



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**  
**REGULAR BOARD MEETING NO. 1054**  
**TUESDAY, JUNE 23, 2020**  
**7:00 p.m.**  
**\*REMOTE MEETING VIA ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. COMMENTS FROM THE AUDIENCE
4. RECESS FOR A&F COMMITTEE MEETING
5. RECONVENE FOLLOWING A&F COMMITTEE MEETING
6. APPROVAL OF MINUTES (attached)
  - A. Regular Board Meeting Minutes 05/26/2020
  - B. Annual Board Meeting Minutes 05/26/2020
7. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Facility Hours of Operation for Phase 4 and Phase 5 / M20-070
  - B. Employee Salary Reductions / M20-077
  - C. Fitness Center Fees Post COVID-19 / M20-075
  - D. Return to Work Procedure / M20-074
  - E. Surplus Ordinance O20-002 / M20-073
  - F. Open and Paid Invoice Register: \$721,613.05
  - G. Revenue and Expenditure Report and COVID-19 Impact Statement
  - H. Acceptance of B&G Minutes 02/18/2020 (see June packet)
  - I. Acceptance of Rec Minutes 02/18/2020 (see June packet)
  - J. Acceptance of A&F Minutes 02/25/2020 (see June packet)
8. PRESIDENT'S REPORT
9. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
10. OLD BUSINESS

*\*For access to remote meetings held via ZOOM, please email [mlogan@heparks.org](mailto:mlogan@heparks.org). You will be provided the link to join the ZOOM and you will be able to participate during the "Comments from the Audience" portion of the meeting. For ease, you may also email your comment prior to the start of the meeting time and your comment will be read aloud on your behalf during the meeting.*

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Regular Board Meeting

June 23, 2020

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11. NEW BUSINESS
  - A. Review/Release of Closed Session Minutes R20-003 / M20-072
  - B. Engaging IAPD to assist Board in Self-Evaluation / M20-076
12. COMMISSIONER COMMENTS
13. ADJOURNMENT

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**MINUTES  
REGULAR BOARD MEETING NO. 1053  
May 26, 2020**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on May 26, 2020 at 7:25 p.m. via ZOOM.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn

Absent: None

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

Audience: Community Representatives Friedman and Kulkarni, Superintendent of Business Cotshott, Don Shaw (Lauterbach & Amen, LLP),

**2. Approval of Agenda:**

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

**3. Comments from the Audience:**

None

**4. Approval of the Minutes:**

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to approve the minutes of the April 28, 2020 Regular Board meeting as presented. The motion carried by voice vote.

Commissioner Kilbridge made a motion, seconded by Commissioner Kinnane to approve the minutes of the May 12, 2020 Special Board meeting as presented. The motion carried by voice vote.

**5. President's Report:**

President Kaplan applauded staff for their continued efforts in providing up-to-date information to the community through the website and social media.

President Kaplan noted that, depending on how the plan to Restore Illinois unfolds, Committee Meetings will be held in June. Executive Director Talsma added that if we make it to Phase 4, the meetings may be able to be held in the Senior Center at the Triphahn Center; otherwise, if we are still in Phase 3, we will look at holding the Committee Meetings remotely via ZOOM.

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

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to adopt the Executive Director's Report as presented. The motion carried by voice vote.

**7. Old Business:**

None

**8. New Business:**

A. 2019 Audit / M20-058:

Don Shaw, auditor from Lauterbach & Amen, LLP, reviewed the 2019 Audit. He noted that the Hoffman Estates Park District was awarded the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for the fiscal year ended December 31, 2018. He congratulated staff on receiving this award. He noted that they have applied for the same award for the 2019 Audit and they expect to receive the award again. He noted the Independent Auditor's Report is enclosed in the 2019 Audit and it provides a clean, unmodified opinion. It is the highest opinion one may receive and it states the financial statements in the report are presented fairly.

Auditor Don Shaw noted the ending fund balance in the General Fund is over \$5 million and it is a very healthy fund balance. It was found that this is attributed to revenues coming in at \$3.7 million, which is higher than the budgeted \$3.3 million. It is also attributed to expenses coming in at \$3.2 million, which is below the budgeted \$4.6 million. He added that there are no current year recommendations.

Executive Director Talsma congratulated and thanked Director Hopkins and her staff on another wonderful job on the audit this year.

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to accept the final annual audit for the fiscal year ending December 31, 2019, as presented by Lauterbach & Amen, LLP. The motion carried by voice vote.

B. Chicago Wolves Contract Renewal / M20-064:

Executive Director Talsma reviewed the item noting this is a five year contract with annual rent for each of the five years being \$150,000, \$165,000, \$175,000, \$185,000, and \$200,000.

Executive Director Talsma noted that a force majeure was included in the contract, should something like COVID-19 pandemic occur again closing the facility or inhibiting hockey play. The clause establishes an agreement between both parties should our facility not open or hockey not be able to be played. In the event of a facility closure, there would be a credit to the Wolves for non-use of the facility and they would play 1/3 of their fee if they were unable to play hockey.

The District would also perform approximately \$10,000 in improvements for new carpeting and other minor repairs.

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to approve the five-year license agreement as finalized and presented with the Chicago Wolves for the period June 1, 2020 through May 31, 2025.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

C. Phase 3 Programming / M20-066:

Executive Director Talsma introduced the item highlighting updates to golf, fitness, and outdoor facilities with Phase 3.

Commissioner K. Evans asked about taking temperatures for the patrons. Executive Director Talsma explained PDRMA does not recommend taking temperatures as it is considered a health examination.

Executive Director Talsma reviewed the changes going into effect with Phase 3 of the Restore Illinois Plan. He explained the concerns with opening The Club during Phase 3; Director Bechtold added it is worth it to move forward with the 1:1 personal training at The Club, but not worth it to open the entire facility just yet.

Executive Director Talsma agreed it is not worth it to open the entire facility at this time; he is in favor of waiting until Phase 4 to open The Club and added that will likely be at a percentage of facility capacity rather than opening during Phase 3 with an overwhelming number of restrictions.

Director Kapusinski reviewed the item by explaining the June Program Brochure and the COVID-19 program procedures that'll be implemented. Per the Restore Illinois Plan, the Early Learning & Care (ELC) is set to begin June 8.

Commissioner K. Evans asked about the economics of opening ELC with a cap on participants. Executive Director Talsma explained it is profitable even with the restrictions on number of participants.

President Kaplan asked about doing outdoor fitness classes at The Club. Director Bechtold explained there is an outdoor fitness class starting next week, and depending on demand, more will be added.

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the implementation of Phase 3 programs, including the Early Learning & Care, which meet the Governor's Restore Illinois Guidelines. The motion carried by voice vote.

D. The Club at Prairie Stone Locker Room Renovations / M20-060:

Director Bechtold reviewed the item noting at the May 12, 2020 meeting, the Board approved allowing staff to go to bid immediately on the locker room renovation with the goal of completing the project while the facility is closed due to the COVID-19 pandemic. Staff prepared the bid for the locker portion of the project and it was released on March 20, 2020. Of the six vendors the bid package was sent to, we only received one official bid and that is from Hollman for the amount of \$268,834. Staff feels very good about the bid and the bid is well under the projected budget.

Commissioner K. Evans expressed concerns over adding the USB charging ports in each locker within the locker rooms.

The Board conducted a consensus for adding the USB charging ports in each locker:

Ayes:	5 - Kinnane, McGinn, Chhatwani, R. Evans, Kaplan
Nays:	1 - K. Evans
Neutral:	1 – Kilbridge

Based on majority rule, the Board's consensus is to add the USB charging ports in each locker.

President Kaplan asked for clarification on the pricing for the flooring of the locker rooms and the timeline for that bid. Executive Director Talsma explained the flooring is not included in this approval and it is estimated to cost ~\$50,000 - \$75,000, in addition to the cost of the lockers. Director Hugen anticipates the bid being presented a future Board Meeting.

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve awarding The Club locker bid to Hollman for the amount of \$268,834. Staff also recommends a \$25,000 contingency plan to cover any installation or onsite modifications. For a total locker project cost with Hollman not to exceed \$293,834.

On a Roll Call: Carried 7-0-0

Ayes:	7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan
Nays:	0

Absent: 0

E. The Club Tennis Court / M20-063:

Executive Director Talsma reviewed the item. He explained that the last tennis court is needed to social distance fitness equipment and from now on the District would no longer offer tennis at The Club.

Commissioner R. Evans noted the group who fought to keep the remaining tennis court, pledged to maintain a certain number of tennis members and did not uphold that.

Commissioner K. Evans noted tennis is a nice amenity, but the financials do not support keeping it.

Commissioner Kinnane made a motion, seconded by Commissioner K. Evans to no longer offer tennis at The Club, even after the social distancing of fitness equipment is no longer needed. The motion carried by voice vote.

F. Athletico Rent Deferment at The Club at Prairie Stone / M20-061:

Executive Director Talsma reviewed the item explaining that, like many businesses, Athletico has been hit hard by the COVID-19 pandemic. Not only has Athletico been impacted by 1) the cancellation of the vast majority of elective medical surgeries in the U.S., and 2) an unprecedented health insurance claim volume resulting in delays in processing payments, and therefore payments for Athletico's services will be delayed; but Athletico's business has also been impacted by the limited hours of operation of The Club. They have not requested a rebate, instead Athletico has approached the Park District to request a deferred payment plan to help them get through this challenging time.

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to approve accepting the deferral plan from Athletico of: (1) defer total rent for April, May, and June 2020 (normal rent resumes July 1, 2020); and (2) repayment of the deferred amounts for the three months will start in January 2021, equally amortized over 12 months and added to current 2021 month's payment.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

G. Birch Park (OSLAD) Engineering & Consulting Services / M20-065:

Director Huguen reviewed the item noting that staff would like to hire WT Group to handle the engineering and consulting for the renovations at Birch Park for a cost of \$39,000. The fee is not only below the anticipated budget amount of \$50,000 for this portion of the project, but it is \$14,600 less than competitor Kimley Horn's proposed amount.

Commissioner R. Evans made a motion, seconded by Commissioner Chhatwani to approve a contract with the WT Group for their engineering and consulting services at Birch Park for a total of \$39,000.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

H. Human Resources Manager and Parks, GIS, Risk Management Administrator Job Descriptions / M20-059:

Executive Director Talsma reviewed the item. He noted Eric Leninger, Superintendent of Human Resources and Risk Management, has resigned and staff is taking the opportunity to redefine the role. Staff would like for the Human Resources duties to become the proposed Human Resources Manager position. Staff would like for the Risk Management duties be returned to the Parks, Planning and Maintenance Department, and become part of the proposed Parks, GIS, Risk Management Administrator position.

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the revised job descriptions for the Human Resources Manager and for the Parks, GIS, Risk Management Administrator. The motion carried by voice vote.

I. Appointment of IMRF Authorized Agent R20-002 / M20-057:

Executive Director Talsma reviewed the item noting with Eric Leninger's departure, Nicole Hopkins will now oversee the Human Resources Manager and she will be the new IMRF authorized agent. Catalina Rodelo will be the new IMRF web assistant.

Commissioner R. Evans made a motion, seconded by Commissioner Chhatwani to approve and execute resolution No. 20-002 and IMRF Form 2.20 (attached) in order to appoint Nicole Hopkins as the District's IMRF Authorized Agent.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

J. Open and Paid Invoice Register:

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to approve the Open and Paid Invoice Register for \$775,814.39.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0



**K. Revenue and Expenditure Report and COVID-19 Impact Statement:**

Director Hopkins reviewed the Revenue and Expenditure Report and COVID-19 Impact Statement.

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to approve the Revenue and Expenditure Report and COVID-19 Impact Statement as presented. The motion carried by voice vote.

**9. Commissioner Comments:**

Commissioner K. Evans applauded staff on their hard work and congratulated Director Hopkins and her staff on another successful audit.

Commissioner Kinnane shared how proud he is of the staff and all of their efforts to continue to move things forward during the pandemic. He feels we are truly a leader in park districts during this pandemic.

Commissioner Kilbridge shared that she likes the “camp in a box” idea and applauded Director Kapusinski on how she is handling registrations for programming.

Commissioner R. Evans applauded staff for doing a great job and making the best of a bad situation. He noted that IAPD webinars are available to all Commissioners and suggested all take advantage of this valuable resource.

Commissioner McGinn congratulated staff for being proactive during this ordeal.

President Kaplan applauded the staff with emphasis on Executive Director Talsma as it is his staff that is performing so well under such difficult circumstances.

Commissioner Chhatwani believes that the seven board members and the staff are all in this together for the park district and have done great. She feels we’ve always acknowledged the staff on a job well done. The Park District brought growth, new developments, new projects, new renovations, and all of those approvals start with all of us. She feels very fortunate to have been a part of a great group of advisors and mentors and we are all in it for one goal: better resources, better lifestyle, and great facilities for our Hoffman residents. She feels very proud to be a part of this team.

**10. Executive Session:**

Commissioner Kinnane made a motion, seconded by Commissioner K. Evans to move to Executive Session at 9:27 p.m. for the purpose of:

- A. Minutes, pursuant to 5 ILCS 120/2 Section 2(c)(21) of the Open Meetings Act
  - 05/12/2020

B. Appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, pursuant to 5 ILCS 120/2 Sec. 2(c)(1) of the Open Meetings Act.

On A Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to reconvene to the regular board session at 9:50 p.m. The motion carried by voice vote.

**11. Discussion and Vote from Executive Session:**

Nothing to vote on from Executive Session.

**12. Adjournment:**

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to adjourn the meeting at 9:50 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant



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## MINUTES ANNUAL BOARD MEETING May 26, 2020

### 1. **Roll Call:**

The annual meeting of the Hoffman Estates Park District Board of Commissioners was held on May 26, 2020 at 9:51 p.m. via ZOOM.

Present: Commissioner Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Absent: None

Also Present: Executive Director Talsma, Executive Assistant Logan

Audience: None

### 2. **Approval of Agenda:**

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

### 3. **Comments from the Audience:**

None

### 4. **Election of Officers:**

#### A. **President:**

Commissioner K. Evans made a motion, seconded by Commissioner Kinnane to open the nominations for president. Motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to nominate Robert Kaplan for President.

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to nominate Lili Kilbridge for President.

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to close the nominations for president. The motion carried by voice vote.

President Kaplan asked for the vote to approve Robert Kaplan for president.

On a Roll Call: Carried 4-3-0

Ayes: 4 Chhatwani, R. Evans, Kinnane, Kaplan

Nays: 3 K. Evans, Kilbridge, McGinn,

Absent: 0

Majority rules: Robert Kaplan has been elected President.

**B. Vice President:**

Commissioner K. Evans made a motion, seconded by Commissioner Kinnane to open the nominations for vice president. Motion carried by voice vote.

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to nominate Lili Kilbridge for Vice President.

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to close the nominations for vice president. The motion carried by voice vote.

President Kaplan asked for a vote to approve Lili Kilbridge for vice president. The motion carried by voice vote.

**5. Appointment of Officers:**

**A. Treasurer:**

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to appoint Commissioner K. Evans as Treasurer. The motion carried by voice vote.

**B. Assistant Treasurer:**

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to appoint Director of Finance and Administration Nicole Hopkins as Assistant Treasurer. The motion carried by voice vote.

C. Secretary:

Commissioner R. Evans made a motion, seconded by Commissioner Chhatwani to appoint Executive Director Talsma as Secretary. The motion carried by voice vote.

D. Assistant Secretary:

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to appoint Commissioner R. Evans as Assistant Secretary. The motion carried by voice vote.

6. **Annual Appointments:**

A. Attorney:

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to appoint Ancel Glink as Attorneys for the park district. The motion carried by voice vote.

B. NWSRA Member District Representative:

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to appoint Executive Director Talsma as NWSRA Member District Representative. The motion carried by voice vote.

C. NWSRA Member District Alternate Representative:

Commissioner K. Evans made a motion, seconded by Commissioner Chhatwani to appoint Director of Recreation Alisa Kapusinski as NWSRA Member District Alternate Representative. The motion carried by voice vote.

7. **Committee Appointments:**

A. Administration & Finance Committee:

Commissioner K. Evans made a motion, seconded by Commissioner Chhatwani to appoint Commissioner McGinn as Chairman of the Administration & Finance Committee and Commissioner Kilbridge as the Vice Chairman, as well as to appoint Steve Winner, Kathy Musial, Hosep Utas, Mandar Kulkarni and Denise Wilson as Community Representatives to the Administration & Finance Committee. The motion carried by voice vote.

B. Building and Grounds:

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to appoint Commissioner Kinnane as Chairman of the Building & Grounds Committee

and Commissioner R. Evans as the Vice Chairman, as well as to appoint Marc Friedman, Chad Bettencourt, Lauren Sernett, Suzanne Poeschel and Patricio Aguilar as Community Representatives to the Building & Grounds Committee. The motion carried by voice vote.

C. Recreation Committee:

Commissioner McGinn made a motion, seconded by Commissioner R. Evans to appoint Commissioner K. Evans as Chairman of the Recreation Committee and Commissioner Chhatwani as Vice Chairman, as well as to appoint Hap Wittkamp, Linda Dressler, Pearl Henderson, Ian Macdonald, and Chris MacGregor as Community Representatives to the Recreation Committee. The motion carried by voice vote.

D. Senior Liaison:

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to appoint Commissioner R. Evans as the Liaison for the Senior Commission. The motion carried by voice vote.

E. Village Bicycle and Pedestrian Advisory Committee Liaison:

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to appoint Commissioner K. Evans as the Liaison for the Village Bicycle & Pedestrian Advisory Committee. The motion carried by voice vote.

F. Executive Director Review Committee Chairman:

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to appoint President Kaplan as Chairman of the Executive Director Review Committee. The motion carried by voice vote.

8. **Commissioner Comments:**

Commissioner Kinnane is looking forward to another year.

9. **Adjournment:**

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 10:04 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1054**

**EXECUTIVE DIRECTOR'S REPORT**

**June 2020**

**PARKS DIVISION**

When the Shelter-in-Place started in March, the Parks Department took every measure to keep staff safe and run the department with minimal staffing. The week of March 22 – March 28, the department had 11 full-time employees working 20 hours that week only doing essential work, while the other 16 full-time staff took the week off. The essential work consisted of building checks, building mechanicals, parks garbage and safety checks at all park locations. The following week we brought back all full-time staff with limited hours to be able to start closing outdoor areas. All full-time staff did not go back to 40 hours per week until April 13.

During a normal year the Parks Department would have 24 seasonal employees not including the golf course maintenance and part-time custodial. We have begun to bring back some seasonal employees at this point to be able to keep up with mowing, minor landscaping, ball field upkeep and all the projects that are ongoing. With not bringing in seasonal and working on a different level of maintenance, it is anticipated that the Parks Department will save close to \$150,000 on seasonal wages in 2020. Since we have been operating with essential work only, meaning mowing and trimming, projects, field upkeep, pond water quality, inspections and safety concerns, we have asked all full time staff to adjust schedules and be open to extra work that they normally don't do plus their normal workloads. All staff have been great and have kept the park district moving forward. We have custodians mowing and helping with construction, mechanics doing ballfield maintenance and park checks, and other members doing three to four different task per day. All staff have worked extra hard through these tough times, and as the Director of Parks, I could not be more proud of this team for all their hard work from March through now. Tasks that have been completed by crews are listed below plus overviews of all major projects:

- At TC crews have been painting all the staircase railings, the lobby and hallway in the basement hockey area.
- All playgrounds were wrapped in caution tape, basketball hoops had boards placed over top of the rim, frisbee golf baskets were removed, and all sport court gates and soccer goals have been locked.
- Staff has been monitoring parks to assure caution tape is still on the playgrounds and emptying garbage cans.
- Playground inspections are still being completed.
- Sports fields at Cannon, Victoria, Eisenhower and Fabbrini have all been aerified.
- Pond aerators have been checked and are all in operation.
- All mowers were serviced and heights changed to accommodate less mowing during the spring, with mowers assigned to specified staff.
- All parks are being mowed at 3 ½ inches currently instead of our normal 2 ¾ inches to allow us more time between mowings and if staff is to fall behind, it will not become apparent at high mowing heights.
- Sports fields are only having essential maintenance performed to them to assure that we don't lose infields and edges. All fields are being spun and will continue to be spun on a weekly basis to avoid weed growth.



- Safety tree pruning throughout the district to assure residents can use our trails and paths.
- Deep cleaning at all facilities.
- Parks page on the website has been revised and will be updated on a regular basis. Staff will be using drone footage to show park projects updates, so be sure to look for the footage on the park updates page on the website.
- Bridges kitchen's had both floors deep cleaned and the main kitchen was re-grouted.
- At The Club all the failing tile in the spa was removed and replaced with new.
- Stripping and waxing floors at The Club.
- Lights under the walking/running track at The Club were installed.
- The board room at TC had everything removed from the walls, holes filled and painted.
- Electrical outlets and covers replaced in the board room at TC.
- Cottonwood removal at Fabbrini Park.
- Memorial Bench placed at Fabbrini Park.
- Upgrades to the north shop at South Ridge Park.
- Moved free mulch to WRC, TC and Cannon Crossing and all signs were posted at each location.
- New park ID signs were ordered for South Ridge.
- Commissioner and volunteer plaque outside the TC board room was completed and to be hung next week.
- Bridges had all tiles floors deep cleaned.
- All parks are checked to assure caution tape and signs are still in place. Basketball hoops were checked to make sure all boards are in place and tennis courts to assure locks still existed with signage. Pine Park rink had signs place and hockey goals removed. All of this was changed as basketball, tennis, frisbee golf, skate parks, inline skating were all allowed to open. Staff spent time putting everything back into place for use to begin.
- At The Club the hot tub had all its new tile grouted and sealed.
- Continued with stripping and waxing floors at The Club.
- The board room at TC had a chair rail installed. New commissioner/volunteer sign was installed.
- Floors at TC are being stripped and wax.
- All walls in the common areas of the admin offices at TC were repaired and painted.
- Carpet was removed from the Wolves locker rooms.
- A new door was installed at Bridges between the Pro Shop offices and the halfway house to allow easy access for sales during outings and the current COVID setup.
- Planning for the Community locker rooms at The Club and the flooring in the member lockers has begun. Bids are planned to be released after board approval of the lockers project. This bid will involve flooring in the members' locker room to replace carpet and tile work in the community locker rooms.
- Cricket pitch at Canterbury Fields was setup and lined for use to begin on June 6.
- Deep cleaning of TC and WRC to prep for June 8 opening.
- Drone footage of both Princeton and South Ridge as taken and posted to the Parks updates page on the website.
- Patriot Maintenance completed the patch work at Bridges and crack filling at Cannon Crossings.
- Planning for HEParks involvement at South Ridge with the bath house, splash pad and electrical service to be completed starting the week of June 15.
- The pickleball court renovation at Fabbrini took a couple days longer due to flooding of the park and wet condition. HEParks staff removed all the old fencing, filled holes with concrete and put up new

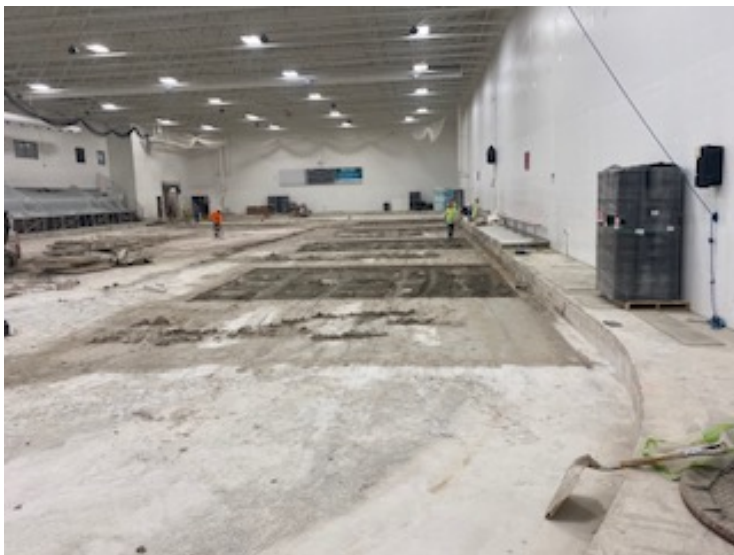
fencing between the new pickleball courts. American Sealcoating finished lining the pickle courts but still needs to line the tennis court with pickleball lines. The courts opened on Friday, June 5. The wind screens are currently being installed on all the fences around the courts and should be finished by June 10.





## TC ICE RINK 2 RENOVATION

Minnesota Ice was onsite on March 3 and began by removing the current sheet of ice. While this was being completed, they had a subcontractor removing all the dasher boards and glass. Following the removal of the ice was the removal of the concrete slab, piping, insulation and gravel. The heating system to melt the permafrost was fired on Friday, April 3. During the heating process MN Ice was able to work on removing mainlines, cutting concrete to install proper drainage, and then begin the install of mainlines to the rink surface. By the week of May 11, all soil was above 36 degrees and the heating mats were removed. Soil test and ground radar test were completed. While the tests were being completed and waiting on results, mainlines and drains were all completed to the header pit in the rink. Once the results were returned, our consultant (Stantec) reviewed all the findings and determined we must remove many sections of the sub floor concrete (same situation as rink 1). We had anticipated having to remove sections of this floor and therefore built it into the bid and had a solid contingency built into the budget as well. MN Ice was able to have the first round of concrete removed and new structural concrete poured by June 8 and anticipates being completed with the sub floor on June 16.



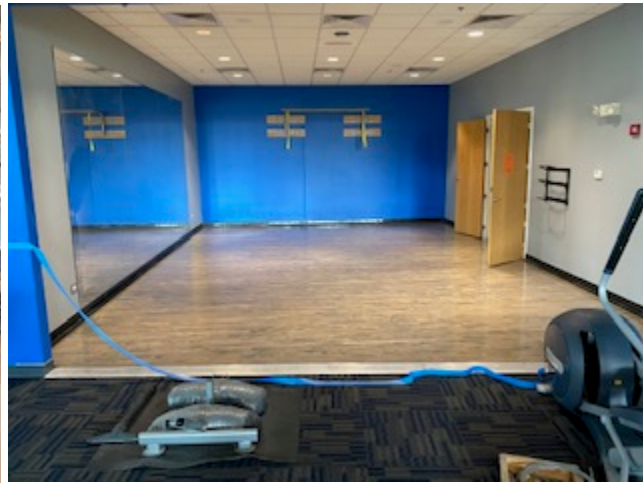
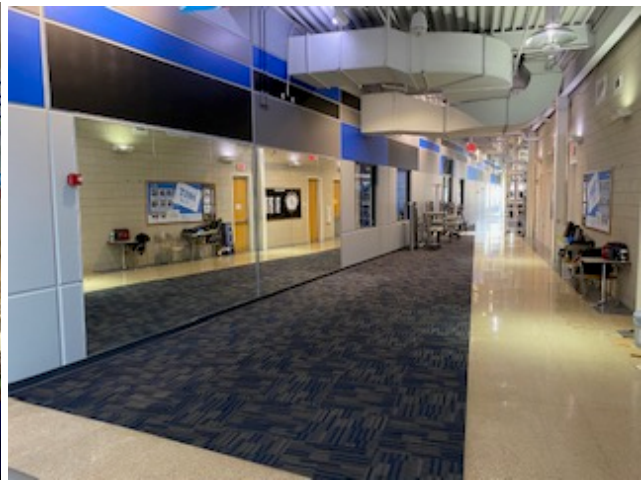
## **THE CLUB RENOVATIONS**

The Parks Department started the renovations at The Club on January 6 and had the HIIT area ready to go for use on March 13. With the shutdown of the building due to the COVID -19 pandemic, the Parks Department was able to work on areas of the club that were going to be completed in sections while the building was open to minimize disruption to members. The carpet contractor was able to get into the building and get all the carpet installed without disruptions. Listed below are all the improvements that staff was able to accomplish during the closure.

- Deep cleaning of the facility, concentrating on high cleaning of ducts, pipes and ceilings.
- The red wall was painted throughout the building.
- Duct work was painted blue.
- Converted the old weight room into a yoga studio. All the walls repainted, built in new walls to enclose the room with a new door entrance, installed a sound system with sound panels on the walls and made changes to HVAC flow.
- Old TRX room was converted to a new stretching room. Staff repaired all walls, new mirrors on one wall, entire room painted and floors re-finished.
- Columns in the front entrance painted blue.
- All floors cleaned and waxed.
- All equipment was socially distanced, meaning it is all six feet apart. This meant that the overflow equipment needed a space and was eventually moved to the tennis court to be overflow workout area.







## **SOUTH RIDGE OSLAD**

**(Project can be followed at <https://www.heparks.org/general-information/parkprojects/> via drone footage)**

*April 10-17, 2020*

All contractor contracts have been signed by the contractors. HEParks staff removed the existing fitness playground and sand volleyball in preparation of the work to be performed by the earthwork contractor. The earthwork contractor has installed the erosion control protection fence around the South Ridge pond. This erosion control work was required prior to the start of removal of the existing asphalt paths system which is scheduled to begin on April 20 and is intended to protect the pond from construction soil runoff. Staff has posted park closed signs at every entrance into South Ridge. The signs are posted on fencing to block the path. If fencing was not an option, then caution tape was placed in areas.

*April 18-23, 2020*

Staff along with WT Engineering met with a Commonwealth Edison representative on site to identify how electrical power will be supplied to the restroom and splash pad control room. With a persistent wetter than normal outlook moving forward, it was agreed that the earthwork contractor would excavate the paths as soon as weather permitted, followed by the paving contractor installing the stone base on all paths. With an

understanding that the summer season is the driest period, paving work on the paths would most likely occur in July or August during this driest period.

#### *May 1 -7, 2020*

The earthwork contractor completed the removal of all asphalt from the existing pathway system. Weather conditions prevented any removal of base material from the paths due to high pond levels and excessive ground moisture. Construction staking occurred on May 6, May 7 and May 8. The earthwork contractor began stripping and stockpiling topsoil from the proposed playground areas. This topsoil will be re-spread upon completion of the hardscape.

#### *May 8-14, 2020*

The topsoil has been stripped and stockpiled on the new playground area. The quality and amount of topsoil exceeded original expectations. The sanitary sewer was installed to the proposed area of the restroom/splash pad valve room. Testing of that infrastructure will occur once the building is in place. Staff is currently in review of all submittals for materials and manufactured items. Structural engineering drawings for the shelter are being completed and will be in HEParks staff's hand the week of May 17. At that point, steel will be ordered for foundation to be constructed early in June.

#### *May 15-21, 2020*

Rainy wet conditions have hampered progress to a point that all float time in the schedule has been exhausted. Moving forward any lost time will ultimately push back the schedule completion date. The utility contractor began installation of the storm sewer network the best he could considering the conditions.

#### *May 22-28, 2020*

Progress has been made installing the extensive storm sewer even with the wet field conditions. 45% of the underground storm pipe and structures are in place. Also underway is the installation of the underground infiltration structure located under the new sand volleyball court. This 35-foot wide by 50-foot long structure will help return rain water to the ground from the new drive and parking lot areas. By creating this infiltration structure the district did not have to provide any additional detention capability to the pond. In addition, the structure helps to filter out pollutants from getting into the pond. The goal is to have this structure completed by the end of this week.

#### *May 29-June 4, 2020*

A relatively dry week has allowed the utility contractor to make good progress on installation of the underground storm sewers and inlet structures. 80% of the storm system is in the ground. Work has begun on installation of the new water service to feed the restroom and splash pad. A big portion of this project involves making the tap to the village water main on the opposite side of Freeman Drive which was completed. HEParks staff was able to build the needed landscape walls along the bridge on the southeast corner of the lake, as well as, shoreline stabilization on the southwest side of the lake.







## **PRINCETON PARK**

HEDP staff was able to start this project on time and get the playground and splash pad removed from the site. The playground equipment arrived on April 15, and the contractor selected to install was ready to complete the install. Hacienda Landscaping started with removal of the mulch area and grading for drainage. Our in-house crews began digging out the area for splash pad, as well as, removing the sand volleyball area and filling it in with the spoils from the new splash pad. The location of the park benches and drinking fountain had to be changed to accommodate a zip line in the park, from which our crews removed all existing bench area/drinking fountains and constructed the new retaining wall and sidewalk. Staff followed this process by installing the internals of the splash pad and setting up for the concrete pour to be completed by Hacienda Landscaping. Hacienda was able to complete the install of the playground equipment (minus one missing piece on the arch swing) and all the concrete was poured. HEParks staff is currently looking into our schedule for completing the landscaping and restoration work at Princeton Park.







### **Recreation and C&M Department Board Report**

When the COVID-19 pandemic struck the community, the district took immediate preventative measures. In early March, the district posted health guidelines and added additional hand sanitizer stations throughout the community centers.

Prior to the Shelter-in-Place order, the district made the decision to close the facility on March 13 from March 14-29. The plan was to resume operations on March 30.

On March 20, the Governor's Stay-at-Home Order was placed through April 7. During this time, staff was working from home with wrapping up spring programs and finalizing the summer brochure (which was about to go to the printer for distribution).

On March 27, all part-time staff were laid off and on March 30, most of the Recreation Department full-time staff were furloughed. Alisa Kapusinski and Pat Bodame from the Recreation Department and Katie Burgess and Lindsay Grace from the C&M Department were not furloughed. Throughout this time, staff attended many webinars on the unemployment and new sick-leave guidelines established. In addition, much of the staff time was spent on updating the community through website content and social media posts. Staff were also consumed with hundreds of program cancellations and refunds that needed to be calculated and processed for the weeks cancelled in March and early April.

On March 31, the Stay-at-Home order was extended through April 30. In early April, six full-time staff positions were eliminated from the Recreation and C&M Departments. During this time, the four staff still working began to brainstorm on a new concept – the Virtual Recreation Center. A revamp to the website was launched to solely focus on the Virtual Recreation offerings that we could provide our community. The “rec

center” originally contained links and activities found from other websites for families to do at home. Once these offerings were created, staff began to work on videos and lessons that our own FT staff could create for our community ourselves. Kyle Thomas and Natalie Wood returned to work for part-time hours to create the curriculum.

Our internal videos and lessons were posted daily to Facebook and Instagram, as well as saved online to the Virtual Recreation Center. The following videos and lessons were launched in mid-April and ran through early June:

Preschool Learning: <https://www.heparks.org/learn-something-new-hoffman/>

Discovery with Ms Natalie: Daily readings of stories with a daily activity related to the story – 57 videos created.

Play at Home – Athletics & Fishing <https://www.heparks.org/play-at-home-hoffman/>

Clinics with Coach Kyle: Live videos of basketball drills by Kyle Thomas: 25 videos

Fishing with Kyle: Live videos of fishing lessons by Kyle Goddard: 7 videos

Hockey Training with Coach Muffitt: Daily hockey skills by Jeff Muffitt: 25 videos

Baseball Drills with Coach Kyle: 3 videos

Soccer Skills & Drills with Kyle : 6 videos

Fitness & Walking <https://www.heparks.org/get-active-hoffman/>

Go Hoffman Walking Campaign

5K virtual race

Daily workouts from the Club fitness staff

Daily fitness challenges

Family Activities & Events <https://www.heparks.org/have-fun-hoffman/>

Sports Card Collecting with Pat: 7 videos

Weekly Themes & Family activities:

Pat in the Park – park scavenger hunt for “Pat faces” around the parks

Chalk it Up – chalk art & challenges

Games Week – quarantine Bingo & card games

Outer space – stories & lessons

I Spy week – Park Hunt challenge game

Earth Week – daily lessons

Fort Days & Nights – fort building

In mid-April, staff created a Virtual Recreation Guide to launch in May. On April 23, the extension of the Stay-at-Home order was announced through May 30. The May guide was created to provide our families a variety of virtual/at-home activities to do through May. Some programs were pre-recorded videos that participants could access through a website. Other programs were live instruction via zoom.

The most popular program offered to our community was the free virtual Bingo. Three bingo nights were offered. The first event had 89 registered. We then switched registration to require only one person per family to register (and the rest of the family could play along as well.) Our second and third bingo nights had 26 and 31 families. Other programs that ran from our May virtual guide included:

- Fishing Derby – 19 participants
- Virtual Basketball Clinic with Kyle – 8
- Paint your own Wooden Board - 19
- Kid Rock Music – 5
- Drawing – 1
- Magic – 1

We also offered an e-sports tournament, STEM programs, science workshop, drama classes, and 50+ fitness, but these classes were cancelled due to low enrollment. What we learned from the May virtual programs was that many families were “zoomed out” as their children had already spent a lot of time in front of the computer with e-learning from home. Families were looking for activities to do together and real experiences to do. That is why the bingo, wooden board painting and fishing derby were so successful. In addition, many of the family events offered in the Virtual Recreation Center provided family activities to do together.

While staff were continuing to make and edit the regular videos posted to social media, they were also forward-planning for Phase 3 programs. Natalie Wood and Kyle Thomas returned to their full-time hours at this time to develop the new programs. By early May, there were plans to enter Phase 3 at the end of May. Staff reviewed the limited guidelines that were available and began to come up with a potential list programs that could be offered in-person while meeting group size guidelines of 10 or less. Once we received notice that Phase 3 would officially begin on May 29, staff would have a live Phase 3/June Program Brochure ready to launch.

All programs created for the June Brochure met the required guidelines for Phase 3 which included group sizes of 10 or less with limited use of equipment/supplies. Programs began on June 8. Enrollment continues to increase for June programs, but to-date, here is a list of current enrollment for the June in-person programs offered:

- Outdoor Group Fitness (4 classes) – 37
- Dance (12 classes) – 60
- Explorers Mini Camps (4 weekly sessions x 2 sites) – 153 registrants
- Hockey Mini Clinics (4 weekly sessions x 5 levels) – 375 registrants
- Wolverines Girls Clinic – 17 players
- Figure Skating Mini Camp (4 sessions) – 77 registrants
- Learn to Fish (2 classes) – 13
- Coach Kyle’s Basketball Fundamental (2 classes) – 16
- HUSC Soccer Camp (2 classes) – 18
- Tae Kwon Do (3 classes) – 15
- Music Lessons - 5
- Baton / Pom (3 classes) - 12

In addition, the DCFS-licensed full-day child care was opened on June 8. Out of the 40 families enrolled pre-COVID, eight children returned to the ELC for the first week. DCFS has additional guidelines that must be met including: a separate pair of new shoes to be kept in the classroom while outdoor shoes remain in hallway, two instructors required for each group, no family style meal service and no parents allowed in the room.

A new at-home activity was offered this month as well. “Camp in a Box” is a take-home kit that families can purchase filled with games, crafts, snack recipes and a camp shirt. Four themed boxes were sold to provide families a “camp” experience without having to come to camp! 63 total boxes were sold. The four themes were: Camping/Outdoor Fun, Beach & Summer, Mermaids & Unicorns, and Pirates.

In addition to the in-person classes, there were some virtual programs offered in the June Brochure as well. Here is current enrollment to date:

Dance (1 class) – 7

Piano Lessons – 1

For Phase 3, new Program & Facility Guidelines were created. Guidelines included: all participants to wear face masks while in the building, parents/spectators not allowed in the building, new curbside drop-off/pick-up for all participants, no in-person registration, group sizes limited to 10 participants, no mixing of groups or instructors, and cleaning/sanitizing protocols. All participants are emailed the guidelines prior to the start of their class. Response has been very positive; parents understand the need to follow all guidelines and have been very receptive to the rules.

While many other park districts chose to not provide anything for their community, the Recreation and C&M staff at HEParks went above and beyond for our community. With very limited staff, the team took every opportunity to provide our community with opportunities to stay connected through the entire spring. From the multiple daily posts on social media to the website updates to regular community eblasts, the C&M department stayed on top of everything to keep our community updated on the never-ending changes during the pandemic. The recreation department researched different curriculums and materials to teach, recorded the videos, and then edited each video before they were posted. The entire team worked together to create the programming opportunities and produce high-quality brochures in very short timeframes. I am so proud of the team and proud of everything achieved during these challenging times.

As we look forward, staff is already planning for Phase 4. Another program brochure will be developed with programs offered in July and August. In addition, staff is planning to reopen Triphahn Center fitness center and create new opportunities for the 50+ Club members in Phase 4. Shortly after the launch of Phase 4 programs, it will be time to prepare for fall programs that start in late August. It is busy times for everyone, but everyone continues to succeed at every task thrown their way!

**BRIDGES OF POPLAR CREEK**  
COVID-19 Operations Recap (Mid-March – Present)

Bridges initially made several facility adjustments in its operation when the Stay-at-Home order was put in place by Governor Pritzker. All aspects of the facility were closed on Saturday, March 14, 2020. All part-time staff hours have been suspended and all operations and golf course maintenance continued with FT staff.

Bridges staff has been in constant contact with all of our event contacts. We have been working hard in rescheduling events to the fall. Staff continues to receive 2020 leads for later this year and has been showing prospective Brides & Grooms our facility through our virtual online tour.

We were then pleased to announce we will be opening on May 1. The Illinois Department of Commerce and Economic Opportunity (DCEO) has created several guidelines for all golf facilities. Along with those guidelines, Bridges of Poplar Creek has developed a complete “Safety Guidelines & Touchless Golf Experience”. These guidelines will be strictly enforced and failure to comply will result in removal from our facility. Then on May 29, new guidelines were released with less restrictions. These guidelines are the most current and are as follows:

***Safety Guidelines & Touchless Golf Experience***

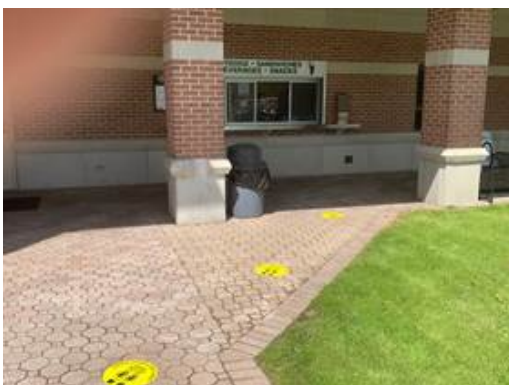
**New Guidelines as of May 29th, 2020 - Subject to change per Governor's Executive Orders**

- Credit card payment only, no cash will be accepted.
- The Clubhouse will remain closed to the general public.
- Scorecards are available and are located by the back Pro Shop Door. For those still wanting a completely touchless experience download the Bridges of Poplar Creek Country Club App provided by Gallus Golf in the APP store for a digital scorecard, GPS yardage features and more.
- All cancelations and tee time modifications can be made in advance by speaking to a staff member at 847-781-3681.
- Single riding carts will be available. Double rider carts will only be allowed for those who reside in the same household. Carts will be located in pods in the cart staging area (payment confirmation area) associated with tee times. Please follow the signage provided. They will be locked in this area until a Pro Shop Staff Member releases them prior to your tee time. Staff will be verifying cart numbers and payment prior to releasing them for use. With four carts per group, we unfortunately are unable to allow the carts in the parking lot or driving range. They will be released just prior to your round start time. Please plan accordingly upon arrival.
- Portable restrooms will be available on the course. We encourage players to bring hand sanitizer for these facilities. They will be located by the 1<sup>st</sup> Tee, 6<sup>th</sup> Tee, and 13<sup>th</sup> Green.
- Curbside Pro Shop has been created by the back Proshop door and will be available for those golfers needing merchandise.
- Curbside food & beverage has also been created at the Halfway House window and will offer beverages and a limited food/snack menu.



- Upon arrival, please follow the signage to our designated areas. Staff will assist directing players from cart staging area to the first tee with our PA system and video surveillance system.
- Tee times are spaced out at 12 minutes intervals and all players must practice social distancing.
- The practice facility will be open! Range balls will be available for purchase at the range ball machine by credit card only. Balls and baskets will be sanitized frequently. Cash payment will not be available.
- All water stations, bunker rakes and ball washers have been removed from the course to limit exposure.
- Trash can lids have also been removed to make touchless access for you to dispose of your garbage. Please help us keep our course clean from litter.
- Water fountains at the restrooms located on hole #5 and hole #16 will be turned off.
- On the course we have installed internal cup raisers to allow the ball to fall into the bottom of the hole. You will be able to remove the ball by using your putter and raising the black disc around the flag that states “lift here”.
- We highly discourage players from handling other players clubs, golf balls and the customary handshakes during the round.
- The patio area will also remain closed. No gathering will be permitted after your round. Please head directly to your vehicles. We truly understand gathering is part of your groups activities and we look forward to providing you this opportunity in Phase 4 of the Governors’ Restore Illinois plan. Please be patient with our staff during this challenging times.
- The Bar & Grill still remains closed at this time. Please see our Curbside Halfway House for our food & beverage options.

The C&M team has been instrumental with our plans. We prepared for several new signage pieces around the facility to help direct our guests, along with preparing the marquees, websites and email blasts to inform our guests of our guidelines and the facility opening. These signs have been constantly updated as new guidelines have been released.





Staff is reviewing the new 5 phase plan to reopen our facility. Based on this new information, our facility will not be able to offer any weddings or golf outings of more than 50 people until Phase 5. Phase 5 (Post Pandemic) is defined as having a vaccine as an effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors. This very well could mean we will not host any golf outings or weddings in 2020. Staff has continued working with all events to reschedule events for late fall or 2021.

### ***Golf Course Maintenance***

Since golf was shut down due to COVID-19 concerns in late March, a lot has been accomplished with a greatly reduced work force. In late March/early April, it was decided to move aerification up and perform this task while the course was required to be closed. With three full-time staff over a two week span, we were able to aerify all greens, approaches, and tees with ½” solid tines. That equates to about 2.1 million holes on greens, .25 million on approaches, and 1.6 million on tees. As part of this process, we also applied about 40 tons of sand (two dump trucks worth) to fill holes.

The largest area that labor has been focused on for the past two months is just keeping up with all the mowing. Luckily temperatures were below average in April, so growth was limited and we were able to keep up with just full-time staff. As temperatures increased and it rained, turf growth surged and it was quite a struggle to stay up with some areas. Now as things start to dry out and we have a few part-time staff helping we are getting into a good routine. Below are a few stats on acreages of areas of the course and the frequency of cuts:

- Greens: 3.4 acres, cut 3-4 times per week (days that greens are not cut they are rolled)
- Tees: 2.6 acres, cut 2 times per week
- Fairways (including approaches): 17.35 acres, cut 2 times per week
- Rough: about 80-90 acres, cut minimum 1 time per week and normally do a second cut in most in play areas

Here is the long list of other tasks that have been completed since the shutdown:

- Performed minimal maintenance on bunkers
  - Raking bunkers 2-3 times per week based on play
  - Fixed bunkers after wash outs from multiple storms
  - Pushed up sand and established an initial edge after winter
- Many chemical applications have been made:
  - Multiple preventative fungicide, PGR, and nutrient applications have been made on greens, tees, and fairways.
  - Applied two applications to fescue areas for broadleaf and grassy weeds.
  - Sprayed roughs for broadleaves.

- Applied preventative control for grubs on greens, tees, fairways, and limit rough.
- Spot sprayed broadleaves in rough.
- Spot sprayed weeds in beds with non-selective products.
- Irrigation
  - Started up irrigation system and audited it
  - Repaired or replaced malfunctioning irrigation heads, leaks in pipes, and electrical issues (around 80, so far)
- Daily set-up of golf course, changing cups, moving tees, fixing ball marks
- Started cultural practices on greens verticut and top-dressed once
- Cleaned up weeds around clubhouse and applied a new layer of mulch.
- Cleaned up after storm/flooding events.
- String trimmed the property once in late April.
- Trimmed sprinkler heads in late April (over 600 sprinkler heads).
- Picked up all trash along fence lines and along the creek.
- Performed maintenance on equipment.

Although we have accomplished a lot over the last two months, we have not been able to keep everything to our normal standards. Below are some of the items that are not being done as part of the deferred maintenance plan:

- Currently mowing bentgrass surfaces with less frequency than normal; this has resulted in more clippings than normal on tees and fairways.
- Bunker maintenance has been limited.
  - Bunkers have been raked 2-3 days a week based on play and staff availability.
  - No labor has been put toward checking sand depth in bunkers.
  - Edging bunkers and fly mowing bunker faces have not been performed yet this year.
- Ornamental bed maintenance on the course has been limited; some beds have received mulch and weeds have been sprayed.
- Detail items that are not being done or are being done on a very limited basis:
  - Filling divots on tees and fairways
  - Trimming yardage plates, sprinklers, and drains.
  - String trimming around trees, walls, curbs, stairs
  - Clubhouse lawn and perimeter along Moon Lake are being mowed less frequently than normal.

Cultural practices such as verticutting, topdressing, and venting have been very limited on greens and not performed on tees.

## Golf Rounds

MONTHLY ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
4,044	3,688	3,913	3,439	804	3,824
YTD ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
7,870	7,565	6,718	5,429	1,123	6,927



## Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
2,954	2,496	2,674	2,612	0	2,659
YTD RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
5,381	5,248	4,542	4,633	238	4,903



### COVID-19 Operations Recap (Mid-March – Present)

The Club has been very proactive in many measures in response to the COVID-19 virus. The first initial steps staff took were installing additional equipment cleaning stations stocked with Simply Green Disinfectant spray as well as additional auto hand sanitizing stations in the facility. Staff also implemented the self-scan function when guests arrived to check into the facility to encourage social distancing. Additional signage was also put in place reminding guests to wipe down equipment before and after each use.

The Club then switched gears on Friday, March 13, when all HEParks facilities were closed to the public. Signs were immediately put in place, website and social media platforms were updated with facility closures.

On Sunday, March 14, it was decided the District would allow tenant Athletico Physical Therapy to remain open. We organized staff schedules to assure we would have staff members to open and close the facility in conjunction with Athletico operating hours allowing them to provide services for those in need of physical therapy.

On Monday, 15, staff started communication with members regarding membership dues being halted and all memberships being placed on hold. We then sent an email to our membership offering them three different options to add potential further value to compensate for the facility being closed from March 13 to March 29. These offers were as follows:

#### **Option One**

Two free months of HIIT Club - \$50 Value

#### **Option Two**

One personal training session - \$60 Value

#### **Option Three**

Household credit for future dues - \$25 Estimated (Value Based on Membership Type)

The overall response to the extra value being offered has been great. Members are very appreciative of our efforts and look forward to getting back in The Club as soon as possible.

Staff then moved to focusing on The Club Virtual Workout Series. This series will consist of daily workouts filmed in our awesome new space we have created for our members. This will give members a chance to see the facility and also continue to connect to our staff. Our first LIVE class was held by our Lead HIIT Coordinator, Sarah Koeckritz. This class consisted of 26 members participating through Zoom. Members were pushed to their limits in this 30 minute Kick Boxing work out. Check out our current Club Virtual Workouts video here: <https://www.theclubps.com/connect>.

With all the positive feedback from our initial video releases, staff will be expanding this Virtual program. Staff will be introducing virtual yoga and Pilates. We were able to provide some revenue generating programs, such as personal training, in May.



All major construction projects have finally been completed. The list of items completed in the transformation is too long to list but we can't wait for members to come back as they will be shocked at the transformation. We have provided some sneak peek pictures below and created a Facility Tour Video to see the amazing changes:

<https://www.theclubps.com/boardreport>











### Locker Room Renovation Update

The overall plan for the renovations to The Club at Prairie Stone was originally broken down into two phases. The first phase is about 95% completed and on plan to be approximately \$20k under budget.

Phase two of the plan consisted of an outside fitness area along with the renovation of all the lockers in both the club locker rooms and community locker rooms to be completed in 2021.

The locker room portion of phase two was presented to the Board of Commissioners on May 12, 2020, with the goal of completing this project without further disruption to membership and to take advantage of some competitive pricing. The board approved to allow staff to go to bid immediately and have the project completed while the facility is closed due to the COVID-19 pandemic.

The bid package was very specific with the style of lockers, type of lock, finish coat to provide disinfectant and the most important part, being able to secure the product and complete install within timeframes. This will provide approximately 114 full lockers and 148 half lockers in each of the Club locker rooms. The Alternate 1 was bid to replace all of the lockers in the community locker rooms in the same pattern and amount as we currently have.

The winning bid was Hollman (large scale manufactory).

Hollman

Product	\$139,104
Install	\$56,100
Shipping & PP Bonds	\$15,397
Alternate #1	\$37,311
USB All lockers	<u>\$20,922</u>
Total	\$268,834

Due to the savings, staff is recommended accepting Alternate 1 to do all the community locker rooms as well as the Alternate 1 to have USB ports placed in all Club lockers. Hollman's shop drawings and submittals are approved and then another 5-7 weeks for production with hopes of installation at the end of July.

The current approved budget for the entire project is \$400,000. The original budget anticipated lockers at \$325,000 and flooring and tile (community locker rooms) to be approximately \$75,000. Staff is currently working on the bids for the flooring and tile of which installation would be completed after the locker installation. Staff is estimating this portion of the project budget will not exceed \$60,000.

This would bring the total project to approximately \$350,000 including alternates, which is approximately \$50,000 under the projected budget. Staff feels that we received much better pricing by doing the project now instead of in 2021.

On May 26, Board approved awarding the Club locker bid to Hollman for the amount of \$268,834, with a \$25,000 contingency plan to cover any installation or onsite modifications. For a total locker project cost with Hollman not to exceed \$293,834.

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<b>May Membership Totals</b>	<b><u>05/01/2020</u></b>	<b><u>05/31/2020</u></b>	<b><u>05/31/2019</u></b>	<b><u>YTD Var. +/-</u></b>
Totals	2767	2749	2881	-132

**Member Services/Sales**

- The Club staff continues working on reopening plans. Using information from our consultant and from webinars by industry leaders, staff is creating a "re-opening document" to outline the phases of reopening as best can be determined at this point. This is a working document of which the details could change according to direction mandated by the State. Having a fluid document allows staff to be prepared and to think through all possible scenarios, so we can keep everyone safe and confident in the reopening process.
- With the upcoming operational changes, staff will begin to create letters of communication to members outlining the changes and the reasoning behind the changes. The timeline for distribution of these letters is TBD and dependent upon updates from IDOC.

**May Operations and Fitness Departments:**

- Club Virtual Series was in full action with the following 35+ classes.
  - Gentle Yoga
  - Bicep Triceps Cardio
  - Power Yoga
  - Family Workout
  - Barre LIVE (Thursday 9:00a)

- Leg Burner
  - Fitness Challenge\*
  - Slow Flow Yoga
  - Cardio Camp - week 1
  - Chair Yoga
  - HIIT LIVE (Wed 5:30p)
  - Pilates (introducing)
  - Barre Circuit
  - Continuous Flow Yoga
  - Fitness challenge - week 2
  - Restorative Yoga
  - Cardio Camp - week 2
  - Flow Yoga
  - HIIT LIVE (Wed 5:30p) - Kickboxing
  - Pilates week 2
  - Strength Circuit
  - Power Inversion Yoga
  - Fitness challenge - week 3
  - Power Inversion Flow
  - Cardio Camp – week 3
  - Continuous Flow Yoga
  - HIIT LIVE (Wed 5:30p) - Tabata
  - Pilates week 3
  - Butt and Gut
  - Express Morning Flow
  - Reverse pyramid
  - Pilates Mat
  - Low Impact Cardio Core
- On June 1, we were given new guidance to offer Group Fitness classes outside with 10 participants. Staff quickly resorted to past planning in anticipation of this day and offered a few classes. Sign up has exceeded our expectations and additional classes are in the works.

## Administration and Finance Review

### Business Department

The business department has been bustling the past two and a half months. We have processed 5,909 refunds for a total of \$536,765.52 returned to customers. The refunds were predominantly for activities with the Star, ELC, and Preschool programs being the most significant portion. Many programs need to be analyzed on a participant basis to ensure the refunds were for the proper amount. Pass monthly payments were suspended, and the bills were deleted to ensure that when payments resume, customers are not charged for all outstanding bills.



Staff identified all households with invalid addresses and then corrected them. Invalid addresses cause difficulties in reporting on where patrons are coming from, the distance traveled to attend our programs, and statistical analysis of the number of residents served. We also identified and corrected all duplicate fee codes. These will cause patrons to be charged an incorrect fee and are usually only identified during processing.

Vendors with no activity were inactivated to reduce search times. Vendors were contacted to encourage Credit Card payments to increase the District's cashback potential. Vendors that charged a surcharge for credit card payments were urged to accept ACH payment to save the cost of printing and mailing checks. Of our active vendors, 7.22% are paid by ACH, 4.14% are paid by credit card, and the remaining are paid by paper check.

1,220 accounts payable payments were processed, including 514 refund checks. 1,156 payroll payments were processed, including a special run for part-time furloughed employees.

#### April and May Payrolls:

- 04/03/20 \$188,843.38
- 04/17/20 \$231,411.39
- 05/01/20 \$141,853.57
- 05/15/20 \$147,535.58
- 05/29/20 \$156,506.85

Multiple analysis reports were completed. Examples include:

- Lost revenue estimates

- Pass member usage
- Room usage
- Impact of reductions to expenses
- Impact of decisions regarding staffing changes
- Reports to calculate partial fee refunds
- Reviews of employee job codes
- Review for inactive employees
- Review for inconsistent employee information
- New accounts payable report to highlight transactions of significant dollar amounts
- New financial statement to enable better review of COVID-19 impact

With the frequency of changes to laws and advisories, staff needed to review a large number of sources to determine the impact on the District. These include information from the CDC, the State of Illinois, the Illinois Department of Employment Security, OSHA, PDRMA, the CARES Act, the Families First Coronavirus Response Act, Executive Orders, FEMA, and numerous other sources.

The new virtual classes were created in RecTrac as well as the Phase 3 programs that were predominantly new offerings. Staff needed to determine how to allow for online registration for programs previously only allowing in-person registration and how to create a delayed payment option in case the activities required revised start dates. Additional features for Installment Billing updates were reviewed and tested to determine what steps will be necessary if there are temporary fee changes.

A new credit card processor was set up to allow for online tee-time reservations. We also needed to develop a process for posting the online transactions into the general ledger from the EZLinks report without the need to re-type all the information. This information can now be imported from an Excel file directly into the financial software.

The audit of the Comprehensive Annual Financial Report was completed.

Business Staff assisted with changing e-mail addresses on programs to reflect the staffing changes.

New beverage cart credit card devices were purchased, set-up was completed and the devices were tested. These all-in-one devices will resolve previous issues with the separate reader being disconnected from the tablet.

New forms were developed to request leave under the new Families First Coronavirus Response Act and to meet the requirements of OSHA for tracing documentation.

Policies and procedures were created or revised to address the changes necessary due to COVID-19.

- Families First Coronavirus Response Act compliance procedure
- Change to timesheet procedures
- Return to Work procedure and summary
- Electronic Attendance at Meetings Policy

## Human Resources

- Processed six new part-time hires.



- Attended COVID-19 safety webinars provided by IAPD, IRPA and PDRMA.
- Attended IMRF annual rate webinar.
- Attended Safety Committee Group Webinar regarding best reopening practices.
- Completed IMRF audit information and submission.

## Information Technology Department

Many tasks are routine and must be completed to ensure our systems are up and running. There are daily logs that need to be reviewed, space issues that need to be addressed, backups that need to be verified, and many other system diagnostic efforts.

There are still many user support issues that need to be regularly addressed. Even with the reductions in staff, those staff still working were doing so predominantly remotely that few staff were familiar with. Additionally, with so many employees now covering tasks that were previously assigned to full or part-time staff not working, many questions arose as a result.

- Completed the alarm system installation.
- Worked with independent contractors to complete the installation of network support to the new functional fitness and strength training areas at The Club.
- Increased disk space for District data storage.
- Deployed new routers at TCIA and the maintenance building.
- Researched the replacement of the District firewall equipment. Provided information detailing the long term cost savings and deployed the new hardware. Software is currently being configured and a cutover date will be scheduled.
- Addressed service issues with the customer Wi-Fi at TCIA.

## Updates 05.29.2020

### Upcoming Events

[May 29 - Virtual Family Bingo](#)

[Jun 20 - On-Your-Own Fishing Derby](#)

### June Board and Committee Meetings will be held remotely via ZOOM

June 16 at 7:00 pm B&G Committee

June 16 at 7:30 pm Rec Committee

June 23 at 7:00 pm Board

June 23 at 7:10 pm A&F Committee

### Welcome to our new Community Representative Chris MacGregor.

Chris will be serving on the Recreation Committee. We look forward to meeting him at the June Recreation Committee Meeting. If you'd like to learn a little more about him before then, please see attached for his Community Representative Questionnaire.

### Division Updates

Please see attached for the weekly updates from each division.

*(The following division updates were attached to the 05.29.2020 email)*

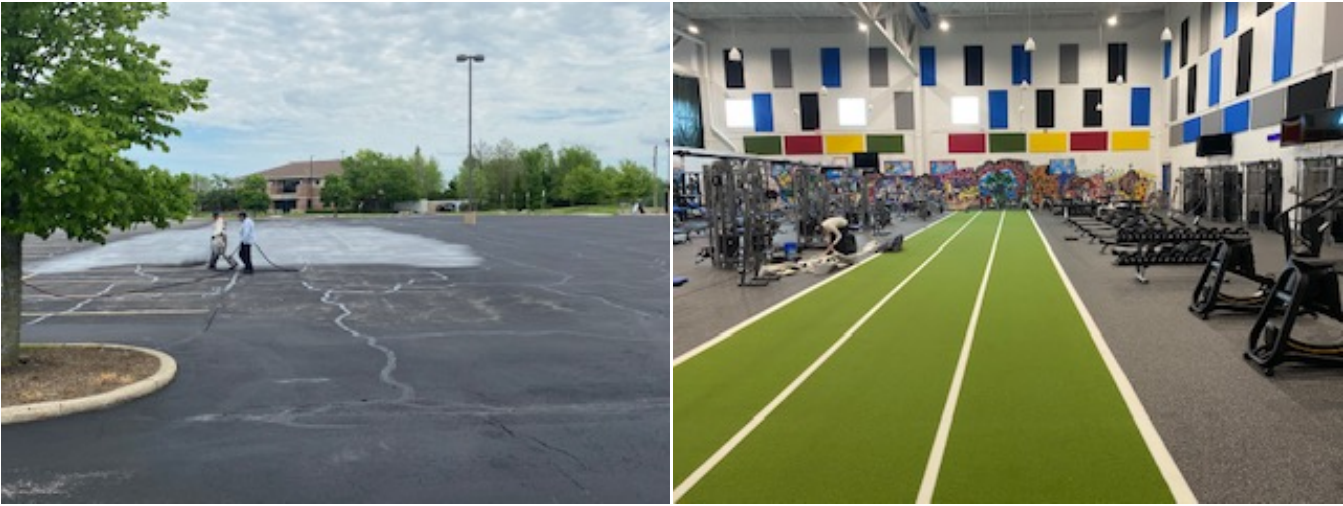
## Division Updates 05/29/2020

### Parks Department –

Following the holiday weekend, it is a short week for the Parks department. Mowing crews continued to mow all areas that were not too wet and used caution in wet areas. We continue to only be able to take care of mowing and trimming with little to no landscape work being completed at this time.

- Flood clean-up at Fabbrini and Black Bear.
- New turf was installed in the HIIT area at The Club.
- Carpet was removed from the Wolves' locker rooms.
- All parks were checked to assure caution tape and signs were still in place.
- Basketball backboards were painted, and if needed, new nets installed; ready to open on Friday, 5/29.
- Frisbee Golf Course had tree work and clean-up completed and baskets placed back on poles for targets.
- Skate park and inline skating were cleaned and are ready to open on Friday, 5/29, as well.
- Sand Volleyball had the sand spun and leveled as well as nets hung.
- All baseball/softball fields were opened up to have grass and weeds removed that have encroached over the last month and will be spun into playable conditions next week.
- Freedom Run had the shade shelter installed, weeds sprayed, and some minor landscaping completed.
- Bo's Run had new mulch applied to the mulch area of the big dog side as well as weeds sprayed.
- Continued with stripping and waxing floors in TC classrooms.
- Painted doors and trim in hockey lobby.
- Deep cleaning of TC and WRC to prep for June 8<sup>th</sup> reopening.
- Drone footage of both Princeton and South Ridge was taken and posted to the Parks updates page on the website.
- Planning for the Community locker rooms at The Club and the flooring in the member locker rooms. Bids were approved for lockers/install and now flooring will go to bid.

- Patriot Maintenance completed the crack filing, seal coating and lining at Bridges and Freedom Run and has some work left at Bridges maintenance and Cannon Crossings.
- The Pickle ball court renovation at Fabbrini has taken a couple days longer due to flooding of the park and wet conditions. The new target date for opening is June 3<sup>rd</sup>.



**TC Ice Rink** – Soil borings and surveys were completed and results have been received. Like the previous rink, there are numerous cracks and suspect soils. Stantec has developed the plan for how to move forward and MN Ice is dealing directly with their subs to begin the plans to solve the underground issues. The plans will involve a change order of \$65,067.18 to cut and remove the concrete sub base. In our contract, we had planned to remove the same amount of concrete as the previous rink, but this rink needs roughly 1600 square feet more of the concrete removed and additional drainage installed. The cracks in this concrete floor are more severe and we believe this is due to improper use of concrete mesh in the subfloor. There is already a 15% contingency approved (\$185,930) to cover these items. MN Ice plans to start the removal process on Monday, June 1<sup>st</sup>. The project timeline should not be affected as we were ahead of schedule. By placing a \$750 incentive and penalty clause, staff feels that the contractor is staying on top of all issues and the project is operating much more smoothly than the previous year.

**Princeton Park** – The installation of all the playground equipment is 98% completed, but waiting on a couple of missing parts from the manufactory to arrive for completion. All new concrete areas have been formed and filled with gravel and the splash pad has been grounded to the rebar of the splash pad. Once approved by the inspector, the concrete will take place. The basketball court still has to be repaired with a new layer of asphalt, but this cannot happen until concrete is completed as it is currently our staging area. Once all is completed, HEParks staff will landscape the park and place caution tape on the playground.



**South Ridge OSLAD** – The park system at South Ridge is currently closed due to construction. We have posted signs and placed fences at each of the locations into the park to make sure residents are aware. Also on the parks projects page of the website, it is stated that the system is closed for construction and resident safety.

Rainy, wet conditions have hampered progress to the point that all float time in the schedule has been exhausted. We anticipate a completion delay of approximately two weeks, but do still anticipate a fall completion. The Utility contractor began installation of the storm sewer and is anticipating to have this section finished on Monday, June 1<sup>st</sup>. This will be followed by the concrete contractor during the week of June 15<sup>th</sup>.

### **Recreation Department**

This week the recreation department's focused on the transition into Phase 3. Program & Facility Phase 3 Guidelines were finalized. In addition, program specific guidelines were created for the ELC, Hockey and Sports.

Staff finalized all the last-minute edits to the Phase 3 June Program Guide on Tuesday and after board approval on Tuesday night, the guide was launched to the community. Communication was sent out to prior participants to promote the programs being offered. In just one day, we are almost 90% full on all hockey mini clinics and figure skating camps. In addition, Kyle's in-person basketball clinics are full with a waitlist. Summer day camp, dance, drawing and tae kwon do enrollment is steadily coming in.

Staff is communicating with the part-time staff/instructors that will be reactivated to lead the programs. Staff trainings are being created for next week to prepare all staff for the programs to start June 8.

### **C&M Department**

The C&M department finished the Chalk it Up theme for this week. A community-wide social media competition was launched this weekend with family submissions of their best driveway art scene.

Most of this weekend and early week was spent finalizing the June Program Guide and creating promotions as well as an e-blast to support the launch for the guide.



C&M department has also been busy creating signage for all the parks that will be opening in Phase 3. Signage will be displayed at both dog parks, all basketball courts, all tennis/pickleball courts, disc golf, skate park and inline skating rink. In addition, social media and website updates were made to transition to Phase 3.

Next week's priority will be updating all facility signage for programs starting June 8.

Daily videos continue along with The Club fitness videos and daily fitness challenge posts.

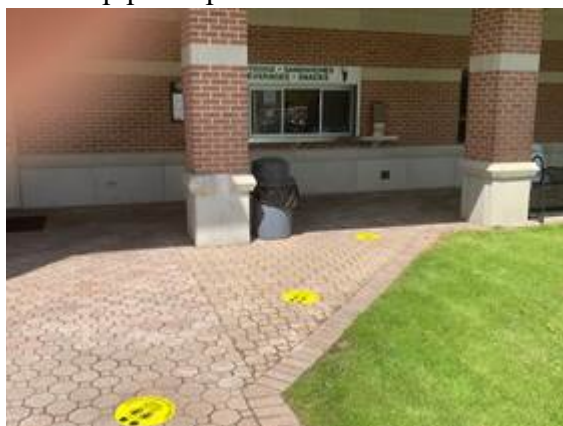
### **Bridges of Poplar Creek**

Golf is up and running! We opened up with 4-somes on Friday, May 29<sup>th</sup>. Along with that, the practice facilities will now open including the practice range at 50% capacity.

### ***Golf Operations***

Staff has been working hard on the following items this past week:

- Golf staff assisted with all calls for District program registration and all general information calls. The phones were very active once the Phase 3 June Program Brochure was released. Programs are filling in fast and people are ready to come back and use our facilities.
- Staff is working with EZLinks to provide Senior online rates. We are also in the process of creating an online Pro shop for advance payments for league rounds and merchandise sales.
- Golf Merchandise golf ball blowout sale was released on Monday, May 25<sup>th</sup>. We have sold over 100 dozen with this promotion.
- Worked on activating PT staff and securing new staff members with HR as we begin full outside amenities and operations.
- All staff has being trained on new procedures with the focus on safety and cleaning protocols.
- Worked with C&M to create all new signage around the facility with new guidelines and sales promotions.
- Parks Department installed floor signs to help with social distancing for the halfway house and curbside Pro shop pick up door.



### ***Food & Beverage***

- Final preparation for the halfway house was completed.

- All RecTrac menus were updated to reflect new items and current pricing.
- Worked with C&M to develop sale signs along with Bridges Patio Guidelines.
- Met with Sysco rep to order product for halfway house.
- Worked with HR to reactivate employees and process new employees to work in halfway and beverage cart.
- Worked with sales leads Bride & Grooms. We had a total of four leads come in this last week.
- Worked with Ecolab and new signage for updating sanitation practices for the kitchen and halfway house.

### ***Golf Course Maintenance***

This past week they completed the following tasks:

- Mowed all playing surfaces (23 acres bentgrass, 80+ acres of rough).
- Changed cups and moved tee markers.
- Made chemical applications on greens, tees and fairways.
- Sprayed weeds in beds and started spraying broadleaf weeds in rough.
- Raked bunkers and fixed washouts from storms.
- Cleaning up branches, pumped storm water, and cleaned up flood debris from storms.
- Started mulching beds on course.
- Cleaned up event area and deep cleaned ponds.
- Started trimming tree bases, walls, fences, etc.
- Performed maintenance on equipment.

### **The Club**

Fitness has been the focus this week with the announcement of the Phase 3 Guidelines in the Restore IL Plan. Not only has staff been continuing with the virtual series and live Zoom workouts, but they needed to quickly create some outdoor class options. The following class options are available for registration now or will be soon.

### **Outdoor Class Offerings – The Club**

Flatten Your Curves

- Mon/Wed 5:30p-6:30p Outside at The Club
    - Section A meeting June 1,3, 8, 10
    - Section B meeting June 15,17,22,24
- \*these classes are nearly full after one day of being posted

Pilates Outdoor Series

- Tues/Thurs 5:30p-6:30p Outside at The Club
  - Section A meeting June 9,11,16,18

We have had some requests for early morning classes, so staff is working on creating an early morning option as well.

### One-on-One Personal Training

In addition to the allowance for outdoor classes, the Phase 3 plan allows for 1-1 personal training. With this, staff has reached out to all trainers to gauge interest from both the trainer and the client. There are some clients ready to get back to train, approximately 15, who will begin to come in and get started again next week and in the following weeks. Some clients said they would be more comfortable at the end of June.

Basketball Training – our contractual youth basketball trainer (Options Basketball) will begin to provide private lessons and small group trainings at the facility beginning the week of June 1<sup>st</sup>. Staff is still working out the details of these options.

At the facility, our HEParks team completed the installation process on the new (replacement) turf. They did a great job, the turf looks great!

### Club Custodial staff

The custodial staff has been busy this week detail cleaning every piece of fitness equipment in the facility. By the end of their work week, they will have completed this arduous task. This hard work has resulted in helping the facility to look even more amazing and clean, if that is possible! In addition, the Lead Custodian has been working on a Facility Cleaning and Disinfecting Protocols document that will list out cleaning protocols for each area of the facility, equipment needed, and products used. This will help guide staff to inform members, or potential members, who may request this information. It will also be used as an on-going training guide for all staff.

### Locker Project

With the locker project approved and vendor chosen, staff will begin the process of removal of belongings from lockers. Staff will bag and label all items in lockers and then contact members to coordinate pick-up.

### Staffing

Furloughed staff are continuing to work a minimal amount of hours each week which will be essential to have with the increase of activity and visits into the facility by training clients, trainers, and instructors.

### Administration & Finance

- Sorted, reviewed, filed and/or destroyed documents that can be recreated from eliminated position
- Posting Bridges transactions daily to the General Ledger
- Set up billing for in-person programs; 82 sections changed with 164 fees updated
- Updated registration questions as requested by Recreation
- Cancelled Club facility reservations for June
- Updated e-mail addresses in RecTrac so updates will be directed to the current supervisor overseeing the programs
- Created new figure skating freestyle passes
- Processed 201 credit card refunds and 41 check refunds.

### Information Technology

- Routine system maintenance
- User support – 29 issues resolved

- Updated documentation for new storage devices
- Checked all desktops for returning staff to ensure they were current with updates and patches
- Dog Park access tested at both parks to ensure they will be ready for opening on May 29<sup>th</sup>

*(The following is Chris MacGregor's Community Representative Questionnaire which was attached to the 05.29.2020 email)*

Below is a completed Community Rep Questionnaire for:

Chris MacGregor

**Why are you interested in serving as a Community Representative for the Hoffman Estates Park District for the upcoming term June 2020 – May 2021?**

Last year, after renting a house in Hoffman Estates for seven years, my wife and I decided to buy a home in Hoffman Estates our goal. One of the main reasons was that we love how integrated the parks are in our community. Everyday I walk my dog through one of the dozen parks within a mile of our home. Many times a month I play the disc golf course in my neighborhood and we workout at the Club at Prairie Stone (not currently of course!). It is rare that I don't see other people out enjoying these parks and facilities too.

I'd love to be a community representative for HEParks to help engage more of the community with the parkland and offerings from HEParks. I want to help identify recreational programs and activities that will get people of all ages out of their homes, away from their TVs and feel part of the wonderful community we have in Hoffman Estates. Most of all, I want to give back to a community that has provided such a wealth of wonderful parkland for my family to enjoy.

**How did you learn about this opportunity to become a Community Representative?**

My local news feed on news.google.com showed me the Daily Herald article.

**Please list in order of preference the Committee on which you would like to serve:**

1st Choice: Recreation Committee (Meets every 3rd Tuesday between 7:15pm and 8:00pm)

2nd Choice: Buildings & Grounds Committee (Meets every 3rd Tuesday at 7:00pm)

3rd Choice: Administration & Finance Committee (Meets every 4th Tuesday at 7:10pm)

**What percentage of the meetings do you feel that you will be able to attend?**

90%

**What contributions (knowledge, skills, experience, etc.) do you feel you can offer to the park district?**

Back in Texas I worked with the city I lived in to design and install a disc golf course for a rarely used park. Once installed I helped organize disc golf leagues and tournaments for the course and helped to raise funds for general park improvements. I've also organized clean up activities to engage the community in keeping our parks tidy.

**Are there any particular issues that influenced your decision to become a Community Representative?**

I just want to give back, and feel more connected with the community I live in.



**What involvement have you or your family members had with Hoffman Estates Park District programs and facilities?**

We are members of the Club at Prairie Stone as well as participating in assorted HEPark events over the past eight years.

**How often do you and your family frequent Hoffman Estates parks? Please specify which parks.**

We bought our house in Hunter's Ridge because of the disc golf course at Black Bear Park. As a course designer, I am very impressed with the integration of the park and the neighborhood; well done!

I walk my dog through the following parks at least weekly: Hunters Ridge Basin, Black Bear Park, Essex Park, Tall Oaks Park, Hunters Ridge Wetlands Park, Winding Trails Basin, Cannon Crossings Park, Walnut Grove Pond, Walnut Pond, Beacon Point Park, Beacon Point Wetlands, Canterbury Fields Park, Shoe Factory Basin, and Princeton Park. Less frequently we visit South Ridge Lake Park, Huntington Park, Seminole Nature Area, Whispering Lake Parkland Charlemagne Park. We've been members at Willow Recreation Center and are current members at The Club at Prairie Stone.

**What involvement have you had with other local governmental entities, e.g., Village, Townships, School Districts, etc.**

In Texas I participated with the parks department in Taylor Lake Village.

**What involvement have you had with local civic groups, i.e., Rotary, Lions Club, etc.?**

None.

**Have you ever been or are you currently an employee of the Hoffman Estates Park District? If so, please list dates and position.**

Nope.

**Updates 06.05.2020**

**Upcoming Events**

**Jun 20 - On-Your-Own Fishing Derby**

**Division Updates**

Please see attached for the weekly updates from each division.

**Wishing President Robert Kaplan a very Happy Birthday on Tuesday!**



*(The following division updates were attached to the 06.05.2020 email)*

**Division Updates 6/05/2020**

**Parks Department**

By this point in a normal year, the Parks Department would typically have 24 seasonal employees, not including the golf course maintenance, and part-time custodial. We have been operating with essential work only, meaning mowing and trimming, projects, field upkeep, pond water quality, inspections and safety concerns. We have asked all full-time staff to adjust schedules and to be open to extra work that they normally don't do, in addition to their normal workloads. All staff have been great and have kept the Park District moving forward. We have custodians mowing and helping with construction, mechanics doing ballfield maintenance and park checks, and other members doing three to four different task per day. Staff has worked extra hard through this difficult time; as the Director of Parks, I could not be more proud of this team for all their hard work from March through now.

Parks staff was able to keep up with the majority of mowing this week. Fabbrini Park has been a challenge with the flood water receding this week; the grass is very long and will take a double cut in order to get it back to its proper length. The floods left numerous areas at Fabbrini with dead turf and debris. Parks staff will be cleaning these areas up as time goes on and have planned a re-seeding in the fall when optimal growing conditions exist.

- All parks were checked to assure caution tape and signs were still in place.
- All baseball/softball fields were spun and are in playable condition. Cannon Crossing is being lined for practice.
- Cricket pitch at Canterbury Fields was set-up and lined for use to begin on June 6.
- Deep cleaning of TC and WRC to prepare for June 8 opening.
- Drone footage of both Princeton and South Ridge was taken and posted to the Parks updates page on the website.
- Patriot Maintenance completed the patch work at Bridges and crack filling at Cannon Crossings.

- The Pickleball court renovation at Fabbri has taken a couple days longer due to flooding of the park and wet conditions. HEParks staff was able to put up the fence between the pickleball courts and install all of the post and nets. American Sealcoating finished lining the pickleball courts, but still needs to line the tennis court with pickleball lines. The courts will open on Friday, June 5. The wind screens have not arrived yet because the COVID-19 pandemic has caused delays at the manufacturer. As soon as the wind screens arrive HEParks staff will complete installation. Also, staff was able to replace the vandalized shed that stores pickleball materials.
- Planning for HEPD involvement at South Ridge with the bath house, splash pad and electrical service to be completed starting the week of the 15<sup>th</sup> of June.



**TC Ice Rink** – The sub-contractors for MN Ice spent the week cutting out the first block section of concrete from the sub floor and prepping for concrete pour on Monday, June 8. The concrete that is being removed has only a mesh wiring holding the concrete together and was installed below the concrete directly on the gravel. This technique works for sidewalks and small concrete areas, but does not work for structural pours and does not have quality strength, and therefore resulting in the massive cracking on this sub floor and the need for more cutouts (photo below).



**Princeton Park** – We are still waiting on a couple of parts from the manufacturer to arrive to complete the playground. Unfortunately, GameTime had all their facilities closed last week due to the pandemic. Concrete for the splash pad and sidewalks has been poured and the basketball court has been milled and overlaid with new asphalt. HEParks staff will be running the new water, doing drainage, and installing the feature starting on Monday, June 8.



**South Ridge OSLAD** –The park system at South Ridge is currently closed due to construction. We have posted signs and placed fences at each location into the park to make sure residents are aware. Also, on the Parks projects page it is stated the system is closed for construction and resident safety. Be sure to check out the Parks page on the website for the weekly drone footage of the project.

A relatively dry week has allowed the utility contractor to make good progress on installation of the underground storm sewers and inlet structures. 80% of the storm system is in the ground and work has begun on installation of the new water service to feed the restroom and splash pad. A big portion of this project involves making the tap to the village water main on the opposite side of Freeman Drive. Complicating the process are other utilities located in the area of the tap which must be located and worked around. HEParks staff was able to complete the new wall structure at the bridge behind the maintenance shop on the east side of the park. HEParks staff also completed the pond shoreline stabilization around drain inlet structure, which will allow the contractor to complete the path in this area. With earthwork and underground utilities items to be completed in the main park area next week, staff met with the other trades to plan the sequencing of the next phases of the project. HEParks staff will be installing the manifold for the splash pad along with running all the water lines through a drain down pit to the splash pad for the contractor to tie into.





## Recreation Department

The Recreation Department has been working all week preparing for the in-person classes that will start next Monday, June 8. Staff has been on-site preparing the facilities, scheduling staff/instructors, and doing staff trainings with the new COVID-19 precautions in place.

Hockey Mini Clinics filled instantly with waitlists in some levels. An additional clinic was added to accommodate waitlist players. Figure Skating Mini Clinic also sold out. Freestyle open skate ice has been revamped to require reserved ice reservations for each 30-minute ice slot. Skaters have been submitting ice requests to Alisa all week to reserve their ice slots. Freestyle ice slots can only accommodate eight skaters and two coaches. For the hockey clinics and figure skating camps, the group size is limited to 10 skaters and one coach on each half of the ice for a total of 20 skaters and two coaches. Locker room schedules were created to

split the skaters and assign which side of the rink they will be skating on. In addition, external groups have been scheduling ice rentals in spots where in-house programs are not running.

Summer Day Camp will be offered at Triphahn and Willow running Monday-Friday from 9am-Noon. The group sizes are limited to 10 children with three different groups.

Outdoor group fitness classes (with a limit of nine participants and one instructor) have great enrollment and will take place at Evergreen Park starting next week.

Minimal other recreation classes will be running due to lower interest. Dance, drawing, tae kwon do and baton were offered, but many will be cancelled. Virtual classes are also not running. We do believe the “virtual” concept has seen the end of its interest as people are tired of being on the computer from e-learning all spring. We launched a “Camp in the Box” program with take-home activities for families to bring camp home for those families who are not ready to return to the facility. To date, we have sold 50 camp boxes!

## **C&M Department**

Final promotions continue this week for classes that start next week. In addition, facility signage and marquee signage has all been updated for the return of operations that will start next week.

Regular social media posts and fitness challenges continue to be posted.

## **Bridges**

### ***Golf Operations***

- This week at Bridges, we began allowing foursomes with individual carts. Due to the high demand of carts, we had to alter our operations slightly to help with the turnaround of clean carts. Outside service staffing is in full force. Each staff member has been trained on proper sanitizing procedures for carts, practice balls and range supplies.
- Carts have been strategically staged by tee time and signage has been placed to designate which carts are for which tee time.
- All scorecards, sand and seed bottles have been removed and all GPS units have been wrapped in plastic to allow us to sanitize them on a regular basis.





- We have started to transition from “Pre-payment ONLY” to “Pre-payment PREFERRED”, and have set up a curbside location in back of the shop for check-in as well as merchandise sales. Big thanks to the IT and Business department for making this possible.



- We have sold over 170 dozen golf balls with our blow out sale over the last week, and continue to see interest.
- The driving range was set-up for social distancing and proper sanitized basket locations. Signage was placed designating our return basket area along with a sanitized basket area.
- Players have been pretty understanding and receptive to our policies and procedures, even though the policies and procedures aren't quite what the players have been accustomed to in the past.
- Staff met with EZLinks and Golf Now about the future of third party bookings. These once highly competitive companies merged in late 2019. They still are working through their product migration and we will continue to monitor. Our current agreement with EZlinks is an annual agreement that can be adjusted in the Spring of 2021. They provide us with our tee time reservation system, call center, online Proshop and also online tee time offerings which include prepayment options that go directly to our account. Golf Now will continue to offer our tee times on their platform via the EZLinks web marketing system that allows them to book times on our system while they receive the service fee and one trade time per day for this service. In 2019, we booked 2,668 rounds through the Golf Now Platform.

### ***Food & Beverage***

- Jennifer & Brian met with Gordan Food Service to get full price comparison on our current product. Our current vendor is Sysco and has continued to offer great service, but we are always looking to price check items.
- Halfway House procedures have been adjusted and new inventory controls have been put in place. Along with all starting par levels adjusted for the limited product menus.

- Patio seating and food service have started. All tables have been spaced out according to the new guidelines. Floor signage has been installed to ensure social distancing as guests wait. All guidelines have been posted for guests to observe.



- Beverage Blow out sale was put in place to help move through all product that was close to code dates. Product was sold at cost to help minimize waste.
- Jennifer has been working hard with conference calls with multiple Brides & Grooms for 2021.



- We have begun onsite tours once again this week and have multiple appointments scheduled for this Saturday. Guests are required to wear masks while in facility and tours are only available by appointment.
- We have reached out to all July outings and encouraged them to push back their event as we prepare for new Phase 4 guidelines.
- Staff has begun working on modifications to offer our outings a scaled back outing by using multiple rooms for the banquet portion of the event. Full offerings will be available in some form once Phase 4 Guidelines are official.

### ***Golf Course Maintenance***

- Mowed all playing surfaces (23 acres bentgrass, 80+ acres of rough).
  - Greens 4x
  - Tees 2x
  - Fairways 2x
  - Approaches 2x
- Rolled greens and fixed ball marks.
- Fixed irrigation: leaking swing joints, leaking heads, broken pipes, and electrical issues.
- Changed cups and moved tee markers.
- Verticut and top-dressed greens.
- Applied preventative fungicides on greens.
- Raked bunkers.
- Weeded beds around clubhouse and mulched.
- Sprayed weeds in ornamental beds.
- Filled divots on Par 3 tees.
- Performed maintenance on equipment.

### **Deferred Maintenance impacts:**

- Currently mowing bentgrass surfaces with less frequency than normal has resulted in more clippings then normal on tees and fairways.
- Bunker maintenance has been limited.
  - Bunkers have been raked 2-3 days per week based on play and staff availability.
  - No labor has been put toward checking sand depth in bunkers.
  - Edging bunkers and fly mowing bunker faces has not been performed this year yet.
- While ornamental bed maintenance on the course has been limited, some beds have received mulch and weeds have been sprayed.
- Detail items that are not being done or are being done on a very limited basis:
  - Filling divots on tees and fairways
  - Trimming yardage plates, sprinklers, and drains.
  - String trimming around trees, walls, curbs, stairs
  - Clubhouse lawn and perimeter along Moon Lake are being mowed less frequently than normal.
- Cultural practices such as verticutting, topdressing, and venting have been very limited on greens and not performed on tees.

### **The Club**

Fitness - this week we began our first outdoor fitness class. The cardio/strength combo class ran on Monday and Wednesday with awesome feedback from the participants! Since this class filled so quickly and has had such great feedback, we have added more classes.

#### New Outdoor Class Offerings – The Club

Flatten Your Curves - NEW TIMES ADDED!

Mon/Wed	4:15P-5:15P Outside at The Club June 8-24
Tues/Thurs	6:30A-7:30A Outside at The Club June 9-25

Pilates Outdoor Series

Tues/Thurs	5:30p-6:30p Outside at The Club June 9-18
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#### One-on-One Personal Training- Update

We had a couple of trainers meet with clients this week, one in-person training on Friday, and one Zoom training session on Thursday. We will have a few of our trainers returning next week for their clients who are ready to get started again. Currently, there are about 18 training sessions scheduled for next week here at the facility.

Basketball Training – Josh, with Options Basketball, began his private training sessions at The Club this week and has had a great response booking 18 private training sessions.

At the facility, painters arrived on Thursday to complete the painting on some of the duct work toward the front of the facility. These areas were identified as part of the renovation project. In these areas, the paint has begun to flake off or significant discoloration has begun on the pipes.

#### Club Custodial staff

1. Continued to deep clean and disinfect facility fitness equipment (bikes and mats) and mezzanine accessories.
2. Organized Group Fitness room and closet, moved overflow equipment to tennis storage closet, and detail cleaned floor/mirrors.
3. Set out wipe dispensers and wall mounted sanitizing units to be mounted by Parks staff.
4. Painted mezzanine west wall under windows.
5. Moved equipment into place in various parts of facility.
6. Moved old equipment from mezzanine that we will no longer use.
7. Mind & Body track lighting – identified and ordered lights.

#### Locker Project

Staff were able to get through all of the member lockers this week, bagging and tagging any items found in lockers. These will be stored in the old tennis office until we reopen and we contact member to retrieve. We have been returning items by request and appointment, as needed. Locker flooring type was finalized this week, and color will be chosen soon.

#### Staffing

The Club furloughed staff are working about 10 hours each helping with member contact, email responses, organizing spaces, and covering operating hours.

Next week staff will be creating a full video tour as the final punch list items of the renovation are being completed. We look forward to showing everyone all the exciting updates!

## **Administration & Finance**

- Processed June 1<sup>st</sup> bond interest payments
- Manually increased the expiration dates on 231 dog park passes for the months the parks were closed due to a difficulty in the RecTrac utility
- Determined the schedule for desk staff to monitor the Triphahn Community Center entrance
- Emptied desks, cabinets and floor space of shared offices to allow Maintenance to reconfigure for social distancing as their time permits
- Assisted Recreation Department with questions and instructions for reporting and set-up in RecTrac
- Finalized set-up in RecTrac for Phase 3 services
- Set up, verified and made changes to the set-up of new credit card devices for the beverage carts at the golf course
- Processed 58 credit card refunds and 7 check refunds; refunds are now caught up

## **Information Technology**

- Routine system maintenance
- User support – 25 issues resolved
- Clean up drives by searching and eliminating any duplicate files to gain additional space
- Manually blocked spam e-mail domains and addresses
- Investigated options for e-mail archiving to determine if there was better pricing prior to renewing current software

**Updates 06.12.2020**

**Upcoming Events**

**[Jun 19 - FIFA Soccer Online Tournament](#)**

**[Jun 20 - On-Your-Own Fishing Derby](#)**

**MEMORANDUM NO. M20-072**

**TO: Board of Commissioners**  
**FROM: Craig Talsma, Executive Director**  
**RE: Review of Closed Session Minutes ~ Resolution R20-003**  
**DATE: June 23, 2020**

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**Background**

The park district is required by law to review closed session minutes semi-annually. The last review was conducted in December 2019.

**Implications**

Resolution R20-003 states that there are no minutes or portions thereof from Executive Session to be released at this time. Additionally, all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

**Recommendations**

It is recommended that Resolution R20-003 “Review of Closed Session Minutes” be approved by the board as presented.



**REVIEW OF CLOSED SESSION MINUTES**

**WHEREAS**, an amendment to the Open Meeting Acts requiring a review of the district's minutes of closed sessions became effective June 1, 1989, and

**WHEREAS**, the Board of Commissioners of the Hoffman Estates Park District has kept Executive Session minutes since January 1, 1982, and

**WHEREAS**, the Board of Commissioners has reviewed the minutes of Executive Session,

**BE IT FURTHER RESOLVED**, by the Board of Commissioners of the Hoffman Estates Park District that there are no minutes or portions thereof from Executive Session to be released at this time, and,

**BE IT FURTHER RESOLVED** by the Board of Commissioners of the Hoffman Estates Park District that all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

**Passed and Approved** by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 23<sup>rd</sup> day of June 2020.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

## MEMORANDUM M20-076

**TO:** Board of Commissioners  
**FROM:** Craig Talsma, Executive Director  
**RE:** Engaging IAPD to assist Board in Self-Evaluation  
**DATE:** June 23, 2020

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### **Background:**

Based on numerous conversations with different board members, it is clear that there are different philosophies in regards to the role of a board member. Different perspectives are always very positive to have and that is one of the reasons we have a seven member board. All board members are elected usually specifically for their different beliefs. The issue the district has occasionally encountered is in regards to the role of a board member from an operational perspective. For example, should each board member individually direct the Executive Director? Another example, should board members talk to operational staff? Many issues like these would be cleared up if the board can meet and reach a consensus on their role in running the district.

Historically, board members focus on big picture items regarding the mission and vision of district as well as big picture operational items such as the Comprehensive Master Plan, annual budget, and capital projects. The Executive Director is hired to run the day-to-day operations of the Park District and manage all staff and their operations. It can become confusing if it is viewed that the Executive Director has seven bosses that he individually must respond to versus one boss which is the board as a whole and the direction they have decided on through a consensus.

The Executive Director is empowered to do the day-to-day operations under the authority, approval, and direction of the full board. Issues will arise when the governing board is not always in agreement. Our district has realized a split board on numerous decisions over the last couple of years. It is imperative to try to reach an understanding as to the role of the board and how they wish to operate. It is entirely up to the board to determine what role they wish to take on; if they wish to be involved in day-to-day operations, they certainly have that option. At all times a board consensus should be reached, so all parties will have a clear understanding of how the district is operating and the agreed upon role of the Board in implementing its directions.

The operational philosophy of the board and its role in day-to-day operations or approval or directions for those operations must be something the board through consensus decides is the best way to operate. Currently, the district policies for the role of the board and the role of the Executive Director are as follows:

### **4.2.01 EXECUTIVE DIRECTOR**

The Executive Director (hereinafter referred to as Director) is responsible to the Hoffman Estates Park District Board of Commissioners. The primary function of the Director shall be to administer for the Board on matters pertaining to all functions for which the district is responsible. He/she shall be the executive officer of all divisions of the district in regard to park maintenance, recreational programming, personnel management, facility development, land acquisition, and business management.

He/she shall be the official medium of communication between the employees of the district and the Board of Commissioners. He/she shall have charge of the employment of such employees as are required to operate the district and its facilities, as he/she approves in the organizational structure, including all job descriptions and part time employee salary ranges, subject to employment policies and salary schedules as established by the Board and embodied in the Personnel Policies of the Hoffman Estates Park District.

#### **4.2.02     DIRECTOR AUTHORITY / BOARD RELATIONSHIP**

The Executive Director shall have the authority and responsibility to carry out the policies established by the Board and to establish administrative procedures deemed necessary to direct the daily operations of the district within the general policies and regulations set forth by the Board. The Executive Director shall have authority and responsibility to establish administrative procedures of the district relating to:

- 4.2.14.01**     Hiring, supervision, evaluation and termination, if required, of all full-time positions as approved by the Board.
- 4.2.14.02**     Hiring, supervision, evaluation and termination, if required, of all permanent part-time and part-time personnel as deemed necessary to assist in the daily operations of the district.
- 4.2.14.03**     Approval of all job descriptions and salary ranges for part-time positions.
- 4.2.14.04**     Approval of contracts and expenditures to individual vendors up to \$25,000.00.
- 4.2.14.05**     Administrative and operational procedures necessary to carry out the policies and directives.
- 4.2.14.06**     Establishes and approves all district changes within the policies established by the Board.
- 4.2.14.07**     Approval of staff goals and objectives consistent with the district goals and objectives approved by the Board.

#### **4.2.03     POLICIES, RULES, REGULATIONS & OPERATIONAL PROCEDURES**

- 4.2.16.01**     The Board has the sole authority to establish policies of the District.
- 4.2.16.02**     The Board shall establish all personnel policies relating to employment with the district.
- 4.2.16.03**     The Board shall establish all rules and regulations in reference to the use of parks and facilities within its jurisdiction.
- 4.2.16.04**     The Board shall appoint the Director as the chief executive officer of the Park District. The Director shall be responsible for the administration of all recreation programs, and the management of all parks, buildings and facilities. The Director serves as a technical advisor and consultant to the Board.
- 4.2.16.05**     The Director shall establish all procedures necessary to implement the policies of the Board and run the day-to-day operations of the District.

**Implications:**

It is important to know a direct relationship exists between the quality and effectiveness of an agency and the quality and effectiveness of a board. One of the most important ways a board can strengthen itself is by periodically assessing its own performance by regularly re-examining its goals and processes. The self-evaluation assists board members in effectively carrying out their responsibilities and duties.

As members of the Illinois Association of Park Districts (IAPD), we are able to have Peter Murphy, the IAPD President & CEO, perform a Board self-assessment program that is an excellent opportunity for all board members to participate in a self-assessment and educational session. The goal of the program being that we may better align, not necessary our philosophies on what we believe in, but rather a better, clearer path on how we as a park district will operate.

Peter has over thirty years of experience educating boards and explaining their roles, and he is considered the utmost authority on the role of a board member. Usually, new board members will even attend an IAPD education session or bootcamp as part of onboarding, so that they have a complete understanding of their roles as an elected official.

Attached for your review is a sample of the board self-evaluation binder's table of contents. The board self-evaluation is tailored to our agency's specific needs, but the subjects listed in the table of contents will give you a good idea of the material covered during the program. In the weeks prior to the presentation of the program, Commissioners will be provided an online survey to complete and submit to IAPD. The results of these surveys will help Peter to tailor the program to our agency's specific needs. The results that will be given to the Park District Commissioners are anonymous. The board self-evaluation program typically takes 1-1/2 to 2-hours.

The self-evaluation will be conducted in closed session at a park board meeting pursuant to Section 2(c)(16) of the Open Meetings Act, 5 ILCS 120/2(c)(16). This type of self-evaluation for a board is of such importance that even state legislature recognized that it can be done in closed session to allow complete thoughts and freedom of expression to ensure the utmost results for a better park board.

While the board self-evaluation is a membership service, there is a \$571.98 fee for materials and mileage.

**Staff Recommendation:**

Staff recommends the full board take part in a board self-evaluation program to be conducted by Peter Murphy, the IAPD President & CEO, at a cost not to exceed \$571.98. A date will be coordinated for the program to be held in a closed session.

SAMPLE PARK DISTRICT  
Board Self-evaluation  
Date

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SAMPLE PARK DISTRICT  
Board Self-evaluation  
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