

1685 West Higgins Road, Hoffman Estates, Illinois 60169

[heparks.org](http://heparks.org) t (847) 885-7500 f (847) 885-7523

The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA**  
**REGULAR BOARD MEETING NO. 1049**  
**TUESDAY, JANUARY 28, 2020**  
**7:00 p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
  - A. 2019 Best of the Best of Hoffman: MacArthur Environmental Club
  - B. January Best of Hoffman: Jay Garstecki
  - C. Employees of the 4<sup>th</sup> Quarter
    - i. PT: Eric Stevens
    - ii. FT: Adam Mogilinski
  - D. Employees of the Year
    - i. PT: Eric Stevens
    - ii. FT: 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. Public Hearing 12/10/2019
  - B. Regular Board Minutes 12/17/2019
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Court Repairs and Conversions / M20-005 (see Jan. B&G packet)
  - B. Parking Lot Crack Fill and Seal Coating / M20-006 (see Jan. B&G packet)
  - C. Purchase of Bobcat Compact Track Loader / M20-007 (see Jan. B&G packet)
  - D. Splash Park at South Ridge / M20-009 (see Jan. B&G packet)
  - E. Purchase of Princeton Park Playground Equipment / M20-010 (see Jan. B&G packet)
  - F. Contractual ICAs / M20-001 (see Jan. Rec packet)
  - G. Bond Abatement Ordinance O20-001 / M20-003 (see Jan. A&F packet)
  - H. Harassment Policy Update R20-001 / M20-014 (see Jan. A&F packet)
  - I. Balanced Scorecard / M20-012 (see Jan. A&F packet)
  - J. Open and Paid Invoice Register: \$1,379,043.21 (see Jan. A&F packet)

Regular Board Meeting

January 28, 2020

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- K. Revenue and Expenditure Report (see Jan. A&F packet)
  - L. Acceptance of B&G Minutes 12/10/2019 (see Jan. B&G packet)
  - M. Acceptance of Rec Minutes 12/10/2019 (see Jan. Rec packet)
  - N. Acceptance of A&F Minutes 12/17/2019 (see Jan. A&F packet)
- 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 5 ILCS 120/2 Section 2(c)(21) of the Open Meetings Act
      - 12/17/2019
    - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to 5 ILCS 120/2 Section 2(c)(1) of the Open Meetings Act.
  - 16. ADJOURNMENT



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**MINUTES  
PUBLIC HEARING  
BUDGET AND APPROPRIATIONS ORDINANCE  
December 10, 2019**

**1. Roll Call:**

A Public Hearing for the Hoffman Estates Park District Board of Commissioners was held on December 10, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Commissioners Chhatwani, 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 Huguenot, Director of Golf and Facilities Bechtold

Audience: Comm Reps Bettencourt, Sernett, Poeschel, Aguilar, Friedman, Macdonald

**2. Public Input:**

None

**3. Adjournment:**

Having no input from the public, the hearing was adjourned at 7:02 p.m. by board consensus.

Respectfully submitted,

Craig Talsma, Executive Director  
Peg Kusmierski, Recording Secretary



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**MINUTES  
REGULAR BOARD MEETING NO. 1048  
December 17, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on December 17, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Commissioners Chhatwani, 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: Superintendent of HR/Risk Management Leninger, IT Manager Agudelo, IT Associate Lonergan, Comm Rep Macdonald, Utas, Sernett, Kulkarni, Winner

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Best of Hoffman:**

Sue Neel was presented with the BOH for her service as a Comm Rep on the Recreation Committee since 2012 and working with the Scouts on park district projects. Ms. Neel was unable to attend the meeting but had received her award earlier.

**5. Comments from the Audience:**

None

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

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to recess the Board Meeting at 7:05 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 Kinnane made a motion, seconded by Commissioner McGinn to reconvene to the Regular Board Meeting at 8:58 p.m. The motion carried by voice vote.

**8. Approval of the Minutes:**

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to approve the minutes of the Regular Board November 26, 2019 and the Special Board December 1, 2019 meeting as presented. The motion carried by voice vote.

**9. Consent Agenda:**

Commissioner Kinnane made a motion, seconded by Commissioner K. Evans to remove item H Policy Updates M19-123 from the consent agenda and move it to item D New Business. The motion carried by voice vote.

Commissioner R. Evans made a motion, seconded by Commissioner Chhatwani to approve the consent agenda as amended.

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

- A. Ice Rink 2 Renovation / M19-122
- B. PARC Grant Applications / M19-126
- C. 2020 Budget & Appropriation Ordinance O19-006 in Final Form / M19-131
- D. Tax Levy Ordinance O19-008 / M19-132
- E. Ice Rink 2 Renovation / M19-135
- F. Burglar Security Alarm System / M19-134
- G. Surplus Ordinance O19-007 / M19-130
- H. ~~Policy Updates / M19-123~~ Move to New Business Item D
- I. Open and Paid Invoice Register: \$299,104.28 (see Dec A&F packet)
- J. Revenue and Expenditure Report (see Dec A&F packet)

- K. Acceptance of B&G Minutes 10/15/2019 (see Dec B&G packet)
- L. Acceptance of Rec Minutes 10/15/2019 (see Dec Rec packet)
- M. Acceptance of A&F Minutes 11/26/2019 (see Dec A&F packet)

**10. President's Report:**

President Kaplan thanked staff for their hard work all year and wished all a Happy Holiday.

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

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

**12. Old Business:**

None

**13. New Business:**

A. Review/Release of Executive Session Minutes Resolution R19-006/M19-129:

Executive Director Talsma noted that there were no minutes to be released at this time.

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to approve Resolution R19-006 “Review of Closed Session Minutes” as presented and outlined in M19-129. The motion carried by voice vote.

B. 2020 Calendar of Board/Committee Meetings/M19-133:

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the 2020 Calendar of Board/Committee Meetings is outlined in M19-133. The motion carried by voice vote.

C. Audio and Video Recording at Board/Committee meetings?M19-136:

Commissioner Kinnane and McGinn had no comment.

Commissioner K. Evans expressed concern for the video recording of the meetings. Commissioner Kilbridge expressed concern for the video recordings.

Commissioner R. Evans noted that he believed the district should take advantage of the technology available. Commissioner Chhatwani expressed some concern that the recordings might be used against the board.

President Kaplan echoed Commissioner R. Evans in suggesting that the district take advantage of the technology.

Commissioner K. Evans made a motion to change the recommendation outlined M19-136 to exclude the video recordings. Motion died for lack of second.

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to recommend approval of the audio and video recording of the district Board/Committee Meetings as outlined in M19-136.

On a Roll Call: Carried 5-2-0  
Ayes: 5 Chhatwani, R. Evans, Kinnane, McGinn, Kaplan  
Nays: 2 K. Evans, Kilbridge  
Absent: 0

D. Policy Updates/M19-123:

It was noted that the only topic requiring further discuss was the number of years required between an employee separation and their possible appointment to a committee. The committee recommendation was 3 years.

Commissioner K. Evans suggested one year and Commissioner Kilbridge suggested eighteen months.

Commissioner R. Evans made a motion, seconded by Commissioner Chhatwani to approve the policy changes as outlined in M19-123 with the additions of:

- Pg 2/11 The Board has set a ~~five~~ **three** minute time limit . . .
- Pg 2/11 The ~~Board~~ **President/Committee Chair**, at its discretion may set a time limit . . .
- Pg 2/11 Past employees are not eligible to serve on committees until ~~five~~ **three** years have elapsed since separation.
- Pg 4/11 Time sheets/cards are due to the Payroll Department by **Monday** twelve o'clock noon . . . .
- Pg 5/11 . . . ~~officers~~ **Board Members** are expected to exercise the same . . .
- Pg 5/11 E. Approval of Expenses. Delete Expenses for Members of the Board of Commissioners and replace with **“When a Commissioner incurs an expense covered by this policy, the Commissioner must retain all receipts(s), fill out the Travel, Meal, and Lodging Expense Form, and submit the form and receipts to the District. A check will be issued to reimburse the Commissioner for the expense incurred, up to the amount defined by the current GSA/IRS per diem rate.”**
- Pg 11/11 E. . . . extended to all ~~PTI~~ **PT1** employees based upon . . .

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

**14. Commissioner Comments:**

The Commissioners wished everyone a happy holiday and thanked staff for a great year, congratulating Director Kapusinski, Program Managers Dodson and Thomas on passing their CPRE and CPRP exams

Commissioner R. Evans noted that Winterfest and Breakfast with Santa had been very successful.

President Kaplan thanked Executive Director Talsma for his hard work.

**15. Executive Session:**

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to move to Executive Session at 9:15 pm for the purpose of:

- A. Minutes pursuant to Section 2(c)(21) of the Open Meetings Act.
- B. Pending or probable litigation, pursuant to Section 2(c)(11) of the Open Meetings Act.

On A Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to reconvene to regular session at 10:10 pm. The motion carried by voice vote.

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

None

**17. Adjournment:**

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 10:12 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. 1049**

**EXECUTIVE DIRECTOR'S REPORT**

**January 2020**

**PARKS DIVISION**  
**TC NORTH ROOF**

The main structures of the north roof were finished prior to the end of year. A punch list meeting was conducted to identify items that still remain and check through the install of main structures. The contractor has been working on these items during the first two weeks of January. The largest item to be finished is flashing above the Kallwall system and, as of January 15, 2020, they estimate three days of good, dry weather to finish that section. Additional updates will be provided at the B&G Board Meeting.

**ICE RINK 2 RENOVATION**

Rink 2 renovation project was bid out in December 2019. Minnesota Ice, the contractor that completed the rink 1 project, was awarded the bid for rink 2; the memo for this went to the A&F Committee prior to full Board approval due to the timing of the bids. After our experience with Minnesota Ice on the rink 1 project, staff wanted to address one part of the execution of the project in hopes of the rink 2 project running as smoothly as possible: a general contractor from Minnesota Ice will serve as the single point person for HEPD staff to work with, plus a penalty/incentive clause of \$750 per day will be enforced. Project start date is March 2, 2020 and the completion date is set for September 4, 2020.

**BERGMAN POINTE PARK**

After MI Homes completed the tear down and ground restoration to the Bergman Farm House, the Park District and Village have since approved the work that was completed. At the Village of Hoffman Estates Board meeting on January 13, 2020, approval was granted for MI Homes to deed the property to Hoffman Estates Park District directly. Staff will work with MI Homes to complete this deed. The space that occupied the farm house will become open, passive park space. A fence will need to be installed along Algonquin Road to the end of park district property. During spring 2020, a memorial tree with a plaque recognizing the Bergman Family will be installed.

**ADMINISTRATION & PLANNING**

A new process for purchasing playground equipment is being used this year. Staff feels this process will provide the district with the best options for value and price, while offering new, exciting playgrounds. This will relieve the Parks Department from having to complete the design phase of each project because vendors will be completing that with their professional design teams. The process as approved by legal counsel includes these steps:

1. Staff holds a public meeting at the playground site that is being renovated to gain resident input.
2. Input from residents and staff are put into the conceptual design. The conceptual plan is sent out for RFP with budget restriction.
3. Vendors complete the design process instead of staff completing the design process.

4. Once all RFPs are submitted, staff selects the design based on how much of the conceptual plan is included, play value, cost, and aesthetic appeal.
5. Playground equipment is then purchased through Cooperative Purchasing (in lieu of bids) to assure we are getting the best price for the equipment being purchased.

There was a lot of planning going on in the Parks Department during December 2019. Currently out to bid are the following: seal coating, tennis court repair, Fabbrini court conversion, Splash Park at South Ridge, playground at Princeton. Staff also spent time getting ready for The Club renovation by ordering materials and drawing out the construction details utilizing an appropriate timeline.

## **OTHER**

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

- Bids opened for crack fill/sealcoating of parking lots and tennis court surfacing.
- Planning for the renovation of The Club and getting appropriate bids released.
- New heater installed at Seascapes filter building.
- Contractor completed the new LED lights at Bridges driving range.
- Staff started installing new LED lights at The Club and Bridges parking lots.
- Heaters in all plumbing chases were inspected as well as HVAC repairs.
- Tree trimming and removal took place at Black Bear, Poplar, Oak, Greve Cemetery, and Bridges.
- Sled Hills mowed for second time and cleaned up.
- Winterfest set-up.
- Willow and Seascapes annual landscape pruning.
- Litter removal and park garbage.
- Routine vehicle checks.
- Maintenance and repairs to multiple vehicles and equipment.

## *Recreation Division*



## **Upcoming Events**

Jan. 17 – Family Bingo

Feb. 1 – Ice Show Winter Exhibition

Feb. 7 – Daddy Daughter Dance

Feb. 14 – Fortnite Tournament (new!)

Feb. 15 – Lunch with Elsa & Anna (new!)

Feb. 20 – Girls Night Out

## Administration

Mindi Schwartz passed her CPRP exam this month.

District-wide Job Fair for part-time and seasonal positions was held on December 19. There were 11 prospective applicants that attended. Staff is looking into additional ways to be present at the high schools to recruit employees.

iCompete hosted an event on Friday, December 6. This event was at the Hoffman High School basketball game. It was a great opportunity for the kids and mentors to get together at a sporting event.



*Triphahn Center*



*Willow Recreation Center*

### Triphahn Center Fitness

<u>Membership</u>	<u>12/31/18</u>	<u>1/1/19</u>	<u>12/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>809</b>	<b>809</b>	<b>781</b>	<b>-28</b>

### Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>12/31/18</u>	<u>1/1/19</u>	<u>12/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>329</b>	<b>329</b>	<b>304</b>	<b>-25</b>

Membership numbers (above) do not include the free health insurance fitness memberships: Total members = 129 (up 29 from last month)

- Total members for each category for this month, include:
  - o Renew Active = 14 at TC (up 4)
  - o Silver Sneakers = 7 at WRC (up 1) & 65 at TC (up 17)
  - o Prime = 32 at TC (up 3) & 11 at WRC (up 4)
- Out of the Silver Sneakers & Prime members, 33 used TC & WRC this month & five Renew Members used the facility.

### December Facility Rental Summary

	Triphahn	Willow
# of full gym rentals	1	12
# of half gym or Mini gym rentals	25	2
# of room rentals	45	5
# of court rentals		74
# of birthday parties	4	0



## Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>12/31/18</u>	<u>1/1/19</u>	<u>12/31/19</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>683</b>	<b>683</b>	<b>683</b>	<b>0</b>



## General Programs

### Special Events:

- All Aboard Storytime Train Ride took place on Sunday, 12/8. The first train ran at 9:00am – full registration at 120 and a second train ran at 1:00pm – full registration at 120. Both rides went smoothly and everyone seemed to enjoy the train ride and visit with Santa.
- Winter Fest – event took place from 10:00 am – 2:00 pm on Saturday, 12/14, at Bridges. The event had over 700 attendees and it featured horse drawn carriage rides, “ice” skating, crafts, snowball throwing, s’more making and hot chocolate.
- Zoo Lights trip – 30 people boarded the park district bus to ride and then walk around to see the holiday lights at Lincoln Park Zoo. The night was cold, but everyone had an enjoyable time.

### Teen Programs:

- Holiday Party was held on December 17 at Vogelei.

Stars Dance Company: Currently there are 19 members of the Company compared to 13 last year.

### Fall program enrollment summary:

Dance		Gymnastics		Karate	
2018	2019	2018	2019	2018	2019
186	181	192	181	266	273



## 50+ Club

<u>50+ Membership</u>	<u>12/31/18</u>	<u>1/1/19</u>	<u>12/31/19</u>	<u>YTD Var. +/-</u>
<b>Total Members</b>	<b>397</b>	<b>397</b>	<b>369</b>	<b>-28</b>

**50+ Fitness:** There are 112 participants in Fall session 2 50+ group fitness classes compared to 73 last fall.

## December Activity Attendance

Drop in Activities	December Attendance	November Attendance
Wii Bowling	42	71
Mah Johng	43	41
Cards	25	25
Mexican Train	30	30
Canasta- NEW	13	13
Chess	24	24
Pinochle	20	20

Athletic Activities	December Attendance	November Attendance
Billiards (Daily)	108	100
Pickleball	189	110
Ping Pong	70	78
Volleyball	136	153
Chair Volleyball	18	20

### 50+ Clubs which met in December

- Pinterest Crafting Club met twice in December and continues to be a very well received club with many hidden talents among those in the group. There were 15 in attendance.
- Knitting Club- This new group met for twice in December. There were six in attendance for the month.

### Evening/Special Programs/Services in December

- Our Annual 50+ Holiday Dinner Dance took place on Thursday, December 5, at Bridges. We had 93 in attendance. Attendance was increased by 14 attendees compared to 2018 and 28 compared to 2017.
- Pub Quiz Night had 28 participants. The event was hosted at the 50+ Center. Participants brought their own food to add to the pot luck meal, had an Ugly Sweater Contest and White Elephant Exchange before playing Trivia.
- We hosted a Lunch & Learn on December 6. Lunch was included and we had 20 in attendance.
- We hosted a 50+ Cookie Exchange. Eight were in attendance and they all had a great time. We were down four participants from November.



## Early Childhood

### Preschool & ELC enrollment:

Preschool/ELC:	12/2018	12/2019	Var. +/-
3's Playschool 19-20	15 TC 9 WRC	15 TC 10 WRC	+1
2's Playschool 19-20	30 TC 24 WRC	29 TC 20 WRC	-5
Preschool 19-20	119 TC 59 WRC	120 TC 60 WRC	+1

Early Learning Center	26 – 5 days 5 – 4 days 7 – 3 days 2 – 2 days 40 TOTAL	24 – 5 days 6 – 4 days 7 – 3 days 4 – 2 days 40 TOTAL	0
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Holiday parties were held this month in the preschool rooms.

Fall 2019 early childhood enrichment classes had 262 participants compared 257 participants in Fall 2018.



### *School Age - STAR and Day Camps*

STAR	12/2018	12/2019	Var +/-
B/A school (SD54 & D15)	375 – D54 64 – D15	390 – D54 63 – D15	+14
KSTAR District 15	20	21	+1
TOTAL	459	474	+15

Winter Break field trips were held over six days this year. There were 274 children enrolled over the six trips compared to 195 last year.

Jodi Schultz was hired as the new Child Care Coordinator. She comes to HEParks from NWSRA so she brings a wealth of knowledge to support the before/after school and camp program operations.



### *Youth Athletics*

#### **Youth Basketball**

	2018	2019	2020	Var +/-
In-house	286	279	309	+30
Boys feeder b-ball	35	41	45	+4

- In-house and inter-village youth basketball leagues began practice this month at their designated schools. Teams were also offered winter break practice at TC and Willow when the schools were shut down for break.
- Boy's feeder basketball continued their practices through December and also played in a pre-season game against Schaumburg at SHS. Teams will kick off the tournament season on January 4 in Burlington.
- HEParks basketball night at Windy City Bulls game was December 14.
- Girls Coaches Clinic was held on December 22 and taught by head varsity coach Bradley Reibel of HEHS.

## Lacrosse

- Youth Lacrosse info meeting was held on December 2 for all parents interested in our new youth lacrosse spring league.

## Indoor Soccer

- Coach's clinic is set to take place January 12 prior to the games beginning.

	Kinder	1 <sup>st</sup> /2 <sup>nd</sup> Boys and Girls	3 <sup>rd</sup> /4 <sup>th</sup> Boys and Girls	5 <sup>th</sup> /6 <sup>th</sup> Boys and Girls	7 <sup>th</sup> /8 <sup>th</sup> Boys and Girls	Total
Winter 2018	10	16	8	0	0	34
Winter 2019	18	27	12	7	9	73
Winter 2020	8	28	21	20	4	81

## Contractual Youth Sports lessons

	Parent/Tot Super Sports	All Sports	Jr. Seasonal Sports	All Star Sports	
Fall 2018	22	16	19	0	57
Fall 2019	16	22	44	0	82

## Cricket

- Staff met with CYCA to discuss how the new Cricket season went and how to improve for the 2020 season.
- CYCA will continue to run youth intro cricket program and will also be renting more field space for their own league.
- Staff is looking into purchasing a portable cricket mount to increase cricket field rentals at Cannon Crossings.

Staff is working with Grand Sports Arena to secure indoor space for the upcoming spring season and pre-season practices.



Public Skate was offered 13 days over winter break. A total of 1,426 attended public skate with 1,066 skate rentals. \$8,724 was generated over winter break. In comparison in 2018, ten days of public skate were offered with 768 attendees and 495 skate rentals generating \$5,128 in revenue.

Fall figure skating & hockey lessons finished this month. There were 228 figure skaters enrolled in lessons this fall compared to 194 last year. The program continued to increase even while offering fewer lessons due to the Rink 1 construction in the fall. Fall hockey lessons had 129 participants compared to 77 last fall.

	2018	2019	+/-
December Freestyle Passes	24	26	+2

### Special events & clinics in December:

- Try Hockey for Free was offered in November with 60 participants.
- Skate with Santa was held on December 14. There were approximately 200 attendees.
- Winter Break Overspeed Hockey Clinic was offered on January 2 & 3. There were 74 skaters registered for this program compared to 34 last year.

Registration is open for winter session which begins in January.

### Parent Comment:

*Hi guys, just wanted to say that my son and his teammate had a great time at the clinic. We'll keep an eye out for anything else you guys put together. We were all impressed with the coaching and the "kids first" sort of mentality that you all seem to have. Really a great environment there that you have created. Parker was bummed that he had to leave early. He had a concussion awhile back and sometimes I think we get a bit paranoid with any blow to the head. Better safe than sorry though when dealing with the brain I guess. Thanks again and I look forward to working with you guys, on and off the ice!*

*Jim Levendoski , Owner*

*Play It Again Sports - Schaumburg*

### NWSRA Sled Hockey report shared:

*On, December 12<sup>th</sup>, Camelot Classroom had an exceptional time at the Triphahn Center Ice Rink in Hoffman Estates. NWSRA provided transportation for the opportunity to explore a community facility and a chance to try their hand at Sled Hockey. The students climbed the steps to find a seat on the chilled bleachers as Jordan Ross, CTRS (and ex hockey player) explained the activity. Jordan spent time showing the sticks, each person gets two, both double sided one to hit the puck and the other with a pick to propel you forward on the ice. Next, he explained and demonstrated the sleds. Lastly, he spent a moment breaking down the activity step by step. The teachers helped select the first six students to get on the ice.*



*Sled hockey sleds are awkward for a first timer, it's like sitting in a bucket swing seat on the floor strapped to some tiny blades, and then there is a long u-shaped foot rest. Too much weight on the left or right will dump you out into the ice. It is not easy, but EVERYONE in the class tried it. With a little help, they got situated one by one and then they slid out on to the ice starting with a small push from a teacher or NWSRA staff. With prompting and direction, staff taught the students how to use the sticks and a few were on their way independently making full circles around the rink. The more comfortable they got, the faster they went, the bigger the smiles got. There were 4 students who (though they did not explicitly say this was their first sled hockey experience) went from getting on the ice for the first time to learning to propel themselves sliding, stopping and even puck handling. The coordination it takes to partake is apparent, and the students were up for the challenge. We had a few spills and a bunch of laughs thank you for helping make this a possibility.*



## Aquatics

There are 134 pass holders as of 12/31/19. A 10% discount was available through January 5. 89 out of the 134 passes were purchased the weekend before the coupon expired.



## Communications and Marketing

### Design Work:

- Summer Camp Guide
- Winter Guide design
- Club promo

### Marketing Campaigns / Promo:

- Seascape pass sales
- Winter special events: Breakfast with Santa, Winter Fest, Skate with Santa
- Job Fair
- Trivia Night

The Club promotions:

- December promo

- January promo
- Facility signage
- Website updates
- Eblasts
- January postcard

### **On Site Promotions:**

- Winter Fest

### **Press Releases:**

- South Ridge Park renovation
- Bond refinance

### **Social Media:**

- 31 posts in December
- Top interactive posts:
  - 1) Seascap Winter Pass Sales – 5217 reached & 137 clicks
  - 2) Winter Fest – 1925 reached & 114 clicks
  - 3) South Ridge Park – 1372 reached & 185 clicks
- Top Facebook Events:
  - 1) Winter Fest – reached 16,400
  - 2) Try Figure Skating for Free – reached 13,000
  - 3) Job Fair – reached 7500

### **# of Followers:**

HE Parks Facebook: 4439 (+50 from last month)  
 HE Parks Twitter – 1012 (+1 from last month)  
 HE Parks Instagram – 403 (+14 from last month)  
 50+ Facebook- 99 (no change from last month)  
 Wolfpack Facebook- 212 (+17 from last month)  
 Wolfpack Instagram – 247 (+21 from last month) \*\*  
 Figure Skating Facebook – 64 (+2 from last month)  
 Bridges Facebook – 988 (+1 from last month)  
 Bridges Instagram – 90 (-15 from last month)  
 Bridges Twitter – 160 (+1 from last month)  
 The Club Facebook – 1454 (-27 from last month)  
 The Club Instagram – 157 (+6 from last month)  
 The Club Twitter – 27 (+1 from last month)

\*\* Shannon McGreal, the hockey registrar, has taken over the administration of the Wolfpack Instagram page and has been instrumental to the continued growth in followers.

## **Website:**

Total page views: 26,497 unique page visits – up from 25,990 last month due to the Breakfast with Santa event, winter break programming, and registration opening.

Increased traffic to the following pages this month: public skate (73% increase) & ice schedules (31% increase)

Highest visit days:

- 1,665 on December 30 – due to an email regarding fitness resolutions and social media post for winter break skating
- 1,610 on December 27 – with 1,482 visits to the public skate page
- 1,572 on December 29 – winter skate promotion




## **Newly Acquired Advertising and Sponsorships**

- Country Financial - Spring Fest title sponsor, program and banner
- Mathnasium – Family Bingo title sponsor and program
- Home 4 U - Program guide and vendor booths
- ReMax/HomeTrust – Program guide
- ARS Rescue Rooter - marquee
- Tint World - marquee extension

## **Community outreach event presence:**

- SBA- after hours
- SBA- networking events-2
- HE Chamber- networking event

## Bridges General Programs

-  2020 League Contracts are being prepared and will be sent out mid-January.
-  Preferred Tee Time Contracts were sent out. This year, each preferred member will receive a Preferred Discount Pass with their Tee Time License, plus they will receive a special gift of a new pair of Adidas golf shoes. We will be offering an early incentive program for those groups that renew their license by January 31, 2020.
-  Breakfast with Santa, once again, had a great turnout. In attendance, we had 307 adults, 128 children between the ages 4 – 12, and 80 children ages 3 and under. The Winter Fest continues to grow and improve especially with the new highlight of ice skating in the event areas. This year's event featured a snowball throwing contest, s'more station, arts and crafts, carriage rides, snow wall painting, and a dance club performance.

## Golf Rounds

MONTHLY ROUND TOTALS					
2015	2016	2017	2018	2019	5 Year Average
507	0	302	0	0	162
YTD ROUND TOTALS					
2015	2016	2017	2018	2019	5 Year Average
39,815	31,308	31,323	26,195	24,299	30,588

## Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2015	2016	2017	2018	2019	5 Year Average
63	2	102	31	0	40
YTD RANGE BASKET SALES TOTALS					
2015	2016	2017	2018	2019	5 Year Average
18,546	18,823	19,540	17,398	18,807	18,623

## Hole In One Contestant Update

HOLE IN ONE MONTHLY SALES TOTALS			
2016	2017	2018	2019
0	0	0	0
YTD HOLE IN ONE SALES TOTALS			
2016	2017	2018	2019
483	2,414	1,891	2,115

## Communications & Marketing



Three e-mail blasts went out promoting Breakfast with Santa/ Winter Fest.

## Food & Beverage

For the month of December, we had nine events (eight events in 2018)

Three breakfast meetings servicing 75 guests

Three holiday dinners servicing 319 guests (one of which was the 50+ club)

One all-day meeting with lunch and hors d oeuvres servicing 46 guests

One lunch meeting servicing 80 guests

BWS hosting 515 guests.

For the month of January, we have eight events (eight events in 2019)

Five breakfast meetings servicing 100 guests

One bridal shower servicing 35 guests

One baptism luncheon servicing 50 guests

One room rental only servicing 200 guests

Wedding Count Update:

2020 = 8 ceremony and reception, 3 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 December, our high averaged 40° (5° above average) and low averaged 27° (6° above average). This included three days with temps in the 50°s and one day at 60°. In December, we received 1” of rain (0.7” average), with our above average temperatures, ice formation was not an issue. Snow fall totals for December did not result in much. We received 1.5” of snow (average is 8.2”), which fell in the last few days of the month. Our snowfall total is 9.8” to-date.

Our main focus in December has been finishing up winter prep and starting to prepare for next season. Below are some of the tasks that staff completed:

- Applied additional topdressing material after rain event, using approximately seven tons of sand
- Set up and tear down of Winterfest/Breakfast with Santa
- Cleaning, painting, organizing, and inventorying course accessories
- Continued to blow and mulch leaves, when possible
- Started winter maintenance on equipment fleet
  - Greens, tees, and approach mowers have had all fluids and filters changed plus reels have been sharpened
- Started to clean and organize shop to improve operational efficiency



	<u>12/30/2018</u>	<u>12/30/2019</u>	<u>1/01/2019</u>	<u>Var. +/-</u>
<b>YTD Membership Totals</b>	<b>2881</b>	<b>2837</b>	<b>2881</b>	<b>-44</b>

### Member Services/Sales

- December is always a challenging month for new memberships at The Club with the holidays keeping people busy and the shortened weeks. The month started with an enrollment promotion of \$25 (from \$99), and, for a push at the end of the month, we started the January 2020 enrollment special of \$2 enrollment with no dues until February. This flash sale resulted in 38 memberships from 12/23-12/31/19; almost doubling the number of new members for December in that short period.
- We continued this offer into January and have over 112 new members in the first 14 days. A great start to the 2020 season!
- Our new Sales and Retention Manager has been very busy in December; he met with all of the part-time staff to ensure consistency with giving tours and the member on-boarding process.
- Member Retention Efforts: We offered the “Maintain Campaign” to members to encourage weight maintenance during the holidays. We had 17 people sign up for \$10 each and if they maintain their weight, they will get to split the pot of all the enrollment fees among each other. We sent out weekly emails with different tips on how to maintain. The participants have been having fun with it and are very encouraged! Weigh-outs will happen January 6-12, and we cannot wait to see the results!
- “Jolly” our Elf on the Shelf came back for a visit this year, and ended up in various places around the facility. We asked members to record at least five places they saw Jolly to be entered into a drawing to win some Club swag.

### Operations and Fitness Departments:

- In December, the fitness department’s primary focus has been finalizing all of the equipment and needs to begin the renovation project in January so that orders can be placed. We have finalized the plate loaded equipment, cardio pieces and weight plate selections. Also, we’ve finalized the design for the cable cross machines purchased.
- Operations department has been focused on the custodial (cleaning) responsibilities, and ensuring systems are in place for the influx of members and use we will have in January.
- Events at The Club in November: Cheerleading (full gym) Rental on Dec 6-8, Parents Night Out on December 21 (sold out at 26 participants!), Yoga Nidra Workshop on December 15 with 15 participants. Pickleball group ran an “all ages welcome” in the last two weeks of December.

## Aquatics: Lesson participant numbers at The Club in 2019 vs previous years

	Winter I	Winter II	Spring I	Summer I	Summer II	Fall I	Fall II/ Fall III	<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	190	208	236	138	<b>1250</b>	276

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

### Renovation & Project Updates:

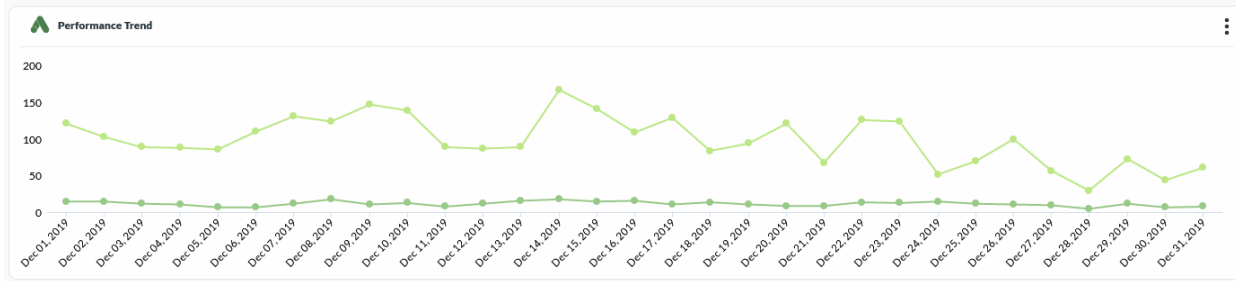
Sport Flooring has been purchased for the new area.

- Staff has worked with Matrix fitness and consultant, Mark Davis, on equipment layout and purchase. Matrix Fitness is a part of National Cooperative Purchasing Alliance (NCPA). NCPA utilizes state-of-the-art procurement resources and solutions that result in cooperative purchasing contracts that ensure all public agencies are receiving products and services of the highest quality at the lowest prices. We will also receive additional discounts based on total amount spent from the contracted pricing and order has been placed.
- Staff has purchased turf for the functional fitness area.
- Staff received bid for sound panels and will be purchasing mid-January.
- New signage has been place throughout the facility advertising renovation and new HIIT areas.
- Parks department has starting contrasting the dividing wall.
- All four walls in the area received a fresh coat of paint. Also, we have painted the duct work blue to provide some much needed color.
- Staff has begun working on creating a graffiti art on the walls to provide some energy and excitement to the new fitness area.



## Club Marketing for December

### Website Performance Graph



Light green is impressions, dark is clicks for our SEO

Key Search Results:

Keyword	Impressions	Clicks
+indoor +pool	379	33
+gym +near +me	288	13
+fitness +near +me	191	12
+aquatic +center	153	11
+fitness +club	113	11
fitness center Hoffman estates	46	7
+fitness +Hoffman +estates	35	2
+indoor +tennis	35	3
Fitness center near me	34	1
+indoor +pools +near +me	33	3
+personal +trainer +near +me	32	2
+gym +Hoffman +estates	25	3
+group +fitness +classes	20	4
+the +club +at +prairie +stone	14	1

[TO VIEW ALL DIVISION 4Q 2019 GOALS](#)

# Maybe there's a final chapter

*Hoffman Estates Park District may honor  
farmhouse's history with salvaged parts*

The Bergman  
farmhouse  
was demol-  
ished last  
summer but  
will likely be  
honored in  
the plans for  
the now-vac-  
ant site.  
DAILY HERALD  
FILE PHOTO,  
2016



BY ERIC PETERSON  
epeterson@dailyherald.com

The long history of the 119-year-old Bergman farmhouse in Hoffman Estates seemed to end with its demolition last summer, but there could be an epilogue.

Hoffman Estates Park District officials plan to consider options to honor the legacy of the venerable structure through their anticipated take-over of its former site and the foresight they exercised in salvaging some of its lumber.

Executive Director Craig Talsma said these options involve the site itself on the north side of Algonquin Road west of Ela Road and the Willow Recreation Center about a mile farther west.

But it was the decision last July to recover some of the house's doors, floorboards, and door and window trim, plus a built-in bookcase, that have kept these various options on the table, he added.

"I'm an old picker at heart," Talsma said. "It was just too beautiful to leave it all to a landfill."

While the park district plans to leave the site as passive open space, approximately doubling the size of the new Bergman Pointe Park where a playground was completed last year, the lumber could be used for either a second gazebo or park benches there or for creation of a replica of one of its rooms at the Willow Recreation Center, Talsma said.

The park district is applying for a grant to help fund a renovation of the center and an exhibit honoring the Bergman house could be a part, he added.

Though there is already a

gazebo at Bergman Pointe Park, construction of a second could be an alternative use of the lumber if the plan at Willow Recreation Center doesn't work out, Talsma said. Either way, a plaque at the park acknowledging it as the former site of the farmhouse is an option.

Demolition of the house came only after the last hope perished of finding a private developer with the will and financial resources to restore it after a four-year effort by village officials.

On Monday, the village's planning, building and zoning committee is expected to direct staff to work with M/I Homes — which built the 81-home Bergman Pointe subdivision on the former farm site — to transfer the deed of the farmhouse land to the park district.

While M/I Homes had no interest itself in restoring the house, it didn't oppose another party doing so.

Village board members never wanted to commit taxpayer money to preserve it but believed it had sufficient historic value to seek an investor to restore it.

A study by Benjamin Historic Certifications of Highland Park in 2015 concluded the house would be a strong contender for listing on the National Historic Register because it was owned by four generations of the same family without any significant changes.

The study determined the house had been built about 1900 by Daniel Bergman Sr. His grandson Harold, who continued to grow hay on the property until his retirement and the sale of the land in 2015, was born in the house in 1916.

## RECAP OF WEEKLY UPDATES TO THE BOARD

Updates 12.13.2019

### Upcoming Events

- Dec 14 - Breakfast with Santa
- Dec 14 - Winter Fest
- Dec 14 - Skate with Santa
- Dec 15 - Lincoln Park Zoo Lights
- Dec 16 - Angel Tree – Gift Return Date
- Dec 17 - Teen Holiday Party
- Dec 19 - Job Fair
- Dec 21 - Parent's Night Out
- Jan 11 - Early Learning & Care (ELC) Open House
- Jan 15 - Whoo Goes There
- Jan 17 - Family Bingo
- Jan 18 - Parent's Night Out

### **IAPD Annual Business Meeting**

Please see attached for the agenda and meeting packet for the Illinois Association of Park Districts' Annual Business Meeting. The meeting will be held on Saturday, January 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F, East Tower/Gold Level, Hyatt Regency Hotel.

### **IAPD Board Member Development Program**

On Monday, 12/16, you will receive an email from Monica including the details of your 2019 submission for the IAPD Board Member Development Program as well your current status with the program.

### **Ancel Glink Dinner 2020 Invitation**

Location: Chicago Children's Museum (700 E. Grand Ave. (inside Navy Pier))

Date/Time: Friday, January 24, 2020 @ 6:00 pm (start) 7:00 pm (dinner)

All Commissioners attending the IAPD Conference will be RSVP'd for attending the Ancel Glink Dinner and the chicken entrée has been selected. Please let Monica know if you are unable to attend or if you would prefer the vegetarian entrée.

### **IAPD Conference 2020**

All Commissioners, except Pat Kinnane, will be in attendance at the IAPD Conference. Please notify Monica if your plans have changed. Also, please let Monica know if you plan to check-out of the hotel on Saturday or Sunday and she will make a modification to your reservation, if needed (the Saturday evening social will be held at Dave & Busters for those interested).

### **Hoffman Estates Chamber of Commerce & Industry**

#### **Celebration of Excellence**

Thursday, January 30, 2020

5:30 – 8:00 p.m.

Chicago Marriott Northwest

4800 Hoffman Blvd, Hoffman Estates

**Please let Monica know if you would like to attend. The Park District is not up for an award, however, our very own Keith Evans has been nominated for Volunteer of the Year.**

### **Updates 12.20.2019**

#### **Upcoming Events**

- **Dec 21** - Parent's Night Out
- **Jan 11** - Early Learning & Care (ELC) Open House
- **Jan 15** - Whoo Goes There
- **Jan 17** - Family Bingo
- **Jan 18** - Parent's Night Out

- Jan 18 - Trivia Night – Out of this World
- Jan 26 - Snowshoe with the Forest Preserve
- Jan 28 - Teen Field Trip – The Club
- Jan 28 - Magic Class
- Jan 28 - Part-Day Preschool Open House – TC
- Jan 29 - Part-Day Preschool Open House – WRC
- Feb 1 - 2020 Figure Skating Winter Exhibition

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Have a lovely holiday!

### **Updates 12.27.2019**

#### **Upcoming Events**

- Jan 11 - Early Learning & Care (ELC) Open House
- Jan 15 - Whoo Goes There
- Jan 17 - Family Bingo
- Jan 18 - Parent's Night Out
- Jan 18 - Trivia Night – Out of this World
- Jan 26 - Snowshoe with the Forest Preserve
- Jan 28 - Teen Field Trip – The Club
- Jan 28 - Magic Class
- Jan 28 - Part-Day Preschool Open House – TC
- Jan 29 - Part-Day Preschool Open House – WRC
- Feb 1 - 2020 Figure Skating Winter Exhibition
- Feb 6 - Board Painting Party

Hope you had a wonderful holiday and enjoy your New Year!



## **Updates 01.03.2020**

### **Upcoming Events**

**Jan 11 - Early Learning & Care (ELC) Open House**

**Jan 15 - Whoo Goes There**

**Jan 17 - Family Bingo**

**Jan 18 - Parent's Night Out**

**Jan 18 - Trivia Night – Out of this World**

**Jan 26 - Snowshoe with the Forest Preserve**

**Jan 28 - Teen Field Trip – The Club**

**Jan 28 - Magic Class**

**Jan 28 - Part-Day Preschool Open House – TC**

**Jan 29 - Part-Day Preschool Open House – WRC**

**Feb 1 - 2020 Figure Skating Winter Exhibition**

**Feb 6 - Board Painting Party**

### **Village Invitation**

Please see attached for the invitation to the Village's 18<sup>th</sup> Annual Dr. Martin Luther King, Jr. Community Breakfast. The event is being held on Monday, January 20, 2020 at 8:00 AM. Reservations are being taken as First Come, First Served and, as indicated on the invitation, seating is limited. I will be submitting reservations on behalf of the District at the end of business on Monday, January 6, 2020. Please let me know if you'd like to attend.

### **IAPD Conference 2020**

Bus Transportation:

Departure: Thursday, January 23 at 1:00 p.m.

Pick-up: Saturday, January 25 at 4:00 p.m.

Happy New Year!



## **Updates 01.10.2020**

### **Upcoming Events**

**Jan 11 - Early Learning & Care (ELC) Open House**

**Jan 15 - Whoo Goes There**

**Jan 17 - Family Bingo**

**Jan 18 - Parent's Night Out**

**Jan 18 - Trivia Night – Out of this World**

**Jan 26 - Snowshoe with the Forest Preserve**

**Jan 28 - Teen Field Trip – The Club**

**Jan 28 - Magic Class**

**Jan 28 - Part-Day Preschool Open House – TC**

**Jan 29 - Part-Day Preschool Open House – WRC**

**Feb 1 - 2020 Figure Skating Winter Exhibition**

**Feb 6 - Board Painting Party**

## **Hoffman Estates Chamber of Commerce & Industry**

### **Celebration of Excellence**

Thursday, January 30, 2020

5:30 – 8:00 p.m.

Chicago Marriott Northwest

4800 Hoffman Blvd, Hoffman Estates

Please let Monica know if you would or would not like to attend. The Park District is not up for an award, however, our very own Keith Evans has been nominated for Volunteer of the Year.

## **Updates 01.17.2020**

### **Upcoming Events**

- **Jan 17 - Family Bingo**
- **Jan 18 - Parent's Night Out**
- **Jan 18 - Trivia Night – Out of this World – Canceled**
- **Jan 26 - Snowshoe with the Forest Preserve**
- **Jan 28 - Teen Field Trip – The Club**
- **Jan 28 - Magic Class**

- **Jan 28 - Part-Day Preschool Open House – TC**
- **Jan 29 - Part-Day Preschool Open House – WRC**
- **Feb 1 - 2020 Figure Skating Winter Exhibition**
- **Feb 6 - Board Painting Party**
- **Feb 7 - Edible Icee Experience**
- **Feb 7 - Daddy Daughter Dance**

### **District Receives Birch Park OSLAD Grant**

Governor Pritzker announced that 85 park and recreation agencies throughout the State will receive a total of \$29.7 million in OSLAD matching grant funds. We are so excited to say that Hoffman Estates Park District was awarded \$225,000 to be used for the Birch Park Revitalization Project!!

### **IAPD/IPRA Conference**

Attendees will receive an email from Monica on Monday regarding key information about the Conference. Also, Conference packets will be distributed at the January 21, 2020 Committee Meetings.

### **Invite to the Community Update with Mayor Bill McLeod**

Hoffman Estates Chamber of Commerce & Industry is hosting “Community Update with Mayor Bill McLeod” on Thursday, February 27, 2020. The event includes a hot breakfast buffet and a presentation by Mayor McLeod. Registration and breakfast begins at 7:30 am and the presentation runs from 8:00 am – 9:00 am. The event will be held at the Sears Centre Arena. Please let Monica know if you’d like to attend and she will RSVP on behalf of the District.

Have a lovely weekend!