



1685 West Higgins Road, Hoffman Estates, Illinois 60169

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

AGENDA
RECREATION & FACILITIES COMMITTEE MEETING
TUESDAY, JUNE 16, 2020
7:30 P.M.
***REMOTE MEETING VIA ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - February 18, 2020
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Facility Hours of Operation for Phase 4 and Phase 5 / M20-070
 - B. Recreation Board Report / M20-068
 - C. Facilities Board Report / M20-069
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

**For access to remote meetings held via ZOOM, please email jagudelo@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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MINUTES RECREATION COMMITTEE MEETING February 18, 2020

1. **Roll Call:**

A regular meeting of the Hoffman Estates Park District Recreation Committee was held on February 18, 2020 at 7:49 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman K. Evans, Commissioner Chhatwani, Comm Rep Henderson, Macdonald

Absent: Comm Reps Dressler and Wittkamp

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

Audience: President Kaplan, Commissioner Kinnane, McGinn, Kilbridge, Comm Rep Wilson

2. **Approval of Agenda:**

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

3. **Approval of the Minutes:**

Comm Rep Henderson made a motion, seconded by Commissioner Chhatwani to approve the minutes of the January 21, 2020 meeting as presented. The motion carried by voice vote.

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. **LiveBarn Agreement/M20-018:**

Director Kapusinski reviewed the item noting that the hockey community was requesting this service. She explained that LiveBarn films games and makes them available on phones for viewing. She noted that the cameras could be turned off (Wolves) or they could use a password to only allow specific participants to view a game. She also noted that the recordings would be available for 30 days.

Commissioner McGinn asked if it would be for both rinks and it was noted that it would. Comm Rep Henderson asked if there was an issue would it be dealt with by LiveBarn and it was noted that it would.

Comm Rep Macdonald asked about the band width used and Executive Director Talsma noted that the requirements had been reviewed by IT Manager Agudelo and there was no concern.

Commissioner K. Evans asked what might happen if the park district inadvertently turned the cameras off during a game and Executive Director Talsma noted that without malicious intent, the consequences would be only to the disappointed public.

Comm Rep Henderson asked if there was a minimum of subscribers needed and it was noted that there was not.

President Kaplan asked about the viewpoint and Director Kapusinski noted that there was a camera for the entire rink and one following the puck. President Kaplan asked about a coach wanting a copy of the game and Executive Director Talsma noted that would be an issue to take up with LiveBarn.

Comm Rep Macdonald made a motion, seconded by Commissioner Chhatwani to recommend the board approve the LiveBarn agreement as outlined in M20-018. The motion carried by voice vote.

B. **Rec Board Report/M20-025:**

Director Kapusinski reviewed the report noting that the Silver Sneakers membership was up, that they were partnering with Cook County Forest Preserve for programming, that the ESports Tournament was very well received as was the Ice Show with 250 participants and 30 soloists.

The committee viewed the annual report and it was very well received. Staff was commended on their efforts.

Commissioner McGinn asked about the advertising on the boards at the rink and Executive Director Talsma noted that it was done by the Wolves and that they had paid in full.

Comm Rep Henderson made a motion, seconded by Commissioner Chhatwani to send the Rec Board Report M20-025 to the board as presented. The motion carried by voice vote.

C. BPC Board Report M20-027:

Executive Director Talsma reviewed the report noting that Kurtis Hartwig had been hired as the Golf Operations Manager, that they were up to 15 weddings scheduled for 2020 and working on maintaining the shoreline for 10 and 11.

Chairman K. Evans asked about using a wall and Director Huguen explained that they would lose too much with a wall.

President Kaplan asked about party rental minimums and Executive Director Talsma noted that it would depend on the room and date i.e. they would not necessarily rent out a banquet room on a popular Saturday night to a party of 25.

Comm Rep Macdonald made a motion, seconded by Commissioner Chhatwani to send the BPC Board Report M20-027 to the board as presented. The motion carried by voice vote.

D. The Club Board Report/M20-026:

Executive Director Talsma reviewed the report noting that the renovation was going very well and the equipment was expected next week. He noted that in January The Club had 251 new members and over 100 HIIT program members, more than making up the tennis member revenue.

Comm Rep Henderson asked if the soft opening was open to the public and it was noted that the Grand Opening was a public event and the soft opening would be for members.

Comm Rep Henderson made a motion, seconded by Commissioner Chhatwani to send The Club Board Report M20-026 to the board as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

The Comm Reps acknowledged the great job staff was doing.

Chairman K. Evans reminded all of the Mayors Breakfast Thursday and the Legislative Breakfast Saturday.

8. **Adjournment:**

Comm Rep Macdonald made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 8:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM M20-070

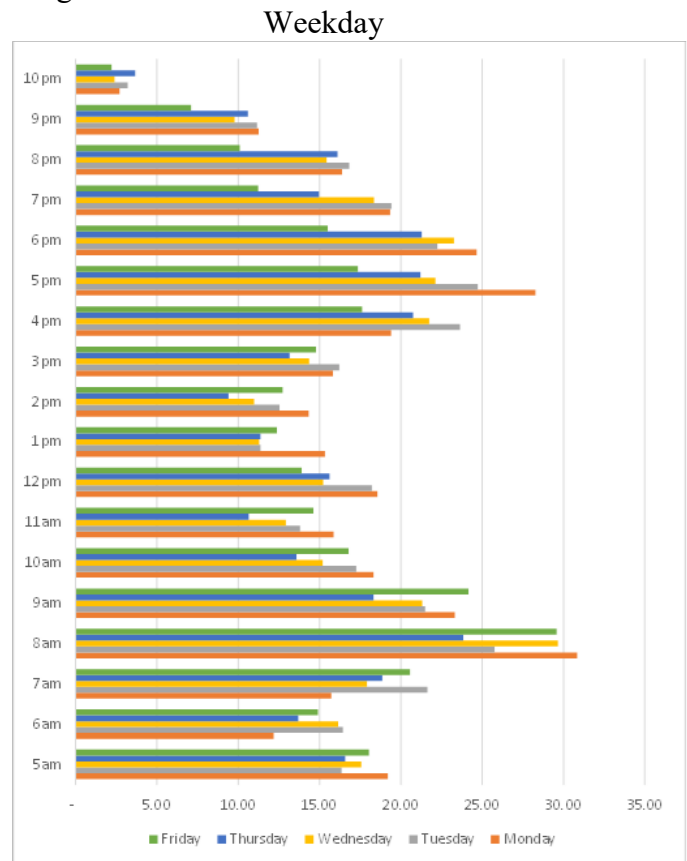
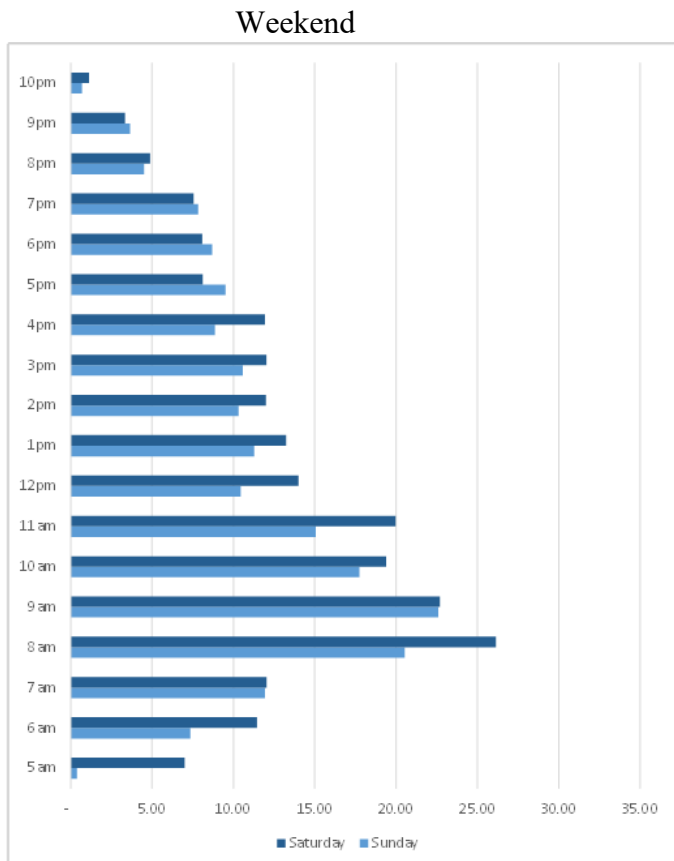
TO: Recreation & Facilities Committee
FROM: Craig Talsma, Executive Director
Alisa Kapusinski, Director of Recreation
Brian Bechtold, Director of Golf & Facilities
RE: Facility Hours of Operation for Phase 4 and Phase 5
DATE: June 16, 2020

Background:

Our three main recreation facilities operate with hours primarily designed for the fitness center usage. This analysis is focused on that usage to determine normal operating hours. Please note that at any time there are rentals or other programs or uses, the facilities will be open for that, but the normal centers hours for fitness would be as proposed. Prior to the COVID-19 pandemic, the hours of operation at our facilities were on a fixed schedule, regardless of usage. Below are three groupings of two charts each and each grouping represents the amount of “swipe ins” for each facility’s fitness center.

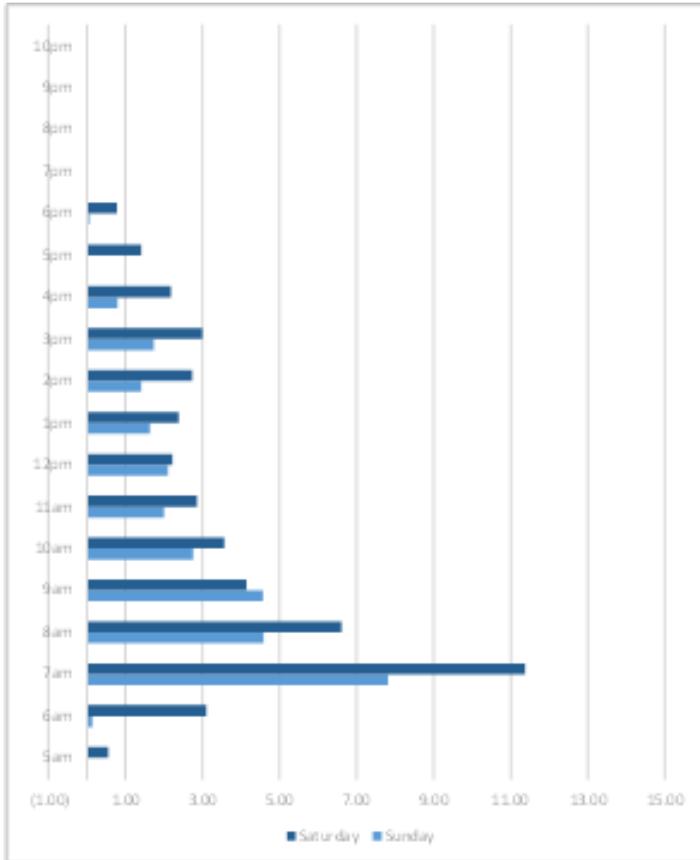
The first grouping is for the Triphahn Center (TC), the second grouping is for the Willow Recreation Center (WRC), and the third grouping is for The Club at Prairie Stone (The Club). The data for these charts show on average the number of people per hour on each day of the week from 5:00 a.m. to 10:00 p.m. from April 2019 through March 13, 2020. The first chart in each grouping displays the average number of people on the weekends by hour. The second chart in each grouping displays the average number of people on the weekdays by hour.

TC Fitness Center Usage

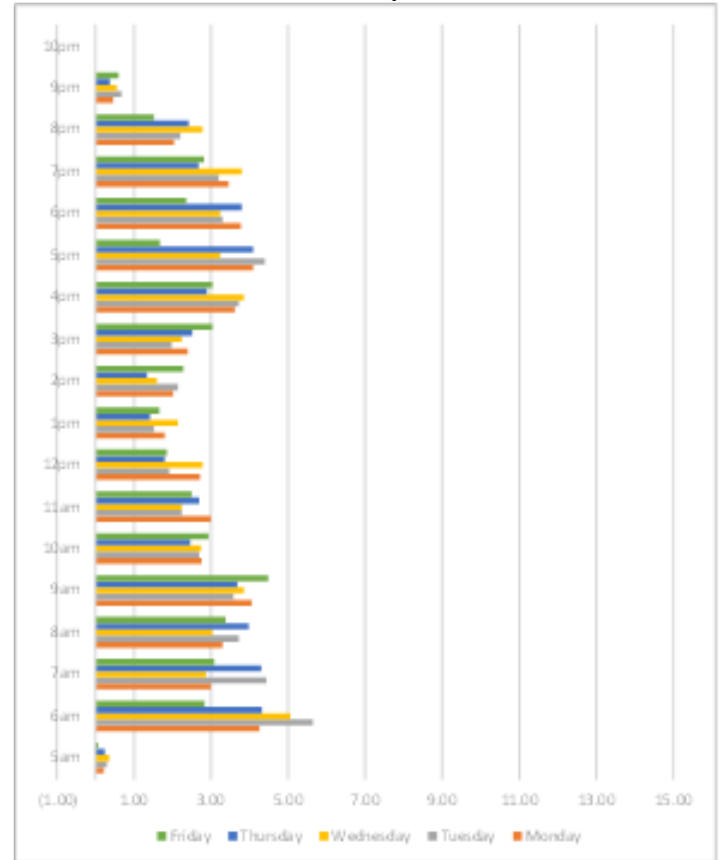


WRC Fitness Center Usage

Weekend

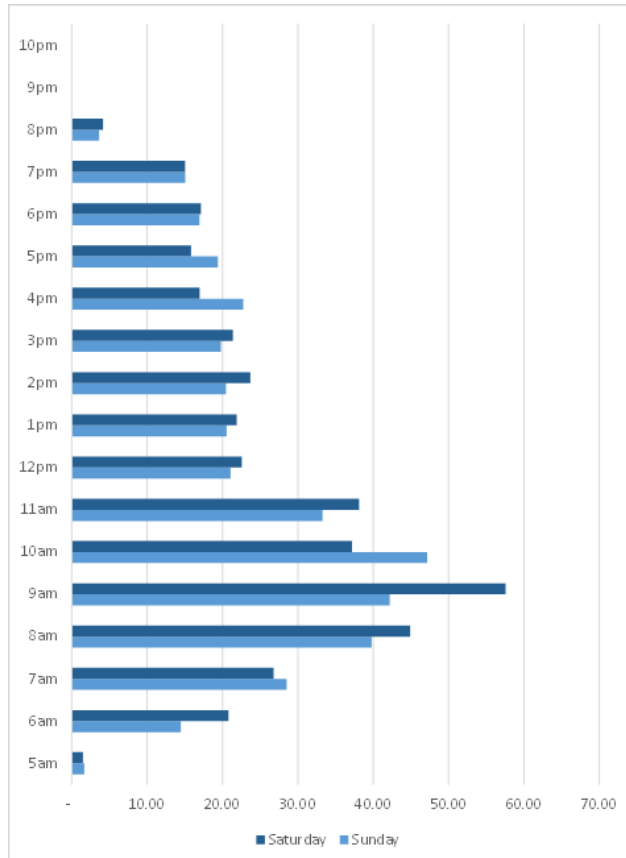


Weekday

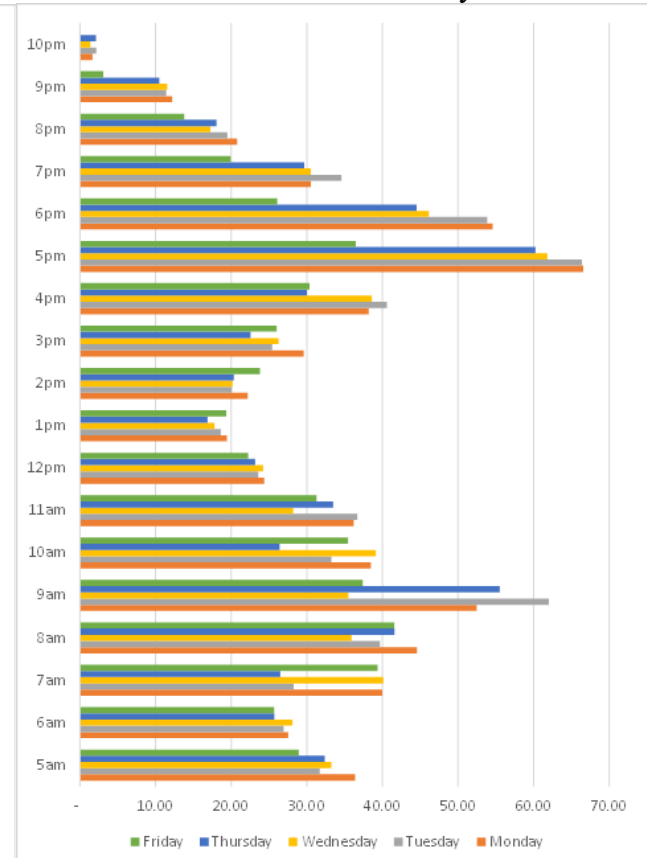


The Club Fitness Center Usage

Weekend



Weekday



Since the COVID-19 pandemic hit in March 2020, we have had to close our fitness centers to the public based on the guidelines in the Restore Illinois plan set forth by Governor Pritzker. As the State of Illinois transitions through each phase within the Restore Illinois plan, we will be able to reopen the doors of our fitness centers to the public, but only while adhering to strict guidelines until Phase 5. Included in these guidelines are items that will impact the usage of our fitness centers; items such as social distancing requirements and caps on the percent capacity of each facility.

Implications:

Currently, the State of Illinois is in Phase 3 which does not allow fitness centers to be open, except for one-on-one personal training. Staff has established a plan for the hours of operation for each of our facilities with fitness centers for what we hope will be allowed in Phase 4 and also in Phase 5. The hours of operation proposed are temporary hours for the duration of Phase 4 and permanent hours following the commencement of Phase 5 unless demand requires an adjustment to the new hours.

Phase 3 Recreational Facilities

TC and WRC

TC and WRC reopened on Monday, June 8 for Phase 3 recreational programming. The facility hours for Phase 3 vary daily based on scheduled programming in each facility. The facilities are only open when programs are offered in each building. Registration is not accepted in-person, parents/spectators are not permitted in the building, participants are dropped off/picked up curbside, and the desk is staffed by full-time personnel. The fitness centers within both facilities are not currently open for use.

The Club

The Club is not currently open for use, other than for scheduled one-on-one personal training.

Phase 4 Recreational Facilities

TC and WRC

Staff is currently planning programs to offer for Phase 4. Phase 4 will include similar programs that are offered in Phase 3 which includes camps, ice programs, karate and dance. In addition, staff is hoping to be able to open the TC fitness center in Phase 4 with limited capacity. Due to the small size of the WRC fitness center, this fitness center will remain closed while the limited capacity requirements are in place.

For Phase 4, staff is proposing the following facility hours:

- WRC: Only open when programs are in operation. Staff will also coordinate with the Palatine Library to ensure their operations hours are consistent with our facility hours.
- TC:

2019 Summer Hours	Proposed Phase 4 Hours
M-F 5:15am-10:30pm	M-F 6am-9pm
Sat 5:15am-8pm	Sat 6am-5pm
Sun 6am-8pm	Sun 7am-5pm

The Club

The initial hours of operation for Phase 4 being proposed are subject to change based on facility usage and membership numbers. Staff is proposing the following:

Current Hours		Proposed Phase 4 Hours	
M-Th	5am - 11pm	M-Th	5am – 8pm
F	5am - 10pm	F	5am – 7pm
Sat	6am - 9pm	Sat	6am – 7pm
Sun	6am - 9pm	Sun	6am – 6pm

Phase 5 Recreational Facilities

TC and WRC

Staff reviewed average fitness center attendance/usage when determining the proposed hours. Staff is proposing the following facility hours:

WRC

Current Hours	Proposed Hours	Previous Summer Hours	Proposed Future Summer Hours
M-F 6am-10pm	M-F 6am-9pm	M-F 6am-10pm	M-F 6am-9pm
Sat 6am-7pm	Sat 7am-5pm	Sat 6am-5pm	Sat 7am-5pm
Sun 7am-5pm	Sun 7am-5pm	Sun 7am-2pm	Sun 7am-2pm

TC

Current Hours	Proposed Hours	Current Summer Hours	Proposed Future Summer Hours
M-F 5:15am-10:30pm	M-F 6am-10pm	M-F 5:15am-10:30pm	M-F 6am-9pm
Sat 5:15am-10:30pm	Sat 6am-8pm	Sat 5:15am-8pm	Sat 6am-5pm
Sun 6am-10:30pm	Sun 7am-5pm	Sun 6am-8pm	Sun 7am-5pm

** Triphahn Center may close later than proposed due to late ice rink rentals.

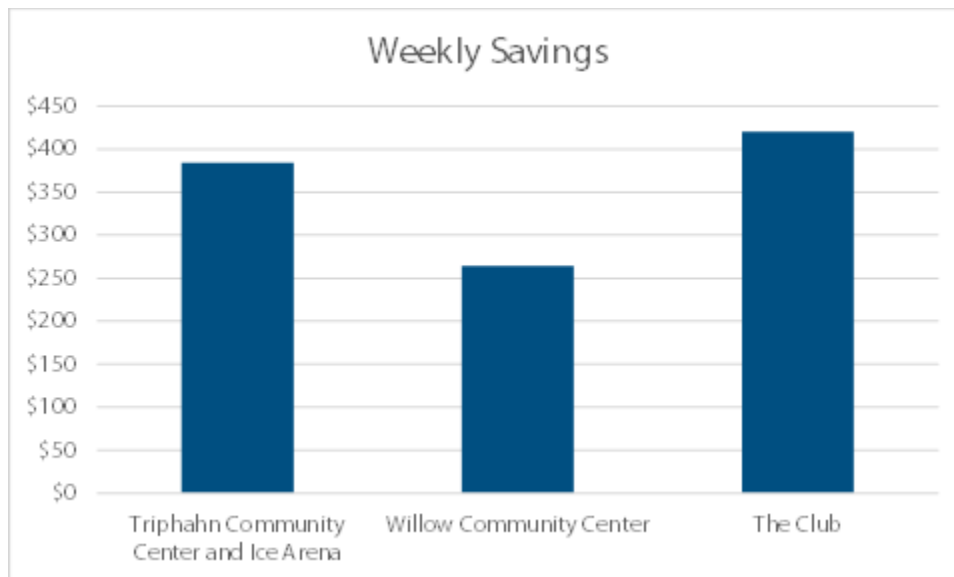
The Club

As we transition from Phase 4 to Phase 5 operational hours, we will work towards new operational hours based on facility usage and membership numbers. Staff is proposing the new, permanent hours for the facility be the following:

Monday – Thursday:	5am – 10pm
Friday:	5am – 8pm
Saturday:	6am – 8pm
Sunday:	6am – 6pm

Anticipated Cost Savings from Reducing Hours of Operation

The two charts below display the projected weekly and annual cost savings anticipated to be recouped by modifying the hours of operation at TC, WRC, and The Club for both Phase 4 and Phase 5 (new operational hours).



Seascape Family Aquatic Center

On Friday, June 5, the state distributed Swimming Facility Guidelines for Phase 3 pool operations. A brief summary of the guidelines include: pools can only be opened for lap swimming, diving, swimming lessons, swim team practices and therapy pool use. Water parks and bathing beaches are not to be opened in Phase 3. Group sizes are limited to 10 with social distancing when possible. Multiple groups of up to 10 people may be permitted, if facilities allow for social distancing and 30 feet of distancing is maintained between groups.

While some park districts are opening their pools within the next week or two for this limited usage, staff still recommends that Seascape Family Aquatic Center (Seascape) remain closed for 2020. Phase 3 guidelines do not allow water parks, such as Seascape, to open. At this time, Phase 4 guidelines have not been released.

In hopes of safely offering our community some options for pool usage this summer, staff will be working to fill the lap pool at The Club to offer lap swimming. In addition, staff is reviewing procedures to offer swim lessons at The Club's zero depth pool, which will adhere to the group size limitations and the social distancing requirements.

Staff does realize that there will disappointed residents when Seascape does not open at all, especially if neighboring communities do open their pools. However, there is still no guidance that even affirms that water park type pools will be allowed even under Phase 4. Many people believe this may happen, though there would be many regulations regarding bather load, etc., which will make operations extremely difficult. Even if the guidelines were released at the end of the month, the timeline to prepare the pool, train the staff and operate Seascape with the shortened season is not economically feasible for the District.

Staff Recommendation:

Staff recommends that the Recreation Committee recommend to the Board the approval of the proposed hours of operation for TC, WRC, The Club and Seascape for both Phase 4 and Phase 5 and forward.

MEMORANDUM M20-068

TO: Recreation & Facilities Committee
FROM: Craig Talsma, Executive Director
Alisa Kapusinski, Director of Recreation
RE: Recreation and C&M Department Board Report
DATE: June 16, 2020

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!



Phase 3 Program & Facility Guidelines

Face Coverings & Health Restrictions

- All staff will wear face coverings at all times.
- Participants will wear face coverings when within 6-ft of others.
- Participants/staff will not be permitted into the facility if exhibiting COVID-19 symptoms.

COVID-19 Exposure or Diagnosis

Participants/Staff who is exposed/diagnosed to COVID-19 may not return until:

- They have had no fever for 72 hours (without medicine)
AND
- Other symptoms have improved.
AND
- At least 10 days have passed since their symptoms first appeared.
OR
- Have had two negative COVID-19 tests in a row, with testing done at least 24 hours apart.

Signs of Illness

- If a participant shows illness symptoms, they will be escorted to a dedicated room until they can be picked up safely by parent or guardian.

If a Participant/Staff has a Confirmed Case of COVID-19

- Local health officials, staff and families will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with ADA and other privacy laws.
- The other program participants will be moved to another designated room in the building. The contaminated room will be quarantined and cleaned 24 hours after initial exposure. Programs will return to the room upon following proper disinfecting procedures.
- HEParks will ask that the program participants to self-quarantine per CDC guidelines.

Drop-Off & Pick-Up

- Participants will be dropped off and picked up via curbside at the facilities. Some programs may require a parent/guardian to enter the building with a participant.
- Once the participant has been dropped off, they will be escorted to their program by the staff.
Triphahn Center drop off and pick up will be at the main entrance on the south side in the circle drive by the playground.
Willow Recreation Center drop off and pick up will be at the main entrance.
ELC and some camp programs will drop off and pick up at different entrances designated for those programs.
- All programs will be limited to parents/guardians and one other person to drop-off and pick-up program participants.

Group Size

- Group sizes will be limited to 10 people per designated area.
- Groups will remain with the same group throughout the instruction/rental. Groups may not mix/switch participants.
- Subs will also be designated to specific groups to decrease any cross interaction between programs.

Facility Space & Cleaning

- All programs will be assigned to a designated space(s) each day to mitigate any interaction with other groups and sharing of spaces. Any spaces that are shared throughout the day will be disinfected in-between each group using that area.
- During program room changes, HEParks staff deep clean and use sanitizing foggers to disinfect rooms and high touch surfaces.
- All communal water fountains in the facility are closed and not available.
- All toys, equipment and materials that are shared or used throughout the day will be sanitized daily.
- Hand sanitizing stations are located throughout the facilities.

Public Restroom

- Patrons/participants should use hand sanitizer prior to entering any restroom facility.
- All patrons/participants must thoroughly wash hands for at least 20 seconds prior to exiting restrooms.
- Restrooms are disinfected regularly throughout the day.

FAQ

- **Will you take patron's temperature before the start of the program each day?**
No, but we do ask if your child or any family members show illness symptoms that you please stay home.
- **How will we be cleaning toys and materials?**
All toys and materials will be fully sanitized before they are shared with the next participant by a bleach/water solution or our high-temp sanitizing dishwasher.
- **Will programs be going outside?**
Weather permitting, yes, we will be going outside with programs that are able to do so.
- **Are staff required to always wear face coverings/gloves around program participants?**
All staff are required to wear face coverings at all times. If they must have close contact with a participant or provide first aid, they will be required to wear gloves as well.
- **How will pick-ups and drop-offs work for programs?**
We will be using a carline with staff at curbside to meet program participants and sign each child in and out of the program.
- **Are there virtual offerings?**
Yes, HEParks has committed to offering a combination of unique virtual and in-person programs for everyone. Program offerings do change monthly based on changing guidelines and regulations. Digital brochures are available on our website to view all of our current offerings for in-person and virtual programs.
- **If more restrictions are lifted, will there be any changes to programs and what would be added to HEParks offerings?**
We are continually working on plans to enhance our programs. We will follow guidelines set forth by the Department of Public Health for the programs.
- **Will I be placed in programs with siblings?**
We will do our best to place siblings together when it is applicable. Some of our programming is age based, in that case, if siblings differ in those ages, they will not be placed together.
- **Does each program have specific guidelines as well?**
Yes, each of our programs will have guidelines that are specific to that program that must be followed upon participation. Those will be provided prior to the start of the program.

For more information please visit [HEParks.org/covid-19](https://heparks.org/covid-19)

Memorandum M20-069

To: Recreation & Facilities Committee
From: Craig Talsma, Executive Director
Brian Bechtold, Director Golf & Facilities
RE: Facilities Board Report
Date: June 16, 2020

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

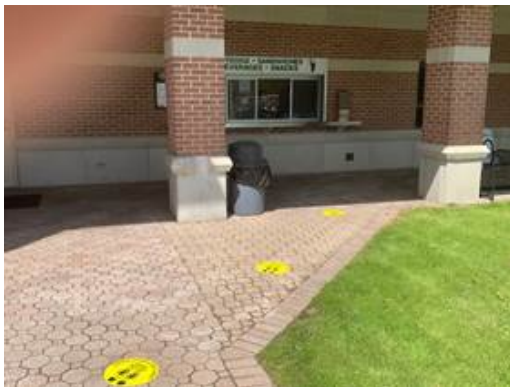
New Guidelines as of May 29th, 2020 - Subject to change per Governor's Executive Orders

- 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 1st Tee, 6th Tee, and 13th 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

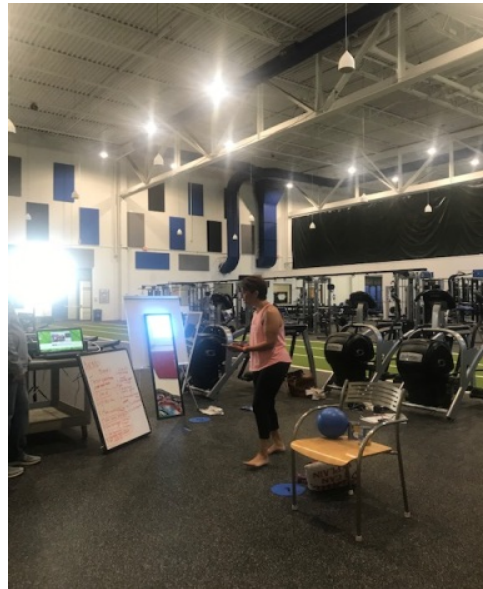
Household credit for future dues - \$25 Estimated (Value Based on Membership Type)

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. Stall 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.

May Membership Totals	<u>05/01/2020</u>	<u>05/31/2020</u>	<u>05/31/2019</u>	<u>YTD Var. +/-</u>
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.