



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



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, OCTOBER 16, 2018
7:00 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - September 11, 2018
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Entertainment District Gateway Sign Easement Agreement / M18-100
 - B. TC North Roof Bid / M18-099
 - C. Fertilizer and Chemical 2019 Early Order Bid / M18-098
 - D. Parks, Planning & Maintenance Board Report and 3Q Goals / M18-097
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
September 11, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on September 11, 2018 at 6:30 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Rep Friedman (arrive 6:34 p.m.), Sernett, President Kaplan, Chairman McGinn

Absent: Comm Reps Bettencourt, Dekirmenjjan, Poeschel

Also Present: Executive Director Talsma, A&F Director Hopkins, Parks, Planning & Maintenance Director Hugen, Golf Director Bechtold (arrived 6:55 p.m.)

Audience: Commissioners Bickham, R. Evans, Kinnane, Kilbridge, Comm Rep Macdonald, Kelly Day 305 Arizona, Michael Mostacci from School District 54

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Sernett made a motion, seconded by Commissioner Kaplan to approve the minutes of the July 17, 2018 meeting as presented. The motion carried by voice vote.

Comm Rep Friedman arrived at 6:34 p.m.

4. Comments from the Audience:

Comm Rep Sernett addressed the committee and audience to acknowledge September 11th and make note of how United Airlines dealt with the crisis on that day.

5. Old Business:

None

6. New Business:

A. Sale of a portion of Fairview Park to School District 54/R18-007/M18-092:

Executive Director Talsma reviewed the item noting that with the demolition of Twinbrook School adjacent to Birch Park, School District 54 was willing to offer the park district that space for green space and the park district, at the same time, was willing to offer a small parcel of land at Fairview Park to accommodate any future expansion of the school and/or parking lot space.

Ms. Day asked who was the owner of the property just prior to the creek in the area and Director Huguen noted that plots showed the park district owned that area. She noted that the space was overgrown and asked if it could be addressed. Staff will check into it.

Commissioner K. Evans asked about the water drainage issues if the parking lot was extended and Mr. Mostacci noted that when the time came that MWRD would be involved. Director Huguen noted that there was a grading plan for the area and storm structures in that area that should be able to handle the additional parking area.

Chairman McGinn asked about the number of spots and it was noted that there would probably be 8 in the newest area.

Comm Rep Friedman made a motion, seconded by Commissioner K. Evans to recommend the board approve Resolution R18-007 *Authorizing the Transfer of Property from the HEPD to the Board of Education of Schaumburg Community Consolidated School District 54* as outlined in the Intergovernmental Agreement and Option to Purchase letter dated 8/13/2018 from SD54 and reviewed in M18-092. The motion carried by voice vote.

B. OSLAD Grand Submittal re: South Ridge Park Project/M18-093:

Executive Director Talsma reviewed the item noting that the process was moving along with the submission due September 30, 2018. He also noted that GIS/Parks Services Admin Wozny had done an excellent job gathering

the information and that past Parks Director Buczkowski was an outside contractor of this project.

Director Huguenot reviewed the amenities for the park and the grant submittal noting that they had received information from two focus group meetings and two staff meetings.

President Kaplan asked what PDRMA had to say about a Ninja Challenge Course and Executive Director Talsma noted that it was viewed as a standard playground. Director Huguenot noted that they would be replacing the small playground on the other side of the lake with a natural play area containing tree stumps and rocks for the children to climb on. It was noted that there was a bathroom and filter building between the splash pad and parking lot.

Commissioner Bickham asked about gating the playground and it was noted that it was not gated at this time. It was also noted that the pathways were being graded but the only area not ADA accessible was up the hill to the new playground area.

President Kaplan asked about the Kayaks and Director Huguenot noted that they would be replacing the dock and including a Kayak launch; that people should bring their own kayaks but that the district was in contact with Cabela's and LL Bean to provide kayak lessons and they would bring kayaks for that.

President Kaplan asked about the water quality and Director Huguenot noted that South Ridge was the best of the 3 lakes in that area and had 2 large fountains.

Commissioner Bickham asked about the aesthetic issues and/or plans for the maintenance building near the dock. Executive Director Talsma explained that there was space at the back of the maintenance areas that could store kayaks, etc., however, staff would be required to sign that equipment out.

Chairman McGinn noted that Schaumburg had life guards on duty for the paddle boats and Executive Director Talsma noted that the park district did not provide that service ordinarily.

President Kaplan asked how deep the lake was and Director Huguenot noted that it went to 20-feet in some areas.

Comm Rep Friedman made a motion, seconded by Commissioner K. Evans to recommend the board approve the OSLAD Grant application to be sent to IDNR for the improvements at South Ridge Community Park. The motion carried by voice vote.

C. Parks, Planning & Maintenance Board Report/M18-091:

Director Hugen reviewed the item noting that both principals had called regarding the renovated playgrounds and that they were very pleased.

Commissioner Kinnane asked about the Zamboni pit and Director Hugen noted that it was a pit that the Zamboni dumped the shaved ice, etc. from the rink and that it had been determined that it needed to be cleaned out. He also reviewed the issue of the rinks noting that Rink #2 still showed a leak in a very large area but it was believed to be between the Zamboni room and the ice. Rink #1 (Wolves Rink), however, was going to need to be replaced and could not be repaired. Executive Director Talsma noted that he was negotiating with the Wolves on their contract and was hoping that in light of the need to make adjustments to the rinks to meet new requirements for practice rinks, that he might be able to have the Wolves compensate the district for some of the replacement costs.

Executive Director Talsma also noted that he had been approached by Netflix regarding the shooting of a series located at the district's rinks.

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to send the PPM Report M18-091 to the board as presented. The motion carried by voice vote.

7. Committee Member Comments:

None

8. Adjournment:

Comm Rep Friedman made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M18-100

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning and Maintenance
RE: Entertainment District Gateway Sign Easement Agreement
DATE: October 12, 2018

Background

Staff has met with the Village of Hoffman Estates in regards to constructing a sign at PSSWC that will allow identification of the district's facility. Over the past couple of years, staff has talked to the village about different ideas and ways to erect such a sign. The village and the park district have reviewed a concept whereby the village will place two marquee type signs, similar to those used by the park district, at two locations; one at the Route 59/90 Entertainment District on Route 59 and Hoffman Blvd (the SE corner of the district), and the other sign will be located on Higgins at Prairie Stone Parkway, the latter of which would ideally be located on the front NW corner of the PSSWC property.

Attached is a copy of an easement agreement, including:

- Exhibit A outlining the 59/90 Entertainment district
- Exhibit B depicting where the easement would be located
- Exhibit C proposed photos and specifications for the sign
- Exhibit D will be the finalized site plan.

Implications

The current proposal from the Village is that the Village would construct and pay for both of these signs and would in turn own them. For the sign located on PSSWC property, the Village is requesting a 99 year easement to place the sign on our property. If the park district wasn't interested, the sign would be placed on the opposite side of the PSSWC parkway and the park district would receive nothing. By granting the easement for this marquee sign, the park district would receive a permanent placard on the sign as described in Exhibit C. Additionally, the park district would receive 10% of the advertising, not only on the sign on our property but also on the sign located on Route 59. All advertising on the digital signs can only advertise events within the 59/90 entertainment district, however, the park district will be recused from this requirement and be allowed to advertise any events. However, most likely, the digital advertising will be used for PSSWC.

Staff is presenting a copy of the proposed draft easement agreement regarding the signs. This is not 100% finalized as we do not have the specific site plans for the easement area, however,

staff would like to receive consensus from the committee and the park board to move forward with this agreement under the parameters outlined. Once everything is final, a final easement agreement would be presented for board approval. Our attorney has reviewed the concept and agrees we have the authority to enter into such an agreement and will review the final agreement.

Recommendation

Staff recommends the B&G Committee recommend that the Board approve working with the Village to grant an easement on the NW corner of PSSWC to allow for the construction of a digital marquee sign to be owned and operated by the Village. In return, the park district will receive a permanent placard on the sign as well as 10% advertising on that sign and 10% on advertising on the Route 59 sign.

This instrument was prepared by and after recording return to:

Village of Hoffman Estates
Attn: Arthur L. Janura,
Corporation Counsel
1900 Hassell Road
Hoffman Estates, IL 60195

space above for recording information

**ENTERTAINMENT DISTRICT GATEWAY SIGN
EASEMENT AGREEMENT**

THIS ENTERTAINMENT DISTRICT GATEWAY SIGN EASEMENT AGREEMENT (this "Agreement") is made as of _____, 2018 (the "Effective Date") by and between the HOFFMAN ESTATES PARK DISTRICT, an Illinois governing corporation (the "Park District"), and the VILLAGE OF HOFFMAN ESTATES, an Illinois municipal corporation (the "Village") (collectively referred to as "the Parties"), under the following circumstances:

Recitals

- A. The Village Entertainment District area is depicted on Exhibit "A" attached hereto and made a part hereof (the "Entertainment District");
- B. Park District is the owner of certain real property located within the Entertainment District containing approximately _____ square feet and described in Exhibit "B" attached hereto and made a part hereof (the "Easement Area");
- C. The Village wishes to install a sign advertising its Entertainment District, which sign is depicted on Exhibit "C" attached hereto and made a part hereof (the "Sign");
- D. The Village wishes for the Sign to be located on land owned by Park District as depicted on the site plan attached hereto as Exhibit "D" and made a part hereof (the "Site Plan"); and
- E. The Village and Park District have entered into this Agreement to set forth the terms and conditions on which the Village may use the Easement Area for the Sign. If the terms of this Agreement conflict with any other agreement regarding sign advertising for the Village Entertainment District, this Agreement shall govern and prevail.

NOW, THEREFORE, in consideration of the sum of Ten Dollars (\$10.00), the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Easement.

A. Grant. Park District hereby grants to the Village a non-exclusive easement on, over and across the Easement Area to install, own, operate, maintain, repair and replace the Sign; provided, as follows:

(i) **Grading.** The Village shall use the ground level (grade level) portion of the Easement Area only for purposes of installing and maintaining the Sign, which installation shall be completed within six (6) months after the Effective Date. The installation shall include grading which shall be performed by the Village in accordance with those certain Final Engineering Plans for ____ prepared by _____, the original issue date of which is _____, a copy of which Park District acknowledges receipt (collectively, the “Engineering Plans”).

(ii) **Air Rights.** After the Sign has been installed and the landscaping performed as provided above, the Village shall use only the portion of the Easement Area that is at grade and above ground (the air rights) to own, operate, maintain, repair and replace the Sign.

B. Term. This easement shall commence as of the Effective Date and shall expire upon the first to occur of (i) ninety-nine (99) years after the Effective Date of this Agreement, (ii) the date on which the Village no longer owns the Sign or (iii) twelve (12) months after the date on which the Sign has been removed from the Easement Area and not replaced.

C. Advertising Restriction. The Sign shall be used only to advertise (i) the Entertainment District (the name of which shall be determined by the Village in its sole discretion), (ii) the businesses located, or activities occurring, within the Entertainment District, or (iii) any emergency messages related to public safety, amber alerts or similar messages. The Park District and the Village shall be the sole exceptions to the restrictions stated in this paragraph as the Parties may advertise for events, activities or facilities located outside of the Entertainment District. No changes may be made to any of the Exhibits attached hereto (including, but not limited to, Exhibit “A”) without the express written consent of the parties to this Agreement.

D. Leasing and Operation. The Village shall have the right in its sole discretion (i) to grant leases or licenses for all or any part of the Sign to businesses located within the Entertainment District (and to grant such businesses subleasing or sublicensing rights, which rights shall also be limited to sublessees or sublicensees which are businesses located within the Entertainment District as depicted on Exhibit “A”), which parties may be given responsibility for maintaining and operating the Sign, and (ii) to employ or hire one or more reputable and qualified parties to maintain or operate the Sign, all of which shall comply with, and be subject to, this Agreement. The Park District shall have the right to

10% of the digital rotating slide viewing time on all Entertainment District Signs for promotion of any event, activity or facility owned and operated by the Park District. The Park District shall have the right to use up to one of the fixed logos which typically appear on the left side of the Sign located only within the Easement Area.

E. Park District Reservation of Rights. Park District reserves the right to use, and to allow others the right to use, the Easement Area in any manner that will not adversely affect or materially interfere with the exercise by the Village of the rights herein granted.

F. General. The Village shall keep and maintain the Sign in good condition and operating order. The Village shall comply with all laws governing the Sign. If the Easement Area is damaged or disturbed by the Village, then the Village shall, at its sole expense, promptly repair or restore it. The Village shall not permit or suffer any mechanic's or other lien to be imposed upon the Easement Area.

2. Miscellaneous.

A. Covenant Running with Land. This Agreement shall be a covenant running with the land and shall be binding upon and inure to the benefit of the successors and assigns of Park District and the Village.

B. Default/Remedy. In the event that a party fails to fulfill its obligations hereunder, and such failure continues for sixty (60) days after written notice thereof is given by the non-defaulting party to the defaulting party, then the non-defaulting shall have the right to pursue against the defaulting party any and all rights available under applicable law, unless the failure is not reasonably capable of being cured within such sixty (60) day period, in which case the defaulting party shall have a reasonable period of time to cure the failure as long as such cure proceeds in a reasonably diligent manner.

C. Termination. This Agreement may be terminated only by an instrument in writing executed by both Park District and the Village or by a court having jurisdiction hereof after all rights of appeal have expired or been exhausted.

D. Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Illinois.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first written above.

PARK DISTRICT

HOFFMAN ESTATES PARK DISTRICT,
an Illinois governing corporation

By: _____

ATTEST:

By: _____

Date: _____

VILLAGE

VILLAGE OF HOFFMAN ESTATES,
an Illinois municipal corporation

By: _____
William D. McLeod, President

ATTEST:

By: _____
Village Clerk

Date: _____

DRAFT

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a Notary Public in and for and residing in said County and State, DO HEREBY CERTIFY that William D. McLeod and _____, President and Village Clerk, respectively, of the VILLAGE OF HOFFMAN ESTATES, an Illinois municipal corporation, personally known to me to be the same person whose name is subscribed to the foregoing instrument as such President and Village Clerk, appeared before me this day in person and acknowledged that they signed and delivered said instrument as their own free and voluntary act and as the free and voluntary act of said corporation.

GIVEN under my hand and notarial seal as of this ____ day of _____, 2018.

Notary Public

My Commission Expires: _____

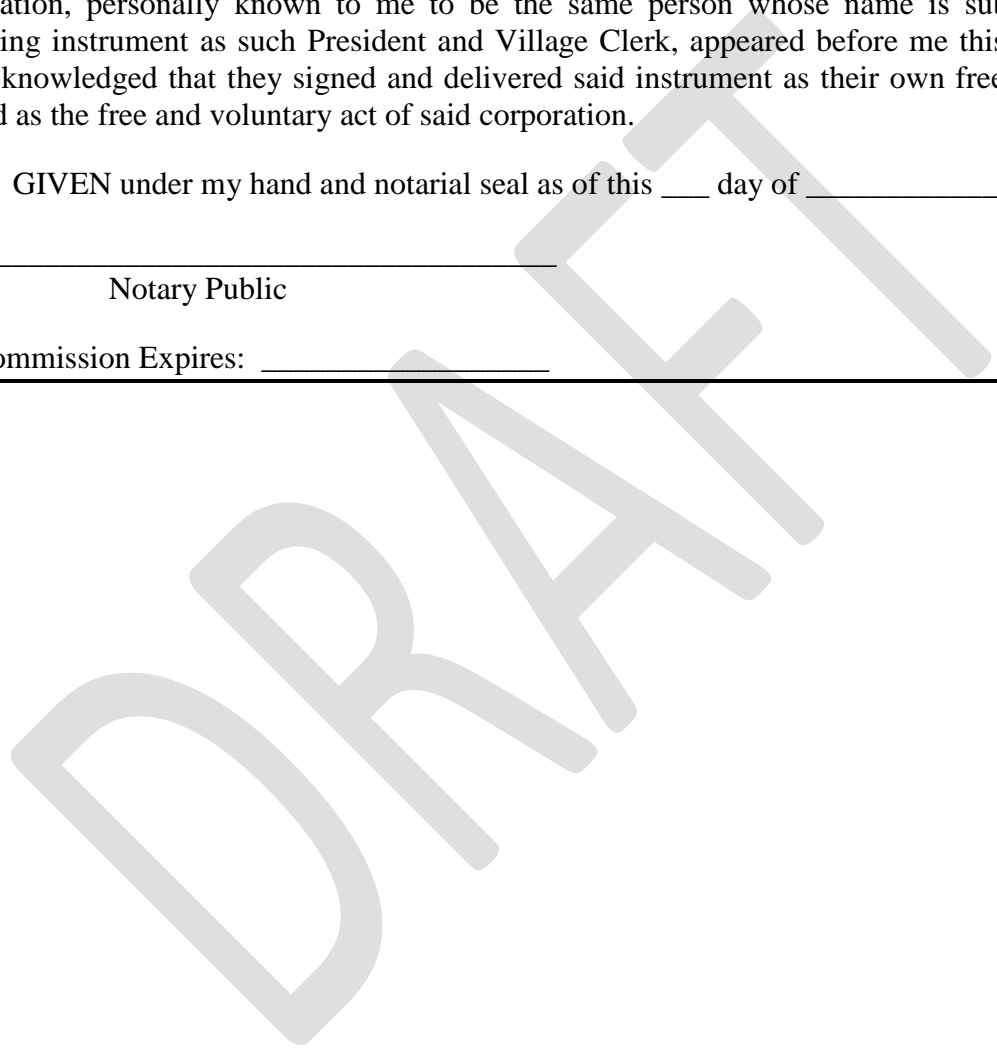


Exhibit "A"
to
Entertainment District Sign Easement Agreement

ENTERTAINMENT DISTRICT AREA MAP

**Exhibit “B”
to
Entertainment District Sign Easement Agreement**

EASEMENT AREA

**Exhibit “C”
to
Entertainment District Sign Easement Agreement**

SIGN

**Exhibit “D”
to
Entertainment District Sign Easement Agreement**

SITE PLAN



Jane Addams Memorial Tollway (Toll road)

The Arboretum of South Barrington

Cabela's

Sears Centre Arena

Poplar Prairie Stone Crossing

Shoe Factory Rd

Shoe Factory Rd

Shoe Factory Rd

Shoe Factory Rd

59-90 Entertainment District Outline



WHIGGINS RD

DE PRAY

MEMORANDUM M18-099

TO: Building and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Triphahn Center North Side Roof Replacement
DATE: October 12, 2018

Background

In January of 2017 park district staff enlisted the services of Inspec to inspect and evaluate the roofs at the Triphahn Center, Prairie Stone Sports and Wellness Center, Willow Recreation Center and Hassell Road Maintenance Facility. Upon obtaining the results of their inspections staff then entered data in our GIS software to prepare for future replacements of roofs. The North end of the Triphahn Center was listed as the roof that was in the most need of replacement with failing metal seam and Kalwall sky lighting. It was presented to replace these two systems now and the flat roof on the north end in 2021. In April of 2018 staff selected Wiss, Janney, Elstner Associates (WJE) to be the building envelope consultants for the north end roof replacement at TC.

Implications

Staff and WJE began working on plans for the roof replacement in June of 2018. The design concept of the roof was the biggest challenge in figuring out the connection of the two buildings and tying together replacement of Kalwall system, metal standing seam section, skylights and flat roof PVC. The project was bid out as a base bid covering access and general conditions, removal and installation of metal seam roof and removal and installation of Kalwall systems. Per WJE we also listed alternates that include a new PVC material instead of the metal seams and replacing our flat roof in conjunction with all the other sections to save on mobilization and cost increase in 2021.

After receiving the bids, staff and WJE went through the bid numbers and the alternates to evaluate our best options. WJE had anticipated a larger cost savings in our first alternate with the PVC material instead of metal, with the cost saving not that significant their recommendations is the metal roof as its life expectancy is longer than the PVC option. WJE is recommending that we proceed with the second alternate of completing the flat roof at the same time. The low bid submitted by DCG Roofing for the flat roof of \$294,000 was in line with what staff has in GIS for 2021. If we were to do the project in 2021 we could anticipate paying an increase in product cost and paying another mobilization of material and equipment, roughly a 25% total increase, therefore staff is recommending replacing both roofs at the same time. Bid results are listed below with DCG Roofing being the low bid at \$1,442,600.

Triphahn Center Roof Replacement 10/10/2019 @10AM

	Anthony Roofing	DCG Roofing Solutions	Olsson Roofing Co.	Riddiford Roofing Co.
BID BOND	X	X	X	X
Roofing Replacement				
L1. Access and General Conditions	\$30,239	\$78,480	\$133,000	\$120,000
L2. Removal/Replace- Metal Roofing System and Flashings for Metal Roof Panels and Flashings	\$484,285	\$493,750	\$450,775	\$589,576
L3. Removal/Replace- Fiberglass Skylights and Wall Panels	\$489,284	\$480,000	\$485,150	\$440,000
L4. Removal/Replace- Batten Seam Wall Panels for insulation and flush wall panels	\$177,555	\$130,770	\$294,050	\$100,000
Alternatives				
A1. Access and General Conditions for A2	\$20,000	No Bid	\$30,200	\$100,000
A2. Removal/Replace- Metal roofing system and flashings for PVC membrane w/ standing seams	\$388,390	No Bid	\$302,000	\$755,590
A3. Access and Genral Conditions for A4	\$25,000	\$10,000	\$23,600	\$40,000
A4. Removal/Replace- PVC roofing system and flashings for PVC membrane and flashing.	\$291,941	\$249,600	\$212,400	\$330,284
Bid Total	\$1,498,304	\$1,442,600	\$1,598,975	\$1,619,860

Recommendation

WJE interviewed the two low bidders of DCG Roofing and Anthony Roofing and also ask for proof of project work that involves Kalwall systems. The proof of Kalwall systems is still pending, but will be verified prior to Tuesday night. After speaking with WJE after they conducted the interviews, staff and WJE are recommending that the B&G committee recommend to the full board awarding the contract for the TC North Roof Replacement to DCG Roofing for a total of \$1,442,600 with a 5% contingency of \$72,130.

MEMORANDUM NO. M18-098

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning and Maintenance
Brian Bechtold, Director of Golf & Facilities
RE: Fertilizer and Chemical 2019 Early Order Bid
DATE: October 10, 2018

Background:

Over the past eleven years Bridges of Poplar Creek Country Club has been participating in a Fertilizer and Pesticide Early Order Program that allows you to purchase items at special pricing and obtain rebates once certain prices have been obtained. For 2019, just as we did in 2018 the Parks Department and Golf Course are combining our fertilizer and pesticide orders to continue to save. Early Order Programs start in October and run through January with the best discounts and rebates applied when agreed to purchase in October with January delivery and payments. Bridges of Poplar Creek Country Club has been using different combinations of products over these years that have been working to keep the golf course in the best possible playing conditions. Parks department is looking to use some new formulations to enhance ballfields and parks.

Implications:

At the time of bid opening, staff received bids from four vendors all of which meet standards for this bid. The bids received represent prices broken down per case or bag for each product. Staff has determined that the following breakdown per item and vendor is the best available price for the district. The awards are for unit cost. The number of units we will be purchasing are not reflected here, but equate to the total maximum bid amount we are awarding.

2019 Fertilizer and Chemical Early Program- Bid Results						
Fungicides	Size	Advanced Turf	Arthur Clesen	Chicagoland Turf	Site-One	Winner
Briskway	2 x 1 gal	No Bid	\$2,682.00	\$2,682.00	\$2,682.00	Chicagoland Turf
Chlorothalonil	2 x 2.5 gal	\$270.00	No Bid	\$250.00	\$230.00	Site One
Dac Action	2 x 2.5 gal	No Bid	\$400.00	\$400.00	\$400.00	Chicagoland Turf
Interface	2 x 2.5 gal	\$772.50	\$772.00	\$772.50	\$772.50	Chicagoland Turf
Lexicon	4 x 21 fl oz	\$2,003.40	No Bid	\$2,003.40	\$2,003.40	Chicagoland Turf
Pinpoint	4 x 60 fl oz	\$1,466.40	\$1,466.40	\$1,466.40	\$1,466.40	Chicagoland Turf
Posterity	2 x 105 fl oz	No Bid	\$3,600.00	\$3,600.00	\$3,600.00	Chicagoland Turf
Secure Action	2 x 2.5 gal	No Bid	\$3,100.00	\$3,100.00	\$3,100.00	Chicagoland Turf
Stress Phiter	2 x 2.5 gal	No Bid	\$114.00	\$109.30	No Bid	Chicagoland Turf
Tebuconazole	4 x 1 gal	No Bid	\$249.00	\$300.00	\$288.00	Arthur Clesen
Tekken	1 gal	No Bid	No Bid	\$135.00	No Bid	Chicagoland Turf
Tourney	4 x 5 lb	\$2,771.00	\$2,771.00	\$2,771.00	\$2,771.00	Chicagoland Turf

Herbicides	Size					
2-D	2 x 1 gal	No Bid	\$329.00	\$333.76	\$179.50	Site-One
Barricade	2 x 1 gal	No Bid	\$286.00	\$286.00	\$286.00	Chicagoland Turf
Defendor	1 qt	\$184.00	\$184.00	\$184.00	\$184.00	Chicagoland Turf
Dimension	2 x 2.5 gal	\$1,050.00	\$1,050.00	\$1,050.00	\$1,157.50	Chicagoland Turf
Fusilade	4 x1 qt	No Bid	\$284.50	\$313.20	\$263.28	Site-One
Horse Power	2 x 2.5 gal	No Bid	\$336.00	\$309.44	\$310.00	Chicagoland Turf
Lontrel	1 qt	\$190.00	\$177.42	\$165.00	\$144.00	Site-One
Octane	8 oz	\$79.00	\$64.92	\$75.10	\$62.69	Site-One
Roundup (Razor Pro)	2 x 2.5 gal	No Bid	\$69.00	\$108.13	\$62.00	Site-One
Specticle Total	4 x 144 fl oz	\$340.00	\$263.00	\$275.20	\$240.92	Site-One
Tenacity	1 gal	\$730.00	\$775.00	\$775.00	\$775.00	Advanced Turf
Teremec Bent Formula	2 x 2.5 gal	\$135.00	No Bid	\$220.00	\$200.54	Advanced Turf
Vessel	2 x 2.5 gal	No Bid	\$131.00	\$140.00	\$110.00	Site-One
Plant Growth Regulators	Size					
Anuew	4 x 1.5 lb	\$390.00	\$390.00	\$390.00	\$390.00	Chicagoland Turf
Cutless	2 x 2.5 gal	\$1,897.20	\$1,860.00	\$1,925.10	\$1,925.00	Arthur Clesen
Primo	2 x 1 gal	\$370 sub	\$580.00	\$580.00	\$580.00	Chicagoland Turf
Proxy	2 x 2.5 gal	\$195.00	\$188.00	\$147.22	\$168.00	Chicagoland Turf
Aquatics	Size					
Captian XTR	2 x 2.5 gal	\$198.00	\$159.00	\$166.60	\$144.74	Site-One
Clipper SC	64 oz	\$640.00	\$545.50	\$545.60	\$640.00	Chicagoland Turf
Phoslock	55 lb	No Bid	No Bid	\$177.28	\$182.60	Chicagoland Turf
Reward	2 x 2.5 gal	\$375 Sub	\$395.00	\$395.00	\$395.00	Chicagoland Turf
Sonar 1	20 lb	\$825.00	\$769.00	\$649.00	\$659.40	Chicagoland Turf
Insecticides	Size					
Acelepryn	4 x .5 gal	No Bid	\$4,006.00	\$4,006.00	\$4,006.00	Chicagoland Turf
Meridian	4 x 102 oz	No Bid	\$1,917.60	\$1,917.60	\$1,917.60	Chicagoland Turf
Wetting Agents	Size					
Cascade Plus	2 x 2.5 gal	\$406.00	\$355.00	\$470.00	No Bid	Arthur Clesen
TS Clear	2 x 2.5 gal	\$395.00	No Bid	\$375.00	No Bid	Chicagoland Turf
Turfscreen	2 x 2.5 gal	\$530.00	No Bid	\$530.00	No Bid	Chicagoland Turf
TV 23	2 x 2.5 gal	No Bid	No Bid	\$80.00	No Bid	Chicagoland Turf
TV Siphon	2 x 2.5 gal	No Bid	No Bid	\$270.00	No Bid	Chicagoland Turf
Vivax	2 x 2.5 gal	\$384.40	\$364.26	\$383.40	No Bid	Arthur Clesen

Granular Fertilizers	Size					
10-2-8 Nature safe	50 lb	No Bid	No Bid	\$40.39	No Bid	Chicagoland Turf
43-0-0 Shaws Surf 6	50 lb	No Bid	No Bid	\$39.87	No Bid	Chicagoland Turf
Anderson 14-7-14 DG	40 lb	\$51.30	\$51.30	\$50.80	No Bid	Chicagoland Turf
Anderson 25-0-3 Rough	50 lb	No Bid	\$16.62	\$14.40	\$14.50	Chicagoland Turf
Anderson 25-0-8 Fairway	50 lb	No Bid	No Bid	\$24.60	No Bid	Chicagoland Turf
Foltec 16-0-16	3 x 13.6 lb	No Bid	\$198.00	\$198.00	No Bid	Chicagoland Turf
KMAG	50 lb	No Bid	\$20.50	No Bid	\$27.29	Arthur Clesen
Silica	2 x 2.5 gal	\$580.00	\$129.00	No Bid	\$277.00	Arthur Clesen
Liquid Fertilizers	Size					
12-Iron Chelated	2 x 2.5 gal	No Bid	No Bid	\$95.87	\$27.50	Site-One
Bent Special	25 lb	\$36.00	\$26.50	\$41.00	\$44.53	Arthur Clesen
Foundation 40	2 x 2.5 gal	\$550.00	No Bid	No Bid	No Bid	Advanced Turf
Wormpower	2 x 2.5 gal	No Bid	No Bid	\$117.50	No Bid	Chicagoland Turf
Misc. Products	Size					
DeFoamer	1 qt	\$16.50	\$14.08	\$21.00	\$6.00	Site-One
Jet Black Pond Dye	24 x 5.25 oz case	\$67.50	No Bid	\$264.00	No Bid	Advanced Turf
Pigment remover	1 qt	\$39.00	\$13.25	\$24.00	No Bid	Arthur Clesen
Signal	4 x 1 gal	\$118.00	\$94.00	No Bid	No Bid	Arthur Clesen
Tank Cleaner	2 lb	No Bid	No Bid	No Bid	\$5.83	Site-One
TVSTS Compatibility Agent	4 x 1 gal	No Bid	No Bid	\$208.00	No Bid	Chicagoland Turf

Recommendation:

Staff recommends that the B&G Committee recommend to the full board to award the bid to Chicagoland Turf for their lowest bid products for the total of \$69,095.63, Arthur Clesen, for their lowest bid products for the total \$4,446.55, Site One Landscapes for their lowest bid products for the total of \$3,354.91 and Advanced Turf for their lowest bid products for the total of \$2,515.00.

Memorandum M18-097

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance September Board Report
Date: 10/4/18

1. OSLAD

Working with staff from every department the Parks team finalized the OSLAD Grant applications. Staff feels very confident in our application that the conceptual design for South Ridge meets the criteria set forth by the IDNR for the OSLAD Grant. The application binder was mailed in on 9/27/18 and received by the IDNR on 9/28/18.

2. Planning and Development

Asphalt repairs and seal coating at the following location was completed the week of September 17th: TC, PSSWC, Willow, Fabbrini, Victoria, Charlemagne, Olmstead, Cottonwood, and South Ridge (North/South), Huntington, Freedom Run, Cannon Crossings and Seascape.

New ADA entrance and path into Freedom Run Dog Park was completed in conjunction with the drainage inlet repairs at Cannon Crossing parking lot. Cannon Crossing parking lot had 8 storm drains where the asphalt was failing around the structures. Staff saw-cut around the structure and repaired the hoes in the structures and Schroeder Asphalt performed 10ftx10ft cut to the asphalt around the structures, compacted new stone and laid new asphalt.

3. Aquatics and Building

Seascape Aquatic Center was winterized; this includes blowing out all pool lines, opening all drains lines in the surge pit, capping all return lines in the pool, shutting down the bath house and blowing out the irrigation lines. Staff has started the process of securing pricing for pool floor repairs as well as refurbishing the body and tube slide.

As directed by the Green Team, staff has installed new water bottle fillers at Vogelei Barn, Parks Maintenance, TC North, TC breakroom and PSSWC. Anticipate having all of them installed in all facilities by the end of the year.

4. Parks and Construction

Staff has completed laying the new flooring for the entire main floor of Vogelei Barn. While doing the flooring staff also completed painting the entire main floor of Vogelei Barn. This project definitely provided much needed updates to the teen center.

Unfortunately vandalism was high in September for our parks. Staff needed to replace smashed park signs at Kingston and Seminole, replace sections of the slide at Vogelei, and clean up graffiti from Vogelei, Fabbrini and Community. Hoffman Estates Police Department are contacted in all cases involving vandalism in the parks.

5. Horticulture

The horticulture team began removal of shoreline saplings around district ponds. This process takes some time as it is all hand removal of volunteer trees on our shorelines that have the ability to choke out desirable plant material. The process will continue into October and should be completed by month's end. For our natural areas that receive prescribed burns, the permits have been obtained from the state and submitted to the village. Weather depending prescribed burns will start in November/December and go until April/May.

Other items that were worked on in September at Parks, Planning and Maintenance Department:

- New roof top HVAC unit (RTU) was installed at Parks Maintenance Building.
- Three new RTU's have been ordered and scheduled for replacement at PSSWC upon arrival.
- Multiple HVAC, electrical, and building mechanical preventative checks and repairs were completed.
- Bid notices for TC North Roof and Chemical/Fertilizer Early orders were opened and due on 10/10/18.
- Fall aerification of sports fields.
- Continued tree and landscape bed maintenance.
- Zamboni's had new tires installed along with a new hydraulic pump on one of the units.
- Maintenance repairs to vehicle fleet as well as routine checks.

**HOFFMAN ESTATES PARK DISTRICT
2018 GOALS & OBJECTIVES
PARKS, PLANNING & MAINTENANCE DIVISION**

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 Objective 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Ensure equal and equitable access of facilities to all the residents of the District.	Develop a concept plan along with cost estimates to provide the residents of North Hoffman a water orientated activity playground by June 30, 2018.	C	Staff has developed conceptual budget scenarios for possible improvements related to a splash pad, playground and support facilities. These numbers will be useful in identifying a potential funding need should the project move forward. Staff is in the process of developing an overall plan for a splash pad at South Ridge park as part of the OSLAD Grant. Prices and concept are in process and will be completed by July 27 th . OSLAD Grant has been submitted with all plans.
	Evaluate all HEPD amenities and develop a plan that addresses equal parity in all regions and neighborhoods of the district. The goal would be to adopt the plan and implement it as part of the 2020-2025 CMP.	IP	Staff updated the asset distribution maps and in the case of playgrounds has developed an equity based scenario to be considered in the CMP process. Staff is currently awaiting programming demand data and projections for specific asset types.

District Objective 2: Achieve customer satisfaction and loyalty

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Provide parks, facilities and opportunities that promote healthy and enjoyable experiences.	Oversee the procurement of a roofing consultant to develop plans and specification for the replacement of the Triphahn Center North Roof. Complete bid package by June 30, 2018.	IP	Staff has narrowed the list of consultants to be used on this project from 16 down to 3. The next step in the process is to have the consultant on board by the end of May. WJE Associates has been retained to complete the drawings and bid specs. We are planning to go out to bid on 9/16/18 with bid openings on 10/10/18. Bid is currently open with bids due on 10/10/18. Seven contractors attended the mandatory pre bid meeting.

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand marketing communications with the use of social media and outreach programs.	Provide a monthly blog that can be accessed from the HEPD website. The blog will be maintenance driven with helpful tips for residence on timing of everything from turf/horticulture tips to AC and furnace maintenance. The blog will also contain opportunities for residence to be involved in park cleanup days, flower planting opportunities, seed collections and nature walks.	IP	Two posts have been completed during 2018; the first outlining the work being completed at Black Bear Park and the second post in regards to parks being ready for spring with important opening dates of splash pads, tennis courts, restrooms and drinking fountains. Two more post have been updated on the site, one showing damage to Hoffman Park and cleanups through the spring and the most recent one providing homeowners with lawn and garden tips. Parks is now providing updates to C&M department for the Parks Improvement Page on the HEPD website.
Increase community involvement in District operations.	Conduct a tree seedling planting event in April at locations to be determined by February 28, 2018. The event will also showcase proper tree maintenance from planting to caring for fully grown trees.	C	The oak tree sapling planting is scheduled for 4/21/18 with volunteers from Sears Holding. The plantings are going to take place at Black Bear to replace the removed ash trees. Over 20 volunteers participated in the tree planting at Black Bear.
	Hold a volunteer park clean up in May, where residence have the opportunity to help beautify their neighborhood parks through weed removal, garbage pick, edging landscape beds, cleaning park structures and painting. Hold the event at five parks in 2018. Locations will be determined by March 1, 2018.	C	Park cleanup combined with a Cub Scout nature hike was completed at North/South Twin on 3/21/18. Currently scheduled are park cleanups at Vogelei (4/21/18), Charlemagne (4/29/18) and implementation of a Monarch Butterfly Garden at Bridges (5/5/18). Vogelei, Charlemagne and Bridges events all took place with great success.
	A volunteer Queen Anne's Lace removal will be scheduled for July based on the quantity of Queens Anne's Lace and locations.	NB	Scheduled to be completed in late spring.
	Combine our Seed Collection at Charlemagne Park with a Parks Department run educational event of shoreline management and why HEPD maintains the shorelines with native buffer zones.	C	Tentative dates are being looked at. Event was held at Charlemagne Park in conjunction with Hoffman Walks Program.
	Adopt a Park Program. Provide HEPD residents with a clear understanding of the	NB	Project is being evaluated to determine effectiveness.

	Adopt a Park program though our monthly blog as well has monthly reminders through social media.		
	Work with local boy scouts/girl scouts/local schools to hold four events per year. Events consist of bird house building projects, nature walks, school horticulture field trips and etc.	C	Three events have taken place so far this year. Boy Scout group and Parks team built wood duck boxes at Parks building on 1/12/18. Girl Scout group is building a Little Free Library for Sycamore Park. On 3/21/18 Parks met with a Cub Scout group at North/South Twin to assist in a Nature walk/Park Cleanup. We are looking into 1-2 more events for 2018. Girl Scout Troop completed the little free library, Two Eagle scout projects have been completed as well. The ADA garden plots at Chino and a Chimney Swift Tower at Vogelei.
Solicit input and engage residents in the planning process. Continue to work with the Village and Cook County Forest preserve to develop a multi-use path from Shoe Factory Road to PS Business Park.	Develop an outline of areas of interest to be incorporated into the 2020-2025 Comprehensive Master Plan Attitude and Interest Survey by June 30, 2018.	IP	Staff, along with the Village and Forest Preserve continue to work out agreement details related to the development of the Prairie Stone Pathway. The major issue at this point is CNN reluctance to accept a 20 year minimum term. One issue that was resolved was the extension of the grant construction start date which will allow the process to continue thru September of 2018. Continue to work with staff as well as Village and Forest Preserve.

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Provide stability amongst employees (proper compensation) where skill sets are applied to benefit the district. Determine proper timelines and procedures for daily operational activity.	Monitor the parks division payroll and operational budgets. Meet 100% of the timelines established by the finance division.	IP	Constantly monitoring throughout the year. Currently evaluating Parks structure, staff compensations are complete.
Achieve District annual budget to maintain fund balance reserves.	Complete all overseen capital projects at or below budget amounts. June 20, 2018.	IP	Design work and bidding was completed in late march with contractor award occurring in April. The total capital commitment for projects overseen by planning staff is now tracking under budget with reasonable

			contingency in place. Planning department capital projects are either under budget or scheduled to be on track to stay within budget.
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District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop strategies to attract additional sponsors and new partnerships.	Continually look for private funding opportunities to fund local capital projects.	IP	Staff continued to research funding opportunities through June 30, 2018.
Achieve District annual budget to maintain fund balance reserves.	Continually look for state and federal opportunities to fund local capital projects.	IP	Staff continues to research funding opportunities. OSLAD grant application process is underway so as soon as it is released we can submit. OSLAD Grant was submitted on 10/1/18. 2-3 month approval process.

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Utilize best practices to maximize capital expenses. Internally evaluate park structures and landscape beds.	PSSWC replace RTU – 12	IP	Units are ordered and will be installed by 11/16/18.
	PSSWC replace RTU- 6	IP	Units are ordered and will be installed by 11/16/18.
	PSSWC replace RTU- 1	IP	Units are ordered and will be installed by 11/16/18.
	Seascape replace pump # 1	C	
	Seascape replace motor #1	C	
	Seascape replace motor #2	C	
	Replace Toro Z-turn mower #556	C	In Production.
	Replace Toro 580D #570	C	In Production.
	Remove and replace fall surface at Black Bear with new Turf fall surface. New turf fall surface has a life span of 15 years compared to the six years we are currently getting out of rubberized tiles.	C	Completed a community event recognizing kids to the park day was held at the playground.
	Refurbish playground at Birch in house.	IP	Due to weather we are starting the process now and completing prior to November 1, 2018. Staff is waiting on playground design concepts from two manufacturers; upon receiving design staff will proceed with installation of updated equipment.
	Replace Sand Filters at Seascape	C	New filters are installed and electric is being

			completed currently. Target date to test all components is 4/27/18. Final walk through took place in June and everything is up and running properly.
	New exterior siding and windows at Vogelei Barn.	C	Construction has begun. Project was completed in late July.
	Complete Roof Repair Bid Specs for a November Bid on TC roof.	C	Bids have been received for consulting and are in the process of being reviewed. WJE has been awarded and bids will open in September. Bid is open until 10/10/18 which is when they will all be received.
	Complete Exterior Painting at PSSWC by 11/24/2018.	C	BP&T has been awarded and looking like an August completion. PSSWC painting and caulking was completed in the first two weeks of August.
	Complete Construction of Chino Park Garden plots prior to April 1, 2018. Completion of accessible entrance by Q3.	C	Due to weather this project is behind schedule. Water line is being completed the week of 4/16/18. The garden plots will be completed by 4/28/18. The garden plots were completed on time and have been up and running.
	Park playgrounds inspections will be completed by different staff members every 30-60 days based on environmental conditions and repairing structures as needed. Update landscape beds to provide beautification with perennials plants that require low maintenance to maintain. (Well maintained turf provides a great look and very cost effective).	IP	Initial playground inspections have been completed. Landscape of all parks have been reviewed and are in the planning stage currently. Park inspections are ongoing monthly and landscape improvements are moving along as scheduled.
Implement detailed preventative maintenance plan for building structures and mechanicals.	Buildings and all mechanicals will go through preventative checks every month. Checks will be evaluations completed by staff that will allow staff to stay ahead of failures and more adequately budget for repairs or changes.	IP	This is ongoing through the entire year and has been completed through March. Checks have been completed through June.
Begin using Mobile Maintrac.	Use mobile maintrac to track work orders, park and building inspections, and preventive maintenance checks. Produce quarterly reports showing inspections results/work performed through mobile maintrac.	IP	Working with the business department to finalize setup.
Transition job responsibilities from Planning and Development Department to Parks and	Work closely with Director of Planning and Development on 2018 and beyond planned	C	Staff has worked together to insure all timelines are going to be met.

Facilities Department.	activities. Continue planning the roof assessments and upcoming structure replacements that have been started (TC bid specs ready for Nov. 2018 bid). Ensure completion of Armstrong and MacArthur parks by 8/15/2018.		
GIS to serve as an overall assets management tool.	All assets within the district will be entered into the system. Quarterly checks will be completed with department heads to assure assets are up to date. Work logs produced through Mobile Maintrac will add in updating assets throughout the year.	IP	We believe we have accounted for 90% of district assets over \$5K and have dates to deploy GIS to Recreation and Golf departments in April. Staff is confident that 98% of all assets are in the system and quarterly checks have begun.
Maximize efficiency between Parks maintenance, Golf maintenance and facilities custodial staff.	Utilize equipment sharing, combining purchases, cross training staff as well as training custodial staff on day to day maintenance and upkeep at facilities.	IP	Ongoing sharing of equipment has been taking place.
Achieve District annual budget to maintain fund balance reserves.	Reuse and /or refurbish existing building materials associated with the renovation of playgrounds.	C	As part of the playground replacement projects the contractor is required to provide the removed mulch for resident use. This was completed and the residents have obtained the free mulch.

District Objective 4: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Continue to work with maintenance personal on the utilization of the GIS asset management data base. Help develop cost estimates on existing assets to be replaced.	C	Planning staff continues to work with key maintenance personal on the deployment of the GIS asset management system. Staff is confident that 98% of all assets are in the system and quarterly checks have begun.

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement seeding practices/section into natural areas for expansion of plant life.	Enhance high visibility natural areas by adding additional wild flower seeds. Natural areas to be burned by the end of the 1 st quarter, following burns wild flowers seeds will be planted. When changing any perennial plants in parks they will be transplanted to natural areas.	C	24 in house burns and one contract burn at Hunter's Ridge Wetland have been completed. Black Bear Park is still to be completed and scheduling is weather dependent. Wild Flower seedings are in process at all locations. Planting took place in May.

Begin using new technologies and formulations to when dealing with integrated pest management issues.	Enhance the quality of turf in parks by using fertilizers that contain controlled release technology that's providing a longer release of nutrients, which will allow us to make one application to parks in May 2018 weather permitting. Apply Specticle Total (non-selective herbicide) to all landscape beds and tree rings to stop weed growth prior to applying mulch. All location to be completed by 06/01/2018 weather permitting.	C	All locations received their treatments and staff will start preventative treatments this upcoming fall for 2019 weed growth.
Maintain district infrastructure to utilize proven best practices that provide first class parks and facilities.	Replace MacArthur Playground. Complete by June 30.	C	Design work completed, materials ordered and contractors on board to begin work as soon as school is out for the summer. Contractor is in process of completing MacArthur and Armstrong Park. MacArthur and Armstrong are both completed.

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Enhance overall quality of natural areas, parks, ballfields and facilities.	Enhance natural areas by controlling invasive plants to 20% or less. Maintain/monitor on quarterly basis for compliance. Annual controlled burns at Black Bear, Hunter's Ridge and Roherson Parks.	C	All controlled burns have been finished and natural areas are monitored all season long. Invasive species have been controlled and applications have been applied.
	Implement proper fertilizer and herbicide application in parks/ballfields based on high priority areas to low priority areas. All Fertilizer and first round herbicides application will be made by July 1 st .	C	All locations received their treatments.
	Continue with playground inspections on a monthly basis, but in 2018 have a minimum of 3 certified playground inspectors complete inspections.	IP	Playground inspections have been completed through March. Completed through June. Completed through September.
Preventative maintenance checks at Seascape Family Aquatic Center prior to opening dates.	Through the use of contractors, have all piping and controls inspected yearly in April.	C	Upon completion of filter renovations, preventative checks will take place. Due to availability, in house staff inspected all pipes.
Adopt new shutdown procedures at Seascape Family Aquatic Center.	When the pool season has ended, all water lines inside the pool deck will be blown out from the pool pit and capped on the surface	C	All lines have been blown out and capped and all drains lines are open. Work was completed in September.

	by 10/12/18. This will prevent freezing and possible rain water entering the lines.		
Specify environmentally sound programs and opportunities on environmental best practices.	Work w/outside contractors involved with district projects to reduce garbage & require contractors to have metal waste picked up by scrapers. Offer mulch to the public for residential garden use. Locally dispose of 30% existing mulch materials.	C	As part of the playground renovation process all mulch will be offered to residents saving the environmental cost to haul it to land fill. All steel will be recycled. Mulch was used by residents and steel was recycled by contractor.

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card	Maintain Park Division's compliance with IPRA's Environmental Report Card. Complete by end of 4 th quarter.	NB	
Employee Training	All employees will be trained on specific job related task within 30 days of employment.	C	Seasonal staff that started on 4/3/18 have all been trained and as more staff arrives training will continue. All staff has been trained.
Safety Meetings	The Parks and Facilities department will hold 12 safety meeting throughout the year that correspond to work being completed at that time of year.	IP	Complete through June. Completed through September.
Achieve accreditation status for CAPRA	Maintain and develop operational processes required to achieve 100% score for CAPRA accreditation.	C	Evaluation completed in June.
Specify environmentally sound programs and opportunities on environmental best practices.	Require playground manufactures to provide documentation of environmentally sustainable manufacturing practices associated with the production of their equipment.	C	As part of the bid process each contractor was required to document that they have in place an environmental policy for their operations.

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Provide clear direction/training to all employees that fit with that employee's job description.	Document all training procedures that outline job descriptions along with expectations.	C	Job descriptions and trainings all match up for all employees and training has taken place.
Hold employees to a high standard of service. Understanding that all employees are district employees working toward one goal.	Quarterly reviews with full time staff members that discuss failures and successes. Learn goals of individual employees and departments and use those goals to achieve our standard of service.	IP	Mid year reviews will take place in August. Reviews did not happen in August; instead team meetings took place to discuss department needs, goals and projections for the remainder of the year.

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness.	Conduct minimum of one Hoffman U workshop in 2018.	NB	

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities.	Provide full time staff members with educational opportunities in their fields that will directly benefit the district and personal work related efficiency. Supervisors and Lead staff will attend two outside education event per year.	IP	Events that have been attended by staff in 2018 are: Illinois Turfgrass Foundation Annual Conference, IAPD State Conference, Great Lakes Park Training Institute, MIPE Monthly events, HVAC Seminars, Energy Consumptions Seminars and NRPA through September.
Build a strong working culture to allow innovative thinking.	Conduct two Parks Division team building events. Complete by end of 2 nd and 4 th quarters.	IP	The first team building event was completed on July 18th. The second is scheduled for the first week of November.
Evaluate and update succession plan including assuming responsibilities for current Planning and Development Division. Begin to prepare employees for advancement and the organization for personnel changes.	Complete by the end of the third quarter.	C	New parks structure are in place.
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities.	Attend ILCA conference (Participate in a minimum of 6 CEU hrs.) Spring 2018.	C	Planning staff attended the ICLA conference.
	Attend IPRA Conference by January 2018.	C	Planning staff attended the IPRA conference.