

**AGENDA**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 19, 2023**  
**7:05 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA  
*Motion to approve the agenda as presented.*
3. APPROVAL OF COMMITTEE MINUTES
  - August 15, 2023  
*Motion to approve the minutes of the August 15, 2023 meeting as presented.*
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. WRC Windows and Skylights Installation Re-Bid / M23-084  
*Motion to recommend to the full board the approval of the WRC Windows and Skylights installation to Blue Reef LLC for a total of \$243,100, with a 10% contingency of \$24,310 for a total of \$267,410.*
  - B. Bridges Tee Box Renovation Plan / M23-086  
*Motion to recommend to the full board the approval of the Bridges Tee Box Renovation project, with a cost of \$20,000 to be funded by Fund 14 golf course reserves.*
  - C. Parks, Planning & Maintenance Board Report / M23-085  
*Motion to recommend to the full board to include the Parks, Planning & Maintenance September Board Report in the September Executive Director's Report.*
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT  
*Motion to adjourn the meeting.*

**MINUTES**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**August 15, 2023**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on August 15, 2023 at 7:01 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Evans, Comm Reps Evans, Macdonald, Poeschel and Sernett, Chairman Kaplan

Absent: Comm Rep Utas

Also Present: Executive Director Talsma, Director of Parks, Planning and Maintenance Hugen, Director of Golf & Facilities Bechtold, Director of Recreation Miletic, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: President Chhatwani, Commissioners Dressler, McGinn and Friedman; Comm Reps Beranek and Henderson, Kimberly Barton

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

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

**4. Comments from the Audience:**

Robert Steinberg of 4158 Portage Lane said that South Ridge Lake looks good, but you cannot get to the lake and can only fish from a couple of areas. He added that the shoreline does not look like the original plan, and residents were told the plan was being revised. Mr. Steinberg would like to see a copy of the notice to the public. The growth is thick and tall. He asked if the philosophy has changed regarding how the shorelines are maintained. Executive Director Talsma said the original plan was approved in 2010, and the new plan was approved by the board in 2021.

**5. Old Business:**

None

**6. New Business:**

A. Vogelei Park Final Renovation Plans (OSLAD 2024) / M23-076

Commissioner Evans made a motion, seconded by Comm Rep Poeschel to recommend to the full board to approval of the Vogelei Park Renovation Final Plans as presented with a budget of \$600,000 with matching funds from the OSLAD Grant of \$600,000 for a total of \$1,200,000.

Director Hugen presented the final plans to be submitted with the OSLAD application for the Vogelei Park renovation project. He highlighted the following items:

- Plans reflect input from residents, the Buildings & Grounds committee, the Board of Commissioners, and staff.
- Planned features include a short-course multi-golf area, ADA accessible bocce ball courts, bank shot sports, greenhouse, new trees for the arboretum, a new path between the northwest area and playground area, a fully accessible playground, a concrete area with shelter and accessible maze and play panels; a new, larger splash pad with three above ground features and multiple in-ground sprays, a sensory garden (various plant to bloom throughout the year, water feature); a new path leading to benches for outdoor nature classroom; shoreline will be renovated as well.
- Everything will be fully accessible.
- A ramp will allow wheelchairs to get up to the level of the playground. All side panels will have sensory panels.
- The splash pad ground features will be sequenced.
- The current raised garden beds installed by the Eagle Scouts will remain but will be moved.
- If approved through OSLAD, this will be a phased project so NWSRA has some areas to use as soon as possible.

Comm Rep Henderson asked when this would be completed if it is approved. Director Hugen said we would have two years to complete the project once approved.

Resident Steinberg said this is a great plan.

Commissioner Friedman asked if there are any other parks around like this. Director Hugen said we do not have any fully inclusive park systems, and there aren't many in the area.

Commissioner McGinn asked if staff would be doing any of the work in-house. Director Hugen said that all of the demo work for the northwest corner and the playground would be done in-house.

President Chhatwani said this is a great plan, and there is nothing like this around.

The motion carried by voice vote.

B. Parks, Planning & Maintenance Board Report / M23-075

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

Commissioner Evans asked how long it takes to thaw the ice in the ice rink. Director Hugen said it takes four to five weeks at room temperature. The rink will be back open on September 11. We haven't lost any scheduled ice time. He added that the Wolves report at the end of September.

The motion carried by voice vote.

C. Virtual Park Tour

Director Hugen presented the 2023 Virtual Park Tour, highlighting the following:

- Beacon Point Park – the new path now connects to the neighborhood sidewalks, making a 1/3-mile loop around the park. The open green space is designed to hold water and is not programmable. The playground is now installed, and the park should be finished within one month.
- Huntington Park – this park connects to South Ridge. The new playground was installed in March. All paths around the park are new. The shelter was revamped. An ADA-accessible new drinking is installed with a water bottle filler; the basketball surface is new.

Comm Rep Beranek noted that the park signs are overgrown. Director Hugen said the signs and surrounding garden beds are volunteer-kept. The volunteer group has been contacted. They do not want staff to do anything, as these are their plants.

- Olmstead Park – the park was included as it has not been on our tour before. This park has a lot of open space with a good hill, but that area is not buildable. We have had a cross country circuit use this area as a rental. The small baseball diamond was torn out and is grass is growing back in. This area is being replaced with three micro fields for soccer. The tennis and basketball courts have been resurfaced, and the tennis courts have been lined for pickleball as well. The existing baseball field can accommodate 60- and 90-foot bases.
- Pine Park – this park is currently undergoing renovation. The sled hill is ready for seeding; a mowed turf path goes through the hill for walking and running. The new pickleball courts are ready for the fence to be installed. The park will not open until we have seeded and sodded the area around the park. The entire park will remain closed until the new grass has "taken", hopefully by mid-November. The 9v9 soccer field has been leveled (can also put several micro fields in this area).

- Victoria Park – the courts here were resurfaced. This park is highlighted because we wanted to share that we have not done any maintenance to this wetland area due to its size. We cannot do an in-house controlled burn because it gets too hot. Some contractors will do this size, but in sections. This park has two separate playgrounds and an irrigated soccer field.

7. **Committee Member Comments:**

Comm Rep Sernett said she is pleased with all of the work being done.

Comm Rep Evans said great job on the tour.

Comm Rep Poeschel said great drone footage; the Vogelei plans look great – lots of thought went into it.

Commissioner Evans said the Vogelei plans are impressive, and asked when we would hear back on the application. Executive Director Talsma said they try to announce it around the time of conference (end of January).

Commissioner Kaplan thanked everyone for their input/

Executive Director Talsma thanked Luigi Cutolo for the drone footage.

8. **Adjournment:**

Comm Rep Poeschel made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 7:37 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

**MEMORANDUM M23-084**

**TO: Building & Grounds Committee**  
**FROM: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**RE: WRC Windows and Skylights Installation Re-Bid**  
**DATE: 9/16/2023**

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**Motion:**

Motion to recommend to the full board the approval of the WRC Windows and Skylights installation to Blue Reef LLC for a total of \$243,100 with a 10% contingency of \$24,310 for a total of \$267,410.

**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; 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 this fall.

**Rationale:**

The board has approved the WRC project with an overall budget of \$440,000. Two contractors bid on the windows and skylights portion of this project, Reliant Contract Glass and Blue Reef LLC. Reliant Contract Glass was the only bidder when we bid this project the first time. The scope of work for this bid was to have all the windows as the base bid and the skylights as the alternate bid. With the skylights being an alternate, we can determine if the cost of doing this install would be beneficial compared to doing it in the future.

Staff recognizes that the Blue Reef LLC bid for the skylights is \$17,000 higher than Reliant Contract Glass. However, if bid as a separate project, the cost for the replacement of the skylights would be considerably higher than the \$87,000 for either contractor. Therefore, staff recommends to include the replacement of the skylights with the window replacement project.

Blue Reef LLC was the low bidder for the project and within our outlined budget. Bid Results are below. Blue Reef has completed like jobs for Village of Brookfield, William Rainey Harper College and Midlothian Public Library all with good reference on work performed.

Scope of Work	Blue Reef LLC	Reliant Contract Glass Inc
Base Bid - Window Replacements	\$ 155,900.00	\$ 335,400.00
Alternate Bid - Skylight Replacement	\$ 87,200.00	\$ 70,490.00
<b>Total Bid</b>	<b>\$ 243,100.00</b>	<b>\$ 405,890.00</b>

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	\$ 243,100.00
<b>Project Total</b>	<b>\$ 440,000.00</b>	<b>\$ 340,250.09</b>

## MEMORANDUM M23-086

**TO:** B&G Committee  
**FROM:** Craig Talsma, Executive Director  
Brian Bechtold, Director of Golf & Facilities  
Dustin Hugen, Director of Parks, Planning, & Maintenance  
**RE:** Bridges Tee Box Renovation Plan  
**DATE:** September 19, 2023

### **Motion:**

Recommend to the full board the approval of the Bridges Tee Box Renovation project, with a cost of \$20,000 to be funded by Fund 14 golf course reserves.

### **Background:**

Every season we assess and evaluate the current condition of our tee boxes, considering factors like levelness, drainage, turf quality, and overall layout. Over the past few seasons we have seen significant wear and tear and settling of our current tee boxes making them an uneven surface. We have also identified holes that are too challenging for the beginner player as we look to make the game more enjoyable for all ages and skill levels.

The tee box challenges have also come up in several meetings with our Preferred Tee Time Members as well as our weekly league members. They have reiterated some of the same concerns as our assessment. With this customer feedback as well as the evaluation done by staff we have developed a plan to enhance and renovate several tees throughout the golf course.

### **Rationale:**

Staff has created a Tee Box Renovation plan which will be a multi-year renovation plan. Staff has determined the tees that need the most attention are the ones we will be addressing this fall starting in October. This would be an unbudgeted project, but with the successful season last season and on track for another year exceeding budget, we will be using the Fund 14 reserves to fund this project.

These tees include in the renovation plan for this fall are as follows:

- Hole #1: Create a new green tee to allow beginners to have the chance to hit over the water in two shots.
- Hole #3: Realign gold tee to direct center aim point to the middle of the fairway.
- Hole #7: Strip and level black and gold tee, and build new green tee to shorten the carry over water for the beginner, and drop area.
- Hole #9: Complete renovation of all tee boxes along with a new green tee that can allow beginners to hit beyond the corner.
- Hole #11: Strip and level and combine the black and gold tees onto one tee box.
- Hole #15: Strip and level black and gold tees.



The tee boxes that are getting stripped and releveled will be sodded with HGT bluegrass which is the same turf we used on our successful test trial on Hole #10.

This project will be completed with in-house labor with a subcontractor completing the laser level of the new tee boxes on #7, #9, & #11. The contractor will be able to precisely shape and level the tee box, ensuring a fair and consistent playing surface. The laser level eliminates the guess work, enhances efficiency and contributes to the overall quality of the construction of the renovation project.

The overall cost for materials and subcontractor work will not exceed \$20,000 for this year's project.

Staff will continue to evaluate the remaining tee boxes and will include funds in the 2024 budget to complete phase two of the project.

## Memorandum M23-085

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance – September Board Report  
**Date:** 9/19/2023

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### MOTION

Motion to recommend to the full board to include the Parks, Planning & Maintenance September Board Report in the September Executive Directors Report.

### ADMINISTRATION & CAPITAL PROJECTS

#### *Beacon Pointe Park:*

The playground at Beacon Pointe Park has been installed along with the synthetic fall surface. HEParks staff has completed earthwork restoration around the playground along with applying grass seed via hydro mulching. To complete the restoration, next month there will be five trees planted in areas where the current soil has been amended for tree establishment at the park. The last item to be completed is to install the fence on the north and east sides of the playground to block off the fire station parking lot. The original plan was to landscape this area with trees and shrubs, but the current soil composition will not allow for this.



#### *Pine Park Renovation:*

The nature hill at Pine Park has been graded and seeded via hydro mulch by HEParks staff. The soccer fields are completely graded and ready for sod, which will be installed September 20-21. The pickleball fence and windscreen installation has been completed. Following the fence installation, HEParks staff completed the earthwork around the courts and seeded the majority of the areas with the north and east areas prepared for sod application. New concrete was poured at the shelter after HEParks staff removed old concrete, painted the existing structure and placed the stone base for new concrete.



***Vogelei OSLAD:***

Staff worked on preparing all the documentation for the 2024 OSLAD grant application. The application for Vogelei Park Renovation is complete and has been submitted.

***Oakdale Playground:***

The old playground and two standalone features at Oakdale were removed. All existing mulch was removed from the site and the old drainage was dug up. New drainage was installed along with a new 2-5 year old play structure and two standalone features. All removal and installation of the new playground was completed by HEParks staff.



***Parking Lot Crack fill and Sealcoating***

All parking lots scheduled for crack fill and sealcoating for 2023 have been completed. The following lots were completed: BPC, BPC Maintenance, Vogelei, Canterbury Fields, Cannon Crossings, Cottonwood and Olmstead.

## **AQUATICS AND BUILDINGS**

### ***The Club at Prairie Stone:***

- New gym dividers were built and installed.
- The water feature was painted and hot tub start-up was done after minor tile replacement.
- ADA pool chair lift was set up and staff were instructed on use.

### ***Seascape/Splash Pads:***

- Bottom foot guard for play features was replaced.
- Slide inspections were completed and slides were sanded in any rough areas.
- Media change was done for filter 2; filter fingers were hand washed to remove residue.
- The end of season breakdown has started – pool was drained, funbrellas taken down, chairs stacked and began removing windscreens.
- Vogelei Splash Pad RPZ valve was replaced to restore normal performance of splash pad.

### ***Triphan Center:***

- Ice rink floor prep has started; compressors were turned on to start freezing ice rink floor. The first mist of ice was started and the white base layer was painted. Hockey lines and logos were laid out, painted and sealed. The ice rink was flooded and ice has been leveled and edged.
- Locker rooms and door frames were painted; floors in locker room 2 were removed/repared. New drop ceiling was installed in women's ice hockey locker rooms and new benches were installed in coaches' locker room. A new threshold to lower level entry door to Wolves locker room was built. New TV hung in Wolves coaches' office.

### ***Other:***

- Boiler inspections and re-certification completed at The Club, Seascape, Bridges of Poplar Creek and the Triphahn Center. Replacements are being made as needed at Triphahn Center and adjustments made to boiler pressure relief valves at Bridges of Poplar Creek.
- Back flow repair and re-test was completed on the fire system at The Club.
- Old security camera at Willow Rec Center was removed that was facing parking lot; installed new corner mount bracket and camera.
- Removal/replacement of manhole covers as part of GIS mapping project of storm and sanitary sewer systems.

## **PARKS**

Hedge clean up, tree pruning, weed removal and landscape maintenance were completed at various parks, playgrounds and building locations.

### ***Parks & Trees:***

- Dirt was hauled from Beacon Pointe Park in preparation for playground equipment installation.
- Sign bed maintenance was done at several locations.
- State burn permit application was completed/mailed.

### ***Playgrounds:***

- Playground inspections were done at various parks and weeds were sprayed/removed.

### ***Athletic Fields:***

- Disc golf course fence was built and installed at Black Bear Park.
- Soccer field layout was completed at Fabbrini Park.
- Baseball fields prepped and outfield mowed; paint lines were cleaned and refreshed.
- Baseball field layouts and foul lines complete for Olmstead Park.

- Football practice field layouts were done.
- Irrigation audit was completed; Cannon irrigation head replacement was done.
- On 9/12 and 9/13 greens aeration and topdressing took place, along with verticutting of tees and fairways. Tees and fairways then had divots filled in with soil/seed mixtures.

