



AGENDA
REGULAR BOARD MEETING NO. 1116
TUESDAY, SEPTEMBER 30, 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 F.
 - A. Audit Service Provider / M25-086 (see A&F September packet)
 - B. Open and Paid Invoice Register: \$552,793.32 (see A&F September packet)
 - C. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F September packet)
 - D. Acceptance of A&F Minutes 8/26/2025 (see A&F September Packet)
 - E. Approval of Special Board Meeting Minutes 8/19/2025
 - F. Approval of Regular Board Meeting Minutes 8/26/2025
8. PRESIDENT'S REPORT
9. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
Motion to adopt the Executive Director's Report as presented.
10. OLD BUSINESS

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11. NEW BUSINESS

A. Membership in IPBC for Health Insurance / M25-091 / O25-003

Motion to approve an 11-month agreement with Intergovernmental Benefit Personnel Cooperative (IPBC) for Health, Dental, Vision and Life Insurance for approximately \$113,000 per month.

B. Termination of PDRMA Health Program / M25-093 / R25-004

Motion to approve Resolution R25-004, terminating the District's Membership in the PDRMA Health Program, effective January 31, 2026.

12. EXECUTIVE SESSION

Motion to enter into executive session (roll call).

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

- March 25, 2025
- June 17, 2025

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

13. COMMISSIONER COMMENTS

14. ADJOURNMENT

Motion to adjourn the meeting.

**MINUTES
SPECIAL BOARD MEETING
August 19, 2025**

1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on August 19, 2025, at 8:37 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent:

Also Present: Executive Director Talsma, Director of Administrative Services Rivas, Executive Assistant Flynn,

Audience:

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Comments from the Audience:

None

5. Chicago Mission Hockey License Agreement:

Commissioner Evans made a motion, seconded by Commissioner Dressler to approve the Executive Director to enter into an agreement with the Chicago Mission Hockey organization as presented for \$50,000 for the utilization of the downstairs locker room, and 40 hours of weekend ice through June 2026. The motion carried by voice vote.

6. **Approval of School District 15 STAR and Camp/Maintenance Agreements / M25-080:**

Commissioner Dressler made a motion, seconded by Commissioner Chhatwani to approve the intergovernmental agreement with School District 15 for July 1, 2025 – June 30, 2026 for the STAR Before & After Care program, and to approve the intergovernmental agreement with School District 15 for September 1, 2025 – August 31, 2026 for facility usage in exchange for mowing and lawn maintenance services provided by HEParks staff.

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

7. **Adjournment:**

Commissioner Chhatwani made a motion, seconded by Commissioner MacGregor, to adjourn the meeting at 8:39 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

MINUTES
REGULAR BOARD MEETING NO. 1115
August 26, 2025

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on August 26, 2025, at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Evans

Also Present: Executive Director Talsma, Director of Finance & IT Hopkins, Deputy Director Bechtold, Director of Administrative Services Rivas, Director of Parks, Planning & Maintenance Hugen, Executive Assistant Flynn,

Audience: Comm Reps Harner, Henderson, Wilson, Winner, and Dowling, Hannelore Connelly

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Comments from the Audience:

Resident Hannelore Connelly asked if the Triangle Preserve near Eaton and Shoe Factory Road could be mowed more than once during the year to keep the invasive species plants from going to seed and spreading. Executive Director Talsma noted that this is a Preserve and is maintained according to our Land Management Plan. He added that they are welcome to take over any additional maintenance but asked them not to mow. President Friedman thanked Ms. Connelly for her comments and let her know they would take them into consideration.

5. Recess for A&F Committee Meeting:

Commissioner McGinn made a motion, seconded by Commissioner MacGregor to recess the Board Meeting at 7:06 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

6. Reconvene Following A&F Committee Meeting:

Commissioner MacGregor made a motion, seconded by Commissioner Chhatwani to reconvene to the Regular Board Meeting at 7:44 p.m. The motion carried by voice vote.

Comm Reps Harner, Henderson, Musial, Wilson, and Winner left the meeting.

7. Consent Agenda:

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

On a Roll Call: Carried 6-0-1

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

Nays: 0

Absent: 0 Evans

- A. Golf Course Superintendent Position / M25-079 (see B&G August packet)
- B. School District 15 STAR and Camp/Maintenance Agreements / M25-080 (see Rec & Facilities August packet)
- C. Lamar Billboard Agreement / M25-076 (see A&F August packet)
- D. Balanced Scorecard 2Q2025 / M25-073 (see A&F August packet)
- E. Open and Paid Invoice Register: \$1,726,777.30 (see A&F August packet)
- F. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F August packet)
- G. Acceptance of B&G Minutes 6/24/2025 (see B&G August packet)
- H. Acceptance of Rec & Facilities Minutes 6/24/2025 (see Rec & Facilities August packet)
- I. Acceptance of A&F Minutes 7/22/2025 (see A&F August Packet)
- J. Approval of Regular Board Meeting Minutes 7/22/2025

8. President's Report

President Friedman attended a meeting with Recreation Directors from Rolling Meadows, Palatine and Hoffman Estates, and enjoyed seeing how people collaborate. This industry is phenomenal in sharing ideas with each other.

President Friedman asked about the note in the A&F board report regarding looking at health insurance options. Director Rivas said we are looking at a 9.8 percent increase with PDRMA and have been talking with IPBC recently as an option. Executive Director Talsma added that this is a much larger group, and they are willing to accept us, but it likely would not save us any money, and may cause some staff to need to change doctors. He said that if we were to switch, it would be through a resolution in September.

Commissioner Kaplan asked if the rate would still be divided the same between employee and employer. Executive Director Talsma responded that yes, the employee would still be responsible for 25% of the premium.

9. Adoption of Executive Director's Report:

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

The motion carried by voice vote.

10. Old Business:

None

11. New Business:

A. NWSRA Member Assessment 2026 / M25-093 / R25-003

Commissioner Chhatwani made a motion, seconded by Commissioner MacGregor to approve the NWSRA Member District Annual Assessment Resolution No. R25-003 ratifying the assessment for calendar year 2026 in the amount of \$350,505.90 as recommended by the Board of Trustees for NWSRA.

On a Roll Call: Carried 6-0-1

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

Nays: 0

Absent: 0 Evans

12. Commissioner Comments:

Commissioner Dressler thanked the Park District for their upcoming Platzkonzert participation. She is happy that the focus for the booth will be on kids and the community. Also, she is looking forward to another national conference.

Commissioner McGinn said he is looking forward to attending the Mayor's 45th year celebration, and wished good luck to those attending conference.

Commissioner MacGregor is looking forward to conference and will bring something back to share with everyone.

Commissioner MacGregor thanked Executive Director Talsma, Deputy Director Bechtold and Director Sweeney for their help coordinating the Bank of America picnic at Victoria Park. It was also attended by village trustees and Mayor McLeod, along with a fire truck. During the last 30 minutes, everyone is asked to clean up the park, and this counts as their volunteer work. She also attended a block party with the Mayor.

13. Adjournment:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani, to adjourn the meeting at 7:56 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. 1116**

EXECUTIVE DIRECTOR'S REPORT

September 2025

PARKS DIVISION REPORT

MOTION

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

ADMINISTRATION & CAPITAL PROJECTS

Cipri Park

The concrete pad and shelter installation were completed at Cipri Park. HEParks staff completed restoration around the playground and shelter and two main drain lines. The shelter will have picnic tables that will be placed at the site once they arrive.



Sport Court Resurfacing

Crews started working on the basketball, tennis and pickleball court resurfacing September 2, with anticipation of having all courts completed by September 19. The following courts are being completed:

- Cannon Crossings Tennis/Pickleball and Half Basketball Court
- Victoria Park Tennis/Pickleball (2 courts) and Basketball Court
- Evergreen Park Tennis/Pickleball (2 courts, tennis and pickleball separate nets)
- Charlemagne Park Tennis/Pickleball (2 courts) and Basketball Court

- South Ridge Park Tennis/Pickleball (2 courts)
- Birch Park Half Basketball Court
- Poplar Park Basketball Court (2 courts)

Willow Recreation Center Renovations

The renovations at Willow Recreation center started on August 18. The project started with the demolition of the front entrance area and demolition of the walls for viewing in the new gymnastic area. The project is moving along nicely. HEParks staff have completed the painting of the basement hallways, demolition of the tot room and current fitness room, and installation of flooring in the fitness room. Construction of the new reception area has begun. Bear Construction, our contractor, has completed the gymnastics closet, gymnastics viewing area, and entrance lobby, and are currently working on the new doors and windows in the weight room (former racquetball court).



Sycamore Park

HEParks crews have been working on the two ballfields and practice football field at Sycamore Park. Drainage lines were installed on the west ballfield; the warning track has been laid out and prepped for the home run fence installation. The outfields for both fields will have grading completed soon with anticipation of laying sod on 9/17 and 9/18. The baseball/softball fields and main football field will be ready for play in the spring of 2026, with the practice football field ready in the fall of 2026.

Vogelei Park OSLAD Renovations

HEParks staff have completed shaping new mounds and landscapes, installed HVAC and preparing for electric in the greenhouse, installation of sleeves for netting along the multi golf course, preparation for sod around greens and tees of multi golf, drainage work for playground and splash pad drainage and preparing the sensory garden for planting, all plant material is at the maintenance facility and will be installed prior to October 1. Hacienda Landscaping, the contractor completing the installation of the playground, is ready to pour concrete. The curbing

and other concrete work is set for the week of September 15, and our fall surface contractor is set for the week of the 22nd.



AQUATICS AND BUILDINGS

Triphahn Center:

- Rebuilt the top ends on compressors for ice rink.
- Rink two was rebuilt and painted for the rink to open.
- Rink two heat was not working, found and repaired a tripped motor overload on the blower motor; blower is now running.
- Mini Split for I.T Server room was replaced.
- Replaced key switch on the recreation office elevator.
- Elevator Fire inspections were completed
- Completed lighting upgrades in the new recreation offices.
- Removed all advertisement stickers from both rink boards

Bridges of Poplar Creek:

- Replaced elevator packing and completed elevator shaft repairs. Elevator contractor is still working on the unit to confirm proper functionality.

The Club at Prairie Stone:

- Administration fire door module was replaced.
- Seresco for lap pool was blowing main fuses; found the disconnect switch for the condensers was not working properly; bypassed the switch while a new one is on order to keep units running.
- Replaced multiple shut off valves in the men's and women's locker rooms which required us to turn off the water main to complete.
- Completed elevator fire inspections.

PARKS

- Completed playground checks.
- Set up tent for Village at Platzkonzert event.
- Soccer field and baseball setups at multiple parks.

- Baseball warning tracks cleaned up, edged and top dressed. Cleaned out dugouts.
- Removed woody plants at North and South Twin, Evergreen, Oak Preserve, Black Bear.
- Removed graffiti from shop at Charlemagne.
- Completed facility landscape cleanup and park ID landscape weeding.
- Storm cleanup at multiple parks with several downed trees and branches.
- Completed herbicide applications to select ponds and shorelines.
- Hosted a Girl Scouts event at Fabbrini Park for seeding butterfly plants into the shoreline.

RECREATION DIVISION REPORT

Motion:

Recommend to the full board to include the September Recreation Board report in the September Executive Director’s Report.

Recreation Division

- Seascape ended its season on September 1. Overall visits were down slightly from 2024, however there were more daily admissions.
- STAR has 440 enrollments for the 2025/2024 school year. D54 began on August 14 and D15 began on August 20.
- Youth House League Soccer begins September 2 with practices and September 13 and 14 with games.
- Preschool and Playschool continue to enroll students, and the program will continue to be promoted with the goal of exceeding last school year’s enrollment total.

Early Childhood

- Preschool started on August 18; registration continues to be accepted for preschool.
- Preschool Open House is scheduled for Sunday, September 7 at both TC and WRC. Staff hopes the event will boost enrollment, particularly for the 3’s & 4’s Preschool programs.
- 2’s and 3’s Playschool at WRC were not offered in the fall due to the renovation project. Advertising will begin in the fall for a January start for these two programs.

Preschool	24/25 WRC	25/26 WRC	24/25 TC	25/26 TC
2’s Playschool	6	N/A	10	6
3’s Playschool	N/A	N/A	6	8
3’s & 4’s Preschool	34	35	60	56
Total	42	35	76	70

School-Age STAR/Summer Camp

STAR

- There are 440 STAR Enrollments for the 2025/2026 school year.
- As of September 5, there are 115 children on the waitlist, the majority of which are at Whiteley (59). Staff has moved over 80 students off the waitlist and are actively working on hiring additional STAR counselors.

District 54	Before 3 days	After 3 days	Before 5 days	After 5 days	24/25 Enrollment (for the year)	25/26 Enrollment (as of 9/2)
Armstrong	4	11	21	21	57	57
Fairview	2	9	13	15	42	39
Lakeview	1	5	7	22	37	35
MacArthur	7	15	35	46	92	103
Muir	1	6	12	23	47	42
Lincoln Prairie	3	15	22	20	44	60
District 15						
Whiteley	6	9	29	60	109	104
Total	24	70	139	207	428	440

Dance/Baton

- 22 private lessons took place in August.
- The Star Dance Company parent meeting was held on August 27.
- Dance classes resume the week of September 8.

Athletics

- As participant interests are changing and new programs are being offered, youth athletic programs are performing at a higher level compared to last year. Bear Fundamentals Clinics have increased enrollment, and the new Sports Kids and Volley Kids contracted programs are also gaining interest.

Youth Sports Activity	Summer 2024	Summer 2025
Shotokan Karate	134	130
Tae Kwon Do	20	20
Bear Summer League/Fundamental Camp	94	125
Sports Kids, Inc Classes	42	94
VolleyKidz	N/A	47
HUSC Soccer Fundamentals	139	111
Flag Football (New)	N/A	25

Track & Field (New)	N/A	45
Total	429	597

- The Men’s Basketball league began on July 9 with four teams and will run through early September.
- Although the Men’s 12” Softball League for summer was not held due to low enrollment, the fall league is up and running with 6 teams. The season will run 8/25-10/6.

Adult Sports Activity	Summer/Fall 2024	Summer/Fall 2025
Adult Men’s Basketball League (Teams)	N/A	4
Men’s 12” Softball	4	6

Youth House League Soccer Program

Registration closed for the House League Soccer program on August 22. Staff has been working with Aces to put together teams, along with practice and game schedules. The season will begin on September 2 with practices for two weeks. Games will start on September 13 and 14. Staff will provide an update on registration numbers in the October report.

Field Rentals

- Canterbury Park is booked every weekend until mid-September, with Century Cricket using the field on Sundays, and a church group using the field on Saturdays.
- Cannon Crossing will serve as the home field for GameTime Events Fall Youth Baseball. The first weekend of games started August 9 and 10. The league will run on weekends through the first week of October. In the month of August, GameTime Events played a total of 66 games at Cannon Crossings.

Aquatics

- Fall swimming lessons begin the week of 9/8

Seascape Memberships	2024	2025
Membership	878	740
Sr Membership (62+)	64	71
Total	942	811

Seascape Visits as of 9/1	2024	2025
Pass Member Visits	7,733	6,916
Daily Admission Visits	19,704	20,221
Total Visits	27,437	27,137

Seascope Tent Rentals	2024	2025
Total	53	454

Adults & 50+

50+ Events	<u>Date</u>	<u>Enrolled</u>
Seniors out Socializing Early Bird-Millers Ale House	8/6	10
Lunch & Learn-Senior Helpers	8/15	12
Pub Trivia	8/20	26
Seniors out Socializing- Egg Harbor Café	8/22	12
Birthday Lunch	8/29	18
Tai Chi	8/6-9/10	6

- A total of 85 Summer 50+ Pickleball Program passes have been sold as of 8/31. The program will continue outdoors at Fabbrini Park through October 31.
- On August 12, the 50+ Drop In Pickleball program resumed at the Triphahn Center. They meet on Tuesdays and Thursdays from 8:30 am to 12:00 pm. There are 4 courts for drop-in and fees will be charged. Passes sold below:
 - 1-Visit= 0
 - 3-Visit Pass=2
 - 10-Visit Pass=16
- Staff is planning a Senior Center Open House for Friday, October 24. The goal of the open house is to showcase the wide range of programs and offerings available at the Triphahn Center for active adults, adults, and seniors. More details will follow as the date approaches.

Special Events/Outreach

- Summer Sounds on the Green ended with a record high attendance show with Tennessee Whiskey on August 21. Planning is underway for Summer 2026.
- The Fun Day in the Park Children’s Entertainment Series, held on Fridays, concluded on August 8 with a show at Fabbrini Park featuring children’s musician Scott Ingerson.
- Freezy Fridays, held in partnership with the Village Police department, concluded for summer on August 8. This partnership will continue in 2026.

Upcoming Events

- Village of Hoffman Estates PlatzKonzert was September 5-7 at the Village Green. The Park District assisted with KinderPlatz on September 6 and 7 with Kids Bingo and Crafts.
- Fall Garage Sale, September 13 from 9:00 am to 2:00 pm at the Seascope parking lot.
- The Parks District will have a table at the October Fire House Visits on October 4 and 11.
- Seed Collection Volunteer Event, October 4 from 8:00 to 10:00 am at Charlemagne Park.

- Planning is underway for Haunted Hoffman on October 18. This year’s event will include an additional larger inflatable, three food trucks, and a new scavenger hunt on the Hayride. The Trick or Treat path has been enhanced with some new costumes.

Friends of HEParks Days

- A “Golf the Green” day was held at Bridges on September 5 with a full slate of tee times booked. The next Friends Days event is scheduled at TopTracer on Saturday, October 4. .

Recreation Facilities Memberships/Room Rentals

Triphahn Center Fitness

	<u>08/31/2024</u>	<u>01/01/2025</u>	<u>08/31/2025</u>	<u>Var. */-</u>
Billed Members	542	623	661	+38
Healthcare Members	69	87	81	-6
Total	611	710	742	+32

- TC had 63 new members join in the month of August.
- TC Rental Total: 68 room rentals in the month of August.

Willow Rec Center Fitness & Racquetball

	<u>08/31/2024</u>	<u>01/01/2025</u>	<u>08/31/2025</u>	<u>Var. */-</u>
Billed Members	133	135	125	-10
Health Care Members	7	6	3	-3
Racquetball	26	20	21	+1
Total	166	161	149	-12

- WRC had 6 new members join in the month of August.
- WRC Rental Total: 42 room rentals in the month of August.

Dog Park Memberships

	<u>08/31/2024</u>	<u>01/01/2025</u>	<u>08/31/2025</u>	<u>Var. */-</u>
Total	478	453	409	-69

FACILITIES AND MARKETING DIVISION REPORT

Motion:

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

Bridges General Programs:

- Foundation Day was held Friday, September 5 with tee times fully booked for the day.
- Fall Toptracer Leagues have started taking registration and early numbers are showing another great fall season in Toptracer.

Golf Rounds

MONTHLY ROUND TOTALS					
2021	2022	2023	2024	2025	5 Year Average
4,877	5,219	5,362	5,499	5,539	5,299
YTD ROUND TOTALS					
2021	2022	2023	2024	2025	5 Year Average
22,178	20,908	23,905	25,096	23,764	23,170

Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2021	2022	2023	2024	2025	5 Year Average
3,243	3,133	3,772	3,233	4,191	3,514
YTD RANGE BASKET SALES TOTALS					
2020	2021	2022	2023	2024	5 Year Average
15,868	12,860	16,447	17,669	16,577	15,884

Toptracer Hour Totals

MONTHLY TOPTRACER RESERVATION HOUR TOTALS				
2022	2023	2024	2025	4 Year Average
619	700	661	835	703
YTD TOPTRACER RESERVATION HOUR TOTALS				
2022	2023	2024	2025	4 Year Average
2,682	4,294	5,064	5,076	4,279

Food & Beverage

August

3 showers servicing 145 guests
1 birthday servicing 39 guests
1 ceremony and reception servicing 137 guests
7 golf outings servicing 846 guests

September

2 breakfasts servicing 65 guests
2 dinners servicing 55 guests
1 birthday servicing 100 guests
1 family reunion servicing 30 guests
9 outings servicing 900 guests

Golf Outings

2025

30 plus 2 grill station only and one no food

2024

32 Total Shotgun Events

Weddings

2026

2 reception only
3 ceremony and reception

2025

9 ceremony and receptions. 2 cancelled.

2024

9 ceremony and receptions, 2 reception only



August 2025

Membership Totals	<u>08/31/2024</u>	<u>01/01/2025</u>	<u>08/31/2025</u>	<u>Var. +/-</u>
Totals	2,798	3,020	3,305	+285

Member Services/Sales & Fitness

- **August New Member Enrollments:** The Club team had another amazing month of new enrollments, enrolling 130 new members in August. We reduced our enrollment fee to \$19 as August is typically one of our slowest months for new enrollments. However, our final number of 130 is one of the best August numbers we have seen. Very encouraging going into the final months of the year.
- **Referral Program Success:** Member referrals are a key indicator of membership satisfaction. In August, we had 35 new members joining as the result of a referral from an existing member. Each referring member received a free month of dues!
- **United Healthcare Renew Active Program:** We had 109 Renew Active pass holders visit the Club in August, with 1 new member joining through this program in August.
- **Member Engagement and Facility Usage:** August saw 2,610 unique member visits, meaning approximately 78% of our total members actively used the facility during the month.
- **Community Outreach:**
 - Club staff finished up the last of our summer outdoor Fitness in the Parks Pop-Up events in August.
- **Facility Rentals:** Facility rental numbers starting to pick up slightly, with lots of requests coming in for the winter months
 - 42 volleyball rentals
 - 15 pickleball court rentals
 - 6 pickleball group classes
 - 2 birthday parties
 - 16 basketball court rentals
- **Fitness Team/Operations Team Initiatives:**
 - The Club hosted a successful women's round robin Pickleball tournament in August. This was the first time we tried something like this, and it was really well received by the participants.
 - The fitness team has started to program the outdoor turf area now that we are having some cooler weather (currently no shade structure over turf) We have run some outdoor/indoor combo cardio plus weights classes as well as some evening yoga classes.
 - The Club team has been busy preparing for our upcoming open house at the beginning of October.

TC Ice Operations

Ice

- We hosted the Super Series Ice Breaker Tournament 9/5-9/7 which brought in high level teams from across the country totaling over 50+ hours, they were very pleased and would like us to host the tournament again next year.
- Rink 2 was installed and is back up and running for the fall season.
- Timberwolves, Glen Ellyn Speed Skating, Barrington Fillies, Starlights and Adult Hockey have all started their fall programming which will run through March.
- Starlights hosted their skating camp with us in late August totaling 16+ hours of rink time.

Public Skate

- Pink the Rink sponsored by Ascension is set for 10/5. This will be a breast cancer awareness themed public skate.
- Public Skate sessions for fall will be consistent on Sundays moving forward to help grow our internal programming.
- (5) Public Skate sessions for August totaling 142 patrons

Figure Skating

- We're planning our 2nd annual Pink the Rink exhibition for October 5.
- Our HSA competition season is underway with 3 competition teams this year. We're in the middle of choreographing programs and ordering costumes.
- The High school series was just announced. We'll look to fill 2 or 3 teams again this year with their first competition set for December.
- We are partnering with USFSA (United States Figure Skating Association) and are hosting a coach's seminar at our rink November 2 where several guest speakers will attend.
- Fall classes have started and will go through mid-October; we currently have 215 enrolled compared to 243 last year.

Hockey

- Wolf Pack evaluations were completed early September, and teams are being finalized (6 Wolfpack teams + 3 Wolverines teams)
- Held 3 "Try Hockey for Free" events in August with 150+ participants; the events featured a girls only and a try goalie version.
- We created a new Wolf Pack Hockey logo that updated the 20+ year old logo we have been using; this will be on all jerseys moving forward.
- Fall Development classes have started and have been going well, we have adjusted some times to accommodate our level 3 program in order for it to grow.
- We were close but unable to field a U18 Midget team this year for Wolf Pack due to not having any goalies, coaches, and a few players short. Trends seem to show more kids at that age are going to play for their high school teams.

Hockey Classes	2024	2025
Jr Wolf Pack (Level 1)	40	35
Jr Wolf Pack (Level 2)	25	29
Jr Wolf Pack (Level 3)	13	21

Hockey League	2024	2025
Mites	17	15
Squirts	17	16
Peewee	36	28
Bantam	13	27
Midget	17	0
U12 Wolverines	16	16
U14 Wolverines	0	15
U16 Wolverines	17	16



Marketing Report

BRIDGES

In August, Bridges continued to highlight its golf activities and seasonal events through a variety of marketing campaigns, both in print and online. Creative collateral was assessed, and more permanent signage was designed to enhance brand quality and operational efficiency. Additional promotions were made for Toptracer Range, Yappy Hour, and Live Music with updates made to the marquee and events page. Marketing analysis of wedding platforms was conducted to assess performance and contracts were renegotiated. Targeted emails throughout the month promoted tournaments, golf lessons, weddings, social events, and upcoming Toptracer Range competitions.

THE CLUB

In August, The Club continued their digital marketing efforts through Facebook ads promoting monthly member specials while improving clicks over the last 3 months by 55%. Local SEO continued to improve with targeted keywords, increasing search engine rankings and an 11% increase in business profile impressions. Marketing collateral was created to promote monthly member specials; pickleball clinics/leagues, along with updating the online event page. Started creating posters, email blasts, and internal communication for annual Open House on October 4.

OTHER

In August, staff gave facility/park tour to location scout for potential commercial shoots (extra revenue stream). Supported Tools for Success (back to school supply drive) at our facilities. Staff continued to promote park district programs and events throughout the community. Team members attended local community events and participated in the HE Chamber golf committee to support their outing at Bridges. Attendance at HE Chamber and SBA events provided an opportunity to further promote park district initiatives and strengthen community relationships.

All District May C&M Production Metrics

In August, the Communications & Marketing (C&M) team advanced a broad portfolio of campaigns and production work, 11 Integrated Campaigns: Preschool Enrollment, Outdoor Swim Lessons, Track and Field, HOTT Theater Auditions and Productions, Dance, Youth Fall Basketball, Adult Fall Softball League, Adult Fall Basketball League, Fall Hiring Campaign, Continued Youth House League Soccer Campaign and Seascape Promotional Campaigns. We also promoted August and Fall Events, including a ½ page Daily Herald Fall Ad and Advertorial, Friends of HEParks events and smaller promotions for Enrichment Programs, Lacrosse, VolleyKids, and NFL Flag Football. Overall, 70 C&M production tasks 43 production sub-tasks completed.

Metric Category	C&M - District	Bridges	The Club
Area Summary	<p>In August, the C&M team delivered 11 integrated campaigns, high production output, and strong multi-channel promotions that kept programs and events visible across the community. Digital performance showed healthy email engagement, significant growth in Facebook reach and link clicks, and steady website traffic with nearly a third of sessions going directly to registration. Alongside digital efforts, the team reinforced community connections in person at events like National Night Out, underscoring our balanced approach to outreach.</p>	<p>Golf Outings and Toptracer Range continue to deliver great results; wedding platforms are reviewed; event attendance is great with ongoing support from in-print and online collateral.</p>	<p>Continued growth in local SEO and backlinks with an increase in search engine rankings (eight 1st place rankings on Google). New turf area classes gain popularity.</p>
Campaigns	<p>Outdoor Swim Lessons, Track and Field, HOTT Theater Auditions and Productions, Dance, Youth Fall Basketball, Adult Fall Softball League, Adult Fall Basketball League, Fall Hiring Campaign, Continued Preschool Enrollment Campaign, Youth House League Soccer Campaign, and Seascape Promotions. We also promoted August and Fall Events, including a ½ page Daily Herald Fall Ad and Advertorial, Friends of HEParks events and other smaller promotions of Enrichment Programs, Lacrosse, VolleyKids, and NFL Flag Football.</p>	<p>HEParks Days, Golf Outings, Toptracer Range Fall Leagues, Weddings, Live Music, and Yappy Hour</p>	<p>Pop-Up Classes, Member Promotions, Referrals, Open House</p>

Metric Category	C&M - District	Bridges	The Club
Marketing Materials	Posters, flyers, final Flipbook editing and production, a-frame signage updates, billboard marquees, social listening, commenting and social posting.	Event page updates, Toptracer Range signage, Beer Garden signage, and marquee	Event page updates, posters, tabloids, flyers and VOHE marquees
Social Media Posts	89 across 3 platforms	22 total posts across 2 platforms	60 total posts across 2 platforms
Email Campaigns Sent	10 email newsletters sent	11 targeted blasts	N/A
- Open Rate (%)	37.47%	47%	N/A
- Click Rate (%)	0.68%	3%	N/A
Website Traffic (Users)	19,133 users ↓ 5% from July with an average engagement time of 2m 21s and 344K total events logged	Data not available	3,282 total users
Top Pages / Content	1-Rectrac Search, 2- Rectrac Splash, 3- Homepage, 4- Rectrac Login Page, 5- Seascape Page	Data not available	Home page, membership, class schedule, swimming, and aquatics
Top Google Queries	1-"hoffman estates park district" 2-"seascape" 3-"seascape family aquatic center" 4-"heparks" 5-"he parks" 6-"hoffman park district" 7- "hoffman estates pool" 8-" seascape hoffman estates" 9- "hepd" 10- "hoffman estates park district jobs"	Data not available	Fitness club Hoffman Estates, gym Hoffman Estates, gym rentals Hoffman Estates, gym South Barrington and health club South Barrington
Community Events Attended	National Night Out at Hoffman Estates Police Department	HE Chamber Golf Committee, HE Chamber Events, SBA Events	HE Chamber Events, SBA Events

ADMINISTRATION AND FINANCE DIVISION REPORT

Motion:

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

Finance/Administration:

- In the early hours of Wednesday, September 17, the Park District was the victim of an attempted cyber attack. Staff caught the event early and responded as necessary, shutting down the network and inspecting all devices including desktop and laptop computers. We were fortunate that not all computers were affected, but out of an abundance of safety, we are re-imaging all devices. We are working with our security vendor and insurance provider to forensically inspect our systems and devices to determine the exact cause of the attack and to ensure that all our resources are safe and robust to start up again. Although operations were affected, staff pivoted as needed to minimize interruptions and ensure continued programming and necessary operations.
- Created Coupon Codes for Marketing Promos
- New Fall programs built as needed
- Continued work with desks to inform customers of new changes with RecTrac Upgrade
- Entered new sponsorships for upcoming events
- Processed Club Cancel/Changes as Received
- Processed TC/WRC Cancel/Changes as Received
- Processed refunds for Club/TC fees billed in error
- CC Billing Retries after Billings for Kickouts
- Automated/adjusted additional reports out of RecTrac to staff
- Verified ICA Invoices for correct Payment
- Monitor Multiple Chargebacks
- CCAP Enrollments/Payments
- Payroll Cycle Processing
 - 08/01/2025 \$520,907.83
 - 08/15/2025 \$495,119.18
 - 08/29/2025 \$409,195.92

Administrative Registration/EFT Billing:

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

Technology:

- Microsoft Office/Exchange 365
 - Migrated the email mailboxes of the several departments, including Business, to Exchange 365
- Recreation Admin Office Renovation
 - Continued final IT setup, configuration, and troubleshooting for the IT move from the Northside of TC to the office space formerly used by the Wolves.
- iPad purchase and configuration for REC
 - New iPads were purchased and configured for Recreation.
- RecTrac & WebTrac Update
 - After the large RecTrac and WebTrac update of 7/30/25, IT continued to monitor and make installation adjustments as necessary.

Human Resources:

- Processed 24 new hires and 151 terminations for payroll
- Staff continued to investigate health insurance options
- Staff is working diligently with Paycom for the October payroll conversion

Weekly Board Updates

Copies of Weekly Board Updates emails will not be included this month due to technical difficulties. Copies of August emails will be included next month.

MEMORANDUM M25-091

TO: A&F Committee
FROM: Craig Talsma, Executive Director
Amy Rivas, Director of Administrative Services
RE: IPBC Health Insurance
DATE: September 30, 2025

Motion:

Recommend to the full board to approve an 11-month agreement with Intergovernmental Personnel Benefit Cooperative (IPBC) for Health, Vision, Dental and Life Insurance for approximately \$113,000 per month.

Background:

In 2022 the District renewed a three-year agreement with PDRMA Health Program for Health, Vision, Dental and Life insurance. Although PDRMA Health has served the park district well since 1992, the PDRMA Health Program continues to be challenged by high rate increases and a high loss-to-premiums ratio among the membership, along with a lack of claims transparency.

The District is contractually obligated to continue with PDRMA through January 2026; therefore, the first year with IPBC would cover the remaining 11 months of 2026, with 12-month agreements in future years.

Rationale:

Staff has conducted extensive research and engaged in various exchanges with both PDRMA and IPBC.

IPBC is an intergovernmental agency created under Illinois statutes which allows units of local government to band together for the purposes of insurance and is open to municipalities, counties, special districts and intergovernmental agencies. The IPBC health insurance pool was established in 1979 and as of July 2025 has over 170 members spread across the state of Illinois. To join IPBC the Park District will need to enter into an Ordinance effective February 1, 2026 (see attached).

The IPBC cost of approximately \$113,000 per month results in savings of \$50,000 on an annual basis for the District.

Other benefits with IPBC include having full transparency of claims paid by the agency which allows the park district to manage the contributions. Additionally, IPBC offers an opportunity for rebates after one year. If the park district chooses to leave IPBC at the end of any plan year, they will be able to take any money that is accrued within the account on behalf of the Hoffman Estates Park District.

ORDINANCE NO. O25-003

**AN ORDINANCE AUTHORIZING THE
ACCEPTANCE OF THE CONTRACT AND
BY-LAWS DOCUMENT OF THE
INTERGOVERNMENTAL PERSONNEL
BENEFIT COOPERATIVE AND AUTHORIZING
MEMBERSHIP IN THE IPBC BY A PARK DISTRICT.**

WHEREAS, a number of Illinois local governments have entered into an intergovernmental agreement and created the Intergovernmental Personnel Benefit Cooperative (“IPBC”); and

WHEREAS, the IPBC has existed for several decades, and has provided benefit coverages for the officers and employees of many Illinois local governments; and

WHEREAS, the Hoffman Estates Park District wishes to become a Member of the IPBC; and

WHEREAS, the obligation of membership requires the acceptance by the Board of Commissioners of Hoffman Estates Park District of the Contract and By-Laws document of the IPBC as an intergovernmental contractual obligation to which Hoffman Estates Park District will become bound.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS, as follows:

SECTION 1: Hoffman Estates Park District, as of the starting date at which admission to membership was or is granted by the IPBC Executive Board, shall become a Member of that intergovernmental cooperative.

SECTION 2: The terms and conditions of that membership shall be such terms and conditions as were imposed by the Executive Board of the IPBC in the acceptance

motion, and the contractual obligations under the terms of the Contract and By-Laws of the IPBC as such document currently exists and as it may be amended in accordance with its terms. Hoffman Estates Park District assumes such terms and conditions.

SECTION 3: The President of the Hoffman Estates Park District, or such other officer, as shall be authorized, is directed to execute any documents necessary to indicate the membership of the Park District in the IPBC.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form, if required by law.

PASSED this _____ day of _____, 2025.

AYES:

NAYS:

ABSENT:

President

ATTEST:

Secretary

MEMORANDUM M25-093

TO: A&F Committee
FROM: Craig Talsma, Executive Director
Amy Rivas, Director of Administrative Services
RE: Termination of PDRMA Health Program
DATE: September 30, 2025

Motion:

Recommend to the full board to approve Resolution R25-004, terminating the District's membership in the PDRMA Health Program, effective January 31, 2026.

Background:

Upon approval of the IPBC Membership Ordinance, the board must pass a resolution removing the District from the PDRMA Health Program.

Rationale:

The attached resolution is required to be approved and submitted to PDRMA no later than October 1 in order to meet the 120-day notice requirement for termination to be effective January 31, 2026.

RESOLUTION NO. 25-004

**HOFFMAN ESTATES PARK DISTRICT
TERMINATION OF PARTICIPATION IN THE
PARK DISTRICT RISK MANAGEMENT AGENCY
HEALTH PROGRAM
EFFECTIVE JANUARY 31, 2026**

RECITALS

- A. The Hoffman Estates Park District (“Park District”) is currently a participating member (“Member”) of the Park District Risk Management Agency (“PDRMA”) Health Program (“Program”).
- B. PDRMA agency policies allow a Member to terminate its participation in the Program at the end of its membership term by serving a resolution stating that the Member will terminate its participation in the Program at the end of its Membership term (“Resolution”).
- C. The Resolution must be adopted by the Member’s corporate authorities (“Park Board”) and served to PDRMA’s President/CEO not later than 120 days before the end of the Program’s Membership term.
- D. The Park District’s current Membership term in PDRMA’s Health Program expires January 31, 2026.
- E. The Park Board of the Hoffman Estates Park District desires to terminate its Membership in the PDRMA Health Program effective at the end of the current term, January 31, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE HOFFMAN ESTATES PARK DISTRICT BOARD OF COMMISSIONERS, COOK COUNTY, ILLINOIS, AS FOLLOWS:

- 1. **Incorporation of Recitals.** The recitals set forth above in this Resolution are hereby fully incorporated into this Resolution as if set forth in their entirety in this Section 1.
- 2. **Approval of Termination.** In accordance with Section 4 of the PDRMA Agency Policies, the Hoffman Estates Park District hereby notifies PDRMA that it will terminate its participation in the PDRMA Health Program effective at the last day of its current Membership Term, January 31, 2026.
- 3. **Effective Date.** This Resolution shall take full effect immediately upon its passage and approval by the Park Board. All prior ordinances, resolutions, motions, and orders of the Hoffman Estates Park District Board of Commissioners in conflict herewith are hereby repealed to the extent of such conflict.

4. **Severability.** If any portion of this Resolution shall be determined to be invalid by a court of competent jurisdiction in the State of Illinois, the remaining portions of this Resolution shall remain in full force and effect.

PASSED THIS ____ **day of** _____, **2025.**

AYES:

NAYS:

ABSENT:

Mr. Marc Friedman, President
Board of Commissioners
Hoffman Estates Park District
Cook County, Illinois

ATTEST:

Mr. Craig Talsma, Secretary
Board of Commissioners
Hoffman Estates Park District
Cook County, Illinois

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, and as such I am the keeper of the records and files of the Board of Commissioners of said Park District.

I further certify that the foregoing is a full, true and complete copy of an

**HOFFMAN ESTATES PARK DISTRICT
TERMINATION OF PARTICIPATION IN THE
PARK DISTRICT RISK MANAGEMENT AGENCY
HEALTH PROGRAM
EFFECTIVE JANUARY 31, 2026**

Adopted at a duly called Regular Meeting of the Board of Commissioners of the Hoffman Estates Park District, held at Hoffman Estates, Illinois at 7:00 p.m. on the _____ day of _____, 2025.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the provisions of the Park District Code of the State of Illinois, as amended, and the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at Hoffman Estates, Illinois, this _____ day of _____, 2025.

Craig Talsma, Secretary
Board of Commissioners
Hoffman Estates Park District
Cook County, Illinois