



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, MAY 5, 2015
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - April 7, 2015
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Encroachment issue / M15-054
 - B. Balanced Scorecard 1st quarter / M15-055
 - C. Parks Board Report / M15-053
 - D. Planning & Development Board Report / M15-052
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE SCOTT R. TRIPHAHN 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.



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.

**MINUTES
BUILDING AND GROUNDS COMMITTEE
April 7, 2015**

1. Roll Call:

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

Present: Commissioner Mohan, Comm Rep Dekirmenjian, Friedman, Kinnane, S. Triphahn, Chairman K. Evans

Absent: Comm Rep Snyder

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

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

2. Agenda:

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

3. Minutes:

Commissioner Mohan made a motion, seconded by Comm Rep S. Triphahn to approve the minutes of the March 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. HVAC system at TC/M15-038:

Executive Director Bostrom reviewed the item. Director Giacalone noted that it was a fairly green project and would take care of the Administration and Fitness areas, Boardroom and hallway on the new wing side first floor area. He explained that it would be primarily controls and offer more flexibility in the system than they presently had.

Comm Rep Kinnane asked if they would be shutting the system down during the summer and Director Giacalone noted that the work would be done in July and the units would probably be out for several hours at a time; however, they would be working with staff to work around programming and other busy days.

Comm Rep Triphahn asked if any of the work would be covered under the warranty and Director Giacalone noted that it would not and that the new work would have the standard 1 year warranty.

Comm Rep Kaplan asked where the controls would be and Director Giacalone explained they would be located in several areas but not common areas.

Commissioner R. Evans asked if the TCPN was the same cooperative that the vehicles were purchased from and Director Giacalone explained that the district used several cooperative networks for purchases. He also noted that the park district's work was just a very small part of Trane's \$70,000 bid through the network.

President Bickham asked about the lower level and Director Giacalone explained that he was not aware of any issues on that level.

Comm Rep Triphahn made a motion, seconded by Comm Rep Kinnane to recommend the board approve the 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 the Triphahn Center. The motion carried by voice vote.

B. Crack fill and seal coating work/M15-039:

Director Buczkowski reviewed the item noting that Maul Enterprises was the low bidder.

Commissioner Mohan made a motion, seconded by Comm Rep Dekirmenjian to recommend the board approve the project be awarded to Maul Enterprises, Inc in the low bid amount of \$29,972.08. The motion carried by voice vote.

C. Concrete Entrance Work at TC/M15-043:

Director Buczkowski reviewed the item noting that staff did not feel that stop signs would be workable as participants already do not stop for the one in the parking lot presently. Chairman K. Evans asked about rumble strips and it was noted that the Village did not approve of them due to the fire trucks. He also asked about the cost of replacing the ones that were hit and Director Buczkowski noted that they would be approximately \$500 each.

Commissioner Greenberg asked about another cross walk in the South Drive taking pedestrians to the left of the island. Discussion ensued regarding having pedestrians in one walk rather than several locations and how often they might use the other walkway.

President Bickham asked about another cross walk in the South Drive closer to the curve. Director Buczkowski explained that staff had looked at traffic patterns and placed the cross walk in the path most often taken. Discussion ensued regarding a second cross walk that would place pedestrians closer to the curve and have them walking right towards the no smoking area. It was noted that the district would also then need to put in a curb cut on both ends of that walkway.

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to approve an additional \$5,669 be authorized for additional work related to adding crosswalks at the Triphahn Center. The motion carried by voice vote.

D. Parks Board Report and 1Q2015 Goals/M15-042:

Commissioner Mohan made a motion, seconded by Comm Rep Dekirmenjian to send the Park Board Report and Goals to the board as presented. The motion carried voice vote.

E. P&D Board Report and 1Q2015 Goals/M15-041:

Director Buczkowski explained that work on WRC playground had not been started due to the weather but should begin and the end of the month.

Commissioner Kilbridge asked about the GIS technology and Director Buczkowski noted that it was Geographic Information Systems and a benefit to decision making regarding location of participants for specific programs and/or tracking district trees and their replacements.

Commissioner Mohan explained that the state used the same system to track traffic lights.

Commissioner McGinn asked about the Bike Path and Director Buczkowski explained that it was a project between the park district, Village and Cook County Forest Preserves.

President Bickham asked about the Bridalwood subdivision land and it was noted that it would be part of the Bike Path.

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to send the P&D report and goals to the board. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Kinnane noted that we had an employee, Lew Paul, at PSSWC celebrating 25 years with the district. He also noted that KC Fitness had been over to service the equipment at PSSWC and he was very impressed with their thoroughness. He wished everyone good luck in the election.

Commissioner Mohan wished everyone good luck in the election.

8. **Adjournment:**

Commissioner Mohan made a motion, seconded by Comm Rep Triphahn to adjourn the meeting at 7:50 p.m. The motion carried by voice vote.

Respectfully submitted,
Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary

MEMORANDUM NO. M15-054

TO: Buildings and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Park Services/Dev & Risk Mgmt
RE: Encroachment on 1272 Caribou Lane
DATE: May 1, 2015

Background

Policy 9.5.2 ENCROACHMENTS, states *“No building or other structure or any part or appurtenance thereof shall extend into, upon or over any part of District property. (See Ordinance No. O-02-08)”*, attached.

On March 17, 2015 the attached letter was sent to Andrej Steskal at 1272 Caribou Lane, Hoffman Estates regarding an identified encroachment on park district property. The encroachment consists of a treehouse constructed with scrap lumber on a dead but stable tree located in Essex Park. Essex Park originally acquired in 2007, was a .75 acre wooded lot that is located NW of Andrej Steskal’s property and does not abut to the backyard of his property. In 2014, the park district acquired the 8.74 acre wooded lot known at the time as 31 Summit. This property was combined with the adjacent Essex Park and the two properties combined are now identified as Essex Park. A portion of the 8.74 acre addition to Essex Park is located directly west of Mr. Steskal’s property.

After receiving the March 17th letter, Mr. Steskal requested to petition the park board to maintain the treehouse as staff informed Mr. Steskal that only the park board had the authority to allow an identified encroachment on park district property.

Implications

Mr. Steskal originally purchased his property in 2002 and in 2013 his father-in-law and his son constructed the treehouse on a dead tree located approximately 1 foot onto the property which is now park district property. At the time the treehouse was constructed, the tree on which the treehouse was constructed was not owned by the park district. The treehouse is secured by large wood screws and while the tree is completely dead, both the tree and the treehouse are very stable and do not pose a threat of falling down at this time.

While the park district has a history of zero tolerance for encroachments on park district property, this particular encroachment was an existing condition when the park district acquired the property. Therefore, staff believes that this encroachment could be

grandfathered on a conditional basis. These conditions would include that (1) Mr. Steskal agrees to maintain a PDRMA approved waiver releasing HEPD from any liability arising as a result of the treehouse located on park district property; (2) Mr. Steskal agrees to acquire additional insurance as required from PDRMA that would name the park district as additional insured from accidents that occur as a result of the treehouse; (3) Mr. Steskal agrees to remove the treehouse at his sole expense at any time that the PDRMA requirements are no longer maintained or prior to his property being sold or transferred.

Recommendation

The B&G Committee recommends the board allow the treehouse to remain on the property at 1272 Caribou Lane with the following conditions: 1) Mr. Steskal agrees to maintain a PDRMA approved waiver releasing HEPD from any liability arising as a result of the treehouse located on park district property; (2) Mr. Steskal agrees to acquire additional insurance as required from PDRMA that would name the park district as additional insured from accidents that occur as a result of the treehouse; (3) Mr. Steskal agrees to remove the treehouse at his sole expense at any time that the PDRMA requirements are no longer maintained or prior to his property being sold or transferred.

- lettering on private signs; or
- k. move on, along or across any public way or other District property, any building or structure or any machinery, equipment or personal property in excess of ten tons.

9.5.2 ENCROACHMENTS.

No building or other structure or any part or appurtenance thereof shall extend into, upon or over any part of District property. (See Ordinance No. O-02-08)

9.5.3 REQUIREMENTS FOR ISSUING WORK PERMITS.

The Director shall not issue any work permit authorized by this chapter until he/she shall have been fully advised of the time, place and character of such work and the purpose thereof. All applications for permits shall be accompanied by a plat, pencil tracing or sketch showing the location, character and dimensions of any proposed work, or any alterations involving changes in the location of pipes, conduits, wire or other conductors. The Director may require such additional drawings, surveys or other information as he may consider necessary or desirable to establish the scope, character and location of the work intended to be done and shall deny any application for permit unless or until such requirements are fulfilled.

9.5.4 ESTIMATE OF WORK COSTS.

Before such a work permit shall be granted, the Director shall make an estimate of the cost of engineering and inspection services and of restoring the pavement, lawn, ground surface, or other improvements, to a condition equally as good as before the work provided for in such work permit shall have been done.

9.5.5 SECURITY OF COSTS.

Before such a work permit shall be granted, the applicant shall either pay the estimate of the cost of engineering and inspection service and of restoration, or deposit with the District a performance bond issued by a surety approved by the Director in the penal sum of twice the estimate of cost, guaranteeing the payment by such applicant of all costs and charges against him/her by the virtue to the granting of such work permits.

9.5.6 INDEMNITY BOND.

Before any work permit is issued, the applicant shall first execute in favor of the District an indemnity bond in an amount to be fixed by the Director

**ORDINANCE ESTABLISHING
REGULATIONS REGARDING
ENCROACHMENTS ONTO
PARK DISTRICT PROPERTY AND
FINES FOR FAILING TO REMOVE
ENCROACHMENTS FROM
PARK DISTRICT PROPERTY**

WHEREAS, the Park District Code allows a park district to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, 70 ILCS 1205/8-1 (d);

WHEREAS, the Park District Code allows a park district to prescribe fines and penalties for the violation of ordinances as it shall deem proper not exceeding \$750 for any one offense; 70 ILCS 1205/8-1 (e);

WHEREAS, there has been a proliferation of encroachments onto Park District property, including, but not limited to, swing sets, playground equipment and vegetable gardens;

WHEREAS, in order to protect parks, boulevards and driveways and other property under the jurisdiction of the Park District from present and future encroachments, the Park District desires to establish (i) rules and regulations regarding encroachments onto Park District property and (ii) fines for failing to remove encroachments from Park District property.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. The recitals contained above are hereby incorporated by reference as if fully set forth herein.

SECTION 2. The placement or establishment of any object or thing onto Park District property, including but not limited to, fences, sheds, trees, bushes, swing sets, playground equipment and vegetable gardens, for more than 12 consecutive hours within any 30 consecutive day period without the express written permission of the Park District shall be considered an encroachment onto Park District property.

SECTION 3. Upon discovery of an encroachment, the Park District shall use reasonable efforts to determine the person(s) or entity committing the encroachment and request the person(s) or entity to remove the encroachment within 60 calendar days thereafter. If, after reasonable efforts, the Park District is unable to determine the person(s) or entity committing the encroachment, or if such person(s) or entity does not remove an encroachment within 60 calendar days after receiving such request from the Park District, the Park District shall cause to have the encroachment removed.

SECTION 4. The Park District shall levy a fine upon the person(s) or entity committing the encroachment not to exceed \$750 per day for each day the encroachment remains on Park District property beginning the 1st calendar day after the Park District's request to such person(s) or entity to remove the encroachment or on the first day the Park District learns of the encroachment if said person(s) or entity cannot be determined within a reasonable time.

SECTION 5. In the event a court of competent jurisdiction finds any provisions of this Ordinance to be unenforceable or invalid, the corporate authorities intend for the remaining provisions to be enforceable to the fullest extent permitted by law notwithstanding the unenforceable or invalid provision hereof.

SECTION 6. To the extent any prior Ordinance or Resolution conflicts with any provisions herein, such prior Ordinance or Resolution is repealed to the extent necessary to remove such conflict.

SECTION 7. This Ordinance shall be effective upon adoption and approval by the Park Board of Commissioners as provided by law.

**SO ORDAINED BY THE PRESIDENT AND BOARD OF
COMMISSIONER OF THE HOFFMAN ESTATES PARK DISTRICT, COOK
COUNTY, ILLINOIS, this 17th of September 2002.**

Ayes: 7 Bernacki, Collins, Guiney, Satkowski, Shor, Triphahn and Howell

Nays: 0

Absent:

HOFFMAN ESTATES PARK DISTRICT

BY: 
Wendell Howell, President

ATTEST:
BY: 
Dean R. Bostrom, Secretary



March 17, 2015

Resident
1272 Caribou Lane
Hoffman Estates, Illinois 60192

RE: Encroachments on Park District Property

Dear Resident:

During a recent inspection of Essex Park, it appears that the park property located directly behind 1272 Caribou Lane has encroachment / Vandalism issues

1. A tree house encroaches onto park district property, causing permanent tree damage to Park District trees.

Items 1 is strictly prohibited under park rules and regulations Section 9.3.5a *Injury to or Destruction of Park Property* included in this correspondence.

Park District code Section 9.3.5

INJURY TO OR DESTRUCTION OF PARK PROPERTY

Unless authorized by a District contract or other District authorization, no person shall in or on District property:

- a. destroy, cut, break, dump, deface, mutilate, injure, disturb, sever from the ground or remove any sod, earth or growing thing including but not limited to any plant, flower, flower bed, shrub, tree, growth, or any branch, stem, fruit, or leaf thereof; or bring into or have in his/her possession in or on District property any tool or instrument intended to be used for the cutting thereof, or any garden or agricultural implements or tools which could be used for the removal thereof;

Attached are pictures for your reference.

In order to avoid future repercussions including fines up to \$750 per occurrence, you will need to immediately remove the tree house; all associated building materials and remove all nails and screws from the park trees.

Please contact me with any questions and with your compliance timeline.

My contact information is at the top of this letter.

Sincerely,
John Giacalone
Director of Park Services, Development, and Risk Management



**Hoffman Estates Park District
Procedure for Acting on Encroachment
Upon Hoffman Estates Park District Property**

6.102 Encroachment on Hoffman Estates Park District Property

- A. The Director of Park Services / Development & Risk Mgt. will prepare correspondence to the encroaching residence / resident, giving thirty (30) days to correct the situation and restore the land to its original state, or to notify the Park District of their desire to arrange a meeting with staff to review the encroachment on site.
- B. If the location of the encroachment is disputed by the resident(s), or if the extent is unclear due to its proximity to the property line, the Park District will request a copy of the resident's plot of survey. If the plot of survey is not produced, the Division Director will have the property in question surveyed. **If the survey determines that the district is correct about the boundary location, the cost of the survey will be passed along to the resident.** If the survey determines that the resident is correct, the district will absorb the cost of the survey.
- C. Resident may, as a final appeal, petition the Board of Commissioners. The decision of the Board will be final.
- D. If the resident does not respond to the original letter, a second letter will be sent within thirty (30) days. The second letter shall notify the resident of the consequences if the encroachment is not removed within 60-days of the first letter sent. If there is still no response, or if the resident responds and refuses to correct the situation, the **Village Police and or Code Enforcement Department will be notified and requested to issue a citation of \$750.00 for each day the encroachment exists.**
- E. If the encroachment is not removed by the violator, Park District staff will arrange to have the encroachment removed, and send an invoice to the resident in the amount time and material involved to remove the encroachment.

Approval Date: _____

Revision Date: _____

4/16/12

Dean Bostrom

Revision Date: _____



BALANCED SCORECARD 2015

District Goals	District Objectives	Measures	2014	1st QUARTER Jan-March	2nd QUARTER April-June	3rd QUARTER July-Sept	4th QUARTER Oct-Dec
Provide healthy and enjoyable experiences for all people	Offer healthy and enjoyable experiences that promote equal	Number of programs	Classes: 2,880 Participants: 24,397	533 classes 3,876 participants (annual program #s will be reported in Q4)			
		Number of facility memberships/visits	7,470/ 288,268	6,839 memberships 83,352 visits			
		Number of demographically targeted programs	3	5			
		Daily paid facility useage	\$381,487	\$42,187			
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	CMP			
	Connect and engage our community	Number of special events & participation	1 Parks 70 participants	7 events 2,410 participants			
		Number of free events	62	16			
		Number of Partnerships/ Coop agreements	36	Unchanged			
		Increase in Digital Marketing/Social Media Engagement	Mobile Ap downloads: 1,137; Hits to the home page: 204,559; Viewing brochure online: 5,314; Webtrac hits: 25,483; Social Media: 1,405 FB Likes	Mobile App downloads: 1,821; Hits to homepage: 38,208; Online Brochure hits: 1,804; Webtrac hits: 4,665; Social Media: QE 1,798 Likes			
		Number of Foundation events/participants	4 events (GNO, SRT, Splish, Wine) / 315 participants - 4 Board Meetings	Girls Night Out (GNO) February 19, 2015 - 68 participants w/1 table sponsor. Net \$3,147.70 Qboard meeting February 4, 2015			

<u>District Goals</u>	<u>District Objectives</u>	<u>Measures</u>	<u>2014</u>	<u>1st QUARTER Jan-March</u>	<u>2nd QUARTER April-June</u>	<u>3rd QUARTER July-Sept</u>	<u>4th QUARTER Oct-Dec</u>
<i>Deliver Financial Stewardship</i>	Achieve annual and long range financial plans	Percental of annual revenues to expenses (excludes D/S and Capital)	100.84%	131.13%			
	Generate alternative revenue	Total revenue: Grants	\$102,811	5,620			
		Total revenue: Sponsorships	\$50,865	12,450			
		Total revenue: Rentals	\$953,302	330,597			
	Utilize our resources effectively and effiently	Percentage of assets to liabilities	164.97%	Annually			
<i>Achieve Operational Excellence and Environmental Awareness</i>	Create and sustain quality parks, facilities, programs and services	Community survey data related to overall condition of parks and overall quality of programs and services	93.7% overall satisfaction	Next survey 2019			
	Utilize best practices	Accreditation scores: CAPRA	N/A next review 2018	Next review 2018			
		Accreditation score: Illinois Distin Agency	N/A next review 2016	Next review 2016			
		PDRMA score	NA next review 2017	Next review 2017			
		NAEYC score	NA next review 2018	Next review 2018			
		Transparency score	93.40%	Unchanged			
	Advance environmental and safety awareness	PDRMA score	NA next review is 2017	NA next review is 2017			
		No. of accident reports	197 reports filled out	21 reports filled out			
		Environmental Scorecard	Parks 100%	Parks 100%			
		Natural Area acreage/ Wetland acres burned	93 total acres 70 in-house 23 contract	93 total acres 13 in-house 0 contract			

District Goals	District Objectives	Measures	2014	1st QUARTER Jan-March			2nd QUARTER April-June			3rd QUARTER July-Sept			4th QUARTER Oct-Dec		
				Jan	Feb	Mar	Jan	Feb	Mar	Jan	Feb	Mar	Jan	Feb	Mar
Promote Quality Leadership and Services	Develop leadership that ensures workforce readiness	Number of internal training sessions	Staff Meetings: 5 Hoffman U: 9 CHEER: 4 Medic: 5		(1) Staff/ Recognition mtg; (2) AED Medic courses; (1) H.U. Landscaping by Gary (1) H.U. New phone system										
	Build organization culture based on I-2 Care Values	Team building events / Discussions With Dean	PSSWC sports TC Ice/cookoff Cubs game Disc Golf Starving children Bowling DWD: 14		(3) Discussions w/Dean (1) Team Builder: Chili Cookoff/Ice										
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	IAPD Conference, NRPA Conference, IPRA, PDRMA, Club Industry, PGA, AMA (Amn Marketing Assoc), AIGA (Amn Institute of Graphic Artists), IDEA Conference		IAPD Conference, PDRMA, IPRA, PGA, AMA										

MEMORANDUM NO. M15-053

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Parks & Risk Management
RE: Parks Board Report – April
DATE: April 30, 2015

1. Goal mouths at Cannon Crossing Soccer fields were repaired after early season play rendered them muddy and without turf. Sod was cut extra thick and tamped into place for safety. This was the second round of goal mouth repairs since late October, 2014.
2. Sycamore football field was aerated, over-seeded and fertilized. Particular attention was paid to the center of the field, which this year wintered over well.
3. Small Eisenhower field was aerated, over-seeded and fertilized with a 14-0-0 liquid carbonic with 6% iron. Large field was also fertilized with the liquid carbonic.
4. Mowing operations are slowly rounding into place, most south facing turf areas first mowing completed. All athletic fields have had their first round of mowing completed.
5. Nursery area at Vogelei by the Raptor houses was cultivated under and graded, seeded and covered with bale straw. The area is now solely turf.
6. The Thorgard Lightning Prediction System is activated, all systems performing optimum testing. Base stations at North Ridge, Sycamore, Triphahn Center, Cannon Crossing and Canterbury Fields received new batteries this season. All remotes will be maintained and new batteries installed in 2016.
7. The grass infield at Fabbrini Park tarp covering was removed and excellent results were observed. The covering gives the turf a three week head start and allows for a thick lateral growth.
8. Selected turf areas at Triphahn Center, Prairie Stone and the maintenance facility were core aerated, over-seeded and fertilized with our normal organic/synthetic 18-0-0 fertilizer. We have totally eliminated any phosphorus use in the district.
9. In-House Controlled Burns are almost completed, 11 sites were completed this month. The last site to be done is a small portion of Oak Park, this should be completed the week of 4/27 weather permitting.
10. Contracted burns were completed with the exception of the north basin at Black Bear. The contractor is aware of this and will be returning to complete.
11. The spring tree order has started to arrive, 63 trees delivered 4/23.
12. Bed clean up throughout the district was completed and the first round of weeding has also been completed.
13. All of our native / wildflower seed has been put down at our burned sites.
14. Living Lands & Waters delivered our free tree saplings again this year. We received 400 which are being planted at Tall Oaks, Black Bear, Walnut Pond, Oak Park and Colony Nature Area. We received 100 Red Oaks, 100 Bur Oaks, 100 Swamp White Oaks and 100 White Oaks.
15. Truck 917 replaced fuel pump
16. Bus 510 replaced power steering hose
17. Truck 511 replaced upper and lower ball joint and front axle u joints on left side
18. Trucks 917 and 527 replaced batteries
19. Safety inspection completed on mechanics lifts and mobile lift

20. Miscellaneous repairs on mowers
21. Staff set-up and striped all Soccer, baseball and football fields for spring season.
22. Staff removed all No Ice Use signs and removed all flags from lake for the season.
23. Staff installed new basketball nets at Willow, Olmstead, Victoria and Popular Parks.
24. Staff installed windscreen at Fabbrini pickleball court and installed all tennis and volleyball nets for the season.
25. Staff is installing the water line and drainage for the drinking fountain and new steel doors for Fabbrini bathroom project.
26. Staff has grinded down dedication bolder and installed plaques for Cannon and Fabbrini Parks.
27. Staff installed Free Mulch sign at parks of Gary locations for his playground projects.
28. We installed 9 roadway LED lights over the banners and images on the north wall of Prairie Stone as well as running all conduit and wire inside to power the lights
29. Six lighting ballasts were replaced
30. Twelve emergency light batteries were replaced
31. We repaired the RTU's for the kitchen AC at Bridges of Poplar Creek
32. Preventative maintenance was performed on 10 RTU's across the park district
33. Multiple repairs were made at park district bathrooms at the parks
34. Two toilets and one urinal were replaced at multiple park district buildings
35. The disconnect boxes for Triphahn Center's spa and air compressor were made due to power outages
36. Repairs were made to the overhead lights for the ball fields at Cannon Crossing
37. Sycamore, Cannon Crossings and Canterbury Fields bathrooms were all opened up
38. The bar and grill at Bridges of Poplar Creek was rodded out and drain line repairs were made

MEMORANDUM NO. M15-052

TO: Building & Grounds Committee
FROM: Dean Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Board Report
DATE: April 28, 2015

Construction Projects:

1. Concrete Work:

Outside contractor poured the north apron and replaced the southern traffic island at Willow Recreation Center. This project was done in early April. The contractor has since moved down to the Triphahn Center and once that is complete will return to WRC to replace the south apron. This work was staggered to allow for access to the facility while the concrete cured.

The work on the south entrance of TC was completed on April 27th and the entrance was reopened to the public on the 28th. With the changes for the cross walks, this project ended up being about 30% additional work as compared to the original plans and took another four days to complete. The contractor has moved on to the north handicapped ramps and, weather permitting, expects to complete that area along with the apron replacement by the end of the first week of May.

2. Fabbrini Pathway Reconstruction:

The concrete contractor who is also installing dry block walls has completed walls one and three that were designed to allow for the grade changes associated with the pathway reconstruction. Wall two should be completed by May 7th. At that point concrete work will commence around the restroom, ball diamonds, and Oak Dale Road.

The asphalt contractor has agreed to not start his work until after the Fabbrini Park Dedication, May 16th. At that point, he will perform all necessary work on WRC, TC and Fabbrini paths.

3. Playgrounds:

Due to the exceptionally cold and wet spring, the contractor elected not to begin work on Maple or Valley until April 27th. To make up time, both Maple and Valley are being worked on concurrently and should be completed by the end of May. Mulch is now available to the public at various locations throughout the community.