



AGENDA
REGULAR BOARD MEETING NO. 1020
TUESDAY, AUGUST 22, 2017
7:00p.m.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS
 - A. Best Of Hoffman: Coach Bob Pearson
5. RECESS FOR A&F COMMITTEE MEETING
6. RECONVENE FOLLOWING A&F COMMITTEE MEETING
7. APPROVAL OF MINUTES
 - A. Regular Board Minutes 7/25/2017
 - B. Special Board Minutes 8/1/2017
8. COMMENTS FROM THE AUDIENCE
9. CONSENT AGENDA (Click each item to view)
 - A. PSSWC Locker Room Project / M17-096
 - B. PSSWC Custodial Bid / M17-097
 - C. NWSRA Assessment / M17-094
 - D. Balanced Scorecard / M17-095
 - E. Open and Paid Invoice Register: \$710,587.74
 - F. Revenue and Expenditure Report
 - G. Acceptance of B&G Minutes 7/18/2017
 - H. Acceptance of Rec Minutes 7/18/2017
 - I. Acceptance of A&F Minutes 7/25/2017
10. PRESIDENT'S REPORT

REGULAR BOARD MEETING NO. 1020

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11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
 - Engaging Community Reps (Mentoring Program) / M17-098
13. NEW BUSINESS
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(C)(21) of the Open Meetings Act
 - 8/1/2017
 - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(C)(1) of the Open Meetings Act.
 - C. The purchase or lease/sale of property owned by the public body pursuant to Section 2(C)(6) of the Open Meetings Act.
16. POTENTIAL DISCUSSION AND POSSIBLE VOTE ON MATTERS FROM EXECUTIVE SESSION
17. ADJOURNMENT

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



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**MINUTES
REGULAR BOARD MEETING NO. 1019
July 25, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on July 25, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

Audience: Comm Reps Winner & Katis, Pat and Len Waclawski of 910 N. Dovington, Mike Lingl of Indiana, Illinois, and Iowa Foundation for Fair Contracting (IIFFC), Kelly Ridley BOH, Child Care Coordinator Swan, Graphic Designer Grace, Superintendent of C&M Manisco

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Awards:

A. Best of Hoffman:

President Kaplan presented Kelly Ridley with the BOH for her outstanding volunteer services for the preschool and ELC fundraising events.

B. Full Time Employee of the 2nd Quarter:

President Kaplan presented Graphic Designer Grace with the FT Employee of the 2nd Quarter for her outstanding talents and work on the *IGuide* and new district logo.

5. Recess for A&F Committee:

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to recess the board meeting at 7:10 p.m. The motion carried by voice vote.

6. Reconvene Following A&F Committee:

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to reconvene the Regular Board Meeting No. 1019 at 7:52 p.m. The motion carried by voice vote. In addition to all Commissioners and Executive Director Bostrom, Directors Talsma and Buczkowski and Mr. Lingl were present for this portion of the meeting.

7. Minutes:

Commissioner Kinnane made a motion, seconded by Commissioner Bickham to approve the minutes of the June 27, 2017 meeting as presented. The motion carried by voice vote.

8. Comments from the Audience:

Mr. Lingl of IIIFFC addressed the board presenting them with pictures of his concerns regarding the status of Colony and Victoria Park. He discussed the damaged pole at Colony. Executive Director Bostrom explained that the pole was damaged during delivery and would be replaced by the manufacturer. He also explained that the playground would be inspected by both staff and a manufacturer's representative and not open to the public until it passed that inspection. He noted that it was still under construction and felt the concerns regarding Colony playground were premature.

President Kaplan also noted that the area was clearly still under construction and felt confident that all items of concern would be addressed prior to the completion.

Mr. Lingl also addressed his concerns with Colony Park noting the lopsidedness of the equipment and the listing of payment for the completion of the park on the Open and Paid Invoice Register. Executive Director Bostrom explained that Innovation would not be paid in full until all projects were completed. Director Talsma explained that no checks would be released until the playground had been inspected and Certified Payroll had been forwarded to the park district.

Mr. Lingl also expressed concern regarding Victoria Park and how crooked the railings, climbing poles and slide was. Executive Director Bostrom explained that this playground had been inspected by the manufacturer's representative and been approved and signed off; however, given the expressed concerns, staff was meeting with the rep Wednesday afternoon to review the installation. He also made note that in some instances it was a matter of tolerances that were acceptable to the representative.

President Kaplan asked who Mr. Lingl was representing and he explained he was from the Indiana, Illinois, and Iowa Foundation for Fair Contracting. President Kaplan assured him that the district would be looking into the playground items.

9. Consent Agenda:

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

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

- A. Roof Repairs / M17-081
- B. Utilization of space in former pro shop / M17-080
- C. Open and Paid Invoice Register \$960,202.70
- D. Revenue and Expenditure Report
- E. Acceptance B&G Minutes 5/2/2017
- F. Acceptance B&G Minutes 6/20/17
- G. Acceptance Rec Minutes 5/9/2017
- H. Acceptance of A&F Minutes 6/27/2017

10. President's Report:

President Kaplan addressed the board noting:

- That the next Park Tour would be 8/15 to tour the West side parks
- That Amazon Smile was up and running for the district/Foundation
- That the TVs in the Triphahn Center and the new programming were terrific. He also explained that there were rental phones that could be used for those people without the smart phones to use to access the new programming.

- That the next Foundation event was Uncorked and Untapped 9/15 and encouraged everyone to attend.

11. Adoption of Executive Director's Report:

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

12. Old Business:

None

13. New Business:

A. Engaging Community Reps:

Commissioner R. Evans addressed the issue explaining that he believed the board, Comm Reps and community would benefit from the Commissioners taking a greater interest in the Comm Reps and encouraging them to participate in the district and Foundation events. He suggested a mentoring program that would encourage each Commissioner on a committee to mentor 2 Comm Reps on the same committee.

Commissioner McGinn and President Kaplan agreed that it was a great suggestion.

Executive Director Bostrom noted that staff sent out information on events and items to Comm Reps but felt that the personal touch would be a great benefit.

Commissioner K. Evans noted that the Chamber had a similar program – the Ambassador Program. Commissioner Kilbridge asked if staff would provide specifics as to what would be the best events to involve the Comm Reps and Executive Director Bostrom noted that staff would provide that.

Commissioner Kinnane suggested texting reminders as recipients paid more attention to texts than emails these days. Commissioner Bickham suggested encouraging cross participation in committees.

Executive Director Bostrom noted that they would send information to the Comm Reps through President Kaplan but reminded the Commissioners to be careful about group emails or texts regarding Committee business so as not to violate the Open Meetings Act. Commissioner K. Evans suggested one on one emails and texts to prevent that concern. Staff will supply guidelines.

14. Commissioner Comments:

Commissioner Kinnane noted that his power had been out for 36 hours and was glad to have it back.

Commissioner McGinn thanked Commissioner Bickham on the job he did emceeding the 4th of July parade and thanked Commissioner K. Evans for running the last B&G meeting in his absence.

Commissioner K. Evans noted that Fabbrini Park was under water but doing well.

Commissioner Kilbridge said she had walked through Field Park and missed the water feature the district had to remove. She also noted that it appeared that an animal had been digging up the posts and staff will check. She asked about the vandalism signs the district used to have and Director Buczkowski said that the district did not get much a response from the signs and they just cluttered up the park area.

Commissioner R. Evans suggested the board watch the Heart of Hoffman Estates Video sent out; that it was a good watch and that BPC had stood up well to the heavy storms.

Commissioner Bickham said he enjoyed announcing the 4th of July parade and commended staff on a great job with the *IGuide*.

15. Executive Session:

Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to move to Executive Session at 8:30 pm for the purpose of:

- A. Minutes, pursuant to Section 2(c) (21) of the Open Meetings Act.
- B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2 (c) (11) of the Open Meetings Act.

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

Commissioner R. Evans made a motion, seconded by Commissioner Kinnane to reconvene to regular session at 9:30 pm. The motion carried by voice vote.

16. Discussion and Vote from Executive Session:

President Kaplan announced that the Board of Commissioners had determined to hold a Special Board meeting on August 1, 2017 at 7:00 p.m. at the Triphahn Center for the purpose of Executive Session. He also noted that the board had received and accepted Executive Director Bostrom's letter of intent to retire in the Spring of 2018.

17. Adjournment:

Commissioner Kilbridge made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 9:35 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary



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**MINUTES
SPECIAL BOARD MEETING
August 1, 2017**

1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on August 1, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

Also Present: Executive Director Bostrom

Audience: None

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Comments From the Audience:

None

5. Commissioner Comments:

Commissioner Kinnane noted that he had an enjoyable experience at SFAC over the weekend and that staff was great.

Commissioner K. Evans noted that the marketing staff had helped the HE Chamber with a survey and that it was great to see staff involved in giving back to the Chamber.

Commissioner Kilbridge reminded everyone of the Uncorked event September 15, 2017. She also reminded everyone of Party in the Park, however, she will be unable to attend. She also pointed out an APP "Next Door" that had a post regarding the condition of Field Park and the vandalism that had occurred.

6. Executive Session:

Commissioner McGinn made a motion, seconded by Commissioner Bickham to move to Executive Session at 7:11 pm for the purpose of:

- A. Minutes, pursuant to Section 2(c) (21) of the Open Meetings Act.
- B. The purchase or lease / sale of property owned by the public body pursuant to Section 2 (c) (6) of the Open Meetings Act.
- C. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2 (c) (11) of the Open Meetings Act.

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

Commissioner R. Evans made a motion, seconded by Commissioner McGinn to reconvene to regular session at 9:27 pm. The motion carried by voice vote.

7. Vote from Executive Session:

None

8. Adjournment:

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 9:27 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1020**

EXECUTIVE DIRECTOR'S REPORT

August 2017

Parks Report

1. Chlorinator System replaced at PSS&WC. Completed by AquaPure and in house staff.
2. Spa boiler was replaced at PSS&WC by in house crew members.
3. Two dedicated circuits were run to operate the temporary showers at PSS&WC.
4. Assisted in the install process of the temporary showers at PSS&WC.
5. A/C condenser unit replaced at Willow. (In-house)
6. Field Park had a new drinking fountain installed, water featured was removed(planting later in the fall), shelter post were painted, asphalt was installed to replaced failing bricks, walk path bricks were removed so area could be leveled and bricks laid again around the shelter.
7. Began evaluation of mechanical and HVAC assets for all building using HEPD Building Tech's, PSS&WC and TC have been completed.
8. Park Mulching was completed at the following parks: Charlemagne, Fairview, Bode-Salem, Sundance, Highland and Willow.
9. Benches installed at Evergreen Park.
10. Slide replacement at Fairview Park.
11. Therapy ladder installed at PSS&WC Lap Pool.
12. Replacement doors for Willow Recreation classroom were stained and are now ready for install.
13. Crack repair to tennis courts at Cannon and Olmstead parks.
14. Back flow test were completed throughout the district.
15. Water meter reading were taking on a weekly basis.
16. New equipment for Bo's Run Dog Park was constructed and will be replaced in the near future.
17. The fourth round of monthly bed maintenance throughout the district was completed.
18. Invasive weed control is ongoing as weather permits and is about 85% completed.
19. 3 Bald Cypress were planted at North Ridge to replace the hazard Willow trees that were removed.
20. Regular mowing schedule is back on track now that we have dried out from the rain.
21. Seasonal tree trimming and maintenance is under way.
22. Second round of fertilization and broadleaf weed control is in progress for all high profile turf areas, with athletic fields a priority.
23. Controlled Burn applications were submitted to the state for our 2017 – 2018 in house burns. Weather conditions permitting we have 25 sites planned for this coming burn season.
24. PDRMA review preparations are ongoing.

- 25. Daily maintenance and repair on all mowers and vehicles.
- 26. New district vehicles are registered with proper plates.
- 27. New district vehicles had truck bed lined.
- 28. Toro 580D had hydraulic components replaced.

PLANNING & DEVELOPMENT

1. PSSWC Wet Areas Project:

With 31 days into the project, OPCON, the district's contractor along with his subs have made great progress. At present, all the structural walls and concrete board have been replaced and are now being taped in preparation for installation of the plaster ceilings which will be completed by week's end.

While great changes have occurred, the remaining time of 34 days has a lot yet to accomplish to meet the original project deadline of September 29th. One item that is looming and will impact both the budget and the completion date is the replacement of the mud setting base between the concrete slab and the tile surface within the showers and access areas to the showers. This area had extensive water damage and the mud setting base came up in spots during demolition. Staff has been working with OPCON and the flooring contractor to negotiate a price to replace this material. At this time, that price provided by the contractor stands at just over \$70,000. Given the magnitude of this extra and the inability to exactly quantify the time commitment involved, staff has authorized this work to be done on a time and material basis not to exceed cost of \$70,000. In addition to the labor costs, this work will result in an estimated 15 day extension to the completion of the project. At this time staff has not authorized any cost acceleration effort to overcome this extension of time. For the matter of this report, this item is identified as change order #10.

In addition to change order #10, staff has authorized additional work as follows that has been paid for from the Owner's Allowance of \$50,000:

- Tile base in toilet areas to transition between the new floor tile and the existing 2x2 wall tile \$ 6,140
- Addition of second steam generator. \$21,969
- Sprinkler system leaks \$ 1,174
- Removal of cork floor in massage rooms that was under the existing carpet \$ 1,012
- Toilet to shower wall corrosion where it connected to the concrete floor in the men's and women's wet areas. \$ 939
- Electrical conduit feeds through the floor had rusted. Cost to investigate \$ 576
- Feed the electrical systems downstream \$11,589
- mop sink replacement with a prefab plastic unit \$ 1,241
- Floor drains no longer were adjustable due to excessive corrosion. \$ 2,290
- Metal edge along trench drain was added \$ 1,483

- Tile to be cut to a 6 x 6 dimension to better conform to slope \$ 4,545
- Two check valves installed between the domestic water system and the steam boilers requested by Village \$ 350
- Fire and emergency evacuation plan review revealed existing strobe lights do not conform \$ 850
- Unable to turn the water back on because the existing 2 ½ inch valve broke \$ 1,991

While the above list appears to be extensive, most of the items except the mud sub floor were covered in the owner's allowance. In addition to the items listed above, the architect will receive additional fees associated with these additional costs in the amount of \$11,401.

Update: On August 15, 2017 the Board approved the additional funds as an emergency expenditure and will ratify the expenditure at the August 22 board meeting.

2. Playgrounds:

The red post for Colony Park was received on August 9 and installed August 10 and the new playground officially opened August 14, 2017. The contractor is in the process of remediating the items at Victoria Park that were questioned at the July board meeting. Once those items have been corrected, reps from the playground manufacturer will certify that the playground is in conformance in writing to the park district. For a matter of information, none of the items identified at the meeting posed a safety risk to park patrons.

3. Tennis Courts:

Work began on August 8 at Fabbrini Park and will continue until the work is completed sometime prior to September 1. During this period, the contractor has pulled staff from Fabbrini to repair and replace the surface at PSSWC's indoor courts which was scheduled back in April of this year as part of the bid procurement.

RECREATION & FACILITIES

UPCOMING EVENTS AS OF 08/11/2017

- **Aug 20** – Free Ice Skating at TC
- **Aug 21** – First Day of Preschool
- **Aug 30**- 50+ Annual Open House
- **Sept 15** – Uncorked & Untapped
- **Sept 16** – Hoffman Walks at Cannon Crossings
- **Sept 16** – Doggie Carnival at Fabbrini Park
- **Sept 16** – Parents Night Out

- **Sept 30** – Wildflower Seed Collecting Event

Monthly Highlights:

- The Recreation and Facilities PDRMA site visit was completed on July 13th. The review process went very well and the outcome was extremely successful with a score of 99.1%! Staff is pleased about the scores. Information will be submitted to continue to strengthen the district scores across the board. Staff will be submitting some additional information prior to the November final scoring date to raise this score even higher. Great job by all parties involved!

Volunteers Summary

- Foundation held the Tent Event on July 13, 14, 15 and had 26 volunteer hours with 11 volunteers participating to raise \$925.
- Foundation Committee met for Uncorked event 3 volunteers for 4 hours.



Youth Athletics

Youth Baseball/Softball

- 4/5 Tee Ball League- Our league kicked off the week of July 24th. We have 7 total teams registered. The same amount of teams as 2016 season. Teams practice once during the week and play games on Saturdays. Each team will play 6 games.
- Fall Baseball- practices will start the first week of August. We have had an increase of players sign up for this season! Best in recent years! Teams will practice twice a week until August 26th. After the 26th teams will practice once a week and compete in games on the weekends. Each team will play between 9-12 games.

Year	Pinto	Mustang	Bronco	Pony	Colt	Total
Ages	6-9	8-10	11-12	13-14	15-18	
2016	0	13	14	14	0	41
2017	24	24	24	0	10	82 = +41

Youth Summer Basketball League

- Our new Youth Summer Basketball League is off to a great start! For the first week of practices the Hoffman Estates high school varsity coach Luke Yanule came out and put our players through drills while also showing our coaches some techniques he is using with his teams. Games began on July 26th. We have 75 players signed up for our league.

Adult Sports

- Summer Softball Leagues- Summer Softball has come to an end. Registration for fall is currently going on; we have 13 teams this year as compared to 13 at this time last year. Duane Dow and Comcast were back again this year to

broadcast our 6:30pm game on Monday, July 17th at Cannon Crossings. The game will be televised on Saturday nights in September at 8pm on local channel 101.

Youth Spring Soccer

- Soccer registration continued through the month of July and is ongoing. Currently there are 219 players signed up for soccer this fall as compared to 256 this time last year. Coaches meetings took place on July 27th. New this season there will be a player/parent referee meeting on August 31st. The meeting is set up after the 1st set of games so if parents/players have questions about rules or how the game is run they can bring their questions to the meeting.

Dance

- Summer session of dance began the week of 6/12. There are a total of 100 students in the summer program as compared to 130 at this time last year. Dance class will be wrapping up the week of August 7th and fall register has started.



Early Childhood

Preschool:

Three-school 17-18	15 TC 6 WRC	15 TC 10 WRC	+0 +4
2's Playschool 17-18	12 TC 6 WRC	25 TC 11 WRC	+13 +5
Preschool 17-18	119 TC 66 WRC	134 TC 75 WRC	+15 +9
Early Learning Center	30	29	-1
Child Only Classes (summer)	9	15	+6
Parent Tot (summer)	46	31	-15
Preschool Totals	309	345	+36

Summer Camp

Preschool Kids	59 TC	65 TC	+6
Camp S3 & S4	29 WRC	32 WRC	+3
Healthy Kids Camp S3 & S4	29	24	-5
Kinder Camps S3 & S4	78 TC 14 WRC	46 TC 41 WRC	-32 +27

Safety Town S3 & S4	8	8	0
Nature Investigators S3 & S4	5	18	+13
Tot's Spot 2's S3 & S4	6	17	+11
Jr. Leader S1 & S2	2	7	+5
Total Summer Camp	230	258	+28

Full-Day Camps	7/2016 (4 weeks)	7/2017 (4 weeks)	Var. +/-
Bus Service	46	55	+8
Discovery Camp	75	92	+17
Explorers Camp	261	273	+12
3-Day Explorers Camp	198	228	+90
Early Arrival Camp	364	310	-54
3-Day Early Arrival Camp	47	56	+9
Late Stay Camp	421	388	-33
3-Day Late Stay Camp	46	59	+13
Nature Camp	21 (1 week)	30 (1 week)	+9
Science Camp	38 (1 week)	24 (1 week)	-14
Sports Camp	239	267	+28
Teen Camp	172	179	-7
Totals	2,058	2,008	+ 78

- Camp began on June 5th. E-blasts, marquees, summer planners to the school sites and posters were used for advertising.
- We did not have any snow days/cold days this school year so camp was able to start on time.
- Camp staff meets bi-weekly to plan for the next upcoming weeks of camp.
- We continue to work with Seascapes Aquatic Center to utilize the red and yellow wristbands systems.
- Camps have filled up more quickly than year past and we continue to accommodate as many participants as space and staffing will allow.



Membership	7/2016	7/2017	+/- Var.
Total	625	515	(110)*

**A deficit in membership numbers is a reflection of the new membership "grace period" and not all members renewing until 7/31/2017.*

Classes offered in July

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

Athletic opportunities offered in June

- Balloon Volleyball (Weekly), Billiards (Poplar Creek Bowl), Pickle ball, Ping Pong, Volleyball and Walking Path/Track

Trips

- Chain O'Lakes- 7/20 was cancelled due to all the flooding along the Fox Lake. It's rescheduled for 8/31. 20 were registered
- Dean Martin- White Fence Farm (7/26) 12 were registered
- Paramount Theatre- Barb/Frank (6/11) 21 registered

Evening/Special Programs in July

- Pub Quiz Night (3rd Thursdays/5:30 pm) – 35 participants (50+ Center), prizes sponsored by Lake Barrington Woods, questions courtesy of Family Dentistry, HE and dinner was brown bag.
- Bingo at Culver's Schaumburg- 4th Tuesday in July
- Birthday Celebrations at Culver's in Hoffman Estates- resumes in August.

Friday lunch programs (July)

- The group has requested to meet each Friday. Our speakers will begin in August so in the interim the groups been playing several different games. A great way to bridge them over to other activities.



TESTIMONIALS & SOCIAL MEDIA COMMENTS

On Facebook:



I.C.E Academy

- July camps over the 3 week period had 38 participants. Staff did have to cancel one session due to low enrollment.
- Staff will be attending the District 8 Ice Skating Institute meeting Aug. 11 in Rolling Meadows.

Wolf Pack

- Wolf Pack registration for the fall/winter season opened on July 17. Thank you to the business department as they rolled out an on-line registration program that also involves the EFT program. Rather than patrons having to come into the facility it is now more user friendly and stream lined. The Wolf Pack members love it and it has saved on service desk time. Currently we have 141 players registered for the upcoming season and evaluation process. These players will start taking part in August pre-skates as part of their registration program
- July camps over a 4 week period had 66 players attend. Staff offered a priced reduction at camp which helped to bolster the number of participants.

Ice Rink Information

- A free public skate session was held Sunday July 16. Approximatley 100 people attended .
- A skate sharpener has been purchased and should be delivered by August. The rental skate will be addresssed immediatly by ice staff and then the

possibility of having a drop off system for the general public for skates to be sharpened. Ice staff would oversee this operation and a \$10 per pair charge would be the price to start with the possibility of increasing it in 2018. If the demand is high and we pay off the unit right away the possibility of adding a 2nd unit may be budgeted for in 2018. Staff did it's due diligence in researching the sharpener, spoke to a number of rinks that use this self sharpening system and the company came out and conducted an on-site demonstration of the equipment.

- Staff has finalized the majority of the fall/winter ice time. Staff was able to secure some additional ice rental time that was made available to area high schools to bolster rental revenue.



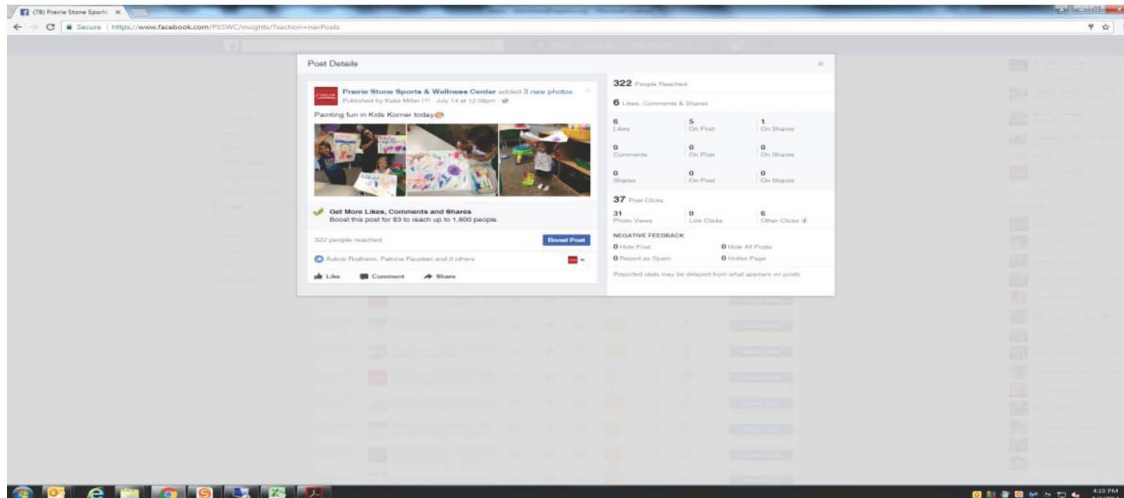
Prairie Stone_{sm} Sports & Wellness Center

July Membership Totals	2016	2017	Var. +/-
Totals	3053	3073	+20

SOCIAL MEDIA PROMOTIONS/POSTS

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

Example: Facebook post promoting the Kids Korner special painting activity supporting the NRPA 'Get Your Play On' theme (322 people reached)



- Click on the link below to see the social media video engagements during the month of July:
<https://www.facebook.com/PSSWC/videos/10155379238864003/>
 (Chad Lindstrom, Fitness Supervisor, announcing the arrival of new cardio equipment!)
- <https://www.facebook.com/PSSWC/videos/10155392166199003/>
 (Additional video in late July showcasing arrival of new equipment.)

Member Services

- Member Services team with recruitment was sustained through July leading to a 'new member' total that exceeded FY16 July totals by 14 members. With cancellation totals also at an exceptionally low level in July, the Member Services team had exceeded the 'net member' goal for July by 8 members while also exceeding the FY16 July net member total by 53 members.
- The ongoing Friends in Fitness member referral program continued to be a force in generating new memberships in June. There were a total of 13 direct new member referrals in July along with a high number of 'friends/family' general references.
- The PSS&WC enrollment special was advertised on each of the following:
 - District's electronic marquee signs throughout the community
 - VHE electronic marquee signs located at the corner of Shoe Factory Road and Beverly
 - The ENROLLMENT FEE banner on the north side building exterior
 - Select Facebook posts throughout the month
 - Guest and tour follow up targeted email via Retention Management
 - Both internal and e-based targeted marketing were utilized to inspire member referrals as well as to reach all HEPD clients throughout the community. The HEPD bi-monthly Eblast included the enrollment promotion details, and targeted emails through Retention Management continued to be sent throughout the month to promote the club cash incentive for member referrals.
 - HEPD and PSS&WC websites (scrolling banner updates)
- The Member Services team coordinated a month full of special events in July for members to inspire continued usage interest (see July wellness calendar image below). Events included several special fitness group classes and workshops to support the NRPA theme of 'Get Your Play On' along with a number of fun activities, such as a Park Hop Day where members were encouraged to visit the outdoor parks. On Friday, July 21st PSS&WC members were invited to visit Seascapes Family Aquatic Center for a \$5 admission. The month concluded with an HE Parks trivia quiz available at the Service Desk. The Member Services team also continued to promote the series of online motivational quotes that are posted each Monday on social media to help motivate members to pursue fitness goals in the New Year and throughout. These 'motivational Monday' quotes are also printed and placed strategically throughout the club for members to discover during their workouts.
- On Saturday, July 8th PSS&WC had a space in the exhibitor area at the Bad Ass Dash held at the Sears Centre. This event was estimated to have over 1,500 participants. An ad spot for PSS&WC was included in the event PA announcements throughout the day. In addition PSS&WC members received a promo code for \$35/off the registration.
- Research efforts are continuing with regard to a new club app designed by NetPulse that would increase the digital reach of the facility and strengthen the marketing and retention strategies undertaken by the Member Services team. The new club app would provide a user friendly platform of club related options that include fitness challenges, guest recruitment, push notifications, club check

in capabilities, and a member news feed. The app would also have an integrated link to the App Audio app that is currently on order, which will provide audio links to the facility TV's.

- July was a strong month in the area of social media for PSS&WC:
 - The new equipment was featured in a video series that began in July. Between the two videos launched in July we had a reach of 1,900 and over 575 views.
 - PSS&WC shared a couple pictures of Member Services Associate, Shelley Knapp, who completed a Mud Run with her family in July. These pictures were very well received with a reach of over 600.
 - The Motivation Monday series continues to be a success on social media. Each week PSS&WC kicks off the week with a motivational quote. In the month of July PSS&WC reached over 2,000 with this initiative.
 - Visits to the PSS&WC website as reported through Google Analytics were above 7000 for the second consecutive month.
 - PSS&WC received 2 5-STAR ratings on Google in the month of July!



Operations and Fitness Departments:

- PSS&WC hosted a variety of athletic rentals including large multi gymnasium youth basketball and volleyball tournaments during the month of July. The facility also hosted several party rentals during the month, too. Though birthday parties and scout lock-ins are still offered at PSS&WC, efforts have been taken to transition to larger multi-court athletic rentals that reduce labor intensity while generating steadier revenue streams.

- Preliminary efforts are underway to promote the timelines and project details regarding the upcoming gymnasium and tennis court renovations. The tennis court renovation is scheduled to take place the week of August 14th and will include the addition of 'blended lines' on the courts to support additional youth and senior programming and also new USAT colored courts.
- The PSS&WC member club locker room renovation project was officially launched on schedule on July 10. Careful and calculated attention was made to announce information to the PSS&WC membership regarding the project. Overall, the response has been very positive. Project details have been provided within the facility and the announcement has been made via the PSS&WC website. The locker room project renderings, along with product samples, have been posted within the facility. The entire PSS&WC team continues to relay a consistent and positive message to members about the project.
- A therapy ladder was installed within July for access into the PSS&WC lap pool, particularly given that the main stairway entrance will be temporarily unavailable during the months of the project. The therapy ladder will remain in place after the project. The ladder will serve as a second point of entry into the lap pool which will provide easy access for those who may have challenges utilizing the recessed step system to access the lap pool.
- The PSS&WC Custodial Services Bid packet was developed and announced, with the bid opening planned for August 8th.
- Group fitness class participation has remained steady across the board!
- Fitness department will have received all of the new fitness equipment as of 8/11. More and more members are utilizing the new equipment!
- PSSWC will be installing the new App Audio system soon! The system will allow for member to listen to TV audio and music throughout the entire facility by utilizing a smart phone App. The App will also be used for in-house marketing. The App was a success at both TC and Willow.

Early Childhood Programming

- Kid's First Sports programs and camps have had steady participation. We have offered a basketball camp this summer that ran with 14 participants.



Pass Sales	07/2016	07/ 2017	Var.
+/-			
Total	1,455	1,437	(18)

- Friday, July 14 is Flashback Movie Night. We will be featuring Honey I Shrunk the Kids.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership	07/2016	07/2017	Var.
+/-			
Total	901	871	(30)*

*Staff continues to see the variance decrease as we discussed before, the previous month was a (46).

General Summary:

- Dance world was held on 7/8
- The new audio application was successfully installed at both TC and WRC. Fitness members have enjoyed the new system and their response has been very positive.
- The Portable Climbing wall was at 4th fest as well as Bloomingdale Park District in July.



Willow Recreation Center

Membership Fitness Totals	07/2016	07/2017	Var.
+/-			
Fitness/Racquetball	293/58	292/60	
Total	351	352	+ 1

General Summary:

- The new full time custodian started on July 3rd and has adjusted very well and is a great addition to the WRC team.
- Harper college programs ended their first summer session with 49 participants in 5 classes (Easy Guitar, Ukulele, Chair Yoga, Tai Chi & Fencing)



Dog Off-Leash Areas

Staff continues planning the Doggie Carnival to be held September 16th at Fabbrini Park. This event will include doggie games with prizes, vendors, photo booth & give a ways.

Bo's Run:

Breakdown: Combo passes HE 185, Palatine 41, Barrington 25, Schaumburg 20, Arlington Heights, Mt. Prospect 8 and Inverness 41.

Additional towns with a smaller percentage of membership are Rolling Meadows, Elk grove, Hanover Park & Streamwood.

Freedom Run:

- Breakdown: Combo passes Elgin 179, HE 116, Streamwood 67, and Schaumburg 10. Additional towns with a smaller percentage of membership include Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

Dog Park Passes	07/2016	07/2017	+/- Var.
Bo's Run	289	315	+ 7
Freedom Run	346	333	+ 6
Combo	78	85	+ 9
Total	713	733	+20



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote Summer Guide and Registration, youth sports programs, 50+ events, trips and programs; Party in the Park, Friday Fun in the Park, Hoffman Walks, STAR Before & After School, Summer Camps, BPC events, Parent's Night Out, Giving Tree, Seascapes events, Hockey and Figure Skating, BPC weddings, golf, Foundation events and programs.

Community Calendar Submissions to: Daily Herald, Chicago Tribune, Hoffman Estates Chamber.

CHAMBER EBLAST

Seascape Military Appreciation Night
 Hoffman Walks
 Live Music at BPC

RETENTION MANAGEMENT EBLASTS TC & WRC FITNESS CENTERS

Fall Registration now open
 New Fitness Center Audio System

OTHER

Chicago Wolves
 C&M Superintendent Manisco, along with Hockey GM Jordan and Sponsorship Manager Massani met with the business development staff at the Chicago Wolves team to discuss partnership opportunities.

HOFFMAN WALKS

We had approx. 25 people at our Hoffman Walks at Black Bear Park on Sat. July 8.

VIDEO

This month, we featured the video "Party in the Park 2017". Heart of Hoffman Estates – the Village's cable access TV show in July featured the park district. The show included Hoffman Walks, the Grand Reopening of TC and an interview with Board President Kaplan and Executive Director Bostrom. The show ran starting July 10 on Comcast Ch. 6 and U-Verse Ch. 99/Hoffman Estates.

Sun: 1 & 7pm

Mon: 6:30pm

Tue: 12:30pm

Thu: 12:30 & 6pm

Fri: 10:30am & 12:30pm

Sat: 8:30pm

PRESS RELEASES/PUBLIC RELATIONS

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

Articles and photos submitted and (then ones that were published are at end of Board Report):

Hoffman's Party in the Park to Feature Multi-Cultural Entertainment

Parks Director Set to Retire Spring 2018

Girls Can Give Hockey a Shot For Free

Hockey Program Receives Jewel/Osco \$20,000 Grant

Overall Ratings Score appearing on right side of search results in Google below are an example of three of our facilities:

Google prairie stone sports and wellness center

About 154,000 results (1.01 seconds)

Prairie Stone Sports and Wellness Center - Welcome
praiestonesports.com/
As a member of Prairie Stone Sports & Wellness Center you will find more than just a place to exercise. You will find a family of dedicated employees committed...

Membership
Choose the membership that works best for you! We offer ...

Group Fitness
Experience a wide variety of health benefits through group fitness ...

Guest Visits
Guest Visits, Prairie Stone™ Sports & Wellness Center ...

Programs
As a member of Prairie Stone Sports & Wellness Center you ...

Aquatic Center
The aquatic center is also home to our activity pool that provides a ...

Fitness Floor
Fitness Floor. Our multiple fitness floors provide a friendly ...

More results from praiestonesports.com >

Prairie Stone Sports & Wellness Center - 27 Photos & 23 Reviews ...
https://www.yelp.com - Active Life - Fitness & Instruction - Gyms
Rating: 4 - 23 reviews
(847) 285-5400 - 5050 Sedge Blvd Hoffman Estates, IL 60192 - 23 reviews of Prairie Stone Sports & Wellness Center "I love everything about this gym. All of the ..."

Prairie Stone Sports & Wellness Center - Home | Facebook
https://www.facebook.com/PSSWC/
Rating: 4.5 - 106 votes
Prairie Stone Sports & Wellness Center, Hoffman Estates, IL. 1.3K likes. Our pledge at Prairie Stone™ Sports & Wellness Center is to provide each of our ...

Prairie Stone Sports & Wellness Center
Website Directions
4.4 ★★★★★ 57 Google reviews
Health club in Hoffman Estates, Illinois
Address: 5050 Sedge Blvd, Hoffman Estates, IL 60192
Hours: Open today 5AM-11PM
Phone: (847) 285-5400
Suggest an edit
Reviews from the web
Facebook 4.5/5 106 votes
Foursquare 8.6/10 41 votes
Popular times @
Tuesdays 2

About 504,000 results (0.72 seconds)

Seascape Family Aquatic Center - Hoffman Estates Park District

<https://www.heparks.org/parks-facilities/seascape-family-aquatic-center/>
In order to maintain Seascape Family Aquatic Center as a fun and safe facility for everyone, patrons of all ages must be aware of and adhere to the rules and ...

Hours & Rates

Hours & Rates: Seascape is open for the season! Regular Season

Water Safety

At Hoffman Estates Park District, safety is our highest priority ...

Events

Enjoy a movie under the stars while floating in the zero depth ...

[More results from heparks.org](#)

Parties & Rentals

Parties & Rentals: seascape-rentals. Birthday Party \$135 ...

Swimming

Click here for class details and to register for all Swimming Lessons.

Opening Day at Seascape Family Aquatic Center - Hoffman Estates ...

<https://www.heparks.org/event/opening-day-seascape-family-aquatic-center/>
May 28, 2016 - Let's go swimming! Seascape opens this day at 11:30 am. Check our hours, list of special events and rates for one-day admission and season ...

Seascape Family Aquatic Center - Home | Facebook

<https://www.facebook.com> » Places » Hoffman Estates, Illinois » Public Swimming Pool
★ ★ ★ ★ Rating: 4.6 - 89 votes
Seascape Family Aquatic Center. 758 likes · 96 talking about this · 5867 were here. Open May-August.

Images for seascape family aquatic center



About 6,130 results (0.81 seconds)

Ice Arena - Hoffman Estates Park District

<https://www.heparks.org/ice-arena/>
Triphahn Center Ice Arena - 1685 W. Higgins Road - View in Google Maps ... Come out and skate. Hoffman Estates Park District rinks are open to the public ...

Ice Schedules - Hoffman Estates Park District

<https://www.heparks.org/ice-schedules/>
Hoffman Estates Park District ice rinks are open to the public during public ... see the link below or contact the service desk at the Triphahn Center Ice Arena.

Triphahn Center - Hoffman Estates Park District

<https://www.heparks.org/parks-facilities/triphahn-center/>
The Scott R. Triphahn Community Center & Ice Arena is open daily and home to the Park District's administrative offices, two NHL size ice surfaces, the Chicago ...

Public Skate - Hoffman Estates Park District

<https://www.heparks.org/public-skate/>
Ice Ice Banner: Sub-Menu ... Come out and skate, Hoffman Estates Park District rinks are open to the public during public skate. This time is open to the public for ...

Triphahn Fitness Center & Membership - Hoffman Estates Park District

<https://www.heparks.org/parks-facilities/triphahn-center/fitness/>
Triphahn Fitness Center & Membership ... Just \$206 for Triphahn Center and \$176 for Willow Rec Center. ... Lower level Triphahn Center by Ice Arena.

Figure Skating - Hoffman Estates Park District

<https://www.heparks.org/figure-skating/>
For ice times, hours and more information see the link below or contact the service desk at the Triphahn Center Ice Arena. Click here for Freestyle hours.

Hoffman Estates Park District - Hoffman Estates, IL



Seascape Family Aquatic Center

4.5 ★★★★★ 30 Google reviews
Water park in Hoffman Estates, Illinois

11+ acres of watery fun with pools, slides & more plus volleyball, sand play areas & concessions

Address: 1300 Moon Lake Blvd, Hoffman Estates, IL 60169

Hours: Open today · 11:45AM-7:30PM

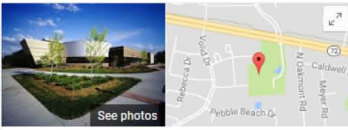
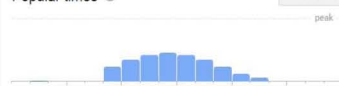
Phone: (847) 310-3626

[Suggest an edit](#)

Reviews from the web

4.6/5 Facebook: 89 votes

Popular times



Scott R. Triphahn Community Center & Ice Arena

Community center in Hoffman Estates, Illinois

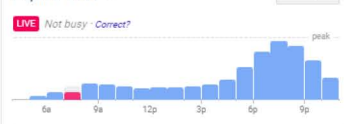
Contemporary venue with 2 ice arenas & a fitness center with an indoor track, plus various classes.

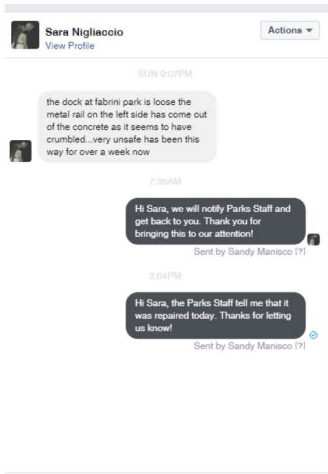
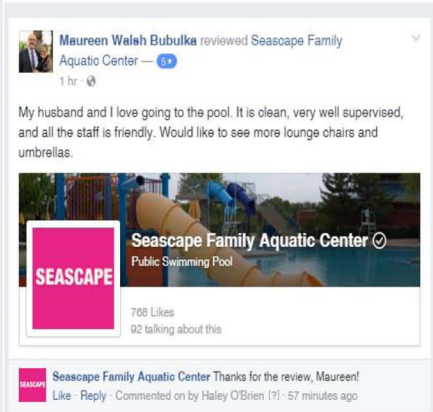
Address: 1685 W Higgins Rd, Hoffman Estates, IL 60169

Phone: (847) 885-7500

[Suggest an edit](#)

Popular times





Mobile App Downloads – Source: Apple iTunes & Google Play reports

NEW DATA! C&M is evaluating whether the mobile app is a useful tool for our residents or as a marketing channel. Meanwhile, Apple has changed its analytics. We now can only get information on the number of active users per month for those Apple users who have opted-in to allow their info to be tracked. Only 25% of our users have opted-in, so we are estimating a number 4 times this number to arrive at as accurate a number as possible. The numbers below are a total of Apple and Google Android users.

July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	July 2018
262												



Mobile Access – Source: Google Analytics

Desktop numbers have increased slightly for the first time in many years, instead of declined. This may indicate that we've hit at saturation point – there will always be a certain number of visitors that will visit via desktop. For example, during December with many people on vacation, it may have been easier to access the site via desktop. (NOTE: "Prior to" column indicates how users accessed HEparks prior to the app and mobile-friendly website. Responsive mobile-friendly website launched Oct 28, 2014; app launched April 25, 2014; mobile WebTrac launched in late November 2014.)

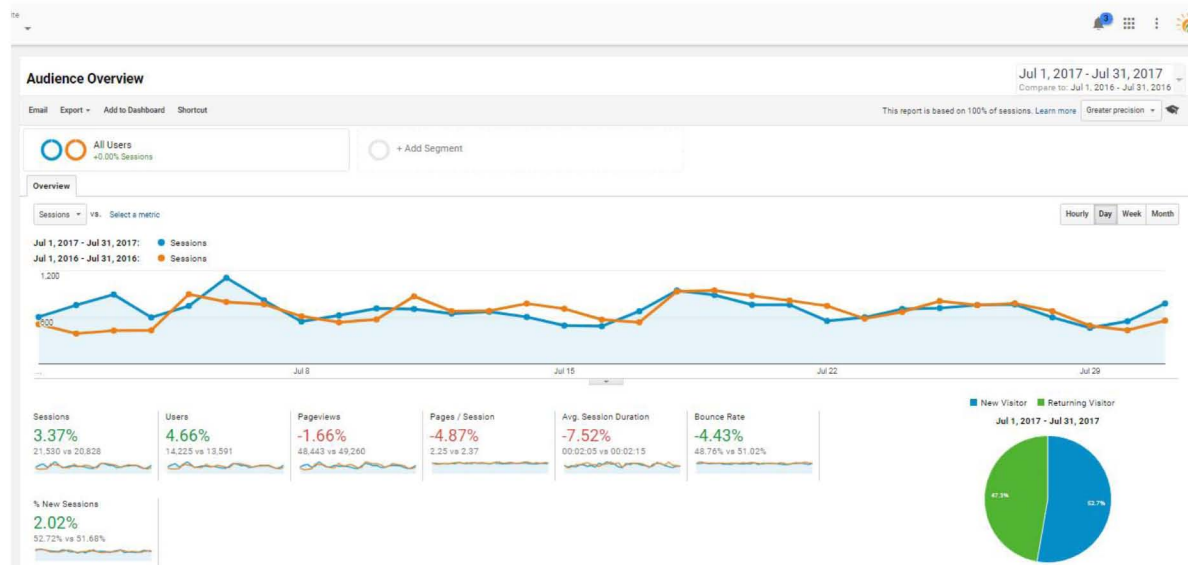
Source:	Prior to App & responsive web: Feb 2013-Feb 2014	July 1-31 2016	July 1-31, 2017	Change from last year
Google Analytics				
Desktop	63%	40%	37%	-3%
Mobile	27%	52%	56%	+4
Tablet	10%	7%	5%	-2

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



Website HEParks.org – Source: Google Analytics

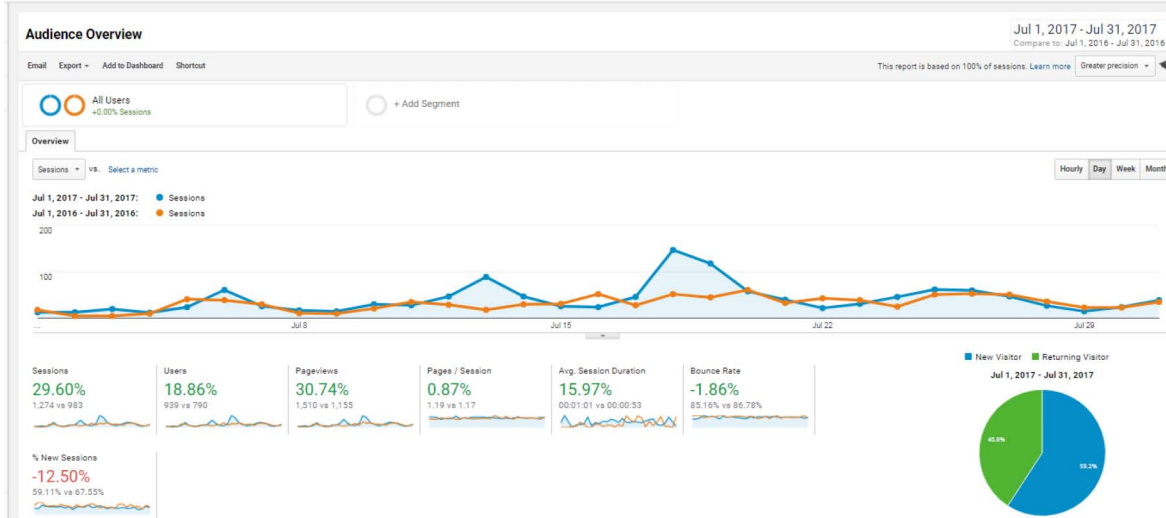
Hits to the website home page are up.





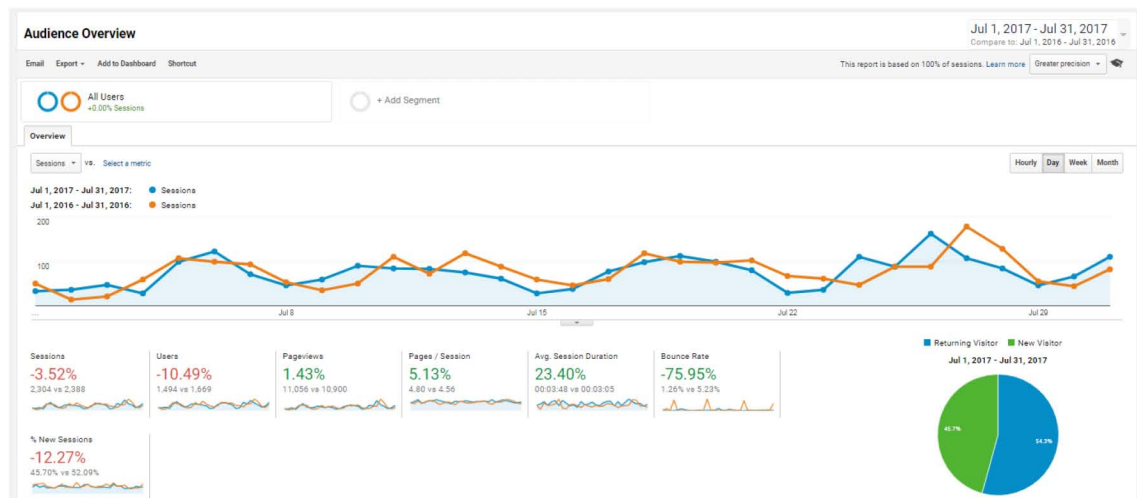
Program Guide Online – Source: Google Analytics

Hits to the program guide are up considerably. We believe visitors are bypassing the home page.



WebTrac/Online Registration Page Hits – Source: Google Analytics

Webtrac hits are down as visitors are migrating to the mobile webtrac.





Facebook Reach

Facebook fans will now be reported as a total of all Facebook pages throughout the district, including:

- Bo's Run & Freedom Run Off L...
- Bridges of Poplar Creek Count...
- HE Parks 50+ Active Adults Club
- HE Parks Preschool
- HEPD Ice Arena
- HEPD Youth Theater
- Hoffman Estates Park District
- Prairie Stone Sports & Wellnes...
- Seascape Family Aquatic Center
- Triphahn Center
- Triphahn Fitness Center
- Vogelei Park
- Willow Recreation Center

Total fans for all pages as of July 31, 2017: 2,743

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

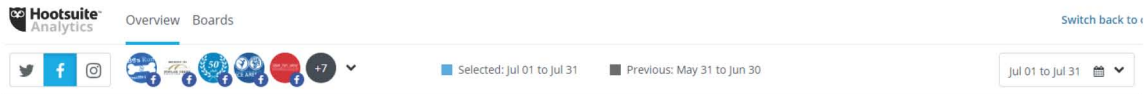
Post Message	Type	Posted	Lifetime: The number of impressions (Total Count)
The Fall Guide is now available for viewing online! http://ow.ly/3SIT30dAn5a	Photo	7/13/17 8:01 AM	2987
Mark your calendar; Cize is coming to Willow! One week away from Party in the Park! Cash only for food, beverages, and all activities! Check out everything there is for you and your family to enjoy: http://ow.ly/BAm630dJHG1	Photo	7/10/17 12:10 PM	2980
Party in the Park is just around the corner! Join us on Saturday, August 5th from 3-8:30 PM for food, music, a petting zoo and much more! http://ow.ly/ASwF30dJH6d	Photo	7/29/17 8:30 AM	2640
We couldn't have asked for a better day for the Independence Day Parade! Thank you to all who came out to celebrate in your red, white and blue!	Photo	7/26/17 9:30 AM	2394
	Photo	7/5/17 9:21 AM	2334



Engagement Report for All HE Parks' Facebook Pages

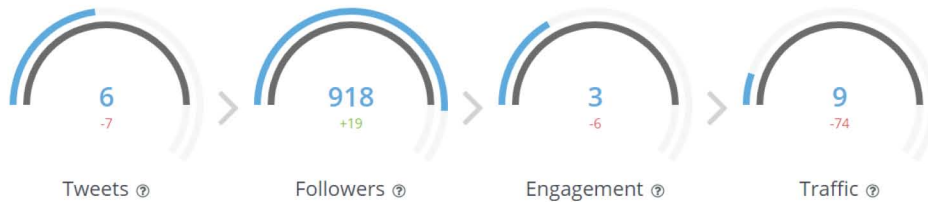
Source: Hootsuite

Facebook	April 2017	May 2017	June 2017	July 2017
Fans	6,731	6,815	6,982	7,093 -up 4%
Engagement	2,030	2,520	2,650	1,307
Posts	335	201	302	202



Twitter Analytics
 Source: Hootsuite
 @HEParks & @BridgesofPCGolf Twitter

Total followers: 918



HE Parks' Twitter account
 Source: Twitter
 @heparks

	Aug16	Sept16	Oct16	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	June17	July17
Followers	707	713	718	726	730	741	751	761	763	769	770	787
Impressions	7,146	5,599	5,973	3,964	3,870	4,882	4,740	4,260	3,965	3,496	3,713	1,736
# of tweets	41	20	32	22	15	31	26	27	21	4	11	1



Conversion Rate – What percentage registered online?

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

2011:	21%
2012:	26%
2013:	30%
2014:	33%

2015:	35%
2016:	37%
2017 as of 7/31	38%



Email Blast Results, Constant Contact

	Sent/Open	Mobile	Bounces	Clicks	Unsubscribes
2016 Fitness, Sports & Rec Benchmark	---/17.7%	50+%	8.8%	8%	0.22%
Hoffman Happenings 7/5	21.6K/18%	63%	2.7%	9.3%	0.2%
50+ Newsletter July	1062/36%	58%	3.4%	15%	0%

Opens = Emails our contacts received and viewed.

Mobile = Percent of emails opened on a mobile device.

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

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



YouTube Metrics

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

Video	↓ Watch time (minutes)	↓ Views	↓ Likes	↓ Comments
What is Pickleball?	1,820 79%	1,333 71%	0	0
Park Info: Playground Workout, Bench Pushup	138 6.0%	158 8.4%	1	0
Park Info: Thor Guard	87 3.7%	88 4.7%	0	1
Party in the Park 2017	37 1.6%	33 1.7%	0	0
Summer Campers 2016	28 1.2%	22 1.2%	0	0
Me & HEPD: Joe DeMaria and Nico Mulra, Se...	27 1.2%	26 1.4%	0	0
Park Info: What Is Blossvale?	22 1.0%	19 1.0%	0	0
Summertime is Here!	16 0.7%	22 1.2%	0	0
Aqua Fit Swim Aerobic Class at Prairie Stone...	15 0.7%	17 0.9%	0	0
Dean Bostrom Distinguished Professional	14 0.6%	6 0.3%	0	0

Parks director retiring after 21 years in Hoffman Estates

Daily Herald report

Dean Bostrom, executive director for the Hoffman Estates Park District, announced at Tuesday's park board meeting his intent to retire in the spring of 2018. Bostrom took the top job in 1997 and has worked in the industry for 35 years.

"When Dean joined the park district in 1997, his energy and passion for his work were immediately apparent," park board President Robert Kaplan said in a news release. "His vision for the park district and its ability to impact the community has proved invaluable over the years. In addition, he has provided exceptional leadership to his staff. ... We are going to miss him when he's gone, and hope that he will come back to visit."

Bostrom established intergovernmental agreements with numerous organizations, including Hoffman Estates, Elgin, Schaumburg Township, library districts, school districts and numerous area park districts.

"What I am most proud of are the successful intergovernmental cooperative agreements and public/private

partnerships that the park district has formed over the years," Bostrom said in a news release.

Under Bostrom, the district won many honors, including in 2009 the National Gold Medal award from the National Recreation and Parks Association. His personal awards include 2009 Illinois Association of Park District Honored Professional of the Year.

Bostrom co-founded the Friends of HE Parks foundation in 2000. He spearheaded the establishment of a partnership with the Chicago Wolves hockey team and in 2004 expanded by 90,000 square feet the community center, adding two ice rinks, a senior center, renovating the fitness center and adding new administrative offices. The rink is still home to the Chicago Wolves today.

Through a \$3 million, 12.09 acre land donation from Sears Holdings Corp. in 1999, Bostrom orchestrated the acquisition of property in the



Dean Bostrom

Prairie Stone Business Park to build a 100,000-square-foot building with a fitness center, two swimming pools, three basketball courts, a three-court gymnasium, three tennis courts, a climbing wall and an indoor walking/running track.

One of Bostrom's first achievements was to reach out for community input with a survey to provide direction for the development of a five-year Comprehensive Master Plan, a process which has been continued every five years since. Bostrom's career began with the Rockford Park District in 1982. He then was superintendent of parks and recreation in Richmond, Indiana, and executive director of the Lombard Park District before coming to Hoffman Estates.

"My personal goal has always been to leave every community that I worked in a better community than when I arrived," said Bostrom. "Working together with so many hard working and passionate professionals, dedicated resident volunteers and a board of commissioners who truly gets 'it' I feel we will have accomplished that goal."

ADMINISTRATION & FINANCE

- VSI RecTrac 3.1
 - Staff successfully purged 24,000 households that were either duplicate in nature or inactive greater than 7 years.
- Staff testing automatic billing creation during the pass sale functionality at the WRC location. Having the billing setup automatically will increase staff efficiencies on the back end.
- Superintendent of Business Cotshott received her CPRP certification.
- Conducted a Hoffman U on budgeting preparation for the 2018 Budget. Guidelines and timetables were developed to ensure a successful budget preparation including the review of all capital items and the implementation of the GIS system for budgeting purposes.

- Dep Dir Talsma attended a round table discussion with US Representative Peter Roskam that included many neighboring Park and Recreation Agencies. Federal funding for grants and other mandates were discussed.
- Reviewed legal requirements for Illinois Department of Human Services (IDHS) requiring additional training for District staff when teaching areas supported by DCFS funding for low income families.
- Met with Village Manager regarding potential for future fleet vehicles and options for collaboratively saving money by potential sharing future resources.
- Met with School District 54 staff to discuss possible future programming uses of the old Twinbrook Elementary School located in Parcel A, off Ash Road. SD54 is contemplating bringing the old building up to code which may allow future site usage for the Park District.
- Met with Schaumburg Park District to review potential time savings software application to streamline the CAPRA process for our reviews. The District will be purchasing the application to utilize during the process that we are starting that will cumulate in the review in 2018.
- Staff attended Party in the Park which had one of the largest turnouts in recent years.
- Begun preliminary discussions with Tollway, LLC and the Village regarding an extension for the usage of the I-90 billboard signs.
- Payroll Cycle Processing
 - 07/28/17 \$383,661.36
 - 08/11/17 \$358,653.09

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. 50+
 - d. Sponsorship/Marquee Signs
- Administrative
 - a. On-line Registration and Website Assistance
- Administrative Registration for:
 - a. Financial Assistance
 - b. Foundation Giving Tree
 - c. Park Permits
 - d. STAR
 - e. Kinderstar
 - f. Hockey

Human Resources

- Processed 9 new part-time hires.
- Conducted Hoffman U on Independent Contractors.
- Successfully completed PDRMA on-site visit for recreation with a score over 99%.
- Attended CAPRA training.

Technology

- Installed GIS on a local server at Triphahn and working with Kyle & Dustin to provide them remote access.
- Preschool Laptops
 - a. Licensing has been purchased, laptops are currently being configured, accounts are being created, and training is being setup with all teachers to ensure laptops are secured & used properly.
- VSI RecTrac 3.1
 - a. "Test" computers are ready for testing. Currently testing VIC (Vermont Integration Client) at remote facilities with various devices (i.e. receipt printers, card readers, etc.)

Newly Acquired Advertising and Sponsorships

- a. L & M Insurance
 - 50+ Open House Sponsor
- b. Harper College
 - 50+ Open House Sponsor
- c. Costco
 - 50+ Open House Sponsor
- d. Golf Rose Animal Hospital
 - Annual Dog Park Sponsor
- e. A Closer Bond
 - Doggie Carnival Sponsor
- f. Baxter & Beasly
 - Doggie Carnival Sponsor
- g. Lake Barrington Woods
 - 50+ Open House

MEMORANDUM NO. M17-098

TO: Board of Commissioners
FROM: Dean R. Bostrom, Executive Director
RE: Community Reps Mentoring Program
DATE: August 17, 2017

Background

At the July 25th Board meeting, the creation of a Mentoring Program for Community Reps was discussed. The Commissioners were in agreement that this program would be very beneficial to our Community Reps and would encourage them to participate in District and Foundation events. The program would provide Community Reps with the most current information and would allow them to gain a better understanding of what is occurring in the community and how they can be further involved.

Guidelines

As discussed at the Board meeting, the Chairperson and Vice-Chairperson from each committee will need to determine who will serve as the assigned Mentor for each of the five Community Representatives on their respective committee. Mentors/Commissioners will contact their assigned mentee/Community Representative and determine what is the preferred method of communication that works best for both parties moving forward i.e. text messages, email, Twitter, Facebook, etc. Mentors/Commissioners should notify Mentee/Community Representative of important park district information and upcoming events and whenever possible, meet their Community Representative at designated events and meetings.

Regarding the Open Meetings Act, Mentors will conduct one-on-one communications with Mentee regarding committee and/or park district business in keeping with the Open Meetings Act. Mentors can provide group communication to their Mentees/Community Representatives with regard to invitations only to Park District/Foundation events or activities in keeping with the Open Meetings Act. Back and forth communications should not be engaged in if it could be considered discussion of Park District business.

On August 5th, President Kaplan sent the Community Reps an email outlining the Mentoring Program indicating that they will be contacted by the Commissioner who has been chosen as their Mentor (attached).

Implications

At the August 22nd Board meeting, the Commissioners will choose the Community Reps who they will Mentor from the following Committees:

Buildings & Grounds Committee

Chair	Pat McGinn
Vice Chair	Keith Evans
Community Rep	Chad Bettencourt
Community Rep	Joaquin Castillo
Community Rep	Raffi Dekirmenjian
Community Rep	Marc Friedman
Community Rep	Sue Triphahn

Recreation Committee

Chair	Pat Kinnane
Vice Chair	Ron Evans
Community Rep	Linda Dressler
Community Rep	Pearl Henderson
Community Rep	Susan Neel
Community Rep	Paul Snyder
Community Rep	Hap Wittkamp

Administration & Finance Committee

Chair	Lili Kilbridge
Vice Chair	Mike Bickham
Community Rep	Raj Chhatwani
Community Rep	Victor Katis
Community Rep	Kathy Musial
Community Rep	Hosep Utas
Community Rep	Steven Winner

Recommendation

That the Board of Commissioners choose the Reps they will Mentor and contact their assigned Reps.

Jane Kaczmarek

From: Robert Kaplan
Sent: Saturday, August 05, 2017 12:12 PM
Cc: Dean Bostrom; Craig Talsma
Subject: Community Reps Mentoring Program

Dear Community Reps:

Your service to the Hoffman Estates Park District and Community is sincerely appreciated. The input that you provide is invaluable to the district as it ensures the decisions the Board makes are representative of resident opinion.

To help make your experience as a Community Representative more beneficial, the Board is starting a Mentoring Program. The purpose of this is to provide Community Representatives with the most current information and to gain a better understanding of what is occurring and how you can be further involved in the Community.

The Mentoring Program will be established whereby each Community Representative will be mentored by a Commissioner who serves on the same committee as the Community Representative. The Commissioner/Mentor will provide you with detailed information on upcoming Park District, Foundation and Community Events which may be of interest to you. At these events, Commissioners will make themselves available to you and introduce you to other individuals in the Community. Your Mentor will be there to answer any questions and address any concerns that you or your neighbors may have.

You will be contacted shortly by the Commissioner who has been assigned as your Mentor.

Thank you again for your service. I look forward to hopefully seeing you at Party in the Park today (August 5th) at Fabbrini Park from 3:00 to 8:30pm and at our upcoming Park Tour on August 15th (please meet in TC Boardroom at 6:30pm).

Sincerely,

*Robert Kaplan
Park Board President*