



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA
BUILDINGS & GROUNDS MEETING
TUESDAY, APRIL 7, 2015
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - March 3, 2015
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. HVAC system at TC / M15-038
 - B. Crack fill and seal coating work / M15-039
 - C. Concrete Entrance Work at Triphahn Center / M15-043
 - D. Parks Board Report and 1Q 2015 Goal Status / M15-042
 - E. Planning & Development Board Report and 1Q 2015 Goal Status / M15-041
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE SCOTT R. TRIPHAWN COMMUNITY CENTER & ICE ARENA AT 1685 W. HIGGINS ROAD IN HOFFMAN ESTATES UNLESS OTHERWISE SPECIFIED. WE INVITE THOSE WHO MAY NEED AN ACCOMMODATION DUE TO A DISABILITY TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.



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**MINUTES
BUILDING AND GROUNDS COMMITTEE
March 3, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on March 4, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Mohan (7:05 pm), Comm Rep Dekirmenjjan, Kinnane, Snyder, S. Triphahn, Chairman K. Evans

Absent: Comm Rep Friedman

Also Present: Executive Director Bostrom, Deputy Director/ A&F Director Talsma, P&D Director Buczkowski, Parks and Risk Director Giacalone

Audience: Comm Rep Kaplan, Commissioner McGinn, Greenberg, R. Evans, Kilbridge

2. Agenda:

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

3. Minutes:

Comm Rep Kinnane made a motion, seconded by Comm Rep Dekirmenjjan to approve the minutes of the February 3, 2015 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. Bids: Concrete/M15-026:

Director Buczkowski reviewed the item. Chairman K. Evans asked about protecting the tactile information pads AT the TC entrance and Director Buczkowski noted that they would be removing most of them and replacing them with a 6-inch curb. The curb would prevent vehicles from parking on the tactile pads and the snow plow from plowing off the raised impressions. He also noted that they would be redesigning the island in front of the TC entrance to offer a striped asphalt area for drop off backed by a curb to replace the tactile pads in that location.

Commissioner Mohan asked about Fabbrini concrete and Director Buczkowski noted that the concrete by the restrooms was probably 20 years old and 3 ½ to 4-inches thick. He noted that most of the concrete work done at Fabbrini would be new concrete.

Comm Rep Triphahn made a motion, seconded by Comm Rep Mohan to recommend the board approve a contract with Fuerte Systems for the low bid amount of \$258,766 and a 10% contingency as outlined in M15-026. The motion carried by voice vote.

B. Bids: Asphalt/M15-027:

Director Buczkowski reviewed the item noting that much of the work at Fabbrini would be to address the slope issues on the pathways and make the path ADA compliant.

Chairman r. Evans asked about doing the asphalt work in front of the Bridges of Poplar Creek and Executive Director Bostrom explained that it would be done at the same time in conjunction with the contractor, but it would be done in-house.

Commissioner Mohan made a motion, seconded by Comm Rep Kinnane to approve a contract with Allstar Asphalt Company for the low bid of \$311,274 and a 10% contingency fund as outlined in M15-027. The motion carried by voice vote.

C. Bids: Fence/M15-028:

Director Buczkowski reviewed the item. No questions were asked.

Comm Rep Triphahn made a motion, seconded by Comm Rep Snyder to approve a contract with Custom Built Commercial Fence for \$32,542.50 and a 7.5% contingency fund as outlined in M15-028. The motion carried by voice vote.

D. Bids: Floating Dock/M15-029:

Director Buczkowski reviewed the item. Chairman K. Evans asked about the dock meeting ADA requirement even with the fluctuation of the water. Director Buczkowski noted that he believed it would be compliant as the lake was not that deep.

Commissioner Greenberg asked about the fishing off the dock and it was noted that the new dock would be longer, however, the lake was not that deep at any point.

Commissioner R. Evans asked if the dock was used and it was noted that it was for fishing. Executive Director Bostrom explained that the dock was the original built with grant money. Commissioner Mohan asked if the dock would be painted and it was noted that the material used would not require painting.

Commissioner Mohan made a motion, seconded by Comm Rep Kinnane to recommend the board approve a contract with Team REAL, Inc. for \$34,637 and a 7.5% contingency as outlined in M15-029. The motion carried by voice vote.

E. Bids: Playground Install/M15-030:

Director Buczkowski reviewed the item. He noted that it would be the first time using Georges Landscape, however, he had bid on the district's projects in the past.

Commissioner McGinn asked if the reference were local and Director Buczkowski noted that they were.

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to recommend the board approve a contract with George's Landscape, Inc. for playground install at Maple, Valley and Evergreen Parks for \$166,377 and a 7.5% contingency fund as outlined in M15-030. The motion carried by voice vote.

F. Parks Report/M15-033:

Director Giacalone reviewed the item noting that Vogelei Park had been accepted for Sanctuary Status from the Illinois Audubon Society. He anticipated that more of the district's parks would follow.

Commissioner Mohan made a motion, seconded by Comm Rep Snyder to send the Parks Report to the board as presented. The motion carried by voice vote.

G. P&D Report/M15-031:

There were no questions.

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to send the P&D Report to the board as presented. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner Mohan asked how the work looked at the golf course and Director Buczkowski noted that he had not been there yet but anticipated going over as soon as the weather broke to take a look.

Comm Rep Kinnane wanted to recognize Building Maintenance Supervisor Paul for the excellent job he does and his outgoing friendliness.

8. Adjournment:

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary

MEMORANDUM # M15-038

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director of Park Services / Development & Risk Mgt.
SUBJECT: Trane HVAC controllers
DATE: March 31, 2015

Background

In 2004 when the Triphahn Center facility was expanded from 35,000 sq. ft. to the existing 125,000 sq. ft., a 2001 Trane HVAC system was installed to provide for the heating and cooling needs of the expanded portion of the facility. With each passing year, the HVAC system controllers have begun to malfunction more frequently. These system malfunctions, combined with the original design of the system which only operates either in heat mode or cooling mode has created the need to upgrade and update the control system.

The spaces within TC currently impacted by the malfunctioning system include the administrative wing, boardroom, fitness area, lobby and hallways. The impact of not having the ability to control individual areas creates either extreme heat or cooling between the different areas noted above. In addition to the comfort issue with both employees and customers, the current system does not allow staff to program the system to reflect the changing scheduled uses within the various spaces. This lack of programming ability causes significant energy waste and subsequently higher utility bills.

The 2015 capital development budget allows for \$80,000 to correct these issues.

Implications

Staff has been working with Trane who is an industry leader in HVAC equipment, controllers, installation, and service. Through *The Cooperative Purchasing Network* (TCPN), an approved municipal joint purchasing network which is free of charge to its members, Trane is the successful low bidder to provide HVAC services. The pricing provided by Trane through the TCPN is all unit-priced which ensures the district that we are getting highly competitive pricing.

Trane has spent extensive time evaluating TC's current HVAC system and developed specific recommendations to allow us to control, manage and streamline the system for better temperature control and energy efficiency of our building.

Trane will design, engineer, install and project manage this upgraded and updated control system. Furthermore, Trane will assume full responsibility for installation and connection to system.

The total project cost is \$77,359 and guarantees no change orders for unexpected circumstances. Included in the total project cost includes:

- New Trane Controls/Equipment
- Design, Engineering, Custom Graphics
- Installation, Project Management
- Troubleshooting, Commissioning, Training
- 1-year parts and labor warranty
- No Change Orders for unexpected circumstances

The estimated return on investment with the estimated 10-20% decrease in energy utility bills is less than 6 years.

The project timeline has a start date of early July and a projected completion date of late July 2015.

Recommendations

The B&G Committee recommends the Board approve membership into The Cooperative Purchasing Network and award the contract to Trane in the amount of \$77,359 to provide an upgraded HVAC controller system at TC.

MEMORANDUM NO. M15-039

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Crack Fill and Seal Coating work 2015

Background:

Bids were opened on March 24, 2015 for crack filling, seal coating and striping work to be completed at Triphahn Center, Bridges of Poplar Creek Country Club, Willow Rec Center, Prairie Stone Sports and Wellness Center, Cannon Crossings Park, Fabbri Park, Cottonwood Park, Vogelei Park and South Ridge Park. 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.

Implications:

A total of 5 bids were opened and publicly read. Attached is a copy of the bid results.

The low bidder, Maul Enterprises Inc. of Naperville was the contractor who performed similar work for the Park District in 2014 and their previous performance meet staffs expectations. Maul's bid was reviewed by staff and was found to be in order.

Recommendations:

Staff recommends that the bid project be awarded to Maul Enterprises Inc. in the low bid amount of \$29,972.08 which was \$4,000+/- under staffs estimated budget for this work.

			Behm Pavement 3010 Rte 176 Crystal Lake, Il 60014 815-477-9400			Maul Enterprises, Inc. PO Box 9207 Naperville, IL 60567 630-420-8765
Bond			x			x
Item	Unit	Amt	Total	Unit	Amt	Total
1. TC 1	0.590	6,000	\$3,540.00	0.400	6,000	\$2,400.00
2. PS 1	0.590	5,500	\$3,245.00	0.400	5,500	\$2,200.00
3. BPC 1	0.590	5,500	\$3,245.00	0.400	5,500	\$2,200.00
4. CC 1	0.590	15,000	\$8,850.00	0.400	15,000	\$6,000.00
5. FAB 1	0.590	750	\$442.50	0.400	750	\$300.00
5. FAB 2 Lump Sum	400.000	1	\$400.00	0.000	1	\$0.00
5. FAB 3	0.120	30,062	\$3,607.44	0.075	30,062	\$2,254.65
5. FAB 4 Stalls	2.750	76	\$209.00	2.500	76	\$190.00
5. FAB 4 HC Space	25.000	5	\$125.00	31.500	5	\$157.50
5. FAB	0.250	405	\$101.25	0.180	405	\$72.90
5. FAB TOTAL			\$4,885.19			\$2,975.05
6. WRC 1	0.590	4,800	\$2,832.00	0.400	4,800	\$1,920.00
6. WRC 2 Lump Sum	400.000	1	\$400.00	0.000	1	\$0.00
6. WRC 3	0.120	46,995	\$5,639.40	0.075	46,995	\$3,524.63
6. WRC 4 Stalls	2.750	109	\$299.75	2.500	109	\$272.50
6. WRC 4 HC	25.000	6	\$150.00	31.500	6	\$189.00
6. WRC TOTAL			\$9,321.15			\$5,906.13
7. VIC 1	0.590	400	\$236.00	0.400	400	\$160.00
7. VIC 2 Lump Sum	400.000	1	\$400.00	0.000	1	\$0.00
7. VIC 3	0.120	12,341	\$1,480.92	0.075	12,341	\$925.58
7. VIC 4 Stall	2.750	32	\$88.00	5.800	32	\$185.60
7. VIC HC	25.000	2	\$50.00	45.000	2	\$90.00
7. VIC TOTAL			\$2,254.92			\$1,361.18
8. COTTON 1	0.590	450	\$265.50	0.400	450	\$180.00
8. COTTON 2 Lump Sur	400.000	1	\$400.00	0.000	1	\$0.00
8. COTTON 3	0.120	20,414	\$2,449.68	0.075	20,414	\$1,531.05
8 COTTON 4 Stall	2.750	50	\$137.50	3.000	50	\$150.00
8. COTTON 4 HC	25.000	3	\$75.00	45.000	3	\$135.00
8. COTTON TOTAL			\$3,327.68			\$1,996.05
9. VOG 1	0.590	1,300	\$767.00	0.400	1,300	\$520.00
9. VOG 2 Lump Sum	400.000	1	\$400.00	0.000	1	\$0.00
9. VOG 3	0.120	36,849	\$4,421.88	0.075	36,849	\$2,763.68
9. VOG 4 Stall	2.750	40	\$110.00	2.500	40	\$100.00
9 VOG 4 HC	25.000	5	\$125.00	40.000	5	\$200.00
9. VOG TOTAL			\$5,823.88			\$3,583.68
10. SR 1	0.590	700	\$413.00	0.400	700	\$280.00
10. SR 2 Lump Sum	400.000	1	\$400.00	0.000	1	\$0.00
10. SR 3	0.120	7,700	\$924.00	0.100	7,700	\$770.00
10. SR 4 Stall	2.750	40	\$110.00	2.500	40	\$100.00
10. SR 4 HC	25.000	5	\$125.00	40.000	5	\$200.00
10. SR TOTAL			\$1,972.00			\$1,350.00
TOTAL ALL PROJECTS			\$46,464.82			\$29,972.08

Crackfill, Seal Coat, Stripe - TC, PS, BPC, CC, Fabbrini, WRC, Vict, Cotton, Vogel SRidge3/24/15 - 2

			Hastings Asphalt Services Inc. PO Box 97 Harvard, IL 60033 815- 648-9099			Denler, Inc. 19148 S. 104th Ave, Mokena, IL 60448 708-479-5005
Bond			x			x
Item	Unit	Amt	Total	Unit	Amt	Total
1. TC 1	0.550	6,000	\$3,300.00	0.430	6,000	\$2,580.00
2. PS 1	0.550	5,500	\$3,025.00	0.430	5,500	\$2,365.00
3. BPC 1	0.550	5,500	\$3,025.00	0.430	5,500	\$2,365.00
4. CC 1	0.550	15,000	\$8,250.00	0.430	15,000	\$6,450.00
5. FAB 1	0.550	750	\$412.50	0.430	750	\$322.50
5. FAB 2 Lump Sum	0.000	1	\$0.00	66.000	1	\$66.00
5. FAB 3	0.078	30,062	\$2,344.84	0.095	30,062	\$2,855.89
5. FAB 4 Stalls	2.650	76	\$201.40	3.000	76	\$228.00
5. FAB 4 HC Space	27.000	5	\$135.00	25.000	5	\$125.00
5. FAB	0.270	405	\$109.35	0.430	405	\$174.15
5. FAB TOTAL			\$3,203.09			\$3,771.54
6. WRC 1	0.550	4,800	\$2,640.00	0.430	4,800	\$2,064.00
6. WRC 2 Lump Sum	0.000	1	\$0.00	66.000	1	\$66.00
6. WRC 3	0.078	46,995	\$3,665.61	0.095	46,995	\$4,464.53
6. WRC 4 Stalls	2.650	109	\$288.85	3.000	109	\$327.00
6. WRC 4 HC	27.000	6	\$162.00	25.000	6	\$150.00
6. WRC TOTAL			\$6,756.46			\$7,071.53
7. VIC 1	0.550	400	\$220.00	0.430	400	\$172.00
7. VIC 2 Lump Sum	0.000	1	\$0.00	66.000	1	\$66.00
7. VIC 3	0.078	12,341	\$962.60	0.095	12,341	\$1,172.40
7. VIC 4 Stall	2.650	32	\$84.80	3.000	32	\$96.00
7. VIC HC	27.000	2	\$54.00	25.000	2	\$50.00
7. VIC TOTAL			\$1,321.40			\$1,556.40
8. COTTON 1	0.550	450	\$247.50	0.430	450	\$193.50
8. COTTON 2 Lump Sum	0.000	1	\$0.00	66.000	1	\$66.00
8. COTTON 3	0.078	20,414	\$1,592.29	0.095	20,414	\$1,939.33
8 COTTON 4 Stall	2.650	50	\$132.50	3.000	50	\$150.00
8. COTTON 4 HC	27.000	3	\$81.00	25.000	3	\$75.00
8. COTTON TOTAL			\$2,053.29			\$2,423.83
9. VOG 1	0.550	1,300	\$715.00	0.430	1,300	\$559.00
9. VOG 2 Lump Sum	0.000	1	\$0.00	66.000	1	\$66.00
9. VOG 3	0.078	36,849	\$2,874.22	0.095	36,849	\$3,500.66
9. VOG 4 Stall	2.650	40	\$106.00	3.000	40	\$120.00
9 VOG 4 HC	27.000	5	\$135.00	25.000	5	\$125.00
9. VOG TOTAL			\$3,830.22			\$4,370.66
10. SR 1	0.550	700	\$385.00	0.430	700	\$301.00
10. SR 2 Lump Sum	0.000	1	\$0.00	66.000	1	\$66.00
10. SR 3	0.078	7,700	\$600.60	0.095	7,700	\$731.50
10. SR 4 Stall	2.650	40	\$106.00	3.000	40	\$120.00
10. SR 4 HC	27.000	5	\$135.00	25.000	5	\$125.00
10. SR TOTAL			\$1,226.60			\$1,343.50
TOTAL ALL PROJECTS			\$35,991.06			\$34,297.45

Pavement Systems, Inc.
 13820 S. California Ave,
 Blue Island, IL 60406
 708-396-8888

Bond			x
Item	Unit	Amt	Total
1. TC 1	0.500	6,000	\$3,000.00
2. PS 1	0.500	5,500	\$2,750.00
3. BPC 1	0.500	5,500	\$2,750.00
4. CC 1	0.500	15,000	\$7,500.00
5. FAB 1	1.000	750	\$750.00
5. FAB 2 Lump Sum	600.000	1	\$600.00
5. FAB 3	0.070	30,062	\$2,104.34
5. FAB 4 Stalls	4.000	76	\$304.00
5. FAB 4 HC Space	40.000	5	\$200.00
5. FAB	0.250	405	\$101.25
5. FAB TOTAL			\$4,059.59
6. WRC 1	0.500	4,800	\$2,400.00
6. WRC 2 Lump Sum	940.000	1	\$940.00
6. WRC 3	0.070	46,995	\$3,289.65
6. WRC 4 Stalls	4.000	109	\$436.00
6. WRC 4 HC	40.000	6	\$240.00
6. WRC TOTAL			\$7,305.65
7. VIC 1	1.500	400	\$600.00
7. VIC 2 Lump Sum	300.000	1	\$300.00
7. VIC 3	0.080	12,341	\$987.28
7. VIC 4 Stall	5.000	32	\$160.00
7. VIC HC	100.000	2	\$200.00
7. VIC TOTAL			\$2,247.28
8. COTTON 1	1.500	450	\$675.00
8. COTTON 2 Lump Sum	400.000	1	\$400.00
8. COTTON 3	0.070	20,414	\$1,428.98
8. COTTON 4 Stall	4.000	50	\$200.00
8. COTTON 4 HC	75.000	3	\$225.00
8. COTTON TOTAL			\$2,928.98
9. VOG 1	0.600	1,300	\$780.00
9. VOG 2 Lump Sum	700.000	1	\$700.00
9. VOG 3	0.070	36,849	\$2,579.43
9. VOG 4 Stall	5.000	40	\$200.00
9. VOG 4 HC	50.000	5	\$250.00
9. VOG TOTAL			\$4,509.43
10. SR 1	0.750	700	\$525.00
10. SR 2 Lump Sum	300.000	1	\$300.00
10. SR 3	0.100	7,700	\$770.00
10. SR 4 Stall	5.000	40	\$200.00
10. SR 4 HC	50.000	5	\$250.00
10. SR TOTAL			\$2,045.00
TOTAL ALL PROJECTS			\$39,095.93

Crackfill, Seal Coat, Stripe - TC, PS, BPC, CC, Fabbrini, WRC, Vict, Cotton, Vogel SRidge3/24/15 - 4

-5%

(\$1,954.80)

\$37,141.13

MEMORANDUM NO. M15-043

TO: Building and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Concrete Entrance Work Triphahn
DATE: April 2, 2015

Background:

The B&G Committee and Board previously approved the project for renovation of the south entrance to the Triphahn Center. The contractor of this project was identified and met with staff and work was to begin on April 6th.

Implication:

Recreation staff was contacted to discuss sequencing and impact on the public as a result of the work to be completed. At that time, Recreation staff requested additional crosswalks be painted in a number of locations around the building. With this request in mind, P&D staff contacted the Village Traffic Engineers to discuss the best locations for these crosswalks. As a result of that meeting, it was recommended that in addition to painting crosswalks, the curb on south drop-off island be moved to the south to reduce the crosswalk distance. It was also recommended that the existing parking lot landscape traffic island be reconfigured to allow for a walkway to the south east. To further slow traffic and make drivers aware of pedestrians, additional signage will be added at each of the proposed crosswalk areas. Attached is a drawing showing the south drop off area.

The second area of consideration is the east drive where daycare and early childhood parents drop their children off. It is proposed that the 2 crosswalks be painted at the beginning and the end of the parking areas. These crosswalks will help to alert drivers that pedestrians are crossing within this area. Each of these crosswalks will have signage indicating the driver's responsibility to yield. This work will be completed once the asphalt work has been completed. Attached is a drawing showing that drop off area.

The additional costs for this work are as follows:

Additional costs associated with curb move and striping

Demo existing B-6-12 conc. curb	20ft X \$6.00	120
Excavate island remove stone base		1050
Install 6X12" concrete curb	40 ft X \$25	1,000
Install B-6-12 conc. curb	42 ft X \$25	1050
Concrete flatwork	72 sq ft X \$6.	432
2 tactile plats	2 X \$150	300

Additional striping			475
6 signs	6 X \$73		438
1 sign rubber base		\$408	408
6 galv. Sign posts	6 X \$66		396
			<u>5669</u>

The board previously approved a 10% contingency for the concrete work. However, staff is requesting that the board approve additional funds to cover this additional work so as to maintain the contingency fund for unforeseen extra items should they occur.

Recommendation:

Staff recommends that the B&G Committee recommend to the board that an additional \$5,669 be authorized for additional work related to adding crosswalks at the Triphahn Center. The overall capital budgets overseen by the P&D are currently running approximately \$60,000 to \$70,000 under budget.





MEMORANDUM NO. M15-042

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Parks & Risk Management
RE: Parks Board Report – March
DATE: April 2, 2015

1. Staff started Fabbrini Park Restroom remodeling project with some demolition of restrooms.
2. Staff removed all benches around path for Fabbrini Park Pathway project.
3. Staff repaired windscreens in parking lot at Triphahn Center.
4. Staff repaired pot-a-let shelter at Olmstead Park.
5. Staff removed graffiti from WRC Tot, Sheffield and Evergreen playgrounds.
6. Staff constructed and installed three new park ID signs for Fabbrini Park.
7. Staff constructed four ADA picnic tables.
8. Staff patched primed and painted wall and constructed new drop ceiling counters tops, sink and shelving at BPC Halfway House.
9. Vehicle 455 replaced front struts, springs and left side sway bar link.
10. 510 replaced fuel transfer pump, trans fluid and filter, and oil in front hubs and new driver's seat cover.
11. 917 installed new tires and front brake pads.
12. 518 replaced left side door hinges.
13. 516 replaced front stabilizer links.
14. Completed maintenance and repair on all trailers, chipper, stump grinder and trencher.
15. Safety lane inspection completed on all trucks one ton and over and trailers.
16. Swans for lakes were all repaired and are ready to go out once the lakes are free of ice, hopefully the first week of April.
17. The main focus for March has been park clean up, with the snow now all gone and the nicer weather starting.
18. Working closely with our burn contractor on the status of our contract burns. Also working to schedule and complete our in house burns as well. Three scheduled for 3/17 had to be postponed to 3/18 due to wind advisories on 3/17.
19. Tree work operations will resume once conditions are drier in parks.
20. 5 more controlled burns were completed: Beacon Point Wetlands, Hunter's Ridge Basin, Triangle Park, Whisper and South Ridge.
21. Native seeding was completed at the parks that were burned: N. Twin, S. Twin, Highland, PSSWC, Whisper and S. Ridge Parks.
22. Park District Natural Area Management Plan was updated to change Highpoint Park to Joseph L. Fabbrini Park.
23. The plan was also updated to eliminate Golf Road Nature Area and re-name that area Essex Park.
24. The Thorgard Lightning Prediction System was placed on-line at BPC.

25. Staff installed lighting on PSSWC north wall image panels with energy efficient LED lighting.
26. Repaired / restarted numerous items at TC and BPC due to power outages.
27. Staff for Triphahn Center repaired two air compressors for hydronic HVAC system.
28. Staff replaced gas valve, and inducer motor on cooling tower.
29. Staff fixed boiler for Spa.
30. Staff for BPC repaired the boiler.
31. Staff added a vent for sink in kitchen.
32. Staff did the plumbing for sink in halfway house.
33. Staff for PSSWC changed transformers and ballasts for all lights indoor.
34. Staff repaired and changed the float for the big pumps.

**HOFFMAN ESTATES PARK DISTRICT
PARKS DIVISION**

Report Date: April 2015

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Initiative 2: Achieve customer satisfaction and loyalty

Division Objectives:	Measures:	Status	Achievement Level/Comments
BPC – replace RTU-5 Trane 15-ton compressor	Complete by end of 4 th quarter	NB	
Seascape rebuild pumps #1 & #3	Complete by end of 4 th quarter	IP	Pumps are at the contractor for evaluation
TC repair roof at connection point to old section	Complete by end of 4 th quarter	NB	
Repair TC HVAC system by adding Trane Tracer DDC to integrate HVAC systems and replace IGV with VFD on TC AHUs.	Complete by end of 4 th quarter	IP	Currently seeking approval

District Initiative 3: Connect and engage our community

Division Objectives:	Measures:	Status	Achievement Level/Comments
Environmental public awareness	Provide useful public landscaping information through the park perspective and web site	IP	Information is on the web site
Community volunteer opportunities	Conduct a volunteer garlic mustard removal event, a teasel removal event & a wild flower seed collection event w/community participation	IP	Dates and locations are being finalized

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Initiative 1: Achieve annual and long range financial plans

Division Objectives:	Measures:	Status	Achievement Level/Comments
Administrate the Parks Division budget	Meet 100% of the timelines established by the finance division	NB	
Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are	Meet or exceed budget bottom line.	IP	Line items are being monitored

meeting financial goals and objectives.			
Parks division budget	Produce and stay within a balanced budget	IP	Line items are being monitored
Develop the Parks and Risk Mgt sections of the 2015 CMP	Complete by the district's adopted schedule	NB	
(3) 2009 Toro Z-turn mowers	Complete by end of 2nd quarter	IP	Mowers have been ordered
Vehicle 507 – 1989 Chevy Crew Cab	Complete by end of 2nd quarter	IP	Vehicle has been ordered

District Initiative 3: Utilize our resources effectively and efficiently

Division Objectives:	Measures:	Status	Achievement Level/Comments
All district storage- install heat detectors	Complete by end of 4 th quarter	NB	
BPC golf maintenance – install heat detectors	Complete by end of 4 th quarter	NB	
Parks maintenance vehicle storage – install heat detectors	Complete by end of 4 th quarter	NB	

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Initiative 1: Create and sustain quality parks, facilities, programs and services

Division Objectives:	Measures:	Status	Achievement Level/Comments
Enhance high visibility natural areas by adding additional wild flower seeds	Complete by end of 4 th quarter	IP	Seed will be applied as soon as the snow is gone
Enhance natural areas by controlling invasive plants/weeds	Complete by end of 4 th quarter	NB	
Purchase and plant trees, shrubs, and flowers throughout district	Complete by end of 4 th quarter	IP	The spring tree order has been placed with a May delivery date scheduled

District Initiative 3: Advance environmental and safety awareness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Retro fit existing facilities with Green/Energy efficient solutions with primary focus on lighting	Complete by end of 4 th quarter	IP	Retrofit lighting is currently being engineered
Maintain Park Division's compliance with IPRA's Environmental Report Card	Complete by end of 4 th quarter	IP	

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Initiative 1: Develop leadership that ensures work force readiness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Train and document 100% of all staff on job specific and mandatory training within the Park's division	Within one month of their employment start	IP	Full time staff has been trained, awaiting the arrival of seasonal staff

District Initiative 2: Build organization culture based on I-2 CARE Values

Division Objectives:	Measures:	Status	Achievement Level/Comments
Regularly enforce the I-2 CARE values	Complete by the end of the 2 nd quarter	IP	Reinforced through staff meetings

District Initiative 3: Promote continuous learning and encourage innovative thinking

Division Objectives:	Measures:	Status	Achievement Level/Comments
Instruct & train members of the training committee on district wide trainings	Complete by end of March	C	Completed in January

MEMORANDUM NO. M15-041

TO: Building and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Board Report
DATE: April 1, 2015

1. Bergman Pointe Property Development:

Staff is currently designing the park for this development which includes the playground and shelter to serve this new neighborhood. As part of the agreement between the developer and the park district, the developer will be installing the playground and shelter and making all necessary park improvements prior to conveyance to the park district. Staff has met with playground vendors to determine what equipment is to be used at this site. By acting as the designer, the district is assured that the equipment they want will be put into this new site.

2. South Side Skate Park:

Staff has set up a public info meeting May 13th to gather user input and ascertain as the potential need for a facility to be located somewhere in the southeast quadrant of the district. This will be the second meeting held regarding the skate park development. The first meeting was held at the Sheffield Townhome Community Center whereby input was received from approximately ten skate board enthusiasts. The information gathered from both of these meetings will be analyzed by staff and the finding and/ or recommendations will be presented to the B&G Committee at a later date.

3. 2015 construction projects:

Staff has met with the playground contractor and concrete contractor to discuss project sequencing and duration for the various project to be completed this spring. This year's unseasonably cold spring has prevented an early start to the construction season, however, it is now anticipated that the concrete work will begin the week of April 6th with the playground work commencing the week of April 13th. The proposed work at Fabbrini Park has been scheduled so as to minimize public inconvenience especially for the dedication scheduled for May 16th.

4. GIS technology:

Staff is currently looking into GIS technology and the possible benefits that this mapping system may have for the HEPD. Currently, the system is being used by

many municipalities, state and the Federal Government. Development of software that now integrates park and recreation activities has added an additional benefit to the overall system and is the main reason for investigation of this item at this time.

5. PSSWC Bike Path Project:

This project continue to move along at a snail's pace but is moving through the regulatory process which includes review by both the Railroad and the Tollway Authority. The design package was completed in early spring of 2014 and is now currently being reviewed by Canadian National who, so far, has identified two concerns with the trail as it relates to their operations. The first is the proximity of the trail in the Forest Preserve to the Railroad right of way and the second is the separation between the trail and the right of way on the west side of the tracks. Both of these items have been considered by the consultants. In addition to the review, the project is being held up by the conveyance of a piece of property on the west side which was originally to be dedicated to the park district but is now in foreclosure with the County. Village and park staff are currently working with the County to remove or dismiss the back taxes due on the site and transfer the property to the park district which in turn would file for tax exempt status.

**HOFFMAN ESTATES PASRK DISTRICT
PLANNING & DEVELOPMENT**

Report Date: April 2015

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DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Initiative 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives:	Measures:	Status	Achievement Level/Comments
Patch and repair districts parking lots and walkways in accordance to minimum safety and ADA standards.	By December 1, 2015	IP	Projects have been designed /bid / awarded and are under contract for construction.
Design and implement corrective solutions for ADA issues listed in the District's ADA Assessment Plan	By December 31, 2015	IP	Design work completed and is currently under contract for work necessary to address ADA issues at Triphahn north and south entrances and also walkway crossings at Willow Rec aprons. Staff is currently correcting issues with Fabbrini restrooms; both men and women.
Develop conceptual plans for the renovation and improvement of Chino Park	By November 2015	NB	Planning staff has not received any direction from programming staff as to programing needs.
Develop conceptual plans for construction of a North Side Splash Pad Park	By November 2015	NB	Conceptual costing has been completed however the project has been put on hold until more is known at the potential cost commitment for upgrades to Chino Park and Triphahn Active Adults Center.
Analyze existing space utilization via in house staff study at the Triphahn Center and identify possible means to expand space to accommodate future active adult program needs.	By December 31, 2015	NB	Planning staff has not received any direction from programming staff as to programing needs.
Repair/repave and upgrade High Point pathway system	By September 2015	IP	Projects have been designed /bid / awarded and are under contract for construction.

District Initiative 3: Connect and engage our community

Division Objectives:	Measures:	Status	Achievement Level/Comments
Proragis – Coordinate and maintain all district current statistical data as required by Proragis.	By December 31, 2015	C	85% of 2014 HEPD data has been submitted to Proragis

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Initiative 1: Achieve annual and long range financial plans

Division Objectives:	Measures:	Status	Achievement Level/Comments
Develop and administer the Planning and Development division budget and meet all time lines established by the Finance Division	By end of 4 th quarter	IP	Paving, concrete, courts repair, playground renovations Fabbrini pathway projects are currently under contact according to the yearly capital improvement schedule.
Complete all capital projects within budget	By end of 4 th quarter	IP	
Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed budget bottom line.	IP	All 2015 Capital projects are under contract and under budget by \$50K with another \$25K held in for contingency.

District Initiative 3: Utilize our resources effectively and efficiently

Division Objectives:	Measures:	Status	Achievement Level/Comments
Coordinate construction of hotel at BPC	Contingent on partnership & agreement	NB	Possible developers have not come forward at this point.
Maintain IPRA’s Environmental Report Card	By end of 4 th quarter	IP	All of the construction contracts involve contractors who have documented environmental initiatives within their company operations.

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Initiative 1: Create and sustain quality parks, facilities, programs and services

Division Objectives:	Measures:	Status	Achievement Level/Comments
Implement CMP capital improvements listed for the calendar year 2015	By end of 4 th quarter	IP	All 2015 capital projects are now under contract.
Replace Valley, Evergreen and Maple Park Playground	By June 2015	IP	Under contract; awaiting favorable weather conditions to begin construction.
Upgrade and make ADA improvements to High Point Restroom	By September 2015	IP	Under contract; awaiting favorable weather conditions to begin construction.

Repair and/or re-coat tennis courts	By August 2015	IP	Under contract; awaiting favorable weather conditions to begin construction.
Patch and/or sealcoat parking lots at WRC, TC, Parks Maintenance, Vogelei, Cottonwood Park	By August 2015	IP	Under contract; awaiting favorable weather conditions to begin construction.
Shoe Factory to Prairie Stone Bike Trail coordinate with Village /Cook Country Forest Preserve/IDOT/ IL Tollway	Ongoing, anticipated completion fall of 2016	IP	The Federal Government and IDOT are currently reviewing the proposed plans developed by the consultants.

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Initiative 3: Promote continuous learning and encourage innovative thinking

Division Objectives:	Measures:	Status	Achievement Level/Comments
Attend National Conference	October 2015		
Attend Webinar Training P&D	December 2015	IP	<ul style="list-style-type: none"> • 2015 ILCC conference Schaumburg 3 days. • Water Odyssey March 31st
Attend CPSI CEU Playground Training	June 2015	IP	Scheduled for April 20, 21 & 22