



1685 West Higgins Road, Hoffman Estates, Illinois 60169
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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 COMMITTEE MEETING
TUESDAY, MAY 15, 2018
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - April 17, 2018
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Twinbrook School property/SD54 / M18-051
 - B. Balanced Scorecard / M18-050
 - C. Parks Board Report / M18-052
 - D. Planning & Development Report / M18-053
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. If an accommodation or modification is required to attend this public meeting please call 847-885-8500 with at least 48 hours' notice.



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**MINUTES
BUILDING AND GROUNDS MEETING
April 17, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on April 17, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Rep Bettencourt, Dekirmenjian, Friedman, S. Triphahn, Chairman McGinn

Absent: Comm Rep Sernett

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks Director Huguen, Golf Director Bechtold

Audience: Commissioner Kinnane, Kilbridge, R. Evans, Bickham, President Kaplan, IT Associate Lonergan

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the March 20, 2018 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. Building Envelope Consultant/M18-043:

Director Hugen reviewed the memo noting that the roof on the north side of the Triphahn Center would be the first addressed for repair. He explained that staff had interviewed four finalists and found Wiss, Janney, Elstner & Associates, Inc. to be most qualified for all around building issues.

Chairman McGinn asked about the \$6,500 and Director Hugen explained that WJE would handle pre-bids and qualify roofers to install the TC roof.

Comm Rep Friedman made a motion, seconded by Comm Rep Bettencourt to recommend the board approve awarding a total contract of \$65,000 for roof consulting services to WJE for the Triphahn Center north end roof replacement project (\$39,000 will be paid in 2018 and the remaining \$26,000 will be budgeted in 2019) as outlined in M18-043. Motion carried by voice vote.

B. Crack fill, Seal Coat & Striping Bids/M18-041:

Director Buczkowski reviewed the memo noting that it was the maintenance of the parking lots and that Patriot Maintenance had been awarded last year to do the work.

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Dekirmenjian to recommend the board approve a contract with Patriot Maintenance Inc. for crack filling and seal coating in the low bid amount of \$37,156 as outlined in M18-041. The motion carried by voice vote.

C. Walking Path Sign Proposal Amita Health/M18-037:

Deputy Director Talsma reviewed the memo. Commissioner K. Evans asked if the district did not have a project similar to this before and Executive Director Bostrom noted that they did one for a bike trail. Director Buczkowski noted that they had several projects that used the QR codes.

Commissioner K. Evans asked about multiple signs for parks with multiple entrances or located in several spots around the fitness trail. Staff will review those options.

Commissioner Bickham asked where the signs would be posted and Deputy Director Talsma explained that they would look at putting them on the top of the wooden posts providing it was an appropriate spot for them.

Commissioner Bickham suggested posting the signs on the nature signs for Charlemagne Park.

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Bettencourt to recommend the board approve the new walking path signs sponsored by Amita Health for those parks listed in M18-037. The motion carried by voice vote.

D. Parks Board Report & 1Q2018 Goals / M18-044:

Director Huguenot reviewed the memo noting #2 with the volunteer events up and coming. He specifically pointed out the Butterfly Garden. Chairman McGinn how the Chino Garden assignments were coming and Director Huguenot noted that they were 50% rented out; that the ADA boxes had been built but the asphalt path was not yet in.

Deputy Director Talsma noted that the ribbon cutting ceremony for Chino would be April 22 at 9:30 a.m. to acknowledge the grant from the Realtors Association to build the gardens. He also explained that Black Bear would have a grand opening on May 19 to acknowledge the new fall surface and the \$7,500 donation received to cover the cost of that surface.

Commissioner K. Evans asked if it was hard to get asphalt right now and Director Huguenot noted that the asphalt plants were running behind, however, he had already made contact with an asphalt supplier with history to the district and felt that the drive would be down before May 1.

President Kaplan asked about the Butterfly Garden and Director Huguenot noted that it would be a Monarch Butterfly Garden and they mostly just needed to make sure that they planted milkweed for the butterflies.

Commissioner R. Evans asked if there would be signage around the garden and it was noted that they would.

Commissioner Kilbridge asked about the fall surface at Black Bear and Director Huguenot explained that it would be artificial turf with a stiff backing that would meet ADA standards and that the company that provided the fall surface and the donation would use this park as their showcase in this area. He also noted that they were looking to put this surface at MacArthur Playground.

Chairman McGinn asked if the safety meetings were monthly and it was noted that they were.

Comm Rep Friedman made a motion, seconded by Comm Rep Dekirmenjian to send the Park Report M18-044 and 1Q2018 Goals to the board as presented. The motion carried by voice vote.

E. Planning & Development Report and 1Q2018 Goals/M18-046:

Director Buczkowski reviewed the memo and began the presentation to show one of the games on the BIBA App.

Chairman McGinn asked about ensuring equal and equitable access of facilities and Director Buczkowski explained that it was in general and not just an ADA item.

He also asked about the additional funds and Director Buczkowski explained that was primarily from Oslad grants.

Director Buczkowski presented the BIBA report on Victoria Park noting that BIBA was a concept to develop data on how the playground was used.

Commissioner Kilbridge asked if the App referred users to other parks and Director Buczkowski noted that it did not at this time and that, in fact, Victoria was the only HE park that had BIBA.

Comm Rep Bettencourt asked what the district owned on this App and Director Buczkowski explained that BIBA owned everything. He also asked if they accepted all carriers and staff will check.

Commissioner Bickham asked where other parks were located and Director Buczkowski noted they were all over the world; that the company itself was from Canada and that they marketed the system through playground manufacturers.

Comm Rep S. Triphahn asked about other parks and Director Buczkowski noted that staff was looking for another park to put it in; that there were 7 different games on the App.

Comm Rep Bettencourt asked about the cost and Director Buczkowski explained that there was an initial cost to install.

Commissioner Kinnane noted that he downloaded the App and they were asking for a lot of personal information and that they would be collecting data from users.

Comm Rep Bettencourt made motion, seconded by Comm Rep Friedman to send the P&D Report M18-046 to the board as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Friedman noted that the ball fields looked good and was glad to see the port-a-potties and screens out.

8. Adjournment:

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

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM M18-051

TO: Buildings and Grounds Committee
FROM: Craig Talsma, Executive Director
Gary Buczkowski, Director of Planning and Development
Dustin Hugen, Director of Parks and Facilities Services
RE: Twinbrook School / School District 54
DATE: May 10, 2018

Background:

The Park District has agreed to accept the Twinbrook School property from School District 54. In preparation of that property exchange, a plat of survey was done to identify the property line limits, easements and/or right of ways. Also noted on that survey document are encroachments caused by adjacent property owners. The majority of these encroachments occur in an area directly south of the former location of the school building and are depicted on the attached document.

Implications:

Staff has instructed Park District legal counsel to insist that these encroachments be removed prior to the conveyance of land to the Park District so as to not burden the board with potential residents requesting special consideration for their encroachment. On May 10, 2018, School District 54 sent letters to each of the residents who have encroached upon their property.

Recommendation:

This item is for informational purposes and no action needs to be taken by the committee or board at this time.

MEMORANDUM NO. M18-050

TO: All Committees
FROM: Craig Talsma, Executive Director
Mike Kies, Director of Recreation
Dustin Hugen, Director Parks & Facilities Services
Gary Buczkowski, Director Planning & Development
Brian Bechtold, Director Golf Operations
RE: Balanced Scorecard
DATE: May 2, 2018

Background

According to the definition from Wikipedia, “*the **Balanced Scorecard (BSC)** is a strategy performance management tool - a semi-standard structured report, supported by design methods and automation tools, that can be used by managers to keep track of the execution of activities by the staff within their control and to monitor the consequences arising from these actions*”

The phrase 'Balanced scorecard' is commonly used in two broad forms:

- 1. As individual scorecards that contain measures to manage performance, those scorecards may be operational or have a more strategic intent; and*
- 2. As a Strategic Management System, as originally defined by Kaplan & Norton.*

Key components in utilizing the Balanced Scorecard methodology

- its focus on the strategic agenda of the organization concerned*
- the selection of a small number of data items to monitor*
- a mix of financial and non-financial data items.”*

Implications

The District continues to refine our Balanced Scorecard and have made certain adjustments to ensure that the measurement values that we utilize are relevant and functional. The goal is to provide a snapshot view of these key components at a specific point in time and to have an annual year to year comparison. This allows us to determine on a very broad spectrum the direction in which the District is moving.

These key components are not being analyzed on a valuation to current budgets or forecasts as much as to the same time period in previous years. Those types of evaluations are provided in

the monthly Recreation Committee participation reports and the financial statements in the A&F Committee reports. The Balanced Scorecard comparison gives us a broad overview as to the direction the District is moving with regard to our overall mission, values and goals. The Balanced Scorecard has been updated to report quarterly numbers and compare these numbers to previous quarters. This is then done for the year to date (YTD) totals as well.

Certain numbers that are included may have changed and if significant we have included a small note under the measurement definition.

Recommendation

Staff recommends the Board approve the Balanced Scorecard for the 1st Quarter 2018.



Balanced Scorecard 2018

District Goals	District Objectives	Measures	YTD thru March 31, 2017	YTD thru March 31, 2018	Footnotes
Provide healthy and enjoyable experiences for all people	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/ participants	623 sessions offered 370 session ran 3,618 participants (annual program #'s will be reported Q4)	678 sessions offered 404 session ran 3,372 participants (annual program #'s will be reported Q4)	1
		Number of facility members/visits	BPC 198 members DOG 678 members PSSWC 3,074 members SEA 230 members TC 914 members WRC 376 members 50+ 649 members 82,817 YTD visits	BPC 433 members DOG 723 members PSSWC 3,127 members SEA 169 members TC 905 members WRC 350 members 50+ 407 members 81,499 YTD visits	
		Daily paid facility useage	\$36,531	\$30,849	2
		Number rounds (inc BPC events) / baskets	2,434 rounds 894 baskets	1,017 rounds 633 baskets	3
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	92.7% overall satisfaction	
	Connect and engage our community	Number of free events/programs	1	9	4
		Number of Partnerships/ Coop agreements	36	21 - Partnerships/Use Agmts 11 - Intergovernmental 10 - Marquee 12 - Event Sponsors 08 - InKind	
		Increase in Digital Marketing/Social Media Engagement	Mobile App Users 299 Heparks.org Hits 48,551 Online Brochure Hits 3,272 WebTrac Hits 5,916 Mobile WebTrac Hits 7,488 Social Media/FB Likes 6,667	Mobile App - Discontinued Heparks.org Hits 55,175 Online Brochure Hits 3,800 WebTrac Hits 10,713 Mobile WebTrac - Discontinued Social Media/FB Likes 7,613	
		Number of Foundation events/participants	1 event/106 participants 1 board meeting	1 event/66 participants 1 board meeting	
Deliver Financial Stewardship	Achieve annual and long range financial plans	Percental of operational revenues to expenses (excludes D/S and Capital)	113.63%	124.43%	
	Generate alternative revenue	Total revenue: Grants	\$0	\$600	
		Sponsorships	\$42,628	\$34,848	5
		Rentals	\$329,868	\$318,018	6
		Misc.	\$11,468	\$3,021	7
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	Reported 2nd qtr post audit	Reported 2nd qtr post audit	

District Goals	District Objectives	Measures	YTD thru March 31, 2017	YTD thru March 31, 2018	Footnotes
<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 Survey Year 2013 Next Survey 2019	93.7% overall satisfaction Survey Year 2013 Next Survey 2019	
	Utilize best practices	Accreditation score: CAPRA	100% Review Year 2013 Next Review 2018	100% Review Year 2013 Next Review June, 2018	
		Accreditation score: Illinois Distinguished Agency	99.6% 2016 Next Review 2023	99.6% 2016 Next Review 2023	
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Accredited for FYE 2016	Applied for 2nd qtr post audit	
		PDRMA score	98.75% 2013 99.05% 2017 Next review 2021	98.75% 2013 99.05% 2017 Next review 2021	
		ExceleRate	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018	
		Transparency score	93.4% 2013 Unchanged	93.4% 2013 Unchanged	
	Advance environmental and safety awareness	No. of accident reports	35 reports filled out	45 reports filled out	
		Environmental Scorecard	97% 2015 97% 2017	97% 2015 97% 2017	
		Natural Area/ Wetland Parks Burned	(27) In House (3) Contracted	(13) In House	8
<i>Promote Quality Leadership and Services</i>	Develop leadership that ensures workforce readiness	Number of internal training sessions	(2) FT Staff Mtg (1) Team Building (2) AED Medic Course (3) Hoffman U (27) Parks	(2) FT Staff Mtg (1) Team Building (1) AED Medic Course (2) Hoffman U (27) Parks	
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211, NWSRA, Mayor's Update, MIPE, GoAEYC, Creative Curriculum, Joint Conference, Exhibit Committee, ProRagis	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Business Association, District 211, NWSRA, Mayor Update, MIPE, Legislative, Exhibit Committee, Proragis, Certified Pool, USA Basketball, Harper College, Women in Leisure Services	

Balanced Scorecard 2018 Footnotes

YTD thru March 31, 2018

- 1 Sessions offered in conjunction with Harper and Shotokan can result in just one participant enrolling which will dilute the metrics. Additionally, some classes are combined like swimming and hockey lessons.
- 2 This variance is primarily comprised of a \$1,500 reduction in ice daily fees, a \$3,000 reduction in drop in hockey fees, a \$1,500 reduction in PSSWC daily fees, and an increase of \$400 in WRC daily fees.
- 3 BPC rounds and baskets are lower in Q1 2018 due to the colder weather pattern.
- 4 District has held three Hoffman Walks, two Boy Scout events, Job Fair and Easter fell early this year.
- 5 District marquee budget for 2018 is reflective of a 29% budget reduction in comparison to the 2017 budget.
- 6 Rentals lower due to ice rental revenue decrease in Q1 2018.
- 7 Miscellaneous revenue Q1 2018 reflects lower because in Q1 2017 District received a credit for a rink seal refund valued at \$10,000.
- 8 This variance is because in Q4 2017, weather allowed conducting 2018 burns early.

MEMORANDUM NO. M18-052

TO: Buildings & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director Parks & Facilities Services
RE: Parks & Facilities Board Report
DATE: May 10, 2018

1. Seascape Family Aquatic Center new filtration system plumbing was completed and the final phase of electrical work is set to be completed by May 15th. Our scheduled yearly leak detection with Underground Imaging has been cancelled due to an illness to the company owner and sole employee. To ensure that we are leak free before filling the pool, staff has decided to cap off the return lines that fill the pool and monitor the water meter while we fill the lines but not the pool to ensure that all pipes are in good condition after the winter.
2. Repaired fence on north side of TC.
3. Installed a new coupling for booster pump at TC.
4. Placed windscreens at baseball fields, tennis and volleyball nets for the summer season.
5. Had all RPZ's and water meters installed at appropriate parks.
6. Installed a new valve for hot water return for club locker room at PSSWC.
7. Water line at Chino Gardens was completed.
8. Repaired multiple concrete cracks and painted entire pool at Seascape.
9. Installed digital timers at BPC and PSSWC for parking lot lights.
10. New shelving was built in the Fairway Room bar at Bridges.
11. New door closer in pro shop and new door locking mechanics in cart staging area were installed at Bridges.
12. Constructed a movable divider for gym curtains at PSSWC.
13. Rebuilt Park ID sign at Evergreen Park.
14. Repairing two motors for fountains at Vogelei and South Ridge ponds; upon completion they will be installed.
15. Installed foul poles at Cannon Field #1.
16. Black Bear controlled burn was finished, completing the in-house burns for this season. 24 in-house burns were completed during the 2017 -2018 burn season.
17. Another phase of the Seascape landscape renovation was completed.
18. Triphahn Center, PSSWC, Willow and Vogelei had all tree rings and landscape beds edged and mulched for the season.
19. A park cleanup event was held at Vogelei Park with over 20 high school volunteers cleaning up all landscape beds and pond banks.
20. The Chino Community Garden was tilled numerous times, adding in the organic material. Then the plots were leveled and sectioned off using mulch for walk paths and stakes for corners. Arborvitae screening was planted to block views of the garden from neighboring homes.

21. On Arbor Day 100 Oak tree saplings were planted by volunteers at Black Bear. These trees were from the free tree program offered by Living Lands & Waters which we participate in each year. Following the event staff went through and finished mulching paths and creating a few new landing areas for Frisbee golfers to enjoy.
22. Swale and turf work outside the ballfields at Cannon was completed.
23. Chipper 641 had the clutch replaced
24. On Truck 505 the fuel pump and fuel filters were replaced.
25. Rear brake shoes, right rear wheel cylinder and rear axle seal were replaced on truck 527.
26. Truck 503 got new brake pads installed.
27. Bus 534 had the upper radiator hose replaced.
28. Completed maintenance and repair on all implements and sprinkler cannons.

MEMORANDUM NO. M18-053

TO: Building and Grounds Committee
FROM: Craig Talsma, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Board Report
DATE: May 10, 2018

1. Tennis Courts:

With the recent warm weather, the tennis court resurfacing contractor has agreed to begin resurfacing at Cannon Crossing and Charlemagne Park tennis courts. Prior to this resurfacing work, staff contracted with a contractor to remove 22 fence posts at both Cannon Crossings and Charlemagne that have heaved due to frost. That work was completed on May 9, 2018. Courts will be cleaned and, weather permitting, the goal is to have the courts resurfaced by the first week of June. Tennis court crack filling will be done at all other courts by in-house staff.

2. Cannon Crossing Park Pathway Improvements:

Planning staff has prepared a cost estimate to resurface the pathway network in and around the ball diamonds at Cannon Crossing Park. This work would include making necessary adjustments to accommodate ADA requirements and the expansion of the existing 6-foot wide pathways to a minimum of 8 feet. This expansion would allow for better access by park district vehicles and minimize the damage caused to turf areas.

3. PSSWC parking lot paving work:

Staff has met to discuss the impacts of paving work that will be done for the parking lot areas at PSSWC. This work will include approximately 50% of the lot that will be ground and repaved. So as to minimize the impact on patrons, the grinding operation will begin upon the closing of the facility (11 pm) and continue all night long with repaving to begin no later than 7 am the next morning. If all goes as planned, patrons will begin driving on new pavement by mid-day of that same day. All paving will be completed by 5 pm and the striping will be done that evening after the facility closes. The anticipated start date for this project is June 12, weather permitting. If weather becomes a factor it will be pushed back a day or until weather permits. In addition to the repaving, approximately 6 weeks later, the entire lot will be crack filled, seal coated and restriped by another contractor.

4. Playgrounds:

Staff has met with the playground contractor to discuss sequencing and quality control expectations related to the new playground installations at MacArthur and Armstrong school sites. These projects will begin on June 1 which is the day after the last day of classes and will be completed by the middle of August prior to the start of school. Staff is going to pay extra attention to level and plumb issues to prevent a re-occurrence of the concerns brought forward last year with the Victoria Park project.

5. Triphahn Center Ice Rink Floor Refrigeration System:

For the past 2-3 years the south rink floor heating portion of the refrigeration system has not functioned due to a leak. Recently, it was discovered that the north rink is experiencing a similar leak. Staff is currently researching ways to identify where those possible leaks may be within the concrete floor system. Given the physical structure, such an attempt may or may not produce the necessary information to determine a possible fix. At the same time, staff is researching possible consulting sources to recommend alternative options to resolve the underfloor situation. As soon as staff has more information, staff will report back to the committee and board with their findings.