

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

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - May 16, 2023
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Beacon Pointe Park Construction / M23-063
 - B. Hot Water Heaters at TC / M23-067
 - C. Willow Rec Center Windows and Skylights / M23-066
 - D. Pine Park Pickleball Fence Installation / M23-064
 - E. Vogelei Park Conceptual Renovation Plans (OSLAD 2024) / M23-065
 - F. Parks, Planning & Maintenance Board Report and 2Q2023 Goals / M23-062
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

MINUTES
BUILDINGS & GROUNDS COMMITTEE MEETING
May 16, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on May 16, 2023 at 7:01 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kaplan, Comm Reps Macdonald, Poeschel, Sernett and Utas, Student Liaison Sabasan, Chairman Chhatwani

Absent: Comm Rep Evans

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

Audience: President Kinnane, Commissioners Evans, Dressler, Friedman, and McGinn

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 Kaplan made a motion, seconded by Comm Rep Sernett to approve the minutes of the April 18, 2023 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. **New Business:**

A. Pine Park Path Mill Overlay / M23-041

Comm Rep Utas made a motion, seconded by Comm Rep Poeschel to recommend to the full board the award of the bid for the Pine Park Path Mill and Overlay to Patriot Maintenance for a total of \$36,000 with a \$7,200 (20%) contingency for a grand total of \$43,200.

Director Hugen stated that this is part of the overall Pine Park project. The existing path will have the top 1.5-2 inches milled, followed by a 2-inch overlay. The larger contingency is due to one area where possible undercuts need to be made to make the path ADA compliant. We will not know the extent of this until the soccer grading is complete.

Commissioner Kaplan asked if there is ever a time when all layers need to be removed. Director Hugen responded that this would only happen if the path completely fails, which hasn't happened.

Commission Evans asked for an explanation of making "cuts". Director Hugen explained that there undercut because the current path has settled due to water. The school district is undercutting this area outside of the path and to the new drainage line. Once they are finished, we will know what we need to do to get the path to ADA height/compliance.

Commissioner Evans asked if the District needs to put in drainage. Director Hugen said the drainage is in place, but we won't know if that is an issue until the school district is finished with their work.

The motion carried by voice vote.

B. Purchase and Installation of Playground Equipment at TC / M23-042

Comm Rep Poeschel made a motion, seconded by Comm Rep Utas to recommend to the full board the purchase and installation of the Triphahn Center playground equipment from BCI Burke (Play Illinois) for a total of \$178,188.66 with a 5% contingency of \$8,900 for a total of \$187,088.66.

Director Hugen explained that this project is to replace the playground at Triphahn Center. All pieces and mulch will be removed. The mulch will be replaced with synthetic turf surface, which will be cleaner for the classrooms. There is old block curbing that goes around the entire playground and the other side of the detention area. This will be removed and replaced with concrete curbing so the turf has something to adhere to. Finally, the drainage under the playground currently flows into the detention area, but not fully. This will be corrected so that everything will flow into the detention area, as it is designed.

Director Hugen noted that staff worked with the ELC staff, looking at four different vendors. BCI Burke was chosen as the vendor for the playground equipment. The purchase will go through Sourcewell. BCI Burke will provide the equipment, and complete the installation of

the equipment and the turf. Staff will remove the existing playground and mulch, complete the drainage and landscape restoration.

Comm Rep Sernett asked what the timeline is for this project. Director Huguen replied that this project has a September-October timeline (completed by end of October).

Commissioner Dressler asked if we are including any anti-skate surface in the curb. Director Huguen said the landscaping will line the curb, so it isn't likely that we will have the anti-skate surface.

The motion carried by voice vote.

C. Purchase and Installation of Playground Equipment at Beacon Pointe / M23-043

Commissioner Kaplan made a motion, seconded by Comm Rep Sernett to recommend to the full board the purchase and installation of Beacon Pointe Park playground equipment from Game Time (Cunningham Recreation) for a total of \$153,498.22 with a 5% contingency of \$7,675 for a total of \$161,173.22.

Director Huguen noted that this is part of the OSLAD we received last August. Based on the community input we received, we were looking for a design that kept kids moving and not stagnant on the playground. Game Time's design meets this request, and also included will be a tot lot, a 2-5 structure and, ADA swing, parent-tot swings, and standard swings.

Director Huguen added that we did qualify for IPRA/Game Time's matching funds grant, which means the equipment valued at \$145,000 drops in price for us by \$62,000. In order to receive this grant, three staff members attended a mandatory education session, wrote essays and included community involvement. The equipment won't arrive until August and September. Game Time will provide equipment and installation.

Director Huguen noted that the path that connects the two sidewalks will be laid tomorrow.

Comm Rep Utas asked if there will be a berm between the playground and the fire station. Director Huguen confirmed that there will be a berm.

Commissioner Kaplan asked if the surface will be turf. Director Huguen said that yes, we are trying to use turf for the fall surface on all new parks. The engineered wood fibers will not be available down the road, and poured in place is more expensive. He added that the longest time we have had turf is for the Black Bear Park playground, and it has held up very well.

The motion carried by voice vote.

D. WRC Architectural Consulting / M23-044

Comm Rep Utas made a motion, seconded by Comm Rep Poeschel to recommend to the full board the approval of a contract with FGM Architects for their architectural and consulting services for Willow Recreation Center for a total of \$38,040.

Director Huguen explained that we are looking at other engineering firms so we aren't singlehandedly tied to one engineering firm. With multiple projects going on at one time, we need to use more than one firm. He added that we will be using WRC to replace the skylights and all windows at Willow Recreation Center, which involves work with the roof. Village code states that we must replace the entire frame of the window.

The motion carried by voice vote.

E. Parks, Planning & Maintenance Board Report / M23-045

Comm Rep Macdonald made a motion, seconded by Commissioner to include the Parks, Planning & Maintenance May Board Report in the May Executive Director's Report.

Director Huguen noted Huntington Park should be open this Friday, May 19. He added that the hockey boards at Pine Park were removed, stacked up and the goal is to sell them with the hardware. If not sold, we can get what we can as scrap metal.

Executive Director Talsma asked everyone to walk down to see the Triphahn Center renovated Fitness Center to take a look if you haven't seen the completed renovation yet.

Comm Rep Utas said that the Huntington Park plan says it has engineered wood fibers and asked to confirm that we aren't putting turf at this park. Director Huguen said that no, this would have been too costly in this size park.

The motion carried by voice vote.

7. **Committee Member Comments:**

Chairman Chhatwani presented longevity recognition pins to Comm Rep Sernett for six years of service and Comm Rep Evans for two years of service.

Commissioner Kaplan said that he spoke to Ron Evans today and wanted to pass on a reminder about the SRT Golf Outing on June 7. Please sign up to play in the outing or volunteer!

Student Liaison Sabasan said that she volunteered at the Seed Bombing event and spoke with the videographer. She asked about the National Gold Medal finalist award. Executive Director Talsma explained the award and the categories.

Chairman Chhatwani said that she attended the TC Fitness Center open house, and said it is beautiful. She added that many parents were there. Several staff were giving tours. She also thanked the committee for allowing her to chair the committee for the past year; it has been a pleasure.

8. **Adjournment:**

Comm Rep Sernett made a motion, seconded by Comm Rep Utas to adjourn the meeting at 7:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

MEMORANDUM M23-063

TO: Building and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Beacon Pointe Park Construction
DATE: 7/18/2023

Motion:

Recommend to the full board to award the Beacon Pointe Construction to Perfect Turf for a total of \$132,950.00.

Background:

As part of the Beacon Pointe OSLAD project, a new playground is being installed. The playground will have concrete curbs with a concrete gathering area covered by a shelter. Already completed in this project is the walking path that connects two sidewalks to make a loop around the property as well as the purchase and installation of the playground equipment.

The last portion of the project is the earthwork for the playground (drainage already completed by staff), concrete curbing and pad, and installation of the synthetic turf fall surface. The overall project has a \$360,000 budget and this portion of the project is within budget.

Rationale:

Cunningham Recreation (Gametime) is completing the install of the equipment so district staff reached out to the vendor that Cunningham Recreation is using for the equipment install so they could complete our construction and turf install while already on site. The contract would be through OMNIA Partners Contract #R230201. The cost breakdown for Perfect Turf to complete the construction and turf install is listed below.

Perfect Turf Synthetic Turf Proposal	55' x 88'5" (4860 sqft)
Concrete Pad (20'x30')	\$ 14,050.00
Concrete Curb 290 LF	\$ 10,350.00
Excavation and Stone Base Install	\$ 30,900.00
Playground Turf 55 & Install	\$ 76,150.00
Fall Height Testing	\$ 1,500.00
Total	\$ 132,950.00

MEMORANDUM M23-067

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Hot Water Heater Replacements at TC
DATE: 7/18/2023

Motion:

Approve to the full board the purchase of hot water heater replacement units from C. Acitelli Heating & Piping Contractors, Inc for a total of \$233,919 with a 10% contingency of \$23,000 for a total of \$256,919.

Background:

Triphahn Center has two 250-gallon hot water heaters that run 1,000,000 BTU and two 250-gallon hot water heaters that run 270,000 BTU that service the entire south side of the building (admin, fitness, hockey rinks, zamboni room, Wolves admin & locker rooms). These units were installed in 2001 and were assigned a 25-year life cycle. This was considerably aggressive as we now utilize a 15-year life cycle.

This year we have had complete failure of two of the units and are currently running on only two units. Unfortunately, hot water heaters are difficult to determine if they will go bad through a regular inspection. The north side of TC is run off of the domestic hot water boiler that was installed in 2011 with a 15 year life cycle. The boiler feeds hot water tanks that were recently installed in 2021 with 15-year life cycles.

Rationale:

A pre bid meeting for this project was held on 6/29/2023 and eight contractors attended the meeting. A total of four bids were received. The bid results are below. The low bid is from C. Acitelli Heating & Piping Contractors, Inc. Acitelli has completed like jobs with success for Elk Grove Park and Schaumburg Parks Districts. They have also completed compressor work for HEParks in the past with success.

This project is an unbudgeted project and funds will be used from capital reserves. The district does have a capital contingency fund but it is for smaller unbudgeted items and has a yearly budget of \$100,000.

Scope of Work	C. Acitelli Heating & Piping Contractors, Inc.	F.E. Moran	OGNI, Inc.	The Stone Group
Demo Work	\$ 8,800.00	\$ 1,350.00	\$ 11,050.00	\$ 17,000.00
New Unit: Watts PVI 100L 250-A-MXG-A (Domestic)	\$ 53,729.00	\$ 84,330.00	\$ 122,269.00	\$ 131,700.00
New Unit: Watts PVI 27.P 250-A-MX (Ice Resurface)	\$ 37,391.00	\$ 60,930.00	\$ 33,013.00	\$ 91,400.00
Install: Watts PVI 100L 250-A-MXG-A	\$ 8,056.00	Included	\$ 244,538.00	\$ 19,800.00
Install: Watts PVI 27.P 250-A-MX	\$ 8,056.00	Included	\$ 66,025.00	\$ 19,800.00
Installation of Emergency Shutoffs	\$ 5,200.00	\$ 6,950.00	\$ 5,059.00	\$ 7,800.00
Start up	\$ 900.00	\$ 3,110.00	\$ 2,600.00	\$ 2,400.00
Bid Total	\$ 122,132.00	\$ 156,670.00	\$ 484,554.00	\$ 289,900.00
<i>Alternate: replacing and installing all units at once</i>				
New Unit: Watts PVI 100L 250-A-MXG-A (Domestic)	\$ 52,729.00	\$ 84,330.00	\$ 132,275.00	\$ 124,800.00
New Unit: Watts PVI 27.P 250-A-MX (Ice Resurface)	\$ 36,391.00	\$ 60,930.00	\$ 35,724.00	\$ 86,400.00
Install: Watts PVI 100L 250-A-MXG-A	\$ 8,056.00	Included	\$ 265,150.00	\$ 18,500.00
Install: Watts PVI 27.P 250-A-MX	\$ 8,056.00	Included	\$ 71,448.00	\$ 18,500.00
Install four new expansion tanks with each unit	\$ 6,555.00	\$ 8,570.00	\$ 6,984.00	\$ 7,900.00
Alternate Total	\$ 111,787.00	\$ 153,830.00	\$ 511,581.00	\$ 256,100.00
Total Bid with Alternate	\$ 233,919.00	\$ 310,500.00	\$ 996,135.00	\$ 546,000.00

MEMORANDUM M23-066

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: WRC Windows & Skylights Installation
DATE: 7/18/2023

Motion:

Recommend to the full board the approval of the WRC windows and skylights purchase and installation as proposed.

Note: Staff is currently negotiating with the low bidder and final numbers will be presented Tuesday evening.

Background:

The main floor windows, classroom windows and hallway skylights have been up for replacement since 2021 in our geographical information system. To complete this project the district has hired FGM Architects to develop the construction plans as the window frames and connections to walls and roofs will be replaced at the same time.

The windows and skylights are part of the overall renovations at WRC as some exterior doors have already been replaced, stucco has been replaced or repaired and concrete work on the exterior of the building will take place in the fall.

Rationale:

Three contractors were on the bidder list provided by FGM Architects. Boller Construction showed up to the bid opening and informed staff they could not bid as they were not able to get pricing on a certain window within the scope. Rock Valley Glass didn't submit a bid even though they were on the bid list. The only bidder was Reliant Contract Glass making them the low bidder.

Staff and FGM are going to be working with Reliant Contract Glass on a change of scope and price adjustments. The change in scope would be to include the hallway skylights with the roof replacement project that is scheduled for 2027 and just complete the window portion of this project. The skylights are still structurally sound, but they are not aesthetically pleasing and do not let in light. Staff believes this will save funds, flow better with being part of the roof replacement and improve time schedules for the window replacements.

The base bid from Reliant Contract Glass was \$405,600. The overall project budget for WRC Renovations is \$440,000 and the breakdown of the budget is listed below.

Budget Description	Budget	To Date (quoted)
Engineering	\$40,000.00	\$38,040.00
Concrete	\$30,000.00	\$29,230.00
Stucco	\$20,000.00	\$19,281.94
Doors	\$10,000.00	\$10,598.15
Windows & Skylights	\$340,000.00	\$405,600.00
Project Total	\$440,000.00	\$502,750.09

MEMORANDUM M23-064

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Purchase and Installation of Fence at Pine Park
DATE: 7/18/2023

Motion:

Approve to the full board the purchase and installation of the fence at the Pine Park pickleball courts to Fence Connection for a total of \$50,850 with a 10% contingency of \$5,085 for a total cost of \$55,935.

Background:

The inline hockey rink was removed as part of the board approved Pine Park renovation project. The area will now house five pickleball courts. The fence surrounding the pickleball courts will be driven through the existing asphalt to a depth of four feet with corners and gate post set in concrete. The fence will be the appropriate gage steel to hold proper windscreens. The fence portion is within the overall project budget.

Rationale:

A total of three bids were received. The bid results are below. The low bid is from Fence Connection who has completed similar jobs for the Village of Hanover Park, City of Elgin and East Dundee Township. Bids were reviewed by staff for accuracy and everything was found to be in order.

Scope of Work	Fence Connection, Inc.	Peerless Enterprises, Inc.	MBE Fence, Inc.
New Fence Install (includes 6 ft. windscreen)	\$ 50,550.00	\$ 66,375.00	\$ 58,880.00
Bid Total	\$ 50,550.00	\$ 66,375.00	\$ 58,880.00
Alternate: 8 ft. windscreen (instead of 6 ft.)	\$ 300.00	\$ 150.00	\$ 17,280.00
Total Bid with Alternate	\$ 50,850.00	\$ 66,525.00	\$ 76,160.00

MEMORANDUM M23-065

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Vogelei Park Renovation (OSLAD) Conceptual Plans
DATE: 7/18/2023

Motion:

Recommend to the full board the Vogelei Park Renovation Conceptual Plans as presented with the addition of any committee comments.

Note: The conceptual plans can be viewed at this [link](#).

Background:

Vogelei Park is one of the HEParks community parks that receives multiple visitors every day. The park currently has a playground and splash pad (set for replacement in 2024), a walking path around a small pond and perimeter of park, a barn that houses gymnastics and party rentals, and the Vogelei House.

In 2022 the Northwest Special Recreation Association moved into the renovated Vogelei House. With the playground and splash pad up for replacement, the District has been planning a major renovation of the park. The District planning committee consists of our administration team as well as team members from NWSRA. A public meeting was held at Vogelei Park on 7/10/2023 and attended by residents that surround Vogelei Park.

Rationale:

The goals of this project are to provide a park that has opportunities for individuals with all abilities, and to use the settings that we have as a level one arboretum and achieve full arboretum status with community involvement. To accomplish this, the planning committee has developed a conceptual plan which are outlined in the bullet points below. Attached are the conceptual plans that were presented at the community meeting.

- All-inclusive playground
- New splash pad with above ground and ground base sprays
- Sitting area with shelter between splash pad and playground
- Nature classroom with renovated shoreline
- Renovated walking paths along with additional paths to access new features
- Sensory garden
- Tree Nursery
- Green house with ADA garden beds
- Sport Area to include inclusive bocce ball courts, bank shot sports and disc golf

- Newly landscaped areas
- Passive park areas for open use

Input gained from the community meeting held on 7/10/2023 are listed below.

- Bike racks with a bike repair station
- Dog friendly items (drinking fountain) as multiple residents use the path for dog walking
- Shade structure at the playground and splash pad
- Lake dredging and or swale renovations
- Updated signage on lake use and current plant life

Once all input is gained from the building and grounds committee, full board, NWSRA / staff committee, the district will take our conceptual plan and develop the final plans for the Voagelei Park Renovation, these plans will be approved by the board of commissioners at the August board meeting.

Memorandum M23-062

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance - July Board Report
Date: 7/18/2023

MOTION

Recommend to the full board to include Parks, Planning and Maintenance July Board Report and 2Q Goals in the July Executive Directors Report.

ADMINISTRATION & CAPITAL PROJECTS

Beacon Pointe Park:

Playground equipment is set to ship out the first week of August. Playground install is being completed through Cunningham Recreation. Perfect Turf is currently being planned to complete earthwork, concrete work and install of the turf fall surface.

Pine Park Renovation:

The school district has completed the rough grading of the new soccer complex. HEParks staff is in the process of getting the soil prepared for a final grading to be completed by one of the park district's contractors. We opened a bid on 7/13/2023 for the pickleball fence install and are working with our asphalt contractor and surface installer on dates for the pickleball courts as well as the walking path.

Willow Recreation Center Improvements:

FGM Architects completed the construction drawings and the bid opened on 7/13/2023. Once a contractor has been selected the district will work with the contractor on lead times and appropriate times to start the construction.

Fabbrini Tennis/Pickle Ball Fence

The fence at the tennis/pickleball courts at Fabbrini was removed on 6/20 and 6/21 with the new fence install taking place immediately after that. The fence was driven into the existing asphalt twelve inches inside the court perimeter. The new fence has a main entrance gate, maintenance gate and rear gate close to the pond for retrieving balls that go over the fence.

Court Repair, Color Coating and Stripping

The tennis and pickleball courts at Fabbrini Park, Willow Recreation Center and Olmstead Park have all been completed. The basketball courts at Fabbrini Park, Olmstead, Huntington Park and Community Park have all been completed, leaving only Black Bear Park left to complete.



Drainage Project at Fabbrini Park

At Fabbrini Park the entire parking lot, playground and basketball court all drain into the swale between the parking lot and the baseball fields. This area has a four foot steel drain pipe that flows to the lake. The drain pipe collapsed in three areas (two areas in grass and one under the path). After a discussion with the Village of Hoffman Estates, it was determined that the pipe was installed by the park district and therefore our responsibility to maintain. In-house staff dug up all of the collapsed sections, removed a section of the metal pipe and then installed a new double-walled drainage pipe from the swale toward the pond. While completing this task, staff noticed that the drains from the parking lot to the swale had been covered with soil due to 20+ years of runoff. Staff then started dredging the swale to allow for the parking lot to drain properly. The village provided assistance by sending out their vacuum truck to clean all the drain lines. Once the swale was dug out and drain lines were clean, the area was seeded and hydro mulched. As a result, the parking lot has had no standing water with the recent rains.



AQUATICS AND BUILDINGS

The Club at Prairie Stone:

- New blower motor, pulley and belts were installed on RTU 3.
- Rock wall harness yearly inspection was performed.
- Men's steam room timer was replaced with new digital timer; new wall plates were installed.
- Met with partition screen installers regarding electrical needs for new curtains, which will now operate using receivers and remote controls, instead of a key.

Bridges of Poplar Creek:

- New exhaust fan was installed at pump house, wired directly to a switch; removed thermostatic control.
- Outside exhaust louvers were installed at the pump house.

Annual Testing/Inspections:

- Total Fire scheduled for annual fire suppression tests (sprinkler, alarm, extinguishers and backflows) at all buildings. Completed annual sprinkler and fire extinguisher inspections at Triphahn Center.
- Completed annual RPZ certifications with Total Fire; 66 devices tested at all building and park locations.
- Completed all facility yearly elevator inspections with Hoffman Estates and Advanced Elevator; all elevators passed.

PARKS

Landscape beds and sign beds at parks/playgrounds/facilities have been cleaned/weeded, edged, and mulched.

Parks & Trees:

- Repairs were made to tee boxes at Black Bear Golf Course.
- Dug out and poured concrete for new bench at Black Bear Park.
- Gate and ADA ramp were repaired at Vogelei house.
- Tent was installed at South Ridge Park for fishing derby.
- Shades were hung at Seascape office.
- Split rail fence was built at Charlemagne Park.

Playgrounds:

- Conducted routine playground checks and park maintenance; checked rental shelters for cleanliness.
- Top cap bricks were retrieved and power washed at South Ridge pond; bricks retrieved at Fabbrini pond.
- Broken rocker was fixed at Cannon Park; broken swing and swing post replaced at Lincoln Park.
- Bench repaired at Fabbrini Park and new basketball nets installed.

Athletic Fields:

- Ongoing routine maintenance of athletic fields; field usage schedule has been maintained.
- Irrigation system was inspected; lower irrigation repair completed at Cannon Field.

**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	
2Q 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.	C
1Q Comments:	Seeding is planned for May.	
2Q Comments:	Seed Bombing was completed on May 13, 2023.	

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.	C
1Q Comments:	In progress	
2Q Comments:	All trainings to date have been completed in Spanish and English.	

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).	C
1Q Comments:	In progress	
2Q Comments:	Parks playground, construction, horticulture and grounds teams all have been trained to be able to cross over at any given time.	
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	Go out to bid for a two year service agreement and execute the contract.	C

fuel and equipment repairs.		
1Q Comments:	Gilio Landscape Contractors started mowing 4/10/2023	
2Q Comments:	Gilio is currently mowing parks.	

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	
2Q Comments:	FGM Architects have been hired and completed construction drawings. Bids set to open on 7/13/2023.	
Upgrades to Huntington Park	Install new playground equipment at Huntington Park	C
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.	
2Q Comments:	Project Complete, just waiting on new drinking fountain to arrive.	
Purchase Ford F150 Vehicle	Purchase from purchasing Coop or through bid process.	C
1Q Comments:	Vehicle was purchased through a bid process.	
2Q 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	
2Q Comments:	Looking into purchasing a E Transit Van as Vans are 1 to 2 years out if you can even place the order.	
Crack fill / Seal Tennis Courts – Multiple Sites	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Bids were completed and Sport Surface pros is under contract.	
2Q Comments:	Courts have been finished.	
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.	
2Q Comments:	Courts will be finished the week of 7/17/2023	
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.	
2Q Comments:	In process of scheduling the work.	
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.	
2Q Comments:	Playground and installer are under contract with playground to arrive late September and install immediately after.	
Fabbrini Pickle Ball Fence Replacement	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Bids were completed and Action Fence is under contract.	
2Q Comments:	Fence has been installed.	

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.	
2Q 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.	O
1Q Comments:	In progress	
2Q Comments:	Dates are being established for completion.	
Fabbrini Oakdale Tot Playground	Purchase playground and install using in house labor.	O
1Q Comments:	New Tot playground has been ordered.	
2Q Comments:	When equipment arrives it will be installed.	
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.	
2Q Comments:	Playground and installation are under contract and construction work is being presented to the board at the July board meeting.	
Triphahn Center Fitness Renovation	Work with recreation department on new design layout.	C
1Q Comments:	Project is currently being completed with a grand opening of 5/6/23.	
2Q Comments:	Project completed.	
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.	
2Q Comments:	Soccer field has been rough graded, inline hockey has been removed. We have bids for new fence install and are working with contractors on asphalt and pickleball surface.	
Update elevator at Vogelei Barn	Upgrade Vogelei Barn elevator and ensure that it meets all ADA compliance.	O
1Q Comments:	In progress	
2Q Comments:	This project is still being investigated as it may require more structural work than was anticipated to complete the elevator upgrades.	
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.	
2Q Comments:	Lead times have not changed and will be completed in late fall.	

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	
2Q 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.	C
1Q Comments:	Event planned for April 22, 2023	
2Q Comments:	Event was held on 4/22/2023 at Vogelei Park	
Offer a volunteer invasive plant removal.	Will be scheduled based on the quantity of invasive plants and locations.	O
1Q Comments:	Currently Planning	
2Q 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	
2Q Comments:	Will take place during seed collection	
Get sites certified as Bird & Butterfly Sanctuaries through Illinois Audubon Society	Complete applications and install signage at select sites.	C
1Q Comments:	Sites have been certified and signs will be placed this spring.	
2Q Comments:	Signs have been placed at the appropriate sites.	

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	
2Q 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.	
2Q Comments:	Projects are posted and updates will occur during the projects	