



*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. 985**  
**TUESDAY, SEPTEMBER 23, 2014**  
**7:00 p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS & RECOGNITION
  - Best of Hoffman Award: Shane Bonner
5. APPROVAL OF MINUTES
  - Special Board Meeting August 12, 2014
  - Regular Board Meeting August 26, 2014
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA
  - A. Naming Park Sites (Essex, Golf Basin, 31 Summit) / M14-099
  - B. BPC Food & Beverage Manager positions / M14-102
  - C. Definition of lakes (permissible watercraft policy) / M14-103
  - D. NWSRA 2015 Assessment Resolution R14-003 / M14-107
  - E. Voice, Data and Internet Network / M14-107
  - F. A&F Detail Reports
    - Manual checks \$303,573.83
    - Monthly Invoices \$606,525.68
  - G. Financial Statements
  - H. Acceptance of B&G Minutes 8/5/14
  - I. Acceptance of Forward Planning Committee Minutes 8/12/14
  - J. Acceptance of A&F Minutes 8/19/14

**REGULAR BOARD MEETING NO. 985**

**September 23, 2014**

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8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. PRESIDENT'S REPORT
10. OLD BUSINESS
11. NEW BUSINESS
  - A. Installation and replacement fence at Cannon Crossings Park / M14-106
12. COMMISSIONER COMMENTS
13. EXECUTIVE SESSION
  - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act.
    - July 22, 2014
  - B. Pending or probable litigation, pursuant to Section 2(c)(11) of the Open Meetings Act.
  - C. The purchase or lease/sale of real property for the use of the public body, pursuant to Section 2(c)(5) of the Open Meetings Act.
  - D. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
14. DISCUSSION AND VOTE ON MATTERS DISCUSSED IN EXECUTIVE SESSION
15. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE HOFFMAN ESTATES PARK DISTRICT TRIPHAHN CENTER, 1685 W. HIGGINS ROAD, HOFFMAN ESTATES UNLESS OTHERWISE SPECIFIED.

WE INVITE THOSE WHO MAY NEED AN ACCOMMODATION DUE TO A DISABILITY TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.



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**MINUTES  
SPECIAL BOARD MEETING  
August 12, 2014**

**1. Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on August 12, 2104 at 8:27 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

Audience: None

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Agenda:**

Commissioner McGinn made a motion, seconded by Commissioner Mohan 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. Utility Contracts/ M14-094:

Deputy Director Talsma reviewed the item noting that they had a contract for electric and a managed plan for gas. He explained that they had locked in at \$.05 for electric and the market was about \$.06 now not counting costs that the district could not control such as the charges for storage and delivery. He noted that even with this very low cost the line item would be 30% higher than the last 3 years.

He explained that he was looking at locking in the gas at \$.45 - \$.48 per therm and that would still be higher than the \$.40 per therm they had been seeing on the managed plan. He also noted that they were expecting another cold winter.

Because the pricing was so favorable right now, Deputy Director Talsma wanted to lock into the gas for at least 1 year and the electric for 2 or 3 years. He explained that the district did not need to bid these items out.

Commissioner McGinn asked how they could approve a new contract if they were still under contract until December. Deputy Director Talsma explained that they could lock in the price now that would not become effective until after the old contract had ended.

Commissioner Mohan asked how long they could lock into a contract and Deputy Director Talsma explained that the district could lock into these contracts for up to three years. Commissioner Mohan asked about generators and Deputy Director Talsma noted that they did not have the facilities tied to any generator although they did have a backup generator for the technology that gave them about 2 hours to shut everything down.

Executive Director Bostrom and Director Kies left the meeting at 8:40 p.m.

Commissioner Mohan asked about outages and Deputy Director Talsma explained that the facilities saw surges but seldom saw any significant outages.

Executive Director Bostrom and Director Kies returned to the meeting at 8:45 p.m.

Commissioner K. Evans asked that the A&F Committee be updated on the decision this evening.

Commissioner Greenberg made a motion, seconded by Commissioner McGinn to authorize staff to enter into fixed rate contracts for electricity and natural gas for a period of one to three years based on the best available price for the respective supply as obtained from the competitive quotes obtained by McDonnell Energy consultant. The motion carried by voice vote.

**7. Commissioner Comments:**

Commissioner Greenberg commented on how well PIP went and that staff had done an excellent job removing the bushes on the street side of WRC.

Commissioner R. Evans agreed that PIP was very successful, had great music. He noted that there had been many events the past week and they were all great including the Volunteer Appreciation Night and live music at BPC.

Commissioner Kilbridge noted that she was the park board rep on the Foundation board and wanted to ask the Commissioners to assist the Foundation Trustees in selling Reverse Raffle tickets at \$20 per ticket. She also explained that they were looking for a way for the Foundation to use BPC at a better cost without negatively impacting BPC's budget. It was noted that they received food at a discount rather than cost. Deputy Director Talsma suggested having the conversation at the Foundation meeting next Wednesday.

Commissioner Mohan noted that he would not be able to attend the 8/27 IAPD Golf outing and asked what was new with the gaming machines. Executive Director Bostrom explained that they had received a check for \$785 and would routinely report that income in future financial reports.

Commissioner McGinn also noted that he enjoyed PIP.

Commissioner K. Evans agreed with the statements on PIP and noted that he had been to TC earlier and the swipe card system was working well and he found that the facility was very clean. He also noted that all staff had done a great job on the Volunteer Appreciation Night and congratulated Admin Asst Kusmierski on her involvement with the evening and the successful Foundation events all summer long.

President Bickham noted that it was a very busy week and made note of the new proclamation for HEPD Year. He said the Volunteer Night was great as well as the day camps.

Commissioner Kilbridge congratulated staff on the 5-star review the guards at PSSWC and FAC had received.

Commissioner K. Evans noted that the natural areas in the park tour were looking great.

Executive Director Bostrom noted that the patch on the leak at FAC was holding well.

**8. Adjournment:**

Commissioner Greenberg made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 9:07 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. 984  
August 26, 2014**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on August 26, 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: Deputy Director / A&F Director Talsma, Facilities / Rec Director Kies

Audience: Lillian Clinton, Joe Gari and Dianne Dubois of 825 Dracut Lane

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Agenda:**

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

**4. Awards:**

President Bickham awarded Lillian Clinton Best of Hoffman for her outstanding Volunteer Services to the district, the Foundation, and the Seniors.

**5. Minutes:**

Commissioner K. Evans made a motion, seconded by Commissioner Greenberg to approve the minutes of the July 22, 2014 meeting as presented. The motion carried by voice vote.

**6. Comments from the Audience:**

None

**7. Consent Agenda:**

- A. Vision Statement / M14-092
- B. CIRP / M14-093
- C. Cell tower antenna WRC / M14-096
- D. Custodial bids PSSWC / M14-094
- E. Additional expenditure items / M14-091
- F. Utility Contracts / M14-095
- G. Disposal of Surplus Equipment Ord O14-004/M14-092
- H. Bond Issues / M14-097 (Ord O14-005 and O14-006)
- I. A&F Detail Reports
  - o Manual checks \$370,748.06
  - o Monthly Invoices \$295,724.02
- J. Financial Statements
- K. Acceptance of B&G Minutes 7/1/14
- L. Acceptance of Rec Minutes 7/8/14
- M. Acceptance of A&F Minutes 7/15/14

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

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

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

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



**9. President's Report:**

President Bickham addressed the board saying that the board and staff had been challenged to the ice bucket challenge and they had the option of taking the challenge, making a donation to the ALS Foundation or both.

Deputy Director Talsma noted that if the board wanted to accept the challenge, the C&M department could make arrangements for next Tuesday prior to or immediately following the B&G Committee as you were supposed to video the challenge and post it on-line.

The ice rink, PSSWC pools, SFAC pool or Triphahn Center were locations suggested. C&M will present ideas during the week to the board.

**10. Old Business:**

None

**11. New Business:**

None

**12. Commissioner Comments:**

Commissioner McGinn noted that he would be attending the ribbon cutting ceremony on the ELC space.

Commissioner R. Evans noted that the Summer Sounds had been great. He asked what support the district had offered to get their logo on the tent and suggested a better placement as its present location was barely visible to the crowd. Deputy Director Talsma explained that the park district gave the Village \$5,000 towards the events and Director Kies explained that Program Manager Dodson helped to coordinate the events.

Commissioner Greenberg commented on how nice the new carpeting looked at the Triphahn Center as well as the new runner for the front door. He also noted that Palatine Hills was under water again for the third time this August experiencing problems that our course used to deal with. He also noted that he and Executive Director Bostrom had been to a Distinguished Agency event and had an opportunity to play golf at the Downers Grove Park District. He explained that their wild flowers were gorgeous. Deputy Director Talsma explained that Commissioner Greenberg had shared with him that the course was over 100 years old and was the original Chicago Golf Club. It was noted that the cost for 9 holes was \$20 and the replay only \$10.

Commissioner Mohan asked about BPC catering food in for events. Deputy Director Talsma explained that they did not allow outside food into the clubhouse and noted that Chandlers was an Ala Cart organization; an independent contractual service.

President Bickham gave kudos to Director Giacalone and staff for repairing the leak at SFAC and not having to shut the pool down. He also noted that it was exciting to see the Marquee Sign bases going in at the 4 locations. Deputy Director Talsma noted that in talking with Director Buczkowski, the signs were still tracking on time and expected to be completed by November 1<sup>st</sup>.

**13. Adjournment:**

Commissioner Mohan made a motion, seconded by Commissioner McGinn to adjourn the meeting at 7:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Deputy Director / Director of Administration and Finance

Peggy Kusmierski  
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING 985**

**EXECUTIVE DIRECTOR'S REPORT**

**PARKS DIVISION**

1. Trouble shot irrigation problems at Eisenhower, determining a broken spring in the RPZ was causing back pressure that would not allow master valve to open and close correctly. Spring is on order and will be replaced ASAP.
2. Completed turf renovation at Poplar Park playground area.
3. Completed turf renovation for area around ADA swings at Eisenhower.
4. Discovered residents were dumping water bowls and wading pools off the concrete pad built for that purpose at Freedom Run and creating a mud bog beside the pad, resulting in complaints by the residents of the muddy conditions. Requested e-mail message go out to residents to refrain from bringing outside water containers in the park and to use the devices we have supplied them. Area was leveled, seeded, and fenced off to allow regrowth.
5. Closed both soccer fields for the fall season at Eisenhower for much needed renovation.
6. Cleared drainage clog at Sycamore Park and restored the parkway turf area adjacent to the playground and parking lot that had been submerged.
7. Dealing with PDRMA to retain funds from Homer Industries, the delivery company that collided with the roof corner on our mulch material structure. PDRMA adjuster inspected roof on Aug 20, 2014. Estimated repair cost by professional contractor totals \$12,000.00 plus.
8. Mowing continues on an as needed basis. Recent rains have caused a minor regrowth and fertilization schedule has been adjusted for a later application.
9. Brush clearing was completed at the Summit property to allow access for the demolition contractor to remove old structures on the property.
10. Ash tree removals continue with a total of 110 trees removed to date: South Twin 6, Highland 2, Triphahn 6, North Twin 8, Seascape 8, Highpoint 31, South Ridge 12, North Ridge 4, Lincoln 2, Whisper 2, Cottonwood 7, Eisenhower 1, Sycamore 5, Wilmington 5, Vogelei 3, Canterbury Park 3, Prairie Stone 2, and Cannon 3.

11. Controlled Burn permit applications for the 2014 -2015 burn season were submitted to the state, county and village. The state permits were received, with the county permits expected the week of Sept. 1<sup>st</sup>. The village permits will be processed once they receive copies of our county permits.
12. Monthly shrub and flower bed weeding and maintenance is ongoing as needed.
13. Bus 510 replaced fan clutch, thermostat and temp sensor.
14. 518 replaced front brake rotors and rear drums.
15. 507 replaced fuel tank and right rear axle seal and brake shoes.
16. Mower 551 replaced clutch.
17. Mower 571 replaced left rear wheel motor and fuel injectors cleaned.
18. 524 replaced output speed sensor switch.
19. 528 replaced right rear axle seal and brake shoes.
20. Trucks 532 and 928 replaced ignition switches.
21. 519 rear brake drums cut front brake rotors pads and calipers.
22. New tires installed on 538,507,518,500 and trailer 402.
23. Completed Illinois fuel operators training certification.
24. Staff installed concrete curbing and 2x2 ADA Rubber Safety Surface for Eisenhower ADA Swings.
25. *We installed new slide at Victoria South Playground. Crew Replaced Chain Climber at Sycamore Fitness Play.*
26. Staff removed carpet and installed new 2x2 carpet squares throughout Triphahn Center; estimate about 3500 Square Feet.
27. Staff installed stamped concrete pad and memorial benches at Highpoint Park.
28. Staff installed ADA concrete for ball field dugout at Evergreen Park.
29. Staff laid out and striped 7 soccer fields at Cannon, 2 soccer and 2 football fields at Canterbury fields, 2 soccer fields at Birch, soccer field at Victoria, soccer field at Pebble, 2 soccer fields at Cottonwood, moved soccer goals from Eisenhower Park and reinstalled at Highpoint soccer field. Laid out 2 practice fields and main football field for HEAA at Sycamore Park.
30. Staff installed a bulletin board at Triphahn Center preschool room.
31. The maintenance team has repaired multiple doors and door closures across the Park District including doors at Bridges of Poplar Creek and Triphahn Center.
32. We set up all the power and lighting for Party in the Park .

33. Multiple drinking fountains indoor and outdoor were repaired and adjusted to run at better heights.
34. Updated 15 emergency light batteries across the Park District.
35. Replaced 2 computer boards on rooftop HVAC units as well as new thermostats.
36. Fixed 3 boiler and pump leaks in 2 different facilities.
37. The maintenance crew has fixed a major leak at Seascope and is in the process of winterizing the pool.
38. We have brought the Freon in 8 HVAC units up to the right operating levels as well as greasing the motors and changing air filters.

## **PLANNING & DEVELOPMENT**

### **1. 31 Summit Demo**

The contractor began demo work the week of August 11, however, due to intermittent rain events; access to the work area has been limited. So far the contractor has removed 85% of all the biodegradable materials from the interior of the home. During the removal of this material, a mechanical space was discovered underneath the stone driveway. In addition to this mechanical space, a fuel tank was discovered and was filled with approximately 150 gallons of liquid. The contractor has been authorized to remove the tank and the liquid was pumped out and disposed of properly. The cost for this additional work was \$950. At this point, no additional hazardous materials have been identified on the site. If weather cooperates, the contractor estimates approximately 10 more working days to complete the project.

### **2. Marquee Signs**

Walton signage and its contractors installed the steel columns at each of the 4 locations. These columns were installed without any issues pertaining to ground conditions.

Staff has been working with Reliable Electric to complete the electrical feeds at each sign location. Due to the decision to go with the 16 mm message boards rather than the 19 mm boards, the power requirements increased such that the original 100 amp switch gear at Vogelei and BPC needed to be switched out so that 150 amp pass through breakers could be installed in the existing switch gear.

Walton Signage and Watchfire are currently fabricating the message boards and signs that are scheduled for delivery the beginning of October.

### **3. Cannon Crossings Fence**

Staff has been working on bids for supply of chain link fencing for Cannon Crossings soccer field which is to be funded by Canadian National Railroad through the Village. Once bids are received and orders are placed, the contractor should

complete the project prior to the end of the year. The goal is to have the Village reimburse the park district prior to the end of the calendar year.

#### **4. 2015 Park Renovation**

Staff is currently working with playground vendors to develop plans and performance specs for 2015 playground replacement projects which include Evergreen, Valley and Maple Parks. Once the designs are completed and accepted by staff, public meetings will be held with each neighborhood to discuss particular needs and design preferences. Final designs will be presented to the B&G Committee in December with the goal of going out to bid for this equipment in January 2015.

### **RECREATION & FACILITIES**

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

- **Movie Night:** Friday, September 5<sup>th</sup> at dusk at Vogelei Park – “Nut Job” bring blankets and chairs.
- **Zumba Party Night:** Friday, September 12<sup>th</sup> at 5:30 pm at Prairie Stone Sports & Wellness Center.
- **Uncorked & Untapped Wine & Beer Tasting Event:** Friday, September 19<sup>th</sup> at Bridges of Poplar Creek Country Club to benefit the Friends of HE Parks.
- **Scarecrow Fest:** Saturday, September 20<sup>th</sup> from 12 noon to 3 pm at Vogelei Park. Country band Billy Croft & the 5-Alarm Band will perform from 1 – 2 pm. Scarecrows are needed for the contest!
- **Teen Corn Maze:** Friday, September 26<sup>th</sup> from 5 to 10:30 pm, trip starting at the Triphahn Center at the north registration desk. For ages 11-16.
- **Wildflower Seed Collecting Event:** Saturday, September 27<sup>th</sup> from 10 am to 12 noon at Charlemagne Park. Volunteers of all ages are needed to help collect native plant and wildflower seeds for future plantings. This event is free, groups and scouting troops are welcome. This is part of the largest single day of volunteer efforts for public lands in the US, National Public Lands Day. RSVP to [smanicsco@heparks.org](mailto:smanicsco@heparks.org) or call (847)781-3672.
- **Punt, Pass & Kick:** Sunday, September 28<sup>th</sup> – at 10 am at Cannon Crossings Park – FREE – Kids compete in their age bracket. The two kids who score the highest in each division will advance to our Sectional on Sunday, October 19<sup>th</sup>.

#### **General Summary:**

- The standup paddle board program is going great since the end of July. Over 100 people have taken the LL Bean class at South Ridge Lake. This opportunity like other partnerships Cabela’s (Adventure Day in July) continues to develop and drive some of our initiatives as it relates to conservation and outdoor education.

- Recreation summer camp came to an end in August; this year was outstanding from a customer service stand point. The Director of Recreation and Facilities did not receive one concern and the feedback was very positive from some of the parents throughout the summer. Total camp numbers for this year were up 139 campers from last year – 2014 – 681 from 2013 – 542.
- Summer camps for hockey, figure and recreational skate also had outstanding numbers. 179 hockey players participated in the summer development program as compared to 135 in 2013. The summer ICE Academy lesson program concluded on August 18<sup>th</sup>. 127 skaters were involved in the program as compared to 112 skaters in 2013. This is very strong from an area (figure skating) that is declining nationally.
- Party in the Park (PIP) took place on Saturday, August 2<sup>nd</sup>. It was a beautiful day and there was a strong turn out to celebrate the park district’s 50th birthday. At two different points (through a general count) throughout the day the participation was over 1,000 people at that given time. The band was outstanding and the feedback was very positive about the acknowledgement of Park Pioneers event. See the SWOT report below for more details from PIP as conducted after every special event.
- The PSS&WC Custodial Cleaning Services bid was awarded to Perfect Cleaning Service Inc., after Board approval on August 26<sup>th</sup>. The PSS&WC management team met with the new provider and is in the process of confirming details of schedule and staffing. The new service will begin September 1<sup>st</sup>.
- The 2014 Seascape season has successfully come to a close on Sunday, August 24<sup>th</sup>. Although it was a cold spring/summer this year was still a good season, staff did an outstanding job receiving a score of 5-Star (highest available) on all StarGuard unannounced safety audits during the summer. As the facility starts to close and rap up operations a more detailed summary will be included in the September board report.

## **Recreation Department**

### **Youth Soccer Summary:**

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

- There are currently 300 registrants for fall soccer, currently registration is still open a comparison of participation will be given in the September report.
- The in-house soccer program has joined an inter-village league with the towns of Bartlett, Bloomingdale, Carol Stream, Elgin, Hanover Park, and Streamwood for the 5<sup>th</sup> through 8<sup>th</sup> grade divisions.
- The season began Saturday, August 23<sup>rd</sup>.

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

- A meeting was held on Wednesday, August 27<sup>th</sup>.

- Training schedules, practice times, and locations are being determined and registration cards are being turned in.

### Youth Baseball / Softball

- All leagues came to an end in early July. Mustang, Bronco, and Pony finished their post season tournaments the week of July 7<sup>th</sup>, while Pinto and Shetland finished their games the week of August 31<sup>st</sup>.
- Hoffman Estates Park District had put together two tournament teams. Tournament teams are a group of in-house all-stars who go out and compete against travel and other in-house tournament teams in July. One team was at the Mustang level, and one team was at the Bronco level. Each team competed in one tournament and posted two wins each. This is a very successful record when playing other travel teams.
- The 4-5 year old tee ball season kicked off on July 19<sup>th</sup>. There are a total of 108 players (111 players in 2013) that created 10 teams. Each team will compete in a 6 game season. Games are on Saturdays only with one week day practice.

### Preschool/Early Childhood Summary

<b>Program</b>	<b><u>08/2013</u></b>	<b><u>08/2014</u></b>	<b><u>Var. +/-</u></b>
Threeschool 13-14	15 TC, 8 WRC	15 TC, 10 WRC	+ 2
2's Playschool 13-14	30 TC, 15 WRC	30 TC, 25 WRC	+10
Preschool 13 -14	122 TC, 56 WRC	115 TC, 70 WRC	+ 7
<u>Early Learning Center</u>	<u>24</u>	<u>21</u>	<u>- 3</u>
<b>TOTAL Preschool</b>	<b>270</b>	<b>286</b>	<b>+16</b>

### Preschool

- Preschool Prep Day was held on August 21<sup>st</sup>. Each child was given a 15 minute timeslot to meet their teacher, drop off their school supplies and submit DCFS paperwork.
- Parent Orientations were held on August 19<sup>th</sup> and 20<sup>th</sup>. Approximately 100 parents attended both orientations. Preschool began on August 25<sup>th</sup>.
- The preschool program is taking advantage of the new HE Parks application. There is a button on the app to access the Early Childhood department. All school newsletters are linked to the app so parents have a quick access to important information. A marketing push will continue to take place this month to promote the app.



### Early Learning Center

- There are 21 children enrolled this month compared to 21 last year at this time. At the end of August, 6 children left the Early Learning Center to enter Kindergarten (others had left earlier in the month). New children began the last week of August and the first week of September.

### Early Childhood Classes

- The fall session began mid-September.

### Summer Camp Program Summary

- Camp ended on August 15<sup>th</sup>.

<u>Program/Month/Year/Variance +/-</u>	<u>08/2013</u>	<u>08/2014</u>	<u>Var. +/-</u>
(August Camp 2 weeks)			
Splashdown Camp	106	118	+ 12
Adventure Camp	91	110	+ 19
All Stars Camp	85	100	+ 15
Early Arrival	103	150	+ 47
Late Stay	142	187	+ 45
Bus Service	<u>15</u>	<u>16</u>	<u>+ 1</u>
<b>Total Campers</b>	<b>542</b>	<b>681</b>	<b>+139</b>

### Star Before and After School Program Summary

<u>Program/Month/Year/Variance +/-</u>	<u>08/2013</u>	<u>08/2014</u>	<u>Var. +/-</u>
MacArthur:	30	29	- 1
Lakeview:	36	27	- 9
Fairview:	66	70	+ 4

Armstrong	27	33	+ 6
TJ:	12	18	+ 6
Whitely	13	22	+ 9
Muir:	20	19	- 1
Lincoln Prairie	<u>38</u>	<u>34</u>	- 4
<b>Total Campers</b>	<b>242</b>	<b>252</b>	<b>+ 10</b>

### Kinder STAR

<u>Program/Month/Year/Variance +/-</u>	<u>08/2013</u>	<u>08/2014</u>	<u>Var. +/-</u>
WRC	10	9	- 1
TC	<u>22</u>	<u>24</u>	+ 2
<b>Total</b>	<b>32</b>	<b>33</b>	<b>+ 1</b>

- STAR training took place the week of August 18<sup>th</sup>.
- STAR Meet the Staff was held on August 21<sup>st</sup>.
- Registration closed on August 10<sup>th</sup> and re-opens on September 2<sup>nd</sup>.

### 50+ Club Summary:

<u>Program/Month/Year/Variance +/-</u>	<u>08/2013</u>	<u>08/2014</u>	<u>Var. +/-</u>
	<b>512</b>	<b>1092</b>	<b>580*</b>

\* Please remember the Golden Circle membership is still part of these numbers, even with that said the minus the 500 memberships purchased by Alexian Brothers (for the Golden Circle participants). The membership base is up 80 members.

### Classes

- Basic Exercise, Monday / Wednesday 9/11 participants.
- Gentle Yoga Monday/Wednesday evenings; Saturday) is running with 10/15 and 15 participants.
- Tai Chi (evening) is running with 5 participants (min – 4).
- Spanish L1 (evening) 2 participants (mini – 1).

## **Trips**

- Chi Botanic Gardens 27 participants
- Donny & Marie 25 participants
- Motown 23 participants
- Waterleaf dining experience 25 participants
- Hayride 20 participants
- Condomania musical 18 participants
- Andrews' Sisters 25 participants
- Tea / Drake Hotel 25 participants
- Senior Lifestyle Expo/Drury Ln 5(min-5) participants

## **Evening/Special Programs**

- Health Screenings – 2 drop-in participants. Health screening scheduling: considering changing the day and / or time to create greater traffic.
- Pub Quiz Night (3<sup>rd</sup> Thursdays / 6:00 pm) –20 participants – held at Los Fernandez Restaurant due to start of Golf season at Bridges of Poplar Creek Country Club, dinner and games. New, prizes are now sponsored by 3 Local businesses, First Home Care, Lake Barrington Woods Retirement Community, and Morizzo's Funeral Home.
- The 50+ Annual Open House (co-sponsored by Comfort Keepers and Alexian Brothers Palliative Care, Hospice and Home Care) had an attendance of approximately 100 participants.
- Monthly Movie – lunch (The Ice Box) and movie at 50+ Center, 5 participants.
- Friday programs (on-site unless indicated).
  - 08/01 Brown Bag Lunch / no formal program.
  - 08/08 Free Lunch and Learn, courtesy of Brookdale Plaza (formerly Devonshire) with Senior Housing options as the topic.
  - 08/15 Brown Bag Lunch / no formal program / attended farewell lunch for Handicraft Circle member.
  - 08/22 Monthly member birthday celebration at Culver's of Schaumburg.
  - 08/29 Free Lunch and Learn, courtesy of Silverado Memory Care. Topic: Drug Interactions.

## **Special Event Summary:**

- Village Concerts on the Green:
  - June 19<sup>th</sup>- Peter Oprisko – 467 in attendance, cancelled halfway due to rain.
  - June 26<sup>th</sup>- The Mix – 705 in attendance.
  - July 10<sup>th</sup> – Beatolution – 1500 – 1700 in attendance.
  - July 17<sup>th</sup> – Billy Croft & Five Alarm – 700 in attendance.
  - July 24<sup>th</sup> – Creole Stomp – 717 in attendance.

- July 31<sup>st</sup> – Classical Blast – 727 in attendance.
  - August 7<sup>th</sup> – Flat Cats – 675 in attendance.
  - August 14<sup>th</sup> – HI Infidelity – 1560 in attendance.
- Party in the Park took place on Saturday, August 2<sup>nd</sup>. It was a beautiful day and there was a strong turn out to celebrate the park district's 50<sup>th</sup> birthday.

### **Event Strengths:**

- Dancers that start out on the stage and bring in numerous families that stay.
- The children's stage was on the left field side of the baseball field, and the main stage was in the right field.
- More ADA accessibility.
- The crowd was good, positive, and there was a large turnout.
- The Raptors were moved to be next to the ponies and the petting zoo; they had shade and were removed from loud noise.
- The Pickleball tournament was a big hit and started at 2:00 pm so people were in the park before the event started.
- Dave Rudolf played from 7:15 to 8:15 pm. This gave the Park Pioneers time to do their awards and the band started at 8:30 pm.
- The Parks Department was on sight for the entire event.
- The trackless train was a huge hit and it is suggested that it should be in the plans to be booked again for 2015.

### **Event Opportunities for Improvement:**

- Rent lights for the end of the night so people can see when leaving the park.
- The balloon artist needs to have their own small 10' X 10' tent.
- Provide signage for the climbing wall: easy, medium, hard.
- Provide banners for the beer and the ticket sales, prize redemption to go over the tent with poles. Make this easier to spot from far away. Ensure banners are at least 12 feet long.
- The toddler obstacle course should be for 4 years and under.
- New promoter for a "cruise night" have time be from 4:00 – 7:00pm. Create more for the "teens" to do, look into a zip line.
- Add more picnic tables to the site, at least 15 total.

### **Event Weaknesses**

- Lollapalooza is the same weekend.
- Weather
- Lighting at the end of the night. Look into borrowing large lights from the village to light the field and the paths leaving.

- Tent posters for all of the tents – Beer, Community, ticket booth, prize redemption.
- Signage for activities – need to advertise balloons and face painting from 4:00 – 6:30 pm. Close the line at 6:30 pm and keep “open” until 7:00 pm to finish the line. Same for the climbing wall, advertise until 7:30 pm, close at 8:00 pm.

### **Event Other Suggestions:**

- Use electrical piping to run up along tent poles to be higher than the tent and hang signs for those.
- Book the band in January, possible go to SPRA Showcase in November.
- DJ is a MUST!!! Music playing throughout the whole day.

### **Volunteers Summary:**

- Human Resources processed 30 new volunteers and 5 returning volunteers in August.
- The Board of Commissioners (5 volunteers) volunteered 15 hours for the Volunteer Appreciation Night.
- 26 volunteers participated in opportunities throughout the district including 50+, Ice, and General Programs (Party in the Park) for approximately 15 hours total.
- 12 Foundation Trustees met for 29 hours for Committee and Board meetings.
- 5 Interns volunteered for 100 hours for photography, videography, and mural arts for the Communications & Marketing Department.
- 20 volunteers worked 150 hours providing maintenance and raptor care as well as phone and office work.

## **Ice Arena**

### **Figure Skating**

- The DuPage Open was held at the Triphahn Center from August 7<sup>th</sup> through 12<sup>th</sup>. This was once again a very successful event.
- Staff attended an Illinois Skating Council Board Meeting on August 22<sup>nd</sup>. The Skating Council is considering a July skating competition for 2015. HEPD Ice Operations General Manager Doschadis attended the meeting to offer a proposal involving the Triphahn Center as a possible host site.
- The summer ICE Academy lesson program concluded on August 18<sup>th</sup>. 127 skaters were involved in the program as compared to 112 skaters in 2013.
- ICE Academy classes will start the first week in September. There are currently 105 skaters enrolled in classes.

## Hockey

- The Wolf Pack registration will end on August 31<sup>st</sup>. Tryouts and evaluation all take place starting September 2<sup>nd</sup> and concluding on September 7<sup>th</sup>. After that, all players will be put on their respective teams at the NWHL and NIHL level. Players and teams will be reported in the September report.
- 179 hockey players participated in the summer development program as compared to 135 in 2013.
- Development hockey classes will begin the first week of September. Currently there are 82 registered for the program.

## Ice Rink Information

<u>Program</u>	<u>08/2013</u>	<u>08/2014</u>	<u>Var. +/-</u>
• Public Skate	324	439	+115
• Freestyle	401	334	- 67

## August Parties/Outings and Information:

- The Chicago Wolves pre-season exhibition game will take place on Friday, October 3<sup>rd</sup> at 7:00 pm. Tickets are for sale at the service desk at the Triphahn Center.

## Facilities

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

<u>Memberships</u>	<u>08/2013</u>	<u>08/2014</u>	<u>Var. +/-</u>
PSS&WC	3,486	3,422	-64

### Member Services:

### Marketing:

- The enrollment promotion for the month of August reflected a 75% enrollment fee discount designed to attract new members at a time that is traditionally slow in recruitment. New members who enrolled in August also received August dues free upon mention of 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.

- 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 eblasts included the enrollment promotion details, and targeted emails through Retention Management continued to be sent throughout the month to promote the club cash incentive for member referrals with additional incentives promoted on Facebook and the HEPD and PSS&WC websites.
- The Member Services team continued to operate at 2/3rds capacity for the seventh consecutive month during the month of June following the resignation of a Member Services Associate back in February. Efforts continue to be taken to offset this deficiency by recruiting assistance by PT team members during critical busy shifts. The team performed exceptionally well in handling all inquiries, tours, and enrollments with no disruption. The new PT1 position was posted internally and on the IPRA website during the month of August; interviews for qualified candidates will take place in early September.
- The number of credit card denials following August billing continued to be slightly lower than had been the case during the first quarter and the early part of the second quarter when numbers of “kick-outs” were near record level. The drastic increase in these “kick outs” can be attributed as a direct effect of the fraud issue that befell Target and other retail shoppers over the holidays. Efforts that were implemented within the Member Services and Billing offices to contact members proactively to obtain updated information for billing continued aggressively during the month of August. These efforts include phone calls, emails, form letters, and person-to-person contact upon check in at the Service Desk. This issue is expected to continue for the foreseeable future as banks take proactive measures to cancel and reissue cards to their clients as a result of increasing cyber hacking trends.
- The General Manager of Sales & Operations is currently working with the Director of Facilities & Recreation on the renewal of the GE-CDF corporate membership agreement. The intended renewal would span a duration of one year from July 1<sup>st</sup>, 2014 through June 30<sup>th</sup>, 2015 and reflects a change to a flat fee per annum charged to GE-CDF. Since the ratification of the initial agreement in December 2010, there have been a total of nearly 300 GE-CDF employees who have enrolled as members at PSS&WC.
- The Member Services team has entered into discussions with the Fitness team regarding the creation of a member loyalty program at PSS&WC that would reward members who have been enrolled for 5 or more consecutive years with special incentives, perks, and discounts. Discussions regarding this program will be ongoing in 2014.

**Operations Department:**

- PSS&WC hosted the National Summer Classic, a large 3-day girls’ basketball tournament on the first weekend of August. Parking attendants and additional team members were employed throughout the weekend to provide a welcoming environment for teams, players, and their families while also ensuring that member privileges were upheld and not compromised.
- Efforts to obtain price quotes from District-approved carpet vendors for the replacement of the worn carpeting in the Kids Korner have been completed. The existing carpeting shows signs of severe wear and is stained in various areas, which results in an unsightly image for new and existing members. Simultaneous to the carpeting replacement, the Kids Korner team is also requesting a remodel of the entry/reception area to accommodate higher traffic patterns as usage increases in that area. It is anticipated that the remodel portion of these renovations could be handled in-house by the Parks team. A detailed rendering and sketch of the proposed remodeled area as well as a dimension plan have been submitted to the Parks team for review.

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

- The group aquatics participation numbers have been tallied at 546 for the summer season at Prairie Stone Sports and Wellness Center. The new group aquatics session at PSS&WC has started registration for the fall season.
- The trainer of the month for July 2014 was Ross Middlekauff.
- PSS&WC is preparing for the September fitness and nutrition programs including Nutrition Workshops, “Carb Control” and “Nutrition Bootcamp”. The family fitness class, “Fit Together” and youth fitness program, “Prairie Pups” are also being promoted and marketed for fall.
- The Tai Chi demo class held on Thursday, August 21<sup>st</sup> had 19 participants. 10 participants responded to the survey requesting that Tai Chi be continued and added to the group Fitness class schedule. Plans are underway to begin tai Chi class on Thursdays at 6:30 pm as of September 11<sup>th</sup>.
- The Zumba Party night will be held on Friday, September 12<sup>th</sup> from 5:30 – 7:00 pm. The HEPD anniversary is being highlighted with a birthday party theme.
- Group fitness class participation numbers continue to stay strong, with the highest participation numbers in Zumba with 48, Yoga with 36, and AquaFit with 26 average monthly participants.

**Triphahn Center (TC)**

<b>Memberships</b>	<b><u>08/2013</u></b>	<b><u>08/2014</u></b>	<b><u>Var. +/-</u></b>
<b>TC</b>	900	911	+11



### General Operations:

- There were 12 open gym participants as compared to 16 for August 2013.
- The monthly Dance World rental was held on August 9<sup>th</sup>.
- The Bancroft School will be renting the gym to hold gym classes once or twice a month during their 2014-2015 school year. The Bancroft School is a non-profit organization providing school based services for children with autism spectrum disorders and related disabilities.
- In addition to general custodial cleaning, the following projects were completed in August.
  - The Early Learning Center rooms 105 and 106 were stripped and waxed, as well as deep cleaned. Deep cleaning includes the bathrooms, walls, chairs, lockers, cabinets, windows and doors.
  - The preschool rooms 100, 102, 103, and 104 were high buffed and wax was applied where needed. These rooms were also deep cleaned.
  - The gym floor was auto scrubbed.
  - The senior center and game room were high buffed.
  - There were 46 room setup/preparation requests to the custodial team for recreation programs for the month of August. There were ten room setups for rentals for the month of August.

### Willow Recreation Center (WRC)

Membership	<u>08/2013</u>	<u>08/2014</u>	<u>Var. +/-</u>
WRC	362	345	(17)

### General Operations:

- Registration is underway for the fall session of racquetball leagues.
- Open gym had 288 participants in August as compared to 180 in August 2013.
- There were 130 courts sold in August. There were 102 courts sold in August 2013. This increase is due to additional rentals utilizing the courts.
- The Palatine library submitted their number for the end of their fiscal year 2013-2014. It appears that visits to the North Hoffman Branch (WRC) are down 5% while reserves are filled are up 9%. Attendance for the library programming is also up 5%.

### Bo's Run Off Leash Area

#### General Operations:

- There were 21 guests to Bo's Run in August as compared to 13 in August 2013.
- There are currently 334 members Bo's Run only members plus 87 combo members. There were 353 Bo's Run only plus 89 combo members at this time in 2013. The slight decline is potentially the new park in Schaumburg and Arlington Heights, but also timing with the new membership program, i.e. start date changes going to year to date.

## **Freedom Run**

### **General Operations:**

- There are currently 354 members at Freedom Run plus 87 combo members. There were 350 Freedom Run plus 89 combo members at this time in 2013.
- Breakdown for Freedom Run / Combo passes Elgin – 183 HE – 99, Streamwood – 68. Additional towns are Schaumburg - 50, Huntley, Hanover Park and South Barrington, Elk Grove, Palatine, Wheeling and others.

## **Seascope Family Aquatic Center**

### **General Operations:**

- The 2014 Seascope season has successfully come to a close on Sunday, August 24<sup>th</sup>. The August events included Volunteer Appreciation Night on August 4<sup>th</sup> and Movie Night on August 8<sup>th</sup> featuring the Lego Movie.
- Seascope saw a dip in pass sales this year, staff contacted many other aquatic facilities and they to saw the same affect with lower pass numbers. SFAC had 1,415 in 2014 as compared to 1,827 in 2013. With that being said staff worked hard to reduce expenses and adjust schedules to keep the numbers in line with the budget expectations.
- August Seascope promotions included Grandparents Day (complimentary park entry for grandparents) and \$5 admission in honor of our 50<sup>th</sup> anniversary on specified days within August.
- The group aquatics participation numbers have been tallied at 577 for the Seascope outdoor aquatic lessons.

## **Communications and Marketing**

### **Program Promotions**

- The Communications and Marketing Superintendent worked with program managers to promote Seascope End of Season Passes, Youth soccer, Prairie Stone memberships, Scarecrow contest, 50+ Open House, and Public Skate schedule.

### **Community Education**

- **HEALTHeKids e-Blast & Blog** – The articles are individually promoted through social media and eventually an RSS feed on the park district website.
- **Vogelei Mural** – The mural is nearly complete. The artist is a student at Olivet University who is volunteering to paint the Vogelei farm on a wall of the Vogelei Barn.

- **Mobile Application and Responsive Web Design Conversion** – The website in progress is to be fully converted to a mobile-friendly design, and is on target for completion in the third quarter. The design has been determined. The mobile application has been available since April 25<sup>th</sup>; as of August 28<sup>th</sup> there are 597 (up from 343 in July) users who have downloaded the application. The mobile application is being marketed to the community via web, e-blast, posters, and social media and with mobile application promotional cards distributed to program participants.
- **A Day in the Life** – Social Media content has been developed for the month of August which features a day in the life of a specific staff person. To date, we’ve covered two of the Seascape lifeguards and 50+ Coordinator Rica Cuff. A videography intern, Josh Hartzell, has been helping film and edit the videos. The videos are loaded onto the district’s You Tube page, and posted on Facebook and Twitter. With the new website design which is in development, videos like these will have a prominent place on the District’s home page.
- **Me & HEPD** – Communications and Marketing is working on a new concept for the 2015 marketing and program guide. The concept focuses on individuals who have been involved with the park district for a long time. Their stories are being captured on video and in print for the guide.
- **Park Info** – Communications and Marketing is developing content for the Planning Division’s park portal project, called “Park Info”. A button has been added on the application to begin to beta test the project. Content is being created to cover four topics including Health, Sports, Nature, and Fitness.
- **Mobile Access ROI results to date are positive**, showing more users accessing heparks.org on mobile devices or tablets. Currently staff is seeing a greater percentage of page views by mobile and tablet:

	<b>Benchmark: Feb 2013-Feb 2014</b>	<b>June 28 – July 28, 2013</b>	<b>July 28 – August 27, 2014</b>	<b>Change from last year</b>
Desktop	63%	61%	50%	- 9%
Mobile	27%	28%	38%	+10%
Tablet	10%	11%	12%	+1%

## **Public Relations & Advertising**

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

- 50+ Open House.
- Park Pioneers Recognized at Party in the Park.

**Community Calendar Submissions to:** Daily Herald, Trib Local, Kidwinks, Oaklees Guide, Parents' Magazine, Hoffman Estates and Schaumburg Chambers and Hoffman Estates Visitor's Bureau.

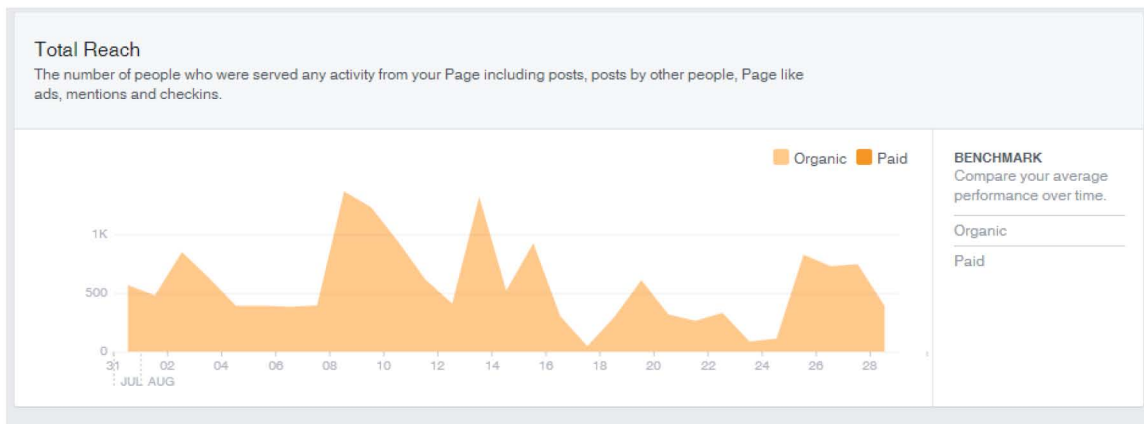
- Fall events.

## MARKETING DASHBOARD (SOCIAL MEDIA & WEB STATISTICS)

July 28, 2014 – August 27, 2014



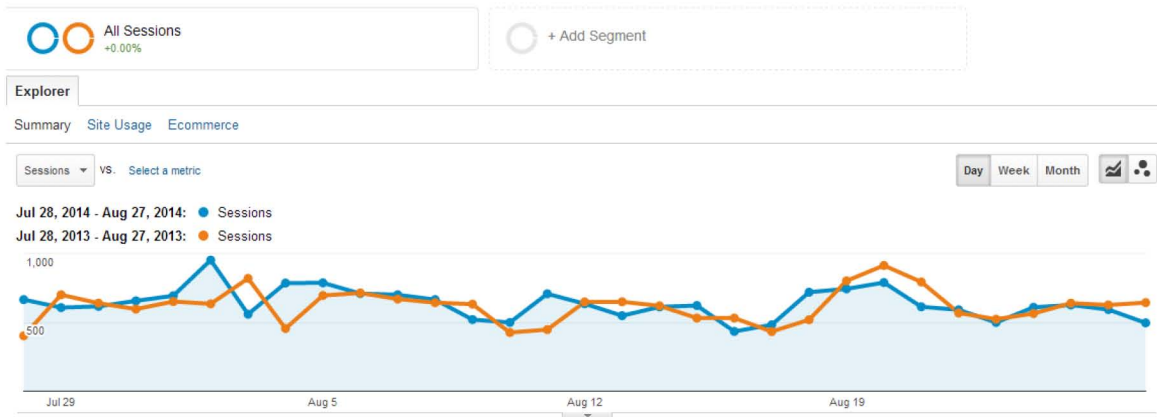
**HEPD Facebook page** (July 31, 2014 – August 28, 2014)



### WEBSITE Heparks.org Google Analytics

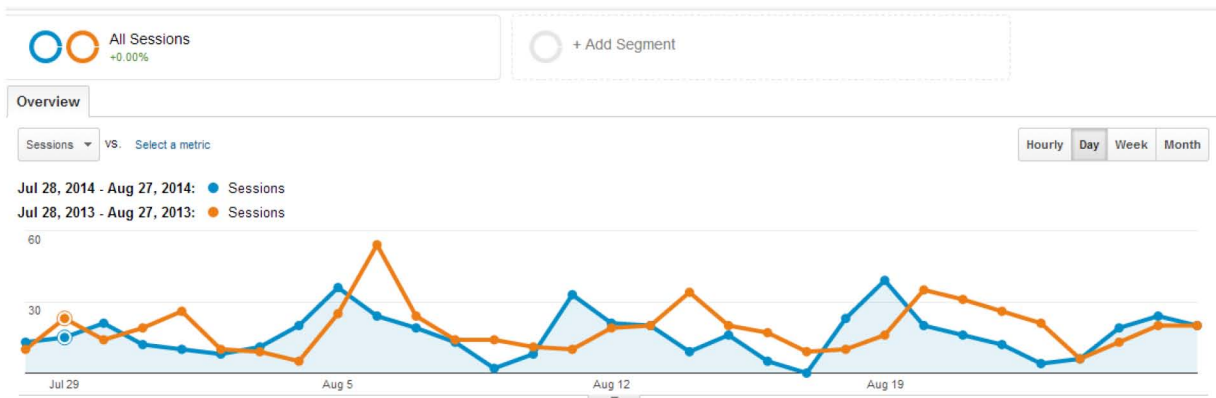
There was an increase in hits on August 2<sup>nd</sup> the day of Party in the Park and the week of August 19<sup>th</sup>, prior to school starting, and that it is just prior to when Fall programs start. Also, an e-blast was sent on August 19<sup>th</sup>.

Heparks.org Google Analytics	2013	2014	+/- Variance
Sessions	19,122	19,731	+ 3.18%
Users	12,360	13,117	+ 6.12%



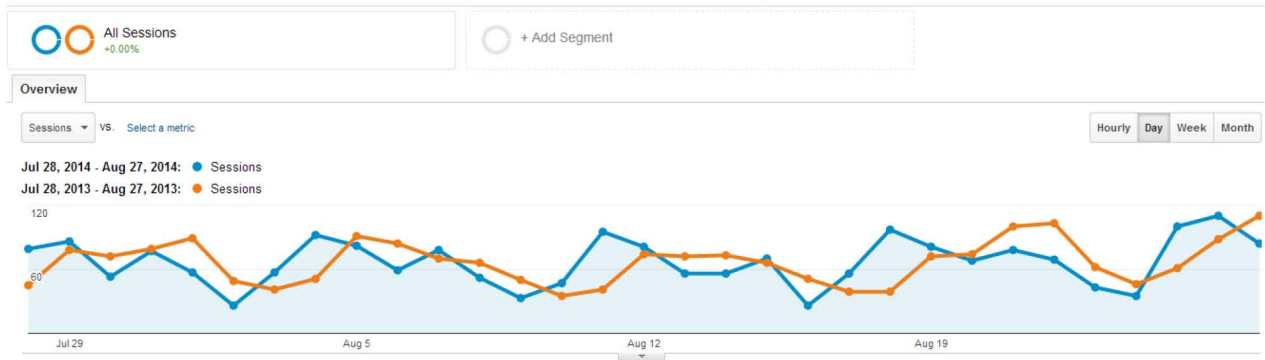
### Program Guide online

Indicates how many times people are viewing the electronic version of our program brochure on our website.



### Webtrac Online Registration Page Hits

Google Analytics – Hits are higher on Mondays; a historical trend, with most hits on the weeks right before the sessions begin.



### Conversion Rate – Online Program Registrations

**RecTrac Report** - Percent of registrations made online vs. in person.

Timeframe	Percent Online Registration
-----------	-----------------------------

2011:	21.00%
2012:	26.30%
2013:	30.69%

January 1 – August 28, 2014: 33.00%



### Email Blast (ROI) Results

Constant Contact	Open Rate	Bounce Rate	Click through rate
<b>Sports and recreation Industry bench</b>	<b>19.70%</b>	<b>9.19%</b>	<b>11.89%</b>
All HEPD email <b>mark</b>	20.90%	5.50%	11.80%
HEPD General E-Blast 06/10 (Qty15k)	19.00%	1.50%	11.00%
HEPD General E-Blast 05/27 (Qty 16k)	24.50%	1.40%	11.70%
HEALTHY KIDS June Newsletter (Qty 391)	22.70%	0.30%	7.10%

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

### **General Programs**

- The fall session Jr. Golf program is completed. We had 25 students in the two classes. In this session juniors learned the game with use of motor skills, range practice and on course play.

### **Golf Rounds**

<b>ROUND TOTALS</b>		
<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>5,731</b>	<b>6,012</b>	<b>5,704</b>
<b>YTD ROUND TOTALS</b>		
<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>26,472</b>	<b>23,046</b>	<b>22,391</b>

- We had 19 outings scheduled in the month of August with a 970 players compared to 21 outings with 1,170 players in 2013.
- League Rounds for the month were 705 rounds. In 2013 we had 680 rounds.

### **Range Information**

<b>RANGE BASKET SALES TOTALS</b>		
<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>3,347</b>	<b>3,359</b>	<b>3,731</b>
<b>YTD RANGE BASKET SALES TOTALS</b>		
<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>16,649</b>	<b>14,411</b>	<b>14,692</b>

## Communications & Marketing

### Marketing/Advertising

- We did 4 email blasts for the month advertising; Drive & Dine, 30 Day Play & Save, Bridges Final Challenge, Customer Appreciation Open Play SG, ProShop Sales, Wedding & Banquet Specials, and Video Gaming.
- **We also did another ad in Value Pack.** The ad is double sided advertising Specials for Weekday Green Fees as well as driving range. We get 4 different mailings which goes to 50k homes each time. We will have one more mailings scheduled for this year. It goes to the following areas: Palatine (zips 60004, 60074, 60089) Arlington Hts. (Zips 60005, 60008, 60067, 60173) Barrington/Inverness/Palatine (zips 60010, 60067, 60192), & Schaumburg areas.

### Food & Beverage

For the month of August we had a total of 38 Events. (40 Events in 2013) The breakdown is as follows:

9 breakfast meetings servicing 175 people

5 Rotary luncheons servicing 245 people

5 showers servicing 174 people

8 golf outings with buffets servicing 768 people

4 ceremonies servicing 587 people (one of which was a ceremony only for 150)

5 receptions servicing 729 guests

1 room rental only

1 political fundraiser servicing 60 people

We currently have 39 events booked for the month of September (35 Events in 2013)

8 breakfast meetings servicing 213 people

1 ABBHH continental breakfast meeting servicing 75 people

2 Rotary luncheons servicing 80 people (one of theirs off site because they waited too long to sign their contract and a memorial had already booked, the other date cancelled)

1 fireman meeting with pizzas and appetizers servicing 40 people



1 church luncheon servicing 120 people  
1 social luncheon/reunion servicing 25 people  
11 golf outings servicing 955 people plus the CDGA Tournament servicing 90 people  
2 ceremony only events servicing 400 people  
5 ceremonies servicing 750 people  
5 receptions servicing 750 people  
1 in house full staff meeting servicing 60 people  
1 Foundation wine event servicing 100 people

#### Wedding Booking Update:

2016=1 ceremony and reception

2015=10 receptions 9 of which are hosting their ceremonies here plus one ceremony only

2014= 29 wedding receptions plus 8 ceremony only booked (one cancelled their wedding since last board report), Of the 29 receptions; 23 are doing their ceremony and receptions here.

#### Past Wedding #'s

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

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

#### **BPC Maintenance Report**

“Rain, rain go away, come again another day,” seemed to be a popular phrase for the month of August. We totaled 13 rain days this past month with a three inch rainfall on the 4<sup>th</sup> and a 1.8 inch rainfall on the 21<sup>st</sup> of the month. The other eleven days that we recorded rainfall ranged from .10 to .90 inches, giving us a total of 8.10 inches of rain for the month of August. This amount of rain kept the maintenance team busy constantly pumping water from all of our bunkers, pushing sand back up to the edge of the bunker and raking the bunkers to be ready for play. Water must be pumped from our bunkers as the majority of the bunkers have drain tiles that are clogged with sand and pea gravel,

crushed from years of compaction and no liners in the bunkers to hold sand and protect the drain tiles. The crew also worked hard at keeping our fairways as dry as possible during the this month by using squeegees to remove any standing water from fairways to help prevent any fungus or diseases forming from standing water and heat.

We have begun treating all of our native/no mow areas this month and will continue this week through September and into October. This is a process that involves removing invasive plants such as Queen Anne's Lace, mowing down to a height of six inches and treating with herbicides and fertilizers.

Other work that was completed in August by the Bridges Of Poplar Creek Country Maintenance team is follows:

- Fertilizer applications to greens, tees and fairways
- Complete bunker edging
- Routine Maintenance
- Continued landscape work for the new sign at Golf and Moon Lake Road
- Irrigation upkeep
- IPM applications
- Continued developing plans for the irrigation pond wall on #10 and #11
- Equipment maintenance

#### **ADMIN & FINANCE**

##### **A. Finance/Administration**

- Staff has a proposed settlement with the tax objectors on our debt service levies for 2007 and 2008 at 2 mils per \$1,000 EAV. This settlement is less than the 3 mils agreed to for the 2005 and 2006 settlements. For 2007, the EAV for the objectors was \$793,975,817, so the settlement proposal is \$15,879.52. For 2008, the EAV was @793,205,293, so the settlement proposal is \$15,864.07. The District does not issue payment for these settlements; rather it is deducted from future tax payments we receive. This settlement is standard for taxing districts in Cook County and is supported by our legal counsel.
- Staff is finalizing departmental initiatives for the Comprehensive Master Plan (CMP). This includes short-term (2015), mid-term (2016-2017), and long-term (2018+) initiatives that will be planned on to support the District's mission and goals. These will be presented as part of the CMP at the next Forward Planning Committee at the end of September.
- Staff is working on the 2015 budget including the 2015 action plan.
- Staff conducted an in-house "Hoffman U" workshop for all staff to review the budget process and establish expectations and timelines for the 2015 budget.
- Staff attended Volunteer Appreciation Night.
- Staff participated in PIP event.

##### **B. Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. TC/WRC/PSSWC Fitness Centers
  - b. ELC (weekly)
  - c. Sponsorship

- d. STAR
- e. Preschool
- f. Dance

- Administrative Registration for:
  - a. Financial Assistance
  - b. Unemployment Package
  - c. Park Permits
  - d. 2014/2015 Soccer Registration
  - e. STAR
  - f. Hockey

**C. Human Resources**

- Completed orientation process for PSSWC FT Fitness Supervisor.
- Facilitating PDRMA Path program with staff. This program replaces the prior My Health IQ physical screening with self-reporting of healthy lifestyle activities. It includes taking health related seminars or participating in healthy activities like a 5K run. Achieving two activities will allow employees to receive the health incentive award from PDRMA.
- Processed 33 volunteers and 31 PT employees.

**D. Technology**

- Email Exchange project is in the preliminary stages; it upgrades our Exchange server 2007 to 2013 which was budgeted for this year.
- Submitting proposal to A&F Committee for Comcast Enterprise Business Services as our solution to upgrade our current infrastructure.
- Continue to discuss and review different vendors for IT support. Currently we are not in contract with any vendor for IT support but are on a strictly Time + Materials agreement with different vendors as a test phase for service support.
- Planning on moving our web hosting from Excalibur to Invex Design. C&M is currently using Invex Design to redesign our website.
- In the process of updating our Disaster Recovery plan with Redundancy to minimize downtime for the District.
- Evaluating a new server to be installed at BPC. This will provide another layer of redundancy in the event TC experiences an outage.
- Currently monitoring, patching, & rebooting our servers manually in-house. This was done by Excalibur in the past.
- Deployed 45 out of 50 new HP Win7 computers to replace WinXP computers.

**MEMORANDUM NO. M14-106**

**TO: Board of Commissioners**  
**FROM: Dean R. Bostrom, Executive Director**  
**Gary Buczkowski, Director of Planning and Development**  
**RE: Installation and replacement of fence at Cannon Crossings Park**  
**DATE: September 17, 2014**

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**Background:**

At the September 2<sup>nd</sup> Buildings and Grounds Committee meeting, staff presented bids for installation and replacement of fencing at Cannon Crossings Park. This project is being done to protect park patrons from the adjacent railroad right of way. During the discussion, members of the committee requested that staff look into the feasibility and cost to increase the 10-foot high chain link fence behind the soccer goals to a height of 15 feet and present those findings to the board for consideration.

**Implications:**

Staff contacted the low bidder, Custom Built Commercial Fence, to request pricing to increase the fence to 15-feet. Also included in that request was the price to increase the vertical post size from 2.5 inches to 3 inches which would provide additional support for the extra 5 feet of fence and the opportunity to extend the height even further should it be needed at a later date. The additional cost to do this work would be an addition of \$5,571.

**Recommendation:**

Staff believes the additional cost for this work is well worth the investment and recommends that the board approve the contract with Custom Built Comm Fence for the Cannon Crossing project in the amount of \$58,073 which includes the added negotiated cost of \$5,571. The funds for this project will come from the Village of Hoffman Estates as part of Canadian National's commitment for providing safety protection for residents and patrons.

**MEMORANDUM NO. M14-099**

**TO: Buildings and Ground Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**Gary Buczkowski, Director of Planning and Development**  
**RE: Fence at Cannon Crossings Park**  
**DATE: August 26, 2014**

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**Background:**

As part of the negotiations between the Village of Hoffman Estates and Canadian National Railway (CNR), CNR has agreed to pay for improvements pertaining to the quality of life and safety issues related to the increase in train traffic through Hoffman Estates just east of Cannon Crossings Park. The Village and CNR have agreed to pay for additional fencing on the soccer field and southern portion of the baseball field at Cannon Crossings Park. The purpose of the project is to reduce the number of baseballs and soccer balls that enter the railroad right-of-way property and minimize direct access to the railroad property. The existing 6-foot high fence on the baseball field will be replaced with an 8-foot high fence. A new 10-foot high fence will be installed along the south side of the soccer field and behind both of the goal areas. Both of these fences will be black vinyl.

Plans and specs were developed for this work and bids were released in early August with a bid opening of August 28, 2014.

**Implications:**

On August 28, 2014 staff opened 5 bids received for this project and the results chart is attached.

The low bidder, Custom Built Fence, just completed work at WRC, Poplar, Community and South Ridge Parks. All projects met with the district's expectations. With this in mind, staff is recommending this project be awarded to Custom Built Fence.

**Recommendation:**

Staff recommends that the B&G Committee recommend the board award the chain link fence project at Cannon Crossings Park baseball and soccer fields to the low bidder, Custom Built Fence, in the amount of \$52,502.00.

Funds for this project will come from reimbursement from the Village of Hoffman Estates which is part of the Canadian National Railway improvements to improve the quality of life and safety issues to adjacent properties along the railroad's right-of-way in west Hoffman Estates.

Cannon Crossing Fence

8/28/14

NAME	Classic Fence, Inc. 1822 Rt 30, Oswego, IL 60543 630-551-3400 classicfencemail@yah oo.com Ignacio Ruiz	<b>Custom Built Commercial Fence 721 N. Seminary Ave, Park Ridge, IL 60068 847- 634-6370 jan5975@ameritech.n et Jan Tomassine</b>	Action Fence Contractors, Inc. 945 Tower Rd, Mundelein, IL 847-949-6690 chrisK@actionfence.com	Northern IL Fence, 320 W. Lincoln Hwy, Cortland, IL 60115 815-756-3561 dclark@cnifence.com, Dean Clark	Rock Valley Fence 7975 Forest Hills, Loves Park, IL 61111 815-636-2095 Gary @Rockvalleyfence,.com
BOND	X	X	X	X	X
ITEM 1 Removal of 510 lf of 6 ft fence	\$1,530.00	\$1,530.00	\$3,955.00	\$2,483.70	\$2,550.00
ITEM 2 Removal of 120 lf of 4 ft fence	\$300.00	\$360.00	\$930.00	\$588.00	\$600.00
ITEM 3 Supply & install 520 lf 8 ft fence	\$19,614.40	\$18,200.00	\$22,568.00	\$21,257.60	\$22,412.00
ITEM 4 Supply & install 120 lf of 6 ft fence	\$3,552.00	\$4,182.00	\$5,100.00	\$4,515.60	\$5,712.00
ITEM 5 Supply & install 420 lf of 10 ft fence	\$17,812.20	\$16,380.00	\$19,803.00	\$19,912.20	\$22,831.20
ITEM 6 Supply & install 300 lf of 10 ft fence	\$13,950.00	\$11,850.00	\$16,677.00	\$15,513.00	\$16,308.00
TOTAL	\$56,758.60	<b>\$52,502.00</b>	\$69,033.00	\$64,270.10	\$70,413.20