea of those clients potentially becoming members.
  - (c) Prairie Stone™ Sports & Wellness Center will waive the enrollment fee for AthletiCo Physical Therapy of Hoffman Estates LLC clients if they sign up for membership prior to their last visit to AthletiCo Physical Therapy of Hoffman Estates LLC.
  - (d) AthletiCo Physical Therapy of Hoffman Estates LLC will work with the Park District to develop programs and services for Prairie Stone™ Sports & Wellness Center. AthletiCo Physical Therapy of Hoffman Estates LLC will provide a monthly program, workshop and/or clinic, for Prairie Stone™ Sports & Wellness Center member's participation.
  - (e) AthletiCo Physical Therapy of Hoffman Estates LLC shall market to the general public its services and programs being carried on at 5050 Sedge Boulevard, Hoffman Estates, IL. in a manner reasonably determined by AthletiCo Physical Therapy of Hoffman Estates LLC. AthletiCo Physical Therapy of Hoffman Estates LLC agrees that all announcements, news releases, marketing materials, advertisements, website promotions, flyers or other distributions, whether written or oral shall include the AthletiCo Physical Therapy of Hoffman Estates LLC of the Prairie Stone™ Sports & Wellness Center and/or Hoffman Estates Park District when specific

programs and events are sponsored and/or held jointly. Any significant piece distributed by AthletiCo Physical Therapy of Hoffman Estates LLC for public distribution shall first be approved by the Hoffman Estates Park District to ensure the correct logo format is used.

9. AthletiCo Physical Therapy of Hoffman Estates LLC has examined and knows the condition of said premises and acknowledges that no representation as to the condition and repair thereof has been made by the Park District prior to or at the execution of this Agreement, except that said Premises have been accepted by the Village of Hoffman Estates Building Inspector. AthletiCo Physical Therapy of Hoffman Estates LLC will keep the interior area of Leased Premises in good repair and in a clean and tenable condition at its own expense at all times during the term of this Agreement.
10. All repairs and improvements intended to be made by AthletiCo Physical Therapy of Hoffman Estates LLC to the Leased Premises shall be submitted in writing and approved in advance by the Park District, which shall not unreasonably withhold or delay such approval. Park District acknowledges that AthletiCo Physical Therapy of Hoffman Estates LLC intends to build out the Leased Premises for its proposed use. If the Park District does not approve the plans and specifications for the build-out within 45 days after AthletiCo Physical Therapy of Hoffman Estates LLC submits them, AthletiCo Physical Therapy of Hoffman Estates LLC may terminate this Lease by written notice to Park District. AthletiCo Physical Therapy of Hoffman Estates LLC shall be responsible for obtaining all necessary building permits and shall pay for the cost of the buildout. AthletiCo Physical Therapy of Hoffman Estates LLC agrees that upon expiration of this Agreement it shall repair any damages to the Leased Premises caused by the removal of any personal property, but shall have no obligation to restore the Leased Premises to its original configuration existing prior to the commencement of this Agreement.
11. Exclusivity Clause: AthletiCo Physical Therapy of Hoffman Estates LLC may not partner with another health and wellness center within a 5 mile radius of

Prairie Stone™ Sports & Wellness Center. Nothing herein, however, shall be deemed to restrict AthletiCo Physical Therapy of Hoffman Estates LLC or any of its affiliates from operating a standard facility not partnered with another health and wellness center consistent with other such facilities operated under the “AthletiCo” brand, and it shall not include companywide relationships with other fitness centers.

12. Park District shall be responsible for maintenance of the structural portion of the building, the common areas (maintenance and cleaning) of the building including AthletiCo Physical Therapy of Hoffman Estates LLC utilized space. Park District shall also keep the parking lot, walkways and drives free of snow, ice and debris. Repair and replacement for the HVAC, the electrical systems, and plumbing shall also be the responsibility of Park District at its cost.
13. AthletiCo Physical Therapy of Hoffman Estates LLC will not allow said Leased Premises to be used for any purpose other than that specified herein and will not permit any other organization to use said Leased Premises, nor any part thereof, nor assign this Agreement, without in each case the written consent of the Park District, and will not permit said Leased Premises to be used for any unlawful purpose or increase the fire hazard of said building, and will not permit any signs, cards or placards to be painted or placed on the Leased Premises, nor permit any alteration of or addition to any part of said Leased Premises, except by written consent of the Park District; all alternations or additions to said Leased Premises shall remain for the benefit of the Park District unless otherwise provided by the parties. AthletiCo Physical Therapy of Hoffman Estates LLC and its patients shall have access to Prairie Stone™ Sports & Wellness Center and the Premises during the operating hours established by the Park District for the Prairie Stone™ Sports & Wellness Center. AthletiCo Physical Therapy of Hoffman Estates LLC may set its own hours of operation for its business in the Leased Premises as long as they are within the hours of operation of PSS&WC.

14. The Park District shall not be liable to AthletiCo Physical Therapy of Hoffman Estates LLC its officers, employees, members, agents, volunteers, clients or assigns for any damage occasioned by failure to keep said Leased Premises in repair, nor for any damage done or occasioned by or from plumbing, gas, water, sprinkler, steam or other pipes or sewage, or the bursting, leaking or running of any tank, wash stand, water closet or water pipe in, above, upon or about said building or Premises, nor for any damage occasioned by water, snow or ice being upon or coming through the roof, skylights, trap door or otherwise, unless caused by the negligence or intentional misconduct of the Park District or a breach of this Lease by the Park District. The Park District shall not be obligated to incur any expense for repairing any improvements within the Leased Premises unless such repair is caused by the negligence or intentional misconduct of the Park District or a breach of this Lease by the Park District, and AthletiCo Physical Therapy of Hoffman Estates LLC at its own expense, keep all improvements on the Leased Premises in good repair as well as in good, tenable and wholesome condition, and will comply with all local or general regulations, laws and ordinances applicable thereto, as well as lawful requirements of all competent authorities in that behalf. AthletiCo Physical Therapy of Hoffman Estates LLC will, as far as possible, keep said improvements from deterioration due to extraordinary wear and from falling temporarily out of repair.
15. If AthletiCo Physical Therapy of Hoffman Estates LLC shall abandon (abandon is defined as not seeing any patients during any given one calendar month) or vacate said Leased Premises, the Park District may terminate this Agreement by written notice to AthletiCo Physical Therapy of Hoffman Estates LLC , and the Park District shall be entitled to immediate possession of the Leased Premises and AthletiCo Physical Therapy of Hoffman Estates LLC shall, in addition to any and all other liabilities, be liable to the Park District for any monthly payments per this Agreement, that cannot otherwise be recouped by the Park District.



16. AthletiCo Physical Therapy of Hoffman Estates LLC will, at the termination of this Agreement by lapse of time or otherwise, yield up immediate possession to the Park District.
17. There shall not be kept nor used on said Premises any flammable or explosive materials or liquids unless directly related to physical therapy. All flammable or explosive materials or liquids shall be stored properly and in strict conformance with medical standards.
18. Both AthletiCo Physical Therapy of Hoffman Estates LLC and the Park District covenant and agree to protect and save and keep each other forever harmless and indemnified against and from any penalty or damage or charges imposed for any violation of any laws or ordinances related to the Leased Premises, whether occasioned by the neglect of either party and will protect, indemnify and save and keep each other harmless against and from any and all claims, suits, actions and proceedings and against and from any and all loss, cost, damage or expense, including attorney's fees, arising out of any failure of either party in any respect to comply with and perform all the requirements and provisions set forth in this Agreement.
19. AthletiCo Physical Therapy of Hoffman Estates LLC shall purchase insurance from an insurance company approved by the Park District for commercial general liability insurance which specifically covers the equipment and Premises involved in this Agreement, and which specifically includes bodily injury, personal injury and property damage limit of not less than \$2,000,000 per occurrence, written on an occurrence-basis policy and which names, the Hoffman Estates Park District, its officials, employees, volunteers and agents as additional insured. A certificate of insurance demonstrating such coverage shall be submitted to the Park District by AthletiCo Physical Therapy of Hoffman Estates LLC no later than ten (10) days before said insurance policy is renewed each year during the term of this Agreement. If the insurance carrier is not approved by the Park District, it must show reasonable cause why such approval was withheld.

20. This Agreement may be amended at any time upon the written agreement of both parties.
21. Exclusive Use: Landlord covenants and agrees that it will not, directly or indirectly, lease or rent any of the building which contains the Leased Premises for a permitted use granted to AthletiCo Physical Therapy of Hoffman Estates LLC under this Agreement, including without limitation occupancy as an outpatient center consisting of medical rehabilitation and related uses unless leased to Tenant, nor will Landlord permit any tenant or occupant of any such property to sublet in any manner, directly or indirectly any part thereof to any person, firm or corporation engaged in any such business, without the prior written consent of Tenant, which Athletico may not withhold if they do not wish to provide such services (right of first refusal). AthletiCo will have the exclusive right to provide ATC (certified athletic trainer) coverage to all Prairie Stone sponsored events that require such coverage for a fee that is mutually agreed. AthletiCo will have first right of refusal to participate in any Prairie Stone sponsored health related events.
22. Self-Help: If either party shall default in the performance of observance of any agreement, condition or other provision in this Lease and shall not cure such default within thirty (30) days after notice in writing from the other specifying the default (or shall not within said period commence to cure such default and thereafter prosecute the curing of such default to completion with due diligence), the notifying party may (in addition to any other remedy available to it at law or in equity) at any time thereafter cure such default on behalf of the defaulting party, and the defaulting party shall reimburse the notifying party for any amount paid and any expense or contractual liability so incurred. Any such amounts due from Tenant shall be deemed additional rent due and payable with the next installment of monthly rent.
23. Notice: Any notice required to be given under the Lease shall be in writing and shall be served by hand delivery or by reputable overnight express courier. All such notices shall be sent as follows;

If to Landlord: Mr. Dean R. Bostrom Mr. Robert K. Bush, Attny  
Executive Director 140 S Dearborn Atreet  
Hoffman Estates Park Dist Chicago, Illinois 60603  
1685 W. Higgins Road  
Hoffman Estates IL 60195

If to Tenant: AthletiCo Fox, Hefter, Swibel, Levin &  
625 Enterprise Drive Carroll, LLP  
Oak Brook, IL 60523 321 N. Clark Street, # 3300  
Attn: Thomas Beardsley Chicago, IL 60610  
Attn: Larry Swibel

24. Interruption of Services: In the event healthcare services are interrupted in excess of two (2) consecutive days due to the fault of the Landlord, the rent shall be abated until the services are restored.
25. Right of Entry and Repairs: Landlord hereby agrees to exercise its right of entry and to make any repairs or alterations in a manner which results in the least amount of interference with Tenant's use of the Leased Premises.
26. Compliance with Regulations or Renegotiations: It is expressly understood that the parties intend that this Agreement will comply with all applicable rules and regulations of all governmental, regulatory and accreditation authorities. Without limiting the foregoing, the parties intend that the rental payments reserved hereunder are intended to represent the fair market rental negotiated in an arms-length transaction between the parties.
27. ADA Compliance: Landlord shall be responsible for assuring that the common areas of the building in which the Leased Premises are located are in compliance with the requirements of The Americans With Disabilities Act of 1990, and the rules and regulations promulgated thereunder, as such law, rules and regulations may now or hereafter be amended or restated (the "ADA"). Landlord agrees to indemnify, defend and hold Tenant harmless from and against any and all claims, causes of action, suits, damages, liabilities, judgements, costs and expenses of any kind (including, without limitation, reasonable attorney's fees, disbursements and court costs) to the extent the same arise out of Landlord's breach of the foregoing obligation or a claim that any portion of such common areas are inaccessible to the disabled.
28. Tenant's Compliance with Laws: Notwithstanding anything to the contrary contained in the Lease, it is agreed that Tenant shall not be responsible for:
- a) complying with any present or future laws, orders, rules or regulations of federal, state, county, municipal or other governments or governmental authorities of any of their departments, commissions, boards, or agencies or

with any direction or recommendation of any public officer or officers pursuant to law or with any orders or notices of the National Board of Fire Underwriters or any requirements of any insurer of the building in which the Leased Premises are located or any part thereof (collectively, the "Requirements"), with respect to either the Leased Premises or the building in which the Leased Premises are located: (i) which Landlord or any affiliate, predecessor in interest, invitee, servant, employee or agent of Landlord has violated; or (ii) where a notice of violation or order was issued prior to the Commencement Date of the Lease; or (iii) which require any work, investigation(s) or certification(s) to be made on a building-wide basis under a law enacted after the date of the Lease; or (iv) which require any structural work to be performed unless such compliance is required by reason of Tenant's specific manner of use in the Leased Premises or method of operation therein, or by the negligence, acts of omissions of Tenant, its agents, employees, contractors, invitees or servants; or

- b) correcting any work performed by Landlord with respect to the Leased Premises where Landlord's work did not comply with such Requirements, or
- c) investigating, certifying, monitoring, encapsulating, or removing or in any way dealing with asbestos or hazardous substances unless such asbestos or hazardous substances were introduced into the Leased Premises by Tenant; or
- d) complying with The Americans with Disabilities Act of 1990, except with respect to improvements made by Tenant within the Leased Premises.

29. Quiet Enjoyment of Covenant of Title: Landlord covenants that is has full right and power to execute the Lease and to grant the estate demised herein, and that Tenant, upon payment of the rents herein reserved, and performing the terms, conditions, and covenants herein contained, shall peacefully and quietly have, hold, and enjoy the Leased Premises during the full term of the Lease, and any extension hereof, from all persons claiming through Landlord.

30. Condemnation: Tenant shall have no claim to any condemnation award, except to the extent of the unamortized value of improvements to the Leased Premises for which the Tenant paid that may be included in the condemnation award or

any other award to which the Tenant may be entitled, including moving and relocation expenses.

31. Fire and Casualty: Notwithstanding anything to the contrary contained in the Lease, Tenant shall have the right to terminate the Lease if the Leased Premises are so damaged that rebuilding of the Leased Premises cannot reasonably be completed, or is not completed, within ninety days (90) days after the date of the destruction and the rent shall be abated for the unexpired portion of the Lease, effective as of the date of the destruction.

32. Cure of Default by Tenant: Default shall include the failure by Tenant to observe or perform any of the covenants, conditions or provisions of the Lease where such failure shall continue for a period of thirty (30) days after receipt of written notice thereof by Tenant from Landlord, provided, however, that if the nature of Tenant's default is such that it cannot be cured solely by payment of money and that more than thirty (30) days may be reasonably required for such cure, then Tenant shall not be deemed to be in default if Tenant shall commence such cure within such thirty (30) day period and shall thereafter diligently prosecute such cure to completion.


33. In the event the Park District shall make available for rent any space which is continuous to the Leased Premises, Landlord shall first notify Tenant in writing. Tenant and its affiliates shall have the right of first offer on such contiguous space subject to the terms and conditions of this Lease. To exercise such right, Tenant shall give Landlord written notice thereof with 20 days after receipt of Landlord's notice. If Tenant declines to include such space in this Lease on the terms set forth herein (with a prorated increase in rent based on the square footage of the additional premises) then Landlord shall be free to lease the space to third parties.

34. AthletiCo Physical Therapy of Hoffman Estates LLC may sublease the Leased Premises to its affiliates or physicians of AthletiCo Physical Therapy of Hoffman Estates LLC subject to written approval by the Park District. Such approval shall not be unreasonably withheld or delayed.

35. AthletiCo Physical Therapy of Hoffman Estates LLC early vacation of the Premises shall not be construed as abandonment nor shall it be made an event of default as long as AthletiCo Physical Therapy of Hoffman Estates LLC continues to make its monthly rental payments, if the abandonment is longer than one calendar month.

IN TESTIMONY WHEREOF, the parties thereto have extended this instrument and agreed to its provisions this 22 day of May, 2012.

**ATHLETICO PHYSICAL THERAPY OF HOFFMAN ESTATES, LLC**

By: 

ATTEST: 

**HOFFMAN ESTATES PARK DISTRICT**

By:   
Dean R. Bostrom, Executive Director

ATTEST: 

## MEMORANDUM NO. M17-055

**TO:** All Committees  
**FROM:** Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director A&F  
Mike Kies, Director of Recreation  
John Giacalone, Director Park Services/Dev & Risk Mgmt  
Gary Buczkowski, Director Planning & Development  
Brian Bechtold, Director Golf Operations  
**RE:** Balanced Scorecard  
**DATE:** April 28, 2017

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### **Background**

According to the definition from Wikipedia, “*the **Balanced Scorecard (BSC)** is a strategy performance management tool - a semi-standard structured report, supported by design methods and automation tools, that can be used by managers to keep track of the execution of activities by the staff within their control and to monitor the consequences arising from these actions*”

*The phrase 'Balanced scorecard' is commonly used in two broad forms:*

- 1. As individual scorecards that contain measures to manage performance, those scorecards may be operational or have a more strategic intent; and*
- 2. As a Strategic Management System, as originally defined by Kaplan & Norton.*

*Key components in utilizing the Balanced Scorecard methodology*

- its focus on the strategic agenda of the organization concerned*
- the selection of a small number of data items to monitor*
- a mix of financial and non-financial data items.”*

### **Implications**

The District continues to refine our Balanced Scorecard and have made certain adjustments to ensure that the measurement values that we utilize are relevant and functional. The goal is to provide a snapshot view of these key components at a specific point in time and to have an annual year to year comparison. This allows us to determine on a very broad spectrum the direction in which the District is moving.

These key components are not being analyzed on a valuation to current budgets or forecasts as much as to the same time period in previous years. Those types of evaluations are provided in the monthly Recreation Committee participation reports and the financial statements in the A&F Committee reports. The Balanced Scorecard comparison gives us a broad overview as to the direction the District is moving with regard to our overall mission, values and goals. The Balanced Scorecard has been updated to report quarterly numbers and compare these numbers to previous quarters. This is then done for the year to date (YTD) totals as well.

Certain numbers that are included may have changed and if significant we have included a small note under the measurement definition.

**Recommendation**

Staff recommends the Board approve the Balanced Scorecard for the 1<sup>st</sup> Quarter 2017.





Balanced Scorecard 2017

District Goals	District Objectives	Measures	Quarter 1 2016	Quarter 1 2017	Thru 3/31/16	Thru 3/31/17
Provide healthy and enjoyable experiences for all people	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/participants	662 sessions offered 482 session ran 3,476 participants (annual program #'s will be reported Q4)	623 sessions offered 370 session ran 3,618 participants (annual program #'s will be reported Q4)	662 sessions offered 482 session ran 3,476 participants (annual program #'s will be reported Q4)	623 sessions offered 370 session ran 3,618 participants (annual program #'s will be reported Q4)
		Number of facility memberships/visits	6,592 memberships 87,800 QTR visits	BPC 198 members DOG 678 members PSSWC 3,074 members SEA 230 members TC 914 members WRC 376 members 50+ 649 members 82,817 QTR visits	6,592 memberships 87,800 YTD visits	BPC 198 members DOG 678 members PSSWC 3,074 members SEA 230 members TC 914 members WRC 376 members 50+ 649 members 82,817 YTD visits
		Daily paid facility useage	\$38,451	\$36,531	\$38,451	\$36,531
		Number rounds (inc BPC events) / baskets	1,871 rounds 946 baskets	2,434 rounds 894 baskets	1,871 rounds 946 baskets	2,434 rounds 894 baskets
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	92.7% overall satisfaction	92.7% overall satisfaction	92.7% overall satisfaction
	Connect and engage our community	Number of free events/programs	4	1	4	1
		Number of Partnerships/ Coop agreements	36	36	36	36
		Increase in Digital Marketing/Social Media Engagement	Mobile App Users 1,421 Heparks.org Hits 50,495 Online Brochure Hits 2,779 WebTrac Hits 7,034 Social Media/FB Likes 2,161	Mobile App Users 299 Heparks.org Hits 48,551 Online Brochure Hits 3,272 WebTrac Hits 5,916 Mobile WebTrac Hits 7,488 Social Media/FB Likes 6,667	Mobile App Users 1,421 Heparks.org Hits 50,495 Online Brochure Hits 2,779 WebTrac Hits 7,034 Social Media/FB Likes 2,161	Mobile App Users 299 Heparks.org Hits 48,551 Online Brochure Hits 3,272 WebTrac Hits 5,916 Mobile WebTrac Hits 7,488 Social Media/FB Likes 6,667
		Number of Foundation events/participants	1 event/71 participants 1 board mtg	1 event/106 participants 1 board meeting	1 event/71 participants 1 board mtg	1 event/106 participants 1 board meeting

District Goals	District Objectives	Measures	Quarter 1 2016	Quarter 1 2017	Thru 3/31/16	Thru 3/31/17
<i>Deliver Financial Stewardship</i>	Achieve annual and long range financial plans	Percental of operational revenues to expenses (excludes D/S and Capital)	131.26%	113.63%	131.26%	113.63%
	Generate alternative revenue	Total revenue: Grants	\$0	\$0	\$0	\$0
		Total revenue: Sponsorships	\$32,349	\$42,628	\$32,349	\$42,628
		Total revenue: Rentals	\$358,209	\$329,868	\$358,209	\$329,868
		Total revenue: Misc.	\$22,560	\$11,468	\$22,560	\$11,468
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	2015 - 103.00%	Reported 2nd qtr post audit	2015 - 103.00%	Reported 2nd qtr post audit
<i>Achieve Operational Excellence and Environmental Awareness</i>	Create and sustain quality parks, facilities, programs and services	Community survey data related to overall condition of parks and overall quality of programs and services	93.7% overall satisfaction Survey Year 2013 Next Survey 2019	93.7% overall satisfaction Survey Year 2013 Next Survey 2019	93.7% overall satisfaction Survey Year 2013 Next Survey 2019	93.7% overall satisfaction Survey Year 2013 Next Survey 2019
	Utilize best practices	Accreditation score: CAPRA	100% Review Year 2013 Next Review 2018	100% Review Year 2013 Next Review 2018	100% Review Year 2013 Next Review 2018	100% Review Year 2013 Next Review 2018
		Accreditation score: Illinois Distinguished	99.6% 2016 Next Review 2023	99.6% 2016 Next Review 2023	99.6% 2016 Next Review 2023	99.6% 2016 Next Review 2023
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Accredited for FYE 2015	Applied for 2nd qtr post audit	Accredited for FYE 2015	Applied for 2nd qtr post audit
		PDRMA score	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017
		NAEYC	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018
		Transparency score	93.4% 2013 Unchanged	93.4% 2013 Unchanged	93.4% 2013 Unchanged	93.4% 2013 Unchanged

District Goals	District Objectives	Measures	Quarter 1 2016	Quarter 1 2017	Thru 3/31/16	Thru 3/31/17
	Advance environmental and safety awareness	PDRMA score	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017
		No. of accident reports	48 reports filled out 0 generating insurance claims	35 reports filled out 1 generating insurance claims	48 reports filled out 0 generating insurance claims	35 reports filled out 1 generating insurance claims
		Environmental Scorecard	97% Review Year 2015	97% Review Year 2015	97% Review Year 2015	97% Review Year 2015
		Natural Area/ Wetland Parks Burned	(17) In House (4) Contracted	(27) In House (3) Contracted	(17) In House (4) Contracted	(27) In House (3) Contracted
Promote Quality Leadership and Services	Develop leadership that ensures workforce readiness	Number of internal training sessions	(1) FT Staff Mtg (2) Team Building (1) AED Medic Course (7) Hoffman U (27) Parks	(2) FT Staff Mtg (1) Team Building (2) AED Medic Course (3) Hoffman U (27) Parks	(1) FT Staff Mtg (2) Team Building (1) AED Medic Course (7) Hoffman U (27) Parks	(2) FT Staff Mtg (1) Team Building (2) AED Medic Course (3) Hoffman U (27) Parks
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211, NWSRA, Mayor's Update, MIPE, GoAEYC, Creative Curriculum, Joint Conference, Exhibit Committee, ProRagis	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211, NWSRA, Mayor's Update, MIPE, GoAEYC, Creative Curriculum, Joint Conference, Exhibit Committee, ProRagis

**MEMORANDUM NO. M17-061**

**TO:** Recreation Committee  
**FROM:** Dean R. Bostrom, Executive Director  
Michael R. Kies, Director of Recreation & Facilities  
Brian Bechtold, Director of Golf Operations  
Jeff Doschadis, General Manager of Ice  
Katie Basile, Superintendent of Facilities  
Colleen Palmer, Superintendent of Recreation  
Sandy Manisco, Communications and Marketing Superintendent  
Debbie Albig, Manager of Community Centers  
Cathy Burnham, General Manager of Sales & Operations  
**RE:** Board Report  
**DATE:** May 3, 2017

*Recreation and Facilities Division*



**UPCOMING EVENTS**

- **May 5** – Cinco De Mayo lunch at BPC
- **May 6** – ELC Open House at TC
- **May 6** – Hoffman Walks for Mother's Day at Fabbrini Park
- **May 7** – Paint Your Board event at BPC
- **May 13** – Parents' Night Out at PSSWC
- **May 13** – TC Dance Recital
- **May 14** – WRC Dance Recital
- **May 14** – Mother's Day Skate at TC
- **May 20** – Community Garage Sale at Seascap
- **May 27** – Seascap opening day
- **June 8** – Live music at BPC
- **June 9** – Friday Fun in the Park at Voagelei
- **June 9** – Flashback Movie Night at Seascap
- **June 10** – Parents' Night Out at PSSWC
- **June 14** – SRT Celebri-Tee Golf Outing at BPC
- **June 15** – Summer Sounds at Village Green
- **June 17** – Hoffman Walks for Father's Day
- **June 18** – Father's Day Pool Party at Seascap
- **June 18** – Free Ice Skating at TC
- **June 22** – Summer Sounds at Village Green
- **June 23** – Friday Fun in the Park at Voagelei
- **June 24** – Grand Re-Opening Party for TC & free ice skating

**Administration Updates:**

- The Illinois Park and Recreation Association will be hosting a member focus group on Professional Education at Willow Recreation Center on Friday, May 5<sup>th</sup> from 2:00-4:00pm. Superintendent of Recreation, Colleen Palmer, has been selected to

participate in this focus group. IPRA will also be hosting an Awards Committee meeting at WRC on Wednesday, April 19<sup>th</sup> from 1:00-3:00pm.

- Director of Recreation & Facilities Kies taught 2 Illinois Park and Recreation Association (IPRA) Skills Development Webinar (continuing education unit - CEU's) sessions to 28 different individuals/organizations on Leadership and Organizational Behavior during the month of April.
- The General Manager of Sales & Operations at PSS&WC hosted a comprehensive benchmarking/best practice facility visit/tour with a large contingent of executives, commissioners and staff members from the Urbana Park District during the month of April. The Urbana Park District considered PSS&WC among the best of regional facilities that were included in this tour for the areas of construction, design, and operational and membership management, seeking to apply some of these concepts towards the new facility that will be constructed within their district.
- Staff interviewed and hired the new Digital Media Associate for the C&M department; Haley O'Brien will start the second week of June, once she graduates from Loras College in Iowa, with a bachelor's degree in Public Relations. She has a strong background in the digital and social media industry. Staff believes she will also be a nice fit with the rest of the district team.
- The Athletic department has secured two additional summer teams this year as compared to last year for the adult softball league (playing on Monday nights) with a total of 12 teams.
- In April staff met held a focus group meeting with the 50+ Ambassadors group to discuss the membership fee structure and updates to the north side project. The 50+ Ambassadors provided insight and feedback to the staff during that time.
- The second quarter 2017 Medic AED, CPR, and First Aid classes were offered on April 18<sup>th</sup> & 19<sup>th</sup>. There was a total of 22 staff members certified for the April class. The medic classes are open to all HEPD team members, with a capacity of 24 participants. The Spanish version will be offered to all Spanish speaking staff members on May 17<sup>th</sup>. Currently, twenty three staff members are registered for the Spanish/English medic class.
- The NEW preschool skate program that will take place on the sports performance shelf is being moved to June. The artificial ice is still being manufactured in Minnesota.

#### **Volunteers Summary:**

- Human Resources processed 3 new volunteers.
- C&M had 27 volunteers to plant Red Oak saplings at Essex Park for Earth Day.
- PSSWC had 1 volunteer for 13.75 hours in plant care.



### *Youth Athletics*

#### **Youth Baseball/Softball**

- The Hoffman Estates Youth Baseball Season has begun. Bronco and Pony teams competed in their first games on Saturday, April 22<sup>nd</sup> and all other teams will open up play on Saturday, April 29<sup>th</sup>.

- 9/10u tournament team: This year there are two tournament teams at the 9u and 10u level. This past weekend (April 29 & 30) our 10u Hoffman Knights team competed in the Dream Big Athletics Tournament at Cannon Crossings.
- Below are number comparisons for April 2016 vs March 2017.

	<b>Shet.</b>	<b>Pinto</b>	<b>Mustang</b>	<b>Bronco</b>	<b>Pony</b>	<b>1/2G</b>	<b>3/4G</b>	<b>5/6G</b>	<b>Total</b>
<b>2016</b>	<b>51</b>	<b>56</b>	<b>32</b>	<b>12</b>	<b>31</b>	<b>4</b>	<b>14</b>	<b>13</b>	<b>213</b>
<b>2017</b>	<b>63</b>	<b>47</b>	<b>49</b>	<b>13</b>	<b>14</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>222</b>

### **Baseball Field Rentals**

- It will be a busy spring/summer season at Cannon this year for rentals! Baseball fields at Cannon Crossings are booked every weekend from April 7, 2017 to July 8, 2017. The Hoffman Stars are back for another season and renting our fields again for 3 different age levels.

### **4/5 Year old Tee Ball**

- Registration opened up on Wednesday, April 26<sup>th</sup>. The season begins on June 26<sup>th</sup> with practice and games starting July 15<sup>th</sup>.

### **Youth Basketball**

- Staff will be implementing a NEW abbreviated 6-week summer league for kids in 1<sup>st</sup>-8<sup>th</sup> grade. Players will practice once a week and play games on Sundays in July and August.

### **Adult Sports**

- Spring Training Softball league: Staff had 4 teams play in our new Spring Training league! The league ran in the month of April and all 4 teams decided to play in our summer league, which achieved the goal of offering the Spring Training league.
- Adult Basketball – the season came to an end on April 24<sup>th</sup> with our post season tournament.

### **Youth Spring Soccer**

- The spring inter-village season kicked off on Saturday, April 15<sup>th</sup> and our in-house program started Sunday, April 23<sup>rd</sup>. There are a total of 22 teams ranging in ages from Kindergarten through 8<sup>th</sup> grade.
- Fall soccer registration opened up on Wednesday, April 26<sup>th</sup>.

### **Gymnastics**

- Spring session of gymnastics started the week of 4/3; there are 179 students registered for the spring compared to 205 last springs.

### **Dance**

- Dance recital ticket and t-shirt information have gone out to all classes. Tickets will go on sale at the front desks of TC and WRC on Monday, May 1<sup>st</sup>. Parents do not have a limit on ticket purchases. T-shirts have been ordered and pictures are set for May 8<sup>th</sup> & 9<sup>th</sup> for both sites.

- Hoffman Stars Dance Company had 2 competitions in April - Hall of Fame Dance Challenge in Schaumburg and Rainbow Dance Competition in Waukegan. The dancers performed well at both competitions and are now working on the final touches for the recital.



## Early Childhood

3's Playschool	13 TC 13 WRC	15 TC 12 WRC	+2 TC -1 WRC
2's Playschool	30 TC 24 WRC	27 TC 17 WRC	-3 TC -7 WRC
Preschool	125 TC 68 WRC	121 TC 67 WRC	-4 TC -1 WRC
Early Learning Center – Full Day	39	41	+2
EC Enrichment	103	121	+ 18
Parent Tot Classes	50	54	+ 4
<b>Total Preschool &amp; ELC Participation YTD</b>	<b>465</b>	<b>475</b>	<b>+ 10</b>

- Summer Camp Registration is currently open.
- Preschool registration for 2017-2018 remains open. All AM preschool classes are full with waitlists. There are 8 afternoon 3 year old spots and 14 afternoon 4 year spots remaining.

District 54	329	367	+38
District 15	47	62	+15
WRC KSTAR	12	17	+5
<b>School Age Totals</b>	<b>390</b>	<b>446</b>	<b>+58</b>

District 54	0*	27 (1)	+27
District 15	0*	12 (1)	+12
<b>Total School Age Part. YTD</b>	<b>0</b>	<b>39</b>	<b>+39</b>

\*There was not a day off program run in April 2016.

- Staff has finalized summer camp field trips. They're available for the public to view on the summer camp website.
- STAR registration for 2017/2018 school year is open to current STAR participants. Registration will open to the public on Monday, May 1<sup>st</sup>.
- Summer Camp registration is currently open and ongoing.



## 50+ Club

<b>Membership</b>	<b>4/16</b>	<b>4/17</b>	<b>+/- Var.</b>
<b>Total</b>	<b>533</b>	<b>642</b>	<b>+ 109</b>

### Classes offered in April

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

### Athletic opportunities offered in April

- Balloon Volleyball (Weekly), Billiards (Poplar Creek Bowl), Pickleball, Ping Pong, Volleyball and Walking Path/Track

### Trips

- Silent Sky (Oak Brook, 4/6); TheMART (Chi, 4/28)
- Spring trip to Niagara Falls (4/30-5/6) had 50 registrants – full

### Evening/Special Programs in April

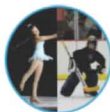
- Pub Quiz Night (3<sup>rd</sup> Thursdays/5:30 pm) – 28 participants (Los Fernandez Restaurant), prizes sponsored by Lake Barrington Woods retirement community, questions courtesy of Family Dentistry, HE
- Bi-monthly member birthday lunch - Culver's Hoffman Estates
- Bingo at Culver's Schaumburg

### Friday lunch programs (April)

- 4/7: Tour of Barrington Horizon (affordable living retirement community/lunch at Chessie's (15 participants)
- 4/21: Culver's HE for member birthday lunch
- 4/28: No formal program due to scheduled trip

### Other

- Free Adult Health Clinic – 3 drop-ins
- Book Club met – 18 attendees (in partnership with the Schaumburg Township District Library)
- The HEPD Advertising & Sponsorship Manager collected goody bags for spring trip
- Prep for Grand Re-Opening of 50+ Center took place during the month of April
- 24 (50+ members) came in the last two Sundays, monthly, to play Bridge
- Meeting with PSSWC's Katie Basile regarding bolstering exercise/wellness with seniors



## Ice Operations

### TESTIMONIALS & SOCIAL MEDIA COMMENTS

On Facebook:





## On Google Plus:

## I.C.E Academy

- The spring lessons program began on Monday April 3. Classes are being offered 4 days a week. 218 Skaters are enrolled in the spring program. 244 skaters participated in 2016.
- Freestyle numbers for the first quarter: 797 skaters along with 64 unlimited freestyle registrations.

## Wolf Pack

- A new 3 x 3 summer league has been developed by staff. It will be called the Moosejaw League for players Mite – Bantam. Play will begin in June and run during the weeknights and conclude the end of August.
- Off ice programming development is underway as coaches are attending clinics on effective off ice training techniques. Chad Lindstrom of PSSWC is working with the staff to put together a Class A training program.
- Spring hockey lesson started on April 3. 128 hockey players are taking part in the lesson program. In 2016 there were 152 players.

## Ice Rink Information

- Staff have planned 3 summer FREE public skates. One during each summer month.
- First quarter public skate attendance - 1204
- First quarter drop in hockey attendance – 569

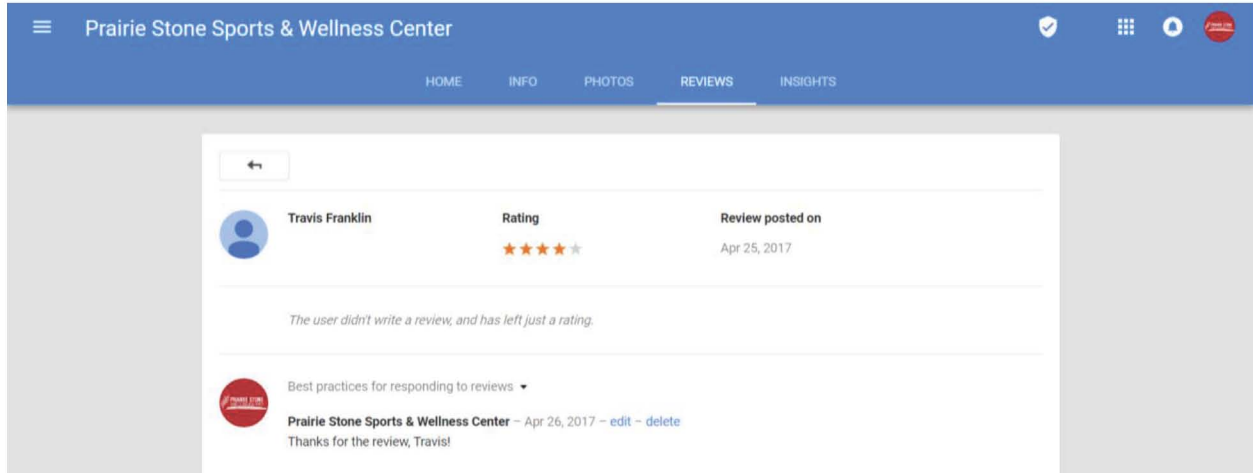


Prairie Stone<sub>tm</sub> Sports & Wellness Center

<b>April Membership Totals</b>	<b>2016</b>	<b>2017</b>	<b>Var. +/-</b>
	3,206	3,044	(162)

### SOCIAL MEDIA PROMOTIONS/POSTS

On Facebook, Yelp, Retention Management/Constant Contact, etc.:



Post Details

Reported stats may be delayed from what appears on posts

**Prairie Stone Sports & Wellness Center**  
Published by Katie Miller (?) · March 30 at 7:45pm

This is no joke... \$0 enrollment ALL weekend long!

**PRAIRIE STONE SPORTS & WELLNESS CENTER**  
*This is no joke!*  
**\$0 Enrollment\***  
\*Valid ONLY on new enrollments completed on 3/31-4/2, must mention ad at time of enrollment, monthly dues apply.

Prairie Stone Sports & Wellness Center  
Public Swimming Pool [Learn More](#)

1,895 people reached [View Results](#)

Emy Floro Fajardo, Adriana Flores and 5 others · 2 Comments · 1 Share

Like Comment Share

1,895 People Reached		
18 Likes, Comments & Shares		
7 Likes	7 On Post	0 On Shares
5 Comments	3 On Post	2 On Shares
6 Shares	1 On Post	5 On Shares
34 Post Clicks		
22 Photo Views	1 Link Clicks	11 Other Clicks (#)
NEGATIVE FEEDBACK		
0 Hide Post	0 Hide All Posts	
0 Report as Spam	0 Unlike Page	

Post Details

Reported stats may be delayed from what appears on posts

**Prairie Stone Sports & Wellness Center** added 78 new photos to the album: Aqua Egg Hunt 2017 — at **Prairie Stone Sports & Wellness Center**.  
Published by Katie Miller (?) · April 17 at 2:48pm

We hope you had as much fun as we did this weekend!

**Get More Likes, Comments and Shares**  
Boost this post for \$5 to reach up to 2,300 people.

1,220 people reached [Boost Post](#)

Alexandra Marie, Jennifer Bruggeman and 9 others

Like Comment Share

1,220 People Reached		
50 Reactions, Comments & Shares		
36 Like	9 On Post	27 On Shares
6 Love	2 On Post	4 On Shares
7 Comments	0 On Post	7 On Shares
1 Shares	0 On Post	1 On Shares
1,028 Post Clicks		
874 Photo Views	0 Link Clicks	154 Other Clicks (#)
NEGATIVE FEEDBACK		
1 Hide Post	0 Hide All Posts	
0 Report as Spam	0 Unlike Page	

- Click on the links below to see the social media video engagements during the month of April.

<https://www.facebook.com/PSSWC/videos/10155024751669003/>

(Chad Lindstrom, Fitness Supervisor, announces winner of the 30-day squat challenge)

<https://www.facebook.com/fitwithstephani/videos/76849886657893/>

(Zumba instructor, Stephani, provides class demonstration)

Digital marketing initiatives via Retention Management/Constant Contact during the month of April:

<u>Time Sent</u>	<u>Campaign Name</u>	<u>Total Sent</u>	<u>Open Rate</u>	<u>Total Unique Opens</u>	<u>Mobile Open Rate</u>	<u>Desktop Open Rate</u>	<u>Click Through Rate</u>
Wed, Apr 26, 2017 1:13 PM	April guest visit follow up email	66	34.5%	20	53.10%	46.90%	5.00%
Thu, Apr 13, 2017 10:29 AM	One Week Pass Follow Up Email	13	62.5%	5	50.00%	50.00%	0.00%
Fri, Mar 31, 2017 11:12 AM	April Fools email to all guest visits (Jan-Mar 17)	80	27.7%	18	51.70%	48.30%	11.10%

### Member Services

- The enrollment special for April included a \$39 enrollment fee opportunity with prorated dues collected at the time of enrollment. Corporate enrollments were offered a discounted enrollment fee of \$29 with prorated April dues.
- A special April Fool's Day \$0 enrollment weekend special was advertised digitally via Facebook and HEPD/PSS&WC websites/marquees; a total of 18 new members enrolled during this limited weekend special (4/1, 4/2, 4/3).
- A limited time \$15 1-week pass opportunity promotional piece was circulated manually among existing and prospective businesses in the PS Business Park and Arboretum shopping mall and via email to neighboring school districts (D54, U-46, D300, D220 and D211). A total of 13 of these 1-week pass coupons that were advertised on the March direct mail postcard were redeemed through 4/15 by prospective clients; a targeted email was sent via RM/Constant Contact on 4/13 to these clients to promote the option to enroll through 4/30.
- The ongoing Friends in Fitness member referral program continued to be a force in generating new memberships in April. There were a total of 4 new member referrals in April (thru 4/25).
- The PSS&WC enrollment special was advertised on each of the following:
  - District's electronic marquee signs throughout the community
  - VHE electronic marquee signs 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

- Guest and tour follow up targeted email via Retention Management (total of 3 targeted email campaigns sent via RM/Constant Contact)
- 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.
- HEPD and PSS&WC websites (scrolling banner updates)
- The number of credit card denials following April 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 March. 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 another month of reduced 90-day cancellations, which significantly reduced the number of total cancellations than projected for the month of April.
- The Member Services team continues to work with representatives and administrators at local school districts (U-46, D54, D211, D220, & D300) to promote the corporate membership opportunity along with a discounted one-week pass to teachers and district staff. An email was sent out through Retention management to all of the active members from these school districts to help us spread the word. The Membership team will continue to promote this opportunity to teachers through April & May.
- The Member Services team coordinated a month full of special events in April for members to inspire continued usage interest (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 continued to promote the 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. A few highlights to note from the April wellness calendar:

WellnessCalendar-April-Let-r-3.pdf - Adobe Reader

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**PRAIRIE STONE**  
SPORTS & WELLNESS CENTER  
Talk to a friend.

# WELLNESS CALENDAR APRIL 2017

sunday    monday    tuesday    wednesday    thursday    friday    saturday

## Stress Awareness Month

Look for the 🌸 for tips to reduce your stress. Participate in our Color Me Calm promotion beginning April 17th and take time to relax!

<b>New 4 week session!</b> <b>KIDS FIRST SOCCER</b> Th 4:15pm (3-5 yrs) <b>&amp; BASKETBALL</b> Tu 4:15 (5-7 yrs) & 5:15pm (8-12 yrs) Contact Dan Steinhilf for more details.		<b>Show your TEAM SPIRIT</b> for the <b>SOX</b> Home Opener	<b>ADULT &amp; YOUTH CLIMBING LESSONS</b> BEGIN THIS WEEK Tues / Wed Contact The Service Desk for more details.	<b>SWIM LESSONS BEGIN THIS WEEK</b> Tues / Thurs / Sat Contact The Service Desk for more details.	Go for a swim or relax in the whirlpool.	<b>Gentle Yoga 1</b> (Sat. at 9:45am) <b>APRIL POOLS</b> Hoffman Walks 4th Mile at Charleston Park (Open to all ages) Small along the pond and the foliage, guided by nature expert, Steve Deacon.
<b>Pilates Sculpt</b> (Sun. at 10am)	<b>Show your TEAM SPIRIT</b> for the <b>CUBS</b> Home Opener	Make the bed.	Take an hour break from your phone.	Consider Health Coaching.	<b>Hatha Yoga</b> (Fri. at 5:30pm)	<b>Aqua Egg Hunt</b> \$15R \$18NR 1PM or 2PM Parents Night Out 4:30-8:30pm *no registration required
<b>HOLIDAY HOURS</b> Facility 7a-1p Kids Korner CLOSED		Throughout the club you'll find <b>Color Me Calm</b> pages. Complete by the end of the month and return to the Service Desk for your chance to win a PSS&WC duffel bag!				Happy Earth Day!
Exercise.	<b>Strive for progress!</b> not perfection #praisestonemom	<b>Get social with us!</b> <b>Motivation Monday</b> Follow along on our Facebook and/or Instagram for your weekly dose of motivation!	Did you know? PSS&WC offers Massage Therapy at the Elements Spa. Book an appointment at the Service Desk.	<b>MEMBER APPRECIATION DAY!</b>	Go outside for a walk! <b>Open Climb</b> Every Saturday 10 am - 12 pm	

For more information: See Member Services!

Start | [Taskbar icons]

PSS&WC April Wellness Calendar (see above)





The PSS&WC enrollment promotion was included on the April Chamber of Commerce newsletter (see above).

### Operations and Fitness Departments:

- PSS&WC hosted a variety of athletic rentals including large youth basketball and volleyball tournaments during the month of April, as well as several party rentals and overnight scout lock-ins. Though 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 banner ad promoting Seascape Family Aquatic Center season passes was added to automated motivational letters that are sent weekly to all current PSS&WC members via Retention Management.
- Preliminary efforts are underway to determine timelines and project details regarding the upcoming café and tennis court renovations. The tennis court renovation is scheduled to take place during the month of August and will include the addition of 'blended lines' on the courts to support additional youth and senior programming.
- The Operations Manager has worked with a representative from the USTA on securing a grant reimbursement to cover the cost of the blended line application.

- The PSS&WC member club locker room renovation project has been scheduled for July 10-September 29. The vendor has been selected through the bid process. Meetings will continue to confirm project details and to prepare the project.
- The Superintendent of Facilities, along with all PSS&WC and Seascope Aquatic Center supervisory/management staff, is providing support with the preparation for the HEPD PDRMA accreditation process. Safety Committee meetings have been attended and PDRMA preparation meetings have been established. All key team members will be involved to create a successful outcome for this year's accreditation process. Site visits will take place throughout Q2/3.
- The Higgins Educational Center outreach program provided by HEPD began April 6<sup>th</sup>. The dance fusion class will be sponsored by Amita, therefore being able to be provided to the outreach program participants free of charge. The Superintendent of Facilities has coordinated a group fitness instructor from PSS&WC to teach the Thursday evening dance fusion classes throughout the spring season.
- On May 16<sup>th</sup>, Kathy Brown, PSS&WC registered dietitian, will be presenting a fitness and wellness lecture for Hoffman U called "Gardening for Health". Hoffman U lectures are educational sessions that are open to all FTE HEPD team members.
- PSS&WC has an upcoming Nutrition Workshop, Spring Cleaning, on 5/11, taught by Kathy Brown. The seminar has been added to the monthly wellness calendar and marketed through the guide.
- Throughout May the personal training department will promote a 3 pack promo for new members through membership for new members.
- Within the area of group fitness class participation has again increased across the board! Highlighted classes include:
  - All Zumba Classes 40 Friday Spin 25(MAX) Tuesday Pilates 20
- Fitness department has announced the awarding of the bids to the public on 4/19 and will be finalizing the order process of the new fitness equipment, as budgeted within the 2017 operating capital fund for PSS&WC.

### **PSS&WC Aquatics**

- Aquatics Staff received an overall score of 96.3% on their first Starguard Audit that was performed on Saturday, April 1<sup>st</sup>.

<b>Swim Lesson Participants</b>	<b>2016</b>	<b>2017</b>
<b>Winter Session 1</b>	<b>150</b>	<b>137</b>
<b>Winter Session 2</b>	<b>168</b>	<b>206</b>
<b>Spring Session</b>	<b>298</b>	<b>274</b>
<b>Total Swimmer</b>	<b>616</b>	<b>617</b>

- The spring session of swim lessons has 274 participants.
- Aqua Egg Hunt was held on April 15. We ran 2 full sessions with 35 participants in each.

### **Climbing Wall**

- Climbing wall annual inspection is scheduled for May 18.



### Early Childhood Programming

- Kid's First Sports basketball program has 18 participants. We are continuing to work with the C&M department to find ways to attract interest.



### Seascape

- Seascape opening day is Saturday, May 27.
- New Lifeguard Class is May 7-May 13.
- Community Garage Sale is Saturday, May 20.
- Summer Staff orientation is Wednesday, May 24, from 6pm-8pm.



### Triphahn Center

#### Triphahn Center Fitness and Operations:

Membership	04/2016	04/2017	Var. +/-
Fitness	950	895	(55)

#### General Summary:

- Dance World was held on 04/8.
- The demo of the New App Audio equipment was successful so staff is moving forward with ordering the additional parts needed. Staff has been working with IT and C&M to be sure the promotional material and wiring is ready.
- Staff continues to work with all departments on the north side project and preparing for a soft opening on May 15<sup>th</sup>.



### Willow Recreation Center

Membership Fitness Totals	04/2016	04/2017	Var. +/-
Fitness	320	319	(1)
Racquetball	58	55	(3)

#### General Summary:

- TC & WRC ran an April 1<sup>st</sup> membership special where the \$10 processing fee was waived. There were 3 memberships sold at WRC and 13 at TC.
- Harper college programs continue to be successful at WRC. Staff has been working with Harper to continue with summer and fall programming.



## Dog Off-Leash Areas

The Doggie Eggstravaganza was held on Sat. April 8<sup>th</sup> at both Freedom Run and Bo's Run.

There were 28 participants at Bo's Run (22 in 2016) and 34 at Freedom Run (24 in 2016).

Petco donated all of the treats to fill the eggs. Bentley's Corner Barkery donated 2 baskets to be raffled off and had a table at the event where they gave away goodie bags to all of the participants and free samples. There were also baskets donated by Northern Hoffman Veterinary and Biscuits and Bows.

### Bo's Run:

- Breakdown for Bo's Run / Combo passes HE 135, Palatine 38, Barrington 27, Schaumburg 31, Arlington Heights / Mt. Prospect 9, Inverness 39. Additional towns are Rolling Meadows, Elk grove, Hanover Park & Streamwood.

### Freedom Run:

- Breakdown for Freedom Run/ Combo passes Elgin – 185, HE – 84, Streamwood 85. Schaumburg – 20. Additional towns are Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

Dog Park Passes	04/2016	04/2017	+/- Var.
Bo's Run	294	283	-11
Freedom Run	310	335	+25
Combo	83	72	-11
Total:	687	690	+3



## Communications and Marketing

### PROGRAM PROMOTIONS

Staff worked with program managers to promote Summer Guide and Registration, youth sports programs, 50+ events, trips and programs; Easter events, Hoffman Walks, Summer Camps, Garage Sale, Mother's Day Skate, Days off School Field Trips, Parent's Night Out, Giving Tree, Seascape Pass 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.

**Volunteer Earth Day Event** - The C&M Supt. worked with Parks staff, Sears Holdings and the Village Public Works staff to coordinate an Earth Day volunteering event for Sears's associates. Approx. 20 Sears's employees helped plant 100 red oak tree saplings at Essex Park on April 21.

## VIDEO

This month, we featured the video "Summer Camp".

## PRESS RELEASES/PUBLIC RELATIONS

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

- Sears Holdings Volunteers Plan Earth Day Projects with Park District and Village
- Community Garage Sale Planned for Hoffman Estates

Photos submitted:

- Dogs at Freedom Run Dog Park
- Spring Blooms at Seascope Family Aquatic Center

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

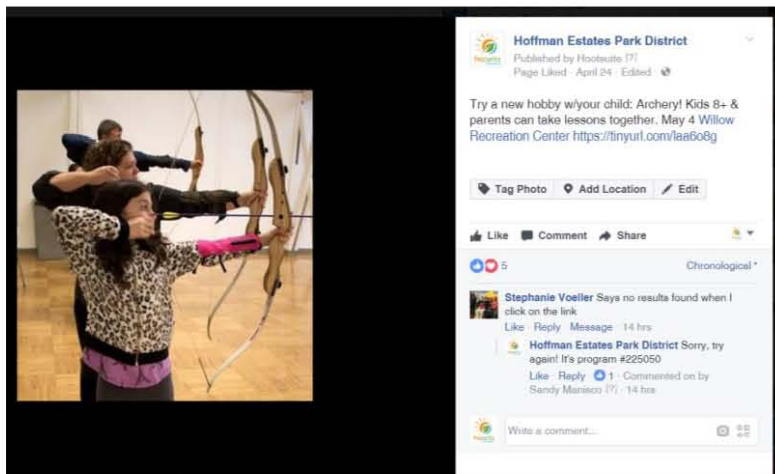
- Hoffman Estates Summer Program Registration Begins April 26
- Friday Fun in the Park Children's Entertainment Announced

## HE CHAMBER NEWSLETTER

- Seascope pass sale 10% off
- Community Garage Sale

## REVIEWS & SOCIAL MEDIA COMMENTS

### Facebook Comments:



**Yelp:**

**Facebook:**

**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 April 2017, 450 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	Feb 2017	March 2017	April 2017
1,421	1,429	1,525	1,560	1,602	1,547	1,530	1,461	1,478	1,493	1,501	1,538	1,497



**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:	Apr 1-30, 2016	Apr 1-30, 2017	Change from last year
Google Analytics	Feb 2013-Feb 2014			

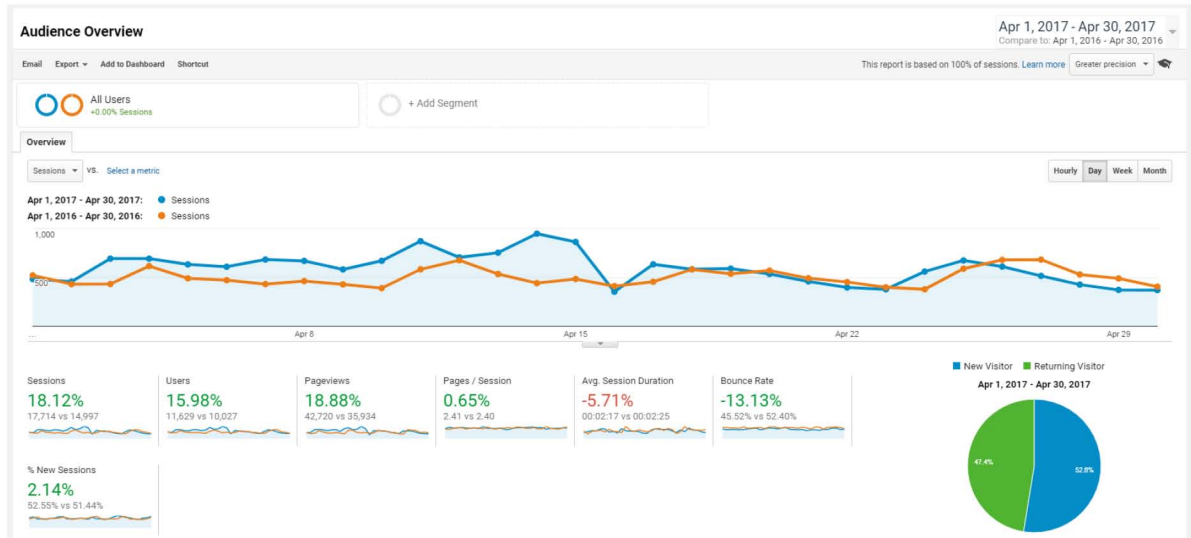
Desktop	63%	52%	45%	-7
Mobile	27%	40%	48%	+8
Tablet	10%	7%	6%	-1

\*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 this month are way up, probably because registration started April 26.



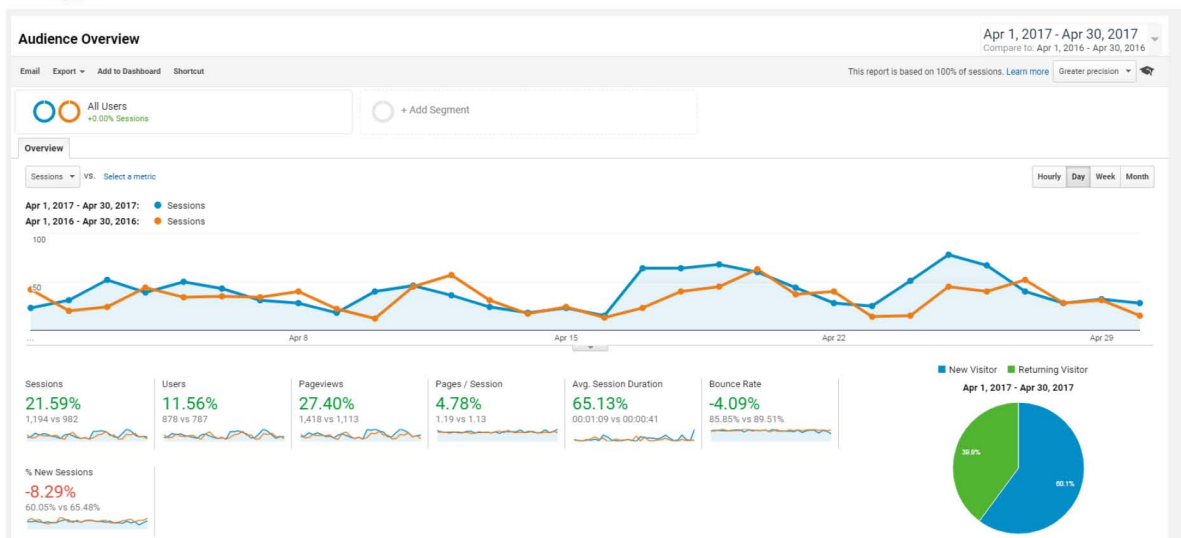
Top Visited pages at heparks.org last month:

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	42,720 % of Total: 100.00% (42,720)	30,910 % of Total: 100.00% (30,910)	00:01:37 Avg for View: 00:01:37 (0.00%)	17,679 % of Total: 100.00% (17,679)	45.52% Avg for View: 45.52% (0.00%)	41.38% Avg for View: 41.38% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /	11,991 (28.07%)	8,626 (27.91%)	00:01:59	8,176 (46.25%)	32.99%	40.14%	\$0.00 (0.00%)
2. /event/egg-hunt-easter-bunny/	2,757 (6.45%)	1,907 (6.17%)	00:02:02	1,055 (5.97%)	73.67%	55.86%	\$0.00 (0.00%)
3. /program_guide/	2,006 (4.70%)	1,528 (4.94%)	00:01:57	627 (3.55%)	18.44%	52.19%	\$0.00 (0.00%)
4. /ice-schedules/	1,111 (2.60%)	745 (2.41%)	00:01:31	179 (1.01%)	69.27%	49.59%	\$0.00 (0.00%)
5. /programs-sports/dogs/	1,013 (2.37%)	691 (2.24%)	00:02:41	611 (3.46%)	67.27%	61.50%	\$0.00 (0.00%)
6. /child-care/summer-camp/	914 (2.14%)	471 (1.52%)	00:02:16	218 (1.23%)	38.07%	33.15%	\$0.00 (0.00%)
7. /parks-facilities/seascape-family-aquatic-center/	875 (2.05%)	607 (1.96%)	00:01:10	439 (2.48%)	33.56%	32.11%	\$0.00 (0.00%)
8. /ice-arena/	872 (2.04%)	672 (2.17%)	00:00:55	448 (2.53%)	38.62%	34.98%	\$0.00 (0.00%)
9. /events/category/special-events/list/	831 (1.95%)	668 (2.16%)	00:01:16	183 (1.04%)	49.73%	35.74%	\$0.00 (0.00%)
10. /parks-facilities/triphahn-center/	701 (1.64%)	567 (1.83%)	00:01:24	336 (1.90%)	47.62%	43.37%	\$0.00 (0.00%)

Show rows: 10 Go to: 1 1 - 10 of 760

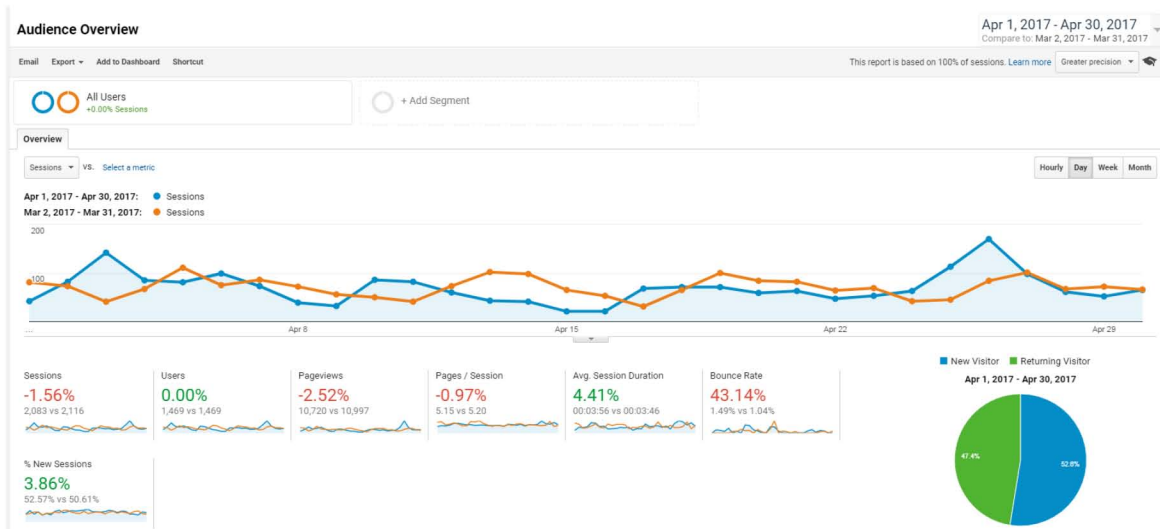


## Program Guide Online – Source: Google Analytics



## WebTrac/Online Registration Page Hits – Source: Google Analytics

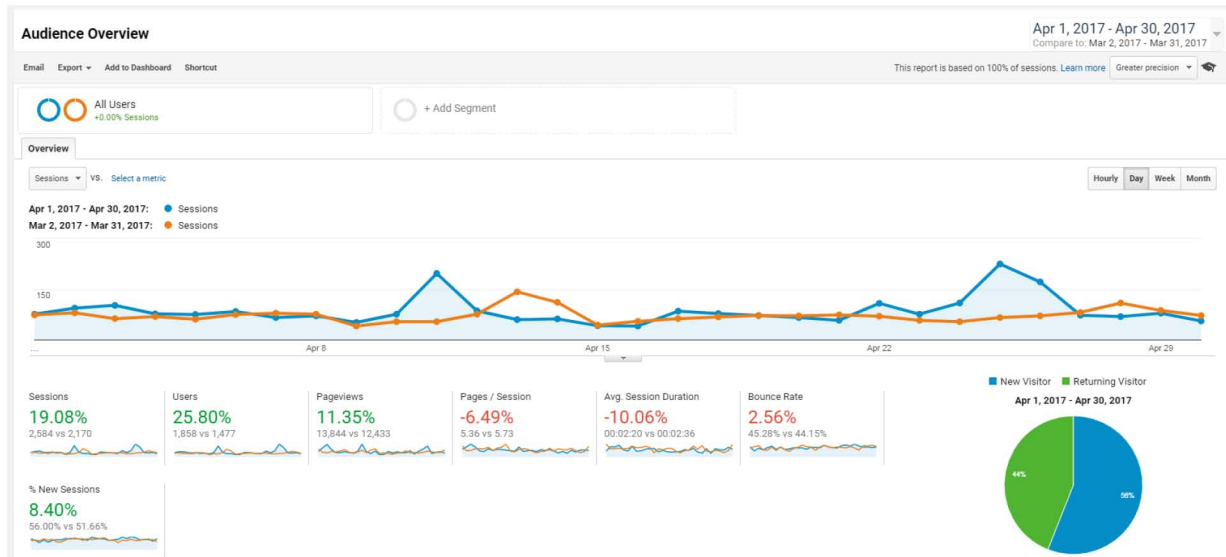
Hits to online registration have dropped this month as we have been driving more users to the mobile WebTrac page, with the increased use of mobile devices for web browsing. In electronic marketing, links go primarily directly to Mobile WebTrac pages.



## 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:

- Bo's Run & Freedom Run Off L...
- Bridges of Poplar Creek Count...
- HE Parks 50+ Active Adults Club
- HE Parks Preschool
- HEPD Ice Arena
- HEPD Youth Theater
- Hoffman Estates Park District
- Prairie Stone Sports & Wellnes...
- Seascape Family Aquatic Center
- Triphahn Center
- Triphahn Fitness Center
- Vogelei Park
- Willow Recreation Center

Total fans for all pages as of April 30, 2017: 6,667

### Top Most Engaging Posts this Month:

### Top 5 Most Successful Posts last month for the main Hoffman Estates Park District page:

Post Message	Type	Posted	Lifetime: The number of impressions (Total Count)
More pics from the Egg Hunt! Thanks to Mayor Bill McLeod and our	Photo	4/15/17	4250



Village of Hoffman Estates Government Trustees for coming by to hunt for eggs with us!		10:00 AM	
Did you get your Summer Guide in the mail yet, Hoffman residents? Check it out online here: <a href="https://www.heparks.org/program_guide/">https://www.heparks.org/program_guide/</a>	Photo	4/17/17 2:25 PM	2699
Garage Sale spots are going fast - sell your stuff on May 20 at Seascope. More than 50 sellers in one spot. <a href="http://ow.ly/ZJrd30aPXQ2">http://ow.ly/ZJrd30aPXQ2</a>	Photo	4/19/17 2:15 PM	2210
Try a new hobby w/your child: Archery! Kids 8+ & parents can take lessons together. May 4 Willow Recreation Center <a href="https://tinyurl.com/laa6o8g">https://tinyurl.com/laa6o8g</a>	Photo	4/24/17 2:15 PM	1780
Thank you to volunteers from Sears Holdings Corp who came out to Essex Park today to plant 100 red oak trees as part of their Earth Day celebration! #earthday2017 #volunteersrock	Photo	4/21/17 8:31 AM	1647

### Top 10 Highest Posts since October 2015

Post Message	Type	Posted	Lifetime: The number of impressions. (Total Count)
Qualified Kindergarten Enrichment Teachers and Counselors Needed. Please see our careers page for more info: <a href="https://goo.gl/X71UZs">https://goo.gl/X71UZs</a>	Photo	8/15/16 10:29 AM	6715
This week through Friday Aug 19 Seascope has short hours, 4-7:30 PM <a href="http://ow.ly/TY6I3037o3z">http://ow.ly/TY6I3037o3z</a>	Photo	8/15/16 7:55 AM	6710
#Pokémon Trainers comes to Black Bear Pk for our Gathering Sat Aug 27 10-11:30 catch 'em all! <a href="http://ow.ly/cCns3037nfO">http://ow.ly/cCns3037nfO</a>	Photo	8/13/16 12:55 PM	6168
Today our Half-Day Preschool is having their own Crazy Hair Day! How cute are they?	Photo	3/14/16 11:12 AM	6148
Congrats to figure skater, Tomoki Hiwatashi, who won a Gold Medal at Nationals! <a href="http://ow.ly/Xyalq">http://ow.ly/Xyalq</a> Tomoki trains @ Triphahn Ice Arena!	Link	1/26/16 8:00 AM	6119
#Pokémon Trainers come to Black Bear Pk for our Gathering Sat Aug 27 10-11:30 catch 'em all! <a href="http://ow.ly/cCns3037nfO">http://ow.ly/cCns3037nfO</a>	Photo	8/10/16 12:56 PM	5506
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!	Photo	8/27/16 7:30 AM	5285
Tomorrow! Come to the Open House for 50+ Active Adults! 9-11 AM Wed 8/17 at Triphahn Center <a href="http://ow.ly/soW53036YZb">http://ow.ly/soW53036YZb</a>	Photo	8/16/16 9:45 AM	5221
Wine lovers get your tickets for Uncorked & Untapped event at Bridges of Poplar Creek 9/23. <a href="http://ow.ly/Hj2x303tEtf">http://ow.ly/Hj2x303tEtf</a>	Photo	8/22/16 12:55 PM	5164
Congrats to August Best of Hoffman Chip Mahr who helped create a Monarch habitat in Hoffman. <a href="http://ow.ly/AS69303xt8r">http://ow.ly/AS69303xt8r</a>	Photo	8/24/16 7:00 AM	5130



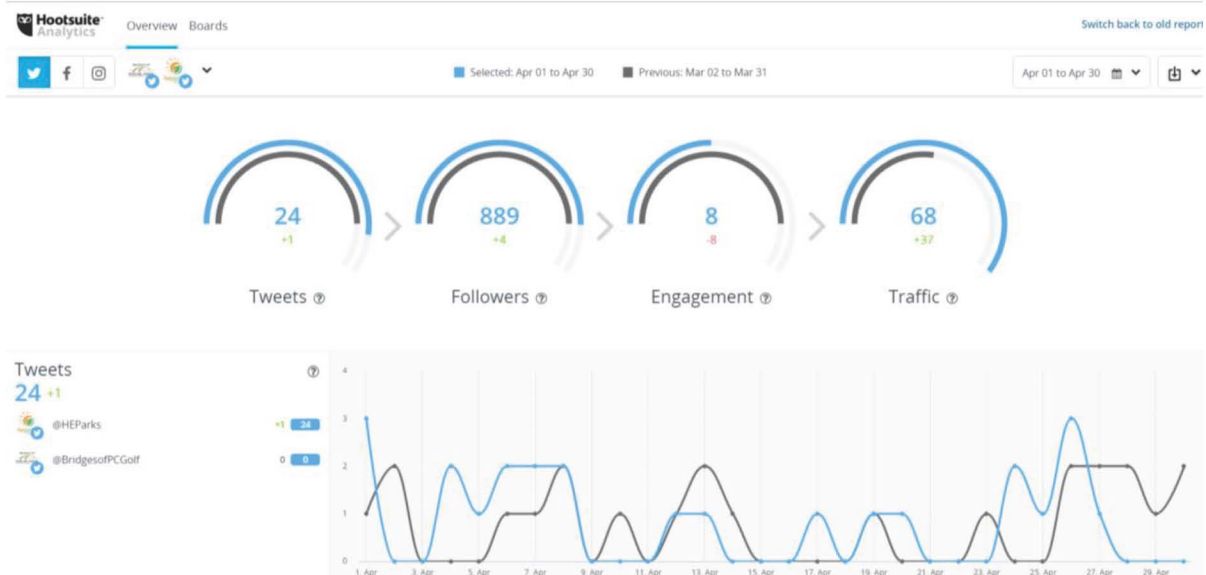
### Engagement Report for All HE Parks' Facebook Pages


Source: Hootsuite



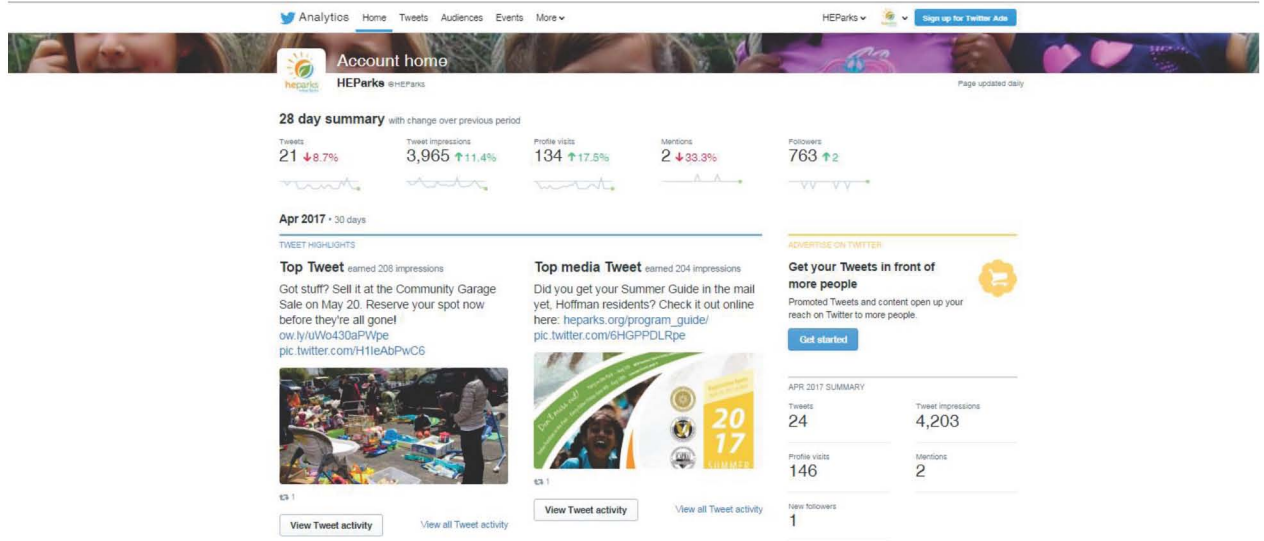


 **Twitter Analytics**  
Source: Hootsuite  
@HEParks & @BridgesofPCGolf Twitter



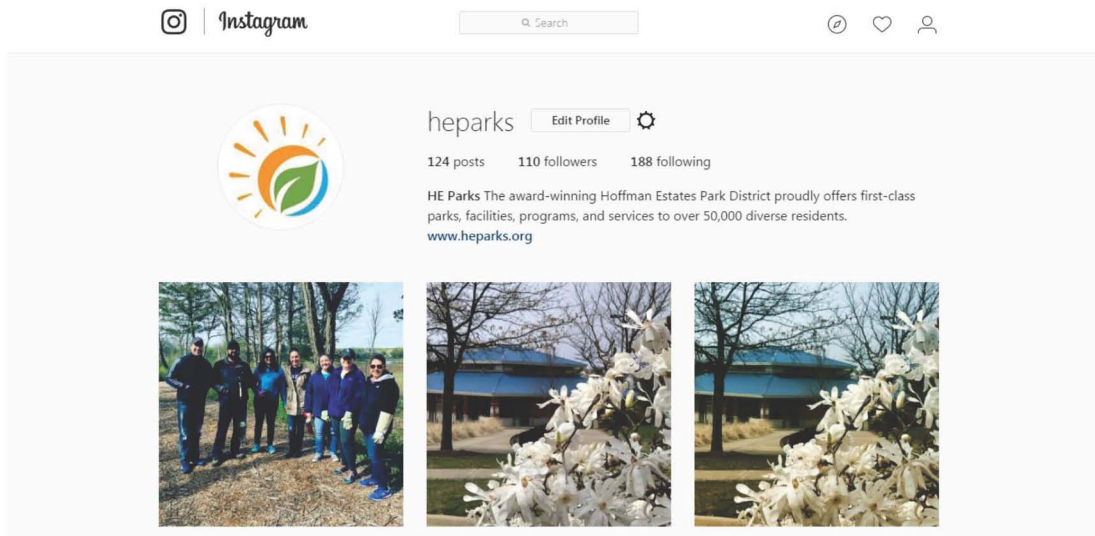
 **HE Parks' Twitter account**  
Source: Twitter  
@heparks

	Aug16	Sept16	Oct16	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	June17
Followers	707	713	718	726	730	741	751	761	<b>763</b>		
Impressions	7,146	5,599	5,973	3,964	3,870	4,882	4,740	4,260	<b>3,965</b>		
# of tweets	41	20	32	22	15	31	26	27	<b>21</b>		



**Instagram Reports**  
Source: Instagram  
@heparks

	Aug16	Sept16	Oct16	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	June17
Followers	86	91	109	107	109	109	111	112	110		
# of posts	10	9	23	8	6	6	0	0	2		



**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%
<b>2017 as of 4/25:</b>	<b>38.03%</b>



### 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 4/11	21.9K/21.2%	63%	2.9%	11.3%	0.2%
50+ Newsletter April	1057/41%	58%	3.2%	4.8%	0%

Opens = Emails our contacts received and viewed.

Mobile = Percent of emails opened on a mobile device.

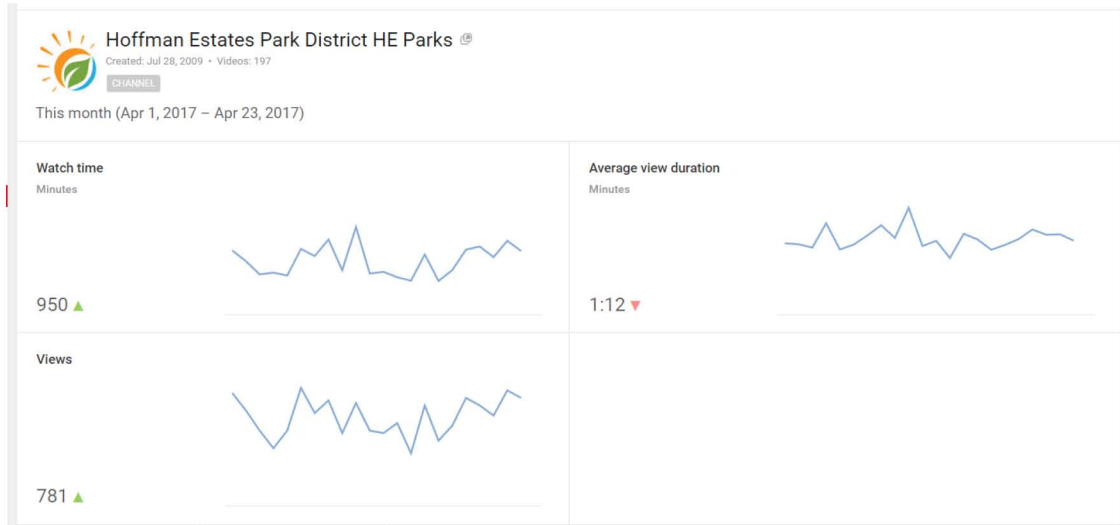
Bounces = Emails sent, but not received by our contacts, indicates the quality of the data.

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.



Video	↓ Watch time (minutes)	↓ Views
What is Pickleball?	479 50%	339 43%
Park Info: Playground Workout, Bench Pushup	108 11%	128 16%
Park Info: Thor Guard	69 7.2%	63 8.1%
Park Info: What is Bioswale?	57 6.0%	28 3.6%
Wolf Pack Hockey Hosts Krolak Cup	33 3.5%	12 1.5%
Park Info: Natural Areas and Landscapes	30 3.1%	18 2.3%
Summer Campers 2016	24 2.5%	19 2.4%
Park Info: Bees & Butterflies In Danger!	16 1.6%	6 0.8%
HE Parks Summer Camp	15 1.6%	22 2.8%
50+ Wings Benefit Fashion Show 2012	12 1.3%	1 0.1%

**Earned Press this month:**

April 20 in Daily Herald:

## Northwest suburbs in 60 seconds

**Smaller park upgrade:**  
Rolling Meadows will spend \$14,000 to upgrade electrical service and landscaping at a park that serves as a main entrance to the city — far less than a larger park improvement project aldermen previously rejected. Aldermen agreed Tuesday to have city crews make the improvements at Gateway Park, on the northwest corner of Kirchoff and Wilke roads. They voted against spending up to \$27,500 on a new message sign. Last month, they scrapped plans for adding memorial benches, a bike rack and other upgrades after bids came in higher than \$150,000.

24-inch saplings, provided by the park district, include varieties of red oaks. The public works department will lead other volunteers to provide spring care for trees at Arbor Day Park.

**Elgin Friday to Sunday.** It kicks off at 6:30 p.m. Friday with the screening of the Argentine romantic comedy, "Una Noche de Amor," in the Building G Spartan Auditorium, 1700 Spartan Drive, Elgin. Doors will open at 5:30 p.m. A reception will follow the film in the Building E dining room. Tickets to the film and reception are \$30, \$20 for students and seniors. Tickets to see the film only are \$15, \$12 for students and seniors. All films are in Spanish with English subtitles. The remaining films will be shown at Marcus Theaters, 111 S. Randall Road, Elgin. Tickets can be purchased at the door, by phone at (800) 416-1623, or at [latinofilmfestival.elgin.com](http://latinofilmfestival.elgin.com).

**Gun found by boys goes off:**  
No one was hurt when a gun was accidentally discharged last week, Mount Prospect police said. Two boys found a loaded 9 mm firearm around 5 p.m. April 15 in bushes on the 1700 block of West Mansard Lane, according to the report. The gun discharged when one of the boys picked it up. Police found a witness who saw a masked man toss the gun into the bushes days earlier.

**'Big Fish' at Schaumburg High:**  
Schaumburg High School's spring musical, "Big Fish," is at 7 p.m. today through Saturday in the school auditorium. Prices are \$10, \$8 for students or senior citizens. For details or reservations, call (224) 653-4404 or email [SHSBoxOffice@students.d211.org](mailto:SHSBoxOffice@students.d211.org).

**Vandals strike in Streamwood:**  
Streamwood police are searching for vandals who appear to have shot about 20 vehicles with a BB gun. The damaged vehicles spanned several neighborhoods on the western edge of the village. The vandalism occurred Monday evening through early Tuesday morning and appears to be random. Anyone with information should call (630) 736-3700 or give anonymous tips at (630) 736-3719.

**ECC to host Latino film fest:**  
Elgin Community College hosts the Latino Film Festival

**Earth Day for Sears workers:**  
A team of more than 40 volunteers is planning projects for the village of Hoffman Estates Public Works Department and the Hoffman Estates Park District at two parks from 9 a.m. to noon Friday, April 21. Associates from Sears Holdings Corp. have volunteered to plant trees and perform tree maintenance in Hoffman Estates as part of the company's annual Earth Day activities. Volunteers will help the park district plant 100 saplings at Essex Park. The

April 6 in Daily Herald:

**Doggie Eggstravaganza:** 9:30 a.m. Saturday, April 8, Bo's Run, 3600 Lexington Drive, Hoffman Estates. Dogs hunt for prizes and treats hidden in colorful eggs throughout the dog park. Dogs must be leashed. Separate events for dogs more than 25 pounds. Special registration form and proof of vaccinations required. Visit a park district facility to register, or come before 8:45 a.m. Spectators welcome. \$5. For information, visit [heparks.org](http://heparks.org).

## Bridges of Poplar Creek Board Report General Programs



Easter Brunch was a huge success. We had 346 guests. The event received some great reviews and comments. And of course the Bunny was a big hit!

### Golf Rounds

#### ROUND TOTALS.

2013	2014	2015	2016	2017	5 Year Average
2,108	2,120	2,364	1,940	2,584	2,223

#### YTD ROUND TOTALS

2013	2014	2015	2016	2017	5 Year Average
2,444	2,120	3,017	3,826	3,877	3,057

### Range Information

#### RANGE BASKET SALES TOTALS

2013	2014	2015	2016	2017	5 Year Average
1,651	1,419	1,733	1,476	1,858	1,627

**YTD RANGE BASKET SALES TOTALS**

2013	2014	2015	2016	2017	5 Year Average
1,939	1,531	2,152	2,427	2,752	2,160

**Pass Sales**

<i>Resident Passes Thru April</i>	2016	2017
Resident Annual	3	3
Resident Individual	65	76
Resident Junior	1	2
Resident Senior	48	47
Total Resident Passes Sold YTD	117	128

<i>Non Resident Passes Thru April</i>	2016	2017
Non-Resident Annual	0	1
Preferred TT Pass	103	116
Non-Res Individual	12	11
Non-Res Junior	0	0
Non-Res Senior	44	47
Total Resident Passes Sold YTD	159	175

**Communications & Marketing**

*Marketing/Advertising*



10 Email blasts went out promoting, Fish Fry, Weekend Golf Specials, Discount Pass Sales, Instructional Programs, Golf Shop Sales and Promotions, Easter Brunch and Banquets.

## **Food & Beverage**

For the month of April we had a total of 20 events: (23 Events in 2016)

The breakdown is as follows:

- 4 breakfast meetings servicing 108 guests
- 8 showers servicing 350 guests
- 1 ceremony and reception (hors d oeuvres only) servicing 110 guests
- 3 continental breakfast servicing 119 guests
- 1 all day meeting servicing 89 guests
- 1 birthday dinner servicing 54 guests
- 1 memorial servicing 50 guests
- 1 room rental only servicing 50 guests

We currently have 20 events booked for May (22 Events in 2016)

- 8 Breakfast meetings servicing 200 guests
- 3 luncheons servicing 206 guests
- 1 1st communion servicing 66 guests
- 1 Christening servicing 70 guests
- 2 showers servicing 80 guests
- 1 golf outing servicing 60 guests
- 1 anniversary dinner servicing 70 guests
- 1 ceremony and reception servicing 80 guests (count down)
- 1 ceremony only servicing 50 guests
- 1 hors d oeuvre reception servicing 50 guests

Wedding Count Update:

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

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

2018= 2 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

**Golf Maintenance Summary**

Bunkers were a key theme last month in March and again in April. All bunkers on the golf course have been opened for play. The bunkers will now be monitored all season long for appropriate depth and compaction. With new sand being placed in the bunkers, the sand can have a tendency to become fluffy. The sand will be compacted three more times this season with a plate compactor and then have sand added to get to our goal depth of six inches in the middle and four inches on the edges.

The maintenance department completed aerification to the greens and approaches on the golf course. Both playing surfaces were completed using a ¾ inch solid tine at a depth of five inches. This is the largest solid tine hole that has been completed on the greens in at least nine years. The large aerification hole was due to early season play that left the greens with lots of ball marks and foot prints. The maintenance department completed nine holes a day as the opposite nine was open for play. Following the aerification sand was applied to cover the greens to be drug into the holes, this process aids in root development and allows our greens to hold up to summer stresses. Once the sand was drug into the canopy the greens were rolled several times to get the greens smooth again. The larges holes and sand allow the maintenance department to even out the greens and make the playable as though it is the beginning of the year.

With bunkers and aerification taking up the majority of the time, the maintenance team was able to accomplish the following task as well:

-  Mowing all areas of the golf course
-  Opening the driving range tee and chipping area
-  IPM management of greens and rough
-  Perennial landscape bed cleanup
-  Clubhouse grounds
-  Equipment maintenance