



1685 West Higgins Road, Hoffman Estates, Illinois 60169
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The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, NOVEMBER 20, 2018
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - October 16, 2018
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. BPC Irrigation Pump Replace Bid / M18-110
 - B. TC Ice System Consulting Services / M18-115
 - C. Balanced Scorecard / M18-113
 - D. Parks, Planning & Maintenance Board Report / M18-111
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

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



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**MINUTES
BUILDING AND GROUNDS COMMITTEE
October 16, 2018**

1. Roll Call:

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

Present: Commissioner K. Evans, Comm Rep Bettencourt, Dekirmenjian, Friedman, Poeschel, Sernett, Chairman McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: President Kaplan, Commissioners Bickham, Kilbridge, Kinnane, R. Evans, Comm Rep Macdonald, C&M Superintendent Manisco

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Sernett made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the September 11, 2018 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Entertainment District Gateway Sign Easement Agreement/ M18-100:

Executive Director Talsma reviewed the memo noting that the district had been approached by the Village last year about a marquee type of signs near PSSWC to identify the district's facility. The Village would construct and own the signs and was asking for a 99 year easement agreement to place them on district property. He noted that should the signs ever be removed, one year from their removal the land would return to the district.

Comm Rep Friedman asked why the district would not have a placard on the 59/90 sign and Executive Director Talsma noted that they would receive on the PSSWC parkway sign but that there was very limited space for those placards and the PSSWC parkway sign offered better exposure.

Chairman McGinn asked what 10% of the advertising time meant and Executive Director Talsma noted it would equate to approximately \$10,000 in advertising.

Commissioner K. Evans asked about the cost of the sign and Executive Director Talsma noted he believed it would be approximately \$300,000. Commissioner K. Evans noted that the placards looked physical and Executive Director Talsma agreed but also noted that they did not have the final design.

Commissioner Bickham asked about the maintenance of the land and Executive Director Talsma explained that the district was working with the Village on those issues. He explained that in the past year the park district had approximately \$40,000 in permit fees waived by the Village for district projects and the park district was looking to reimburse those costs in in-kind work for the Village such as maintenance of this and other Village areas. He noted that the Village and park district routinely waived fees for each other and that they both preferred to keep the numbers evenly balanced.

Comm Rep Poeschel made a motion, seconded by Comm Rep Bettencourt to recommend the B&G Committee recommend that the Board approve working with the Village to grant an easement on the NW corner of PSSWC to allow for the construction of a digital marquee sign to be owned and

operated by the Village. In return, the park district will receive a permanent placard on the sign as well as 10% advertising on that sign and 10% on advertising on the Route 59 sign. The motion carried by voice vote.

B. TC North Roof Bid/M18-099:

Director Huguen reviewed the information noting that TC North roof was in the greatest need of replacement. He also explained that the district had hired WJE as a consultant to assist with the roof bids and replacement schedule. WJE had recommended DCG Roofing for the project.

The question was raised as to what was a Kalwall system and Director Huguen explained it was the walls and insulation for the sky lights.

Director Huguen also explained that they had offered alternatives and that the vinyl type of material alternative had not been chosen as it would not decrease the cost effectively nor offer the same amount of years of life as the metal roof. He explained that the alternate to replace the flat roof at the time had been accepted as it would be more cost effective to complete that section of the roof while the roofers were on site.

President Kaplan asked about the additional \$10,000 under A3 as DCG would already be onsite and it was noted that it was the cost of bringing in the additional material for the flat roof alternative, noting that price would be closer to \$30,000 to bring them back in 3 years.

Commissioner K. Evans asked where the sky lights were located and Director Huguen noted they were all on the angled part of the roof. Commissioner K. Evans asked if they would close the facility and Director Huguen noted they would only need to close that entrance while working directly over it for a day or two. He also explained that they would be changing the gutter system.

Commissioner R. Evans asked about the warranty and the product has a warranty for 25 – 30 years with 5 years for labor.

Commissioner Bickham asked about PSSWC, Maintenance Facility and WRC and Director Huguen explained that they were in better shape and that it was being suggested that the district use a roof maintenance plan to extend the life of those roofs. He also explained that the TC North roof would be the most expensive roof replacement.

Comm Rep Dekirmenjian asked about the life expectancy and Director Huguen noted that it would be 25 – 30 years for both the angled and flat roofs.

Discussion ensued regarding the seam between the two roofs (original building and addition) and Director Huguen explained that the two roofs do

not actually touch and that the one roof would be tied to the side of the of other building.

Executive Director Talsma explained the roof replacement would be a part of the 2019 budget.

Comm Rep Sernett made a motion, seconded by Comm Rep Friedman to recommending that the B&G committee recommend to the board awarding the contract for the TC North Roof Replacement to DCG Roofing for a total of \$1,442,600 with a 5% contingency of \$72,130. The motion carried by voice vote.

After speaking with WJE after they conducted the interviews, staff and WJE interviewed the two low bidders of DCG Roofing and Anthony Roofing and also ask for proof of project work that involves Kalwall systems. The proof of Kalwall systems is still pending, but will be verified prior to Tuesday night.

C. Fertilizer and Chemical 2019 Early Order Bid/M18-098:

Director Huguen reviewed the memo explaining that in the past two years, the district had been combining the orders for the BPC and the maintenance department to take advantage of the early order discounts and rebates. He explained that it was a commitment to take the product and pay for it in the coming year (2019).

Commissioner K. Evans asked if the vendors were comfortable with receiving partial orders and Director Huguen explained that they were and that some products were only made by a single vendor.

Commissioner R. Evans asked about the amount of savings and Director Huguen noted it would probably be about \$1000.

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep Poeschel to recommend that the B&G Committee recommend to the board to award the bid to Chicagoland Turf for their lowest bid products for the total of \$69,095.63, Arthur Clesen, for their lowest bid products for the total \$4,446.55, Site One Landscapes for their lowest bid products for the total of \$3,354.91 and Advanced Turf for their lowest bid products for the total of \$2,515.00. The motion carried by voice vote.

D. Parks, Planning & Maintenance Board Report and 3Q goals/M18-097:

Director Huguen reviewed the item noting that they had completed the new flooring and repainted Vogelei and WRC.

Chairman McGinn asked about the OSLAD Grant process and Director Hugen explained that they should have information on approval within the first two weeks of January.

Commissioner Kilbridge asked if the project was in the 2019 budget and it was noted that it was.

Chairman McGinn asked about the Bike Path and a particular stretch of road. Director Hugen explained that staff was working with the Village and the Railroad, however, the delay was with the Railroad and they would keep the board/committee updated. He also noted that there were no plans to include a bike path in that particular stretch.

Director Hugen noted that he had not completed the mid-year reviews, but would achieve the end of year reviews on time.

Comm Rep Poeschel made a motion, seconded by Comm Rep Bettencourt to send the Parks Report M18-097 and 3Q Goals to the Board as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Poeschel noted that she was impressed with the information provided in the packets.

Commissioner K. Evans noted that he had been to Pumpkin Fest and it was well attended.

Comm Rep Sernett echoed that she was also impressed with the packet information.

Comm Rep Friedman thanked the Parks department for the support in readying the ball fields for play; in particular Don Frye. Director Hugen explained that he had a call from another district asking how they got their fields ready so quickly.

8. Adjournment:

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M18-110

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning and Maintenance
Brian Bechtold, Director of Golf & Facilities
Bill Meyer, Golf Course Superintendent
RE: BPC Irrigation Pump Replace Bid
DATE: November 8, 2018

Background:

Our current irrigation pump station at Bridges of Poplar Creek was installed in the early 90's. The pumps were identified in the GIS system to be replaced in 2018 at which time we were confident that we could maintain the system for one more year and replace in 2019.

After 20+ years of service some of the components have met their life expectancy and are not performing at the expected standard. The two main booster pumps have worn drive shafts that cause water to flow from the shafts flooding the pump house when the pumps run and not providing proper outflow to the irrigation system. If at any time these pumps would fail, we would not be able to provide water to the golf course. The pressure management pump and motor failed this past spring and has not been running since causing the system to rely solely on the two main pumps.

Implications:

In order to replace the pump and maximize efficiency (since roof hatches need to be removed and a crane brought on site) along with replacing the booster pumps and pressure maintenance pump, we would also replace the column pipes, basket strainers and check valves. When these items are being replaced this is an optimum time to have the discharge heads sandblasted and painted as well.

Staff held a mandatory pre-bid meeting to outline the bid and provide a walkthrough of the pump house and access points. Five contractors attended the pre-bid meeting. At the bid opening, staff received bids from three qualified contractors. The bids received represent prices broken down within the scope of work and for equipment and are below. Contractors were also required to provide references for similar golf course projects.

Irrigation Pump Replacement at Bridges of Poplar Creek Country Club 10/16			
	Midwest Well Services	Water Well Solutions Illinois Division LLC	Halloran & Yauch, Inc.
BID BOND	X	X	X
SCOPE OF WORK			
Replace existing booster pumps, pressure maintenance pump/motor, column pipes, strainers, and check valves	\$15,490.00	\$12,456.00	\$12,400.00
Sandblast and paint discharge heads	\$700.00	\$2,770.00	\$2,000.00
Replace roof hatches after installation	Included Above	\$1,050.00	\$2,000.00
Scope of Work Total	\$16,190.00	\$16,276.00	\$16,400.00
EQUIPMENT			
Booster Pump 2x- 775 GPM @ 139 psi	\$15,140.00	\$16,000.00	All Equipment Bundled in Total Cost Below
Stainless Steel pump shaft	\$280.00	\$385.00	
New Column pipes	\$530.00	\$670.00	
Pressure Management Pump/Motor	\$2,560.00	\$2,285.00	
SS Basket Strainer	\$580.00	\$1,062.00	
Mechanical Seal for Booster Pumps	\$1,870.00	\$3,097.00	
6" Silent Seal Check Valves	\$930.00	\$2,050.00	
Equipment Total	\$21,890.00	\$25,549.00	
GRAND TOTAL (Both Phases)	\$38,080.00	\$41,825.00	\$41,400.00

Staff contacted the references of Midwest Well Services as the low bidder at \$38,080 (\$40,000 budgeted). All references were very pleased with the professionalism and knowledge that Midwest Well Services provided.

Recommendation:

Staff recommends that the B&G Committee recommend to the full board to award the bid to Midwest Well Services for their bid of \$38,080.

MEMORANDUM M18-115

TO: Buildings and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: TC Ice System Consulting Services
DATE: November 13, 2018

Background:

The under floor heating system on the south rink at Triphahn Center has not functioned for three years. The purpose of this system is to prevent frost heaving of the floor and the building structure itself as a result of the process to make a playable ice surface. When it was first discovered that brine liquid was leaking from the closed system, staff attempted to plug the leak utilizing a material induced product into the system. This attempt did little to reduce the amount of brine being lost on the south rink. Staff continued to operate the south rink without the heating system.

In May of 2018 staff noticed that the dasher boards on the south west corner of the rink were beginning to lean out. Further investigation found that the ice surface itself had heaved approximately four inches upward. Staff began using Underground Imaging to locate the leak. Due to personal reasons, Underground Imaging was no longer able to perform the job and staff chose American Leak Detection to continue the leak detection. They were able to locate what is believed to be the first leak on rink 1, but unfortunately it was inside the rink, meaning there could be many more.

Implications:

Knowing that we currently have at least one major leak and possible others, staff began the process of investigating the need to repair or replace the rink. Staff believes the only way to get the floor back to level and remove the permafrost is to replace the rink.

To start the process of getting the Triphahn Center Ice Rink #1 replaced, staff sent out Requests For Qualifications (RFQ) to select a firm for ice consulting services. The services that staff was looking for included preliminary design phase (including investigating current systems), final design and construction phase, bidding phase, and construction oversight. 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 sent the RFQ to six firms: Stantec Consulting Services, Everything Ice, Custom Ice, Competitive Edge, All Star Arenas and CJL Engineering. The request for qualifications listed a very tight schedule with consulting and construction to meet our needs. Of the six consultants, we received RFQ's from two of them - CJL Engineering and Stantec Consulting Services.

Both firms were interviewed by Dustin Hugen, Dave Young (Ice Maintenance Manager), Stan Dubicki (Ice General Manager) and Nick Catino (Ice Maintenance). Staff was in agreement that Stantec Consulting Services best understands our project and would have the ability to deliver within our time frames and needs.

Upon staff selecting Stantec, we starting working with them on their fee structure to complete our job of removing our current system and installing a new rink. The structure is set out below.

For the basic services outlined, we propose payment to Stantec by project phase on a lump sum basis, plus expenses at cost, in the following amounts:

- Preliminary Design Phase: Lump Sum Fee of \$21,800 plus expenses estimated at \$980.
- Final Design and Construction Documents Phase: Lump Sum Fee of \$26,500, plus expenses estimated at \$1,120.
- Bidding Phase: Lump Sum Fee of \$4,400, plus expenses estimated at \$250.
- Construction Phase: Lump Sum Fee of \$29,400, plus expenses estimated at \$4,900.

This fee structure for all phases would total \$82,100 with expenses (travel) estimated at \$7,250 for total cost of \$89,350. This price is part of the budgeted \$1,000,000 for the underfloor rink replacement in the 2019 capital budget.

Recommendation:

Staff recommends that the B&G committee recommend to the full Board approval to award a total contract of \$82,100 plus expenses not to exceed \$8,000 for ice rink consulting services to Stantec Consulting Services, Inc.

MEMORANDUM NO. M18-113

TO: All Committees
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director Finance & Administration
Brian Bechtold, Director Golf Operations
Dustin Hugen, Director Parks, Planning & Maintenance
Alisa Kapusinski, Director of Recreation
RE: Balanced Scorecard
DATE: November 14, 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 that the B&G Committee recommends the Board approve the Balanced Scorecard for the 3rd Quarter 2018.

Balanced Scorecard 2018

District Goals	District Objectives	Measures	YTD thru September 30, 2017	YTD thru September 30, 2018	Footnotes
<i>Provide healthy and enjoyable experiences for all people</i>	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/participants	2,080 sessions offered 1,412 sessions ran 15,763 participants (annual program #'s will be reported Q4)	2,075 sessions offered 1,395 sessions ran 14,790 participants (annual program #'s will be reported Q4)	1
		Number of facility members/visits	BPC 711 members DOG 754 members PSSWC 3,021 members SEA 1,437 members TC 829 members WRC 337 members 50+ <u>239</u> members Total 7,328 members 262,435 YTD visits	BPC 598 members DOG 674 members PSSWC 2,948 members SEA 1,302 members TC 827 members WRC 335 members 50+ <u>422</u> members Total 7,106 members 235,564 YTD visits	2
		Daily paid facility usage	\$194,933	\$208,499	3
		Number rounds (inc BPC events) / baskets	28,600 rounds 18,215 baskets	23,838 rounds 16,212 baskets	4
	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	36	34	
		Number of Partnerships/Coop agreements	21 - Partnerships/Use Agmts 11 - Intergovernmental 15 - Marquee 36 - Event Sponsors <u>34</u> - InKind 117 - Total	21 - Partnerships/Use Agmts 11 - Intergovernmental 22 - Marquee 50 - Event Sponsors <u>26</u> - InKind 130 - Total	
		Increase in Digital Marketing/Social Media Engagement	Mobile App Users 236 Heparks.org Hits 161,638 Online Brochure Hits 9,911 WebTrac Hits 19,245 Mobile WebTrac Hits 22,916 Social Media/FB Likes 7,256	Mobile App - Discontinued Heparks.org Hits 177,024 Online Brochure Hits 11,670 WebTrac Hits 33,676 Mobile WebTrac - Discontinued Social Media/FB Likes 8,127	
		Number of Foundation events/participants	3 events/334 participants 3 board mtgs	3 events/333 participants 2 board mtgs	
<i>Deliver Financial Stewardship</i>	Achieve annual and long range financial plans	Percental of operational revenues to expenses (excludes D/S and Capital)	100.92%	110.33%	
	Generate alternative revenue	Total revenue: Grants	\$24,800	\$2,440	
		Sponsorships	\$128,963	\$142,434	
		Rentals	\$911,716	\$903,448	
		Misc.	\$54,372	\$47,935	
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	2016 - 116.83%	2017 - 120.77%	

District Goals	District Objectives	Measures	YTD thru September 30, 2017	YTD thru September 30, 2018	Footnotes
<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 151 of 151 - 2018 Next review 2023	
		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	Applied for FYE 2016 Received 2015	Applied for FYE 2017 Received 2016	
		PDRMA score	98.75% 2013 2017 Currently Under Review	98.75% 2013 99.05% 2017 Next review 2021	
		ExceleRate	Accredited 2013 Next Review 2019	Accredited 2013 Next Review 2019	
		Transparency score	93.4% 2013 Unchanged	93.4% 2013 Unchanged	
	Advance environmental and safety awareness	No. of accident reports	127 reports filled out 3 generating insurance claims	128 reports filled out 3 generating insurance claims	
		Environmental Scorecard	97% 2015 Next Review 2017	97% 2015 97% 2017	
		Natural Area/ Wetland Parks Burned	(25) In House (1) Contracted	(13) In House	5
<i>Promote Quality Leadership and Services</i>	Develop leadership that ensures workforce readiness	Number of internal training sessions	(4) FT Staff Mtg (7) AED Medic Course (9) Hoffman U (27) Parks	(5) FT Staff Mtg (4) Team Building (5) AED Medic Course (12) Hoffman U (30) Parks	
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	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	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, HVAC, Gateways	
Footnotes	1	Variance in YTD participation numbers primarily attributed to lower registration in aquatics, camps, gymnastics, hockey and tennis programs.			
	2	Variance in YTD visits is in relation to variance of YTD memberships. BPC memberships are down due to different pass structure no longer selling range punch passes. Seascape memberships were down in comparison to 2017, however the daily sales were \$19,700 higher.			
	3	Variance primarily due to Seascape daily fees up \$19,700, while drop-in hockey daily fees down \$6,200.			
	4	BPC rounds and baskets are lower Q3 YTD due to weather.			
	5	2018 Spring burns were completed in Fall of 2017.			

Memorandum M18-111

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance September Board Report
Date: 11/9/18

1. OSLAD

We remain optimistic that the district will be awarded the OSLAD grant. Ann Fletcher, the Grant Administrator for the Illinois Department of Natural Resources contacted us and we are scheduled for a site visit at South Ridge with her on November 20th. Onsite visits are scheduled for sites that make it through the preliminary desk review.

2. Planning and Development

October has been spent looking into concepts for new playgrounds and park concepts in 2019. Staff has begun looking into two parks. The parks at Willow and Community are scheduled for renovations in 2019. The next step will be to hold community meetings regarding these parks.

Scheduling the possible replacement process of rink one has begun, with a Request for Qualification out to ice rink consultants. The results will be presented at this November 20th B&G meeting. The leak for rink 2 was located, and thankfully it was located before the ice, meaning we will be able to access the pipe to complete repairs without shutting down the ice. Once the repairs are completed, we then can start the underfloor heat system back up and test all of its working components since it has been shut down for over six months. Repairs are being scheduled for November.

3. Aquatics and Building

Splash pads were running until October 5th this year, when we made the decision to finally turn them off. That is two years in a row that we were able to get the splash pad season into October. Staff completed the blow out/winterization process for the all the splash pads as well. All park drinking fountains were turned off and winterized the week of October 22nd. Park bathrooms are set to be winterized the week of November 5th with Port-o-Lets being delivered to parks that need them on November 1st.

Staff completed the removal and installation of three new roof top HVAC units at PSSWC the last week of October. All work was performed in-house with the assistance of a crane operator. To complete capital items to buildings and HVAC, the YMI group will begin the install of the new air handlers at Bridges on Monday November 12th with completions prior to the 21st.

4. Parks and Construction

Staff is working on prepping parks for the winter months. This involves removing windscreens from backstops, tennis and pickle ball fences, removing shade canopies from parks, evaluating benches and picnic tables and bringing in ones in need of attention, turning over playground mulch to provide quality play areas come spring and preparing infields of baseball and softball fields to drain properly all winter by opening them up with a tilling method.

The construction team had some small scale jobs but the one that they enjoyed the most was building the hayrack ride for pumpkin fest. This was a great idea presented to us and the staff did a wonderful job creating the hayrack ride.

5. Horticulture

The HEPD parks team was tasked with re-landscaping the Hoffman Estates Police Department. This was no small undertaking as the property was completely over landscaped with landscape beds, plants and miles of drip irrigation. We removed all the irrigation, designed the landscape to flow with a pattern using most of the plants they already had spread throughout the property, removed unnecessary landscape beds and replaced with sod and finished up by applying new mulch to all the areas.

The horticulture team began completing fall maintenance to parks and ballfields. Aerification was completed on all irrigated sports fields and venting was completed on all non-irrigated sports fields. For our natural areas that receive prescribed burns, crews have been working on fire breaks, essentially mowing around desirable trees, fences and roadways as a way to control the burn area. All fire break mowing was completed.

Other items that were worked on by the Parks, Planning and Maintenance Department:

- Multiple HVAC, electrical, and building mechanical preventative checks and repairs were completed.
- Fall aerification of sports fields.
- Continued tree and landscape bed maintenance.
- Maintenance repairs to vehicle fleet as well as routine checks.
- Monthly Playground checks
- Continued bottle filler installations
- Soccer goal repairs
- Vehicle inspections
- Repairs to all district equipment as needed