



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



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.

**AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, APRIL 5, 2016
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - March 1, 2016
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Montessori Academy Easement Agreement / M16-046
 - B. PSSWC DLA Architects / M16-049
 - C. Bid results: Crack-fill & Sealcoat / M16-047
 - D. Bid results: Skid loader / M16-048
 - E. Parks Board Report and 1Q2016 Goals/ M16-051
 - F. Planning & Development Report and 1Q2016 Goals / M16-050
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates, unless otherwise specified. If an accommodation or modification is required to attend this public meeting please call 847-885-8500 with at least 48 hours' notice.



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**MINUTES
BUILDING AND GROUNDS COMMITTEE
March 1, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on March 1, 2016 at 7:00 pm at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Mohan, Comm Rep Dekirmenjian, Friedman, Triphahn, Chairman Kilbridge

Absent: Comm Rep Bettencourt, Snyder

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 McGinn, R. Evans, Kaplan, Mr. K. Evans

2. Approval of Agenda:

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

3. Minutes:

Commissioner Mohan made a motion, seconded by Comm Rep Dekirmenjian to approve the minutes of the February 2, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Natatorium HVAC purchase/M16-034:

Executive Director Bostrom reviewed the item noting that Director of Parks Giacalone had past, positive experience with W-T's recommended vendor. He also explained that the sand filters would have to be replaced and that would come to the B&G next month and be replaced at the same time as the HVAC units, while the pool was shut down. Additionally, required roof work would be done according to the specs.

Director Giacalone noted that he felt very confident about the project with W-T Engineering overseeing the work.

Commissioner Mohan asked about duct work and Director Giacalone noted that there may be just a little bit; just where the project interfaced with the roof.

Comm Rep Dekirmenjian asked why the pool would be closed for 3-4 weeks and Executive Director Bostrom explained that it was in the replacement of the filters and would be done in conjunction with the opening the Seascapes. Comm Rep Dekirmenjian asked if W-T was overseeing the entire project and Director Giacalone noted that they were.

Commissioner McGinn asked why the original budget had been set for \$600,000 and Executive Director Bostrom explained those numbers were based upon the cost of the Dectron Units which were the Cadillac unit of industry and that W-T had done an excellent job writing the specs for the project to include cost efficient bidding.

Commissioner R. Evans asked if there had been questions at the bid opening on the specs and Executive Director Bostrom explained that there had been a pre-bid meeting that addressed those questions.

President Bickham asked about the communication to the PSSWC members about the closing of the pool and if Seascapes would be available to them. Executive Director Bostrom explained that staff would be reviewing options, noting that he did not want to negatively impact Seascapes's budget for the coming summer months.

Mr. K. Evans asked if the pool had ever been shut down that long in the past and it was noted that the longest had been 1 week. Mr. Evans asked about offering an arrangement with Schaumburg and Executive Director Bostrom noted that they would most likely prefer to keep the arrangement within district facilities.

Comm Rep Triphahn asked about historical data that would show the usage and it was noted that while it would show membership, it would not detail lap pool usage.

Commissioner R. Evans asked if it would include other maintenance and Executive Director Bostrom noted that work originally scheduled in the 2017 budget for ceiling and other maintenance would be moved to the 2016 so that the pool would not need to close again next year for those repairs.

Mr. K. Evans asked if there were concerns about all the work being done at once and it was noted that the HVAC and filter work would not take place at the pool but in the mechanical closet. Mr. K. Evans asked about the danger when draining a pool and Director Kies noted that was typically an outdoor pool issue. Executive Director Bostrom explained that the district would be relying on W-T's expertise in aquatics to deal with this issue.

Chairman Kilbridge asked why it would take so long with the filters and Director Kies explained that it was a state approved process to remove the old filters due to the environmental factors that would be involved.

Commissioner Mohan made a motion, seconded by Comm Rep Dekirmenjian to recommend the board award a contract for the Natatorium HVAC Units Replacement to the low bidder, Amber Mechanical, for the low bid price of \$356,000 and a contingency fund of \$17,800 (5%). The motion carried by voice vote.

B. Install Playgrounds Bid/M16-032:

Director Buczkowski reviewed the memo noting that it was for the installation of the playground equipment approved by the board last month for Canterbury and Sheffield Parks.

Comm Rep Dekirmenjian asked why the district bid out multiple facilities on a project and Director Buczkowski noted that it was economy of scale and more cost efficient.

Comm Rep Triphahn made a motion, seconded by Comm Rep Friedman to recommend the board award a contract with the low

bidder, Elanar Construction Company for the installation of playground equipment at Canterbury and Sheffield Parks and miscellaneous concrete work at TC, PS, BPC for the low bid price of \$128,967 and a contingency fund of \$9,027 (7%). The motion carried by voice vote.

C. Repair playground equipment Victoria Park Bid/M16-031:

Director Buczkowski reviewed the item explaining that Victoria Playground was the district's only fully synthetic, fully accessible playground and part of a grant using used tires. He explained that the tire material was still very good and staff did not want to remove it. The decision was made to re-use the playground structure and replace the components and decks so as not to disturb the tires. He explained that the bid was designed to have the install contractor purchase the playground equipment to facilitate the installation. He also explained that this item would also go to the special board meeting later this night so that the equipment could be purchased in a timely fashion. He also noted that the bid to address the fall surface for the playground would be addressed separately.

Comm Rep Dekirmenjian asked if the district had input on the choice of equipment and Director Buczkowski noted that they had designed the new playground and presented it to the public for their input. He asked if there was a concern about Hacienda paying for the playground equipment up front and Director Buczkowski noted that there was not.

Commissioner McGinn asked about the fall surface noting that the concern with the old surface was with the gaps and screws in the system. Director Buczkowski explained that they were originally going to put a foam mat on top of the tires, but the mat could possibly float during flooding. Additional systems discussed would take a ½" mat over the tires that had been put into plastic bags for greater stability. The final system decided upon was to remove the present mat, regrade the tire substance as needed and place a 1 ½" poured-in-place system over the top.

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to recommend the board approve a contract with Hacienda Landscape for the supply and installation of playground equipment at Victoria Park for the low bid price of \$75,615 and a contingency fund of \$5,671 (7.5%). The motion carried by voice vote.

D. Victoria Park Fall Surface Bid/M16-030:

Director Buczkowski reviewed the memo. Executive Director Bostrom asked if the other projects reviewed had the same sub-surface and Director Buczkowski noted that they did. He noted that the present ½" mat would be replaced with a 1 ½" poured-in-place, seamless product.

President Bickham asked about being able to maintain the surface and how they would be able to determine if it became too hard and Director Buczkowski noted that the playground would be replaced before it got to that point.

Mr. K. Evans asked about the particulate material and Director Buczkowski noted that it was not loose rubber and there would be no vaporization of the particulate as you see in crumb rubber.

Commissioner Mohan made a motion, seconded by Comm Rep Triphahn to recommend the board award a contract to the low bidder Parkreation for the Victoria Park fall surface project in the amount of \$80,527.50 and a contingency fund of \$5,637 (7%). The motion carried by voice vote.

E. Asphalt Bid/M16-033:

Director Buczkowski reviewed the memo noting that the district patches asphalt each year.

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to recommend the board award a contract to Allstar Asphalt Company for the asphalt repair work at TC and BPC in the amount of \$37,850 based on actual quantities installed and a contingency fund of \$3,785 (10%). The motion carried by voice vote.

F. IAPD Conference Education Summaries:

Director Buczkowski reviewed the "Changing Image of Aging – Future of Facilities and Programming" noting that it was a good lead in to the presentation next week on the renovation of the north side of the TC to address the 50+ needs.

Director Giacalone reviewed "Lifeguard Planning that Makes Sense" noting that he had been working with Director Kies and his aquatic team on lifeguard safety.

No motion needed.

G. Parks Board Report/M16-027:

No questions.

Commissioner Mohan made a motion, seconded by Comm Rep Friedman to send the Parks Board Report M16-027 to the board as presented. The motion carried by voice vote.

H. P&D Report/M16-029:

Executive Director Bostrom noted that the Village still feels that CNN Railroad was under an agreement and needed some prodding to move forward. Comm Rep Triphahn asked if there were any time parameters but it was noted that there was not. Mr. K. Evans asked if the district could help move the issue forward by contacting Representative Duckworth. Staff will follow through.

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to send the P&D Report M16-029 to the board as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Commissioner Mohan noted that he was out at BPC and they had a good crowd. Executive Director Bostrom noted that they did 300 rounds over the weekend and that staff had done a great job getting ahead of getting the course open.

Comm Rep Triphahn noted that the Foundation had held the GNO 2/18 and it was very successful.

Comm Rep Friedman noted that the 5/6 grade and 7/8 grade basketball was going well.

8. **Adjournment:**

Commissioner Mohan made a motion, seconded by Comm Rep Triphahn to adjourn the meeting at 8:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM M16-046

Date: March 23, 2016
To: Buildings & Grounds Committee
From: Dean Bostrom, Executive Director
Craig Talsma, A&F Director/Deputy Director
John Giacalone, Director Park Services/Dev & Risk Management
Gary Buczkowski, Director of Planning & Development
Subject: Montessori Academy of North Hoffman

Background

The Montessori Academy of North Hoffman (“Academy”) has buildings located in both the NW and SW corners of the intersection of Mumford & Freeman Roads in the north part of Hoffman Estates.

In 1996 when the Academy renovated the building on the NW corner, the park district and the Academy entered into a temporary construction easement and permanent landscape easement agreement. The permanent landscape easement was for an area 10’ wide within park district property along the property line located parallel to the backside of the Academy’s building and parallel to the south side of the playground. See attached easement agreement dated October 1996. This permanent landscape easement is strictly limited to landscape maintenance and improvements located within the easement area and does not reference fences as being a permitted allowance within the easement area.

During 2015, the Academy completed an additional renovation to the same building located on the NW corner of Mumford & Freeman Roads. The improvements included the installation of a new playground with a 3 foot high board-on-board fence to enclose the playground. Both the playground and fence were placed in near the same locations as the prior existing playground and fence. The board-on-board fence encloses two sides of the playground with the third side being enclosed by the back side of the building. The majority of the fence on the south side of the playground is located within the easement area with approx. 10 feet of the fence located on the Academy’s property. The majority of the fence on the north side of the playground is located on the Academy/park district property line, except for two approx. 6 foot sections of fence which enclose two very old, large cottonwood trees.

Implications

In the summer of 2015 following the installation of the new playground and fence, staff identified that a portion of the fence was located within the easement and that the two 6’ sections on the north side of the playground were located on park district property. When the Academy was made aware of this circumstance, the Academy requested to purchase the park district property where the fence was located. The park board was not agreeable to selling the park district property in question. The park board did, however, agree to potentially incorporate the portions of the fence currently not included within the existing landscape easement and to make

fences an allowable structure within the easement agreement. This proposal was contingent upon the Academy agreeing to the park district's Reimbursement of Fees Agreement which would cover all related expenses, including but not limited to surveying the property, having legal counsel draft an agreement and recording the easement agreement with the Cook County Recorder's Office. On February 23, 2016 the Academy approved the Reimbursement of Fees Agreement and submitted a deposit amount of \$1,500 to the park district. Legal counsel prepared the attached revised Permanent Easement Agreement following the completion of the survey. Within the proposed Permanent Easement Agreement the Academy assumes all legal liability as a result of the fence located on park district property as well as responsibility for the very old, large cottonwood trees which in the future will need to be professionally cut down once they are dead.

Recommendation

Staff recommends the B&G committee recommend to the park board approval of the Permanent Easement Agreement contingent upon the Academy paying all related expenses plus a 10% administrative fee.

COOK COUNTY

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P		
T	3350	
I	ff	

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- . DEPT-01 RECORDING \$33.50
- . T#5555 TRAN 6775 12/04/96 09:09:00
- . #2827 # JJ *-96-916630
- . COOK COUNTY RECORDER

EASEMENT AGREEMENT

96916630

This document prepared by and when recorded mail to:

MAIL TO 

Donald M. Rose, Ltd.
4215 Kirchoff Road
Rolling Meadows, IL 60008

EASEMENT AGREEMENT

This Easement Agreement, entered into as of this ____ day of October, 1996, by and between the HOFFMAN ESTATES PARK DISTRICT, a body corporate and politic ("HEPD"), and KSD, Inc., d/b/a THE MONTESSORI SCHOOL OF NORTH HOFFMAN ("MONTESSORI").

WITNESSETH:

WHEREAS, HEPD is the owner of record of the property commonly known as ("Westbury Park,") Hoffman Estates, Illinois, and legally described in Exhibit "A" attached hereto and incorporated herein ("Westbury Park"); and

WHEREAS, HEPD is willing to grant a temporary easement for ingress and egress and permanent easement for maintenance of landscape area for access upon and across a certain portion of the Park to MONTESSORI under the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the premises, the sum of One Dollar (\$1), the mutual obligations and promises of the parties herein set forth, the benefits to be derived therefrom, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is hereby agreed by and between HEPD and MONTESSORI as follows:

1. HEPD hereby grants and conveys to MONTESSORI the following temporary nonexclusive easement for ingress and egress over and upon that portion of the ("Westbury Park") legally described and depicted in Exhibit "B" attached hereto and incorporated herein as the ("Easement Area") for the purpose of allowing the construction of the addition to the existing MONTESSORI School of North Hoffman building and MONTESSORI hereby accepts such grant and responsibilities. That the temporary easement for ingress and egress to the construction site shall terminate upon completion of the addition to the MONTESSORI School of North Hoffman building.

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2. That during the period of construction of the addition to the MONTESSORI shall have use of the "Easement Area" for the construction of said addition, including ingress and egress from the site subject to the following restrictions, limitations, and obligations.

3. Upon completion of the construction of the addition to the existing MONTESSORI School of North Hoffman building, the entire "Easement Area" shall be reconstructed and landscape improvements installed, pursuant to the plans and specifications provided by MONTESSORI and prepared by Line Works Ltd. with the approval of the HEPD.

4. That MONTESSORI shall forever, in perpetuity, maintain the integrity of all landscape improvements contained on the Easement Area including, but not limited to, their ordinary care and replacement as necessary, as depicted in the plans and specifications prepared by Line Works Ltd.

5. That MONTESSORI shall be granted access to the Easement Area for the purpose of conducting all necessary maintenance to the landscape improvements located in the Easement Area.

6. That MONTESSORI's responsibility to maintain and keep said landscape improvements located in the Easement Area shall be in compliance with all applicable Village Ordinances and to the approval of HEPD, which approval shall not be unreasonably withheld. MONTESSORI's maintenance responsibility shall be in perpetuity and inure to all such beneficiaries, successors, assigns, agents, or representatives of MONTESSORI.

7. That access to the Easement Area for the purpose of additional or future building maintenance to be conducted upon the MONTESSORI School of North Hoffman building shall be expressly prohibited without the prior written approval of the HEPD.

8. The parking of motor vehicles or construction equipment shall not be permitted on the Easement Area during or after construction..

9. No structures shall be constructed or maintained in the Easement Area during the period of construction.

IN WITNESS WHEREOF, the parties hereto have hereunto caused this Easement Agreement to be executed, acknowledged, and attested to in the manner hereinafter shown as of the date and day first written above.

HOFFMAN ESTATES PARK DISTRICT

By: *Stephen L. J...*
President

ATTEST:

[Signature]
Secretary
Hoffman Estates
Park District
ILLINOIS

KSD, INC., d/b/a
THE MONTESSORI SCHOOL
OF NORTH HOFFMAN

By: *[Signature]*
Its President

ATTEST:

By: *[Signature]*
Its Secretary

This document prepared by and when recorded mail to:

Donald M. Rose, Ltd.
4215 Kirchoff Road
Rolling Meadows, IL 60008

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STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a Notary Public, in and for the County and State aforesaid, do hereby certify that STEPHEN L. JOHNSON, personally known to me to be the President of the Hoffman Estates Park District, Cook County, an Illinois municipal corporation, and STEVEN C. MEGEL, personally known to me to be the Secretary of said corporation and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day, in person, and severally acknowledged that as such President and Secretary, they signed and sealed the said instrument as President and Secretary of said corporation and caused the corporate seal of said corporation to be affixed thereto, pursuant to authority, given by the Board of Commissioners of said corporation as their free and voluntary act and as the free and voluntary act and deed of said corporation for the uses and purposes therein set forth.

Given under my hand and official seal this 5th day of NOVEMBER, 1996.

Rose Kuhlman
Notary Public OFFICIAL SEAL
ROSE KUHLMAN
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 01/03/98

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a Notary Public, in and for the County and State aforesaid, do hereby certify that MOLLOD MOTLAGH, personally known to me to be the President of KSD, Inc., d/b/a Montessori School of North Hoffman, and KATHY MOTLAGH, personally known to me to be the Secretary of said corporation, are personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day, in person, and severally acknowledged that as such President and Secretary, they signed and sealed the said instrument and caused the seal of said corporation to be affixed thereto, pursuant to authority given by the corporation as their free and voluntary act and as the free and voluntary act and deed of KSD, Inc., d/b/a Montessori School of North Hoffman, for the uses and purposes therein set forth.

Given under my hand and official seal this 16th day of October, 1996.

Annette J. Janda
Notary Public
OFFICIAL SEAL
ANNETTE J. JANDA
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 10-25-97

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EXHIBIT 'A'

Westbury Park

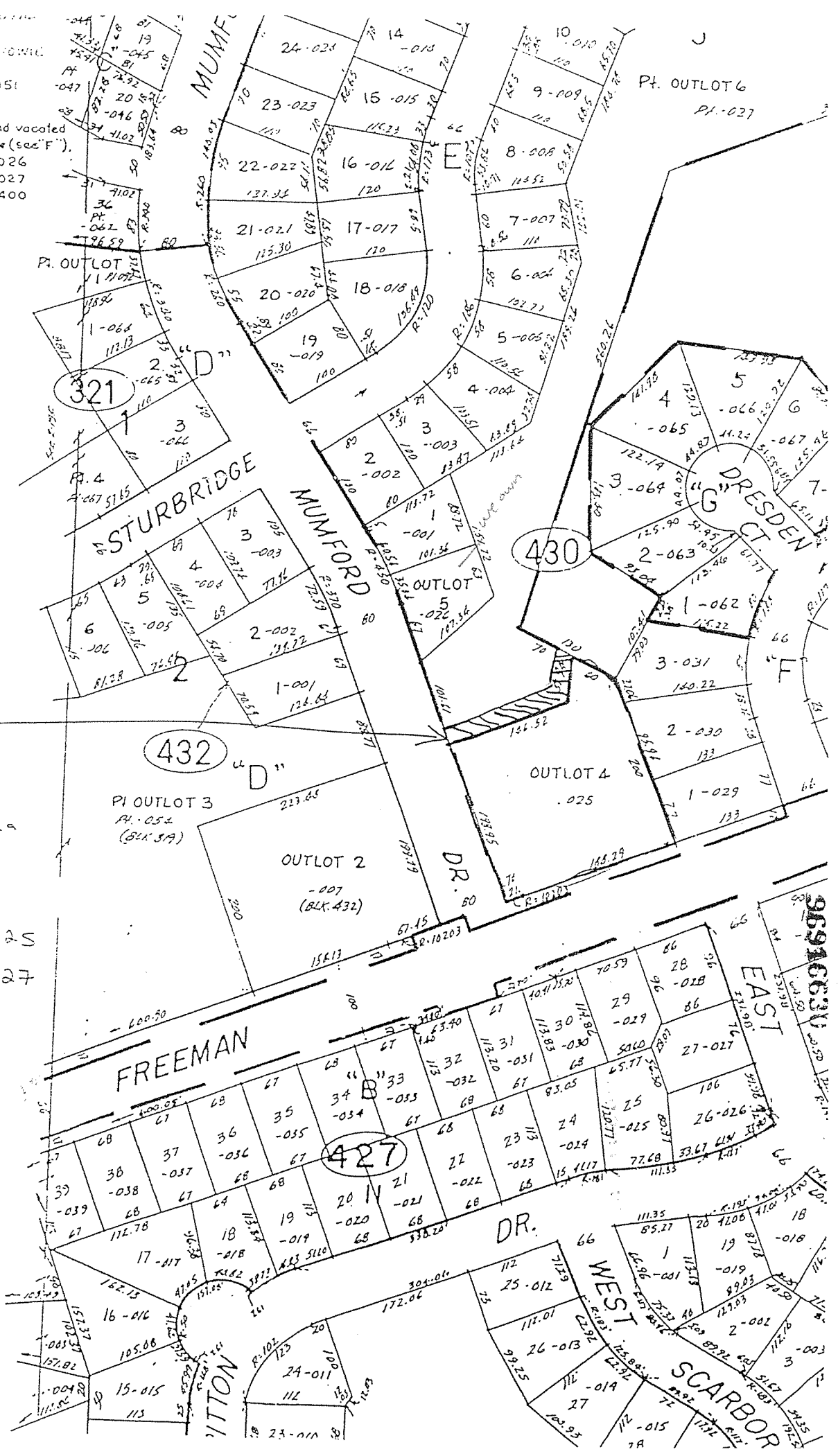
Outlot 6 in Westbury Lake, Unit 2, a resubdivision of part of Howie in the Hills, Unit 3, recorded November 10, 1977 as document No.24188974.

Property Index Number: 02-19-430-027.

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"F"
 UNIT 3, a part of pt. 10 W. 1/4
 S. UNIT 14 (Sec. 24)
 1977 Doc 23805851

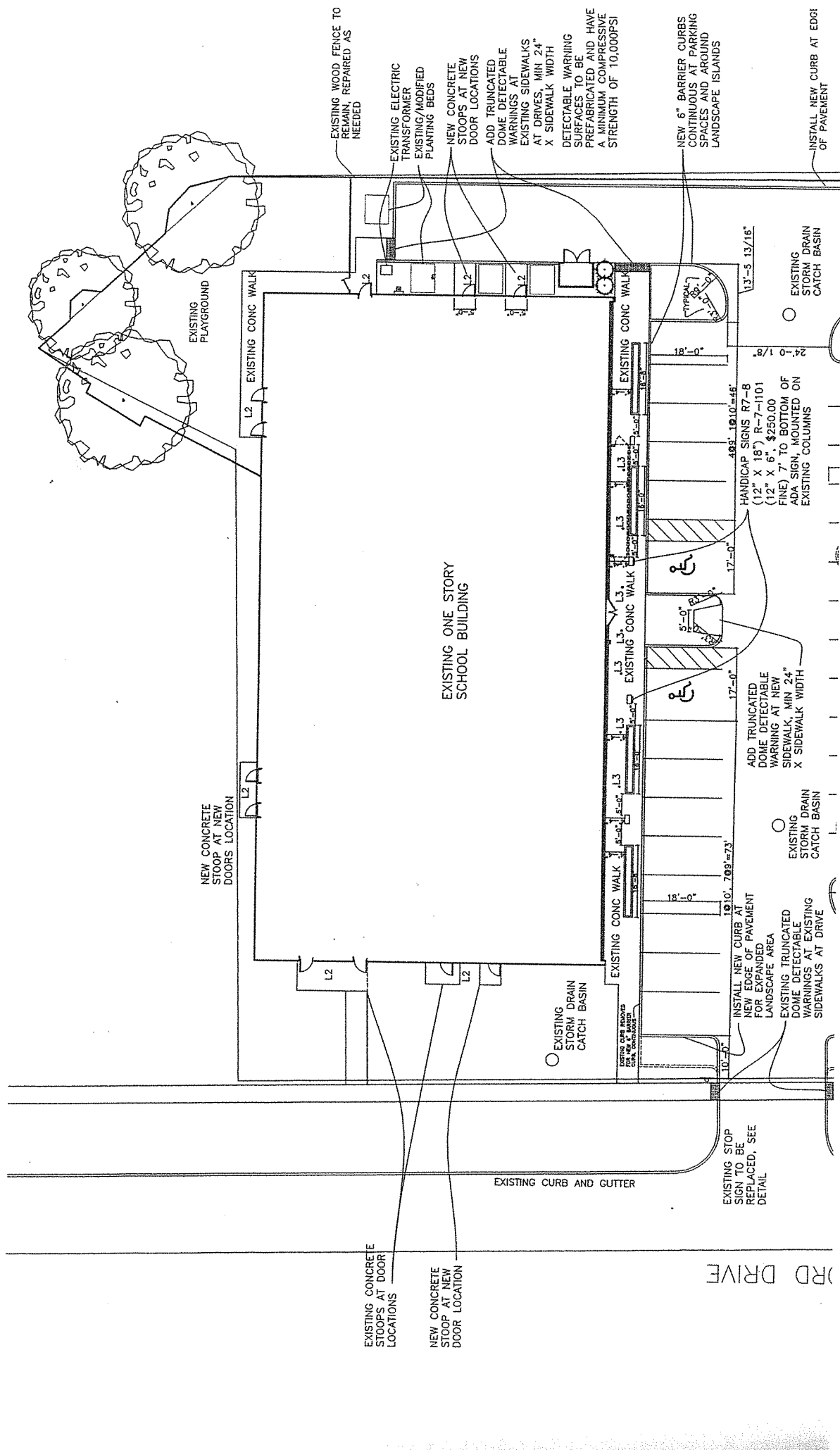
"G"
 lots 4 to 10, inclusive, and vacated
 in Westbury Unit Three (sec "F"),
 1978 Doc. 24312026
 1978 " 24312027
 1978 " 24708400



02-19-430-025
 02-19-430-027

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Exhibit "B"



EXISTING WOOD FENCE TO REMAIN, REPAIRED AS NEEDED

EXISTING ELECTRIC TRANSFORMER EXISTING/MODIFIED PLANTING BEDS

NEW CONCRETE STOOPS AT NEW DOOR LOCATIONS

ADD TRUNCATED DOME DETECTABLE WARNINGS AT EXISTING SIDEWALKS AT DRIVES, MIN 24" X SIDEWALK WIDTH

DETECTABLE WARNING SURFACES TO BE PREFABRICATED AND HAVE A MINIMUM COMPRESSIVE STRENGTH OF 10,000PSI

NEW 6" BARRIER CURBS CONTINUOUS AT PARKING SPACES AND AROUND LANDSCAPE ISLANDS

INSTALL NEW CURB AT EDGE OF PAVEMENT

EXISTING PLAYGROUND

EXISTING CONC WALK

EXISTING ONE STORY SCHOOL BUILDING

NEW CONCRETE STOOP AT NEW DOORS LOCATION

EXISTING CONC WALK

EXISTING CONC WALK

EXISTING CONC WALK

EXISTING CONC WALK

13'-5 13/16"

24'-0 1/8"

17'-0"

17'-0"

19'-10 7/8" 789' = 73'

10'-5"

10'-5"

10'-5"

HANDICAP SIGNS R7-8 (12" X 18") R-7-1101 (12" X 6" \$250.00 FINE) 7' TO BOTTOM OF ADA SIGN, MOUNTED ON EXISTING COLUMNS

ADD TRUNCATED DOME DETECTABLE WARNING AT NEW SIDEWALK, MIN 24" X SIDEWALK WIDTH

INSTALL NEW CURB AT NEW EDGE OF PAVEMENT FOR EXISTING LANDSCAPE AREA

EXISTING TRUNCATED DOME DETECTABLE WARNINGS AT EXISTING SIDEWALKS AT DRIVE

EXISTING STOP SIGN TO BE REPLACED, SEE DETAIL

EXISTING STORM DRAIN CATCH BASIN

EXISTING STORM DRAIN CATCH BASIN

EXISTING CONCRETE STOOPS AT DOOR LOCATIONS

NEW CONCRETE STOOP AT NEW DOOR LOCATION

RD DRIVE

REIMBURSEMENT OF FEES AGREEMENT

This Agreement is made this 23 day of February, 2016, by and between the Hoffman Estates Park District, an Illinois unit of local government (the "Park District"), and the Montessori School of North Hoffman, (the "Petitioner"), which has a principal place of business located at 1250 Freeman Road, Hoffman Estates, Illinois.

WHEREAS, the Petitioner has filed a request with the Park District asking the Park District to amend the Easement Agreement recorded on December 4, 1996 to include the existing fence as an allowable structure and to expand the easement area to include the existing fence (the "Request").

WHEREAS, the Park District is reasonably expected to incur certain out-of-pocket expenses in the course of reviewing and taking action on the Petitioner, including the performance of the discretionary acts sought by the Petitioner; and

WHEREAS, the Petitioner agrees to reimburse the Park District for its out-of-pocket expenses related to or arising from the Park District's consideration, review and action upon the Request, which the Petitioner agrees include acts within the sole discretion of the Board of Park Commissioners.

NOW, THEREFORE, IN CONSIDERATION OF the foregoing recitals, the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Park District and Petitioner agree as follows:

Section 1. In the event it is necessary for the Park District to incur costs, including, but not limited to, mailing costs and publication costs, or obtain professional services, including but not limited to, attorneys, engineers, planners, architects, surveyors, traffic or drainage consultants, or any other consultants, in connection with any Petitioner's request for the Park District to consider or otherwise take action upon the Request, then the Petitioner shall be liable for the payment of such professional fees plus ten percent (10%) to cover the Park District's administrative expenses. At the time the Petitioner requests action from the Park District, it will be required to deposit the following amounts with the Park District as an initial deposit to be credited against fees and costs incurred for the above described services:

One Thousand Five Hundred Dollars (\$1,500) ("Deposit").

The Park District shall send to Petitioner regular invoices for the fees and costs and the Petitioner shall reimburse the Park District within fifteen (15) days of receipt of said invoice. Failure to remit payment within (15) days will cause all action related to the Request to cease.

If the Request is withdrawn, the Petitioner may apply in writing to the Park District Executive Director for a refund of the initial deposit, if any. The Executive Director will within his or her discretion, approve the refund application less any actual fees and costs which the Park District has already incurred relative to the Request.

Any professional fees incurred as a direct or indirect result of the Request or otherwise requesting relief or assistance from the Park District, whether or not related to real property, shall be reimbursed in accordance with this Agreement if, in the discretion of the Park District, those professional opinions or services are deemed necessary.

Upon the failure of the Petitioner to reimburse the Park District in accordance with this Agreement no action on any request made by the Petitioner will be undertaken by the Park District Board of Park Commissioners, or by any other official, quasi-official or deliberative individual or body thereunder and such request shall remain in abeyance until all outstanding

fees are paid in full. Further, the Park District may deny any other applications or other permits if such amounts have not been paid in full. Upon any failure to reimburse the Park District in accordance with this section, the Park District may, in its discretion, pursue all remedies available at law or in equity. Interest in the amount of one and one-half percent (1½%) per month shall accrue on all sums outstanding for thirty (30) days or more. If the Park District must initiate litigation to enforce this Agreement, Petitioner shall be liable for all costs of collection, including, but not limited to attorney's fees and court costs.

The Board of Park Commissioners and the Executive Director are hereby authorized to assign, undertake and/or request professional services on behalf of the Park District or to retain consultants as the Park District deems appropriate.

The remedies available to the Park District as set forth hereinabove are non-exclusive and nothing herein shall be construed to limit or waive the Park District's right to proceed against any or all parties in a court of law of competent jurisdiction.

BY SIGNING BELOW, THE PETITIONER ACKNOWLEDGES THAT IT HAS READ THE FOREGOING PARAGRAPHS AND FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, THE SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER AGREES THAT PETITIONER SHALL BE LIABLE FOR PAYMENT OF THE FEES REFERRED TO HEREINABOVE.

HOFFMAN ESTATES PARK DISTRICT

Accepted by:

Deel Batur

Attest:

Jane Kaczmarek

Date:

2/23/2014

MONTESSORI SCHOOL OF NORTH HOFFMAN

Accepted by:

Melod Naghibzadeh Melod Naghibzadeh

Title:

Executive Director

Date:

2/23/16

Prepared By and
After recording, return to:

Adam B. Simon, Esq..
Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
175 E. Hawthorn Pkwy, Suite 145
Vernon Hills, Illinois 60061

This space reserved for Recorder's use only.

NON-EXCLUSIVE PERMANENT EASEMENT

The undersigned owner, **Hoffman Estates Park District, a body politic and corporate**, ("GRANTOR"), organized and existing under the laws of the State of Illinois, for TEN DOLLARS and NO CENTS (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, grants and conveys, this ___ day of _____, 2016, to KSD, Inc. d/b/a Montessori Academy of North Hoffman ("GRANTEE"), this permanent non-exclusive easement, together with the right of access thereto, in, on, upon, under, over, and across the real estate hereinafter described, for the following purpose:

For ingress and egress and for installation, construction and maintenance of a fence and landscaping improvements as depicted in the plans and specifications prepared by Line Works, Ltd. upon the premises herein described.

The legal description of this easement located within the Village of Hoffman Estates, the County of Cook, and the State of Illinois is legally described and depicted on Exhibit A, attached hereto and made a part hereof, and shall be known as the ("Easement Premises").

1. GRANTOR does hereby grant and convey to GRANTEE, this easement, which runs with the land in perpetuity, and hereby declares that the Easement Premises shall hereinafter be held, transferred, sold, conveyed, used and occupied subject to the following terms and conditions, which terms and conditions, taken together, shall constitute said NON-EXCLUSIVE PERMANENT EASEMENT:

- (a) GRANTOR shall have and retain all rights to the use and occupation of said Easement Premises, except as herein expressly granted and provided; and such use and occupation by GRANTOR shall not be unnecessarily interfered with by any work performed under this grant of easement.
- (b) GRANTEE shall be permitted at all times to inspect the Easement Premises and to enter upon the Easement Premises to ensure that

the terms of this easement are being fulfilled and to perform any fence and landscaping maintenance that GRANTEE may choose to perform.

- (c) Should GRANTEE ever enter the Easement Premises to exercise its rights, privileges or authorities under this easement, GRANTEE shall return the property to at least the same condition of cleanliness, grading and vegetation, seasonal change excepted, as existed at the time of entry.
- (d) GRANTEE shall forever, in perpetuity, maintain the integrity of all fence and landscape improvements situated on the Easement Premises including, but not limited to, the ordinary care, maintenance and replacement as necessary, as depicted in the plans and specifications prepared by Line Works, Ltd.

2. The GRANTOR covenants and agrees that the GRANTOR shall not in any manner disturb, damage, destroy, injure or obstruct said fence or landscaping improvements, and shall not obstruct or interfere with said GRANTEE, its contractors or subcontractors, or with the agents or employees of them, or either of them, in the exercise of any rights, privileges or authorities hereby given and granted pursuant to this easement.

3. Nothing contained herein shall prohibit GRANTOR from granting any other easement over the easement area granted herein. The granting of any other easement over the Easement Premises area herein shall be in the GRANTOR's sole discretion.

4. This indenture, and the covenants and agreements herein contained shall run with the land and shall be binding upon the GRANTEES, lessees, successors, heirs, devisees, and assignees, and any, either, or all of the same, of the parties hereto, and shall be in full force and effect when accepted by the GRANTEE in the manner herein provided.

5. This easement shall be recorded with the Records office of Cook County, Illinois and each party hereto hereby authorizes the other party to so record this document.

6. GRANTEE shall at all times, maintain and promptly repair and restore the fence and landscaping improvements including, but not limited to, all care and maintenance of any and all large trees situated on the Easement Premises. Inspection, routine maintenance, repair and reconstruction shall be done in a reasonable manner consistent with the character of the land adjoining the Easement Premises, so as not to cause undo interference with GRANTOR'S use of the Easement Premises. Subject to the foregoing, GRANTEE shall have the right of ingress and egress to and from the Easement Premises as reasonably necessary for inspection, routine maintenance, repair and reconstruction of the fence and landscaping improvements.

7. GRANTEE hereby agrees to and shall protect, defend, indemnify, and hold GRANTOR, together with its beneficiaries and its successors and assigns, harmless against any and all claims, losses, injuries, damages, actions, or causes of action that arise directly or indirectly from the existence, placement, and use of the fence and landscaping

improvements on, in, or about the Easement Premises.

8. The easements and rights granted in this Agreement, the restrictions imposed by this Agreement, and the agreements and covenants contained in this Agreement shall be easements, rights, restrictions, agreements and covenants and shall continue as a servitude running in perpetuity with the land, shall be recorded against the Easement Premises and shall be binding upon the inure to the benefit of the GRANTOR and the GRANTEE and their respective heirs, executors, administrators, grantees, successors, assigns, agents, licensees, invitees, and representatives, including, without limitation, all subsequent owners of the Easement Premises, any portion thereof, and all persons claiming under them.

9. GRANTEE shall not permit any lien to stand against the Easement Premises, the property or any improvements thereon for any labor or materials in connection with work of any character performed or claimed to have been performed on the Easement Premises or the property at the direct or sufferance of the GRANTEE. In the event of any such lien attaching to the Easement Premises, the property or any improvements thereon, GRANTEE shall immediately have such lien released.

10. This Agreement may be modified, amended or annulled only by the written agreement of the GRANTOR and the GRANTEE.

11. All construction, maintenance, alteration, replacement, operation and repair of the Easement Premises, if any, by GRANTEE shall comply with all applicable laws, statutes, building codes and regulations of general application (collectively, "Laws"). This Agreement does not abrogate or supersede any applicable Laws requiring the parties to obtain permits, licenses, inspections or approvals in order to construct, maintain, alter, or repair the fence and landscaping improvements.

12. In the event of violation or breach of any covenant or restriction contained herein by either party ("Defaulting Party"), the other party ("Complaining Party") shall give written notice of such violation to the Defaulting Party. If the Defaulting Party shall fail to cure such breach within fourteen (14) days after receipt of such written notice, the Complaining Party shall have the right to (a) institute an action to enjoin or abate such violation, or breach, or (b) enter upon the easement premises, correct any such violation or breach, and hold the Defaulting Party, its successors or assigns, responsible for the cost thereof. The Complaining Party shall have available all legal and equitable remedies to enforce the obligations hereunder of the Defaulting Party, its successors or assigns, in the event the Defaulting Party is found to have breached any of its obligations hereunder, the Defaulting Party shall reimburse the Complaining Party for any costs or expenses incurred in connection therewith, including court costs and attorneys' fees. It shall not be considered a violation or breach of any covenant or restriction for the Grantee to choose not to exercise any of its privileges under this easement.

13. All notices or other communications given pursuant to this permanent non-exclusive easement shall be in writing and shall be deemed properly served if delivered in person to the party to whom it is addressed, or two days after deposit in the U.S. Mail, if sent postage prepaid by United States registered or certified mail, return receipt requested, or by overnight courier by a nationally recognized service addressed as follows:

If to GRANTOR: Hoffman Estates Park District
Attn: Gary Buczkowski
1685 W. Higgins Road
Hoffman Estates, Illinois 60169

with a copy to: Ancel Glink Diamond Bush DiCianni & Krafthefer, P.C.
Attn: Adam B. Simon
175 E. Hawthorn Pkwy, Suite 145
Vernon Hills, Illinois 60061

If to GRANTEE: KSD, Inc.
d/b/a Montessori Academy of North Hoffman
Attn: _____

with a copy to: _____
Attn: _____

14. All representations and warranties contained herein shall survive the execution of this Agreement and the recordation thereof and shall not be merged.

IN WITNESS WHEREOF, GRANTOR has executed, sealed and delivered this easement and GRANTEE has caused this easement to be accepted and signed in its corporate name.

GRANTOR:
Hoffman Estates Park District

ATTEST:

By: _____
_____, President

By: _____
_____, Secretary

GRANTEE:
KSD, Inc. d/b/a Montessori Academy
of North Hoffman

ATTEST:

By: _____
Its: _____

By: _____
Its: _____

EXHIBIT A
(Easement Legal Description & Depiction)

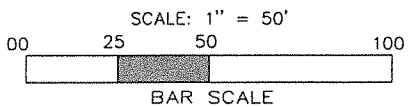
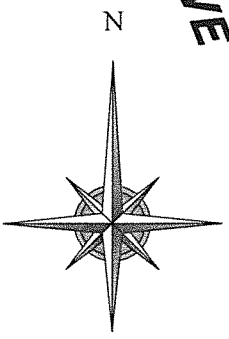
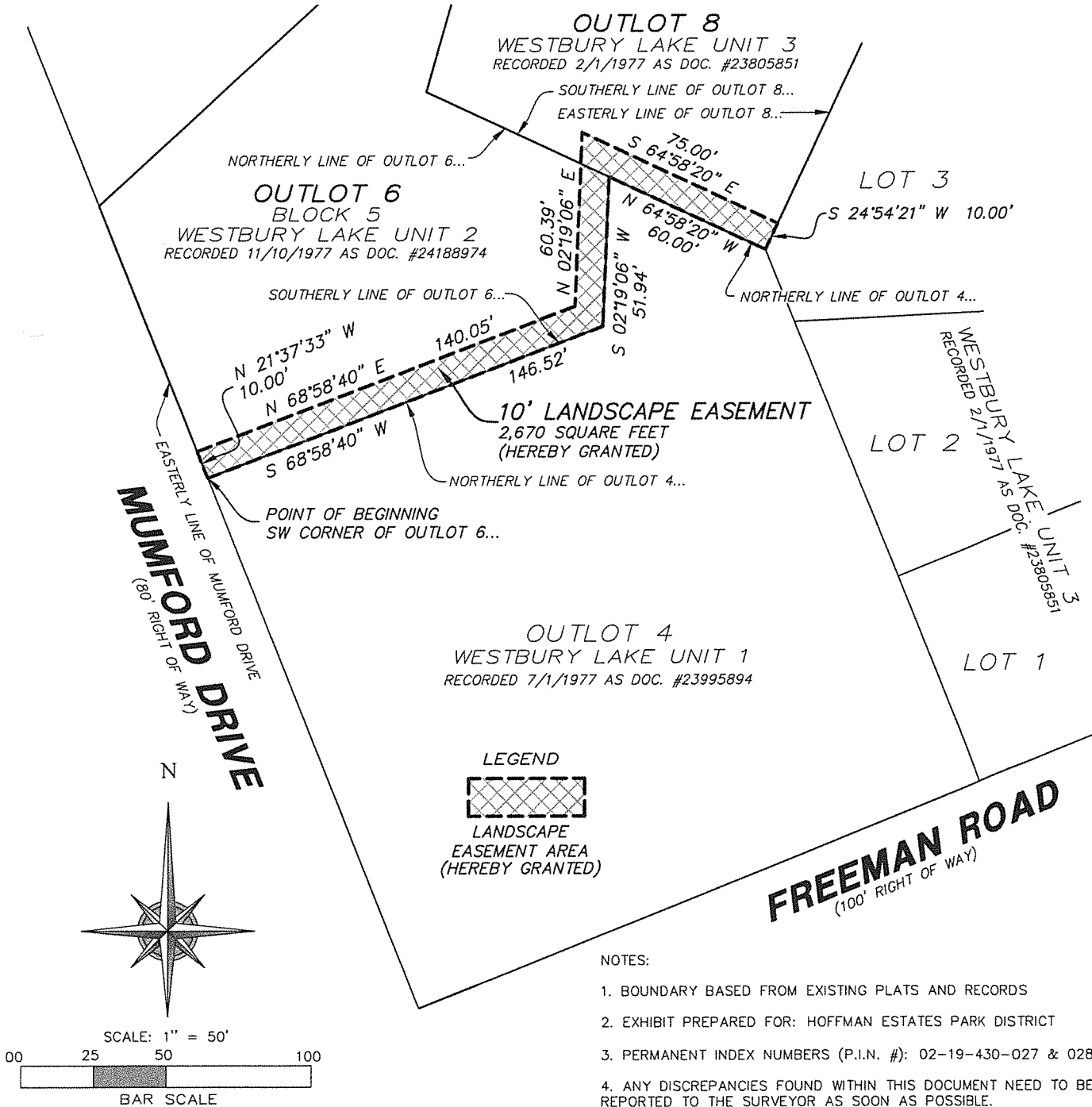
LANDSCAPE EASEMENT DESCRIPTION

THAT PART OF OUTLOT 6 IN BLOCK 5 OF WESTBURY LAKE UNIT 2, BEING A SUBDIVISION IN THE SOUTH HALF OF SECTION 19, TOWNSHIP 41 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 10th, 1977 AS DOCUMENT NUMBER 24188974, AND PART OF OUTLOT 8 OF WESTBURY LAKE UNIT 3, BEING A SUBDIVISION IN THE SOUTH HALF OF SECTION 19, TOWNSHIP 41 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 1st, 1977 AS DOCUMENT NUMBER 24188974, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID OUTLOT 6; THENCE NORTH 21 DEGREES 37 MINUTES 33 SECONDS WEST ALONG THE WESTERLY LINE OF SAID OUTLOT 6 ALSO BEING THE EASTERLY LINE OF MUMFORD DRIVE, FOR A DISTANCE OF 10.00 FEET; THENCE NORTH 68 DEGREES 58 MINUTES 40 SECONDS EAST, 140.05 FEET; THENCE NORTH 02 DEGREES 19 MINUTES 06 SECONDS EAST, 60.39 FEET; THENCE SOUTH 64 DEGREES 58 MINUTES 20 SECONDS EAST, 75.00 FEET TO A POINT ON THE EASTERLY LINE OF SAID OUTLOT 8; THENCE SOUTH 24 DEGREES 54 MINUTES 21 SECONDS WEST ALONG SAID EASTERLY LINE, 10.00 FEET TO THE SOUTHEAST CORNER OF SAID OUTLOT 8; THENCE NORTH 64 DEGREES 58 MINUTES 20 SECONDS WEST ALONG THE SOUTHERLY LINE OF SAID OUTLOT 8, FOR A DISTANCE OF 60.00 FEET TO A NORTHEASTERLY CORNER OF SAID OUTLOT 6; THENCE SOUTH 02 DEGREES 19 MINUTES 06 SECONDS WEST ALONG A EASTERLY LINE OF SAID OUTLOT 6, FOR A DISTANCE OF 51.94 FEET TO A SOUTHEAST CORNER OF SAID OUTLOT 6; THENCE SOUTH 79 DEGREES 58 MINUTES 40 SECONDS WEST ALONG THE SOUTHERLY LINE OF SAID OUTLOT 6, FOR A DISTANCE OF 146.52 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

CONTAINING 2,670 SQUARE FEET

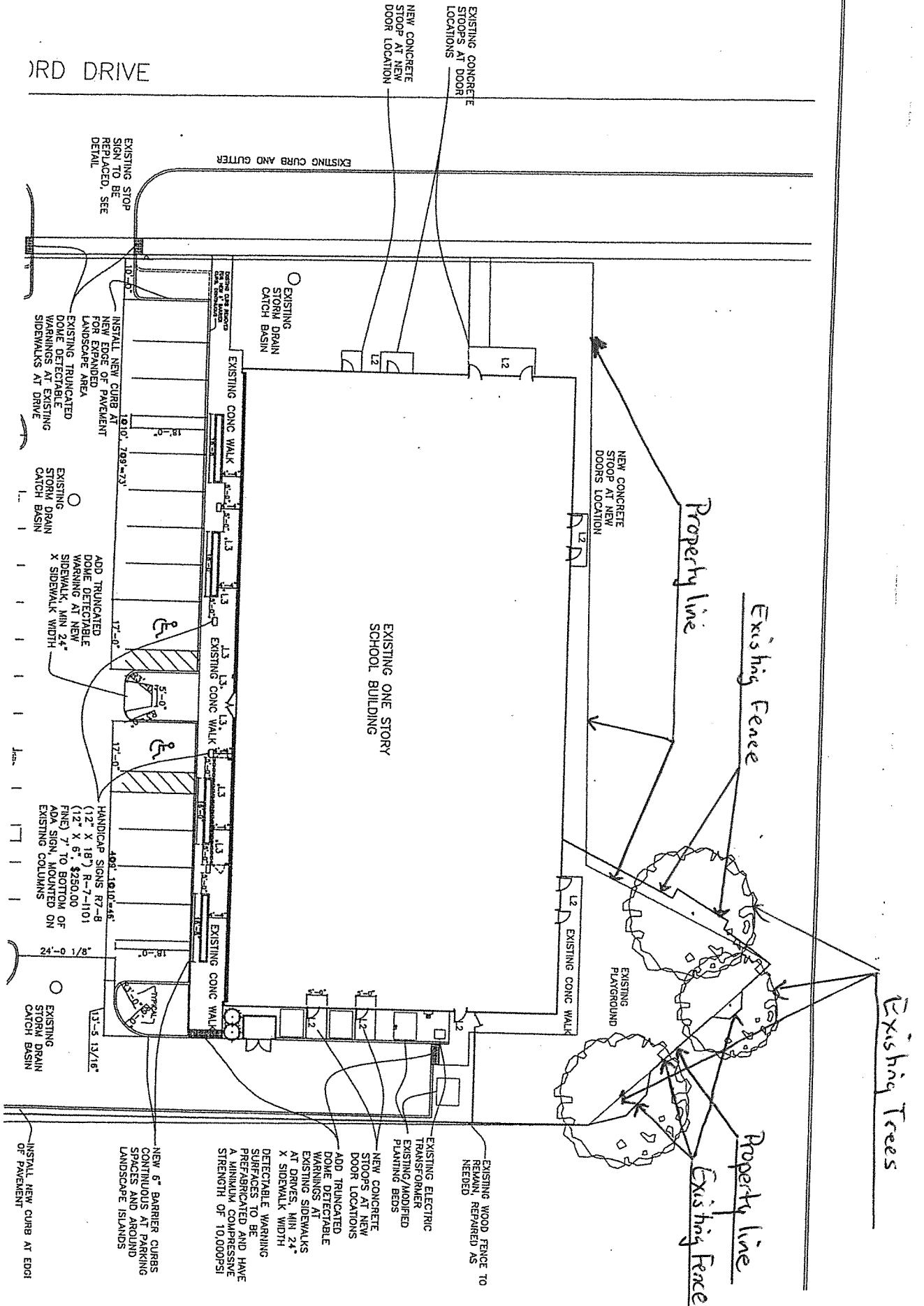
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DATE : 3/9/16	SCALE : 1"=50'	EASEMENT EXHIBIT	WT	W-T LAND SURVEYING, INC. LAND AND CONSTRUCTION SURVEYORS 2675 Pinalum Avenue Hoffman Estates, Illinois 60132 PH: (224) 293-6333 FAX: (224) 293-6444 www.wtlandsurveying.com IL License No. 184-004387 Exp. 04/30/16	REVISIONS
JOB : S16050	DRAWN : MWO				
SHEET S-1	BOUNDARY : MWO				
CHECK : FIM	FIELD WORK : N/A				
OF ONE SHEETS					

For Illustration Purposes - Not included in Agreement



RD DRIVE

EXISTING ONE STORY SCHOOL BUILDING

Property line

Existing Fence

NEW CONCRETE STOOP AT NEW DOORS LOCATION

EXISTING PLAYGROUND

Existing Trees

Property line

Existing Fence

EXISTING WOOD FENCE TO REMAIN, REPAIRED AS NEEDED

EXISTING ELECTRIC TRANSFORMER EXISTING/MODIFIED PLANTING BEDS

NEW CONCRETE STOOPS AT NEW DOOR LOCATIONS

ADD TRUNCATED DOME DETECTABLE WARNINGS AT EXISTING SIDEWALKS AT DRIVES, MIN 24" X SIDEWALK WIDTH DETECTABLE WARNING SURFACES TO BE PREFABRICATED AND HAVE A MINIMUM COMPRESSIVE STRENGTH OF 10,000-PSI

NEW 6" BARBER CURBS CONTINUOUS AT PARKING SPACES AND AROUND LANDSCAPE ISLANDS

INSTALL NEW CURB AT EDGE OF PAVEMENT

HANDICAP SIGNS R7-8 (12" X 18") R-7-1101 (12" X 5", \$250.00) ADA SIGN MOUNTED ON EXISTING COLUMNS

ADD TRUNCATED DOME DETECTABLE WARNING AT NEW SIDEWALK, MIN 24" X SIDEWALK WIDTH

INSTALL NEW CURB AT NEW EDGE OF PAVEMENT FOR EXPANDED LANDSCAPE AREA

EXISTING STOP SIGN TO BE REPLACED, SEE DETAIL

MEMORANDUM NO. M16-049

TO: Building and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
Craig Talsma, Deputy Director/Director of Admin & Finance
Mike Kies, Director of Recreation/Facilities
RE: PSSWC DLA Architects
DATE: March 29, 2016

Background:

The Prairie Stone Sports and Wellness Center opened its doors in the fall of 2000. At that time, it was considered one of the most modern and functional facilities in the area and has continued that reputation ever since. Time has, however, begun to take its toll on the overall general appearance and ultimate user experience. One area of the center that has experienced an aesthetic degradation is the club locker rooms and shower areas in particular. To minimize the problems, staff has dedicated additional ongoing daily maintenance resources to keep the appearance at desired levels. In addition, this past winter, \$15,000 was spent to improve the grout appearance in these areas. Looking forward, staff is of the opinion that these areas will only get worse in structural integrity and appearance with time and consume even more valuable maintenance resources.

Updating facilities should come as no surprise to anyone who expects to market a product over time. Typically, public facilities require aesthetic upgrades every 15-20 years. This is due to both wear and aesthetic appeal to the customer. In PSSWC's case, things like carpeting and painting of walls have been accomplished in many of the areas. As for the wet areas of the locker room, PSSWC has been impacted to a higher degree due to the original construction materials used in creating the different spaces. All the interior walls were constructed with a galvanized stud steel system with moisture resistant drywall as the covering surface. Ceramic tile was then placed on the drywall to provide the moisture block and wearing surface. Key to this system's viability was the reliance on the maintenance of air quality within those spaces, specifically moisture.

Unfortunately, the design did not prevent moisture from traveling into the wall cavities and caused rusting to occur on the interior structural metal surfaces. In addition, any movement with the walls has caused cracks in the grout joints which allowed water to seep into those cavities. The use of steam and the increased pressure gradients in certain spaces has also forced water into the wall systems. The resulting effects include the migration of water into adjoining dry spaces and rusting stains on surfaces that originate from the interior rusting structural walls.

The locker room renovations have been planned for some time. The District has been utilizing every effort to extend the current life of the wet areas to minimize capital outlay. The project has been identified on the CAMP at a cost of \$300,000. This was planned for 2017 or 2018. This price was based on replacement of the tile and minimal structural repair.

Implications:

Staff determined the best way to better understand the potential ramifications in renovating these types of areas would be to seek guidance from an Architect with experience in designing such facilities, specifically locker rooms. In this case DLA Ltd. Architects was commissioned in December of 2015, by staff to come up with recommendations and potential cost implications for renovation of both member locker rooms at PSSWC.

The overall cost of the project based on preliminary estimates from DLA places it in the \$600-\$700K range. This is double staff's original concept; however after further detailed examination of the area it has been determined that much more structural renovation for the walls and studs along with environmental costs associated with the potential clean-up have placed the overall cost for the project much higher. Further detail will be needed to fully examine all areas that should be renovated. Currently it is believed the toilet and sink areas may still have a further useful life up to ten more years. It should be noted that in a project of this nature there may be hidden costs once demolition is started. Finalizing architectural and construction documents will allow for a greater understanding of the overall potential cost for this project.

Staff does believe that this project is needed during 2016 and to best meet that timeline the District should contract with an architect to design the required plans this year in order to allow construction for 2017. Assuming the project would be approved by the Board, the work could be accomplished in late spring or summer 2017. Design work would be completed prior to the 2017 budget review process with bids due in early 2017. Club Members would be notified of impacts to use beginning in the fall of 2016.

Staff would like to negotiate with DLA Architects to come up with a consulting agreement to prepare plans and documents related to the above renovation project. DLA has already worked on this and is qualified to be hired for their services as is allowed as an exception for bidding. The agreement would then be presented to the Committee and full board for their consideration and ratification; the cost of their services would be paid from the savings realized from the purchase of the Dectron units also for PSSWC.

Assuming an agreement can be reached between DLA and the Park District then this project would be presented as part of the 2017 budget review process by the committees and board. Currently, PSSWC has a fund balance just over \$1,000,000 that could be utilized for this project.

Recommendation:

That staff recommend that the B&G Committee recommend to the full board to authorize staff to negotiate an agreement with DLA Architects to design and prepare specifications for the PSSWC locker room renovation project.

MEMORANDUM NO. M16-047

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Crack Fill and Seal Coating work 2016
DATE: March 22, 2016

Background:

Bids were opened on March 22, 2016 for crack filling, seal coating and striping work to be completed at Triphahn Center, Bridges of Poplar Creek Country Club, Willow Rec Center, Prairie Stone Sports and Wellness Center, Cannon Crossings Park, Seascape Family Aquatic Center, Canterbury Park Place Park, Canterbury Fields Park and the Parks Maintenance Facility. This work is part of an on-going preventative maintenance program with the intent of extending the life cycle of the existing parking and drive areas of the district.

Implications:

A total of 3 bids were opened and publicly read. Attached is a copy of the bid results.

The low bidder, Maul Enterprises Inc. of Naperville, was the contractor who performed similar work for the park district in 2014 and 2015 and their previous performance meet staff's expectations. Maul's bid was reviewed by staff and was found to be in order.

Recommendations:

Staff recommends that the bid project be awarded to Maul Enterprises Inc. in the low bid amount of \$29,082.07 which was \$917.93 under staff's estimated budget for this work.

Crackfill, Sealcoat, Stripe, TC, PSSWC, BPC, CC, Seascape Family Aquatic Center (SFAC), WRC, Canterbury Park Place (CPP), Canterbury Fields Park (CFP),HEPD Maintenance Shop 3/22/2016

	Chicagoland Paving Contractors 225 Telsler Rd, Lake Zurich, IL 60047	Hastings Asphalt Services, Inc. PO Box 87, Harvard IL 60033	Maul Enterprises, Inc. PO Box 9207, Naperville, IL 60567 630-420-8765
BOND	X	X	X
1. TRIPHAHN CENTER			
TOTAL TC COST	\$23,792.09	\$14,960.91	\$13,232.07
2. PSSWC			
TOTAL PSSWC COST	\$3,500.00	\$2,040.00	\$1,850.00
3. BPC 6,000 Lin ft			
TOTAL BPC COST	\$4,500.00	\$2,580.00	\$2,400.00
4. CANNON 5,000 lin ft			
TOTAL CC COST	\$3,750.00	\$2,250.00	\$2,000.00
5. SFAC 5,000 lin ft			
TOTAL SFAC COST	\$3,750.00	\$2,250.00	\$2,000.00
6. WRC 5,000 lin ft			
TOTAL WRC COST	\$3,750.00	\$2,250.00	\$2,000.00
7. CANT PP 4,000 lin ft			
TOTAL CPP COST	\$3,000.00	\$1,760.00	\$1,600.00
8. CANT FP 4,000 Lin ft			
TOTAL CFP COST	\$3,000.00	\$1,840.00	\$1,600.00
9. HEPD MAINT 6,000 Lin Ft			
TOTAL HEPD COST	\$4,500.00	\$2,580.00	\$2,400.00
COST OF ALL 9 PROJECTS	\$53,542.09	\$32,510.91	\$29,082.07

MEMORANDUM # M16-048

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director of Park Services / Development & Risk Mgt.
SUBJECT: **Skid loader, skid loader trailer, and skid loader attachments purchases**
DATE: March 28, 2016

Background

The 2016 Capital development budget allows \$60,000 to purchase a skid loader tractor, a trailer to haul it on and some required accessories. The new unit would replace a 2004 John Deer skid loader with numerous mechanical issues, most related to parking brakes and wheel motors. Each year for the past five years it has taken two parks mechanics three days to remove and re-install the wheel motors averaging \$1,500 in in-house labor. Once removed, the wheel motors are sent to John Deer to be rebuilt costing \$3,000. All this takes about three to four weeks of down time before the unit is up and running again. John Deer skid loaders are manufactured by Case New Holland; they are essentially the same machine and have similar mechanical issues.

Implications

With the mechanical problems in mind that we have experienced with Case New Holland / John Deer in the past, we developed our bid specifications around a Bobcat skid loader model S740-T4 which is rated very positively in consumer reports and numerous trade publications. Additionally we have owned Bobcats in the past and found them to be very reliable.

Additionally the Bobcat was specified because the engine is mounted sideways in the engine compartment allowing greater access to the engine components resulting in quicker repairs and less down time. The Case New Holland / John Deer's engine is mounted in-line which greatly restricts serviceability. The Bobcat also has greater lifting capacity, higher lifting height, and faster ground speed. The Case new Holland / John Deer not only have a history of mechanical issues, but they do not meet the power specification of the bid.

A formal bid opening was scheduled for March 22, 2016 9:00 am at the Triphahn Center. The vendors were asked to bid on the skid loader, a trailer to haul the skid loader around with a broom attachment for sweeping pathways and parking lots, and mechanical pallet forks for lifting pallets and trees; these particular forks hydraulically get wider and narrower. This feature if used for picking up trees and not damaging the trees root ball or trunk. We received 5 sealed bids which were publicly opened and read on March 22, 2016 at 9:00 am. The bid results are as follows:

Atlas Bobcat

Skid loader \$45,116
Trailer 5,600
Broom \$4,568
Pallet forks \$2,248
Total \$57,532.00

Bobcat of Rockford

Skid Loader \$51,109
Trailer \$6,000
Broom \$4,911
Pallet forks \$2,540
Total \$64,560.00

Martin Implements

Skid loader \$39,966
Trailer \$6,600
Broom \$5,937
Pallet forks \$2,890
Total \$55,393.00

McCann

Skid loader \$38,890
Trailer \$7,850
Broom \$5,350
Pallet forks \$2,475
Total \$54,565.00

Casey Equipment

Skid loader \$46,260
Trailer \$7,995
Broom \$6,995
Pallet forks \$6,930
Total \$68,140.00

Martin Implements and McCann are specifying New Holland and John Deer, respectively, which do not meet the bid specifications for the skid loader requirements specified.

Recommendations

Staff recommends awarding a contract to the lowest qualified bidder, Atlas Bobcat of Elk Grove Village in the amount of \$57,532.00 for a skid loader, a trailer, a broom, and pallet forks totaling \$57,532.00.

MEMORANDUM NO. M16-051

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Parks & Risk Management
RE: Parks Board Report
DATE: April 1, 2016

1. All turf covers were removed from soccer goals on game fields to mixed success. Lack of snow cover and essentially dry conditions did not allow for percolation of water and early growth of the turf. This procedure will be repeated next winter expecting normal snow conditions.
2. Plow and winter damage clean-up has begun. The early dig of topsoil allowed us to order sufficient top soil to complete most repairs.
3. Preparations have begun to system up the Thorgard Lightning Prediction System. Bridges of Poplar Creek will be installed this week, with all systems operational by April 15th, our normal target date.
4. Tire damage was repaired at Cannon East Soccer from joy riders covering one quarter of the field. When ground temperatures rise for sufficient germination seeding will begin on all athletic fields.
5. In House controlled burns are ongoing as weather permits; 22 were planned and 8 remain to be done.
6. Native and wildflower seeding in the natural areas will begin in the next 2 weeks. In an effort to help the Monarchs we have planted 35 lbs. of Milkweed seed in the natural areas with another 15 lbs. to be planted this spring bringing the total to 50 lbs. to date. Many of our natural areas have healthy Milkweed populations which we continue to supplement with seed.
7. Mowing of the non -burned areas continues as conditions permit.
8. Park cleanup has begun and will continue through the beginning of April, it has been somewhat problematic with all the high winds we have had this spring.
9. Staff constructed a wood post black vinyl fence in the wet areas of the Dog Park at WRC.
10. Staff constructed a wood shelf in the dance room at TC.
11. Staff installed tennis and volleyball nets for the 2016 season.
12. Staff removed all no ice use signs and flags for the season.
13. Staff removed 20' x 11' wall at the old Pilates room at PSSWC. Constructed a header to support ceiling, moved electrical outlets and switches, dry walled primed and painted.
14. Staff reinstalled soccer goals and anchored down for the start of the spring season.
15. Staff ran conduit pipe for fans at PSSWC.
16. Staff unclogged drain in kitchen at BPC.

17. Siemens control for fire panel at TC has been repaired.
18. Staff fixed multiple different leaks due to winter freezing at Golf Range House/
bathroom.
19. Maintenance and repair completed on all trailers
20. Mobile lift replaced control pad
21. Completed maintenance on chipper and installed hour meter
22. Completed maintenance on air compressor and installed new engine
temperature sensor
23. Completed maintenance and repairs on all tractors
24. Truck 917 replaced valve cover gaskets
25. Safety lane truck and trailer inspections completed

**HOFFMAN ESTATES PARK DISTRICT
2016 GOALS & OBJECTIVES
PARKS DIVISION**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand marketing communications with the use of social media and mobile applications	Provide useful public landscaping information through the park perspective social media and web site. Update a minimum of 4 times per year.	SC	Seasonally topical turf and gardening tips have been sent to the C & M department to be posted on the web site at their discretion
Increase volunteer involvement in District operations	Conduct a garlic mustard removal event. By 2 nd quarter	IP	Scheduled for 5-17-16 at Essex Park
	Conduct a teasel removal event. By 3 rd quarter.	IP	Scheduled for 8-13-16; location to be determined
	Conduct a wild flower seed collection event. By 3 rd quarter.	IP	Scheduled for 9-24-16 at Charlemagne Park
	Conduct an Adopt a Park program. Increase by 2 sites.	IP	Adopt-a-park opportunities will be posted on the marquee signs
	Conduct a park clean up event. By 4 th quarter.	IP	Scheduled for 6-11-16 at Essex Park

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fluid balance reserves	Administrate the Parks Division budget. Meet 100% of the timelines established by the finance division	NB	
	Develop the Parks and Risk Mgt sections of the 2015 CMP. Complete by the district's adopted schedule	NB	
Perform internal control audits	Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting	IP	All line items are currently within budget

	financial goals and objectives. Meet budget expectations.		
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District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Utilize best practices to maximize operational efficiencies as a District	Replace Seascape ice maker. Compete by end of 1 st quarter	IP	Ice machine has been ordered
	Replace 1995 CHEVY 4X4 PICK-UP. Compete by end of 4 th quarter	IP	Vehicle is ordered
	Replace 2003 JOHN DEERE SKID STEER. Compete by end of 4 th quarter	IP	Bids have been opened
	Seascape rebuild pumps #1 & #5. Compete by end of 4 th quarter	IP	Currently securing competitive pricing
	Replace 2003 Redi-haul trailer. Compete by end of 4 th quarter.	IP	Bids have been opened
Perform a capacity usage analysis	Purchase and plant trees, shrubs, and flowers throughout district. Compete by end of 4 th quarter.	IP	Spring tree order has been placed

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Objective 1: Create and sustain quality parks, facilities, programs and services

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices for allowable expansion of natural areas	Enhance high visibility natural areas by adding additional wild flower seeds. Complete by end of 4 th quarter per budget allowance.	IP	Natural areas overseeding is complete
Continue to address park and recreation needs according to the district's ADA transition plan	Complete assigned ADA projects. Complete by end of 4 th quarter.	NB	No projects have been assigned

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Enhance overall quality of natural areas	Enhance natural areas by controlling invasive plants to 20% or less. Maintain/monitor on quarterly basis for compliance.	NB	Invasive plants have not started growing yet
	Control burns at Black Bear, Hunters Ridge and Roherson Parks. Annually.	NB	The sites listed are to be burned by our contractor. As of now the weather has not been favorable for the burns. We do have until the

			end of April to complete the sites listed
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District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card	Maintain Park Division's compliance with IPRA's Environmental Report Card. Complete by end of 4 th quarter.	IP	The parks division is compliant with the report card

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop a new hire training program that addresses District policies and procedures	Hire Supervisor of Aquatics and Facilities. Complete by end of 1 st quarter	IP	Currently reorganizing the Parks Division supervisor's level
Continue to evaluate and create procedures and training to promote a high level of internal customer service	Train and document 100% of all staff on job specific and mandatory training within the Park's division. Within one month of their employment start date.	IP	All full time parks staff have been trained. Training will continue with seasonal staff as they arrive for the season

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue emphasis on cross-training and ensure workforce readiness	Instruct & train members of the training committee on district wide trainings. Complete by end of March.	C	Training team has been trained
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities	Conduct two Parks Division team building events. Complete by end of 2 nd and 4 th quarters.	IP	April 20 th PDRMA is conducting a customized back safety school at the Parks Facility for all of the parks staff

MEMORANDUM NO. M16-050

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Board Report
DATE: March 29, 2016

1. PSSWC club locker room

Staff, along with DLA Architects, is completing the renovation study for the wet areas and steam rooms at PSSWC. As anticipated, this project will have a redevelopment cost somewhere near \$500,000. Critical to the planning of this project will be how it will impact customers/members and their utilization of the center on a daily basis. A presentation will be given to the B&G committee and, if approved by the board, final construction drawings will be completed along with cost estimate to be included for consideration in the 2017 budget process.

2. 2016 Playground renovation projects

The three playgrounds have been ordered and are currently on schedule to be delivered the first two weeks of April. Should this occur, the installation contractors will begin demolition the first week of April with the goal of completing the playgrounds by mid-May.

3. Concrete sidewalk replacement

With the weather turning for the better, the contractor is preparing his crew to begin the replacement of concrete walks at TC, BPC, and PSSWC. If all goes as planned, this work will be completed by the end of April and prior to the beginning of the asphalt grinding and patching project.

4. Playground Rule Signs

Playground rule signs are currently being produced and should be delivered to the district by the middle of April. Once those signs are in our hands, park maintenance personnel will begin to install the new signs based upon available time/other projects and weather conditions. The ultimate goal will be to have all the signs installed by the end of 2016.

5. GIS

Staff is currently working with the consultant to complete the GIS data base design. Once that is completed, it will be reviewed for completeness and if all is well, it will be made ready for the inventory which will commence in late May or early June. The work that is being done at this time will allow for the inventory to

be completed with as little time as necessary as the template will be so complete as to make data collection easy.

6. Shoe Factory Bike Trail

Village staff was able to contact reps from CNN Railroad and during that conversation they were assured that CNN's comments along with an agreement would be provided to the Village in the near future. If this was to occur and the agreement ratified, the project could move forward as originally planned.

**HOFFMAN ESTATES PARK DISTRICT
2016 GOALS & OBJECTIVES
PLANNING & DEVELOPMENT**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Objective 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop plans to meet increased program needs 50+ population	Maximize the use of existing space for active adults / rental programs based of a ROI evaluation. Redesign space to convert more effective and efficient use. As part of the Triphahn Architectural study that will be completed in the spring of 2016.	IP	Williams and staff presented their proposal to the full board in March and the plan was approved by the Board. Williams and staff are now developing construction documents to go out for bid in the fall of 2016.

District Objective 2: Achieve customer satisfaction and loyalty

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Provide parks, facilities and opportunities that promote healthy and enjoyable experiences.	Renovate and rebuild Victoria, Canterbury Park Place and Sheffield playgrounds. Complete projects by August 1 st 2016.	IP	Bids for supply and installation were received and awarded in March for these projects. Contractor to begin work in April.

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Solicit input and engage residents in the planning process.	Conduct public input meetings on all projects that involve a new addition or alteration to an existing facility. Meetings October for 2016 projects.	IP	Interested parties were invited to the presentation meeting regarding renovation plans for the north end of the Triphahn Center.
	Incorporate if possible and/ or practical in plans for renovation and update of parks and playgrounds. Meetings fall 2016 for 2017 projects.	IP	Limited input due to limited attendance at the meeting

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Complete all overseen capital projects at or below budget amounts. September 2016.	IP	Bids for 2016 projects have come in under budgeted amounts.
	Monitor all projects and adjust program plans to maintain projects with budgeted amounts. On a weekly basis.	IP	Staff continues to monitor funding availability to maintain that trend.

District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Oversee and maintain Community marquee signs in operational order. Ongoing.	IP	To increase sales and net profitability, ad sales has been brought in-house and is currently under the direction of the Administrative Finance department
Develop strategies to attract additional sponsors and new partnerships	Continually monitor and track operational performance so as to provide constant programming ability for communication of district and community events. Ongoing.	IP	To increase sales and net profitability, ad sales has been brought in-house and is currently under the direction of the Administrative Finance department

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Come up with a plan to reuse playground equipment and refurbish same. Replace only items that have worn out or have no future purpose. Victoria Park Playground redevelopment. Renovate playground by the end of July 2016.	IP	Victoria playground renovation was designed to reuse the existing post structure which has resulted in less construction debris and less new material. In addition this has allowed the reuse of the majority of the existing fall surface rubber.

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Objective 1: Create and sustain quality parks, facilities, programs and services

Division Objectives	Measures/Action	Status	Achievement Level/Comments
*Maintain district infrastructure to utilize proven best practices that provide first class parks and facilities	Replace Victoria Playground. Complete by July 2016.	IP	Bids awarded and materials are now in production.
	Replace Canterbury Playground. Complete by August 2016.	IP	Bids awarded and materials are now in production.

	Replace Sheffield Playground. Complete by July 2016.	IP	Bids awarded and materials are now in production.
	Repair and color coat Fabbrini Tennis courts. Complete by July 2016.	IP	Contractor identified and work will commence once weather is conducive for this type of work.
	Repair and color coat Victoria Tennis courts. Complete by July 2016.	IP	Contractor identified and work will commence once weather is conducive for this type of work
	Repair and color coat Victoria Basketball Court. Complete by July 2016.	IP	Contractor identified and work will commence once weather is conducive for this type of work
	Repave BPC Roadway. Complete by July 2016.	IP	Contractor identified and work will commence once weather is conducive for this type of work
	Patch and sealcoat Triphahn Center parking lots. Complete by July 2016.	IP	Contractor identified and work will commence once weather is conducive for this type of work
	Crack fill all parking lots (ongoing process). Complete by July 2016.	IP	Contractor identified and work will commence once weather is conducive for this type of work
	Coordinate architectural study /Triphahn north wing renovation plans. Complete by May 2016.	C	Concept plans were completed, presented and approved in March. Williams Architects is now preparing construction documents and specifications with the intent of going out to bid in the fall of 2016.
	Coordinate architectural study. Construction 2017.	IP	Williams Architects is now preparing construction documents and specifications with the intent of going out to bid in the fall of 2016.

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmental sound programs and opportunities on environmental best practices.	Work w/outside contractors involved with district projects to reduce garbage & require contractors to have metal waste picked up by scrapers. Offer mulch to the public for residential garden use. Locally dispose of 85% existing mulch materials. Utilize 10% organic waste mulch to improve soils on the former site of Summit (Essex Park) residence	IP	Old mulch will be made available to the public beginning in April.

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmental sound programs and	Develop and implement a best use practice to	IP	The plans for the new fall surface call for the

opportunities on environmental best practices.	utilize the existing rubber tire fall surface at Victoria Park playground. Reuse 95% of existing material.		reuse of 100% of the ground rubber tire chips. That existing material will be covered with a poured in place wearing surface.
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DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities.	Coordinate the registration of personnel to attend the 2016 IL Landscape Contractors Association Meeting and conference in Schaumburg. Requires training budget for registrations. Involve two staff members minimum.	IP	Director of Planning has completed 31 hours of off-site training which included 14 hrs of hands on GIS training that was completed at NIU in Naperville.

District Objective 2: Build organization culture based on I-2 CARE Values

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness.	Lead one Hoffman Workshop program. One minimum in 2016.	IP	Planning staff organized and held a Hoffman U along with representatives from North West Special Recreation regarding the ADA law and how it impacts our facilities and programming.

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities	Attend ILCA conference (Participate in a minimum of 6 CEU hrs.) Spring 2016.	C	Gary Buczkowski attended 7 hrs of programs at this conference
	Attend IPRA, ASLA or NRPA conference. Fall 2016.	C	Gary Buczkowski attended 9 hrs of programs while at the IPRA conference in January.
	Attend 2 training programs or classes. By end of 2016.	C	Gary Buczkowski attended 14 hrs over two days of technical hands on GIS Training.