



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



AGENDA
REGULAR BOARD MEETING NO. 1081
TUESDAY, SEPTEMBER 27, 2022
7:00 p.m.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES (attached)
 - A. Special Board Meeting Minutes 3/15/2022 (amended)
 - B. Regular Board Meeting Minutes 9/23/2022
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
8. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
 - A. Pine Park OSLAD Grant / M22-083 (see B&G September packet)
 - B. Vehicle Purchase / M22-084 (see B&G September packet)
 - C. Safety Policy Manual Updates / M22-089 (see A&F September packet)
 - D. Audit Service Provider / M22-087 (see A&F September packet)
 - E. Long Range Plan for Capital Expenditures / M22-092 (see A&F September packet)
 - F. Policy 4.1.21 Update – Official Minutes / M22-093 (see A&F September packet)
 - G. Open and Paid Invoice Register: \$615,883.39 (see A&F September packet)
 - H. Revenue and Expenditure Report and District Wide Operations Statement (see A&F September packet)
 - I. Acceptance of B&G Minutes 8/16/2022 (see B&G September packet)
 - J. Acceptance of Rec Minutes 8/16/2022 (see Rec September packet)
 - K. Acceptance of A&F Minutes 8/23/2022 (see A&F September packet)
9. PRESIDENT’S REPORT
10. ADOPTION OF EXECUTIVE DIRECTOR’S REPORT
11. OLD BUSINESS
12. NEW BUSINESS
 - A. Surplus Ordinance O22-002 / M22-090

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates, unless otherwise specified. If an accommodation or modification is required to attend this public meeting please call 847-885-7500 with at least 48 hours’ notice.



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Regular Board Meeting
September 27, 2022
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13. COMMISSIONER COMMENTS
14. ADJOURNMENT



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**MINUTES
SPECIAL BOARD MEETING
March 15, 2022**

1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on March 15, 2022 at 7:49 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: President Kinnane; Commissioners Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn

Absent: None

Also Present: Executive Director Talsma, Executive Assistant Flynn

Audience: None

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Comments from the Audience:

None

5. Executive Session

Commissioner Kaplan made a motion, seconded by Commissioner Dressler to move to Executive Session at 7:51 p.m. for the purpose of:

- A. Minutes, pursuant to 5 ILCS 120/2 Section 2(c)(1) of the Open Meetings Act
 - January 25, 2022

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 McGinn made a motion, seconded by Commissioner Kaplan to reconvene to the regular session at 9:14 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

6. Discussion and Vote from Executive Session:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to renew the Executive Director's employment contract for an additional year.

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

Commissioner Evans made a motion, seconded by Commissioner Dressler to increase the Executive Director's annual salary by 5.9 percent (to \$191,800), plus a \$5,000 bonus.

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

7. Adjournment:

Commissioner Evans made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 9:16 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant



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**MINUTES
REGULAR BOARD MEETING NO. 1080
August 23, 2022**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on August 23, 2022 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kinnane, Commissioners Chhatwani, Dressler, Evans, Friedman, Kaplan and McGinn

Absent:

Also Present: Executive Director Talsma, Director of Finance Hopkins, Director of Administrative Services Cahill, Director of Parks, Planning and Maintenance Hugen, Executive Assistant Flynn

Audience: Comm Rep Aguilar

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Approval of the Minutes:

Commissioner Kaplan made a motion, seconded by Commissioner Dressler to approve the minutes of the Regular Board meeting held July 26, 2022 as presented. The motion carried by voice vote.

5. Comments from the Audience:

None

6. Recess for A&F Meeting:

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to recess the Board meeting at 7:01 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

7. Reconvene Following A&F Committee Meeting:

Commissioner Chhatwani made a motion, seconded by Commissioner Dressler to reconvene to the Regular Board Meeting at 8:34 p.m. The motion carried by voice vote.

Comm Rep Aguilar left the meeting.

8. Consent Agenda:

Commissioner Dressler made a motion, seconded by Commissioner Friedman to approve the consent agenda items A through J.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, Dressler, Evans, Friedman, Kaplan, Kinnane, McGinn

Nays: 0

Absent: 0

- A. Shoe Factory Road Land Acquisition / M22-076 (see B&G August Packet)
- B. New Website Proposal / M22-066 (see Rec August Packet)
- C. Rescind Vaccination Policy /M22-081 (see A&F August Packet)
- D. Policy Manual and Personnel Policy Manual Updates / M22-070 (see A&F August Packet)
- E. Balanced Scorecard / M22-078 (see A&F August Packet)
- F. Open and Paid Invoice Register: \$731,660.22 (see A&F August Packet)
- G. Revenue and Expenditure Report and District Wide Operations Statement (see A&F August Packet)
- H. Acceptance of B&G Minutes 7/19/2022 (see B&G August packet)
- I. Acceptance of Rec Minutes 7/19/2022 (see Rec August packet)
- J. Acceptance of A&F Minutes 7/26/2022 (see A&F August packet)

9. President's Report:

President Kinnane noted that he attended several events in the community this month, including the National Night Out, the Hoffman Lions Club, the Chamber of Commerce Windy City Bulls event, the Chamber's New Member Event, a block party with the Mayor, and the NWSRA Voagelei House ribbon cutting. President Kinnane is also still playing and enjoying pickleball.

10. Adoption of Executive Director's Report:

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

11. Old Business:

None

12. New Business:

A. NWSRA Annual Assessment R22-002 / M22-080

Commissioner Evans made a motion, seconded by Commissioner Dressler to approve the NWSRA Member District Annual Assessment Resolution R22-002 in the amount of \$310,873.06, as recommended by the Board of Trustees of NWSRA.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, Dressler, Evans, Friedman, Kaplan, Kinnane, McGinn

Nays: 0

Absent: 0

13. Commissioner Comments:

Commissioner McGinn noted that Director Hugen and staff was recognized for their work on the Vogelei renovation project. He added that Black Bear looks nice.

Commissioner Friedman said that he is proud of Director Hugen, Executive Director Talsma and the entire Park District for the Vogelei House project.

President Kinnane said great job to all with Vogelei.

14. Adjournment:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 8:38 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1081**

EXECUTIVE DIRECTOR'S REPORT

September 2022

PARKS DIVISION REPORT

ADMINISTRATION

Cannon and Victoria Parks tennis and basketball courts were the last courts resurfaced and turned out great. Staff was very pleased with the work of Sport Surfaces Pros. In October staff will be putting out bids for next year's outdoor courts.

Kyle Wozny, the district GIS & Park Administrator is no longer with the district as Kyle has accepted the position of Senior Analyst with Walgreens. Staff has scheduled interviews the week of September 6 for his replacement.

Parking lot repairs are scheduled to be completed at the following sites on the following dates barring any weather delays:

- The Club and WRC – Half the parking lots finished on 9/12/2022
- The Club and WRC – Second half of the parking lots finished on 9/14/2022
- Victoria Park, Huntington Park and Bridges Driving Range on 9/21/22

Rink two at Triphahn Center went through its thaw out period and staff completed its first ever complete rebuilding of the rink. The process is long and takes many consistent hours of labor as the painting is completed in layers, logos are painted by hand and ice is a flooding process of water layers that takes roughly two hours per layer.



Staff held a public meeting at Pine Park to discuss the conceptual plan for an upcoming OSLAD grant for the park. The meeting was held on August 30 at 5:30 p.m. and was attended by 18 residents. The residents in attendance provided great input into what the park is used for the most and suggestion on what they would like to see in the park. Suggestions of residents are going into the final design that will be submitted for the OSLAD Grant, which is due Friday Spetember 30.

PARK / PLAYGROUND RENOVATIONS

All the equipmnet has been installed at Poplar Park. While the installation of equipment was taking place in-house, staff completed the drainage installation so that as soon as the equipment was in, the fall surface installation could begin. The fall surface installation began on August 30 and is expected to be completed the week of September 5. While fall surface installation is being completed, in-house staff painted the 2-5 structure and toddler swings base to match the new playground. Staff also installed the engineered wood fibers in the 2-5 playground area. Once all construction is finished, in-house staff will complete the landscaping around the playground.

Hoffman Park playground equipment has all been installed. Staff plans to install the engineered wood fibers on September 7, weather depending, Staff is currently working on a turf entrance into the 5-12 structure.



Huntington Park playground equipment has been moved back to October 28 due to production issues. With the arrival of the playground this late in the year we will have to make the decision in early October if we plan to try to complete the install or if this is pushed into 2023.

PARKS DEPARTMENT

- All ponds treated for algae growth.
- All sign beds weeded and trimmed.
- Inspections and repairs to district fleet, mowers and equipment.
- Added drainage to Birch Park to mitigate standing water along paths and in the field.

- Pruned path entrances into Charlemagne from the resident side of the park.
- Removed dead limbs from pines and raised tree limbs for mower access in multiple parks.
- Tree work at Victoria, Field, Vogeley and Chestnut Parks.
- Athletic field layouts for fall sports.
- Train BPC staff on use of hydro seeder while hydro seeding areas around Top Tracer.
- Cleaned storm damage following heavy rains and high wind events across numerous parks.
- Built new safety fences at Top Tracer.
- Installed four new back boards and rims at Poplar Park.
- Installed mulch at Black Bear Playground.
- Removed a 6 x 6 foot area of tile on the pool deck at The Club. Ground area down and leveled to install new tile and grout.
- Ceiling repairs and paint at BPC.
- Removed graffiti from Fabbrini bathrooms, Maple, Colony, Fairview and Birch playgrounds.
- Replaced engineered wood fibers at Birch, Cipri, Lincoln and Oakdale playgrounds due to storm water washing the fibers.
- Change out the batteries in the play panels at Victoria, Cannon, Sheffield, Birch and Bergman Parks.
- Installed new park rules sign at Evergreen Park.
- Playground checks and cleanups.
- Installed new ADA shower bench in The Club's community women's locker room.
- Installed air conditioner into the Beer Garden Bar.
- Drained and cleaned the pools at The Club. While pools were empty staff completed acid washing and buffing stainless steel, repaired crack in diamond bright surface in the activity pool deep end, repaired surge pit ejector valves, replaced broken step on activity pool ladder, broke down chlorinators for all three pools and acid washed all parts, replaced feed tube for stenner acid pump on activity pool, chemical washed filters and manually washed fingers through access port with hose and hand and swept and power washed surge tanks.
- Installed two new condensing fans for the activity pool ceresco unit.
- Broke down lap pool condensing unit side of the ceresco to wash coils.
- Installed two new circuits to the Beer Garden Bar for the coolers.
- Installed two new fans in Beer Garden Bar.
- Electrical box replaced at Seascape via Pinnacle Electric.
- Replaced blower fan on RTU 6 at TC.
- Installed new air compressor for pool defender filters at The Club pool defender filters.
- Vehicle checks and repairs.
- Mower and parks equipment checks and repairs.

RECOMMENDATION

Staff recommends that the Buildings & Grounds Committee forward the Parks, Planning and Maintenance September Board Report to be included in the September Executive Director's Report for Board approval.

RECREATION DIVISION REPORT

Recreation Division



Triphahn Center



Willow Recreation Center

Triphahn Center Fitness

<u>Membership</u>	<u>8/31/2021</u>	<u>01/01/2022</u>	<u>8/31/2022</u>	<u>2022 YTD Var. +/-</u>
Total	521	523	442	-81

Membership numbers do not include the free health insurance members.

Pass	% Visited in July 2022	% Visited in Aug 2022
TCIA Fitness Adult	53%	56%
TCIA Fitness Junior/Student	54%	55%
TCIA Fitness Senior	60%	66%
Average Paid Members	56%	55%
TCIA Gym Pass*	23%	23%
TCIA Renew Active*	24%	23%
TCIA Tivity Prime*	18%	15%
TCIA Silver Sneakers*	24%	26%
Average Insurance Members	20%	22%

Passes with * are the free health insurance memberships.

Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>8/31/2021</u>	<u>01/01/2022</u>	<u>8/31/2022</u>	<u>2022 YTD Var. +/-</u>
Fitness	94	103	116	+13
Racquetball	29	36	35	-1
Total	123	139	151	+12

Membership numbers do not include the free health insurance members.

Pass	% visited in July	% visited in August
WRC Fitness Adult	53%	50%
WRC Fitness Junior/Student	14%	21%
WRC Fitness Senior	35%	25%

Average Paid Members	34%	32%
WRC Gym Pass *	-	-
WRC Silver Sneakers *	18%	18%
WRC Tivity Prime *	0%	0%
WRC Renew Active *	18%	9%
Average Insurance Members	12%	9%

Summer Group Fitness enrollment:

Class	Summer 2021	Summer 2022
50+ Basic Exercise	42	47
Fitness Boot Camp	44	45
Women of Steel	25	40
Tai Chi	13	12
Feel Better Workshop	n/a	2
Line Dancing	n/a	6
Gentle Yoga	n/a	canc



Dog Off-Leash Areas

<u>Membership</u>	<u>8/31/2021</u>	<u>01/01/2022</u>	<u>8/31/2022</u>	<u>2022 YTD Var. +/-</u>
Total	720	700	629	-71



General Programs

General Programs: Summer programs ended in August.

Program	Summer 2021	Summer 2022
Baton & Poms	31	60
Singing & Acting (w/ Palatine PD)	5	5
A&A Music (piano & guitar)	10	5
Shotokan Karate	93	129
Tae Kwon Do	29	33
Gymnastics	278	288
Racquetball lessons	5	5
Racquetball leagues	9	17

New! Art Painting & Comic Drawing	n/a	9
New! Skateboard Lessons	n/a	3

Dance:

- Summer classes have ended. There were 170 registered in summer dance compared to 95 last summer. Summer private lessons had a total of 30 lessons in the month of August.
- Company parent meeting was on August 24.
- First Dance Company Stars Day was held on August 24.
- Company dancers from last year performed at a benefit concert in Buffalo Grove to raise money for Highland Park.
- Fall classes start mid-August.

Outdoor Recreation:

- Archery: 21 total enrolled for summer.

Fishing:

- Summer Parent-Tot had 5 participants. This was not offered last summer.
- Fishing lessons had 29 enrolled compared to 78 last year.

Special Events:

- Staff is prepping for the busy fall season of special events!



Senior Center August events:

<u>August 50+ Events:</u>	<u>Date:</u>	<u>Attended:</u>
Minute to Win It	8/2	Cancelled
St. Charles Paddle Wheel Boat/Lunch	8/11	24
Four Winds Casino	8/17	Cancelled
Seniors Out Socializing	8/19	13
Birthday Lunch	8/26	13
Pub Trivia	8/25	43

The Elderwerks organization rented the entire TC facility on Wednesday, August 31 for a senior expo. Workshops and vendor booths were provided for the attendees to learn about everything Senior!



Early Childhood

Little Stars Child Care

There are 39 children enrolled in LSC compared to 35 last year.

Part-Day Preschool 22/23

21-22 TC		22-23 TC		21-22 WRC		22-23 WRC	
Threeschool	12	Threeschool	16	Threeschool	4	Threeschool	c
2's Playschool	24	2's Playschool	12	2's Playschool	10	2's Playschool	c
3's & 4's	85	3's & 4's	83	3's & 4's	25	3's & 4's	34
Total	121	Total	111	Total	40	Total	34

We were down a preschool teacher at WRC for the start of the school year. Natalie has been in the 4 year old classroom to make sure we stay within our DCFS ratio guidelines. Josephine Parker was hired as lead preschool teacher/director designee for WRC and will be starting September 6. Training will take place the week of September 6 and in-class shadowing will take place the week of September 12.

Alexandra Boyarshinova was hired as a new Playschool teacher and started on August 29 at TC due to a teacher leaving. Alexandra also works as a figure skating instructor for HEParks.



School Age - STAR and Day Camps

School started in mid-August for both District 54 and 15. STAR training was completed. We are still hiring for STAR counselors to move more children off the waitlist.

STAR Enrollment 22/23

	3 days before	3 days after	5 days before	5 days after	Total enrolled 22/23	<i>Total enrolled last year 21/22</i>
Armstrong	6	11	20	27	64	47
Fairview	3	8	13	28	52	58
Lakeview	1	6	12	24	43	55
Lincoln Prairie	5	19	25	16	56	43

MacArthur	1	12	22	34	69	58
Muir	5	5	15	18	43	41
Total for D54	21	61	107	147	327	302
Whiteley	2	10	28	33	73	85
Thomas Jefferson	4	8	16	41	69	54
Total for D15	6	18	44	74	142	139

Kinder STAR 22/23 enrollment:

K-star currently has 28 children enrolled compared to 34 last year.

	AM	PM
Whiteley	3	9
Thomas Jefferson	9	5



Youth Athletics

**Hoffman Basketball Academy
Summer League:**

Our summer league played games and practices in the month of August with the final games of the season played on August 27. We had a very successful season with two pods going at some levels. We also developed a great relationship with HEHS varsity team. HEHS sent varsity players as volunteer coaches for our 3/4th grade pods which was a huge hit!

	1 st /2 nd	3-5 th girls	3/4 Boys	6-8 th girls	5/6 Boys	7/8 Boys	Total
2021	16	12	19	12	18	16	93
2022	0	0	30	0	30	29	89

Summer Camp

This camp was created for those registered in the cancelled summer league. This is the first year running these camps.

Summer Camp	K-2nd Coed	3rd- 8th Girls	Total Campers for August
Enrolled	20	15	35

Fall Baseball

Fall baseball is up and running! Practices and games for all levels started in the month of August. Our Bronco, Pony and Colt teams competed in their opening day on August 27. All other leagues will have their first games on September 10.

	Pinto	Mustang	Bronco	Pony	Colt	Total
2021	26	32	13	11	12	94
2022	37	22	21	11	11	102

Adult Softball League

Opening day for our fall league was held on August 8. This season has 7 teams, same as last fall (2021).

New to the league this season-

- Homerun Derby- new this season, to grow interest to our leagues we're offering a home run derby to our adult softball league players. This will add value to our league and bring in new teams. The home run derby is scheduled for September 19.
- Double elimination tournament – instead of a post season tournament for top teams only we have opened it up to all teams by creating a double elimination tournament. This gives it a March madness feel where any team can win it, not just the top teams.

Soccer

- Soccer Fundamentals classes run by HUSC for summer had 245 children enrolled to date compared to 140 last year.

Fall Soccer league:

- There are 247 enrolled in the in-house league compared to 113 last year and 68 enrolled in the inter-village league compared to 102 last year. A total of 315 soccer players are participating compared to 215 last year.
- This fall was our first fall season with teams enrolling by “area” and enrolling for their specific practice day/time. We launched this in Spring 2022, and this new format is proving to be very successful.

Cricket

- Fundamentals class: 17 enrolled. This is a new program this summer.

E-Sports

- Code Ninjas had two camps run at their facility:
 - Become a YouTuber with 1 enrolled
 - Program and Play in Python with 2 enrolled

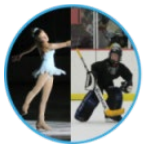
Staff is working on a plan to re-energize E-sports. Last year we had lower attendance in summer as well. Staff has plans to bring in new tournaments, training programs and adult options.

Adult Pickleball League

- Late summer Pickleball league started August 1.
 - o Beginners League: 24 players (up from 20 in spring)
 - o Social League: 18 teams (up from 12 in spring)
 - o Advanced league: 8 teams (up from 6 in spring)
- An outdoor Pickleball tournament is scheduled for October 1.
- Fall Pickleball league registration is open which will start mid-October and will move indoors to TC.

Disc Golf

- Another disc golf tournament was held on August 17. There were 16 teams enrolled in the adult division and two teams in the adult/junior division. The next tournament will be held on Saturday, October 8.



Ice Operations

Hockey:

Registration for the fall hockey league opened mid-July. There are currently 191 players enrolled in the league and 103 skaters enrolled in the August pre-skates clinics.

An adult hockey league will begin in October.

Figure Skating:

- Summer figure skating classes has 211 participants (compared to 177 last year).
- Registration for fall session is now open. Classes start mid-September.

Public Skate for July

- August 14: 41 pre-registered and 68 walk-ins
- August 28: 34 pre-registered and 57 walk-ins



Aquatics

Indoor Swim Lessons: Swim lessons ended for summer. There were 277 participants compared to 286 last summer.

Seascape Swim Lessons: Swim lessons ended the last week of July at Seascape. There were 387 participants compared to 261 last summer.

Seascape: Seascape was open weekends only starting August 13. Many of the staff returned to college and a small amount of staff remained for the final weekends. The pool closed for the season on September 5.

Daily admission ended the year at \$182,112 in sales compared to \$161,162 last year. Group and party rentals totaled \$32,992 compared to \$23,455 last year.

<u>Membership</u>	<u>7/31/2021</u>	<u>7/31/2022</u>	<u>Var. +/-</u>
Total	1,642	1,641	-1

Last summer we offered a 50% discount for passes sold after July 4. This year that discount was not offered so this summer’s revenue still exceeded last summer.



Communications and Marketing

Community Involvement:

- Arts Commission – Village Commission
- Hoffman Estates Chamber of Commerce Board Meeting
- Hoffman Estates Chamber of Commerce Golf Committee
- Haunted Hoffman Family Fest
- John Muir Back To School Family Event
- Community Resource Fair at Eisenhower Jr High
- Vogelei House Open House – Procured images for use at the facility, took photos and videos

Special Projects:

- Started the launch of the website revamp project with intro meetings
- Drone training and certification
- IAPD Best of Best awards
- “Try Something New” campaign

Recreation

- Swim lessons
- Fall disc golf tournament
- Preschool
- Public skate

Club

- Basketball programs
- September promo
- Open House post card
- Group Exercise schedule

Bridges

- Beer Garden promo
- Menu updates
- TopTracer ad
- Design template with staff training

Parks

- Park survey for Pine Park
- Pine Park community meeting

Email campaigns: 13 e-blasts were sent out this month.

- All District Email – About upcoming registration
- All District – Registration Now Open
- Sneak Peek Fall Guide
- All District – Fall Guide Kids 0-5
- All District – Fall Guide 5-18
- All District – Fall Guide Adult
- All District - Seascape End of Season Hours
- All District - What is happening now
- All District - Family Activities
- All District - What is happening now
- All District – Events and party rentals
- All District - What is happening now
- All District – Focus on Bridges facility and offerings
- Fitness member email – BMI
- All District – What is happening now

Of Followers:

Account	Social Media Platform	August 2022	July 2022	June 2022	May 2022	April 2022	March 2022	February 2022	January 2022
Bridges of Poplar Creek	Facebook	1,233	1,201	1,170	1,160	1,149	1,142	1,131	1,118
	Instagram	159	155	154	151	150	148	145	142
	Twitter	161	161		160	159	158	159	160
The Club	Facebook	1,725	1,707	1,697	1,698	1,627	1,688	1,683	1,687
	Instagram	438	425	419	418	407	381	365	361
	Twitter	46	46	46	46	46	46	46	40
HEParks	Facebook	6,526	6,190	6,066	6,007	5,883	5,817	5,425	5,300
	Instagram	1,092	1,072	1,056	1,041	1,041	1,020	1,011	1,002
	Twitter	1,121	1,114	1,110	1,107	1,103	1,097	1,091	1,092
Ice Academy	Facebook	116	115	115	115	113	113	113	111
Wolf Pack	Facebook	473	467	460	449	437	432	427	408
	Instagram	432	424	418	416	414	412	402	388
Senior Center	Facebook	137	137	138	138	137	133	134	134

HEParks Facebook page has gained over 1,000 followers this year.

126 Social Posts to HEParks Facebook and Instagram. 19 ads were run on social media from the District to support fall programs, club promotion, beer garden, and now hiring posts

Website:

- Top Five Visited webpages: Home, Program Guide, Seascape, Now Hiring and Swimming (compared to last year: Home, Program Guide, Seascape, Youth Sports and E-Sports)
- August numbers traditionally have been the lowest of the summer months. The majority of the traffic was to the program guide (it launched at the end of July/early August) and Seascape. A large push for STAR positions, Preschool Staff and Servers accounted for the presence of the Now-Hiring page.

Recommendation

Staff recommends that the Recreation and Facilities Committee forward the September Recreation Board Report to be included in the September Executive Director’s Report for Board approval.

BRIDGES DIVISION REPORT

Bridges General Programs

- An exciting Fall Event schedule is out! We have added a few new events. Come on out this fall and participate in some of the great golf and entertainment events! Event registration is available at www.bridgesofpoplarcreek.com.

Fall Event Schedule

- Octoberfest Beer Garden Event – Live Music and More! – September 23
- Live Music – Beer Garden Event – Oct 2
- TopTracer 2-Person Monday Night League – Starts Oct. 3
- Senior Scramble – October 5
- ProAm Scramble – October 9
- Bags Tournament – Oct 15
- Turkey Shoot – November 5
- TopTracer 4-Person Scramble – November 12
- Breakfast with Santa & Winter Fest – Dec 10

Golf Rounds

MONTHLY ROUND TOTALS					
<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	5 Year Average
4,433	4,277	5,938	4,877	5,219	4,949
YTD ROUND TOTALS					
<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	5 Year Average
20,563	18,551	16,740	22,178	20,908	19,788

Range Basket Sale Totals

MONTHLY RANGE BASKET SALES TOTALS					
<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	5 Year Average
3,164	4,130	4,574	3,243	3,133	3,649
YTD RANGE BASKET SALES TOTALS					
<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	5 Year Average
13,972	16,102	11,596	15,868	12,860	14,080

TopTracer Hour Totals

MONTHLY TOPTRACER RESERVATION HOUR TOTALS	
	2022
	619 Hours
YTD TOPTRACER RESERVATION HOUR TOTALS	
	2022
	2,682

Food & Beverage

August

5 outings servicing 658 guests
2 ceremony/receptions servicing 199 guests
1 birthday party servicing 45 guests
1 memorial luncheon servicing 76 guests
1 breakfast meeting servicing 50 guests

September

10 golf outings servicing 900 guests
1 breakfast meeting servicing 25 guests
2 showers servicing 135 guests
1 ceremony/reception servicing 50 guests

Wedding Counts

2022

13 ceremony/receptions (4 cancelled in January to move to different county); 1 reception only

2023

1 ceremony only

4 ceremony/reception

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

Golf Maintenance Summary

The maintenance staff has been hard at work on general maintenance this past month. With temperatures starting to cool off in the evening, we have had some great growing weather. So this month we focused on the following standard practices:

- Hover mowed bunker banks and trimmed edges.
- Mowed down Phragmite in front of 18 tee, along 18 cart path and 1 fairway, and around 6 tee box plus any areas where Phragmite was impeding vision for play and safety.
- Mowed down the range hill and behind range net so clubhouse staff can collect as many range balls for the upcoming winter.
- Identified trees that have begun decaying or have died and started creating a winter removal plan for all necessary trees to be removed, along with a replacement plan.
- Fertilized tees with a granular application.
- Low depression areas have been soiled, seeded, raked, paper mulched and staked off to provide a chance for grass to fill in these areas.
- Range tee and TopTracer grass has been mowed down to 2" and top dressed.
- Staff has been hard at work with irrigation repairs all around the golf course.



August 2022

Membership Totals	<u>8/31/2021</u>	<u>1/01/2022</u>	<u>8/31/2022</u>	<u>Var. +/-</u>
Totals	2,093	2,160	2,272	+112

Member Services/Sales

- The Club team enrolled 121 members in August, a great number for one of our slower months of the year. Another month of low cancellation numbers (74) continues to keep us well into the positive for the year. The consistency and follow up with members and potential members by the Club's staff contribute to these favorable numbers as well!
- Visit numbers were strong in August with a total of 15,128 check-ins for the month. In comparison to August 2021 where we had a total of 11,736 check-ins for the month. We did expand the hours (closing one hour later each day in Aug 2022) which can account for some of this increase, however we have definitely observed it becoming busier overall in the facility.
- We had 1,980 unique visits in August, including the student passes meaning approximately 79% of members and student pass members are visiting/using the facility at least once a month. The student pass ended on August 21, and staff noticed a significant drop in daytime visits after these passes expired, however it did not seem to affect the overall usage stats.

Operations and Fitness Departments:

- The Club instructors finished up the outdoor pop-up fitness events as well as specialty classes at The Hideaway in August. Staff hosted classes on August 12 (Pilates Party) and August 26 (Zumba) at The Hideaway; as well as August 7 (Gentle Yoga at Fabbrini), and August 10 (Zumba at South Ridge)



- The Club hosted a Parents Night Out event on August 6, with a smaller turnout, but successful event.
- Club staff used the slower month of August preparing for a busy fall at The Club with lots of member incentive programs, open house planning, and budget preparations.
- Club staff spent time with the C&M Department planning out the remainder of the year's promotions and events and creating timelines for the different marketing support needed for these things. Club staff and C&M have been meeting every two weeks to touch base on the timeline and plan which has been working well.
- Planning is underway for an Oct 1 open house. Staff are confirming vendors, creating a postcard that Club staff will distribute to area businesses and handing to members and guests. Staff will be offering a bonus referral incentive in October (highlighted on postcard) where members who refer friends will have a chance to win Apple air pods, a JBL portable speaker, a gift card to Dick Pond, or a tailgate package with stadium seats, a cooler and a blanket.

RECOMMENDATION

Staff recommends that the Recreation and Facilities Committee forward the Golf and Facilities September Board Report to be included in the September Executive Director's Report for Board approval.

ADMINISTRATIVE SERVICES DIVISION REPORT

A. Administrative Services

- Completed course to become Certified Inclusivity Assessor through the Inclusive Recreation Resource Center at SUNY Cortland.
- Collaborated with the Administration Department for distinguished accreditation policy and document collection.
- Developed part-time salary ranges with the Administrative team.
- Created Safety Policy Manual which streamlined the manual and ensured that only policies requiring board approval are within the manual.
- Researched the legal requirements and surveyed local School Districts and Park Districts to revise the vaccination policy for Board approval.
- Assisted the Executive Director and our legal team in review of our Personnel Policy Manual and Policy Manual.
- Updated our COVID protocols for close contacts and symptomatic employees based on August 11 CDC guidelines.
- Conducted quarterly, internal safety walkthrough of Seascope Aquatic Center.
- Negotiated a \$2,600 discount with PandaDoc digital document system to increase our capabilities and right-size our number of licenses.

B. Human Resources

- Processed 23 new part-time hires.
- Processed 2 full-time new hires, Jillian Ironside –new Registration Associate at TC and Kim Kaeseberg—new Assistant Operations Manager for the Business Department.
- Provided new employee orientation to the two new full-time hires. The orientation was conducted over two days, including benefit sign-up, required trainings, the welcome to HEParks presentation, policy, procedures, safety training, and facility tours.
- Collaborated with Communications and Marketing to publicize our open positions in Childcare, Bridges, and Parks.
- Attended a District 15 job fair to help recruit STAR staff.
- Assisted in conducting interviews for Registration Associate Position.
- Conducted review of 2nd Quarter IDES BEN-118R (protested claim of former seasonal employee).

C. Recommendation

Staff recommends that the A&F Committee forward the September Administrative Services Report to be included in the September Executive Director's Report for Board approval.

ADMINISTRATION & FINANCE DIVISION REPORT

A. Finance/Administration

- Distributed and posted RFP for District auditing services, results, and recommendation submitted under separate memo.
- Processed applicable monthly and quarterly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household members and member holds before September billing.
- Completed BSA software updates.
- RecTrac Enhancements/Processes
 - A download of resident addresses was obtained from Cook County; these addresses were then uploaded into the RecTrac database. When a new customer creates a HH at one of the District's service desks, the address will auto-populate as the team member begins typing the patron's address. This will facilitate the registration process and ensure accurate spelling and abbreviations. When extracting data from RecTrac for demographic reporting, Road being listed as Road, RD, Rd, RD., or even as Drive all cause the data not to pull correctly. Staff will download and import addresses once every six (6) months.
 - Created multiple tickets for BPC events and tournaments
 - Created Wolves Exhibition game tickets
- Payroll Cycle Processing
 - 08/05/22 \$423,778.09
 - 08/19/22 \$357,609.95

B. Administrative Registration/EFT Billing

- EFT Billings for:
 - a. Sponsorship/Marquee
 - b. LSC (weekly)
 - c. Club/TC/WRC Fitness
 - d. Locker
 - e. eSports
 - f. Freestyle
 - g. Preschool
 - h. STAR / KSTAR
 - i. Dance Company
 - Administrative
 - a. Program Cancellations/Refunds
 - Gymnastics programs due to holiday
 - 50+ programs due to cancellation
 - Soccer programs due to date cancellation
 - b. Program Fee/Rule Adjustments
 - c. TC Desk Coverage
 - d. Assisted Training New Staff
- Administrative Registration for:

- a. Scholarship Applications
- b. Park Permits
- c. Waitlist Enrollments
 - a. Camp
 - b. STAR
 - c. Preschool
- d. Soccer Team Transfers

C. Technology

- Security Cameras
 - a. Two (2) of 5 cameras have been deployed at The Club.
 - b. An outdoor NW-facing camera at The Club has been replaced. The new camera allows for PTZ (pan, tilt, zoom) functionality to allow for remote adjustments
 - c. Two (2) additional cameras were replaced in the West and Middle gyms.
- Worked with the Director of Finance and business department to utilize the TV at the TC entrance to display facility room rentals and program locations directly from RecTrac.



Today
9/21/2022

Event	Location	Beginning Time	Ending Time
4 Yr Preschool TC	Room 104	9:15 AM	11:45 AM
3's Playschool TC	Room 100	9:30 AM	11:00 AM
3 yr Preschool TC	Room 103	9:30 AM	11:30 AM
4 Yr Preschool/TC	Room 102	9:30 AM	11:45 AM
50+ Chair Volleyball	North Gym	10:00 AM	11:00 AM
50+ Daytime Tai Chi Lessons	Activity Room South	10:00 AM	11:00 AM
Basic Exercise & Movement	Dance Room	10:30 AM	11:15 AM
School Day off Half day	Room 114	11:00 AM	5:00 PM
Little Scientists	Room 100	11:45 AM	12:45 PM
Nature Through the Seasons	Room 102	11:45 AM	1:15 PM
House Private	Rink 2	12:00 PM	1:00 PM
50+ Mahjong	50+ Game Room	1:00 PM	3:00 PM
50+ Pickleball	North Gym	1:00 PM	4:00 PM
freestyle ice	Rink 2	2:00 PM	5:00 PM
Hockey Privates	Rink 1	3:30 PM	5:00 PM

- Parks Maintenance was able to repair the conduit and run a new electrical grounding wire to the gate at Bo's Run. The new run was tested, and FSS came onsite to install the relay, surge protection, and repair the gate.
- Watchfire Marquee Signs
 - a. Walton representatives were onsite to determine if any underlying issues were causing the excessive number of failed LEDs, but no problems were found.
 - b. Continuing to work with Walton on LED failures.

D. Recommendation

Staff recommends that the A&F Committee forward the September Administration & Finance Report to be included in the September Executive Director's Report for Board approval.

Park District Updates 8.26.2022

Upcoming Events

- **Aug 26 - Free! Zumba Party at Hideaway Beer Garden**
- **Aug 27 - Try Figure Skating for FREE – Full**
- **Aug 28 - Public Skate August 28**
- **Sep 9 - ESports Tournament**
- **Sep 11 - Public Skate**
- **Sep 13 - Fall Family Storytime at Cottonwood Park**
- **Sep 13 - 50+ Senior Trip – Cantigny Concert: Vital Signs**
- **Sep 17 - Kid’s Night Out**
- **Sep 20 - Fall Family Storytime at Cottonwood Park**
- **Sep 23 - Bridges Beer Garden Oktoberfest**
- **Sep 24 - Parent’s Night Out**
- **Sep 27 - Family Storytime at Cottonwood Park**

HE Chamber’s Meet the New Members Breakfast Event - Tuesday, 8/30 - Bridges of Poplar Creek

Go for the breakfast and meet new and existing Chamber members. 7:30 to 9:00 a.m. \$25 fee, [registration](#) required.

Birch Park Ribbon Cutting Ceremony – Saturday 9/10, 1:00 p.m.

After being canceled due to weather last weekend, the residents near Birch Park have rescheduled their annual block party to Saturday, September 10 from 11:00 a.m. to 6:00 p.m. The official ribbon cutting ceremony for the newly renovated Birch Park will take place at 1:00 p.m. HEParks staff, Mayor McLeod and fire and police officials will attend the ribbon cutting. Feel free to join the ceremony to celebrate this latest park renovation thanks to an OSLAD Grant!

Illinois Legislative Luncheon – September 16 (register with chamber)

The HE Chamber is presenting the 2022 Illinois Legislative Luncheon on Friday, September 16. The event will be held in the Lower Level Conference Rooms at Ascension Saint Alexius Women and Children’s Hospital at 1555 Barrington Road, from 11:30 a.m. to 1:00 p.m. [Registration](#) is required, and the \$30 fee includes a hot luncheon buffet. Mayor McLeod will act as moderator for the panel of seven legislators.

Upcoming Neighborhood Block Parties

Here are a list of upcoming neighborhood block parties. Mayor McLeod tries to attend each one, and would love to see Park District representatives from time to time. Feel free to stop by!

1065 Ash Road (Birch Park Ribbon Cutting)

Saturday, September 10

11:00 a.m. – 6:00 p.m. (police/fire 1pm)

1:00 p.m. – Ribbon Cutting/Mayor

1682 Hickory

Sunday, September 18

3:00 – 10:00 p.m. (fire dept 3-4)

3:00 – 4:00 p.m. (Mayor)

3870 Anjou Lane
Sunday, September 25
2:00 – 5:00 p.m.

*If Park Board Commissioners are interested in attending any of the events above that require registration, please let Cindy know.

Have a great weekend!

Thanks,
Craig

Park District Updates 9.2.2022

Upcoming Events

- **Sep 9 - ESports Tournament**
- **Sep 11 - Public Skate**
- **Sep 13 - Fall Family Storytime at Cottonwood Park**
- **Sep 13 - 50+ Senior Trip – Cantigny Concert: Vital Signs**
- **Sep 17 - Kid’s Night Out**
- **Sep 20 - Fall Family Storytime at Cottonwood Park**
- **Sep 23 - Bridges Beer Garden Oktoberfest**
- **Sep 24 - Parent’s Night Out**
- **Sep 25 - Public Skate**
- **Sep 27 - Family Storytime at Cottonwood Park**
- **Sep 30 - 50+ Trip – Festival of Arts and Crafts**
- **Oct 1 - Community Fitness Days**

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1:00 p.m. – Ribbon Cutting/Mayor

445 Amherst Lane

Saturday, September 10

3:00 to 11:00 p.m. (police/fire 5pm)

4:30 – 5:00 p.m. (Mayor)

1682 Hickory

Sunday, September 18

3:00 – 10:00 p.m. (fire dept 3-4)

3:00 – 4:00 p.m. (Mayor)

1315 Newcastle Lane

Saturday, September 24

2:00 – 10:00 p.m. (police/fire 4pm)

3:30 – 4:00 p.m. (Mayor)

3880 Anjou Lane

Sunday, September 25

2:00 – 5:00 p.m. (police/fire 3pm)

2:30 – 3:00 p.m. (Mayor)

***If Park Board Commissioners are interested in attending any of the events above that require registration, please let Cindy know.**

Have a great weekend!

Thanks,

Craig

Park District Updates 9.9.2022

Upcoming Events

- **Sep 9 - ESports Tournament**
- **Sep 11 - Public Skate**
- **Sep 13 - Fall Family Storytime at Cottonwood Park**
- **Sep 13 - 50+ Senior Trip – Cantigny Concert: Vital Signs**
- **Sep 17 - Kid's Night Out**

- [Sep 20 - Fall Family Storytime at Cottonwood Park](#)
- [Sep 23 - Bridges Beer Garden Oktoberfest](#)
- [Sep 24 - Parent's Night Out](#)
- [Sep 25 - Public Skate](#)
- [Sep 27 - Family Storytime at Cottonwood Park](#)
- [Sep 30 - 50+ Trip – Festival of Arts and Crafts](#)
- [Oct 1 - Community Fitness Days](#)

[HE Chamber 32nd Annual Golf Outing – Thursday, September 29 – Bridges of Poplar Creek](#)

The Hoffman Estates Chamber of Commerce will hold their annual golf outing on Thursday, September 29 at Bridges of Poplar Creek Country Club. The 18-hole scramble event, which raises funds for the Chamber's Scholarship Fund, will begin at 11:30 a.m. with check-in and lunch (TopTracer and the driving range will be open to registered players), followed by a 1:00 p.m. shotgun start. The event will wrap up with raffle drawings and an award presentation at 5:00 p.m. Registration is available [online](#). Commissioners, please let Cindy know if you are interested in playing.

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Saturday, September 10

3:00 to 11:00 p.m. (police/fire 5pm)

4:30 – 5:00 p.m. (Mayor)

1682 Hickory

Sunday, September 18

3:00 – 10:00 p.m. (fire dept 3-4)

3:00 – 4:00 p.m. (Mayor)

1315 Newcastle Lane

Saturday, September 24

2:00 – 10:00 p.m. (police/fire 4pm)

3:30 – 4:00 p.m. (Mayor)

3880 Anjou Lane

Sunday, September 25

2:00 – 5:00 p.m. (police/fire 3pm)

2:30 – 3:00 p.m. (Mayor)

*If Park Board Commissioners are interested in attending any of the events above that require registration, please let Cindy know.

Have a great weekend!

Thanks,
Craig

Park District Updates 9.16.2022

Dear Commissioners:

Please note that if a Park Commissioner would like to be registered for any event please contact Cindy.

Upcoming Events

- **Sep 17 - Kid’s Night Out**
- **Sep 20 - Fall Family Storytime at Cottonwood Park**
- **Sep 23 - Bridges Beer Garden Oktoberfest**
- **Sep 24 - Parent’s Night Out**
- **Sep 25 - Public Skate**
- **Sep 27 - Family Storytime at Cottonwood Park**
- **Sep 30 - 50+ Trip – Festival of Arts and Crafts**
- **Oct 1 - Community Fitness Days**
- **Oct 1 - Adult Pickleball Tournament**
- **Oct 1 - Community Garage Sale**
- **Oct 2 - Fishing Derby**
- **Oct 2 - Bridges Beer Garden Live Music**

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IAPD Legal Symposium – Thursday, November 3

The IAPD is hosting their annual Legal Symposium at the Conference Center/Hyatt Lodge in Oak Brook on Thursday, November 3 from 8:00 a.m. to 2:30 p.m. Both in-person and virtual attendance options are available. The panel will feature representatives from various legal firms, presenting information on several recent legal changes that affect the parks and recreation industry. More information can be found [here](#).

Upcoming Neighborhood Block Parties

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1682 Hickory

Sunday, September 18
3:00 – 10:00 p.m. (fire dept 3-4)
3:00 – 4:00 p.m. (Mayor)

1315 Newcastle Lane

Saturday, September 24
2:00 – 10:00 p.m. (police/fire 4pm)
3:30 – 4:00 p.m. (Mayor)

3880 Anjou Lane

Sunday, September 25
2:00 – 5:00 p.m. (police/fire 3pm)
2:30 – 3:00 p.m. (Mayor)

Have a great weekend!

Thanks,
Craig

Park District Updates 9.23.2022

Please note that if a Park Commissioner would like to be registered for any event please contact Cindy.

Upcoming Events

- **Sep 23 - Bridges Beer Garden Oktoberfest**
- **Sep 24 - Parent's Night Out**

- **Sep 25 - Public Skate**
- **Sep 27 - Family Storytime at Cottonwood Park**
- **Sep 30 - 50+ Trip – Festival of Arts and Crafts**
- **Oct 1 - Community Fitness Days**
- **Oct 1 - Adult Pickleball Tournament**
- **Oct 1 - Community Garage Sale**
- **Oct 1 - Open House at The Club at Prairie Stone**
- **Oct 2 - Fishing Derby**
- **Oct 2 - Bridges Beer Garden Live Music**
- **Oct 3 - 50+ Trip – Starved Rock Fall Colors Trolley and Lunch**

HEParks Staff and Commissioner Attend National Gold Medal Finalist Ceremony

Kicking off the NRPA Annual Conference earlier this week was a reception for all of the park and recreation agencies who were named a finalist for the 2022 AARPA National Gold Medal Award. The attached picture shows one of our commissioners, Keith Evans, holding the finalist plaque, and standing on either side of him are our Executive Director Craig Talsma, and three of our directors, Alisa Kapusinski, Dustin Hugen and Brian Bechtold. The next morning, Waukesha Parks, Recreation & Forestry Department (WI) was named the winner of the Class IV category (population 30,001-75,000). We congratulate Waukesha on their well-deserved grand plaque, and are proud to be named a finalist for this prestigious award.

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Hoffman Estates Fire Department Open Houses – October 8, 15, 22

HEParks will participate in the October Fire Department Open Houses with a table/booth to interact with residents. The dates/locations are as follows: October 8 at 225 Flagstaff Lane (FH 21); October 15 at 1300 Westbury Lane (FH 23); and October 22 at 5775 Beacon Pointe Drive (FH 24).

HEParks Haunted Family Fun Fest – Saturday, October 22

Join us for this festive Halloween event on Saturday, October 22 at Fabbrini Park. The event runs from 10:00 a.m. to 2:00 p.m. and includes a Trick or Treat Path for the kids (registration and fee required), food trucks, costume contests, games, hay ride, pumpkin carving contests (registration required), and live music and magic shows.

Coats for Kids of District 54 – Drop-Off October 24-28 at Various Local Locations, including Triphahn Center

The Welfare Services Department of the Township of Schaumburg has organized a "Coats for Kids" clothing drive to benefit children residing in School District 54. New winter wear for children and teens, including coats, snow pants, boots, hats and gloves will be collected between October 24 and 28 at

various locations including Hoffman Estates Park District's Triphahn Center. For more details and other drop-off locations, please see the attached donor letter and flyer.

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The IAPD is hosting their annual Legal Symposium at the Conference Center/Hyatt Lodge in Oak Brook on Thursday, November 3 from 8:00 a.m. to 2:30 p.m. Both in-person and virtual attendance options are available. The panel will feature representatives from various legal firms, presenting information on several recent legal changes that affect the parks and recreation industry. More information can be found [here](#).

Thank You Note from Schaumburg Township Historical Society

Our Communications & Marketing Superintendent, Katie Burgess, recently assisted the Schaumburg Township Historical Society with their tour of local barns.

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3:00 – 10:00 p.m. (fire dept 3-4)

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2:00 – 10:00 p.m. (police/fire 4pm)

3:30 – 4:00 p.m. (Mayor)

3880 Anjou Lane

Sunday, September 25

2:00 – 5:00 p.m. (police/fire 3pm)

2:30 – 3:00 p.m. (Mayor)

1996 Raleigh Place

Saturday, October 8

4:00 – 6:30 p.m. (police/fire 5pm)

4:30 – 5:00 p.m. (Mayor)

Have a great weekend!

Thanks,
Craig



October 24-28

Coats for Kids

Help keep District 54 students warm this winter by donating to Coats for Kids October 24-28! Donations of new coats, snow pants, boots, hats, gloves and mittens (for ages 5-14) will go to low-income students in need. For more information, contact Marianne Rogenski at mrogenski@schaumburgtownship.org or 847-285-4630.

Drop Off Locations



Cook County Commissioner
KEVIN MORRISON



TOWNSHIP OF
SCHAUMBURG

schaumburgtownship.org
[@SchaumburgTownship](https://www.facebook.com/SchaumburgTownship)
[@SchaumburgTwp](https://twitter.com/SchaumburgTwp)



S·c·h·a·u·m·b·u·r·g
PARK DISTRICT



SCHAUMBURG
TOWNSHIP DISTRICT 38
LIBRARY

Drop Off Locations

Township of Schaumburg
One Illinois Blvd
Hoffman Estates
8:30-5pm

Cook County Commissioner
Kevin B. Morrison's Office
1325 Wiley Rd., Suite 141
Schaumburg
9-5pm

Hoffman Estates
Park District
*Triphahn Community
Center**

1685 W Higgins Rd.
Hoffman Estates
*Willow Recreation Center**
3600 Lexington Drive
Hoffman Estates

Schaumburg Township
District Library
*Central Library***
130 South Roselle Road
Schaumburg

*Hanover Park Branch***
1266 Irving Park Road
Hanover Park

*Hoffman Estates Branch***
1550 Hassell Road
Hoffman Estates

Schaumburg Park District
Community Recreation
Center

505 N Springinsguth Rd.
Schaumburg

Mon-Fri 6am-9pm
Sat-Sun 6am-7pm



*Hoffman Estates Park District branch hours found at heparks.org.

**Library branch hours found at schaumburglibrary.org.

Program Information





TOWNSHIP OF SCHAUMBURG

One Illinois Blvd, Hoffman Estates IL, 60169
847-884-0030 | schaumburgtownship.org

Dear Friend,

I hope this letter finds you well. Times continue to be difficult for many families in our community as we learn to live with COVID and adjust to a new normal. As you know, Schaumburg Township's Welfare Services Department supports residents by providing financial support, information, referrals, and guidance to those experiencing hardship by addressing their critical needs and helping them achieve self-sufficiency.

The Welfare Services Department also assists residents through year-round use of the food pantry, school supply collection in August, and Adopt-A-Family during the holidays. Generous donors make all these programs possible.

Another need in the community is apparent when the weather gets colder. Many families have expressed the need for children's winterwear; coats, snow pants, boots, hats, and gloves are often requested. In order to fulfill this need, we are once again organizing the Coats for Kids collection to support District 54 students.

If you are interested in helping, please see the included flyer for details.

Receiving a new coat can give a child joy and confidence and provide them comfort through the cold winter months. Thank you for your consideration and for your continued support.

Sincerely,

Marianne Rogenski
Supervisor Program Support Services
Township of Schaumburg

Supervisor Timothy M. Heneghan
Clerk W. Robert Vinnedge
Assessor John R. Lawson, C.I.A.O.
Highway Commissioner Scott M. Kegarise

Trustee Robert N. Fiorio, MBA
Trustee Demetrius J. Gibson, MBA
Trustee Lauren Saternus
Trustee Matthew J. Steward, JD, MBA

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9-16-22

Katie,

The Schaumburg Township Historical Society wants to thank you for the help your team provided for our recent tour of historic barns.

All of our participants enjoyed hearing the history of Vogelie Barn from us and then actually being able to walk thru it,

look around, and hear about its current uses and programs.

We believe this tour was a success and your team was an important part of that success.

Thank you!

Sincerely,
Candice McClure
for the

Schaumburg Township Historical Society

MEMORANDUM NO. M22-089

TO: A&F Committee
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
RE: Surplus Ordinance O22-002
DATE: September 27, 2022

Background

Through inventory of the Park District's property, staff has determined that certain items are no longer of value or use to the District and that because of the age and condition of the property, cannot be utilized for any of the Park District's current needs or operations and is thereby considered surplus property and the property's sale, trade-in, or disposal would best serve the District.

Implications

By law and Board policy, it is required that an Ordinance be approved by at least three-fifths of the Park Board. Staff is seeking to dispose of, trade-in, or sell the items listed in the attached document.

Recommendation

Staff recommends that the A&F committee recommends that the full board approve the attached Ordinance O22-002 an "Ordinance Authorizing the Disposal, Sale or Trade-In of Surplus Property Owned by the Hoffman Estates Park District".

ORDINANCE NO. O22-002
AN ORDINANCE AUTHORIZING THE DISPOSAL, SALE OR TRADE-IN
OF SURPLUS PROPERTY OWNED BY THE
HOFFMAN ESTATES PARK DISTRICT

WHEREAS, the Hoffman Estates Park District is the owner of used certain equipment as specified purchased several years ago for a specific and limited purpose and,

WHEREAS, at least three-fifths (3/5) of the Board of Commissioners of the Hoffman Estates Park District finds that the said property is no longer necessary, useful to, or in the best interest of the Park District to maintain this property and is thereby considered as surplus personal property, and

WHEREAS, the Park District wishes to dispose of, trade, or sell said surplus property.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS, as detailed in the attached document.

SECTION 1: That pursuant to the authority granted to the Park District under 70 ILCS 1205/8-22 and the findings of the Board of Commissioners of the Hoffman Estates Park District as set forth in the preamble of this Ordinance incorporated herein as part of this Ordinance, the Hoffman Estates Park District is hereby authorized to sell, trade-in, dispose or convey the used equipment, attached, in any manner designated by the Board, with or without due advertising.

SECTION 2: That the Board of Commissioners shall designate the Executive Director to sell, trade-in, dispose or convey said used equipment.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED and APPROVED this _____ day of _____, 2022.

AYES _____

NAYS _____

ABSENT _____

President

ATTEST:

Secretary