



*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 MEETING**  
**TUESDAY, OCTOBER 6, 2015**  
**7:00 p.m.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - September 1, 2015
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. 2015 NRPA Conference Session summaries / M15-127
  - B. Legionnaire's Disease (Legionella Pneumophila) / M15-128
  - C. Parks Board Report and 3Q Goals / M15-126
  - D. Planning & Development Report and 3Q Goals / M15-125
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. WE INVITE THOSE WHO MAY NEED AN ACCOMMODATION DUE TO A DISABILITY TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.



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**MINUTES  
BUILDING AND GROUNDS MEETING  
September 1, 2015**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings and Grounds Committee was held on September 1, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Mohan, Comm Rep Bettencourt, Dekirmenjian, Snyder, Chairman Kilbridge

Absent: Comm Rep Friedman, Triphahn

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

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

**2. Approval of Agenda:**

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

**3. Minutes:**

Commissioner Mohan made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the August 4, 2015 meeting as presented. The motion carried by voice vote.

**4. Comments From the Audience:**

Commissioner McGinn noted that the goats at BPC were getting a lot of attention and press.

**5. Old Business:**

None

**6. New Business:**

**A. BPC 10<sup>th</sup> hole/green drainage and re-grassing/m15-107:**

Executive Director Bostrom noted that they had visited the 10<sup>th</sup> hole/green on the park tour.

Director Bechtold explained that the hole was having some drainage issues; that there was a layer of black dirt that would not allow the area to drain and that Superintendent of Greens Huguenot had created a plan to address the issue by removing the dirt, providing a slit drainage system and re-sodding the area. He explained that the hole could be playable within 2 weeks and that the \$24,000 project could be funded through the use of current capital funds that were available. He explained they were looking to start September 14<sup>th</sup> and have the hole playable by September 28<sup>th</sup>. He noted that staff would create a temporary hole.

Comm Rep Snyder asked about the 60-20-10 vs the 60-20-20 and Director Giacalone explained it was the ratio of sand-dirt-organics.

Chairman Kilbridge asked about the chemical build up over the past years and Director Bechtold explained that they just took over the area because they could not drain it.

Mr. K. Evans asked if the green had recently been redone and Director Bechtold explained that it was renovated in 97/98 and not a part of the major course renovation.

Commissioner Mohan asked if there was an alternate plan and Director Bechtold explained that would be to remove the entire tee at twice the amount but he did not believe that would be necessary. Commissioner Mohan asked when they would be able to tell if the fix was working and Director Bechtold explained that as soon as it was sodded they would be able to see if it was draining properly.

Comm Rep Snyder asked about other holes and Director Bechtold explained that they had successfully corrected the same problem on hole 8 3-4 years earlier.

Executive Director Bostrom explained that #1 had a hydraulic leak from a mower that burned out the green and it would also be re-sodded.

Commissioner Mohan made a motion, seconded by Comm Rep Dekirmenjian to recommend the board approve the green drainage and re-grassing of Hole #10 in the amount of \$24,893.75 as outlined in M15-107. The motion carried by voice vote.

B. Chestnut Port-o-let Enclosure/M15-013:

Director Buczkowski reviewed the item noting that while the residents had not wanted the port-o-let they had left feeling that this was the best solution.

Comm Rep Dekirmenjian asked about safety in the area because of the greenery all the way around and Director Buczkowski said there was a street light right there.

Comm Rep Snyder asked if the truck had to pull onto the cement apron and Executive Director Bostrom explained that they would service the unit from the street. He also explained that if they discontinued soccer on the field, they could remove the structure.

Commissioner McGinn asked if other groups were using the area and Executive director Bostrom said not at this time.

Chairman Kilbridge asked if this was the first year for the port-o-let and Executive Director Bostrom said no, but the first year for the structure.

President Bickham asked about the cost of the landscaping and Director Giacalone explained that they would have funds in the tree budget that could be used.

Mr. K. Evans asked about the dry block and Director Giacalone explained that they had inventory to use. Mr. K. Evans asked what the cost would have been without the in-house and inventory and it was noted that the landscape would be about \$1,500 and the dry block about \$1,800; that the project without in-house and inventory would run approximately \$7,500 for materials and labor.

Mr. K. Evans asked about the concrete mix and Director Giacalone explained that it would be delivered.

Comm Rep Snyder made a motion, seconded by Comm Rep Bettencourt to recommend the board approve moving forward with the port-o-let enclosure project for Chestnut Park as outlined in M15-103. The motion carried by voice vote.

C. Parks Board Report/M15-113:

Chairman Kilbridge asked about the playground repairs and Director Giacalone explained that they were down for the year. That they had recently replaced many of the plastic slides that had been brittle and breaking and the new equipment was holding up well.

Commissioner Mohan asked about the volunteers versus the goats versus the burns and Director Giacalone explained that volunteers had used cutters on the teasel project and that the parks department was expanding their use of volunteers.

Executive Director Bostrom noted that item #8 was a repair at the Triphahn Center.

Mr. K. Evans asked about the drainage regarding the last big rain event and Director Buczkowski noted that the water would not be stored on site but that the back portion of the TC drained to the southeast corner. He also explained that the new growth vegetation that they were seeing had been planted by staff and they were trying to keep the muskrats out of the area.

Commissioner Mohan made a motion, seconded by Comm Rep Dekirmenjian to send the parks report M15-113 to the board. The motion carried by voice vote.

D. P&D Report/M15-109:

Executive Director Bostrom explained that committee and board would be discussing capital projects and an updated inventory evaluation at the October B&G Committee meeting.

**7. Committee Member Comments:**

Commissioner Mohan asked about burning the teasels and Director Giacalone noted that they had several sections of BPC to be burned yet this year over a 2-3 day period.

Chairman Kilbridge reminded everyone of the Uncorked and Untapped on September 25<sup>th</sup> and that she had reverse raffle tickets.

**8. Adjournment:**

Commissioner Mohan made a motion, seconded by Comm Rep Bettencourt to adjourn the meeting at 7:37 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary

## MEMORANDUM NO. 127

TO: Building & Grounds Committee  
FROM: Dean R. Bostrom, Executive Director  
Gary Buczkowski, Director of Planning & Development  
John Giacalone, Director Park Services/Dev & Risk Mgmt  
SUBJECT: **NRPA Conference Session Summary**  
DATE: October 2, 2015

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### **Background**

Below is a summary of a few sessions attended by staff at the 2015 National Park and Recreation Association Congress.

### **Implications**

#### **Community Park Audit Tool App (eCPAT)**

The AP is in BETA test phase and is intended to better identify where facilities are meeting and/or lacking in meeting the public's expectations and where the facility or amenity falls in relationship compared to other facilities; this identifies holes or short comings in the system. The eCPAT is intended to engage citizens in the evaluation process and foster support for improvement. It helps compare professional judgment to citizen judgment. It's a quick and easy way to collect data to be used in GIS documentation and research. eCPAT offers the ability to use multiple technologies efficiently (photography, GIS and mobile interfaces).

Parks need to be looked at as vital resources for physical activity and health. We must understand the features and quality of our parks and communicate those findings to the user and the user should have an avenue to communicate to the care takers of the resource. eCPAT app should be a tool to engage the stake holders as a volunteer resource for the betterment of the operation as a whole.

#### **GIS NRPA Eco calculator**

EcoBenefits data is measuring the ecological and economic benefits of parks. The categories that we are currently examining in the EcoBenefits calculator are the environmental, economic, and social impacts, which reflect the greater value of parks and relate to a macro-economic picture. The goal is to expand on the social value of park resources in areas of health, education, and community.

Just released is the wetland and open water calculator that allows one to place an economic value on water resources in your agency. The ultimate value of this number is that it goes beyond the traditional comparison of amenities such as playgrounds, tennis courts and trails in determining appropriate levels of service compared to other communities and/or agencies. In the past the quality of the resource has not been factored into the equation. In the case of water resources, high quality wetlands vs. low quality wetlands would make a difference in the total number.

Other areas that could be identified:

- Natural planting/Prairie plantings
- Woodlots and forested areas

Establish a present value for the district's natural areas with the intent of comparing our resources against other similar communities and/or agencies. By quantifying this element the district could set target goals and monitor benchmark achievements.

### **How parks can help save the Monarch Butterfly #158**

Monarch Butterflies are the state insect of Illinois and their numbers have drastically dropped over the last decade. Reasons for the decline are climate change, drought, insecticides, herbicides, natural enemies, and loss of habitat at 5,000 acres per day specifically a reduction of native milkweed plants. Selective broad leaf herbicide has allowed farmers to eliminate milkweed growing amongst their crops without damaging the crop itself. This and many people's perception that anything besides a lawn or nursery stock is undesirable in the landscape has also resulted in loss of habitat. Monarchs only lay eggs on milkweed plants and monarch caterpillars only feed on milkweed plants. It takes an average of 31 milkweed plants to produce one monarch. For the Monarchs to return to their average population it would take 1.5 billion new milkweed plants scattered throughout the mid-west. Ways we can help the Monarchs are protecting existing habitat, reduce herbicide use, promote Monarch way stations, resident education, and plant and or protect milkweed plants.

### **Infrastructure Time Bomb**

Maintenance and upkeep of Infrastructure is the biggest single challenge facing park & recreation agencies today. Most agencies have no idea what amount of financial exposure they have. Unfunded infrastructure improvements in park and rec agencies exist from the national park service, state park systems through local park and recreation agencies.

The national park service has countless resources that have been neglected for years due to inadequate funding and have already started to close public access due to safety reasons. Illinois' state park system has already started to experience closings due to lack of funding which will only further deteriorate the existing resources. An asset management plan is critical to manage the ongoing maintenance of agency resources. Steps include a comprehensive inventory of agency resources, identify all assets, condition of assets, replacement schedule, cost to repair/replace and funding plan which ties back to the schedule and projected cost to repair or replace. If agencies do not phase out or eliminate low priority infrastructure, they will not be able to maintain high priority infrastructure or develop new high priority infrastructure. The biggest obstacle is convincing elected officials to accept recommendation to phase out lower priority assets.

### **Recommendations**

This is for informational purposes only. No recommendation is necessary.

## MEMORANDUM NO. M15-128

TO: Building & Grounds Committee  
FROM: Dean R. Bostrom, Executive Director  
Mike Kies, Director of Recreation & Facilities  
John Giacalone, Director Park Services/Dev & Risk Mgmt  
**SUBJECT: Legionnaire's Disease**  
DATE: October 1, 2015

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### **Background**

Recently Elgin SD U-46 was forced to temporarily close 3 school buildings due to the identification of Legionnaires Disease. It was determined that the disease resulted from cooling towers located in the 3 school buildings. The only cooling tower that exists within the park district is located at the Triphahn Center and is used to help maintain the ice skating rinks.

See attached update from the Village of Hoffman Estates.

### **Implications**

The park district currently contracts with Enerstar to monitor, check and fill our our cooling tower. Attached is the product information sheet for the biocide they are using to treat our tower.

In addition to the treatment of our cooling towers staff also regularly monitors all of our other water sources such as hot tubs and pools to ensure the quality of water meets all health department codes.

### **Recommendations**

As this is strictly informational, no recommendation is required.

## *Legionella Found in U-46 Schools - Update*

Dear Dean,

ELGIN, Ill. - Three suburban schools have been evacuated after legionella bacteria was detected Wednesday morning.

During an annual air quality testing of school cooling towers in Elgin, higher than normal levels of Legionella bacteria was found at Eastview Middle, Larkin High, and at the Central Office/Gifford Street High.

The CEO made the decision to close those buildings immediately.

Eastview Middle students are being transported to Bartlett High School until parents can pick them up.

Gifford Street High School and Central Schools program students were being transported to Elgin High School.

Special needs students will be transported.

ESC/Central Office staff will go to either Bartlett High or Elgin High to assist with students.

A message posted to District U-46's Facebook page, posted by CEO Tony Sanders, can be found [here](#).

This is a developing story. Check back with the School District's facebook page for updates.

(Taken from [WGNTV.com's website](http://WGNTV.com).)

Read more information about [Legionella bacteria](#).

Village of Hoffman Estates

## Product Information

www.wateradditives.com

### Bellacide® 355 – Innovative Non-oxidizing Biocide for Industrial Water Systems

**Bellacide® 355** is a highly effective, synergistic biocide and biodispersant for use in cooling water systems and industrial process waters.

**Bellacide® 355** is a ready-to-use aqueous solution which:

- eliminates algae, fungus, and bacteria, including *Legionella pneumophila*
- removes biofilm over 4 times more effectively than traditional non-oxidizing biocides like isothiazolone
- yields improved results when used synergistically with any of the LiquiBrom® series of products
- provides excellent biofouling control
- reduces usage costs by 33%

**Bellacide® 355** not only provides performance conscious customers with the effective elimination and prevention of build-up of microbiological slimes, but can also be used to clean heavily fouled systems.

#### Typical physical properties

Appearance	Clear, colorless liquid
Odor	Slight to none
Active ingredient	4.9-5.1% (w/w)
Specific gravity at 20°C	0.98
pH (undiluted)	6.0-8.0
Boiling point	100°C (212°F)
Solubility in:	
water	Completely miscible
ethylene glycol	>50%
methanol	>50%
isopropanol	>50%

#### Thermal stability (DSC)

Differential scanning calorimetry has shown that Bellacide® 355 is stable up to a temperature of 300°C (572°F).

#### Chemical reactivity/compatibility

The active ingredient of Bellacide® 355 is stable in neutral, alkaline and acidic solution and can be used in

cooling water within the pH range 2-12. At normal levels of use, Bellacide® 355 can be used with oxidizing agents such as chlorine.

#### Logistics

Transport Classification	UN 2922, Class 8 + 6.1 Corrosive & Toxic for transport Marine Pollutant
Packaging	Totes, Drums, Pails

#### Regulatory approvals

EPA (USA) Reg. No.	83451-16
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#### Toxicology data

Acute oral LD <sub>50</sub> (rats)	1002 mg/kg
Acute inhalation LC <sub>50</sub> (rats)	<0.9 mg/L
Eye irritation (rabbits)	Corrosive
Skin irritation (rabbits)	Corrosive
R20 Harmful by inhalation	
R36/38 Irritating to eyes and skin	

#### Ecological data

96-h EC <sub>50</sub> (Daphnia)	Not available
96-h LC <sub>50</sub> (Fish)	Not available
R51 Toxic to aquatic organisms.	

#### Biodegradability

Rapidly biodegrades to >50% within 2 hours and ultimately reaches 99% within 96 hours in the presence of activated sludge.

Further details on safety and handling are available in the materials safety data sheet on this product.

## Patents:

BWA Water Additives (BWA) owns or is the licensee of patents and patent applications, which may cover the products and/or uses described in this brochure.

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**MEMORANDUM NO. M15-126**

**TO: Buildings & Grounds Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**John Giacalone, Director Parks & Risk Management**  
**RE: Parks Board Report – September**  
**DATE: September 30, 2015**

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1. Ash tree removal continues. In the process of removing 16 ash trees at Cannon Crossing this week (Sep 28-Oct 2)
2. Bed maintenance and weeding on schedule; last rotation of the season.
3. Early fall fertilization of athletic fields complete; fall weed control in progress.
4. All irrigation systems are being prepared for seasonal shutdown. Estimated 60% less water was used for irrigation this year than in prior seasons.
5. All soccer fields were inspected and repaired where necessary for fall season; the process will be repeated, weather permitting, after the current season ends.
6. Preparations are being made for the fall and spring natural area burn season. Permits are being applied for, notification letters being mailed, and areas are being prepped by mowing safe barriers around trees, fences and vulnerable areas.
7. The September 26<sup>th</sup> volunteer wild flower seed collection was successful with 30 participants who collected approximately 12 five gallon buckets of native wild flower seeds.
8. Seascape has been winterized for the season, staff painted the pool bottom, the water slides, and the water play feature to get ahead on next season start up duties.
9. Truck 511 replaced ignition coil.
10. Truck 912 replaced water pump, radiator belt and temperature gauge.
11. Truck 533 replaced front and rear brake pads and packed front bearings.
12. 519 new tires installed.
13. Ball field groomer 890 new front tire.
14. Rebuilt pressure washer pump and motor for Bridges of Poplar Creek.
15. Striper replaced motor mounts and replaced cable for wheel lock.
16. Truck 542 brought in for recall for blower motor.
17. Safety lane inspection completed on all dump trucks and trailers.
18. Rebuilt grease barrel pump.
19. Staff clean three coils at PSSWC and is still ongoing.
20. Staff replaced tile in women's community locker room at PSSWC.
21. Staff installed fan in small gym at WRC.
22. Staff installed Playground Safety Surface at Community, Fabbri, Sycamore, Colony, Cipri, Charlemagne, TC and PSSWC playgrounds.
23. Staff cleaned and painted east wall of Maintenance shop.
24. Staff constructed and installed Giving Tree on wall of Board Room at TC.
25. Staff repaired spring rocker at Charlemagne Playground. Staff scraped, repaired and painted shelter. Repaired and replaced basketball south rim at Charlemagne Park.
26. MUA2 unit upstairs kitchen repaired and replaced blower motor, belt and added Freon at BPC.

27. Staff installed water pressure switch for activity pool at PSSWC. Staff changed filters for RTU 3 units at PSSWC. Staff repaired a leak at PSSWC drinking fountain. Staff replaced light on outside north wall banner at PSSWC.
28. Staff repaired leaks in mechanical room boiler, hallway leak by room 105 and repaired Ice Rink Heater System at TC.
29. Staff installed a new water filter for the ice machine at TC. Staff installed new vacuum breaker in men's bathroom.
30. Staff installed a new Condenser at Vogeley House.

**HOFFMAN ESTATES PARK DISTRICT**  
**PARKS DIVISION**

**Report Date: October 2015**

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 Initiative 2: Achieve customer satisfaction and loyalty**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
BPC – replace RTU-5 Trane 15-ton compressor	Complete by end of 4 <sup>th</sup> quarter	IP	Securing competitive pricing
Seascape rebuild pumps #1 & #3	Complete by end of 4 <sup>th</sup> quarter	C	Pumps are installed and running
TC repair roof at connection point to old section	Complete by end of 4 <sup>th</sup> quarter	NB	In-house repairs were made in late 2014 and the results have been monitored with very few problems observed thus far in 2015
Repair TC HVAC system by adding Trane Tracer DDC to integrate HVAC systems and replace IGV with VFD on TC AHUs.	Complete by end of 4 <sup>th</sup> quarter	IP	Contracted Project is 95% complete

**District Initiative 3: Connect and engage our community**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Environmental public awareness	Provide useful public landscaping information through the park perspective and web site	IP	Information is on the website and reoccurring on Facebook and Park Perspective
Community volunteer opportunities	Conduct a volunteer garlic mustard removal event, a teasel removal event & a wild flower seed collection event w/community participation	IP	Three highly successful volunteer events have taken place and one more is planned for October at Bo,s Run

**DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP**

**District Initiative 1: Achieve annual and long range financial plans**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Administrate the Parks Division budget	Meet 100% of the timelines established by the finance division	C	Budget has been submitted for review
Monitor budget to ensure expenses do not exceed budget and are in line with	Meet or exceed budget bottom line.	IP	Line items are being monitored

revenue projections and revenues are meeting financial goals and objectives.			
Parks division budget	Produce and stay within a balanced budget	IP	Line items are being monitored
Develop the Parks and Risk Mgt sections of the 2016 CMP	Complete by the district's adopted schedule	IP	Data has been submitted for review
(3) 2009 Toro Z-turn mowers	Complete by end of 2nd quarter	C	Mowers have arrived
Vehicle 507 – 1989 Chevy Crew Cab	Complete by end of 2nd quarter	C	Vehicle has arrived

**District Initiative 3: Utilize our resources effectively and efficiently**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
All district storage- install heat detectors	Complete by end of 4 <sup>th</sup> quarter	NB	Although recommended by PDRMA the village fire marshal does not want our current system altered or modified and feels what we have gives us good protection PROJECT CANCELED
BPC golf maintenance – install heat detectors	Complete by end of 4 <sup>th</sup> quarter	NB	Although recommended by PDRMA the village fire marshal does not want our current system altered or modified and feels what we have gives us good protection PROJECT CANCELED
Parks maintenance vehicle storage – install heat detectors	Complete by end of 4 <sup>th</sup> quarter	NB	Although recommended by PDRMA the village fire marshal does not want our current system altered or modified and feels what we have gives us good protection PROJECT CANCELED

**DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

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

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Enhance high visibility natural areas by adding additional wild flower seeds	Complete by end of 4 <sup>th</sup> quarter	C	Seeding is completed
Enhance natural areas by controlling invasive plants/weeds	Complete by end of 4 <sup>th</sup> quarter	C	Currently less than 5% invasive plants around the lakeshores
Purchase and plant trees, shrubs, and flowers throughout district	Complete by end of 4 <sup>th</sup> quarter	IP	The fall tree order has been placed

**District Initiative 3: Advance environmental and safety awareness**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Retro fit existing facilities with Green/Energy efficient solutions with	Complete by end of 4 <sup>th</sup> quarter	IP	With the suspension of the state funded green initiative rebates projects have been suspended.

primary focus on lighting			Waiting to see if state funding is available in 2016
Maintain Park Division's compliance with IPRA Environmental Report Card	Complete by end of 4 <sup>th</sup> quarter	C	Reviewed compliance of report card in September 2015

**DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

**District Initiative 1: Develop leadership that ensures work force readiness**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
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	C	All staff has been trained

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

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Regularly enforce the I-2 CARE values	Complete by the end of the 2 <sup>nd</sup> quarter	IP	Reinforced through staff meetings

**District Initiative 3: Promote continuous learning and encourage innovative thinking**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Instruct & train members of the training committee on district wide trainings	Complete by end of March	C	Completed in January

## MEMORANDUM NO. M15-125

**TO:** Building and Grounds Committee  
**FROM:** Dean R. Bostrom, Executive Director  
Gary Buczkowski, Director of Planning and Development  
**RE:** Board Report  
**DATE:** September 29, 2015

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### 1. 2015 P&D Capital Projects:

With all 2015 Planning & Development division's capital projects completed, these projects ended up 8.5% or \$101,609 under budget. This savings do not account for capital projects completed by other divisions.

The significant savings came from the competitive bidding received as part of the supply of playground equipment bids. In addition, the landscape restoration work completed by the maintenance department saved the project costs of approximately \$30,000. This does not include in-house labor costs which were not charged to the projects.

### 2. Bradwell Estates Development:

With the uptick in the economy, homes have begun to once again sell in Hoffman Estates. In the Bradwell Estates project, 14 of the 17 homes have been sold and are either under construction or nearing end of construction. One other home site has a foundation poured awaiting framing. It is anticipated by the sales staff that the final two lots will be sold within the next 6-8 months. Based on occupancies, the park district should start receiving additional tax revenues in early 2017.

### 3. Bergman Point Property:

M&I Homes and its contractors have been moving at a frantic pace to get the overall site ready and models completed by the end of this year. The two model homes have been framed and the interiors are under way and expected to be completed this construction season.

Approximately 7 homes have been sold in the development. Staff has been working with M&I Homes who have selected Team Reil to construct the playground and shelter in the proposed park site. The intention is to begin this project this fall and complete the park in the spring of 2017.

### 4. 2016 Playground Renovation Projects:

With the new construction season just around the corner, staff has completed conceptual designs for the three playgrounds scheduled for 2016. As is customary, staff holds public meetings with local residents to discuss the proposed plans and any particular neighborhood needs. The following dates have been set aside for this purpose. Board members are welcome to observe but not participate in the discussion to avoid violating the Open Meetings Act. Sheffield Park to be held Wednesday, October 14 at 7 pm at Sheffield Towne Club House; Victoria North to be held Thursday, October 15 at 7 pm at the Triphahn Center; Canterbury Park Place to be held October 15 at 7:30 pm at the Triphahn Center.

**HOFFMAN ESTATES PASRK DISTRICT  
PLANNING & DEVELOPMENT**

**Report Date: October 2015**

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

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

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Patch and repair districts parking lots and walkways in accordance to minimum safety and ADA standards.	By December 1, 2015	<b>IP</b>	Projects have been designed /bid / awarded and are under contract for construction. Completed in early June. <b>Concrete walks adjacent to parking lots will be raised and leveled to meet ADA requirement during the month of October. This additional work is being done to minimize replacement costs. Any areas not corrected by this process will be removed and replaced as part of the 2016 ADA work.</b>
Design and implement corrective solutions for ADA issues listed in the District's ADA Assessment Plan	By December 31, 2015	<b>C</b>	Design work completed and is currently under contract for work necessary to address ADA issues at Triphahn north and south entrances and also walkway crossings at Willow Rec aprons. Staff is currently correcting issues with Fabbrini restrooms; both men and women. Paths and floating dock completed at Fabbrini. Pricing is now underway for concrete slab raising and crack filling. <b>Completed in July and August.</b>
Develop conceptual plans for the renovation and improvement of Chino Park	By November 2015	<b>IP</b>	Planning staff has not received any direction from programming staff as to programing needs. Based on a district needs analysis, Recreation department is evaluating the concept of Chino being developed to facilitate and encourage youth to participate in physical fun

			activities. <b>Planning and Development staff has prepared a proposal titled “Challenge U Hoffman”. The proposal involves a programming initiative that if accepted will utilize newly constructed facilities to be located in Chino park. This proposal is currently being reviewed by the Executive Director and administrative leadership. Cost implications of this new program pose the greatest hurdle.</b>
Develop conceptual plans for construction of a North Side Splash Pad Park	By November 2015	IP	Conceptual costing has been completed however the project has been put on hold until more is known at the potential cost commitment for upgrades to Chino Park and Triphahn Active Adults Center. <b>Also impacting progress on the project is the uncertainty with the State’s financial situation and the potential of a tax freeze on districts such as HEPD. If that were to happen the district might need to reevaluate the need for new projects vs. the need to maintain what we already have.</b>
Analyze existing space utilization via in house staff study at the Triphahn Center and identify possible means to expand space to accommodate future active adult program needs.	By December 31, 2015	IP	Planning staff has received a list of programming needs from Recreation that would utilize existing building square footage on the north side of the building. Additional information regarding programming limits and overlapping uses is being formulated. Once that information is in hand, Planning staff will secure an architect proposal for conceptual design work and costing. That proposal will be presented to the committees and board. <b>Williams Architects has been chosen to prepare drawings and cost estimates to address programing needs in the study area. A budget of not to exceed \$600K</b>

			<b>including design consulting was established for the project. This money will be requested as part of the 2016 capital improvement plan list. Work on the project would begin in late Spring of 2016 and completed by the end of fall 2016.</b>
Repair/repave and upgrade High Point pathway system	By September 2015	C	Projects have been designed /bid / awarded and are under contract for construction. Paths were completed in early June. Final grading and seeding of edges is being accomplished by the maintenance department.
Develop ideas to better communicate park rules and Communication of park programs and healthy life styles	By October 2015	IP	Two proto type concepts have been developed and are being tested outdoors. <b>The Rules signs have been design and prototypes have been constructed and will be tested for effectiveness. prior to the end of the year. Based on results of this testing (a public survey) monies will be requested as part of the 2016 capital budget to begin implementation of the new sign designs.</b>
Develop and initiate a pilot test project to communicate through QR codes district programs and offerings including healthy lifestyles information. Test to run 4 months	Completed by September 2015	C	Signs and programs developed and are now in the field for public use. Testing results produced less than had been expected.

**District Initiative 3: Connect and engage our community**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Proragis – Coordinate and maintain all district current statistical data as required by Proragis.	By December 31, 2015	C	85% of 2014 HEPD data has been submitted to Proragis.

**DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP**

**District Initiative 1: Achieve annual and long range financial plans**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Develop and administer the Planning and Development division budget and meet all time lines established by the	By end of 4 <sup>th</sup> quarter	C	Paving, concrete, courts repair, playground renovations Fabbrini

Finance Division			pathway projects are currently under contract according to the yearly capital improvement schedule.
Complete all capital projects within budget	By end of 4 <sup>th</sup> quarter	C	All capital projects were completed with a saving of \$101,609.
Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed budget bottom line.	C	All 2015 Capital projects are under contract and under budget by \$101,609.

**District Initiative 3: Utilize our resources effectively and efficiently**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Coordinate construction of hotel at BPC	Contingent on partnership & agreement	NB	Possible developers have not come forward at this point.
Maintain IPRA's Environmental Report Card	By end of 4 <sup>th</sup> quarter	C	All of the construction contracts involve contractors who have documented environmental initiatives within their company operations. <b>The distribution of old playground mulch to the public was well received and provided an environmental benefit. Staff is currently looking for a more environmental solution for reuse of the Victoria playground and fall surface. This would benefit the environment by reducing trucking and landfill requirement.</b>
Research and evaluate the benefits of GIS technology as it applies to HEPD. Develop potential capital investment and continued operational costs so as to determine return on investment	By end of 3 <sup>rd</sup> quarter	C	Staff has met with software vendor. Report was prepared and is now being reviewed by the Administrative Staff/ Directors. <b>A proposal has been accepted by the administrative team and funding will be requested as part of the 2016 capital requests</b>

**DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

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

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Implement CMP capital improvements listed for the calendar year 2015	By end of 4 <sup>th</sup> quarter	C	All 2015 capital projects are now under contract.

Replace Valley, Evergreen and Maple Park Playground	By June 2015	C	Under contract; awaiting favorable weather conditions to begin construction. Valley and Maple completed except for seeding and installation of bench and bike rack at Valley which is to be done by maintenance staff. <b>All project are completed.</b>
Upgrade and make ADA improvements to High Point Restroom	By September 2015	C	Under contract; awaiting favorable weather conditions to begin construction. <b>Project completed by in-house maintenance staff.</b>
Repair and/or re-coat tennis courts	By August 2015	IP	Under contract; awaiting favorable weather conditions to begin construction.
Patch and/or sealcoat parking lots at WRC, TC, Parks Maintenance, Vogeley, Cottonwood Park	By August 2015	C	Under contract; awaiting favorable weather conditions to begin construction. <b>Project completed in June.</b>
Shoe Factory to Prairie Stone Bike Trail coordinate with Village /Cook Country Forest Preserve/IDOT/ IL Tollway	Ongoing, anticipated completion fall of 2016	IP	The Federal Government and IDOT are currently reviewing the proposed plans developed by the consultants. <b>CNN Railroad is the hold-up on approval of the plans for the use of their R.O.W.</b>

#### **DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

##### **District Initiative 3: Promote continuous learning and encourage innovative thinking**

<b>Division Objectives:</b>	<b>Measures:</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Attend National Conference	October 2015	C	<b>Planning staff attended 18 hrs. (17.91) of educational sessions at NRPA.</b>
Attend Webinar Training P&D	December 2015	C	<ul style="list-style-type: none"> <li>2015 ILCC Conference Schaumburg 3 days 2/25-27</li> <li>Water Odyssey March 31</li> </ul>
Attend CPSI CEU Playground Training	June 2015	C	Scheduled for April 20, 21 & 22 <b>Completed and passed certification test.</b>