



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
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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, NOVEMBER 21, 2017  
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - October 17, 2017
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Conference Education Session Summaries / M17-124
  - B. Balanced Scorecard / M17-127
  - C. Parks Board Report / M17-128
  - D. Planning & Development Report / M17-123
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 MEETING  
October 17, 2017**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Building and Grounds Meeting was held on October 17, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Rep Dekirmenjian, S. Triphahn, Chairman McGinn

Absent: Comm Reps Bettencourt & Castillo

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, Parks Director Huguen, Golf Director Bechtold

Audience: Commissioners R. Evans, Kinnane, Kaplan, Kilbridge

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep Triphahn made a motion, seconded by Comm Rep Dekirmenjian to approve the minutes of the September 12, 2107 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. Fertilizer and Chemical 2018 Early Order bid/ M17-113:

Director Huguen reviewed the memo noting that the district received incentives to purchase fertilizers/chemicals early and rebates from participating vendors.

Chairman McGinn asked if it covered the soccer program and Director Huguen noted that it did and included all of the BPC and Parks Maintenance needs with the exception of some special order items.

Executive Director Bostrom asked about the Indemnify at \$1,650 per 17.1 ounce and Director Huguen noted that it was a very costly, but very effective chemical to control Nematodes (parasitic organisms found on the roots of most plants). He noted that generally they were not an issue, however, due to the increased numbers being found steps needed to be taken to prevent their damaging the turf and that there was only a single vendor providing and effective and expensive control.

Commissioner K. Evans asked if there was an issue with storage if the chemicals were purchased now and Director Huguen noted that they would be purchased now; paid for in January and delivered at that time. He also noted that both parks and BPC had storage areas that prevented any issue.

Commissioner R. Evans asked about the actual dollar amount for savings and Director Huguen explained that the district would receive between a 7-9% rebate on some chemicals that had resulted in a \$4,300 saving to BPC last year alone. He anticipated that with an additional \$21,000 added to the order to cover parks that the district would see another 7% on that amount.

Comm Rep Triphahn made a motion, seconded by Comm Rep Dekirmenjian to recommend the board to award the bid to **Chicagoland Turf** for their lowest bid products for the total of \$76,531.38, **Arthur Clesen** for their lowest bid products for the total \$6,020.06, **Advanced Turf** for their lowest bid products for the total of \$829.36 and **Site One Landscapes** for their lowest bid products for the total of \$997.25. The motion carried by voice vote.

B. Parks Board Report and 3Q2017 Goals/M17-111:

Director Huguen reviewed the report and asked for questions. Comm Rep Dekirmenjian asked about the vandalism and Director Huguen noted that they

had 3 incidents this year; Executive Director Bostrom explained that it was not an unusual situation.

Executive Director Bostrom asked about the track at Eisenhower and Director Hugen explained that the repair work had come out very well and had been completed in a day. He also noted that he had received many good comments from the PE teachers and coaches.

Comm Rep Dekirmenjian asked about the school reimbursing the district and Executive Director Bostrom explained that District 54 had paid ½ of the cost of installation but the park district was responsible for upkeep.

Chairman McGinn asked about the 100 donated saplings and Director Hugen said he did not have the name of the donor.

Commissioner K. Evans asked about measuring the remaining bounce on the track and Director Hugen noted that it was a test that could be performed. He explained that the work done presently would be good for the next 5 years. Commissioner K. Evans asked about approaching District 54 to budget partial payment for the work anticipated in the coming years to replace the track and Executive Director Bostrom explained that he had discussed this with them prior to this work and it was not a priority for their budget.

Comm Rep Triphahn made a motion, seconded by Comm Rep Dekirmenjian to send M17-111 and the Parks 3Q2017 Goals to the Board as presented. The motion carried by voice vote.

C. P&D Report and 3Q2017 Goals/M17-109:

Executive Director Bostrom reviewed the report noting that the PSSWC Shower project had partially opened with 3 showers and had now passed the Village inspection. He explained PSSWC would be fully opened by end of day Wednesday, October 18<sup>th</sup>.

President Kaplan asked about the different shower tile sizes and Executive Director Bostrom noted that staff had questioned the use of the 12" x 18" large tiles in the area expressing concerns about co-efficiency and drainage and had been assured by the Architects that it would not be an issue. However, it became an issue and the large tiles had to be cut for an additional \$4,000 the cost of which the Architects would cover.

Comm Rep Triphahn asked about who would pay for the extended time involved and Executive Director Bostrom noted that the contract had a penalty of \$2,500 per day on the extension, however, there had been some unforeseen issues regarding the flooring under the tiles and the ADA requirements of the showers. He noted that the district's goal had been to

get the project completed and they would be returning to the issue of the extension and possibly looking at litigation.

Commissioner Kilbridge asked staff to look at the footers used in the toilet area on the partitions noting that they looked pitted and might need to be replaced. Staff will check.

Commissioner R. Evans asked if the caps were part of the sewer and Executive Director Bostrom noted that they probably only involved the partitions.

Chairman McGinn asked about the trail improvements in conjunction with the Village. Executive Director Bostrom explained that the district was working with the county and Village to address that path project.

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep Triphahn to send the P&D Report M17-109 and 3Q2017 Goals to the board as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Chairman McGinn thanked Comm Rep Triphahn for the organizing the IAPD gala to award Comm Rep Marc Friedman for his volunteer services to the district.

**8. Adjournment:**

Comm Rep Triphahn made a motion, seconded by Comm Rep Dekirmenjian to adjourn the meeting at 7:27 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary

## MEMORANDUM NO. M17-124

**TO: Building and Grounds Committee**  
**FROM: Dean Bostrom, Executive Director**  
**Dustin Hugen, Director of Parks and Facilities Services**  
**RE: 2017 NRPA Conference Session Summaries**  
**DATE: November 14, 2017**

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### **Background:**

Below is a summary of a few sessions attended at the 2017 NRPA Conference in New Orleans.

### **Nurture your employees through an engaging culture.**

**Presenter:** Beth Walter

During this presentation, Mrs. Walter discussed the importance of what a disengaged employee can cost a district or department when the culture is working. Statistics show that for every \$10,000 in annual salary, a disengaged employee cost you \$3400. A \$60,000 employee that is disengaged cost you \$20,400 in production loss annually. During the presentation questions were asked if your district is performing certain task to provide a great culture.

- Core Values are deeply engrained into our decision making.
- We have fun at work.
- System in place to show we care about personal lives of employees.
- We hire for fit in addition to skill.
- We quickly and appropriately move the wrong people out of the organization.
- Employees get personally involved in community service activities.
- We regularly measure employee engagement, create action plans and communicate results.
- We host a robust and reward recognition program.
- We execute on our commitment to grow and train employees.
- Employees feel they are here for a purpose and not just a job.

When setting up your department to have a quality culture, the above bullet points need to be asked. Include these bullet points into staff meetings and schedule individual employee meetings on a quarterly basis to understand each employee.

### **Creating nature play areas in community parks.**

**Presenter: Robin Moore / Vonda Martin**

Using nature play areas to engage kids and adults in nature. Research shows that kids involved in nature play areas use all their senses while engaging in nature. Nature play areas can also bring about educational opportunities to discuss plant life, wildlife, air quality, etc. Small areas are needed for nature play areas; these areas can be as simple as sticks (to build with), logs to climb on, soil to play with to as complex as including entire parks with trails and multiple nature stops.

### **Break some rules and stop thinking like a municipal employee.**

**Presenters: Kirsten Barnes / Rich DiGirolamo**

This was one of the more engaging presentations that I attended. The presenters challenge everyone to think completely outside the box on how to be more efficient as a district. Some items discussed were:

- Policies and procedures that need to change to match up to current times.
- Program guides and their over-production when all anyone is reading are items that are on social media sites. Social media posts can tie back to your district web page.
- Different ways to engage in the community in fundraising efforts to benefit the parks or community.
- Begin to think like a resident who doesn't know all the municipal rules and act on their suggestions and request.
- Creating not so politically correct signage at facilities that can engage residents and guests with humor.

The presentation taught that Park Districts across the country are very predictable in what they do and how they do it and challenged individuals to engage in new ways to be different from the rest.

### **Recommendations:**

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

## MEMORANDUM NO. M17-127

**TO: All Committees**  
**FROM: Dean R. Bostrom, Executive Director**  
**Craig Talsma, Deputy Director/Director A&F**  
**Mike Kies, Director of Recreation**  
**Dustin Hugen, Director Parks & Facilities Services**  
**Gary Buczkowski, Director Planning & Development**  
**Brian Bechtold, Director Golf Operations**  
**RE: Balanced Scorecard**  
**DATE: November 16, 2017**

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### **Background**

According to the definition from Wikipedia, “*the **Balanced Scorecard (BSC)** is a strategy performance management tool - a semi-standard structured report, supported by design methods and automation tools, that can be used by managers to keep track of the execution of activities by the staff within their control and to monitor the consequences arising from these actions*”

*The phrase 'Balanced scorecard' is commonly used in two broad forms:*

- 1. As individual scorecards that contain measures to manage performance, those scorecards may be operational or have a more strategic intent; and*
- 2. As a Strategic Management System, as originally defined by Kaplan & Norton.*

*Key components in utilizing the Balanced Scorecard methodology*

- its focus on the strategic agenda of the organization concerned*
- the selection of a small number of data items to monitor*
- a mix of financial and non-financial data items.”*

### **Implications**

The District continues to refine our Balanced Scorecard and have made certain adjustments to ensure that the measurement values that we utilize are relevant and functional. The goal is to provide a snapshot view of these key components at a specific point in time and to have an annual year to year comparison. This allows us to determine on a very broad spectrum the direction in which the District is moving.



These key components are not being analyzed on a valuation to current budgets or forecasts as much as to the same time period in previous years. Those types of evaluations are provided in the monthly Recreation Committee participation reports and the financial statements in the A&F Committee reports. The Balanced Scorecard comparison gives us a broad overview as to the direction the District is moving with regard to our overall mission, values and goals. The Balanced Scorecard has been updated to report quarterly numbers and compare these numbers to previous quarters. This is then done for the year to date (YTD) totals as well.

Certain numbers that are included may have changed and if significant we have included a small note under the measurement definition.

**Recommendation**

Staff recommends the Board approve the Balanced Scorecard for the 3<sup>rd</sup> Quarter 2017.



Balanced Scorecard 2017

District Goals	District Objectives	Measures	YTD thru September 30, 2016	YTD thru September 30, 2017
Provide healthy and enjoyable experiences for all people	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/ participants	2,086 sessions offered 1,428 sessions ran 15,353 participants (annual program #'s will be reported Q4)	2,080 sessions offered 1,412 sessions ran 15,763 participants (annual program #'s will be reported Q4)
		Number of facility members/visits	7,583 memberships 265,736 visits	BPC 711 members DOG 754 members PSSWC 3,021 members SEA 1,437 members TC 829 members WRC 337 members 50+ 239 members Total 7,328 members 262,435 YTD visits
		Daily paid facility useage	\$219,520	\$194,933
		Number rounds (inc BPC events) / baskets	26,068 rounds 17,289 baskets	28,600 rounds 18,215 baskets
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	92.7% overall satisfaction
	Connect and engage our community	Number of free events/programs	31	36
		Number of Partnerships/ Coop agreements	36	21 - Partnerships/Use Agmts 11 - Intergovernmental 15 - Marquee 36 - Event Sponsors 34 - InKind
		Increase in Digital Marketing/Social Media Engagement	Mobile App Users 1,608 Heparks.org Hits 160,823 Online Brochure Hits 8,788 WebTrac Hits 20,932 Social Media/FB Likes 2,433	Mobile App Users 236 Heparks.org Hits 161,638 Online Brochure Hits 9,911 WebTrac Hits 19,245 Mobile WebTrac Hits 22,916 Social Media/FB Likes 7,256
		Number of Foundation events/participants	3 events/341 participants 4 board mtgs 1 retreat	3 events/334 participants 3 board mtgs
Deliver Financial Stewardship	Achieve annual and long range financial plans	Percental of operational revenues to expenses (excludes D/S and Capital)	112.44%	100.92%
	Generate alternative revenue	Total revenue: Grants	\$3,220	\$24,800
		Total revenue: Sponsorships	\$161,469	\$128,963
		Total revenue: Rentals	\$898,173	\$911,716
		Total revenue: Misc.	\$50,240	\$54,372
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	2015 - 103.00%	2016 - 116.83%

District Goals	District Objectives	Measures	YTD thru September 30, 2016	YTD thru September 30, 2017
<i>Achieve Operational Excellence and Environmental Awareness</i>	Create and sustain quality parks, facilities, programs and services	Community survey data related to overall condition of parks and overall quality of programs and services	Next survey 2019	Next survey 2019
	Utilize best practices	Accreditation score: CAPRA	144 of 144 - 2014 Next review 2018	144 of 144 - 2014 Next review 2018
		Accreditation score: Illinois Distinguished Agency	98.2% 2011 Next Review 2016	99.6% 2016 Next Review 2022
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Applied for FYE 2015	Applied for FYE 2016
		PDRMA score	98.75% 2013 Next Review 2017	98.75% 2013 2017 Currently Under Review
		ExceleRate	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018
		Transparency score	93.4% 2013 Unchanged	93.4% 2013 Unchanged
	Advance environmental and safety awareness	No. of accident reports	226 reports filled out 3 generating insurance claims	127 reports filled out 3 generating insurance claims
		Environmental Scorecard	97% 2015 Next Review 2017	97% 2015 Next Review 2017
		Natural Area/ Wetland Parks Burned	(24) In House (4) Contracted	(25) In House (1) Contracted
<i>Promote Quality Leadership and Services</i>	Develop leadership that ensures workforce readiness	Number of internal training sessions	(3) FT Staff Mtg (3) AED Medic Course (19) Hoffman U (76) Parks	(4) FT Staff Mtg (7) AED Medic Course (9) Hoffman U (27) Parks
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE, Mayor Recept., Village Bon Appetite, NIU	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211, NWSRA, Mayor's Update, MIPE, GoAEYC, Creative Curriculum, Joint Conference, Exhibit Committee, ProRagis, Multi-Chamber Gov Rauner, Village Bon Appetite, Ancel Glink Exec Dir, Village Joint Review, NRPA, HELP 1, NJCAA, Food Handler Certification

**MEMORANDUM NO. M17-128**

**TO: Buildings & Grounds Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**Dustin Hugen, Director Parks & Facilities Services**  
**RE: Parks Board Report**  
**DATE: November 16, 2017**

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All work/tasks completed in this report were performed by in house staff unless otherwise noted.

- Seasonal staff began layoffs with the majority of the crew being laid off prior to the end of October.
- Staff has begun identifying signage that is dated and in need of replacement throughout all parks within the district.
- Meeting with all departments to assure assets are correct in GIS was completed. Results from these meetings are still being compiled.
- Removed black pipe from new boilers to steam rooms at PSS&WC and replaced with copper pipe to avoid corrosion of pipe.
- 18 can light structures were replaced by staff in the men's locker room at PSS&WC, the women's locker room is scheduled to be completed on 11/15/17.
- All ballfield irrigation systems, park restrooms, drinking fountains and splash pads had water blown out and prepped for winter.
- Lighting at Field Park required new wiring to assure all lights work correctly.
- Completed playground inspections.
- Playground mulch surfaces were repaired following large rain events that washed away mulch in numerous parks.
- Staff replaced motor for pump at BPC.
- The heat unit control board, relay and inducer motor were replaced in the Zamboni room at TC.
- All lake fountains have been removed for the season.
- A 50,000 BTU electric heater was installed in the bath house mechanicals room @ Seascape.
- All baseball windscreens, tennis nets, canopies at playgrounds and volleyball nets have been removed for the winter season.
- A log roll at Sycamore fitness and crawl tunnel at TC playground were replaced.
- Final Adopt-A-Highway clean-up was completed for this year.
- Fall broadleaf control was completed, this includes applying products for early control of dandelions and clover at select locations.
- Last mowing in parks was completed in the last week of October. Mowing height was set to three inches to allow the turf to remain healthy through the winter months.
- All Swans were brought in from the ponds for the winter and will be cleaned during the winter for installation in the spring.

- Wildflower/Native plant material was transplanted from Parks Maintenance to help enhance the natural area at Highland Park.
- Fall/Winter tree maintenance has begun. Black Bear Park Disc Golf Course is set for major tree maintenance throughout this fall and winter.
- Entire Parks Department started working on a drainage project at Cannon Baseball/Softball fields. This project is being completed to solve the issues with losing infield mix due to water run after every rain event. Drainage is being installed under the infield playing surface and drained away from the field of play.
- Truck 580 had the snow plow installed.
- Tractor radiator leak repaired as well as replaced the thermostat.
- Completed maintenance and repair on all snow plows, snow blowers, salt spreaders and installed salt spreaders on dump trucks.
- Replaced front brake pads and brake rotors, left front brake caliper and right rear brake wheel cylinder on truck 515.
- Vehicle 500 had O-rings on thermostat housing replaced.
- Truck 527 had the starter replaced.
- Installed new tires on truck 491.
- Truck 511 had the freeze plug on engine block replaced and new muffler installed.
- On vehicle 493 the brake booster check valve and battery were replaced.
- Truck 504 had a new tool box on bed of truck installed.

## MEMORANDUM NO M17-123

**TO:** Building and Grounds Committee  
**FROM:** Dean R. Bostrom, Executive Director  
Gary Buczkowski, Director of Planning and Development  
**RE:** Board Report  
**DATE:** November 8, 2017

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### 1. PSSWC Shower project:

Staff is currently working with OPCON, Inc., the district's contractor to complete the following punch list items:

- Puddle in men's locker room floor is to be repaired by Flooring Resources during the week of November 13<sup>th</sup>. This work will take approximately 4 days to complete and will only impact 5 showers.
- Installation of ADA grab bars in the revised ADA showers.
- Grout removal from flooring. This work is necessary because it has come to our attention that the off white grout used was not totally removed from the face of the tiles upon completion and acceptance of the work on October 1<sup>st</sup>. This existing grout has trapped dirt from street shoes making it now more pronounced and easier to see. Once this grout is removed, it should be easier for the cleaning team to maintain the cleanliness standard in these areas.

In addition, staff has contracted with the mechanical subcontractor to install some electronic clocks, an aroma injector and is working to change out the existing steam room starting controls. The controls that were installed were provided by the manufacturer of the steam equipment. These controls have been found to be cumbersome to operate by patrons and many requests have been made to revert back to the single push button system. The proposed system is currently being designed by the mechanical contractor as an after market system and will come at additional expense to the project.

### 2. Shoe Factory Bike Trail Project:

This cooperative project between the Park District, Village and the Cook County Forest Preserve began back in 2012 and will be significantly (80%) funded by the Federal Government. Over the last 5 years, numerous issues have come up between the railroad (CNN) and the local agencies involved. At this time, staff is confident that those concerns have been or will be addressed allowing the project to move forward. In addition to the railroad issues, it was discovered that endangered plant species were identified within the project area. The plan calls for the mitigation of these endangered species through the purchase of bank credits. Bank credits are utilized when the area in question is of the size that the ROI for onsite mitigation does not provide an ecological benefit. The ecological benefit of the endangered species/natural area becomes part of a larger area that has a greater benefit to the environment in its whole.

With the multitude of issues to resolve, the project has been delayed and is now approaching the sunset date of the grant application between the Park District and the State/ Federal Government. To address this, a letter has been put forth requesting an extension to the grant. That letter is attached to this report.

Along with the time delays, additional costs to the project have increased the park district's portion of this project by almost \$8,000. With the overall project cost at now just under \$1,000,000, the greatest portion of the budget increase has come from the negotiations with the railroad which has added approximately \$94,000. At this point, all parties are anticipating that should the project move on to the construction phase, work would begin in early 2019. If all goes as planned, it could be completed by 2020. Unfortunately, this project has become a good example of how slow the wheels of progress roll when government entities and large corporations tackle complicated projects.

### **3. Tennis / Basketball Courts:**

Staff has completed the bid package for the tennis/basketball court resurfacing to be done at Cannon, Charlemagne, S. Ridge and Armstrong Parks as part of the 2018 Capital projects list. This work has been historically released prior to the onslaught of snow in an effort to allow contractors to inspect the sites for preparation of their bids that will be due in January. This process allows the successful contractor the ability to begin the project as soon as weather permits in the spring with the benefit to the patron in the early availability of repaired courts.

September 28, 2017

Mr. Anthony Quigley  
District 1  
Region Engineer  
Illinois Department of Transportation  
201 West Center Court  
Schaumburg, IL 60195

**Attention: Mr. Alex Househ**

**Subject: Village of Hoffman Estates  
ITEP Shoe Factory Road Path Project – Requested Time Extension  
Section #13-00091-00-BT Bike Path**

Dear Mr. Quigley:

I am writing to provide an update on a project selected as part of the 2012 Illinois Transportation Enhancement Program (ITEP) cycle and to request a modification to the schedule. A separate letter requesting an increase in federal cost participation will be submitted as well. The Shoe Factory Road bicycle path project is a joint effort among the Forest Preserves of Cook County, the Hoffman Estates Park District, and the Village of Hoffman Estates. The project has a number of unique aspects and has encountered challenges which have made the design process extremely complicated.

As a number of years have passed since the project startup due to a variety of complex issues, the Village, on behalf of the local agency funding partners, requests an extension of time to complete the project. Our current estimate is that construction could occur by 2020. A brief history of the project is presented below.

As background, the Village was the lead agency in submitting an ITEP application for a project to expand and improve bicycle path and trail connections within the Shoe Factory Road corridor in Hoffman Estates. The attached map shows the basic concepts for the two main path sections of the project. The first is to pave an existing east-west earth and gravel track through the Forest Preserve. The second is to construct a new north-south path along an existing unpaved utility access road to link the Prairie Stone Business Park with the Shoe Factory Road corridor path. The application was submitted in response to the 2012 call for projects. In February 2013, the Village received notification that the project was selected for funding. Following an IDOT kickoff meeting in March 2013, the Village submitted a request for the Federal Flexible Match (FFM) program, which was approved. This step was taken to enable the project development stage to begin sooner.

The Village next led the development of an intergovernmental agreement with the Hoffman Estates Park District and the Forest Preserves of Cook County. That document was finalized in November 2013. During this same time period the Village also solicited interest from engineering consultants leading to the selection of TranSystems Corporation in November 2013.

Throughout 2014, TranSystems worked on developing all items needed for design approval. When assessing alignment alternatives, the need for coordination with the Canadian National railroad (also known as Wisconsin Central, Ltd.) became apparent. A segment of the north-south path alignment will be located on the western edge of railroad property under the Jane Addams Tollway (I-90) bridges. At the same time as the Phase I work was starting, the Village coordinated with the Illinois Tollway on their redesign of the I-90 bridges which span the railroad tracks. Through these efforts the Illinois Tollway agreed to construct the new bridges to provide a level space for the path to be built with the ITEP project. This reduced the cost of bridge abutment modifications that would have been required if the ITEP project proceeded without the benefit of the Tollway widening and reconstruction. Attempts to engage the railroad in discussions began in late 2014 leading to an initial meeting in January 2015. After repeated contacts with the railroad, the project team was able to meet again with railroad representatives in the field in July 2015. During that meeting, technical items related to fence design and placement were addressed. And railroad representatives stated they would develop an agreement for use of the portion of the railroad property for review by the local agencies. More delays were incurred as we attempted to get the draft agreement from the railroad,



eventually leading to the Village drafting its own proposed agreement for the railroad to review. A first draft of the license agreement from the railroad arrived in April 2016. Finally in May 2017, Village and railroad staff reached an understanding on language related to indemnity and insurance provisions which will form the basis of a future agreement for this project. Village efforts to advance discussions and negotiations with the railroad were continuous during this two and half years. Obviously, this part of the process resulted in significant delays beyond what was originally planned.

More recently, through wetland impact evaluation coordination with IDOT, the need for additional environmental surveys of prairie bush clover and the woolly milkweed, which may be present in the project area, was identified. This environmental report is expected soon as the field evaluation could not be done until July and August of 2017. Once this assessment is complete, TranSystems will submit the Project Development Report for agency reviews.

The ITEP guidance with the 2012 cycle defined the Sunset Clause period as being five years from the notification letter to scheduling the project for letting. And the Federal requirement is to construct the project within 10 years of the date federal funds were authorized for engineering. Despite our best and diligent efforts, we find the need to request an extension of time beyond the five years referenced in the 2012 ITEP cycle. Our goal is to advance the project to construction as soon as possible but it will not be ready by the end of the five years in February 2018. Our request is for an extension to 2020 to allow time if other unexpected issues arise.

As the project development process has been extended, the estimated cost of construction is now higher than the approved amount in the ITEP application. A separate request to increase the federal funds approved for this project has been prepared. Following IDOT's direction on the project schedule and funding requests, the Project Program Information (PPI) form will be revised.

Thank you for your consideration of our request. The Village strives to complete projects in a timely and cost-effective manner. We have accomplished these goal on other federally funded projects, completing them on time and under budget. Unfortunately, the unique circumstances and challenges of the Shoe Factory Road path project have led to our request for modifications. If you have questions or need any additional information, please feel free to contact me at 847 252-5800 or [mike.hankey@hoffmanestates.org](mailto:mike.hankey@hoffmanestates.org). We are available to discuss specifics in more detail as needed.

Sincerely,

Michael Hankey, P.E.  
Director of Transportation and Engineering Division

C M. Walczak, Northwest Municipal Conference  
J. Golemba, TranSystems, Inc.  
D. Kircher, Forest Preserves of Cook County  
G. Buczkowski, Hoffman Estates Park District