



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

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

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - February 19, 2019
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. National Fitness Champaign Outdoor Fitness Court / M19-033
 - B. Naming of Bergman Pointe Park / M19-034
 - C. Parks, Planning & Maintenance Report / M19-032
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
February 19, 2019**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on February 19, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner K. Evans; Comm Reps Bettencourt, Dekirmenjjan, Poeschel, Sernett

Absent: Comm Rep Freidman

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 Kilbridge, Kinnane, Bickham, R. Evans; Comm Rep Wilson

2. Approval of Agenda:

Comm Rep Bettencourt made a motion, seconded by Comm Rep Sernett 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 January 15, 2019 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Seascape Valve, meter and water loss/M19-022:

Executive Director Talsma noted that this item had been an emergency last weekend. He noted that claims had been filed with PDRMA for the resulting damage and staff was waiting for confirmation on their payment.

Director Hugen noted that the HE Fire Department had contacted staff to say that the fire panel at Seascape was in trouble mode. The fire department shut off the fire suppression butterfly valves to address the system temporarily. However, when staff arrived on Monday they discovered that several other valves had failed and the facility and pool were flooded with approximately 400,000 gallons of water. The area has since been drained, broken pipes and valves replaced and insurance claim filed.

Commissioner Kinnane asked about a dry sprinkler system instead and Director Hugen noted that they had a dry system at BPC that had failed twice and flooded the building.

Information only with no recommendation at this time.

B. Seascape Water Slide Bids/ M19-016:

Director Hugen reviewed the item noting that the slides had been repaired but not refurbished. Staff had budgeted for work on the tube and body slides.

Commissioner K. Evans asked about the general condition of the slides and it was noted that they were structurally sound and simply needed the new gel coating and paint.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Poeschel to recommend the board approve 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 as outlined in M19-016. The motion carried by voice vote.

C. Playground Renovation Community park/M19-024:

Executive Director Talsma noted that announced at the state conference, the district had received a Matching Funds Playground Grant through IPRA/Gametime of \$31,241.17 for Community Park playground equipment.

Director Hugen explained that staff had held a community meeting on December 19, 2018 for input on this park renovation and noted that not shown on the drawings were 2 sets of swings and an arch swing included in the equipment.

Chairman McGinn asked about payment and it was noted that the park district would only pay the difference between the cost of equipment less the grant dollars.

Executive Director Talsma explained that this was only equipment and not installation or cost of the splash pad.

Commissioner K. Evans asked about lighting and Director Hugen noted it would be solar and motion sensitive. Commissioner K. Evans noted that there should be a place for the teens to congregate also and Director Hugen explained that there would be additional green space available and staff was looking at space for basketball.

Comm Rep Sernett made a motion, seconded by Comm Rep Bettencourt to recommend that the board approve the purchase of Community Park playground equipment for a total of \$42,899.12 from Cunningham Recreation as outlined in M19-017. The motion carried by voice vote.

D. Playground Renovation Willow Park /M19-024:

Director Hugen reviewed the item noting that there had been a public meeting for input on this park December 19, 2018 and that the Matching Funds Playground Grant for this park was \$40,139.65. He noted that they would not be doing pickle ball but instead creating a passive area as requested by residents.

Comm Rep Sernett asked if this included installation and it was noted that this item was for equipment only. President Kaplan asked about benches in the passive area and Executive Director Talsma noted that there would be some. President Kaplan asked about the mulch and Director Hugen noted that it was ADA acceptable and that there was synthetic turf in the area of the play signs.

Commissioner Bickham asked about fencing and pickle ball and it was noted that there would not be any fencing and pickle ball was too noisy to have so close to homes in the area.

Commissioner K. Evans asked about guidelines for parks and inclusion and it as noted that the playground structure had an ADA compliant transfer deck, mulch meeting ADA standards and the tandem swing was all inclusive.

Comm Rep Sernett asked about warranties, maintenance and equipment upkeep and Director Hugen noted that there were three certified playground specials on staff that checked all playgrounds monthly. He noted that the installation would have a one-year warranty and could check on the equipment warranty.

Comm Rep Dekirmenjian asked if these 2 parks were budgeted for the year and it was noted that they both were budgeted for \$130,000 renovations.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Dekirmenjian to recommend the board approve the purchase of Willow Park playground equipment for \$64,707.35 to Cunningham Recreation as outlined in M19-024. The motion carried by voice vote.

E. Revised 2019 Budget Goals & Objectives/M19-019:

Executive Director Talsma reviewed the item noting that some adjustments had been made based on items carried over from 2018 budget and the community survey.

Commissioner K. Evans asked if staff could provide a document noting those changes and staff will check.

Commissioner Kilbridge suggested posting a sign for volunteer park clean ups on-site to inform the regular park users in the event they wanted to participate. She also asked about meeting 100% of the timelines established by finance for the Financial Stewardship and Executive Director Talsma explained it was to make sure the budget was adhered to and payroll was timely. She also asked about the VOG Outdoor Unit and it was noted to be Vogelei's Roof Top Unit only located ground level.

Commissioner Kilbridge raised a questioned regarding Maintrac and it was noted that the district switched from tablets to cell phones to update Maintrac in the field. She asked if all the assets weren't already in the GIS system and it was noted that new assets could be added and repairs and/or relocations of other assets updated.

Commissioner Bickham asked about the safety meetings and it was noted to be the Parks and Facilities (not faculties) department.

Comm Rep Poeschel made a motion, seconded by Comm Rep Bettencourt to recommend the board approve the revised 2019 Budget Goals and Objectives for the Parks, Planning & Maintenance Division as outlined in M19-019. The motion carried by voice vote.

F. Balanced Scorecard/M19-013:

Executive Director Talsma reviewed the item noting that it was for the final quarter of the year and a snapshot of the district comparing 2017 to 2018.

Chairman McGinn asked about event sponsors versus in-kind and Executive Director Talsma noted that it was a matter of in-kind being trade.

Comm Rep Sernett asked if the district competed with the schools on programs (memberships) and Executive Director Talsma explained that the memberships were

for the facilities but he did note that the district was in competition not only with schools on programming but also other park districts in the area.

President Kaplan asked why Seascapes was up and it was noted that last year had been warmer, especially over Memorial Day.

Comm Rep Sernett made a motion, seconded by Comm Rep Bettencourt to recommend the board approve the Balance Scorecard for the 4th Quarter 2018 as outlined in M19-013. The motion carried by voice vote.

G. Parks, Planning & Maintenance Report/M19-012:

Director Hugen reviewed the report noting that the district had received the OSLAD grant and asked if there were any questions

Comm Rep Poeschel made a motion, seconded by Comm Rep Sernett to send the PPM Report M19-012 to the board as presented. The motion carried by voice vote.

H. Ice Rink Renovation/Tour of Ice/M19-015:

Executive Director Talsma reviewed the issue noting that they were still not sure about the Wolves renewing their contract and that without that guarantee; staff did not see an immediate need to undertake major repairs on the rink.

The committee and audience toured the Wolves ice area, locker room and work out areas, admin office areas to view the equipment, condition and amount of space available.

Director Hugen noted that staff would take the ice down on the Wolves rink and make repairs to the heating system. He noted that they would also attempt to locate the leak and repair that heating system in Rink 1 and replace the brine system. Executive Director Talsma noted that the Wolves contract went until May 2020 and that they could be moved to Rink 1 for practice. He also explained that the district would not have to have major repairs done to the Wolves Rink if they did not have professionals skating on it.

Comm Rep Wilson asked what the district did the last time the rink was taken down and Executive Director Talsma explained that this time; they would keep it down longer in an attempt to melt the permafrost so that repairs to the cement and heating system could be made.

Comm Rep Sernett asked if they would replace the piping with PVC at that time and Director Hugen said yes along with the main pipe to the Rink 1.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Poeschel to recommend the board reject all bids for the Ice Rink Replacement as outline din M19-015. The motion carried by voice vote.

Staff will provide pricing for repairing heat lines, taking down the ice to investigate concrete and rebuilding ice to the March B&G Committee meeting.

7. Committee Member Comments:

Commissioner K. Evans congratulated staff on receiving the grant monies. Executive Director Talsma noted that GIS/Parks Services Admin Wozny had been instrumental in getting that information for the grant application.

Comm Rep Sernett said she was impressed with staff.

8. Adjournment:

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

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M19-033

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: National Fitness Campaign Outdoor Fitness Court
DATE: 3/12/2019

Background:

The district submitted a Grant Application to National Fitness Campaign for the construction of an Outdoor Fitness Court, which is free for public use. The district will receive a \$30,000 National Grant from National Fitness Campaign to promote and implement an outdoor fitness court. This fitness court was approved for installation at South Ridge Park or Fabbrini Park.

Implications:

The original plan was for this to be placed at South Ridge in conjunction with the OSLAD project, but with the OSLAD project not to be completed until 2020, and this grant needing to be installed in 2019, it will be placed at Fabbrini Park. The fitness area at Fabbrini is currently scheduled to be replaced in 2020 per GIS, so we would just be moving this project up a year.

The Fitness Court is a bodyweight circuit training system designed for adults of all ages and abilities. The Fitness Court is integrated with shock-resistant sports flooring and is comprised of exercise stations that allow for up to 28 individuals to use the Court at the same time. There is a free Fitness Court app that makes it easy to personalize each and every workout. You can scroll through how-to videos to learn the basics of every routine, then listen to guided circuits, led by personal trainers.

The National Fitness Campaign Outdoor Fitness Court has a cost of \$120,000 with a \$30,000 National Grant. The district budgeted \$90,000 for the purchase of the fitness court. This exempts the purchase from the normal bid requirement. The National Fitness Campaign is the sole source provider of the fitness court and the sole source letter is attached.

Recommendations:

Staff is recommending that the B&G committee approve to the full board the purchase of the National Fitness Campaign Outdoor Fitness Court to the sole source provider, National Fitness Campaign, for a total of \$90,000.



National Fitness Campaign LLC | PO Box 2367, San Francisco CA 94126 | info@nfchq.com

November 28th, 2018

To Whom it May Concern,

National Fitness Campaign LLC is a sole source supplier of the following products and services:

The Fitness Court® (outdoor bodyweight circuit training system)

National Campaign Resources (digital ecosystem, mobile app, social media support, programming guides and assistance)

The Fitness Court® is trademarked and owned by National Fitness Campaign LLC.

The Fitness Court® is a comprehensive outdoor circuit training system that supports 28 simultaneous users on 30 separate pieces of equipment. The Fitness Court® provides 7-minute training modules for adults of every age and fitness level. The system is integrated with a sports floor to simulate the indoor gym experience. A 32' x 6' x 2' steel bodyweight training wall provides users with thousands of exercise combinations.

The Fitness Court® is supported by "National Campaign Resources". This is a digital ecosystem that includes a mobile app, the Campaign's social media support team, promotional materials and programming to assist public agencies in building support for fit living in community spaces.

Finally, the program includes a \$30,000 grant which is deducted from the funds required for the Fitness Court® and National Campaign Resources from sponsors of the National Fitness Campaign.

No other vendor, distributor or organization sells these materials. They must be acquired from National Fitness Campaign LLC. If you have further questions regarding this sole source letter, please contact us per the information provided on this letterhead.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitch Menaged". The signature is fluid and cursive, written over a light grey background.

Mitch Menaged, *Founder and Director*
National Fitness Campaign LLC

MEMORANDUM NO. M19-034

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director Parks, Planning & Maintenance
RE: Naming of Bergman Pointe Park
DATE: March 14, 2019

Background

In February 2015, the Hoffman Estates Park District (HEPD), the Palatine Park District (PPD) and M/I Homes of Chicago, LLC, (MIH), the developers of the Bergman Pointe Subdivision, entered into an Intergovernmental Agreement. The Agreement outlines the process of the 38.56 acre Bergman property being disconnected from within the jurisdictional boundaries of PPD and then in turn the annexation of the property into HEPD's jurisdictional boundaries.

Implications

As all required steps have been taken with the Recorder of Deeds of Cook County for the annexation of the property to HE Parks, HE Parks seeks to name the park on the property **"Bergman Pointe Park"**.

This request is subject to Park District Board Policy *5.05 Naming and Renaming of Park Sites*, which is outlined below:

5.05 NAMING AND RENAMING OF PARK SITES

The Board shall select names for new parks, buildings, facilities, athletic fields, or, when appropriate, to change the name(s) of existing parks, buildings, facilities, or athletic fields of the district that have not been dedicated. The Board may consider the following elements in determining the naming or renaming of parks, buildings, etc. (for purposes of this section only, "parks" shall mean parks, buildings, facilities, athletic fields, or other "namable" property of the District):

- A. Parks may be named after streets, geographical locations, historical figures, events, concepts or as otherwise determined by the Board.
- B. Parks may be named for individuals or groups that have donated land or facilities to the District or made a significant financial contribution toward the development of parks.
- C. Parks may be named for individuals or groups that have made exceptional contributions to the community. Names of individuals, including, but not limited to, District Commissioners or other public officials, may not be given to a park, building, facility or athletic field unless the individual is deceased or if the Board determines that there are

substantiated extenuating circumstances whereby the naming of the park, building, facility or athletic field while the individual is alive serves the best interests of the district.

- D. The Board at public meeting should first announce the proposed name of the park (requires a 5/7 vote).
- E. A park should only be confirmed and the name made official after a waiting period of at least sixty (60) days before the confirmation vote. However, when substantiated extenuating circumstances arise, the 60 day official waiting period may be waived at the discretion of the Board before the confirmation vote.
- F. A 5/7 vote by the Board is required to name a park, or to change the name of an undedicated park.

Recommendation

Staff recommends that the Buildings & Grounds Committee request Board approval to name the park within the Bergman Pointe Subdivision, "*Bergman Pointe Park*", pending the 60 day waiting period, which is on or after May 18, 2019.

Memorandum M19-032

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance February Board Report
Date: 03/11/2019

1. Administration & Planning

Bids for playground installs at Willow and Community Park were released on 3/12/2019 and bids are due to the district on 4/3/2019.

Planning for South Ridge is also taking place at this time. Currently staff has researched the regulations now required by the Illinois Department of Public Health to have shower facilities at splash parks that recirculate the water. This has always been a recommendation but has not been enforced in the past. There are many costs that are associated with this system that were not figured into the original plans. Figuring in costs associated with engineering fees, much larger facility and plumbing, the recirculating feature of the splash park will not have a return on investment. We are currently working with IDNR on adjusting our plans to show a flow through system that will now be a more financial sound option for the district.

2. Development & Construction

Staff assisted the Recreation department in refiguring the fitness gym at TC. While completing the new setup it was recommended that new flooring be installed in the free weight section of the gym. Staff spent one day to remove all carpet flooring and install rubber tiles in the free weight area. The tiles were already in stock at all district storage.

As mentioned last month the new interior sign was installed at The Club on 2/6/2019. The new outside banner was also installed this past on the northeast corner on the building.

Two management staff were able to attend the Great Lakes Park Training Institute from 2/25/2019-2/28/2019. Some of the classes that were attended were: Parks safety, maintenance planning, inclusive designs, bike path maintenance and storm water management.

3. Aquatics and Building

Unfortunately February was the same as January for the Aquatics and Building team. The extreme cold temperatures had staff doing multiple checks of HVAC units, boilers and dampeners. We did experience one of the larger water failures that we have seen at Seascape Family Aquatic Center. A sprinkler had frozen, causing it to break and leak water. The Fire Department responded to the issues and safely shut down the water lines and fire suppression. After those events occurred, numerous failures took place and roughly 400,000+ gallons of water were lost. PDRMA was contacted immediately and is in full agreement with our claim. They

have informed us to proceed with all repairs and parts have been ordered through the Village and Total Fire will be scheduled once the parts arrive.

As heat failures were easily noticed this past month, staff scheduled two days with Trane (supplier of our building automation system) to go through multiple issues that we were facing. The technician from Trane has the ability to tie into the system and perform diagnostic reviews that staff is not capable of performing. In working with Trane we were able to locate certain issues with air flow and dampeners to correct most issues. Communication issues were also resolved and staff was able to remove installed thermostats.

4. Park Grounds

The grounds team was able to get into some of the areas that were in need of tree removal and pruning this past month. The path around Walnut Pond was cleaned up of downed branches and dead trees, along with tree removals at Victoria Park. Staff spent much of the month cleaning up downed branches and broken limbs from all of parkland due to snow and/or ice damage.

On 3/1/2019 staff held a Boy Scout Troop meeting at the maintenance building for Boy Scout Pack 297. The meeting was a ‘fix it’ meeting. The scouts worked on one of the park trailers, cleaning and painting the trailer to learn how maintenance of equipment can extend the use of equipment. Following the painting of the trailer, staff led a tour of our building and all the equipment that we use on a daily basis. The event was a success and enjoyed by all in attendance.

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

- Multiple days and evening of snow removal and ice control.
- Vogelei House was cleaned and furniture moved to first floor.
- Painting in the fitness gym at TC.
- Shelving installed in the small rental lockers in men’s locker room at TC.
- Old kitchen cabinets in Fairway room at Bridges were removed and new cabinets installed.
- New shelving installed in the dance room at TC.
- Repaired clogged drain lines in Garibaldis concession area.
- Installed lights at The Club for pickleball.
- Filter changes
- Repaired air compressor for pool filtration system at The Club
- GIS Data Cleanup
- CMP
- Bus 534 had new tires and drive shaft installed
- Vehicle inspections
- Repairs to all district equipment as needed