

AGENDA
REGULAR BOARD MEETING NO. 1064
TUESDAY, APRIL 27, 2021
7:00 p.m.
***Remotely via ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. RECOGNITION
 - A. Best of Hoffman
 - Katelyn Otterness
 - B. Employees of 1st Quarter:
 - PT: Mirza Baig
 - FT: Nikolas Catino
4. RECESS FOR A&F COMMITTEE MEETING
5. RECONVENE FOLLOWING A&F COMMITTEE MEETING
6. APPROVAL OF MINUTES (attached)
 - A. Regular Board Meeting Minutes 03/23/2021
7. COMMENTS FROM THE AUDIENCE
8. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
 - A. Birch Playground Install / M21-040 (see B&G April packet)
 - B. Bridges Driving Range Enhancements Bids / M21-042 (see A&F April packet)
 - G. Open and Paid Invoice Register: \$702,263.43 (see A&F April packet)
 - H. Revenue and Expenditure Report, Financial Analysis, and District Wide Operations Statement (see A&F April packet)
 - I. Acceptance of B&G Minutes 03/16/2021 (see B&G April packet)
 - J. Acceptance of Rec Minutes 03/16/2021 (see Rec April packet)
 - K. Acceptance of A&F Minutes 03/23/2021 (see A&F April packet)
9. PRESIDENT'S REPORT
10. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT



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11. OLD BUSINESS
12. NEW BUSINESS
13. EXECUTIVE SESSION
 - A. Minutes, pursuant to 5 ILCS 120/2 Section 2(c)(21) of the Open Meetings Act
 - 03/23/2021
 - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to 5 ILCS 120/2 Section 2(c)(1) of the Open Meetings Act.
14. COMMISSIONER COMMENTS
15. ADJOURNMENT

**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.*

March 2021 Best of Hoffman

Katie Otterness, rooted in Hoffman Estates and now local resident, has been an asset to the HEParks basketball program, especially during the COVID-19 pandemic.

Katie attended Hoffman Estates High School, where she played basketball and softball. Her passion for sports and the Hoffman Estates Community has followed her through her years. She is now heavily involved with HEParks basketball program plus her daughter participates in the District's girl's feeder basketball and in-house leagues through the basketball academy.

Throughout the duration of the COVID-19 pandemic, Katie has kept the girls' basketball community engaged. She has promoted our camps and clinics to the players, helped create the District's Wednesday feeder drop-in program, and was head coach for both our 3/4/5th grade girls pod and 6/7/8th girls pod.

Katie is the voice of Girls hoops in the Hoffman Estates community and helped provide a great opportunity for all those that participated this season.

Katie, we would like to thank you for your volunteer service and for making such a positive impact on the District's basketball program. On behalf of the Hoffman Estates Park District and the Board of Commissioners, we are presenting you with the March 2021 Best of Hoffman award. In recognition of your service and as a token of our appreciation, please accept the Best of Hoffman plaque and the HEParks gift card.

Employees of the 1st Quarter

Part-Time Employee of the 1st Quarter: Mirza Baig

Mirza started working as a part-time employee with the District in June 2019. As one of the TC Front Desk Associates, he has proven himself to be a reliable and trustworthy team player.

Prior to the COVID-19 pandemic and facility closure, Mirza was hired to work nights and weekends. After the facility reopened, Mirza has been instrumental in working any and all shifts possible. Most recently, he works the opening 5:30 a.m. shift, but is willing to work closing shifts and weekend shifts whenever needed.

Working the TC Front Desk is a challenging position because TC serves as the hub for the district. Our TC Front Desk Associates are the front line of the hub and need to know a little about every operation within the district to assist our patrons in-person or to field inquiries over the phone. Many of the desk shifts for our part-time staff take place when the full-time staff are not in the facility; Mirza does a phenomenal job of manning the desk and helping our customers without having to rely on the support of full-time staff.

Mirza is a quick learner, adapts easily, and has strong customer service skills. The district is lucky to have a sound TC Front Desk Associate like Mirza!

Congratulations, Mirza, for being named 2021 Part-time Employee of the 1st Quarter. On behalf of the Park Board of Commissioners, we thank you for your commitment and dedication to the District. Thank you, Mirza.

Full-Time Employee of the 1st Quarter: Nikolas Catino

Nick is unable to be with us tonight, but sends his sincere thanks to the Board for this recognition.

Nick started working as permanent part-time for the District in December 2009 as Custodial/Zamboni Driver. He was promoted to full-time in January 2014 covering Ice Maintenance. He was promoted to Ice Operations Manager in October 2019.

Nick has gone above and beyond during the first quarter to ensure that the Chicago Wolves have a professional ice rink for the 2021 AHL season. In addition, he has worked very hard to meet the needs of the team including cutting the ice to AHL standards, as well as hanging banners, setting up locker rooms, and providing staff for game days. Nick has rearranged his schedule to accommodate the Wolves' games, guaranteeing game days run smoothly while maintaining the ice operations for the rest of the Park District.

Congratulations, Nick, for being named 2021 Full-Time Employee of the 1st Quarter. On behalf of the Park Board of Commissioners, we thank you for your commitment and dedication to the District and its ice operations. Thank you and keep up the great work, Nick!



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**MINUTES
REGULAR BOARD MEETING NO. 1063
March 23, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on March 23, 2021 at 7:00 p.m. remotely via ZOOM.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Friedman, Kinnane, and McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Golf & Facilities Bechtold, Executive Assistant Logan

Audience: Comm Reps Macdonald, Utas, Wilson, Winner (7:05); Business Applications Manager Brittany Meschewski, Superintendent of Business Lynne Cotshott

2. Approval of Agenda:

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

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

3. Recognition:

A. Service Proclamation:

Brittany Meschewski, Business Applications Manager, received a service proclamation for her 10 years of service.

Business Applications Manager Meschewski and Superintendent of Business Cotshott left the meeting.

4. Recess for A&F Committee Meeting:

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to recess the Board Meeting at 7:06 p.m. for the purpose of convening the A&F Committee meeting.

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

5. Reconvene Following A&F Committee Meeting:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to reconvene to the Regular Board Meeting at 7:45 p.m.

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

Comm Reps Musial, Utas, and Winner left the meeting.

6. Approval of the Minutes:

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the minutes of Regular Board Meeting February 23, 2021 as presented.

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

7. Comments from the Audience:

None

8. Consent Agenda:

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

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

A. Birch Park OSLAD Utilities Contract / M21-025 (see B&G March packet)

B. Birch Park OSLAD Earthwork Contract / M21-026 (see B&G March packet)

- C. Birch Park OSLAD Concrete Contract / M21-027 (see B&G March packet)
- D. Birch Park OSLAD Asphalt Contract / M21-028 (see B&G March packet)
- E. Birch Park OSLAD Playground Equipment / M21-033 (see B&G March packet)
- F. School District 15 Dissolution of Intergovernmental Agreement / M21-024 (see Rec March packet)
- G. School District 54 IGA / M21-023 (see Rec March packet)
- H. Vogelei House Lease to NWSRA / M21-030 (see A&F March packet)
- I. Parental Leave Policy / M21-035 (see A&F March packet)
- J. Open and Paid Invoice Register: \$353,021.52 (see A&F March packet)
- K. Revenue and Expenditure Report and District Wide Operations Statement (see A&F March packet)
- L. Acceptance of B&G Minutes 02/16/2021 (see B&G March packet)
- M. Acceptance of Rec Minutes 02/16/2021 (see Rec March packet)
- N. Acceptance of A&F Minutes 02/23/2021 (see A&F March packet)

9. President's Report:

President Kaplan wished all candidates good luck in the upcoming Consolidated Election on April 6, 2021.

He congratulated Director Hopkins and staff on being awarded the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

10. 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 7-0-0

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

Nays: 0

Absent: 0

11. Old Business:

None

12. New Business:

A. Community Representative Selection Process / M21-020:

Executive Director Talsma proposed creating parameters for the selection and renewal of service of Community Representatives.

The Board recommended polling current Community Representatives to gauge level of interest in continuing to volunteer as a Community Representative. Once a head count has been obtained, advertise openings to the public, if need be, and create a waitlist, if need be.

After a brief discussion, the Board reached a consensus to not change the current policy for the Community Representative selection process.

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

13. Executive Session:

Commissioner Friedman made a motion, seconded by Commissioner K. Evans to move to Executive Session at 8:02 p.m. for the purpose of:

- A. Minutes, pursuant to 5 ILCS 120/2 Section 2(c)(21) of the Open Meetings Act
 - February 23, 2021
- B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to 5 ILCS 120/2 Section 2(c)(1) of the Open Meetings Act.

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

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to reconvene to the regular session at 8:47 p.m.

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

14. Discussion and Vote from Executive Session:

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to authorize President Kaplan to execute with Executive Director Talsma an amendment to his employment contract that includes the requirements of the Illinois Severance Payment Act and to grant Talsma up to 25 weeks of accrued unpaid sick time to be paid to Talsma upon any termination of employment.

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

15. Commissioner Comments:

None

16. Adjournment:

Commissioner Friedman made a motion, seconded by Commissioner Kinnane to adjourn the meeting at 8:50 p.m.

On A Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1064**

EXECUTIVE DIRECTOR'S REPORT

April 2021

PARKS DIVISION
ADMINISTRATIVE

Plans have been completed for the Top Tracer Range Building at Bridges. The bids were released on March 19, 2021 and set to be opened on April 13, 2021.

The district-wide gym floor resurfacing is scheduled for the week of August 16.

Contracts for the Birch Park OSLAD project have been executed and sent to all contractors for signatures. Once returned, staff will work with The Village on the permits for the project.

Custodial supplies for the District have been purchased in bulk and will be stored at the Parks' maintenance building. Staff installed industrial storage shelving at the maintenance building to be able to house the custodial supplies in an organized fashion.



BRIDGES DRIVING RANGE & TOP TRACER BUILDING

Staff continued to work on the existing range building. Staff was able to complete repairs to the existing frame work and finish the outside with a new vinyl siding. On the west side of the building, staff cut out an opening for the new garage door which will be installed by an outside contractor. To finish the outside of the building, staff was able to complete all of the soffit and fascia install.

Both bathrooms had the water lines and electrical updated, floors painted, and walls were lined with a plastic protection from the ground up four feet. Staff installed new toilets and are waiting on the water bottle filler.

For the inside of the building, all walls have been repaired, the drop ceiling was removed, and the drywall ceiling has been repaired. The area where the new ball washing unit will sit had the walls protected with plastic sheeting.

Staff began construction of the site of the new Top Tracer Building, as well. Existing irrigation was moved to allow the event area and current driving range to remain irrigated. Sod and some topsoil have been stripped, plus the building and proposed patio have been laid out.

Staff refurbished some old picnic tables from Parks maintenance for the patio at the TopTracer Range Building and the tables turned out great! Along with the tables, staff built 20 bag stands to go inside of the building for guest to use while enjoying the new TopTracer range.



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

- HVAC preventative maintenance and repairs.
- Boilers installed at Seascape.
- Surge pit valves repaired at Seascape.
- Seascape pool inspection of concrete. Some hollow spots were found and a contractor is providing a price to fix.
- Loose concrete and paint all scrapped up and ready for new paint in pool bottom at Seascape.
- Electric for e-Sports gaming center completed.
- Installed RPZ's at park locations.
- New bathroom locks installed at all park sites with bathrooms.
- GIS updating maps and assets.
- Parks garbage at all locations has begun.
- Custodial maintenance at all facilities.
- Hanging of banners and cardboard cutouts for the Chicago Wolves.
- Volleyball poles and nets installed at South Ridge.
- Mulch was completed in all landscape areas at TC, The Club, WRC and Vogelei.
- Shoreline work at Walnut Pond to remove invasive plants material, undergrowth and dead material to establish the shoreline with native grasses and trees.
- Tree removals at North Ridge and Victoria Parks.
- Baseball and softball fields turned over, left to dry, and spun for play. Outfield and backstop screens installed at Cannon Crossings.
- Soccer field corners located and fields lined.
- Playground checks.
- Stump grinder and chipper repairs and maintenance.
- Vehicle safety and emission test completed.
- Vehicle checks and repairs.

Recreation Division



Liz Blake has been hired as the new Aquatic Manager. Liz started April 7. Liz comes with years of aquatic experience from both Hanover Park Park District and, most recently, Carol Stream Park District. Liz is a lifeguard instructor, plus brings a wealth of knowledge in swim lesson programming.

This month, the Recreation Department worked closely with the Parks Department and the IT Department to prepare for the opening of the e-Sports Zone at Vogelei. Without the support of everyone involved, the success of this facility would not be possible.



Triphahn Center

Triphahn Center (TC) Fitness

<u>Membership</u>	<u>03/31/2020</u>	<u>01/01/2021</u>	<u>03/31/2021</u>	<u>2021 YTD Var. +/-</u>
Total	795	509	510	+1



Willow Recreation Center

Willow Rec Center (WRC) Fitness & Racquetball

<u>Membership</u>	<u>03/31/2020</u>	<u>01/01/2021</u>	<u>03/31/2021</u>	<u>2021 YTD Var. +/-</u>
Fitness	251	93	101	+8
Racquetball	66	52	44	-8
Total	317	145	145	0

Both TC and WRC Fitness Centers launched “Fitness Madness” on March 18 that ran through April 5 (the length of March Madness tournament). Members who completed a workout card and those who worked out eight times (Elite Eight) were entered into a drawing to win a free month’s membership. Four members will be winners – our Final Four!



Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>03/31/2020</u>	<u>01/01/2021</u>	<u>03/31/2021</u>	<u>2021 YTD Var. +/-</u>
Total	687	586	588	+2



General Programs

General Programs:

Program	Participants
Baton & Poms	24
A&A Music (piano & guitar)	2
Palatine Choir	5
Shotokan Karate	56
Tae Kwon Do	17
Gymnastics	69

Dance

Winter session started in February. There are 117 dancers enrolled in the winter/spring session within 21 classes. The advanced elite dance levels will be competing in a competition at Des Plaines Park District in May.

Special Events:

- Our first Bunny Basket event was held on March 25 and March 26. 39 (out of 40) baskets were sold. Participants were able to come inside Triphahn Center to take a picture with the bunny and pick up a basket of their choice. Due to COVID-19 precautions, only one family was allowed in the room at a time to see the bunny and have their picture taken.
- Doggie Egg Hunt was held on April 3 at Bo's Run and Freedom Run. There were 41 dogs enrolled in the two events. The dog owners could only pick-up the eggs when the dog touched the egg with their nose or paw! Prizes were awarded in some of the special eggs.
- Bunny Drive-By was held on April 3. The bunny visited 44 homes across the town to leave eggs in yards and take pictures with children.



50+ Club

Drop-in programs continue to run and we have new programs being continually added. For spring, three new clubs/activities will be added: Wii Bowling, Stitching Stars, and Craft Club.

Pub Trivia was cancelled this month due to low interest.

Staff will be working over the next month to come up with a plan to expand the senior program offerings for the community.



Early Childhood

The Early Learning & Care program (ELC) completed its rebranding. The goal of the rebranding was to change the name to include “child care” in the name as many residents do not think of park districts as offering a full-day day care program. Natalie and the C&M Department are finalizing the materials for tours, website promotions, and forms. The new program is now called Little Stars Childcare. This name will tie into the STAR before & after school program, too.



There are 27 children enrolled in the full-day ELC, compared to 44 last year (pre-covid closure).

The full-day child care program was awarded an additional \$78,000 through the COVID relief grants for child cares. These funds will be used to cover wages over January, February, and March.

Registration for next fall's 2021/22 part-day preschool is currently open. There are 104 children enrolled for school next year. These numbers are great as families are slowly returning to the classroom.

For this year's preschool (2020/21), there are 60 students enrolled at TC and 38 students enrolled at WRC, for a total of 98 students.



School Age - STAR and Day Camps

STAR

Both District 54 and District 15 were open 100% in-person this month.

D54 STAR for March

- Armstrong: 16
- Fairview: 23
- Lakeview: 35
- Lincoln Prairie: 26
- MacArthur: 19
- Muir: 6

WRC STAR for March

- Whiteley PM care: 9
- Whiteley AM care: 2
- TJ PM care: 2
- TJ AM care: 1
- KinderSTAR: 11

Registration for the 2021/22 school year is now open for STAR. New for next year will be the operation of STAR at both Whiteley and Thomas Jefferson schools within District 15.

Registration to date for 21/22 STAR:

D54 STAR

- Armstrong: 9
- Fairview: 42
- Lakeview: 26
- Lincoln Prairie: 30
- MacArthur: 28
- Muir: 9

D15 STAR

- Whiteley: 59
- Thomas Jefferson: 27
- KinderSTAR: 15

Camps:

Spring Break Camp was offered March 22-26. A total of 37 participants were enrolled over the week.

Staff is planning for summer camps 2021. Currently, camp will be offered only at TC and WRC. If enrollment increases, staff will look to use a School District 54 site.



Youth Athletics

Athletics

Hoffman Basketball Academy

- Camps: Five camps were offered for a total of 76 players. A spring break camp was offered with 12 players.
- Individual and group training sessions were throughout the month on Mondays, Wednesdays and Thursdays. 32 individual sessions and 24 group sessions (with 2-4 players per session) enrolled this month.
- Wednesday Feeder Fundamental Drop-in Program had a total of 109 players visit this month.
- In-house basketball league (pod system, max 20 per group) ended March 27.
 - ½ coed- 21 players
 - 3/4th boys- 20 players
 - 5/6 boys- 15 players
 - 3/4/5 Girls- 20 players
 - 6/7/8 Girls- 16 players

Baseball

- N60 baseball
 - U9, U12 and U14 teams started practice on Sundays indoors at TC. Outdoor practices began the week of March 29. Games begin April 15.
- In-House baseball begins April 5 with opening day games on May 1.

- Shetland- 48
- Pinto- 48
- Mustang- 33
- Bronco- 12

Soccer

- The indoor soccer season ended mid-March with 73 players.
- Outdoor soccer registration has 208 players (compared to 178 last year).
- Kyle Goddard is working with HUSC on creating additional soccer specialized skills classes.

Adult Softball

- Registration is open and eight teams are signed up to-date. The league starts May 3.

E-Sports

- The e-Sports Zone was completed with all brand new tables, chairs, computers, arcades and video game systems. We prepared for our soft opening for our members on April 1. It was a huge success with multiple inquiries to host tournaments and birthday parties. We currently have sold 18 monthly unlimited passes.

Outdoor Education / Nature

- With the partnership with the Cook County Forest Preserve, the “Is it Spring Yet Hike” had four participants.
- There are two upcoming hikes planned for spring and early summer.



Ice Operations

Hockey:

- The winter session of hockey lessons began in February and ran through March. There were 41 players in Level 1 (intro) and 31 players in Level 2 (hockey development). In addition, 111 private hockey lessons were taught in March.
- Spring Break Hockey Clinics were offered the week of March 22. There were 29 players enrolled in these clinics.
- Drop-in clinics were offered over two weeks in March to bridge the time between our Hockey Clinic and Spring League. 125 players dropped in for hockey play.
- Hockey spring league will begin April 5 and run for an eight week season. The league has been divided into two divisions: open division and restricted division. HEParks hockey has joined the restricted division which requires masks on the ice.

Hockey League Levels	Spring 2019	Spring 2021
Mites	28	24
Squirts	16	40
PeeWees	19	26
Bantams	30	32
Midgets	18	34
Wolverine Girls	21	17
TOTAL	132	173

- Adult Drop-In Hockey meets on Sunday nights. Many players are currently in leagues at other rinks, so we plan on starting a new league in summer with the adult players. Over the month of March, 48 players dropped in.

Figure Skating:

- A total of 333 private lessons were taught in March. March freestyle ice resumed with 118 skaters.
- Winter figure skating lessons were offered to 169 skaters. A Spring Break Mini Session was offered to 14 skaters. Registration is currently open for spring session of lessons that begin the first week of April. So far, there are 179 skaters enrolled.

Public Skate:

- Public Skate was offered every other Sunday in March plus everyday over spring break. A total of 420 people registered for public skate this month. The March 28 public skate had a special visitor – the Easter Bunny! All Sunday public skates have sold out with 50 skaters for each timeslot.



Communications and Marketing

Design Work:

- Spring Program Guide: with new features such as slide shows, video links and new headings
- Summer Camp
- Seascape
- Fitness Madness – fitness challenge
- Bunny events
- Birch Park signage
- Club Pot O Gold challenge

Special Projects:

- NRPA Gold Medal application
- E-Sports Zone launch
- Website interactive map development
- Promotion for Park Clean Up events
- Club: email communication, birthday email template

Promotions:

- Now Hiring
- Seascape Guards
- Adult Softball Leagues
- Hoffman Basketball Academy
- E-Sports Zone
- Public Skate

Email campaigns: Six e-blasts highlighting: spring program brochure, registration now open, summer jobs, bunny events and Bridges now open promo.

Press Releases and/or Advertising:

- Excellence in Financial Reporting

Social Media:

- 88 posts in March
- Top interactive posts:
 - Now Hiring Lifeguards
 - Summer Jobs
 - Bunny Events
 - Stan's Donuts rescheduled event
- Special social media campaign: Spring Brochure launch – reached 32,255 users across social media.

of Followers:

Follower Count of HEParks Managed Social Media Accounts by Month						
		Monthly Follower Count				
Account	Social Media Platform	March 2021	February 2021	January 2021	December 2020	November 2020
Bridges of Poplar Creek	Facebook	1062	1046	1046	1034	1029
	Instagram	124	123	121	122	118
	Twitter	164	164	164	165	166
The Club	Facebook	1642	1640	1643	1636	1622
	Instagram	325	320	311	299	289
	Twitter	39	39	39	37	39
HEParks	Facebook	5180	5115	5062	5034	5013
	Instagram	855	839	808	776	729
	Twitter	1,071	1067	1070	1088	1092
Ice Academy	Facebook	97	96	92	90	88
Wolf Pack	Facebook	340	334	329	315	314
	Instagram	336	329	329	329	309
Senior Center	Facebook	118	116	116	115	114

Website:

Traffic to HEParks website in March: 33,108 unique page views (compared to 23,246 last month).

With the program brochure only being available in a digital format, the page views of the brochure has drastically increased:

Visits to heparks.org/program-guide: 4,414 in 2021, 1,231 visits in 2020, 2,184 in 2019.

16.98% of HEParks monthly traffic went directly to the digital Program Guide and bypassed the /program-guide landing page. To help support the program guide, C&M created new website landing pages to redirect registrants to Rectrac.

Highest visited pages

- Highest visited pages in March 2021: Home, Program Guide, Dog Park, Bids, Camp

Bridges General Programs

- March Madness was our first golf event of the season. This was a sold out event. We had 144 players come out and played in some great spring weather. Congratulations to our winners Tyler Bury, Mike Rodriguez, Matt Gorman & Don Langland Jr with a score of 15 Under Par. This Spring kickoff event was also featured in the Daily Herald.

March Madness Golf Tournament blasts Hoffman Estates into spring



- Annual Par 3 Challenge which was held on April 7th and another sold out event of 36 players. This event will replicate one of the most famous par 3 courses in Augusta, Georgia. Each player will have the opportunity to try the famous Pimento cheese sandwiches and Dusting Johnson theme sampling of his 2021 Champions Dinner. Menu. Congratulations to Bryan Lodewyck on receiving our Green Sweater!



Golf Rounds

MONTHLY ROUND TOTALS					
2017	2018	2019	2020	2021	5 Year Average
413	1,017	481	313	960	637
YTD ROUND TOTALS					
2017	2018	2019	2020	2021	5 Year Average
1,293	1,295	481	313	960	868

Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2017	2018	2019	2020	2021	5 Year Average
328	633	357	215	1324	571
YTD RANGE BASKET SALES TOTALS					
2017	2018	2019	2020	2021	5 Year Average
894	737	357	215	1324	705

Food & Beverage

- Fish Fry received great reviews each and every week. Curbside pick-up became a big hit with the community. We serviced a total of 549 guests in the six weeks during lent.
- Our Annual Breakfast with Easter Bunny was transformed into a socially distance event. We had three seating's and all guests were able to enter our Bunny Patch and take pictures with the Bunny. We were able to accommodate 132 guests.



Wedding Count Update:

2022 = 1 reception & 1 Ceremony & Reception has booked.

2021 = 13 ceremony and reception, 3 reception (We did have one reception cancel in June as they moved to a facility that was not enforcing any Covid-19 guidelines.

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

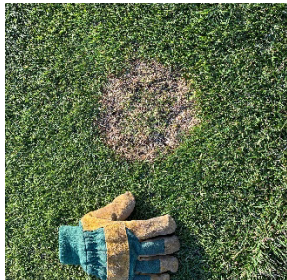
2016 = 21 ceremony and reception, 4 reception only, 1 ceremony only.

2015 = 18 ceremony and reception, 5 reception only, 4 ceremony only

Golf Maintenance Summary

In March our high averaged 51 degrees (4 degrees above average) and low averaged 34 degrees (5 degrees above average). We received about 1" (2.5" average) of rain and about 1.5" of snow (our average is 5.6") for the whole month. This brings our winter total to 35.2" (29.5" average) of snow.

March has been very busy with the course opening and seasonal staff returning. A lot has been done in a short time, cutting all playing surfaces, putting out accessories, starting chemical applications, and starting the irrigation system. Overall the course is looking very good coming out of winter. Areas that were treated for snow mold look very good, we saw very limited breakthrough. We do have a few other areas with superficial damage in the rough from voles, and a few areas in fairways where we had sitting ice and weak *Poa annua*. With a little attention these few areas will fill in the next month as we hit optimum growing conditions.



One of the few areas we saw snow mold breakthrough on a tee.



Some areas in the rough that were not treated showing heavy pressure this winter.



One of the areas on fairways where we saw damage from extended ice coverage.



Vole damage.

Here is a list of a few other things that we did this month.

- Finished up the last of equipment preventative maintenance.
- Finished up the last of accessory refurbishing.
- Started cutting greens, tees, approaches, and fairways.
- Did an initial run through on all bunkers.
- Started chemical applications.
 - Sprayed for seed heads on greens.
 - Pre-emergent control for crabgrass on tees and rough areas.
- Clean up debris from winter and strong winds this spring.
- Started up the irrigation system and have started auditing and fixing issues.
- Started filling divots with the hope of growth in the beginning of April.
- We leveled and finished off the wall along 1 green.
- Lastly we started preparations for aerification which is scheduled for the first half of April.



March 2021

Membership Totals	<u>3/31/2020</u>	<u>3/31/2021</u>	<u>1/01/2021</u>	<u>Var. +/-</u>
Totals	2948	1970	1992	-22

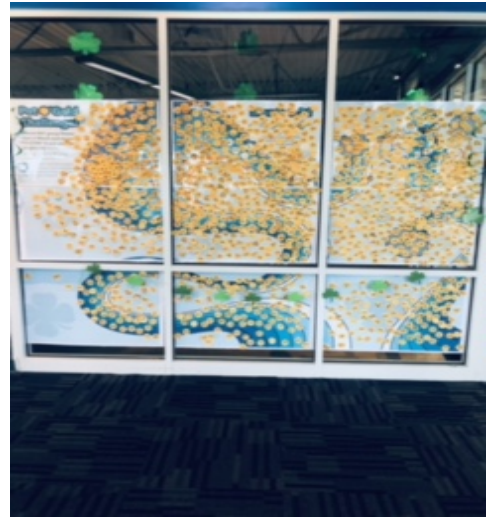
Member Services/Sales

- Another strong month of new member enrollments in March. We enrolled a total of 101 new members, and 6 members under the United Health Care Renew Active plan. We had a relatively low number of cancellations (68) so the month ended with a net positive 30 members. We still far to go to recover the members we lost from COVID closure, but we are moving in the right direction.
- Because we have started to see people beginning to return after not being here since the initial closure, we sent out an email to all previous members from the past two years with a \$0 enrollment fee offer in the last days of the month. This created a big boost of new members at the end of March. This offer expires at the end of April, so we hope to see a big return on this with our April new member numbers as well.

- The Club daily visit numbers are steadily increasing with an average of 450 visits per weekday in March. Saturday/Sunday visits are averaging 277 per day in March.
- We had 1202 unique visits in March. So a little over 65% of our members with active passes used the facility in March at least one time.
- The Management Team at The Club has been working together to increase the number of and quality of our social media posts in March and going forward. Our goal is to increase followers and use as a fairly inexpensive marketing tool.

Operations and Fitness Departments:

- To celebrate our members coming back to the facility and to encourage them to try our phenomenal group fitness classes, we created the Pot-O Gold Challenge in March. When a member took a group fitness class, they put their name on the back of a “gold coin” and added to the path to the pot-o-gold. Once filled, all participants were eligible to win a variety of giveaways. We were able to give away some MyZone Fitness straps, a massage, a nutrition consult, and a personal training session. Our Fitness Manager also connected with over seven local businesses to donate items toward or giveaways for this promotion. Cooper’s Hawk, Dick Pond, GNC, and MyEThree to name a few! We had over 200 members participate in this challenge, and were VERY excited that we were offering this as motivation!



(Our members are not good at staying INSIDE the lines, haha)

- Looking ahead, we will run a large promotional event like this for our members every other month or so highlighting different facility offerings. In the off months we will invite vendors to come in, or highlight our services through meet-and-greet type events.
- Our custodial team has been doing an incredible job staying on top of the cleanliness of the facility with the general increase in usage. This team does not get highlighted to often in these reports, but they play a huge role in The Club’s reputation as a clean and safe facility.

A. Finance/Administration

- Lauterbach & Amen completed their field work and testing, which was done remotely this year. The process was smooth and efficient. Compilation of the statistical data as well as developing the Management Discussion and Analysis (MDA) has begun. Staff anticipates the audit being presented at the May meeting in draft form.

- Staff attended IAPD/IPRA Joint Conference Committee and Exhibit Committee meetings.
- The new time and attendance system implementation is on schedule and will be going live on April 24th.
- Processed applicable monthly returns as required.
- Processed applicable quarterly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household member and member holds prior to April billing.
- RecTrac Enhancements/Processes
 - Upgraded RecTrac to version 3.1.10.05.03
 - Cooperated with the Village to replace the paper scheduling for COVID-19 vaccines that required residents to call in to make an appointment with an online scheduling option through District software
- Payroll Cycle Processing
 - 03/05/20 \$230,273.03
 - 03/19/20 \$236,014.83

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. Spring Guide Review
 - d. Processed hockey credits
 - e. STAR fee updates
- Administrative Registration for:
 - a. Scholarship Applications
 - b. 2021/22 PreSchool
 - c. 2021/22 STAR
 - d. Hockey Bubble League
 - e. Camp
 - f. eSports Memberships
 - g. Drive By Bunny Address verifications, transfers and enrollments

C. Human Resources

- We have advertised and will be interviewing the first week of May for the new Superintendent of HR and Risk Management, and hope to have the new individual start in early June.
- Processed 19 new PT employees and 4 new volunteers.
- Attended COVID Relief 2021: Understanding the Impact on Your Benefit Plans webinar.
- Completed 4th quarter 2020 PDRMA audit.
- Completed 4th quarter 2020 BEN 118R (report issued to employer about chargeable unemployment) for IDES (Illinois Department of Employment Security).

D. Technology

- Working with Maintenance and Recreation on new eSports Gaming Lounge.
 - a. Network cabling was ran to all designated locations. All cables were terminated and certified for network connectivity.
 - b. Gaming computers imaged and configured with all the necessary games, accounts, etc. for eSports. All desktop computers, monitors, & peripherals have been installed.
- Comcast's construction team has rescheduled the completion date for the fiber upgrade to 04/14/21 for The Club and Vogelei.
- The access control ID card reader at Freedom Run Dog Park failed after two (2) weeks. IT has engaged FSS technologies to completely isolate the card reader from the maglock mechanism. We will be installing a completely new electrical wire for a relay that will hopefully stop any surges from going to the card reader. Installation is scheduled for 4/14.

[2021 1Q Goals for All Divisions](#)

RECAP OF WEEKLY UPDATES TO THE BOARD

Updates 03.26.2021

Upcoming Events

- **Mar 26 - Bunny Basket – March 26**
- **Mar 26 - Friday Fish Fry**
- **Mar 27 - Breakfast with the Bunny**
- **Mar 28 - Skate with the Bunny**
- **Mar 28 - Skate with the Bunny**
- **Apr 1 - E Sports Zone Opening Day**
- **Apr 2 - Friday Fish Fry**
- **Apr 3 - Drive By Bunny**
- **Apr 3 - Doggie Eggstravaganza – Bo's Run**
- **Apr 3 - Doggie Egg Hunt Eggstravaganza – Freedom Run**
- **Apr 7 - Par 3 Challenge – Golf Tournament**
- **Apr 7 - Par 3 Golf Challenge**

Daily Herald Endorsements

For the upcoming Consolidated Election on April 6, 2021, the Daily Herald has endorsed Keith Evans, Pat McGinn, Raj Chhatwani, and Linda Dressler. Please see the following link for the full article:

Daily Herald Endorsements

Daily Herald Article: Marc Friedman

Please see attached for the Daily Herald article on Marc Friedman and his commitment to the two-year position on the HEParks Board of Commissioners.

HEParks awarded IAPD PowerPlay! Beyond School Grant

Please see attached for the letter announcing HEParks as the recipient of the \$1,000 IAPD PowerPlay! Beyond School Grant!

Statement of Economic Interest

You should have received an e-mail from the Cook County Clerk Ethics Department asking you to file an annual Statement of Economic Interest (SEI). Please do not delete the e-mail. You will need to complete the SEI as soon as possible, but no later than 05/01/2021.

The SEI is a requirement for employees of a local government with purchasing authority. Each of you were identified as required to receive the SEI. The SEI (in simple terms), simply is a questionnaire to check that government employees do not purchase goods/services from a company from which they have an economic interest. For most questions, the answer will be

“this question does not apply to me”. However, please be sure to read each question carefully before selecting a response.

If this is your first time filing an SEI, you’ll need to register for an account. If you previously completed an SEI, you’ll already have an account and simply need to login. If you forgot your password, the password recovery button works quickly and easily.

The SEI should take a maximum of 15-20 minutes to complete. After completion, you’ll receive an e-mail confirmation. Please forward that confirmation to Monica, she is maintaining a record of these.

So far, Monica has received confirmation of filing for Pat M.

Marc, you will not need to complete this until 2022 (for your time as a Commissioner in 2021).

Key Labor and Employment Issues Reviewed at IAPD's April 16 Members-Only Complimentary Webinar

Join IAPD at 11:00 a.m. on **Friday, April 16** as Franczek labor and employment attorneys Jennifer Dunn, Melissa Sobota, and Tracey Truesdale present ***Labor & Employment Outlook for 2021: Where We’ve Been and Where We’re Headed***. This complimentary IAPD-member webinar will discuss:

- COVID-19 employee testing and vaccinations
- Workplace safety concerns and reopening under COVID-19
- Status of FFCRA leave and credits
- Developments or predictions related to federal OT rules
- Developments on employee v. independent contractor status that would impact public entities
- Minimum wage and the Fight for \$15
- The PRO Act and the Biden NLRB: What will it mean for the IPLRA/ILRB

The panel of experts will give insights on how to navigate these legal challenges practically and successfully!

Please let Monica know whether or not you are interested in attending by Friday, April 9.

So far, we have Pat K. attending.

IAPD Summer Golf Tour Registration Open

Amid all the twists and turns and ups and downs this past year, the sport of golf is back with newfound popularity! The Illinois Association of Park Districts is providing a series of excellent opportunities for our members to enjoy valuable networking, abundant sunshine, green fairways

and camaraderie. These events provide IAPD members with valuable insights into this trendy sport and enable them to learn about other member agencies' golf operations, facilities, and programs. Join IAPD for golf, food, gifts, prizes, competitions, networking, and a look into the profitable operation of golf courses - all at this year's IAPD Golf Tour.

This year's Tour is scheduled as follows:

Monday, June 28 – Bridges of Poplar Creek Country Club, Hoffman Estates Park District

Monday, July 19 – Deerfield Golf Club, Deerfield Park District

Monday, August 16 – Aldeen Golf Club, Rockford Park District

Please let Monica know whether or not you are interested in playing for any or all of the dates.

So far, we have Marc playing at Deerfield and Rockford.

*****The following documents were attached to this email: Daily Herald Article_Marc Friedman Committed to Position; IAPD PowerPlay Beyond School Grant*****

DAILY HERALD
MARCH 22, 2021

Committed to position

Although running unopposed for a two-year position on the Hoffman Estates Park District Board as a Commissioner on April 6, I wanted to let your readership and residents of my community know of my commitment to this position and share my experience. I have served on the HEPD Board as a community representative on the buildings and grounds committee for the past 10 years.

During this past year I was pleased that HEPD proposed a flat tax levy; completed the South Ridge OSLAD Grant Project; finished the Splashpad at Princeton Park; the intergovernmental cooperation for the paving of the bike trail along Shoe Factory Road and for continuing to seek state grants for programs such as the ELC Program.

I could not have been more proud of HEPD as we continued to operate during the COVID crisis offering quality recreational programs that continued to meet the needs of our community. In fact, following state of Illinois and Park District protocols, we were able to offer a full baseball season this past summer.

This was very important to me personally as I have been a youth sports coach in Hoffman Estates since 1989 still coaching baseball and basketball. During the past 33 years I have been a recipient of the Best of Hoffman Award several times; received an HEPD Volunteer of the Year Award in 2011 and a Great Citizen Award by the Village of Hoffman Estates in 2011.

In 2017 I was the recipient of the Good Sportsmanship Award by the Illinois Association of Park Districts. I also serve on the board of directors of Beth Tikvah Congregation in Hoffman Estates and the board of directors of the Palatine Community Baseball and Softball organization. I am currently active in the insurance business as a vice president of Service Insurance Agency in Schaumburg.

Marc A. Friedman
Hoffman Estates

March 22, 2021

Alisa Kapusinski
Hoffman Estates Park District
1685 W. Higgins Rd
Hoffman Estates, IL 60169

Dear Alisa,

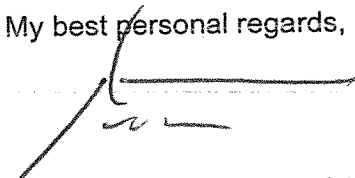
Congratulations! On behalf of IAPD and the grant committee, I am happy to inform you that your agency has been chosen to receive a PowerPlay! Beyond School Grant for your program. This year, IAPD is awarding a total of \$31,000 in PowerPlay! grants to member agencies.

Please find enclosed a check in the amount of \$1,000, a flash drive that contains the final report outline due by November 30, 2021, the grant manual that contains numerous resources, a graphics folder of the PowerPlay! logo, and a Park District Youth License Plate marketing kit that contains ready-to-use print advertisements, web advertisements, and radio and television public service announcements that you can use to publicize the license plate.

We need and rely on your agency's assistance with promoting this one-of-a-kind license plate as an important component of this program. Without continued funding from sales and subsequent renewals of the Park District Youth License Plate, the PowerPlay! Beyond School Grant Program would cease to exist.

Thank you for making a difference in your community. We look forward to receiving success stories about your beyond school program.

My best personal regards,



Peter M. Murphy, Esq., CAE, IOM
President/CEO

Enclosures

✓ cc: Craig Talsma, Executive Director



Updates 04.02.2021

Upcoming Events

- [Apr 2 - Friday Fish Fry](#)
- [Apr 3 - Drive By Bunny](#)
- [Apr 3 - Doggie Eggstravaganza – Bo's Run](#)
- [Apr 3 - Doggie Egg Hunt Eggstravaganza – Freedom Run](#)
- [Apr 7 - Par 3 Challenge – Golf Tournament](#)
- [Apr 9 - Virtual Family Bingo](#)
- [Apr 22 - 50+ Pub Trivia](#)
- [Apr 22 - 50+ Pub Trivia](#)
- [Apr 23 - Virtual Fishing Derby](#)
- [May 1 - Puzzle Mania](#)
- [May 23 - Summer Kick Off Craft Fair](#)
- [May 28 - Virtual Fishing Derby](#)

HEChamber Easter Recommendations

HEChamber released an email blast highlighting various local restaurants providing dine in or curbside pick-up options for Easter weekend. Bridges Tap Inn Bar & Grill was one of the restaurants highlighted! Bridges will be hosting its final Friday Fish Fry for the season tonight, April 2. Reservations are available for dine in from 4:00 – 8:00 p.m. Curbside pick-up is available, too.

[Bridges Tap Inn Bar & Grill Menu](#)

HEChamber Business After Hours

HEChamber is hosting a socially distanced tour of the renovated The Club at Prairie Stone while offering networking with Hoffman Estates Chamber members. Light snacks and beverages will be provided. Registration not required.

The Club at Prairie Stone

5050 Sedge Boulevard, Hoffman Estates

Wednesday, April 21, 2021

5:00 - 7:00 p.m.

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Please let Monica know whether or not you are interested in playing for any or all of the dates.

So far, we have Marc playing at Deerfield and Rockford. Keith will not be playing in the golf tour.

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Marc, you will not need to complete this until 2022 (for your time as a Commissioner in 2021).

Updates 04.09.2021

Upcoming Events

- [Apr 9 - Virtual Family Bingo](#)
- [Apr 10 - Explore the Forest Preserve Pond Dipping](#)
- [Apr 22 - 50+ Pub Trivia](#)
- [Apr 22 - 50+ Pub Trivia](#)
- [Apr 23 - Virtual Fishing Derby](#)
- [May 1 - Puzzle Mania](#)
- [May 23 - Summer Kick Off Craft Fair](#)
- [May 28 - Virtual Fishing Derby](#)
- [May 29 - Seascape Opening Day](#)
- [Jun 2 - HEParks Foundation Scott R. Triphahn Annual Golf Outing](#)

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Updates 04.16.2021

Upcoming Events

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- [Apr 23 - Virtual Fishing Derby](#)
- [May 1 - Puzzle Mania](#)
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