



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. 1036**  
**TUESDAY, DECEMBER 18, 2018**  
**7:00p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
  - A. Best of Hoffman: Dalia and Ed Holmes
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 11/27/2018
  - B. Committee of the Whole Minutes 11/13/2018
  - C. Special Board Minutes 11/13/2018
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Independent Contractor Agreements / M18-121
  - B. The Club at Prairie Stone signage / M18-126
  - C. 2019 Budget & Appropriation Ordinance O18-010 in Final Form / M18-129
  - D. Tax Levy Ordinance O18-012 / M18-131
  - E. Lakewood Center Redevelopment Project Area / M18-114
  - F. Surplus Ordinance O18-011 / M18-130
  - G. Policy for Reimbursement of Employee Expenses / M18-128
  - H. Open and Paid Invoice Register: \$342,143.20 (see Dec A&F packet)
  - I. Revenue and Expenditure Report (see Dec A&F packet)
  - J. Acceptance of Rec Minutes 11/20/2018 (see Dec Rec packet)
  - K. Acceptance of A&F Minutes 11/27/2018 (see Dec A&F packet)



Regular Board Meeting  
December 18, 2018  
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10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
  - A. Review / Release of Executive Session Minutes Resolution R18-008/M18-132
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
  - A. 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](mailto:JKACZMAREK@HEPARKS.ORG) OR (847) 885-8500 WITH AT LEAST 48 HOURS' NOTICE.



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES  
REGULAR BOARD MEETING NO. 1035  
November 27, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on November 27, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

Audience: Comm Rep Wilson and Chhatwani, Asst GM Ice Jordan

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

Executive Director Talsma distributed a new brochure for 'The Club' at PSSWC.

**4. Awards:**

A. Best of Hoffman:

President Kaplan presented Craig Hartman with the BOH for his support of the Wolf Pack through fundraising.

**5. Comments from the Audience:**

None

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

Commissioner Kilbridge made a motion, seconded by Commissioner Bickham to recess for the A&F Committee Meeting at 7:05 p.m. The motion carried by voice vote.

**7. Reconvene Following A&F Committee Meeting:**

Commissioner K. Evans made a motion, seconded by Commissioner Kinnane to reconvene to the Regular Board Meeting at 7:45 p.m. The motion carried by voice vote.

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 Huguen
Audience:	None

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to amend the agenda to include New Business, Item B CMP Community Survey for discussion. The motion carried by voice vote.

**8. Approval of Agenda:**

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the agenda 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 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. 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)

**10. President's Report:**

President Kaplan noted that the 5K Race at BPC went well and invited all Commissioners, Comm Reps and staff to attend all the holiday events scheduled by the district for December, in particular the Winterfest and Breakfast with Santa at BPC.

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

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

**12. Old Business:**

None

**13. New Business:**

A. 2019 Board Committee Calendar/M18-119:

Commissioner K. Evans made a motion, seconded by Commissioner Bickham to approve the 2019 Board Committee Calendar as outlined in M18-119. The motion carried by voice vote.

B. CMP Community Survey:

Commissioner K. Evans addressed the board explaining that the CMP Community Survey he had received had been addressed to the City of

Hoffman Estates Resident and looked like a piece of junk mail. He expressed concern that residents would simply toss the mailing rather than open it although he did note that the enclosed survey was good work.

Executive Director Talsma noted that the company had received 700 back and were hoping to see a total of 800. He also noted that other surveys had been sent to Hoffman Estates Residents. He noted that he would check with the Survey Company to see if they knew how many were titled City of Hoffman Estates.

President Kaplan agreed with Commissioner K. Evans that the survey envelope did not present well and could have said Hoffman Estates Park District somewhere on the envelope.

Commissioner K. Evans asked about the on-line survey and Executive Director Talsma noted that they did not have any response to date.

**14. Commissioner Comments:**

Commissioner Kinnane took the time to acknowledge Dan O'Malley, Deputy Village Manager, explaining that after 40 hours without electricity he had contacted Mr. O'Malley for help and that within hours power had been restored. Commissioner Kinnane noted that his concern was that his neighbors were disabled and that Comm Ed had turned the power on across the street but were telling him and his neighbors that they would not see power until Friday.

Commissioner McGinn said he was looking forward to the Winterfest and Breakfast with Santa.

Commissioner Kilbridge noted that the clocks in the women's locker room were not on the same time as the hallway clocks at PSSWC.

Commissioners R. Evans and Bickham noted they were also looking forward to Winterfest and Breakfast with Santa.

Commissioner K. Evans reminded everyone about the voting for the Annual Chamber Awards.

President Kaplan said he liked the new Club Brochure and it was noted that the brochure would become available December 1 and that the Board would see the additional funding for the name change and signage at the Rec meeting in December and addressed in the B&A presented in final form at the December Board meeting. Executive Director Talsma also noted that there would be a new look to the website and distributed a copy of the letter to be mailed to present members.

President Kaplan asked about the cricket pitch and Executive Director Talsma explained that they would have a demo at The Club Saturday.

**15. Adjournment:**

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 8:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES  
COMMITTEE OF THE WHOLE  
November 13, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on November 13, 2018 at 6:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan, Commissioners Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn; Comm Reps Aguilar, Dressler, Macdonald, Musial, Sernett, and Wilson

Absent: Comm Rep Bettencourt, Chhatwani, Dekirmenjjan, Friedman, Henderson, Neel, Poeschel, Utas, Veronico, Wittkamp

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: Superintendent of C&M Manisco, Superintendent of Rec Palmer

**2. Approval of Agenda:**

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

**3. Comments from the Audience:**

None



**5. Old Business:**

None

**6. New Business:**

A. 2019 Budget/M18-108:

Executive Director Talsma reviewed the memo noting that they were looking for a consensus on each area of the budget. He explained that the budget numbers supported the district's objectives as well as the district's CMP. He noted that a new CMP for 2020-2024 was being developed and for that purpose a community survey had been mailed which had received approximately 600 results to date.

He explained that new this year was the use of the GIS (which replaced the CAMP report of previous years) and that the GIS or district inventory was maintained by Director Hugen and GIS Admin Wozny. He noted that it contained all the assets of the district.

Executive Director Talsma explained that the Annual Bond funded the Capital Projects for \$750,000, noting that the district had more than that amount in projects and would also be using both the operational funds and fund reserves. He reviewed the need to fund the \$1,000,000 on the ice rink replacement from Fund 2 and the reserves. He noted that the roof project would be funded through capital and the OSLAD project through the general fund.

Commissioner Kilbridge asked if the OSLAD grant was an all or nothing award and it was noted that if a project was reduced it might not be funded to a full \$400,000 available. Executive Director Talsma noted that the district had also received another \$30,000 grant to create an outdoor fitness area in the same park spaces.

Comm Rep Musial noted that the OSLAD project was a \$1.2 million dollar project, looking for \$400,000 of grant money and asked what might happen to the project if the district did not receive the grant. Executive Director Talsma explained that the project could be scaled back to meet the budget if the grant was not awarded.

Executive Director Talsma continued to review the memo. He explained that Personnel was down from 77 full time staff to 73 and that they were waiting until the beginning of the season to hire a new Sous Chef as the previous Sous Chef had replaced the Executive Chef. He also noted that they were budgeted for a 3% merit increase to staff salaries and that the district had begun focusing on increasing part time salaries to remain competitive especially in the areas of front desk staff and life guards.

Executive Director Talsma reviewed the tax levy noting that the CPI was at 2.1%.

Commissioner McGinn asked about the decrease in the Contracted Services and it was noted that the district no longer had contracted services for PSSWC cleaning as well as not budgeting \$25,000 for a community survey again next year.

Executive Director Talsma reviewed the graphs prepared by Director Hopkins noting that the Rec Fund was projected to be under budget by \$285,000, reminding the committee that ice fees had been reduced in an effort to rebuild the program resulting in a \$100,000 loss in fees and that Rink 1 would need to be replaced. He explained that the Wolves were presently practicing on Rink 2.

Comm Rep Musial asked about the \$500,000 showing as projected income in Capital and Executive Director Talsma explained that was primarily funds that had not been spent. Commissioner K. Evans asked if the Wolves would assist with the cost of the repair on the rink and Executive Director Talsma noted that he was negotiating for ½ payment to repair and bring the rink to the new requirements for the professional leagues. Commissioner K. Evans asked if this was in the 2019 budget and Executive Director Talsma noted that it was not presently in the budget. Executive Director Talsma also noted that Tollway LLC was in bankruptcy and that one of the billboards involved belonged to the park district and was part of the district's agreement with the Wolves until 2022 for their advertising space. He noted that the situation could possibly affect future budgets.

Executive Director Talsma reviewed the fund balances noting that some seemed to have large balances. In accordance to the district's reserve policy, however, they would be used to fund portions of the OSLAD project, Ice Rink Replacement and Roof Replace projects.

The Salary Ranges were reviewed and Commissioner Kilbridge asked about the cash control clerk position. Executive Director Talsma explained that BPC had lost its full time position and was being replaced with a part time cash control clerk and that the full time position listed in the salary range was for the present position in the accounting department at TC.

The 2019 Goals and Objectives were reviewed. Director Hopkins asked for questions on the Administration and Finance Goals.

Comm Rep Musial asked about the budgeted numbers for alternative revenue through advertising/sponsorship/marquee. Executive Director Talsma noted that the billboard signs referenced with the Wolves and located on I90 were not the same as the four marquee signs the district

owned. He also explained that the district was looking at two additional marquee signs at PSSWC to be owned by the Village.

Comm Rep Musial asked what a CPRP was and Executive Director Talsma explained that it was a Certified Park and Recreation Profession.

Director Hugen asked for questions on the Parks, Planning and Maintenance Goals.

Director Kapusinski reviewed the Rec, Facilities, and Ice Goals.

Executive Director Talsma took this opportunity to note that a new column had been added to the Goals and Objectives; the Action Plan column to further clarify how the objective would be reached.

President Kaplan asked about Increasing two NWHL teams and Director Kapusinski noted that it was general addition to programming.

Comm Rep Musial asked about the specifics to secure Anthony Parisi and Executive Director Talsma noted that he had asked staff to make the goals and action plans as specific as possible.

Commissioner R. Evans asked about developing the Cricket program and Executive Director Talsma explained that staff was working closely with a resident to create a cricket pitch at Canterbury Park and bring cricket to the park district.

President Kaplan asked about public skate and holding it on the weekends. Director Kapusinski noted that it was an issue of ice availability but they were expanding it to the weekends to get participants interested in other ice programming. Comm Rep Musial asked about icing Pine Park as they had in the past. Director Hugen explained that the structure was no longer sound and would need to be replaced. He also explained that it took approximately one week to ice the area with temperatures consistently below freezing and that PDRMA required 8" of ice to skate on a pond. Executive Director Talsma noted that staff was working with a sponsor to donate synthetic ice for the Winter Fest and that might be an option for additional skating in the district.

Comm Rep Musial asked about retaining front desk staff. Director Kapusinski noted that it was primarily due to low wages.

President Kaplan asked about the Hoffman Walks program and Director Kapusinski explained that staff felt that if the program was themed and offered activities after the walk, they would get more participants.

Commissioner McGinn asked about soccer. Director Kapusinski noted that the numbers were declining and that staff was looking into options to increase interest. Executive Director Talsma noted that they were also looking to contact the past rental and perhaps create a contractual contract to help bring soccer back. Commissioner Kinnane noted that he was hearing that the kids were involved in the private organizations. It was noted that the private sector was also affecting swim classes.

Comm Rep Musial asked about the safety procedures coinciding with District 15 and 54 and Director Kapusinski noted that they did.

Commissioner K. Evans asked about Wings and Talons and Executive Director Talsma explained that it was going well; that they had offered 3 classes and staff was looking to involve them more in the special events depending on their volunteer schedules. Comm Rep Dressler suggested using them also for the camp Friday trips.

Director Bechtold reviewed the C&M Goals.

Comm Rep Macdonald asked about the Pumpkin Fest. Executive Director Talsma noted they were looking for special events to be held on the north side perhaps next year to coincide with the completion of the OSLAD grant.

Commissioner Kilbridge asked about the drill down marketing and Superintendent of C&M Manisco noted that surveys were sent and that staff had the opportunity to check those responses and follow up with an email.

Commissioner Kilbridge asked about the News Letter and it was noted that it would be a follow up to attendance at special events.

Comm Rep Musial asked about Cricket not being listed and it was noted that it was a late add on and could be budget adjusted in October.

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to take a five minute recess at 7:30 p.m. The motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Comm Rep Sernett to reconvene to the Committee of the Whole Meeting at 7:35 p.m. The motion carried by voice vote.

Director Bechtold asked for questions on the Golf goals. He announced that BPC had just received the Knot Venue Award for 2018. He also announced that Comm Rep Musial had won the 5K Women's in her division.

President Kaplan asked about the weddings/ceremonies and Director Bechtold noted that they were broken out as not everyone had both ceremony and reception.

Comm Rep Musial asked about the data base used for emails and Director Bechtold noted that it was from BPC golfers and tee times.

President Kaplan asked about the 40 meetings and Director Bechtold noted that it was during prime time season.

Director Bechtold asked for questions on the PSSWC Goals.

Commissioner Kinnane noted that they might want to expand their hashtag# to include fitness or golf versus BPC or PSSWC for a greater response.

Commissioner Kilbridge noted that while a member of PSSWC she had never received any email communications. Director Bechtold noted that they would be expanding the data base to include comp memberships.

Executive Director Talsma explained that they were looking at restructuring the fees for PSSWC to \$55 Resident/\$59 Non Resident and adding Tennis Membership for an additional \$20. He noted that it would cost the district approximately \$4,400 / month but anticipated in making the deficit up with new memberships at the lower rate.

Executive Director Talsma also reviewed the Kids Korner noting that Director Hopkins had done much research to discover that it was costing the district \$60,000 to offer this amenity to approximately 100 households. Staff was looking to charge a fee of \$3/daily or \$10/monthly and reducing the hours.

Executive Director Talsma also reviewed discussions on the renaming of PSSWC to call it The Club at Prairie Stone noting that it would appear on the permanent placard for the new marquee sign at PSSWC.

Commissioner K. Evans asked about the fee at Lifetime Fitness and it was noted to be \$76/\$77. It was also noted that the new pricing would be included in future brochures.

Commissioner Kilbridge noted that S. Barrington Tennis Club had a bar. It was noted that tennis members at PSSWC did not pay a court fee. Executive Director Talsma noted that the board would be looking at waiving the 60 days waiting period for renaming a facility and that it would be presented again for approval at the November Rec Committee.

#### BUDGET:

- Fund 01 General
  - Executive Director Talsma reviewed the budget noting the Capital Projects listed:
    - Security Cameras
    - Birch Park

- TC Roof Engineering
  - Computer Server
  - Microsoft Upgrade
  - Color Copier TC
  - Cricket Batting Cages
  - S. Ridge Splash pad
  - Board Room Chairs
- Fund 02 Recreation
    - Executive Director Talsma reviewed the budget.
      - Commissioner McGinn asked about the Mohan rental and why it was under WRC. Executive Director Talsma explained that it was the Vogelei House that Facility Manager Albig was in charge. He also noted that the lease would not be renewed and the district would see a \$25,000 loss.
      - Comm Rep Musial asked about the increase in WRC memberships with the new fitness area opening up near the Jewel. Executive Director Talsma noted that staff was aware.
      - Commissioner Kilbridge asked about the library rental and Executive Director Talsma explained it had been renewed.
      - Executive Director Talsma reviewed the Capital Projects under this budget:
        - Ice Rebuild Pump
        - TC Fitness Equipment
        - WRC Exit Wall Repair
        - Underfloor Rink 1
- Fund 07 IMRF
  - Executive Director Talsma noted that the rate had dropped to 5.10% since they were fully funded.
- Fund 08 Debt Service
  - Executive Director Talsma explained that this included the bond issue.
- Fund 09 Special Rec
  - Executive Director Talsma explained that this funded the ADA portion of the Capital Projects.
- Fund 10 FICA
  - Executive Director Talsma reviewed this fund
- Fund 11 PSSWC
  - Executive Director Talsma reviewed the budget noting the Capital Projects under this fund:
    - PS Gym Curtain for the Cricket option

- Fund 12 Capital
  - Executive Director Talsma reviewed the budget noting the Capital Projects:
    - TC North Roof Replacement
    - SEA Shell Join Repairs/paint
    - SEA Body/Tube Slid resurface
    - SEA Bath House
    - Vogelei HVAC
    - WERC Playground/Pickle ball Courts
    - Community Park enhancements
  
- Fund 14 BPC
  - Executive Director Talsma reviewed the budget noting the Capital Projects:
    - GPS lease agreement
    - Irrigation Pump House

Commissioner McGinn asked about the leak on Rink 2 and Director Hugen noted that a second company had been hired to complete the location of the leak which was outside of the rink between two rooms.

Comm Rep Sernett asked about insurance coverage and Executive Director Talsma noted it would be filed with PDRMA.

Director Hugen noted that, if possible, they were looking to replace both rink systems with a glycol system.

B. 2019 Budget and Appropriation Ordinance O18-010:

Commissioner R. Evans made a motion, seconded by Commissioner McGinn to forward the B&A Ordinance O18-010 to the board in tentative form. The motion carried by voice vote.

**6. Committee Member Comments:**

None

**7. Adjournment:**

Comm Rep Musial made a motion, seconded by Comm Rep Winner to adjourn the meeting at 8:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma, Secretary  
Peg Kusmierski, Recording Secretary



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES  
SPECIAL BOARD MEETING  
November 13, 2018**

**1. Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on November 13, 2018 at 8:40 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Bickham

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: None

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Comments from the Audience:**

None



**5. Announcement: Intent to Levy for the 2018 Tax Levy:**

President Kaplan announced the intent to levy \$9,392,007 for the 2018 tax levy to be collected for the 2019 Fiscal Year.

**6. Approval of 2019 Working Budget M18-108:**

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to approve the 2019 Working Budget as presented and outlined in M18-108.

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

**7. Approval of 2019 B&A Ordinance O18-010 in Tentative Form:**

Commissioner R. Evans made a motion, seconded by Commissioner Kinnane to approve the 2019 B&A Ordinance O18-010 in tentative form.

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

**8. Commissioner Comments:**

Commissioner R. Evans complimented staff on the outstanding job they did preparing the budget.

**9. Executive Session:**

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to move to Executive Session at 8:45 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 7-0-1  
Ayes: 6 K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 1 Bickham

Commissioner R. Evans made a motion, seconded by Commissioner McGinn to reconvene to regular session at 9:26 pm. The motion carried by voice vote.

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

None

**11. Adjournment:**

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to adjourn the meeting at 9:28 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. 1036**

**EXECUTIVE DIRECTOR'S REPORT**

**December 2018**

**PARKS DIVISION**

1. OSLAD

Ann Fletcher, the Grant Administrator for the Illinois Department of Natural Resources completed a site visit at South Ridge on November 20<sup>th</sup>. She asked us to make some minor changes to budget structures and add identifications keys to two of our maps.

2. Planning and Development

Stantec Consultants were selected to be the firm to design our new ice rink and aid the Hoffman Estates Park District Staff through the process. Stantec has a site visit scheduled for December 4<sup>th</sup>, after this visit they will complete the rink design and begin preparing the bid documents. The bid is set to go public December 18<sup>th</sup>.

Michael Schwartz, an adjuster from L.J. Shaw, was onsite on November 30 to inspect the failures that we have had from the leaking brine pipe. He took lots of photos of the current damage and will be completed a report for PDRMA to review.

3. Aquatics and Building

YMI group that was selected to install the new boilers and air handlers at Bridges of Poplar Creek began construction on November 7<sup>th</sup> with the removal of the old air handlers. After removal of the old air handlers, the new air handlers were assembled and installed. Currently they are waiting on some parts to finish the install of the boilers to complete the job.

4. Parks and Construction

The construction team completed the Café project at The Club at Prairie Stone. This project was to open up the café space and make it more inviting for guest and members to use. We believe the project came out looking very nice and will be a good addition to The Club.

Between the building team and the construction team, the parks department has planned some small updates and renovations to areas of the Triphahn Center. In December, parks staff will go through all storage spaces and building or installing proper shelving and storage spaces for all departments. In the men's locker room we have planned to update the shower area with new showerheads, wall repairs, tile repairs and cleaning. In the bathroom/sink areas the walls will be scraped clean and painted, new mirrors, sprinkler upgrades, electrical and lighting improvements, to name a few items. The locker room is being planned for December 18-20.

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

- Multiple HVAC, electrical, and building mechanical preventative checks and repairs were completed.
- Tree trimming in parks and natural areas has begun for the winter months.
- Completed herbicide application.
- Completed all irrigation blowouts.
- Dormant Fertilized Canterbury Park for cricket field.
- Developed plans for cricket field and cricket cages.
- Closet to Room 114 was remodeled.
- Maintenance repairs to vehicle fleet as well as routine checks.
- Monthly playground checks
- Soccer goal repairs
- Vehicle inspections
- Repairs to all district equipment as needed

## Recreation Division



### Upcoming Events

- Dec 8: Holiday Hoffman Walks
- Dec 9: Zoo Lights Trip
- Dec 8: Winter Fest
- Dec 15: Skate with Santa
- Jan 3: Job Fair at TC



## Administration

A cooperative meeting was held with the Village of Hoffman Estates representatives to discuss 2019 special event planning. Master event calendars were distributed between both agencies to assist with offering events on the same day. Further discussion will be taking place this month on having on-site representation of each agency at all events to support the community as a whole.

Alisa Kapusinski, Colleen Palmer, Jody Dodson and Martha Houston from the Rec department attended PDRMA's Risk Management Institute on November 16.



## Triphahn Center

### Triphahn Center Fitness and Operations:

<u>Membership</u>	<u>11/31/2017</u>	<u>01/01/2018</u>	<u>11/31/2018</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>829</b>	<b>854</b>	<b>765</b>	<b>-89</b>

Member Appreciation was held at both TC & WRC Fitness Centers November 11-17. For each day a member worked out they were able to enter into a drawing for raffle prizes that were donated from local vendors (Cabelas, Season's 52, Chuy's and a free month membership.) Free fitness classes were offered, fun games to play and opportunities to bring a friend for free day. A healthy snack was provided each day. Everyone seemed to enjoy the extras, and it promoted more interaction between the service desk and our members.



## Willow Recreation Center

### Fitness Membership & Classes

<u>Membership</u>	<u>11/31/2017</u>	<u>01/01/2018</u>	<u>11/31/2018</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>343</b>	<b>335</b>	<b>268</b>	<b>-67</b>

Fitness classes: There are 57 participants in Fall fitness classes compared to 53 last year. Pound Fitness class and Teen Weight Training class were both cancelled last fall, but ran this year which was great.



## Dog Off-Leash Areas

Dog Park Passes	<u>11/31/2017</u>	<u>01/01/2018</u>	<u>11/30/2018</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>760</b>	<b>724</b>	<b>681</b>	<b>-43</b>



## General Programs

### Special Events:

All Aboard Storytime Train – registration opened on November 14<sup>th</sup> for residents and November 21<sup>st</sup> for non-residents. A special marketing push was done on Monday November 26<sup>th</sup> to fill the final 30 spots. The event sold out with 120 participants in each timeslot.



## 50+ Club

<b>50+ Membership</b>	<b><u>11/30/2017</u></b>	<b><u>01/01/2018</u></b>	<b><u>11/30/2018</u></b>	<b><u>+/- Var.</u></b>
<b>Total Members</b>	<b>272</b>	<b>310</b>	<b>366</b>	<b>+56</b>
50+ Classes & Drop-In:				

A free demo of a new daytime Tai Chi class was offered with 18 in attendance. The session began this month with 12 participants enrolled. Forever Strong, also a new class, has 14 enrolled.

Four Winds Casino Trip was held on November 7 with 30 attendees.

Lutheran Home sponsored a Grab & Go Bingo Lunch Event on November 30. 45 members attended the event.



## Early Childhood

The preschool program hosted their annual Family Nights the week of November 5. Teachers were present to show families a variety of activities they do in their classroom.

The ELC program held parent/teacher conferences the week of November 26. Preschool conferences take place the end of January.

<b>Preschool/ELC:</b>	<b>11/2017</b>	<b>11/2018</b>	<b>Var. +/-</b>
Three-school 18-19	15 TC 8 WRC	15 TC 9 WRC	+1
2's Playschool 18-19	27 TC 15 WRC	30 TC 24 WRC	+12
Preschool 18-19	134 TC 67 WRC	119 TC 59 WRC	-23
Early Learning Center	29	37	+8

The Muir STAR program started incorporating the weekly “Shining Star” participant, highlighting the child that went above and beyond from the week before. The Shining Star is able to choose the game they play on Friday for the week. The other STAR sites will begin implementing this great idea in the future.

AMITA Health visited Lakeview (Nov 7) and Fairview (Nov 14) to present their “I Am Strong” campaign. We will be setting up some time in January to go out to Lincoln Prairie and Willow.

<b>STAR</b>	<b>11/2017</b>	<b>11/2018</b>	<b>Var. +/-</b>
District 54	367	381	+14
District 15	59	61	+2
KSTAR District 15	15	20	+5
<b>Totals</b>	<b>441</b>	<b>462</b>	<b>+21</b>

<b>Days Off Programs</b>	<b>11/2017</b>	<b>11/2018</b>	<b>Var. +/-</b>
<b>5 dates</b>	<b>112</b>	<b>185</b>	<b>+73</b>

2017 only had 4 trips compared to 5 trips in 2018 (due to election day).



### *Youth Athletics*

In preparation for the upcoming youth basketball season, evaluations were held on November 10<sup>th</sup>. Coaches meetings were also held on November 10<sup>th</sup> and 13<sup>th</sup>, in addition to a coach's clinic on November 24<sup>th</sup>.

Staff has been working with LL Bean Outdoor to offer new Outdoor Adventure classes. These classes will be promoted in the spring brochure.

A recent trend in adult athletics is the increase and desire for corporate leagues. Athletics staff have been researching what other districts do and contacting local businesses to set up a Spring corporate softball league.



### *Ice Operations*

Try Hockey for Free took place on November 3 with 45 participants. Try Figure Skating for Free took place on November 17 with 60 participants. All participants were given a flyer with a \$10 off coupon on ice classes. Staff will be tracking the coupon usage to use if anyone did take advantage of the discounts.

Public skate numbers continue to grow with 60 people in attendance on December 2.

Staff attended USA hockey seminars along with other Illinois hockey directors in conjunction with the Little Hawks program to focus on ways to grow the game. Guest speakers from the Finnish Hockey Federation sharing their ideas for youth development were also in attendance.

Our Squirt 2 Wolf pack hockey team took 1st place in the Spartan hockey tournament over Thanksgiving weekend.



## Communications and Marketing

Staff evaluated the multiple Facebook pages that are currently under the HE Parks umbrella. A total of 13 individual Facebook pages were being published with much of the repeating posts. Staff unpublished the pages that did not have high followers and/or limited posts to refocus attention on the main pages: HE Parks, Bridges & The Club. In addition, the Figure Skating and 50+ pages are still active pages as they have regular posts/updates and follower activity. Lastly, staff will be developing a specific Hockey program page to share resources and tournament highlights.

Staff will also be working on establishing more followers for Twitter. With each Facebook post, staff will continue to post regularly to Twitter.

This month's social media posts/campaigns included:

- 50+ Holiday Party
- Parents Night Out
- All Aboard Story Time Train: pre- event promo & post event pictures
- Winter Fest
- Holiday Hoffman Walks
- Prairie Stone December Enrollment specials
- Job Fair
- Family Skate Sundays
- Community Interest Surveys
- Giving Tuesday – Friends of HE Parks
- Teen Center card making event
- Prairie Stone Black Friday specials
- Village warming shelters (shared post)
- Skate with Santa
- Free Figure Skating – pre-event promo & post event pictures
- Winter Registration now open

Press Release:

- 11/1: Youth Basketball
- 11/1: Family Skate Sundays
- 11/30: Winter Fest & Breakfast with Santa (with short promo of Skate with Santa included)
- 12/6: Winter Break Camps



## Graphics Completed:

- The Club rebranding & website
- Job Fair
- Holiday Hoffman Walk

## Web updates:

- Redesign Wolf Pack Hockey pages

## Advertising & Sponsorship:

### Newly Acquired Advertising and Sponsorships

Chiro One:	Event Sponsor
Lutheran Home:	2019 event sponsor
Leyden Family Services:	2019 marquee
Friends of HE Parks:	Event Sponsor
Jewelry & Coin Mart:	Event Sponsor
Garibaldi's:	Event Sponsor

## **FACILITIES & GOLF**

### **THE CLUB**

<b>Nov Membership Totals</b>	<b><u>11/30/2017</u></b>	<b><u>01/01/2018</u></b>	<b><u>11/30/2018</u></b>	<b><u>YTD Var. +/-</u></b>
Totals	2,983	3,086	2,905	-181

### **Member Services**




- November was a slower-than typical month in regard to the influx of members at The Club, but extremely busy with the multiple changes surrounding the new rate structure and the renaming/rebranding of the facility.
- The GM and Director sent a letter to all members announcing the changes to the rate structure, the change with Kids Club becoming a fee-based service in January 2019, and the change in name and logo. The letter was also posted within the facility.
- The team will work diligently with the Business Department next month to get all the necessary preparations done in each member household for the upcoming price changes, effective in January.

## Operations and Fitness Departments:

- The Parks Department worked to get the old café space converted into a lounge/seating area that will ultimately have a more appealing and inviting look when one enters the facility. The large rounded counter has been shortened and modified to accommodate some counter seating. Under Dustin’s leadership, Adam and the Parks team did an amazing job with the conversion of this counter and the woodwork. We will also install a TV and order new seating for the entire area. All of these changes will create a whole new look to the space when it is completed by the end of the year.
- The fitness department continues to evaluate the group fitness class schedule and keep up with current fitness trends. They will also offer a special on the package of 10 personal training sessions through the end of the year to boost participation in the personal training program.

## Bridges of Poplar Creek

### General Programs

-  Saturday, November 3<sup>rd</sup>. The Turkey shoot had a full field of 108 players. Congratulations to winning team of Jason Franco & Jerry Song with a score of 2 Under Par - 68. Each participant will receive a 12 to 14lb Turkey in this festive event.
-  Inaugural Bridges 5k was held on Saturday, November 3<sup>rd</sup>. We had 55 registered runners and raised \$275 for the Friends of HE Parks Foundation.
-  Upcoming F&B Events
  - Winter Fest & Breakfast with Santa 12/8 – Currently over 525 reservations.

### Golf Rounds

MONTHLY ROUND TOTALS.					
2014	2015	2016	2017	2018	5 Year Average
452	1,198	2,118	724	386	975
YTD ROUND TOTALS					
2014	2015	2016	2017	2018	5 Year Average
29,818	30,308	31,308	31,021	26,195	29,730

## Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2014	2015	2016	2017	2018	5 Year Average
94	332	582	102	92	240
YTD RANGE BASKET SALES TOTALS					
2014	2015	2016	2017	2018	5 Year Average
18,446	18,483	18,821	19,210	17,376	18,467

## 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
363	58	8
YTD HOLE IN ONE SALES TOTALS		
2016	2017	2018
483	2,414	1,891

## Communications & Marketing

### Marketing/Advertising

-  4 Email blasts went out promoting Pro Am Scramble, Final Challenge, Fall Specials, 5k, Turkey Shoot & Winter Fest. Along with Round Promotions, and Online Specials.

## Food & Beverage

*For the month of November we had a total of 9 events (we had 10 Events in 2017)*

The breakdown is as follows:

4 breakfast meetings servicing 100 guests

1 ceremony/reception servicing 77 guests

1 all day meeting servicing 50 guests

1 dinner servicing 180 guests

1 luncheon servicing 49 guests

1 Golf Event Turkey Shoot servicing 108

*We currently have 9 events booked for December (we had 9 Events in 2017)*

4 Breakfast meetings servicing 95 guests

1 50+ holiday dinner servicing 80 guests

1 holiday party servicing 75 guests

1 shower servicing 54 guests

1 anniversary party servicing 89 guests

1 Breakfast with Santa servicing 530 guests

Wedding Count Update:

2020 = 1 ceremony and reception

2019 = 14 ceremony and reception, 2 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 November our high averaged 38 degrees (10 degrees below average) and low averaged 27 degrees (5 degree below average). November's rain came to a total of 2.37" (3.15" average). The below average rainfall totals was made up for with multiple snow events, in November our snow total was 12.7" (that is 11 times our average of 1.2"). With the cold temps we saw white for a good part of the month, we recorded 5 days with greater than 1" of snow and an additional 5 days with traces.

November's focus has been preparing for winter and next year. Here is a small list of some of that tasks we tackled:

-  Applied preventative chemical applications to half the rough for weed control for next year
-  Applied snow mold control to greens.
-  Winterized the irrigation system
-  Winterized course bathrooms
-  Trimmed back perennial grasses and flowers
-  Chipped branches that have been collected through the year.
-  Mulched leaves.
-  Removed fountains.

Mother Nature put a damper on our progress during the end of the month but we were able to still be productive indoors pressure washing all equipment, organizing the maintenance facility, and preparing accessories for Breakfast with Santa/Winterfest. With the weather turning so quickly during the end of the month we were not able to complete all snow mold control applications (tees and fairways), topdressing of the greens, and the remainder of next years weed control in the rough. Based on current forecasts we should have a good stretch of weather to finish up all these tasks in the first week or two of December.

## **Finance & Administration**

- After over 11 months of coordination and negotiation, staff has successfully obtained 718,000 back owed American Express points. These points combined with the points that were already on the account will result in a Just Give donation to the Friends of HE Parks in the amount of \$10,000. Staff is working to get these points redeemed prior to the end of December. Once redeemed, a donation check arrives in six to eight weeks.
- Brittany Meschewski is the newest Certified Parks and Recreation Professional for the District. Brittany is the point person on all things RecTrac and has recently been promoted to overseeing the registrars. The knowledge obtained in order to pass the exam will be helpful in her day to day interactions with staff and customers.
- The migration to CardConnect credit card processing and new credit card chip readers was completed successfully on November 28<sup>th</sup>. New equipment included a wireless reader that was used for Breakfast with Santa. Based on feedback, stands are being ordered for the signature capture devices to allow ease of viewing no matter the customer's height.
- In 2011, the Dodd-Frank law took effect. An amendment to this law limits the fees processing networks are allowed to charge for debit card transactions no matter whether the cards are processed using a PIN or a signature for verification. Although there are still variations in fees between pin and signature processing, neither is the cheapest in all circumstances. If a customer receives any benefit, it is when the transaction is processed with a signature. After considering the impact to the District and the customer, the current devices were set up to not ask for a PIN.
- The final 2018 Budget & Appropriation Ordinance and Tax Levy will be presented at the December A&F Committee meeting.
- Lauterbach & Amen, the District's auditing firm, directly applies for and submits the application to GFOA on behalf of the District. Based on their submission timing, staff does not expect to hear from GFOA with regards to the certificate of excellence until perhaps January.
- Staff processed and paid all principle and interest payments as required on November 30<sup>th</sup> for the December 1<sup>st</sup> payment date.
- Created new pass structure for Seascope which will allow an easier online registration experience.
- Created new pass structure for The Club at Prairie Stone.
- Updated coupon processing and auto discounts for ICE programs.

- Four staff attended the RecTrac user group meeting.
- Payroll Cycle Processing
  - 11/02/18      \$298,803.60
  - 11/16/18      \$285,082.77
  - 11/30/18      \$252,631.14

**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. All Aboard
  - d. Zoo Lights
  - e. Winter Harper

**Human Resources**

- Processed 8 new part-time hires and 2 new volunteers.
- Conducted annual Hoffman U on employee benefits.
- Completed all 2019 open enrollment paperwork.
- Attended the IAPD Legal Symposium.
- Attended the PDRMA Risk Management Institute.
- Attended TEAM Committee meeting to plan 4<sup>th</sup> quarter 2018 FT staff meeting and holiday gathering.
- Coordinated PDRMA on-site visit to tour maintenance facilities at Bridge and Parks Department as well as the sled hill at Seascape.

**Technology**

- Completed the installation and configuration of New SAN at TC. In the process of decommissioning old SAN and physically moving to PARKS.
- Completed the installation of new cameras at BPC. Two new cameras were installed on the Range building to provide additional coverage for the parking lot as well as the

automated ball machine. Two cameras overlooking the entrance and parking lots were installed on the front of the BPC main building.

- Coordinating with Director of Recreation to re-arrange offices of various employees in the Admin area and Hockey area downstairs. IT is responsible for disconnecting and reconnecting computer IT equipment and ensuring their operation and connectivity.
- Coordinated with C&M to transfer our prairiestonesports.com website to the new theclubps.com site.
- Working with business department and C&M to replace the PDF refund form with a fillable online form. The PDF form is not convenient to complete online with the newest versions of browsers.
- Hardware Disposal Cleanup
  - a. In the process of moving and organizing IT hardware into new storage space.
  - b. Provided admin with a list of IT hardware for disposal.
  - c. Obtaining quotes from various disposal companies.

### **Newly Acquired Advertising and Sponsorships**

- This item is now being reported with the recreation monthly report.

## **RECAP OF WEEKLY UPDATES TO THE BOARD**

### **NOVEMBER 30, 2018**

#### **ANCEL GLINK DINNER DURING CONFERENCE**

Ancel Glink has invited Commissioners to attend their annual dinner during IAPD/IPRA Conference:

Friday, January 25<sup>th</sup>; 6pm start / Dinner at 7

Athena Greek Restaurant, 212 Halsted St.

**Please let Jane know asap if you would like to attend.**

**\*\* The Early Bird discount for Conference ends on December 10<sup>th</sup> so please let Jane know by then if you will be attending or not\*\***

#### **CELEBRATION OF EXCELLENCE**

The Chamber's Celebration of Excellence Awards Dinner is on January 31st from 5:30 PM - 8:00 PM at the Marriott on Hoffman Blvd. HE Parks has been nominated again this year for Public Sector Partner of the Year. Additionally, both Keith Evans and Carina Graham have been nominated for Volunteer of the Year! With all of our nominations this year, the district will be a Gold Sponsor which includes four seats to the dinner. We will register up to an additional four seats which will fill a table of eight, so **please let Jane know asap if you would like to attend this dinner.**



## 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)

## **DECEMBER 7, 2018**

### **Election Filing Period**

Reminder that the filing period for those running for Park Board Commissioner starts **at 8:30am on Monday!**

### **ANCEL GLINK DINNER DURING CONFERENCE**

Ancel Glink has invited Commissioners to attend their annual dinner during IAPD/IPRA Conference:

Friday, January 25<sup>th</sup>; 6pm start / Dinner at 7pm at Athena Greek Restaurant, 212 Halsted St.

**For those attending conference, we will confirm your attendance at the dinner, unless we hear otherwise from you.**

### **CELEBRATION OF EXCELLENCE**

Just a reminder to **let Jane know** if you will be attending the Chamber's Celebration of Excellence Awards Dinner on Thur., January 31st from 5:30 PM - 8:00 PM at the Marriott on Hoffman Blvd. (So far, Ron and Lili said they will attend).

## UPCOMING EVENTS

HOFFMAN WALKS: TC indoor track

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)

**Hope to see you all tomorrow at Winter Fest! (Bring your skates)!**

## **DECEMBER 14, 2018**

### Holiday Cheer!

President Kaplan suggested that after the Board meeting on Tuesday, that we go to Moretti's for an appetizer, pizza and/or drink! [We hope you will all be able to join us!](#)

### Upcoming Events

12/15 Skate with Santa at TC 1:30-3pm (free)

### Bicycle Friendly Community

The League of American Bicyclists (LAB) announced that Hoffman Estates is being recognized with an Honorable Mention based on the Village's application to be a Bicycle Friendly Community. This was their first attempt at receiving a designation. This is a first step towards receiving an official designation from LAB. BPAC (Bicyclists & Pedestrian Advisory Commission) certainly plays a big role in advancing bicycling and the support was critical to this recognition. Keith Evans stated that "As a rider in the village, the progress we have made over the last several years is fantastic. We have gone from a community that literally discouraged riders to one that is committed to making the changes we need for safe riding on our streets". Way to go!

**MEMORANDUM NO. M18-132**

**TO: Board of Commissioners**  
**FROM: Craig Talsma, Executive Director**  
**RE: Review of Closed Session Minutes ~ Resolution R18-008**  
**DATE: December 13, 2018**

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**Background**

The park district is required by law to review closed session minutes semi-annually. The last review was conducted in June 2018.

**Implications**

Resolution R18-008 states that there are no minutes or portions thereof from Executive Session to be released at this time. Additionally, all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

**Recommendations**

It is recommended that Resolution R18-008 “Review of Closed Session Minutes” be approved by the board as presented.

**REVIEW OF CLOSED SESSION MINUTES**

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

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

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

**BE IT FURTHER RESOLVED**, by the Board of Commissioners of the Hoffman Estates Park District that there are no minutes or portions thereof from Executive Session to be released at this time, and

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

**Passed and Approved** by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 18<sup>th</sup> day of December 2018.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary