

**AGENDA**  
**REGULAR BOARD MEETING NO. 1098**  
**TUESDAY, MARCH 26, 2024**  
**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. COMMENTS FROM THE AUDIENCE
5. RECESS FOR A&F COMMITTEE MEETING  
*Motion to recess the Board Meeting for the purpose of convening the Administration & Finance Committee Meeting.*
6. RECONVENE FOLLOWING A&F COMMITTEE MEETING  
*Motion to reconvene the Board Meeting.*
7. APPROVAL OF MINUTES (attached)  
*Motion to approve the minutes from the Special Board Meeting held February 6 and the Regular Board Meeting held February 27, 2024.*
  - A. Special Board Meeting Minutes 2/6/2024
  - B. Regular Board Meeting Minutes 2/27/2024
8. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))  
*Motion to approve the Consent Agenda items A through I.*
  - A. District Vehicle Purchase / M24-021 (see B&G March packet)
  - B. BPC Electric Greens Mowers / M24-022 (see B&G March packet)
  - C. Pine Park Playground Installation / M24-023 (see B&G March packet)
  - D. Marquee Signs Upgrade / M24-029 (see A&F March packet)
  - E. Open and Paid Invoice Register: \$1,345,725.95 (see A&F March packet)
  - F. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F March packet)
  - G. Acceptance of B&G Minutes 2/20/2024 (see B&G March packet)
  - H. Acceptance of Rec & Facilities Minutes 2/20/2024 (see Rec & Facilities March packet)
  - I. Acceptance of A&F Minutes 2/27/2024 (see A&F March packet)





Regular Board Meeting No. 1098  
March 26, 2024 – Page 2

9. PRESIDENT’S REPORT
10. ADOPTION OF EXECUTIVE DIRECTOR’S REPORT  
*Motion to adopt the Executive Director’s Report as presented.*
11. OLD BUSINESS
12. NEW BUSINESS
  - A. Tax Levy Abatement / M24-028 / O24-002  
*Motion to approve Ordinance O24-002 abating taxes levied for the District’s bonds for the 2023 Levy.*
13. COMMISSIONER COMMENTS
14. ADJOURNMENT  
*Motion to adjourn the meeting.*



**MINUTES**  
**SPECIAL BOARD MEETING**  
**February 6, 2024**

**1. Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on February 6, 2024 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent:

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Recreation Miletic, Executive Assistant Flynn

Audience: Community Reps Pilafas, Harner, Utas, Musial, Poeschel and Winner

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Comments from the Audience:**

None

**6. Interview with ETC Institute for the 2025-2029 Comprehensive District Plan:**

Jason Morado from ETC Institute led the group in a focus group regarding HEParks operations, parks, amenities, programs, and facilities. Everyone in attendance provided input which Mr. Morado will gather for a report to be returned to staff.

**7. Commissioner Comments:**

Commissioner Dressler said she loves the energy in the room. She added that she had a blast at conference and learned a lot.



Commissioner McGinn thanked the community reps for coming.

Commissioner Kaplan thanked the community reps for helping out.

Commissioner Evans thanked the community reps.

President Chhatwani thanked everyone for participating.

**15. Adjournment:**

Commissioner McGinn made a motion, seconded by Commissioner Kaplan, to adjourn the meeting at 8:32 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant



**MINUTES**  
**REGULAR BOARD MEETING NO. 1097**  
**February 27, 2024**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on February 27, 2024 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent:

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Administration & Finance Hopkins, Director of Recreation Miletic, Director of Parks, Planning & Maintenance Hugen, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: Student Rep Patel, Comm Reps Kulkarni and Wilson

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Comments from the Audience:**

None

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

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

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

Commissioner Kaplan made a motion, seconded by Commissioner Dressler to reconvene to the Regular Board Meeting at 8:07 p.m. The motion carried by voice vote.



Comm Reps Kulkarni and Wilson left the meeting.

**7. Approval of the Minutes:**

Commissioner Dressler made a motion, seconded by Commissioner Friedman to approve the minutes from the Public Hearing held January 23, 2024, and the Regular Board Meeting held January 23, 2024.

The motion carried by voice vote.

**8. Consent Agenda:**

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

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

- A. Purchase of Pine Park Playground Equipment / M24-013 (see B&G February packet)
- B. Tiny Mobile Robot Purchase / M24-014 (see B&G February packet)
- C. Balanced Scorecard / M24-011 (see A&F February packet)
- D. Open and Paid Invoice Register: \$708,824.89 (see A&F February packet)
- E. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F February packet)
- F. Acceptance of B&G Minutes 1/16/2024 (see B&G February packet)
- G. Acceptance of Rec & Facilities Minutes 1/16/2024 (see Rec & Facilities February packet)
- H. Acceptance of A&F Minutes 1/23/2024 (see A&F February packet)

**9. President's Report**

President Chhatwani participated in the Junior Achievement program, teaching third grade students in Aurora how to earn, save and spend money. She participated in a food drive. She congratulated Executive Director Talsma on his IAPD Honored Professional Award; she attended the Chamber's Mayor Community Update Breakfast; and she thanked Commissioner Evans for his help with a file when she called from the airport in Florida.

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

Commissioner MacGregor made a motion, seconded by Commissioner Kaplan, to adopt the Executive Director's Report as presented.

The motion carried by voice vote.



**11. Old Business:**

None

**12. New Business:**

- A. Sycamore Park Development – Resolution for Property Sale & Temporary Easement / M24-019 / R24-001
- B. Surplus Ordinance / M24-011 / O24-001

Commissioner McGinn made a motion, seconded by Commissioner Dressler to approve items A) Resolution R24-001 regarding the sale of property to School District 54 and a related real estate agreement and temporary easement agreement; and B) Ordinance 024-001 authorizing the disposal, sale or trade-in of surplus property owned by the Hoffman Estates Park District.

The motion carried by voice vote.

**13. Commissioner Comments:**

Commissioner McGinn said he attended the Legislative Breakfast on Saturday. He is bringing friends to the Fish Fry on Friday.

Commissioner Kaplan said he attended the Fish Fry and it was very good.

Commissioner MacGregor said he is looking forward to getting back to Toptracer.

Commissioner Evans said he attended the Mayor's Community Update Breakfast. He is on the committee that plans the event, however the village does most of the planning. He missed a meeting and would have liked to be sure the District was acknowledged for the recent awards.

**14. Executive Session:**

Commissioner MacGregor made a motion, seconded by Commissioner Dressler to enter into Executive Session at 8:14 p.m. for the purposes of:

- A. Minutes, pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.
  - November 28, 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 7-0-0

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

Nays: 0

Absent: 0



**15. Potential Discussion & Possible Vote:**

Commissioner McGinn made a motion, seconded by Commissioner Dressler, to approve a 5% salary increase for the Executive Director effective May 1, 2023, plus a \$5,000 annual bonus, a \$5,000 bonus for receiving the National Gold Medal, and a \$2,500 bonus for receiving the IAPD Honored Professional Award.

On a Roll Call Vote:      Carried      7-0-0

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

Nays:      0

Absent:      0

Commissioner Evans made a motion, seconded by Commissioner Kaplan to approve the Executive Director's contract extension subject to a final joint review by the District's attorney and Commissioner Kaplan.

The motion carried by voice vote.

**16. Adjournment:**

Commissioner Friedman made a motion, seconded by Commissioner MacGregor, to adjourn the meeting at 9:04 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. 1098**

**EXECUTIVE DIRECTOR'S REPORT**

**March 2024**

**PARKS DIVISION REPORT**

**MOTION**

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

**ADMINISTRATION & CAPITAL PROJECTS**

**Willow Recreation Center**

New carpet was installed upstairs at Willow Recreation Center. The new carpet looks great. HEParks staff and Scharm Flooring completed the project.

**Capital Projects**

The following capital projects are in the planning stages and/or have construction dates that are currently being set.

- Willow Recreation Skylights – Windows and Skylights are currently in production, and we are in a waiting pattern for delivery and installation dates.
- Pine Park Pickleball Courts – Net poles have been set in concrete and amenities are being placed. Courts are planned to open by April 15, 2024.
- Pine Park Sled Hill and Trails – Trails are planned to open by June 1, 2024. All trails and sled/running hill need to be overseeded and grown in prior to opening.
- Indoor court repairs. Dates have been set for this project and are listed, WRC: 7/15 to 7/21; TC: 7/22 to 8/11; and The Club: 8/12 to 9/6. These dates are planned but are subject to change during construction if necessary.
- Asphalt Repairs – contract awarded and working on dates for all lots and paths.
- Vogeley Park OSLAD Grant – working with Erricksson Engineering on engineering and construction plans proposal.
- Sycamore Park – Working with the school district and Ericksson Engineering. Timing is based on the school district obtaining proper permits.
- Tiny Mobile Robot – The line painter is in our shop and we are scheduling the training with the vendor.
- Autonomous Mower – first test run was completed successfully. Training will take place the second week of April with the vendor spending 40 hours with staff.



- Pine Park Playground has been ordered and the installation contractor has been recommended. Playground project is scheduled to be finished by the time school starts for the 2024/2025 school year.
- Outdoor Sport Court surfaces are currently scheduled for late May/early June.
- Electric Greens Mowers at the golf course have been recommended for purchase.
- Park District fleet vehicles have been recommended for purchase.
- New controllers for all irrigated sports fields have been ordered. The new controls are from Smart Rain and will allow staff to control the irrigation from remote locations, water off ET (evapotranspiration) rates and predictive weather data, and use of rain sensors and soil moisture sensors. The plan is to have these units installed by May 13, 2024.
- RTU #3 (new fitness area) at The Club was replaced by Cahill Heating.

## **AQUATICS AND BUILDINGS**

### ***Triphahn Center:***

- Installed a new inducer on RTU10 in the lower-level common area.
- Insurance audit was conducted for the ice rink.
- Installed iPad mounts and ran power wires at front counter reception area.

### ***Vogelei:***

- Installed new flame roll out sensor for heating system at the barn; unit running successfully.

### ***Bridges of Poplar Creek:***

- Installed electrical outlet and light in the new Assistant Superintendent's office at the Maintenance Shop.
- Four new lights were installed in Supervisors office.

### ***The Club at Prairie Stone:***

- Replaced check valves on Accutab chlorinators for pools.
- Installed new sight levels on Accutab system.

### ***Maintenance Shop:***

- Worked on wash bay reznor unit and replaced bad inducer motor. Unit was not getting gas, so new gas valve was ordered/installed.
- Bathroom floors were painted and clear coat was applied.

### ***Seascape:***

- Screen repairs were completed in cashier's room; however some missing custom parts are needed.



## **PARKS**

### ***Parks & Forestry:***

- Started installation of RPZ's and water meters in outdoor restrooms.
- Park ID signs have been painted and installation of signs started at several parks.
- Shoreline cleanup completed at various parks and prescribed burns done at several locations on the North side.
- North shop bathroom at South Ridge Park had trim installed and painted. Bathroom and mechanical room floors were epoxy painted. Doors were painted and rehung.
- Conducted ice depth checks at various parks.
- Completed landscape maintenance and winterized landscape beds at several parks and buildings.
- Trees were checked for damage following the storm/tornado on 2/27. Tree limb removal and clean up have been ongoing at the parks and residential properties.
- Removed south wall fence at Charlemagne caused by storm damage.
- Several sign repairs were needed to park ID signs and stop sign at TC caused by storm damage.

### ***Playgrounds:***

- Conducted routine playground inspections, clean up and trash removal.
- Playgrounds checked for storm damage – replaced bleachers at Huntington small baseball field.
- Replaced swing at Evergreen Park and installed new climbers at Victoria Park. Repairs were made at Poplar Playground.

### ***The Club at Prairie Stone***

- Assisted with moving and rearranging gym equipment – weight machines, cardio equipment, and treadmills.

### ***Bridges of Poplar Creek:***

- Installation of new office is complete – finished the walls with sanded plywood, trimmed out doorway and base trim installed. Large shelving unit was removed.
- Delivery of 260 tons of rip rap rock to Bridges parking lot for use at the golf course and Vogelei.
- Rock moved to shoreline of hole #11 to reinforce the shore from eroding any further. Dirt was brought in for leveling and turf repaired.
- Ground markers were sanded and painted for the golf course, and golf course stakes are being painted.
- Repaired screen at halfway house and adjusted to close properly.
- Golf course maintenance was done to prepare for opening.
- Painted parking spaces at the golf course.

### ***Willow Rec Center:***

- Moved desks and office furniture to prepare for carpet installation; all offices moved back to old locations and hooked up computer and phone lines.



## **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*



- Nick Wirth started on Monday, March 11 as our new Superintendent of Recreation Facilities and Athletics.
- Summer prep is underway by all the Recreation staff.
- Five of our Rec programmers attended the IPRA Rec Section meeting at Palatine Park District on March 7. Kimberly Barton is the Chair of the Rec Section and is great at encouraging rec staff to attend.
- Natalie attended two early childhood conferences this month in January and February.
- We are currently interviewing for a General Programming position. This person will support the recreation programmers.



### *General Programs*

### **General Programs:**

<b>Programs- Willow/ Vogelei</b>	<b>Fall/Winter 2023</b>	<b>Winter 2024 *to date</b>
Shotokan Karate	135	165
Tae Kwon Do	45	35
Racquetball lessons	6	36
Racquetball leagues	38	22
Gymnastics	109	123

### **Dance:**

#### Things that happened in February:

1. 8 private lessons
2. Company competed at Dance Idol 2/2-2/4
3. Company had a Stars Day master class 2/9
4. Costumes all ordered for recital

#### Things that will be happening in March:

1. Company competition at Legacy 3/8-3/10



2. Recital T-shirts will go on sale
3. Costumes being passed out in dance classes.

Winter/Spring Dance Numbers:

Style	W/S 2023 Classes offered	W/S 2023 numbers	W/S 2024 Classes running	Number enrolled as of 3/7/2024
Junior Company	0	0	1	5
Stars Dance Company	1 (4 levels)	25	1 (4 Levels)	26
Ballet/Tap	9	89	8	72
Ballet/Jazz	6	58	5	43
Jazz/Hip Hop	3	35	4	51
Tap	2	11	2	9
Specialty	2	9	2	11
<b>Total</b>	<b>24</b>	<b>227</b>	<b>23</b>	<b>217</b>

Winter Baton Numbers:

Style	Winter 2023 Classes running	Winter 2023 Numbers	Winter 2024 classes being offered	Number enrolled as of 3/7/2024
Performance baton	2	16	2	18
Baton	8	29	9	29
<b>Total</b>	<b>10</b>	<b>45</b>	<b>10</b>	<b>47</b>

Theatre:

- Our theatre program continues to grow. HOTT Theatre's Youth Program Willy Wonka has 42 children enrolled. Joey and Maria's Comedy Italian Wedding has 28 and HOTT Jazz performance has 13.

Special Events:

- Planning is underway for Summer kids concerts and Fourth fest.

Drive By Bunny: Registration as of 3/5. This event is 3/29.

Activity Code	Section	Short Description	Enrolled
225910	A	Bunny Drive By - North Side	6
225910	B	Bunny Drive By - South Side	13



225910	C	Bunny Drive By - West Side	3
--------	---	----------------------------	---



*Early Childhood*

Last Year

2022-23 WRC		2022-23 TC	
Threeschool	Cancelled	Threeschool	10
2's playschool	Cancelled	2's playschool	20
3's & 4's	42	3's & 4's	91
<b>Total</b>	<b>42</b>	<b>Total</b>	<b>121</b>

Current Year

2023-24 WRC		2023-24 TC	
Threeschool	Cancelled	Threeschool	7
2's playschool	11	2's playschool	Cancelled
3's & 4's	32	3's & 4's	79
<b>Total</b>	<b>43</b>	<b>Total</b>	<b>86</b>

Late Stay WRC

5 days: 10

3 days: 4

Next School Year (Enrollment to Date)

2024-25 WRC		2024-25 TC	
Threeschool	3	Threeschool	4
2's Playschool	4	2's Playschool	2
3's & 4's	25	3's & 4's	49
<b>Total</b>	<b>32</b>	<b>Total</b>	<b>55</b>

- WRC is in the process of becoming license exempt.



- Preschool Registration for current families opened on February 5. Registration for new families opened on February 12.

LSC:

2023	2024
46 (3 rooms)	52 (3 rooms)

5 Days: 41

3 Days: 6

2 Days: 5

- Priority registration for current families opens February 5.
- Open enrollment for all families starts February 12
- Open house on February 17: Two families in attendance.
- Next open house scheduled for April 13.
- DCFS annual visit occurred on February 15. We passed all standards and processes.



<b><u>February 50+ Events:</u></b>	<b><u>Date:</u></b>	<b><u>Attended:</u></b>
Seniors out Socializing Early Bird	2/7	9
Lunch @ The Dining Room (Harper)	2/13	Cancelled
Valentine's Day Lunch	2/15	Cancelled
Seniors out Socializing	2/16	16
Pub Trivia	2/22	25
Birthday Lunch	2/23	22
Book Club- South	2/26	16
Lunch and Learn Better Place Forests	2/28	15
Raue Center for the Arts & Lunch	2/29	9
<b><u>March 50+ Events</u></b>	<b><u>Date</u></b>	<b><u>Enrolled</u></b>
Craft Club	3/4	7
Spotlight on London info mtg.	3/5	6
Seniors out Socializing Early Bird	3/6	5
St. Paddy's Luncheon	3/15	16
Lunch and Learn Baird & Warner	3/20	11



Pub Trivia	3/21	18
Cirque de Soleil- Crystal on Ice	3/24	14
Book Club- South	3/25	Reg through Library
Antique Mall/Port Edwards dinner	3/27	7
Birthday Lunch	3/29	8

### **Group Exercise Enrollments for 50+**

<b>Class</b>	<b>Winter 2023</b>	<b>Winter 2024 (as of 2/2)</b>
50+ Basic Exercise	47	77
Tai Chi (Daytime)	16	14
Line Dancing	25	35
Gentle Yoga	12	26



### *School Age - STAR and Day Camps*

### **STAR Enrollment 23/24**

	3 days before	3 days after	5 days before	5 days after	<b>Total enrolled 23/24</b>	<i><b>Waitlist</b></i>	<i>Total enrolled last year 22/23</i>
Armstrong	6	8	16	20	<b>50</b>	<b>0</b>	<b>63</b>
Fairview	3	14	10	22	<b>49</b>	<b>0</b>	<b>50</b>
Lakeview	0	6	16	35	<b>57</b>	<b>5</b>	<b>60</b>
MacArthur	2	12	31	45	<b>90</b>	<b>0</b>	<b>77</b>
Muir	4	3	16	19	<b>42</b>	<b>2</b>	<b>41</b>
Lincoln Prairie	5	8	26	15	<b>54</b>	<b>2</b>	<b>51</b>
<b>Total for D54 23/24</b>	<b>20</b>	<b>51</b>	<b>115</b>	<b>156</b>	<b>342</b>	<b>9</b>	<b>342</b>
Whiteley	5	5	21	35	<b>66</b>	<b>2</b>	<b>71</b>
Thomas Jefferson	2	6	18	48	<b>74</b>	<b>11</b>	<b>54</b>
<b>Total for D15</b>	<b>7</b>	<b>11</b>	<b>39</b>	<b>83</b>	<b>140</b>	<b>13</b>	<b>139</b>

### **Kinder STAR 23/24 enrollment:**

	<b>AM/PM Waiting on Placements</b>	<b>22/23 Enrollment</b>
Whiteley	1	



Thomas Jefferson	0		
<b>Total</b>	<b>0</b>		<b>27</b>
<b>School</b>	<b>AM</b>	<b>PM</b>	<b>PM till 6:05</b>
Whiteley 3 day	0	4	1
Whiteley 5 day	0	4	7
Thomas Jefferson 3 day	1	4	1
Thomas Jefferson 5 day	14	2	3
Totals	15	14	12
Total sum		<b>41</b>	

Spring Break School's Day Off Registration is open and have been consistently getting new enrollments. Participants will take field trips including WaterWorks, Parkour, Enchanted Castle and more.

Summer Camp registration opened March 6 and was a successful opening day! Camp offerings this year include Explorers, STEAM, Sports, Teen, Early Arrival, and Late Stay. We are also offering an additional two weeks of School's Day Out Programs at the end of August to help support our District 15 families who return to school later than usual this summer.

STAR registration for the 2024-2025 school year opens March 13 to our currently enrolled families in STAR, KSTAR, Little Stars, and Preschool. It then opens to the public March 18. We are losing one of our schools in District 15, Thomas Jefferson, as they are converting into a middle school. We expect enrollment in the one remaining school in District 15 to increase due to the increase of school aged students.



*Youth Athletics*

### **Adult Sports**

- Pickleball Leagues have concluded another great indoor session
  - We have three levels of competition, expanding from the two previously offered.
    - Social League, 3.5 and 4.0+
    - Social has 6 teams, 3.5 has 5 teams and 4.0+ has 4 teams
- The next indoor league will begin on March 25
  - 13 teams are already enrolled

### **Youth Sports**



- Soccer and younger baseball levels (4<sup>th</sup> grade and below) registration are both underway and we continue to monitor numbers
- Contractual classes are picking up
  - Sports Kids, Inc. class registration has grown from the first to second sessions of programming they are running.
  - Hoffman United Soccer Fundamentals classes began running once again with two classes running on Wednesday evenings.
    - March session numbers are much higher than the first session showing interest and support of the programs
- Basketball leagues continue to roll through the season.
  - Basketball seasons are coming to a close for many age groups.
    - 7<sup>th</sup>/8<sup>th</sup> grade tournament is on 3/9
    - 5<sup>th</sup>/6<sup>th</sup> grade tournament is on 3/9 and 3/16
    - 3<sup>rd</sup>/4<sup>th</sup> grade will finish games on 3/16
    - 1<sup>st</sup>/2<sup>nd</sup> grade teams are finishing on 3/9
    - Little Hoopers league finished their Friday night league on 3/1
  - Staff has been able to meet/speak to the basketball staff that work on Saturdays and we are working to improve processes and efficiencies.
  - I have been able to meet/speak to the basketball staff that work on Saturdays and we are working to improve processes and efficiencies.

• **Hoffman Basketball Academy**

	Wed K-2 <sup>nd</sup>	Wed 3-5 <sup>th</sup>	Thu K-2 <sup>nd</sup>	Thu 3 <sup>rd</sup> -5 <sup>th</sup>	Thu 6-8 <sup>th</sup>	Totals
<b>2022</b>	Did not offer	Did not offer	Did not offer	Did not offer	Did not offer	
<b>2023</b>	10	9	20	11	0	50
<b>2024</b>			18	15	16	49

• **Winter Basketball League (Numbers as of 12/5)**

	1/2 <sup>nd</sup>	3/4 <sup>th</sup> boys	5/6 <sup>th</sup> boys	7/8 boys	3/4 <sup>th</sup> girls	5/6 girls	Total
<b>2022</b>	107	60	60	34	21	10	305
<b>2023</b>	97	60	50	40	29	10	286
<b>2024</b>	96	58	49	38	29	10	280

There are also 35 enrolled in Basketball Shooting and Dribbling Clinics beginning in April and May

**Field Rentals**

- Cricket Rentals are fully booked and paid all weekends from mid-April through October.
- Baseball, softball and soccer rental requests are coming through steadily and staff is working to accommodate these within our internal programming needs.



- I have been working with Brian Bechtold to schedule a large adult softball tournament in late June to be hosted at Cannon

### eSports

- We had three birthday parties in February. We had a Kids Night Out at 12 and Fortnite tournament of 15.
- We are teaming up with Club Ninja Co. to run summer camps at our eSport location this summer.



### *Aquatics*

These are the numbers for March as of 3/8/2024

	<u>February 2023</u>	<u>February 2024</u>
Group	107	111
Parent/Tot	10	24
Tot	5	11
Adult	6	8
<b>Total:</b>	<b>128</b>	<b>154</b>

We will have a lifeguard training scheduled during spring break.

### *Recreation Facilities*

#### Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>2/28/2023</u>	<u>01/01/2024</u>	<u>2/29/2024</u>	<u>YTD Var. +/-</u>
Fitness	152	154	150	-4
Billed Members	144	145	142	-3
Healthcare Members		9	8	-1
Racquetball	45	37	40	+3
<b>Total</b>	<b>197</b>	<b>191</b>	<b>190</b>	<b>-1</b>

*\*2023 numbers do not include free fitness memberships*

**WRC Rental Information: 14 rentals**

#### DOG OFF-LEASH AREAS

<u>Membership</u>	<u>2/28/2023</u>	<u>01/01/2024</u>	<u>2/29/2024</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>600</b>	<b>548</b>	<b>555</b>	<b>+7</b>



### Triphahn Center Fitness

<u>Membership</u>	<u>2/28/2023</u>	<u>01/01/2024</u>	<u>2/29/2024</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>514</b>	<b>569</b>	<b>600</b>	<b>+31</b>
Billed Members	514	505	519	+14
Healthcare Members		64	81	+17
<i>*2023 numbers do not include free fitness memberships</i>				

TC Rental Information: 28 rentals

### FACILITIES AND MARKETING DIVISION REPORT

#### **Motion:**

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



#### **Bridges General Programs:**

- Toptracer had a great opening 2 Man Best Ball Event on 3/9 with complete sell out of 20 teams. Spring League Season will start the week of 3/11 with a total of 38 teams registered.
- Breakfast with the Bunny will be March 16 - (289 registered guests)

#### **Golf Rounds**

MONTHLY ROUND TOTALS					
2020	2021	2022	2023	2024	5 Year Average
0	0	0	0	337	68
YTD ROUND TOTALS					
2020	2021	2022	2023	2024	5 Year Average
0	0	0	0	337	68

#### **Range Information**

MONTHLY RANGE BASKET SALES TOTALS
-----------------------------------



2020	2021	2022	2023	2024	5 Year Average
0	0	25	118	523	133
YTD RANGE BASKET SALES TOTALS					
2019	2020	2021	2022	2024	5 Year Average
15	0	25	202	725	193

### Toptracer Hour Totals

MONTHLY TOPTRACER RESERVATION HOUR TOTALS			
2022	2023	2024	3 Year Average
0	126	610	245
YTD TOPTRACER RESERVATION HOUR TOTALS			
2022	2023	2024	3 Year Average
0	126	716	281

### Food & Beverage

- We had a successful first four weeks of Fish Fry.
  - Week 1 – 88 Guests
  - Week 2 – 126 Guests
  - Week 3 – 89 Guests
  - Week 4 – 89 Guests

#### February

1 breakfast meeting servicing 30 guests  
 1 birthday party servicing 77 guests  
 1 memorial servicing 90 guests  
 1 shower servicing 40 guests  
 Fish fry begins

#### March

2 breakfasts servicing 55 guests  
 Breakfast w Bunny – 289 guests  
 1 shower servicing 50 guests  
 2 Top Tracer Kids parties servicing 22 guests

#### April

1 breakfast meeting servicing 30 guests  
 1 birthday party servicing 60 guests  
 1 shower servicing 50 guests  
 1 all day meeting servicing 100 guests  
 1 memorial luncheon servicing 35 guests



### 2024 golf outings

4 new shotgun golf outings booked (2 in May)

Total 2024 Shotgun Events: 30

### 2024 weddings

7 ceremony and receptions (1 moved to 2025)

2 reception only

### 2025

4 ceremony and receptions



## February 2024

<b>Membership Totals</b>	<b><u>2/28/2023</u></b>	<b><u>1/01/2024</u></b>	<b><u>2/29/2024</u></b>	<b><u>Var. +/-</u></b>
Totals	2,649	2,769	2,822	+53

### Member Services/Sales

- The Club team enrolled 112 new members in February, offering an enrollment fee of \$14. This is a decent number and keeps us net positive in early 2024.
- We offered a free month to existing members who referred new members and received 18 referrals from existing members.
- The Club had 2,254 unique visits in February, meaning approximately 80% of members visited/used the facility at least once in February.
- The Club had 96 United Healthcare Renew Active pass holders use the facility in February (visiting at least one time).

### Operations and Fitness Departments:

- The Club rentals stats for February:
  - (56) volleyball rentals (3) Birthday parties (8) Soccer rental (7) Windy City Bulls
  - (20) basketball rentals (30) Pickleball court rentals (1) Overnight lock-in
- The Club offered and ran the following programming and specials in February.
  - Pickleball 101/102 (4 classes)



- \$40 off package of 5 personal training sessions
- \$25 off package of 5 semi-private personal training sessions (per person)
- Club staff offered several fun and informative member retention events in February:
  - Guess # of candy hearts jar
  - Feb 2 – National wear red day with raffle entry to those who participated
  - Feb 9 – Pinot’s Palette Event at The Club (\$10 registration discount to members)
  - Feb 17 – Dick Pond Gait Analysis
  - Feb 19 – Ascension Dietitian Table
  - Feb 29 – Ascension nurse table – blood pressure readings/stroke assessment
- The following “pop-up classes” were offered in February:
  - Yoga with weights February 2<sup>nd</sup>
  - Aqua Blast February 16<sup>th</sup>
  - Warm yoga stretching with meditation February 23

### **Ice Department**

- We hosted Northwest Hockey League (NWHL) Playoffs over the last three weekends totaling over 45 hours
- Working on Fall contracts with Timberwolves, Starlights and Glen Ellen Speed skating club
- We are hosting two tournaments in April: 4/19-4/21 (CCM) and 4/26-4/28 (MyHockey)

### **Figure Skating:**

- Ice show is set for May 11 with the Theme “Beach Party”
- Figure Skating Summer camp will have full day and new half day options
- Hosting a figure mini-camp over spring break
- Continuing to increase freestyle ice over until March until hockey starts back up
- Figure Skating classes currently has 406 registered compared to 428 last year
- Created our Hoffman Skating Academy and have offered apparel jackets for the skaters to wear to competitions.

### **Public Skate:**

- Skate with the Easter Bunny is set for 3/24
- We ordered and received over 50 pairs of new rental skates
- (3) Public Skate sessions totaling 618 patrons for February

### **Hockey:**

- Fall Hockey league season is now over and full speed ahead into Spring Hockey league season.
- Fall post-season highlights: Bantam 1 won league championship; Mite 1 finished in first place in regular season; Squirt 2 finished in second place for regular season.
- Wolverines Tournament teams hosted tryouts 3/11 & 3/12; we will field 12U and 16U Wolverines Spring tournament teams.



- Wolfpack Evaluations are set for 3/18 & 3/19; currently 102 enrolled
- Spring Development classes will be split into two shorter sessions Spring 1 and Spring 2
- The National “Try Hockey Free” event sponsored by USA Hockey was 2/24 we had 30 skaters.
- Adding more Stick & Puck sessions to fill ice over between fall/spring sessions
- Hockey Summer Camp will be similar to years past with full day and half day options
- Wolfpack Prime will be an option for Spring with levels that field more than 2 teams.

Development Classes		SPRING 2023	SPRING 2024
242460-A	Intro to hockey - L1	40	53
242469-A	Hockey Development- L2	32	N/A
242459-A	Tot Hockey	40	30
232463-D1	Hockey Moms/ Dads	N/A	17

## Marketing

### 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 Spring Leagues and upcoming 2024 events
- Designed and scheduled marquee images for golf outings, showers, and events
- Redesigned “Buffet” menus
- Created partnership with Seasons at Hoffman Estates to promote our services with new resident welcome baskets





- Attended a wedding expo to promote wedding packages, bridal showers, and bachelor & bachelorette events



- Created/scheduled limited email blasts:

DATE	EMAIL MAIN SUBJECT(S)
2-2-24	2024 Events, Toptracer, Fish Fry, Breakfast with Bunny
2-14-24	Fish Fry, TT Leagues, TT Masters Event, Breakfast with Bunny
2-16-24	TaylorMade Fitting Event
2-19-24	Course open 2-22-24, Fish Fry, TT Leagues, Breakfast with Bunny, TT Masters
2-22-24	TT Best Ball, TT Leagues, March Madness
2-23-24	TaylorMade Fitting Event
2-27-24	TaylorMade 2024 TP5 & TP5x Golf Ball Promotion
2-28-24	TT Best Ball, TT Leagues, March Madness, Fish Fry

## THE CLUB

- Designed March 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
- Started working on internal page layout of updated web design
- Highlighted members on social media throughout the month
- Promoted various Member Incentive events (Pop Up Fitness, Wear Red Day, Painting Party,



etc.)



- Member Appreciation Event on 2-9-24 was a great success



## OTHER

- Attend weekly C&M meetings with Rec marketing
- Attended Mayor's Community Update Breakfast
- Presented HEParks updates at Chamber Board of Directors meeting

## February behind the scenes in C&M department:

Continued with new staff marketing department training:

(More training on CMS (web maintenance), Constant Contact Metrics, Marketing Campaign Best Practices like how to write a creative brief, setting up accounts on community calendars, and posting strategies.

Refined and built out automation commands in project management program (Monday.com)

Continued working with Invex on tasks needed for the redevelopment our website in 2024



## **2. Press**

Wrote and submitted 3 press releases: “Hoffman Estates Park District Secures \$600,000 OSLAD Grant for Vogeli Park Renovation Project,” “Hoffman Estates Park District Commissioners Honored as Master Board Members,” “Hoffman Estates Park District's Craig Talsma Honored with Prestigious Award”.

## **3. C&M production**

- Preschool Campaign with stand alone email, a paid FB campaign, organic social posts, signs, billboard, web banner, and fliers
- Soccer Campaign- created stand-alone email (sent 3/1), a paid FB campaign, organic social posts, signs, billboard, web banner
- Spring Registration Campaign- art collateral for posters, inclusion in eblasts, a new consolidated graphic for sign boards, printed unofficial staff guides, billboard, web banner, reconfigured and rewrote the programs web landing page
- Little Stars Open House Campaign- inclusion in weekly eblasts, social posts, fliers, signs, web banner, billboard, and web callouts.
- Public Skate Campaign- inclusion in weekly eblasts, web banner, posters, web call outs, signs, and social posts
- 50+ Active Adults Campaign- Created artwork for Events on HEParks Web Events page, taking over email blasts for 50+ printed newsletter and template for staff to edit, and 50+ posters, and social posts
- Partnered with Bridges for door-to-door neighborhood canvassing campaign + Seasons New Development- Designed small flier for promotion to raise awareness of HEParks and had rack cards printed, provided sunglasses, pens, and magnet clips to giveaways
- Love your Pet Day social media campaign on Facebook and Instagram to drive engagement on those platforms
- Created collateral and fliers for SRT Golf Outing
- Created signs for construction, fitness center, hour changes, basketball rules
- Created ballot box for preschool teachers
- Created a new registration welcome wall with design forward, eye-catching grass, new tablets, new strategy of posters combined with PowerPoint show on the tv to drive engagement in our programs and activities.
- Updated webpages fixing broken registration links, started sign assessments for Seascape and logo replacements at TC and Willow.



#### 4. Email Campaigns:

Date & Time Sent	Campaign Name	Sends	Opens	Open Rate	Click Rate	Bounce Rate	Unsubscribe Rate
2/29/2024 18:02	Audiences	28535	11493	41.80%	1.50%	3.70%	0.10%
2/27/2024 18:02	All_District_	28562	12095	42.90%	1.60%	1.30%	0.10%
2/23/2024 15:45	March 2024 50+ Newsletter	15601	7720	49.70%	0.70%	0.30%	0.10%
2/22/2024 18:03	Audiences	28620	12095	42.70%	1.20%	0.90%	0.10%
2/20/2024 18:03	_All_District_Email	28656	11879	41.90%	1.30%	0.90%	0.10%
2/15/2024 18:03	Audiences	28697	12076	42.50%	1.20%	1.00%	0.10%
2/13/2024 18:03	All_District_Email	28732	11755	41.30%	1.60%	1.00%	0.10%
2/8/2024 18:02	Audiences	28764	11861	41.60%	0.70%	0.90%	0.10%
2/6/2024 18:03	_All_District_Email	28799	11955	41.90%	1.30%	0.90%	0.10%
2/6/2024 13:46	Stand Alone Preschool Registration	965	602	62.60%	3.60%	0.40%	0.10%
2/1/2024 18:03	Audiences	28862	11891	41.60%	0.80%	0.90%	0.10%
2/1/2024 17:20	February 2024 50+ Newsletter	15719	7830	49.90%	0.70%	0.30%	0.10%
<b>FEB 2024 AVERAGES</b>	<b>11 C&amp;M emails</b>	<b>274,793 emails sent</b>	<b>115,422 opens</b>	<b>44.59%</b>	<b>1.41%</b>	<b>1.19%</b>	<b>0.09%</b>

#### 5. HEParks' social posts, reels, carousels, and video stories in addition to 19 user-generated social content for Love Your Pet Social Campaign

For the month of February- our estimated audience size on FB 49k-57k.

**Our most popular social post was on FB- Feb 8 on the OSLAD Grant news with an engagement score of 24 reaching over 6k impressions.**





### Social Media Post Impressions per day- platform

2/1	FB	825	2/12	IG	88	2/18	FB	878	2/20	IG	108	2/24	IG	146
2/1	FB	725	2/14	FB	481	2/19	IG	141	2/20	IG	121	2/24	FB	2100
2/2	FB	749	2/14	FB	796	2/19	FB	589	2/20	IG	67	2/24	FB	4500
2/2	FB	1900	2/14	IG	472	2/19	FB	710	2/20	FB	673	2/25	IG	196
2/5	FB	2200	2/14	IG	95	2/19	IG	119	2/20	FB	728	2/25	FB	1900
2/7	IG	147	2/14	IG	113	2/19	FB	467	2/21	IG	105	2/26	IG	254
2/7	IG	116	2/14	IG	100	2/20	IG	123	2/21	FB	940	2/26	FB	2500
2/7	IG	124	2/14	FB	1600	2/20	FB	534	2/21	IG	115	2/26	FB	818
2/7	FB	1400	2/14	FB	469	2/20	IG	65	2/21	FB	439	2/27	IG	103
2/8	FB	360	2/14	IG	164	2/20	IG	65	2/21	IG	298	2/27	FB	353
2/8	FB	6200	2/15	IG	118	2/20	IG	64	2/21	FB	1500	2/27	IG	102
2/8	FB	542	2/15	FB	1100	2/20	IG	66	2/21	IG	112	2/27	FB	613
2/9	FB	478	2/15	FB	542	2/20	IG	72	2/21	FB	402	2/28	IG	104
2/9	IG	129	2/16	IG	126	2/20	IG	77	2/22	IG	152	2/28	FB	511
2/9	FB	1700	2/16	FB	427	2/20	IG	98	2/22	FB	703	2/28	FB	695
2/10	FB	504	2/16	IG	222	2/20	IG	62	2/22	IG	115	2/28	IG	160
2/10	FB	1900	2/16	FB	2400	2/20	IG	53	2/22	FB	523	2/28	FB	1200
2/10	FB	844	2/17	IG	157	2/20	IG	52	2/22	FB	298	2/29	IG	144
2/11	FB	661	2/17	FB	1800	2/20	IG	54	2/23	IG	97	2/29	FB	465
2/12	IG	130	2/17	IG	207	2/20	IG	55	2/23	FB	419	2/29	IG	213
2/12	FB	932	2/17	FB	725	2/20	IG	58	2/23	IG	123	2/29	FB	1800
2/12	IG	77	2/18	IG	127	2/20	IG	55	2/23	FB	377			

**Plus four Paid Facebook Ads for Preschool, Baseball, and Soccer- 95,330 impressions**



## 6. Website Traffic: FEB 2024 Page Traffic

Pages and screens: Page title and screen class <span>✓</span> <span>+</span>						
Custom Feb 1 - Feb 29, 2024						
<div> <div>04 Feb</div> <div>11</div> <div>18</div> <div>25</div> <div>0</div> <div>10K</div> </div> <div> <span>Hoffman Estates WebTrac - WebTrac Activity Search</span> <span>Hoffman Estates WebTrac - Splash</span> <span>Welcome - Hoffman Estates Park District</span> </div>						
<div> <div>Q Search...</div> </div>			Rows per page: 10		Go to: 1	
Page title and screen class <span>+</span>	↓ Views	Users	Views per user	Average engagement time	Event count All events	Conversion All events
	113,506 100% of total	17,813 100% of total	6.37 Avg 0%	2m 50s Avg 0%	317,906 100% of total	
1 Hoffman Estates WebTrac - WebTrac Activity Search	26,078	6,441	4.05	2m 18s	76,549	
2 Hoffman Estates WebTrac - Splash	18,145	3,314	5.48	1m 53s	32,658	
3 Welcome - Hoffman Estates Park District	10,629	5,962	1.78	31s	35,669	
4 Hoffman Estates WebTrac - Login	4,533	1,774	2.56	33s	12,466	
5 Explore Programs - Hoffman Estates Park District	3,843	2,270	1.69	33s	10,638	
6 Hoffman Estates WebTrac	2,937	1,186	2.48	20s	7,742	
7 Hoffman Estates WebTrac - Shopping Cart	2,403	1,115	2.16	37s	6,158	
8 Hoffman Estates WebTrac - Checkout	1,504	954	1.58	1m 32s	4,034	
9 Events Archive - Hoffman Estates Park District	1,459	960	1.52	56s	3,530	
10 Hoffman Estates WebTrac - Household Information	1,435	488	2.94	3m 55s	3,826	

Session primary...Channel Group) <span>+</span>	Users	↓ Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user
	17,813 100% of total	30,330 100% of total	18,056 100% of total	1m 40s Avg 0%	1.01 Avg 0%
1 Organic Search	9,075	16,669	11,371	2m 04s	1.25
2 Direct	7,491	11,013	5,149	1m 04s	0.69
3 Referral	757	1,627	1,074	1m 49s	1.42
4 Organic Social	815	983	471	41s	0.58
5 Unassigned	223	237	0	2m 35s	0.00
6 Organic Video	1	1	1	4m 23s	1.00



## FINANCE, IT and HR DIVISION REPORT

### Motion:

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

### Finance/Administration:

- Completed SharePoint sites for General Staff, Learning & Development, Work Request and Desk Staff (preliminary)
- Integrated SharePoint sites into Teams to create a one-stop location for staff.
- Prepared Microsoft Training materials in both written and video formats.

The screenshot displays the HEParks Staff Home Page. At the top, there's a navigation bar with links like General, Posts, Files, Staff Site, 2024 Calendar of Events, Learning & Development, Business Work Request, and Business Work Status. Below the navigation bar, a large banner image of a snowy park path is accompanied by the text "Welcome to the HEParks Staff Home Page!".

The main content area is divided into several sections:

- News:** A section titled "Vogelei Park Renovation" with a thumbnail image of a park map and a brief description: "Vogelei Park Renovation - \$600,000 Open Space Land Acquisition and...".
- Quick links:** A section with links to Learning & Development, Telephone List, BSA Online, Personnel Manual, Board & Committee Meetings, and Transparency Center.
- Welcome Aboard!:** A section listing staff members and their positions:

Name	Position
Justin Obrien	Parks Groundworker
Frederick Race	Bpcc Outside Personnel
Alexander Nichols	Bpcc Maint
Thomas Blackwell	Club Custodial
Misel Arano Estrada	Club Custodial
Brian Dumsler	Bpcc Pro Shop Attendant
Kyle Starkovich	Parks Field Maint Mgr

- Welcome Back!:** A section listing staff members and their positions:

Name	Position
Nicholas Wirth	Superintendent Of Facilities

At the bottom, there's a "2024 Calendar of Events" section with a table showing events for the month of February 2024.

Title	Date	Day of Week	Time	Location	Lead	Notes
Brain On Fitness: Across Black Mom	2/14/2024	Friday	9:30 - 10:20am	The Club	Sarah K.	

On the right side of the page, there's a "Submit your Idea!" section with a form asking "What is your idea for improving the Park District?" and a "Submit" button.



- Emailed 2023 childcare statements to families who did not receive theirs initially.
- Created coupons for Fitness Initiation Fee for Heart Month.
- Processed first billing with new billing rates for Club and troubleshooted fees that were reverted.
- Created Tickets for 2024 Toptracer, Course Events, and Tournaments at BPC.
- Completed room reservations for Spring programs.
- Automated additional reports for Rec, Maintenance, and WRC.
- Monitored multiple chargebacks.
- Troubleshoot any permission issues and processing issues as they arose.
- Processed Club cancel/changes as received.
- Payroll Cycle Processing
  - 02/02/24      \$202,778.72
  - 02/16/24      \$205,967.64

#### **Administrative Registration/EFT Billing:**

- EFT Billings for:
  - Sponsorship/Marquee
  - LSC (weekly)
  - Club/TC/WRC Fitness
  - Fitness/Locker
  - Freestyle
  - STAR
  - Preschool
  - Dance
- Administrative
  - Database Maintenance
    - Duplicate Households
    - Employee Pass
    - Aged Punch Passes
  - Program Fee/Rule Adjustments
  - Assisted in Training New Staff
  - Billing NSF Payment Retries
- Administrative Registration for:
  - State of IL CCAP (Child Care Assistance Program)
  - STAR
  - Preschool

#### **Technology:**

- Security Cameras Upgrades
  - IT installed an additional camera in the Toptracer storage/network room.
- Prairie Stone



- Once Parks runs new cabling, IT will install an additional camera in the fitness area.
- Mobile Device Management
  - A Mosyle license was purchased since the device count exceeded the 30-user limit.
- C&M Green Wall
  - C&M created a “Green Wall” in the TC lobby that showcases the District’s programs and gives patrons the ability to find more information.
  - IT purchased, configured, & installed two (2) iPads for the new “Green Wall” located near the front desk.
- Audit Analog POTS (Plain Old Telephone System) Lines
  - Our Peerless account manager is working with their billing team to close our account and process any refunds.
- Watchfire Marquee Signs
  - IT received a quote from Parvin-Clauss for all signs with 7 years parts and labor at \$602,284.
  - IT received a quote from Vernon & Maz, Inc. The cost for all signs with 7 years parts and labor was \$592,410. Ten (10) years is \$635,410.
- CrowdStrike Managed Detection and Response (MDR)
  - IT is in the process of deploying CrowdStrike to all District computers.
- New Toptracer Software
  - IT has been working with the Director of Golf to find a suitable solution to replace the Lightspeed software used at Toptracer to order food & beverages. SambaPOS was chosen as the successor after reviewing other options (Toast, RecTrac, etc.)
    - IT installed and configured the SambaPOS app on each of the ten (10) iPads for Toptracer.
    - IT installed an all-in-one SambaPOS terminal with hardwired credit card reader.
    - IT installed and configured an all-in-one SambaPOS KDS (Kitchen Display System). This helps with tracking orders in our kitchen.



## **Park District Updates 2.23.2024**

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

### **Upcoming Events**

**Feb 23 - Friday Fish Fry at Bridges \*LIVE MUSIC\***

**Feb 24 - Kids Night Out**

**Feb 25 - District 15 STAR Days Off School 3/25**

**Feb 25 - Public Skate February 25**

**Mar 1 - Friday Fish Fry at Bridges**

**Mar 4 - Scrabble and Healthy Appetizers-Scrabble day/Nutrition Month**

**Mar 5 - Colette Spotlight on London – Informational Meeting**

**Mar 7 - Senior Lunch and Learn Soul Tab**

**Mar 8 - Friday Fish Fry at Bridges**

**Mar 9 - Kid's Night Out**

**Mar 10 - Public Skate**

**Mar 15 - St. Paddy's Day Luncheon**

### **Daily Herald Article**

Wednesday's paper copy of the Daily Herald included an article that was highlighted last week digitally, celebrating two of our Commissioners, Linda Dressler and Marc A. Friedman. Linda and Marc achieved Master Board Member status through the Illinois Association of Park Districts (IAPD) Board Member Development Program and were honored during the recent state parks and recreation conference in Chicago. A scanned copy of the article is attached.

### **Friday Fish Fry is Back at Bridges of Poplar Creek!**

Join us every Friday through March 29 for the fan favorite Friday Fish Fry at the Tap Inn Grill at Bridges of Poplar Creek. Dine in or carry-out is available from 4:30 to 9:00 p.m. (to-go order must be placed by 8:30 p.m.). Live music will be entertaining guests on February 23 and March 15. The full menu for the Fish Fry is attached (burgers, chicken and kids meals also available).

### **Reminder: 2024 IAPD Legislative Breakfast – Saturday, February 24 – Schaumburg Golf Club**

Registration for this event is now closed, but as a reminder to those who are scheduled to attend: The Schaumburg Park District will be hosting this year's IAPD Legislative Breakfast on Saturday, February 24, beginning at 8:00 a.m. at the Schaumburg Golf Club. Several of our local legislators will be in attendance to review the latest legislation. We have RSVPd for LD, PM and MF. Craig Talsma, Brian Bechtold and Robert Kaplan will also attend.

### **Village of Hoffman Estates – Black History Month Celebration**

The Village's Cultural Awareness Commission is hosting a special celebration honoring Black History Month on Saturday, February 24 from 2:00 to 4:30 p.m. at the Village Hall. Join others in the community to celebrate the tremendous contributions of Black Americans throughout



history. Musical and dance entertainment will be provided, as well as light refreshments. Although free to attend, advance reservations are required by calling Hallie Karle at 847-781-2606 or using this [link](#).

**Breakfast with Bunny – Bridges of Poplar Creek – Saturday, March 16 – Reservations Now Open**

Join HEParks and the Easter Bunny for breakfast on Saturday, March 16 at Bridges of Poplar Creek. Seatings are available at 8:30 a.m. and 11:00 a.m. Adults are \$23.95; Children 4-12 are \$14.95 (3 and under are free). Reservations can be made by calling Jennifer Fuller at 847-781-3658. Bring your camera for photos!

Have a great weekend!

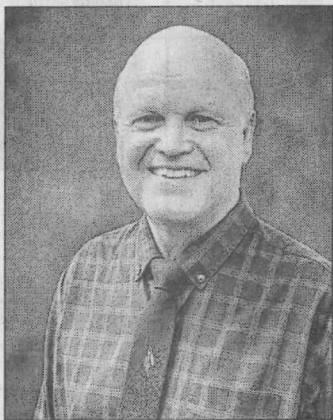
Craig



# Plaines History Center hires new executive

was hired as History Center director. responsible for managing and expanding History Center staff, community outreach, creating strategic and practical ways to involve residents of all ages in programs and opening a community plan Center and Museum.

to the his- leading the y Historical um, Union, ears. He was of Naturally y for more and is cur- member of the ll Founda- that protects ie history of ed that Kurt ie executive here at the ory Center," , board vice interviewed strong can- urt's experi- g and lead- s like ours He is clearly



COURTESY OF STAN KOTECKI PHOTOGRAPHY

**Kurt Begalka is the new executive director at the Des Plaines History Center.**

the right person to continue the important work that the history center does in Des Plaines and our surrounding communities."

• Hoffman Estates Park District Commissioners **Linda Dressler** and **Marc A. Friedman** were honored with Master Board Member status by the Illinois Association of Park Districts as part of its Board Member Development Program.

Dressler and Friedman both assumed roles with the park board in 2021.

Dressler, a Realtor and a resident of Hoffman Estates since 1994, serves as the chair of the Recreation and Facilities committee and as the liaison for the 50+ committee.

Friedman currently serves as the vice chair of the Recreation and Facilities



COURTESY OF HOFFMAN ESTATES PARK DISTRICT

**Hoffman Estates Park District Commissioners Linda Dressler and Marc A. Friedman, with Executive Director Craig Talsma.**

committee. Prior to his board appointment, Friedman dedicated a decade of service as a volunteer community representative on the Buildings and Grounds committee. A resident of Hoffman Estates since 1987, he has been an active figure in youth sports, coaching baseball, basketball and soccer for over 30 years.



**Renee Melville**

• 818 Capital Group, Libertyville, promoted **Renee Melville** to the role of president. Melville is adding the strategic

responsibilities of president to her existing role as chief financial officer (CFO).

As president, Melville is coordinating the efforts of the leadership team and working alongside Roch Tranel, founder and CEO, in a mission of "Empowering 1 Billion Dreams" through growth and preservation investment strategies and the thought-leading allocations of investment portfolios.

Melville joined The Tranel Financial Group, a related company, as the CFO in 2020. Prior to that, she worked as a fractional CFO and senior accountant for The Tranel Financial Group since 2016.



**Palatine resident Rick Burd and his son Justin, participating in a charity climb event.**

• Palatine resident **Rick Burd** and his son, **Justin**, will lead a charity climb team up 94 floors for the annual Hustle Chicago event, hosted by the Respiratory Health Association on Feb. 25.

The pair began climbing together 10 years ago, leading the record setting "High Steppers" team of 56 members to climb 94 floors of the former Hancock building in support of clean air and healthy lungs.

This is the Burds' 11th



## District 214 names new associate superintendent for Student Services

Submitted by District 214

High School District 214 has named Kara Kendrick as its new associate superintendent for Student Services.

Kendrick brings a wealth of relevant experience to her new role, having served as





## **Park District Updates 3.1.2024**

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

### **Upcoming Events**

**Mar 1 - Friday Fish Fry at Bridges**

**Mar 4 - 50+ Scrabble and Healthy Appetizers-Scrabble day/Nutrition Month**

**Mar 5 - Colette Spotlight on London – 50+ Informational Meeting**

**Mar 8 - Friday Fish Fry at Bridges**

**Mar 9 - Kid's Night Out**

**Mar 10 - Public Skate**

**Mar 15 - St. Paddy's Day Luncheon**

**Mar 15 - Friday Fish Fry at Bridges \*LIVE MUSIC\***

**Mar 15 - Fortnite eSports Tournament**

**Mar 16 - Breakfast with Bunny**

**Mar 16 - Pot of Gold Climb**

**Mar 17 - Public Skate**

### **Friday Fish Fry is Back at Bridges of Poplar Creek!**

Join us every Friday through March 29 for the fan favorite Friday Fish Fry at the Tap Inn Grill at Bridges of Poplar Creek. Dine in or carry-out is available from 4:30 to 9:00 p.m. (to-go order must be placed by 8:30 p.m.). Live music will be entertaining guests on March 15. The full menu for the Fish Fry can be found at this [link](#) (burgers, chicken and kids meals also available).

### **Breakfast with Bunny – Bridges of Poplar Creek – Saturday, March 16 – Reservations Now Open**

Join HEParks and the Easter Bunny for breakfast on Saturday, March 16 at Bridges of Poplar Creek. Seatings are available at 8:30 a.m. and 11:00 a.m. Adults are \$23.95; Children 4-12 are \$14.95 (3 and under are free). Reservations can be made by calling Jennifer Fuller at 847-781-3658. Bring your camera for photos!

### **HEChamber's 2024 Bon Appetit Food and Drink Festival – Thursday, April 18 – Bell Works**

Come out to Bell Works on Thursday, April 18, 5:00-7:30 p.m. for the Chamber's annual Bon Appetit Food and Drink Festival. More than 15 area restaurants are already planning to offer samples of some of their best menu items, including some vegetarian, vegan and gluten free options. A cash bar will be available, and raffle tickets will be sold to take a chance on some terrific prize baskets. Click [here](#) to register (\$35 in advance, \$40 at the door).

Have a great weekend!

Craig



## **Park District Updates 3.8.2024**

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

### **Upcoming Events**

**Mar 8 - Friday Fish Fry at Bridges**

**Mar 9 - Kid's Night Out**

**Mar 10 - Public Skate**

**Mar 15 - St. Paddy's Day 50+ Luncheon**

**Mar 15 - Friday Fish Fry at Bridges \*LIVE MUSIC\***

**Mar 15 - Fortnite E-Sports Tournament**

**Mar 16 - Breakfast with Bunny**

**Mar 16 - Pot of Gold Climb**

**Mar 17 - Public Skate**

**Mar 19 - District 54 Days Off School- LaserX 3/19**

**Mar 21 - 50+ Pub Trivia**

**Mar 22 - Friday Fish Fry at Bridges**

### **Next Week – March 11-15**

Please note that Craig will be out of the office next week. In his absence, Brian Bechtold will assume Executive Director responsibilities. Please reach out to Brian with any questions or concerns.

### **Friday Fish Fry is Back at Bridges of Poplar Creek!**

Join us every Friday through March 29 for the fan favorite Friday Fish Fry at the Tap Inn Grill at Bridges of Poplar Creek. Dine in or carry-out is available from 4:30 to 9:00 p.m. (to-go order must be placed by 8:30 p.m.). Live music will be entertaining guests on March 15. The full menu for the Fish Fry can be found at this [link](#) (burgers, chicken and kids meals also available).

### **Breakfast with Bunny – Bridges of Poplar Creek – Saturday, March 16 – Reservations Now Open**

Join HEParks and the Easter Bunny for breakfast on Saturday, March 16 at Bridges of Poplar Creek. Seatings are available at 8:30 a.m. and 11:00 a.m. Adults are \$23.95; Children 4-12 are \$14.95 (3 and under are free). Reservations can be made by calling Jennifer Fuller at 847-781-3658. Bring your camera for photos!

### **HEChamber's 2024 Bon Appetit Food and Drink Festival – Thursday, April 18 – Bell Works**

Come out to Bell Works on Thursday, April 18, 5:00-7:30 p.m. for the Chamber's annual Bon Appetit Food and Drink Festival. More than 15 area restaurants are already planning to offer samples of some of their best menu items, including some vegetarian, vegan and gluten free options. A cash bar will be available, and raffle tickets will be sold to take a chance on some terrific prize baskets. Click [here](#) to register (\$35 in advance, \$40 at the door).



### **IAPD Legislative Conference and Reception – Springfield, IL – May 7 and 8**

The annual Legislative Conference, hosted by IAPD, will take place in Springfield on May 7 and 8. The Reception will take place at the Illini Country Club on May 7, with the Conference the following day at the Crowne Plaza Hotel. If any Commissioners are interested in attending, please let Cindy know ASAP to RSVP and to make hotel arrangements. This program is designed to provide commissioners, directors and professionals with up-to-date information on IAPD's Legislative Advocacy Program and all pending legislation affecting IAPD's membership. Tools will be provided to aid commissioners and directors in communicating with their local legislators.

Have a great weekend!

Craig

### **Park District Updates 3.15.2024**

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

#### **Upcoming Events**

**Mar 15 - Friday Fish Fry at Bridges \*LIVE MUSIC\***

**Mar 15 - Fortnite E-Sports Tournament**

**Mar 16 - Breakfast with Bunny**

**Mar 16 - Pot of Gold Climb**

**Mar 17 - Public Skate**

**Mar 19 - District 54 Days Off School- LaserX 3/19**

**Mar 21 - 50+ Pub Trivia**

**Mar 22 - Friday Fish Fry at Bridges**

**Mar 23 - E-Sports: Kid's Night Out**

**Mar 24 - Skate with Bunny!**

**Mar 25 - District 54 STAR Days Off School Parkour 3/25**

### **Friday Fish Fry is Back at Bridges of Poplar Creek!**

Join us every Friday through March 29 for the fan favorite Friday Fish Fry at the Tap Inn Grill at Bridges of Poplar Creek. Dine in or carry-out is available from 4:30 to 9:00 p.m. (to-go order must be placed by 8:30 p.m.). Live music will be entertaining guests this evening, March 15! The full menu for the Fish Fry can be found at this [link](#) (burgers, chicken and kids meals also available).

### **HEParks Egg Hunts with Bunny – Saturday, March 30 (three locations)**

Free to attend! HEParks is hosting three egg hunts in the community on Saturday, March 30. Children ages 0-9 will be divided into age groups to hunt for eggs. The hunts will begin promptly at starting time. Please only attend one egg hunt to ensure we have enough eggs for all of our



kiddos. The Easter Bunny will be on-site at Pine Park for photos. The time and location for each hunt are listed below:

- 8:30 a.m.      Fabbrini Park      1740 Glen Lake Road
- 9:45 a.m.      Pine Prak      750 Charleston
- 11:00 a.m.      Cannon Crossings      1675 Nicholson Drive

#### **HEChamber's 2024 Bon Appetit Food and Drink Festival – Thursday, April 18 – Bell Works**

Come out to Bell Works on Thursday, April 18, 5:00-7:30 p.m. for the Chamber's annual Bon Appetit Food and Drink Festival. More than 15 area restaurants are already planning to offer samples of some of their best menu items, including some vegetarian, vegan and gluten free options. A cash bar will be available, and raffle tickets will be sold to take a chance on some terrific prize baskets. Click [here](#) to register (\$35 in advance, \$40 at the door).

#### **IAPD Legislative Conference and Reception – Springfield, IL – May 7 and 8**

The annual Legislative Conference, hosted by IAPD, will take place in Springfield on May 7 and 8. The Reception will take place at the Illini Country Club on May 7, with the Conference the following day at the Crowne Plaza Hotel. If any Commissioners are interested in attending, please let Cindy know ASAP to RSVP and to make hotel arrangements. This program is designed to provide commissioners, directors and professionals with up-to-date information on IAPD's Legislative Advocacy Program and all pending legislation affecting IAPD's membership. Tools will be provided to aid commissioners and directors in communicating with their local legislators.

Have a great weekend!

Craig



**MEMORANDUM NO. M24-028**

**TO:** A&F Committees  
**FROM:** Craig Talsma, Executive Director  
Nicole Hopkins, Director of Finance and Administration  
**RE:** Bond Abatements  
**DATE:** March 26, 2024

---

**Motion:**

Recommend to the full board the approval of Ordinance O24-002 abating taxes levied for the District's bonds for the 2023 Levy.

**Background:**

Each year the District abates the additional levies on our bonds as filed with the county. This is done every year to ensure that we do not levy taxes for additional revenues to pay off our alternate revenue bonds. The abatement needs to be filed before the second installment of property taxes which Cook County calculates; the due date for this filing is April 1.

**Rationale:**

The District needs to approve this abatement to ensure that the correct dollar amount is levied for the District's property taxes to coincide with our tax levy and budget, which coincide with our actual needs.



STATE OF ILLINOIS     )  
  )  
COUNTY OF COOK     )

**ORDINANCE 024-002 ABATING TAXES LEVIED FOR GENERAL  
OBLIGATION BONDS FOR THE YEAR 2023**

WHEREAS, the Board of Park Commissioners of the Hoffman Estates Park District passed ordinances on the following dates for the issuance of the following referenced bonds (collectively, the “Bonds”):

<u>Date</u>	<u>Issue</u>
December 2, 2013	General Obligation Park Bonds (Alternate Revenue Source) Series 2013A
December 10, 2014	General Obligation Park Bonds (Alternate Revenue Source) Series 2014A
December 2, 2019	General Obligation Park Bonds (Alternate Revenue Source) Series 2019B
August 27, 2019	General Obligation Park Bonds (Alternate Revenue Source) Series 2020A

WHEREAS, said ordinances levied the following taxes sufficient to produce funds for the tax year 2023 to pay principal and interest on the Bonds:

<u>Issue</u>	<u>Amount</u>
General Obligation Park Bonds (Alternate Revenue Source) Series 2013	\$809,737.50
General Obligation Park Bonds (Alternate Revenue Source) Series 2014A	\$605,062.50
General Obligation Park Bonds (Alternate Revenue Source) Series 2019B	\$496,600.00
General Obligation Park Bonds (Alternate Revenue Source) Series 2020A	\$1,485,500.00

WHEREAS, the Board of Park Commissioners has determined that Pledged Revenues consisting of income from “User Fees”, as defined in the ordinances, proceeds of annual general obligation bond issues, or other sources, will be sufficient to pay the 2024 principal and interest on the bonds;

WHEREAS, since it is no longer necessary that the Board of Park Commissioners receive the amount of the tax levy previously provided, the Board desires that the entire levies for the Bonds for 2023 be abated.



NOW, THEREFORE, be it ordained by the Board of Park Commissioners, Hoffman Estates Park District, Hoffman Estates, Illinois as follows:

Section One: The 2023 levies as provided in the above ordinances for the Bonds shall be abated in their entirety.

Section Two: A certified copy hereof shall be filed with the County Clerk of Cook County who shall abate the 2023 levy for each of the Bonds.

Section Three: This ordinance shall be in full force and effect from and after its passage, and approval as provided by law.

YEAS:

NAYS:

ABSENT:

PASSED this 26th day of March, 2024.

APPROVED this 26th day of March, 2024.

---

President

ATTEST:

---

Secretary