



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.

**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 Dekirmenjjan

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 Hugen 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