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**MINUTES
RECREATION & FACILITIES COMMITTEE MEETING
June 16, 2020**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Recreation & Facilities Committee was held on June 16, 2020 at 7:32 p.m. remotely via ZOOM.

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

Absent: Comm Reps MacDonald and Wittkamp

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

Audience: President Kaplan, Commissioners R. Evans, Kilbridge, Kinnane, McGinn, Comm Reps Aguilar, Friedman, Wilson

2. Approval of Agenda:

Commissioner Chhatwani made a motion, seconded by Comm Rep Dressler to approve the agenda as presented.

On a Roll Call: Carried 5-0-2
Ayes: 5 Chhatwani, Dressler, Henderson, MacGregor, K. Evans
Nays: 0
Absent: 2 MacDonald, Wittkamp

3. Approval of the Minutes:

Commissioner Chhatwani made a motion, seconded by Comm Rep Henderson to approve the minutes of the February 18, 2020 meeting as presented.

On a Roll Call: Carried 4-0-1-2
Ayes: 4 Chhatwani, Dressler, Henderson, K. Evans

Nays: 0
Abstain: 1 MacGregor
Absent: 2 MacDonald, Wittkamp

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. **Facility Hours of Operation for Phase 4 and Phase 5 / M20-070**

Executive Director Talsma provided an overview of the Phase 3 guidelines of the Restore Illinois plan and how these guidelines are impacting facility operations. Based on the analytics of fitness center usage from April 2019 through March 13, 2020, as well as the COVID-19 restrictions on occupancy, staff is proposing new facility hours of operation for Phase 4 (temporary) and Phase 5 (permanent).

Commissioner K. Evans noted the usage for Saturday and Sunday appears to be the same for the TC fitness center and the hours of operation should reflect that. Executive Director Talsma agreed and confirmed the TC Proposed Hours for Sunday during the winter season will be adjusted to be open 7am-8pm instead of the proposed 7am-5pm.

Commissioner Chhatwani asked for clarification on the type of rentals that the facilities will be open for (i.e. ice rentals, real estate meetings, etc.). Executive Director Talsma explained the facilities will be open to all programming and rental opportunities. The fitness centers within the facilities will observe the hours being proposed; however, we won't remove someone from the fitness center if the rest of the facility is open due to a program or rental.

Commissioner Chhatwani asked how many people can be in a room during Phase 4. Executive Director Talsma noted we do not have the exact figures for Phase 4 because those have not been released just yet, but it is believed that the guidelines will be set based on a percentage of room capacity.

Executive Director Talsma noted it is anticipated there will be \$50,000 cost savings if we adhere to the proposed Facility Hours of Operation during Phase 4 and Phase 5.

Executive Director Talsma noted that the Board had decided to not open Seascapes and splash pads for this season. This is supported by the fact that open swim, water parks, and splash pads are not currently allowed under the Governor's Executive

Order. If this changes in Phase 4, staff would not be in a position to open Seascapes, the potential deficit to operate it would be approximately \$400,000, and by time it is available for public use, the season would be almost over. It would be impractical to open Seascapes, if allowed to do so in Phase 4.

President Kaplan asked about opening fitness centers and how staff will handle guest occupancy. Executive Director Talsma explained the process will be decided upon once we know what percentage of capacity is allowed during Phase 4. He added that at this point, we have some ideas that we are considering for how to manage occupancy. Director Bechtold explained if the percentage allowed is 25% or 50%, The Club is equipped to handle the standard number of guests that it normally handles and, while staff will be prepared to monitor the situation, The Club will likely not require a reservation system. For the smaller fitness centers, staff have looked at using a reservation system, but it may depend on demand; we may not need the reservation system. Staff are continuing to evaluate the options for monitoring fitness center occupancy for Phase 4.

Commissioner K. Evans asked if we have an app for a reservation system. Director Bechtold explained we have an app for a reservation system that has not been introduced to members yet. With all of the protocols that need to be followed for COVID-19 precautions, at this point in time, it does not feel appropriate to introduce the app reservation system to members as it may be overwhelming for them. If we choose to use a reservation system to monitor occupancy, we will utilize a phone-in reservation system.

Comm Rep MacGregor asked if staff will enforce time limits for patrons using the fitness centers. Director Bechtold explained that we are planning on swim reservations for the lap swim to be a maximum of 60 minutes. For the rest of The Club, we should not need to enforce a time limit.

Commissioner R. Evans asked about aquatic exercise programs at The Club. Director Bechtold explained in Phase 3, the aquatic exercise programs are considered indoor fitness classes and are not allowed. He added that for Phase 4, if we are allowed to do the aquatic exercise programs, we will offer those and book the necessary swim lanes through the reservation system for the class time(s).

Comm Rep Dressler made a motion, seconded by Commissioner Chhatwani to recommend the board approve the Facility Hours of Operation for Phase 4 and Phase 5 as outlined in M20-070 with the amendment to the hours for TC, and then WRC, The Club, and Seascapes as presented.

On a Roll Call: Carried 5-0-2
Ayes: 5 Chhatwani, Dressler, Henderson, MacGregor, K. Evans
Nays: 0
Absent: 2 MacDonald, Wittkamp

B. Rec Board Report / M20-068:

Director Kapusinski reviewed the report noting the last Recreation & Facilities Committee Meeting was held in February pre-pandemic. The June Board Report as presented is an update of all that has been done by the Recreation and C&M Department during the pandemic (mid-March through mid-June).

Director Kapusinski noted HEParks was at the forefront for offering virtual programming during the pandemic. The first virtual programming was offered in May. Starting in June, in-person classes were offered. She noted the hockey and figure skating programs have been very successful with full registrations. The other programs being offered are receiving increasing popularity.

Executive Director Talsma noted educational dance is allowed during this time and this was confirmed by the Illinois Department of Public Health (IDPH).

Director Kapusinski noted that full day childcare opened on June 8. Commissioner Kilbridge asked about evaluating the profit loss from opening and running daycare. Director Kapusinski explained that costs are being covered and numbers continue to grow.

Director Kapusinski added that staff created and offered themed “Camp in a Box” kits for families to pick-up and play with at home. The boxes offered crafts, activities, games, and recipes. She noted it was a big hit!

Director Kapusinski noted the C&M Department has been instrumental in providing the most up-to-date communication to the public during the pandemic as well as maintaining the website and social media, and processing the virtual videos.

Chairman K. Evans noted the Phase 3 Program & Facility Guidelines were well done (attached to M20-068).

Commissioner Chhatwani made a motion, seconded by Comm Rep Henderson to send the Rec Board Report M20-068 to the board as presented.

On a Roll Call: Carried 5-0-2
Ayes: 5 Chhatwani, Dressler, Henderson, MacGregor, K. Evans
Nays: 0
Absent: 2 MacDonald, Wittkamp

C. Facilities Board Report / M20-069:

Director Bechtold reviewed the report noting the last Recreation & Facilities Committee Meeting was held in February pre-pandemic. The June Board Report as presented is an update of all that has been done by the Facilities Department during the pandemic (mid-March through mid-June).

Director Bechtold noted the golf course has gone through many changes as the Restore Illinois Plan has unfolded and is doing very well with adapting to the evolving guidelines. He commended the C&M Department for their efforts with COVID-19 guidelines signage at the golf course. He added he has received positive feedback on the staff and how organized the facility has been through the revised payment structure and how they've enforced the guidelines at the facility/golf course.

Director Bechtold explained staff has been working with events to reschedule for 2021. Golf outings are being pushed back to later in the 2020 year.

Chairman K. Evans asked if masks are required while playing golf. Director Bechtold confirmed masks are not required while playing golf because players are able to social distance. Executive Director Talsma added face masks are not required for outdoor activities (i.e. golf, tennis, pickleball, etc.).

Comm Rep Dressler asked whether golf patrons can be required to stay on the cart path as much as possible. Director Bechtold explained if it is cart path only, it will deter our patrons from playing. Staff will continue their efforts to keep the course in good condition.

President Kaplan suggested adding signage to the course to reduce cart traffic on the grass. Director Bechtold explained a GPS message can be added to the golf carts as a reminder to players and it can be set to appear on the screen every two to three holes.

Chairman K. Evans asked about the golf intervals. Director Bechtold explained golf rounds are currently being offered in 12 minute intervals. It was noted that normal rounds are at eight and nine minute intervals.

Comm Rep MacGregor asked if cohabitants may share a golf cart. Director Bechtold confirmed players living in the same household may share a golf cart.

Commissioner R. Evans asked as grass starts to dry out, whether it is better for carts to stay in the fairways or stay in the rough. Director Bechtold and Director Hugen confirmed it is better to stay in the fairways. Executive Director Talsma noted that even when the course is wet, it is better to stay in the fairways rather than rough.

Commissioner R. Evans noted he has received very positive feedback about the golf course's method for ball retrieval out of the hole.

Commissioner Kinnane noted some patrons are disregarding the signage that instructs players to hit from the mats only at the driving range. Director Bechtold acknowledged that this is happening, that staff are able to monitor the situation from the cameras, and staff are instructed to speak with violators, if they see any.

Director Bechtold shared a video touring the changes at The Club. The video highlighted the work done during the renovation, the safety precautions that are being taken in response to the COVID-19 pandemic, and what to expect from the locker room renovation.

Comm Rep Dressler made a motion, seconded by Commissioner Chhatwani to send the Facilities Board Report M20-069 to the board as presented.

On a Roll Call: Carried 5-0-2
Ayes: 5 Chhatwani, Dressler, Henderson, MacGregor, K. Evans
Nays: 0
Absent: 2 MacDonald, Wittkamp

7. Committee Member Comments:

Commissioner Chhatwani noted The Club looks great. She commended the Recreation staff on their creativity with programming.

Comm Rep Henderson noted The Club looks wonderful. She thanked Director Kapusinski for the thorough Recreation Board Report.

Comm Rep Dressler commended and thanked staff for their efforts. She added the HE Chamber is going to hold their golf outing at Bridges Poplar Creek Country Club in September 2020.

Comm Rep MacGregor enjoyed the video tour of The Club. He thinks The Club looks great and he is looking forward to the reopening of the facility.

Chairman K. Evans noted he is impressed with everything that is being done both indoor and outdoor at the district. He looks forward to when more can be opened and more can be offered, pending the progress of the Restore Illinois Plan.

8. Adjournment:

Comm Rep Henderson made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 8:42 p.m.

On a Roll Call: Carried 5-0-2
Ayes: 5 Chhatwani, Dressler, Henderson, MacGregor, K. Evans
Nays: 0
Absent: 2 MacDonald, Wittkamp

Respectfully submitted,

Rec Committee
June 16, 2020 – Page 7

Craig Talsma
Secretary

Monica Logan
Executive Assistant