



1685 West Higgins Road, Hoffman Estates, Illinois 60169 **heparks.org** t (847) 885-7500 f (847) 885-7523

The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

AGENDA BUILDINGS & GROUNDS COMMITTEE MEETING TUESDAY, JUNE 19, 2018 7:00 P.M.

- 1. ROLL CALL
- 2. APPROVAL OF AGENDA
- 3. APPROVAL OF COMMITTEE MINUTES
 - May 15, 2018
- 4. COMMENTS FROM THE AUDIENCE
- 5. OLD BUSINESS
- 6. NEW BUSINESS
 - A. Air Handler Units at BPC / M18-063
 - B. TC North end flooding / M18-058
 - C. Painting/Caulking Bids PSSWC / M18-060
 - D. OSLAD Grant Program: South Ridge Community Park / M18-062
 - E. Twinbrook Encroachments / M18-066
 - F. Parks Board Report / M18-061
 - G. Planning & Development Report / M18-064
- 7. COMMITTEE MEMBER COMMENTS
- 8. ADJOURNMENT

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates, unless otherwise specified. If an accommodation or modification is required to attend this public meeting please call 847-885-8500 with at least 48 hours' notice.





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MINUTES BUILDING AND GROUNDS COMMITTEE May 15, 2018

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on May 15, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Reps Bettencourt,

Dekirmenjian, Sernett, Triphahn, Chairman McGinn

Absent: Comm Rep Friedman

Also Present: Executive Director Talsma, Rec/Facilities Director Kies, P&D

Director Buczkowski, Parks and Facilities Services Director

Hugen, BPC Golf Operations Bechtold

Audience: President Kaplan, Commissioners Kinnane, R. Evans,

Bickham, Kilbridge

2. Approval of Agenda:

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep Bettencourt to approve the agenda as presented. The motion carried by voice vote.

3. Approval of the Minutes:

Comm Rep Bettencourt made a motion, seconded by Comm Rep Dekirmenjian to approve the minutes of the April 17, 2018 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Twinbrook School property/SD54/M18-051:

Executive Director Talsma reviewed the item and updated the board with the information that the school had been demolished. He explained that there were several encroachments on the school district property and the park district was waiting for the school district to address them prior to taking over the property.

Chairman McGinn asked about the number of families involved and Executive Director Talsma noted that there were six; four that were significant.

Commissioner K. Evans asked if the district had checked with the Village since the fences should have required village permits. Executive Director Talsma noted that the park district was asking the school district to address the problem but would forward the suggestion.

Comm Rep Triphahn asked about a time line and Executive Director Talsma noted that it was 30 days.

Commissioner Kinnane asked if the actual property lines were well marked for residents and Executive Director Talsma noted that there were corner posts marking areas.

Commissioner Bickham asked about the letter of notification and Executive Director Talsma explained that it was sent by the school district; however, it noted that the park district would not take possession of the property until the encroachments were removed.

President Kaplan asked about selling the parcels to residents. Executive Director Talsma explained that there were legal processes that would have to be adhered to even for such a small piece of property as the district was actually selling public land. He also expressed concern for the precedent it might be setting.

No vote required, information only.

B. Balanced Scorecard/M18-050:

Executive Director Talsma reviewed the item noting that they had added a footnote column and explanation to some columns that might have questions.

Chairman McGinn asked about the accident reporting and Executive Director Talsma noted that the district was reporting all accidents but that none of them had been significant.

Comm Rep Triphahn asked why the district was discontinuing the mobile app and Executive Director Talsma explained that most people were going directly to the district web site which is mobile friendly.

Comm Rep Triphahn made a motion, seconded by Comm Rep Bettencourt to recommend the board approve the Balanced Scorecard as presented and explained in M18-050. The motion carried by voice vote.

C. Parks Board Report/M18-052:

Director Hugen reviewed the report and in particular item 1 on Seascape.

President Kaplan questioned if the district had any options to the "one man show" that was testing Seascape for leaks, pointing out that with the man hospitalized, the district was not doing the detailed testing. Director Hugen explained that the district had done some research but was not finding anyone using his technique although they would continue to research the issue. Director Hugen also explained that they were going to budget to have Schaefges Brothers repair the cracks and some of the wall area. He noted that in-house staff had been puttying the cracks for some time and it was time to address the issue. It was noted that the cost was expected to be approximately \$30,000.

Comm Rep Dekirmenjian asked about only calling the company for leaks if staff discovered a leak and Director Hugen noted that they were using the company as preventive maintenance and that in-house could only check the 2-6 inch pipe. He explained the cost to the district was approximately \$1,500.

Commissioner K. Evans asked about the rose bushes at TC noting they were not looking good. Director Hugen explained that Supervisor of Horticulture Schwartz was looking at all the district landscape and that the bushes were on his list.

President Kaplan asked about how early the company/staff could search for leaks. Director Hugen explained that the company was willing to come in as soon as there was no snow as opposed to in-house staff that could only look

for leaks after the water was turned on. He also explained that this year staff put plugs into the pipes to prevent rain and snow from getting in and freezing.

President Kaplan asked if the district ever thought to coordinate the mowing of parkways with the Village as we were already on site for the park. Executive Director Talsma noted that he could check with Village staff.

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep Sernett to send the parks report M18-052 to the board as presented. The motion carried by voice vote.

D. <u>P&D Report/M18-053:</u>

Director Buczkowski reviewed the report noting that the #2 rink was having trouble with the heating system. He explained that the south rink had been having trouble for about 3-4 years and was beginning to show signs of heaving. He explained that to prevent permafrost, the rinks had a heating system to keep the ground from freezing. Currently both rinks sub flooring heating systems have failed.

Chairman McGinn asked if the Wolves were aware of the problem and Executive Director Talsma explained that the ice was still in good, level condition. He also explained that staff was researching the ability to seek out leaks and would probably use the same company Seascape used for their leaks.

Commissioner K. Evans asked if they repaired the heating system if the heaving would disappear. Director Buczkowski said that no one was really sure, but it would prevent additional heaving.

President Kaplan asked about the trip hazards and Executive Director Talsma explained that it would be addressed in-house.

Comm Rep Snyder asked about the type of system and Director Buczkowski noted that it was a Brine System. Executive Director Talsma noted that the district had used a process to seal the pipes that was warrantied and when it failed to be successful, the company refunded the district \$10,000.

Commissioner R. Evans asked if other rinks had the same problem and Director Hugen noted that they did.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Triphahn to send the P&D report M18-053 to the board as presented. The motion carried by voice vote.

7. <u>Committee Member Comments:</u>

Comm Rep Triphahn reminded everyone of the Foundation SRT Golf Outing June 6^{th} . She also noted that this was her last B&G Meeting and thanked everyone for the opportunity to work with them.

President Kaplan awarded Comm Rep Sue Triphahn with an Award for Service for the time on the B&G Committee. He thanked her for her services.

President Kaplan also noted that Comm Rep Snyder (Recreation Committee) was going to be leaving and he awarded him an Award for Service and thanked him for his time.

Executive Director Talsma invited everyone for cake.

8. Adjournment:

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Bettencourt to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma Secretary

Peg Kusmierski Recording Secretary

Memorandum No. 18-063

TO: B&G Committee

FROM: Craig Talsma, Executive Director

Brian Bechtold, Director of Golf

Dustin Hugen, Director of Parks, Planning & Maintenance

RE: Air Handler Units at Bridges

DATE: June 13, 2018

Background

The Bridges of Poplar Creek (BPC) has had ongoing heating and cooling issues at its facility specifically in the first floor banquet room, bar & grill and kitchen. In July of 2017 we had WT Engineering perform a field inspection of the HVAC systems for the entire building and preparation of an existing conditions assessment report. The report included a description of each system, condition of each system and recommendations. One of the recommendations was to replace the original air handler units that were installed in 1992. As part of GIS we updated the air handlers per WT recommendation to be replaced in 2018 with a budgeted amount of \$110,000.

Implications

We went out to bid for the air handler replacement at Bridges of Poplar Creek and received seven bids ranging from \$54,895 to \$146,800. The results are from all contractors are listed below.

The YMI Group	\$58,895
General Mechanical	\$75,995
Hayes mechanical	\$81,572
AMS Mechanical	\$82,800
Oakbrook Mechanical	\$104,694
Jensen Plumbing & Heating	\$105,025
Amber Mechanical	\$146,800

After receiving the bids staff spoke with references from The YMI Group, which all check out with solid recommendations.

Recommendations

Staff recommends that the B&G Committee approve to the full board the bid price of \$58,895 to The YMI Group to install two new air handlers at Bridges of Poplar Creek.

MEMORANDUM NO. M18-058

TO: Building & Grounds Committee FROM: Craig Talsma, Executive Director

Gary Buczkowski, Director of Planning & Development

Dustin Hugen, Director Parks, Planning & Maintenance Services

RE: TC North End flooding

Date: June 7, 2018

Backaround:

When the Blackhawk Recreation Center, now known as Triphahn Center, was built; it did not follow Village Code requirements as it applies to parking lot design. When TC was built in 2004, the existing parking lot on the north side was left as is and resurfaced with the exception of the addition of an underground storm sewer which was designed to carry the water from the apartment complex located to the west of the building to the east side of the site. 80% of the run off of the parking lot and roof ends up being collected by one 24-inch storm inlet located just outside the north end front door. To staff's best recollection, that system has always functioned without any issue of water coming in the front door.

Fast forward to May 2018 where by Northern Illinois has set a rainfall record for the month of May. In particular, two storm events have been categorized in excess of the 75 year rain event. Typical parking lot design plans for up to a 20 year rain event. Water in excess of that 20 year level runs off in what is known as overland flow routes.

On May 5th and May 20th the park district experienced water that entered the front door on the north side as a result of two issues:

- The existing inlet was not large enough to handle the amount of rain
- Blockage of the inlet due to wood chips and debris further reduced the inlets capacity to convey water.

This was confirmed by review of the security tapes from the camera located outside the front entrance. Currently we have an insurance/mediation claim on file with PDRMA. Staff is now working with the restoration company, the cost of which is covered by insurance.

Implications:

While the two storm events might be categorized as extreme and unlikely to occur in the future, the damages caused from the flooding warrant consideration for a fix that would reduce the likelihood and/or reoccurrence of such events. Staff is recommending:

 Increase the number of inlets from one to four. Two additional inlets would be located in the parking lot next to the existing inlet and would be of a configuration that would not become plugged by debris. The third inlet would be located in the planting area behind the sidewalk and the building and would be intended to convey the rain that is coming off the roof.

- 2. Outside of the north side office where the roof has no gutter system in house staff will be installing four to six inch drain tiles under the stone to catch water as it comes off the roof and move directly into the new storm inlets.
- 3. Replace all the wood chips in the landscape areas with a washed rock material. This would eliminate the potential for clogging of the inlet covers.

The estimated associated costs with the above recommendations are:

Install three new inlet structures

Install three new inlet structures including replacement/repair of asphalt damaged during this installation process

Remove existing woodchips replace with stone in-house
Install drain line to catch water from roof.

	9,900
	2,300
	500
	12,700
Contingency 5%	635

13,335

Staff is confident that by adding three additional inlets and drain lines; under similar storm events as occurred in May, the TC would not experience the same flooding. This cost has been made part of the estimate consideration on the overland flow route option.

Recommendation:

Staff is recommending that three additional inlets be installed and the wood chips be removed and replaced with washed stone. As this is an unfunded project, the estimated funds necessary will need to be allocated from the capital fund savings on the BPC Air Handler units.

Memorandum No. M18-060

TO: Buildings and Grounds Committee FROM: Craig Talsma, Executive Director

Dustin Hugen, Director of Parks, Planning and Maintenance

RE: Prairie Stone Sports & Wellness Center Painting/Caulking Bids

DATE: June 12, 2018

Background:

Prairie Stone Sports and Wellness Center was constructed in 1999-2000. The exterior of the building is made up of concrete panel system with large beads of caulking in the seams. Using GIS and staff evaluations as the standard for maintenance repairs or replacements and adding in the life expectancy on the paint and caulking at 15 years, PSSWC is due to be painted and have seams replaced or repaired. This project was presented as part of the 2018 budget and was included at a budget cost of \$70,000.

Staff prepared plans and specifications and solicited bids for the project that were received on June 10, 2018.

Implications:

On June 10, 2018 staff opened four bids ranging from a high of \$101,300 to a low bid cost of \$87,970. Below is a chart of the results.

Name	Cost of Project
K&J Painting	\$ 99,690
Continental Construction Company	\$101,300
Nedrow Decorating	\$ 99,000
BP&T Company	\$ 87,970

In the bid specifications staff had spec a latex Sherwin Williams paint for exterior buildings (with no equals listed) and listed the total linear feet of caulking to be replaced with different widths for each applications. This was bid in this manner to have all contractors bidding the exact same paint and caulking measures.

Staff then entered into negotiations with the low bidder, BP&T Company, on the paint materials that were spec in the bid. BP&T was able to provide an equal paint from Pittsburgh Paints for a lesser cost and reduce their caulking cost by investigating the building and determining that certain panels can have caulking repaired instead of removed with new caulking, bringing their total bid to \$70,000.

Recommendation:

Staff recommends that the B&G Committee approve to the full board the negotiated bid price of \$70,000 to BP&T Company to paint and caulk PSSWC.

Memorandum No. M18-062

TO: Building and Grounds Committee FROM: Craig Talsma, Executive Director

Gary Buczkowski, Director Planning & Development Dustin Hugen, Director of Parks and Facility Services

RE: OSLAD GRANT PROGRAM 2018

DATE: June 12, 2018

Background:

Over the course of the last 25 years the park district has received over \$1,700,000 worth of grants through the Open Space Land Acquisition & Development Grant Program (OSLAD) from the State of Illinois. The dollars received and the capital improvements made by the district have played an important role in the district's development of open space.

The last OSLAD grant awarded to the park district was for 50% of the development of the Tropicana Park in the southeast section of the district. At about the same time, the State of Illinois fell into financial disarray and the OSLAD program was halted.

With the signing of the 2019 Illinois budget, \$29 million dollars was tacked on to that budget to, once again, provide State monies for the OSLAD grant program. With those monies available, the district would like to take advantage of this potential funding source.

Implications:

Staff has contacted grant administrators to express interest in the process. Because these monies were attached to the budget at the last minute, grant administrators are quickly putting together the process and guidelines. It is anticipated that a press release will announce the release of this program sometime around July 1st with the grant submission deadline approximately 45 days later.

If the district were to move forward with the grant submittal, the project which addresses the greatest community need would be the construction of a water amenity in north Hoffman Estates. The construction of a north side splash pad was identified and made part of the 5-year Comprehensive Master Plan. In addition to the splash pad, the grant would include monies to replace the South Ridge 18 year old children's playground, the 16 year old outdoor fitness equipment areas, and the addition of an outdoor shelter with amenities for group events.

In addition to the features listed above, additional parking and extensive landscaping, rebuilding of all existing pathways to meet ADA requirements and replacement of the floating dock will also be included as part of this grant submittal. The budget estimate for these improvements at South Ridge Park total \$1,350,000. Assuming the district was to receive this grant, the State would pick up to 50% with a maximum of \$400,000 with a

net cost to the district being \$950,000. Of this amount, \$400,000 is currently identified in the GIS for replacement within the next five years. Additionally, the budget would need to include funding for a grant administrator who helps get public and legislative support for our grant (over other applicants).

Unfortunately, the reinstatement of the OSLAD grant program at the last minute makes the submission of the grant a last minute project with a number of critical events happening within a very narrow window of opportunity; namely the district would have to hold a public hearing in mid-July, prepare/revise conceptual plans from the public comments and present those plans to the B&G Committee and the board for approval prior to the application close date which will occur around the end of the third week of August. To meet the estimated deadline, the process would have to follow the schedule below (subject to change if the deadline is different):

•	Memorandum for OSLAD submission to B&G	June 19
•	Board approval to apply for OSLAD grant	June 26
•	Public meeting/press release	June 27
•	IDNR press release	July 1
•	Staff prepares concept	July 5 – August
•	Public meeting at WRC	July 10
•	Revise and prepare final concept	July 11 and 12
•	Presentation to B&G Committee	July 17
•	Board approval	July 24

Recommendation:

Staff submits application

Closing date for application

Staff recommends that the B&G Committee recommend the board direct staff to move forward with the preparation of an OSLAD grant for the South Ridge Community Park project.

5

August 16

August 17

Memorandum No. M18-066

TO: Buildings and Grounds Committee FROM: Craig Talsma, Executive Director

Dustin Hugen, Director of Parks, Planning and Maintenance

RE: Twinbrook Encroachments

DATE: June 15, 2018

Background:

The school site of Twinbrook School at Birch Park has recently been removed and an agreement between the school district and Hoffman Estates Park District to purchase the land has been set into place. Currently there are five encroachments onto school district property. The encroachments are all fence lines that have either been there for many years or homeowners had placed not knowing the property lines. HEPD has asked the school district to take care of the encroachments prior to our purchase, with the park district assisting in any way that we could. Certified letters were sent to all five of the homeowners and responses have been received from all homeowners.

Implications:

After working with the school district who has been in contact with the homeowners the plan moving forward is outlined below:

Lot 11- HEPD staff will be removing all the buckthorn and dangerous tree species from the drainage ditch line. In this process we will also be removing the fence that is in complete encroachment. The homeowner will be responsible for installing a new fence onto their property, as they are currently waiting for a village permit for a new fence since they have a pool on the property.

Lot 12 & 16- Homeowners have reached out to a fence company to have the fences relocated onto their property and stated the earliest they could have this completed was in August. The Park District would like receipt that this is being scheduled and if after August 15th the fence is not relocated then HEPD staff will be removing the fences.

Lot 15 – Lots of brush and undergrowth cleanup is needed at this property. HEPD staff will be completing the undergrowth and brush cleanup and at this time HEPD staff will relocate the fence poles (metal stakes and chicken wire) onto the homeowner's property. This property has a dog and we will need to communicate the day this work is being completed so that the dog remains inside for the day.

Lot 19 – This lot has a wooden fence that runs the distance of our asphalt path into the park. The fence is equal distance from the path the entire length of the fence. The school district has already entered into a legal agreement with this homeowner that the fence is grandfathered in, but any alterations would require the fence to be placed onto the homeowner's property. This is the only legal agreement between the school district and any homeowners at Birch Park.

Staff is comfortable with the required work that must be done on our part to rectify the encroachments. Though the park district does not support encroachments in any manner, since the school district has already made an agreement with the homeowner regarding Lot 19, it would be controversial to now change that. The encroachment on this property is minor and the park district loses no useable space as it is only bordering the entrance path into the park. Staff would be in support of allowing this one encroachment to remain as stipulated in the current legal agreement between the homeowner and the school district, which requires that if the fence is replaced or repaired at any time, that it should be re-established within the homeowner's property line.

Recommendation:

Staff recommends the B&G committee recommend that the Board approve moving forward with the transfer of the Twinbrook property as previously agreed to, once the encroachments have been cleared by the homeowner (or park district staff) and agreements for the removal and replacement of existing fencing (on approved properties) have been secured and that the park district will also honor the current school district/home owner agreement on Lot 19.

MEMORANDUM NO. M18-061

TO: Buildings & Grounds Committee FROM: Craig Talsma, Executive Director

Dustin Hugen, Director Parks & Facilities Services Parks, Planning & Maintenance Board Report

DATE: June 12, 2018

RE:

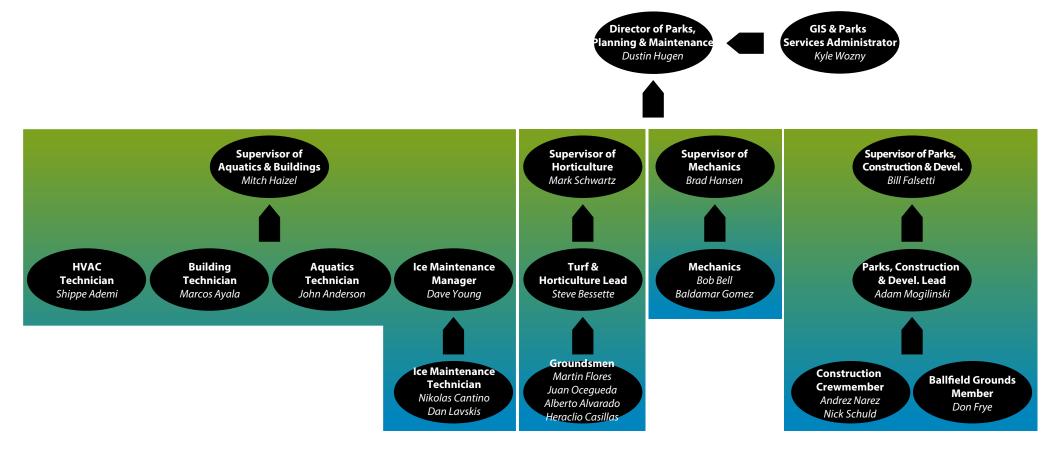
1. Removed all wood mulch and rubber matting from play area at Black Bear Park.

- 2. Sanded and stained office desk for TC.
- 3. Removed and installed new gym doors at TC.
- 4. Painted and patched holes in offices at TC.
- Constructed and installed home run fence distance signs for Cannon Ballfield #1.
- 6. Removed damage slide and installed new slide at Hoffman Park Playground.
- 7. Repaired fishing pier at South Ridge Park.
- 8. Installed all canopies on playgrounds for the season.
- 9. Fountain at South Ridge was sent in for upgrades and then installed upon its return.
- 10. Installed bearing housing assembly at BPC hot water supply.
- 11. Converted the T-8 bulbs to LED bulbs in the dance room at TC.
- 12. Repaired 3 basketball hoops cables at PSSWC.
- 13. Seascape Family Aquatic Center filtration system renovation was completed and the facility was opened on time this year. Facility walk through was completed and punch list was written for contractor to complete.
- 14. Boiler for the bathhouse at Seascape was having issues keeping up with the demand for hot water. Repairs were completed and boiler has been working properly.
- 15. Hoffman Park playground landscape cleanup and bed adjustments were completed.
- 16. Black Bear Park landscape cleaned up and bed maintenance was completed. Disc Golf paths were re-mulched.
- 17. Mowing is underway with a considerable amount of difficulty this year due to the extremely wet conditions.
- 18. Bed maintenance (weeding, cleanup, trim and edge) is ongoing throughout the district.
- 19. All beds at Seascape were weeded and re-mulched with new mulch.
- 20. Spraying to control invasive plants (Phragmites) in the natural areas has started as weather permits.
- 21. Aquatic weed control was completed on the lakes at South Ridge, North Ridge, Yorkshire Woods, Princeton Pond & Black Bear Parks.
- 22. Spring fish stocking was done at Chestnut, South Ridge & Westbury lakes, Largemouth Bass and Bluegill. Channel Catfish and Northern Pike will be stocked this fall, Sept. /Oct.
- 23. All Park ID signs were edged, weeded and had new mulch applied.
- 24. All facilities had all landscape bed weeded, old mulch removed and new mulch applied.
- 25. Perennial plants throughout the district were cut back to allow for new growth this season.
- 26. Mowing all parks and ball fields was difficult with the amount of rain days in May, but staff raised mowing heights and was able to keep mowing under reasonable control. Glad to report that mowing was all caught up as of 6/8/18.
- 27. Truck 505 had the fuel pump replaced.
- 28. Truck 511 the distributor cap, rotor, pick up coil and two oxygen sensors were replaced.

- 29. Vehicle 499 had the right control arm with ball joint replaced and alignment completed.
- 30. Vehicle 518 the blower motor resistor was replaced.
- 31. Bus 510 replaced left front brake line.
- 32. Vehicle 821 the radiator was repaired.
- 33. Vehicle 453 recharged the air conditioner.
- 34. Daily maintenance and repairs to mowers is ongoing.

Key staff from the Parks Department will be at the B&G meeting to introduce themselves to the new community reps. Attached is the Park Division Organizational Chart.

hoffman estates park district Table of Organization - FT Parks Division



MEMORANDUM NO. M18-064

TO: Building & Grounds Committee FROM: Craig Talsma, Executive Director

Gary Buczkowski, Director of Planning & Development

RE: Board Report DATE: June 13, 2018

1. Playground Renovations

The contractor began these projects Monday June 4, 2018 by removing the existing equipment and the existing wood fiber fall surface material. Wood fiber material has been relocated to various locations within the district for use by the community in their gardens. Because of excessive amounts of rain, this process has been slowed and has resulted in an additional amount of material that can not be given away to the public due to the subgrade mud that is now part of the end product. With drier weather forecasted, the contractor anticipates pg equipment to begin to be installed the latter part of the week of June 18th.

2. Survey Work:

Survey work was completed at Princeton and Pine parks. This work was done to establish base information for planning purposes related to replacement of playground equipment and splash pad at Princeton and upgrading and refurbishment of the path system at Pine Park. Both of these projects are slated for re-development in either 2019 or 2020.

3. Parking Lots:

Staff has met with the contractor in preparation for the work which will begin in roughly 3 hours assuming you are reading this at the B&G meeting. In an effort to minimize the impact on our patrons, grinding work at PSSWC will begin at 11 pm with the paving crew to follow. The goal is to have the patching project not including stall painting completed by noon on Wednesday, June 20th. Stall painting will occur at 11 pm on Wednesday night after the facility closes.