

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. 1038**  
**TUESDAY, FEBRUARY 26, 2019**  
**7:00p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
  - A. Best of Hoffman: Coach Benji Gallardo
  - B. Full Time Employee of the 4<sup>th</sup> Quarter: Christine Tusa
  - C. Commissioner awards
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
8. APPROVAL OF MINUTES (attached)
  - A. Regular Board Meeting Minutes 1/22/2019
  - B. Emergency Board Meeting Minutes 1/15/2019
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Seascape Water Slide bids / M19-016
  - B. Community Park playground renovation / M19-017
  - C. Willow Park playground renovation / M19-024
  - D. Business Enterprise Program Utilization Plan Resolution R19-001 / M19-011
  - E. National Fitness Campaign Resolution R19-002 / M19-027
  - F. Revision to district's nepotism policy / M19-026
  - G. Surplus Ordinance O19-002 / M19-028
  - H. Revised 2019 Budget Goals & Objectives / M19-019-21
  - I. Balanced scorecard / M19-013
  - J. Open and Paid Invoice Register: \$649,168.48 (see Feb. A&F packet)
  - K. Revenue and Expenditure Report (see Feb. A&F packet)
  - L. Acceptance of B&G Minutes 1/15/2019 (see Feb. B&G packet)
  - M. Acceptance of FPC Minutes 1/15/2019 (see Feb. FPC packet)
  - N. Acceptance of A&F Minutes 1/22/2019 (see Feb. A&F packet)



Regular Board Meeting  
February 26, 2019  
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10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
  - A. Minutes, pursuant to Section 2(C)(21) of the Open Meetings Act
    - 1/22/2019
  - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
16. Potential discussion and possible vote on matters regarding the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
  - A. Executive Director's Contract
17. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE SCOTT R. TRIPHAHN COMMUNITY CENTER & ICE ARENA AT 1685 W. HIGGINS ROAD IN HOFFMAN ESTATES UNLESS OTHERWISE SPECIFIED. IF AN ACCOMMODATION OR MODIFICATION IS REQUIRED TO ATTEND THESE PUBLIC MEETINGS PLEASE CONTACT JANE KACZMAREK AT [JKACZMAREK@HEPARKS.ORG](mailto:JKACZMAREK@HEPARKS.ORG) OR (847) 885-8500 WITH AT LEAST 48 HOURS' NOTICE.



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**MINUTES  
REGULAR BOARD MEETING NO. 1037  
January 22, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on January 22, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Commissioners Bickham, K. Evans, R. Evans, Kilbridge, and McGinn

Absent: Commissioner Kinnane

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Huguen

Audience: Comm Reps Utas, Chhatwani, Wilson and Macdonald

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

President Kaplan asked for a motion to amend the agenda to remove item A. Ice Rink from the Consent agenda. Commissioner R. Evans made the motion, seconded by Commissioner McGinn. The motion carried by voice vote.

Executive Director Talsma asked to have 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 added to the agenda. Commissioner Bickham made that motion, seconded by Commissioner Kilbridge. The motion carried by voice vote.

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

**4. Awards:**

A. Best of the Best of Hoffman:

President Kaplan noted that Craig Hartman was the Best of Best of Hoffman for his support of the Hockey program that included fundraising, matching the funds and offering space for the teams to meet after the games.

B. Employees of the 4<sup>th</sup> Quarter:

PT: President Kaplan awarded Jennifer Myskza for her excellent service at the front desk of TC.

FT: President Kaplan noted that Christine Tusa was the full-time employee of the month for her excellent service as GM for The Club at Prairie Stone.

C. Employees of the Year:

PT: President Kaplan awarded Kyle Goddard for his hard work and excellent service in athletics.

FT: President Kaplan awarded Jane Kaczmarek for an excellent job done as the Executive Assistant to the Executive Director.

**5. Comments from the Audience:**

None

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

Commissioner Kilbridge made a motion, seconded by Commissioner McGinn to recess the Board Meeting at 7:13 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

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

Commissioner McGinn made a motion, seconded by Commissioner Bickham to reconvene to the Regular Board Meeting at 7:50 p.m. The motion carried by voice vote.

Present: President Kaplan; Commissioners Bickham, K. Evans, R. Evans,  
Kilbridge, and McGinn  
Absent: Commissioner Kinnane

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen  
Audience: Craig Hartman

President Kaplan awarded Craig Hartman for the Best of Best of Hoffman for his support of the district's hockey program by raising and matching funds.

**8. Approval of the Minutes:**

A. Regular Board Minutes:

Commissioner Kilbridge made a motion, seconded by Commissioner McGinn to approve the minutes of the December 18, 2018 meeting as presented. The motion carried by voice vote.

B. Public Hearing:

Commissioner R. Evans made a motion, seconded by Commissioner Kilbridge to approve the minutes of the December 11, 2018 meeting as presented. The motion carried by voice vote.

**9. Consent Agenda:**

Commissioner Kilbridge made a motion, seconded by Commissioner Bickham to approve the consent agenda as amended (Removal of item A. Ice Rinks).

- A. Survey Findings / M19-002 (see Jan. FPC packet)
- B. Bond Abatement Ordinance O19-001 / M19008 (see Jan. A&F packet)
- C. Discounts to military, police and fire / M19-005 (see Jan. A&F packet)
- D. Open and Paid Invoice Register: \$507,148.64 (see Jan. A&F packet)
- E. Revenue and Expenditure Report (see Jan. A&F packet)
- F. Acceptance of B&G Minutes 11/20/2018 (see Jan. Rec packet)
- G. Acceptance of FPC Minutes 9/11/2018 (see Jan. FPC packet)
- H. Acceptance of A&F Minutes 12/18/2018 (see Jan. A&F packet)

On a Roll Call: Carried 6-0-1

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

Nays: 0

Absent: 1 Kinnane

**10. President's Report:**

President Kaplan addressed the board noting that Executive Director Talsma and Director Huguen had just returned from giving the district's OSLAD presentation in Springfield. He also noted that tennis was up at The Club given the \$20 add-on option. He noted that he was glad to see the survey results, looked forward to seeing everyone at conference and not to forget the Mother Son; Daddy Daughter and Girls Night Out events. President Kaplan also mentioned that the skate enrollment was up and that he enjoyed the MLK breakfast.

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

Executive Director Talsma noted that the trip to Springfield was successful and that they would hope to hear positive news as early as April but could not be until May. Commissioner K. Evans asked if the panel was local and Executive Director Talsma noted that it was not.

He also explained that the district had received the PDRMA response to their claim and it had been denied as expected. He explained that while they understood that the cost had been prohibitive to correct the situation when it initially happened, given that it was an ongoing issue, the damages were not covered. He also explained that in his contract conversations with the Wolves they were requesting \$150,000 of upgrades to their space as well as a new rink and were only initially offering \$120,000 in rent. Discussion ensued regarding the possibility of the Wolves moving to a Deerfield complex in 2020. Staff will continue to assess the situation but that had been the reason for holding off on approving item A. Ice Rink Bids until further evaluation.

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

**12. Old Business:**

None

**13. New Business:**

None

**14. Commissioner Comments:**

Commissioner R. Evans asked about the BPC boiler fix and Director Huguen noted it would be completed that night.

Commissioner Bickham explained that he would be unable to attend conference this year.

**15. Executive Session:**

Commissioner Kilbridge made a motion, seconded by Commissioner R. Evans 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. Appointment, employment, compensation, discipline, performance, or dismissal of an employee pursuant to Section 2(c)(1) of the Open Meetings Act.
- C. 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.

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 8:57 pm. The motion carried by voice vote.

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

None

**17. Adjournment:**

Commissioner R. Evans made a motion, seconded by Commissioner McGinn to adjourn the meeting at 9:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary



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**MINUTES  
EMERGENCY BOARD MEETING  
January 15, 2019**

**1. Roll Call:**

An emergency meeting of the Hoffman Estates Park District Board of Commissioners was held on January 15, 2019 at 9:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Commissioners Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: None

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Comments from the Audience:**

None



**5. Replacement/Repair of Domestic Hot Water Tank/Boilers at BPC:**

Executive Director Talsma noted that the subject had been discussed in length at the earlier B&G Meeting and that the quote results memo had been distributed at that time.

Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to approve awarding the contract to US Water heating Solutions for \$59,751 as outlined in M19-009 and M19-009A.

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

**6. Commissioner Comments:**

Commissioner Kilbridge reminded everyone of the Martin Luther King Breakfast at the Club.

**7. Adjournment:**

Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 9:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1038**

**EXECUTIVE DIRECTOR'S REPORT**

**February 2019**

**PARKS DIVISION**

1. Administration & Planning

As mentioned in the December report we had applied for the IPRA/Gametime matching funds grant. We are pleased to announce that we received this grant during the annual IPRA conference. Since receiving the grant we have been finalizing the designs for Willow, Community and South Ridge playgrounds. We applied for \$185,000 in matching funds, which we were awarded all of these funds. Based on our playground designs we will determine how much of the funds we use.

We are extremely excited to report that on 2/4/2019 we received a letter from the IDNR awarding us the full amount of \$400,000 for the OSLAD Grant. There is still some paperwork left to finalize the grant, but we have started moving forward with the conceptual plan and putting it into construction plans.

2. Development & Construction

Staff constructed a new wall in the hockey shelf to allow ice staff to be able to store all the hockey shelf equipment. This has allowed them to practice hockey and skills in a more rink-designed atmosphere with all equipment not in the way. Minus the leaking pipe in the ceiling (which was repaired on 2/5/19) the renovations to the men's locker room at TC were completed. Staff also completed some minor improvements to the family lockers room at The Club.

The construction team built a new interior sign for The Club using our outdoor sign foam. Building the signs takes time to do all the steps but well worth it when finished. The sign was installed at The Club on 2/6/19 and turned out great.

3. Aquatics and Building

Hot water and heat kept the building team busy in January. With boiler repairs and inspections completed at TC, BPC and The Club. Boiler and hot water tank replacement at BPC was completed in a joint effort with US Water Heating Solutions and in house staff.

The extreme cold temperatures had staff doing multiple checks of HVAC units, boilers and dampeners. We were able to avoid most issues, but a couple did arise. At TC we had an outside hose bib freeze up and cause the interior prior to freeze and crack. This caused minimal damage as the water was able to be shut off to just that hose bib and will be repaired in the spring. The other issue occurred in the boiler room at TC, when the boilers operate they open up the outside air dampeners, the frigid

temperatures didn't allow the air dampeners to close causing the room to be about 10 degrees. This caused a RPZ valve for the sprinkler system to crack, which in actuality was a blessing as it kept water moving through the night and not allowing anything to freeze. Total Fire was out the next day to repair the RPZ and staff was able to get the dampeners operating properly.

#### 4. Park Grounds

Prior to the deep freeze, snow and ice events the parks team was able to accomplish some outside tree and mulch work. The owned lot at Black Bear Park was cleared of unwanted species and dead trees. With all the new homes in the Devonshire Woods development, staff attended their annual HOA meeting to gain knowledge of what they would like to see from our undeveloped lot. Overwhelmingly the response was to develop it into a natural area with knee high grasses and quality tree species. This will be a process that will be completed throughout 2019.

At South Ridge Park there were two willow trees that had reached the end of their life and had become hazard trees. The parks team removed the trees and we are currently planning their replacements.

Other items that were worked on in January at Parks, Planning and Maintenance Department:

- Multiple days and evening of snow removal and ice control.
- Painted and wall repairs at athletic and C&M offices at TC.
- Staff attended the IPRA Conference and Illinois Landscape Conference.
- Changed lighting to all the same color lighting in TC Fitness area.
- Installed new latch system at Freedom Run Dog Park.
- LED lights installed at BPC maintenance part room.
- New exhaust fans and motors on heaters at BPC and Parks Building.
- Mulched Bo's Run Dog Park
- GIS Data Cleanup
- CMP
- Skid loader repairs
- Vehicle inspections/ snow plow inspections
- Repairs to all district equipment as needed

### Recreation Division



#### Upcoming Events

- February 15 – Daddy Daughter Date Night
- February 17 – Hoffman Walks at Triphahn
- February 17 – Fitness Center Open House at Triphahn & Willow



## Administration

Two Communication & Marketing Managers were hired this past month. Erin Holst comes to us as the Communication/Social Media Specialist from Arlington Park Racetrack. She will be responsible for all communication & marketing responsibilities for Bridges & The Club. Katie Burgess comes to us from Gurnee Park District as their Graphic Designer / Branding specialist. Katie will be responsible for the communication & marketing responsibilities for the recreation department. Both managers begin February 11.

With the assistance of the Business Department, new EFT forms for STAR, Preschool & ELC were created to eliminate parents from writing the entire credit card number on the form. When parents register, they now only need to write the last 4 digits of their number on the form and give us written authorization to charge their card (which is saved in their household account). This new process is much more secure for parents and staff.

A Job Fair was held on Thursday, January 3 for volunteer, seasonal, and part-time positions. All departments were represented and promoted their available positions. Approximately 27 potential candidates attended.

Staff completed SWOT analysis for areas within the recreation and C&M departments. This process brought the department together to spend time evaluating current and future operations for the department.

This year, seven staff from the Recreation Department attended the IAPD/IPRA Conference from January 24<sup>th</sup>-26<sup>th</sup> in Chicago. For a few, it was their first time, and it was a great experience for them. Everyone was able to attend some great sessions, bring back new ideas, network with colleagues, and bond with co-workers over the 3 days we were there.



## Triphahn Center

### Triphahn Center Fitness and Operations:

<u>Membership</u>	<u>1/31/18</u>	<u>1/1/19</u>	<u>01/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>889</b>	<b>809</b>	<b>833</b>	<b>+24</b>

This quarter a new membership challenge was introduced to the Triphahn & Willow fitness center members on January 14. For each visit to the fitness center, they “moved” another spot on the Fitness Land Game Board (like Candyland). Some stops included additional fitness activity for the member to do in the center that allowed them to move one more spot. Prizes are being awarded to those who finish the game! Triphahn Center has 140 members participate in the challenge. (See the C&M report at end of this report for the board game graphic.)

Staff met with a representative from Direct Fitness to discuss new layout ideas for the fitness center and begin a discussion on equipment replacement and pricing. Parks staff worked with Rec staff in early February to design a new layout for weight equipment. Rubber flooring will be installed mid-February around the free weights. This new layout will give a fresh look to the fitness center in time for the open house.

Staff is continuing the planning of a fitness open house to be held on Feb. 17 at WRC & TC. There will be fitness class demos (Zumba, WALK Live, and Strength Training 101). The personal trainer will also be available to answer questions. There will be healthy workshops and screenings available.

A new family fitness event, Family Fit Day, will be offered April 27 at Pine Park. Staff is finalizing details for the new event, but it will include different activities/challenges for the families to rotate around the park and achieve together!



### Willow Recreation Center

**Fitness**

<u>Membership</u>	<u>1/31/18</u>	<u>1/1/19</u>	<u>01/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>326</b>	<b>329</b>	<b>321</b>	<b>-8</b>

Willow Fitness Center had 42 members participate in the Fitness Land fitness challenge offered this quarter.

Fitness classes for winter 2019 began this month. There are 39 people in enrolled in seven classes offered this session (compared to 38 last winter).

Fitness Center Open House will be held on February 17 at Willow as well. In addition to the activities listed above, volleyball will be set up at Willow and basketball will be available.



### Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>1/31/18</u>	<u>1/1/19</u>	<u>01/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>725</b>	<b>682</b>	<b>678</b>	<b>-4</b>



## General Programs

### Special Events:

We hosted our first Trivia Night on Saturday, January 19. The 80's/90's themed event was held at the "Bar Down Sports Bar" at Poplar Creek Bowl. There were 22 pre-registered participants and 5 walk-ins who answered eight rounds of 10 questions. Appetizers, pizza, and prizes were included in the fee. The event was a huge success with everyone very excited for the next event. Staff will send future dates to Poplar Creek Bowl as their venue - food and staff were amazing!

Staff is planning for 2019 Party in the Park. With the success of other large events like Pumpkin Fest & Winter Fest, the goal of this event is focused on family-friendly activities. This family-oriented event will run from 2-7pm. We will not be serving beer or securing the high-priced band, which will allow us to end before dark. 2019 Party in Park will continue to offer children's activities such as pony rides, petty zoo and inflatables. However, this year all activities will be provided for free. Entertainment includes park district performances/demonstrations from dance, baton and tae kwon do, as well as multicultural acts organized through the village. The closing band will be a children's performer similar to the acts selected for Friday Funday concerts. New features this year will be ice-skating on the synthetic ice rink and floorball demonstrations on the tennis court.

### Programs:

Winter dance programs began this month with 196 dancers compared to 201 last year.

Youth art and general programming for winter has 55 participants compared to 32 last year.

The first session of gymnastics for winter has 113 participants compared to 147 last year.

Martial Arts has 276 participants for winter compared to 269 last year.



## 50+ Club

<u>50+ Membership</u>	<u>1/31/18</u>	<u>1/1/19</u>	<u>01/31/19</u>	<u>YTD Var. +/-</u>
<b>Total Members</b>	<b>363</b>	<b>397</b>	<b>397</b>	<b>0</b>

Four **fitness classes** were offered in winter 2019 with 79 participants.

**Athletic opportunities** continue to grow with high participation in programs such as billiards, pickle ball, ping-pong (now offered daily), volleyball, baggo and chair volleyball.

Two new **drop-in activities**, Canasta & Mini Disc Golf, have shown increased interest this month. In addition, the regularly schedule drop-in activities; continue to bring in consistent participation.

**Special Events:**

Pub Quiz Night had 30 participants. Prizes were sponsored by Morizzo Funeral Homes and questions courtesy of Dr. Tom Hoover.

The first Lunch/Learn of 2019 took place on Friday, January 18. The topic was Senior Scams. Edward Jones sponsored discussion and lunch. Our presenter is a 50+ member herself still working part time. It was a great presentation and well received with 23 in attendance.



*Early Childhood*

ELC had their first family night of the year. 140 people attended. Each class put on a winter concert. Pizza, water (through Boxed Water), and GoGo Squeeze were provided. There was a craft table where the kids could make snow globes and a photo booth.

Preschool held their parent teacher conferences that still went on even with the crazy weather at the end of January.

The new Nature through the Seasons enrichment program started this month and has 17 out of 18 children enrolled.

The first ELC Open House of the year was held Saturday, January 12<sup>th</sup>; 6 families attended.

Preschool Open Houses are scheduled the first week of February along with an ELC open house in February.

<b>Preschool/ELC:</b>	<b>1/2018</b>	<b>1/2019</b>	<b>Var. +/-</b>
Three-school 18-19	14 TC 12 WRC	14 TC 9 WRC	-3
2's Playschool 18-19	30 TC 23 WRC	30 TC 24 WRC	+1
Preschool 18-19	128 TC 67 WRC	123 TC 60 WRC	-12

Early Learning Center	30 - TOTAL	25 – 5 days 5 – 4 days 7 – 3 days 3 – 2 days 40 TOTAL	+10
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**STAR:**

Staff spent the month of January finalizing details for STAR online registration and priority registration that begins in February. Staff will also be finalizing the implementation of ePact program for the 19/20 STAR parents. This program securely stores participants’ emergency contact information that is only accessible to the onsite STAR staff. Having all information saved in a secure cloud prevents paperwork from being shared or misplaced. Many park district agencies have been transitioning this past year to using the ePact program as it is also endorsed by NRPA.

Since October, STAR staff has had the ability to punch in/out remotely via their assigned district smartphones (as opposed to timesheets) – this has proven to be a huge success with staff and a timesaver for processing payroll.

STAR Enrollment

<b>STAR</b>	<b>1/2018</b>	<b>1/2019</b>	<b>Var. +/-</b>
District 54	358	378	+20
District 15	56	65	+9
KSTAR District 15	14	20	+6
<b>Totals</b>	<b>428</b>	<b>463</b>	<b>+35</b>

**No School Days:**

Due to the severe weather we had this past month, staff implemented and offered three severe cold care days for the community. While many other districts cancelled their care, we provided care for the working parents, which is a valuable service to the community.

There were 5 days off trips and 2 cold days off in January & 1 cold day in February (to date)

- January 2 (D54 & D15) Skyzone: 66 participants
- January 3 (D54 & D15) Gameworks: 74 participants
- January 4 (D54 & D15) Rainforest Cafe: 51 participants
- January 21 (D54 and D15) Ultimate Ninjas: 49 participants
- January 22 (D15) Bartlett Nature Center: 24 participants
- January 30 Cold Day at TC/Skating: 9 participants
- January 31 Cold Day at TC/Skating: 26 participants
- February 1 Cold Day at TC/Skating: 23 participants



## Summer Camps:

Camps planning is being finalized this month. The Summer Camp Planner that normally is printed in the spring brochure will be posted as a digital booklet this spring. Camps will be printed in the summer brochure as they normally are as well. Field trips are being scheduled, bus rental reservations are being made and staffing has begun. Staff is waiting to hear from SD54 on space confirmation.



## Youth Athletics

### Indoor Soccer:

- Enrollment increased by 37 kids from 2018. This has allowed us to incorporate soccer uniforms, have multiple teams in each age group, and add referees. This year it is really looking like a league. About half the group is kids that do not participate in our outdoor league. We hope to see them return with us in the spring and see our outdoor soccer program grow.

### Outdoor Soccer:

- Staff is working with the Hoffman United Soccer Club (HUSC) to bring a higher level of quality to our soccer program. All of our coaches are participating in a Coaches Clinic hosted by HUSC to better understand the sport of soccer and how to run a more engaging and better run soccer practice.
- We have updated our soccer logo to incorporate the HeParks Logo. This will help us look more like a park district team and help us stand out from the competition. This logo will be updated for all athletic teams.

### Cricket:

- Staff met with representatives from the Bolingbrook Premier League at the end of the month to discuss outdoor field rentals and youth developmental programs. These will begin in the summer.

### Basketball:

- There are 282 players this season (compared to 288 last year). The Feeder program has 66 players (compared to 80 last year.) They opened their seasons with games on the weekend of January 5 & 6.
- Adult basketball league games started the week of January 21. There are nine teams this year, which is the same amount as last year.

### Additional Athletics:

- Staff is working with Feed My Starving Children to plan a date for our youth athletic teams to give back and participate in a volunteer activity.
- Staff is working on a partnership with the HEHS baseball program with our in-house and n60 baseball programs. A date for March 26 has been set for a coaches' clinic.
- Planning for He Parks youth basketball All-Star games has begun. Player and coaches voting is currently taking place. Also looking for vendors for the event.
- A new Fishing 201 class will be offered in the upcoming season. Staff is looking for new ponds for these Learn to Fish classes to market the classes to the entire community of Hoffman Estates.



## *Ice Operations*

### **Public Skate:**

Public skate participation this month was the highest yet. Many patrons visited over winter break and during the Family Skate Sundays with an average of over 100 skaters each weekend.

### **Enrollment:**

Winter lessons began this month. There are 285 skaters enrolled in figure skating lessons (compared to 224 last year). There are 148 skaters enrolled in hockey lessons (compared to 114 last year.)

### **Congrats!**

Squirt 1 finished in 2<sup>nd</sup> place in Wisconsin Dells Christmas tournament.

Squirt 2 finished in 1<sup>st</sup> place in Holland Michigan tournament

Wolverines 12u girls' team finished in 3<sup>rd</sup> place this season in NIHL.

### **New!**

The hockey program will be launching a new sport, Floorball, this spring. Floorball is a type of floor hockey with five players and a goalkeeper in each team. Games are played indoors with a wiffle ball. Floorball is an exciting new activity to HE Parks but it has become a major professional sport in Europe and other areas of North America. It is a running hockey game using special sticks and balls. It is great for existing players working to improve stick skills, game vision and conditioning, but also a fantastic start for those that have never played hockey.



## *Communications and Marketing*

### **Design work completed:**

Spring Brochure

Summer Planner

## **Digital marketing completed:**

Weekly eblasts

Event creations on Facebook

## **January Social Media Updates:**

- Job Fair
- Hockey Winter Clinic
- Trivia Night (\* boosted)
- Girls Night Out
- Preschool & ELC Open Houses
- Teen Center Field Trip
- Winter Weather updates
- Daddy Daughter Date Night
- Mother Son Night
- Now Hiring
- Cold Day Care
- Fitness Center Open House

\*\* Boosted social media is a paid advertisement set to a specific demographic user on Facebook. For \$30, the event was sponsored on Facebook to appear more often on the user's news feed.

## **Social Media Followers**

Facebook HE Parks – 3388

Facebook The Club – 1393

Facebook Bridges – 836

Instagram HE Parks – 167

Twitter - 946

## **Press releases submitted this month:**

Trivia Night, Fitness Center Open House, Preschool Open House, Girls Night Out, Job Fair

## Marketing Campaigns created this month:

Cold Days off of School

Weather updates graphics

Fitness Challenge – Fitness Land

**FITNESS LAND**  making life fun

Triphahn & Willow fitness members, earn prizes by working out!

**Jan 14th – Feb 22nd**

Pick up your game board at the front desk to play beginning Jan 14th

**How to Play**

**1** Workout Jan 14th – Feb 22nd and earn prizes! Stop at the front desk beginning Jan 14th to sign up and then stop by to have your card punched for each visit to the fitness center. (Punches are based off swipes into the fitness center, not just building visits. Limit one per day. Cards are the responsibility of the fitness member; punches can only be given days card is present.)

**2** Along the way, find Fitness Challenges, Longevity Prizes and Free Snacks! (Fitness Challenges are optional. Receive a bonus punch for doing a fitness challenge given at the front desk. Longevity prizes are our high five to you for your commitment to your health; prizes must be claimed only on day of punch.)

**3** Complete the game by Feb 22nd and turn your card in to be entered to win one month free! (Number of visits verified by number of card swipes into the fitness center.)

**START**

**STOP**

**COMMIT TO YOUR FITNESS GOALS!**

● Fitness Challenge  
★ Longevity Prize  
◆ Free Snack

## Promotional materials purchased:

Pens, chip clips, phone holders, chapstick-sunscreens

Water bottles for The Club

## Advertising & Sponsorship: Newly Acquired Advertising and Sponsorships

Buffalo Wild Wings 2019 Event Sponsor

Chiro One 2019 Event Sponsor

Jewelry & Coin Mart GNO Event Sponsor

Seasons 52 GNO Dessert Sponsor

Tito's Handmade Vodka	Friends of HE Parks – Gold Friend
Vistex	Friends of HE Parks - Bronze Friend renewal
Chicago Marriott NW	2019 trade agreement
Fabbrini Flowers	Mommy/Son & Daddy Daughter Flower sponsor



<b>January Membership Totals</b>	<b><u>1/31/2018</u></b>	<b><u>1/31/2019</u></b>	<b><u>1/01/2019</u></b>	<b><u>Var. +/-</u></b>
Totals	3086	2923	2881	+42

### Member Services

- The Member Services Department started off January strong and very busy with almost 100 new memberships in the first half of the month. The \$29 reduced enrollment special with June free was very popular, but the last couple weeks of weather issues slowed the new member flow down at the end of the month. We had a total of 149 new members in January, with 103 tennis add-ons.

### Operations and Fitness Departments:

- We have worked with the District's Advertising and Sponsorship Manager to partner with The Daily Herald's "Fittest Loser" competition. We are part of the "Fittest Loser at Work" portion of this competition. In this portion, corporations put together teams from work within the DH's readership area. These teams have options to come to our (and other) facilities and take part in different activities we will offer in the months of Feb-April.
  - Some of these events we already have scheduled where they can attend along with our members. (workshops, pass to visit facility for a workout)
  - Some events we have created specifically for teams who enter a "lottery" to win the workout or educational session. (1 hour personal trainer lead group training, "Belly Buster" workshop)

Our participation will be excellent exposure to area corporations who may not know we are here.

- The District has signed an Independent Contractor agreement with Options Basketball, who will be providing intermediate and advanced level private and group basketball lessons for the District at The Club for ages 10 years and older.
- Our January Parent's Night Out event was held on January 19<sup>th</sup> with 21 kids attending. Culvers in Hoffman Estates provided complimentary frozen custard cups to all of the participants!

- The fitness department will review the attendance numbers in the group fitness classes within the first quarter when numbers are typically highest to determine if there are classes we need to adjust to different times or remove altogether. \*classes are always tracked, but Q1 numbers help us with this process the most because this is when classes are best attended.
- We continued the personal training special in the month of January with 10% off a package of 10 one hour sessions. In January we sold:
  - (14) packages of the 10 session PT
  - (4) packages of the 3 session PT
  - (2) packages of the 5 session PT
  - (9) single one hour sessions PT
  - (2) package of 10 semi-private PT
  - (3) single one hour session of Pilates

**Tennis:**

- In the first four week tennis session of the year, we had a total of 67 youth participants in our tennis classes.

**Aquatics:**

	Winter I	Winter II	Spring I	Summer I	Summer II	Fall I	Fall II	Total Indoor Swim	Summer Seascape
2014	193	236	304	284	320	287	228	1852	597
2015	167	209	325	299	575	300	203	2078	457
2016	150	168	298	292	0	280	208	1396	542
2017	137	206	274	264	240	259	195	1575	352
2018	172	143	251	239	192	202	165	1364	285
2019	137								

\*CLOSED Lap Pool First week of lessons

- A lifeguard in-service training was held on January 20th at The Club with 14 lifeguards in attendance.
- Swim instructor training was held at The Club on January 2<sup>nd</sup> to prepare the instructors for the new swim session that began the following week.
- The Aquatic and Program Manager is working with the C&M Graphic Designer Manager to create a simplified version of the Swim Lesson Report Card to make it easier for parents to understand the skills that are needed to pass to the next level. These will begin to be used with the start of the new session at the end of February.

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

### **General Programs**

- Preferred Tee Time contracts are being received. The deadline for the renewal is February 5th with an early \$60 off promotion if received by January 19th. Our goal this year is to have 24 total preferred groups. Currently we have 19 contracts received for this season.
- League Contracts are being drafted and will be going out Mid-February.
- Fish Fry starts March 8<sup>th</sup> – Mark your calendars!

### **Golf Rounds**

<b>ROUND TOTALS.</b>				
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>YTD ROUND TOTALS</b>				
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **Range Information**

<b>RANGE BASKET SALES TOTALS</b>				
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>5</b>	<b>124</b>	<b>2</b>	<b>0</b>	<b>15</b>
<b>YTD RANGE BASKET SALES TOTALS</b>				
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>5</b>	<b>124</b>	<b>2</b>	<b>0</b>	<b>15</b>

## **Communications & Marketing**

### **Marketing/Advertising**

- Excited to announce Erin Holst will be the new Communications & Marketing Manager for Facilities. Erin's first day will be Feb. 11<sup>th</sup>. We look forward to her taking the marketing efforts for both Bridges and The Club to new levels.
- Staff, with the help of the Marketing Department, is currently working new menus for Banquets as well as the Tap Inn.
- 2 Email blasts went out promoting Annual Pass Sales, preferred tee times and league information.

### **Food & Beverage**

For the month of January we had 9 (9 Events in 2018)

5 breakfast meetings servicing 125 guests

1 dinner servicing 78 guests

1 Taylor Made Launch Event hors d oeuvre reception servicing 100 guests

1 holiday party servicing 33 guests

1 memorial servicing 70 guests

For the month of February we have 8 events (11 Events in 2018)

4 breakfast meetings servicing 100 guests

1 Daddy Daughter Dance servicing 200 guests

1 Mother Son Dance servicing 100 guests

1 room rental servicing 250 guests

1 shower servicing 40 guests

Wedding Count Update:

2020= 1 ceremony and reception, 1 reception only

2019 = 15 ceremony and reception, 3 reception only, 1 ceremony only

2018 = 16 ceremony and reception and 3 reception only, 2 ceremony only (2 weddings have cancelled this season)



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 January our high averaged 27 degrees (4 degrees below average) and low averaged 11 degrees (5 degrees below average). This included a stretch of just over 2 days (52 hrs.) of dangerously cold temperatures at the very end of the month. On the morning of the 31st a low of -21 was recorded in Chicago which came in as the 5th coldest low ever recorded in Chicago since record keeping started in 1871. Rockford saw their coldest temperature ever since tracking started in 1905 with a low of -31. In the beginning of January we received about 1.05” (1.73” average) of rain. After the 9th we mainly saw snow for the rest of the month. We ended with about 18.2” of snow (our average is 10.8”) with 17 days of snow cover. We saw this in multiple small storms and three larger storms dropping anywhere from 2” to 5”.

In the beginning of the month we removed 20 trees on property that were marked for removal. All trees were showing signs of decline or had severe storm damage. This task was made greatly easier with the help of Parks Maintenance staff and equipment.

We also started the first steps of our irrigation pump replacement project in January. Pump Station Professionals was out to remove our two booster pumps and the pressure management pump. Next month they will install our new pumps so we are ready for another 20 years of uninterrupted service.

Here is a small list of some of the other tasks the maintenance team has been working on in January:

-  Attended a continuing education event at Seven Bridges Golf Club. Topics included:
  - Illinois Monarch Project
  - Making growth habit of Creeping Bentgrass work for you
  - Disease Control: A Maverick’s View
-  Finished preventative maintenance and sharpening of cutting units on all reel mowers
-  Started preventative maintenance on rotary mowers
-  Continued to improve organization in the maintenance facility for next year
-  Assisted the Pro Shop in reorganizing the back office
-  Ordered all course accessories in preparation for next year

## **Finance/Administration**

- The District was awarded the Certificate of Achievement for Excellence in Financial Reporting for the 2017 Comprehensive Annual Financial Report (CAFR).
- Completed the 2018 Fiscal Year Financial Statement review. A copy of the analysis and current 12/31/2018 Financial Statements are attached.

- Lauterbach & Amen will be on site the week of March 18<sup>th</sup> through 22<sup>nd</sup> to conduct field work in conjunction with the District's annual audit for year ending 2018.
- Staff continues working on year-end account verification and preparation for the 2018 audit process.
- Working with District staff to close any outstanding purchase orders for year ending 2018.
- W2's were issued to staff for year ending 2018 and submitted electronically to the Social Security Administration as required.
- 1099's were issued for year ending 2018.
- All quarterly state and federal payroll filings were completed as required.
- Three staff attended IAPD/IPRA conference.
- Staff participated on the IAPD/IPRA Exhibit committee.
- New features in RecTrac allowed for emailing of 2018 Childcare statements, saving the District significant postage expense.
- Payroll Cycle Processing
  - 01/11/19        \$217,437.22
  - 01/25/19        \$279,219.79

#### **Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. TC/WRC/The Club Fitness Centers
  - b. ELC (weekly)
  - c. 50+
  - d. Sponsorship/Marquee Signs
  - e. Dance Company
  - f. Preschool
  - g. STAR
  - h. Hockey
- Administrative
  - a. Childcare Statements
  - b. W2 Mailing
  - c. Spring Guide proofing
- Administrative Registration for:
  - a. Financial Assistance
  - b. Foundation Giving Tree
  - c. Harper Winter Programs

#### **Human Resources**

- Processed 6 new part-time hires and 3 new volunteers.
- Conducted interviews for open C&M manager positions.

- Finalized hours report for PT employees for year ending 2018 to ensure non IMRF employees remain under 1,000 hour threshold.

### **Technology**

- Reusable IT equipment has been removed from Vogelei barn and house to store as needs arise.
- Developing upgrade timeline for email Exchange server from version 2013 to version 2016.
- Obtaining quotes from CDWG for 2019 budgeted items:
  - a. Twenty (20) desktop computer with Windows 10 Pro
  - b. Seventy-five (75) Microsoft Office 2016 licenses

### **Advertising & Sponsorship: Newly Acquired Advertising and Sponsorships**

- Buffalo Wild Wings
  - 2019 Event Sponsor
- Chiro One
  - 2019 Event Sponsor
- Jewelry & coin Mart
  - GNO Event Sponsor
- Seasons 52
  - GNO Dessert Sponsor
- Tito's Handmade Vodka
  - Friends of HE Parks – Gold Friend
- Vistex
  - Friends of HE Parks - Bronze Friend renewal
- Chicago Marriott NW
  - 2019 trade agreement
- Fabbrini Flowers
  - Mommy/Son & Daddy Daughter Flower sponsor

### **WEEKLY UPDATES TO COMMISSIONERS**

**1/24/2019**

**Keep your fingers crossed!!**

HE Parks is a finalist for multiple IPRA playground grants (Community, WRC, and South Ridge). **The winners will be announced at the IPRA annual meeting held at conference on Friday from 5-6pm!**

**New Event:**

**IAPD Legislative Breakfast**

Sat. 2/23 at 8am

Schaumburg Golf Club

401 N Roselle Road in Schaumburg

INVITATIONS ARE IN YOUR MAILBOXES

**Please let me know by 2/14 if you'd like to attend and I will rsvp for you.**

**Reminders:**

**Celebration of Excellence (RK/RE/PK/LK (KE on his own))**

Thursday 1/31 at 5:30pm

Marriott, Hoffman Blvd.

**Upcoming Events:**

**Mother Son Date Night**

Friday 2/8 6:30pm-8:30pm

BPC

**Daddy Daughter Dance**

Friday 2/15 6:30-8:30pm

BPC

**Girls' Night Out**

Thursday 2/28 7pm

1<sup>st</sup> Place Sports Bar

**2/1/2019**

**Weather complication**

At approximately 10:25 this morning an exterior water spout burst on the north side of TC after being frozen. The water flooded through a wall into the hallway that connects the old building to the new

building (near the preschool hallway). Staff was able to shut off the water and mop all the water out of the hallway. The exterior water spout will not be used off-season so Dustin's team will begin working on the repairs.

### **Chamber's Celebration of Excellence Award Ceremony**

At last night's Hoffman Estates Chamber of Commerce Celebration of Excellence award ceremony, HE Parks won the **Public Sector Partner of the Year Award!** We are all so proud of our agency and the support it gives to our community. In addition, we are proud to share that our very own Carina Graham and Commissioner Keith Evans had been nominated for the **Volunteer of the Year** award.

### **Grants awarded Conference**

At the IAPD/IPRA conference last week, we were awarded grants to work in conjunction with our park playground renovations at South Ridge Community Park and Willow. These grants provide discounts on the playground equipment; the district received a value of \$185,000. This was announced at the IPRA annual meeting.

### **C&M Managers**

We have hired two FT C&M Managers, with one focused on the Recreation Department (Katie Burgess) and one focused on Facilities (The Club & Bridges) (Erin Holst). They will be handling both Communications and Marketing for their specific areas. They will also work together for the major district projects and events. Both positions will also work with Lindsay Grace as Graphics Manager on all graphic design and promotional materials. Both will start on Feb 11<sup>th</sup>.

### **Upcoming Events:**

#### IAPD Legislative Breakfast

Sat. 2/23 at 8am

Schaumburg Golf Club

401 N Roselle Road in Schaumburg

INVITATIONS ARE IN YOUR MAILBOXES

**Please let Jane know by 2/14 if you'd like to attend and I will rsvp for you.**

#### Mother Son Date Night

Friday 2/8 6:30pm-8:30pm

BPC

#### Daddy Daughter Dance

Friday 2/15 6:30-8:30pm

BPC

Girls' Night Out

Thursday 2/28 7pm

1<sup>st</sup> Place Sports Bar

**2/8/2019**

**Executive Director Review Form**

Just a reminder that you are to return your completed Executive Director Review Form to President Kaplan by **February 12<sup>th</sup>** for discussion at the February 26<sup>th</sup> Board meeting. These evaluation forms were handed out at the Executive Session on 1/22, however, I am attaching a blank review form for your convenience.

**Annual Audit Risk Inquiries**

As part of our audit process, questionnaires were emailed to all Commissioners today from our Certified Public Accountants, Lauterbach & Amen. Please complete and return to them at your earliest convenience as indicated in the email. If you did not receive the email, please let me know.

**Upcoming Events**

IAPD Legislative Breakfast (Attending: RK/RE/KE/PMc)

Sat. 2/23 8am

Schaumburg Golf Club

401 N Roselle Rd., Schaumburg

Chamber's Community Update/Breakfast with the Mayor (Attending: RK/MB/PK/LK – KE on his own)

Wed. 2/27 7:30am

Sears Centre Arena

5333 Prairie Stone Pkwy

Mother Son Date Night

Friday 2/8 6:30pm-8:30pm

BPC

Daddy Daughter Dance

Friday 2/15 6:30-8:30pm

BPC

Girls' Night Out

Thursday 2/28 7pm

1<sup>st</sup> Place Sports Bar

Fish Fry Starts!

Friday March 8th

4:30 to 8pm

**Craig on vacation**

Craig will be on vacation the week of 2/11. He will be available via cell phone and email. Please also feel free to contact me or the Division Directors directly.

**2/15/2019**

**Upcoming Events**

IAPD Legislative Breakfast (Commissioners attending: RK/RE/KE/PMc/PK)

Sat. 2/23 8am

Schaumburg Golf Club

401 N Roselle Rd., Schaumburg

Chamber's Community Update/Breakfast with the Mayor (Commissioners attending: RK/MB/PK/LK – KE on his own)

Wed. 2/27 7:30am

Sears Centre Arena

5333 Prairie Stone Pkwy

Daddy Daughter Dance

Tonight, Friday 2/15 6:30-8:30pm BPC

### Girls' Night Out

Thursday 2/28 7pm

1<sup>st</sup> Place Sports Bar

### Fish Fry Starts!

Friday March 8th

4:30 to 8pm

**2/22/2019**

**NOTE: THE POWER IS BACK ON AT THE CLUB! It came on at approx. 3pm. The Club will be open this evening, but pools are currently closed due to having to recalibrate the chemicals (these are electronically controlled).**

### **Upcoming Community Events**

- Feb 23 - [Try Hockey for FREE!](#)
- Feb 28 - [Girls Night Out](#)
- Mar 2 - [Try Figure Skating for FREE!](#)
- Mar 8 - [Friday Night Fish Fry](#)
- Mar 12 - [Job Fair](#)
- Mar 15 - [Friday Night Fish Fry](#)
- Mar 16 - [Early Learning & Care Open House](#)
- Mar 16 - [Pot of Gold Climb](#)
- Mar 16 - [Parent's Night Out](#)
- Mar 23 - [March Madness Golf Outing](#)
- Mar 29 - [Friday Night Fish Fry](#)
- Apr 5 - [Friday Night Fish Fry](#)

**CLICK HERE FOR DETAILS ON THESE UPCOMING EVENTS & more:**

<https://www.heparks.org/events/>

### **Upcoming Commissioner Events**

IAPD Legislative Breakfast (Commissioners attending: RK/RE/KE/PMc/PK)

Sat. 2/23 8am

Schaumburg Golf Club



401 N Roselle Rd., Schaumburg

**PLEASE NOTE, PER TONY:**

- We will be in the upstairs banquet room, Pebble Beach room. Best to use the entrance on the right side of the clubhouse and use stairs by restaurant.
- Breakfast will be available promptly at 8:00 am, program starts at 8:30 am.
- Rather than running through the highlights you provided in my speech we decided it would be better to put together a slideshow that included the items so it could run in the background during the event.
- There is a large political event utilizing the lower banquet room at about the same time.

Chamber's Community Update/Breakfast with the Mayor (Commissioners attending: RK/MB/PK/LK – KE on his own)

Wed. 2/27 7:30am

Sears Centre Arena

5333 Prairie Stone Pkwy

IAPD Legislative Parks Day at the Capitol, Reception & Conference

In Springfield on 4/30 and 5/1

Please let Jane know if you are interested in attending.