



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

**AGENDA**  
**REGULAR BOARD MEETING NO. 988**  
**TUESDAY, DECEMBER 16, 2014**  
**7:00 p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS & RECOGNITION
  - A. Best of Hoffman: Chris Wu, Great Harvest Bread Co.
  - B. Rica Cuff nomination for the Great Citizen Award from the Village
  - C. Recognition of Employees of the 4<sup>th</sup> Quarter
5. RECESS FOR A&F COMMITTEE MEETING
6. RECONVENE
7. APPROVAL OF MINUTES
  - A. Special Board 11/11/14
  - B. Regular Board 11/25/14
8. COMMENTS FROM THE AUDIENCE
9. CONSENT AGENDA
  - A. Playground renovation 2015 M14-133
  - B. Succession Planning / M14-150
  - C. Tax Levy Ordinance in final form O14-008/M14-130A
  - D. Budget & Appropriation Ordinance in final form O14-010/M14-153
  - E. A&F Detail Reports
    - o Manual checks \$271,031.43
    - o Monthly Invoices \$814,569.03
  - F. Financial Statements
  - G. Acceptance of B&G Minutes 11/4/14
  - H. Acceptance of Rec Minutes 11/11/14
  - I. Acceptance of A&F Minutes 11/11/14

**REGULAR BOARD MEETING NO. 988**

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10. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
11. PRESIDENT'S REPORT
  - Appointment of Community Rep for A&F Committee
12. OLD BUSINESS
13. NEW BUSINESS
  - A. 2014-2019 Comprehensive Master Plan Resolution R14-006 / M14-151
  - B. School District 54 Agreement / M14-148
  - C. Release/Review of Executive Session Minutes R14-005 / M14-149
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
  - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act.
    - 11/25/14
  - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
  - C. Pending or probable litigation, pursuant to Section 2(c)11 of the Open Meetings Act.
16. DISCUSSION AND VOTE ON MATTERS DISCUSSED IN EXECUTIVE SESSION
17. ADJOURNMENT

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



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**MINUTES  
SPECIAL BOARD MEETING  
November 11, 2014**

**1. Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on November 11, 2014 at 9:22 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

Audience: GM Golf Bechtold, Comm Rep Kinnane

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Agenda:**

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

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Golf Course Shoreline Stabilization Bids/ M14-126:

Executive Director Bostrom reviewed the item.

Commissioner K. Evans made a motion, seconded by Commissioner Greenberg to approve \$78,000 for Phase 2 of the project as outlined in M14-126.

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

B. VOIP Phone System/M14-129:

Commissioner K. Evans made a motion, seconded by Commissioner Greenberg to approve \$128,477 to ATI for their Shoretell System, \$20,000 for the re-cabling of TC, and a 5% contingency fund on the project.

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

C. Health Insurance/Vacation Policy/M14-128:

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to delete the vacation statement from item 5 of the Personnel Policy (XI) Employee Benefits, Insurance & Hospitalization effective January 1, 2015 as outlined in M14-128.

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

D. Tax Levy Ordinance O-14-008/NM14-130:

Commissioner Greenberg made a motion, seconded by Commissioner R. Evans to approve the Tax Levy Ordinance O-14-008 in tentative form in the amount of \$8,390,000 as outlined in M14-130.

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

E. B&A Ordinance O-14-009/M14-131:

Commissioner Greenberg made a motion, seconded by Commissioner McGinn to approve B&A Ordinance O-14-009 in tentative form as outlined in M14-131.

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

7. **Commissioner Comments:**

Commissioner K. Evans commended staff on the great job on the budget; well organized and very understandable.

Commissioner McGinn thanked staff for their quick response to questions.

Commissioner Kilbridge said it was good to see the input from the Comm Reps.

Commissioner Mohan agreed.

Commissioner Greenberg also commended staff on a good job. He also noted that he and staff had attended the IAPD Legal conference and that it had been the best he had seen in years. He also commented on how nice the marquee signs look.

Commissioner K. Evans responded to the marquee signs noting that he had been asked why they had not spent the money on the infrastructure and Executive Director Bostrom explained that the advertising revenue was intended as additional revenues and the marquee signs were a way to make sure that additional revenue continued to come into the district.

President Bickham commended staff on a great job on the budget and reminded the Board and Comm Reps that there was an evaluation out there for them to fill out as part of the CMP.

Commissioner Greenberg noted that they had a veteran at the table to be recognized for his service (Commissioner R. Evans) and Deputy Director Talsma noted that IT Manager Agudelo was also a Veteran.

**8. Adjournment:**

Commissioner McGinn made a motion, seconded by Commissioner Mohan to adjourn the meeting at 9:33 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peggy Kusmierski  
Recording Secretary



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**MINUTES  
REGULAR BOARD MEETING NO. 987  
November 25, 2014**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on November 25, 2014 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

Audience: Foundation Chair T. Triphahn, Comm Rep Kinnane, Superintendents Basile and Chesak, Program Supervisor Miller, BOH Bella Scheidecker & Family, and BOH Andrew Spencer & Family

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Agenda:**

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

**4. Awards:**

A. BOH:

President Bickham awarded Bella Scheidecker and Andrew Spencer the BOH for winning the NFL Punt, Pass & Kick competition held at Soldier's Field.

Mr. Spencer addressed the board thanking Superintendent of Rec Chesak and Connie Ralph for their tremendous support and in going above and beyond in their assistance to his family with their participation in this event.

B. 2014 Starguard Aquatics Lifeguard Audits:

President Bickham commended Superintendent of Facilities Basile and Program Supervisor Miller for the outstanding job they and their staff did for the audits. He also recognized Commissioner Kilbridge for introducing the park district to the Starguard program. Commissioner Kilbridge noted that it was all about staff and the job they did.

C. Certificate of Achievement for Excellence in Finance Reporting:

President Bickham congratulated staff on receiving the award from the Government Finance Officers Association (GFOA). He also noted that the district's credit profile was AA+. Deputy Director Talsma noted that it was due to much assistance from staff, particularly Superintendent of Finance Cotshott and Accounting Associate Meschewski.

**5. Minutes:**

Commissioner Greenberg made a motion, seconded by Commissioner McGinn to approve the minutes of the October 28, 2014 meeting as presented. The motion carried by voice vote.

**6. Comments from the Audience:**

None

**7. Consent Agenda:**

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



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

- A. A&F Detail Reports
  - o Manual checks \$199,020.49
  - o Monthly Invoices \$207,999.72
- B. Financial Statements
- C. Acceptance of B&G Minutes 10/7/14
- D. Acceptance of Rec Minutes 10/7/14
- E. Acceptance of A&F 10/21/14

**8. Adoption of Executive Director's Report:**

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

**9. President's Report:**

President Bickham noted that in reviewing the IAPD referendum site he noted that 10 of the 14 recent referendums passed and that 6 were related to funding renovation. He also noted that he was looking at other park district websites and they were offering community input and in some cases, workshops. He noted that the winter *IGuide* looked great and that he had results from the survey that he would share with the Forward Plan Committee.

**10. Old Business:**

None

**11. New Business:**

A. Friends of HE Parks Update /M14-143:

Foundation Chair T. Triphahn addressed the board thanking them for all the support in the past year and offering an update of the Foundation's activities during that year. He noted that the Foundation had celebrated their 15<sup>th</sup> Anniversary and been able to piggy back with the park district's 50<sup>th</sup> celebrations. He also reviewed the mission of the Foundation as well as the Foundation Trustees, noting that a number of them were also Park District Commissioners and Community Reps. He reviewed the \$15,000 the Foundation donated to the scholarship fund, \$3,300 to the Out Reach programs and the \$5,730 for

the bus payment. He also thanked park district staff for their assistance to the Foundation and the district in general for the use of their staff and facilities.

Foundation Chair T. Triphahn reviewed the Foundation Events:

- Girl's Night Out 2/19/15
- SRT Celebri-Tee Golf Outing 6/17/15
- Splish Splash 7/17/15
- Uncorked 9/18/15

Foundation Chair T. Triphahn noted that they had a great basis for a great Foundation at the park district and continued to acknowledge the sponsors for the Foundation:

- Platinum: Tate and Lyle
- Gold: W-T Engineering and HE Community Bank
- Silver: 1<sup>st</sup> Place Sports Bar and Grill, Billy Casper, ATI, De Franco Plumbing, Morgan Stanley and Austin Meade

He also acknowledged the donations from American Express of \$7,500 for the Foundation.

Foundation Chair T. Triphahn took the opportunity to thank the Board of Commissioners again for their past support and noted that the Foundation would be making their last payment on the bus in January and looking for a new project to take on for the district. He also made mention of the Giving Tree with the Sponsorship levels that the Foundation would be working on this coming year. He asked that the Board continue to come to the Foundation events, bring their friends and introduce their business associates to the Foundation for future sponsorships.

Commissioner K. Evans thanked Foundation Chair T. Triphahn for all his time as well as the entire Foundation Board.

B. Renaming of High Point Park/M14-137:

Executive Director Bostrom reviewed the memo. Commissioner K. Evans asked if it would not go through committee and Executive Director Bostrom explained that it initially is brought directly to the board and during the 60 day waiting period required it would be brought to the committees. Commissioner K. Evans asked about input from the residents and/or informing them of who Joseph Fabbri was. Executive Director Bostrom noted that the policy required residents to be informed and a public meeting held if there was a physical change to the use of the park but not for the naming. He did note that a letter could be sent to residents adjacent to the park as well as a press

release for the papers and notice on our website with information on the name change and reasoning behind it.

Comm Rep Kinnane asked if they would put an historical marker on the site explaining the person behind the name change. Staff will look into that as well as placing one at Cannon Crossings to explain who Bill Cannon, whom the park is named after, was. It was noted that the Triphahn Center already had a plaque for Scott R. Triphahn. Commissioner Greenberg asked that any formal dedication be done when the weather was better.

Commissioner Greenberg made a motion, seconded by Commissioner K. Evans to preliminarily approve the changing of the name of High Point Park to Joseph L. Fabbrini Park with confirmation no earlier than 60 days or January 24, 2015.

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

C. Confirmation of Essex Park/M14-138:

Executive Director Bostrom reviewed the memo. Commissioner Kilbridge suggested doing a formal dedication at Party in the Park.

Commissioner Greenberg made a motion, seconded by Commissioner R. Evans to confirm the name change of Essex Park to include that of Essex Park, 31 Summit and the Golf Road Basin.

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

D. Marquee Sign Lighting/M14-140:

Executive Director Bostrom reviewed the item noting that it was coming directly to the board so that the work might be accomplished right after Thanksgiving.

Commissioner K. Evans asked if reflective light would work and Executive Director Bostrom explained that Director Buczkowski had tried several options, including reflective light and this was the best option.

Executive Director Bostrom also explained that Director Buczkowski had received the final payout from Walton and there were 2 items that needed to be addressed as when the board approved the contract, they did not approve a contingency fund for any change orders. He explained the first item was a spare parts kit for the approved 5-year warranty that would cost \$2,000 and the second item was that engineering had strongly suggested that the rear wall of each sign be additionally stabilized for a cost of \$2,000 per sign for a total of \$10,000 for all items. He explained that Walton had not turned in a request for a change order prior to completing the work, although Director Buczkowski had approved the changes expecting to receive a change order.

Commissioner K. Evans asked why if the project was still under budget by \$200,000+ this item was coming to the board and Executive Director Bostrom reminded him that they had not initially approve a contingency fund in addition to the contract amount to allow for him to approve these change orders.

Commissioner Greenberg made a motion, seconded by Commissioner Mohan to approve an additional \$22,000 for the Marquee Project; \$12,000 to cover additional lighting of the words Hoffman Estates Park District on each sign, \$2,000 for the spare parts kit and \$10,000 to cover the cost of additional supports for the back walls at each sign location.

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

E. 2015 Calendar of Board/Committee Meetings/M14-139:

Commissioner Greenberg made a motion, seconded by Commissioner McGinn to approve the 2015 Calendar of Board/Committee Meetings as outlined in M14-139. The motion carried by voice vote.

**12. Commissioner Comments:**

Commissioner Greenberg noted that he really liked the Winter *IGuide* and wished everyone a happy Thanksgiving.

Commissioner R. Evans agreed and noted that he was still getting great comments on the Marquees.

Commissioner Kilbridge noted it had been quite the evening with the BOH awards. She also noted that the yoga program was great and she recommended it to everyone.

Commissioner Mohan noted that he believed the *IGuide* cover to be very crowded and that he would not be able to attend the December meeting.

Commissioner McGinn said he was still getting great comments on the Marquees also and asked how the advertising was going. Executive Director Bostrom noted that staff would start updating the board soon.

Commissioner K. Evans said the comments he was receiving were that the signs were too bright. Executive Director Bostrom noted that staff was looking to darken the background colors and that the creation of advertising for the Marquee required a learning curve. Commissioner K. Evans also noted that he was having trouble viewing the district's website from different apps and asked staff to look into that. He also asked staff to look at keeping the High Point pathways open for use over the winter; perhaps when they redesigned the pathway next year. Executive Director Bostrom noted that it would probably have more to do with maintenance than anything designing might offer.

Commissioner Mohan suggested using sand on the path rather than salt.

**13. Executive Session:**

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to move to Executive Session at 8:21 pm for the purposes of:

- A. Minutes - Section 2 (C)(21)
- B. The purchase or lease of real property for the use of the public body, pursuant to Section 2(C)(5) of the Open Meetings Act.
- C. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(C)(1) of the Open Meetings Act.
- D. Pending or probably litigation, pursuant to Section 2 (c)(11) of the Open Meetings Act.

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

Commissioner Kilbridge made a motion, seconded by Commissioner McGinn to reconvene to regular session at 10:30 p.m. The motion carried by voice vote.

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

None

**15. Adjournment:**

Commissioner Greenberg made a motion, seconded by Commissioner Mohan to adjourn the meeting at 10:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peggy Kusmierski  
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING 988**

**EXECUTIVE DIRECTOR'S REPORT**

**December 2014**

**PARKS DIVISION**

- All irrigation and quick couplers have been blown out and secured for the winter.
- The Village corrupted the turn-off valve at Cottonwood Park by sodding over the parkway and somehow bending the valve so it was not operational. They fixed it and we were able to turn the system off and secure it.
- The turn-off valve at Sycamore was also repaired by the Village and the water system shut-down.
- In turning off the water at Eisenhower inside the manhole the Village broke the turn-off valve. They were able to shut the water off but did not repair the damage in the manhole. It is being debated who should be responsible for the repairs; we feel it is the Village. We will follow up so the problem can be rectified by the spring turn-on time.
- The Thorgard Lightning Prediction System has been shut down for the season and all batteries placed in storage for the winter.
- All landscaping, sod and seed applications have been completed for the new signs at Triphahn Center, Vogeley Park and Willow Recreation Center.
- Brush mowing has begun in natural areas that are not scheduled for burning this year as weather permits.
- Controlled burns have begun as weather conditions permit. Golf Road Nature Area was started, but will have to be rescheduled for completion due to weather conditions and Park Services area on Hassell Road was completed.
- Stump grinding and rototilling of pond shoreline at Bridges was done for their shoreline project.
- Vehicle 499 - installed new wheel bearing on right side.
- Van 517 - installed two new batteries.
- Truck 512 - installed new rear brake pads, rotors and trans service.
- Chipper - installed new tire on right side.
- Truck 511 - installed new tires.
- Completed maintenance and repair on all snow plows, snow blowers and salt spreaders.
- Completed safety training on all snow removal equipment and procedures.
- RR4 stone was installed on the northeast side of the pond for shoreline erosion control off of 10th tee at BPC.

- All tennis and volleyball nets were removed for the winter season.
- Flags and “No Ice Use” signs were installed around all district ponds for the winter season.
- Blinds were installed in classrooms 105 & 106 at Triphahn Center.
- Staff shut down all parks with drinking fountains and winterized all underground plumbing.
- Staff pulled all fountains out of park districts ponds and cleaned them for winter storage.
- All irrigation lines as well as concession stands have been shut down and winterized.
- Multiple pumps across 3 buildings have been replaced to ensure proper heating for the upcoming winter.
- Several toilets across the park district have been rebuilt with new parts.
- All splash pads have been shut down, drained and winterized.
- The maintenance team has updated and fixed multiple bad thermostats across the district.

## **PLANNING & DEVELOPMENT**

### **1. Marquee Signs:**

The marquee signs were completed the first week of November and all message boards were operational and functioning. Staff has met with representatives from Walton Sign to look at the lighting issue related to the Hoffman Estates Park District letters. Additional LED light strips have been tested and it was determined that two additional strips are needed to produce the required lighting levels to make it readable at night. One of the strips will be located on the ledge below the letters and require a formed piece of metal to protect and shield the glare from the light elements themselves. It is estimated that the cost to supply and install these additional LED light strips is \$12,000 (8 sign faces). The original design which was specified by the park district was installed by Walton as per their contract. This additional lighting will come as an extra to the project.

This issue was presented directly to the park board on November 25th as opposed to presenting the issue at the December B&G meeting and then waiting for the December park board for approval. This schedule with the holidays shortly thereafter, could have potentially delayed the illuminating of the HEPD letters until after the first of the year.

In addition to installation of the LED light strips, Walton and staff have identified punch list items to be corrected as soon as weather conditions permit. Many of the items pertain to touch up painting. Should weather conditions not allow for this work to be completed this year, Walton will schedule it when the weather breaks in the spring of 2015. None of the items on the punch list impacts sign operation.

With the completion of the signs, the warranty on both the sign structure and the digital boards is now in effect. The district bought a one-year parts and labor along with a parts supply for years 2-5. Understanding the potential cost for maintenance staff included an alternate cost to provide parts replacement for years 6-10. The bid price provided by



Walton for this item was \$25,312. Staff is recommending under a separate memo that the park district enter into this extended warranty. Based upon 8 digital boards, the parts replacement cost would be \$791 per year at a time when failure is at its highest potential.

## 2. Playgrounds

Staff has completed the Supply of Playground Equipment Bid and will release that document the first week of December with the intention of receiving proposals prior to the middle of January. At that time, proposals will be approved based upon the district's needs and released for competitive bidding to be submitted at the end of January. Bids on the equipment will be presented to the B&G committee at the February meeting.

## FACILITIES & RECREATION DIVISION

### **Upcoming Event Schedule Summary:**

- **Polar Express:** Saturday, December 6<sup>th</sup>, at the Schaumburg train station, 1p – 3p and 3p – 5p. Two trips to the Elgin train station and back.
- **Zoo Lights Family Field Trip:** Sunday, December 7<sup>th</sup>, at the Lincoln Park Zoo.
- **Skate with Santa:** Sunday, December 7<sup>th</sup> at the Triphahn Center and Ice Arena, 3p – 4:30p.
- **Breakfast with Santa:** Saturday, December 13<sup>th</sup> at Bridges of Poplar Creek Country Club, 9a – 12noon.
- **Winter Fest:** Saturday, December 13<sup>th</sup> at Bridges of Poplar Creek Country Club, 11a – 2p.

### **General Summary & New this Month:**

- The digital marquee signs continue to be well received in the community. Windsor Sales Inc. has contracts from the following advertisers: Fabbrini Flowers, iPic Movie Theater, Remington Apartments and America's Bar. The impact on the park district programs, services, membership and events has been very positive. Staff is tracking the feedback and leads as it relates to the impact on in-house services.
- Staff attended the Elgin Pet Expo on November 1<sup>st</sup> and met some Freedom Run park members and handed out information about HEPD dog parks. Contacts were also made with vendors for future dog park events.
- There are currently 364 registrants for fall soccer compared to 342 in the fall of 2013, a 22 player increase.
- The Hoffman Estates Park District received a \$1,000 sponsorship for the youth volleyball league from Mathnasium in South Barrington.
- The 50+ group provided 12 volunteers for the Hoffman Estates Chamber of Commerce Taste Event.
- The final 4<sup>th</sup> quarter CHEER customer service and Medic AED/CPR training classes were held in November. The 2015 class schedules have been established for both forms of trainings. The new 2015 class schedules will be announced within December.
- Seascape season passes are now on sale for the 2015 season, so far there have been 15 Seascape passes sold compared to none reported at this time in 2014.

- Hoffman Estates held a local and sectional competition for the NFL Punt Pass Kick competition. We are pleased that 4 finalists from the state of Illinois came from our sectional which was held on October 19<sup>th</sup> at Cannon Crossings.

Andrew Spencer (2nd seed)      6-7 Boys    1<sup>st</sup> place overall

Luke Adams      (1st seed)      8-9 Boys    1<sup>st</sup> place overall

Austin Hatcher (4th seed)      14-15 Boys    4<sup>th</sup> place overall

Bella Scheidecker (3rd seed)      8-9 Girls    2<sup>nd</sup> place overall

Congratulations to our winners who competed in the PPK Championship on November 22d at Halas Hall and who were recognized on November 23<sup>rd</sup> at Soldier Field prior to the Bears vs Tampa Bay game.

- A special thank you to Dicks Sporting Goods for hosting Shop Day at the Schaumburg location. Between the hours of 9 am – 2 pm anyone who came in with our flier received 20% off their entire order. Dicks will also be presenting HEPD with a gift card to replenish aging sport equipment.
- New in December will be our Winter Fest which is being held at Bridges of Poplar Creek on December 13<sup>th</sup> from 11-2 pm.
- Staff is currently working with the NFL on a youth flag football league. Details will be in the spring guide.
- Winter skating camps will be offered for the first time over the holiday break. Six one day options will be available.
- The Wolf Pack Silver Mites – has nearly 30 six and under players – one of the largest groups at this age anywhere. The potential for the future is very exciting. This team performed wonderfully in inter-squad games a few weeks ago at Allstate Arena before a Wolves game. Mite NWHL – has 4 teams which is the most ever since the opening the facility.

**Dance Programs Summary:**

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

- Fall dance classes started the week of September 9<sup>th</sup>. More classes have been offered in the senior center to help with over booking the dance room.
- Hoffman Stars Dance Company will be performing holiday dances at the St. Alexis Children’s Hospital on December 7<sup>th</sup>. Books will be collected to take with them.
- The Hoffman Stars Dance Company will also be dancing at the Winter Fest event scheduled to take place at Bridges of Poplar Creek Country Club on Saturday, December 13<sup>th</sup>.

### **Youth In-house Soccer Summary:**

- Soccer season is complete. Mother Nature was very kind and the season was ended on schedule.
- Games will be held on Sundays at the Triphahn Center gym starting in January.

### **Hoffman United Travel Soccer Summary:**

- The travel soccer meeting was held on Wednesday, November 19<sup>th</sup>.
- The soccer season is ongoing.
- Registration is ongoing. The season started on November 1<sup>st</sup>.

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

### **Youth Basketball Season**

- Youth basketball is still taking registration; staff will report the final numbers in December.
- Coaches meetings and evaluations ran on November 15<sup>th</sup>.
- Returning staff have been contacted and confirmed.
- Picture day is scheduled for January 3<sup>rd</sup>.
- Practices start the week of December 1<sup>st</sup>.
- The new draft system was a success. Each player was ranked 1 to 5 (5 being the most skilled) and distributed the players out fairly in a snake draft format. The coaches were very happy with the new system.

### Little Dribbler

- This is a new contractual program set up for youth ages 4 through 6. This will be a great program to feed into our youth basketball leagues that start at 7 years old. This program will run on Saturdays during our youth basketball leagues so parents can get a feel for their young player's future.

### Preschool/Early Childhood Summary

<u>Program</u>	<u>11/2013</u>	<u>11/2014</u>	<u>Var. +/-</u>
Threeschool 14-15	15 TC, 10 WRC	15 TC, 11 WRC	+ 1
2's Playschool 14-15	30 TC, 23 WRC	30 TC, 25 WRC	+ 2
Preschool 14-15	117 TC, 55 WRC	118 TC, 69 WRC	+ 15
<u>Early Learning Center</u>	<u>29</u>	<u>25</u>	<u>- 4</u>
<b>TOTAL Preschool</b>	<b>279</b>	<b>293</b>	<b>+14</b>

### Preschool / Early Learning Center

- The preschool program sold pies through Market Day in November for a fundraiser. The classes also donated 11 laundry baskets of food to the Palatine and Schaumburg food pantries.

### Early Childhood Classes

- There are 25 children enrolled as compared to 29 at this time last year. One child is scheduled to start next month.

### Administrative Summary

- Alisa met with the Lisle Park District in November to review DCFS guidelines with their preschool director.
- Alisa and Jody attended the SPRA Showcase to get new ideas for Party in the Park entertainment and children's entertainment.

## STAR Before and After School Program Summary

Program/Month/Year/Variance +/-	11/2013	11/2014	Var. +/-
MacArthur:	45	42	- 3
Lakeview:	44	39	- 5
Fairview:	70	73	+ 3
Armstrong:	38	39	+ 1
TJ:	13	16	+ 3
Whiteley:	20	21	+ 1
Muir:	26	32	+ 8
Lincoln Prairie:	42	47	+ 5
<b>Total</b>	<b>298</b>	<b>309</b>	<b>+ 11</b>

- November's monthly theme was Random Acts of Kindness and Being Thankful.
- November 13<sup>th</sup> was World Kindness Day. Children participated reading books, took a pledge of kindness, and decorated bulletin boards, as seen below:



## 50+ Club Summary:

<b>Program/Month/Year/Variance +/-</b>	<b><u>11/2013</u></b>	<b><u>11/2014</u></b>	<b><u>Var. +/-</u></b>
Total membership	1055	703	(352)*

*\*Number reflects the Golden Circle Members that were automatically registered with us, please note that 550 members were registered and we were able to retain about 160 of those memberships. That is a 29% return ratio, very positive.*

## Membership/Volunteerism

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

New	34
Renewed	36
Volunteers	4 (6 hours total)

## Trips

- Andrews' Sisters, Joilet, IL 27 participants
- Tea / Drake Hotel, Chicago 26 participants
- Diamond Tour NYC trip 50 Sold Out plus a waitlist
- Fatally Chicago 24 participants

## Evening/Special Programs

- Holiday Dinner Party at Bridges of Poplar Creek Country Club.
- Pub Quiz Night (3<sup>rd</sup> Thursdays / 6:00 pm) –28 participants – back at Bridges of Poplar Creek Country Club, dinner and games (prize donated by Morizzo's Funeral Home).
- Outing for Patsy Cline tribute at Heritage Woods, South Elgin (retirement community).
- The ELC had 50+ members read to ELC in November.
- Friday programs (on-site unless indicated).
  - a. 11/07 Brown Bag Lunch / played holiday ice breaker games.
  - b. 11/14 Brown Bag Lunch / Visited Angels & Heritage Woods and led members in ceramic tile craft.
  - c. 11/21 Thanksgiving luncheon with 40 participants, 23 purchased lunch.

## Special Event Summary:

- Preparations are under way for the Polar Express on December 6<sup>th</sup> and Winter Fest.
- Preparations for HEALTH-e-Kids Fair will begin in December. The event is held in February.

## Volunteers Summary:

- Human Resources processed 13 new volunteers and 3 returning volunteers in November.
- Administrative staff was contacted by 2 additional individuals seeking volunteer opportunities.
- Eight volunteers participated in opportunities throughout the district including 50+, Ice, and general programs for approximately 26 hours total.
- Eight Foundation Trustees met in committee / Board for a total of 12 hours.
- Two high school students volunteered at PSS&WC for 10 hours.
- Raptors provided 21 volunteers for 150 hours.

## Ice Arena

### Figure Skating

- The winter holiday skating exhibition will take place on Saturday, January 10<sup>th</sup> with 2 shows. Registration is currently underway.

## Hockey

- Hockey Clinics are being planned over the holiday break.
- Wolf Pack update from some recent tournaments:
  - Coyote Mite Travel 1 – Grand Rapids Champions
  - Squirt Red – Notre Dame Champions
  - Pee Wee 3 – Springfield Champions
  - Bantam Black – Detroit Champions
  - Midget minor NIHL – Springfield tournament Champions
  - Squirt 2 – 2<sup>nd</sup> Ann Arbor
  - Squirt 3 (first year team) semifinalist – St. Louis
- Wolf Pack Notes:
  - Squirt NIHL – First time ever, Squirt 1 is chosen to play at the Elite level.

## Ice Rink Information

<u>Program</u>	<u>11/2013</u>	<u>11/2014</u>	<u>Var. +/-</u>
• Public Skate	594	515	- 79*
• Freestyle	232	110	- 122*
• Drop In/Homeschool	306	324	+ 18

\*The decrease in participation is due to the reduction of public and freestyle skate sessions. This can be attributed to the increase in practice/lesson time for hockey and skating lessons.

### November Parties/Outings and Information:

- There were seven public skate parties held in November.
- The World Hockey Invite was played at the Triphahn Center November 7<sup>th</sup> through November 9<sup>th</sup>.

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

<b>Facility/Month/Year/Variance +/-</b>	<b><u>11/2013</u></b>	<b><u>11/2014</u></b>	<b><u>Var. +/-</u></b>
PSS&WC	3,498	3,367	- 131*

\*The negative variance can be attributed to the increase in additional competition and the severe weather on the front end of the 2014 season.

### Marketing:

- The enrollment promotion for the month of November reflected a 50% enrollment fee discount designed to attract new members prior to the start of the holiday season. New members who enrolled in November also received November dues free upon mention of the direct mail postcard or the HEPD and/or PSS&WC website ads. The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships; the club cash incentive corresponding with this referral program rewards current members with a \$25.00 club cash reward for referrals who enrolled as members. These promotions have proven to be popular and effective among prospective clients and among the most productive of marketing efforts.
- A 30K piece postcard mailing was initiated during the month of November to promote the discounted enrollment fee along with “coupons” for a complimentary guest pass and a free month of dues to those who presented the postcard at the time of enrollment. Targeted demographics included ages 35-65 single family homes with household income of 75k or higher within a 5-7 mile radius of the club.
- The ENROLLMENT FEE banner on the north side exterior remained mounted on the building along with the new east side banner that was ordered and hung during the month of July. This second banner provides visibility/identity of the building for westbound traffic on Route 72 and compliments the new signage panels installed in the spring. Likewise, both internal and e-based targeted marketing were utilized to inspire member referrals as well as to reach all HEPD clients throughout the community. The HEPD bi-monthly e-blasts included the enrollment promotion details, and targeted emails through Retention Management continued to be sent throughout the month to promote the club cash incentive for member referrals with additional incentives promoted on Facebook and the HEPD and PSS&WC websites.
- The number of credit card denials following November billing increased once again for a second time this year as a result of the most recent hacking schemes that befell many large retailers. The drastic increase in these “kick-outs” can be attributed as a direct effect of the fraud issue that impacted retail shoppers over last month. Efforts that were implemented



within the Member Services and Billing offices to contact members proactively to obtain updated information for billing continued aggressively during the month of November. These efforts include phone calls, emails, form letters, and person-to-person contact upon check in at the Service Desk. This issue is expected to continue for the foreseeable future as banks are forced once again to take proactive measures to cancel and reissue cards to their clients as a result of increasing cyber hacking trends.

- The General Manager of Sales & Operations worked with the C&M Manager to coordinate and complete a comprehensive video and photo shoot within the club. Efforts were taken to record candid as well as “staged” video and photos that were used in the composition of a 15 second promotional video advertisement through the Daily Herald. The video showcases all areas of the club and provides a quick narrative informing viewers of a special enrollment promotion for the months of November and December reserved exclusively for those who mention the ad.
- Efforts are currently being taken to review and revise as needed all current promotional tri-folds for the club in advance of the New Year. An order will be placed in December for the purchase of new promotional tri-folds to ensure inventory levels of each are sufficient.

#### **Operations Department:**

- The Parks team confirmed that remodeling and re-carpeting efforts within the Kids Korner will take place beginning on December 1<sup>st</sup>. Included in the remodeling effort is a relocation and rebuild of the reception desk, which will allow for a larger and more comfortable reception/check in area for members. The project is anticipated to be completed within the first 2 weeks of December.
- The Elements Spa team welcomed two new licensed massage therapists to the team, who will be available to provide daytime hours weekly for members and clients. Meanwhile, the Esthetician at PSS&WC resigned her contractual position effective December 1<sup>st</sup>; body treatments and facials will no longer be offered at the club.
- Pickleball is now offered 5 days per week at PSS&WC with the addition of a few 50+ groups on Wednesdays and Fridays. Interest in this sport continues to grow rapidly.

#### **Programming, Aquatics, and Fitness Departments:**

- In the month of November there were 120 people who climbed during open climb at PSS&WC. This is the highest number of participants for open climb since opening in 2000. Thursday’s open climb format was changed from an adult only format to a general open climb in October. The feedback for this change has been very positive among PSS&WC members and regular climbers.
- In the area of private swim lessons, PSS&WC is seeing an increase. Participants seem to enjoy the one-on-one instruction and flexibility of the private sessions. In the month of November there were over twice as many lessons sold in 2014 compared to 2013 with 49 private swim lessons sold as compared to 19 in 2013. Overall for the year there has been 685 private lessons sold as compared to 521 at this time in 2013.

- The two LCAP students from Hoffman Estates High School are doing a great job volunteering in the PSSWC fitness area and are about half way to their 20 hours.
- The new TRX Circuit Classes started in November. Demonstration classes were well received. A total of 47 five packages have been sold.
- PSS&WC Group Fitness class participation highlights include: Pump & Abs – 40 participants, Forever Fit – 23 participants, and Cardio Kickbox – 28 participants.
- Thanksgiving Group Fitness class participation: Multi Step / Kickbox – 39 participants, Spin – 20 participants, and Pilates – 25 participants.

### **Triphahn Center (TC)**

<b>Facility/Month/Year/Variance +/-</b>	<b><u>11/2013</u></b>	<b><u>11/2014</u></b>	<b><u>Var. +/-</u></b>
TC	923	921	- 2

### **General Operations:**

- There were 11 open gym participants as compared to 11 for November 2013.
- The monthly Dance World rental was held on November 8<sup>th</sup>.
- There were 40 guest fees collected in November.
- The new fitness classes began the first week of November with a total of 19 participants ((9) Fitness Boot Camp and (10) Women of Steel).
- In addition to general custodial cleaning, the following projects were completed in November.
  - a. Light lenses, lights, vents, and blow vents were cleaned throughout the building. The entire project for the building will be completed December 31<sup>st</sup> this year.
  - b. Kick plates on all doors were cleaned.
  - c. The Preschool room 103 bathroom was deep cleaned.
  - d. Fitness equipment cup holders were deep cleaned.
  - e. There were 56 set-ups requested by the recreation department and 10 set-ups for rentals.
- Eight pieces of equipment were re-upholstered in the fitness center.
- Flu shots were offered through the Village on November 3<sup>rd</sup> for staff and the public at the Triphahn Center.
- A staff appreciation party was held on Sunday, November 30<sup>th</sup> from 5 pm to 8:30 pm at Jerseys for Triphahn Center and Willow Recreation Center front desk staff and custodians.

### **Willow Recreation Center (WRC)**

<b>Facility/Month/Year/Variance +/-</b>	<b><u>11/2013</u></b>	<b><u>11/2014</u></b>	<b><u>Var. +/-</u></b>
WRC	368	353	- 15

### **General Operations:**

- Open gym had 650 participants in November as compared to 627 in November 2013.
- There were 14 guests to the fitness center.
- There were 5 visits / tour to the center in November.

- The second session of fall fitness classes began the week of November 3rd. There are 4 classes running with 58 participants. In addition, there were 65 drop-in participants. In the 2<sup>nd</sup> session of fall 2013 there were 5 classes running with 54 and 623 drop-ins.

### **Dog Parks**

- An online costume contest was held on Facebook. People submitted pictures of their dogs in costumes and they were posted on our web page. Everyone had a chance to vote for their favorite costumes. The dog with the most “Likes” won 1<sup>st</sup> place which is a free membership to either park. Attached is a page from the dog parks Facebook page showing that the announcement of the winners reached 795 views

### **Bo’s Run Off Leash Area**

#### **General Operations:**

- There are currently 329 Bo’s Run only members plus the 72 combo members. 375 Bo’s Run only plus 84 combo members to Bo’s Run at this time in 2013.
- Breakdown for Bo’s Run / Combo passes HE 177, Palatine, 40, Barrington 30, Schaumburg 63, Arlington Heights / Mt. Prospect 13, and Inverness 24. Additional towns are Rolling Meadows, Elk Grove Village, and Hanover Park.

### **Freedom Run**

#### **General Operations:**

- 347 Freedom Run only members plus 72 combo members. 340 Freedom Run only plus 84 combo members at this time in 2013.
- Breakdown for Freedom Run / Combo passes Elgin – 184 HE – 85, Streamwood – 71. Additional towns are Schaumburg - 40, Huntley, Hanover Park and South Barrington, Elk Grove, Palatine, Wheeling and others.
- There are a total of 748 (766 at the end of October) Dog Park memberships (329 Bo’s Run, 347 Freedom Run, and 72 combination memberships). There were 800 dog park memberships in 2013.

### **Vogelei House / Barn**

#### **General Operations:**

- The Vogelei Barn had an extremely busy November almost tripling its revenue generated for rentals from 2013 to 2014 in the month of November.
- There were some heat issues at the barn that have been addressed and are still in the process of being repaired.
- The second session of WALK Live began the week of November 5<sup>th</sup> with 7 participants.

**Communications and Marketing  
Program Promotions**

- The Communications and Marketing Superintendent worked with program managers to promote the new website, basketball, Prairie Stone memberships, Make a Wish Golf Event, Parents Night Out, and holiday events.

**Community Education**

- **HEALTHeKids e-Blast & Blog** – The articles are individually promoted through social media and eventually an RSS feed on the park district website.
- **iPlay Hoffman** – This Quarter’s show includes a spot on the 50+ Active Adults Center, the anti-bullying efforts and a fitness video by a PSS&WC Personal Trainer on how to stay active during the holidays. The video will run through January 1<sup>st</sup>.
- **IAPD Research Brochure** – included a photo which was submitted or the 50+ Active Adults Club.
- **Park Info** – Communications and Marketing is developing content for the Planning Division’s park portal project, called “Park Info”. A button has been added on the application to begin to beta test the project. Content is being created to cover four topics including Health, Sports, Nature, and Fitness.

**Public Relations & Advertising**

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

**MARKETING DASHBOARD (SOCIAL MEDIA & WEB STATISTICS)**

October 29, 2014 – November 30, 2014

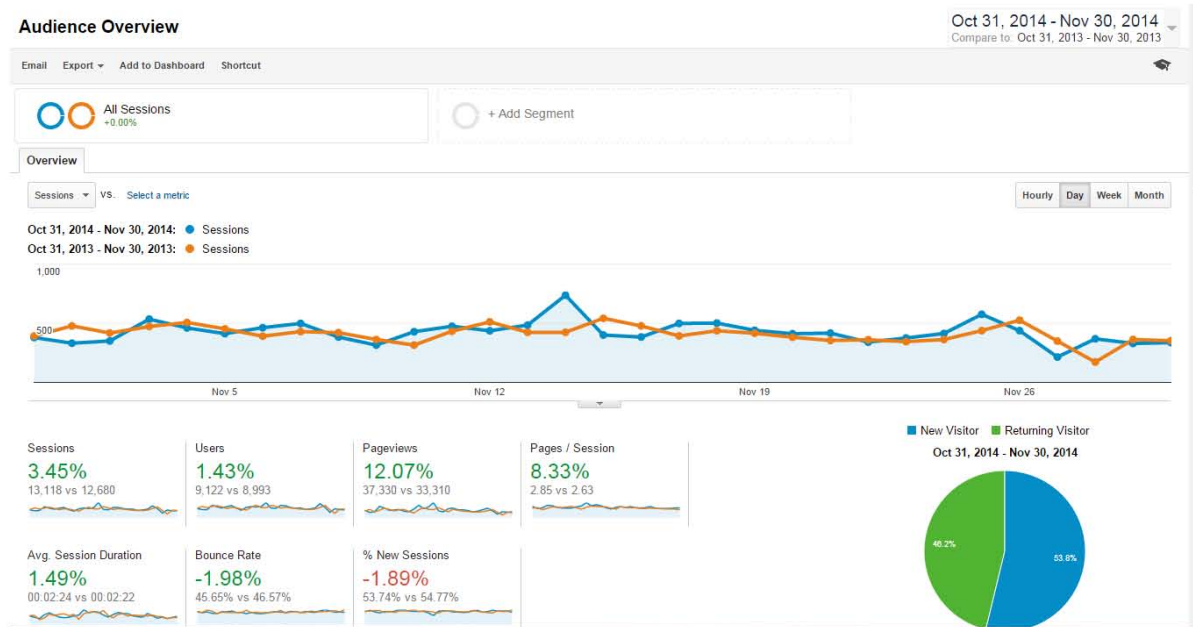
**Mobile App Update**

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

	<b>Benchmark: Feb 2013-Feb 2014</b>	<b>October 29 – November 30, 2013</b>	<b>October 29 – November 30, 2014</b>	<b>% Change from last year</b>
Desktop	63%	59%	51%	- 8%
Mobile	27%	29%	37%	+ 8%
Tablet	10%	11%	11%	0%

## WEBSITE Heparks.org Google Analytics

We see an increase in hits on November 4<sup>th</sup>, the day the Winter Guide and registration began.



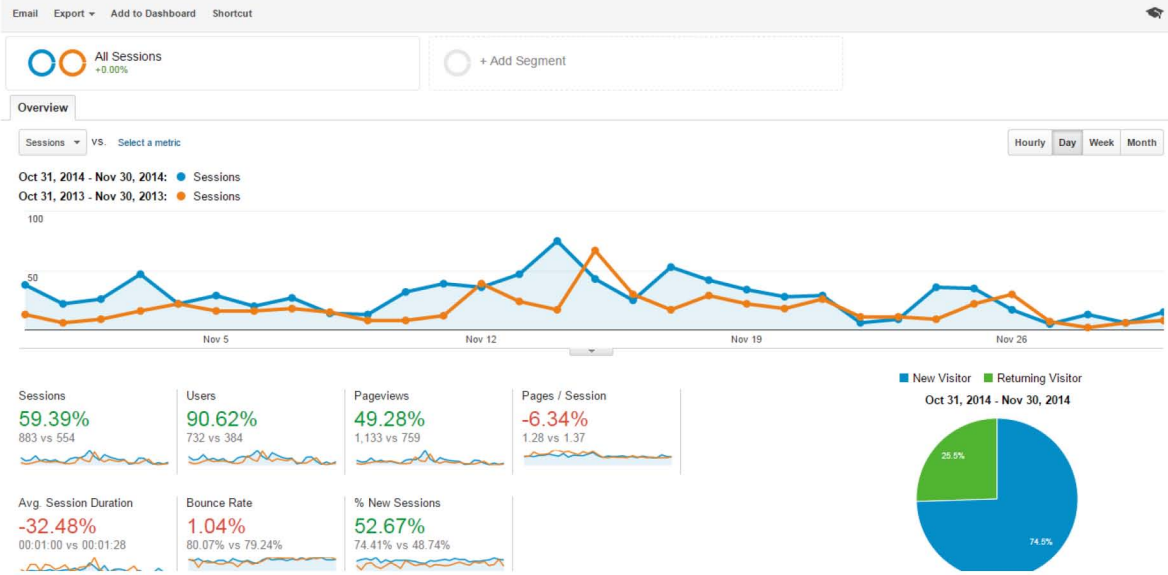
	2013	2014	+/- Variance
<b>Sessions</b>	12,680	13,118	+3.45%
<b>Users</b>	8,993	9,122	+1.43

## Program Guide online

Indicates how many times people are viewing the electronic version of our program brochure on our website. The program guide sees an increase on November 14<sup>th</sup>, the day Winter Registration began.

**Audience Overview**

Oct 31, 2014 - Nov 30, 2014  
Compare to: Oct 31, 2013 - Nov 30, 2013

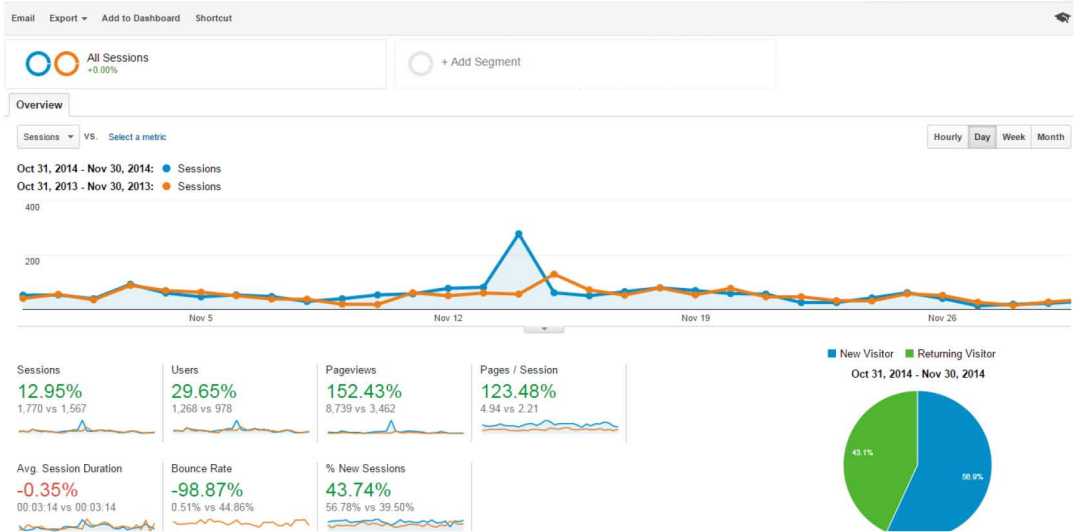


**WebTrac/Online Registration Page Hits**

**Google Analytics** – Hits are higher on Mondays; a historical trend, with the most hits on the registration begins. Overall compared to last year we are seeing much more hits to our online registration.

**Audience Overview**

Oct 31, 2014 - Nov 30, 2014  
Compare to: Oct 31, 2013 - Nov 30, 2013



## Facebook Reach

Our goal is engagement: The more people tag, share and comment on posts the greater the reach.  
28 Days Page Engaged Users (Col G): The number of people who engaged with our Page.  
Engagement includes any click or story created in October = 26,272, November – 16,288.



## Conversion Rate – What percentage are registering online?

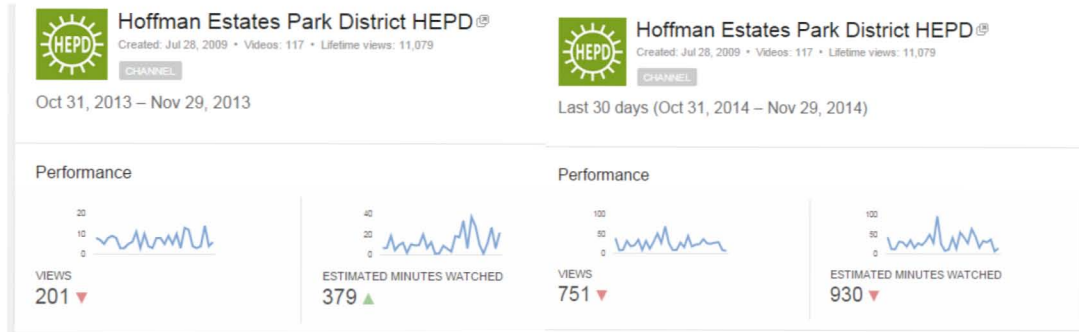
Derived from a RecTrac Report that indicates the percent of registrations made online vs in person. New responsive/mobile-friendly website launched Oct 28, 2014.

2011:	21%
2012:	26.3%
2013:	30.69%
Jan 1-Nov 30, 2014:	33%

## HE Parks Youtube.com Channel

Results – Oct 31-Nov 29, 2014. Views and Minutes Watched are up significantly. Currently we are running Park Info: Zac Marshall Gives Tips for Holiday Fitness. Top 5 Videos this month:

1. Bridges of Polar Creek Weddings (running on Bridges' website and The Knot site)
2. Me & HEPD: The Bickham Family (on heparks.org home page Nov 10-18)
3. Park Info: What is the Role of Fire? (on heparks.org home page in Nov 18-Nov 25)
4. Me & HEPD: Rica Cuff, 50+ Coordinator (on heparks.org home page Oct 28-Nov 10)
5. Park Info: Natural Areas and Landscapes (on YouTube channel)



## BRIDGES OF POPLAR CREEK

### General Programs

- Turkey Shoot was a successful event on November 1<sup>st</sup> with 80 participants. This is a 2 person event featuring 3 different formats. 6 Holes Scramble, 6 Holes Alternate Shot, and 6 Holes Best Ball. After the round they enjoyed a fantastic buffet put on by our staff. Each participant also received a 10 to 14lb turkey which was a big hit. Congratulations to this year’s champions: 20LB Division = Dan Casey & Scott Inman, 15LB Division = David Newland & Fran McKenney, 10LB Division = BJ Frobish & Ryan Moreau, 5LB Division = Keith Marchen & Paul Tatosian.
- Make A Wish Come True Golf Event on Saturday, November 15<sup>th</sup> we were able to raise \$1,040 for local area needy families. Families were selected with the help of local school social workers. They were kind enough to help us select a great group of 4 families that are in need for this holiday season. Staff will be shopping for them the first part of December and all the gifts will be wrapped and delivered before the holidays. Thanks to all those who participating in this fundraising effort.

### Golf Rounds

#### ROUND TOTALS

2012	2013	2014
1,215	810	387

#### YTD ROUND TOTALS

2012	2013	2014
34,087	31,028	29,122



## Range Information

RANGE BASKET SALES TOTALS		
2012	2013	2014
376	176	94
YTD RANGE BASKET SALES TOTALS		
2012	2013	2014
19,946	17,925	18,436

## Communications & Marketing

### Marketing/Advertising

- We did 4 email blasts for the month advertising, Turkey Shoot, Make A Wish, Breakfast with Santa, Winter Fest, ProShop Sales, Holiday Parties, and Weddings & Banquet Specials.
- Jennifer Fuller also reached out to over fifty local businesses with a direct mailing piece for Holiday Parties and other special events. They were sent out from contact names and addresses from a local hotel we work with. We have received two responses to date.

### Food & Beverage

For the month of November we had a total of 16 Events. (16 Events in 2013)

*The breakdown is as follows:*

8 breakfast meetings servicing 148 people

3 Rotary luncheons servicing 130 people

1 memorial servicing 25 people

1 all day IPRA meeting servicing 93 people

1 retirement luncheon servicing 92 people

1 Turkey Shoot

1 tasting event at Stonegate

We currently have 20 events booked for the month of December (18 Events in 2013)

6 breakfast meetings servicing 66 people

1 50+ Dinner servicing 78 people

3 Rotary luncheons servicing 120 people

4 holiday parties servicing 132 people

1 All day meeting with lunch and cocktail/hors d oeuvre reception servicing 65 people

1 Memorial servicing 25 people

1 IPRA all day meeting servicing 93 people,

1 birthday party servicing 100 people

1 baby shower servicing 50 people

Breakfast with Santa will be at least 300 total

2016=1 ceremony and reception

2015=17 receptions 13 of which are hosting their ceremonies here plus 2 ceremony only

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

### **THE KNOT BEST OF WEDDINGS AWARD**

- Bridges of Poplar Creek C.C. was fortunate to win The Knot Best of Weddings for the 4<sup>th</sup> consecutive year. Staff did a fantastic job this season especially with losing our Food & Beverage Manager during the busiest time of the season. As GM I couldn't be more proud of the effort and dedication our staff put forth this year. Hats off to them for all their hard work! Below is the letter of recognition from the Knot:

Hi Brian-

Congratulations!!! Not only did Bridges of Poplar Creek win Best of Weddings for 2015, but you also are now a Hall of Fame winner!

**It is with enormous pleasure that I congratulate you for winning The Knot's Best of Weddings Award for 2015 in Chicago Suburbs!** This year the competition was the hardest it has ever been - only the top 2% of vendors across the country earned this honor and you absolutely deserve it. The Knot's Best of Weddings award is a top honor in the wedding industry and couples recognize the elite status of selected vendors. This is absolutely a go-to list when shopping for their weddings.

The Knot will be heavily promoting our Best of Weddings winners beginning **January 1<sup>st</sup>, 2015**. Here is how we will be showing off your award:

- Exclusive Best of Weddings Winners section on the homepage & Chicago Suburbs page of [TheKnot.com](http://TheKnot.com).
- Newly designed feature in the upcoming engagement Spring/Summer issue of *The Knot Chicago* magazine hitting newsstands February 2015.
- Quarterly emails to ALL brides and grooms exclusively devoted to reminding our brides and grooms about Best of Weddings.
- A link promoting the Best of Weddings Winners page to every NEW bride and groom who joins The Knot to in her very first welcome email.
- Best of Weddings pages will be the top link in the local vendors section for all web & mobile visitors.

Past winners have declared that winning the Best of Weddings award has absolutely helped their business grow and they want to showcase their win in every place possible.

Again – HUGE congratulations to you Brian and Bridges of Poplar Creek on your Best of Weddings 2015 win!

## **Golf Maintenance**

Winter arrived early this year as temperatures were well below average in the month of November. It started on November 2<sup>nd</sup> when temperatures drop down into the low 20's and besides about three or four nice days we never really recovered. The Average temp for this past November was 32.6 degrees. The crazy stat is that we went from November 12<sup>th</sup> to November 21<sup>st</sup> without getting above freezing, with a measurable snow fall on the 16<sup>th</sup> and 24<sup>th</sup> of the month.

Despite all the cold weather the maintenance team stayed busy getting the course ready for winter and finishing project that had started earlier in the year. We started by blowing out the irrigation system on the 12<sup>th</sup> and 13<sup>th</sup>, followed by applying our snow mold products on the 19<sup>th</sup> and 20<sup>th</sup>. All that was left to put the course to bed was a solid layer of sand on the greens. Due to the harsh winter of 2013-2014 we made the decision to cover all the greens with a ¼ - ½ inch layer of sand. Since our greens have a high population of *Poa Annua* on them we must take measures to protect the crown (heart) of the plant from ice and wind damage. We choose to use sand as it will coat the crown of the plant and not allow ice to form on it, unlike covering with turf covers that allow water and ice to penetrate them. The other downfall can be that the covers will warm the surface of the plant causing the plant to warm and freeze all winter long adding unwanted stress to the greens. While there are benefits to covers we feel that after last winter's events and success stories with sand this was our best option. We were able to get 14 of our 20 greens covered with sand on the 24<sup>th</sup> prior to the snow starting to fall. The rest of the greens are to be completed on December 2, 2014.

We worked on four projects this past month as well. We started removing more dead ash trees from the property. A total of 11 were removed and chipped into mulch on site. Once the new sign was completed at Moon Lake and Golf Road we were able to finish the landscaping at this location. The final project was to start the renovation of the Irrigation Pond on holes 10 and 11. All plant material was cut down to four inches around the pond to allow HEPD staff to apply rip rap along the Northwest side of the pond. The cart path along the pond on #10 and #11 tee was removed and hauled away along with removing all the stone under the cart path and saving at the maintenance shop for future use. The final step to prepare for the contractor was to remove five irrigation heads and two drain lines from the area to be saved and installed after completion of mass grading. Wadsworth Golf staged equipment on the golf course on the 25<sup>th</sup> of the month and is schedule to start removal of the wall on the 1<sup>st</sup> of December.

Other items completed are listed below:

- Leaf Cleanup
- Removal of all golf course accessories
- Winterize all bathrooms
- Cutting down all perennial grass beds
- Continued landscape work for the new sign at Golf and Moon Lake Road
- Planted new rosses and hydrangea at the course entrance sign on Poplar Creek
- Equipment maintenance

### **FINANCE / ADMINISTRATION**

- Staff was interviewed for the S&P bond rating process which resulted in an affirmation of the District's AA+ bond rating. This is one of the best park district bond ratings in Illinois.
- The District hired Cathy Giovenco, a long time PT1 employee from PSSWC, as the new full-time PSSWC Business Supervisor.
- Staff met with HE Community Bank and Barrington Bank & Trust representatives to discuss the District's three ATM's, located at Triphahn, BPC and PSSWC. The bank has been absorbing the operating costs of these ATM's since the acquisition of Charter Bank. In order to continue offering this service to our customers without the District incurring any direct costs, we are researching advertising space for the bank on the ATM machines.
- Staff completed the administration and finance executive summary for the CMP plan which was presented at the December Forward Planning Committee meeting.
- Staff met with the Sikich auditing team to plan FYE 2014 audit. The auditing team will be on site January 16, 2015 to begin the review of the meeting minutes and conduct interviews of District staff.
- Staff attended a volunteer IPRA Mentor program activity at Feed the Hungry Children to package food for children of countries with famine issues.
- Staff attended the IAPD Legal Symposium for training on current Illinois park district issues and legal mandates.

- Staff has been working on year-end account verification and preparation for the 2014 audit process.
- Issued annual roll-over bond and processed December 1<sup>st</sup> bond principal and interest payments. The 2014 bond was issued a 2% coupon with a premium for an annual yield of 0.4%.
- The B&A Ordinance and Tax Levy will be presented in final form at the December A&F Committee meeting for approval.
- Payroll Cycle Processing
  - 11/07/14        \$278,907.34
  - 11/21/14        \$263,923.90
  - 12/05/14        \$245,710.50

**A. Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. TC/WRC/PSSWC Fitness Centers
  - b. ELC (weekly)
  - c. Sponsorship
  - d. STAR
  - e. Preschool
  - f. Dance
  - g. NIHL Hockey
  - h. NWHL Hockey
- Administrative Registration for:
  - a. Financial Assistance
  - b. Unemployment Package
  - c. Volunteer packets for youth basketball coaches
  - d. Polar express registration
  - e. 50+ trip registrations

**B. Human Resources**

- Processed 10 new part-time hires and seven volunteers.
- Conducted exit interviews with two departing FT employees.
- Advertised for FT Banquet & Bar Manager position @ BPC. Sat-in interviews and gave orientation to selected candidate.
- Advertised for FT PSSWC Business Supervisor. Conducted interviews and gave orientation to selected internal candidate.
- Finalized PPACA “measurement” period with Dep. Director – 12/01/2013 – 11/30/2014. During this period, all PT employees remained below 1580 hours and therefore did not qualify for health insurance benefits.
- Presented 2015 employee health benefits at Hoffman-U.
- Coordinated AFLAC appointments for staff.

## C. Technology

- Comcast Bandwidth Upgrade
  - Awaiting PSSWC completion. Estimated completion date of 12/19. All other locations are either fully tested or completed or are waiting certification testing.
- Telephone/Network switches
  - ATI informed us that additional routers would be needed for the Comcast solution. The Shoretel phone system, Hewlett Packard (HP) network switches, Phybridge network data converters, & now Adtran Routers, brought the total cost to \$133,937.00.
- Triphahn Re-Cabbling
  - Pinnacle services is re-cabbling Triphahn Center. This includes a fiber cable to join the two network locations (main server room & maintenance room). Re-Cabbling is underway with 74 new Cat6 cable runs and re-terminations of 44 existing Cat5e cables along with a new Data rack with wire managers for a clean patch panel.
- PSSWC Kids Korner Renovation
  - Pinnacle services relocated three (3) existing cabling and install new electrical outlet for the new desk at Kids Korner.
- PTP Wireless SEA to BPC
  - Evaluating hardware and costs involved. Will return to this project shortly after January 2015.
- Email Exchange Upgrade Project
  - Upgrading our Exchange server 2007 to 2013.
  - Sterling purchased all licenses and created the new server, HEPD-EXCH02.
  - Migration of the email mailboxes to occurred 12/7.
  - Signature Manager 2.0 and Template Editor were purchased to replace the current email signature software: Mail Utilities 2007. These new applications are fully compatible with Exchange 2013.
- Disposal of all old & non-functional IT hardware
  - Delivered all hardware to Elarasys who provided an asset count. Will see by end of December if any of our hardware generated any sales proceeds.
  - Cleaned out our storage cage and we'll be ready for the next wave of old equipment once we upgrade our network switches and phones.
- WRC WIFI was upgraded
  - Comcast Business Class Internet (BCI) was upgraded from 16mb to 50mb. WIFI extenders were installed and coverage was expanded.
  - This is the same implementation as BPC and public WIFI has been pretty solid. Will plan to do the same to TC and PSSWC.
- Disaster Recovery plan with Redundancy to minimize downtime for the District.
  - VMWare license was upgraded from Essentials to Essentials Plus +. This upgrade will provide a significant feature in that we can move our virtual servers in live time as well as automatic launching of the virtual server on another host. This feature is called High Availability.

- Planning to install our spare existing server at Bridges Golf Course. This will provide another layer of redundancy in the event Triphahn experiences an outage. Will need to purchase maximum amount of RAM for the server.
- Currently monitoring, patching, & rebooting our servers manually. Servers are scheduled to be updated/rebooted once a month. Daily checkups of servers are done as needed.
- Deployed 45 out of 50 new HP Win7 computers to replace WinXP computers. On hold until we can establish the new bandwidth as this will help with moving data. All the computers at Parks Maintenance garage are on Win7.

**MEMORANDUM NO. M14-151**

**TO: Board of Commissioners**  
**FROM: Dean R. Bostrom, Executive Director**  
**RE: Resolution to approve and adopt 2014-2019 CMP**  
**DATE: December 12, 2014**

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**Background**

On December 9, 2014, the Forward Planning Committee presented for Board approval the district's 2014-2019 Comprehensive Master Plan.

**Implications**

Resolution R14-006 has been created to formally adopt the 2014-2019 CMP.

**Recommendations**

It is recommended that Resolution R14-006 "Adoption of 2014-2019 Comprehensive Master Plan" be approved and adopted by the board.



**RESOLUTION NO. R14-006 (12/16/2014)**

**ADOPTION OF 2014-2019 COMPREHENSIVE MASTER PLAN**

**WHEREAS,** the Hoffman Estates Park District Board of Commissioners appointed a Forward Planning Committee with two Commissioners and eight Community Representatives on May 20, 2014 for the purpose of creating an updated Comprehensive Master Plan (CMP) for the Hoffman Estates Park District, and

**WHEREAS,** the Park Board retained the services of Public Research Group to conduct an independent needs assessment including a community-wide attitude and interest survey, focus groups and stakeholder interviews, and

**WHEREAS,** the 2014-2019 CMP establishes a strategic plan of action and future direction, articulated through a mission statement, goals, objectives, performance measures and initiatives, and

**WHEREAS,** a 5 year Capital Improvement & Replacement Plan was developed with schedules and anticipated expenses, and

**WHEREAS,** the 2014-2019 CMP updates the 2009-2014 CMP.

**NOW THEREFORE BE IT RESOLVED,** after presentment and due consideration, as recommended by the Forward Planning Committee, the Park Board hereby approves and adopts the 2014-2019 Comprehensive Master Plan.

**PASSED AND APPROVED** by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 16<sup>th</sup> day of December 2014.

AYES:

NAYS:

ABSENT:

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President

ATTEST:

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Secretary

## MEMORANDUM NO. M14-148

To: Board of Commissioners  
From: Dean Bostrom, Executive Director  
Mike Kies, Director of Recreation & Facilities  
Nicole Chesak, Superintendent of Recreation  
Alisa Kapusinski, Senior Program Manager  
Subject: Intergovernmental Agreement with School District 54  
Date: December 9, 2014

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### **Background**

District 54 has operated a Before and After School Program at all elementary school sites for the past 20+ years (currently 23). Initially the school sites were operated only by the Schaumburg Park District and Schaumburg Campanelli YMCA; this program is called KASPER. HEPD entered into an agreement with School District 54 in February of 2008 in which two of the elementary schools located in Hoffman Estates were transitioned to into HEPD as the new STAR program. In 2010, HEPD increased the number of STAR school sites to 4 schools and in 2012 to include all 6 school sites located within HEPD boundaries. The 2012 agreement is set to expire on June 30, 2015.

### **Implications**

This past summer, park districts and YMCAs across the state including HEPD, Schaumburg Park District and Schaumburg YMCA, received notification from the Department of Human Services (DHS) that children who participate in Before and After School Programs held at school sites would no longer be eligible to receive DHS Child Care Assistance Funding without the program site being either DCFS licensed or license exempt. The HEPD Early Learning Center (ELC) and K-STAR Program which are operated at Triphahn Center are DCFS licensed. The STAR Program which is held at various elementary schools was previously classified as license exempt, however, DHS has stated that we no longer meet the requirements to be license exempt. License exempt includes:

- Programs in churches
- Programs in lab schools
- Programs run by the school district
- Athletic/craft programs that meet on a periodic basis (like most park district classes), or
- Programs that meet less than 10 hours/week.

As the STAR program meets more than 10 hours per week, DHS requires that the program needs to either be licensed or meet the criteria to be classified as license exempt.

Sugar Grove Park District and Crystal Lake Park District previously revised their school districts' Intergovernmental Agreements so that the program's Administrative Agent is the school district, but the program is operated by the park district. Schools designated as Administrative Agent allow the Before and After School Program to fall under the license exempt status. The attached agreement provides that District 54 will become the Administrative Agent, and therefore allows the program to qualify as license exempt. The revised agreement has been extended to June 30, 2020.

### **Recommendation**

Staff recommends the Board approve the Intergovernmental Agreement with SD54 as presented. Legal counsel has reviewed the agreement. District 54's School Board approved the Agreement at their November Board meeting.

**INTERGOVERNMENTAL COOPERATION AGREEMENT REGARDING USE  
OF FACILITIES  
BETWEEN  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 54 AND  
HOFFMAN ESTATES PARK DISTRICT**

This Agreement, made and entered by and between the Board of Education of Community Consolidated School District 54, Schaumburg, Illinois, an Illinois public school district (the "School District"), and the Hoffman Estates Park District, Hoffman Estates, Illinois, an Illinois municipal corporation (the "Park District"), provides as follows:

WHEREAS, the Illinois Constitution and Statutes, including without limitation the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., and Article VII, Section 10, of the 1970 Illinois Constitution, encourage and permit intergovernmental cooperation between units of local government; and

WHEREAS, the Park District is interested in using certain School District facilities and property to provide the Park District's recreational and enrichment programs and activities (the "Park District Programs"); and

WHEREAS, although the primary purpose of school facilities is for the education of the children of the School District, there are times when certain school facilities are not otherwise needed for school and educational purposes; and

WHEREAS, the School District and the Park District (the "Parties") have determined it is in the best interests of the Parties, as well as the residents and individuals served by the Parties, for the Park District to operate its recreational and enrichment Park District Programs to benefit children served by the School District; and

WHEREAS, the Parties have a history of working cooperatively for their mutual benefit and the Parties desire to further define between themselves their respective rights and responsibilities and to cooperate to the maximum extent permitted by law with respect to the agreements described herein;

NOW, THEREFORE, and in consideration of mutual promises herein set forth, it is agreed as follows:

**I. Agreements Between the School District and the Park District.**

- A. Administrative Agent. The Board of Education of the School District is the administrative agent of the Park District programs at each of its schools. The School District's status as administrative agent will be reviewed on or before May 1 on a year to year basis during the term of this Agreement in the sole discretion of the Board of Education of the School District.
- B. Description of Property. The School District is the owner of certain real estate, buildings and facilities (the "Property") which is more fully described in Exhibit A, attached hereto, and which may be amended in writing from time to time by mutual agreement of the Parties. The Parties anticipate that the Park District shall be permitted use of certain areas of six (6) schools during the school year and certain areas of a minimum of one school and potentially two schools during the summer. The Park District expressly acknowledges and agrees that the School District may, on occasion, and in its reasonable discretion, unilaterally restrict or reduce the areas of the Property to be used by the Park District (e.g., limiting the number of schools available on days which are school holidays).
- C. Ownership. The School District shall at all times be the sole owner of the Property, and the Park District shall have no right or interest in the Property, except for the right to use the Property as provided in this Agreement.
- D. Use of the Property. Subject to the terms and conditions of this Agreement, and in consideration of the agreements herein, the School District agrees to allow the Park District certain recreational use of the Property for authorized Park District Programs as described herein.
- E. Rental Fees; Charges. In consideration for the use of the Property as set forth herein, the Park District shall pay rental fees, and any additional charges as may be applicable, to the School District in accordance with the School District's Community Use of School Facilities Policy and Administrative Guidelines, as may be amended from time to time.
- F. No Financial Compensation. The Park District shall not receive any financial compensation from the School District. The Park District shall conduct registration of the Park District Programs, and any associated fees and costs for the Park District Programs shall be paid directly to the Park District by students and their parents or legal guardians.

G. Scheduling of Property Use.

1. The Park District's use of the Property shall be limited to those non-school hours when the Property is not required for the School District's use. For example, the Parties anticipate that the Park District generally will use the Property (1) during the school year on weekdays in the mornings before school has begun for the day on a basis that will be adjusted seasonally in order to accommodate the School District and Park District's programming needs; (2) during the school year on weekdays in the late afternoons after school has released for the day on a basis that will be adjusted seasonally in order to accommodate the School District and Park District's programming needs; and (3) during the summer on weekdays from approximately 7:00 a.m. until approximately 6:00 p.m. It is understood and agreed that the needs of the School District will require its usage of the Property during non-school hours on certain days throughout the school year and summer.
2. All scheduling and use of the Property by the Park District must be approved in advance by the School District. A detailed Schedule of Property Use shall be developed by representatives of the School District and the Park District.
3. The Park District shall designate a Site Director for each school location identified in Exhibit A and shall notify the School District with the contact information for each Site Director. In addition to the obligations hereunder as between the Park District and the School District, each Park District Site Director shall cooperate with the Principal of the corresponding school in connection with the Park District's activities hereunder.

H. Common Areas. Whenever the Park District has the right to use the Property under this Agreement, and subject to any scheduling restrictions imposed by the School District, the Park District shall be authorized to use on a joint use basis other common areas of the Property, including the hallways, restrooms, parking areas of the identified schools and any other areas that are incidental to the use of the Property, consistent with this Agreement and approved by the School District (the "Common Areas").

I. Ingress/Egress. The School District hereby grants to the Park District rights of ingress and egress solely for the limited purpose of gaining access for the use of the Property and Common Areas, on and over the pathways, sidewalks, driveways, student loading areas, or other means of access to the Property as designated by the School District whenever the Park District has the right to use such Property or Common Areas under this Agreement. The Park District shall have no right to use any portion of

the Property, other schools of the School District, or other School District property, except as specified herein or as permitted by the School District.

- J. Custodial Services. The School District shall provide its usual and customary custodial services to the Property in accordance with the School District's regularly scheduled working hours or at the discretion of the School District. Fees for overtime custodial services may be assessed to the Park District in accordance with School District policies and procedures.
- K. Repair and Replacement. At the close of each instance of use, the Park District shall leave the Property in substantially the same condition as at the outset of each instance of use, ordinary wear and tear excepted. The Park District shall be responsible for the cost of repair and/or replacement of any damage to the Property, or any other School District property, including without limitation fixtures and furnishings, which occurs as a result of or in connection with the use of the Property by the Park District or its employees, volunteers, participants or agents.
- L. No Improvements. The Park District shall not modify, alter, or place permanent fixtures or improvements upon School District property in any way without the prior express written approval by the School District.
- M. Supervision. The School District shall have no responsibility whatsoever for supervising any Park District Programs and/or Property use hereunder by the Park District, its employees, volunteers, participants and/or agents. The Park District shall be solely responsible, at its own expense, for providing adequate adult supervision at all times in connection with its use of the School District's Property. The Park District acknowledges and assumes complete responsibility for the staff or volunteers used to supervise its activities hereunder.
- N. Use Policies. The use policies of the School District, including without limitation the School District's Community Use of District Facilities Policy and Administrative Guidelines, shall apply to all users of the Property, including use by the Park District; provided, however, that the Park District may impose greater restrictions or stricter rules of conduct on its own program participants when making use of the School District's Property than those required by the School District.
- O. Facility Use Only. The Park District expressly acknowledges and agrees that this Agreement with the School District is solely for use of the Property. All employees or volunteers supervising or implementing activities under this Agreement shall be Park District employees or volunteers, and the School District shall not be responsible in any way for employment of personnel to implement or supervise the Park District Programs on the School District Property nor for any employment-related

benefits. The Park District shall represent the Park District Programs as Park District programs and at no time shall represent any sponsorship or other involvement by the School District other than provision of facilities.

- P. Required Waiver. Prior to providing any Park District Programs or activities on the Property, the Park District shall obtain a Waiver, Release, Indemnity, and Hold Harmless Form, in substantially the form of Exhibit B, attached hereto, signed by the participating student and his/her parent or legal guardian, and shall forward a signed copy to the School District's Assistant Superintendent for Staff Operations, or designee.
- Q. Background Investigations. The Park District, at its sole cost, shall conduct background investigations of all Park District employees, volunteers or others who will interact in proximity to School District students and, in accordance with Section 10-21.9 of the Illinois School Code, shall provide results of each background investigation to the School District, and shall comply with all requirements of Section 10-21.9 as may be amended from time to time. The Park District shall not allow anyone to work or volunteer in its Park District Programs whose criminal background check reveals items that would prohibit them from working with children under Illinois law or reveals other criminal convictions or other conduct which lawfully may be considered and which call into question such individual's fitness to work with children.
- R. Promotional Materials; News Releases. The School District shall permit the Park District to use the School District's name in describing the location of the Park District Programs, provided that, consistent with Section I.N., the Park District shall not represent the School District in any way except as expressly provided herein.

## II. **General Terms.**

- A. Incorporation of Recitals and Exhibits. The recitals and Exhibits to this Agreement are hereby incorporated as if set forth fully herein.
- B. Term of Agreement. This Agreement shall commence November 7, 2014 and shall conclude on June 30, 2020. The Parties may agree in writing to extend this Agreement for an additional term.
- C. Termination. Either Party may terminate this Agreement for any reason upon six (6) month's advance written notice to the other Party. Additionally, if, during the course of this Agreement, the School District's situation changes so as to necessitate the use of all or portions of the Property for School District purposes, the School District reserves the right to cancel the Park District's use of the Property and terminate this Agreement with written notice to the Park District three (3) months in advance of termination of the Park District's use of the Property. The

Parties agree this provision is not intended to allow the School District to terminate the Park District's use of the Property where the School District has no demonstrable bona fide educational need.

D. Default.

1. In the event that one Party believes the other to be in default under this Agreement, that Party acting through its chief administrator, shall notify the other Party in writing and allow the other Party thirty (30) days from the date of receipt of the notice to cure the default. If the default is not then cured, the Party having sent the notice of default may terminate the Agreement by serving written notice on the other Party effective thirty (30) days after receipt of the notice by the other Party.
2. In the event of emergency, safety issue, or failure to maintain insurance, or any other condition that constitutes a substantial threat to the health or safety of students, employees or others at the School District, as determined by the School District in its sole reasonable discretion, the School District may immediately suspend the Park District's activities hereunder until such condition has been remedied to the School District's satisfaction in accordance with this Agreement.

E. Indemnification.

1. To the fullest extent permitted by law, the Park District shall indemnify, defend and hold harmless the School District, the Board of Education and its members, employees, volunteers, and agents, and their successors and assigns, in their individual and official capacities (collectively the "School Indemnitees"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation, reasonable attorneys' fees and litigation costs, incurred by any of the School Indemnitees for injuries to persons or for damage, destruction or theft of property arising out of any activity of the Park District, or any act or omission of the Park District or of any employee, agent, volunteer, or invitee of the Park District (collectively the "Park Indemnitors"), in or about the Property, the Common Areas or other School District property, but only to the extent caused in whole or in part by any wrongful or negligent act or omission of the Park Indemnitors.
2. To the fullest extent permitted by law, the School District shall indemnify, defend and hold harmless the Park District, the Board of Park Commissioners and its members, employees, volunteers, and agents, and their successors and assigns, in their individual and



official capacities (collectively the “Park Indemnitees”), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation, reasonable attorneys’ fees and litigation costs, incurred by any of the Park Indemnitees for injuries to persons or for damage, destruction or theft of property arising out of any activity of the School District, or any act or omission of the School District or of any employee, agent, volunteer, or permitted and intended invitee of the School District (collectively the “School Indemnitors”), in or about the Property, but only to the extent caused in whole or in part by any wrongful or negligent act or omission of the School Indemnitors and except to the extent attributable to any wrongful or negligent act or omission of the Park Indemnites.

F. Insurance.

1. The School District, at its sole cost and expense, shall keep in full force and effect at all times during the term of this Agreement its usual and customary general public liability insurance, including contractual liability coverages and property insurance. The District shall provide evidence of such coverage to the Park District at the Park District’s request.
2. The Park District, at its sole cost and expense, shall keep in full force and effect at all times during the term of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with this Agreement. Coverage shall be at least as broad as:

- a. Comprehensive general public liability insurance, including contractual liability coverages, and such other types of insurance in such amounts and with such A-rated companies as are reasonably acceptable to the School District, but, in any event, no less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) aggregate and an umbrella policy no less than One Million Dollars (\$1,000,000.00). Such insurance shall be evidenced by annually providing to the School District copies of the policies and/or certificates of insurance, naming the District and its Board of Education as an additional insured and providing that the insurance may not be modified, terminated, cancelled or non-renewed without at least thirty (30) days advanced written notice by certified mail, return receipt requested, to the School District.
  - b. The Park District shall keep and maintain Workers' Compensation Insurance covering all costs, statutory benefits and liabilities under State Workers' Compensation and similar laws for employees of the Park District. Consistent with Section I.N. herein, any employee claim related to this Agreement will be by Park District employees and the School District shall have no obligation whatsoever to provide workers' compensation.
- G. No Waiver of Tort Immunity Defenses. Nothing contained in Sections II.E. or II.F. of this Agreement, or in any other provision of this Agreement, is intended to constitute nor shall constitute a waiver of the defenses available to the Parties under the Illinois Local Governmental and Governmental Employees Tort Immunity Act with respect to claims by third parties.
- H. Relationship of the Parties; No Third Party Beneficiaries. Nothing in this Agreement shall be construed to consider any Party or its respective employees, volunteers or agents as the agents or employees of any other Party. Nothing contained in or done pursuant to this Agreement shall be construed as creating a partnership, agency, joint employer or joint venture relationship between the School District and the Park District. Notwithstanding any provision herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the School District and/or Park District.

- I. Notices. Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

**If to the Park District:**

Executive Director  
Hoffman Estates Park District  
1685 W. Higgins  
Hoffman Estates, IL 60169

**If to The School District:**

Assistant Superintendent for Administrative Support  
Community Consolidated School District 54  
524 East Schaumburg Road  
Schaumburg, IL 60194

- J. No Assignment. No Party may assign any rights or duties under this Agreement without the prior express written consent of the other Party.
- K. Successors. This Agreement shall be binding upon the successors of the Parties' respective governing boards.
- L. Entire Agreement. This Agreement shall constitute the entire agreement of the Parties hereto with respect to the Property, the Park District Programs and activities hereunder, and this Agreement supersedes any and all prior agreements and understandings, whether written or oral, formal or informal.
- M. Amendments. This Agreement may not be amended except by means of a written document signed by authorized representatives of the Parties.
- N. Construction. The provisions of this Agreement have been negotiated, written and reviewed by the Parties in consultation with legal counsel. None of the provisions of this Agreement shall be construed against a Party merely because that Party was or is the principal drafter thereof.
- O. Captions. The captions of this Agreement are for convenience only and are not to be construed as part of this Agreement and shall not be construed as defining or limiting in any way the scope or intent of the provisions hereof.
- P. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.
- Q. Compliance with All Laws. The Park District shall comply with all applicable local, county, State and federal laws and regulations, including without limitation those regarding the provision of recreational and enrichment programs, facilities and student confidentiality.
- R. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Illinois.

- S. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
- T. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute an original, but altogether shall constitute one and the same Agreement.
- U. Authority to Execute.
1. The School District. The School District hereby warrants and represents to the Park District that the persons executing this Agreement on its behalf have been properly authorized to do so.
  2. The Park District. The Park District hereby warrants and represents to the School District that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.
- V. Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the Parties signs as set forth below the signature of their duly authorized representatives.

IN WITNESS WHEREOF, the undersigned Parties have caused this Agreement to be executed by their duly designated officials, pursuant to a proper resolution or motion of their respective governing bodies.

**Hoffman Estates Park District  
Hoffman Estates, Illinois:**

By: \_\_\_\_\_  
Its President

Attest: \_\_\_\_\_  
Its Secretary

Dated: \_\_\_\_\_

**Board of Education of  
Community Consolidated School District 54  
Schaumburg, Illinois**

By: \_\_\_\_\_  
Its President

Attest: \_\_\_\_\_  
Its Secretary

Dated: \_\_\_\_\_

## EXHIBIT A

### Description of the School District Property

The commonly known description of the Property, understood and agreed upon by the Parties, is certain areas of certain schools of the School District, identified below:

- III. **The following areas of Armstrong School, located at 1320 Kingsdale Road, Hoffman Estates, Illinois.**
  - a. multipurpose room/gym
  - b. classrooms as assigned by the building principal
  - c. storage areas where appropriate
  
- IV. **The following areas of Lakeview School, located at 615 Lakeview Lane, Hoffman Estates, Illinois.**
  - a. multipurpose room/gym
  - b. classrooms as assigned by the building principal
  - c. storage areas where appropriate
  
- V. **The following areas of Fairview School, located at 375 Arizona Blvd, Hoffman Estates, Illinois.**
  - a. multipurpose room/gym
  - b. classrooms as assigned by the building principal
  - c. storage areas where appropriate
  
- VI. **The following areas of MacArthur School, located at 1800 Chippendale Road, Hoffman Estates, Illinois.**
  - a. multipurpose room/gym
  - b. classrooms as assigned by the building principal
  - c. storage areas where appropriate
  
- VII. **The following areas of John Muir Elementary School, located at 1973 Kensington Avenue, Hoffman Estates, Illinois.**
  - a. multipurpose room/gym
  - b. classrooms as assigned by the building principal
  - c. storage areas where appropriate
  
- VIII. **The following areas of Lincoln Prairie School, located at 500 Hillcrest Boulevard, Hoffman Estates, Illinois.**
  - a. multipurpose room/gym
  - b. classrooms as assigned by the building principal
  - c. storage areas where appropriate

Common Areas to which The School District grants the Park District's access pursuant to Section I.G. of this Agreement include the hallways, restrooms, parking areas, and any other areas that are incidental to the use of the Property, consistent with this Agreement, and approved by the School District.

**EXHIBIT B**  
**Waiver, Release, Indemnity & Hold Harmless**

We, the undersigned parents/guardians of \_\_\_\_\_ (the "Student"), a student in Community Consolidated School District 54 (the "School District"), hereby give our full permission for the Student to participate in enrichment and recreation programs conducted by the Hoffman Estates Park District (the "Park District") in facilities and/or schools owned by the School District. We understand that this is a voluntary activity, and is solely provided, supervised, and sponsored by the Park District and not by the School District. Further, we acknowledge that the School District has no responsibility for such activity and that the School District will not provide supervision and is in no way affiliated with the Park District or the Park District's programs.

For and in consideration of the School District permitting the Student to participate in programs conducted by the Park District, we hereby waive, release and warrant that we shall not bring any claim, by lawsuit or otherwise, against the School District, its Board of Education or its members, officers, employees, agents and volunteers directly or on behalf of the Student or any other person in connection with the Student's participation in programs conducted by the Park District. By signing below, the Student has joined in this agreement, commitment, waiver, release, and acceptance of responsibility.

We further agree to indemnify and hold harmless the School District, its Board of Education and its members, officers, employees, agents and volunteers (the "Indemnitees") from any claim, loss, or expense whatsoever, including without limitation reasonable attorneys' fees, brought against or suffered by any of the Indemnitees due to any injury or loss suffered by the Student or us in connection with the Student's participation in programs conducted by the Park District, or as a result of the Student's acts or omissions in connection with this participation, or arising out of a claim directly or indirectly related to this participation brought by any other person and arising out of the Student's acts or omissions.

Parent/Guardian \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
Print Name Print Name

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_  
Print Name  
Signature \_\_\_\_\_ Date \_\_\_\_\_

***Return the signed form to:*** \_\_\_\_\_



**MEMORANDUM NO. M14-149**

**TO: Board of Commissioners**  
**FROM: Dean R. Bostrom, Executive Director**  
**RE: Review of Closed Session Minutes ~ Resolution R14-005**  
**DATE: December 11, 2014**

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**Background**

The park district is required by law to review closed session minutes semi-annually. The last review was conducted in June 2014.

**Implications**

Resolution R14-005 proposes to release portions from Executive Session minutes that pertain to the review of Executive Director goals, land acquisition/lease of property, and discussion of personnel approved in open session. All other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

**Recommendations**

It is recommended that Resolution R14-005 “Review of Closed Session Minutes” be approved by the board as presented.

**RESOLUTION NO. R14-005 (12/16/2014)**

**REVIEW OF CLOSED SESSION MINUTES**

**WHEREAS**, an amendment to the Open Meeting Acts requiring a review of the district's minutes of closed sessions became effective June 1, 1989, and

**WHEREAS**, the Board of Commissioners of the Hoffman Estates Park District has kept Executive Session minutes since January 1, 1982, and

**WHEREAS**, the Board of Commissioners has reviewed the minutes of Executive Session,

**BE IT FURTHER RESOLVED**, by the Board of Commissioners of the Hoffman Estates Park District that the following minutes or portions thereof from Executive Session longer require confidential treatment:

<b>Meeting</b>	<b>Date</b>	<b>Entire Minutes or Topic &amp; Item No.</b>
BOARD MEETING NO. 984	9/23/14	B: Release of 1985 declaration of covenants

**BE IT FURTHER RESOLVED** by the Board of Commissioners of the Hoffman Estates Park District that all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

**Passed and Approved** by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 16<sup>th</sup> day of December 2014.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary