

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. 1035**  
**TUESDAY, NOVEMBER 27, 2018**  
**7:00p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
  - A. Best of Hoffman: Craig Hartman
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 10/23/2018
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. BPC Irrigation Pump Replace Bid / M18-110 (see Nov B&G packet)
  - B. TC Ice System Consulting Services / M18-115 (see Nov B&G packet)
  - C. Print Bid / M18-116 (see Nov Rec packet)
  - D. The Club at Prairie Stone naming / M18-109 (see Nov Rec packet)
  - E. Communications & Marketing job descriptions / M18-121
  - F. Personnel Policy Manual updates / M18-120
  - G. Balanced Scorecard / M18-113 (see all committee packets)
  - H. Open and Paid Invoice Register: \$512,365.66 (see Nov A&F packet)
  - I. Revenue and Expenditure Report/Financial Analysis (see Nov A&F packet)
  - J. Acceptance of B&G Minutes 10/16/2018 (see Oct B&G packet)
  - K. Acceptance of Rec Minutes 10/16//2018 (see Oct Rec packet)
  - L. Acceptance of A&F Minutes 10/23/2018 (see Oct A&F packet)



Regular Board Meeting  
November 27, 2018  
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10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
  - A. 2019 Board Committee Calendar / M18-119
  - B. Survey mailing
14. COMMISSIONER COMMENTS
15. 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](mailto:JKACZMAREK@HEPARKS.ORG) OR (847) 885-8500 WITH AT LEAST 48 HOURS' NOTICE.



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**MINUTES  
REGULAR BOARD MEETING NO. 1034  
October 23, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on October 23, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner R. Evans

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 Reps Wilson, Utas, Chhatwani, C&M Superintendent Manisco, Child Care Coordinator Swan; Officers Gerlach, Golbeck, Onorad from the Hoffman Estates Police Department; Officer Bending and Family

**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:**

A. BOH:

President Kaplan awarded Officer John Bending the Best of Hoffman as a stand-out presenter and educator for the children and staff at the park district.

B. Employee(s) of the 3<sup>rd</sup> Quarter:

- Full Time: Marcos Ayala for his above and beyond efforts as the building tech at Seascape Family Aquatic Center.
- Part Time: Rafael Avila for his outstanding work keeping our parks clean. Rafael was unable to attend the board meeting.

**5. Comments from the Audience:**

None

**6. Recess for A&F Committee Meeting:**

Commissioner Bickham made a motion, seconded by Commissioner Kilbridge to recess the Board Meeting at 7:07 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 8:20 p.m. The motion carried by voice vote.

Present: Commissioners Bickham, K. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Absent: Commissioner R. Evans

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: C&M Superintendent Manisco

**8. Approval of the Minutes:**

Commissioner Bickham made a motion, seconded by Commissioner Kilbridge to approve the minutes of the September 18, 2018 Regular Board meeting as presented. The motion carried by voice vote.

**9. Consent Agenda:**

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to approve the consent agenda as amended to include a not to exceed 3.65 per dekatherm on the Natural Gas Contract Renewal/M18-107.

On a Roll Call: Carried 6-0-1

Ayes: 6 Bickham, K. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 1 R. Evans

- 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)

**10. President's Report:**

President Kaplan presented his report noting that Conference had gone well, reminded all about the 5K Race at BPC 11/3, noted that hockey was in full swing and the survey was out to the resident. He also noted that the Pumpkin Fest had been a great event and reminded all of the family skate. Finally, he encouraged all to play as much golf as possible in the remainder of the year.

**11. Executive Director's Report:**

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

Executive Director Talsma noted that the weekly updates as well as any complimentary notes were being included with each report.

**12. Old Business:**

None

**13. New Business:**

A. Official Naming of athletic fields at Fabbrini Park (Johnson) M18-102:

Executive Director Talsma reviewed the memo noting that the 60 day waiting period was up and the fields could be officially renamed. He explained that they were looking to call Field 1 the Steve Field; 2 the Connie Field; 3 the Johnson Field and that they would dedicate the fields next Spring for opening day and distribute pin in memory much like the pins the Johnsons used to distribute each year when they began the season. A rock with a bronze plaque will identify the sites.

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to approve the naming of the fields at Fabbrini Park the Stephen & Connie Johnson Athletic Fields as outlined in M18-102.

On a Roll Call: Carried 6-0-1  
Ayes: 6 Bickham, K. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 1 R. Evans

B. Credential Certificate for IAPD Annual Meeting/ M18-105:

Executive Director Talsma reviewed the item noting that this was routine.

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to appoint the delegate and 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> alternatives as detailed in M18-105:

- Delegate: President Kaplan
- 1<sup>st</sup> Alt: Vice President Kinnane
- 2<sup>nd</sup> Alt: Treasurer K. Evans
- 3<sup>rd</sup> Alt: Asst Secretary McGinn

The motion carried by voice vote.

**14. Commissioner Comments:**

Commissioner McGinn noted that he had missed Pumpkin Fest but thanked Director Hugen for repairing the sauna. He noted they could turn up the heat a bit.

Commissioner K. Evans noted that Pumpkin Fest had a great turn out.

Commissioner Bickham congratulated staff on the great turn out and the band. He also noted that he had enjoyed the NRPA Congress.

**15. Executive Session:**

Commissioner Bickham made a motion, seconded by Commissioner McGinn to move to Executive Session at 8:35 pm for the purpose of:

- A. Minutes pursuant to Section 2(c)(21) of the Open Meetings Act.
- B. Appointment, employment, compensation, discipline, performance, or dismissal of an employee pursuant to Section 2(c)(1) of the Open Meetings Act.

On A Roll Call: Carried 6-0-1

Ayes: 6 Bickham, K. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 1 R. Evans

Commissioner K. Evans made a motion, seconded by Commissioner Bickham to reconvene to regular session at 9:08 pm. The motion carried by voice vote.

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

None

**17. Adjournment:**

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to adjourn the meeting at 9:10 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. 1035**

**EXECUTIVE DIRECTOR'S REPORT**

**November 2018**

**PARKS DIVISION**

1. OSLAD

We remain optimistic that the district will be awarded the OSLAD grant. Ann Fletcher, the Grant Administrator for the Illinois Department of Natural Resources contacted us and we are scheduled for a site visit at South Ridge with her on November 20<sup>th</sup>. Onsite visits are scheduled for sites that make it through the preliminary desk review.

2. Planning and Development

October has been spent looking into concepts for new playgrounds and park concepts in 2019. Staff has begun looking into two parks. The parks at Willow and Community are scheduled for renovations in 2019. The next step will be to hold community meetings regarding these parks.

Scheduling the possible replacement process of rink one has begun, with a Request for Qualification out to ice rink consultants. The results will be presented at this November 20<sup>th</sup> B&G meeting. The leak for rink 2 was located, and thankfully it was located before the ice, meaning we will be able to access the pipe to complete repairs without shutting down the ice. Once the repairs are completed, we then can start the underfloor heat system back up and test all of its working components since it has been shut down for over six months. Repairs are being scheduled for November.

3. Aquatics and Building

Splash pads were running until October 5<sup>th</sup> this year, when we made the decision to finally turn them off. That is two years in a row that we were able to get the splash pad season into October. Staff completed the blow out/winterization process for the all the splash pads as well. All park drinking fountains were turned off and winterized the week of October 22<sup>nd</sup>. Park bathrooms are set to be winterized the week of November 5<sup>th</sup> with Port-o-Lets being delivered to parks that need them on November 1<sup>st</sup>.

Staff completed the removal and installation of three new roof top HVAC units at PSSWC the last week of October. All work was performed in-house with the assistance of a crane operator. To complete capital items to buildings and HVAC, the YMI group will begin the install of the new air handlers at Bridges on Monday November 12th with completions prior to the 21<sup>st</sup>.



#### 4. Parks and Construction

Staff is working on prepping parks for the winter months. This involves removing windscreens from backstops, tennis and pickle ball fences, removing shade canopies from parks, evaluating benches and picnic tables and bringing in ones in need of attention, turning over playground mulch to provide quality play areas come spring and preparing infields of baseball and softball fields to drain properly all winter by opening them up with a tilling method.

The construction team had some small scale jobs but the one that they enjoyed the most was building the hayrack ride for pumpkin fest. This was a great idea presented to us and the staff did a wonderful job creating the hayrack ride.

#### 5. Horticulture

The HEPD parks team was tasked with re-landscaping the Hoffman Estates Police Department. This was no small undertaking as the property was completely over landscaped with landscape beds, plants and miles of drip irrigation. We removed all the irrigation, designed the landscape to flow with a pattern using most of the plants they already had spread throughout the property, removed unnecessary landscape beds and replaced with sod and finished up by applying new mulch to all the areas.

The horticulture team began completing fall maintenance to parks and ballfields. Aerification was completed on all irrigated sports fields and venting was completed on all non-irrigated sports fields. For our natural areas that receive prescribed burns, crews have been working on fire breaks, essentially mowing around desirable trees, fences and roadways as a way to control the burn area. All fire break mowing was completed.

Other items that were worked on by the Parks, Planning and Maintenance Department:

- Multiple HVAC, electrical, and building mechanical preventative checks and repairs were completed.
- Fall aerification of sports fields.
- Continued tree and landscape bed maintenance.
- Maintenance repairs to vehicle fleet as well as routine checks.
- Monthly Playground checks
- Continued bottle filler installations
- Soccer goal repairs
- Vehicle inspections
- Repairs to all district equipment as needed

## Recreation Division



### Upcoming Events

- **Nov 14** Free Tai Chi Demo class
- **Nov 17** Try Figure Skating for Free
- **Dec 2** All About Story Time Train
- **Dec 6** 50+ Holiday Dinner Party
- **Dec 8** Breakfast with Santa
- **Dec 8** Winter Fest
- **Dec 15** Skate with Santa



## Administration

- Executive Director Talsma & Director Kapusinski met with a resident to discuss bringing Cricket to Hoffman Estates. Director Hugen will be securing pricing for indoor cricket pitches (similar to batting cages) to use on one indoor tennis court at PSSWC as well as building an outdoor cricket pitch at Canterbury Park. In addition, Director Kapusinski will be developing relationships with local Cricket associations/leagues to establish rentals on the cricket field and develop cricket instructional classes.
- Director Kapusinski and Manager Albig met with Continuing Education staff at Harper College to discuss the continued partnership with Harper by offering additional programs at the HE Parks facilities.



## Triphahn Center

### Triphahn Center Fitness and Operations:

<u>Membership</u>	<u>10/31/2017</u>	<u>10/31/2018</u>	<u>01/01/2018</u>	<u>Var. +/-</u>
Total	829	827	854	-27

**Fitness Classes:** There are 30 participants in Fall Fitness classes at TC (compared to 31 last year). New classes are being developed such as P90X, Yoga & Zumba.



## Willow Recreation Center

### Fitness Membership & Classes

<u>Membership</u>	<u>10/31/2017</u>	<u>10/31/2018</u>	<u>01/01/2018</u>	<u>Var. +/-</u>
Total	344	339	335	-4

**Fitness Classes:** There are 57 participants in Fall Fitness classes at WRC (compared to 53 last year.) Fall Fitness classes ran at Willow with a 23% cancellation rate.

### General Programs at Willow

- New Wings & Talons classes were offered this Fall by the Raptors Organization. Two classes were offered with 6 participants each.
- Dog Obedience class was offered with 5 dogs (& owners) enrolled.
- There were 3 racquetball leagues/teams with 28 participants this Fall compared to 3 teams & 30 participants last year.



## Dog Off-Leash Areas

<b>Dog Park Passes</b>	<b><u>10/31/2017</u></b>	<b><u>10/31/2018</u></b>	<b><u>01/01/2018</u></b>	<b><u>Var. +/-</u></b>
Bo's Run	319	293	318	-25
Freedom Run	331	315	321	-6
Combo	<u>85</u>	<u>80</u>	<u>85</u>	<u>-5</u>
<b>Total</b>	<b>735</b>	<b>688</b>	<b>724</b>	<b>-36</b>

- 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.

A Halloween Costume Contest was offered this month via social media. Pictures were submitted within online voting closing on November 8. There were 13 submissions this year and over 525 social media reactions to the pictures. Prizes will be awarded to the dog with the most "likes" and the most creative.



## General Programs

### Special Events:

Pumpkin Fest was held on Saturday, 10/13. The weather was perfect and we had an estimated 500 people in attendance throughout the day. New this year was the hayride, inflatable corn maze and stilt walker. Surveys were overwhelmingly positive towards the whole event and staff will use results to make improvements for next year's event.

Halloween Bash took place at Triphahn Center on Saturday, 10/27. We had a total of 176 registered which was the first time we sold out. Children had the opportunity to trick or treat through the facility, make crafts, decorate pumpkins and cookies, play games and bounce in inflatables.

General Programs	10/2017	10/2018	Var. +/-
Gymnastics	162	108	-54
Martial Arts	232	265	+33
Baton	41	42	+1
Youth Arts	9	4	-5
Dance	165	191	+26



## 50+ Club

<u>50+ Membership</u>	<u>10/2017</u>	<u>10/2018</u>	<u>01/01/2018</u>	<u>+/- Var.</u>
Total Members	272	409	310	+99

### **Fee Based Classes offered in October**

- 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): 8 total enrolled
- Forever Strong: 11 enrolled (NEW)

### **Drop-In Athletic Opportunities in October (enrollment is total for the month)**

- Billiards: 120
- Pickleball: 216
- Ping Pong: 25
- Volleyball: 84
- Baggo: 15
- Chair Volleyball: 36

### **Drop In Activities in October (enrollment is total for the month)**

- Wii Bowling: 70
- Mah Johng: 20

- Cards: 32
- Games: 25
- Meet and Mingle- varies between 5-10 each month
- Bunco: 14
- Mexican Train: 40

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

### ***Trips in October***

	DATE	Enrollment
Octoberfest – Jacob Henry Mansion	10/3	5
Denny Diamond with lunch	10/4	11
Legally Blonde the Musical	10/10	9

### ***50+ Clubs which met in October***

- Pinterest Crafting Club met twice in October 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 10/29 and there were 20 in attendance.

### ***Evening/Special Programs in October***

- Pub Quiz Night– 35 participants (50+ Center). Prizes were sponsored by Ross Morrizo from Morrizo Funeral Homes and questions courtesy of Dr. Tom Hoover.
- Afternoon Movie took place on 10/8 with 8 in attendance.
- S.O. S (Seniors Out Socializing) took place on 10/23. 20 went to dinner at Pilot Pete's Restaurant.

### ***50+ Lunch Bunch in October***

- This group met on Friday, October 12 at Habachi Grill. We had 10 in attendance.

### ***50+ Birthday Celebrations/Culver's***

- Our bi-monthly Culvers birthday celebration took place on 10/26. There were nearly 30 in attendance.

### ***New Opportunities/Highlights for October***

- Our first Lunch and Learn was on 10/5 on Medicare Changes. Our speaker was our very own Bruce Mancherian, Medicare Specialist. Everyone who attended (20) felt it was very beneficial.
- Lunch and Learn opportunity sponsored by Amita Health took place on 10/19. 10 attended. Topic was on Women's Health (Breast Screenings).
- Flu shots were provided and administered by the Village of Hoffman Estates on 10/19. The clinic was light in attendance as most could get their vaccinations through their doctor's offices but we served 12 people.

- We hosted our second quarterly AARP Class on 10/22 and 10/24. There were 6 in the class. We'll be offering this class again in March and June of 2019.
- The second Coffee Talk took place on 10/1. One person attended this morning chat with our State Representative.
- Our first pop up library took place on 10/15. This is a cooperative program between the Schaumburg Township Library and the 50+ Center. We had some interest in the library and anticipate more to participate as the months continue.



## Early Childhood

<b>Preschool/ELC:</b>	<b>10/2017</b>	<b>10/2018</b>	<b>Var. +/-</b>
Three-school 18-19	15 TC 8 WRC	10 TC 8 WRC	-5
2's Playschool 18-19	27 TC 15 WRC	30 TC 23 WRC	+11
Preschool 18-19	134 TC 67 WRC	119 TC 59 WRC	-23
Early Learning Center	27	33	+6
<b>Totals</b>	<b>293</b>	<b>282</b>	<b>-11</b>

<b>STAR</b>	<b>10/2017</b>	<b>10/2018</b>	<b>Var. +/-</b>
District 54	359	349	-10
District 15	59	56	-3
KSTAR District 15	14	20	+6
<b>Totals</b>	<b>432</b>	<b>425</b>	<b>-7</b>

<b>Days Off Programs</b>	<b>10/2017</b>	<b>10/2018</b>	<b>Var. +/-</b>
<b>Total – 5 trips</b>	<b>260</b>	<b>238</b>	<b>-22</b>



## Youth Athletics

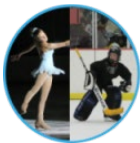
- Staff with LL Bean to create contractual programs for the Spring of 2019.
- Staff is in communication with Conant High School to become their home for the 2019 Softball (Sycamore park) and Baseball (Fabrinni Park)
- Athletic events in October included Youth Soccer All-Star Games, Colt Baseball Game at Boomer Stadium, Youth fall baseball playoffs, and Boys and Girls Feeder Basketball tryouts

<b>Youth Athletics</b>	<b>10/2017</b>	<b>10/2018</b>	<b>Var. +/-</b>
Baseball	65	101	+36
Fall Soccer	216	165	-51
Volleyball	28	22	-6
Fishing	0	14	+14
Archery	83	59	-24
Contractual youth athletics	60	58	-2



### *Adult Athletics*

	<b>10/2017</b>	<b>10/2018</b>	<b>Var. +/-</b>
Softball	9 teams	9 teams	
Football	7 teams	6 teams	-1



### *Ice Operations*

<b>ICE programs</b>	<b>10/2017</b>	<b>10/2018</b>	<b>Var. +/-</b>
Hockey team players	254	228	-26
Hockey Starter	67	93	+26
Figure Skating	157	193	+36
<b>TOTALS</b>	<b>478</b>	<b>514</b>	<b>+36</b>

- Hockey lessons have an increased enrollment due to a new Saturday morning class offered with 20 participants. Figuring Skating has increased enrollment with more skaters in the entry-level, Snowplow Sam, classes.
- A new public skate time has been secured on Sundays from 1-2pm. The event has been marketed as Family Skate Sundays. Participation has increased each week since it began this month. Week 1: 17 skaters, Week 2: 25 skaters, Week 3: 40 skaters.
- The Great Pumpkin Skate was held on October 28 with 392 participants. Everyone received a 10% off hockey or figure skating lesson coupon to promote enrollment in our classes.
- Pink at the Rink was held over the week of October 27-28. The rink supported Breast Cancer Awareness. On a sad note we lost a beloved member of our Wolfpack and Timberwolves family. Nancy Pape fought a long and courageous battle with cancer but passed away on October 26. She will be missed by everyone.
- Glen Ellyn Speed Skaters held a tournament on Saturday, October 27.
- The CCM World youth hockey tournament took place November 2-4. We hosted the Pee Wee and Midget division.

## **PROGRAM PROMOTIONS**

Staff worked with program managers to promote Fall Guide and programs, youth sports programs, 50+ events, trips and programs; Halloween events, Bridges 5K, Parents Night Out, Hoffman Walks, youth basketball, days off school field trips, BPC events, Family Skate Sunday, the community survey, hockey and figure skating free events.

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

## **CHAMBER EBLAST**

Bridges 5K  
Halloween events

## **RETENTION MANAGEMENT EBLASTS TC & WRC FITNESS CENTERS**

Great Pumpkin Skate  
Pumpkin Fest  
Bridges 5K

## **VIDEO**

This month, we featured the video "October Hoffman Happenings" and "Try Hockey For Free" on heparks.org.

## **SURVEYS**

In October staff conducted surveys for Pumpkin Swim, Halloween Bash, and Pumpkin Skate

## **PRESS RELEASES/PUBLIC RELATIONS**

Articles and photos submitted for:

Best of Hoffman  
Winter Break Field Trips  
Youth In-House Basketball Teams Forming  
Tai Chi Class Demo  
Winter Registration Begins Nov. 14

## **OTHER**

**Hoffman Walks** -We had 4 people at our Hoffman Walks at Tall Oaks Park on Oct. 20.

**Sidewalk Stencil** - Staff experimented with a new way to promote using a sidewalk stencil to promote the Pumpkin Skate. Using a stencil created by Divine Signs and washable chalk, we



placed the stencil at Pumpkin Fest and outside Triphahn Center. Staff will experiment with different forms of liquid chalk to perfect the image.

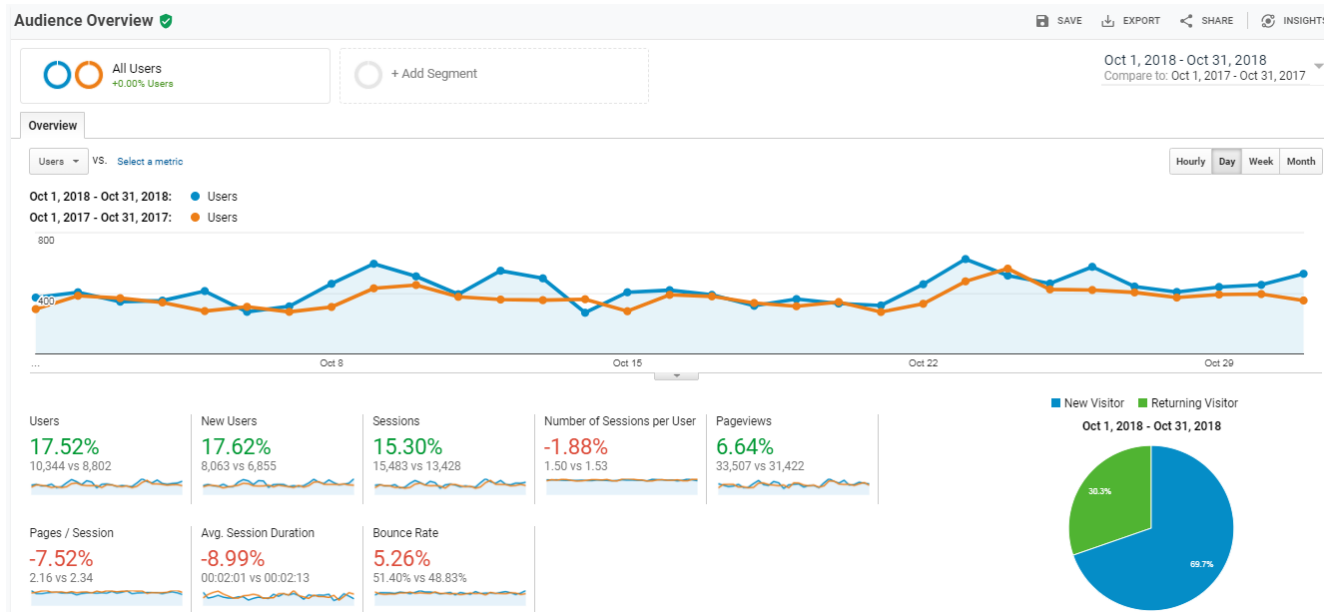


## MARKETING DASHBOARD



### Web Marketing – Source: Google Analytics

Hits to the Heparks website were up this month by 15% over last year, likely due to the number of family Halloween events we offered and the new events we offered including the PSSWC open house, Family Skate Sunday, Bridges 5K. Also contributing to increased clicks was the Best of Hoffman post of Officer Bending and pictures of the preschoolers trick or treating on Facebook . These posts both got very good engagement. We also had three General Eblasts this month, which also contributes to clicks to the website.



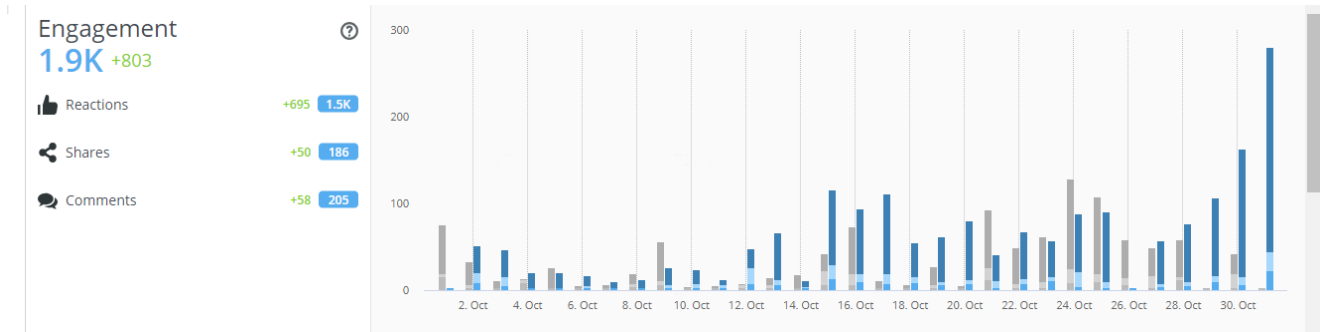


## Facebook

Source: Hootsuite

Total likes on ALL the park district's Facebook pages as of Oct. 31: 8,217

Below is a chart showing engagement for all the Facebook pages representing the park district and its facilities. The most engagement came on Oct. 30 and 31 when we were posting the photo of the preschoolers trick or treating.



### 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)
Tomorrow! Come skate in your costume at the Great Pumpkin Skate! It's FREE! <a href="http://ow.ly/ZVu630m4wRt">http://ow.ly/ZVu630m4wRt</a>	Photo	10/27/18 7:50 AM	3120
Congratulations to Officer John Bending, this month's Best of Hoffman award recipient. Officer Bending has spent much time educating the kids in our programs. Thank you Officer Bending! Read more: <a href="http://ow.ly/XK5a30mmqnp">http://ow.ly/XK5a30mmqnp</a> #makinglifefun	Photo	10/24/18 12:06 PM	2822
Trick or Treat! Our preschoolers from HE Parks Preschool and the Early Learning Center coming through our Admin office in their costumes. So cute!	Photo	10/31/18 8:33 AM	2598
Great Pumpkin Skate going on now through 4:30pm! Thanks to Mayor McLeod and the HE Village Trustees for helping to hand out candy! Have a safe and Happy Halloween! #makinglifefun	Photo	10/28/18 1:31 PM	2015
Dress up your furry friend and enter the Doggie Costume Contest, your pooch could win a free dog park membership! <a href="http://ow.ly/OncQ30m4vnF">http://ow.ly/OncQ30m4vnF</a>	Photo	10/18/18 2:15 PM	2006



Prairie Stone<sub>tm</sub> Sports & Wellness Center

<b>Oct Membership Totals</b>	<b><u>10/31/2017</u></b>	<b><u>10/31/2018</u></b>	<b><u>01/01/2018</u></b>	<b>Var. +/-</b>
Totals	2,983	2,926	3,086	- 160

### Member Services

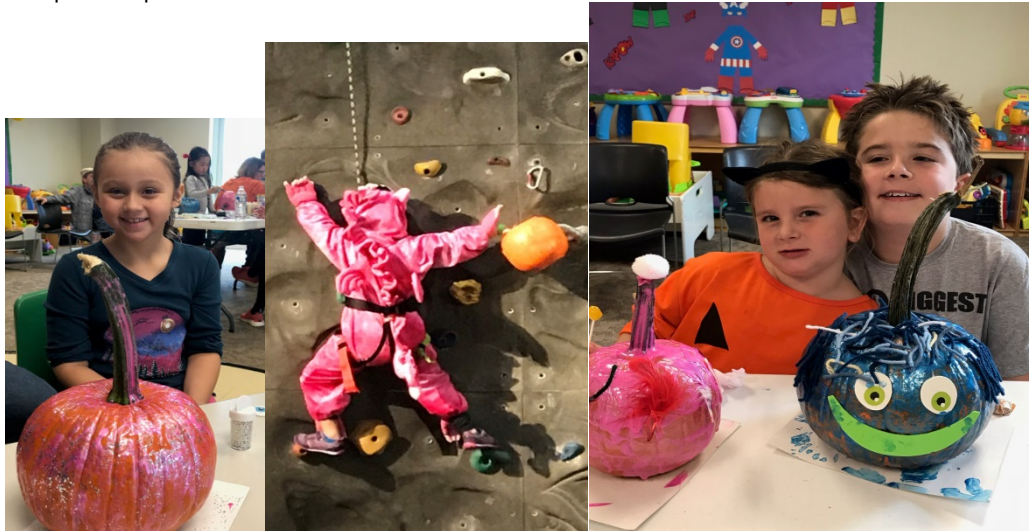
- October was a busy and productive month in the membership department, with the team coming in with 16 members over their set goal for the month! (goal:115 actual:131) we held a very successful open house on Oct 20<sup>th</sup> where we invited current and potential members to come in and enjoy a day of sample classes,

workshops, kids activities, complementary food and snacks, and a chance to win some great raffle prizes including a fit bit donated from AMITA. We offered a discounted enrollment special that day and enrolled 13 members! In these last months of the year we will be focusing on retention of current members as we transition into our new fee structure.

- The sales team, GM, and director are working diligently on the timeline and organization of the new fee structure roll-out, the Kids Korner changes (fee-based usage), and the re-branding plan for the facility.

### Operations and Fitness Departments:

- The last weeks of October PSSWC held two very successful Halloween events; the *Pumpkin Swim*, and the *Trick-or-Treat Climb*. The General Manager was present for both events and made a point to speak to the participants and receive feedback. Feedback on the Pumpkin Swim was that they loved the event but the price may have kept it from filling up as it has in years past. The Trick or Treat Climb received very positive feedback and the climbing wall coordinator, Ray, did a great job with the set up and management of the event. We will make adjustments next year to increase participation in these events.



- The fitness department has been busy launching a new *Tread and Tone* class that has been added to the group fitness schedule. This class is held on the fitness floor and includes a combination of the treadmills/weights and floor work in a one hour format. Feedback and participation has been very positive, so far.

## Bridges of Poplar Creek

### General Programs

-  Bridges Final Challenge was on October 13<sup>th</sup>. We had 18 players compete in this 18 hole stroke play event. This year's winner was Zach Szczepanski with the score of 74.
  
-  Pro Am Scramble was on Oct. 14<sup>th</sup>. We had 26 Teams participate in this highly competitive 4 player scramble. This season's the winning team shot 16 Under. Congratulations to the wining team of Ben Sieg, Brad Slocum, Brady Keegan, & Ryan Peavey
  
-  The last Golf Event for the season is Saturday, November 3<sup>rd</sup>. The Turkey shoot has a full field of 54 teams already. Each participant will receive a 10 to 12lb Turkey in this festive event.
  
-  The Inaugural Bridges 5K will take place on Saturday, November 3<sup>rd</sup>. We hope to have over 50 runners for this new event. We look forward to having Mayor McLeod onsite to start the race!
  
-  Upcoming F&B Events
  - Winter Fest & Breakfast with Santa 12/8

### Golf Rounds

ROUND TOTALS.					
2014	2015	2016	2017	2018	5 Year Average
2,499	2,559	3,076	2,810	1,692	2,527
YTD ROUND TOTALS					
2014	2015	2016	2017	2018	5 Year Average
29,366	29,110	29,190	30,297	25,809	28,754

**Range Information**

<b>RANGE BASKET SALES TOTALS</b>					
<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>5 Year Average</b>
<b>932</b>	<b>944</b>	<b>1,068</b>	<b>1,051</b>	<b>968</b>	<b>993</b>
<b>YTD RANGE BASKET SALES TOTALS</b>					
<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>5 Year Average</b>
<b>18,352</b>	<b>18,151</b>	<b>18,239</b>	<b>19,108</b>	<b>17,284</b>	<b>18,227</b>

**Pass Sales**

<b><i>Resident Passes Thru June</i></b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
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
<b><i>Non Resident Passes Thru April</i></b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
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
363	270	72
YTD HOLE IN ONE SALES TOTALS		
2016	2017	2018
483	2,356	1,883

## Communications & Marketing

### Marketing/Advertising



8 Email blasts went out promoting Pro Am Scramble, Final Challenge, Fall Specials, Turkey Shoot & Winter Fest. Along with Round Promotions, and Online Specials.

## Food & Beverage

For the month of October we had a total of 25 events (20 Events in 2017)

The breakdown is as follows:

5 breakfast meetings servicing 125 guests

4 birthdays servicing 409 guests

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

1 reception only servicing 125 guests

1 all day meeting servicing 147 guests

3 dinners servicing 224 guests

2 luncheons servicing 127 guests

1 baptism servicing 48 guests

1 shower servicing 28 guests

2 Golf Events Pro Am Scramble & Final Challenge servicing 122 guest

We currently have 8 events booked for November (11 Events in 2017)

4 Breakfast meetings servicing 100 guests

1 ceremony/receptions servicing 77 guests

1 dinner servicing 180 guests

1 luncheon servicing 40 guests

1 Golf Event Turkey shoot servicing 108 guests

Wedding Count Update:

2019 = 14 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)

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 October we averaged 60 degrees (2 degrees below average) for the high and 41 degrees (1 degree below average) for the lows. This included a few unexpected 80 degrees days early in the month and lows at or below freezing late in the month. October's rain came to a total of 4.73" (3.15" average). This rain came over 12 days during the month.

In October the maintenance team tackled a few projects. The first major project was to deal with the washouts that have been forming behind the wall at 17 green. With the help of the Parks Maintenance department we were able to dig behind the wall and add fabric and gravel to prevent any more holes from opening up and to help prevent any more areas from settling along the bricks. The wall on number 1 is having similar but less severe issues so we looking to address it next fall. A small project that was done mid-month was the quick renovation of the turf on the islands in the front circle drive at the clubhouse. After this year's weather and extreme crabgrass pressure, the islands were looking pretty rough. Existing sod was stripped and three pallets of new Kentucky bluegrass were laid.

Lastly the back of 12 green is getting a little bit of a makeover. The back of 12 has struggled for quite a few years and we think it is mainly due to the two trees that are located directly off the back. Their proximity

affects the amount of light the back of the green gets; the roots are constantly taking away water and nutrients intended for the turf, and all this is happening in a high trafficked area on the green. None of that is a good situation and is why we have consistently seen turf decline on the back of that green. Because of all these factors it was decided that removing the closest tree would be the appropriate course of action. In absence of the tree, the decision was made to do a little bit of shaping and use some sod from our bent grass nursery to create a small runoff/app on the back left of the green. With a few more applications of sand this fall, this new area should be looking great next spring.

Below is a small list of some of that tasks we tackled in October:

-  Applied preventative chemical applications to greens and tees.
-  Applied preventative weed applications to fescue areas.
-  Hand watering greens.
-  Filled divots on tees.
-  Repaired the irrigation system.
-  Worked on blowing and mulching leaves that started to fall.
-  Started to cut back perennials in preparation for winter.

## **Finance/Administration**

- The sale of the General Obligation Limited Park Bonds, Series 2018 was negotiated with Barrington Bank & Trust for an interest rate of 2.75%. The final issue will be for the principal amount of \$2,646,000 with semi-annual interest payments totaling \$72,360.
- The New credit card chip readers have been ordered and received in preparation of the credit card migration.
- Staff completed the 2019 working budget for presentation to the Committee of the Whole on November 13th.
- Staff completed the 2019 A&F goals and objectives for the 2019 budget.
- Staff completed the 2018 Tax Levy (for collection in 2019) which is being presented as part of the budget.
- Staff completed the Budget and Appropriation (B&A) Ordinance in tentative form.
- Enhanced BPC payroll tip reporting process through report creation in RecTrac.
- Assisted Maintenance Department in creation of automatic reports for TC facility rentals for Ice and Rooms due to success of ballfield reporting
- Assisted in updating coupons and auto discounting for Ice programs.
- Payroll Cycle Processing
  - 10/05/18      \$300,621.57
  - 10/19/18      \$301,669.29



**A. 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
  - h. Hockey
  
- Administrative
  - a. Winter Guide Proofing
  - b. Admin Mailing
  
- Administrative Registration for:
  - a. Financial Assistance
  - b. Foundation Giving Tree
  - c. Feeder Basketball
  - d. Girl's Hockey
  - e. Halloween Bash
  - f. Pumpkin Swim & Climb
  - g. Fall Harper

**B. Human Resources**

- Processed 13 new part-time hires and 8 new volunteers.
- Provided orientation for new FT Early Childhood Program Manager.
- Attended annual PDRMA Health Program Council meeting.
- Attended PDRMA Health Benefits Coordinator Workshop to prepare for 2019 health insurance open enrollment which is scheduled for November.

**C. Technology**

- ADS Alarm to provide a hardware list as well as a detailed breakdown of the costs being charged for each facility.
- Removed all computer equipment from Seascope for seasonal storage.
- Security Camera Upgrades
  - a. Installed new camera on Seascope maintenance building that covers our winter sled hill. In the summer we can reposition the camera to point to the parking lot to add additional coverage.
  - b. In the process of installing new cameras on the BPC range building to provide more coverage for the parking lot. Additional cameras on the front of the BPC main building are also being planned.

**D. Newly Acquired Advertising and Sponsorships**

- a. Main Event
  - Marquee
  - Guide ad
- b. State Farm
  - Marquee
- c. Chiro One
  - Event Sponsor
- d. Tiger Window
  - Event Sponsor
- e. Hoffman Estates Dental Professionals
  - Event Sponsor
- f. Kids First Pediatric Dentistry
  - Event Sponsor
- g. Mo Fitness
  - Event Sponsor
- h. Dunkin Donuts
  - Event Sponsor

**RECAP OF WEEKLY UPDATES TO THE BOARD**

**OCTOBER 26, 2018**

Don't forget to let Jane know if you wish to attend the IAPD Legal Symposium in Oak Brook On November 8.

We have a variety of events this weekend:

Sat. Oct 27 Halloween Bash 10-11:30AM Triphahn Center

Sat. Oct 27 Pumpkin Swim 1PM & 2 PM at PSSWC

Sun. Oct 28 Family Skate Sunday 1-2PM at TC

Sun. Oct 28 Pumpkin Skate 3-4:30 PM at TC

And next Tuesday:

Tues. Oct 30 Trick or Treat Climb 6PM at PSSWC

Please note the Pumpkin Swim and Climbing Wall do ask for pre-registration.

Press Releases:

Community Survey

Youth Basketball Registration

Fall Break Field Trips

Best of Hoffman

**NOVEMBER 2, 2018**

Events this week:

Sat. Nov 3 Bridges 5K 8AM

Sat. Nov 3 Turkey Shoot 11 AM

Sun. Nov 4 Family Skate Sunday 1-2 PM

Press Releases:

Tai Chi Demo Class

Fall Registration

Food Drive/Angel Tree

**NOVEMBER 9, 2018**

**Reminder Intergovernmental Social:**

Thur., November 15<sup>th</sup> 6pm to 8pm

Palatine Hills Clubhouse

RK/PK/KE/CT/AK

**IAPD Conference:**

So far the following Commissioners indicated they will attend: Robert, Pat M, Ron, Keith & Mike

Please let me know if different

**Events this week:**

Sat. Nov 10 Hoffman Walks at PSSWC 9-10:30 AM

Sat. Nov 10 Try Hockey for Free at TC 4:40-5:40 PM

Sat. Nov 10 – Parents Night Out at PSSWC 4:30-8:30 PM

Sun Nov 11-17 Fitness Member Appreciation Week at TC and WRC

Tues Nov 13 – Toasty Cheese Tuesday at TC 11:30AM-2:30PM – the Toasty Cheese food truck will be at TC (sponsorship event)

Tues Nov 13 – Teen Movie Night at Vogelei Barn teen center 6:30 PM

Wed. Nov 14 – Winter Registration begins

Wed. Nov 14 – Free Tai Chi Class Demo at TC 10-11 AM

#### **Press Releases:**

Winter Break Field Trips

Member Appreciation Week

Officer Bending, Best of Hoffman

#### **NOVEMBER 16, 2018**

#### **Board Member Development Program**

Reminder: For those interested in participating in the IAPD Board Member Development Program, your forms are **due to Bobbie Jo by Monday 11/19**. Simply click on the **registration link below** and fill out the form indicating every accomplishment or event attended from **October 1, 2017 thru September 30<sup>th</sup>** [https://cdn.ymaws.com/www.ilparks.org/resource/resmgr/files/bm\\_dev\\_prog.pdf](https://cdn.ymaws.com/www.ilparks.org/resource/resmgr/files/bm_dev_prog.pdf).

New enrollees can include events **from the prior year** as well. You would need to fill out the form twice – once for events attended from October 1, 2016 – September 30, 2017 and again for events attended from October 1, 2017 – September 30, 2018. Once you fill out the form(s), save and print the form and send to either me or Bobbie Jo Hill at IAPD ([bjhill@ILparks.org](mailto:bjhill@ILparks.org)). If you need my assistance, please let me know.

#### **The Knot!**

Once again, *The Knot* named Bridges of Poplar Creek **Best of Weddings for 2019!** Way to go Brian, Jennifer and BPC staff!

#### **Upcoming Events**

Try Figure Skating For Free

Sat. 11/17 2 to 3pm at TC

All Aboard!

Sun 12/2 Schaumburg Train Station 9am and 11am (\$14)

Holiday Dinner Party

Thur 12/6 at 6pm at BPC (\$23)

Breakfast with Santa

Sat. 12/8 9am to Noon at BPC (\$20.95/\$11.95)

Winter Fest

Sat. 12/8 10am-2pm at BPC (free)

Skate with Santa

Sat. 12/15 1:30-3pm at TC (free)

**NOVEMBER 21, 2018**

**Public Meeting to approve Budget/B&A Ordinance**

The public meeting to approve the budget in final form will be held on Tuesday, **December 11<sup>th</sup> at 7pm (instead of 6:30).**

The B&G meeting will immediately follow. The Rec meeting will be at 7:30.

**IAPD Conference**

January 24 – 26 at Hyatt

I will be registering everyone by 12/10. I show the following commissioners as attending:

**Robert, Pat M, Ron, Keith (Thur-Sun)**

**and Mike (Fri-Sun)**

**ANNUAL STAFF RECOGNITION MEETING / HOLIDAY LUNCHEON**

Wed. December 19<sup>th</sup> starting at 12:30 at the Marriott.

Please let us know by 12/7 if you can join us.

**REMINDER: UPCOMING ELECTION**

Filing Period is December 10-17 8:30am-4:30pm at TC

If you have any questions, please let me know

## **Upcoming Events**

### **All Aboard!**

Sun 12/2 Schaumburg Train Station 9am and 11am (\$14)

### **Holiday Dinner Party**

Thur 12/6 at 6pm at BPC (\$23)

### **Breakfast with Santa**

Sat. 12/8 9am to Noon at BPC (\$20.95/\$11.95)

### **Winter Fest**

Sat. 12/8 10am-2pm at BPC (free)

### **Skate with Santa**

Sat. 12/15 1:30-3pm at TC (free)

**We wish all of you a safe & Happy Thanksgiving!!**

**MEMORANDUM NO. M18-119**

**TO: Board of Commissioners**  
**FROM: Craig Talsma, Executive Director**  
**RE: 2019 Calendar of Board/Committee Meetings**  
**DATE: November 20, 2018**

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**Background**

In compliance with the Open Meetings Act, the park district is legally required at the beginning of each fiscal year to prepare and make available a schedule of its regular board meetings listing the times and places of such meetings. (See attached 2019 calendar).

**Recommendation**

Staff is recommending that the Board approve the 2019 Calendar of Board/Committee Meetings.

**HOFFMAN ESTATES PARK DISTRICT  
2019 BOARD/COMMITTEE MEETINGS**

<b>JAN</b>	15	7:00pm 7:30pm	Buildings & Grounds Committee FORWARD PLANNING Committee	<b>AUG</b>	20	6:30pm	COMMITTEE OF THE WHOLE - Park Tour
	22	7:00pm 7:10pm	Board Meeting Administration & Finance Committee		27	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<b>FEB</b>	19	7:00pm 7:30pm	Recreation Committee FORWARD PLANNING Committee	<b>SEPT</b>	<b>NOTE DIFFERENT SCHEDULE THIS MONTH</b> (NRPA Conf):		
	26	7:00pm 7:10pm	Board Meeting Administration & Finance Committee		10	7:00pm 7:30pm	Buildings & Grounds /Public Meeting Recreation Committee
<b>MAR</b>	19	7:00pm 7:30pm	Buildings & Grounds Committee FORWARD PLANNING Committee		17	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
	26	7:00pm 7:10pm	Board Meeting Administration & Finance Committee	<b>OCT</b>	15	7:00pm 7:30pm	Buildings & Grounds Committee Recreation Committee
<b>APR</b>	16	7:00pm 7:30pm	Recreation Committee FORWARD PLANNING Committee		22	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
	23	7:00pm 7:10pm	Board Meeting Administration & Finance Committee	<b>NOV</b>	<b>NOTE DIFFERENT SCHEDULE THIS MONTH:</b>		
<b>MAY</b>	21	7:00pm 7:30pm	Buildings & Grounds Committee FORWARD PLANNING Committee		12	6:00pm	COMMITTEE OF THE WHOLE - 2020 Budget
	28	7:00pm 7:10pm Immed follow	Board Meeting Administration & Finance Committee <b>ANNUAL MEETING</b>			Followed by	<b>SPECIAL BOARD MEETING</b> - Approve Budget in tentative form
<b>JUNE</b>	18	7:00pm 7:30pm	Recreation Committee FORWARD PLANNING COMMITTEE		19	7:00pm 7:30pm	Buildings & Grounds Committee Recreation Committee
	25	7:00pm 7:10pm	Board Meeting Administration & Finance Committee		26	7:00pm 7:10pm	Board Meeting Administration & Finance
<b>JULY</b>	16	7:00pm 7:30pm	Buildings & Grounds Recreation Committee	<b>DEC</b>	<b>NOTE DIFFERENT SCHEDULE THIS MONTH:</b>		
	23	7:00pm 7:10pm	Board Meeting Administration & Finance Committee		10	7:00pm Immed follow 7:30pm	<b>PUBLIC MEETING: B&amp;A Ordinance</b> Buildings & Grounds Committee Recreation Committee
					17	7:00pm 7:10pm	Board Meeting Administration & Finance