



**AGENDA**  
**REGULAR BOARD MEETING NO. 1012**  
**TUESDAY, DECEMBER 20, 2016**  
**7:00 P.M.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS
  - A. Best of Hoffman – 50+ Volunteers
  - B. FT Employee of 4Q2016: Jody Dodson
  - C. PT Employee of 4Q2016: Lisa Swan
5. RECESS
6. RECONVENE FOLLOWING A&F COMMITTEE MEETING
7. APPROVAL OF MINUTES
  - A. Regular Board Minutes 11/22/2016
  - B. Special Board Minutes 11/15/2016
  - C. Committee of the Whole Minutes 11/8/2016
8. COMMENTS FROM THE AUDIENCE
9. CONSENT AGENDA (Click links below to view documents)
  - A. BPC Sand Purchase / M16-140
  - B. Padding and Netting Proposal Off-Ice Training area / M16-142
  - C. Tax Levy Ordinance in Final Form O16-009 / M16-150
  - D. B&A Ordinance in Final Form O16-011 / M16-149
  - E. DLA Contract for PSSWC Locker room project / M16-144
  - F. Travel Expense Account Policy, Resolution R16-004 / M16-139
  - G. Balanced Scorecard / M16-088
  - H. Open and Paid Invoice Register \$516,621.46
  - I. Revenue and Expenditure Report
  - J. Acceptance of B&G Minutes 11/1/2016
  - K. Acceptance of A&F Minutes 11/15/2016

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10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
  - A. Policy on Board/Committee Meeting Schedule / M16-145
  - B. 2017 Calendar of Board/Committee Meetings / M16-146
  - C. Review/Release of Executive Session Minutes / M16-147
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
  - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
    - 10/25/2016
  - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
16. POTENTIAL DISCUSSION AND POSSIBLE VOTE ON MATTERS FROM EXECUTIVE SESSION
17. 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  
BOARD MEETING NO. 1011  
November 22, 2016**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on November 22, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Kinnane

Also Present: Executive Director Bostrom, Rec/Facilities Director Kies, Parks and Risk Director Giacalone

Audience: Mr. K. Evans

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Awards:**

A. Best of Hoffman:

President Bickham presented Jerry Loch with the BOH for his volunteer work with the Recreation Department and in particular, helping with the Soccer program this year.

**5. Minutes:**

- A. Regular Board 10/25/16:
- B. Executive Session 10/25/16:

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to approve the minutes of the October 25, 2016 Regular and Executive Session meetings as presented. The motion carried by voice vote.

**6. Comments from the Audience:**

None

**7. Consent Agenda:**

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

- A. Victoria South Playground Renovation / M16-121
- B. Triphahn Center North End Renovation Bids / M16-126
- C. 2017 Budget / M16-129
- D. Golf Cart/GPS Bids / M16-136
- E. Bergman Pointe Annexation Ordinance O16-008 / M16-131
- F. 2016 Auditor Acceptance / M16-134
- G. A&F Detail Report: \$495,047.06
- H. Financial Statements
- I. Acceptance of B&G Minutes 10/4/2016
- J. Acceptance of Rec Minutes 10/18/2016
- K. Acceptance of A&F Minutes 10/18/2016

On a Roll Call Vote: Carried: 6-0-1  
Ayes: 6 R. Evans, Kaplan, Kilbridge, McGinn, Mohan, Bickham  
Nays: 0  
Absent: 1 Kinnane

**8. President's Report:**

President Bickham commended the district on their Distinguished Agency Certification. He also commended staff on the new Guide and Comm Rep Dressler for all her work assisting the park district with grants.

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

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

10. **Old Business:**

None

11. **New Business:**

A. Board/Committee Meeting Policy/M16-130:

Executive Director Bostrom reviewed the memo noting that the use of Comm Reps and Committees was unique to park districts in Illinois.

Commissioner R. Evans asked if it had to be consecutive Tuesdays of the 3<sup>rd</sup> and 4<sup>th</sup> and Executive Director Bostrom noted that it could be the 2<sup>nd</sup> and 4<sup>th</sup>, however, he would recommend that the board remain on the 4<sup>th</sup> Tuesday and that the A&F also move to that Tuesday because the 2<sup>nd</sup> would be too early to prepare the financial statements.

Commissioner Kaplan noted his preference of the 3<sup>rd</sup> and 4<sup>th</sup>. Commissioner McGinn noted that meeting twice a month was probably more beneficial to the Commissioners and staff who were presently attending 4 times a month.

Commissioner R. Evans noted that the time commitment had impacted his decision to participate at the board level. Commissioner Kaplan asked about the meetings that were either very short or very long and the participants for the following meeting. Executive Director Bostrom said they could stipulate that the second meeting would be immediately following but not begin earlier than 7:30 p.m.

Commissioner Kaplan asked if the change would be permanent and Executive Director Bostrom explained that they could always be changed at a future meeting.

Mr. K. Evans asked if the 3<sup>rd</sup> and 4<sup>th</sup> Tuesdays worked with holidays and Executive Director Bostrom noted that they would not be impacted any more than the present schedule. Mr. K. Evans asked if there would be a problem with the agenda times and Executive Director Bostrom noted that there should not. Executive Director Bostrom also noted that they would check with the Comm Reps since they were changing their committee times.

Commissioner McGinn asked about communicating this to the public and Executive Director Bostrom explained that it would be posted on the public agendas and on the district's web site.

Mr. K. Evans asked that the issue be brought to the committees. Commissioner R. Evans suggested bringing it to the December committees and having conversation with the Comm Reps from the B&G Committee as that meeting had been cancelled in December.

President Bickham agreed with Mr. K. Evans that it was important to get feedback from the Comm Reps and suggested communication directly with the Comm Reps via email to see that the proposed revised schedule was agreeable with them or not.

Commissioner Mohan and Commissioner Kilbridge also agreed with getting feedback from the Comm Reps.

Executive Director Bostrom said he would restructure the memo to address it to the Comm Reps in the form of a brief 2 question survey.

It was the Board's consensus to get feedback from the Comm Reps about moving the committee/board meeting schedule to two Tuesdays a month.

**12. Commissioner Comments:**

Commissioner R. Evans commended staff on the new catalogue and wished everyone a Happy Thanksgiving.

Commissioner Kilbridge echoed those remarks.

Commissioner Mohan suggested changing Commissioner Comments to Commissioner Comments and Questions. He asked the question with regard to the release of the Executive Session minutes and it was noted that the Commissioners all choose option 1.

Commissioner McGinn said he was looking forward to the new Superintendent of Recreation starting as well as beginning the north side demolition. He also noted that he would be attending Breakfast with Santa.

**13. Adjournment:**

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski

Recording Secretary



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**MINUTES  
SPECIAL BOARD MEETING  
November 15, 2016**

**1. Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on November 15, 2016 at 7:45 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Mohan

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma

Audience: Mr. K. Evans

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

Commissioner Kilbridge made a motion, seconded by Commissioner R. Evans to approve the agenda as presented. The motion carried by voice vote.

**4. Comments From the Audience:**

None

**5. Tax Levy in Tentative Form O16-009/M16-132:**

Deputy Director Talsma reviewed the item.



Commissioner McGinn made a motion, seconded by Commissioner Kinnane to approve the Tax levy Ordinance O16-009 in Tentative Form in the amount of \$8,630,000. The motion carried by voice vote.

**6. Budget & Appropriation Ordinance in Tentative Form O16-010/M16-133:**

Deputy Director Talsma reviewed the item.

Commissioner Kinnane made a motion, seconded by Commissioner Kaplan to approve the Budget and Appropriation Ordinance in Tentative Form O16-010/M16-133. The motion carried by voice vote.

**7. Commissioner Comments:**

Commissioner R. Evans noted that snow or not, there were many winter events coming including Winter Fest on December 10<sup>th</sup>.

**8. Adjournment:**

Commissioner R. Evans made a motion, seconded by Commissioner McGinn to adjourn the meeting at 7:50 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary



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**MINUTES  
COMMITTEE OF THE WHOLE  
November 8, 2016**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on November 8, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners R. Evans, Kaplan, Kilbridge, Kinnane, McGinn; Comm Reps Bettencourt, Chhatwani, Friedman, Henderson (7:10), Musial (7:05), Snyder, Winner; President Bickham

Absent: Comm Reps Dekirmenjian, Dressler, Katis, R. Neel, S. Neel, S. Triphahn, Utas, Wittkamp

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

Audience: Mr. Keith Evans

**2. Approval of Agenda:**

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

**3. Comments from the Audience:**

None

**4. Old Business:**

None

**5. New Business:**

A. 2017 Budget/M16-129:

Executive Director Bostrom addressed the Committee of the Whole noting that he appreciated the participation of the Comm Reps for the budget process. He explained how the objectives supported the district's mission, values and goals and how the budget provided the financial means to support those goals and objectives.

Deputy Director Talsma addressed the committee thanking everyone for attending. He echoed the message that the budget supported the district's goals and objectives and reminded everyone that the district had installed new financial software this year.

He reviewed the budget overview noting that the CMP drove the objectives which supported the district's goals that the budget funded. He also reviewed how the district was looking to get a report from the new GIS system for all the district's assets. He explained that they would be seeing the smaller capital items within the operations budget rather than in the capital fund. He talked about the accounting basis, zero based budget and charge backs. He reviewed the personnel section explaining each position and the reassignment of responsibilities to the new positions.

President Bickham asked about the salary range for the GIS and Child Care positions and Deputy Director Talsma explained that they would be between \$34,000 and \$55,000 with the starting salary closer to the lower end.

Deputy Director Talsma reviewed the compensation noting that there were changes in the minimum required salary for exempt staff and that some of the staff would have salary adjustments to bring them to the minimum required salary as opposed to paying out overtime to them.

Commissioner Kaplan noted that at \$40,000 it would be about an 18% increase and would they also receive a raise in March. Deputy Director Talsma explained that the adjustment and annual increase would be at the same time. He also explained that the maintenance staff start salary had been moved to \$35,000.

Deputy Director Talsma explained that the district was exempt from the Cook County minimum wage but that the district would need to be aware of their competition in order to retain staff. He explained that they were starting to look at part time positions, particularly front desk staff and lifeguards, to start at \$10/hour.

Mr. K. Evans asked which part time staff might not see the \$10 starting salary and Executive Director Bostrom noted that high school and college staff in

positions for room rental custodians, golf rangers some camp counselors might not see that start salary. Mr. K. Evans noted that it had been stated that if everyone was increased to meet the Cook County Wage that it would have been approximately a \$65,000 impact on the district and asked what the impact would be on this more limited basis. It was noted that it would be a \$20,000 to \$25,000 impact.

Comm Rep Musial noted that much of the summer help was trying to provide for their college costs and Deputy Director Talsma noted that could be very true; however, he explained that the intent of the increase was to provide more for those trying to raise a family.

Deputy Director Talsma explained that they would not be getting much additional tax support and the levy would be in line with last year. He noted that he would be looking for an increase in the EAV next year, possibly as much as 10%+.

Commissioner Kaplan asked about the general fund and the unemployment increase and it was noted that because the district was not renewing Billy Casper's contract at the golf course, they would be adding seasonal help with golf maintenance and therefore subject to more unemployment. He reminded the committee that the district was self-funded for this and had saved over \$1 million to date.

President Bickham asked about the PSSWC membership decrease and Deputy Director Talsma explained that it had been trending down; however, they were evaluating a price membership increase.

Executive Director Bostrom reviewed the Architect expense for the locker room redesign that created a deficit in the budget. Deputy Director Talsma noted that they would be utilizing the fund balances. Deputy Director Talsma also reviewed the Charts for the Fund Balance Summary and P&L as well as the interfund charges and tax levy. He then presented the revised job descriptions and 2017 Salary Ranges.

President Bickham asked about the final column in the CAMP and it was noted that the C was for Capital, O for Operations, A for ADA.

The Committee reviewed the 2017 Goals and Objectives beginning with Parks.

President Bickham asked about the 'scrapers' listed on page 4 of the P&D Goals and Objectives and Director Buczkowski noted that they were people that picked up metal waste in neighborhoods.

Commissioner Kinnane asked about adding the need for open ice on the Rec, Facilities, Ice, C&M Goals and Objectives page 1. Director Kies noted

that there was such a demand for ice for programs and rentals that striking a balance was challenging. Deputy Director Talsma noted that they would “evaluate the open ice time”.

Commissioner Kaplan asked about balance and equal time in the same statement and staff will address the language for the objective as well as addressing open skate time. Commissioner Kaplan also asked about the athletic leagues and it was noted that the Rec department was looking for new leagues. Commissioner Kaplan asked about the new youth sports and Director Kies noted that they were looking at new trends such as badminton.

Commissioner McGinn asked about Rugby and Director Kies explained that it never really took off.

President Bickham asked about the community walking on page 3 and Director Kies explained that it was a regularly scheduled event to meet the health and wellness objectives and to introduce people to the different parks.

Commissioner Kaplan asked about the Entertainment App Audio noted on page 8 of the Rec, Facilities, Ice, C&M Goals and Objectives and Director Kies explained that it was tied into the TV through participants smart phone and eventually staff could remove the boxes from the equipment. Comm Rep Henderson asked that some boxes be left for participants without the smart phones.

Commissioner Kaplan asked about the parking lot lights on page 9 and that the maintenance was addressing some of the lights now. Director Kies noted that was correct.

Comm Rep Musial asked what the CHEER program was listed on page 12 and Director Kies explained that it was the Customer Service Program for the district. She also asked about those programs that “were working with Village” and it was noted that the Village was aware of the items.

President Bickham asked about the dues collection process listed for PSSWC Goals and Objectives on page 2 and Director Kies explained that it was a way to offer an option of paying on-line,

Comm Rep Musial asked about the increase to the membership cost noting that she believed it was still under consideration and Deputy Director Talsma noted that it was still under consideration; however, a \$2/member price increase had been proposed.

Commissioner Kaplan asked about the Hoffman U and Director Kies explained that they were not all mandatory classes; however, they were “encouraging” attendance at a minimum of “3 non mandatory meetings”.

Comm Rep Winner asked if Bar mitzvahs and other types of ceremonies were included in the totals for the Golf Goals and Objectives and Director Bechtold noted that they were.

Commissioner Kaplan asked about the reduction in preferred tee times and Director Bechtold noted that they were aware of groups leaving and that the trend was not positive to pick up more.

Commissioner Kaplan asked if BPC made money on ceremonies as well as receptions and Director Bechtold noted that they did.

Commissioner Kinnane asked about completing all the bunkers at one time rather than spreading them out and Director Bechtold noted that it was proving to be more cost effective to do all at once as well as not inconveniencing the golfers for extended time.

Commissioner Kaplan asked about the Hole in One projection and Director Bechtold noted that it was the low side of the company's suggested projection.

Commissioner Kinnane asked about the burns chargeback and Deputy Director Talsma noted that they did.

Executive Director Bostrom explained that every 3 years the district was accredited by PDRMA.

Commissioner Kaplan asked about the BASSET training and Director Bechtold noted that it was a requirement to serve alcohol.

Comm Rep Musial asked about increasing the A&F Goal and Objective to increase sponsorship to Friends of HE Parks. The budget allows for \$5,000 Foundation Sponsorships, however, it was anticipated that more would be received.

Deputy Director Talsma reviewed the Budget Report noting that they were still working on the format. He explained that staff used the approved goals and objectives to create the budget.

Commissioner McGinn asked about the dollar change from \$230,000 to \$245,000 in the advertising line item of the General fund that included the marquee signs. Deputy Director explained that some sides for the Vogelei and TC signs were sold out and would impact that line item.

Comm Rep Musial asked about the investment income and Deputy Director Talsma noted that it would be divided between other funds at the end of the year.

Commissioner McGinn asked about the changes in the technology line item and Deputy Director Talsma explained that staff had not needed as much outside assistance as originally thought.

Commissioner Kinnane asked about the change from \$635,000 to \$732,000 in payroll for the Rec Fund and Deputy Director Talsma explained that they were adding 2 full time positions and adjusting a number of rec staff's salaries to the minimum \$47,500.

Commissioner Kinnane asked about the facility maintenance and Deputy Director Talsma noted that the line item had been drastically higher across the board all of last year. He explained that staff felt that next year it would be more manageable.

President Bickham asked about the TC and WRC memberships and Deputy Director Talsma explained that they were seeing lower numbers this year but felt it could be re-captured for next year.

Commissioner Kinnane asked why WRC's total revenue was down \$28,000 and Deputy Director Talsma explained that with the north side renovation, Vogelei rentals had been moved to TC and the gymnastics program moved to Vogelei.

Commissioner McGinn asked if there were space issues with the increase in ELC and Deputy Director Talsma explained that they were adding a new room for ELC on the north side as well as adding a class back at WRC.

Deputy Director Talsma reviewed the increase in the 50+ membership to \$8/month from \$15/year.

Commissioner Kinnane asked about the Youth Athletic Camps amended budget of \$21,815 to the \$905 for all other columns. Deputy Director Talsma said it could be from camps that did not run but staff will check.

Commissioner McGinn questioned the Adult Leagues and asked if there were loss of teams and Deputy Director Talsma noted that they were accounting for that.

Commissioner Kinnane asked if a program did not run, did staff try other items to make it more attractive and Director Kies noted that sometimes athletic programs simply do not work because there is a limited number of kids and they may choose different sports.

Commissioner Kaplan asked when the athletic camps were and Director Kies explained most ran over the summer but there were several over the winter

break. Deputy Director Talsma reminded the committee that soccer was a bit skewed because of bringing in the Hoffman United Soccer Club.

Commissioner Kinnane asked about the Ice Revenue Youth League decrease and Deputy Director Talsma explained that the Wolf Pack had been miss-budgeted for 2016 and they were readjusting.

Commissioner Kaplan asked about camps and Deputy Director Talsma reminded the committee that the district did not have ice over the past summer to hold camps or ice skating programs.

Commissioner McGovern asked about PSSWC's Windy City Bulls rental income and Deputy Director Talsma explained that it was part of the 10-4000 \$227,000.

Commissioner Kinnane asked about the PS revenue for membership being down next year and Deputy Director Talsma noted that there seemed to be a downward trend.

Commissioner Kinnane asked about the golf cart purchase and Deputy Director Talsma noted that the bid had been opened today and the district might go with electric carts based upon the numbers; that he would adjust the numbers for the actual B&A Ordinance if that were so.

Commissioner McGinn asked about the savings in the BPC for the cancellation of the Billy Casper contract and Deputy Director Talsma explained that there had been \$413,000 in the management line item and now there was \$360,000 in BPC payroll or a \$53,000 saving that included employee benefits.

President Bickham asked about the concession revenue and Deputy Director Talsma explained that they were from the Pepsi contract and that was no longer the way that business was done.

President Bickham asked about the Hole in One revenues and Deputy Director Talsma explained that they were in Golf Operations Guest Services.

Mr. K. Evans asked about the revenue for the Sponsorship position and Deputy Director Talsma explained that they were primarily at the beginning with the \$245,000 in General Fund Advertising, however, there were also line items in specific areas such as the PIP, Dog Park, 50+.

Mr. K. Evans asked about the Windy City Bulls on the marquees and it was noted that they were appearing in the Village's slot.

Deputy Director Talsma noted that staff was looking for a consensus of the committee on the approval of the working budget so that staff could transfer



that information to the B&A Ordinance and tax levy to go to the A&F Committee and the Special Board next week. He also noted that it would then go on a 30 day public display before going to the December Board in final format.

Executive Director Bostrom asked for a motion on the approval.

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to recommend approval of the 2017 Budget as outlined in M16-129 to cover the Budget Review, Personnel including the new job descriptions, organization chart, 2017 salary ranges, Comprehensive Asset Management Plan, and the 2017 Goals and Objectives. The motion carried by voice vote.

**6. Committee Member Comments:**

Commissioner McGinn thanked staff for their hard work.

Commissioner Kilbridge thanked staff also. She also noted that she had received a note on the need to address the floors on the tennis courts at PSSWC. As it was already on the CAMP and scheduled to be addressed, it was good to see how the system worked to provide for these needs.

Commissioner R. Evans noted that it was a good process. Commissioner Kaplan agreed.

President Bickham agreed with all of the above and thanked the Comm Reps for their participation.

**7. Adjournment:**

Commissioner Kilbridge made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 9:05 8p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1012**

**EXECUTIVE DIRECTOR'S REPORT**

**December 2016**

**PARKS DIVISION**

1. All irrigation systems have been blown out and shut down for the season.
2. The Thorgard Lightning Prediction System has been deactivated for the season.
3. Mowing operations were completed the first week of the month; all machines are in the process of being cleaned and preventative maintenance has begun.
4. All athletic fields have been over-seeded and final fertilizations completed.
5. Fire breaks were cut at all of the natural areas that are scheduled for burns this season.
6. Landscape clean up and restorations were started at Seascape in preparation for spring planting.
7. In House burns will begin as soon as conditions permit.
8. Painting upstairs at the Vogelei Barn was completed.
9. The final Adopt-A-Highway cleanup was done for this year.
10. The swans were brought in from the lakes for the year for cleaning and repairs.
11. Truck 524 replaced fuel tank straps.
12. Vehicle 500 replaced water pump, right rear axle seal, rear brake pads and rotors left front stabilizer link and new tires.
13. Vehicle 499 replaced front brake pads and rotors.
14. Replaced batteries on 505,523,524 and 520.
15. Bus 510 replaced front left axle seal.
16. Mower 570 engine rebuilt.
17. Truck 515 replaced starter.
18. Truck 505 replaced rear tires.
19. Van 506 replaced weather stripping around side door.
20. Trailer 913 replaced decking boards.
21. The HVAC contractor installing the dehumidification units at PSSWC recommended a \$6,700 change order to pipe and heat the condensate lines over to a roof drain rather than relying on overland flow. Staff implemented the same solution for \$200 in parts and a few man hours.
22. Staff has completed construction of the letters and logo and installed the new district logo on the programmable signs at TC and Vogelei thus far. Bridges and WRC are next to be installed.

23. Someone unsuccessfully attempted to break into the programmable sign at BPC. A police report was filed and necessary repairs have been made.
24. Staff retrofitted the parking lot lights at TC with a brighter LED fixture.
25. Staff retrofitted Vogelei barn upper level lights with LED bulbs.
26. Staff installed and rebuilt the lake aerator pump at Highland Park.
27. Staff installed two new heaters at golf maintenance building.
28. Staff repaired PSSWC roof leaks over men's locker room.
29. Staff repaired RTU-4 which had a bad flame sensor at WRC.
30. Staff repaired two steamers and deep fryers at BPC.
31. Staff repaired spa boiler at TC.
32. Staff removed all canopies at playgrounds for the season.
33. Staff installed all No Ice Use signs and flags at park district ponds and lakes.

## **PLANNING & DEVELOPMENT**

### 1. TC Renovation:

Staff along with the Architect is currently reviewing the shop drawings and submittals provided by each of the construction trade contractors. Once these documents are approved, long lead items will be ordered so that they arrive for timely installation. Currently, the project is running at estimated budget levels with only minor authorized utilization of the allowances. Demolition is scheduled to begin on December 7<sup>th</sup> and will continue until the end of January 2017. In anticipation of colder weather, the concrete stoop was installed outside the proposed ELC room.

### 2. Bergman Pointe Property park playground:

This project started in the fall of 2015 with the intent of getting the park completed as soon as possible for the benefit of home sales. However, home sales have done better than expected and the developer has devoted most of his efforts to completing the residential homes. With the exception of grading and seeding and the fence installation, no additional work on the playground or shelter area has been done over the past 6-8 months. Staff contacted developer's representatives to get a better idea as to when the park will be completed and turned over to the park district. At this point, it looks like it will be the spring of 2017 at the earliest. This proposed time frame is not a concern to staff because the property is still owned and maintained by the developer at his own expense. The only harm in not completing the project would be to the 8-10 homeowners in the area that do not have access to the playground and the improvements within the park.

## Bergman House

The Village is currently negotiating with the developer to renovate the house as a residential property. As part of the process, staff will be involved such that access to the park property as well as park delineation will be addressed in the public's best interest. The Village staff has committed to making sure that park issues are addressed prior to finalizing any agreement on this project. It should be noted that if the project as planned by the developer does not get built, the Village will retain the right to force the developer to tear down the existing structure. Staff will keep the board apprised of this situation.

**December 05, 2016**

## *Recreation and Facilities Division*



### **UPCOMING EVENTS**

- Dec 8 – 50+ Holiday Dinner Party
- Dec 10 – Breakfast with Santa
- Dec 10 – Winter Fest
- Dec 11 – All Aboard Storytime Train
- Dec 17 – Parent's Night Out
- Dec 18 – Dance Recital
- Dec 18 – Lincoln Park Zoo Lights trip
- Dec 23 – Jan 8 Preschool Winter Break

### **Snapshot Summary/Highlights:**

- We have established an agreement with Harper College where they are offering 6 programs (8 classes) at our facilities. These new programs that we are offering do not conflict with our current classes. Programs offered this past season included:

Intro to Banjo	3	Tai Chi	24
Chair Yoga	21	Fencing	30
Yoga, Next challenge	6	Total participation =	84

Staff was trying to offer programs that are currently not being offered at the park district or the focus was to add additional times for like type services.

- Youth basketball registration went very well this season; they are currently up 12.8% from this time last year (46 participants). NEW this year, Hoffman Estates Youth Basketball night is on December 9<sup>th</sup> at the Windy City Bulls game. Each player gets 1 free 100 level ticket. Each additional ticket bought by family for the game, \$10 of that ticket will go back to the Friends of HE Parks.
- During the month of November Mike Kies the Director of Recreation & Facilities taught a class at the IPRA Professional Development School in Galena IL. The topic was on leadership styles and organizational behavior.

- Currently the STAR program is going strong with over 213 participants ahead of this time last year. This equates to a 33.3% increase in participation from this time last year.
- The PSS&WC management team successfully completed the project to refinish the wooden floors in the group fitness rooms (spin room and large group fitness room). During the project, the majority of the group fitness classes were temporarily moved to the PSS&WC gymnasium, with select classes being moved and offered at the Triphahn Center. The PSS&WC team worked with the C&M department to develop “break out” schedules for the 2 weeks of the group fitness classes, specifying location and any additional changes, to the PSS&WC patrons. The modified “break out” schedules will be available via the PSS&WC website and posted throughout the facility. While the floors look exceptional, the odor from the polyurethane coating is still lingering within the large group fitness room. Additional efforts continue to be made to increase ventilation of the region.
- As part of the Hoffman U program, the Medic AED, CPR, and First Aid class was offered to all HEPD team members on November 12<sup>th</sup>. Enrollment reached the maximum participation level of 24. The 2017 schedule is currently being confirmed.
- The renovation of the north side has started and will continue through June. Staff is looking forward to the new space.

#### **Volunteers Summary:**

- Human Resources processed 5 new volunteers.
- Administrative staff was contacted by 1 additional individual seeking volunteer opportunities.
- The 50+ group had 10 volunteers for a total of 4 hours.
- Youth sports had 6 volunteers for volleyball, soccer had 48 volunteers and basketball had 66 volunteers for a total of 558 volunteer hours in the youth sports area. The Raptors had 15 volunteers for 100 hours for Raptor maintenance and phone / office activities.



### *Youth Athletics*

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

- NEW this year to close out a successful baseball season on November 10<sup>th</sup> we had an “open baseball/softball” day. Set up like an open gym players were encouraged to come out with their friends/family to Cannon Crossing and get one more day of baseball in. HEPD got the fields looking great and turned the lights on for the players. We had about 30 players show up and take advantage of the nice weather, one more night of baseball and some Chicago Cubs barraging.

#### **Baseball Field Rentals**

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

### Youth Basketball

- Teams began practice the week of November 28<sup>th</sup>. 3/4 boys and 7/8 boy's leagues have already filled up! It will be Hoffman Estates Youth Basketball night on December 9<sup>th</sup> at the Windy City Bulls game. Each player gets 1 free 100 level ticket. Every additional ticket bought by Mom and Dad for the game, \$10 of that ticket will go back to the Friends of HE Parks.

	1/2 coed	3/4 boys	5/6 boys	7/8 boys	3/4 girls	5/6 girls	total
2015	79	76	73	42	29	13	312
2016	79	80	59	80	32	28	<b>358 +46</b>

- Boys Feeder Basketball- Boys feeder basketball will bring in an additional 39 players. Teams began practice the first week of November and will start playing in tournaments towards the end of December. They have been a great addition to our program. This allows players in our league with talent to move up to a more competitive league once they reach 6<sup>th</sup> grade and still stay with the park district.

### Youth Outdoor Soccer

- Fall soccer has ended. Indoor sessions will begin in Mid-January.

### Adult Softball/Football/Basketball.

- Adult Softball and Football finished their season the week of November 14<sup>th</sup>. Adult basketball will begin it
- s post season tournament on December 20<sup>th</sup>.

### Gymnastics/Dance

- The second session of fall gymnastics began the week of 10/24. Registration is at 194 students, 2015 -185 registered.
- Tickets have gone on sale to participants for the Winter Dance Showcase event. This year's event will be at Schaumburg High School on Sunday, 12/18. There will be a 10:00 and 12:15 show.



Early Childhood

Three-school 16-17	13 TC 13 WRC	14 TC 9 WRC	+1 TC -4 WRC
--------------------	-----------------	----------------	-----------------

	29 TC	26 TC	-3 TC
2's Playschool 16-17	24 WRC	15 WRC	-9 WRC
	125 TC	134 TC	+ 9
Preschool 15-16	66 WRC	67 WRC	+ 1
Early Learning Center*	35	39	<b>+4</b>
Total Preschool	305	304	<b>-1</b>

**\*Full Day Program**

**STAR**

District 54	272	357	+85
District 15	37	61	+24
WRC KSTAR	10	18	+8
District 54 Days Off	40 (1)	101 (2)	+61
District 15 Days Off	57 (3)	92 (4)	+35
School Age Totals	416	629	+213

- We added a new option for KSTAR for participants to attend only until 2:30pm to meet the high demand from the community. Currently there are 4 children enrolled in this option.
- With the additional participants in the KSTAR program we brought on an additional staff member to work on the higher enrollment days.
- There was an additional day off for Election Day this year.
- Preschool donated car loads of food to the Schaumburg Food Pantry and Palatine Food Pantry from our food drive before Thanksgiving.



<b>Membership</b>	<b>1/1-11/15</b>	<b>1/1-11/16</b>	<b>+/- Var.</b>
Total	557	597	+40

**Classes offered in November**

- Basic Exercise, Gentle Yoga (resumed with 3 new instructors), Line Dance, Spanish, Tai Chi, Write It Now!

**Athletic opportunities offered in November**

- Balloon Volleyball (Wkly), Billiards, Pickle ball (indoor), Ping Pong, Volleyball and Walking Path

**Upcoming trips**

- Trips complete for 2016/Begin 2017 1/12, Holocaust Museum, 1/25, Windy City Bulls which includes 50+ Center fundraiser

**Evening/Special Programs in November**

- Pub Quiz Night (3<sup>rd</sup> Thursdays/5:30 pm) – 26 participants - held at BPC

**Friday post lunch programs (November)**

- 11/4 Music & the Brain/Journey Care

## Other

- **11/11 Walk PSSWC Trail**

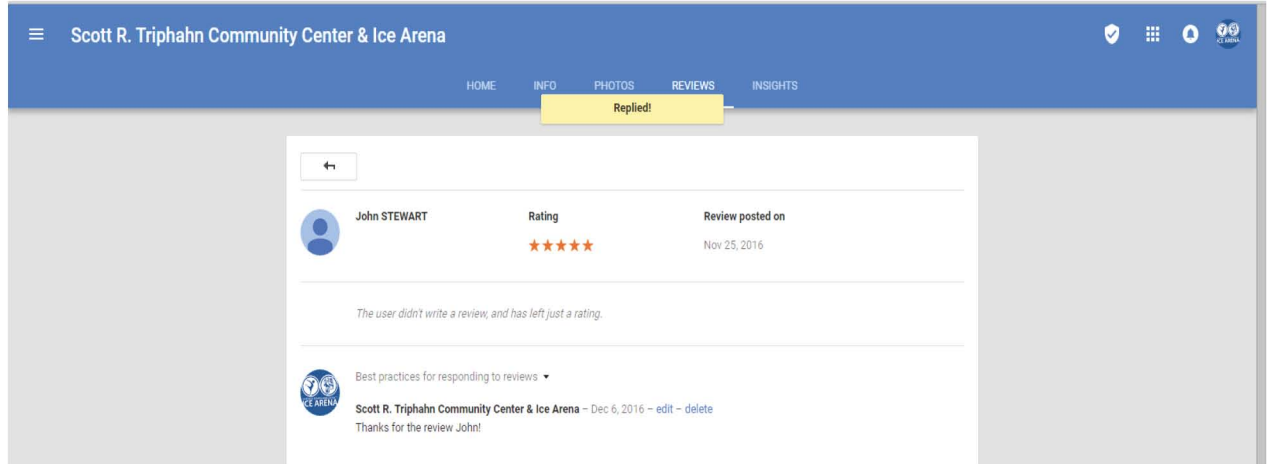
Free Adult Health Clinic – combined with/Flu Clinic for Public & Staff - 15 drop-ins  
2016 Sponsorships/Donations/Commissions / Grand Total: \$10,205  
Volunteers – 10 persons, 4 days, 5 hours (including packing 50+ Center and décor)  
Posted for Writing instructor and 50+ Assistant



Ice Operations

## TESTIMONIALS & SOCIAL MEDIA COMMENTS

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



## I.C.E Academy

- An Ice Exhibition will take place at 2pm on Saturday Jan. 7<sup>th</sup>. This will include solo skaters and pairs.
- A new freestyle skate procedure was implemented to encourage parents and skaters from not stopping at the front service when participating in freestyle skate times.
- An ICE Academy staff meeting took place on Nov. 22.
- Staff is conducting session evaluations for skaters starting on Dec. 5. The evaluations will allow skaters to see where they are exceeding or the areas to focus on to move up to the next level. This tool also will allow parents to know where to register for the winter session.

## Wolf Pack

- Development of a 6 and 8 year old mite program is underway. Registration may start in January if the number of skaters can support this program.
- Staff is working on the Off Ice program development for the spring season.



### Ice Rink Information

- Staff secured an April tournament similar to that of the Bauer Invite held in Nov.
- Staff will be doing maintenance work in the skate rental room in Dec.



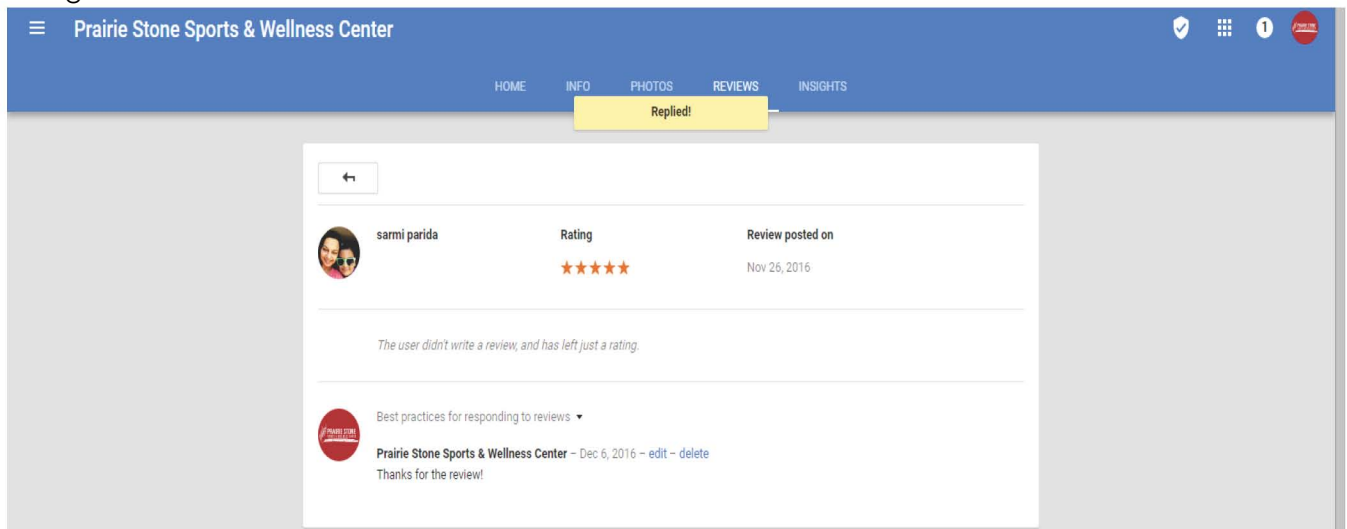
Prairie Stone<sub>tm</sub> Sports & Wellness Center

November Membership Totals	2015	2016	Var.
+/-	3067	2942	- 125

### TESTIMONIALS & SOCIAL MEDIA COMMENTS

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

Google:



### Member Services

- During the month of November Member Services team exceeded their net membership goal by 21 memberships, (the goal was 5 and they achieved 26).
- The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships in November with 6 referrals completed.
- The PSS&WC enrollment special was also advertised on each of the following:
  - District's electronic marquee signs throughout the community
  - VHE electronic marquis located at the corner of Shoe Factory Road and Beverly
  - Full page direct mail postcard (15K).

- The ENROLLMENT FEE banner on the north side building exterior
- Both internal and e-based targeted marketing were utilized to inspire member referrals as well as to reach all HEPD clients throughout the community. The HEPD bi-monthly Eblast included the enrollment promotion details, and targeted emails through Retention Management continued to be sent throughout the month to promote the club cash incentive for member referrals.
- Facebook and the HEPD and PSS&WC websites (scrolling banner updates); the Black Friday special was 'boosted' on Facebook throughout the weekend.
- The number of credit card denials following November 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 November. 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.
- Windy City Bulls players have begun to utilize the club for individual workouts while the team has also begun to practice in the gymnasiums during the month of November. Digital ads have been created for placement on the PSS&WC and WCB websites, which highlight the newly established relationship.

#### **Operations and Fitness Departments:**

- PSS&WC hosted a variety of athletic rentals within the gymnasium area during the month of November. Although birthday parties and scout lock-ins are still offered at PSS&WC, efforts have been taken to transition to larger multi-court athletic rentals that reduce labor intensity while generating steadier revenue streams.
- PSS&WC Managers have secured a new vending machine vendor for PSS&WC, TC, and WRC. Absolute Vending provides a variety of healthy snack options that are appealing to guests/members of each facility. Pepsi also delivered a third vending machine in the café area that dispenses a healthy selection of Pepsi beverages (i.e. Propel, Aquafina Splash, Gatorade G2 etc.). The General Manager of Sales & Operations and the Operations Manager met with a representative from Absolute Vending regarding the interest in adding an additional vending machine for a wider assortment of healthy beverages and potentially gourmet coffee selections. Intentions are to renovate the café area in FY17 to transition it to a more comfortable working lounge space, increasing seating areas for members and guests to relax in following workouts or during special club events in the gymnasium. A demo for the new coffee dispensing/vending option will be set up in the café area during the month of December for members to use after which an assessment of viability for future use will be determined.
- A lighting project was completed within the month of November, converting the west gymnasium to LED lighting, improving efficiency as well as illumination within the space. The middle and east gym will be completed within 2017.

- PSS&WC has an upcoming Nutrition Workshop, Holiday Eating, taught by *Kathy Brown* on Monday December 5<sup>th</sup> 6:30-7:30pm.
- The personal training department has two new staff members who we are hoping to bring on as Personal Trainers once they become certified, *Toma Kpandeyenge* and *Anthony Perry*.
- Within the area of group fitness class participation has remained steady. Highlighted classes include:  
Dance Party Fusion 30-40 Pump and Abs 25-30 Gentle Yoga 20-25
- Fitness department is holding "Restorative Yoga Week" the entire week after Christmas.

**PSS&WC Swim Lessons**

- Second session of fall swim lessons has started. We are currently 13 participants ahead of last year's 203 enrollment with 216 enrolled for the second session.
- Private lessons are slowly trickling in since we re-opened the pool.

**Climbing Wall**

- Youth classes for the climbing wall continue to hold steady with 8 participants in both the 6pm & 7pm classes Wednesday nights. Because of the consistent numbers and the number of returning climbers we are able to split the program into a beginner class and an intermediate climbing class.
- To attract more attention to the Climbing Wall we are offering a Members Challenge the month of December. King/Queen of the mountain is broken into 4 categories, male and female, under 40, 41+. The goal is to be the fastest up the wall in your category to win prizes. We received gift certificates from Nike, LL Bean, and Cabela's for the winners in each category.

**Early Childhood Programming**

- Kids First Sports Soccer continues in its popularity. We are averaging between 15-20 participants per class.



*Triphahn Center*

**Triphahn Center Fitness and Operations:**

<b>Membership</b>	<b>11/2015</b>	<b>11/2016</b>	<b>Var.</b>
<b>+/-</b>			
Fitness	898	857	(41)

**General Summary:**

- Dance World was held on 11/12.
- Church Groups as well as Volleyball rentals have all secured rentals for 2017. One church group has already paid off 2017 in full!
- Facility Manager and program managers have been preparing for the north side renovation project, to begin on 12/7.



*Willow Recreation Center*

<b>Membership Fitness/Racquetball Totals</b>	<b>11/2015</b>	<b>11/2016</b>	<b>Var.</b>
<b>+/-</b>			
Fitness & Racquetball	368	330	(38)

**General Summary:**

- We have entered into an agreement with Harper College where they are offering some classes at our facilities. The agreement is based on a 70/30 split (HEParks is receiving the 30%). The 30% revenue generated from these classes for the session is \$3,096.



*Dog Off-Leash Areas*

**Bo's Run:**

- Breakdown for Bo's Run / Combo passes HE 148, Palatine 46, Barrington 22, Schaumburg 45, Arlington Heights / Mt. Prospect 6, Inverness 34. Additional towns are Rolling Meadows, Elk grove, Hanover Park & Streamwood.
- There were 37 guests to Bo's Run in October compared to 16 in November 2015.

**Freedom Run:**

- Breakdown for Freedom Run/ Combo passes Elgin – 176, HE – 83, Streamwood 70. Schaumburg – 22. Additional towns are Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

<b>Dog Park Passes</b>	<b>11/2015</b>	<b>11/2016</b>
Bo's Run	253	295

Freedom Run	294	312	
Combo	77	76	
Total:	624	683	Var. +59



## Communications and Marketing

### PROGRAM PROMOTIONS

Staff worked with program managers to promote Winter Guide and Registration, youth sports programs, 50+ events, trips and programs; Winter Fest, Breakfast with Santa, Holiday Break Field Trips, 50+ Holiday Dinner Party, Parent's Night Out, Giving Tree, Seascape Pass Winter Sale, Hockey and Figure Skating, BPC Holiday Parties.

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

### VIDEO

This month, we featured the video "Wolf Pack Squirts" on our website homepage. Starting Dec. 1 we began featuring the "I Love HE Parks Photo Contest".

### PRESS RELEASES/PUBLIC RELATIONS

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

- Winter Registration Begins Mon. Nov. 21 at Hoffman Estates Park District
- New Smoking Ban Ushers In A Healthier New Year
- Breakfast With Santa & Winter Fest listings in Daily Herald Community Calendar

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

- Hoffman Estates Park District Receives Illinois Distinguished Accredited Agency Award
- Sleigh Rides, Games, Ice Sculptures and S'mores at Hoffman Estates' Winter Fest
- Hoffman Estates Park District Wins Grant and Two Prestigious Awards at Illinois Association of Park Districts

Facebook Reviews:

**Patty Ocampo Myers** reviewed Hoffman Estates Park District — 3+  
 November 14 at 6:29pm · 🌐

Has some great programs, but doesn't offer them at different times of the day. Had to switch my son to rolling meadows for hockey because no evening session was offered. Also couldn't sign him up for other classes like cooking for example because it was only offered during school hours. Would be great if their amazing selection was available in the afternoon as well!

1 Comment

Like Comment Share

**Hoffman Estates Park District** Hi Patty, which hockey program were you trying to sign your son up for? We have quite a few that run in the evenings. How old is your son? We appreciate knowing your son is interested in cooking classes. I'll try to help you with the hockey program, if you wish. Thank you for your feedback!  
 Like · Reply · Commented on by Sandy Manisco (?) · November 14 at 7:46pm

Write a comment...

Bo's Run & Freedom Run Off Leash Parks

Page Messages Notifications Insights Publishing Tools Settings Help

**Bo's Run & Freedom Run Off Leash Parks**  
 @OffLeashDogRuns

Home About Services **Reviews** Photos

4.4 ★ 4.4 of 5 stars 27 reviews

5 stars 20  
 4 stars 3  
 3 stars 2  
 2 stars  
 1 star 2

**Amanda McGovern** reviewed Bo's Run & Freedom Run Off Leash Parks  
 October 30 at 11:56pm · 🌐

Love bringing my dogs here! All the dogs that come are really well behaved and their owners are always nice

Like Comment Share

## 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. In October, 667 mobile app users had Push Notifications turned on.

Feb 2016	March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	Sept 2016	Oct 2016	Nov 2016
1,412	1,412	1,421	1,429	1,525	1,560	1,602	1,547	1,530	1,461



## Mobile Access – Source: Google Analytics

Desktop numbers have leveled off 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. Mobile visits are about equal to desktop. (NOTE: "Prior to" column indicates how users accessed HEParks prior to the app and mobile-friendly website. Responsive mobile-friendly website launched Oct 28, 2014; app launched April 25, 2014; mobile WebTrac launched in late November 2014.)

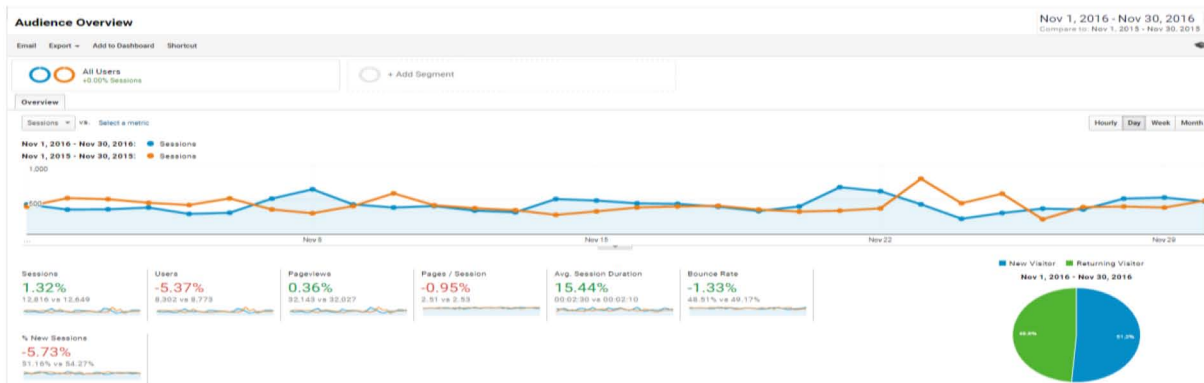
Source:	Prior to App & responsive web: Feb 2013-Feb 2014	Nov 1-30, 2015	Nov 1-30, 2016	Change from last year
Desktop	63%	49%	52%	+3%
Mobile	27%	41%	42%	+1%
Tablet	10%	9%	5%	-4%

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



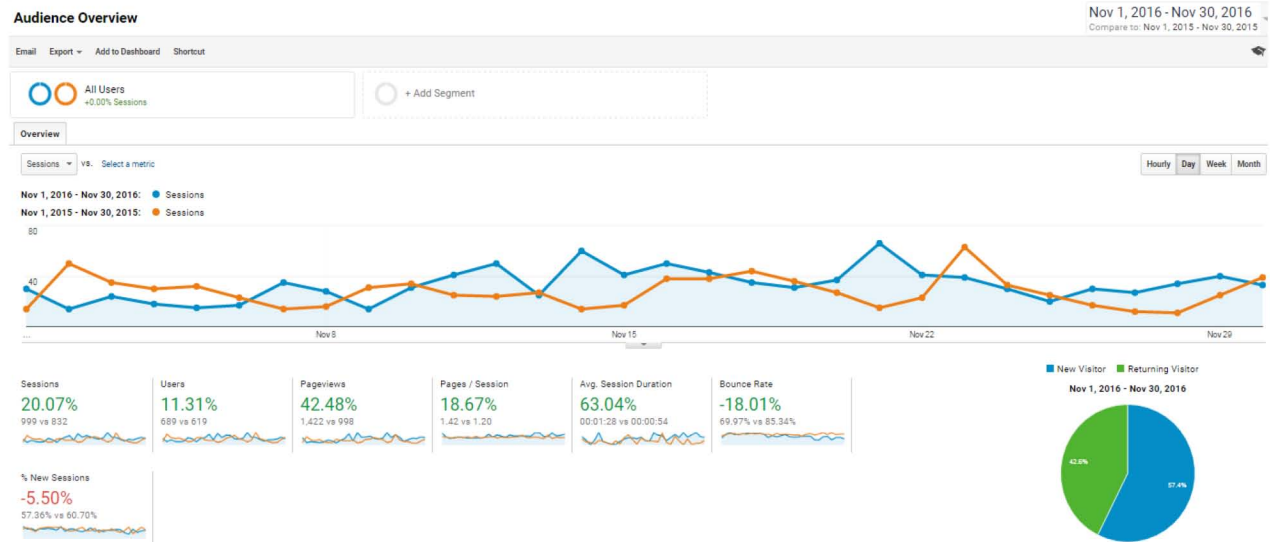
## Website HEParks.org – Source: Google Analytics

Hits to the website are level.



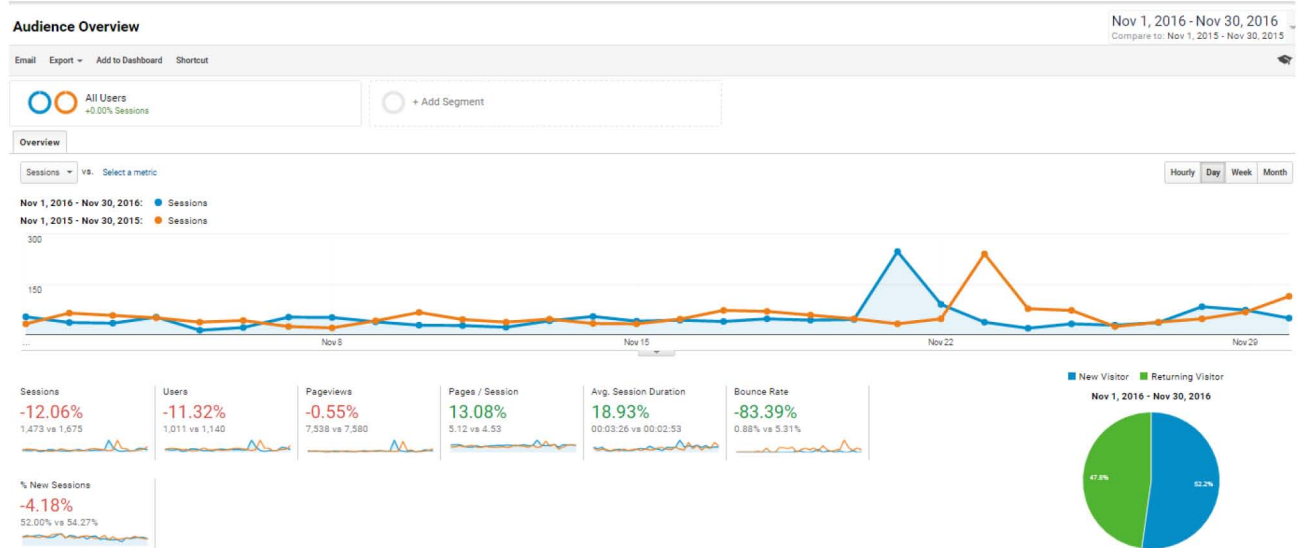
## Program Guide Online – Source: Google Analytics

Hits to the online program guide are way up this month, likely due to Fall Registration; fall sessions began this month.



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

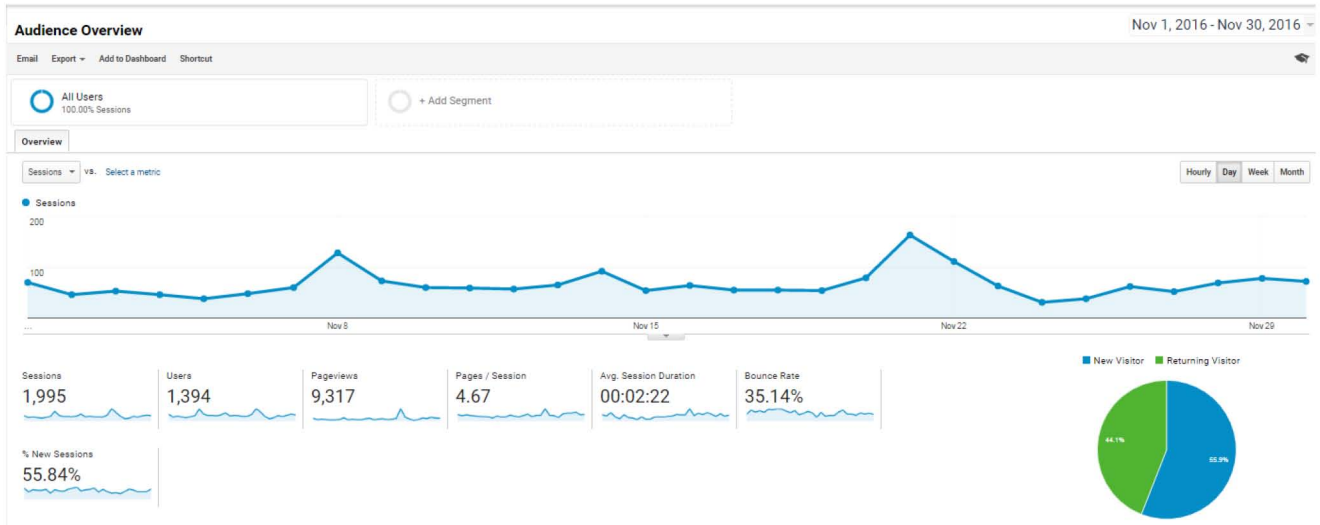
Hits to online registration have dropped this month as we have been driving more users to the mobile WebTrac page, with the increased use of mobile devices for web browsing. In electronic marketing, links go primarily directly to Mobile WebTrac pages.



### Mobile WebTrac – Google Analytics

(Tracking began December 1, 2015; comparative data will be available Dec 2016.) The number of people accessing Mobile WebTrac from their mobile devices is slightly higher this month 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:

- Select all Clear all
- 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...
- Seascaple Family Aquatic Center
- Triphahn Center
- Triphahn Fitness Center
- Vogelei Park
- Willow Recreation Center

Total fans for all pages as of Nov 30, 2016: 6,429

Our goal is engagement. See the chart below for a list of our most successful posts this month.



**Top Post this Month:** Achieved a total of 3,201 impressions



### Top 5 Most Successful Posts November 1-30, 2016

Post Message	Type	Posted	Lifetime: The number of impressions of your Page post. (Total Count)
Good morning Hoffman Estates ☀️ With autumn in full bloom, what is your favorite memory from this colorful season? Share a photo and a small caption for a chance to be reposted! Don't forget to tag us @HEParks 🍁	Photo	11/8/16 8:12 AM	3201
Whoo hoo! HE Parks brought home 2 prestigious awards last month: Art In the Park and Best Green Practices. <a href="http://ow.ly/CiuP3063GQC">http://ow.ly/CiuP3063GQC</a>	Photo	11/14/16 6:35 AM	2892
Kids got a chance to try out this fun sport. Were you here? Feel free to tag yourself, if you wish!	Photo	11/12/16 6:10:00 AM	2845
Open Pop Up #Baseball Games #tonight only. Lights will be on 5-9PM for one last night of baseball The weather is beautiful and this event is free! Wear your favorite #ChicagoCubs gear. Early Bird rate for Spring Baseball	Photo	11/10/16 6:32 AM	2710

starts 11/21 - Save \$20. <http://ow.ly/DZuO30632VA>

This just in! Windy City Bulls chose Prairie Stone Sports & Wellness Center as Official Practice Center <http://ow.ly/QNmK305yPcn> Photo 11/1/16 2666 7:03 AM

**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	6714
This week through Friday Aug 19 Seascapes 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 Park for our Gathering Sat Aug 27 10-11:30 catch 'em all! <a href="http://ow.ly/cNs3037nfO">http://ow.ly/cNs3037nfO</a>	Photo	8/13/16 12:55 PM	6167
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 comes to Black Bear Pk for our Gathering Sat Aug 27 10-11:30 catch 'em all! <a href="http://ow.ly/cNs3037nfO">http://ow.ly/cNs3037nfO</a>	Photo	8/10/16 12:56 PM	5506
Due to weather conditions, we will be postponing our Pokémon 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	5220
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



**NEW! Engagement Report for All HE Parks' Facebook Pages**

Source: Hootsuite

All Facebook pages:

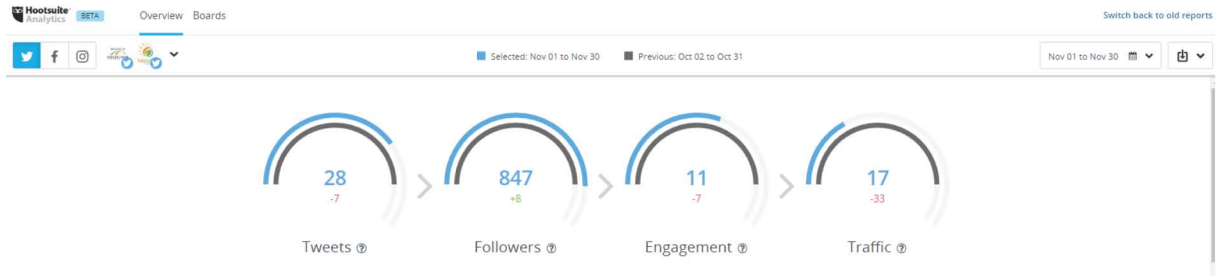




## NEW! Twitter Analytics

Source: Hootsuite

@HEParks & @BridgesofPCGolf Twitter



## HE Parks' Twitter account

Source: Twitter

@HEParks

	Aug16	Sept16	Oct16	Nov16	Dec16	Jan16	Feb16	Mar16	Apr16	May16	June16
Followers	707	713	718	726	+1%						
Impressions	7,146	5,599	5,973	3,964							
# of tweets	41	20	32	22							

**Account home**  
HEParks @HEParks

**28 day summary** with change over previous period

- Tweets: 22  $\downarrow$  33.3%
- Tweet impressions: 3,964  $\downarrow$  33.3%
- Profile visits: 59  $\downarrow$  13.2%
- Mentions: 1  $\downarrow$  80.0%
- Followers: 726  $\uparrow$  7

**Nov 2016** • 29 days so far...

**Top Tweet** earned 271 impressions  
#Teen Center is the place to chill! #Free! Pool, ping pong, video games. Tues & Fri 6:30-8:30pm @HoffmanTweets  
ow.ly/kb2Z305kNCx  
pic.twitter.com/2VLij2mL

**Top mention** earned 191 engagements  
Windy City Bulls @windycitybulls  
Throwing it back to our @JRNBA clinic with the @HEParks. Teamwork makes the dream work #TeamworkTuesday  
pic.twitter.com/UmBy18rnel

**Get your Tweets in front of more people**  
Promoted Tweets and content open up your reach on Twitter to more people.  
[Get started](#)

**NOV 2016 SUMMARY**

- Tweets: 24
- Tweet impressions: 4,246
- Profile visits: 59
- Mentions: 1
- New followers: 8

**Top Follower** followed by 452 people  
Channahon Park Dist @ChannahonPark

**Top media Tweet** earned 200 impressions  
This just in! Windy City Bulls Choose Prairie Stone Sports & Wellness Center as Official Practice Center  
ow.ly/QNmK305yPcn  
pic.twitter.com/Hxi9020pb3

**Enrich your Tweets with Twitter Cards**  
Using Twitter Cards gives you greater insight into your URL clicks, app installs, and Retweets.  
[Learn more about using Cards on Twitter](#)

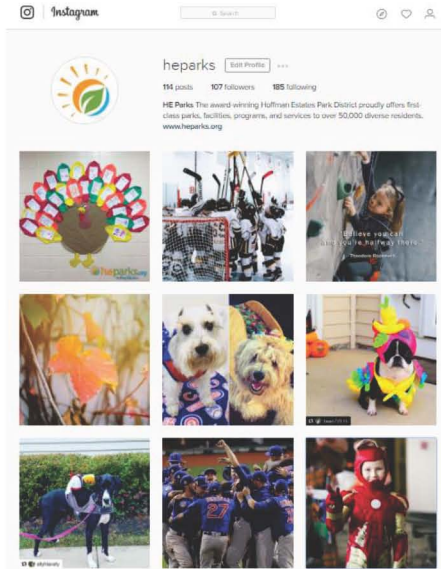


### NEW! Instagram Reports

Source: Instagram

@HEParks

	Aug16	Sept16	Oct16	Nov16	Dec16	Jan16	Feb16	Mar16	Apr16	May16	June16
Followers	86	91 +5%	109 +19%	107 -1%							
# of posts	10	9	23	8							



### 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%
thru 11/30, 2016:	36.51%



### 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 11/8	19.5K/17.7%	63%	1.6%	9.4%	.2%
50+ Newsletter November	988/37%	58%	1.5%	14.6%	.1%

Opens = Emails our contacts received and viewed.

Mobile = Percent of emails opened on a mobile device.

Bounces = Emails sent, but not received by our contacts, indicates the quality of the data.  
 Clicks = Contacts who clicked on a link within our email.



### YouTube Metrics

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

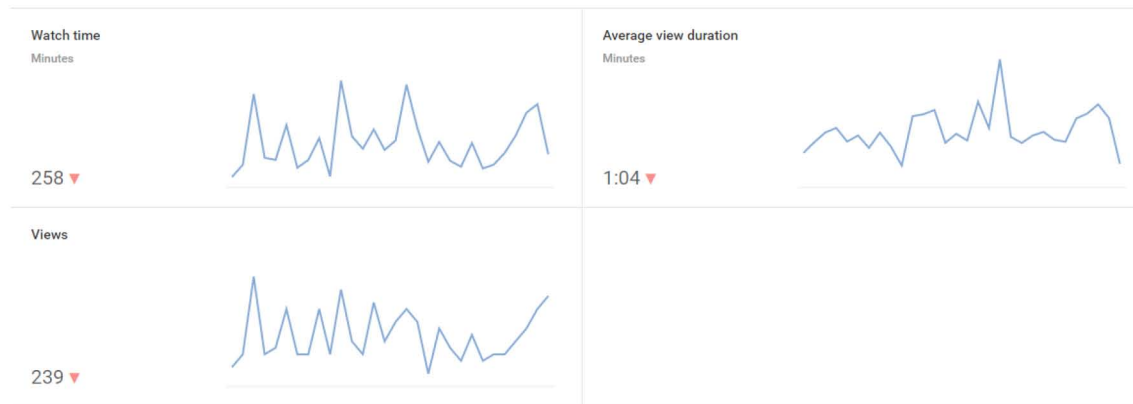


Hoffman Estates Park District HE Parks @

Created: Jul 28, 2009 • Videos: 190

CHANNEL

Last month (Nov 1, 2016 – Nov 30, 2016)



Video	↓ Watch time (minutes)	↓ Views
What is Pickleball?	69 27%	48 20%
Park Info: Playground Workout, Bench Pushup	57 22%	63 26%
Wolf Pack Hockey Hosts Krolak Cup	32 12%	14 5.9%
Park Info: Thor Guard	22 8.5%	15 6.3%
Aqua Fit Swim Aerobic Class at Prairie Stone ...	15 5.7%	12 5.0%
Park Info: What Is Bioswale?	13 4.9%	9 3.8%
Hoffman Estates Park District National Gold ...	6 2.3%	3 1.3%
Figure Skater Mary Ellen Gabler presented by ...	6 2.2%	6 2.5%
Me & HEPD: Joe DeMaria and Nico Muira, Se...	6 2.2%	8 3.3%
Swing Set Dedication Sept 17 2014	6 2.2%	2 0.8%

## Bridges of Poplar Creek Board Report

### General Programs

- The weather was great and Turkey Shoot had a full field on November 5<sup>th</sup> with 106 participants. This 2 person event featuring 3 different formats. 6 Holes Scramble, 6 Holes Alternate Shot, and 6 Holes Best Ball. After the round they enjoyed a fantastic buffet put on by our staff. Each participant also received a 10 to 14lb turkey which was always big hit. Congratulations to this

year's champions: 20LB Division = Danny Kwilas & Casey Gugh (69), 15LB Division = Jeff Sydanmaa & Courtney Driscoll (73), 10LB Division = George Burgett & Paul Duski (77).

**Golf Rounds**

<b>ROUND TOTALS</b>			
<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>878</b>	<b>452</b>	<b>1,198</b>	<b>2,118</b>
<b>YTD ROUND TOTALS</b>			
<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>31,463</b>	<b>29,776</b>	<b>30,199</b>	<b>31,248</b>

**Range Information**

<b>RANGE BASKET SALES TOTALS</b>			
<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>176</b>	<b>94</b>	<b>332</b>	<b>582</b>
<b>YTD RANGE BASKET SALES TOTALS</b>			
<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>17,917</b>	<b>18,444</b>	<b>18,480</b>	<b>18,802</b>

**Pass Sales**

Resident Annual	3
Resident Individual	138
Resident Junior	1
Resident Senior	91
Total Resident Passes Sold YTD	233

Preferred TT Pass	104
Non-Res Individual	20
Non-Res Junior	0
Non-Res Senior	58
Total Non - Resident Passes Sold YTD	182

**Communications & Marketing**

*Marketing/Advertising*

- We did 4 Email Blasts advertising Turkey Shoot, Winter Fest along with Breakfast with Santa, Cubs \$20.16 Special, and other seasonal specials and events.

**Food & Beverage**

For the month of November we had a total of 15 events: (16 Events in 2015)

The breakdown is as follows:



5 breakfast meetings servicing 128 people  
1 Turkey Shoot  
1 birthday luncheon servicing 40 people  
1 ceremony and reception servicing 167 people  
1 reception only servicing 117 people  
1 church dinner servicing 245 guests  
3 showers servicing 146 guests  
1 anniversary dinner servicing 37 guests  
1 DEA Nation Dinner servicing 120 guests

We currently have 14 events booked for December (15 Events in 2015)

5 Breakfast meetings servicing 115 people  
1 wedding reception servicing 250 people  
1 holiday luncheon servicing 40 guests  
1 50+ holiday dinner servicing 100 people  
1 continental breakfast servicing 80 guests  
1 all-day meeting and hors d'oeuvre reception servicing 50 guests  
1 breakfast with Santa servicing 475 guests  
3 room rental only church group 160 guests

Wedding Count Update:

2017 = 8 ceremony and reception, 3 reception only, 2 ceremony only

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

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**

Bridges of Poplar Creek Country Club

*The maintenance crew finished phase one of the bunker renovation on November 11<sup>th</sup>. All of the sand has been removed from bunkers, drainage has been inspected, cleaned and replaced if needed and drain lines have been backfilled with new pea gravel. The bunkers are now ready for the second phase of the bunker project in the spring which will consist of compacting the soil/clay, adding our new sand and repairing certain bunker edges. This phase will be completed in early spring weather permitting. In preparation for winter we performed a needle tine aerification to six of our greens that have struggled in the past with winter damage. The needle tine process puts a very small hole in the surface of the green to a depth of six inches and allows a channel for water/snow to travel through frozen ground and not remain on the crown of the plant. Following the needle tine process we applied two separate applications of snow mold protection to the greens. This year we used some different products with a heavy green dye to coat the turf and allow it to absorb more heat when the sun is out come early spring. The final process is to bury the greens in sand to protect the plant from possible ice damage, this is always a waiting game and watching what Mother Nature has in store for us. We chose to bury the greens on December 1<sup>st</sup> with the forecast of snow in the future. While working on the bunkers and getting ready for winter the maintenance team has been able to keep up with regular setup of the golf course and the following task:*

- Final mowing of all surfaces
- Blowing and mulching leaves
- Herbicide applications to all tallgrass and low maintenance areas
- Removal of course accessories
- Storing majority of driving range accessories
- Filling divots on tee boxes and select fairways
- Equipment repairs and daily checks

## ***Bridges of Poplar Creek Board Report November 2016***

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### **General Programs**

- The weather was great and Turkey Shoot had a full field on November 5<sup>th</sup> with 106 participants. This 2 person event featuring 3 different formats. 6 Holes Scramble, 6 Holes Alternate Shot, and 6 Holes Best Ball. After the round they enjoyed a fantastic buffet put on by our staff. Each participant also received a 10 to 14lb turkey which was always big hit. Congratulations to this year's champions: 20LB Division = Danny Kwilas & Casey Gugh (69), 15LB Division = Jeff Sydanmaa & Courtney Driscoll (73), 10LB Division = George Burgett & Paul Duski (77).

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--------------------------	------------

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November 2016

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- Equipment repairs and daily checks

## **ADMINISTRATION & FINANCE**

### **A. Finance/Administration**

- The District has been awarded the Governmental Finance Officers Association (GFOA) Certificate for Excellence in Financial Reporting for our 2015 Comprehensive Annual Financial Report (CAFR). This is the third year in a row the District has received this prestigious award.
- Deputy Director Talsma was re-elected to a four year term on the Park District Risk Management (PDRMA) Board of Directors. PDRMA provides the District our insurance coverage for property, liability & casualty insurance and our employee health insurance. This is a seven member board that oversees PDRMA's

operations. The recent election had six candidates running for two available seats; DD Talsma was elected by receiving the most votes in the race.

- The final 2017 Budget & Appropriation Ordinance and Tax Levy will be presented at the December A&F Committee meeting. The public budget workshop held on Tuesday December 13 had no additional input.
- The required state of Illinois Public Act for travel and meal expense reimbursement was prepared and is being submitted to the A&F Committee for approval.
- Staff attended the School District 54 Intergovernmental breakfast.
- Staff attended PDRMA's Risk Management Institute.
- Staff attended the IAPD Legal Symposium.
- Payroll Cycle Processing
  - 11/18/16      \$271,233.31
  - 12/02/16      \$246,997.47

**B. Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. TC/WRC/PSSWC Fitness Centers
  - b. ELC (weekly)
  - c. Sponsorship/Marquee Signs
  - d. Dance
  - e. Preschool
  - f. STAR
  - g. Hockey
- Administrative
  - a. Guide verification and upload to heparks.org
  - b. Winter Guide room reservations
- Administrative Registration for:
  - a. Financial Assistance
  - b. Foundation Giving Tree
  - c. All Aboard
  - d. Senior Trips
  - e. Zoo Lights

**C. Human Resources**

- Processed 11 new part-time hires and 5 new volunteers.
- Attended IAPD Legal Symposium – learned additional information pertaining to upcoming FLSA salary threshold changes, IL Local Gov't expense control act, and transgender rights.
- Attended PDRMA Risk Management Institute. Attended sessions giving tips on how to minimize potential risks/losses through active communication and use of instruments such as liability waivers.

- Conducted annual AFLAC 2017 FSA open enrollment. Enrolled 5-6 new employees in the FSA program.
- Implemented new I-9 form which was released by US Citizenship and Immigration services
- Assisted Parks Department in filling 2 FT positions: Groundsman and newly-created GIS/Parks Services Administrator.

#### **D. Technology**

- In conjunction with BSA accounting software, business department personnel have been issued desktop scanners in order to attach supporting documentation to journal entries within the general ledger.
- Pinnacle was chosen to run network cabling for the Triphahn North side renovation. All staff will be relocated from North side to elsewhere within Triphahn Center to perform their duties during the renovation.
- Security Cameras for Outdoor Parking Lots
  - a. TC – re-utilize existing analog connections and convert cameras to new IP cameras. Run cabling from the roof and setup cameras on high posts as an alternative to pulling cable to the existing light posts. This option could produce savings to the District.
  - b. SEA – considering wireless connectivity for security cameras similar to the setup we implemented for the digital hole-in-one at BPC. 110v line has been identified at the two light posts.
  - c. BPC – utilize existing switch at range building to add additional cameras for Range Servant and West side of parking lot. Upgrade and add additional cameras in front of BPC building to cover the entrance of the parking lot.
- Security Cameras for Triphahn
  - a. Received quotes for the playground, North, & South side hockey locker room hallways.

#### **Advertising and Sponsorships**

- Newly acquired sponsors:
  - a. Top Golf – Wood Dale
    - Event Sponsor – Winter Fest
  - b. Windy City Bulls
    - Event Sponsor – Winter Fest
  - c. Incontro A Tavola
    - Marquee
  - d. Pinstripes
    - Marquee trade for staff 4<sup>th</sup> qtr meeting
  - e. Culvers
    - Marquee
  - f. Toasty Cheese



- Marquee
- New Proposals Submitted to:
  - a. Lucky Monk- Marquee
  - b. Hi Tek- Marquee
  - c. Firehouse Subs – Marquee
  - d. JNL Climate – Time and Temp Marquee Sponsor
  - e. Top Golf 2017 paid/trade events
  - f. Athletico – 2017 event sponsor
  - g. Bear Family McDonald's - Marquee

## MEMORANDUM NO. M16-145

**To:** Park Board of Commissioners  
**From:** Dean Bostrom  
**Re:** Board/Committee Schedule Policy  
**Date:** December 15, 2016

### Background

At the November park board meeting, discussion was held regarding the board/committee policy and potentially reducing the number of committee and board meetings from four different nights per month to only two different nights per month. Prior to making any decisions regarding the board/committee meeting schedule, the board requested staff to solicit the opinions of community reps regarding the proposal to change the schedule of committee and board meetings.

### Implications

All community reps have responded to a short opinion survey regarding the proposed changes to the meeting schedule. Ten community reps approved the proposed changes without reservation and indicated that their ability to attend the committee meetings on which they served would not be impacted by the proposed changes.

Three community reps approved of the proposed changes with one of those indicating that holding the A&F committee meeting on the 4<sup>th</sup> Tuesday would not be a problem, however, suggested that a designated starting time be set for the A&F meeting. Another one of the 3 community reps stated that not having a designated starting time for the Rec meeting would be a significant inconvenience, with potentially having to arrive early and wait for the B&G meeting to adjourn before the Rec meeting can begin. The last of those 3 community reps approved of holding the Rec meeting on the 3<sup>rd</sup> Tuesday, but did not want the meeting to start later than 7pm.

Two community reps did not approve of the changes and said having the B&G and the Rec meetings on the same night would prevent one of the two of them from attending.

Regarding the concerns identified above, advertising a designated starting time of the A&F meeting would eliminate a floating starting time of the A&F committee meeting.

After reviewing this past year's B&G committee meetings, the nine meetings held ranged in length from 15 minutes to 75 minutes, with the average time being 40 minutes. Therefore, advertising the start time for the Rec Committee meeting at 7:45 would minimize the amount of wait time required prior to the start of the Rec meeting. If at any time the B&G committee meeting is cancelled, the Rec Committee meeting would start at 7pm.

Regarding the conflict of schedule on the 3<sup>rd</sup> Tuesday with both the B&G and Rec committee meetings held on the same night, if the board approves the revised schedule effective immediately, only four meeting dates would be impacted: Feb, March, April, and May, as there is not a planned B&G or Rec meeting in January.

If the effective date of the proposed schedule takes place after the Annual Meeting is held in May, the appointments made at the Annual Meeting could be based upon each community rep's ability to attend the meetings as proposed on the new schedule.

Attached are three proposed 2017 Board/Committee Meeting schedules:

- A. Meet 2 times per month effective June 2017
- B. Meet 2 times per month effective January 2017
- C. No changes to the schedule of meetings (Meet 4 times per month)

### **Recommendation**

Policy 4.3.03.2, Buildings & Grounds Committee, would be revised to state that "Buildings & Grounds Committee regularly scheduled meetings shall be held the third Tuesday at 7:00 p.m."

Policy 4.3.03.5, Recreation Committee, would be revised to state that "Recreation Committee regularly scheduled meetings shall be held the third Tuesday at 7:45pm."

Policy 4.3.03.3, Administration & Finance Committee, would be revised to state that "Administration & Finance Committee regularly scheduled meetings shall be held the fourth Tuesday of each month at 7:20pm."

Policy 4.1.12, Order of Business, would be revised as follows.

The order of business at regular and special meetings may consist of any or all of the following:

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Approval of Agenda
4. Recognition/Presentations
5. Recess
6. Reconvene
7. Approval of Minutes
8. Comments from the Audience
9. Consent Agenda
10. President's Report
11. Adoption of Executive Director's Report
12. Old Business
13. New Business
14. Commissioner Comments
15. Executive Session
16. Adjournment

Only items requiring attention of the board at a designated meeting shall actually appear on the agenda.

Staff recommends that the board approve the policies as modified above and to approve the 2017 Board/Committee meeting schedule Proposal A: Meet 2 times per month effective June 2017.

**HOFFMAN ESTATES PARK DISTRICT  
2017 BOARD/COMMITTEE MEETINGS**

“A”

**(Calendar w/2 meetings per month effective after Annual Mtg in May)**

<b>JAN</b>	03	---	NO MEETING (holiday)
	10	---	Buildings & Grounds - <b>CANCELLED</b>
		---	Recreation Committee - <b>CANCELLED</b>
	17	7:00 p.m.	Administration & Finance
	24	7:00 p.m.	Board Meeting
<b>FEB</b>	07	7:00 p.m.	Buildings & Grounds Committee
	14	7:00 p.m.	Recreation Committee
	21	7:00 p.m.	Administration & Finance
	28	7:00 p.m.	Board Meeting
<b>MAR</b>	07	7:00 p.m.	Buildings & Grounds Committee
	14	7:00 p.m.	Recreation Committee
	21	7:00 p.m.	Administration & Finance
	28	7:00 p.m.	Board Meeting
<b>APR</b>	04	7:00 p.m.	Buildings & Grounds Committee
	11	7:00 p.m.	Recreation Committee
	18	7:00 p.m.	Administration & Finance
	25	7:00 p.m.	Board Meeting
<b>MAY</b>	02	7:00 p.m.	Buildings & Grounds Committee
	09	7:00 p.m.	Recreation Committee
	16	7:00 p.m.	Administration & Finance
			Immed follow ANNUAL MEETING
	23	7:00 p.m.	Board Meeting
	30	---	NO MEETING – 5 <sup>th</sup> week
<b>*JUNE</b>	20	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	27	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee

<b>JULY</b>	18	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	25	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>AUG</b>	22	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	29	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>SEPT</b>	12	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	19	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>OCT</b>	17	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	24	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>NOV</b>	14	7:00 p.m.	COMMITTEE OF THE WHOLE
			- 2017 Budget
			Followed by SPECIAL BOARD MEETING
			- Approve in tentative form
	21	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	28	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>DEC</b>	12	6:45 p.m.	PUBLIC MEETING: B&A Ordinance
		7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	19	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee

**HOFFMAN ESTATES PARK DISTRICT  
2017 BOARD/COMMITTEE MEETINGS**

**“B”**

**(Calendar with 2 meetings per month effective January 2017):**

<b>JAN</b>	17	--	Buildings & Grounds - <b>CANCELLED</b>
		--	Recreation Committee- <b>CANCELLED</b>
	24	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>FEB</b>	21	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	28	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>MAR</b>	21	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	28	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>APR</b>	18	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	25	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>MAY</b>	9	7:00 p.m.	ANNUAL MEETING
	16	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	23	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>JUNE</b>	20	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	27	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>JULY</b>	18	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
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	24	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>NOV</b>	14	7:00 p.m.	COMMITTEE OF THE WHOLE - 2017 Budget
		Followed by	SPECIAL BOARD MEETING - Approve in tentative form
	21	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	28	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>DEC</b>	12	6:45 p.m.	PUBLIC MEETING: B&A Ordinance
		7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	19	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee

**HOFFMAN ESTATES PARK DISTRICT  
2017 BOARD/COMMITTEE MEETINGS**

“C”

**(Calendar remaining as is with 4 meetings per month):**

<b><u>JAN</u></b>	03	---	NO MEETING
	10	7:00 p.m.	Buildings & Grounds - CANCELLED
		Immed follow	Recreation Committee - CANCELLED
	17	7:00 p.m.	Administration & Finance
	24	7:00 p.m.	Board Meeting
<b><u>FEB</u></b>	07	7:00 p.m.	Buildings & Grounds
	14	7:00 p.m.	Recreation Committee
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	28	7:00 p.m.	Board Meeting
<b><u>MAR</u></b>	07	7:00 p.m.	Buildings & Grounds
	14	7:00 p.m.	Recreation Committee
	21	7:00 p.m.	Administration & Finance
	28	7:00 p.m.	Board Meeting
<b><u>APR</u></b>	04	7:00 p.m.	Buildings & Grounds
	11	7:00 p.m.	Recreation Committee
	18	7:00 p.m.	Administration & Finance
	25	7:00 p.m.	Board Meeting
<b><u>MAY</u></b>	02	7:00 p.m.	Buildings & Grounds
	09	7:00 p.m.	Recreation Committee
	16	7:00 p.m.	Administration & Finance
		Immed follow	ANNUAL MEETING
	23	7:00 p.m.	Board Meeting
	30	---	NO MEETING – 5 <sup>th</sup> week
<b><u>JUNE</u></b>	06	7:00 p.m.	Buildings & Grounds
	13	7:00 p.m.	Recreation Committee
	20	7:00 p.m.	Administration & Finance
	27	7:00 p.m.	Board Meeting
<b><u>JULY</u></b>	04		NO MEETING - HOLIDAY
	11	7:00 p.m.	Buildings & Grounds
		Immed follow	Recreation Committee
	18	7:00 p.m.	Administration & Finance
	25	7:00 p.m.	Board Meeting

<b><u>AUG</u></b>	01	5:45 p.m.	Buildings & Grounds/PARK TOUR
	08	7:00 p.m.	Recreation Committee
	15	7:00 p.m.	Administration & Finance
	22	7:00 p.m.	Board Meeting
	29	---	NO MEETING – 5 <sup>th</sup> week
<b><u>SEPT</u></b>	05	7:00 p.m.	Buildings & Grounds
	12	7:00 p.m.	Recreation Committee
	19	7:00 p.m.	Administration & Finance
	26	7:00 p.m.	Board Meeting
<b><u>OCT</u></b>	03	7:00 p.m.	Buildings & Grounds
	10	7:00 p.m.	Recreation Committee
	17	7:00 p.m.	Administration & Finance
	24	7:00 p.m.	Board Meeting
	31	---	NO MEETING – 5 <sup>th</sup> week
<b><u>NOV</u></b>	07	7:00 p.m.	Buildings & Grounds
	14	7:00 p.m.	Committee of the Whole - 2017 Budget
	21	7:00 p.m.	Administration & Finance
		Immed follow	SPECIAL BOARD MEETING Approve B&A Ordinance in tentative form and Tax Levy amount
	28	7:00 p.m.	Board Meeting
	29	---	NO MEETING – 5 <sup>th</sup> week
<b><u>DEC</u></b>	05	6:45 p.m.	PUBLIC MTG: B&A Ordinance
		7:00 p.m.	Buildings & Grounds
	12	7:00 p.m.	Recreation Committee
	19	7:00 p.m.	Administration & Finance-B&A and tax levy in final form
		Immed follow	Board Meeting
	26	---	NO MEETING (holiday)

**MEMORANDUM NO. M16-146**

**TO: Board of Commissioners**  
**FROM: Dean R. Bostrom, Executive Director**  
**RE: 2017 Calendar of Board/Committee Meetings**  
**DATE: December 13, 2016**

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**Background**

In compliance with the Open Meetings Act, the park district is legally required at the beginning of each fiscal year to prepare and make available a schedule of its regular board meetings listing the times and places of such meetings.

**Recommendation**

Staff is recommending that the Board approve the 2017 Calendar of Board/Committee Meetings in the format the Board has determined to be in the best interest of the park district with regard to the frequency of meetings held each month. The 3 possible options are as follows:

- A. Meet 2 times per month effective June 2017
- B. Meet 2 times per month effective January 2017
- C. No changes to the schedule of meetings (Meet 4 times per month)

**HOFFMAN ESTATES PARK DISTRICT  
2017 BOARD/COMMITTEE MEETINGS**

“A”

**(Calendar w/2 meetings per month effective after Annual Mtg in May)**

<b>JAN</b>	03	---	NO MEETING (holiday)
	10	---	Buildings & Grounds - <b>CANCELLED</b>
		---	Recreation Committee - <b>CANCELLED</b>
	17	7:00 p.m.	Administration & Finance
	24	7:00 p.m.	Board Meeting
<b>FEB</b>	07	7:00 p.m.	Buildings & Grounds Committee
	14	7:00 p.m.	Recreation Committee
	21	7:00 p.m.	Administration & Finance
	28	7:00 p.m.	Board Meeting
<b>MAR</b>	07	7:00 p.m.	Buildings & Grounds Committee
	14	7:00 p.m.	Recreation Committee
	21	7:00 p.m.	Administration & Finance
	28	7:00 p.m.	Board Meeting
<b>APR</b>	04	7:00 p.m.	Buildings & Grounds Committee
	11	7:00 p.m.	Recreation Committee
	18	7:00 p.m.	Administration & Finance
	25	7:00 p.m.	Board Meeting
<b>MAY</b>	02	7:00 p.m.	Buildings & Grounds Committee
	09	7:00 p.m.	Recreation Committee
	16	7:00 p.m.	Administration & Finance
			Immed follow ANNUAL MEETING
	23	7:00 p.m.	Board Meeting
	30	---	NO MEETING – 5 <sup>th</sup> week
<b>*JUNE</b>	20	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	27	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee

<b>JULY</b>	18	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	25	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>AUG</b>	22	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	29	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>SEPT</b>	12	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	19	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>OCT</b>	17	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	24	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>NOV</b>	14	7:00 p.m.	COMMITTEE OF THE WHOLE - 2017 Budget
			Followed by SPECIAL BOARD MEETING - Approve in tentative form
	21	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	28	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>DEC</b>	12	6:45 p.m.	PUBLIC MEETING: B&A Ordinance
		7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	19	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee



**HOFFMAN ESTATES PARK DISTRICT  
2017 BOARD/COMMITTEE MEETINGS**

**“B”**

**(Calendar with 2 meetings per month effective January 2017):**

<b>JAN</b>	17	--	Buildings & Grounds - <b>CANCELLED</b>
		--	Recreation Committee- <b>CANCELLED</b>
	24	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>FEB</b>	21	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	28	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>MAR</b>	21	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	28	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>APR</b>	18	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	25	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>MAY</b>	9	7:00 p.m.	ANNUAL MEETING
	16	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	23	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>JUNE</b>	20	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	27	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>JULY</b>	18	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	25	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee

<b>AUG</b>	22	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	29	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>SEPT</b>	12	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	19	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>OCT</b>	17	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	24	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>NOV</b>	14	7:00 p.m.	COMMITTEE OF THE WHOLE - 2017 Budget
		Followed by	SPECIAL BOARD MEETING - Approve in tentative form
	21	7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	28	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee
<b>DEC</b>	12	6:45 p.m.	PUBLIC MEETING: B&A Ordinance
		7:00 p.m.	Buildings & Grounds Committee
		7:45 p.m.	Recreation Committee
	19	7:00 p.m.	Board Meeting
		7:20 p.m.	A&F Committee

**HOFFMAN ESTATES PARK DISTRICT  
2017 BOARD/COMMITTEE MEETINGS**

“C”

**(Calendar remaining as is with 4 meetings per month):**

<b><u>JAN</u></b>	03	---	NO MEETING
	10	7:00 p.m.	Buildings & Grounds - CANCELLED
		Immed follow	Recreation Committee - CANCELLED
	17	7:00 p.m.	Administration & Finance
	24	7:00 p.m.	Board Meeting
<b><u>FEB</u></b>	07	7:00 p.m.	Buildings & Grounds
	14	7:00 p.m.	Recreation Committee
	21	7:00 p.m.	Administration & Finance
	28	7:00 p.m.	Board Meeting
<b><u>MAR</u></b>	07	7:00 p.m.	Buildings & Grounds
	14	7:00 p.m.	Recreation Committee
	21	7:00 p.m.	Administration & Finance
	28	7:00 p.m.	Board Meeting
<b><u>APR</u></b>	04	7:00 p.m.	Buildings & Grounds
	11	7:00 p.m.	Recreation Committee
	18	7:00 p.m.	Administration & Finance
	25	7:00 p.m.	Board Meeting
<b><u>MAY</u></b>	02	7:00 p.m.	Buildings & Grounds
	09	7:00 p.m.	Recreation Committee
	16	7:00 p.m.	Administration & Finance
		Immed follow	ANNUAL MEETING
	23	7:00 p.m.	Board Meeting
	30	---	NO MEETING – 5 <sup>th</sup> week
<b><u>JUNE</u></b>	06	7:00 p.m.	Buildings & Grounds
	13	7:00 p.m.	Recreation Committee
	20	7:00 p.m.	Administration & Finance
	27	7:00 p.m.	Board Meeting
<b><u>JULY</u></b>	04		NO MEETING - HOLIDAY
	11	7:00 p.m.	Buildings & Grounds
		Immed follow	Recreation Committee
	18	7:00 p.m.	Administration & Finance
	25	7:00 p.m.	Board Meeting

<b><u>AUG</u></b>	01	5:45 p.m.	Buildings & Grounds/PARK TOUR
	08	7:00 p.m.	Recreation Committee
	15	7:00 p.m.	Administration & Finance
	22	7:00 p.m.	Board Meeting
	29	---	NO MEETING – 5 <sup>th</sup> week
<b><u>SEPT</u></b>	05	7:00 p.m.	Buildings & Grounds
	12	7:00 p.m.	Recreation Committee
	19	7:00 p.m.	Administration & Finance
	26	7:00 p.m.	Board Meeting
<b><u>OCT</u></b>	03	7:00 p.m.	Buildings & Grounds
	10	7:00 p.m.	Recreation Committee
	17	7:00 p.m.	Administration & Finance
	24	7:00 p.m.	Board Meeting
	31	---	NO MEETING – 5 <sup>th</sup> week
<b><u>NOV</u></b>	07	7:00 p.m.	Buildings & Grounds
	14	7:00 p.m.	Committee of the Whole - 2017 Budget
	21	7:00 p.m.	Administration & Finance
		Immed follow	SPECIAL BOARD MEETING Approve B&A Ordinance in tentative form and Tax Levy amount
	28	7:00 p.m.	Board Meeting
	29	---	NO MEETING – 5 <sup>th</sup> week
<b><u>DEC</u></b>	05	6:45 p.m.	PUBLIC MTG: B&A Ordinance
		7:00 p.m.	Buildings & Grounds
	12	7:00 p.m.	Recreation Committee
	19	7:00 p.m.	Administration & Finance-B&A and tax levy in final form
		Immed follow	Board Meeting
	26	---	NO MEETING (holiday)

**MEMORANDUM NO. M16-147**

**TO: Board of Commissioners**  
**FROM: Dean R. Bostrom, Executive Director**  
**RE: Review of Closed Session Minutes ~ Resolution R16-003**  
**DATE: December 13, 2016**

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**Background**

The park district is required by law to review closed session minutes semi-annually. The last review was conducted in June 2016.

**Implications**

Resolution R16-003 proposes to release the following portions from Executive Session minutes that pertain to the review of Executive Director goals, land acquisition/lease of property, and discussion of personnel approved in open session. All other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

<u>Meeting</u>	<u>Date</u>	<u>Entire Minutes or Topic &amp; Item No.</u>
Board Meeting No. 996	8/25/2015	B2 Bergman property

**Recommendations**

It is recommended that Resolution R16-003 “Review of Closed Session Minutes” be approved by the board as presented.

**REVIEW OF CLOSED SESSION MINUTES**

**WHEREAS**, an amendment to the Open Meeting Acts requiring a review of the district's minutes of closed sessions became effective June 1, 1989, and

**WHEREAS**, the Board of Commissioners of the Hoffman Estates Park District has kept Executive Session minutes since January 1, 1982, and

**WHEREAS**, the Board of Commissioners has reviewed the minutes of Executive Session,

**BE IT FURTHER RESOLVED**, by the Board of Commissioners of the Hoffman Estates Park District that the following minutes or portions thereof from Executive Session no longer require confidential treatment:

<b>Meeting</b>	<b>Date</b>	<b>Entire Minutes or Topic &amp; Item No.</b>
Board Meeting No. 996	8/25/2015	B2 Bergman property

**BE IT FURTHER RESOLVED** by the Board of Commissioners of the Hoffman Estates Park District that all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

**Passed and Approved** by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 20<sup>th</sup> day of December 2016.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary