

AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, JANUARY 16, 2024
7:00 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
Motion to approve the agenda as presented.
3. APPROVAL OF COMMITTEE MINUTES
 - October 17, 2023
Motion to approve the minutes of the October 17, 2023 meeting as presented.
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Indoor Courts Complete Refinish / M24-003
Motion to recommend to the full board to award the bid for Indoor Courts Complete Refinish to Veterans Floors, Inc. for a total of \$146,550.
 - B. Asphalt Repairs, Seal Coating, and Stripping / M24-004
Recommend to the full board the approval of the crack filling and seal coating bid project to Patriot Maintenance Inc. for a total of \$121,467 plus a 10% contingency for a total of \$133,613.70.
 - C. Autonomous System Sale Service and Use Agreement / M23-005
Recommend to the full board the approval of the Autonomous System Sale, Service and Use Agreement contract Autonomous Technology between Havenshine Technologies, Inc. and Hoffman Estates Park District for \$50,000.
 - D. Parks, Planning & Maintenance Board Report and 4th Quarter Goals / M24-006
Motion to recommend to the full board to include the Parks, Planning & Maintenance January Board Report and 4th Quarter Goals in the January Executive Director's Report.
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT
Motion to adjourn the meeting.

MINUTES
BUILDINGS & GROUNDS COMMITTEE MEETING
October 17, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on October 17, 2023 at 7:00 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Commissioner MacGregor, Comm Reps Poeschel, Sernett and Utas,

Absent: Chairman Kaplan, Comm Rep 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, Evans, McGinn and Friedman; Comm Reps Beranek, Henderson (7:15 p.m.) and Pilafas

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Utas made a motion, seconded by Comm Rep Sernett to approve the minutes of the September 19, 2023 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

Executive Director thanked everyone in attendance as he announced the District had received the AAPRA/NRPA National Gold Medal Award. He said this is a tribute to the Board, the volunteers, community reps, full-time and part-time staff, as well as the residents of our community. He added that HEParks is the most highly accredited and recognized District in the State of Illinois, including 5-time accreditation by the State of Illinois (IAPD Distinguished Agency), each one covering six years; 3-time perfect score national accreditation by CAPRA, which covers five years each time; and two grand plaque awards for the National Gold Medal Award.

5. Old Business:

None

6. New Business:

A. Sycamore Park Development & SD54 IGA / M23-089

Comm Rep Sernett made a motion, seconded by Comm Rep Poeschel to recommend to the full board the approval for staff to work with School District 54 on the development of Sycamore Park.

Executive Director Talsma highlighted the following regarding this project:

- School District 54 is planning a school expansion at Lincoln Prairie School, which is adjacent to Sycamore Park.
- We have HEAA football games here, and baseball games for younger age groups.
- There is currently a small HEParks playground that is somewhat hidden, and some fitness equipment that belongs to the school.
- The school is looking to expand the building and revamp the driveway for better bus access.
- This would result in removing one baseball field and regrading the other two.
- The school district is willing to do this land swap and give us up to \$350,000 to build a new playground in the middle of the park so it is more visible.

Community Rep Utas asked if this would involve all new playground equipment. Executive Director Talsma said it would.

Community Rep Poeschel asked what the total size of the land is that we would be giving the school district. Director Huguen said it was one tenth of an acre, and they would pay \$10 for this.

Commissioner McGinn asked if staff would install the playground. Director Huguen said that staff would oversee the project but will hire contractors to install playground and complete concrete and earthwork.

Commissioner Evans asked if there would be a fence, and shade trees or sails. Director Huguen explained that the playground would have either a shelter or trees. The old playground has a fence since it is close to the roadway, but the new playground location is further away from the road.

The motion carried by voice vote.

B. Parks, Planning & Maintenance Board Report and 3rd Quarter Goals / M23-090

Comm Rep Poeschel made a motion, seconded by Comm Rep Sernett to include the Parks, Planning & Maintenance October Board Report and 3rd Quarter Goals in the October Executive Director's Report.

Executive Director Talsma noted that Commissioner Evans had previously asked about Essex Park. He highlighted the following information:

- We conducted some preliminary research in terms of a dirt bike trail or something similar.
- In the meantime, Director Hugen heard from the village that the original developer, DR Horton, has backed out of the development for this property, and another contractor is currently in the process of developing plans. If approved, sewer and water lines will go through the park district property. The developer would need to donate land or cash to the park district for this development; we do not need the land since we have Essex Park. We could use the cash to build something on the Essex Park property after the sewer and water go through.

The sod was put down at Pine Park, and then we received three days of rain. After a couple more weeks of decent weather, this grass should be established.

The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Utas said congratulations to everyone on the Gold Medal.

Comm Rep Poeschel said congratulations.

Comm Rep Sernett said congratulations to everyone, and welcome to Commissioner MacGregor.

Commissioner MacGregor said congrats to everyone. He added that it was an honor to be in Dallas when our name was announced. Thanks to all for your hard work, volunteering and for supporting him in chairing his first meeting.

Executive Director Talsma said that we are anticipating the November B&G and Rec & Facilities meetings will be canceled due to lack of new business.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 7:26 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

MEMORANDUM M24-003

TO: Building and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Indoor Courts Complete Refinish
DATE: 1/16/2024

Motion:

Recommend to the full board to award the bid to Veterans Floors Inc. for a total of \$146,550.

Background:

As part of the tentative 2024 Capital Improvement Plan, \$140,000 in funds had been allocated for improvements to all hardwood floor surfaces in the district (this is has been adjusted to \$150,000 in the final budget). The hardwood surfaces are the gym and dance room at TC; main gym, dance room and racquetball courts at WRC; main gym, spin room and exercise room at The Club.

Every other year this surface gets a new finish coat of an oil-based polyurethane. It is recommended that every 10 years the courts are completely refinished by sanding down to the wood flooring, any bad boards replaced, new lines applied, and a fresh new finish laid down. In 2024 we will be completing the complete refinish of these floors.

The Complete Refinishing involves the following scope of work:

1. Sanding of all sealants (finishing) and game lines.
2. Sanding down to raw wood.
3. Repair any boards or flooring as needed.
4. More sanding with course, medium and fine sandpapers.
5. Apply two coats of approved seal with the courts screened between each coat.
6. Lines painted on the floors.
7. Floors to be tacked.
8. Apply two coats of finish or approved one coat.

Rationale:

Bids for the court repairs were released in December with the bids opening January 10, 2024. We received three bids for this project. Veterans Floors Inc was the low bidder at \$144,110 for the base bid and the alternate bid of \$146,550. Staff is recommending that we accept the alternative bid of using a water-based product instead of the oil-based product.

Scope of Work	Tiles in Style, LLC	H2I Group	Veterans Floors, Inc.
The Club at Prairie Stone:			
Gymnasium 20,980 square feet	\$234,000.00	\$87,884.00	\$76,500.00
Aerobics Room 3,332 sq. ft.	\$38,819.25	\$13,958.00	\$6,900.00
Spin Room 890 sq. ft.	\$12,534.75	\$3,729.00	\$3,250.00
The Club at Prairie Stone Total	\$285,354.00	\$105,571.00	\$86,650.00
Willow Recreation Center:			
Gym Floor 7,176 square feet	\$80,797.00	\$28,488.00	\$3,285.00
Dance Floor 680 square feet Clean and Sand Only	\$11,819.25	\$2,692.00	\$2,900.00
Racquetball (3x) 2,400 square feet	\$77,245.00	\$9,481.00	\$10,500.00
Willow Recreation Center Total	\$169,861.25	\$40,661.00	\$16,685.00
Triphan Center:			
Gymnasium 9,130 square feet (lines same as existing)	\$104,777.25	\$45,876.00	\$36,425.00
Dance 1,740 square feet Clean and Sand Only	\$33,754.75	\$8,743.00	\$4,350.00
Triphan Center Total	\$138,532.00	\$54,619.00	\$40,775.00
Grand Total for all three locations	\$593,747.25	\$200,851.00	\$144,110.00
Alternate Bid: Finish coating with a water based polyurethane	N/A		
The Club at Prairie Stone		\$44,665.00	\$87,215.00
Willow Recreation Center		\$58,817.00	\$18,045.00
Triphan Center		\$111,707.00	\$41,290.00
Grand Total for the alternate bid	\$0.00	\$215,189.00	\$146,550.00

All our indoor wood floor courts are finished currently with an oil based polyurethane product. Water-based finishes contain less VOCs (volatile organic compounds) than your typical oil-based polyurethane finish and are considered more eco-friendly than oil-based finish because they emit less VOCs.

This is vital to consider when working on a floor near a vulnerable population such as a gym floor in a recreation center because you are impacting the health of the people around you with the products you apply to the floor. When using an oil-based product, you have a strong odor once the finish is applied until the floor is cured. Oil based finishes require a dry time of 12-24 hours between the coats applied and typically take a week to cure before you are allowed to use the court. With water-based products the drying time between coats is 2-3 hours and a cure time of 24 hours before you can use the courts. The lingering smell is considerably less with the water-based products as well.

Why wouldn't everyone use the water-based products on their courts? It is due to the cost to apply the product. Water based products require more coats to accomplish the appropriate protection. Steps five and eight in the scope of work described earlier double with water-based products therefore making the cost go up. For this project, our cost would only increase by \$2,440, but over the next ten years before this process has to be completed again it would roughly cost the district \$30,000 more to have the water-based finishes used every other year instead of oil-based product.

To break this down it would be an extra \$3,000 per year but our courts would not have to be closed for an extra week meaning if you figure \$75 per hour for 8 hours a day that's \$3,000 per week that we are open plus all the environmental benefits.

MEMORANDUM M24-004

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: 2024 Asphalt Repairs, Seal Coating and Stripping
DATE: 1/16/2024

Motion:

Recommend to the full board the approval of the crack filling and sealcoating bid project to Patriot Maintenance Inc. for a total of \$121,467, plus a 10% contingency for a total of \$133,613.70.

Background:

The board has approved \$135,000 for this project in the 2024 budget. Bids were opened on 1/10/2024 for asphalt repairs and seal coating work to be completed at multiple locations. This work is part of an ongoing preventative maintenance program with the intent of extending the life cycle of the existing parking and drive areas of the district.

Rationale:

A total of five bids were received. The bid results are attached to this memo. The low bid is from Patriot Maintenance Inc. at \$121,467 (base plus included alternate); it was reviewed by staff for accuracy and everything was found to be in order.

Patriot Maintenance Inc. performed the district's crack filling and seal coating in 2018, 2020, 2022 and 2023 with staff very pleased with their work. Patriot Maintenance also completed path work at Bridges in 2022 and completed this work in a timely manner with great results.

2024 Crackfill, Sealcoat & Striping at Multiple Locations						
	Pavement Systems	Denler Inc.	Tiles in Style	Patriot Maintenance Inc.	Hastings Asphalt Service	
BID BOND	X	X	X	Cashiers Check	X	
Base Bid						
1	Triphahn Center Parking Lot					
A	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	0.50	0.45
	Rout and Clean : 6,000 lin ft	\$3,900.00	\$2,400.00	\$10,500.00	\$3,000.00	\$2,700.00
B	Clean Lot : Lump Sum	\$0.00	\$100.00	\$6,864.00	\$0.00	\$1,950.00
C	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.10	\$0.97
	Asphalt Sealer : 142,060 sq ft	\$17,047.20	\$17,047.20	\$32,673.80	\$14,206.00	\$13,779.82
D	Pavement Markings : cost/stall	\$5.00		\$0.23	\$3.25	\$3.00
	Pavement Markings :347 stalls	\$1,735.00	\$2,000.00	\$6,318.87	\$1,128.00	\$1,041.00
E	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$25.00	\$18.00
	Pavement Markings : 9 HC Spaces	\$900.00	\$180.00	\$279.72	\$225.00	\$162.00
F	Pavement Markings : Stripe : Cost/Linear Feet	\$0.30		\$0.42	\$0.40	\$0.95
	Pavement Markings : Stripe : 1500 Lineal ft Yellow	\$225.00	\$300.00	\$315.00	\$300.00	\$712.50
G	Pavement Markings : Stripe : Cost/Linear Feet	\$0.30		\$0.42	\$0.40	\$0.95
	Pavement Markings : Stripe : 1500 Lineal ft White	\$225.00	\$300.00	\$315.00	\$300.00	\$712.50
H	Pavement Markings : Stripe : Cost/Linear Feet - Stop	\$2.00		\$1.33	\$2.00	\$1.11
	Pavement Markings : Stripe : 47 LF Stop Line	\$94.00	\$235.00	\$62.51	\$94.00	\$52.17
I	Crosswalk: Cost/ Linear feet	\$3.50		\$0.46	\$3.00	\$1.75
	Total Cost for crosswalk	\$350.00	\$100.00	\$46.00	\$300.00	\$175.00
J	Pavement Markings : 2 arrows	\$80.00	\$60.00	\$29.40	\$40.00	\$54.00
K	ONLY painted in White	\$75.00	\$40.00	\$29.40	\$100.00	\$30.00
L	Premium Night Time Work Charge	\$3,500.00	\$2,000.00	\$3,850.00	\$2,500.00	\$950.00
	TOTAL: Triphan Center Parking Lot	\$28,131.20	\$24,762.20	\$61,283.70	\$22,193.00	\$22,318.99
2	Fabbrini Parking Lot					
A.	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	\$0.50	\$0.45
	Rout and Clean : 2,500 linear ft	\$1,625.00	\$1,000.00	\$4,375.00	\$1,250.00	\$1,125.00
B	Clean Lot : Lump Sum	\$0.00	\$100.00	\$2,490.00	\$0.00	\$0.00
C	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.11	\$0.097
	Asphalt Sealer : 39,104 sq ft	\$4,692.48	\$4,692.48	\$8,993.92	\$4,302.00	\$3,793.09
D	Pavement Markings : cost/stall	\$5.00		\$19.60	\$3.25	\$3.00
	Pavement Markings :86 stalls	\$430.00	\$490.00	\$1,685.60	\$280.00	\$258.00
	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$25.00	\$18.00

	Pavement Markings : 2 HC Spaces	\$200.00	\$50.00	\$62.16	\$50.00	\$36.00
	Pavement Markings : Stripe : Cost/Linear Feet	\$0.30		\$0.42	\$0.40	\$0.95
	Pavement Markings : Stripe : 550 Lineal ft White and Yellow	\$165.00	\$165.00	\$231.00	\$220.00	\$522.50
	TOTAL: Fabbri Parking Lot	\$7,112.48	\$6,497.48	\$17,837.68	\$6,102.00	\$5,734.59

3	Willow Recreation Center Parking Lot					
E	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	\$0.50	\$0.45
	Rout and Clean : 5,500 lin ft	\$3,575.00	\$2,200.00	\$9,625.00	\$2,750.00	\$2,475.00
F	Clean Lot : Lump Sum	\$0.00	\$100.00	\$2,750.00	\$0.00	\$0.00
G	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.10	\$0.097
	Asphalt Sealer : 47,616sq ft	\$5,713.92	\$5,713.92	\$10,951.68	\$4,762.00	\$4,618.75
H	Pavement Markings : cost/stall	\$5.00		\$19.60	\$3.25	\$3.00
	Pavement Markings : 1,088 stalls	\$540.00	\$615.00	\$2,116.80	\$351.00	\$324.00
	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$25.00	\$30.00
	Pavement Markings : 6 HC Spaces	\$600.00	\$120.00	\$186.48	\$150.00	\$180.00
	TOTAL: WRC	\$10,428.92	\$8,748.92	\$25,629.96	\$8,013.00	\$7,597.75
4	Victoria Park North Parking Lot					
I	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	\$0.50	\$0.45
	Rout and Clean : 900 lin ft	\$585.00	\$360.00	\$1,575.00	\$450.00	\$405.00
J	Clean Lot : Lump Sum	\$0.00	\$100.00	\$1,132.00	\$0.00	\$0.00
K	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.11	\$0.097
	Asphalt Sealer : 11,926 sq ft	\$1,431.12	\$1,431.12	\$2,742.98	\$1,312.00	\$1,156.82
L	Pavement Markings : cost/stall	\$5.00		\$19.60	\$5.00	\$5.88
	Pavement Markings : 34 stalls	\$170.00	\$250.00	\$666.40	\$170.00	\$200.00
	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$25.00	\$100.00
	Pavement Markings : 2 HC Spaces	\$200.00	\$50.00	\$62.16	\$50.00	\$200.00
	TOTAL : Victoria North	\$2,386.12	\$2,191.12	\$6,178.54	\$1,982.00	\$1,961.82
5	Victoria Park South Parking Lot					
M	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	\$0.50	\$0.45
	Rout and Clean : 2,800 lin ft	\$1820.00	\$1120.00	\$4900.00	\$1400.00	\$1260.00
N	Clean Lot : Lump Sum	\$0.00	\$100.00	\$1133.00	\$0.00	\$0.00
O	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.11	\$0.097
	Asphalt Sealer : 13,273 sq ft	\$1592.76	\$1592.76	\$3052.79	\$1460.00	\$1287.48
P.	Pavement Markings : cost/stall	\$5.00		\$19.60	\$5.00	\$5.56

	Pavement Markings : 36 stalls	\$180.00	\$250.00	\$705.60	\$180.00	\$200.00
	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$25.00	\$50.00
	Pavement Markings : 2 HC Spaces	\$200.00	\$50.00	\$62.16	\$50.00	\$100.00
	Additional Line Stripe: Cost/Linear Feet	\$0.30		\$0.42	\$1.00	\$0.67
	Additional Line Stripe	\$45.00	\$45.00	\$63.00	\$150.00	\$100.50
	TOTAL : Victoria South	3,837.76	3,157.76	9,916.55	3,240.00	2,947.98
6	South Ridge North Parking Lot					
A	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	\$0.50	\$0.45
	Rout and Clean : 500 lin ft	\$325.00	\$200.00	\$875.00	\$250.00	\$225.00
B	Clean Lot : Lump Sum	\$0.00	\$100.00	\$1,125.00	\$0.00	\$0.00
C	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.16	\$0.097
	Asphalt Sealer : 4,890 sq ft	\$586.80	\$586.80	\$1,124.70	\$783.00	\$474.33
D	Pavement Markings : cost/stall	\$5.00		\$19.60	\$10.00	\$15.38
	Pavement Markings : 13 stalls	\$65.00	\$350.00	\$254.80	\$130.00	\$200.00
	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$50.00	\$100.00
	Pavement Markings : 1 HC Spaces	\$100.00	\$25.00	\$31.08	\$50.00	\$200.00
	TOTAL : South Ridge North	\$1,076.80	\$1,261.80	\$3,410.58	\$1,213.00	\$1,099.33
7	Canterbury Park Parking Lot					
A	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	\$0.50	\$0.45
	Rout and Clean : 1,000 lin ft	\$650.00	\$400.00	\$1,750.00	\$500.00	\$450.00
B	Clean Lot : Lump Sum	\$0.00	\$100.00	\$1,133.00	\$0.00	\$0.00
D	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.12	\$0.097
	Asphalt Sealer : 12,890 sq ft	\$1,546.00	\$1,546.80	\$2,964.70	\$1,547.00	\$1,250.33
E	Pavement Markings : cost/stall	\$5.00		\$19.60	\$5.00	\$5.88
	Pavement Markings : 34 stalls	\$170.00	\$380.00	\$666.40	\$170.00	\$200.00
F	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$25.00	\$100.00
	Pavement Markings : 1HC Spaces	\$100.00	\$25.00	\$31.08	\$25.00	\$200.00
	TOTAL :Canterbury Park	\$2,466.00	\$2,451.80	\$6,545.18	\$2,242.00	\$2,100.33
8	Freedom Run Parking Lot					
A	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	\$0.50	\$0.45
	Rout and Clean : 1,000 lin ft	\$650.00	\$400.00	\$1,750.00	\$500.00	\$450.00
B	Clean Lot : Lump Sum	\$0.00	\$100.00	\$1,135.00	\$0.00	\$0.00
D	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.12	\$0.097
	Asphalt Sealer : 15,660 sq ft	\$1,879.20	\$1,879.20	\$3,601.80	\$1,880.00	\$1,519.02
E	Pavement Markings : cost/stall	\$5.00		\$19.60	\$5.00	\$4.55

	Pavement Markings : 44 stalls	\$220.00	\$460.00	\$862.40	\$220.00	\$200.00
F	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$25.00	\$100.00
	Pavement Markings : 1HC Spaces	\$100.00	\$25.00	\$31.08	\$25.00	\$200.00
	TOTAL : Freedom Run	\$2,849.20	\$2,864.20	\$7,380.28	\$2,625.00	\$2,369.02
9	Parks Maintenance Parking Lot					
	Lot 1					
A	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	\$0.50	\$0.45
	Rout and Clean : 3,500 lin ft	\$2275.00	\$1400.00	\$6125.00	\$1750.00	\$1575.00
B	Clean Lot : Lump Sum	\$0.00	\$100.00	\$1783.00	\$0.00	\$200.00
D	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.12	\$0.097
	Asphalt Sealer : 32,852sq ft	\$3942.24	\$3942.24	\$7555.96	\$3943.00	\$3186.64
E	Pavement Markings : cost/stall	\$5.00		\$19.60	\$4.00	\$6.25
	Pavement Markings : 64 stalls	\$320.00	\$470.00	\$1254.40	\$256.00	\$400.00
F	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$25.00	\$0.00
	Pavement Markings : 0HC Spaces	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL : Lot 1	\$6,537.24	\$5,912.24	\$16,718.36	\$5,949.00	\$5,361.64
	LOT 2					
G	Rout and Clean : Cost/Linear Feet	\$0.65		\$1.75	\$0.50	\$0.45
	Rout and Clean : 2,000 lin ft	\$1300.00	\$800.00	\$3500.00	\$1000.00	\$900.00
H	Clean Lot : Lump Sum	\$0.00	\$100.00	\$1131.00	\$0.00	\$200.00
J	Asphalt Sealer 2 Coats : Cost/Sq Foot	\$0.12		\$0.23	\$0.12	\$0.097
	Asphalt Sealer : 10,697sq ft	\$1283.64	\$1283.64	\$2460.31	\$1283.00	\$1037.61
K	Pavement Markings : cost/stall	\$5.00		\$19.60	\$5.00	\$10.00
	Pavement Markings : 20 stalls	\$100.00	\$200.00	\$392.00	\$100.00	\$200.00
L	Pavement Markings : cost/HC Spaces	\$100.00		\$31.08	\$25.00	\$200.00
	Pavement Markings : 1HC Spaces	\$100.00	\$25.00	\$31.08	\$25.00	\$200.00
	TOTAL : Lot 2	\$2,783.64	\$2,408.64	\$7,514.39	\$2,408.00	\$2,537.61
	Lot 3					
M	Rout and Clean : Cost/Linear Feet	0.65		1.75	0.50	0.45
	Total : Lot 3	\$3,250.00	\$2,000.00	\$8,750.00	\$2,500.00	\$2,250.00
	Total Parks Maintenance	\$12,570.88	\$10,320.88	\$32,982.75	\$10,857.00	\$10,149.25
	Grand Total of all lots (Base Bid)	\$70,859.36	\$62,256.16	\$171,165.22	\$58,467.00	\$56,279.06

Alternate Bid						
	LOT 4 Parks Maintenance					
A	Rout and Clean : Cost/Linear Feet	0.65		1.75	0.50	0.45
	Rout and Clean : 3,500 lin ft	2,275.00	1,575.00	6,125.00	1,750.00	1,575.00

B	Clean Lot : Lump Sum	0.00	100.00	1,832.00	0.00	200.00
D	Asphalt Sealer 2 Coats : Cost/Sq Foot	0.12		0.23	0.11	\$0.097
	Asphalt Sealer : 32,852 sq ft	3,942.24	6,570.40	7,555.96	3,614.00	3,186.64
E	Pavement Markings : cost/stall	5.00		19.60	4.00	6.25
	Pavement Markings : 64 stalls	320.00	448.00	1,254.40	256.00	400.00
F	Pavement Markings : cost/HC Spaces	100.00		31.08	25.00	0.00
	Pavement Markings : OHC Spaces	0.00	0.00	0.00	0.00	0.00
	TOTAL : Lot 4 to be paid by Grand Sports	\$6,537.24	\$8,693.40	\$16,767.36	\$5,620.00	\$5,361.64

	Path Overlay Cost per SQFT	\$10.00	\$5.50	\$24.00	\$2.80	\$5.20
	Cost for 20,000 SQFT	\$200,000.00	\$110,000.00	\$480,000.00	\$56,000.00	\$104,000.00
	Saw Cut Removal Cost per SQFT	\$22.50	\$7.50	\$21.50	\$3.50	\$6.50
	Cost for 2,000 sqft	\$45,000.00	\$15,000.00	\$43,000.00	\$7,000.00	\$13,000.00
	Alternate Total (Path Overlay & Saw Cut)	\$245,000.00	\$125,000.00	\$523,000.00	\$63,000.00	\$117,000.00
	Total Base Bid & Alternates	\$315,859.36	\$187,256.16	\$694,165.22	\$121,467.00	\$173,279.06

MEMORANDUM M24-005

TO: Building and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Autonomous System Sale Service and Use Agreement
DATE: 1/16/2024

Motion:

Recommend to the full board the approval of the Autonomous System Sale, Service and Use Agreement contract for Autonomous Technology between Havenshine Technologies, Inc. and Hoffman Estates Park District for \$50,000.

Background:

The board has approved \$50,000 for the use of an autonomous mower as part of the 2024 budget. The park district has purchased an electric mower from Mean Green, which will be equipped with autonomous technology. Software and proprietary technology are exempt from the bidding requirements.

Rationale:

Havenshine Technologies will equip our new electric Mean Green mower with their autonomous technology. The technology will have the following attributes:

- Be equipped with safety systems that have statistically independent failure modes to stop the mower and blades before encountering an obstacle.
- The mowers detect large and small obstacles, even in difficult conditions such as nighttime, rain and dust.
- Operate safely in public places.
- Production rates of 3 acres per hour.
- Navigation accuracy for 8 hours of operation per day.
- Ability to handle slopes up to 15%.
- Mapping of mow areas in seconds.
- Saved worksites to allow for use on more than one unit.
- Mowers work around trees, bushes, manholes and other obstacles.

The park district plans to use the mower as part of our daily maintenance of sports fields. The athletic field manager will now be able to set the mower to mow the athletic fields while that employee is spinning ball fields, inspecting bleachers, or lining fields. The mower with the software has a life expectancy of at least ten years and there is an ROI of 3-4 years for the software purchase due to staff savings.

The park district will not own the technology but will obtain a license to use the software for the life of the mower. In any instance that a problem occurs with the technology, Havenshine will either fix the issue or replace parts as needed. The contract is attached to this document.

Autonomous System Sale, Service, and Use Agreement

Autonomous System for Commercial-Grade Electric Lawnmower

This Autonomous System Sale and Use Agreement ("Agreement") is made by and between Havenshine Technologies, Inc., a Delaware Corporation ("Havenshine"), and the Hoffman Estates Park District, an Illinois unit of local government organized and operating under the Illinois Park District Code, 70 ILCS 1205/et seq. (the "Act") ("Park District"), for the purchase and sale of an Autonomous System for Commercial-Grade Electrical Lawnmower. Park District and Havenshine are hereinafter sometimes referred to individually as a "Party" or jointly as the "Parties."

RECITALS

WHEREAS, Havenshine is a technology company that has invented and/or created proprietary automated lawnmowing technology ("Autonomous System" or "System"), including but not limited to technology, which when installed or used in connection with a lawnmower results in an Autonomous Commercial-Grade Electric Lawnmower (defined in further detail in paragraph B below) ("Product" and/or "Lawnmower"); and

WHEREAS, the Lawnmower is the result of Havenshine installing its Autonomous System on a lawnmower manufactured by and purchased from a separate entity and Park District understands and acknowledges that the completed Product contains and includes confidential and propriety technology and inventions from which Havenshine's business depends, and upon which Havenshine's competitive advantage derives; and

WHEREAS, Park District is an Illinois Park District with approximately 72 parks in need of lawn care; and

WHEREAS, Park District desires to purchase an Autonomous System from Havenshine for use on its properties upon the terms and conditions of this Agreement; and

WHEREAS, Havenshine desires to sell an Autonomous System to Park District for use on Park District's property upon the terms and conditions of this Agreement.

NOW THEREFORE, Park District and Havenshine agree as follows:

AGREEMENT

- A. RECITALS. The above Recitals are incorporated herein and made a part of this Agreement by way of this paragraph.
- B. PURCHASED EQUIPMENT. Park District shall purchase one (1) Autonomous System from Havenshine. The System shall be built and assembled on a Mean Green 60" Rival Side

Discharge Deck 22.0KWH series base lawnmower (“Mean Green Lawnmower”), with Havenshine’s Software, as defined below, built thereupon and incorporated therein. The Mean Green Lawnmower shall be sourced by the Park District from a third party and be made available to Havenshine for the installation of the Autonomous System. The Autonomous System delivered shall meet or exceed and include the following performance specifications:

a. Production rates:

- i. Average production rate of 1.5 acres per hour on open fields.

For information purposes only, it is the intention of the Parties that the Lawnmower’s average production rate will be approximately 1.5 acres/hour on flat worksites with few obstacles. However, the production rate will vary depending on the complexity of the worksite, the height of grass, and the number of obstacles.

b. Safety systems:

- i. LiDAR and/or cameras covering 360-degrees around the mower
- ii. Safety bumper
- iii. Wireless safety-rated emergency-stop switch

c. Software

- i. Embedded software on Lawnmower for generating new path plans and running autonomous operations
- ii. If required, PC and Mobile app software for managing path plans and monitoring operations

For clarity, Park District does not and will not own any software or proprietary information and technology incorporated into or made part of Lawnmower. Havenshine shall grant Park District a license to use said software and proprietary information and technology as necessary to operate Lawnmower for the reasonable life expectancy of the Lawnmower (collectively, said software and proprietary information and technology shall be referred to as the “Software”). Havenshine warrants that the Software, and all parts thereof, is either owned by Havenshine or licensed to Havenshine with the right to sublicense to Park District.

- C. COST AND PAYMENT. The total cost (“Contract Sum”) of the Autonomous System is Fifty Thousand Dollars (\$50,000.00). The Park shall pay Havenshine \$1,000.00 of the Contract Sum on or before 01/12/2024 as a deposit.

Payment of the remaining balance of the Contract Sum (\$49,000.00) shall be made in full after the receipt, inspection and acceptance of the Lawnmower by the Park District and in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*). The acceptance process for the Lawnmower shall take the form of a live demonstration in Hoffman Estates on or before March 12th, 2024. After a successful demonstration, the Park District will sign a document to indicate that the Autonomous Lawnmower has been inspected and accepted.

For information purposes, at least two months lead time is required to install the

Autonomous System on the Mean Green Lawnmower.

- D. DELIVERY OF LAWNMOWER. Havenshine shall deliver the Lawnmower to Park District on or before March 12th, 2024. Havenshine shall not grant rights in or to, or otherwise encumber the Lawnmower or any parts of the Lawnmower, to, in or by any third parties at any time, that would impair or delay the full exercise by Park District of any of its rights or remedies under this Agreement. Title to, and the risk of loss, injury or destruction from any casualty to the Lawnmower, regardless of cause, will be the responsibility of Havenshine until the Lawnmower has been received, inspected and accepted by Park District.
- E. USE(S) OF LAWNMOWER. The Lawnmower may only be used as follows in Autonomous Mode (the restrictions below do not apply to manual use of the Lawnmower):
- a. As a lawnmower;
 - b. Only inside of Hoffman Estates Village Limits
 - c. Only on worksites that are relatively smooth, flat and with few obstacles, such as sports fields and public parks with open spaces;
 - d. With and under the direct and active supervision of an operator (designated by Park District) who has read all safety materials and instructions provided by Havenshine, and who has been trained by Havenshine on the Lawnmower's proper usage, features, and operation, with said operator having a direct line of sight on the Lawnmower at all times, and easy, unimpeded access to the wireless emergency "kill switch."
 - e. With proper Warning Signs installed at the worksite to warn bystanders of autonomous operations. The warning signs may be provided by Park District or by Havenshine.
 - f. Only on worksites that Havenshine can physically access.
 - g. Only on worksites that have been communicated to Havenshine prior to autonomous usage.
- F. OPERATOR TRAINING. Havenshine will train operator(s) of the Lawnmower, as designated by Park District, on the operation, safety and usage of the Lawnmower. All operator(s) must receive training from Havenshine prior to use and operation of the Lawnmower, including but not limited to safety and orientation training, and all operators shall comply with all safety procedures and operations as designated and updated by Havenshine from time to time.
- G. SERVICE. In addition to supplying the Lawnmower under the terms of this Agreement, Havenshine shall provide the reasonable and necessary service(s) and personnel for the proper function of the Lawnmower. Such service(s) and personal may include, but are not limited to:
- a. An engineer to oversee the set-up and deployment of the Lawnmower who will visit the site(s) of operation from time to time as necessary (as determined by Havenshine);
 - b. Initial path-planning and mapping services;
 - c. Supported 24/7 remote path-planning and mapping services; and
 - d. Other reasonable and necessary troubleshooting services as they arise.

H. MAINTENANCE AND UPKEEP.

- a. Routine Maintenance and Upkeep of Lawnmower. Park District shall perform routine maintenance and upkeep on the Lawnmower, including but not limited to blade sharpening, lubrication of joints, Lawnmower charging and maintaining air pressure in the tires.
- b. Non-Routine Maintenance and Upkeep of Lawnmower. Park District shall perform all non-routine maintenance and upkeep on the base Mean Green Lawnmower. Park District shall notify Havenshine before performing such maintenance to ensure that it does not interfere with the Autonomous System.
- c. Maintenance and Upgrades of Autonomous System: Only Havenshine shall perform maintenance and upgrades of the Autonomous System.

If there are questions as to what constitutes routine maintenance, Park District shall seek guidance from Havenshine prior to performing any maintenance on the Lawnmower.

By way of this provision, the Parties expressly understand and acknowledge that Havenshine is not responsible for costs incurred to repair the base Mean Green Lawnmower..

- I. MONEY BACK GUARANTEE. Havenshine will provide a money-back guarantee during the Park District's first twelve (12) months of usage of the Autonomous System. During this initial 12-month period, if Park District is not satisfied with the Autonomous System for any reason, Havenshine will accept return of the Autonomous System and fully refund the cost of the Autonomous System paid by the Park District.
- J. SERVICE LEVEL AVAILABILITY (SLA) GUARANTEE. During the warranty period, as defined in Section L below, If the Lawnmower experiences a downtime and must be used in manual mode, then Havenshine will take one of the following actions:
 - a. Reimburse Park District for the downtime at the following rate: \$15 per hour, up to a maximum of \$100 per day, up to a maximum of \$500 per week. This reimbursement rate also applies when the mower needs to be repaired due to reasons covered by warranty during the mowing season¹. OR
 - b. Provide an operator to maintain the sections of the parks that were meant to be maintained by the Autonomous System.
- K. STORAGE AND SECURITY. Park District shall store the Lawnmower in a covered location that is regularly monitored by Park District, and is safe, secure, and protected from vandals, thieves and the elements. Failure to do so voids the warranty and money back guarantee.
- L. WARRANTY. Havenshine warrants Autonomous System will be free of defects in materials, workmanship, installation and assembly, under conditions of normal use. In the event of a defect in materials, workmanship, installation and/or assembly of the Autonomous System and/or its component parts, Havenshine shall, at its sole and exclusive option and expense, repair or replace the defective material(s) for a period of _4_ years from the date of

Lawnmower delivery. This warranty includes all Software, mechanical and technological components incorporated into the Autonomous System, and further, this warranty is being offered to Park District because it is an early adopter. Upon expiration of the warranty, Havenshine will perform all repairs and/or defects at the market rate.

Exclusions from Warranty include but are not limited to:

- Damage(s) to Lawnmowers and/or Autonomous System due to Park District's misuse, abuse, neglect, alteration, improper assembly, improper adjustment(s), accident(s), failure to properly store and protect Lawnmower as provided in Section K of this Agreement, and failure to comply with the instructions and guidance in the Operator's Manual;
- Modification of Lawnmower, including but not limited to installation and addition of any part, accessory or attachment by the Park District or a third-party absent Havenshine's express written permission; and
- Normal and regular "wear and tear".

M. NO INFRINGEMENT. Havenshine warrants that the Lawnmower, and any parts or components thereof, including but not limited to the Software, provided to the Park District as a part of this Agreement will not infringe on any copyrights, trademark rights, patent rights, trade secrets or other rights of any third-party. Havenshine will indemnify, defend and hold the Park District harmless from and against any loss, cost, damage, liability, or expense (including reasonable attorney's fees and other litigation expenses) suffered or incurred by the Park District in connection with any third-party claim(s) that the Lawnmower, or any parts thereof, including but not limited to the Software, infringes the third-party's patent, copyright, or trademark, or misappropriates its trade secrets. Havenshine shall promptly notify the Park District of any known infringements of Havenshine's intellectual rights.

If Havenshine receives information concerning an infringement or misappropriation claim related to the Lawnmower, or any component thereof, including but not limited the Software, Havenshine shall either: (a) procure for the Park District the right to continue use of the Lawnmower; (b) modify the Lawnmower, as applicable, to make it non-infringing; or (c) replace the Autonomous System as applicable, with a functional equivalent, in which case the Park District will stop running the allegedly infringing Lawnmower. Alternatively, Havenshine may decide to litigate the claim to judgment, in which case the Park District may continue to use the Lawnmower, consistent with the terms of this Agreement. If an infringement or misappropriation claim is fully litigated and the Park District's use of the Lawnmower is enjoined by a court of competent jurisdiction, Havenshine, in addition to paying any adverse final judgment (or settlement), will, at its option, either: (a) procure the right to continue use of the Lawnmower; (b) modify the Lawnmower, to make it non-infringing; or (c) replace the Lawnmower with a functional equivalent. Regardless of the option selected, Havenshine shall ensure the Park District has a functionally equivalent lawnmower to use during the mowing season.

N. AUTONOMOUS SYSTEM PAUSES, STALLS AND/OR TEMPORARY MECHANICAL FAILURE ("MECHANICAL FAILURE"). In the event of a Failure of the Autonomous System, Havenshine will retrieve the Lawnmower from the Park District, diagnose the issue, repair, and return

Lawnmower to Park District as soon as is reasonably possible. For information purposes only, in most cases, any and all repairs will be performed within two (2) weeks or less ("Repair Period"). During the Repair Period, Havenshine shall follow the terms described in Section J ("SERVICE LEVEL AVAILABILITY (SLA) GUARANTEE").

- O. **MODIFICATION AND DISSASSEMBLY.** In no event will Park District, nor any of Park District's employees or agents decompile, disassemble or reverse engineer the Lawnmower or Autonomous System, or attempt to decompile, disassemble or reverse engineer the Lawnmower or Autonomous System.
- P. **CONFIDENTIALITY AND NON-DISCLOSURE.** In addition to any and all other information designated as confidential by the Parties, Park District and Havenshine acknowledge that any oral, observed or written information exchanged between them in connection with the preparation and performance of this Agreement and/or performance of the Lawnmower are regarded as Confidential Information, including but not limited to test results, "field tests" or other observed or known functions and/or malfunctions of the Lawnmower. Except as otherwise provided herein, each Party shall maintain confidentiality of all such Confidential Information, and absent the express written consent of the other Party, it shall not disclose any relevant Confidential Information to any third parties, except for the information that: (a) the Party is under the obligation to disclose pursuant to the applicable laws or regulations, including but not limited to in response to a Freedom of Information Act request, or orders of the court or other government authorities; or (b) the Party is required to be disclosed to its shareholders, investors, legal counsels or financial advisors regarding the transaction contemplated hereunder, provided that such shareholders, investors, legal counsels or financial advisors shall be bound by the confidentiality obligations similar to those set forth in this provision of this Agreement. Except as otherwise provided herein, disclosure of any Confidential Information by the employees or agencies hired by Park District or Havenshine shall be deemed disclosure of such Confidential Information by such Party, which Party shall be held liable for breach of this Agreement. This Confidentiality and Non-Disclosure provision shall survive the termination of this Agreement for any reason. Additionally, and with respect to the protection and non-disclosure of confidential information requirements of this Agreement and/or any other Non-Disclosure and Confidentiality Agreements, the Parties explicitly acknowledge and understand that money damages may not be a sufficient remedy for any breach or threatened breach of this Agreement. Therefore, in addition to all other remedies available at law, the non-breaching Party is entitled to seek specific performance, injunctive and other equitable relief as a remedy for any such breach or threatened breach of the duty to maintain and protect confidential information.

Havenshine hereby understands and agrees that Park District is a public entity subject to the Illinois Freedom of Information Act (ILCS 140/1 *et seq.*) ("FOIA") and, in response to a FOIA request, to furnish all documentation related to this Agreement within three (3) days, or within such extended time as allowed under FOIA for Park District to respond, after the Park District issues notice of such request to Havenshine.

Furthermore, should Havenshine request that Park District utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Havenshine agrees to pay all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and

any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Havenshine agrees to defend, indemnify and hold harmless the Park District, and agrees to pay all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by Havenshine's request to utilize a lawful exemption. Notwithstanding the foregoing, the Park District shall determine, in the Park District's sole discretion, whether the Park District can use a lawful exemption under FOIA in response to any FOIA request.

- Q. REFERRALS AND INFORMATION. Park District shall refer all inquiries from interested third parties regarding the Lawnmower to Havenshine.
- R. LIVE PRODUCT DEMONSTRATIONS. Park District agrees to let Havenshine inform interested third parties about the presence of an autonomous mower, Lawnmower and/or Product on Park District's grounds. Without disrupting operations, and with an advanced notice sent to Park District, Park District agrees to let Havenshine invite interested third parties to attend live demonstrations of the Lawnmower and/or Product on Park District's property subject to Park District's schedule. In no event shall a third-party operate the Lawnmower during any such live product demonstrations. Park District is not responsible or liable for any injury, damage, loss or costs sustained or incurred by any person including, without limitation Havenshine's employees, its agents and invitees, or for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or indirectly, to Havenshine's performance of the live demonstrations of the Lawnmower pursuant to this section.
- S. OPTION TO BUY-BACK AUTONOMOUS SYSTEM BY HAVENSHINE. Havenshine retains the option to buy back the Autonomous System in the event that Havenshine determines, after investigation, that the autonomous system is being deployed in violation of the agreement and after written notice has been given to the park district with no action taken by the park district.

By way of this provision, the Parties expressly agree and acknowledge that the field of robotics and automation (the "Tech") is novel, new and curious to observers of the technology, and further, that there is a "first mover advantage" and outsized economic reward available to those companies and inventors of said Tech that successfully demonstrate their Tech "in the field". As such, it is of the utmost importance that Havenshine is not branded and/or associated with negative publicity and/or irresponsible use that results in injuries and/or property damage as the direct result of Park District's misuse of Lawnmower.

In the event that Havenshine opts to buy back the Autonomous System, then Havenshine shall buy the Autonomous System back at the purchase price, less One Thousand, Five Hundred Dollars (\$1,500.00) per year of Park District's ownership ("Repurchase Payment"). This Agreement shall terminate upon Havenshine's payment of the Repurchase Payment to Park District.

- T. OPTION TO SELL-BACK AUTONOMOUS SYSTEM TO HAVENSHINE. During the first 12 months of use of the Lawnmower by the District, Havenshine shall provide a money-back guarantee as set forth in Section I of this Agreement.

In the event that the Park District opts to sell back the Autonomous System, then Havenshine shall buy the Autonomous System back at the Repurchase Payment. This Agreement shall terminate upon Havenshine's payment of the Repurchase Payment to Park District.

U. TERMINATION.

1. In addition to the termination rights set forth in Sections S and T above, either Party shall at any time be entitled to terminate the Agreement immediately by prior written notice in the event that:

- a. the other Party is in material default of its obligations under the Agreement and fails to fully remedy the default within 30 calendar days following receipt of written notice describing in reasonable detail such default; or
- b. the other Party has filed for insolvency, is declared bankrupt, or is adjudicated or found to be, insolvent or stops or suspends payments of its respective debts or is unable to or admits inability to pay its respective debts as they fall due or proposes or enters into any voluntary arrangement or any composition or other arrangement for the benefit of its creditors generally or proceedings are commenced in relation to such Party under any law regulation or procedure relating to reconstruction or adjustment of debt.

In the event either Party terminates in accordance with this Section U.1, the terminating Party shall have the right to exercise any remedy provided by law or equity.

2. Prior to delivery of the Lawnmower, Park District may, at any time, terminate the Agreement for the Park District's convenience and without cause. Termination by the Park District under this section shall be by a notice of termination delivered to Havenshine. Havenshine shall recover payment for approved and properly performed work completed prior to the effective date of termination. Havenshine shall not be entitled to damages or lost profits resulting from termination for convenience under this Section. Upon such termination by the Park District, Havenshine shall keep the Deposit.

- V. NOTICE. Any notice required or permitted under this Agreement or under state law shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Park District:

Dustin Hugen
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169

With a copy to:

Steven B. Adams
Robbins Schwartz

55 W. Monroe Street, Suite 800
Chicago, IL 60603-5144

If to Havenshine:

Ilya Sagalovich
c/o Havenshine Technologies, Inc.
1001 E. Ogden Ave.
Suite 201
Naperville, IL 60563

With a copy to:

With a copy to:
Mark Ritzman
c/o Peregrine, Stime, Newman,
Ritzman & Bruckner, Ltd.
P.O. Box 564
221 E. Illinois Street
Wheaton, IL 60187

- W. INSURANCE. Havenshine agrees to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Workers Compensation complying with applicable statutory requirements; (d) Cyber Insurance including coverage for data breaches with minimum limits of not less than \$1,000,000 per occurrence, and \$2,000,000 annual aggregate; and (e) Excess/Umbrella Liability of at least \$2,000,000. Havenshine will obtain this insurance from an insurance carrier with a rating of no less than A- VII using the most recent edition of the A.M. Best's Key Rating Guide, and otherwise with an insurance carrier acceptable to the Park District and its risk management group. Havenshine will add the Park District as an additional insured to its Commercial General Liability and Automobile Liability policies. Havenshine will provide the Park District with copies of certificates of insurance upon the Park District's written request. Havenshine shall cause each subcontractor employed by Havenshine to purchase and maintain insurance of the type specified herein. When requested by the Park District, Havenshine shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.
- X. INDEMNITY. To the extent permitted by law, Park District agrees to indemnify and hold harmless Havenshine from and against legal liability for all claims, losses, expenses, demands, suits or judgments, including reasonable attorney's fees and expenses (collectively, "Losses"), to the extent such Losses are caused solely by Park District's negligent acts and omissions, provided however, that this provision shall not be construed to require Park District to indemnify Havenshine against the Losses caused by Havenshine's own negligence. Havenshine agrees to indemnify and hold harmless Park District from and against legal liability for all Losses, to the extent such Losses are caused by Havenshine's conduct, acts, errors, or omissions, provided however, that this provision shall not be construed to require Havenshine to indemnify Park District against Losses caused by Park District's own negligence. In the event such Losses are caused by the joint or concurrent failure of Park District and Havenshine, they shall be borne by each Party in proportion to its own failure.

- Y. ATTORNEYS FEES AND COSTS. Park District and Havenshine shall pay all reasonable Attorney's fees, expert witness fees, and costs incurred by the other in enforcing the terms and provisions of the Agreement and in defending any proceeding to which either Park District or Havenshine are made Parties as a result of the acts or omissions of the other Party. The Parties intend that only the prevailing Party is entitled to fees and costs.
- Z. CHOICE OF LAW AND VENUE. Any claims, disputes, or liabilities of the Parties or other matters between Park District and Havenshine shall be resolved in the Circuit Court of Cook County, Illinois, in accordance with Illinois law.
- AA. COMPLIANCE WITH LAWS. Havenshine shall comply with all applicable federal, and state laws and regulations in performing its obligations under this Agreement. Havenshine's Compliance and Certification Attachment is attached to and incorporated as **Exhibit A** to this Agreement.
- BB. NO WAIVER OF IMMUNITIES. Nothing contained in this Agreement shall constitute a waiver by Park District of any right, privilege, immunity or defense which it has under statutory or common law, included but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*
- CC. NO THIRD-PARTY BENEFICIARIES. This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement 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 Agreement or to acknowledge, establish or impose any legal duty to any third party.
- DD. NO ASSIGNMENT. The Agreement and the rights and obligations thereunder may not be assigned, in whole or in part, by either Party without the prior consent of the other Party.
- EE. NO WAIVER. Waiver of any of the terms of this Agreement shall not be valid unless it is in writing and signed by all Parties. The failure of claimant to enforce the provisions of this Agreement 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 Agreement. Waiver of any breach of this Agreement shall not be held to be a waiver of any other or subsequent breach of the Agreement.
- FF. INDEPENDENT CONTRACTOR. Havenshine acknowledges that it is an independent contractor; that it alone retains control of the manner of conducting its activities in furtherance of this Agreement; that it, as well as any persons or agents as it may employ, are not employees of Park District; and that neither this Agreement, nor the administration thereof, shall operate to render or deem either Party hereto the agent or employee of the other.
- GG. DESCRIPTIVE HEADINGS. The descriptive headings used herein are for convenience of

reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the Parties.

HH. MUTUAL DRAFTING. This Agreement is the joint agreement of Park District and Havenshine and each provision hereof has been subject to the mutual consultation, negotiation and agreement of the Parties and shall not be construed for or against either Party hereto. By way of this provision, it is intended by the Parties that any rule of construction that a document shall be interpreted or construed against the drafter of such document shall not be applicable.

II. ENTIRE AGREEMENT/MODIFICATION. This Agreement represents the entire agreement between the Parties with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. This Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the Parties hereto.

JJ. SEVERABILITY. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

KK. REPRESENTATION(S). The Parties signing hereto represent they have the requisite authorization and legal authority to execute this Agreement.

HOFFMAN ESTATES PARK DISTRICT

HAVENSHINE TECHNOLOGIES, INC.

By: _____

By:  _____

Ilya Sagalovich, Chief Executive Officer

Effective Date of Agreement:

EXHIBIT A

CONTRACTOR COMPLIANCE AND CERTIFICATIONS ATTACHMENT

Note: The following certifications form an integral part of the Agreement between the Hoffman Estates Park District (the "Owner" for purposes of this Exhibit A) and Havenshine Technologies, Inc. ("Contractor"). Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by Owner.

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

- A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.
- B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.
- C. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
- D. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Contract therewith.
- E. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in

full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.

- F. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
- G. Contractor knows and understands the Equal Employment Opportunity Clause administrated by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.
- H. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- I. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administrated by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.
- J. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.

CONTRACTOR

By: _____

STATE OF _____)
)ss
COUNTY OF _____)

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that _____ appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Contractor.

Dated: _____

(Notary Public)

(SEAL)

Memorandum M24-006

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance – January Board Report
Date: 1/16/2024

MOTION

Recommend to the full board to include the Parks, Planning & Maintenance January Board Report in the January Executive Directors Report.

ADMINISTRATION & CAPITAL PROJECTS

Bids were released for Indoor Complete Refinish and Asphalt Repairs, Sealcoating and Stripping. Bids opened on January 10, 2024. We will begin locking down the dates once the board has approved the recommended contractors.

Staff is creating a complete calendar of Parks projects, both in-house and contracted, which will be posted on the website, so the community and employees are all aware of upcoming projects.

With our new structure in 2023 we were able to log all community concerns. After reviewing this spreadsheet, it was determined that our top complaint was tree/landscape care. For 2024 under contracted work, we have budgeted more funds for contractors to assist with larger tree care items. Garbage in the parks was the second biggest concern and to combat this we are redoing our trash cleanup routes and adding more staff to this task in 2024. The third most concerns were about the playgrounds in the parks with either broken parts, vandalism, or graffiti, so in 2024 we plan to staff our playground crew with a seasonal employee and change our routine to visit the sites that more frequently have issues.

Pine Park Renovation:

With the favorable weather in December staff was able to excavate the areas for the new playground, install the main drain line and have the concrete curbing for the playground poured by our preferred concrete vendor.

Willow Recreation Center Improvements:

Windows and skylights have been ordered by the contractor and are expected to arrive in the spring. Once they arrive, a schedule for work will be developed.

AQUATICS AND BUILDINGS

The Club at Prairie Stone:

- Repaired shower in men's club locker room.
- Leaking drinking fountain was repaired.
- Replaced lap pool lane lines in the lap pool, using one from Seascape while new connectors were ordered from Halogen.
- Broken tiles were replaced in the whirlpool and found contacts to re-tile or re-grout tub.

Triphan Center:

- Continued work on hydronics boiler for the north side. Contractors installed new thermostatic valve. Chemical run through was done to de-scale; boiler tubes were clean.
- Replaced flame rods with Aaon combo units for fitness center Aaon unit.
- Filter changes completed for all roof top units.

- All 4 water heaters were installed.
- Replaced 50+ refrigerator.
- Started up vestibule heaters.
- Filter replaced on north side drinking fountains, and buttons adjusted for more flow.
- New battery pack installed in front desk door lock.

Bridges of Poplar Creek:

- Ball machine on bay 4 of Top Tracer was repaired and a new gearbox was installed, per the manufacturer.
- Filter changes completed for all RTU's.

Maintenance Shop:

- Diagnostics done for RTU. Blower is heating up after extended run times and needs to be replaced. Unit would not light, so new gas valve was ordered.

PARKS

Parks & Forestry:

- Undergrowth and invasive removal at Colony preserve. Removal of dangerous trees and overgrowth of trees as well.
- Parks garbage checks and cleanups.
- Snow Removal
- Tree maintenance at Freedom Run, Evergreen Park, Sloan Park
- Landscape cleanup at Willow, Vogelei, TC, Bridges
- Preemergent application for broadleaves applied to select parks.
- Winter preparation and snow marker installation.
- Controlled burns at Bridges, Fabbrini, North and South Twin Parks.

Playgrounds & Construction:

- Installed new park ID sign at Lincoln Park
- Removed graffiti at Princeton, Birch, and Hunters Ridge
- Snow Removal
- Ice use signs installed.
- Install new medal door on pickle ball storage at Fabbrini Park
- Constructed Santa Sleigh trailer.
- Installed new fence at Bo's Run and Skate Park next to new ADA entrance to WRC basement.

Bridges Maintenance

- Continued cutting down tall grasses on #2,5,6,11,12,17,18.
- Applied all snow mold protection to greens, tees, and fairways.
- Covered all greens with sand for winter protection.
- Removed all accessories from the course.
- Winter mower maintenance.

**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.	C
1Q Comments:	In progress	
2Q Comments:	In progress	
3Q Comments:	In Progress	
4Q Comments – Complete	Complete as groups participated in seed bombing, seed collection and eagle scout project has begun with bird house install at Vogelei.	
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.	C
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.	
4Q Comments:	All work that could be performed in 2023 has been completed. Due to budget restraints and product availability the project will be fully completed in 2024. Complete for this year as the contractor was hired and product was ordered.	

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.	D
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.	
4Q Comments:	E Transit is still set to arrive but date has been pushed into 2024. Exact date is unknown.	

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.	C
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.	
4Q Comments - Complete	Playground is complete.	
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 - Complete	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 - Complete	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 - Complete	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.	C
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.	
4Q Comments – Complete	All scheduled work has been completed. Playground install is planned for 2024.	

Update elevator at Vogelei Barn	Upgrade Vogelei Barn elevator and ensure that it meets all ADA compliance.	C
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.	
4Q Comments - Complete	Proper maintenance repairs were completed, and overall update not needed.	

Replace RTU #3	Complete bids and hire outside contractor to complete work.	D
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.	
4Q Comments:	Hired contractor is still waiting on the Roof Top Unit, it will be installed in 2024 when the unit arrives.	

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.	C
1Q Comments:	In progress	
2Q Comments:	In progress	

3Q Comments:	In progress
4Q Comments – Complete	While trying to keep a new park location within a ½ mile walking of the new development a park at Seascapes is the closest land that the district owns.

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.	C
1Q Comments:	Currently Planning	
2Q Comments:	Currently Planning	
3Q Comments:	Currently Planning	
4Q Comments - Complete	Invasive plant removal took place on 10/14/2023 at Black Bear Park.	

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.	C
1Q Comments:	Currently Planning	
2Q Comments:	Will take place during seed collection	
3Q Comments:	Seed Collection event has been scheduled for Oct. 14.	
4Q Comments – Complete	Event was held on October 14, 2023.	

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.	C
1Q Comments:	In progress	
2Q Comments:	In Progress	
3Q Comments:	In Progress	

4Q Comments – Complete	Call log has been maintained with records of all call backs.	
Provide park updates via district webpage.	Post all park projects under park updates.	C
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	
4Q Comments – Complete	Projects were posted on the website.	