



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



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

**AGENDA**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**TUESDAY, JUNE 16, 2020**  
**7:00 P.M.**  
**\*REMOTE MEETING VIA ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - February 18, 2020
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Parks, Planning & Maintenance Board Report / M20-067
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

*\*For access to remote meetings held via ZOOM, please email [jagudelo@heparks.org](mailto:jagudelo@heparks.org). You will be provided the link to join the ZOOM and you will be able to participate during the "Comments from the Audience" portion of the meeting. For ease, you may also email your comment prior to the start of the meeting time and your comment will be read aloud on your behalf during the meeting.*



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



## MINUTES BUILDING AND GROUNDS COMMITTEE MEETING February 18, 2020

### 1. **Roll Call:**

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on February 18, 2020 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Kinnane, Commissioner R. Evans, Comm Reps Aguilar, Friedman, Poeschel, 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, Commissioners Chhatwani, McGinn, K. Evans, Kilbridge, Comm Reps Macdonald and Wilson

### 2. **Approval of Agenda:**

Comm Rep Poeschel 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:**

Commissioner R. Evans made a motion, seconded by Comm Rep Poeschel to approve the minutes of the January 21, 2020 meeting as presented. The motion carried by voice vote.

### 4. **Comments from the Audience:**

None

### 5. **Old Business:**

None

**6. New Business:**

**A. Purchase of Ford T350 Transit Cargo Van/M20-019:**

Director Hugen reviewed the item noting that it was through the Illinois State Contract Purchasing Program. Executive Director Talsma noted that the accessories and safety materials had to be purchased separately.

Comm Rep Friedman made a motion, seconded by Comm Rep Aguilar to recommend the board approve the purchase of the 2020 Ford T350 Transit Cargo Van from Landmark Ford for \$31,423 as outlined in M20-019. The motion carried by voice vote.

Chairman Kinnane asked about the motion dollar amount for only the van and it was noted that the accessories and safety materials did not require to be bid out.

**B. Purchase of Two sand Pros for BPC/M20-022:**

Director Hugen reviewed the item.

Comm Rep Sernett asked if the old machinery was being sold for scrap and Director Hugen noted that it would require removal of all non-metal parts and better to sell it on [www.govdeals.com](http://www.govdeals.com).

Comm Rep Poeschel made a motion, seconded by Commissioner R. Evans to recommend the board purchase the Toro Sand Pro 2040 and Toro Sand Pro 5040 from Reinders through the joint purchase contract for a purchase price of \$35,139.61 as outlined in M20-022. The motion carried by voice vote.

**C. IGA with Village and Forest Preserve/M20-028:**

Executive Director Talsma reviewed the item noting it was the East/West Project portion and that the district had put in \$10,000 with approximately another \$26,000 budgeted for this year. He explained that it was a re-approval of the agreement between the Village, Forest Preserve and Park District.

Director Hugen explained that the North/South Project portion was being held up by the railroad as they would not allow the use of the underpass that belonged to them.

Commissioner K. Evans noted that the completion of the East/West portion of this project was a huge success and that the railroad was looking for access for more track and using the underpass as a bargaining chip.

Chairman Kinnane noted that the railroad wanted to double track all tracks in Elgin and expand.

Commissioner McGinn asked about the 70% Federal funding for the project and Executive Director Talsma noted that the Federal Government was giving \$470,000,

Forest Preserve \$70,000 and the Village and Park District both \$36,000. He also explained that the grant could expire if they did not complete the project now.

Comm Rep Sernett made a motion, seconded by Comm Rep Poeschel to recommend the board approve the revised IGA for the Shoe Factory Road Bike Path as outlined in M20-028. The motion carried by voice vote.

D. Carpet Installation at The Club/ M20-021:

Director Huguen reviewed the item noting that this was a separate project from the renovation of the club and a budgeted item as per the GIS system. He explained that the cost included the removal of the carpeting, moving and replacing the equipment as well as the installation of the new carpeting. He explained that the budget was for \$100,000 which also included the replacement of the rubber flooring with hardwood in the current weight room.

Comm Rep Sernett asked about the sub flooring and Director Huguen noted there was a ¼ inch of sub flooring.

Chairman Kinnane asked about additional tiles for future replacement and Director Huguen explained that the contractor would add 10% material to their measurement and Executive Director Talsma noted that the district would also add to the order to make sure they had replacement tiles. It was expected to take 2-3 days per section.

Chairman Kinnane asked about member inconvenience and Director Huguen noted there should not be much inconvenience as the project would be done by section but they might have to close the elliptical section for two days.

Comm Rep Sernett asked if they were familiar with Scharm's work and Director Huguen explained that they had done all the carpeting and hard woods at BPC as well as TC preschool.

Commissioner Chhatwani asked about Danny Flooring and Executive Director Talsma explained that the awarded \$24,200 was budgeted and within the Executive Director's spending authority so it did not need to be approved again by the board.

Commissioner K. Evans asked about laminate for that flooring and it was noted that it was not recommended because they needed more bounce to the floor than laminate would offer.

Commissioner R. Evans asked if everyone bid on the same item and Director Huguen noted that they did and no one had offered an alternative (that would have to have been approved by staff).

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to recommend the board approve a contract with Scharm Flooring for the purchase and installation of carpet tiles for The Club for the low bid price of \$45,381 plus an additional 5% contingency (\$2,270) as outlined in M20-021. The motion carried by voice vote.

E. South Ridge Park OSLAD Construction Contract/M20-020:

Director Hugen explained that the district had received only two bids with extremely high mark up primarily due to the inclusion of the general contractor in the contract. He also explained that staff felt they could get more reasonable bids if they re-bid the project out by phase. He explained the district was looking at using Mr. Buczkowski as the general contractor to coordinate the work.

Commissioner R. Evans made a motion, seconded by Comm Rep Poeschel to recommend the board reject all bids and rebid this project for a March approval as outlined in M20-020. The motion carried by voice vote.

F. Playground Installation at Princeton Park/M20-017:

Director Hugen reviewed the item noting that Hacienda Landscape had work for the district installing Victoria Playground in 2016 and was recommended by Schaumburg Park District for work done last year. He explained that the project should come in \$10,000 under budget.

Comm Rep Sernett made a motion, seconded by Comm Rep Friedman to recommend the board approve a contract with Hacienda Landscaping for the installation of playground equipment at Princeton Park for the low bid price of \$75,801 and an additional 5% contingency (\$3,790) as outlined in M20-017. The motion carried by voice vote.

G. Path Snow Plowing/M20-023:

Director Hugen noted that they were testing equipment to maintain paths and in the meantime, signage was being created to explain how the park district treated snowy paths.

Commissioner R. Evans asked about the life expectancy of the brushes and Director Hugen noted it was 10 to 15 years if only used on snow. He explained that the purchase would be a 2021 capital expense.

No motion as this was an informational memo.

H. PP&M Board Report/M20-016:

Director Hugen reviewed the report noting that the TC north roof had its final inspection scheduled for next week. He also noted that Minnesota Ice would start heating the TC ice rink in April that would take between 30 and 50 days. He also explained that they would install a flow system with venting and plastic off the rink to prevent the bad smell that the district experienced with the previous rink renovation.

President Kaplan asked about the period of time from March 13 to April and Director Hugen noted that they would be demolishing the floor. President Kaplan asked about

the hockey operation and Director Kapusinski noted that the district would work off one rink over the summer season.

Comm Rep Sernett asked about outdoor ice rinks and Director Huguenot noted that there had been one at Pine Park many years ago. Executive Director Talsma noted that they preferred to have residents skating indoors and Director Huguenot explained that it took overnight to create layers of ice, required days of below freezing temps and often only offered 2 or 3 days of use per season.

Comm Rep Aguilar made a motion, seconded by Comm Rep Poeschel to send the PP&M Report M20-016 to the board for approval as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Sernett and Poeschel thanked staff for their research and detailed information.

Comm Rep Aguilar complimented staff on a good job.

Commissioner R. Evans said he heard all good comments about the art work at The Club.

Comm Rep Friedman noted that they had a great basketball week with Windy City Gusto on site for games.

Chairman Kinnane said he was hearing good things about The Club renovation and wanted to compliment two staff; front desk at TC Brian and Emma as well as reminding all of the Fish Fry to start at BPC February 28<sup>th</sup>.

**8. Adjournment:**

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary

## Memorandum M20-067

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance Board Report  
**Date:** June 16, 2020

---

When the Shelter-in-Place started in March, the Parks Department took every measure to keep staff safe and run the department with minimal staffing. The week of March 22 – March 28, the department had 11 full-time employees working 20 hours that week only doing essential work, while the other 16 full-time staff took the week off. The essential work consisted of building checks, building mechanicals, parks garbage and safety checks at all park locations. The following week we brought back all full-time staff with limited hours to be able to start closing outdoor areas. All full-time staff did not go back to 40 hours per week until April 13.

During a normal year the Parks Department would have 24 seasonal employees not including the golf course maintenance and part-time custodial. We have begun to bring back some seasonal employees at this point to be able to keep up with mowing, minor landscaping, ball field upkeep and all the projects that are ongoing. With not bringing in seasonal and working on a different level of maintenance, it is anticipated that the Parks Department will save close to \$150,000 on seasonal wages in 2020. Since we have been operating with essential work only, meaning mowing and trimming, projects, field upkeep, pond water quality, inspections and safety concerns, we have asked all full time staff to adjust schedules and be open to extra work that they normally don't do plus their normal workloads. All staff have been great and have kept the park district moving forward. We have custodians mowing and helping with construction, mechanics doing ballfield maintenance and park checks, and other members doing three to four different task per day. All staff have worked extra hard through these tough times, and as the Director of Parks, I could not be more proud of this team for all their hard work from March through now. Tasks that have been completed by crews are listed below plus overviews of all major projects:

- At TC crews have been painting all the staircase railings, the lobby and hallway in the basement hockey area.
- All playgrounds were wrapped in caution tape, basketball hoops had boards placed over top of the rim, frisbee golf baskets were removed, and all sport court gates and soccer goals have been locked.
- Staff has been monitoring parks to assure caution tape is still on the playgrounds and emptying garbage cans.
- Playground inspections are still being completed.
- Sports fields at Cannon, Victoria, Eisenhower and Fabbrini have all been aerified.
- Pond aerators have been checked and are all in operation.
- All mowers were serviced and heights changed to accommodate less mowing during the spring, with mowers assigned to specified staff.
- All parks are being mowed at 3 ½ inches currently instead of our normal 2 ¾ inches to allow us more time between mowings and if staff is to fall behind, it will not become apparent at high mowing heights.
- Sports fields are only having essential maintenance performed to them to assure that we don't lose infields and edges. All fields are being spun and will continue to be spun on a weekly basis to avoid weed growth.
- Safety tree pruning throughout the district to assure residents can use our trails and paths.
- Deep cleaning at all facilities.

- Parks page on the website has been revised and will be updated on a regular basis. Staff will be using drone footage to show park projects updates, so be sure to look for the footage on the park updates page on the website.
- Bridges kitchen's had both floors deep cleaned and the main kitchen was re-grouted.
- At The Club all the failing tile in the spa was removed and replaced with new.
- Stripping and waxing floors at The Club.
- Lights under the walking/running track at The Club were installed.
- The board room at TC had everything removed from the walls, holes filled and painted.
- Electrical outlets and covers replaced in the board room at TC.
- Cottonwood removal at Fabbrini Park.
- Memorial Bench placed at Fabbrini Park.
- Upgrades to the north shop at South Ridge Park.
- Moved free mulch to WRC, TC and Cannon Crossing and all signs were posted at each location.
- New park ID signs were ordered for South Ridge.
- Commissioner and volunteer plaque outside the TC board room was completed and to be hung next week.
- Bridges had all tiles floors deep cleaned.
- All parks are checked to assure caution tape and signs are still in place. Basketball hoops were checked to make sure all boards are in place and tennis courts to assure locks still existed with signage. Pine Park rink had signs place and hockey goals removed. All of this was changed as basketball, tennis, frisbee golf, skate parks, inline skating were all allowed to open. Staff spent time putting everything back into place for use to begin.
- At The Club the hot tub had all its new tile grouted and sealed.
- Continued with stripping and waxing floors at The Club.
- The board room at TC had a chair rail installed. New commissioner/volunteer sign was installed.
- Floors at TC are being stripped and wax.
- All walls in the common areas of the admin offices at TC were repaired and painted.
- Carpet was removed from the Wolves locker rooms.
- A new door was installed at Bridges between the Pro Shop offices and the halfway house to allow easy access for sales during outings and the current COVID setup.
- Planning for the Community locker rooms at The Club and the flooring in the member lockers has begun. Bids are planned to be released after board approval of the lockers project. This bid will involve flooring in the members' locker room to replace carpet and tile work in the community locker rooms.
- Cricket pitch at Canterbury Fields was setup and lined for use to begin on June 6.
- Deep cleaning of TC and WRC to prep for June 8 opening.
- Drone footage of both Princeton and South Ridge as taken and posted to the Parks updates page on the website.
- Patriot Maintenance completed the patch work at Bridges and crack filling at Cannon Crossings.
- Planning for HEParks involvement at South Ridge with the bath house, splash pad and electrical service to be completed starting the week of June 15.
- The pickleball court renovation at Fabbrini took a couple days longer due to flooding of the park and wet condition. HEParks staff removed all the old fencing, filled holes with concrete and put up new fencing between the new pickleball courts. American Sealcoating finished lining the pickle courts but still needs to line the tennis court with pickleball lines. The courts opened on Friday, June 5. The wind screens are currently being installed on all the fences around the courts and should be finished by June 10.

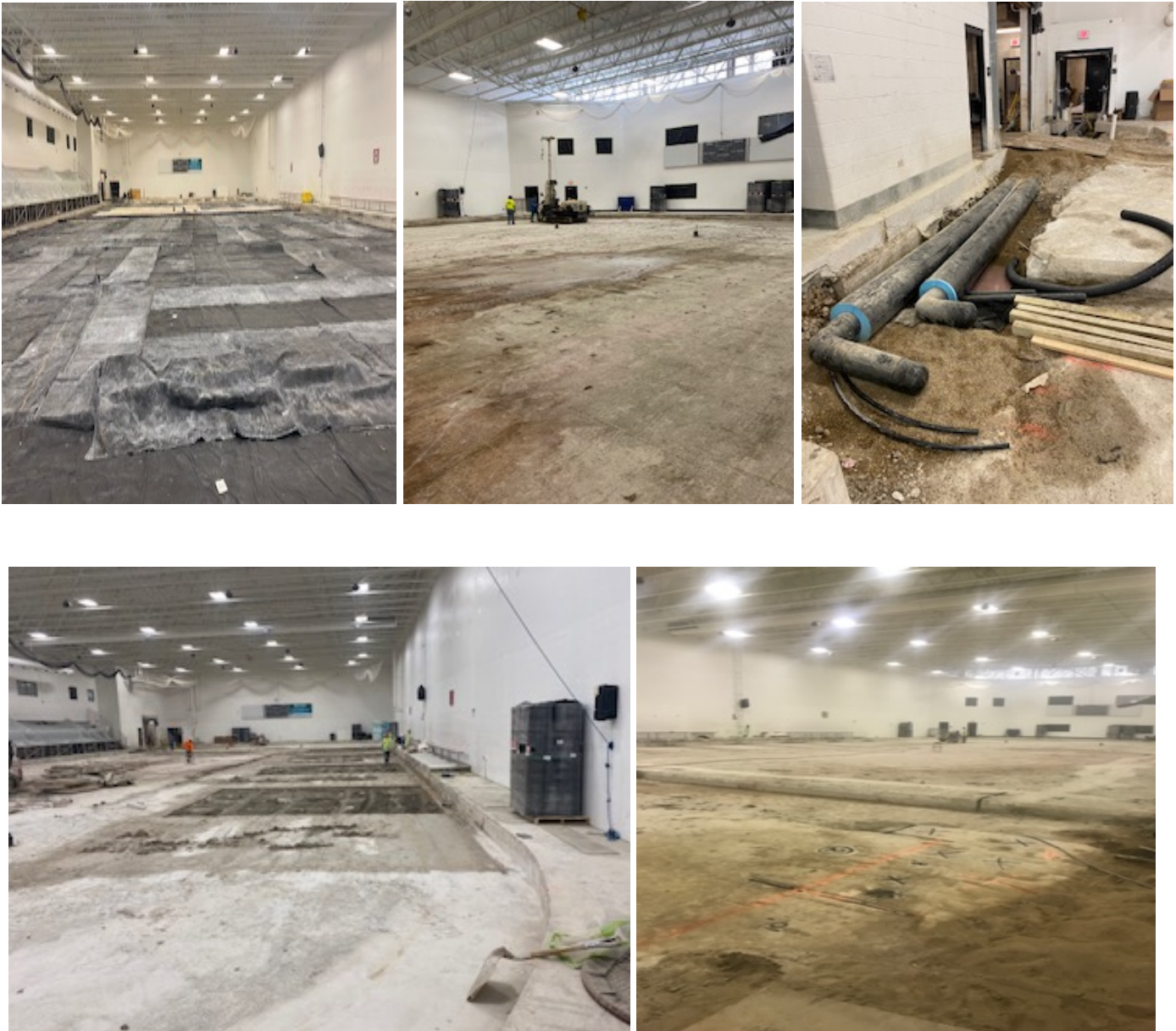




## **TC ICE RINK 2 RENOVATION**

Minnesota Ice was onsite on March 3 and began by removing the current sheet of ice. While this was being completed, they had a subcontractor removing all the dasher boards and glass. Following the removal of the ice was the removal of the concrete slab, piping, insulation and gravel. The heating system to melt the permafrost was fired on Friday, April 3. During the heating process MN Ice was able to work on removing mainlines, cutting concrete to install proper drainage, and then begin the install of mainlines to the rink surface. By the week of May 11, all soil was above 36 degrees and the heating mats were removed. Soil test and ground radar

test were completed. While the tests were being completed and waiting on results, mainlines and drains were all completed to the header pit in the rink. Once the results were returned, our consultant (Stantec) reviewed all the findings and determined we must remove many sections of the sub floor concrete (same situation as rink 1). We had anticipated having to remove sections of this floor and therefore built it into the bid and had a solid contingency built into the budget as well. MN Ice was able to have the first round of concrete removed and new structural concrete poured by June 8 and anticipates being completed with the sub floor on June 16.



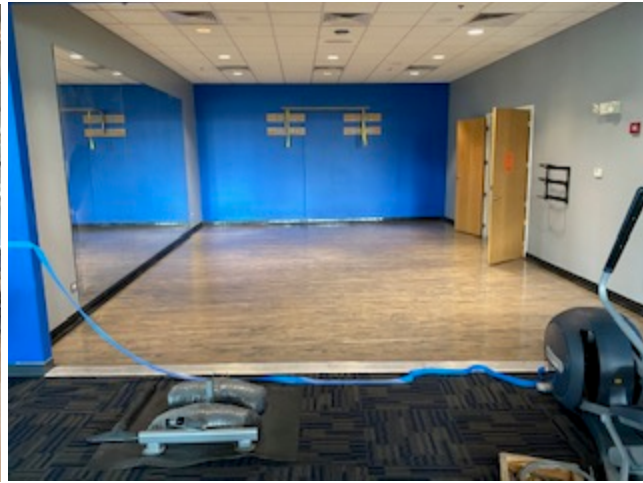
## **THE CLUB RENOVATIONS**

The Parks Department started the renovations at The Club on January 6 and had the HIIT area ready to go for use on March 13. With the shutdown of the building due to the COVID -19 pandemic, the Parks Department was able to work on areas of the club that were going to be completed in sections while the building was open to minimize disruption to members. The carpet contractor was able to get into the building and get all the carpet installed without disruptions. Listed below are all the improvements that staff was able to accomplish during the closure.



- Deep cleaning of the facility, concentrating on high cleaning of ducts, pipes and ceilings.
- The red wall was painted throughout the building.
- Duct work was painted blue.
- Converted the old weight room into a yoga studio. All the walls repainted, built in new walls to enclose the room with a new door entrance, installed a sound system with sound panels on the walls and made changes to HVAC flow.
- Old TRX room was converted to a new stretching room. Staff repaired all walls, new mirrors on one wall, entire room painted and floors re-finished.
- Columns in the front entrance painted blue.
- All floors cleaned and waxed.
- All equipment was socially distanced, meaning it is all six feet apart. This meant that the overflow equipment needed a space and was eventually moved to the tennis court to be overflow workout area.





## **SOUTH RIDGE OSLAD**

**(Project can be followed at <https://www.heparks.org/general-information/parkprojects/> via drone footage)**

*April 10-17, 2020*

All contractor contracts have been signed by the contractors. HEParks staff removed the existing fitness playground and sand volleyball in preparation of the work to be performed by the earthwork contractor. The earthwork contractor has installed the erosion control protection fence around the South Ridge pond. This erosion control work was required prior to the start of removal of the existing asphalt paths system which is scheduled to begin on April 20 and is intended to protect the pond from construction soil runoff. Staff has posted park closed signs at every entrance into South Ridge. The signs are posted on fencing to block the path. If fencing was not an option, then caution tape was placed in areas.

*April 18-23, 2020*

Staff along with WT Engineering met with a Commonwealth Edison representative on site to identify how electrical power will be supplied to the restroom and splash pad control room. With a persistent wetter than normal outlook moving forward, it was agreed that the earthwork contractor would excavate the paths as soon as weather permitted, followed by the paving contractor installing the stone base on all paths. With an understanding that the summer season is the driest period, paving work on the paths would most likely occur in July or August during this driest period.

*May 1 -7, 2020*

The earthwork contractor completed the removal of all asphalt from the existing pathway system. Weather conditions prevented any removal of base material from the paths due to high pond levels and excessive ground moisture. Construction staking occurred on May 6, May 7 and May 8. The earthwork contractor began stripping and stockpiling topsoil from the proposed playground areas. This topsoil will be re-spread upon completion of the hardscape.

*May 8-14, 2020*

The topsoil has been stripped and stockpiled on the new playground area. The quality and amount of topsoil exceeded original expectations. The sanitary sewer was installed to the proposed area of the restroom/splash pad valve room. Testing of that infrastructure will occur once the building is in place. Staff is currently in



review of all submittals for materials and manufactured items. Structural engineering drawings for the shelter are being completed and will be in HEParks staff's hand the week of May 17. At that point, steel will be ordered for foundation to be constructed early in June.

*May 15-21, 2020*

Rainy wet conditions have hampered progress to a point that all float time in the schedule has been exhausted. Moving forward any lost time will ultimately push back the schedule completion date. The utility contractor began installation of the storm sewer network the best he could considering the conditions.

*May 22-28, 2020*

Progress has been made installing the extensive storm sewer even with the wet field conditions. 45% of the underground storm pipe and structures are in place. Also underway is the installation of the underground infiltration structure located under the new sand volleyball court. This 35-foot wide by 50-foot long structure will help return rain water to the ground from the new drive and parking lot areas. By creating this infiltration structure the district did not have to provide any additional detention capability to the pond. In addition, the structure helps to filter out pollutants from getting into the pond. The goal is to have this structure completed by the end of this week.

*May 29-June 4, 2020*

A relatively dry week has allowed the utility contractor to make good progress on installation of the underground storm sewers and inlet structures. 80% of the storm system is in the ground. Work has begun on installation of the new water service to feed the restroom and splash pad. A big portion of this project involves making the tap to the village water main on the opposite side of Freeman Drive which was completed. HEParks staff was able to build the needed landscape walls along the bridge on the southeast corner of the lake, as well as, shoreline stabilization on the southwest side of the lake.





## **PRINCETON PARK**

HEDP staff was able to start this project on time and get the playground and splash pad removed from the site. The playground equipment arrived on April 15, and the contractor selected to install was ready to complete the install. Hacienda Landscaping started with removal of the mulch area and grading for drainage. Our in-house crews began digging out the area for splash pad, as well as, removing the sand volleyball area and filling it in with the spoils from the new splash pad. The location of the park benches and drinking fountain had to be changed to accommodate a zip line in the park, from which our crews removed all existing bench area/drinking fountains and constructed the new retaining wall and sidewalk. Staff followed this process by installing the internals of the splash pad and setting up for the concrete pour to be completed by Hacienda Landscaping. Hacienda was able to complete the install of the playground equipment (minus one missing piece on the arch swing) and all the concrete was poured. HEParks staff is currently looking into our schedule for completing the landscaping and restoration work at Princeton Park.



