



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
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The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA  
BUILDINGS & GROUNDS COMMITTEE MEETING  
TUESDAY, JANUARY 18, 2022  
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - October 19, 2021
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Court Repairs at Multiple Locations / M22-003
  - B. Purchase of Smithco Spray Star 3185 Sprayer / M22-004
  - C. Bridges Top Tracer Bathroom Facility / M22-005
  - D. Seascape Pool Floor Renovations / M22-006
  - E. Parks, Planning & Maintenance Board Report and 4Q Goals / M22-002
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 847-885-8500 with at least 48 hours' notice.



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

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on October 19, 2021 at 7:00 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Evans, Comm Rep Poeschel, Comm Rep Evans, Comm Rep Sernett, Comm Rep Aguilar

Absent: Comm Rep Bettencourt

Also Present: Executive Director Talsma, Director of Recreation Kapusinski, Director of Parks, Planning & Maintenance Hugen, Director of Golf & Facilities Bechtold, Director of Administrative Services Cahill, Executive Assistant Flynn

Audience: President Kinnane, Commissioners Chhatwani, Friedman, and Dressler, Community Reps Macdonald and MacGregor.

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Commissioner Evans made a motion, seconded by Comm Rep Poeschel to approve the minutes of the September 14, 2021 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Early Order Chemical and Fertilizer Purchase / M21-094

Director Hugen stated that this is an annual order that takes place in October for soft goods. The vendors offer incentives if you lock in an order earlier in the year. The Parks department combines with the Golf Course in order to maximize savings. Generally the savings is 3 to 4 percent off the top, plus rebates at the end of the year.

Director Hugen explained that the spreadsheet lists prices as “not to exceed”; the numbers could be less once they take inventory and know exactly how much they need to order. There were five vendors who bid on every product. Staff made a recommendation by product and totals are listed by vendor.

Comm Rep Evans asked how prices compare to last year. Director Hugen responded that they have increased by 3 to 5 percent. The total order amount is more because we bid more products, but we will narrow down the order in the next few weeks.

Chairman McGinn asked if there were any supply issues. Director Hugen said they haven’t seen that on the soft goods side of sales.

Comm Rep Evans made a motion, seconded by Comm Rep Sernett to recommend to forward to the full board the following bids:

- Chicagoland Turf for their lowest bid products for the total not to exceed \$79,710.00
- Arthur Clesen for their lowest bid products for the total not to exceed \$12,314.00
- Site One Landscapes for their lowest bid products for the total not to exceed \$4,709.00
- Advanced Turf for their lowest bid products for the total not to exceed \$10,453.00
- BTSI for their lowest bid total not to exceed \$9,321.00.

The motion carried by voice vote.

C. Parks, Planning & Maintenance Board Report / M21-093

Director Hugen highlighted the following:

- Bob Bell, District Mechanic, retired at the end of September. His replacement, Mahyar Kahili, will start Monday, October 25 as a Mechanic 2. The District purchased Bob Bell’s tools (value of \$75,000, purchased for \$19,000), and will purchase Brad Hansen’s tools when he retires next year. Going forward, the District will transition to owning all tools needed for District jobs, as required by the state of Illinois, although the mechanics industry is still a “gray area” with this new law.

- Comm Rep Sernett asked if the tools have to meet a certain criteria. Director Hugen responded that Bob Bell's collection of tools all have a lifetime guarantee.
- Commissioner Evans asked if mechanics could still bring in their own tools. Director Hugen stated that if there is a tool needed, he would ask the mechanic to let him know so the District can purchase it. The mechanics may not borrow tools owned by the District for personal use.
- Commissioner Dressler asked if there was liability in having mechanics use District-owned tools. Director Hugen stated that there likely is liability.
- Birch Park is going well, grass is growing in, and Parks is hoping to meet with NWRD in the next couple of weeks to close out this project. A few items (benches, picnic tables, garbage cans) are still on backorder.
- The Bridges driving range project is doing well. They have poured a concrete sidewalk, and installed and painted drywall on the inside.

Commissioner Dressler asked about the Pine Park project being deferred to 2022. Director Hugen replied that there is a public meeting scheduled for next month regarding the use of the inline skate rink, which is in need of repair.

Commissioner Dressler asked about the tennis court recolor. Director Hugen responded that some courts did not get treated due to receiving the product at a later date, and the weather would potentially cause the product not to cure properly.

Chairman McGinn asked what hydromulching is. Director Hugen explained the process of mixing paper mulch, seed and water to spray on the ground for seeding.

Chairman McGinn asked if the carpenters' union has left the Bridges facility. Executive Director Talsma said that the union representatives have been protesting outside the Triphahn Center, and we expect them to move to Vogelei once construction begins there.

Comm Rep Sernett asked about the ice rinks and how they have been working since the renovation. Director Hugen said there have been no issues.

Comm Rep Evans asked about the planned cross country skiing course. Director Hugen said they decided against a course at Bridges once they realized the course would go through the Top Tracer range. They have designed a ½-mile course on paper for Canterbury Fields.

Comm Rep Sernett made a motion, seconded by Comm Rep Poeschel to recommend to forward the Parks, Planning and Maintenance Board Report Memo M21-093 to the full board. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Sernett: Nice to be back in person.

Comm Rep Aguilar: Good job staff.

Comm Rep Evans: The golf events have been good. He is hearing a lot of interest in the TopTracer project. He asked about the award at the Best of the Best Gala. Executive Director Talsma explained the relationship with Cabela's that was created by the work of Kyle Goddard. Cabela's donates fishing gear for our fishing programs. Kyle has done a great job growing that program.

Comm Rep Poeschel: It was nice for the District to host the Wolves' exhibition game. She had a fun time and it was a good way to see some hockey.

Commissioner Evans: Good job staff. Thank you to the community reps for coming out.

Chairman McGinn: He went to the Wolves' exhibition game. Asked about the liquor license at Triphahn Center. Executive Director Talsma said that the district is still working out details with Garibaldi's.

**8. Adjournment:**

Comm Rep Sernett made a motion, seconded by Comm Rep Aguilar to adjourn the meeting at 7:22 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

## Memorandum M22-002

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance December Board Report  
**Date:** 1/18/2022

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### ADMINISTRATION

With the 2022 budget approved, staff started the search for the new full time Forestry & Landscape Manager, which is a position we are looking to fill prior to springtime. Staff was able to finalize our registration with SAM.gov, which is needed to continue to file for Covid relief funds. Staff also started the process of developing the RFQ for the WRC renovation as well as developing park designs for Hoffman and Huntington Park.

### BIRCH PARK

Final inspection took place with MWRD on Friday December 17<sup>th</sup>. The projects passed and the remaining silt fence on the property will come down in the spring when weather allows. Remaining items such as the park ID sign, benches, picnic tables and garbage cans will all be placed in the springtime as well.

### BRIDGES DRIVING RANGE ENHANCEMENT

Some finishing touches were completed at Top Tracer Building at Bridges of Poplar Creek. A new concrete sidewalk was installed leading from parking lot to the building; the patio serving hut had the interior finished and painted; lighting was installed throughout the Top Tracer building and some minor touch ups were completed.



## **VOGELEI HOUSE (NWSRA)**

The contractor was able to take advantage of some of the good weather in December to get footings poured for the ADA ramp to the second floor. The elevator shaft on the interior has been framed out and numerous electrical jobs are being completed.

## **PARKS DEPARTMENT**

The parks construction team has been busy working on the upgrades to our classrooms at TC. With the grants secured by Natalie Wood, we have been replacing the floors in rooms 100, 102, 103 and 104 with a new waterproof, scratch resistant vinyl plank floor. Also in rooms 102, 103 and 104 all-new cabinets were installed. While doing this work we took the opportunity to paint the walls in the classroom to complete a fresh new look for all the classrooms. Room 107 will be the last room to be completed and will be completed during spring break.



Other items completed by the parks team in December listed below:

- Installed heaters in range house ball washing area.
- Replaced timer for range lights.
- Installed new pressure switches on rink 1 and installed two dehumidification units at TC.
- Installed two new relays on rink 1 heat side dehumidification at TC.
- Removed old circulating pumps for the Ceresco system that were causing faults on The Club activity and lap pools.
- Trouble shoot stuck basketball hoops at the club. Installed new control switches.
- Brush cutting completed at a number of park wetland areas and will continue as Mother Nature allows.
- Completed Winterfest setup and tear down at Bridges.
- All planter beds in the district were cleaned for winter.

- Windstorm damage cleaned up and danger trees felled/chipped.
- Built activity sets for Winterfest.
- Finished building barrel table for beer garden at Bridges.
- Custodial maintenance at all facilities.
- Vehicle safety and emission test completed.
- Vehicle checks and repairs.
- Mowing cleaning and winter repairs.
- Vehicle preparation for snow plowing and snow blower maintenance.

**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>C</b>
1Q Comments:	Drone footage has been completed at Birch and will be ongoing all year.	
2Q Comments:	Drone footage is still being completed at Birch and other parks.	
3Q Comments:	Projects that are still being completed are having drone footage completed. Parks and trails are still being compiled.	
<b>4Q Comments - Complete</b>	<b>Projects were followed throughout the year and posted on the website.</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 - Complete</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>C</b>
1Q Comments:	Currently looking at Fabbrini Park for this.	
2Q Comments:	Working on routes for the course at Fabbrini Park	
<b>3Q Comments - Complete</b>	<b>After looking into Fabbrini, it was determined that Cottonwood Park would be the district's best option for a cross-country skiing course.</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>
<b>1Q Comments - Complete</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 - Complete</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>C</b>
1Q Comments:	Working with departments to provide adequate information.	
2Q Comments:	Working with departments to provide adequate information.	
3Q Comments:	Report for underserved areas based on park space and playgrounds is completed. Still compiling information for membership trends.	
<b>4Q Comments - Complete</b>	<b>Completed based on utilizing GIS, determining underserved areas in regards to park space. Rec Trac and GIS systems currently do not communicate.</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 - Complete</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>C</b>
1Q Comments:	Working with GIS to accomplish.	
2Q Comments:	Working with GIS to accomplish.	
<b>3Q Comments - Complete</b>	<b>GIS system is not compatible with our current financial software. GIS reports were simplified to become more user friendly.</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>C</b>
1Q Comments:	Currently, staff is looking into possible locations.	
2Q Comments:	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>3Q Comments - Complete</b>	<b>Beacon Pointe OSLAD was applied for. Artificial field at lower Cannon is currently being developed for future 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.
2Q Comments:	PDRMA is working on the accreditation process and we are not sure if we will be completing it this year or next year.
<b>3Q Comments - Deferred</b>	<b>The PDRMA LCR for loss control has been put on hold for 2021. PDRMA is working on a new accreditation process for 2022.</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>C</b>
1Q Comments:	Scheduled for the week of August 16 <sup>th</sup> .	
2Q Comments:	TC and WRC are scheduled for August 17. The Club schedule is based on the Windy City Bulls basketball hoop placement.	
<b>3Q Comments - Complete</b>	<b>All courts were completed the third week of August.</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.	
2Q Comments:		
<b>3Q Comments - Deferred</b>	<b>Staff and contractor have evaluated unit and determined at this time we do not need to make this repair.</b>	
New Ballfield Groomer	Purchase by Q2	<b>C</b>
<b>1Q Comments - Complete</b>	<b>Purchased and in use.</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>C</b>
1Q Comments:	Started with Birch before the OSLAD project starts and will continue with multiple park sites.	
2Q Comments:		
3Q Comments:	This has been ongoing all year and will continue.	
<b>4Q Comments - Complete</b>	<b>This was completed all year and will become normal operations moving forward. The park tour was a great example of this.</b>	
Provide new surface at Pine inline hockey rink.	Complete by Q4	<b>D</b>
1Q Comments:	In process of getting quotes.	
2Q Comments:		
<b>3Q Comments - Deferred</b>	<b>Project has been deferred to 2022. Will hold public meeting with residents to gain knowledge on use of rink and possible future use.</b>	
Update Pine Park playground structures	Complete by Q3	<b>D</b>
1Q Comments:	Currently looking into upgrades.	
2Q Comments:		
<b>3Q Comments - Deferred</b>	<b>Project has been deferred to 2022. Will hold public meeting with residents to gain knowledge on use of the entire park.</b>	
Victoria and Evergreen Tennis Court Re-Color	Complete by Q3	<b>D</b>
1Q Comments:	Contractor has been selected and need appropriate weather.	

2Q Comments:		
<b>3Q Comments - Deferred</b>	<b>Contractor was not able to get product prior to October, staff is not going to proceed with weather changes, and minimum temperatures required the product to be successful.</b>	
TC parking lot patch and seal coat	Will be completed based on TC schedule by Q4	<b>C</b>
1Q Comments:	Contractors have been selected, but dates are not confirmed yet.	
2Q Comments:		
<b>3Q Comments - Complete</b>	<b>Project Completed.</b>	
Ford Expedition Replacement	Complete by Q3	<b>C</b>
<b>1Q Comments – Complete</b>	<b>Purchased and arrived.</b>	
Pool boilers 1 & 2	Complete by Q3	<b>C</b>
<b>1Q Comments - Complete</b>	<b>Boilers have been installed.</b>	
TC North Water Tank	Will be completed based on TC schedule by Q3	<b>C</b>
1Q Comments:	Going out to bid in May.	
2Q Comments:		
3Q Comments:	Contractor has been awarded project, waiting on install date.	
<b>4Q Comments - Complete</b>	<b>Completed</b>	
Single Occupancy Lift at Vogelei Barn	Complete based on program schedule	<b>D</b>
1Q Comments:	Currently in the planning phase.	
2Q Comments:		
<b>3Q Comments - Deferred</b>	<b>Deferred to 2022, the lift itself was not able to be replaced due to changes in ADA requirements. The entire shell of the unit along with doors has to be replaced.</b>	
Replacement for 1993 Chevy Extended Cab	Purchase by Q2	<b>C</b>
1Q Comments:	Vehicle has been ordered, but not delivered.	
2Q Comments:		
3Q Comments:	Vehicle has been ordered, expected delivery is mid-October. Microchip in the Ford truck has been the cause of the delay.	
<b>4Q Comments - Complete</b>	<b>Completed</b>	
Otis Elevator Modernization at WRC	Complete by Q3	<b>C</b>
1Q Comments:	Working with contractor on dates to complete.	
2Q Comments:		
<b>3Q Comments - Complete</b>	<b>Project Completed</b>	
Replacement for Toro 580D 4x4 Mower	Complete by Q2	<b>C</b>
<b>1Q Comments - Complete</b>	<b>Purchased and currently at the maintenance facility.</b>	
Present a district wide roof replacement plan.	Complete by Q3	<b>C</b>
1Q Comments:	Currently in the planning phase.	
2Q Comments:	Currently in the planning phase.	
<b>3Q Comments - Complete</b>	<b>Roof plan from 2026 to 2032 is completed.</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>C</b>
1Q Comments:	Currently in the planning phase.	

2Q Comments:	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>3Q Comments - Complete</b>	<b>Sand Volleyball area is designed as open green space with shade structure to provide area for camps and patrons. The new area will also allow for the current tent area to have two party rental tents instead of one.</b>	
Provide plan and budget for updated irrigation system at Cannon, Victoria, Eisenhower and Canterbury fields.	Plan to be completed by Q3	<b>C</b>
1Q Comments:	Currently in the planning phase.	
2Q Comments:	Currently in the planning phase.	
<b>3Q Comments - Complete</b>	<b>Plan is completed.</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>C</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.	
2Q Comments:	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.	
3Q Comments:	Birch Park has been completed and is currently in grow-in stage. Once grass has established staff will schedule final inspections with MWRD and the Village.	
<b>4Q Comments - Complete</b>	<b>Village and MWRD have passed the project and the district will highlight the project at 2022 Kids to Park Day.</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>C</b>
1Q Comments:	South Ridge was seeded on 4/8/2021	
2Q Comments:	South Ridge and Black Bear Park have been seeded and are currently growing. Signage for these areas is on order.	
3Q Comments:	All Parks completed, waiting on signage.	
<b>4Q Comments - Complete</b>	<b>Signage has been posted at the butterfly habitats.</b>	

Implement rain water cisterns at parks and bridges maintenance buildings for washing equipment.	Complete by Q4	NC
1Q Comments:	Plans are being developed.	
2Q Comments:	Plans are being developed.	
3Q Comments:	Materials purchased and will be installed upon arrival.	
<b>4Q Comments:</b>	<b>Products were purchased in 2021 but material did not arrive until late December. The system will be installed in the spring of 2022.</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	C
1Q Comments:	Planned for Arbor Day at Oak Park.	
<b>2Q Comments - Complete</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.	C
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 - Complete</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.	C
1Q Comments:	Currently scheduled for June 5 and has 15 participants registered.	
<b>2Q Comments – Complete</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.	C
1Q Comments:	Scheduled for May 8 with 29 participants registered.	
2Q Comments:	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>3Q Comments - Complete</b>	<b>Event scheduled for October 16<sup>th</sup> at Charlemagne Park.</b>	

**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>C</b>
1Q Comments:	Constantly ongoing	
2Q Comments:	Constantly ongoing	
3Q Comments:	Constantly ongoing	
<b>4Q Comments - Complete</b>	<b>Completed</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>
<b>1Q Comments - Complete</b>	<b>Natural Area Management Plan is up on the webpage.</b>	

**MEMORANDUM M22-003**

**TO: Building and Grounds Committee**  
**FROM: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**RE: Court Repairs at Multiple Locations**  
**DATE: 1/18/2022**

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**Background:**

As part of the 2022 Capital Improvement Plan, \$71,500 in funds were allocated for improvements to tennis courts and basketball courts at Evergreen, Victoria, South Ridge, Charlemagne, Cannon Crossings and Armstrong parks. The improvements are as follows for tennis courts:

- Clean court area including all grass encroachments on pavement surfaces.
- Repair cracks according to manufacturers and industry standards.
- Flood entire court complex to determine birdbaths and fill depressions with binder slurry according to industry standards.
- Apply one coat of resurfacer slurry to entire court complex.
- Apply two coats of textured color coating to entire court complex (Blue play areas green out of bounds).
- Line the tennis courts according to industry standards. Lines cannot be smooth and must have some form of anti-slip material in the paint/slurry.
- Line two pickle ball courts (green lines on blue court) according to industry standards.

**Implications:**

Bids for the court repairs were released back in November so that all contractors would have the ability to see the courts prior to snow fall in the winter. Bids opened on January 6, 2022. We received three bids for this project.

	<b>Sport Surface</b>	<b>US Tennis Court</b>	<b>American Sealcoating</b>
BID BOND	X	X	X
<i>Base Bid</i>			
<b>EVERGREEN PARK TENNIS COURTS</b>	\$11,800.00	\$18,700.00	\$13,000.00
<b>VICTORIA PARK TENNIS COURTS</b>	\$11,800.00	\$15,000.00	\$13,000.00
<b>SOUTH RIDGE TENNIS COURTS</b>	\$11,800.00	\$26,200.00	\$13,000.00
<b>CHARLEMAGNE PARK TENNIS COURTS</b>	\$11,800.00	\$13,000.00	\$13,000.00
<b>CHARLEMAGNE PARK BASKETBALL COURTS</b>	\$4,500.00	\$7,600.00	\$6,000.00
<b>CANNON CROSSINGS TENNIS COURTS</b>	\$6,000.00	\$9,200.00	\$6,500.00
<b>CANNON CROSSINGS 1/2 BASKETBALL COURT</b>	\$2,250.00	\$4,200.00	\$3,500.00
<i>Alternates</i>			
<b>VICTORIA PARK BASKETBALL COURT</b>	\$4,500.00	\$8,300.00	\$5,000.00
<b>ARMSTRONG BASKETBALL COURT</b>	\$4,500.00	\$8,200.00	\$4,000.00
<b>Total Cost of Project w/out Alternates</b>	<b>\$59,950.00</b>	<b>\$93,900.00</b>	<b>\$68,000.00</b>
<b>Total Cost of Alternates</b>	<b>\$9,000.00</b>	<b>\$16,500.00</b>	<b>\$9,000.00</b>

Sport Surface Pros have completed jobs for HEPD in the past and are a qualified bidder.

**Staff Recommendation:**

Staff recommends the B&G Committee recommend to the full board to award the bid to Sport Surfaces for a total of \$68,950 with a \$2,500 contingency for a grand total of \$71,450.

**MEMORANDUM M22-004**

**TO:** Building and Grounds Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Purchase of Smithco Spray Star 3185 Sprayer  
**DATE:** 1/18/2022

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**Background:**

The 2022 capital budget allows \$105,000 for the purchase of a new GPS spray unit used by both the golf course and the parks department. The current 2012 Toro spray unit is not equipped with GPS. The Parks department is currently sharing the Toro unit with the golf course as Parks' only sprayer is cart-mounted unit with only three nozzles (6 foot width). The new unit will allow the golf course and parks to map all greens, tees, fairways, rough and parks into the system. Once parameters are set, the unit will only spray within those parameters, eliminating the over spray (using less product and saving funds). The 2012 sprayer will be used in parks and along shorelines.

Parks and Golf Course employees tested GPS spray units from Smithco, John Deere and Toro. The Smithco unit had advantages that the other two units did not have. The GPS system is part of the actual unit; the tank has a 318-gallon capacity; and the nozzle/boom design is protected. The pumps and filters on the unit are easily accessible making maintenance on the unit much easier.

**Implications:**

Staff released bids for Smithco Spray Star 3185 Satellite Controlled Sprayer on December 8, 2021 and opened them on January 6, 2022. We received bids from Burriss Equipment Company, as they are the main dealer for Smithco products in Illinois with a bid price of \$89,776.00

**Staff Recommendation:**

Staff recommends that the B&G committee approve to the full board the purchase of the Smithco Spray Star 3185 Satellite Controlled Sprayer for a total of \$89,776.00

**MEMORANDUM M22-005**

**TO: Building and Grounds Committee**  
**FROM: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**RE: Bridges Top Tracer Bathroom Facility**  
**DATE: 1/18/2022**

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**Background:**

The Bridges Top Tracer Driving Range Facility was completed in December of 2021. During our soft opening of the facility one of the largest concerns was the lack of a bathroom facility connected to the building itself. The driving range at bridges does have a bathroom located at the facility that is 245 feet from door to door. The building is 140 feet long so if you are in bay 10 you are 385 feet from the nearest bathroom. With the concerns over the bathroom, staff started researching the cost to place a bathroom facility on the east side of the building directly out the east entrance door.

Staff researched some different options for the bathroom facility. On holes five and sixteen we have concrete prefab CXT bathrooms. The problem with placing this bathroom is it requires a crane and full size semi flatbed to place the bathroom. Our asphalt and our golf course grounds will not support the weight of this equipment. The bathroom on hole five was placed in February (frozen ground) prior to the renovation.

In the capital budget we do have \$275,000 planned for the completion of a bathroom facility.

**Implications:**

The most economical way to complete the install of the bathroom facility would be to build a bathroom just like the bathroom that was constructed at South Ridge Park. The project would require an engineer and permits through the Village of Hoffman Estates and MWRD. An estimated cost break down is below.

Engineering & Permitting	\$ 30,000.00
Water and Sewer/ Excavation	\$ 85,000.00
Concrete	\$ 20,000.00
Electrical	\$ 15,000.00
Plumbing	\$ 15,000.00
Building /Fixtures	\$ 40,000.00
Restoration	\$ 10,000.00
Total	\$ 215,000.00
10% Contingency	\$ 21,500.00
<b>Grand Total</b>	<b>\$ 236,500.00</b>

**Staff Recommendation:**

Staff recommends that the B&G committee recommend to the full board to install the facility described above at Bridges Top Tracer for the budgeted amount of \$215,000 plus a 10% contingency.

**MEMORANDUM M22-006**

**TO: Building and Grounds Committee**  
**FROM: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**RE: Seascape Pool Floor Renovations**  
**DATE: 1/18/2022**

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**Background:**

As part of the 2022 Capital Improvement Plan, \$275,500 in funds was allocated for improvements to Seascape Family Aquatic Center. The improvements are broken down below:

- Pool floor sandblasting, painting, caulking and minor mortar repairs.
- Pool floor and walls concrete work.
- Pool deck concrete work.
- Overall landscape work.

The first bid of this process is the pool floor renovation (sand blast, paint and minor repairs).

**Implications:**

Bids for Seascape Pool Floor Renovation were released back in November and opened on 1/10/2022. Of the \$275,500, we had planned this section of the project to cost \$192,500. We received four bids for this portion of the project and they are listed below.

	Continental Construction Co. Inc.	Pecover Decorating	Path Construction Company	Cosgrove Construction Inc.
BID BOND	X	X	X	X
<i>Base Bid</i>				
Supply all labor, material, equipment and supervision to abrasive blast remove existing paint, skimcoat walls, patch floors, and repaint entire pool.	\$137,000.00	\$186,000.00	\$673,250.00	\$198,000.00

The low bidder for the project is Continental Construction Company. They have completed like jobs for Itasca Park District and numerous high schools. The General Contractor for Downers Grove High School pool renovation said that he would hire Continental Construction again and they were pleased with their work. Itasca Park District had Continental perform the same type of service and were pleased with their performance. Continental Construction understands the scope of work and the time frame within which the work must be completed.

**Staff Recommendation:**

Staff recommends the B&G Committee recommend to the full board to award the bid to Continental Construction Co. for a total of \$137,000 with a \$13,700 contingency (10%) for grand total of \$150,700.