

AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, APRIL 18, 2023
7:00 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - March 21, 2023
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Pine Park School District 15 Memo of Understanding / M23-038
 - B. Parks, Planning & Maintenance Board Report and 1Q2023 Goals / M23-036
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

MINUTES
BUILDINGS & GROUNDS COMMITTEE MEETING
March 21, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on March 21, 2023 at 7:00 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Comm Reps Evans, Macdonald, Poeschel, Sernett and Utas, Chairman Chhatwani; Student Liaison Sabesan

Absent: Commissioner Kaplan, Student Liaison Sabesan

Also Present: Executive Director Talsma, Director of Parks, Planning and Maintenance Hugen, Director of Golf & Facilities Bechtold, Director of Recreation Kapusinski, Director of Finance & IT Hopkins, Executive Assistant Flynn, Superintendent of IT John Agudelo, IT Specialist Kevin Hassler

Audience: President Kinnane, Commissioners Evans, Dressler, Friedman and McGinn; Comm Reps Henderson, Beranek, Bettencourt and MacGregor, Karrie Miletic

2. Approval of Agenda:

Comm Rep Utas 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:

Commissioner Macdonald made a motion, seconded by Comm Rep Sernett to approve the minutes of the February 21, 2023 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. **New Business:**

A. Purchase and Install Fence at Fabbrini / M23-027

Comm Rep Sernett made a motion, seconded by Comm Rep Poeschel to recommend to the full board the purchase and installation of a 10-foot fence at Fabbrini Park pickleball and tennis court from Action Fence Contractors, Inc. for \$54,571.00 with a 15% contingency of \$8,185 for a total cost of \$62,756.00.

Director Huguen stated that we received five bids for this project, which will involve removing the existing fence which has fallen over twice due to the pickleball windscreens on the tennis fence. All fence posts corners and gates will be in four-foot footings. We put the bid out at 8 feet with the option to do a 10-foot fence depending on the cost (replacing a 10-foot fence). The windscreen will be six feet with two feet at the top and bottom exposed.

Comm Rep Macdonald asked what the difference will be in the fence itself from the current fence. Director Huguen said it is a different gauge steel.

Commissioner Dressler asked if the 15% contingency was typical. Director Huguen said the contingency amount is set per project. This one is higher due to the unknown water table beneath the current fence and the four-foot footings that will be used.

Commissioner McGinn asked if this would take care of the drop off at the edge of the asphalt. Director Huguen said the fence would now be in front of the edge, so the drop off will no longer come into play.

The motion carried by voice vote.

B. Purchase and Install 3-Ton RTU at The Club / M23-028

Comm Rep Macdonald made a motion, seconded by Comm Rep Evans to recommend the full board approve the purchase and installation of a 30-ton roof top unit at The Club from Cahill Heating & Air Conditioning Services, Inc. for \$77,400.00 with at 10% contingency of \$7,700 for a total of \$85,100.

Director Huguen noted that we received seven bids for this project, which includes the removal of the old unit and installation of the new unit, both via a crane. The budgeted numbers were based on numbers from fall 2022, but the cost of metal, steel and refrigerant have all increased. The current unit provides heat and air conditioning for the new area of The Club, and is 22 years old, reaching its life expectancy.

Comm Rep Sernett asked what the mobilization cost is for. Director Huguen responded that this is the cost of the crane.

Comm Rep Macdonald asked if 30 tons is sufficient for the number of people that are in this area. Director Huguen stated that it is.

Commissioner McGinn asked what the status is of other RTUs at The Club. Director Hugen said they are all in GIS, and there are not any others scheduled for this year. This is one of the largest units.

Commissioner Dressler asked where funds come from when we are over budget. Executive Director Talsma said they it will come from the capital fund. He added that we also have a contingency fund, but that is usually more operational. The two projects being approved today will offset each other, as one was under budget.

The motion carried by voice vote.

C. Parks, Planning & Maintenance Board Report / M23-029

Comm Rep Utas made a motion, seconded by Comm Rep Sernett to include the Parks, Planning & Maintenance March Board Report in the March Executive Director's Report.

Director Hugen stated that the Parks Department has hired a new part-time administrative assistant, Joanne Douglas.

Executive Director Talsma explained that for the first time in five years, we did not receive the OSLAD grant that we had applied for to renovate Pine Park, most likely due to the removal and addition of amenities that balanced each other out and did not earn points. He added that Director Hugen is now working with the adjacent school, which is being renovated from an elementary school to a junior high school, to determine where the school district and park district can work together to save on costs for each renovation project. The park will still include the pickleball courts; a modified renovation plan is forthcoming.

Commissioner Evans asked about the fencing around the pickleball courts at Pine Park. Director Hugen said the fence will be brand new, and identical to the one going in at Fabbrini.

Comm Rep Utas asked if it is possible to add a track around the soccer field. Director Hugen said the school already has a track in their plans on the other side of the school.

Commissioner McGinn asked if the controlled burns were contracted out. Director Hugen said we do these in-house. Victoria Park is the only one we contract out because of its size and proximity to houses.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Evans reminded everyone that the SRT Golf Outing is Wednesday, June 7, and asked all to put together a foursome or volunteer.

8. **Adjournment:**

Comm Rep Poeschel made a motion, seconded by Comm Rep Utas 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 M23-038

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Pine Park Soccer Field Memo of Understanding
DATE: 4/18/2023

Motion:

Approve to the full board the Pine Park Soccer Field Memo of Understanding.

Background:

In 2022 the park district applied for an OLSAD Grant for Pine Park. Part of the OSLAD Grant was to build new soccer fields at Pine by grading the area and regressing the fields to meet our needs for soccer at that location. The district did not receive the grant at this location and without grant funds, we were not going to be able to build the soccer fields. School District 15 is currently in the process of a major renovation at Thomas Jefferson School to convert to a middle school. Part of this process is building a track on the north side of the school that is going to produce large quantities of soil. HEParks staff approached the school district about using that soil to build soccer fields at Pine Park instead of hauling the material away.

Last month the A&F committee passed the new budget of \$300,000 with the School District contribution of \$150,000 in labor/material to construct a new soccer complex. Park District staff will be restoring the sled hill and shelter, and completing all grassing and restoration of the park project. The current in-line skating rink will be converted to five pickleball courts with lights, and the 1/3 mile walking path will be resurfaced. A new playground will be part of the 2024 budget once the School District removes their playground in June 2024. Attached to this memo is a drawing of the project.

Rationale:

The two parties came to an agreement that the School District would provide the labor, equipment, engineering and permitting necessary to build the soccer fields at Pine Park. Once all the soil has been moved to the proper location at Pine Park and grading is finished to match the grading plan, the area will be turned over the Park District to complete the grassing of the field. The attached Memo of Understanding will act as the agreement between the two parties.

Legend

- Feature 1
- Path Measure
- Pine Park
- Polygon Measure
- Untitled Polygon



PINE PARK SOCCER FIELD MEMO OF UNDERSTANDING

This Memo of Understanding (the "Memo"), made this ___ day of _____, 2023, by and between the Hoffman Estates Park District, an Illinois park district (the "Park District") with its principal place of business at 1685 W. Higgins Road, Hoffman Estates, Illinois, 60169-2998, and Community Consolidated School District 15, an Illinois school district (the "Contractor"), with its principal place of business at 580 N. 1st Bank Drive, Palatine, Illinois, 60067-8110.

WITNESSETH

That the Park District and Contractor, for the consideration hereinafter named, agree as follows:

1. Labor and Materials

Contractor shall provide all labor, equipment and materials required to complete the following work: Hauling soil from school district property to park district property at Pine Park for the purpose to build a soccer field at Pine Park. A haul road shall be created to not damage any existing asphalt or areas outside the construction zone. Soil will be graded according to "Exhibit A" (Grading Plan & Scope) and site will be turned over to park district once final grade is completed. Contractor is responsible for all permits needed for this project.

2. Contract Documents

The Contract Documents consist of this Memo. Modifications to this Memo may only be made in writing and endorsed by the Parties.

3. Term

The term of this Memo shall commence on April 19, 2023 and shall continue until completion of work outlined in Exhibit A.

4. Performance of Work; Warranty

Contractor agrees to perform all Work in a good and workmanlike manner in accordance with the Contract Documents. Contractor shall not interfere in any way with and shall cooperate fully with other contractors used by Park District for any other work at the Project sites.

5. Contract Sum

There are no fees between parties.

6. Payment

No payments between parties.

7. Changes in the Work

Changes in work will be communicated in writing by both parties prior to any of the work being completed.

8. Correction of Deficiencies

Not applicable.

9. Cleaning Up and Restoration of Property

The Contractor shall keep the project site and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Memo. At the completion of any Work performed, the Contractor shall remove all rubbish, tools, and equipment from the sites and adjoining premises, leaving the area in a neat and clean condition.

10. Title

Not applicable.

11. Safety of Persons and Property

- a. The Contractor shall take reasonable precautions for the health and safety of, and shall provide reasonable protection to prevent damage, injury or loss to:
 - (i). employees engaged in the Work, Park District employees and patrons and other persons who may be affected thereby; and
 - (ii). the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's subcontractors or sub-subcontractors.
- b. The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
- c. The Contractor shall promptly remedy damage and loss to Park District property caused in whole or in part by the Contractor, a subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible, except damage or loss attributable to acts or omissions of the Park District or anyone directly or indirectly employed by Park

District, or by anyone for whose acts Park District may be liable, and not attributable to the fault or negligence of the Contractor.

12. Insurance

Contractor and all subcontractors will procure and maintain during the Term and any Renewal Term the insurance coverages provided herein, or such other insurance coverages as shall be required by the Park District's insurer or the risk management agency of which the Park District is a member.

- a. General: The Contractor shall not commence the Work until it has obtained all insurance required, and it has been approved by the Park District, nor shall Contractor allow any subcontractor to commence work on any portion of the Work until all insurance required of the subcontractor and sub-subcontractor has been similarly approved by the Park District.

All such insurance shall be purchased only from companies licensed and duly authorized by the Department of Insurance of the State of Illinois to do business in Illinois and to write the types of insurance policies as herein specified. Insurance companies must have a minimum policy holder's rating of A+ and a financial rating of AAAAA as stated in the latest edition of Best's Insurance Guide.

The Park District, its elected and appointed officials, employees, agents and volunteers shall be included as an additional named insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. The coverage afforded the additional insureds shall apply as primary insurance for the additional insured with respect to claims arising out of operations performed by or on behalf of the Contractor. If the additional insureds have other self-insurance or insurance which is applicable to the loss, such other self-insurance or insurance shall be on an excess or contingent basis. Any self-insurance maintained by the Park District shall be deemed excess of such Bidder's insurance and shall not contribute with it. The amount of the Contractor's liability under this insurance policy shall not be reduced by the existence of such other insurance.

The insurance coverages must be maintained by the Contractor and the subcontractor until all the Work is completed by the Contractor and accepted by the Park District. If the policy is written on claims made basis, then the Contractor shall purchase such additional insurance as may be necessary to provide specified coverage to the Park District for a period of not less than five (5) years from the completion of the Work.

- b. Automobile Liability: Contractor shall obtain at his expense and keep in force at all times during the performance of the Work, Comprehensive Automobile Liability Insurance

providing for bodily injury, personal injury and property damage, limits of an amount not less than \$1,000,000 per occurrence and \$2,000,000 per annual aggregate.

- c. General Liability Insurance: Contractor shall obtain at his expense and keep in force at all times during the performance of the Work, Comprehensive General Liability Insurance providing for bodily injury, personal injury and property damage, limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- d. Worker's Compensation and Employer's Liability Insurance: Contractor shall obtain at his expense and keep in force at all times during the performance of Work, worker's compensation and related insurance coverage at amounts required by statute and employer's liability with limits of not less than \$1,000,000 per occurrence
- e. Certificates of Insurance: Contractor shall file with the Park District a Certificate of Insurance showing complete coverage of all insurance required by this section signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations, with a further certification from said insurance companies that their policies will not be modified, amended, changed, cancelled or terminated without thirty (30) business days prior written notice to the Park District. If any form of umbrella or excess coverage policy is utilized by the Contractor, the Park District reserves the right to require a copy of the entire policy.

13. Indemnification

The Contractor agrees to protect, indemnify, hold and save harmless and defend the Park District, its public officials, employees, volunteers, and agents against any and all claims, costs, causes, actions and expenses, including but not limited to attorney's fees incurred by reason of lawsuit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors of the Contractor or Park District, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the Contractor or any subcontractor, hereunder, whether such loss, damage, injury or liability is contributed to by the negligence of the Park District or by the premises themselves or any equipment thereon whether latent or patent, or from any other cause whatsoever, except that the Contractor shall have no liability or damages or the costs incident thereto caused by the sole negligence of the Park District.

14. Compliance with Laws and Permits

Contractor shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Contractor shall be licensed and bonded to perform the Work hereunder and shall, at its sole cost and obligation, be responsible for obtaining all permits required to perform

its duties under this Memo. Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Memo.

15. Choice of Law and Venue

This Memo is governed by the laws of the State of Illinois. Any suit or action arising under this Memo shall be commenced in the Circuit Court of Cook County, Illinois, but only after exhausting all possible administrative remedies. In any suit or action arising under this Memo, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs of litigation. Contractor, its successors or assigns shall maintain no suit or action against the Park District on any claim based upon or arising out of this Memo or out of anything done in connection with this Memo unless such action shall be commenced within one year of the termination of this Memo. Contractor acknowledges that each provision of this Memo is important and material to the business and success of the Park District, and agrees that any breach of any provision of this Memo is a material breach of the Memo and may be cause for immediate termination of this Memo. In the event of a breach, Contractor shall also pay to the Park District all damages (including, but not limited to, compensatory, incidental, consequential, and punitive), which arise from the breach, together with interest, costs, and the Park District's reasonable attorneys' fees.

16. No Liability

The Park District is not responsible or liable for any injury, damages, loss or costs sustained or incurred by any person including, without limitation Contractor's employees, or for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or indirectly, to Contractor's Work and obligations under this Memo. The Park District is not liable for acts or omissions of Contractor or any of Contractor's employees, subcontractor's, agents or other persons purporting to act at the direction or request, on behalf, or with the implied or actual consent, of Contractor.

17. Liens

In the event a lien is filed which is attributable to Work performed hereunder by the Contractor or any subcontractor, which is not attributable to non-payment by the Park District, the Contractor, at its cost and expense, shall promptly proceed to have such lien released and removed within a reasonable period of time, whether by legal procedure, settlement, compromise, or otherwise. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the Park District all monies that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

18. No Third Party Beneficiary

This Memo is entered into solely for the benefit of the contracting Parties, and nothing in this Memo is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a party to this Memo or to acknowledge,

establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities, defenses, and/or privileges of the Park District and/or Contractor, and/or any of their respective officials, officers and/or employees.

19. No Waiver

Waiver of any of the terms of this Memo shall not be valid unless it is in writing and signed by all Parties. The failure of claimant to enforce the provisions of this Memo or require performance by opponent of any of the provisions, shall not be construed as a waiver of such provisions or affect the right of claimant to thereafter enforce the provisions of this Memo. Waiver of any breach of this Memo shall not be held to be a waiver of any other or subsequent breach of the Memo.

20. Independent Contractor

Contractor acknowledges that it is an independent contractor; that it alone retains control of the manner of conducting its activities in furtherance of this Memo; that it, as well as any persons or agents as it may employ, are not employees of the Park District; and that neither this Memo, nor the administration thereof, shall operate to render or deem either Party hereto the agent or employee of the other.

21. Non-Assignment

This Memo is non-assignable in whole or in part by the Contractor, and any assignment shall be void without prior written consent of the Park District.

22. Notices

Notices shall be deemed properly given hereunder if in writing and either hand delivered or sent by United States certified mail, return receipt requested, postage prepaid, or by email transmission with the sending Party retaining confirmation of receipt, to the Parties at their respective addresses provided below, or as either Party may otherwise direct in writing to the other Party from time to time:

If to Park District: Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169-2998
Attention: Director of Parks, Planning & Maintenance
Email: dhugen@heparks.org

If to School District: Community Consolidated School District 15
580 N 1st Bank Drive
Palatine, IL 60067-8110

Attention: Director of Facilities & Operations
Email: kaplanej@ccsd15.net

Notices sent by certified mail shall be deemed delivered the second business day following deposit in the mail, notices hand delivered shall be deemed given on the date of delivery, and notices sent by email transmission shall be deemed given on the date of transmission if between 9:00 AM and 5:00 PM on a business day, or, if later, the next business day.

23. Entire Memo; No Amendment

This Memo contains the entire Memo between the Parties, and no statement, promise or inducement made by either Party to the agency of either Party that is not contained in this written Memo shall be valid or binding. No modification of this Memo shall be effective unless in writing dated a date subsequent to the date of this Memo and signed by an authorized representative of each Party.

24. Headings

The headings for each paragraph of this Memo are for convenience and reference purposes Only and in no way define, limit or describe the scope or intent of said paragraphs or of this Memo nor in any way affect this Memo.

25. Severability

The invalidity of any section, paragraph or subparagraph of this Memo shall not impair the validity of any other section, paragraph or subparagraph. If any provision of this Memo is determined to be unenforceable, such provision shall be deemed severable and the Memo may be enforced with such provision severed or as modified by such court.

IN WITNESS WHERE OF the Parties hereto have set their respective hands and seals the day and year first above written.

HOFFMAN ESTATES PARK DISTRICT

By:

Attest:

By:

**COMMUNITY CONSOLIDATED SCHOOL
DISTRICT 15**

By:

Attest:

By:

Memorandum M23-036

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance April Board Report
Date: 4/18/2023

MOTION

Recommend to the full board to include Parks, Planning & Maintenance April Board Report in the April Executive Director's Report.

ADMINISTRATION & CAPITAL PROJECTS

Huntington Park was moving along nicely but has since been held up due to missing parts from the manufacturer. The parts are expected the week of April 17 at which time the contractor will return to complete the install. HEParks staff will then have to install the engineered wood fibers and the asphalt contractor will complete the path work around the playground. Huntington Park will open this spring.



The renovation at TC Fitness Center has begun. The vendor was able to remove the equipment that was taken on trade-in and HEParks staff has begun removing flooring and drinking fountains and prepping for painting. The building maintenance team will be installing new lights as well.

Pine Park construction is set to begin April 19, 2023 with the School District 15 earthwork contractor hauling soil onto the site for the new soccer fields. HEParks staff will begin the work of removing the hockey boards and fence around the inline rink, shaping the existing asphalt to meet the pickle ball layout, and the sled hill renovation.

Staff has been working with multiple contractors on getting pricing and planning out the renovations to Willow Recreation Center. We have met with FGM Architects on the replacement of the windows and skylights, and staff will act as the general contractor for all the exterior concrete, stucco and door work.

Design work for the new playground at TC is currently being evaluated. Staff is working with Eriksson Engineering on this project. The new playground will have a synthetic turf fall surface, with new concrete

curbing and landscaping around the playground. We are currently looking at late August/September for this project.

Contracts have been sent out for our asphalt repairs, court repairs, RTU #3 at The Club and the fence install at Fabbrini Park. Once these contracts are returned, staff will be able to develop times for these projects.

AQUATICS AND BUILDINGS

- Installed door closer in senior side kitchen door at Triphan Center.
- Installed ridge cap on pump house; built and installed new hatches for roof openings; sanded and painted door, vent, and two side vent covers at Bridges.
- Repaired and painted ceiling of women's bathroom at The Club.
- Installed AED box and AED into box at Vogelei.
- Caulked office windows.
- Installed wall mounted hair dryer at The Club.
- Worked on Seascope funbrella rebuilds.
- Unclogged and re-sealed gutter at Bridges of Poplar Creek.
- Installed 2 new mixing valves at BPC on-course bathrooms.
- Replaced hydronic heat recirculation pump and installed new inducer motor for hydronic heat boiler at Triphan Center.
- Removed/cut out concrete on the pool deck and prepped for new concrete at Seascope.
- Trouble shooting and repair of deck lighting at Seascope. Most lights are working now - contractor will be lifting 3 light poles to repair wiring at the bases.
- Replaced the inducer motor, blower wheel along with housing for hydronic heat boiler at T.C.; boiler is now running at full capacity.
- Installed new faucet at Bridges of Poplar Creek kitchen.
- Seresco filters were changed in the lap and activity pools at The Club.
- Started audit of emergency lighting at The Club. Currently 27 lights do not work. Power cycling seems to be burning bulbs and batteries. New fixtures will need to be purchased.
- ComEd bored through main gas line at Bridges of Poplar Creek - sent a tracer wire down the pipe for the locators to find; pipe was located and ComEd contractor helped expose pipe while HEParks contractor repaired the line.
- Installed wind screens at Seascope.
- Cleaned out and painted HR office at Triphahn Center.
- Worked on north storage clean out.

PARKS



- Removed graffiti at South Ridge dock.
- Performed tree/storm cleanup at Black Bear Park, Walnut Basin, Chestnut Park, Victoria Park and Cannon Crossing.
- Inspection and clean-up of various parks, basins and parking lots.
- Relocated soccer goals at Cannon Crossing.
- Installed all shade canopies at Tropicana.
- Checked and replaced basketball nets as needed at multiple parks.
- Began work (drilling out posts) for butterfly gardens at various parks.
- Constructed enclosure at Bridges for maintenance dumpster.
- Obtained materials to repair fence at Fabbrini bathrooms.
- Controlled burn at Pine, Charlemagne, North Ridge, South Ridge and Black Bear Parks
- Shoreline cleanup at North Ridge and South Ridge Parks.
- Branch cleanup at Pine Park, Kingston Basin and Bridges Golf Course.
- Tree removal/cleanup at South Ridge and Fabbrini Park.
- Conducted playground checks and canopies finished.
- Repaired leak at Vogelei house roof and fixed Vogelei door.
- Check and fixed washouts at playgrounds.
- Prepped for Eisenhower track and repaired all wear and tear areas in the track.
- Performed tree cleanup at Willow Greenway, Pine Park, Olmstead Greenway, and Walnut Pond Park.
- Performed tree pruning and cleanup at Black Bear Park, Triphahn Center, and Fabbrini Park.
- Removed all dead trees and removed trees for park improvements at Pine Park.
- All baseball/softball fields have been turned over and spun to be ready for play.
- Soccer fields have been setup and lined for the season as well as the cricket pitch.

**HOFFMAN ESTATES PARK DISTRICT
2023 BUDGET GOALS & OBJECTIVES
PARKS, PLANNING & MAINTENANCE DIVISION**

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

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

Objective/Goal	Performance Measures/Action Plan	Status
Hold 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 events.	O
1Q Comments:	In progress	
Using seeds collected from our seed collection events, park district staff will plant those seeds on district shorelines.	Planting will take place in the spring of 2023.	O
1Q Comments:	Seeding is planned for May.	

DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan	Status
Ensure all district communication and trainings can be provided in Spanish.	Provide translation when needed.	O
1Q Comments:	In progress	

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan	Status
Increase efficiency for maintenance staff.	Cross training among departments within the Parks Department and additional administrative assistant position (part time).	O
1Q Comments:	In progress	
Hire out contractual mowing for our level two and three parks. This will free up staff to more efficiently maintain park land, while saving on fuel and equipment repairs.	Go out to bid for a two year service agreement and execute the contract.	C
1Q Comments:	Gilio Landscape Contractors started mowing 4/10/2023	

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan	Status
Structural Repairs at Willow Recreation Center	Hire contractor for work to be performed.	O
1Q Comments:	In progress	
Upgrades to Huntington Park	Install new playground equipment at Huntington Park	O
1Q Comments:	Old playground and fall surface removed, new playground installed and waiting on a missing structure. Once playground is installed, path around the playground will be completed.	
Purchase Ford F150 Vehicle	Purchase from purchasing Coop or through bid process.	C
1Q Comments:	Vehicle was purchased through a bid process.	
Purchase Dodge Ram Parks Building Tech Van	Purchase from purchasing Coop or through bid process.	O
1Q Comments:	In progress	
Crack fill / Seal Tennis Courts – Multiple Sites	Complete bids and hire outside contractor to complete work.	O
1Q Comments:	Bids were completed and Sport Surface pros is under contract.	
Basketball Court Repairs – Multiple Sites	Complete bids and hire outside contractor to complete work.	O
1Q Comments:	Bids were completed and Sport Surface pros is under contract.	
Asphalt Maintenance (crack fill & sealcoat) parking lots and paths.	Complete bids and hire outside contractor to complete work.	O
1Q Comments:	Bids were completed and Patriot Maintenance is under contract.	
Triphahn Center Playground	Complete bids and hire outside contractor to complete work.	O
1Q Comments:	Ericksson Engineering has been hired and playground design work is being completed.	
Fabbrini Pickle Ball Fence Replacement	Complete bids and hire outside contractor to complete work.	O
1Q Comments:	Bids were completed and Action Fence is under contract.	
Elevator piston sleeve replacement at Bridges on the main elevator.	Complete bids and hire outside contractor to complete work.	O
1Q Comments:	Working with Advanced Elevator on the repair.	
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.	
1Q Comments:	In progress	
Fabbrini Oakdale Tot Playground	Purchase playground and install using in house labor.	O
1Q Comments:	New Tot playground has been ordered.	
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:	The walking path has been bid and Evans and Son Asphalt is under contract to complete the work. Working with WT Engineering on the playground layout and design.	
Triphahn Center Fitness Renovation	Work with recreation department on new design layout.	O
1Q Comments:	Project is currently being completed with a grand opening of 5/6/23.	

Pine Park OSLAD	If OLSAD is received, begin the permitting process and construction bidding process. If no OSLAD is received look at the project for what will be completed.	O
1Q Comments:	OSLAD was not received. Project is moving forward with the assistance of School District 15. The project will consist of a new soccer field, five pickle ball courts with lights, revamped sled hill, shelter renovation and new walking path.	
Update elevator at Vogelei Barn	Upgrade Vogelei Barn elevator and ensure that it meets all ADA compliance.	O
1Q Comments:	In progress	
Replace RTU #3	Complete bids and hire outside contractor to complete work.	O
1Q Comments:	Bids were completed and Cahill Heating & Air Conditioning are under contract. Lead time on new unit was 35 weeks. Looking at a late fall install.	
Research park development for new Higgins housing developments.	With the new housing developments this park would allow for the 10-minute walk from new developments.	O
1Q Comments:	In progress	

DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS

Objective/Goal	Performance Measures/Action Plan	Status
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.	O
1Q Comments:	Event planned for April 22, 2023	
Offer a volunteer invasive plant removal.	Will be scheduled based on the quantity of invasive plants and locations.	O
1Q Comments:	Currently Planning	
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, and why HE Parks maintains the shorelines with native buffer zones.	O
1Q Comments:	Currently Planning	
Get sites certified as Bird & Butterfly Sanctuaries through Illinois Audubon Society	Complete applications and install signage at select sites.	O
1Q Comments:	Sites have been certified and signs will be place this spring.	

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan	Status
Utilize new Park Administrator to create resident response and call log procedure.	Respond to resident inquiries within timely manner.	O

1Q Comments:	In progress	
Provide park updates via district webpage.	Post all park projects under park updates.	O
1Q Comments:	Projects are posted and updates will occur during the projects.	