



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. 1040**  
**TUESDAY, APRIL 23, 2019**  
**7:00p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
  - A. Best of Hoffman: MacArthur Environmental Club (Monarch Butterfly)
  - B. Employees of the 1<sup>st</sup> Quarter
    - Part-Time: Sue Hupfel
    - Full-Time: Kyle Wozny
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 3/26/2019
  - B. Special Board Meeting Minutes 3/12/2019
9. CONSENT AGENDA [Click here to access all Board & Committee Packets](#)
  - A. South Ridge Park (OSLAD) Engineering & Consulting Services / M19-040
  - B. South Ridge Park Playground Equipment / M19-043
  - C. Highland Park Playground / M19-044
  - D. LED Lighting at Triphahn Center & Willow Rec / M19-041
  - E. 2020 CMP: Objectives and SWOT Analysis / M19-045
  - F. Playground Installation at Willow and Community Parks / M19-039
  - G. Open and Paid Invoice Register: \$622,891.13 (see April A&F packet)
  - H. Revenue and Expenditure Report (see April A&F packet)
  - I. Acceptance of B&G Minutes 3/19/2019 (see April B&G packet)
  - J. Acceptance of FPC Minutes 2/19/2019 (see April FPC packet)
  - K. Acceptance of A&F Minutes 3/26/2019 (see April A&F packet)

Regular Board Meeting  
April 23, 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
    - 2/26/2019
  - 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.
  - A. Executive Director's 1Q2019 Goals
15. ADJOURNMENT

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



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**MINUTES  
REGULAR BOARD MEETING NO. 1039  
March 26, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on March 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, and McGinn

Absent: Commissioner Kinnane

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

Audience: Comm Rep Winner, Hoffman Redhawks Varsity Cheer Squad and families

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Awards:**

A. BOH: Hoffman Redhawks Varsity Cheer Squad

President Kaplan awarded the Varsity Cheer Squad for an outstanding year and back to back first place prize in the competition.

**5. Comments from the Audience:**

None

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

Commissioner McGinn made a motion, seconded by Commissioner Bickham to recess the Board Meeting at 7:07 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

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

Commissioner K. Evans made a motion, seconded by Commissioner Bickham to reconvene to the Regular Board Meeting at 7:30 p.m. The motion carried by voice vote.

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

Absent: Commissioner Kinnane

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

Audience: None

**8. Approval of the Minutes:**

Commissioner Kilbridge made a motion, seconded by Commissioner R. Evans to approve the minutes of the February 26, 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.

- 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)

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

**10. President's Report:**

President Kaplan noted that the district had begun the ice rink project; that the fish fry was going well and wished Director Bechtold good luck on the coming golf season.

He also noted that he was pleased to see that the district was working with another park district to offer Lacrosse.

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

Commissioner Bickham 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:**

None

**14. Commissioner Comments:**

Commissioner McGinn noted that he was looking forward to getting out of doors.

Commissioner K. Evans noted that the fish fry was excellent and the staff at BPC great. He noted that he had spoken to the Village Historian, Pat Birch, regarding any significant Bergman and she had made mention of Mary Bergman. Commissioner K. Evans requested that the district acknowledge Mary when it dedicated the park even though the park was being named after the subdivision, Bergman Point Park. Executive Director Talsma noted that the district was presently naming the park rather than dedicating it and suggested that staff research and bring back information on Mary for the board to make a determination with regard to the dedication. Commissioner K. Evans asked for an opportunity to review the issue prior to having staff do additional work on this issue.

Commissioner Kilbridge noted that she was sad that the Yoga class had been cancelled after 20 years. Executive Director Talsma explained that the park district did not want to continue to solicit participants for a Yoga class being held at South Barrington Park District and instead, wanted to establish a Yoga class here. He noted that a job had been offered to the Yoga instructor at the Hoffman Estates Park District but she had turned it down. Commissioner Kilbridge explained that she felt this issue had not been handled

well with the instructor or the Hoffman participants. Executive Director Talsma offered to contact the Hoffman participants to inform them that they could sign up for that program at South Barrington, but felt that would not be in the district's best interest.

Commissioner R. Evans asked about the Spring Festival concert scheduled for early June. Commissioner McGinn noted that it was scheduled for the property just west of the Sears property. Commissioner R. Evans expressed concern for the park district's parking and facilities with an estimated 20,000 attendees expected. Executive Director Talsma explained that he was looking into the situation and talking with the Village on crowd management and would keep the board informed.

Commissioner Bickham noted that South Barrington had a referendum to sell 44 acres of land that they did not feel they could develop.

**8. Adjournment:**

Commissioner McGinn made a motion, seconded by Commissioner Bickham to adjourn the meeting at 7:52 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary



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**MINUTES  
SPECIAL BOARD  
March 12, 2019**

**1. Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on March 12, 2019 at 7:01 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: None

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

Commissioner Bickham 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. Replacement of Ice Rink 1 at TC Center/M19-031:**

Executive Director Talsma noted that due to new information and additional cracks in the ice, staff did not believe rink 1 at Triphahn Center could be repaired without replacing the rink as originally bid. Staff investigated the potential of repairing the rink and discussed the issue with Stantec, the district’s consultant; Dual Mechanical who has done work with the district in the past and verbally with the WT Group. All three companies felt that the rink could not be repaired due to the additional degradation and new cracks in the rink structure. If the district attempted to repair the rink and failed, it would be down for one year due to losing the window to have Minnesota Ice do the replacement as originally scheduled this summer. Minnesota Ice has been contacted and will meet the original terms of their bid even though the district initially rejected all bids.

Executive Director Talsma explained that staff has confirmed with our attorneys from Ancel Glink that the project would not need to be bid due to the emergency timing of this item. He recommended that due to the deterioration of the ice in just the last month making it unsuitable to be played on, that the board should declare an emergency purchase exempt from bidding for Minnesota Ice, LLC for the original terms of their bid.

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to find that due to the exigent circumstances that the project is not subject to competitive bidding and to approve the original bid amount from Minnesota Ice, LLC for \$1,046,938 plus the drainage board alternate of \$26,585 for a total of \$1,073,523 as well as a contingency of (5%) \$53,676 and to proceed as originally planned with the replacement of the south ice rink (#1) at the Triphahn Center by approving the contract with Minnesota Ice.

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

**6. Commissioner Comments:**

None

**7. Adjournment:**

Commissioner Bickham made a motion, seconded by Commissioner Ron Evans to adjourn the meeting at 7:23 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary



**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1040**

**EXECUTIVE DIRECTOR'S REPORT**

**April 2019**

**PARKS DIVISION**

**1. Administration & Planning**

Triphahn Center Ice Rink & Roof Projects

The ice rink project began on March 18, 2019 and the north side roofing project began on March 23<sup>rd</sup>. Staff met with project managers from both contractors to set up timelines, staging areas and expectations on communications between contractor and client. Both projects to this point are off to a good start.

The ice rink project had an unforeseen issue with the internal frames of the dasher boards on the corners of the rink and at the door panels. The internal metal frames that attached to the concrete were all bent and in need of repair. Rink Systems, the sub-contractor for the dasher boards has provided a cost to have the damage boards shipped to them and repaired at their shop. The change order is for ten dasher boards with bent frames, changing mechanical systems on all players penalty gates, equipment gates, southeast access gates and double door access gate as well as new kick plates around the entire rink. The defects for the dasher boards were inside the boards themselves, for all the doors it was anticipated that once we had level concrete the latches would again line up but after inspection when removed this is not the case and when taking the kick plates off of the boards it was notice that they were extremely worn on the back side and putting them back on the boards would be a difficult task. The change order will be for \$43,500 which is covered by the contingency of \$53,676.

Willow and Community Park projects

Construction will start (weather dependent) on April 23<sup>rd</sup> at both Willow and Community Parks. The splash pad for Community Park has been designed and should be arriving the last week of May; a drawing of the design is attached.

Seascape project

At Seascape the painting of the slides will begin in the coming weeks as well as the concrete repairs to the pool floor. As mentioned in last month's board meeting, staff did work with the contractor to get a price to complete the two drop slides to be the same colors as the body and tube slides. The contractor's price to complete the two drop slides is \$9,000, which he stated would be between \$12,000 and \$15,000 if completed separately due to the cost in lifts and materials to complete. A

budget of \$50,000 was approved and staff will be using the entire budgeted amount and funding the remaining portion of \$5,000 through operational budgets.

## **2. Development & Construction**

### Ice Rink

Staff started the ice project by removing the ice from the rink. This portion of the project took three full days of staff chipping away at the ice and removing sheets of ice with the bobcat and multiple layers of ice melt salt. After staff had the ice removed from the rink, there were many cracks in the concrete that were not notice through the ice as well as elevation changes.

### TC steam room

The steam room at TC received major upgrades this past month. The construction team worked hard building new benches and building a new door to fit an uneven door frame. Parts of the steam room were built at the maintenance shop with the remaining structures built in the hallway at TC as staff worked an overnight shift to accomplish this task and cut down on interruptions to members.

## **3. Aquatics and Building**

### Seascape

The building team has had its hands full with repairs at Seascape from the fire suppression system failure. We are glad to report that we are back up and running and the proper repairs have been handled with the assistance from the Village and Total Fire.

### TC roof

In preparation of the north side roof project, staff needed to raise gas lines and two roof top units prior the roofers working on the flat section of the roof. Staff was able to complete all gas line preparation and working with a vendor was able to raise the roof top units as well.

## **4. Park Grounds**

The grounds team was finally able to start some prescribes burns this month. Usually by March about a 1/3 of the burns are complete but the weather did not allow this and zero burns were completed. Staff was able to burn at the following location in March: Hunters Ridge Basin, Shoe Factory Road Basin, Triangle Park, The Club, Charlemagne, North Ridge Park, South Ridge Park, Whisper Park, BPC, Chestnut Park, Fabbrini Park, North Twin Park and South Twin Park. Staff still has permits out for 10 more locations to have prescribes burns completed this spring and are working to get them accomplished. Due to the weather this winter, staff might not be able to complete all schedules burns and will be prioritizing the last 10 burns based on invasive plant material at each location.

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

- Injector Pump repairs at The Club mechanical pit for all aquatic systems.
- Thorguard was installed and tested for startup
- RPZ installation began to be ready to turn water on in parks when ground temperatures gets to adequate levels
- Park cleanups of trash and branches
- Filter changes
- Elevator repairs at Vogeley and TC
- GIS Data Cleanup
- Park inventory for GIS
- Property lines mapping in GIS
- Vehicle inspections
- Repairs to all district equipment as needed

## Recreation Division



### Upcoming Events

- April 13 – Doggie Eggstravaganza – Dog Egg Hunt
- April 13 – Trivia Night – TV theme
- April 14 – Egg Slide – Skate with Bunny
- April 20 – Egg Hunts
- April 27 – Hoffman Walks at Pine Park
- April 27 – NEW! Family Fit Day
- May 4 – Johnson Field Dedication
- May 11 – Community Garage Sale
- May 12 – Mother’s Day Skate

## Administration

Attached to the board report is a new quarterly analysis that compares 1<sup>st</sup> Quarter 2018 to 1<sup>st</sup> Quarter 2019 for programs offered showing enrollment and revenue. We are still working on this report to achieve measurable comparisons. This is presented as snapshot report similarly to how we do the balanced scoreboard that gives a quick-view to all our programs and classes for the quarter. There is more additional information that we are sorting through so this report may expand in the future. This will be included at the quarterly meetings with the goal updates.

Lisa Swan coordinated a staff volunteer project at Feed My Starving Children on Friday, March 1 after work. Eight staff attended. Another event will be scheduled in summer.

We received notification of the two grants submitted last month. We were not a finalist for the Kraft Hockeyville grant. However, we were awarded \$1,000 Power Play grant from IAPD to use for the STAR program. This year’s grant was focused on adding a “Wednesday Wellness” and “Fitness Friday” component into the STAR curriculum.

Winter programs wrapped up this month. Program evaluation surveys were distributed to: early childhood programs, indoor soccer, youth basketball, hockey lessons, figure skating lessons, and fall hockey league programs.

The Recreation Department hosted another Job Fair on Tuesday, March 12.

Staff is researching a senior free fitness program called Renew My Health promoted through NRPA. This program offers United Healthcare Medicare members free membership to TC or WRC fitness centers. HE Parks will receive \$20/month per member after their first visit to the fitness center each month.

Staff submitted the NRPA Gold Medal of Excellence Award application on March 29. This was the first application submitted since winning the Gold Medal in 2009. It was a multi departmental effort to gather all the data and text for the essay questions.



*Triphahn Center*



*Willow Recreation Center*

**Triphahn Center Fitness and Operations:**

<u>Membership</u>	<u>3/31/18</u>	<u>1/1/19</u>	<u>3/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>905</b>	<b>809</b>	<b>885</b>	<b>+76</b>

**Willow Rec Center Fitness & Racquetball**

<u>Membership</u>	<u>3/31/18</u>	<u>1/1/19</u>	<u>3/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>350</b>	<b>329</b>	<b>317</b>	<b>-12</b>

Staff is creating a fitness member survey that will be distributed in late April. Results from the survey will help drive decisions on future purchases of fitness equipment for the fitness centers.

Quotes are being received from a variety of fitness equipment providers to plan for future purchases.



## Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>3/31/18</u>	<u>1/1/19</u>	<u>3/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>723</b>	<b>682</b>	<b>649</b>	<b>-33</b>



## General Programs

### Special Events:

The first Family Bingo night was held on Friday, March 22 from 7:00-9:00 at TC. We had 27 register for the program at no cost, but we ended up having 71 participate for the evening! Guests brought movie-sized candy as prizes and they were placed on a table for the winners to pick from. Everyone had a great time.

The next special event marketed towards adults will be Trivia Night on April 13. The theme is TV trivia.

### Programs:

The Hoffman Stars Dance Company went to the Imagine National Dance Challenge on Saturday, March 16. They performed incredibly well!

Spring session of programs begins in April.



## 50+ Club

<u>50+ Membership</u>	<u>3/31/18</u>	<u>1/1/19</u>	<u>3/31/19</u>	<u>YTD Var. +/-</u>
<b>Total Members</b>	<b>407</b>	<b>397</b>	<b>396</b>	<b>-1</b>

Our new Chess Club began meeting in February. They meet three times a week and have been really enjoying this new club. We have been seeing more interest in this new club this past month of March.

Lunch/Learn took place on Friday, March 8 with 23 in attendance. The topic was Spine and Posture. Our speaker was a therapist from Athletico/The Club.

Our first Cookies, Coloring and Conversation program took place on Friday, March 1 with 12 in attendance.

Our first St. Patrick's Day Pot Luck Luncheon and Green River Floats took place on Friday, March 15. We had 38 in attendance. This event had the most exposure on social media too.

Fundamentals of Billiards 101, took place on Thursday, March 21 from 9:30-11:30 am. We had 20 attend! The program was taught by volunteers Al and Bob from the Billiards room. They wanted to offer a refresher course for members. In doing so, we also had new players come to learn and a few new members signed up. Another 50+ volunteer/member, Danny, provided breakfast.

Book It Bingo took place on Friday, March 29 with 45 in attendance. This was our first quarterly Bingo program with Lutheran Home calling Bingo and providing lunch.

We hosted a Travel presentation for our 50+ membership on Tuesday, March 19 at 5:30 pm. At this travel presentation, 15 attended to see what extended trips we were offering this year.



## Early Childhood

The ELC March Open House brought in five families. All of them are looking to either start in the summer or next year, as their children are not yet 3 years old.

A Yankee Candle fundraiser is currently taking place with the Preschool and ELC programs to raise funds for flowerbeds at both the Willow and Triphahn Center playgrounds. To date, \$550 has been raised.

Current enrollment for 19/20 school year is as follows:

- TC Preschool (3s and 4s): 99
- TC 3's Playschool: 15
- WRC Preschool (3s and 4s): 55
- WRC 3's Playschool: 5

<b>Preschool/ELC:</b>	<b>3/2018</b>	<b>3/2019</b>	<b>Var. +/-</b>
3's Playschool 18-19	14 TC 12 WRC	14 TC 8 WRC	-4
2's Playschool 18-19	30 TC 23 WRC	30 TC 24 WRC	+1
Preschool 18-19	128 TC 67 WRC	122 TC 59 WRC	-14

Early Learning Center	30 - TOTAL	29 – 5 days 5 – 4 days 8 – 3 days 3 – 2 days 45 TOTAL	+15
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*School Age - STAR and Day Camps*

**STAR:**

STAR registration for District 54 opened on March 4. Registration for District 15 opened last month. This is the first year with online registration and all seems to be running smoothly.

Staff continue to finalize the rollout for the new ePact emergency management system. Parents received email invitations to complete their online secure profile. This information will then be accessible to Site Coordinators and Program Managers through an app for easy, fast and safe access to children’s emergency information.

STAR Enrollment

<b>STAR</b>	<b>3/2018</b>	<b>3/2019</b>	<b>Var. +/-</b>
District 54	357	371	+14
District 15	57	66	+9
KSTAR District 15	14	19	+5
<b>Totals</b>	<b>428</b>	<b>456</b>	<b>+28</b>

For the 19/20 school year, registration to date is:

District 54 – 344

District 15 – 40

KSTAR – 25

Total = 409

**No School Days:**

- There were 5 Days Off trips in March for both D54 and D15:
  - March 25 Level 257: 71 participants
  - March 26 Urban Air: 82 participants
  - March 27 Water Works: 69 participants
  - March 28 Nickel City: 77 participants
  - March 29 Funtopia: 73 participants

## Summer Camps:

The summer camp planner is online and registration is underway. Field trips have been secured and all field trips are listed online.

Staff is completing the hiring process with many interviews taking place this month with college students home on spring break.



## Youth Athletics

### Outdoor Soccer:

- There are 239 players enrolled compared to 212 last year.
- Staff is working with HEHS Boys Varsity Soccer coach to set up some free soccer clinics for our in-house soccer program.
- Staff is also working with inter-village agencies to set up a higher level soccer league
- HUSC trainer-led practices are currently being coordinated.
- Volunteer night, a league group outing, and the pre-season scrimmage game were planned and confirmed

### Cricket:

- Youth Cricket Program is set to begin June 1.

### Basketball:

- Season ended with March Madness tournament for 5<sup>th</sup>-8<sup>th</sup> grade boys and girls teams on March 9 and 16.
- Girls Feeder Basketball ended their season on March 2 with a tri-meet at Triphahn Center.

### Baseball/Softball:

- There are 232 players enrolled compared to 209 last year.
- Coaches meetings took place the week of March 4 and 11.
- Developed another N60 baseball team at the u10 level
- HEHS coaches clinic took place on March 24.
- Carina worked out a great deal with DICKS Sporting Good for them to donate \$1,000 to our program and 12 new batting tees.



## Ice Operations

Rink 1 renovation project began March 18. The ice department worked closely to reschedule all facility use onto Rink 2. There is no impact on league and lesson ice time. There is a decrease in rental availability while we are down to one rink for spring and summer.



## League:

The NWHL season ended mid-March. Evaluations took place for those enrolled in spring league to begin first week of April. Spring league includes: 3 mite teams, 1 squirt, 1 peewee 2 bantams, 1 midget and 1 girls tournament team. There are 136 players this spring compared to 154 last year.

Moose Jaw 3v3 registration has begun with 11 teams registered to date.

## Lessons:

Winter session ended the last week of March. Spring session begins the first week of April.

- There are 69 children enrolled in spring hockey lessons to date compared to 72 last year.  
There are 215 participants enrolled in spring figure skating lessons to date compared to 228 last year.

Little Blackhawks program will also be taking place in April. There are currently 55 children registered for this program.

Floor ball will start in April and currently has around 20 children registered.



## Aquatics

Lifeguard recertification took place on March 9 & 10 and March 23 & 24. We certified 33 lifeguards.

Staff is attending Opportunity Knocks on Thursday, April 4, 4pm-7pm at SHS as it serves Conant High School, Hoffman Estates High School and Schaumburg High School students for a last push for lifeguards.

We currently have 26 new lifeguards taking the new guard class. Our goal is 35.

Direct emails went out to last year's Seascapes tent rentals reminding them it is not too early to reserve their party date for 2019.

There are 424 Seascape passholders to date for 2019 compared to 169 at this time last year for the 2018 season. (For the month of March, we sold 66 passes compared to 10 passes last March.)

10% off pool passes continues until April 30.



## Communications and Marketing

### **Design Work:**

- Summer brochure design – including updated pages for Fitness & Camp
- Daily Herald digital ads for: Hockey, Job Fair, Fish Fry, 10% off seascape
- Countdown to Seascape Marquee
- 10% off Seascape
- Annual Report Video creation
- Johnson Field commemorative pin design
- Club membership onboarding package
- Bridges: golf outing brochure & golf information brochure & menu updates
- STAR calendar template
- 50+ newsletter revamp

### **Marketing Campaigns:**

- Ice Construction
- Swim lessons
- Days off School
- Camp
- Soccer – led to highest enrollment in soccer in two years
- 50+
- Moosejaw Hockey
- Softball
- Hoffman Stars
- Preschool

### **Press Releases:**

- Hoffman Stars Dance Company – printed
- March Special Events
- April Special Events
- Hoffman Stars Dance Company (2<sup>nd</sup> article) - printed

### **Special events - Promotion:**

- Doggie Eggstravaganza
- Patent's Night Out
- Egg Hunts
- Trivia Night
- 50+ programs

- Hoffman walks
- Johnson Field Dedication

### **March Social Media Posts:**

Facebook: 75 posts. Highest interaction posts were:

3,233 reach – Summer Job or Volunteer – 129 engagements – March 6

2,545 reach – District 54/14 Spring Break Days off School – 81 engagements - 3/15

2,474 reach – District 54 April 2 day off school awareness – 153 engagements 3/17

2,444 reach - Prescribed Burn with photos of the park burning – 475 engagement 3/27

7 events offered with a reach of 8,863 customers.

### **Eblasts:**

Changed formatting to include special event information links. HEParks weekly e-newsletters after this change was the reason for three of the four highest traffic visits to the website. This change happened with the March 11 digital newsletter.

### **Social media followers**

HEParks Facebook: 3411 (+47 from last month)

HEParks Twitter – 955 (+35 from last month)

HEParks Instagram – 192 (+14 from last month)

Bridges Facebook – 937 (+117 from last month)

The Club Facebook – 1365 (same last month)

50+ Facebook- 85 (+3 from last month)

Wolfpack Facebook- 82 (+2 from last month)

### **Website:**

- 40,824 Visits to site
- 12k unique users visit HEParks.org, increase 0.8% over February

Highest visit days:

1. 850 on March 26 – weekly Eblast from marketing department
2. 827 on March 4. – Baseball registration extended – 301 of the visitors went to programs and sports page

3. 823 on March 11 – weekly Eblast from marketing department – first email under new format with event links
4. 813 on March 19 – weekly Eblast from the marketing department

#### Highest visited pages




- Homepage
- Camp
- Program-Guide



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

Dick’s Sporting Goods	2019 In-Kind Sponsor
Jewelry & Coin	Dance Recital Program Sponsor
Golf Rose Pet Services	Dog Event Sponsor
Dog Training Now	Dog Event Sponsor
Girls Scouts	Event Sponsor
Friendship Village	Marquee
Intuitive Healing	Marquee Renewal
Kona Ice	Food Vendor Event Sponsor
Carpet One	Marquee
Andigo Credit Union	Event Sponsor

#### **Bridges of Poplar Creek & The Club**

##### **Bridges General Programs**

-  2<sup>nd</sup> Annual Par 3 Challenge was scheduled to be held on April 10<sup>th</sup>. This event replicates one of the most famous par 3 courses in Augusta, Georgia. Each player will have the opportunity to try the famous Pimento cheese sandwiches and Patrick Reed theme buffet. The event had to be cancelled due to weather.
-  March Madness was our first golf event of the season. We had 124 players come out and played in some great spring weather. Congratulations to our winners Darrell Wyatt, Jerry Song, Mike Fairbanks, & Derek Sinclair with a score of 14 Under Par.
-  Fish Fry continues to be well attended. We have had a total of 397 guests in the first four weeks.

-  Easter Brunch is still accepting reservations. We currently have 263 guests on the books. We hosted 360 guests in 2018.
-  The 2<sup>nd</sup> Annual Breakfast with Easter Bunny is sold out with 205 guests. This year's activities include Rock Climbing, Face painting and a helicopter egg drop to go along with breakfast.
-  Staff is working on two new events. First event will be a Summer Movie Night on the golf course. The second event will be a fall Halloween Breakfast/Lunch. Stay tuned for more information!
-  2019 Music Dates are set. Mark your calendars for these 3 very entertaining nights.
  - 6/27/19 – Kevin Presbrey
  - 7/24/19 – The Messengers
  - 8/20/19 – Felix & Fingers

### Golf Rounds



MONTHLY ROUND TOTALS					
2015	2016	2017	2018	2019	5 Year Average
653	1,586	413	1,017	481	830
YTD ROUND TOTALS					
2015	2016	2017	2018	2019	5 Year Average
653	1,886	1,293	1,295	481	1,122

### Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2015	2016	2017	2018	2019	5 Year Average
414	822	328	633	357	511
YTD RANGE BASKET SALES TOTALS					
2015	2016	2017	2018	2019	5 Year Average
419	951	894	737	357	672

## Communications & Marketing

### Marketing/Advertising

-  Eight email blasts went out promoting the course opening, March Madness outing, Par3 Challenge, Jr. Golf
-  Completed Virtual Tour & Uploaded to Website ([https://www.bridgesofpoplarcreek.com/virtual\\_tour/](https://www.bridgesofpoplarcreek.com/virtual_tour/))
-  Developed March Madness campaign to increase players in March 23 event – Event SOLD OUT
-  Increased inventory of usable photos by taking pictures (on-going initiative)
-  Increased Facebook page likes by 15 since Feb 11
-  Created Facebook “events” for upcoming Bridges/PD happenings
-  Continued regular Facebook posts to promote golf & interaction with followers
-  Continued #ProTipTuesday posts
-  Developed targeted campaign on Facebook & Instagram for Weddings at Bridges

### Food & Beverage

For the month of March, we had 15 (15 Events in 2018)

6 breakfast meetings, servicing 125 guests

1 meeting with cookies and soda only, servicing 160 guests

2 showers, servicing 87 guests

3 memorials, servicing 180 guests

1 birthday party, servicing 51 guests

1 awards dinner, servicing 115 guests

March Madness, servicing 124 guests

For the month of April, we have 16 events (16 Events in 2018)

4 breakfast meetings, servicing 100 guests

1 birthday party, servicing 80 guests

1 dinner, servicing 50 guests

2 luncheons, servicing 130 guests

4 showers, servicing 180 guests

1 room rental, servicing 40 guests

Breakfast with the Bunny

Easter Brunch

Par 3 Challenge

Wedding Count Update:

2020 = 2 ceremony and reception, 2 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 cancelled in 2018)

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 March our high averaged 40 degrees (6 degrees below average) and the low averaged 26 degrees (3 degrees below average). In March we received about 1.5” (2.5” average) of rain which was very helpful to melt snow early in the month and kick start the frost melt. We saw a few traces, about .03”, of snow early in the month but it did not stick around for long. This brings our overall winter total to 41.6” of snow, which is about 5.3” above average.

In March the maintenance department’s time has been split between inside and outside work. We have been pushing to finish up the last of our indoor projects and started to cleanup and prepare the course for the upcoming season. We have been able to clean up all sticks, blow debris from all playing surfaces, and get bunkers smoothed out after the long winter. Course accessories have been slowly getting put out throughout the month; ball washer will have to wait for above freezing lows. Greens have been brushed twice to work in remaining sand from the winter and rolled. We look to start mowing the playing surfaces starting the first week of April as we have not seen much growth with the cooler March temperatures.

The last week of March our new irrigation booster pumps were installed. The two main pumps and pressure management pump are vital to the function of our irrigation system and in turn the health

of the course. It's nice to have this wrapped up as we are looking to start pressurizing our system soon to prepare it for the season.

Here is a small list of some of the other tasks the maintenance team has been working on in March:

- Attended local education put on by MAGCS and CAGCS, topics included:
  - Understanding and interpreting soil testing results
  - Plant growth regulator usage based on GGD
  - Clipping collection
  - Evolutionary genetics of *Poa*
- Finished preventative maintenance on carts, tractors, and miscellaneous equipment.
- Finished preventative crabgrass and dandelion applications in rough and clubhouse lawn.
- Finished painting all hazard and directional/traffic stakes.
- Started cleaning up grindings from winter tree removals.



<b>March Membership Totals</b>	<b><u>3/31/2018</u></b>	<b><u>1/1/2019</u></b>	<b><u>3/31/2019</u></b>	<b><u>YTD Var. +/-</u></b>
Totals	<b>3127</b>	<b>2881</b>	<b>2940</b>	<b>+59</b>

### Member Services

- March started strong with membership sales, though we fell short of our goal by two memberships with some of the good weather days stalling sales toward the end of the month. We ran all of our events with the “Sweet-16” theme to coincide with the NCAA basketball tournament. We ran an enrollment special of a \$16 enrollment fee (regularly \$99), with pro-rated dues.
- Member Retention efforts: We began a “16-pack” ab challenge in March that will run through mid-April where those who wish to participate will do a daily ab workout that we designed. If they complete the challenge, they can turn their completed mini-calendar it to the desk for a chance to win a gift bag. We also are running a sweet 16 bracket challenge where members got to draw a team name for each visit that corresponded with a team in the bracket. If they drew one of the final four names, they will win a gift bag. We have a bracket posted on the membership window so people can follow their team’s progress.



- We have made progress with the development of new marketing materials for the facility, including new corporate marketing flyers so the Member Services team can use to take and introduce the corporate options to the area businesses.

### **Operations and Fitness Departments:**

- Options Basketball, a new IC doing training here at the Club, ran a “free day” on March 24<sup>th</sup> with over 20 kids attending. Options ran a successful Spring Break Camp, and are gaining participants through the minimal advertising we have done. The shooting/rebounding machine has arrived and is gaining a lot of interest. Options
- Our March Parent’s Night Out event was held on March 16th, with 24 kids attending.
- We offered 8 complimentary fitness workshops in March ranging from “Kettlebell Basics” to “Back and Shoulder Exercises”, to “How to Improve Your Bench Press”. These workshops were well attended at an average of 8 people per workshop. We opened these workshops up to the Fittest Loser at Work participants, and they had participants in 6 of the 8 workshops.
- We ran a small group personal training special in the month of March with a deep discount of only \$100 for 4, one-hour sessions. This offer was not popular with only one package sold, likely because it is difficult to get four schedules that mesh. This may work better as an offering to some of our corporate clients as an introductory package. We will try a personal training package special next month as this is the more widely purchased type of training.
  - (5) packages of the 10 session PT
  - (3) packages of the 3 session PT
  - (2) packages of the 5 session semi PT
  - (6) single one hour sessions PT
  - (1) package of 3 Pilates
  - (1) package of 5 package Pilates
  - (2) package of 10 pack semi-private training
  - (2) package of 5 pack semi-private training

### **Aquatics:**

- The Aquatic & Program Manager has sent out an email blast to all summer camp participants and past youth program participants to help increase interest and enrollment in the indoor and outdoor, learn to swim program.
- We have received positive feedback on the new redesigned report cards the students receive at the end of class.
- There was a special climbing wall event held on March 16<sup>th</sup>, the “Pot-o-Gold” climb, where the participants got to climb the wall and collect treats and prizes through their climbing route. Both sections of the event were full at 15 participants each. Culver’s provided custard to the participants at this event.

- Lifeguard re-certification took place on March 9 & 10 and 23 & 24. 33 individuals were recertified.

### **C&M – The Club:**

- Developed March Madness campaign to encourage membership (sweet \$16 enrollment)
- Developed Bracket Challenge for membership retention
- Developed Sweet 16 Ab Challenge for membership retention
- Changed The Club website SEO targeting to improve position on web
- Created marketing collateral for sales use at The Club
- Updated The Club website to include current promotions, information & content updates
- Began regular Facebook posts to promote fitness center & interaction with followers
- Began inventory of signage to be changed/updated/removed
- Started updating The Club Mobile App

### **Finance/Administration**

- Lauterbach & Amen completed their on-site field work and testing. The process was smooth and efficient similar to last year. Staff anticipates the audit in draft form being presented at the May meeting.
- IMRF has changed their assumed rate of return on their investment portfolio from 7.5% to 7.25% to better reflect the actual return and outlook. Our preliminary rate for IMRF in 2020 is 7.39% versus our current rate of 5.10%. The average contribution rate for all members is between 10.15% and 10.65%. The increase in rate is due to the under performance of their investment portfolio. The District had the opportunity to amortize the increase over 10 years but determined that the one time increase was the better option. The current shortfall will result in a liability of over \$1.7 million reported in our audited financial statements.
- Applicable quarterly 941 wage reports were filed at the federal and state levels.
- Staff has begun preparing for the TC/WRC pass conversion.
- Several staff attended the BSA user group meeting.
- Staff attended IAPD/IPRA Exhibit Committee post conference meeting.
- Staff worked with BPC staff to ensure Bev Carts were ready to go with new credit card processing technology.
- New features/processes in RecTrac:
  - Setup RecTrac access to banquet sales to streamline event deposits and billing.
  - Setup and implementation of swim lesson discount rules based on holding a Seascape pass membership.
  - Updated naming and fees of soccer/football fields.
  - Setup of 7 new programs with 20 new sections.
- Payroll Cycle Processing
  - 02/08/19           \$271,610.85
  - 02/22/19           \$272,876.03

## **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. Assisted with desk daytime shift transition
- Administrative Registration for:
  - a. Financial Assistance
  - b. Foundation Giving Tree
  - c. STAR
  - d. Spring Harper Programs
  - e. Midget Hockey
  - f. Moose Jaw

## **Human Resources**

- Processed 12 new part-time hires and 0 new volunteers.
- Facilitated Hoffman U for FT staff pertaining to seasonal reactivations/new hires and proper paperwork: Review of Form I-9 as well as updates on tax forms
- Coordinated PDRMA PATH onsite screening with 45 FT staff participated in HEPD's screening, with other staff participating in screenings at other districts.
- Attended HE Chamber's meeting to discuss annual fishing derby which will be held on Saturday, 06/15/2019
- Facilitated quarterly Safety Committee meeting to discuss/revise procedure for armed intruder at various District facilities

## **Technology**

- Ordering a new HD (High Density) Wireless Access Point (AP) to replace one of the most used AP's at The Club.
- Installed a camera for the rear TC loading dock hallway.
- Created a new Windows 10 Pro image and will begin deploying the 21 new desktops.
- Received updated quotes from ADS Alarm. Utilizing floor plans of each facility, a walkthrough of each facility will be scheduled with ADS.
- Have begun deploying the desktop monitors as part of the annual replacement, 7 out of 12 deployed.
- Drafted and submitted a Video Surveillance Policy for review.

**B. Advertising & Sponsorship: Newly Acquired Advertising and Sponsorships**

- Dick's Sporting Goods
  - 2019 In-Kind Sponsor
- Jewelry & Coin Mart
  - Dance Recital Program Sponsor
- Golf Rose Pet Services
  - Dog Event Sponsor
- Dog Training Now
  - Dog Event Sponsor
- Girls Scouts of Greater Chicago & NW Indiana
  - Event Sponsor
- Friendship Village
  - Marquee
- Intuitive Healing
  - Marquee Renewal
- Kona Ice
  - Food Vendor/Event Sponsor
- Carpet One
  - Marquee
- Andigo Credit Union
  - Event Sponsor

[CLICK HERE FOR ALL DIVISIONS' 1Q2019 GOALS](#)

**Recap of weekly updates to the Board**

**3/29/2019**

**Upcoming Events**

- 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](#)
- Apr 13 - [Doggie Eggstravaganza – Freedom Run](#)
- Apr 13 - [Parent's Night Out](#)
- Apr 13 - [Trivia Night](#)
- Apr 14 - [Egg Slide – Ice Skating](#)

### **Spring Awakening Concert**

Craig spoke with Asst. Village Manager, Dan O'Malley regarding the upcoming Spring Awakening Concert on June 7<sup>th</sup> – 9<sup>th</sup> to be held next to the Sears Centre Arena in the open 10 acre lot owned by Jam Productions. The village has not yet issued a Special Use Permit which has many requirements that must be met prior to the performance. Even though tickets are already on sale and the event is heavily advertised, they will need to meet many village regulations prior to being issued the permit. Part of these regulations include a traffic control study and offsite parking permits. Dan believes the parties responsible for the concert will be contacting all tenants of Prairie Stone to determine if any of their lots can be used as additional parking. The Club is the furthest lot away from the location of the concert, however we still may be contacted. Even if we are not and they do not wish to use our parking lot, they will be responsible to ensure that concert patrons do not park there. There are still many moving parts, but it looks like the concert will happen and it will be very congested that weekend. We will warn Club members but still be open for business. We will also remind Club members that their memberships are valid at TC and WRC as well.

### **Bridges of Poplar Creek Article**

Attached is a very nice article about BPC which is in the March/April edition of the IAPD/IPRA P&R magazine.

**ELECTION DAY IS TUESDAY! GOOD LUCK TO ALL!!**

**4/5/2019**

### **Upcoming Events**

- **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**
- **Apr 13 - Doggie Eggstravaganza – Freedom Run**
- **Apr 13 - Parent's Night Out**
- **Apr 13 - Trivia Night**
- **Apr 14 - Egg Slide – Ice Skating**
- **Apr 14 - Family Skate Sunday**
- **Apr 19 - Friday Night Fish Fry**

**Ice Renovation Update - Please see attached**

### **Election**

Congratulations Robert, Lili & Pat K on another 4 years!!

**4/12/2019**

## **Upcoming Events**

- [Apr 12 - Friday Night Fish Fry](#)
- [Apr 13 - Breakfast with the Bunny](#)
- [Apr 13 - Doggie Eggstravaganza – Bo's Run](#)
- [Apr 13 - Doggie Eggstravaganza – Freedom Run](#)
- [Apr 13 - Parent's Night Out](#)
- [Apr 13 - Trivia Night](#)
- [Apr 14 - Egg Slide – Ice Skating](#)
- [Apr 14 - Family Skate Sunday](#)
- [Apr 19 - Friday Night Fish Fry](#)
- [Apr 20 - Egg Hunt – Fabbrini Park](#)
- [Apr 20 - Egg Hunt – Pine Park](#)
- [Apr 20 - Egg Hunt – Cannon Crossing](#)

Click below for details

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

### **IAPD Summer Golf Outings:**

Just a reminder – please let me know (if you haven't already) by the end of the month if you would like to participate in these IAPD golf outings...

The District will be purchasing a foursome to play at the following IAPD golf outings. If you are interested in playing, please let me know which outing(s) asap:

1. Mon. May 20<sup>th</sup> – Sunset Valley Golf Club – Park District of Highland Park
2. Mon. June 17<sup>th</sup> – Steeple Chase Golf Club – Mundelein Park & Recreation District
3. Mon. August 26<sup>th</sup> – Settler's Hill Golf Course – Golf Vision Management
4. Wed. Sept. 18<sup>th</sup> – Glenview Park Golf Club – Glenview Park District

All are Noon Shotgun starts.