



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES
BUILDING AND GROUNDS COMMITTEE MEETING
February 7, 2017**

1. Roll Call:

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

Present: Commissioner Kilbridge, Comm Rep Bettencourt, Dekirmenjian, Friedman, R. Neel, S. Triphahn, Chairman McGinn

Absent: None

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

Audience: President Bickham, Commissioners R. Evans, Kinnane, Kaplan and Mr. K. Evans

2. Approval of Agenda:

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

3. Minutes:

Comm Rep Neel made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the November 1, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Purchase of Z-Turn Mower/M17-011:

Director Giacalone reviewed the item noting that the capital development line item had \$20,000 budgeted for the purchase. He also explained that initially they were looking to purchase 2 mowers but determined the second one was not necessary.

Comm Rep Triphahn made a motion, seconded by Commissioner Kilbridge to recommend the board approve awarding a contract to MTI Distributing Inc. of Brooklyn, Minnesota for the purchase of one Z-Turn mower in the amount of \$11,644 as outline in M17-011. The motion carried by voice vote.

B. Purchase of Pick-Up Truck w/Plow/M17-012:

Director Giacalone reviewed the item noting that the capital development line item had \$32,500 budgeted for the purchase. He reviewed the accessories required for the item.

Comm Rep Neel asked what happened to the old equipment and Director Giacalone explained that depending on the equipment it was auctioned off or repurposed to another location at the district. All auction sales came back to the district as revenue. Comm Rep Triphahn asked if the vehicles were delivered and Director Giacalone noted that they were.

Commissioner Kilbridge made a motion, seconded by Comm Rep Friedman to recommend the board approve awarding contracts to:

Landmark Ford of Springfield, Illinois in the amount of \$25,349.00
Adams Enterprises of McHenry, Illinois in the amount of \$6,562.31
Pro Safety of Elk Grove, Illinois in the amount of \$80.00
Rhino Lining of Carol Stream, Illinois in the amount of \$509.00

For a total cost of \$32,500.31 as outlined in M17-012. The motion carried by voice vote.

C. Purchase of Dump Truck/M17-013:

Director Giacalone reviewed the item noting that the capital development line item had \$39,300 budgeted for the purchase. He reviewed the accessories required for the item.

Commissioner Kilbridge asked if the district would maintain the red color for their fleet and Director Giacalone said they would. Comm Rep Neel asked about the amortization schedule and it was noted that for accounting purposes it was 5 years but the replacement schedule was closer to 10 years. Commissioner R. Evans asked why the vehicles could be repurposed to the golf course and Director Giacalone explained that they did not see the wear and tear on the vehicles at the golf course they saw with maintenance.

Comm Rep Neel made a motion, seconded by Comm Rep Bettencourt to recommend the board approve awarding contracts to:

Bob Ridings Ford of Taylorville, Illinois in the amount of \$37,283.00
Adams Enterprises of McHenry, Illinois in the amount of \$355.06
Pro Safety of Elk Grove, Illinois in the amount of \$80.00

For a total cost of \$37,718.06 as outlined in M17-013. The motion carried by voice vote.

D. Purchase of Pick-up Truck/ M17-014:

Director Giacalone reviewed the item noting that the capital development line item had \$35,000 budgeted for the purchase. He reviewed the accessories required for the item.

Chairman McGinn asked if any accessories had not been purchased and Director Giacalone noted they purchased all items necessary.

Commissioner Kilbridge made a motion, seconded by Comm Rep Friedman to recommend the board approve awarding contracts to:

Landmark Ford of Springfield, Illinois in the amount of \$25,857.00
Adams Enterprises of McHenry, Illinois in the amount of \$1,328.31
Pro Safety of Elk Grove, Illinois in the amount of \$80.00
Rhino Lining of Carol Stream, Illinois in the amount of \$509.00

For a total cost of \$27,774.31 as outlined in M17-014. The motion carried by voice vote.

E. Seascape Sand Play Area/M17-005:

Director Buczkowski reviewed the item noting that Seascape had been built in 1996 and the dry playground area replaced in 2010. He explained that the wet sand area was showing age. He also explained that the district received the best pricing by going through the US Communities Government Purchasing Alliance that did the pre-bidding for them.

Chairman McGinn asked about the estimate of the other equipment to be purchased separately and Director Buczkowski said the Dino Dig would be about \$16,000.

President Bickham asked about the US Communities Alliance and Deputy Director Talsma explained that the district dealt with several such organizations including the State of Illinois Joint Purchase and the NJAP for pre-bidding on vehicles and other district equipment. He also explained that because these organizations went out to bid for their pricing, it qualified for the legal requirement for the district.

Mr. K. Evans asked about the surrounding area and it was noted to be sand and that the water was not recycled. It was also noted that there would be drains and the equipment would not hold stagnant water or become blocked up.

Comm Rep Bettencourt made a motion, seconded by Commissioner Kilbridge to recommend the board approve the purchase of the Kompan water/play Mermaid's Foundation and the Waterfall in the amount of \$17,330.50 as outlined in M17-005. The motion carried by voice vote.

F. Court Repair Bid/M17-007:

Director Buczkowski reviewed the item noting that it was an annual project to keep the district's court surfacing playable. He explained that both Fabbrini's courts and PSSWC's indoor courts were on the project agenda. He explained that the district would also be using a new product this year that was more expensive but hoped for longer lasting results.

Chairman McGinn asked if others had used the product and their results and Director Buczkowski explained that it had been around for a bit (3-5 years) and others were seeing positive results.

Comm Rep Triphahn made a motion, seconded by Comm Rep Bettencourt to recommend the board award the court repair to 10S Court Solutions for a total cost of \$57,210 which includes their low bid base price of \$38,710, the crack seaming alternate of \$14,000 and the additional cost for a two color system for PSSWC's 3 courts of \$4,500 as outlined in M17-007. The motion carried by voice vote.

G. Supply of Playground Equipment/Victoria & Colony/M17-016:

Director Buczkowski reviewed the item explaining that this was for supply of equipment only and that the installation would be presented next month. He also explained that Zennon Company had provided the equipment last year and that the final total on the sheets reflected discounts for the purchase of all equipment.

Commissioner Kilbridge asked if the \$155,000 in the budget included the equipment and installation costs and Director Buczkowski noted that it did.

Comm Rep Dekirmenjian made a motion, seconded by Commissioner Kilbridge to recommend the board award the bid for playground equipment at Victoria and Colony Parks and alternates 1 and 2 to Zennon Company for the low bid price of \$58,377 as outlined in M17-016. The motion carried by voice vote.

H. Conference Education Summaries/M17-009:

Executive Director Bostrom reviewed the items explaining that the district maintained a library that offered copies of the conference summaries for anyone interested.

Director Buczkowski addressed the committee on his topic about drones. He explained that there was a great interest in using drones as a tool for inventory and analysis and that the district should look into this issue. He talked about who might 'control' the air space and suggested looking at using the drones to view the golf course for dry or wet spots and ground damage as well as determining certain areas in the district that participants could fly drones.

Executive Director Bostrom noted that the present district ordinance prohibited the use of drones on park district land but that the district might need to revisit that ordinance.

Comm Rep Triphahn asked if insurance was necessary and it was noted that the district did not need insurance, however, there was a required certification to fly a drone.

Commissioner R. Evans explained he had also attended a meeting through PDRMA on drones and they recommended that the district have some policy/ordinance to deal with drones.

No vote required.

I. Balanced Scorecard & 4Q 2016 Goals/M17-008:

Executive Director Bostrom reviewed the scorecard noting that

- swim participation was down due to closed facilities
- dog memberships were down due to the dog flu
- fitness memberships were down across the board/community
- 50+ group continues to grow
- Social media continues to increase

He also explained that the North side renovation was going well and wanted to have another tour after the next meeting.

Comm Rep Triphahn asked about the sessions running versus the cancellations and the 33% ration. Executive Director Bostrom noted that it often meant there were too many choices and classes were often consolidated.

Director Kies explained that staff was reducing the number of choices while trying to maintain the same number of participants to increase class size and prevent cancellation of classes.

Comm Rep Triphahn asked if it was the same classes cancelled each time and Director Kies explained it was often swim and tennis as they offered many different choices. He also explained that for swim they had 7 levels to attain and that required a large offering.

Comm Rep Friedman made a motion, seconded by Comm Rep Neel to recommend the board approve the Balanced Scorecard 4Q2016 as outlined in M17-008. The motion carried by voice vote.

J. Parks Board Report and 4Q 2016 Goals/M17-010:

Comm Rep Neel made a motion, seconded by Comm Rep Bettencourt to send the Parks Report and 4Q 2016 Goals to the board as presented. The motion carried by voice vote.

K. P&D Report and 4Q 2016 Goals/M17-006:

Comm Rep Bettencourt made a motion, seconded by Commissioner Kilbridge to send the P&D Report and 4Q 2016 Goals to the board as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Commissioner Kilbridge reminded everyone of the Girls Night Out February 16th.

Comm Rep Friedman asked how many staff went to conference. Deputy Director Talsma noted that most went for Friday & Saturday; about 14 in total and that 4 Commissioners attended Conference.

8. **Adjournment:**

Comm Rep Bettencourt made a motion, seconded by Commissioner Kilbridge to adjourn the meeting at 8:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary