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**AGENDA**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**TUESDAY, JANUARY 19, 2021**  
**7:00 p.m.**  
**\*Remotely via ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - December 15, 2020
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Land Definition & Management Plan / M21-003
  - B. WRC Elevator Modernization / M21-004
  - C. Parks, Planning & Maintenance Board Report and 4Q Goals / M21-005
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

*\*For access to remote meetings held via ZOOM, please email [mlogan@heparks.org](mailto: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  
December 15, 2020**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on December 15, 2020 at 7:00 p.m. remotely via ZOOM.

Present: Chairman Kinnane, Commissioner R. Evans, Comm Reps Aguilar, Friedman, Poeschel

Absent: Comm Reps Bettencourt, Sernett

Also Present: Executive Director Talsma, Director of Recreation Kapusinski, Director of Parks, Planning & Maintenance Hugen, Director of Golf & Facilities Bechtold, Director of Finance & Administration Hopkins, Executive Assistant Logan

Audience: President Kaplan, Commissioners Chhatwani, McGinn, K. Evans; Comm Reps Macdonald (7:05), MacGregor (7:12)

**2. Approval of Agenda:**

Comm Rep Poeschel made a motion, seconded by Comm Rep Friedman to approve the agenda as presented.

On a Roll Call: Carried 5-0-2  
Ayes: 5 R. Evans, Aguilar, Friedman, Poeschel, Kinnane  
Nays: 0  
Absent: 2 Bettencourt, Sernett

**3. Approval of the Minutes:**

Comm Rep Friedman made a motion, seconded by Comm Rep Poeschel to approve the minutes of the October 20, 2020 meeting as presented.

On a Roll Call: Carried 5-0-2  
Ayes: 5 R. Evans, Aguilar, Friedman, Poeschel, Kinnane  
Nays: 0  
Absent: 2 Bettencourt, Sernett

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

**A. 2021 Purchase of Golf Cart Batteries / M20-135:**

Director Hugen noted the batteries for the golf carts purchased in 2017 are set on a four year interval and to be replaced in 2021. The results of the bid yielded Interstate Batteries as the lowest bidder.

Director Hugen noted there is a typo in the recommendation:  
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 \$61,531.

Commissioner K. Evans asked if the batteries of the whole golf cart fleet will be replaced at once. Director Hugen confirmed the batteries of the whole fleet will be replaced every four years (2021 and 2025).

Commissioner McGinn asked if batteries are becoming more efficient with advancements in technology. Director Bechtold explained newer technology is producing lithium batteries which are more efficient; however, lithium batteries cannot be put into our existing fleet without a conversion which is not cost effective. After the existing fleet reaches the end of its lifespan, we will look into getting a different type of fleet that uses a more efficient battery like a lithium battery.

Comm Rep Aguilar asked if there is a warranty. Director Hugen explained there is a warranty, but it is less than one year.

Comm Rep Friedman made a motion, seconded by Comm Rep Poeschel to recommend the Board approve 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 \$61,531.

On a Roll Call: Carried 5-0-2  
Ayes: 5 R. Evans, Aguilar, Friedman, Poeschel, Kinnane  
Nays: 0  
Absent: 2 Bettencourt, Sernett

B. 2021 Purchase of Seascope Boilers / M20-136:

Director Hugen noted the Seascope boilers are original from 1995 and have been set to be replaced. With receiving four bids, AMS Mechanical Systems, Inc. was the lowest bidder.

Chairman Kinnane noted the budget for this item was ~\$150,000 and asked what the savings will be for using in-house labor. Director Hugen explained the savings on in-house labor will be the removal of the boilers. By doing so, the District will be able to recoup the money earned by having staff recycle the metal instead of paying a company for this service. In addition, the difference in the cost savings is because staff had anticipated having to replace water, electrical, and gas lines to accommodate new boilers; however, the company that made the original boilers is still making the boilers, all of the original lines will work, and do not need to be replaced.

Commissioner K. Evans asked how the life expectancy differs for residential and commercial boilers. Director Hugen explained for commercial boilers, it is the usage volume that makes a huge difference. Residential boilers do not have to put out anywhere near the same capacity as commercial boilers and, therefore, last much longer.

Comm Rep Aguilar asked about the lifespan of the new boilers. Director Hugen confirmed it is approximately 20 years.

Commissioner R. Evans made a motion, seconded by Comm Rep Friedman to recommend the Board approve of the replacement of the two boilers at Seascope Family Aquatic Center to AMS Mechanical Systems, Inc for \$45,900 plus a 10% contingency of \$4,590 for a total of \$50,490.

On a Roll Call: Carried 5-0-2  
Ayes: 5 R. Evans, Aguilar, Friedman, Poeschel, Kinnane  
Nays: 0  
Absent: 2 Bettencourt, Sernett

C. 2021 Purchase of Fleet Equipment / M20-137:

Director Hugen explained a 2004 large production mower is being replaced by the same mower. Also, a snow unit which doubles as a snow unit and mower is being purchased. The snow unit will allow us to plow the paths at Black Bear, Fabbrini, and South Ridge, as well as all of the paths that connect our parks to school sites.

Director Hugen noted staff evaluated multiple purchasing powers for these purchases. For the mower and snow unit, staff is using a state contract for Reinders.

Commissioner K. Evans asked if the attachments for the snow unit will be included in the \$63,000. Director Huguen confirmed the attachments are included in the total price of \$63,000.

Comm Rep Friedman made a motion, seconded by Comm Rep Aguilar to recommend the Board approve of the purchase of the Toro Groundsmaster 5900 for a total of \$77,957.84 and the Groundsmaster 7210 / Polar Track for a total of \$63,000 from Reinders.

On a Roll Call: Carried 5-0-2  
Ayes: 5 R. Evans, Aguilar, Friedman, Poeschel, Kinnane  
Nays: 0  
Absent: 2 Bettencourt, Sernett

D. 2021 Purchase of Park District Vehicles / M20-138:

Director Huguen noted two vehicles are being replaced in 2021. The Parks Crew Cab, a 1993 Chevy Silverado Extended Cab, will be replaced as it is no longer operational. The second vehicle to be replaced is the 2008 Ford Expedition XLT, which is used by the TC Recreation and Information Technology staff, has multiple mechanical issues.

A 2021 Ford Explorer XLT is replacing the 2008 Ford Expedition XLT. The 2021 Ford Explorer XLT will go to the Executive Director and his 2015 Explorer will now be used by the TC Recreation and Information Technology staff.

Comm Rep Aguilar made a motion, seconded by Comm Rep Friedman to recommend the Board approve 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.

On a Roll Call: Carried 5-0-2  
Ayes: 5 R. Evans, Aguilar, Friedman, Poeschel, Kinnane  
Nays: 0  
Absent: 2 Bettencourt, Sernett

E. 2021 Purchase of Ballfield Groomer / M20-139:

Director Huguen noted staff have been researching options for the best equipment to maintain the District's ballfields and found the ABI Force Z23 SL Infield Groomer will meet all of the District's wants and needs. Of the bids received, ABI Attachments was the lowest.

Commissioner K. Evans asked if ABI Attachments uses other brands/technology. Director Huguen explained there are no other implements on it.

Comm Rep Friedman asked if other Districts are using this equipment. Director Hugen noted the Chicago Dogs use it; however, he doesn't know of other Districts who have purchased it. He noted 2020 was the first year the company was at the IAPD Conference and then the COVID-19 pandemic hit, so it didn't leave a great deal of time for the company to become widespread throughout the industry.

Comm Rep Friedman made a motion, seconded by Comm Rep Poeschel to recommend the Board approve of the purchase of the ABI Force Z23 SL Infield Groomer from ABI Attachments for a total purchase price of \$24,998.

On a Roll Call: Carried 5-0-2  
Ayes: 5 R. Evans, Aguilar, Friedman, Poeschel, Kinnane  
Nays: 0  
Absent: 2 Bettencourt, Sernett

F. Parks, Planning & Maintenance Board Report / M20-140:

Director Hugen noted controlled burns were conducted and completed by the end of the first week of December, with the exception of Bridges because the golf course's season was extended longer than anticipated.

Commissioner R. Evans made a motion, seconded by Comm Rep Aguilar to send the Park, Planning & Maintenance Board Report M20-140 to the Board as presented.

On a Roll Call: Carried 5-0-2  
Ayes: 5 R. Evans, Aguilar, Friedman, Poeschel, Kinnane  
Nays: 0  
Absent: 2 Bettencourt, Sernett

7. Committee Member Comments:

Comm Rep Poeschel commended staff on the research done in preparation for the 2021 year.

All members present thanked staff for their efforts and wished everyone happy holidays.

8. Adjournment:

Comm Rep Poeschel made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 7:28 p.m.

On a Roll Call: Carried 5-0-2  
Ayes: 5 R. Evans, Aguilar, Friedman, Poeschel, Kinnane  
Nays: 0  
Absent: 2 Bettencourt, Sernett

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant

**MEMORANDUM M21-003**

**TO: Buildings & Grounds Committee**  
**FROM: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**RE: Land Definition & Management Plan**  
**DATE: January 19, 2021**

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**Background:**

In 2010, the Park District developed a Natural Area Management Plan when it began to convert shorelines to natural areas. This plan was to outline all the areas in the district that were deemed natural areas, as well as the methods used to grow in those areas and maintain them. All of the district's natural areas are fully established. The maintenance of these areas has changed since 2010, therefore, staff has developed a new plan to define these changes and to set a precedent for the future maintenance expectations of these areas.

**Implications:**

The district has over 800 acres of land comprised of multiple land uses. Staff developed the 2021 Land Definition & Management Plan to define each piece of property and describe how the district maintains each land use. This plan provides every location with a category based on its usage.

For example, take Kingston Park, this location has no amenities, meaning no playground, trail, sport court, or splash pad, and its main purpose is to mitigate storm water. The new plan lists Kingston Park as a basin instead of a park because of its lack of park amenities and it will be maintained like a basin based on its functionality.

The 2021 Land Definition & Management Plan is attached for review.

**Staff Recommendation:**

Staff recommends the B&G Committee recommend to the Board the approval of the revised Natural Area Management Plan which will now be known as the 2021 Land Definition & Management Plan.





# **Hoffman Estates Park District**

## **Land Definition & Management Plan**

**January 2021**

**Hoffman Estates Park District**  
**Land Definition & Management Plan**

**Purpose**

To define, identify and plan for the ground's management of Hoffman Estates Park District owned properties.

**Overview**

The Park District currently maintains over 800 acres of land, all of which has many different purposes and benefits. To identify sections of land according to their environmental purpose and residential use, the District has develop four types of properties. Every property will be classified under one for the following: Park, Greenway, Basin or Preserve. New signage will be made as the budget permits.

1. Park – A property that contains developed recreational features including playgrounds, walking paths, athletic courts, and splash pad. Recreational features are not a part of the land management plan.
2. Greenway – Undeveloped land preserved for recreational use or environmental protection.
3. Basin – Property that may retain or mitigate storm water.
4. Preserve - An area of land that is managed in order to conserve wildlife, plant habitat or other natural features.

Maintenance of park district properties are broken down into four categories:

1. Turfgrass Management
2. Natural Areas Management
3. Pond Management
4. Forestry Management

All of the properties owned by the Park District could have one of more of the management categories at one site based on its land usage and amenities. The following will explain each management category and how the Parks Department manages that category. When managing land use, there are many factors that are taken into consideration such as weather patterns, moisture content, accessibility, and safety, to name a few. All of these management plans will be managed at the discretion of the Parks District.

**Turfgrass Management**

The Hoffman Estates Park District owns and maintains roughly 250 acres of mowed turf-grass. Each site's maintenance plan is prioritized by type of use and location predetermined by the Park Services Division. These levels include varying mowing frequencies and heights, as well as varying degrees of fertilization and weed control. Not all properties are listed under Turfgrass Management as not all properties have turfgrass to be managed. The following levels set the standards for each site.

## Level I

- Sites with the highest priority due to frequency and types of use including athletic fields and highly developed parks and amenities.
- Turf will be mowed 1-2x per week at varying heights from 2”- 4” from May through October.
- Fertilization and aerification will take place at a minimum of one application each spring, but may be more frequent on specific athletic fields due to use and priority.
- Broadleaf weed control will take place at a minimum of one application each fall, but also may be more frequent based on specific site needs.
- Irrigation will take place when necessary based off of weather conditions and site usage.

## Level II

- Sites with mid-level priority based on types of use and location including properties with minimal amenities and infrequent use.
- Turf will be mowed once per week at a minimum height of 3” and a maximum height of 4.5” from May through October.
- Fertilization will take place, if necessary, in order to maintain quality turfgrass once per year.
- Broadleaf weed control, when necessary will take place once per year in the fall. Spot applications if necessary, can take place based on weather.

## Level III

- Sites with lower priority due to location, site restrictions and usage. These properties include basins, greenways and preserves.
- Turf will be mowed on an as needed basis at varying heights from May through October. This is dependent upon weather patterns.
- Fertilization and broadleaf weed control will be applied on an as needed basis under the discretion of the Park Services Division.

## Level IV

- Sites with the lowest priority due to locations, site restriction and usable space. These properties include basins and preserves.
- Majority of these sites are no mow areas or preserves with minimal maintained turf. If any turf is maintained, it is a small buffer of sidewalk area.
- Sites do not receive fertilizations and broadleaf control will be applied on as needed basis under the discretion of the Parks Service Division.

## **Natural Areas Management**

Many of the properties owned by the Hoffman Estates Park District contain sections that are “naturalized areas”. These areas are comprised of one or more types of natural areas, wetland, woodland or prairie. A natural area is defined by the National Park Service as, “*an area that visually exhibits primarily nonhuman created qualities, such as an urban forest or wetland.*”

Though sometimes small in area, natural areas often become valuable assets. Most of the Hoffman Estate Park District's natural areas are well defined, though some could be designated as recovering natural areas. The native plants that could provide wildlife with food and shelter are often missing. The deep roots of these native plants could stabilize shorelines and prevent fertilizer runoff, keeping the ponds free of silt and algae. Most natural areas in the District need additional work to create the vegetation that performs these desirable functions.

Restoration is the word most often associated with a management plan for natural areas. Properly restored and managed natural areas result in a diversity of native plants that possess unique characteristics and aesthetic appeal.

The district utilizes four methods to maintain our natural areas in the district. To determine what method of maintenance is completed, district staff members monitor our natural areas throughout the year. Types of plants and grasses, moisture content, and terrain determine which management method is used. All sites are site specific and could have one or up to all four maintenance methods completed in one year based on evaluations.

### **1. Prescribed Burning**

Fire is the most effective and efficient way to manage invasive species and native flora within naturalized landscapes. Prescribed burning is a planned process undertaken by the District or contractual partners that happens between the months of October through May. Permits are obtained and notification is given to residents four weeks prior to projected burns each fall. All prescribed burns are carried out by trained and licensed personal.

### **2. Mechanical**

Where prescribed burning may not be an option, sites may be mowed or cleared using mechanical mechanisms. This could include brush cutting, timber clearing and/or removal, as well as hand cutting and clearing. These practices are highly weather dependent and are scheduled based on site conditions and plant growth.

### **3. Chemical**

In some cases, it may be effective to treat invasive species with either selective or non-selective herbicides. The district uses EPA approved products applied by licensed professionals. Timing of chemical application is key in controlling unwanted plants. The time of the year to make applications are based on plant type, soil temperature, and moisture content.

### **4. Cultural**

Planting seeds of native species and wanted plants is the best cultural practice as a well-developed natural area will not allow unwanted plants to compete. District staff seeds native areas every year, on an as needed basis, when soil temperatures and moisture content are optimal.

When applicable, the district holds regular volunteer opportunities with professionals from the Parks Department to manually remove seed heads from plants for spring planting. These events also educate the community on the importance of native habitats and ecosystems while giving individuals a chance to contribute to the ongoing efforts of the district's natural areas.

Foliage covering shorelines and within bodies of water is not to be cut, treated or harmed without the permission of the Parks Department. This includes dumping of any kind including landscape refuse, which will result in fines to the perpetrator. Furthermore, any influences that could affect water quality other than those approved by the Hoffman Estates Park District is strictly prohibited.

## **Pond Management**

The Hoffman Estates Park District manages several ponds at multiple properties. It is important to note that the primary function of these bodies of water is to provide storm water detention for residential, commercial, and municipal infrastructure. Recreational use and aesthetics are a secondary product of these bodies of water. At certain locations, recreational use is encouraged and all bodies of water are managed to serve their primary goals, whether that be storm water management, wildlife habitat, or recreational use.

## **Aquatic Treatments**

Chemical applications to bodies of water managed by the district will be made at a minimum of once per year taking place in the spring. In cases where repeat applications are necessary, the Parks Department will determine the timing and frequency of subsequent mitigation efforts and continue to monitor and assess water quality. Water quality will be at the discretion of the Parks Department and will be based on functions, habitat and environmental benefits. All treatments will be made by the Hoffman Estates Park District or district approved contractors. No other outside organizations or persons may alter water without the permission of the Parks Department.

## **Habitat**

The district takes great pride in providing aquatic habitat for many terrestrial animal, native fish, amphibious and migratory bird species. Fishing stocking will take place at the discretion of the Park District at various bodies of water based on environmental and recreational factors. In an effort to preserve fish for recreational use and or harvesting, these sites will remain anonymous to the general public. Fish species may include any or a combination of the following; Blue-gill, Sunfish, Channel-catfish, Northern Pike, Large-mouth Bass, Small-mouth Bass and Crappie. Ice fishing times and locations will be permitted at specific ponds and posted on the district's website. Please refer to the IDNR website below for general fishing information, licensing and harvesting under General Sportfishing Guidelines.

<https://www2.illinois.gov/dnr/publications/Documents/00000845.pdf>

## **Forestry Management**

The Hoffman Estates Park District has diverse and robust arboriculture population spread over 800 acres of park land. It is a priority to continue to establish and retain these specimens in an effort to create habitat for wildlife and benefit the overall well-being of the community.

Furthermore, hazard assessments, removals and new plantings are conducted by district staff or contractual partners and are completed based on safety hazards, environmental needs or at the directions from other governmental agencies.

### **Removals**

All specimens will be removed on an as needed basis determined by either the district or other governing parties, including village, utility and county. Any storm damaged trees will be removed within seven working days of failure. Furthermore, any outside property damage incurred will be subject to review by the district. District staff is continuously monitoring our forested areas and tree inventory, but not all dead or dying trees are removed, especially if they pose no threat to surrounding species or public.

### **Pruning**

Trees located in high traffic areas will be trimmed on a cyclical basis by Park Services Division personnel or licensed contractors approved by the district. No outside party is permitted to trim any specimens located on Hoffman Estates Park District properties without the explicit consent of the district. Scheduling and extent of pruning is monitored and scheduled by the Parks Department.

### **Preservation**

The Hoffman Estates Park District carefully curates a wide variety of both native and non-native species throughout the district in an effort to create a diverse biosphere that adds to the quality of life of the community. With the help of volunteer initiatives and inventory management, the district has successfully obtained Arboretum status and will continue to transform current park land to aid in creating urban forests throughout the Chicagoland suburbs.

### **Arboretum**

Currently, the Park District has one location that has met Arboretum status requirements. Voegelé Park is currently a designated Arboretum and the district will continue to be maintain Voegelé Park in order to continue to meet Arboretum requirements.

Property Name	Classification	Turfgrass Management Level	Natural Area Acreage	Aquatic Management	Hoffman Estates Region
Armstrong	Park	II	0	No	South
Beacon Point	Park	III	0	No	West
Beacon Point	Basin	IV	8	No	West
Bergman Pointe	Park	II	1.2	No	North
Bergman Pointe	Basin	II	4.9	Yes	North
Birch	Park	II	0	No	South
Black Bear	Park	II	25.66	Yes	West
Bode-Salem	Park	III	0	No	South
Bo's Run Dog	Park	II	0	No	Norrrth
Brittany	Park	II	0.8	No	North
Cannon Crossings	Park	I	4.35	No	West
Canterbury Fields	Park	I	3	No	West
Canterbury	Park	II	4	No	West
Freedom Run Dog	Park	II	0	No	West
Charlemagne Park	Park	II	17	Yes	North
Chestnut	Basin	II	0.6	Yes	South
Chino	Park	II	0	No	South
Cipri	Park	III	0	No	North
Colony	Preserve	IV	3.9	No	North
Colony	Park	II	0	No	North
Community	Park	II	0	Yes	South
Cottonwood	Park	I	0	No	South
Douglas	Basin	III	0	No	North
Eisenhower	Park	I	3.8	No	South
Essex	Preserve	IV	23.24	No	West
Evergreen	Park	II	0.2	Yes	South
Fabbrini	Park	I	2.96	Yes	South
Fairview	Park	II	0	No	South
Field	Park	II	0	No	South
Golf Road	Preserve	IV	13	Yes	West
Highland	Park	II	3.6	Yes	South
Hoffman	Park	II	0	No	South
Hunters Ridge	Basin	II	0.95	No	West
Hunters Ridge East	Basin	III	35	Yes	West
Hunters Ridge	Park	II	0	No	West
Huntington	Park	I	0	No	North
Kingston	Basin	III	0	No	North
Lincoln	Park	III	0	No	North
Locust	Park	II	2.54	No	South
Lombardy	Park	I	0	No	North
MacArthur	Park	II	0	No	South
Maple	Park	II	1.2	No	South
Meadow	Park	III	0	No	North
McDonough	Basin	III	0.1	Yes	West
North	Greenway	III	0	No	North
North Ridge	Park	II	0.4	Yes	North
North Twin	Basin	II	0.5	Yes	South
Oak	Preserve	III	9.7	No	South
Oakdale	Park	II	0	No	South
Olmstead	Park	I	0.8	No	North
Pebble	Park	II	0	No	North
Pine	Park	II	5.42	No	North
Poplar	Park	II	0.75	No	South
Princeton	Park	II	0.8	No	West
Princeton	Basin	III	1.1	Yes	West
Rohrssen	Preserve	IV	4.5	No	West
Seminole	Greenway	III	5.45	No	North
Sheffield	Park	II	0	No	South
Shoe Factory	Basin	III	1.75	Yes	West
Sloan	Park	I	0	No	South
South Ridge	Park	II	0.8	Yes	North
South Twin	Basin	II	0.5	Yes	South
Sundance	Park	II	0	No	North

Sundance	Greenway	III	1.75	No	North
Sycamore	Park	I	0	No	South
Tall Oaks	Park	II	9.6	No	West
Thornbark	Greenway	III	0	No	North
Triangle	Preserve	IV	5.5	No	West
Tropicana	Park	II	0	No	South
Valley	Park	I	0.6	No	North
Victoria	Park	I	93.5	Yes	South
Vogelei	Park	I	2.83	Yes	South
Walnut	Basin	III	11.2	Yes	West
Westbury	Park	III	0.7	Yes	North
Whispering	Basin	III	0.5	Yes	North
Willow	Park	II	6.4	No	North
Willow	Greenway	II	6.95	No	North
Willow	Preserve	III	1.2	No	North
Wilmington	Basin	III	0	No	South
Winding Trails	Basin	III	3.4	Yes	West
Yorkshire Woods	Basin	II	0.2	Yes	West
Triphahn Center	N/A	I	1.75	Yes	South
The Club at Prairie Stone	N/A	I	0.8	No	West
Willow Recreation Center	N/A	I	5.05	No	North
Parks Services	N/A	III	1.55	No	South
Seascape Family Aquatic Center	N/A	I	1.95	No	South
Bridges of Poplar Creek CC	N/A	I	22.5	Yes	South



## MEMORANDUM M21-004

**TO:** Buildings & Grounds Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** WRC Elevator Modernization  
**DATE:** January 19, 2021

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### **Background:**

At Willow Recreation Center (WRC), the district has a 1984 hydraulic passenger elevator that has been identified by GIS to be upgraded. Over the past couple years, the elevator has had many service calls and it has been recommended by many inspectors that an upgrade be completed. The budget amount for the modernization of the WRC Elevator is \$85,000.

### **Implications:**

Staff went out to bid for the modernization of the WRC Elevator which included having the elevator upgraded to a Smart Rise System. This system includes a new hydraulic power unit, wiring, controls, hoistway devices, door operators, and panels. Staff contacted six elevator contractors to bid on this project; staff received requests from two vendors to inspect the current conditions.

In the end, staff only received one bid which was from Advanced Elevator, our contracted elevator service company since 2017. Staff think part of the reason other elevator companies did not bid is because, as per state regulation, it is well known that Advanced Elevator is our longstanding elevator contractor.

Staff has been very pleased with Advanced Elevator over the past three years.

Advanced Elevators bid to complete the modernization is \$74,400 which is under the budgeted amount of \$85,000.

### **Staff Recommendation:**

Staff recommends the B&G Committee recommend to the Board the awarding of the modernization of WRC Elevator to Advanced Elevator for a total of \$74,400 with a 10% contingency of \$7,440 for a total of \$81,840.

## Memorandum M21-005

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance December Board Report  
**Date:** January 19, 2021

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### THE CLUB RENOVATIONS

Staff continued to work on the Kids' Corner renovation and completed the new sign-in area as well as the kitchen area in the party rental room. There is still some touch-up work to be completed and items to be put back into place, but for the most part the area's construction is complete.



### CONTROLLED BURNS

Staff was able to continue with prescribed burns through the first two weeks of December and completed all park sites that were set to have prescribed burns completed this year. The only property left to have a prescribed burn completed is Bridges of Poplar Creek; this was delayed because the course was open until the first snowfall.



## **WINTER SET-UP**

Staff spent time this past month winterizing sites. The sled hills at Seascape and Pine Park were mowed and prepared to be ready for the first snowfall. Staff placed the proper flags at pond locations to show when the ice is safe for use. In order for the ponds to be able to have single users the ice depth must reach more than four inches. Once the ice is thick enough for staff to get on the ice safely, depths are checked daily.

The following is a list of ponds for ice fishing and or ice skating:

### Ice Skating:

- South Ridge Park Pond – 1450 Freeman
- Fabbrini Park Pond – 1704 Glen Lake Rd.
- Evergreen Park Pond – 600 Washington Blvd.

### Ice Fishing:

- North Twin Lake Park Pond – 950 Hassell Rd.
- South Twin Lake Park Pond – 985 Hassell Rd.
- North Ridge Park Pond – 1370 West Sturbridge Dr.
- Black Bear Park Pond – 1484 Essex Dr.

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

- Prescribed burns
- Fall broadleaf applications
- Pine Park creek line clearing
- Tree work at multiple locations
- Snow removal
- BPC asphalt removal
- Built Santa's Sleigh out of a trailer for Recreation Department use
- Wolves' elevator floor repairs
- Installed counter top in ELC kitchen
- Teen Center construction began and removal of old items
- Upgrades to showers in the hockey locker rooms
- Changed motor carrier bearings at The Club laundry room boiler
- Built and installed new drain pan for glycol in ice mechanical room
- Finished install of new LED lights at The Club main entrance
- Ice rink lighting converted to LED
- Leak in ceiling in rink one was traced to upstairs restroom at TC and had the toilet flanges replaced
- New thermal overload relays installed on compressor room exhaust fan at TC
- Installed new gas valves on domestic hot water valve at The Club
- Rebuilt the axels and springs on two trailers
- Maintenance and repairs on mowers and small equipment
- Vehicle checks

**HOFFMAN ESTATES PARK DISTRICT  
2020 BUDGET GOALS & OBJECTIVES  
PARKS, PLANNING & MAINTENANCE DIVISION**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun

**DISTRICT GOAL 1: HEALTHY & ENJOYABLE EXPERIENCES**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Conduct a tree seedling planting event in April.</b>	<b>The event will showcase proper tree maintenance from planting to caring for fully grown trees.</b>	<b>C</b>	<b>Virtual</b>
1Q/2Q Comments	Staff performed a tree planting at Vogelei Park. It was recorded and posted to the website. For Vogelei Park, we have achieved Arboretum Accreditation at Level I for exemplifying standards of excellence in the arboretum community.		
3Q Comments:	Complete		
4Q Comments:	Complete		
<b>A volunteer invasive plant removal. Will be scheduled for July based on the quantity of invasive plants and locations.</b>	<b>Location will be selected prior to June 1<sup>st</sup> for C&amp;M Department to advertise the event.</b>	<b>C</b>	<b>New Date</b>
1Q/2Q Comments	Event will take place in October 2020 instead of July 2020.		
3Q Comments:	Event is now scheduled for September 26 at Pine Park.		
4Q Comments:	Event took place at Pine Park with a good volunteer turn out.		
<b>Combine our Seed Collection at Charlemagne Park with a Parks Department run educational event of shoreline management and why HEParks maintains the shorelines with native buffer zones.</b>	<b>Reach out to community scout groups to partner with on this event.</b>	<b>C</b>	<b>Scheduled for September 26, 2020</b>
1Q/2Q Comments	Event can still run as planned; currently reaching out to local scout groups and volunteers for interest.		

3Q Comments:	Event is scheduled for 9/26/2020.
4Q Comments:	Event took place at Charlemagne Park - Completed

**DISTRICT GOAL 2: SOCIAL EQUITY**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Ensure new parks are ADA compliant.</b>	<b>South Ridge, Princeton, Pine</b>	<b>C</b>	
1Q/2Q Comments	Princeton is completed, South Ridge is in progress, and Pine was moved to 2021 for COVID-19 cost cutting.		
3Q Comments:	South Ridge is progressing nicely. Path and Parking lot are scheduled for 9/11/2020 and 9/14/2020, following this the park district staff has install of landscaping, new pier, shelter and nature playground.		
4Q Comments:	All park projects enhancements meet ADA standards.		

**DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Olmstead &amp; Willow Tennis Court Re-Color</b>	<b>Bids opened 1Q. Complete in 2020</b>	<b>C</b>	
1Q/2Q Comments	Fall completion.		
3Q Comments:	Olmstead was completed 9/5/2020 and Willow set to begin 9/14/2020.		
4Q Comments:	Complete		
<b>Crack fill/Sealcoat at Cannon, Freedom and Bridges</b>	<b>Complete in 2020 during slow operating times to provide least disruption possible to Operations</b>	<b>C</b>	
1Q/2Q Comments			
3Q Comments:	Complete		
4Q Comments:	Complete		
<b>Cannon Crossing Baseball Paths Construction</b>	<b>Complete in 2020 during slow operating times to provide least disruption possible to Operations</b>	<b>C</b>	
1Q/2Q Comments			
3Q Comments:	Contractor has been selected and working with them on start date.		
4Q Comments:	Complete		
<b>Replace Bobcat 873 with Track Bobcat</b>	<b>Purchased in February 2020</b>	<b>C</b>	
1Q/2Q Comments			
3Q Comments:	Complete		

4Q Comments:	Complete		
<b>Princeton Playground Renovation</b>	<b>Bids opened 1Q. Complete in 2020</b>	<b>C</b>	
1Q/2Q Comments			
3Q Comments:	Complete		
4Q Comments:	Complete		
<b>Princeton Splash Pad</b>	<b>Bids opened 1Q. Complete in 2020</b>	<b>C</b>	
1Q/2Q Comments			
3Q Comments:	Complete		
4Q Comments:	Complete		
<b>Dodge Ram Van</b>	<b>Purchase in 2020</b>	<b>C</b>	
1Q/2Q Comments			
3Q Comments:	Complete		
4Q Comments:	Complete		
<b>Crew Fleet Truck</b>	<b>Purchase in 2020</b>	<b>NB</b>	
1Q/2Q Comments	Evaluating if required for fall crews; if so, will purchase for fall 2020.		
3Q Comments:	After evaluation this truck was moved to 2021 Capital budget.		
4Q Comments:	To be completed in 2021		
<b>Birch Park OSLAD</b>	<b>Planning, permits and demo in 2020</b>	<b>C</b>	
1Q/2Q Comments	In Progress.		
3Q Comments:	WT Group is our consultant and permits from Army Corp of Engineers have been obtained and they are working on final plans to go to bid at years end for 2021 completion.		
4Q Comments:	Project is ready for the bid process.		
<b>South Ridge Park OSLAD Grant Project.</b>	<b>Phase one to start as early as weather will allow in 2020, with project completion by December 2020.</b>	<b>C</b>	
<b>Planning took place in 2020. Project will be completed in two phases, foundations and installs. Earth work, utilities, paths, parking lots, concrete and drainage in phase one. Phase two is the install of playground, splash pad, fitness and bathrooms.</b>			
1Q/2Q Comments	Project is roughly 60% complete. Also, due to COVID-19, we will time the opening of the park for early fall instead of summer.		
3Q Comments:	Project is in the final stages, with district staff completing the remainder of the project.		
4Q Comments:	Complete		

<b>Create a playground replacements plan. This will be based on locations and usage using school sites, community parks or neighborhood park as our categories. Our in-house inspections will also play a role, with the new living document tying to GIS.</b>	<b>Complete living document for playground replacements in 2020.</b>	<b>C</b>	
1Q/2Q Comments	In Progress		
3Q Comments:	In Progress		
4Q Comments:	Complete; plan has been implemented into GIS		
<b>Utilize GIS to develop Utility Maps</b>	<b>The maps will be developed to show where all utilities are in parks or buildings to allow staff to operate in a safe manner. Complete in 2020</b>	<b>C</b>	
1Q/2Q Comments	In Progress		
3Q Comments:	In Progress		
4Q Comments:	Complete		
<b>Add pickleball courts to Fabbrini Park.</b>	<b>Bid out project by end of 1Q. Completed construction in 2020.</b>	<b>C</b>	
1Q/2Q Comments			
3Q Comments:	Complete		
4Q Comments:	Complete		

**DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Naming of park space for correct use.</b>	<b>The district owns multiple areas that are in flood plains and wetlands that are currently deemed parks. By changing the names of these areas to greenways or basins, it will let residents know that a playground does not exist and it is only open green space. This will also tie into our Natural Area Management Plan. Complete in 2020.</b>	<b>C</b>	
1Q/2Q Comments	In Progress		
3Q Comments:	In Progress		
4Q Comments:	Complete – Land Definition & Management Plan		
<b>Implement new mowing patterns for areas designed as detention that will aid in plant health, wildlife and water control.</b>	<b>Develop plan in the winter of 2020 for implantation in the spring of 2020 that involves wetland and low lying areas only being mowed three times per year.</b>	<b>C</b>	
1Q/2Q Comments	In Progress		
3Q Comments:	In Progress		
4Q Comments:	Complete – Land Definition & Management Plan		

**DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Respond to resident inquiries within 48 business hours.</b>	<b>Maintain in 2020</b>	<b>C</b>	
1Q/2Q Comments	In Progress		
3Q Comments:	In Progress		
4Q Comments:	Complete		