



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, DECEMBER 1, 2015
7:00 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - November 3, 2015
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Environmental Scorecard / M15-167
 - B. Parks Board Report / M15-168
 - C. Planning & Development Report / M15-163
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 COMMITTEE MEETING
November 3, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Meeting was held on November 3, 2015 at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Dekirmenjian

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

Audience: Commissioner Kaplan, Kinnane, McGinn, President Bickham, Mr. K. Evans, Sandy Lovell

2. Approval of Agenda:

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

3. Minutes:

Commissioner Mohan made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the October 6, 2015 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. Victoria Park wetland area /M15-149:

Executive Director Bostrom reviewed the memo noting that he had checked with Representative Crespo's office on funding and that while they were sympathetic to the residents, they did not have funds available for this type of project. He noted that Director Buczkowski had contacted the Army Corps of Engineers and the grants they had available had to be done through Congressional Representatives and that they were 50/50. He also explained that a project of this size could cost upwards of \$1.7 million.

Executive Director Bostrom also explained that they would continue to check out other potential options and that, in fact, they had contacted the Village about fixing the water control weirs and that higher water in the wet land area should help to drown out and control the invasive plants, including the cat tails. He did explain that the cat tails were very effective water filters.

Executive Director Bostrom noted that the district had put together a Comprehensive Asset Management Plan (CAMP) with all the district's infrastructure listed showing a very aggressive schedule of maintenance and explained that they would have to cut into the maintenance to provide for the wetlands.

He explained that they would continue to pursue options to improve the wetlands and felt they would see the benefits of repairing the weirs and increasing the water level but staff did not recommend that the district move forward without 100% outside funding for the project, dependent on the actual cost of the project.

Sandy Lovell addressed the committee saying that she had also contacted the Army Corps of Engineers and they felt that there was money the district could get going through Congress. She explained that the cat tail seeds were so bad that she was unable to go outside the past week and that; in fact, it might be a public health issue for which those health organizations might be of assistance. She also explained that in the past some of the area had been cut down with combine and that the equipment could be rented without a great cost to the district.

Chairman Kilbridge thanked Ms. Lovell for her information and concern on the wet lands.

Commissioner Mohan made a motion, seconded by Comm Rep Bettencourt to recommend the board not move forward with any portion of this project unless 100% outside funding could be secured for all facets of the project which would include but not be limited to plan development, construction and ongoing maintenance. The motion carried by voice vote.

B. Playground renovations 2016 /M15-144:

Director Buczkowski reviewed the memo. Commissioner McGinn asked about the astro turf and if the district had used it before. Director Buczkowski noted that the district had not but it had been used for some time in other agencies and was well received.

Chairman Kilbridge asked if it would be placed directly over the present surface and Director Buczkowski explained that it would after that surface was leveled.

Comm Rep Triphahn asked if the use of sand would be cooler than the rubber and staff was not sure but could check.

Commissioner Kaplan asked about the different types of surface the district used and Director Buczkowski explained that it was a matter of degree of accessibility with the wood mulch being the least accessible and this surface being the most accessible.

Ms. Lovell noted that the kids had trouble with the play area a few days last week because of the cat tail seeds.

President Bickham asked about removing the spinner from the project and Director Buczkowski noted that the teachers simply did not want it.

Comm Rep Triphahn made a motion, seconded by Comm Rep Friedman to recommend the board approve the conceptual plans and instruct staff to solicit bids for the supply of equipment, installation of equipment and report back to the committee with the results subject to budget approval. The motion carried by voice vote.

C. Ice Arena cooling tower and refrigeration condenser /M15-145:

Executive Director Bostrom explained that this was identified in the Master Plan and staff felt Trane was highly qualified for the project.

Comm Rep Snyder asked how old the system was and it was noted that it was 10 years old and originally engineered by Ice Builders. Comm Rep Snyder asked if they had been contacted initially as the district had trouble from day one with the system and Executive Director Bostrom noted that in clarification while it might now be believed that the system was initially insufficient but that they had been experiencing difficulty in the last 3 years. Comm Rep Snyder asked who engineered this project and it was noted that Trane had and that staff felt most confident in their recommendation. Comm Rep Snyder asked if it would address the condenser and cooling tower and not the compressors and Executive Director Bostrom explained that the condenser was located inside the compressor.

The question was raised as to whether both rinks had to come down and Director Buczkowski noted that they did. Director Kies explained that staff had looked at in-line skating to minimize the loss of revenue; however, Executive Director Bostrom explained that the timing would not allow for much other programming.

The question was raised about a penalty clause for completion and Director Kies explained that most of the equipment would be built off-site and that staff would be using most of the time to take down, prep and bring the ice back up. Executive Director Bostrom also noted that the schedule had a week's time as a buffer.

Commissioner McGinn asked about the life of the equipment and staff was not sure what the original life expectancy was and would check.

President Bickham asked how many proposals had been received and it was noted that staff had met with 3 vendors regarding the required work. He asked if Trane had indicated that they had performed this type of work before and Executive Director Bostrom explained that Trane felt they were confident in this project.

Commissioner Kaplan asked about a guarantee that the fixes would perform as expected and Executive Director Bostrom explained that they had a 1 year warranty and staff should be able to determine if the system was working efficiently by then.

President Bickham suggested partnering with the Village or Sears Center for revenue opportunities and staff will check.

Commissioner Mohan asked if there was an assurance that the system would be working for 10-15 years and Executive Director Bostrom explained that staff could check on an extended warranty.

Commissioner Kaplan asked if the Wolf Pack would be informed and it was noted that they would and that information would be in the *IGuide*.

Commissioner Mohan made a motion, seconded by Comm Rep Bettencourt to recommend the board approve the replacement of the cooling tower and new supplemental refrigeration condenser by Trane Corporation, including a 1.5% performance bond in an amount not to exceed \$340,000, plus an additional \$10,000 allowance for re-establishing both sheets of ice, including painting subject to budget approval. The motion carried by voice vote.

D. Balanced Scorecard 3Q/M15-151:

Executive Director Bostrom reviewed the memo.

Commissioner Mohan made a motion, seconded by Comm Rep Snyder to recommend the board approve the Balanced Scorecard for 3 Quarter 2015. The motion carried by voice vote.

E. Parks Board Report/M15-150:

Comm Rep Triphahn made a motion, seconded by Comm Rep Bettencourt to send the Parks Report M15-150 to the board as presented. The motion carried by voice vote.

F. Planning and Development Report/M15-147:

Commissioner Mohan made a motion, seconded by Comm Rep Friedman to send the P&D Report M15-147 to the board as presented. The motion carried by voice vote.

G. 2016 Budget Format/m15-148:

Executive Director Bostrom noted a change to the format in that they were not presenting the 5 year Capital Improvement Plan, but that it was replaced with the CAMP that actually went beyond 10 years. He explained that they would be looking at 2016 and could review the entire list at a future B&G meeting.

Deputy Director Talsma explained that staff had worked very hard to create the CAMP and that it did not include new projects for the district. He reviewed the budget information noting that the budget was based upon the CMP (2014-2019) that gave rise to the annual goals and objectives and that the budget was the funding to back those goals. He explained that next month they would review the

structured business plans that would explain how the district would achieve those goals.

He explained that the district used an accrual based accounting process. He also noted that there was a change in maintenance personnel with the addition of a Facilities and Aquatics Supervisor position that should be filled by January,

Deputy Director Talsma reviewed the budget variances. Mr. K Evans asked about the increases to revenue for the new building and annexations and Deputy Director Talsma noted that the new building would be seen for 2016, however the annexation would be 2017.

Mr. K. Evans also asked about the water leak at Vogelei that impacted the utilities and Deputy Director Talsma noted that the facilities were being monitored in the past. He explained that now all meters, including those in the parks, were being monitored weekly.

Deputy Director Talsma reviewed the Capital Items Justifications and Mr. K. Evans asked about the Shoe Factory Bike Trail. Director Buczkowski explained that the district did not anticipate any changes to what the funding would be needed for and that it was funding the engineering costs with the understanding that the Federal Government would fund the building costs.

Commissioner Kaplan asked about the pool filter tanks leaking and Director Kies explained that the bottoms were corroding and there was slight leakage.

President Bickham asked about BPC capitals and Deputy Director Talsma explained that in addition to the Capital items there was a list of items in the Operational Fund that included BPC stove top oven, utility vehicle and ball dispensing machine. President Bickham also asked about the redesign for TC and PSSWC and Deputy Director Talsma explained that the design work was budgeted but not a major renovation.

Deputy Director Talsma reviewed the 2016 budget goals, objectives and initiatives for the Parks and the Planning and Development Divisions.

Commissioner Kinnane asked about the reduction in the lubricants and Deputy Director Talsma explained it was due to the low cost of gasoline.

Comm Rep Friedman asked about the decrease in the Property and Field Maintenance and Deputy Director Talsma explained it was based on the 9 month actuals.

Commissioner Kaplan asked what would be considered supplies and Deputy Director Talsma noted that it would be custodial and small equipment. He also noted that while the facilities usually bought early in the year, maintenance bought late and the district was looking at an internal co-op to purchase supplies in a greater volume with greater possible savings.

Deputy Director Talsma also noted that the Shoe Factory Bike Trail ADA for 2014 should not appear on that budget as it had been rolled into 2015 and now 2016.

President Bickham asked about the Special Recreation Fund and Deputy Director Talsma explained that a letter had to be sent from the district to NWSRA requesting use of the tax dollars in this fund. Executive Director Bostrom explained that the district had to be tied to a Special Rec district to be able to request use.

Deputy Director Talsma also explained that there had been a transfer of \$275,000 from the general fund to the Special Rec last year and would be another \$100,000 this year.

Deputy Director Talsma reviewed the Capital Fund noting that they would be moving the Marquee Signs into the general fund as the sponsorship position would report to the Deputy Director.

With no additional questions, Comm Rep Friedman made a motion, seconded by Comm Rep Triphahn to recommend the board approve the 2016 HEPD Budget for Funds 01 (Maintenance), 12 (Capital), 09 Special Recreation as presented. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner Mohan asked that they add sand to the bunkers at BPC. Deputy Director Talsma said that Greens Superintendent Huguen was working on doing some of the projects in-house and addressing the drainage so that the sand would not just run off.

Sandy Lovell asked if they were doing something with the Cottonwood Trees as there were days that they could not play BPC because of the seeds. Executive Director Bostrom noted that there were no plans to remove the trees.

8. Adjournment:

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to adjourn the meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M15-167

TO: Buildings and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Mike Kies, Director of Recreation
John Giacalone, Director Park Services/Dev & Risk Mgmt
Gary Buczkowski, Director Planning & Development
Brian Bechtold, Director Golf Operations
RE: Environmental Report Card
DATE: November 24, 2015

Background

The IPRA Environmental Report Card is a standard an agency needs to comply with when applying for IPRA's Distinguished Park and Recreation Accreditation. The report card was created by IPRA's Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

Implications

Each division provided input into the report card. The district scored 97% which demonstrates HEPD's commitment to environmental stewardship consistent with the district's mission, goals and objectives.

Recommendation

Staff recommends the Board approve the Environmental Report Card.

Environmental Report Card

For Park & Recreation Agencies

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card).

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	<input checked="" type="checkbox"/>		+	2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board?	<input checked="" type="checkbox"/>			1
	If you answer YES, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.				
2.	Do all staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	<input checked="" type="checkbox"/>			1
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	<input checked="" type="checkbox"/>			1
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?	<input checked="" type="checkbox"/>			1
4.	Does your agency have a staff led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?				
5.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?	<input checked="" type="checkbox"/>			1

TOTAL POINTS (for this section) 7 of 7 (possible)

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recycling		<input checked="" type="checkbox"/>		
	Energy Audits		<input checked="" type="checkbox"/>		
	Natural Areas Maintenance/Management		<input checked="" type="checkbox"/>		
	Natural Areas Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm Water Best Management Practices		<input checked="" type="checkbox"/>		
	Environmentally Friendly Purchasing		<input checked="" type="checkbox"/>		
	Alternative Fuel and/or Hybrid Vehicles		<input checked="" type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Natural Area Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Natural Area Public Access		<input type="checkbox"/>		
	Nature Program Facilities		<input checked="" type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Permeable Pavement		<input checked="" type="checkbox"/>		
	Rain Gardens		<input type="checkbox"/>		
	Bio-Swales		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products {EPP} program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Minimal Packaging		<input checked="" type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input checked="" type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input checked="" type="checkbox"/>		
	Energy Star Rated Appliances		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the IPRA Cooperative Purchase Program or similar program? (2 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2

ADMINISTRATION AND FINANCE CONT'D		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?	✓			1
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.	✓			1
		YES	NO	N/A	POINTS
8.	Are procedures in place to evaluate positive enduring effects of environmental goals/initiatives?	✓			1
	a. Are procedures in place to examine the cost of impacts and efficiencies of various plans and programs following implementation?	✓			1
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	✓			1

TOTAL POINTS (for this section) 24 of 24 (possible)

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
3.	Are recycling containers visible, well marked and easy to locate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
	a. Are outside concessionaires required to offer recycling for patrons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Paper that contains 30% or more post consumer recycled content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Other: Please List <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
	a. Are at least 50% of fixtures low flow or motion activated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Are at least 75% of fixtures low flow or motion activated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Are 100% of fixtures low flow or motion activated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
	a. Do 100% of your restrooms/locker rooms have hand dryers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
	a. Following audits, does your agency make changes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
	b. After making changes, does your agency record differences in impact?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
	a. Are 100% of new or replacement lighting needs energy-efficient?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
12.	Are lights, where appropriate, on motion activated occupancy sensors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

FACILITY MANAGEMENT & MAINTENANCE CONT'D		YES	NO	N/A	POINTS
13.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	✓			1
		YES	NO	N/A	POINTS
14.	Are hot water heaters and hot water pipes insulated?	✓			1
		YES	NO	N/A	POINTS
15.	Are on-demand/tankless hot water heaters utilized where appropriate?		✓		0
		YES	NO	N/A	POINTS
16.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	✓			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	✓			1
		YES	NO	N/A	POINTS
17.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	✓			2
		YES	NO	N/A	POINTS
18.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	✓			1
		YES	NO	N/A	POINTS
19.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	✓			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?	✓			1
		YES	NO	N/A	POINTS
20.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	✓			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?	✓			1
		YES	NO	N/A	POINTS
21.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Energy Efficient Lighting		✓		
	Batteries		✓		
	Electronics		✓		
	Ink and Toner Cartridges		✓		
	Paints		✓		
	Cleaning Products		✓		
	Other: Please List				
TOTAL NUMBER CHECKED		5			
		YES	NO	N/A	POINTS
22.	Does your agency have an integrated pest management program in place to reduce the use of pesticides within facilities? (2 points)	✓			2
		YES	NO	N/A	POINTS
23.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (2 points)		✓		0

TOTAL POINTS (for this section) 40 of 44 (possible)

FLEET MAINTENANCE AND MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	✓			1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	✓			1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	✓			1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	✓			1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	✓			1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy)?	✓			1
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the Means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	✓			2
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one.				1
	0% - 0 points				
	1-10% - 1 point	✓			
	11-20% - 2 points				
	21-30% - 3 points				
	30-50% - 4 points				
	>50% - 5 points				
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?	✓			1

TOTAL POINTS (for this section) 10 of 10 (possible)

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	✓			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas		✓		
	Re-creation of Natural Areas		✓		
	Control Exotic Species		✓		
	Increase Biodiversity/Wildlife Habitat		✓		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		✓		
	Improve Water Quality		✓		
	Bank Stabilization		✓		
	Sediment & Erosion Control		✓		
	Integrated Pest Management Program (to reduce pesticide use w/in parks)		✓		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Restoration of Natural Areas		✓		
	Re-creation of Natural Areas		✓		
	Control Exotic Species		✓		
	Increase Biodiversity/Wildlife Habitat		✓		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		✓		
	Improve Water Quality		✓		
	Bank Stabilization		✓		
	Sediment & Erosion Control		✓		
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)		✓		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	✓			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?	✓			1
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?				
		YES	NO	N/A	POINTS
6.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply	✓			
	Utilization of drought and disease resistant native plant species		✓		
	Elimination of mowing in some areas		✓		
	Reduction of the number of applications or using a single-application product		✓		
	Use of Integrated Pest Management (IPM)		✓		
	TOTAL NUMBER CHECKED	4			

PARKS & NATURAL RESOURCES MANAGEMENT CONT'D		YES	NO	N/A	POINTS
7.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	✓			
	Reduce Erosion		✓		
	Reduce Non-Point Source Pollution		✓		
	Deter Canada Geese		✓		
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
8.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	✓			
	Windbreaks/buffers		✓		
	Shade Trees Along Southern Exposures of Buildings		✓		
	Shade Trees Around Paved Areas		✓		
	Drought Tolerant Native Plants		✓		
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
9.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that	✓			
	Administrative Offices		✓		
	Recreational Building Facilities		✓		
	Aquatic Facilities		✓		
	Maintenance Facilities		✓		
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)		✓		
	Golf Courses		✓		
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
10.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	✓			
	Encroachment		✓		
	Illegal Dumping		✓		
	Other: Please List		✓		
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
11.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	✓			
	Fertilizers		✓		
	Pesticides		✓		
	Excavated material		✓		
	Construction material		✓		
	Other hazardous materials: Please List				
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
12.	Does your agency distribute/have available resources to explain natural resource best management practices?	✓			1

TOTAL POINTS (for this section) 37 of 37 (possible)

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Remnant Prairies				
	Wetlands		<input checked="" type="checkbox"/>		
	Rivers, Streams, Tributaries				
	Ponds/Lakes		<input checked="" type="checkbox"/>		
	Floodplains		<input checked="" type="checkbox"/>		
	Greenways/Corridors		<input checked="" type="checkbox"/>		
	Woodlands		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Protect/Provide Habitats		<input checked="" type="checkbox"/>		
	Increase Biodiversity		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat				
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat				
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality				
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			

PLANNING & OPEN SPACE PRESERVATION CONT'D		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Boardwalks				
	Trails		✓		
	Fishing Piers		✓		
	Viewing Platforms		✓		
	Canoe/kayak launches		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	0			
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Interpretive Signs		✓		
	Educational Brochures/Pamphlets		✓		
	Educational Posters		✓		
	Agency Program Brochure		✓		
	Website		✓		
	Events/Programs		✓		
	Public Meetings		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	✓			
	Other Government Agencies		✓		
	Not-for-Profit Organizations		✓		
	Private Landowners		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	✓			1
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	✓			1

TOTAL POINTS (for this section) 30 of 30 (possible)

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?		✓		0
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?	✓			1
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide specific programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	✓			1
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, etc.)	✓			1
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues on ways to avoid conflicts?		✓		0
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	✓			1
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	✓			
	Minimal Packaging		✓		
	Recycled and Recyclable Content		✓		
	Renewable Resource Content		✓		
	Minimum 30% Post Consumer Materials		✓		
	Low VOC Furnishings, Paints, etc.		✓		
	Low Toxicity Cleaning Products		✓		
	Locally Produced Materials/Products		✓		
	Other: Please List				
TOTAL NUMBER CHECKED		5			
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its expectation of waste reduction and recycling efforts for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Facility Rentals		✓		
	Special Events		✓		
	Program Participants		✓		
	Contracted Vendors / Program Instructors		✓		
	Other: Please List				
TOTAL NUMBER CHECKED		4			
PROGRAMMING CONT'D		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	✓			
	Land Stewardship		✓		
	Environmental Education		✓		
	Other: Please List				
TOTAL NUMBER CHECKED		2			
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	✓			1

PROGRAMMING CONT'D		YES	NO	N/A	POINTS
10.	Does your agency actively fund: (1 point for each checked below, with a maximum of 3 points) Check all that apply	✓			
	Environmental Programs		✓		
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED		2		
		YES	NO	N/A	POINTS
11.	Does your agency apply for grants for: (1 point for each checked below, with a maximum of 3 points) Check all that apply	✓			
	Environmental Programs		✓		
	Interpretive Initiatives (signage, brochures, displays, etc.)		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED		2		
		YES	NO	N/A	POINTS
12.	Does your agency clearly communicate its expectation of energy conservation programs for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Facility Rentals		✓		
	Special Events		✓		
	Program Participants / Facility Users		✓		
	Contracted Vendors / Program Instructors		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED		4		

TOTAL POINTS (for this section) 23 of 25 (possible)

GRAND TOTAL OF ALL THE SECTIONS COMBINED 171

TOTAL POSSIBLE POINTS 177

PERCENTAGE 97 %

GRAND TOTAL POINT REVIEW

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address those.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30 or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA's Environmental Committee? YES or NO

Signature

Date

Board review and approval for Distinguished Park and Recreation Accreditation

Date

MEMORANDUM NO. M15-168

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Parks & Risk Management
RE: Parks Board Report
DATE: November 24, 2015

1. The Thorgard Lightning System was shut down for the season. Batteries are on trickle charge and UPS (uninterrupted power source) cabinets on re-charge. Several components failed final diagnostic tests and need replacement in the spring.
2. All irrigation systems and underground water sources were shut down and blown out for the season. Seascope system has a malfunction of the timer box and will be replaced in the spring.
3. Perimeter and safety mowing in preparation for controlled burns continues, weather permitting. Wetland areas will be mowed as much as possible when the ground finally freezes and machines can navigate safely.
4. Soccer goals are being moved and secured off fields in preparation for covering of goal mouths with greens covers. Covering cannot proceed until daily temperatures average below 50 degrees for full effect. Recent snowfall will not preclude covering. Soil moisture will be up after our anticipated Thanksgiving thaw and this will be a positive for successful winter preparation.
5. Warmer than average temperatures we had in November allowed a later than normal final fertilization for all athletic fields. An 18-0-0 50/50 organic/synthetic application was applied and the fortunate timing of the recent snow is an added benefit to the application.
6. Tree trimming is in full swing with parks that have walking paths being the initial targets. Trees will be trimmed well above head level along the paths.
7. The initial two-day snowfall of November 20-21, 2015 was handled well by staff in spite of the second largest snowfall in the Chicago area in November in recorded weather history. All clean-up has been accomplished as of November 24, 2015.
8. Tree damage from the heavy snow and wind is being addressed by crews and will continue until completed.

9. Truck 523 replaced blower motor resistor and wire harness.
10. New tires installed trailer 913.
11. 821 skid loader repaired radiator.
12. 517 replaced oil cooler lines and belt.
13. Skid loader 820 replaced two hydraulic hoses for accessories.
14. 706 Air compressor replaced compressor oil temperature sensor.
15. Stump grinder replaced hydraulic control valve.
16. Truck 505 replaced rear brake pads.
17. Truck 538 installed new power inverter.
18. Completed maintenance and repairs to all snow plows, salt spreaders and snow blowers.
19. Staff removed all sunshades from shelters and playgrounds.
20. Staff installed all flags and no ice use signs for the winter season.
21. Staff removed fountains from Lakes and Ponds at Fabbrini, South Ridge, Vogeley and Triphahn Center.
22. District had repaired Leaks on roofs at Triphahn and PSSWC.
23. Staff had all leaks repaired on Dectron units at PSSWC.
24. Staff winterized all outdoor drinking fountains, restrooms and irrigation for the season.
25. Staff painted installed flooring, cabinets and countertops for the IT department.
26. Staff is repairing louvers vents on rooftop units at Vogeley and Triphahn Center.
27. Staff had all repairs on light poles completed at Cannon soccer and baseball fields.

MEMORANDUM NO. M15-163

TO: Building and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Board Report
DATE: November 18, 2015

1. PSSWC Locker Room wet areas study

Staff has commissioned DLA Architects to develop a long term plan to address the wet areas of the club locker rooms both men's and women's. These areas are now 15 years old and are beginning to show their age. In addition upkeep and maintenance of these areas continues to increase and place a greater burden on the operational budget of the facility. Once the concepts are completed and, if accepted, the district would begin the process of how and when to implement them. At this time, the project is tentatively scheduled for the summer of 2017.

2. Triphahn North End Architectural Study

Staff has met with the architects on two occasions to flush out recreation programming requirements. Conceptual plans have been drawn to address a more efficient use of space within the 50 + area as it relates to both day and evening programming. Movable wall systems are being proposed to allow for different size groups to be programmed. In addition to the 50+ area, the study is looking at a means for better public control and more efficient use of staff office space. The goal is to create a single office area to house staff whose functions relate primarily to the north side of the building.

3. Off Ice Training facility

Staff and the architects conducted a tour of the entire interior facility in an attempt to identify possible areas that could be developed as an off ice training facility. The goal in doing this is to develop lower cost options compared to building a stand-alone structure or adding on to the current building footprint. All options would be evaluated based on a return on investment approach.

4. Victoria North Playground redevelopment

Staff has identified a design concept for correcting the existing rubber surface issues and installation of new synthetic turf as the wear surface for the playground. Dealing with the surface water has been a concern given the fact that the area is relatively flat. The plan is to modify the existing rubber to allow water to flow thru the membranes. The proposed turf would have a backing that is water permeable.

5. 2016 Playground equipment bids

The 2016 playground equipment bids have been completed and are now available for all interested parties. All the bid information from specification to proposal forms is available in digital format which eliminates the need for printing and coming in via driving to pick up plans. These bids will be presented at the February B&G meeting.