



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
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**AGENDA**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**TUESDAY, FEBRUARY 16, 2021**  
**7:00 p.m.**  
**\*Remotely via ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - January 19, 2021
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Court Repairs at Evergreen Park and Victoria Park / M21-013
  - B. Crack Fill and Sealcoating / M21-014
  - C. Parks, Planning & Maintenance Board Report / M21-015
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  
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

## MEMORANDUM M21-013

**TO:** Buildings & Grounds Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Court Repairs at Evergreen Park and Victoria Park  
**DATE:** February 16, 2021

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### **Background:**

As part of the 2021 Capital Improvement Plan, \$21,000 in funds have been allocated for improvements to tennis courts and basketball courts at Evergreen Park and Victoria Park. The improvements are as follows:

- Repair cracks, resurface and add pickle ball lines at Victoria Tennis Courts
- Repair cracks, resurface and add pickle ball lines at Evergreen Tennis Courts

### **Implications:**

On February 9, 2021, staff opened four bids for the 2021 court repair work. With the courts being covered in snow all of January and in early February, contractors were not able to see the condition of the courts, causing bids to come in higher than expected.

American Sealcoating, the lowest bidder, came in at \$22,400. At the low bid amount, we are under the requirement for using the bid process. Staff will be getting quotes for this work to get more competitive prices once the snow has melted in early spring.

### **Staff Recommendation:**

Staff recommends the B&G Committee recommend to the Board the rejection of all bids at this time with the plan for staff to get a new proposal in the spring.

**MEMORANDUM M21-014**

**TO: Buildings & Grounds Committee**  
**FROM: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**RE: Crack Fill and Sealcoating**  
**DATE: February 16, 2021**

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**Background:**

Bids were opened on February 9, 2021 for crack filling, sealcoating and striping work to be completed at Triphahn Center. This work is part of an on-going preventative maintenance program with the intent to extend the life cycle of the existing parking and driving areas of the District. This project has a budgeted amount of \$40,850.

**Implications:**

A total of nine bids were received. The bid results are attached for review. The low bid is from Maul Enterprises Inc. at \$14,192.02, was reviewed by staff for accuracy, and everything was found to be in order. Maul Enterprises Inc. performed the District's crack filling and sealcoating in 2015 and 2016. Staff spoke with Gary Buczkowski, who ran the projects in 2015 and 2016, and found all projects were completed on time and to the District's expectations.

Numbers for this bid came in lower than expected, as budget was based on the median bid numbers from last year. The contractor's prices per linear foot of crack fill were \$0.15 less than last year's prices, plus sealcoating is down by 25%, and striping of stalls is down nearly \$24 per stall. Staff feels that by bidding this in January, we are getting very competitive pricing, with little overhead. This could be due to the COVID-19 pandemic with not as many jobs as usual out to bid. Staff does not know how long this will be the case, but would like to do a change order to the bid and add the following scope to the bid. The change order is less than 50% of the original bid, which is within our rights, and the total will still be under the \$25,000 bid requirement amount. Maul Enterprises Inc. has agreed to honor all costs in the bid as shown below:

*Canterbury Park Place*

- *1,000 linear feet Crack Fill @ \$0.40 per linear foot*

*Canterbury Fields Park*

- *2,500 linear feet Crack Fill @ \$0.40 per linear foot*

*Fabbrini Parking Lot*

- *4,500 linear feet Crack Fill @ \$0.40 per linear foot*
- *38,655 square feet Sealcoat - @ \$0.075 per sq. ft.*
- *84 Stalls @ \$2 per stall*
- *4 HC Space @ \$45 per stall*
- *550 Linear Feet Markings @ \$0.20 per linear foot*

*Total change to the bid price is \$6,557.12*

This would make the total bid amount for Maul Enterprises Inc. \$20,749.14.

**Staff Recommendations:**

Staff recommends the B&G Committee recommend to the Board the approval of the crack filling and sealcoating bid project to Maul Enterprises Inc. for \$20,749.14 with a 10% contingency of \$2,075 for a total of \$22,824.14.



2021 Crack Filling/Seal Coating/Striping at Multiple Locations									
	ABC Asphalt Inc.	Pavement Systems Inc.	Patriot Maintenance Inc.	Maul Enterprises Inc.	Advantage Paving Solutions Inc.	SKC Construction Inc.	Hastings Asphalt Services Inc.	Chicagoland Paving Contractors Inc.	Kaplan Paving
BID BOND	No Bond	X	Cashier's Check	X	X	X	X	X	X
<b>TRIPHAHN CENTER PARKING LOT</b>									
<b>Item #1:</b> Rout and clean any crack greater than ¼" in width and filled with a single component hot tar joint sealant meeting IDOT specifications. (17,556 lineal feet)	\$0.80	\$0.40	\$0.40	\$0.40	\$0.55	\$0.50	\$0.60	\$0.75	\$0.70
	\$4,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,750.00	\$2,500.00	\$3,000.00	\$3,750.00	\$3,500.00
<b>Item #2:</b> Clean entire parking lot including adjacent B6-12 curb gutters, remove all debris from site. Chemically treat all oil stained areas.	\$8,000.00	\$2,090.00	Included	Included	\$1,200.00	\$500.00	\$300.00	\$1,600.00	\$1,000.00
<b>Item #3:</b> Apply 2 coats TARCONITE or approved equal emulsion that exceeds IDOT specifications RP- 355E with 3-5 lbs per gallon of silica sand with an application coverage rate of no less than .3 gallons per square yard or 3.3 square yards per gallon.	\$0.350	\$0.690	\$0.073	\$0.075	\$0.120	\$0.100	\$0.097	\$0.150	\$0.0835
	\$49,426.65	\$9,744.00	\$10,309.00	\$10,591.42	\$16,946.28	\$14,121.90	\$13,698.24	\$21,182.85	\$11,793.00
<b>Item #4:</b> Pavement markings: Stalls (354, white)	\$5.00	\$4.00	\$3.00	\$2.00	\$8.50	\$5.00	\$2.70	\$3.90	\$2.75
	\$1,770.00	\$1,416.00	\$1,062.00	\$708.00	\$3,009.00	\$1,770.00	\$955.80	\$1,380.60	\$973.50
<b>Item #5:</b> Pavement markings: Handicap Spaces (9 handicapped, Symbols on blue, yellow with hatch van space)	\$40.00	\$67.00	\$30.00	\$45.00	\$25.00	\$32.50	\$27.50	\$51.00	\$40.00
	\$360.00	\$603.00	\$270.00	\$405.00	\$225.00	\$292.50	\$247.50	\$459.00	\$360.00
<b>Item #6:</b> Additional hash line yellow stripe (750 lin ft)	\$1.00	\$0.34	\$0.28	\$0.20	\$0.60	\$0.38	\$0.35	\$0.45	\$0.25
	\$750.00	\$255.00	\$210.00	\$150.00	\$450.00	\$285.00	\$262.50	\$337.50	\$187.50
<b>Item #7:</b> Additional line white (750 lin ft)	\$1.00	\$0.34	\$0.28	\$0.20	\$0.40	\$0.38	\$0.35	\$0.45	\$0.25
	\$750.00	\$255.00	\$210.00	\$150.00	\$300.00	\$285.00	\$262.50	\$337.50	\$187.50
<b>Item #8:</b> White stop line (47 lin ft)	\$2.00	\$0.56	\$1.00	\$0.80	\$0.80	\$4.25	\$3.00	\$1.60	\$0.50
	\$94.00	\$26.00	\$47.00	\$37.60	\$37.60	\$199.75	\$141.00	\$75.20	\$23.50
<b>Item #9:</b> Pavement markings: Linear Stripes (100 lineal feet, Crosswalk w/ 12" perpendicular stripes, white)	\$2.00	\$4.31	\$1.50	\$0.80	\$4.00	\$3.00	\$1.75	\$3.35	\$0.35
	\$200.00	\$431.00	\$150.00	\$80.00	\$400.00	\$300.00	\$175.00	\$335.00	\$35.00
<b>Item #9:</b> Pavement markings: Arrows (2 arrows, white)	\$300.00	\$90.00	\$40.00	\$50.00	\$85.00	\$45.00	\$39.00	\$70.00	\$42.00
<b>Item #10:</b> Paint the word ONLY in white paint	\$300.00	\$65.00	\$30.00	\$20.00	\$175.00	\$100.75	\$25.00	\$20.00	\$21.00
<b>Item #11:</b> Premium night time work charge (10pm-5am)	\$3,500.00	\$6,226.00	\$2,000.00	\$1,000.00	\$8,500.00	\$0.00	\$950.00	\$3,225.00	\$1,540.00
<b>TRIPHAHN CENTER PARKING LOT TOTAL PROJECT COST (REGULAR DAYTIME WORKING HOURS)</b>	<b>\$65,950.65</b>	<b>\$16,975.00</b>	<b>\$14,328.00</b>	<b>\$14,192.02</b>	<b>\$25,577.88</b>	<b>\$20,399.90</b>	<b>\$19,106.54</b>	<b>\$29,547.65</b>	<b>\$18,123.00</b>
<b>ADDENDUM #1: ADDITIONAL COST TO PERFORM WORK BETWEEN 10:00PM TO 5:00AM</b>	<b>\$3,500.00</b>	<b>\$6,266.00</b>	<b>\$2,000.00</b>	<b>\$1,000.00</b>	<b>\$8,500.00</b>	<b>\$0.00</b>	<b>\$950.00</b>	<b>\$3,225.00</b>	<b>\$1,540.00</b>

## Memorandum M21-015

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance January Board Report  
**Date:** February 16, 2021

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### ADMINISTRATIVE

Staff has been preparing bid specifications for work to be performed in 2021. Bids were released and opened for outdoor court repair at Victoria and Evergreen Park, as well as sealcoating and crack fill at Triphahn Center parking lot.

Plans for Birch Park have been finalized by WT Engineering and bids are currently released for utilities, earthwork, concrete and asphalt; all of which are due on March 3, 2021. Staff attended the Village of Hoffman Estates Planning & Zoning Committee meeting on February 8, 2021 during which the Village held discussion on approving the project as it pertains to village codes. All plans are up to code and the project was approved.

Bids have been accepted for Seascape boilers and Willow Recreation Elevator Modernization. Staff has been working with the contractor on the removal and installation of the new boilers in hopes to align the process with our schedule of preparing Seascape for the season. At WRC, staff has meet with the contractor to identify permits needed and discuss timing of the work to be performed.

This past year, staff had submitted an application to the Illinois Sports Turf Managers Association for Field of the Year award. With no baseball/softball taking place early in the year and all maintenance outside of essential maintenance not taking place, minimal staff were assigned to working on the ballfields, but those that were performed at a very high level. These staff members kept the field on a low maintenance program while the fields were not in use and then when sports began again, they were ready to go. Steve Bessette, Supervisor of Park Grounds, as well as Gail Fitch, Turf Manager, and the team did an outstanding job on the maintenance of the ballfields. As for the Field of the Year award, Hoffman Estates Park District received third place, but as you can see in the results below, it was a very close contest for being named the Field of the Year.

1<sup>st</sup> Place: Norridge - Jerry Hernandez- 29.6

2<sup>nd</sup> Place: Fox Valley - Aaron Reinhart 27.6

3<sup>rd</sup> Place: Hoffman Estates Park District - Gail Fitch 27.3



## **TC ICE MAINTENANCE**

The Parks team assigned to the ice rink, along with members from the TC facility and construction teams, have been working with the Chicago Wolves to make sure they have a successful season of playing and practicing at our facility. Running professional hockey at a Park District Community Center is a great achievement and the rink looks great and is performing well. Staff have been hanging new banners, cardboard fans, building benches for coaches to stand on behind the player's bench, building stick racks, water bottle holders and tables in the bleachers for statisticians and staff. Ice Maintenance staff have been flooding ice and training staff on how to properly perform double cuts with two Zambonis during games. Everything has been smooth beginning with the one pre-season game through the two regular season games.

## **PARKS**

Snow was the main topic at the Parks Department in January and the beginning of February. With multiple snow events and large quantities of snow, staff has been extremely busy clearing parking lots, paths at Black Bear, Fabbrini and South Ridge, as well as our new areas of sidewalks leading to schools. With the amount of snow that we have, it doesn't stop at plowing the lots; we have to relocate the snow to lots that are not being used to keep as many parking spots open at our facilities.

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

- Prepare for stain treatment for pools at The Club.
- Freedom Run gate trouble shooting. It has been deemed wires are not pulling the proper amps and we are running new wires.
- Activity pool overflowing, adjusted auto fill valve to limit water flow.
- HVAC checks and repairs.
- Finished ice rink lighting with Dominion Lighting.
- Installed new blower motor in Parks Maintenance building Reznor unit.
- Mower maintenance and repairs.
- Vehicle checks and repairs.
- Ice checks for ice fishing and skating safety with flags adjusted based on depths.
- Tree work at Fabbrini Park, Walnut Basin and Pondview.
- Cabinet install in room 105/106 at TC.
- Cabinet and countertop install at Vogelei in the new E-Gaming Center.
- Cove base install at Vogelei in the new E-Gaming Center.
- Remove walls in range building and prepare for new ball washing/dispensing system.
- Remove paint from all ice locker room showers, etch concrete, and apply new paint.
- Paint spin room at The Club.
- Facility cleaning and upkeep at WRC, Triphahn Center and Vogelei Barn.
- Ice maintenance mechanical checks and repairs.