



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

AGENDA
REGULAR BOARD MEETING NO. 987
TUESDAY, NOVEMBER 25, 2014
7:00 p.m.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS & RECOGNITION
 - A. Best of Hoffman Award:
NFL Punt, Pass & Kick winners (Andrew Spencer, Austin Hatcher, Bella Scheidecker, Luke Adams)
 - B. 2014 Starguard Aquatics Lifeguard Audits: Katie Basile & Katie Miller
 - C. Certificate of Achievement for Excellence in Finance Reporting (GFOA)
5. APPROVAL OF MINUTES
 - October 28, 2014
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA
 - A. A&F Detail Reports
 - Manual checks \$199,020.49
 - Monthly Invoices \$207,999.72
 - B. Financial Statements
 - C. Acceptance of B&G Minutes 10/7/14
 - D. Acceptance of Rec Minutes 10/7/14
 - E. Acceptance of A&F 10/21/14
8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. PRESIDENT'S REPORT

REGULAR BOARD MEETING NO. 987

November 25, 2014

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10. OLD BUSINESS
11. NEW BUSINESS
 - A. Friends of H.E. Parks update / M14-143
 - B. Renaming of High Point Park / M14-137
 - C. Confirmation of name Essex Park / M14-138
 - D. Marquee sign lighting / M14-140
 - E. 2015 Calendar of Board/Committee meetings / M14-139
12. COMMISSIONER COMMENTS
13. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act.
 - October 28, 2014
 - 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. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
 - D. Pending or probable litigation, pursuant to Section 2(c)(11) of the Open Meetings Act.
14. DISCUSSION AND VOTE ON MATTERS DISCUSSED IN EXECUTIVE SESSION
15. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE HOFFMAN ESTATES PARK DISTRICT TRIPHAHN CENTER, 1685 W. HIGGINS ROAD, HOFFMAN ESTATES UNLESS OTHERWISE SPECIFIED. WE INVITE THOSE WHO MAY NEED AN ACCOMMODATION DUE TO A DISABILITY TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.



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

**MINUTES
REGULAR BOARD MEETING NO. 986
October 28, 2014**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on at p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners K. Evans, R. Evans, Kilbridge, McGinn, Mohan, President Bickham

Absent: Commissioner Greenberg

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

Audience: Laura Trosien, Family and Friends; Jose Salcedo and Family, Superintendents Chesak, Basil and Manisco, Program Manager Albig, 50+ Coordinator Cuff

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Agenda:

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

4. Awards & Recognitions:

Laura Trosien was awarded Best of Hoffman for her work on the Vogelei Barn mural over the summer.

Jose Salcedo, WRC Building Custodian, was awarded FT Employee of the Third Quarter for his excellence at work.

5. Minutes:

Commissioner R. Evans made a motion, seconded by Commissioner Mohan to approve the minutes of the September 23, 2014 meeting as presented. The motion carried by voice vote.

6. Comments from the Audience:

None

7. Consent Agenda:

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

On a Roll Call Vote: Carried: 6-0-1

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

Nays: 0

Absent: 1 Greenberg

- A. Future potential new projects/facilities / M14-108
- B. Strategic Plan / M14-109
- C. Board/Committee Evaluations / M14-110
- D. Golf course shoreline stabilization-Phase 1 / M14-113
- E. Surplus Ordinance IT Equipment O14-007 / M14-119
- F. A&F Detail Reports
 - o Manual checks \$385,279.40
 - o Monthly Invoices \$442,768.51
- G. Financial Statements
- H. Acceptance of B&G Minutes 9/2/14
- I. Acceptance of Rec Minutes 9/9/14
- J. Acceptance of A&F 9/16/14

8. 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.

9. President's Report:

President Bickham read the IAPD Resolution for the HEPD's 50 years. He also noted that he heard good things about the NRPA Conference. He explained that the district had a new website and encouraged the board members to visit the new site. He questioned if the push alert had been fixed and staff will check on that. President Bickham reviewed some of the events noting that the Wild Flower Seed, Halloween Bash, Great

Pumpkin Skate had all been well attended and good events. He congratulated staff on the new Marquee Signs as well as their work on the CMP and Budget.

10. Old Business:

None

11. New Business:

A. IAPD Credential Certificate/M14-122:

Executive Director Bostrom reviewed the item.

Commissioner Mohan made a motion, seconded by Commissioner R. Evans to approve the Credentials Certificate as outline in M14-122.

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

12. Commissioner Comments:

Commissioner R. Evans noted that the signs looked great and he was hearing only good comments about them. Director Buczkowski said that BPC and WRC signs should be up next week. Commissioner R. Evans reminded everyone of the Turkey Shoot November 1st.

Commissioner Kilbridge noted that she had enjoyed conference and was enjoying the opportunity to spend time at Bo's Run.

Commissioner Mohan asked if the district was seeing new advertising accounts on the sign and Executive Director Bostrom explained that they were receiving inquiries that they were passing along to Windsor. Commissioner Mohan asked about the last check from the Gaming Machines and Executive Director Bostrom noted that he know the total was approximately \$1,400 so far but did not have the final check amount. Deputy Director Talsma noted that Garibaldi's was expecting \$10,000/month and Commissioner Mohan noted that The Assembly was also making money. Staff will review ways to increase the amount of revenue from the Gaming Machines.

Commissioner McGinn said he was hearing good things from friends about the Marquee Signs.

Commissioner K. Evans noted that he had enjoyed conference and appreciated going. He also noted that the Marquee Signs were very big and bright.

13. Executive Session:

Commissioner Mohan made a motion, seconded by Commissioner McGinn to move to Executive Session at 7:30 p.m. for the purposes of:

- A. Minutes - Section 2 (C)(21)
- 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. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(C)(1) of the Open Meetings Act.

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

Commissioner R. Evans made a motion, seconded by Commissioner Kilbridge to reconvene to regular session at 8:21 p.m. The motion carried by voice vote.

14. Discussion and Vote from Executive Session:

None

15. Adjournment:

Commissioner Mohan made a motion, seconded by Commissioner McGinn to adjourn the meeting at 8:21 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING 987**

EXECUTIVE DIRECTOR'S REPORT

November 2014

PARKS DIVISION

1. Areas around the new parks signs at Triphahn Center and Vogelei Park were prepped, landscaped, mulched and sodded. Willow sign remains under construction at this time.
2. Total renovation of Eisenhower soccer fields was completed. Fields were aerated, top dressed with Bio-solids, leveled with a combo-plane, over-seeded at 10/lbs. per 1000 sq. ft., fertilized at 5/lb. of organic/synthetic 4% iron product per 1000 sq. ft. and treated with a carbonic plant feed to raise the calcium levels. The field is closed for the remainder of 2014 and will re-open April 1, 2015 for the spring season.
3. Several repairs were made to Bo's Run fences. Settling ground had resulted in gaps under the fence in various areas. Extensions were added to the bottom of the fence in these areas to prevent dogs from being able to climb under.
4. The mowing season has ended.
5. The master 2-inch valve at Eisenhower soccer irrigation was replaced. Several heads were replaced and new solenoids installed in two field valves.
6. Fall tree planting to replace Ash trees was completed for this year, 50 trees were planted throughout the district.
7. 15 trees were planted at Winding Trails Basin in cooperation with the village for noise mitigation.
8. Swans were brought in from all the lakes for the winter.
9. All permits were received for our in house burns, 30 sites throughout the district weather permitting. RFP was sent out to burn contractors for 4 sites in 2015, (Victoria, Hunter's Ridge East & Wetlands, Rohrsen Park and Black Bear Park).
10. East berm on driving range at Bridges was brush mowed by parks staff.
11. Staff removed old carpet and installed new 2x2 carpet squares and cove base in fitness room at Triphahn Center.
12. Staff installed flags and no ice signage around ponds and lakes.
13. Staff removed all volleyball and tennis nets for the season.
14. Willow Park staff replaced broken panel on playground.
15. Armstrong Park staff replaced rail and repaired slide on playground.
16. Highpoint Park staff repaired rocker on Oakdale Playground.
17. Sycamore Park staff repaired balance beam on fitness play.
18. Staff removed all canopies from Playgrounds and shelters throughout the Park District.

19. Staff installed aluminum soffit and fascia at Olmstead Park Shelter.
20. Staff repaired block wall inside Skate Park at Willow.
21. Staff installed back yellow top rail cover on home run fence on field 3 at Cannon baseball field.
22. Outdoor drinking fountains throughout the district have been winterized
23. All splash pads have been winterized
24. Seascape has been winterized
25. All lake fountains have been brought in for the season
26. Filters have been changed on all HVAC units, pulley's greased and belts also tightened
27. Truck 522 new front brake pads and rotors
28. Vehicle 500 replaced radiator, alternator and battery
29. 542 brought in for recall on emissions
30. 506 new front brake pads, rotors and tires
31. Truck 912 replaced blower motor and blower motor resistor
32. 499 replaced left front wheel bearing
33. Skid loader replaced idler pulley for fan and belt
34. Mower 554 replaced PTO belt and front deck belts
35. Skid loader 821 front wheel motor parking brakes replaced and dash board
36. 519 rebuilt power steering gear box
37. Installed new decals on vehicles 532,528,912,511,512
38. Truck 533 installed new tires
39. Completed maintenance and repair on all snow plows and snow blowers

PLANNING & DEVELOPMENT

1. 2015 Playground Improvements:

To be first out of the gate next spring with construction, staff has begun the playground improvement process which includes a public information meeting pertaining to each of the three locations; Valley, Maple, and Evergreen Parks. To get public input, staff has sent postcards to residents within 300 feet of each park location notifying them of the meeting to be held on Wednesday, November 5, 2014 at the Triphahn Center at 7:00 p.m. Staff is preparing conceptual playground plans based upon completed projects as part of the 2014 playground improvement projects. In addition to the public meetings, staff has contacted the Principal at Lakeview Elementary School for input on their needs because they are adjacent to Evergreen Park and utilize the playground. A summary of these meetings will be presented at the December Building and Grounds meeting for conceptual plan approval.

2. Marquee Signs:

Installation of the Triphahn and Vogelei sign were completed and energized without any major difficulties. Sign operation has begun and for all intents and purposes has met or exceeded staff's expectations from the digital board perspective. However, it has been determined that the Hoffman Estates Park District logo below the digital board does not have enough illumination to make it readable at night. Staff is currently working with Walton Signage to add additional light sources both from above and below. As far as items to complete at Triphahn and Vogelei, Walton Signage Contractors are currently installing the stone veneer but have not ordered enough corner pieces to complete the project as of October 28th.

BPC and WRC signs are scheduled to be installed beginning November 3rd and, weather permitting, will be completed with the exception of the stone veneer, by November 9th. The landscaping at all locations is anticipated to be completed by the middle of the week of November 10th.

3. Grant Projects:

Work on all three of the grant projects (Eisenhower Swing, Hunter's Ridge Basin Landscaping and Cannon Fence) have either been completed or are in final punch list phase. The Eisenhower reimbursement from the state has been received and booked as revenue. The two other projects will be invoiced within the next two weeks with the hope that payment will be made by the end of the year.

Facilities and Recreation Department

Upcoming Event Schedule Summary:

- **Make a Wish Come True Golf Event:** Saturday, November 15th at Bridges of Poplar Creek Country Club. Green fee of \$35 per person includes 18 holes of golf plus a cart, hot dog, or brat and drink. Green fee also includes a donation to a fund to buy holiday gifts for local needy families. In 2013 bought wrapped and delivered gifts for 7 families in our area.
- **Nutrition Workshop – "Holiday Eating":** Saturday, November 15th at Prairie Stone Sports & Wellness Center at 10 am. Get tips, suggestions, and practical information from PSS&WC Registered Dietitian Marge Connor on how to make this your healthiest holiday season ever.

General Summary:

- The Recreation & Facilities division would like to take this opportunity to recognize the Park Maintenance team staff received several complements from parents on the condition of our fields this fall.

- The New TRX Circuit Training Demo at PSS&WC on Tuesday at Prairie Stone Sports & Wellness Center had 26 participants.
- Mike Kies spoke at the University of Illinois Career Symposium and at IPRA's Leadership Academy during the month of October.
- New in the Spring Brochure staff will be including youth and adult rugby, ultimate Frisbee and a 50+ 16 inch softball league.
- Hoffman Estates held a local and sectional competition for the NFL Punt Pass Kick competition, over 100 children participated compared to 30 last year. Staff is pleased to announce that 4 finalists from the state of Illinois came from the HEPD sectional which was held on October 19th at Cannon Crossings.

Andrew Spencer	(2nd seed)	6-7 Boys
Luke Adams	(1st seed)	8-9 Boys
Austin Hatcher	(4th seed)	14-15 Boys
Bella Scheidecker	(3rd seed)	8-9 Girls

Congratulations to our winners who have advanced to the Championship on November 22nd at Halas Hall and will be recognized on November 23rd at Soldier Field prior to the Bears vs. Tampa Bay game.

- A special thank you to Mathnasium of South Barrington for their continued support and sponsorships. They generously donated \$1,000 towards our Youth Volleyball Program.
- There are currently 364 registrants for fall soccer compared to 342 in the fall of 2013, a 22 player increase.
- PSS&WC Personal Trainer Joe Pignone selected as trainer of the month. Joe is an exceptional personal trainer, who has worked at PSSWC for 10 years.
- PSS&WC Personal Training year to date revenues for the month of October (as of October 29th) were a 17.5% increase).
- October's theme was Bullying Prevention. A video was made at Fairview with the children to spread awareness to others. The link for the video: <http://youtu.be/I9fHf-nnXb0>
- The General Manager of Sales & Operations worked with the C&M Manager to coordinate and complete a comprehensive video and photo shoot within the club. Efforts were taken to record candid as well as "staged" video and photos that were used in the composition of a 15 second promotional video advertisement through the Daily Herald. The video showcases all areas of the club and provides a quick narrative informing viewers of a special enrollment promotion for the months of November and December reserved exclusively for those who mention the ad. The following are links to the PSS&WC 15 second Daily Herald commercial and the corresponding "splash" page. <https://praiestonesports.com/join-today> & <https://www.youtube.com/watch?v=351GxilN6RI>
- The Pumpkin Skate Event took place on Sunday, October 19th. Attendance at the event was outstanding. Staff calculates that over 300 people attended.

- New this year to the ice operations, a winter camp will run 6 days over the 2 week holiday season in December.
- New this year because of the demand, staff has developed a Coyote Hockey Club mite AAU program which is up and running, the team has received a lot of great feedback from the customer/participation. .
- PSS&WC ran a brand new Climbing Wall Trick-or-Treat event this year that went over very well with the community. On October 22nd from 6-8pm kids were able to rock climb and collect treats as they climbed up the rock wall. As they got higher and higher the treats got better and better. Around 40 kids attended this event for the first year. The kids, parents, and staff had a great time.
- The Pumpkin Swim was a success on October 25th. Kids swam with the pumpkins in the activity pool and then decorated a pumpkin to take home. Both sessions filled up this year with 73 kids overall.

Recreation Department

Dance Programs Summary:

<u>Program</u>	<u>2013</u>	<u>2014</u>	<u>Var. +/-</u>
Dance at TC	155	155	0
Dance at WRC	65	74	+ 9
HE Stars Company	25	24	- 1

- Fall dance classes started the week of September 9th. More classes have been offered in the senior center to help with over booking the dance room.
- The dance company held a bake sale at the Halloween Bash and Pumpkin Skate to help raise money for their competition costs; \$245 was raised.
- Hoffman Stars Dance Company will be performing holiday dances at Alexian Brothers in December. Books will be collected to take with them.
- The Hoffman Stars Dance Company will also be dancing at the Winter Fest event scheduled to take place at Bridges of Poplar Creek Country Club on Saturday, December 13th.

Gymnastics Programs Summary:

- The first session of gymnastics classes ended the week of October 20th with the number of participants at 175. The second session started the week of October 27th. Registration is still being taken, but at this time there are 151 registered for classes.

Youth Soccer Summary:

Youth In-house Soccer Summary:

- Soccer season is complete. Mother Nature was very kind and the season ended on schedule.
- Indoor soccer registration began this week.
- The park district has decided to bring indoor soccer back to the Triphahn Center after receiving multiple complaints about GSA's facility and operations.
- Games will be held on Sundays at the Triphahn Center gym starting in January.

Hoffman United Travel Soccer Summary:

- The next travel soccer meeting will be held on Wednesday, November 19th.
- The soccer season is ongoing.

YOUTH VOLLEYBALL DIVISIONS	2013	2014
5th Grade Girls	18	20
6th Grade Girls	20	17
7th Grade Girls	29	34
8th Grade Girls	31	37
5th Grade Boys	0	0
6th Grade Boys	1	1
7th Grade Boys	2	2
8th Grade Boys	1	5
TOTAL # OF Volleyball Players	102	116

Youth Fall Baseball

- The youth fall baseball season came to an end on October 11th with the season end tournament. The season was very successful and all coaches were happy with the amount of progress their players made in preparation for next spring season. The Bronco group (5th/6th

grade) posted a .600 record and took 4th in the post season tournament. Players were given information on winter baseball camp which will be held at the high school this winter. Information on the upcoming spring season was also distributed. A big “Thank you” to the parks department. Fall is always a tough time on fields and turf and the parks department did an outstanding job getting the fields ready every day.

Adult Softball

- The fall softball season ended on Monday, October 13th. Another big “Thank You” to our maintenance crew for having all of the fields ready to go every Monday night. There was only one rainout this fall, which is unheard of for fall softball.
- For the next softball season, HEPD will be making some changes on the leagues offered to help with numbers. 16 inch and 50 plus leagues will be offered next spring. No surrounding park districts have 50 plus leagues and only one has 16 inch leagues. It is hoped that this will bring a new dynamic to the adult softball leagues and help increase participation numbers.

Youth Basketball Season

- Preparation has begun for the youth basketball season.
- Returning staff have been contacted and confirmed.
- Picture day is scheduled for January 3rd.
- Coaches meetings will be held on Saturday, November 15th and Monday, November 17th.
- The Bulls/Sox Academy Camp for players getting ready for the upcoming season will be held on November 2nd at the Triphahn Center.
- A new draft system will be implemented to help make teams as fair as possible for the upcoming season.

Grade	1&2 boys	3&4 boys	5&6 boys	7&8 boys	3&4 girls	5&6 girls	7&8 girls	TOTALS
2013	38	54	41	36	6	5	3	183
2014	36	55	51	32	11	7	2	194

Youth Flag Football Leagues

- Next fall, the Hoffman Estates Park District will be teaming up with the NFL to program its first flag football leagues for grades 1st through 8th grade. This 5 on 5 flag football league will offer a safe alternative to tackle football and help with fall numbers. A strong response from some young parents has already been received with word of mouth alone.

Preschool/Early Childhood Summary

<u>Program</u>	<u>10/2013</u>	<u>10/2014</u>	<u>Var. +/-</u>
Threeschool 14-15	15 TC, 9 WRC	15 TC,11 WRC	+ 2
2's Playschool 14-15	30 TC, 20 WRC	30 TC, 25 WRC	+ 5
Preschool 14-15	122 TC, 56 WRC	116 TC, 69 WRC	+ 7
Early Learning Center	24	25	+ 1
TOTAL Preschool	276	291	+15

Preschool

- Many of the classes participated in field trips to Goebbert's. The program profited \$1600 from Market Day catalog and \$122 from Buona Beef fundraisers. In November, the preschool is selling Market Day pies as a fundraiser.

Early Learning Center

- There are 25 children enrolled as compared to 24 at this time last year. The ELC program also went to Sonny Acres Farm in October. Kindermusik on Thursdays and Yoga on Fridays continue to be a big hit.

Early Childhood Classes

- The second fall session began the last week of October.

STAR Before and After School Program Summary

<u>Program/Month/Year/Variance +/-</u>	<u>10/2013</u>	<u>10/2014</u>	<u>Var. +/-</u>
MacArthur:	45	40	- 5
Lakeview:	44	36	- 8
Fairview:	72	73	+ 1
Armstrong:	39	40	+ 1

TJ:	13	16	+ 3
Whiteley:	20	19	- 1
Muir:	25	33	+ 8
Lincoln Prairie:	43	42	- 1
Total	301	299	- 2

Kinder STAR

WRC:	12	10	
TC:	24	26	
Total	36	36	0

Day off school Trips	10/9	77	(VOG site)
	10/10	68	(VOG site)
	10/13	56	(VOG & WRC site)

- Other sites read books, created skits, and decorated bulletin boards, as seen below.



50+ Club Summary:

Program/Month/Year/Variance +/-	<u>10/2013</u>	<u>10/2014</u>	<u>Var. +/-</u>
NEW	20	21	+ 1
RENEWED	16	20	+ 4

Membership/Volunteerism

(newly launched registration drive, last year, price hike in 9/13)

New	21
Renewed	20
Volunteers	2 (4 hours total)

Classes

- Basic Exercise, M/W 16/16 participants.
- Gentle Yoga, M/W (eve)/Sat 13/15/16 participants.

Trips

- Hayride, Malta, IL 21
- Condomania musical, Skokie 25
- Andrews' Sisters , Joliet, IL 27
- Tea / Drake Hotel, Chicago 26

Evening/Special Programs

- Pub Quiz Night (3rd Thursdays / 6:00 pm) –35 participants – back at Bridges of Poplar Creek Country Club, dinner and games (prize donated by Lake Barrington Woods, retirement community).
- Outing for Patsy Cline tribute at Heritage Woods, South Elgin (retirement community).
- Outing for Crime Prevention Fashion Show for seniors at Prairie Center for the Arts (Schaumburg Township event).
- Friday programs (on-site unless indicated).
 - 10/03 Brown Bag Lunch / No formal program.
 - 10/10 Heritage Woods, South Elgin sponsored 60's singer, HEPD 50th Birthday Commemoration.
 - 10/17 Brown Bag Lunch / roundtable discussion regarding Saving Your Own Life.
 - 10/24 Culver's for birthday lunch.

- 10/31 Brown Bag Lunch / No formal program.
- The 50+ Coordinator attended the HEV Senior Commission Halloween luncheon.
- The 50+ Coordinator hosted 50+ company partners at the Wolves pre-season opener (thanks to Niki Chesak and Jeff Doschadis).
- The 50+ Coordinator spoke to the 50+ church group in Roselle about the HEPD 50+ Club.
- The 50+ Coordinator attended the bi-monthly Advisory Council Meeting at Alden Poplar Creek Rehabilitation / Nursing.
- The Holiday Party Committee met and a party will be held at the Bridges of Poplar Creek Country Club.
- Wii Bowl tournaments resumed, sponsored by Clare Oaks, Bartlett (retirement community).
- The Book Club was facilitated by the Schaumburg Township District Library (18 participants).
- Court Whist, held at 7 pm on Tuesdays, had 6 participants.

Special Event Summary:

- **Halloween Bash:** Halloween Bash took place on Saturday, October 25th. There were 128 registered for the event and 19 walk-ins. New this year was an added bouncy toddler play area. This was perfect for the little ones. The hallway, senior center, and game room were decorated, and Dance Company member were on hand to help with the games and the trick or treat path around the building. Pumpkins and cookies were available for decorating as well as a craft and tattoo station.

Volunteers Summary:

- Human Resources processed 12 new volunteers and 2 returning volunteers in October.
- Two volunteers participated in opportunities throughout the district including 50+, Ice, and general programs for approximately 4 hours total.
- Three photography interns volunteered for 20 hours.
- Raptors provided 90 to 100 volunteer hours for daily maintenance and raptor care and another 50 volunteer hours for the phone / office work.

Ice Arena

Figure Skating

- The Winter Ice Exhibition will take place on Saturday, January 10th. There will be two shows this winter. The first will take place at 11:30 am with the second at 6:30 pm. In an effort to try to increase the group numbers, participants from the fall lesson program will be able to enroll at a reduced rate and receive additional ice time for rehearsal. Skaters that enroll in 3 days of winter camp will also be in the ice show at no additional cost where they will work

on a group number during camp time. Staff is confident by offering a couple of different enrollment options outside of the solos and duets that this will allow some participants who may have never wanted to take part in the show.

- Skaters from the ICE ACADEMY participated in the Skate America show at the Sears Center.

Hockey

- A Silver Mite Jamboree is being planned for late December / early January.
- Silver Mites played a game on November 1st at the All State Arena.
- A 52 inch TV was donated by a Wolf Pack hockey family to be used by hockey teams for video reviews. It has been hung in conference room 110.

Ice Rink Information

<u>Program</u>	<u>10/2013</u>	<u>10/2014</u>	<u>Var. +/-</u>
• Public Skate	200	190	- 10
• Freestyle	197	116	- 81
• Drop In/Homeschool	109	311	+202
		Total	+ 111

- Drop In hockey numbers are elevated as staff has seen an increase in participation at the private hockey lesson time as well as Wolf Pack drop-in skill sessions.

October Parties/Outings and Information:

- There were five public skate parties held in October.
- The World Hockey Invite will take place November 7th through November 9th.

Facilities

- The district wide membership numbers are listed below by facility comparing October of 2013 to October of 2014.

<u>Facility/Month/Year/Variance +/-</u>	<u>10/2013</u>	<u>10/2014</u>	<u>Var. +/-</u>
PSS&WC	3,486	3,340	- 146
TC	900	899	- 1
WRC	362	347	- 15

Total district memberships/passes

as of the end of October 2014 4,478 4,586 + 108

Prairie Stone™ Sports & Wellness Center (PSS&WC)

Member Services:

Marketing:

- The enrollment promotion for the month of October reflected a 75% enrollment fee discount designed to attract new members at a time that is traditionally slow in recruitment. New members who enrolled in October also received October dues free upon mention of the direct mail postcard or the HEPD and/or PSS&WC website ads. The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships; the club cash incentive corresponding with this referral program rewards current members with a \$25.00 club cash reward for referrals who enrolled as members. These promotions have proven to be popular and effective among prospective clients and among the most productive of marketing efforts. October marked the first month in FY14 since February in which a net positive membership total was achieved, setting the tone for a strong finish in the fourth quarter.
- A 10,000 piece postcard mailing was initiated during the month of October to promote the discounted enrollment fee along with “coupons” for club cash incentives and a free month of dues to those who presented the postcard at the time of enrollment. Targeted demographics included ages 35-65 single family homes with household income of 75k or higher within a 5-7 mile radius of the club. Staff are tracking the response rate and ROI as with all large marketing initiatives as a district.
- The ENROLLMENT FEE banner on the north side exterior remained mounted on the building along with the new east side banner that was ordered and hung during the month of July. This second banner provides visibility/identity of the building for westbound traffic on Route 72 and compliments the new signage panels installed in the spring. Likewise, 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 e-blasts 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 with additional incentives promoted on Facebook and the HEPD and PSS&WC websites.
- The Member Services team welcomed a new PT1 (part time, less than 1500 hours) associate to the team following several weeks of interviews with qualified candidates. Training is ongoing with this new associate, who will assist with tours, inquiries, enrollments, and other duties within the department.

- The number of credit card denials following October billing continued to be slightly lower than had been the case during the first quarter and the early part of the second quarter when numbers of “kick-outs” were near record level. The drastic increase in these “kick-outs” can be attributed as a direct effect of the fraud issue that befell retail shoppers over the holidays. Efforts that were implemented within the Member Services and Billing offices to contact members proactively to obtain updated information for billing continued aggressively during the month of July. These efforts include phone calls, emails, form letters, and person-to-person contact upon check in at the Service Desk. This issue is expected to continue for the foreseeable future as banks take proactive measures to cancel and reissue cards to their clients as a result of increasing cyber hacking trends.

Operations Department:

- The Parks team confirmed that remodeling and re-carpeting efforts within the Kids Korner will take place beginning on December 1st. Included in the remodeling effort is a relocation and rebuild of the reception desk, which will allow for a larger and more comfortable reception/check in area for members. The project is anticipated to be completed within the first 2 weeks of December.
- Perfect Cleaning, the new contractual cleaning service, completed terrazzo and vinyl tile floor stripping and waxing throughout the main lobby, corridor, offices, and Kids Korner, which removed all scratches, scuffs, and imperfections.
- New audio music receivers were provided by Muzak / Mood to resolve ongoing audio issues throughout the various “zones” in the facility and restore full functionality.
- The Elements Spa team welcomed two new licensed massage therapists to the team, who will be available to provide daytime hours weekly for members and clients.
- The representative from Ecolab (laundry detergent vendor) completed the installation of new detergent and softener dispensers within the laundry room. These new units are energy efficient in design and use less product and electricity per wash load. Long term cost savings is expected along with brighter towels.

Programming, Aquatics, and Fitness Departments:

- The Climbing 101 and 102 classes are underway class is running at capacity with 8 participants.
- In the area of private swim lessons, there were 40 private swim lessons sold as compared to 28 in 2013. Overall for the year there has been 641 private lessons sold as compared to 502 at this time in 2013.
- The two LCAP students from Hoffman Estates High School are completing their volunteer hours at PSSWC. They are doing a great job and are about half way to their 20 hours.
- The new TRX Circuit Classes start in November. Interactive demonstrations will be the first 2 weeks in November, with classes starting within the second week of November.

- Raise the Barre has continued to grow in participation. There are consistently between 15 and 20 participants.
- Additional class instructors are being interviewed and auditioned.
- The Thanksgiving group fitness class schedule will be posted as of November 5th.

Triphahn Center (TC)

General Operations:

- There were 8 open gym participants as compared to 8 for October 2013.
- The monthly Dance World rental was held on October 11th.
- The new fitness classes began the first week of November.

Willow Recreation Center (WRC)

General Operations:

- There were 14 guests to the fitness center as compared to 11 in October 2013.
- The first session of fall fitness classes ended the week of October 20th. Registration is underway for the second session of fall fitness classes which begin the week of November 3rd.

Bo's Run Off Leash Area

General Operations:

- There were 12 guests to Bo's Run in October as compared to 11 in October 2013.
- There are currently 413 members (355 Bo's Run only members plus 78 combo members). There were 468 (383 Bo's Run only plus 85 combo) members to Bo's Run at this time in 2013.
- Breakdown for Bo's Run / Combo passes HE 184, Palatine, 44, Barrington 32, Schaumburg 53, Arlington Heights / Mt. Prospect 14, and Inverness 26. Additional towns are Rolling Meadows, Elk Grove Village, and Hanover Park.

Freedom Run

General Operations:

- There are currently 431 members to Freedom Run (353 Freedom Run only members plus 78 combo members). There were 414 Freedom Run (329 Freedom Run only plus 85 combo) members at this time in 2013.
- There are currently 78 combination members to both dog parks.

- Breakdown for Freedom Run / Combo passes Elgin – 185 HE – 93, Streamwood – 71. Additional towns are Schaumburg - 42, Huntley, Hanover Park and South Barrington, Elk Grove, Palatine, Wheeling and others.
- There are a total of 766 (762 at the end of September) Dog Park memberships (335 Bo's Run, 353 Freedom Run, and 78 combination memberships). There were 801 dog park memberships in 2013.
- Staff feels the drop in membership is due to the recent openings of the Schaumburg and possibly the Mount Prospect / Arlington Heights dog parks.

Communications and Marketing

Program Promotions

- The Communications and Marketing Superintendent worked with program managers to promote the new website, basketball, ELC, Prairie Stone memberships, Halloween Bash, Pumpkin Swim, Great Pumpkin Skate, and Public Skate schedule.

Community Education

- **HEALTHeKids e-Blast & Blog** – The articles are individually promoted through social media and eventually an RSS feed on the park district website.
- **Web Design Conversion** – The website conversion is complete and was launched on Tuesday, October 28th.
- **Mobile Application and Responsive Web Design Conversion** – The website in progress is to be fully converted to a mobile-friendly design, and is on target for completion in the third quarter.
- **Mobile app** – The Mobile app is available to address Push Notification bugs. Users should see the update in their apps. It has been available since April 25th, as of October 29th, 2014, there are 844 apps downloaded. Specific benefits have been promoted to each group, i.e. Preschool, STAR. The mobile app is being marketed to the community via the website, e-blasts, posters, social media and with mobile app promotional cards distributed to program participants.
- **Me & HEPD** – Communications and Marketing is working on a new concept for the 2015 marketing and program guide. The concept focuses on individuals who have been involved with the park district for a long time. Their stories are being captured on video and in print for the guide.
- **Park Info** – Communications and Marketing is developing content for the Planning Division's park portal project, called "Park Info". A button has been added on the application to begin to beta test the project. Content is being created to cover four topics including Health, Sports, Nature, and Fitness.

Public Relations & Advertising

Press Releases submitted to – Daily Herald, Tribune, Business Ledger

- Digital Marquees Inform Our Community.

Community Calendar Submissions (fall events) to: Daily Herald, Trib Local, Kidwinks, Hoffman Estates and Schaumburg Chambers and Hoffman Estates Visitor’s Bureau.

Daily Herald trade ads – Run bi-weekly on Sundays in the Neighbor Section that covers Hoffman Estates, Schaumburg, Streamwood, Hanover Park, Bartlett and Elk Grove Village: Halloween events – Halloween Bash and Great Pumpkin Skate.

Other News:

- **Agency Showcase** – Communications and Marketing has decided to enter 2 – 3 categories in the IAPD Agency Showcase at the IPRA annual convention in January.

MARKETING DASHBOARD (SOCIAL MEDIA & WEB STATISTICS)

September 28, 2014 – October 28, 2014

Mobile Access - results to date are positive, showing more users accessing heparks.org on mobile devices or tablets. We are looking for a greater percentage of page views by mobile and tablet. New responsive/mobile friendly website launched October 28th, 2014:

	Benchmark: Feb 2013-Feb 2014	September 28 – October 28, 2013	September 28 – October 28, 2014	Change from last year
Desktop	63%	64%	55%	-12%
Mobile	27%	26%	34%	+26%
Tablet	10%	9%	10%	+16%

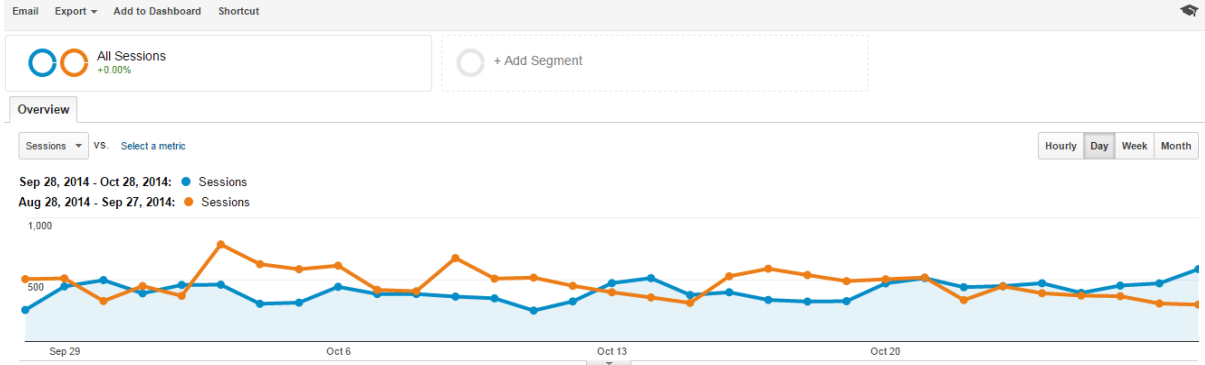


WEBSITE Heparks.org Google Analytics

We see an increase in hits on Sept 3, the day after our e-blast and the week prior to when Fall programs start.

Audience Overview

Sep 28, 2014 - Oct 28, 2014
Compare to: Aug 28, 2014 - Sep 27, 2014

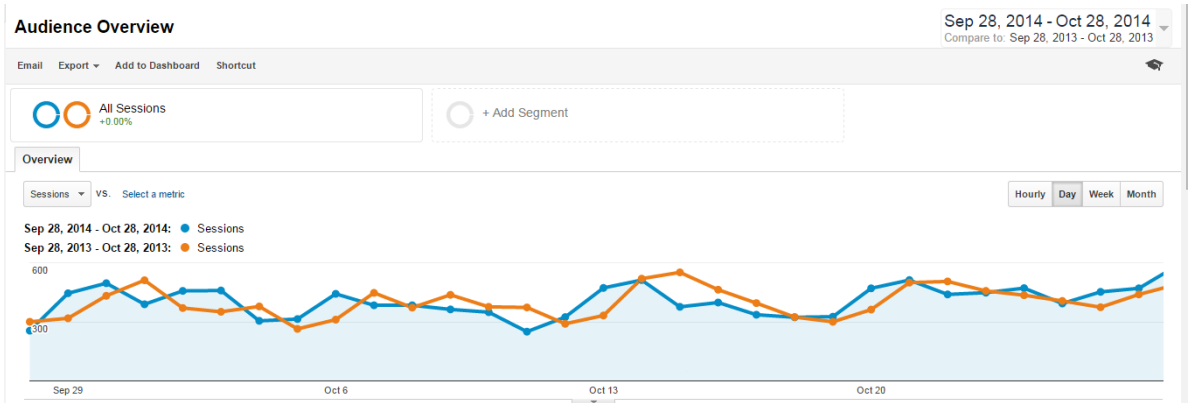


	2013	2014	+/- Variance
Sessions	12,599	14,474	+12.95%
Users	8,657	9,748	+11.19%



Program Guide online

Indicates how many times people are viewing the electronic version of our program brochure on our website. The program guide sees an increase after the eblast is sent (Oct 14 & 28).

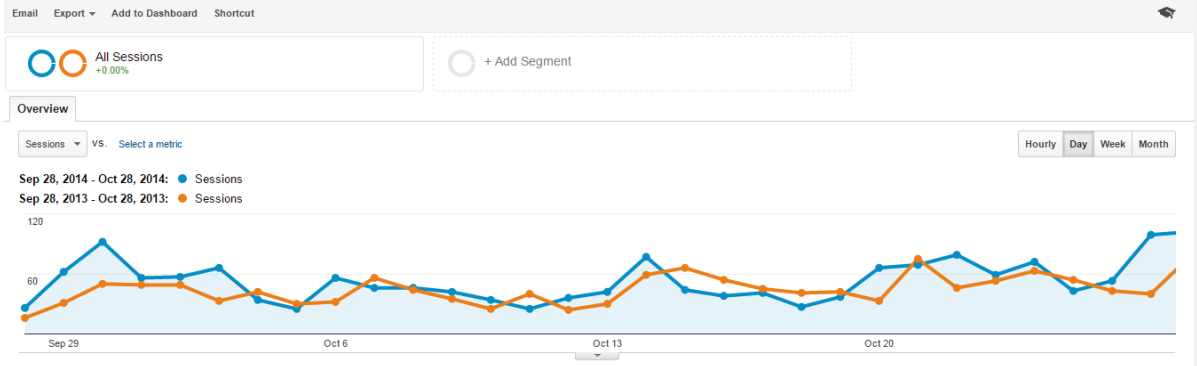


WebTrac/Online Registration Page Hits

Google Analytics – Hits are higher on Mondays; a historical trend, with the most hits on the week right before sessions begin. Overall compared to last year we are seeing much more hits to our online registration. It should increase again after mobile webtrac rolls out within the coming months.

Audience Overview

Sep 28, 2014 - Oct 28, 2014
Compare to: Sep 28, 2013 - Oct 28, 2013



Facebook Reach

Our goal is engagement: The more people tag, share and comment on posts the greater the reach. 28 Days Page Engaged Users (Col G): The number of people who engaged with our Page. Engagement includes any click or story created in October = 26,272.



Conversion Rate – What percentage are registering online?

Derived from a RecTrac Report that indicates the percent of registrations made online vs in person. New responsive/mobile-friendly website launched Oct 28, 2014. Mobile webtrac to come within the coming months.

2011:	21%
2012:	26.3%
2013:	30.69%
Jan 1-Oct 28, 2014:	33%



Email Blast Results, Constant Contact

	Open Rate	Bounce Rate	Click-thru rate
Sports and Recreation industry	19.7%	9.19%	11.89%
Benchmark			
All HEPD email	20.9%	5.50%	11.80%
HEPD General E-Blast 6/10 (Qty 15k)	19.0%	1.50%	11.00%
HEPD General E-blast 5/27 (Qty 16K)	24.5%	1.40%	11.70%
HEALTHY Kids June Newsletter (Qty 391)	22.70%	0.30%	7.10%

Bridges of Poplar Creek Board Report

Golf

General Programs

- Upcoming Golf Events: Make A Holiday Wish November 15th, Breakfast with Santa December 13th.
- The first Annual Bridges Challenge was on October 11th. It was a big success. We had 30 players. Congratulations to winner Paul Henning with the score of 76.
- Pro Am Scramble was on October 12th. We had 30 teams of 4 players. Congratulations to the winning team of Larry Featherstone, Kyle Featherstone, Tim Streng, Tyler Hering with the score of 14 under. The golf course received rave reviews from all players. Players were amazed of the turnaround from early in the season. Hats off to Dustin Hugen for all his hard work during this challenging season.

Golf Rounds

ROUND TOTALS		
2012	2013	2014
1,955	2,644	2,366

YTD ROUND TOTALS		
2012	2013	2014
32,872	30,218	28,735

Range Information

RANGE BASKET SALES TOTALS		
2012	2013	2014
751	1,012	932
YTD RANGE BASKET SALES TOTALS		
2012	2013	2014
19,570	17,749	18,342

Communications & Marketing

Marketing/Advertising

- We did 2 email blasts for the month advertising, Bridges Final Challenge, Pro AM Scramble, Fall Specials, ProShop Sales, and Wedding & Banquet Specials.

Food & Beverage

For the month of October we had a total of 34 Events

The breakdown is as follows:

10 breakfast meetings servicing 170 people

2 continental breakfast meeting servicing 70 people

1 ABBHH continental breakfast with a lunch servicing 57 people

5 Rotary luncheons servicing 215 people

- 1 memorial luncheon servicing 61 people
- 1 Christening servicing 55 people
- 3 social luncheons servicing 212 people
- 1 all day meeting for IPRA servicing 93 people
- 1 business dinner servicing 24 people
- 1 golf outing servicing 32 people
- 1 end of the season pizza dinner servicing 50 people (Knights of Columbus league)
- 1 ceremony only event canceled the week of the ceremony
- 3 receptions & Ceremonies servicing 450 people
- 1 dinner/fundraiser servicing 124 people
- 2 in house golf events Final Challenge and Pro Am

We currently have 12 events booked for the month of November

- 7 breakfast meetings servicing 128 people
- 3 Rotary luncheons servicing 120 people
- 1 Retirement Luncheon servicing 125 people
- 1 All day Meetings with Lunch servicing 100

Wedding Booking Update:

2016=1 ceremony and reception

2015=16 receptions 12 of which are hosting their ceremonies here plus one ceremony only

2014= 29 wedding receptions plus 7 ceremony only booked, Of the 29 receptions; 23 are doing their ceremony and receptions here.

Past Wedding #'s

2013 = 32 wedding receptions plus 5 ceremony only weddings. Of the 32 receptions; 25 are doing both their ceremony and reception.

2012 = We hosted 36 wedding receptions plus 3 ceremony only weddings. Of the 36 weddings we hosted, 17 did both the ceremony and reception here.

Golf Maintenance

Leaves, leaves and more leaves seems to be all we know and all we do in the month of October. For the first half of October almost every day we are busy cleaning leaves and debris from greens prior to the mowers, blow leaves out of bunkers so that when we rake the sand traps and not have leaves mixed into the sand, and then use our sweeper to pick up leaves along with two rough mowers mulching leaves in the rough. This is an everyday process for about two and half weeks in October that takes up lots of man hours but is immensely appreciated by our customers. While cleaning up leaves we were able to provide some maintenance to our no mow and native areas on the golf course. Certain areas that only see maintenance twice a year were mowed, cleaned up and had herbicide applied for broadleaf control. Outside of cleaning the golf course of leaves the maintenance team was busy with the following:

- Routine Maintenance
- Dead heading all plants in the event area and around the clubhouse.
- Cutting down all perennial grass beds
- Continued landscape work for the new sign at Golf and Moon Lake Road
- Planted sod above the new wall on #14
- Extended and added some cart parking areas next to greens with red gravel
- Prepped bridges for new asphalt to be installed
- Removed curbs at holes 10 and 11 in preparation for #10 pond wall project
- Removed 11 dead Ash trees
- Planted 8 pallets of new sod around new sign location
- Irrigation upkeep
- IPM applications
- Continued developing plans for the irrigation pond wall on #10 and #11
- Equipment maintenance

Finance/Administration

- The District received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This was applied for by submitting our Comprehensive Annual Financial Report (CAFR) after the audit process. This award is a credit to the entire District and the Board and is representative of the financial integrity and transparency that our District provides.
- Staff attended NRPA national congress in Charlotte and was very excited about the sessions that were attended. Program notes have been handed in and may be reviewed on the District's shared site..
- Staff is participating in the IPRA Mentor Program where Deputy Director Talsma is a mentor working with other IPRA mentees in a professional sharing and training capacity.
- Staff attended the IAPD Legal Symposium to learn many of the latest legal challenges facing park districts?
- Staff finalized 2015 working budget and it is being presented during the November committee meetings.
- Staff has been resolving an issue with an out of service ComEd meter at BPC. This has resulted in estimated bills for the majority of 2014 and staff is working on a resolution to finalize those charges that we feel may be in excess of actual usage.
- Payroll Cycle Processing
 - 10/10/14 \$292,162.61
 - 10/24/14 \$294,234.65

Total District payroll is no longer included on the manual check warrant list as was discussed at the last A&F meeting. It is not required to be though staff feels the total payroll should be board approved and will do so by including the payroll amounts in the monthly board report.

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship
 - d. STAR
 - e. Preschool
 - f. Dance
 - g. NIHL Hockey
 - h. NWHL Hockey
- Administrative Registration for:
 - a. Financial Assistance
 - b. Unemployment Package

- c. Park Permits
- d. Volleyball registration
- e. Hockey Mentor Program registration
- f. Halloween Bash registration
- g. Pumpkin swim registration

Human Resources

- Worked with the business department on the 2015 budget recommendations.
- Worked with TEAM committee to plan 2015 team building/Hoffman U events.
- Finalized PPACA Patient Protection & Affordable Care Act (PPACA) “measurement” period with Deputy Director.
- Worked with BPC GM to draft job description for new FT Custodian.
- Processed 8 PT employees and 14 volunteers.
- Attended PDRMA webinar for new health insurance info to be communicated to FT employees during open enrollment
- Advertised 3 FT positions: 2 Building Technicians (parks), and PSSWC Business Supervisor. Began reviewing applications for each.

Technology

- RFP for telephone/network switches/cabling/ & wireless point-to-point (PTP)
 - Proposals were evaluated and a decision was made to recommend ATI Communications. Their proposal is for a Shoretel phone system, Hewlett Packard (HP) network switches, & Phybridge network data converters. Total cost is \$128,477.00.
- Re-Cabling
 - Ports should be numbered & labeled properly.
 - Cables should terminate to the patch panel cleanly.
 - Patch panel at all facilities require auditing as well as cable management guides.
 - Pinnacle systems provided best quote at a total of \$38,000 for the entire district. Triphahn Center will be re-cabled as part of this year’s phone project..
- PTP Wireless SEA to BPC
 - Proposals so far include Ubiquiti Nanobeam & Cisco Exalt ExtendAir. Evaluating hardware and costs involved. Will return to this project as part of 2015 Budget.
- Email Exchange Project
 - Upgrading our Exchange server 2007 to 2013 was budgeted for this year.
 - Budgeted amount of \$15,107 based on Excalibur’s approximation.
 - Obtained quotes from vendors for licensing + labor costs.
 - Sterling - \$10,525
 - AIE – \$11,588

- Have tasked Sterling to begin purchasing licenses and preparing the creation of the new server.
- www.heparks.org was successfully moved from Excalibur to Invex Design. C&M works with Invex Design and have recently redesign our website.
 - Changes in DNS (Doman Name Service) and/or Registrar were done successfully by Invex Design.
 - prairiestonesports.com and its SSL certificate are currently still being hosted by Excalibur. We will plan to move them later to Invex Design.
- In the process of developing a Disaster Recovery plan with Redundancy to minimize downtime for the District.
 - VMWare license was upgraded from Essentials to Essentials Plus +
 - This upgrade will provide a significant feature in that we can move our virtual servers in Live time as well as automatic launching of the virtual server on another host. This feature is called High Availability.
 - Sterling Integration was tasked to upgrade the license and the software. Will review with Sterling on any changes needed.
 - Planning to install our spare existing server at Bridges Golf Course. This will provide another layer of redundancy in the event Triphahn experiences an outage. Will most likely need to purchase RAM for the server.
- Currently monitoring, patching, & rebooting our servers manually. Servers are scheduled to be updated/rebooted once a month. Daily checkups of servers are done as needed.
- Upgraded our license for AVG for two years.
- Upgraded our license for Malwarebytes for two years to match AVG. This version of enables a managed client instead of a standalone client. Managed clients will be easier to administer via the network.

MEMORANDUM NO. M14-143

TO: Board of Commissioners
FROM: Dean R. Bostrom, Executive Director
RE: Friends of HE Parks Update
DATE: November 21, 2014

Background:

The Friends of HE Parks Foundation is the fundraising arm of the Hoffman Estates Park District. Their board consists of 13 active members that meet quarterly to discuss Foundation Business. Of those 13 members, Commissioner Kilbridge, newly appointed Commissioner Ron Evans and I serve on that board. Peg Kusmierski serves as the Foundation Manager.

The Foundation achieves their goal of generating and distributing financial resources to qualified individuals and families through their fundraising events and their annual donations to the Scholarship Program as well as funding special district requests such as one-half of the cost of the ADA bus that the district acquired 4 years ago.

The Foundation's Chairperson, Trustee Troy Triphahn, will be presenting an update on the activities for the Foundation from the past year.

Memorandum No. M14-137

To: Board of Commissioners
From: Dean R. Bostrom, Executive Director
Date: November 21, 2014
RE: Renaming of Highpoint Park

Background

Board policy 5.01, Naming and Renaming of Park Sites, outlines the guidelines and process involved when a “park” is either named or renamed. Subsection C of Policy 5.01 below states that:

- C. Parks may be named for individuals or groups that have made exceptional contributions to the community. Names of individuals, including, but not limited to, District Commissioners or other public officials, may not be given to a park, building, facility or athletic field unless the individual is deceased.*

The district currently has one such park named after a deceased individual who made exceptional contributions to the community. In 1999 Kelly Park was renamed Cannon Crossing Park in recognition of Bill Cannon. Bill was a very active volunteer in the Hoffman Estates community and longtime park district volunteer for various youth athletic programs.

Below is Policy 5.01, Name and Renaming of Park Sites:

Board Policy 5.01, Naming and Renaming of Park Sites

The Board shall select names for new parks, buildings, facilities, athletic fields, or, when appropriate, to change the name(s) of existing parks, buildings, facilities, or athletic fields of the district that have not been dedicated. The Board may consider the following elements in determining the naming or renaming of parks, buildings, etc. (for purposes of this section only, "parks" shall mean parks, buildings, facilities, athletic fields, or other "namable" property of the District):

- A. Parks may be named after streets, geographical locations, historical figures, events, concepts or as otherwise determined by the Board.*
- B. Parks may be named for individuals or groups that have donated land or facilities to the District or made a significant financial contribution toward the development of parks.*
- C. Parks may be named for individuals or groups that have made exceptional contributions to the community. Names of individuals, including, but not limited to, District Commissioners or other public officials, may not be given to a park, building, facility or athletic field unless the individual is deceased.
 - 1) The Board at public meeting should first announce the proposed name of the park, building, facility or athletic fields (requires a 5/7 vote).*
 - 2) A park site should only be confirmed and the name made official after a waiting period of at least sixty (60) days before the confirmation vote.*
 - 3) A 5/7 vote by the Board is required to name a park, building, facility, or athletic field or to change the name of an undedicated park, building, facility or athletic field of the District.**

Implications

Joseph L. Fabbrini is an individual who made exceptional contributions to the community and was one of several early community leaders who had a vision of creating a park district for Hoffman Estates.

Joseph Fabbrini was initially appointed to the Village Park Board which created a Park District Steering Committee charged with the mission of researching and evaluating the implementation and feasibility of creating a park district for Hoffman Estates. A public referendum as required by state statutes was ultimately placed on the May 2, 1964 election ballot asking residents to approve the creation of a park district. By an overwhelming 4 to 1 margin, the referendum passed and on May 22, 1964, the Hoffman Estates Park District was officially created. Five commissioners were sworn in with lengths of terms decided by drawing numbers out of a hat. Joe Fabbrini drew a 4 year term.

In addition to serving as a Park District Commissioner, Joe served as the newly formed park district's first Director through 1967. During that time, he established the Summer Playground program called "Tot Lot". His vision was to make this program accessible to children in all areas of the community, and so conducted the program at six local school playgrounds. The Tot Lot program later evolved into the park district's Summer Camp program.

Joe worked with School District 54 to establish the cooperative agreement we have today. The first program provided physical education programs on Saturdays at the schools. The program also provided summer programs for children ages 7-13 for six weeks of supervised activities that ranged from golf to tennis to arts and crafts at Hillside, Hoffman and Fairview Schools.

For adults, he developed a popular Thursday evening bridge program at Robert Frost Jr. High School, which resulted in a charter from the American Contract Bridge League, enabling participants to play for master points.

Teenagers enjoyed the first volleyball program under Fabbrini, and outdoor ice skating rinks were established in the winter of 1965. In 1966, the district added after school sports programs for boys. Adults were treated to gourmet cooking classes and a series of concerts in the park. The Guild Players Theater Troupe offered workshops and performances.

Fabbrini also advocated for lighted parks so that residents could experience as much recreation as possible at the parks. He believes, as we do today, that it was the obligation of the park district to reach all residents and encourage programming for adults, children and for the whole family.

As a founding father and prominent leader of the HEPD in its infancy Joseph L. Fabbrini is deserving of being recognized in perpetuity with the name of one of the premier community parks that was acquired during his tenure on the park board.

High Point Park was the fourth park acquired by the district and at the time was the largest park. High Point was initially acquired for the sum of \$10 (developer donation) from the Hoffman Rosner Corporation. There are no deed restrictions on the park property.

Recommendation

To further celebrate our rich heritage in this community and in honor of our 50th anniversary of the Park District, staff recommends that the Board preliminarily approve the changing of the name of High Point Park to Joseph L. Fabbrini Park. If the Board adopts the name with the required 5 out of 7 votes, the name will be officially confirmed by the Board 60 days after, or on January 24, 2015.

Memorandum No. M14-138

To: Board of Commissioners
From: Dean R. Bostrom, Executive Director
Date: November 21, 2014
RE: Confirmation of the name Essex Park

Background

On September 23, 2014, the board preliminarily approved renaming Golf Road Basin and 31 Summit to Essex Park.

Implications

Below is Policy 5.01 stating that a park site should only be confirmed and the name made official after a waiting period of at least sixty (60) days before the confirmation vote.

Board Policy 5.01, Naming and Renaming of Park Sites

The Board shall select names for new parks, buildings, facilities, athletic fields, or, when appropriate, to change the name(s) of existing parks, buildings, facilities, or athletic fields of the district that have not been dedicated. The Board may consider the following elements in determining the naming or renaming of parks, buildings, etc. (for purposes of this section only, "parks" shall mean parks, buildings, facilities, athletic fields, or other "namable" property of the District):

- A. Parks may be named after streets, geographical locations, historical figures, events, concepts or as otherwise determined by the Board.
- B. Parks may be named for individuals or groups that have donated land or facilities to the District or made a significant financial contribution toward the development of parks.
- C. Parks may be named for individuals or groups that have made exceptional contributions to the community. Names of individuals, including, but not limited to, District Commissioners or other public officials, may not be given to a park, building, facility or athletic field unless the individual is deceased.
 - 1) The Board at public meeting should first announce the proposed name of the park, building, facility or athletic fields (requires a 5/7 vote).
 - 2) A park site should only be confirmed and the name made official after a waiting period of at least sixty (60) days before the confirmation vote.
 - 3) A 5/7 vote by the Board is required to name a park, building, facility, or athletic field or to change the name of an undedicated park, building, facility or athletic field of the District.

Recommendation

As the required 60 day waiting period has been met, staff recommends that the Board confirm and make official the name **Essex Park**, as the name of the properties previously called Golf Road Basin and 31 Summit.

MEMORANDUM NO. M14-140

TO: Board of Commissioners
FROM: Dean Bostrom, Executive Director
Gary Buczkowski, Director Planning & Development
RE: Marquee Sign lighting
DATE: November 20, 2014

Background

The original design and specifications for the marquee signs were created by the park district and installed by Walton Signs per the bid specifications. The marquee signs were completed the first week of November and all message boards were operational and functioning. It has become evident that on each of the eight sign faces, the Hoffman Estates Park District letters below the LED board, is not adequately lit. Staff attempted several modifications to enhance the illumination of the HEPD letters, however, it was determined that additional lighting would be required to eliminate the shadows currently cast on the letters.

Implications

Staff has met with representatives from Walton Sign to look at the lighting issue related to the Hoffman Estates Park District letters. Additional LED light strips have been tested and it was determined that two additional strips are needed to produce the required lighting levels to make it readable at night. One of the strips will be located on the ledge below the letters and require a formed piece of metal to protect and shield the glare from the light elements themselves. It is estimated that the cost to supply and install these additional LED light strips is \$12,000 (8 sign faces).

The original project budget was \$1,300,000. Current expenses to date are \$1,036,145, or \$263,855 under budget. The only other additional financial consideration is the potential of adding four additional years of warranty from Watch Fire for year 6-10 in the amount of \$25,312. This issue will be presented to the B&G at their December board meeting.

In addition to installation of the LED light strips, Walton and staff have identified punch list items to be corrected as soon as weather conditions permit. Many of the items pertain to touch up painting. Should weather conditions not allow for this work to be completed this year, Walton will schedule it when the weather breaks in the spring of 2015. None of the items on the punch list impacts sign operation. Walton has indicated that they could begin installing the additional lighting to illuminate the HEPD lettering as soon as the change order is approved.

This issue can wait until it is presented to the December B&G meeting and the December park board meeting for approval, however, with the holidays shortly thereafter, the HEPD letters may not get illuminated until after the first of the year.

Recommendation

Staff recommends the park board approve the additional \$12,000 expenditure, which includes a \$500 contingency to illuminate the HEPD lettering on the marquee signs as described above. If the park board approves, staff will include this information as part of the monthly report to the B&G committee in December.



HOFMAN ESTATES PARK DISTRICT

MEMORANDUM NO. M14-139

TO: Board of Commissioners
FROM: Dean R. Bostrom, Executive Director
RE: 2015 Calendar of Board/Committee Meetings
DATE: November 21, 2014

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. (See attached 2015 calendar).

Recommendation

Staff is recommending that the Board approve the 2015 Calendar of Board/Committee Meetings.

2015 HOFFMAN ESTATES PARK DISTRICT BOARD/COMMITTEE MEETINGS

<u>JAN</u>	06	7:00 p.m.	Buildings & Grounds-CANCELLED	<u>SEPT</u>	01	7:00 p.m.	Buildings and Grounds
	13	7:00 p.m.	Recreation Committee		08	7:00 p.m.	Recreation Committee
	20	7:00 p.m.	Administration & Finance		15	7:00 p.m.	NO MEETING (NRPA)
	27	7:00 p.m.	Board Meeting		22	7:00 p.m.	Administration & Finance
<u>FEB</u>	03	7:00 p.m.	Buildings & Grounds			Immed follow	Board Meeting
	10	7:00 p.m.	Recreation Committee		29	7:00 p.m.	NO MEETING – 5 th week
	17	7:00 p.m.	Administration & Finance	<u>OCT</u>	06	7:00 p.m.	Buildings and Grounds
	24	7:00 p.m.	Board Meeting		13	7:00 p.m.	Recreation Committee
<u>MAR</u>	03	7:00 p.m.	Buildings & Grounds		20	7:00 p.m.	Administration & Finance
	10	7:00 p.m.	Recreation Committee		27	7:00 p.m.	Board Meeting
	17	7:00 p.m.	Administration & Finance	<u>NOV</u>	03	7:00 p.m.	Buildings & Grounds
	24	7:00 p.m.	Board Meeting				- Budget Fund 01 (Maint)
	31	---	NO MEETING – 5 th week				- Budget Fund 12 (Capital)
<u>APR</u>	07	7:00 p.m.	Buildings & Grounds				- Budget Fund 09 (Special Rec)
	14	7:00 p.m.	NO MEETING (Passover)		10	7:00 p.m.	Recreation Committee
	21	7:00 p.m.	Recreation Committee				- Budget Fund 02 (Facilities & Rec)
		Immed follow	Administration & Finance				- Budget Fund 11 (PSS&WC)
	28	7:00 p.m.	Board Meeting			Immed follow	SPECIAL A&F Committee
<u>MAY</u>	05	7:00 p.m.	Buildings & Grounds				- Budget Fund 01 (Admin) and
	12	7:00 p.m.	Recreation Committee			Immed follow	Special Revenue Funds
	19	7:00 p.m.	Administration & Finance			Immed follow	SPECIAL Board Meeting - Approve B&A
		Immed follow	ANNUAL MEETING				Ordinance in tentative form,
	26	7:00 p.m.	Board Meeting				Tax Levy amount and Bonds
<u>JUNE</u>	02	7:00 p.m.	Buildings and Grounds		17	7:00 p.m.	Administration & Finance
	09	7:00 p.m.	Recreation Committee		24	7:00 p.m.	Board Meeting
	16	7:00 p.m.	Administration & Finance	<u>DEC</u>	01	6:45 p.m.	Public Mtg: B&A Ordinance
	23	7:00 p.m.	Board Meeting			7:00 p.m.	Buildings & Grounds
	30	7:00 p.m.	NO MEETING – 5 th week		08	7:00 p.m.	Recreation Committee
<u>JULY</u>	07	7:00 p.m.	Buildings and Grounds		15	7:00 p.m.	Administration & Finance-B&A and tax
	14	7:00 p.m.	Recreation Committee				levy in final form
	21	7:00 p.m.	Administration & Finance			Immed follow	Board Meeting
	28	7:00 p.m.	Board Meeting		22	---	NO MEETING
<u>AUG</u>	04	5:45 p.m.	Buildings and Grounds/PARK TOUR		29	---	NO MEETING
	11	7:00 p.m.	Recreation Committee				
	18	7:00 p.m.	Administration & Finance				
	25	7:00 p.m.	Board Meeting				