



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



AGENDA
REGULAR BOARD MEETING NO. 1060
TUESDAY, DECEMBER 22, 2020
7:00 p.m.
***Remotely via ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. RECOGNITION
 - A. Retirement Resolution
 - Debbie Albig
 - B. Service Resolution
 - Bob Bell – 15 years
 - Lynne Cotshott – 20 years
4. RECESS FOR A&F COMMITTEE MEETING
5. RECONVENE FOLLOWING A&F COMMITTEE MEETING
6. APPROVAL OF MINUTES (attached)
 - A. Committee of the Whole Meeting Minutes 11/17/2020
 - B. Special Board Meeting Minutes 11/17/2020
 - C. Regular Board Meeting Minutes 11/24/2020
 - D. Public Meeting Minutes 12/15/2020
7. COMMENTS FROM THE AUDIENCE
8. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
 - A. 2021 Purchase of Golf Cart Batteries / M20-135 (see B&G December packet)
 - B. 2021 Purchase of Seascope Boilers / M20-136 (see B&G December packet)
 - C. 2021 Purchase of Fleet Equipment / M20-137 (see B&G December packet)
 - D. 2021 Purchase of Park District Vehicles / M20-138 (see B&G December packet)
 - E. 2021 Purchase of Ballfield Groomer / M20-139 (see B&G December packet)
 - F. 2021 ICAs for Tumbling Times, Inc., Illinois Shotokan Karate, Inc., and Options Basketball / M20-142 (see Rec December packet)
 - G. Toptracer Lease Agreement / M20-141 (see Rec December packet)
 - H. Tax Levy Ordinance O20-005 / M20-130 (see A&F December packet)
 - I. 2021 Budget & Appropriation Ordinance O20-004 in Final Form / M20-148 (see A&F December packet)

**For access to remote meetings held via ZOOM, please email 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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Regular Board Meeting
December 22, 2020
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- J. AMITA Health Sponsorship / M20-149 (see A&F December packet)
 - K. Open and Paid Invoice Register: \$828,021.35 (see A&F December packet)
 - L. Revenue and Expenditure Report and COVID-19 Impact Statement (see A&F December packet)
 - M. Acceptance of B&G Minutes 10/20/2020 (see B&G December packet)
 - N. Acceptance of Rec Minutes 10/20/2020 (see Rec December packet)
 - O. Acceptance of A&F Minutes 11/24/2020 (see A&F December packet)
- 9. PRESIDENT'S REPORT
 - 10. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
 - 11. OLD BUSINESS
 - 12. NEW BUSINESS
 - A. Review/Release of Executive Session Minutes R20-007 / M20-145
 - B. 2021 Calendar of Board/Committee Meetings / M20-146
 - 13. COMMISSIONER COMMENTS
 - 14. EXECUTIVE SESSION
 - A. Minutes, pursuant to 5 ILCS 120/2 Section 2(c.)(21) of the Open Meetings Act
 - August 25, 2020
 - September 3, 2020
 - 15. ADJOURNMENT



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MINUTES COMMITTEE OF THE WHOLE MEETING November 17, 2020

1. **Roll Call:**

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on November 17, 2020 at 6:01 p.m. remotely via ZOOM.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kinnane, and McGinn; Comm Reps Aguilar (6:02), Beranek, Dressler (6:05), Friedman, Kulkarni (6:04), Macdonald (6:40), Musial (6:35), Poeschel, Wilson (6:02), Winner

Absent: Comm Reps Bettencourt, Henderson, MacGregor, Sernett, Utas

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

Audience: None

2. **Approval of Agenda:**

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to approve the agenda as presented.

On a Roll Call Vote: Carried 14-0-7

Ayes: 14 Aguilar, Beranek, Dressler, Friedman, Kulkarni, Poeschel, Wilson, Winner, Chhatwani, K. Evans, R. Evans, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 7 Bettencourt, Henderson, Macdonald, MacGregor, Musial, Sernett, Utas

3. **Comments from the Audience:**

None

4. **Old Business:**

None

5. New Business:

A. Cook County Health Advisory Update:

Executive Director Talsma explained that, after obtaining a consensus from the Board members, the District is enforcing the health advisory set forth by Cook County. He explained the District has opted to cease all non-essential recreational programming, but in accordance with the health advisory, the District is allowed to continue to operate the fitness centers, golf course, and child care. This decision is congruent with the Tier 3 Mitigation set forth by Governor Pritzker which goes into effect Friday, November 20.

Executive Director Talsma added once the Governor gives an update to the mandate, the District will adjust operations accordingly.

Information only.

B. 2021 Budget / M20-126:

Executive Director Talsma noted the budget was prepared with changes to philosophy coming from two places, first, no district-wide salary increase, and second, a flat tax levy. He noted the proposed changes for employee salaries was approved at last month's Board meeting. It was approved that there would be no salary increase, except for a 2% increase for hourly staff making less than \$45,000.

Executive Director Talsma noted the District will not be doing a tax levy increase and, therefore, the District's levy amount will be the same as what was received last year.

Director Hopkins reviewed the budget beginning with Budget Overview.

- She noted the utilization of reserves in the General Fund for Birch Park, IMRF and FICA to reduce the fund balance, Debt Service for utilization of bond proceeds, and Capital for where we are deficit budgeting.
- She noted, as in previous years, capital is determined by GIS as well as the Comprehensive Master Plan (CMP) with objectives being the main driver for the budget.
- She noted for Zero Based Budgeting, no items were assumed as necessary, so every expense was analyzed to ensure it was necessary to be included in the budget.
- She noted for Personnel, it was budgeted for 66 full-time employees rather than 75 employees resulting in \$500,000 in savings over 2020 and \$895,000 saving over 2019.
- She noted the tax levy proposed is flat and a little bit less than the amount extended for the previous year at \$9,537,000.
- She noted for the Budget Variances, nearly all line items have a variance compared to the prior year because of the COVID-19 pandemic.
- She noted taxes are reallocated annually depending on which funds are most in need of those tax dollars.

- She noted for Employee Benefits, the Board approved reallocating the benefits between the employee share and district share to be more aligned with our peers.
- She noted for Custodial Supplies, the purchase of custodial supplies is being centralized in the Maintenance Department of the General fund to allow for both better purchasing and cost savings.
- She noted for Maintenance and Repairs, the majority of which was moved to the Maintenance Department of the General fund to allow for better budgetary control.
- She noted for Utilities, with a few exceptions, the COVID-19 pandemic closure has resulted in utility savings. The budget assumes facilities will be open in some capacity for all of 2021, so there will be some increases between the projected 2020 and the budgeted 2021.
- She noted for The Club Project, due to the five months of membership dues not being charged to The Club's members, there was a significant loss in revenue for The Club. As a result, the project to renovate The Club was moved to the Capital fund in order to ensure there was a fund balance at the end of this year.

Director Hopkins reviewed the Fund Balances and Charts

- She noted the Debt Service Projected 2020 Net Income was so large due to the timing of when the bonds were issued to refund the 2010 series bonds, but all of the money was sitting in the fund reserves waiting to be paid off.
- She noted for 2021, the General fund (birch park), IMRF and FICA (to reduce the fund balance), Debt Service (utilization of bond proceeds), and Capital are where we are deficit budgeting.
- Executive Director Talsma supplemented this by explaining the General fund is breakeven; the District is spending \$415,000 on Birch Park, but it is just how the grant process is completed. He noted the District will use the General fund for the operation. He noted the Recreation fund was breakeven despite having a \$750,000 repayment to Debt Service for the ice arena. He noted it would be positive in IMRF and FICA, but those funds are being used for the flat tax levy. He noted Debt Service and Capital are structured and planned utilization of reserves. He explained staff is essentially presenting a balanced budget with the plan to keep the tax levy flat and then with the utilization of reserves for Capital projects.
- Executive Director Talsma noted the organization chart shows the 66 positions, of the approved 75 positions, that are planned to be filled in 2021. He announced the retirement of Deb Albig, WRC Facility Manager, effective December 31, 2020.

Staff reviewed the Department Goals and Objectives.

- Comm Rep Musial asked about the goal to determine how to better align GIS capabilities to link to financial software and noted Parks has the same goal but a different measure/action plan. She noted there should be something connecting the two such as a collaboration between departments to accomplish the goal. Executive Director Talsma agreed and noted the two divisions will collaborate on accomplishing the goal.

- Comm Rep Musial asked about the action plan utilizing analytics to study trends in membership over the past few years and how 2020 will be factored into this. Executive Director Talsma noted there are some variables that are worth analyzing with using data from 2020; however, when Director Hopkins goes to complete the five year comparison analysis, whether or not 2020 or 2021 can really be included will be considered. He added this analysis will be handled delicately.
- Commissioner Chhatwani noted Director Hugen did a nice job on the performance measures/action plans by putting emphasis on Q2 and Q3 rather than completions during Q1. She added it will be difficult to know what to expect in Q1.
- Commissioner K. Evans noted the JEM Contract has not been presented to the Committees/Board yet and asked if it will be presented in the near future. Executive Director Talsma confirmed the JEM Contract will be presented to the Committees/Board for approval in the upcoming months.
- Comm Rep Musial asked how outsourcing the management of Seascapes to JEM may impact PDRMA and the District's insurance coverage. Executive Director Talsma noted it will help the District and help PDRMA; JEM will serve as the primary insurer.
- Executive Director Talsma noted for the Bridges Range Enhancement project, the budget line item will be adjusted from \$550,000 to \$600,000 to include a 10% contingency of \$50,000. He thanked Commissioner Kinnane for bringing this to the attention of the staff because this was not included in the original project proposal and is indeed necessary.
- Commissioner R. Evans asked about the TopTracer Range technology and if the technology will provide information that can be used to fit players for new golf clubs. Director Bechtold confirmed it will have this type of technology.
- Commissioner K. Evans asked if there may be a reduction in course play as a result of players opting for the TopTracer Range instead. Director Bechtold explained the course and range serve as two separate things and he does not anticipate seeing a reduction in course play. He added that he anticipates an increase in players using the range during course peak times when there is a waiting list to get on the course.

Director Hopkins noted that the District will be moving forward with a flat tax levy or slightly reduced tax levy compared to prior years.

Budget:

- Comm Rep Friedman noted "insurance" is misspelled in two places on page 26. Director Hopkins made a note to correct this before the final budget presentation in December 2020.
- Commissioner McGinn asked about the grant that is included in the budget. Executive Director Talsma noted it is for Birch Park.
- Commissioner McGinn asked if there are grants that can be applied for to help with the Bridges Range Enhancement project. Executive Director Talsma explained it would be difficult to obtain because it is a pay-for-use

facility rather than a free-for-use facility. He added it will likely not qualify for an OSLAD grant.

- Comm Rep Musial asked if the changed in projected from the year to date budget to current is totally due to Debt Service. Director Hopkins explained it is primarily due to Debt Service in the paying off of those bonds. Executive Director Talsma explained there was a huge influx because of the way the bonds issued went with the refunding.

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to recommend the Board approve the working budget and B&A Ordinance O20-004 in tentative form and the Tax Levy as presented.

On a Roll Call Vote: Carried 16-0-5

Ayes: 16 Aguilar, Beranek, Dressler, Friedman, Kulkarni, Macdonald, Musial, Poeschel, Wilson, Winner, Chhatwani, K. Evans, R. Evans, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 5 Bettencourt, Henderson, MacGregor, Sernett, Utas

6. **Commissioner Comments:**

Comm Rep Dressler noted the flat tax levy is great for the community of Hoffman Estates. She commended staff on their clear focus and objective process.

Commissioner Chhatwani thanked staff for a wonderful job.

Commissioner K. Evans commended staff on the budget presentation and thanked the Community Representatives for being in attendance.

Commissioner Kinnane thanked the staff and Executive Director Talsma for this year's performance. He thanked Director Kapusinski for bringing e-sports to the Park District.

Commissioner McGinn commended staff on the strategy behind the budget and the delivery of it.

Comm Rep Aguilar commended staff on a job well done.

President Kaplan thanked Executive Director Talsma and staff for all of the hard work.

Comm Reps Dressler and Musial left the meeting.

7. **Adjournment:**

Comm Rep Friedman made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 7:58 p.m.

On a Roll Call Vote: Carried 14-0-7

Ayes: 14 Aguilar, Beranek, Friedman, Kulkarni, Macdonald, Poeschel, Wilson, Winner, Chhatwani, K. Evans, R. Evans, Kinnane, McGinn, Kaplan

Nays: 0
Absent: 7 Bettencourt, Dressler, Henderson, MacGregor, Musial, Sernett, Utas

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant



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MINUTES SPECIAL BOARD MEETING November 17, 2020

1. **Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on November 17, 2020 at 8:00 p.m. remotely via ZOOM.

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 Hugan, Director of Golf and Facilities Bechtold, Executive Assistant Logan

Audience: Comm Reps Macdonald and Wilson

2. **Pledge of Allegiance:**

Commissioner K. Evans made a motion, seconded by Commissioner R. Evans to waive the Pledge of Allegiance since the meeting is being held remotely via ZOOM.

On a Roll Call Vote: Carried 6-0-0

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

Nays: 0

Absent: 0

3. **Approval of Agenda:**

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to approve the agenda as presented.

On a Roll Call Vote: Carried 6-0-0

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

Nays: 0

Absent: 0

4. **Comments from the Audience:**

None

5. **Announcement:**

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to announce the intent to levy \$9,537,000 for the 2020 Tax Levy to be collected for the 2021 Fiscal Year.

On a Roll Call Vote: Carried 6-0-0

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

Nays: 0

Absent: 0

6. **Approval of 2021 Working Budget/M20-126:**

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve 2021 Working Budget as outlined in M20-126.

On a Roll Call Vote: Carried 6-0-0

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

Nays: 0

Absent: 0

7. **Approval of 2021 B&A Ordinance/O20-004:**

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the 2021 B&A Ordinance O20-004 in tentative form.

On a Roll Call Vote: Carried 6-0-0

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

Nays: 0

Absent: 0

8. **Commissioner Comments:**

Commissioner Chhatwani wished Commissioner McGinn a Happy Birthday.

Commissioner McGinn thanked the staff for the job well done on the budget.

Commissioner Kinnane recognized and thanked employees Trevor, Jim, and Jenny for all they are doing at the golf course.

Commissioner R. Evans commended staff on the budget.

President Kaplan commended staff on all they have done to keep the District moving forward during this difficult year.

9. Adjournment:

Commissioner R. Evans made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 8:05 p.m.

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

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant



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**MINUTES
REGULAR BOARD MEETING NO. 1059
November 24, 2020**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on November 24, 2020 at 7:02 p.m. remotely via ZOOM.

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 Friedman and family; Comm Reps Macdonald (7:13), Wilson, Winner

2. Approval of Agenda:

Executive Director Talsma made an amendment to the agenda to move New Business Item 12A Reappointment of Board Vice President and Vice Chair of A&F Committee M20-132 to immediately follow the Recognition.

Commissioner Chhatwani made a motion, seconded by Commissioner Kinnane to approve the amended agenda.

On a Roll Call: Carried 6-0-0

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

Nays: 0

Absent: 0

3. Recognition:

A. November 2020 Best of Hoffman:

Comm Rep Friedman accepted the November 2020 Best of Hoffman award on behalf of his baseball team, Hoffman Blue. The team had an undefeated season at 17-0 and won the league title.

Comm Rep Friedman and family left the meeting at 7:10 p.m.

4. New Business:

A. Reappointment of Board Vice President and A&F Vice Chair / M20-132:

President Kaplan nominated Commissioner Kinnane to serve as the Board Vice President and the Vice Chair of the A&F Committee. Each position will be held by Commissioner Kinnane until the May 2021 Annual Meeting. No objections were made and no other Commissioners were nominated.

On a Roll Call: Carried 6-0-0

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

Nays: 0

Absent: 0

5. Recess for A&F Committee Meeting:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to recess the Board Meeting at 7:08 p.m. for the purpose of convening the A&F Committee meeting.

On a Roll Call: Carried 6-0-0

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

Nays: 0

Absent: 0

6. Reconvene Following A&F Committee Meeting:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to reconvene to the Regular Board Meeting at 7:35 p.m.

On a Roll Call: Carried 6-0-0

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

Nays: 0

Absent: 0

7. Approval of the Minutes:

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the minutes of the October 27, 2020 Regular Board meeting as presented.

On a Roll Call: Carried 6-0-0

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

Nays: 0

Absent: 0

8. Comments from the Audience:

None

9. Consent Agenda:

Commissioner Chhatwani made a motion, seconded by Commissioner R. Evans to approve the consent agenda items A-E 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. 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)

10. President's Report:

President Kaplan noted the election filing period for the Consolidated Election is from December 14 through December 21. He wished good luck to all of the candidates.

President Kaplan commended the Recreation staff on the HEParks trick shot competition. He applauded their creativity and ingenuity.

He wished a Happy Thanksgiving to everyone.

11. Adoption of Executive Director's Report:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to adopt the Executive Director's Report as presented.

On a Roll Call: Carried 6-0-0

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

Nays: 0

Absent: 0

12. Old Business:

None

13. Commissioner Comments:

Commissioner R. Evans, Commissioner Chhatwani, Commissioner McGinn, Commissioner K. Evans, Commissioner Kinnane, and President Kaplan wished everyone a Happy Thanksgiving and to stay safe and healthy during the holiday season.

Commissioner McGinn commended Director Hopkins and her staff on a job well done on the finances.

Commissioner K. Evans noted he hopes the Daily Herald posts the article about the District's operating performance and the flat tax levy.

14. Adjournment:

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 7:42 p.m.

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

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant



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**MINUTES
PUBLIC HEARING
BUDGET AND APPROPRIATIONS ORDINANCE
December 15, 2020**

1. Call to Order:

Executive Director Talsma called the meeting to order at 7:00 p.m. remotely via ZOOM.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kinnane and McGinn; Comm Reps Poeschel, Friedman, Aguilar; Executive Director Talsma, Director of Recreation Kapusinski, Director of Golf and Facilities Bechtold, Director of Parks, Planning, and Maintenance Huguen, Executive Assistant Logan

2. Public Input:

None

3. Adjournment:

With no public input and/or comments, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1060**

EXECUTIVE DIRECTOR'S REPORT

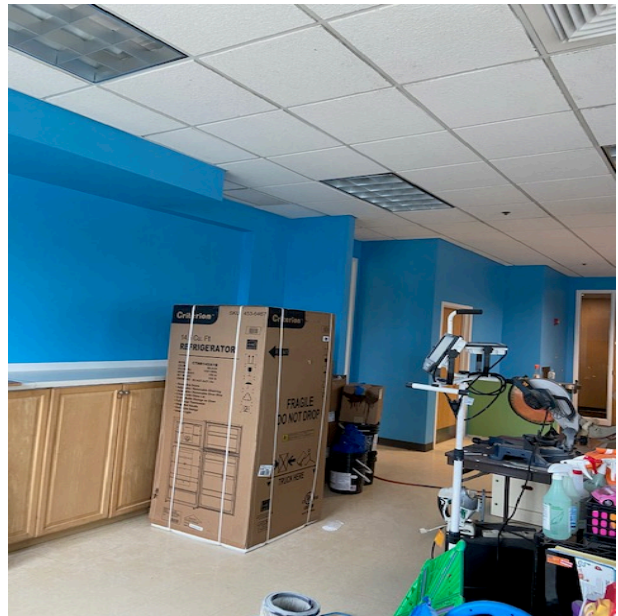
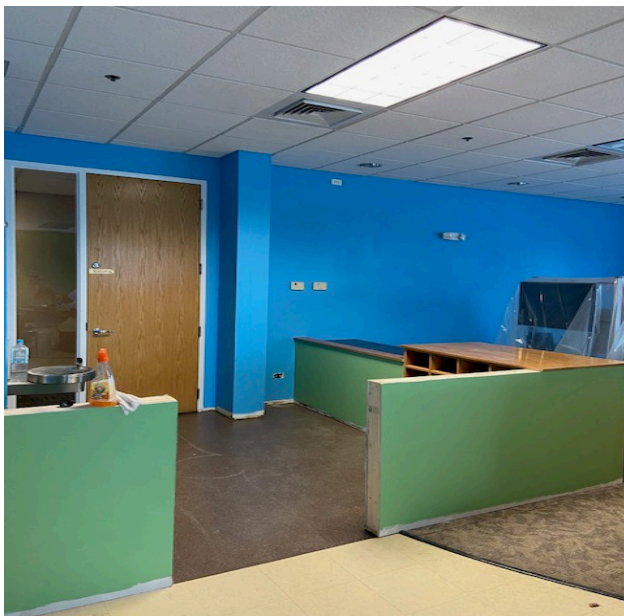
December 2020

PARKS DIVISION

THE CLUB RENOVATIONS

As mentioned in October's board report, staff began the process of converting Kids' Corner into two separate rooms to allow one room to be a party rental room/Kids' Corner overflow and the other room to function as Kids' Corner. The floor in the party rental room is the same type of floor in the locker rooms, to provide easy maintenance and be bacteria free (the room used to be carpeted).

For The Club locker room renovation, all locker rooms are completed and have the ability to be fully open.



SOUTH RIDGE OSLAD (project can be followed at [Parks Projects](#) via drone footage)

Staff is working with the Village of Hoffman Estates, WT Engineering, MWRD and contractors to complete final builds and close out the project. There are still minor items to be completed at South Ridge, of which have no impact on the close out of the project or the OSLAD Grant.

CONTROLLED BURNS

Staff starting preparing for the controlled burn season in late September by starting to mow burn breaks around trees and features that needed to be protected. Once permits were completed with the State, Village, and Fire Marshall, signs were posted at all burn sites and residents were notified. Staff was able to get the burns

completed at Fabbri, Highland Park, North Twin, South Twin, Black Bear and Essex Parks. When completing the burns on the shorelines or wetland areas, the more woody plants do not usually take to the burn and those will have to be cut or mowed in the spring. Overall, we have had success so far.



ADMINISTRATIVE

Staff went through our current playground replacement plan that is in GIS by reviewing every one of our park sites with a playground. Staff's goal is to develop a playground replacement plan that does not just blanket state 20 years on every playground. The new playground replacement plan in GIS is broken down by community parks (parking lots), school sites, and neighborhood parks. Staff experience much more wear and tear at a school site compared to a neighborhood site and wanted GIS to accurately reflect playground usage. Staff is confident in the system that is being implemented into GIS based on site usage, age of playground, and location.

Staff has been working on revising the district Natural Area Management Plan. The revised plan is currently in draft form and will include all aspects of the Parks Grounds Department's maintenance practices. The current Natural Area Management Plan was developed in 2010 when the conversion of the shorelines took place. Since then, the plan had some minor changes to it in 2015. Staff will have a completed revision for Committee review and Board approval at the January meetings.

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

- End of season landscape clean-ups.
- Herbicide applications at athletic fields.
- Herbicide applications at park sites for spring broadleaf control.
- Tree removals at Brittany and Chestnut Parks.
- Brush clearing at Pine Park.
- Turf repairs at South Ridge Park.
- Mower maintenance and repairs.

- Vehicle checks and repairs.
- Trailer repairs.
- TC generator repairs.
- All snow equipment prepped and plows on trucks ready to go.
- Pulled meters and drain down drinking fountains.
- Installed new drain down valve at Sycamore for service line. Handle was rusted off.
- Shut down and pulled RPZ and meter from South Ridge and vacuumed main service line down to six feet.
- Installed new gas valves and cleaned heat exchangers on laundry boilers at The Club.
- Installed new lighting in family locker room at The Club.
- Finished electric install at South Ridge.
- Furnace filter changes district-wide.
- Reinstall emergency lights and hand/hair dryers in family locker room.
- Balance board room dampers.
- Install new lightbulbs/ballast in mechanical rooms.
- Installed new card reader at Freedom Run.
- Boiler intake air grills were cleaned with nitrogen district-wide and all blower motor blades were blown out for dust and build-up.
- Installed new booster pump motor at The Club for the domestic hot water.

Recreation Division



On November 17, the governor announced Illinois would be moving into Tier 3 mitigation guidelines. Tier 3 guidelines prohibit any recreation programs or sports leagues from running. Child care operations may resume, and fitness centers can operate at 25% capacity with masks worn at all times. Staff reacted quickly to the new guidelines and communicated with all impacted families. The following summarizes the impact on the Recreation Department operations:

- TC fitness center set-up a new reservation system. Members can register online or over the phone for their 60 or 90 minute workout timeslot. The fitness center is maxed at 15 participants. Locker rooms are closed. Masks must be worn at all times.
- WRC fitness center continues to accept reservations over the phone with a max of three members per hour. Locker rooms are closed. Masks must be worn at all times.
- Preschool (part day preschool), ELC (full day child care), and STAR Study Hall (virtual school care) continue regular operations.

- All fall programs were cancelled effective November 16 as the District already had followed the Cook County 30-day Stay-at-Home advisory.
- Virtual programs for dance and basketball were launched.
- Private lessons (which are allowed in Tier 3) for figure skating, hockey, and basketball were developed and launched the week of December 7.

Debbie Albig, Willow Facility Manager, announced her retirement effective December 31. While we are in Tier 3 mitigation, Athletic Manager Kyle Thomas is learning the facility manager responsibilities and will serve as the interim WRC facility manager come January.



Triphahn Center



Willow Recreation Center

Triphahn Center Fitness

<u>Membership</u>	<u>11/30/2019</u>	<u>1/1/2020</u>	<u>11/30/2020</u>	<u>YTD Var. +/-</u>
Total	790	781	547	-234

There were 1,258 visits in November to the fitness center (compared to 1,370 last month).

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

Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>11/30/2019</u>	<u>1/1/2020</u>	<u>11/30/2020</u>	<u>YTD Var. +/-</u>
Fitness	244	304	94	-210
Racquetball	51	63	55	-8
Total	295	367	149	-218

There were 182 visits during November.



Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>11/30/2019</u>	<u>1/1/2020</u>	<u>11/30/2020</u>	<u>YTD Var. +/-</u>
Total	681	683	600	-83



General Programs

Prior to programs being cancelled, here are fall enrollment numbers:

General Programs:

- Baton & Poms – 26 participants
- Music Lessons – 1 in piano and 1 in guitar
- Choir at Palatine Park District – 6
- Shotokan Karate – 85
- Tae Kwon Do – 32
- Gymnastics – 24

Virtual dance: Classes begin early December. To date, there are 51 enrolled.

Upcoming special events include a new 12 Parks of Hoffman Scavenger Hunt, Letters to Santa, Holiday Lights Contest and Santa Drive-By.



50+ Club

The 50+ Club was open for pre-registered drop-in activities until the Stay-at-Home advisory went into effect on November 16. Currently, the 50+ drop-in activities and paid programs are cancelled.

Prior to closure, this was the November drop-in enrollment:

- Volleyball: 15
- Billiards: 1
- Mahjong: 4
- Chair Volleyball: 1
- Card and Games: 2
- Walking Club: 17
- Pickleball: 9
- Ping Pong: 7
- Pinochle: 6

50+ Group Exercise Enrollments

- Forever Strong: 19 (2 classes)
- Stretch and Tone: 11 (2 classes)



Early Childhood

There are 18 children enrolled in the ELC program (up one from last month) with two rooms open for care. Natalie continues to purchase items to enhance the ELC program with the Child Care Grant received this fall. New items purchased for ELC include anti-microbial counters, cabinets, and flooring. In addition, touchless sinks were purchased for the rooms. An interactive technology whiteboard was purchased for room 107 to bring new technology into the room.

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	29	-32
Total	164	Total	49	-111	Total	92	Total	29	-63

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



School Age - STAR and Day Camps

School District 54 continued their Hybrid Model of learning for the first week of November. On the afternoon of Friday, November 6, they announced they were going back to 100% virtual learning starting Monday, November 9. As we had anticipated this happening at some point, the transition back to five day per week study hall was smooth.

TC November Study Hall

- Week of November 2 (hybrid): 19
- Week of November 9: 19
- Week of November 16: 13
- Week of November 23: 14
- Week of November 30: 15

School District 15 was in school full-time until they announced they were going 100% virtual starting November 18.

While school was in session, STAR enrollment was:

- KinderSTAR: 10
- STAR (Whiteley and Thomas Jefferson) Before/After: 16

WRC resumed STAR Study Hall on November 18.

- Week of November 18: 12
- Week of November 23: No school or STAR
- Week of November 30: 10



Youth Athletics

Basketball

- Youth Basketball Camps were programmed to replace the cancellation of 3v3 youth basketball league. The basketball camps ran for one week before the state moved our region into Tier 3. We had 68 players of the 102 registered for the 3v3 league sign up for the class.
- Staff created a free virtual basketball clinic for the players who had their camp cancelled. The class has 29 players signed up for it. Players will receive via email drills they can do in their own home, as well as videos to learn about the game, articles to read, and projects related to basketball.
- Online content is being created to share with the public through Facebook and YouTube for basketball.
- Staff created trick shot videos for online social media engagement.
- Private basketball lessons were created to begin in December.

Soccer

- An Indoor Soccer mini-season league was created to run in November and December. This league was limited to 12 players per team and includes 30 minutes of practice and 30 minutes of scrimmage. This league ran for two weeks before the guidelines required the program to be cancelled. There were a total of 33 players enrolled.
- Staff is creating virtual soccer content during the Stay-at-Home advisory. This content is planned to make it through December and will be reevaluated once, and if, the advisory continues.

Outdoor Recreation

Learn to Fish and Fishing Derby

- Fishing with Kyle is being brought back in December. The virtual format will be used teach fishing basics and promote some of the upcoming ice fishing events.

Cook County Forest Preserve

- Fall Colors Hike ran with eight in attendance.
- Unhaunted Hike was cancelled with only one enrollment.
- Working with Tim at CCFP to partner on more events and continue to grow and offer more outdoor rec programming, such as archery, kayaking, and hiking/camping.



Ice Operations

Figure skating and hockey lessons as well as clinics were offered in November until November 16. Private lessons will resume on December 7.



Aquatics

Indoor swim lessons began in early November at The Club. Only two weeks of lessons were offered until the program was cancelled due to the Stay-at-Home advisory.



Communications and Marketing

Design Work:

- Began esports branding
- Tier 3 signage
- Turkey shoot out signage
- The Club: COVID-19 signage, Thanksgiving promo, Namaste November

Special Projects:

- Tier 3 mitigation guidelines communication: website, e-blasts and signage

Website updates:

- Researched conversion of seasonal brochure to HTML (from pdf)
- Began the initial steps to transition the website and webtrac to translation services
- Add a non-emergency banner tab to the homepage of website
- Updated the website footer color to provide higher color contrast and easier readability

Email campaigns: Four e-blasts sent this month.

Press Releases:

- Winter Fun

- December Winter Events

Social Media:

- 36 posts in November
- Top interactive posts:
 - 1) Happy Diwali video: 2,155 reached
 - 2) Stay-at-Home advisory: 2,009 reached
 - 3) Holiday Lights event: 1,655 reached

of Followers:

HE Parks Facebook: 5013! We hit 5000 this month! (+25 from last month)

HE Parks Twitter – 1092 (+1 from last month)

HE Parks Instagram – 729 (+22 from last month)

50+ Facebook- 114 (no change from last month)

Wolfpack Facebook- 314 (+5 from last month)

Wolfpack Instagram – 309 (-1 from last month)

Figure Skating Facebook – 88 (+5 from last month)

Bridges Facebook – 1029 (+3 from last month)

Bridges Instagram – 118 (no change from last month)

Bridges Twitter – 166 (+1 from last month)

The Club Facebook – 1622 (+1 from last month)

The Club Instagram – 289 (+7 from last month)

The Club Twitter – 39 (+1 from last month)

Website:

Traffic to HEParks Website in October: 13,409 unique page views to the website.




Highest visit days:

- November 3: Due to district email sent that day with registration reminder.
- November 23: Due to district email sent highlighting fitness.

Highest visited pages

- Highest visited pages in November 2020: Home, Program Guide, Dog Park, Triphahn Center, COVID, Triphahn Fitness, Bids

Bridges General Programs

-  TopTracer Range agreement has been negotiated and early signing rates have been offered. In this agreement, it also gives us rights to use the words TopTracer in our marketing efforts. With this, we will begin to bring Bridges TopTracer to life in all marketing materials and promotions.
-  Staff started the preliminary meetings with WT Engineering on architectural drawings for the range structure. WT already completed a site survey and now are working on 3D renderings of the structure. Once the plans are finalized, staff will begin working with WT in preparing bid documents. The plan is for these to go out in early January.
-  Bridges had a great month in November and we continued to remain open in December. We anticipate providing almost 500 rounds in December. In order to protect the course and prepare for next season, we will be closing for the season on Friday, December 11. With temperatures dropping in the teens and possible snow in the near future, staff will begin to put sand on the greens to protect the crown of the plant throughout the winter months.

Golf Rounds

MONTHLY ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
2,118	724	386	117	2,016	1,072
YTD ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
31,308	31,021	26,195	24,299	26,352	27,835

Range Information - Range was closed March 15 to May 29.

MONTHLY RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
1,068	1,051	968	1,035	1,090	1,042
YTD RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
18,239	19,108	17,284	18,755	17,697	18,216

Hole In One Contestant Update

HOLE IN ONE MONTHLY SALES TOTALS				
2016	2017	2018	2019	2020
363	58	8	0	15

YTD HOLE IN ONE SALES TOTALS				
2016	2017	2018	2019	2020
483	2,414	1,891	2,115	1,038

Food & Beverage



Staff is working on menu concepts and service strategies for the new Bridges TopTracer facility.

Wedding Count Update:

2022 = 1 reception has booked.

2021 = 14 ceremony and reception, 3 reception

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 November, our high averaged 53° (5° above average) and low averaged 36° (4° above average). This included a seven day stretch where we saw highs in the 70°'s early in the month. We received 1.99" of rain (3.15" average) in November; that's about 66% of our normal totals. November also brought more snow; we saw about .7" of snow towards the end of the month. For the month, we saw 10 total playable* days (33%) and, for weekends in November, we had two playable* days (22%).

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

As November comes to a close, the maintenance team is starting to finalize winter preparations. The irrigation system has been blown out in preparation for winter. Bathrooms have been winterized. Course accessories have been brought in so they can be refurbished over winter. We have been able to clean up and mulch the last of the leaves for the season. Playing surfaces are receiving their final cuts of the season, and soon we will be applying our final fungicide application for the year (snow mold).

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

- Mowed all playing surfaces weekly
- Changed cups and set-up course
- Raked bunkers
- Filled divots on tees
- Sprayed rough with crabgrass control
- Treaded irrigation pond for aquatic weeds

- Cleaned up sticks from strong winds
- Pruned low limbs
- Chipped branches
- Started winter tree removals
- Ground and seeded stumps
- Blew and mulched leaves
- Winterized irrigation system
- Winterized bathrooms
- Cut down ornamental grasses
- Cut down perennial plants
- Split existing ornamental grass to better fill beds
- Worked on leveling low stumps in rough



Membership Totals	<u>11/30/2019</u>	<u>1/01/2020</u>	<u>11/30/2020</u>	<u>Var. +/-</u>
Totals	2851	2837	2049	-788

Member Services/Sales

- We had 66 new members enroll in November, and are again experiencing a significant number of holds and cancellations. The majority of holds and cancellations attribute it to the pandemic generally, with some stating it is because we cannot offer group fitness, and a few stating it is because of the requirement to wear masks at all times.
- We began the month with an awesome retention plan by launching our “Namaste November” which had a focus on holistic and mind/body classes as well as wellness events. We hope to try this again once some of the Executive Order Mitigation restrictions have lessened.
- With the pandemic, as well as the additional restrictions due to the Governor’s Executive Order, The Club use has been down. Usage is averaging about 70% of “normal” use on weekdays and just under 60% on weekends.

Operations and Fitness Departments:

- With the pause mid-month in our plans for “Namaste November” we had to switch gears and think outside the box on how we can assist members with their workouts in the absence of group classes. We have resumed recording some classes and posting through social media platforms and our website. Also, the fitness team is creating and posting a “workout of the day” for both cardio, spin, and aquatics. This

gives members an opportunity to view the workouts posted on facility whiteboards and then to do the workout on their own while at the facility.

- The Fitness Program Manager has been frequently present in the fitness areas of the facility at different times of the day to help members through workouts and answer any questions they may have.
- The community locker room renovations are complete. The locker rooms have a whole new look with a grey and blue color scheme.
- Progress continues with the rental room/tween room and Kids' Club room renovation. Floors will be finished in December.

Administration & Finance

A. Finance/Administration

- Completed the preliminary budget documents.
- Prepared the preliminary Tax Levy.
- Prepared the preliminary Budget and Appropriation Ordinance.
- Superintendent Cotshott has accepted position with IAPD/IPRA Joint Conference Committee as Exhibit Committee Co-Chair.
- Working with staff on pending open purchase orders in connection with finalizing 2020.
- Completed State of Illinois unclaimed property reporting.
- Processed applicable monthly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household member and member holds prior to December billing.
- New features/processes in RecTrac:
 - On Line Fitness Appointment Scheduling
- Payroll Cycle Processing
 - 11/13/20 \$251,906.65
 - 11/27/20 \$239,592.98

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. Fitness Mailing
 - d. Administrative Mailing
 - e. STAR Fee Updates
- Administrative Registration for:
 - a. STAR Study Hall

C. Human Resources

- Attended webinars on:
 - a. IMRF - Benefits
- Provided virtual videos for annual open enrollment.
- Assisted with translation for staff.

D. Technology

- VMWare & Veeam software have been successfully upgraded.
- Exchange server was successfully upgraded.
- Four (4) iPads and one 65-inch interactive touch display monitor was purchased for the ELC classrooms.
- A new virtual appliance has been created and configured that will host the audio conference system.

Village of Hoffman Estates

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



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Police Administration847-781-2800
Fire Administration.....847-843-4825
Public Works847-490-6800
Health and
Human Services.....847-781-4850
Event Hotline847-252-5443

Village officials

Mayor
William D. McLeod

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

Village Clerk
Bev Romanoff

Municipal facilities

*Facility hours may be affected by
COVID-19. Visit our website for
online services.*

Village Hall
1900 Hassell Road
Hours:
Monday through Friday, 8:30 a.m. – 5 p.m.

Police Department
411 W. Higgins Road

Fire Administration
1900 Hassell Road

Fire Station 21 — Carl W. Selke
225 Flagstaff Lane

Fire Station 22 — Michael J. O'Malley
1700 Moon Lake Blvd.

Fire Station 23 — Richard G. Cordova
1300 Westbury Drive

Fire Station 24 — Jerome Danowski
5775 Beacon Pointe Drive

Susan H. Kenley-Rupnow
Public Works Center
2305 Pembroke Ave.

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

Park District wins award for Poplar Creek Trail System Project

Congratulations to the Hoffman Estates Park District for receiving the Illinois Association of Park Districts' 2020 Best of the Best Award for Intergovernmental Cooperation!

This award is the result of a coordinated project between the Park District, the Village of Hoffman Estates and the Forest Preserves of Cook County to pave a section of earth trail along Shoe Factory Road. The three agencies were recognized for maximizing tax dollars while benefiting residents throughout the community.

The spur, which connects Hoffman Estates homes to the Poplar Creek Trail System, allows walkers, runners and bicyclists from local communities to access an 8.8-mile paved loop and the 4,300 acres of natural land within the Arthur L. Janura Forest

Preserve, as well as other neighborhoods and retail options to the south and west. The Village partnered with the Park District and the Forest Preserves of Cook County on the project's grant, which funded a majority of the engineering and construction costs.

Mayor McLeod is proud of the completed project and the cooperation between agencies, saying, "This project is the perfect example of governmental agencies coming together for the common good. The Shoe Factory Road spur and trail will be enjoyed by families and visitors for years to come."

The Forest Preserves of Cook County can be enjoyed 365 days a year from sunrise to sunset. For more information, visit www.fpdcc.com.



DAILY HERALD

12-4-2020

Election Notices	Election Notices
<p>NOTICE FOR FILING OF ELECTION PETITIONS Notice is hereby given that the Scott R. Triphahn Community Center & Ice Arena of the Hoffman Estates Park District, 1685 W. Higgins Rd., Hoffman Estates, IL, will be open Monday through Friday from 8:30 a.m. to 5:00 p.m. beginning December 14, 2020 through December 21, 2020 for the purpose of accepting candidate petitions for the Park Board Commissioner election to be held on April 6, 2021.</p> <p>CANDIDATE NOTICE:</p> <p>SIMULTANEOUS FILING LOTTERY Notice is hereby given that on Tuesday, December 22, 2020 at 10:00 a.m. in the board room of the Scott R. Triphahn Community Center & Ice Arena of the Hoffman Estates Park District, 1685 W. Higgins Rd., Hoffman Estates, IL, a lottery will be held to determine ballot placement for those who filed "simultaneously" for the Park Board Commissioner election.</p> <p>Craig Tolsma, Local Election Official Published in Daily Herald December 4, 2020 (4555309)</p>	

HEParks senior center dedicated to advocates

Submitted by Hoffman Estates Park District

Hoffman Estates Park District (HEParks) staff, the HEParks board of commissioners, and Wittkamp family members gathered recently to celebrate the dedication of the Hap & Jan Wittkamp Senior Center within the Triphahn Center.

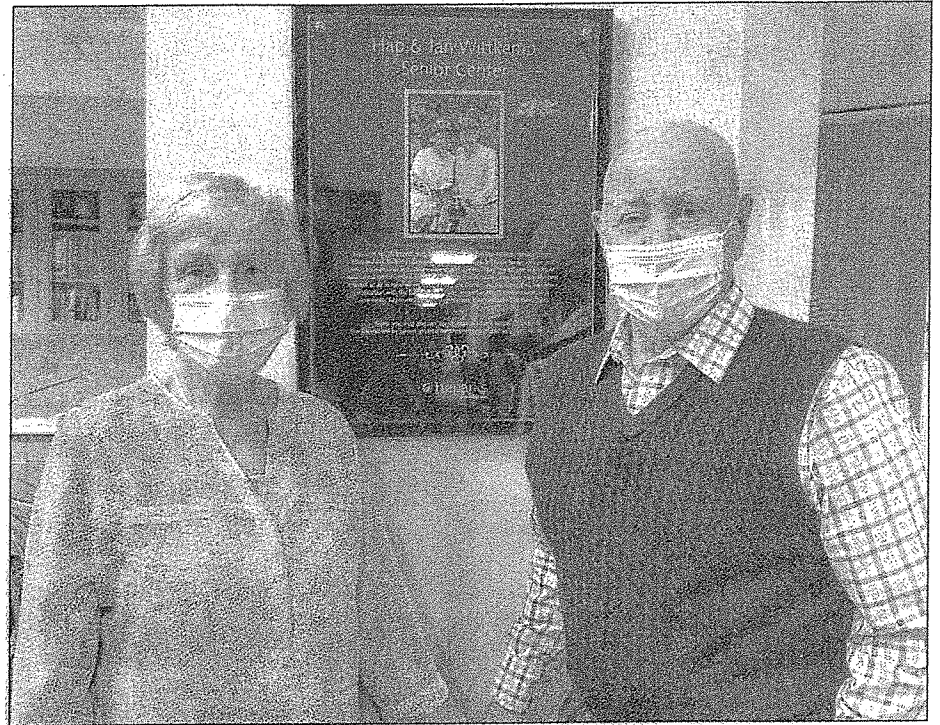
"I hope you know how much you mean to this district — for everything you have done and for all of your community service," said Executive Director Craig Talsma as he spoke to the Wittkamps and their family directly during the dedication.

"Without you and your hard work, we would not have a senior center. We can think of no better honor to celebrate how much you have done for this community than to name the senior center the Hap & Jan Wittkamp Senior Center."

During the dedication, board of commissioners President Robert Kaplan said, "Hap and Jan Wittkamp are the foundation of the active HEParks Senior Center. The Wittkamps led the district in defining the need for a senior center, its development and its continued success."

Besides being active representatives to the 50+ community, Hap served the Hoffman Estates community for 13 years as a volunteer community representative for the HEParks standing committees.

Standing committees, comprised of up to five residents and two elected park board commissioners, help ensure that the district provides services and programs that support the entire village. Community representatives serve in advisory roles to the voting members of the



COURTESY OF HEPARKS STAFF

Jan and Hap Whittkamp, advocates for the senior population in Hoffman Estates, were instrumental in the creation of the Senior Center within the Triphahn Center.

board of commissioners.

Formerly known as the 50+ Club, the 12,000-square-foot Hap & Jan Wittkamp Senior Center provides free and low-cost programs, activities and services to the area's 50+ population. The center offers both active and social recreation opportunities, as well as low-cost senior fitness

memberships.

Learn more by visiting HEParks.org or visit the facility located within the Triphahn Center, 1685 W. Higgins Road, Hoffman Estates, seven days a week.

For more information, call (847) 885-7500 or email Natalie Wood at NWood@heparks.org.

DAILY HERALD

12-11-20

**Now Accepting
Mid-Year Students!**

**Hoffman Estates
Park District**

**PRESCHOOL
& DAYCARE**

**Full Day &
Part Day Options**

Ages 3-5 years

see heparks.org

*A successful
future
begins today!*

 **heparks**
making life fun

For more information or to schedule a tour,
contact Natalie Wood at 847-285-5561

DAILY HERALD

12-15-2020

Learn to Skate

Every Day is an Ice Day at
Triphahn Center & Ice Arena!

Figure Skating
and Hockey Lessons

Ages 3 - Adult

Day, Evening and Weekend
times available.

Learn more at HEParks.org



Triphahn Center 1685 W. Higgins Rd. Hoffman Estates
(847) 888-7600 • heparks.org

DAILY HERALD

12-15-2020

Hoffman Estates parks levy:

The Hoffman Estates Park District board of commissioners has chosen not to increase the district's property tax levy during 2021. "Similar to other surrounding communities, Hoffman Estates residents have been hit hard by the pandemic," park district Executive Director Craig Talsma said. "Due to the economic toll the COVID-19 pandemic has taken on our community, HEParks' portion of the tax levy will remain flat, which means there will be no increase from the district between FY 2020 and FY 2021." The final levy will be approved at the Dec. 22 board meeting and the tax goes into effect in 2021.

RECAP OF WEEKLY UPDATES TO THE BOARD

Updates 11.20.2020

Upcoming Events

- [Nov 29 - Letters to Santa](#)
- [Dec 17 - Holiday Lights Display Contest](#)

Tier 3 Mitigation

As was discussed at the Committee of the Whole Meeting on Tuesday, November 17, the District is abiding by the Tier 3 Mitigation Guidelines set forth by the new Executive Order effective today, November 20.

Please see below for the current facility hours of the Triphahn Center (TC) and Willow Recreation Center (WRC). Please note, reservations are required for the fitness centers.

TC:

M-F 6am-9pm

Sat 6am-Noon

Sun 7am-Noon

WRC:

M-F 7am-6pm

Closed weekends

IAPD Best of the Best Awards Gala

If you missed the virtual IAPD *Best of the Best Awards Gala* on November 12, you can [click here](#) to watch the Awards Gala video, featuring the incredible work being performed by our park districts, forest preserves, conservation, recreation, and special recreation agencies.

Wishing Commissioner Pat McGinn a very Happy Birthday today!



Updates 11.24.2020

Upcoming Events

- [Nov 29 - Letters to Santa](#)
- [Dec 17 - Holiday Lights Display Contest](#)

Bridges of Poplar Creek Patron Thank You Email

Brian sent an email to Preferred Tee Time Members with an invitation for complimentary walking golf at Bridges on Thanksgiving. Please see attached for the emailed response from one of Bridges' loyal patrons.

IAPD/IPRA Soaring to New Heights 2021 Virtual Conference

Conference registration is now open! The virtual conference will be held January 28-30, 2021. Please see the following conference schedule: [Agenda](#)

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

Have a wonderful Thanksgiving holiday! Stay safe and healthy!

*****The following document was attached to this email: Golf Patron Thank You Email to Thanksgiving Golf Offering*****

From: [Monica Logan](#)
To: [Monica Logan](#)
Date: Monday, November 23, 2020 12:04:36 PM

From: Carr, David <dcarr@itw.com>
Sent: Monday, November 23, 2020 11:46 AM
To: Brian Bechtold <bbechtold@heparks.org>; Kurtis Hartwig <khartwig@heparks.org>
Cc: William Meyer <wmeyer@heparks.org>; PJ Bugay <pbugay@heparks.org>; Jennifer Fuller <jfuller@heparks.org>
Subject: RE: Happy Thanksgiving!

Wow how generous! I must say I am not surprised though. I have been playing out at Poplar for a good 32 years now with Tom Zavos and Bill Worobec and now Mike Wielgos. I can only tell you that every year it just gets better and it is because of you and the staff there. I could play anywhere in Chicago but I choose the Bridges of Poplar Creek because of the experience. The staff is always warm and inviting, the food and amenities are second to none and oh yeah there is a wonderful golf course attached to the entire experience. I have several nice golf courses right on my door step where I live in Glenview but none come close to the Poplar Experience and the people who work there to make it such a great place.

Thanks for all that you and the rest of the Hoffman Estates Park District Employees do. I have been looking for my forever home as I begin to knock on the door of my "retirement" years and have been looking up and down at the townhomes and condos that are near the course and very much looking forward to the day when we are back to a normal life and a bustling Bridges of Poplar Creek.

Sincerely,

Dave Carr

David P. Carr
Sr. Business Solutions Analyst, Corporate and Enterprise Solutions
ITW Corporate
Cell/Text 1 847 999 8241
✉ dcarr@itw.com



Dave Carr

Monica Logan
Executive Assistant
t 847-781-3633 | e mlogan@heparks.org

From: Brian Bechtold <bbechtold@heparks.org>

Sent: Monday, November 23, 2020 10:25 AM

To: Kurtis Hartwig <khartwig@heparks.org>

Cc: William Meyer <wmeyer@heparks.org>; PJ Bugay <pbugay@heparks.org>; Jennifer Fuller <jfuller@heparks.org>

Subject: Happy Thanksgiving!

Preferred Tee Time Member,

As the 2020 golf season is coming to an end and we reflect back on the season, I think it is fair to say that it's been a very unique year. We would like to thank each and every one of our Preferred Tee Time Members for their understanding and patronage throughout this season.

We realize this Thanksgiving may be a little different this year due to the COVID-19 pandemic, and with that in mind, we would like to offer you an opportunity for complimentary, safe, outdoor enjoyment. With the weather forecast in the upper 40 degrees this Thursday, we are allowing our most valued customers a chance to walk Bridges and enjoy a complimentary round on us. Please feel free to bring your family and friends out to enjoy one of the few nice weather days we have remaining this season. The Clubhouse will be closed as staff will be enjoying their time with their families; but we do encourage you to come out to walk, golf, and enjoy the day. Tee Times will be first-come, first-serve. We ask that you follow all of our normal rules and treat your home course with the same respect you always do.

Heading into the 2021 season, we have some exciting enhancements coming to the golf learning center. We are excited to bring a covered 10-station, heated shelter with Toptracer® technology to Bridges of Poplar Creek Golf Learning Center! Toptracer® Range takes golf and entertainment to amazing new levels of excitement, which provides instantaneous feedback and fun. Guests of all ages and handicaps will enjoy playing iconic courses, taking aim at lighted targets, and testing their skills to see if they can climb our global Toptracer® leaderboard.

The enhancement to the golf learning center will provide an extension to the golf season while keeping guests more comfortable on hot or cold days. The space will feature LED lights, TVs, garage doors, and comfortable lounge furniture, as well as our in-house Food & Beverage service directly at your station. Also, this area will have a beer garden with a direct view of the range; this space will be great for those looking to relax by a fire pit and/or enjoy a drink in a fun, energetic atmosphere.

We hope you are as excited for 2021 as we are! Have a safe and Happy Holiday Season.

Updates 12.4.2020

Upcoming Events

- [Dec 17 - Holiday Lights Display Contest](#)
- [Dec 19 - Go Hoffman Virtual 5K](#)

Village of Hoffman Estates December Newsletter

Please see attached for a nice article the Village shared in their December Newsletter. It congratulates the District for receiving the IAPD 2020 Best of the Best Award for Intergovernmental Cooperation.

IAPD/IPRA Soaring to New Heights 2021 Virtual Conference

Conference registration is now open! The virtual conference will be held January 28-30, 2021. Please see the following conference schedule: [Agenda](#)

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

So far, we have Pat K. attending.

*****The following document was attached to this email: Village of Hoffman Estates December Newsletter*****

Village of Hoffman Estates

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www.hoffmanestates.org



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Main847-882-9100
Police and Fire911
Police Administration847-781-2800
Fire Administration847-843-4825
Public Works847-490-6800
Health and
Human Services.847-781-4850
Event Hotline847-252-5443

Village officials

Mayor
William D. McLeod

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

Village Clerk
Bev Romanoff

Municipal facilities

*Facility hours may be affected by
COVID-19. Visit our website for
online services.*

Village Hall
1900 Hassell Road
Hours:
Monday through Friday, 8:30 a.m. – 5 p.m.

Police Department
411 W. Higgins Road

Fire Administration
1900 Hassell Road

Fire Station 21 — Carl W. Selke
225 Flagstaff Lane

Fire Station 22 — Michael J. O'Malley
1700 Moon Lake Blvd.

Fire Station 23 — Richard G. Cordova
1300 Westbury Drive

Fire Station 24 — Jerome Danowski
5775 Beacon Pointe Drive

Susan H. Kenley-Rupnow
Public Works Center
2305 Pembroke Ave.

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

Printed on recycled paper

Park District wins award for Poplar Creek Trail System Project

Congratulations to the Hoffman Estates Park District for receiving the Illinois Association of Park Districts' 2020 Best of the Best Award for Intergovernmental Cooperation!

This award is the result of a coordinated project between the Park District, the Village of Hoffman Estates and the Forest Preserves of Cook County to pave a section of earth trail along Shoe Factory Road. The three agencies were recognized for maximizing tax dollars while benefiting residents throughout the community.

The spur, which connects Hoffman Estates homes to the Poplar Creek Trail System, allows walkers, runners and bicyclists from local communities to access an 8.8-mile paved loop and the 4,300 acres of natural land within the Arthur L. Janura Forest

Preserve, as well as other neighborhoods and retail options to the south and west. The Village partnered with the Park District and the Forest Preserves of Cook County on the project's grant, which funded a majority of the engineering and construction costs.

Mayor McLeod is proud of the completed project and the cooperation between agencies, saying, "This project is the perfect example of governmental agencies coming together for the common good. The Shoe Factory Road spur and trail will be enjoyed by families and visitors for years to come."

The Forest Preserves of Cook County can be enjoyed 365 days a year from sunrise to sunset. For more information, visit www.fpdcc.com.



Updates 12.11.2020

Upcoming Events

- [Dec 17 - Holiday Lights Display Contest](#)
- [Dec 19 - Go Hoffman Virtual 5K](#)

IAPD/IPRA Soaring to New Heights 2021 Virtual Conference

The virtual conference will be held January 28-30, 2021. The early bird discount ends January 15, 2021, but we are looking to register before the holidays. Please let Monica know if you are interested in attending by Friday, December 18 and she will register on your behalf. So far, we have Pat K. attending.

****Please confirm 'yes' or 'no' by Friday, December 18.**

MEMORANDUM NO. M20-145

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
RE: Review of Closed Session Minutes ~ Resolution R20-007
DATE: December 22, 2020

Background

The park district is required by law to review closed session minutes semi-annually. The last review was conducted in June 2020.

Implications

Resolution R20-007 states that there are no minutes or portions thereof from Executive Session to be released at this time. Additionally, all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

Recommendations

Staff is recommending that Resolution R20-007 “Review of Closed Session Minutes” be approved by the Board as presented.

RESOLUTION NO. R20-007 (12/22/2020)

REVIEW OF CLOSED SESSION MINUTES

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

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

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

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

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

Passed and Approved by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 22nd day of December 2020.

AYES:

NAYS:

ABSENT:

President

ATTEST:

Secretary

MEMORANDUM NO. M20-146

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
RE: 2021 Calendar of Board/Committee Meetings
DATE: December 22, 2020

Background

In compliance with the Open Meetings Act, the Park District is legally required at the beginning of each fiscal year to prepare and make available a schedule of its regular board meetings listing the times and places of such meetings.

See attached 2021 calendar.

Recommendation

Staff is recommending the Board approve the 2021 Calendar of Board/Committee Meetings.

HOFFMAN ESTATES PARK DISTRICT
2021 BOARD/COMMITTEE MEETINGS

<u>JAN</u>	19	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	26	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>FEB</u>	16	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	23	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>MAR</u>	16	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	23	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>APR</u>	20	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	27	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>MAY</u>	18	7:00 pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	25	7:00pm 7:10pm Immed follow	Board Meeting Administration & Finance Committee Annual Meeting
<u>JUNE</u>	15	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	22	7:00pm 7:10pm	Board Meeting Administration & Finance Committee

<u>JULY</u>	20	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	27	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>AUG</u>	17	7:00pm	Committee of the Whole/Park Tour
	24	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>SEPT</u>	<i>NOTE DIFFERENT SCHEDULE THIS MONTH (NRPA Conf):</i>		
	14	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	28	7:00pm 7:10 pm	Board Meeting Administration & Finance Committee
<u>OCT</u>	19	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	26	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>NOV</u>	16	6:00pm Followed by	Committee of the Whole/2022 Budget Special Board Meeting - Approve Budget in tentative form
	23	7:00pm 7:10pm	Board Meeting Administration & Finance
<u>DEC</u>	14	7:00pm Immed follow 7:30pm	Public Meeting: B&A Ordinance Buildings & Grounds Committee Recreation & Facilities Committee
	21	7:00pm 7:10pm	Board Meeting Administration & Finance