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**MINUTES  
BUILDINGS & GROUNDS COMMITTEE MEETING  
January 19, 2021**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on January 19, 2021 at 7:00 p.m. remotely via ZOOM.

Present: Commissioner R. Evans, Comm Reps Aguilar, Bettencourt, Poeschel

Absent: Chairman Kinnane, Comm Reps Friedman, Sernett

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

Audience: President Kaplan, Commissioners Chhatwani, McGinn, K. Evans; Comm Rep Macdonald

**2. Approval of Agenda:**

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

On a Roll Call: Carried 4-0-3  
Ayes: 4 R. Evans, Aguilar, Bettencourt, Poeschel  
Nays: 0  
Absent: 3 Friedman, Sernett, Kinnane

**3. Approval of the Minutes:**

Comm Rep Poeschel made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the December 15, 2020 meeting as presented.

On a Roll Call: Carried 4-0-3  
Ayes: 4 R. Evans, Aguilar, Bettencourt, Poeschel  
Nays: 0  
Absent: 3 Friedman, Sernett, Kinnane

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

**A. Land Definition & Management Plan / M21-003:**

Director Hugen explained the District's properties are being proposed to be defined based on land function as either a park, greenway, basin, or preserve. In conjunction with the land definitions, a land management plan is being proposed for the maintenance of each site and it is based on the following criteria: turf grass, natural area, pond, and forest management. The final page of the plan is a summary list of the District's properties with each property's classification and management plan.

It was noted that updated signage will be put at each site.

Commissioner K. Evans noted in the section entitled Aquatic Treatments, the first sentence of the section implies chemical applications to bodies of water will be made at a minimum of once per year every year, which is not a valid statement. Executive Director Talsma noted the sentence will be reworded to read "chemical applications to bodies of water managed by the district will be made as needed in the spring".

Comm Rep Bettencourt made a motion, seconded by Comm Rep Poeschel to recommend the Board approve of the revised Natural Area Management Plan which will now be known as the 2021 Land Definition & Management Plan.

On a Roll Call: Carried 4-0-3  
Ayes: 4 R. Evans, Aguilar, Bettencourt, Poeschel  
Nays: 0  
Absent: 3 Friedman, Sernett, Kinnane

**B. WRC Elevator Modernization / M21-004:**

Director Hugen noted the WRC elevator does not need to be replaced, just simply modernized and, once completed, it will serve as a standard elevator with a possible life extension of another 20-30 years. The only bid received for the project was from Advanced Elevator for \$74,400.

Commissioner R. Evans asked how many elevators the District has and if any will be up for maintenance in the near future. Director Hugen explained Vogeley has a chair lift with maintenance scheduled to be completed this year. For the rest of the District,

neither the elevators, nor the chair lifts, require maintenance in the near future. There are two elevators at TC, Bridges has one elevator and one chair lift, and there is one elevator at The Club.

Commissioner K. Evans asked if some of the cost of the elevator modernization at WRC will be covered by ADA funding. Executive Director Talsma explained the funds were budgeted to come from the Capital fund.

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

On a Roll Call: Carried 4-0-3  
Ayes: 4 R. Evans, Aguilar, Bettencourt, Poeschel  
Nays: 0  
Absent: 3 Friedman, Sernett, Kinnane

C. Parks, Planning & Maintenance Board Report and 4Q Goals / M21-005:

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 until it snowed.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Poeschel to send the Parks, Planning & Maintenance Board Report and 4Q Goals to the Board as presented.

On a Roll Call: Carried 4-0-3  
Ayes: 4 R. Evans, Aguilar, Bettencourt, Poeschel  
Nays: 0  
Absent: 3 Friedman, Sernett, Kinnane

7. **Committee Member Comments:**

Comm Reps Aguilar, Bettencourt, and Poeschel noted the Land Definition & Management Plan is well done and commended staff on a job well done.

Commissioner R. Evans commended staff on their adaptability to the ever-evolving COVID-19 guidelines.

8. **Adjournment:**

Comm Rep Aguilar made a motion, seconded by Comm Rep Bettencourt to adjourn the meeting at 7:32 p.m.

On a Roll Call: Carried 4-0-3  
Ayes: 4 R. Evans, Aguilar, Bettencourt, Poeschel  
Nays: 0  
Absent: 3 Friedman, Sernett, Kinnane

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant