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**AGENDA**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**TUESDAY, JULY 20, 2021**  
**7:00 p.m.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - June 15, 2021
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Parks, Planning & Maintenance Board Report and 2Q Goals / M21-067
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates, unless otherwise specified. If an accommodation or modification is required to attend this public meeting please call 847-885-7500 with at least 48 hours' notice.



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**MINUTES  
BUILDINGS & GROUNDS COMMITTEE MEETING  
June 15, 2021**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on June 15, 2021 at 7:03 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner K. Evans, Comm Rep Bettencourt, Comm Rep Poeschel, Comm Rep R. Evans

Absent: Comm Reps Sernett & Aguilar

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

Audience: President Kinnane, Commissioners Chhatwani, Friedman, Dressler and Kaplan.

**2. Approval of Agenda:**

Comm Rep R. Evans made a motion, seconded by Comm Rep Poeschel to approve the agenda as presented. The motion carried by voice vote.

**3. Approval of the Minutes:**

Comm Rep Poeschel made a motion, seconded by Comm Rep R. Evans to approve the minutes of the May 18, 2021 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Parks, Planning & Maintenance Board Report / M21-064

Director Hugen highlighted the following:

1. Staff is working with NWSRA on the Vogelei House project. Going to bid in July. Construction is anticipated to start end of August and staff anticipates having NWSRA move in at the start of 2022.

Executive Director Talsma mentioned this is a huge project with financial costs increased to almost \$500,000. NWSRA is still willing to back the cost associated with the project. Three handicap entrances are being created, including a ramp up to second floor, elevator and front entrance.

Commissioner K. Evans asked about historical image. Director Hugen said the front will change with new front porch, new path, new landscaping, and painted doors – new curb appeal. The house will still represent same look, but the biggest change will be the backside with the ADA ramp.

President Kinnane is on Historical Sites Committee at the Village and they only need to worry if it has received historical status.

Commissioner McGinn asked if parking will be limited and staff noted there should not be any issues with parking.

Commissioner K. Evans asked what their staff would be. Executive Director Talsma said it may be part-time staff and Clearbrook staff.

2. Birch Park renovation project is moving along. Concrete and asphalt scheduled to start next week.
3. Seascape update: Leak Detection was out last Wednesday and Thursday. Major leak found near tube slides. Parks staff removed concrete. Pipe was deeper than expected, so contractor, AJ Olson Construction, came in to dig out the groundwork. Repair was made in one day. No significant leaks found once that was repaired. Meters were monitored over the weekend.

Currently, the pool is losing water at about the same rate of average loss for any given pool ~ ¾"-1" of water based on bather load, splash effect and evaporation. Over a day's time, this equates to 6300-8300 gallons of water loss a day. ~6500-8500 gallons of water loss happened.

Commissioner Kaplan asked if the small leaks found were fixed. Director Hugen said it wouldn't be beneficial to fix the one in the gutter system. The surge pit leak can be fixed when the pool is closed, but it is not worth draining pool to fix it.

4. Ice Rink: Last week, the compressor turned off due to a chiller failure. A bypass was done to keep the chiller working. Parts are on order for the repair. Commissioner McGinn asked if this is under warranty or normal wear-and-tear. Staff noted it is due to normal wear-and-tear.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Poeschel to forward the Parks, Planning and Maintenance Board Report to the full Board. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Poeschel: Kudos to Dustin. She always reads the reports as each tells everything we need to know. She loved the drone view of Birch Park progress.

Comm Rep Bettencourt: Great job

Comm Rep R. Evans: Never seen the pool parking lot so full. Good thing to get project done so fast. (Executive Director Talsma mentioned Daily Herald article that many pools can't open due to staffing. Thanks to Dustin's team to get pool open.)

Commissioner K. Evans: Glad to be on the B&G Committee.

**8. Adjournment:**

Comm Rep R. Evans made a motion, seconded by Comm Rep Bettencourt to adjourn the meeting at 7:18 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Alisa Kapusinski  
Director of Recreation

## Memorandum M21-067

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

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### ADMINISTRATIVE

Illinois Department of Natural Resources has released the OSLAD grants for this year. The application process is open from July 15 until September 1. In preparation for submitting an application, staff is currently assessing upcoming projects and evaluating the needs of the district. Staff will have a proposal for the Board to approve in August.

### BIRCH PARK

The project at Birch Park was moving along at a great pace through the first half of June when we were under drought conditions. Unfortunately, it came to a halt because there was so much rain the last two weeks of June that the ground was too saturated for the contractors to continue work. During this down time, staff was able to work on the playground's drainage and some other park drainage, both of which had been scheduled for late July and/or early August.

The concrete contractor was able to begin framing the curbs for the parking lot, as well as the pad and footings for the shelter. Concrete has a target date of July 8 and July 9; this will include pouring the curbs and shelter, and then beginning the concrete work for the playground.

You can follow this project on a weekly basis at the following link via our weekly drone footage: [Birch Park](#)



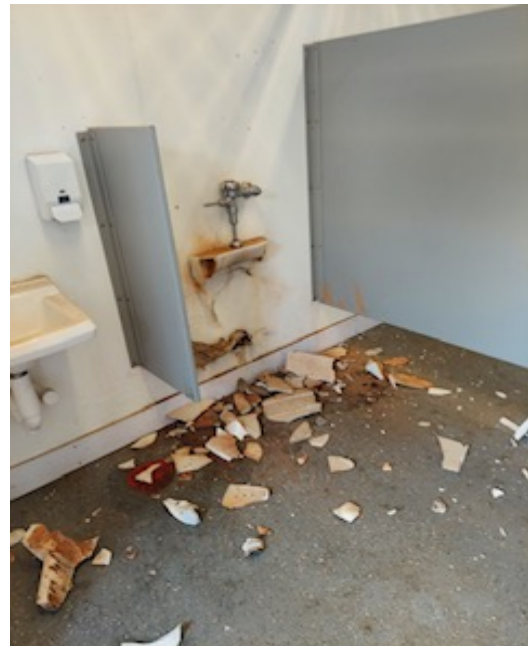
### VANDALISM

This year, our parks have seen an increase in vandalism. As expected, the majority of the vandalism has been graffiti; however, Fabbrini Park has seen far worse over the last few weeks. Leading up to July 4th weekend, we had a group of kids start a bonfire in the parking lot. District staff approached the group only to get lots of push back, so the police were dispatched and eventually the group dispersed.

Over July 4<sup>th</sup> weekend, the men's bathroom urinal and sink were destroyed (see photos below). While assessing the damage to the facility, staff found damage to the roof and it is presumed this is from people climbing on the roof. On the roof, the roof panels have been bent and the top cap is damaged.

Currently, the bathrooms are open from 7am to 10pm, as those are the hours that the lights can be on for the pickleball courts. Staff is adjusting those hours to be 7am to 8pm for the remainder of the summer. Currently, the women's bathroom is open during the day, but we are closing it at 5pm. In addition, the bathrooms will be closed on the weekend until we investigate options to stop the vandalism.

There are still two port o' lets at Fabbrini Park for visitors to use. Staff is meeting with multiple vendors on options for security cameras and will have options very soon. Police reports have been filed for both the sink and urinal as well as the bonfire and damage to the sea wall around the lake at Fabbrini.



### **BRIDGES DRIVING RANGE ENHANCEMENT**

Plans were submitted to The Village for building permits which we have received feedback on. WT Group and Integrity Builders are submitting secondary plans to The Village based on that feedback. We anticipate being able to move forward following The Village's approval of the secondary plans.

Integrity Builders began ordering materials such as windows, trust, wall panels and beams because some of the lead times are as high as 12 weeks.

Once we have our permit from The Village, staff will be able to provide a more detailed timeline for the completion of the project.

### **PARK GROUNDS**

Crews have been busy working on the playground fall surfaces and installing new engineered wood fibers in playgrounds.

In the past month, staff completed weed control and added new mulch at Highland, Maple, Locust, Sycamore, Cipri, Lincoln and Cottonwood Parks.



Due to the drought in early June, we were able to limit mowing and had the mowing crews focus on pruning at parks for low hanging limbs. The landscape crew pruned trees to at least a seven foot height around playgrounds at Brittany, Sycamore, Hoffman, Tropicana, Fabbrini, Vogelei, Olmstead, Charlemagne, Locust, Chino, Victoria and Triphahn Center.

A maintenance day was completed at Bo's Run Dog Park during which the trees of the large dog side were pruned and raised up. In addition, staff conducted weed removal and new mulch was applied to select areas.

Work has begun at Black Bear Disc Golf Course to make the course friendlier to disc golfers. The underbrush on both sides of the mulch fairways were cleared on holes 1-4, 7-9, and 13-18. These areas of underbrush will be maintained monthly to keep the height of the plant material under control and accessible for golfers.

A special thanks to Community Representative Chris MacGregor for taking the time to walk Black Bear Disc Golf Course with staff and providing detailed insight into the sport of disc golf. In the near future, we plan to install alternate tee areas, as well as junior tee areas, with the goal of bringing more families to Black Bear Disc Golf Course.



The following is a list of other items completed by staff in June:

- Install pet/water bottle filler at south ridge
- Electrical installation at Fabbrini Park restrooms.
- Finish electrical and plumbing for range house at Bridges.
- Recharge the kitchen condensing unit at Bridges.
- Coil leak repair by general mechanical on the kitchen condensing unit at Bridges.
- Install new solar light at Victoria Park's shelter
- Replace sand filter gaskets for the spa at The Club.
- Diagnose ventilation issues with TC spa. Exhaust fan is on order.
- Turn on drinking fountains at parks. Waiting for parts for Fabbrini and Field Parks
- Changed filters on seresco dehumidifiers at The Club.
- Cleaned out condensate drains at Bridges and TC.
- Contactor for condensing fan replacement on rtu3 at The Club.
- Install new jets for Princeton park splash pad on toddler feature.
- Replace mechanical bearing and seals for accutab system on the spa at The Club.
- Remove and install new security cameras at Seascape.
- HVAC preventative maintenance and repairs.
- Concrete patch and paint employee entrance at TC.
- Charlemagne rocks installed around pond.
- TC outside paint employee entrance and caulk.
- Install blinds at kids' corner at The Club.
- Install memorial plaque at South Ridge.
- Install memorial pad at Fabbrini Park.
- Concrete at Charlemagne memorial pad
- Weed control on all playgrounds and fitness at Fabbrini.
- Form concrete pad for bench and bike rack and install concrete.
- Weed and rototill Cipri and Hunters Ridge playgrounds.
- Fertilizer application was made at MacArthur school and Whitley per the agreement.
- Ballfield maintenance and game prep.
- GIS updating maps and assets.
- Parks garbage at all locations has begun.
- Custodial maintenance at all facilities.
- Playground checks
- 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)**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
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.	<b>O</b>
1Q Comments:	Drone footage has been completed at Birch and will be ongoing all year.	
<b>2Q Comments:</b>	<b>Drone footage is still being completed at Birch and other parks.</b>	
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.	<b>C</b>
1Q Comments:	Events have been planned and numbers are currently good. Park clean-ups for April 10 <sup>th</sup> are full and we had to add spaces.	
<b>2Q Comments:</b>	<b>Events were held on Earth Day, Arbor Day and two other park clean-up days. Each event and location was well attended with over 15 participants.</b>	
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.	<b>O</b>
1Q Comments:	Currently looking at Fabbrini Park for this.	
<b>2Q Comments:</b>	<b>Working on routes for the course at Fabbrini Park</b>	
Purchase a unit to allow HEParks staff to properly plow the paths at South Ridge, Fabbrini, Black Bear and sidewalks that lead to school property.	Purchase in January 2021.	<b>C</b>
1Q Comments:	Unit was purchased on January 1, 2021 and was used with great success.	
<b>2Q Comments:</b>	<b>Unit was purchased on January 1, 2021 and was used with great success.</b>	

**DISTRICT GOAL 2: SOCIAL EQUITY**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Ensure Birch park is ADA compliant.	Gain approval through NWSRA by Q2	<b>C</b>
1Q Comments:	Bids are in for this work and the next step is filing through NWSRA.	
<b>2Q Comments:</b>	<b>NWSRA has approved the ADA funds for Birch Park.</b>	
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.	<b>O</b>
1Q Comments:	Working with departments to provide adequate information.	
<b>2Q Comments:</b>	<b>Working with departments to provide adequate information.</b>	

**DISTRICT GOAL 3: FINANCIAL STEWARDSHIP**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Combine purchasing of building and custodial supplies across entire district.	Quarterly purchase of facility supplies.	<b>C</b>
1Q Comments:	Products were bid out, have been received, and delivered to buildings.	
<b>2Q Comments:</b>	<b>Continue to purchase product and store at Parks Maintenance and deliver to facilities using our work order system.</b>	
Better align GIS capabilities to link to our current financial software.	Have a completed report with cost and structure by Q3.	<b>O</b>
1Q Comments:	Working with GIS to accomplish.	
<b>2Q Comments:</b>	<b>Working with GIS to accomplish.</b>	
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.	<b>O</b>
1Q Comments:	Currently, staff is looking into possible locations.	
<b>2Q Comments:</b>	<b>Essex Park, which was the proposed area, is currently being developed just to the east for a possible new housing development in Hoffman Estates. This develop could possibly provide a park and would alter the plans for Essex Park. We have begun looking at other sites and also other grant ready projects that include a playground at Beacon Pointe and an artificial turf field for all weather use.</b>	
Obtain PDRMA Accreditation	Achieve Level A – 95 to 100% Loss Control Review (LCR) Score. Complete by Q4	<b>D</b>
1Q Comments:	PDRMA is working on the accreditation process and we are not sure if we will be completing this year or next year.	
<b>2Q Comments:</b>	<b>PDRMA is working on the accreditation process and we are not sure if we will be completing it this year or next year.</b>	

**DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
All recreation Court Sealant	Bids opened in Q1. Complete in 2021 based on program schedules.	<b>O</b>
1Q Comments:	Scheduled for the week of August 16 <sup>th</sup> .	
<b>2Q Comments:</b>	<b>TC and WRC are scheduled for August 17. The Club schedule is based on the Windy City Bulls basketball hoop placement.</b>	
RTU #1 at The Club new coils	Complete during Q2	<b>D</b>
1Q Comments:	Staff and contractor have evaluated unit and determined at this time we do not need to make this repair.	
<b>2Q Comments:</b>		
New Ballfield Groomer	Purchase by Q2	<b>C</b>
1Q Comments:	Purchased and in use.	
<b>2Q Comments:</b>		
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.	<b>O</b>
1Q Comments:	Started with Birch before the OSLAD project starts and will continue with multiple park sites.	
<b>2Q Comments:</b>		
Provide new surface at Pine inline hockey rink.	Complete by Q4	<b>O</b>
1Q Comments:	In process of getting quotes.	
<b>2Q Comments:</b>		
Update Pine Park playground structures	Complete by Q3	<b>O</b>
1Q Comments:	Currently looking into upgrades.	
<b>2Q Comments:</b>		
Victoria and Evergreen Tennis Court Re-Color	Complete by Q3	<b>O</b>
1Q Comments:	Contractor has been selected and need appropriate weather.	
<b>2Q Comments:</b>		
TC parking lot patch and seal coat	Will be completed based on TC schedule by Q4	<b>O</b>
1Q Comments:	Contractors have been selected, but dates are not confirmed yet.	
<b>2Q Comments:</b>		
Ford Expedition Replacement	Complete by Q3	<b>C</b>
1Q Comments:	Purchased and arrived.	
<b>2Q Comments:</b>		
Pool boilers 1 & 2	Complete by Q3	<b>C</b>
1Q Comments:	Boilers have been installed.	
<b>2Q Comments:</b>		
TC North Water Tank	Will be completed based on TC schedule by Q3	<b>O</b>
1Q Comments:	Going out to bid in May.	
<b>2Q Comments:</b>		
Single Occupancy Lift at Vogelei Barn	Complete based on program schedule	<b>O</b>
1Q Comments:	Currently in the planning phase.	

<b>2Q Comments:</b>		
Replacement for 1993 Chevy Extended Cab	Purchase by Q2	<b>O</b>
1Q Comments:	Vehicle has been ordered, but not delivered.	
<b>2Q Comments:</b>		
Otis Elevator Modernization at WRC	Complete by Q3	<b>O</b>
1Q Comments:	Working with contractor on dates to complete.	
<b>2Q Comments:</b>		
Replacement for Toro 580D 4x4 Mower	Complete by Q2	<b>C</b>
1Q Comments:	Purchased and currently at the maintenance facility.	
<b>2Q Comments:</b>	<b>Purchased and currently at the maintenance facility.</b>	
Present a district wide roof replacement plan.	Complete by Q3	<b>O</b>
1Q Comments:	Currently in the planning phase.	
<b>2Q Comments:</b>	<b>Currently in the planning phase.</b>	
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	<b>O</b>
1Q Comments:	Currently in the planning phase.	
<b>2Q Comments:</b>	<b>Currently in the planning phase. Looking into the cost of having the bottom of the pool sand blasted and the cracks in concrete fixed and repainted.</b>	
Provide plan and budget for updated irrigation system at Cannon, Victoria, Eisenhower and Canterbury fields.	Plan to be completed by Q3	<b>O</b>
1Q Comments:	Currently in the planning phase.	
<b>2Q Comments:</b>	<b>Currently in the planning phase.</b>	
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.	<b>O</b>
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.	
<b>2Q Comments:</b>	<b>Birch Park is moving along great. All utilities are finished. Concrete and asphalt scheduled to start 7/19. Playground install is set to start 7/22.</b>	

**DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Provide habitat for butterflies at Birch, South Ridge and Black Bear Parks.	Complete by Q3	<b>O</b>
1Q Comments:	South Ridge was seeded on 4/8/2021	
<b>2Q Comments:</b>	<b>South Ridge and Black Bear Park have been seeded and are currently growing. Signage for these areas is on order.</b>	
Implement rain water cisterns at parks and bridges maintenance buildings for washing equipment.	Complete by Q4	<b>O</b>
1Q Comments:	Plans are being developed.	
<b>2Q Comments:</b>	<b>Plans are being developed.</b>	
Conduct a tree seedling planting event that will also showcase proper tree maintenance from planting to caring for fully-grown trees.	Complete during Q2	<b>C</b>
1Q Comments:	Planned for Arbor Day at Oak Park.	
<b>2Q Comments:</b>	<b>Event took place at Oak Park on Arbor Day with volunteers planting trees and completing a branch clean-up.</b>	
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.	<b>C</b>
1Q Comments:	First park clean-up is scheduled for April 10 <sup>th</sup> , and earth day is scheduled, as well. April 10, 2021 event has 60 participants currently signed up.	
<b>2Q Comments:</b>	<b>Events in April were well attended at Hoffman Park, Black Bear and South Ridge.</b>	
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.	<b>C</b>
1Q Comments:	Currently scheduled for June 5 and has 15 participants registered.	
<b>2Q Comments:</b>	<b>Event was held at Pine Park and had nearly 20 volunteers that cleared buckthorn and invasive materials.</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.	Reach out to community groups to partner with for this event. Hold event by Q3.	<b>O</b>
1Q Comments:	Scheduled for May 8 with 29 participants registered.	

<b>2Q Comments:</b>	<b>Event was held at Charlemagne Park. District staff set-up a table with soil, water and seeds and had volunteers make seed bombs and throw into the shoreline. Still working on the fall seed collection date.</b>
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**DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Respond to resident inquiries within 48 business hours.	Maintain in 2021	<b>O</b>
1Q Comments:	Constantly ongoing	
<b>2Q Comments:</b>	<b>Constantly ongoing</b>	
Educate community on Natural Area Management Plan.	Provide Natural Area Management Plan via Parks update page and social media by Q2.	<b>C</b>
1Q Comments:	Natural Area Management Plan is up on the webpage.	
<b>2Q Comments:</b>	<b>Natural Area Management Plan is up on the webpage.</b>	