



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, JULY 16, 2019  
7:10 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - June 18, 2019
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Highland Park Playground / M19-068
  - B. Parks, Planning & Maintenance Report and 2Q Goals / M19-067
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  
June 18, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on June 18, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Kinnane, Commissioner R. Evans, Comm Rep Aguilar, Bettencourt, Friedman, Poeschel, Sernett

Absent: Comm Rep Friedman

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

Audience: Commissioners Kilbridge, McGinn, K. Evans; Comm Reps Macdonald, Wilson, Wittkamp, Dressler, (7:25 p.m.), Henderson (7:15 p.m.), Neel (7:25 p.m.).

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Commissioner R. Evans made a motion, seconded by Comm Rep Sernett to approve the May 21, 2019 minutes of the meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. **Fitness Challenge Course South Ridge Park /M19-063:**

Director Hugen reviewed the item noting that this would be in addition to the items covered by the OSLAD grant. He reviewed the bids put in by Burke and Game Time noting that Schaumburg had the fitness course by Game Time just miles away. He also explained that the Burke equipment used an app and that they were also offering a \$25,000 grant towards this course.

Commissioner R. Evans asked how long the course was in Schaumburg and it was noted to be 2 years. He expressed concern too about using an electronic scoreboard out of doors.

Commissioner Kilbridge asked about the dimensions and Director Hugen noted that it was 44 feet by 77 feet.

Chairman Kinnane asked about the surface and Director Hugen explained that it was artificial turf provided by Perfect Turf.

Commissioner K. Evans asked about Fabbrini Park and Director Hugen explained that it was a different system; adult fitness through the National Fitness Court and about 32 feet by 38 feet.

Executive Director Talsma explained that they had 2 grants from National Fitness and could use one at Fabbrini for the court and another possible at South Ridge as an additional amenity.

Commissioner K. Evans noted that they could look at other parks and Executive Director Talsma suggested Westbury or Huntington as alternatives.

Commissioner K. Evans asked about branding and Director Hugen explained that they could, but there would be an additional cost. Commissioner K. Evans suggested a sponsor for the branding cost.

Executive Director Talsma noted that the district had hired a new Sponsorship and Advertising Manager that should bring new ideas to the district.

Chairman Kinnane asked about bleachers and Director Hugen explained that they had benches but could look at the bleacher idea.

Comm Rep Sernett asked about upkeep of the equipment and Director Huguen explained that the district had three certified playground specialists that would continue to inspect the equipment. She also asked about warranty and Director Huguen explained that if the manufacture signs off on the installation that there was a one year warranty on the structure.

Comm Rep Macdonald asked about the 35% and Director Huguen noted that it was a standard percentage to determine cost of installation.

Comm Rep Poeschel made a motion, seconded by Comm Rep Aguilar to recommend the board approve the purchase of South Ridge Fitness Challenge course of Burke equipment through Play Illinois for \$109,277.00. The motion carried by voice vote.

B. RTU repair at the Club/ M19-064:

Executive Director Talsma reviewed the item noting that it was an unbudgeted expense. Director Huguen explained that it was the largest RTU the district owned and would cost \$45,000 to replace plus installation and the cost of 2 cranes.

Executive Director Talsma explained that the repair would leave only the coils as original and if they needed to be replaced, both would still cost less than the replacement of the unit.

Commissioner R. Evans asked about the GIS date and Director Huguen noted that the replacement of the heating elements earlier moved the GIS date to 2026 and with the replacement of the compressors that date would then move to 2035.

Comm Rep Sernett asked about the funds from the Capital Fund and should the district have a contingency fund for these repairs and Executive Director Talsma explained that the Capital Fund held appropriate reserves balances to cover this type of unbudgeted repair.

Chairman Kinnane asked if General Mechanical had checked the coils while they were there and Director Huguen noted that they did.

Comm Rep Macdonald asked about rebates and it was noted that there would not be any.

Comm Rep Sernett made a motion, seconded by Comm Rep Poeschel to recommend the board approve the repairs to the RTU#1 at the Club for a cost not to exceed \$20,000. The motion carried by voice vote.

C. Parks, Planning & Maintenance Report/M19-062:

Director Hugen reviewed the item noting that MN Ice removed the mats earlier that day as well as pooling water. He noted that if everything checked out, they are on schedule to install the new rink surface.

Director Hugen explained that the new slides at Seascapes were bright; that the installation of Willow and Community Park playgrounds was delayed due to the wet weather.

Commissioner McGinn asked how deep the permafrost had been and Director Hugen noted in some areas it was 16 feet deep.

Chairman Kinnane asked about the MWRD and it was noted to be the Metropolitan Water Reclamation District.

Comm Rep Sernett made a motion, seconded by Comm Rep Poeschel to send the PPM Report M19-062 to the board as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Sernett noted that the parks department was doing a great job researching and repairing all items.

Comm Reps Aguilar and Poeschel agreed.

8. **Adjournment:**

Commissioner R. Evans made a motion, seconded by Comm Rep Aguilar to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary

**MEMORANDUM NO. M19-068**

**TO: B&G Committee**  
**FROM: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**RE: Highland Park Playground**  
**DATE: 7/3/2019**

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**Background:**

In April of 2019 the Board of Commissioners approved to have Highland Park removed due to safety concerns. The playground has been fenced off since that approval was granted. Staff held a community meeting at Highland Park, where a conceptual plan was presented. Nine members of the community were present at the meeting and voiced their concerns and provided great information on what they wanted to see in the park.

**Implications**

Staff took the notes from the community meeting and developed a final plan to take out quote with playground manufactures. The final plans for Highland Park include replacing the Tot play 2-5 year old feature, removing the 5-12 year old feature and replacing with a standalone climber feature for 5-12 year olds (requested by members of the community) and refurbishing the existing swings that are currently at Highland Park.

The retaining walls and concrete walks that are located outside the playground must be removed due to safety issues and no longer in ADA compliance. These areas will be replaced with proper drainage soils and grass that slopes to the existing pond. The landscape wall that serves as the fishing wall will also be removed and rebuilt as it has fallen into the pond and the residents really enjoy the fishing area.

Highland Park is unbudgeted for 2019 and will need to come from Capital Reserves Fund. HE Parks staff will be completing the entire project in house at Highland Park. We would be purchasing the playground directly from the vendor and separately getting all necessary equipment and materials to complete the park. Three vendors have submitted proposals for the playground and they are listed below.

Team Reil (Miracle Playgrounds) \$18,693

Cunningham Recreation (GameTime) \$18,438.33

Zenon \$29,200

Guidelines were set for the 2-5 structure and for the standalone 5-12 structure. All three 2-5 year old playgrounds have the same structures quoted, are completely comparable and met our standards.

For the 5-12 standalone structure we are asking for a piece of equipment that has 3 different climbing aspects. Photos are included of Team Reil and Cunningham Receptions standalone units as they have comparable prices, but Team Reil's structure has 3 sections of climbing bars, monkey bars and orbs, while Cunningham is a monkey bar system that can be climbed in two different ways. Staff feels that Team Reil features best fits our guidelines and what the residents were asking for at the public meeting. Therefore the additional \$254.67 is a worthwhile investment.

## **Recommendation**

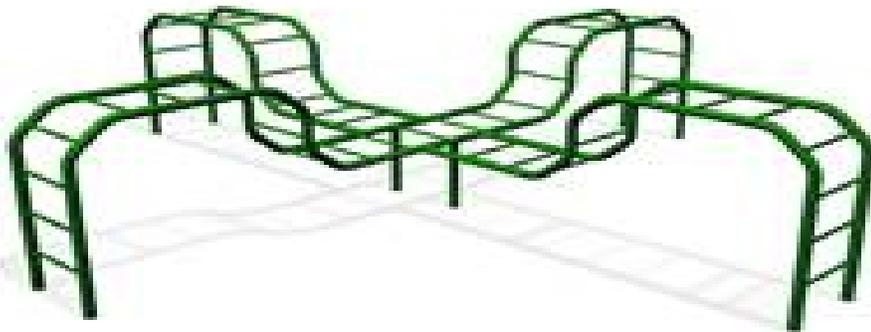
Staff is recommending that the B&G committee recommend to the full board the purchase of playground equipment FOR Highland Park from Team Reil for \$18,693 and an additional \$11,307 for installation and restoration for a total Project cost of \$30,000.

## **Stand Alone Equipment:**

### **TEAM REIL**



### **CUNNINGHAM RECREATION**



**Memorandum M19-067**

**To: B&G Committee**  
**From: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**RE: Parks, Planning & Maintenance June Board Report**  
**Date: 7/3/2019**

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**ICE RINK**

Minnesota Ice was on property to remove all of the heating system. All coils were removed, cleaned and packed up to head to another job site. Once the coils were all removed Minnesota Ice employees began shooting elevations to see if our concrete sub floor had settle at all or stayed in place. After the initial readings were completed the concrete subfloor had settle about 8 inches, which is how much it had heaved. This is positive for the rink rebuild; the only question that remains is how much water is in the soil below the sub floor.

Once the heating system was removed, the contractor began cutting the concrete and exposing the underfloor pipes for both rinks. Both rinks have had all underground pipes exposed in some capacity and are currently ready for removal. As of today (7/2/2019) the consultant has just received the soils report, final elevations, and moisture readings. The consultant is currently developing the exact direction that we will take moving forward and once that is completed Minnesota Ice will be back on property to continue the construction. I spoke with representation today (7/2/19) from Minnesota Ice and they confirmed that we are still on schedule to have the rink ready on time.

**TC NORTH ROOF**

The flush seam sheet metal wall panels and associated flashings on the low vertical walls have been completed. This process involves hat channels being fastened to the wall framing through fiberglass thermal spacers and the walls being insulated with 2 inch mineral wool insulation as specified. The insulation was notched to accommodate the thermal spacers. The contractor and the consultant are currently working on finalizing submittals for the remaining sections.

**COMMUNITY PARK SPLASH PAD**

The entire Parks, Planning and Maintenance department worked hard this past month on the splash pad at Community Park. The old playground that was for kid's fitness and all existing concrete was removed by the construction team. The grading for the new concrete, the splash pad and the open grass area was completed by the parks grounds team and the aquatic and building team were responsible for the layout of the splash pad, all the plumbing, electrical and drainage. The splash pad opened on 6/28/2019.



## **WILLOW PARK & COMMUNITY PARK**

Georges Landscapes was able to start the install at Willow Park this past month. The wet spring weather had kept them away as they are running about a month behind schedule. All play features have been installed as of 7/2/2019. They are currently working on the drainage, concrete for the ADA section and filling the park with engineered wood fibers. We anticipate opening this park (with good weather) on 7/13/2019.

Park District staff will begin work on the basketball court next week with plans to paint the concrete and add games such as four square and hop scotch to the court.

On the opposite side of the street, all the old asphalt has been removed, loads of topsoil were brought in and staff has graded that area for seed. All turf areas will be restored and old safety town will be seeded to open green space.

Once the playground is completed at Willow, the contractor will then move to Community to install that playground; it appears to be the week of July 15<sup>th</sup>.

## **PLAYGROUND MULCH**

We hate to keep blaming Mother Nature but another area that the construction and playground crew was behind on was adding mulch to designated parks. This practice is usually completed in May prior to school getting out but this year it happened in June. The following parks received new mulch this past month: Brittany, Charlemagne, Fabbrini, TC, Poplar, Locust, Canterbury, Tall Oaks, Evergreen, The Club and Hunters Ridge. We will still be topping off Black Bear, Lincoln, Maple and Cipri.

## **PARK GROUNDS**

The Parks Grounds team spent the month catching up on mowing areas that were unable to be cut this year. Having to mow certain areas at a higher mowing height and then come back and mow at our preferred height of 3 inches. This was an endless effort by our team and the mechanic crews who had to pull mowers from being stuck at the following parks: Seminole, Valley, Willow, Lincoln, Douglas, Sycamore, Kingston, Huntington, Birch and Victoria. This has become a reoccurring theme the last couple of years with the some of the parks listed above. Staff has begun putting plans together to maintain these properties and detention areas more efficiently. We are looking into renaming some parks as basins and maintaining them at different mowing heights. Once we have completed our research, a memo will be presented to the B&G Committee.

## **OTHER**

Other items that were worked on and/or completed in June at Parks, Planning and Maintenance Department:

- Drinking fountain repairs at South Ridge, Olmstead, Field and Huntington
- RTU 1 at The Club investigation and scheduling of repairs
- All new LED lights were installed in the gym at TC
- Aerator at Chestnut Park was repaired and is now working again
- Hot water tank at TC North side was leaking and repaired same day that leak was discovered, resulting in no hot water on the north side for only 8 hours
- Earth work and concrete framing for the National Fitness Court at Fabbrini
- Playground Checks
- Repairs to equipment at Bo's Run and Freedom Run
- Tree removals and cleanup from recent storms
- Regular athletic mowing and game setup
- New infield mix installed at Cannon and Fabbrini ballfields
- Vehicle inspections
- Repairs to all district equipment as needed

**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**

<b>Initiatives</b>	<b>Performance Measures</b>	<b>Action Plan</b>	<b>Status</b>
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
1 <sup>st</sup> Quarter Comments:	Working with C&M department to keep the page updated with projects that the department is doing.		
2 <sup>nd</sup> Quarter Comments:	<b>Continue to work with C&amp;M on updating our page.</b>		
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.		C
	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.	C
	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 <sup>st</sup> for C&M department to advertise the event.	IP
	Combine our Seed Collection at Charlemagne Park with a Parks Department run educational event of shoreline management and why HEPD maintains the shorelines with native buffer zones.		C

	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.	C
1 <sup>st</sup> Quarter Comments:	Tree sapling planting is scheduled for April 26 <sup>th</sup> along with a tree planting event. Volunteer park cleanup day is schedule for May 18 <sup>th</sup> at Black Bear, Huntington and Victoria. One boy scout event took place in February with another schedule for April 11 <sup>th</sup> and the final event on May 15 <sup>th</sup> .		
2 <sup>nd</sup> Quarter Comments:	<b>Sapling planting took place at Black Bear along with a volunteer tree planting on at Vogelei. Park Cleanup took place on May 18<sup>th</sup> during kids to park day. Boy scout dens completed the seed bombing at Charlemagne and garden planting at Vogelei. Queen Annes Lace removal is set for July 18<sup>th</sup> at Black Bear Park.</b>		
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.	IP
1 <sup>st</sup> Quarter Comments:	These are the meeting for new playground designs for 2020 and will occur in late summer to early fall.		
2 <sup>nd</sup> Quarter Comments	<b>Public meeting for Highland Park was held at highland Park and had good attendance from six neighboring homes.</b>		
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
1 <sup>st</sup> Quarter Comments:	Event is scheduled for Thursday evening the 11 <sup>th</sup> of April. We have a boy scout troop completing the project.		
2 <sup>nd</sup> Quarter Comments:	<b>Event was completed with around boy scouts that made the seed bombs with seeds they had collected from the fall, mixing them with clay and forming seed bombs to throw back into the shoreline at Charlemagne.</b>		

**DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP**

**District Objective 1: Achieve annual and long range financial plans**

<b>Initiatives</b>	<b>Performance Measures</b>	<b>Action Plan</b>	<b>Status</b>
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
1 <sup>st</sup> Quarter Comments:	Compensation for employees is complete and monitoring the budget is ongoing.		
2 <sup>nd</sup> Quarter Comments:	Staff meets bi-weekly to discuss budget and forecast.		

**District Objective 3: Utilize our resources effectively and efficiently**

<b>Initiatives</b>	<b>Performance Measures</b>	<b>Action Plan</b>	<b>Status</b>
Utilize best practices to maximize capital expenses.	VOG Outdoor Unit #2	Quotes in 1 <sup>st</sup> quarter for 2 <sup>nd</sup> quarter install	IP
	Seascape Hot Water Heater	Installed prior to 5/17/2019	C
	Resurface Body Slide at Seascape	Complete prior to 5/17/2019	C
	Resurface Tube Slide at Seascape	Complete prior to 5/17/2019	C
	Seascape Pool Joints and Wall Repairs	Complete prior to 5/17/2019	C
	Willow Park Playground	Complete prior to 4 <sup>th</sup> Quarter	IP
	Willow Park Passive Area	Complete prior to 4 <sup>th</sup> 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	IP
Triphahn Center North Roof Replacement	Complete by 4 <sup>th</sup> quarter	IP	
South Ridge Community Park & Splash Pad	Complete in 2019	IP	
1 <sup>st</sup> 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.		

<b>2<sup>nd</sup> Quarter Comments:</b>	<b>VOG outdoor unit #2 has been quoted but not yet installed as unit is still working. Lead time on unit is very minimal so we are pushing the current unit to its life's end so the new unit can get us more years as well. The projects at Willow and Community are in progress, the weather has set these projects back about a month. We anticipate Willow to be finished by Mid-July and Community Playground and asphalt area for Mid-August. The splash pad at community has an expected start date of July 3<sup>rd</sup>.</b>		
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
<b>1<sup>st</sup> Quarter Comments:</b>	Completed for the January, February and March.		
<b>2<sup>nd</sup> Quarter Comments:</b>	<b>Completed for April, May and in progress for June.</b>		
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
<b>1<sup>st</sup> Quarter Comments:</b>	Completed for January, February and March.		
<b>2<sup>nd</sup> Quarter Comments:</b>	<b>Completed in April and May.</b>		
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 <sup>th</sup> quarter.	IP
<b>1<sup>st</sup> Quarter Comments:</b>	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.		
<b>2<sup>nd</sup> Quarter Comments:</b>	<b>Final training is set for July 9<sup>th</sup> with Parks and Business departments.</b>		

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	IP
1 <sup>st</sup> Quarter Comments:			
2 <sup>nd</sup> Quarter Comments:	<b>We are set to meet with our current consultants (WJE) on upcoming projects and timeline in July.</b>		
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
1 <sup>st</sup> Quarter Comments:	Kyle Wozny is working with staff to make sure items are current and up to date.		
2 <sup>nd</sup> Quarter Comment:	<b>Updated assets list have been sent to staff for updating all assets and are due back to parks department by July 1<sup>st</sup> for budgeting process.</b>		
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
1 <sup>st</sup> 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.		
2 <sup>nd</sup> Quarter Comments:	<b>Parks department continue to share equipment with Bridges maintenance and using staff to cover shifts throughout the district.</b>		

**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 <sup>nd</sup> quarter.	C

1 <sup>st</sup> 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.		
2 <sup>nd</sup> Quarter Comments:	<b>Due to weather restriction staff had to create a priority list of park land to be burned. All of the parks on the adjusted list were completed.</b>		
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	C
	Apply Specticle Total (non-selective herbicide) to all landscape beds and tree rings to stop weed growth prior to applying mulch.		IP
1 <sup>st</sup> Quarter Comments:	Process will start once soil temperatures reach at least 55 degrees.		
2 <sup>nd</sup> Quarter Comments:	<b>Fertilization to park land is complete and herbicide applications to landscapes beds will be ongoing through the fall.</b>		

**District Objective 2: Utilize best practices**

<b>Initiatives</b>	<b>Performance Measures</b>	<b>Action</b>	<b>Status</b>
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 <sup>st</sup>	C
	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.	C
1 <sup>st</sup> 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.		

<b>2<sup>nd</sup> Quarter Comments:</b>	<b>Natural area management is a yearlong process of identifying invasive species and removals and will be ongoing through the fall. All ballfields have been fertilized for the year along with first round of herbicide applications. EWF is currently being installed into parks throughout the district and will be finished by July 3<sup>rd</sup>. The parks that receive mulch is based on our park inspections.</b>		
Preventative maintenance checks at Seascap Family Aquatic Center prior to opening dates.	Continue practices of checking piping and water flow at Seascap.	Complete prior to 5/15/2019	C
1 <sup>st</sup> Quarter Comments:	With the leaks this winter at seascap we actually had to blow the lines again and were able to confirm that the lines are clear. Process will start again in May.		
<b>2<sup>nd</sup> Quarter Comments:</b>	<b>All piping was tested for leaks at seascap prior to opening. All lines were filled with water using city pressure and left in the lines for two days. After two days the lines were all still completely full, after this process that water was drained through all the lines and complete cleaning process started before filling the pool.</b>		
Continue the new shutdown procedure at Seascap 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	<b>NB</b>
1 <sup>st</sup> Quarter Comments:			
<b>2<sup>nd</sup> Quarter Comments:</b>	<b>Shut down process will take place in September.</b>		
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.	C
1 <sup>st</sup> Quarter Comments:	Unwanted plants have been removed from landscapes, islands have been mulched and new ground cover plants have been purchased.		
<b>2<sup>nd</sup> Quarter Comments:</b>	<b>At TC the north entrance island have been planted with lily turf (material that will completely fill the island in two years allowing us to remove the mulch. The main entrance island was planted with a variety of plants that are hardy to salt damage and will fill that island as well. TC is being used our test site to begin the process of removing mulch areas in parking lots. This is to avoid runoff of mulch into drains lines.</b>		

Gain Arboretum Status at designated parks.	Through ArbNet locate and tag all the different species of trees at Vogelei 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 <sup>th</sup> quarter.	<b>IP</b>
1 <sup>st</sup> Quarter Comments:			
2 <sup>nd</sup> Quarter Comments:	<b>ID has begun and once completed a list of new species needed will be complied prior to submittal.</b>		

**District Objective 3: Advance environmental and safety awareness**

<b>Initiatives</b>	<b>Performance Measures</b>	<b>Action</b>	
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 <sup>th</sup> quarter.	<b>IP</b>
1 <sup>st</sup> Quarter Comments:			
2 <sup>nd</sup> Quarter Comments:	<b>We are looking at working with them on our queen annes lace and seed collection events.</b>		
Employee Training	All employees will be trained on specific job related task.	Complete within 30 days of employment.	C
1 <sup>st</sup> Quarter Comments:	A program for seasonal staff members has been develop and training is going to take place on April 10th.		
2 <sup>nd</sup> Quarter Comments:	<b>All staff has been trained.</b>		
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	<b>IP</b>
1 <sup>st</sup> Quarter Comments:	Safety meetings are ongoing all year long.		
2 <sup>nd</sup> Quarter Comments:	<b>Safety meetings are ongoing all year long.</b>		

**DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

**District Objective 1: Develop leadership that ensures workforce readiness**

<b>Initiatives</b>	<b>Performance Measures</b>	<b>Action</b>	<b>Status</b>
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
1 <sup>st</sup> 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.		
2 <sup>nd</sup> Quarter Comments:	<b>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.</b>		
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
1 <sup>st</sup> 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 completed by four departments from the Parks Division.		
2 <sup>nd</sup> Quarter Comments:	<b>Staff held their third full time staff meeting. Complete department goals are being meet with cooperation from all departments to achieve task. All departments have played a role in playground removals and the community park splash pad.</b>		

**District Objective 3: Promote continuous learning and encourage innovative thinking**

<b>Initiatives</b>	<b>Performance Measures</b>	<b>Action</b>	<b>Status</b>
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

1 <sup>st</sup> 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.		
2 <sup>nd</sup> Quarter Comments:	<b>Staff has attended two MIPE meetings in this past quarter.</b>		
Build a strong working culture to allow innovative thinking.	Conduct two Parks Division team building events.	Complete by end of 2 <sup>nd</sup> and 4 <sup>th</sup> quarters.	<b>IP</b>
1 <sup>st</sup> Quarter Comments:			
2 <sup>nd</sup> Quarter Comments:	<b>Dates are set for Parks division team building events in late June and early Fall.</b>		
Evaluate and update succession plan.	Plan out upcoming retirements and possible promotions.	Complete by fourth quarter.	IP
1 <sup>st</sup> 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.		
2 <sup>nd</sup> Quarter Comments:	<b>Marks Schwartz was replaced by Steve Bessette and we are currently accepting applications for Steve's old position of Turf Manager.</b>		