



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

**MINUTES  
BUILDING AND GROUNDS COMMITTEE  
February 2, 2016**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on February 2, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Mohan, Comm Rep Bettencourt, Dekirmenjjan, Friedman, Snyder, S. Triphahn, Chairman Kilbridge

Absent: None

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks and Risk Director Giacalone

Audience: President Bickham, Commissioner Kinnane, Kaplan, McGinn, R. Evans; Mr. K. Evans

**2. Approval of Agenda:**

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

**3. Minutes:**

Commissioner Mohan made a motion, seconded by Comm Rep Friedman to approve the minutes of the January 12, 2016 meeting as presented. The motion carried by voice vote.

**4. Comments From the Audience:**

President Bickham congratulated staff on the district receiving the award from the Chamber of Commerce.

**5. Old Business:**

None

**6. New Business:**

A. Playground Equipment Bids/M16-016:

Director Buczkowski reviewed the item noting that it was for supply only and he would be going out to bid for the install portion.

Commissioner Kaplan asked if the bid install would not take place until after the equipment was received and Director Buczkowski explained that as soon as the vendor for the equipment was determined, the bid for the install was released and he expected to have that bid information available for the B&G Committee next month.

Commissioner McGinn asked about doing the work in-house. It was noted that the work was done in-house prior to 1999, however, it took a great deal of in-house man hours and the park upkeep suffered for it. It was also noted that the installers were experienced and familiar with the types of playground equipment.

Commissioner Mohan made a motion, seconded by Comm Rep Dekirmenjian to recommend the board approve awarding the playground equipment at Sheffield and Canterbury Park Place to include the Canterbury alternates 1 and 2 to Zennon Company for the low bid of \$75,300 and the outdoor fitness equipment to Play Illinois for \$4,703 as outlined in M16-016. The motion carried by voice vote.

B. Tennis Court Repair Bids/M16-017:

Director Buczkowski reviewed the item noting that the process had been started in November to allow the vendors to view the courts prior to the bad weather.

Commissioner Mohan asked about doing the work in-house and Director Buczkowski noted that these installers were also more experienced and more familiar with the product.

Executive Director Bostrom explained that all work was evaluated on cost to determine if it would be more cost effective to complete in-house or by outside contractor.

Comm Rep Triphahn asked if the original work at some sites was insufficient last year and Director Buczkowski noted that the work last year was done well and he had been surprised that 10S Court had bid \$0 for some areas they felt were warranty work from their work with the district in 2015. He noted that cracks always return given the nature of the courts and the inclement Chicago weather and no other vendor had ever offered to cover new cracks under a warranty.

Executive Director Bostrom noted that even with the removal of the warranty work, the second low bidder still did not become the low bidder.

Comm Rep Snyder asked about the per linear foot for additional work and Director Buczkowski noted that would be in the event that there many new cracks.

Commissioner Kaplan asked if there were adequate funds to cover the extra cracks and Director Buczkowski said there was.

Comm Rep Snyder made a motion, seconded by Comm Rep Triphahn to recommend the board award the contract to 10S Court Solutions for the low bid price of \$18,970 and the additional up to the budgeted amount of \$20,000 should additional crack work be necessary as outlined in M16-017. The motion carried by voice vote.

C. Pick Up Truck Purchase/M16-011:

Director Giacalone reviewed the item.

Comm Rep Snyder asked if the 1500 would be beefy enough for the snow plow and Director Giacalone explained that it would; they were using a Ford 150 now.

Commissioner Mohan made a motion, seconded by Comm Rep Triphahn to awarding contracts to:

- Miles Chevrolet of Decatur Illinois in the amount of \$23,072.00
- Adams Enterprises of McHenry Illinois in the amount of \$6,800.23
- Pro Safety of Elk Grove Illinois in the amount of \$100.00
- Rhino Lining of Carol Stream Illinois in the amount of \$489.00

The motion carried by voice vote.

D. Emergency Backstop Replacement/M16-013:

Executive Director Bostrom reviewed the item noting that it had already gone to the board so that the backstops would be in place by the start of the season.

No vote was required.

E. Balanced Scorecard 4Q2015/M16-018:

Executive Director Bostrom noted that it would offer a year end comparison.

President Bickham asked about the facility usage and Deputy Director Talsma explained that it was for daily fees for golf, FAC and fitness and did not include memberships.

Comm Rep Triphahn made a motion, seconded by Comm Rep Dekirmenjian to recommend the board approve the Balanced Scorecard for 4Q2015. The motion carried by voice vote.

F. Parks Board Report/M16-015:

Comm Rep Triphahn asked about the spring trees and it was noted that was in reference to the season, not type.

Commissioner Mohan made a motion, seconded by Comm Rep Bettencourt to send the Park Report to the board as presented. The motion carried by voice vote.

G. P&D Board Report/M16-014:

Chairman Kilbridge asked if the district had been in contact with Elaine Sherman regarding the synthetic turf and Director Buczkowski noted that they were in contact with the company she was with, Play World Systems and working with her on the synthetic turf topic.

Commissioner Mohan asked about the park rules and if they were replacing all signs. Director Buczkowski noted that many of the parks had signs, and add on signs, and more add on signs. This design would help to clean that up, used universal symbols for everyone to understand and had a QR code that would connect them to the district website with a written explanation of the symbol or rule in several languages.

Executive Director Bostrom noted that they were adopting the best practices in this process.

Commissioner Mohan made a motion, seconded by Comm Rep Snyder to send the P&D Report to the board as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Commissioner Mohan said he hoped everyone found conference to be useful. Executive Director Bostrom explained that staff would be sharing conference materials with the committees starting in March.

Comm Rep Triphahn reminded everyone of the GNO on 2/18.

Chairman Kilbridge said she was hearing good things about the conference and urged everyone to attend the GNO.

**8. Adjournment:**

Comm Rep Triphahn made a motion, seconded by Comm Rep Snyder to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary