



1685 West Higgins Road, Hoffman Estates, Illinois 60169

heparks.org t (847) 885-7500 f (847) 885-7523

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. 1037
TUESDAY, JANUARY 22, 2019
7:00p.m.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
 - A. Best of the Best of Hoffman: Craig Hartman
 - B. Employees of the 4th Quarter
 - i. PT: Jennifer Myskza
 - ii. FT: Christine Tusa
 - C. Employees of the Year
 - i. PT: Kyle Goddard
 - ii. FT: Jane Kaczmarek
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 12/18/2018
 - B. Public Hearing 12/11/2018
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
 - A. Ice Rink Renovations / M19-004 (see Jan. B&G packet)
 - B. Survey Findings / M19-002 (see Jan. FPC packet)
 - C. Bond Abatement Ordinance O19-001 / M19008 (see Jan. A&F packet)
 - D. Discounts to military, police and fire / M19-005 (see Jan. A&F packet)
 - E. Open and Paid Invoice Register: \$507,148.64 (see Jan. A&F packet)
 - F. Revenue and Expenditure Report (see Jan. A&F packet)
 - G. Acceptance of B&G Minutes 11/20/2018 (see Jan. Rec packet)
 - H. Acceptance of FPC Minutes 9/11/2018 (see Jan. FPC packet)
 - I. Acceptance of A&F Minutes 12/18/2018 (see Jan. A&F packet)

Regular Board Meeting
January 22, 2019
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10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(C)(21) of the Open Meetings Act
 - Special Board Meeting 11/13/2018
 - Regular Board Meeting 12/18/2018
 - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
16. Potential discussion and possible vote on matters regarding the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
17. ADJOURNMENT

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



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**MINUTES
REGULAR BOARD MEETING 1036
December 18, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on December 18, 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, Director of Golf and Facilities Bechtold

Audience: Comm Reps Wilson, Chhatwani, Utas, Veronico

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to add an Executive Session for the purposes of Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.

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

4. Awards:

- A. BOH: Dalia and Ed Holmes were awarded by President Kaplan for their services as coaches for the basketball program and running the girl's feeder basketball program.

5. Comments from the Audience:

None

6. Recess for A&F Committee Meeting:

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to recess the Regular Board Meeting #1036 for the A&F Committee at 7:06 p.m.

7. Reconvene to Regular Board Meeting:

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to reconvene to Regular Board Meeting #1036 at 8:25 p.m. The motion carried by voice vote.

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

Absent: None

Also Present: Executive Director Talsma; Directors Hopkins, Kapusinski, Huguen, Bechtold

Audience: None

8. Approval of Minutes:

- A. Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the minutes of the Regular Board Meeting 11/27/18 as presented. The motion carried by voice vote.
- B. Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to approve the minutes of the Committee of the Whole Meeting 11/13/18 as presented. The motion carried by voice vote.
- C. Commissioner McGinn made a motion, seconded by Commissioner Kinnane to approve the minutes of the Special Board Meeting 11/13/18 as presented. The motion carried by voice vote.

9. Consent Agenda:

Commissioner R. Evans made a motion, seconded by Commissioner Kinnane 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. 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)

It was noted that the dollar amount of \$ 342,143.20 was the corrected amount and that the error had occurred due to the duplication of a date creating duplicate invoices to be tallied into the total.

10. President's Report:

President Kaplan noted that it was nice to see staff in the new jackets for the Winterfest and great to see so much of the community come to the event. He also noted that the Santa Breakfast and Skate had been great, invited everyone to the Job Fair January 3rd and thanked everyone for their hard work in 218.

11. Executive Director's Report:

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

Executive Director Talsma reminded everyone of the Chamber voting for Volunteer of the Year (Carina Graham and Commissioner K. Evans), HE Parks Non Profit Partner of the Year and that HE Parks was a Gold Sponsor for the event. He also invited everyone to the Staff Holiday Luncheon to be held Wednesday at 12:30 p.m. at the Marriott.

Finally, he explained that the Bill Board signs on I90 had a power outage that would be repaired by Wednesday and that the property was in a receivership. He noted that it

should not impact the park district at this time and that the Village may be interested in getting title to the property.

12. Old Business:

None

13. New Business:

A. Review /Release of Executive Session Minutes/Resolution R18-008/M18-132:

Executive Director Talsma reviewed the item noting that it was a housekeeping item.

Commissioner Bickham made a motion, seconded by Commissioner Kilbridge to approve Resolution R18-008 Review of Closed Session Minutes as presented.

On A Roll Call Vote: Carried: 7-0-0

Ayes: 7 Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

14. Executive Session:

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

A. 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 7-0-0

Ayes: 7 Bickham, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to reconvene to regular session at 8:47 pm. The motion carried by voice vote.

15. Commissioner Comments:

Commissioner Kinnane said it was nice that he and Commissioner Kilbridge and President Kaplan were the only ones running for their positions.

Commissioner McGinn said the December events were great and wished everyone a happy holiday.

Commissioner K. Evans agreed that staff had done a great job at BPC on the winter events.

Commissioner Kilbridge noted there had been a great turnout and wished everyone a happy holiday.

Commissioner R. Evans agreed the events were terrific noting he had a lot of good comments on the ice provided at BPC. He wished everyone a happy holiday.

Commissioner Bickham pointed out the Fun Things to do Over the Holiday Break at HE Parks.

16. Adjournment:

Commissioner K. Evans made a motion, seconded by Commissioner Bickham to adjourn the meeting at 8:50 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary



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**MINUTES
PUBLIC HEARING
BUDGET AND APPROPRIATIONS ORDINANCE
December 11, 2018**

1. Call to Order:

Executive Director Talsma called the meeting to order at 7:00 p.m.

Present: President Kaplan; Commissioners Bickham, K. Evans, R. Evans, Kilbridge, Kinnane and McGinn; Comm Reprs Henderson and Wilson; Executive Director Talsma, Director of Recreation Kapusinski, Director of Golf and Facilities Bechtold

2. Public Input:

None

3. Adjournment:

With no public input and/or comments, the meeting was adjourned at 7:01 p.m.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1038**

EXECUTIVE DIRECTOR'S REPORT

January 2019

PARKS DIVISION

1. OSLAD

Staff received an email from IDNR letting us know that if we are selected into the next stage of events we will have a 3-minute presentation in Springfield on January 22nd. As of 1/9/19 we have not heard anymore news either way.

2. Planning and Development

Stantec Consulting developed the new plans for the south rink and the heat pipes leading to the north rink. They invited nine Ice contractors to the bid opening which was open on 1/8/2019. We received three bids all from qualified contractors. The insurance claim for the ice rink damages is still being investigated by the insurance company.

Planning for the renovations of playgrounds at Willow Park and at Community has begun. We are applying for the IPRA/Gametime Matching Funds Grant at both of these sites. We held community input meetings for both playgrounds and gained some valuable information from residents in starting the design concepts.

3. Aquatics and Building

YMI group has completed the install of the boilers and air handlers at Bridges of Poplar Creek. Staff was also busy replacing RTU #2 blower motor and VFD under manufacture warranty.

4. Parks and Construction

The construction team spent most of the month of December at the Triphahn Center. The men's locker room received numerous upgrades. The walls and ceilings were painted, sprinkler fixtures were changed, lighting was converted to LED, electrical outlets moved for easy access, new mirrors installed with no chrome edges for easy cleaning, new shower heads installed, shower dividers installed for privacy and walls in shower area converted to vinyl to handle moisture. There are still some sections of the locker room to be completed. On the 16th of January crews will be working over night to acid wash the floors and add handle stops to shower handles so they no longer spin completely. Still to be completed in the locker room are the legs under the sink and shelving under the hooks. Staff is currently investigating proper assembly of benches in the sauna for proper replacement.

5. Horticulture

The horticulture department took advantage of the lack of snow in December by completing numerous tree removal and pruning projects. The owned lot at Black Bear was cleared of all unwanted species and cleaned. Burns were completed at North and South Twin Parks.

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

- Multiple HVAC, electrical, and building mechanical preventative checks and repairs were completed.
- Lighting changes at PSSWC.
- Tree trimming in parks and natural areas.
- Park cleanup following November's snow storm.
- Log splitting of down trees.
- Vehicle inspections.
- Repairs to all district equipment as needed.

Recreation Division



Upcoming Events

- January 12 – Early Learning & Care Open House
- January 18 – Trivia Night 80s/90s theme
- January 29 & 30 – Preschool Open Houses
- February 8 – Mother Son Date Night
- February 15 – Daddy Daughter Date Night



Administration

The district participated in the Salvation Army's Angel Tree gift collection program this month at Triphahn Center, Willow & The Club. All Angel Tree tags were returned with gifts for the underprivileged children in our area.

A weather procedure was established to set consistent communication to our patrons when schools are closed due to severe snow.

A new online submittable Refund/Transfer Request Form is now available on heparks.org and webtrac to allow patrons the ability to request refunds or transfers online versus having to visit the front desk in-person.

Applications are being accepted for the Communications Manager & Marketing Manager. Interviews will begin mid-January.

Staff training was conducted on retrack program input for the ice department.

Staff met with the Mayor's office and the marketing coordinator at the Village to discuss continued partnership and opportunities to be present at each other's events.

2019 CPR & AED dates were finalized. Lisa Swan will be trained as the new CPR/AED instructor for the district.



Triphahn Center

Triphahn Center Fitness and Operations:

<u>Membership</u>	<u>12/31/2017</u>	<u>01/01/2018</u>	<u>12/31/2018</u>	<u>YTD Var. +/-</u>
Total	854	854	809	-45

Staff are working on a fitness challenge event that will begin in January to motivate current members in the new year and promote benefits of membership.

Hoffman Walks:

There were 16 people for our holiday themed Hoffman Walks on Saturday, December 8 at the TC track. For each lap, walkers received a ticket with which they earned prizes at the end of the event. Walkers also received information on healthy holiday cooking. The next Hoffman Walks is scheduled for Sunday, February 17 at TC in conjunction with the Fitness Open House.



Willow Recreation Center

Fitness

<u>Membership</u>	<u>12/31/2017</u>	<u>01/01/2018</u>	<u>12/31/2018</u>	<u>YTD Var. +/-</u>
Total	335	335	329	-6

Fitness classes for fall 2018 concluded with a total of 57 participants (compared to 53 in 2017) within 10 classes.

Programs

Racquetball lessons for fall 2018 had 17 participants compared to 16 in 2017. There were also 3 racquetball league teams (3 in 2017).

Two classes from Wings & Talons were offered in fall 2018 with 12 participants.



Dog Off-Leash Areas

Dog Park Passes	<u>12/31/2017</u>	<u>01/01/2018</u>	<u>12/31/2018</u>	YTD Var. +/-
Total	760	724	683	-41



General Programs

Special Events:

All Aboard Story time Train took place on Sunday, December 2. There were two train rides and both were full with 120 participants in each (last year also had 240 participants). New this year we hired an "Elf" to walk around with Santa and she was a huge hit with the families. Evaluations went out to all participants and the feedback was very positive.

Winter Fest took place on Saturday, December 8. This was highly successful with over 800 people in attendance throughout the day. New this year was the synthetic ice. Parks staff used the "ice" from the shelf at TC and skates were brought over for people to use. Dunkin' Donuts was on site handing out samples of their new caramel latte. Participants were able to enjoy hot chocolate, s'mores, crafts, ice skating, snowball throwing, snow painting and carriage rides. Evaluations were distributed/completed onsite.

The annual Zoo Lights trip was on Sunday, December 9. The trip had 51 participants registered (compared to 55 last year).

Programs:

Fall dance programs concluded this month with 191 dancers (compared to 172 last year). Fall gymnastics had 19 participants (compared to 306 last year). Gymnastics enrollment has decreased since moving to Voagelei.

Martial arts concluded in the fall season with 266 participants (compared to 243 last year). Fall archery ended with 113 participants (compared to 83 last fall).



50+ Club

50+ Membership	12/31/2017	01/01/2018	12/31/2018	+/- Var.
Total Members	310	310	397	+87

Classes & Drop-In:

Two new classes offered for fall have high enrollment: 14 are enrolled in Forever Strong & 13 are enrolled in Tai Chi.

Drop-in athletics continue to bring high numbers for the month. Here is a summary of a few of the highest attended drop-in programs: Over 200 participants played pickleball and over 80 players came for volleyball. Chair volleyball had 36 participants and Wii bowling had 70 players this month. Numbers continue to grow monthly.

Trips:

The Holiday Lights Tour took place on December 12 with 30 enrolled.
Sun City Holiday Concert took place on December 15 with 16 participants.

Special Events:

The 50+ Holiday Dinner Party took place on Thursday, December 6 at Bridges of Poplar Creek. 79 registered for this party, 14 more than in 2017. The feedback was extremely positive and many commented on the great food, entertainment and dancing. Others commented and said it is the best Holiday Dinner party to date!



Early Childhood

Preschool hosted their annual holiday shows the week of December 17. Families came out and enjoyed the kids' songs and dances, refreshments, and classroom parties.

Preschool/ELC:	12/2017	12/2018	Var. +/-
Three-school 18-19	14 TC 12 WRC	14 TC 9 WRC	-3
2's Playschool 18-19	30 TC 23 WRC	30 TC 24 WRC	+1
Preschool 18-19	128 TC 71 WRC	119 TC 59 WRC	-21
Early Learning Center	17 – 5 days 4 – 4 days 4 – 3 days 4 – 2 days 29 - TOTAL	26 – 5 days 5 – 4 days 7 – 3 days 2 – 2 days 40 TOTAL	+11

STAR	12/2017	12/2018	Var. +/-
District 54	360	375	+15
District 15	61	64	+3
KSTAR District 15	15	20	+5
Totals	436	459	+23

Days Off Programs	12/2017	12/2018	Var. +/-
3 days	121	90	-31
12/26 – Main Event			
12/27 – Arctic Splash			
12/28 – Coachlite Skate			

*** 3 additional days of Winter Break care were offered in January & will be highlighted in the February board report.*

Planning for STAR registration 19/20 has begun. Staff met with the Business Department to discuss an earlier registration timeframe (to match area timeframes) and implement an online registration process.



Youth Athletics

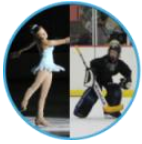
Youth Volleyball - Coaches from the Hoffman Estates High School JV team came out the weekends of December 1, 8 and 15 to work with the girls. The season concluded on December 15. There were 22 players this season (compared to 28 last year).

Youth Basketball – practice for all teams started the week of December 3. Picture day was on December 15, as well as a team Windy City Bulls Game night. Practices were held at TC during the weeks of winter break, and games began the weekend of January 5. There are 282 players this season (compared to 288 last year). The Feeder program has 66 players (compared to 80 last year.) The 7th grade Feeder team did not run this year due to the skill of the players; they were encouraged to play in-house.

Contractual Early Childhood athletics – there are 41 children in fall 2018 classes (compared to 29 in 2017).

Indoor Soccer - the indoor soccer program starts in January; currently there are 64 enrolled, which is over twice as many from last season (25 in 2017).

Cricket – we have created a Cricket Fundamentals class to introduce the community to the game of Cricket. This class is tentatively planned to begin in the summer.



Ice Operations

Special Events / Clinics:

Ice staff participated in Winter Fest on December 8. Promotion was distributed to all families who skated on the synthetic ice rink at the event.

Skate with Santa took place December 15 and had a tremendous turnout. Over 300 children (plus parents) turned out for the event.

Our Extreme hockey winter clinic took place on December 26-28 with 35 kids attending.

Public Skate:

Public skate numbers continue to rise, especially with kids off of school during the holiday break.

Enrollment:

Fall session for Figure Skating & Hockey ended this month. The fall figure skating enrollment was 298 participants (compared to 219 last year). Hockey program for fall 2018 had 340 participants (compared to 326 last year).

Enrollment is currently open for Figure Skating & Hockey development winter sessions. Classes start the beginning of January.

Congrats! Our Coyote 1 mite team won a Christmas tournament championship.



Communications and Marketing

Design work completed:

HE Parks standing banner completed

Spring 2019 Guide - text draft and first designed draft

The Club rebranding materials

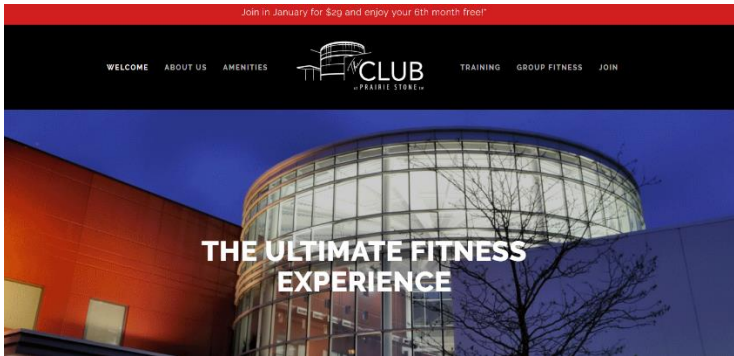
Holiday hours signage

Digital marketing completed:

Four weekly marketing eblasts

Online refund/transfer submittable form

The Club new website launch: www.theclubps.com



Social Media Updates:

- The Club – December enrollment specials
- Holiday Hoffman Walks
- Winter Fest
- All Aboard Story Time Train
- Parents Night Out
- Teen Movie Night
- Skate with Santa
- Seascape Winter Sale
- Winter Break Field Trips
- Trivia Night
- Job Fair
- The Club – January enrollment specials
- Overspeed Hockey Winter Camp

Press releases submitted this month:

Winter Event, Job Fair, The Club renaming and Trivia Night

Marketing Campaigns created this month:

Fitness Land – fitness challenge

Promotional materials purchased:

10x10 heparks tent & tablecloth

Advertising & Sponsorship: Newly Acquired Advertising and Sponsorships

Black Fin Law - 2019 Logo on sponsorship page

Fellowship Housing - 2019 Marquee

Daily Herald Fittest Loser - 2019 The Club partnership

Daily Herald - 2019 Paid/Trade agreement

Culvers - 2019 In Kind Event Sponsor

Gogo Squeeze - 2019 In Kind Event Sponsor

KIND Bars - 2019 In Kind Event Sponsor



Dec Membership Totals	<u>12/31/2017</u>	<u>01/01/2018</u>	<u>12/31/2018</u>	<u>YTD Var. +/-</u>
Totals	3,000	3086	2881	-205

Member Services

- The Member Services Department continued to be very busy in December fielding questions about and preparing for the January 2019 rate change.
- The GM and Director of Golf and Facilities, along with C & M, worked on a plan for getting The Club's internal and external signage switched over to the new logo and name. Staff uniforms with new logo have been received and been distributed.
- The district's Graphic Designer has helped us design a direct mail piece in December. This mailer was mailed at the end of the month to 20,000 households and will highlight the January enrollment promotion.
- We have had noticeable increased interest and enrollments of tennis members, especially after the reduced rate was announced via the rate change letter that went out.

Operations and Fitness Departments:

- We continued with the upgrades in the old café space at the front of the facility, adding a seating area, which included lounge chairs, new larger tables, high tops along with some accent tables in December. We have also installed the charging units in the counter top in this area so we have more options for people to plug in and charge.
- We had fun with our resident Elf named, "Jolly", who got into all sorts of trouble in the facility throughout the month of December. We challenged our members to find where Jolly was

hanging out each day and record where they found him. Those who participated received a little prize at the end of the month.



- Another successful Parent's Night Out event was held on December 15th, with 23 kids attending. The kids have a great time with a winter themed event that included games, crafts, and cookie decorating.
- The fitness department is continuing to see increased interest in the newest class on the group fitness schedule, Tread and Tone. We will be adding an additional time for this class, Wednesdays at 9:00am.
- We are continuing to explore how we can get a structure or structures on the wall in the group fitness room that can hold both heavy bags and TRX straps so we can have some other options on our group fitness class schedule, like a combo kick boxing and/or TRX class. We are working with the Parks Department to determine what the best option may be.
- The Fitness Supervisor and General Manager will be meeting with a representative to review our options for introducing a facility-wide heart rate tracking system that will allow members to track their heart rate via a display screen in the group fitness rooms as they are participating in classes. This will help The Club to keep current with the growing trend of implementing technology into workouts.
- We offered a personal training special in December; 10% off a package of 10 one hour sessions. In December we sold:
 - (16) packages of the 10 session PT (on sale)
 - (4) packages of the 3 session PT
 - (3) packages of the 5 session PT
 - (2) single one hours sessions PT
 - (1) package of 5 sessions of Pilates

Tennis:

- Tennis memberships had a great increase of 39 additional memberships this month. The \$20 add-on has been received well by the membership.
- In December, the District renewed a one year (2019) independent contractor agreement with our existing tennis provider, First Serve Management.




- In the final four-week tennis session of the year, we had a total of 55 youth participants in our tennis classes, compared to 50 participants in 2017.

Aquatics:

- The last indoor aquatic lesson session of the year had 360 participants, compared to 446 participants in 2017. We are actively working with C&M to increase advertising for our indoor swim program to help boost these numbers.
- The final monthly lifeguard in-service training for the year was held on Sunday, December 16th from 12p-2p, with a focus on first aid training.
- A swim instructor training is scheduled for the first week in January at The Club to prepare the swim staff for the first session of 2019.

Bridges of Poplar Creek Board Report

General Programs

-  2019 League Contracts are being prepared and will be sent out Mid-January.
-  Preferred Tee Time Contracts were sent out Mid-December. This year each preferred member will receive a Preferred Discount Pass with their Tee Time License along with a special gift for their support. We will be offering an early incentive program for those groups that renew their license by January 18th.
-  Breakfast with Santa once again had record numbers. We had 324 adults, 133 children between the ages 4 – 12 and 83 children 3 & under attend the event. The Winter Fest continues to grow and improve especially with the new highlight of ice skating in the event areas. It also featured snowball throwing contest, s’more station, arts and crafts, carriage rides, snow wall painting, and dance club performance. It was a huge success and had over 800 participants attend.

Golf Rounds

MONTHLY ROUND TOTALS					
2014	2015	2016	2017	2018	5 Year Average
0	507	0	302	0	162
YTD ROUND TOTALS					
2014	2015	2016	2017	2018	5 Year Average
29,818	39,815	31,308	31,323	26,195	31,692

Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2014	2015	2016	2017	2018	5 Year Average
0	63	2	102	31	40
YTD RANGE BASKET SALES TOTALS					
2014	2015	2016	2017	2018	5 Year Average
18,446	18,546	18,823	19,540	17,398	18,551

Pass Sales

<i>YTD Resident Passes</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
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>YTD Non Resident Passes</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
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

MONTHLY HOLE IN ONE SALES		
2016	2017	2018
0	0	0
YTD HOLE IN ONE SALES		
2016	2017	2018
483	2,414	1,891

Communications & Marketing

Marketing/Advertising



4 Email blasts went out promoting, Breakfast with Santa, Winter Fest, Holiday Parties and more.

Food & Beverage

For the month of December we had 8 (8 Events in 2017)

- 3 Breakfast meetings servicing 75 guests
- 1 50+ holiday dinner servicing 84 guests
- 1 holiday party servicing 82 guests
- 1 shower servicing 54 guests
- 1 anniversary party servicing 89 guests
- 1 Breakfast with Santa servicing 540 guests

For the month of January we have 8 events (6 Events in 2017)

- 5 breakfast meetings servicing 125 guests
- 1 dinner servicing 78 guests

1 Taylor Made hors d oeuvre reception servicing 100 guests

1 holiday party servicing 30 guests

Wedding Count Update:

2020=1 ceremony and reception, 1 reception only

2019 = 15 ceremony and reception, 3 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

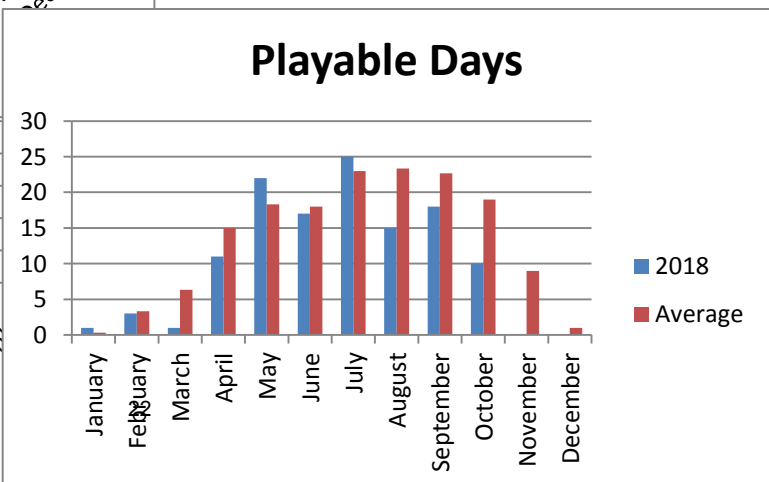
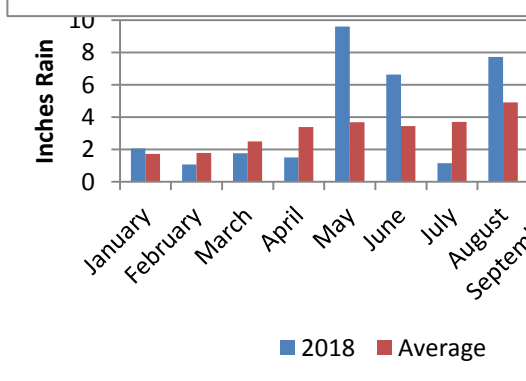
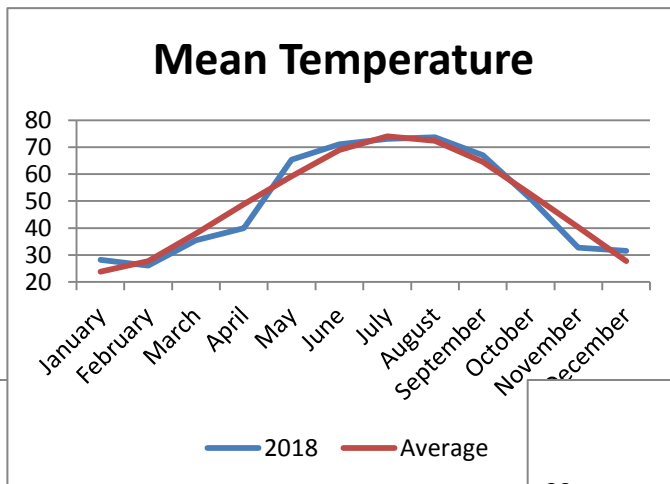
2016 = 21 ceremony and reception, 4 reception only, 1 ceremony only.

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

Golf Maintenance Summary









In December our high averaged 39 degrees (5 degrees above average) and low averaged 24 degrees (6 degree above average). December's rain came to a total of 2.43" (2.25" average) over 12 days. We saw very little snow in December, we ended with close to 1.4" (well below our average 8.2") spread out through multiple dustings. For the year of 2018 as a whole temperature were fairly normal, we record an average high of 58.6 and an average low of 40.1 which are both less than a degree below normal. In 2018 we had above average precipitation; we totaled 45.15" of rain which is 8.25" above our normal values.

Just before the end of the year a fellow Golf Course Superintendent brought up the topic of playable days in 2018 on Twitter. We thought it was a very interesting way to interpret weather data. The basis of the idea is that 90% or more of golf is played when day time highs are above 55 degrees but below 90 and no rain. So Bill Meyer created a filter to count all days with highs between 55 and 90 degrees and less than .05" of rain. That only



came out to 123 days this year; 2015-2017 we averaged 160 days. When you start to look at the data closer you see where we missed out on days in 2018. When you look at temps we did have a few outliers, April and November came in 9 and 8 degrees below average. This cost us about 13-14 playable days. This year we recorded rain at golf course 93 days between March 1st and the November 30th, that's 1 in every 3 days. When you start looking at rain fall totals two time periods stand out. We had 12 days with rainfall totals over 1", half of these occurred in May/June and the other half spread across August/Sept/October. During those two time periods we missed out on 20-23 days due to rain and or cart restrictions as a result. Once you look more closely at all the data you can see exactly where and why we lost playable days. Fingers crossed Mother Nature is more kind to us in 2019.

The beginning of December we were focused on preparing the course for winter and as the month progressed we transitioned to equipment maintenance and working on projects in the shop. Here is a small list of some of that tasks we tackled:

-  Applied preventative chemical applications to the rough for weed control for next year
-  Applied snow mold control to tees and fairways.
-  Topdressed greens with a heavy layer of sand to help protect the crowns.
-  Mulched leaves.
-  Attended a continuing education event at Medinah Country Club.
-  Started preventative maintenance and sharpening of cutting units on greens and tee mowers.
-  Worked to improve organization in the maintenance facility for next year.
-  Started repainting all signage for Breakfast with Santa and Winterfest for next year.

Finance/Administration

- The 4th quarter financial statement recap will be in the February packet so all final YTD numbers can be included.
- Staff will be meeting with Lauterbach & Amen on February 8, 2019 to begin the review of the 2018 meeting minutes and conduct preliminary 2018 audit field work.
- Staff has begun working on year-end account verification and preparation for the 2018 audit process.
- The 2018 payroll files were closed in preparation of issuing and distributing W2 forms to staff.
- The 2018 accounts payable files were closed in preparation of issuing and distributing 1099 forms as required.
- The B&A Ordinance and Tax Levy Ordinance were filed with the county as required.
- Staff created new passes and converted existing PSSWC memberships to the new pass structure for The Club. The new pass structure simplifies the sales process and will eventually allow passes to be sold online.

- Staff attended BSA software training on December 13, 2018.
- Processed uncollectable receivables prior to year-end.
- Payroll Cycle Processing
 - 12/14/18 \$278,458.91
 - 12/28/18 \$267,289.39

A. Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/The Club Fitness Centers
 - b. ELC (weekly)
 - c. 50+
 - d. Sponsorship/Marquee Signs
 - e. Dance Company
 - f. Preschool
 - g. STAR
 - h. Hockey
- Administrative
 - a. The Club mailing
 - b. Foundation mailing
 - c. Parks mailing
- Administrative Registration for:
 - a. Financial Assistance
 - b. Foundation Giving Tree
 - c. Hockey Tournaments

B. Human Resources

- Processed 6 new part-time hires and 2 new volunteers.
- Conducted annual open enrollment for AFLAC.
- Attended PDRMA HELP II Class: Managing Employee Performance & Conducting Effective Performance Evaluations.

C. Technology

- Chicago Surplus came and picked up all IT equipment. The storage closet on the North Side has been cleaned out. In the process of cleaning up IT equipment at Vogelei barn & house.
- C&M has reviewed our website and updated all pages with the new online refund transfer form.
- Relocated technology equipment:
 - a. Superintendent of Recreation to vacated C&M office
 - b. Facility Manager to vacated Superintendent of Recreation office
 - c. Hockey GM and Assistant GM to offices on lower level near Rink 2

- d. Athletic Managers to vacated hockey office
- Configuring three tablets for ELC as they will begin using Hi Mama, an app to help with attendance records, daily reports, and communication with parents.

D. Advertising & Sponsorship: Newly Acquired Advertising and Sponsorships

- Black Fin Law - 2019 Logo on sponsorship page
- Fellowship Housing - 2019 Marquee
- Daily Herald Fittest Loser - 2019 The Club partnership
- Daily Herald - 2019 Paid/Trade agreement
- Culvers - 2019 In Kind Event Sponsor
- Gogo Squeeze - 2019 In Kind Event Sponsor
- KIND Bars - 2019 In Kind Event Sponsor

[ALL DIVISIONS 4Q2018 GOALS](#)

WEEKLY UPDATES TO COMMISSIONERS

12/21/2018

There are no updates this week.....

Just best wishes for everyone in our HE Parks family to have a safe and happy holiday season!!!!

1/4/2019

Best of the Best of Hoffman!

At our January 22nd board meeting, we will be presenting our BEST OF THE BEST OF HOFFMAN award to one of our 2018 Best of Hoffman recipients. The Directors' choice is Coach Craig Hartman for all he does for our hockey program.

1/18/2019

IAPD/IPRA Conference

Yesterday I sent those going the itineraries. The per diem/conference packets will be distributed on Tuesday during the board/committee meeting.

OSLAD Grant

On Tuesday, 1/22, Craig and Dustin will drive to Springfield to conduct a presentation on our South Ridge Park project....fingers crossed!!

Reminders:

MLK Breakfast (for those signed up)

Monday 1/21

Monday 8am

H.E. Village Hall, 1st Floor

Celebration of Excellence (for those signed up)

Thursday 1/31 at 5:30pm

Marriott, Hoffman Blvd.

Upcoming Events:

Mother Son Date Night

Friday 2/8 6:30pm-8:30pm

BPC

Daddy Daughter Dance

Friday 2/15 6:30-8:30pm

BPC

Girls' Night Out

Thursday 2/28 7pm

1st Place Sports Bar