



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. 1034
TUESDAY, OCTOBER 23, 2018
7:00p.m.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
 - A. Best of Hoffman: Officer John Bending
 - B. Employee(s) of the 3rd Quarter
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
8. APPROVAL OF MINUTES (attached)
 - A. Regular Board Minutes 9/18/2018
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
 - A. Entertainment District Gateway Sign Easement Agreement / M18-100
 - B. TC North Roof Bid / M18-099
 - C. Fertilizer and Chemical 2019 Early Order Bid / M18-098
 - D. Limited Bond Issue Ordinance O18-009 / M18-106
 - E. Payment Card / M18-103
 - F. Natural Gas Contract Renewal / M18-107
 - G. Surplus Ordinance O18-00 / M18-101
 - H. Open and Paid Invoice Register: \$688,782.05 (see Oct A&F packet)
 - I. Revenue and Expenditure Report/Financial Analysis (see Oct A&F packet)
 - J. Acceptance of B&G Minutes 9/11/2018 (see Oct B&G packet)
 - K. Acceptance of Rec Minutes 7/17/2018 (see Oct Rec packet)
 - L. Acceptance of A&F Minutes 9/18/2018 (see Oct A&F packet)



Regular Board Meeting
October 23, 2018
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10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
 - A. Official Naming of athletic fields at Fabbrini Park (Johnsons) / M18-102
 - B. Credentials Certificate for IAPD Annual Meeting / M18-105
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
 - o July 24, 2018
 - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
16. Potential discussion and possible vote on matters regarding the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
17. ADJOURNMENT

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



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MINUTES
REGULAR BOARD MEETING NO. 1033
September 18, 2018

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on September 18, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

Audience: Comm Rep Dressler, Chhatwani, Wilson and Utas

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Awards:

Comm Rep Dressler presented the park district with a grant check in the amount of \$3,500 from the National Association of Realtors for the work at Chino Park Gardens.

President Kaplan took this opportunity to welcome Alisa Kapusinski as the district's new Director of Recreation.

5. Comments from the Audience:

None

6. Recess for A&F Committee Meeting:

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to recess the Board Meeting at 7:05 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

7. Reconvene Following A&F Committee Meeting:

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

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

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

8. Approval of the Minutes:

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to approve the minutes of the August 28, 2018 meeting as presented. The motion carried by voice vote.

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to approve the minutes of the August 21, 2018 Committee of the Whole meeting as presented. The motion carried by voice vote.

9. Consent Agenda:

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the consent agenda as presented.

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

- A. Credit Card Smart Terminals / M18-088 (see Aug A&F packet)
- B. NWSRA Member District Annual Assessment Resolution R18-006/M18-086 (see Aug A&F packet)
- C. Appointment of IMRF Authorized Agent Resolution R18-005/M18-085 (see A&F packet)
- D. Balanced Scorecard / M18-087 (see Aug A&F packet)
- E. Open and Paid Invoice Register: \$533,101.72 (see Aug A&F packet)
- F. Revenue and Expenditure Report (see Aug A&F packet)
- G. Acceptance of A&F Minutes 7/24/2018 (see Aug A&F packet)

10. President's Report:

President Kaplan noted that he had seen information on the Puckheads, a Netflix pilot filmed at the Triphahn Center.

He also noted that the Legislative Luncheon had gone very well.

He noted that the IAPD Best of Best Gala was up and coming and anyone attending should contact Executive Assistant Kaczmarek and that the NRPA Conference was next week.

He also noted that the Doggie Carnival had been well attended with over 100 dogs.

11. Executive Director's Report:

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

12. Old Business:

None

13. New Business:

A. Community Interest and Opinion Survey/ M18-096:

Executive Director Talsma noted that the item was under new business in case there were any additional corrections. Hearing none:

Commissioner Kilbridge made a motion, seconded by Commissioner Kinnane to approve the Community Interest & Opinion Survey for finalization by ETC and distribution to the resident in early October. The motion carried by voice vote.

14. Commissioner Comments:

Commissioner Kinnane said he had a great time at Uncorked and Untapped.

Commissioner McGinn noted he also had a good time at Uncorked and was glad to see a younger crowd.

Commissioner K. Evans said he also had a good time at Uncorked and thanked the district for their support of the Legislative Luncheon. Executive Director Talsma noted that each legislator at the luncheon had given a letter of support for the OSLAD grant project.

Commissioner Kilbridge wished everyone a good time at conference.

Commissioner R. Evans noted that Mrs. McLeod had told him the BPC Outdoor Event Area was a great venue and she wished more people would attend the Uncorked to see it. He also reminded the board that the district had a 5K Event November 3rd.

Commissioner Bickham noted that the Village had the Platzkonzert – German Fest and Facility Manager Albig did a great job with the climbing wall.

15. Adjournment:

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 8:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1034**

EXECUTIVE DIRECTOR'S REPORT

October 2018

PARKS DIVISION

1. OSLAD

Working with staff from every department the Parks team finalized the OSLAD Grant applications. Staff feels very confident in our application that the conceptual design for South Ridge meets the criteria set forth by the IDNR for the OSLAD Grant. The application binder was mailed in on 9/27/18 and received by the IDNR on 9/28/18.

2. Planning and Development

Asphalt repairs and seal coating at the following location was completed the week of September 17th: TC, PSSWC, Willow, Fabbrini, Victoria, Charlemagne, Olmstead, Cottonwood, and South Ridge (North/South), Huntington, Freedom Run, Cannon Crossings and Seascape.

New ADA entrance and path into Freedom Run Dog Park was completed in conjunction with the drainage inlet repairs at Cannon Crossing parking lot. Cannon Crossing parking lot had 8 storm drains where the asphalt was failing around the structures. Staff saw-cut around the structure and repaired the hoes in the structures and Schroeder Asphalt performed 10ftx10ft cut to the asphalt around the structures, compacted new stone and laid new asphalt.

3. Aquatics and Building

Seascape Aquatic Center was winterized; this includes blowing out all pool lines, opening all drains lines in the surge pit, capping all return lines in the pool, shutting down the bath house and blowing out the irrigation lines. Staff has started the process of securing pricing for pool floor repairs as well as refurbishing the body and tube slide.

As directed by the Green Team, staff has installed new water bottle fillers at Vogeley Barn, Parks Maintenance, TC North, TC breakroom and PSSWC. Anticipate having all of them installed in all facilities by the end of the year.

4. Parks and Construction

Staff has completed laying the new flooring for the entire main floor of Vogeley Barn. While doing the flooring staff also completed painting the entire main floor of Vogeley Barn. This project definitely provided much needed updates to the teen center.

Unfortunately vandalism was high in September for our parks. Staff needed to replace smashed park signs at Kingston and Seminole, replace sections of the slide at Vogeley, and clean up graffiti from Vogeley, Fabbini and Community. Hoffman Estates Police Department are contacted in all cases involving vandalism in the parks.

5. Horticulture

The horticulture team began removal of shoreline saplings around district ponds. This process takes some time as it is all hand removal of volunteer trees on our shorelines that have the ability to choke out desirable plant material. The process will continue into October and should be completed by month's end. For our natural areas that receive prescribed burns, the permits have been obtained from the state and submitted to the village. Weather depending prescribed burns will start in November/December and go until April/May.

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

- New roof top HVAC unit (RTU) was installed at Parks Maintenance Building.
- Three new RTU's have been ordered and scheduled for replacement at PSSWC upon arrival.
- Multiple HVAC, electrical, and building mechanical preventative checks and repairs were completed.
- Bid notices for TC North Roof and Chemical/Fertilizer Early orders were opened and due on 10/10/18.
- Fall aerification of sports fields.
- Continued tree and landscape bed maintenance.
- Zamboni's had new tires installed along with a new hydraulic pump on one of the units.
- Maintenance repairs to vehicle fleet as well as routine checks.

RECREATION DIVISION

Upcoming Events

- **Oct 20** Hoffman Walks
- **Oct 20** PSSWC Fall Fitness Open House
- **Oct 27** Halloween Bash
- **Oct 27** Pumpkin Swim
- **Oct 28** Great Pumpkin Skate
- **Oct 30** Trick or Treat Climb
- **Nov 3** 5K at BPC
- **Nov 10** Hoffman Walks at PSSWC



Administration

- Alisa Kapusinski, Director of Recreation, began on September 17.
- 2019 Goals & Objectives with Action Plans were finalized.
- 2019 Budget is being finalized.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership	09/30/2017	09/30/2018	01/01/2018	Var. +/-
Total	829	827	854	-27

Fitness Classes

- Fitness Boot Camp- 10 enrolled
- Women of Steel- 5 enrolled
- There are 3 classes running through Harper college with 2 participants registered through HEParks. Harper also takes registration for their programs.



Willow Recreation Center

Willow Recreation Center Fitness and Operations:

Membership	09/30/2017	09/30/2018	01/01/2018	Var. +/-
Total	337	335	335	0

The first program from Wings & Talons "Dissecting Owl Pellets" was held with 6 participants. The next class "Flight & Feathers" has 6 participants registered to date.

The following fitness classes are running at WRC. Each class has drop in participants in addition to the registered participants.

Total Fitness Workout	5 registered
Zumba (contractual)	3 registered
POUND (contractual)	8 registered
Teen Weight Training	4 registered

Youth racquetball lessons 9 registered

Racquetball leagues 3 leagues are running with 29 participants.

There are 3 classes running through Harper college with 6 participants registered through HEParks. Harper also takes registration for their programs.



Dog Off-Leash Areas

- The Doggie Carnival (2nd annual) was held on Sept. 15th at Fabbri Park. It was attended by approximately 150 dogs. There were approximately 120 dogs at the carnival in 2017.
 - Dog obedience classes are a contractual program with A Closer Bond. There are 5 people registered through HEParks.
- Breakdown for Bo's Run / Combo passes Arlington Heights 18, Barrington 27, HE 144, Inverness 37, Palatine 49, Rolling Meadows 24, Schaumburg 24, Streamwood 14
- Breakdown for Freedom Run/ Combo passes Elgin 168, HE 107, Streamwood 6, Schaumburg 12.

Dog Park Passes	09/30/2017	09/30/2018	01/01/2018	Var. +/-
Bo's Run	326	278	318	(48)
Freedom Run	341	314	321	(27)
Combo	87	82	85	(5)
Total	754	674	724	(80)



General Programs

Dance Classes

- Fall programs began this month. There are 124 (103 in 2017) at TC and 67 (62 in 2017) at WRC.

Gymnastics Classes

- The first session of gymnastics classes began the week of 9/4, we have 108 registered (162 in 2017). The last day of the first session is 10/20 and the second session is currently taking registration and will start the week of 10/22.

Martial Arts Classes

- Fall Shotokan numbers are 151 (172 in 2017) and Tae Kwon Do has 78 (65 in 2017). Classes for both end the week of 12/10.



50+ Club

Year to Date Membership	9/2017	9/2018	01/01/2018	+/- Var.
Total Members	239	422	310	+112

Fee Based Classes offered in September 50+

- Gentle Yoga (Wed/Sat) 20 total enrolled
- Tai Chi Lessons (Tues/PM) 13 total enrolled
- Basic Exercise (Mon/Wed/Fri) 47 total enrolled
- Zumba Gold (Tuesday Nights) 17 total enrolled
- Forever Strong- 11 enrolled (NEW)

Athletic opportunities offered in September

- Billiards (Daily) (approx. 120 this month)
- Pickleball (approx. 216 this month)
- Ping Pong (now offered daily) (20-25 this month)
- Volleyball (approx. 84 this month)
- Baggo (15 this month)
- Chair Volleyball (36 this month)

Drop In Activities in September

- Wii Bowling (approx. 70 this month)
- Mah Johng- (approx. 20 this month)
- Cards (approx. 32 this month)
- Games (approx. 25 this month)
- Meet and Mingle- varies
- Bunco (approx. 14 this month)
- Mexican Train (approx. 40 this month)

**All -drop in activities (including Wii) have been growing in numbers weekly.*

Trips in September

- China Town Tour- 9/14- We had 13 in attendance. Everyone really enjoyed the entire trip from start to finish and would like to see more trips like these offered in the future.

50+ Clubs which met in September

- Pinterest Crafting Club met twice in September and continues to be a very well received club with many hidden talents among those in the group.
- Walking Wonders Club- This group meets every Tuesday morning from 10-11am to walk the indoor track and socialize. We've continued to see the same returning 10, plus a few new faces each week. Many of these walkers are new to walking but they enjoy the socialization and exercise.
- Book Club met on 9/24 and there were 18 in attendance.

Evening/Special Programs in September

- Pub Quiz Night (3rd Thursdays/5:30 pm) – 29 participants (50+ Center). Prizes were sponsored by Bruce Mancherian and questions courtesy of Dr. Tom Hoover.

- Afternoon Movie took place on 9/17. The movie shown was Leisure Seekers. Everyone enjoyed the movie and 12 were in attendance.
- S.O. S (Seniors Out Socializing) took place on 9/25. 12 went to dinner at Yu's Chinese Restaurant.

50+ Lunch Bunch in September

- This group met on Friday, September 7 at Omega. We had 10 in attendance and everyone had a nice time.

50+ Birthday Celebrations/Culver's

- Our bi-monthly Culvers birthday celebration is scheduled next for October.

New Opportunities/Highlights for September

- Lunch and Learn opportunity on Fall Prevention, sponsored by Amita Health took place on 9/21. Attendance was low, but those who attended enjoyed the presentation and felt they learned something new. 10 attended.
- The first Coffee Talk took place on 9/17. 6 attended this morning chat on Medicare updates and changes for 2019. Those who attended found it beneficial.
- A FUNtastic Friday Pot Luck event took place on 9/28. 30 attended by bringing a dish to share. They enjoyed background music while socializing and trying their hand at bags, ping pong, volleyball and Mexican train. The group would like to see more of these fun afternoons at the 50+Center.



Early Childhood

Three-school 18-19	15 TC 12 WRC	10 TC 18 WRC	-5 +4
2's Playschool 18-19	30 TC 24 WRC	30 TC 23 WRC	0 -1
Preschool 18-19	132 TC 73 WRC	119 TC 58 WRC	-13 -15
Early Learning Center	5 day – 18 4 day – 4 3 day – 2 2 day – 3 1 day – 1 Total - 28	5 day – 23 4 day – 5 3 day – 6 2 day – 2 1 day – 0 Total - 36	+8
District 54	350	373	+23
District 15	51	62	+11
KSTAR District 15	14	19	+5
Totals	415	454	+39

District 54 Half Days	72	79	+7
District 54 Full Days	0	0	0
District 15 Full Day	0	0	0
Totals	72	79	+7



Youth Athletics

Youth Winter Basketball Leagues

- Registration has begun for our youth winter basketball leagues. Families can take advantage of our early bird registration up until October 5. Below are our numbers at the end of September 2017 and 2018.

	1/2-coed	3/4th boys	5/6th boys	7/8th boys	3/4 girls	5/6 girls	7/8 girls	total
2017	31	41	23	23	9	6	1	134
2018	35	39	23	18	5	9	4	133
							Total	-1

- New this season HEPD will team up with HEHS for a coach's clinic. This will be free for all HEPD in-house winter league coaches.
- Both our in-house and feeder basketball program will participate in the Hoffman Estates Youth Basketball night at the Windy City Bulls game on December 15.

Hoffman Estates High School Feeder Basketball

- Feeder basketball tryouts have been set for both boys and girls for the week of October 1 and 8th. These will take place at the Triphahn Center.
- Players who are trying out are strongly encouraged to sign up for the in-house winter league beforehand. If they make the feeder team, they can simply be transferred over and if they do not make the team, they're all set with HEPD for in-house league.

Youth Volleyball League

- Registration is currently taking place for our Fall Youth Volleyball leagues. The deadline is October 5.

Fall Soccer Leagues

- Games began the week of September 7 for both inter-village and in-house.
- On September 16 we had our first league outing to the Chicago Fire soccer game. We had 24 participants at the game.
- Players voted for their peers the week of September 24 for our first ever in-house all-star weekend that will take place on October 13.

Season	KG CoEd	1/2 Girls	1/2 Boys	3/4 Girls	3/4 Boys	5/6 Girls	5/6 Boys	7/8 CoEd	Total
Fall 2017	26	18	40	31	45	12	32	12	204
Fall 2018	15	61 (coed)	-	11	24	13	30	14	168
								Total	-36

In-House Fall Youth Baseball

- Practices started up this August for our Fall Youth Baseball teams. We had a record number of players this season.

	Pinto	Mustang	Bronco	Pony	Colt	Total
2017	13	24	13	13	12	75
2018	13	26	29	26	10	104 (+29)

- Games began the weekend of September 8th and 9th. Teams will practice once during the week and compete in games on Saturdays and Sundays against teams from PBA, RMPD, SAA, LZBA, EGB and PYBA.
- On September 23 our Colt Baseball (high school) team got to compete in a game against an SAA Colt team at Boomers stadium. Admission was free to the game. Players got to use the locker rooms/dugouts and bullpens during the game. We hope to continue this event next year. PBA and EGB competed in a game following the Hoffman vs SAA game.



Adult Athletics

Adult Softball

- Fall League- our 9 team fall season began play on September 10. We have been chosen again by Duane Dow to have our adult league on the local Comcast channel. The game will be taped on October 22 and be shown on air sometime in December and January.

Adult Football

- The Fall Adult Touch Football League began play on September 9. Games take place at Canterbury Park. We have 6 total teams in the league this year.

Fishing

- The September Fishing 101 class had a total of seven kids enrolled. Staff has been getting a lot of great feedback from parents and look forward to the 2019 fishing season.

Fishing 101	Free Clinic	June	July	August	September	Total 2018 Fishing
Enrollment	(May)					Enrollment
	25	5	3	3	7	25



Ice Operations

Hockey team players	257	217	-40
Hockey Starter	89	81	-8
Figure Skating	157	101	-56
TOTALS	503	489	-104

Bridges of Poplar Creek

General Programs



Upcoming Golf Events

- Final Challenge 10/13, Pro Am Scramble 10/14, Turkey Shoot 11/3, Bridges 5k 11/3



Upcoming F&B Events

- Winter Fest & Breakfast with Santa 12/8

Golf Rounds

ROUND TOTALS.

2014	2015	2016	2017	2018	5 Year Average
4,045	4,064	4,004	4,752	3,554	4,084

YTD ROUND TOTALS

2014	2015	2016	2017	2018	5 Year Average
26,867	26,551	26,114	27,487	24,117	26,227

Range Information

RANGE BASKET SALES TOTALS

2014	2015	2016	2017	2018	5 Year Average
2,718	2,499	2,067	2,431	2,344	2,412

YTD RANGE BASKET SALES TOTALS					
2014	2015	2016	2017	2018	5 Year Average
17,420	17,207	17,171	18,057	16,316	17,234

Pass Sales

<i>Resident Passes Thru June</i>	2016	2017	2018
Resident Annual	3	4	1
Resident Individual	128	151	91
Resident Junior	1	2	6
Resident Senior	85	79	91
Total Resident Passes Sold YTD	217	236	189
<i>Non Resident Passes Thru April</i>	2016	2017	2018
Non-Resident Annual	0	1	1
Preferred TT Pass	104	116	80
Non-Res Individual	20	12	13
Non-Res Junior	0	0	2
Non-Res Senior	58	53	54
Total Resident Passes Sold YTD	182	182	150

Hole In One Contestant Update

HOLE IN ONE MONTHLY SALES TOTALS		
2016	2017	2018
120	293	212
YTD HOLE IN ONE SALES TOTALS		
2016	2017	2018
120	2,086	1,811

BPC Communications & Marketing

Marketing/Advertising



4 Email blasts went out promoting, Upcoming Events, Round Promotions, Instructional Programs, Online Specials, and Banquets.

Food & Beverage

For the month of September we had a total of 22 events (21 Events in 2017)

The breakdown is as follows:

5 breakfast meetings servicing 140 guests

1 birthday servicing 39 guests

6 golf outings servicing 720 guests

4 ceremony/reception servicing 490 guests (1 c/r cancelled)

1 reception only servicing 153 guests

3 ceremony only servicing 280 guests

1 fundraiser servicing 130 guests

Uncorked and Untapped

We currently have 23 events booked for October (21 Events in 2017)

5 Breakfast meetings servicing 125 guests

1 all-day meeting servicing 140 guests

4 ceremony/receptions servicing 584 guests

1 shower servicing 40 guests

4 birthdays servicing 392 guests

2 dinners servicing 150 guests

2 luncheons servicing 159 guests

1 Baptism servicing 40 guests

1 IAPD meeting servicing 34 guests

Pro Am Scramble and Bridges Final Challenge 120 guests

Wedding Count Update:

2019 = 12 ceremony and reception, 1 reception only, 1 ceremony only

2018 = 16 ceremony and reception and 3 reception only, 2 ceremony only (2 weddings have cancelled this season, would have made it 18 ceremony/reception)

2017 = 14 ceremony and reception, 5 reception only, 5 ceremony only

2016 = 21 ceremony and reception, 4 reception only, 1 ceremony only.








2015 = 18 ceremony and reception, 5 reception only, 4 ceremony only

Golf Maintenance Summary

In September we averaged 77.5 degrees (3 degrees above normal values) for the high and 60.4 degrees (about 6 degrees above average) for the lows. This included a total of 5 days with temps over 90 degrees. For precipitation September was wet to start and end but dry in the middle. We ended up with 4.14" (3.21" average) of rain coming mainly in the first 6 days and last 5 days of the month. On the second to last day of the month we also saw our first frost. It was very light and only seen in the rough, but it is the first official sign that the growing season is coming to a quick close.

Mid-September the maintenance team performed one of the most important cultural practices of the year, fall aerification. Over two days we were able to aerate and sand topdress all the greens. We used our Toro Pro-core with 3/8" hollow tines to pull cores about 3.5" deep. This process created roughly 5.1 million holes on the greens. We applied around 40 tons of sand, just under two dump trucks, to fill all the holes that were created. With some well-timed fertility applications, warm temps, and soaking rains the greens responded perfectly and were playable in about a week. Towards the end of aerification week we were also able to hit all the tees with 1/2" solid tines too.

Below is a small list of some of the tasks we tackled in September:

-  Applied multiple preventative chemical applications to greens, tees, and fairways.
-  Applied granular fertilizer to greens, tees, fairways, and rough.
-  Detail work that was done in September: string trimming trees, edging sprinklers/yardage plates, trimming bushes, and upkeep on mulch/flower beds.
-  Hand watering and syringing greens.
-  Filling divots on tees.
-  Repairing the irrigation system.
-  Fixing bunker washouts and cleaning up storm debris.



Flail mowing fescue in preparation for herbicide applications.



Cleaning up leaves that started to fall.



Prairie Stone_™ Sports & Wellness Center

Sept Member Totals	09/30/2017	09/30/2018	01/01/2018	Var. +/-
Totals	3,021	2,948	3,086	-138

Member Services

- September was an unusually slow month in membership sales. We will continue to forge forward in October with a lower enrollment fee and highlight the facility with the Open House event scheduled for Saturday, October 20th.
- The sales team, GM, and Director are working to review both the corporate pricing structure, as well as the general membership pricing structure. A full competitive analysis was done to compare competitions. We will be evaluating these results and looking at possibly making adjustments for 2019. Any adjustments will be reflected in the 2019 budget.

Operations and Fitness Departments:

- Personal Training sales stalled a bit in September. We sold (6) 10-packs and (6) 3-packs in September. We are coming off a month (Aug) where we ran a special so this is typically expected that the following month is slow in sales.
- We met with the 50+ pickleball group in September to prepare for the upcoming indoor season and speak about additional programming opportunities for pickleball. We will be creating a "Pickleball 101" class as well as hire one of the seasoned pickleball players to begin to offer private and group lessons here. We are also creating a pricing plan to be able to offer pickleball court rentals as well as pickleball parties as an option for our birthday parties or events.
- The Fitness Supervisor is developing a class to add to the group fitness schedule, "Tread and Tone" to cater to those looking for more cardio training heavy class. This class will take place on the fitness floor and incorporate the treadmills, selectorized weight pieces, as well as floor exercises. This class will create an option similar to a nearby, small studio competitor, Orange Theory Fitness.
- The Fitness Supervisor is in the process of planning a November event called a "Dri-Tri" with the idea the it will be a mini, indoor triathlon, using the treadmill, bike and rowing machine (instead of pool). Marketing will be out in October for this event.
- The gymnasium rentals were active during the month of September with a large day long basketball camp and an overnight lock-in.

COMMUNICATIONS & MARKETING DEPARTMENT

PROGRAM PROMOTIONS

Staff worked with program managers to promote Fall Guide and programs, youth sports programs, 50+ events, trips and programs; Uncorked & Untapped, Parents Night Out, Hoffman Walks, Wild Flower Seed Collecting, ELC, BPC events, hockey and figure skating.

Press release and community calendar submissions to: Daily Herald, Chicago Tribune, Facebook, North West Herald, Barrington Patch.

CHAMBER EBLAST

October Event calendar
Wildflower Seed Collecting
Uncorked & Untapped

RETENTION MANAGEMENT EBLASTS TC & WRC FITNESS CENTERS

Great Pumpkin Skate
Pumpkin Fest

OTHER

Hoffman Walks -We had 4 people at our Hoffman Walks at Charlemagne Park on Sept. 22, which was held simultaneously with the Wildflower Seed Collecting event.

Wildflower Seed Collecting – Held on Sept. 22 at Charlemagne where approx. 50 people helped collect seeds for the parks dept as part of National Public Lands Day.

VIDEO

This month, we featured the video "October Hoffman Happenings" on heparks.org.

PRESS RELEASES/PUBLIC RELATIONS

Articles and photos submitted for:

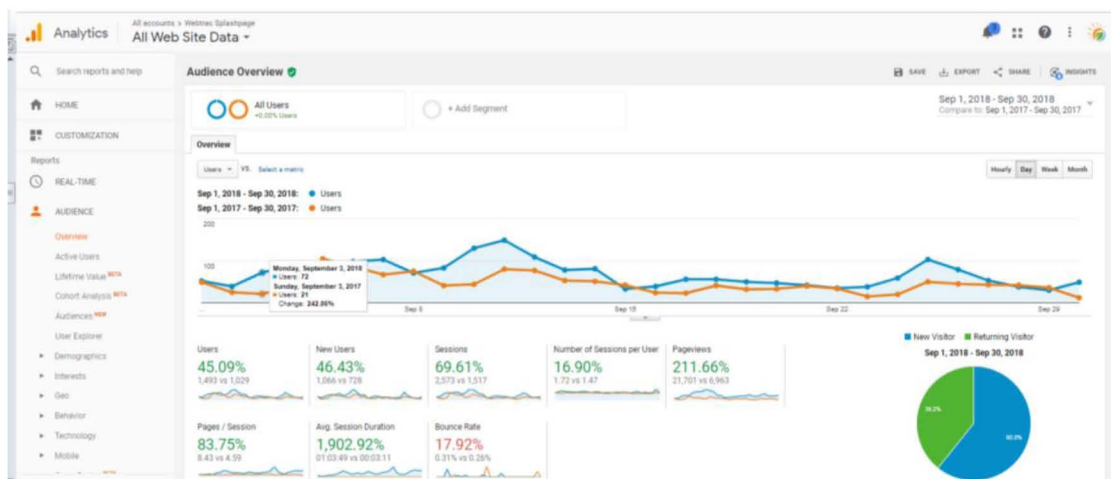
Figure skaters heading to regional championship
Best of the Best partnership award
HE Parks offers free disc golf clinics
HE Parks to offer first 5K run
Doggie costume contest
Best of Hoffman

MARKETING DASHBOARD



Web Marketing – Source: Google Analytics

Hits to the [heparks](http://heparks.org) website were consistent this month over last year. The Webtrac Splashpage received a spike in hits in the first part of the month because we sent out an email blast on Sept. 11, this combined with the beginning of fall sessions resulted in an increase. Also note, that the hits and sessions are considerably higher than last year, this is because Vermont Systems used to have the mobile Webtrac as a separate web page from the Webtrac splashpage. Last year they eliminated the mobile Webtrac website and made the Webtrac splashpage mobile-friendly and now all traffic flows to the Webtrac splashpage.



Below are some definitions of what is documented in the chart:

Users = Visitors who have initiated at least one visit to the website

New Users = The number of first time users during the time period.

Sessions = The period of time that a user is actively engaged in the website.

Number of Sessions = The number of times a user visits.

Pageviews = The total number of pages viewed. Repeated views of a single page are counted.

Pages per Session = The number of pages a user visits within a session.

Average session duration = The length of time a user spends on a page.

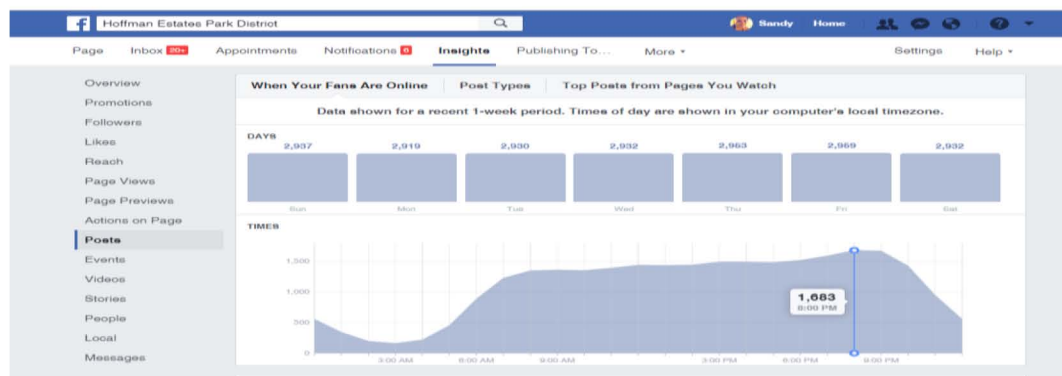
Bounce Rate = The percentage of single-page sessions in which there was no interaction with the page. A bounced session has a duration of 0 seconds.



Facebook

Source: Hootsuite

Total likes on ALL the park district's Facebook pages as of Sept. 30: 8,127 In addition to reporting the number of fans, each month a different metric will be reviewed related to social media. Below is chart showing the peak times that fans viewed our HE Parks Facebook page in a one-week time period. Traffic is consistent throughout the week, and during the day it peaks at 8AM, stays consistent through the day and then peaks a little more at 8PM, dropping off after 9PM.



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

Source: Facebook Insights

Post Message	Type	Posted	Lifetime: Post total reach (Total Count)
Check out what's happening in Hoffman this October! We had a great day at the Wildflower Seed Collecting event at Charlemagne Park today! Thanks for all the volunteers who came out to help! #makinglifefun #heparks NEEF - National Public Lands Day #neef	Video	9/27/18 8:03 AM	2339
The Teen Center is open! Every Tuesday from 6:30-8:30 pm at Vogelee Park for students age 9-18. Admission is free. Enjoy the pool table, ping pong, computers and video games. Operated cooperatively with the Village of Hoffman Estates.	Photo	9/22/18 9:10 AM	2245
Have you registered your child for preschool yet? We still have spots open! http://ow.ly/Szuo30IVjKr On Saturday, September 15, it's all about the pups! Join us for the Doggie Carnival at Fabbri Park from 10:00 AM- Noon! We will have doggie games like musical chairs, pick a ball, paw printing, raffles, prizes, pet vendors and more! This event is free and does not require registration, however a current rabies vaccine is required. If you wish, bring a donation to receive an extra raffle ticket to support B.A.A.R.K. Holly's Safe House for Strays. Thank you to our sponsors: North Hoffman Veterinary Clinic, CONCHA, Forest View Animal Hospital, and Club Photo Booth. Donations can include new collars, leashes and harnesses (all sizes), Nylabone chews, Kong chew toys, deer/elk antlers, or gift cards to Krisers, Pet Supplies Plus, PetsMart, and PetCo: http://ow.ly/hFIs30Iregt	Photo	9/24/18 1:15 PM	2214
	Photo	9/24/18 11:35 AM	2021
	Photo	9/8/18 7:01 AM	1891



Email Blast Results, Constant Contact

Our open rates and click through rates remain consistently above the benchmark set by Constant Contact for the Fitness, Sports and Recreation industry, except for the Mobile Open rate. Our mobile open rate is much lower, we believe it could be due to the length of the eblast, so we are changing the format in October to make it shorter. The eblast will be weekly and will rotate content. Each week the content will alternate between events and programs. We will monitor the open rate overall and the mobile open rate.

Date and Time Sent	All Campaigns Sent This Month	Total Sent	Opens	Mobile Open Rate	Click-thru Rate	Bounce Rate
BENCHMARK	Fitness, Sports & Recreation Benchmark	--	17.70%	72%	7%	10.2%
2018/09/25, 4:11 PM	What's Happening at the Park District Sept. 25	22,752	20.20%	36.20%	10.20%	0.80%
2018/09/21, 4:22 PM	50+ Happenings 9/24- 9/28	1,033	34.20%	47.10%	0.00%	0.50%
2018/09/20, 4:30 PM	Helpful Tips for your Dog Sept. 2018	428	28.80%	39.20%	4.10%	0.20%
2018/09/14, 3:04 PM	Pickleball Players - Fabbri Park Parking Lot Sealcoating	26	52.00%	47.40%	0.00%	3.80%
2018/09/14, 8:10 AM	50+ Happenings 9/17- 9/21- REVISED	1,033	30.00%	54.80%	0.00%	0.30%
2018/09/01, 9:02 AM	September 2018 50+ Club Newsletter	1,037	33.80%	57.40%	8.40%	1.10%

Total Sent = Number of emails in the email list

Opens = Emails our contacts received and viewed.

Mobile Open Rate = Percent of emails opened on a mobile device.

Click-thru Rate = Contacts who clicked on a link within our email.

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

Conversion Rate – Online Registration vs. Walk-in

The percentage of registrations that were made online verses in lobby.

2011:	21%
2012:	26%
2013:	30%
2014:	33%
2015:	35%
2016:	37%
2017:	38%
2018 YTD:	42%

ADMINISTRATION & FINANCE

Finance/Administration

- Staff has been researching payment card options and incentives, memo to be presented to committee.
- New ID card readers have been ordered and received in preparation of the credit card migration to chip readers.
- Staff has been working with Club Car/GPS Industries to receive reimbursement of the District's paid security deposit. Notification was recently received that payment had been processed.
- Reviewed the preliminary budget with Directors, Superintendents and Managers to determine where changes were needed.
- Prepared payroll, membership and program analyses to aide in decision making regarding changes to address staffing issues and space needs.
- Payroll Cycle Processing
 - 09/07/18 \$298,466.62
 - 09/21/18 \$289,824.44

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. 50+
 - d. Sponsorship/Marquee Signs
 - e. Dance Company
 - f. Preschool
 - g. STAR
- Administrative
 - a. Guide Proofing
- Administrative Registration for:

- a. Financial Assistance
- b. Foundation Giving Tree
- c. Uncorked & Untapped
- d. Fall Harper
- e. Off Ice requests – fall hockey teams
- f. STAR

Human Resources

- Processed 13 new part-time hires and 7 new volunteers.
- Conducted interviews for FT Early Childhood Program Manager position.
- Attended NRPA Congress.

Technology

- Six Samsung Galaxy S8 smart phones for STAR program have been received, devices are being configured with mobile FinTrac.to be utilized at STAR locations for accurate payroll time keeping.
- POE switches have been ordered and received in connection with the credit card migration to chip readers.
- Security Cameras
 - a. TC
 - The last of the analog security cameras (Zamboni entrances for Rink 1 & 2) have been replaced with the new IP high definition cameras.
 - b. PSSWC
 - New Windows-based Exacqvision server was purchased and installed.
 - c. SEA
 - Consolidating the SEA security camera footage to the BPC server does not consume more than 10% of our wireless bandwidth. By combining both SEA and BPC, the District will only need replace one server instead of two.
 - d. BPC
 - New Windows-based Exacqvision server was purchased and installed.

Newly Acquired Advertising and Sponsorships

- a. Jimmy Johns
 - Event Sponsor
- b. Bibibop
 - Event Sponsor
- c. Chiro One
 - Event Sponsor
- d. Zeigler Auto Group
 - Winter Guide ad
- e. Hurly & Volk Orthodontics

- Event Sponsor
- f. Farmers Insurance
 - Event Sponsor
- g. Jewelry & Coin Mart
 - Event Sponsor

[CLICK HERE TO VIEW ALL DIVISIONS' 3Q 2018 GOALS](#)

RECAP OF WEEKLY UPDATES TO THE BOARD

9/21/2018

Events this week:

Sat. Sept 22 – Hoffman Walks at Charlemagne Park 9-10:30 AM

Sat. Sept 22 – Wildflower Seed Collecting event, Charlemagne Park 9-11 AM

Press Releases:

Colts Baseball to Play at Boomers Stadium

Figure Skaters Head to Midwest Competition

Park Path Signs

9/28/2018

CAPRA award

At the NRPA Conference awards ceremony, Craig and Mike Bickham accepted the CAPRA award on behalf of the park district. Also recognized at the ceremony were Brian Bechtold and Steve Bessette for achieving their Certified Park and Recreational Professional (CPRP) certifications.

Upcoming Events

Sat. Sept 29

Disc Golf Clinic at Black Bear Park

9am – 10:30 5-12 year olds

10:30 – 12pm 13+ Free

Sat. Oct 6

ELC Open House

9-10am at Triphahn Center

Sat. Oct 13

Pumpkin Fest at Vogelei

11:30am – 2:30pm

10/5/2018

Letter from HE Chamber:

We received a letter from the Chamber thanking BPC staff for the fantastic job they did during their Golf Outing.

Upcoming Events:

Sat. October 6th

ELC Open House

9am – 10am

Sat. Oct 13th

Pumpkin Fest at Vogelei

11:30am – 2:30pm

Press releases:

Halloween events

Community Survey

PSSWC Open House

IAPD's Best of the Best Gala

10/12/2018

Tonight is the Best of the Best Gala at Chevy Chase Country Club for those of you going. Starts at 6:30.

IAPD's 2018 Legal Symposium

Thur Nov. 8th

McDonald's University,

2715 Jorie Blvd., Oak Brook

8:15am-2:30pm

PLEASE LET JANE KNOW BY 11/2 IF YOU WOULD LIKE TO ATTEND

District 54 Partnership Breakfast

Wed. 11/14 at Margaret Mead Jr. High School

1765 Biesterfield Road, Elk Grove

7am Networking & Breakfast Buffet

7:45 Program begins

Commissioners AND Directors, PLEASE LET JANE KNOW by 11/2 IF YOU WOULD LIKE TO ATTEND

Events this week:

Saturday, Oct 13 – 11:30AM-2:30PM Pumpkin Fest at Vogelei Park (music noon-2pm)

Saturday, Oct 13 – Bridges Final Challenge Golf Outing

Sunday, Oct 14 – Free Disc Golf Clinic at Black Bear Park

Sunday, Oct 14 – Pro Am Scramble at BPC

Press Releases:

Community Survey

Family Skate Sunday/Ice programs

10/19/2018

Events this week:

Sat. Oct. 20 – Hoffman Walks at Tall Oaks Park 9-10:30 AM

Sat. Oct. 20 – Open House at PSSWC noon-3PM

Sat. Oct. 20 – Parents Night Out at PSSWC 4:30-8:30PM

Sun. Oct 21 – Family Skate Sunday 1-2PM

Press Releases:

Chicago Wolves Goalie Mask at Triphahn Center
Thanksgiving Break Field Trips

Reminders

Please let Jane know **by 11/2** if you would like to attend **IAPD's Legal Symposium on Thur 11/8** in Oakbrook.

And also by **11/2** if you would like to attend the **SD54 Partnership Breakfast on 11/14 at 7am** at Mead Jr. HS in Elk Grove.

COMPLIMENTS TO BPC (received email below):

From: Bob Lyons <rnnlyons@comcast.net>
Sent: Wednesday, October 10, 2018 2:31 PM
Subject: Party at the Bridges of Poplar Creek

Five years ago this September I used the room at the second floor of the Bridges for my 75th birthday and this past Sunday afternoon I celebrated my 80th birthday using the same venue. I want you to know how happy I was with that choice. Jennifer Fuller did an excellent job both times helping us plan the occasion and giving us really good advice in determining everything that we were going to do.

It is a good room and with over 150 people the size of the room worked well for us. The service was excellent, the food drew compliments, and I thanked Jennifer and the servers for making the meal and the drinks all first class. I told people in attendance how good Jennifer was to work with, and asked her who I could pass on my compliments about her. We have lived in Hoffman Estates for more than 50 years, I taught in 211 and retired from the district, and I was on the Schaumburg Township Library Board for forty-four years. I know the role of the park district in the community and I want you to know that I want to pass on my compliments to the Park District Board. Your staff reflects well on the board. Bob Lyons

COMPLIMENTS RE: WILLOW DOG PARK (received email below)

From: Jane Erlandson [<mailto:jane@unm.edu>]
Sent: Monday, October 15, 2018 3:37 PM
To: Debbie Albig
Subject: Re: Hoffman Estates Park District Dog Park Info

Thank you for this info! Want to just thank you and all of those who maintain this park to the extent that you do. I'm fortunate to have this service and very grateful.

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO. M18-102

To: Board of Commissioners
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
Alisa Kapusinski, Director of Recreation
Date: October 15, 2018
Re: Official Naming of Athletic Fields at Fabbrini Park

Background

At the July 2018 Park Board meeting, the board preliminarily approved naming the athletic fields at Fabbrini Park, "*The Stephen & Connie Johnson Athletic Fields*". See attached Memo M18-073 which was first presented at the July Recreation Committee meeting.

Stephen Johnson was responsible for the success of our baseball program for nearly 20 years dating back to the 1970's. His wife, Connie, was also heavily involved in the program. Stephen passed away on June 20th.

Implications

As the required 60 day waiting period has been met, the naming of the athletic fields may now become official. A dedication ceremony will be held in the spring of 2019 during opening day of the baseball season.

Recommendation

Staff recommends that since the 60 day waiting period has been met, that the athletic fields at Fabbrini Park officially be named **The Stephen & Connie Johnson Athletic Fields**.

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO. M18-073

To: Recreation Committee
From: Craig Talsma, Executive Director
Mike Kies, Director Recreation & Facilities
Date: July 10, 2018
Re: Naming and Renaming of Park Sites, Policy 5.05

Background

We were approached by resident Todd Johnson who is requesting that the park district name an athletic field after his late father Stephen Johnson, who passed away on June 20th. (See attached email from Todd). Stephen was responsible for the success of our baseball program for nearly 20 years dating back to the 1970's. His wife, Connie, was also heavily involved in the program.

This request is subject to Park District Board Policy 5.05 *Naming and Renaming of Park Sites*, which is outlined below:

5.05 NAMING AND RENAMING OF PARK SITES

The Board shall select names for new parks, buildings, facilities, athletic fields, or, when appropriate, to change the name(s) of existing parks, buildings, facilities, or athletic fields of the district that have not been dedicated. The Board may consider the following elements in determining the naming or renaming of parks, buildings, etc. (for purposes of this section only, "parks" shall means parks, buildings, facilities, athletic fields, or other "namable" property of the District):

- A. Parks may be named after streets, geographical locations, historical figures, events, concepts or as otherwise determined by the Board.
- B. Parks may be named for individuals or groups that have donated land or facilities to the District or made a significant financial contribution toward the development of parks.
- C. Parks may be named for individuals or groups that have made exceptional contributions to the community. Names of individuals, including, but not limited to, District Commissioners or other public officials, may not be given to a park, building, facility or athletic field unless the individual is deceased or if the Board determines that there are substantiated extenuating circumstances whereby the naming of the park, building, facility or athletic field prior while the individual is alive serves the best interests of the district.
 - 1) The Board at public meeting should first

- announce the proposed name of the park, building, facility or athletic fields (requires a 5/7 vote).
- 2) A park site should only be confirmed and the name made official after a waiting period of at least sixty (60) days before the confirmation vote. However, when the substantiated extenuating circumstances clause noted in C above is invoked, the 60 day official waiting period may be waived at the discretion of the Board before the confirmation vote.
 - 3) A 5/7 vote by the Board is required to name a park, building, facility, or athletic field or to change the name of an undedicated park, building, facility or athletic field of the District.

The Park District has four park sites that are currently named after individuals consistent with Policy 5.05:

In 1999 Kelly Park was renamed Cannon Crossing Park in recognition of **Bill Cannon**. Bill was a very active volunteer in the Hoffman Estates community and longtime Park District volunteer for various youth athletic programs.

In December of 2010, the Community Center and Ice Arena was renamed the Scott R. Triphahn Community Center and Ice Arena in recognition of **Scott Triphahn**. Scott was a highly influential Park District Commissioner for 12 years, a passionate volunteer youth athletic coach, founding President of Friends of H.E. Parks Foundation and steadfast pillar of Hoffman Estates.

In January 2015, Highpoint Park was officially renamed Joseph L. Fabbrini Park. **Joseph L. Fabbrini** was an individual who made exceptional contributions to the community and was one of several early community leaders who had a vision of creating a Park District for Hoffman Estates. Joe served as one of the first Park District's Commissioners and the first Director through 1967.

In January 2016, Victoria Park Playground was renamed Peter M. Smith Playground. **Peter Smith** was a true champion and advocate for promoting equal access for all individuals with disabilities.

Implications

Stephen and Connie Johnson moved to Hoffman Estates in 1976. Shortly thereafter they became immersed in the community's Little League program. They both worked extremely hard to grow the program into one of the best in the northwest suburbs. Stephen served as President of the organization (Hoffman Estates Baseball & Softball Association) for nearly 20 years, umpiring baseball games, running the concession stands, and coaching teams when needed.

At the end of 2000, the district assumed responsibility for the Hoffman Estates Baseball & Softball Association (HEBSA). The HEBSA Board approved the district's takeover after long-time board members Steve and Connie Johnson retired from the HEBSA

Board. The program had been run by a volunteer board and coaching staff for the last 30 years with Steve Johnson serving as president for 25 years.

Situated within Fabbri Park are three baseball fields. Staff feels that naming these athletic fields after Stephen and Connie Johnson would be a great location to honor these individuals.

Although Policy 5.05 C states that naming a park, building, facility or athletic field may only be named after a deceased individual, the policy stipulates that if the Board determines that there are substantiated extenuating circumstances whereby the naming of the park, building, facility or athletic field while the individual is alive serves the best interests of the district, the district may name the structure after a person who is alive. At the present time, Stephen's wife Connie is alive. As both Stephen and Connie were instrumental in the success of the baseball program, staff feels that including Connie in the naming of the athletic field is appropriate.

Recommendation

That staff recommend that the Recreation Committee request Board approval to name the athletic fields at Fabbri Park **The Stephen & Connie Johnson Athletic Fields.**

MEMORANDUM NO. M18-105

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
RE: IAPD Credentials Certificate
DATE: October 17, 2018

Background

IAPD's Annual Business Meeting will be held on Saturday, January 26th at 3:30 p.m. at the Hyatt Regency Hotel during the IAPD/IPRA Conference. Each member district shall be entitled to be represented at all Association Meetings and Conferences by a Delegate.

Implications

The Park Board must appoint one delegate and a 1st, 2nd, and 3rd alternate to attend IAPD's Annual Business Meeting on January 26th. Attached is a Credentials Certificate, which, when properly certified by the Board Secretary and approved by the Board, will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the IAPD Annual Business Meeting.

Recommendation

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

Delegate: Robert Kaplan – Board President/Commissioner
1st alternate: Pat Kinnane – Vice President/Commissioner
2nd alternate: Keith Evans – Treasurer/Commissioner
3rd alternate: Pat McGinn – Assistant Secretary/Commissioner

CREDENTIALS CERTIFICATE

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

Hoffman Estates Park District held at

(Name of Agency)

Hoffman Estates on October 23, 2018 at 7:00 pm

(Location)

(Month/Day/Year)

(Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hyatt Regency Hotel, Chicago, Illinois on **Saturday, January 26, 2019 at 3:30 p.m. in the Grand Ballroom A/B:**

	<u>Name</u>	<u>Title</u>
Delegate:	Robert Kaplan	Board President/Commissioner
1st Alternate:	Pat Kinnane	Vice President/Commissioner
2nd Alternate:	Keith Evans	Treasurer/Commissioner
3rd Alternate:	Pat McGinn	Asst Secretary/Commissioner

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

Affix Seal:

Signed: _____

(President of Board)

Attest: _____

(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186