

**AGENDA**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**TUESDAY, OCTOBER 15, 2024**  
**7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA  
*Motion to approve the agenda as presented.*
3. APPROVAL OF COMMITTEE MINUTES
  - September 17, 2024  
*Motion to approve the minutes of the September 17, 2024 meeting as presented.*
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. Bridges Elevator Cylinder and Piston Replacement / M24-089  
*Motion to recommend to the full board the following:*
    - *The purchase and installation of a chair lift from AmeriGlide for \$7,500 including estimated costs for electrical work and permit fees.*
    - *Replacement of the hydraulic cylinder and piston on the elevator at Bridges of Poplar Creek Country Club to Advanced Elevator for a total of \$57,600 with additional unknown costs on a time and material basis.*
  - B. Sycamore Playground Purchase / M24-085  
*Motion to recommend to the full board the purchase of Sycamore Park Playground Equipment for the new playground from Cunningham Recreation (Game Time) for a total of \$125,364.15.*
  - C. 2025 Zamboni Purchase / M24-086  
*Motion to recommend to the full board the approval to purchase the Zamboni 526 by Zamboni Company USA, Inc. through our Sourcewell Contract for a total of \$133,867.55.*
  - D. 2025 Early Order Chemical & Fertilizers Purchase / M24-087  
*Motion to recommend to the full board to award to Simplot Turf for their lowest bid products for the total not to exceed \$92,065.86, Heritage Landscape Supply Group for their lowest bid products for the total not to exceed \$7,032.89 and Advanced Turf for their lowest bid products for the total not to exceed \$1,482.21.*

B&G Committee Meeting

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E. Parks, Planning & Maintenance Board Report / M24-084

*Motion to recommend to the full board to include the Parks, Planning & Maintenance October Board Report and 3<sup>rd</sup> Quarter Goals in the October Executive Director's Report.*

7. COMMITTEE MEMBER COMMENTS

8. ADJOURNMENT

*Motion to adjourn the meeting.*

**MINUTES**  
**BUILDINGS & GROUNDS COMMITTEE MEETING**  
**September 17, 2024**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Buildings & Grounds Committee was held on September 17, 2024, at 7:02 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: Chairman Evans, Commissioner Friedman, Comm Reps Dowling, Meyer, Poeschel, and Sernett

Absent:

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Parks, Planning and Maintenance Hugen, Director of Recreation Miletic, Executive Assistant Flynn, IT Specialist Hassler

Audience: Commissioners Dressler, McGinn, McGregor, and Kaplan; Comm Reps Beranek, Bettencourt, Kulkarni, Henderson, Ostermeyer

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep Poeschel made a motion, seconded by Comm Rep Sernett to approve the minutes of the August 20, 2024, meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

Andi and Rob Toro from the Canterbury Fields neighborhood reported noise complaints from the cricket pitch behind their house, as well as a child on a motorbike in the park. They also asked if the porta potty could be placed on the other side of the bathrooms. Executive Director Talsma noted that residents are always welcome to reach out to staff for these types of concerns. He will have a staff member reach out to them and work with the rental group as well on noise levels. He added that the motorbike is a violation of a village ordinance, and that report would go to the police.

**5. Old Business:**

None

**6. New Business:**

A. Parks, Planning & Maintenance Board Report / M24-078

Commissioner Friedman made a motion, seconded by Comm Rep Meyer, to include the Parks, Planning & Maintenance September Board Report in the September Executive Director's Report.

Director Huguenot noted that after a long wait, the replacement skylights and windows at Willow Rec Center will be installed in late September/early October.

Commissioner McGinn said that he noticed a leak over the basketball court at The Club. Director Huguenot said there are many leaks in the roof at The Club, and this is the first building scheduled for a roof replacement in 2026.

The motion carried by voice vote.

**7. Committee Member Comments:**

Commissioner Friedman asked if the park sign at Fabbrini could be raised up or replaced with one similar to the sign for Bridges. He added that there is a "Park Entrance" sign attached to the back of the stop sign but it is small. Director Huguenot said the park signs are the same at all parks and not planned to be changed at this time. He added that if there is a "Park Entrance" sign it is not ours, and he will go take a look at it.

**8. Adjournment:**

Commissioner Friedman made a motion, seconded by Comm Rep Sernett to adjourn the meeting at 7:16 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

The following questions were received and responded to prior to the meeting on 9.17.2024:

1. Dog owners at Bo's Run Park in Winston Knolls area wondering what happened to the U.S. flag, and is it coming back?  
[Only one company can fix the pulley system, and we are still waiting. As soon as the contractor has received the necessary parts, labor will be scheduled, and the flag will be back.](#)

**MEMORANDUM M24-089**

**TO: Building and Grounds Committee**  
**FROM: Craig Talsma, Executive Director**  
**Dustin Hugen, Director of Parks, Planning & Maintenance**  
**RE: Bridges Elevator Cylinder and Piston Replacement**  
**DATE: 10/15/2024**

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**Motion:**

Recommend to the full board the following:

- The purchase and installation of a chair lift from AmeriGlide for \$7,500 including estimated costs for electrical work and permit fees.
- Replacement of the hydraulic cylinder and piston on the elevator at Bridges of Poplar Creek Country Club to Advanced Elevator for a total of \$57,600 with additional unknown costs on a time and material basis.

**Background:**

The elevator at Bridges of Poplar Creek recently failed a regular quarterly inspection due to low levels of hydraulic fluid. The low levels of hydraulic fluid could only mean that the hydraulic cylinder is leaking. The piston is inside the cylinder and the component that moves the elevator upwards and acts in reverse to bring the elevator down.

Our elevator contractor Advanced Elevator was on site the day after we failed the inspection to perform a load test on the elevator. A load test requires that you place 3500 lbs. in the elevator with all hydraulic features turned off for 24 hours and the elevator should not move. During our load test the elevator dropped over 5 inches while loading it with the appropriate weight, confirming that the hydraulic cylinder and piston are not working properly.

**Rationale:**

**Chair Lift**

With the lead time for the elevator repair at 8 to 12 weeks, we will need an alternate access to the second floor for individuals with disabilities. Staff would like to have this installed and ready for use before the Breakfast with Santa event on December 7. Staff received quotes from three companies to install a chair lift on the back staircase near the locker rooms. The lowest bid came in from AmeriGlide at \$6,583, plus estimated additional electrical work and required permit fees, bringing the total cost to \$7,500.

**Scope of Work - Elevator**

Install a new hydraulic lift cylinder and piston for the elevator. The new cylinder will be constructed of heavy steel tubing, double bottom, multi-piece with threaded male/female couplings that screw together ensuring optimal alignment. The piston will be industry standard, machined from seamless drawn over mandrel steel tubing. The piston will be multi-section for installation using threaded male/female couplings to prevent oil leaking from inside the unit. This replacement also includes new pit channels and buffers. The work will consist of moving the elevator to the top on the hoist way, hanging the cab from chain falls for removal of the

piston from the elevator cab. A scaffolding system will be constructed inside the hoist way for a proper and safe hoisting point due to the existing elevator configuration. Remove the existing pit channels and buffers and lift the cylinder from the well hole. Both the piston and cylinder will be cut up and disposed of from the property. Once the cylinder is removed, inspect to see if an in-ground casing was used during the original installation, to enable direct replacement with the new cylinder assembly. If not, the owner will incur additional costs (see note below) to install a new cylinder with code required PVC protection sleeve and plumb the cylinder. Install the new piston and attach it to the bottom of the elevator platen plate and remove the hoist way scaffolding system. The new pit equipment will be installed, and the elevator cab will be disconnected from the chain falls. The hydraulic reservoir will then be filled with new oil as required and the elevator adjusted for proper normal operation. Concluding with a code required full load pressure test for final turnover as witnessed by the local inspection authority

Staff reached out to over 8 elevator companies in Illinois to get pricing to have this repair completed. We had three companies complete site visits of which two returned proposals.

Advanced Elevator    \$57,600

Colley Elevator        \$62,460

Both companies that provided proposals have the same clause (listed below) in their proposal about unknown findings when removing the existing cylinder. The lead time to complete the project is 8 to 12 weeks.

Advanced Elevator Clause

This proposal is based on the cylinder being cased the full length of the existing hole and back filled with sand and a plum well hole. If the hole is not cased or if the existing hole is not large enough to install new corrosion protection as required by code, or if the hole caves in at that time and the cylinder cannot be installed due to these scenarios, it will be the owner's responsibility to pay all expenses to have the hole drilled and cased on a time and material basis. The re-drilling and/or clean out of the hole is based upon encountering soil free from physical obstruction or hindrance below the surface of the ground including, but not limited to, rocks, boulders, wood, metal, pilings, water, quicksand, caves, foundations, tunnels, utilities, granite, overburden gravel or any other foreign material while drilling the hole. The owner will provide Advanced Elevator with written authorization to utilize any required special excavation and/or evacuation equipment and will compensate Advanced Elevator over and above the proposed price. The owner will be responsible for supplying adequate water and electric power for drilling the hole. If the hole is not cased, and requires additional work as described above, an hourly time (**rate \$690.00/hour**) plus material invoice shall be due at the completion of the said work.

Colley Elevator Clause

*Cylinder hole clause:* The contract price is based on encountering soil, free from rocks, boulders, building construction members, sand, water, quicksand, underground caves or any other destruction or unusual condition during installation will result in an increase by the amount of the additional labor at our usual rates, and the actual cost of additional materials plus 15%.

Staff reached out to our attorney at Robbins Schwartz to enquire about the ability to proceed with repairs on an emergency basis. They informed us that the district could treat this as an emergency exception based on the need to have the repairs completed for ADA purposes, meaning we do not need to bid for this repair and can just get quotes to have it completed. Costs for all work will be paid for out of the fund balance reserves in the ADA fund.

**MEMORANDUM NO. M24-085**

**TO:** B&G Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Sycamore Park Playground Purchase  
**DATE:** 10/15/2024

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**Motion:**

Recommend to the full board the purchase of Sycamore Park Playground Equipment for the new playground from Cunningham Recreation (Game Time) for a total of \$125,364.15.

**Background:**

The School District is expanding their parking lots and entrance into the school at Lincoln Prairie School / Sycamore Park. Per an intergovernmental agreement, the playground is being relocated to the east. The school district is covering the cost of a new playground and work associated with the enhancements.

**Rationale:**

HEParks received a Matching Funds Grant from Game Time (a Playcore Company). The matching funds grant is applied to playground structures. In order to secure the grant, order confirmation has to be completed in October 2024 but the playground will be delivered in 2025 as part of the 2025 budget. This purchase will be made as part of our OMNIA Contract #2017001134 which meets all bidding requirements.

The attached drawing provides an image for the proposed playground. The total cost through OMNIA is \$198,229 plus freight of \$1,800, but with the matching grant of \$74,664.85, the adjusted cost is \$125,364.15.

# HEPD Sycamore Option 1 Hoffman Estates, Illinois

Design • Build • PLAY!





MEMORANDUM NO. M24-086

**TO:** B&G Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** 2025 Zamboni Purchase  
**DATE:** 10/15/2024

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**Motion:**

Recommend to the full board the approval to purchase the Zamboni 526 by Zamboni Company USA, Inc. through our Sourcwell Contract for a total of \$133,867.55.

**Background:**

Our two current Zambonis are up for replacement in GIS in 2025 and 2026. The Zambonis were purchased in 2010 with a life expectancy of 10 years. In 2021 they both had numerous parts rebuilt and installed to get three to four more years out of the units. At this time, it is more cost effective to replace the units.

**Rationale:**

Staff have worked with Zamboni Company to provide us with the most efficient Zamboni for our needs. The purchase will be through Sourcwell using our Sourcwell Contract pricing which meets all our bidding needs.

**Zamboni 526:**

3-Way Catalytic Converter, Lambda Fuel Management System, Wash Water System, Aluminum Wheels, Black Powder Coated Conditioner, Conditioner Poly Side Plate, Guide Wheel, Parking Brake, LPG Low Fuel Light, Stainless Steel Water Distribution Pipe, Spare Tire & Wheel Assembly, (2) 77" Blades

**ADDITIONAL EQUIPMENT:**

LPG Carburetion (No Tanks)  
Board Brush w/ Power Fill  
Water Level Sight Gauge  
Wash Water Tank Poly Insert  
Snow Tank Light  
Tire Wash System  
Integrated Auger Wash Out System  
Fast Ice  
Heated Seat  
Hydraulic Oil Cover

This purchase will be reflected in the 2025 capital plan for the district as the Zamboni will be a fall of 2025 delivery (prior to hockey season). It will not be delivered in 2024, but the order must be placed in

October of 2024 in order to receive the unit prior to the 2025-2026 hockey season. They are currently running on production times of 8 to 10 months.

MEMORANDUM M24-087

**TO:** B&G Committee  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning and Maintenance  
**RE:** Fertilizer and Chemical 2025 Early Order Bid  
**DATE:** 10/15/2024

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**Motion:**

Recommend to the full board to award the bid to Simplot Turf for their lowest bid products for the total not to exceed \$92,065.86, Heritage Landscape Supply Group for their lowest bid products for the total not to exceed \$7,032.89 and Advanced Turf for their lowest bid products for the total not to exceed \$1,482.21.

**Background:**

Bridges of Poplar Creek Country Club and HEParks Maintenance have 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. 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 and the Parks Department have been using different combinations of products over these years that have been working to keep the golf course in the best possible playing conditions and keeping parks safe and usable for our residents.

**Rationale:**

At the time of the bid opening, staff received bids from three vendors, all of which meet standards for this bid. The bids received represent prices broken down per case or bag for each product. Staff have determined that the following breakdown per item and vendor with the best available price for the district. Manufacturer rebates are obtained through the Early Order Program as well as vendor rebates. Recommended prices are all not to exceed prices as both the golf course and parks have remaining sprays to finish with final inventory to take. After final applications, adjustments to the 2025 program are likely to happen. All total costs will fall within the proposed budget amounts for 2025. All products with vendor costs are shown in the attached document.

GOLF									
Control	Product	Package	Simplot Turf & Horticulture	Advanced Turf	Heritage Landscape Supply Group	Totals Needed	Simplot Turf & Horticulture	Advanced Turf	Heritage Landscape Supply Group
Aquatic	Captain XRT	case 2x2.5 gal	186.34	205.3	163.94	1			\$163.94
Aquatic	SonarOne	pail 20#	726.33	997.6	726.33	0	\$0.00		
Fungicide	Daconil Action	case 2x2.5 gal	530	N/A	530	10	\$5,300.00		
Fungicide	Fiata	case 2x2.5 gal	380	380	380	8	\$3,040.00		
Fungicide	Propiconazole	case 2x2.5 gal	295.31	321.4	239.08	3			\$717.24
Fungicide	Tebuconazole	case 4x1 gal	292	218.56	181.88	1			\$181.88
Fungicide	Mirage	case 2x2.5 gal	976	976	976	0	\$0.00		
Fungicide	Banol	1 gallon	301.43	1254	1254	3	\$904.29		
Fungicide	Signature Extra	5.5 lb Jug	210.4	210.4	210.4	2	\$420.80		
Fungicide	Chipcoo 26019 Flo	case 2x2.5 gal	396.13	N/A	287.94	1			\$287.94
Fungicide	Indemnify	17.1 Oz Bottle	1963.6	1963.6	1963.6	1	\$1,963.60		
Fungicide	XT Solutions Pallet	Pallet	18588	N/A	18588	Secure/Posterity/Acelepryn	\$0.00		
Fungicide	Secure Action	2.5 gallon	1742.5	N/A	1742.5	4	\$6,970.00		
Fungicide	Acelepryn Xtra	2.5 gallon	1700	N/A	1700	1	\$1,700.00		
Fungicide	Resilia	case 2 x 2.72 gal	1837.74	1837.74	1837.74	2	\$3,675.48		
Herbicide	Defendor	Jug 1 qt	203	203	203	0	\$0.00		
Herbicide	Dimension	case 2x2.5 gal	1226	1226	1226	1	\$1,226.00		
Herbicide	Fusilade II	case 4X32 fl oz	360	N/A	304.56	3			\$913.68
Herbicide	Barricade 4FL	case 2x1 gal	333	N/A	333	1	\$333.00		
Herbicide	Millenium Ultra 2	case 2x2.5 gal	544	544	544	1	\$544.00		
Herbicide	Sure Power	case 2x2.5 gal	412.5	412.5	412.5	1	\$412.50		
Herbicide	Quick Silver T&O	8 fl oz bottle	187.15	182.2	156.52	0			\$0.00
Herbicide	Dimension 2EW + Defendor Pak	Pak	1276.25	1276.25	1276.29	2	\$2,552.50		
Herbicide	Dicamba	case 2x2.5gal	211.18	428.58	194.4	0		\$155.55	\$0.00
Nutrients	18-3-6 Liquid Fertilizer	case 2x2.5 gal	108	62.22	N/A	2.5			
Nutrient	Prudent 44	case 2x2.5 gal	372.74	N/A	N/A	6	\$2,236.44		
Nutrients	Foltec SG Minors	case 10x2.5#	262	N/A	157.6	5			\$788.00
Nutrients	Krystal Klear Mn	case 2x2.5 gal	314.17	N/A	N/A	0	\$0.00		
Nutrients	Anderson 14-7-14	50# bag	66.1	66.1	66.1	80	\$5,288.00		
Nutrients	HCU	50# bag	48.8	48.8	N/A	23	\$1,122.40		
Nutrients	Rapture 4-0-4	5# bag	26	N/A	N/A	33	\$858.00		
Nutrients	Amino Foliar 8-4-6	case 2x2.5 gal	140	N/A	N/A	16	\$2,240.00		
Nutrients	TV 25-0-8	50# Bag	22.73	N/A	N/A	64	\$1,454.72		
Nutrients	Shaws 44-0-0	50# Bag	43.77	N/A	N/A	96	\$4,201.92		
PGR	Anuew	case 4x1.5#	472.8	N/A	472.8	24	\$11,347.20		
PGR	Primo Maxx	Case 2x1 gal	634	N/A	634	0	\$0.00		
PGR	Proxy	case 2x2.5 gal	231.97	269.22	241.84	5	\$1,159.85		
Pigment	Ambient Plus	1 Gal Jug	240	N/A	N/A	1	\$240.00		
Wetting Agent	Non-ionic surfactant	case 2x2.5 gal	196	127.3	50.27	1			\$50.27
Wetting Agent	Rely III	case 2x2.5 gal	290	N/A	N/A	35	\$10,150.00		
Wetting Agent	Syringe	case 2x2.5 gal	120	N/A	N/A	4.5	\$540.00		
Wetting Agent	Brilliance	case 2x2.5 gal	440	N/A	N/A	2	\$880.00		12
Totals							\$70,760.70	\$155.55	\$3,102.95

<b>Parks</b>										
Control	Product	Package	Simplot Turf & Horticulture	Advanced Turf	Heritage Landscape Supply Group	Totals Needed	Simplot Turf & Horticulture	Advanced Turf	Heritage Landscape Supply Group	
Aquatic	SePro Eutrosorb	50# bag(two sock)	193.8	190	193.8	6		\$1,140.00		
Aquatic	SonarOne	Pail 20#	726.33	997.6	726.33	0	\$0.00			
Aquatic	SureGuard	64 oz jug	273	N/A	273	4	\$1,092.00			
Aquatic	Reward	case 2x2.5 gal	480	N/A	480	10	\$4,800.00			
Aquatic	Captian XRT	case 2x2.5 gal	186.34	205.3	163.94	10			\$1,639.40	
Herbicide	Millenium Ultra 2	case 2x2.5 gal	544	544	544	4	\$2,176.00			
Herbicide	Defendor	Jug 1 qt	203	203	203	18	\$3,654.00			
Herbicide	Barricade 4FL	case 2x1 gal	333	N/A	333	2	\$666.00			
Herbicide	Fusilade II	case 4X32 fl oz	360	N/A	304.56	5	\$1,800.00		\$1,522.80	
Herbicide	Garlon	case 2x2.5 gal	394.11	N/A	294.94	1	\$394.11		\$294.94	
Herbicide	Sure Power	case 2x2.5 gal	412.5	412.5	412.5	3.5	\$1,443.75			
Herbicide	Dimension 2EW	case 2x2.5 gal	1226	1226	1226	0	\$0.00			
Herbicide	Dimension 2EW + Defendor Pak	Pak	1276.25	1276.25	1276.29	2	\$2,552.50			
Fertilizer	18-3-6 Liquid Fertilizer	case 2x2.5 gal	108	62.22	N/A	3		\$186.66		
Nutrients	Foltec SG Minors	case 10x2.5#	262	N/A	157.6	3			\$472.80	
Fertilizer	HCU	50 # Bag	48.8	48.8	N/A	20	\$976.00			
Fertilizer	Shaws 44-0-0	50# Bag	43.77	N/A	N/A	40	\$1,750.80			
<b>Totals</b>								<b>\$21,305.16</b>	<b>\$1,326.66</b>	<b>\$3,929.94</b>
13										
<b>Golf and Park Totals</b>								<b>\$92,065.86</b>	<b>\$1,482.21</b>	<b>\$7,032.89</b>

## Memorandum M24-084

**To:** B&G Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Parks, Planning & Maintenance – October Board Report  
**Date:** 10/15/2024

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### MOTION

Motion to recommend to the full board to include the Parks, Planning & Maintenance October Board Report in the October Executive Directors Report.

### ADMINISTRATION & CAPITAL PROJECTS

#### WRC Renovations and Skylights

On September 2, the new store front windows were installed at Willow Recreation Center. These are the windows that are next to the main entrance at Willow. Next up for this project are the sloped windows in the front of the building. This portion of the project will take place from October 14 to October 30.

#### Vogelei Park OSLAD

In house crews were able to finish all earthwork, drainage and sub grade work for the green house, bocce ball and bank shot sport areas. Herrera Construction was able to pour the foundation for the greenhouse and the curbing for the bocce ball courts on October 2. The HEParks crew begin laying out the multi-golf course and building the tee boxes and greens. The first three holes of the course are layed with tees and greens set. The bocce ball courts are set have the synthetic turf installation take place on Ocotber 10. This will be a combination of Perfect Turf and HEParks crews to complete this installation with Perfect Turf installing the turf and HEParks crews installing the base stone.



## **Seascape New Park**

AJ Oleson Construction was onsite on Friday, October 4 to lay out and start removal of the parking lot. They finished the parking lot removal, curb removal and installation of new storm drains on Tuesday, October 8. HEParks crews will complete earthwork and shaping for the playground installation to take place. If mother nature continues to cooperate our goal is to finish the playground this year. That will leave the shelter, sidewalks, ADA parking, fence, and restoration for 2025.



## **Hole Renovations at Bridge of Poplar Creek**

In house crews laid out new tee boxes on holes 1 (green), 2 (gold), 5 (gold, black), 8 (silver, black, gold), 15 (silver), 17 (green), and 18 (gold, black). Work included sod removal and soil tilling and the next step is to shape the tees and then complete the restoration. The plan is to have the tees open in the spring of 2025.

## **AQUATICS AND BUILDINGS**

### ***Triphahn Center:***

- Started floor installation - Marley floors were laid out and cut around walls, then seams and perimeter were taped down.
- VAV box for Kim's office was not working correctly; reconfigured and installed programming on B.A.S. system to restore proper functioning.
- New upgraded electrical panel was installed for marquee sign.
- The playground gate was repaired.
- Cubbies were hung in the dance room.
- Condensing fan motor was replaced on senior side condensing unit.
- Installed new water flow switch on hydronic heat boiler, to allow boiler to fire up.
- New transformer was ordered for Trane unit heater in Zamboni.
- Anderson Lock came out to fix the sauna door. New mortise latch on the whirlpool door to women's locker room was installed.
- Old figure skate door lock was removed and rekeyed/reinstalled.
- The bench in TC locker room was repaired.

### ***Bridges of Poplar Creek:***

- Hole in the ceiling from pipe repair was fixed, mudded and painted.
- ADA pad and walkway were repaired at the golf course.
- Toptracer had a new wall mount fan installed.
- First sprinkler air pipe was repaired above ceiling on mezzanine; drywall replaced and painted.
- Second sprinkler air leak was repaired; new section of pipe installed in electrical room on second floor.
- Pond pumps have been tripping the breaker- performed amp draw and made sure it was not clogged with leaves and other debris. The second pump will need to be replaced.

### ***The Club at Prairie Stone:***

- Move equipment at Prairie Stone.
- Took measurements of Kids Korner room for new updates. All half walls were removed from Kids Korner, as well as cabinets and countertops from middle wall. Toys were collected and taken to Goodwill.
- Roof was checked for leaks and no problems were found.
- Three light fixtures were replaced, and new bearings were installed on RTU 2 blower motor shaft.
- Elevator was stuck on second floor – fire alarm in elevator room was accidentally set off and was locked. Advanced Elevator came and reset control module.

### ***Willow Rec Center:***

- Continued work on crack fill, concrete repairs as well as stucco repairs. Caulk and concrete repairs were done around the building exterior.
- Total Fire replaced sprinkler head and the system was restored, after being damaged by contractors during skylight installation.

### ***Vogelei:***

- Electrical conduit was run from new green house to fence near main power sources.
- Ran second gas pipe from the barn to the footings of the soon to be greenhouse.
- A new upgraded electrical panel was installed for the marquee sign.

### ***Seascape & Splash Pads:***

- Winterization process has begun – windscreens, umbrellas, chairs, and tents have been taken down and stored away for the season.

## **PARKS**

### ***Parks & Forestry:***

- Finished installing rip rap rock at Fabbrini pond along the pathway and completed block wall with foundation cap.
- Completed shoreline clean up at Evergreen Park and Charlemagne to prep for controlled burn.
- Field Park lighting needs some replacements - will retrofit existing metal halide light to LED.
- Repaired the broken drinking fountain and snow fence around tree hole at Tropicana Park.
- Installed tent for Village Green event and took down afterwards.
- Installed bench and plaque at Victoria Park.
- Installed new stairs and deck at Sundance Park.
- Completed landscape maintenance, path clean-up and mulching at various locations and trail check done at Tall Oaks.
- Turf maintenance/watering at Eisenhower Park and holes were filled.
- Tree maintenance and clearing along property lines at Victoria Wetlands and Charlemagne.
- Storm clean up and tree maintenance for damage at Fairview, Pebble, Tall Oaks, and Sycamore.



- Landscape maintenance for park ID signs at Hunters Ridge Wetland and Winding Trails Basin. Replaced the 'park rules' post at Hunters Ridge.
- Tree planting at Evergreen Park.
- Added mulch to fairways at Black Bear Disc Golf Course.

### ***Playgrounds:***

- Worked with survey crew to lay out bank shots, green house, and bocce ball courts, as well as sidewalks at Vogelei. Started removing/leveling dirt for sub grades for renovation. Finished sub grade inside the new area and dug out and installed all drain lines and gas lines.
- Finished leveling out and compacting the gravel for the green house at Vogelei. Completed filling in the gravel for the bocce ball courts and filling in the dirt around the new features to help hold in the gravel.
- Fixed top cap of wall around South Ridge lakefront - removed from water, cleaned, and reinstalled. The zip line was tightened and checked.
- Repaired tennis net and fixed broken basketball rim at Charlemagne Park. Sanded, scraped, and repainted shelter post trim. Removed graffiti on slide and signpost.
- Sprayed for bees that were reported at Canterbury Park shelter and Victoria Park.
- Mulch was brought in and leveled at Sycamore Park.
- Added mulch around swing area at Lincoln Park.
- Conducted routine playground checks, clean-up and weed maintenance.
- Repaired poured in place playground at Seascape.
- Removed graffiti from Evergreen benches and garbage cans, as well as graffiti at Armstrong.
- Repaired spring rockers and patched rubber floor at Victoria Park.
- Installed new basketball nets at Olmstead and fixed at Fabbrini.
- Smoothed playground surface, pulled weeds and checked benches and nets at Pine and Community Parks.
- Adjusted pickleball timers at Pine Park to 6-10pm.

### ***Athletic Fields:***

- Ongoing field prep and maintenance.
- Started monthly inspections for bleachers, goals and backstops and repairs completed as needed.
- Painted all fields at upper Cannon and added 9v9 at lower field.
- Striped the football field at Cannon and treated for grubs found in the south end zone.
- Baseball field set up was done at Cannon for fields 1 & 3; foul lines painted for all baseball fields.
- Started replacement of bad sprinkler heads at upper Cannon. Installed some new fence ties at Cannon soccer then fixed the black chain link fence on the large soccer field.
- Painted soccer fields at Eisenhower (11v11 & 7v7), Cottonwood (11v11 & 9v9) and Olmstead (two 4x4).
- Set of 7x21 goals moved to Fabbrini for 7v7 field and nets were hung.
- Painted all 3 soccer fields at Pebble Park, striped the 9v9 field at Victoria, then set goals and hung nets.
- Watered and fertilized the football field at Sycamore, then mowed and striped the field.
- Striped the Cricket field at Canterbury Park.

**HOFFMAN ESTATES PARK DISTRICT  
2024 BUDGET GOALS & OBJECTIVES  
PARKS, PLANNING & MAINTENANCE DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete

**DISTRICT GOAL 1: HEALTHY AND ENJOYABLE EXPERIENCES**

Objective/Goal	Performance Measures	Status
<b>Sustainability Volunteers Group</b>	<ul style="list-style-type: none"> <li>Reach out to past volunteers to develop this group.</li> </ul>	<b>O</b>
1Q Comments:	Plan is to contact the volunteers that sign up for earth day and/or seed bombing and gauge interest in being part of this group.	
2Q Comments:	A list of participants is being put together and staff will begin contacting them to gauge interest.	
<b>3Q Comments:</b>	<b>Regular volunteers of our events are being reached out to in order to gauge interest in the sustainability volunteer group.</b>	

**DISTRICT GOAL 3: FINANCIAL STEWARDSHIP**

Objective/Goal	Performance Measures	Status
<b>Asset / Fleet and work order management system to tie into our existing GIS software.</b>	<ul style="list-style-type: none"> <li>Research using an asset / fleet and work order management software that communicates with GIS.</li> </ul>	<b>O</b>
1Q Comments:	We have had presentations from Productive Parks and OpenGov.	
2Q Comments:	Still looking into other platforms.	
<b>3Q Comments:</b>	<b>Still looking into multiple platforms.</b>	

**DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

Objective/Goal	Performance Measures	Status
<b>Structural Repairs at WRC</b>	<ul style="list-style-type: none"> <li>Windows and skylights installation.</li> <li>Evaluate racquetball courts and mini gym to optimize facility usage.</li> </ul>	<b>O</b>
1Q Comments:	Permits have been obtained and the contractor is set for installation in late spring/early summer.	
2Q Comments:	Currently scheduled for mid-August to begin construction.	
<b>3Q Comments:</b>	<b>Skylights and Store Front windows have been installed.</b>	

<b>Purchase Electric &amp; Autonomous Field Marker.</b>	<ul style="list-style-type: none"> <li>Purchase through bid process or purchasing Coop.</li> </ul>	<b>C</b>
<b>1Q Comments – Complete</b>	<b>The unit has been purchased and is in use.</b>	

<b>Purchase Electric Autonomous Mower.</b>	<ul style="list-style-type: none"> <li>Purchase through bid process or purchasing Coop.</li> </ul>	<b>C</b>
<b>1Q Comments - Complete</b>	<b>Unit has been purchased and weeklong training is scheduled for the week of April 22, 2024.</b>	

<b>Purchase Crew Cab.</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop.</li> </ul>	<b>C</b>
1Q Comments:	The vehicle has been ordered through state contract purchasing.	
2Q Comments:	Vehicles ordered through state contract purchasing. Waiting on delivery date.	
<b>3Q Comments - Complete</b>	<b>Crew Cab vehicle has arrived and is in the fleet.</b>	
<b>Purchase Dump Truck with salt spreader.</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop.</li> </ul>	<b>C</b>
1Q Comments:	Vehicle has been ordered through state contract purchasing.	
2Q Comments:	Vehicles ordered through state contract purchasing. Waiting on delivery date.	
<b>3Q Comments - Complete</b>	<b>Dump Truck has arrived and is in the Fleet.</b>	
<b>Pine Park Playground</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop and install prior to third quarter.</li> </ul>	<b>C</b>
1Q Comments:	Playground has been purchased and is set to be installed by the end of June.	
2Q Comments:	Playground has been installed, 2-5 is being installed and then restoration.	
<b>3Q Comments - Complete</b>	<b>Playground and restoration have been completed.</b>	
<b>Vogelei Park Renovation</b>	<ul style="list-style-type: none"> <li>• Develop constructions plans, obtain permits, and go to bid for services.</li> </ul>	<b>C</b>
1Q Comments:	Contracts are being finalized with the state and with our engineering firm.	
2Q Comments:	OSLAD has been finalized, engineering has completed the topo and construction will begin in August.	
<b>3Q Comments - Complete</b>	<b>All construction plans for phase one(2024) along with bids and permits have been completed. Construction has started on this phase as well.</b>	
<b>Asphalt Repairs</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop.</li> </ul>	<b>C</b>
1Q Comments:	A contractor has been selected and dates are being set to complete all repairs and maintenance.	
<b>2Q Comments - Complete</b>	<b>Asphalt and parking lot maintenance completed.</b>	
<b>Indoor Courts Sand &amp; Seal</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop.</li> </ul>	<b>C</b>
1Q Comments:	The contractor has been selected and dates are set for July and August.	
2Q Comments:	The contractor has been selected and dates are set for July and August.	
<b>3Q Comments - Complete</b>	<b>Courts have been completed.</b>	
<b>Seascape Aquatic Play Feature (play feature in the pool)</b>	<ul style="list-style-type: none"> <li>• Purchase through bid process or purchasing Coop.</li> </ul>	<b>O</b>
1Q Comments:	Working with multiple vendors on the design to be presented at the April board meetings.	
2Q Comments:	The aquatic feature is going to be refurbished instead of replaced and this work will take place in September/October.	
<b>3Q Comments:</b>	<b>Refurbish construction is set for the week of October 14.</b>	

<b>Outdoor Sports Courts Resurface</b>	<ul style="list-style-type: none"> <li>Purchase through bid process or purchasing Coop.</li> </ul>	<b>C</b>
1Q Comments:	A contractor has been selected and courts are set to be completed by the end of June.	
<b>2Q Comments - Complete</b>	<b>Courts have been completed.</b>	

<b>Hire Contractor for Controlled Burns</b>	Hire contractor to complete controlled burns in sections of Victoria Park and Hunters Ridge (other sections of these parks will be mowed).	<b>C</b>
1Q Comments:	The contractor is waiting for the appropriate weather to complete the burns. If not this spring it will be in the fall.	
2Q Comments:	Burns were not completed in the spring; looking to schedule this in the fall.	
<b>3Q Comments - Complete</b>	<b>Contractor has been hired and now it is waiting game for plants to go into dormancy and weather patterns to be correct.</b>	

**DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

<b>Objective/Goal</b>	<b>Performance Measures</b>	<b>Status</b>
<b>Hold Special Events for Environmental Awareness.</b>	<ul style="list-style-type: none"> <li>Hold Earth Day, Seed Bombing, Invasive Removal and Seed Collection events.</li> </ul>	<b>C</b>
1Q Comments:	Events have been scheduled.	
2Q Comments:	Earth Day and Seed Bombing have been completed and Invasive Removal and Seed Collection are scheduled.	
<b>3Q Comments - Complete</b>	<b>All events were completed.</b>	

<b>Audubon International</b>	<ul style="list-style-type: none"> <li>Start the certification process for becoming Audubon Cooperative Sanctuary Program for Golf Courses.</li> </ul>	<b>C</b>
1Q Comments:	Will be completed later in 2024.	
2Q Comments:	Process will be started in the late fall.	
<b>3Q Comments - Complete</b>	<b>Process has been started with the application and first section complete.</b>	

<b>Arboretum Status at Vogelei</b>	<ul style="list-style-type: none"> <li>Once greenhouse and tree nursery are complete apply for and receive complete certification.</li> </ul>	<b>D</b>
1Q Comments:	Part of the OLSAD Project.	
2Q Comments:	This will not be completed until the end of 2025 when the OSALD project is completed.	
<b>3Q Comments:</b>	<b>This will not be completed until the end of 2025 when the OSALD project is completed.</b>	

<b>Install Smart Rain Irrigation Controls.</b>	<ul style="list-style-type: none"> <li>Purchase and install new irrigation controls on park irrigation boxes.</li> </ul>	<b>C</b>
1Q Comments:	Installation is scheduled for May 2024.	
<b>2Q Comments - Complete</b>	<b>Installation is complete.</b>	

**DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective/Goal</b>	<b>Performance Measures</b>	<b>Status</b>
<b>Parks Continuing Education</b>	<ul style="list-style-type: none"> <li>• Park Maintenance Supervisors will be attending continuing education events in 2024.</li> </ul>	<b>O</b>
1Q Comments:	Staff attended the IAPD/IPRA and the ILCA (Illinois Landscape Contractors Association) conferences during the 1 <sup>st</sup> Quarter.	
2Q Comments:	Staff attended an MIPE event in June on playground design.	
<b>3Q Comments:</b>	<b>Staff attended field days for sports turf and landscapes.</b>	