



1685 West Higgins Road, Hoffman Estates, Illinois 60169

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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. 1039
TUESDAY, MARCH 26, 2019
7:00p.m.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
 - A. Best of Hoffman: Hoffman Redhawks' Varsity Cheer Squad
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 Meeting Minutes 2/26/2019
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
 - A. National Fitness Campaign Outdoor Fitness Court / M19-033 (see March B&G packet)
 - B. Naming of Bergman Pointe Park / M19-034 (see March B&G packet)
 - C. Beverage Contract / M19-036 (see March Rec packet)
 - D. Open and Paid Invoice Register: \$516,429.87 (see March A&F packet)
 - E. Revenue and Expenditure Report (see March A&F packet)
 - F. Acceptance of B&G Minutes 2/19/2019 (see March B&G packet)
 - G. Acceptance of Rec Minutes 2/19/2019 (see March Rec packet)
 - H. Acceptance of A&F Minutes 2/26/2019 (see March A&F packet)



Regular Board Meeting
March 26, 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. ADJOURNMENT

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



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**MINUTES
REGULAR BOARD MEETING NO. 1038
February 26, 2019**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on February 26, 2019 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 Winner and Chhatwani

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Awards:

A. BOH: President Kaplan awarded Coach Benji Gallardo for his outstanding coaching in the basketball.

B. FT Employee of 4Q: President Kaplan awarded General Manager of The Club Tusa for outstanding service and taking on the new position.

C. Commissioner: Executive Director Talsma noted that President Kaplan had received the Master Board Member Award at Conference and awarded Commissioner K. Evans with the Distinctive Board Member Award as he had needed to leave conference before he could accept his award.

5. Comments from the Audience:

None

6. Recess for A&F Committee:

Commissioner McGinn made a motion, seconded by Commissioner Bickham to recess for the A&F Committee at 7:10 p.m. The motion carried by voice vote.

7. Reconvene to Board:

Commissioner Bickham made a motion, seconded by Commissioner K. Evans to reconvene to the Regular Board Meeting No. 1038 at 8:25 p.m. The motion carried by voice vote.

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 Huguen, Director of Golf and Facilities Bechtold

Audience: None

8. Approval of the Minutes:

A. Regular Board 1/22/19:

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to approve the minutes of the Regular Board of January 22, 2019 meeting as presented. The motion carried by voice vote.

B. Emergency Board 1/15/19:

Commissioner Kinnane made a motion, seconded by Commissioner Bickham to approve the minutes of the Emergency Board of January 15, 2019 meeting as presented. The motion carried by voice vote.

9. Consent Agenda:

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to approve the consent agenda 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

- A. Seascape Water Slide bids / M19-016
- B. Community Park playground renovation / M19-017
- C. Willow Park playground renovation / M19-024
- D. Business Enterprise Program Utilization Plan Resolution R19-001 / M19-011
- E. National Fitness Campaign Resolution R19-002 / M19-027
- F. Revision to district's nepotism policy / M19-026
- G. Surplus Ordinance O19-002 / M19-028
- H. Revised 2019 Budget Goals & Objectives / M19-019-21
- I. Balanced scorecard / M19-013
- J. Open and Paid Invoice Register: \$649,168.48 (see Feb. A&F packet)
- K. Revenue and Expenditure Report (see Feb. A&F packet)
- L. Acceptance of B&G Minutes 1/15/2019 (see Feb. B&G packet)
- M. Acceptance of FPC Minutes 1/15/2019 (see Feb. FPC packet)
- N. Acceptance of A&F Minutes 1/22/2019 (see Feb. A&F packet)

10. President's Report:

President Kaplan noted that the Legislative Breakfast went well but he would have liked to see Congressman Raja stay after the presentation. He also reminded everyone of the Mayor's breakfast Wednesday and noted that the Guide looked good, especially the new event calendar.

11. Executive Director's Report:

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

12. Old Business:

None

13. New Business:

None

14. Commissioner Comments:

Commissioner McGinn also noted that the Legislative Breakfast went well and congratulated staff on the CAFR award.

Commissioner K. Evans noted he was looking forward to the Mayor's breakfast too.

Commissioner Kilbridge asked about the exterior signs for The Club and Director Bechtold noted that the district had gone back and forth with the Village, but the permits had been secured and the signage should be installed around March 15th. He noted that the internal signage should be completed by April.

Commissioner R. Evans asked about fallout from the electrical failure at The Club over the weekend and if there was a procedure to address the issue. Director Bechtold explained that they would keep the facility open as long as the emergency lighting worked and it was safe for participants. He also explained that they had staged staff in the parking lot to inform customers of the situation prior to their reaching the front doors.

President Kaplan asked if there had been issue with members and Director Bechtold noted there were not.

Commissioner Bickham noted that in addition to having checked his tax bill (see notation in A&F minutes), there was an article in the Tribune regarding fully funded pensions as well as pensioners versus employees.

President Kaplan noted that the equipment changes at TC were well received.

15. Executive Session:

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to move to Executive Session at 8:40 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 7-0-0

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

Nays: 0

Absent: 0

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to reconvene to regular session at 9:36 pm. The motion carried by voice vote.

16. Discussion and Vote from Executive Session:

President Kaplan announced that Executive Director Talsma’s contract had been extended until March 1, 2021 and that he was awarded a 3% contract raise as well as a \$3,000 bonus.

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the contract extension until 2021 and the 3% increase.

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

Commissioner R. Evans made a motion, seconded by Commissioner Bickham to award the Executive Director a \$3,000 bonus.

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

17. Adjournment:

Commissioner K. Evans made a motion, seconded by Commissioner Kinnane to adjourn the meeting at 9:38 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. 1039**

EXECUTIVE DIRECTOR'S REPORT

March 2019

PARKS DIVISION

1. Administration & Planning

Bids for playground installs at Willow and Community Park were released on 3/12/2019 and bids are due to the district on 4/3/2019.

Planning for South Ridge is also taking place at this time. Currently staff has researched the regulations now required by the Illinois Department of Public Health to have shower facilities at splash parks that recirculate the water. This has always been a recommendation but has not been enforced in the past. There are many costs that are associated with this system that were not figured into the original plans. Figuring in costs associated with engineering fees, much larger facility and plumbing, the recirculating feature of the splash park will not have a return on investment. We are currently working with IDNR on adjusting our plans to show a flow through system that will now be a more financial sound option for the district.

2. Development & Construction

Staff assisted the Recreation department in refiguring the fitness gym at TC. While completing the new setup it was recommended that new flooring be installed in the free weight section of the gym. Staff spent one day to remove all carpet flooring and install rubber tiles in the free weight area. The tiles were already in stock at all district storage.

As mentioned last month the new interior sign was installed at The Club on 2/6/2019. The new outside banner was also installed this past on the northeast corner on the building.

Two management staff were able to attend the Great Lakes Park Training Institute from 2/25/2019-2/28/2019. Some of the classes that were attended were: Parks safety, maintenance planning, inclusive designs, bike path maintenance and storm water management.

3. Aquatics and Building

Unfortunately February was the same as January for the Aquatics and Building team. The extreme cold temperatures had staff doing multiple checks of HVAC units, boilers and dampeners. We did experience one of the larger water failures that we have seen at Seascape Family Aquatic Center. A sprinkler had frozen, causing it to break and leak water. The Fire Department responded to the issues and safely shut down the water lines and fire suppression. After those events occurred, numerous failures took place and roughly 400,000+ gallons of water were lost. PDRMA was contacted

immediately and is in full agreement with our claim. They have informed us to proceed with all repairs and parts have been ordered through the Village and Total Fire will be scheduled once the parts arrive.

As heat failures were easily noticed this past month, staff scheduled two days with Trane (supplier of our building automation system) to go through multiple issues that we were facing. The technician from Trane has the ability to tie into the system and perform diagnostic reviews that staff is not capable of performing. In working with Trane we were able to locate certain issues with air flow and dampeners to correct most issues. Communication issues were also resolved and staff was able to remove installed thermostats.

4. Park Grounds

The grounds team was able to get into some of the areas that were in need of tree removal and pruning this past month. The path around Walnut Pond was cleaned up of downed branches and dead trees, along with tree removals at Victoria Park. Staff spent much of the month cleaning up downed branches and broken limbs from all of parkland due to snow and/or ice damage.

On 3/1/2019 staff held a Boy Scout Troop meeting at the maintenance building for Boy Scout Pack 297. The meeting was a ‘fix it’ meeting. The scouts worked on one of the park trailers, cleaning and painting the trailer to learn how maintenance of equipment can extend the use of equipment. Following the painting of the trailer, staff led a tour of our building and all the equipment that we use on a daily basis. The event was a success and enjoyed by all in attendance.

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

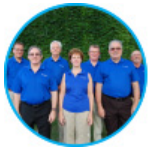
- Multiple days and evening of snow removal and ice control.
- Vogelei House was cleaned and furniture moved to first floor.
- Painting in the fitness gym at TC.
- Shelving installed in the small rental lockers in men’s locker room at TC.
- Old kitchen cabinets in Fairway room at Bridges were removed and new cabinets installed.
- New shelving installed in the dance room at TC.
- Repaired clogged drain lines in Garibaldi’s concession area.
- Installed lights at The Club for pickleball.
- Filter changes
- Repaired air compressor for pool filtration system at The Club
- GIS Data Cleanup
- CMP
- Bus 534 had new tires and drive shaft installed
- Vehicle inspections
- Repairs to all district equipment as needed

Recreation Division



Upcoming Events

- March 16 – Early Learning Center Open House
- March 22 – Family Bingo Night
- April 13 – Doggie Eggstravaganza
- April 13 – Trivia Night – TV theme
- April 14 – Egg Slide
- April 20 – Egg Hunts



Administration

Two grants were submitted this month. Kraft is sponsoring a \$150,000 rink upgrade grant called, Hockeyville. 20% of the score was based on community likes/shares so promotion with the hockey community was pushed this month. The second grant submitted was IAPD's Power Play grant for \$1000 towards afterschool programming. This year's grant was focused on adding a "Wednesday Wellness" and "Fitness Friday" component into the STAR curriculum. If the Power Play grant is not awarded, staff will still work with the budget's means to add new fitness features into the curriculum.

Staff has updated all rental forms to remove the 16-digit credit card number on the forms. Updated rental forms were also redesigned to all present a consistent branded looked. New forms were created for: Facility Rentals, Park Rentals, Field Rentals and Seascape.

Staff finished the SWOT analysis for the CMP and began working on the department initiatives. Staff has also reviewed the open-ended answers of the Needs Assessment Survey to develop a plan for adding new programs based off the suggestions provided. Many new programs have also been added into the summer brochure. A highlight of some of the new programs are listed in the sections below.

2019 apparel quotes were completed for all screen-printing apparel orders for the district. This includes camper shirts, camp staff shirts, STAR staff shirts, seascape staff shirts and facility staff shirts. Purchasing all products with a consistent vendor helps keep costs down for the district.

Lisa Swan presented a Hoffman U on Communication & Appreciation on February 6 highlighting ways to appreciate each other and communicate/understand each other better. A staff outing on March 1 to Feed My Starving Children after work followed this event.

Community Involvement

Recreation staff participated in a Parent Information Night held at Eisenhower School on Thursday, February 14. Staff spoke with parents during conferences promoting all of our programs and events.

Martha Houston and Lisa Swan participated in a teen job fair at Schaumburg Library on Saturday, February 16 and spoke with 25 job seekers.



Triphahn Center



Willow Recreation Center

CPR/AED class was offered on February 16 with 12 staff attending. Lisa Swan recently became a CPR/AED instructor.

Desk staff quarterly meetings were held on February 18 and 20. These quarterly meetings are now scheduled around the distribution of each seasonal brochure. Program Managers attend the meetings to discuss program highlights and any new registration procedures related to their programs.

TC & WRC Fitness Center Open Houses were held on February 17. Attendance was low due to a morning snowstorm. Personal trainers were available to answer any questions and review equipment. Class demos also took place. AMITA was present to give a health lecture.

The “Fitness Land” new year fitness challenge wrapped up on Thursday, February 28. 184 members participated, and 30 completed the entire game board, winning a t-shirt at the end of the challenge.

Triphahn Center Fitness and Operations:

<u>Membership</u>	<u>2/28/18</u>	<u>1/1/19</u>	<u>02/28/19</u>	<u>YTD Var. +/-</u>
Total	906	809	848	+39

This past month, Parks and Recreation staff worked together to update the look of the fitness center by rearranging some equipment, installing black fitness flooring underneath the entire free weight area, painting the back wall from a dark green to a lighter beige, and improving the overall aesthetics of the center. A few more additions are planned for the upcoming months. Staff and members are excited about these new changes!

There are 107 participants in winter fitness programs at Triphahn Center. These programs include both adult and 50+ classes.

Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>2/28/18</u>	<u>1/1/19</u>	<u>02/28/19</u>	<u>YTD Var. +/-</u>
Total	347	329	310	-19

Winter session of fitness classes at Willow have 39 participants in 7 classes (compared to 38 last year).

Racquetball participation has decreased with 11 people enrolled in winter lessons compared to 24 last year. There are also 23 players in the league compared to 37 last year.

New for summer: An outdoor fitness workout class will be offered that will combine cardio and strength training, and to build off the popular functional fitness trend, more small-group training classes will be offered.



Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>2/28/18</u>	<u>1/1/19</u>	<u>02/28/19</u>	<u>YTD Var. +/-</u>
Total	706	682	671	-11



General Programs

Special Events:

The annual Parent Child events were held in February at Bridges. On Friday, February 8, Mother Son Date Night had 145 moms and sons in attendance. This was the highest attendance for this event. Daddy Daughter Dance took place at Bridges on Friday, February 15. This event maxed out at 230 dads and daughters. Both events ran smoothly and everyone had a magical time. Jewelry & Coin Mart donated a silver necklace and gift card for the guessing game winner for the mothers to win and candy heart bracelets for all the daughters in their goodie boxes. Dinner, dancing and professional pictures were offered at both events.

Hoffman Stars competed in two competitions in February and did very well! Our dancers received five Silver awards, 4 Bronze awards and two specialty awards in the first competition, and seven Elite Gold awards, 3 Platinum awards, and three specialty judges' awards in the second competition. All of our dancers are very excited about the success they have been having at these competitions and are looking forward to the final two in March and April of this season.

Upcoming Special Event planning includes the new Family Bingo Night on March 22 at Triphahn Center. The next Trivia Night will be April 13 at Bar Down Sports Bar with a TV Theme. In addition, Family Fit Day is scheduled on April 27 at Pine Park. This new event will focus on family, fitness and being outdoors. Families will participate in a rotation of skills/activities around the park. A district department will lead each station: early childhood, ice, fitness centers, Seascapes, The Club, etc. Easter event planning is also coming up: Egg Hunts, Doggie Egg Hunt, and Egg Slide.

Programs:

Winter dance programs began this month with 196 dancers (compared to 201 last year).

Youth art and general programming for winter has 76 participants compared to 32 last year. Largest increase comes from additional enrollment in youth magic and poms classes.

Winter gymnastics has 222 participants compared to 284 last year.

Martial arts has 276 participants for winter compared to 269 last year.

New for summer!

Many new programs are being added for summer, including: STEM Camps, science programs, teen life skills class, teen field trip to an esports café, swing dance & Latin dance and a kids cooking class.



50+ Club

<u>50+ Membership</u>	<u>2/28/18</u>	<u>1/1/19</u>	<u>02/28/19</u>	<u>YTD Var. +/-</u>
Total Members	382	397	390	-7

Five **fitness classes** were offered in winter 2019 with 84 participants.

Athletic opportunities continue with high participation in programs such as billiards, pickle ball, ping-pong, volleyball, baggo and chair volleyball. Pickleball has the highest participation with 216 players this month with 120 billiards players and 84 volleyball players this month. Staff is working with two of our Billiards players (50+ members) who would like to get a Fundamentals of Billiards 101 presentation together for our members. This will take place in mid- March.

Nine different **drop-in activities** are offered each month ranging from Wii Bowling to Bunco to the new Canasta and Mini Disc Golf. Highest participation continues to be in Wii Bowling with 70 players this month and card games with 32 players this month. It is exciting to see our drop-in numbers exceed last year's numbers during the month of February. This is typically a very slow time for senior centers. Many snowbirds are gone and those who stay in town do not leave their house often in winter. Our numbers for Mahjong went from one table last February to 3-4 tables this February. Mexican Train went from one table of six, to three tables! In our active activities such as Volleyball, we have to have a rotation whereas last February that group was seeking enough players to play. Pickleball was only held 3 days a week, now we have a fourth day. We use to have Ping Pong a few mornings a week. Now we offer it 5 days a week throughout the day and we have players who utilize this.

Three **clubs** met this month: Crafting Club, Walking Wonders Club and Book Club. A new Chess Club also began this month. There is interest to begin a Garden Club so staff will begin planning for that next.

Special Events:

Pub Quiz Night had 41 participants (an increase of 11 from last month). Prizes were sponsored by Lake Barrington Woods and questions courtesy of Dr. Tom Hoover.

SOS (Seniors Out Socializing) met at Olive Garden on February 26 with 15 participants.

Lunch Bunch met at CiCi's Pizza on February 15 with 10 participants. Birthday Celebration lunch met at Culvers on February 22 with 29 in attendance.

Lunch & Learn was held on February 8. The topic was Healthy Aging and Management of Memory. Discussion and lunch was sponsored by AMITA Health with 32 in attendance. Our presenter was a doctor from AMITA.

Staff is working together to offer two intergenerational programs - one with the preschool program and one special event during Grandparents Day.

Trips:

One trip to Tiki Terrace was offered this month with 15 participants.

Member Priority Registration for our 50+ members began on February 20. They were able to register for spring trips. We had many members participate in this. Our three most popular trips this spring seem to be the trips that offer motor coach transportation.

Staff is planning an extended tour trip in October of this year to Boston for the fall colors. Promotion for this tour will be out next month.

New for summer: A Sock Hop Dinner Dance will be offered this summer and an adult painting workshop.



Early Childhood

The HiMama app for the ELC was launched. This is a tool that allows teachers improved communication with parents about their child's day- among many features; it can be used to send photos and report on meals, activities, and behavior. Feedback from the parents has been very positive!

The ELC February Open House brought in nine families; three children from that open house have already registered and started.

The Preschool Open Houses took place on Tuesday, February 5 and Wednesday, February 6. Staff was present to answer any questions and registration was available.

Preschool registration began on February 4 and the lottery took place on February 20. Current enrollment from this lottery for 19/20 school year is as follows:

- TC Preschool (3s and 4s): 89
- TC 3's Playschool: 10
- WRC Preschool (3s and 4s): 47
- WRC 3's Playschool: 4

Preschool/ELC:	2/2018	2/2019	Var. +/-
Three-school 18-19	14 TC 12 WRC	15 TC 8 WRC	-3
2's Playschool 18-19	30 TC 23 WRC	30 TC 24 WRC	+1
Preschool 18-19	128 TC 67 WRC	124 TC 60 WRC	-11
Early Learning Center	30 - TOTAL	27 – 5 days 5 – 4 days 8 – 3 days 3 – 2 days 43 TOTAL	+13

Winter early childhood enrichment classes have 185 participants compared to 204 last winter.



School Age - STAR and Day Camps

STAR:

Recreation staff attended District 54's annual Safe Schools meeting on Wednesday, February 13, and discussed ways that STAR and camp staff can be more proactive in safety training and awareness in the schools. We will be working together on future trainings with staff from the district and our STAR staff.

STAR online registration and priority registration began February 4 for District 15. Priority registration for District 54 begins March 4.

Staff is working on implementing the ePACT system, to be rolled out in the 2019-2020 STAR school year. This system will allow parents to complete all emergency forms and information for their child(ren) in a secure online portal. This information will then be accessible to Site Coordinators and Program Managers through a secure app for easy, fast and safe access to children's emergency information. Staff attended a training that prepared them for implementing this system in the upcoming year.

STAR Enrollment

STAR	2/2018	2/2019	Var. +/-
District 54	358	373	+15
District 15	56	65	+9
KSTAR District 15	14	20	+6
Totals	428	458	+30

No School Days:

There were 4 Days Off trips in February:

- February 14 (D54 ½ day) JumpZone: 71 participants
- February 15 (D54) Bartlett Nature Center: 52 participants
- February 18 (D54 & D15) Classic Cinemas: 54 participants
- February 19 (D15) Pump it Up: 22 participants

Summer Camps:

Lisa Swan attended a voluntary 8-hour training on Mental Health First Aid for Youth on Saturday, February 9. This is something that will help her in her duties overseeing camp and working with the early childhood participants.

Camp registration is now open. Parents can view all the camp programs and schedules online or printout a summary grid that highlights the entire summer schedule. It is important to note that week 1 of camp (June 3-7) will not be offered this summer due to school being extended into that week due to all the snow/cold days. Camp will begin on June 10 this summer.

Camp counselor interviews are scheduled for mid-March when many applicants are home for spring break.



Youth Athletics

- Indoor Soccer:
 - A great season is winding down; we are proud to boast that our numbers doubled from last season with 67 players this year compared to 29 last year.
- Outdoor Soccer:
 - Spring outdoor registration is wrapping up. Prepared for coaches clinics and practice plans
 - Working on creating a high school girls fall inter-village team
 - Working on creating All Star inter-village team for fall outdoor soccer
- Cricket:
 - A new summer youth fundamentals cricket program is scheduled for summer.
- Outdoor Adventure:
 - Registration for our new LL Bean outdoor adventure classes is going well – there are already 4 enrolled in Intro to Kayaking!
- Basketball:
 - All-Star Weekend took place the weekend of February 9
 - Tournament schedules have been created for March Madness

- Feeder basketball season ended on February 24 with Hersey Tournament (8th grade team took 2nd in conference)
- March Madness In-house basketball tournament starts on March 9
- Baseball/Softball:
 - N 60 baseball team began indoor practice on February 17
 - HE Parks Adult Fall Softball league games broadcasted on local cable channel 113 on Saturday nights from 8 to 9pm
 - Worked with Carina to distribute information about our new corporate softball league to local businesses
 - Baseball registration ends March 5
 - Indoor baseball sessions begin on March 10
 - Coaches clinic with HEHS will take place on March 26
 - New adult softball tournaments are being scheduled for spring & summer

Other Athletic updates:

We have updated our soccer logo to incorporate the HeParks Logo. This logo will be updated for all athletic team jerseys.

Staff met with Palatine to discuss possibility of 2020 Spring Lacrosse inter-village leagues.

Staff is working with the C & M Department about a new layout for athletic website.

Kyle Goddard attended a PDRMA Workshop entitled “A Supervisor’s Role in Managing Risk” on Thursday, February 28. This is another training that will help staff with their daily program management duties.

New for summer: The brochure will highlight a co-ed corporate softball league, an introduction to cricket program, and a basketball skills training. In addition, a new “Try Sports for Free” skills and drills competition event will be offered.



Ice Operations

Special Events:

Try Hockey For Free was held on February 23 in conjunction with USA Hockey. 96 children participated in this very successful event. Every participant received a certificate from USA Hockey, a free jersey and public skate passes. Follow-up emails were sent to participants, as well, to promote spring session of hockey lessons.

Try Figure Lessons for Free was held on March 2. The event was originally maxed at 60 skaters, but due to the demand, the program had 80 skaters. Children were grouped in small groups and participated in a free skating lesson.

A free Floorball clinic was held on March 2. 52 children participated in this event.

Enrollment:

Spring registration for figure skating & hockey lessons and spring hockey leagues is now open. Programs begin in mid-March. Fall season ends mid-March.

Congrats!

- Squirt green finished in 2nd place in the NWHL
- Squirt Orange finished in 1st place in the NWHL
- Pee Wee Purple finished in 1st place in the NWHL
- Bantam Green finished in 2nd place in the NWHL
- AHAI girls tournament took place March 1,2,3 at Triphahn Center

Stan & Randy attended a full-day Floorball training on develop the skills and teaching tips to enhance the sport for HE Parks.



Aquatics

In November & December, a 20% pool pass renewal campaign was offered through the fall brochure. In January, the 20% campaign was extended to 2018 passholders only. This is the first time that a campaign was directed to a specific user group (previous passholders). After reviewing the coupon usage, 40 families (or 131 specific passholders) took advantage of the January renewal campaign.

In the spring brochure, 10% discount is offered for pool pass sales. C&M department is working on additional campaigns to promote pass sales.

There are 358 Seascape passholders to date for 2019 compared to 159 at this time last year for the 2018 season.

New for summer: A Jr. Lifeguard training program will be offered.



Communications and Marketing

Design Work:

- Digital Summer Camp planner – planning grid & webpage updates
- Camp Digital Ad for Daily Herald
- Ice Digital Ad for Daily Herald

- Fittest Loser Print & Digital Ad for Daily Herald
- The Club's April promotion
- Seascape 10% off promotion
- Fish Fry promotion & digital ad for Daily Herald
- Girls Night Out

Marketing Campaigns:

- Floorball
- Hockeyville Grant
- Try Hockey for Free
- Try Figure Skating for Free
- TC & WRC Fitness Open House
- Wildflower seed collecting

Press Releases:

- Fitness Center Open House
- Try Hockey for Free
- Job Fair Winter 2019
- OSLAD Grant
- Hoffman Stars Dance Company
- Mentioned in NWSRA Article as the practice site for athletes.

Special events - Promotion:

- Mother Son Dance
- Pot of Gold Climb Art
- Job Fair
- Family Bingo
- Days off School

Social Media Campaigns:

- Summer Camp
- Baseball registration
- Preschool registration
- Hockey

February Social Media Posts:

Facebook: 32 posts. Highest interaction posts were:

- OSLAD Post 2/7:
 - 3,515 views , 1,100 interactions – Led to highest traffic on website

- Daddy Daughter Dance 2/18:
 - 2,500 views, 957 interactions
- Spring Hockey Leagues registration:
 - 1,200 views
- Camp Enrollment 2/27:
 - 1,100 views – led to second highest website page view

6 events offered with a reach of 14,025 customers.

Eblasts:

- February 50+ Newsletter
- Dog Member newsletter
- General Program Eblasts: 2/5, 2/12, 2/22
- Spring Hockey registration – Highest open rate 72%
- Free Skin Cancer Screening & Fitness Open House
- Try Ice – focused only on ice events & programs
- Try Hockey for Free – follow-up Thank You email
- 50+ Trip Priority Registration
- Spring Registration is Open

Social media followers

HEParks Facebook: 3370

HEParks Twitter - 920

HEParks Instagram – 178

Bridges Facebook – 820

The Club Facebook – 1365

50+ Facebook- 82

Wolfpack Facebook- 80

Website:

Highest visit days:

1. 810 on February 7 – OSLAD Grant Announcement and redirection from Facebook.
2. 636, February 27 – First day of Spring Registration redirect from Facebook.
3. 546 February 22 – Response to Register now for Camp email




Highest visited pages: Homepage, Camp, Program Guide

Newly Acquired Advertising and Sponsorships

Renewal by Andersen	2019 Event sponsor
Jewelry & Coin	Prize and bracelet donations for Mother/Son & Daddy/Daughter
Garibaldi's	Zamboni sponsor
North Hoffman Vet	Event Sponsor
A Closer Bond	Event Sponsor
Chiro One	Fitness Open House Sponsor
Intuitive Healing	Marquee
Comfort Keepers	50+ Event Sponsor

Bridges of Poplar Creek Board Report

General Programs

-  Fish Fry started March 8th. There were 101 people in attendance which is the largest number ever. The fish fry will continue until April 19th. We are looking to forward to a few menu additions and slight recipe adjustment to the fired cod. We are also adding weekly drink specials to the menu as well.
-  Easter Brunch reservations are now available for April 21st.
-  Breakfast with Easter Bunny currently has 84 guests signed up for this 2nd Annual Event on April 13th.

Golf Rounds










ROUND TOTALS					
2015	2016	2017	2018	2019	5 Year Average
0	300	880	278	0	291
YTD ROUND TOTALS					
2015	2016	2017	2018	2019	5 Year

					Average
0	300	880	278	0	291

Range Information

RANGE BASKET SALES TOTALS					
2015	2016	2017	2018	2019	5 Year Average
5	124	564	104	0	159
YTD RANGE BASKET SALES TOTALS					
2015	2016	2017	2018		5 Year Average
5	129	566	104	0	160

Communications & Marketing

-  7 Email blasts went out promoting Course Opening, Pro Shop sales, Jr Golf League, Fish Fry and banquets.
-  Updated Bridges website to include current rates, promotions, information, etc.
-  Developed March Madness campaign to increase players in March 23 event
-  Included Bridges in Press Release sent to and published by Daily Herald
-  Increased Facebook page likes by 8 likes (Feb 11-Mar 1)
-  Created Facebook “events” for upcoming Bridges/PD Happenings
-  Began regular Facebook posts to promote golf and interaction with followers
-  Developed “target” audiences for Facebook boosting of events/posts based on various criteria/interests Golf, Wedding, Fish Fry
-  Working with WT Engineering on a virtual 360 tour of the facility for the website with the plan of going live by end of March.

Food & Beverage

For the month of February we had 10 (10 Events in 2018)

4 breakfast meetings servicing 100 guests

1 Daddy Daughter Dance servicing 230 guests

1 Mother Son Dance servicing 150 guests

1 room rental servicing 250 guests

2 showers servicing 77 guests

1 memorial servicing 64 guests

For the month of March we have 12 events (12 Events in 2018)

6 breakfast meetings servicing 145 guests

1 birthday party servicing 40 guests

1 dinner servicing 100 guests

1 meeting with cookies and soda only servicing 160 guests

2 showers servicing 90 guests

March Madness 80 guests

Wedding Count Update:

2020 = 2 ceremony and reception, 1 reception only

2019 = 16 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 February our high averaged 32 degrees (3 degrees below average) and low averaged 17 degrees (3 degrees below average). We saw a roller coaster of temps this month with a handful of days with highs above freezing followed directly by days in the teens. In February we received about 2.81" (1.79" average) of rain, mainly on those warmer days. We also saw almost 9" of snow in February although we only saw substantial snow cover for about 1/3 of the month. This brings our overall winter total to 41.3" of snow, which is about 11" above average.

In the beginning of the month Bill and PJ attended the Golf Industry Show in San Diego, CA. This education event/trade show is put on by the Golf Course Superintendents Association of America. We attended many great presentations with topics such as optimization of Bentgrass/*Poa* putting surfaces, the implementation of solar power at your facility, strategies for developing and maintaining a maintenance crew, managing moss encroachment on putting surfaces, and career development for assistant superintendents. We also had the opportunity to walk around the trade show floor looking at newly released products, talking with vendors, and reuniting with peers from around the country.

As discussed earlier the rollercoaster temperatures that we experienced in February have been perfect for forming ice on playing surfaces. Extended (30-45 days) ice cover can be a very dangerous thing for *Poa* putting surfaces. Luckily we have not seen more than 15 days of continuous cover so far this year.

Below is a list of some of the other tasks the maintenance team worked on in February:

- Attended CAGCS’s annual shop tour event.
- PJ attended MAGCS’s annual Assistants Winter Workshop.
- Finished preventative maintenance and sharpening of all rotary mowers.
- Started preventative maintenance on carts, tractors, and miscellaneous equipment.
- Received/organized all early order chemical purchases and course accessories.
- Applied some much needed paint to the superintendent’s office.
- Started evaluation and painting all wood stakes.



February Membership Totals	<u>2/28/2018</u>	<u>2/28/2019</u>	<u>1/01/2019</u>	<u>Var. +/-</u>
Totals	3116	2945	2881	+64

Member Services

- February was a steady month for membership sales. We surpassed our goal number by four, adding 144 new members. We ran an enrollment special of a \$14 enrollment fee, with pro-rated dues. We spent some time this month analyzing our marketing options with the new Marketing Manager for facilities, and will meet on a weekly basis, at minimum, to develop and update materials needed for the marketing of The Club.
- We offered a couple of fun retention efforts for members in February; we had football squares fun leading up to the Super Bowl, where members were able to add their names to a square for

every two visits to the facility. We also had a “guess the candy hearts” raffle, where the lucky winner received all 1,000+ candy hearts! (and a water bottle)

Operations and Fitness Departments:

- The first event we offered here for The Daily Herald’s “Fittest Loser” competition was a Belly Busters Workshop on February 16th which was filled with the maximum of 17 participants enrolled!
- Our newest independent contractor, Options Basketball, has hit the ground running with group training classes at the facility. Options has purchase a shooting/rebounding machine that will be delivered in the next couple of weeks and used as a training option for participants. Along with private and group training, they will also be offering a free trial day, a spring break camp (both in March) and summer camps.
- Our February’s Parent’s Night Out event was held on February, with 24 kids attending. Culvers in Hoffman Estates is sponsoring each of these events and is a big hit with the kids.
- We ran a semi-private personal training special in the month of February with a deep discount (\$290.00 for a package of 5, regular price \$380.00), however we did not have many bites. We will continue to think creatively to increase the personal training numbers.
 - (4) packages of the 10 session PT
 - (5) packages of the 3 session PT
 - (2) packages of the 5 session semi PT
 - (1) single one hour sessions PT
 - (2) single session private Pilates
 - (1) package of 5 package Pilates

Tennis:

- We will be working with our new Marketing Manager in the next couple of months to increase our marketing efforts with the tennis program, and increase enrollment. We will be looking at possible opportunities both on our website and social media accounts to further promote our tennis program.

Aquatics:

	Winter I	Winter II	Spring I	Summer I	Summer II	Fall I	Fall II	Total Indoor Swim
2016	150	168	298	292	0	280	208	1396
2017	137	206	274	264	240	259	195	1575
2018	172	143	251	239	192	202	165	1364
2019	135	133						268

***CLOSED Lap Pool First week of lessons**

- The Aquatic & Program Manager is making efforts to increase interest and enrollment in the indoor, learn to swim program. The report cards the students receive at the end of class have been re-designed to make it easier for the parents to understand the skills needed to pass each level. Fun stickers, corresponding to the level the child is in, will be given out at the end of each session. We will continue to think of ways to make our swim lesson program stand out from others and increase enrollment.
- The Aquatic and Program Manager created and handed out surveys to lesson participant parents in the past session in February. We will review these results together to help make enhancement/improvements to the program.

Communications & Marketing:

- Developed Protect Your Heart campaign to encourage membership (\$14 enrollment; protect your heart & your wallet)
- Included The Club in Press Release sent to & published by Daily Herald
- Developed & introduced March Madness campaign to encourage membership (sweet \$16 enrollment)
- Created marketing collateral for sales use at The Club
- Updated The Club website to include current promotions, information & content updates
- Developed “target” audiences for Facebook boosting of events/posts based on various criteria/interests – fitness, training, etc.
- Began regular Facebook posts to promote fitness center & interaction with followers

Finance/Administration

- Staff has completed the 2018 internal audit and will assist Lauterbach & Amen once they arrive on site to conduct their field work for the external annual audit.
- With staff’s assistance, all outstanding purchase orders for year ending 2018 have been closed.
- Implemented new fee structures for room rentals for both TC and WRC.
- New features in RecTrac:
 - Setup and implementation of priority registration online for 2019/20 STAR and KSTAR participants.
 - Setup and implementation for spring hockey billing offerings and priority registration.
- Staff prepared the balanced scorecard for quarter ending December 2018.
- Payroll Cycle Processing
 - 02/08/19 \$240,985.24
 - 02/22/19 \$262,192.39

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
- Administrative
 - a. Spring guide verification and troubleshooting
 - b. Preschool Lottery
- Administrative Registration for:
 - a. Financial Assistance
 - b. Foundation Giving Tree
 - c. Girl's Night Out
 - d. Spring Harper Programs
 - e. Preschool

Human Resources

- Processed 8 new part-time hires and 4 new volunteers.
- Conducted interviews for BPC chef position.
- Attended PDRMA sessions on Aquatics Risk Management, Loss Control, Health Program Focus, and Supervisor's Role in Managing Risk.
- Conducted walkthrough for PDRMA risk management consultant at TC, Seascape Sled Hill, and Black Bear Playground.

Technology

- Obtaining quotes for additional parking lot cameras at WRC and The Club.
- The PCI Compliance back-up credit card devices have been deployed. These provide credit card processing in the event that internet services are interrupted. The back-up devices run off a phone line.
- Ordered 21 HP Desktop computers as part of the District's annual desktop replacement.
- Ordered 12 HP 23" monitors as part of the District's annual monitor replacement.
- Upgraded and moved all network cable connections from the old HP Core switch to the new HP Core switch. The Core network switch is the main hardware that moves network traffic from servers and Comcast internet, back and forth to individual computers, phones, printers, and other devices.
- Upgraded RecTrac to version 3.1.09.02.

Advertising & Sponsorship: Newly Acquired Advertising and Sponsorships

- Renewal by Andersen
 - 2019 Event Sponsor
- Garibaldi's
 - Zamboni Sponsor
- Jewelry & coin Mart
 - Prize and Bracelet Donation for Mommy/Son and Daddy/Daughter
- North Hoffman Vet
 - Event Sponsor
- A Closer Bond
 - Event Sponsor
- Chiro One
 - Fitness Event Sponsor
- Intuitive Healing
 - Marquee
- Comfort Keepers
 - Event Sponsor

WEEKLY UPDATES TO COMMISSIONERS

3/1/2019

Upcoming Events

- **Mar 2 - Try Figure Skating for FREE!**
- **Mar 8 - Friday Night Fish Fry**
- **Mar 12 - Job Fair**
- **Mar 15 - Friday Night Fish Fry**
- **Mar 16 - Early Learning & Care Open House**
- **Mar 16 - Pot of Gold Climb**
- **Mar 16 - Parent's Night Out**
- **Mar 23 - March Madness Golf Outing**
- **Mar 29 - Friday Night Fish Fry**
- **Apr 5 - Friday Night Fish Fry**
- **Apr 12 - Friday Night Fish Fry**

Click here for details on these upcoming events & more:

<https://www.heparks.org/events/>

Sign at The Club

We received Village approval for the sign at The Club and it will be installed the week of March 11th.

3/8/2019

Upcoming Events

****REMINDER THAT THERE IS A SPECIAL BOARD MEETING ON TUESDAY, MARCH 12TH AT 7PM IN THE TC BOARDROOM****

- **Mar 8 - Friday Night Fish Fry**
- **Mar 10 - Family Skate Sunday**
- **Mar 12 - Job Fair**
- **Mar 12 - Teens Field Trip to THE CLUB**
- **Mar 15 - Friday Night Fish Fry**
- **Mar 16 - Early Learning & Care Open House**
- **Mar 16 - Pot of Gold Climb**
- **Mar 16 - Parent's Night Out**
- **Mar 17 - Family Skate Sunday**
- **Mar 22 - Friday Night Fish Fry**
- **Mar 22 - Family Bingo Night**
- **Mar 23 - March Madness Golf Outing**

CALENDAR OF BOARD/COMMITTEE MEETINGS

Attached is an updated calendar of board & committee meetings. Please note that on March 19th, **there will be a B&G meeting as well as a Rec Committee Meeting**. We are ahead of schedule in updating our Comprehensive Master Plan, so we are combining our March and April FPC meetings **on April 16th**. We anticipate holding one or two more FPC meetings, with final approval of our CMP in July.

Sauna update

New sauna benches have been constructed and installed at TC by in-house maintenance staff.

3/15/2019

Upcoming Events

- **Mar 15 - Friday Night Fish Fry**
- **Mar 16 - Early Learning & Care Open House**
- **Mar 16 - Hoffman Walks – St Paddy's Day**
- **Mar 16 - Pot of Gold Climb**
- **Mar 16 - Parent's Night Out**
- **Mar 17 - Family Skate Sunday**
- **Mar 22 - Friday Night Fish Fry**

- [Mar 22 - Family Bingo Night](#)
- [Mar 23 - March Madness Golf Outing](#)
- [Mar 24 - Family Skate Sunday](#)
- [Mar 29 - Friday Night Fish Fry](#)
- [Mar 31 - Family Skate Sunday](#)

THE SIGN AT THE CLUB

Due to incimate weather this week, the sign is scheduled to be installed at The Club next week.

3/22/2019

Upcoming Events

- [Mar 22 - Friday Night Fish Fry](#)
- [Mar 22 - Family Bingo Night](#)
- [Mar 23 - March Madness Golf Outing](#)
- [Mar 24 - Family Skate Sunday](#)
- [Mar 29 - Friday Night Fish Fry](#)
- [Mar 31 - Family Skate Sunday](#)
- [Apr 5 - Friday Night Fish Fry](#)
- [Apr 7 - Family Skate Sunday](#)
- [Apr 10 - Par 3 Challenge Golf Event](#)
- [Apr 12 - Friday Night Fish Fry](#)
- [Apr 13 - Breakfast with the Bunny](#)
- [Apr 13 - Doggie Eggstravaganza – Bo's Run](#)

Ice replacement project schedule

On Monday, Rink Systems will remove dasher boards and glass. Upon completion (later next week or early the following week) the demolition company will remove concrete and all piping. We will keep you posted as we learn more.

Parking at TC

Attached you will find a map showing parking restrictions at TC due to the ice project and roof project. Parking restrictions will be start **next Tuesday morning the 26th**. Most of the south parking lot will be cordoned off until September 6th.