



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, JUNE 2, 2015
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - May 5, 2015
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Repair of PSSWC Dectron Units 1 and 2 / M15-070
 - B. Parks Board Report / M15-069
 - C. Planning & Development Board Report / M15-068
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.



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**MINUTES
BUILDING AND GROUNDS COMMITTEE
May 5, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on May 5, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

Also Present: Executive Director Bostrom, P&D Director Buczkowski, Rec/Facilities Director Kies

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

2. Agenda:

Commissioner Mohan made a motion, seconded by Comm Rep Snyder 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 April 7, 2015 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Encroachment Issue TC/M15-054

Executive Director Bostrom reviewed the item and indicated he had met Mr. Andrej Steskal at his property at 1272 Caribou Lane on April 30th to discuss the treehouse encroachment. Executive Director Bostrom contacted PDRMA the following morning and PDRMA requested that the park district enter into a license/waiver agreement with Mr. Steskal that would include maintenance and inspection obligations and very specific insurance and indemnification/waiver language and to post signage on the property clarifying that the treehouse is on private property. Executive Director Bostrom stated that Mr. Steskal would also be required to pay up front per the district's Reimbursement of Fees policy. The Board will need to determine the final amount, but Executive Director Bostrom thought that the legal fees would be approx. \$200.

Executive Director Bostrom explained that the treehouse was constructed with scrap lumber on a dead but stable tree located in Essex Park. Essex Park was originally acquired in 2007 and is located northwest of Mr. Steskal's property and does not abut to the backyard of his property. The tree house was constructed in 2013, prior to the park district's acquisition of the wooded lot known as 31 Summit in 2014. This property was combined with Essex Park and the two properties combined are now identified as Essex Park.

Community Rep Snyder asked what the deck size was and if the ladder was attached. Mr. Steskal indicated the deck size was 4'x4' and that the ladder was screwed in. Community Rep Snyder indicated that the ladder should extend 1 or 2 feet above the height of the deck. He explained that his 11 year old son and 8 year old neighbor were the only ones who ever used the treehouse.

Community Rep Dekirmenjian asked if we post the no trespassing sign and if someone other than Mr. Steskal's son gets injured, will the insurance cover any claims. Executive Director Bostrom indicated that it would be covered under insurance and that the purpose of posting the sign does not change liability or waivers. The park district would be named.

Community Rep Triphahn asked if a child falls, would the park district be named in the suit. Executive Director Bostrom explained that we would be named, but we would be covered by the waiver and indemnification.

Commissioner Mohan asked how often the children use the treehouse. Mr. Steskal's response was it was used once a week in the summer.

Community Rep Triphahn pointed out that the treehouse was never on Mr. Steskal's property and is not now.

Commissioner K. Evans explained that with the park district being named as additional insured, if someone gets hurt and sues, they can sue the homeowner and the park district. The homeowner would be the first respondent.

Community Rep Kinnane asked if we had any long range plans for the site. Executive Director Bostrom indicated there were no plans to renovate within the 5 year CMP.

Commissioner K. Evans asked if P&D Director Buczkowski or Parks Director Giacalone inspected the site. Director Buczkowski stated that he was not aware that the tree was on the property line.

Commissioner K. Evans asked what the highest fall surface was. P&D Director Buczkowski indicated it was 96", but it does have railings and canopies.

Commissioner K. Evans asked if there are other problem trees that staff will be removing. Director Buczkowski stated that Director Giacalone and his staff are removing buck thorn and invasive species and are evaluating trees based on hazardous conditions; not every tree that is dead is a hazard. Many trees can provide habitat.

Commissioner K. Evans asked about security issues as none of our patrols will be able to see the area. Executive Director Bostrom stated that you can see the area from the street.

Commissioner Kilbridge added that in the past there have been encroachments which enhanced properties and this is an encroachment which does not and was concerned why this encroachment would be granted.

Commissioner Bickham expressed concern about the signs and the 5 to 6 homes on the east side. Executive Director Bostrom indicated we could notify those residents of the boundaries.

Commissioner Bickham expressed concern over the large spacing between the vertical beams and children falling through them.

Mr. Steskal then addressed the board stating that his step-father and son wanted a treehouse and they built it there at the edge of the property line. They planned on working on it every summery as long as his son wanted to do it. Mr. Steskal indicated that he and his wife would be happy to sign waivers. He talked to his insurance company and increased policy from \$300,000 to \$500,000 and notified USAA

about the potential of the park district being named as additional interest party.

Commissioner K. Evans stated that there's a big difference in additional interest and additional insured party.

Community Rep Friedman suggested he get a \$1 million umbrella.

Mr. Steskal expressed his appreciation to the park district for buying the property. He requested that if the board does not allow the encroachment, that he have until the end of the summer to remove the treehouse as his step-father comes in July and August and he would like to have him and his son take it down.

Commissioner K. Evans explained that this is a committee that makes recommendations to the board and that the board will meet in 3 weeks to make the final decision.

Commissioner K. Evans further indicated that it seems like a risk that we would be taking; if someone was hurt the park district would still be involved.

Commissioner K. Evans made a motion, seconded by Commissioner Mohan to allow the treehouse to remain on the property at 1272 Caribou Lane with the following conditions:

- We require a license/waiver agreement that would include: maintenance and inspection obligations and very specific insurance and indemnification/waiver language for the benefit of the Park District.
- The property owner would need written clarification from the homeowner's insurer clarifying that they have homeowner's liability coverage which includes liability arising out of the tree house, contractual liability, and that the District will be named as an additional insured on a primary and non-contributory basis. This may require the homeowner to purchase a rider on their homeowner's policy. The license agreement would provide the District with the right to revoke privileges at any time.
- In addition, consistent with the board's recent policy on Reimbursement of Fees policy, the district will require a Reimbursement of Fees Agreement as condition to proceed with the homeowners request to cover all district expenses. The upfront deposit will be \$500.
- On the District's side of the property, we will require approved signage (at the homeowner's expense) clarifying that the tree house is private property and patrons are strictly prohibited from access to the tree house.

- The homeowner 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.

On a Roll Call: Carried
Ayes: 4 Commissioner K. Mohan, Com Reps R. Dekirmenjian,
M. Friedman, P. Kinnane
Nays: 3 Com Reps P. Snyder, S. Triphahn, Commissioner K.
Evans
Absent: 0

B. Balanced Scorecard 1st Qtr / M5-055

Executive Director Bostrom reviewed the Balanced Scorecard explaining it was part of the CMP and tied in with the mission and goals. A baseline was created in 2014. The scorecard will be presented quarterly. He indicated this was a requirement of CAPRA and Distinguished Agency.

Community Rep Kaplan stated that the 1st quarter class registration numbers don't match. Director Kies pointed out that more classes were offered in the summer and the fall, so the numbers each quarter would vary tremendously depending on the season.

Community Rep Triphahn made a motion, seconded by Comm Rep Snyder to recommend the board approve the Balanced Scorecard 1Q2015. The motion carried voice vote.

C. Parks Board Report/M15-053:

Executive Director Bostrom reviewed the Parks report in John Giacalone's absence.

Community Rep Dekirmenjian inquired about in-house burns vs. contracted burns.

Executive Director Bostrom explained that staff conducts small burns (less than an acre) and the major burns (Victoria, Black Bear Parks) are contracted out, and the contractor is liable.

Director Kies indicated that our Parks Division trained the Mundelein Park District on performing controlled burns.

Community Rep Triphahn made a motion, seconded by Commissioner Mohan to send the Park Board Report to the board as presented. The motion carried voice vote.

D. P&D Board Report/M15-052:

Commissioner Mohan asked about paving the golf course would take place. Director Buczkowski indicated that if we stay on track, the work should take place the week of May 11th.

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

7. **Committee Member Comments:**

Comm Rep Kinnane stated that he saw at PSSWC a sign regarding the Starfish 2014 award and thanked staff for their hard work. He also thanked staff for the great job during the Cannon Crossing dedication. He praised Chad Lindstrom, Fitness Supervisor at PSSWC, for being very helpful.

Comm Rep Friedman thanked the maintenance staff for getting the fields ready.

Commissioner K. Evans indicated this was his last B&G meeting and thanked everyone. He stated that with the encroachment issue on the agenda, we need everyone's vote and everyone attended the meeting...that's how this is supposed to work.

8. **Adjournment:**

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep Triphahn to adjourn the meeting at 8:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Jane Kaczmarek
Recording Secretary

MEMORANDUM #15-070

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director of Admin & Finance
John Giacalone, Director of Park Services/Development & Risk Mgt.
Mike Kies, Director of Recreation & facilities
SUBJECT: **Repair of PSSWC Dectron Units 1 and 2**
DATE: May 29, 2015

Background

PSSWC has two Dectron units, one for each swimming pool area. The Dectron units are very complicated HVAC equipment. Each unit heats, cools, and dehumidifies one of the pool rooms. This is accomplished through a series of temperature and humidity sensors, self-operating louver doors, heating / drying coils, compressors, and computer operated controls, all within one unit. The units are original equipment and new had an estimated useful life of 15 years.

With indoor swimming pool air quality being made up of chlorinated air which is very corrosive to all metal surfaces, the Dectron units need intense maintenance and at times substantial repairs. Staff originally put efforts into securing budget numbers to replace both Dectron units, but wanted to evaluate continuing to repair the units in hopes of acceptable functionality.

Implications

The PSSWC Dectron units have a long history of high repair costs by both in-house and contractual service people. Currently both Dectron units are running at about 40% efficiency and unit # 1 has to be manually reset every couple hours to keep it running at all. More importantly, neither unit's dampers are working to bring in outside air, and this could be a building code violation.

Staff secured a repair cost from Trane who is also installing the temperature controls project at TC. Like the TC project this proposal for PSSWC of parts and labor has been pre-bid through the National Joint Purchase Alliance.

For a cost of \$13,827.00, Trane proposes for Dectron # 1:

- Replace 4 defective Actuators
- Replace two belts
- Replace one temperature sensor
- Free up all dampers

For a cost of \$13,388.00, Trane proposes for Dectron # 2:

- Replace 3 defective actuators
- Replace 2 belts
- Free up all dampers

Total combined project cost of \$27,215.00

In extensive conversations with Trane, they truly believe the units need to be replaced. Full replacement of these units would cost between \$750,000 and \$900,000. There are many cost savings, ROI calculations, and even leasing options that would go into the decision for a project of this magnitude. These will be explored for the 2016 budget.

Trane has emphasized that the current proposal will not completely fix these units but may extend their life another six to twelve months. They will not be running at full efficiency but it is hoped that they can be maintained to run until next year. In doing this project, the most important aspect is to free the dampers and perhaps fix one of the leaking units. After that, the additional work may or may not be financially prudent depending on how well the units react to freeing the dampers. It is also possible something else may be discovered that must be fixed as well once the dampers are freed.

With this work completed, staff believes we should have a maintenance agreement with Trane to ensure quick response should the units fail. The maintenance package provides discounted service calls and a priority response time; additional parts and labor are based on time and materials. We do not have an exact price on the service option as Trane is finalizing that cost, however we should have a final number by next Tuesday.

Due to the age of the units and the fact that there could be unforeseen circumstances in this project, staff requests an additional 10% contingency be added to the project.

This expenditure is unbudgeted this year and would be funded by unused appropriations from the Capital Fund's reserve balance.

Recommendations

Staff recommends awarding a contract to Trane to repair both Dectron units at a cost not to exceed \$27,215.00 with a 10% project contingency. Additionally, staff recommends adding a 12 month service contract for the units. The exact cost for this will be presented at the meeting.

MEMORANDUM NO. M15-069

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Parks & Risk Management
RE: Parks Board Report – May
DATE: May 29, 2015

1. Replacement tree planting is in progress to replace ash trees that were removed at several parks throughout the district.
2. Second round of bed weeding and weed control is underway.
3. Weed control of the turf areas has been impeded by inclement weather for most of the month. All athletic areas and major public areas have been finished.
4. Back filling of the parking lot curb areas at Triphahn Center and Willow is in progress.
5. Mowing schedule has been hampered by the wet weather we have experienced. All areas that were dry enough to hold mowers were completed. All athletic fields were mowed on schedule except Birch Park, which retains water on the north side.
6. Goal mouths were repaired at Cannon Crossings' western soccer field, north side, Victoria Park, Cottonwood Park and the Cannon Crossings' east field.
7. New tires installed on bus 534.
8. Ball field groomer 890 replaced gasket on crank case cover.
9. 515 replaced passenger side window.
10. Daily maintenance and repairs to mowers and equipment.
11. Miscellaneous repairs to ball field equipment and other equipment.
12. Staff installed all playground and shelter canopies for the summer season.
13. Staff installed post and bar code sign at Vogelei, South Ridge, Black Bear, Evergreen and Cannon Parks.
14. Staff is working at Seascap cleaning, painting, and setting up chairs and tent.
15. Staff repaired rubber surface on play area at Seascap.
16. Staff set-up and striped soccer field at Lincoln and Cannon Park.
17. Staff set-up tent and fencing and cleaned park for dedication of Fabbrini Park.
18. Staff installed ceiling and floor trim, painted floors and installed handles at Fabbrini Park bathroom project.
19. Staff removed old drinking fountain and repaired wall on backside of restroom at Fabbrini Park.
20. Staff created flat spot on rocks and installed dedication rocks at Cannon and Fabbrini Park.
21. Staff repaired block wall on playground at Canterbury.
22. Multiple repairs were made to RTU's across the park district.
23. Water was turned on at Freedom Run dog park as well as a faucet fixed.
24. A water leak was repaired at north shop.
25. All the preparations were made to open Seascap Aquatic Center which included painting all slides, painting the bottom of the pool above the blue and by the tube and body slide, painted all the blue pads and edges of the pool, installed LED lights in the pool, brought out all the chairs, cleaned and stocked the bathrooms, got the chemical pumps ready, repaired and caulked pool deck drains, put all umbrellas up, hung all banners, painted the floor of the manager's office, installed new cabanas and put up the 20X40 pole tent.

MEMORANDUM NO. M15-068

TO: Building and Grounds Committee
FROM: Dean Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: P&D Board Report
DATE: May 27, 2015

1. Concrete Projects

2015 concrete projects were completed on May 27th at TC, WRC, and Fabbrini Parks. This work primarily addresses many of the ADA issues that have occurred as a result of weather and settlement issues. The additional cross walks at TC have added customer convenience as well as a more presentable landscape appearance. Overall the budget amounts including contingencies have covered the cost of this work with minimal surplus available for other projects.

2. Asphalt Work:

Asphalt work was completed at TC and WRC on Friday, May 22nd. Striping was completed over the holiday weekend and the signs are now scheduled to be installed by the maintenance department as soon as time and materials present themselves. The asphalt contractor has begun grinding and excavation of the paths at Fabbrini Park in preparation of the leveling process that will occur within the next two weeks at that park. The goal is to have the asphalt paths repaved by the middle of June, weather permitting.

3. Marquee Signs

The perennial plant material has arrived and park district crews will install that within the next week. These plantings will complete the Marquee Project that was started last summer. As a matter of note, the marquee signs (all 8 faces) have functioned without any mechanical interrupt since they were installed in late October 2014.

4. Playgrounds

Maple Playground was completed on May 8th, but remains closed due to a missing part which the manufacturer is in the process of producing. In addition, the ornamental fence is not scheduled to arrive at the contractor's yard until the week of June 1st. Because of the playground's proximity to Illinois Avenue, the playground will remain closed until the fence has been installed for the purposes of protecting the patrons from the busy thoroughfare.

Valley Playground has been a struggle due to all the rainy weather and exceptionally wet and poor ground conditions. During the removal of the existing mulch surface, it was determined that the quality of the mulch was not

of any value to the general public and that material was taken to the Summit property to be spread as organic supplement. Due to poor drainage, the mulch over the years turned into a material that resembled organic sludge. In addition, the contractor ended up removing another 8 – 10 inches of subgrade material which was laden with the sludgy material resulting in an over-excavated foundation for the new playground. To compensate for the poor soils and the lower subgrade, the contractor was authorized to dig deeper footing holes and install Sonatube forms to bring the top of the footings to the appropriate subgrade levels. This work will add cost to the project and will be covered by the contingency previously authorized by the board. Additional efforts are being made to provide better drainage so that in the future the loose fill wood fiber will last longer and, hopefully, be in a better condition when time comes to replace the playground down the road. Even with these weather and construction setbacks, staff is anticipating the Valley Playground to be completed by the end of the first week of June.

Evergreen Playground equipment is now being stored in the maintenance yard and is awaiting the start of construction which is scheduled for the Monday after the last day of classes, which is now June 12th (District 54).