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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 Huguen 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 Hugen 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