

**AGENDA**  
**REGULAR BOARD MEETING NO. 1086**  
**TUESDAY, FEBRUARY 28, 2023**  
**7:00 p.m.**  
**Triphahn Center**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. RECOGNITION
  - A. Part-Time Employee of the 4<sup>th</sup> Quarter 2022 – Joyce Jackson
  - B. Part-Time Employees of the Year 2022
    - Joyce Jackson and Ron Holznagel
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
8. APPROVAL OF MINUTES (attached)
  - A. Regular Board Meeting Minutes 1/24/2023
  - B. Public Hearing Minutes 1/24/2023
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Asphalt Repairs and Sealcoat / M23-016 (see B&G February packet)
  - B. Fitness Equipment Purchase for TC / M23-014 (see Rec & Facilities February packet)
  - C. AMITA Contract / M23-015 (see Rec & Facilities February packet)
  - D. Village Easement at 5050 Sedge Blvd. / M23-024 (see A&F February packet)
  - E. Balanced Scorecard / M23-017 (see A&F February packet)
  - F. Open and Paid Invoice Register: \$629,994.82 (see A&F February packet)
  - G. Revenue and Expenditure Report and District-Wide Operations Statement (see A&F February packet)
  - H. Acceptance of B&G Minutes 1/17/2023 (see B&G February packet)
  - I. Acceptance of Rec & Facilities Minutes 1/17/2023 (see Rec & Facilities February packet)
  - J. Acceptance of A&F Minutes 1/24/2023 (see A&F February packet)

10. PRESIDENT’S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR’S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
  - A. Surplus Ordinance O23-002 / M23-023
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
  - A. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to 5 ILCS 120/2 Section 2(c)(1) of the Open Meetings Act.
16. Potential discussion and possible vote on matters regarding the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
  - A. Executive Director’s Employment Contract Renewal, including any compensation adjustments.
17. ADJOURNMENT

**MINUTES**  
**REGULAR BOARD MEETING NO. 1085**  
**January 24, 2023**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on January 24, 2023 at 7:02 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioners Dressler and Kaplan, Student Rep Subramanian

Also Present: Executive Director Talsma, Director of Finance Hopkins, Director of Parks, Planning & Maintenance Hugen, Director of Recreation Kapusinski, Director of Administrative Services Cahill, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: Community Reps Aguilar, Musial, Winner, Kulkarni, and Wilson, Kimberly Barton, Catalina Rodelo, Billy O'Grady, Kevin O'Grady

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Recognition:**

President Kinnane presented awards for Employee Longevity, Best of Hoffman, Best of the Best of Hoffman, Employees of the 4<sup>th</sup> Quarter 2022, and Employees of the Year.

Kimberly Barton, Catalina Rodelo, Billy O'Grady and Kevin O'Grady left the meeting.

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

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to recess the Board Meeting at 7:14 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

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

Commissioner Evans made a motion, seconded by Commissioner McGinn to reconvene to the Regular Board Meeting at 7:47 p.m. The motion carried by voice vote.

Comm Reps Aguilar, Musial, Winner, Kulkarni, and Wilson left the meeting.

**7. Approval of the Minutes:**

Commissioner Chhatwani made a motion, seconded by Commissioner Evans to approve the minutes of the Committee of the Whole Meeting held December 13, 2022 as presented. The motion carried by voice vote.

Commissioner Evans made a motion, seconded by Commissioner Chhatwani to approve the minutes of the Special Board Meeting held December 13, 2022 as presented. The motion carried by voice vote.

Commissioner Chhatwani made a motion, seconded by Commissioner Evans to approve the minutes of the regular board meeting held December 20, 2022 as presented. The motion carried by voice vote.

**8. Comments from the Audience:**

None

**9. Consent Agenda:**

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to move item A to Old Business. The motion carried by voice vote.

Commissioner Evans made a motion, seconded by Commissioner Chhatwani to approve the consent agenda items B through K.

On a Roll Call: Carried 5-0-2

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

Nays: 0

Absent: 2 Dressler, Kaplan

- B. Beacon Pointe Path Install / M23-002 (see B&G January packet)
- C. Mowing Services / M23-003 (see B&G January packet)
- D. 2023 District Ford F150 XLT Purchase / M23-006 (see B&G January packet)
- E. Administrative Services Report and 4Q Goals / M23-012 (see A&F January packet)
- F. Finance & IT Report and 4Q Goals / M23-008 (see A&F January packet)
- G. Open and Paid Invoice Register: \$460,971.91 (see A&F January packet)
- H. Revenue and Expenditure Report and District-Wide Operations Statement (see A&F January packet)
- I. Acceptance of B&G Minutes 10/18/2022 (see B&G January packet)

- J. Acceptance of Rec & Facilities Minutes 10/18/2022 (see Rec & Facilities January packet)
- K. Acceptance of A&F Minutes 11/23/2021 (see A&F January packet)

**10. President's Report:**

President Kinnane reported the following:

- He has been out walking the community. One resident told him that Executive Director Talsma and Director Huguen have done a great job fixing and keeping Walnut Basin in great shape. Residents around Fabbri said the park is in great shape, and they appreciate the plowing of snow from the paths.

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

Executive Director Talsma made one note in advance of the report's approval:

- We are watching the price of natural gas again, and if the market drops a large amount, we have a chance to lock in for the remaining 18 months (we are already locked in for the first 18 months of our 3-year contract). If this happens, Executive Director Talsma will call each commissioner for approval.

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

**12. Old Business:**

**A. Court Repairs and Color Coating / M23-001**

Commissioner Chhatwani made a motion, seconded by Commissioner Evans to amend the court repairs and color coating project to paint the pickleball courts at Willow to use the tennis nets (instead of the opposite direction using portable nets), until the pickleball courts at Pine Park are complete.

Last week we had a couple of residents attend the B&G meeting with comments about the striping of the pickleball courts on the north side of town. Staff is recommending we change the court repairs memo to have the pickleball court at Willow be painted in line with the tennis nets.

Comm Rep Musial asked about the courts at Olmstead. Director Huguen said the residents asked for at least one court to be altered, and we chose to do Willow. Executive Director Talsma said he is comfortable having both Olmstead and Willow remain in the current pattern (with the tennis nets).

On a Roll Call: Carried 5-0-2

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

Nays: 0

Absent: 2 Dressler, Kaplan

**13. New Business:**

A. 2023 B&A Ordinance M23-009 / O22-006

Commissioner Evans made a motion, seconded by Commissioner Friedman to approve the District's 2023 B&A ordinance O22-006.

On a Roll Call Vote: Carried 5-0-2  
Ayes: 5 Chhatwani, Evans, Friedman, McGinn, Kinnane  
Nays: 0  
Absent: 2 Dressler, Kaplan

B. Tax Levy Bond Abatement Ordinance M23-010 / O23-001

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to approve the District's Tax Levy Bond Abatement Ordinance 022-001 abating taxes levied for the District's bonds for the 2022 levy.

On a Roll Call Vote: Carried 5-0-2  
Ayes: 5 Chhatwani, Evans, Friedman, McGinn, Kinnane  
Nays: 0  
Absent: 2 Dressler, Kaplan

**14. Commissioner Comments:**

Commissioner McGinn said he is looking forward to conference.

Commissioner Chhatwani congratulated Executive Assistant Flynn, and said she is looking forward to conference.

Commissioner Evans wished the group good luck at conference, and said write-ups are encouraged, and asked everyone to come back and share their ideas with the group. He added that we should remember we are always representing the park district, even during other local elections.

President Kinnane said he met with the Mayor after his coffee with the Board. The Mayor had President Kinnane give a short update about the park district to the people in attendance, and would like a regular representative from the district at the Coffee with the Board.

**15. Adjournment:**

Commissioner McGinn made a motion, seconded by Commissioner Evans to adjourn the meeting at 8:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

**MINUTES**  
**PUBLIC HEARING**  
**BUDGET AND APPROPRIATIONS ORDINANCE**  
**January 24, 2023**

**1. Call to Order**

President Kinnane called the meeting to order at 7:00 p.m.

**2. Public Input**

No comments from the audience.

**3. Adjournment:**

The meeting was adjourned at 7:01 p.m.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant



**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1086**

**EXECUTIVE DIRECTOR'S REPORT**

**February 2023**

**PARKS DIVISION REPORT**

**MOTION**

Recommend to the full board to include the Parks, Planning & Maintenance February Board Report in the February Executive Director's Report.

**ADMINISTRATION**

Contracts have been completed with Gilio Landscaping for 2023 mowing services, with Sport Surface Pro's for outdoor court surfacing, and with Evans & Son Blacktop for Beacon Pointe Path install.

Permit has been submitted to the Village of Hoffman Estates for the Beacon Pointe Path Install and once approval is received a schedule for the path will be completed.

Bid packets are being prepared for the following projects:

- Fabbrini Pickle Ball Fence Replacement
- RTU #3 replacement at The Club

We received the new playground for Huntington Park (original arrival date of 8/15/2022) on 2/7/2023. We are currently working with the install contractor on dates for the installation as well as updated pricing since it was originally scheduled as a September install.

Attended the IAPD/IPRA conference the last week of January.

**PARKS DEPARTMENT**

1. Renovation completed at the Bridges of Poplar Creek Country Club bar and lounge area. The bar structure was removed and a new bar structure was built. All walls in the room were painted and new TVs were installed.



2. Removed all wallpaper in the hallway a The Club that leads to Athletic, the community locker rooms, kids' area and multipurpose room. Mud and sanded the entire hallway to repair drywall from wallpaper removal and painted to match the color of the rest of The Club.
3. Gutted the north side conference room, repaired base board heat and painted the office to prepare it for the Superintendent of Recreation.
4. Organized the construction area of the parks building to prepare for the 2023 season.
5. Replaced ropes on playground structures at Olmstead Park.
6. Playground checks.
7. Snow removal.
8. Removal of the playground equipment at Huntington Park. Free Mulch sign placed at Huntington Park with mulch placed in the parking lot. Playground is ready for installer to complete the install of the playground. Kids around the World took the 5-12 year old playground equipment and in-house staff removed everything from the site.



9. Clear cut undergrowth at Tall Oaks Park and redefined the nature walking path through the Red Oak stand around the playground.
10. Clear cut undergrowth at Charlemagne Park along Algonquin Road to the buckthorn and other invasive species.
11. Clear cut undergrowth at Hunters Ridge along the creek by the playground to improve water flow and control invasive, this will also help the established species to grow to their full potential.
12. Removal of hazardous willow trees (3) near the parking lot at Fabbrini Park.
13. Clear cut undergrowth south of the parking lot at Triphahn Center to remove invasive plants and pruned existing stand of trees.
14. Heat exchanger replaced on RTU #4 at BPC.
15. Replaced Low Voltage Transformer for Seascape bathhouse heater.
16. Worked with Trane to reprogram VAV box for units 6 and 5 at TC on north side.
17. Replaced motor actuator on base board heater on the north side at TC.
18. Installed new inducer motor on RTU #10 at TC.
19. Repaired a water leak on the Wolves Spa caused by the auto fill solenoid.
20. Garbage checks in parks.
21. Fleet Management

## **RECREATION DIVISION REPORT**

### **Motion:**

Recommend to the full board to include the Recreation and Communications/Marketing February Board Report in the February Executive Director's Report.

*Recreation Division*



### **DEI Updates:**

- The Village's Cultural Awareness Commission held the annual MLK Breakfast event on January 16. Alisa is part of this commission.
- New Sensory Safe Spaces will be implemented at each special event, starting with the February 11 Mom-Son Dance and February 20 public skate. Mom-Son Dance will have a quiet space for children who need less stimulation from the larger groups and sounds. Public Skate will be open one hour before for a modified skate with no music and less crowds.
- Other updates in RecTrac registration software: Resident/Non-Resident terminology has been changed to In District / Out of District. Gender has Male/Female/Not Specified.
- Programs for All scholarship participation:
  - o 8 children received free programs for the fall season.
  - o 18 children received free programs for the winter season.

### **IPRA Conference:**

- Most of the rec department attended the 2023 IAPD/IPRA conference. Here is a brief summary of some of the takeaways:
  - o New ideas for the revamped scholarship program
  - o Creating athletic parent committees for events
  - o Teambuilding incentives for summer staff
  - o Communicating with our community – 92% of texts are read in first 10 minutes vs emails with a 40% read rate.
  - o Swim Lesson curriculum ideas
  - o First Aid / AED supply vendor
  - o Working with Gen Z – being flexible with them
  - o New staff recruitment ideas
  - o Pickleball program growth



Triphahn Center



Willow Recreation Center

### Triphahn Center Fitness

| Membership   | <u>1/31/2022</u> | <u>01/01/2023</u> | <u>1/31/2023</u> | <u>2023 YTD Var. +/-</u> |
|--------------|------------------|-------------------|------------------|--------------------------|
| <b>Total</b> | <b>498</b>       | <b>469</b>        | <b>518</b>       | <b>+49</b>               |

*Membership numbers do not include the free health insurance members.*

| Pass                        | % visited in Dec 2022 | % Visited in Jan. 2023 |
|-----------------------------|-----------------------|------------------------|
| TCIA Fitness Adult          | 55%                   | 62%                    |
| TCIA Fitness Junior/Student | 57%                   | 74%                    |
| TCIA Fitness Senior         | 63%                   | 66%                    |
| <b>Average Paid Members</b> | <b>58%</b>            | <b>64%</b>             |
| TCIA Gym Pass*              | 38%                   | 32%                    |
| TCIA Renew Active*          | 37%                   | 36%                    |
| TCIA Tivity Prime*          | 21%                   | NA                     |
| TCIA Silver Sneakers*       | 26%                   | 16%                    |
| Average Insurance Members   | 31%                   | 26%                    |

**Passes with \* are the free health insurance memberships.**

### Willow Rec Center Fitness & Racquetball

| Membership   | <u>1/31/2022</u> | <u>01/01/2023</u> | <u>1/31/2023</u> | <u>2023 YTD Var. +/-</u> |
|--------------|------------------|-------------------|------------------|--------------------------|
| Fitness      | 110              | 127               | 140              | +13                      |
| Racquetball  | 36               | 39                | 43               | +4                       |
| <b>Total</b> | <b>146</b>       | <b>166</b>        | <b>183</b>       | <b>+17</b>               |

*Membership numbers do not include the free health insurance members.*

| Pass                             | % visited in Dec 2022 | % Visited in Jan 2023 |
|----------------------------------|-----------------------|-----------------------|
| WRC Fitness Adult                | 52%                   | 58%                   |
| WRC Fitness Junior/Student       | 67%                   | 70%                   |
| WRC Fitness Senior               | 26%                   | 41%                   |
| <b>Average Paid Members</b>      | <b>48%</b>            | <b>56%</b>            |
| WRC Gym Pass *                   |                       |                       |
| WRC Silver Sneakers *            | 15%                   | 20%                   |
| WRC Tivity Prime *               | 5%                    | 0%                    |
| WRC Renew Active *               | 20%                   | 22%                   |
| <b>Average Insurance Members</b> | <b>13%</b>            | <b>14%</b>            |

## Winter Group Fitness

| Class             | Winter 2022 | Winter 2023 To Date |
|-------------------|-------------|---------------------|
| Fitness Boot Camp | 40          | 9                   |
| Women of Steel    | 18          | 7                   |



## Dog Off-Leash Areas

| <u>Membership</u> | <u>1/31/2022</u> | <u>01/01/2023</u> | <u>1/31/2023</u> | <u>2023 YTD Var. +/-</u> |
|-------------------|------------------|-------------------|------------------|--------------------------|
| <b>Total</b>      | <b>698</b>       | <b>590</b>        | <b>586</b>       | <b>-4</b>                |



## General Programs

### General Programs:

| Program                           | Winter 2022 | Winter 2023 To date |
|-----------------------------------|-------------|---------------------|
| Baton & Poms                      | 41          | 43                  |
| Singing & Acting (w/ Palatine PD) | 13          | 7                   |
| A&A Music (piano & guitar)        | 6           | 4                   |
| Shotokan Karate                   | 102         | 130                 |
| Tae Kwon Do                       | 43          | 49                  |
| Gymnastics                        | 398         | 380                 |
| Racquetball lessons               | 12          | 20                  |
| Racquetball leagues               | 12          | 29                  |
| Aneta Art                         | 5           | 12                  |
| Safesitter babysitting class      | -           | 5                   |

### Dance:

- It is dance competition season for our Stars Dance Company. The team competed in one competition the weekend of February 3 and has another the weekend of February 24.

|                     | Winter/Spring<br>2022 | Winter/Spring 23 |
|---------------------|-----------------------|------------------|
| Ballet/Tap          | 65                    | 89               |
| Ballet/Jazz         | 54                    | 58               |
| Jazz/Hip Hop        | 22                    | 35               |
| Tap                 | 11                    | 11               |
| Specialty           | 8                     | 9                |
| Stars Dance Company | 16                    | 25               |
| Total               | 176                   | 227              |

### Special Events:

- Staff is in the process of securing all the summer Children's Concert Series entertainers as well as Kids to Park Day entertainment.
- Daddy-Daughter Dance was held on January 21 at Willow Rec Center. There were 193 participants. The program was led this year by our dance department. Mommy-Son Dance will be held February 11. There are 157 enrolled for this event. These events haven't run since 2020 so it was nice to resume these special events.
- Try Baton for Free was held on January 7 with 15 participants.



### Senior Center January events:

|                                      | <u>Date:</u> | <u>Attended:</u> |
|--------------------------------------|--------------|------------------|
| Seniors Out Socializing (Early Bird) | 1/4          | 10               |
| Learn about Vacation Trips           | 1/10         | 5                |
| Lunch and Learn Oakstreet Health     | 1/11         | 12               |
| Movie Night Out                      | 1/12         | cancelled        |
| Healing Paws Dog Visit               | 1/18         | cancelled        |
| Elvis Game Night                     | 1/19         | cancelled        |
| Seniors out Socializing              | 1/20         | 14               |
| Lunch and Learn Brookdale            | 1/25         | 22               |
| Pub Trivia                           | 1/26         | 28               |
| Birthday Lunch                       | 1/27         | 20               |

| <u>February 50+ Events</u>      | <u>Date</u> | <u>Enrolled</u> |
|---------------------------------|-------------|-----------------|
| Lunch and Learn Joints & Weight | 2/1         | 32              |
| Metropolis Dinner and Theater   | 2/2         | 5               |

**Upcoming February events:**

|                                      |      |
|--------------------------------------|------|
| Seniors Out Socializing (Early Bird) | 2/8  |
| Fox Valley Bingo Hall Trip           | 2/9  |
| Valentine's Day Dinner and Dance     | 2/14 |
| Lunch and Learn Tax Exemptions       | 2/15 |
| Seniors out Socializing              | 2/17 |
| Pub Trivia                           | 2/23 |
| Birthday Lunch                       | 2/24 |

**Senior Fitness Classes**

|                      | <b>Winter 2022</b> | <b>Winter 2023<br/>To Date</b> |
|----------------------|--------------------|--------------------------------|
| 50+ Basic Exercise   | 43                 | 29                             |
| Tai Chi (Daytime)    | 5                  | 13                             |
| Tai Chi (Evening)    | cancelled          | cancelled                      |
| Feel Better Workshop | Not offered        | 0                              |
| Line Dancing         | Not offered        | 14                             |
| Gentle Yoga          | 0                  | 6                              |
| Balance Class        | Not offered        | 14                             |



*Early Childhood*

DCFS visited both preschool sites this past month.

**Little Stars Childcare – Full Day**

Two open houses were held on January 24 and February 4. There are 41 children enrolled in the LSC program compared to 37 at this time last year. The breakdown of current enrollment is:

5 days: 24

4 days: 2

3 days: 13

2 days: 2



### Part-Day Preschool 22/23

|                        | 21/22 WRC | 22/23 WRC | 21/22 TC   | 22/23 TC   |
|------------------------|-----------|-----------|------------|------------|
| Threeschool            | 5         | C         | 13         | 12         |
| 2's Playschool         | 11        | C         | 23         | 20         |
| 3 & 4 yr old Preschool | 32        | 42        | 77         | 89         |
| <b>TOTAL</b>           | <b>48</b> | <b>42</b> | <b>113</b> | <b>121</b> |

Preschool Open houses were held on Tuesday, January 24 and Wednesday, January 25. Around 20 families came to TC and 10 families came to WRC. Natalie also attended the Preschool Library Fairs to promote our preschools at both Palatine Library and Schaumburg Library.

Registration for the 23/24 preschool program opened January 30 for all current families. Registration opened on February 6 for the community. To date, here is enrollment for next year:

|   | 22/23 WRC | 23/24 WRC to date | 22/23 TC   | 23/24 TC to date |
|---|-----------|-------------------|------------|------------------|
| Threeschool                                     | C         | 0                 | 12         | 0                |
| 2's Playschool                                  | C         | 5                 | 20         | 0                |
| 3 & 4 yr old Preschool + new PM extended school | 42        | 27 +7             | 89         | 47               |
| <b>TOTAL</b>                                    | <b>42</b> | <b>39</b>         | <b>121</b> | <b>47</b>        |

### Enrichment Classes:

There are 79 children enrolled in early childhood enrichment classes for Winter 2023 compared to 87 last year. There are 13 children in Kid Rock music class compared to 12 last year.



### School Age - STAR and Day Camps

*Enrollment for the 23/24 school year will start in March.*



**STAR Enrollment 22/23**

|                      | 3 days<br>before | 3 days<br>after | 5 days<br>before | 5 days<br>after | <b>Total<br/>enrolled<br/>22/23</b> | <i>Total enrolled<br/>last year 21/22</i> |
|----------------------|------------------|-----------------|------------------|-----------------|-------------------------------------|---|
| Armstrong            | 7                | 16              | 20               | 24              | <b>67</b>                           | <i>47</i>                                 |
| Fairview             | 3                | 13              | 12               | 26              | <b>54</b>                           | <i>67</i>                                 |
| Lakeview             | 1                | 6               | 13               | 32              | <b>52</b>                           | <i>53</i>                                 |
| MacArthur            | 1                | 15              | 29               | 33              | <b>78</b>                           | <i>54</i>                                 |
| Muir                 | 3                | 5               | 15               | 21              | <b>44</b>                           | <i>43</i>                                 |
| Lincoln Prairie      | 7                | 11              | 22               | 16              | <b>56</b>                           | <i>41</i>                                 |
| <b>Total for D54</b> | <b>22</b>        | <b>66</b>       | <b>111</b>       | <b>152</b>      | <b>351</b>                          | <b>305</b>                                |
|                      |                  |                 |                  |                 |                                     |   |
| Whiteley             | 2                | 10              | 28               | 33              | <b>73</b>                           | <b>85</b>                                 |
| Thomas Jefferson     | 3                | 14              | 16               | 40              | <b>73</b>                           | <b>54</b>                                 |
| <b>Total for D15</b> | <b>5</b>         | <b>24</b>       | <b>44</b>        | <b>73</b>       | <b>146</b>                          | <b>139</b>                                |

**Kinder STAR 22/23 Enrollment:**

K-star currently has 25 enrolled.

|                  | <b>AM</b> | <b>PM</b> |
|------------------|-----------|-----------|
| Whiteley         | 4         | 7         |
| Thomas Jefferson | 7         | 7         |
| <b>TOTAL</b>     | <b>11</b> | <b>14</b> |

**School Days Off**

|                           | TC | WRC |
|---------------------------|----|-----|
| Winter Break 1/2-1/5      | 13 | 2   |
| 1/2 Parkour               | 11 | 10  |
| 1/3- Enchanted Castle     | 17 | 15  |
| 1/4-AMC Theater           | 20 | 18  |
| 1/5- Poplar Creek Bowling | 26 | 21  |
| 1/6- Lego land            | 17 | 16  |
| 1/16- Field Museum        | 14 | 8   |
| 1/11 - Half Day (WRC)     | -  | 27  |

## Parent Feedback:

From a STAR Fairview Parent:

*Kayla is such an absolute GEM and I feel so lucky to have both my kiddos being taken care of by her and her team. The things she has put in place for them this year is truly the best and the kids are so happy! Kayla goes above and beyond and you can tell she genuinely cares ♥ Keep her! There are not enough amazing people like her. I have even discussed this with other parents and during our PTA meetings and everyone feels the same way.*



Youth Athletics

## Youth Basketball

*Youth Basketball Winter Leagues-* The month of January was an exciting month for our youth basketball leagues. Opening day was on January 7 with all teams participating. We have teams playing in multiple gyms (Palatine and South Barrington Gyms are used as well) along with Triphahn and Willow. Teams practice once per week and play games on Saturdays.

|                | 1/2 <sup>nd</sup><br>co-ed | 3/4 <sup>th</sup><br>Boys | 5/6<br>Boys | 7/8<br>Boys | ¾ Girls   | 5/6<br>Girls | 7/8<br>Girls | Total                |
|----------------|----------------------------|---------------------------|-------------|-------------|-----------|--------------|--------------|----------------------|
| 2021-22        | 86                         | 70                        | 60          | 38          | 20        | 14           | 0            | 286                  |
| <b>2022-23</b> | <b>121</b>                 | <b>60</b>                 | <b>64</b>   | <b>38</b>   | <b>20</b> | <b>11</b>    | <b>0</b>     | <b>314<br/>(+28)</b> |

*All-Star games-* New this year, our youth basketball league (3<sup>rd</sup>-8<sup>th</sup> grade) will be playing their all-star games at NOW Arena, hours before a Windy City Bulls Game! Teams will have peer voting the week of February 6 and 13. Players selected by their teammates to represent their team will play a game on Sunday, February 26 at NOW Arena. This will also be the same night every player in our league gets a free voucher to attend the Windy City Bulls game.

*NEW- Little Hoopers-* Our Little Hoopers league (ages 4/5) had its first night of basketball on January 13. Pods of 10-20 players are led by volunteer coaches for one hour on Friday nights. Teams will practice the first two Fridays and be introduced to 3 on 3 games by the third Friday. The goal is to for the players to be comfortable going up and down 5 on 5 by the last week.

## **Youth Baseball**

*Youth Baseball League*- Registration opened on January 15. Registration is set to close on March 3. Coaches meetings are set to begin in March. Indoor practice time will also begin in March on the performance shelf.

|             | <b>Shetland</b> | <b>Pinto</b> | <b>Mustang</b> | <b>Bronco</b> | <b>Pony</b> | <b>Total</b> |
|-------------|-----------------|--------------|----------------|---------------|-------------|--------------|
| 2022        | 21              | 30           | 14             | 2             | 2           | 69           |
| <b>2023</b> | <b>34</b>       | <b>32</b>    | <b>12</b>      | <b>8</b>      | <b>6</b>    | <b>92</b>    |

*New High School Whiffle Ball Leagues*- New this year we will be offering high school whiffle ball league in June-July. Whiffle ball is a fun, quicker paced, more action packed option for players vs Colt baseball. Players can sign up as a team or as a free agent. You only need four players to create a team! Whiffle ball is starting to trend up and we want to be on the fore front of this new trend!

## **Soccer**

### **Soccer Lessons**

Winter classes began mid-January. To date there are 104 children enrolled compared to 86 last year.

### **Indoor Soccer League**

To date, there are 99 children enrolled compared to 71 last year. The league began mid-January. Games are played on Sundays at Triphahn Center.

## **Ice Fishing**

Ice fishing classes were cancelled this month due to the warmer temperatures. There are 12 participants enrolled in the Fishing Derby scheduled for February 12, though this event is also weather dependent.

## **Field Rentals**

The cricket field is rented for all weekends May through September for this summer.

## **Adult Pickleball League**

Winter league began mid-January. The program is sold out with 24 first-timers, 18 social teams and six advanced teams. The first league started last January 2022 with 18 teams.

## **E-Sports**

- We held 3 Fortnite Tournaments in January. We had a total of 18 participants.
- We had 1 birthday party at the eSports Zone.



## Ice Operations

### Hockey:

Fall/Winter League: There are currently 202 players enrolled in the league compared to 185 last year. This league runs through March.

|                | Fall 2021  | Fall 2022  |
|----------------|------------|------------|
| Mites          | 36         | 44         |
| Squirts        | 48         | 51         |
| Pee Wees       | 23         | 28         |
| Bantams        | 32         | 31         |
| Midgets        | 30         | 31         |
| Wolverines U14 | 16         | 17         |
| <b>TOTAL</b>   | <b>185</b> | <b>202</b> |

Wolf Pack Prime started the first week of November. This is for players who want “more” – they receive extra practice and two tournaments.

|          | 2021 | 2022      |
|----------|------|-----------|
| Squirts  | 18   | <b>16</b> |
| Pee Wees | 17   | <b>14</b> |
| Bantams  | 15   | <b>15</b> |
| Total    | 50   | <b>45</b> |

Stick & Puck drop-in hockey has been added to the schedule whenever ice available for extra drop-in revenue.

Hockey lessons: Winter lessons began early January.

|              | Winter 2022 | Winter 2023 |
|--------------|-------------|-------------|
| Tot Hockey   | 43          | 52          |
| Level 1      | 34          | 39          |
| Level 2      | 44          | 31          |
| <b>Total</b> | <b>121</b>  | <b>122</b>  |

### Figure Skating:

The winter session of Figure Skating started mid-January.  
There are 428 skaters enrolled in winter compared to 365 last year.

There are 17 skaters enrolled in the monthly freestyle ice membership. There also is an average 12 skaters that pay drop-in for freestyle ice instead of the unlimited ice use membership.

#### Public Skate for January:

- January 4: 140 pre-registered plus 188 walk-ins
- January 6: 121 pre-registered plus 166 walk-ins
- January 22: 153 pre-registered plus 113 walk-ins



#### Aquatics

**Indoor Swim Lessons:** Winter lessons began the second week of January.

|              | Winter 2022: | Winter 2023<br>To Date: |
|--------------|--------------|-------------------------|
| Group        | 106          | 174                     |
| Parent / Tot | 25           | 18                      |
| Tot          | 6            | 12                      |
| Adult        | n/a          | 8                       |
| Total        | <b>137</b>   | <b>212</b>              |

Seascape Pass sales went on sale January 3. Last year we launched sales on Black Friday weekend in November. To date we have sold 19 passes compared to 102 sold last year at this time.



#### Communications and Marketing

**Seascape's marketing timeline** shifted from a November start to January 3. The department refreshed the marketing for 2023. Streamwood Park District received a customized package for their district, including an ad for their printed program guide.

**Fitness took the spotlight** with Club, Triphahn Center and Willow Recreation Center in the spotlight.

- The Club had its highest-ever membership number, even beating the previous 2020 January number.
- Community Fitness Day on Saturday, January 7 was well attended at The Club and The Triphahn center

- Developed the fitness retention and activity plan for the year for TC and WRC.
- Discussions began on the rebranding and sales of TC and WRC fitness to support the new fitness vision, including colors, marketing strategy and launch timeline
- Organized and outlined the monthly promo needs for March and April for The Club, including member retention. Began the process for highest visit tracking
- Published new Club social media strategy.

**HEParks participated in the IAPD/IPRA Agency Showcase** during the IAPD/IPRA Conference. Fifty park districts competed in the competition this year with over 237 entries.

HEParks competed in four divisions: (all projects required to be completed in year 2022)

- Marketing Plan: Submitted for the Inaugural Season for the Beer Garden (22 entries)
- Large Format Marketing: Submitted for Digital Signage – Job Fair \*HEParks came in fourth place after a third-place tiebreak (22 entries)
- Print Communication Informational : Submitted for TopTracer printed piece (24 entries)
- Print Communication Promotional: Submitted for The Club Open House Postcard (25 entries)

**Preschool and Little Stars Childcare registration** season began in January

- Promoting mid-year openings
- Open Houses
- Developing materials for the Willow Recreation Center Extended Preschool Option

**Fish Fry at Bridges of Poplar Creek Country Club**

- The fish fry marketing package was updated this year to include the new live music special events.
- Three different areas of the fish fry were supported, including general awareness, order and pick up and special events.

**Bridges interactive driving range** powered by TopTracer Range Technology

- Due to warmer weather, the interactive driving range remained open after the initial closing date. New marketing materials were created to support the facility remaining open.

**Spring Baseball and Soccer Registration**

**Website Project**

### **Website Traffic:**

Top 5 visited sites for January 2023: Home, Program Guide, Public Skate, Triphahn Center, and Figure Skating

(Compared to top 5 for January 2022: Home, Program Guide, Public Skate, Figure Skating, Ice Arena)

The placement of recreation programs within the top 20 pages of HEParks.org during January 2023.

| <b>Page Rank</b> | <b>Page Name</b>       | <b>Average time on Page</b> | <b>Page views</b> | <b>Percentage of visitors who clicked an additional HEparks link</b> |
|------------------|------------------------|-----------------------------|-------------------|--|
| 5                | Figure Skating         | 3:04                        | 888               | 65.39%   |
| 8                | Soccer                 | 2:55                        | 851               | 55.11%   |
| 9                | Preschool – Half-Day   | 2:35                        | 830               | 43.61%   |
| 11               | Hockey                 | 2:19                        | 608               | 58.06%   |
| 14               | Basketball             | 2:19                        | 691               | 57.02%   |
| 15               | Little Stars Childcare | 3:03                        | 664               | 52.71%   |
| 18               | Baseball               | 4:00                        | 637               | 69.70%   |
| 19               | Dance                  | 3:31                        | 524               | 63.93%   |
| 20               | Pickleball             | 4:08                        | 599               | 74.29%   |

Note: The average time spent on a page at HEParks.org during January 2023 is 1:50. Visitors to these pages use the recreation program pages as information hubs for programs. The average amount of time spent on the home page is 1:37. The final column on the chart shows the percentage of patrons who clicked something on a page during their visit and stayed within the HEParks.org domain.

### **Email campaigns:**

Twelve e-blasts were sent out this month.

- All District – 1/3, 43% Open Rate, 316 Clicks
- Senior Newsletter – 1/4, 43% Open Rate, 111 Clicks
- Dog Park Newsletter – 1/9, 44% Open Rate, 19 Clicks
- All District – 1/10, 42% Open Rate, 246 Clicks
- All District – 1/12, Programs Begin Next week, 38% Open Rate, 253 Clicks
- All District – 1/17, 36% Open Rate, 161 Clicks
- All District – 1/19, Preschool and Little Stars Open Houses, 38% Open Rate, 122 Clicks

- Senior Newsletter – 1/23, 42% Open Rate, 122 Clicks
- Dog Park Newsletter – 47% Open Rate, 5 Clicks
- All District - 1/24, 42% Open Rate, 278 Clicks
- All District 1/26, Baseball/Soccer, 188 Clicks
- All District, 1/31, 37% Open Rate, 168 Clicks

### **# of Followers:**

HEParks Facebook followers increased by 1,961 in one year. Overall, there are 14,344 social media followers on all platforms – up from 11,943 in January 2022 (an increase of 2,401 followers!)

| Account                        | Social Media Platform | January 2022 | January 2023 |
|--------------------------------|-----------------------|--------------|--------------|
| <b>Bridges of Poplar Creek</b> | Facebook              | 1118         | <b>1252</b>  |
|                                | Instagram             | 142          | <b>167</b>   |
|                                | Twitter               | 160          | <b>160</b>   |
| <b>The Club</b>                | Facebook              | 1687         | <b>1808</b>  |
|                                | Instagram             | 361          | <b>452</b>   |
|                                | Twitter               | 40           | <b>46</b>    |
| <b>HEParks</b>                 | Facebook              | 5300         | <b>6874</b>  |
|                                | Instagram             | 1002         | <b>1148</b>  |
|                                | Twitter               | 1092         | <b>1118</b>  |
| <b>Ice Academy</b>             | Facebook              | 111          | <b>121</b>   |
| <b>Wolf Pack</b>               | Facebook              | 408          | <b>520</b>   |
| <b>Senior Center</b>           | Instagram             | 388          | <b>534</b>   |
|                                | Facebook              | 134          | <b>144</b>   |



## **Social Media:**

### **Top Posts:**

- Spring Youth Soccer – organic reach 2,880, 142 clicks
- Girls Night Out – Organic Reach 2,623, 136 Clicks – All of the GNO posts have very high engagement. The highest GNO post had 218 – the highest of any post in January.
- Daddy Daughter – Organic Reach 2,612, 190 clicks
- Mommy Son – Organic Reach 2,291, 76 clicks
- TopTracer open – Organic Reach of 2,285, 41 clicks

76 Social Media posts made to HEParks Facebook and Instagram Accounts

## **Press Releases:**

- Bird and Butterfly Sanctuary Award
- Girls Night Out
- Part-Day Preschool Open House
- January Events

## **BRIDGES DIVISION REPORT**

### **Motion:**

Recommend the February Facilities Report to be included in the February Executive Director's Report for Board approval.

### **Bridges General Programs:**

- Preferred Tee Time contracts have once again been sent out using our electronic form software PandaDoc. The deadline for the renewal is February 25. Currently, 12 of the 23 contracts have been renewed for this season.
- League Contracts are being drafted and will be going out mid-February. We have been in communication with all leagues and we believe all leagues will be returning for the 2023 season.
- Golf merchandise has been ordered for the 2023 season. The shop will have apparel from Antigua and Adidas this season. The hard goods lines will consist of Callaway, Taylor Made, and Tour Edge.
- Staff has created our Event Schedule for 2023. Bridges has the following events planned:
  - Friday Night Fish Fry: 2/24 – 4/7 (Every Friday)
  - TopTracer 2 Person Best Ball: March 11
  - March Madness Golf Event: March 18
  - Breakfast with the Bunny: April 1
  - Par 3 Challenge: April 5

- Spring Senior Scramble #1: April 26
- Spring Senior Scramble #2: May 17
- SRT Foundation Golf Outing: June 7
- Fall Senior Scramble: October 4
- ProAm Scramble: October 8
- Turkey Shoot: November 4
- TopTracer 4 Person Scramble: November 18
- Breakfast with Santa & Winter Fest: December 9
- Additional Live Music Nights in the Beer Garden, monthly from May to October, to be announced soon!
- Staff has shifted gears once again and opened back up TopTracer on Feb. 6 with weather in the upper 30's and low 40's We will continue to monitor the weather and snow and stay open as much as we can and retrieve range balls on a regular basis.

### Golf Rounds

| MONTHLY ROUND TOTALS |      |      |      |      |                |
|----------------------|------|------|------|------|----------------|
| 2019                 | 2020 | 2021 | 2022 | 2023 | 5 Year Average |
| 0                    | 0    | 0    | 0    | 0    | 0              |
| YTD ROUND TOTALS     |      |      |      |      |                |
| 2019                 | 2020 | 2021 | 2022 | 2023 | 5 Year Average |
| 0                    | 0    | 0    | 0    | 0    | 0              |

### Range Information

| MONTHLY RANGE BASKET SALES TOTALS |      |      |      |      |                |
|-----------------------------------|------|------|------|------|----------------|
| 2019                              | 2020 | 2021 | 2022 | 2023 | 5 Year Average |
| 15                                | 0    | 0    | 0    | 84   | 20             |
| YTD RANGE BASKET SALES TOTALS     |      |      |      |      |                |
| 2019                              | 2020 | 2021 | 2022 | 2023 | 5 Year Average |
| 15                                | 0    | 0    | 0    | 84   | 20             |

### TopTracer Hour Totals

| MONTHLY TOPTRACER RESERVATION HOUR TOTALS |      |
|---|------|
| 2022                                      | 2023 |
| 0   | 126  |
| YTD TOPTRACER RESERVATION HOUR TOTALS     |      |
| 2022                                      | 2023 |
| 0   | 126  |

## Food & Beverage

- Staff is currently preparing for Fish Fry which begins February 24. The bar enhancement project is almost complete. We are excited for guest to view the upgrades for fish fry. Check out the Bridges website for more information and our menu!

### February Events

1 memorial luncheon servicing 30 guests  
1 baby shower servicing 25 guests

### March Events

1 breakfast meeting servicing 25 guests  
1 baby shower servicing 25 guests  
1 ceremony only servicing 100 guests

### 2023 weddings

8 ceremony and receptions  
1 reception only  
1 ceremony only



## January 2023

| <b>Membership Totals</b> | <b><u>1/31/2022</u></b> | <b><u>1/01/2023</u></b> | <b><u>1/31/2023</u></b> | <b><u>Var. +/-</u></b> |
|--------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| Totals                   | 2,119                   | 2,418                   | 2,564                   | <b>+146</b>            |

### Member Services/Sales

- The Club team enrolled 229 new members in January! This influx of new members has brought an activity level and use of the facility that we have not seen in several years.
- We offered a reduced enrollment fee of \$19.00 in January with no additional offers for enrollment.
- Visit numbers made a major jump in January with a total of 19,508 check-ins for the month. This is 3,900 more visits than December. This sharp increase is definitely obvious and reflected in what staff are observing in The Club.
- We had 2,183 unique visits in January, meaning approximately 85% of members visited/used the facility at least once a month. This high usage number again matches what we continue to see with increased activity in the facility (the industry average is about 65%).
- The Club had 103 United Health care Renew Active pass holders use the facility in January (at least one time).

### **Operations and Fitness Departments:**

- The Club rentals were extremely active in January.
  - (2) Overnight lock-ins
  - (6) Birthday parties
  - (7) Windy City Bulls practices
  - (40) volleyball rentals
  - (9) basketball rentals
  - (13) soccer rentals
  - (23) Pickleball court rentals
  - (1) basketball tournament
- Three basketball hoop motors were replaced to get these hoops functioning. We will likely continue to need various parts replacement of the hoops in the future because of the age of the hoops (20 plus years).
- The Club held a community fitness day on January 7 and gave a little bonus with enrollment (Adidas Backpack)
- Because we expected January to be extremely busy, we kept things simple and did a fun 2023 “Vision Board” and invited members to share their 2023 goals and inspirational words on the membership window. The members had lots of fun with this!

## **ADMINISTRATIVE SERVICES DIVISION REPORT**

### **Motion**

Recommend the February Administrative Services Report to be included in the February Executive Director’s Report for Board approval.

### **Administrative Services**

- Attended the IAPD/IPRA Annual Conference. I received the following takeaways: revisiting pre-hire marijuana testing, including videos in new hiring ads, a winter Pizza Party for Seasonal Staff and making sure to update the job descriptions when we post new jobs.
- Met with Allegion Safety Consultants to discuss potential safety upgrades to the locks in our preschool classrooms.
- Assisted Recreation in ensuring that winter coaches completed their background checks using our PandaDoc system.
- Held quarterly Safety Committee meeting where we discussed the previous quarters claims, facility inspections and our armed intruder procedures.
- Conducted PandaDoc new hire paperwork training for the Parks Department.
- Assisted the Club with their medical emergency incident. Coordinating with PDRMA, offering support services and replacing used AED items.

### **Human Resources**

- Soft-launched the new BreezyHR applicant tracking system by transitioning all newly posted positions to Breezy HR.

- Updated new employee evaluation procedures moving from a 15-day review to a 30-day review, giving more time for evaluation for both the employee and supervisor.
- Posted and advertised the new Superintendent of Recreation Program positions.
- Processed six new part-time hires.
- Processed new hire paperwork for new C&M Manager for Facilities.
- Assisted newly promoted Bridges PPT Cook with PlanSource benefit selections.
- Onboarded Parks PT employee promotion to FT on January 3, 2023.
- Onboarded two new full-time hires: new IT Specialist on January 9 and new C&M Manager for Facilities on January 30. The onboarding orientation included trainings, benefits review, department head meetings and facility tours.
- Participated in C&M Marketing Manager of Facilities interviews.

## **FINANCE AND IT DIVISION REPORT**

### **Motion:**

Forward the February Administration & Finance Report to be included in the February Executive Director's Report for Board approval.

### **Finance/Administration:**

- Staff continues working on year-end account verification and preparation for the 2022 audit process.
- In conjunction with the District's annual audit for the year end 2022, Lauterbach & Amen will be conducting the first day of review on February 10. The weeklong review will be completed during the week of March 6 through 10.
- W2's were processed and distributed to staff for year end 2022 and submitted electronically to the Social Security Administration as required.
- Working with staff on pending open purchase orders to finalize 2022.
- Processed applicable monthly and quarterly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household members and member holds before February billing.
- Completed BSA software updates.
- In house work request system is in development utilizing Microsoft 365 (Sharepoint, Forms and Lists)
- Report portal is in development (Sharepoint and Business Intelligence)
- RecTrac Enhancements/Processes
  - Automated additional reporting

- Payroll Cycle Processing
  - 01/06/23      \$263,179.99
  - 01/20/23      \$278,483.04

**Administrative Registration/EFT Billing:**

- EFT Billings for:
  - Sponsorship/Marquee
  - LSC (weekly)
  - Club/TC/WRC Fitness
  - Locker
  - Freestyle
  - Preschool
  - STAR / KSTAR
  - Dance Company
  - Youth Hockey
- Administrative
  - Database Maintenance
    - Duplicate Households
    - Employee Pass
  - Program Fee/Rule Adjustments
    - 23/24 Preschool
    - Spring Youth Soccer
    - Girls' Night Out
  - Assisted in Training New Staff
- Administrative Registration for:
  - Park Permits
  - Waitlist Enrollments
    - STAR
    - Preschool

**Technology:**

- Security Cameras
  - Completed the configuration and installation of the new ExacqVision security camera server at The Club.
- Coordinating migration to Office 365, currently five (5) users are on Office 365.
- Coordinating the installation of Topaz signature devices with facilities service desks. The installation of these will help to reduce paper registration cards while also obtaining electronic waiver signatures.

- Continuing to work with Peerless Networks to audit all analog lines and determine the necessity or decommission.

## **Park District Updates 1.27.2023**

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

### **Upcoming Events**

- **Feb 4 - Little Stars Childcare Open House!**
- **Feb 5 - Public Skate**
- **Feb 11 - Mommy and Son Dance**
- **Feb 14 - 50+ Valentines Day Dinner and Dancing**
- **Feb 19 - Public Skate**
- **Feb 20 - Public Skate President's Day**
- **Feb 23 - Girls Night Out**
- **Feb 25 - Try Hockey for FREE!**
- **Mar 5 - Public Skate**
- **Mar 12 - Try Figure Skating for FREE**
- **Mar 19 - Public Skate**
- **Apr 1 - Breakfast with the Bunny**

### **Former Blackhawk Brent Sopel Hopes to Normalize Mental Health Issues with Youth Hockey Players**

Last weekend, WGN aired a segment on how former Chicago Blackhawk and Stanley Cup winner, Brent Sopel, is helping our Wolf Pack Hockey players with mental health awareness. Click [here](#) to view the video and read the article. His work with our kids and this segment have brought a lot of positive attention to our rink at Triphahn Center.

### **Community Update with Mayor McLeod – Wednesday, February 15, 7:30-9:00 a.m.**

Mayor McLeod will provide a recap of 2022 and discuss the exciting initiatives planned for 2023 on Wednesday, February 15 at the NOW Arena. Breakfast is included, starting at 7:30 a.m., with the presentation beginning at 8:00 a.m. The fee is \$30 for members and \$40 for non-members.

Have a great weekend!

Thanks,

Craig

## **Park District Updates 2.3.2023**

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

### **Upcoming Events**

- **Feb 4 - Little Stars Childcare Open House!**

- **Feb 5 - Public Skate**
- **Feb 10 - Fortnite Tournament at the E-Sports Zone**
- **Feb 11 - Kids Night Out at the E-Sports Zone**
- **Feb 11 - Mommy and Son Dance**
- **Feb 14 - 50+ Valentines Day Dinner and Dancing**
- **Feb 19 - Public Skate**
- **Feb 20 - Modified Public Skate**
- **Feb 20 - Public Skate President's Day**
- **Feb 23 - Girls Night Out**
- **Feb 24 - Fortnite Tournament at the E-Sports Zone**
- **Feb 25 - Try Hockey for FREE!**

#### **IAPD/IPRA Soaring to New Heights Conference – HEParks Recognition**

Congratulations to the Board of Commissioners and Staff of HEParks on their recognition at last week's statewide conference of park district and forest preserve agencies. We received the following awards and recognition:

- Distinguished Park and Recreation Accredited Agency – official recognition
- IPRA Outstanding Facility of Parks Award – Poplar Park
- IPRA Outstanding Program or Special Event Award – M.O.R.E. (Mobile Outreach, Recreation and Education)
- Board Member Development Program
  - Linda Dressler and Marc A. Friedman – Distinctive Board Member
  - Patrick Kinnane and Raj Chhatwani – Master Board Member
  - (Robert Kaplan, Pat McGinn and Keith Evans have previously reached Master Board Member status)

#### **Blessing and Dedication of a New Mental Health Emergency Department Annex at Ascension Saint Alexis – Thursday, February 9 – 12:00-2:00 p.m.**

Ascension Saint Alexis has invested in a new seven-patient bay of its emergency department to care for behavioral health patients who enter the emergency room during a mental health crisis. The Ascension Saint Alexis staff is inviting members of community organizations to see the new space and celebrate this new community resource for our residents. The space will be open from 12:00 to 2:00 p.m. with a blessing taking place at 1:00 p.m. If attending, please park in the physician's lot across from the ambulance bay, and enter through the ambulance bay (not the main ED entrance). 1555 Barrington Road, Hoffman Estates. Flyer is attached.

#### **Community Update with Mayor McLeod – Wednesday, February 15, 7:30-9:00 a.m.**

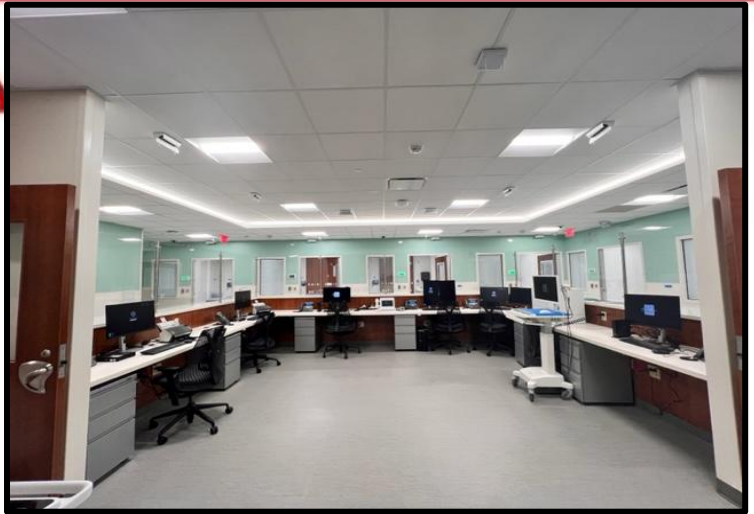
Mayor McLeod will provide a recap of 2022 and discuss the exciting initiatives planned for 2023 on Wednesday, February 15 at the NOW Arena. Breakfast is included, starting at 7:30 a.m., with the presentation beginning at 8:00 a.m. The fee is \$30 for members and \$40 for non-members.

Have a great weekend!

Thanks,  
Craig



# ***Join us in blessing the new ED Annex***



**Thursday, February 9<sup>th</sup>  
(in the ED Department)**

**Time:**

**12:00 pm – 2:00 pm**

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**The ED Annex will be opened to tour if you will  
like to view before and after the blessing!**

**\*\*\*Please enter through the ambulance bay.  
Parking is available in the physician lot.**

## **Park District Updates 2.10.2023**

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

### **Upcoming Events**

- **Feb 10 - Fortnite Tournament at the E-Sports Zone**
- **Feb 11 - Kids Night Out at the E-Sports Zone**
- **Feb 11 - Mommy and Son Dance**
- **Feb 14 - 50+ Valentines Day Dinner and Dancing CANCELED**
- **Feb 19 - Public Skate**
- **Feb 20 - Modified Public Skate**
- **Feb 20 - Public Skate President's Day**
- **Feb 23 - Girls Night Out**
- **Feb 24 - Fish Fry**
- **Feb 24 - Fortnite Tournament at the E-Sports Zone**
- **Feb 25 - Try Hockey for FREE!**
- **Feb 25 - Kids Night Out at the E-Sports Zone**

### **Soup-er Bowl Saturday Food Drive – Saturday, February 11 – Hugs & Mugs (GiGi's Playhouse Store)**

The Schaumburg-Hoffman Estates Lions Club and the Hugs & Mugs Cafe are hosting a food drive tomorrow, February 11 from 9:00 a.m. to 1:00 p.m. at Hugs & Mugs Café, which is located inside GiGi's Playhouse Store at 2350 West Higgins Road in Hoffman Estates. All non-perishable food donations, eyeglasses, hearing aids and old phones are accepted. Proceeds will be donated to Schaumburg Township Food Pantry, Hanover Township Food Pantry, and Lions of Illinois Foundation.

### **Community Update with Mayor McLeod – Wednesday, February 15, 7:30-9:00 a.m.**

Mayor McLeod will provide a recap of 2022 and discuss the exciting initiatives planned for 2023 on Wednesday, February 15 at the NOW Arena. Breakfast is included, starting at 7:30 a.m., with the presentation beginning at 8:00 a.m. The fee is \$30 for members and \$40 for non-members.

### **PC's for People Computer Recycling Event – Saturday, February 18 – Poplar Creek Bowl/Bar Down Sports Grill**

Donate your old or used computer equipment or electronic waste between 10:00 a.m. and 2:00 p.m. on Saturday, February 18 at Poplar Creek Bowl. Any working computers will be wiped clean and certified before becoming available to people in need in the community. Please follow this [link](#) for details including accepted items.

### **Fish Fry at Bridges of Poplar Creek – February 24 through April 7**

The Friday Night Fish Fry at Bridges returns Friday, February 24. The hours are 4:30 to 9:00 p.m. each Friday through April 7, and you can choose to eat at Bridges, or order for pickup between 5:00 and 8:00 p.m. Click this [link](#) for a menu and details, and feel free to share any social media posts you see from HEParks!

### **Illinois Legislative Breakfast – Saturday, March 4 – Schaumburg Golf Club**

HEParks Commissioners are invited and encouraged to attend the Illinois Legislative Breakfast, hosted by the IAPD Joint Legislative Committee, at 8:00 a.m. on Saturday March 4 at the Schaumburg Golf Club. All local legislators have been invited to attend, along with park commissioners, to discuss issues that will be debated throughout the next legislative session. Cindy will RSVP for all, so Commissioners should let her know if you are able to attend. Craig is not able to attend, as he will be out of town.

Have a great weekend!

Thanks,  
Craig

## **Park District Updates 2.17.2023**

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

### **Upcoming Events**

- **Feb 19 - Public Skate**
- **Feb 20 - Modified Public Skate**
- **Feb 20 - Public Skate President's Day**
- **Feb 23 - Girls Night Out**
- **Feb 24 - Fish Fry**
- **Feb 24 - Fortnite Tournament at the E-Sports Zone**
- **Feb 25 - Try Hockey for FREE!**
- **Feb 25 - Kids Night Out at the E-Sports Zone**
- **Mar 3 - Fish Fry – Live Music with Harry Hmura**
- **Mar 5 - Public Skate**
- **Mar 10 - Fish Fry – March 10**
- **Mar 12 - Try Figure Skating for FREE**

### **PC's for People Computer Recycling Event – Saturday, February 18 – Poplar Creek Bowl/Bar Down Sports Grill**

Donate your old or used computer equipment or electronic waste between 10:00 a.m. and 2:00 p.m. tomorrow, February 18 at Poplar Creek Bowl. Any working computers will be wiped clean and certified before becoming available to people in need in the community. Please follow this [link](#) for details including accepted items.

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**HEParks named 2022 Bronze Partner with the Elgin Corp of the Salvation Army**

The Hoffman Estates Park District was recognized as a 2022 Bronze Partner by the Elgin Corps of the Salvation Army, mostly for our efforts with the Angel Tree gift program (certificate attached). Among 27 area businesses participating in the Angel Tree program, the gifts collected by our park district represented 16% of all gifts collected for the program. Thank you to all who donated!

Have a great weekend!

Thanks,  
Craig



# Certificate of Appreciation

PRESENTED TO:

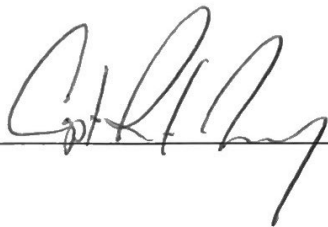

HOFFMAN ESTATES PARK DISTRICT

2022 BRONZE PARTNER AWARD

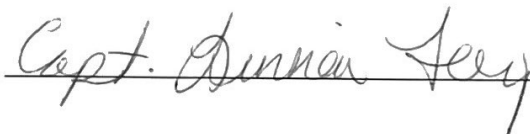

*In grateful appreciation for generous service to  
the community and to the welfare of our fellow men in  
making Christmas happy for "Others".*



ELGIN CORPS



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## **Park District Updates 2.24.2023**

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

### **Upcoming Events**

- **Feb 24 - Fish Fry**
- **Feb 24 - Fortnite Tournament at the E-Sports Zone**
- **Feb 25 - Try Hockey for FREE!**
- **Feb 25 - Kids Night Out at the E-Sports Zone**
- **Mar 3 - Fish Fry – Live Music with Harry Hmura**
- **Mar 5 - Public Skate**
- **Mar 10 - Fish Fry – March 10**
- **Mar 12 - Try Figure Skating for FREE**
- **Mar 17 - St Patty's Luncheon**
- **Mar 17 - Fish Fry March 17**
- **Mar 19 - Public Skate**
- **Mar 24 - Fish Fry March 24**

### **Fish Fry at Bridges of Poplar Creek – February 24 through April 7**

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### **Multi-Chamber Business After Hours – NWSRA Programming Space at HEParks Vogeley House – Wednesday, March 8, 4:30-6:30 p.m.**

This month, the Hoffman Estates Chamber of Commerce Multi-Chamber Business After Hours event will take place at the NWSRA Vogeley House location. Attend this event to learn more about NWSRA and their fundraising arm, SLSF, while networking with area business. Registration is available [here](#).

### **Girls' Night Out a Success!**

Thank you to everyone in the community who donated to, sponsored or attended the Girls' Night Out fundraiser event last night. The event raised money for our Friends of HEParks Foundation, which supports scholarships for families in the Hoffman Estates community to participate in park district programs. After a two-year hiatus due to COVID, we had a great turnout with wonderful raffle prizes. We appreciate the hospitality of the owners of 1<sup>st</sup> Place Bar and Grill, who graciously hosted the event.

Have a great weekend!

Thanks,  
Craig

**MEMORANDUM NO. M23-023**

**TO:** A&F Committee  
**FROM:** Craig Talsma, Executive Director  
Nicole Hopkins, Director of Finance & Administration  
**RE:** Surplus Ordinance O23-002  
**DATE:** February 28, 2023

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**Motion**

The A&F committee recommends to the full board the approval the attached Ordinance O23-002 an “Ordinance Authorizing the Disposal, Sale or Trade-In of Surplus Property Owned by the Hoffman Estates Park District”.

**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.

**Rationale**

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.

**ORDINANCE NO. 023-002**  
**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 \_\_\_\_\_, 2023.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**Triphahn Center Fitness Items**

| Piece Inventory # | Item                        | Reason for Declared Surplus | Serial #                                 | Value    |
|-------------------|-----------------------------|-----------------------------|--|----------|
| 11                | Magnum Dip/Chin Unassited   | Out of Date                 | 94482                                    | \$ 20.00 |
| 17                | Precore Elliptical          | Out of Date                 | ADFXI30140035                            | \$ 20.00 |
| 18                | Life Fitness Elliptical     | Out of Date                 | XWF 101238                               | \$ 20.00 |
| 19                | Life Fitness 95 T Treadmill | Out of Date                 | TWT130157                                | \$ 20.00 |
| 20                | Life Fitness 95 T Treadmill | Out of Date                 | TET119155                                | \$ 20.00 |
| 21                | Life Fitness 95 T Treadmill | Out of Date                 | TWT130177                                | \$ 20.00 |
| 22                | Life Fitness Seated Row     | Out of Date                 | 54946                                    | \$ 20.00 |
| 23                | Stepmill 7000PT             | In-operable                 | 20000030129002                           | \$ -     |
| 26                | Life Fitness 95 T Treadmill | Out of Date                 | TET130344                                | \$ 20.00 |
| 27                | Life Fitness 95 T Treadmill | Out of Date                 | TET128469                                | \$ 20.00 |
| 29                | Cybex Leg Extension         | Out of Date                 | 461191W230108                            | \$ 20.00 |
| 30                | Cybex Leg Curl              | Out of Date                 | 462691W207210                            | \$ 20.00 |
| 31                | Magnum Functional Trainer   | Out of Date                 | 92271, 92752, 82554, 92350, 92270, 92272 | \$ 20.00 |
| 32                | Magnum Smith Machine        | Out of Date                 | 92745                                    | \$ 20.00 |
| 33                | Cybex Dip / Chin Assisted   | Out of Date                 | 5345911230532                            | \$ 20.00 |
| 34                | Precor Super Squat          | Out of Date                 | NA                                       | \$ 20.00 |
| 36                | Cybex Seated Leg Press      | Out of Date                 | 460591X486906                            | \$ 20.00 |
| 37                | Life Fitness Hip Abductor   | Out of Date                 | 54745                                    | \$ 20.00 |
| 38                | Life Fitness Adductor       | Out of Date                 | 53376                                    | \$ 20.00 |
| 39                | Cybex Arm Extension         | Out of Date                 | 454091W318810                            | \$ 20.00 |
| 40                | Cybex Ab Crunch             | Out of Date                 | 478591T275532                            | \$ 20.00 |
| 41                | Cybex Overhead Press        | Out of Date                 | 452691T052832                            | \$ 20.00 |
| 42                | Cybex Chest Press           | Out of Date                 | 450691T044332                            | \$ 20.00 |
| 43                | Life Fitness Fly/Delt       | Out of Date                 | 54435                                    | \$ 20.00 |
| 44                | Cybex Arm Curl              | Out of Date                 | 453591X394105                            | \$ 20.00 |
| 45                | Cybex Back Extension        | Out of Date                 | 4711N005433                              | \$ 20.00 |
| 46                | Fitness Bench               | In-operable                 | NA                                       | \$ -     |
| 47                | Adjustable Fitness Bench    | In-operable                 | NA                                       | \$ -     |
| 48                | Life Fitness Elliptical     | In-operable                 | XWF101357                                | \$ -     |
| 49                | Adjustable Fitness Bench    | In-operable                 | NA                                       | \$ -     |
| 50                | Life Fitness Elliptical     | In-operable                 | XWF101246                                | \$ -     |
| 51                | Assorted Dumbbells          | Out of Date                 | NA                                       | \$ 50.00 |
| 52                | Assorted Weight Plates      | Out of Date                 | NA                                       | \$ 50.00 |

### Vehicles and Obsolete Equipment in All-Facility Storage

| <u>Declared Surplus Item</u>                                      | <u>Value</u> |
|---|--------------|
| 515 1999 Dodge Dakota VIN # 1B7GG22Y6XS304487 miles 152,114       | \$500        |
| 518 2002 Dodge Ram Van 1500 VIN # 2B7HB11Y42K134096 miles 124,291 | \$250        |
| Cybex Oblique Unit  | \$0          |
| Life Fitness Treadmill  | \$0          |
| Stair Master Stepper  | \$0          |
| Pre Core Elliptical   | \$0          |
| Life Fitness Seated Bike  | \$0          |
| Magnum Fitness Squat Rack   | \$0          |
| Handy Herman Electric Man Lift (2)                                | \$0          |

### Technology Equipment

| <u>Quantity</u> | <u>Description</u>                 | <u>Value</u> |
|-----------------|------------------------------------|--------------|
| 1               | Ql1 microfiche 935-L               | \$0          |
| 1               | IBM Wheelwriter 5                  | \$0          |
| 2               | Keyboard tray                      | \$0          |
| 4               | Server fans                        | \$0          |
| 1               | Cable arm                          | \$0          |
| 5               | Watchfire panel 913015             | \$0          |
| 3               | Watchfire panel e913013            | \$0          |
| 8               | Watchfire cable                    | \$0          |
| 6               | Watchfire PSU 510012               | \$0          |
| 1               | Binder of old CDs                  | \$0          |
| 1               | Small box of Floppy disks          | \$0          |
| 1               | Microcassette tapes                | \$0          |
| 1               | Shortel ip420 Phone                | \$0          |
| 1               | Ithaca itherm 280                  | \$0          |
| 1               | Axis p13h4-e security camera       | \$0          |
| 3               | Axis m3203 security camera         | \$0          |
| 3               | MMF cash drawer                    | \$0          |
| 1               | LG flatron w1943ss-pf 109tppb09312 | \$0          |
| 1               | LG flatron w1943ss-pf 109tpkn09301 | \$0          |
| 1               | LG flatron L1734s-bn 904tppb2d744  | \$0          |

|   |                             |                        |     |
|---|-----------------------------|------------------------|-----|
| 1 | LG 28ln4500                 | 311mxqa38124           | \$0 |
| 1 | Acer g195w                  | 3307125140             | \$0 |
| 1 | Acer x163w                  | 1702372042             | \$0 |
| 1 | Acer v196hqL                | 33201007242            | \$0 |
| 1 | Acer v183hv                 | EtLks0d0022490006B8505 | \$0 |
| 1 | Acer v183hv                 | EtLks0d002304131ee8505 | \$0 |
| 1 | Viewsonic va2248m-led       | 113621813              | \$0 |
| 1 | HP pavilion 20xi            | 3cm3370064             | \$0 |
| 1 | Dell e175FPf                | 0cc6397287264a0e3s     | \$0 |
| 1 | Toshiba 1Llv61k             | 9q0c8703au1900         | \$0 |
| 1 | HP Laserjet pro mfp m426fdn | PhbLL4h1wL             | \$0 |
| 1 | HP Deskjet 6940             | C8970A                 | \$0 |
| 1 | Cisco asa-5512--x           | Ftx19041003            | \$0 |

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**Golf Maintenance Surplus Equipment**

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| <u>Equipment</u>                                 | <u>Serial number</u> | <u>Value</u> |
|--|----------------------|--------------|
| Jacobsen Greens King Roller plus 3 cutting units | 622 77-4731          | \$0          |
| Smithco SweepStar 60 Sweeper                     | 5WH 269              | \$0          |
| Ditch Witch Trencher 2300                        | 3C0204               | \$0          |
| Toro HDX Auto workman 07390                      | 316000167            | \$500        |