



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



AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, DECEMBER 15, 2020

7:00 p.m., Immediately following Public Meeting: B&A Ordinance
***Remotely via ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - October 20, 2020
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. 2021 Purchase of Golf Cart Batteries / M20-135
 - B. 2021 Purchase of Seascope Boilers / M20-136
 - C. 2021 Purchase of Fleet Equipment / M20-137
 - D. 2021 Purchase of Park District Vehicles / M20-138
 - E. 2021 Purchase of Ballfield Groomer / M20-139
 - F. Parks, Planning & Maintenance Board Report / M20-140
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

**For access to remote meetings held via ZOOM, please email mlogan@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.*



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**MINUTES
BUILDINGS & GROUNDS COMMITTEE MEETING
October 20, 2020**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Buildings and Grounds Committee was held on October 20, 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 Recreation Kapusinski, Director of Parks, Planning and Maintenance Huguen, Director of Golf and Facilities Bechtold, Executive Assistant Logan

Audience: President Kaplan, Commissioners Chhatwani, McGinn, K. Evans, Comm Reps Macdonald, MacGregor

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 Sernett to approve the minutes of the August 18, 2020 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Fertilizer and Chemical 2021 Early Order / M20-116:

Director Huguen reviewed the item noting this bid is completed annually to lock in a price (Early Order Price – EOP), but purchase in the following year (2021). This allows for great pricing, as well as incentives and customer rebates. Each item listed has its own bid and no alternatives are permitted from the vendors.

Comm Rep Sernett made a motion, seconded by Comm Rep Friedman to recommend the Board award the bid to the following: Chicagoland Turf for their lowest bid products for the total of \$46,408.43; Arthur Clesen for their lowest bid products for the total \$8,049.00; Site One Landscapes for their lowest bid products for the total of \$1,245.36; Advanced Turf for their lowest bid products for the total of \$10,574.40; and BTSI for their lowest bid for the total of \$3,992.50 as presented. The motion carried by voice vote.

B. Parks, Planning & Maintenance Board Report and 3Q Goals / M20-120:

Director Huguen noted The Club locker room project is going well. The goal is to open the Community men's and women's locker room by Saturday, October 24. Staff will close the community changing rooms and locker hallway once these locker rooms are open.

Director Huguen noted the South Ridge Park has been a huge success with a ton of people visiting the park. There are a few projects being completed in the next two weeks including the nature play area and the kayak launch. The interior of the bathrooms will be the only remaining items to be completed.

Commissioner McGinn asked who will be responsible for advertising on the dasher boards. Executive Director Talsma explained a mixed agreement is set in place between the Wolves and HEParks allowing both to sell dasher boards.

Commissioner McGinn asked about the roof repair at The Club and if there was any damage to the mural or equipment, etc. Director Huguen noted this was normal, annual wear and tear that was repaired and confirmed there was no damage to anything within The Club.

Comm Rep Friedman noted he has heard great reviews about the South Ridge Park project.

Comm Rep Friedman made a motion, seconded by Commissioner R. Evans to send the Park, Planning & Maintenance Board Report M20-120 and 3Q Goals to the Board as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Friedman noted his two baseball teams did very well this year; the Hoffman Blue team went 17-0 this season and won the league championship. He thanked Athletic Manager Thomas for his efforts this season.

Commissioner R. Evans thanked the staff for fixing the 10th tee at Bridges.

Comm Rep Aguilar thanked and applauded staff for their work on the South Ridge Park project. He noted it was well done and his family loves it!

Chairman Kinnane thanked the Parks staff and Director Huguenot for all their work this year.

8. Adjournment:

Commissioner R. Evans made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 7:16 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant

MEMORANDUM M20-135

TO: Buildings & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
Brian Bechtold, Director of Golf & Facilities
RE: 2021 Purchase of Golf Cart Batteries
DATE: December 15, 2020

Background:

Included in the approved 2021 budget is \$76,500 for the purchase of golf cart batteries. In 2016, staff went to bid for the 2017 Golf Cart Fleet Purchase. EZ-Go won this bid and the District purchased a fleet of electric golf carts. The specifics included: Electric Carts with the plan to replace two batteries in year four (2021) and two batteries in year eight (2025), which is the industry standard on battery life for an electric cart.

Lead time on golf cart batteries can vary between 60-90 days from the order date. Staff is presenting this to the Committee and Board in December to make sure we have carts ready to go for the 2021 golf season.

Implications:

Staff released bids on November 17, 2020, and opened the bids on December 7, 2020, with four vendors turning in bids. All four vendors are qualified bidders and their results are listed below.

Interstate Batteries -	\$58,601.00
Battery Service Corp -	\$63,252.14
Grower Equipment & Supply -	\$71,086.12
Mobile Battery Installers -	\$138,481.00

The lowest bidder is Interstate Batteries at \$58,601. This price also includes two different types of battery cable and tie downs. Staff will be completing the install of the batteries and will also recommend a contingency to Interstate Batteries for possible parts needed during the install.

Staff Recommendations:

Staff recommends the B&G Committee recommend to the Board the approval of the purchase of the golf cart batteries from Interstate Batteries for \$58,601 with a 5% contingency of \$2,930 for additional cables and parts if needed for a total of \$68,531.

Memorandum M20-136

TO: Buildings & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: 2021 Purchase of Seascape Boilers
DATE: December 15, 2020

Background

Included in the approved 2021 budget is \$150,000 for the purchase of Seascape boilers. Seascape Family Aquatic Center has two large Teledyne Larrs Boilers that heat the swimming pool and surge pit. These were installed during construction in 1995. The current boilers are passed the expected life of 20 years and are due for replacement.

Implications

The bid for the new boilers was released on November 24, 2020 and bids were opened on December 9, 2020. We received bids from four vendors. The results of the bids are listed below.

- | | |
|-----------------------------------|----------|
| 1. AMS Mechanical Systems, Inc | \$45,900 |
| 2. Ideal Heating Company | \$49,444 |
| 3. Cyril, Regan Heating Inc. | \$51,750 |
| 4. F.E. Moran Mechanical Services | \$59,000 |

The lowest qualified bidder is AMS Mechanical Systems, Inc with a total price of \$45,900. AMS Mechanical Systems has completed work for the Park District in the past and also had a good reference from Community Consolidated School District 15 which is their most recent project of a similar nature.

The budget for the boiler replacement of \$150,000 was higher than the bids, primarily because the budget originally included removal of old boilers from the site which HEParks staff will be handling. Also included in the budget for the new boilers is the replacement of gas, electrical and water lines. However, since the new boilers are going to be the same type, just in a newer model, the gas, electrical and water lines do not need to be replaced.

Staff will be getting a price from AMS Mechanical to replace the air dampeners in the boiler room which are manually opened to automatic air dams that open when the boilers are running.

Recommendation

Staff recommends the B&G Committee recommend to the Board approval of the replacement of the two boilers at Seascape Family Aquatic Center to AMS Mechanical Systems, Inc for \$45,900 plus a 10% contingency of \$4,590 for a total of \$50,490.

MEMORANDUM M20-137

TO: Buildings & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: 2021 Purchase of Fleet Equipment
DATE: December 15, 2020

Background:

Included in the approved 2021 budget is \$85,000 for the purchase of a mower and \$63,000 for the purchase of a snow sweeper.

The Parks Department maintains the District's grounds utilizing a large array of equipment. Our large production mowers are used the most by staff, as those are operated Tuesday through Friday from May to September. One current the large production units is a 2004 Toro 580 mower with 5,460 hours on it. This unit is set to be replaced per the capital budget in 2021.

Another service the District will be providing to the community next year is to maintain certain walking areas during the winter. The paths at Black Bear Park, Fabbrini Park and South Ridge Park as well as sidewalks at parks that connect to schools will now be cleared when snowfall is greater than two inches.

Currently, the District uses a regular size truck and plow to clear the paths, causing damage to the asphalt and turf along the path, and nothing is completed at park sites next to schools. Last winter, staff assessed demo units for snow removal. Included in the 2021 budget are funds for the purchase of a Toro Groundsmaster 7210 with the Polar Track Kit to for snow clearing.

Staff is presenting these items to the Board in December to avoid delays in delivery due to the current COVID-19 pandemic. No equipment will be received or paid for until 2021.

Implications:

Staff explored the best options for purchasing the replacement of the Toro 580 mower and purchasing the Groudsmaster/Polar Track.

To replace the Toro 580, staff has selected purchasing a Toro Groundsmaster 5900 (4WD with 16ft wide decks) through the State Contract Purchasing. The unit is on the State Contract #4018513 for \$77,957.84 from Reinders and comes equipped with road lights, signal/flasher, brake lights, and SMV sign. Budgeted amount for this unit is \$85,000.

After assessing demo units in the winter of 2019-2020, staff has selected the Toro Groundsmaster 7210 with the Polar track kit for our snow removal/mower equipment. This unit has two purposes in our fleet and will be used all year long. In the spring, summer, and fall, it will serve as a mower with a 62 inch mower deck on it. In the winter, it will be converted to a track machine unit with either a snow blower, v-plow, or power broom attached to the unit. This unit had the best price through OMNIA Partners Purchasing Cooperative (National IPA). The unit cost is \$63,000 (NIPA0826) from Reinders and the budgeted amount is \$63,000.

Staff Recommendations:

Staff recommends the B&G Committee recommend to the Board the approval of the purchase of the Toro Groundmaster 5900 for a total of \$77,957.84 and the Groundsmaster 7210 / Polar Track for a total of \$63,000 from Reinders.

MEMORANDUM M20-138

TO: Buildings & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: 2021 Purchase of Park District Vehicles
DATE: December 15, 2020

Background:

Included in the approved 2021 budget is \$35,000.00 for the replacement of a Park's Crew Cab and \$40,000 for the replacement of District's Ford Expedition. We will be replacing a 1993 Chevy Silverado extended cab truck; it has 108,043 miles on it, needs a new transmission, and has a rusted out frame. The second vehicle being replaced is a 2008 Ford Expedition XLT with 122,000 miles on it and mechanical issues.

Implications:

Staff researched the Illinois State Contract Purchasing Program, Suburban Purchasing Cooperative as well as OMNIA National Purchasing Programs and found suitable replacements with the best value using the Suburban Purchasing Cooperative.

The replacement for the Park's Crew Cab is a 2021 Ford F250 XL 4x2 Crew Cab Pickup from Currie Motors Fleet Contract #178. This truck with the upgraded package is \$27,348. Additionally, the bed will need to be lined, plus the truck will need window protections, hitches, first aid kits, and fire extinguisher.

- 2021 Ford F250 Crew Cab: \$27,348
- Accessories: \$1185
- Safety Materials: \$ 79
- Total Purchase Price: \$28,612

The total purchase price of \$28,612 will not exceed the budgeted amount of \$35,000.

The replacement for the District's 2008 Ford Expedition is a 2021 Ford Explorer XLT. The 2021 Ford Explorer XLT will be the Executive Director's new vehicle. The Executive Director's current vehicle a 205 Ford Explore XLT with 85,000 miles on it is going into the District fleet to be used at Triphahn Center by Recreation and IT staff (same use as the 2008 Ford Expedition). The 2021 Ford Explorer XLT has a contract price of \$38,083 from Kunes Country, Contract #191 which will not exceed the budgeted amount of \$40,000.

Staff Recommendation:

Staff recommends the B&G Committee recommend to the Board the approval of the purchase of the 2021 Ford F250 Crew Cab for a total price of \$27,348 from Currie Motors Fleet with accessories from R.A. Adams and Rhino Linings of DuPage for \$1,185 and Pro Safety for \$79.00 as well as the purchase of the 2021 Ford Explorer XLT for a total price of \$38,083 from Kunes Country.

MEMORANDUM M20-139

TO: Buildings & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: 2021 Purchase of Ballfield Groomer
DATE: December 15, 2020

Background:

Included in the approved 2021 budget is \$30,000 for the replacement of one of the Parks Department's Sand Pros (ballfield groomer). Staff had the goal of a new infield groomer with the capabilities of being able to accomplish many tasks in sports field maintenance. The Parks Department currently has three ballfield groomers, all of which have a different specialty. With over 25 ballfields to maintain, there are times all three units are being used simultaneously.

Years ago, staff had converted a Toro zero turn mower to a ballfield groomer to allow for a unit to be able to till up the infield, instead of just providing a finished surface. This is the unit that will be replaced by the new unit, which is a specialized unit design for infield grooming.

Implications:

While attending the 2020 IAPD State Conference, staff were introduced to the ABI Force Z23 SL Infield Groomer. Staff had the privilege to attend a personal demo of the unit this past February. The unit is equipped to be able to provide a finished smooth surface with regular infield drag, tooth type bar for tiling, edger with box blade, drag mat with level, and the ability to attach more units for turf care, as well. For due diligence, staff looked at traditional sand pros and infield groomers from John Deere, Toro and Smithco, but weren't able to find anything comparable.

Staff released the bids for this unit on November 20, 2020 and opened the bids on December 7, 2020. The unit is a specialized with only one vendor in the Midwest. Staff reached out to multiple vendors that were not able to sell the unit. We received two bids; one from the Midwest vendor and one from a vendor located in Florida. Results are listed below:

ABI Attachments -	\$24,998
Technology International -	\$31,074

ABI Attachments is the lowest qualified bidder as well as the Midwest vendor for this unit. This unit would be a 2021 purchase; due to current lead times of 90 days, the order will be placed as soon as approved. The budgeted amount is \$30,000.

Staff Recommendation:

Staff recommends the B&G Committee recommend to the Board the approval of the purchase of the ABI Force Z23 SL Infield Groomer from ABI Attachments for a total purchase price of \$24,998.

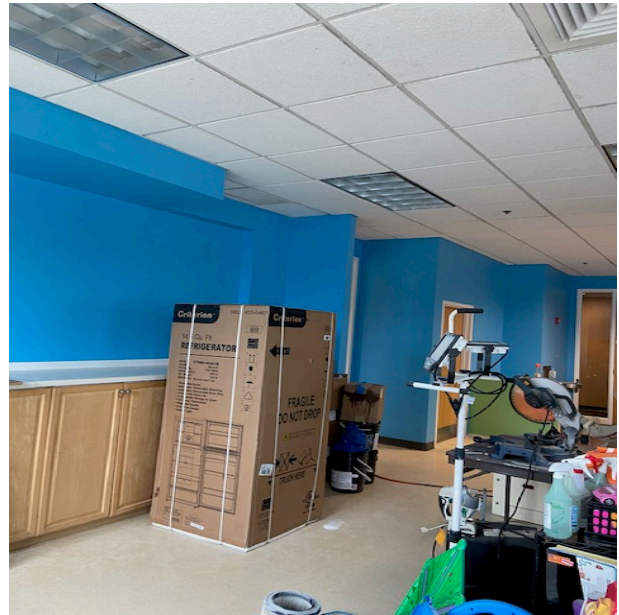
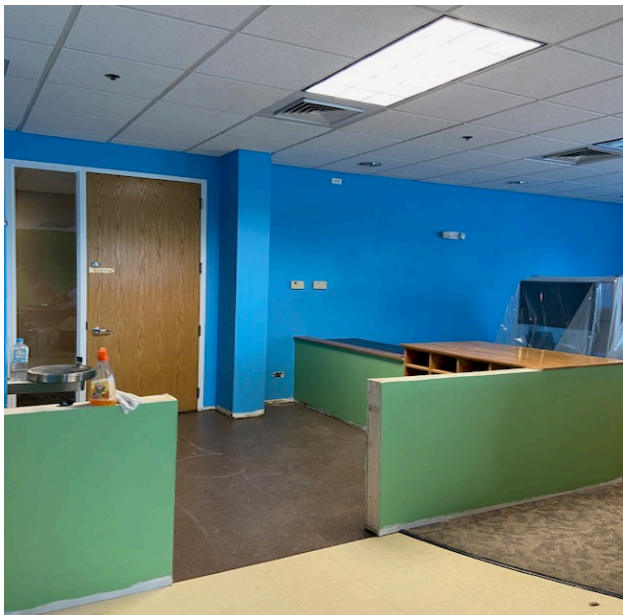
Memorandum M20-140

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance Board Report
Date: December 15, 2020

THE CLUB RENOVATIONS

As mentioned in October's board report, staff began the process of converting Kids' Corner into two separate rooms to allow one room to be a party rental room/Kids' Corner overflow and the other room to function as Kids' Corner. The floor in the party rental room is the same type of floor in the locker rooms, to provide easy maintenance and be bacteria free (the room used to be carpeted).

For The Club locker room renovation, all locker rooms are completed and have the ability to be fully open.



SOUTH RIDGE OSLAD (project can be followed at [Parks Projects](#) via drone footage)

Staff is working with the Village of Hoffman Estates, WT Engineering, MWRD and contractors to complete final builds and close out the project. There are still minor items to be completed at South Ridge, of which have no impact on the close out of the project or the OSLAD Grant.

CONTROLLED BURNS

Staff starting preparing for the controlled burn season in late September by starting to mow burn breaks around trees and features that needed to be protected. Once permits were completed with the State, Village, and Fire Marshall, signs were posted at all burn sites and residents were notified. Staff was able to get the burns completed at Fabbrini, Highland Park, North Twin, South Twin, Black Bear and Essex Parks. When completing the burns on the shorelines or wetland areas, the more woody plants do not usually take to the burn and those will have to be cut or mowed in the spring. Overall, we have had success so far.



ADMINISTRATIVE

Staff went through our current playground replacement plan that is in GIS by reviewing every one of our park sites with a playground. Staff's goal is to develop a playground replacement plan that does not just blanket state 20 years on every playground. The new playground replacement plan in GIS is broken down by community parks (parking lots), school sites, and neighborhood parks. Staff experience much more wear and tear at a school site compared to a neighborhood site and wanted GIS to accurately reflect playground usage. Staff is confident in the system that is being implemented into GIS based on site usage, age of playground, and location.

Staff has been working on revising the district Natural Area Management Plan. The revised plan is currently in draft form and will include all aspects of the Parks Grounds Department's maintenance practices. The current Natural Area Management Plan was developed in 2010 when the conversion of the shorelines took place. Since then, the plan had some minor changes to it in 2015. Staff will have a completed revision for Committee review and Board approval at the January meetings.

The following is a brief list of other items completed by staff during November:

- End of season landscape clean-ups.
- Herbicide applications at athletic fields.
- Herbicide applications at park sites for spring broadleaf control.
- Tree removals at Brittany and Chestnut Parks.
- Brush clearing at Pine Park.
- Turf repairs at South Ridge Park.
- Mower maintenance and repairs.
- Vehicle checks and repairs.
- Trailer repairs.
- TC generator repairs.
- All snow equipment prepped and plows on trucks ready to go.
- Pulled meters and drain down drinking fountains.
- Installed new drain down valve at Sycamore for service line. Handle was rusted off.
- Shut down and pulled RPZ and meter from South Ridge and vacuumed main service line down to six feet.
- Installed new gas valves and cleaned heat exchangers on laundry boilers at The Club.

- Installed new lighting in family locker room at The Club.
- Finished electric install at South Ridge.
- Furnace filter changes district-wide.
- Reinstall emergency lights and hand/hair dryers in family locker room.
- Balance board room dampers.
- Install new lightbulbs/ballast in mechanical rooms.
- Installed new card reader at Freedom Run.
- Boiler intake air grills were cleaned with nitrogen district-wide and all blower motor blades were blown out for dust and build-up.
- Installed new booster pump motor at The Club for the domestic hot water.