



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, JANUARY 15, 2019
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - November 20, 2018
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Ice Rink Renovations / M19-004
 - B. Parks, Planning & Maintenance Report & 4Q Goals / M19-003
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
November 20, 2018**

1. Roll Call:

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

Present: Chairman McGinn; Commissioner K. Evans; Comm Reps Bettencourt, Dekirmenjian, Friedman, and Poeschel

Absent: Comm Rep Sernett

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, R. Evans, Kinnane, and Kilbridge; Comm Reps Veronico, Macdonald

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 Poeschel made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the October 16, 2018 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. BPC Irrigation Pump Replace Bid/M18-110:

Director Hugen reviewed the item noting that initially staff had hoped they would have more time prior to replacement. With the seizing up of one pump, it became necessary to address the issue.

Comm Rep Macdonald asked about the difference in pricing in some of the items. Director Hugen noted that in the case of Water Well Solutions, they had individually priced out all the equipment bringing the cost up.

Comm Rep Friedman made a motion, seconded by Comm Rep Dekirmenjian to recommend the board award the bid to Midwest Well Services for their low bid of \$38,080 as outlined in M18-110. The motion carried by voice vote.

B. TC Ice System Consulting Services/M18-115:

Executive Director Talsma reviewed the item noting that it involved Rink 1; the Wolves Rink and that they had recently seen a major shift and cracking of the cement floor. He noted that the replacement of the rink would cost an estimated \$1 million and he was negotiating with the Wolves to renew their contract and have them cover one-half of the cost of the repairs to bring the rink to their professional requirements. Executive Director Talsma also noted that he had made contact with the insurance company to see if any of the damages might be covered by insurance.

Director Hugen explained that they had sent out Requests for Qualifications to select a firm for ice consulting services and had received two responses of the seven requests.

Chairman McGinn asked for an estimate of time and Director Hugen noted that it could be as quick as 3 ½ months or as long as 6 months depending on the depth of the permafrost. Preliminary work was expected to begin in January to allow for the rebuild beginning in March with an August completion date. It was noted that the Wolves season began end of September.

Commissioner K. Evans asked about the total cost of the project and it was noted to be estimated between \$800,000 to \$1,000,000. Commissioner K. Evans asked if they were aware of the issue on the other ice and it was noted that they were.

Director Huguen noted that the leak had been located for Rink 2 and was being repaired in-house. He also explained that it was being recommended that, in the future, the ice be brought down every other year to prevent the permafrost issue.

President Kaplan asked about the brine system and Director Huguen noted that they were looking at a different system but that the brine system had been very popular in 2004. He explained that with air in the pipes, the brine had corroded the pipes creating the leak.

Commissioner Kinnane questioned that since the leak was at an elbow if it would not be better to replace an entire section of piping and Director Huguen noted that it would, however, the leak was six inches from the outside foundation wall.

Executive Director Talsma explained that the professionals agreed that routinely taking down the ice should prevent the permafrost issues and that the brine system was a good system.

Commissioner Bickham asked if the consulting service would disrupt ice use and Director Huguen noted that it would not.

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep Friedman to recommend the Board award the contract of \$82,100 plus \$8,000 in expenses for ice rink consulting services to Stantec Consulting Services, Inc. as outlined in M18-115. The motion carried by voice vote.

C. Balanced Scorecard/M18-113:

Executive Director Talsma reviewed the item noting it was for the 3rd Quarter and that it was a snapshot of the district.

Comm Rep Friedman made a motion, seconded by Comm Rep Poeschel to recommend the board approve the Balanced Scorecard for the 3rd Quarter 2018 as outlined in M18-113. The motion carried by voice vote.

D. Parks, Planning & Maintenance Board Report/M18-111:

Director Huguen reviewed the report noting that he and Executive Director Talsma had a great meeting with Ann Fletcher on the OSLAD project at South Ridge. He also noted that staff anticipated having to make a presentation on their project in Springfield.

Comm Rep Friedman asked about the competition and it was noted that they had received 108 applicants for a total of \$35,000,000 with \$29,000,000 to distribute. It was also noted that the maximum grant would be \$400,000.

Executive Director Talsma commended Director Hugen and his staff on the tremendous work they had accomplished on the project application.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Dekirmenjian to send the report M18-111 to the board. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner K. Evans asked for before and after pictures of the work done at the police station. Executive Director Talsma noted that staff had done \$25,000 worth of landscape work at the police station to help offset the barter agreement the park district has with the Village with regard to waiving permit fees.

Comm Rep Friedman unrolled a banner for the 2018 Palatine Baseball Association noting the advertising given to the Hoffman Estates Park District.

8. Adjournment:

Comm Rep Poeschel made a motion, seconded by Comm Rep Bettencourt to adjourn the meeting at 7:35 p.m. The motion carried by voice vote.

All present were invited to have cake in honor of Commissioner Kinnane's and Bickham's birthdays.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM M19-004

TO: Buildings and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: TC Ice Rink Renovation
DATE: January 10, 2019

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 introduced 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 southwest 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 Under 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

Staff enlisted the services of Stantec Consulting Services to design the new rink system, write the bid documents and oversee the construction phase of the project. Bids were received on 1/8/2019 and the results are below:

	<u>Bidder</u>	<u>Base Bid Amt.</u>
Low	Minnesota Ice, LLC	\$1,046,938.00
#2	Cimco	\$1,157,000.00
#3	Ice Builders, Inc.	\$1,325,000.00

The low base bidder on the project was Minnesota Ice, LLC with a bid amount of \$1,046,938.00. There were two alternate bids; one to provide drainage board for the rink subgrade at a cost of \$26,585.00, and a second to provide concrete sealer over the rink surface at a cost of \$3,402.00. The low base bid and alternate bid amounts are in line with the anticipated costs of the project.

Staff budgeted \$1,000,000 based on Stantec's recommendation. This recommendation was based on their experiences with other rinks in the same situation as our rink. They were figuring

between 6-8 feet of permafrost, but the report came back that our permafrost is at a level of 11 to 12 feet. This will require more time and resources to thaw, increasing overall cost of the project. The first alternate of the drainage board is one that might be needed and might not be needed but will not be known until the concrete, piping and insulation is removed.

Recommendation:

Staff recommends that the B&G Committee request the board approve Stantec's recommendation (letter is attached) to award the bid to Minnesota Ice, LLC for the bid price of \$1,046,938.00 plus the drainage board alternate of \$26,585.00 for a total of \$1,073,523.00.

Staff also recommends a contingency of (5%) \$53,676.15 be approved for change order purposes only.



Stantec Consulting Services Inc.
2335 Highway 36 West
St. Paul MN 55113
Tel: (651) 636-4600
Fax: (651) 636-1311

January 10, 2019

Mr. Dustin Hugen
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169

Re: Triphahn Center Ice Arena
Ice Rink Floor Replacement
Stantec Project No. 193804620
Contract Award Recommendation

Dear Mr. Hugen:

Bids were opened for the Project referenced above on January 8, 2019 at 10:00 AM. There were a total of 3 Bids received for the Work. The following summarizes the results of the Bids received:

	<u>Bidder</u>	<u>Base Bid Amt.</u>
Low	Minnesota Ice, LLC	\$1,046,938.00
#2	Cimco	\$1,157,000.00
#3	Ice Builders, Inc.	\$1,325,000.00

The low Base Bidder on the Project was Minnesota Ice, LLC with a Bid Amount of \$1,046,938.00. There were two Alternate Bids, one to provide drainage board for the rink subgrade at a cost of \$26585.00, and a second to provide concrete sealer over the rink surface at a cost of \$3402.00.

I discussed the details of the project with Mike McDevitt, who is the owner of Minnesota Ice. He is comfortable that they have a good understanding of the project scope, and that all applicable costs have been included in the Bid amounts. They understand the schedule requirements, and have determined that the work can be completed in the time allocated.

Minnesota Ice's proposed major subcontractors are Raffin Construction Company for the concrete work, and Rink Systems for the dasher board work. We have worked with Raffin and Rink Systems on past projects and both subcontractors are qualified for their portions of the work. There was a concern that Rink Systems is not an NHL-approved manufacturer of the required curved glass radius assemblies to be added to the existing dasher boards. I talked to Stacey Overgaard, president of Rink Systems, about this concern, and he stated that he will either have their radius assemblies approved by the NHL, or will purchase approved assemblies from another supplier who is already approved.

Stantec has worked with Minnesota Ice on two recent past projects, including Mount Lebanon, PA where two ice rink floors were replaced (including frost removal), and at the Target Center in Minneapolis where Minnesota Ice furnished and installed an emergency temporary ice floor to deal with an unexpected failure of their permanent floor. Both projects were successfully completed and the clients were satisfied. I have also talked to project reps on other projects in Minnesota Ice's resume, and found that their projects were also successfully completed.



January 9, 2019
Triphahn Center Ice Arena – Ice Rink Floor Replacement
Page 2 of 2

Based on the Bid amounts and recent relevant experience it is our recommendation that the Contract be awarded to Minnesota Ice, LLC. Should you have any questions, please feel free to contact me at (651) 604-4877.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Gary D. Kristofitz

Memorandum M19-003

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance December Board Report
Date: 01/09/2019

1. OSLAD

Staff received an email from IDNR letting us know that if we are selected into the next stage of events we will have a 3-minute presentation in Springfield on January 22nd. As of 1/9/19 we have not heard anymore news either way.

2. Planning and Development

Stantec Consulting developed the new plans for the south rink and the heat pipes leading to the north rink. They invited nine Ice contractors to the bid opening which was open on 1/8/2019. We received three bids all from qualified contractors. The insurance claim for the ice rink damages is still being investigated by the insurance company.

Planning for the renovations of playgrounds at Willow Park and at Community has begun. We are applying for the IPRA/Gametime Matching Funds Grant at both of these sites. We held community input meetings for both playgrounds and gained some valuable information from residents in starting the design concepts.

3. Aquatics and Building

YMI group has completed the install of the boilers and air handlers at Bridges of Poplar Creek. Staff was also busy replacing RTU #2 blower motor and VFD under manufacture warranty.

4. Parks and Construction

The construction team spent most of the month of December at the Triphahn Center. The men's locker room received numerous upgrades. The walls and ceilings were painted, sprinkler fixtures were changed, lighting was converted to LED, electrical outlets moved for easy access, new mirrors installed with no chrome edges for easy cleaning, new shower heads installed, shower dividers installed for privacy and walls in shower area converted to vinyl to handle moisture. There are still some sections of the locker room to be completed. On the 16th of January crews will be working over night to acid wash the floors and add handle stops to shower handles so they no longer spin completely. Still to be completed in the locker room are the legs under the sink and shelving under the hooks. Staff is currently investigating proper assembly of benches in the sauna for proper replacement.

5. Horticulture

The horticulture department took advantage of the lack of snow in December by completing numerous tree removal and pruning projects. The owned lot at Black Bear was cleared of all unwanted species and cleaned. Burns were completed at North and South Twin Parks.

Other items that were worked on in December at Parks, Planning and Maintenance Department:

- Multiple HVAC, electrical, and building mechanical preventative checks and repairs were completed.
- Lighting changes at PSSWC.
- Tree trimming in parks and natural areas.
- Park cleanup following November's snow storm.
- Log splitting of down trees.
- Vehicle inspections.
- Repairs to all district equipment as needed.

**HOFFMAN ESTATES PARK DISTRICT
2018 GOALS & OBJECTIVES
PARKS, PLANNING & MAINTENANCE 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 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives	Measures/Action	Status	Achievement Level/Comments
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 oriented activity playground by June 30, 2018.	C	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. Staff is in the process of developing an overall plan for a splash pad at South Ridge park as part of the OSLAD Grant. Prices and concept are in process and will be completed by July 27 th . OSLAD Grant has been submitted with all plans.
	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.	C	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 has developed a plan of parks for development based off of GIS and will adjust based on community input survey.

District Objective 2: Achieve customer satisfaction and loyalty

Division Objectives	Measures/Action	Status	Achievement Level/Comments
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.	C	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. WJE Associates has been retained to complete the drawings and bid specs. We are planning to go out to bid on 9/16/18 with bid openings on 10/10/18. Bid is currently open with bids due on 10/10/18. Seven contractors attended the

			mandatory pre bid meeting. Bid was secured and awarded to DCG Roofing who plans on starting 3/4/2019.
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District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
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.	C	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. Two more post have been updated on the site, one showing damage to Hoffman Park and cleanups through the spring and the most recent one providing homeowners with lawn and garden tips. Parks is now providing updates to C&M department for the Parks Improvement Page on the HEPD website.
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.	C	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. Over 20 volunteers participated in the tree planting at Black Bear.
	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.	C	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 Vogelei (4/21/18), Charlemagne (4/29/18) and implementation of a Monarch Butterfly Garden at Bridges (5/5/18). Vogelei, Charlemagne and Bridges events all took place with great success.
	A volunteer Queen Anne's Lace removal will be scheduled for July based on the quantity of Queens Anne's Lace and locations.	NA	Scheduled to be completed in late spring. Event was cancelled due to lack of availability for seed removal. Staff will try another one in 2019.
	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.	C	Tentative dates are being looked at. Event was held at Charlemagne Park in conjunction with Hoffman Walks Program.

	Adopt a Park Program. Provide HEPD residents with a clear understanding of the Adopt a Park program though our monthly blog as well has monthly reminders through social media.	C	Project is being evaluated to determine effectiveness. Evergreen Park was the latest park to be adopted and was adopted by the Lakeview PTA, with the understanding of monthly cleanups or activity at the Park. Their first cleanup occurred on 1/10/19.
	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.	C	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. Girl Scout Troop completed the little free library, Two Eagle Scout projects have been completed as well: the ADA garden plots at Chino and a Chimney Swift Tower at Vogelei.
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.	IP	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 construction start date which will allow the process to continue thru September of 2018. Waiting results of Village's efforts to negotiate with Railway and additional help from state legislators.

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
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.	C	Constantly monitoring throughout the year. Currently evaluating Parks structure, staff compensations are complete. Parks structure and payroll is in place and operating budget was met.

Achieve District annual budget to maintain fund balance reserves.	Complete all overseen capital projects at or below budget amounts. June 20, 2018.	C	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. Planning department capital projects are either under budget or scheduled to be on track to stay within budget. All 2018 Capital projects were completed.
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District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop strategies to attract additional sponsors and new partnerships.	Continually look for private funding opportunities to fund local capital projects.	C	Staff continued to research funding opportunities through June 30, 2018. Staff secured a National Fitness Campaign Grant as well as applied for the IPRA/Gametime grant for play structures.
Achieve District annual budget to maintain fund balance reserves.	Continually look for state and federal opportunities to fund local capital projects.	C	Staff continues to research funding opportunities. OSLAD grant application process is underway so as soon as it is released we can submit. OSLAD Grant was submitted on 10/1/18. 2-3 month approval process. Waiting notice from state for success with OSLAD grant.

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Utilize best practices to maximize capital expenses. Internally evaluate park structures and landscape beds.	PSSWC replace RTU – 12	C	Units are ordered and will be installed by 11/16/18. Install completed.
	PSSWC replace RTU- 6	C	Units are ordered and will be installed by 11/16/18. Install completed.
	PSSWC replace RTU- 1	C	Units are ordered and will be installed by 11/16/18. Install completed.
	Seascape replace pump # 1	C	Install completed.
	Seascape replace motor #1	C	Install completed.
	Seascape replace motor #2	C	Install completed.
	Replace Toro Z-turn mower #556	C	Purchased.
	Replace Toro 580D #570	C	Purchased.
	Remove and replace fall surface at Black Bear with new Turf fall surface. New turf fall	C	Completed. Additionally a community event recognizing Kids to Parks Day was held at

	surface has a life span of 15 years compared to the six years we are currently getting out of rubberized tiles.		the playground to recognize new partially donated surface.
	Refurbish playground at Birch in house.	C	Due to weather we are starting the process now and completing prior to November 1, 2018. Staff is waiting on playground design concepts from two manufacturers; upon receiving design staff will proceed with installation of updated equipment. Staff decided to push the playground upgrade into 2019 to be able to base some decision on our community survey. All other upgrades to Birch such as landscape areas and new turf area were completed.
	Replace Sand Filters at Seascape	C	New filters are installed and electric is being completed currently. Target date to test all components is 4/27/18. Final walk through took place in June and everything is up and running properly.
	New exterior siding and windows at Vogelei Barn.	C	Construction has begun. Project was completed in late July.
	Complete Roof Repair Bid Specs for a November Bid on TC roof.	C	Bids have been received for consulting and are in the process of being reviewed. WJE has been awarded and bids will open in September. Bid is open until 10/10/18 which is when they will all be received. Bid awarded to DCG Roofing in November.
	Complete Exterior Painting at PSSWC by 11/24/2018.	C	BP&T has been awarded and looking like an August completion. PSSWC painting and caulking was completed in the first two weeks of August.
	Complete Construction of Chino Park Garden plots prior to April 1, 2018. Completion of accessible entrance by Q3.	C	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. The garden plots were completed on time and have been up and running.
	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	C	Initial playground inspections have been completed. Landscape of all parks have been reviewed and are in the planning stage currently. Park inspections are ongoing monthly and landscape improvements are moving along as scheduled. Park Inspections

	require low maintenance to maintain. (Well maintained turf provides a great look and very cost effective).		were completed for each month.
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.	C	This is ongoing through the entire year and has been completed through March. Checks have been completed through June. Checks have been completed through years end.
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	Working with the business department to finalize setup. Hardware has been purchased and software installation is in process.
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.	C	Staff has worked together to insure all timelines were met.
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.	C	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. Staff is confident that 98% of all assets are in the system and quarterly checks have begun. This is complete for 2018 but with GIS it is constantly in progress with updates to assets and procedures are in place to maintain the GIS for the District.
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.	C	Ongoing sharing of equipment has been taking place. Equipment is still being shared as well as employees being able to work both departments.
Achieve District annual budget to maintain fund balance reserves.	Reuse and /or refurbish existing building materials associated with the renovation of playgrounds.	C	As part of the playground replacement projects the contractor is required to provide the removed mulch for resident use. This was completed and the residents have obtained the free mulch.

District Objective 4: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Continue to work with maintenance personal on the utilization of the GIS asset management data base. Help develop cost estimates on existing assets to be replaced.	C	Planning staff continues to work with key maintenance personal on the deployment of the GIS asset management system. Staff is confident that 98% (system confidence goal) of all assets are in the system and quarterly checks have begun.

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
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 st quarter, following burns wild flowers seeds will be planted. When changing any perennial plants in parks they will be transplanted to natural areas.	C	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. Planting took place in May.
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.	C	All locations received their treatments and staff will start preventative treatments this upcoming fall for 2019 weed growth.
Maintain district infrastructure to utilize proven best practices that provide first class parks and facilities.	Replace MacArthur Playground. Complete by June 30.	C	Design work completed, materials ordered and contractors on board to begin work as soon as school is out for the summer. Contractor is in process of completing MacArthur and Armstrong Park. MacArthur and Armstrong are both completed.

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
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.	C	All controlled burns have been finished and natural areas are monitored all season long. Invasive species have been controlled and applications have been applied.
	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 st .	C	All locations received their treatments.
	Continue with playground inspections on a monthly basis, but in 2018 have a minimum of 3 certified playground inspectors complete inspections.	C	Playground inspections have been completed through March. Completed through June. Completed through September. Completed through December 2018. We also have three certified playground inspectors.
Preventative maintenance checks at Seascapes Family Aquatic Center prior to opening dates.	Through the use of contractors, have all piping and controls inspected yearly in April.	C	Upon completion of filter renovations, preventative checks will take place. Due to availability, in house staff inspected all pipes. Staff is confident to inspect pipes in-house as we move forward.
Adopt new shutdown procedures at Seascapes 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.	C	All lines have been blown out and capped and all drains lines are open. Work was completed in September.
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.	C	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. Mulch was used by residents and steel was recycled by contractor.

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
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 th quarter.	C	Report Card was completed with a score of 96. This is no longer a relevant measure and will not be utilized in the future until IPRA has redesigned the form.

Employee Training	All employees will be trained on specific job related task within 30 days of employment.	C	Seasonal staff that started on 4/3/18 have all been trained and as more staff arrives training will continue. All staff has been trained.
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.	C	Complete through June. Completed through September. Completed through years end.
Achieve accreditation status for CAPRA	Maintain and develop operational processes required to achieve 100% score for CAPRA accreditation.	C	Evaluation completed in June.
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.	C	As part of the bid process each contractor was required to document that they have in place an environmental policy for their operations.

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
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.	C	Job descriptions and trainings all match up for all employees and training has taken place.
Hold employees to a high standard of service. Understanding that all employees are district employees working toward one goal.	Quarterly reviews with full time staff members that discuss failures and successes. Learn goals of individual employees and departments and use those goals to achieve our standard of service.	C	Mid year reviews will take place in August. Reviews did not happen in August; instead team meetings took place to discuss department needs, goals and projections for the remainder of the year. End of year reviews are being completed and will be given to employees in 2019. Only one formal written review is currently utilized by the District.

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness.	Conduct minimum of one Hoffman U workshop in 2018.	C	Parks offered a Hoffman U on gardening.

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote furthering educational opportunities	Provide full time staff members with	C	Events that have been attended by staff in 2018

of staff by encouraging participation in workshops, conferences and other educational opportunities.	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.		are: Illinois Turfgrass Foundation Annual Conference, IAPD State Conference, Great Lakes Park Training Institute, MIPE Monthly events, HVAC Seminars, Energy Consumptions Seminars and NRPA through September. Staff members are given the ability to attend educational events that benefit the district in a professional concept.
Build a strong working culture to allow innovative thinking.	Conduct two Parks Division team building events. Complete by end of 2 nd and 4 th quarters.	C	The first team building event was completed on July 18 th . The second is scheduled for the first week of November. A team building event was completed in December 2018.
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.	C	New Parks structure is in place.
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.	C	Planning staff attended the ICLA conference.
	Attend IPRA Conference by January 2018.	C	Planning staff attended the IPRA conference.