



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, SEPTEMBER 12, 2017
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - A. July 18, 2017
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Chino Park Community Gardens / M17-103
 - B. Parks Board Report / M17-104
 - C. Planning & Development Report / M17-100
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

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



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**MINUTES
BUILDING AND GROUNDS COMMITTEE
July 18, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on July 18, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Comm Rep Bettencourt, Dekirmenjian (7:01), S. Triphahn, President Kaplan, Acting Chair K. Evans

Absent: Comm Rep Castillo, Friedman, Chairman McGinn

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

Audience: Commissioners Kilbridge, Bickham, R. Evans, Kinnane, Facility Manager Albig, Xavier Vazquez and Matilda Vazquez

2. Approval of Agenda:

Comm Rep Triphahn noted that Item 6A should be M17-081 as opposed to M17-068.

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

3. Minutes:

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the May 2, 2017 meeting as presented. The motion carried by voice vote.

President Kaplan made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the June 20, 2017 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Roof Repairs/M17-081:

Executive Director Bostrom reviewed the memo noting that it was an estimate for the repairs of an unbudgeted item.

Director Hugen explained that staff used the report from Inspec to determine the repairs and make the decision to follow through on a time and material basis. He noted that while 4 contractors had been recommended by Inspec, only 3 had responded to the RFP and Olsson Roofing was the lowest, qualified vendor. He explained that the goal was to get back to a quality condition and then to continue to maintain the roofing systems.

Executive Director Bostrom explained that staff could wait until the 2018 budget for the repairs but there was concern over additional damage from another winter.

President Kaplan asked about the revenues for this project and Director Talsma explained that the maintenance operating budget usually had a surplus that could be used for the immediate repairs and that future repairs/replacements could be a capital item.

President Kaplan asked where Olsson was from and it was noted that they were from Aurora.

Comm Rep Dekirmenjian asked about the difference between roofing repair company and a roofer and it was noted that they were the same.

Comm Rep Dekirmenjian asked why the district went to a consultant first and Director Hugen explained that they used the consultant to identify the leaks and give the roofs a life span to determine future work. Discussion ensued regarding the use of infra-red and it was explained that it would offer additional information to determine the need to replace the entire roof and/or the membrane. Director Hugen explained that the goal was to make

the initial repairs and look at maintaining the system in the future on an annual program.

Commissioner Bickham asked about the roofs inspected and it was noted that BPC was not inspected and Vogeley did not need to be addressed.

Comm Rep Triphahn made a motion, seconded by Comm Rep Bettencourt to recommend the board authorize staff to expend an amount up to \$24,500 for required roof repairs at District facilities to be performed by Olsson Roofing as outlined in M17-081. The motion carried by voice vote.

B. Parks Board Report and 2Q Goals/M17-079:

Director Huguenot reviewed the report. President Kaplan asked about Field Park fountain and Director Huguenot noted that the fountain had been removed Monday and would be replaced with plantings. He also noted that the drinking fountain would be replaced.

Director Huguenot reviewed the Queen Anne's Lace noting that it was an invasive plant that needed to be eradicated. Ms. Matilda Vasquez asked to volunteer for the project and staff will forward volunteer information to her.

Comm Rep Triphahn made a motion, seconded by Comm Rep Bettencourt to send the Parks Report and 2Q Goals to the board M17-079 as presented. The motion carried by voice vote.

C. Planning & Development Report and 2Q Goals/M17-076:

Executive Director Bostrom reviewed the report noting that the storms had delayed the completion of Colony Park playground but it was still expected to open to the public by August 1st.

Chairman K. Evans asked about the asphalt in the maintenance lot lining up with other laid asphalt and Director Huguenot noted that they had matched it well.

Commissioner Bickham asked about the Bergman Property and Executive Director Bostrom explained that there had been two parts; Ordinance to disconnect Palatine and annex the property to HEPD and a separate agreement with the developer for the 2 acres. He noted that they were waiting for the developer to finish the turf establishment and the multi-use path. He explained the farmhouse was being renovated for sale and the district was looking to have the developer create a buffer between the farmhouse drive and the district's property.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Dekirmenjian to send the P&D Report and 2Q goals M17-076 to the board as presented. The motion carried by voice vote.

7. Committee Member Comments:

None

8. Adjournment:

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

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM M17-103

TO: BUILDINGS & GROUNDS COMMITTEE
FROM: DEAN BOSTROM, EXECUTIVE DIRECTOR
CRAIG TALSMA, DEPUTY DIRECTOR/DIRECTOR ADMIN & FINANCE
DUSTIN HUGEN, DIRECTOR PARKS & FACILITY SERVICES
GARY BUCZKOWSKI, DIRECTOR PLANNING & DEVELOPMENT
MIKE KIES, DIRECTOR RECREATION & FACILITIES
SUBJECT: CHINO PARK COMMUNITY GARDENS
DATE: SEPTEMBER 6, 2017

Background

Within the 2014 Comprehensive Master Plan, community gardens were identified within Chino Park as a future unfunded capital project. This initiative is consistent with our mission of being environmentally responsible and also our district goals to (1) create and sustain quality parks, facilities, programs and services and (2) embrace conservation and environmental stewardship to help provide long term sustainability. The 2017 budget includes \$5,000 for development of the community gardens at Chino Park.

In the fall of 2016, the park district and the Village were approached by Community Rep Linda Dressler, who is also a local real estate agent, regarding a community-based grant program established by the National Realtors Association (NRA). While we were unable to meet the grant deadline last year due to timing, we are planning on submitting the grant application this year prior to the October 15, 2017 deadline. The maximum grant award is for \$5,000.

Implications

Attached is a rough draft of a conceptual plan for the community gardens, including phases to add additional garden plots in the future. Each of the 16 garden plots is 15'x15' with a wood chip path between each of the plots which is a similar set-up to the Village's two community gardens as well as most other park districts that have community gardens. In addition to the 16 garden plots, there are four additional ADA accessible plots. Within the concept plan, there is potential to add 8 additional plots as part of phase 1, 20 in phase 2 and an additional 20 in phase 3. Phases 2 and 3 would require the removal of the existing large baseball diamond which is currently not used by the park district.

Currently the Village's two community gardens, one at Sunderlage which contains approx. 30 plots and the Westbury fire station which contains approx. 20 plots, both sell out on the first day that registration is open.

The total budget for the project is \$10,000 with the district budgeting \$5,000 and the \$5,000 anticipated from the National Realtors Association grant.

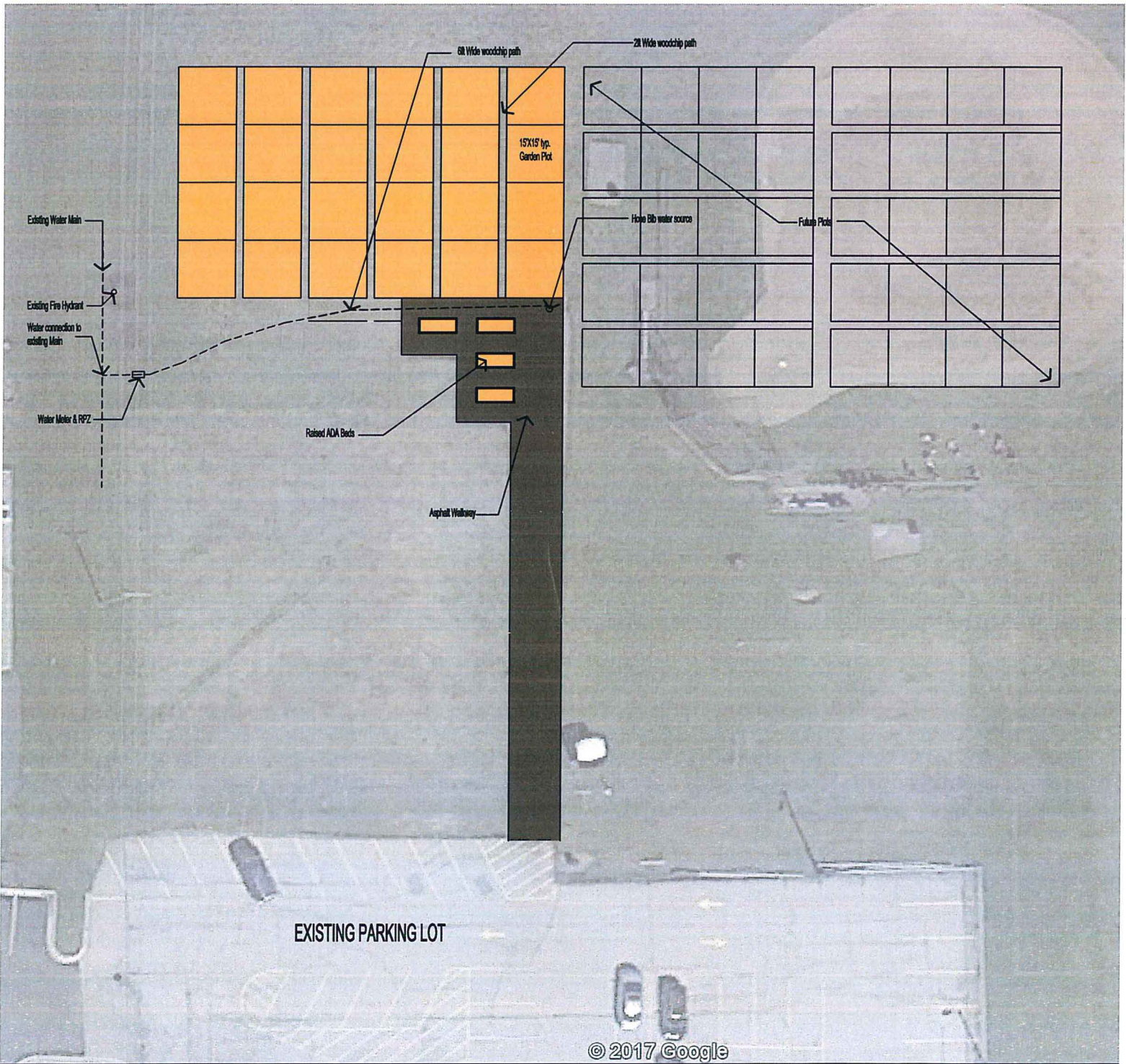
The breakdown of the \$10,000 budget is as follows:

\$5,200: New asphalt to allow for ADA accessibility
\$4,000: Water supply necessary to support the gardens
\$800: Construct the ADA accessible planters and for misc. items

Prior to proceeding with a park improvement project which could potentially impact surrounding residents, the park district will conduct a public meeting consistent with Policy 5.17 *Park and Facility Improvement Notification*. A public meeting has been established for Tuesday, October 3rd at 7pm. Assuming there is no controversial input and the community is in support of the community gardens, staff will proceed with the grant application by the deadline of October 15th, which is prior to the October 17th B&G meeting.

Recommendation

No action is required at this time as the feedback from the community meeting will be presented at the October 17th B&G Committee meeting. If feedback from the community meeting supports the proposed community gardens, the Board will need to determine whether or not to proceed with the community gardens if we are not awarded the grant from the NRA. If we do not receive the grant, an additional \$5,000 would have to be budgeted in the 2018 budget. The planned opening of the community gardens would be May of 2018.



CHINO PARK PROPOSED GARDEN PLOTS

July 2017

Not To Scale

MEMORANDUM NO. M17-104

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Dustin Hugen, Director Parks & Facilities Services
RE: Parks Board Report
DATE: September 6, 2017

1. Parks maintenance and Bridges maintenance will be going out to bid for our 2018 Fertilizer and Chemical purchases. We are going to combine the two purchases into one early order purchase so that we can take advantage of the early discount on a larger scale. The bids will be ready to be reviewed at the October B&G meeting.
2. Construction crew have planned to start laying new flooring at the old hockey pro shop area on Monday September 11, 2017.
3. We are holding our annual seed collection on 9/30/2017 at Charlemagne Park and signups can take place on the website.
4. The sand filters at Seascapes are being scheduled to be replaced in 2018 and part of this process it to obtain approved drawings for the permit process. Currently we are in the process of obtaining quotes from qualified architects. Once these drawings are obtained we will be looking to go to bid in November for the replacement of our sand filters in 2018.
5. Monthly landscape bed maintenance throughout the district continues.
6. Invasive weed control for this season is completed.
7. Regular mowing schedule continues to be on track with the improvement in weather conditions.
8. Seasonal tree trimming and maintenance is under way.
9. Requests for pricing on fall trees and plants were sent out.
10. Controlled Burn applications were received from the state for our 2017 – 2018 in house burns. Weather conditions permitting we have 25 sites planned for this coming burn season.
11. Burn Permit Applications were submitted to the Village and Cook County.
12. Renovation of the east soccer field at Cannon started and seeding completed on 9/7/18.
13. Additional native plants were planted in the Highland natural area.
14. Landscape repairs are underway at Field Park.
15. The second phase of landscape renovation at Seascapes has begun.
16. Windows in room 100 at TC were caulked to avoid water problems.
17. Bathroom door in room 100 at TC was repaired and now functioning.
18. Sauna door in TC men's locker room was repaired and shuts properly now.
19. Roof leaks were repaired by Olsen Roofing at PSS&WC, TC and Parks Maintenance. This is ongoing for the remainder of the year.
20. Poplar playground fence around the circle was removed and repaired.
21. Evergreen playground fence repair of maintenance gates was completed.
22. Bo's Run dog bridge was rebuilt on small dog side.
23. Freedom Run's dog bridge was repaired on small dog side.
24. Set up and take down of tents and accessories for Party in the Park.
25. New playground mulch was applied to Fairview, Highland, Charlemagne, Sundance, Willow and Bode-Salem.
26. Block wall for fishing area at Highland Park fell into the water and was removed and repaired.
27. Removed the trophy presentation stages from Triphahn Center ice area that have not been in use for almost five years.
28. Seascapes was closed for the season and winter prep has begun.
29. Installed high efficient LED @ BPC maintenance garage/all district storage.

30. Installed LED E- lights @ BPC.
31. Blower motor RTU-3 @ PSSWC was replaced.
32. Installed new bubbler motor @ North Ridge & South Twin ponds.
33. Accutab chlorinators were installed PSSWC lap & Activity pool.
34. Installed new AC unit at WRC.
35. Truck 515 had water pump and muffler replaced.
36. Rear brake pads and rotors were replaced on Vehicle 492.
37. Bus 510 had air tank for suspension replaced.
38. Vehicle 498 needed an air conditioner charge.
39. Trailer 544 had new deck boards installed.
40. Daily maintenance and repair of all mowers and equipment.

41. Dehumidification unit at ice rink:

Over this past holiday weekend, we had the dehumidification unit air blower motor that supplies and returns the dehumidified and heated air to the rink 2 (north rink) go down. The failure of the dehumidifier caused the north rink to fog up to the point of not being able to see the scoreboard from the observation deck. Staff went up on the roof and tried to reset the unit, the motor would run for a few seconds then trip the starter which overloaded the unit causing it to shut down multiple times.

North Town Refrigeration was contacted and came out; they disconnected the motor unit from the circuit; the unit then ran for a minute or so and shut down again. They ultimately determined that it was the main blower fan motor that was causing the problem.

Without the dehumidifier running, the rinks can produce condensation on the walls and ceiling causing water to drop to the ice and form unsafe mounds of ice on the rink surface (stalagmites). If it drips fast enough it can make holes that go thru the ice surface to the concrete floor; these holes can cause our ice surface to be compromised, thus losing the ice entirely.

This motor is the original that came with the unit when we opened late 2004. The dehumidification units for both rinks were scheduled on the CAMP to be replaced in 2022 for \$60,000 each. Because of the need to respond quickly, the emergency repair for \$7,950 was approved which falls within the Executive Director's spending authority. The expense will be absorbed within the ICE operating budget. The air blower motor for rink 1 (south rink) was already replaced 6 years ago.

With this part (air blower motor) already replaced within both of the dehumidification units, both units are in good working order and should continue to operate efficiently until at least 2022 when they are both scheduled to be replaced per the manufacture's life expectancy of the dehumidification units.

MEMORNDUM NO. M 17-100

TO: Building & Grounds Committee
FROM: Dean Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
RE: Board Report
DATE: September 5, 2017

1. PSSWC Shower Renovation Project

Construction and renovation of the wet areas progresses as originally scheduled even with the addition of the extra work required to replace the subfloor under the proposed tile areas. This additional work was worked in along with the mechanical system installation with minimal additional overtime required. At this time, staff is estimating the cost for the additional floor preparation work including all labor, materials, profit and a 50% savings bonus to be under \$42,000. The original estimate on this work was \$70,000 plus a \$70,000 acceleration cost. While this final number is significantly less than what the contractor had initially presented, staff has always felt that based upon a time & material work authorization, the final cost would come in somewhere between \$30,000 and \$50,000. At this time, the floors are being waterproofed in preparation for the floor tile which is scheduled to begin on September 6th. All tile work will be completed in 14 days and the anticipated re-opening of the wet areas to the public will occur the original weekend of September 30th. Currently the overall budget for this project is tracking at \$850,000 or less.

2. RFP Roof design and engineering:

Planning staff is currently meeting with potential consultants to determine minimum requirements for preparation of roof replacement plans and specifications. Staff has prepared a budgetary number for this work as part of the 2019 Capital Plan. Upon completion of this research, those numbers will be confirmed by the results of this investigation. The actual RFP will be released by staff in February 2018. Bidding of this project will occur in the fall of 2018.



