



**AGENDA**  
**REGULAR BOARD MEETING NO. 1024**  
**TUESDAY, DECEMBER 19, 2017**  
**7:00p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
8. APPROVAL OF MINUTES
  - A. Regular Board Minutes 11/28/2017
  - B. Committee of the Whole Minutes 11/14/2017
  - C. Special Board Minutes 11/14/2017
9. CONSENT AGENDA (Click each item to view)
  - A. 2018 Playground Renovations/Armstrong & MacArthur M17-135
  - B. Seascape Sand Filters M17-143
  - C. Eagle Scout Project: ADA garden plots at Chino Park M17-137
  - D. Flooring at Bridges of Poplar Creek / M17-139
  - E. Wings and Talons Agreement M17-136
  - F. Resolution prohibiting sexual harassment Resolution R17-003/M17-133
  - G. Personnel Policy Manual Updates M17-134
  - H. Tax Levy Ordinance O17-007 / M17-146
  - I. Budget & Appropriation Ordinance O17-008 / M17-147
  - J. Open and Paid Invoice Register: \$481,761.49
  - K. Revenue and Expenditure Report
  - L. Acceptance of B&G Minutes 11/21/2017
  - M. Acceptance of Rec Minutes 11/21/2017
  - N. Acceptance of A&F Minutes 11/28/2017

**REGULAR BOARD MEETING NO. 1024**

December 19, 2017

Page 2

10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
  - Chino Park Community Garden Plots (no attachments)
13. NEW BUSINESS
  - Review and Release of Executive Session Minutes Resolution R17-004/M17-144
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
  - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
    - o 11/28/2017
  - B. The purchase or lease/sale of real property **for the use of the public body**, pursuant to Section 2(c)(5) of the Open Meetings Act.
  - C. The purchase or lease/sale of property **owned by the public body** pursuant to Section 2(c)(6) of the Open Meetings Act.
  - D. 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



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**MINUTES  
REGULAR BOARD MEETING NO. 1023  
November 28, 2017**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on November 28, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Kinnane

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

Audience: Comm Rep Katis, Utas, Winner, Fong and Mininni Families, Asst. GM Ice Operations Jordan

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

Commissioner Bickham made a motion, seconded by Commissioner Kilbridge to amend the agenda to move the Awards to after New Business. The motion carried by voice vote.

Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to amend the agenda to also move Recess for A&F/Reconvene to after New Business. The motion carried by voice vote.

(Items 4, 5, 6 moved to after item 13)

**7. Approval of the Minutes:**

Commissioner R. Evans made a motion, seconded by Commissioner Kilbridge to approve the minutes of the October 24, 2017 meeting as presented. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Commissioner Bickham to approve the minutes of the October 31, 2017 meeting as presented. The motion carried by voice vote.

**8. Comments from the Audience:**

None

(Item 9 moved to after reconvened from A&F)

**10. President's Report:**

President Kaplan addressed the board explaining that Comm Rep Castillo had submitted his resignation and Lauren Sernett had submitted an application for the position.

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to approve the appointment of Lauren Sernett to the Community Rep B&G Committee. The motion carried by voice vote.

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to accept the resignation of Joaquin Castillo as Comm Rep B&G Committee. The motion carried by voice vote.

President Kaplan also reviewed the December events and encouraged all to participate.

**11. Executive Director's Report:**

Executive Director Bostrom reviewed his report and addressed the issue of the controls at PSSWC's steam rooms, noting that they were receiving complaints on the complexity. He explained that staff had a proposal for \$2670. Director Kies noted that they were looking to simplify the system with an on/off switch. President Kaplan asked why the high cost and Director Buczkowski noted that it was \$1300 for each locker room (Men's/Women's). Commissioner Bickham questioned if the participants could not get used to the new controls and Director Kies noted that often the attendance was sporadic and/or far between visits and the controls were confusing.

Comm Rep Utas asked about the installation of an older turn-style device and Director Buczkowski noted that it had to be separate from the line voltage to be grounded.

Comm Rep Katis addressed the committee noting that he used the steam room and that the complaints he was hearing was that the steam was not as regular as it used to be and as far as the controls were concerned; he suggested large font directions explaining the use of the controls would be a better option that incurring the cost to replace them.

Executive Director Bostrom asked staff to check on the temperature control setting as that might be part of the issue.

Commissioner R. Evans agreed with Comm Rep Katis and asked if the manufacturer felt responsible for the controls not being user friendly. Director Buczkowski noted that the manufacturer stood behind the equipment.

Comm Rep Utas questioned if the installation of this device would void warranties. Staff will check.

Commissioner K. Evans agreed with the use of large font directions instead of spending the dollars.

Executive Director Bostrom noted that staff would check the heat control and create a large font set of directions for the space to see if that would address the situation. Comm Rep Utas asked if the controls had to remain waist high and it was noted they did in order to be ADA compliant.

**12. Old Business:**

None

**13. New Business:**

None

**4. Awards:**

President Kaplan awarded Katy Fong and Nina Mininni with the BOH for all their hard work with the hockey league on a volunteer basis.

**5. Recess for A&F Committee Meeting:**

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to recess the Board Meeting at 7:26 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

**6. Reconvene Following A&F Committee Meeting:**

Commissioner made a motion, seconded by Commissioner R. Evans to reconvene to the Regular Board Meeting at 7:58 p.m. The motion carried by voice vote.

Present: Commissioner Bickham, K. Evans, R. Evans, Kilbridge, McGinn, Kaplan  
Absent: Commissioner Kinnane  
Also Present: Executive Director Bostrom, Deputy Director Talsma, Director Buczkowski  
Audience: None

**9. Consent Agenda:**

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

Roll Call Vote: Carried 6-0-1

Ayes: 6 Bickham, K. Evans, R. Evans, Kilbridge, McGinn, Kaplan

Nays: 0

Absent: 1 Kinnane

- A. Balanced Scorecard / M17-127
- B. Open and Paid Invoice Register: \$553,699.76
- C. Revenue and Expenditure Report
- D. Acceptance of B&G Minutes 10/17/2017
- E. Acceptance of Rec Minutes 10/17/2017
- F. Acceptance of A&F Minutes 10/24/2017

**11. Executive Director's Report (cont.):**

President Kaplan asked about the open house and it was determined to have been held in October not December.

He also questioned the process for volunteers. Deputy Director Talsma explained that they all had an application and included a background check. He explained that they were asked if they had been living out of the state in the past 10 years and if they had, an additional check was done. Staff will check to see if this additional check covers beyond the United States i.e. Canada, etc.

President Kaplan asked about the basketball league increase and Deputy Director Talsma said he believed that it might have been due to combining the feed and in-house teams.

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

**14. Commissioner Comments:**

Commissioner Bickham congratulated staff and commissioners on the conference summaries created.

Commissioner McGinn reminded everyone of the many events coming and encouraged attendance.

Commissioner K. Evans noted again that PSSWC looked great and was very comfortable for members to use.

Commissioner R. Evans also encouraged everyone to attend the coming events. He noted that he had received a complaint about the Triphahn Center Men's showers not having a divider. Executive Director Bostrom noted that the showers have always been communal; however, Commissioner K. Evans noted that the ADA area had a shower curtain. Staff will check and replace the curtain.

Commissioner Kilbridge thanked Commissioner Bickham for the article on fitness centers in malls.

**15. Executive Session:**

Commissioner Bickham made a motion, seconded by Commissioner Kilbridge to move to Executive Session at 8:10 pm for the purpose of:

- A. Minutes pursuant to Section 2(c)(21) of the Open Meetings Act.
- B. The purchase or lease of real property for the use of the public body pursuant to Section 2(c)(5) of the Open Meetings Act.
- C. The purchase or lease / sale of property owned by the public body pursuant to Section 2(c)(6) of the Open Meetings Act.

On A Roll Call: Carried 6-0-1

Ayes: 6 Bickham, K. Evans, R. Evans, Kilbridge, McGinn, Kaplan

Nays: 0

Absent: 1 Kinnane

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to reconvene to regular session at 9:15 pm. The motion carried by voice vote.

**16. Discussion and Vote from Executive Session:**

None

**17. Adjournment:**

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to adjourn the meeting at 9:15 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 14, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on November 14, 2018 at 6:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn; Comm Rep Bettencourt, Chhatwani, Dressler, Musial (7:10), Snyder, Utas, Winner, Wittkamp, President Kaplan

Absent: Comm Rep Costello, Dekirmenjian, Friedman, Henderson, Katis, Neel, Triphahn

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

Audience: None

**2. 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.

**3. Comments from the Audience:**

None

**4. Old Business:**

None

**5. New Business:**

A. 2018 Budget/M17-122:

Deputy Director Talsma reviewed the budget with the committee noting that it was a macro view of the district's operations.

- Budget Overview:
  - Deputy Director Talsma explained that the budgeted dollars supported the district objectives
  - that the objectives had measurable ways to achieve the district operations to meet the District's mission & goals for the coming year
  - that the district was in the last year of the present 5-year CMP
  - that the district would also be reviewing the CAMP which was the capital assessment and maintenance plan of the district
    - that the GIS allowed the district to track all assets and would be expected to provide the information for the capital budget
  - Deputy Director Talsma noted that the district would be repairing and replacing roofs in 2019 and looking to do that through the General Fund noting that the district also had a policy for fund balances that provided for capital items.
    - Capital projects could be located within Fund 12 as well as within Operational Funds
  - Deputy Director Talsma reviewed the charge backs within the budget that covered the cost of maintenance, administration, C&M, payroll taxes and Debt Service expenses.
  - He reviewed the debt service pay back noting that:
    - Rec Department was at \$800,000 which previously was included in Ice Operations (moved to appropriate Admin area in 2018) and increasing by \$25,000.
    - PSSWC was at \$575,000 and increasing by \$25,000
    - BPC was at \$100,000 and increasing by \$50,000
    - He noted that the increase to the Rec Department would put them on the verge of not requiring tax dollars to operate noting that PSSWC and BPC did not use tax dollars. He noted that would allow the district to utilize the tax dollars for parks and infrastructure.
- Personnel:
  - Deputy Director Talsma reviewed the personnel section noting that the district was adding a full time position in IT but had determined not to replace the FT Foreman position. He also noted that the budget included a 3% merit increase pool for staff.
    - Commissioner Bickham asked about other IT projects besides cameras and it was noted that staff would be working on a redundancy back up system and looking to replace 2 servers.

- Tax Levy:
  - Deputy Director Talsma explained that the tax freeze had been tabled until next year and that the district would increase the levy by the CPI (2.1%) to \$8,856,000. He also explained that the final tax levy document would be completed in December.
- Budget Variances:
  - Deputy Director Talsma reviewed the variances.
    - Comm Rep Utas asked if the district tracked online registration and could reduce the amount of Guide printed and distributed. Deputy Director Talsma noted that it would be more costly to determine who did not use the Guide than to deliver to all residents. Executive Director Bostrom explained that 36% of registration was online and that the *IGuide* was still the number one go to for park district information and registration.
    - Comm Rep Utas asked if the cost was covered by advertising and Executive Director Bostrom noted that staff was not encouraged to fill the Guide with excessive advertising.
    - Commissioner McGinn noted that the Budget Variance explanation was an asset to the budget review process.
    - Comm Rep Musial asked about the senior membership and Deputy Director Talsma noted that they had delayed the charge for memberships to allow everyone to try the facility for free for a while. He also explained that the fee was \$5/month and done through EFT and felt that the membership would grow.
  - Fund Balances/Interfund Charges/Table of Organization/Salary Range
  - Deputy Director Talsma reviewed all of the above items with the Committee.
- 2018 Goals & Objectives:
  - Deputy Director Talsma reviewed the 2018 goals and objectives.
    - Comm Rep Winner asked about the mobile maintrac and Deputy Director Talsma noted that it was a maintenance tool to allow for playground inspection reports done in the field and generating work orders versus the GIS system that tracked the district's assets.
  - Planning & Development Goals and Objectives:
    - Commissioner Bickham asked about the multi-use path. Director Buczkowski explained that it had been a slow process working with the Railroad and the government agencies to move the project forward and that there would be additional information at the B&G meeting.
    - Comm Rep Musial asked about the water play area for the north side and Director Buczkowski explained that the last CMP showed interest in having water on the north side; however, the item was in the planning state. Executive Director Bostrom explained that with Director Buczkowski retiring at the end of June, he would begin the playground projects and Director Hugen would complete them.

- Comm Musial asked why they would only be doing part of the Pine Park path and Director Buczkowski noted that the entire path did not require attention.
- Administration & Finance Goals and Objectives:
  - Comm Rep Musial asked about the \$195,000 in alternative revenue and what had been generated last year. Deputy Director Talsma noted that they had \$175,000 and the increase would come from targeting special sponsors and marquee sign advertising. Executive Director Bostrom noted that any sponsorship for the Foundation was not included in this goal.
  - Comm Rep Musial expressed concern that the goals and objectives did not have a structure to achieve the goals. Deputy Director Talsma explained that the Business Plans that would be presented next month at the Recreation Committee meeting would have the detail on how the goals and objectives would be achieved.
  - Comm Rep Musial asked about Trust Keeper and Deputy Director Talsma noted it was a system for monitoring credit card use.
  - Commissioner Bickham asked about the IT tickets and Deputy Director Talsma explained that IT used a system to track incoming tickets and resolutions.
  - President Kaplan asked when the district would hire the full time IT and it was noted that it would be in January.
- Parks Goals and Objectives:
  - Commissioner K. Evans asked about the Parks Maintenance blog and how they would direct traffic to that site. Director Hugen explained that they would use social media to inform the public. Commissioner K. Evans asked about posting signs in the parks and it was noted that while the district was moving away from too many signs in the parks, they might prove beneficial to use during a park event to advertise the blog site.
  - Commissioner Bickham asked about the playground inspection staff and Director Hugen explained that they now had 3 and were looking to increase by one more.
- Rec, Facilities, Ice, C&M Goals and Objectives:
  - Commissioner Bickham asked about the Dance Company objective under the 50+ program needs and Director Kies noted that it needed to be moved to a different area.
  - Executive Director Bostrom explained that the district had secured a \$3,500 grant thanks to the efforts of Comm Rep Dressler and that the district had \$5,000 plus an additional \$1,500 budgeted for next year for a total of \$10,000 for the Chino Park project.
  - Comm Rep Musial asked about the increase in trips for 50+ and Director Kies explained that there was an increased demand for additional trips and that those with the 50+ membership were given priority registration for the trips.

- President Kaplan asked if they intended to connect the chess program with the public school. Director Kies said they were looking at a community event in the Muir area and had been offered space in nearby businesses but could check with the school too.
- Comm Rep Musial asked if the population was asking for additional programs and Director Kies noted that they were and there were greater details in the Business Plans to be presented.
- Comm Rep Utas asked about the small scale athletic tournaments and if they could do one for hockey. Staff will look into that concept.
- Commissioner Kinnane asked about a broken umbrella at FSAC and Director Kies noted that in 2016 one had been replaced but all were in good shape this past year (It was later noted after the meeting that one was also replaced in 2017).
- Commissioner Bickham asked who the new partners would be for the 50+ group and Director Kies explained that they were still exploring those options through the Chamber contacts.
- President Kaplan asked about the new format for PSSWC and Director Kies noted that there was always an opportunity to improve interaction.
- Comm Rep Musial asked about the Champion Field and Director Kies explained that it was a way to enhance tournament play.
- Comm Rep Utas noted that the goal and objective for ice looked tough and Director Kies explained that staff was always looking to fill non-peak times.
- President Kaplan asked about the turf for the Champion Field and it was noted that turf would be best on the existing field and most cost effective.
- Comm Rep Musial asked if the creation of the Champion Field was to increase rentals and Director Kies noted that it was.
- Comm Rep Utas asked about partnering with Sears and Director Kies noted that they had a partnership for basketball, cheer leading with the Windy City Bulls, however, Sears had not done ice in some time.
- PSSWC Goals and Objectives:
  - Commissioner Bickham asked about Annual Aquatic increase and Director Kies noted that it should be for Q1.
- Golf:
  - Comm Rep Winner asked about the weddings for 2018 and Director Bechtold noted that they had 9 already. It was noted that they were looking for 6 Receptions and 18 Ceremonies and Receptions.
  - Commissioner McGinn asked about the new golf league and Director Bechtold explained that they were looking for a corporate league for 9 holes on Tuesday or Wednesday.

- Commissioner R. Evans asked about the clinics and the use of companies and Director Bechtold noted that they would not.
- President Kaplan asked about the number of clinics and it was noted that they were looking for a total of 32 participants and that could be 4 classes of 8 or 2 classes of 16. Staff has not made that determination yet.
- Commissioner Bickham asked about the custom lead sheets and Director Bechtold noted that it was new software to assist the operations.
- Comm Rep Utas asked if the drones would take pictures of the course. Director Bechtold noted that they were using a free service from W-T Engineering and at present they were offering to do the event area.
- Budget:
  - Deputy Director Talsma reviewed the Budget Report noting that it was prepared on the class level and a macro overview.
    - Commissioner McGinn asked if the Unemployment Insurance was related to the payroll and Deputy Director Talsma noted that it was.
  - General Fund:
    - No questions
  - Rec Fund:
    - Deputy Director Talsma noted that the interfund charges for ice had been moved to the recreation area as a more appropriate place.
    - Comm Rep Utas asked about the decrease in ice revenue and Deputy Director Talsma explained that there had been many changes to the way they were running ice programming and that they had lost adult hockey leagues as they returned to their rebuilt rink. Executive Director Bostrom explained that the travel program had some issue and lost teams but felt they were rebuilding their program. Director Kies explained that a new rink had opened in Mt. Prospect.
    - Commissioner Bickham asked about the general programs for WRC and Deputy Director Talsma explained that it was the programs through Harper College and that the district received 30% of the program revenues.
    - Deputy Director Talsma pointed out the capital projects listed on page 7 under the rec fund.
    - President Kaplan asked about account 70-5000 and why there was no dollar amount for 2018 budget and Deputy Director Talsma noted that the revenue had been DEA Sports and the district was not working with them presently.
    - Director Kies noted that they were seeing a trend of less participation in adult athletics, however, there was a pick up in pickle ball areas.

- IMRF:
  - Deputy Director Talsma explained that the district recorded the cost and it is funded by the tax levy. Currently, the District's pension is fully funded.
- Debt Service:
  - Deputy Director Talsma explained that this was the payment for all bond issues and recording of the rollover bonds.
- Special Recreation:
  - Deputy Director Talsma noted that this fund provided for the Special Recreation Contribution and paid for the ADA portions of the projects. He noted that it was supported through the tax levy.
- FICA:
  - Deputy Director Talsma noted that this fund covered the payroll taxes and is supported by the tax levy.
- PSSWC:
  - Deputy Director Talsma noted the capital project for the curtain divider and that the PSSWC Locker room project had been part of the 2017 Capital projects in this area.
- CAPITAL:
  - Deputy Director Talsma noted that there would be \$1,081,000 in funding for capital projects next year.
  - Comm Rep Utas asked about the sand filters and Director Hugen explained that there were only 2 and they were expensive.
- Golf:
  - Deputy Director Talsma noted that there was a capital project listed for the Poplar Room floor and additional lighting.
  - Commissioner Kilbridge asked about the sound system and Director Bechtold noted that the problem with the sound system at the Uncorked event was due to having 2 wireless systems running at the same time; BPC and the Band.
  - Comm Rep Utas asked about water bottle fillers at the drinking fountains at TC and Deputy Director Talsma explained that it was a 2018 Green Team project to put bottle filler drinking fountains at all the facilities.

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to recommend the board approve the:

- 2018 Working Budget
- 2018 Goals and Objectives
- IT Position
- Organizational Chart
- 2018 Full Time Salary Ranges

as presented. The motion carried by voice vote.

B. 2018 B&A Ordinance O17-006:

Deputy Director Talsma reviewed the ordinance noting that it would be passed in its final form along with the Tax Levy in December.

Commissioner R. Evans made a motion, seconded by Commissioner Bickham to recommend the board approve the 2018 B&A Ordinance O117-006 in tentative form as presented. The motion carried by voice vote.

**6. Committee Member Comments:**

Comm Rep Winner noted that the Budget Variance document had been very helpful.

Commissioner McGinn and board members congratulated Deputy Director Talsma on his hard work.

Commissioner R. Evans thanked the Comm Reps that attended the meeting.

President Kaplan thanked staff for attending.

**7. Adjournment:**

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to adjourn the meeting at 7:55 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 14, 2017**

**1. Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on November 14, 2017 at 8:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

Audience: None

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Comments from the Audience:**

None

**5. Announcement: Intent to Levy \$8,856,000 for the 2017 Tax Levy:**

Commissioner R. Evans made a motion, seconded by Commissioner Bickham to approve the intent to levy \$8,856,000 for the 2017 tax levy to be collected for the 2018 Fiscal year.

On a Roll Call: Carried 7-0-0  
Ayes: 7 Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**6. 2018 Budget/M17-122:**

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to approve the:

- 2018 Working Budget
- 2018 Goals & Objectives
- IT Position Job Description
- Organizational Chart
- 2018 Full Time Salary Ranges

as presented.

On a Roll Call: Carried 7-0-0  
Ayes: 7 Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**7. 2018 B&A Ordinance 07-006 In Tentative Form:**

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to approve the O17-006 2018 B&A Ordinance in Tentative Form.

On a Roll Call: Carried 7-0-0  
Ayes: 7 Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**8. Commissioner Comments:**

Commissioner Kilbridge congratulated everyone on the hard work.

Commissioner Bickham congratulated the A&F Comm Reps on their participation.

**9. Adjournment:**

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

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1024**

**EXECUTIVE DIRECTOR'S REPORT**

**December 2017**

**Planning & Development**

**1. Playground Renovations 2018:**

Bid packets have been completed for the supply of playground equipment for Armstrong and MacArthur parks. Performance specs outline in detail the play opportunities to be provided with this equipment. Interested vendors will submit their concepts based upon the performance spec for staff to review and, if necessary, the vendors will alter their designs to meet minimum requirements. The goal is to have 3-4 vendors pre-qualified for each of the 2 projects. Bid pricing will be presented to the B&G committee in February.

**2. Shoe Factory Bike Trail Projects:**

In anticipation that the project will move forward, the engineering consultants have completed the design development plans for the project. These documents once finalized will be submitted to the state for their review and comment prior to letting for bid. If all goes as planned, the bidding could occur in late summer or early fall 2018 with construction commencing in Spring 2019 and completion by fall 2019. Attached is a link to the documents:

**3. CAPRA:**

Planning staff has completed a review of the asset equity study for the entire district that includes playgrounds, tennis courts, basketball courts, volley ball courts, and splash pads. These existing facilities were mapped with distribution standards overlaid in an effort to identify any areas where coverages are lacking within the park district. It should be noted that asset distribution is dependent upon availability of land owned by the park district. From a planning base the park district is at or exceeds the standards set forth by NRPA. See attached example.

**Parks**

All work/tasks completed in this report were performed by in house staff unless otherwise noted.

- Girl Scout Troop leader Sarah Johnson from Troop #40438 contacted the HEPD Parks & Facilities Department to engage in the opportunity to build a "little free library" for one of our park locations. We are in preliminary stages of discussing the options but as of now Sycamore Park is the destination and the troop is going

to work with the Hoffman Estates Library on content. If details are worked out, a proposal will be presented to a future B&G Committee meeting.

- Parks staff has also been in contact with a Boy Scout Bear Den Pack 297 (Pack Leader Steve Hoover) on doing a joint project. We are planning on working with Pack 297 to build Wood Duck Boxes for numerous locations in the district. Parks & Facilities staff will purchase the materials and work with scouts on January 12<sup>th</sup> to build the boxes. This event will be a true partnership with the scouts and their parents.
- Building maintenance has been and still is busy getting all heating units up and running properly as the cold weather looks to be upon us for good.
- Updates and addition to the GIS system have taken place.
- RTU unit #2 was lifted at WRC to locate roof leaks so that Olsson Roofing could make repairs.
- Thirty six can light fixtures were replaced in the men's and women's club locker rooms at PSS&WC.
- The ADA ladder in lap pool at PSS&WC was modified to allow no gap between pool bottom and ladder bottom.
- Winterized and blew out all outdoor bathhouses, drinking fountains, irrigation lines and piping at Seascap.
- A heater was installed in the sprinkler room at Seascap to provide proper heat through the winter to avoid winter damages.
- The boiler heat system was completely drained down at TC north side. Staff worked for two days with a service representative from General Mechanical to remove all filters and valves to have them cleaned and inspected. Upon completion water temperature throughout the pipe runs were at optimum temperature.
- The heating unit in the Zamboni room at TC was repaired.
- We began a drainage project at Cannon baseball/softball fields. The project is to aid in poor surface drainage that causes infield mix to drain off the infields towards dugouts. Field one is complete and after three rain events no infield mix was lost. Fields 3 and 4 will be completed this winter.
- *No Ice Use* signs and flags have been placed throughout the district at ponds and lakes.
- Due to natural wear and tear two park ID signs were rebuilt at Chestnut and Westbury Park.
- A sand digger and double slide were replaced at Princeton Playground.
- An ADA deck at TC tot playground was replaced.
- Wildflower/Native seed has been ordered and received. As natural areas are burned the seeds will be planted to allow growth without too much competition from other plant life.

- Fall/Winter tree maintenance is ongoing. We are planning to build a chipper box for the back of our trucks to allow for more efficient tree removal and disposal of mulch.
- Soccer goal mouths and midfields received end of the year maintenance. This involves aerification to loosen up the soil, addition of quality soil and seed followed by winter grow covers. This process will introduce new plant growth and the grow cover are to aid in establishment for the spring season.
- Turf restoration to viewing areas outside of Cannon Field 1 and 3 were completed.
- Crews worked hard on mowing fire breaks for all the in-house burns to be completed from now through the spring.
- Truck 491's front/rear brake pads and rotors were replaced.
- Fuel filters were changed on Bus 534.
- Muffler was replaced on vehicle 518.
- Completed maintenance and repairs on all trailers.
- Completed maintenance and repairs on all small equipment.
- Winter maintenance on all mowers has begun.

### **Recreation Committee**

#### **UPCOMING EVENTS AS OF 12/5/2017**

- **Dec 2** – Hoffman Walks
- **Dec 7** – 50+ Holiday Dinner Party
- **Dec 9** – Parents Night Out
- **Dec 9** – Winter Fest
- **Dec 9** – Breakfast with Santa
- **Dec 9** – Parents Night Out
- **Dec 16** – Try Hockey for Free
- **Dec 16** – Windy City Bulls – HEPD Youth Basketball Night at Sears Centre
- **Dec 16** - Winter Dance Showcase at BPC
- **Dec 16** – Skate with Santa
- **Jan 13** – Hoffman Walks
- **Jan 20** – Parents Night Out
- **Jan 30, 31** – Preschool Open House

### **Summary & Monthly Highlights**

- The ELC Program (Early Learning Center) name is being rebranded to better communicate exactly what the program offers. The new name will be Early Learning and Care Program, which better communicates the fact that it offers both a preschool curriculum as well as full day care. We are also working with the C & M department on some outreach efforts, cross-marketing, and incentives to continue to promote program.

- On November 14<sup>th</sup>, Director of Recreation and Facilities Mike Kies spoke at IPRA's Professional Development School at Eagle Ridge Resort in Galena IL, on Leadership and Organizational Behavior.
- On Wednesday, November 29<sup>th</sup>, Superintendent of Recreation, Colleen Palmer, and Superintendent of Facilities, Katie Basile, attended the PDRMA training on Armed Intruders and how to implement drills at our facilities. As a result of this training, staff will be updating our emergency procedures, working with the Hoffman Estates Police Department, and planning Armed Intruder training and drills for the park district.
- On Tuesday November 9<sup>th</sup>, the Superintendent of Facilities organized the Hoffman U educational session "Handling Challenging Customer Situations" for all FTE and front line/service desk part-time team members. The presentation was presented by Dr. Audra Marks and Dr. Ed Dunkelblau of the Hoffman Estates Village and Joe Kruschel of the Hoffman Estates Police Department. Over 70 team members attended and the presentation was very well received.
- New this winter HEPD will offer 3 v 3 indoor soccer league. Registration is taking place in the months of November and December. As of November 30<sup>th</sup>, we have 12 players registered for the new league that is set to start on Sunday, January 21<sup>st</sup>.
- New Festive Family Photo Contest, do you have a holiday photo tradition, ugly sweaters, matching pajamas, and zip-up onesies? Send in a picture of you and your family in your holiday threads for a chance to win some awesome prizes, your "four legged furry" family members are encouraged to be in the picture too. Photos will be entered via [socialmedia@heparks.org](mailto:socialmedia@heparks.org) through Wednesday January 3<sup>rd</sup>. Voting will take place on Districts Facebook site! Winners will be named January 10, 2018!
- New priority registration for 50+ members began on Wednesday, November 8<sup>th</sup> at 8:00 am. By the end of the first day, we had a total of 71 registrants. This far exceeded the 12-15 registrants who took advantage of priority registration back in the fall. By the end of priority registration week (November 14<sup>th</sup>) we had a total of 137 registrants who were signed up for our day trips/Holiday Dinner Party. 50% of our current membership took advantage of priority registration with most of that registration being done on-line. This is proving to be a worthwhile addition to the new membership.
- The newly created 50+ social group meets once a month and they dine at a local restaurant in Hoffman Estates or Schaumburg. This gives members an opportunity to get out of the 50+Center and their homes to dine with others. In November the group dined at The Cheesecake Factory. Everyone had a nice time.
- The new 50+ Art Class Workshop will take place on 12/4 sponsored by Visiting Angels.
- The Superintendent of Facilities, Katie Basile, serving as a Regent on the IPRA ProConnect Board helped put together a team building event for the IPRA mentoring program at which time the volunteers will work together to fill food bags at the Feed My Starving Children organization.

## **Volunteers Summary**

- Human Resources processed 2 new volunteers.

- Foundation held a Quarterly Meeting, a Retreat and an Executive Committee meeting for a total of 43 hours involving 14 volunteers.
- PSSWC has a volunteer to take care of their plants who spent 5 hours donating her time.



## Youth Athletics

### Youth Winter Basketball League

- In November, the Youth Basketball league registration ended and teams were formed. Coaches meetings were held and evaluation took place. Teams started practice the week of December 4<sup>th</sup> at District 54 schools.
- In December, basketball jersey pick up, picture day and pre-season games will take place. The regular season is set to kick off on Saturday, January 6<sup>th</sup>.
- On Saturday, December 16<sup>th</sup>, the Windy City Bulls will host Hoffman Estates basketball youth night at their game. All in-house and Feeder teams will be representing Hoffman Estates Park District at the game.

Years	1/2 Coed	3/4 Boys	5/6 Boys	7/8 Boys	3/4 Girls	5/6 Girls	7/8 Girls	Boys Feeder	Girls Feeder	3/4 Tournament	Total
2016	59	58	40	53	21	21	4	32	0	0	288
2017	49	80	52	58	19	22	10	34	24	10	359
										<b>Total</b>	
											<b>+ 71</b>

### Indoor 3 v 3 soccer

- New this winter HEPD will offer 3 v 3 indoor soccer. Registration is taking place in the months of November and December. As of November 30<sup>th</sup>, we have 12 players registered for the new league that is set to start on Sunday, January 21<sup>st</sup>.



## Early Childhood

### Preschool:

Three-school 17-18	14 TC 9 WRC	15 TC 12 WRC	0 - Full +3 - Full
2's Playschool 17-18	26 TC 15 WRC	30 TC 24 WRC	+4 - Full +9 - Full



Preschool 17-18	134 TC	130 TC		-4
	67 WRC	71 WRC		+4
Early Learning Center	39	27		-12
Preschool Totals	304	309		+5
			<b>Total</b>	<b>+9</b>

District 54	272	357	367	+10
District 15	37	61	59	-2
WRC KSTAR	10	18	15	-3
District 54 Full Day	40 (1)	101 (2)	50 (1)	-51
District 15 Full Day	57 (3)	92 (4)	62 (3)	-30
<b>Totals</b>	<b>416</b>	<b>629*</b>	<b>553</b>	<b>-76*</b>
				<b>(+ 137 from 2015 to 2017)*</b>

- \*We had one day less in 2017 than 2016 for the days off programs. 2015 was left in the chart to compare/contrast the numbers from when the same numbers of programs were run. Considering that 2015 had the same number of days off programs we do this year, we are up 137 participants.



<b>50+ Club</b>			
<b>Year to Date Membership</b>	<b>11/2016</b>	<b>11/2017</b>	<b>+/- Var.</b>
Total Members	597**	303***	(294)*
<b>Month to Month Comparison</b>	<b>09/2017</b>	<b>10/2017</b>	
<b>11/2017</b>			
303	239	272	

\*While membership numbers are down in comparison to this time last year it reflects our new membership. We continue to have renewals and brand new members. We are up 31 members from October (last month) and 64 members since September (since September that equates to a 21% increase in sales YTD). Staff is currently seeing more active members which is the goal as compared to just having members who were paying the fee and not participating or only using it for trip pre-registration.

**50+ Priority Registration- Winter Catalog**

- Priority registration for 50+ members began on Wednesday, November 8<sup>th</sup> at 8:00 am. By the end of the first day, we had a total of 71 registrants. This far exceeded the 12-15 registrants who took advantage of priority registration back in the fall. By

the end of priority registration week (November 14<sup>th</sup>) we had a total of 137 registrants who were signed up for our day trips/Holiday Dinner Party. 50% of our current membership took advantage of priority registration with most of that registration being done on-line. This is proving to be a worthwhile addition to the new membership.

### **Marketing Plan- 50+**

- We identified a 50+ community in west Hoffman Estates called Haverford Place. There are about 500 households in that community with people age 55-85. A few of those community members are members of our 50+ Center but others from that development only use PSSWC. C&M will be sending a marketing piece to those homes in hopes of boosting additional membership from this community in 2018. Staff will also be meeting with their Board of Directors sometime in early 2018 during one of their board meetings to share what our center has to offer to their community.
- In conjunction with this marketing piece, we plan to offer a new week long "open house" in late January to welcome and invite potential new members to use our center for a week. They can participate in any of the drop-in programs, clubs and athletic based activities that will take place during the identified week. This will exclude all fee based classes. Also during that week, we'll do a membership appreciation morning to recognize and thank our current members with coffee, pastries and perhaps other give a ways.

### **Classes offered in November**

- (3)Basic Exercise, (1) Chair Fitness, (1) Chair Yoga (3)Gentle Yoga, Tai Chi

### **Athletic opportunities offered in November**

- Balloon Volleyball (Weekly), Billiards (Daily), Pickle ball, Ping Pong (more time slots requested and we've had up to 12 people waiting to play at a time), Volleyball and Walking Path/Track

### **Drop In Activities in November**

- Wii Bowling, Mah Johng, Cards, Games, Puzzles, Meet and Mingle, Yahtzee, Bunco and Mexican Train.

### **Trips in November**

- There were no 50+ Trips scheduled in November.

### **50+ Clubs which met in November**

- Pinterest Crafting Club met twice in November. Both times the group made crafts. One was a fall centerpiece and the other a holiday wreath. This social and talented group is continuing to grow. They plan to meet moving forward every 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. We currently have 7-10 active members in this group.
- Walking Wonders Club- This group meets every Tuesday morning from 10-11am where they walk the indoor track and socialize. We've continued to see the same returning 10 plus a few new faces each week. Many of these walkers are new to walking but they enjoy the socialization and exercise.

- Book Club met on 11/27. 12 were in attendance. This was down by 6 from October. Not everyone enjoyed the book. Book Club will not be meeting in December but will start up again in January.

### **Evening/Special Programs in November**

- Pub Quiz Night (3<sup>rd</sup> Thursdays/5:30 pm) – 45 participants (Bridges- Bar and Grill) which was up 5 from October and our largest turnout yet!! Prizes were sponsored by Morizzo Funeral Home and questions courtesy of Family Dentistry, HE. Everyone had a great time. We've decided to alternate location between Bridges and our 50+ Center through March of 2018. Members seem to enjoy how we are switching up the locations.
- Bingo at Culver's Schaumburg- 4<sup>th</sup> Tuesday in November.

### **Friday lunch programs in November**

- 50+ Monthly Movie took place on 11/17. We had 12 in attendance. A good time was had by all who attended.

### **50+ Health Services in November**

- Health Screenings/Blood pressure were held on 11/21.

### **50+ Lunch Bunch in November**

- This newly created social group meets once a month and they dine at a local restaurant in Hoffman Estates or Schaumburg. This gives members an opportunity to get out of the 50+Center and their homes to dine with others. In November the group dined at The Cheesecake Factory. Everyone had a nice time.

### **50+ Lunch and Learn Series in November**

- Once a month our 50+ members come to a Lunch and Learn program. It's free if they're a member. In November we teamed up with Amity Health and they brought a speaker out to discuss Fall Prevention. This took place on 11/10. Over 20 attended this "round table" lecture/discussion. It seemed that everyone walked away having learned at least one new way to aid in avoiding falling.

### **New Opportunities/Highlights for December**

- New to our upcoming offerings is an Art Class Workshop on 12/4 sponsored by Visiting Angels.
- Bunco (which has been offered the last few months and never gone) will be actively meeting beginning in December. Those who have been getting more involved in the 50+ Center, who play Mexican Train, attend Walking Club, Crafting Club and a few other things finally have shown interest in Bunco. This group will meet Wednesday afternoons.



*Ice Operations*

### **I.C.E Academy**

- Staff had a date of Jan. 14 planned for a winter exhibition however a number of skaters will be competing at a local competition that day so staff has to reevaluate the timing of the event.

### **Wolf Pack**

- U6/U8 mite team players are currently being sought to play in January. In a 2 month travel mite program as an introduction to the game.
- 8 teams played in tournaments in November. All teams were competitive in divisional play with varied degrees of success in the way of placing. Rather than highlight wins or loses staff would rather focus on playing and being involved.
- Staff is currently evaluating offering a girl's tournament the beginning of June.

### **Ice Rink Information**

- Skate with Santa will be held Sat. Dec. 16<sup>th</sup> from 1:30 – 3:00pm
- Give Hockey a Try will be held before the Skate with Santa event on Dec. 16 from 12p-1pm.
- Teams from Sweden are confirmed to come over for the beginning of April to compete in the Wolf Pack tournament.



*Prairie Stone<sub>™</sub> Sports & Wellness Center*

<b>November Membership Totals</b>	<b>2017</b>	<b>2018</b>	<b>Var.</b>
<b>+/-</b>			
Totals	2942	3,004	+ 62

### **SOCIAL MEDIA PROMOTIONS/POSTS**

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

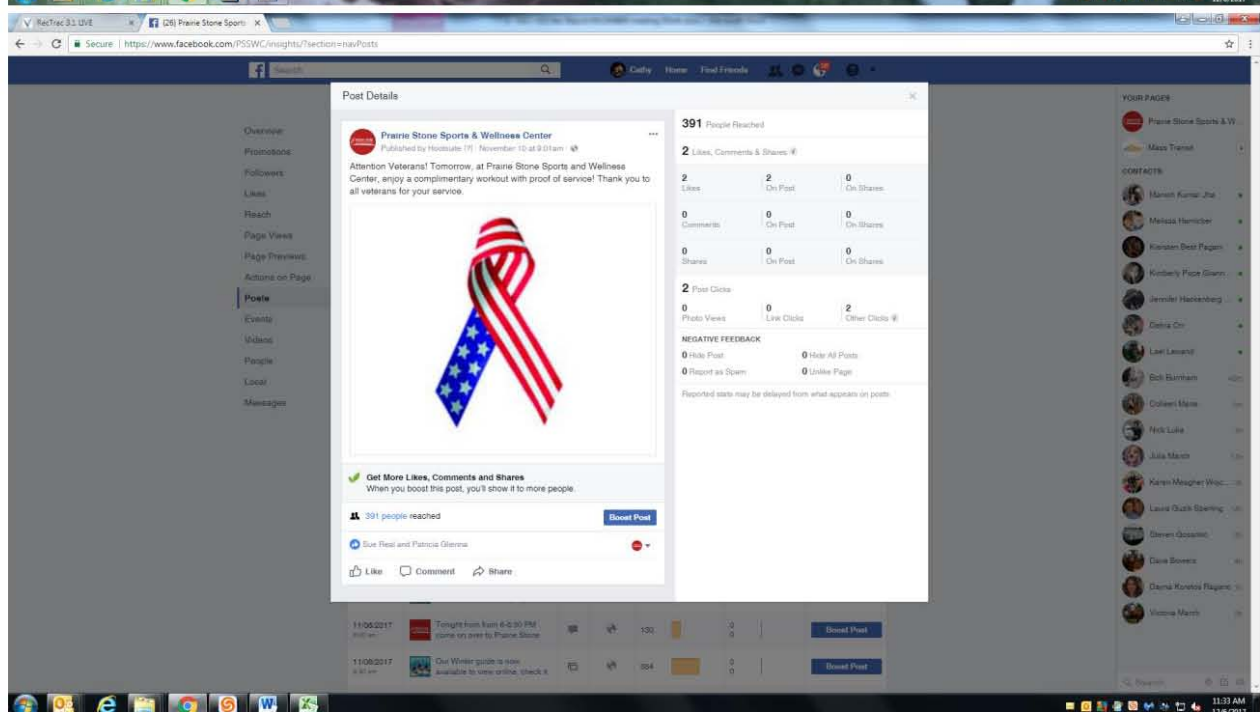
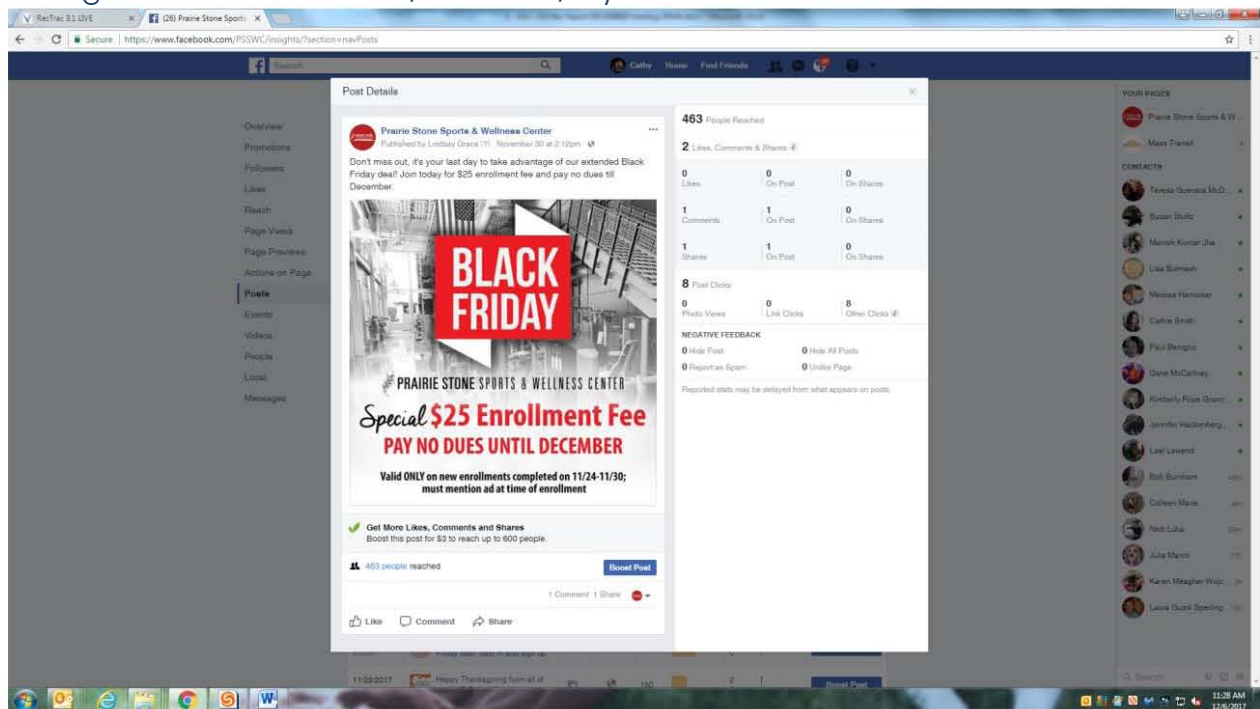
Example: Retention Management Eblast sent to recent targeted leads/prospective clients to promote the special November enrollment promotion (37.9% open rate).

The screenshot displays the Constant Contact interface for an email campaign titled "Sept & Oct leads". The dashboard includes the following elements:

- Navigation:** trp memail logo, LOGOUT button, and a sidebar menu with SUPPORT, Support, 51.8848, Enter, and Club.
- Campaign Overview:** "My Campaigns > Sept & Oct leads ...", buttons for Copy, Edit, More Actions, and Resend Options.
- Email Stats:** A summary of campaign performance:

22 Opened (37.9%)	44% 44%	73 Sent	56% 56%	0 Clicks	0 Forwards	15 Bounces	0 Spam Reports	4 Unsubscribes	36 Did Not Open
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- Email Settings:** Details for the email content:
  - Subject: Enroll as a member TODAY!
  - Preheader Text:
  - From Name: Prairie Stone Sports and Wellness Center
  - From Email Address: skordich@heparks.org
  - Reply-to Email Address: skordich@heparks.org
  - Send To Lists: Guest Visits Sept-Oct 2017
- Social Sharing:** A section at the bottom with the text "Share this campaign on social media".

Example: Facebook post promoting our special November Black Friday 'flash sale' digital membership enrollment special (463 people reached, 11 new members enrolled during the extended sale 11/24 thru 11/26).



Example: Facebook post promoting a special guest opportunity for Veterans during the month of November (391 people reached).

- Click on the links below to see the social media video engagements during the month of November:  
<https://www.facebook.com/PSSWC/insights/?section=navVideos>  
 (Video promotion of special member AMITA water bottle giveaway to first member visits of the day on Black Friday! – 245 people reached, 104 video views.)

## Member Services

- The Member Services team worked to continue with new membership promotional and recruitment efforts in the first full month following the completion of the locker room renovation project. The new member enrollments were very strong with sustained momentum that surged following the successful 'Open House' event hosted by the PSS&WC team on 10/28. The Member Services team entered the month of November with an YTD positive net 20 with preliminary official November totals indicating further net growth.
- The PSS&WC enrollment special was advertised on each of the following:
  - District's electronic marquee signs throughout the community
  - VHE electronic marquee signs located at the corner of Shoe Factory Road and Beverly
  - The ENROLLMENT FEE banner on the north side building exterior
  - Select Facebook posts throughout the month
  - Guest and tour follow up targeted email via Retention Management
  - Both internal and e-based targeted marketing were utilized to inspire member referrals as well as to reach all HEPD clients throughout the community. The HEPD bi-monthly Eblast included the enrollment promotion details, and targeted emails through Retention Management continued to be sent throughout the month to promote the club cash incentive for member referrals.
  - HEPD and PSS&WC websites (scrolling banner updates)
- The Member Services team coordinated a month full of special events in November for members to inspire continued usage interest (see November wellness calendar image below). Events included the promotion of special fitness activities along with recognition of special member 'fun' days that promote retention. The Member Services team also continued to promote the series of online motivational quotes that are posted each Monday on social media to help motivate members to pursue fitness goals. These 'motivational Monday' quotes are also printed and placed strategically throughout the club for members to discover during their workouts.
- Efforts have begun for the set up and design of the new club app designed by NetPulse that would increase the digital reach of the facility and strengthen the marketing and retention strategies by the Member Services team. The new club app would provide a user friendly platform of club related options that include fitness challenges, guest recruitment, push notifications, club check in capabilities, and a member news feed. The app would also have an integrated link to the App Audio app that is currently on order, which will provide audio links to the facility TV's. The development of the club app will take place during Q4

with a formal launch to members in FQ1 FY18 sometime following the start of the New Year.

- Efforts took place during the month of November to secure a new FT Member Services Associate position following the resignation of the Member Services Supervisor in the month of August. Interviews were conducted during the month of October and an offer was made to (and accepted by) an internal qualified candidate who had previously served as the PT1 Member Services Associate for the last few months. The new Associate will provide support to the existing Associate to ensure that sales, administrative, and retention efforts remain strong. Pursuit of a new PT1 Member Services Associate will begin in the month of December to fill that vacancy.

### November 2017 wellness calendar.



### Operations and Fitness Departments:

- PSS&WC has an upcoming Nutrition Workshop, How to Boost Your Metabolism, on 12/5, taught by Zac Marshall. The seminar has been added to the monthly wellness calendar and marketed through the guide and the AppAudio App.
- Throughout December the personal training department will promote a 3 pack special through membership for new members. The fitness department will also be running promotions to promote personal training services. Free fitness assessments, educational workshops and small group class have been added to the monthly wellness calendar.
- Group fitness class numbers are trending up as expected for the end of the fourth quarter.
- Second Session of fall swim lessons started on November 2. We have 191 participants. Last fall session 2 had 208 participants. We are down 17 this session.





## Triphahn Center

### Triphahn Center Fitness and Operations:

Membership	11/2016	11/2017	Var.
+/ Total	857	829	(28)*

- \*The fitness center saw a nice reduction in the negative variance from a month to month standpoint, in October the TC fitness center was at a (44), as expected the reduction continues to decrease as members who initially left to try other new clubs are now returning as they see value in the membership at TC. The aim is to continue to grow that reduction in the negative variance.



## Willow Recreation Center

Membership Fitness Totals	11/2016	11/2017	Var.
+/- Fitness/Racquetball Total	330	343	+ 13*

- \*WRC also saw a positive reduction in the negative variance from a month to month standpoint, the WRC fitness/racquetball total from a (5) in October to a +13 in November, again staff attributes a lot of this positive growth to members who had left prior for a new club, now seeing the value in their membership/participation at WRC and returning.



## Dog Off-Leash Areas

Dog Park Passes	11/2016	11/2017	+/- Var.
Bo's Run	295	332	+ 37
Freedom Run	312	339	+ 27
Combo	76	89	+ 13
<b>Total</b>	<b>683</b>	<b>760</b>	<b>+ 77</b>



### **PROGRAM PROMOTIONS**

Staff worked with program managers to promote Winter Guide and Registration, youth sports programs, 50+ events, trips and programs; Christmas events, Hoffman Walks, ELC, BPC events, Parent's Night Out, Amazon Smile, Giving Tree, Hockey and Figure Skating, BPC weddings, golf, foundation events and programs.

Community Calendar Submissions to: Daily Herald, Chicago Tribune, Hoffman Estates Chamber, Barrington Patch and North Cook News.

### **CHAMBER EBLAST**

Breakfast with Santa  
Winter Fest  
Skate with Santa  
Hoffman Walks

### **RETENTION MANAGEMENT EBLASTS TC & WRC FITNESS CENTERS**

Skate with Santa  
Winter Fest  
New Fitness Class, Pound  
New Audio App  
Group Fitness  
Racquetball/Wally ball

### **OTHER**

- Hoffman Walks -We had 11 people at our Hoffman Walks at Prairie Stone Sports & Wellness Center on Sat. Nov 4.

### **VIDEO**

- This month, we featured the video "November Hoffman Happenings" on [heparks.org](http://heparks.org).

### **PRESS RELEASES/PUBLIC RELATIONS**

- Articles that were printed or appeared online on the newspaper websites will be attachments at end of the Board Report.
- Articles and photos submitted and (then ones that were published this month are at end of Board Report):  
Marc Friedman Good Sportsmanship Award  
Winter Fest  
Winter Registration now Underway in Hoffman Estates  
Hoffman Walks event

### **MARKETING DASHBOARD**



### Mobile App Active Users – Source: Apple iTunes & Google Play reports

C&M is planning to eliminate the mobile app in January. Instead, we will encourage participants to “bookmark” the heparks.org website on their mobile devices.



### Mobile Access – Source: Google Analytics

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.

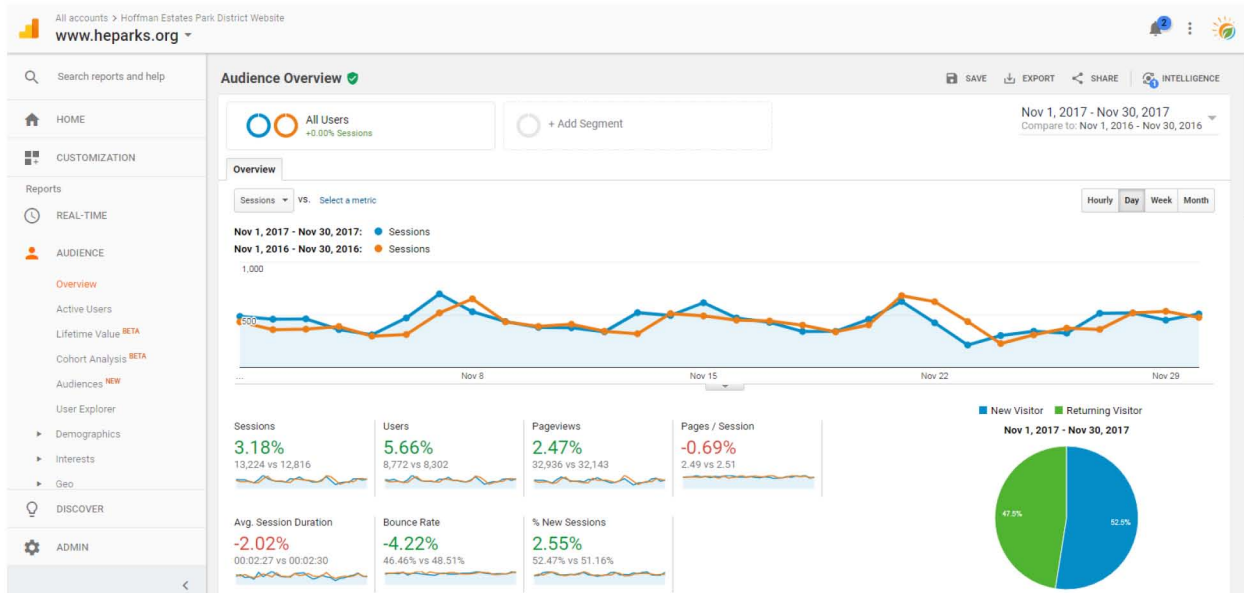
Source:	Prior to App & responsive web: Feb 2013-Feb 2014	Nov 1-30, 2016	Nov 1-30, 2017
Google Analytics			
Desktop	63%	49%	50%
Mobile	27%	43%	43%
Tablet	10%	6%	5%

\*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

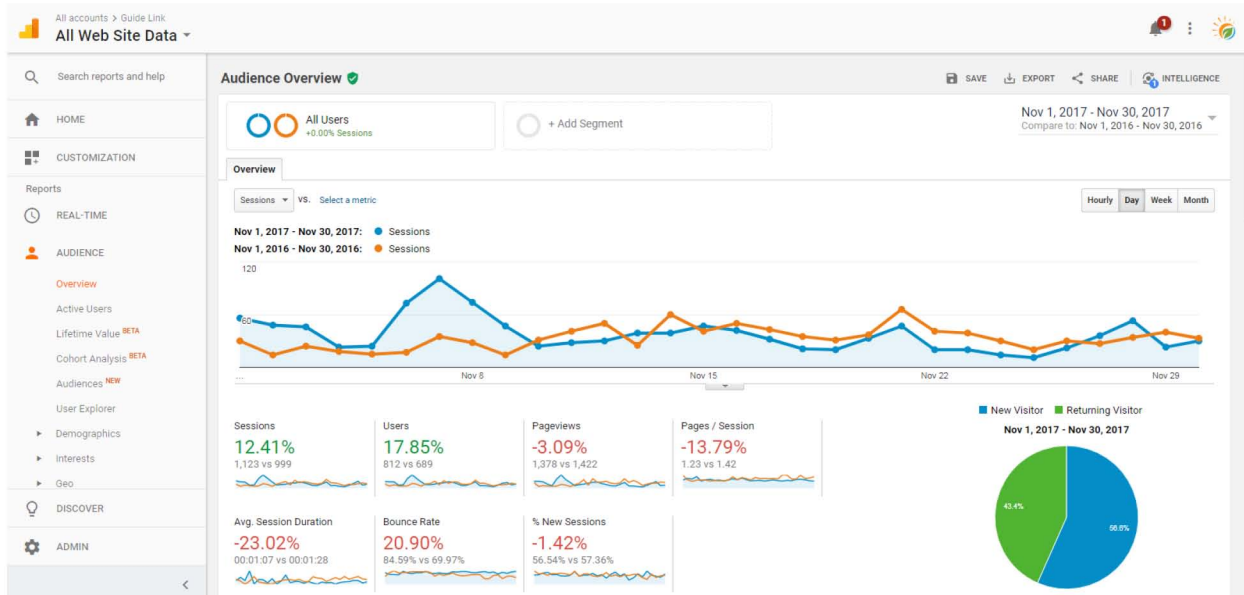
Hits to the website home page are slightly up.





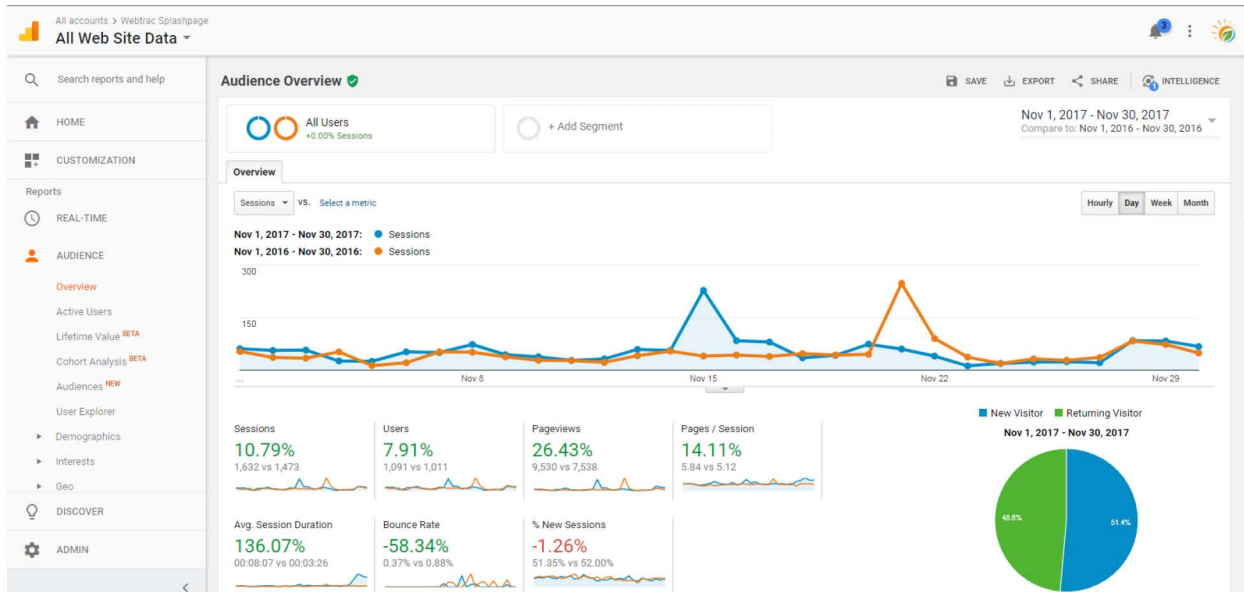
## Program Guide Online – Source: Google Analytics

Hits to the program guide were up in November.



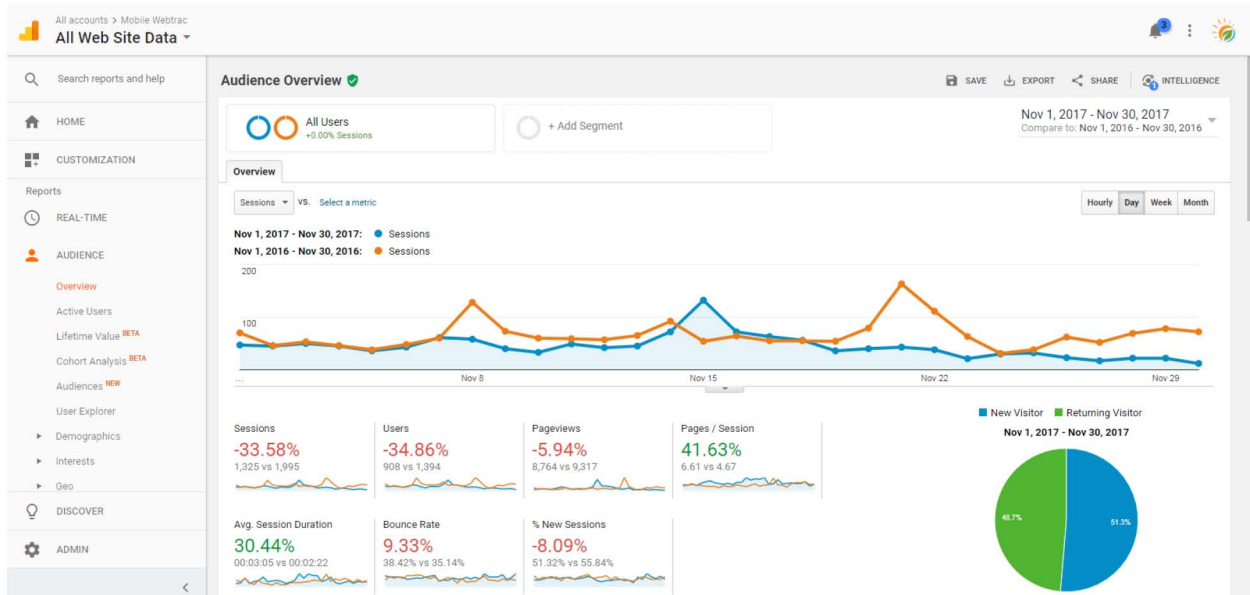
## WebTrac/Online Registration Page Hits – Source: Google Analytics

WebTrac hits are down as visitors are migrating to the mobile WebTrac, which is up. In November 2017, with the RecTrac upgrade, WebTrac became “responsive”, eliminating the need for mobile WebTrac.



## Mobile WebTrac – Google Analytics

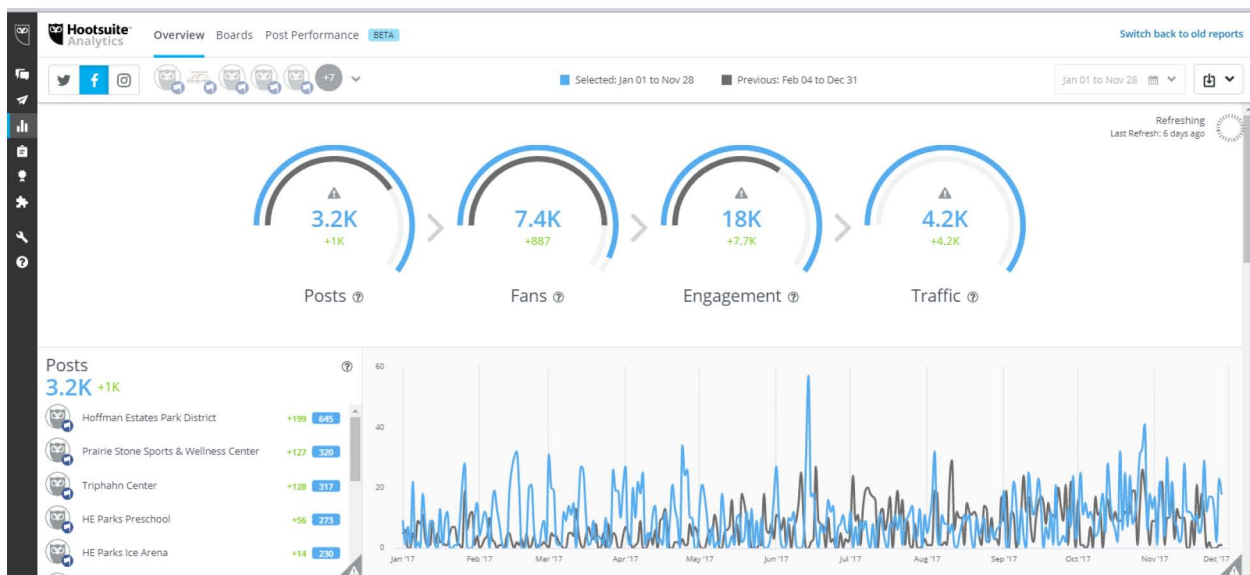
In November 2017, with the RecTrac upgrade, WebTrac became “responsive”, eliminating the need for mobile WebTrac. This will be the final report showing a prior year comparison, until we have one year of historical data next November.



## Facebook Reach

Source: Hootsuite

The chart below shows aggregates result of all HE Parks' Facebook pages, including Prairie Stone and Bridges of Poplar Creek. Total likes on all pages: 7,362 (last month 7,246)



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

Source: Facebook Insights

Post Message	Type	Posted	Lifetime: Post total reach (Total Count)
<p>* UPDATE: Winners will be announced tomorrow afternoon, 11/08.                      *PLEASE READ* We ask that people vote for their favorite photo by using the "thumbs up" emoji and vote for the most creative costume using the "wow face" emoji. We are making this announcement on the post so that people can change their vote if they accidentally used the "heart" or "love" emoji instead of the "thumbs up" or "wow face" emoji. Votes that use emoji's other than "thumbs up" or "wow face" will not be counted towards the total. Thank you! It's voting time! Thank you to all who submitted a picture of your furry friend in their Halloween Costume! Here is how you vote: Vote for your favorite photo with a "thumbs up" emoji and vote for the most creative costume with a "wow face" emoji on the individual photo of your choice in this Facebook album from Wednesday, November 1-Tuesday, November 7. Your pooch could either win Overall Best "Liked" or Most Creative Costume! Winners will be announced via Facebook on November 8, 2017. Good luck! Be sure to check out the Bo's Run &amp; Freedom Run Off Leash Parks page to hear more about our dog parks!</p>	Photo	11/1/17 10:02 AM	18,576
Check out what's happening in Hoffman this November and December!	Video	11/1/17 9:10 AM	4339
Reminder: All voting for the Doggie Costume Contest will end at midnight on Tuesday, November 7 and the winners will be announced on Wednesday, November 8! We ask that people vote for their favorite photo by using the "thumbs up" emoji and vote for the most creative costume using the "wow face" emoji. Votes that use emoji's other than "thumbs up" or "wow face" will not be counted towards the total. Votes submitted after the deadline will not be counted. Thank you! Vote here: <a href="http://ow.ly/3axz30glijS">http://ow.ly/3axz30glijS</a>	Link	11/6/17 6:00 AM	2898
Don't throw your pumpkin in the trash....smash it instead! The HE Village Public Works will be offering pumpkin composting at their open house event on Saturday. Don't throw those jack-o-lanterns in the trash. Bring them to the open house and let Public Works smash them into compost! Pumpkins must be clean: no candles, stickers, or non-water based paint allowed.	Link	11/1/17 9:29 AM	2653
We are putting new graphics on the bus today! S/O to our awesome graphic designer, Lindsay Grace!	Photo	11/9/17 11:04 AM	2420

## Top 10 Highest Posts since October 2015

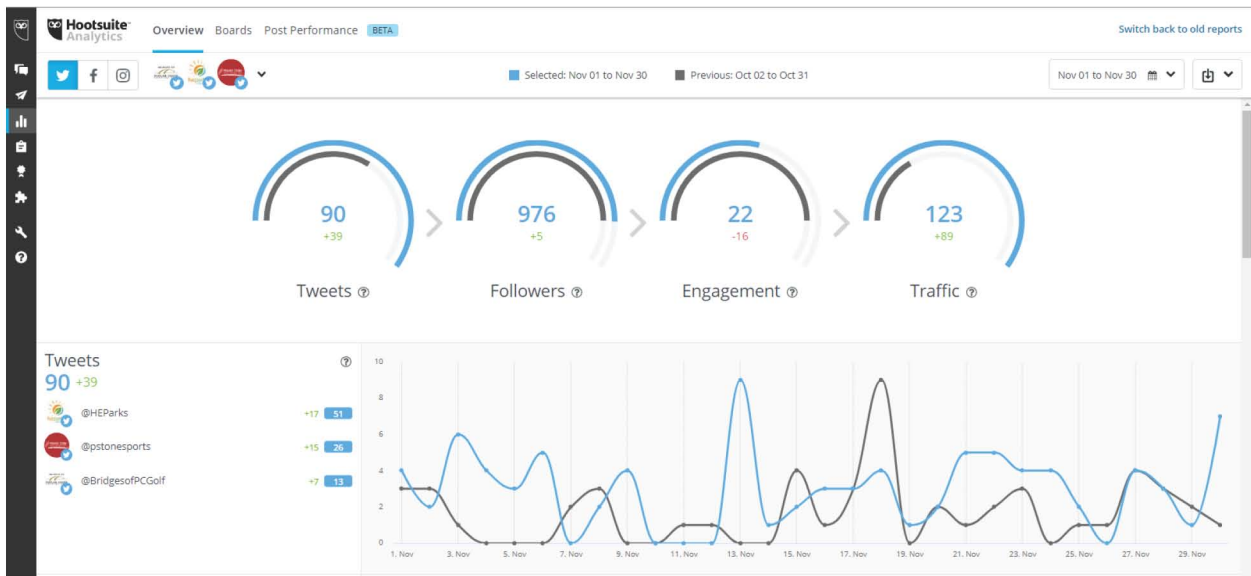
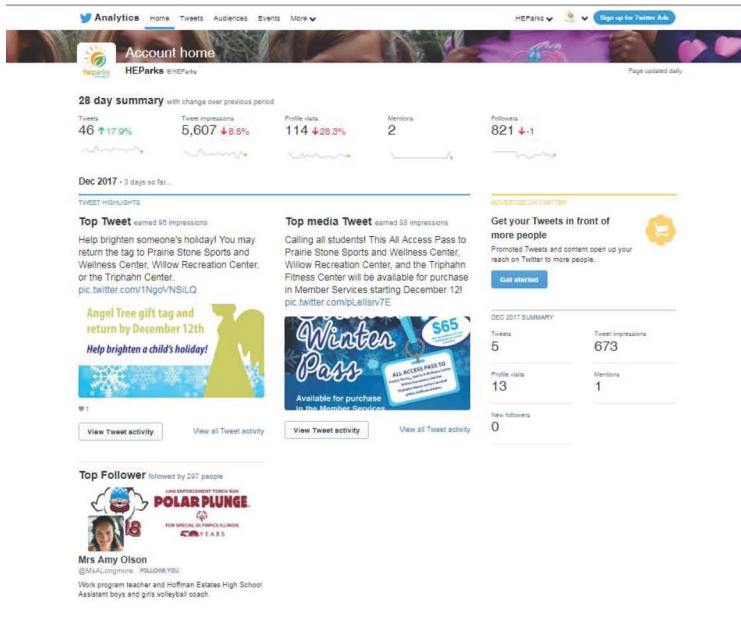
Post Message	Type	Posted	Lifetime: The number of impressions. (Total Count)
<p>* UPDATE: Winners will be announced tomorrow afternoon, 11/08. *PLEASE READ*</p> <p>We ask that people vote for their favorite photo by using the "thumbs up" emoji and vote for the most creative costume using the "wow face" emoji. We are making this announcement on the post so that people can change their vote if they accidentally used the "heart" or "love" emoji instead of the "thumbs up" or "wow face" emoji. Votes that use emoji's other than "thumbs up" or "wow face" will not be counted towards the total. Thank you! It's voting time! Thank you to all who submitted a picture of your furry friend in their Halloween Costume! Here is how you vote: Vote for your favorite photo with a "thumbs up" emoji and vote for the most creative costume with a "wow face" emoji on the individual photo of your choice in this Facebook album from Wednesday, November 1-Tuesday, November 7. Your pooch could either win Overall Best "Liked" or Most Creative Costume! Winners will be announced via Facebook on November 8, 2017. Good luck! Be sure to check out the Bo's Run &amp; Freedom Run Off Leash Parks page to hear more about our dog parks!</p>	Photo	11/1/17 10:02 AM	18,576
<p>Help wanted! STAR Before &amp; After School counselors are needed. \$9.25/hr. Mon-Fri on school days. Read more: <a href="http://ow.ly/8rF630eV0ju">http://ow.ly/8rF630eV0ju</a></p>	Photo	9/5/17 5:05 AM	10,648
<p>These are from the dancers at Willow from the Dance Recital!</p>	Photo	5/14/17 10:00 AM	9149
<p>Tomorrow, dine with us at Portillo's! From 5-8 PM, bring the family to Portillo's and 20% of the proceeds will benefit HE Parks Preschool!</p>	Photo	9/4/17 1:01 PM	6877
<p>Congratulations to Coach of the Month Marc Friedman! Over the past 29 years, he has coached boys' &amp; men's baseball and more. Thanks Coach!</p>	Photo	7/31/17 11:05 AM	6791
<p><a href="http://ow.ly/ZfJV30e3907">http://ow.ly/ZfJV30e3907</a></p>	Photo	8/15/16 10:29 AM	6715
<p>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></p>	Photo	6/20/17 3:33 PM	6581
<p>Sneak peek of Heart of Hoffman Cable TV access show! We are here with Mayor McLeod, Board President Robert Kaplan, and Executive Director Dean Bostrom. Tune in for the July episode which will be featuring the Hoffman Estates Park District! This week through Friday Aug 19 Seascape has short hours, 4-7:30 PM</p>	Photo	8/15/16 7:55 AM	6710
<p><a href="http://ow.ly/TY6I3037o3z">http://ow.ly/TY6I3037o3z</a></p>	Photo	6/20/17 3:33 PM	6602
<p>Sneak peek of Heart of Hoffman Cable TV access show! We are here with Mayor McLeod, Board President Robert Kaplan, and Executive Director Dean Bostrom. Tune in for the July episode which will be featuring the Hoffman Estates Park District! #Pokémon Trainers comes to Black Bear Pk for our Gathering Sat Aug 27 10-11:30 catch 'em all! <a href="http://ow.ly/cCns3037nfO">http://ow.ly/cCns3037nfO</a></p>	Photo	8/13/16 12:55 PM	6168



### HE Parks' Twitter account

Source: Twitter – heparks only

	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	June17	July17	Aug17	Sept17	Oct 17	Nov 17
Followers	726	730	741	751	761	763	769	770	787	805	813	820	821
Impressions	3,964	3,870	4,882	4,740	4,260	3,965	3,496	3,713	1,736	2,947	4,745	6,705	5,607
# of tweets	22	15	31	26	27	21	4	11	1	14	16	34	46



## Instagram Reports

Source: Instagram  
@heparks

	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	June17	July17	Aug17	Sept17	Oct17	Nov 17
Followers	107	109	109	111	112	110	109	110	112	115	118	117	121
# of posts	8	6	6	0	0	2	3	3	3	5	9	23	15





### Conversion Rate – What percentage registered online?

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

2011:	21%
2012:	26%
2013:	30%
2014:	33%
2015:	35%
2016:	37%
<b>2017 as of 10/31</b>	<b>38%</b>

**Note: November data is temporarily unavailable due to RecTrac upgrade.**



### 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	20K/18%	63%	1.6%	10.5%	0.2%
50+ Newsletter November	971/34%	58%	.7%	11.3%	0%

Opens = Emails our contacts received and viewed.

Mobile = Percent of emails opened on a mobile device.

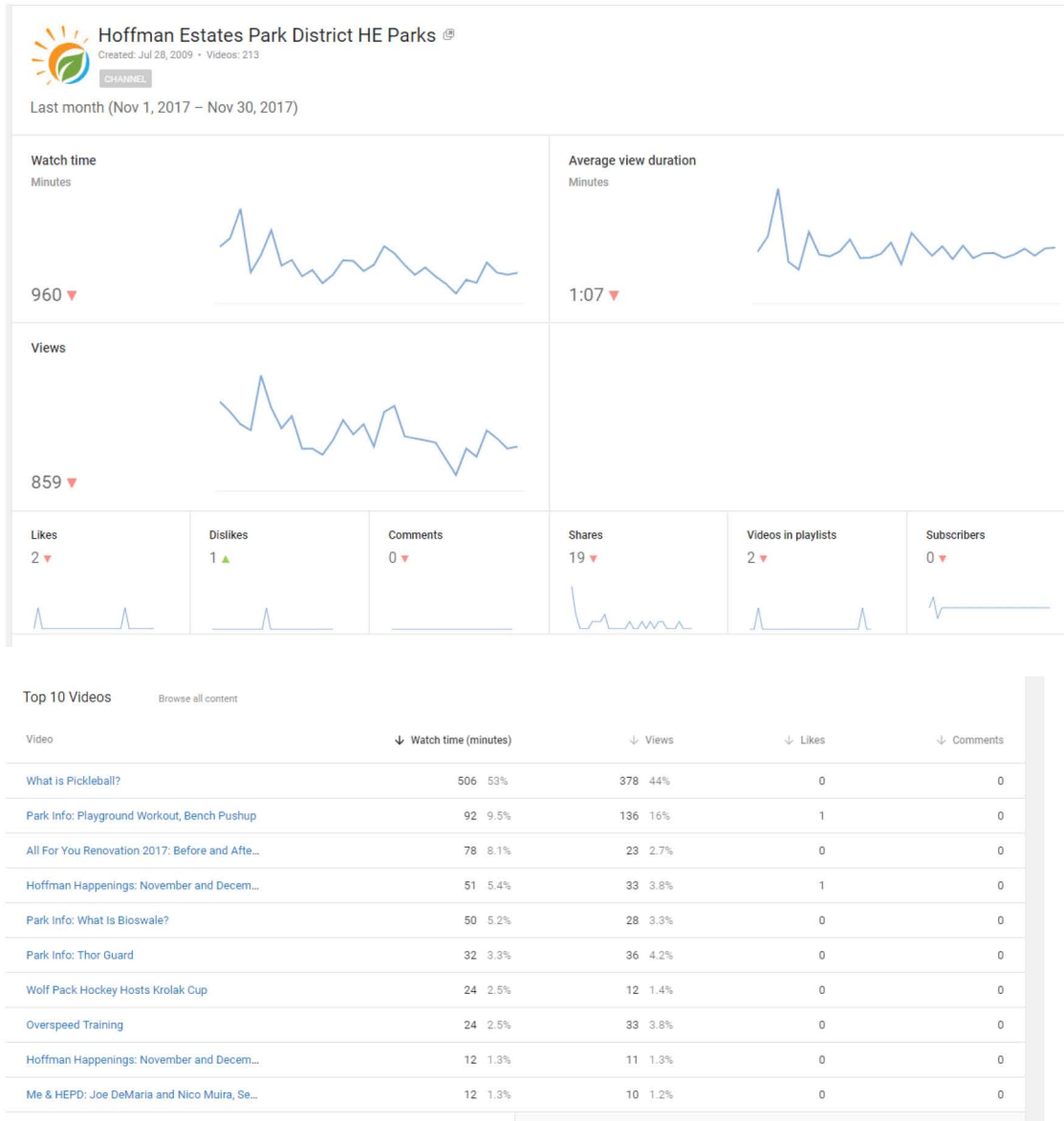
Bounces = Emails sent, but not received by our contacts, indicates the quality of the data.

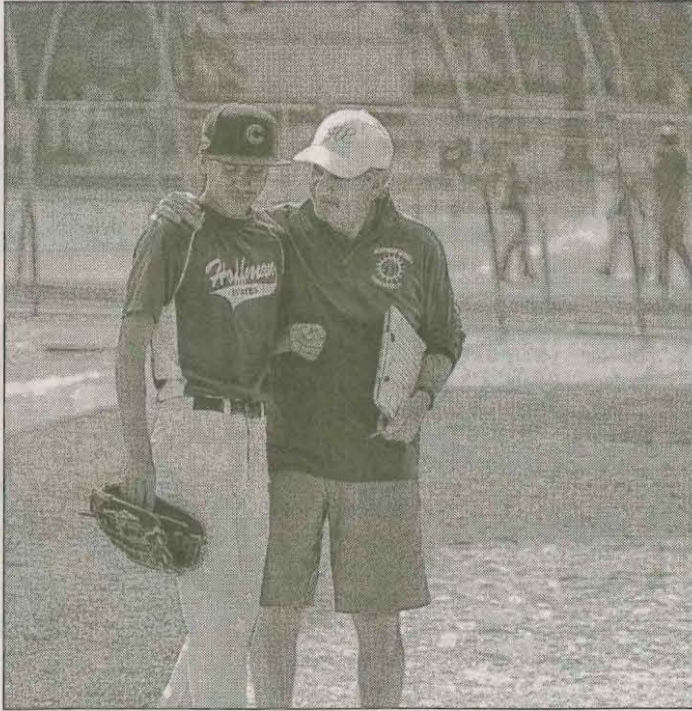
Clicks = Contacts who clicked on a link within our email.



### YouTube Metrics

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





COURTESY OF BEVERLY BUCHINGER/ Hoffman Estates Park District  
**Marc Friedman, recipient of the Good Sportsmanship Award from the Illinois Association of Park Districts.**

## Celebrate the season at Hoffman Winter Fest

*Submitted by Hoffman Estates Park District*

The Hoffman Estates Park District is hoping for snow Saturday Dec. 9, when its annual Winter Fest takes place.

The free event, held at the district's Bridges of Poplar Creek Country Club, 1400 Poplar Creek Drive, Hoffman Estates, runs from 10 a.m.-2 p.m. and features sleigh rides, ice sculptures, crafts, games and s'mores.

Winter Fest runs concurrently with Breakfast with Santa, also held at Bridges of

Poplar Creek Country Club. Admission to Winter Fest is free, as well as visits with Santa. However, there is a fee per person for breakfast.

Reservations for breakfast are required for this event, which usually sells out.

Breakfast seating times run 9 a.m. to noon. To reserve a table, call (847) 781-3655. Cost is \$19.95 for adults; \$10.95 for children ages 5-12; and free for ages 4 and younger.

For information, visit [heparks.org](http://heparks.org) or call (847) 885-7500.

# Sign up for winter programs at Hoffman Estates Park District

Submitted by Hoffman Estates Park District

The Hoffman Estates Park District, HE Parks, announces that registration for 2018 winter programs opens at 8 a.m. Wednesday, Nov. 15, online at [heparks.org](http://heparks.org) and at all HE Parks facilities.

Winter Guides were mailed to every household in Hoffman Estates and the book is also available online at [heparks.org](http://heparks.org). Following

are highlights of the events and new offerings available through the park district:

Winter Fest and Breakfast with Santa will be Saturday, Dec. 9, at Bridges of Poplar Creek Country Club. A breakfast will be served and the jolly 'ol elf himself will be in attendance. Stick around for Winter Fest to enjoy free sleigh rides, s'mores, games, crafts and more. For information, contact Program Manager Jody Dodson at

[dodson@heparks.org](mailto:dodson@heparks.org) or (847) 285-5432.

New this year is a variety of adult enrichment classes available through a partnership with Harper College.

"These classes could introduce you to a new skill or passion such as art, genealogy, cooking, fencing, and line dancing," said Superintendent of Recreation Colleen Palmer.

Renovations are complete at Prairie Stone Sports

& Wellness Center, where changes were made to the locker rooms, steam rooms, tennis court and gym floors. The full service health and wellness club also got 43 pieces of new exercise equipment.

Prairie Stone Sports & Wellness Center is at 5050 Sedge Blvd., in Hoffman Estates. For information about membership, contact the club at (847) 285-5400.

The 50+ Active Adult

Center was completely rebuilt in 2017. The park district added a fireside lounge, expanded the game room to 1,200 square feet and brought in new gaming equipment.

In addition, the Active Adult Center is now open whenever the Triphahn Center is open, seven days a week, at 1685 W. Higgins Road. Membership in the 50+ Club is as low as \$5 per month for residents

and \$5.50 for nonresidents and includes access to the indoor walking track, drop-in 50+ center activities, 1,200-square-foot game room, priority registration and member rates on trips.

Anyone who didn't receive a guide can browse the publication online at [heparks.org](http://heparks.org) or call the park district at (847) 885-7500.

• Submit Your News at [www.dailyherald.com/share](http://www.dailyherald.com/share).

## Health and fitness

*Events that focus on physical and mental health, well-being and fitness, including runs, exercise events, screenings and support groups. Deadline is two weeks before event date.*

**Chair Yoga For Charity:** 10-11 a.m. Saturday, Nov. 4, Christ Lutheran Church, 41 S. Rohlwing Road, Palatine. Christ Lutheran Church invites you to get fit while you feed the hungry. Exercises will be done in a chair or standing to improve strength, flexibility, posture, balance. Bring nonperishable food items or make a monetary donation (\$4 suggested) to be given to the Palatine Pantry. For information, visit [www.clcpalatine.org](http://www.clcpalatine.org).

**Flu Shot Clinic:** 9 a.m. - 1 p.m. Saturday, Nov. 4, American Legion Post 964, 51 Lions Drive, Lake Zurich. The American Legion Post 964 Auxiliary is hosting a flu shot clinic. Bring your insurance card or Medicare card. Donations of coats and other seasonal items will be accepted at this time for local veterans. Free with health insurance.

**Good Shepherd Hospital Presentation on Nutrition:** 10-11 a.m. Saturday, Nov. 4,

### Friday

- District 212 Zumbathon Fundraiser: 6:30-8:30 p.m. Friday, Nov. 3, West Leyden High School, 1000 N. Wolf Road, Northlake. District 212 is holding a Zumbathon Fundraiser that will benefit the Leydenettes dance team, the cheer squad and the Orchesis dance group. Admission is \$3 for students, \$5 for adults and free for kids ages 4 and younger. For information, visit [www.leyden212.org](http://www.leyden212.org).

Christ Lutheran Church, 41 S. Rohlwing Road, Palatine. Advocate Good Shepherd Hospital will be presenting a program on nutrition. A nutritionist will guide you on effective ways to incorporate good nutrition in your daily life. Free.

**Hoffman Walks:** 9-10:30 a.m. Saturday, Nov. 4, South Ridge Park, 1450 Freeman Road, Hoffman Estates. Join for a walk at South Ridge Park to honor your favorite hero. There will be cards for you to name your hero and wear during the walk. Wear comfortable shoes and bring water to drink, if you wish. Hoffman Walks is a free com-

munity walking program open to all ages. Visit [www.heparks.org](http://www.heparks.org).

**NCH Emerald Circle Presents Urine Trouble:** 2:30 p.m. Monday, Nov. 6, Northwest Community Hospital Auditorium 800 W. Central Road, Arlington Heights. If your bladder wakes you up two or more times a night to urinate, you may have what's known as nocturia, a medical condition that has many causes and treatments. Dr. Bethany Burge, NCH Medical Group Urologist, will discuss symptoms, causes and treatments of this problem, which impacts about one in four people older than 50. Registration is required; call (847) 618-4968 or visit [nch.org/emeraldcircle](http://nch.org/emeraldcircle).

**Gam-Anon Meeting:** 7:30-9 p.m. Wednesday, Nov. 8, Lutheran General Hospital, 1775 W. Dempster Ave., Park Ridge. Take Elevator B; 10th floor West Room 1062. Gam-Anon is an anonymous fellowship for spouses, adult children, family and friends whose lives have been affected by someone with a gambling problem. For information, call the 24-hour hotline, (708) 802-0105. Meetings are free; there is a parking fee at this site.

## Bridges of Poplar Creek Board Report

### General Programs



Saturday, November 4<sup>th</sup>. The Turkey shoot had a field of 72 players. The weather was a challenge with rain, cold and wind. The winning team battled all the elements and finished with a score of 69. Congratulations to Larry Mishler & Travis Ward. Each participant will receive a 10 to 12lb Turkey in this festive event.



Upcoming F&B Events  
Winter Fest & Breakfast with Santa 12/9

### Golf Rounds

#### ROUND TOTALS.

2013	2014	2015	2016	2017	5 Year Average
878	452	1,198	2,118	724	1,074

#### YTD ROUND TOTALS

2013	2014	2015	2016	2017	5 Year Average
31,610	29,818	30,308	31,308	31,021	30,813

### Range Information

#### RANGE BASKET SALES TOTALS

2013	2014	2015	2016	2017	5 Year Average
176	94	332	582	102	1,001

#### YTD RANGE BASKET SALES TOTALS

2013	2014	2015	2016	2017	5 Year Average
18,217	18,446	18,483	18,821	19,210	18,635

**Pass Sales**

<b><i>Resident Passes Thru Sept</i></b>	<b><i>2016</i></b>	<b><i>2017</i></b>
Resident Annual	3	4
Resident Individual	138	155
Resident Junior	1	2
Resident Senior	91	80
Total Resident Passes Sold YTD	233	241

<b><i>Non Resident Passes Thru Sept</i></b>	<b><i>2016</i></b>	<b><i>2017</i></b>
Non-Resident Annual	0	1
Preferred TT Pass	104	116
Non-Res Individual	20	12
Non-Res Junior	0	0
Non-Res Senior	58	53
Total Resident Passes Sold YTD	182	182

**Hole In One Contestant Update**

<b>HOLE IN ONE MONTHLY SALES TOTALS</b>	
<b>2016</b>	<b>2017</b>
<b>363</b>	<b>58</b>
<b>YTD HOLE IN ONE SALES TOTALS</b>	
<b>2016</b>	<b>2017</b>
<b>483</b>	<b>2,414</b>

## **Communications & Marketing**

### Marketing/Advertising



5 Email blasts went out promoting, Turkey Shoot, Breakfast with Santa, Winter Fest, Holiday Parties and more.



Social Media post included: 32 Facebook Posts, 11 Instagram Posts and 12 Twitter posts marketing all aspects of the facility and highlighting special events as they happened.

## **Food & Beverage**

### Food & Beverage

For the month of November we had a total of 10 events (15 Events in 2016)

The breakdown is as follows:

- 4 breakfast meetings servicing 100 guests
- 1 Turkey Shoot serving 72 guests
- 2 continental breakfast meetings servicing 110 guests
- 1 dinner servicing 187 guests
- 1 luncheon servicing 74 guests
- 1 birthday party (hors d oeuvres only) servicing 60 guests

We currently have 9 events booked for December (14 Events in 2016)

- 4 Breakfast meetings servicing 100 guests
- 1 50+ holiday dinner servicing 76 guests
- 2 holiday parties servicing 152 guests
- 1 all day meeting servicing 45 guests (continental, lunch, hors d oeuvre reception)
- Breakfast with Santa Servicing over 450 guests

Wedding Count Update:

2018= 8 ceremony and reception and 2 reception only

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








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**

In November we saw daily highs and lows averaging 47 and 32 degrees, this is in line with averages. This did include a few days in the 60’s which was a great late season treat. Precipitation was about average in November, we saw 1.6”. We also saw a few traces of snow in the latter half of November.

The maintenance crew was busy keeping up with mowing early in the month and focused more on leaf removal towards the end of the month. Between mowing greens, tees, approaches, fairways and leaf cleanup we were able to get the course ready for the upcoming winter by completing the following task:

-  Irrigation blowout
-  Bathrooms blowout
-  Sand/seed mixture on all par three tee boxes
-  Snow mold application were completed on greens and tees
-  Applied preventative broadleaf weed control to all banks and immediate rough
-  Removal of all course supplies
-  Started painting on course accessories for next year

**ADMINISTRATION & FINANCE**

- The District upgraded the RecTrac database to version 3.1 beginning at 9pm on Sunday, November 26<sup>th</sup>. The District went LIVE operationally with the WEB and some service desks on Tuesday, November 28<sup>th</sup>. The remaining desks went LIVE on Wednesday, November 29<sup>th</sup>. This was a significant software upgrade with respect to system functionality. Every aspect of the software, specifically reports is much more robust. The service desks are at 98% operational functionality and every day staff is finding solutions to make processing more efficient. There are many enhancements as this version of the software is significantly different from the previous version. Once all areas are operating at 100%, staff will begin implementing those enhancements which benefit the District.



- The District has been awarded the Governmental Finance Officers Association (GFOA) Certificate for Excellence in Financial Reporting for our 2016 Comprehensive Annual Financial Report (CAFR). This is the fourth year in a row the District has received this prestigious award.
- 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 12<sup>th</sup> had no additional input.
- Deputy Director Talsma presented at IPRA Leadership Academy; combined sessions on levy's, budgets and financial expectations in the park and recreation industry. Topics were presented to different professions within IPRA.
- Deputy Director Talsma attended a master plan workshop for stakeholders with Hanover Township to discuss future objectives the District would like with the Township.
- Staff attended the IAPD Legal Symposium.
- Staff attended the District 54 partnership breakfast for governmental entities within the District 54 boundaries.
- Staff prepared and filed the Friends of HEParks annual tax return and legal filings.
- Staff attended the PDRMA Risk Management institute.
- Staff attended the Hoffman-U on handling difficult customers.
- Staff prepared and filed the NRPA ProRagis questionnaire utilized to compare park districts nationwide.
- Staff worked with the Village to identify the water/sewer utility billings attached to irrigation lines at Victoria, Eisenhower and Cannon Crossings. The village will be removing the sewer charge from these billings moving forward and has agreed to provide the District a credit in the amount of \$1,941.92 for sewer changes paid for 2017.
- Payroll Cycle Processing
  - 11/17/17      \$288,032.72
  - 12/01/17      \$264,794.74

**Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. TC/WRC/PSSWC Fitness Centers
  - b. ELC (weekly)
  - c. 50+
  - d. Sponsorship/Marquee Signs
  - e. STAR
  - f. Dance Company
  - g. Preschool
  - h. Hockey

- Administrative
  - a. Winter Guide review
- Administrative Registration for:
  - a. Financial Assistance
  - b. Foundation Giving Tree
  - c. Harper
  - d. All Aboard
  - e. Zoo Lights

### **Human Resources**

- Processed 8 new part-time hires and 2 volunteers.
- Received final Districtwide score for 2017 PDRMA Loss Control Review of 99.05%.
- Attended PDRMA's webinar for 2018 PATH on-site screening info. District's date is 03/14/2018.
- Facilitated annual Hoffman-U presentation on employee benefits. There was an overall increase in staff opting to participate in voluntary benefits offered by HEPD; 33% of staff participate in additional saving through Nationwide or IMRF, 28% of staff participate in Wageworks Flex Spending Account (FSA) and 29% of staff elect additional life insurance
- Attended 2 on-site PDRMA classes to complete PDRMA's Safety Coordinator curriculum.

### **Technology**

- Survey of all locations receiving fiber complete. Planning and installation of fiber lines have begun. BPC interior fiber install complete.
- Security Cameras
  - a. Additional Interior cameras for the hallway leading to our Fitness center as well as Room 114 (previously Jerry's pro shop) are currently in the process of being installed.
  - b. PSSWC – One of our non-HP network switches and the loading dock security camera both suffered hardware failures. A new HP 48 port switch & Axis camera were purchased. The new switch is installed and all cameras are functioning with the exception of the loading dock. The install of the loading dock camera is scheduled to be done in the next couple of weeks.
  - c. SEA – wireless connectivity for security cameras utilizing 110v electrical lines have been installed on the main entrance light post. These cameras provide an overview of the Seascape parking lot. Additional cameras are planned for the SEA Maintenance building that will include the sled hill.
  - d. More outdoor cameras are planned for all facilities in 2018.

- The boardroom projector in our main boardroom would vibrate due to the HVAC unit located directly above. We purchased an anti-vibration isolator that significantly reduced the vibration experienced when utilizing the projector for a presentation.

**Newly Acquired Advertising and Sponsorships**

- a. Toasty Cheese
  - Truck at PSSWC/Foundation donation
- b. Top Golf
  - Winter Fest
- c. Garibaldi's
  - In-Kind
- d. Firehouse Subs
  - In-Kind
- e. Pediatric Therapy
  - Marquee
- f. Pinot's Palette
  - Marquee
- g. Massage Envy
  - Marquee

**MEMORANDUM NO. M17-144**

**TO: Board of Commissioners**  
**FROM: Dean R. Bostrom, Executive Director**  
**RE: Review of Closed Session Minutes ~ Resolution R17-004**  
**DATE: December 13, 2017**

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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 2017.

**Implications**

Resolution R17-004 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>
Special Board	10/10/2017	A. Vacancy Brochure
Meeting 1022	10/24/2017	C3. Vacancy Brochure

**Recommendations**

It is recommended that Resolution R17-004 “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>
Special Board	10/10/2017	A Vacancy Brochure
Meeting 1022	10/24/2017	C3. Vacancy Brochure

**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 19<sup>th</sup> day of December 2017.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary