



1685 West Higgins Road, Hoffman Estates, Illinois 60169
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AGENDA
RECREATION & FACILITIES COMMITTEE MEETING
TUESDAY, FEBRUARY 16, 2021
7:30 P.M.
***Remotely via ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - January 19, 2021
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Aquatic Operations Update & Aquatics Manager Job Description / M21-011
 - B. School District 15 STAR Agreement / M21-012
 - C. Recreation Board Report / M21-018
 - D. Facilities Board Report / M21-017
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

**For access to remote meetings held via ZOOM, please email 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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**MINUTES
RECREATION & FACILITIES COMMITTEE MEETING
January 19, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Recreation & Facilities Committee was held on January 19, 2021 at 7:33 p.m. remotely via ZOOM.

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

Absent: Comm Rep Henderson

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

Audience: President Kaplan, Commissioners R. Evans, McGinn; Comm Rep Aguilar

2. Approval of Agenda:

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

On a Roll Call: Carried 6-0-1
Ayes: 6 Chhatwani, Beranek, Dressler, Macdonald, MacGregor, K. Evans
Nays: 0
Absent: 1 Henderson

3. Approval of the Minutes:

Comm Rep Dressler made a motion, seconded by Comm Rep MacGregor to approve the minutes of the December 15, 2020 meeting as presented.

On a Roll Call: Carried 6-0-1
Ayes: 6 Chhatwani, Beranek, Dressler, Macdonald, MacGregor, K. Evans
Nays: 0
Absent: 1 Henderson

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Rec Board Report and 4Q Goals / M21-002:

Director Kapusinski gave a brief overview of what staff were able to accomplish under the very strict COVID-19 restrictions. She highlighted the Santa Drive-by event and a Holiday Light event. Staff were able to offer private lessons and it was noted these were very successful especially for hockey, figure skating, and basketball.

Director Kapusinski provided an overview of what is allowed to be offered now that the region has moved to Tier 2. Registration for in-person classes and group lessons started today, January 19. Fitness remains the same with reservations required for fitness center use and face masks still required. We can allow facility rentals with small group size limitations. For sports, practices are allowed, but no games yet.

It was noted the Chicago Wolves are going to be playing their home games at the Triphahn Center and these are in addition to their normal practices. With this, there are very strict COVID-19 guidelines that must be enforced in order to ensure the safety of the players and hockey staff, which staff are happy to abide by. These games will be closed to fans.

Comm Rep MacGregor made a motion, seconded by Commissioner Chhatwani to send the Rec Board Report and 4Q Goals to the Board as presented.

On a Roll Call: Carried 6-0-1
Ayes: 6 Chhatwani, Beranek, Dressler, Macdonald, MacGregor,
K. Evans
Nays: 0
Absent: 1 Henderson

B. Facilities Board Report and 4Q Goals / M21-001:

Director Bechtold noted that despite being closed for approximately two months due to the COVID-19 pandemic, the golf course did very well this year hosting over 10% more than the number of rounds hosted in 2019. Director Bechtold noted the golf course has been closed for the season and the winterizing process has been completed.

Director Bechtold and staff have been working with WT Engineering on the plans for the Range Enhancement project.

Director Bechtold noted The Club facility usage is at approximately 72% of normal usage for this time of year. The Club staff continue to enforce the facemask rules at the fitness center despite receiving some kickback from a couple patrons.

In regards to moving into Tier 2 today, Director Bechtold noted group fitness classes have started with a cap of 10 people. He added pickleball has started again and other rentals such as non-contact basketball skills sessions have started, too.

Commissioner Chhatwani asked if the fitness center staff will start to take the temperature for each patron before they enter the facility. Executive Director Talsma noted PDRMA has advised that we do not take the temperatures of patrons.

It was noted aquatic classes will be starting and reservations will need to be made on the MyZone app. The activity pool is available for reservations up to 10 people per reservation window.

Comm Rep MacGregor made a motion, seconded by Commissioner Chhatwani to send the Facilities Board Report and the 4Q Goals to the Board as presented.

On a Roll Call:	Carried 6-0-1
Ayes:	6 Chhatwani, Beranek, Dressler, Macdonald, MacGregor, K. Evans
Nays:	0
Absent:	1 Henderson

7. **Committee Member Comments:**

Comm Rep MacGregor is excited to be using the dog park pass at Freedom Run.

Comm Rep Dressler thanked Director Kapusinski and Missy Motyka-Ciavarella for the private skating lessons for her granddaughter, noting it meant a lot to her and her granddaughter.

Comm Rep Macdonald noted the Santa Drive-by event was great and thanked staff for a job well done.

Chairman K. Evans noted the Mayor's Luncheon will be held on March 3 and is hoping for HEParks representation at the event. He commended staff on a nice job for keeping up to-date with the COVID-19 guidelines.

Commissioner Chhatwani commended staff on offering great programs to the community and being proactive. She added 2021 is going to be a great year and thanked staff for all they do!

8. Adjournment:

Commissioner Chhatwani made a motion, seconded by Comm Rep Dressler to adjourn the meeting at 8:02 p.m.

On a Roll Call: Carried 6-0-1
Ayes: 6 Chhatwani, Beranek, Dressler, Macdonald, MacGregor, K. Evans
Nays: 0
Absent: 1 Henderson

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant

MEMORANDUM M21-011

TO: Recreation & Facilities Committee
FROM: Craig Talsma, Executive Director
Alisa Kapusinski, Director of Recreation
Brian Bechtold, Director of Golf & Facilities
RE: Aquatic Operations Update & Aquatics Manager Job Description
DATE: February 16, 2021

Background:

In late September, staff researched the option of using an outside contractor, Jeff Ellis Management (JEM), to oversee the aquatic operations at Seascope for summer 2021 and the indoor swim lesson programs at The Club.

Since the Board approval of including JEM management of our aquatic services in the 2021 budget, staff has been working to finalize the contracts between JEM and HEParks.

Implications:

HEParks' attorney, Adam Simon, reviewed and submitted required changes to the Seascope contract and The Club contract.

After multiple discussions between JEM and staff, JEM respectfully declined the request to make the contract edits that our attorney proposed; most notably, the edits to the Indemnification and Liability sections of the contracts.

In addition, despite the uncertainty of COVID-19 guidelines regarding aquatic operations for summer 2021, JEM is still asking for payment in full for their management fees, insurance and start-up costs. These costs could negatively impact our budget if a mandate were to be enforced requiring the closure of our aquatic operations mid-season.

After careful consideration, staff determined that it would be best to resume the aquatic operations internally with complete control of the financial implications, as well as direct control of staffing and costs associated.

With the operations resuming internally, a full-time Aquatic Manager position needs to be filled. This position will oversee the entire Seascope operation, as well as swim lesson programming at Seascope and The Club. The Aquatics Manager will be required to have or obtain the Lifeguard Instructor Certification as this position will be responsible for lifeguard trainings.

The Aquatics Manager job description is attached for your review.

The costs associated with hiring the full-time Aquatics Manager and all part-time personnel will be within the budgeted amount allocated for the JEM contractual services.

The following budget transfers are being proposed due to the determination to operate the outdoor pools in-house versus contracting the lifeguard, lessons and maintenance portions. Transfers of expenses between line items in the appropriations ordinance are permissible so long as the amount transferred does not exceed 10% in aggregate of the total amount appropriated in such fund.

department	Dept Description	account	accountDescription	2021 Original Budget	2021 Adjusted	Difference
80-5000	LESSONS	4000	SWIM LESSON REVENUE		\$21,500	\$21,500
80-5000	LESSONS	6100	SWIM LESSON WAGES		(\$14,400)	(\$14,400)
80-5000	LESSONS	7020	FICA EXPENSE		(\$1,102)	(\$1,102)
80-7000	PAYROLL	6000	FULL TIME WAGES		(\$31,500)	(\$31,500)
80-7000	PAYROLL	6020	PART TIME CUSTODIAL WAGES		(\$33,000)	(\$33,000)
80-7000	PAYROLL	6040	PART TIME OT CUSTODIAL WAGES			\$0
80-7000	PAYROLL	6100	PART TIME MANAGER WAGES		(\$30,820)	(\$30,820)
80-7000	PAYROLL	6110	DESK STAFF WAGES	(\$9,000)	(\$9,000)	\$0
80-7000	PAYROLL	6130	LIFEGUARD WAGES	\$0	(\$189,909)	(\$189,909)
80-7000	PAYROLL	7020	FICA EXPENSE	(\$689)	(\$22,405)	(\$21,716)
80-7000	PAYROLL	7050	IMRF EXPENSE		(\$2,520)	(\$2,520)
80-7100	EMPLOYEE BENEFITS	5000	HEALTH INSURANCE			\$0
80-7100	EMPLOYEE BENEFITS	5020	UNIFORMS		(\$4,500)	(\$4,500)
80-7200	EDUCATION/TRAINING	5010	STAFF TRAINING		(\$13,500)	(\$13,500)
80-7300	CONTRACTED SERVICES	5000	PROFESSIONAL SERVICES	(\$294,128)		\$294,128
80-7300	CONTRACTED SERVICES	5010	DISPOSAL	(\$1,300)	(\$1,300)	\$0
80-7300	CONTRACTED SERVICES	5020	ALARM	(\$1,320)	(\$1,320)	\$0
80-7300	CONTRACTED SERVICES	5040	CUSTODIAL SERVICES	(\$28,863)		\$28,863
80-7500	SUPPLIES	5020	MAINTENANCE SUPPLIES		(\$1,525)	(\$1,525)
80-7500	SUPPLIES	5030	POOL CHEMICAL SUPPLIES	(\$18,000)	(\$18,000)	\$0
80-7500	SUPPLIES	5100	POOL SUPPLIES	(\$8,175)	(\$8,175)	\$0
80-7600	PROFESSIONAL DUES/SUBSCRIP	5000	DUES & SUBSCRIPTIONS			\$0
80-7900	ADVERTISING/PROMOTIONAL	5000	ADVERTISING			\$0
80-8000	UTILITIES	5000	ELECTRICITY	(\$18,500)	(\$18,500)	\$0
80-8000	UTILITIES	5010	NATURAL GAS	(\$20,000)	(\$20,000)	\$0
80-8000	UTILITIES	5020	WATER	(\$33,000)	(\$33,000)	\$0
80-8000	UTILITIES	5030	TELEPHONE	(\$6,720)	(\$6,720)	\$0
80-8100	EQUIPMENT	5000	POOL EQUIPMENT	(\$13,175)	(\$13,175)	\$0
				(\$452,870)	(\$452,870)	(\$0)

Staff Recommendation:

Staff recommends the Recreation & Facilities Committee recommends to the Board the approval of the Aquatics Manager job description and the proposed budgetary transfers.

HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Aquatic Manager
JOB CLASSIFICATION: IV - EXEMPT

Function

The Aquatic Manager is responsible for the planning, operation, organization and evaluation of Seascope Family Aquatic Center and swim lesson programs with the Hoffman Estates Park District at Seascope and The Club.

Supervision Received

Work is performed under the direct supervision of the Superintendent of Recreation.

Supervision Exercised

The Aquatic Manager directly supervises the aquatic staff including managers, lifeguards and swim instructors.

Essential Functions/Responsibilities

A. Administration

1. Prepare and implement specific facility and program budgets within adopted guidelines.
2. Research, analyze, review, recommend and interpret program fees and appropriate policies.
3. Develop and implement goals and objectives for assigned areas of responsibility.
4. Research, plan, develop, implement and evaluate programs as proposed and approved.
5. Monitor and review appropriate financial reports.
6. Work with Communications & Marketing department to promote programs.
7. Purchase and maintain inventory of supplies and merchandise as required and within adopted guidelines.
8. Utilize recreation and financial software programs.
9. Attend professional educational training and remain informed on current trends and issues in related responsibilities.
10. Prepare and present written and verbal reports as assigned.
11. Work a flexible schedule, including nights, weekends and holidays as needed.
12. Work assigned special events.
13. Meet uniform and appearance standards.
14. Perform all other duties as assigned.

B. Personnel Management

1. Direct supervision including recruitment, selection, hiring, training, evaluation and dismissal according to policies of the designated positions.
2. Conduct appropriate aquatic, first aid and safety training for staff.
3. Conduct appropriate customer service training for staff.

4. Establish personnel quality control systems for ensuring customer satisfaction.
5. Maintain accurate payroll and personnel records.

C. Planning

1. Evaluate customer and community interests and assess needs; make recommendations on future programs.
2. Plan and implement capital repairs and improvements for equipment according to adopted guidelines.
3. Submit appropriate program reports as requested or as need requires.
4. Develop and implement appropriate Master Plan objectives.

D. Program Management

1. Research, plan, develop, implement and evaluate programs as proposed and approved.
2. Prepare appropriate budget, marketing and staffing schedules.
3. Develop new and innovative programs where need exists.
4. Review and modify existing programs to meet current and future community needs.

E. Public Relations

1. Develop and maintain effective internal and external public relations with staff, customers, press (as needed), vendors, other agencies and the community.
2. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals.
3. Encourage and maintain inter-departmental communications within the District through meetings and written correspondence.
4. Develop and maintain high standards of quality for customer service.
5. Handle community member's questions, concerns, and suggestions.

F. Marketing

1. Develop marketing plans for programs.
2. Evaluate and revise marketing plans on a regular basis.
3. Develop and implement appropriate user surveys for marketing purposes.
4. Prepare accurate and appropriate program information for seasonal brochures and other public information.

G. Safety, Health and Loss Control

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. React calmly, quickly and correctly for all aquatic rescues and emergencies.
3. Lifeguard Certification from current program used by Park District.
4. Lifeguard Instructor Training Certification from current program used by Park District.
5. Ability to comply with all Health Department requirements.
6. Be familiar with the Employee Safety Manual.
7. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
8. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District.

Marginal Functions/Responsibilities

1. Travel to various locations to observe the operation of programs, facilities and services.
2. Communicate with residents, employees and vendors via telephone.
3. Use a computer keyboard to develop plans, reports and correspondence.

Physiological Considerations

1. The employee must be able to spend up to 30% of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.

Environmental Considerations

1. The employee will perform responsibilities indoors and outdoors.
2. Indoor considerations include lighting and temperature.
3. Outdoor considerations include sun, inclement weather and temperature fluctuations.

Cognitive Considerations

1. The employee must be able to follow direction given by the supervisor and complete responsibilities as described.
2. The employee must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. The employee must use good judgment.

Psychological Considerations

1. The employee must be able to handle questions, complaints and concerns from the public in a professional manner.
2. The employee must be able to work with coworkers.
3. The employee must be able to handle crisis situations.
4. The employee must be able to respond to deadlines.

Requirements

1. Current Certified Park and Recreation Professional (CPRP) status or eligible to acquire within one year of hiring.
2. Aquatic Facility Operator, or similar certification, within one year of hiring.
3. Strong ability to swim, lifeguard, teach swim lessons and conduct training classes.
4. Skills in supervisory techniques, leadership, program development.
5. Ability to develop comprehensive programs for all ages.
6. Ability to identify and interpret community needs and demographics, economic structure and interests in order to develop programs to meet these needs.
7. Must have valid Illinois Driver's License.

Experience

1. A minimum of two years' programming and aquatic experience required.
2. Knowledge of Starguard or Ellis lifeguard program, preferred.

Education

1. Bachelor's Degree required in Recreation, Education, Business or other related field.

Revised 2.9.21 AK

MEMORANDUM M21-012

TO: Recreation & Facilities Committee
FROM: Craig Talsma, Executive Director
Alisa Kapusinski, Director of Recreation
RE: School District 15 STAR Agreement
DATE: February 16, 2021

Background:

In the 1990's through 2005, HEParks operated the before & after school program, called CARE, at two District 15 schools: Thomas Jefferson (TJ) and Frank C Whiteley (FCW). The Willow Recreation Center (WRC) was used as an overflow site once TJ and FCW enrollment was at capacity.

In 2005, the agreement ended between District 15 and HEParks. District 15 continued operation of TJ and FCW, and HEParks independently operated WRC. At some point, the operation of TJ and FCW was transferred to Palatine Park District.

HEParks currently operates the STAR before & after school program at WRC for TJ and FCW families who either can not get into the on-site program or prefer the WRC location over the on-site program. In addition, HEParks operates STAR at six District 54 schools: Armstrong, MacArthur, Lakeview, Fairview, Lincoln Prairie and Muir.

In January 2020, staff met with the new administration of District 15 to discuss current contracts, as well as facility space and the opportunity to resume operation of the before & after school program at TJ and FCW for the 20/21 school year. The current contract between Palatine Park District and District 15 expires in 2021, so the school district asked if we could wait one year to resume the conversation of the before & after school operation.

Implications:

Staff resumed conversations with District 15 administration in early January 2021 to return the operation of the on-site before & after school program at TJ and FCW for the 21/22 school year.

Palatine Park District will transition the operation of the program that includes program registration, staffing, and program curriculum planning. Registration for the 21/22 school year opens March 1 with school starting mid-August 2021.

District 15 will charge HEParks a per diem rate of \$53/day per site for the use of their school space. This daily fee will be covered within the program expense through the tuition fees the students pay. The revenue and expenses are not in the 2021 budget, but the revenue will offset the expenses for the program. Current enrollment for STAR is low due to the pandemic, but the before & after school program at TJ is typically 35 in after-school care and FCW is typically 20 in before-school and 45 in after-school.

As this in an initial Intergovernmental Agreement between HEParks and School District 15, the agreement is being presented to the Recreation & Facilities Committee and the Board. In the future, the Executive Director will authorize the annual renewal of this agreement. The agreement does state that the annual renewal must be determined by March 1 for each renewal term.

By operating the before & after school program at TJ and FCW, HEParks is now able to provide the needed care to our Hoffman Estates residents year round through the school year care and summer camps.

Staff Recommendation:

Staff recommends the Recreation & Facilities Committee recommend to the Board the approval of the Intergovernmental License Agreement with School District 15 for the operation of a before & after school STAR program dated July 1, 2021 – June 30, 2022.

**INTERGOVERNMENTAL LICENSE AGREEMENT FOR
THE OPERATION OF A BEFORE AND AFTER SCHOOL STAR PROGRAM**

This Intergovernmental License Agreement for the Operation of a Before and After School STAR Program (“Agreement”) is entered into as of the date of the last party to sign below, by and between the Board of Education of Community Consolidated School District No. 15, Cook County, Illinois (“School District”), and the Hoffman Estates Park District (“Park District”). The School District and Park District are hereinafter sometimes referred to individually as a “Party,” and collectively as the “Parties.”

WHEREAS, the School District and the Park District desire to cooperate in expanding public recreational opportunities to the community by providing quality before and after school child care for the students who are enrolled in those schools listed in Exhibit A (the “Schools”) and can benefit from structured recreational activities before and after the regular school day; and

WHEREAS, the Park District agrees to operate a before and after school care program at the Schools on the terms and conditions hereinafter set forth; and

WHEREAS, the School District desires to grant the Park District a license to operate the before and after school care program; and

WHEREAS, the School District and the Park District have the authority to enter into this Agreement pursuant to the *Intergovernmental Cooperation Act*, 5 ILCS 220/1 *et seq.*, and Article 7, Section 10 of the Constitution of the State of Illinois.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Park District Responsibilities. The Park District agrees to perform the following duties and responsibilities:
 - a. Establish and operate a before and after school child care program, which shall be referred to as STAR, at the Schools (the “Program”), which shall be open to all students who are enrolled in grades kindergarten through sixth grade at the Schools.
 - b. Provide quality staff to perform child care services for the Program and who have all the necessary training, licenses and certificates required to provide the services for the Program.
 - c. Should the Park District choose not to operate the Program during any school year due to low enrollment, the Park District must provide written notice to the School District of its intent to not operate the Program either for that school year overall or for any particular school to the extent of the Parties agreement. Such written notice from the Park District of its intent not to operate the program must be received by the

School District no later than July 15th prior of the Initial Term or any subsequent Renewal Terms. Should the Park District fail to provide such notice by this date, it will be obligated to operate the Program overall or for any particular school, in accordance with this Agreement, for the full school year regardless of enrollment. If the Park District chooses not to operate the Program, either overall or at any particular School, the School District may contract with another entity to operate a similar program. The Park District agrees that such use of the Schools by a third party shall not constitute a breach of this agreement or any other agreement between the School District and Park District.

- d. Provide all necessary materials for a successful and age-appropriate program.
- e. Establish and collect program registration fees sufficient to at least offset direct program expenses. The Park District shall retain all program revenue.
- f. To reimburse the School District for the costs it will incur as a result of this Agreement (including custodial costs and other miscellaneous costs), the Park District shall pay the School District a per diem fee, per School, in the amount of \$53.00, in the Initial Term, for each day that the Program is in session. The School District will invoice the Park District on a quarterly basis.
- g. Ensure that each Program staff member undergoes a criminal background check, in accordance with *School Code* Section 10-21.9(f), 105 ILCS 5/10-21.9(f), and the *Park District Code* Section 8-23, 70 ILCS 1205/8-23, prior to beginning work in the Program. The Parties agree to cooperate fully, and to execute and deliver any and all necessary documents and take all additional actions which may be necessary or appropriate, in order to facilitate the Park District's compliance with this subparagraph 1.g. To the extent the School District performs any fingerprint criminal background checks for Program staff members, the School District shall invoice the Park District quarterly for the actual cost of any such background checks of its employees. For the Initial Term, the costs of such background checks is anticipated to be of \$50.00 per background check.
- h. Comply with all applicable federal, state, county, and local laws, ordinances, rules, and regulations, including but not limited to: (i) student confidentiality laws such as the *Illinois School Student Records Act*, the *Illinois Mental Health and Developmental Disabilities Confidentiality Act*, and the federal *Family Educational Rights and Privacy Act*, and all rules and regulations governing the release of student records and medical records; and (ii) obtaining all necessary licenses and approvals to operate the Program.
- i. The Park District shall be responsible for the cost of any repairs necessitated by acts or omissions of their own employees, agents or invitees. In the event of such damages or repairs, the Park District shall promptly report the issue to the School District and reimburse the School District for the full cost of repair, at the School District's

option, ordinary wear and tear excepted. The Park District will not be permitted to make any alterations or improvements to the Schools without the explicit written permission of the School District.

- j. Comply with any and all COVID-19 related requirements as directed by the School District, or required by applicable law or guidance. This includes, but is not limited to, requiring symptom certifications from students and staff as approved by the School District, requiring all staff exhibiting symptoms to stay home or leave the School, requiring students and staff to wear protective equipment (i.e., facemasks, face shields, etc.), enforcing social distancing standards, following required cleaning protocols, and any and all other requirements as may be imposed by the School District from time to time. Compliance with this section shall be at the cost of the Park District.
 - k. At least once per year, the Park District shall provide inspections of all playgrounds at the Schools by an individual who has been qualified as a Certified Playground Safety Inspector by the National Recreation and Park Association. Such inspections shall be conducted in accordance with the guidelines, best practices, and standards of the National Program for Playground Safety. The Park District will supply the School District with a report of findings including recommendations to remedy hazards. The Park District will also conduct periodic inspections throughout the year.
 - l. The Park District shall provide priority registration benefits to all interested School District staff who reside within the School District's boundaries.
2. School District Responsibilities. The School District agrees to perform the following duties and responsibilities:
- a. Provide space for the Park District as detailed in Exhibit B. Notwithstanding the foregoing, the School District has the right to provide reasonable alternate space for the Program in order to effectively accommodate other School District or program needs.
 - b. Provide the Park District staff with access to the Schools thirty (30) minutes prior to the morning and afternoon sessions and fifteen (15) minutes after the morning and afternoon sessions end or until all children have been picked up.
 - c. Provide utilities and operational maintenance of the assigned program space and custodial services to maintain a safe and clean program environment.
 - d. Comply with all applicable federal, state, county, and local laws, ordinances, rules, and regulations, including but not limited to all laws, ordinances, rules and regulations pertaining to the operation of a public school, as such relates to this Agreement.

3. Term and Termination. The term of this Agreement shall commence on July 1, 2021, and shall terminate on June 30, 2022 (“Initial Term”). The Parties may renew this Agreement for additional one-year terms (a “Renewal Term”) by mutual written agreement, to be provided by March 1st of the Initial Term or any Renewal Term. At the time of renewal, the Parties shall negotiate the per diem fee for each Renewal Term.
4. Annual Meeting. The Parties shall meet annually to discuss the Program during the Initial Term and each Renewal Term.
5. Program Hours. The Program’s morning and afternoon sessions shall operate during the hours provided on Exhibit B on all days when the Schools are in session. For any days when the Schools are operating on an adjusted student schedule (including remote learning), the Program will operate as mutual agreed upon by the Parties.
6. Employment and Supervision. All Program staff members are and will remain employees of the Park District rather than the School District. The Park District shall be responsible for the payment of salaries and benefits, and the evaluation, supervision and direction of Program staff members. Notwithstanding the foregoing, the School District may request that the Park District remove a staff member from the Program if, in the School District’s reasonable opinion, the staff member is not performing in compliance with the School District’s policies and/or standards of conduct, and the School District determines, in its sole discretion, that the individual poses a risk to students or a disruption to School District operations. In such event, the School District shall notify the Park District of this determination in writing, and such employee must be immediately removed as a staff member in the Program. It remains the responsibility of the Park District alone, as the employer of such staff member, to make a determination about the employment status of such individual. The Park District shall be responsible thereafter for replacing him or her as soon as is reasonably practicable.

The Deputy Superintendent shall serve as the School District’s liaison for the Program. The Park District shall appoint a coordinator for the Program and site directors for each of the Schools. The Park District’s Program coordinator shall provide the Deputy Superintendent with the names and contact information for all site directors and provide updates to the list as needed. The site directors shall be responsible for the respective programs and activities at the Schools and other aspects related to the operation of the Program at their sites.

7. School District Property. Any property provided by the School District to the Park District for the operation of the Program, including any keys and school identification badges, must be signed out by the responsible Park District representatives and returned to the School District at the end of each school year or immediately upon request.
8. Third Party Beneficiaries. This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a

party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

9. Indemnification. The Park District agrees to indemnify, defend, and hold harmless the School District, its individual Board members, administrators, employees, volunteers and agents (“School District Indemnitees”) from and against any and all claims, demands, actions, liabilities, damages, costs and expenses (including reasonable attorney’s fees and court costs) arising from or in connection with the Park District’s activities under this Agreement and any breach of this Agreement, except to the extent that said claims, demands, actions, liabilities, damages, costs and/or expenses have been caused by the negligent or intentional misconduct of the School District Indemnitees.

The School District shall defend, indemnify and hold harmless the Park District, its park commissioners, officers, employees and agents (“Park District Indemnitees”) from and against any and all liabilities, claims, losses, costs, damages and expenses of every nature whatsoever, including without limitation reasonable attorneys’ fees and court costs (collectively, “Claims”), suffered, incurred or sustained by any Park District Indemnitees, including, without limitation, liabilities for the death of or injury to any person or the loss, destruction or theft of or damage to any property, arising from or in connection with the School District Indemnitees, or any other person acting on their behalf or with their authority or permission or as a result of School District’s breach of any provision of this Agreement, except to the extent that said claims, demands, actions, liabilities, damages, costs and/or expenses have been caused by the negligent or intentional misconduct of the School District Indemnitees.

In the event of any injury to any person occurring at a School while any Park District employees are present, whether or not during the hours of operation of the Program, the Park District shall provide immediate notice to the Deputy Superintendent (or his/her designee).

10. Insurance. Each Party shall obtain and maintain in full force and effect during the term of this Agreement, or any extension thereof, (a) Commercial General Liability Insurance with limits of not less than \$2,000,000 per occurrence, a general aggregate limit of not less than \$2,000,000, and umbrella coverage with limits not less than \$2,000,000; (b) Worker’s Compensation Insurance in the statutory amounts and Employer’s Liability Insurance with limits of at least \$500,000 each accident for bodily injury by accident and each employee for bodily injury by disease; and (c) Commercial Automobile Liability Insurance with limits of not less than \$1,000,000 combined single limits for bodily injury and property damage, on all vehicles owned or operated for purposes of the Program. Each Party’s General Liability insurance policy and the Park District’s Automobile Liability insurance policy shall name the other Party’s indemnitees identified in Paragraph 8 as additional insureds on the above-required policies. The Park District also agrees to obtain and maintain in full force and effect statutory Workers’ Compensation Insurance. All policies, with the exception of Workers’ Compensation, must be on an occurrence basis, not a claims made basis.

The minimum insurance coverage specified in this Paragraph 10 may be provided by self-insurance, participation in a risk management pool, commercial policies of insurance, or a combination thereof. Prior to the commencement of this Agreement or any extensions thereof, and upon request of either Party, each Party shall furnish the other Party with the above-described Certificates of Insurance and applicable policies and endorsements thereto, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

11. Governing Law and Severability. This Agreement shall be construed in accordance with the laws of the State of Illinois. If any provision of this Agreement is invalid or unenforceable, the remainder of the Agreement shall not be affected thereby and each remaining term, covenant or condition of the Agreement shall be valid and enforceable to the fullest extent permitted by law.
12. No Waiver of Tort Immunity. Nothing contained in this Agreement shall be construed or deemed to diminish or constitute a waiver or relinquishment by any Party of the rights, privileges, defenses and immunities available or afforded to it under the *Illinois Local Governmental and Governmental Employee's Tort Immunity Act* or under other State statutes affording similar protections.
13. Notice. Notices shall be deemed properly given hereunder if in writing and either hand delivered, sent by United States certified mail, return receipt requested, postage prepaid, or sent by overnight delivery, to the Parties at their respective addresses provided below, or as any Party may otherwise direct in writing to the other Party from time to time:

If to School District:

Community Consolidated
School District No. 15
580 North First Bank Drive
Palatine, Illinois 60067
Attn: Superintendent

If to Park District:

Hoffman Estates Park District
1685 W. Higgins Rd.
Hoffman Estates, Illinois 60169
Attn: STAR Coordinator

Notices sent by certified mail or overnight delivery shall be deemed delivered on deposit in the mail, and notices hand delivered shall be deemed given on the date of delivery.

14. Entire Agreement. This Agreement contains the entire agreement between the Parties with respect to the use of the Schools in connection with the Program and cannot be modified except in a writing, dated subsequent to the date hereof and signed by all Parties.
15. No Joint Venture. Nothing in this Agreement shall be deemed to create any joint venture or partnership between the Parties. Neither the Park District nor School District shall have the power to bind or obligate each other except as to the extent expressly set forth in this Agreement. Neither the Park District nor its individual employees, contractors, officers, or volunteers shall be deemed employees or agents of the School District, nor shall the Park

District represent or hold out any of its programs or activities as being conducted, sponsored or otherwise approved by the School District.

16. Sublicense and Assignment. The Park District shall not sublicense, assign or delegate this Agreement or any part thereof without the prior written consent of the School District, which may be withheld in its sole discretion.
17. Authority. The individual officers of Park District and School District who have executed this Agreement represent and warrant that they have the full power and lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective governing boards.
18. Multiple Counterparts. This Amendment may be executed in counterparts, each of which shall be an original but all of which taken together shall constitute but one and the same instrument. In the event any signature is delivered by facsimile or by e-mail delivery of a scanned PDF file, such signature shall create a valid and binding obligation of the Party with the same force and effect as if the facsimile or scanned PDF signature page were an original thereof.
19. Existing Agreement. The Parties agree that this Agreement takes precedence over any other existing agreements between or among the Parties concerning the use of facilities.

[Signature Page Follows]

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the Park District and the School District have caused this Agreement to be executed on the date(s) set forth below.

BOARD OF EDUCATION OF
COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 15

HOFFMAN ESTATES PARK DISTRICT

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

Attest: _____

Attest: _____

Its: _____

Its: _____

Date: _____

Date: _____

EXHIBIT A
Community Consolidated School District No. 15
Schools included in Hoffman Estates Park District STAR Program

1. Frank C. Whitely Elementary School (“FCW”)
4335 Haman Avenue
Hoffman Estate, IL 60192

2. Thomas Jefferson Elementary School (“TJ”)
3805 Winston Drive
Hoffman Estates, IL 60192

Exhibit B
STAR Program Times and General Room Use

SCHOOL	AM START TIME	AM END TIME	MON - THU PM START TIME	FRIDAY PM START TIME	PM END TIME	ROOM USED	ROOM USED	ROOM USED
FCW	6:45 AM	8:45 AM	3:25 PM	2:35 PM	6:00 PM	Art Room	Gym	Kindergarten Room for 30-45 min for homework
TJ	6:45 AM	7:45 AM	2:15 PM	1:30 PM	6:00 PM	Room 109	Gym	

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MEMORANDUM NO. M21-018

TO: Recreation & Facilities Committee
FROM: Craig Talsma, Executive Director
Alisa Kapusinski, Director of Recreation
RE: Recreation & Communications/Marketing Board Report
DATE: February 16, 2021

Recreation Division



In January, Region 10 moved from Tier 3 mitigation guidelines into Tier 2, followed quickly into Tier 1, and then finally to regular Phase 4. The biggest change these guidelines brought to operations was the return of group programs. In late November and all of December, only private lessons were allowed, so the return of group programs was a positive change for the District. The Recreation team, with the support of the C&M team, acted quickly to launch all group programs and produce the latest winter 2021 Seasonal Brochure for the community.

In addition to group programming, the state also revised the All Sports Policy. These guidelines determine what risk level each sport is considered and what is allowed within each sport. Hockey, which is high risk, originally was only allowed practices – no scrimmages or games. With the new guidelines, hockey (which still remains as high risk) now is allowed to have scrimmages and games. Another sport impacted by the new guidelines is basketball which is in the high risk category, as well.



Triphahn Center



Willow Recreation Center

Triphahn Center Fitness

Membership	<u>01/31/2020</u>	<u>01/01/2021</u>	<u>01/31/2021</u>	<u>2021 YTD Var. +/-</u>
Total	802	509	510	+1

Of the 510 members, there were 204 unique members who visited in January. Virtual group fitness was offered in January for 12 participants.

Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>01/31/2020</u>	<u>01/01/2021</u>	<u>01/31/2021</u>	<u>2021 YTD Var. +/-</u>
Fitness	272	93	94	+1
Racquetball	63	52	46	-6
Total	335	145	140	-5

Out of the 94 fitness members, there were 41 unique visitors this month.



Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>01/31/2020</u>	<u>01/01/2021</u>	<u>01/31/2021</u>	<u>2021 YTD Var. +/-</u>
Total	682	586	536	-50



General Programs

General Programs:

Program	Participants
Baton & Poms	24
A&A Music (piano & guitar)	2
Palatine Choir	5
Shotokan Karate	43
Tae Kwon Do	16
Gymnastics	28

Dance

- During January, we continued our private dance lessons and it was a huge hit. We saw over 75% of our private lessons fill up. 37 lessons (out of 48 timeslots) were filled.
- The Winter/Spring recital session will begin in February and we hope to still have a really successful season.



50+ Club

All 50+ programs and drop-in programs resumed on January 22 once COVID-19 guidelines were lessened.



Early Childhood

There are 23 children enrolled in the ELC program; there is an increase of five students since last month. When the program re-opened in June, there were eight students, so it is nice to see growth over these past six months. Natalie has begun creating “commercials” and other “day in the life” videos to promote the program.

The part-day preschool program continues to promote mid-year enrollment. Registration for the 21/22 school year opens in early February. Many tours are being scheduled for a fall start.

19-20 TC		20-21 TC		+/-	19-20 WRC		20-21 WRC		+/-
Threeschool	14	Threeschool	0	-14	Threeschool	5	Threeschool	0	-5
2's Playschool	30	2's Playschool	6	-24	2's Playschool	24	2's Playschool	0	-24
3's & 4's	128	3's & 4's	52	-76	3's & 4's	57	3's & 4's	34	-23
Total	172	Total	58	-114	Total	86	Total	34	-52



School Age - STAR and Day Camps

District 54 continued remote learning through January 18 and began a hybrid model of in-person schooling on January 19 with children either attending Mondays and Thursdays or Tuesdays and Fridays. We offered a day off of school on January 18 which was cancelled due to low enrollment. Beginning on January 19, we offered our Study Hall program on days the kids were not attending in-person school and we offered STAR before and after school care on the days the children were in school.

TC Study Hall:

- Week of Jan 4: 13
- Week of Jan 11: 16
- Week of Jan 20: 17
- Week of Jan. 25: 17

D54 STAR:

- Armstrong: 2
- Fairview: 18
- Lakeview: 11
- Lincoln Prairie: 10
- MacArthur: 18
- Muir: 2

On February 1, District 54 is adding alternate Wednesdays to the in-person schedule. The kids who have been attending Mondays and Thursdays will add Wednesday the first week and then the kids who have been attending Tuesdays and Fridays will add Wednesdays the following week. The district sent

out a survey at the end of January to determine the additional day(s) parents would be interested in sending their children. They determined that starting on February 19 they would offer in-person 5 days per week to all kids who want it. We will then pivot back to 100% in School STAR and eliminate Study Hall at that time.

School District 15 went back to 100% in-person learning on January 5, following a day off of school on January 4. We offered a day off of school event on January 4 which was cancelled due to low enrollment. On January 5, we resumed in-person STAR 5 days per week before and after school, as we normally do.

WRC STAR enrollment for January:

- Whiteley PM care: 9
- Whiteley AM care: 2
- TJ PM care: 2
- TJ AM care: 1
- KinderSTAR: 11



Youth Athletics

Athletics

Basketball

- With the cancellation of the basketball league and clinics, the new Hoffman Basketball Academy was created by Kyle Thomas last month.
 - o In January, 102 private lessons were taught.
 - o Group training began on January 18 and six group trainings were offered.
- A drop-in camp, taught by high school and feeder coaches, was developed for feeder basketball players that started February 3. The first night offered had 32 players attend.
- Fundamental & Specialty Skills Camps began the first week of February. All camps are sold out with 72 players.
- Winter In-House Basketball League registration opened this month for the season and starts February 8. To-date, there are 91 players registered.

Baseball

- N60 baseball began indoor practice on January 28 at Triphahn Center gym and performance shelf space.

Soccer

- Private lessons and agility training lessons were offered by HUSC. 28 lessons were provided.

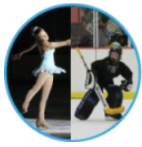
Outdoor Recreation

- Kyle Goddard was interviewed on ESPN1000 for the show, Chauncy's Great Outdoors. Kyle spoke for over ten minutes on the radio promoting the HEParks fishing programs.

- Learn to Fish
 - o Social media videos resumed for teaching fishing basics and to promote upcoming events and classes.
 - o The ice fishing clinic held on January 24 had 58 participants.
 - o The ice fishing clinic on January 31 had 76 enrolled, but only 42 participated due to the snow storm that day.
 - o The Ice Fishing Derby scheduled for February 7 was rescheduled to February 14 due to the freezing temperatures on February 7.

eSports

- Progress continues with the renovation at Vogelei House for the eSports Zone. Site set-up planning is being finalized. Computer and equipment will be ordered next month.



Ice Operations

Hockey:

- Private lessons continued through January. Stan Dubicki, along with six other coaches, offered private lessons after school and on the weekends, as well as daytime lessons over winter break. A total of 443 lessons were taught. Group lessons resume in early February.

Figure Skating:

- The figure skating coaches offered private lessons, as well. A total of 308 lessons were taught. Freestyle ice also resumed in January with 93 registrations. Group lessons resume in early February.



Communications and Marketing

Design Work:

- Winter seasonal brochure – redesigned image
- Hoffman Basketball Academy – branding
- Hoffman Sharks Basketball – logo
- Revised fitness membership forms
- eSports branding, facility design and membership forms

Special Projects:

- ADA Remediation of website
 - o Staff is updating documents and webpages to ensure ADA compliance.
- SEO changes for website
- Park amenities website update – draft created

Promotions:

- Donut Day
- Fishing Derby
- Bridges season passes
- Preschool 21/22
- Winter amenities
- Club monthly promotion

Email campaigns: Four e-blasts sent this month and one e-blast to seniors.

Press Releases and/or Advertising:

- Tax Levy
- Preschool (ad)
- Learn to Skate (ad)
- Club (ad #1)
- Club (ad #2)

Social Media:

- 37 posts in January
- Top interactive posts:
 - 1) Basketball Academy – 1709 reached
 - 2) Ice Fishing Clinics – 1562 reached

of Followers:

HE Parks Facebook: 5062 (+28 from last month)
HE Parks Twitter – 1070 (-18 from last month)
HE Parks Instagram – 808 (-32 from last month)
50+ Facebook- 116 (+1 from last month)
Wolfpack Facebook- 329 (+14 from last month)
Wolfpack Instagram – 329 (+20 from last month)
Bridges Facebook – 1036 (+2 from last month)
Bridges Instagram – 121 (-1 from last month)
Bridges Twitter – 164 (-1 from last month)
The Club Facebook – 1643 (+7 from last month)
The Club Instagram – 311 (+12 from last month)
The Club Twitter – 39 (+2 from last month)

Website:

Traffic to HEParks website in January: 23,904 unique page views.

Highest visit days:

- January 19: 1549 visits after email was sent with small group and in-person programs starting
- January 5: 1441 visits to fitness, ELC, outdoor sledding pages
- January 12: 1342 visits once program guide launched

Highest visited pages

- Highest visited pages in January 2021: program guide, sledding & outdoor skating, Triphahn Center fitness, public skate and ice arena.

MEMORANDUM NO. M21-017

TO: Recreation & Facilities Committee
FROM: Craig Talsma, Executive Director
Brian Bechtold, Director of Golf & Facilities
RE: Golf & Facilities Report
DATE: February 16, 2021
Bridges of Poplar Creek & The Club Board Report

Bridges General Programs

- Preferred Tee Time contracts are being received. The deadline for the renewal is February 26 with an early \$60 off promotion if received by February 12. Currently, we have 13 contracts received for this season.
- League contracts are being drafted and will be going out mid-February.
- Golf Merchandise has been ordered for the 2021 season. The shop will have apparel from Columbia (New for 2021) and Adidas. The hard goods lines will consist of Callaway, Taylor Made, and Tour Edge.
- Staff has had several meetings with WT Engineering on architectural drawings for the range structure. Cost estimates are being finalized and early indications seem to be on track of our budgeted number. The estimated timeline will be going out to bid mid-March with the results to be presented in the April meetings.
- Sergio Cabral and Jennifer Fuller have been meeting with Gordon Foods and working on menu preparations. The focus of this season is to prepare a menu with items of cross ingredients to assist with food cost. The menu will be around 20 items including appetizers, flat bread pizzas, and a build your own burger/chicken sandwich.
- With the assistance of the C&M Department, the new 2021 golf outing brochure has been completed. The menu has been simplified to offer our events a COVID-19 friendly service option.
- The Business Department and Golf staff have reviewed several new points of sale, tee sheet and marketing platforms to help stream line our overall systems. Currently, staff has not reviewed one that meets all of our key areas including one inventory system for F&B, F&B ordering system where guests can order from their phones, tee sheet integration into POS system, and an online merchandise component. Staff will continue to review this season because several companies have new releases and upgrades coming out in 2021.

Golf Rounds

MONTHLY ROUND TOTALS					
2017	2018	2019	2020	2021	5 Year Average
0	0	0	0	0	0
YTD ROUND TOTALS					
2017	2018	2019	2020	2021	5 Year Average
0	0	0	0	0	0

Range Information - Range was closed March 15 to May 29

MONTHLY RANGE BASKET SALES TOTALS					
2017	2018	2019	2020	2021	5 Year Average
2	0	15	0	0	3
YTD RANGE BASKET SALES TOTALS					
2017	2018	2019	2020	2021	5 Year Average
2	0	15	0	0	3

Food & Beverage

Wedding Count Update:

2022 = 1 reception has booked.

2021 = 13 ceremony and reception, 3 reception

2020 = All weddings have been cancelled or rescheduled to 2021.

We had 10 ceremony and reception, 4 reception only booked for 2020.

2019 = 16 ceremony and reception, 3 reception only, 1 ceremony only

2018 = 16 ceremony and reception and 3 reception only, 2 ceremony only (2 weddings cancelled in 2018)

2017 = 14 ceremony and reception, 5 reception only, 5 ceremony only

2016 = 21 ceremony and reception, 4 reception only, 1 ceremony only.

2015 = 18 ceremony and reception, 5 reception only, 4 ceremony only

Golf Maintenance Summary

In January, our high averaged 32° (1° above average) and low averaged 23° (7° above average). In January, we received about .28” of rain (1.73” average) and about 18” of snow (our average is 10.8”). This brings our winter total to 23.5” of snow (20.4” average).

January has been a busy month! Early in the month before snow totals added up, we were able to get out with the lift and take down the last few trees scheduled for removal. As the weather grew colder and the snow started adding up, we moved efforts inside to work on equipment maintenance and cleaning/improvements within the maintenance facility.

- Finished last five tree removals on the course where lift was needed.
- Attended weekly Zoom meetings put on by MAGCS
- Finished preventative maintenance and sharpening of cutting units on all reel mowers.
- Started preventative maintenance on rotary mowers.
- Started preventative maintenance on maintenance cart fleet.
- Started preventative maintenance on cultural equipment.
- Started demo on the range services building.
- Ordered and received all course accessories in preparation for next year.
- Made 100 new hazard/OB stakes.
- Started winter deep cleaning of maintenance facility.
 - Organized/cleaned out filing cabinets.

- Cleaned maintenance storage area and reorganized to help with efficiency.
- Cleaned out chemical storage in preparation of bid arrival.
- As February approaches we have a full calendar of local and national conferences/educational sessions held via Zoom.



January 2021

Membership Totals	<u>01/31/2020</u>	<u>01/01/2021</u>	<u>01/31/2021</u>	<u>2021 YTD Var. +/-</u>
Totals	2977	1992	1943	-49

Member Services/Sales

- January brought in the most members since facility closure due to pandemic last March. We enrolled a total of 122 new members, and although certainly not anywhere near a “normal” January, it has been promising to see people beginning to return. Unfortunately, we still experienced members cancelling because they are not ready to return to The Club until they receive the vaccine, or are just not paying their dues and forcing us to cancel their membership.
- The Illinois Department of Public Health (IDPH) has moved our region to Phase 4 allowing for lessened COVID-19 restrictions. After that, Cook County Department of Public Health released mitigation guidelines that are similar to IDPH’s albeit more strict than that of IDPH in certain cases. The District is moving forward with operations while adhering to the mitigation guidelines set forth by IDPH.
- In accordance with the IDPH Phase 4 guidelines, we have made the following adjustments to our mask wear requirements:

Mask required at the following times:

- Entering and exiting the facility
- Moving throughout the facility
- Entering, exiting, and setting up for group classes
- Open play basketball
- Pickleball – shields will be allowed
- When using the track, as social distancing cannot be ensured.
- When on pool deck
- When in locker rooms
- All common sitting areas and bleachers

Mask can be lowered at the following times:

- When actively using fitness equipment
- Using cardio equipment when able to keep socially distanced
- Using free weights when able to keep socially distanced.
- While participating in group exercise classes while keeping socially distanced

- For those members interested in a Mask Mandatory Room we have created the Expanded Fitness Area for their safety. This will be available all hours of operation with the exception of when spin classes are being held.
- Additional COVID-19 related changes included:
 - When our region moved to Tier 2 Mitigation on January 20, group fitness classes were allowed to run again with a cap of 10 people
 - When our region moved to Tier 1 Mitigation on January 24, it allowed for maximum capacity in classes (with social distancing). Also included with this move was the return of Pickleball, open play basketball, massage, and reopening of the Activity Pool.
- The Club daily visit numbers are steadily increasing with an average of 382 visits per weekday in January. This puts us at 68% of daily visits compared to visit numbers in January 2020. Saturday/Sunday visits are averaging 277 per day now, about 73% of January 2020 numbers.
- Digging a little deeper into these visits, we had 1,102 unique visits in January. So, just under 60% of our active members used the facility in January at least one time.

Operations and Fitness Departments:

- With the return of gymnasium activities and group fitness, the overall activity in the facility has increased. With this and the snow fall in January, Club staff have been very busy with monitoring the facility and cleaning the facility!
- In-person group classes were still on hold for most of January, so we continued with The Club Virtual Series posting a variety of cardio and mind/body classes for members to access on-line. We have received a lot of very positive feedback from members who have taken advantage of these classes.
- Staff are looking forward to building on our little surge of new members in January. Staff, who are under the assumption more and more people will begin to come back to the gym, will begin to develop a detailed marketing strategy with C&M for membership for the remainder of 2021.
- Personal Trainer, Lee W, will begin to connect with every new member of the facility through an offer to meet with them, give them an orientation to the facility and equipment, and discuss their fitness goals.
- We have begun to discuss a partnership with a Registered Dietician and hope to have some lectures, either virtual or in-person, begin in the next couple of months.