



AGENDA
REGULAR BOARD MEETING NO. 1095
TUESDAY, DECEMBER 19, 2023
7:00 p.m.
Triphahn Center

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
Motion to approve the agenda as presented.
4. RECOGNITION
 - A. Best of Hoffman 3rd Quarter 2023 – MaryEllen McKenna
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
Motion to recess the Board Meeting for the purpose of convening the Administration & Finance Committee Meeting.
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
Motion to reconvene the Board Meeting.
8. APPROVAL OF MINUTES (attached)
 - A. Regular Board Meeting Minutes 11/28/2023
Motion to approve the minutes from the Regular Board Meeting held November 28, 2023.
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
Motion to approve the Consent Agenda items A through D.
 - A. Personnel Policy Changes / M23-112 (see A&F December packet)
 - B. Independent Contractor Agreements 2023 / M23-114 (see A&F December packet)
 - C. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F December packet)
 - D. Acceptance of A&F Minutes 11/28/2023 (see A&F December packet)
10. PRESIDENT’S REPORT

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11. ADOPTION OF EXECUTIVE DIRECTOR’S REPORT
Motion to adopt the Executive Director’s Report as presented.
12. OLD BUSINESS
13. NEW BUSINESS
 - A. Tax Levy Ordinance and PTELL Ordinance / M23-111 / O23-004 / O23-005
Motion to approve the District’s 2023 annual Tax Levy Ordinance O23-004 in the amount of \$11,827,337 and Ordinance O23-005 instructing the county as to where to reduce the levy if necessary.
 - B. 2024 Calendar of Board/Committee Meetings / M23-106
Motion to approve the 2024 Calendar of Board/Committee Meetings as presented.
 - C. Review/Release of Closed Session Minutes / M23-113 / R23-007
Motion to approve Resolution R23-007 “Review of Closed Session Minutes” as presented.
14. COMMISSIONER COMMENTS
15. ADJOURNMENT
Motion to adjourn the meeting.

MINUTES
REGULAR BOARD MEETING NO. 1094
November 28, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on November 28, 2023 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners Friedman, Evans, Kaplan, MacGregor and McGinn,
President Chhatwani

Absent: Commissioner Dressler

Also Present: Executive Director Talsma, Director of Parks, Planning & Maintenance Hugen, Director of Finance and IT Hopkins, Director of Recreation Miletic, IT Specialist Hassler

Audience: Mayor McLeod, Trustees Kinnane, Newell and Statton, Mike McCarty, Ron Evans, Marisa Anstey, Community Reps Harner, Winner and Kulkarni (7:14)

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Recognition:

Mike McCarty, member of the AAPRA and Executive Director of Glenview Park District, presented the National Gold Medal Award to the Board. Mike Kies, former HEParks employee, current Superintendent of Recreation at St. Charles Park District and member of AAPRA also spoke regarding the success of the District. The award is fully funded by Musco Lighting. Musco was not able to send a representative for the presentation.

Mayor McLeod introduced the trustees in attendance and then presented a proclamation, naming November 28, 2023 Hoffman Estates Park Day.

Mayor McLeod and trustees, as well as the AAPRA representatives, left the meeting at 7:17 p.m.

5. Recess for A&F Committee Meeting:

Commissioner Evans made a motion, seconded by Commissioner McGinn to recess the Board Meeting at 7:17 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 MacGregor made a motion, seconded by Commissioner Kaplan to reconvene to the Regular Board Meeting at 7:52 p.m. The motion carried by voice vote.

Comm Reps Harner, Winner and Kulkarni left the meeting.

7. Comments from the Audience:

None

8. Approval of the Minutes:

Commissioner Friedman made a motion, seconded by Commissioner McGinn to approve the minutes from Regular Board Meeting held October 24, 2023.

The motion carried by voice vote.

9. Consent Agenda:

Commissioner MacGregor made a motion, seconded by Commissioner McGinn to approve the consent agenda items A through D.

On a Roll Call: Carried 6-0-1

Ayes: 6 Chhatwani, Friedman, Evans, Kaplan, MacGregor, McGinn

Nays: 0

Absent: 1 Dressler

- A. Balanced Scorecard (see A&F November packet)
- B. Open and Paid Invoice Register: \$526,814.51 (see A&F November packet)
- C. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F November packet)
- D. Acceptance of A&F Minutes 10/24/2023 (see A&F November packet)

10. President's Report

President Chhatwani noted the following:

- Congratulations to HEParks, especially Executive Director Craig Talsma for receiving the National Gold Medal Award. Your dedication and hard work have resulted in this award. Thank you for everything you do.
- She expressed her heartfelt thanks to each of her fellow commissioners, noting their unwavering support has been the bedrock for all of the District's success. Their unique contributions, expertise and collaborative spirit has truly driven us forward. She is proud to have each of you by her side and looks forward to continued growth and success of the park district together.

11. Adoption of Executive Director's Report:

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

12. Old Business:

None

13. New Business:

A. ANNOUNCEMENT: Intent to levy \$11,829,432 for the 2023 Tax Levy to be collected for the 2024 fiscal year.

B. Limited Bond Issue / M23-103 / O23-006

Commissioner Friedman made a motion, seconded by Commissioner McGinn to approve Ordinance O23-006 for the issuance of General Obligation Limited Bonds.

On a Roll Call: Carried 6-0-1
Ayes: 6 Chhatwani, Friedman, Evans, Kaplan, MacGregor, McGinn
Nays: 0
Absent: 1 Dressler

14. Commissioner Comments:

Commissioner Evans said we are enabling and executing success. Thank you all.

Commissioner Friedman said that he was able to get a couple of high school kids to volunteer for the District, and one of the young men has expressed interest in working with the park district this summer. Also, one of Commissioner Friedman's teams had an undefeated season this fall.

Commissioner MacGregor congratulated Executive Director Talsma and all staff for the hard work. He added that it was an honor to hear the presentation and proclamation.

Commissioner Kaplan said the recognition is great. Congratulations to everyone. We have a good leader at the top and good staff as well.

Commissioner McGinn said congratulations. It was nice to hear the mayor and representatives from the national organization. To continue to be recognized over multiple years is something to be proud of. Also, he attended a gender reveal at Bridges – his daughter is going to have twin girls! He is looking forward to Santa’s breakfast.

15. Executive Session:

Commissioner Friedman made a motion, seconded by Commissioner McGinn to enter into Executive Session at 8:03 p.m. for the purposes of:

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

- August 29, 2023

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

On a Roll Call: Carried 6-0-1

Ayes: 6 Chhatwani, Friedman, Evans, Kaplan, MacGregor, McGinn

Nays: 0

Absent: 1 Dressler

15. **Adjournment:**

Commissioner Friedman made a motion, seconded by Commissioner MacGregor, to adjourn the meeting at 8:36 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. 1095**

EXECUTIVE DIRECTOR'S REPORT

December 2023

PARKS DIVISION REPORT

MOTION

Motion to recommend to the full board to include the Parks, Planning & Maintenance December Board Report in the December Executive Directors Report.

ADMINISTRATION & CAPITAL PROJECTS

Pine Park Renovation:

The area where the new playground will be installed in 2024 was identified and earthwork for this area was completed by in-house staff. Concrete curbing was completed so that in the spring the installation of the playground can take place.

2024 Planning:

Planning for the following bids and or agreements to be released and opened in January/February is under way.

- Purchase electric autonomous mower
- Purchase electric autonomous field marker
- Structural repairs at WRC
- Pine Park Playground
- Asphalt repairs
- Outdoor sport court resurface
- Replacement of Seascape aquatic play feature
- Indoor courts sand and seal
- Outdoor courts resurface
- Contractor for controlled burns at Victoria and Hunter Ridge

AQUATICS AND BUILDINGS

Triphahn Center:

- New auxiliary high limit switch installed on AAON unit 1; Cleaned the return air duct and filters and fixed screens that were clogged or collapsed in the duct.
- New igniter wires installed for the fitness center AAON unit; new ignition control module to be installed.

- Staging relay and new inducer motor were installed for hydronic boiler.
- Compressor water cooling system was cleared and and strainer was cleaned.
- Multiple ballasts replaced in Wolves locker room.
- HVAC preventative maintenance.

Bridges of Poplar Creek:

- Replaced Bell & Gossett re-circulation pump and motor on Raypak hydronic Boiler #2; cleaned and installed flow switch.
- Blower motor rewired for high voltage on trade RTU feeding the upstairs banquet room.
- Multiple hot water coils were cleaned for basement heating system.
- Cart barn exhaust fan and housing were cleaned.

PARKS

Parks & Forestry:

- Pickleball storage shed doors at Fabbrini were replaced and new wall was built.
- Thor Guard systems taken down, with the exception of the golf course that will remain an additional week.
- Posting of “No Ice Use” signs and flags is underway.
- Turf application was done at various parks, schools & athletic fields.
- Tree pruning at multiple sites.
- Native and natural area mowing at multiple sites.
- Setup for Winterfest.
- Burn permits obtained.
- Planned burns to take place at Bridges of Poplar Creek on December 13 and 14.

Playgrounds:

- Canopies were removed for the season at all playgrounds and dog parks; damaged ones will be repaired.
- Routine playground checks and inspections were conducted.

Athletic Fields/Courts:

- Pickleball windscreens were removed at Fabbrini and windscreen maintenance took place at Pine Park.
- Lighting timers have been adjusted to come on at 4:00 P.M. for the pickleball courts at Fabbrini.

Bridges Maintenance

- All integrated pest management applications were made for winter protection.
- Select new tee boxes had winter covers applied.
- All greens have been buried with topdressing sand for winter protection.

RECREATION DIVISION REPORT

Motion:

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

Recreation Division



- Three staff attended the Risk Management Institute in Tinley Park on November 10 led by PDRMA
- Staff attended the D54 community partnership breakfast on November 14.
- Several Recreation staff attended the IPRA Recreation November Section meeting in Streamwood.
- A new tradition was started at Triphahn Center: Staff decorated the Hockey helmet for the holidays. A special thanks to Kim Harrison for sewing the Santa Hat.



General Programs

General Programs:

Program	Fall 2022	Fall 2023 *to date
Baton & Poms	40	52
A&A Music (piano & guitar)	6	6
Shotokan Karate	135	134
Tae Kwon Do	45	43
Gymnastics	380	411
Racquetball lessons	6	24
Racquetball leagues	38	23
Aneta Art	10	6
Palatine Choir/Theater		8

Dance

Dance Happenings in November and December

- 13 private lessons
- Company Friendsgiving on November 17
- Registration opened for current student for the recital session starting in January.
- Registration opens to the public for recital session on December 6
- Company will perform at Winter Fest on December 9
- Company holiday party on December 15

Fall Dance Numbers:

Style	Fall 2022 Classes offered	Fall 2022 numbers	Fall 2023 Classes running	Number enrolled as of 12/1/2023
Junior Company	0	0	1	5
Stars Dance Company	1 (4 levels)	25	1 (4 Levels)	26
Ballet/Tap	7	68	7	65
Ballet/Jazz	6	47	4	23
Jazz/Hip Hop	3	26	4	42
Tap	2	10	2	12
Specialty	2	11	2	11
Total	21	187	21	184

-HOTT Theatre’s Nutcracker performance was November 9 and 10.

Special Events:

Holiday Craft Fair at Triphahn: November 11 from 10:00am-2:00pm. 72 Vendors participated. There were 125 shoppers in the first hour and a half.

Winterfest at Bridges is Saturday, December 9th 10am -2pm

Sleigh Ride with horses, sled dogs and HeParks Star dance performance are booked. A gingerbread house contest is part of this event as well for a small fee . We have 13 enrolled for that portion. We will have 13 volunteers and full time staff working the holiday games, cookie station and smore station. This free holiday gathering will be a great kick off to December!



Early Childhood

Fall Family nights happened on November 13 and 14. Each classroom created a STEAM activity, and the children were given “passports” to travel from room to room and complete the activity. They received a stamp in their passport from every room visited.

	22/23 WRC	23/24 WRC to date	22/23 TC	23/24 TC to date
Threeschool	Cancelled	Cancelled	11	8
2’s Playschool	Cancelled	11	17	Cancelled
3 & 4 yr old Preschool	37	32	87	82
TOTAL	37	43	115	91

Late Stay WRC -----5 days: 10 3 days: 3
 LSC----- 5 days: 34 3 days: 7 2 days: 2

2022	2023
38 (3 rooms)	43 (3 rooms)

LSC fall family night was on November 16. We had a movie night with hot dogs, popcorn, and hot chocolate. The film “Charlie Brown Thanksgiving” was shown. 65 people were in attendance (around 20-25 families).

Enrichments:

Programs – session 2	Enrolled
Lunch Bunch	4
Sticky Fingers	10
Little Scientist	18
Books Come Alive	3

Rock’n’Kids – Session 1

Kid Rock: 12

Tot Rock: 9



50+ Club November Board Report

<u>November 50+ Events:</u>	<u>Date:</u>	<u>Attended:</u>
Seniors Out Socializing (Early Bird)	11/1	11
Lunch and Learn Pizza preneed	11/8	19
Fireside Theater	11/9	25
Seniors Out Socializing	11/10	16
Pub Trivia	11/16	29
Birthday Lunch	11/17	17
Holiday Dinner Party	11/30	46

<u>December 50+ Events</u>	<u>Date</u>	<u>Enrolled</u>
Fall Fun Bingo	12/6	3
Seniors Out Socializing	12/8	5
Morton Arboretum & Dinner Ike/Oak Brewery	12/12	17
Pub Trivia	12/14	19
Birthday Lunch	12/15	12

**Senior Fitness Classes
Group Exercise Enrollments for 50+**

Class	Fall 2022	Summer 2023	Fall 2023 (as of 12/1)
50+ Basic Exercise	42	34	69
Tai Chi (Daytime)	13	9	12
Tai Chi (Evening)	13	Cancelled	Cancelled/instructor quit
Feel Better Workshop	3 (for half the season and then then 2 dropped)	Cancelled	Cancelled
Line Dancing	18	29	27
Gentle Yoga	Cancelled due to low enrollment	15	30
Balance Class	5	Not offered - instructor issue	15



School Age - STAR and Day Camps

STAR Enrollment 23/24

	3 days before	3 days after	5 days before	5 days after	Total enrolled 23/24	<i>Waitlist</i>	<i>Total enrolled last year 22/23</i>
Armstrong	6	8	18	21	53	0	63
Fairview	3	14	8	22	47	0	50
Lakeview	0	7	15	30	52	5	60
MacArthur	1	12	32	44	89	0	77
Muir	4	3	15	18	40	2	41
Lincoln Prairie	5	8	27	16	56	0	51
Total for D54 23/24	19	52	115	151	337	7	342
Whiteley	6	6	22	36	70	2	71
Thomas Jefferson	2	9	18	48	77	11	54
Total for D15	8	17	40	84	147	13	139



Youth Baseball

- Planning is underway for offseason training and Spring 2024 information is starting to come together.
- Surveys were sent out to families and coaches at the end of the season.
 - Feedback was appreciated and will help to guide future planning of the program.

Adult Sports

- Pickleball leagues continue on Monday nights and the current session runs through December 18 with two divisions, Social and 3.5+ Competitive, along with an introductory class for beginners.
 - Beginner Class - 6 enrolled
 - Social League - 12 teams enrolled
 - 3.5+ Competitive - 8 teams enrolled
- Efforts are underway to push registration for an Adult Basketball league that would begin in January.

Hoffman Basketball Academy

- November Camps - This is the first time we have offered camps in November. Typically we left November open to focus on arranging teams for our upcoming winter league but there was a great interest in another month of camps.

	Wed K-2 nd	Wed 3-5 th	Thu K-2 nd	Thu 3 rd -5 th	Thu 6-8 th	Totals
2022	Did not offer	Did not offer	Did not offer	Did not offer	Did not offer	Did not offer
2023	10	9	20	11	0	50

- 2023 camps in review. This year we offered eight more camps than 2022 and eleven more than 2021. This is because we added sessions on Wednesdays at Willow Recreation Center and offered camps in November. We had a total of 402 participants throughout all of our camps. That is 37 more participants than 2022!

Winter Basketball League (Numbers as of 12/5)

	1/2 nd	3/4 th boys	5/6 th boys	7/8 th boys	3/4 th girls	5/6 girls	Total
2022	107	60	60	34	21	10	305
2023	93	60	50	40	29	10	282

- We're down 23 players for two reasons. Hoffman Feeder Basketball is now offering a 3/4th grade team for both boys and girls. We're also offering a league in January/February that is currently taking registration for PreK-K age players. In 2022 we allowed Kindergarteners of a certain age to play in our 1/2nd grade league. Now we're encouraging them to sign up for our little hoopers league. We will likely have a higher

total number of players in 2023 when our registration for little hoopers is complete (deadline is January 6).

- Little Hoopers (PreK-K) registration is now open. The league runs from January 19 to February 23.
- During the month of November a lot of league planning occurred. We hosted evaluations for our 5-8th grade teams on Saturdays. We had coaches meetings during the weeknights for all levels and conducted two intervillage meetings during the weekdays with South Barrington and Rolling Meadows.
- What’s ahead in December - Practices begin the week of December 4. Picture day will be on December 16. Game schedules will be created. Uniforms will be handed out.



Aquatics

	<u>December 2021</u>	<u>December 2022</u>	<u>December 2023</u>
Group	70	154	105
Parent/Tot	10	12	17
Tot	6	9	13
Adult	N/A	9	5
TOTAL	86	184	140

FACILITIES AND MARKETING DIVISION REPORT

Motion:

Recommend the December Facilities & Marketing Report to be included in the December Executive Director’s Report for Board approval.

Bridges General Programs:

Turkey Shoot event was another sold out event. Congratulations to our Flight Winners:

- A Flight: Denny Miller & Jim Karras -4 (66) – Back to Back Champions
- B Flight: Roger Bechtold & John Newcomb +1 (71)
- C Flight: Russ Stirmell + Brandon Endicott +5 (75)
- D Flight: Chris Corbett + Nicholas Corbett +12 (82)

Breakfast with Santa is sold out. We have a total of 318 guests registered for this event.

Weather provided us with a nice end of the season push on rounds with some December golf in the forecast. The course will be officially closed on Monday, December 11 for the season.

Golf Rounds

MONTHLY ROUND TOTALS					
2019	2020	2021	2022	2023	5 Year Average
117	2,016	1,127	1,452	1,332	1,209
YTD ROUND TOTALS					
2019	2020	2021	2022	2023	5 Year Average
24,299	26,352	30,482	29,387	31,330	28,370

Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2019	2020	2021	2022	2023	5 Year Average
1,035	1,090	411	616	465	723
YTD RANGE BASKET SALES TOTALS					
2019	2020	2021	2022	2023	5 Year Average
18,755	17,697	20,153	17,506	20,644	18,951

Toptracer Hour Totals

MONTHLY TOPTRACER RESERVATION HOUR TOTALS	
2022	2023
251 Hours	506 Hours
YTD TOPTRACER RESERVATION HOUR TOTALS	
2022	2023
3,688	5,924

Food & Beverage

December

- 1 lunch meeting servicing 28 guests
- 2 holiday parties servicing 165 guests
- 1 50+ dinner servicing 47 guests

January

- 1 meeting servicing 11 guests
- 1 anniversary party servicing 75 guests
- 1 breakfast meeting servicing 25 guests

2023 weddings

- 8 ceremony and receptions
- 3 reception only
- 1 ceremony only

2024 weddings
6 ceremony and receptions

2025
1 ceremony and reception



November 2023

Membership Totals	11/30/2022	1/01/2023	11/30/2023	Var. +/-
Totals	2,346	2,418	2,793	+385

Member Services/Sales

- The Club team enrolled 137 new members in November, starting the month fairly slow with new enrollments, but finishing strong an end of month Black Friday offer that brought in 75 members in the last week of the month! This year’s Black Friday offer was \$0 enrollment fee with a “no dues until December” offer PLUS a t-shirt.
- The Club celebrated another “Namaste November” this month, highlighting and featuring special mind and body classes like Bedtime Yoga, Chair Yoga and Yoga for Pickleball. This annual feature is always a favorite of Club members!

NAMASTE! NOVEMBER

WEDNESDAY, NOVEMBER 1: 6:00 - 6:50 PM
BARRE & STRETCH with Jenneen
 Get all the benefits of a traditional barre class by targeting hips, glutes, legs and abs, but with an increased focus on strengthening and lengthening muscles and improving flexibility.

FRIDAY, NOVEMBER 3: 6:00 - 7:00 PM
BEDTIME YOGA with Shana
 Sit on your floor with a bolster and a blanket. This class will combine gentle movement with restorative, relaxing poses to calm the central nervous system and prepare your body for a good night's sleep.

SATURDAY, NOVEMBER 4: 7:30 - 8:45 AM and 9:00 - 10:15 AM
RESTORATIVE & MORNING NIDRA with Kelley
 Restorative yoga is a gentle, slow-paced style of yoga that focuses on physical health. It is supported by props, blankets and bolsters to keep the spine in total relaxation and release. This will be combined with Yoga Nidra, a Yoga Sutra inspired meditation where the brain will switch from activity to meditation, allowing the body and mind to fully relax and release all stress.

SUNDAY, NOVEMBER 5: 10:00 - 10:50 AM
RESTORATIVE PILATES with Emily
 Using props like bolsters and blankets, this class will emphasize breath work, stretching and controlled movements to achieve a relaxed mind and restored body.

SUNDAY, NOVEMBER 6: 11:00 - 11:50 AM
YIN/YANG FLOW with Meg
 A combination of two types of yoga. An easy Yin/asa flow for half the class followed by long stretches and deep hip poses.

MONDAY, NOVEMBER 6: 7:00 - 7:45 AM
MYOFASCIAL & FLOW with Kelley
 This class will help fascial release techniques within the yoga sequence to find more mobility and flexibility in the body. By understanding the fascia, we can set up and find more functionality in the poses.

MONDAY, NOVEMBER 6: 11:00 - 11:50 AM
CHAIR YOGA with Shana
 Come experience a different variation of yoga poses while using the chair for support, stability and as a helpful tool to do challenging poses with the right alignment for flexibility, strength, and ease.

WEDNESDAY, NOVEMBER 8: 6:30 - 7:30 PM
YOGA FOR PICKLEBALL PLAYERS with BIL
 This yoga practice targets your ankles, knees, and lower body. You can use this practice both before and after your matches to prepare your body and also ease tightness and muscle.

THURSDAY, NOVEMBER 9: 9:00 - 9:50 AM
PIYO with Stefanie
 A blend of Pilates and Yoga for a low-impact workout that complements your diet and enhances flexibility.

FRIDAY, NOVEMBER 10: 12:00 - 1:00 PM
YOGA STRENGTH with Kelley
 High strength, an empowering, strong, and elegant practice. The class will blend movement from a variety of training techniques to help your body practice challenging and dynamic. Expect an inspiring workout from this style of class.

TUESDAY, NOVEMBER 14: 9:30 - 10:15 PM
YIN/YANG FLOW with Meg
 A combination of two types of yoga. An easy Yin/asa flow for half the class followed by long stretches and deep hip poses.

FRIDAY, NOVEMBER 17: 6:00 - 7:00 PM
BEDTIME YOGA with Shana
 Sit on your floor with a bolster and a blanket. This class will combine gentle movement with restorative, relaxing poses to calm the central nervous system and prepare your body for a good night's sleep.

SUNDAY, NOVEMBER 19: 10:00 - 10:50 AM
RESTORATIVE PILATES with Emily
 Using props like bolsters and blankets, this class will emphasize breath work, stretching and controlled movements to achieve a relaxed mind and restored body.

TUESDAY, NOVEMBER 22: 10:05 - 11:05 AM
RESTORATIVE YOGA WITH WHEELS, BOLSTERS, & MEDITATION with Marla
 Restorative Yoga is a deeply relaxing yoga style using props, including wheels and bolsters, to assist in long and release tension. Poses are held for several minutes. A meditation will be taught throughout to help focus and calm the mind.

WEDNESDAY, NOVEMBER 22: 6:30 - 7:30 PM
YOGA FOR PICKLEBALL PLAYERS with BIL
 This yoga practice targets your ankles, knees, and lower body. You can use this practice both before and after your match to prepare your body and also ease tightness and muscle.

*** These will replace the regular programmed classes for the month.**

- The Club had 2,004 unique visits in November, meaning approximately 73% of members visited/used the facility at least once in November.
- The Club had 86 United Healthcare Renew Active pass holders use the facility in November (visiting at least one time).

- The Club offered a referral reward of \$50 toward dues to members who referred a new member in November. We ended the month with 16 member referrals!

Operations and Fitness Departments:

- The Club rentals stats for November:
 - (42) volleyball rentals (2) Birthday parties (8) Soccer rental (11) Windy City Bulls
 - (21) basketball rentals (13) Pickleball court rentals (0) full gym rental
- The Club offered and ran the following programming options in November:
 - Youth Climbing classes
 - Pickleball 101/102 (7 classes)
 - 3 youth basketball classes
- The Fitness Department added a TRX circuit class and Foam Rolling class to the schedule in November, both with great attendance so far!



Triphahn Center



Willow Recreation Center

eSports

- We had one birthday party in October.

Triphahn Center Fitness

<u>Membership</u>	<u>11/30/2022</u>	<u>01/01/2023</u>	<u>10/31/2023</u>	<u>2023 YTD Var. +/-</u>
Total	464	469	552	+83

Pass	% Visited in October 2023	% Visited in November 2023
TCIA Fitness Adult	33%	35%
TCIA Fitness Junior/Student	45%	51%
TCIA Fitness Senior	42%	22%
Average Paid Members	40%	36%
TCIA Silver Sneakers *	14%	15%
TCIA Tivity Prime *	9%	9%
TCIA Renew Active *	9%	9%
Average Insurance Members	11%	11%

TC Rental Information

- We had 28 paid rentals at TC in the month of November.

TC Ice Operations

Hockey:

- All the tournaments went well. Received many compliments on our facility and its cleanliness.
- Hockey classes are ending and will restart 1/9; added a daytime hockey tot class.
- The 2nd Annual Faith Hoberg Memorial Game and Skate will take place on Saturday, December 16 at 12pm. Our Wolf Pack Bantams will take on our U14 Wolverines (all girls team). Immediately following, from 1:30-2:30 there will be a Memorial Skate. Donations will be collected the day of the event and during the week leading up the festivities. Donations fund the Faith Hoberg Scholarship Fund, as part of the Friends of the Parks.
- Faith Hoberg passed away October 6, 2019, after a tragic car accident. Faith was a member of our Pee wee 2 team. The *Wolf Pack family, including the Wolverines, retired Faith's jerseys #93 in 2019 and it is currently hung over Rink 1.*

Development Classes		FALL 2022	FALL II 2023
242460-A	Intro to hockey - L1	22	24
242469-A	Hockey Development-L2	27	29
242459-A	Tot Hockey	32	33
242457-A	Beginner Development	27	30
232463-D1	Hockey Moms	10	11
Wolfpack League		FALL 2022	FALL 2023
242505-A	Mites	30	32
242505-B	Squirts	37	29
242505-C	Pee wee	27	26
242505-D	Bantam	31	15
242505-E	Midget	29	20
242505-W	U10 Wolverines	14	15
242505-W2	U14 Wolverines	17	16

Figure Skating:

- Fall Session Figure Skating Classes
November 2023 = 372 students November 2022 = 351 students
- Free Style Ice Skaters
November 2023 = 32 students November 2022 = 16 students
- Free Style Drop in/Walk on skaters
Total = 84
- Public skate:
Total = 281 participants for November
- 2023 Winter Exhibition named “Winter Wonderland” will be December 16. Numbers of skaters registered:
21 Solos
33 Duets, Trios
4 Quintet
11 competitive opening number

Willow Recreation Center Fitness

Pass	% Visited in October 2023	% Visited in November 2023
WRC Fitness Adult	32%	28%
WRC Fitness Junior/Student	61%	47%
WRC Fitness Senior	20%	23%
Average Paid Members	38%	33%
WRC Silver Sneakers *	24%	23%
WRC Tivity Prime *	5%	0%
WRC Renew Active *	13%	13%
Average Insurance Members	14%	12%

WRC Rental Information

- We had 19 paid rentals at WRC in the month of November.

General Programs:

Program	Fall 2022	Fall 2023 *to date
Baton & Poms	40	52
A&A Music (piano & guitar)	6	6
Shotokan Karate	135	134
Tae Kwon Do	45	43
Gymnastics	380	411

Racquetball lessons	6	24
Racquetball leagues	38	23
Aneta Art	10	6
Palatine Choir/Theater		8



Dog Off-Leash Areas

<u>Membership</u>	<u>11/30/2022</u>	<u>01/01/2023</u>	<u>11/30/2023</u>	<u>2023 YTD Var. +/-</u>
Total	609	586	552	-34



Marketing

C&M behind the Scenes Summary:

Job postings went out for a Communications and Marketing Coordinator and applicants were assessed and scored for potential suitability

Projects:

- Nomination submissions to IPRA for 2023 Outstanding Special Event and Outstanding Park awards were created and submitted.
- Internal Jan/Feb Guide was produced.
- Social Content Calendar content creation. New building of prescheduled posts including special “national days,” diversity, equity, and inclusion (DEI) observances, and holidays. Developing a strategy to re-engage X (formerly Twitter) back into the social channel mix.
- Updated Wolves website banner with new Wolverines.
- Framework for the development of Jan/Feb Campaigns with Program Managers collaboration
 - Summer Camp
 - Fitness at TC and WRC (working with Brian Wright to see how the Club fits in the proposed campaign)
 - Little Stars childcare, Preschool, Kinderstar, and Star
- MARKETING Packages (internal signs, external event calendars, fliers, social posts, e-newsletters, web banners, and marquees) were created and promoted for:

- Gold Medal and other recognitions
- 50+ Dinner
- Holiday Craft Fair
- Winterfest
- Gingerbread House Making Contest
- Letters to Santa
- Drive by Santa
- Hockey Tournaments
- Public Skate/Skate with Santa
- Dance
- Youth Basketball pods
- Adult Basketball League
- Esports

Website:

Our work continued with tasks for updating website pages including:

- Updated main page, events page, removed cultural arts, explore programs page, youth programs and adult program pages, added holiday events/programs pages, continued creating workable forms, and investigated 404 redirects.
- Finished staff page corrections and suggestions.
- New Gold Medal logo on homepage and in new website design.

WEBSITE METRICS 11/1-11/30:

Top Visited webpages:

1. Webtrac Search
2. Post-registration splash page
3. Home Page
4. Returning users Webtrac login
5. Explore Programs Page

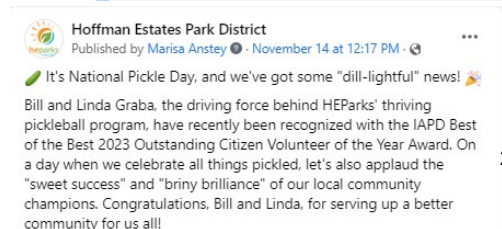
Top ORGANIC pages from Google Search 11/1-11/30:

1. Summer Camp Page
2. Preschool ½ day page
3. Early Childhood Programs
4. Holiday Craft Event with vendors

SOCIAL MEDIA METRICS 10/1-10/31:

Views by Page title and screen class	
PAGE TITLE AND SCREEN ...	VIEWS
Hoffman Estates WebTrac - ...	18K
Hoffman Estates WebTrac - ...	16K
Welcome - Hoffman Estates ...	8.3K
Hoffman Estates WebTrac - ...	2.8K
Explore Programs - Hoffman...	2.5K
Winter Fest - Hoffman Estat...	1.8K

Organic Google Search i... by Landing page + qu...	
LANDING PAGE + Q...	ORGANIC GOO...
/camp/	45K
/preschool-half-day/	38K
/	30K
/early-childhood/	23K
/event/holiday-craft-...	14K



□ 60 Social Posts to HEParks: 29
Facebook, 22 Instagram and 9
LinkedIn.
Our Top Performing Post was on
Facebook as shown to the right:

This Posts' Metrics:

The post reached 2,447 Facebook Account
Feeds Highest engagement (203 reactions), 72
comments and 3 shares on a fun "national
day" post to highlight Bill and Linda Graba.

For comparison, typically our posts' metrics:

Facebook post reach = 106-1353 Facebook
account feeds.

Reactions= 3-12, comment= 0-1, and shares =

EMAIL CAMPAIGN METRICS 11/1-11/30:

We sent a total of 14 email campaigns as 2-3 email campaigns per week
We get a 1% unsubscribe rate consistently on each campaign.

All District What's Happening Sent Nov 29, 2023 at 4:00pm CST---28,440 send
(43%) open rate (1%) click thru rate (5%) bounce rate

December 2023 50+ Newsletter Sent Nov 29, 2023 at 1:46pm CST---16,839 send
(44%) open rate (1%) click thru rate (4%) bounce rate

Giving Tuesday for Foundation Sent Nov 28, 2023 at 9:00am CST---28,498 send
(36%) open rate (1%) click thru rate (5%) bounce rate

Happy Thanksgiving Sent Nov 22, 2023 at 1:10pm CST---535 send
(36%) open rate (1%) click thru rate (2%) bounce rate

Adult Happenings Sent Nov 21, 2023 at 4:25pm CST---28,536 send
(46%) open rate (1%) click thru rate (5%) bounce rate

Gentle Yoga Sent Nov 17, 2023 at 4:34pm CST---16,898 send
(48%) open rate (1%) click thru rate (4%) bounce rate

Upcoming Programs and Events Sent Nov 17, 2023 at 3:25pm CST---28,595 send
(41%) open rate (1%) click thru rate (5%) bounce rate

1st & 2nd Grade Basketball Eblast sent Nov 17, 2023 at 3:27pm CST---12,152 send
(52%) open rate (1%) click thru rate (2%) bounce rate

Festive Fun Ahead all district Sent Nov 14, 2023 at 4:15pm CST---28,627 send
(42%) open rate (2%) click thru rate (5%) bounce rate

50+ Holiday Dinner Party deadline Sent Nov 14, 2023 at 12:28pm CST---16,929 send
(47%) open rate (1%) click thru rate (4%) bounce rate

Upcoming Programs and Events Sent Nov 10, 2023 at 2:18pm CST---28,685 send
(47%) open rate (2%) click thru rate (5%) bounce rate

Parents childcare/ice/holiday Email Sent Nov 7, 2023 at 4:30pm CST---28,764 send
 (47%) open rate (2%) click thru rate (5%) bounce rate
Upcoming Program and Events Sent Nov 1, 2023 at 4:30pm CST---20,806 send
 (45%) open rate (1%) click thru rate (1%) bounce rate
November 2023 50+ Newsletter Sent Nov 1, 2023 at 3:38pm CST---17,000 send
 (48%) open rate (1%) click thru rate (4%) bounce rate

Bridges of Poplar Creek

- Created new slides for lobby TV promoting upcoming events, weddings, The Club monthly promo, etc.
- Attended Chamber events to promote the golf course, Toptracer Range, golf outings and events
- Created new posters and table tents for Toptracer Range, and The Tap Inn Grill to highlight promotions
- Designed and scheduled marquee images for golf outings and events
- Took various photos to build “asset library” for future digital and print promotions
- Breakfast with Santa: Reservations opened 11-1-23 and **SOLD OUT (both seatings) within 11 days!**
- Created and executed a Black Friday Season Pass sale (**sold 21 season passes**)



- Created/scheduled email blasts and social media posts for upcoming events, golf outings, etc.

<u>DATE</u>	<u>EMAIL MAIN SUBJECT(S)</u>
11-1-23	Round Snowed Out; Try Our Toptracer Range
11-2-23	Fish Fry; Toptracer Range/NFL Ticket; TT 4-Person Scramble; TT Family Day; Breakfast w/Santa
11-8-23	Fish Fry; Toptracer Range/NFL Ticket; TT 4-Person Scramble; TT Family Day; Breakfast w/Santa
11-8-23	Toptracer Thank You Promo; TT 4-Person Scramble

11-12-23 Toptracer Family Day (Active Link); Breakfast with Santa
 11-14-23 Fish Fry; TT 4-Person Scramble; Toptracer Family Day
 11-16-23 Fish Fry; TT 4-Person Scramble; Toptracer Family Day; Black Friday Sale
 11-22-23 Black Friday Sale

The Club

- Designed December promo, and referral marketing collateral (digital and print)
- Attended Chamber events to promote Club promotions and events
- Created/scheduled social media posts for upcoming programs, promotions, and events
- Took various photos to build “asset library” for future digital and print promotions
- Utilized small “A” frames to promote monthly referrals and events
- Continued promoting Football Squares for member retention/engagement
- Designed and promoted “Namaste November” to highlight classes
- Created and implemented new slider images for Audio App for a better member experience.- -
- Designed and started promoting Student Winter Pass
- Created/promoted campaign (email/FB ad and internal promotion) for Black Friday Sale on memberships from 11-24-23 thru 11-30-23 **(Over 75 memberships sold!)**



FINANCE, IT and HR DIVISION REPORT

Motion:

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

Finance/Administration:

- Assisted/supported staff with items overseen by Supt. Of Business during position hiring
- Assisted with the setup of priority registration for Fall Dance for the Winter Recital Session
- Created New Programs for the Winter Guide Launch
- Entered and billed multiple sponsorships for Fall/Winter Events
- Assisted with ticket sale setup and reporting for Winter Ice Exhibition
- Troubleshoot any permission issues and processing issues as they arose
- Processed Club cancel/changes as received
- Processed BWS cancel/changes as received
- TC Fitness billing troubleshooting with pass renewal structure
- Automated additional reports for Rec, Maintenance, and WRC
- Reviewed the information provided to news outlets by the Cook County Treasurer and the calculator they provided for taxpayers
 - Due to the misleading nature of the calculator, an analysis was prepared to aid staff and board members in addressing concerns that may be addressed to them by constituents
 - Analysis included at the end of this board report
- Hired Wolf Peddinghaus as the new Superintendent of Business Services
- Payroll Cycle Processing
 - 11/10/23 \$307,275.64
 - 11/24/23 \$298,098.73

Administrative Registration/EFT Billing:

- EFT Billings for:
 - Sponsorship/Marquee
 - LSC (weekly)
 - Club/TC/WRC Fitness
 - Locker
 - Freestyle
 - STAR
 - Preschool
 - Dance
 - Hockey

- Administrative
 - Database Maintenance
 - Duplicate Households
 - Employee Pass
 - Aged Punch Passes
 - Program Fee/Rule Adjustments
 - Assisted in training new staff
 - Billing NSF payment retries
 - Processing increased billing payment declinations as well as credit card disputes
- Administrative Registration for:
 - State of IL CCAP (Child Care Assistance Program)
 - STAR
 - Preschool

Technology:

- Office365 rollout is continuing.
- All emergency elevator phones utilizing analog POTS lines have been disconnected from Infobip and are now utilizing Kings III's cellular solution
- All Fax lines except the North Side Admin fax machine utilizing analog POTS lines have been disconnected from Infobip. IT is researching an alternative solution
- The State of Illinois cyber committee has elected to use some of their State and Local Cybersecurity Grant Program (SLCGP) money to fully fund CrowdStrike Falcon Complete service to all Illinois municipalities. IT was provided the CrowdStrike installer, and we are currently testing it on a few computers and are in communication with the State.

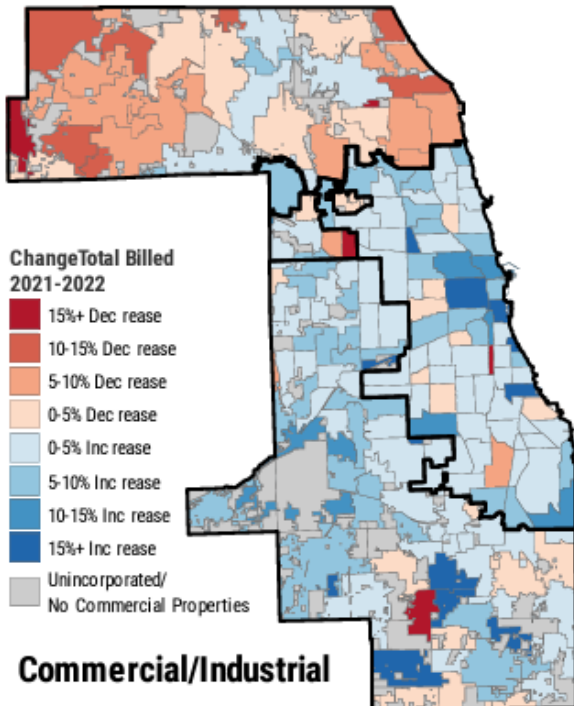
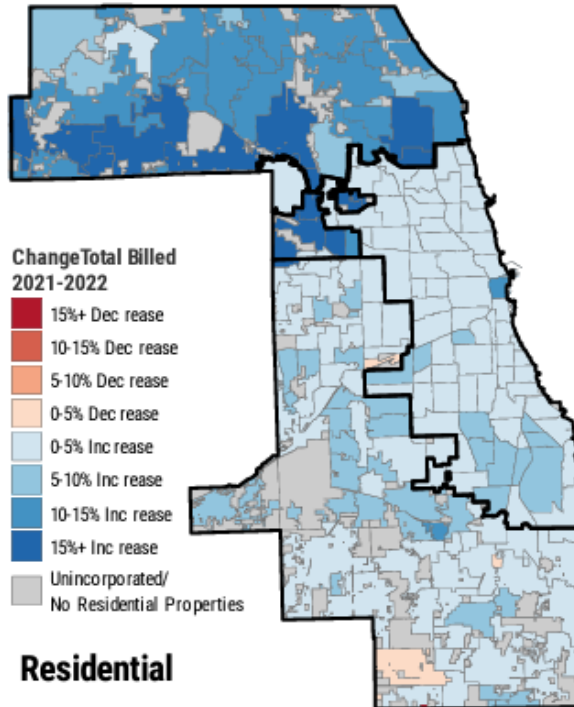
Human Resources:

- Attended P&C Council Mtg for PDRMA
- CPRP classes ended – test to be scheduled
- 2024 Open Enrollment PDRMA Workshop
- Completed and submitted to PDRMA the Slip Trip Fall Assessments
- Risk Management Institute
- Conducted OE Meetings and concluded OE with 100% completion
- Grant Award Notification for Rec Dept \$500
- Supt. of Business interviews concluded
- Posted C&M Coord Position
- Member of 2024 HR Symposium Planning Committee for NWSRA

The calculator put out by Maria Pappas' office is misleading to taxpayers. In an analysis prepared by the treasurer's office earlier <https://www.cookcountytreasurer.com/pdfs/taxbillanalysisandstatistics/taxyear2022analysis.pdf>

North and Northwest Suburbs

Residential for Hoffman Estates is between 10-15+% increase in tax bills, and Commercial is between a 5-15% decrease. This resulted in a shift of taxes from Commercial to Residential, which is the reason for the substantial increase many homeowners saw.




The Where Your Money Goes dashboard set up by the Cook County Treasurer is extremely misrepresentative and does not put people in touch with the entity truly responsible for the increases homeowners saw in their 2022 tax bills. Taking a sample property in Hoffman Estates:

This 2022 Tax Bill \$8,487.52

\$1,415.58 MORE than 2021

	2022	2021	Difference
▲ School District C C 54	\$3,079.00	\$2,519.99	\$559.01 more
▲ Palatine Township High School 211	\$2,264.34	\$1,914.08	\$350.27 more
▲ Village of Hoffman Estates	\$1,169.77	\$1,031.19	\$138.58 more
▲ Hoffman Estates Park District	\$487.96	\$410.07	\$77.89 more
▲ County of Cook	\$360.12	\$282.67	\$77.45 more
▲ Metro Water Reclamation Dist of Gr ..	\$312.50	\$242.11	\$70.38 more
▲ Harper Community College District 5..	\$342.58	\$289.65	\$52.93 more
▲ Schaumburg Twp District Public Libr..	\$274.06	\$225.00	\$49.06 more
▲ Forest Preserve District of Cook Cou..	\$67.68	\$36.76	\$30.92 more
▲ Town Schaumburg	\$84.39	\$69.08	\$15.31 more
▲ Road & Bridge Schaumburg	\$24.23	\$21.55	\$2.68 more
▲ General Assistance Schaumburg	\$13.37	\$10.77	\$2.59 more
▲ Northwest Mosquito Abatement Dist..	\$7.52	\$6.97	\$0.55 more
▼ Consolidated Elections	\$0.00	\$12.04	\$12.04 less
Result	\$8,487.52	\$7,071.94	\$1,415.58 more

 [Click for Webpage](#)

This shows a 20% increase in the homeowner's tax bill and implies that the entities listed received 20% more tax dollars this year than the prior year. This is not accurate. The increase in total that the above jurisdictions received was actually 4.3%.

	2020	2021	2022
CPI	2.3%	1.4%	5.0%
EAV	1,650,993,361	1,671,290,462	1,957,579,994
New Growth	16,975,451	158,306,300	22,650,820
Existing Property	1,634,017,910	1,512,984,162	1,934,929,174
Capped Levy	5,731,862	6,444,074	6,848,364
NonCapped Levy	4,108,359	4,370,463	4,568,518
Total Levy	9,840,221	10,814,537	11,416,882
Limiting Rate	0.597%	0.647%	0.584%
Existing Property	9,755,087	9,789,008	11,299,986
New Property	101,343	1,024,242	132,281
Total Taxes Extended	9,856,430	10,813,249	11,432,267
Increase to existing property		-0.684%	4.501%
Increase Including All Property		9.7%	5.7%

For example, the Hoffman Estates Park District received a 4.5% increase in funds received from combined existing taxpayers, not the additional 18.99% shown in the calculator.

The reason for the dramatic increase seen by homeowners is due to the way taxes are allocated. Taxing bodies request a total dollar amount to be levied by the county. The total amount is allocated by an individual property value as a percentage of the total value of all the property in the jurisdiction. The existing property value for the Hoffman Estates Park District went from 1,512,984,162 to 1,934,929,174, a 27.9% increase.

Taking the property used in the Where Your Money Goes dashboard example above, the value went from an equalized value of 73,380 to 93,555, a 27.5% increase. A business, also in the jurisdiction, went from an equalized value of 19,846,259 to 19,004,050, a 4.2% decrease. The homeowner went from paying .0044% of the total Park District taxes levied to .0047%. The business went from paying 1.1875% to .9708%. shifting \$17,422 that they paid for 2021 to other property owners in 2022.

	2021	2022
Homeowner Equalized Assessed Value	73,380	93,555
Percentage of Jurisdictions Total Equalized Assessed Value	0.0043906%	0.0047791%
Homeowner Tax	\$ 474.77	\$ 546.36
Homeowner Allocated Exemption	(64.16)	(58.41)
Total Due for the Hoffman Estates Park District	\$ 410.61	\$ 487.95
Business Equalized Assessed Value	19,846,259	19,004,050
Percentage of Jurisdictions Total Equalized Assessed Value	1.1874811%	0.9707930%
Business Total Due for the Hoffman Estates Park District	\$ 128,405.30	\$ 110,983.65

The entity responsible for shifting property taxes from commercial to residential is the assessor.

Agency Name	Not Subject to Tax Cap	2021 Extension	2022 Extension	Increase	Percentage Increase
CONSOLIDATED ELECTIONS	Y	\$14,922,782	\$0	(\$14,922,782)	-100.00%
COUNTY OF COOK	Y	\$782,528,572	\$795,791,084	\$13,262,512	1.69%
FOREST PRESERVE DISTRICT OF COOK COUNTY		\$101,763,805	\$149,557,025	\$47,793,220	46.96%
GENERAL ASSISTANCE SCHAUMBURG		\$826,730	\$891,001	\$64,271	7.77%
HARPER COMMUNITY COLLEGE DISTRICT 512		\$85,665,942	\$89,868,991	\$4,203,049	4.91%
HOFFMAN ESTATES PARK DISTRICT		\$10,813,249	\$11,432,267	\$619,018	5.72%
METRO WATER RECLAMATION DIST OF GR CHGO		\$659,848,424	\$679,346,556	\$19,498,132	2.95%
NORTHWEST MOSQUITO ABATEMENT DISTRICT		\$2,935,051	\$2,836,717	(\$98,334)	-3.35%
PALATINE TOWNSHIP HIGH SCHOOL 211		\$242,060,152	\$251,223,511	\$9,163,359	3.79%
ROAD AND BRIDGE SCHAUMBURG		\$1,653,460	\$1,614,939	(\$38,521)	-2.33%
SCHAUMBURG TWP DISTRICT PUBLIC LIBRARY		\$16,960,162	\$17,923,720	\$963,559	5.68%
SCHOOL DISTRICT C C 54		\$195,382,773	\$207,337,547	\$11,954,774	6.12%
TOWN SCHAUMBURG		\$5,300,797	\$5,624,441	\$323,644	6.11%
VILLAGE OF HOFFMAN ESTATES	Y	\$26,600,938	\$26,612,498	\$11,560	0.04%

Jurisdictions for a Typical Hoffman Estates Household

The increase for the Forest Preserve resulted from a referendum that passed in November 2022. Without a referendum, increases greater than 5% are from new property added to the tax rolls.

Park District Updates 12.1.2023

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

Upcoming Events

[Dec 1 - Fortnite Tournament](#)

[Dec 9 - Breakfast with Santa](#)

[Dec 9 - Winter Fest](#)

[Dec 9 - Gingerbread House Making Contest](#)

[Dec 9 - Kid's Night Out at ESports Zone](#)

[Dec 10 - Skate with Santa!](#)

[Dec 15 - Fortnite Tournament](#)

[Dec 17 - Public Skate 12/17](#)

[Dec 22 - Santa Drive By](#)

[Dec 26 - Public Skate 12/26](#)

[Dec 27 - Public Skate 12/27](#)

Winterfest – Saturday, December 9

All are welcome to attend the HEParks free Winterfest community event at Bridges of Poplar Creek Country Club on Saturday, December 9. The festival will run from 10:00 a.m. to 2:00 p.m. and will offer iceless skating, s'more making, Festival of Fun, Sled Dogs, Carnival Games, Gingerbread House Making Contest ([pre-registration required](#)) and much more!

REMINDER – Committee of the Whole / Special Board Meeting – Tuesday, December 12 – 6:00 p.m.

To all Commissioners and Community Reps – just a reminder that we will have our Committee of the Whole meeting (all Community Reps from all committees are encouraged to attend) to present a draft of the 2024 budget. A Special Board Meeting will follow the Committee of the Whole to approve the budget in tentative form.

Thanks,
Craig

Park District Updates 12.8.2023

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

Upcoming Events

[Dec 9 - Breakfast with Santa](#)

[Dec 9 - Winter Fest](#)

[Dec 9 - Gingerbread House Making Contest](#)

[Dec 9 - Kid's Night Out at ESports Zone](#)

[Dec 10 - Skate with Santa!](#)

[Dec 15 - Fortnite Tournament](#)

[Dec 17 - Public Skate 12/17](#)

[Dec 22 - Santa Drive By](#)

[Dec 26 - Public Skate 12/26](#)

[Dec 27 - Public Skate 12/27](#)

[Winterfest – TOMORROW! - Saturday, December 9](#)

All are welcome to attend the HEParks free Winterfest community event at Bridges of Poplar Creek Country Club on Saturday, December 9. The festival will run from 10:00 a.m. to 2:00 p.m. and will offer iceless skating, s'more making, Festival of Fun, Sled Dogs, Carnival Games, Gingerbread House Making Contest ([pre-registration required](#)) and much more!

[REMINDER – Special Board Meeting – THIS Tuesday, December 12 – 6:00 p.m.](#)

To all Commissioners and Community Reps – just a reminder that we will have our Special Board Meeting/Committee of the Whole Budget Workshop meeting (*all Community Reps from all committees are encouraged to attend*) to present a draft of the 2024 budget.

Thanks,
Craig

Park District Updates 12.15.2023

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

Upcoming Events

[Dec 15 - Fortnite Tournament](#)

[Dec 17 - Public Skate 12/17](#)

[Dec 22 - Santa Drive By](#)

[Dec 26 - Public Skate 12/26](#)

[Dec 27 - Public Skate 12/27](#)

[Dec 30 - Try Hockey for Free \(4-9yr-olds\)](#)

[Jan 2 - Public Skate January 2](#)

[Jan 3 - Public Skate January 3](#)

[Jan 4 - Public Skate January 4](#)

[Jan 5 - Public Skate January 5](#)

[Jan 7 - Public Skate January 7](#)

[Jan 21 - Public Skate January 21](#)

Thank you to Mayor McLeod and Trustees

HEParks Board and Staff were proud to have Mayor McLeod present the District with a proclamation for Hoffman Estates Park Day on November 28, in recognition of the District winning the National Gold Medal Award. Thank you to Mayor McLeod and the Village Trustees who were able to attend. A photo of the presentation is attached.

**Attention Commissioners and Community Reps! – Forward Planning Committee 2024

As part of our process for creating the 2025-2029 Comprehensive Master Plan for HEParks, we are looking for five Community Representatives and two Commissioners to join the Forward Planning Committee. This group will meet approximately once every other month from February through August to review the progress made by staff along the way, and to provide input as needed. Meetings will take place following the B&G and Rec & Facilities meetings on the third Tuesday of the selected months. Please let Cindy know in the next week or so if you are interested in joining the Forward Planning Committee. We would like to have the group set before the first of the year.

Thanks,
Craig





JOE LEONARD/jleward@dailyherald.com

Finley Cloonan, 10, of Schaumburg pets Hawkeye from Free Spirit Siberian Rescue, based in Harvard, Saturday during Winter Fest at Bridges of Poplar Creek Country Club in Hoffman Estates.

No snow? No problem!

There's still plenty of outdoor family fun at Winter Fest in Hoffman Estates



JOE LEONARD/jleward@dailyherald.com

Jordan Weigand, 2, of Bartlett stops to view the Santa sign as he arrives with his mom, Amber Goetz, and his grandmother, Tammy Cross, during Winter Fest Saturday.



JOE LEONARD/jleward@dailyherald.com

Lilly Austin, 3, of Hoffman Estates chats with her dad, Will, during the Breakfast with Santa portion of Winter Fest.

Charlie Betourne, 3, of Bartlett sits with Santa Saturday during Winter Fest at Bridges of Poplar Creek Country Club in Hoffman Estates.



JOE LEONARD/jleward@dailyherald.com

MEMORANDUM NO. M23-111

TO: Administrative & Finance Committee
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
RE: 2023 Tax Levy Ordinance O23-004 / PTELL Reduction O23-005
DATE: December 19, 2023

Motion

Recommend to the full Board the approval of the District's 2023 annual tax levy Ordinance O23-004 in the amount of \$11,827,337 and Ordinance O23-005 instructing the county where to reduce the levy if necessary.

BACKGROUND

Attached, please find the District's final 2023 Annual Levy Ordinance O23-004 and corresponding Property Tax Extension Limitation Law reduction to be collected during the fiscal year 2024.

The levy was presented, and the amount intended to be levied was announced at our A&F Committee meeting on November 28, 2023.

The levy must be filed with the county by the last Tuesday in December.

IMPLICATIONS

The levy is anticipated to be reduced solely in the corporate fund, and the budget reflects the lesser amounts for these and any anticipated shortfalls in collections next year.

ORDINANCE NO. O23-004
ANNUAL LEVY ORDINANCE FOR THE YEAR 2023

AN ORDINANCE levying and assessing
the taxes for the Hoffman Estates
Park District, Cook County, Illinois
for the fiscal year beginning January 1, 2024
and ending December 31, 2024

WHEREAS, on the 12th day of December 2023, the Board of Commissioners tentatively approved the annual Budget and Appropriation Ordinance, and passed a Motion to keep said Ordinance on file in the Park District Office for at least thirty (30) days prior to final action thereon; and

WHEREAS, on the 19th day of December 2023, the Board of Commissioners of the Hoffman Estates Park District passed the annual Budget and Appropriation Ordinance of said District for the fiscal year beginning January 1, 2024 and ending December 31, 2024, and upon said date the said Ordinance was duly signed and approved by the President of the Board of Commissioners of said District and signed by the Secretary of said Board:

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE HOFFMAN ESTATES PARK DISTRICT AS FOLLOWS:

Pursuant of authority invested in them by the Park District Code, Article Five, the Commissioners of the Park Board in meeting assembled, do hereby find and declare that there will be required to be raised by general taxation the amounts hereinafter set down, to be levied upon all the taxable property in said Park District, in order to meet and defray all the necessary expenses and liabilities of the Park District as required by statute or voted by people in accordance with law, and the amounts so required are itemized and needed for uses and purposes as follow, to-wit:

Amount to be Raised by Taxation**I. Corporate Fund**

1. General Purpose	
Property & Liability Insurance	\$150,000
Employment Insurance	\$130,000
Unemployment Insurance	\$50,000
Payroll	\$1,800,000
Employee Benefits	<u>\$185,000</u>
Total General Purpose	\$2,315,000
2. Maintenance	
Payroll	\$2,065,000
Employee Benefits	\$300,000
Supplies & Equipment	\$54,457
Maintenance & Repairs	<u>\$430,000</u>
Total Maintenance	<u>\$2,849,457</u>
3. Capital	
Reserve for Roof Replacement	\$500,000
Total Corporate Fund	\$5,664,457

Said amount is hereby levied as the Corporate Fund Tax.

II. Recreation Fund

Payroll	\$666,000
Contracted Services	\$21,000
Service & Rental Agreements	\$29,000
Utilities	<u>\$176,000</u>
Total Recreation Fund	\$892,000

Said amount is hereby levied as the Recreation Fund Tax.

Amount to be Raised by Taxation**III. Insurance Fund**

Total Insurance Fund	\$0
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No amount is hereby levied as the Insurance Fund Tax.

IV. Audit Fund

Total Audit Fund \$0

No amount is hereby levied as the Audit Fund Tax.

V. I.M.R.F. Fund

I.M.R.F. Contribution Interfund Transfers \$140,000

Total Retirement Fund \$140,000

Said amount is hereby levied as the Retirement Fund Tax.

VI. Debt Service

Bond & Interest Payments \$3,740,880

Total Debt Service Fund \$3,740,880

Said amount is hereby levied as the Debt Service Fund Tax.

VII. Special Recreation

NWSRA Special Assessment \$311,000

ADA Improvements/Purchases \$444,000

Special Recreation Rental Usage \$85,000

Total Special Recreation Fund \$840,000

Said amount is hereby levied as the Special Recreation Fund Tax.

VIII. Social Security Fund

FICA Tax Interfund Transfers \$550,000

Total Social Security Fund \$550,000

Said amount is hereby levied as the Social Security Fund Tax.

Hoffman Estates Park District

2023 Tax Levy

Collected Fiscal Year 2024

Amount to be Raised by Taxation

Recapitulation

I. Corporate Fund \$5,664,457

II. Recreation Fund \$892,000

III. Insurance Fund \$0

IV.	Audit Fund	\$0
V.	I.M.R.F. Fund	\$140,000
VI.	Debt Service	\$3,740,880
VII.	Special Recreation	\$840,000
VIII.	Social Security	\$550,000
	Total taxes to be levied:	\$11,827,337

\$0

\$0

\$0

\$0

\$0

\$0

Making the aggregate sum of Eleven Million Eight Hundred Twenty Seven Thousand Three Hundred Thirty Seven Dollars and No Cents dollars (\$11,827,337.00) to be raised by taxation and levy on all the taxable property in said Hoffman Estates Park District, for the year 2023, in order to meet and defray all the necessary expenses and liabilities of the Hoffman Estates Park District as required by statute or voted by the people in accordance with the law.

That the secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County, within the time specified.

This Ordinance shall be in full force and effect from and after its passage, and approval is required by law.

AYES:

NAYS:

ABSENT:

Passed and Approved this 19th day of December 2023.

President
Board of Park Commissioners
Hoffman Estates Park District

ATTEST:

Secretary
Hoffman Estates Park District

State of Illinois)
) S.S.
County of Cook)

CERTIFICATE

I, Craig Talsma, DO HEREBY CERTIFY THAT I am the Secretary in and for the Hoffman Estates Park District; that the foregoing is a true and correct copy of an Ordinance duly passed by the President and Board of Park Commissioners being entitled: Annual Levy Ordinance for the Year 2023 at a regular meeting on the 19th day of December 2023, the Ordinance being a part of the official records of said Hoffman Estates Park District.

DATED: This 19th day of December 2023

This Ordinance shall be in full force and effect from and after its passage, and approval is required by law.

Secretary
Board of Park Commissioners
Hoffman Estates Park District

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, Rajkumari Chhatwani, hereby certify that I am the presiding officer of the Hoffman Estates Park District, and as such presiding officer I certify that the Levy Ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-8(2002).

This certificate applies to the 2023 levy.

DATED: This 19th day of December 2023

Signature of Presiding Officer
Board of Park Commissioners
Hoffman Estates Park District

THE HOFFMAN ESTATES PARK DISTRICT

ORDINANCE O23-005

**AN ORDINANCE DIRECTING THE COOK COUNTY CLERK
TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S
REAL ESTATE TAX LEVY YEAR 2023
HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS**

PASSED AND APPROVED
BY THE
BOARD OF COMMISSIONERS
OF THE
HOFFMAN ESTATES PARK DISTRICT
This 19th day of December 2023

Published in pamphlet form by the authority of the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois this 19th day of December 2023.

Ordinance O23-005

**AN ORDINANCE DIRECTING THE COOK COUNTY CLERK
TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S
REAL ESTATE TAX LEVY YEAR 2023
HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS**

WHEREAS, there has been enacted, the Property Tax Extension Limitation Act 35 ILCS 200/18-185 et seq., (the "Act"), which will affect the amount of taxes extended for the District by the Cook County Clerk, (the "Clerk"), and

WHEREAS, because of the fact that the amount of the Equalized Assessed Valuation (EAV) for property located in the District for 2023 was not known at the time that the District passed its Tax Levy Ordinance for 2023, it could not be determined whether the application of the provisions of the Act would affect the District's levy, and

WHEREAS, it is possible that when the EAV for 2023 is established in 2024, the limiting rates set forth in the Act will require the Clerk to reduce the District's levy, and

WHEREAS, unless directed otherwise by the District, the Clerk has indicated that the District's levy will be reduced proportionately over all funds, if necessary, and

WHEREAS, the Clerk has requested direction from the District at the time of the filing of the Tax Levy Ordinance for 2023, as to which funds should be reduced, and by what amounts, if it becomes necessary, and

WHEREAS, the District prefers to give such direction.

NOW, THEREFORE, be it and it is hereby ordained by the Board of Park Commissioners

of the Hoffman Estates Park District, Cook County, Illinois, as follows:

Section 1 The Cook County Clerk is hereby directed to reduce the District's fund levies as follows, only if necessary due to the application of the Act:

<u>FUND</u>	<u>% OF REDUCTION</u>
General Corporate	100%

Section 2 That this ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

ADOPTED: December 19, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Rajkumari Chhatwani
President, Board of Park Commissioners
HOFFMAN ESTATES PARK DISTRICT
Cook County, Illinois

Passed on this _____ day of _____, 2023.

ATTEST:

Craig Talsma
Secretary, Board of Park Commissioners
HOFFMAN ESTATES PARK DISTRICT
Cook County, Illinois

MEMORANDUM NO. M22-106

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
RE: 2024 Calendar of Board/Committee Meetings
DATE: December 19, 2023

Motion

Recommend the approval the 2024 Calendar of Board/Committee Meetings as presented.

Background

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

Rationale

Board meetings will begin at 7:00 p.m. on the 4th Tuesday of each month, recessing for the A&F meeting at 7:05 p.m., except during the months of January, April, July and October, when awards are presented. On these days, we will schedule the A&F committee meetings to begin at 7:15 p.m.

Meetings in December will be the second and third Tuesdays due to the holidays.

We have two additional committees that will come together in 2024:

- The Local Government Efficiency Committee, which has already been created, will meet following the B&G and Rec & Facilities Committee meetings in January, March and May.
- The Forward Planning Committee will provide assistance to staff with planning the 2025-2029 Comprehensive Master Plan (CMP). This committee will meet following the B&G and Rec & Facilities Committee meetings in February, April, June and August (subject to change depending on needs). Staff will ask for volunteers for this committee during the Committee of the Whole meeting on December 12, 2023.

See attached 2024 calendar.

**HOFFMAN ESTATES PARK DISTRICT
2024 BOARD/COMMITTEE MEETINGS**

<u>JAN</u>	16	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
		7:30pm	Local Gov't Efficiency Committee
	23	7:00pm	Board Meeting
		7:15pm	Administration & Finance Committee
<u>FEB</u>	20	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
		7:40pm	Forward Planning Committee
	27	7:00pm	Board Meeting
		7:05pm	Administration & Finance Committee
<u>MAR</u>	19	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
		7:30pm	Local Gov't Efficiency Committee
	26	7:00pm	Board Meeting
		7:05pm	Administration & Finance Committee
<u>APR</u>	16	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
		7:40pm	Forward Planning Committee
	23	7:00pm	Board Meeting
		7:15pm	Administration & Finance Committee
<u>MAY</u>	21	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
		7:30pm	Local Gov't Efficiency Committee
	28	7:00pm	Board Meeting
		7:05pm	Administration & Finance Committee
		7:30pm	Annual Meeting
<u>JUNE</u>	18	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
		7:40pm	Forward Planning Committee
	25	7:00pm	Board Meeting
		7:05pm	Administration & Finance Committee

<u>JULY</u>	16	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
	23	7:00pm	Board Meeting
		7:15pm	Administration & Finance Committee
<u>AUG</u>	20	7:00pm	Buildings & Grounds Committee/Park Tour
		7:20pm	Recreation & Facilities Committee
		7:40pm	Forward Planning Committee
	27	7:00pm	Board Meeting
		7:05pm	Administration & Finance Committee
<u>SEPT</u>	17	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
	24	7:00pm	Board Meeting
		7:05pm	Administration & Finance Committee
<u>OCT</u>	15	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
	22	7:00pm	Board Meeting
		7:15pm	Administration & Finance Committee
<u>NOV</u>	19	7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee
	26	7:00pm	Board Meeting
		7:05pm	Administration & Finance Committee
<u>DEC</u>	10	6:00pm	Committee of the Whole/2023 Budget
		7:00pm	Special Board Meeting - Approve Budget in Tentative Form
	17	7:00pm	Board Meeting
		7:05pm	Administration & Finance Committee

11/20/2023

Meetings held at Triphahn Center, 1685 W. Higgins Road, Hoffman Estates unless noted otherwise.

MEMORANDUM NO. M23-113

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
RE: Review of Closed Session Minutes ~ Resolution R23-007
DATE: December 19, 2023

Motion

Approve Resolution R23-007 “Review of Closed Session Minutes” as presented.

Background

The park district is required by law to review closed session minutes every six months. The last review was conducted in July 2023.

Rationale

Resolution R23-007 states that there are no minutes or portions thereof from Executive Session to be released at this time due to the confidential nature of the information. Additionally, all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

REVIEW OF CLOSED SESSION MINUTES

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

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

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

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

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

Passed and Approved by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 19th day of December, 2023.

AYES:

NAYS:

ABSENT:

President

ATTEST:

Secretary