

AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, FEBRUARY 18, 2025
7:00 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
Motion to approve the agenda as presented.
3. APPROVAL OF COMMITTEE MINUTES
 - January 21, 2025
Motion to approve the minutes of the January 21, 2025 meeting as presented.
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Asphalt Repairs, Sealcoating and Striping / M25-016
Motion to recommend to the full board the approval of the crack filling and sealcoating bid project to Patriot Maintenance Inc. for a total of \$82,211 plus a 15% contingency for a total of \$94,542.65.
 - B. Court Repairs and Color Coating at Multiple Locations / M25-017
Motion to recommend to the full board to award the bid for 2025 Court Repairs and Color Coating to Sport Surface Pros for a total of \$87,000 with a 15% consistency for a grand total of \$100,500.00.
 - C. Parks, Planning & Maintenance Board Report / M25-018
Motion to recommend to the full board to include the Parks, Planning & Maintenance February Board Report in the February Executive Director's Report.
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT
Motion to adjourn the meeting.

MINUTES
BUILDINGS & GROUNDS COMMITTEE MEETING
January 21, 2025

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on January 21, 2025, at 7:01 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Chairman Evans, Commissioner Friedman, Comm Reps Dowling and Sernett

Absent: Comm Reps Meyer and Poeschel

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

Audience: President Chhatwani, Commissioners McGinn, Kaplan, McGregor, and Dressler

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Meyer made a motion, seconded by Comm Rep Sernett to approve the minutes of the November 19, 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 Purchases / M25-001

Commissioner Friedman made a motion, seconded by Comm Rep Sernett, to recommend to the full board to approve the purchase of two Ford F250 XL trucks for a total of \$92,992.00 to Landmark Ford Inc.

Commissioner Friedman asked what the lifespan of the trucks is. Director Huguen said it depends on the use of them, whether or not they are used for towing, for example. The trucks we are replacing are 24 years old.

The motion carried by voice vote.

B. Vehicle Insurance Claim Purchase / M25-004

Comm Rep Sernett made a motion, seconded by Comm Rep Dowling to recommend to the full board the approval of the purchase of one Ford F250 for a total of \$46,046 to Landmark Ford Inc.

Executive Director Talsma said that normally PDRMA would replace the truck with the same make/model, but we could not find a Dodge Dakota. PDRMA gave us a replacement value of \$36,000, and we have to pay the difference in value for the F250 truck.

The motion carried by voice vote.

C. Flooring Purchase and Installation for Bridges of Poplar Creek / M25-007

Commissioner Friedman made a motion, seconded by Comm Rep Dowling to recommend to the full board the approval of the purchase and installation of flooring at Bridges of Poplar Creek, including the alternate office section and addendum #1 for stairs and wood base cove, from Scharm Floor Covering for \$84,057.00 and a 15% contingency of \$12,608.55 for a total of \$96,665.55.

Deputy Director Bechtold explained that this is a basic flooring replacement. We will be replacing all carpet on the first floor with vinyl flooring, mirroring what is on the second floor.

The motion carried by voice vote.

D. Driving Range and Hitting Mat Renovation / M25-002

Commissioner Friedman made a motion, seconded by Comm Rep Dowling to approve the purchase of the Pro Drive Tee Line System surface and installation from Forever Lawn for a total of \$61,461.58 with a contingency of 10% for a total of \$67,607.68.

Director Hugen explained that you see natural grass between the sections, because it helps to make a natural bend in the design of the range.

The motion carried by voice vote.

E. Purchase and Installation of Hunters Ridge Playground Equipment / M25-009

Comm Rep Dowling made a motion, seconded by Commissioner Friedman to recommend to the full board the purchase of Hunters Ridge Playground equipment and installation to Team Reil for a total of \$291,130.00.

Director Hugen explained that the playground design is based on public input received when applying for the OSLAD grant.

Commissioner Evans asked why there is no contingency added to this bid. Director Hugen said the Team Reil is turnkeying the entire project. In-house staff will tear out the old playground and do the restoration, but Team Reil will do the installation of the stone, as well as the playground equipment. They bid on cost and not time and material. Executive Director Talsma added that this purchase is through Sourcewell so it is a fixed price.

The motion carried by voice vote.

F. Parks, Planning & Maintenance Board Report and 4Q2024 Goals / M25-003

Comm Rep Sernett made a motion, seconded by Commissioner Friedman, to include the Parks, Planning & Maintenance January Board Report and 4th Quarter Goals in the January Executive Director's Report.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Sernett said everything looks good.

8. **Adjournment:**

Commissioner Friedman made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 7:13 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

The following questions were asked and answered via email prior to the meeting:

1. Wow! \$36K for a 15 year old truck? That's quite a settlement! Wish I could sell for PDRMA.
PDRMA is currently using the replacement value, but may move to depreciated value at some point.
2. "Forever Lawn" that's a legally scary brand name – what is their warranty? Forever?
Forever Lawn offers a standard manufacturer's warranty of five years on the turf and two years on the installation.

MEMORANDUM M25-016

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: 2025 Asphalt Repairs, Seal Coating & Striping
DATE: 2/18/2025

Motion:

Recommend to the full board the approval of the crack filling and sealcoating bid project to Patriot Maintenance Inc. for a total of \$82,211 plus a 15% contingency for a total of \$94,542.65.

Background:

The board has approved a budget of \$335,000 for all paving projects in 2025, which includes the scope of work outlined in this memo, as well as all outdoor court repairs and color coating, which is outlined in the next memo for \$100,050.

Bids were opened on 2/10/2025 for asphalt repairs and seal coating work to be completed at multiple locations. This work is part of an on-going 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 nine bids were received; the detailed bid results are attached to this memo. The low bid is from Patriot Maintenance Inc. at \$82,211, which 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, 2023 and 2024 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.

MEMORANDUM M25-017

TO: Building and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: 2025 Court Repairs & Color Coating at Multiple Locations
DATE: 2/18/2025

Motion:

Recommend to the full board to award the bid for 2025 Court Repairs and Color Coating to Sport Surface Pros for a total of \$87,000 with a 15% contingency for a grand total of \$100,050.00.

Background:

The board has approved a budget of \$335,000 for all paving projects in 2025, which includes the court repairs outlined in this memo, as well as the repairs, sealcoating and striping of various paths and parking lots, as presented in the previous memo (\$94,542.65). Bids for these two projects came in well under staff's anticipated budget. Together, the lowest qualified bids total \$194,592.65 (with a 15% contingency). This is a savings of just over \$140,000 to budget.

Bids for court repairs and color coating were opened on 2/10/2025. The bids cover work to be completed at multiple tennis and basketball court locations, including Cannon Crossings, Victoria Park, Charlemagne Park, Evergreen Park, South Ridge Park, Birch Park, and Poplar Park.

Rationale:

Bids for the court repairs were released back in November so that all contractors would have the ability to see the courts prior to snowfall in the winter. We received eight bids for this project and Sport Surface Pros LLC were the lowest qualified bidder at \$87,000. Sports Surface Pros completed our outdoor court repairs in 2022, 2023 and 2024 and have completed all courts in a timely manner with exceptional quality. Bid totals are attached to this memo.

2025 Court Repair Color Coating Striping

Scope of Work	Tiles in Style, LLC	Everline Coatings	US Tennis Court Construction	American Sealcoating	Sport Surface Pros LLC	Pro Track & Tennis, Inc.	Tennis Courts Unlimited	Perm-A-Seal
Bid Bond			X	X	X	X	X	X
Cannon Crossings Park Tennis Court (Item 1T)		\$34,730.88	\$11,165.00	\$8,000.00	\$7,000.00	\$22,100.00	\$10,984.00	\$12,203.00
Victoria Park Tennis Courts (Item 2T)		\$52,016.54	\$20,675.00	\$16,000.00	\$14,000.00	\$41,300.00	\$23,180.00	\$23,437.00
Charlemagne Park Tennis Courts (Item 3T)		\$51,882.78	\$18,980.00	\$17,000.00	\$14,000.00	\$41,900.00	\$20,710.00	\$21,637.00
Evergreen Park Tennis Courts (Item 4T)		\$39,953.33	\$20,005.00	\$16,000.00	\$14,000.00	\$42,200.00	\$22,230.00	\$22,477.00
South Ridge Park Tennis Courts (Item 5T)		\$39,953.33	\$16,210.00	\$16,000.00	\$14,000.00	\$39,400.00	\$20,045.00	\$21,077.00
Tennis Court Repairs Total	\$0.00	\$218,536.86	\$87,035.00	\$73,000.00	\$63,000.00	\$186,900.00	\$97,149.00	\$100,831.00
Cannon Crossings Park Basketball Court (Item 1B)		Included above	\$3,695.00	\$3,500.00	\$3,000.00	\$11,800.00	\$3,731.00	\$4,762.00
Victoria Park Basketball Court (Item 2B)		Included above	\$4,130.00	\$8,000.00	\$6,000.00	\$11,800.00	\$4,053.00	\$7,016.00
Charlemagne Park Basketball Court (Item 3B)		Included above	\$7,320.00	\$8,000.00	\$6,000.00	\$13,400.00	\$10,112.00	\$12,204.00
Birch Park Basketball Court (Item 4B)		\$22,838.54	\$8,625.00	\$3,500.00	\$3,000.00	\$13,200.00	\$5,259.00	\$7,515.00
Poplar Park Basketball Court (Item 5B)		\$38,526.43	\$9,310.00	\$16,000.00	\$6,000.00	\$16,700.00	\$8,465.00	\$10,832.00
Basketball Court Repairs Total	\$0.00	\$61,364.97	\$33,080.00	\$39,000.00	\$24,000.00	\$66,900.00	\$31,620.00	\$42,329.00
Tennis and Basketball Court Repair Total Bid	Bid Submitted with No Numbers	\$279,901.83	\$120,115.00	\$112,000.00	\$87,000.00	\$253,800.00	\$128,769.00	\$143,160.00

Memorandum M25-018

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance – February Board Report
Date: 2/18/2025

MOTION

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

ADMINISTRATION & CAPITAL PROJECTS

Kids Room at The Club

The renovation of the kids' room at The Club is complete. The room was gutted and had new cabinets and all new flooring installed, walls painted, and a new TV hung. The room will now function as a multipurpose room.



BPC Driving Range Hitting Mat Renovation

All the old driving range mats have been removed. All asphalt at the driving range has been removed and scheduled to be hauled away. Once we start to get warmer temperatures staff will place new stones before Forever Lawn completes the installation of the Pro Grass Tees.

Elevator Piston Replacement at BPC

All failed components of the elevator have been removed, and a new jack, piston, sleeve, and connections have been replaced. The contractor is currently working on squaring the elevator and testing the efficiency of the unit. Once the contractor is completely satisfied with the function of the elevator, an inspection will take place before putting the unit back into service.

BPC First Floor Flooring

The project started on time with all carpet in the main area, hallway, meeting rooms and bar area removed and skim coating the existing floor. As shown in the picture below, the lobby area floor has been installed, and the contractor is working on the meeting rooms.



Continuing Education Conference

Staff were able to attend the Sports Field Managers Conference and the IAPD/IPRA conference this past month. A couple highlights are listed below from SFMA and IAPD/IPRA.

- Data Driven Sports Field Management – developing strategies for measuring the effectiveness of cultural practices, irrigation, and integrated pest management applications.
- Nitrogen Fertilizers – proper use of nitrogen fertilizers to optimize growth throughout the year without spikes in growth and color of the turf.
- Sustainable Turfgrass – government regulations on certain types of fertilizers and strategies to obtain healthy turfgrass.
- Plant Growth Regulators – strategies for using PGRs on sports fields to aid in growth but also not stress out the plant.
- Grant Updates 2025 – updates on available grants through IDNR and which grants are being funded in 2025.
- Prescribed Fires – best practices and community involvement when completing in house prescribed burns.

AQUATICS AND BUILDINGS

Triphahn Center:

- Obtained quotes from Scharm flooring for both sets of track stairs and main stairs for ice area.
- False fire alarm panel read pull station NE first floor. Total Fire could not get it to reset after testing – the pull station is faulty and will be replaced.
- Repaired underground pipe leak for north side drinking fountain.
- Replaced light fixture in Wolves elevator.
- Met with Des Plaines Glass to measure the windows for double pane glass.
- Installed new pump impeller and housing for whirlpool jets.
- Installed new pump seal on spa filter pump.
- Replaced the time delay relay in the unit heater for backup generator room.
- Replaced Reznor heater thermostat in fire riser/boiler room.
- Installed new washing pipe and impeller on Zamboni.
- Installed new motor busing kit on Trane unit in Zamboni room.

Bridges of Poplar Creek:

- Repaired trim around north exterior door at the Pro Shop.
- Grounded down a door leading to bathrooms at Toptracer to fix closing issue.

- Installed two new dimmer switches in upstairs bar. Old can lights were replaced with LED retro fit lights.
- Installed new flame sensor on upstairs makeup air unit for the kitchen.
- Installed new high limit relay for women’s locker room and bathroom RTU.
- Cleaned hot water coils on cart barn unit.

The Club at Prairie Stone:

- Modulated gas heat was not working on lap pool Seresco. Unit blew a fuse on the 120v side of the transformer – replaced the fuse and unit is heating.
- Removed housings on base board heaters in Kids Corner to be cleaned and painted. Found all breakers and labeled them. Baseboard heaters were checked and are working.
- New cabinets were delivered, painted, and installed. Painted lumber for the shelf above the counter and completed painting the blue wall.
- Delivered and starting installation of vinyl flooring; continued work on floors and countertops.
- Installed new TV in newly remodeled multipurpose room, along with final clean up and paint touch ups.
- Moved the thermostat to opposite side of partition wall in new multipurpose room to balance temperature.
- Installed new RTU1 electrical panel door after old one came off the hinges.
- Replaced flush vales in women’s locker room.
- Secured discharge air vent at front desk.

Vogelei House:

- Repaired broken water line in the basement after cold temperatures. Water line froze again – insulated around window frame and added pipe insulation to the water line.

Willow Rec:

- Made adjustments to RTU Belemo damper in classroom 2 to regulate temperature.

Shop/Parks/Other:

- Total Fire yearly inspections for alarm and sprinklers were done at TC, Bridges, The Club, Vogelei House, Seascape, Willow, and the Pro Shop.
- Cannon concession stand heater has bad elements. A new heater has been ordered.

PARKS

Parks & Forestry

- Completed brush cut and clean up at Bridges, Hunter’s Ridge Park, and Victoria Wetlands; shoreline clean up along south edge of Victoria.
- Tree maintenance for downed trees completed at Westbury Park. Additional tree maintenance/work was done at Essex Preserve and Huntington. Branches were chipped/mulched at Bridges.
- Removed dead deer from Bergman Pointe.
- Completed branch clean up and garbage removal at various parks, basins and preserves.
- Repaired broken windows at Canterbury Fields bathroom.

Playgrounds:

- Completed snow removal; all buildings, lots and sidewalks were salted from ice storm. Salted entrances at TC, Vogelei, WRC, The Club and Bridges.
- Conducted ice depth checks on ponds at Fabbrini, South/North Twin, Evergreen, South Ridge, North Ridge, and Black Bear. Ice flags were set accordingly/changed to red during poor ice conditions.
- Continuing work on Park ID signs – old signs were taken down and new ones installed for Tall Oaks, Winding Trail Basin, Hunter’s Ridge, North & South Twin and Lincoln.
- Sycamore Playground delivery was unloaded at the Shop.

- Created 2025 mulch list for playgrounds. Mulch levels were checked at the playgrounds and mulch added to Victoria South, Bode/Salem, and Maple Park. Mulch application was completed at the trail at Black Bear.
- Conducted routine playground checks.
- Reviewed paperwork for playground layouts and drainage plans.