



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
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**AGENDA**  
**REGULAR BOARD MEETING NO. 1059**  
**TUESDAY, NOVEMBER 24, 2020**  
**7:00 p.m.**  
**\*Remotely via ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. RECOGNITION
  - A. November 2020 Best of Hoffman: Hoffman Blue
4. RECESS FOR A&F COMMITTEE MEETING
5. RECONVENE FOLLOWING A&F COMMITTEE MEETING
6. APPROVAL OF MINUTES (attached)
  - A. Regular Board Meeting Minutes 10/27/2020
7. COMMENTS FROM THE AUDIENCE
8. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Time & Attendance Software / M20-121
  - B. Comcast Network Infrastructure Renewal & Upgrade II / M20-131
  - C. Open and Paid Invoice Register: \$508,592.51
  - D. Revenue and Expenditure Report and COVID-19 Impact Statement
  - E. Acceptance of A&F Minutes 10/27/2020 (see November packet)
9. PRESIDENT'S REPORT
10. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
11. OLD BUSINESS
12. NEW BUSINESS
  - A. Reappointment of Board Vice President and A&F Vice Chair / M20-132
13. COMMISSIONER COMMENTS
14. ADJOURNMENT

*\*For access to remote meetings held via ZOOM, please email [mlogan@heparks.org](mailto:mlogan@heparks.org). You will be provided the link to join the ZOOM and you will be able to participate during the "Comments from the Audience" portion of the meeting. For ease, you may also email your comment prior to the start of the meeting time and your comment will be read aloud on your behalf during the meeting.*



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**MINUTES  
REGULAR BOARD MEETING NO. 1058  
October 27, 2020**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on October 27, 2020 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, 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 & Facilities Bechtold, Executive Assistant Logan

Audience: Comm Rep Macdonald; Pauline Wieland; Early Childhood Program Manager Wood; Cart Attendant/Bridges Groundsworker Korth; Comm Rep Wilson (7:02); Comm Rep Winner (7:06);

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Recognition:**

**A. October 2020 Best of Hoffman:**

Pauline Wieland was awarded October 2020 Best of Hoffman for initiating the clean-up of invasive plants called buckthorns along the Pine Park creek line. She established an informal group of volunteers, she has deemed Neighbors for Conversation, to help achieve her goal of removing all of the buckthorns along the creek line.

**B. Employees of the 3<sup>rd</sup> Quarter:**

PT: Cart attendant/Bridges Groundswoker Ted Korth was awarded for his hard work and dedication to the Bridges of Poplar Creek Country Club.

FT: Early Childhood Program Manager Natalie Wood was awarded for her virtual offerings during the COVID-19 pandemic, being a team player by adding senior programs and some special events to her workload, and for applying for a State grant obtaining over \$160,000 in grant money for the District to support wages and expenses of the child care program.

Early Childhood Program Manager Wood, Cart Attendant/Bridges Groundswoker Korth, and Pauline Wieland left the meeting.

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

Commissioner Chhatwani made a motion, seconded by Commissioner K. Evans to recess the Board Meeting at 7:09 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

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

Commissioner R. Evans made a motion, seconded by Commissioner Kinnane to reconvene to the Regular Board Meeting at 8:01 p.m. The motion carried by voice vote.

**7. Approval of the Minutes:**

Commissioner Chhatwani made a motion, seconded by Commissioner K. Evans to approve the minutes of the September 3, 2020 Special Board meeting and the September 22, 2020 Regular Board meeting as presented. The motion carried by voice vote.

**8. Comments from the Audience:**

None

**9. Consent Agenda:**

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to approve the consent agenda items A-L as presented.

On a Roll Call: Carried 6-0-0

Ayes: 6 Chhatwani, K. Evans, R. Evans, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

A. Fertilizer and Chemical 2021 Early Order / M20-116

B. Jeff Ellis Management / M20-119

C. Range Enhancement Project / M20-118

- D. First Amendment Activities Policy / M20-111
- E. Billboards Agreements and Resolutions / M20-123
- F. Cook County Coronavirus Relief Funds Resolution R20-006 / M20-122
- G. Pay Grades, Job Descriptions, Health Insurance Contribution, and 2021 Wage Increase / M20-114
- H. Open and Paid Invoice Register: \$642,641.89
- I. Revenue and Expenditure Report, Financial Analysis, and COVID-19 Impact Statement
- J. Acceptance of B&G Minutes 08/18/2020 (see October packet)
- K. Acceptance of Rec Minutes 08/18/2020 (see October packet)
- L. Acceptance of A&F Minutes 09/22/2020 (see October packet)

**10. President's Report:**

President Kaplan presented the idea of finding a way to recognize past Commissioner Lili Kilbridge for her years of service to the District and to formally thank her for all she has done. The Board was in favor of doing so.

President Kaplan opened the discussion to the Board on the topic of filling the current Board vacancy. Of the six Board members, two wanted to wait after the election in April 2021, two wanted to fill the vacancy immediately, and two were 50/50 on the topic. President Kaplan took a formal vote for all those in favor of temporarily filling the vacancy:

On a Roll Call: 3-3-0  
Ayes: 3 Chhatwani, K. Evans, McGinn  
Nays: 3 R. Evans, Kinnane, Kaplan  
Absent: 0

It was concluded that a tie does not equal a pass because in order to pass it must have the majority of the Board's support, and therefore, at this time, the Board will not move forward with finding a temporary Board member.

President Kaplan noted at the November Board Meeting, New Business items will include reappointing a Vice President of the Board as well as the Vice Chair of the A&F Committee.

President Kaplan noted the Committee of the Whole Meeting will be held at 6:00 p.m. on Tuesday, November 17 remotely via ZOOM because the meeting may exceed the number of people allowed in a gathering according to the current COVID-19 guidelines. He then added and took a vote for while in mitigation to hold ZOOM meetings for the Committee/Board meetings and once Cook County is out of mitigation to hold in-person meetings.

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

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

Executive Director Talsma provided an update on the COVID-19 mitigation: the District is still allowed to hold Recreation Programs, however, basketball has been classified as high risk. Unfortunately, this will force staff to cancel the 3v3 basketball program which had over 100 people registered.

Executive Director Talsma added staff are enforcing that if you cannot maintain six feet of social distance, you must wear a mask district-wide.

In addition, he added the District cannot have rentals exceeding 25 people.

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to adopt the Executive Director's Report as presented and supplemented. The motion carried by voice vote.

**12. Old Business:**

None

**13. New Business:**

A. Executive Director Review Process / M20-124:

Executive Director Talsma presented the final version of the Executive Director Review Evaluation Form.

Commissioner K. Evans expressed his disappointment with the review form. He noted that he would've liked to have seen more specific areas of accountability.

Commissioner R. Evans made a motion, seconded by Commissioner Chhatwani to approve the Executive Director Review form as presented. The motion carried based on the following:

On a Roll Call: Carried 5-1-0  
Ayes: 5 Chhatwani, R. Evans, Kinnane, McGinn, Kaplan  
Nays: 1 K. Evans  
Absent: 0

B. Credentials Certificate for IAPD Annual Meeting / M20-113:

Executive Director Talsma reviewed the item noting that the delegate and alternates would attend the virtual conference.

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to recommend the Board approve the Credentials Certificate with the appointment of the delegate and 1st, 2nd, and 3rd alternates as follows:

Delegate: Ron Evans – Assistant Secretary/Commissioner

1st alternate: Keith Evans – Treasurer/Commissioner

2nd alternate: Pat McGinn – Commissioner

3rd alternate: Pat Kinnane - Commissioner

Motion carried by voice vote.

**14. Commissioner Comments:**

Commissioner McGinn thanked staff for keeping up with the COVID-19 pandemic changes.

Commissioner K. Evans expressed how happy he is to be having this meeting in the Hap & Jan Wittkamp Senior Center (following the formal designation of the Hap & Jan Wittkamp Senior Center at 6:30 p.m. on October 27).

Commissioner Kinnane commended Director Hopkins on a nice job on the salary wages and research conducted in order to complete the employee salary wages. He added the NRPA Conference has been very informative thus far.

Commissioner R. Evans noted the Drive-Boo Trunk or Treat looked like a huge success and congratulated staff. He added a congratulations to Director Bechtold on selling out the Turkey Shoot event.

Commissioner Chhatwani noted the Drive-Boo Trunk or Treat event was very well put together. She added a thank you to staff for their hard work and asked all to stay safe and healthy.

President Kaplan thanked staff for going above and beyond during this very difficult year. He added that while economically raises aren't in the picture, it is no indication of the Board's opinion of the staff's performance over this last year.

**15. Adjournment:**

Commissioner Chhatwani made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 8:28 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1059**

**EXECUTIVE DIRECTOR'S REPORT**

**November 2020**

**PARKS DIVISION**

**THE CLUB RENOVATIONS**

HEParks staff was able to begin installing the new lockers in both the men's and women's locker rooms on October 19, 2020. While installing the lockers, staff was also installing the new lighting on the top of the lockers, hanging the restroom partitions, as well as installing new fixtures and hardware in the showers. The community locker rooms turned out great and are much more maintenance friendly now.

Ranco Services began the construction process in the pool locker hallway and changing rooms the last week of October. This followed after HEParks staff completed the demo of the old lockers and removed the partitions from the walls in the changing rooms. We are currently not on pace to achieve the goal of November 16, 2020 for the changing rooms and pool locker hallway, but both men's and women's community locker rooms are open.

Staff began the process of renovating The Club's Kids Corner to allow for one side to be used as a party rental room/Kids Corner overflow and the other room will dedicated to Kids Corner only. Ranco Services is looking to finish with their work on November 13 and then HEParks staff will have roughly three days to finish the work.



**SOUTH RIDGE OSLAD (project can be followed at <https://www.heparks.org/general-information/parkprojects/> via drone footage)**

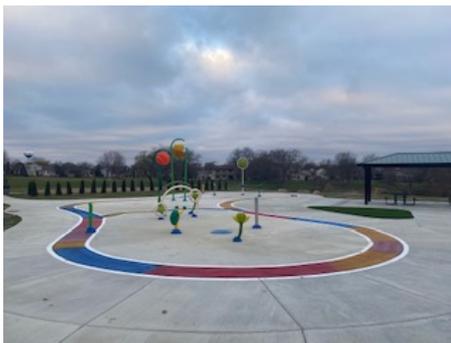
The Parks team has been very busy at South Ridge Park putting lots of finishing touches on the park. The new Nature Play Area was installed. This area involves tree stumps that act as climbing logs in a “S” pattern, milled tree branches attached to logs to serve as balance beams, large separate logs for kids to use their imagination, senses with emphasis on touch. The main feature is a turf hill that goes over the top of a tunnel. The “Tunnel Hill” serves many aspect of play such as the hill is bordered by logs for climbing and balancing, the turf can be used to slide down, climb up or run down the turf, and the tunnel allows kids to use their imagination when playing instead of having structured play.



Once the paths were finished, HEParks crews were busy backfilling with soil, seed and erosion blankets. Both sides of the path had restoration work to be completed and all of this work was completed by our in-house staff. After completion of soil and seed staff begun cleaning up the landscapes and watering all seed around paths and in constructions areas.

The inside electrical at the bathhouse was prepared for lights, vent fans and hand dryers. Once ComEd finishes hooking up the power, the building will then be live. The interior walls were completed and ready for fixtures to be installed, as well.

Staff played the part of weather man while trying to find the perfect day to paint the concrete at the splash pad and install the fishing/kayak pier. Mother Nature cooperated nicely and allowed for both of these jobs to be completed.





## **CANNON CROSSINGS PATH**

All the paths between the fields and around the concession stand were repaved at Cannon Crossings. The contractor was able to mill the edges and prepare our current asphalt for an overlay. The project went very smooth and was completed in two days' time.



The following is a brief list of other items completed by staff during October:

- Applied for federal relief for COVID-19 purchased items.
- Mower maintenance and repairs.
- Vehicle checks and repairs.
- Park mowing.
- Hazard tree removals at South Ridge, Victoria, Highland, South Twin and Charlemagne Parks.
- Irrigation blow outs at Cannon Crossings, Eisenhower and Victoria Parks.
- Mowing in burn areas to protect trees and structures.
- Playground repairs at Vogelei.
- Removed playground shade structures from playgrounds and dog parks.
- Built and installed Hap & Jan Wittkamp Senior Center sign at TC.
- Fence repairs at Freedom Run and Bo's Run Dog Parks.
- Installed new dishwasher at TC ELC kitchen.

- Turn off all outdoor hose bibs.
- Clean and check all vestibule heaters.
- Replaced inducer motor at BPC TRU #5.
- Install and routine maintenance at Vogelei House furnaces and change batteries in thermostat.
- Clean out Seascape flu pipe. Heater was going off on low combustion air.
- Turn on plumbing chase heaters where water has been supplied to the meter.
- Rebuilt The Club's domestic hot water boiler. Installed new fire proofing panels.
- Installed new reznor heater at BPC Maintenance.
- Rodded out urinals and single toilet run at The Club.
- Made adjustments to BAS system for TC board room and room 114. Each room was fighting each other's heat/cool call. Upon further diagnosis, we found an actuator was not turning the damper shaft. Installed new bolts for the linkage.
- Secured BPC led upgrade for bollard lighting through a ComEd incentive program.
- Media change on the defender filters at The Club.
- Install new pressure relief valve on The Club domestic hot water boiler #1.
- Rebuild pressure relief valve on laundry boiler at The Club.

Recreation Division



Triphahn Center



Willow Recreation Center

**Triphahn Center Fitness**

<u>Membership</u>	<u>10/31/2019</u>	<u>1/1/20</u>	<u>10/31/2020</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>838</b>	<b>781</b>	<b>560</b>	<b>-221</b>

There were 1,370 visits in October to the fitness center (compared to 1,052 last month).

There are 24 participants in four fitness classes offered this session.

**Willow Rec Center Fitness & Racquetball**

<u>Membership</u>	<u>10/31/2019</u>	<u>1/1/20</u>	<u>9/30/2020</u>	<u>YTD Var. +/-</u>
Fitness	239	304	107	-197
Racquetball	50	63	62	-1
<b>Total</b>	<b>289</b>	<b>367</b>	<b>169</b>	<b>-198</b>

Willow Rec Fitness Center reopened on October 12. Equipment was moved to provide more room between pieces along with additional signage to remind members to keep their distance. Reservations are required as the room capacity is only three members per hour. There were 171 visits in October.



## Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>10/31/2019</u>	<u>1/1/20</u>	<u>10/31/2020</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>659</b>	<b>683</b>	<b>617</b>	<b>-66</b>



## General Programs

General Programs:

- Baton & Poms – 26 participants
- Music Lessons – 1 in piano and 1 in guitar
- Choir at Palatine Park District – 6
- Shotokan Karate – 61
- Tae Kwon Do – 18
- Gymnastics October session – 24
- Dance - 107

Special Events: Drive-Boo Trunk or Treat was held on October 24 in the Seascape parking lot. The event sold out and the waitlist was expanded to accommodate 300 cars. A total of 550 children participated in the 300 cars. The event was a huge success, and we were provided a lot of great feedback on how safely the event was executed. We had over 60 volunteers for the event to help create a fun atmosphere for the children. Below is some of the feedback we received for the event.

- o This was great! My grandkids loved it!
- o I wanted to say, thank you for today’s event. My daughters loved it and had so much fun. You all always do great events for kids.
- o My girls had so much fun at the Drive-Boo today! Thank you for a wonderful event!
- o This was really well run, we enjoyed it!

Regardless of the status of COVID-19 next year, we are going to conduct the event the same way based on the amazing experiences that the kids had this year.

Upcoming special events include a new Holiday Lights Contest and Santa Drive-By event.



## 50+ Club

The 50+ Club continues to remain closed for drop-in usage, but community members may register for free activities that are offered throughout the week. Weekly activities include: volleyball, chair volleyball, walking club, cards and games, billiards, mah jongg pickleball and ping pong. Drop-in is not available for these activities; participants must pre-register to attend.

Enrollment for October was:

- Billiards – 5
- Cards & Games – 4
- Chair Volleyball – 6
- Mah Jongg – 10
- Volleyball – 25
- Pickleball – 18
- Ping Pong – 12
- Walking Track – 15
- Pinochle - 8

There were 17 participants in two Forever Strong classes and 13 in two new Stretch and Tone classes.



## Early Childhood

There are 17 children enrolled in the ELC program (up one from last month).

The ELC program was awarded a Child Care Resortation Grant to cover losses due to COVID-19. The initial grant was awarded for \$97,785 for expenses in July, August and September. An additional \$65,190 was awarded for October and November. This money is going to be used to support staff salaries and upgrades to the rooms.

The part-day preschool program continues to promote mid-year enrollment.

19-20 TC		20-21 TC		+/-	19-20 WRC		20-21 WRC		+/-
Threeschool	14	Threeschool	0	-14	Threeschool	12	Threeschool	0	-12
2's Playschool	29	2's Playschool	6	-23	2's Playschool	19	2's Playschool	0	-19
3's & 4's	121	3's & 4's	47	-74	3's & 4's	61	3's & 4's	30	-31
<b>Total</b>	<b>164</b>	<b>Total</b>	<b>49</b>	<b>-111</b>	<b>Total</b>	<b>92</b>	<b>Total</b>	<b>29</b>	<b>-62</b>

Discovery with Ms. Natalie facebook videos have resumed. Videos will be posted every two weeks on Friday afternoons. Natalie's videos vary from stories to crafts to different activities to do at home.



## School Age - STAR and Day Camps

### **STAR Before & After School**

District 15 resumed full attendance school on September 21. STAR is offered at Willow for D15 students. There are 16 children enrolled in before and/or after school care at Willow. There are 10 children enrolled in the KinderSTAR program at Willow, as well.

District 54 announced on October 2 that they will be offering hybrid in-person school starting October 19. Children attend school two days a week in-person and continue virtually the other two days. The children were divided into two groups, one group attends Monday/Thursday in-person and the other attends Tuesday/Friday in-person. On the alternate days, they are learning remotely. Wednesday is virtual for both of the groups.

Staff had to act quickly, but was able to successfully revamp the STAR Study Hall program at the Triphahn Center and the traditional STAR program at the schools. The change has awarded each child the opportunity to have a place to go before and after school and a place to go on days when they are not in school from 7:00 a.m. to 6:00 p.m. Each program was divided into two groups that match up with the school's assignments. Study Hall, the full-day program, is offered the three days that the children are not in school and offers weekly registration. STAR, the after-school program, is offered the other two days following the in-person day of learning and is billed monthly.

#### October enrollment for Study Hall:

- Week of October 5 (5 day program): 18
- Week of October 12 (5 day program): 24
- Week of October 19 (start of 3 day program):
  - o Group A: 9
  - o Group B: 10
- Week of October 26:
  - o Group A: 9
  - o Group B: 8

The STAR enrollment at SD54 schools is very low. With only approximately 30% of the district attending school via hybrid model (and then that group split into two groups), the need for before & after school care is very minimal.

<b>October</b>	Armstrong	Fairview	Lakeview	Lincoln Prairie	MacArthur	Muir	Total
Group A (Before)	1	2	0	3	5	1	12
Group A (After)	0	5	0	5	6	4	20
Group B (Before)	2	5	0	1	5	1	14
Group B (After)	0	8	8	0	4	1	22

Planning is in the works if the schools return to all virtual learning to offer a 5-day Study Hall program.



## Youth Athletics

### Adult Softball

- The fall league has five teams and started October 5 and ended November 2.

### Basketball

- A new 3v3 fall league was offered. There were 107 children enrolled, but was short lived. The revised Sports Guidelines moved basketball to the “high risk” category which only allows practices, no games. Each team was able to get five practices in and one Saturday of games before the cancellation of the league.

### Soccer

- Fall league ended November 2. Each team has intra-team scrimmages as regular games are not allowed due to the All Sports Guidelines. There are 130 players this season.
- A new 6-week indoor season is scheduled for November-December. Players will participate in a 30 min practice and 30 min scrimmage every Sunday. Limited to 12 kids a group to allow for referee and views. To date, there are 33 children enrolled.

### Fishing:

- Fall fishing class has 10 participants.

### Outdoor Rec:

- In partnership with the Cook County Forest Preserve, two fall hikes were offered. One was cancelled, but the Fall Colors Hike ran with eight participants.



## *Ice Operations*

### **Figure Skating**

Figure skating lessons began in September. There are 148 skaters enrolled in the fall session of figure skating.

October freestyle had 90 skaters enrolled.

New classes offered this fall: Power/Edge Class, Jump/Spin class, and Intro to Speed Skating.

### **Hockey**

Hockey clinics resumed with a four-week October clinic. Each hockey league level is on the ice three days/week to mimic the ice time they would receive if the fall hockey league was in-play. October clinic had 138 players. Another six-week session began in early November that will run through mid-December.

Additionally, a shooting clinic, a Thanksgiving clinic, and a holiday clinic are all scheduled for November and December.



## *Aquatics*

Indoor swim lessons began in early November at The Club. The revamped swim lesson program will focus on advanced instruction through low teacher to child ratios. Private lessons and small group (min of 2 / max of 3) lessons are offered on Tuesday nights, Thursday nights and Saturday mornings. A total of 46 children are enrolled for the new fall swim lessons.



## *Communications and Marketing*

### **Design Work:**

- Late Fall Program Guide
- Drive-Boo Trunk or Treat – scenes
- WRC Voting Signage
- Hockey Clinics

- Mask mandate signage
- Facility guidelines signage
- Club signage: construction, hours, COVID guidelines, monthly promo

**Special Projects:**

- Hap & Jan Wittkamp signage
- Chamber of Commerce welcome article
- Best of Hoffman video creation

**Email campaigns:** Seven e-blasts sent this month with average open rate of 25-30% and click rate of 11-12%.

**Press Releases:**

- Fall Fun Guide – ad with article
- October events in Daily Herald Halloween calendar
- Senior Center – ad with article

**Social Media:**

- 35 posts and five videos in October
- Facebook audience is 57% women between 35-44 years old
- Top interactive posts:
  - 1) Drive-Boo Trunk or Treat photos: 1,474 reached with 151 click-throughs
  - 2) Discovering with Ms Natalie video: 685 reached with 242 views
  - 3) Swimming Lessons (paid ad): 3,723 reached
  - 4) STAR (paid ad): 3,619 reached
- Top social media event:
  - 1) Drive Boo Trunk or Treat: 80,984 reached
  - 2) Fishing Derby: 1,739 reached

**# of Followers:**

HE Parks Facebook: 4988 (+28 from last month)  
 HE Parks Twitter – 1091 (+4 from last month)  
 HE Parks Instagram – 707 (+12 from last month)  
 50+ Facebook- 114 (+1 from last month)  
 Wolfpack Facebook- 309 (No change from last month)  
 Wolfpack Instagram – 310 (+3 from last month)  
 Figure Skating Facebook – 83 (+2 from last month)  
 Bridges Facebook – 1026 (+2 from last month)  
 Bridges Instagram – 118 (+2 from last month)  
 Bridges Twitter – 165 (-2 from last month)

The Club Facebook – 1621 (+1 from last month)  
 The Club Instagram – 282 (+13 from last month)  
 The Club Twitter – 38 (+1 from last month)

**Website:**

Traffic to HEParks Website in October: 17,644 unique page views to the website.

Highest visit days:

- October 12: 1,115 visits due to swimming lessons launch on website, email and social media.
- October 16: 992 visits due to Fall Program Guide launch

Highest visited pages

- Highest visited pages in October 2020: Home page, program guide, Drive Boo, Dog Park, Swimming, Triphahn Center fitness

**Bridges General Programs**

 Pro Am Scramble was on October 11. We had 24 teams participate in this highly competitive four player scramble. The event was modified to be a tee time event to help with social distancing. Staff received several comments from participants on how the event was organized while adhering to the COVID-19 guidelines. This season, we had a tie for first place with the winning teams shooting 16 Under. Congratulations to the winning teams of Joe Cermak, Michael Cermak, Patrick Cermak, and Steve Klopach; Brad Slocum, Andy Mickelson, Dustin Schwab, and Ben Sieg.

 The Turkey Shoot was also modified to a split tee time event with 104 players registering for this event. Unfortunately, this event was on one of the challenging weather days of this late fall season. With the feels-like temperatures around 16° and wind gusts up to 40 mph, we had to cancel this event. Each participant received a round of golf, hat, sleeve of balls, and a turkey in lieu of playing this event.

**Golf Rounds**

MONTHLY ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
3,076	2,810	1,692	2,015	2,766	2,472

YTD ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
29,190	30,297	25,809	24,182	24,336	26,763

Range Information - Range was closed March 15<sup>th</sup> to May 29<sup>th</sup>.

MONTHLY RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
1,068	1,051	968	1,035	1,665	1,157
YTD RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
18,239	19,108	17,284	18,755	16,607	17,998

### Hole In One Contestant Update

HOLE IN ONE MONTHLY SALES TOTALS				
2016	2017	2018	2019	2020
363	270	72	50	77
YTD HOLE IN ONE SALES TOTALS				
2016	2017	2018	2019	2020
483	2,356	1,883	2,115	1,023

### Food & Beverage

Wedding Count Update:

**2021 = 14 ceremony and reception, 3 reception**

**We currently have 2 proposals awaiting final contract signatures.**

*This time last year our bookings for 2020 were only 7 ceremony and reception, 3 reception*

2020 = All weddings have been cancelled or rescheduled to 2021.

*We had 10 ceremony and reception, 4 reception only booked for 2020.*

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 October, our high averaged 58° (4° below average) and low averaged 40° (3° below average). We finally got a month where we saw our normal rainfall totals get 3.25” of rain (3.15” average) in October. October also brought our first dusting of snow. We saw minor accumulations on October 26. For the month, we saw 14 total playable\* days (45%) and weekends in October we had three playable\* days (33%).

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

Towards the end of the month we started work on the 10th hole gold tee area. This tee has always struggled because of completion of tree roots. This has resulted in very thin turf and less than ideal playing conditions. The main goals of this small renovation was to eliminate the root completion, picking up more teeing ground, and provide a quality surface.

Removing the trees is not an option; the next best choice is to eliminate tree roots by root pruning around the perimeter of the tee. This is a very simple process where a trench is cut about 12” deep where root intrusion has occurred. This trench will cut any roots and eliminate the completion, over time the roots will grow back so this process will need to be done again in the future.



After tree roots had been cut, we looked at the existing tee placement and alignment. We had a lot of space in front of the existing tee that could be incorporated into new teeing surface, so we stretched the existing tee from 55’ to 90’. The alignment was slightly shifted so that it points directly down the center. Also with squaring up the new tee it makes it much more efficient on useable teeing area.

Lastly, it came to our playing surface. All areas were sodded on November 3 with HGT bluegrass. This is different than other surfaces on the course which are mainly bentgrass. Traditionally, bluegrass like you see in the rough or a home lawn would be a horrible choice and would not be able to take the ½” mowing heights. However, HGT is not your normal bluegrass; it performs great at 2” height but also performs exceptional at ½” heights. Due to the different growth habits than that bentgrass, bluegrass is very quick at repairing divots (stolons vs rhizomes) and also much more tolerant of traffic and drought stress. The hope is that this tee can be a trial to see if we are interested in converting more tees to bluegrass from bentgrass.

The following is a step-by-step description of how we renovated the tee along with photos.

- Tilled up the existing tee and new area to loosen soil and break up sod.



- Added fill to raise the new area to same level as old tee, added about 11” of fill to the front. Then graded soil to make sure we have proper pitch for surface drainage.



- Added 3-4” of sand to top of tee. This will provide a firm surface and allow for excellent rooting. Additionally, the sand is much easier to get a nice flat surface than soil.



- Tee surface was compacted with plate compactor and tee banks were graded in.



- Tee surface and banks were sodded.



- Finished product:



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

- Mowed or rolled all playing surfaces regularly
- Changed cups and set-up course
- Raked bunkers
- Fixed storm damage in bunkers

- Sprayed greens
- Fertilized tees
- Vented greens
- Hand watered greens and tees
- Seeded weak areas on greens
- Repaired irrigation issues
- Cleaned-up storm damage
- Pruned low limbs
- Cleaned leaves off playing surfaces
- Mowed and seeded driving range tee
- Started cleaning out beds for fall
- Brought in fountains
- Planted memorial tree on 2
- Mowed down all fescue areas



<b>Membership Totals</b>	<b><u>10/31/2019</u></b>	<b><u>10/31/2020</u></b>	<b><u>1/01/2020</u></b>	<b><u>Var. +/-</u></b>
Totals	2853	2186	2837	-651

**Member Services/Sales**

- Though we continue to have new members enrolling, October cancellations were significant. Part of these cancellations were because of members who have concerns with COVID-19 and part of these were because of members who we have been unable to connect with and owe money. Unfortunately, this has resulted in a significant drop in our overall membership number. We did have 77 new members enroll in the month of October and currently have 80 members who purchased the HIIT add-on option.
- October was our second month of billing since reopening and members are continuing to contact us with various hold and cancel requests. Member Services staff are attempting to offer members options for a hold first to save the membership if it is due to COVID-19 concerns. This continues to keep the team extremely busy with account management.
- The Club daily visit numbers increased slightly with an average of 346 visits per weekday in October. This put us at 74% of daily visits compared to visit numbers in October of 2019. Saturday/Sunday visits increased and are averaging 218 per day now, about 70% of October 2019 numbers.

- The Club General Manager and volunteers participated in the Drive-Boo District event on October 24. There was a very positive reception from the event participants for our “Retro Circus/Strong Man” theme.

**Operations and Fitness Departments:**

- We had a wonderful reception from members to our *October Happenings* events throughout the month. Staff is putting a tremendous effort into creating a fun and exciting environment for our members to have opportunities to still have some fun during such a difficult time. Some of the awesome events we had in October included a “Pink Pumpkin Ride” where members had the opportunity to write the name of a person with cancer who they were dedicating their ride to. It was an incredible and emotional class. We also offered a “Spooky Spin” where more than half the class showed up in costumes! Also a “Pilates with Pumpkins” in which mini pumpkins replaced weights and the class participants got to take home a couple of pumpkins.
- The Fitness Program Manager is now busy planning for a much needed “Namaste November” focusing on mind and body classes and events.
- The men’s and women’s community locker room renovation is finally complete and looks great! We are awaiting new benches to be delivered for each space and the installation of these will complete the project for these two spaces. The family community locker room renovation is underway now and expected to be complete by the end of November.
- We have had a lot of very positive feedback and reaction to the new space from members and swim participants about the new look.
- Parks has begun the demo of the first room of Kids Club which will be transformed into a party room/tween room and serving as a multi-purpose space. We are looking forward to this project providing additional rental options and space for the “tween”-agers.

**A. Finance/Administration**

- Worked on preparing the preliminary 2021 budget. Met with Directors to review their proposed budgets.
- Completed research into a replacement Time and Attendance/Scheduling software.
- Training new disbursement associate.
- Processed applicable monthly returns, as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household member and member holds prior to November billing.
- New features/processes in RecTrac:
  - Restructure District 54 STAR Hybrid program
- Payroll Cycle Processing
  - 10/02/20        \$250,760.20
  - 10/16/20        \$246,162.40
  - 10/30/20        \$247,365.00

**B. Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. Sponsorship/Marquee
  - b. ELC (weekly)
  - c. Club/TC/WRC Fitness
  - d. STAR
- Administrative
  - a. Program Cancellations/Refunds
  - b. Program Fee/Rule Adjustments
  - c. Reset STAR billing fees for October participants
  - d. Basketball fee adjustments for new mask regulations
- Administrative Registration for:
  - a. District 54 STAR Hybrid
  - b. STAR Study Hall
  - c. Lunch Add-on
  - d. Fishing Derby
  - e. Boo Drive-By
  - f. 50+ Drop In
  - g. New Swim Classes
  - h. October Ice Private Lessons

**C. Human Resources**

- Processed two new part-time hires and 27 new volunteers.
- Attended webinars on:
  - a. PDRMA - Health Benefits
  - b. IMRF - Wage Reporting
- Prepared for 2021 Open Enrollment.
  - a. Updated Election Form
  - b. In order to eliminate gatherings, prepared open enrollment videos for staff in both English and Spanish.
- Attended webinar/demo with NovaTime time and attendance software.
- Provided orientation for full-time disbursement associate position.

**D. Technology**

- In the process of upgrading Windows 7 desktops to new Windows 10 desktops. 20 out of 20 desktops have been deployed.
- VMWare & Veeam software are in process of being upgraded.
- Standardized our 911 Emergency calling by reconfiguring and updating all locations to use Comcast PRI line.
- Working with Recreation to obtain quotes for interactive whiteboards and iPads to be installed in ELC classrooms.
- Worked with staff on budgeting process for 2021.

## **RECAP OF WEEKLY UPDATES TO THE BOARD**

### **Updates 10.23.2020**

#### **Upcoming Events**

- [Oct 24 - Drive-Boo Trick or Treat](#)
- [Oct 28 - Fall Colors Hike](#)
- [Oct 28 - Un-Haunted Hike](#)

#### **Wittkamp Senior Center Designation**

The unveiling for the Hap & Jan Wittkamp Senior Center is taking place at 6:30 p.m. on Tuesday, October 27. To control the headcount for the event, only the Wittkamp's family, the Board of Commissioners, and necessary staff have been invited to the unveiling. We plan to do a public ribbon cutting in 2021 when we formally reopen the senior center.

#### **NRPA Virtual Conference**

The 2020 NRPA Annual Conference: A Virtual Experience (NRPA Virtual) will take place October 27–29. It is \$295 for members. Please let Monica know if you are interested in attending (virtually).

The Conference Session Schedule has been released – please see the following link to review it: [Conference Session Schedule](#)

\*So far, we have Pat K and Raj attending.

#### **IAPD Complimentary Webinar**

IAPD's next complimentary webinar, *The Power of "Yes": De-escalating Irate Patrons During COVID-19*, is Thursday, October 29 at 11:00 a.m. Join Joe Crimmins, the Founder and President of *Serve and Protect Law LLC™*, a retired Police Detective Sergeant with 30 years of experience in criminal investigations and emergency preparedness as he will:

- Discuss irate patrons in the workplace, and the verbal skills that park district staff can use to de-escalate irate patrons.
- Offer "Active Threat" strategies for your staff members when a patron interaction turns dangerous.
- Provides a policy and a process to deal with patrons in your facilities that are not wearing a mask or refuse to wear a mask.

Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

#### **IAPD 2020 Legal Symposium**

Registration is now open for the IAPD Legal Symposium! The event will be held virtually on November 5 via ZOOM. Please see the full agenda here: [Agenda](#)

Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

\*So far, we have Pat K attending.

#### **2021 IAPD/IPRA Soaring to New Heights Conference**

The 2021 Conference scheduled for January 28-30 will be fully virtual. Additional details will be shared as those are released from IAPD.

## Updates 10.30.2020

### Upcoming Events

- [Nov 29 - Letters to Santa](#)
- [Dec 20 - Santa Drive By](#)

### HEParks Virtual Program Guide

The November/December 2020 virtual program guide is out. Please see the following link for offerings:  
[Program Guide](#)

### IAPD 2020 Legal Symposium

Registration is now open for the IAPD Legal Symposium! The event will be held virtually on November 5 via ZOOM. Please see the full agenda here: [Agenda](#)

Please let Monica know if you are interested in attending (virtually) and she will register on your behalf.

\*So far, we have Pat K attending.

### IAPD Best of the Best Awards Gala

This year's *Best of the Best Awards Gala* will be an amazing virtual experience featuring a pre-recorded show with video footage of our winners. The *Best of the Best* video will be released at **7:00 p.m. on Thursday, November 12**, and will be available to watch that day, or any day after that! Registrations are not required for this complimentary IAPD member event!

Hoffman Estates Park District are one of the winners of the IAPD Best of the Best Intergovernmental Cooperation Award. This is in thanks to our intergovernmental agreement with the Village of Hoffman Estates and the Forest Preserves of Cook County for the paving of the bike trail along Shoe Factory Road.

### 2021 IAPD/IPRA Soaring to New Heights Conference

The 2021 Conference scheduled for January 28-30 will be fully virtual. Additional details will be shared as those are released from IAPD.

## Updates 11.05.2020

### Upcoming Events

- [Nov 13 - Magic Class](#)
- [Nov 29 - Letters to Santa](#)
- [Dec 17 - Holiday Lights Display Contest](#)
- [Dec 20 - Santa Drive By](#)

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## **Updates 11.13.2020**

I spoke with all of you on Friday to confirm that we are following the Cook County Department of Public Health's advisory guidelines. As we discussed, this is advisory in nature, however, as a leader in our community, we all agreed we should lead by example. Hopefully by limiting our programs and facility uses to more essential functions, we will do our small part to help contain this virus. This means all non-essential recreation programs including youth programs, athletic programs, and ice/hockey programs will be cancelled starting Monday. The golf course and our fitness centers as well as ELC, e-learning, and essential daycare will still be open. The advisory as of now is for 30 days. We will provide an update at Tuesday night's meeting. On a brighter note, please see below regarding information that I received from PDRMA.

I hope you all saw the good news that Pfizer and BioNTech announced that their vaccine candidate is 90% effective in preventing COVID-19 with no serious safety concerns noted during the clinical trials. And, it may be available next month. Several other manufactures are also developing vaccines. We've been concerned that the cost of the vaccine could be financially detrimental to the health program. It appears that won't be the case, at least not for the first year. Some manufacturers are suggesting a lower "pandemic" price with a much higher price post pandemic. Pricing also will likely vary depending on whether the manufacturer received federal funding for the vaccine development. Expectations are that the cost will range somewhere between \$4 and \$40 per dose. Pfizer previously indicated their price would be near \$20 per dose.

In general, mandatory vaccines don't violate the ADA (or Title VII) if tied to a legitimate business need and especially if tied to a direct threat of safety (like a pandemic), but an employer must still go through the interactive process and look for alternatives if someone raises a disability accommodation request or a sincerely held religious objection. The article in the following link is from Korn Ferry on the topic of mandatory vaccines: [Korn Ferry Mandatory Vaccines](#)

## **Upcoming Events**

- [Nov 13 - Magic Class](#)
- [Nov 29 - Letters to Santa](#)
- [Dec 7 - 50+ Holiday Moviethon](#)
- [Dec 9 - 50+ Holiday Moviethon](#)
- [Dec 11 - 50+ Holiday Moviethon](#)
- [Dec 17 - Holiday Lights Display Contest](#)
- [Dec 21 - Santa Drive By](#)

## **Thank You Letter from Arlington Heights Park Foundation**

Please see attached for a thank you letter for the District's donation to Arlington Heights Park Foundation's annual golf outing.

## **NRPA Two-Part Webinar Series: Park Equity, Life Expectancy, and Power Building**

Part 1: Wednesday, November 18 at 12:00 p.m. – 1:30 p.m.

\*Learn more about NRPA's life expectancy predictive model research process, methodology, findings, and possible replication

Part 2: Thursday, December 10 at 1:30 p.m. 3:00 p.m.

\*Learn more about policy advocacy action and power building for park equity

Please let Monica know if interested in attending and she will register on your behalf.

***\*\*The following document was attached to this email: Arlington Heights Park Foundation Thank you Letter\*\****



November 5, 2020

Mr. Craig Talsma, Executive Director  
Hoffman Estates Park District  
1685 W. Higgins  
Hoffman Estates, IL 60195

Dear Craig,

Thank you for your recent donation for our annual Foundation Golf outing. Our event raised nearly \$20,000 which will be used for the Park District's scholarship and youth programs supporting healthy initiatives. Without your generous support, we couldn't have been so successful.

Thank you again for your continued support.

Sincerely,

A handwritten signature in black ink that reads "Carrie A. Fullerton".

Carrie A. Fullerton, CPRE  
AHPD Executive Director

*Thanks Craig!*

410 N. Arlington Heights Rd. | Arlington Heights, IL 60004 | p: 847.577.3008 | f: 224.425.4634 | [ahparkfoundation.org](http://ahparkfoundation.org)

**MEMORANDUM M20-132**

**TO: Board of Commissioners**  
**FROM: Craig Talsma, Executive Director**  
**RE: Reappointment of Board Vice President and A&F Vice Chair**  
**DATE: November 24, 2020**

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**Background:**

At the September 22, 2020 Board Meeting, Lili Kilbridge formally announced her resignation as a Board Commissioner effective immediately. At the time of her resignation, she served as both the Board Vice President, as well as the Vice Chair of the Administration & Finance Committee.

**Implications:**

The seats previously held by L. Kilbridge will now be vacant until the May 2021 Annual Meeting unless each are filled by an existing Board member for the interim. The Board will need to elect the Board Vice President. The Board President will need to appoint the A&F Vice Chair with Board consent.

**Staff Recommendation:**

Staff recommends the Board appoints a Board member to serve as the Board Vice President and a Board member to serve as the Vice Chair of the A&F Committee. Each position will be held by the appointed individual until the May 2021 Annual Meeting.