



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, APRIL 16, 2019
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - March 19, 2019
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. South Ridge Park (OSLAD) Engineering & Consulting Services / M19-040
 - B. South Ridge Park Playground Equipment / M19-043
 - C. Highland Park Playground / M19-044
 - D. LED Lighting at Triphahn Center & Willow Rec / M19-041
 - E. Parks, Planning & Maintenance Report and 1Q2019 Goals / M19-042
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
March 19, 2019**

1. Roll Call:

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

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

Absent: Comm Rep Poeschel

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

Audience: President Kaplan, Commissioners R. Evans, Kilbridge, Kinnane; Comm Rep Macdonald, C&M Manager-Facilities Holst, C&M Manager-Recreation Burgess

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 Bettencourt made a motion, seconded by Comm Rep Dekirmenjian to approve the minutes of the February 19, 2019 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

Comm Rep Sernett congratulated President Kaplan and Commissioner K. Evans on achieving Master Level status and Distinguished Level status, respectively, in the IAPD Board Member Development Program.

5. Old Business:

None

6. New Business:

A. National Fitness Campaign Outdoor Fitness Court/M19-033:

Director Hugen reviewed the item noting that staff was looking at Fabbrini Park as a location for the equipment. He explained that they did not need to bid this item out as the National Fitness Campaign was the sole source provider and explained that the district was receiving a \$30,000 grant from them.

Commissioner K. Evans asked if the district felt the equipment was valued at \$120,000 and Director Hugen noted that they did. He explained that it came with an app that provided a personal trainer and instructions on how to use the equipment saving the district from needing to supply staff for the area. Commissioner K. Evans asked if the district had a guarantee that the app would remain active and Director Hugen noted that he would check on that. He also explained that a poured in place playground would cost \$90,000+ and that the type of surface that was being provided was very similar and he felt that the project was worth the value.

Chairman McGinn asked about the equipment life and it was noted to be 20 years.

Commissioner K. Evans asked if the surface would remain stable and Director Hugen explained that it was basically on a type of concrete surface and would stay intact.

Executive Director Talsma noted that some of the top priorities on the Community Survey were for fitness, outdoor fitness and free fitness and felt that this project would have merit, especially with the benefit of the app that provided the explanation and workout.

Director Hugen noted that the company would come out to explain the equipment to staff and would be present for the Grand Opening of the area.

Chairman McGinn asked about the flooding in the area and Director Hugen explained that staff had already been in the area to check the flooding issues with regard to the placement of the equipment.

President Kaplan asked when the decision would be made and Director Huguenot noted that they would present their option at the next B&G meeting; that staff was looking to place the equipment close to both the road and walkways and out of water and away from errant baseballs.

Commissioner Kilbridge asked about installation time and it was noted that it would be done in-house, should take about 30 days and would be ready for Party in the Park.

Comm Rep Friedman made a motion, seconded by Comm Rep Dekirmenjian to recommend the board approve the purchase of the National Fitness Campaign Outdoor Fitness Court to the sole provider, National Fitness Campaign, for a total of \$90,000. The motion carried by voice vote.

B. Naming of Bergman Pointe Park/M19-034:

Executive Director Talsma reviewed the item noting that the district had officially taken possession of the park. He explained that the Village was still working with regard to the rehabbing of the historical house on the site and that if the offer falls through, the house would be demolished and the land would become part of the park area.

Commissioner K. Evans asked if it was named after a particular Bergman and it was noted that it was not; that the suggestion was for Bergman Pointe Park after the name of the subdivision; Bergman Pointe.

Comm Rep Friedman asked about the house and Executive Director Talsma explained that the Village believed they had an interested party and were trying to work with them for permits and rehabbing.

President Kaplan asked if there was any reason not to name the park Bergman Pointe Park. It was noted that most information available about the Bergmans was positive but that the district would have 60 days prior to final naming.

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to recommend the board approve the naming of Bergman Point Subdivision Park “Bergman Pointe Park” pending the 60 day waiting period which is on or after May 18, 2019. The motion carried by voice vote.

C. Parks, Planning & Maintenance Report/M19-032:

Executive Director Talsma reviewed the time line on the ice renovation noting that the district had initially bid out the replacement of the rink that had been rejected by the board on the assumption that the rink could be repaired rather than replaced. However, the past 30 days had proven that the damage was too great to be repaired and staff had to take another look at the replacement of the rink. Minnesota Ice had been contacted and they were willing to meet their original bid price and time line

noting that if the district tried to repair and failed, that the rink would be down for an entire year before it could be replaced. To that end, the Board had held a special board meeting last week to approve moving forward with the terms of the original bid with Minnesota Ice, LLC.

Director Hugen explained that staff had begun to take the ice down Sunday evening and that there was a construction meeting planned. He explained that the dasher boards would be removed by the contractor and reused and that staff would remove the glass which would not be reused and that demolition of the rink would begin after that. He noted that the rink was expected to reopen by September 6, 2019.

Chairman McGinn asked if that was an aggressive schedule and Director Hugen noted that there was a cushion built in depending on how long it took to remove the permafrost.

Commissioner K. Evans asked about the dasher boards and Director Hugen explained that the contractor would remove them to prevent damage to the boards.

Comm Rep Sernett asked if staff had seen any rinks Minnesota Ice had built and Director Hugen noted that they had.

Comm Rep Dekirmenjian asked if the district had to cancel summer ice programs and Director Kapusinski explained that they cancelled some rentals but not programs. Comm Rep Dekirmenjian asked if the district was trying to keep the Wolves here and Executive Director Talsma explained that they were working on renewing the agreement but at present the Wolves were offering ½ of the rent they were presently paying and he did not feel that was in the best interest of the park district. Comm Rep Dekirmenjian asked what the district would do if they lost the Wolves contract and Executive Director Talsma noted that replacing the rink had been a budgeted item for this year and that if the Wolves left, the district would have other options for the use of that space (locker rooms, fitness area, office area, storage).

Chairman McGinn asked about Seascape and the flooding issue and Director Hugen explained that it had been taken care of and Seascape was expected to open on time. He also showed color pictures of the slides scheduled for refurbishing and noted that staff was looking at magenta and electric lime green. The committee was in agreement with the colors.

Comm Rep Sernett made a motion, seconded by Comm Rep Bettencourt to send the Parks, Planning & Maintenance Report M19-032 to the board as presented. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner K. Evans said he was looking forward to the enhancements for Fabbrini Park.

Executive Director Talsma reminded everyone of the May 4th dedication of the Connie, Steve, and Johnson ball fields at 10:45 am at Fabbrini Park.

Comm Rep Friedman thanked Athletic Manager Thomas and Athletic Assistant Goddard for a great basketball season.

Executive Director Talsma noted that Supervisor of Horticulture Mark Schwartz was having a retirement party March 20th at BPC from 4-6 pm and invited all to attend.

8. Adjournment:

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

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

Memorandum No. M19-040

TO: Building and Grounds Committee
FROM: Dustin Hugen, Director of Parks, Planning & Maintenance
RE: South Ridge Park (OSLAD) Engineering & Consulting Services
DATE: April 4, 2019

Background:

The engineering and consulting services that are outlined in this memo are part of the South Ridge enhancement project. The process for this project starts with the design, permitting and bidding of the job. HE Parks staff has completed the conceptual design and has begun turning the concept into construction documents for the playground, splash pad and fitness challenge course. Staff has been in contact with WT Group going back to the application process for the grant.

Implications:

With the complexity of the project a consulting and engineering firm is needed to complete the park renovations at South Ridge. WT Group would be hired to complete the following task for the district:

- Site Engineering
- Plumbing and Electrical Engineering
- Permitting with MWRD (Metropolitan Water Reclamation Department), Army Corp of Engineers, Cook County and the Village of Hoffman Estates
- Storm Water Management Analysis
- Architectural Services
- Structural Engineering

WT Group's proposal for all the above listed service is \$52,100. Staff met with WT after the first proposal was given and negotiated a reduction of nearly \$45,000 by completing multiple tasks in-house and direct with contractors. Staff is comfortable with the proposal that they are now offering. The engineering and consulting fee is part of the already approved South Ridge Park budget. With the district having a working relationship with WT Group, we are not required to go out to RFP for consulting services.

Recommendation:

Staff recommends that the B&G Committee recommend to the full board to approve a contract with WT Group for their engineering and consulting services for a total of \$52,100.

MEMORANDUM NO. M19-043

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Playground Equipment at South Ridge
DATE: 4/8/19

Background:

Planning for the enhancements for South Ridge Park started in July of 2018, when staff started the application process for the OSLAD Grant. In an effort to get public input into this process multiple meetings were held with the public to not only receive the OSLAD Grant but also get input on what should be in the playground. For South Ridge we had a committee of staff members to aid in the design process as well as community input meetings.

The comments made from those attending residents and staff included:

- Large slides
- Different swing option
- Zip Line
- Avoid using wood fibers and have a different fall surface
- Something for all abilities to be able to play on or with

Staff then developed the park using the six elements of play: balancing, spinning, sliding, climbing, swinging and brachiating.

Implications:

After the community meetings, staff then attended an educational seminar to have the ability to apply for Matching Funds Playground Grants through IPRA/Gametime. It was announced at the state conference that HEPD received a grant for the playground at South Ridge. The playground design for these parks would be based on Playcore's (parent company of Gametime) evidence based Play On, and the playground will become a national demonstration site. All comments that were made from the community meetings are going to be accomplished at South Ridge Park. The schematics and drawings for the proposed playground we are recommending are attached.

The main purpose of this memo is strictly for the purchase of the playground equipment. Through IPRA/Gametime matching funds grant the cost for the playground is listed below:

South Ridge Park	
Subtotal -	\$133,315.00
Matching Funds Applied	\$56,036.71
Freight	<u>\$2,850.00</u>
Total Amount	\$80,128.29

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

Recommendation:

Staff recommends that the B&G committee approve to the full board the purchase of South Ridge Playground equipment for a total of \$80,128.29 to Gametime.

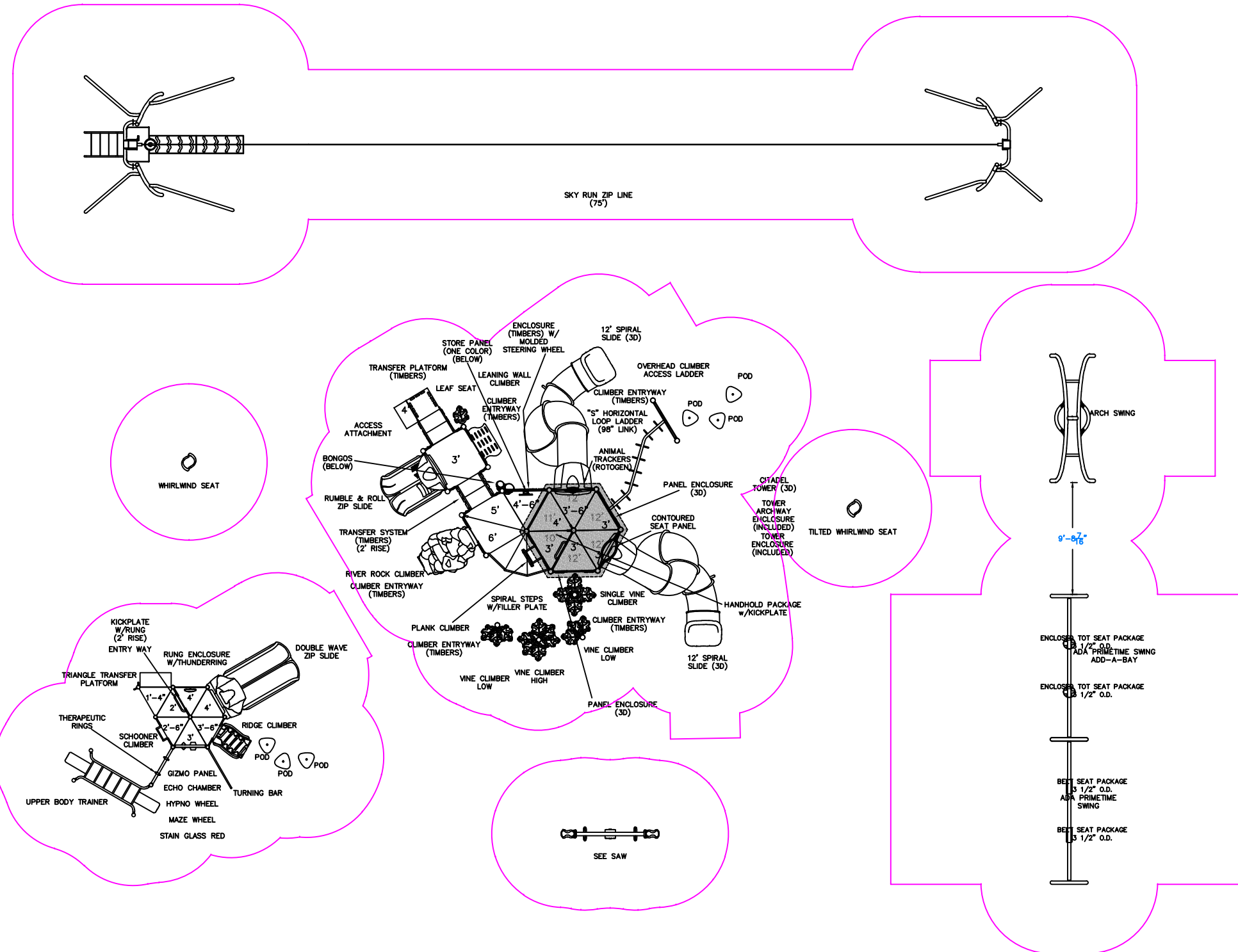
South Ridge Park Playground, Option 2 Hoffman Estates, IL



South Ridge Park Playground, Option 2 Hoffman Estates, IL



Full Site View



Hoffman Estates Park District
 South Ridge Park Playground Opt 4
 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: 03/05/2019
 Drawing Name: 96119-04

MEMORANDUM NO. M19-044

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Highland Park Playground Removal
DATE: April 8, 2019

Background:

In 2016 Gary Buczkowski wrote a memo to staff outlining the need to evaluate the redundancy of playgrounds throughout the district. This memo outlined parks that are within access zones of other parks. The concern at the time was planning for capital improvements of playgrounds. The memo is attached as attachment **A** as well as a map showing access zones (attachment **B**). Distance to the following parks are measured using sidewalks from the entrance of Highland Park to the listed park entrance (numbers are rounded):

- Sycamore Park – 950 feet
- Locust Park – 1650 feet
- Ray Kessell Park (Schaumburg) – 1900 feet
- Vogeley Park - .75 miles
- Fabbrini Park – 1 mile

In 2017 Dean Bostrom had planned the annual park tour around some of the parks on Gary’s list from 2016, which included Highland Park. During the tour Dean said to those in attendance that the plan for Highland Park, which was scheduled for replacement this year (2019), would not be replaced and would remain open until the district determined the playground to be unsafe or a liability, at which time the playground would be removed and not replaced. Dean’s email to staff is attached as attachment **C**.

Staff has been operating the playground at Highland under the direction from Dean in attachment **C** since June of 2017. We have been able to repair multiple issues with the playground to keep it safe and usable for residents to use. Some of the major repairs over the past two years have included: keeping the playground decks safe by coating the exposed metal with rubber paint, removing rust chips from features and rebuilding retaining walls that have fallen.

Coming out of this winter many areas of the playground decks have chipped off and have exposed metal. Staff attempted to make repairs again, however, the gaps and exposure are too much for our repairs. We checked with Miracle (playground manufacture) to see if decks could be replaced and the decks are no longer made the same way.

The retaining wall that was repaired last year, is leaning again and is in danger of collapsing again. All the repairs that can be completed have been completed to the wall outside of a complete rebuild. Other concerns that would need immediate attention to keep this park open is the drainage under the 5-12 playground, the current sidewalk has sunk and no longer meets ADA

requirements and the playground mulch is not at a 12 inch depth for fall surface requirements. Photos of the playground issue are attached as attachment **D**.

Implications

Staff is recommending that Highland Park Playground be removed immediately for safety concerns. The removal process of the playground would involve removing all landscaping around the playground, removing the retaining walls that are holding the playground in place, the concrete walk that has sunk and all playground equipment except the swings. Once the material has been removed, staff would then start the process of the public meeting to gain knowledge from what the public would be interested in at Highland Park. At this meeting staff would present a conceptual design for community input.

Staff understands the importance of removing playground structures and the impact that it has on the surrounding community. Staff has developed a conceptual plan for the space at Highland Park. The current 2-5 playground area is structurally the only section of this park that is in good condition and could remain. The plan would involve providing a new 2-5 playground in the existing area to provide neighbors a Tot Park that would include swings for all ages. Photos of the current 2-5 area and the new play structure are attached as attachment **E**.

After the public meetings staff will present a recommendation as to what to do with the Highland Park playground site.

Recommendation

Staff is recommending that the B&G committee request that the board approve the removal of Highland Park Playground due to safety concerns.

Memorandum No. M16-116

TO: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director of Planning & Development
FROM: Gary Buczkowski, Director of Planning & Development
RE: District Infrastructure
DATE: October 6, 2016

Background:

Maintaining the district's infrastructure has become a significant financial concern. Many of the district's facilities, built during the population growth spurt, are now requiring an infusion of capital renovation resources. The park district currently maintains seventy-two park sites and seven special use facilities. Those 72 park sites, while essential to the quality of community life in Hoffman Estates, do not generate any ongoing revenue to be used for either maintenance or replacement purposes. In an economy where tax dollars are not keeping up with inflated construction costs, the district has relied more heavily on revenue producing facilities to address funding short falls. Even those six district revenue facilities struggle to generate enough money to meet operational expenses and required capital replacements on an ongoing basis. The district's three prime sources for capital dollars are the Capital Fund (\$700K-\$800K), The Special Recreation Fund (150K-175K) and dollars generated by the revenue facilities. Given the public sentiment to existing tax levels, it is unlikely that an increase would ever come about in that tax revenue source.

If the district is to keep up with the demand for capital replacement needs it will need to adopt a plan that places an emphasis on:

1. Requiring the district's revenue facilities to cover the majority of their capital replacement costs.
2. Establish a realistic funding level on an annual basis for park replacement capital.
3. Eliminate park facilities that are redundant or that the district can no longer afford to recapitalize.
4. Limit new park project construction to only essential items that address quantified needs and or addresses community wide parody issues.

One of the problems that has contributed to the district's capital financial woes is the lack of understanding of what the future exposure of capital replacement costs. Historically, the district has utilized a five year snap shot projection of potential capital needs. As the overall needs have increased due to the growth bubble that five year projection has been adjusted significantly on an annual basis. To better identify future needs, the district is currently developing a comprehensive asset management system which utilizes geo-referenced technology so that the inventory can be all encompassing and better managed on an ongoing basis. It is anticipated that that data base will be available sometime in late spring or early summer 2017. When that system comes on line the district will be able to predict with better accuracy what the capital needs are for any given year no matter how far out. Until such time as that data base is available, the

district needs to adopt a capital funding and replacement plan that is maintainable for the long term.

Implications:

The current five year capital replacement plan (CAMP) assumes that fund balances in the recreation fund can make up any and all funding shortfalls. However, not knowing what is looming out beyond the current five year project tends to present a risk for financial district stability. With this in mind the district needs to establish a realistic average commitment for park capital replacement dollars.

Given the district's unknown capital long term needs and present capital resources (875K) that number should be in the ball park of 600K-650K average per year for park replacements.

The present five year 2016 adjusted capital plan for HEPD park replacements is projected at \$726K average. In an effort to close the gap between the proposed capital averages and project staff is recommending that:

1. Redundant facilities to be eliminated at such times as when the facilities come due for replacement or upgrade.

Recommended facilities to be eliminated or downsized :

- **Locust Playground:** Rational: Park is within the Sycamore playground access zone.
- **Highland Playground:** Rational: Park is within the Fabbrini main playground access zone.
- **Oakdale Playground:** Rational: Park is within the Sycamore playground access zone.
- **Community Fitness:** Rational: While fitness is needed in the community the District offers physical fitness opportunities at three indoor recreation centers located in each of the district three geographic areas.
- **Fabbrini Fitness:** Rational: While fitness is needed in the community the District offers physical fitness opportunities at three indoor recreation centers located in each of the district three geographic areas.
- **South Ridge Fitness:** Rational: While fitness is needed in the community the District offers physical fitness opportunities at three indoor recreation centers located in each of the district three geographic areas.
- **Brittney Playground:** Rational: Assumes the construction of a new playground along with a splash pad to be located north of the existing South Ridge tennis courts.
- **South Ridge Playground:** Rational: Assumes the construction of a new playground along with a splash pad to be located north of the existing South Ridge tennis courts.
- **Reduce Huntington Playground** from Community designation to Neighborhood: Rational: Assumes the construction of a new playground along with a splash pad to be located north of the existing South Ridge tennis courts.

Elimination of facilities would require formal board action and may or may not be popular with the public.

2. Eliminate non-essential new capital projects.

Recommended non-essential projects to be eliminate:

- **Sycamore path improvements:** Rational: Existing facilities can be accessed via temporary means. (MOBI Mat)
- **Valley Park Basketball improvement:** Existing half court can be patched on an ongoing basis. Full court basketball is not a necessity due to service area located on the edge of the district.
- **Westbury path renovation** moved further out into future especially after repairs are made in 2017 to bad areas of the path.
- **Tennis Courts:** Continue to repair cracks instead of rebuilding the courts

The above actions would have the following effect on the annual capital monies requirement and reduce annual capital financial requirements to \$610K.

	<i>All Inclusive Scenario</i>					<i>Reduced Scenario</i>				
	Paving	Courts	PGs	Other		Paving	Courts	PGs	Other	
2017										
Victoria South Playground			105,000					105,000		
Victoria south Path	28,000					28,000				
Colony Playground 2-5 yrs			50,000					50,000		
Sycamore Paths	68,000									
Evergreen Paths	92,000					92,000				
Westbury Path partial repair	23,000					23,000				
Seascape sand playground			46,257					46,257		
Valley Basketball court		45,000								
Courts repair and color		45,850					45,850			
Parking lot patch, sealcoat, crackfill & concrete walks	112,000					112,000				
Other non-going capital replacements				75,000					75,000	
	323,000	90,850	201,257	75,000	690,107	255,000	45,850	201,257	75,000	577,107

	<i>All Inclusive Scenario</i>				<i>Reduced Scenario</i>					
	Paving	Courts	PGs	Other	Paving	Courts	PGs	Other		
2018										
Armstrong Playground			75,000				75,000			
Birch Playground			105,000				105,000			
Courts repair and color		69,000				69,000				
Parking lot patch, sealcoat, crack fill & concrete walks	144,000				144,000					
Fabbrini MacArthur Playground			150,000				150,000			
Other non-going capital replacements				75,000					75,000	
	144,000	69,000	330,000	75,000	618,000	144,000	69,000	330,000	75,000	618,000
2019										
Community Playground			105,000				105,000			
Willow Main			105,000							
Community fitness			48,000				10,000			
Community Splash Pad			80,000				80,000			
Pine Tot			54,000				54,000			
Olmstead Path	26,000				26,000					
Charlemagne path	18,500				18,500					
Courts repair and color		71,000				71,000				
Parking lot patch, sealcoat, crackfill & concrete walks	108,000				108,000					
Fabbrini Fitness			48,000				48,000			
Other non-going capital replacements				75,000					75,000	
	152,500	71,000	440,000	75,000	738,500	152,500	71,000	297,000	75,000	595,500

	<i>All Inclusive Scenario</i>				<i>Reduced Scenario</i>					
	Paving	Courts	PGs	Other	Paving	Courts	PGs	Other		
2020										
Hoffman Playground			105,000				105,000			
Colony 5-12			67,000				67,000			
Fabbrini Oakdale			105,000				10,000			
Prairie Stone			105,000				105,000			
Courts replace or repair Vic replace		96,500				96,500				
Parking lot patch, sealcoat, crack fill & concrete walks	129,000				129,000					
Other non-going capital replacements				75,000					75,000	
	129,000	96,500	382,000	75,000	682,500	129,000	96,500	287,000	75,000	587,500
2021										
Huntington Playground (175K to 105K)			105,000				105,000			
Huntington Path Rebuild	25,000				25,000					
South Ridge Path Rebuild	315,000				315,000					
South Ridge Splash, playground shelter, Parking (NEW)										
Highland Playground			105,000				10,000			
Courts repair Fab replace		138,600				Patch Fabbrini 47,600				
Parking lot patch, sealcoat, crack fill & concrete walks	125,000				125,000					
Other non-going capital replacements				75,000					75,000	
	465,000	138,600	210,000	75,000	888,600	465,000	47,600	115,000	75,000	702,600

	<i>All Inclusive Scenario</i>				<i>Reduced Scenario</i>					
	Paving	Courts	PGs	Other	Paving	Courts	PGs	Other		
2022										
Princeton Splash Pad			80,000				80,000			
Princeton Playground			105,000				105,000			
Tall Oaks Playground			105,000				105,000			
Tennis court Replace Char, S ridge		178,000			Patch Char, south	68,000				
Vogelei Path	39,000				39,000					
Westbury Path	52,000									
Parking lot patch, sealcoat, crack fill & concrete walks	107,500				107,500					
Other non-going capital replacements				75,000					75,000	
	198,500	178,000	290,000	75,000	741,500	146,500	68,000	290,000	75,000	579,500

Any contemplation of new capital project(s) approval should only come at a time when the district is reasonable assured that it can meet future capital replacement demands with given revenue sources. This would include the building of a splash pad on the north side of Hoffman Estates which was identified in the attitude and interest survey conducted as part of the 2010-2014 Attitude and Interest Survey. Construction estimates for this project to be located at South Ridge range from \$520K to \$900K as follows. Staff continues to support the building of this project to provide district facility parity distribution. Currently there are no water based facility opportunities for the residence of Hoffman north of I 90.

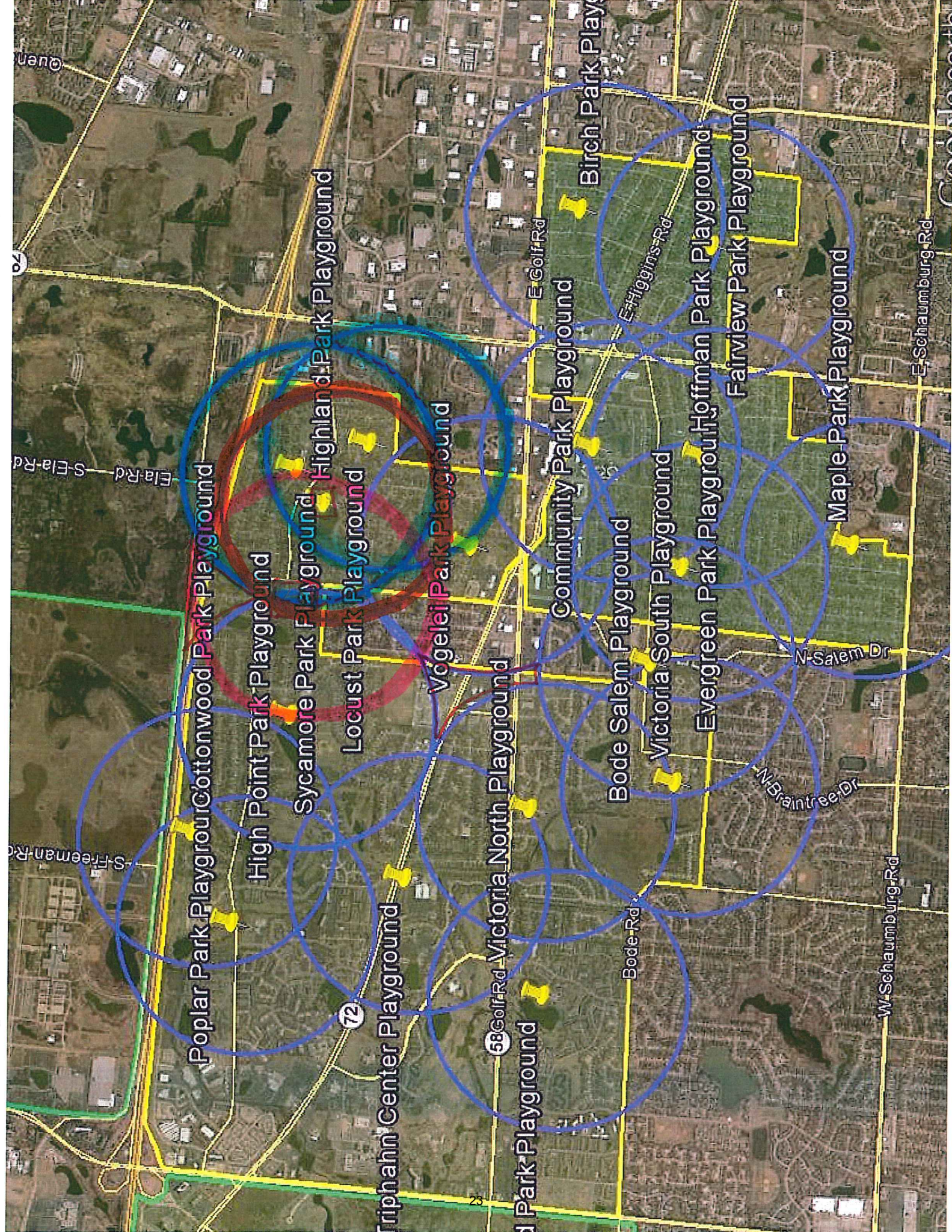
South Ridge Splash Pad and Playground improvement Concept Budget 2016

	All inclusive			Minimal Cost
Parking Lot (50 additional)	96,000	96,000	96,000	
Shelter	45,000	45,000	45,000	
Shelter install	15,000	15,000	15,000	
			140,40	126,00
Walks 15,600 sq ft	140,400	140,400	0	0
Playground curbs	18,850	18,850	18,850	14,500
Splash Pad Equipment supply	62,000	62,000	62,000	62,000
Install splash Pad equipment	30,000	30,000	30,000	30,000
Splash Pad surface	45,000	45,000	45,000	45,000
Filtration System	70,000	70,000		

Playground Equipment supply	65,000	65,000	65,000	65,000
Playground Equipment Install	28,000	28,000	28,000	28,000
Rubber Fall surface 3500 sq ft	91,000	91,000	91,000	91,000
Fitness equipment	21,500			
Install Fitness Equipment	8,600			
Drainage	5,400			
Wood Fall Surface	8,400			
Earthwork	24,000	24,000	24,000	20,000
Water & Sewer	42,500	42,500	42,500	42,500
Electric	14,000	14,000	14,000	14,000
Amenities	15,000	15,000	15,000	7,500
Fence	26,000	26,000	26,000	23,000
Landscape	45,000	45,000	45,000	25,000
Engineering consulting	80,000	76,800	70,620	52,200
Contingency	99,000	94,000	87,000	65,000
	1,095,650	1,043,550	960,370	710,700
Playground Grant	-50,000	-50,000	50,000	50,000
Remove South Ridge PG	-95,000	-95,000	95,000	95,000
Reduce Huntington PG Community - neighborhood	-45,000	-45,000	45,000	45,000
	905,650	853,550	770,370	520,700
			0	0

Recommendation

Staff recommends the Board limit new capital and/or replacement spending in the parks so that allocated budgets yearly average between \$600K and \$650K and approve operational budgets that place a greater burden on revenue facilities to generate funds to be remarked for capital replacements in the revenue facilities themselves.



Poplar Park Playground
Cottonwood Park Playground

High Point Park Playground

Sycamore Park Playground

Locust Park Playground

Triphahn Center Playground

Vogelei Park Playground

Victoria North Playground

Victoria Park Playground

Community Park Playground

Bode Salem Playground

Victoria South Playground

Evergreen Park Playground

Hoffman Park Playground

Fairview Park Playground

Maple Park Playground

Birch Park Play

Queen

70

Ela Rd S-Ela Rd

S-Freeman Rd

72

58

E-Golf Rd

E-Higgins Rd

N-Salem Dr

N-Braintree Dr

Bode Rd

W-Schaumburg Rd

E-Schaumburg Rd

Cooper

Jane Kaczmarek

From: Dean Bostrom
Sent: Wednesday, June 07, 2017 2:51 PM
To: Dustin Hugen; Jane Kaczmarek
Cc: Brian Bechtold; Craig Talsma; Gary Buczkowski; Mike Kies
Subject: RE: Park Tour

Highland playground was originally scheduled for replacement in 2019. We will be recommending that that playground remain as long as it determined to be safe and not a liability to the park district. As that time that the playground is no longer safe or considered a liability (may be 2019, 2020 or later) with the board's approval we would remove the playground and not replace it.

Chico is to show where the community gardens would be located.

Dean

Dean Bostrom, CPRE

Executive Director / Board Secretary
t 847-310-3604 | f 847-885-7523 | e dbostrom@heparks.org

From: Dustin Hugen
Sent: Wednesday, June 07, 2017 2:43 PM
To: Jane Kaczmarek
Cc: Brian Bechtold; Craig Talsma; Gary Buczkowski; Mike Kies; Dean Bostrom
Subject: Re: Park Tour

Is the stop at Highland to discuss removal of the park? Also is the stop at Chino to discuss the community garden?

Thanks

On Jun 7, 2017, at 11:31 AM, Jane Kaczmarek <jkaczmarek@heparks.org> wrote:

Attached is the Park Tour schedule for the bus driver as well as the B&G/Park Tour Agenda. Please let us know your thoughts.
Thank you.

Jane Kaczmarek

Executive Assistant
t 847-781-3633 | f 847-885-7523 | e jkaczmarek@heparks.org

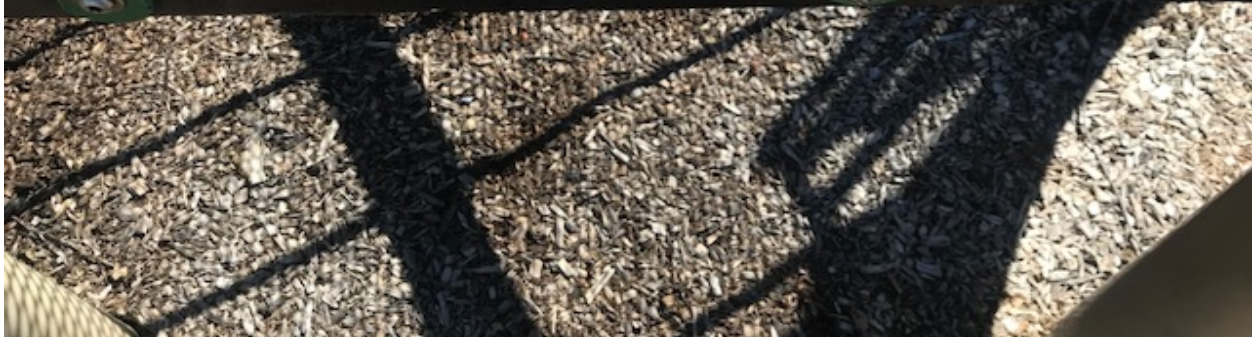
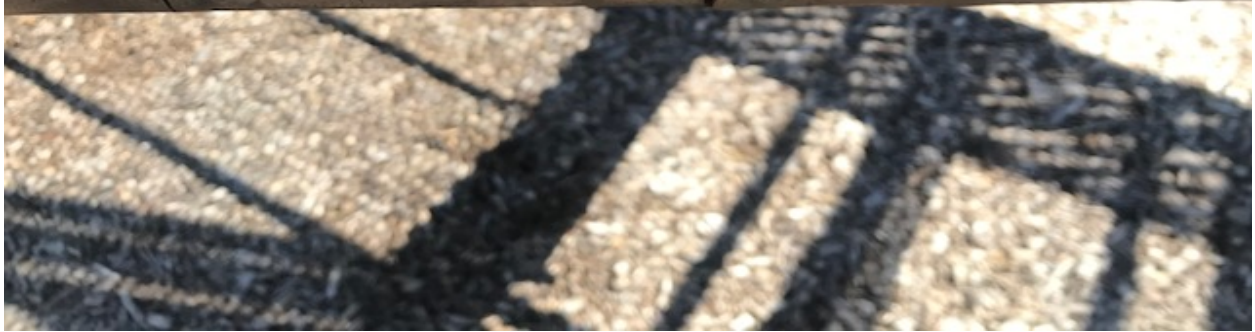
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Dustin Hugen















Memorandum No. M19-041

TO: Building and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: LED Lighting TC and Willow Gyms
DATE: April 4, 2019

Background:

Over the past three years the park district has been making changes to our lighting structures. The changes that have been made began with parking lots at Willow, Bridges, TC, The Club and Vogelei. After parking lots staff then started making changes at PSSWC (now The Club), TC fitness center, walking/running track and off ice area. TC north side was converted to LED during the north side renovation. Recently ComEd has released their Public Sector Energy Efficiency Program. This program provides rebates to customers through pre-approved vendors based on the amount of wattage used for new LED fixture compared to current fixtures.

Implications:

We currently deal with a couple of different lighting companies that are approved vendors for ComED. We are looking to convert the gyms at TC and Willow along with the racquetball courts at willow during this phase. We are planning on converting all fixtures within the district but the current ComEd program requires the fixture to be installed by June 30th and with in-house staff performing the installs we fill that this is an obtainable amount.

Currently the TC gym uses 6-lamp T5 high output Highbay lights and the new structures will be LED Highbay with Occupancy Sensors. Our total annual consumption is estimated to go from 28,080KW to 7,779KW. This equates to a 10 year savings on energy and maintenance of \$19,000 with a payback period of 3 years. At Willow we are currently using T8 Highbay lights and the new structures will be LED Highbay with Occupancy Sensors. Our total annual consumption is estimated to go from 24,072KW to 10,389KW. This equates to a 10 year savings on energy and maintenance of \$14,000 with a payback period of 6 years.

Dominion Lighting and Windy City Lighting were two vendors that were able to provide us with the same systems that staff is looking to utilize. The breakdown of the proposal are below:

Dominion Lighting

- TC upgrades - \$9,686.00
- Willow upgrades - \$12,694.00
- **Rebates - \$7,296.96**
- Total - \$15,083.04

Windy City Lighting

- TC upgrades after rebates: \$10,864.00
- Willow upgrades after rebates: \$15,520.00
- **Rebates: \$9,280.64**
- Total: \$17,103.36

This is an unbudgeted item for 2019 as all lighting changes have come from operational budgets in the past. With the current rebates being offered we would like to complete the gyms as they are a large portion of what needs to be completed still. Capital funds will be used to fund this project.

Recommendation:

Staff recommends that the B&G Committee recommend to the full board to approve the purchase of new LED lighting system to Dominion Lighting for the total of \$15,083.04.

Memorandum M19-042

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance February Board Report
Date: 04/05/2019

1. Administration & Planning

Triphahn Center Ice Rink & Roof Projects

The ice rink project began on March 18, 2019 and the north side roofing project began on March 23rd. Staff met with project managers from both contractors to set up timelines, staging areas and expectations on communications between contractor and client. Both projects to this point are off to a good start.

The ice rink project had an unforeseen issue with the internal frames of the dasher boards on the corners of the rink and at the door panels. The internal metal frames that attached to the concrete were all bent and in need of repair. Rink Systems, the sub-contractor for the dasher boards has provided a cost to have the damage boards shipped to them and repaired at their shop. The change order is for ten dasher boards with bent frames, changing mechanical systems on all players penalty gates, equipment gates, southeast access gates and double door access gate as well as new kick plates around the entire rink. The defects for the dasher boards were inside the boards themselves, for all the doors it was anticipated that once we had level concrete the latches would again line up but after inspection when removed this is not the case and when taking the kick plates off of the boards it was notice that they were extremely worn on the back side and putting them back on the boards would be a difficult task. The change order will be for \$43,500 which is covered by the contingency of \$53,676.

Willow and Community Park projects

Construction will start (weather dependent) on April 23rd at both Willow and Community Parks. The splash pad for Community Park has been designed and should be arriving the last week of May; a drawing of the design is attached.

Seascape project

At Seascape the painting of the slides will begin in the coming weeks as well as the concrete repairs to the pool floor. As mentioned in last month's board meeting, staff did work with the contractor to get a price to complete the two drop slides to be the same colors as the body and tube slides. The contractor's price to complete the two drop slides is \$9,000, which he stated would be between \$12,000 and \$15,000 if completed separately due to the cost in lifts and materials to complete. A budget of \$50,000 was approved and staff will be using the entire budgeted amount and funding the remaining portion of \$5,000 through operational budgets.

2. Development & Construction

Ice Rink

Staff started the ice project by removing the ice from the rink. This portion of the project took three full days of staff chipping away at the ice and removing sheets of ice with the bobcat and multiple layers of ice melt salt. After staff had the ice removed from the rink, there were many cracks in the concrete that were not notice through the ice as well as elevation changes.

TC steam room

The steam room at TC received major upgrades this past month. The construction team worked hard building new benches and building a new door to fit an uneven door frame. Parts of the steam room were built at the maintenance shop with the remaining structures built in the hallway at TC as staff worked an overnight shift to accomplish this task and cut down on interruptions to members.

3. Aquatics and Building

Seascape

The building team has had its hands full with repairs at Seascape from the fire suppression system failure. We are glad to report that we are back up and running and the proper repairs have been handled with the assistance from the Village and Total Fire.

TC roof

In preparation of the north side roof project, staff needed to raise gas lines and two roof top units prior the roofers working on the flat section of the roof. Staff was able to complete all gas line preparation and working with a vendor was able to raise the roof top units as well.

4. Park Grounds

The grounds team was finally able to start some prescribes burns this month. Usually by March about a 1/3 of the burns are complete but the weather did not allow this and zero burns were completed. Staff was able to burn at the following location in March: Hunters Ridge Basin, Shoe Factory Road Basin, Triangle Park, The Club, Charlemagne, North Ridge Park, South Ridge Park, Whisper Park, BPC, Chestnut Park, Fabbri Park, North Twin Park and South Twin Park. Staff still has permits out for 10 more locations to have prescribes burns completed this spring and are working to get them accomplished. Due to the weather this winter, staff might not be able to complete all schedules burns and will be prioritizing the last 10 burns based on invasive plant material at each location.

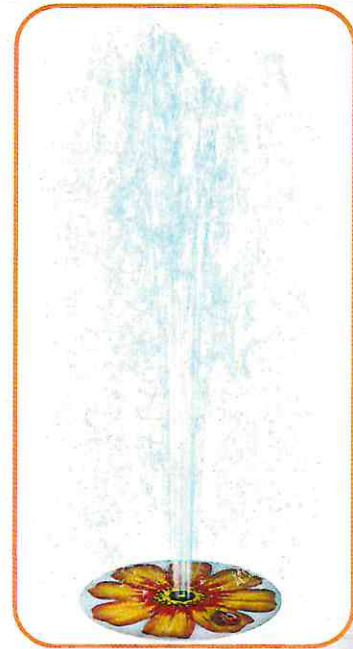
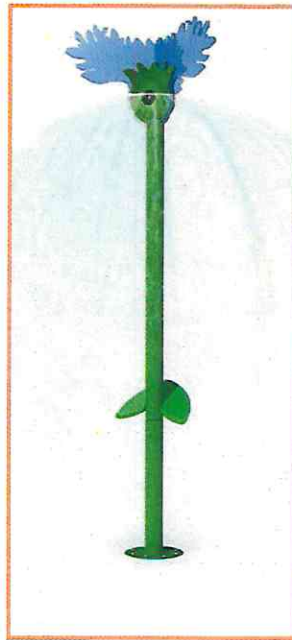
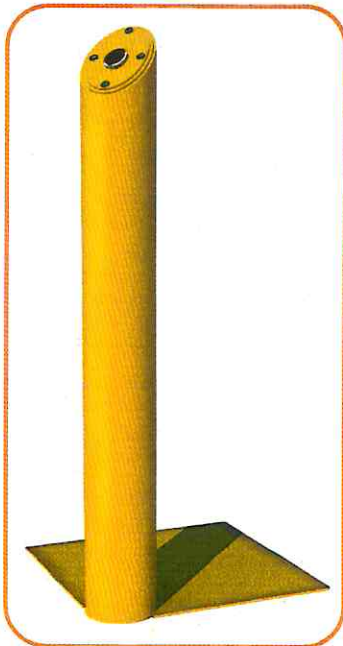
Other items that were worked on in March at Parks, Planning and Maintenance Department:

- Injector Pump repairs at The Club mechanical pit for all aquatic systems.
- Thorguard was installed and tested for startup
- RPZ installation began to be ready to turn water on in parks when ground temperatures gets to adequate levels

- Park cleanups of trash and branches
- Filter changes
- Elevator repairs at Vogelei and TC
- GIS Data Cleanup
- Park inventory for GIS
- Property lines mapping in GIS
- Vehicle inspections
- Repairs to all district equipment as needed



Waterplay Sample Park • Eco Activator Park 200.0



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

Initiatives	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.	IP
1st Quarter Comments:	Working with C&M department to keep the page updated with projects that the department is doing.		
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.		IP
	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.	IP
	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.	NB
	Combine our Seed Collection at Charlemagne Park with a Parks Department run educational event of shoreline management and why HEPD maintains the shorelines with native buffer zones.		NB

	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.	IP
	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.	IP
1st Quarter Comments:	Tree sapling planting is scheduled for April 26 th along with a tree planting event. Volunteer park cleanup day is schedule for May 18 th at Black Bear, Huntington and Victoria. One boy scout event took place in February with another schedule for April 11 th and the final event on May 15 th .		
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.	NB
1st Quarter Comments:	These are the meeting for new playground designs for 2020 and will occur in late summer to early fall.		
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.	C
1st Quarter Comments:	Event is scheduled for Thursday evening the 11 th of April. We have a boy scout troop completing the project.		

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Initiatives	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.	IP
1st Quarter Comments:	Compensation for employees is complete and monitoring the budget is ongoing.		

District Objective 3: Utilize our resources effectively and efficiently

Initiatives	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	IP
	Seascape Hot Water Heater	Installed prior to 5/17/2019	IP
	Resurface Body Slide at Seascape	Complete prior to 5/17/2019	IP
	Resurface Tube Slide at Seascape	Complete prior to 5/17/2019	IP
	Seascape Pool Joints and Wall Repairs	Complete prior to 5/17/2019	NB
	Willow Park Playground	Complete prior to 4 th Quarter	IP
	Willow Park Passive Area	Complete prior to 4 th Quarter	IP
	Willow wall and door repairs	Complete by end of third quarter	NB
	Ice – Repairs to underfloor heat system and structures	Complete by 9/15/2019	IP
	Community Park Splash Pad	Complete by 7/1/2019	IP
	Community Park Playground	Complete by 7/1/2019	IP
	Community Park Asphalt Games Area	Complete by 7/1/2019	NB
	Triphahn Center North Roof Replacement	Complete by 4 th quarter	IP
South Ridge Community Park & Splash Pad	Complete in 2019	IP	

1st Quarter Comments:	All IP items are in the planning stage except for the ice project, roof project and Seascape Hot Water which are all in the construction phase.		
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).		IP
1st Quarter Comments:	Completed for the January, February and March.		
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.	IP
1st Quarter Comments:	Completed for January, February and March.		
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.	IP

1st Quarter Comments:	Parks staff has had two trainings with the vendor and has one more to schedule with vendor for parks staff and a representative from the business department. After this we will work together to implement.		
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	NB
1st Quarter Comments:			
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.	IP
1st Quarter Comments:	Kyle Wozny is working with staff to make sure items are current and 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.	IP
1st Quarter Comments:	In the first quarter, we have had parks staff serve as custodial to cover shifts, ice maintenance members work at Bridges to help with setups and bridges maintenance and parks have shared equipment on multiple occasions.		

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Initiatives	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.	IP

1st Quarter Comments:	Burns are still ongoing as the weather has not been in our favor to accomplish as many burns as normal by this time of the year. We are going to work to get them all completed prior to the start of new growth in the native areas.		
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	NB
	Apply Specticle Total (non-selective herbicide) to all landscape beds and tree rings to stop weed growth prior to applying mulch.		NB
1st Quarter Comments:	Process will start once soil temperatures reach at least 55 degrees.		

District Objective 2: Utilize best practices

Initiatives	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.	IP
	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	NB
	Continue installing new-engineered mulch in playgrounds; add an additional three parks to our yearly schedule of eight parks.	Complete by end of second quarter.	NB
1st Quarter Comments:	Natural burns and mowing shorelines is part of the process for controlling invasive weeds and this has been ongoing since the beginning of March.		
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	IP
1st Quarter Comments:	With the leaks this winter at seascape we actually had to blow the lines again and were able to confirm that the lines are clear. Process will start again in May.		

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	NB
1st Quarter Comments:			
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.	IP
1st Quarter Comments:	Unwanted plants have been removed from landscapes, islands have been mulched and new ground cover plants have been purchased.		
Gain Arboretum Status at designated parks.	Through ArbNet locate and tag all the different species of trees at Voegelei 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.	NB
1st Quarter Comments:			

District Objective 3: Advance environmental and safety awareness

Initiatives	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.	NB
1st Quarter Comments:			

Employee Training	All employees will be trained on specific job related task.	Complete within 30 days of employment.	IP
1st Quarter Comments:	A program for seasonal staff members has been develop and training is going to take place on April 10th.		
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	IP
1st Quarter Comments:	Safety meetings are ongoing all year long.		

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Initiatives	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.		IP
1st Quarter Comments:	This is a constant task of keeping employees up to speed on new equipment and techniques within their jobs. Employees have attended specialized classes and will continue to receive training. Outside education and internal training is being documented.		
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.	IP
1st Quarter Comments:	We have had two full time staff meetings within the department so far in 2019 to discuss upcoming projects and how everyone plays a part. The TC upgrades to the fitness center were completing by four departments from the Parks Division.		

District Objective 3: Promote continuous learning and encourage innovative thinking

Initiatives	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.	IP
1st Quarter Comments:	Staff has attending the following events through the first quarter: IAPD, Epply Institute, Great Lakes Park Maintenance, Illinois Landscape Conference, Bids and Contracts Seminar, GIS seminar, and Energy Savings. Staff is ahead of the pace for attending the goal of two outside events.		
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.	NB
1st Quarter Comments:			
Evaluate and update succession plan.	Plan out upcoming retirements and possible promotions.	Complete by fourth quarter.	IP
1st Quarter Comments:	Mark Schwartz recently retired. We have three full time staff members that are looking to retire in 2020 and are currently working with them on planning for their retirements.		