



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. 1042**  
**TUESDAY, JUNE 25, 2019**  
**7:00p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
  - Best of Hoffman: Scout Pack 297 Bears, Tigers & Wolves
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 5/28/2019
  - B. Annual Board Meeting Minutes 5/28/2019
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Fitness Challenge Course South Ridge Park / M19-063
  - B. RTU repair at The Club / M19-064
  - C. Bond Refunding Ordinance / M19-066
  - D. Open and Paid Invoice Register: \$741,625.99 (see June A&F packet)
  - E. Revenue and Expenditure Report (see June A&F packet)
  - F. Acceptance of Rec Minutes 5/21/2019 (see June Rec packet)
  - G. Acceptance of FPC Minutes 5/21/2019 (see June FPC packet)
  - H. Acceptance of A&F Minutes 5/28/2019 (see June A&F packet)

Regular Board Meeting  
June 25, 2019  
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10. PRESIDENT’S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR’S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
  - Review/release of Closed Session Minutes R19-003 / M19-065
14. COMMISSIONER COMMENTS
15. ADJOURNMENT

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



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



**MINUTES  
REGULAR BOARD MEETING NO. 1041  
May 28, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on May 28, 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 Wilson, Poeschel, Aguilar, Winner, Dekirmenjian; Superintendent Cotshott, Don Shaw CPA Lauterbach & Amen, LLP, Heidi Bickham, Troup 297 and their families.

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

Executive Director Talsma asked to amend the agenda and remove the Executive Session.

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

**4. Awards:**

A. BOH:

President Kaplan awarded Scout Pack 297 Lions & Webelos for their participation in several projects that included a trailer painting project at the parks maintenance building and community garden at Vogelei. President Kaplan noted that they had 63 scouts and their families involved.

B. Service Awards:

Commissioner Bickham: President Kaplan noted that Commissioner Bickham had begun his involvement with the board as a Community Rep for the A&F Committee in 2001; was appointed a Park Board Commissioner in 2011 and officially elected in 2013. He explained that he had held the position of Board President and gained the status of Master Board Member. President Kaplan thanked him for his 18 years of service.

Community Rep Dekirmenjian: President Kaplan noted that Comm Rep Dekirmenjian had been with the district for ten years serving on the A&F and the B&G Committees. President Kaplan thanked him for his years of service.

Service Pins: President Kaplan awarded the following pins:

- President Kaplan 4 years
- Commissioner Kinnane 4 years
- Commissioner McGinn 6 years
- Commissioner R. Evans 8 years
- Commissioner Bickham 8 years
- Commissioner K. Evans 10 years
- Commissioner Kilbridge 12 years

- Comm Rep Sernett 2 years
- Comm Rep Bettencourt 4 years
- Comm Rep Chhatwani 4 years
- Comm Rep Henderson 4 years
- Comm Rep Utas 4 years
- Comm Rep Dressler 6 years
- Comm Rep Musial 6 years
- Comm Rep S. Neel 6 years
- Comm Rep Friedman 8 years
- Comm Rep Dekirmenjian 10 years
- Comm Rep Wittkamp 12 years

Certificates of Election: President Kaplan distributed Certificates of Election to re-elected Commissioner Kilbridge, Kinnane and himself.

**5. Comments from the Audience:**

None

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

Commissioner R. Evans made a motion, seconded by Commissioner McGinn to recess the Board meeting at 7:16 p.m. for the purpose of beginning the A&F Committee. The motion carried by voice vote.

Cake and refreshments were served to all present in honor of Commissioner Bickham and Comm Rep Dekirmenjian's resignation.

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

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to reconvene the Regular Board No. 1041 at 8:15 p.m.

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

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

Audience: Comm Rep Winner and Aguilar

**8. Approval of the Minutes:**

President Kaplan noted that when Commissioners reconvene following the A&F Committee, there is no roll call vote.

Commissioner R. Evans made a motion, seconded by Commissioner K. Evans to approve the minutes of the Regular Board Meeting of 4/23/19 as amended. The motion carried by voice vote.

**9. Consent Agenda:**

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the consent agenda as presented.

- A. Fabbrini fitness park (see May Rec packet)
- B. Custodial position (see May Rec packet)
- C. 1Q Balanced Scorecard (see all May packets)

- D. CMP Exec Summaries, Accomplishments, 5 year projects, unfunded projects (See May FPC packet)
- E. 2018 Audit (see May A&F packet)
- F. Bond Refunding Options (see May A&F packet)
- G. Open and Paid Invoice Register: \$1,388,873.70 (see May A&F packet)
- H. Revenue and Expenditure Report (see May A&F packet)
- I. Acceptance of Rec Minutes 3/19/2019 (see May Rec packet)
- J. Acceptance of FPC Minutes 4/16/2019 (see May FPC packet)
- K. Acceptance of A&F Minutes 4/23/2019 (see May A&F packet)

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

**10. President's Report:**

None

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

Commissioner K. Evans 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:**

A. Commissioner Vacated Term / M19-056:

Executive Director Talsma noted that with Commissioner Bickham's resignation, there would be a vacancy on the board. He suggested that the district advertise for that vacancy for two weeks beginning June 1, 2019 noting that they might be able to appoint a new Commissioner at the June or July Board meeting to fill the position until May 2021 after which time, they would be on the ballot.

He explained that the board could do interviews at a Special Board meeting June 18, 2019. Commissioner McGinn asked if Comm Reps were interested and Executive Director Talsma explained that Ian Macdonald has asked about the process. He noted that all Comm Reps would be emailed the specifics.

Commissioner K. Evans asked about requirements and if they had to hold the interviews in Executive Session. Executive Director Talsma explained that they had to be a registered voter and live within the park district boundaries for a year. He

explained that they did not need to hold the interviews in Executive Session but usually did.

Commissioner Kilbridge asked if the requirements would be made clear prior to advertising for the vacancy and it was noted that it would be clarified on the website.

Commissioner Bickham made a motion, seconded by Commissioner McGinn to declare a Board vacancy effective June 1, 2019 and to start the process of filling the unexpired term as outlined in M19-056.

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

**B. Official renaming of Bergman Pointe Park / M19-054:**

Executive Director Talsma reviewed the item noting that they had passed the required 60 day waiting period.

Commissioner R. Evans made a motion, seconded by Commissioner Kinnane to rename the park within Berman Point Subdivision “Bergman Pointe Park”.

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

**14. Commissioner Comments:**

Commissioner Kinnane acknowledged Seascope Manager Brian noting he had taken a tour of Seascope.

Commissioner McGinn thanked staff for their hard work on the audit. He said he had visited the Seascope Garage Sale. He also thanked Commissioner Bickham for his services noting he was a great example of what a commissioner should be.

Commissioner K. Evans agreed. He congratulated staff on the Garage Sale and noted that he would miss Commissioner Bickham.

Commissioner Kilbridge noted that she would also miss Commissioner Bickham.

Commissioner R. Evans reminded everyone of the SRT Golf Outing next Wednesday. Executive Director Talsma reminded everyone that they could win a trip to a major PGA Event as well as golf with a celebrity. Commissioner R. Evans wished Commissioner Bickham the best.

Commissioner Bickham noted that he had attended several events including the Johnson Field dedication. He shared that when originally looking to relocate, he had visited the Blackhawk Community Center and that had made his decision for him. He explained that while there were many volunteer opportunities in the community, none had been as rewarding.

**15. Executive Session:**

Canceled

**16. Vote from Executive Session:**

None

**17. Adjournment:**

President Kaplan asked Commissioner Bickham to take the chair to adjourn the Board Meeting.

President Kaplan made a motion, seconded by Commissioner McGinn to adjourn the meeting at 8:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary





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



**MINUTES  
ANNUAL BOARD MEETING  
May 28, 2019**

**1. Roll Call:**

The annual meeting of the Hoffman Estates Park District Board of Commissioners was held on May 28, 2019 at 8:40 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

Also Present: Executive Director Talsma, Directors Hopkins, Kapusinski, Hugen, Bechtold

Audience: Comm Reps Winner and Aguilar

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

Commissioner K. Evans 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. Election of Officers:**

A. President:

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to open the nominations for president. Motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to nominate Robert Kaplan for President.

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to close the nominations for president. The motion carried by voice vote.

President Kaplan asked for the vote to approve Robert Kaplan for president. The motion carried by voice vote.

B. Vice President:

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to open the nominations for vice-president. Motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Commissioner Bickham to nominate Lili Kilbridge for Vice -President.

Commissioner McGinn made a motion, seconded by Commissioner Bickham to close the nominations for vice-president. The motion carried by voice vote.

President Kaplan asked for a vote to approve Lili Kilbridge for vice-president. The motion carried by voice vote.

**6. Appointment of Officers:**

A. Treasurer:

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to appoint Commissioner K. Evans as Treasurer. The motion carried by voice vote.

B. Assistant Treasurer:

Commissioner K. Evans made a motion, seconded by Commissioner Kinnane to appoint Director of Finance and Admin Nicole Hopkins as Assistant Treasurer. The motion carried by voice vote.

C. Secretary:

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to appoint Executive Director Talsma as Secretary. The motion carried by voice vote.

D. Assistant Secretary:

Commissioner Bickham made a motion, seconded by Commissioner Kilbridge to appoint Commissioner R. Evans as Assistant Secretary. The motion carried by voice vote.

7. **Annual Appointments:**

A. Attorney:

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to appoint Ancel Glink as Attorneys for the park district. The motion carried by voice vote.

B. NWSRA Member District Representative:

Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to appoint Executive Director Talsma as NWSRA Member District Representative. The motion carried by voice vote.

C. NWSRA Member District Alternate Representative:

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to appoint Superintendent of HR/Risk Management Leninger as NWSRA Member District Alternate Representative. The motion carried by voice vote.

8. **Committee Appointments:**

A. Administration & Finance Committee:

Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to appoint Commissioner McGinn as Chairman of the Administration & Finance Committee and Commissioner Kilbridge as the Vice Chairman. The motion carried by voice vote.

Commissioner Bickham made a motion, seconded by Commissioner McGinn to appoint Steve Winner, Kathy Musial, Hosep Utas, Raj Chhatwani and Denise Wilson as Community Representatives to the Administration & Finance Committee. The motion carried by voice vote.

B. Building and Grounds:

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to appoint Commissioner Kinnane as Chairman of the Building & Grounds Committee and Commissioner R. Evans as the Vice Chairman. The motion carried by voice vote.

Commissioner K. Evans made a motion, seconded by Commissioner Kinnane to appoint Marc Friedman, Chad Bettencourt, Lauren Sernett, Suzanne Poeschel and Patricio Aguilar as Community Representatives to the Building & Grounds Committee. The motion carried by voice vote.

C. Recreation Committee:

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to appoint Commissioner K. Evans as Chairman of the Recreation Committee and Commissioner Kinnane as Vice Chairman. The motion carried by voice vote.

Commissioner K. Evans made a motion, seconded by Commissioner Bickham to appoint Hap Wittkamp, Susan Neel, Linda Dressler, Pearl Henderson and Ian Macdonald as Community Representatives to the Recreation Committee. The motion carried by voice vote.

D. Ad Hoc Committee: Forward Planning Committee:

Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to appoint Commissioner Kilbridge as Chairman and Commissioner McGinn as Vice Chair of the Ad Hoc Forward Planning Committee. The motion carried by voice vote.

Commissioner Bickham made a motion, seconded by Commissioner K. Evans to appoint Joe Veronico, Patricio Aguilar, Kathy Musial, Lauren Sernett, Hap Wittkamp and Ian Macdonald as Community Representatives to the Ad Hoc Forward Planning Committee. The motion carried by voice vote.

E. Senior Liaison:

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to appoint Commissioner R. Evans as the Liaison for the Senior Commission. The motion carried by voice vote.

F. Village Bicycle and Pedestrian Advisory Committee Liaison:

Commissioner Kilbridge made a motion, seconded by Commissioner Bickham to appoint Commissioner K. Evans as the Liaison for the Village Bike Path Committee. The motion carried by voice vote.

G. Executive Director Review Committee Chairman:

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to appoint President Kaplan as Chairman of the Executive Director Review Committee. The motion carried by voice vote.

9. **Commissioner Comments:**

None

10. **Adjournment:**

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to adjourn the meeting at 8:50 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. 1042**

**EXECUTIVE DIRECTOR'S REPORT**

**June 2019**

**PARKS DIVISION**

**ICE RINK**

The soils at the ice rink are all above freezing and we entered the two week drying period. The schedule of plans with tentative dates is as follows:

- As of now, the MN Ice folks will be back on site June 18th to remove the mats and heating equipment. This will take 3 days.
- June 21- July 3rd - MN Ice guys will be installing the mains outside the rink and to rink 2. At this time we will be scheduling the GPR sub and scheduling the soil boring subcontractor. Jim will be letting us know where he wants the 6 @ 15' deep wells drilled. We will also resurveying the concrete subfloor using a benchmark that is away from the rink and surrounding perimeter.
- Based on what we find from this data, we should be able to run the "large vibratory compactor" over the concrete subfloor.
- At this point we will know how to proceed. If we can continue, MN Ice is scheduled to start floor construction July 8th. If we have to alter the concrete subfloor then we will have to develop a new schedule.

**TC ROOF**

The TC North Roof project experienced a lot of days off this past month due to weather. When DCG Roofing was able to work, good progress was made. While many areas of the roof are completed in sections and are not fully completed the low slope PVC roof has been completed and had its first walk through on June 6<sup>th</sup>. During the walk through they check seams, connections and tie in's to mechanical system. The walk through went well with a couple minor repairs to be completed by next walk through.

**SEASCAPE FAMILY AQUATIC CENTER**

April is the month that the seasonal crew for Seascape Family Aquatic Center comes back to work and starts getting the facility ready for the pool season. Lots of work was accomplished at Seascape the past two months. Three different contractors visited the facility to complete the new hot water system in the locker rooms, new concrete at joint expansions and tube slide wall repair and the painting of the slides. Along with this staff was busy painting lockers room, setting up the tents, umbrellas,

windscreens and cleaning the pool. Staff is prepared to start filling the pool on Friday May 17<sup>th</sup> in time for opening day on Memorial Day weekend.

The facility was in good shape with newly refurbished water slides, hot water in the showers in both locker rooms and a repainted and patched pool bottom. Along with getting the pool ready it was also time to get the splash pads up and running.

### **WILLOW AND COMMUNITY PARK PLAYGROUNDS**

The new playgrounds at Willow and Community Park have been heavily affected by the weather. The construction team continued to remove playground material from Willow and Community Parks. Once all the equipment was removed from Willow and Community, staff started to concentrate on removing the sidewalk that split the park at Community and the entire splash pad, fitness playground curb and sidewalk. Removing all the concrete was a large undertaking that was completed in house. We were able to secure a place to bring the concrete free of charge (they turn it into crushed stone) and after multiple trips we had the concrete removed. The next steps were to remove all the old mulch from the fitness park at community as that is the location of the new splash pad. While removing the mulch in house staff starting laying out the splash pad and completing all the earth work for the contractor to set up frames for all concrete. Weather delayed this process by over two weeks but I am happy to report that all concrete has been poured and we are just waiting on the above ground features to arrive. The splash pad should be open for the July 4<sup>th</sup> weekend, assuming no setbacks.

### **SOUTH RIDGE PARK**

South Ridge Park is in the planning and permitting stages. HE Parks Staff met with Village representatives to outline the scope of work and inquire about any and all permitting requirements from the Village. WT Engineering is developing the drainage and flood water plans for MWRD permit and in house staff is planning soil borings and wetland delineations. The timeline for the project is to have a plan to the Village board in August, MWRD permit secured in September and go out to bid for contractors in October.

### **ATHLETIC FIELDS**

Athletic fields received their annual spring maintenance this past month that involves fertilizations, broadleaf control and aerification. Sharing equipment with the golf course has allowed the crews to finish in a timelier manner, by using the aerifier and tractor mounted spreader for applications.

While trying to get numerous baseball/softball fields open following all the rain events the ball field crew also assisted the construction team in building our first Cricket Practice facility at Canterbury Fields. The cricket practice facility consist of an 80 foot long bowling lane for the pitcher and batter that sits on 6-8 inches of framed crush limestone and a roll of synthetic turf. The cage is 60 feet long and enclosed on three ends, the open end is for the pitcher to run while making the pitch. The complete area was finished on June 6<sup>th</sup> and open for practice June 8<sup>th</sup>.

## **PARK GROUNDS**

May was a tough month for the park grounds crew as the weather did not cooperate at all. Numerous of our parks and open space are designed as detention areas for surrounding homes. The crew does a great job of maintaining these grass areas at 3 inches but with all the rain fall we were unable to even get mowers into numerous parks and grass was over two feet in length. As of 6/14/2019 all district park land has been mowed (at many different heights) with a goal to have them all back to 3 inches by 6/21/2019.

## **OTHER**

Vogelei and Tropicana both were up and running for Memorial Day weekend, there were some wiring issues at Princeton that required new wires to be bored from the point of entry. Once this work was completed, Princeton was up and running as of June 6, 2019.

Recently the pond aerator at Vogelei Park has went down. Currently there are no fountains in at Vogelei as we are looking into a proper size fountain and the correct wiring to run the proper fountain. Pond depth and surface are part of this equation. The pond is being treated for algae to avoid buildup while no fountain exists.

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

- Water on in Dog Parks, drinking fountains and athletic fields
- Photo cell replacement at light at Locust Park
- Inducer motor installed on lap pool boiler at The Club
- Ignition and gas valve on TC spa boiler were replaced
- Irrigation startups
- Soccer goal mouth repairs
- Landscape weeding
- Sports field stripping
- Playground mulch groomed at all playground sites
- Backstop and fencing was removed from Maple Park prior to construction
- Ballfield mix installed in premier fields infields
- Playground canopies installed
- Build and install planter boxes for preschool classrooms
- Vehicle inspections
- Repairs to all district equipment as needed
- Vehicle emissions test completed on required vehicles
- Preventative mower maintenance



## Recreation Division



### Upcoming Events

- June 15 – Hoffman Walks
- June 16 – Father’s Day Pool Party at Seascape
- June 28 – 50+ Sock Hop
- June 28 – Movie Night at Seascape
- July 4 – Parade & NW Fourth Fest

## Administration

Alisa Kapusinski and C&M Manager, Katie Burgess, attended Parks Day at the Capital on May 1.

Alisa Kapusinski presented to MacArthur School 3<sup>rd</sup> graders at their Community Helpers Day alongside the Police & Fire department staff.

Hoffman Walks was held in conjunction with Kids to Parks Day on May 18. We had 12 participants walk Black Bear Park path and listen to a nature talk from Steve Bessette.

Alisa Kapusinski & Dustin Hugen attended a roundtable event hosted by the Cook County Forest Preserve at their Rolling Knolls facility with area partners. This event was a great opportunity to connect and build new partnerships. The Rolling Knolls is a new facility near our Black Bear Park in West Hoffman Estates.

Program surveys were distributed to the following programs: preschool, 3’s playschool, 2’s playschool, ELC, early childhood enrichment, and dance.



### Triphahn Center



### Willow Recreation Center

#### Triphahn Center Fitness and Operations:

<u>Membership</u>	<u>5/31/18</u>	<u>1/1/19</u>	<u>5/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>884</b>	<b>809</b>	<b>889</b>	<b>+80</b>

#### Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>5/31/18</u>	<u>1/1/19</u>	<u>5/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>347</b>	<b>329</b>	<b>319</b>	<b>-10</b>

On May 18, through a partnership with Sears Centre/Village, we offered a free yoga class, Yoga by the Lake at Village Green. Instruction was provided by The Club. There were 20 attendees at this first event. Additional free yoga classes will be offered once a month in June, July & August.

The health insurance reimbursement programs have officially been launched. Silver Sneakers (65+ on Medicare), Prime (18-64 year olds with BCBS IL) and Renew Active (United Healthcare Medicare) free membership packages are setup and memberships are now being sold. Each month staff must report the total attendance back to the health insurance provider for reimbursement.



### *Dog Off-Leash Areas*

<u>Dog Park Passes</u>	<u>5/31/18</u>	<u>1/1/19</u>	<u>5/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>701</b>	<b>683</b>	<b>679</b>	<b>-4</b>



### *General Programs*

#### **Special Events:**

On Saturday, May 4, we hosted the Johnson Field Dedication at Fabbrini Park. The three baseball fields there were dedicated to the Johnson family who put many years of time and effort into the baseball program years ago.

Kids to Parks Day was held on Saturday, May 18 at three different locations this year – Black Bear, Huntington, and Victoria Parks. A park clean-up was held at 9am at each park, along with a Hoffman Walks, Fishing Clinic and Disc Golf Demo at Black Bear, and then a variety of activities at 10am. Attendance was a bit low (between 20-50 people at each park), but all who attended really enjoyed the event. Staff will evaluate the format when planning next year’s event.

#### **Programs:**

The dance season concluded this month with its annual dance recital. Four shows took place at Hoffman Estates High School on May 25. One show for Willow dancers, two shows for Triphahn dancers and the final show for Hoffman Stars Dance Company showcase.



### *50+ Club*

<u>50+ Membership</u>	<u>5/31/18</u>	<u>1/1/19</u>	<u>5/31/19</u>	<u>YTD Var. +/-</u>
<b>Total Members</b>	<b>416</b>	<b>397</b>	<b>387</b>	<b>-10</b>

A new, unique 50+ event was held this month in conjunction with our sponsor, Lutheran Homes. It was called May Magic, and 50+ members traveled to the Lutheran Homes location on Thursday, May 10. Lunch and entertainment was provided by Lutheran Home, and 20 of our members were able to mingle with other members and Lutheran Home residents.

There are 90 participants in 50+ Fitness classes this spring compared to 75 last year.

Three 50+ trips were offered in May with 40 participants.

A Billiards 201 class was offered during the month of May lead by two 50+ members. There were 9 in attendance.

Mah Jongg Mondays continues to grow! New instructional classes will be added in fall.

Sock Hop planning committee met this month to finalize the details for the special event held in late June.



## Early Childhood

The ELC and Preschool programs recognized Teacher Appreciation Week from May 6-May 10. Each parent was sent a list of their teacher's favorite things to help with gifts and crafts throughout the week. Appreciation activities included:

- Wear your teachers favorite color
- Bring your teacher a homemade card
- Write a sticky note to place on your teachers poster board
- Fingerprint tree
- Bring in a small gift

### May Preschool & ELC enrollment:

Preschool/ELC:	5/2018	5/2019	Var. +/-
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	121 TC 59 WRC	-15
Early Learning Center	30 - TOTAL	32 – 5 days 5 – 4 days 10 – 3 days 3 – 2 days 50 TOTAL	+20

Enrollment for next year's preschool (Sept 2019 – May 2020) has begun, with enrollment to date as follows:

	<b>19/20</b> (Registration sill open)	Last Year May for 18/19 school year
Threeschool	15 TC (Full) 8 WRC	15 TC (full) 12 WRC (Full)
2's Playschool	21 TC 8 WRC	29 TC 24 WRC
Preschool	109 TC 59 WRC	121 TC 73 WRC
<b>TOTAL</b>	<b>220</b>	<b>274</b>



### School Age - STAR and Day Camps

#### STAR:

STAR Enrollment for 18/19 school year:

<b>STAR</b>	<b>5/2018</b>	<b>5/2019</b>	<b>Var. +/-</b>
District 54	354	376	+22
District 15	57	59	+2
KSTAR District 15	13	20	+7
<b>Totals</b>	<b>424</b>	<b>455</b>	<b>+31</b>

Enrollment for next year's STAR (Sept 2019 – June 2020) has begun, with enrollment to date as follows:

District 54 – 294

District 15 – 41

KSTAR – 23

Total = 358

#### No School Days:

- There were 3 Days Off programs in May for D54 and D15:
  - Wednesday, May 1 Poplar Creek Bowl D54 (71)
  - Thursday, May 2 Poplar Creek Bowl D15 (19)
  - Friday, May 3 Giorgio's Pizza D15 (24)

## Summer Camps:

The final camp staff hiring process was completed this month. Camp trainings were held on May 22, 28 and 29. Due to the school's snow/cold days, our week 1 of camp was cancelled. The start of camp was delayed one week to start June 10 this year.



## Youth Athletics

### Outdoor Soccer-

- Hosted a Chicago Fire Group Outing on May 8.
- There are 260 players this season compared to 212 last year.
- A new "elite" soccer league is being developed for the fall league (similar to the baseball N60 program). Tryouts will be held in June.

### Outdoor Adventure –

- May 18 free Fishing Clinic had 38 participants. (30 pre-enrolled with 8 drop-in).

### Cricket -

- Youth Cricket Program is set to begin June 1. To date there are 24 children enrolled in this new summer program.

### Basketball –

- Adult basketball leagues started for summer with 6 teams. (This program did not run last year).
- Staff is working with Options Basketball to offer training programs for our in-house leagues.

### Baseball/Softball –

- Summer softball league has 12 teams compared to 13 last year.
- There are 243 baseball players compared to 209 last year.
- The N60 U10 team completed a Memorial Day Tournament
- Players participated in a Community Day hosted by Hoffman Estates High School on May 3.

The athletics department held a give-back event at Feed my Starving Children on May 15 for teams and families. There were 86 people in attendance.



## Ice Operations

Special Events: Mother's Day skate was held on May 12 with approximately 40 participating. Try Figure Skating for Free was held on May 19 with 25 participants. Try Hockey for Free was held on June 1 with 10 participants.

Lessons: Spring Figure Skating Lessons & Spring Hockey lessons ended in late May. There were 80 children in the hockey lessons (compared to 152 last year) & 26 in Floorball. There were 226 in figure skating lessons (compared to 221 last year). Registration is now open for the summer session. Little Blackhawks concluded with 55 players (compared to 54 last year) on June 1 with excellent reviews by parents whose children participated.

Leagues: Spring Hockey leagues are now competing in playoffs for the NWHL league. There were 159 players in spring league (compared to 154 last year). Moose Jaw league begins June 10 with 29 teams registered (compared to 31 last year).



## Aquatics

There are 904 Seascape passholders to date for 2019 compared to 986 at this time last year for the 2018 season. Last May, we had the record heat over Memorial Weekend which drove a lot of May sales for opening weekend.

Seascape opened to a cold rainy Memorial Day weekend. We are hoping the weather breaks and turns warm and dry as crowds have been low so far.

With Hanover Park Park District pool closed this summer, Seascape will be hosting all Hanover Park Park District campers twice a week for a daily per camper fee. In addition, Hanover Park residents are able to take advantage of resident rates for pool passes and daily admission.

Swim Lessons start at Seascape on June 10. New this year – Seascape passholders are eligible for 10% off lessons at Seascape.

Movie night is June 28, the first movie is Hotel Transylvania 3: Summer Vacation.

New this summer at Seascape is Noodle Night, Wednesday, June 12 from 5:30pm-7:30pm. Guest can bring their own noodles or borrow one of ours to float on in the pool. Also new is Teacher Tuesdays, the first Tuesday of the month, teachers can get in free with their school ID.

Father's Day Pool Party is always a big hit with the dads and their families. During adult breaks we have multiple contests and games for the dads to participate. The frozen t-shirt contest, largest cannon ball or the tube races are some of the favorites.



## *Communications and Marketing*

An updated heparks.org homepage will be rolling out very soon. This will be mobile responsive and have a few new features including four hot buttons and a better layout.

### **Design Work:**

- Fishing Guide
- Soccer Patches
- Seascape Summer Events & Facility Signage

### **Marketing Campaigns / Promo:**

- Summer Camp
- Dance Company (Stars) Tryouts
- Pool Pass Flash/Splash Sale
- Fitness FITGO game
- Summer Fitness Pass
- Renew Active fitness membership
- Senior Painting events
- Free Mulch
- Garden Plots
- Board Member vacancy

### **On Site Promotions:**

- Kids to Parks Day
- Yoga by the Lake

### **Press Releases / Print Media:**

#### **Press Releases:**

- Mike Bickham leaves the board \*
- Fishing Classes \*
- Johnson Field Dedication \*
- OSLAD Grant (submitted in February) – published in May \*

(\*) = published

### **Special events – Promotion & Design:**

- Try Figure Skating & Try Hockey for Free
- Yoga at the Park (at Village Green)
- Johnson Field Dedication
- National Kids to Parks Day
- Community Garage Sale
- Mother's Day Skate
- Foundation Golf Outing

### **Eblasts:**

- Age group programs targeted emails to: Adults, children and preschool age
- 50+ Email
- Wolf Pack
- Summer Entertainment
- Camp/Meet Counselors
- Celebri-Tee Golf Outing
- Seascape – passholder reminders, final sale

### **Social Media:**

- 76 posts in May: including 4 videos & 2 live streams
- 17 events created in Facebook with a reach of 42,559 people.
- Top interactive posts:
  - 1) Community Garage Sale – 9700 reach & 494 interactions
  - 2) Kids to Parks Day – 6100 reach & 341 interactions
  - 3) Seascape Opening Day – 4800 reach & 206 interactions
  - 4) Day Off School – 2328 reach & 153 interactions
  - 5) Free Mulch – 2839 reach & 322 interactions

### **# of Followers:**

HEParks Facebook: 3811 (+308 from last month)  
HEParks Twitter – 972 (+9 from last month)  
HEParks Instagram – 240 (+16 from last month)  
Bridges Facebook – 853 (+3 from last month)  
The Club Facebook – 1406 (+7 from last month)  
50+ Facebook- 85 (+6 from last month)  
Wolfpack Facebook- 74 (+1 from last month)  
Figure Skating Facebook – 57 (+1 from last month)



## **Website:**

40,097 visits to HEParks.org

Highest visit days:

1. 2,222 visits on May 31 – first hot day of summer of which 1,126 visits were associated with Seascape pages
2. 1,880 visits on May 28 – Summer Camp & Seascape
3. 1,874 on May 21 – Camp & Seascape

Website Traffic:

- 68.5% of viewers were new visitors to the site
- 58.5% of visitors to HEParks.org are women
- 55.64% of visitors accesses HEParks from their mobile device

Highest visited pages: Homepage, Program Guide, Camp, Seascape

## **Newly Acquired Advertising and Sponsorships**

Alden Poplar Creek                      50+ Open House Sponsor

Baskin / Dunkin                          Marquee

Kenneth Young Center                  Marquee

Webster Dental Care                    PIP Sponsor

In communication with four companies for marquee advertisements.

Friends of HE Parks:

Gold Sponsor – WT Engineering

Gold Sponsor – HE Community Bank

Silver Sponsor – Austin Meade/Taft, Stettinius & Hollister

Golf Outing:

Golf Cart Sponsor – Gold Rush Gaming

Golf Cart Sponsor – Ancel Glink

Hole Sponsor - Chicago Marriott Northwest

Hole Sponsor -Amzo Zip

Hole Sponsor -Arlington International Racecourse (Trade Sponsorship)

Hole Sponsor -Friends of Scott Triphahn (Dean Bissias, John Wilson, Ray Ochromowicz, & Jeff Braun)

Hole Sponsor -Friends of Scot Triphahn (Sue Triphahn)

Hole Sponsor -Jewelry & Coin Mart

Hole Sponsor -Allianz Global Investors

Hole Sponsor -Sequoia Wealth Management

Hole Sponsor - UPS – Streamwood Location

Hole Sponsor - Allen Gabe

## **PARENT FEEDBACK COMMENTS:**

### **STAR PARENT:**

*Good morning Martha,*

*I hope you are well. I hope it's not too late but I wanted to send you an email about the STAR staff at Armstrong.*

*My daughter, Victoria, is enrolled in the early and late sessions with STAR. We absolutely LOVE the staff.*

*Jasmine is so good with the kids, not just my daughter. I've watched her with the kids when I'm picking Victoria up and she is just a ray of sunshine. She is such a good leader. She treats the kids with respect and is very kind to them. They respect her because she is very understanding and helpful.*

*Connor was such a great addition. We got lucky when he came to Armstrong. He has a great authority figure about himself. He too is sweet with the kids.*

*Cameron is so fun! He plays with the kids and interacts with them. The kids are so happy when Cam is there.*

*Mrs. Pam is awesome! She too is a mother figure and is so kind to my kiddo. She has positive and encouraging talks with my daughter when she gets dropped off in the morning.*

*The four people at STAR are amazing! I cannot express how happy I am and so grateful that my child has wonderful, kind, and understanding people watching her when I am not around. She is always happy when I pick her up. She tells me how one of them is always helping her or playing, coloring, etc with them.*

*Thank you again for the wonderful staff. I hope they will be back at Armstrong the coming school year. I sincerely appreciate them and all of their hard work.*

*Sincerely,*

*Rita Lazar*

### **HOCKEY PARENT:**

*Dear Mr. Craig Talsma,*

*On the ice you can easily identify my child as the kid with the weak ankles on the Midget hockey team. My son has the characteristics of Asperger's, ADHD, sometimes needs extra time to process information, and some gross motor challenges. My husband and myself have always had slightly different goals for our son Morgan when he participates in extracurricular activities. We are not hoping for a goal or some amazing skating ability. We are hoping our child is included, not bullied, making progress in his skating ability, and having fun. We are not new to Wolfpack. My son has skated at HEPD since 2008. We have had some great and so-so years. But this year has been **amazing**.*





*My son, Morgan Rees is ending his 1st year as a Midget. Randy put me in touch with Coach Nikki Sullivan. She embraced Morgan's quirkinesses immediately. She encouraged her previous Midget players to accept and support Morgan and that action set the tone for the year. The older Midget players did an amazing job setting the precedent to include and accept Morgan. The players experienced Morgan's quirkiness and social miss steps, but still continued to accept, include, and support him. Most importantly he was treated as a teammate and friend not an obligation to accommodate into the group. For his first season ever, he was not partner less or last person repeatedly to be picked to partner with for drills. As a result, Morgan feels safe and knows his team will support him and likewise he will always be loyal to them.*

*Thank you for the opportunity of offering Midget (High School) no cut house league hockey (NWHL). Thank you for the continued support of inclusion opportunities for children with disabilities. Thank you HEPD for your efforts to provide, train, and continued support of quality Hockey Coaches. It has made a lasting positive impact on how my son approaches team work, sportsmanship, how to be coach able, and handle social situations.*

*Sincerely,  
Kim Rees*

## **Bridges of Poplar Creek**

### **General Programs**

-  Golden Bears started off our Jr Program for the season. The class had 19 participants. Each student receives general fundamental instruction on the golf swing as we introduce them to the game. They also receive an iron and putter for participating in the class.
-  We are in our third year with the PGA Jr Golf League. Our roster is set with 9 PGA Junior League Members. Practices and meets will start in June.
-  Demo Day is set for Thursday, June 13th. We have multiple vendors attending which will provide our customers the chance to demo the latest golf clubs on the range.
-  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
4,034	4,044	3,688	3,913	3,439	3,824
YTD ROUND TOTALS					
2015	2016	2017	2018	2019	5 Year Average
7,051	7,870	7,565	6,718	5,429	6,927

## Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2015	2016	2017	2018	2019	5 Year Average
2,558	2,954	2,496	2,674	2,612	2,659
YTD RANGE BASKET SALES TOTALS					
2015	2016	2017	2018	2019	5 Year Average
4,710	5,381	5,248	4,542	4,633	4,903

## Pass Sales

<i>Resident Passes Thru May</i>	2017	2018	2019
Resident Annual	4	0	0
Resident Individual	102	59	22
Resident Junior	2	4	0
Resident Senior	61	73	49
Total Resident Passes Sold YTD	169	136	71

<i>Non Resident Passes Thru May</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
Non-Resident Annual	1	1	0
Preferred TT Pass	116	80	104
Non-Res Individual	11	11	3
Non-Res Junior	0	0	2
Non-Res Senior	48	48	35
Total Non-Resident Passes Sold YTD	176	140	144

### Hole In One Contestant Update

<b>HOLE IN ONE MONTHLY SALES TOTALS</b>			
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>0</b>	<b>254</b>	<b>249</b>	<b>276</b>
<b>YTD HOLE IN ONE SALES TOTALS</b>			
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>0</b>	<b>537</b>	<b>475</b>	<b>362</b>

### Communications & Marketing

#### Marketing/Advertising










7 Email blasts went out promoting pass sales, pga jr. league, bridges' match play tournament, ladies' league, couples' league, course play



Increased inventory of usable photos by taking pictures (on-going initiative)



Increased Facebook page likes by 19

-  Created Facebook “events” for upcoming Bridges/PD happenings
-  Continued regular Facebook posts to promote golf & interaction with followers
-  Continued #ProTipTuesday posts
-  Continued targeted campaign on Facebook & Instagram for Weddings at Bridges
-  Posted Bridges Leagues & happenings to Daily Herald calendar
-  Established & scheduled marquee signage for upcoming events
-  Attended Kids to Parks Day to promote Bridges of Poplar Creek Country Club (prize wheel, branded table cloth, branded tent, collateral, giveaways)

## **Food & Beverage**

For the month of May we had 19 (22 Events in 2018)

7 breakfast meetings servicing 328 guests

3 showers servicing 117 guests

1 1<sup>st</sup> communion servicing 68 guests

1 dinner servicing 75 guests

1 IAPD meeting servicing 34 guests

1 ceremony only servicing 75 guests

3 ceremony/receptions servicing 477 guests

2 golf outings servicing 130 guests

For the month of June we have 25 events (23 Events in 2018)

4 breakfast meetings servicing 100 guests

1 100<sup>th</sup> birthday party servicing 60 guests

3 showers servicing 140 guests

3 ceremony/receptions servicing 334 guests

1 wedding reception only servicing 214 guests

11 golf outings servicing 1119 guests

1 dinner servicing 34 guests

1 in house dance team awards dinner servicing 30 guests

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 May our high averaged 74 degrees (5 degrees below average) and low averaged 41 degrees (2 degree above average). The big story of May has been rainfall; we received 6.58" (3.68" average) over 19 days in May. O'Hare saw a record breaking 8.25" for the month, recording rain 21 days in May. To say May was wet was an understatement. The 6.58" of rain we received in May totals to about 26.3 million gallons of water that fell on the 147 acres at Bridges of Poplar Creek. To put that large number in perspective, that is enough water to fill Seascape about 70 times. In May we saw 17 total playable\* days (54%) and weekends in May we had 3 playable\* days (37%).

\*Playable is being defined as highs between 55-90 degrees and less than .05" rain.

May was a very challenging month with all the rain. We were very limited in what tasks could be accomplished due to conditions and had to squeeze a lot of work into the few dry stretches that we had. One of the largest challenges that we dealt with was keeping up with the rough, it just grows so quickly this time of year and with wet conditions our large machines were not usable every day. Luckily we were able to catch back up at the end of the month when we got few dry days in a row. The rain was very helpful in establishing the new tee on 12 though; it was opened for Memorial Day weekend.

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

- Golf Course Superintendent Bill Meyer attended education put on by the Illinois Turfgrass Foundation discussing genetics and new varieties of bluegrasses on the market.
- Fertilized greens, tees, fairways, and roughs.
- Applied preventative pesticide applications on greens, tees, fairways, and rough.
- Cultural practices; topdressed and needle tined greens
- Mulched all flower beds on the property.
- Started auditing irrigation system to prepare for upcoming season.
- Cleaned up debris and fixed bunkers from multiple storms.



<b>May Membership Totals</b>	<b><u>5/31/2018</u></b>	<b><u>5/31/2019</u></b>	<b><u>1/01/2019</u></b>	<b><u>Var. +/-</u></b>
Totals	<b>3097</b>	<b>2881</b>	<b>2881</b>	<b>0</b>

#### Member Services

- We had an uptick in new member sales in May, surpassing our goal of 105 by 11, for a total of 116 new members. The membership team worked diligently to proactively contact those who visited the club on guest passes, and follow-up with phone call inquires. E-mails went out to potential members toward the end of the month offering a reduced enrollment fee to those who signed up before month's end.
- In May, we have been reviewing, in detail, our automated email system called Retention Management, which sends out emails to new and existing members. The General Manager and Marketing Manager will take the first weeks of June to make some changes to the content of these emails to make them more engaging than they are currently. There are other opportunities



within this service to help the membership team with reaching out to members who have not visited in 4-5 weeks and try to retain those members by getting them re-engaged with the Club.

- In May, we planned our next *Club Connections* meeting. With this next Club Connections meeting, we have invited both our new and long-time members to be sure they are “plugging in” to all we have to offer. The next meeting is scheduled for June 29<sup>th</sup>, and we will orient the members to all of our program offerings, and introduce everyone to the MyZone system, a new technology we are bringing into the facility.
- We sent a member services representative out to Regis in mid-May, a group of offices in the business park. We were well received by the tenants at Regis, and all in attendance were very interested that a corporate membership was an option for them.
- May 14<sup>th</sup> was the final event for the Fittest Loser contest we participated in. The event was held at Chandler’s in Schaumburg, and we sent both of our Member Services representatives to set up a table at the event. We brought out table top prize wheel and gave out guest passes, buckets of balls, small giveaways, and granola bars to those who wanted to spin the wheel.
- We have decided to cancel the Club app service for now, as the feedback from the survey we sent out indicated this is not something people are looking for or would use.

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

- We hosted a very large HS basketball tournament at the facility sponsored by Adidas. The tournament ran smoothly, with concession sales run by both HEparks and for the first time at The Club, Garibaldi.
- The Operations Supervisor and General Manager had a great time joining the rest of the District staff at the Kids to Parks Day on May 18<sup>th</sup> at Black Bear Park.
- Our May Parent’s Night Out event was held on May 18th, with 19 kids in attendance. Culver’s, Hoffman Estates, provided complimentary custard to all participants.
- May personal training and Pilates sales were as follows:
  - (4) packages of the 1 hour 10 session PT
  - (4) packages of the 1 hour 3 session PT
  - (1) packages of the 1 hour 5 session PT
  - (1) single one hour sessions PT
  - (1) package of 5 session Pilates
  - (1) package of the 1 hour 10 session semi-private
  - (1) package of the 1 hours 5 session semi-privat
- Our Fitness Supervisor and Personal Training Coordinator have created a “goals sheet” that the members services team will be asking each new member to complete. The intention of this is to initiate contact from the fitness team with each new member to connect them with services or offers that will help them get results. The MS team began to hand out these goals sheets Mid May.

- We have ordered the MyZone heart rate monitor system for the facility. Once we have this set-up with help from the IT department, we will introduce and teach the staff how to use it, and plan for a roll out and marketing plan for the members. In short, this system will help members monitor their progress, track their work outs, get rewarded (with points) for their effort, and will allow us to communicate with them and run contests within the accompanying app.

### Aquatics:

	Winter I	Winter II	Spring I	Summer I	Summer II	Fall I	Fall II	<b>Total Indoor Swim</b>	Summer Seascape
2014	193	236	304	284	320	287	228	<b>1852</b>	597
2015	167	209	325	299	575	300	203	<b>2078</b>	457
2016	150	168	298	292	0	280	208	<b>1396</b>	542
2017	137	206	274	264	240	259	195	<b>1575</b>	352
2018	172	<b>143</b>	251	239	192	202	165	<b>1364</b>	285
<b>2019</b>	137	133	208	227					

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

### Marketing:

- 🔧 Developed Summer Fitness Frenzy (\$5 enrollment) to encourage membership
- 🔧 Monitor The Club website SEO targeting to improve position on web
- 🔧 Updated The Club website to include current promotions, information & content updates
- 🔧 Continued regular Facebook posts to promote fitness center & interaction with followers
- 🔧 Signage Overhaul Project has begun; likely to be 3-5 phase project to include ALL signage.
- 🔧 Reviewed survey data
- 🔧 Developed Marketing Plan for The Club; for use with CMS
- 🔧 Created Bounceback & Leads Offer Emails through Constant Contact
- 🔧 Attended Kids to Parks Day with Table Activation (prize wheel, branded table cloth, branded tent, collateral, giveaways)

## ADMINISTRATION & FINANCE

### **A. Finance/Administration**

- Don Shaw with Lauterbach and Amen presented the 2018 annual Comprehensive Financial Report (CAFR) in draft form at the May 28<sup>th</sup> meeting, which received approval from committee and board. Finalized bound and PDF copies will be received the first week of June for filing requirements with governmental and financial institutions.
- The negotiations with American Express have been finalized and unfortunately not in the Foundation's favor. American Express determined that they were not going to gift any additional points to cover the difference between the plan when the points were earned and when the points were reinstated. The back owed points received from American Express in November of 2018 for the prior year totaled 718,097. Those points as well as approximately 200,000 points that existed on the account should have been able to be redeemed at the 1%, for a total of \$9,180. But based on the timing of receiving the back owed points, and the Just Give donation program changing, we were only able to redeem those points at the .7%, for \$6,426. Combined with points earned since November 2018, staff submitted to redeem 1,314,286 points for a total donation to the Foundation for \$9,200, which we anticipate receiving within 4 weeks.
- Attended the PTAB (Property Tax Appeals Board) Consortium meeting on May 6<sup>th</sup>. The consortium is a group of local governments that work collectively with legal counsel in settling property tax assessment disputes. Updates were provided on some larger settlements as well as some changes in billing by legal counsel for tax objection complaints.
- Attended the Municipal Spring Breakfast hosted by Barrington Bank & Trust.
- Attended a Recession Readiness Webinar held by PFM (Public Financial Management), the advisory firm that manages our annual cash flow.
- Transitioned WebTrac design maintenance to C&M.
- New features/processes in RecTrac:
  - Creation of new activity structure for swim lessons beginning with the fall 2019 registration.
  - Setup of 13 new programs with 21 new sections.
- Payroll Cycle Processing
  - 05/03/19        \$296,736.89
  - 05/17/19        \$300,600.12
  - 05/31/19        \$312,774.55

### **B. Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. TC/WRC/The Club Fitness Centers
  - b. ELC (weekly)
  - c. 50+
  - d. Sponsorship/Marquee Signs

- Administrative
  - a. Assisted with SRT ticketing and event sponsorship enrollment
  - b. Assisted with system setup of Golf Moose
- Administrative Registration for:
  - a. Financial Assistance
  - b. Foundation Giving Tree
  - c. District 54 Scholarship
  - d. PTA Scholarship
  - e. DHS Camp
  - f. Hockey Tournament

**C. Human Resources**

- Processed 33 new part-time hires and 5 new volunteers.
- Attended PDRMA Armed Intruder class at Woodridge Park District.
- Received 1<sup>st</sup> quarter 2019 unemployment bill, \$39,000, lowest over last five year period and over \$10,000 less than 2018.
- Committee started process of numbering all doors in facilities for dual purposes of evacuation route labeling and GIS asset tracking.
- Worked with GIS/Parks Services Administrator to begin entry of door numbering system into GIS.
- Worked with IT to complete walkthroughs of each facility to assess status of alarms and ingress/egress points.
- All PT seasonal staff were reactivated as applicable and their historical employee files scanned into BSA for more efficient access.

**D. Technology**

- Have begun deploying the new desktops as a part of the annual replacement, 16 out of 21 deployed.
- Completed the walkthrough of all facilities. Alarm zones have been identified and each sensor or monitor was tested. Working with ADS Alarm to rename zones, audit hardware, and inspect/repair certain sensors at each facility.
- Seascape setup was completed prior to May 11<sup>th</sup>. Tested all aspects of the network, phones, and computers. All are working properly. Installed new credit card readers and webcams for front desk staff in order to provide them the ability to take patrons' pictures and processing credit card payments utilizing PCI compliance chip readers.
- Completed the transition of all Reach TVs. IT & C&M now have control over the content displayed with no additional cost to the District.

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

- Alden Poplar Creek
  - 50+ Open House Sponsor
- Baskin/Dunkin
  - Marquee

- Kenneth Young Center
  - Marquee
- Webster Dental Care
  - PIP Sponsor
- WT Engineering
  - SRT Gold Sponsor
- HE Community Bank
  - SRT Gold Sponsor
- Austin Meade/Taft, Stettinius & Hollister
  - SRT Silver Sponsor
- Gold Rush Gaming
  - SRT Sponsor
- Ancel Glink
  - SRT Sponsor
- Chicago Marriott NW
  - SRT Sponsor
- Amzo Zip
  - SRT Sponsor
- Arlington International Racecourse
  - SRT Sponsor (trade)
- D.Bissias/J.Wilson/R.Ochromowicz/J.Braun
  - SRT Sponsor
- Sue Triphahn
  - SRT Sponsor
- Allianz Global Investors
  - SRT Sponsor
- Sequoia Wealth Management
  - SRT Sponsor
- Streamwood UPS
  - SRT Sponsor
- Allen Gabe
  - SRT Sponsor

## The Village of Hoffman Estates

1900 Hassell Road  
Hoffman Estates, IL 60169  
www.hoffmanestates.org



PRSRT STD  
U.S. Postage  
PAID  
Permit No. 24  
Schaumburg, IL

ECRWSS

POSTAL CUSTOMER  
Hoffman Estates, IL

### Important phone numbers

Main . . . . .847-882-9100  
Police and Fire . . . . .911  
Police Administration . . . .847-781-2800  
Fire Administration . . . . .847-843-4825  
Public Works . . . . .847-490-6800  
Health and  
Human Services. . . . .847-781-4850  
Event Hotline . . . . .847-252-5443

### Village officials

#### Mayor

William D. McLeod

#### Trustees

Karen V. Mills  
Anna Newell  
Gary J. Pilafas  
Gary G. Stanton  
Michael Gaeta  
Karen J. Arnet

#### Village Clerk

Bev Romanoff

#### Village Manager

James H. Norris

### Municipal facilities

#### Village Hall

1900 Hassell Road

#### Hours:

Monday through Friday, 8:30 a.m. – 5 p.m.  
Saturday, 9 a.m. – noon

#### Police Department

411 W. Higgins Road

#### Fire Administration

1900 Hassell Road

#### Fire Station 21 — Carl W. Selke

225 Flagstaff Lane

#### Fire Station 22 — Michael J. O'Malley

1700 Moon Lake Blvd.

#### Fire Station 23 — Richard G. Cordova

1300 Westbury Drive

#### Fire Station 24 — Jerome Danowski

5775 Beacon Pointe Drive

#### Susan H. Kenley-Rupnow

#### Public Works Center

2305 Pembroke Ave.

#### Hours:

Monday through Friday, 8 a.m. – 4 p.m.

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# Park District **receives \$400,000 grant** to renovate park

The Hoffman Estates Park District, a separate governmental agency, has been awarded a \$400,000 Open Space Lands Acquisition and Development (OSLAD) grant from the Illinois Department of Natural Resources to support major improvements to South Ridge Park in northern Hoffman Estates.

At almost 26 acres, South Ridge Park, located at 1450 Freeman Road along the southwest shore of South Ridge Lake, features two tennis courts, a volleyball court, walking trails and more. The park also hosts the annual Community Fishing Derby, which takes place this year on Saturday, June 15. Turn to page 2 for more info!

In January 2019, the Park District was notified that it was one of 89 recipients of approximately \$29 million in grants. It was the first time grants had been awarded by the state since January 2015. OSLAD grant funding comes from real estate transfer tax revenues.

This grant money, along with funding from park partner AMITA Health and reserve funds (no tax increase), will go toward several new amenities at South Ridge Park, including an expansive, 4,000-square-foot entertainment splash pad with spray effects, exploratory waterspouts and interactive displays. Other new features include revamped sports fields, a remodeled playground area, a “Ninja Warrior” obstacle course, an upgraded fishing pier and kayak launch, and a new open-air shelter.

The goal of this project is to improve the quality of life for residents throughout the Village of Hoffman Estates by providing exciting outdoor recreation and wellness amenities. The park will be free of charge and fully accessible to everyone through full ADA compliance. It will provide diverse and exciting offerings for residents of all ages and cultural interests.

For more information, visit [www.heparks.org](http://www.heparks.org).

Last year's Community Fishing Derby on the shores of South Ridge Lake



**MEMORANDUM NO. M19-065**

**TO: Board of Commissioners**  
**FROM: Craig Talsma, Executive Director**  
**RE: Review of Closed Session Minutes ~ Resolution R19-003**  
**DATE: June 19, 2019**

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**Background**

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

**Implications**

Resolution R19-003 states that there are no minutes or portions thereof from Executive Session to be released at this time. Additionally, all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

**Recommendations**

It is recommended that Resolution R19-003 “Review of Closed Session Minutes” be approved by the board as presented.

**REVIEW OF CLOSED SESSION MINUTES**

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

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

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

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

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

**Passed and Approved** by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 25<sup>th</sup> day of June 2019.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary