

AGENDA
REGULAR BOARD MEETING NO. 1109
TUESDAY, FEBRUARY 25, 2025
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. CONSENT AGENDA [\(Click here to access all Board & Committee Packets\)](#)
Motion to approve the Consent Agenda items A through K.
 - A. Asphalt Repairs, Sealcoating and Striping / M25-016 (see B&G February packet)
 - B. Court Repairs and Color Coating at Multiple Locations / M25-017 (see B&G February packet)
 - C. Bridges Patio Furniture Purchase / M25-015 (see Rec February packet)
 - D. Balanced Scorecard / M25-020 (see A&F February packet)
 - E. Open and Paid Invoice Register: \$646,802.93 (see A&F February packet)
 - F. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F February packet)
 - G. Acceptance of B&G Minutes 1/21/2025 (see B&G February packet)
 - H. Acceptance of Rec & Facilities Minutes 1/21/2025 (see Rec & Facilities February packet)
 - I. Acceptance of A&F Minutes 11/26/2024 (see A&F December packet)
 - J. Approval of Public Hearing Minutes 1/21/2025
 - K. Approval of Regular Board Meeting Minutes 1/28/2025
8. PRESIDENT'S REPORT



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9. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
Motion to adopt the Executive Director's Report as presented.
10. OLD BUSINESS
11. NEW BUSINESS
 - A. IMRF Authorized Agent / M25-022 / R25-001
Motion to approve the nomination of Amy Rivas as the District's IMRF Authorized Agent.
 - B. Tax Levy Bond Abatement / M25-019 / O25-001
Motion to approve Ordinance O25-001 abating taxes levied for the District's bonds for the 2024 Levy.
12. COMMISSIONER COMMENTS
13. EXECUTIVE SESSION
 - A. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to 5 ILCS 120/2 Section 2(c)(1) of the Open Meetings Act
14. Approval of Executive Director's Employment Agreement and Compensation.
15. ADJOURNMENT
Motion to adjourn the meeting.

**MINUTES
PUBLIC HEARING
BUDGET AND APPROPRIATIONS ORDINANCE
January 21, 2025**

1. Call to Order

Executive Director Talsma called the meeting to order at 7:00 p.m.

2. Public Input

No comments from the audience.

3. Adjournment:

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

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

MINUTES
REGULAR BOARD MEETING NO. 1108
January 28, 2025

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on January 28, 2025, at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent:

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Administration & Finance Hopkins, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: Comm Reps Harner, Pilafas, Wilson and Winner, Superintendents Barton and Wirth, Felicia Felau, Tom Oswald, Stephanie Felber, Humberto Padilla, Kevin O'Grady (7:30)

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. Recognition

President Chhatwani recognized Tom Oswald as Best of Hoffman for the 4th Quarter 2024, and Stephanie Felber as Best of the Best of Hoffman (Volunteer of the Year).

President Chhatwani recognized Humberto Padilla as the Full-Time Employee of the 4th Quarter 2024, and Juan Barrera as the Part-Time Employee of the 4th Quarter 2024.

President Chhatwani recognized Humberto Padilla and Kevin O'Grady as the Full-Time and Part-Time Employees of the Year, respectively.

5. Comments from the Audience:

None

6. Recess for A&F Committee Meeting:

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

Kimberly Barton, Nick Wirth, Tom Oswald, Humberto Padilla, Kevin O’Grady left the meeting.

7. Reconvene Following A&F Committee Meeting:

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to reconvene to the Regular Board Meeting at 7:36 p.m. The motion carried by voice vote.

Comm Reps Harner, Pilafas, Wilson and Winner left the meeting.

8. Approval of the Minutes:

Commissioner McGinn made a motion, seconded by Commissioner McGregor to approve the minutes from the Special Board Meeting held December 10, 2024 and the Regular Board Meeting held December 17, 2024.

The motion carried by voice vote.

9. Consent Agenda:

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

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

- A. District Vehicle Purchase / M25-001 (see B&G January packet)
- B. Vehicle Insurance Claim Purchase / M25-004 (see B&G January packet)
- C. Flooring Purchase and Installation for Bridges of Poplar Creek / M25-007 (see B&G January packet)
- D. Driving Range Hitting Mat Renovation / M25-002 (see B&G January packet)
- E. Purchase and Installation of Hunters Ridge Playground Equipment / M25-009 (see B&G January packet)
- F. LifeFitness Spin Bike Purchase for The Club / M25-006 (see Rec & Facilities January packet)
- G. Fitness Equipment and Flooring Purchase for The Club / M25-007 (see Rec & Facilities January packet)

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- H. Open and Paid Invoice Register: \$1,329,420.87 (see A&F January packet)
- I. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F January packet)
- J. Acceptance of B&G Minutes 11/19/2024 (see B&G January packet)
- K. Acceptance of Rec & Facilities Minutes 11/19/2024 (see Rec & Facilities January packet)
- L. Acceptance of A&F Minutes 12/17/2024 (see A&F January packet)

10. President's Report

President Chhatwani said that she the MLK breakfast at the Village Hall with Executive Director Talsma, Deputy Director Bechtold, Director Miletic and Superintendent Flynn. She added that upcoming community events include the Black History Month event at the Village Hall (Feb. 15), the Mayor's Community Breakfast at the NOW Arena (Feb. 19), and the IAPD Legislative Breakfast at the Schaumburg Golf Club (Mar. 1).

11. 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.

12. Old Business:

None

13. New Business:

A. 2025 Budget & Appropriation Ordinance / M25-012 / O24-006

Commissioner Kaplan made a motion, seconded by Commissioner MacGregor to approve the Final 2025 Budget & Appropriation Ordinance O24-006 as presented.

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

14. Commissioner Comments:

Commissioner Dressler thanked staff for inviting them to attend the IAPD/IPRA Conference; she congratulated marketing for getting the blue ribbon in the short video category.

Commissioner McGinn said he enjoyed the conference; it is nice to get a better understanding of our own agency and board; he is proud to be a part of it.

Commissioner Kaplan said it was a great conference; he was glad they could all attend and bring back ideas; it was nice to see staff there and be energized by attending all of the sessions.

Commissioner MacGregor thanked the district for the opportunity to attend the conference. It was a fascinating conference and it was nice to see everyone there helping others.

Commissioner Friedman said the conference was great. He added he will be meeting with the athletics program manager and volunteer coach about something good to implement.

Commissioner Evans enjoyed the opportunity to attend the conference. He feels that the Illinois conference has more sessions that apply to us.

President Chhatwani said she was happy that all seven of them attended; we are all different but respect each other's values.

15. Adjournment:

Commissioner Evans made a motion, seconded by Commissioner McGinn, to adjourn the meeting at 7:49 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

The following questions were asked and answered via email prior to the meeting:

1. Division Report District Goal # 4 Operational Excellence
I am curious what the PDRMA PATH program is and how many HEPD employees may be participating? Do we prepare a lot of quarterly checks?
[The PATH program is a wellness program provided by PDRMA to our health insurance participants \(and spouses\). Approximately 60% of our employees participate. Last year PDRMA sent quarterly checks, although this year the quarterly reimbursement has decreased from \\$100 to \\$50 and PDRMA will only send an annual check.](#)
2. What are the issues with the Elevator professionals? Is this Advanced Elevators and their work at BPC?

This is for the regular elevator service to all our elevators (not for the Bridges project or any other specific project). We are looking to change from Advanced Elevators to a different company. Instead of bi-annual payments, it would now be quarterly payments.

3. What rolls up in the Commodities category? We had a significant upside to budget ACT 703 BUD 863 positive variance \$160K.
Is this fertilizer, oil & gas, or some other electric/natural gas expense that we locked in a cheaper contract price?
Commodities include tangible items purchased by the District. Small equipment (including technology), Uniforms, Supplies, Fuel, Fertilizer, etc.
4. Budget and Appropriation Ordinance – Beginning cash in ordinance to be approved tonight is lower than beginning cash in the ordinance approved in December by \$35,290. Why is that?
For the rollover accounts that changed, the year-end amounts (projections) were updated at the end of December, which would affect year-end / beginning cash balance.
5. Payment to Lauterbach and Amen of \$2000 marked as final payment for audit. Why so late?
Wasn't the audit completed in May or June?
L&A charged us an additional amount for implementing the GASB. This was not part of the original contract and was negotiated later for completion.

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1109**

EXECUTIVE DIRECTOR'S REPORT

February 2025

PARKS DIVISION REPORT

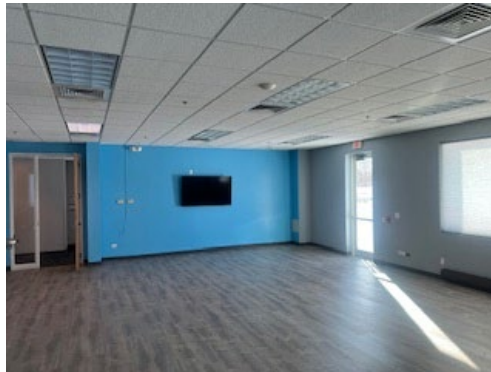
MOTION

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

ADMINISTRATION & CAPITAL PROJECTS

Kids Room at The Club

The renovation of the kids' room at The Club is complete. The room was gutted and had new cabinets and all new flooring installed, walls painted, and a new TV hung. The room will now function as a multipurpose room.



BPC Driving Range Hitting Mat Renovation

All the old driving range mats have been removed. All asphalt at the driving range has been removed and scheduled to be hauled away. Once we start to get warmer temperatures staff will place new stones before Forever Lawn completes the installation of the Pro Grass Tees.

Elevator Piston Replacement at BPC

All failed components of the elevator have been removed, and a new jack, piston, sleeve, and connections have been replaced. The contractor is currently working on squaring the elevator and testing the efficiency of the unit. Once the contractor is completely satisfied with the function of the elevator, an inspection will take place before putting the unit back into service.

BPC First Floor Flooring

The project started on time with all carpet in the main area, hallway, meeting rooms and bar area removed and skim coating the existing floor. As shown in the picture below, the lobby area floor has been installed, and the contractor is working on the meeting rooms.



Continuing Education Conference

Staff were able to attend the Sports Field Managers Conference and the IAPD/IPRA conference this past month. A couple highlights are listed below from SFMA and IAPD/IPRA.

- Data Driven Sports Field Management – developing strategies for measuring the effectiveness of cultural practices, irrigation, and integrated pest management applications.
- Nitrogen Fertilizers – proper use of nitrogen fertilizers to optimize growth throughout the year without spikes in growth and color of the turf.
- Sustainable Turfgrass – government regulations on certain types of fertilizers and strategies to obtain healthy turfgrass.
- Plant Growth Regulators – strategies for using PGRs on sports fields to aid in growth but also not stress out the plant.
- Grant Updates 2025 – updates on available grants through IDNR and which grants are being funded in 2025.
- Prescribed Fires – best practices and community involvement when completing in house prescribed burns.

AQUATICS AND BUILDINGS

Triphahn Center:

- Obtained quotes from Scharm flooring for both sets of track stairs and main stairs for ice area.
- False fire alarm panel read pull station NE first floor. Total Fire could not get it to reset after testing – the pull station is faulty and will be replaced.
- Repaired underground pipe leak for north side drinking fountain.
- Replaced light fixture in Wolves elevator.

- Met with Des Plaines Glass to measure the windows for double pane glass.
- Installed new pump impeller and housing for whirlpool jets.
- Installed new pump seal on spa filter pump.
- Replaced the time delay relay in the unit heater for backup generator room.
- Replaced Reznor heater thermostat in fire riser/boiler room.
- Installed new washing pipe and impeller on Zamboni.
- Installed new motor busing kit on Trane unit in Zamboni room.

Bridges of Poplar Creek:

- Repaired trim around north exterior door at the Pro Shop.
- Grounded down a door leading to bathrooms at Toptracer to fix closing issue.
- Installed two new dimmer switches in upstairs bar. Old can lights were replaced with LED retro fit lights.
- Installed new flame sensor on upstairs makeup air unit for the kitchen.
- Installed new high limit relay for women’s locker room and bathroom RTU.
- Cleaned hot water coils on cart barn unit.

The Club at Prairie Stone:

- Modulated gas heat was not working on lap pool Seresco. Unit blew a fuse on the 120v side of the transformer – replaced the fuse and unit is heating.
- Removed housings on base board heaters in Kids Corner to be cleaned and painted. Found all breakers and labeled them. Baseboard heaters were checked and are working.
- New cabinets were delivered, painted, and installed. Painted lumber for the shelf above the counter and completed painting the blue wall.
- Delivered and starting installation of vinyl flooring; continued work on floors and countertops.
- Installed new TV in newly remodeled multipurpose room, along with final clean up and paint touch ups.
- Moved the thermostat to opposite side of partition wall in new multipurpose room to balance temperature.
- Installed new RTU1 electrical panel door after old one came off the hinges.
- Replaced flush vales in women’s locker room.
- Secured discharge air vent at front desk.

Vogelei House:

- Repaired broken water line in the basement after cold temperatures. Water line froze again – insulated around window frame and added pipe insulation to the water line.

Willow Rec:

- Made adjustments to RTU Belemo damper in classroom 2 to regulate temperature.

Shop/Parks/Other:

- Total Fire yearly inspections for alarm and sprinklers were done at TC, Bridges, The Club, Vogelei House, Seascape, Willow, and the Pro Shop.
- Cannon concession stand heater has bad elements. A new heater has been ordered.

PARKS

Parks & Forestry

- Completed brush cut and clean up at Bridges, Hunter's Ridge Park, and Victoria Wetlands; shoreline clean up along south edge of Victoria.
- Tree maintenance for downed trees completed at Westbury Park. Additional tree maintenance/work was done at Essex Preserve and Huntington. Branches were chipped/mulched at Bridges.
- Removed dead deer from Bergman Pointe.
- Completed branch clean up and garbage removal at various parks, basins and preserves.
- Repaired broken windows at Canterbury Fields bathroom.

Playgrounds:

- Completed snow removal; all buildings, lots and sidewalks were salted from ice storm. Salted entrances at TC, Vogelei, WRC, The Club and Bridges.
- Conducted ice depth checks on ponds at Fabbrini, South/North Twin, Evergreen, South Ridge, North Ridge, and Black Bear. Ice flags were set accordingly/changed to red during poor ice conditions.
- Continuing work on Park ID signs – old signs were taken down and new ones installed for Tall Oaks, Winding Trail Basin, Hunter's Ridge, North & South Twin and Lincoln.
- Sycamore Playground delivery was unloaded at the Shop.
- Created 2025 mulch list for playgrounds. Mulch levels were checked at the playgrounds and mulch added to Victoria South, Bode/Salem, and Maple Park. Mulch application was completed at the trail at Black Bear.
- Conducted routine playground checks.
- Reviewed paperwork for playground layouts and drainage plans.

RECREATION DIVISION REPORT

Motion:

Recommend to the full board to include the February board report in the February Executive Director's Report.

Recreation Division



- The Adult/ Senior/ Community Outreach Program Manager interviews are under way.
- The Recreation Department had eight staff attend the IPRA/ IAPD Conference . Kimberly Barton and Natalie Wood spoke at the conference.
- Registration for summer camp began January 15 and General Spring/Summer Programs January 20.

- Director Miletic, Director Bechtold, Executive Director Talsma and Superintendent Flynn all attended the Martin Luther King Breakfast on January 20 at Village Hall.
- February and March will be our big push for Sport League registration.



General Programs

Theatre

Youth HOTT, Frozen Junior performance is scheduled for February 28 at Prairie Center for the Arts. For 2025 they will be doing Shrek Junior and Beautiful in the spring.

General Programs

Program	Winter 2024	Winter 2025
Shotokan Karate	124	138
Tae Kwon Do	35	22
Gymnastics	127	115

Contractual:

- **Karate** began a new session on 1/4
 - We are in the process of planning another “Try Karate for Free” class due to the success of the first offering.
- **TKD** began a new session on 1/7 on Tuesdays and Thursdays at Willow Recreation Center.
- **Gymnastics** began a new session the week of 1/6 and the second winter session will begin on February 17. We have met with Jody, owner of Tumbling Times, to further discuss the move to Willow Recreation Center in 2025 and will keep that communication strong throughout the project.
- We have reached out to new contractual vendors to expand our offerings:
 - **Skyward Fencing**, currently offering classes at Harper College, will begin offering classes at Willow Recreation Center beginning in January 2025. Currently, there are 6 enrolled in Fencing They are also looking to copy the Karate model by offering a “Try Fencing for Free” class to help boost awareness and enrollment
 - **Language in Action** is a new contractor that we have started offering programs for. They offer language classes via Zoom for various ages and skills levels.

Winter Baton Numbers: (classes started January 3)

Style	Winter 2024 Classes Running	Winter 2025 Classes Running	Winter 2024 Number Enrolled	Number enrolled as of 2/7/2025
Performance baton	2	2	18	19
Baton	8	7	29	29
Total	10	9	47	48

Dance:

Things that happened in January:

- 9 Private Lessons
- Classes started January 4
- Dance Idol was our first competition of the year at Des Plaines Park District January 31-Feb 2
- Recital class costumes are ordered

Things that will be happening in February:

- KAR dance competition in Chicago is February 21-23
- Start distributing costumes

Winter Spring Dance Numbers: (Classes started January 4)

Style	Recital 2024 Classes Offered	Recital 2025 Classes Offered	2024 Recital Enrollment	2025 Recital Enrolled as of 2/7/25
Junior Company	1	1	5	7
Performance Company	0	1	0	9
Stars Dance Company	1 (4 levels)	1 (4 levels)	26	28
Ballet/Tap	8	8	72	65
Ballet/Jazz	5	4	43	50
Jazz/Hip Hop	4	5	51	53
Tap	2	3	9	18
Specialty	2	4	11	26
Adult Ballroom	1	1	0	2
Total	23	30	217	258

Special Events:

- **Daddy-Daughter dance** with a Barbie theme was Saturday, January 25 with 165 in attendance

- **Mom-Son Event** was Saturday, February 8th with 80 enrolled. The theme was Super Hero.

Our dance Coordinator and her dance teachers run the above events.



Early Childhood

Preschool:

23-24 WRC		24-25 WRC		23-24 TC		24-25 TC	
Threeschool	C	Threeschool	C	Threeschool	7	Threeschool	6
2's Playschool	11	2's Playschool	9	2's Playschool	C	2's Playschool	12
3's & 4's	33	3's & 4's	32	3's & 4's	82	3's & 4's	64
Total	44	Total	41	Total	89	Total	82

- Preschool Resumed on January 6. Parent/Teacher conferences occurred on January 23, 24, 30, and 31.
- Preschool Priority Registration for 2025-2026 opened on January 27 for currently enrolled students and siblings.
- Open enrollment started on February 3.

Enrollment so far:

25-26 WRC		25-26 TC	
Threeschool	C	Threeschool	2
2's Playschool	C	2's Playschool	1
3's & 4's	27	3's & 4's	34
Total	27	Total	37

*Playschool classes at WRC will begin in January 2026 due to Willow construction.

LSC:

2023	2024
42(3 rooms)	43 (3 rooms)

5 Days: 34 3 Days: 5 2 Days: 4

- Winter Concert was held on January 17. Each class performed a couple of songs for their families.
- Three students have canceled to date due to the closure.

Rock'n'Kids

Baby Rock (NEW): C

Tot Rock: C

Kid Rock: 6

Enrichment Classes

Name	TC	WRC
Lunchbox Adventure	5	5
Little Innovators	4	7
Preschool Book Club	C	6
Four Seasons	7	N/A
Culinary Kids	N/A	4
Playdough Power	10	N/A

Summer Camp – Ages 3-6

Camp	Session 1	Session 2	Session 3	Session 4
Pre-Camp 3 day TC (ages 3-4)	0	0	0	0
Pre-Camp 2 day TC (ages 3-4)	0	0	0	0
Pre-Camp 2 day WRC (ages 3-4)	3	4	4	4
KinderCamp TC (ages 5-6)	2	3	4	4
KinderCamp WRC (ages 5-6)	2	5	4	5
Ready For Kinder (ages 5-6)	2	3	2	2

Camp/ Sessions	1	2	3	4	5	6	7	8	9	10
CIT	1	2	2	2	0	0	0	0	0	0
Splash WRC	6	7	13	12	11	12	12	12	13	16
Splash TC	6	6	6	7	6	7	7	8	8	N/A
Splash Before WRC	0	0	3	3	2	3	2	3	3	4
Splash After WRC	2	2	6	6	4	6	6	6	5	8
Splash Before TC	0	1	1	1	1	1	1	2	2	N/A
Splash After TC	3	4	4	4	4	4	4	5	5	N/A

Splash Camps are new this year, offered primarily for those students who were enrolled in the full-day childcare program, as a full-day transition through the summer.



50+ Club

<u>January 50+ Events</u>	<u>Date</u>	<u>Enrolled</u>
Seniors out Socializing Early Bird-First Watch	1/17	6
Birthday Lunch- January	1/24	21

Pub Trivia	1/29	32
Seniors out Socializing-Later - Wildfire	2/5	10

Group Exercise Enrollments for 50+

	Winter 2024	Winter 2025
50+ Basic Exercise	27	0
Tai Chi (Daytime)	4	4
Line Dancing	12	12
Gentle Yoga	11	9

With the new Adult/Senior and Special Events Program Manager position expected to be filled soon, we will have a dedicated staff member to focus on senior programming.



School Age - STAR and Day Camps

STAR 24/25

- To date, 441 enrollments across all STAR Before and After School Locations (enrollment is ongoing)
- Priority registration for the 2025-2026 School Year begins March 12th. Open enrollment begins March 17th.

	3 days before	3 days after	5 days before	5 days after	Total enrolled 24/25	Waitlist	<i>Total enrolled last year 23/24</i>
Armstrong	6	8	17	25	56	1	51
Fairview	3	14	7	16	40	0	52
Lakeview	2	7	9	21	39	0	56
MacArthur	1	11	34	48	94	1	86
Muir	3	9	15	21	48	0	43
Lincoln Prairie	4	13	22	12	51	0	53
Total for D54 24/25	19	62	104	143	328	2	341
Whiteley	7	13	26	66	113	12	71

Schools Day Out

- Winter Break School Day ran at both Triphahn Center and Willow Recreation Center.

- Triphahn Center had 62 enrollments across the six days and Willow Recreation Center had 50 enrollments across the six days. Participants went on field trips to places including Play and Spin, WaterWorks, and Xtreme Wheels.
- School Day Out ran at both Triphahn Center and Willow Recreation Center on January 20. We had 19 enrollments, and they went to Nickle City
- Willow Recreation Center had 19 enrollments for their School Day Out on January 21.

Summer Camp 2025 – Ages 7-13

- Summer Camp Registration began January 15
- Across all 10 weeks we have 597 registrations for our school-aged camps
- We are offering 2 new camps for school-aged campers Arts in the Parks and Adventure Camp

Camp	Current enrollment across 10 weeks
Camp Hoffman 5 day South	48
Camp Hoffman 3 day	67
Camp Hoffman 5 day North	100
Teen	33
Sports	26
STEAM	54
Arts in the Parks	29
Adventure	6
Early Arrival	89
Late Stay	145
	597 Total Enrollments
<i>*Camp registration opened in January, which is earlier than in previous years.</i>	



Youth Athletics

Adult Sports/Youth Sports

- Our second session of indoor pickleball started January 13. We have 22 teams participating: 12 in the 3.5+ division and 10 teams in the beginner division.
- A pickleball tournament will be hosted at the NOW Arena on February 23, after first group rounds at The Club on February 16. This tournament is a joint partnership with THE Club and Windy City Bulls, and is open to the public and players in the current league.
- We’re currently in the middle of our youth basketball season with 271 players participating, compared to 286 in 2024. We made sure to make communication a top priority on top of providing a high-quality program.

- Little hoopers basketball started their games on January 17, with the kids into 8 teams. Teams practice for 25 minutes focusing on fundamentals and drills. The remaining time is spent playing a scrimmage against an opposing team. Feedback for this new structure has been positive. We have 70 kids registered and 17 volunteer coaches. Home games are at Triphahn Center and Willow Recreation Center.
- Soccer, baseball and t-ball registration has begun for the spring session. These programs begin in early April.
- VolleyKids, Clinics and Leagues at Willow Rec Center start up the second week of February.

Field Rentals

- Canterbury Park is booked each weekend from the first week of May until mid-September, with Century Cricket using the field on Sundays, and a church group using the field on Saturdays.
- A large cricket tournament is scheduled for Memorial Day weekend at Canterbury Park.
- Seminole Sports will be renting Cannon Crossings for three weekend tournaments (April 25-27; May 2-4; May 31-June 1).

E-Sports

We hosted two birthday parties at the E-Sports facility in January.

Youth Contractual Sports

- Sports Kids, Inc. continues to offer great youth athletics programming:
 - Volleyball has been their most popular class, but we are beginning to gain traction with Family Archery. There are currently 22 students enrolled in volleyball classes on Monday nights. There are a total of 61 participants enrolled across all Sports Kids classes for this session. They are bolstering our camp programming by offering camp options during Spring Break.
 - Brazilian United Corporation will be offering a week-long soccer summer camp. They will offer a full-day option, half-day, and an afternoon-only class for the pre-K age group.

Contractual Athletic League

Aces Soccer league registration has opened, and we are looking forward to a great Spring 2025 season. We are currently at 53 enrolled and we have plans to roll out an incentive program that will assist in recruiting volunteer coaches.



Aquatics

The Club Swim Lessons:

Winter Session 1 swim lessons started on January 7. During the first class of this session, families received their free swim pass punch card as a token of appreciation for joining the district's swim lesson program. Prior to the start of the winter session, all swim instructors received up-to-date training to ensure we are meeting the needs of the families per our end-of-the-year survey results!

Type of Lesson	2024	2025
Parent/Tot	5	14
Tots	4	8
Group Classes	72	77
Adult	6	3
Swim Lessons for All	0	2
TOTALS	87	104



Recreation Facilities

Willow Rec Center Fitness & Racquetball

Membership	<u>1/31/2024</u>	<u>01/01/2025</u>	<u>01/31/2025</u>	<u>2025 YTD</u>
Fitness	152	135	140	+5
Racquetball	31	20	21	+1
Total	183	155	161	+6

WRC Billed Healthcare Members 6

WRC Rental Information: We had a total of 5 rentals for January.

***DOG OFF-LEASH AREAS**

<u>Membership</u>	<u>01/31/2024</u>	<u>01/01/2025</u>	<u>01/31/2025</u>	<u>2025 TTD</u>
Total	551	453	460	+7

Triphahn Center Fitness

<u>Membership</u>	<u>01/31/2024</u>	<u>01/01/2025</u>	<u>01/31/2025</u>	<u>2025 YTD</u>
Total	563	659	710	+51
Billed Members	487	583	623	+ 40
Healthcare Numbers	76	76	87	+11

TC Rental Information: We had a total of 94 for the month of January.

The TC Fitness Center has seen a steady growth in memberships since the renovations in 2023. At the end of April 2023, there were 493 members. The grand re-opening was held May 6, 2023. With total memberships at 710 as of January 31 of this year, we have seen an overall increase of 44%. As seen in the examples below, C&M staff continue to market this neighborhood fitness center with positive results.

The Triphahn Center hosted a Fitness Center open house on Saturday, January 11. The purpose of our open house was to create awareness of the TC fitness facility to our community. We offered a \$0 enrollment promotion and currently have the promotion extended through the month of February. We had a table set up with HEParks merchandise, where participants spun the wheel and picked out their prize. The open house was from 10am to noon. We led 15 tours and sold 3 memberships.

Marketing also created a goals board for the fitness members. Members are able to write their goals on a sticky note and place them on the board to help motivate them through their workouts. We will continue to look at ways to promote our fitness center and build our membership base.

FACILITIES AND MARKETING DIVISION REPORT

Motion:

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

Bridges General Programs:

- Preferred Tee Time contracts have once again been sent out using our electronic form software PandaDoc. The deadline for the renewal is February 14 for early bird discount. So far, we have 14 contracts that have been renewed for this season.
- Bridges staff has created our Event Schedule for 2025, with the following events planned:

Golf Events – 8 Total

- March Madness – Saturday, March 22
- Par 3 Challenge – Wednesday, April 9
- Senior Spring Scramble #1 – Wednesday, April 23
- Senior Spring Scramble #2 – Wednesday, May 14
- Senior Fall Scramble #1 – Wednesday, October 1
- 4 Person Fall Scramble – Sunday, October 12
- Senior Fall Scramble #1 – Wednesday, October 22
- Turkey Shoot - Saturday, November 2
- Foundation Days
 - Saturday, April 26, 2025 – Toptracer
 - Monday, June 2, 2025 – Golf
 - Friday, September 5, 2025 – Golf
 - Saturday, October 4, 2025 – Toptracer

Golf Leagues

- Ladies 9 Hole League – June 3 to August 26 (13 Weeks)

Toptracer Events – 5 Events

- TT 2 Person Best Ball Event – Saturday, March 8
- TT 4 Person Masters Scramble – Friday, April 11
- TT 4 Person Scramble – Saturday, November 15
- Two New Events Coming: High School Individual Event and a Summer Event

Toptracer Leagues – 8 Leagues

- Spring 2-Person Team League – Mondays, March 10 – April 21
- Spring 4-Person Team League – Wednesdays, March 12 – April 16
- Spring 2-Person Team League – Thursdays, March 13 – April 17
- Couples League #1 - Wednesdays, June 18 – July 23
- Couples League #2 - Wednesdays, August 13 – September 17
- Fall 2-Person Team League – Mondays, October 6 – November 10
- Fall 4-Person Team League – Wednesdays, October 8 – November 12
- Fall 2-Person Team League – Thursdays, October 9 – November 13

Holiday Events, and Bar & Beer Garden Schedule (Additional Events will be added as entertainment and vendors are secured)

- Fish Fry
 - March 7 – April 18 – Fish Fry
 - March 14 – Live music (Brian Castillo)
 - April 11 – Live music (Ivy Noemi)
- April 5 – Breakfast with Bunny
- March 29 - Toptracer Family Day (1pm-3pm)
- May 24 – Live Music – The Dynamix (unconfirmed)
- June 14 – Live Music – The Sting Rays

- July 19th – Live Music – Lakeside City
- August 2nd – Yappy Hour Event – As Good As Gold Rescue
- August 15th – Live Music – Pop Fix ft. Denise Armour
- September 26th – Oktoberfest Event –HOTT Productions
- October 25th – Yappy Hour Costume Party
- November 29th – Light Up the Garden – Dickens Carolers
- November 30th - TT Family Day(1pm-4pm)
- December 6th – Winter Fest & Breakfast with Santa
- December 13th – Yappy Hour Pics with Santa

Golf Rounds

MONTHLY ROUND TOTALS					
2021	2022	2023	2024	2025	5 Year Average
0	0	0	0	0	0
YTD ROUND TOTALS					
2021	2022	2023	2024	2025	5 Year Average
0	0	0	0	0	0

Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2021	2022	2023	2024	2025	5 Year Average
0	0	84	12	15	22
YTD RANGE BASKET SALES TOTALS					
2020	2021	2022	2023	2024	5 Year Average
0	0	84	12	15	22

Toptracer Hour Totals

MONTHLY TOPTRACER RESERVATION HOUR TOTALS				
2022	2023	2024	2025	3 Year Average
Still under construction.	126	106	163	132
YTD TOPTRACER RESERVATION HOUR TOTALS				
2022	2023	2024	2025	3 Year Average
Still under construction.	126	106	163	132

Food & Beverage

January

- 1 meeting servicing 11 guests
- 1 anniversary party servicing 77 guests
- 1 breakfast meeting servicing 25 guests
- 1 in-house event Family Night Dance servicing 87 guests

February

- 1 breakfast meeting servicing 30 guests
- 1 birthday party servicing 77 guests
- 1 memorial servicing 90 guests
- 1 shower servicing 40 guests

March

- 2 breakfasts servicing 55 guests
- Breakfast with Bunny - currently over 250 guests registered
- 1 shower servicing 50 guests

Golf Outings

- 2025
- 26 Shotgun Golf Outings Contracts sent out

2024 Total Shotgun Events: 36

Weddings

- 2025
- 11 ceremony and receptions

- 2024
- 9 ceremony and receptions, 2 reception only



January 2025

Membership Totals	<u>01/31/2024</u>	<u>01/01/2025</u>	<u>01/31/2025</u>	<u>Var. +/-</u>
Totals	2,792	3,020	3,107	+87

Member Services/Sales & Fitness

- **January New Member Enrollments:** The Club team continued to experience an influx of new member enrollments in January. With an offer of the discounted \$25 enrollment fee plus a gift of a Club logoed Puma sling bag, the team enrolled 214 new members in the month of January! This is the best January enrollment we have experienced in several years and The Club team has done an incredible job getting all of these memberships processed and orientated in a very busy time of year.
- **Referral Program Success:** We had 27 new members join as a result of being referred by a current member. Each of these members who referred somebody received a free month of dues.
- **United Healthcare Renew Active Program:** We had 113 Renew Active pass holders visit the Club in January, with 12 new members joining through this program this month.
- **Member Engagement and Facility Usage:** January saw 2,386 unique member visits, meaning approximately 78% of our total members actively used the facility during the month. This number reflects the busy atmosphere we are experiencing at the club.
- **Community Outreach:** The Club, in partnership with Ascension, offered a free body composition testing and target heart rate table on January 23 at The Club.
- **Facility Rentals:** Facility rentals continue to increase. Open Pickleball Night (Tuesdays) continues to gain popularity, using six courts and is full every session.
 - 40 volleyball rentals
 - 5 birthday parties
 - 22 pickleball court rentals
 - 3 basketball court rentals
 - 3 soccer rentals
 - 8 pickleball group classes were held in January
 - Windy City Bulls were here practicing 13 days in January
 - 2 overnight lock-ins
 - 1 all court weekend basketball tournament

Fitness Team/Operations Team Initiatives: The Club team has been very busy in January preparing for what will be an active next couple of months. The team has been preparing spaces and ordering equipment in expectation of the renovation project of the old tennis court area. In addition to this, the team has placed an order for new spin bikes with an expected arrival sometime mid to end of March. Club team management is working closely with the parks department to create a timeline for the projects so we can minimize the downtime of any specific area as much as possible. The team is very excited for what is sure to be a very busy and exciting year!

TC Ice Operations

Ice Operations

- Hosted TCS Tournament over MLK weekend
- Hosted 6 USPHL Junior games for the Chicago Cougars and Chicago Crush (16–21-year elite hockey)
- Hosted 6 birthday parties and 3 Church/Home School groups in January
- Working on finalizing Spring Ice for all user groups as we transition from Fall/Winter league play which ends at the end of February
- Hosted Senior Nights for Timberwolves and Barrington Fillies organizations

Public Skate

- Hosted MLK School day off public skate totaling over 220 patrons
- Added some specialty public skates for the upcoming months (Valentine’s Day Skates, St. Patrick’s Day Skate, Skate with the Bunny; two time slots each)
- (5) Public Skates in January totaling 1,134 patrons

Figure Skating

- Held a 2-day Winter Mini Camp over the holiday break
- Our High School team started their competition season. They competed in Rockford on 1/9 where our Low team finished second out of 14 teams.
- We registered our Hoffman Skate academy teams (3) for their final competition of the season in Evanston on March 16.
- Our Spring Ice show is set for 6/7 & 6/8; the theme will be “Hoffman’s Academy Awards” with skaters performing to Broadway, musicals, and movies.
- The Spring Ice Show will feature two shows, one Saturday night and one Sunday afternoon. There will be a lot more planning with costumes for the group numbers and more décor.

Hockey

- Championship win for Wolf Pack Pee wee 1 in their Glacier King Tournament, Wisconsin Dells, Jan 17-20.
- Championship win for Wolf Pack Pee wee 2 in their Frozen Face Off Tournament, Chicago IL, Jan 31-Feb 2.
- Hosted a try hockey free event on Jan 20 (MLK) with over 75 participants.
- Hosted senior celebration for 4 graduating seniors on our Wolf Pack midget 18U team on Jan 26.
- Playoffs will begin at the end of February for all Wolf Pack and Wolverine teams
- Spring Hockey information is out, and registration opens 2/7

<u>Hockey Classes</u>	<u>Winter 2025</u>	<u>Winter 2024</u>
Jr Wolf Pack (Level 1)	73	27
Jr Wolf Pack (Level 2)	47	59
Jr Wolf Pack (Level 3)	27	New Class for 2024

Hockey League	2024	2023
Mites	17	32
Squirts	17	29
Pee wee	36	26
Bantam	13	15
Midget	17	20
U12 Wolverines	16	15
U16 Wolverines	17	16



hoffman estates park district

Marketing

BRIDGES

- Created marketing collateral for upcoming events and specials
- Continued gathering content for new digital brochure to promote weddings
- Worked with EverBridal to get landing page and funnel process for wedding tours
- Updated pricing and selections for 2025 Wedding Packages and Golf Outings
- Promoted select Toptracer Range dates (open during good weather)
- Created and started promoting Spring Fish Fry dates



1-14-25 Toptracer Range Open. Thursday - Saturday

- 1-22-25 Toptracer Range Opens Saturday
- 1-31-25 Toptracer Range Open: Extended Hours on 2-2-25

THE CLUB

- Created marketing collateral for upcoming pop-up classes and events

FIT FOR FEB **POP-UP CLASSES**

SATURDAY, FEBRUARY 1ST - 11:00 AM - 12:00 PM
CORRECTIVE EXERCISE MOBILITY with James
 Experience foam rolling, targeted activation, and dynamic mobility drills to release tight muscles, strengthen underactive ones, and improve alignment. This class will leave you feeling taller, looser, and ready to move pain-free. The perfect blend of corrective exercise and hand-on movement to hit "reset" on your body.

MONDAY, FEBRUARY 3RD - 9:30 - 10:20 AM
AQUA BLAST with Bridgett
 Get stronger and leaner with little impact on your joints using water resistance, aquatic dumbbells, noodles, steps and more. Come jump, kick and splash your way through this emerging class. Set to music and all fitness levels welcome.

THURSDAY, FEBRUARY 6TH - 10:00 - 11:15 AM
SLOW FLOW RESTORE with Maria
 This class will be a slow paced yoga practice that will gently release tension and stress. We will start off nice and slow, add some strengthening, standing poses and close with a nice restorative practice. All levels are welcome.

THURSDAY, FEBRUARY 13TH - 10:00 - 11:15 AM
SLOW FLOW RESTORE with Maria
 This class will be a slow paced yoga practice that will gently release tension and stress. We will start off nice and slow, add some strengthening, standing poses and close with a nice restorative practice. All levels are welcome.

FRIDAY, FEBRUARY 21ST - 9:30 - 10:20 AM
AQUA BLAST with Mary
 Get stronger and leaner with little impact on your joints using water resistance, aquatic dumbbells, noodles, steps and more. Come jump, kick and splash your way through this emerging class. Set to music and all fitness levels welcome.

FRIDAY, FEBRUARY 21ST - 6:00 - 7:15 PM
SOUND BATH with Trinity Bednarz Middleton
 Heals and soothes full body pain, finding proper alignment for optimal brain sound meditation. Align your chakras with the cosmic divine. Props and eye mask encouraged for support and comfort.

SATURDAY, FEBRUARY 22ND - 11:00 AM - 12:00 PM
CORRECTIVE EXERCISE MOBILITY with James
 Experience foam rolling, targeted activation, and dynamic mobility drills to release tight muscles, strengthen underactive ones, and improve alignment. This class will leave you feeling taller, looser, and ready to move pain-free. The perfect blend of corrective exercise and hand-on movement to hit "reset" on your body.

MONDAY, FEBRUARY 24TH - 9:30 - 10:20 AM
AQUA BLAST with Bridgett
 Get stronger and leaner with little impact on your joints using water resistance, aquatic dumbbells, noodles, steps and more. Come jump, kick and splash your way through this emerging class. Set to music and all fitness levels welcome.

THURSDAY, FEBRUARY 27TH - 10:00 - 10:50 AM
YIN YOGA with Mary
 Yin yoga sequence is a series of passive poses that are held at a minimum of 3 to 5 minutes. They are designed to reduce stress and anxiety, improve flexibility, sleep, mental focus and balance.

WE ❤️ OUR MEMBERS! **THE CLUB**

PICKLEBALL CLINIC

In our DRILL programming, you'll have the opportunity to develop intermediate skills and fundamentals of pickleball in a small group setting. Our instructors will run through ways to improve your skills and technique to take your game to the next level. This 90-minute session will be split between skill development, practice, and match play with leveled players.

Prerequisite to join this DRILL session is the completion of a 102 class or 3.0 equivalent experience in gameplay. (This is not for beginners).

PROGRAM# 210458-A SUNDAY 2-9-25

1:00pm - 2:30pm | 18 - 99 yo | \$30 / \$30

REGISTER TODAY!

THE CLUB

MEMBER APPRECIATION EVENT
FRIDAY, 2-7-25 6:00 - 8:00 PM

FUN, INSTRUCTOR-LED PAINT PARTY!
5 PM: DOORS OPEN - 6 PM: PAINTING BEGINS
 COFFEE, COCOA, AND LITE BITES INCLUDED.

SCAN TO REGISTER

GET \$10 OFF!
USE CODE: HEP27

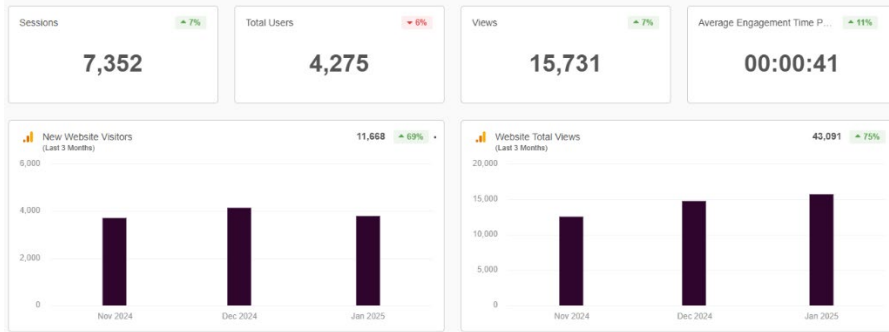
THE CLUB

- Started brainstorming branding ideas for upcoming room and spin studio remodel
- Created branded step & repeat backdrop for branded shots of members of the quarter, etc.



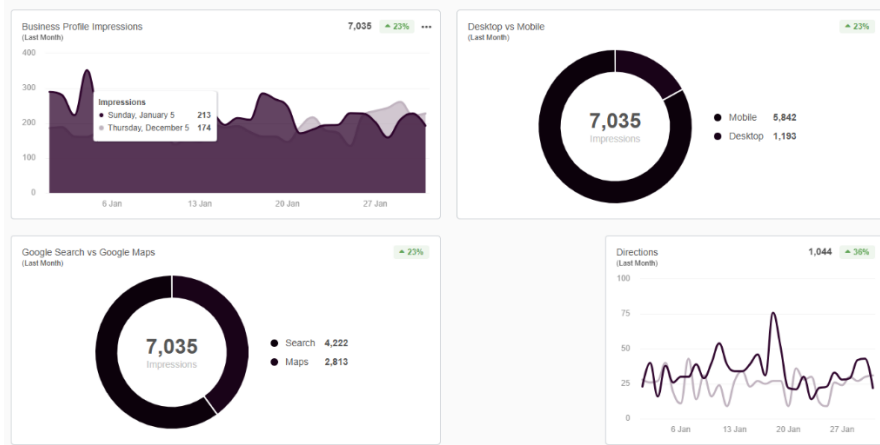
- Website statistics are trending positive, more sessions, views, and increased engagement time (see below chart)

Website Analytics



- Google Business Profile/Local SEO is trending positive (see below chart)

Google Map Business Profile - Local SEO



OTHER

- Attended IPRA/IAPD Soaring to New Heights conference; gathered new marketing strategies
- Won 1st Place (out of 26 entries) at the Agency Showcase for Video: Short Form (The Club Testimonial video: <https://theclubps.com/testimonials/>)



- Took 4th place (out of 23 entries) at The Agency Showcase for Website (The Club website: www.TheClubPS.com)

January C&M Production Metrics

- 12 Integrated Campaigns: Spring Programs Campaign, Camp Registration Campaign, Spring Sports Campaign, Preschool Campaign, Seascope Tent Rental Campaign, Seascope Membership Promo Campaign, Star Registration Campaign, Soccer Campaign, Baseball Campaign, VolleyKids Campaign, Fencing Campaign, Windy City Bulls Pickleball Campaign
- The C&M department collaborated with the Rec department to develop the Spring Program Guide as an interactive downloadable Flipbook on the website. The two teams also worked together to plan the timeline and deliverables for 2025 Program Guide Flipbooks and integrate into the C&M marketing calendar. Mini Flipbooks for Camp and Youth Sports were also created and posted on the website.
- 67 C&M production tasks with 93 production sub-tasks

January Email Performance Metrics

Email Campaign Name	Open Rate	Click Rate	Bounce Rate	Unsubscribe Rate
TH_Newsletter 1/30/24	35.22%	0.86%	0.06%	0.04%
1/28/25_TU Newsletter	37.05%	1.42%	0.06%	0.06%
TH_Newsletter 1/23/25	38.91%	0.63%	0.03%	0.08%
1/21/25_TU Newsletter	38.78%	0.92%	0.03%	0.05%
Preschool Open House	87.28%	2.04%	0.00%	0.25%
TH_Newsletter 1/16/25	38.73%	0.94%	0.05%	0.08%
1/15 Rose Jan email	47.29%	0.15%	0.00%	0.30%
1/14/25_TU Newsletter	38.72%	0.99%	0.07%	0.04%
TH_Newsletter 1/09/25	38.86%	0.81%	0.05%	0.08%
1/7/25_TU Newsletter	40.65%	1.42%	0.07%	0.07%
TH_Newsletter 1/02/25	37.49%	0.73%	0.07%	0.12%
11 Email Blasts	38.38%	0.97%	0.05%	0.07%

January Social Media Performance Metrics:

Total social media activity across Facebook, Instagram, LinkedIn, & Twitter = 97 posts, reels, & stories (content volume down by 20.3% from December)

Facebook: Reach 25k (down 30.7% from prior month's 159% increase), content interactions 306 (down 42.4%), new followers 43 (up 26.5%), 30.7 Views (metric replaced Visits)

Instagram: Reach: 1.3k (down 85.2% from prior month's 371% increase), content interactions 127 (down 80.7%), new followers 32 (up 33.3%), 12.5 Views (metric replaced Visits).

The most popular post in January was a Facebook post Announcing Preschool Open House. The post reached 2,619 people (1,923 organically and 713 with a paid boost at a cost of \$59.95 and had 8,922 Impressions, & 11 organic Interactions and 37 interactions in the paid boost.

👋 Calling all future preschool families! 🎒

Come explore what makes our preschool special! Join us at one of our Preschool Open Houses to learn more, tour the classrooms, and meet our amazing teachers! 💕

Join us at one of our two locations:
Triphahn Center | January 21 | 6:30 PM - 7:30 PM
Willow Recreation Center | January 22 | 6:30 PM - 7:30 PM

P.S. Registration for new families starts February 3rd! 🎒 (A \$75 registration fee is due at sign-up.)

✨ Don't miss this chance to kickstart your little one's learning journey! ✨

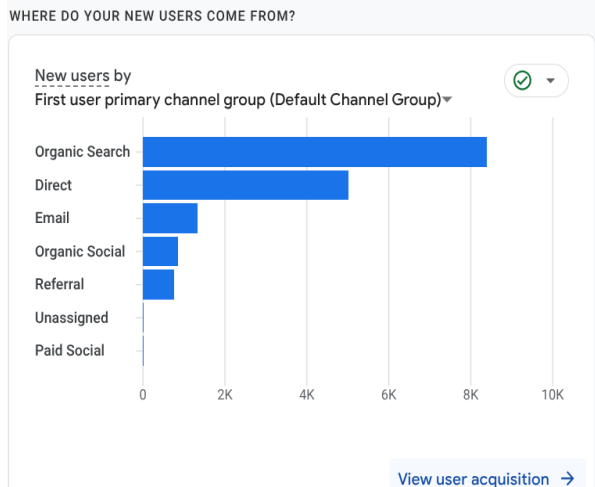
#HEParksPreschool #PreschoolFun
#PreschoolOpenHouses



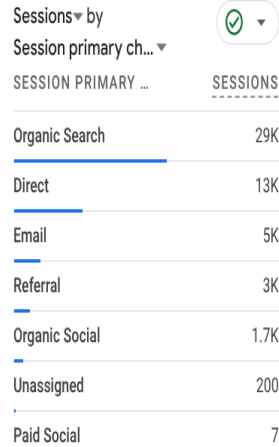
January Website Performance Metrics:

Website Snapshot: 19k users visited the website in the month of January. The majority 16k were new visitors with an average engagement time of 2 minutes 31 second and 51,099 sessions

Where do NEW Users Come From?

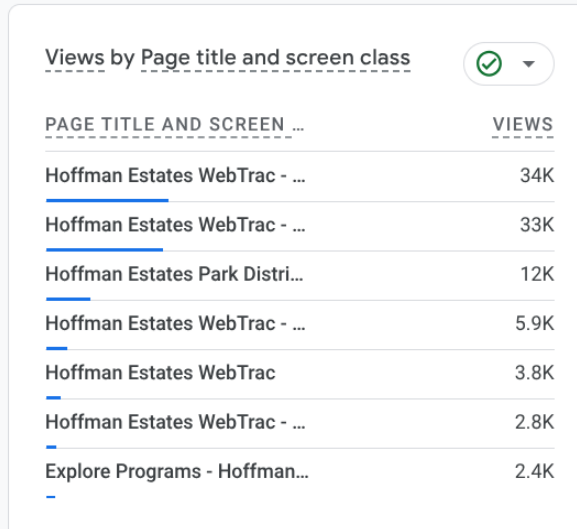


Where do ALL users Come From?



Top Pages:

WHICH PAGES AND SCREENS GET THE MOST VIEWS?



ADMINISTRATION AND FINANCE DIVISION REPORT

Motion:

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

Finance and Business Services:

- RecTrac upgrade – email verification and user-controlled web access upgrades continue
- W-2's were completed and mailed
- Several Staff attended annual IPRA/IAPD Conference
- Assisted with Camp Registration Go Live

- Reserved rooms for Spring Programming
- Worked with desks to inform customers of new changes with RecTrac Upgrade
- Trained Cash Control Associate on multiple RecTrac & BSA items
- Adjusted Coach discounts for Hockey
- Entered multiple new sponsorships for upcoming events
- Assisted with STAR option movement and WL registration
- Sold/Invoiced Memorial Items
- Processed Club Cancel/Changes as Received
- Processed TC/WRC Cancel/Changes as Received
- Automated/adjusted additional reports out of RecTrac to staff
- Verified ICA Invoices for correct Payment
- CCAP Enrollments/Payments
- STAR/Preschool Movement
- Payroll Cycle Processing
 - 01/03/2025 \$325,232.54
 - 01/17/2025 \$296,947.12
 - 01/31/2025 \$321,752.70

Registration/EFT Billing:

- EFT Billings for:
 - Sponsorship/Marquee; LSC (weekly); Club/TC/WRC Fitness; Locker; Freestyle; summer camp
 - STAR; Preschool; Dance; Hockey; Freestyle
- Administrative
 - Database Maintenance
 - Duplicate Households/Employee Pass/Aged Punch Passes
 - Program Fee/Rule Adjustments

Technology:

- Security Cameras Upgrades
 - The Club
 - IT is in the process of configuring a new security camera in the fitness area.
 - Warehouse Direct delivered and installed the new color copier. The old black & white copier was relocated to Triphahn and is being used by our Front Desk.
 - Bridges of Poplar Creek
 - An additional camera was requested to be installed on the Range building that would cover the rear parking lot area. This camera has been ordered.
 - IT will disconnect and move IT equipment in order to accommodate the installation of the new flooring at the Golf course.

- Watchfire Marquee Signs
 - The new signage has been fabricated. Vernon & Maz will install as weather cooperates above 40 degrees. The BPC signage has been completed.
- Microsoft Office/Exchange 365
 - Current mailboxes were provided to SNI (Sterling Networks Integration). Currently reviewing and planning any downtime if any as we migrate mailboxes to Exchange 365.
- Triphahn Center – Office Transitions
 - IT disconnected and moved computer equipment as there were multiple office moves conducted in order to accommodate our new Director of Admin Services.

Human Resources:

- New Hires: Processed one full-time and five part-time new hires
- Rehires: Processed two part-time seasonal rehires
- Other:
 - 324 Rate changes were processed for annual and minimum wage increases
 - 153 Employee records were updated for completed training

Park District Updates 1.24.2025

Upcoming Events

- Jan 25 - Daddy Daughter Dance**
- Jan 26 - Public Skate**
- Feb 2 - Public Skate**
- Feb 5 - 50+ Seniors Out Socializing Early Bird**
- Feb 8 - Mother Son Dance**
- Feb 9 - Public Skate**
- Feb 16 - Valentines' Public Skate**
- Feb 17 - President's Day Public Skate**
- Feb 28 - Glow Pool Party**
- Mar 7 - Fish Fry**
- Mar 9 - Public Skate**
- Mar 14 - Fish Fry**

Deputy Director Brian Bechtold Recognized by TaylorMade Brand

We are proud to share that Brian Bechtold has been recognized as a Finalist for TaylorMade's Crusader of the Year, the most esteemed Staff Award for the company. The Crusader is one who exemplifies the ideals of Team TaylorMade, who consistently advocates for the brand and is an industry leader as a TaylorMade teammate. The finalist letter that Brian received is attached.

Village of Hoffman Estates – Black History Month Celebration – Saturday, February 15

The Village's Cultural Awareness Commission is hosting a special celebration honoring Black History Month on Saturday, February 15 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, reservations are required – commissioners, please let Cindy know if you would like to attend.

Mayor's Community Update Breakfast – Wednesday, February 19 – NOW Arena

Join the Hoffman Estates Chamber of Commerce for its annual Mayor's Community Update Breakfast on Wednesday, February 19 at the NOW Arena. Registration and breakfast begin at 7:30, followed by Mayor McLeod recapping 2024 and providing a look ahead at 2025. Village staff will be available to answer questions as well. Admission is \$35 for Chamber members / \$45 for non-members and includes a hot breakfast buffet. If any commissioners would like to attend, please let Cindy know by February 14.

2024 IAPD Legislative Breakfast – Saturday, March 1 – Schaumburg Golf Club

The Schaumburg Park District will be hosting this year’s IAPD Legislative Breakfast on Saturday, March 1, beginning at 8:00 a.m. at the Schaumburg Golf Club. If any Commissioners would like to attend, please let Cindy know. Several of our local legislators will be in attendance to review the latest legislation.

Have a great weekend!

Craig



January 14, 2025

Brian Bechtold
Poplar Creek Country Club
1400 Poplar Creek Drive
Hoffman Estates, IL 60169

Dear Brian,

What an incredible 2024 we have had! From record-breaking Tour victories to major championship wins, to delivering industry-first MOI innovations in our Carbon-faced drivers. Your significant contributions, alongside your fellow Crusaders, have played an integral role in the success of the overall TaylorMade brand, reaffirming the vital importance of green grass golf professionals as the lifeblood of our game and industry.

At the core of everything we do at TaylorMade, is the golf professional. Those of you who pledge your allegiance to our brand, fiercely advocate for our products every day where the game is played and authenticate all our innovations and technology every day. We are so grateful for all you do for our brand and the game. Please accept our heartfelt thanks for your steadfast commitment and loyalty to TaylorMade Golf.

It is my distinct honor to extend my sincere congratulations to you as a finalist for Crusader of the Year, our most esteemed Staff award. This represents the pinnacle of recognition for TaylorMade Staff professionals, celebrating those who most exemplify the ideals of Team TaylorMade: a respected industry leader, a staunch TaylorMade brand advocate, and one who engages in every capacity with our team to make us better.

While only one winner can emerge in each region, the honor of your nomination speaks volumes about the extraordinary commitment you bring to our brand. I am personally grateful and deeply proud to recognize you at the highest echelon of members of the TaylorMade family.

To health and continued success in 2025!

All the best,

David Abeles
President & CEO

Park District Updates 1.31.2025

Upcoming Events

- Feb 2 - Public Skate**
- Feb 5 - 50+ Seniors Out Socializing Early Bird**
- Feb 8 - Mother Son Dance**
- Feb 9 - Public Skate**
- Feb 16 - Valentines' Public Skate**
- Feb 17 - President's Day Public Skate**
- Feb 28 - Glow Pool Party**
- Mar 7 - Fish Fry**
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2024 IAPD Legislative Breakfast – Saturday, March 1 – Schaumburg Golf Club

The Schaumburg Park District will be hosting this year's IAPD Legislative Breakfast on Saturday, March 1, beginning at 8:00 a.m. at the Schaumburg Golf Club. If any Commissioners would like to attend, please let Cindy know. Several of our local legislators will be in attendance to review the latest legislation.

Have a great weekend!

Craig

Park District Updates 2.7.2025

Upcoming Events

- Feb 8 - Mother Son Dance**
- Feb 9 - Public Skate**
- Feb 16 - Valentines' Public Skate**
- Feb 17 - President's Day Public Skate**
- Feb 28 - Glow Pool Party**
- Mar 7 - Fish Fry**
- Mar 9 - Public Skate**
- Mar 14 - Fish Fry**
- Mar 16 - Public Skate**
- Mar 21 - Fish Fry**
- Mar 28 - Fish Fry**
- Apr 4 - Fish Fry**

Village of Hoffman Estates – Black History Month Celebration – Saturday, February 15

The Village's Cultural Awareness Commission is hosting a special celebration honoring Black History Month on Saturday, February 15 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, reservations are required – commissioners, please let Cindy know if you would like to attend.

2025 Windy City Bulls Pickleball Tournament – Sunday, February 16 & 23

Hoffman Estates' own Windy City Bulls, in partnership with HEParks, is hosting its first ever Pickleball tournament this month! The Park District will host the Pool Play and Quarterfinal rounds at The Club at Prairie Stone on Sunday, February 16. Teams that advance to the Semi-Finals will play on Sunday, February 23 at the NOW Arena, following the Windy City Bulls basketball game. Registrations will be accepted until February 12. The cost is \$50 per player and includes a t-shirt, a 100 Level Ticket to the WCB game on February 23, and a WCB-branded pickleball paddle (distributed at the 2/23 game and must pick up in-person). Three levels of competition are included: Beginner/Social, 3.5 and 4.0, with four teams per pool. For more information or to register, visit this [link](#).

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Craig

Park District Updates 2.14.2025

Upcoming Events

- Feb 16 - Valentines’ Public Skate**
- Feb 17 - President’s Day Public Skate**
- Feb 22 - Kid’s Night Out – E-Sports**
- Feb 28 - Glow Pool Party**
- Feb 28 - Disney’s Frozen Jr. Performance**
- Mar 7 - Fish Fry**
- Mar 7 - E-Sports Tournament**
- Mar 9 - Public Skate**
- Mar 12 - Music for the Ages**
- Mar 14 - Fish Fry**
- Mar 15 - Participate in ‘Shrek the Musical Jr.’**
- Mar 16 - Public Skate**

HEParks Hires New Director of Administrative Services

HEParks is excited to announce the hiring of Amy Rivas, who joined the HEParks team on Monday, February 10 as the Director of Administrative Services. She will oversee the Human

Resources and Risk Management departments. Amy's career in the Parks and Recreation industry spans more than 30 years and is marked by many contributions, including serving on the PDRMA Board and chairing many committees. Amy holds a bachelor's degree in Parks and Recreation Administration from Eastern Illinois University. We look forward to adding her experience and expertise to our team.

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Executive Director Review - HEParks

Craig's review will be scheduled for February 25. We will send out the information to commissioners next week.

Reminder – Mayor's Update Breakfast

The Mayor's Community Update Breakfast is next Wednesday morning, February 19. Marc, Keith and Linda are attending.

Have a great weekend!

Craig

MEMORANDUM NO. M25-022

TO: All Committees
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director Finance & IT
Amy Rivas, Director of Administrative Services
RE: IMRF Authorized Agent
DATE: February 25, 2025

Motion:

Recommend to the full Board the approval of Resolution 025-001 appointing Amy Rivas as the IMRF authorized agent for the District.

Background:

IMRF requires each local government unit to appoint an authorized agent to centralize the local administration of IMRF, file reports, and act as the agent of the governing body in IMRF matters. The authorized agent has a designated backup, titled the web assistant.

Since April 2023, Director of Finance & IT Nicole Hopkins has been acting as the temporary authorized agent, but with the hiring of the Director of Administrative Services, we can now reassign this role to the appropriate staff member.

Rationale:

Due to many years of previous experience with IMRF reporting and setup, the Director of Administrative Services is recommended to fill this role.

HOFFMAN ESTATES PARK DISTRICT

RESOLUTION NO. 2025-001

A RESOLUTION APPOINTING AMY RIVAS AS THE IMRF AUTHORIZED AGENT FOR
HOFFMAN ESTATES PARK DISTRICT

WHEREAS, the Hoffman Estates Park District is a non-home rule unit of local government (“Park District”);

WHEREAS, Illinois Municipal Retirement Fund (IMRF), requires each unit of local government to appoint an authorized agent;

WHEREAS, the Hoffman Estates Park District Board of Commissioners finds it to be in the best interest of the Park District to appoint Amy Rivas as the District’s IMRF authorized agent;

NOW, THEREFORE, BE IT RESOLVED by the Hoffman Estates Park District Board of Commissioners, as follows:

Section 1. The above recitals are incorporated into and made part of this Resolution.

Section 2. The Hoffman Estates Park District Board of Commissioners appoints Amy Rivas as the District’s IMRF authorized agent.

Section 3. All ordinances, resolutions, and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. This Resolution is effective on and after February 25, 2025.

PASSED by the Hoffman Estates Park District Board of Commissioners Hoffman Estates, Illinois, on February 25, 2025.

Ayes:

Nays:

Absent:

President

Secretary

MEMORANDUM NO. M25-019

TO: A&F Committees
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance and Administration
RE: Bond Abatements
DATE: February 25, 2025

Motion:

Recommend to the full Board the approval of Ordinance O25-001 abating taxes levied for the District's bonds for the 2024 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 O25-001 ABATING TAXES LEVIED FOR GENERAL
OBLIGATION BONDS FOR THE YEAR 2024**

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 2024 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	\$496,400.00
General Obligation Park Bonds (Alternate Revenue Source) Series 2020A	\$1,483,000.00

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 2025 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 2024 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 2024 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 2024 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 25th day of February, 2025.

APPROVED this 25th day of February, 2025.

President

ATTEST:

Secretary