



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



AGENDA
REGULAR BOARD MEETING NO. 1058
TUESDAY, OCTOBER 27, 2020
7:00 p.m.
***Room 113 of the Triphahn Center**
(Northside – 50+ Program Rooms)

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. RECOGNITION
 - A. October 2020 Best of Hoffman: Pauline Wieland
 - B. Employees of the 3rd Quarter:
 - i. PT: Ted Korth
 - ii. FT: Natalie Wood
5. RECESS FOR A&F COMMITTEE MEETING
6. RECONVENE FOLLOWING A&F COMMITTEE MEETING
7. APPROVAL OF MINUTES (attached)
 - A. Special Board Meeting Minutes 09/03/2020
 - B. Regular Board Meeting Minutes 09/22/2020
8. COMMENTS FROM THE AUDIENCE
9. CONSENT AGENDA [Click here to access all Board & Committee Packets](#)
 - A. Fertilizer and Chemical 2021 Early Order / M20-116
 - B. Jeff Ellis Management / M20-119
 - C. Range Enhancement Project / M20-118
 - D. First Amendment Activities Policy / M20-111
 - E. Billboards Agreements and Resolutions / M20-123
 - F. Cook County Coronavirus Relief Funds Resolution R20-006 / M20-122
 - G. Pay Grades, Job Descriptions, Health Insurance Contribution, and 2021 Wage Increase / M20-114
 - H. Open and Paid Invoice Register: \$642,641.89
 - I. Revenue and Expenditure Report, Financial Analysis, and COVID-19 Impact Statement

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 this public meeting please call 847-885-8500 with at least 48 hours' notice.



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Regular Board Meeting
October 27, 2020
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- J. Acceptance of B&G Minutes 08/18/2020 (see October packet)
- K. Acceptance of Rec Minutes 08/18/2020 (see October packet)
- L. Acceptance of A&F Minutes 09/22/2020 (see October packet)

- 10. PRESIDENT’S REPORT

- 11. ADOPTION OF EXECUTIVE DIRECTOR’S REPORT

- 12. OLD BUSINESS

- 13. NEW BUSINESS
 - A. Executive Director Review Process / M20-124
 - B. Credentials Certificate for IAPD Annual Meeting / M20-113

- 14. COMMISSIONER COMMENTS

- 15. ADJOURNMENT

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**MINUTES
SPECIAL BOARD MEETING
September 3, 2020**

1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on September 3, 2020 at 6:01 p.m. at the Bridges of Poplar Creek Country Club in Hoffman Estates, IL.

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

Absent: None

Also Present: IAPD President & CEO Peter Murphy

Audience: None

2. Approval of Agenda:

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

3. Comments from the Audience:

None

4. Executive Session:

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to recess to Executive Session at for the purpose of:

- A. Pursuant to 5 ILCS 120/2 Sec 2(c)(16) of the Illinois Open Meetings Act, self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

Roll Call Vote: Carried: 7-0-0
Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0
Absent: 0

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to reconvene to the Special Board Meeting at 8:15 p.m. The motion carried by voice vote.

5. Adjournment:

Commissioner R. Evans made a motion, seconded by Commissioner Chhatwani to adjourn the Special Board Meeting at 8:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant



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**MINUTES
REGULAR BOARD MEETING NO. 1057
September 22, 2020**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on September 22, 2020 at 8:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Commissioners Chhatwani, 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, Executive Assistant Logan

Audience: None

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

President Kaplan recommended removing New Business Item B. Executive Director Review Process / M20-108. The item will be discussed at the October 27 Board Meeting. The Board agreed to remove New Business Item B.

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to approve the agenda with the removal of New Business Item B Executive Director Review Process / M20-108. The motion carried by voice vote.

4. Approval of the Minutes:

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to approve the minutes of the August 25, 2020 Special Board meeting as presented. The motion carried by voice vote.

5. Comments from the Audience:

None

6. Consent Agenda:

Commissioner Kilbridge made a motion, seconded by Commissioner McGinn to approve the consent agenda items A-H as presented.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

- A. Purchase of Grinder at Bridges of Poplar Creek / M20-104
- B. Electricity Contract / M20-105
- C. IMRF Resolution R20-005 / M20-100
- D. Palatine Library Agreement / M20-106
- E. Fitness Program Manager Job Description / M20-110
- F. Open and Paid Invoice Register: \$881,153.28
- G. Revenue and Expenditure Report and COVID-19 Impact Statement
- H. Acceptance of A&F Minutes 08/25/2020 (see August packet)

7. President's Report:

President Kaplan thanked everyone for the plant he received following his mother's passing.

President Kaplan commended staff on a great job with communication to the community especially via our website, social media, and emails.

President Kaplan thanked Peter Murphy for the IAPD Board Self-Evaluation conducted on September 3, 2020. He noted it was very well done and all learned a lot.

President Kaplan noted the fitness centers are looking good and he has noticed patrons are starting to return to the fitness centers.

President Kaplan added there was an outdoor birthday party at the playground in his neighborhood and it was very nice to see it going on in one of the District's parks.

8. Adoption of Executive Director's Report:

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

9. Old Business:

None

10. New Business:

****The following New Business Item A is to be kept secret until the formal public announcement. Please do not share the news with the recipients until after the formal public announcement.**

A. The Hap & Jan Wittkamp Senior Center Designation / M20-107:

Executive Director Talsma explained that the District would like to honor Hap and Jan Wittkamp for their efforts with establishing and developing the District's senior center. It is this service, in conjunction with their years of volunteer service with the Friends of HEParks, as well as Hap's years of service as a Community Representative, that the District would like to designate the Senior Center at the Triphahn Center as the Hap & Jan Wittkamp Senior Center.

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to approve designating the Senior Center at the Triphahn Center as the Hap & Jan Wittkamp Senior Center as presented in M20-107. The motion carried by voice vote.

Executive Director Talsma noted the following criteria of Policy 5.05 Naming and Renaming of Park Sites and asked how the Board would like to proceed:

E. A park should only be confirmed and the name made official after a waiting period of at least sixty (60) days before the confirmation vote. However, when substantiated extenuating circumstances arise, the 60 day official waiting period may be waived at the discretion of the Board before the confirmation vote.

Commissioner K. Evans made a motion, seconded by Commissioner Kinnane to approve waiving the 60 day period and moving forward with the designation as soon as possible. The motion carried by voice vote.

11. Commissioner Comments:

Commissioner R. Evans noted the IAPD Leadership Institute event at Schaumburg was very well done, the presenter did a great job, and he appreciates being able to attend.

Commissioner Chhatwani seconded Commissioner R. Evans comments regarding the IAPD Leadership Institute event. She added the event attendees were impressed with the District's mission statement of "making life fun". She congratulated staff on winning the IAPD Best of the Best Award for Intergovernmental Cooperation. She added the Drive Boo Trick-or-Treat event on October 24 is an awesome idea!

Commissioner Kilbridge formally announced her resignation from the Board of Commissioners effective immediately. She thanked the Board, the Community Representatives, and the staff for everything they have done over the years.

Commissioner K. Evans thanked the staff for their efforts. He noted Commissioner Kilbridge will be greatly missed.

Commissioner McGinn thanked Commissioner Kilbridge for her service and noted she will be missed. In addition, he thanked staff and noted staff have done a great job financially during the COVID-19 pandemic.

Commissioner Kinnane wished Commissioner Kilbridge all the best. In addition, he thanked Cabela's for their donations to the District's fishing program. He added the IAPD seminar with Bill Graham was very well done. He thanked Director Hugen for the Fabbrini bench at Fabbrini Park. He thanked Brian Johnson for a job well done in handling an incident at the golf course in an appropriate manner and timely fashion.

12. Adjournment:

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to adjourn the meeting at 8:31 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1058**

EXECUTIVE DIRECTOR'S REPORT

October 2020

PARKS DIVISION

TC ICE RINK 2 RENOVATION

The ice rink has been open since September 8. Punch list items have been worked on by Minnesota Ice (MN Ice) and all have been completed minus the pump repair from the power outage. The dasher boards were cleaned on both rinks this past month and the rinks have been operating smoothly. Overall, we are very pleased with the work completed by MN Ice on both of our new rinks and a loud shout out to the HEParks Ice Maintenance team for their hard work and dedication throughout the process. The last item to be completed at the ice rink is the conversion of the current lights to LED light fixtures; this is currently in the scheduling process.

THE CLUB RENOVATIONS

Ranco Services began the construction process in the family locker rooms the week of September 14. The family locker rooms had the old lockers and base structures removed by HEParks staff, as well as the bathroom partitions. Following this, Ranco Services started the process of preparing the walls to be filled in by removing grout lines, filling with the epoxy, and then starting to apply the flake and final coat. Currently, both family locker rooms and bathrooms have all walls completed and flooring has begun. HEParks staff is going to install the new lockers during the week of October 19. Once both family locker rooms are completed, Ranco Services and HEParks staff will move into the pool changing locker room and begin that process. The goal is to have all locker rooms open for use on November 16.



SOUTH RIDGE OSLAD (Project Footage)

The project at South Ridge has been moving along nicely. September was a busy month at South Ridge, with contractors and HEParks staff working alongside each other to accomplish tasks. The first layer of asphalt was installed and the finishing touches were completed on October 7. Following the asphalt, HEParks staff has been adding soil to the edges of the asphalt, as well as seeding and erosion control blanketing.

Once the fall surface installer had completed his install of the new playground, HEParks staff completed the removal of the small playground on the north side of the park. The new main playground was open to the public on September 26 and has been a huge hit with the public. HEParks staff was able to complete the install of the shelter that is located between the playground and the splash pad.

While this work was taking place, the Parks team was busy prepping the surrounding areas for seed, sod, and plants. As you enter the parking lot, there are two large landscape beds on each side of the drive with numerous trees which were planted through the area for shade and blockage of the parking lot from residents views. In addition, landscaping around the playground and sand volleyball areas were completed and the installation of the new larger single fountain. Grass seed and sod were laid with erosion blankets to cover and HEParks staff has been watering the areas seven days a week since planting began on September 16.

As we are nearing the completion of the product, it is great to see this park come together and how much use the community is getting out of it. The new nature area, kayak/fishing pier, bike racks, benches, picnic tables, park ID signs, splash pad painting, bath house internals and minor punch list items are being completed at this time.



The following is a brief list of other items completed by staff during September:

- Repairs at Tall Oaks and Voagelei Playgrounds.
- Playground checks.
- Roof leaks repaired at WRC and The Club.
- Memorial bench installed at Fabbrini Park.
- Park mowing and garbage removal.
- Weed control at all park ID signs, Hoffman Park and Tropicana Park.
- Shrub removal at Charlemagne Park.
- Aquatic applications for algae and bottom growth.
- Maintenance at sports fields.
- Baseball and softball field set-ups and maintenance.



- Shoreline management.
- Seed Collection event at Charlemagne and invasive removal at Pine Park.
- Irrigation repairs at Cannon Crossings.
- Field overseeding at Cottonwood.
- Fishing Derby preparation.
- Burn permits were applied for to the state (received back on October 13). We are waiting for approvals from The Village and Fire Marshall.
- Plumbing repairs at The Club.
- Electrical repairs at TC and Bridges.
- Completion of the emergency boiler shutoffs at WRC, TC, Bridges, Seascape, and The Club.
- New motor installed for activity play feature in the activity pool at The Club.
- New outdoor outlets installed at Pine Park.
- New floats installed into the ejector pits at TC and also cleaned out drain lines from Zamboni pit.
- HVAC checks and repairs.
- Mower maintenance and repairs.
- Vehicle checks and repairs.

Recreation Division



The September/October Fall Brochure was launched at the end of August with programs beginning mid-September. Staff began working on the November/December Fall 2 Brochure which will be launched the middle of October.

Staff completed their preliminary 2021 budgets this month.



Triphahn Center



Willow Recreation Center

Triphahn Center Fitness

<u>Membership</u>	<u>9/30/2019</u>	<u>1/1/20</u>	<u>9/30/2020</u>	<u>YTD Var. +/-</u>
Total	838	781	595	-186

There are 24 participants in four fitness classes offered this session.

Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>9/30/2019</u>	<u>1/1/20</u>	<u>9/30/2020</u>	<u>YTD Var. +/-</u>
Fitness	239	304	107	-197
Racquetball	50	63	57	-6
Total	289	367	164	-203

Staff is preparing to reopen Willow fitness center on October 12. Equipment is being moved to provide social distancing and signage will be placed reminding members to keep the distance.

There will be a maximum of three people permitted in the room at one time. Reservations will be required for an hour timeslot in the fitness room. Communication was sent out in early October to all current and cancelled Willow members to notify them of the re-opening. Members have already begun reserving their slots.



Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>9/30/2019</u>	<u>1/1/20</u>	<u>9/30/2020</u>	<u>YTD Var. +/-</u>
Total	659	683	608	-75



General Programs

General Programs:

- Baton & Poms – 30 participants
- Music Lessons – 1 in piano and 1 in guitar
- Choir at Palatine Park District – 6
- Shotokan Karate – 61
- Tae Kwon Do – 20

Gymnastics resumed program offerings this fall session. With increased cleaning protocols and smaller group size, the program has proven to be successful in its return. There are 35 enrolled for the September session.

Dance: Fall session began September 9. The dance program was revamped with new names and levels for all the classes to begin the process of creating a more streamlined “flow” of the program. There are 107 dancers enrolled to-date. Enrollment is open throughout the session to start anytime at a pro-rated cost.

eSports: Fortnite tournament was held on September 18 at the NIU esports café. There were 27 players who participated. All players arrived at specific times to maintain social distancing during the tournament. Each heat ran at a different playing time.

Wings & Talons

- Four participants were enrolled in this month’s Dissecting Owl Pellets program.

Special Events: Drive Boo Trunk or Treat will be held October 24. It is sold out with 300 cars.



50+ Club

The 50+ Club continues to remain closed for drop-in usage, but community members may register for free activities that are offered throughout the week. Weekly activities include: volleyball, chair volleyball, walking club, cards and games, billiards, mah jongg pickleball and ping pong. Drop-in is not available for these activities; participants must pre-register to attend.

Enrollment for September was:

- Billiards – 4
- Cards & Games – 3
- Chair Volleyball – 6
- Mah Jongg – 9

Volleyball – 19
 Pickleball – 14
 Ping Pong – 4
 Walking Track – 7
 Pinochle - 8

There were 17 participants in two Forever Strong classes and 13 in two new Stretch and Tone classes.



Early Childhood

The ELC program expanded to two rooms in August. There are 16 children attending compared to 36 children last year.

The ELC program was awarded a Child Care Resortation Grant to cover losses due to COVID-19. The initial grant was awarded for \$97,785 for expenses in July, August and September. An additional \$65,190 was awarded for October and November. This money is going to be used to support staff salaries and upgrades to the rooms. Upgrades will be focused on preventing the spread of germs and providing a healthier/cleaner environment. Purchases already made include: new touchless sink faucets, new cubbies to better separate out all the students’ belongings, new circle time rugs and new microbial cabinetry.

The part-day preschool program continues to promote mid-year enrollment. Slowly parents are inquiring about returning to the classroom. A larger promotional push to start in January will be launched by the C&M department.

19-20 TC		20-21 TC		+/-	19-20 WRC		20-21 WRC		+/-
Threeschool	14	Threeschool	0	-14	Threeschool	12	Threeschool	0	-12
2’s Playschool	29	2’s Playschool	6	-23	2’s Playschool	19	2’s Playschool	0	-19
3’s & 4’s	121	3’s & 4’s	47	-74	3’s & 4’s	61	3’s & 4’s	29	-32
Total	164	Total	49	-111	Total	92	Total	29	-63



School Age - STAR and Day Camps

STAR Before & After School

The STAR Study Hall program was offered all of September at Willow (for D15) and Triphahn (for SD54) for children who need care while the schools are closed for remote learning.

Enrollment for each week of September:

Week of 9/8: 16 at TC & 20 at WRC

Week of 9/15: 20 at TC & 19 at WRC

Week of 9/21: 19 at TC & 14 at WRC

Week of 9/28: 18 at TC & 2 at WRC

The before & after school program at Willow began the week of September 21. D15 launched a “rolling return” with two grades returning each week. Staff worked closely with the D15 administration to plan transportation from Whiteley and Thomas Jefferson to Willow for each week’s increased enrollment. For the week of September 21, there were 10 children in WRC STAR. For the week of September 28, there were 20 children in WRC STAR.



Youth Athletics

Adult Softball

- The summer season ended September 21 with nine teams registered (compared to 11 last year).
- The fall league has five teams and will start October 5.

Youth baseball

- The spring league was pushed back and wound up starting in July and ending in September.
- Congrats to the Pony team for going 17-0 and winning the league title.
- The n60 league hosted tryouts on September 18, September 25 and October 2. For the 2021 season, we will have a U9, U12 and U14 team.

Fall basketball

- A new 3v3 fall league was created. This league will start on October 12. To date, there are already 98 players enrolled.
- Staff have taped a complete basketball coaching library on the Shell Drill. Our youth basketball program is changing the way we teach the game and what we teach. Basketball has become faster paced and position-less over the years and we need to adjust our programming to fit today’s basketball. These videos will be a huge help.

Fall soccer

- Fall league began on September 13. Each team has intra-team scrimmages as regular games are not allowed due to the All Sports Guidelines.
- There are 130 players this season (compared to 271 last year)

Fishing:

- There were eight participants in the Fishing 101 class offered in fall.

- The Fall Fishing Derby was held on October 3. There were 97 people enrolled (compared to 55 last year). This year, the derby was adjusted to age groups and hourly prizes were awarded. Each person has a designated spot around the lake in Fabbrini Park to maintain social distance.



Ice Operations

Figure Skating

Figure skating lessons began in September. There are 103 skaters enrolled in the fall session of figure skating.

September freestyle had 92 skaters enrolled.

Three new classes will be offered later this fall: Power/Edge Class, Jump/Spin class, and Intro to Speed Skating.

Hockey

Staff have been doing their best to provide as much hockey play opportunities as possible within the All Sports Guidelines (which do not allow scrimmages or games). In September, new clinics were offered to our league players to provide ice time three days a week (which mimics the ice time they would have received in the league). A total of 140 players enrolled in the September clinics. Another eight players were enrolled in the specialized goalie clinic for September.

A mandatory checking clinic was held for the higher-level league players. Brent Sopel (ex-Blackhawk) and Garrett Sargis (minor league player) ran the clinic for 39 players – it was a huge hit! Here is one email we received from a parent after the checking clinic:

Just wanted to take a minute to thank you for keeping your word and getting some pro's out with the Wolf Pack kids. Ethan had a good time (he said he was very confident because he was a 2nd year bantam and knew what he was doing – so whatever helps his confidence I'll take). LOL even Dave enjoyed it – he said it was the fastest practice he'd ever been at – felt like it was only 15 minutes on the ice because it was really good drills that the kids were doing for the checking clinic. Keep up the great work!

Additional clinics are offered in October for four weeks and November/December for six weeks. These clinics will be offered until a league can resume.

Hockey development lessons began in September, as well. 12 players are enrolled in Intro to Hockey and 23 players are enrolled in Hockey Development (the level before league play). A new pre-requisite was established this fall that requires all new skaters to take Learn to Skate level 1 before they can enter Intro to

Hockey. This not only increasing the figure skating enrollment, but gives the skaters the basic ice skills as a foundation before hockey skills are taught. There are 23 children enrolled in Learn to Skate level 1 this fall.

Little Blackhawks hockey program began in September for beginner skaters. This program was scheduled to run in spring, but was delayed to fall. There are 26 children enrolled in this program. This program is a partnership with the Blackhawks who provide all the hockey gear for the players. Our coaches teach the program.



Aquatics

Staff has been preparing to launch a revamped swim lesson program for mid-October. Small group lessons (max of three students) will be offered, as well as private lessons. Staff training will be held on October 10 at The Club.



Communications and Marketing

Design Work:

- Hockey clinics
- Swim Lessons
- WRC signage: voting day, fitness reopening
- TC fitness referral
- Senior section – Daily Herald ad
- Club signage & monthly promotion

Email campaigns: Five e-blasts sent this month

Press Releases:

- Lili Kilbridge board resignation
- Senior section special ad

Social Media:

- 34 posts and four videos in September
- Top interactive posts:
 - 1) N60 Baseball Tryouts final reminder – 2,431 reached

- 2) Boo Crew Volunteers Needed – 1,034 reached
- 3) N60 Baseball Tryouts original post – 1,005 reached

of Followers:

HE Parks Facebook: 4960 (+39 from last month)
 HE Parks Twitter – 1087 (+1 from last month)
 HE Parks Instagram – 695 (+13 from last month)
 50+ Facebook- 113 (+2 from last month)
 Wolfpack Facebook- 309 (+8 from last month)
 Wolfpack Instagram – 307 (+10 from last month)
 Figure Skating Facebook – 81 (no change from last month)
 Bridges Facebook – 1024 (+5 from last month)
 Bridges Instagram – 116 (no change from last month)
 Bridges Twitter – 167 (+3 from last month)
 The Club Facebook – 1620 (+1 from last month)
 The Club Instagram – 269 (+10 from last month)
 The Club Twitter – 37 (+1 from last month)

Website:

Traffic to HEParks Website in August: 18,287 unique page views to the website.

Highest visit days:

- September 22: After the all-district email was sent focusing on special events and volunteer opportunities.
- September 14: After the Drive Boo Trick or Treat event was posted on social media

Highest visited pages

- Highest visited pages in September 2020: Home, Program Guide, Dog Parks, Drive Boo Trick or Treat event, Triphahn Center & Triphahn Center fitness

Bridges General Programs



High School golf season is coming to an end. On September 29, we hosted the JV MSL conference meet which consisted of seven local schools, and Hoffman Estates High School served as the home sponsor team. Also, we are fortunate to be the host course for Regionals on October 6th and Sectionals on October 12th. Conant High School will serve as the home sponsor team for these.



Marketing materials are up for the Turkey Shoot. The event has been modified from a shotgun to tee times to help with social distancing. In addition, the post-round buffet is being replaced with lunch tickets to the Grill Station. The field will also be limited to 48 teams of two. We anticipate a sold out event, as we currently have over 24 teams registered.

Golf Rounds

MONTHLY ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
4,004	4,752	3,554	3,616	4,830	4,151
YTD ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
26,114	27,487	24,117	22,167	21,570	24,291

Range Information - Range was closed March 15th to May 29th.

MONTHLY RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
2,067	2,431	2,344	2,653	3,346	2,568
YTD RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
17,171	18,057	16,316	18,755	14,942	17,048

Hole In One Contestant Update

HOLE IN ONE MONTHLY SALES TOTALS				
2016	2017	2018	2019	2020
120	293	212	111	361
YTD HOLE IN ONE SALES TOTALS				
2016	2017	2018	2019	2020
120	2,086	1,811	2,065	946

Food & Beverage

We hosted our second golf outing; it consisted of 136 players and we provided each golfer with a box lunch and beverage tickets. The Chamber did decide to eliminate the post-round dinner due to COVID-19 and the challenges associated with enforcing 50 person occupancy.

Wedding Count Update:

2021 = 12 ceremony and reception, 4 reception

We currently have 2 proposals awaiting final contract signatures.

This time last year our bookings for 2020 were only 6 ceremony and reception, 3 reception

2020 = All weddings have been cancelled or rescheduled to 2021.

We had 10 ceremony and reception, 4 reception only booked for 2020.

2019 = 16 ceremony and reception, 3 reception only, 1 ceremony only

2018 = 16 ceremony and reception and 3 reception only, 2 ceremony only (2 weddings cancelled in 2018)

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 September, our high averaged 72° (2° below average) and low averaged 53° (which is just about average). We finally broke our dry streak and received 4.64” of rain (3.21” average). This number is a little deceiving; it was very wet the first week and a half of September with just over 4” of rain, then we had two weeks of no moisture, but ended the last three days of the month getting about .6” of rain. For the month, we saw 22 total playable* days (73%) and of the weekends in September, we had five playable* days (63%).

*Playable is being defined as highs between 55-90° and less than .05” of rain.

September is the month where we shift gears and really start to focus on next year and overall plant health. The biggest thing we do as part of this process is aerification. This year with limited staff and very large demand, we decided to modify our aerification plans.

Instead of pulling cores on greens, which is labor intensive and can take 10-14 days to heal, we deep tined greens with pencil tines. Pencil tines are solid tines about .3” in diameter (about the size of a pencil, hence the name), we went to a depth of about 7” with them. This was followed by a light topdressing, verticut, drag, roll, and, finally, water.

Within a day or two, the greens were as good as new. The channels that were made should help greatly with gas exchange in the greens profile and will be a perfect space for long healthy roots to establish. In addition, holes were punched in tees and approaches, fairways were sliced, and tees and approaches were verticut. All-in-all, a lot was accomplished with a very small crew.

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

- Mowed or rolled all playing surfaces regularly
- Changed cups and set-up course
- Marked course for high school events
- Filled divots on tees and fairways
- Raked bunkers
- Sprayed greens, tees, and fairways

- Sprayed weeds in rough and fescue areas
- Vented greens
- Topdressed greens
- Hand watered greens and tees
- Seeded weak areas on greens
- Trimmed yardage plates and sprinklers
- Repaired irrigation issues
- Cleaned-up storm damage
- Fixed bunker washouts
- Pruned low limbs
- Cleaned leaves off playing surfaces
- Mulched beds
- Trimmed bushes
- Mowed and seeded driving range tee

Below are some of the items that are not being done, or are being done less frequently, as part of the deferred maintenance plan.

- Currently mowing bentgrass surfaces with less frequency than normal, PGR and limited nitrogen inputs has helped to limit clippings.
- Bunker maintenance has been limited.
 - Bunkers have been raked 2-3 days a week based on play and staff availability.
 - Bunkers have not been edged or fly mowed this year. Top portions of slopes have been mowed, but lower sections are being left long. This has resulted in 300 hours of labor saved so far this year.
 - As a result of this year's maintenance standards with bunkers, I have noticed the course is getting less soil contamination in bunkers because we do not have exposed soil edges. Also, we are seeing less severe washouts in bunkers after large rain events. I think this is due to more plant material on faces that slows the flow of runoff.
- Ornamental bed maintenance on the course has been limited; beds have received mulch and weeds have been sprayed.
- Detail items that are being done on a limited basis:
 - Filling divots on tees and fairways
 - Trimming yardage plates, sprinklers, and drains.
 - String trimming around trees, walls, curbs, stairs
 - Clubhouse lawn and perimeter along Moon Lake are being mowed less frequently than normal.

Marketing Bridges

Social Media

- Bridges Facebook – 1024 followers in September, 1,019 followers in August, 1,007 followers in July.
- Bridges Instagram – 116 followers in September, 116 followers in August 115, followers in July
- Bridges Twitter – 167 followers in September, 164 followers in August, 163 followers in July



Membership Totals	<u>9/30/2019</u>	<u>09/30/2020</u>	<u>1/01/2020</u>	<u>Var. +/-</u>
Totals	2871	2381	2837	-456
On-Hold		-184		
Suspended		<u>-267</u>		
Total Active Members		1930		

Member Services/Sales

- We are pleased with the 88 new member enrollments we had in September. Of these enrollments, almost half (42) were juniors and students. The new weight room area has been a huge draw for younger members. Our non-student, “older” members, have commented that they appreciate having many areas of open space and they feel comfortable and safe working out at The Club.
- The Club daily visit numbers are increasing with an average of 323 visits per weekday in September that puts us at 74% of daily visits compared to visit numbers in September of 2019. Saturday/Sunday visits are averaging 191 per day now, about 59% of September 2019 numbers.
- We continue to get positive comments from members returning since the first time after the March closure. We have gotten so many compliments on the new spaces, locker room upgrades, and cleanliness of the facility.
- We billed membership dues for the first time in September. This has kept us extremely busy with adjusting accounts and processing holds for those not ready to return.

Operations and Fitness Departments:

- With the approval of adding a full-time Fitness Program Manager in September, we will begin to focus on member retention efforts going into the winter months. Staff are very excited to get these retention efforts and programs underway beginning in October.
- Fitness class booking via the MyZone App has been going well with most members who participate in group fitness getting registered in the last couple of weeks of September. We are reaching capacity on a couple of our more popular classes, and will make adjustments to the group fitness schedule in October to try to accommodate all members.
- The community locker room renovation in the front of the facility is coming along with a projected completion date for the men’s and women’s by the beginning of November.
- Staff began detailed planning on Phase 2 of the renovation plan as a part of the 2021 budget process. We are currently planning on completing the outside fitness area in 2021. This area will consist of turf and outdoor fitness equipment for members to use on a daily basis. Along with being able to offer outdoor fitness classes to help ease those members with COVID-19 concerns. Staff will continue to evaluate the indoor tennis court space next year with the goal of providing an indoor turf area in 2022.

Marketing The Club

Social Media

- The Club Facebook – 1,620 followers in September, 1,619 followers in August, 1,632 followers in July.
- The Club Instagram – 269 followers in September, 259 followers in August, 256 followers in July
- The Club Twitter – 37 followers in September, 36 followers in August, 36 followers in July

A. Finance/Administration

- Began testing a new AP process that will allow documents to be submitted electronically using a feature in the software in order to eliminate the process from hard copies. The testing went well and we plan to roll out to additional employees in October.
- Met with two electricity consultants to find the best available options for the District.
- Completed a detailed analysis of market conditions for wages and benefits in order to align the District's compensation philosophy.
- Attended the PDRMA Health Program Council Webinar.
- Completed research into a replacement Time and Attendance/Scheduling software.
- Calculated 2020 utility expenditures based on historical data, anticipating rate fluctuations.
- Filed semi-annual IRS form 8038-CP in conjunction with the Districts Build America Bond.
- Processed applicable monthly and quarterly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household member and member holds prior to October billing.
- New features/processes in RecTrac:
 - Created District 54 Adj. STAR program
 - Swimming Lesson Restructure
- Payroll Cycle Processing
 - 09/04/20 \$235,015.50
 - 09/18/20 \$243,911.76

B. Administrative Registration/EFT Billing

- EFT Billings for:
 - a. Sponsorship/Marquee
 - b. ELC (weekly)
 - c. Club/TC/WRC Fitness
 - d. STAR
- Administrative
 - a. Program Cancellations/Refunds
 - b. Program Fee/Rule Adjustments
 - c. Updated Program/Pass online information
- Administrative Registration for:
 - a. Pine Park Off Ice
 - b. Fishing Derby
 - c. Drive Boo Trunk and Treat
 - d. September Ice Private Lessons

C. Human Resources

- Processed six new part-time hires and eight new volunteers.
- Attended webinars on:
 - a. Department of Labor-Advancing Compliance Solutions
 - b. PDRMA-Claims Filing
 - c. E-Verify-Employee Rights and I-9 Overview
 - d. IMRF-Enrollment and Terminations
 - e. PATH Essentials
- Completed submission of additional audit documentation as requested by IMRF.
- Attended webinar/demo with PayCom time and attendance software.
- Provided orientation for FT fitness program manager position.

D. Technology

- In the process of upgrading Windows 7 desktops to new Windows 10 desktops, 18 out of 20 desktops have been deployed.
- The TC parking lot drop-off camera was installed on September 16.
- The Fortinet firewall cutover was completed as scheduled.
- Assisting recreation with gathering quotes for Esports gaming lounge.
- Reviewing multi-caller conferencing options.

2020 3Q Goals for All Divisions

RECAP OF WEEKLY UPDATES TO THE BOARD

Updates 09.18.2020

Upcoming Events

- [Sep 18 - eSports Tournament – Fortnite](#)
- [Sep 26 - Neighbors for Conservation](#)
- [Sep 26 - Seed Collection at Charlemagne Park](#)
- [Oct 3 - Fishing Derby](#)
- [Oct 3 - Neighbors for Conservation](#)
- [Oct 11 - Pro Am Scramble – Golf Tournament](#)
- [Oct 17 - eSports Tournament – Rocket League](#)
- [Oct 24 - Drive-Boo Trick or Treat](#)

Welcome to our new Community Representative Lizzie Beranek

Lizzie will be serving on the Recreation & Facilities Committee. She will be on her honeymoon during the October meetings, but we look forward to meeting her at the November Recreation & Facilities Committee Meeting!

NRPA Virtual Conference

The 2020 NRPA Annual Conference: A Virtual Experience (NRPA Virtual) will take place October 27–29. It is \$295 for members. Please let Monica know if you are interested in attending (virtually).

*So far, we have Pat K and Raj attending.

Updates 09.25.2020

Upcoming Events

- [Sep 26 - Neighbors for Conservation](#)
- [Sep 26 - Seed Collection at Charlemagne Park](#)
- [Oct 3 - Fishing Derby](#)
- [Oct 3 - Neighbors for Conservation](#)
- [Oct 11 - Pro Am Scramble – Golf Tournament](#)
- [Oct 17 - eSports Tournament – Rocket League](#)
- [Oct 24 - Drive-Boo Trick or Treat](#)

Lili Kilbridge Resignation

With Lili’s resignation from the Board, her seat will be open for the Consolidated Election on April 6, 2021. The seat will be for a two year unexpired term. Individuals who are interested in running for this seat will need to indicate that on the Statement of Candidacy petition form. On the form under “Office”, it reads: A Full Term is sought, unless an unexpired term is stated here: “2” year unexpired term.

South Ridge Park Project

The South Ridge path, playground, ninja course, and tennis courts will be open on Saturday, September 26. The project is not 100% complete as the fountain, dock, and north side nature playground are still being worked on; these will be open later this fall. We plan to hold a ribbon cutting next year when we open the splash pad.

IAPD Complimentary Webinar

IAPD’s next complimentary member webinar, *Marijuana Legalization: Implications for Your Community & Public Health* is **Thursday, October 8** at 11:00 a.m. Dr. Aaron Weiner will brief attendees on all factors related to recreational marijuana including its impact on: health (medicinal), youth, workplace issues, politics, driving safety, social trends, marketing practices. Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

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The Conference Session Schedule has been released – please see the following link to review it: [Conference Session Schedule](#)

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IAPD 2020 Legal Symposium

Registration is now open for the IAPD Legal Symposium! The event will be held virtually on November 5 through ZOOM. Please see the full agenda here: [Agenda](#)

Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

*So far, we have Pat K attending.

Wishing Commissioner Pat Kinnane a very Happy Birthday on Monday!



Updates 10.02.2020

Upcoming Events

- [Oct 3 - Fishing Derby](#)
- [Oct 3 - Neighbors for Conservation](#)
- [Oct 11 - Pro Am Scramble – Golf Tournament](#)
- [Oct 17 - eSports Tournament – Rocket League](#)
- [Oct 24 - Drive-Boo Trick or Treat](#)

Commissioner Apparel

Please email Monica the item # you would like and in what size by Monday, October 5. The “catalog” of Adidas apparel with three options for men and three options for women is attached. The final product will have the District’s logo on it. I have been told the products run true to size. Size quantities are limited. So far, we have received the order for Pat M and for Raj.

HEParks Awarded More Money for the ELC!!

In July, the District received notice of the following:

The District was awarded a grant for \$97,785 by The Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) to be used for the Early Learning & Care program. The grant can be used for expenses regarding inventory, equipment, staff compensation, technology, and other costs of operation incurred July 2020 through September 2020. There will be a second round of grants for the months of October and November.

The District received notice this week that it is the recipient of more grant money for October and November - \$65,190 to be exact!!! Special thanks again to Natalie Wood, Early Childhood Program Manager, for her efforts with the application.

New FT Fitness Program Manager

On Saturday, October 3, Sarah Koeckritz will start her new role as The Club’s full-time Fitness Program Manager. Sarah is being promoted from her role as a part-time HIIT Fitness Instructor at The Club. You may recall meeting her at the August Board Meeting when she was awarded the Part-Time Employee of the 2nd Quarter for 2020. She is very excited for this opportunity.

Lili Kilbridge Resignation

Please see the following link to the Daily Herald article about Lili Kilbridge’s resignation: [Daily Herald Article](#)

Invest in Cook Award Notification

Our Village Bicycle & Pedestrian Advisory Committee Liaison Commissioner K. Evans shared the following: The Village of Hoffman Estates has been awarded \$100,000 for the Beverly Road Bicycle project by the Cook County Department of Transportation and Highways. Please see the attached award letter for additional details.

In addition, please see attached for other bike & pedestrian project updates provided by Mike Hankey, Director of Transportation for The Village of Hoffman Estates.

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IAPD's next complimentary member webinar, *Marijuana Legalization: Implications for Your Community & Public Health* is **Thursday, October 8** at 11:00 a.m. Dr. Aaron Weiner will brief attendees on all factors related to recreational marijuana including its impact on: health (medicinal), youth, workplace issues, politics, driving safety, social trends, marketing practices. Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

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*So far, we have Pat K attending.

*****The following documents were attached to this email: Invest in Cook County Notification and Bike & Pedestrian Project Updates, as well as the options for Employee Apparel 2020*****



September 24, 2020

The Honorable William McLeod
Village President
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

Re: Invest in Cook Award Notification

Dear Mayor McLeod:

The Cook County Department of Transportation and Highways (CCDOTH) is pleased to inform you that your application has been selected for participation in the 2020 *Invest in Cook* Program.

Specifically, CCDOTH is granting Hoffman Estates \$100,000 for the Beverly Road Bicycle project. This project as described in your application has been found to align with *Connecting Cook County*, our Long Range Transportation Plan. A draft Intergovernmental Agreement (IGA) will be forthcoming shortly which should be reviewed and, if necessary, modified using tracked changes. Once finalized with the County, the agreement must be approved by your Board and signed by you before it can be presented to the Board of Commissioners for execution by Cook County. Final agreements will be processed by County staff on a first come, first served basis. A fully executed agreement and a Notice to Proceed are needed before work can begin.

Your project was one of 58 applications received seeking more than \$40 million dollars in grants. All applications were carefully reviewed and evaluated by CCDOTH staff. We congratulate you on your selection and look forward to working closely with you on the project's implementation.

If you have any other questions or concerns, please do not hesitate to contact Tim Egan at (312) 603-1534 or by e-mail at Tim.Egan@cookcountyil.gov.

Very truly yours,

John Yonan, P.E.
Superintendent
Department of Transportation and Highways
Cook County, Illinois

cc: Tanya Anthony, Cook County Chief Administrative Officer
Michael Hankey, Village of Hoffman Estates

TONI PRECKWINKLE

PRESIDENT

Cook County Board
of Commissioners

BRANDON JOHNSON

1st District

DENNIS DEER

2nd District

BILL LOWRY

3rd District

STANLEY MOORE

4th District

DEBORAH SIMS

5th District

DONNA MILLER

6th District

ALMA E. ANAYA

7th District

LUIS ARROYO, JR

8th District

PETER N. SILVESTRI

9th District

BRIDGET GAINER

10th District

JOHN P. DALEY

11th District

BRIDGET DEGNEN

12th District

LARRY SUFFREDIN

13th District

SCOTT R. BRITTON

14th District

KEVIN B. MORRISON

15th District

FRANK AGUILAR

16th District

SEAN M. MORRISON

17th District

I hope this finds all of you well. I wanted to share some information with you about various projects and activities related to bicycles and pedestrians.

1. Our grant application for Phase II engineering of the Beverly Road bike path and resurfacing was selected by Cook County as part of its *Invest in Cook* funding program. The plan is for an off-street path on the west side of Beverly Road to connect Prairie Stone Parkway to Beacon Pointe Drive. Modifications to the lane configuration on the Beverly Road bridge over the Tollway will be made to accommodate the path. That design work will begin next year once the Phase I engineering is complete. Phase I is also being funded through a prior *Invest in Cook* grant award. An agreement with the County is required before starting Phase II and an engineering firm will be selected to perform this work. The goal is to complete the final design so that the project is prepared to compete for federal / state / county funds for construction in a future year.
2. Our grant application for construction funding assistance on the Central Road bike path connecting the Paul Douglas loop to the Pace Park-n-Ride was selected by RTA as part of its *Access to Transit* program. This is the first step in a process which feeds into the Congestion Mitigation Air Quality program managed by the Chicago Metropolitan Agency for Planning (CMAP). RTA will submit our project along with others to CMAP in early 2021 with a final decision on projects occurring sometime in mid to late 2021. The Phase I engineering for this work is being done in cooperation with Cook County as a part of its project to develop plans to reconstruct Central Road. Once Phase I is done, the Village will need to select a firm to complete Phase II engineering for the path. The timing will depend on the schedule of the grant fund awards.
3. As a reminder, the Northwest Municipal Conference's multimodal plan was completed - the website for the plan can be found here <http://nwmcmultimodalplan.org/>.
4. Shoe Factory Road path – IL 59 to CN Tracks – this section was completed and the path opened in August. We are doing some data collection to get an estimate of the amount of use by walkers and cyclists. This project was a partnership with the Forest Preserve District and Hoffman Estates Park District. Costs are coming in below the contract amount which is great.
5. The other part of the Shoe Factory Road path project noted in #4 is the north-south connection from the Shoe Factory Road trail under the Tollway and Hoffman Boulevard bridges into Prairie Stone. This is still stuck as Canadian National has not approved use of a small portion of its right of way for the path. Additional outreach was made to the railroad.
6. Final design of the new Shoe Factory Road path on the north side of the road from east of Beverly to Essex should be done early next year. This work is intended to fill the gap between Ivy Ridge east of Beverly and Essex Drive and when combined with the recent path paving in the Forest Preserve will be a huge improvement for pedestrian and bicycle access. The path work is part of a much larger road plan to reconstruct and widen Shoe Factory and Beverly Roads. A new path will also be installed on the west side of Beverly Road from Beacon Pointe Drive to Shoe Factory Road – when it and the Beverly Road path grant project noted above are complete will result in a safer means to cross the Tollway and link areas of the Village north and south of I-90. Timing for construction will depend on completion of design plans and right of way acquisition; best guess is starting mid to late 2022.
7. A new off-street path on Barrington Road from Algonquin Road to Central Road is entering the Phase II engineering stage. The path will be located on the west side of Barrington Road and will connect the Algonquin Road path to the path built with the Barrington Road interchange at Central Road. IDOT is the lead agency for this project and is coordinating with South Barrington and Hoffman Estates for this work. Construction is a couple years in the future and will depend on state funding availability.
8. The Kiss-n-Ride for the Barrington Road station on the south side of the Tollway on Pembroke is now open. A pedestrian crossing on Pembroke at the Kiss-n-Ride driveway entrance is planned by the Village. A longer term

item is the installation of new sidewalk on the north side of Pembroke Avenue from this driveway to Stonington.

9. On a personal note, I will be retiring from the Village in late October. I truly appreciate the cooperative and enthusiastic spirit of the group over the years, from current to past members. We've been able to accomplish a significant amount of good work. My thanks for your commitment to improving walking and biking in and around the Village. My varied tasks are being reassigned – the planning activities like bike, pedestrian, transit, grants, agency coordination will go to the new Planning and Transportation Division. My engineering duties – traffic engineering, project design, etc. will stay in the new Engineering Division. Jenny Horn is the Village's new Director of Planning and Transportation. She started this past June so we've been able to work together on transitioning certain projects and tasks to her – included in this is BPAC and I know she will do a great job. I am confident that you will all have continued success in bike / pedestrian planning and construction. I will provide Jenny's contact info in a follow-up email before I leave.

Thanks again– and as always if you have questions, please let me know.

Mike

Men



FQ8473
COLD RDY HOOD
black



GD0812
COLD RDY JCKT
collegiate navy mel.
grey three



GC7111
COLD RDY 1/4 ZP
grey three

Women



FK0638
RVSBL FULL ZP J
black



FT5952
WPROVSNL JKT
power berry



FT1540
HTR HLF ZP LYR
black heather

Updates 10.09.2020

Upcoming Events

- [Oct 11 - Pro Am Scramble – Golf Tournament](#)
- [Oct 17 - eSports Tournament – Rocket League](#)
- [Oct 24 - Drive-Boo Trick or Treat](#)

Lili Kilbridge Resignation

There was no request for a Special Board meeting to discuss Lili's vacancy, so it will be discussed at the October Board Meeting.

HEChamber Thank You Card

Please see attached for a Thank You card from the HEChamber for the District's sponsorship and donation to the 2020 Golf Outing.

IAPD 2021 Election Calendar

Please see attached for the 2021 Election Calendar presented by IAPD.

IAPD Complimentary Webinar

IAPD's next complimentary webinar, *Using Research to Benchmark and Plan during COVID-19 and Beyond*, is **Thursday, October 15 at 11:00 a.m.** Join **Jeff Andreasen**, President of aQity Research, as he presents preliminary findings from the IAPD Key Metric research, which includes initial results from 115 agencies statewide regarding their jurisdictions and populations served, their facilities, acreage and trial miles, revenue sources and expenses, programs, and other data. This research endeavor provides member agencies with sufficient data from other agencies to draw benchmark comparisons statewide, as well as with selected agencies of similar size and location.

Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

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The Conference Session Schedule has been released – please see the following link to review it: [Conference Session Schedule](#)

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Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

*So far, we have Pat K attending.

2021 IAPD/IPRA Soaring to New Heights Conference

The 2021 Conference scheduled for January 28-30 will be fully virtual. Additional details will be shared as those are released from IAPD.

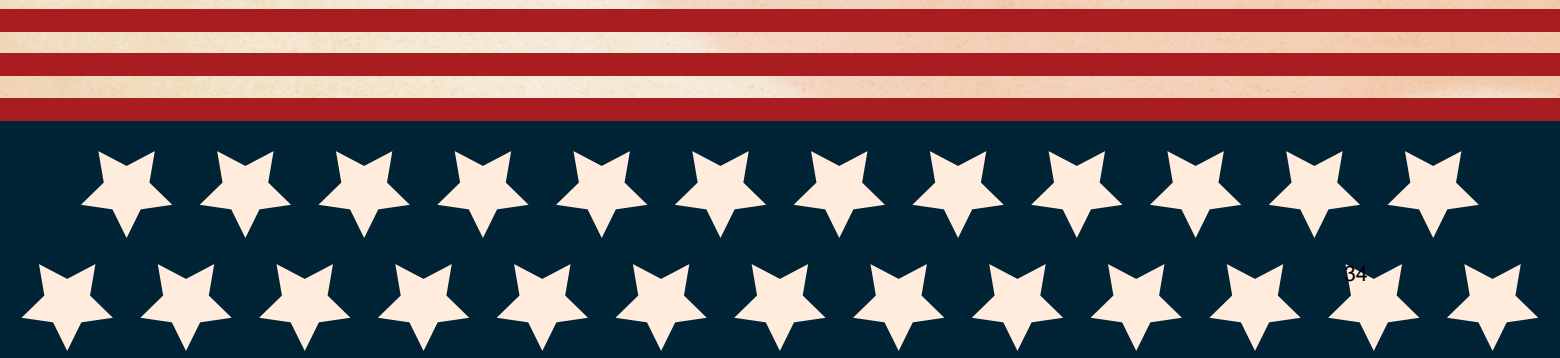
****The following documents were attached to this email: 2021 Election Calendar and Thank You Card HEChamber Golf Outing****

2021



ELECTION CALENDAR

PREPARED BY **PETER MURPHY**, IAPD PRESIDENT/CEO AND
JASON ANSELMANT, IAPD GENERAL COUNSEL



This Election Calendar contains key dates associated with the 2021 Consolidated Primary and Consolidated Elections. It includes information and dates IAPD deems most important to its members but does not include every date associated with these elections. For a complete list of all election dates consult the State Board of Elections' Campaign and Finance Calendar, which is available under the Legal section of the IAPD website. All candidates and voters are encouraged to seek the appropriate legal advice concerning their rights and obligations.

For purposes of this calendar, "election authority" means the County Clerk or the Board of Election Commissioners. "Local election official" means the clerk or secretary of a unit of local government or a school district. "Business day" means any day in which the office of an election authority, local election official or the State Board of Elections is open to the public for a minimum of seven hours. (10 ILCS 5/1-3)

All citations contained herein are "Illinois Compiled Statutes, 2019".

FILING AND REGISTRATION DATES

(a) Filing and registration dates are fixed by the Election Code. The dates shall conform to those expressed in statute unless they fall on a date which is not a business day as defined above. In such case(s), the period shall extend through the first business day next following the day otherwise fixed as the first or last date. (10 ILCS 5/1-6(a))

(b) If the first or last day of any action required or allowed by the Election Code falls on a State Holiday, Saturday, or a Sunday, the period shall extend through the first business day following the day otherwise fixed as the first or last day for filing or the close of registration, irrespective of whether any election authority or local election official conducts business on the State Holiday, Saturday, or Sunday. (10 ILCS 5/1-6(a))

(c) For the section of the Election Code upon which this calendar is based, "State Holiday" means New Year's Day, Dr. Martin Luther King Jr.'s Birthday, Lincoln's Birthday, President's Day, Casimir Pulaski's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day, and any other day declared by the President of the United States or the Governor of Illinois to be a day during which the agencies of the State of Illinois that are ordinarily open to do business with the public shall be closed for business. (10 ILCS 5/1-6(b))

(d) To receive specific signature requirements for any particular office, candidates should contact the election authority or local election official who is responsible for receiving the filing of the petition for nomination and/or election to office.

Key Dates Associated with the Consolidated Primary Election – February 23, 2021

2020

Thursday, SEPTEMBER 24

First day notice of intention to file a petition to create a political subdivision, whose officers are to be elected rather than appointed, may be published in a newspaper within the proposed political subdivision, or if none, in a newspaper of general circulation within the proposed territory. (10 ILCS 5/28-2(g))

Monday, OCTOBER 26

Last day notice of intention to file a petition to create a political subdivision, whose officers are to be elected rather than appointed, may be published in a newspaper within the proposed political subdivision, or if none, in a newspaper of general circulation within the proposed territory. (10 ILCS 5/28-2(g))

Monday, OCTOBER 26

Last day to file petitions (must contain original sheets signed by voters and circulators) to create a political subdivision with the appropriate officer or board (for park districts, circuit court clerk). (10 ILCS 5/28-2(b); 70 ILCS 1205/2-3)

NOTE: Objections can be filed on or before the date of the hearing with the appropriate circuit court clerk. (10 ILCS 5/28-4)

NOTE: If initial officers are to be elected at the election for creation of a new unit of government, candidates for such offices shall file nomination papers 99-92 days before such election (November 16-23, 2020). (10 ILCS 5/10-6)

NOTE: The circuit court clerk shall publish the hearing date for a public policy petition filed in his/her office not later than 14 days after the petition is actually filed, but at least 5 days before the actual hearing (final orders within 7 days of hearing). (10 ILCS 5/28-4)

NOTE: See the specific statute governing the unit of local government to be established for filing procedures. (10 ILCS 5/28-4)

Monday, NOVEMBER 2

Last day to file objections to petitions to create a political subdivision in the appropriate office where the petitions were originally filed (for park districts, circuit court clerk). (10 ILCS 5/10-8, 28-4; 70 ILCS 1205/2-3)

Monday, NOVEMBER 23

Last day for filing petitions (must contain original sheets signed by voters and circulators) for referenda for the submission of questions of public policy (local). [EXCEPTION: proposition to create a political subdivision, referenda held under the provisions of Article IX of the Liquor Control Act and Section 18-120 of the Property Tax Code. (10 ILCS 5/28-2, 28-6, 28-7)]

NOTE: Petitions to initiate back door referenda must be filed under the deadline specified in the specific statute authorizing the referenda, but in no case later than 92 days prior to the ensuing election.

Wednesday, NOVEMBER 25

First day for any registered voter presently within the confines of the United States to make application by mail or in person to the election authority for an official ballot. (10 ILCS 5/19-2, 19-4)

NOTE: Mailing and delivery of ballots does not occur until Thursday, January 14, 2021.

Wednesday, DECEMBER 2

Last day to file objections to petitions for referenda for the submission of questions of public policy (local). Objections to petitions for local referenda are filed with the same office in which the original petitions were filed. [EXCEPTION: proposition to create a political subdivision, referenda held under the provisions of Article IX of the Liquor Control Act, and Section 18-120 of the Property Tax Code.] (10 ILCS 5/10-8, 28-4)

NOTE: The objection period is five business days. If the office of the election authority is open on Friday, November 27, then the deadline is Tuesday, December 1, 2020.

Monday, DECEMBER 7

Last day for local governing boards to adopt a resolution or ordinance to allow a binding public question to appear on the ballot. (10 ILCS 5/28-2(c))

Monday, DECEMBER 7

Last day for county, municipal, school, township and park boards to authorize the placement of advisory referenda on the ballot by resolution. (55 ILCS 5/2-3002, 5-1005.5; 60 ILCS 1/30-205, 80-80; 65 ILCS 5/3.1-40-60; 70 ILCS 1205/8-30; 105 ILCS 5/9-1.5)

Thursday, DECEMBER 17

Last day for the circuit court clerk and the local election official to certify any binding public question or advisory referenda to the election authority having jurisdiction over the political subdivision. (10 ILCS 5/28-5)

Monday, DECEMBER 28

First day for the election authority to publish a notice of any question of public policy to be voted upon within the jurisdiction at the Consolidated Primary. Such notice shall be published once in a local community newspaper having general circulation in the political or governmental subdivision. The notice shall also be given at least ten days before the date of the election by posting a copy of the notice at the principal office of the election authority. The local election official shall also post a copy of the notice at the principal office of the political or governmental subdivision, or if there is no principal office at the building in which the governing body of the political or governmental subdivision held its first meeting of the calendar year in which the referendum is being held. (10 ILCS 5/12-5)

2021

Monday, JANUARY 4

Last day for the election authority to post a schedule for early voting conducted at the office of the election authority and each temporary location. Such posting shall remain at each site until the last day of the early voting period (February 22, 2021). If the election authority has a website, it shall make the schedule available on the website. (10 ILCS 5/19A-25(b)(d))

Thursday, JANUARY 14

Last day for organizations of citizens which have among their purposes the investigation or prosecution of election fraud, ballot proposition proponents or opponents and state nonpartisan civic organizations to register their names and addresses and the names and addresses of their principal officers with the proper election authority if the organization(s) wish to qualify for poll watchers at the Consolidated Primary Election. (10 ILCS 5/7-34)

Thursday, JANUARY 14

First day for early voting at the office of the election authority and locations designated by the election authority. Temporary early voting locations may be established by the election authority but are not required to maintain the same voting days and hours as the election authority. (10 ILCS 5/19A-15, 19A-20)

Monday, JANUARY 25

Last day for citizens of the United States temporarily residing outside the United States who are not registered but otherwise qualified to vote and who expect to be absent from their county of residence on Election Day to make simultaneous application to the election authority having jurisdiction over their precinct of residence for vote by mail registration and a vote by mail ballot and the last day for the election authority to mail such ballot. (10 ILCS 5/20-2.1, 20-3)

Wednesday, JANUARY 27

First day of grace period registration and voting at the office of the election authority or at a location designated for this purpose by the election authority. If the election authority does not have ballots available, the election authority may mail the ballot to the voter when available. (10 ILCS 5/4-50, 5-50, 6-100)

Wednesday, FEBRUARY 3

Last day for employee to give employer written notice that he or she will be absent from the place of employment on Election Day because he or she has been appointed as an election judge under the provisions of 10 ILCS 5/13-1 or 13-2. (10 ILCS 5/13-2.5, 14-4.5)

Tuesday, FEBRUARY 16

Last day for the election authority to publish a notice of any question of public policy to be voted upon within the jurisdiction at the Consolidated Primary Election. Such notice shall be published once in a local community newspaper having general circulation in the political or governmental subdivision. The notice shall also be given at least ten days before the date of the election by posting a copy of the notice at the principal office of the election authority. The local election official shall also post a copy of the notice at the principal office of the political or governmental subdivision, or if there is no principal office at the building in which the governing body of the political or governmental subdivision held its first meeting of the calendar year in which the referendum is being held. (10 ILCS 5/12-5)

Tuesday, FEBRUARY 16

Last day for any voter who is a member of the United States Service and his/her spouse and dependents of voting age who expect to be absent from their county of residence on Election Day to make application for an official ballot to the election authority having jurisdiction over their precinct of residence and the last day for the election authority to mail such ballot. Members of the Armed Forces may make application via facsimile machine or other method of electronic transmission. (10 ILCS 5/20-2, 20-2.3, 20-3)

Thursday, FEBRUARY 18

Last day for the election authority to receive, by mail, application to vote by mail from any registered voter presently within the confines of the United States. (10 ILCS 5/19-2, 19-4)

Monday, FEBRUARY 22

Last day for early voting at the office of the election authority and permanent locations designated by the election authority. Temporary early voting locations may be established by the election authority, but are not required to maintain the same voting days and hours as the election authority. (10 ILCS 5/19A-15, 19A-20)

Monday, FEBRUARY 22

Last day for any registered voter presently within the confines of the United States to apply in person at the election authority or approved local official for a vote by mail ballot. (10 ILCS 5/19-2)

Tuesday, FEBRUARY 23

Last day of grace period registration and voting in the office of the election authority or at a location designated for this purpose by the election authority. The election authority should be contacted to determine the availability of grace period registration and voting in the polling place on Election Day. (10 ILCS 5/4-50, 5-50, 6-100)

**Tuesday, February 23, 2021
*Consolidated Primary Election***

Tuesday, MARCH 9

Last day for the county clerk or board of election commissioners to complete the validation and counting of provisional ballots. (10 ILCS 5/18A-15(a))

Tuesday, MARCH 9

Last day for the county clerk or board of election commissioners to complete the tabulation of vote by mail ballots that were (1) postmarked by Election Day, and were received after the close of the polls on Election Day but not later than 14 days after the election or (2) not postmarked, but did have a certification date prior to the Election Day on the certification envelope, and were received after the close of the polls on Election Day but not later than 14 days after the election or (3) not postmarked, but did have an intelligent mail barcode tracking system that verifies the envelope was mailed no later than Election Day and received not later than 14 days after the election. (10 ILCS 5/19-8)

Tuesday, MARCH 16

Last day for the county clerk or board of election commissioners to canvass the election results. (10 ILCS 5/22-17)

Tuesday, MARCH 16

The last day the election authority shall transmit to the State Board of Elections the following: (1) the number, by precinct, of vote by mail ballots requested, provided and counted, (2) the number of rejected vote by mail ballots, (3) the number of voters seeking review of rejected vote by mail ballots, and (4) the number of vote by mail ballots counted following review. (10 ILCS 5/19-20, 20-20)

Key Dates Associated with the Consolidated Election April 6, 2021

2020

Tuesday, SEPTEMBER 22

First day to circulate nomination papers (must contain original sheets signed by voters and circulators) for nonpartisan candidates for park district boards, forest preserve district boards, township and road district boards, fire protection district, library district and municipal library boards, and school and community college boards, who file December 14-21, 2020. (10 ILCS 5/10-4, 10-6)

Thursday, NOVEMBER 5

First day notice of intention to file a petition to create a political subdivision, whose officers are to be elected rather than appointed, may be published in a newspaper within the proposed political subdivision, or if none, in a newspaper of general circulation within the proposed territory. (10 ILCS 5/28-2(g))

Monday, DECEMBER 7

Last day notice of intention to file a petition to create a political subdivision, whose officers are to be elected rather than appointed, may be published in a newspaper within the proposed political subdivision, or if none, in a newspaper of general circulation within the proposed territory. (10 ILCS 5/28-2(g))

Monday, DECEMBER 7

Last day to file petitions (must include original sheets signed by voters and circulators) to create a political subdivision with the appropriate officer or board (for park districts, circuit court clerk). (10 ILCS 5/28-2(b); 70 ILCS 1205/2-3)

NOTE: Objections can be filed on or before the date of the hearing with the appropriate circuit court clerk. (10 ILCS 5/28-4)

NOTE: If initial officers are to be elected at the election for creation of a new unit of government, candidates for such offices shall file nomination papers 113-106 days before such election (December 14-21, 2020). (10 ILCS 5/10-6)

NOTE: The circuit court clerk shall publish the hearing date for a public policy petition filed in his/her office not later than 14 days after the petition is actually filed, but at least 5 days before the actual hearing (final orders within 7 days of hearing). (10 ILCS 5/28-4)

NOTE: See the specific statute governing the unit of local government to be established for filing procedures. (10 ILCS 5/28-4)

Monday, DECEMBER 14

Last day to file objections to petitions to create a political subdivision in the appropriate office where the petitions were originally filed (for park districts, circuit court clerk). (10 ILCS 5/10-8, 28-4; 70 ILCS 1205/2-3)

Monday, DECEMBER 14

First day for candidates to file in office of the local election official or board of election commissioners, original nomination papers (must contain original sheets signed by voters and circulators) for nonpartisan candidates in park districts and forest preserves. (10 ILCS 5/10-6(2))

NOTE: Filing is between 113-106 days prior to the Consolidated Election. December 14, 2020 is the 113th day prior to that election and is the first day of filing in those offices which are open.

Monday, DECEMBER 21

Last day for candidates to file in the office of the local election official or board of election commissioners, original nomination papers (must contain original sheets signed by voters and circulators) for nonpartisan candidates for park district boards, forest preserve district boards, township and road district boards, fire protection district, library district and municipal library boards, and school and community college boards. (10 ILCS 5/10-6(2))

NOTE: The office in which petitions for nomination must be filed shall remain open for the receipt of such petitions until 5:00 P.M. on the last day of the filing period. (10 ILCS 5/1-4)

Monday, DECEMBER 21

Last day for filing a Statement of Economic Interests with the county clerk as required by the Illinois Governmental Ethics Act. The receipt must be filed on or before this date with the local election official or election authority who received the nomination papers. (5 ILCS 420/4A-105; 10 ILCS 5/7-12(8), 10-5)

Tuesday, DECEMBER 29

Last day for an individual who has filed nomination papers for two or more incompatible offices to withdraw from all but one of the offices with the local election official or election authority. (10 ILCS 5/7-12(9), 10-7)

Tuesday, DECEMBER 29

Last day for filing objections to nomination papers for nonpartisan candidates (whose nomination papers were filed during the period December 14–21, 2020) in the office of the election authority or the local election official with whom the nomination papers were originally filed. (10 ILCS 5/10-8)

NOTE: The objection period consists of five business days. If the office of the local election official is closed for days that would normally be business days prior to Tuesday, December 25, 2020, they must extend the deadline for filing objections in their office.

Wednesday, DECEMBER 30

Last day the lottery shall be conducted by the local election official or election authority when two or more petitions are received simultaneously for the same office by more than one candidate as of the opening hour of the filing period (December 14, 2020) or during the last hour of the filing period (December 21, 2020). (10 ILCS 5/7-12(6), 10-6.2)

Monday, JANUARY 4

Last day for filing petitions (must contain original sheets signed by voters and circulators) for referenda for the submission of questions of public policy (local). [EXCEPTION: Proposition to create a political subdivision, referenda held under the provisions of Article IX of the Liquor Control Act, and Section 18-120 of the Property Tax Code. (10 ILCS 5/28-2, 28-6, 28-7)]

NOTE: Petitions to initiate back door referenda must be filed under the deadline specified in the specific statute authorizing the referenda, but in no case later than 92 days prior to the ensuing election.

2021

Wednesday, JANUARY 6

First day for any registered voter presently within the confines of the United States to make application by mail or in person to the election authority for an official ballot. (10 ILCS 5/19-2, 19-4)

NOTE: Mailing and delivery of ballots does not begin until February 25, 2021.

Monday, JANUARY 11

Last day to file objections to petitions for referenda for the submission of questions of public policy (local). Objections to petitions for local referenda are filed with the same office in which the original petitions were filed. [EXCEPTION: Proposition to create a political subdivision, referenda held under the provisions of Article IX of the Liquor Control Act, and Section 18-120 of the Property Tax Code.] (10 ILCS 5/10-8, 28-4)

Tuesday, JANUARY 19

Last day for local governing boards to adopt a resolution or ordinance to allow a binding public question to appear on the ballot. (10 ILCS 5/28-2(c))

Tuesday, JANUARY 19

Last day for county, municipal, township, school and park boards to authorize placement of advisory referenda on the ballot by resolution. (55 ILCS 5/2-3002, 5-1005.5; 60 ILCS 1/30-205, 80-80; 65 ILCS 5/3.1-40-60; 70 ILCS 1205/8-30; 105 ILCS 5/9-1.5)

Thursday, JANUARY 28

Last day candidates may file Withdrawal of Candidacy in the office of the local election official or election authority. (10 ILCS 5/7-12(9), 10-7; 65 ILCS 20/21-29)

Thursday, JANUARY 28

Last day for local election official to certify candidates and the offices they are filing for to the election authority. (10 ILCS 5/7-13.1, 10-15; 60 ILCS 1/45-20)

Thursday, JANUARY 28

Last day for the circuit court clerk and the local election official to certify any binding public question or advisory referenda to the election authority having jurisdiction over the political subdivision. (10 ILCS 5/28-5)

Friday, FEBRUARY 5

First day for the election authority to publish a notice of any question of public policy to be voted upon within the jurisdiction at the Consolidated Election. Such notice shall be published once in a local community newspaper having general circulation in the political or governmental subdivision. The notice shall also be given at least ten (10) days before the date of election by posting a copy of the notice at the principal office of the election authority. The local election official shall also post a copy of the notice at the principal office of the political or governmental subdivision, or if there is no principal office at the building in which the

governing body of the political or governmental subdivision held its first meeting of the calendar year in which the referendum is being held. (10 ILCS 5/12-5)

Tuesday, FEBRUARY 16

Last day for the election authority to post a schedule for early voting conducted at the office of the election authority and each temporary location. Such posting shall remain at each site until the last day of the early voting period (April 5, 2021). If the election authority has a website, it shall make the schedule available on its website. (10 ILCS 5/19A-25(b))

Friday, FEBRUARY 19

Last day for the election authority to have in their office a sufficient number of ballots printed and available for mailing to persons in the United States Service or their spouses and dependents of voting age, citizens temporarily residing outside the territorial limits of the United States, and nonresident civilians. (10 ILCS 5/7-16, 16-5.01)

Thursday, FEBRUARY 25

Last day for organizations of citizens which have among their purposes the investigation or prosecution of election fraud, ballot proposition proponents or opponents and state nonpartisan civic organizations to register their names and addresses and the names and addresses of their principal officers with the proper election authority if the organization(s) wish to qualify for poll watchers at the Consolidated Election. (10 ILCS 5/17-23, 18-6)

Thursday, FEBRUARY 25

First day for early voting at the office of the election authority and temporary locations designated by the election authority. Temporary polling locations for early voting can be established at the discretion of the election authority, and the dates and hours are also at the discretion of the election authority. (10 ILCS 5/19A-15, 19A-20)

Monday, MARCH 8

First day for election authority to publish notice of the Consolidated Election. The notice must include the polling hours, and the offices for which candidates will be elected. Such notice must also include a list of precinct polling addresses unless published separately at least ten (10) days prior to the Consolidated Election. (10 ILCS 5/12-4)

Monday, MARCH 8

Last day for citizens of the United States temporarily residing outside the United States who are not registered but otherwise qualified to vote and who expect to be absent from their county of residence on Election Day to make simultaneous application to the election authority having jurisdiction over their precinct of residence for vote by mail registration and a vote by mail ballot. (10 ILCS 5/20-2.1, 20-3)

Wednesday, MARCH 10

First day of grace period registration and voting at the office of the election authority or at a location designated for this purpose by the election authority. If the election authority does not have ballots available, the election authority may mail the ballot to the voter when available. (10 ILCS 5/4-50, 5-50, 6-100)

Wednesday, MARCH 17

Last day for employee to give employer written notice that he or she will be absent from the place of employment on Election Day because he or she has been appointed as an election judge under the provisions of 10 ILCS 5/13-1 or 13-2. (10 ILCS 5/13-2.5, 14-4.5)

Monday, MARCH 29

Last day for the election authority to publish notice of the Consolidated Election. The notice must include the polling hours, and the offices for which candidates will be elected. Such notice must also include a list of precinct polling addresses unless published separately at least ten days prior to the Consolidated Election. (10 ILCS 5/12-4)

Monday, MARCH 29

Last day for the election authority to publish a notice of any question of public policy to be voted upon within its jurisdiction at the Consolidated Election. Such notice shall be published once in a local community newspaper having general circulation in the political or governmental subdivision. The notice shall also be given at least ten (10) days before the date of the election by posting a copy of the notice at the principal office of the election authority. The local election official shall also post a copy of the notice at the principal office of the political or governmental subdivision, or if there is no principal office at the building in which the governing body of the political or governmental subdivision held its first meeting of the calendar year in which the referendum is being held. (10 ILCS 5/12-5)

Monday, MARCH 29

Last day for any voter who is a member of the United States Service and his/her spouse and dependents of voting age who expect to be absent from their county of residence on Election Day to make application for an official ballot to the election authority having jurisdiction over their precinct of residence and the last day for the election authority to mail such ballot. Members of the Armed Forces may make application via facsimile machine or other method of electronic transmission. (10 ILCS 5/20-2, 20-2.3, 20-3)

Thursday, APRIL 1

Last day for election authority to receive, by mail, a vote by mail application from any registered voter presently within the confines of the United States. (10 ILCS 5/19-2)

Friday, April 2

Last day for the election authority to have official ballots available for inspection by candidates or their agents. (10 ILCS 5/16-5)

Monday, APRIL 5

Last day for early voting at the office of the election authority and locations designated by the election authority. (10 ILCS 5/19A-15, 19A-20)

Monday, APRIL 5

Last day for any registered voter, presently within the confines of the United States, to request a vote by mail ballot in person at the office of the election authority. (10 ILCS 5/19-2)

Monday, APRIL 5

Last day for the election authority in counties having a population of not more than 500,000 to publish a list of all the nominations that are to be voted for at the Consolidated Election. (10 ILCS 5/16-10)

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f: 312.332.7768

Tuesday, APRIL 6

Last day of grace period registration and voting in the office of the election authority or at a location designated for this purpose by the election authority. The election authority should be contacted to determine the availability of grace period registration and voting in the polling place on Election Day. (10 ILCS 5/4-50, 5-50, 6-100)

**Tuesday, April 6, 2021
Consolidated Election**

Tuesday, APRIL 20

Last day for the county clerk or board of election commissioners to complete the validation and counting of provisional ballots. (10 ILCS 5/18A-15(a))

Tuesday, APRIL 20

Last day for the county clerk or board of election commissioners to complete the tabulation of vote by mail ballots that were (1) postmarked by Election Day, and were received after the close of the polls on Election Day but not later than 14 days after the election or (2) not postmarked, but did have a certification date prior to the Election Day on the certification envelope, and were received after the close of the polls on Election Day but not later than 14 days after the election or (3) not postmarked, but did have an intelligent mail barcode tracking system that verifies the envelope was mailed no later than Election Day and received no later than 14 days after the election. (10 ILCS 5/19-8)

Tuesday, APRIL 27

Last day for the county clerk or board of election commissioners to canvass the election results. (10 ILCS 5/22-17)

Tuesday, APRIL 27

The last day the election authority shall transmit to the State Board of Elections the following: (1) the number, by precinct, of vote by mail ballots requested, provided and counted, (2) the number of rejected vote by mail ballots, (3) the number of voters seeking review of rejected vote by mail ballots, and (4) the number of vote by mail ballots counted following review. (10 ILCS 5/19-20, 20-20)

BEFORE PROCLAMATION BY THE ELECTION AUTHORITY

Prior to the canvass, in those jurisdictions where in-precinct counting equipment is utilized, the election authority shall re-tabulate the total number of votes cast in 5% of the precincts within the election jurisdiction, as well as 5% of the voting devices used in early voting as selected on a random basis by the State Board of Elections. (10 ILCS 5/24A-15, 24B-15, 24C-15)

AFTER PROCLAMATION CERTIFICATE OF ELECTION

The election authority shall issue a certificate of election to each person declared elected. For political subdivisions which are multi-county, the election authority of the county where the principal office of the political subdivision is located shall make the certificate of election. (10 ILCS 5/22-18)

WRITE-IN CANDIDATES

Each successful write-in candidate elected shall file the following documents with the proper election authority or the State Board of Elections prior to taking office: (1) a Loyalty Oath (optional), (2) a Statement of Candidacy, and (3) a receipt for filing a Statement of Economic Interest. (10 ILCS 5/22-7)

DISCOVERY RECOUNT

Within five days after the last day for the proclamation of the results, petitions for discovery recount may be filed by any candidate who came within 5% of the winning candidate. Such petition is filed with the appropriate election authority. (10 ILCS 5/22-9.1)

ELECTION CONTEST

In general, the circuit court shall hear election contests. Individuals should refer to the particular statute which applies to their unit of government. (10 ILCS 5/23-4, 23-5)



Thank you, Craig for your sponsorship and very generous donation for our Scholarship Raffle! We hope you and your foursome had a nice time.



2020 Golf Outing

The Hoffman Estates Chamber of Commerce & Industry would like to thank you for sponsoring our 2020 Golf Outing. Without your sponsorship and support, our Golf Outing would not be the successful event that it has been over the past 30 years. We sincerely appreciate your patronage and partnership with this event and the Hoffman Estates Chamber of Commerce. Looking forward to seeing you at next year's Golf Outing on September 23, 2021! Thank you again!

2020 Golf Outing Committee

Updates 10.16.2020

Upcoming Events

- [Oct 24 - Drive-Boo Trick or Treat](#)
- [Oct 28 - Fall Colors Hike](#)
- [Oct 28 - Un-Haunted Hike](#)

SLSF Thank You Letter

Please see attached for a Thank You Letter from Special Leisure Services Foundation (SLSF) for the District's donation to their 2020 Buffalo Grove Golf Classic.

Pickleball Thank You Emails (3)

Please see attached for three Thank You Emails from three of our pickleball enthusiasts!

NRPA Virtual Conference

The 2020 NRPA Annual Conference: A Virtual Experience (NRPA Virtual) will take place October 27–29. It is \$295 for members. Please let Monica know if you are interested in attending (virtually).

The Conference Session Schedule has been released – please see the following link to review it: [Conference Session Schedule](#)

*So far, we have Pat K and Raj attending.

IAPD Complimentary Webinar

IAPD's next complimentary webinar, *The Power of "Yes": De-escalating Irate Patrons During COVID-19*, is Thursday, October 29 at 11:00 a.m. Join Joe Crimmins, the Founder and President of *Serve and Protect Law LLC*[™], a retired Police Detective Sergeant with 30 years of experience in criminal investigations and emergency preparedness as he will:

- Discuss irate patrons in the workplace, and the verbal skills that park district staff can use to de-escalate irate patrons.
- Offer "Active Threat" strategies for your staff members when a patron interaction turns dangerous.
- Provides a policy and a process to deal with patrons in your facilities that are not wearing a mask or refuse to wear a mask.

Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

IAPD 2020 Legal Symposium

Registration is now open for the IAPD Legal Symposium! The event will be held virtually on November 5 via ZOOM. Please see the full agenda here: [Agenda](#)

Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

*So far, we have Pat K attending.

2021 IAPD/IPRA Soaring to New Heights Conference

The 2021 Conference scheduled for January 28-30 will be fully virtual. Additional details will be shared as those are released from IAPD.

****The following documents were attached to this email: SLSF Thank you Letter, Pickleball Emails (3)****



We exist to support children and adults with disabilities through philanthropy for Northwest Special Recreation Association.

October 7, 2020

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

Dear Craig,

We are so thankful for people like you who choose to support Special Leisure Services Foundation (SLSF) through participation in the 2020 Buffalo Grove Golf Classic held on September 30, 2020. The weather was brisk and windy providing for a challenging day on the course. With your assistance, over **\$29,000** was raised! While this year's event was definitely one for the books we are forever grateful for all of your continuous generosity to help NWSRA participants through in – person and virtual experiences developed to meet their needs through COVID-19.

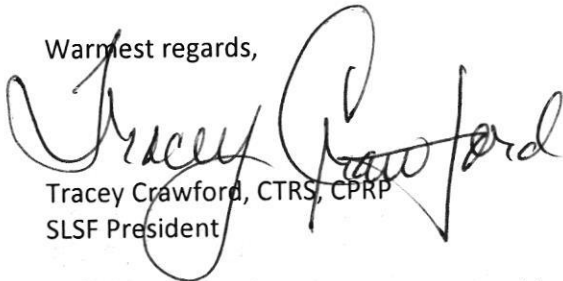
- Family Fun Pack valued at \$150

Proceeds from this annual community event will enable SLSF to support inclusion opportunities, scholarships to support those in financial need and to help purchase accessible vehicles to transport children and adults with disabilities to Northwest Special Recreation Association (NWSRA) programs. Through a partnership with 17 park districts, NWSRA makes recreation and leisure services available to children and adults with disabilities who reside in the northwest suburbs. Proceeds are also managed by The Rotary Club of Buffalo Grove, a service organization linked to Rotary International providing assistance to various groups within the local community as well as outreach in other countries.

One of the benefits of sponsoring this event is receiving recognition in an appreciation ad printed in the Daily Herald.

If you have any questions or would like more information about SLSF, please call Cathy Splett at 847-392-2848 ext. 244 or visit our website at www.slsf.me

Warmest regards,



Tracey Crawford, CTRS, CPRP
SLSF President



Cathy Splett, CFRE, CPRP
Superintendent of Development

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From: [Craig Talsma](#)
To: [Honesto Llanes, Jr.](#)
Cc: [Monica Logan](#)
Date: Wednesday, October 14, 2020 4:53:59 PM

Hello Honesto,

Thank you for letting us know. It is quite a set up at Fabbrini and it is very well used. We are proud of it and it is nice to know it is appreciated.

Thanks, Craig

From: Honesto Llanes, Jr. <hpllanes@sbcglobal.net>
Sent: Wednesday, October 14, 2020 4:11 PM
To: Craig Talsma <ctalsma@heparks.org>
Subject: Fabbrini pickle ball

Thank you and your staff for providing a great pickle ball venue at the park. I will definitely give a shout out to Hoffman Estates park district for responding to our needs.

[Sent from AT&T Yahoo Mail on Android](#)

Craig Talsma, CPA, CPRE

Executive Director / Board Secretary

t 847-310-3607 | f 847-885-7523 | e ctalsma@heparks.org

From: [Bill Graba](#)
To: [Robert Kaplan](#); [Keith Evans](#); [Ron Evans](#); [Pat McGinn](#); [Pat Kinnane](#); [Raj Chhatwani](#); [Craig Talsma](#)
Date: Friday, October 16, 2020 2:48:42 PM

Dear Board of Commission Members,

I would like to thank you very much for the enlarged, enhanced, and improved pickleball courts at Fabbrini Park. I know the courts are heavily used in the mornings, but our group has chosen to play afternoons where there are fewer people playing. That said, most afternoons that we have played, over half of the courts are in use. Typically, as we are leaving around 4:00-5:00 the next group of players is arriving for their evening play. The new lights are no doubt a great improvement for nighttime play.

My husband and I were the impetus 10 years ago for getting pickleball started in the Hoffman Estates Park District, and we are so grateful that the board has seen that the future of pickleball is bright and have approved the many requests to increase and improve the Hoffman pickleball facilities both indoors and out. We venture to say that the Fabbrini courts are some of the most used facilities throughout the park district. So thank you again for all of the support. If you want a lesson next spring when we return from FL, contact us and we'll be happy to get you started.

Sincerely,

Linda Graba
847-287-4452

From: [Bill Graba](#)
To: [Robert Kaplan](#); [Keith Evans](#); [Ron Evans](#); [Pat McGinn](#); [Pat Kinnane](#); [Raj Chhatwani](#); [Craig Talsma](#)
Cc: [Pat Bodame](#); [Dustin Hugen](#)
Date: Friday, October 16, 2020 3:54:26 PM

>

> Dear Board of Commission Members,

I know my wife wrote to thank all of you for what you have done for the Hoffman Estates pickleball program, and I totally agree with everything she said but want to add a couple more notes.

Two of your employees, Pat Bodame, Superintendent of Recreation, and Dustin Hugen, Director of Parks, have been extremely helpful in their efforts to further the program.

Pat has listened to all of our concerns regarding programming and how to grow the program in Hoffman. Because of the ongoing health issues, we have not been able to implement many of the ideas, but the number of players has still grown tremendously. Hopefully, next summer we will be able to start with promoting pickleball to the younger generations and doing some demonstrations and tournaments again.

Dustin has also listened to our needs to add more courts, maintain the ones we have and improve the lighting for evening play. Most recently, he was able to change plans of adding one court using the tennis net as the pickleball net to two courts using temporary nets on either side of the tennis net. This will allow us to involve more players and make better use of the space. Having worked for the public domain, I know that is not an easy thing to accomplish on very short notice.

So to sum it all up, Thank You for your continued support and, hopefully, we will be able to keep Hoffman as the center of the pickleball growth for years to come.

Bill Graba

847-902-9276

MEMORANDUM NO. M20-124

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
RE: Executive Director Review
DATE: October 27, 2020

Background

The Board has reviewed options for an updated Executive Director Review form. Numerous formats were reviewed and in the end a simple, direct form seems the best option. Our current form and the form that Schaumburg Park District uses are actually one in the same. The only difference between the two is listing of Goals/Objectives beneath each category.

In the past, goal objectives other than the District's approved annual goal objectives were listed and this created the confusion. Moving forward, it is recommended to utilize the same form, but to remove the point scale and go with a three-tiered scale comprised of Exceeds Expectations, Meets Expectations, or Requires Improvement.

Implications

On an annual basis, all of the goal objectives that are approved during the budget essentially represent the Executive Director's goals as well. These goal objectives are always updated on a quarterly basis at the appropriate committee meeting.

For ease of review for the annual Executive Director Review, the entire goal objectives of the District become an integral part of the review process. This differs from the past when only a few were selected. By making this change, the review form itself becomes more simplified and easier to use.

An example of the new form is attached.

Recommendation

Staff recommends the Board approve the attached Executive Director Review form.

HOFFMAN ESTATES PARK DISTRICT
2020 ANNUAL EXECUTIVE DIRECTOR'S REVIEW

Please rate the Executive Director's effectiveness in addressing and supporting these Goals and Objectives

1. (OVERALL) EFFECTIVE ADMINISTRATIVE/MANAGEMENT SYSTEM

Exceeds Expectations _____. Meets Expectations _____. Requires Improvement _____.

GOALS (Specific Goals/Objectives):

STRENGTHS:

SUGGESTIONS FOR IMPROVEMENTS:

DIRECTIONS TO CONSIDER/OTHER:

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2. (OVERALL) FINANCIAL STABILITY OF THE DISTRICT

Exceeds Expectations_____. Meets Expectations_____. Requires Improvement_____.

GOALS (Specific Goals/Objectives):

STRENGTHS:

SUGGESTIONS FOR IMPROVEMENTS:

DIRECTIONS TO CONSIDER/OTHER:

**HOFFMAN ESTATES PARK DISTRICT
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3. (OVERALL) COMMUNITY RELATIONS/AGENCY IMAGE/ EFFECTIVE COMMUNICATIONS

Exceeds Expectations _____. Meets Expectations _____. Requires Improvement _____.

GOALS (Specific Goals/Objectives):

STRENGTHS:

SUGGESTIONS FOR IMPROVEMENTS:

DIRECTIONS TO CONSIDER/OTHER:

**HOFFMAN ESTATES PARK DISTRICT
2020 ANNUAL EXECUTIVE DIRECTOR'S REVIEW**

4. (OVERALL) BOARD/EXECUTIVE DIRECTOR RELATIONS

Exceeds Expectations _____. Meets Expectations _____. Requires Improvement _____.

GOALS (Specific Goals/Objectives):

STRENGTHS:

SUGGESTIONS FOR IMPROVEMENTS:

DIRECTIONS TO CONSIDER/OTHER:

**HOFFMAN ESTATES PARK DISTRICT
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5. (OVERALL) FUTURE PLANNING AND DEVELOPMENT

Exceeds Expectations_____. Meets Expectations_____. Requires Improvement_____.

GOALS (Specific Goals/Objectives):

STRENGTHS:

SUGGESTIONS FOR IMPROVEMENTS:

DIRECTIONS TO CONSIDER/OTHER:

Suggested compensation: **Percentage of increase:** _____ %
Additional bonus: \$ _____

MEMORANDUM NO. M20-113

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
RE: IAPD Credentials Certificate
DATE: October 27, 2020

Background

IAPD's Annual Business Meeting will be held virtually on Saturday, January 30th at 3:30 p.m. during the IAPD/IPRA Conference. Each member district shall be entitled to be represented at all Association Meetings and Conferences by a Delegate.

Implications

The Park Board must appoint one delegate and a 1st, 2nd, and 3rd alternate to attend IAPD's Annual Business Meeting on January 30th. Attached is a Credentials Certificate, which, when properly certified by the Board Secretary and approved by the Board, will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the IAPD Annual Business Meeting.

Recommendation

Staff recommends the approval of the Credentials Certificate with the appointment of the delegate and 1st, 2nd, and 3rd alternates as follows:

Delegate: Ron Evans – Assistant Secretary/Commissioner
1st alternate: Keith Evans – Treasurer/Commissioner
2nd alternate: Pat McGinn - Commissioner
3rd alternate: Pat Kinnane – Commissioner

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

Hoffman Estates Park District held at

Hoffman Estates (Name of Agency) on October 27, 2020 at 7:00 p.m.
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 30, 2021 at 3:30 p.m.:**

	<u>Name</u>	<u>Title</u>	<u>Email</u>
Delegate:	Ron Evans	Asst. Secretary/Commissioner	revans@heparks.org
1st Alternate:	Keith Evans	Treasurer/Commissioner	kevans@heparks.org
2nd Alternate:	Pat McGinn	Commissioner	pmcginn@heparks.org
3rd Alternate:	Pat Kinnane	Commissioner	pkinnane@heparks.org

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: _____
Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org