



1685 West Higgins Road, Hoffman Estates, Illinois 60169
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AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, APRIL 20, 2021
7:00 p.m.
***Remotely via ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - March 16, 2021
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Birch Playground Install / M21-040
 - B. Parks, Planning & Maintenance Board Report and 1Q Goals / M21-039
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT



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**MINUTES
BUILDINGS & GROUNDS COMMITTEE MEETING
March 16, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on March 16, 2021 at 7:01 p.m. remotely via ZOOM.

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

Absent: Comm Rep 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, K. Evans, Friedman, McGinn; Comm Reps Macdonald, MacGregor (7:05), Wilson (7:05), Henderson (7:10)

2. Approval of Agenda:

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

On a Roll Call: Carried 5-0-1

Ayes: 5 R. Evans, Aguilar, Bettencourt, Poeschel, Kinnane

Nays: 0

Absent: 1 Sernett

3. Approval of the Minutes:

Comm Rep Aguilar made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the February 16, 2021 meeting as presented.

On a Roll Call: Carried 5-0-1

Ayes: 5 R. Evans, Aguilar, Bettencourt, Poeschel, Kinnane

Nays: 0

Absent: 1 Sernett

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. Birch Park OSLAD Utilities Contract / M21-025:

Director Hugen reviewed the budget for the Birch Park OSLAD project. The project is broken down into the following sections: earthwork, landscaping, asphalt, basketball hoop, concrete, utilities, playground, open air picnic shelter, soccer field, design fees, project contingency (part of the overall budget), and playground install.

Comm Rep Aguilar noted there is a great discrepancy between the two bidders for the utilities contract. Director Hugen explained there are major discrepancies between the bidders through all of the contracts presented for a variety of reasons. He added for the utilities contract, DK Construction is out-of-state which impacts their timeline, staging, and staffing and results in a much higher cost of doing the project.

Based on the OSLAD project completed at South Ridge, it was noted the Birch Park project contingency of \$10,000 should be sufficient.

Commissioner R. Evans made a motion, seconded by Comm Rep Bettencourt to recommend the Board award the contract of AJ Oleson Construction for the completion of the utilities at Birch Park for a total of \$34,365.25 with the contingency included as part of the overall cost of the project.

On a Roll Call: Carried 5-0-1
Ayes: 5 R. Evans, Aguilar, Bettencourt, Poeschel, Kinnane
Nays: 0
Absent: 1 Sernett

B. Birch Park OSLAD Earthwork Contract / M21-026:

Director Hugen reviewed the three bidders for the earthwork contract. It was noted Evans & Sons asked for their bid to be pulled because they did not properly bid for the entire project.

Comm Rep Poeschel made a motion, seconded by Comm Rep Bettencourt to recommend the Board award the contract to AJ Oleson Construction for the

completion of the earthwork at Birch Park for a total of \$72,537.50 with the contingency included as part of the overall cost of the project.

On a Roll Call: Carried 5-0-1
Ayes: 5 R. Evans, Aguilar, Bettencourt, Poeschel, Kinnane
Nays: 0
Absent: 1 Sernett

C. Birch Park OSLAD Concrete Contract / M21-027:

Director Hugen reviewed the concrete contract and the four bids received.

Comm Rep Bettencourt made a motion, seconded by Commissioner R. Evans to recommend the Board award the contract to Paul Herrera Construction for the completion of the concrete at Birch Park for a total of \$88,780 with the contingency included as part of the overall cost of the project.

On a Roll Call: Carried 5-0-1
Ayes: 5 R. Evans, Aguilar, Bettencourt, Poeschel, Kinnane
Nays: 0
Absent: 1 Sernett

D. Birch Park OSLAD Asphalt Contract / M21-028:

Director Hugen reviewed the asphalt contract and the nine bids received.

Comm Rep Poeschel made a motion, seconded by Comm Rep Bettencourt to recommend the Board award the contract to Champion Paving Corp. for the completion of the asphalt at Birch Park for a total of \$67,880.00 with the contingency included as part of the overall cost of the project.

On a Roll Call: Carried 5-0-1
Ayes: 5 R. Evans, Aguilar, Bettencourt, Poeschel, Kinnane
Nays: 0
Absent: 1 Sernett

E. Birch Park OSLAD Playground Equipment / M21-033:

Director Hugen reviewed the playground equipment designed for Birch Park and how it will cater to children of different ages and abilities.

It was noted the playground equipment may be purchased from Play Illinois, the supplier for BCI Burke, through OMNIA Partners, the purchasing coop the District belongs to. The coop bids and negotiates prices allowing partners to use those already bid prices for their purchases.

It was noted the project is anticipated to be completed by the end of fall 2021.

Commissioner R. Evans made a motion, seconded by Comm Rep Bettencourt to recommend the Board award the purchase of Birch Park playground equipment to Play Illinois for a total of \$65,000. (Play Illinois is the Illinois supplier of Burke playground equipment.)

On a Roll Call: Carried 5-0-1
Ayes: 5 R. Evans, Aguilar, Bettencourt, Poeschel, Kinnane
Nays: 0
Absent: 1 Sernett

F. Parks, Planning & Maintenance Board Report / M21-029:

Director Hugen highlighted the following:

- Earthwork has been started on the Bridges TopTracer project. The current range building is being renovated, too.
- All batteries in golf carts have been replaced saving the District \$13,000 by completing the project in-house. There are six batteries per cart.
- Staff are finishing the conversion of the Vogelei teen center into the e-sports gaming center.
- Steve Bessette, Supervisor of Parks Grounds, has accepted a promotion with Hanover Park District and his last day will be April 6, 2021.

Commissioner R. Evans made a motion, seconded by Comm Rep Bettencourt to send the Parks, Planning & Maintenance Board Report to the Board as presented.

On a Roll Call: Carried 5-0-1
Ayes: 5 R. Evans, Aguilar, Bettencourt, Poeschel, Kinnane
Nays: 0
Absent: 1 Sernett

7. **Committee Member Comments:**

Comm Rep Aguilar congratulated Steve Bessette on his promotion. He thanked staff for the job well done.

Comm Rep Poeschel noted it is commendable the projects being able to be done in-house by the Parks staff and noted it is saving the district a great deal of money.

Comm Rep Bettencourt thanked the staff for doing a great job and continuing to do a great job.

Commissioners R. Evans noted it could be worthwhile to add a project storyboard for the Bridges TopTracer project and posting in the Bridges Pro Shop. Director Bechtold noted this is in the making and hope to have it ready to share with patrons in the coming weeks.

Chairman Kinnane acknowledged and thanked Director Hugen and his staff on a job well done.

8. Adjournment:

Comm Rep Bettencourt made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 7:36 p.m.

On a Roll Call: Carried 5-0-1

Ayes: 5 R. Evans, Aguilar, Bettencourt, Poeschel, Kinnane

Nays: 0

Absent: 1 Sernett

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant

MEMORANDUM M21-040

TO: Buildings & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Birch Park OSLAD Playground Install Contract
DATE: April 20, 2021

Background:

In 2020, the District was awarded an OSLAD grant for the Birch Park project. Staff has spent the last year working with WT Group on the planning, permitting, and construction design. The bids for the Playground Install were opened on April 12, 2021. The OSLAD Grant that was awarded was for a \$450,000 park development with a \$225,000 grant.

District staff will serve as the general contractor on the project. By the District staff acting as the general contractor, it will keep pricing down and create the opportunity to receive more competitive bids.

Implications:

We received four bids for the Playground Install at Birch Park:

- | | |
|------------------------------|-------------|
| 1. Hacienda Landscaping | \$42,515.00 |
| 2. George's Landscapes | \$46,095.00 |
| 3. D&J Landscapes | \$56,730.30 |
| 4. Paul Herrera Construction | \$56,800.00 |

The lowest qualified bidder was Hacienda Landscaping for a total of \$42,515.00. Hacienda Landscaping completed projects for the park district at Victoria Park, Sheffield Park and Canterbury Park Place, all of which were completed on time and to district satisfaction. The total for the playground install is part of the \$450,000 allocated for Birch Park OSLAD.

Recommendation:

Staff recommends the B&G Committee recommend to the Board the awarding of the contract to Hacienda Landscaping for the completion of the playground install at Birch Park for a total of \$42,515.00.

Memorandum M21-039

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance March Board Report
Date: April 20, 2021

ADMINISTRATIVE

Plans have been completed for the Top Tracer Range Building at Bridges. The bids were released on March 19, 2021 and set to be opened on April 13, 2021.

The district-wide gym floor resurfacing is scheduled for the week of August 16.

Contracts for the Birch Park OSLAD project have been executed and sent to all contractors for signatures. Once returned, staff will work with The Village on the permits for the project.

Custodial supplies for the District have been purchased in bulk and will be stored at the Parks' maintenance building. Staff installed industrial storage shelving at the maintenance building to be able to house the custodial supplies in an organized fashion.



BRIDGES DRIVING RANGE & TOP TRACER BUILDING

Staff continued to work on the existing range building. Staff was able to complete repairs to the existing frame work and finish the outside with a new vinyl siding. On the west side of the building, staff cut out an opening for the new garage door which will be installed by an outside contractor. To finish the outside of the building, staff was able to complete all of the soffit and fascia install.

Both bathrooms had the water lines and electrical updated, floors painted, and walls were lined with a plastic protection from the ground up four feet. Staff installed new toilets and are waiting on the water bottle filler.

For the inside of the building, all walls have been repaired, the drop ceiling was removed, and the drywall ceiling has been repaired. The area where the new ball washing unit will sit had the walls protected with plastic sheeting.

Staff began construction of the site of the new Top Tracer Building, as well. Existing irrigation was moved to allow the event area and current driving range to remain irrigated. Sod and some topsoil have been stripped, plus the building and proposed patio have been laid out.

Staff refurbished some old picnic tables from Parks maintenance for the patio at the TopTracer Range Building and the tables turned out great! Along with the tables, staff built 20 bag stands to go inside of the building for guest to use while enjoying the new TopTracer range.



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

- HVAC preventative maintenance and repairs.
- Boilers installed at Seascap.
- Surge pit valves repaired at Seascap.
- Seascap pool inspection of concrete. Some hollow spots were found and a contractor is providing a price to fix.
- Loose concrete and paint all scrapped up and ready for new paint in pool bottom at Seascap.
- Electric for e-Sports gaming center completed.
- Installed RPZ's at park locations.

- New bathroom locks installed at all park sites with bathrooms.
- GIS updating maps and assets.
- Parks garbage at all locations has begun.
- Custodial maintenance at all facilities.
- Hanging of banners and cardboard cutouts for the Chicago Wolves.
- Volleyball poles and nets installed at South Ridge.
- Mulch was completed in all landscape areas at TC, The Club, WRC and Vogelei.
- Shoreline work at Walnut Pond to remove invasive plants material, undergrowth and dead material to establish the shoreline with native grasses and trees.
- Tree removals at North Ridge and Victoria Parks.
- Baseball and softball fields turned over, left to dry, and spun for play. Outfield and backstop screens installed at Cannon Crossings.
- Soccer field corners located and fields lined.
- Playground checks.
- Stump grinder and chipper repairs and maintenance.
- Vehicle safety and emission test completed.
- Vehicle checks and repairs.

**HOFFMAN ESTATES PARK DISTRICT
2021 BUDGET GOALS & OBJECTIVES
PARKS, PLANNING & MAINTENANCE DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N = Not Complete

DISTRICT GOAL 1: HEALTHY & ENJOYABLE EXPERIENCES
(Provide beneficial & rewarding experiences)

Objective/Goal	Performance Measures/Action Plan	Status
Use our drone technology to promote our trails and path systems.	Put drone footage of each trail on our website and send footage to C&M for social media post. Website complete by 8/1/2021 and info sent to C&M quarterly.	O
1Q Comments:	Drone footage has been completed at Birch and will be ongoing all year.	
Hold three events consisting of bird house building projects, nature walks, school horticulture field trips, etc. with local groups.	Work with local boy scouts/girl scouts/local schools to hold three events per year completed by Q3.	O
1Q Comments:	Events have been planned and numbers are currently good. Park clean-ups for April 10th are full and we had to add spaces.	
Investigate and develop plans for a cross country skiing course within one of our park systems.	Have plans that include location and cost for 2022 implementation.	O
1Q Comments:	Currently looking at Fabbri Park for this.	
Purchase a unit to allow HEParks staff to properly plow the paths at South Ridge, Fabbri, Black Bear and sidewalks that lead to school property.	Purchase in January 2021.	C
1Q Comments:	Unit was purchased on January 1, 2021 and was used with great success.	

DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan	Status
Ensure Birch park is ADA compliant.	Gain approval through NWSRA by Q2	O
1Q Comments:	Bids are in for this work and the next step is filing through NWSRA.	
Utilize GIS system to help determine underserved areas and membership trends within Hoffman Estates Park District.	Provide data reports for Recreation Department on underserved areas after each Spring/Summer/Fall/Winter sessions.	O
1Q Comments:	Working with departments to provide adequate information.	

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan	Status
Combine purchasing of building and custodial supplies across entire district.	Quarterly purchase of facility supplies.	C
1Q Comments:	Products were bid out, have been received, and delivered to buildings.	
Better align GIS capabilities to link to our current financial software.	Have a completed report with cost and structure by Q3.	O
1Q Comments:	Working with GIS to accomplish.	
Develop a project ready plan and budget for a district bike park.	Using possible grants and or capital funds provide a budget proposal by Q3.	O
1Q Comments:	Currently, staff is looking into possible locations.	
Obtain PDRMA Accreditation	Achieve Level A – 95 to 100% Loss Control Review (LCR) Score. Complete by Q4	D
1Q Comments:	PDRMA is working on the accreditation process and we are not sure if we will be completing this year or next year.	

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan	Status
All recreation Court Sealant	Bids opened in Q1. Complete in 2021 based on program schedules.	O
1Q Comments:	Scheduled for the week of August 16th.	
RTU #1 at The Club new coils	Complete during Q2	D
1Q Comments:	Staff and contractor have evaluated unit and determined at this time we do not need to make this repair.	
New Ballfield Groomer	Purchase by Q2	C
1Q Comments:	Purchased and in use.	
Utilize drone technology for parkland/program showcase.	Complete quarterly drone footage to use on social media and the district website. Park updates will also be completed using drone footage.	O
1Q Comments:	Started with Birch before the OSLAD project starts and will continue with multiple park sites.	
Provide new surface at Pine inline hockey rink.	Complete by Q4	O
1Q Comments:	In process of getting quotes.	
Update Pine Park playground structures	Complete by Q3	O
1Q Comments:	Currently looking into upgrades.	
Victoria and Evergreen Tennis Court Re-Color	Complete by Q3	O
1Q Comments:	Contractor has been selected and need appropriate weather.	
TC parking lot patch and seal coat	Will be completed based on TC schedule by Q4	O
1Q Comments:	Contractors have been selected, but dates are not confirmed yet.	
Ford Expedition Replacement	Complete by Q3	C
1Q Comments:	Purchased and arrived.	
Pool boilers 1 & 2	Complete by Q3	C

1Q Comments:	Boilers have been installed.	
TC North Water Tank	Will be completed based on TC schedule by Q3	O
1Q Comments:	Going out to bid in May.	
Single Occupancy Lift at Vogelei Barn	Complete based on program schedule	O
1Q Comments:	Currently in the planning phase.	
Replacement for 1993 Chevy Extended Cab	Purchase by Q2	O
1Q Comments:	Vehicle has been ordered, but not delivered.	
Otis Elevator Modernization at WRC	Complete by Q3	O
1Q Comments:	Working with contractor on dates to complete.	
Replacement for Toro 580D 4x4 Mower	Complete by Q2	O
1Q Comments:	Purchased and currently at the maintenance facility.	
Present a district wide roof replacement plan.	Complete by Q3	O
1Q Comments:	Currently in the planning phase.	
Design and develop a budget for a splash pad at Seascap in the sand volleyball area to be completed in 2022.	Present plan by Q3	O
1Q Comments:	Currently in the planning phase.	
Provide plan and budget for updated irrigation system at Cannon, Victoria, Eisenhower and Canterbury fields.	Plan to be completed by Q3	O
1Q Comments:	Currently in the planning phase.	
Birch Park OSLAD Grant Project. 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, shelter and sport court.	Phase 1 to start as early as weather will allow in 2021, with project completion by Q3.	O
1Q Comments:	Phase 2 work has begun with district staff removing the existing playground and contractors are targeted to start the first week of May.	

DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS

Objective/Goal	Performance Measures/Action Plan	Status
Provide habitat for butterflies at Birch, South Ridge and Black Bear Parks.	Complete by Q3	O
1Q Comments:	South Ridge was seeded on 4/8/2021	

Implement rain water cisterns at parks and bridges maintenance buildings for washing equipment.	Complete by Q4	O
1Q Comments:	Plans are being developed.	
Conduct a tree seedling planting event that will also showcase proper tree maintenance from planting to caring for fully-grown trees.	Complete during Q2	O
1Q Comments:	Planned for Arbor Day at Oak Park.	
Hold a volunteer park clean up in April, where residence have the opportunity to help beautify their neighborhood parks through weed removal, garbage pick-up, edging landscape beds, cleaning park structures and painting.	Working with the Recreation Department hold the event in conjunction with Earth Day on Thursday, April 22, 2021.	O
1Q Comments:	First park clean-up is scheduled for April 10th, and earth day is scheduled, as well. April 10, 2021 event has 60 participants currently signed up.	
A volunteer invasive plant removal. Will be scheduled for July based on the quantity of invasive plants and locations.	Location will be selected during Q2 for C&M Department to advertise the event.	O
1Q Comments:	Currently scheduled for June 5 and has 15 participants registered.	
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.	Reach out to community groups to partner with for this event. Hold event by Q3.	O
1Q Comments:	Scheduled for May 8 with 29 participants registered.	

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan	Status
Respond to resident inquiries within 48 business hours.	Maintain in 2021	O
1Q Comments:	Constantly ongoing	
Educate community on Natural Area Management Plan.	Provide Natural Area Management Plan via Parks update page and social media by Q2.	C
1Q Comments:	Natural Area Management Plan is up on the webpage.	