



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, APRIL 17, 2018  
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - March 20, 2018
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Building Envelope Consultant / M18-043
  - B. Crack Fill, Seal Coat and Striping bids / M18-041
  - C. Walking Path Sign Proposal Amita Health / M18-037
  - D. Parks Board Report and 1Q2018 Goals / M18-044
  - E. Planning & Development Report and 1Q2018 Goals / M18-046
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.



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



**MINUTES  
BUILDING AND GROUNDS MEETING  
March 20, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on March 20, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Reps Bettencourt, Dekirmenjian, Friedman, Sernett, S. Triphahn and Chairman McGinn

Absent: None

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

Audience: Commissioners Bickham, Kinnane, R. Evans, Kilbridge, President Kaplan, Comm Rep Wittkamp, Utas; It Associate Lonergan, Sherry Scheffers 420 Norridge Ln, Jodie Mitchell 345 Illinois Blvd, Mary Wroblewski One Illinois Blvd, Gary and Sue Ratio 100 Illinois Blvd, Eileen Ceisel and Ron Mendala 140 Illinois Blvd

**2. Approval of Agenda:**

Comm Rep Friedman made a motion, seconded by Comm Rep Bettencourt 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 February 20, 2018 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Schaumburg Township proposal to acquire a portion of Maple Park to expand the Township's existing parking lot/M18-029:

Deputy Director Talsma reviewed the item noting that the bark board was considering selling a small portion of Maple Park to the Schaumburg Township to expand their parking by approximately 49 spaces. He explained that this was the third meeting for resident input and that the item would go to the A&F for recommendation and the Board for final decision next week.

Mr. Mendala addressed the committee noting that he felt there were too many activities at the center making it hard to get out of his driveway. He asked about the retention pond and the lighting. Deputy Director Talsma explained that the additional parking spaces should help alleviate the parking on Illinois Boulevard; that with the reconfiguration of the parking lot there would not be a need for a detention/retention area and that the Village had very strict regulations regarding lighting and spillage onto residential properties.

Mr. Ratio asked why they did not use a third egress and leave the lots separate. Deputy Director Talsma noted that there was a safety concern with a third egress and concern for headlights into the homes across the street from that proposed egress.

Director Huguen and Todd Abrams of W-T explained that the public had expressed concern regarding the third egress and that W-T had also been concerned for the pedestrians in the area of that third egress. Deputy Director Talsma noted that adding the drive and altering the parking lot might also require that there be additional retention area.

President Kaplan explained that there were different segment of the government working on this and that the park district could not control parking and/or traffic in the area.

Mr. Abrams explained that they had looked at the additional egress in the original design along with the wetland area and the tree line. He noted that the lot could not be moved further east without creating environmental concerns and that adding too much impervious area would require additional detention in the area. He also explained that they were taking a pro-active approach with dense landscaping to screen the lot and adhering to the strict Village code for the lot lighting.

Mr. Mendala asked if this was the only rendition and Mr. Abrams explained that there had been several but this was the one the township felt they needed without taking too much green space. Mr. Mendala asked how long before the township would want more space and Deputy Director Talsma noted that the township felt this would be significant enough.

Mary Wroblewski said the township felt that this would alleviate the parking problem for some time to come. She noted that many elderly come to the township and the township was looking to get more cars into the lot and off Illinois Blvd.

Ms. Ratio addressed the committee noting that she did not think this would alleviate the problem. She noted that the township had 30+ employees that parked in the lot and on Illinois Blvd taking up participant space and felt the changes to the parking lot would be only a band aid response to the problem.

Ms. Mitchell distributed a letter regarding the sale of the property noting that joining both lots would mean losing 15 present spaces and asked if they could make more handicapped spaces for residents. Mr. Abrams explained that the net gain would be 40 spaces and of that 15 would be handicap although the requirement was only 5.

Ms. Mitchell explained that she felt they would continue to park on Illinois Blvd and that she had seen the Township busses parked in the handicapped stalls.

Ms. Ratio said she felt that more people went to the township than the building could handle. Ms. Wroblewski gave the B&C Committee a signed petition of over 200 signatures with the majority being Hoffman residents in support of the additional parking.

Ms. Mitchell explained that the Township had 5 different districts coming to the area; Schaumburg, Hanover, Hoffman Estates, Streamwood and Elk Grove.

Commissioner Kilbridge suggested investigating a ban on parking on Illinois Blvd. Chairman McGinn noted that the park district could not address that issue and recommended that they would need to take the item up with the Village of Hoffman Estates.

Ms. Ratio noted that the park itself was neglected. She explained that there was a very low spot that flooded and needed to be filled in as well as addressing the tree line.

Chairman McGinn thanked everyone present for their input noting that the issue would come before the A&F Committee next week for additional public input and then on to the Board Meeting for their decision on the sale of Maple property to the Schaumburg Township.

B. Playground Installation Armstrong/MacArthur; Concrete Freedom Run/M18-032:

Director Buczkowski reviewed the item.

Mr. Abrams and residents left the meeting

Commissioner K. Evans asked about the work done in Victoria last summer expressing concern for the quality of the job as well as awarding the new projects to Innovation Landscaping. Director Buczkowski noted that some items not plumb

were brought to his attention and that the manufacturer had to address the issue, not the installer. President Kaplan explained that the playground had still been under construction when the issue was brought to the board's attention and Director Buczkowski noted that the manufacturer's representative approved the playground on their final inspection. Deputy Director Talsma explained that he believed that the manufacturer's representative did not sign off on the playground until the items had been addressed.

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep Sernett to recommend the board approve a contract with Innovation Landscape for the installation of playground equipment at Armstrong and MacArthur Schools and concrete work at Freedom Run Dog Park for the low bid price of \$157,227 which includes the alternate of \$12,772.80.

In addition, the committee recommends the board approve a contingency of 5% (\$7,861) be made available for extras deemed necessary by staff to complete these projects. The motion carried by voice vote with Commissioner K. Evans voting nay.

C. Asphalt patching at PSSWC, Cannon , pathway renovation at Freedom Run /M18-032:

Director Buczkowski reviewed the item noting that the district was looking to do the work at PSSWC in a single day to reduce the impact on members. He explained that Matthews Asphalt was the initial low bid but they would require an additional \$7,762.50 to complete this work overnight while Schroeder Asphalt, second low bid, could complete the work at the original bid price of \$71,824 but not in one day.

Chairman McGinn asked if the district had required overnight work before and Director Buczkowski explained that they had.

Commissioner K. Evans applauded staff on getting the work done in a day and asked if the lot sewers would be involved. Director Buczkowski noted that they would not at PSSWC but would be involved at Cannon.

Comm Rep S. Triphahn asked if the work would be done on a slower day at PSSWC and Director Kies noted that it would.

Director Buczkowski explained that next month they would be looking at seal coating the PSSWC lot.

President Kaplan asked if the vendor would be doing all three areas in the same day and it was noted that he would not.

Commissioner Kilbridge asked if the entire lot was involved and Director Buczkowski explained that this was only a patch of areas.

Comm Rep Utas asked about the lines and Director Buczkowski explained that they would be temporary and when the lot was seal coated it would be re-stripped.

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Friedman to recommend the board approve a contract with Schroeder Asphalt for the now low bid price of \$71,824 based on the adjusted increase by Mathews Asphalt of \$7,762.50 which now makes their bid total \$77,730 to cover the additional costs associated with completing the PSSWC project in on day.

In addition, staff recommends the B&G Committee recommend the board approve a contingency of 7% (\$5,027) be made available for extras deemed necessary by staff. The motion carried by voice vote.

D. Vogelei Barn Siding/M18-034:

Deputy Director Talsma noted that the parks department was going to perform the work in-house significantly under budget. Director Hugen explained that it was a metal siding with a 30 year warranty and that they were working with the car dealer to use his driveway to get the lift to the barn. It was also noted that the cost for the siding would be \$16,000 and that would include the windows.

Comm Rep Dressler asked about the Tyvek and Director Hugen explained there was already insulation behind the wood and no moisture issues.

Commissioner K. Evans asked about denting and Director Hugen explained that it was very durable and heavy duty, although denting was still a possibility. He also explained that there was no impact on the historical issue of the barn by using the metal siding.

Comm Rep Utas noted that the playground was red and Director Hugen explained that they had looked at red siding first but they went with brown because of the historical significance.

Commissioner R. Evans asked if they looked at composite siding and Director Hugen said it was too costly.

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Bettencourt to recommend the board approve the brown siding be installed at Vogelei Barn. The motion carried by voice vote.

E. Bus 54 Suspension/M18-030:

Director Hugen reviewed the item noting that the district was looking to adjust the suspension on the bus. He explained that there were 36,000 miles on the bus and it was 8 years old. He noted the new suspension would be about \$10,000.

Commissioner Evans asked about the cost of a new bus and it was noted to be about \$100,000.

Comm Rep S. Triphahn suggested looking at another bus company to test drive the suspension system and staff will check on that.

Commissioner R. Evans thanked staff for looking into the item. No vote required until after the suspension has been tested.

F. Moon Lake Residents temporarily parking at Seascap/M18-035:

Deputy Director Talsma reviewed the item for residents of Moon Lake subdivision to park overnight at Seascap for April 25 – May 25 while their parking lot was seal coated.

Comm Rep S. Triphahn asked about liability and Deputy Director Talsma explained that the company would need to sign a waiver taking responsibility. Comm Rep S. Triphahn asked about towing and it was noted that they would be towed at the owner's expense. Joseph Giannini, the project engineer for Manhard Consulting in charge of the request explained that they had a towing company they used to move the cars and that Seascap was more of added insurance that they would have adequate parking during the parking lot renovation.

President Kaplan asked about the no parking dates of May 18 and 19 and Deputy Director Talsma explained that they would advertise that well in advance and block the lot off.

Commissioner K. Evans asked about parking at Triphahn and Deputy Director Talsma explained that there would be no parking allowed at Triphahn Center and staff would monitor the situation.

Comm Rep Bettencourt made a motion, seconded by Comm Rep S. Triphahn to recommends that the Board approve issuing a temporary parking permit for the Moon Lake Condominium Association for their residents to park at Seascap from an approximate start date of May 1 through May 25, excluding the evening of May 18 and all of May 19. The motion carried by voice vote.

G. Parks Report/M18-036:

Director Hugen reviewed the report. Commissioner Bickham asked about the Ash trees and Director Hugen explained that they had been removed from Black Bear and the stumps would go with week. He explained that 85% of the infected Ash trees had been removed and that they had a volunteer group coming from Sears to plant 100 saplings at Black Bear next month.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Dekirmenjian to send the parks report M18-036 to the board as presented. The motion carried by voice vote.

H. P&D Report/M18-033:

Director Buczkowski reviewed the report. Deputy Director Talsma explained that staff would offer a Biba presentation to the committee at a later date.

Comm Rep S. Triphahn made a motion, seconded by Commissioner K. Evans to send the P&D Report M18-033 to the board as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Friedman said PSSWC looked great last weekend when he went over for the Basketball Tournament. He also thanked staff for making indoor Baseball available over the winter.

**8. Adjournment:**

Com Rep Sernett made a motion, seconded by Comm Rep Bettencourt to adjourn the meeting at 8:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Deputy Director

Peg Kusmierski  
Recording Secretary



## Memorandum M18-043

**To:** B & G Committee  
**From:** Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director  
Dustin Hugen, Director of Parks and Facilities Services  
Gary Buczkowski, Director of Planning and Development  
**RE:** Building Envelope Consultant  
**Date:** 4/10/18

---

### **Background**

In 2017 staff identified the need for improvement to the roof structures throughout Hoffman Estates Park District facilities. To evaluate our roofing needs, and managing the current issue, staff selected Inspec, an engineering firm that specializes in roofs, walls, pavement and water proofing to perform a needs assessment for roof repairs.

Inspec completed a detailed report outlining the current condition of every roof in the district, with estimated cost of replacement for each roof. From this report staff developed a roof replacement plan. Based on Inspec's report, the first roof that must be replaced is the north side of the Triphahn Center. This roof is very complex and encompasses low and steep slope metal roofing, Kalwall skylight, wall panel system and a connection to the rest of the building. The schedule develop by staff has this roof being replaced in 2019.

### **Implications**

To start the process of getting the Triphahn Center North End roof replaced staff sent out request for proposals (RFP) to select a firm for Building Envelope Consulting Services. The services that staff was looking for included schematic design, design development, construction documents, bidding process, construction services and final approval. Engineering and architectural services are exempt from bid and staff is allowed to interview to determine the most qualified provider and then negotiate price with the selected firm. The initial interviews are not based on price, but rather ability to provide the most qualified service.

Staff received sixteen proposals from consultants and staff narrowed it down to four consultants for interviews. During the interview process each firm had time to present their firm qualifications how it relates to our building envelope and then they took questions from staff. After the interview process staff was in an agreement that the most qualified consultant was Wiss, Janney, Elstner and Associates, Inc. (WJE).

WJE was contacted and asked to provide their cost proposal to provide full consulting services for the Triphahn Center North roof replacement project, percentage of total cost on remaining roofs in the district as well as overall building envelope fees. Staff budgeted \$57,500 for consultant fees in 2018 to prepare for 2019 completion of TC North. WJE proposal for TC North consulting fees was broken down into five phases four of which will take place in 2018:

Phase	Services	Cost	Year
Phase I	Schematic Design	\$ 3,250	2018
Phase II	Design Development	\$ 6,500	2018
Phase III	Construction Documents	\$ 22,750	2018
Phase IV	Bidding / Negotiating	\$ 6,500	2018
Phase V	Construction Period Services (16 site visit)	\$ 26,000	2019

The overall contract price that would be a fix fee amount awarded to WJE would be for \$65,000 of which \$39,000 would be paid for in 2018.

**Recommendation**

Staff recommends that the B&G committee recommend the Board approve awarding a total contract of \$65,000 for roof consulting services to WJE for the Triphahn Center north end roof replacement project (\$39,000 will be paid in 2018 and the remaining \$26,000 will be budgeted in 2019).

**MEMORANDUM NO. M18-041**

**TO: Building & Grounds Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**Gary Buczkowski, Director of Planning and Development**  
**RE: Crack Fill and Seal Coating work 2018**  
**DATE: April 5, 2018**

---

**Background:**

Bids were opened on March 23, 2018 for crack filling, seal coating and striping work to be completed at Triphahn Center, Prairie Stone Sports and Wellness Center, Willow Recreation Center, Charlemagne, Cottonwood, Fabbri, Victoria, Olmstead, Vogelei, South Ridge, Huntington Parks and Seascope Aquatic Park. This work is part of an on-going preventative maintenance program with the intent of extending the life cycle of the existing parking and drive areas of the district.

**Implications:**

A total of 6 bids were opened and publicly read. Attached is a copy of the bid results.

The low bid from Patriot Maintenance Inc. of Mundelein was reviewed by staff for accuracy and everything was found to be in order. Patriot Maintenance performed the district crack filling and seal coating in 2017 and completed all projects on time and to the district expectations.

The estimated budget for this work in the 2018 capital fund was \$35,000. This completes all 2018 capital projects to be bid and overseen by the Planning and Development Department. With this bid now known, the total of all projects is tracking \$21,750 under budget which includes \$12,500 in approved contingencies.

**Recommendations:**

Staff recommends that the B&G Committee recommend to the Board to award the crack filling and sealcoating bid project to Patriot Maintenance Inc. in the low bid amount of \$37,156.00.

4/5/2018	SKC Construction, Inc. PO Box 503 W. Dundee, IL 60118 847-214-9800 jfernandez@skcconstruction.net	Behm Pavement Maintenance 3010 IL RT 176 Crystal Lake, IL 60014 815-477-9400 behmpavement@gmail.com	Denler, Inc. 20502 S. Cherry Hill Rd, Joliet IL 60443 708-479-5005 David Denler
BOND	X	X	X
<b>1. TRIPHAHN CENTER</b>			
A. 5,500 lin ft	\$2,310.00	\$3,025.00	\$1,760.00
<b>TOTAL TC COST</b>	\$2,310.00	\$3,025.00	\$1,760.00
<b>2. PSSWC</b>			
A. 5,000 Lin Ft	\$2,100.00	\$2,750.00	\$1,600.00
B. Cleanlot/Remove Debris	\$150.00	\$1,850.00	\$100.00
C. 2 coats 92,453	\$8,250.00	\$9,245.30	\$9,800.02
D. 262 stalls	\$750.00	\$786.00	\$786.00
8 HC space	\$200.00	\$280.00	\$160.00
290 lin ft	\$116.00	\$87.00	\$51.04
1 Stop Pad	\$20.00	\$25.00	\$25.00
95 lin. Ft	\$95.00	\$28.50	\$20.05
283 lin ft	\$113.00	\$84.90	\$50.09
<b>TOTAL PSSWC COST</b>	\$11,794.00	\$15,136.70	\$12,592.20
<b>3. CHARLEMAGNE</b>			
A. 1,000 Lin Ft	\$420.00	\$550.00	\$320.00
B. Cleanlot/Remove Debris	\$150.00	\$150.00	\$100.00
C. 2 coats 7,215 sqft	\$750.36	\$721.50	\$764.79
D. 18 stalls	\$360.00	\$54.00	\$360.00
2 HC stalls	\$50.00	\$70.00	\$100.00
<b>TOTAL COST CHARLEMAGNE</b>	\$1,406.36	\$1,545.50	\$1,644.79
<b>4. FABBRINI</b>			
A. 2,500 Lin Ft	\$1,050.00	\$1,375.00	\$800.00
B. Cleanlot/Remove Debris	\$150.00	\$775.00	\$100.00

C. 2 coats 38,655 sqft	\$3,401.64	\$3,865.80	\$4,097.43
D. 84 Stalls	\$350.28	\$252.00	\$252.00
4 HC Space	\$100.00	\$140.00	\$80.00
550 lin ft	\$220.00	\$165.00	\$99.00
<b>TOTAL FABBRINI COST</b>	<b>\$5,271.92</b>	<b>\$6,572.80</b>	<b>\$5,428.43</b>
<b>5. WRC</b>			
A. 5,500 Lin Ft	\$2,310.00	\$3,025.00	\$1,760.00
B.Cleanlot/Remove Debris	\$150.00	\$900.00	\$100.00
C. 2 coats 45,500	\$4,004.00	\$4,550.00	\$4,823.00
D. 120 stalls	\$480.00	\$360.00	\$360.00
6 HC stalls	\$150.00	\$210.00	\$180.00
<b>TOTAL WRC COST</b>	<b>\$7,094.00</b>	<b>\$9,045.00</b>	<b>\$7,223.00</b>
<b>6. VICTORIA PARK WOODCREEK</b>			
A. 900 Lin Ft	\$378.00	\$495.00	\$288.00
B.Cleanlot/Remove Debris	\$150.00	\$250.00	\$100.00
C. 2 coat 11,618 sqft	\$1,022.38	\$1,161.80	\$1,231.51
D. 34 stalls	\$238.00	\$102.00	\$238.00
2 HC stalls	\$50.00	\$70.00	\$100.00
<b>TOTAL VICTORIA WOODCREEK COST</b>	<b>\$1,838.38</b>	<b>\$2,078.80</b>	<b>\$1,957.51</b>
<b>7. VICTORIA CROWSFOOT</b>			
A. 2,800 Lin Ft	\$1,176.00	\$1,540.00	\$896.00
B.Cleanlot/Remove Debris	\$150.00	\$285.00	\$100.00
C. 2 coats 14,215sqft	\$1,250.92	\$1,421.50	\$1,506.74
D. 39 stalls	\$273.00	\$117.00	\$312.00
2 HC stalls	\$50.00	\$70.00	\$100.00
150 lin ft	\$60.00	\$45.00	\$27.00
<b>TOTAL VIC CROWSFOOT COST</b>	<b>\$2,959.92</b>	<b>\$3,478.50</b>	<b>\$2,941.74</b>
<b>8. OLMSTEAD</b>			
A. 1,000 lin ft	\$420.00	\$550.00	\$320.00

B.Cleanlot/Remove Debris	\$150.00	\$300.00	\$100.00
C. 2 coats 14825 sq ft	\$1,304.60	\$1,482.50	\$1,571.45
D. 41 stalls	\$287.00	\$123.00	\$328.00
2 HC stalls	\$50.00	\$70.00	\$100.00
35 lin ft	\$14.00	\$10.50	\$6.30
<b>TOTAL OLMSTEAD COSTS</b>	\$2,225.60	\$2,536.00	\$2,425.75
<b>9. COTTONWOOD COSTS</b>			
A. 450 lin ft	\$189.00	\$247.50	\$144.00
B.Cleanlot/Remove Debris	\$150.00	\$425.00	\$100.00
C. 2 coats 21,235 sq ft	\$1,868.68	\$2,123.50	\$2,250.91
D. 56 stalls	\$392.00	\$168.00	\$280.00
3 HD stalls	\$75.00	\$105.00	\$150.00
<b>TOTAL COTTONWOOD COSTS</b>	\$2,674.68	\$3,069.00	\$2,924.91
<b>10. VOGELI PARK</b>			
A. 1,500 lin ft	\$630.00	\$825.00	\$480.00
B.Cleanlot/Remove Debris	\$150.00	\$750.00	\$100.00
C. 2 coats 37,400 sq ft	\$3,291.20	\$3,740.00	\$3,964.40
D. 38 stalls	\$266.00	\$114.00	\$190.00
5 HC stalls	\$125.00	\$175.00	\$250.00
<b>TOTAL VOGELI COSTS</b>	\$4,462.20	\$5,604.00	\$4,984.40
<b>11. S.RIDGE COSTS S. LOT</b>			
A. 1,700 lin ft	\$714.00	\$935.00	\$544.00
B.Cleanlot/Remove Debris	\$150.00	\$160.00	\$100.00
C. 2 coats 7,915 sq ft	\$696.52	\$791.50	\$838.99
D. 18 stalls	\$126.00	\$54.00	\$180.00
1 HC stall	\$25.00	\$35.00	\$100.00
<b>TOTAL S.RIDGE S. LOT COSTS</b>	\$1,711.52	\$1,975.50	\$1,762.99

<b>12. S.RIDGE COSTS</b>			
<b>N.LOT</b>			
A. 500 lin ft	\$210.00	\$275.00	\$160.00
B.Cleanlot/Remove Debris	\$150.00	\$100.00	\$100.00
C. 2 coats 5,230 sq ft	\$460.24	\$523.00	\$554.38
D. 15 stalls	\$105.00	\$45.00	\$150.00
1 HC stall	\$25.00	\$35.00	\$100.00
<b>TOTAL S.RIDGE COSTS N.LOT</b>	<b>\$950.24</b>	<b>\$978.00</b>	<b>\$1,064.38</b>
<b>13. HUNTINGTON COSTS</b>			
A. 1,000 lin ft	\$420.00	\$550.00	\$320.00
B.Cleanlot/Remove Debris	\$150.00	\$110.00	\$100.00
C. 2 coats 5,685 sq ft.	\$500.28	\$568.50	\$602.61
D. 17 stalls	\$119.00	\$51.00	\$170.00
2 HC stalls	\$50.00	\$70.00	\$200.00
40 lin feet	\$16.00	\$12.00	\$8.00
<b>TOTAL HUNTINGTON COSTS</b>	<b>\$1,255.28</b>	<b>\$1,361.50</b>	<b>\$1,300.61</b>
<b>14. SEASCAPE COSTS</b>			
A. 1,000 lin ft	\$420.00	\$550.00	\$320.00
<b>TOTAL COST SEASCAPE</b>	<b>\$420.00</b>	<b>\$550.00</b>	<b>\$320.00</b>
<b>TOTAL COST ALL 14 PROJECTS</b>	<b>\$46,374.10</b>	<b>\$56,956.00</b>	<b>\$48,330.76</b>

4/5/2018	Maul Enterprises, Inc. 10201 Clow Creek Rd, Plainfield, IL 630-420-8765 Eric Maul	TAT Enterprises, Inc. 6546 Cherry Valley Rd, Kingston IL 60145 847-721-3796 Terry Todd	Patriot Maintenance, Inc. 405 Washington Blvd, Mundelein, IL 60060 847- 409-7669 Nick Nimincki
BOND	X	X	Cert Check
<b>1. TRIPHAHN CENTER</b>			
A. 5,500 lin ft	\$2,090.00	\$1,430.00	\$2,200.00
<b>TOTAL TC COST</b>	\$2,090.00	\$1,430.00	\$2,200.00
<b>2. PSSWC</b>			
A. 5,000 Lin Ft	\$1,900.00	\$1,300.00	\$2,000.00
B. Cleanlot/Remove Debris	included	\$625.00	\$100.00
C. 2 coats 92,453	\$6,841.52	\$7,396.24	\$6,657.00
D. 262 stalls	\$524.00	\$655.00	\$367.00
8 HC space	\$160.00	\$120.00	\$120.00
290 lin ft	\$52.20	\$81.20	\$82.00
1 Stop Pad	\$15.00	\$40.00	\$5.00
95 lin. Ft	\$20.90	\$26.60	\$27.00
283 lin ft	\$50.94	\$79.24	\$80.00
<b>TOTAL PSSWC COST</b>	\$9,564.56	\$8,398.28	\$9,438.00
<b>3. CHARLEMAGNE</b>			
A. 1,000 Lin Ft	\$380.00	\$260.00	\$400.00
B. Cleanlot/Remove Debris	Included	\$625.00	\$100.00
C. 2 coats 7,215 sqft	\$541.12	\$577.20	\$520.00
D. 18 stalls	\$198.00	\$45.00	\$27.00
2 HC stalls	\$80.00	\$90.00	\$30.00
<b>TOTAL COST CHARLEMAGNE</b>	\$1,199.12	\$1,597.20	\$1,077.00
<b>4. FABBRINI</b>			
A. 2,500 Lin Ft	\$950.00	\$650.00	\$1,000.00
B. Cleanlot/Remove Debris	Included	\$625.00	\$100.00
C. 2 coats 38,655 sqft	\$2,899.12	\$3,285.00	\$2,784.00
D. 84 Stalls	\$168.00	\$210.00	\$126.00
4 HC Space	\$80.00	\$180.00	\$60.00
550 lin ft	\$99.00	\$154.00	\$154.00



<b>TOTAL FABBRINI COST</b>		\$4,196.12	\$5,104.00	\$4,224.00
<b>5. WRC</b>				
A. 5,500 Lin Ft		\$2,090.00	\$1,430.00	\$2,200.00
B. Cleanlot/Remove Debris	Included		\$625.00	\$100.00
C. 2 coats 45,500		\$3,412.50	\$3,640.00	\$3,276.00
D. 120 stalls		\$240.00	\$300.00	\$180.00
6 HC stalls		\$120.00	\$270.00	\$90.00
<b>TOTAL WRC COST</b>		\$5,862.50	\$6,265.00	\$5,846.00
<b>6. VICTORIA PARK WOODCREEK</b>				
A. 900 Lin Ft		\$342.00	\$234.00	\$360.00
B. Cleanlot/Remove Debris	Included		\$625.00	\$100.00
C. 2 coat 11,618 sqft		\$871.35	\$929.44	\$837.00
D. 34 stalls		\$238.00	\$85.00	\$51.00
2 HC stalls		\$40.00	\$90.00	\$30.00
<b>TOTAL VICTORIA WOODCREEK COST</b>		\$1,491.35	\$1,963.44	\$1,378.00
<b>7. VICTORIA CROWSFOOT</b>				
A. 2,800 Lin Ft		\$1,064.00	\$728.00	\$1,120.00
B. Cleanlot/Remove Debris	Included		\$625.00	\$100.00
C. 2 coats 14,215sqft		\$1,066.12	\$1,137.20	\$1,024.00
D. 39 stalls		\$234.00	\$97.50	\$59.00
2 HC stalls		\$40.00	\$90.00	\$30.00
150 lin ft		\$27.00	\$42.00	\$42.00
<b>TOTAL VIC CROWSFOOT COST</b>		\$2,431.12	\$2,719.70	\$2,375.00
<b>8. OLMSTEAD</b>				
A. 1,000 lin ft		\$380.00	\$260.00	\$400.00
B. Cleanlot/Remove Debris	Included		\$625.00	\$100.00
C. 2 coats 14,825 sq ft		\$1,111.87	\$1,186.00	\$1,068.00
D. 41 stalls		\$225.50	\$102.50	\$62.00
2 HC stalls		\$40.00	\$90.00	\$30.00

35 lin ft	\$6.30	\$9.80	\$10.00
<b>TOTAL OLMSTEAD COSTS</b>	\$1,763.67	\$1,648.30	\$1,670.00
<b>9. COTTONWOOD COSTS</b>			
A. 450 lin ft	\$171.00	\$117.00	\$180.00
B. Cleanlot/Remove Debris	Included	\$625.00	\$100.00
C. 2 coats 21,235 sq ft	\$1,592.62	\$1,698.80	\$1,529.00
D. 56 stalls	\$224.00	\$140.00	\$84.00
3 HD stalls	\$60.00	\$135.00	\$45.00
<b>TOTAL COTTONWOOD COSTS</b>	\$2,047.62	\$2,715.80	\$1,938.00
<b>10. VOGELI PARK</b>			
A. 1,500 lin ft	\$570.00	\$390.00	\$600.00
B. Cleanlot/Remove Debris	Included	\$625.00	\$100.00
C. 2 coats 37,400 sq ft	\$2,805.00	\$2,992.00	\$2,693.00
D. 38 stalls	\$190.00	\$95.00	\$57.00
5 HC stalls	\$100.00	\$225.00	\$75.00
<b>TOTAL VOGELI COSTS</b>	\$3,665.00	\$4,327.00	\$3,525.00
<b>11. S.RIDGE COSTS S. LOT</b>			
A. 1,700 lin ft	\$646.00	\$442.00	\$680.00
B. Cleanlot/Remove Debris	Included	\$625.00	\$100.00
C. 2 coats 7,915 sq ft	\$593.63	\$633.20	\$570.00
D. 18 stalls	\$234.00	\$45.00	\$27.00
1 HC stall	\$20.00	\$45.00	\$15.00
<b>TOTAL S.RIDGE S. LOT COSTS</b>	\$1,493.63	\$1,790.20	\$1,392.00
<b>12. S.RIDGE COSTS N.LOT</b>			
A. 500 lin ft	\$190.00	\$130.00	\$200.00
B. Cleanlot/Remove Debris	Included	\$625.00	\$100.00
C. 2 coats 5,230 sq ft	\$392.25	\$418.40	\$377.00

D. 15 stalls	\$255.00	\$37.50	\$23.00
1 HC stall	\$20.00	\$45.00	\$15.00
<b>TOTAL S.RIDGE COSTS N.LOT</b>	\$857.25	\$500.90	\$715.00
<b>13. HUNTINGTON COSTS</b>			
A. 1,000 lin ft	\$380.00	\$260.00	\$800.00
B. Cleanlot/Remove Debris	Included	\$625.00	\$100.00
C. 2 coats 5,685 sq ft.	\$426.38	\$454.80	\$410.00
D. 17 stalls	\$255.00	\$42.50	\$26.00
2 HC stalls	\$40.00	\$90.00	\$30.00
40 lin feet	\$7.20	\$11.20	\$12.00
<b>TOTAL HUNTINGTON COSTS</b>	\$1,108.57	\$1,483.50	\$978.00
<b>14. SEASCAPE COSTS</b>			
A. 1,000 lin ft	\$380.00	\$490.00	\$400.00
<b>TOTAL COST SEASCAPE</b>	\$380.00	\$490.00	\$400.00
<b>TOTAL COST ALL 14 PROJECTS</b>	\$38,150.50	\$39,503.32	\$37,156.00

## Memorandum M18-037

**To:** Buildings & Grounds Committee  
**From:** Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director Admin & Finance  
Dustin Hugen, Director Parks & Facilities Services  
Carina Massani, Advertising & Sponsorship Manager  
**RE:** Walking Path Sign Proposal  
**Date:** March 18, 2018

---

### Background

Per the 2017-2018 Amita Health agreement and as part of their sponsorship of our walking program we are looking to create new colorful, aesthetically welcoming park path signs to engage the walkers within the community to use the park paths. We hope to share the distance of the path and a map of the path. We will also have a separate smaller plate with the Amita logo allowing it to be removable if necessary.

The idea behind the sponsorship is to not only to promote our Hoffman Walks Program presented by Amita Health but to show the community just how easy Hoffman Estates Park District makes it for them to get out and walk, encouraging a healthier lifestyle. Future walking path signs and maintenance of current signs will come from the yearly renewal of the Amita contract.

### Implications

The sign will be placed at the path entrances only and attached to a metal or wood pole. A full list of the recommended parks is listed below. To keep the cost and aesthetics reasonable they should not be larger than 12x18 inches, keeping the cost of the path sign to approximately \$50 per sign for a full color aluminum sign. Below the main sign would be a smaller removable sign recognizing Amita Health as a presenting partner. This additional sign would be \$20 per sign. The total cost of the signs will be approximately \$1200 and will be paid from the corporate relations expense line item.

A separate sign is being made to allow the sponsorship portion to be changed without the need to replace the entire sign, in case AMITA ever opted not to renew their agreement. A sample of the signs is attached.

The following is a list of paths that the District will add the signs to and their approximate distances:

- Cannon Crossings – 0.7 miles
- Black Bear Park – 0.8 miles
- Canterbury Park Place – 0.4 miles
- Charlemagne Park – 1.5 miles
- Evergreen Park – 0.5 Miles
- Fabbrini Park – 1 mile

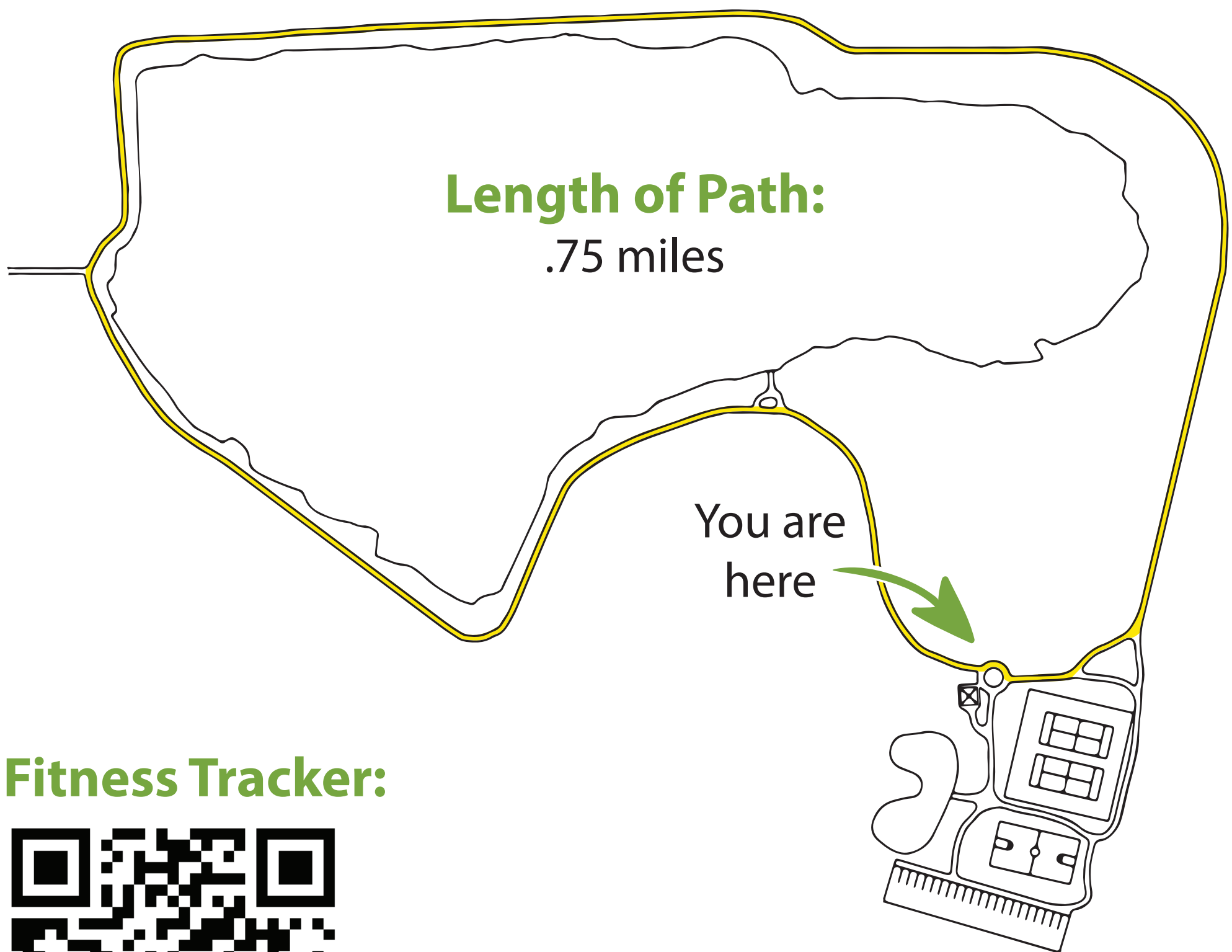
- Hunters Ridge Park – 0.33 miles
- Huntington Park – 0.33 miles
- Olmstead Park – 0.25 miles
- Pine Park – 0.4 Miles
- South Ridge Park – 1.2 miles
- Tall Oaks Park – 0.4 miles
- Victoria Park – 0.5 miles
- Vogeley Park – 0.5 miles
- Walnut Park – 0.5 miles
- Westbury Lake – 0.5 miles

### **Recommendation**

Staff recommends that the B&G Committee recommend to the full Board approval of the new walking path signs sponsored by Amita health for the aforementioned parks.

# HOFFMAN WALKS

Join the walking revolution! A habit of walking regularly is a great cardio workout that offers benefits from head to toe including: boosting energy, weight loss, and improving strength.



## Fitness Tracker:



Scan this QR code and use the calorie calculator and/or other resources to track your fitness!



**Wellness Sponsor:**



**AMMITA** HEALTH™

## MEMORANDUM NO. M18-044

**TO:** Buildings & Grounds Committee  
**FROM:** Dean R. Bostrom, Executive Director  
Dustin Hugen, Director Parks & Facilities Services  
**RE:** Parks & Facilities Board Report  
**DATE:** April 11, 2018

1. Cub Scout Troop (4 & 5 year olds) held a nature hike and park cleanup at North Twin on 3/21/18. Staff was present to talk about the park and its nature, present the troops with HEPD water bottle for the hike and participate in the hike and cleanup.
2. Preparation completed for Vogelei / Charlemagne park cleanups, Black Bear tree planting, April Hoffman Walks and Butterfly Garden install at Bridges.
3. Fence on north side of TC was repaired.
4. Lights in the fitness center at TC were converted to LED.
5. New couplings were installed on buster pumps at TC.
6. Ceiling tiles were removed and replace in banquet room bar at Bridges.
7. Repaired drywall and ceiling in pro shop at Bridges after raccoon damage.
8. The construction for the ADA entrance to Chino Gardens has begun. Dug out and removed asphalt pathway, added gravel to meet proper ADA slopes and compacted prior to asphalt install. Asphalt contractor is anticipating asphalt plants to open the week April 16<sup>th</sup> or 23<sup>rd</sup>.
9. Installed new base cove, wall covering and paint office area in kitchen at Bridges.
10. Windscreens at baseball backstops and tennis courts have been installed.
11. Tennis and pickle ball nets are up for the year (assuming it ever gets warm out).
12. RPZ's and water meters have been installed in parks.
13. Fountain and pond aerators were installed and or sent for service.
14. Installed a new valve for hot water return for club locker room at PSSWC.
15. The hot tub at TC had failing paint scrapped, acid and power washed and completed repainted.
16. The door hinges to the hot tub and sauna at TC were removed and repaired.
17. Playground checks were completed.
18. Sports fields' preparation has begun and all soccer fields were striped with goal mounts placed.
19. Park and playground cleanups began and are continuing.
20. In house Controlled Burns were completed at Vogelei completing the south parks for this season.
21. In house Controlled Burns were completed at Beacon Point Wetlands, PSSWC, Hunter's Ridge Basin, Yorkshire Woods, Shoe Factory Road Basin, Rohrssen Road Park & Walnut Pond. This leaves Black Bear which will complete burns for this season.
22. The Contracted Burn at Hunter's Ridge Wetlands, Hunter's Ridge East & Winding Trails Basin was completed.
23. First round of general park landscape cleanup were completed.
24. Plant material and mulch has been ordered for the Seascape and Chino Gardens landscape.



25. Re-mulching of Disk Golf paths at Black Bear in in progress and approximately 60% complete.
26. Cannon drainage in the ballfields was completed.
27. Swale and turf work outside the ballfields has begun.
28. Wildflower and native seeding was completed on shorelines and natural areas that were burned (60lbs. of purchased seed & 35lbs. of collected seed).
29. Bus 510 had rear brake lines replaced along with rewired turn signal flasher and driver's seat repaired.
30. Chipper 641 had a new drum, shaft and bearing installed.
31. Replaced front brake pads, fuel filter and hydraulic filter on truck 513.
32. Safety lane inspection were completed on trailers and dump trucks.
33. Van 517 had tires and fuel filter replaced.
34. Mower 570 and 571 the hydraulic hoses for the four wheel drive component were replaced.
35. Vehicle 498 temperature actuator motor for temperature blend door was installed.
36. Mechanic lifts annual safety inspection was completed.
37. Bus 534 replaced back up alarm.
38. Pressure washer had the uploader valve and pump seal kit replaced.
39. Implemented a tracking system for each piece of equipment in the fleet to track hours, pm cost and repairs for the year.

**HOFFMAN ESTATES PARK DISTRICT  
2018 GOALS & OBJECTIVES  
PARKS DIVISION**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

**DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE**

**District Objective 3: Connect and engage our community**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Expand marketing communications with the use of social media and outreach programs.	Provide a monthly blog that can be accessed from the HEPD website. The blog will be maintenance driven with helpful tips for residence on timing of everything from turf/horticulture tips to AC and furnace maintenance. The blog will also contain opportunities for residence to be involved in park cleanup days, flower planting opportunities, seed collections and nature walks.	IP	<b>Two posts have been completed during 2018; the first outlining the work being completed at Black Bear Park and the second post in regards to parks being ready for spring with important opening dates of splash pads, tennis courts, restrooms and drinking fountains.</b>
Increase community involvement in District operations.	Conduct a tree seedling planting event in April at locations to be determined by February 28, 2018. The event will also showcase proper tree maintenance from planting to caring for fully grown trees.	IP	<b>The oak tree sapling planting is scheduled for 4/21/18 with volunteers from Sears Holding. The plantings are going to take place at Black Bear to replace the removed ash trees.</b>
	Hold a volunteer park clean up in May, where residence have the opportunity to help beautify their neighborhood parks through weed removal, garbage pick, edging landscape beds, cleaning park structures and painting. Hold the event at five parks in 2018. Locations will be determined by March 1, 2018.	IP	<b>Park cleanup combined with a Cub Scout nature hike was completed at North/South Twin on 3/21/18. Currently scheduled are park cleanups at Vogeley (4/21/18), Charlemagne (4/29/18) and implementation of a Monarch Butterfly Garden at Bridges (5/5/18).</b>
	A volunteer Queen Anne's Lace removal will be scheduled for July based on the quantity of Queens Anne's Lace and locations.	NB	<b>Scheduled to be completed in late spring.</b>
	Combine our Seed Collection at Charlemagne Park with a Parks Department run educational event of shoreline management and why HEPD maintains the shorelines with native buffer zones.	NB	<b>Tentative dates are being looked at.</b>

	Adopt a Park Program. Provide HEPD residents with a clear understanding of the Adopt a Park program through our monthly blog as well as monthly reminders through social media.	NB	
	Work with local boy scouts/girl scouts/local schools to hold four events per year. Events consist of bird house building projects, nature walks, school horticulture field trips and etc.	IP	<b>Three events have taken place so far this year. Boy Scout group and Parks team built wood duck boxes at Parks building on 1/12/18. Girl Scout group is building a Little Free Library for Sycamore Park. On 3/21/18 Parks met with a Cub Scout group at North/South Twin to assist in a Nature walk/Park Cleanup. We are looking into 1-2 more events for 2018.</b>

**DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP**

**District Objective 1: Achieve annual and long range financial plans**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Provide stability amongst employees (proper compensation) where skill sets are applied to benefit the district. Determine proper timelines and procedures for daily operational activity.	Monitor the parks division payroll and operational budgets. Meet 100% of the timelines established by the finance division.	IP	

**District Objective 3: Utilize our resources effectively and efficiently**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Utilize best practices to maximize capital expenses. Internally evaluate park structures and landscape beds.	PSSWC replace RTU – 12	IP	
	PSSWC replace RTU- 6	IP	
	PSSWC replace RTU- 1	IP	
	Seascape replace pump # 1	C	
	Seascape replace motor #1	C	
	Seascape replace motor #2	C	
	Replace Toro Z-turn mower #556	C	
	Replace Toro 580D #570	IP	<b>Waiting on delivery</b>
	Remove and replace fall surface at Black Bear with new Turf fall surface. New turf fall surface has a life span of 15 years compared to the six years we are currently getting out of rubberized tiles.	IP	<b>Scheduled during the month of May.</b>

	Refurbish playground at Birch in house.	IP	<b>Scheduled for May through June.</b>
	Replace Sand Filters at Seascape	C	<b>New filters are installed and electric is being completed currently. Target date to test all components is 4/27/18.</b>
	New exterior siding and windows at Vogelei Barn	IP	<b>Setting up dates to complete.</b>
	Complete Roof Repair Bid Specs for a November Bid on TC roof	IP	<b>Bids have been received for consulting and are in the process of being reviewed.</b>
	Complete Exterior Painting at PSSWC by 11/24/2018	NB	
	Complete Construction of Chino Park Garden plots prior to April 1, 2018. Completion of accessible entrance by Q3.	IP	<b>Due to weather this project is behind schedule. Water line is being completed the week of 4/16/18. The garden plots will be completed by 4/28/18.</b>
	Park playgrounds inspections will be completed by different staff members every 30-60 days based on environmental conditions and repairing structures as needed. Update landscape beds to provide beautification with perennials plants that require low maintenance to maintain. (Well maintained turf provides a great look and very cost effective).	IP	<b>Initial playground inspections have been completed. Landscape of all parks have been reviewed and are in the planning stage currently.</b>
Implement detailed preventative maintenance plan for building structures and mechanicals.	Buildings and all mechanicals will go through preventative checks every month. Checks will be evaluations completed by staff that will allow staff to stay ahead of failures and more adequately budget for repairs or changes.	IP	<b>This is ongoing through the entire year and has been completed through March.</b>
Begin using Mobile Maintrac.	Use mobile maintrac to track work orders, park and building inspections, and preventive maintenance checks. Produce quarterly reports showing inspections results/work performed through mobile maintrac.	IP	<b>Working with the business department to finalize setup.</b>
Transition job responsibilities from Planning and Development Department to Parks and Facilities Department.	Work closely with Director of Planning and Development on 2018 and beyond planned activities. Continue planning the roof assessments and upcoming structure replacements that have been started (TC bid specs ready for Nov. 2018 bid). Ensure completion of Armstrong and MacArthur parks by 8/15/2018.	IP	

GIS to serve as an overall assets management tool.	All assets within the district will be entered into the system. Quarterly checks will be completed with department heads to assure assets are up to date. Work logs produced through Mobile Maintrac will add in updating assets throughout the year.	IP	<b>We believe we have accounted for 90% of district assets over \$5K and have dates to deploy GIS to Recreation and Golf departments in April.</b>
Maximize efficiency between Parks maintenance, Golf maintenance and facilities custodial staff.	Utilize equipment sharing, combining purchases, cross training staff as well as training custodial staff on day to day maintenance and upkeep at facilities.	IP	

**DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

**District Objective 1: Create and sustain quality parks, facilities, programs and services**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Implement seeding practices/section into natural areas for expansion of plant life.	Enhance high visibility natural areas by adding additional wild flower seeds. Natural areas to be burned by the end of the 1 <sup>st</sup> quarter, following burns wild flowers seeds will be planted. When changing any perennial plants in parks they will be transplanted to natural areas.	IP	<b>24 in house burns and one contract burn at Hunter's Ridge Wetland have been completed. Black Bear Park is still to be completed and scheduling is weather dependent. Wild Flower seedings are in process at all locations.</b>
Begin using new technologies and formulations to when dealing with integrated pest management issues.	Enhance the quality of turf in parks by using fertilizers that contain controlled release technology that's providing a longer release of nutrients, which will allow us to make one application to parks in May 2018 weather permitting. Apply Specticle Total (non-selective herbicide) to all landscape beds and tree rings to stop weed growth prior to applying mulch. All location to be completed by 06/01/2018 weather permitting.	NB	

**District Initiative 2: Utilize best practices**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Enhance overall quality of natural areas, parks, ballfields and facilities.	Enhance natural areas by controlling invasive plants to 20% or less. Maintain/monitor on quarterly basis for compliance. Annual controlled burns at Black Bear, Hunter's Ridge and Roherson Parks.	NB	

	Implement proper fertilizer and herbicide application in parks/ballfields based on high priority areas to low priority areas. All Fertilizer and first round herbicides application will be made by July 1 <sup>st</sup> .	NB	
	Continue with playground inspections on a monthly basis, but in 2018 have a minimum of 3 certified playground inspectors complete inspections.	IP	<b>Playground inspections have been completed through March.</b>
Preventative maintenance checks at Seascape Family Aquatic Center prior to opening dates.	Through the use of contractors, have all piping and controls inspected yearly in April.	NB	<b>Upon completion of filter renovations, preventative checks will take place.</b>
Adopt new shutdown procedures at Seascape Family Aquatic Center.	When the pool season has ended, all water lines inside the pool deck will be blown out from the pool pit and capped on the surface by 10/12/18. This will prevent freezing and possible rain water entering the lines.	NB	

**District Objective 3: Advance environmental and safety awareness**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card	Maintain Park Division's compliance with IPRA's Environmental Report Card. Complete by end of 4 <sup>th</sup> quarter.	NB	
Employee Training	All employees will be trained on specific job related task within 30 days of employment.	IP	<b>Seasonal staff that started on 4/3/18 have all been trained and as more staff arrives training will continue.</b>
Safety Meetings	The Parks and Facilities department will hold 12 safety meeting throughout the year that correspond to work being completed at that time of year.	IP	
Achieve accreditation status for CAPRA	Maintain and develop operational processes required to achieve 100% score for CAPRA accreditation.	IP	

**DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

**District Objective 1: Develop leadership that ensures workforce readiness**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Provide clear direction/training to all employees that fit with that employee's job description.	Document all training procedures that outline job descriptions along with expectations.	IP	
Hold employees to a high standard of service. Understanding that all employees are district	Quarterly reviews with full time staff members that discuss failures and successes.	IP	

employees working toward one goal.	Learn goals of individual employees and departments and use those goals to achieve our standard of service.		
------------------------------------	-------------------------------------------------------------------------------------------------------------	--	--

**District Objective 3: Promote continuous learning and encourage innovative thinking**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities.	Provide full time staff members with educational opportunities in their fields that will directly benefit the district and personal work related efficiency. Supervisors and Lead staff will attend two outside education event per year.	IP	<b>Events that have been attended by staff in 2018 are: Illinois Turfgrass Foundation Annual Conference, IAPD State Conference, Great Lakes Park Training Institute, MIPE Monthly events.</b>
Build a strong working culture to allow innovative thinking.	Conduct two Parks Division team building events. Complete by end of 2 <sup>nd</sup> and 4 <sup>th</sup> quarters.	NB	
Evaluate and update succession plan including assuming responsibilities for current Planning and Development Division. Begin to prepare employees for advancement and the organization for personnel changes.	Complete by the end of the third quarter.	IP	

**MEMORANDUM NO. M18-046**

**TO: Building and Grounds Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**Gary Buczkowski, Director of Planning & Development**  
**RE: Board Report**  
**DATE: April 11, 2018**

---

1. PSSWC Club Locker Room Wet Areas Project:

Opcon Construction and its subcontractors have completed removal of the residue grout on the surfaces of all the tile work in this project. This has been a very difficult and arduous process because epoxy grout was used and is very difficult to remove once it's cured. The contractor has spent more than 300 hours cleaning the grout and staff has finally agreed to accept the work. With this acceptance, all punch list items have been completed and final payment will be made to Opcon once the final waivers are received. As a side note, staff is still working with Roberts Mechanical, the subcontractor for Opcon, on the men's steam generator which continues to malfunction occasionally when starting in the morning. Staff is also working with Roberts to change out the start / stop buttons in each of the two locker rooms. The intent is to replace the electronic devices with mechanical devices, hopefully at no charge to the district.

2. Park as built Survey Work for 2018:

Staff has release an RFP to Survey Princeton and Pine Parks for future planning purposes. Scheduled in 2019 are the playground and splash pad replacement at Princeton and the path rejuvenation work at Pine.

3. Tennis Court Improvements:

Staff has received proposals for the replacement of 22 fence posts that have heaved due to frost over the years. The posts are located at Charlemagne and Cannon Crossings Tennis Courts which are scheduled to be resurfaced as part of the 2018 Capital Projects list. This work is already contracted for and approved by the Board.

4. Biba Project:

Staff is resubmitting this as an item to be discussed due to the timing issues at the previous meeting. For many years, the question has been raised as to what is the ROI for our playgrounds. The district has historically believed that playgrounds are the backbone of the park district. For many community members, this is the first contact with the park district both by the individual and caregiver. It is believed



that life-long appreciation for the outdoors and physical activity is formulated within these spaces. For the past five years staff has been working with a number of vendors to develop a tool to begin to quantify the value of playgrounds. In 2016 the district installed, as part of the Victoria north playground renovation project, a game known as Biba. Attached is the initial Biba report for Victoria Park. While this mechanism is in its infancy, it begins to tell us a little bit about how our participants are using the facility. The Victoria Biba AP (as it is known) is one of 223 installations in communities of about the same size. The information that has come from this initial report begins to tell us how and when the participants are utilizing the designed elements. As the number of installations of this AP grows, both within our community and outside of our community, future planning efforts can utilize best practices with the intent of getting the best outcomes. It should be pointed out that the information about how our playgrounds are being used is done through a fun AP that also stimulates play activities thus generating the data relevant to activity levels. With the data from Victoria, staff is currently planning on installing two additional Biba sites; one at Armstrong and the second at MacArthur school. Currently, program developers are finalizing games that can be utilized by school children along with their monitors as well as the games that can be played by parents and caregivers.

# PLAYGROUND DATA REPORT

VICTORIA PARK, HOFFMAN  
ESTATES

Jan 2017 - Apr 2018



---

# HOW TO READ THIS REPORT

## HOW BIBA GENERATES YOUR DATA

The way Biba generates data is by using our games to collect a sample of your playground traffic and general user behavior. Every time a Biba game is played on one of your playgrounds we collect interesting information that stems from gameplay events, be it the time of day a family was on your playground or what the weather was like when they attended. These data are all collected in a COPPA compliant manner, with all of our games remaining in the parents' hands during play.

## HOW TO USE THESE REPORTS

Each chart page presented within provides you with a full page of details on what the chart is representing, how we calculate the measures shown and how you can use these reports in your own practice. Standard versions of these reports come with a basic set of data that can be augmented or added to by request. If, for example, you would like to dive into what Saturdays specifically look like for park attendance at a given location, or want more UV index information to help inform something like a shade purchase, we can incorporate these things into subsequent reports for you.

## HOW TO REACH US WITH QUESTIONS

Undoubtedly there will be some questions either about the data we're presenting or the data you would like to see. We're here to help. If there is anything you'd like to see expanded on or added to your data reports, please do not hesitate to reach out to our contact representative at [sarah@playbiba.com](mailto:sarah@playbiba.com).

# YOUR COMPARABLES

## WHAT ARE COMPARABLES?

Biba Comparables help provide a sense of how your playgrounds match up to others around the world. This can offer an idea of how active your playground visitors are, how long they play and more. The statistics listed below show your ranking vs similar regions and also include survey feedback from playground visitors as collected through the Biba app.

## WHAT OTHER REGIONS AM I BEING COMPARED AGAINST?

Your region is currently being compared to other regions of comparable size that also have Biba installed in them. As we further develop this metric, your results will be relative to peers that are similar to you in other aspects such as climate, demographics, etc.

### Average Session Length

You Are In The

**97th**

Percentile!

### Average Amount of Exercise Per Session

You Are In The

**91st**

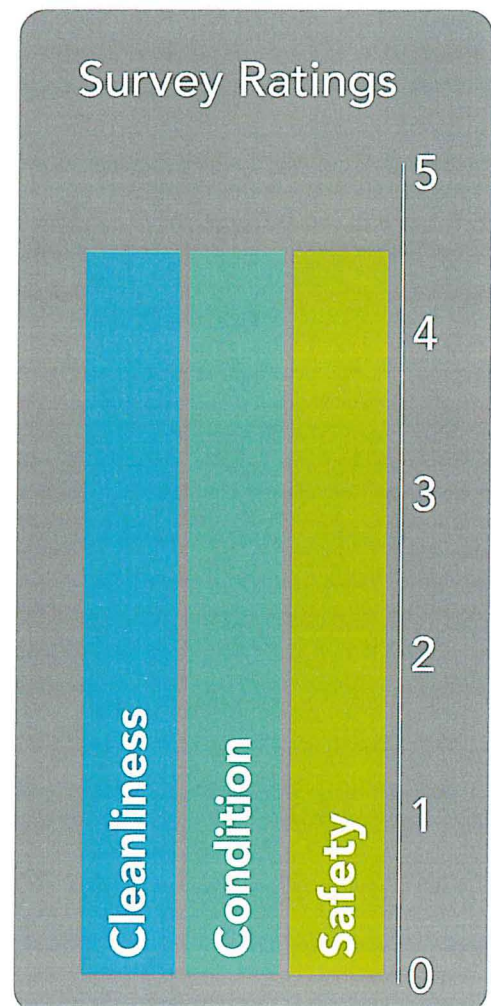
Percentile!

### Unique Users Per Capita

You Are In The

**79th**

Percentile!



# EQUIPMENT PREFERENCE

## WHAT THIS CHART SHOWS

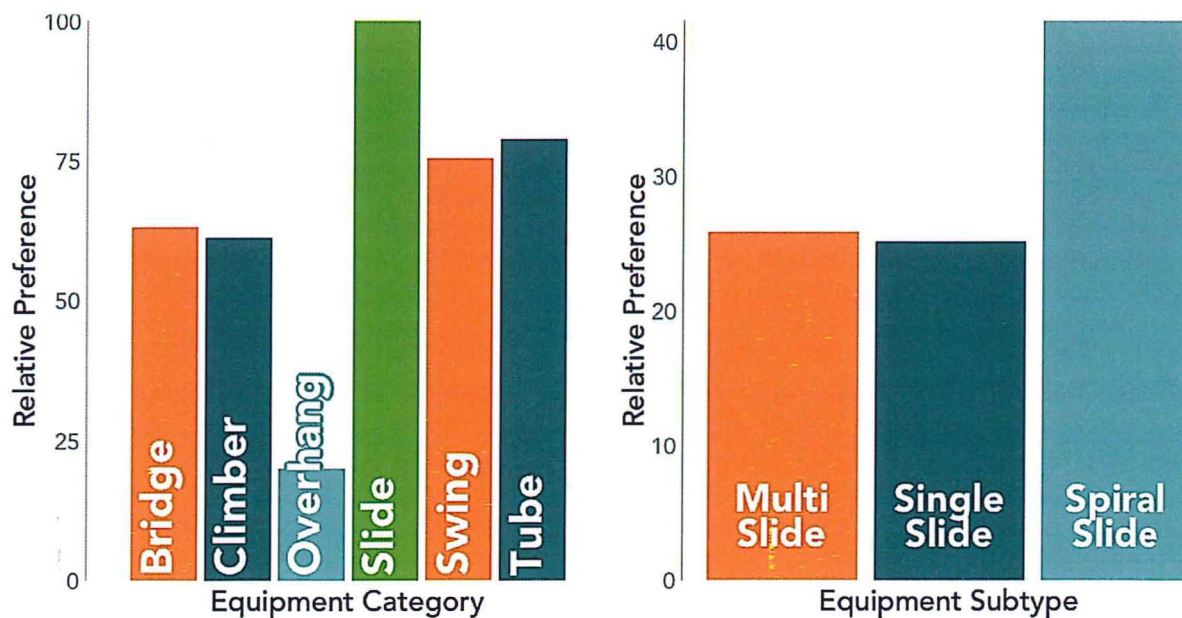
This page displays what equipment was most preferred by children while playing Biba games along with their preferred equipment sub-types.

## HOW WE CALCULATE THIS

Biba games automatically request a parent to input what they see as present in terms of equipment at a playground, but equipment preferences are specifically derived from play choices made during Biba gameplay by players. We analyze all the choices children make between equipment during different points in gameplay to model which types of equipment are selected the most often. We can also determine the popularity of specific sub-types (e.g. spiral slides, curved tubes) this way.

## HOW YOU CAN USE THIS INFORMATION

The chart below can assist in identifying choices for equipment purchases or upgrades, or at larger scale, can point to trends with regard to favorite equipment pieces in a region.



# PEAK DAYS OF THE WEEK

## WHAT THIS CHART SHOWS

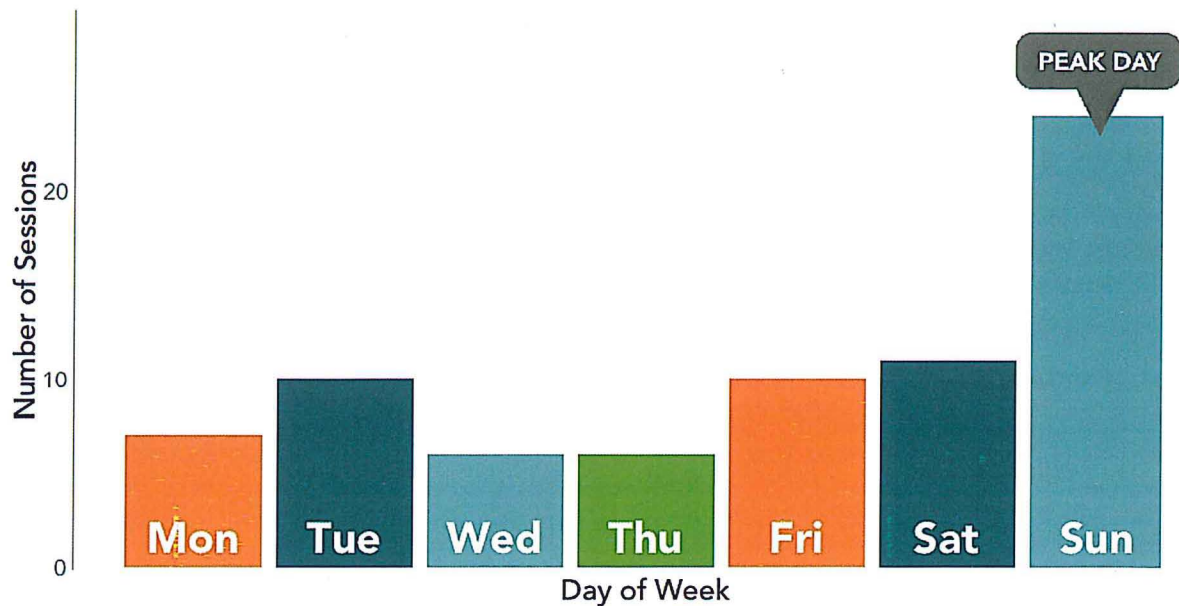
This graph lets you know on which days of the week families tend to spend the most time at your playground or play site.

## HOW WE CALCULATE THIS

Biba games take simple time stamps that allow us to see what day of the week Biba sessions occur. As a sample of playground attendance, this provides us with a sense of your site's peak days.

## HOW YOU CAN USE THIS INFORMATION

This information is useful in pointing out interesting trends for purposes of scheduling and program planning. We can also provide an array of these graphs across a year or dig into particular days on request if you're looking to schedule against more specific trend data, such as the impact of public holidays or school holidays.



# PEAK HOURS OF THE DAY

## WHAT THIS CHART SHOWS

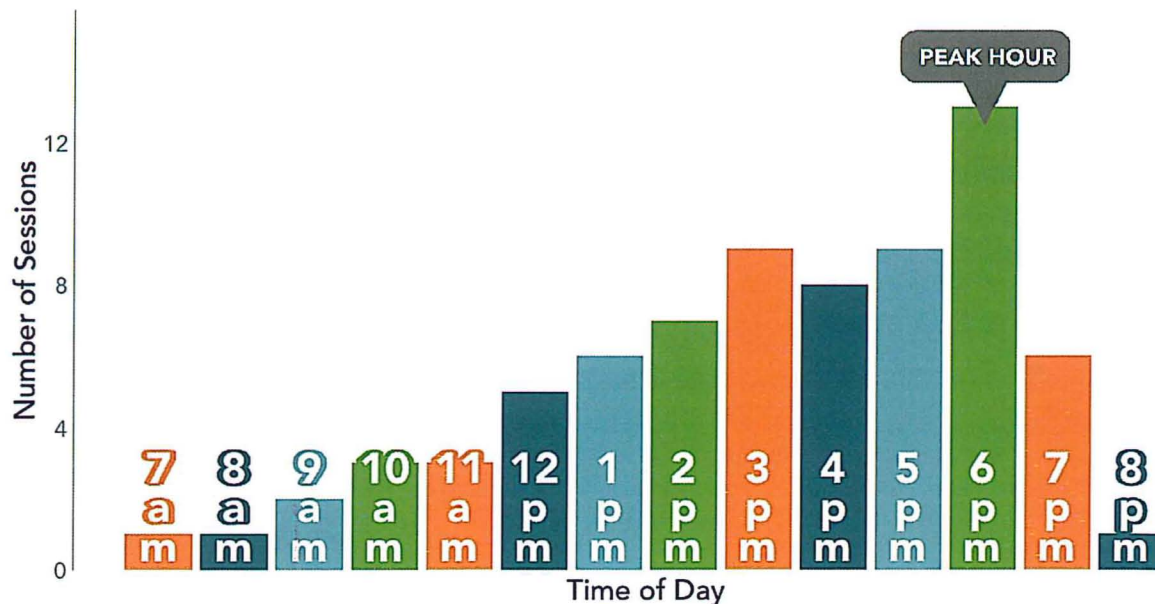
This graph lets you know which hours of the day families tend to spend the most time at your playground or play site.

## HOW WE CALCULATE THIS

Biba games take simple time stamps that allow us to see what time of the day Biba sessions occur. As a sample of playground attendance, this provides us with a sense of your site's peak hours.

## HOW YOU CAN USE THIS INFORMATION

This information is useful in pointing out interesting trends for purposes of scheduling and program planning. We can also provide an array of these graphs across a year to allow for things such as seasonal comparisons or the impact of external events like school vacations on timing.



# ACTIVITY LEVELS

## WHAT THIS CHART SHOWS

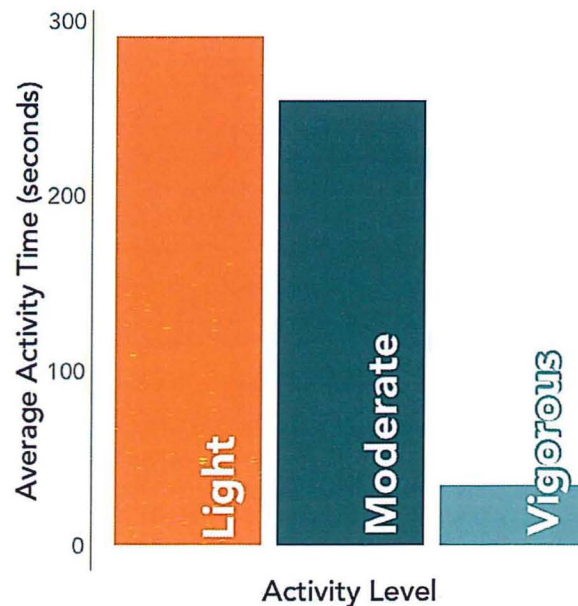
This lets you know how much light, moderate, and vigorous activity children engaged in during Biba gameplay. This is not only an indicator of the types of games they chose to play, but also how they chose to play them in terms of physical exertion.

## HOW WE CALCULATE THIS

Biba games adopt the World Health Organization's rubric in distinguishing between moderate and vigorous activity levels during gameplay. We achieved this in partnership with Simon Fraser University Child Psychology researchers to provide each game with a profile that generates a strong inference as to how much physical activity is being conducted in each game. This lets you see which types of games and what level of exertion kids in your playground gravitate towards.

## HOW YOU CAN USE THIS INFORMATION

This lets you get a sense of activity levels in your different communities, but also can provide you reinforcing data that helps make the case in grant proposals for health and activity initiatives and other related programming.





# TEMPERATURE IMPACT

## WHAT THIS CHART SHOWS

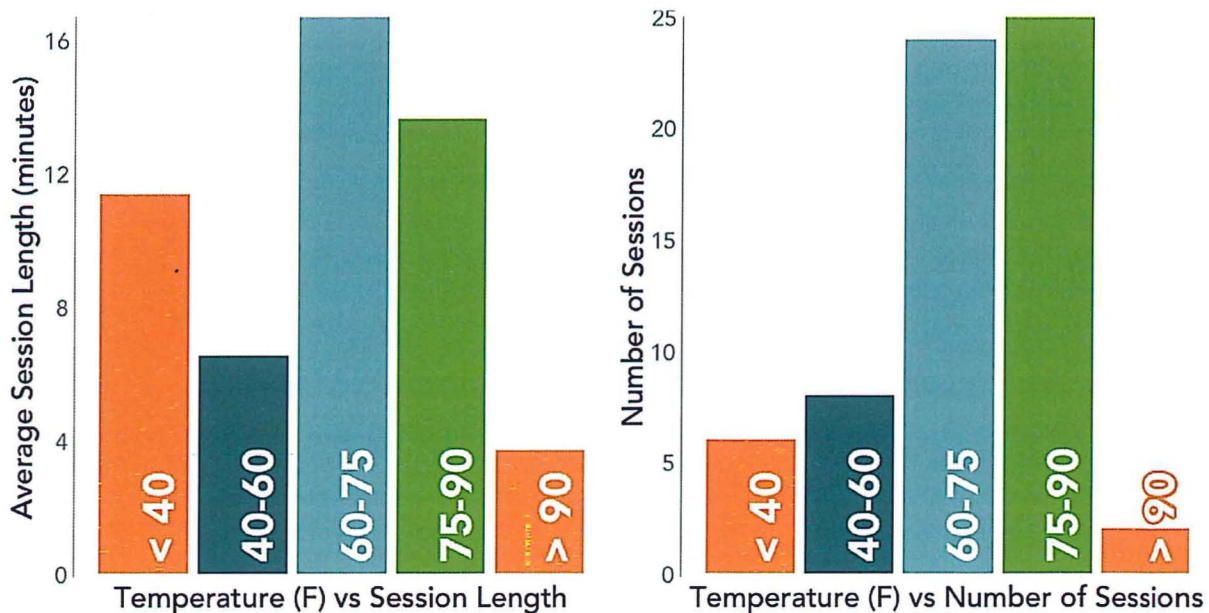
This page visualizes the relationship between different ranges of temperature and on-site sessions. This graph lets you know the relative impact of temperature on how long families play on-site (a good indicator of what temperature conditions a family is most likely to play through) and the relative impact of temperature on how much families play on-site (an indicator of the conditions during which a family is most likely to attend the playground).

## HOW WE CALCULATE THIS

Biba games track the temperature and check it at regular intervals during gameplay. We compare the observed temperature at a particular site with the number and length of sessions at that site in order to see what play patterns emerge during different temperature conditions.

## HOW YOU CAN USE THIS INFORMATION

This information is useful in terms of program planning for your community, but also helps inform decisions around the purchase of things such as shading for high-sun regions or other facilities that can help promote attendance during more frigid periods.



# WEATHER IMPACT

## WHAT THIS CHART SHOWS

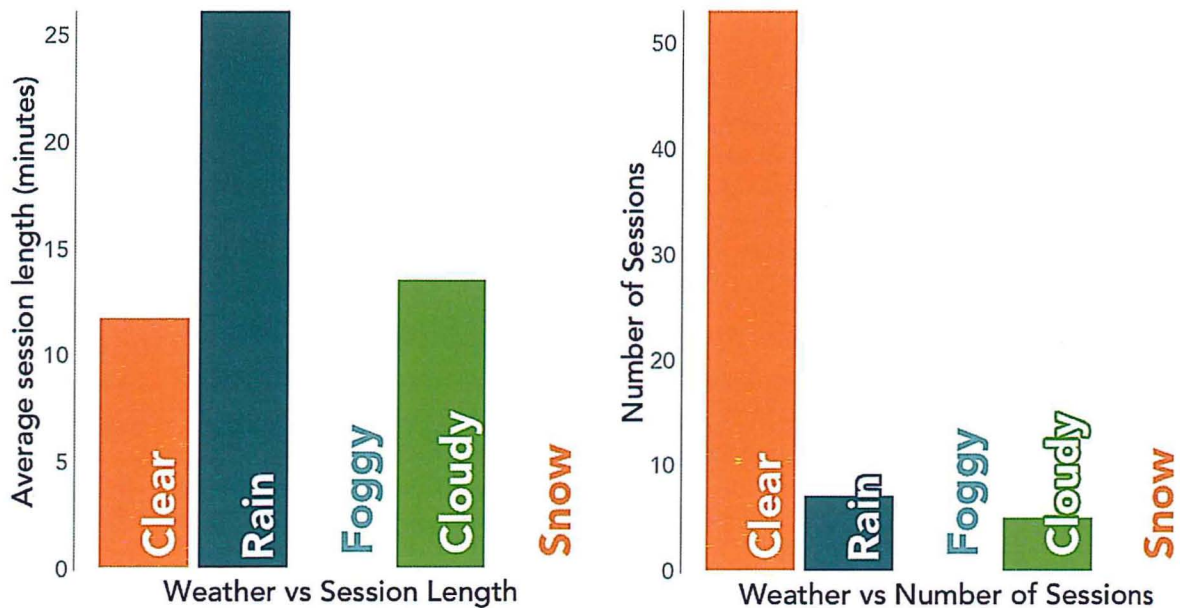
This page visualizes the relationship between different types of weather and on-site sessions. This graph lets you know the relative impact of weather on how long families play on-site (a good indicator of what weather conditions a family is most likely to play through) and the relative impact of weather on how much families play on-site (an indicator of the conditions during which a family is most likely to attend the playground).

## HOW WE CALCULATE THIS

Biba games track the weather conditions and check them at regular intervals during gameplay. We compare the observed weather conditions at a particular site to how many sessions occurred and their length in order to see what play patterns emerge during different weather conditions.

## HOW YOU CAN USE THIS INFORMATION

As with temperature, this information is useful in terms of program planning for your community. It can also help you determine which play sites maintain the highest attendance during particular conditions when making considerations for amenity upgrades.



# SESSIONS BY MONTH

## WHAT THIS CHART SHOWS

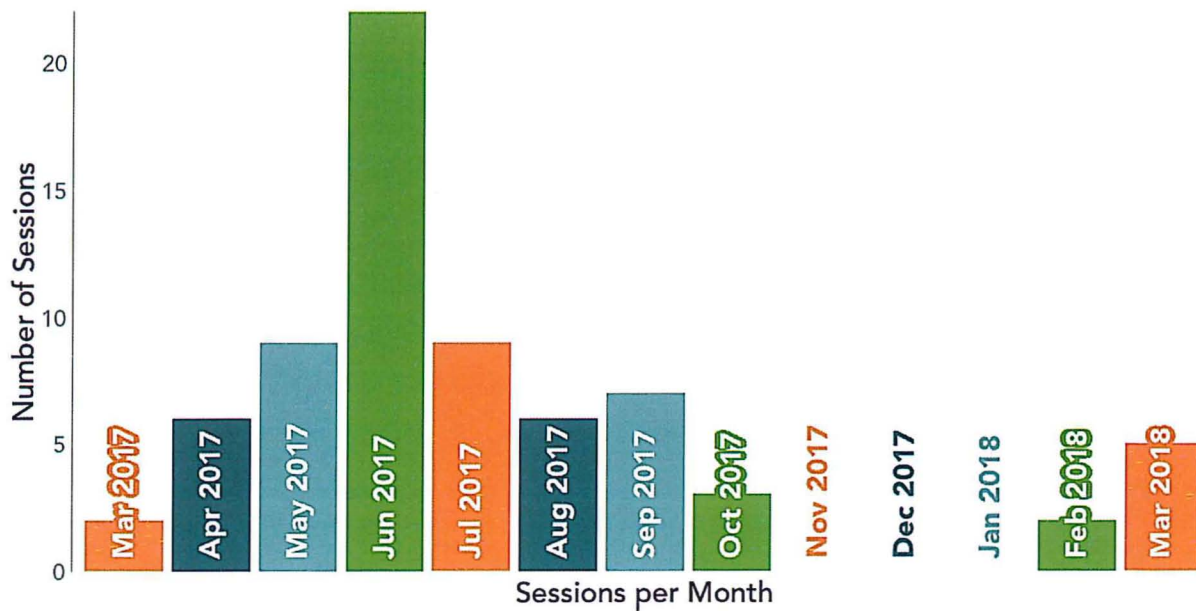
This page displays up to the last 12 months in terms of sessions per month, allowing you to compare month-to-month session totals for that period.

## HOW WE CALCULATE THIS

Biba games automatically track game sessions every time they happen. We tally these up in order to provide the monthly totals represented in the graph below.

## HOW YOU CAN USE THIS INFORMATION

The chart shows the general activity trend of your playground over the year and can be used to garner a high-level sense of the traffic patterns at your play site.



**HOFFMAN ESTATES PARK DISTRICT  
2018 GOALS & OBJECTIVES  
PLANNING & DEVELOPMENT**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

**DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE**

**District Objective 1: Offer healthy and enjoyable experiences that promote equal access**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Ensure equal and equitable access of facilities to all the residents of the District.	Develop a concept plan along with cost estimates to provide the residents of North Hoffman a water orientated activity playground by June 30, 2018	<b>IP</b>	<b>Staff has developed conceptual budget scenarios for possible improvements related to a splash pad, playground and support facilities. These numbers will be useful in identifying a potential funding need should the project move forward.</b>
	Evaluate all HEPD amenities and develop a plan that addresses equal parity in all regions and neighborhoods of the district. The goal would be to adopt the plan and implement it as part of the 2020-2025 CMP.	<b>IP</b>	<b>Staff updated the asset distribution maps and in the case of playgrounds has developed an equity based scenario to be considered in the CMP process. Staff is currently awaiting programming demand data and projections for specific asset types.</b>

**District Objective 2: Achieve customer satisfaction and loyalty**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Provide parks, facilities and opportunities that promote healthy and enjoyable experiences.	Oversee the procurement of a roofing consultant to develop plans and specification for the replacement of the Triphahn Center North Roof. Complete bid package by June 30, 2018.	<b>IP</b>	<b>Staff has narrowed the list of consultants to be used on this project from 16 down to 3. The next step in the process is to have the consultant on board by the end of May.</b>

**District Objective 3: Connect and engage our community**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Solicit input and engage residents in the planning process. Continue to work with the Village and Cook County Forest preserve to develop a multi-use path from Shoe Factory Road to PS Business Park.	Develop an outline of areas of interest to be incorporated into the 2020-2025 Comprehensive Master Plan Attitude and Interest Survey by June 30, 2018.	<b>IP</b>	<b>Staff, along with the Village and Forest Preserve, continue to work out agreement details related to the development of the Prairie Stone Pathway. The major issue at this point is CNN reluctance to accept a 20 year minimum term. One issue that was resolved was the extension of the grant</b>

			<b>construction start date which will allow the process to continue thru September of 2018.</b>
	Work out any remaining issues so that the consultant can develop the bid package for construction. Timeline based on Federal approval.	<b>NB</b>	

**DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP**

**District Objective 1: Achieve annual and long range financial plans**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Achieve District annual budget to maintain fund balance reserves.	Complete all overseen capital projects at or below budget amounts. June 20, 2018.	<b>IP</b>	<b>Design work and bidding was completed in late march with contractor award occurring in April. The total capital commitment for projects overseen by planning staff is now tracking under budget with reasonable contingency in place.</b>
	Monitor all projects and adjust program plans to maintain projects with budgeted amounts on a monthly basis.	<b>IP</b>	<b>All Projects now tracking below budgeted levels.</b>

**District Objective 2: Generate alternative revenue**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Develop strategies to attract additional sponsors and new partnerships.	Continually look for private funding opportunities to fund local capital projects.	<b>NB</b>	<b>Staff continues to research funding opportunities.</b>
Achieve District annual budget to maintain fund balance reserves.	Continually look for state and federal opportunities to fund local capital projects.	<b>NB</b>	<b>Staff continues to research funding opportunities</b>

**District Objective 3: Utilize our resources effectively and efficiently**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Achieve District annual budget to maintain fund balance reserves.	Reuse and /or refurbish existing building materials associated with the renovation of playgrounds.	<b>IP</b>	<b>As part of the playground replacement projects the contractor is required to provide the removed mulch for resident use. In addition all scrap metal is to be provided to a scrape vender with any cost savings to be realized by the park district.</b>

**District Objective 4: Utilize our resources effectively and efficiently**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Achieve District annual budget to maintain	Continue to work with maintenance personal	<b>IP</b>	<b>Planning staff continues to work with key</b>

fund balance reserves.	on the utilization of the GIS asset management data base. Help develop cost estimates on existing assets to be replaced.		<b>maintenance personal on the deployment of the GIS asset management system.</b>
------------------------	--------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------------------------------------

**DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

**District Objective 1: Create and sustain quality parks, facilities, programs and services**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Maintain district infrastructure to utilize proven best practices that provide first class parks and facilities.	Replace McArthur Playground. Complete by June 30	<b>IP</b>	<b>Design work completed, materials ordered and contractors on board to begin work as soon as school is out for the summer.</b>
	Replace Armstrong Playground. Complete by June 30	<b>IP</b>	<b>Design work completed, materials ordered and contractors on board to begin work as soon as school is out for the summer.</b>
	Repair and color coat Charlemagne Tennis & Basketball Courts. Complete by June 30	<b>IP</b>	<b>Contractor on board with work to begin as soon as weather permits.</b>
	Repair and color coat Cannon Tennis & Basketball Courts. Complete by June 30.	<b>IP</b>	<b>Contractor on board with work to begin as soon as weather permits.</b>
	Repair and color coat South Ridge Tennis Courts. Complete by June 30	<b>IP</b>	<b>Contractor on board with work to begin as soon as weather permits.</b>
	Repair and color coat Armstrong Basketball Court. Complete by June 30.	<b>IP</b>	<b>Contractor on board with work to begin as soon as weather permits.</b>
	Repair major cracks on tennis courts (All locations). Complete by June 30.	<b>IP</b>	<b>Contractor on board with work to begin as soon as weather permits.</b>
	Rebuild part of the Freedom Run access path Completed by June 30	<b>IP</b>	<b>Contractor on board with work to begin as soon as weather permits.</b>
	Patch / Repave PSSWC Parking lot Complete by June 30.	<b>IP</b>	<b>Contractor on board with work to begin last week of May weather permitting</b>
	Patch and sealcoat PSSWC, Willow Rec., Olmstead, Fabbrini, Charlemagne, Cottonwood, South ridge and Huntington parking lots. Complete by June 30.	<b>IP</b>	<b>Contractor on board with work to begin as soon as weather permits</b>
	Rebuild part of the Pine Park pathway west side Completed by June 30	<b>NB</b>	<b>This project has been deferred because of pending underground sewer work to be done by the Village in the park.</b>
	Rebuild the Armstrong Park walkway and extend it to the existing spectator and team seating located at the existing ball diamond. Completed by June 30	<b>IP</b>	<b>Design work completed, materials ordered and contractors on board to begin work as soon as school is out for the summer.</b>
	Develop and maintain operational processes	Planning & Development Division to achieve	<b>C</b>

required to achieve accreditation status for CAPRA.	100% score for CAPRA accreditation.		2018
-----------------------------------------------------	-------------------------------------	--	------

**District Initiative 2: Utilize best practices**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Specify environmentally sound programs and opportunities on environmental best practices.	Work w/outside contractors involved with district projects to reduce garbage & require contractors to have metal waste picked up by scrapers. Offer mulch to the public for residential garden use. Locally dispose of 30% existing mulch materials.	<b>IP</b>	<b>As part of the playground renovation process all mulch will be offered to residents saving the environmental cost to haul it to land fill. All steel will be recycled.</b>

**District Objective 3: Advance environmental and safety awareness**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Specify environmentally sound programs and opportunities on environmental best practices.	Require playground manufactures to provide documentation of environmentally sustainable manufacturing practices associated with the production of their equipment.	<b>C</b>	<b>As part of the bid process each contractor was required to document that they have in place an environmental policy for their operations.</b>

**DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

**District Objective 2: Build organization culture based on I-2 CARE Values**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness.	Conduct minimum of one Hoffman U workshop in 2018.	<b>NB</b>	

**District Objective 3: Promote continuous learning and encourage innovative thinking**

<b>Division Objectives</b>	<b>Measures/Action</b>	<b>Status</b>	<b>Achievement Level/Comments</b>
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities.	Attend ILCA conference (Participate in a minimum of 6 CEU hrs.) Spring 2018.	<b>C</b>	<b>Planning staff attended the ICLA conference</b>
	Attend IPRA Conference by January 2018.	<b>C</b>	<b>Planning staff attended the IPRA conference</b>