

AGENDA
REGULAR BOARD MEETING NO. 1087
TUESDAY, MARCH 28, 2023
7:00 p.m.
Triphahn Center

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. COMMENTS FROM THE AUDIENCE
5. RECESS FOR A&F COMMITTEE MEETING
6. RECONVENE FOLLOWING A&F COMMITTEE MEETING
7. APPROVAL OF MINUTES (attached)
 - A. Regular Board Meeting Minutes 2/28/2023
8. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
 - A. Purchase & Install Fence at Fabbrini / M23-027 (see B&G March packet)
 - B. Purchase & Install 30 Ton RTU at The Club / M23-028 (see B&G March packet)
 - C. Pine Park New Budget and SD 15 Future Agreement / M23-032 (see A&F March packet)
 - D. Open and Paid Invoice Register: \$543,085.89 (see A&F March packet)
 - E. Revenue and Expenditure Report and District-Wide Operations Statement (see A&F March packet)
 - F. Acceptance of B&G Minutes 2/21/2023 (see B&G March packet)
 - G. Acceptance of Rec & Facilities Minutes 2/21/2023 (see Rec & Facilities March packet)
 - H. Acceptance of A&F Minutes 2/28/2023 (see A&F March packet)
9. PRESIDENT'S REPORT
10. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
11. OLD BUSINESS
12. NEW BUSINESS

13. COMMISSIONER COMMENTS

14. ADJOURNMENT

MINUTES
REGULAR BOARD MEETING NO. 1086
February 28, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on February 28, 2023 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 Parks, Planning & Maintenance Hugen, Director of Recreation Kapusinski, Director of Golf & Facilities Bechtold, Executive Assistant Flynn, Superintendent of IT Agudelo, IT Associate Hassler

Audience: Community Reps Aguilar, Musial (arrived 7:10), Kulkarni (arrived 7:15), Winner, Ron Holznagel, Joyce Jackson

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. Recognition:

President Kinnane presented awards for Co- Part-Time Employees of the Year.

Ron Holznagel left the meeting.

5. Comments from the Audience:

Tim Satkowski spoke regarding Tropicana Park. He asked how long the cycle is for park replacement, and commented that he feels 20 years is too long. Executive Director Talsma explained a summary of the most recent renovation of Tropicana Park; and that the District has 46 playgrounds, with the financial ability to renovate two or three each year. Maintained well, the playgrounds are able to last 15-20 years.

Mr. Satkowski suggested there is an area of Tropicana Park where something can be built, and if the comprehensive master plan allows for it, would the board please consider it.

6. Recess for A&F Committee Meeting:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to recess the Board Meeting at 7:13 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

7. Reconvene the Board Meeting:

Commissioner Evans made a motion, seconded by Commissioner McGinn to reconvene the Board meeting at 7:15 p.m., prior to the start of the A&F committee meeting for the purposes of recognizing the Part-Time Employee of the 4th Quarter 2022/Part-Time Employee of the Year (late arrival). The motion carried by voice vote.

8. Recognition:

President Kinnane presented awards for Part-Time Employee of the 4th Quarter 2022, and Co-Part-Time Employee of the Year.

Joyce Jackson left the meeting.

9. Recess for the A&F Committee Meeting:

Commissioner Evans made a motion, seconded by Commissioner Dressler to recess the Board Meeting at 7:19 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

10. Reconvene Following A&F Committee Meeting:

Commissioner Evans made a motion, seconded by Commissioner Kaplan to reconvene to the Regular Board Meeting at 7:38 p.m. The motion carried by voice vote.

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

11. Approval of the Minutes:

Commissioner Chhatwani made a motion, seconded by Commissioner Kaplan to approve the minutes of the Regular Board Meeting held January 24, 2023 as presented. The motion carried by voice vote.

Commissioner Kaplan made a motion, seconded by Commissioner Evans to approve the minutes of the Public Hearing held January 24, 2023 as presented. The motion carried by voice vote.

12. Consent Agenda:

Commissioner Evans noted the “see January packet” comments should be changed to “see February packet”. Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to approve the consent agenda items A through J as amended.

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

- 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)

13. President's Report:

President Kinnane reported the following:

- Met with SLSF (NWSRA Foundation); toured the Vogeley house; the dedication plaques are all in the basement, so they are rarely seen.
- Attended Celebration of Excellence Awards
- Enjoyed the IAPD Conference
- Attended blessing of new emergency department wing for mental health patients at St. Alexius.
- Chaired a historical sites committee meeting.
- Attended the Mayor’s Breakfast at the NOW Arena.
- Attended the Village Board Meeting.
- Attended Wine Wednesday at Main Event.
- Attended the first Fish Fry of the year at Bridges of Poplar Creek.
- Was asked to join golf outing committee for SLSF Outing – May 15.

14. Adoption of Executive Director's Report:

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

15. Old Business:

None

16. New Business:

A. Surplus Ordinance O23-002 / M23-023

Commissioner Dressler made a motion, seconded by Commissioner Chhatwani to approve the Surplus Ordinance O23-023.

On a Roll Call Vote: Carried 7-0-0
Ayes: 7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn,
Kinnane
Nays: 0
Absent: 0

17. Commissioner Comments:

Commissioner McGinn said he attended the first Friday Fish Fry and the Windy City Bulls game on Sunday. He is looking forward to the IAPD Legislative Breakfast on Saturday.

Commissioner Kaplan said as he was watching the NFL Combine this weekend, he thought the District could create a competition involving some of those activities. He also added that President Kinnane was appointed to the Village Planning & Zoning Commission.

Commissioner Chhatwani attended the IAPD conference and really enjoyed the roundtable where they talked about diversity and inclusion. She suggested that our program guide be translatable to Spanish to increase enrollment. Director Hopkins said that in Webtrac this will work through Google translate.

Commissioner Friedman said that the regular basketball season ended last week with playoffs coming up; he had 21 kids on his teams. He coached an all-star team at the NOW Arena. Then onto baseball.

Commissioner Evans thanked HEParks for their support of the Chamber's Celebration of Excellence as a platinum sponsor, and for supporting the Mayor's Breakfast. He enjoyed both events.

18. Executive Session:

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to move to Executive Session at 7:52 p.m. for the purpose of:

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

On a Roll Call Vote: Carried 7-0-0
Ayes: 7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn, Kinnane
Nays: 0
Absent: 0

19. Reconvene following Executive Session:

Commissioner McGinn made a motion, seconded by Commissioner Dressler to reconvene to the regular Board meeting at 8:53 p.m. The motion carried by voice vote.

20. Potential Discussion and Possible Vote:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani, to renew the Executive Director's contract for an additional year, including a 4% salary increase plus a \$6,000 bonus, effective May 1, 2023.

On a Roll Call Vote: Carried 7-0-0
Ayes: 7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn, Kinnane
Nays: 0
Absent: 0

21. Adjournment:

Commissioner Chhatwani made a motion, seconded by Commissioner Kaplan, to adjourn the meeting at 8:54 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. 1087**

EXECUTIVE DIRECTOR'S REPORT

March 2023

PARKS DIVISION REPORT

MOTION

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

ADMINISTRATION

Contracts have been completed for asphalt repairs with Patriot Maintenance.

Bids have been received for the following:

- Fabbrini Pickleball Fence Replacement
- RTU #3 replacement at The Club

Joanne Douglas was hired and started on 3/13/2023 as the Parks Administrative Assistant.

Construction material for TC fitness room remodel have been ordered and a construction schedule is in place.

Huntington Park install with GLI started on Monday 3/13/2023. Completion date is unknown as the area is extremely wet and project is completely based on weather.

Inventory and ordering of supplies for Seascape is complete.

PARKS DEPARTMENT

1. HVAC repairs and preventative maintenance
2. Removed and replaced two heat exchangers at BPC RTU 3 and RTU 2
3. Media change on activity pool filter
4. Replaced 6" effluent gasket on activity pool filter
5. Aluminum gas valve vent lines installed on all domestic hot water boilers at The Club
6. Overnight work was completed to replace auto-fill main valve on lap pool at The Club
7. New gas valve installed for range at BPC
8. O-Rings replaced on sand filter at TC
9. Brittle chlorinator lines replaced for spa at TC
10. New basketball hoop key switches installed at The Club
11. Dry system at Seascape was in fault. System was drained by staff. Total Fire came to check it out but temperatures were too cold to see if any repairs are needed.
12. New tot swings installed at Colony and Brittany Parks

13. Dog ramp installed at Freedom Run
14. Pump House renovation work completed at BPC to replace roof, roof hatches, all new wood and siding for soffits and painting of doors.
15. Playground inspections
16. Locate Huntington playground drainage for contractor to tie into
17. Warning track edges and cleanup on ball fields at Fabbrini and Cannon
18. Tree cleanup due to winter storms at: Tall Oaks, Fabbrini, Olmstead, Colony, Pine, Evergreen, South Ridge, Canterbury, TC, The Club, WRC and Bridges of Poplar Creek
19. Lot cleanup at BPC to provide space for all the branch cleanup
20. Storm debris ran through chipper, all mulch is stored at BPC for the season
21. Controlled burns at Evergreen, North Twin, South Twin and Whispering Parks
22. Vehicle emission test
23. Vehicle fleet and equipment maintenance

RECREATION DIVISION REPORT

Motion:

Recommend to the full board to include the March Recreation Board Report in the March Executive Director's Report.

Recreation Division



Staff Updates:

- Karrie Miletic was hired as the new Superintendent of Recreation Programs. She began March 13 in her new role. This newly created position will oversee the following managers: Early Childhood, School Age, Seniors & Special Events, Aquatics Manager and Dance Coordinator. Karrie comes to us from Rolling Meadows Park District where she spent almost ten years as the Early Childhood Supervisor. Prior to that she worked at Arlington Heights, Deerfield and Glenview Park Districts.
 - o Steve Dietz, our current Superintendent of Recreation will now be the Superintendent of Recreation Facilities overseeing Triphahn Center, Willow Rec Center, the ice operations and athletic managers.
- Ryan Davalos, our Athletic Manager, who began this past November will be leaving us March 20. He is moving to Washington, DC to work for the MLB Washington Nationals. Staff is currently evaluating this position.
- Katie Burgess was recognized as a finalist for the Chamber of Commerce Volunteer of the Year. Congrats Katie.
- The TC Fitness Center equipment has been purchased. The facility will close on April 12 for renovations, with a Grand Opening planned for May 6. The grand opening will not include a ribbon cutting, but will be named a Community Fitness Day. Postcards will be mailed to households within ½ mile of the facility.

DEI Updates:

- The Village’s Cultural Awareness Commission held a new Black History Month Celebration on February 25. Staff was present at this event.
- A new DEI Committee had its first meeting on February 21. The committee is made up of members from each of the district’s departments. Current initiatives for the committee include surveying all staff to document which staff speak languages other than English (to use as a support for program participants and/or other staff), as well as, adding pronouns to email signatures.
- Programs for All scholarship participation:
 - o 18 children received free programs for the winter season, which included basketball league, e-sports events, and swim lessons.
 - o 18 children received free programs for the spring season including soccer and swimming.



Triphahn Center



Willow Recreation Center

Triphahn Center Fitness

<u>Membership</u>	<u>2/28/2022</u>	<u>01/01/2023</u>	<u>2/28/2023</u>	<u>2023 YTD Var. +/-</u>
Total	477	469	514	+45

Membership numbers do not include the free health insurance members.

Pass	% Visited in Jan. 2023	% Visited in Feb. 2023
TCIA Fitness Adult	62%	58%
TCIA Fitness Junior/Student	74%	55%
TCIA Fitness Senior	66%	61%
Average Paid Members	64%	58%
TCIA Gym Pass*	32%	30%
TCIA Renew Active*	36%	27%
TCIA Tivity Prime*	25%	11%
TCIA Silver Sneakers*	16%	28%
Average Insurance Members	25%	23%

Passes with * are the free health insurance memberships.

Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>2/28/2022</u>	<u>01/01/2023</u>	<u>2/28/2023</u>	<u>2023 YTD Var. +/-</u>
Fitness	112	127	144	+17
Racquetball	37	39	45	+6
Total	149	166	189	+23

Membership numbers do not include the free health insurance members.

Pass	% Visited in Jan 2023	% Visited in Feb 2023
WRC Fitness Adult	58%	55%
WRC Fitness Junior/Student	70%	55%
WRC Fitness Senior	41%	35%
Average Paid Members	56%	48%
WRC Gym Pass *		
WRC Silver Sneakers *	20%	30%
WRC Tivity Prime *	0%	0%
WRC Renew Active *	22%	30%
Average Insurance Members	14%	20%

Winter Group Fitness

Class	Winter 2022	Winter 2023 To Date
Fitness Boot Camp	40	18
Women of Steel	18	18

Fewer classes are being offered in Winter 2023 due to instructor health.



Dog Off-Leash Areas

<u>Membership</u>	<u>2/28/2022</u>	<u>01/01/2023</u>	<u>2/28/2023</u>	<u>2023 YTD Var. +/-</u>
Total	693	590	600	-10



General Programs

General Programs:

Program	Winter 2022	Winter 2023
Baton & Poms	41	40
Singing & Acting (w/ Palatine PD)	13	7
A&A Music (piano & guitar)	6	4
Shotokan Karate	102	129
Tae Kwon Do	43	50

Gymnastics	398	433
Racquetball lessons	12	29
Racquetball leagues	12	29
Aneta Art	5	15
Safesitter babysitting class	-	5

Dance:

- Competition season is underway. At the last competition, the Stars Dance Company competed in 19 dance events and 13 of them placed in the top 10 in their categories. One dance received 1st Place and three dances were 3rd Place winners!

	Winter/Spring 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:

- The Mother-Son Dance was held February 11 with 181 participants. This was our first time running the parent-child dances at Willow. All participants were surveyed after the event to assess their satisfaction with the new location and food. Staff is reviewing the survey results to decide if the program will stay at Willow or move back to Bridges for next year.
- Plans are in place for the annual Egg Hunts which will be held on April 8. All eggs have been ordered and volunteers have been secured.
- The “pandemic” Easter Bunny Drive By (which continues to remain a popular event) is planned for April 7. There are already 21 houses registered for bunny visits.
- All Children’s Concert Series entertainment has been secured. There are eight concerts planned for Vogelei plus one new concert at South Ridge as part of Unplug Day.



50+ Club

Senior Center February events:

February 50+ Events	Date	Attended
Lunch and Learn Joints & Weight	2/1	30
Metropolis Dinner and Theater	2/2	5
Seniors Out Socializing (Early Bird)	2/8	9

Fox Valley Bingo Hall Trip	2/9	Cancelled
Valentine's Day Dinner and Dance	2/14	Cancelled
Lunch and Learn Tax Exemptions	2/15	19
Seniors out Socializing	2/17	16
Pub Trivia	2/23	30
Birthday Lunch	2/24	19
March 50+ Events	Date	Attended
Seniors Out Socializing (Early Bird)	3/1	6
Healing Dogs Therapy Visit	3/8	4
Seniors out Socializing	3/10	9
Lunch and Learn Spring Real Estate	3/13	20
Bunco and Baked Goods @ WRC	3/14	0
St. Patty's Day Luncheon and Trinity Irish Dancers	3/17	27

Upcoming March events	Date
Pub Trivia	3/23
Birthday Lunch	3/24
Bunco and Baked Goods @ TC	3/28

Senior Fitness Classes

	Winter 2022	Winter 2023 To Date
50+ Basic Exercise	43	49
Tai Chi (Daytime)	5	16
Tai Chi (Evening)	cancelled	cancelled
Feel Better Workshop	Not offered	3
Line Dancing	Not offered	24
Gentle Yoga	0	12
Balance Class	Not offered	18



Early Childhood

Little Stars Childcare – Full Day

There are 46 children enrolled in the LSC program compared to 39 at this time last year. We are back to pre-COVID numbers as we closed in March 2020 with 46 children. The breakdown of current enrollment is:

5 days: 28

4 days: 2

3 days: 13

2 days: 3

The next open houses for LSC are scheduled for April 8 and May 20.

Part-Day Preschool 22/23

	21/22 WRC	22/23 WRC	21/22 TC	22/23 TC
Threeschool	5	C	13	10
2's Playschool	11	C	23	20
3 & 4 yr old Preschool	32	42	77	91
TOTAL	48	42	113	121

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	10	4
2's Playschool	C	5	20	0
3 & 4 yr old Preschool + new PM extended school	42	34 +9	91	56
TOTAL	42	39	121	60

Enrichment Classes:

There are 78 children enrolled in early childhood enrichment classes for Winter 2023 compared to 80 last year. There are 29 children in Kid & Tot Rock music class compared to 12 last year.



School Age - STAR and Day Camps

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	7	16	19	23	65	47
Fairview	3	13	11	24	51	58

Lakeview	2	9	12	30	53	55
MacArthur	1	14	28	34	77	58
Muir	3	5	16	21	45	41
Lincoln Prairie	6	10	18	15	49	43
Total for D54	22	67	104	147	340	302
Whiteley	2	10	28	31	71	85
Thomas Jefferson	2	12	16	40	70	54
Total for D15	4	22	44	71	141	139

Kinder STAR 22/23 Enrollment:

K-star currently has 26 enrolled.

	AM	PM
Whiteley	4	8
Thomas Jefferson	7	7
TOTAL	11	15

School Days Off

	TC	WRC
2/17 Half Day	25	
2/21 Lazer X	23	
2/20 Lazer X		9
2/21 Chuck E Cheese		25

23/24 School Year

Registration opened March 1 for currently enrolled STAR families for the 23/24 school year. Registration will open to new families on March 16.

Camp 2023

- Camp registration will open March 15.
- Field trips have all been secured along with the bus rental reservations.
- Interviews took place this month for camp site coordinators.



Youth Basketball

In-House League - Games were played each weekend in February. The final weekend of February, grades 5-8 will be starting their end of season tournaments.

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

All-Star Games - On February 26, we hosted our all-star games at NOW Arena.

Little Hoopers - (PreK-K) plays on Fridays. In February, teams introduced 3 on 3 half court games with the goal to introduce the players to 5 on 5 by the end of February.

Youth Baseball

Spring League- Registration opened on January 15. Coaches meetings are being set up for March 11-12. Teams will begin outdoor practice the week of March 27 (weather pending). Pony and Bronco teams will begin their seasons on April 22. Shetland, Pinto and Mustang will begin on May 4.

	Shetland	Pinto	Mustang	Bronco	Pony	Total
2022	60	38	22	13	11	144
2023	83	60	21	18	13	195

N60 baseball- n60 is back at HEParks with our U12 team. These players have been with us since Shetland (kindergarten) and Coach Donohue has been coaching with this group of boys since 2016! They have begun indoor practice on Sundays in February, and will continue 1-2 days a week on the Performance shelf.

New High School Whiffle Ball Leagues - New this year we will be offering a 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 4 players to create a team! Whiffle ball is starting to trend up and we want to be on the forefront of this new trend!

Soccer

Soccer Lessons

Winter classes began mid-January. To date there are 135 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.

Outdoor Soccer League

To date there are 342 children enrolled compared to 313 last year. The inter-village league starts the end of March and the in-house league starts mid-May.

Ice Fishing

Ice fishing classes were cancelled this month due to the warmer temperatures.

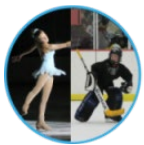
Adult Pickleball League

Winter league began mid-January and ended early March. 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.

A new spring session will start at the end of March and run through April. Spring outdoor league begins in early May.

E-Sports

- We held two Fortnite Tournaments in February with a total of 20 participants.
- We had three birthday parties at the eSports Zone.



Ice Operations

Hockey:

Spring League: Registration for spring league opened the end of February. The season will begin in April. There are already 113 players enrolled.

NEW! Pure Development Hockey. This new training program includes two days of ice practice and one off ice strength training. Coached by Brent Sopel (ex-Blackhawks player) and Vas Kosili, registration is almost full for this new program. Training begins mid-March. There are 42 players enrolled so far.

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
TOTAL	185	202

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	16
Pee Wees	17	14
Bantams	15	15
Total	50	45

Hockey lessons: Winter lessons began early January.

	Winter 2022	Winter 2023
Tot Hockey	43	52
Level 1	34	39
Level 2	44	31
Total	121	122

Figure Skating:

The winter session of Figure Skating started mid-January.

There are 461 skaters enrolled in winter compared to 365 last year.

There are 20 skaters enrolled in the monthly freestyle ice membership. There also is an average 28 skaters that pay drop-in for freestyle ice instead of the unlimited ice use membership.

Public Skate for February:

- February 5: 157 pre-registered plus 119 walk-ins
- February 19: 134 pre-registered plus 127 walk-ins
- February 20: (Modified Skate : **NEW!**) 4 pre-registered
- February 20: 145 pre-registered plus 88 walk-ins



Aquatics

Indoor Swim Lessons: Winter session one ended the last week of February. Session two began the first week of March. Enrollment for both sessions is listed below.

	Winter 2022:	Winter 2023
Group	106	260
Parent / Tot	25	24
Tot	6	20
Adult	n/a	14
Total	137	318

Seascape Pass sales went on sale January 3. Last year we launched sales on Black Friday weekend in November. To date we have sold 40 passes compared to 126 sold last year at this time.



Communications and Marketing

Major focuses this month:

- Launch of spring programs
- Spring hockey league registration
- Preschool 23/24 registration
- Little Stars Childcare
- Girls Night Out
- Fish Fry at Bridges
- Website homepage and internal site page designs

Website Page Visits:

Top 5 visited sites for February 2023: Home, Program Guide, Soccer, Basketball, and Hockey

(Compared to top 5 for February 2022: Home, Program Guide, Public Skate, Now Hiring, and Figure Skating)

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

Page rank	Page Name	Page views
3	Soccer	1,266
4	Basketball	997
5	Hockey	935
8	Camp	871
9	Youth Sports	781
11	Figure Skating	706
13	Swimming	599
14	Preschool Part Day	598
15	Senior Programs	579
16	Youth Programs	559
17	Baseball	532
19	Pickleball	486

Email campaigns:

Twelve e-blasts were sent out this month.

- Preschool Email to Preschool Age Families 2/2 – 40% open, 109 Clicks
- Senior Center – Free Try Class 2/6 – 52% open, 64 clicks
- All District Email 2/7, 39% Open, 162 Clicks
- All About Fitness 2/10, 39% open, 257 Clicks
- All District 2/14, 38% Open, 213 Clicks
- All District (Activities this weekend) 2/16, 38% Opens, 91 Clicks
- Senior Center (Blood Pressure Check) 2/16 42% opens, 6 Clicks
- All District Email. 2/21, 38% Open, 231 Clicks
- All District GNO, 2/21, 43% Open, 13 Clicks
- Dog Email – 2/22, 41% opens, 1 Click
- All District – Guide Sneak Peek – 38% Open, 467 Clicks
- Senior Newsletter – 45% opens, 126 Clicks

of Followers:

Account	Social Media Platform	December 2022	January 2023	February 2023
Bridges of Poplar Creek	Facebook	1250	1252	1254
	Instagram	168	167	170

	Twitter	160	160	160
The Club	Facebook	1806	1808	1774
	Instagram	446	452	453
	Twitter	46	46	46
HEParks	Facebook	6849	6874	6954
	Instagram	1133	1148	1158
	Twitter	1116	1118	1121
Ice Academy	Facebook	121	121	121
Wolf Pack	Facebook	506	520	537
Senior Center	Instagram	497	534	553
	Facebook	142	144	146

Social Media:

HEParks Social Media Highest Posts

- The most popular post during February was an informational post about the free indoor walking track. This post reached 12,851 accounts organically.
- Mommy & Son Dance Post reached 2,587 accounts
- Fish Fry reached 2,270
- Youth Hockey League Registration Posts reached 16,994 accounts.
- Girls Hockey Registration – using targeted audience demographics, reached 9,402 area families interested in hockey with daughters. This ad led to 269 clicks going to HEParks.org

74 Social Media posts made to HEParks Facebook and Instagram Accounts

Press Releases:

- Distinguished agency
- Modified Skate
- Modified Mother & Son Dance

BRIDGES DIVISION REPORT

Motion:

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

Bridges General Programs:

- TopTracer has continued to do well during the month of February with daily rentals. We are also off to a great start with a complete sell out of our opening TopTracer two-person event on March 11 with 20 teams. The spring leagues have been announced and are completely sold out for Mondays & Thursdays and only four spots remain on the Wednesday night four-person team league.
- Staff has created our Event Schedule for 2023. Bridges has the following events planned:
 - Friday Night Fish Fry: 2/24 – 4/7 (every Friday, total attendance first three weeks: 295)
 - TopTracer two-person Best Ball: March 11 (sold out)
 - March Madness Golf Event: March 18 (postponed to 3/25 - weather)
 - Breakfast with the Bunny April 1 (11 a.m. sold out; five tables left for 8:30 a.m.)
 - Par 3 Challenge: April 5 (12 spots left)
 - Spring Senior Scramble #1: April 26 (12 spots left)
 - Spring Senior Scramble #2: May 17
 - SRT Foundation Golf Outing: June 7
 - Fall Senior Scramble: October 4
 - Pro-Am Scramble: October 8
 - Turkey Shoot: November 4
 - TopTracer Four-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!

Bridges Marketing

- Gained access to digital platforms (website, email and social media); getting familiar with different platforms
- Created a detailed annual campaign calendar to schedule and track marketing initiatives
- Created/scheduled email blasts for Fish Fry Fridays / Breakfast with Bunny
- Fish Fry Fridays
- Breakfast with Bunny
- Scheduled email blasts for golf outings/leagues
- Designed new marketing collateral for The Tap Inn (tabletops, table numbers) to give a fresh look with the remodel
- Designed new marketing collateral for Halfway House
- Updated wedding menus
- Updated website (streamline information/navigation; added upcoming events)

- Attended PGA Superstore Demo Day; promoted TopTracer Range (Sponsored Putting Challenge); signed up attendees for raffle
- Started organizing digital files to optimize navigation
- Created SOPs for marketing tasks

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
0	0	0	25	118	29
YTD RANGE BASKET SALES TOTALS					
2019	2020	2021	2022	2023	5 Year Average
15	0	0	25	202	48

TopTracer Hour Totals

MONTHLY TOPTRACER RESERVATION HOUR TOTALS	
2022	2023
0	255
YTD TOPTRACER RESERVATION HOUR TOTALS	
2022	2023
0	381

Food & Beverage

- We had a successful first three weeks of Fish Fry.
 - Week 1 – 101 Guests
 - Week 2 – 123 Guests
 - Week 3 – 71 Guests
- Staff is currently preparing for St. Patrick’s Day specials and Fish Fry for March 17, as well as the next music night at Fish Fry on March 24. Check out the Bridges website for more information and our menu!

March

- 1 breakfast meeting servicing 17 guests
- 2 baby showers servicing 50 guests
- 1 ceremony only servicing 100 guests
- 1 engagement party servicing 50 guests

April

- Breakfast with the Bunny
- 1 Shower servicing 40 guests
- 1 all-day meeting servicing 30 guests
- 1 First Communion luncheon servicing 40 guests
- 1 ceremony and reception servicing 100 guests

2023 weddings

- 8 ceremony and receptions
- 1 on tentative hold as of 3/12
- 1 reception only
- 1 ceremony only

2024 weddings

- 1 ceremony and reception



February 2023

Membership Totals	<u>2/28/2022</u>	<u>2/28/2023</u>	<u>1/01/2023</u>	<u>Var. +/-</u>
Totals	2,104	2,649	2,418	+231

Member Services/Sales

- The Club team enrolled 156 new members in February! The Club has been extremely busy with day-to-day use from members. Staff has done an excellent job keeping the facility clean and members happy in this busiest of times.
- We offered a reduced enrollment fee of \$19.00 in February and highlighted our referral reward of \$25 Club Cash for each referral. We had 15 member referrals in February.
- We were curious to compare some membership age demographics of pre and post renovation as we are seeing many younger people joining as members. Here is a comparison of these age demographic numbers.

Age Range	Pre	Post
0-9	.07	0.14
10-19	6.41	10.35
20-29	11.11	19.11
30-39	11.11	12.77
40-49	15.51	16.41
50-59	19.25	19.11
60-69	21.21	14.69
70-79	14.59	6.39
80-89	.74	1.03

- We had 2,187 unique visits in February, meaning approximately 82 percent of members visited/used the facility at least once a month.
- The Club had 95 United Healthcare Renew Active pass holders use the facility in February (at least one time).

Club Marketing

- Gained access to digital platforms (website, email and social media); getting familiar with different platforms
- Coordinated with District C&M to understand current process (design/marketing initiatives) and plan for transition
- Planning marketing strategy (email, print and digital) plan to optimize execution and operational efficiency
- Walked through facility to inventory signage; took down old signage (Phase-4 Covid protocols, etc.)
- Designed A2Zoe Spring Basketball Camp promotion; developed plan to highlight A2Zoe more at The Club
- Started organizing digital files to optimize navigation

Operations and Fitness Departments:

- The Club rentals were extremely active in January.
 - 3 Overnight lock-ins
 - 4 Birthday parties
 - 7 Windy City Bulls practices
 - 44 volleyball rentals
 - 13 basketball rentals
 - 11 soccer rentals
 - 23 pickleball court rentals
- Group Fitness classes are going strong and the Fitness Manager is working diligently to keep up with the latest trends in group. Here are some Group Fitness Program Highlights:
 - 105 HIIT Members

- Early morning Boot Camp numbers are drawing in 22-25 members each class (MWF 5:30a)
- Early morning HIIT class is drawing 12-18 members each class (TU/TH 5:30a)
- Some of the most well-attended classes are Power Sculpt at 20-30 members/class, Aqua Blast (TU/TH) 33-35 members/class, Barre 15-19 members/class, and Boxing Circuit 20-28 members/class
 - Club staff offered a couple of special events in February
 - Dick Pond, Hoffman Estates visited The Club on February 3 where they offered complimentary Gait Analysis to our members
 - BMI Testing offered by Ascension on Feb 21 where we had approximately 30 people take advantage of the testing.
 - Complimentary blood pressure checks and “ask the trainer” table on Feb 11
 - Foam Rolling – tips and tricks Feb 21
 - Boxing – tips and tricks Feb 18
 - Specialty class – Nidra Yoga Feb 17
 - Social Media - We Love Our Members Wednesday



ADMINISTRATIVE SERVICES DIVISION REPORT

Motion:

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

Administrative Services

- Created the Wellness Committee and held the first meeting to promote our PATH wellness program and organization-wide wellness.
- Completed Affordable Care Act 1094 and 1095 requirements and successfully submitted the forms to the IRS.
- Completed OSHA 300 Work-Related injuries and Illnesses Log for submission to the Department of Labor and posting within the District.
- Held an active shooter tabletop exercise with the Safety Committee to evaluate how we can improve our procedures.
- Officially transitioned to a new DOT drug and alcohol random testing consortium managed by Northwest Community Hospital.
- Processed PATH program reimbursements for participating employees.
- Assisted Recreation department in the termination of facility use privileges for two separate incidents of patrons violating District policies.

Human Resources

- Processed paperwork for 14 new part-time hires.
- Processed paperwork for three volunteers.
- Attended PDRMA's Claims Reporting Update webinar for changes regarding the process for reporting claims.
- Completed 30-day check-in/evaluation with new IT Specialist, Kevin Hassler.
- Participated in first and second round interviews for the new Superintendent of Recreation-Programs.
- Appointed departmental member of new DEI Committee for the district; attended first meeting this month to discuss how we can be more inclusive.
- Completed the HR portion of audit documents for the Business Department.

FINANCE AND IT DIVISION REPORT

Motion:

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

Finance:

- Staff has completed the 2022 internal audit and will assist Lauterbach & Amen once they begin conducting their annual audit review beginning March 6.
- With the staff's assistance, all outstanding purchase orders for the year ending 2022 have been closed.
- Processed applicable monthly and quarterly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household members and member holds before the March billing.
- Completed BS&A software updates.
- Prepared an analysis of Club members based on age, gender, and where they reside.
- Prepared an additional report of Club members by zip code and age grouping.
- Prepared a report of annual part-time hours worked to aid in developing a recognition program.
- Prepared a listing of all addresses within a ½ mile radius (expanded to 1 mile) of Triphahn center for a marketing campaign.
- Prepared a listing of all keywords assigned to programs in the registration software. This listing is being reviewed to expand customers' ability to find programs using the search feature.
- Investigated and tested a process for reducing the ability for lost cards or stolen member numbers to be used for unauthorized access to fitness centers.
- Adjusted wording and presentation on the web registration site.
- Completed benchmark data for the City of Elgin.
- RecTrac Enhancements/Processes
 - Automated additional reporting
 - Camp billing structure
- Payroll Cycle Processing
 - 02/03/23 \$294,036.12
 - 02/17/23 \$306,966.19

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
 - Adjusted room reservations for winter programs
 - Program Fee/Rule Adjustments
 - 23/24 Preschool
 - 23/24 STAR
 - Assisted in Training New Staff

- Administrative Registration for:
 - Park Permits
 - Waitlist Enrollments
 - STAR
 - Preschool

Technology:

- Security Cameras
 - Bridges of Poplar Creek – IT is planning to install an interior camera in the TopTracer building to monitor the beverage cooler.
 - Triphahn Center – One of the security cameras for the East rear parking lot has failed, IT is in the process of replacing the camera.

- Due to AT&T retiring our analog POTS lines, IT is working to standardize ALL of the District’s elevators in order to be code compliant.
 - IT met with a vendor, Kings III, who specializes in emergency communications. Kings III recently completed the implementation of the elevator emergency phone line at the Vogelei House for NWSRA.

- The new server hosts, named HEPD-VH04 & HEPD-VH05, have been configured and all virtual servers have been transitioned.

Park District Updates 3.3.2023

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

Upcoming Events

- **Mar 3 - Fish Fry – Live Music with Harry Hmura**
- **Mar 5 - Public Skate**
- **Mar 10 - Fish Fry – March 10**
- **Mar 10 - Adult Fortnite Tournament**
- **Mar 11 - Pot of Gold Climb**
- **Mar 11 - Kid’s Night Out at the E-Sports Zone**
- **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**
- **Mar 24 - E-Sports Tournaments**

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

Tonight’s Fish Fry event includes live music with Harry Hmura! The Friday Night Fish Fry at Bridges continues every Friday through April 7. The hours are 4:30 to 9:00 p.m., 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!

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](#).

IAPD Financial Sustainability Certification Program – March 28-30 – Chevy Chase Country Club, Wheeling

This three-day course addresses “complex issues including the pressing need to practice financial discipline and acknowledge the responsibility commissioners and professionals have as stewards of taxpayer dollars”. Learn about the responsibility of spending, generating revenues, and how to create a financially sustainable future for HEParks and the field of Parks and Recreation. The program instructor, Jamie Sabbach, is experienced and knowledgeable. Breakfast and lunch are included on Tuesday and Wednesday. Thursday is a half day, ending at noon. Additional details are available at this [link](#).

Have a great weekend!

Thanks,
Craig

Park District Updates 3.10.2023

Sending the updates a day early this week!

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

Upcoming Events

- **Mar 10 - Fish Fry – March 10**
- **Mar 10 - Adult Fortnite Tournament**
- **Mar 11 - Pot of Gold Climb**
- **Mar 11 - Kid’s Night Out at the E-Sports Zone**
- **Mar 12 - Try Figure Skating for FREE**
- **Mar 14 - Hiring Event at Triphahn Center**
- **Mar 15 - Hiring Event at Bridges of Poplar Creek**
- **Mar 16 - Hiring Event at The Club at Prairie Stone**
- **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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HEChamber Bon Appetit Community Food and Drink Festival – Thursday, April 20

The HEChamber is hosting its annual Bon Appetit Community Food and Drink Festival on Thursday, April 20 at Bell Works, from 5:00 to 7:30 p.m. You can sample a selection of food offerings from various restaurants in the Hoffman Estates and northwest suburban area. A cash bar will be available as well. If you donate a non-perishable food item, you will receive one free raffle ticket! Tickets are \$25 in advance or \$30 at the door.

Have a great weekend!

Thanks,
Craig

Park District Updates 3.17.2023

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

Upcoming Events

- **Mar 17 - Fish Fry March 17 – St. Patrick’s Day**
- **Mar 19 - Public Skate**
- **Mar 24 - Fish Fry March 24**
- **Mar 24 - E-Sports Tournaments**
- **Mar 25 - Kid’s Night Out at the E-Sports Zone**
- **Mar 28 - Public Skate March 28**
- **Mar 30 - Public Skate March 30**
- **Mar 31 - Fish Fry March 31**
- **Apr 1 - Breakfast with the Bunny -Registration full**
- **Apr 1 - Doggie Eggstravaganza – Bo’s Run**
- **Apr 1 - Doggie Eggstravaganza- Freedom Run Dog Park**

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

The Friday Night Fish Fry at Bridges continues every Friday through April 7. The hours are 4:30 to 9:00 p.m., 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!

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HEChamber Bon Appetit Community Food and Drink Festival – Thursday, April 20

The HEChamber is hosting its annual Bon Appetit Community Food and Drink Festival on Thursday, April 20 at Bell Works, from 5:00 to 7:30 p.m. You can sample a selection of food offerings from various restaurants in the Hoffman Estates and northwest suburban area. A cash bar will be available as well. If you donate a non-perishable food item, you will receive one free raffle ticket! Tickets are \$25 in advance or \$30 at the door.

Have a great weekend!

Thanks,
Craig

Park District Updates 3.24.2023

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

Upcoming Events

- **Mar 24 - Fish Fry March 24**
- **Mar 24 - E-Sports Tournaments**
- **Mar 25 - Kid's Night Out at the E-Sports Zone**
- **Mar 28 - Public Skate March 28**
- **Mar 30 - Public Skate March 30**
- **Mar 31 - Fish Fry March 31**
- **Apr 1 - Breakfast with the Bunny -Registration full**
- **Apr 1 - Doggie Eggstravaganza – Bo's Run**
- **Apr 1 - Doggie Eggstravaganza- Freedom Run Dog Park**
- **Apr 1 - Modified Skate with the Bunny**
- **Apr 1 - Skate with the Bunny**
- **Apr 7 - Bunny Drive By**

March Madness 4-Person Golf Scramble – Saturday, March 24 - CANCELED

Tomorrow's March Madness golf scramble event at Bridges of Poplar Creek has been canceled due to predicted snow.

The next scheduled event is the ***Par 3 Challenge on Wednesday, April 5***. Click [here](#) for registration.

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

Live music tonight, March 24! The Friday Night Fish Fry at Bridges continues every Friday through April 7. The hours are 4:30 to 9:00 p.m., 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!

Daily Herald Article – HEParks Summer Camps

Registration for the HEParks summer camps opened Monday and are filling quickly! The Daily Herald published a photo and short article regarding the various summer camps available through the District (photo attached).

HEChamber Bon Appetit Community Food and Drink Festival – Thursday, April 20

The HEChamber is hosting its annual Bon Appetit Community Food and Drink Festival on Thursday, April 20 at Bell Works, from 5:00 to 7:30 p.m. You can sample a selection of food offerings from various restaurants in the Hoffman Estates and northwest suburban area. A cash bar will be available as well. If you donate a non-perishable food item, you will receive one free raffle ticket! Tickets are \$25 in advance or \$30 at the door.

Have a great weekend!

Thanks,
Craig



Campers enjoy outdoor games and activities during HEParks Summer Camp. Registration for the popular program begins March 20. (Courtesy of HEParks Staff)

Hoffman Estates Park District Updated 3/14/2023 9:29 AM

Beginning Monday, March 20, at 8:00 am, parents in Hoffman Estates and the surrounding areas can enroll their children in Hoffman Estates Park District (HEParks) summer camps. Camps include the newly restructured Northside and Southside Explorers program with early, late and full-day camp options, Sports Camp, STEAM, Teen, Creative Arts, Kinder, Hockey and Figure Skating. The one-week camps include field trips and visits to Seascape Family Aquatic Center.