



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
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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, DECEMBER 10, 2019**  
**7:05 p.m.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - October 15, 2019
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Audio & Video Recording at Board Meetings / M19-119
  - B. Ice Rink 2 Renovation / M19-122
  - C. PARC Grant Applications / M19-126
  - D. Parks, Planning & Maintenance Board Report / M19-121
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 847-885-7500 with at least 48 hours' notice.



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**MINUTES  
BUILDING AND GROUNDS MEETING  
October 15, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on October 15, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Kinnane, Commissioner R. Evans, Comm Reps Aguilar, Bettencourt, Friedman, Poeschel and Sernett

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: President Kaplan, Commissioners McGinn, K. Evans, Chhatwani, and Kilbridge; Comm Reps Macdonald, Wilson and Dressler; GM Tusa, see attached list.

**2. Approval of Agenda:**

Commissioner R. Evans 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 Poeschel made a motion, seconded by Comm Rep Aguilar to approve the minutes of the September 10, 2019 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. The Club at Prairie Stone Capital Plan/M19-097:

Executive Director Talsma reviewed the item noting that staff, committees and the board had been reviewing the need to renovate The Club which would include eliminating the tennis courts and tennis program in favor of utilizing those areas for growing fitness interest. He noted that they wanted to begin the work January 3, 2020.

Director Bechtold reviewed memo M19-097 and the six components to the renovation which included Court 1 conversion to multipurpose turf, Court 2 conversion to strength zone, Court 3 conversion to functional fitness zone, Group Fitness Studio #2 to include wood floors for mind and body classes, Kids Club enhancements and a Women's Workout Zone. He reviewed the costs for the renovations noting that Phase I would be \$500,000 and Phase 2 would be \$550,000. Director Bechtold also reviewed the possibility of receiving grant money that might cover some of the budget.

Executive Director Talsma noted that the project was intended to ensure the success of The Club. He noted that The Club only had 85 tennis memberships for their three tennis courts and that even with revenue from tennis lessons, the program was \$100,000 short each year for the maintenance and upkeep of the program and tennis equipment. He also explained that The Club was never intended to be a premier tennis club and that staff would be working with Hanover Park District and South Barrington Park District to arrange for The Club tennis members to join their programs at resident rates.

Commissioner R Evans asked if the possible grant funding would be for Phase 1 and Phase 2 and Executive Director Talsma noted that it would cover that along with other capital items such as carpeting and roofing. He explained that the district needed to make \$1,000,000 in improvements to The Club over the next years.

Comm Rep Sernett asked if they would scale the project back if they did not receive the grant funding and Executive Director Talsma noted that the project was not dependent on receiving the grant and would be renovated as planned with or without the additional funding.

Comm Rep Aguilar asked about the contingency amount and Executive Director Talsma noted that it was about 5% of the project.

Chairman Kinnane asked about a contingency for Phase 2 and it was noted that it would be budgeted if required when the time came for Phase 2.

Owen Chapla addressed the committee noting that his children took lessons at five times the cost of a tennis membership and asked if they had considered the impact on the children.

Executive Director Talsma address the audience explaining that this was an opportunity to make comments and not so much to ask questions but that in the case of a general question, he could address some of the items. He explained that the tennis program was run through an outside contractor and that the district received 30% of the fees. He also explained that in the last five years tennis lesson revenue had dropped from \$100,000 annually to \$50,000 and was continuing to decline.

Herald Manjouran addressed the board noting that this decision had been based on financial information and asked for a copy of the business report the decision was based upon. Executive Director Talsma noted that the report was available on the website and suggested that Mr. Manjouran contact him via email. Mr. Manjouran also noted that it appeared that the district had looked at the tennis and determined to let it go and he asked how much money was projected to be made with the renovation.

Chairman Kinnane addressed the audience explaining that tennis was going down and the district was having to subsidize the program. He noted that they were trying to keep The Club alive and had a consultant to tell the district how to turn this around. He explained that people were looking for high energy work outs and that The Club was not delivering that and the district needed to meet the community's needs. He explained that the district was looking to make the best business decisions for the district and the community.

Jo Anne Whittaker asked where the new Orange Theory members were today and if they continued their memberships and asked about a compromise for using a tennis court.

Chairman Kinnane explained that the district had tried for years to come up with ideas; that women wanted a dedicated space and The Club did not have the room for that as presently laid out. He explained that staff was looking to increase classes to 80-100 a week and needed space to do that. He noted at present The Club only had two work out areas and that the consultant had provided a 90 page report which was available online for the renovations to address the district's

concerns and community's needs. He noted that it had not been an easy decision for anyone involved.

Executive Director Talsma noted that the district wanted to take care of all the members. He also explained that they needed to attract a younger demographic to replace memberships and that the compromise the district had offered was to make arrangements with other tennis clubs to offer memberships at resident rates to The Club tennis members. He explained that looking at Courts 1, 2, 3 was the best plan for the growth of The Club noting that they were unable to grow the tennis program or support it with these limited numbers.

Manish Matta noted that he had not been asked or received a questionnaire on his community needs. He pointed out that the Schaumburg tennis club was similar to The Club and their management was very successful. He also noted that The Club had not asked their membership if they would be willing to pay additional per month.

Michael Kaden distributed his notes to the committee and addressed them saying that he had a background in raising money and wanted to talk about the risk factors. He noted that they had not provided a professional sales staff to promote the tennis membership and asked what they provided by way of retaining memberships. He also addressed the competition factor of dealing with fitness programs such as Orange Theory.

Comm Rep Sernett noted that the district had sent 6000 surveys to the community.

An unidentified participant noted that 80% of The Club was made up of non-residents. Chairman Kinnane noted that the district was happy to have outside participation but that they surveyed their residents when looking to make improvements or changes to district programming and facilities.

Richard Panichi noted that he lived close to outdoor tennis courts in Barrington and he was unable to use them over the summer as their park district had the courts booked with lessons. He asked the district to invest money into promoting the tennis program before cancelling the program. He also noted that there was no sales department to promote tennis memberships.

Joan Osika noted that she read all the information from the park district and did not remember seeing anything on The Club renovation and felt that the tennis members had not been asked about what was important to them. She also pointed out that she did not understand why the district felt they needed a Women's only workout and wondered about a law suit if they set area aside.

Karthic Chandon addressed the committee noting that he did not realize that the tennis rates had been reduced. He also noted that he knew people had tried to

enroll but were not allowed to. He explained that last year he had to wait for courts but not this year and that there were no programs for tennis running.

An unidentified participant addressed the committee noting that she came from Palatine to Hoffman Estates because of the tennis. She noted that she did not believe that the district supported the sales of tennis memberships to increase the program.

Alana Bliudzius addressed the committee asking when questions could be asked. Executive Director Talsma noted that the district had held two open meetings for questions and answers and that members were encouraged to email him directly. Ms. Bliudzius asked to see the dollars generated by non-members in the tennis program.

Iana addressed the committee noting that she moved from Champagne and that this area traveled to other areas to play tennis. She explained that when she joined The Club, no one knew about the facility or the tennis program.

Mimi Wise address the committee noting that her concern was that members would lose present fitness programs for the new fitness program. She suggested the district try a tennis league to improve memberships and noted that she wanted to be surveyed about her needs for the club.

An unidentified participant asked about options. They noted that other facilities were busy and asked why the district was not getting the information out.

Pat Masek asked why the district did not spend time promoting the courts.

Tanya King addressed the committee noting that she felt blindsided and that the district had not been transparent in this issue.

Calvin Fu asked if the district was borrowing money for the renovation but did not have a guarantee of success. He asked how his taxes would be impacted.

Executive Director Talsma explained that the district would not use tax dollars for this renovation, nor would they borrow money. Instead they would be using funds from the district's reserve accounts.

Kate Boetto addressed the committee noting that she felt this was a community issue and there were holes in the proposed plan. She noted that the survey was done within the district but irrelevant to The Club as they were so many non-residents without the input. She also noted that she believed the district was dismissing the voices of those that had English as a second language pointing out to the October 5, 2019 meeting and noting that people with trouble with the English language were not understood. She said she felt discriminated against and treated poorly by the Executive Director.

Loren Golden thanked the district for the courts and asked that they rethink their renovation of The Club.

Comm Rep Sernett made a motion, seconded by Comm Rep Bettencourt to recommend that the B&G Committee recommend to the Board to include the Phase One of the Club renovation project in the amount of \$500,000 as part of the 2020 District annual budget as outlined in M19-097. The motion carried by voice vote with Comm Rep Friedman abstaining.

Executive Director Talsma noted that this was a committee vote and recommendation to the board which would meet next week Tuesday at 7 p.m. at the Triphahn Center.

The B&G Committee took a break from 8:15 to 8:20 p.m.

B. Fertilizer and Chemical 2020 Early Order Bid/M19-099:

Director Hugen reviewed the item. Commissioner R. Evans asked if the vendors were the same as in the past and Director Hugen noted they were with the addition of BTSI. Commissioner R. Evans asked if the vendors were comfortable with partial bid acceptance and Director Hugen noted that they were and that it was an industry standard.

Commissioner R. Evans made a motion, seconded by Comm Rep Friedman to recommend the Board award the following: (A) Chicagoland Turf for low bid products in the amount of \$59,848.55; (B) Arthur Clesen for the low bid products in the amount of \$1,624,350; (C) Site One Landscapes for low bid products in the amount of \$5,039.64; (D) Advanced Turf for the low bid products in the amount of \$7,420.60; and BTSI for the low bid products in the amount of \$8,677.50. The motion carried by voice vote.

C. PPM Report and 3Q Goals:

Director Hugen reviewed the item noting that the floor for the ice rink had been poured with an independent contractor checking that it was level. He also noted that they would begin building ice on Tuesday.

Commissioner McGinn asked about the boards and Executive Director Talsma noted that they were being cleaned off and that the district would take over the advertising on them if the Wolves did not renew.

Commissioner K. Evans asked about continuing with the level checks and Director Hugen noted that they had a chart with the levels marked and when the ice would be taken down every 4-5 years, they could check for levels.

Director Hugen also acknowledged that Community Park projects had received a \$7,000 grant from the Mainstreet Organization of Relators and thanked Comm Rep Dressler for her assistance with the process.

Commissioner K. Evans asked about the roof project and how long it was taking. Director Hugen noted that it was due to the Kalwall installation. Executive Director Talsma noted that an issue had been found in the initial Kalwall system and been corrected prior to production of the panels for the park district which is what resulted in most of the delay.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Sernett to send the PPM Report M19-098 and 3 Q Goals to the board as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Sernett noted that she appreciated the community comments and felt that the district had explored all options with The Club prior to making any renovation recommendations.

Comm Rep Bettencourt agreed.

Comm Rep Aguilar noted that the committee had reviewed all options prior to the vote.

Commissioner R. Evans congratulated BPC on their events and reminded other commissioners involved in the Board Development to get their information in. He also reminded all about the Foundation's Texas Hold'em for November 9, 2019 at BPC and asked for volunteers and participants.

A special thank you was given to Comm Rep Dressler for assisting the park district with the grant for Community Park. Comm Rep Dressler noted that it was due to the great job district staff did in responding to the opportunity.

**8. Adjournment:**

Comm Rep Bettencourt made a motion, seconded by Comm Rep Poeschel to adjourn the meeting at 8:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma, Secretary  
Peg Kusmierski, Recording Secretary



October 15, 2019

To: Hoffman Estates Park District  
and Board of Commissioners

This petition is in addition to the online petition that was earlier published on Change.Org with regard to the proposed elimination of tennis courts at The Club at Prairie Stone. The earlier online petition garnered immense number of supporters from The Club at Prairie Stone as well as residents and taxpayers of Hoffman Estates. It was signed by over 400 individuals. Please view the attached link.

<https://www.change.org/p/board-of-commissioners-tennis-courts-at-heparks-the-club>

Upon further exploration of issues related to the "proposed" changes at The Club, it became clear, this is a community matter, which will affect *residents of all walks of life*. Thus, this Petition is supported by the residents and taxpayers of Hoffman Estates for the following reasons:

1. The Park District is proposing to spend \$875,000 (Phase One and Phase Two) of tax payers money without a comprehensive market study or proper business plan in place.
2. Highly questionable research to support the proposed "renovation" such as Community Wide Survey based on a mere 905 randomly chosen Hoffman Estates residents (1.8% of the H E population) and opinion of one outside fitness expert.
3. The park district held two informational meetings to discuss the proposed changes with the public, yet clearly was blocking any feedback given by the community. In fact, these meetings held October 1 and October 5, 2019 created more confusion, than answers.
4. The park district demonstrated abuse of power by being dismissive of public's concerns, and not fulfilling its responsibility of clearly conveying these concerns to the board of commissioners. Such conduct equals an abuse of servitude to the public.
5. The Park District has been dismissing voices of those, who use English as a second language. Many of these individuals come from countries, where democracy has been suppressed, thus they do not know, how to defend themselves. This was evident during the informational meeting on October 5, 2019 at The Club. The leader of this meeting, Executive Director of Park District, was patronizing, intimidating and dismissive of voices of those, who wanted to speak. This conduct is not acceptable on behalf of a public official. The indoor tennis courts are being occupied at large, by individuals, who were born outside of the US and speak with foreign accent. The elimination of tennis courts, is a discrimination against those, who cannot defend themselves!

6. Replacement of all three tennis courts with venues similar to Orange Theory and Cross Fit, which are already readily available in this area, is not consistent with meeting the community needs.
7. The proposed elimination of all the tennis courts was originally presented as a "renovation" This in itself is highly misleading and strongly suggests that the Park District has not been transparent with the community. This planned dismantling of the courts, the park district listed as "Tennis court and Fitness room renovation" in the list of capital projects for the year 2020, and on top of it added, for capital projects for 2014 "Tennis Crack and Resurface". This is only one of many examples of the Park District purposefully misleading the public. Attached link page 29 and page 30.

<https://www.heparks.org/wp-content/uploads/2019/09/HEParks-CMP-2019.pdf>

8. The Park District spent \$27,000 on court renovation just within the last 2 to 3 years and now the tennis courts are sought to be completely eliminated- this would be a prime example of rushed decisions and wasteful spending.

9. The Park District has paid scant attention to those members for whom English is not their first language and who are originally from various other parts of the globe, reflecting the diversity of the entire community. The Park District has purposefully failed to recognize that the tennis courts are widely utilized by members who hail from various countries in Europe, Asia, South Asia, the Middle East and so on. The proposed elimination of the tennis courts will most definitely ensure an exodus of such members to other facilities and the facility itself will no longer represent the actual diversity of Hoffman Estates.

10. No adequate justification for elimination of the ONLY three indoor tennis courts was given. Elimination of the tennis courts will mean that the only indoor tennis facility in the community will no longer be there. This will contradict the HEPD Strategic Plan, District Goal 1: "Provide healthy and enjoyable experiences for all people" and (objective 1 on page 20 "offer healthy and enjoyable experiences that promote equal access". The proposed "renovation" is contrary to parks district mission and will discriminate these, who support tennis.

11. An entire generation of children will be denied access to indoor tennis facilities at the Park District and will hence lose their access to one of the most universally beloved world sport. The residents of Hoffman Estates are deeply distressed by the Executive Director's remark the sport of Tennis is a "dying sport". This remark alone reveals how ill-informed and inadequately conceived the proposed changes are.

12. The Park District has not informed the taxpayers of Hoffman Estates on the likely impact of the proposed expenditures on their property taxes. According to published "Comprehensive Annual Financial Report", fiscal year 2018, the Park's District long term debt increased from \$ 65.7 millions to \$ 66.7 millions (not including other liabilities). It is important to note, that during the same time period, the park district collected \$ 604 000 more income from property taxes (9.5 millions in 2018 as compared to 8.9 millions in 2017). Despite this additional income from

taxpayers in 2018, HEPD compiled additional million of dollars in long term debt. This alarms Hoffman Estates residents.

13. The Park District has not considered the needs of Senior members who are already able to avail for discounted membership fees through their Insurance plans at other facilities that are significantly lower in price than this facility.

14. The Park District is seeking to apparently increase the current existing membership from 2900 to 4000 members. However, it appears quite likely that the Park District will only lose existing members in large numbers. Tennis members, families with young children, who lost free childcare services, and Senior Citizens will bound to feel alienated and will depart quickly once such draconian changes are implemented while newer members of a younger demographic will have no particular incentive to join this facility which is not at all dissimilar to countless other facilities that offer the same equipment, the same paid classes at a lower cost.

15. The Park District capital spending for the year 2018 was \$20 millions, out of which close to 50% was taxpayers money. It is important to note that, taxpayers money is a "subject to external restrictions on how they may be used. Essentially this restrictions represent property taxes."

The members of The Club at Prairie, residents and taxpayers of Hoffman Estates hereby request the Park District to re-think their proposed renovation at The Club, so the Park District can continue to **"provide healthy and enjoyable experience for all people"**. The community is requesting to make modifications to their proposed plan and consult with the public prior to presenting this plan for approval to Board of Commissioners. The Park District is requested to be more sensitive to the needs and feelings of the minority members for whom English is not their first language.

Thank you for your consideration.

A copy of this petition with signatures of the community members is being submitted on this day, the 15th of October 2019.

Mimi Wise  
Kole Boello  
MANISH MATTA  
Dick Wilmes  
Liz Wilmes  
Michael Kadson  
Tony King  
Anna Panichi  
G. Masek  
John King  
John King



**Prairie Stone**

3 messages

**Michael Kadens** <mkadens@earthlink.net>  
Reply-To: Michael Kadens <mkadens@earthlink.net>  
To: "mkadens7676@gmail.com" <mkadens7676@gmail.com>

Tue, Oct 15, 2019 at 4:05 PM

**RISK FACTORS - PRAIRIESTONE BUILDING PROJECT**

1. Marketing Plan and Sales Effort
  - HEPD Board minutes admit past neglect in this area, i.e., clear-cut, clearly designated sales staff not present. Implication from the minutes that it will be provided in conjunction with the Project, but no current evidence yet.
  - Is there a Marketing Plan?
  - Does the Plan, if any, provide details regarding Sales? Amount of \$ support; Nature of support; the qualifications for hires, e.g., experience level; familiarity with the industry; specific assignments/responsibilities; training?
  - How does the Plan, if any, and ultimate sales effort coincide with the progression of the actual Building Project?

**Michael Kadens** <mkadens@earthlink.net>  
Reply-To: Michael Kadens <mkadens@earthlink.net>  
To: "mkadens7676@gmail.com" <mkadens7676@gmail.com>

Tue, Oct 15, 2019 at 4:36 PM

2. Retention of Existing Membership
  - The Building Project as proposed is substantial. HOW MIGHT THE CHANGES IT BRINGS ALTER THE CHARACTER AND DEMOGRAPHICS OF THE OVERALL MEMBERSHIP?
  - Tennis Members will decrease radically as recognized by the Board but will it also modify the attitudes of a respectable number of other current members, and has that been considered at all?
  - The HEPD feels that PrairieStone can, should, and needs to have a larger membership. That is certainly a legitimate concern. However, at some point an increased number of members will likely be counter-productive, AND, the nature of who comprises that increase; their particular activities; and their impact on individual facets of the entire facility may not transition smoothly. Which of the following are potential causes of disruption and disaffection?
    - more crowded locker rooms; -more noise and tumult? -filled classes
    - increase in parking problems? -more fee-based classes? -lap pool availability

*Handwritten initials/signature*

-upstairs track bursting with runners, etc.? Increased cost of membership as already evidenced by the Kinder Care policy and Medicare coverage questions?

Michael Kadens <mkadens@earthlink.net>  
Reply-To: Michael Kadens <mkadens@earthlink.net>  
To: "mkadens7676@gmail.com" <mkadens7676@gmail.com>

Tue, Oct 15, 2019 at 5:12 PM

3. Competition
- Competition (community-based centers like PrairieStone and individual fitness such as, Orange Theory ("OT")) will not go quietly in the face of a significant Prairie Stone sales program.
  - Most interested potential customers will, generally, comparison shop. This is pertinent since there appears to be some indication that any net cast by the ostensible Marketing Plan will envision a wide mileage net, e.g., 12 mile radius? Competition will strive to retain membership, or take advantage of newly aroused potential customers awakened by the PrairieStone expansion. This is not to be defeatist, it is simply recognition that PrairieStone will not capture everyone who shows an interest.
  - As attractive as the proposed changes may be, competition will still retain certain advantages, e.g., cost, distance/relative location, special inducements.
  - The proposed Hi-Intensity Training may be the hot trend and it is certainly not a mistake to consider it. However, competing OT franchises already dot the suburban landscape in the target area and are probably harder sellers than most facilities. It may be subjective thinking, but one should suspect that Hi-Intensity training has more than the usual share of well-intentioned "short-termer" with New Year's Wish Lists. Is that really what PrairieStone is seeking?

## Comment from the public

Stated in your Comprehensive Master Plan, years 2014-2019, on page 20 this body published the statement "Expand tennis opportunities in west Hoffman Estates", under the heading of "District Goal, providing healthy and enjoyable experiences that promote equal access". Further in the same document on Page 29, this body published the statement "Expand outdoor pickleball and tennis opportunities west of Route 59".

Yes, your constituents want the HEPD to provide tennis on the western side of Hoffman Estates and yes, we the constituents want our Park District to provide a "healthy and enjoyable experience that promotes equal access". Simply, we both want the same.

Yet this evening, we are here because this body is contradicting those issued words.

Somehow, you have rationalized that the dismantling of the indoor tennis courts at The Club meets the community needs when these courts are exclusive to our town. Why be redundant at The Club, when your Willow Recreation location duplicates what we already have. Even your recent survey from the ETC Institute ranks higher the need for both outdoor & indoor tennis courts, greater than the need for indoor sports fields for which you want to convert them to? You emphasize equal access and meeting community needs, but you are discriminating those who enjoy the game of tennis? What compels you to disregard the voices of your constituents, your survey and your Comprehensive Master plan? This board needs to re-think this decision!

**District Goal 1:  
Provide healthy and  
enjoyable experiences  
for all people.**

Providing parks, facilities and opportunities that promote healthy and enjoyable experiences is central to the District's mission. We promote the benefits of parks and recreation by engaging and interacting with our community in a socially equitable manner.

**Objectives**

1 Offer healthy and enjoyable experiences that promote equal access

**Performance Measures**

- Number of programs/registrations
- Number of facility memberships/visits
- Number of demographically targeted programs/registrations
- Daily paid facility usage & total facility visits

2 Achieve customer satisfaction and loyalty

**Performance Measures**

- Community and participation survey data related to overall satisfaction and retention by percentage

3 Connect & engage our community

**Performance Measures**

- Number of special events & participations
- Number of partnerships/coop agreements
- Digital marketing/social media engagement
- Number of Foundation events participants

**Initiatives: Timeline Definitions**

<i>(annually)</i>	<i>continuously throughout the year or at least once per year</i>
<i>(short term)</i>	<i>within 2 years</i>
<i>(mid-term)</i>	<i>within 2-4 years</i>
<i>(long term)</i>	<i>5+ years</i>

**Initiatives**

- Create recreational programs and opportunities to target underserved demographic populations *(annually)*
- Educate parents regarding the child development benefits in our programs and services *(annually)*
- Educate residents regarding District financial stewardship and transparency *(annually)*
- Expand facility based special events that promote greater facility usage *(annually)*
- Improve the overall health outcomes of programs offered *(annually)*
- Increase cooperative efforts with neighborhoods and community associations on health related issues *(annually)*
- Increase volunteer involvement in District operations *(annually)*
- Develop performance measurement system to evaluate value in programming structure *(short term)*
- Develop plans to meet increased program needs of 50+ population *(short term)*
- Expand marketing communications with the use of social media and mobile applications *(short term)*
- Increase online registration through the implementation of mobile WebTrac *(short term)*
- Develop plans to renovate Chino Park to meet community needs *(short/mid-term)*
- Develop program life cycle model for all programs to assess meeting community needs and desires *(short/mid-term)*
- Evaluate facility space utilization to accommodate growing programming needs *(short/mid-term)*
- Expand pickleball opportunities and evaluate need for additional courts *(mid-term)*
- Develop brand identification and tagline to increase community awareness of District parks, programs, facilities and services *(mid-term)*
- Evaluate options and create conceptual plan for the former Safety Village site at WRC *(mid-term)*
- Expand specialized programming opportunities that utilize partnerships and contractual agreements *(mid-term)*
- Expand tennis opportunities in west Hoffman Estates *(mid-term)*
- Develop plans to incorporate water-based playground on north side of District *(mid/long term)*

## Parks, Planning and Development Executive Summary

The District's planning and development efforts continue to focus on maintenance and upkeep of existing facilities. Renovation and/or rehabilitation of both facility and infrastructure has taken precedence over the need to create new facilities primarily due to the fact that the District is now close to landlocked and most areas have already been developed. This effort comes at a time when the life cycle end is occurring on many of the facilities that were constructed or renovated at about the turn of the century.

**Major efforts to be addressed in the next five years include:**

- Renovate 17 of the District's 45 playgrounds
- Patch and/or resurface approximately 2.5% of the 1,000,000 square feet of parking lots currently maintained by the District
- Crack fill and sealcoat the District's parking lot surfaces on a five year cycle
- Maintain all court areas to limit cracks to no greater than a quarter inch
- Continue to address the identified issues in the ADA transition plan in a timely manner

**In addition to maintaining what the District already has to a high standard, future planning efforts will revolve around:**

- Designing playgrounds to engage children and keep them active
- Expanding opportunities for the older population of the community in our parks
- Developing a community play space with a water play feature in north Hoffman
- Keeping and upgrading existing facilities compliant to ADA accessibility standards
- Planning for the expansion of 50+ Active Adults Center in the Triphahn Center
- Plan and development of community gathering places beginning with the development of Chino Park into a community garden and dog park
- Expand outdoor pickleball and tennis opportunities west of Route 59
- Replace District park rules and playground signs to reflect up-to-date information
- Convert former Willow Park Safety Village site into community gardens/children's early learning garden

- Do not interrupt others.
- Really focus on understanding the other person.
- Suspend judgment.
- Do not think about your response while the other person is still talking.
- Do not automatically advocate your views in your first response.
- Ask questions to make sure you understand the other person.
- Ask whether you can paraphrase what the other person said to make sure you heard them correctly.
- Really try to understand the reasons the other person believes what they believe

## MEMORANDUM NO. M19-119

**To:** B & G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**Re:** Audio & Video Recording at Board Meetings  
**Date:** December 10, 2019

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### **Background**

Our current Board Recording Secretary is one of very few individuals that still does shorthand. When we interviewed for our new Executive Assistant, we found shorthand to be a dying art as none of the candidates had the skill. To properly have an individual record Board and Committee meeting minutes, shorthand would be a needed skill. Having an individual attend meetings strictly for the purposes of taking the minutes has cost over \$6,000 year to date in 2019.

### **Implications**

It has become a common practice to not only record but to televise governmental board meetings. Additionally, our meetings are open to the public and any individual at any time could come to a meeting with a video recorder and record the meeting.

Staff has developed a process for audio and video recording during Board meetings. The process includes two cameras for video, one audio device, and the use of our current exacqVision server.

The two video cameras were originally purchased for \$300 each and slated for use at The Club. Since The Club renovation project has been approved, the cameras will not be used as originally intended and, therefore, are available for use in the boardroom. One of the cameras would be positioned towards the Board members and Division Directors, while the second camera will be directed towards audience members; between the two cameras, there will be approximately 360° of coverage of the room.

The audio device, a T6101 Audio I/O adapter, was purchased for a cost of \$149. Both the cameras and the audio device would be mounted to a ceiling tile within the boardroom. The recordings would sync the audio and video file. The cameras will utilize our current exacqVision server to store recorded data. The recorded data will be exported from the server and placed on our network server the morning following a Board meeting. Recordings will only take place during Board meetings and the recorded data will be accessible to authorized personnel only.

Once we have imported the audio/video file to the network server, our current Executive Assistant will transcribe meeting minutes during the normal workday. In addition, utilization of this modern technology will likely diminish human errors made while transcribing meeting minutes in real time.



All District video recordings are kept for 60 days and then disposed of per state authority. This allows ample time to prepare written minutes and have them approved.

Staff would like the opportunity to test the recording of our meetings in 2020 to determine if the new process is efficient and as beneficial as the cost savings would be for this method of preparing meeting minutes. If the process works well, staff would implement the audio and video recording of the District meetings for purposes of preparing minutes during 2020.

**Recommendation**

Staff recommends that the B & G Committee recommends that the Board approve the audio and video recording of the District Board/Committee meetings.

## MEMORANDUM M19-122

**TO:** B & G Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Ice Rink 2 Renovation  
**DATE:** December 10, 2019

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### **Background:**

The under floor heating system on the north rink at Triphahn Center has not functioned for the past two years. The purpose of the system is to prevent frost heaving of the floor while making and maintaining ice. When it was first discovered that brine liquid was leaking from the closed system, staff attempted to remove concrete and repair the leaking lines. The number of areas needing repair was significant. During the construction of rink 1, the contractor attempted to fill the lines under the rink and keep them pressurized. This strategy failed indicating that the system has numerous, irreparable holes.

Staff enlisted the services of Stantec Consulting Services to design the Rink 2 renovation. The bids for the renovation were released on 11/27/2019 and will be opened on 12/13/2019.

### **Implications:**

This project will be completed in 2020. In order to meet our timelines for completion prior to the fall hockey season, and in order to provide qualified contractors the appropriate amount of time to bid the project, the bids are not being opened until 12/13/2019. The bids were sent to the following contractors:

- 1) Ice Builders:
- 2) Total Mechanical
- 3) CIMCO Refrigeration
- 4) Minnesota Ice LLC
- 5) Athletica Sports Systems
- 6) Becker Arena Products
- 7) Rink Systems Inc

At the pre-bid meeting at the ice rink scheduled at 1:00 p.m. on 12/5/2019, four contractors attended. This meeting allowed contractors to see the rink setup, the rink's current condition, and they were able to ask questions of the park district staff and/or the consultant.

There is no current recommendation; this memo is for informational purposes in order to provide the B & G Committee with an update on the process. After bids are opened on 12/13/2019, the staff will provide a recommendation to the A&F Committee at the 12/17/2019 meeting, for Board approval on 12/17/19 in order to keep the project on schedule.

## MEMORANDUM M19-126

**TO:** Buildings & Grounds Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** PARC Grant Applications  
**DATE:** December 10, 2019

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### **Background:**

On December 2, 2019, the Illinois Department of Natural Resources released the Park and Recreational Facility Construction Program (PARC). PARC provides grants to eligible, local governments for park and recreation unit construction projects and land acquisition. Details of the grant are listed below:

- **Application Deadline:** January 21, 2020 by 5:00pm
- **Grant Period:** 2 years
- **Grant Amounts:** \$25,000 to \$2,500,000
- **Match:** Grant covers up to 75% of capital project cost for most applicants, 90% of capital project cost for Disadvantaged Communities
- **Total Funding Available:** \$25,000,000
- **Eligible Applicants:** Units of local government that are authorized by Illinois law to expend public funds for the acquisition and development of land for public indoor/outdoor park, recreation, or conservation purposes are eligible to apply for funding assistance. School districts are not eligible.
- **Prequalification:** ALL applicants **must** be registered on the State of Illinois Portal prior to the application deadline date.

Over the next five years, the Park District will be investing in ongoing maintenance and upgrades to our facilities and we would like to apply for PARC grants to help cover some of the projected costs associated with specific projects. In 2020 and 2021, we have some major renovations planned for The Club and Willow Recreation Center (WRC).

At WRC in 2020, the facility will have a new elevator installed, new skylights in the front of the building, and updated emergency exit doors on the north and south ends of the building. In the recent CMP, adult fitness was a major priority; in response, the District is investigating a new adult fitness concept to include the conversion of two racquetball courts into a new fitness center at WRC. In addition, the District has been looking into spaces to convert to turf for soccer, lacrosse, rugby, baseball, and softball activities. Staff like the mini gym at WRC for a new turf space for sport activities. All of these construction projects will be tied into one PARC grant. If approved for the grant all changes will go through committees and board for final approval.

For a second PARC grant, Staff wants to include the following renovation projects at The Club as well as a GIS capital improvement. The renovations at The Club at Prairie Stone will be happening in two phases. In 2020, the first phase will include the renovation of two tennis courts

into a new weight and fitness area, the conversion of the old weight room into a new studio, and an update to carpeting. In 2021, as part of phase two, the locker rooms will be renovated with new lockers and an outdoor fitness center will be constructed. The GIS capital improvement we would like to include is a new roof over the gym and the southwest section of The Club. Only projects started after grant approval are eligible so we will be proposing Phase 2 and the roof among other GIS elements for the Club PARC Grant. Again, if approved for a grant all items will go through committee and board approval as well.

**Implications:**

Staff plans to apply for PARC grants to aid in the cost of construction projects at WRC and The Club. The projects that will be included in the application will be based on what GIS anticipates being completed within the next five years, as well as concepts outlined in our CMP. Once grants are approved, the District would have until the end of 2021 to complete the project. All 2020 budgeted items would take place in 2020 with the remainder of the renovations taking place in 2021.

Due to the timing of the grant due date, final applications will be prepared by staff and sent during January. This is a tight timeline and these grants are more difficult to receive than OSLAD Grants usually are as building renovations are not as exciting.

**Staff Recommendation:**

Staff recommends that the B & G Committee recommend to the full Board staff applying for the two PARC grants for Willow Recreation Center and The Club.

## Memorandum M19-121

**To:** B & G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance Board Report  
**Date:** December 10, 2019

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### ICE RINK

Preparation for the renovation of rink 2 began in November. Construction drawings and bid documents were completed and the bid for the rink was released on 11/27/2019. The bids are set to be opened on 12/13/2019 and will be presented to the A&F Committee on 12/17/2019. The timeline being presented to potential contractors for rink 2 construction is as follows:

12/17/2019	Board Approval of Contractor
12/18/2019	Award of Contract
02/17/2020	Contractor May begin Staging Material
03/02/2020	Construction Start Date
09/04/2020	Construction Completion
09/07/2020	Rink Opens

### COMMUNITY PARK

As mentioned in the September report, we secured a Realtor grant for Community Park. The GaGa Ball pit, benches, tables and painting on the shelter were installed and completed on 11/18/2019 and 11/19/2019. Members from the Realtor Association will be at Community Park on Thursday, 12/05/2019, to document the completed project.



### TC NORTH ROOF

The Kalwall system has been installed around the perimeter of the building; the northwest and southeast corners are the only remaining sections. These corners have the kalwalls that go from the ground to the top of the roof. The sheet metal crews have been creating panels and handling the installation too. The crew anticipates it taking 10-12 days to install the main sheet metal panels and, as of 12/4/2019, they have completed about 75% of the south roof.

## **SOUTH RIDGE**

The OSLAD project at South Ridge is nearing the completion of the planning stages. Staff has been working with W-T Engineering on the required permits for the project prior to taking it out to bid with contractors. The construction plans are being presented to the Village of Hoffman Estates Planning, Zoning and Building Committee on 12/09/2019. We anticipate releasing bids for the project in December to be opened in January.

## **OTHER**

Other items that were worked on, completed, and/or started in November by the Parks, Planning and Maintenance Department:

- Bids released for crack fill/sealcoating of parking lots and tennis court surfacing.
- Planning for the renovation of The Club and getting appropriate bids released.
- Started the replacement of parking lot lights at The Club with new LED light fixtures.
- Inspections of all heaters and exhaust fans. Performed repairs as needed to units.
- Adjusted tension on all exhaust fans and replaced belts.
- Replaced inducer motors on RTU #9 and #1 at Bridges.
- Replaced heaters on outdoor bathroom on hole 16 at Bridges.
- Steve Bessette, Supervisor of Parks, attended a three day Arborist Conference.
- All lake swans were removed and repaired as needed.
- Tree trimming and removal took place at Black Bear, Cipri, Willow, North Twin, North Ridge, Chestnut, Pine and The Club.
- Landscape bed removals at Cipri Park.
- Completed applications of pre-emergent herbicide for control of dandelions and crabgrass.
- Install new rubber flooring around rink 1.
- Mulched new playground at Highland Park.
- Repaired retaining wall at Bridges located in front of the first green.
- Fence repair at Cottonwood Park.
- Removed fencing between pickle ball courts and tennis courts at Fabbrini Park.
- Drywall repairs at Bridges and TC.
- Removed windscreens from park fences and backstops.
- Flooring repairs to tiles in Bridges' upstairs kitchen.
- Bus 534 had a new exhaust manifold and turbo charger installed.
- Routine vehicle checks.
- Maintenance and repairs to multiple vehicles and equipment.