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**MINUTES
RECREATION & FACILITIES COMMITTEE MEETING
December 15, 2020**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Recreation & Facilities Committee was held on December 15, 2020 at 7:30 p.m. remotely via ZOOM.

Present: Chairman K. Evans, Commissioner Chhatwani, Comm Reps Beranek, Dressler, Henderson, Macdonald, MacGregor

Absent: None

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

Audience: President Kaplan, Commissioners R. Evans, Kinnane, McGinn; Comm Rep Aguilar (left 8:00)

2. Approval of Agenda:

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

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, Beranek, Dressler, Henderson, Macdonald, MacGregor, K. Evans

Nays: 0

Absent: 0

3. Approval of the Minutes:

Commissioner Chhatwani made a motion, seconded by Comm Rep MacGregor to approve the minutes of the October 20, 2020 meeting as presented.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, Beranek, Dressler, Henderson, Macdonald, MacGregor, K. Evans

Nays: 0
Absent: 0

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. 2021 ICAs for Tumbling Times, Inc., Illinois Shotokan Karate, Inc., and Options Basketball / M20-142:

Executive Director Talsma noted the annual approval for these one year Independent Contractor Agreements is brought to the Board because the payment back to the contractors is anticipated to exceed \$25,000.

Comm Rep Dressler asked if the contracts change from year-to-year. Executive Director Talsma confirmed the contracts are the same from year-to-year.

Commissioner Chhatwani made a motion, seconded by Comm Rep Dressler to recommend the Board approve of the 2021 Independent Contractor Agreements for Tumbling Times, Inc., Illinois Shotokan Karate, Inc., and Options Basketball.

On a Roll Call: Carried 7-0-0
Ayes: 7 Chhatwani, Beranek, Dressler, Henderson, Macdonald,
MacGregor, K. Evans
Nays: 0
Absent: 0

B. TopTracer Lease Agreement / M20-141:

Executive Director Talsma explained a few attorney revisions have been made to the contract, but nothing substantive has been changed to the content of the contract.

Director Bechtold provided an overview of the five year lease agreement noting the agreement covers the technology component of the Range Enhancement project. The package includes golf shot tracing and games, as well as two cameras and sensors installed which will cover all 10 bays. The cost for the equipment package is \$21,960/year. The payments will be made in equal payments of \$1,830/month.

Comm Rep Dressler asked if the monthly amount owed is only paid during the months that we are open. Director Bechtold confirmed for 2021 it will be from the

month following the opening month through December; however, for future years, it will be paid monthly from January through December.

Commissioner McGinn asked if the technology equipment will be outside year round. Director Bechtold confirmed yes, but noted a server room is required and it is already built into the plans as part of the building of the structure.

Commissioner R. Evans asked if the game package will be updated or added to as new programs are created over the next five years. Director Bechtold explained more games can be added to our package and all updates are included in our lease agreement. Commissioner Chhatwani asked if there will be additional fees for adding more games to the existing package. Director Bechtold confirmed adding more games is included in the existing package.

It was noted that the hardware is included in the lease agreement. Chairman K. Evans asked if wear-and-tear on the hardware is included in the agreement. Director Bechtold confirmed the wear-and-tear is included in the agreement, too.

Chairman K. Evans asked who is responsible for the cost of any vandalism. Executive Director Talsma explained that up to \$1,000 is covered by the District and anything greater than \$1,000 is covered by insurance.

Comm Rep Dressler asked about security of the system. Executive Director Talsma explained there are currently parking lot cameras at Bridges and those will be extended to cover the new range area. Director Bechtold noted that staff have spoken with the project's architect and expressed interest in having some type of way to close and secure the front side of the building included in the design of the structure.

Chairman K. Evans asked about moisture damage, or similar type of damage, and who would be responsible. Director Bechtold noted that would be covered under the maintenance agreement with TopTracer and they would be responsible for ensuring we are operational. Chairman K. Evans asked what to anticipate receiving at the end of the five year contract – i.e. new equipment. Director Bechtold explained we have the ability to automatically renew the lease or to evaluate a new system at the end of the five year contract.

Commissioner Chhatwani made a motion, seconded by Comm Rep Henderson to recommend the Board approve the lawyer-adjusted five year TopTracer Range Customer Agreement with an annual total of \$21,960.00 per year.

On a Roll Call:	Carried 7-0-0
Ayes:	7 Chhatwani, Beranek, Dressler, Henderson, Macdonald, MacGregor, K. Evans
Nays:	0
Absent:	0

C. Rec Board Report / M20-134:

Director Kapusinski thanked the Recreation Department staff for their efforts and continued flexibility.

Director Kapusinski highlighted the following:

- Private sports lessons are doing very well.
- The STAR program fluctuates with the changing guidelines and staff are adjusting accordingly.
- If the Tier 3 mitigation ends January 9, winter programs will be launched the week of January 18.

Comm Rep Dressler asked if there have been any issues with class capacity and how staff decide who makes the cutoff. Director Kapusinski explained that it hasn't been an issue; many of the parents expressed concerns about sending their children this fall, but noted they are interested in sending their children in 2021. She added, at this time, the classroom capacity is 17 children.

President Kaplan asked for clarity on plans for programming in January. Executive Director Talsma explained the District will follow the updated guidelines accordingly, if there are updated guidelines.

Chairman K. Evans asked about patron compliance with facemask rules in District fitness centers. Executive Director Talsma explained that for the most part, patrons are respectful of the rules. He added, on occasion, there has been some push back, but staff have been trained to be courteous and respectful while handling patrons who are not compliant.

Commissioner Chhatwani made a motion, seconded by Comm Rep Macdonald to send the Rec Board Report M20-134 to the Board as presented.

On a Roll Call: Carried 7-0-0
Ayes: 7 Chhatwani, Beranek, Dressler, Henderson, Macdonald,
MacGregor, K. Evans
Nays: 0
Absent: 0

D. Facilities Board Report / M20-133:

Director Bechtold highlighted the following:

- The TopTracer Agreement has been finalized. Staff has met with WT Group to begin the cost analysis and 3D rendering of the project.
- For golf rounds, it has been a very successful year despite being closed for two months. 2020 rounds were up over both 2018 and 2019. The range was very successful, too.

- The Hole-in-One contest was down due to the contactless procedure at beginning part of the season.
- The golf course was closed for the season on Thursday, December 10.
- The winterization process for the golf course has commenced.
- The Club is operating at 70% of normal usage during the week and 60% of normal usage on the weekends.
- The HIIT area is very successful and has received a lot of positive attention.

Comm Rep Dressler asked if patrons are offered a mask or the option to purchase a facemask when they arrive at the fitness center without one. Director Bechtold noted facemasks are offered for \$1 and face shields are offered for \$3.

Commissioner Chhatwani made a motion, seconded by Comm Rep Dressler to send the Facilities Board Report M20-133 to the Board as presented.

On a Roll Call: Carried 7-0-0
Ayes: 7 Chhatwani, Beranek, Dressler, Henderson, Macdonald,
MacGregor, K. Evans
Nays: 0
Absent: 0

7. **Committee Member Comments:**

Commissioner Chhatwani thanked staff for their continued efforts and wished everyone a safe and happy holidays.

Comm Rep Dressler commended staff for everything that has been accomplished and everything they continue to do.

Comm Rep MacGregor is finishing his first year of being a Community Representative and noted it has been a fantastic experience. He added he is very proud of the staff and all that is going on in the parks in the District.

Comm Rep Henderson wished everyone a safe and happy holiday season.

Comm Rep Macdonald commended staff on their efforts and for a good recovery with the golf course for this year. He added his family is looking forward to the Santa Drive By event.

Comm Rep Beranek noted it is nice to meet everyone.

Chairman K. Evans commended staff on persevering through the challenges that were presented this year. He wished everyone a happy holidays.

8. Adjournment:

Commissioner Chhatwani made a motion, seconded by Comm Rep MacGregor to adjourn the meeting at 8:06 p.m.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant