



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

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - September 10, 2019
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. The Club at Prairie Stone Capital Plan / M19-097
 - B. Fertilizer and Chemical 2020 Early Order Bid / M19-099
 - C. Parks, Planning & Maintenance Report and 3Q Goals / M19-098
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 847-885-7500 with at least 48 hours' notice.



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**MINUTES
BUILDING AND GROUNDS COMMITTEE
September 10, 2019**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Meeting was held on September 10, 2019 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Bettencourt

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen

Audience: President Kaplan, Commissioner Kilbridge, K. Evans, McGinn, Chhatwani, Comm Rep Wilson, Macdonald, Wittkamp

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Friedman made a motion, seconded by Comm Rep Poeschel to approve the minutes of the July 16, 2019 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. 2020-2024 CMP Finalized/M19-089:

Executive Director Talsma reviewed the item thanking C&M Manager Burgess for the excellent job on the graphics for this report. He noted that the goal was to have this information available for the October Budget process and that after the board approves the final report, it would be available to all on the web site.

He noted that staff, the Forward Planning Committee and board had done a terrific job.

Comm Rep Sernett made a motion, seconded by Commissioner R. Evans to recommend the board approve the 2020-2024 Comprehensive Master Plan as presented. The motion carried by voice vote.

B. Balanced Scorecard/M19-090:

Executive Director Talsma reviewed the item noting that Director Hopkins had provided the graphics for the scorecard and that it was a snap shot look at the district.

Comm Rep Wilson asked about the drop in tennis participation and the correlation of a popular instructor that had left the program. It was noted that the instructor was still with 1st Serve but not as an instructor but that he had worked up through the beginning of 2019.

Commissioner K. Evans noted that offering a program did not cost the district money. Executive Director Talsma noted that in this instance, staff would have reserved the courts for lessons rather than renting them out as well as staff time to cancel programs.

Comm Rep Aguilar made a motion, seconded by Commissioner R. Evans to recommend the board approve the Balanced Scorecard of 2019 2nd Quarter. The motion carried by voice vote.

C. Parks, Planning & Maintenance Report/M19-088:

Director Hugen reviewed the item updating the work on the ice rink. He noted that they would be pouring concrete next week and it would take 28 days to cure; take 30 trucks of concrete pouring about 12 minutes apart. He explained that they would have more information on rink 2 repairs during that time.

President Kaplan asked if the cold tubing was uninterrupted and Director Huguenot noted cold and hot were uninterrupted.

Comm Rep Sernett asked about the plastic being used and Director Huguenot noted that it was a standard 5ml moisture barrier that would not be placed against the pipes.

Chairman Kinnane asked if everything met Stantec's approval and it was noted that it did. Commissioner McGinn asked about the timing and it was noted that the project was still on time.

Commissioner K. Evans asked how hot the pipes got and Director Huguenot noted they could be up to 120 degrees.

Commissioner R. Evans asked about all the reps to be present at the pouring and Director Huguenot noted that it was standard procedure. He explained that there would be an independent contractor, a rep from Minnesota Ice, engineering, Owner (HEPD), and the concrete company doing the pour.

Commissioner R. Evans made a motion, seconded by Comm Rep Poeschel to send the PPM Report M19-088 to the board as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Commissioner R. Evans asked about the responses to the tennis emails and Executive Director Talsma noted that they had been sent the form letter agreed upon by the board. He noted that there had been 4-5 emails and none had responded any further.

Comm Rep Aguilar noted that he like the Balanced Scorecard presentation

Comm Rep Sernett thanked staff for answering her questions.

Chairman Kinnane reminded everyone of the Village's 60th anniversary any encouraged everyone to attend.

8. **Adjournment:**

Comm Rep Friedman made a motion, seconded by Comm Rep Aguilar to adjourn the meeting at 7:22 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma, Secretary
Peg Kusmierski, Recording Secretary

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM # 19-097

To: Buildings & Grounds Committee
From: Craig Talsma, Executive Director
Brian Bechtold, Director of Golf & Facilities
Dustin Hugen, Director of Parks, Planning & Maintenance
Date: October 15, 2019
Re: The Club at Prairie Stone Capital Plan

Background

Staff has finalized the preliminary capital plan for renovations for the Club. This will include a major renovation to the tennis court area to provide much needed additional program and weight training space for the Club, as well as an indoor turf area for rentals and programming. This project will be completed in two phases with Phase One starting in January 2020 and Phase Two in the spring/summer of 2021. The major component of Phase Two is the replacement of the lockers that were originally scheduled five years ago per GIS.

2020 Phase One will include:

Renovation Enhancement Capital Items for 2020

- Court 1 Conversion to Multipurpose Turf:
This will include resurfacing court one to turf to provide a multipurpose training and rental space.
- Court 2 Conversion to Strength Zone:
This will include resurfacing court two to sport flooring, with relocating all free weights and strength training equipment along with adding additional power racks and strength equipment. We will also repurpose the Synergy 360 Machine to this area for maximum exposure and use.
- Court 3 Conversion to Functional Fitness Zone:
This will include resurfacing court three with turf along with adding state-of-the-art equipment and a sound system. This will allow us to offer specialized small group HIIT classes along with Speed and Agility fee-based classes. These classes will be in addition to our complimentary group fitness classes.
- Group Fitness Studio #2:
This will include resurfacing the current free weight room with wood to create an additional studio to enhance our mind and body classes along with giving us the flexibility for new classes and programs to our Group Fitness schedule.
- Enhancement of Kids Club:
This will include the enhancement of the current area to make a more inviting space for all ages.
- Women's Workout Zone:
This 525 sf area will consist of dedicated stretching area and a few small fitness machines.

Additionally, during 2020 the scheduled GIS carpet replacement is budgeted in the Capital Fund.

2021 Phase Two will include:

- Locker Room Renovations:
This will include replacing all lockers in both Men’s and Women’s club lockers with personalized lock codes. We will also be updating the community locker rooms as part of this renovation.
- Indoor amenities:
Including batting cages for the turf area.
- Outside Fitness Zone:
This will be located off the Functional Fitness Zone. This fitness zone will give our members a place to exercise outside in a unique setting along with additional programming to include outdoor classes.

Implications

Staff is currently looking at grants to assist with this renovation project. We do have one potential grant this project will qualify for and staff will be submitting the application towards the end of the year. This grant has the potential to provide up to 75% of the project budget, if awarded. As this project is not contingent upon receiving a grant, the below chart is a complete budget breakdown of the two-year phase renovation.

2020 Capital Enhancement Project Budget

Court 1 & 3 Turf	\$110,000.00
Court 2 Rubber Sport Flooring	\$70,000.00
General Construction Costs (Doors, Mirrors, Walls, Painting)	\$35,000.00
AV Equipment & Sound Damping	\$60,000.00
Equipment Functional	\$75,000.00
Equipment Strength	\$75,000.00
Women’s Workout Area	\$10,000.00
Kids Club	\$10,000.00
Wood Flooring replacement in existing free weight room	<u>\$30,000.00</u>
Total	\$475,000.00
Contingency	<u>\$25,000.00</u>
Total Capital Budget	\$500,000.00

2021 Capital Enhancement Project Budget

General Construction Costs (Doors, Windows, Walls, Painting)	\$30,000.00
Outdoor Fitness Court	\$70,000.00
Locker Room	\$425,000.00
Batting Cages For Multipurpose Zone	<u>\$25,000.00</u>
Total	\$550,000.00

Staff Recommendations

Staff recommends that the B&G Committee recommend to the Board to include the Phase One of the Club renovation project in an amount of \$500,000 as part of the 2020 District annual budget.

MEMORANDUM NO. M19-099

TO: Buildings & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning and Maintenance
Brian Bechtold, Director of Golf & Facilities
RE: Fertilizer and Chemical 2020 Early Order Bid
DATE: October 15, 2019

Background:

Bridges of Poplar Creek Country Club has been participating in a Fertilizer and Pesticide Early Order Program that allows for the purchasing of items at special pricing and to obtain rebates once certain prices have been reached. Over the past couple years we have combined this purchasing with that of parks maintenance to receive even more incentives. Early Order Programs start in October and run through January; the best discounts and rebates are applied when it's agreed to purchase in October with January delivery and payments. Over the years, Bridges of Poplar Creek Country Club and the Parks Department have been using different combinations of products to keep the golf course in the best possible playing conditions, and to keep the parks safe and usable for our residents. The strategy has proven successful for us.

Implications:

At the time of bid opening, staff received bids from five vendors all of which met standards for the bid. The bids received represent prices broken down per case or bag for each product. Staff has determined that the following breakdown per item and vendor is the best available price for the district.

Category	Product	Size	Advance Turf Solutions	Chicago Land Turf	Site One	Arthur Clesen Inc.	BTSI
Nutrients	12-Iron Chelated	case 2x2.5 gal	No Bid	\$61.76	\$41.90	No Bid	\$80.00
Herbicide	2-D	case 2x1 gal	No Bid	\$167.77	\$172.90	\$172.00	\$175.50
Nutrients	43-0-0 Shaws Surf 6	bag 50#	No Bid	\$37.29	No Bid	No Bid	\$34.00
Wetting Agent	Alypso	case 2x2.5 gal	\$284.06	\$385.15	No Bid	\$385.15	No Bid
Nutrients	Anderson 25-0-3 (Rough grade)	bag 50#	No Bid	\$14.95	No Bid	No Bid	No Bid
PGR	Anew	case 4x1.5#	\$426.60	\$426.60	\$426.60	\$426.66	\$426.60
Herbicide	Barricade 4FL	case 2x1 gal	No Bid	\$286.00	\$286.00	\$143.00/gal	No Bid
Fungicide	Briskway	case 2x1 gal	No Bid	\$2,710.00	\$2,710.00	\$2,710.00	No Bid
Fungicide	Chlorothalonil	case 2x2.5 gal	\$270.00	\$200.00	\$216.00	\$189.00	\$220.00
Fungicide	Dac Action	case 2x2.5 gal	No Bid	\$405.00	\$405.00	\$405.00	No Bid
Herbicide	Defendor	jug 1 qt	\$184.00	\$184.00	\$184.00	\$184.00	\$184.00
Nutrients	Foltec SG Minors	case 10 x2.25#	No Bid	\$209.00	No Bid	\$209.00	No Bid

Nutrients	Foundation 40	case 2x2.5 gal	\$525.00	No Bid	No Bid	No Bid	No Bid
Herbicide	Glyphosate	case 2x2.5 gal	\$120.00	\$90.00	\$68.50	\$69.00	No Bid
Nutrients	Hydra-Fense	case 2x2.5 gal	No Bid	No Bid	No Bid	No Bid	\$200.00
Nutrients	Hydra-Kace	case 2x2.5 gal	No Bid	No Bid	No Bid	No Bid	\$150.00
Pigment	Jet Black Pond Dye (Powder)	case - 4 cartons	\$270.00	\$239.34	No Bid	\$249.00	Alt
Nutrients	Lesco NOS	bag 50#	No Bid	No Bid	\$21.00	No Bid	No Bid
Fungicide	Lexicon	case 4x21 fl oz	\$2,003.40	\$2,003.40	\$2,003.40	No Bid	No Bid
Herbicide	Lontrel	Bottle qt	\$175.00	\$198.00	\$147.55	\$179.00	\$145.00
Insecticide	Meridian 25 WG	Jug 102 oz	No Bid	\$510.00	\$2,040.00 / 4 x 102 case	\$510.00	No Bid
Aquatic	Phoslock	bag 55#	No Bid	\$182.60	\$182.60	No Bid	\$182.60
Fungicide	Pinpoint	case 4x60 fl oz	\$1,617.00	\$1,617.00	\$1,617.00	\$1,617.00	\$1,617.00
Fungicide	Posterity	Jug 105 fl oz	No Bid	\$1,890.00	\$1,890.00	\$1,890.00	No Bid
PGR	Primo Maxx	case 2x1 gal	No Bid	\$580.00	\$580.00	\$580.00	Alt
Fungicide	Propiconazole	case 2x2.5 gal	\$360.00	\$343.75	\$279.00	\$289.00	\$235.00
PGR	Proxy	case 2x2.5 gal	\$190.00	\$160.00	\$178.00	No Bid	Alt
Herbicide	Quicksilver T&O	8 fl oz bottle	\$140.00	\$179.00	\$630.00	\$157.00	\$154.00
Aquatic	Reward	case 2x2.5 gal	No Bid	\$395.00	\$395.00	\$395.00	No Bid
Aquatic	Seaclear G	bag 20#	No Bid	\$80.80	\$72.10	\$85.00	\$170.00
Fungicide	Secure Action	case 2x2.5 gal	No Bid	\$3,250.00	\$3,250.00	\$3,250.00	No Bid
Supplies	Signal Blue Spray Indicator	case 4x1 gal	\$119.00	\$105.00	No Bid	\$99.00	Alt
Aquatic	SonarOne	pail 20#	\$950.00	\$659.40	\$659.40	\$799.00	\$659.40
Herbicide	Specticide Total	case 4x144 fl oz	\$300.00	\$275.00	\$251.20	\$269.00	No Bid
Supplies	Incide Out Tank Cleaner	case 4x1 gal	\$16 per 32oz Erase Cleaner	\$126.00	No Bid	No Bid	Alt
Fungicide	Tebuconazole	case 4x1 gal	\$340.00	\$272.50	\$254.00	\$266.00	\$250.00
Fungicide	Tekken	Jug 1 gal	No Bid	\$135.00	\$540.00	No Bid	\$135.00
Herbicide	Tenacity	Jug 1 gal	Alternate Submitted	\$775.00	\$775.00	\$775.00	Alt
Fungicide	Tourney	Case 4x5 lb	\$2,854.00	\$2,854.00	\$2,854.00	\$2,854.00	\$2,854.00
Herbicide	Trimec Bent	case 2x2.5 gal	\$135.00	\$205.00	No Bid	No Bid	\$207.00
Pigment	Turf Screen	case 2x2.5 gal	\$450.00	\$530.00	No Bid	No Bid	No Bid
Pigment	Turf Screen Clear	case 2x2.5 gal	\$395.00	\$375.00	No Bid	No Bid	No Bid
Phos Acid	Turf Summer Stress Phiter	case 2x2.5 gal	No Bid	\$109.37	No Bid	No Bid	No Bid
Wetting Agent	TV Siphon	case 2x2.5 gal	No Bid	\$270.00	No Bid	No Bid	No Bid

Herbicide	Vessel	case 2x2.5 gal	No Bid	\$138.23	\$105.56	Alt	Alt
Wetting Agent	Vivax	case 2x2.5 gal	\$383.40	\$364.25	No Bid	\$364.25	No Bid
Nutrients	Worm Power Turf	case 2x2.5 gal	No Bid	\$125.00	No Bid	No Bid	No Bid
Fungicide	Xzemplar	case 2x114 fl oz	\$2,952.60	\$2,952.60	\$2,952.60	No Bid	No Bid

Staff Recommendation:

Staff recommends that the B&G Committee recommend that the Board award the following: (A) Chicagoland Turf for their lowest bid products for the total of \$59,848.55; (B) Arthur Clesen for their lowest bid products for the total \$1,624.50; (C) Site One Landscapes for their lowest bid products for the total of \$5,039.64; (D) Advanced Turf for their lowest bid products for the total of \$7,420.60; and (E) BTSI for their lowest bid total of \$8,677.50.

Memorandum M19-098

To: Buildings & Grounds Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance September Board Report
Date: October 15, 2019

ICE RINK

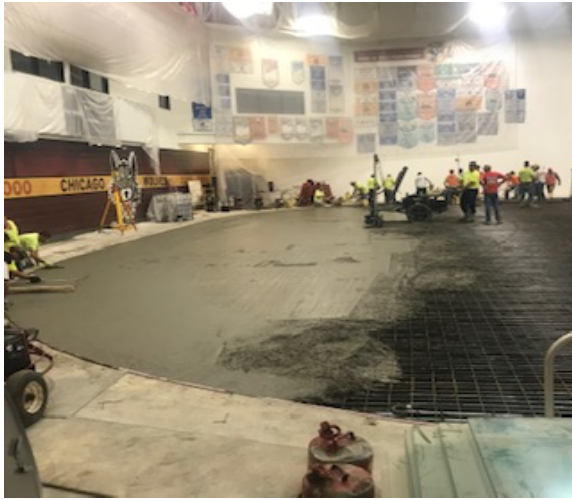
The cold pipe installation started on 9/10/2019 and was completed successfully without disruption. The cold floor was laid on top of the rebar and tied down with hook clamps from the rebar. The pipes were laid down 3 inches on center and connected to the headers placed in the header trench. The pipes were completely installed on the 13th of September and were pressurized that evening. The pipes held at 62 PSI for 72 hours. The concrete pour of the rink began on the 19th of September. A pump truck was placed at the top of the ice maintenance ramp with tubing running down the ramp and into the rink. The contractors had multiple staff to move the pipe runs, move concrete and hand float and edge as they poured. The floor was troweled with a power trowel set up with laser levels to provide the same depth of concrete over top of the cold floor piping. The curing process started on the 20th and will take 28 days to fully cure. Rink 1 had the concrete pour finished on 9/19/2019 and the curing process starting on the 20th.

The rink needed to cure for 14 days in order for equipment use on the rink. Minnesota Ice prepped for the dasher boards to be installed by removing the exposed insulation layer and installing the rubber joint expansion. Rink System, the dasher board company, was onsite on the 5th of October and began laying out the dasher boards and removing old kick plates. The boards are set to be installed prior to 16th, which is when the boards are going to be cleaned.

As part of the Rink 1 renovation project, the existing heat pipe from the mechanical room was repaired going to Rink 2 to allow for the pipes under the rink to be pressure tested. Rink 2 is experiencing the same failures as Rink 1, and staff was hoping the heat system could be repaired to potentially save the rink. Currently the pipes do not hold pressure. The new test after the repair still failed to hold pressure in the pipes for more than two minutes, indicating numerous areas of damaged pipe.

During the Rink 1 renovation staff has located multiple areas where sub floor drainage did not have the correct pitch for water flow, and there are areas where drainage was installed above, instead of below the heat pipes. These errors forced water to raise above the pipes and pool before getting to the drainage. Over an extended period of time, the pooling water caused the pipes to rust from the outside in and corrode and leak. Currently staff is planning to complete rink 2 in 2020 and budget is being work through.





COMMUNITY PARK

With the assistance of Community Representative Linda Dressler we applied for The Placemaking Grant through the Mainstreet Organization of Realtors. We have proposed to install two new bench areas around the splash pad, refurbish the existing shelter and add new tables along with the installation of a Gaga Ball pit in the park. These totals were in the amount of \$7,000 which have all been awarded to Hoffman Estates Park District. Please thank Linda for bringing this to our attention.

TC North Roof

The contractors and the engineers were on site on the 3rd of October going over next step and how the reaming install will take place. Staff had numerous question on timeframe and what the hold up of production seems to be. In order to provide the correct communication the schedule and response to staff questioning of the timing is below:

I was given the following schedule for the remaining construction at the Triphahn Center:

- 1st Kalwall delivery – October 15th (roof skylights)*
- Roof skylight installation – October 16th – November 15th*
- 2nd Kalwall delivery – November 15th (vertical skylights)*

Vertical skylight installation – November 18th – December 4th

Metal roof installation - October 28th – November 26th

I checked today to see if there is any change with the delivery of the panels, and we are still looking at October 15. Regarding production of the skylight and wall panels, they would have been cleared to put them in queue after we finalized the engineering review, which would have been July 25. On August 20, WJE was informed that the panels were still scheduled for delivery on September 26. WJE was informed that the shop drawings were ready for review on September 5. We submitted our comments on the shop drawings on September 10 to DCG, who forwarded them on to the installer. WJE submitted the project drawings to Kalwall prior to the project going out to bid last year. This was because enhancements to the drainage of the panels was included in the details. WJE's prior experience with the systems has given us insight to the vulnerability of the installed panels, so certain enhancements were shown in the bid documents. WJE received the go ahead by Kalwall to include the enhancements in the system, and the project was put out to bid showing these. Fast forward to September of this year, and after reviewing our comments on the shop drawings, Kalwall did a bit of an about face and stated that some of the enhancements will not be acceptable. It was explained to us that the original review was not made by the technical staff, and that two items in the enhancements will not be accepted as shown on the project drawings. WJE was informed of this on September 18. We were also informed on September 18 by the Kalwall installer that the panels were taken out of production pending final acceptance of the shop drawings. We voiced our disagreement with the shift in production and told the installer that the panels needed to be put back into the queue immediately. During a phone call between WJE, DCG, and the Kalwall installer on September 19, we worked out all details in a manner that would be acceptable to Kalwall. We were also informed that the panels were placed back into production. I was able to speak with DCG regarding the schedule. The installer has said that it will be approximately a week per side and the roofing will follow close behind. He will review his notes to see how 5 weeks came up. He has said that there may be a willingness to work Saturdays in an effort to accelerate things. On Thursday, before we move outside to do some of the mock-ups, we will need to have a detailed discussion of the schedule and see how we can shave time off of the schedule.

During the meeting on the 3rd of October staff asked again how they can complete this project in November as we do not want to go into November. DCG roofing explained that they are willing to work sun up to sun down in order to cut into the schedule that was provided.

SEASCAPE

Seascape's shut down procedures started on September 4th this year. We left the pool full of water and shut off the auto fill and drains lines back the holding pit. This was in an effort to see if we could identify how far the water level would drop before no more water is lost. We discovered that it held water from the blue line down to the deep end. This was a relief that the six inch mainline seems to be holding. Once the pool was drained American Leak Detection was onsite to test pipes. They located a leak on a two inch line at a tee in the pipe. The tee in the pipe was cracked off the pipe and definitely was a source of our problem. That pipe is currently being repaired and then American Leak detection will be back onsite to test if there are any more. They also recommend that we fill the pool with water early next year and have the lines tested by them with water in them (this is a new process to us) as then they can use water flow as well.



OTHER

Other items that were worked and or completed or begun in September at Parks, Planning and Maintenance Department:

- Regular mowing and weeding.
- Athletic field maintenance.
- Tree maintenance and plant order for fall install.
- Aquatic applications at Chestnut.
- Burn permits obtained.
- Highland park renovations – landscaping, drainage, path reconstructions, playground removal and install. Expected to be open Nov 1st.
- Monthly playground checks.
- Field stripping for fall sports.
- Prep work for tennis court resurfacing.
- Planning for Princeton and Pine playgrounds.
- OSLAD planning and permitting.
- TC Ice locker room renovations.
- Installation of ADA swing at Hunters Ridge.
- Inventory of gas and electric heaters for heat startups.
- Park/playground lighting inventory and replacements.
- Replacement of photo cell at Locust Park.
- HVAC maintenance and repairs.
- BAS for Wolves area, to solve different temperature values.
- Two employees attended the ComED energy workshop.

**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
1 st Quarter Comments:	Working with C&M department to keep the page updated with projects that the department is doing.		
2 nd Quarter Comments:	Continue to work with C&M on updating our page.		
3rd Quarter Comments:	Continue to work with C&M on updating our page		
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 st 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.		IP

	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.	C
	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 st 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 .		
2 nd Quarter Comments:	Sapling planting took place at Black Bear along with a volunteer tree planting on at Vogelei. Park Cleanup took place on May 18 th 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 th at Black Bear Park.		
3 rd Quarter Comments:	Volunteer Queen Anne's Lace was changed to an invasive plant removal schedule for November 9th. The event will take place at Black Bear Park. The seed collection event is scheduled for October 19th.		
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.	C
1 st Quarter Comments:	These are the meeting for new playground designs for 2020 and will occur in late summer to early fall.		
2 nd Quarter Comments	Public meeting for Highland Park was held at highland Park and had good attendance from six neighboring homes.		
3 rd Quarter Comments	Princeton Park public meeting was held on September 17th with 15-20 residents in attendance.		
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 st Quarter Comments:	Event is scheduled for Thursday evening the 11 th of April. We have a boy scout troop completing the project.
2 nd Quarter Comments:	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.
3 rd Quarter Comments:	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.

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
1 st Quarter Comments:	Compensation for employees is complete and monitoring the budget is ongoing.		
2 nd Quarter Comments:	Staff meets bi-weekly to discuss budget and forecast.		
3 rd Quarter Comments:	Monitoring payroll and budgets is ongoing process.		

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	C
	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 th Quarter	C
	Willow Park Passive Area	Complete prior to 4 th Quarter	C
	Willow wall and door repairs	Complete by end of third quarter	IP
	Ice – Repairs to underfloor heat system and structures	Complete by 9/15/2019	IP
	Community Park Splash Pad	Complete by 7/1/2019	C
	Community Park Playground	Complete by 7/1/2019	C
	Community Park Asphalt Games Area	Complete by 7/1/2019	C
	Triphahn Center North Roof Replacement	Complete by 4 th quarter	IP
	South Ridge Community Park & Splash Pad	Complete in 2019	IP
1 st 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.		
2 nd Quarter Comments:	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 rd .		
3 rd Quarter Comments	Willow walls and door replacements are in process of being completed. The ice rink is set to open on November 1st and the North Side Roof is waiting on the production of the kalwalls, with an anticipated finish date of December 4th.		
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
1 st Quarter Comments:	Completed for the January, February and March.		
2 nd Quarter Comments:	Completed for April, May and in progress for June.		

3rd Quarter Comments:	Completed for June, July, August and September.		
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
1 st Quarter Comments:	Completed for January, February and March.		
2 nd Quarter Comments:	Completed in April and May.		
3rd Quarter Comments:	Completed in June, July, August and September.		
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
1 st 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.		
2 nd Quarter Comments:	Final training is set for July 9 th with Parks and Business departments.		
3rd Quarter Comments:	Working with Business Department and expect to be using the system by 11/1/2019.		
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	C
1 st Quarter Comments:			
2 nd Quarter Comments:	We are set to meet with our current consultants (WJE) on upcoming projects and timeline in July.		
3rd Quarter Comments:	No roofs will be completed in 2020, The Club will have sections of the building completed in 2021. A roof consultant will be chosen in 2020 to aid in bid specs and overall completion of the new roof section at The Club.		
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 st Quarter Comments:	Kyle Wozny is working with staff to make sure items are current and up to date.		
2 nd Quarter Comment:	Updated assets list have been sent to staff for updating all assets and are due back to parks department by July 1 st for budgeting process.		
3 rd Quarter Comments:	Staff have updated individual list for the budget process and will have one more update to complete prior to years end.		
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 st 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 nd Quarter Comments:	Parks department continue to share equipment with Bridges maintenance and using staff to cover shifts throughout the district.		
3 rd Quarter Comments:	Equipment sharing continues throughout the district, parks has taken advantage of the aerification equipment that the golf course has for our sports fields. In late October parks staff will be aiding in the improvements to the pond wall on hole #1 at Bridges.		

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.	C
1 st 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 nd Quarter Comments:	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.		
3 rd Quarter Comments:	Burn permits for the late fall 2019 and winter of 2019-2020 have been secured.		
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 st Quarter Comments:	Process will start once soil temperatures reach at least 55 degrees.		
2 nd Quarter Comments:	Fertilization to park land is complete and herbicide applications to landscapes beds will be ongoing through the fall.		
3 rd Quarter Comments:	Herbicide applications are still in progress at landscape beds. The last herbicide application for pre-emergence of dandelions will take place in late October.		

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	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 st 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.		
2 nd Quarter Comments:	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 rd . The parks that receive mulch is based on our park inspections.		
3 rd Quarter Comments:	Seed collection is scheduled for October 19th. Seed collection is part of our natural area management. Mowing and burning of natural areas will also start in late fall and continue into winter.		
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	C
1 st 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.		
2 nd Quarter Comments:	All piping was tested for leaks at seascape 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.		
3 rd Quarter Comments:	All piping was tested for leaks prior to opening at Seascape. A leak develop during the year and will be investigated.		
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	IP
1 st Quarter Comments:			
2 nd Quarter Comments:	Shut down process will take place in September.		
3 rd Quarter Comments:	The pool at seascape has been drained and cleaned. American Leak Detection has been scheduled for 10/1/2019, to test all piping and see where possible leaks are located.		
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 st Quarter Comments:	Unwanted plants have been removed from landscapes, islands have been mulched and new ground cover plants have been purchased.		
2 nd Quarter Comments:	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.		
3 rd Quarter Comments:	The lily turf that was planted at TC, has been on a watering cycle all year long as is growing nicely. We anticipate a complete coverage of the island within two years of establishment.		
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 th quarter.	IP
1 st Quarter Comments:			
2 nd Quarter Comments:	ID has begun and once completed a list of new species needed will be complied prior to submittal.		
3 rd Quarter Comments:	Tree ID is complete and submittal plan is in process.		

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.	C
1 st Quarter Comments:			
2 nd Quarter Comments:	We are looking at working with them on our queen annes lace and seed collection events.		
3 rd Quarter Comments:	We have posted our Seed Collection event and two Hoffman Walks events with Audubon Society.		
Employee Training	All employees will be trained on specific job related task.	Complete within 30 days of employment.	C
1 st Quarter Comments:	A program for seasonal staff members has been develop and training is going to take place on April 10th.		

2 nd Quarter Comments:	All staff has been trained.		
3 rd Quarter Comments:	All staff has been trained.		
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
1 st Quarter Comments:	Safety meetings are ongoing all year long.		
2 nd Quarter Comments:	Safety meetings are ongoing all year long.		
3 rd 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
1 st 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 nd 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.		
3 rd 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

1 st 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 nd Quarter Comments:	Staff held their third full time staff meeting. Complete department goals are being met with cooperation from all departments to achieve task. All departments have played a role in playground removals and the community park splash pad.
3 rd Quarter Comments:	Staff has held our 4th and 5th full time staff meetings to discuss project being completed and time frames of work to be completed through the fall.

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
1 st 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 nd Quarter Comments:	Staff has attended two MIPE meetings in this past quarter.		
3 rd Quarter Comments:	Staff have attended MIPE meetings, ComED programs, Turf Education and equipment open houses at vendor locations.		
Build a strong working culture to allow innovative thinking.	Conduct two Parks Division team building events.	Complete by end of 2 nd and 4 th quarters.	C
1 st Quarter Comments:			
2 nd Quarter Comments:	Dates are set for Parks division team building events in late June and early Fall.		

3rd Quarter Comments:	Team building events were held in June and the second one was held on 9/25/2019.		
Evaluate and update succession plan.	Plan out upcoming retirements and possible promotions.	Complete by fourth quarter.	IP
1 st 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 nd Quarter Comments:	Mark Schwartz was replaced by Steve Bessette and we are currently accepting applications for Steve's old position of Turf Manager.		
3rd Quarter Comments:	Laco Casillas will be retiring from the parks department on November 15th; his position will not be replaced until 1/1/2020.		