

**AGENDA**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**TUESDAY, APRIL 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
  - March 19, 2024  
*Motion to approve the minutes of the March 19, 2024 meeting as presented.*
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Vogelei OSLAD Engineering / M24-032  
*Motion to recommend to the full board to approve a contract with Ericksson Engineering for their engineering and consulting services for a total of \$120,000.*
  - B. BPC Bridge Abutments / M24-031  
*Motion to recommend to the full board an update to the Bridges Fund 14 Hole Renovation budget to add an additional \$25,000 to complete all original planned renovations, including tee boxes, bunker repairs and new bridge abutments at Bridges of Poplar Creek Country Club.*
  - C. Parks, Planning & Maintenance Board Report and 1<sup>st</sup> Quarter Goals / M24-036  
*Motion to recommend to the full board to include the Parks, Planning & Maintenance April Board Report and 1<sup>st</sup> Quarter Goals in the April Executive Director's Report.*
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT  
*Motion to adjourn the meeting.*

**MINUTES**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**March 19, 2024**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on March 19, 2024 at 7:00 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: President Chhatwani, Chairman Kaplan, Commissioner MacGregor (phone), Commissioner McGinn, Comm Rep Sernett, Student Rep Sebasan

Absent: Comm Reps Macdonald, Poeschel and Utas

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

Audience: Commissioners Evans (phone) and Friedman; Comm Reps Beranek, Bettencourt, and Henderson, Kimberly Barton, Nick Wirth

**2. Approval of Agenda:**

President Chhatwani 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:**

President Chhatwani made a motion, seconded by Comm Rep Sernett to approve the minutes of the February 20, 2024 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

6. **New Business:**

A. District Vehicle Purchase / M24-021

President Chhatwani made a motion, seconded by Comm Rep Sernett to recommend to the full board the purchase of a Ford F-350 Dump Truck for \$68,895 and a Ford F-250 for \$44,931 for a grand total of \$109,826 from Landmark Ford, Inc..

Director Hugen stated that these vehicles will be purchased through the Illinois state contract purchasing program. Vehicle purchases are no longer delayed as they were a couple of years ago.

Commissioner Kaplan asked which vehicles we are replacing. Director Hugen said we are replacing a 2003 Chevy Silverado and a 1999 Dodge Dakota.

The motion carried by voice vote.

B. BPC Electric Greens Mowers / M24-022

President Chhatwani made a motion, seconded by Commissioner McGinn to recommend to the full board the approval of the purchase of two Greensmaster eTriflex 3370 mowers from Reinders for a total of \$159,283.02.

Director Hugen said this is replacing a 1994 mower and a 2003 mower at the golf course. The district replaces greens mowers. The greens mowers become tee box mowers, and the tee box mowers become approach mowers. Approach mowers become surplus items once they are replaced. He added that these new units do not use any fuel or hydraulics, which is much better for the grass. One of the mowers is ready to be delivered now, while the other is expected in about four to five months.

Commissioner McGinn asked if we need to replace the charging outlets having both the carts and the mowers. Director Hugen said the golf carts are in the basement of the clubhouse and the mowers are kept at the golf course maintenance building. The mowers only need a dedicated 120v outlet.

Commissioner Kaplan asked if staff knows how to maintain these new electric mowers. Director Hugen said yes, the mowing parts are the same. Otherwise, it is the battery that needs to be charged.

The motion carried by voice vote.

C. Pine Park Playground Installation / M24-023

Comm Rep Sernett made a motion, seconded by President Chhatwani to recommend to the full board the approval of the Pine Park Playground Installation by Paul Herrera Construction for a total of \$50,800 with a contingency of \$5,080 for a total of \$55,880.

Director Hugen stated that last month the playground was approved, and this month we are approving the installation of the playground. Paul Herrera Construction was the lowest of six bidders. They have done other work for us but not playgrounds. We checked references for other districts using them for this work and all were positive references. He added that this is a union shop.

The motion carried by voice vote.

D. Parks, Planning & Maintenance Board Report / M24-012

President Chhatwani made a motion, seconded by Comm Rep Sernett to include the Parks, Planning & Maintenance March Board Report in the March Executive Director's Report.

Director Hugen said the new carpet has been installed at Willow in the upstairs hallway, rooms, and front desk area. The carpet looks great.

Director Hugen noted that all capital projects are on pace so far this year.

The motion carried by voice vote.

7. **Committee Member Comments:**

Commissioner MacGregor thanked Commissioner Kaplan for facilitating a great meeting.

Student Rep Sebasan asked what bidding means. Executive Director Talsma said that as a government entity, we need to show that everything is done fairly. He explained the sealed bid process and how we need to accept the lowest qualified bid, pending positive references. He added that we can also use a cooperative purchasing group which has already done the bidding, and we can purchase directly through them.

Comm Rep Sernett said she has been walking at three parks and saw all the damage from last month's storm. Within 24 hours everything was cleaned up. She gave kudos to Director Hugen and his team.

Commissioner McGinn suggested everyone go to the Fish Fry on Fridays while it is still there.

Commissioner Kaplan said this is a great committee.

8. **Adjournment:**

President Chhatwani made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 7:17 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

**Memorandum No. M24-032**

**TO:** Board of Commissioners  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Vogelei OSLAD Engineering  
**DATE:** 4/16/2024

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**Motion:**

Recommend to the full board to approve a contract with Ericksson Engineering for their engineering and consulting services for a total of \$120,000.

**Background:**

The board has approved \$600,000 for the Vogelei Park renovation project, and with the \$600,000 OSLAD Grant that has been awarded to the district, the entire project will amount to \$1,200,000. The engineering services needed for this project are included in the overall cost and within budget.

Ericksson Engineering has recently provided the park district with landscape architecture and civil engineering on the TC Playground Project and the Vogelei OSLAD application process. We were very pleased with their services on both of these projects. With an existing relationship with the firm, we are not required to bid these services.

**Rationale:**

The Vogelei OSLAD project will involve a new topographic map for the property, aid with construction design, landscape design, bid document preparation, permitting and general oversight. The Ericksson Engineering proposal is 10% of the total budget for the Vogelei OSLAD project (\$1,200,000) which is on the low end of the industry standard for these services. The breakdown for their services is listed below.

Services	Landscape	Civil	Survey
Topographic Mapping			\$ 15,500.00
Design Development Phase	\$ 27,500.00	\$ 14,000.00	
Construction Documents Phase	\$ 18,000.00	\$ 18,000.00	
Bidding Phase			
<i>Phase I</i>	\$ 1,000.00	\$ 2,000.00	
<i>Phase II</i>	\$ 1,000.00	\$ 2,000.00	
Construction Admin. Phase			
<i>Phase I</i>	\$ 5,000.00	\$ 5,000.00	
<i>Phase II</i>	\$ 5,000.00	\$ 6,000.00	
Subtotal	\$ 57,500.00	\$ 47,000.00	\$ 15,500.00
Grand Total		\$ 120,000.00	

**MEMORANDUM NO. M24-031**

**TO:** Building and Grounds Committee  
**FROM:** Craig Talsma, Executive Director  
Brian Bechtold, Deputy Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** BPC Fund 14 Hole Renovations GL  
**DATE:** 4/16/2024

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**Motion:**

Recommend to the full board an update to the Bridges Fund 14 Hole Renovation budget to add an additional \$25,000 to complete all original planned renovations, including tee boxes, bunker repairs and new bridge abutments at Bridges of Poplar Creek Country Club.

**Background:**

As part of the 2024 Board approved budget, the golf course budgeted for hole renovations of \$45,000. As staff prepared this budget it was initially labeled \$45,000 for hole renovations which included tee boxes and bunker renovations. Staff then had an additional line item named hole renovations for \$25,000 for bridge abutments. As staff was finalizing the budget process, the \$25,000 hole renovation was removed as it was thought to be a duplicate. When in reality they should have been combined for a total of \$70,000. This was discovered after the bridge abutment purchase order was finalized and completed.

The overall budget total for hole renovations for bunkers, tee boxes and bridges should have been \$70,000. The bunker process has begun and will take several months to complete as we have 74+ bunkers in need of work. We completed one tee box this spring along hole #11 with the remaining planned tees to be completed in the 4<sup>th</sup> quarter.

**Rationale:**

The complete plan consists of concrete abutments at the bridges that are failing the most, which are holes 1, 12, 13,16 and 17. Bunker improvements will consist of additional sand and some drainage fixes. Lastly, eight (8) holes will have additional forward tee boxes added and current tees leveled as needed. Currently the hole renovation project has incurred expenses of \$39,950 of the original \$45,000. The fund would need the additional \$25,000 to complete all renovations bringing the total to \$70,000, which will come from Bridges Fund 14 reserves as originally planned.

Memorandum M24-036

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance – April Board Report  
**Date:** 4/16/2024

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**MOTION**

Motion to recommend to the full board to include the Parks, Planning & Maintenance April Board Report and 1<sup>st</sup> Quarter Goals in the April Executive Director’s Report.

**ADMINISTRATION & CAPITAL PROJECTS**

**Vogelei OSLAD**

Working with IDNR on completing the agreement for the OSLAD project at Vogelei Park. Met with representatives from Ericksson Engineering on their proposal for civil and landscaping engineering. Working on an overall schedule of construction and completion dates.

**Pine Park**

The new playground is set to ship to us on April 25. If mother nature cooperates, we anticipate installing the playground in May/June. The pickleball courts are set to open to the on April 15. The nature walking/running trails through the sled/nature hill will be seeded over the next month and anticipate being ready for use by mid-June.

**AQUATICS AND BUILDINGS**

***Triphahn Center:***

- Installed a new post and base for the electric vehicle parking spot and rehung the sign.
- Removed and replaced two broken door closers – one by preschool entrance and another in off-ice training room.

***Maintenance Building:***

- Installed charging station for the new electric mower.

***Bridges of Poplar Creek:***

- Installed new dedicated electric circuit for the electric mower at the BPC maintenance shop.

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

- Installed inducer motor on heating side of the Seresco and three new high bay lights.
- The newly replaced blower motor on the lap pool dehumidification unit blew the bearings; the fan will be replaced on 5/20 under warranty.



### ***Seascape:***

- Started to remove caulking on the men's and women's bath house.
- Started bypassing all the soffit lighting ballasts to accommodate LED line voltage bulbs – will be replacing 75w metal halides.
- Inspected and repaired umbrella frame structures and started installing windscreens.
- Installed depth marker signage.

## **PARKS**

### ***Parks & Forestry:***

- Small dog walk bridge at Freedom Run was repaired; patched rotten wood. Built and painted replacement walkways for little dog side.
- Storm and limb clean up was done at several parks and residential properties.
- Landscape and path maintenance were done at Willow Rec. Center.
- Litter cleanup was done at various parks.
- Removed pickleball net posts at Pine Park, cut and removed asphalt at each post location, then installed rebar and concrete for post pads. Pickleball net posts have been installed as well as paddle holders on the fence.
- Installed two new tables at Pine Park and new garbage can near pickleball courts.
- Lumber was picked up to fix missing boards on Port-o-let structure at Olmstead Park.
- Built park benches to be used as needed.
- Repaired retaining wall at Canterbury school; fixed 35 bricks and glued back into place.
- Built solar panels for the fountain at Princeton Pond.
- Windscreens installed for Fabbrini pickleball courts and installed court numbers.
- Finished building Park ID signs and fixed golf course park ID sign.
- Tree work completed at Fabbrini, Pine, Charlemagne, South Ridge, Willow, and Whispering Parks.

### ***Playgrounds:***

- Replaced 2 sections of the tube slide at Birch Park due to cracked plastic around mounting flange.
- Conducted routine playground checks and inspections.
- Checked mulch levels/depths at various playgrounds to determine where mulch needs to be installed.
- Removed broken table from Vogeley and anchored the other three.
- Fixed loose bolt at Colony swing set and repaired Olmstead rope course.

### ***Bridges of Poplar Creek:***

- Installed five new driving range distance signs for yardage to pins from all areas of the range.
- Repaired last screen on halfway house window with new rolling hardware.
- Re-keyed all bathroom doors to an E key to match all the outside doors at the golf course.
- Installed gates at the golf course and started to remove and rebuild larger garbage enclosure.
- Removed old garbage enclosure and rebuilt the new frame and door for the new/larger one.

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

- Completed all inspections of athletic fields. Repaired any bleachers or fence issues identified during inspections.
- Baseball field prep started: began turning over infield skins at Fabbrini, Huntington, and Cannon, and dragging/raking around bases and mound, and continued at other fields. Unraveled home run screens for Field 2 at Cannon.
- Painted/striped the soccer fields then set goals and hung nets at Cannon Crossing, Cottonwood, and Victoria. Striped the small field at Eisenhower, all fields at Pebble and the cricket pitch at Canterbury; set goals and hung nets for soccer fields.

**HOFFMAN ESTATES PARK DISTRICT  
2024 BUDGET GOALS & OBJECTIVES  
PARKS, PLANNING & MAINTENANCE DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete

**DISTRICT GOAL 1: HEALTHY AND ENJOYABLE EXPERIENCES**

Objective/Goal	Performance Measures	Status
<b>Sustainability Volunteers Group</b>	<ul style="list-style-type: none"> <li>Reach out to past volunteers to develop this group.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Plan is to contact the volunteers that sign up for earth day and/or seed bombing and gauge interest in being part of this group.</b>	

**DISTRICT GOAL 3: FINANCIAL STEWARDSHIP**

Objective/Goal	Performance Measures	Status
<b>Asset / Fleet and work order management system to tie into our existing GIS software.</b>	<ul style="list-style-type: none"> <li>Research using an asset / fleet and work order management software that communicates with GIS.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>We have had presentations from Productive Parks and OpenGov.</b>	

**DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

Objective/Goal	Performance Measures	Status
<b>Structural Repairs at WRC</b>	<ul style="list-style-type: none"> <li>Windows and skylights installation.</li> <li>Evaluate racquetball courts and mini gym to optimize facility usage.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Permits have been obtained and the contractor is set to install in late spring/early summer.</b>	

<b>Purchase Electric &amp; Autonomous Field Marker.</b>	<ul style="list-style-type: none"> <li>Purchase through bid process or purchasing Coop.</li> </ul>	<b>C</b>
<b>1Q Comments:</b>	<b>Unit has been purchased and is in use.</b>	

<b>Purchase Electric Autonomous Mower.</b>	<ul style="list-style-type: none"> <li>Purchase through bid process or purchasing Coop.</li> </ul>	<b>C</b>
<b>1Q Comments:</b>	<b>Unit has been purchased and weeklong training is scheduled for the week of April 22, 2024.</b>	

<b>Purchase Crew Cab.</b>	<ul style="list-style-type: none"> <li>Purchase through bid process or purchasing Coop.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Vehicle has been ordered through state contract purchasing.</b>	

<b>Purchase Dump Truck with salt spreader.</b>	<ul style="list-style-type: none"> <li>Purchase through bid process or purchasing Coop.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Vehicle has been ordered through state contract purchasing.</b>	

<b>Pine Park Playground</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop and install prior to third quarter.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Playground has been purchased and is set to be installed by the end of June.</b>	
<b>Vogelei Park Renovation</b>	<ul style="list-style-type: none"> <li>• Develop constructions plans, obtain permits, and go to bid for services.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Contracts are being finalized with the state and with our engineering firm.</b>	
<b>Asphalt Repairs</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>A contractor has been selected and dates are being set to complete all repairs and maintenance.</b>	
<b>Indoor Courts Sand &amp; Seal</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>The contractor has been selected and dates are set for July and August.</b>	
<b>Seascape Aquatic Play Feature (play feature in the pool)</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Working with multiple vendors on the design to be presented at the April board meetings.</b>	
<b>Outdoor Sports Courts Resurface</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>A contractor has been selected and courts are set to be completed by the end of June.</b>	
<b>Hire Contractor for Controlled Burns</b>	Hire contractor to complete controlled burns in sections of Victoria Park and Hunters Ridge (other sections of these parks will be mowed).	<b>O</b>
<b>1Q Comments:</b>	<b>The contractor is waiting for the appropriate weather to complete the burns. If not this spring it will be in the fall.</b>	

**DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

<b>Objective/Goal</b>	<b>Performance Measures</b>	<b>Status</b>
<b>Hold Special Events for Environmental Awareness.</b>	<ul style="list-style-type: none"> <li>• Hold Earth Day, Seed Bombing, Invasive Removal and Seed Collection events.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Events have been scheduled.</b>	
<b>Audubon International</b>	<ul style="list-style-type: none"> <li>• Start the certification process for becoming Audubon Cooperative Sanctuary Program for Golf Courses.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Will be completed later in 2024.</b>	

<b>Arboretum Status at Vogelei</b>	<ul style="list-style-type: none"> <li>Once greenhouse and tree nursery are complete apply for and receive complete certification.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Part of the OLSAD Project.</b>	
<b>Install Smart Rain Irrigation Controls.</b>	<ul style="list-style-type: none"> <li>Purchase and install new irrigation controls on park irrigation boxes.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Installation is scheduled for May 2024.</b>	

**DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective/Goal</b>	<b>Performance Measures</b>	<b>Status</b>
<b>Parks Continuing Education</b>	<ul style="list-style-type: none"> <li>Park Maintenance Supervisors will be attending continuing education events in 2024.</li> </ul>	<b>O</b>
<b>1Q Comments:</b>	<b>Staff attended the IAPD/IPRA and the ILCA (Illinois Landscape Contractors Association) conferences during the 1<sup>st</sup> Quarter.</b>	