

**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