



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, SEPTEMBER 10, 2019  
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - July 16, 2019
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. 2020-2024 CMP Finalized / M19-089
  - B. Balanced Scorecard / M19-090
  - C. Parks, Planning & Maintenance Report / M19-088
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 COMMITTEE  
July 16, 2019**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on July 16, 2019 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Kinnane, Commissioner R. Evans, Comm Reps Aguilar, Bettencourt, Friedman, Poeschel, Sernett

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: President Kaplan, Commissioners Kilbridge, Chhatwani, McGinn, K. Evans, Comm Reps Wilson, Macdonald, Wittkamp, Henderson, Veronico, Neel, Sponsor/Adv Manager Ney

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

The following corrections to the minutes were noted: Comm Rep Friedman was absent from the meeting and Page 3, Paragraph 7 should read “funds **from** the Capital Fund”. It was also noted that M19-068 of the July B&G packet should read “Commissioners approved **to have the playground** at Highland Park removed”.

Commissioner R. Evans made a motion, seconded by Comm Rep Sernett to approve the minutes of the June 18, 2019 meeting as amended. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Highland Park Playground/M19-068:

Director Huguen reviewed the item noting that staff felt Team Reil had given them the best product for the money citing the 5-12 standalone structure with 3 different climbing aspects. Their bid was noted to be a few hundred dollars more than Cunningham Recreation.

Comm Rep Aguilar asked if that particular piece was custom and Director Huguen explained it was a standard piece from Miracle Playgrounds that supplied Team Reil with equipment.

Commissioner K. Evans asked about the replacement schedule for Highland Playground and it was noted to have been originally scheduled for repair/replace in 2017 but recommended for removal instead. Due to neighborhood concerns, it was determined that a tot playground would best serve the community as opposed to removal.

Commissioner Kilbridge asked about the \$11,000 on installation and Director Huguen explained that staff had to rent equipment, remove concrete, add new drainage and mulch and soil as well as regrading. She asked about Team Reil installing and it was noted to be at least twice that cost. Commissioner K. Evans noted that the \$11,000 did not include labor as it was being done in-house.

Comm Rep Poeschel asked about the mulch and Director Huguen explained it was engineered wood fibers.

Comm Rep Sernett asked how long the playground had been closed and Director Huguen noted that it had been closed two months earlier. She asked if the neighborhood had shown interest in retaining some playground equipment and it was noted that they had.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Poeschel to recommend the board approve the purchase of playground equipment for Highland Park from Team Reil for \$18,693 and an additional \$11,307 for installation and restoration for a total project cost of \$30,000. Motion carried by voice vote.

B. Parks, Planning & Maintenance Report and 2Q Goals/M19-067:

Director Huguen reviewed the item.

Commissioner K. Evans asked about the straw blanket for growing grass and Director Huguen explained that it was being irrigated and had germinated.

Commissioner R. Evans asked about turning on and off the new splash pad and it was noted to have an automatic timer.

Chairman Kinnane asked if they blew the lines out at the end of the season and it was noted that they did.

Director Huguen explained that WRC Park had opened at 5 p.m. that evening.

Director Huguen gave an update on the ice rink renovations noting that Minnesota Ice had left the rink July 2, 2019. He explained that the soil boring report was showing some soils that retained more moisture and were more susceptible to frost. He explained that the consultant said they would need more drainage to prevent that frost. Commissioner K. Evans asked where the water was coming from and Director Huguen noted it was from the outside. He also explained that they had tested the concrete for the number of blows the soils could take before collapsing under the weight of construction and that they had two borings that would not hold up. He also explained that one of the borings hit water at 6.5 feet. He explained that the void test showed too large a void in areas under the concrete and that they would need to remove the concrete, address the issues and re-pour the concrete now using rebar.

Commissioner K. Evans asked how much of the rink had been tested and Director Huguen explained that they tested all of it. President Kaplan asked how this would impact the project timing and Director Huguen explained that Minnesota Ice was working with their subcontractors with the intent to hit the time frame and that the district would have a schedule next week.

Comm Rep Macdonald asked about the impact on the budget and Director Huguen explained that it was not expected to exceed \$175,000 and to be closer to \$150,000. He also explained that if the issues were not addressed prior to moving forward that they would have the same problems with the rink in two years as they had started with at the beginning of this project.

President Kaplan asked if there had been a second opinion and Director Huguen noted that he had exhausted all options and that there was really no one else to check with on this issue.

Comm Rep Sernett asked where the money would come from and Executive Director Talsma noted that the district had over \$2,000,000 in Capital Reserve and that he

would be looking for committee and board consensus to move forward as waiting for another week would add delay that Minnesota Ice might not be able to make up.

Commissioner McGinn asked about Rink 2 and Director Hugen explained that if the leak was located outside of the rink, it could be repaired. Once that was accomplished, it would depend on whether there were other less accessible leaks.

Commissioner K. Evans asked about continually surveying the floor levels and Director Hugen noted that it was being done.

Committee consensus was to recommend moving forward and not to exceed \$175,000 in change orders to address the issues with the renovation of the ice rink.

Comm Rep Bettencourt made a motion, seconded by Commissioner R. Evans to send the PPM Report M19-067 and 2Q Goals to the board as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Friedman thanked the maintenance staff for excellent work on the fields.

Comm Rep Sernett thanked Director Hugen for staying on top of the rink renovations.

Commissioner R. Evans reminded all of the PIP on August 3. Executive Director Talsma noted that this year would be more family oriented and from 2-7 p.m. with free rides and no night time bands. Commissioner R. Evans congratulated Director Bechtold on the Shrek at the 1<sup>st</sup> tee and the Junior Golf Program.

Comm Rep Aguilar congratulated staff on a good job, noting that he was going to check out the splash pad.

Comm Rep Poeschel thanked staff for some great reports.

Chairman Kinnane thanked staff for their hard work, noted that the parade and float were great, and congratulated the life guards and Seascape managers on their 5-star accreditation.

Comm Rep Friedman was presented with his 8 year service pin.

**8. Adjournment:**

Comm Rep Poeschel made a motion, seconded by Comm Rep Aguilar to adjourn the meeting at 7:57 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary

## Memorandum No. M19-089

**TO:** All Committees  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
Alisa Kapusinski, Director of Recreation  
Brian Bechtold, Director of Golf and Facilities  
Nicole Hopkins, Director of Finance & Administration  
**RE:** 2020-2024 CMP  
**DATE:** September 2019

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### **Background**

The process of creating the 2020-2024 Comprehensive Master Plan (CMP) began with the appointment of the Forward Planning Committee (FPC) members and the Committee's first meeting in June of 2018. The draft of the CMP was presented to the Forward Planning Committee in draft form at the July 16, 2019 FPC meeting.

### **Implications**

The C&M department has been formatting the draft since then and is now being presented to all committees in final form. [To access the 2020-2024 CMP, click here](#)

### **Recommendation**

Staff recommends that the Board approve the 2020-2024 Comprehensive Master Plan as presented.

## MEMORANDUM NO. M19-090

**TO: All Committees**  
**FROM: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**Alisa Kapusinski, Director of Recreation**  
**Brian Bechtold, Director of Golf & Facilities**  
**Nicole Hopkins, Director Finance & Administration**  
**RE: Balanced Scorecard**  
**DATE: September 6, 2019**

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### **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 has revised the Balanced Scorecard to a more graphical and user friendly version and has continued with 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 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.

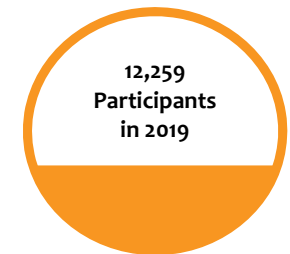
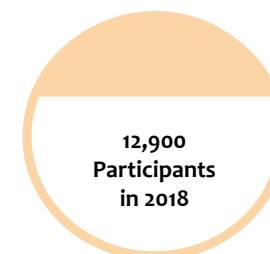
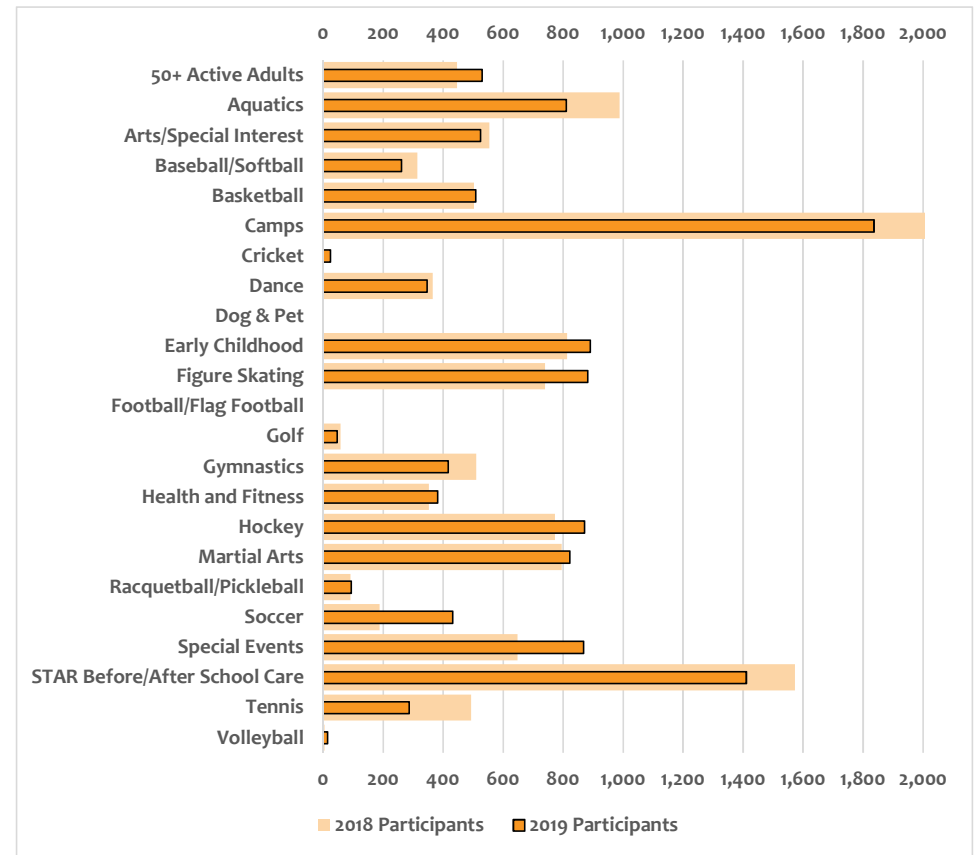
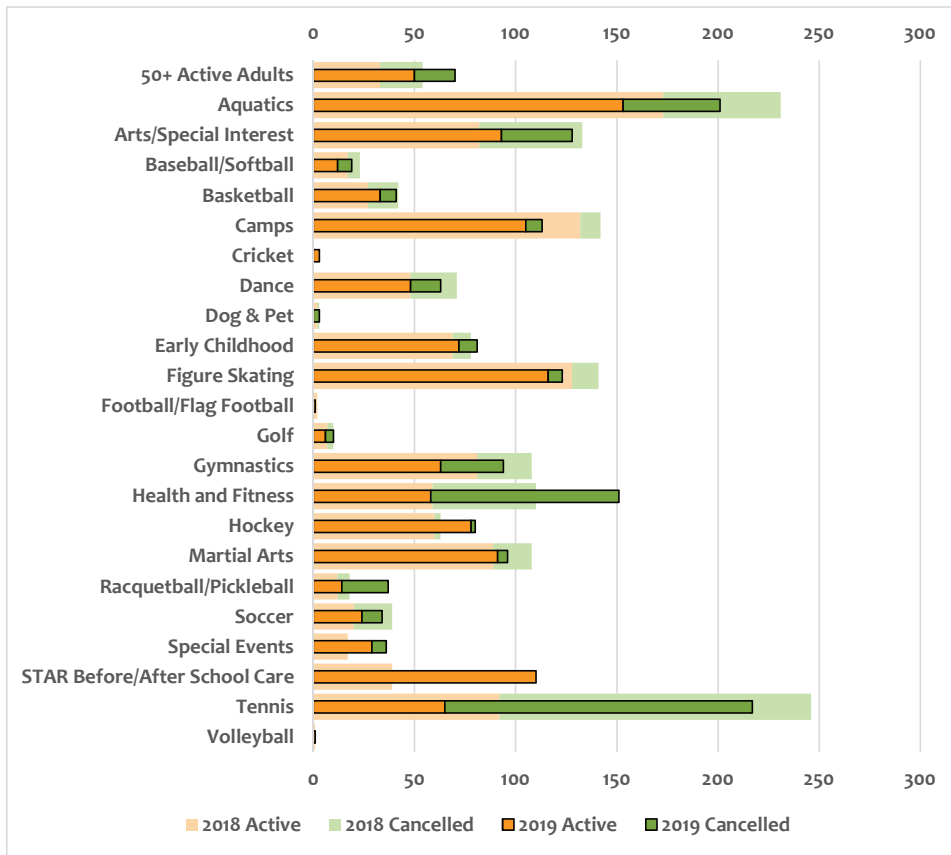
**Recommendation**

Staff recommends the Board approve the Balanced Scorecard for the 2nd Quarter 2019.

# Balanced Scorecard 2019

## Year to Date through June 30

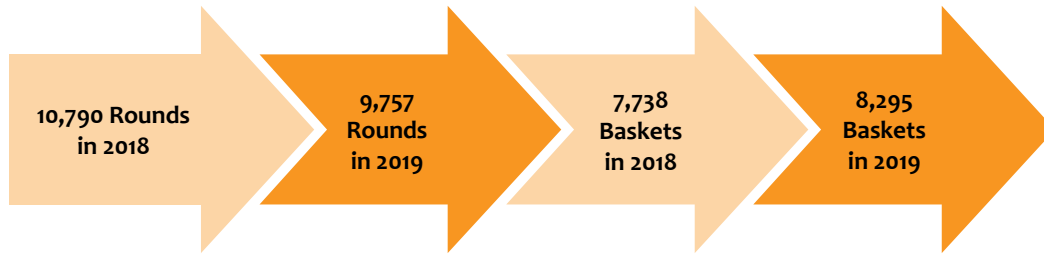
### ACTIVITIES



## Balanced Scorecard 2019

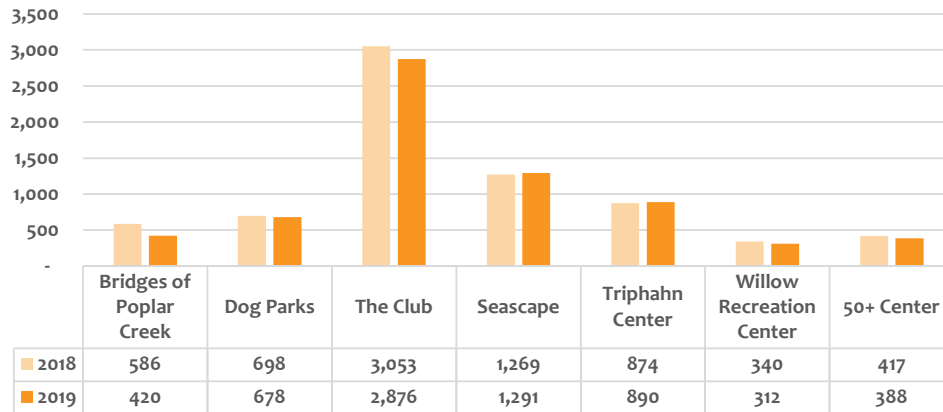
Year to Date through June 30

### BRIDGES OF POPLAR CREEK



### MEMBERS AND VISITS

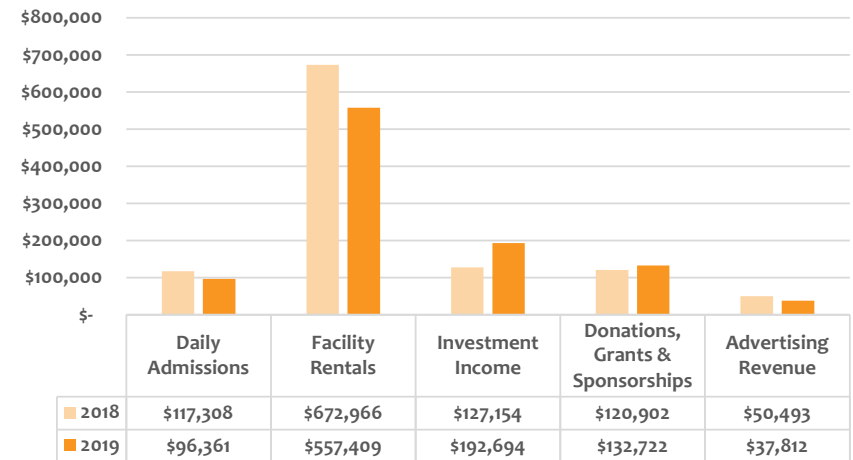
Total Members



**161,166** YTD Visits in 2018

**154,018** YTD Visits in 2019

### OTHER



### COMMUNICATION & MARKETING

41.90% of Registrations Online in 2018

49.47% of Registrations Online in 2019

116,953 Unique Visits to website  
 15,781 Unique Visits to WebTrac  
 3,914 Facebook Likes  
 43,200 Twitter Reach  
 963 Twitter Likes  
 319 Instagram Likes

### FINANCIAL SUMMARY

	2018	2019
Revenues	\$ 9,893,278	\$ 9,825,842
Expenses	\$ (6,990,480)	\$ (6,566,977)
Operating Net	\$ 2,902,798	\$ 3,258,865
Bond Proceeds	\$ -	\$ -
Capital Purchases	\$ (944,156)	\$ (1,679,979)
Debt Service	\$ (1,606,017)	\$ (1,594,757)
<b>Net</b>	<b>\$ 352,626</b>	<b>\$ (15,871)</b>

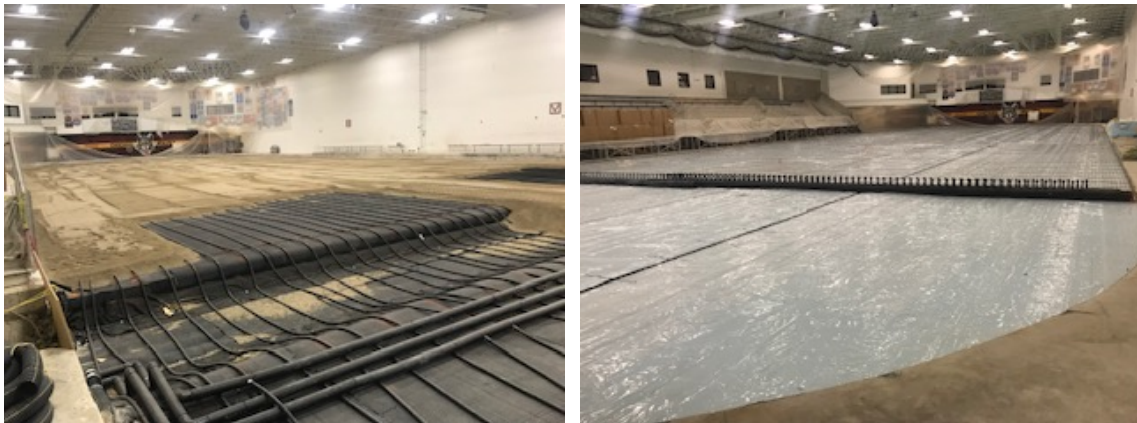
## Memorandum M19-088

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance August Board Report  
**Date:** 9/4/2019

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### ICE RINK

The ice rink has seen lots of progress in August. The construction of the rink has begun, it started with laying down the drainage boards that cover the entire rink and drain to a 4-inch tile that borders the rink and the header pit. These drain tiles will run to the drainage room where the storm water injector pit is located. It was identified that the sediment pit that drains into the injector pit was not installed at correct elevations and had to be replaced to provide proper pitch. Upon completion of this work the trenches that currently house the pipes to both rinks started to drain properly. Following the drainage boards was laying the heat pipes and headers for the heat system. This consists of two miles of black poly pipe fused into the headers. Rebar is then placed on top of the heat pipes to hold them in place followed by gravel screenings (which the photo below shows) and then two sheets of insulation and vapor barrier. Once the vapor barrier was placed they began to lay the metal chairs for cold floor rebar and piping, all the chairs were laid on the rink prior to 9/1/2019 and currently they are in the process of installing the rebar that the cold pipes will be tied to. The cold pipes install (13 miles of pipe) will begin on 9/9/2019.



### COMMUNITY PARK

The playground at Community Park was opened to the public on 8/19/2019. The playground, which is a playcore national demonstration site, features all six elements of play. It also features an arch swing, which has been a great hit with the children in the area. The old roller rink was converted into a half basketball court and kids asphalt obstacle course.

## **MAPLE PARK**

The portion of land that was sold to Schaumburg Township is now a completed parking lot. We will now begin landscaping the roadway and end of the parking lot as well as setting the placement for the back stop. There were resident concerns about the placement of trees and saving of certain trees; with this in mind the township has done a great job of planting new shrubs and trees around the parking lot. A Hoffman Estates resident also paid to have the ash trees milled so that the district could use them for building of benches at Maple Park. District staff cut down the ash trees and took care of transporting to the mill; we now have the milled lumber at our shop and it must dry for one year prior to building the benches.



## **PARK GROUNDS**

We welcomed a new member to the park grounds team this past month. Gail Fitch started on August 6, 2019 with the district. Gail came to us from Oak Park Park District, where he was the lead foreman for athletic field maintenance and has accepted our position of Athletic Field Manager.

## **OTHER**

Other items that were worked and or completed in August at Parks, Planning and Maintenance Department:

- Regular mowing and weeding.
- Football field setups at Cannon, Sycamore and Canterbury.
- Aerification at Cannon, Eisenhower, and Victoria fields.
- Tree trimming at Sundance, Thornbark, Westbury, Willow and Black Bear.
- Aquatic applications at N. Ridge, Princeton and Yorkshire.
- Monthly playground checks.
- Field striping for fall sports.
- Prep work for asphalt crack fill and sealcoat bids.

- Removed failing concrete from Community Park roller hockey rink in preparation for new asphalt.
- Removed Highland Park tot playground; large play feature to be removed on 9/16 and new install in October.
- Sanded and stained ice rink locker room benches. All shower stalls have also been painted.
- Removed all advertisement from hockey boards.
- Replaced activity pool pump and motor at The Club.
- HVAC repairs at TC and The Club.
- Repaired prime pump for Seascape drop slide.
- Rebuilt TC spa exhaust fan motor.
- Lighting repairs were completed at Fabbrini pickle ball/tennis courts.
- Replaced filters on RTU's.
- Roof top cleaning was completed.
- Aerator at South Ridge was removed and motor is being repaired.
- Vehicle and mower maintenance