



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, OCTOBER 18, 2022**  
**7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - September 13, 2022
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Fertilizer and Chemicals 2023 Early Order / M22-095
  - B. Land Definition Management Plan Update / M22-097
  - C. Parks, Planning & Maintenance Board Report and 3QGoals / M22-096
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  
September 13, 2022**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on September 13, 2022 at 7:00 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kaplan, Comm Rep Sernett, President Kinnane and Chairman Chhatwani

Absent: Comm Reps Evans, Macdonald, Poeschel and Utas

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

Audience: Commissioners Dressler, Evans, Freidman and McGinn; Comm Reps Bettencourt, Beranek, Henderson and McIlrath

**2. Approval of Agenda:**

Comm Rep Sernett made a motion, seconded by Commissioner Kaplan to approve the agenda as presented. The motion carried by voice vote.

**3. Approval of the Minutes:**

Chairman Chhatwani noted the date under the Roll Call section of the minutes from August 16, 2022 should read August (not July). Commissioner Kaplan made a motion, seconded by Comm Rep Sernett to approve the minutes of the July 19, 2022 meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Pine Park OSLAD Grant / M22-083

Director Hugen noted that approximately 20 residents from 18 households attended the community meeting for the Pine Park renovation. He said that the biggest area of interest was the sled hill. Residents would like to use the hill year-round for walking, so the hill will be mowed year-round. The community was in full support of the plan in all other aspects.

Commissioner Kaplan asked what the fitness component entails. Director Hugen responded that the fitness equipment will reach all ages, and will include an elliptical piece and adult-size monkey bars.

President Kinnane asked about the reason for the grading and earthwork. Director Hugen stated that the grading is to get the land back to level and to correct water collection issues.

Commissioner Evans asked if there will be bike racks. Director Hugen said yes, and they will be about 2 ½ inches thick.

President Kinnane asked if there is a contingency amount built into the budget. Director Hugen said no, you need to include all costs with an OSLAD application.

Commissioner Dressler asked if all demolition and grading would be done in-house. Director Hugen said that the demolition is too large, but finish grading will be done in-house.

Commissioner Kaplan made a motion, seconded by Comm Rep Sernett to recommend to the full board the approval of the OSLAD Grant Application for Pine Park based on the budget of \$650,000 and the park layout. The motion carried by voice vote.

B. Vehicle Purchase / M22-084

Director Hugen noted that this memo is for the purchase of a new vehicle. The reason for approval now for an item in the 2023 budget is due to a delivery date of 24 to 26 weeks after ordering.

Comm Rep Sernett asked if this is the only vehicle to be replaced. Director Hugen responded that yes, only this one van. All other vehicles are in the GIS system which keeps track of the replacement schedule.

Commissioner Kaplan made a motion, seconded by Comm Rep Sernett to approve to the full board the purchase of the 2023 Ford Transit Cargo Van T-250 for a total price of \$47,640.94 from National Auto Fleet Group using Sourcewell Contract 091521-NAF.

C. Parks, Planning and Maintenance Board Report / M22-082

Director Hugen presented an overview of the written board report for the Parks, Planning and Maintenance Division. He added that Hoffman Park opened on September 13, and Poplar Park was scheduled to open on September 16.

Comm Rep Beranek asked if there would be a grand opening for Poplar Park. Director Hugen stated that the school district had reached out regarding a photo op, but there was not a set plan yet. He will share any details that arise.

Commissioner Evans asked if there was room for a sled hill at Beacon Pointe. Executive Director Talsma responded that the internal area is a heavy water retention area and it cannot be altered.

Commissioner Kaplan made a motion, seconded by Comm Rep Sernett, to forward the Parks, Planning and Maintenance board report to be included in this month's Executive Director's Report. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Sernett asked about the status of the park near John Muir School. Director Hugen explained that this is Poplar Park, and should be opening September 16.

Commissioner Kaplan said the ribbon cutting ceremony at Birch Park went well.

President Kinnane said that Birch Park is wonderful, and feels the community will get a lot of use out of the park. He has attended some neighborhood block parties and noted that residents enjoy talking with commissioners. He was able to put them in touch with Executive Director Talsma.

Commissioner Chhatwani said it was nice to see everyone's name at Birch Park. The residents recognize people's efforts.

8. **Adjournment:**

Comm Rep Sernett made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 7:17 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

MEMORANDUM NO. M22-095

**TO:** B&G Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning and Maintenance  
Brian Bechtold, Director of Golf & Facilities  
**RE:** Fertilizer and Chemical 2023 Early Order Bid  
**DATE:** 10/18/2022

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**Background:**

Bridges of Poplar Creek Country Club and Parks Maintenance have been participating in a Fertilizer and Pesticide Early Order Program that allows you to purchase items at special pricing and obtain rebates once certain prices have been obtained. Early Order Programs start in October and run through January with the best discounts and rebates applied when agreed to purchase in October with January delivery and payments.

Bridges of Poplar Creek Country Club and the Parks Department have been using different combinations of products over these years that have been working to keep the golf course in the best possible playing conditions, and keeping parks safe and usable for our residents.

**Rationale:**

At the time of bid opening, staff received bids from five vendors, all of which meet standards for this bid. The bids received represent prices broken down per case or bag for each product. Staff has determined that the following breakdown per item and vendor is the best available price for the district. Manufacture rebates are obtained through the Early Order Program as well as vendor rebates.

Recommended prices are all “not to exceed” prices as both the golf course and parks have remaining sprays to finish with final inventory to take. After final applications, adjustments to the 2022 program are likely to happen. All of these costs will be included in the proposed 2023 budget. All products with vendor costs are shown in the attached document.

**Recommendation:**

Staff recommends that the B&G Committee recommend to the full board to award the bid to Chicagoland Turf for their lowest bid products for the total not to exceed \$65,973.70; Conserv FS for their lowest bid products for the total not to exceed \$23,254.16; Arthur Clessen, Inc. for their lowest bid products for the total not to exceed \$19,557.70; and Advanced Turf for their lowest bid products for the total not to exceed \$8,672.09.

## 2023 Early Chemical Order

Category	Product	Size	Advanced Turf Solutions	Chicagoland Turf	Arthur Clesen Inc.	Conserv FS	Site One	BTSI	Quantity
Herbicide	2-D	case 2x1 gal	N/A	\$196.97	\$184.00	\$178.00	\$222.13	\$235.00	0.00
Herbicide	3 product herbicide	case 2x2.5 gal	\$176.32	\$158.61	\$162.00	\$130.00	\$146.23	\$466.00	0.00
Herbicide	Clash(dicamba)	case 2 x 2.5gal	N/A	\$410.00	N/A	\$250.00	\$451.98	ALT	16.00
Insecticide	Acelepryn	Jug .5 gal	N/A	\$1,137.50	\$1,137.50	N/A	\$1,137.50	N/A	1.00
Insecticide	Alucion 35 WG	Jug .5 gal	\$424.84	N/A	N/A	\$212.42	\$212.42	N/A	0.00
Wetting Agent	Alypso Plus	case 2x2.5 gal	\$306.28	\$289.50	\$289.50	\$289.50	N/A	N/A	0.00
Nutrients	Anderson 25-0-3 (Rough Grade)	bag 50#	N/A	\$20.00	N/A	\$19.00	N/A	N/A	0.00
PGR	Anuew	case 4x1.5#	\$668.44	\$472.80	\$472.80	\$472.80	\$472.80	\$472.80	12.00
Wetting Agent	Aqueduct Flex G	bag 44#	\$182.66	N/A	\$178.20	N/A	\$178.20	ALT	0.00
Herbicide	Barricade 4FL	case 2x1 gal	N/A	\$314.00	\$314.00	N/A	\$314.00	N/A	8.00
Aquatic	Captain XRT	2.5 gal	\$102.88	\$102.22	\$106.02	\$87.36	\$89.89	\$200.00	19.00
Fungicide	Civitas	case 2x2.5 gal	N/A	N/A	N/A	N/A	N/A	\$230.00	0.00
Aquatic	ClearCast	Gallon jug	\$352.29	\$359.68	\$416.00	\$370.37	\$425.12	\$440.00	0.00
PGR	Cutless MEC	case 2x2.5 gal	\$2,497.60	\$2,497.60	\$2,291.40	\$2,497.60	\$2,497.60	\$2,497.60	0.00
Fungicide	Daconil Action	case 2x2.5 gal	N/A	\$480.00	\$480.00	N/A	\$480.00	N/A	20.00
Herbicide	Defendor	Jug 1 qt	\$199.03	\$191.36	\$184.00	\$190.00	\$199.03	N/A	37.00
Herbicide	Dicamba	case 2x2.5 gal	\$428.58	N/A	\$372.00	\$250.00	N/A	\$385.00	0.00
Herbicide	Dimension	case 2x2.5 gal	\$1,166.34	\$1,300.00	\$1,114.00	\$1,090.00	\$1,155.76	N/A	1.50
Fungicide	Fiata	case 2x2.5 gal	\$334.50	\$334.50	\$334.50	N/A	\$334.50	N/A	0.00
Nutrients	Foltec SG Minors	case 10x2.5#	N/A	\$269.80	\$262.00	N/A	N/A	N/A	9.00
Herbicide	Fusilade II	case 4X32 fl oz	\$377.16	\$335.29	\$300.00	\$184.80	\$324.58	N/A	6.00
Herbicide	Garlon 4-A	case 2x2.5 gal	\$361.66	\$471.76	N/A	N/A	N/A	N/A	0.00
Herbicide	Glyphosate	case 2x2.5 gal	\$244.24	\$185.29	\$190.00	\$165.00	\$200.50	ALT	10.00
Herbicide	Habitat	case 2x2.5 gal	N/A	\$585.11	N/A	\$424.72	N/A	\$1,200.00	2.00
Nutrients	Humic Coated Urea	bag 50#	\$51.80	\$47.30	\$47.30	N/A	N/A	N/A	0.00
Nutrients	Hydra-Fense	case 2x2.5 gal	N/A	N/A	N/A	N/A	N/A	\$225.00	0.00
Nutrients	Hydra-Kace	case 2x2.5 gal	N/A	N/A	N/A	N/A	N/A	\$175.00	0.00
Pigment	Jet Black Pond Dye (Powder)	Case- 4 cartons	\$75.57	\$278.08	\$216.00	\$226.29	N/A	ALT	5.00
Supplies	Incide Out Tank Cleaner	Case 4x1 gal	N/A	\$108.37	N/A	\$98.63	N/A	ALT	0.00
Fungicide	Interface	case 2x2.5 gal	\$1,017.50	\$1,017.50	\$1,017.50	N/A	\$1,017.50	N/A	0.00
Nutrients	Lesco NOS	bag 50#	N/A	N/A	N/A	N/A	\$33.31	N/A	0.00
Fungicide	Lexicon	case 4x21 fl oz	\$2,303.28	N/A	N/A	\$2,303.28	\$2,303.28	N/A	0.00
Insecticide	Meridian 25 WG	Jug 102 oz	N/A	\$571.20	\$571.20	N/A	\$571.20	ALT	3.00
Nutrients	Mineral Miner	case 2x2.5 gal	N/A	N/A	N/A	N/A	N/A	\$165.00	0.00
Wetting Agent	Non-ionic surfactant	case 2x2.5 gal	\$128.26	\$118.87	\$112.50	\$116.55	\$117.03	\$235.00	1.00
Aquatic	Phoslock	Bag 55#	N/A	N/A	N/A	N/A	\$207.90	\$184.54	0.00
Fungicide	Pinpoint	case 4x60 fl oz	\$1,905.00	\$1,905.00	\$1,905.00	\$1,905.00	\$1,905.00	\$1,904.00	0.00
Fungicide	Posterity	Jug 105 fl oz	N/A	\$1,623.00	\$1,623.00	N/A	\$1,623.00	N/A	4.00
Fungicide	Previa	case 2x2.5 gal	N/A	N/A	\$176.00	N/A	N/A	N/A	0.00

PGR	Primo Maxx	Case 2x1 gal	N/A	\$634.00	\$634.00	N/A	\$634.00	N/A	3.00
Fungicide	Propiconazole	case 2x2.5 gal	\$413.12	\$402.94	\$384.00	\$318.68	\$324.51	\$450.00	3.50
PGR	Proxy	case 2x2.5 gal	\$102.95	\$184.71	\$165.00	N/A	\$216.62	\$186.00	4.00
Herbicide	Quick Silver T&O	8 fl oz bottle	\$190.01	\$195.59	\$198.00	\$186.81	\$194.32	\$210.00	12.00
Aquatic	Seaclear G	bag 20#	N/A	\$118.59	\$112.72	\$94.07	\$104.45	\$115.00	20.00
Aquatic	SePro Eutrosorb	50# bag(two sock)	\$205.00	\$195.18	N/A	\$184.54	\$184.54	\$200.00	22.00
Fungicide	Secure Action	Case 2x2.5 gal	N/A	\$3,485.00	\$3,485.00	N/A	\$3,485.00	ALT	2.00
Aquatic	Solugreen 21-0-0	50# bag	N/A	N/A	N/A	N/A	\$26.31	N/A	0.00
Aquatic	SonarOne	pail 20#	\$840.69	\$708.60	\$687.80	\$708.60	\$708.60	\$708.60	14.00
Herbicide	Specticle Total	case 4x144 fl oz	\$295.12	\$351.48	\$350.00	N/A	N/A	N/A	14.00
Herbicide	Sure Power	case 2x2.5 gal	N/A	\$412.50	\$412.50	\$412.50	\$412.50	\$412.50	0.00
Aquatic	SureGuard	64oz jug	\$584.50	\$584.50	\$685.80	\$584.50	\$584.50	\$584.50	6.00
Pigment	Solarous	Case 4x1 gal	\$600.00	\$367.06	\$575.92	\$575.92	N/A	N/A	1.00
Fungicide	Tebuconazole	case 4x1 gal	\$340.00	\$336.47	\$260.00	\$307.68	\$280.89	\$380.00	2.50
Fungicide	Tekken	Jug 1 gal	N/A	150/gallon 2.5 Gal Jug	N/A	\$412.50	\$430.15	\$825.00	0.00
Fungicide	Tourney	Case 4x5 lb	\$3,132.00	\$2,940.00	\$2,940.00	\$2,940.00	\$2,940.00	\$2,940.00	0.00
Nutrients	TV 23G	50# bag	N/A	\$85.00	N/A	N/A	N/A	N/A	0.00
Phos Acid	Prudent 44	case 2x2.5 gal	N/A	\$270.59	N/A	N/A	N/A	\$425.00	14.00
Wetting Agent	TV Siphon	case 2x2.5 gal	N/A	\$266.90	N/A	N/A	N/A	235 ALT	37.00
Fungicide	Union	case 2x2.5 gal	N/A	\$1,600.00	N/A	\$1,401.50	\$1,401.50	\$1,401.50	0.00
Wetting Agent	Vivax	case 2x2.5 gal	N/A	\$387.10	\$387.10	\$387.10	N/A	\$400.00	0.00
Fungicide	Xzemplar	case 2x114 fl oz	\$3,319.68	N/A	N/A	\$3,319.68	\$3,319.68	N/A	0.00
Aquatic	Reward	case 2x2.5 gal	N/A	\$471.06	\$480.00	N/A	\$480.00	N/A	8.00
Fungicide	Segway	39.2 oz bottle	\$436.77	\$580.00	\$436.10	\$436.10	\$436.10	\$436.10	7.00
Fungicide	Heritage Action	3 x 1 lb bottle	N/A	\$1,080.00	\$1,080	N/A	\$1,080.00	N/A	1.33
Fungicide	Banol	1 gallon	\$1,114.38	264.12 ALT	\$1,114.38	N/A	N/A	\$315.00	2.00
Fungicide	Signature Extra	5.5 lb Jug	\$190.25	\$190.25	\$190.25	N/A	\$190.25	N/A	8.00
Nutrients	Krystal Klear Mn	case 2x2.5 gal	N/A	\$424.50	N/A	N/A	N/A	N/A	1.00
Nutrients	Lebanon 30-0-10	50# bag	N/A	\$96.00	N/A	N/A	\$103.67	\$49.00	13.00
Nutrients	Anderson 14-7-14	50# bag	\$66.00	\$65.60	\$66.00	N/A	N/A	N/A	53.00
Nutrients	HCU	50# bag	\$51.80	\$47.30	\$47.30	N/A	N/A	N/A	44.00
Nutrients	Turf Vigor 9-3-6	case 2x2.5 gal	N/A	\$228.30	N/A	\$163.34	\$182.52	N/A	0.00
Fungicide	Mirage	case 2x2.5 gal	\$889.50	\$889.50	\$889.50	N/A	\$889.50	N/A	1.00
Fungicide	Chipco 26019 Flo	case 2x2.5 gal	N/A	\$320.00	\$298.00	N/A	N/A	\$405.00	8.00
PGR	Podium	1 gal	N/A	\$148.89	N/A	N/A	N/A	\$350.00	0.00
Nutrients	Anderson 23-0-10	50 # bag	N/A	\$39.65	N/A	N/A	N/A	N/A	0.00
Nutrients	18-3-6 Liquid Fertilizer	case 2x2.5 gal	\$79.76	\$112.00	\$68.04	N/A	\$85.01	\$130.00	17.00
Nutrients	Lesco 12-0-0	case 2x2.5 gal	N/A	N/A	N/A	N/A	\$52.88	ALT	0.00



Advanced Turf Solutions	Chicagoland Turf	Arthur Clesen Inc.	Conserv FS	BTSI	Site One
			\$0.00		
			\$0.00		
			\$4,000.00		
	\$1,137.50				
			\$0.00		
	\$0.00				
			\$0.00		
	\$5,673.60				
		\$0.00			
	\$2,512.00				
			\$1,659.84		
				\$0.00	
\$0.00					
		\$0.00			
	\$9,600.00				
		\$6,808.00			
			\$0.00		
			\$1,635.00		
	\$0.00				
		\$2,358.00			
			\$1,108.80		
\$0.00					
			\$1,650.00		
			\$849.44		
	\$0.00				
				\$0.00	
				\$0.00	
\$377.85					
			\$0.00		
	\$0.00				

					0
\$0.00					
	\$1,713.60				
				\$0.00	
		\$112.50			
				\$0.00	
	\$0.00				
	\$6,492.00				
		\$0.00			
	\$1,902.00				
			\$1,115.38		
\$411.80					
			\$2,241.72		
			\$1,881.40		
			\$4,059.88		
	\$6,970.00				
					0
		\$9,629.20			
\$4,131.68					
	\$0.00				
	\$3,507.00				
	\$367.06				
		\$650.00			
	\$0.00				
	\$0.00				
	\$0.00				
	\$3,788.26				
	\$9,875.30				
			\$0.00		

	\$0.00				
\$0.00					
	\$3,768.48				
			\$3,052.70		
	\$1,436.40				
\$2,228.76					
\$1,522.00					
	\$424.50				
	\$1,248.00				
	\$3,476.80				
	\$2,081.20				
			\$0.00		
\$889.50					
		\$2,384.00			
	\$0.00				
	\$0.00				
		\$1,156.68			
					0
<b>\$8,672.09</b>	<b>\$65,973.70</b>	<b>\$19,557.70</b>	<b>\$23,254.16</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Advanced Turf Solutions</b>	<b>Chicagoland Turf</b>	<b>Arthur Clesen Inc.</b>	<b>Conserv FS</b>	<b>BTSI</b>	<b>Site One</b>

Memorandum No. M22-097

**TO:** Building and Grounds Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Land Definition & Management Plan Update  
**DATE:** 10/18/2022

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**Background:**

In 2010, the Park District developed a Natural Area Management Plan when it began to convert shorelines to natural areas. This plan outlined all the areas in the district that were natural areas, and the methods used to maintain them. All of the district's natural areas are fully established.

The maintenance of these areas has changed since 2010, therefore, staff has developed a new plan to define these changes and to set a precedent for the future maintenance expectations of these areas. The district has over 800 acres of land comprised of multiple land uses. Staff developed the 2021 Land Definition & Management Plan to define each piece of property and describe how the district maintains each land use. This new plan was approved by the Board of Commissioners in January of 2021.

**Rationale:**

An update to the plan has been completed to answer questions on pond management. The district maintains many bodies of water in Hoffman Estates and the primary function of these bodies of water is storm water detention as outlined in the plan. A pond or lake ecosystem includes biotic (living) plants, animals and micro-organisms, as well as abiotic (nonliving) physical and chemical interactions; no two bodies of water are going to be the same and therefore require different maintenance.

It is very important to understand the main function of these bodies of water is storm water management, followed by recreational use and then aesthetics. Attached is the update to the Pond Management section with the new language in red.

**Recommendation:**

Staff recommends the B&G Committee recommend to the Board the approval of the revised 2021 Land Definition & Management Plan.

## Pond / Basin Management

2021 Version

The Hoffman Estates Park District manages several ponds at multiple properties. It is important to note that the primary function of these bodies of water is to provide storm water detention for residential, commercial, and municipal infrastructure. Recreational use and aesthetics are a secondary product of these bodies of water. At certain locations, recreational use is encouraged and all bodies of water are managed to serve their primary goals, whether that be storm water management, wildlife habitat, or recreational use.

### **Aquatic Treatments**

At the discretion of the Park Services Department, chemical applications to bodies of water managed by the district may be made as needed in the spring. In cases where repeat applications are necessary, the Parks Department will determine the timing and frequency of subsequent mitigation efforts and continue to monitor and assess water quality. Water quality will be at the discretion of the Parks Department and will be based on functions, habitat and environmental benefits. All treatments will be made by the Hoffman Estates Park District or district approved contractors. No other outside organizations or persons may alter water without the permission of the Parks Department.

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Updated Version

The Hoffman Estates Park District manages several **bodies of water** at multiple properties. It is important to note that the primary function of these bodies of water is to provide storm water detention for residential, commercial, and municipal infrastructure. Recreational use **is a secondary product and aesthetics the final product** of these bodies of water. At certain locations, recreational use is encouraged and all bodies of water are managed to serve their primary goals, whether that be storm water management, wildlife habitat, or recreational use.

At the discretion of the Park Services Department, chemical applications to bodies of water may be made as needed. **When making treatments, the district will use Aquatic Herbicides and or Aquatic Algaecides. To merit applications of aquatic herbicides and or algaecides, the body of water must have at least 25% of the surface area covered by problematic plant life. Certain bodies of water with a history of algae blooms and or unwanted plant life may be treated without the minimum 25% coverage. Treatment of aquatic weeds can result in oxygen depletion or loss due to decomposition of dead plant material, causing the possible suffocation of aquatic organisms. The district will not treat more than ½ the surface area in a single application and will wait at least twenty-one days between treatments.** Water quality will be at the discretion of the Parks Department and will be based on functions, habitat and environmental benefits. All treatments will be made by the Hoffman Estates Park District or district approved contractors. No other outside organizations or persons may alter water without the permission of the Parks Department.

## Memorandum M22-096

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance September Board Report  
**Date:** 10/18/2022

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### ADMINISTRATION

Luigi Cutolo was hired as the district GIS & Park Administrator. Luigi is a recent graduate of DePaul University and was working for the Village of Arlington Heights prior to accepting the district's position.

Parking lot repairs were completed on September 21 at Victoria Park, Huntington Park and Bridges of Poplar Creek Driving Range.

Staff attended the NRPA conference and was able to attend many educational classes. Some highlights of the education included information on applying for federal grants, park design concepts, accessible play, top trends in park and recreation and ADA compliance.

The OSLAD Grant for Pine Park was submitted on September 29.

ForeverLawn installed the new driving range tee at Bridges of Poplar Creek on October 5.



## **PARK / PLAYGROUND RENOVATIONS**

Poplar Park and Hoffman Park have been completed and are open to the public. Huntington Park has experienced another delay in the playground equipment. ParKreation has informed us that the equipment is now set to arrive in late November. Staff is working with the installer to see what options we have for a December install.



## **PARKS DEPARTMENT**

- Detention ponds treated for algae growth.
- Sign beds weeded and trimmed.
- Inspections and repairs to district fleet, mowers and equipment.
- Vehicle checks and repairs.
- Mower and parks equipment checks and repairs.
- Playground checks and cleanups.
- Sod installed at Bridges Driving Range around new tee.
- Finished tree pruning at Poplar in advance of park opening.

- Pruned back trees around Victoria soccer fields to improve light and air movement on field.
- Cleaned all landscape beds at Hoffman for park opening.
- Installed mulch at Village of Hoffman Estates Police Station.
- Completed end of season landscaping at Seascape.
- Landscaping of park ID signs (93 of them).
- Submitted all Burn Permit applications to state; once approved, will submit to the Village.
- Completed stone work around storm drain and capped pipe at Top Tracer.
- Landscaping at Tropicana Park and Field Park.
- Complete refinish of TC spa. Ground down old epoxy, re-grouted tile, installed new drain grate and installed new depth markers and re-painted epoxy with sand grit.
- Ran new wires to north wall lights at The Club.
- Ran new wiring from power distribution panel to gate latch at Bo's run.
- Installed new volute on activity pool chlorination pump.
- Drained down Seascape and completed end of year maintenance.
- Remounted lift station pump and fixed tangled float wires at Seascape.
- Installed new inducer motor on RTU 5 ice rink dehumidification unit.
- Installed new timer on men's steam room boiler.
- Shut down splash pads for the season.
- Repaired and replaced acid feed tube to activity pool.
- Replaced vent damper handles on RTU at the club. Handles broke causing vents to close, sending air downstream to the last vent.
- Grease trap cleaned by A&P Grease Trappers for TC ELC kitchen.
- Multiple lights and ballast changed at TC.
- Changed 32 light bulbs in Wolves offices and locker rooms.
- HOFFMAN - installed turf ADA walkway from entrance to transfer deck on new playground, installed 4 truckloads of playground mulch (320 yards) and installed new park I.D. sign.
- Installed new artificial turf over mulch bed areas at Poplar Park.
- Installed new park ID signs at Westbury, Victoria, Pine and Hoffman Parks.
- Repaired zip line cable at South Ridge Park.
- Graffiti removal at Fairview and Tropicana Park.
- Painted building trim at Seascape.

## **RECOMMENDATION**

Staff recommends that the Buildings & Grounds Committee forward the Parks, Planning and Maintenance October Board Report to be included in the October Executive Director's Report for Board approval.



**HOFFMAN ESTATES PARK DISTRICT  
2022 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 parks and features that are in our parks.	In cooperation with C&M department, post items via social media and website showing amenities in our parks. Keep website up to date.	O
1Q Comments:	Using the drone to track progress at Seascapes and layout for Beacon Pointe for OSLAD Grant	
2Q Comments:	Drone is being used as we start playground renovations.	
<b>3Q Comments:</b>	<b>New staff working on getting drone license.</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.	C
1Q Comments:	In the planning stages, groups are set for seed collection.	
<b>2Q Comments:</b>	<b>We held two separate events in June with park cleanup and invasive weed removal at Black Bear and still have seed collection in the fall.</b>	
<b>3Q Comments - Complete</b>	<b>Seed Collection at Charlemagne Park on 10/15/22</b>	
Implement a cross-country skiing course.	Create course at Cottonwood Park	O
1Q Comments:	Design layout was completed, looking to implement in winter of 2022-2023.	
2Q Comments:	Design layout was completed, looking to implement in winter of 2022-2023.	
<b>3Q Comments:</b>	<b>Will be implanting in winter of 2022-2023</b>	

**DISTRICT GOAL 2: SOCIAL EQUITY**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Ensure all maintenance forms and procedures are translated to Spanish.	Complete prior to April 30, 2022.	C
1Q Comments:	Forms are being translated and HR department is doing training days at Parks in Spanish.	
<b>2Q Comments - Complete</b>	<b>HR department met with staff and completed trainings in Spanish.</b>	

**DISTRICT GOAL 3: FINANCIAL STEWARDSHIP**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Develop a financial plan for capital repairs, replacements and development based on GIS information.	Developed plans will allow the district to save funds per year for large-scale projects.	O
1Q Comments:	This will be ongoing through the year as we constantly evaluate assets.	
2Q Comments:	Playgrounds, Paths, Parking Lots, Courts, Indoor Courts have all been completed. Other items are still being worked on.	
<b>3Q Comments:</b>	<b>Task is still being completed.</b>	
Increase efficiency for maintenance staff.	Create utility maps for maintenance tracking.	O
1Q Comments:	Working with the village to incorporate everything into the maps.	
2Q Comments:	Working with the village to incorporate everything into the maps.	
<b>3Q Comments:</b>	<b>New GIS position will continue to work with the Village.</b>	
Develop a new position titled Forestry and Landscape Manager. This position will allow the district maintenance team to keep completing projects in house and allow for more detail work on trees and landscapes at all facilities including landscapes at Bridges.	Hire the individual.	C
1Q Comments:	Bryan Strampel was hired ended up not starting due to personal reason. After more interviews we offered the position to another individual who ended up staying at his current district.	
2Q Comments:	Job has been posted, we have talked to prospective employees but no luck in the hiring process.	
<b>3Q Comments - Complete</b>	<b>Bryan Taylor is being hired for this position, he began with the district in May as a seasonal working towards this position. He will be starting in this role on October 22<sup>nd</sup>.</b>	
Add a full time grounds crewmember to the Parks and Construction Team. This crewmember would work primarily with the construction team and then assist in winter months with district custodial work and Ice operations. This position would replace two seasonal employees.	Hire the individual.	C
<b>1Q Comments - Complete</b>	<b>Tim May was hired January 1, 2022</b>	
Restructure maintenance staffing at Seascape for cost savings.	Maintenance staff to provide pool cleaning, locker room cleaning and mechanical checks every morning. Staff will no longer be onsite throughout the day, as facility staff will complete day-to-day operations.	C
<b>1Q Comments - Complete</b>	<b>Maintenance Staff is set up to complete theses task.</b>	

**DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Repair front entrance walls at Willow Recreation Center	Hire contractor for concrete work.	D
1Q Comments:	This will be part of the renovation process for WRC, timing will be determined after planning is completed.	
2Q Comments:	Staff met with WT Group to perform a new cost analysis with rising cost.	
<b>3Q Comments:</b>	<b>Deferred to 2023</b>	
Upgrades to Huntington Park	Design and install new playground equipment at Huntington Park	O
1Q Comments:	Playground design was chosen and install is set for August/September	
2Q Comments:	Playground set to be delivered Oct 28, 2022.	
<b>3Q Comments:</b>	<b>Playground now set to arrive in late November, currently working with install contractor to see if it can be installed this year.</b>	
Upgrades to Hoffman Park	Design and install new playground equipment at Hoffman Park	C
1Q Comments:	Playground design was chosen and install is set for June/July	
2Q Comments:	Playground set to be installed by September 1, 2022.	
<b>3Q Comments - Complete</b>	<b>Playground install completed.</b>	
Replace Dodge 1 Ton Parks Vehicle	Purchase from state contract.	D
1Q Comments:	We cannot place order for vehicles through our municipal contract until late summer and the vehicles are 30-45 weeks out on delivery.	
2Q Comments:	We cannot place order for vehicles through our municipal contract until late summer and the vehicles are 30-45 weeks out on delivery.	
<b>3Q Comments:</b>	<b>Deferred to 2023, cannot place order for vehicles for this year.</b>	
Replace Dodge Ram Parks Building Tech Van	Purchase from state contract.	O
1Q Comments:	We cannot place order for vehicles through our municipal contract until late summer and the vehicles are 30-45 weeks out on delivery.	
2Q Comments:	We cannot place order for vehicles through our municipal contract until late summer and the vehicles are 30-45 weeks out on delivery.	
<b>3Q Comments:</b>	<b>Currently on a wait list for the vehicle.</b>	
Update North Side TC HVAC	New condenser compressor on TC north side HVAC unit installed.	C
1Q Comments:	Units have been ordered and working with contractor on install dates.	
<b>2Q Comments - Complete</b>	<b>Installed</b>	
Update HVAC to upstairs kitchen at BPC	Install new kitchen air handler at BPC	C
1Q Comments:	Bid set to open in May	
2Q Comments:	Working with contractor on dates to complete install.	
<b>3Q Comments - Complete</b>	<b>Unit installed 10/12/ and 10/13</b>	
Provide proper combustion air to boiler room at The Club.	Install new makeup air unit at The Club	O
1Q Comments:	Unit will be installed by in house staff during 3 <sup>rd</sup> quarter.	
2Q Comments:	On schedule to be installed in third quarter.	
<b>3Q Comments:</b>	<b>Unit is on order and will be installed when it arrives.</b>	
Provide adequate separation	Install new gym curtain dividers at The Club	C

between basketball courts and or activities at The Club.		
<b>1Q Comments - Complete</b>	<b>Installed April 5</b>	
Court crack fill and recolor at Cannon, Charlemagne, South Ridge, Armstrong Parks, Victoria and Evergreen.	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Contractor has been selected and working on dates, need to have day time temps above 60 and lows that do not get below 40.	
2Q Comments:	Work set to be completed in August.	
<b>3Q Comments - Complete</b>	<b>All courts completed.</b>	
Elevator piston sleeve replacement at Bridges on the main elevator.	Complete bids and hire outside contractor to complete work.	O
1Q Comments:	Currently working with our elevator contractor.	
2Q Comments:	Currently working with our elevator contractor, to be bid out for late in the year install.	
<b>3Q Comments:</b>	<b>Advanced Elevator is looking into timing of replacement and lead times.</b>	
Asphalt parking lot and path crack fill at WRC, The Club, Seascape and various paths(based on inspections)	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Contractor has been selected at looking at June to complete lots. We will try to complete Seascape prior to opening if the weather allows.	
2Q Comments:	Seascape was completed and currently contractor has us scheduled for August.	
<b>3Q Comments - Complete</b>	<b>Completed</b>	
Complete repairs of Seascape pool base.	Sand blast the concrete base of the pool at Seascape Family Aquatic Center and then complete concrete repairs along with a new paint of the concrete.	C
1Q Comments:	Sand blasting and grinding is complete. Concrete repairs are currently ongoing.	
<b>2Q Comments - Complete</b>	<b>Completed</b>	
Develop the old sand volleyball area at Seascape Family Aquatic Center.	Turn the area into open green space with shade structures to allow camps and other groups more grass space with shade.	C
1Q Comments:	The area has been leveled, material removed, drainage installed and filled with soil from the golf course. When the weather allows it will be sodded and shade structures installed.	
<b>2Q Comments - Complete</b>	<b>This has been completed, but the area is closed as the weather turned very hot quickly after install and staff was losing the turf and needed to close the area to allow the sod to root properly.</b>	
Beacon Pointe Park Development	Secure all permits for the Beacon Pointe OSLAD and go to bid for the construction. After permits and bids complete install of the project.	O
1Q Comments:	IDNR requested photos of the site as they are not completing site visits due to low staffing. In person interviews will be set for the fall of 2022. This project will be a two year project from the time of OSLAD grant acceptance.	

2Q Comments:	We recently received the OSLAD grant and staff will begin the process.	
3Q Comments:	<b>Project was awarded in August, Currently WT Group is completed the land survey and then we will go out to bid for earthwork, concrete and asphalt path. This will be followed by playground install. District has until August of 2024 to complete.</b>	
Willow Recreation Center Improvements	Phase 1 will include engineering and architecture conceptual plans for Willow Rec Center to determine overall budget for converting racquetball court to fitness center and an expansion of locker rooms. Additionally, will include indoor turf for auxiliary gym.	O
1Q Comments:	Staff has met with WT Group on conceptual plans and have meetings set up to continue the planning process.	
2Q Comments:	Staff met with WT Group on July 7 to have another cost analysis completed to reflect current prices.	
3Q Comments:	<b>Based on cost analysis staff has developed a new plan to be part of the 2023 budget.</b>	
Pine Park OSLAD	Submit application for an OSLAD grant at Pine Park. The conceptual plan would include converting in line skating to five pickle ball courts, new park shelter, updating the 2-5 year old playground, path constructions, new drainage for open space areas and enhancements to the sled hill.	C
1Q Comments:	OLSAD has communicated that it has funds but not planning to award the 2021 OSLAD until late fall, so we are not expecting the next round of OSLAD until 2021 is awarded.	
2Q Comments:	We are expecting to hear soon that application for 2023 are open and when we do we will be applying.	
3Q Comments - Complete	<b>Application sent in on September 29, 2022.</b>	
Update elevator at Vogelei Barn	Upgrade Vogelei Barn elevator and ensure that it meets all ADA compliance.	D
1Q Comments:	Bids are due in May.	
2Q Comments:	Bids were cancelled and will be bid for August approval.	
3Q Comments:	<b>Staff met with engineers as the structure of the elevator has to be changed to accommodate the new elevator. This will now be a 2023 Project.</b>	
Purchase new Integrated Pest Management sprayer for Parks and Golf Course	Go to bid and purchase sprayer.	C
1Q Comments - Complete	<b>Unit was purchased and is being used.</b>	

**DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

Objective/Goal	Performance Measures/Action Plan	Status
Offer a community horticulture event.	Conduct a tree seedling-planting event that will also highlight proper tree maintenance from planting to caring for fully-grown trees.	C

1Q Comments:	On Arbor Day, parks staff will be providing free tree saplings(from MWRD) to residents and partnered with the Village Sustainability Committee to hand out information packets on tree care and planting.	
<b>2Q Comments - Complete</b>	<b>Parks was set up at Birch park and gave away saplings and planted trees with the few volunteers that showed up. Staff also planted an oak nursery with the saplings at Vogelei Park.</b>	
Provide Earth Day events for the community.	Hold a volunteer park clean up in April, where residents have the opportunity to help beautify their neighborhood parks through weed removal, garbage pick-up, edging landscape beds, cleaning park structures and painting.	C
1Q Comments:	We held a park cleanup day on April 9 at Fabbri Park and had 15-20 participants. On Earth Day, Parks will be holding an event at Vogelei Park from 3 to 7pm.	
<b>2Q Comments - Complete</b>	<b>Earth Day event was cancelled due to weather and Park cleanups were held later at Black Bear Park.</b>	
Offer a volunteer invasive plant removal.	Will be scheduled based on the quantity of invasive plants and locations.	C
1Q Comments:	Locations of these events will be set in May when plant growth takes place.	
<b>2Q Comments – Complete</b>	<b>Completed at Black Bear Park in June.</b>	
Educate the community on our shoreline management while holding community events for seed collection.	Combine our Seed Collection at Charlemagne Park with a Parks Department run educational event of shoreline management, why HE Parks maintains the shorelines with native buffer zones.	C
1Q Comments:	Set for 10/15/2022 at Charlemagne Park	
2Q Comments:	Set for 10/15/2022 at Charlemagne Park	
<b>3Q Comments - Complete</b>	<b>Event held 10/15/22 at Charlemagne Park</b>	

**DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Staff to cooperate with public concerns and questions.	Respond to resident inquiries within timely manner.	O
1Q Comments:	Constantly ongoing.	
2Q Comments:	Constantly ongoing.	
<b>3Q Comments:</b>	<b>Constantly ongoing.</b>	
Provide park updates via district webpage.	Post all park projects under park updates.	O
1Q Comments:	As projects start we will use drone footage to provide updates.	
2Q Comments:	As projects start we will use drone footage to provide updates.	
<b>3Q Comments:</b>	<b>Constantly ongoing</b>	