



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



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

AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, FEBRUARY 19, 2019
7:00 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - January 15, 2019
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Seascape valve, meter and water loss / M19-022
 - B. Seascape Water Slide bids / M19-016
 - C. Playground Renovation Community Park / M19-017
 - D. Playground Renovation Willow Park / M19-024
 - E. Revised 2019 Budget Goals & Objectives / M19-019
 - F. Balanced Scorecard / M19-013
 - G. Parks, Planning & Maintenance Report / M19-012
 - H. Ice rink Renovation ~ Tour of ice /M19-015
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 MEETING
January 15, 2019**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on January 15, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Reps Dekirmenjjan and Poeschel

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 R. Evans, Kinnane, Kilbridge, and Bickham; Comm Reps Macdonald and Veronica

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 Bettencourt made a motion, seconded by Comm Rep Friedman to approve the minutes of the November 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. **Ice Rink Renovation/M19-004:**

Executive Director Talsma reviewed the item noting that while the district still had an open claim with PDRMA, he did not expect to see anything on the claim filed but should have final information within the week. He also noted that the district was in negotiations with the Wolves regarding some cost sharing of the expense to renovate that rink.

Director Hugen explained that in November Stantec Consulting Services had been engaged to take the park district through the bid process for this project. He noted that they had received three timely bids and a fourth had arrived late and been returned unopened. He noted that Minnesota Ice, LLC was the low bid, however the bid amount had been more than anticipated as the permafrost was actually eleven to twelve feet thick, more than twice expected. He also explained that it would take longer (30 to 45 days) to remove that permafrost with generators running 24 hours/7 days. Director Hugen explained that they were also looking to put an under drain in to help remove any future liquid from that area to prevent more permafrost. He reviewed the staff recommendation of Minnesota Ice, LLC for \$1,046,938 plus the drainage alternate for \$26,585 and the recommended contingency of \$53,676.15.

Chairman McGinn asked if there would be any issues getting the equipment needed into the rink and Director Hugen explained that they would use the Zamboni entrance. He also explained that the district would lose a portion of the far back parking lot during the renovation. Chairman McGinn asked about the leaks in the second rink and Director Hugen explained that they had repaired three leaks, were working on a fourth. He also explained that by replacing the piping to the rinks with PVC, the district would be able to get rid of the brine system for both rinks providing there were no additional leaks under the ice of the second rink.

Comm Rep Sernett addressed the committee noting that if their insurance claim was denied, they could ask for arbitration. Executive Director Talsma explained that the district was self-insured and that option would not be available to them. He also explained that he sat on the PDRMA board and felt that they were fairly reviewing the district's claim.

President Kaplan asked about payments for the project and Director Hugen explained that the district would most likely pay for material upfront with the remaining balance due upon project completion. President Kaplan asked if the second rink would be impacted and Director Hugen said that it would not. President Kaplan suggested that

the district contact references themselves to check out Minnesota Ice, LLC and it was noted that the district was already working on that.

Commissioner Kilbridge asked about the time frame and it was noted that the project was scheduled to begin March 18. She asked if the committee and board could tour the project site and Director Hugen said he would schedule that.

Comm Rep Sernett asked about the current type of pipes and Director Hugen noted they were cast iron steel and being replaced with PVC.

Commissioner Bickham asked if other programs would be impacted and Director Hugen explained that the NW Jr Hockey tournament was March 15 to 17 and the reason the project would begin on the 18th. Executive Director Talsma noted that they had turned away an April tournament to begin the renovation in March and that it would affect some spring and summer programming to have only one rink available.

Comm Rep Sernett asked when the project would be completed and Director Hugen noted it should be the end of August or beginning of September in time for fall programming.

Comm Rep Veronico asked about the 4th bid and it was noted that the district could not legally open it and had to return it sealed.

Comm Rep Sernett asked who Stantec was and Executive Director Talsma explained that it was a consulting firm for this project.

Commissioner K. Evans asked if participants to the facility could view the renovation and Director Hugen explained that that signage would inform anyone in the facility of the renovation. Executive Director Talsma noted that it might be a good idea to allow viewing of the renovation.

Comm Rep Macdonald asked about thawing the rinks on a regular basis. Executive Director Talsma explained it was recommended to do that every 2 years at a cost of about \$5,000 - \$10,000 each year. Staff will review those recommendations in light of the new drainage system and repaired under flooring heating system and that should help to prevent permafrost and ice upheaval.

Commissioner R. Evans asked about the generators used to defrost the permafrost and Director Hugen noted there would be seven or eight on the ramp outside of the building. He also explained that the generators would be under the recommended noise level by the Village so that they would be less invasive to nearby homeowners as they would run 24 hours.

Comm Rep Sernett made a motion, seconded by Comm Rep Friedman to recommend the board award the bid to Minnesota Ice, LLC for the bid price of \$1,046,938 plus

the drainage alternate of \$26,585 for a total cost of \$1,073,523. It was also recommended that the board approve a 5% contingency of \$53,676.15 for change order purposes only. The motion carried by voice vote.

B. Parks, Planning & Maintenance Report & 4th Q Goals/M19-003:

Executive Director Talsma explained that an emergency board meeting had been called following the Forward Plan Committee meeting tonight to address the loss of hot water at BPC that happened yesterday, January 14, 2019. He distributed an updated results memo M19-009A and noted that Director Hugen would have more information in his report.

Comm Rep Aguilar arrived at 7:30 p.m.

Director Hugen addressed the committee noting that he and Executive Director Talsma would be presenting for the OSLAD grant next Tuesday in Springfield.

He also reviewed the hot water issue at BPC explaining that the tank had passed inspection last week and while the Fire Marshal was present to apply the approval sticker, the tank had broken. He also explained that it was scheduled to have been replaced in 2020. It was noted that because the system was now obsolete, staff could not simply replace the broken parts but had to replace the entire system and the cost of system replacement was double or more. Director Hugen explained that a low quote had been received from US Water Heating Solutions for \$59,751.

Comm Rep Sernett asked how the district would cover the cost and Executive Director Talsma explained that the district had fund balances of 2.5 million to help cover emergencies.

Commissioner Bickham asked about the event scheduled at BPC on Saturday and Executive Director Talsma explained that it was a small event and as long as the district could deliver hot water to the dishwashers, they could proceed. They were moving quickly because the district did not want this to impact the February 8th Mother/Son or Daddy/Daughter dances.

Commissioner Kilbridge asked how long it would take to switch the system and Director Hugen explained that it would be up and running in four days but take an additional two weeks to make sure all systems were aligned.

Chairman McGinn asked what was in the budget for the 2020 replacement. Director Hugen could check, however, it was not budgeted to replace the entire system. Chairman McGinn commended Director Hugen on his handling of the various unanticipated projects from 2018.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Sernett to send the Parks, Planning & Maintenance Report & 4Q Goals/M19-003 to the board as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

None

8. **Adjournment:**

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

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M19-022

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Seascape valve, meter and water loss
DATE: 2/14/2019

Background:

In 2017 Village code began to require any commercial use building to have a sprinkler system. Seascape Filter building at the time did not have a sprinkler system as the building was always shut down for the 8 months of the year. In 2017, a sprinkler system was installed at both the bath house and filter building.

On Sunday February 9, the Hoffman Estates Fire Department contacted Mitch Haizel at 12:30am to let him know that the fire panel at Seascape was in trouble mode and that they were sending staff to the site. Once on site the fire department notice a split pipe and broken sprinkler. At 1:00 am (Sunday morning) the fire department shut off the fire suppression butterfly valves, allowing no water to get to the sprinkler system. All leaks were stopped at this point, but the panel was going to remain in trouble mode since the butterfly valves were closed. The panel would be taken out of trouble mode once the pipe and sprinkler would be fixed on Monday.

Monday morning HEPD staff arrived at Seascape to find multiple issues, the entire facility was flooded including the swimming pool being completely full of water, estimated around 400,000 gallons of water at the facility. With assistance from the Village of Hoffman Estates, staff was able to get the water shut off. At some point between the fire call and 6:30am (Monday) the following events occurred. One of the butterfly valves that were shut off by the fire department failed, releasing water into the fire suppression double check valve assembly and hammering against the second butterfly valve. Then in unknown order the fire suppression double check valve top plate completely dislodged, domestic water meter popped a fist size hole in the side of the frame, the double assembly top plates cracked, and the coupling flange for the butterfly valves cracked as well. These events resulted in the flooding of the Seascape pool.

Implications:

Both the village and Total Fire and Safety have been on site to assess the damage and provide us with replacement cost. We are still waiting on these costs and should be able to provide a more detailed update at the B&G committee meeting next Tuesday. Staff is in the process of working with the village on the amount of water that was lost as the meter broke after 6,000 gallons was lost. Staff has filed a claim with PDRMA and is coordinating getting an adjuster onsite to determine what is covered.

Recommendations:

None at this time.

MEMORANDUM M19-016

TO: Buildings and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Seascape Water Slide Refurbish
DATE: 2/12/2019

Background:

Seascape Family Aquatic Center opened in 1995. The current waterslides were part of the original design at Seascape and have been a popular amenity at the pool since the opening. Over the last 24 years the slides have been repaired in house as needed and have been painted once by a contractor. Over the past two years, staff has had to check and repair cracking in the slides on a daily basis.

Implications / Recommendation:

The 2019 Budget includes having the long tube and long body slides completely refurbished at SFAC (excludes the two drop slides by the diving board). This involves a contractor coming in and sanding down the slides to remove the entire gel coat on the slides. Once the surface is removed they then can apply the new gel coating and paint to the slides. \$50,000 is in the capital fund budget for this work to be completed.

Bids were opened for the Seascape Water Slide Refurbish on Tuesday, February 12th at 10am. We received bids from three contractors and the results are listed below.

IPS Waterslide Inc. - \$46,000

Slide Pros - \$56,980

Safe Slide Restoration - \$114,000

References were called from IPS Waterslide Inc. Staff talked with Vernon Hills Park District who used them in 2016 to repair a small fiberglass kid slide and then again in 2017 to repair and surface a large slide. Vernon Hills was highly impressed with the work performed and professionalism of IPS Waterslide Inc. Staff also called Quincy Park District, Wheaton Park District and the City of Orland Park all who had work completed by IPS Waterslide, Inc. and received positive references.

Recommendation:

Staff recommends that the B&G Committee recommend to the full board to award the bid for the Seascape Water Slide Refurbish to IPS Waterslide Inc., for \$46,000 with a 5% contingency of \$2,300 for a total of \$48,300.

MEMORANDUM NO. M19-017

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Community Park Playground Renovation
DATE: 2/13/2019

Background:

Capital funding for the replacement of the Community Park playground is part of the 2019 capital budget. This playground was last renovated in 1999 and is in need of replacement as scheduled in GIS.

To obtain public input for the playground, residents within 300 feet of the proposed renovation were sent notices inviting them to a public information meeting on December 19th at the Triphahn Center. Two households were represented. At the meeting, staff explained the district's plans to replace the existing equipment with new equipment.

The comments made from those attending residents included:

- Security Lighting on the shelter
- More open green space
- Splash pad to be moved away from the street

Staff then presented conceptual ideas for the playground with the design being based on the six industry elements of play; Balancing, Spinning, Sliding, Climbing, Swinging and Brachiating. All in attendance were in favor of the concept to base the playground design on these elements.

Implications:

Staff applied for Matching Funds Playground Grants through IPRA/Gametime. It was announced at the state conference that HE Parks received the grant worth a value of \$31,241.17 for Community Park.

The design of this playground was based on Playcore's (parent company of Gametime) requirement to include the six industry elements of play: Balancing, Spinning, Sliding, Climbing, Swinging and Brachiating. Because of our proposed state-of-the-art design, we received the grant and this site will become a national demonstration site.

The budget for Community Park is \$130,000 of which staff anticipated \$50,000 to be spent on playground equipment. Staff worked diligently to obtain the Matching Funds Playground Grant which will allow us to provide a high quality playground within our budget.

Through IPRA/Gametime Matching Funds Grant, the cost for the playground is listed below.

Community Park:

Equipment	\$71,731.00
Less Matching Funds Grant	\$31,241.17
Freight	\$ 2,409.29
Total Amount	\$42,899.12

The Gametime representative for this region is Cunningham Recreation. The purchase of the playground equipment will go through Cunningham Recreation and be purchased using the Matching Funds Grant and the US Communities contract pricing. Purchasing under US Communities contracts fulfills our bid requirements for playground purchases.

A rendering of the playground will be presented at the B&G meeting.

Recommendation:

Staff recommends that the B&G committee recommend to the full board the purchase of Community Park playground equipment for a total of \$42,899.12 to Cunningham Recreation.

Community Park Playground, Option 2 Hoffman Estates, IL

Alternate
2-5 View



Whirlwind
Seat

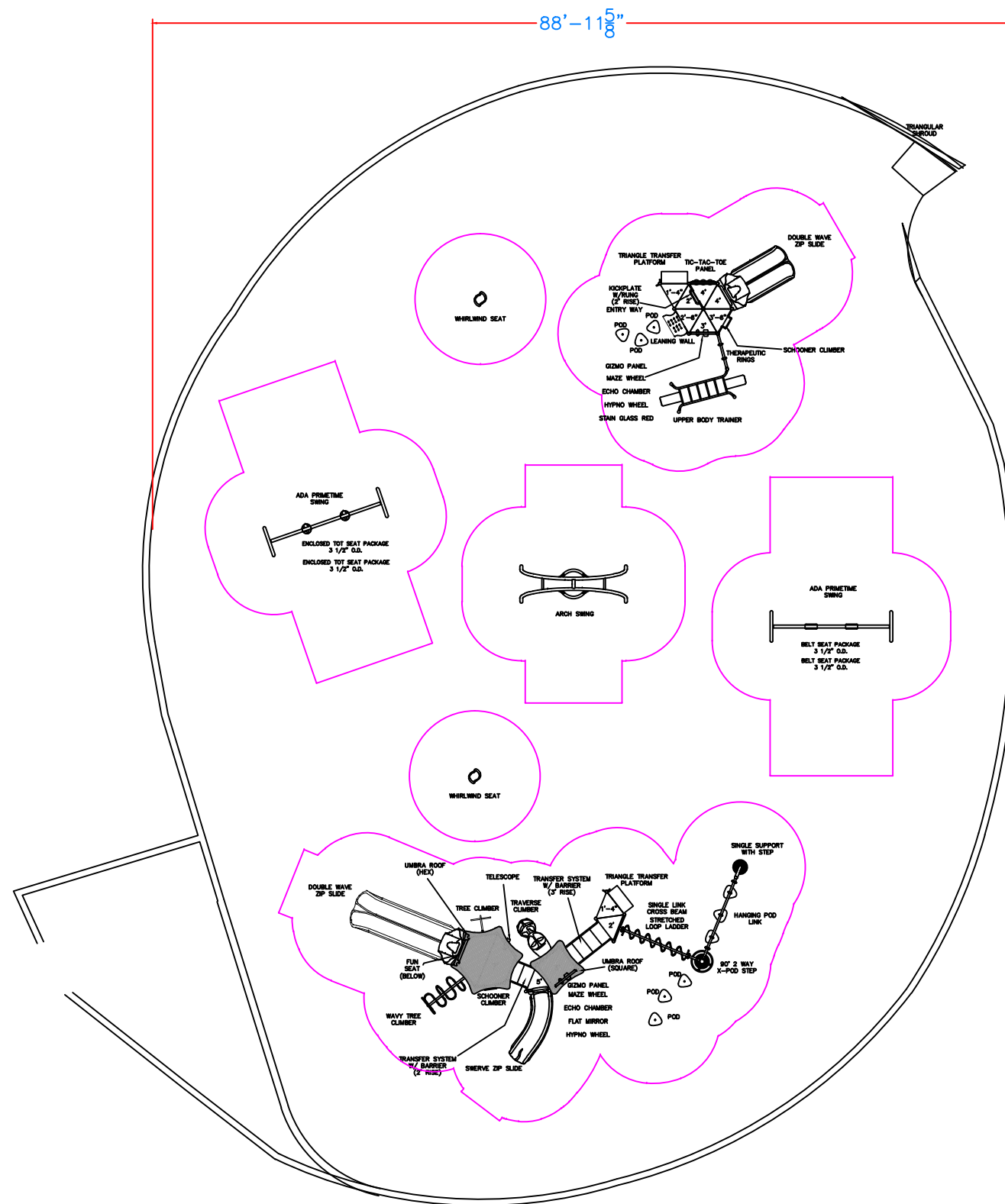


Community Park Playground, Option 2 Hoffman Estates, IL

Design • Build • PLAY!



88'-11⁵/₈"



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www.gametime.com



Hoffman Estates Park District
Community Park Playground, Option 2
Hoffman Estates, IL

Representative
Cunningham Recreation

This play equipment is recommended for children ages 2-5 & 5-12

Minimum Area Required:

Scale: NTS

This drawing can be scaled only when in an 11" x 17" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:
CR/HS

Date:
02/08/2019

Drawing Name:
95984-02

MEMORANDUM NO. M19-024

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Playground Renovation at Willow Park
DATE: 2/13/2019

Background:

Capital funding for the replacement of the Willow Park playground is part of the 2019 capital budget. This playground was last renovated in 2000 and is in need of replacement as scheduled in GIS.

To obtain public input into the process, residents within 300 feet of the proposed renovation were sent notices inviting them to a public information meeting on December 19th at the Triphahn Center. Three households were represented. At the meeting, staff explained the district's plans to replace the existing equipment with new equipment.

The comments made from those attending residents included:

- More open green space
- Converting old safety town into a passive park
- Residents not in favor of pickle ball

Staff then presented conceptual ideas for the playground with the design being based on the six industry elements of play; Balancing, Spinning, Sliding, Climbing, Swinging and Brachiating. All in attendance were in favor of the concept to base the playground design on these elements.

Implications:

Staff applied for Matching Funds Playground Grants through IPRA/Gametime. It was announced at the state conference that HE Parks received the grant with a value of \$40,139.65 for Willow Park.

The design of this playground was based on Playcore's (parent company of Gametime) requirement to include the six industry elements of play: Balancing, Spinning, Sliding, Climbing, Swinging and Brachiating. Because of our proposed state-of-the-art design, we received the grant and this site will become a national demonstration site.

The budget for Willow Park is \$130,000 and staff anticipated \$70,000 to be spent on playground equipment. Staff worked diligently to obtain the Matching Funds Playground Grant which will allow us to provide a high quality playground within our budget.

Through IPRA/Gametime Matching Funds Grant, the cost for the playground is listed below.

Willow Park:

Equipment	\$101,997.08
Matching Funds Applied	\$ 40,139.65
Freight	\$ 2,850.00
Total Amount	\$ 64,707.35

The Gametime representative for this region is Cunningham Recreation. The purchase of the playground equipment will go through Cunningham Recreation and be purchased using the Matching Funds Grant and the US Communities contract pricing. Purchasing under US Communities contracts fulfills our bid requirements for playground purchases.

A rendering of the playground is attached.

Recommendation:

Staff recommends that the B&G committee recommend to the full board the purchase of Willow Park Playground for a total of \$64,707.35 to Cunningham Recreation.

Willow Park Playground (Revised) Hoffman Estates, IL



Alternate View

Willow Park Playground (Revised) Hoffman Estates, IL



MEMORANDUM NO. M19-019

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Revised 2019 Budget Goals & Objectives
DATE: February 2, 2019

Background

Each division began working on their 2019 Budget Goals, Initiatives & Objectives approximately six months ago. These goals were approved as part of the Budget process in November.

Implications

Using data gathered from our community-wide survey and other recent changes and shifts in priority, the goals have been modified slightly to better reflect the needs of the community.

Recommendation

Staff recommends the B&G Committee recommend the Board approve the revised 2019 Budget Goals & Objectives for the Parks, Planning & Maintenance Division.

**HOFFMAN ESTATES PARK DISTRICT
2019 BUDGET 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 Initiative 3: Connect and engage our community

Division Objectives	Performance Measures	Action Plan	Status
Expand marketing communications with the use of social media and outreach programs.	Have the Park Improvements Page updated as park improvements happen.	Monthly reports provided to C&M department on the on-goings to Parks and what is planned at facilities and parks.	
Increase community involvement in District operations.	Conduct a tree seedling planting event in April at locations to be determined by February 28, 2019. The event will also showcase proper tree maintenance from planting to caring for fully grown trees.		
	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 2019. Locations will be determined by March 1, 2019.	
	A volunteer Queen Anne's Lace removal. will be scheduled for July based on the quantity of Queen Anne's Lace and locations.	Location will be selected during prior to June 1 st for C&M department to advertise the event.	
	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.		
	Adopt a Park Program. Provide HEPD residents with a clear understanding of the Adopt a Park program.	Have C&M assist in promoting the program through social media and marketing plans.	

	Work with local boy scouts/girl scouts/local schools to hold three events per year. Events consist of bird house building projects, nature walks, school horticulture field trips and etc.	Contact local leaders during the first and second quarter to setup events.	
Hold public meetings for park improvements at park locations.	To hold public meetings regarding the new playground designs at the park location to receive more input from residents that use these parks.(conference concept)	Hold the Princeton Park renovation meeting at Princeton Park to get resident input on park usage and needs.	
New Programs to combo with fall seed collection.	Using the seeds collected at the fall seed collecting event, Parks department will create "seed balls". The balls will be made of clay, fertilizer and seeds, and volunteers just throw them into native areas.	Complete the program in the spring of 2019.	

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Initiative 1: Achieve annual and long range financial plans

Division Objectives	Performance Measures	Action Plan	Status
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.	

District Initiative 3: Utilize our resources effectively and efficiently

Division Objectives	Performance Measures	Action Plan	Status
Utilize best practices to maximize capital expenses.	VOG Outdoor Unit #2	Quotes in 1 st quarter for 2 nd quarter install	
	Seascape Hot Water Heater	Installed prior to 5/17/2019	
	Resurface Body Slide at Seascape	Complete prior to 5/17/2019	
	Resurface Tube Slide at Seascape	Complete prior to 5/17/2019	
	Seascape Pool Joints and Wall Repairs	Complete prior to 5/17/2019	
	Willow Park Playground	Complete prior to 4 th Quarter	
	Willow Park Passive Area	Complete prior to 4 th Quarter	
	Willow wall and door repairs	Complete by end of third quarter	

	Ice – Repairs to underfloor heat system and structures	Complete by 9/15/2019	
	Community Park Splash Pad	Complete by 7/1/2019	
	Community Park Playground	Complete by 7/1/2019	
	Community Park Asphalt Games Area	Complete by 7/1/2019	
	Triphahn Center North Roof Replacement	Complete by 4 th quarter	
	South Ridge Community Park & Splash Pad	Complete in 2019	
Internally evaluate park structures and landscape beds.	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).		
Preventative maintenance plan for building structures and mechanicals.	Buildings and all mechanicals will go through preventative checks. Checks will be evaluations completed by staff that will allow staff to stay ahead of failures and more adequately budget for repairs or changes.	Checks will be completed monthly.	
Implement 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.	Work with business department and maintrac to use it to its optimum ability. Be functional by 4 th quarter.	
Develop the planning and development plans for 2020.	Continue planning the roof assessments and upcoming structure replacements. Through GIS data base evaluate assets and replacement years.	Provide 2020 plans by 9/1/2019	
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.	Quarterly checks will be completed with department heads to assure assets are up to date.	
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.	Ongoing process of working with custodial leads and Golf Course Maintenance Staff.	

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Division Objectives	Performance Measures	Action	Status
Enhance seeding practices into natural areas for expansion of plant life.	Enhance high visibility natural areas by adding additional wild flower seeds. Following burns wild flowers seeds will be planted. When changing any perennial plants in parks they will be transplanted to natural areas.	Natural areas to be burned by the end of the 2 nd quarter.	
Begin using new technologies and formulations to when dealing with integrated pest management issues.	Continue the quality of turf in parks by using fertilizers that contain controlled release technology that provides a longer release of nutrients, which will allow us to make one application to parks in May 2018 weather permitting.	Complete by 7/1/2019	
	Apply Specticle Total (non-selective herbicide) to all landscape beds and tree rings to stop weed growth prior to applying mulch.		

District Initiative 2: Utilize best practices

Division Objectives	Performance Measures	Action	Status
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.	Maintain/monitor on quarterly basis for compliance.	
	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	
	Continue installing new mulch in playgrounds; add an additional three parks to our yearly schedule of eight parks.	Complete by end of second quarter.	
Preventative maintenance checks at Seascape Family Aquatic Center prior to opening dates.	Continue practices of checking piping and water flow at Seascape.	Complete prior to 5/15/2019	

Continue the new shutdown procedure 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. This will prevent freezing and possible rain water entering the lines.	Complete by 10/1/2019	
Enhance Parking Lot Islands at TC	Begin with TC, replacing mulch in the islands with decorative/washed stone or approved plant material. Cost will be more upfront then mulch but save over the long run in mulch and maintenance.	Complete TC in 2019.	
Gain Arboretum Status at designated parks.	Through ArbNet locate and tag all the different species of trees at Vogeley Park to gain Arboretum status. Gain knowledge of what species need to be added to further our accreditation.	Be enrolled in the program by 4 th quarter.	

District Initiative 3: Advance environmental and safety awareness

Division Objectives	Performance Measures	Action	
Provide Environment Awareness opportunities.	Working with Illinois Audubon Society to provide three posting of events or newsletters via Park District website.	Complete by end of 4 th quarter.	
Employee Training	All employees will be trained on specific job related task.	Complete within 30 days of employment.	
Safety Meetings	The Parks and Facilities department will hold 12 safety meetings throughout the year that correspond to work being completed at that time of year.	Monthly safety meetings	

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Initiative 1: Develop leadership that ensures workforce readiness

Division Objectives	Performance Measures	Action	Status
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.		

Hold employees to a higher standard; understanding that all employees are district employees working toward one goal.	Learn goals of individual employees and departments and use those goals to achieve our standard of service.	Quarterly meetings with full time staff to evaluate failures and success of the quarter and discuss department goals for the next quarter.	
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District Initiative 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Performance Measures	Action	Status
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.	
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.	
Evaluate and update succession plan.	Plan out upcoming retirements and possible promotions.	Complete by fourth quarter.	

MEMORANDUM NO. M19-013

TO: All Committees
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director Finance & Administration
Dustin Hugen, Director of Parks, Planning & Maintenance
Brian Bechtold, Director of Golf & Facilities
Alisa Kapusinski, Director of Recreation
RE: Balanced Scorecard
DATE: February 2, 2019

Background

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

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

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

Key components in utilizing the Balanced Scorecard methodology

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

Implications

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


These key components are not being analyzed on a valuation to current budgets or forecasts as much as to the same time period in previous years. Those types of evaluations are provided in

the monthly Recreation Committee participation reports and the financial statements in the A&F Committee reports. The Balanced Scorecard comparison gives us a broad overview as to the direction the District is moving with regard to our overall mission, values and goals. The Balanced Scorecard has been updated to report quarterly numbers and compare these numbers to previous quarters. This is then done for the year to date (YTD) totals as well.

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

Recommendation

Staff recommends the Board approve the Balanced Scorecard for the 4th Quarter 2018.

			Balanced Scorecard 2018		
District Goals	District Objectives	Measures	YTD thru December 31, 2017	YTD thru December 31, 2018	Footnotes
Provide healthy and enjoyable experiences for all people	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/ participants	2,994 sessions offered 2,026 sessions ran 22,575 participants	2,878 sessions offered 1,950 sessions ran 21,254 participants	1
		Number of facility members/visits	BPC 715 members DOG 724 members PSSWC 3,000 members SEA 1,437 members TC 854 members WRC 335 members 50+ 310 members Total 7,375 members 334,592 YTD visits	BPC 598 members DOG 683 members PSSWC 2,881 members SEA 1,302 members TC 809 members WRC 329 members 50+ 397 members Total 7,091 members 305,185 YTD visits	2
		Daily paid facility usage	\$222,746	\$238,052	3
		Number rounds (inc BPC events) / baskets	31,323 rounds 19,540 baskets	26,109 rounds 17,303 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	41	39	
		Number of Partnerships/ Coop agreements	21 - Partnerships/Use Agmts 11 - Intergovernmental 19 - Marquee 46 - Event Sponsors 42 - InKind 139 - Total	21 - Partnerships/Use Agmts 11 - Intergovernmental 24 - Marquee 63 - Event Sponsors 33 - InKind 152 - Total	
		Increase in Digital Marketing/Social Media Engagement	Mobile App Users 250 Heparks.org Hits 201,560 Online Brochure Hits 12,515 WebTrac Hits 24,598 Mobile WebTrac Hits 26,200 Social Media/FB Likes 7,391	Mobile App - Discontinued Heparks.org Hits 220,001 Online Brochure Hits 14,013 WebTrac Hits 41,282 Mobile WebTrac - Discontinued Social Media/FB Likes 5,539	5
		Number of Foundation events/participants	3 events/334 participants board mtgs 1 retreat	3 events/333 participants 3 board mtgs	4
Deliver Financial Stewardship	Achieve annual and long range financial plans	Percental of operational revenues to expenses (excludes D/S and Capital)	94.90%	102.05%	
	Generate alternative revenue	Total revenue: Grants	\$24,800	\$3,490	
		Sponsorships	\$174,628	\$185,306	
		Rentals	\$1,285,210	\$1,259,438	
		Misc.	\$68,901	\$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 December 31, 2017	YTD thru December 31, 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	Accredited for FYE 2016	Applied for FYE 2017 Received 2016	
		PDRMA score	98.75% 2013 99.05% 2017 Next review 2021	98.75% 2013 99.05% 2017 Next review 2021	
		ExceleRate	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2019	
		Transparency score	93.4% 2013 Unchanged	93.4% 2013 Unchanged	
	Advance environmental and safety awareness	No. of accident reports	164 reports filled out 3 generating insurance claims	173 reports filled out 3 generating insurance claims	
		Environmental Scorecard	97% 2015 97% 2017	97% 2015 97% 2017 96% 2018	
		Natural Area/ Wetland Parks Burned	(37) In House (1) Contracted	(17) In House	6
<i>Promote Quality Leadership and Services</i>	Develop leadership that ensures workforce readiness	Number of internal training sessions	(5) FT Staff Mtg (8) AED Medic Course (13) Hoffman U (31) Parks	(6) FT Staff Mtg (4) Team Building (6) AED Medic Course (13) 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, District54	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, Legal Symposium, District 54, Palatine Library, Illinois Arborist, Anti-Bullying	
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. Seascope memberships were down in comparison to 2017, however the daily sales were \$19,700 higher.			
	3	Variance primarily due to Seascope daily fees up \$19,700, while drop-in hockey daily fees down \$6,200.			
	4	BPC rounds and baskets are lower Q4 YTD due to weather, 37 less payable days compared to 3 year average.			
	5	Facebook pages were cleaned up resulting in less pages to track.			
	6	2018 Spring burns were completed in Fall of 2017.			

Memorandum M19-012

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance January Board Report
Date: 02/07/2019

1. Administration & Planning

As mentioned in the December report we had applied for the IPRA/Gametime matching funds grant. We are pleased to announce that we received this grant during the annual IPRA conference. Since receiving the grant we have been finalizing the designs for Willow, Community and South Ridge playgrounds. We applied for \$185,000 in matching funds, which we were awarded all of these funds. Based on our playground designs we will determine how much of the funds we use.

We are extremely excited to report that on 2/4/2019 we received a letter from the IDNR awarding us the full amount of \$400,000 for the OSLAD Grant. There is still some paperwork left to finalize the grant, but we have started moving forward with the conceptual plan and putting it into construction plans.

2. Development & Construction

Staff constructed a new wall in the hockey shelf to allow ice staff to be able to store all the hockey shelf equipment. This has allowed them to practice hockey and skills in a more rink-designed atmosphere with all equipment not in the way. Minus the leaking pipe in the ceiling (which was repaired on 2/5/19) the renovations to the men's locker room at TC were completed. Staff also completed some minor improvements to the family lockers room at The Club.

The construction team built a new interior sign for The Club using our outdoor sign foam. Building the signs takes time to do all the steps but well worth it when finished. The sign was installed at The Club on 2/6/19 and turned out great.

3. Aquatics and Building

Hot water and heat kept the building team busy in January. With boiler repairs and inspections completed at TC, BPC and The Club. Boiler and hot water tank replacement at BPC was completed in a joint effort with US Water Heating Solutions and in house staff.

The extreme cold temperatures had staff doing multiple checks of HVAC units, boilers and dampeners. We were able to avoid most issues, but a couple did arise. At TC we had an outside hose bib freeze up and cause the interior prior to freeze and crack. This caused minimal damage as the water was able to be shut off to just that hose bib and will be repaired in the spring. The other issue occurred in the boiler room at TC, when the boilers operate they open up the outside air dampeners, the frigid temperatures didn't allow the air dampeners to close causing the room

to be about 10 degrees. This caused a RPZ valve for the sprinkler system to crack, which in actuality was a blessing as it kept water moving through the night and not allowing anything to freeze. Total Fire was out the next day to repair the RPZ and staff was able to get the dampeners operating properly.

4. Park Grounds

Prior to the deep freeze, snow and ice events the parks team was able to accomplish some outside tree and mulch work. The owned lot at Black Bear Park was cleared of unwanted species and dead trees. With all the new homes in the Devonshire Woods development, staff attended their annual HOA meeting to gain knowledge of what they would like to see from our undeveloped lot. Overwhelmingly the response was to develop it into a natural area with knee high grasses and quality tree species. This will be a process that will be completed throughout 2019.

At South Ridge Park there were two willow trees that had reached the end of their life and had become hazard trees. The parks team removed the trees and we are currently planning their replacements.

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

- Multiple days and evening of snow removal and ice control.
- Painted and wall repairs at athletic and C&M offices at TC.
- Staff attended the IPRA Conference and Illinois Landscape Conference.
- Changed lighting to all the same color lighting in TC Fitness area.
- Installed new latch system at Freedom Run Dog Park.
- LED lights installed at BPC maintenance part room.
- New exhaust fans and motors on heaters at BPC and Parks Building.
- Mulched Bo's Run Dog Park
- GIS Data Cleanup
- CMP
- Skid loader repairs
- Vehicle inspections/ snow plow inspections
- Repairs to all district equipment as needed

MEMORANDUM M19-015

TO: Buildings and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: TC Ice Rink Renovation Bid Deny
DATE: 2/11/2019

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 perma-frost heaving of the floor and the building structure itself as a result of the process to freeze the 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. Per manufacturer recommendation, staff continued to operate the south rink without the heating system as it was hoped that there would be no heaving to the rink.

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 begun using Underground Imaging to locate the leak, Underground Imaging was no longer able to perform the job and staff chose American Leak detection to continue the leak detection. American leak detection was able to find areas of the leaks on both rinks. After further review 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.

Implications / Recommendation:

Bid 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

During the process of receiving the bid result the Park District was in talks with the Chicago Wolves on a contract renewal. The current contract expires in May of 2020. The new rink system was going to be designed to meet all AHL standards and allow the Wolves to be able to hold exhibitions games as well as be designed to their specific needs. Currently the wolves are not committing to any contract beyond May of 2020. This does not mean a new contract will not be negotiated, they just will not commit at this point in time to terms favorable to the District. One reason the new ice was being looked at was primarily due to the needed level of ice for professional hockey players. Currently Rink 1 will not support this long term. However a combination with available time for Rink 2 allows us to meet the current contractual needs.

Without the Wolves signing a long-term contract staff is not comfortable committing over a million dollars at this time to a new rink system.

We have contacted our attorney and Stantec, the consultant working on the project, and all work that has been performed and paid for by the district is district property for future renovations. In working with Stantec they assured us they will keep the file open on this if the park district does make a decision to move forward so we can pick up where we left off and jump right into the construction phase of the project.

Staff has begun researching the cost to repair the underfloor heat pipe going to Rink 2 to stop any permafrost expanding from occurring. Staff is also working with Stantec on options of possibility of cutting into Rink 1 to replace the damage lines on Rink 1. This will allow the underfloor heat system to have a new piping system and no longer use brine as our material. This will allow us to make ice and stop the rink from heaving any more than it has. In order to do this, we will still take the ice down in May. We can then investigate the concrete in more detail. This will not eliminate the heaving of the concrete or the different levels of ice, but without having professional players using the ice, there may be a less expensive option to repair Rink 1 that will meet our in-house and rental needs. We would like to investigate this option instead of a complete replacement at this point.

Recommendation:

Staff recommends that the B&G Committee recommend to the full board to reject all bids for the Ice Rink Replacement. Staff will then provide pricing for repairing heat lines, taking down the ice to investigate concrete and rebuilding ice to the B&G committee in March.