

AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, OCTOBER 17, 2023
7:00 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
Motion to approve the agenda as presented.
3. APPROVAL OF COMMITTEE MINUTES
 - September 19, 2023
Motion to approve the minutes of the September 19, 2023 meeting as presented.
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Sycamore Park Development & School District 54 IGA / M23-089
Motion to recommend to the full board the approval for staff to work with School District 54 on the development of Sycamore Park.
 - B. Parks, Planning & Maintenance Board Report and 3rd Quarter Goals / M23-090
Motion to recommend to the full board to include the Parks, Planning & Maintenance October Board Report and 3rd Quarter Goals in the October Executive Director's Report.
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT
Motion to adjourn the meeting.

MINUTES
BUILDINGS & GROUNDS COMMITTEE MEETING
September 19, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on September 19, 2023 at 7:05 p.m. at Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Evans and Macdonald

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

Audience: President Chhatwani, Commissioners Dressler, MacGregor, McGinn
and Friedman; Comm Reps Beranek and Pilafas, Marisa Anstey,
Melissa MacGregor

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Poeschel made a motion, seconded by Comm Rep Sernett to approve the minutes of the August 15, 2023 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

Executive Director Talsma noted that he has spoken with Community Rep Evans since the last meeting. Community Rep Evans has considered his thought to service on the committee and the foundation board and has elected to resign from the B&G Committee and the Foundation Board.

5. Old Business:

None

6. **New Business:**

A. WRC Windows and Skylights Installation Re-Bid / M23-084

Comm Rep Poeschel made a motion, seconded by Comm Rep Sernett 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.

Director Hugen highlighted the following regarding this bid:

- This is a re-bid from June when we only received one bid which was over budget.
- Staff went back to the engineering firm and changed the scope of the project.
- For this bid, we put the skylights in as an alternate or add-on.
- We received two bids for this project, including the same bidder from June, and their numbers remained the same and over budget.
- Blue Reef LLC was more aligned with what staff and the engineering firm anticipated the cost to be.
- Knowing we could do the skylights now for an additional \$87,000 rather than wait three years and have prices go up, and still remain within our budget, staff recommends moving forward with both the windows and the skylights.
- The timing will be determined after board approval.

Comm Rep Utas asked if this alters anything with the roof or any bids for that. Director Hugen said it does not affect the roof at all.

Commissioner Evans said the number in the motion on the agenda is incorrect. This will be corrected. The number on the memo is correct.

Commissioner McGinn asked why we don't know what the lead time is. Director Hugen said we cannot predict it until our project is approved and added to the contractor's schedule.

Comm Rep Utas asked if there was any concern about the \$160,000 difference between the two bids. Director Hugen said he believes that Reliant is throwing out a number hoping to be the only bidder.

The motion carried by voice vote.

B. Bridges Tee Box Renovation Plan / M23-086

Comm Rep Utas made a motion, seconded by Commissioner Evans 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.

Director Hugen noted that every season we look at the golf course for ways to improve the course. Staff has spoken to permanent tee time members as well as public players. Some tee boxes are older, not level and/or not pointing in the right direction. Three holes in dire need of some work are 7, 9 and 11. We will use a contractor to help with the

leveling; all other work will be done in-house. The tee boxes will be sodded so they are ready to play in the spring. After October 3, the tee boxes on those holes will not be available. Temporary tee boxes will be available, either moving them forward or moved to other tee boxes.

Commissioner Evans asked about the other 15 holes. Director Hugen said there are only six that have an immediate need, and some involve minor work. All 18 holes will be addressed within two years. Other major work will be included in the 2024 budget.

Comm Rep Utas asked if there is any risk to doing this before winter. Director Hugen responded that if we finish in October, it should take root before the winter weather arrives.

Commissioner Friedman noted that if we have easy weather we can play until December and will still bring in revenue while these tees are taking route.

The motion carried by voice vote.

C. Parks, Planning & Maintenance Board Report / M23-085

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

Director Hugen noted that the Beacon Pointe park turned out great. He added that we are waiting on a couple of accessories, including garbage cans and picnic tables. All dirt has germinated and we have grass. The rain and good temperatures we have had have helped.

Comm Rep Utas said that last year staff sprayed for dandelions, and asked if this happens every year. Director Hugen said that staff sprays every fall in certain locations. Parks that are Level 1 and 2 in our land definition plan receive treatment, but it is too expensive to do all of the parks.

Commissioner Evans asked about the fence around the disc golf course. Director Hugen explained that a property owner has a fence near one of our tee boxes. We put a fence around our tee box at hole 16 to protect against a neighbor's barbed wire fence.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Sernett said she is happy to hear the golf course tee boxes will be corrected.

Commissioner Evans said that next month, Commissioner MacGregor will be the vice-chair of this committee.

Comm Rep Poeschel said she was happy to hear about the two IAPD awards.

Comm Rep Utas said congratulations to staff on the IAPD awards, good work to staff, and welcome to Chris MacGregor.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Commissioner Evans to adjourn the meeting at 7:23 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

MEMORANDUM M23-089

TO: Buildings & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Sycamore Park Development & School District 54 IGA
DATE: 10/17/2023

Motion:

Recommend to the full board the approval for staff to work with School District 54 on the development of Sycamore Park.

Background:

School District 54 is planning to renovate and expand Lincoln Prairie School. The addition to Lincoln Prairie will require the use of some current parking spaces at the school. In order to accommodate parking for staff and visitors, District 54 is in need of additional land. Staff feel additional parking at Lincoln Prairie would also help fill a void for adequate parking for community members attending events at Sycamore Park.

Rationale:

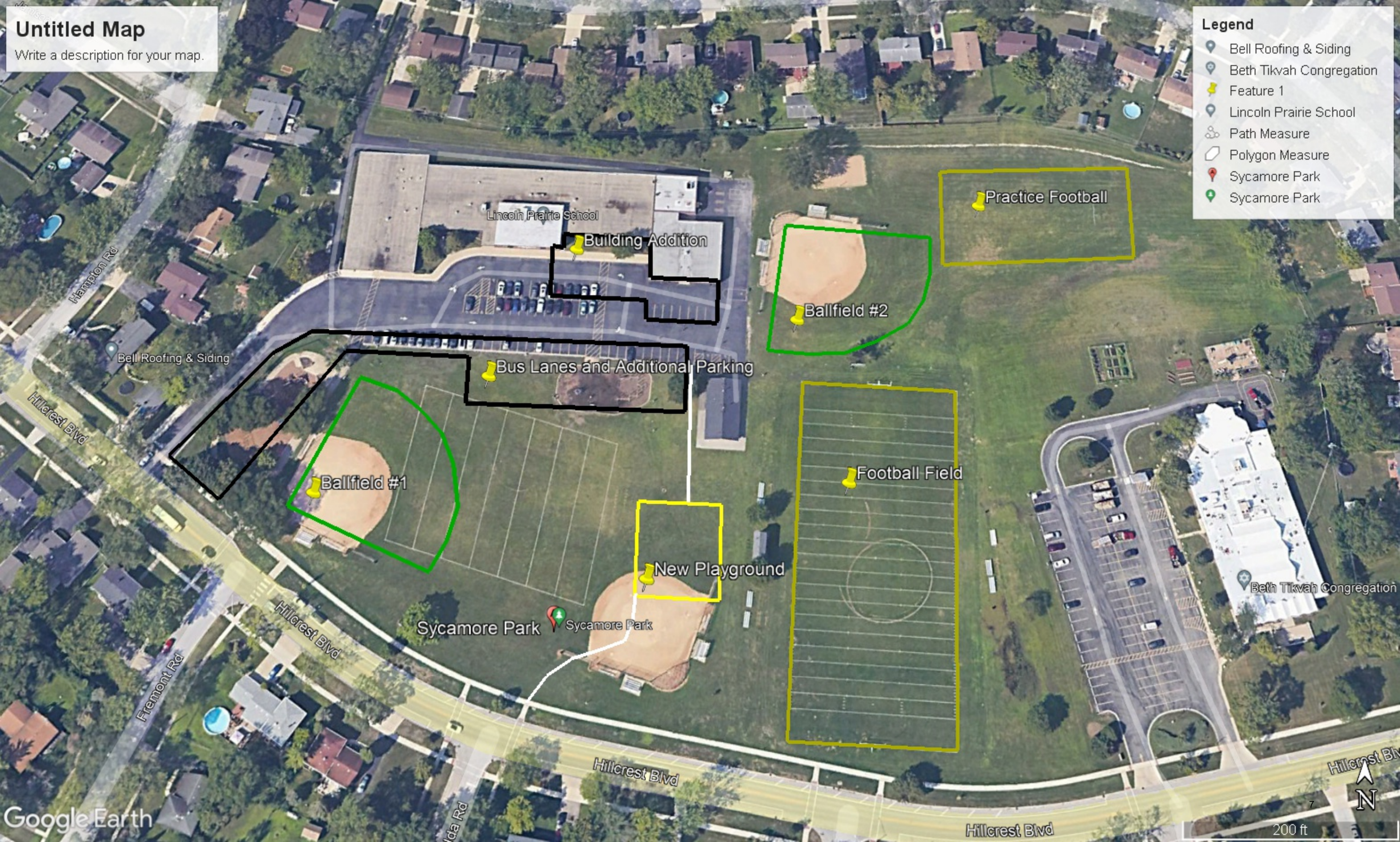
The School District would acquire a portion of the Sycamore Park site, consisting of approximately .10 acres just south of the existing parking lot. The school district would pay \$10.00 for this .10 acres of land. The school district would also be using the land where the current playground is located for a bus entrance/exit. The school district would agree to reimburse the Park District for moving the playground to another location at a cost not exceeding \$350,000.

Currently, Sycamore Park has three baseball fields, a football field, a sand volleyball court, a fitness playground and a tot playground. The proposed new development would have two baseball fields, a football field, a sand volleyball court, and a full-size playground including 2–5-year-old and 5–12-year-old structures. The park district currently only uses two of the baseball fields at Sycamore for our 8 to 10-year-old players.

Final documents and intergovernmental agreements will be presented in November, once approval to move forward is received. A sketch of the development is attached.

Legend

- Bell Roofing & Siding
- Beth Tikvah Congregation
- Feature 1
- Lincoln Prairie School
- Path Measure
- Polygon Measure
- Sycamore Park
- Sycamore Park



Memorandum M23-090

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance – October Board Report
Date: 10/17/2023

MOTION

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

ADMINISTRATION & CAPITAL PROJECTS

Beacon Pointe Park: Three new trees were installed at Beacon Pointe Park. The new park ID sign has been ordered and will be installed once it arrives. Fencing that will go along the parking lots for the fire station is set to arrive by October 11 and will be installed the following week. To complete the restoration there are still three more trees to be planted but we are currently waiting for the full establishment of the new turf.

Pine Park Renovation: Hoffman Estates Park District staff completed the installation of 70,000 square feet of sod for the new soccer fields. This area will be closed until the sod has rooted and staff have been able to complete the aerification and topdressing of the turf. The path around the park has been completed and the edges of the path have had soil/seed mixtures added. The park is still closed so that we can grow the grass on the edges of the new path. The pickle ball court surface is set to be completed starting on the 10th of October if the weather permits.



Triphahn Center Playground: HEParks staff removed all mulch from the site, and Kids Around the World removed the playground. Once the playground was removed HEParks staff then removed all the concrete footings from the old playground and leveled the area. Once the area was leveled staff installed new drainage and prepared the area for the playground installation to start. The playground is 90% installed and the stone base has begun. Once the concrete curbs and sidewalks are complete the installation of the fence and remainder of the playground will resume.

AQUATICS AND BUILDINGS

The Club at Prairie Stone:

- A new flow meter for hot tub was installed in new location.
- All ADA chair lifts were removed, and old mount holes were cemented for new portable chair.
- The men's steam room boiler was repaired; auxiliary probes were cleaned.
- New speakers were installed in the activity pool.

Seascape/Splash Pads:

- Continued with end of season breakdown for Seascape.
- Domestic hot water tank and all plumbing was drained for weatherization prep.

Triphahn Center:

- A new rubber floor installed from Wolves locker room to player benches and from common area to player benches on Rink 1.

Bridges of Poplar Creek:

- An acid test was done for the kitchen compressor – unit needed an acid flush before installation of new compressor. Installation of a new A.C. compressor for the kitchen and bar is complete.

PARKS

Parks & Trees:

- Tree pruning and landscape bed maintenance took place at TC, Field, Olmstead, South Ridge, Cottonwood, South Twin, North Twin, Locust and Sycamore Parks.
- Hedges removed from TC and planted at Beacon Pointe Park.

Playgrounds:

- New drain lines were installed at Oakdale Playground.
- A new sand digger play feature was installed at Victoria Playground.
- Victoria Park ID sign installed.

**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	
3Q 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 - Complete	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 - Complete	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 - Complete	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 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	
2Q Comments - Complete	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.	
3Q Comments:	Bids have been accepted and working on contract. Work will most likely be performed in 2024. Concrete work, doors and outside stucco will all be completed this year.	

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 – Complete	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 - Complete	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.	
3Q Comments:	E Transit van is set to arrive this fall according to Ford.	

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 - Complete	Courts have been finished.	

Basketball Court Repairs – 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 will be finished the week of 7/17/2023	
3Q Comments - Complete	All courts completed.	

Asphalt Maintenance (crack fill & sealcoat) parking lots and paths.	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Bids were completed and Patriot Maintenance is under contract.	
2Q Comments:	In process of scheduling the work.	
3Q Comments - Complete	All parking lots and paths completed.	

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 fall and install immediately after.	
3Q Comments:	Playground has been removed and drainage completed. Currently in the process of completing the install of the playground.	

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 - Complete	Fence has been installed.	

Elevator piston sleeve replacement at Bridges on the main elevator.	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Working with Advanced Elevator on the repair.	
2Q Comments:	Working with Advanced Elevator on the repair.	
3Q Comments:	Was recommended that the piston sleeve did not need to be replaced at this time.	

Fabbrini Oakdale Tot Playground	Purchase playground and install using in-house labor.	C
1Q Comments:	New Tot playground has been ordered.	
2Q Comments:	When equipment arrives it will be installed.	
3Q Comments:	New playground has been 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.	C
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.	
3Q Comments:	Playground has been installed and landscape restoration is complete.	

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 - Complete	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.	
3Q Comments:	Set to be completed by end of October with a winter 2024 open date. All new grass will need time to establish in order to fully open the park.	

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.	
3Q Comments:	Project has been deferred as proper maintenance repairs were completed.	

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.	
3Q Comments:	Scheduled for this 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	
3Q 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 - Complete	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	
3Q 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	
3Q Comments:	Seed Collection event has been scheduled for Oct. 14.	

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 - Complete	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	
3Q 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	
3Q Comments:	Projects are posted and updates will occur during the projects	