

**AGENDA**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**TUESDAY, AUGUST 19, 2025**  
**7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA  
*Motion to approve the agenda as presented.*
3. APPROVAL OF COMMITTEE MINUTES
  - JUNE 17, 2025  
*Motion to approve the minutes of the June 17, 2025 meeting as presented.*
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Golf Course Superintendent Position / M25-079  
*Motion to recommend to the full board to approve the new position of Golf Course Superintendent as part of the upcoming 2026 budget.*
  - B. Parks, Planning & Maintenance Board Report / M25-077  
*Motion to recommend to the full board to include the Parks, Planning & Maintenance August Board Report in the August Executive Director's Report.*
  - C. Video Presentation – Adding Electricity to District Ponds
  - D. 2025 Virtual Tour
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT  
*Motion to adjourn the meeting.*

**\*NOTE\* - We will not have a September B&G meeting due to the NRPA Conference.**  
**The September Board meeting will be moved to Tuesday, September 30 due to Rosh Hashanah.**  
**The next B&G meeting will be Tuesday, October 21.**

**MINUTES**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**June 17, 2025**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on June 17, 2025, at 7:01 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Chairman Chhatwani, Commissioner Evans, Comm Reps Dowling, Pilafas, Poeschel and Sernett

Absent:

Also Present: Executive Director Talsma, Director of Parks, Planning and Maintenance Huguen, Deputy Director Bechtold, Director of Recreation Sweeney, Director of Administrative Services Rivas, Executive Assistant Flynn, IT Specialist Hassler

Audience: President Friedman, Commissioners Dressler, Kaplan, McGinn, and MacGregor; Comm Rep Henderson; Bill Kratochvil

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep Sernett made a motion, seconded by Comm Rep Dowling to approve the minutes of the May 20, 2025 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

**A. Furnish & Install HVAC Units /M25-063**

Comm Rep Poeschel made a motion, seconded by Comm Rep Sernett to recommend to the full board the approval to purchase the furnishing and installation of HVAC units at Triphahn Center and The Club from Cahill Heating & Air Conditioning Services, Inc. for a total of \$141,100 with a 5% contingency of \$7,000 for a total of \$148,100.

Director Hugen said we received seven bids, and Cahill was the lowest qualified bidder. This company performed our last two HVAC replacements with great success.

Commissioner Evans asked about the project being over budget. Director Hugen said yes, the project is slightly over budget. We bid the two locations together to get the best price. The Triphahn Center location is under budget; The Club is over budget by about \$3,000.

Comm Rep Pilafas asked if this is a consolidated cost. Director Hugen said that both locations have separate installation costs.

Comm Rep Dowling asked about a warranty. Director Hugen said all units come with a manufacturer warranty of 10-15 years, depending on the part. The warranty does not cover installation. He added that we are replacing units that are 20 years old.

The motion carried by voice vote.

**B. Parks, Planning & Maintenance Board Report / M25-062**

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

Director Hugen noted that Cipri Park construction has begun. In-house crews removed everything and completed the drainage work. We are hoping the weather allows us to stay on schedule. He added that Sycamore Park sodding started this week, and they are hoping to start the playground installation on June 23, as we are on a tight schedule with the school opening.

Commissioner Evans asked about the old playground equipment at both locations. Director Hugen said that the old playground from Sycamore Park is going to Kids Around the World. We offered them all of the playgrounds from our park renovations this year, but Sycamore is the only one they will be taking.

The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Sernett said there has been a lot of activity at Moon Lake Playground

Comm Rep Poeschel said after reading through the report, it is amazing how much routine and required maintenance the staff takes care of in the buildings, facilities and parks. Everything runs very efficiently.

Comm Rep Pilafas said he drives past Sycamore Park often, and it is exciting to see the progress.

Comm Rep Dowling said she is impressed at how well the young staff at Seascapes are trained. They are very nice and polite.

Commissioner Evans went to the Fishing Derby on Saturday at South Ridge Park. Staff works hard the day of the event and in preparation. People were standing at arm's length around the entire lake – he was proud to see this.

Commissioner Chhatwani reminded everyone that the July B&G and Rec & Facilities meetings would be canceled due to lack of new business.

**8. Adjournment:**

Comm Rep Poeschel 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

The following question was asked and answered via email, prior to the B&G meeting:

The dropped phase at power pole electrical issues that created TC mechanical outage.....  
Is this a COMED, Village, or Park District repair expense issue/responsibility?

This was a ComED issue, and they repaired the power at the pole.

## MEMORANDUM M25-079

**TO:** Building and Grounds Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Proposed Golf Course Superintendent Position  
**DATE:** 8/19/2025

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### **Motion:**

Recommend to the full board to approve the new position of Golf Course Superintendent as part of the upcoming 2026 budget.

### **Background:**

We currently have three full-time positions at Bridges of Poplar Creek Country Club that are part of the Park Department: Golf Course Maintenance Supervisor, Assistant Golf Course Maintenance Supervisor and Equipment Technician. In the past, BPC had a Superintendent level staff member onsite at the golf course. For the past three years we have not had this position, but the need for this position remains. This position will report directly to the Director of Parks, Planning & Maintenance and oversee the three full-time parks employees at the golf course.

### **Rationale:**

This would be a Superintendent level exempt position (Grade 6) with a salary range of \$80,000 - \$119,750, and an anticipated hiring salary slightly above the midpoint of this range. The Golf Course Superintendent position will be responsible for the following items:

- Supervise the entire operation of the golf course grounds, maintenance center and facility complex including the operation of the equipment repair shop. Supervise the ordering of materials and supplies and record daily maintenance activities.
- Hire, train, schedule and develop maintenance personnel including maintenance supervisors, equipment technicians, equipment operators and other ground maintenance staff. Monitor the scheduling of all maintenance operations and direct the work of the staff team members within the department.
- Develop programs and direct the application of fertilizers and plant protecting pesticides. Monitor the record keeping of the applications and adjust programs as required. Obtain and uphold pesticide and/or fertilizer license.
- Manage all components of the irrigation system—supply, pump station, central and field controllers, piping and valves, and sprinkler heads.
- Develop and monitor the annual maintenance operating budget within the appropriate calendar. Monitor budget and take corrective action to ensure financial goals are met.
- Develop the annual capital equipment and projects budgets.
- Provide appropriate information and make recommendations to the Director of Parks about facility maintenance, construction, changes, materials, supplies, services, and equipment not provided for and approved within the business plan and/or budget.
- Possess an understanding of the importance of safety and see that safe operation procedures are observed in all daily activities.
- Maintain membership in the GCSAA and other professional organizations, both state and local. Attend seminars, workshops, and conferences to stay abreast of current industry events and information.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Full-Time Golf Course Superintendent**  
**FLSA JOB CLASSIFICATION: EXEMPT**  
**Salary Range: \$80,000 - \$119,750**

Function:

The Golf Course Superintendent is responsible for directing the entire maintenance operation of the golf course and associated grounds including maintenance equipment, irrigation system, and facility maintenance.

Supervision Received

Work is performed under the supervision of the Director of Parks, Planning and Maintenance.

Supervision Exercised

The Golf Course Superintendent directly supervises three full-time grounds maintenance staff at Bridges Of Poplar Creek Country Club.

Essential Functions/Responsibilities

1. Supervise the entire operation of the golf course grounds, maintenance center and facility complex including the operation of the equipment repair shop. Supervise the ordering of materials and supplies, and records daily maintenance activities.
2. Hire, train, schedule and develop maintenance personnel including maintenance supervisors, equipment technicians, equipment operators and other grounds maintenance staff. Monitor the scheduling of all maintenance operations and direct the work of the staff team members within the department.
3. Develop programs and direct the application of fertilizers and plant protecting pesticides. Monitor the record keeping of the applications and adjusts programs as required. Obtain and uphold pesticide and/or fertilizer license.
4. Manage all components of the irrigation system—supply, pump station, central and field controllers, piping and valves, and sprinkler heads.
5. Develop and monitor the annual maintenance operating budget within the appropriate calendar. Monitor budget and take corrective action to ensure financial goals are met.
6. Develop the annual capital equipment and projects budgets.

7. Provide appropriate information and make recommendations to the Director of Parks about facility maintenance, construction, changes, materials, supplies, services, and equipment not provided for and approved within the business plan and/or budget.
8. Possess an understanding of the importance of safety and sees that safe operation procedures are observed in all daily activities.
9. Maintain membership in the GCSAA and other professional organizations, both state and local. Attend seminars, workshops, and conferences to stay abreast of current industry events and information.

### Requirements

1. Requires thorough working knowledge of the maintenance of golf course tees, fairways, greens; the seeding and maintenance practices for golf course turf; the planting cultivating, pruning, and caring for plants, shrubs and trees; the characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation systems, including wells, pumps and automatic controls.
2. Requires a high degree of administrative and management ability, especially in terms of problem solving and decision making; Excellent oral and written communication skills.
3. Requires knowledge of current federal, state and local laws and regulations affecting the management of golf course operations.
4. Ability to operate and maintain tools and machines associated with the upkeep of the golf course.
5. Basic computer skills using a variety of computer software applications, including Word and Excel.
6. Possess an understanding of the game of golf.
7. Required to hold current state certification or licensing as a pesticide applicator.
8. Thorough understanding of the rules and strategies of the game of golf.

### Safety, Health and Loss Control

1. Support, promote or cause to be changed, all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Require timely reports be submitted by employees related to injuries and illness of employees or witnessed of employees and/or Hoffman Estates Park District activity participants.

### Customer Service Responsibilities

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Voicemails and e-mails will be checked daily and messages will be returned within 48 hours.
4. Staff will provide the customers with accurate information in all park district communications.

### Marginal Functions/Responsibilities

1. Participate in review and summarization of incidents and reports relating to safety, health and loss control as required by the Division Director.
2. Periodically observe working actions and ethics of supervisors and employees to ensure safety, health and loss control policies of the District are being observed and practiced.
3. Travel to various locations of the facility to observe the operation.
4. Communicate with residents, employees and vendors via telephone.
5. Develop plans, reports and correspondence.
6. Participate in PDRMA Loss Control Review.

### Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around general population/park patrons in public areas.
3. Worker must work under supervision and direction of the Division Director.



### Physiological Considerations

1. Worker is exposed to chemicals (i.e. fertilizers, pesticides, cleaning materials).
2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.

### Environmental Considerations

1. May be exposed to elements when assisting workers with outdoor functions.
2. Protective clothing may be required as follows:  
Earplugs, ear covers  
Helmets  
Safety goggles/glasses  
Leather type work boot
3. The Golf Course Superintendent will perform many responsibilities indoors. Lighting and temperature are conditions that may impact how the Greens Superintendent performs his/her responsibilities.

### Cognitive Considerations

1. Must exhibit good problem-solving ability and good judgment in keeping with the mission of the park district.
2. Must demonstrate self control during stressful situations.

### Experience & Education

1. Minimum 3 years' experience as Golf Course Superintendent or Assistant Golf Course Superintendent.
2. Associate's degree in turf management or related field required.

## Memorandum M25-077

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance – August Board Report  
**Date:** 8/19/2025

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### MOTION

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

### ADMINISTRATION & CAPITAL PROJECTS

#### Vogelei Park OSLAD

HEParks crews have been completing earthwork for the splash pad, playground, and shelter. Hacienda Landscaping, the contractor that will be completing the playground and splash pad install as well as concrete, has received the playground equipment and is expecting the splash pad equipment at the end of August. They plan to start work on site the week of August 18. Staff completed the fence around the greenhouse, the installation of a water line to the green house as well as the installation of a water line to the sensory garden water feature and future drinking fountain near the playground.

#### Cipri Park

The new playground at Cipri was completed and opened on July 3, 2025. The shade structure has arrived, and we plan to have the concrete pad and shade structure completed by the end of August with restoration happening immediately after that. Once completed, we plan to work with the village on the issue related to the storm drains on the property. We feel that they have a collapsed pipe on our property that will need attention.

#### Sycamore Park

Sycamore Park has seen lots of changes over the past month. The playground is completed with a synthetic turf fall surface. A new sidewalk from the street connects to the playground and continues to the school. The area where the old playground used to be has been prepared for seeding with a new path installed running along the baseball field. The southwest ball field will become a little league field with a home run fence, and the northeast ball field will be a t-ball field. The new football practice field has been rough graded with expectations to have finished grading completed by the 19<sup>th</sup> of August. HEParks staff plan to complete sodding and seeding of the entire property the week of August 25<sup>th</sup>.

#### TC Renovations

The old Wolves office area has been completely renovated, and the recreation department has moved into their new offices. Staff will begin working on other phases of the TC remodeling project including the conversion of rooms 105/106, lighting changes, painting, and admin offices.

## **WRC Renovations**

The renovations at WRC are scheduled to start on August 18. Staff has already begun in the mini gym by removing sound panels and preparing for painting. The front entrance of WRC will now be the entrance that is located near the skate park, with the main entrance closed for the duration of the project. Staff will begin by removing the front entrance area and setting up the front desk in another location so that WRC staff can still operate the building during the renovations.

## **AQUATICS AND BUILDINGS**

### ***Triphahn Center:***

- Prepped for new flooring installation in the Rec offices. Removed and replaced toilets, removed and installed floor plates over existing outlets, and ran power and data cable to two offices.
- New flooring installed in Rec office kitchen. Completed paint touch ups and applied clear coat to countertops.
- Installed base cove in the new bathrooms, along with new flooring.
- Built and delivered new desk to TC - all desks were installed. New dry erase board was hung in office common area and bulletin boards installed in classroom hallways.
- North side AC unit needed install of time-delay relay for second stage compressor.
- Senior side AC condensate line was cleaned and now draining properly.
- RTU8 at new rec offices was not responding to automation. Dropped thermostat in return duct to temporarily run the unit. New communication board was ordered and installed to get unit running successfully.
- Coils were cleaned on both gymnasium York units and condensation trap rebuilt on North York RTU.
- Cleared floor drains and replaced all shower heads in women's locker room.
- Adjusted parking lot timers and trained new custodian on how to adjust all timers in the building.
- Ran data cable from main server to Wolves fitness center server.
- Removed ice at Rink 2, floors were auto scrubbed and are awaiting paint. Rink 2 kick plates were straightened and re-bolted. All advertising banners were removed at both rinks.
- Wolves' offices were painted and cleaned up.

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

- Exhaust over walk-in cooler caused the pulley to 'walk' down the shaft. Realigned and installed new set screw to resolve issue.
- Repaired a leaking drinking fountain on hole 6.
- Replaced belt on main kitchen make up air unit.
- Cleaned all coils on walkout roof elevation RTUs 1-6.

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

- All pools and the spa were drained for maintenance and contractors demoed spa tile.
- Condenser fan motor was installed on RTU for back fitness area.
- Conducted coil cleaning on the RTU gym unit.
- Topped off refrigerant in back fitness area RTU.
- Hung two TV's and installed AED box.
- Repaired fence near the new turf area.

### ***Vogelei House/Barn:***

- Repaired broken 1" line to feed drinking fountains.
- Installed 1" RPZ at hotbox to investigate water direction and leaks.

### ***Seascape/Splash Pads:***

- Leaking shower cartridges were replaced.
- Broken water line at Garabaldi's concession stand was repaired.

### ***Parks/Other:***

- New RPZ installed for system flush at Sycamore Park.
- Installed new Chicago Cartridges at South Ridge Park bathroom (left side).

## **PARKS**

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

- Fence frames installed at Vogelei, then added chain link fence around the green house and attached gate.
- Mulch was removed from playground and given away as free mulch or hauled to the golf course. Cut up scrap metal and transported to scrap yard. Dug up and removed dirt from around playground pad. Installed disc golf baskets and built tee marker sign posts.
- Dug up lines from the splash pad and drinking fountain at Vogelei. Removed concrete splash pad. Removed dirt from splash pad area at Vogelei and transported to golf course.
- Installed railings on the bleachers and delivered to the NOW Arena/Village Green.
- Installed new Park ID at Charlemagne and replaced/repared tennis nets at Olmstead.
- Completed tree maintenance and felled tree clean up at Brittany Park and TC.
- Targeted herbicide treatment at several parks and facilities.
- Completed landscape bed cleanup at Seascape and lily planting at tennis court bed at Willow.
- Trimmed sightlines at Fabbrini, Evergreen, South Ridge, and Westbury.
- Buckthorn removal at Fabbrini, along with prep and mowing for seeding.
- Sprayed butterfly garden at South Ridge and weeded greenhouse beds at Vogelei.
- Completed pond treatment at TC.

### ***Playgrounds:***

- Completed floor repairs under the swings at Eisenhower – to repair damage from missing tiles and other gaps. Then added new pour-in-place surface.
- Installed safety fence around the construction area at Sycamore. Picked up drain tiles and parts for playground drainage for contractors. Removed the old playground sidewalk. Hauled soil from Sycamore to Cipri & Vogelei.
- Cleaned out the drain line for the playground at Cipri and hooked up to drain vault.
- Conducted park cleanup, weed removal and dragged/raked playgrounds prior to photos being taken.
- Fixed missing fence panels on the old playground space at The Club.
- Delivered, set-up and took down bounce house for camp at Fabbrini. Delivered and set up the large tent for a Village event at South Ridge and removed afterwards.
- Repaired playground gate at TC.
- Memorial bench at Oakdale was repaired.

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

- Conducted routine field maintenance for all fields.
- Completed game preps at Cannon fields, Evergreen, Johnson, and South Ridge.
- Dugouts were cleared after heavy rains using backpack blower, to remove any standing water.
- Cannon complex and parking lot were cleaned.
- Weeded warning tracks and fence lines at Cannon and Fabbrini. String trimming and weeding were done for all North and South fields.
- Painted soccer fields at Cottonwood, Victoria, and upper/lower Cannon. Set soccer goals and secured nets.
- Painted cricket pitch at Canterbury and completed turf repairs.

- Dragged and chalked ballfields that were scheduled for photos.
- Eisenhower soccer fields were mowed and treated with fertilizer.
- Painted all foul lines at baseball fields and flag football field at Fabbrini, and the practice field for Hoffman Hawks at Sycamore.
- Worked on the ballfield at Sycamore, getting it ready for the contractors to grade and sod the outfield.
- Aerated and seeded the turf around the goal mouths of irrigated soccer fields.
- Repaired the turf and warning track on Cannon 4, where an irrigation line was replaced.