



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



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, FEBRUARY 20, 2018
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - January 16, 2018
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Library Project by Girl Scouts / M18-015
 - B. Demolition and potential sale of Twinbrook School Property / M18-011
 - C. Pine Park Storm Sewer Improvement Project / M18-007
 - D. Purchase of two Mowers / M18-014
 - E. Balanced Scorecard / M18-019
 - F. Parks Board Report / M18-018
 - G. Planning & Development Report / M18-012
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

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



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**MINUTES
BUILDING AND GROUNDS MEETING
January 16, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on January 16, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Reps Friedman, Sernett, Chairman McGinn

Absent: Comm Reps Bettencourt, Dekirmenjian, S. Triphahn

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

Audience: Commissioners Kilbridge, Bickham, R. Evans, Kinnane, President Kaplan, Comm Rep Henderson

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to approve the minutes of the December 12, 2017 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Parks Board Report and 4Q2017 Goals/M18-003:

Director Hugen reviewed the issue noting that the parks department had already completed 10 burns. Chairman McGinn asked about outside contractors and Director Hugen explained 3 sites were still done with an outside service due to the close proximity of the homes to the sites. Chairman McGinn also asked about the leak at BPC and Director Hugen explained that it was being repaired, that the room was expected to open in time for the February booking.

Commissioner R. Evans noted that this was the second occurrence and Director Hugen explained that they had identified the issue and that routine maintenance of the system twice a year should address it.

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to send the Parks Board Report and 4Q2017 Goals / M18-003 to the board as presented. The motion carried by voice vote.

B. P&D Report and 4Q2017 Goals/M18-001:

Director Buczkowski reviewed the issue. Commissioner K. Evans asked how tennis courts could be evaluated in the snow and Director Buczkowski explained that the district let the bid request out early, before the snow.

Commissioner K. Evans asked for additional explanation on the Architectural Services for the Building Envelope. Director Buczkowski noted that part of the CMP and GIS involved looking long-term into the replacement/repair of facilities i.e. roofs, window replacements, flashing, glazing, etc. and that presently the roof for TC was in need of repair/replacement. To that end a bid was let for Architectural Services on this item and once a relationship was established the park district could use the same architectural firm in determining other building envelope issues.

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to send the P&D report and 4Q Goals / M18-001 to the board as presented. The motion carried by voice vote.

7. Committee Member Comments:

President Kaplan noted that it was a good start to the new year.

Comm Rep Friedman noted that he was happy to see the district supporting Alex in his Eagle Scout project and asked for donation information.

Chairman McGinn said he was looking forward to conference.

8. Adjournment:

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 7:18 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

Memorandum M18-015

To: Buildings & Grounds Committee
From: Dean R. Bostrom, Executive Director
Dustin Hugen, Director of Parks and Facilities Services
RE: Girl Scout Project – My Little Free Library
Date: 2/7/2018

Background

In November 2017, staff was approached by Sarah Johnson, leader of Saint Hubert Girl Scout Troop #40348. The troop is looking to add value to the Hoffman Estates Park District and would like to build and monitor a “Little Free Library” at the Sycamore Park playground area. The Girls Scouts’ decision to do this project goes beyond fulfilling their Girl Scout needs; they all wanted to be able to give back to the community by providing access to books 24/7. Little Free Libraries can be valuable assets that provide residents easy access to books and making reading a part of people’s everyday routines. They want to encourage people to read and help kids grow up to be thoughtful, engaged citizens like many Girl Scouts are. Little Free Libraries makes it easy and fun to get books by bringing books to people’s front yards, walking (or dog-walking) routes, neighborhood playgrounds, and parks.

Implications

Girl Scout Troop #40348 will be building a “Little Free Library” with funds raised by the Girl Scout Troop. The plans for the structure were pulled from:

<http://boyslife.org/hobbies/projects/projects/146078/how-to-build-a-little-free-library/amp/>



The structure is 1 ½ by 2 feet and sits on a five foot post that is buried two feet in the ground, leaving the door to the books at 36 inches. The books for the Little Free Library are going to come from a book drive held by the Girl Scout troop at a local church and through Girl Scout services. Members of the troop will monitor the condition and contents once a month and keep it adequately stocked with child friendly books.

Recommendation

Staff is recommending to the board approval to place the Little Free Library at Sycamore Park. Staff is aware that content of the library will need to be checked more than once a month. It will be checked during park inspections along with normal routine park stops. The agreement between HE Parks and Girl Scout Troop #40348 regarding structural and content upkeep of the Little Free Library will be renewed on a yearly basis.

MEMORANDUM NO. M18-011

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Director A&F/Deputy Director
Gary Buczkowski, Director Planning & Development
Dustin Hugen, Director Parks & Facilities Services
RE: Demolition and Potential Sale of Twinbrook School Property
DATE: February 15, 2018

Background

Schaumburg Community Consolidated School District 54 Board of Education approved the demolition known as Twinbrook Elementary School located at 1035 Ash Road in Hoffman Estates. Twinbrook Elementary School is located adjacent to Birch Park which is owned and maintained by HE Parks (see attached map).

Also attached is a letter which was sent to all property owners located within 300' of the Birch Park boundaries by Ric King, Assistant Superintendent of SD54. The letter addressed to Birch Park residents stated SD54's intent to demolish the school building and convert the property into open green space. The letter also states that a public meeting will be held on February 20th at 7pm at the Triphahn Center as part of the B&G committee meeting. As part of the public meeting the park district will provide an overview of a proposed IGA whereby HE Parks would purchase the land from SD54 following the demolition of Twinbrook Elementary School. As part of the IGA, the park district would not purchase the property until the land is restored to open green space per the park district's approved grading and seeding plan.

Implications

Birch Park currently consists of 3.527 acres and includes a playground and intermediate size soccer field. The Twinbrook property encompasses approx. 3.339 acres. If the park district approves the IGA and proceeded with the purchase of the Twinbrook property, the land would remain as open space with established turf until the park district completes its updated CMP which is scheduled for completion in 2019. The CMP will address future plans for the entire 6.866 acres of property including both the existing Birch Park and the Twinbrook school property. Public meetings will be held with residents regarding future development plans for Birch Park (including SD54 property). As of 2/15/2018 the park district received no requests for additional information from residents.

Recommendation

The purpose of the public meeting was to obtain public input regarding the proposed plans for the park district to purchase the property once the land has been converted into open green space. The proposed IGA will be presented to the A&F committee and Park Board on 2/27 to consider the proposed IGA between HE Parks and SD54.



SCHOOL DISTRICT 54

Ensuring Student Success

524 East Schaumburg Road
Schaumburg, Illinois 60194

Phone 847/357-5011
FAX 847/357-5001
TTY 847/357-5076
<http://sd54.org>

Andrew D. DuRoss
Superintendent of Schools

Ric King
Assistant Superintendent
Business Operations

January 19, 2018

Birch Park Resident
460 E. Bluebonnet Lane
Hoffman Estates, IL 60169

Dear Birch Park Resident:

The purpose of this letter is to inform you that the Schaumburg Community Consolidated School District 54 Board of Education approved the demolition of the property known as Twinbrook Elementary School, located at 1035 Ash Road in Hoffman Estates. The Twinbrook Elementary School, which is adjacent to Birch Park, will soon be demolished and turned into green space.

Internal abatement work is scheduled to begin in February, with external demolition set to begin in late February or early March. Grading and seeding are scheduled to occur in April when the weather accommodates such work.

The Hoffman Estates Park District will be discussing the opportunity to purchase the land from the School District. This topic will be on the Park District agenda at their February Buildings & Grounds meeting to be held at 7:00 pm on February 20, 2018, in the Board Room at the Triphahn Center Ice Arena located at 1685 East Higgins Road, Hoffman Estates 60169. Community input is encouraged. For further information please contact Dean Bostrom, Executive Director at 847-885-7500 or dbostrom@heparks.org.

For further information, please contact Ric King at (847) 357-5039, or RicKing@sd54.org.

Sincerely,

Ric King
Assistant Superintendent, Business Operations

RK/jp

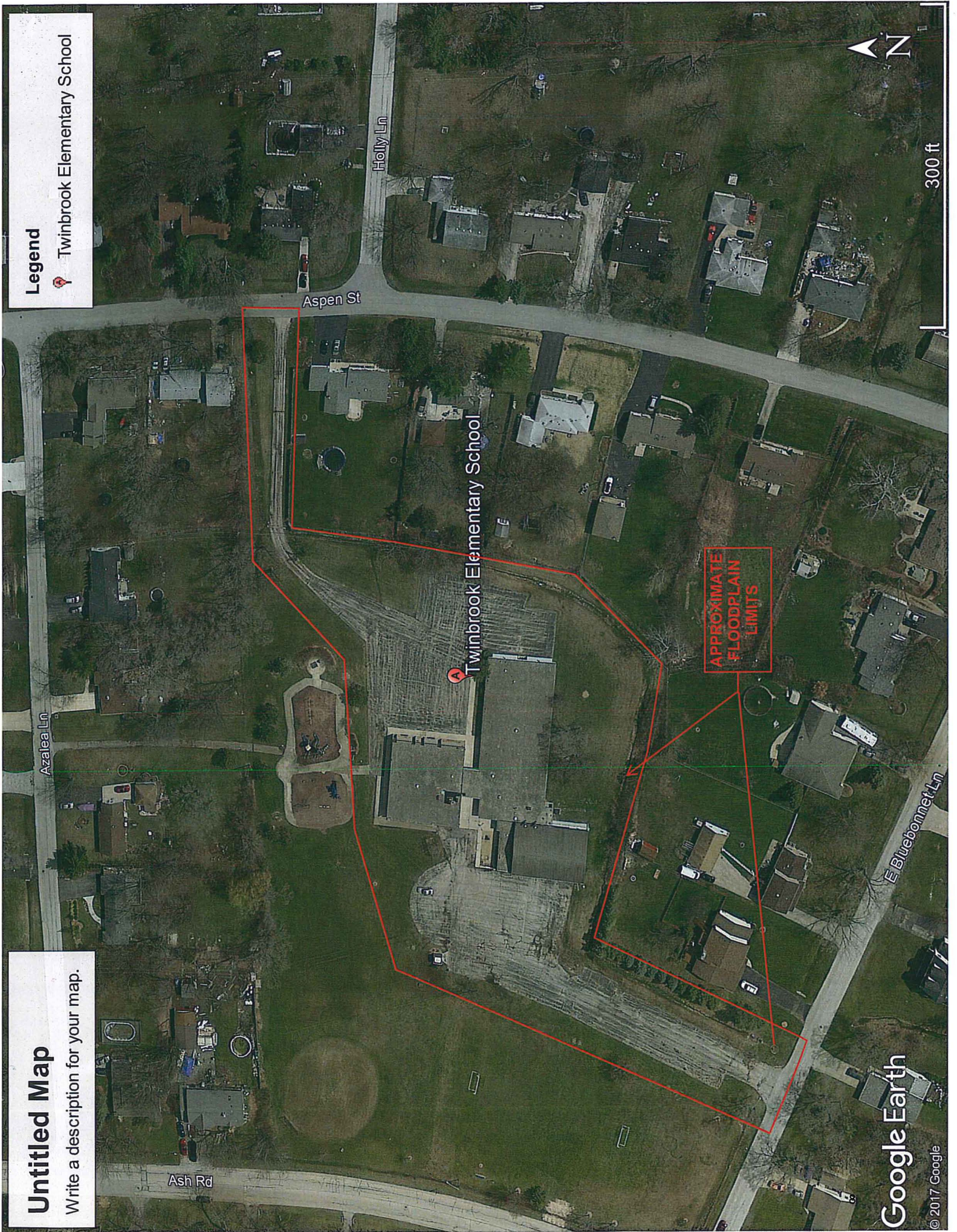
Enclosure

Untitled Map

Write a description for your map.

Legend

 Twinbrook Elementary School



MEMORANDUM NO. M18-007

TO: Buildings and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Pine Park Storm Sewer Improvement Project
DATE: January 30, 2018

Background:

Over the last ten years, the Village of Hoffman Estates has experienced street flooding at the intersection of Winston and Firestone Drives in north Hoffman Estates. During some of those storm events, water has backed up into the garage of the resident at that intersection. The Village engineering department has looked at possible options to eliminate the situation and ultimately has determined that the existing sewer network which travels through Pine Park needs to be increased to accommodate the excess of water. In the overall scheme of Village priorities, this problem ranks on the low end of the scale of improvements because it only affects one resident.

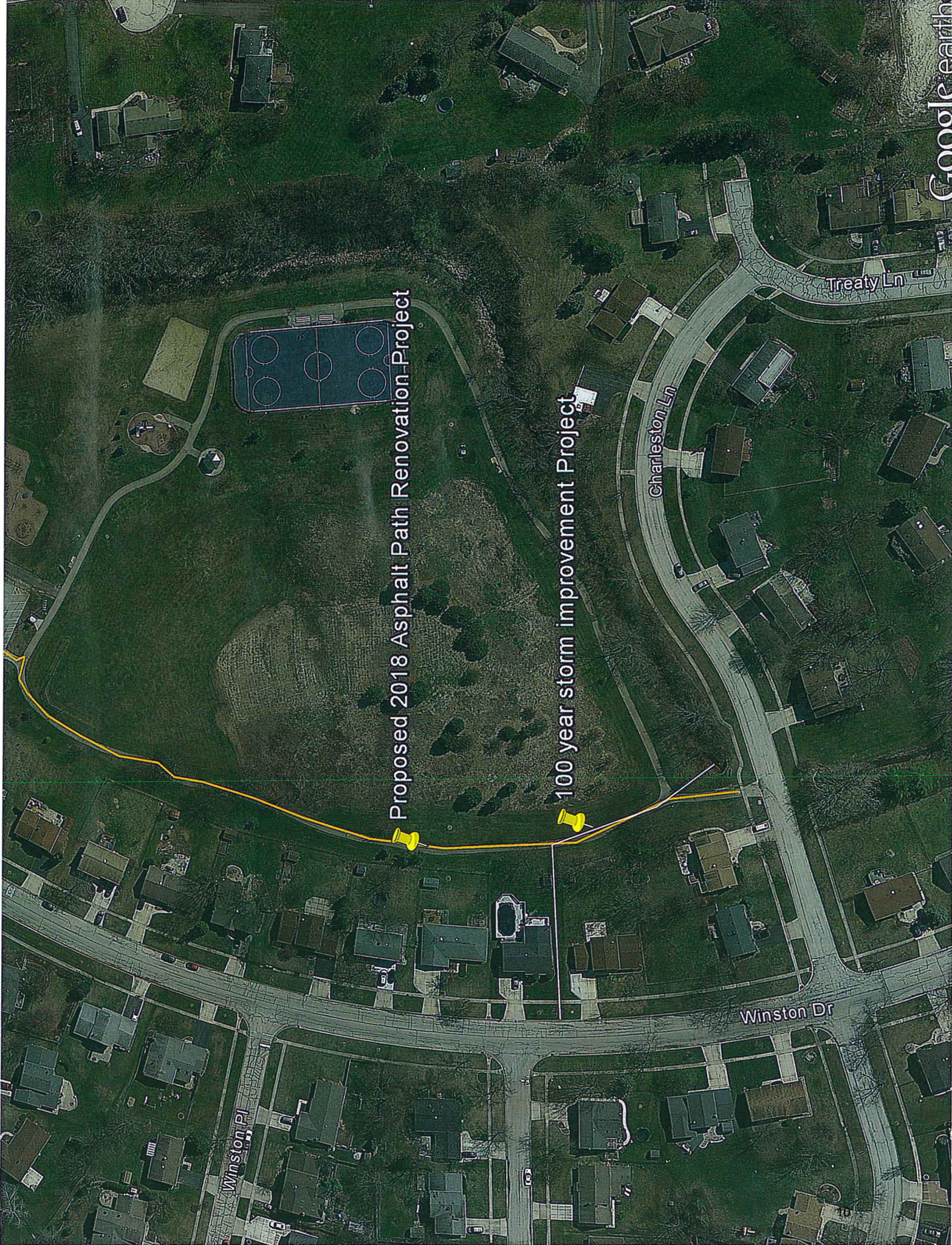
Implications:

Recently, the Village has become aware that the Metropolitan Water Reclamation District is currently taking applications for projects to alleviate storm water impacts within Cook County. Given the situation on the corner of Winston and Firestone, Village staff is considering an application to help fund the necessary storm sewer improvements within Pine Park. If such an application were put forth, the Village would not receive notice of acceptance of this project until late summer or early fall of 2018.

Currently, the Park District has set monies aside in the capital fund to rehab the existing multi-use asphalt path on the west side of Pine Park. That project was scheduled to go out to bid early February 2018 with construction to be completed by middle of summer 2018. If the storm sewer project were to be accepted, construction on the sewer would not happen until spring 2019 at the earliest and would impact the recently completed path project. See attached.

Recommendation:

Staff is recommending that the Pine Park Path rehab project be postponed until either the grant is awarded or rejected. At such time, staff would recommend either going out for bid late this fall or be included as part of the storm sewer project in the spring of 2019. Furthermore, staff recommends that the Park District partner with the Village on this potentially combined project with a possible cost savings to the district.



Proposed 2018 Asphalt Path Renovation Project

100 year storm improvement Project

Winston Pl

Winston Dr

Charleston Ln

Treaty Ln

MEMORANDUM M18-014

TO: Buildings & Grounds Committee
FROM: Dean Bostrom, Executive Director
Dustin Hugen, Director of Parks and Facilities Services
SUBJECT: **Parks Services Mowers**
DATE: February 7, 2018

Background

The 2018 capital budget has provided \$118,000 for the purchase of two separate mowers designed for specific applications needed by the District.

Department staff researched and tested various machines designed for two separate functions of our turf maintenance program which include production and quality. In the District's common areas, which make up the vast majority of the turf, a machine is needed that can mow both aggressively and quickly as well as travel singularly on the road.

Likewise the turf in our athletic fields require a machine specifically designed to mow at much lower heights with less impact to provide a higher quality playing surface for the athletes. Having this second, more application-specific machine will allow us to optimize our mowing schedule and provide the users with a much better overall playing experience.

Implications

Parks department staff evaluated various mowers from all major manufacturers and determined that the Toro Groundsmaster 5900-D and 3500-D would be the best fit. After checking competitive prices, staff is recommending purchasing through Illinois State Contract Pricing and National IPA Contract Pricing which would meet the District's bid requirements. We located a suitable purchase partner through the National IPA (account #NIPA0826) for the Toro Groundsmaster 3500-D for **\$31,846.96**. Using the Illinois State Contract, we would purchase the Toro Groundsmaster 5900-D for **\$78,463.50**. Both units are manufactured by Toro and are available through the Illinois vendor Reinders Inc. The following mowers are the units mentioned above.

- (1) 2018 Toro Groundsmaster 5900-D General Production Mower (\$78,463.50)**
- (1) 2018 Toro Groundsmaster 3500-D Athletic Fields Mower (\$31,846.96)**

Recommendations

Staff recommends awarding a contract in the total amount of **\$110,310.46** for the purchase of (1) Toro Groundsmaster 5900-D and (1) Toro Groundsmaster 3500-D mower to Reinders of Franklin Park, Illinois.



Account # 352002-MAINT
Hoffman Estates Park District
Attn: Dustin Hugen
2352 Hassell Road
Hoffman Estates, IL 60195

January 11, 2018

State Contract

Dear Dustin,

Thank you for the opportunity to quote your current equipment needs. Below is the configuration and pricing requested. If you have any questions or need additional information please call.

Qty.	Model #	Description	Ea.	Ext. Price
1	31698	GM5900 Tier 4 Final Compliant (Road Lights Stan	\$ 76,358.40	\$76,358.40
1	31604	Leaf Mulching Kit	\$ 2,105.10	\$ 2,105.10

Quote good for
30 Days

Sub-Total \$ 78,463.50
Tax
Total \$ 78,463.50

All pricing includes freight-in, set-up and delivery to your location.

Prepared by:

Joe Etten, SCPS, Account Executive, Reinders Inc.

Carnation St. Franklin Park, IL 60131, 630-284-8492, jetten@reinders.com





Account # 352002-MAINT
 Hoffman Estates Park District
 Attn: Dustin Hugen
 2352 Hassell Road
 Hoffman Estates, IL 60195

January 11, 2018

National IPA Pricing
 Account # NIPA0826

Dear Dustin,

Thank you for the opportunity to quote your current equipment needs. Below is the configuration and pricing you requested. If you have any questions or need additional information please call.

Qty.	Model #	Description	Ea.	Ext. Price
1	30807	GM 3500-D	\$ 31,846.96	\$ 31,846.96
1	30841	Work Light Kit		
3	30836	Leaf Mulching Kit (order 1 per deck)		

Sub-Total \$ 31,846.96
 Tax \$ -
 Total \$ 31,846.96

Quote good for
 30 Days

All pricing includes freight-in, set-up and delivery to your location.

Prepared by:

Joe Etten, SCPS, Account Executive, Reinders Inc.
 Carnation St. Franklin Park, IL 60131, 630-284-8492, jetten@reinders.com



MEMORANDUM NO. M18-019

TO: All Committees
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Mike Kies, Director of Recreation
Dustin Hugen, Director Parks & Facilities Services
Gary Buczkowski, Director Planning & Development
Brian Bechtold, Director Golf Operations
RE: Balanced Scorecard
DATE: February 16, 2018

Background

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

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

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

Key components in utilizing the Balanced Scorecard methodology

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

Implications

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

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

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

Recommendation

Staff recommends the Board approve the Balanced Scorecard for the 4th Quarter 2017.



Balanced Scorecard 2017

District Goals			Balanced Scorecard 2017	
District Objectives	Measures	YTD thru December 31, 2016	YTD thru December 31, 2017	
Provide healthy and enjoyable experiences for all people	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/participants	3,010 sessions offered 2,024 sessions ran 22,970 participants	2,994 sessions offered 2,026 sessions ran 22,575 participants
		Number of facility members/visits	BPC 415 members DOG 694 members PSSWC 2,940 members GE 0 members SEA 1,459 members TC 863 members WRC 349 members 50+ 673 members 338,766 annual visits	BPC 715 members DOG 724 members PSSWC 3,000 members SEA 1,437 members TC 854 members WRC 335 members 50+ 310 members Total 7,375 members 334,592 YTD visits
		Daily paid facility useage	\$248,271	\$222,746
		Number rounds (inc BPC events) / baskets	31,262 rounds 19,050 baskets	31,323 rounds 19,540 baskets
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	92.7% overall satisfaction
	Connect and engage our community	Number of free events/programs	39 events 2 programs	41
		Number of Partnerships/ Coop agreements	36	21 - Partnerships/Use Agmts 11 - Intergovernmental 19 - Marquee 46 - Event Sponsors 42 - InKind
		Increase in Digital Marketing/Social Media Engagement	Mobile App Users 1,467 Heparks.org Hits 202,535 Online Brochure Hits 11,393 WebTrac Hits 25,056 Social Media/FB Likes 2,496	Mobile App Users 250 Heparks.org Hits 201,560 Online Brochure Hits 12,515 WebTrac Hits 24,598 Mobile WebTrac Hits 26,200 Social Media/FB Likes 7,391
		Number of Foundation events/participants	3 events/341 participants 5 board mtgs 1 retreat	3 events/334 participants 4 board mtgs 1 retreat
Deliver Financial Stewardship	Achieve annual and long range financial plans	Percentage of operational revenues to expenses (excludes D/S and Capital)	107.03%	94.90%
	Generate alternative revenue	Total revenue: Grants	\$7,388	\$24,800
		Total revenue: Sponsorships	\$218,864	\$174,628
		Total revenue: Rentals	\$1,287,783	\$1,285,210
		Total revenue: Misc.	\$64,046	\$68,901
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	2015 - 103.00%	2016 - 116.83%

District Goals	District Objectives	Measures	YTD thru December 31, 2016	YTD thru December 31, 2017
<i>Achieve Operational Excellence and Environmental Awareness</i>	Create and sustain quality parks, facilities, programs and services	Community survey data related to overall condition of parks and overall quality of programs and services	Next survey 2019	Next survey 2019
	Utilize best practices	Accreditation score: CAPRA	144 of 144 - 2014 Next review 2018	144 of 144 - 2014 Next review 2018
		Accreditation score: Illinois Distinguished Agency	99.6% 2016 Next Review 2022	99.6% 2016 Next Review 2022
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Accredited for FYE 2015	Accredited for FYE 2016
		PDRMA score	Next review 2017	98.75% 2013 99.05% 2017 Next review 2021
		ExceleRate	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018
		Transparency score	93.4% 2013 Unchanged	93.4% 2013 Unchanged
	Advance environmental and safety awareness	No. of accident reports	262 reports filled out 3 generating insurance claims	164 reports filled out 3 generating insurance claims
		Environmental Scorecard	97% 2015 Next Review 2017	97% 2015 97% 2017
		Natural Area/ Wetland Parks Burned	(24) In House (4) Contracted	(37) In House (1) Contracted
<i>Promote Quality Leadership and Services</i>	Develop leadership that ensures workforce readiness	Number of internal training sessions	(4) FT Staff Mtg (4) AED Medic Course (20) Hoffman U (76) Parks	(5) FT Staff Mtg (8) AED Medic Course (13) Hoffman U (31) Parks
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE, Mayor Recept., Village Bon Appetite, NIU, Legal Symposium, NRPA, Legal Symposium, D54 Partnership, Club Industry, Joint Conference, Exhibit Committee	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211, NWSRA, Mayor's Update, MIPE, GoAEYC, Creative Curriculum, Joint Conference, Exhibit Committee, ProRagis, Multi-Chamber Gov Rauner, Village Bon Appetite, Ancel Glink Exec Dir, Village Joint Review, NRPA, HELP 1, NJCAA, Food Handler Certification, District54

MEMORANDUM NO. M18-018

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Dustin Hugen, Director Parks & Facilities Services
RE: Parks Board Report
DATE: February 14, 2018

All tasks performed in January by Parks and Facilities staff were completed in house unless noted in the individual line items below.

1. Five Parks and Facilities staff members attended IAPD State Conference.
2. Two Staff members attended the Illinois Turfgrass Foundation Winter Education Seminars.
3. CAPRA accreditation for Parks & Facilities was ongoing during January and is almost completed.
4. Staff handled snow and/or ice removal at all facilities.
5. Water meter readings were completed on a weekly basis.
6. Two heat exchangers for our shop RTU'S and an inducer draft motor were replaced.
7. Both sets of pressure switches on rink 1 dehumidifiers at TC were replaced.
8. Replaced a high limit switch on rink 2 dehumidifier at TC.
9. An inducer draft motor and ignitor were replaced on RTU-12 at TC.
10. New gate valve was installed for the water fill in TC spa.
11. Constructed a new multipurpose score board for Bridges.
12. Replaced numerous areas of cove base at TC.
13. Chipper box for small dump truck bed was completed
14. Prices for ADA concerns were compiled for all facilities and a report is in the process of being written.
15. Ash tree removals in the natural area at Black Bear are under way along with regular tree maintenance.
16. Seascape deck chair repairs were started and will be completed when additional parts arrive.
17. A volunteer project with the Boy Scouts was completed on Jan. 12th. Boy Scouts and their parents worked with four staff members at the maintenance building to build 12 Wood Duck boxes which we will install in the spring. These will be installed in the small ponds in our natural area parks at Essex Park, Walnut Pond & Black Bear.
18. Staff completed ice checks on a weekly basis, complemented by photos of the ice depth to insure proper thickness and safety for ice use.
19. Four equipment trailers were cleaned and painted.
20. Our aquatic weed control program for all district's ponds was reviewed with a representative from SePro, giving us water depths, plant life issues and recommendations. Staff then reviewed the recommendations and has developed our aquatic weed control program.
21. Vehicle 500 had the right rear wheel bearing, right front axle, thermostat housing, and belt and right front stabilizer link replaced.

22. Vehicle 499 had the rotted brake line, muffler, alternator, blower motor resistor with harness and battery replaced.
23. Plow harness was replaced on truck 503.
24. Equipment 505 the computer was reprogrammed for manual regeneration.
25. Vehicle 506 had the front pads and rear brake shoes and repacked front wheel bearings replaced.
26. Completed maintenance and repairs on all ballfield groomers, stripers and chipper.
27. Replaced batteries on vehicles 498,485 and 501.
28. Truck 504 had a right side tie rod and alignment completed.
29. Emission tests were completed on vehicles 499 and 501.
30. Trailer 836 had new tires installed.

MEMORANDUM NO. M18-011

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
RE: Board Report
DATE: February 6, 2018

1. **PSSWC Wet Areas:**

Staff is currently working with Opcon construction and their sub-contractors to remove existing grout residual and grout haze from the surface of the tiles installed as part of the renovation project. Unfortunately we used epoxy grout which is not easily removed once it is cured. A number of strippers have been tried unsuccessfully and it has been determined that the only way to remove the grout is to physically scrape it off. Given the area affected, this process will take some time to complete and it will be done during after hours at no cost to the district. The park district is currently holding approximately \$9,000 of its final payment.

2. **Playground Installations:**

With the playground vendor bid opening February 6, the district can now complete the installation plans and specifications that will be released by February 16th. This will allow contractors approximately 3 weeks to bid on this project with a bid opening date of March 13, 2018.

3. **Asphalt Paving Repair Projects:**

Staff has completed the bid packages for asphalt repair work that will include PSSWC, Cannon Crossings and Freedom Run. These bids will be due on March 13, 2018 and presented to the March B&G Committee.