



Buffalo Grove Park District  
BOARD WORKSHOP  
Monday, February 12, 2024  
Alcott Center – Room 24  
6 pm

WORKSHOP AGENDA

- I. Call to Order
  - A. Roll Call
  
- II. Pledge of Allegiance
  
- III. Introduction of Staff and Guests
  - A. Ann Marie Shipstad-Schwartz, Recreation Supervisor – CAC
  - B. 4C Stem Club
  
- IV. Approval of Agenda
- V. Topics from the Floor
- VI. Correspondence
  
- VII. Planning & Development (LR)
  - A. Capital Budget Overview – Laurie Hoffman
  
- VIII. Policy and Legislation (LR)
  - A. Restroom, Washroom, Locker Room Usage Ordinance
  - B. Lighting Ordinance
  - C. Quarter C Administrative Work Plan Update
  - D. Quarter C Departmental Goals and Objectives Update
  
- IX. Recreation (HW)
  - A. Bus Bid Extension
  - B. Master Fee Report

- X. Parks (LR)
  - A. Parkchester Park and Weiland Road Improvements Bid Recommendations
  - B. Willow Stream Ice Rink
  
- XI. Executive Director's Report
- XII. President and Commissioners' Reports
- XIII. Old Business
- XIV. New Business
  
- XV. Executive Session for the Purpose of:
  - A. Personnel
  - B. Imminent Litigation
  - C. Land Acquisition
  
- XVI. Action Taken from Executive Session
- XVII. Adjournment

*"Enriching life and community through premier parks, programs and facilities."*

# Thank You!



Dear Mr. Terson,

I just wanted to take a moment to express my sincere gratitude for the fascinating internship I had at the Buffalo Grove Park District. I can't stress enough how supportive and kind the staff was during my time there. They were always eager to help me learn about the graphic design industry as well as overall life lessons. I am so thankful for all the opportunities I had to explore this marvelous field, and I appreciate the time and effort you put into me learning about it. This internship gave me an incredible chance to explore my passion and potential career in graphic design, and I'm immensely grateful for that.

Sincerely,

Jake Persson



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS  
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR  
RE: ORDINANCE UPDATE REQUEST (1.34)  
DATE: FEBRUARY 8, 2024

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*Action Requested:*

Staff is requesting that the Board approve proposed updates to Ordinance: 1.34 Restrooms, Washrooms, and Locker Rooms.

*Background:*

Our current ordinance is not in compliance with current Illinois law (specifically, item 2). To stay consistent with current state law, we are proposing the enclosed edits that were drafted by our attorney.

*Enclosed:*

1.34 Restrooms, Washrooms and Locker Rooms Ordinance: Current, Proposed, and Clean Copy

**CURRENT ORDINANCE:**

1.34 RESTROOMS, WASHROOMS, AND LOCKER ROOMS

1. No person shall deposit objects of any kind, other than human waste and toilet tissue, in the toilets or plumbing fixtures of a rest room, washroom or locker room facility on Park District property.
2. No person of the age of seven (7) years or older may enter or use rest rooms, washrooms or locker rooms on Park District property designated for the opposite sex.
3. Individuals who identify as a gender other than their birth gender may utilize unisex restrooms or the restrooms of the gender they identify with.
4. No person shall use:
  - A. Any still camera, television or movie camera, camcorder, video recorder or transmitter or any other device capable of recording, filming or transmitting visual images; or
  - B. any cellular telephone in any restroom, locker room or washroom facility anywhere on Park District property.

**PROPOSED CHANGES:**

1.34 RESTROOMS, WASHROOMS, AND LOCKER ROOMS

1. No person shall deposit objects of any kind, other than human waste and toilet tissue, in the toilets or plumbing fixtures of a rest-room, washroom or locker room facility on Park District property.
- ~~2. No person of the age of seven (7) years or older may enter or use rest rooms, washrooms or locker rooms on Park District property designated for the opposite sex.~~
- ~~2. Individuals have the right to use facilities consistent with their gender identity and may enter or use restrooms, washrooms or locker rooms designated as male or female on Park District property consistent with their gender identity.~~
- ~~3. Individuals who identify as a gender other than their birth gender may utilize unisex restrooms or the restrooms of the gender they identify with.~~
- ~~3. Single stall restrooms on Park District property shall have gender neutral signage and are to be designated for use by one person at a time.~~
4. No person shall use:

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- A. Any still camera, television or movie camera, camcorder, video recorder or transmitter or any other device capable of recording, filming or transmitting visual images; or
- B. ~~any~~ Any cellular telephone in any rest room, washroom or locker room ~~or washroom~~ facility anywhere on Park District property.

CLEAN COPY:

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BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS  
ERIKA STROJINC, EXECUTIVE DIRECTOR  
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS & MARKETING  
RE: NEW LIGHT ORDINANCE RECOMMENDATION  
DATE: FEBRUARY 7, 2024

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## *Action Requested:*

Staff is recommending that we create a new ordinance to address people bringing portable lighting into parks during night hours.

If Board approves, this Ordinance will become 1.23, and all subsequent Ordinance numbers will be adjusted in the Ordinance book to maintain alphabetical order.

## *Background Information:*

A resident whose property backs up to Bison Park contacted us to inform us that there have been people playing soccer in the park after dark using portable work lights. A second complaint came in about the same park location, and notification to the police was confirmed. Being that we are strategic about where we put lighting on fields and courts in smaller neighborhood parks, it is reasonable to prohibit groups of people from bringing their own lighting for the purpose of playing sports in parks that were not intended to have games or practices during night hours.

## *Proposed Ordinance:*

It shall be unlawful to use or operate portable lighting on any property owned and controlled by the Park District unless a written permit from the Park District has been issued setting forth the conditions for use including the maximum allowable brightness level. For the purposes of this Ordinance, this includes any lighting device whether powered by battery or other power source.

The conditions prescribed for a portable lighting permit may be waived or modified in the case of a special Park District sponsored or co-sponsored community-wide event. Portable lighting devices may be used on any Park District property during the following hours:

- From dusk until park closure.
- See Section 1.31 Public Use, Hours - for specific details on park hours.

In no case shall any portable lighting device be pointing toward homes near the Park District property line adjacent to a residential community.

Executive Director Work Plan 2023-24 (Quarters A, B, C, D)				
Establish and maintain positive working relationships with the board.				
Objectives	Quarter(s)	Source	Status	Comments
Assist the board in their search to fill the current board vacancy. Establish a timeline, get information out to the public, schedule interviews, and ensure compliancy with OMA.	AB	Annual Goal	Complete	Kim Page was selected and sworn in to office on November 13, 2023.
Onboard the new board member.	C	Annual Goal	Completed	Commissioner Page was onboarded on November 8, 2024. Various topics were covered including policy manuals, IAPD, NWSRA, PDRMA, aeneral Park District information, and OMA.
Work with the board on ordinance, policy, and procedure updates.	C	Annual Goal	In Progress	Have completed two ordinance updates (1.04 and 1.16). Currently working on updates to ordinances 1.34 (restrooms) and 1.26 (noise), as well as the Business Manual and a new AI Policy.
Leads and directs organizational operations, vision, and strategy.				
Objectives	Quarter(s)	Source	Status	Comments
Initiate discussions with D214 on creating a new intergovernmental shared-use agreement for the Natatorium and plan for budget impacts due to maintenance costs.	ABC	Annual Goal	Progress	Initial meeting with D214 went well. They provided their non-profit rate for reference and are willing to work with us on our own rate based upon usage. In addition, they will want us to contribute to equipment replacement as needed (ex. lane lines, starting blocks).
Research and select facilitator to develop next strategic plan.	ABC	Annual Goal	Complete	110% (Jamie Sabbach) has been selected and contract signed.
Complete annexation process for recently annexed land by the Village.	CD	Annual Goal	Progress	Formal letter requesting annexation has been received by the developer, and we are awaiting the Plat of Survey and legal description copies.
Negotiate with D102 on land and facility use at Aptakasic Junior High, and get a new intergovernmental agreement for D102 facilities.	CD	Annual Goal	Progress	Geo testing for the Aptakasic Park came back positive and can be developed into a parking lot. We are currently working on updating the MOU, while our attorneys are working on the agreement for the transfer of the real estate.
Develop a intergovernmental agreement with D21 that includes not only Clubhouse, but camps, athletics, and general programming housed at their facilities.	CD	Annual Goal	Progress	Had an initial positive discussion with superintendent. He is passing the work onto his department head to follow-up.
Work with consultant on next strategic plan including planning, organizing, and facilitating staff and board input.	CD	Annual Goal	Progress	Kick-off meeting is in February and board and staff retreats have been scheduled for March 4 and 5.
Assess current comprehensive master plan and ADA Transition plan to determine when to schedule and budget for new ones.	CD	Annual Goal	Progress	Right now, the plan is to get through strategic plan and three facility assessments to determine priorities. Tim H. presented updates on the ADA plan last month for the board.
Utilize PlacerAi data when making future decisions regarding planning for district's facilities, parks, programs, and events.	CD	Annual Goal	Progress	Currently we are putting the playground replacement schedule together using both Placer data and the maintenance schedule to determine whether usaqe or aqe takes a greater priority.
Assist Director of Recreation in the close up of BG Days 2023 including final payment considerations with the Village. Additionally, guide in upcoming BG Days considerations and agreements, especially surrounding Rotary's ongoing participation.	CD	Annual Goal	Progress	We officially closed 2023 BG Days books and sent a check to the Village. Planning for 2024 just kicked off and we are discussing the new layout. I have an upcoming meeting with Mike Skibbe and Rotary representatives to discuss formalizing an agreement with Rotary.



Develop a future assessment plan of all facilities with the Planning & Development Manager.	CD	Annual Goal	Progress	We have identified our top priorities for FY2024-25 (Alcott, Emmerich, Fitness Center, and Museum). A request for qualifications document is almost ready which will help us in the selection process for these A/E services.
Evaluate the current organizational chart and prepare updates for next FY including levels, refinement, and titles.	CD	Annual Goal	Progress	Working with department heads on changes they would like to see next FY.
Work with Director of Finance to create financial goals/touch points in regards to FC debt payments and reserves.	CD	Annual Goal	Not Started	
Stay on top of legal issues, mandates, and laws pertaining to the District and its operations.	ABCD	Annual Goal	Progress	Based on information obtained at Conference, I will be bringing up policy discussion with the board on public assembly and AI.
Oversee capital projects and effectively plan for future capital needs.				
<b>Objectives</b>	<b>Quarter(s)</b>	<b>Source</b>	<b>Status</b>	<b>Comments</b>
Work with Director of Business to prepare for the BINA hearing and ratings call in order to go out for bonds for capital projects (including Rylko Park).	ABC	Annual Goal	Complete	Bonds proceeds were received.
Get the money promised from Springfield (DCEO and capital grants) and Village of Buffalo Grove for various capital projects.	ABCD	Annual Goal	Progress	Based upon our agreement, we received \$400K from the Village for their contribution to Rylko Park. We are currently working on four initiated DCEO grants, and sent out the final contract for the \$3M this week.
Lead the Rylko Park renovation project beginning fall 2023. Work closely with Planning Manager to ensure the project gets off the ground and completed in a timely fashion.	ABCD	Annual Goal	Progress	Rylko project continues to move along, and concrete was poured last week. We have an updated timeline with the goal of completion at the end of July. Phase 2 documents are currently being finalized.
Ensure current OSIAD projects get completed - Prairie Grove Park and Parkchester.	ABCD	Annual Goal	Progress	Prairie Grove Park is almost complete. The pour-n-play surface will be done this spring. Parkchester bids were open this week and will come to the board for approval. We are currently working on the DIA with the Village for that project.
Design a plan for Alcott (Room 1, front office, parking lot, and pathway improvements).	BCD	Annual Goal	Progress	We are going to have a facility assessment done next FY for Alcott. Based upon the results, we will have a better understanding on next steps for the facility.
Continue to develop long-term Capital Improvement Plan that considers beyond 3-5 years. Take into account all possible funding sources.	BCD	Annual Goal	Progress	Updated capital plan will be presented to the board this month.

Lead and manage staff effectively.				
Objectives	Quarter(s)	Source	Status	Comments
Work with Director of Parks on position vacancies. Fill roles quickly.	ABCD	Annual Goal	Progress	Filled the vacant foreman and parks supervisor position through promotions (Nick and Karsten). Parks specialist and facility specialist vacancies are now being worked on.
Develop a plan for committee rotations and staff involvement expectations. This includes BG Days, Uniquely Us, and ALICE.	BC	Annual Goal	Complete	A rolling rotation has been developed for all of the committees and staff have been informed.
Work with Director of Parks on cross-training facilities team as well as a succession plan for the Fitness Center's maintenance roles.	CD	Annual Goal	Progress	The facility specialist position we are interviewing for will begin to shadow Felix. We have also identified a current facility team member who will start to shadow Dave.
Establish a routine check-in with HR & Risk Manager in order to be kept abreast of organizational needs, changes, and concerns.	CD	Annual Goal	Complete	Scott and I meet every week for 1:1. This process has been going well and will continue.
Open up 1:1's for full-time staff to have discussions on their needs, roles, and responsibilities to help foster future strategy for the organization.	CD	Annual Goal	Not Started	
Advocate for the Park District on local, state, regional and national levels.				
Objectives	Quarter(s)	Source	Status	Comments
Establish relationships with key legislators. Communicate on issues that are critical, invite them to attend events and programs, and thank them for their support.	ABCD	Annual Goal	Progress	I have good relationships with Senator Johnson and Representative Didech. I have also reached out to our newest Rep to introduce myself. I also attended Senator Johnson's 30 Wonders event.
Attend events and programs that allow for interaction with key stakeholders of the Park District community.	ABCD	Annual Goal	Progress	During QC, I attended two FOP events (Broadway Love Story and Trivia Night), Diwali Celebration, Veteran's Day, and Mean Girls.
Establish relationships with local leaders including the Village of Buffalo Grove, D96, D21, D102, and D214.	ABCD	Annual Goal	Progress	I continue to foster good working relationships with Dane and his team. Over the past quarter, we have met about various things including IT, Buddy Baseball, and future village planning. I have also had meetings with superintendents from D21, D96, and D102 to discuss IGAs, as well as D214 representatives on the next Natatorium agreement.
Serve on the Board of the Friends of the Parks Foundation as Secretary.	ABCD	Annual Goal	Progress	I am currently assisting FOP on a updating their mission statement, expectations of board members, and refining their process with the Park District staff liaison.
Serve as the Park District's NWSRA Board representative and bring important inclusion related information back to the staff at the Park District.	ABCD	Annual Goal	Progress	I am still learning the ins/outs of this board. One major positive so far is the introduction to the 16 ED's that sit on that board as it gives me a whole new set of contacts.
Complete Ryan's final year of service on the SLSF Board.	ABC	Annual Goal	Progress	I attended their wrap-up meeting for last calendar year. They are quite successful and I plan to use what I learn to help FOP in their future endeavors.
Actively participate in the Rotary Club of Buffalo Grove.	ABCD	Annual Goal	Progress	I attend Rotary meetings as much as my schedule allows. I also attended their holiday party in December.
Serve as Secretary (2023), In-Coming Chair (2024), Chair (2025), and outgoing Chair (2026) on the IPRA Board of Directors.	ABCD	Annual Goal	Progress	My Secretary duty is officially over, and I have now been sworn in as Chair-Elect. There will be a press release coming out shortly with that announcement.

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**Excellence:** promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

### Core Values

**Community:** embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Complete 2024 open enrollment.	C	Scott Spitz	Stewardship	Complete
Attend continuing education / webinars.	C	Scott Spitz	Excellence	Complete Attended IPRA Conference. Attended several PDRMA trainings and webinars.
Explore changing background check vendors.	C	Scott Spitz	Innovation	Complete Changed out of state background checks to "Safe Screener"
Using Apple Air Tags to track assets for Performing Arts.	C	Greg Ney Lindsay Grandt	Innovation	Complete Purchased for Lindsey and she was choosing what device to "tag"
Cross train and utilize KnowBe4 for Safety trainings.	C	Greg Ney Jenn Foreman	Innovation	Complete Jenni in now an admin for KB4 and added Compliance Plus that adds Safety training modules.
Assist the A&F Section of IPRA with finding moderators and hosts for sessions at the conference in January, 2024.	C	John Short	Excellence	Complete Sessions went well - moderated 3 sessions.
The Finance department will assist the Executive Director and staff in preparation of the annual budget.	C	John Short	Stewardship	In Progress Anticipated Cash flows were updated by 1/12/24. Budget is on schedule to be completed by early March.

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Host the Full Time Staff Safety Manual Training.	C	Jenn Foreman	Excellence	<b>Complete</b> Full Time safety training was held on December 6, 2023 and covered the Safety Manual.
Research and demo softwares that can be a "one-stop-shop" for training and document tracking.	C	Jenn Foreman Greg Ney	Innovation	<b>In Progress</b> We have demo presentations from a variety of vendors for COI, Paylocity, Bamboo. Still work in progress.
Formulate a clear and concise mission/purpose/vision statement for the safety committee, outlining the commitment to promoting safe work and program environments.	D	Jenn Foreman	Innovation	<b>In Progress</b> The 2024 Safety Committee met on January 18 to discuss goals for the year. Jenn will present mission/purpose/vision statements and goals at the next meeting.
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## Buffalo Grove Park District

## 23-24 Goals and Objectives

## Recreation

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Create daily, weekly, and monthly custodial checklists to ensure high-quality standards for the Community Arts Center.	C	Brian O'Malley	Excellence	<b>Complete</b> Brian created custodial checklists, and staff have been doing a great job accomplishing tasks on the checklists.
Marina will guide the Raupp Museum through the STEPS accreditation process. Marina will work on one module every six months.	C	Marina Mayne	Excellence	<b>In Progress</b> Marina completed Bronze level for Mission, Vision, and Governance. She is now moving on to completing Audience Engagement and Interpretation sections.
Utilize Constant Contact for bimonthly preschool newsletters, Health Notifications, Staffing Updates, and Music Program emails.	C	Keri Isacovici	Innovation	<b>Complete</b> Keri uses Constant Contact on a weekly basis for program communication with families
Develop New Hire Checklist and monthly check-in meeting agendas for new staff members.	C	Keri Isacovici	Excellence	<b>Complete</b> Keri completed New Hire Checklist and two New Hire check-in meeting agendas.
Create new ideas for the Community Arts Center section on the website. Goal is to discuss the possibility of adding a virtual tour option for those renters that want a quick idea of the space. Can have it also show set up with tables.	C	Elizabeth Quinzio	Innovation	<b>In Progress</b> Discussions have started and research is being done on how to adapt the website to be the most helpful for patrons and staff.
Amanda will on-board our new Recreation Specialist, Shannon McClure.	C	Amanda Busch	Character	<b>Complete</b> Amanda completed on-boarding with Shannon McClure.
Amanda Busch and Shannon McClure will re-configure the Camp Connection registration process, including updating the registration forms and payment agreement forms.	C	Amanda Busch Shannon McClure	Excellence	<b>Complete</b> Amanda and Shannon updated the Camp Connection paperwork on 1/18/24.

Do not add any additional Rows or Columns

## Buffalo Grove Park District

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Amanda will register for the CPRP online prep course.	C	Amanda Busch	Excellence	<b>Complete</b> Amanda registered for the CPRP prep course on November 7, 2023.
Chuck will update the BGRA and Bill's affiliate agreements for the 2024 seasons and will include room rental discount information.	C	Chuck Burgess	Stewardship	<b>In Progress</b> Chuck has started the revision process and will have the agreements completed in March.
Chuck will pull enrollment stats for 2023-2024 from RecTrac and input for board review.	C	Chuck Burgess	Stewardship	<b>Complete</b> Chuck has pulled stats for summer and fall 2023. He will continue to update the stats at the end of each season. This will be an ongoing process.
Marina will design and implement a new online collections database and exhibit site.	C	Marina Mayne	Innovation	<b>Complete</b> Marina launched a new collection database with over 2200 objects and archives, and built a new exhibit site with Mike T. Exhibits and objects will continue to be added.
Brian will work alongside Kinesthetic, Inc. and the facilities team to oversee the CAC AV processor project.	C	Brian O'Malley	Innovation	<b>Complete</b> The CAC AV processor is installed. Once fully staffed, Brian will set up a training with Kinesthetic, Inc. to learn about the new technology.
Lindsay will work with CAC staff to establish a general equipment (music stands, blue tooth speakers, etc.) inventory and storage location system.	C	Lindsay Grandt	Excellence	<b>Not Complete</b> N/A
Lindsay will establish a "Code of Conduct" for Big Deal Productions programs and productions that participants will be required to sign prior to participation.	C	Lindsay Grandt	Character	<b>Not Complete</b> N/A

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## 23-24 Goals and Objectives

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Debbie will work to create a rotation of community art schools and art organizations which will be used to create exhibit content on a rotating basis for the BGFC and CAC.	C	Debbie Fandrei	Community	<b>Complete</b> Multiple local artists have been scheduled for exhibits. The BGFC is scheduled for 6 of the next 8 months. Debbie is waiting on one additional artist to confirm.
Debbie will contact at least three local cultural organizations./museums to establish the museum's next exhibit partnership for 2024.	C	Debbie Fandrei	Excellence	<b>In Progress</b> Letters have been sent to two organizations, and Debbie is researching a third candidate. No partnerships have been made yet.
Debbie will work with the Wellness Committee to organize and hold the Winter Wellness Olympics event for staff.	C	Debbie Fandrei	Character	<b>Complete</b> The Wellness Committee will be holding the Staff Olympics in February or late March.
Aly and Debra will work together to provide a nutrition training for the dance staff.	C	Aly Stanczak Debra Saper	Character	<b>In Progress</b> This has been moved to Quarter D
Aly will offer a service project opportunity for dance company members and their families.	C	Aly Stanczak	Character	<b>Complete</b> Nearly 100 dancers and family members volunteered at Feed My Starving Children, packing food for those in need.
Create a RecTrac checklist for staff that will assist with seasonal activity updates and improve accuracy and functionality.	C	Diana Clayson	Excellence	<b>Complete</b> A how to guide has been created and added to the F:/drive/RecTrac/Help folder. Updates will be made as discovered/needed.
Diana will research and determine the feasibility of using the ePACT to increase availability and accuracy of children's emergency information.	C	Diana Clayson	Innovation	<b>Complete</b> Meetings were held regarding ePACT and they sent us a subscription agreement. RecTrac registration and moving to a hosted server became the priority. Adding ePACT into budget for FY24-25.

Do not add any additional Rows or Columns

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Megan and the senior advisory committee will host a canned food drive to collect non-perishable items to donate to food pantries in the area.	C	Megan Baird	Community	<b>In Progress</b> The advisory committee decided to hold off on doing the canned food drive since they had just completed the coat drive. They will pick a new time to do this.
Megan will create a monthly newsletter to print and mail to all members of Club 50 highlighting programs taking place in hopes of getting higher enrollment.	C	Megan Baird	Excellence	<b>Complete</b> Megan has created a newsletter for February and March. It is being mailed in early February.
Joe will meet with Buffalo Grove High School to negotiate and finalize a pool use agreement beginning during the 2024-25 FY.	C	Joe Zimmermann	Stewardship	<b>In Progress</b> Joe had an initial meeting on 1/31/24 and both parties hope to have an agreement by the end of Feb.
Joe and Mike Terson will present at the IAPD/IPRA Soaring to New Heights conference in January about bridging the gap between recreation and marketing.	C	Joe Zimmermann Mike Terson	Excellence	<b>Complete</b> Joe and Mike spoke at the IAPD/IPRA conference.
TJ will secure a new indoor vending provider for the Fitness Center and the Golf Dome to provide healthy options and increase customer satisfaction.	C	T.J. Wilkes	Excellence	<b>Complete</b> Project Vend is now providing vending services to the Fitness Center. Canteen is now providing vending services to the Golf Dome.
Sean will explore new programming ideas and pop up events that can be brought to Willow Stream Pool to generate additional revenue and attendance at the pool.	C	Sean Berry	Community	<b>In Progress</b> Continuing to plan for a July 4th pool event. Expanded open swim hours to accommodate Spray N Play closure. Still looking for after hours opportunities.
Sean will explore and secure new soccer jerseys that are representative of the program and are cost friendly.	C	Sean Berry	Stewardship	<b>In Progress</b> Sean will purchase new jerseys from his current vendor. This vendor offers the best pricing to purchase new jerseys that are more appropriate for the soccer program.

Do not add any additional Rows or Columns



# Buffalo Grove Park District

# 23-24 Goals and Objectives

# Recreation

**Character:** build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

**Innovation:** implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

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**Excellence:** promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

## Core Values

**Community:** embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Mike will register for the CPRP exam	C	Mike Pfeiffer	Excellence	<b>In Progress</b> This as be moved to Quarter D
Amanda & Megan will collaborate with Clubhouse participants to create cards and decorations for the Veteran's Day event.	C	Megan Baird Amanda Busch	Community	<b>Complete</b> Megan and Amanda bought supplies and gave them to each of the Clubhouse sites. Many participants created cards that were put out on the tables at the Veteran's Day Event.
	Select One	Select One	Select One	<b>Select One</b>
	Select One	Select One	Select One	<b>Select One</b>
	Select One	Select One	Select One	<b>Select One</b>
	Select One	Select One	Select One	<b>Select One</b>
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## Parks, Planning and Facilities

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Dani and Tim will create a form for residents looking to purchase a memorial bench.	C	Tim Howe	Community	Select One
		Dani Hoefle		Moving to Quarter D
Dani and the Grounds staff will reorganize the maintenance garage at Emmerich to ensure a safe, clean work environment.	C	Select One	Excellence	In Progress
		Dani Hoefle		Several storage areas at both Emmerich and Drazner have been reorganized, but this project will continue largely once new storage shelves have arrived.
The Turf Crew will work with the Beautification Crew to remove dead trees from various parks.	C	Rosendo Soto	Excellence	In Progress
		Tom Hoffman		Several trees have been removed to date, but this project was pushed back due to snow on the ground and the arrival of the new Brush Chipper.
		Jose Soto		
Tim will present to the board a presentation about parks and facility maintenance.	C	Tim Howe	Excellence	Select One
				Moving to Quarter D
Nick and Karsten will create QR code identification signs for the Reiner Park arboretum.	C	Nick Cozzi	Stewardship	In Progress
		Karsten Ziemann		QR code tags are made, wood posts have been purchased. Need to cut wood to size and pin tags on.
Nick and Karsten will apply for Class II Arboretum certification at Reiner Park.	C	Nick Cozzi	Stewardship	Not Complete
		Karsten Ziemann		Moving to Quarter D.
Nick and Karsten will mulch the new trees and native plant beds at Reiner Park to spruce them up a bit.	C	Nick Cozzi	Stewardship	Complete
		Karsten Ziemann		Nick and Karsten mulched about 30 new tree rings and plant beds in November to help with growth.

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Land Management will restore the Churchill outlook to create a nice viewpoint for the residents.	C	Nick Cozzi	Community	<b>Complete</b>
		Karsten Ziemann		Nick and Karsten removed unwanted growth from around the Churchill outlook with brush blades and chainsaws. Area was treated with herbicide to inhibit grow back and provide a nice viewpoint for residents.
Land Management will harvest seeds from fall collections to be used in future natural areas.	C	Karsten Ziemann	Stewardship	<b>Complete</b>
		Nick Cozzi		Nick and Karsten harvested native seeds from prairies and native beds across town to scatter said seed in newly developing native areas across town
Beautification will perform clean-up on plant and ID beds, removing annuals and raking the soil.	C	Jose Soto	Excellence	<b>Complete</b>
		Esteban Gomez		Jose and Esteban performed clean-up on plant and ID beds across the Park District.
Matt will train Connor on various equipment such as the John Deere Snow Machine, the Salt Truck, tractors, and lift truck.	C	Matt Raupp	Excellence	<b>Complete</b>
		Connor McWard		Trainings were completed by 1/13/24 and documented.
Athletics will get trained on the forklift.	C	Matt Raupp	Excellence	<b>Not Complete</b>
		Mark Bajino		Andy is putting together a training for forklift certification. This will be completed in Quarter D.
		Connor McWard		
		Joe Jagiello		
Dani will take over the facility schedule for snow removals, updating the snow crews on facility closures.	C	Select One	Character	<b>Complete</b>
		Dani Hoefle		Dani has taken over the schedule, communicating with rec staff and those who perform snow removal to ensure everyone has the most current information. Dani has also created a Google Doc for this.
Tony will create a system for vehicle and equipment key organization for the District.	C	Tony Vraniak	Character	<b>Complete</b>
				Tony purchased a bigger key storage cabinet for vehicles and placed equipment keys in another cabinet.

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
The Turf Crew will top dress, reseed, and fertilize areas where tree stumps have been removed.	C	Rosendo Soto	Excellence	<b>Complete</b>
		Tom Hoffman		After the Beautification Crew removed the tree stumps, Rosendo and Tom cleaned and reseeded the area for new grass growth.
The Beautification Crew will stump grind from tree removals.	B	Jose Soto	Excellence	<b>Complete</b>
		Esteban Gomez		Jose and Esteban borrowed the Village of Buffalo Grove's stump grinder and removed over 50 tree stumps from various parks.
	Select One	Select One	Select One	<b>Select One</b>
	Select One	Select One	Select One	<b>Select One</b>
	Select One	Select One	Select One	<b>Select One</b>
	Select One	Select One	Select One	<b>Select One</b>
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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Work with Greg N. and IT on different software use. Implement daily work reports.	C	Jerry Kolodziej	Excellence	<b>In Progress</b>
				Moving to Quarter D.
Continue to train staff. Complete safety training.	C	Clint Poynor	Excellence	<b>In Progress</b>
Organize and restock all needed repair parts . Take more on-line training classes. Update fitness equipment files and discard all outdated documents.	C	Dave Anderson	Excellence	<b>In Progress</b>
		Felix Yarovsky		Dave will work with Tim Howe and getting paper documents converted electronically.
Work with ComEd to resolve Alcott's power supply problems. Find a permanent solution to protect Alcott's equipment from power supply related damages.	C	Jerry Kolodziej	Excellence	<b>In Progress</b>
		Clint Poynor		This is on-going. ComEd denied to do anything to fix the problem. We are working with different electrical companies and obtaining quotes for different phase protection installation.
Learn how to use our HVAC programs .	C	Kyle Moody	Excellence	<b>In Progress</b>
		Andy McDowell		
Upgrade the garage door receiver for Emmerich's garage door openers	C	Andy McDowell	Excellence	<b>Complete</b>
				Overhead Garage Door of Lake County installed additional receivers capable to store 1000 remote controls.
Attend Allegion keying class.	C	Andy McDowell	Excellence	<b>Not Complete</b>
				Moving to Quarter D. Waiting for the class to be scheduled.

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Initiate process to become WELL AP Certified.	C	Laurie Hoffman	Innovation	<b>Select One</b> WELL applies the science of how physical and social environments affect human health, well-being and performance. Healthy Buildings to encourage Healthy Lifestyles.
Create Park District Standard Specifications for Hardware and Division 01.	C	Laurie Hoffman Andy McDowell	Excellence	<b>Select One</b>
Document Park District Facility Standards and create additional standards as necessary.	C	Laurie Hoffman Jerry Kolodziej	Character	<b>Select One</b> Starting point will be Fitness Center and CAC.
	Select One	Select One	Select One	<b>Select One</b>
	C	Select One	Select One	<b>Select One</b>
	C	Select One	Select One	<b>Select One</b>
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Do not add any additional Rows or Columns

## Buffalo Grove Park District

## 23-24 Goals and Objectives

## Marketing

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## Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Research the new Threads social media platform and determine if it is a right fit for the District.	C	Wendy Friedman	Innovation	<b>Complete</b> Wendy researched the platform and if other area Districts are using it. Due to low engagement, the BGPLD won't be using it as a social media platform.
Purchase a new camera.	C	Mike Terson	Innovation	<b>Complete</b> We bought a Canon R6.
Develop a new, cohesive design with an outside graphic designer on the Fitness Center marketing assets, including the quarterly brochure, corporate brochure, fliers, and REACH TV screens.	C	Jennifer Johns	Excellence	<b>In Progress</b> Jennifer has received 2 quotes for consideration.
Coordinate with Debra Saper to finish Meet the Trainer video shoots of trainers for promotion on social media and website.	C	Jennifer Johns Debra Saper	Excellence	<b>In Progress</b> Three additional trainer videos have been completed this quarter and posted on social media and on the fitness floor TV screen.
Take new photos of interior and exterior of Fitness Center.	C	Jennifer Johns	Excellence	<b>In Progress</b> Met with Chris, Debra and Jenay to request a photo list of classes and areas they want photographed. Outside photos will be taken in Qtr. A when the weather is nicer.
Work with Joe Zimmermann to determine if a text communications platform is something we want to pursue.	C	Mike Terson Joe Zimmermann	Innovation	<b>In Progress</b> Joe and Mike have met with Hanz van Aardt from VoyagerNetz Group. It seems too expensive, but we are also looking at options with Constant Contact.
Work with Marina Mayne to build the online exhibits presence on our website that she is looking to create.	C	Mike Terson Marina Mayne	Innovation	<b>Complete</b> Mike worked with Marina to show her how to create a page, and she built a new page that highlights shopping in Buffalo Grove 100 years ago.

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## Core Values

## Fitness Center and Golf Dome

**Stewardship:** demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

**Community:** embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Create a fast and effective way of getting all members to sign off on our new waiver and facility rules and etiquette.	C	Select One Carol Lucido	Excellence	<b>In Progress</b> This is almost complete. We have figured out a way to have members fill out the waiver on an iPad we just need to purchase the iPads to get started.
Debra will host a nutrition workshop with dance teachers. Dance teachers have asked for a training on nutrition from Aly.	C	Debra Saper Aly Stanczak	Excellence	<b>In Progress</b> Cross department training between CAC and fitness center. Held on October 29 Rescheduled.
Learn how to update the FC App which will help send important messages to members and update information.	C	Chris Eckert Joe Zimmermann	Innovation	<b>Not Complete</b> Chris and Joe still need to schedule a date and time to train Chris.
Produce and revise (as needed) a training schedule specifically for Fitness Center PT staff with the Safety & Training Supervisor.	C	Chris Eckert Jenn Foreman	Excellence	<b>In Progress</b> Meeting with Jenn on Feb. 7 to discuss ideas on how to set-up regularly schedules trainings at the FC.
Jimmy will register for the CPRP online prep course.	C	Jimmy Mix	Excellence	<b>In Progress</b> Jimmy has obtained the newest study guide but still has to register for the class.
Jimmy and Chris will submit a proposal to Joe on adding Top Tracer technology at the Golf Dome. The proposal will include cost, maintenance, and staff onboarding.	C	Jimmy Mix Chris Eckert	Innovation	<b>In Progress</b> Jimmy, Chris and Joe are meeting on February 13 to discuss Top Tracer and if we will move forward adding the technology.
Jimmy will create closing procedures for new staff this winter which will outline step by step what needs to be completed in order to finish their shift and leave for the evening.	C	Jimmy Mix	Excellence	<b>Complete</b> Jimmy worked with new staff this season to go over step by step the closing procedures which outline how the building should be cleaned. The facility looks great every morning.

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## Fitness Center and Golf Dome

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Review and analyze fencing program revenue margins, room usage and equipment storage.	C	Jenay Gordon	Stewardship	<b>Complete</b> New contracts were signed. Equipment storage fee was added to contact. New monthly membership structure created to minimize paper work,
	Select One	Select One	Select One	Select One
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Do not add any additional Rows or Columns



BUFFALO  
GROVE  
PARK  
DISTRICT

## Memo

To: Board of Commissioners  
From: Erika Strojinc, Executive Director  
Diana Clayson, Superintendent of Recreation  
Re: Extension of Camp Bus Bid  
Date: February 5, 2024

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### Action Requested:

Staff is requesting that the Board approve the second, one year extension of the 2022 Camp Bus Bid to provide services for the 2024 camp season. Grand Prairie Transit, who was awarded the 2022 Camp Bus Bid, has agreed to extend the contract this summer with the same pricing as 2022.

### History:

For the 2022 Camp Bus Bid, there was instruction provided to the bus bidders that the Park District could extend the bus bid for three additional one-year terms at the same price if the contractor agrees to extend or renew the agreement at the same price. Grand Prairie Transit agreed to this extension at the same price for this summer's camp season.

The Camp team has been very pleased with their working relationship with Grand Prairie Transit. Attached you will find a copy of the 2022 Bus Bidder Instructions, the original bid submission by Grand Prairie Transit, and the email agreement from Grand Prairie to extend the bid for another one-year term.

### Enclosed:

2022 Bus Bid Instructions  
2022 Grand Prairie Bid Submission  
2024 Grand Prairie Agreement



BUFFALO  
GROVE  
PARK  
DISTRICT



# Buffalo Grove Park District Summer Camp Bus Bid 2022

January 19, 2022

Enclosed you will find information pertaining to the 2022 camp bus bid. I have attached instructions, the bus bid, which contains five bus specifications, and a blank bid sheet. If you do not have the complete bid list, please contact my office and I will forward a corrected list to you immediately.

If you have any questions, please contact me.

Erika Strojinc, CPRP  
[erika@bgparks.org](mailto:erika@bgparks.org)  
847.850.2133  
Director of Recreation and Facilities  
Buffalo Grove Park District

Buffalo Grove Park District  
Summer Camp Bus Bid 2022  
*Instructions & Requirements for Bidders*

1. The Buffalo Grove Park District will receive bids no later than 12:00 pm on February 23, 2022. Bids shall be delivered in sealed envelopes to the office of the Buffalo Grove Park District, 530 Bernard Drive, Buffalo Grove, IL. 60089. All envelopes shall be marked: "SEALED DAY CAMP BUS BID" – OPEN ON February 23, 2022.
2. Bids shall be opened at the Buffalo Grove Park District office at 12:05 pm. on Wednesday, February 23, 2022. Purchases shall be approved Monday, March 28, 2022 at the regular scheduled Park Board meeting.
3. The bid will be awarded to the vendor with the lowest qualified, combined bid for all bus specifications. The Buffalo Grove Park District will take into consideration previous performance and references when qualifying bidders.
4. All bus specifications must be priced or bid will be rejected.
5. All prices shall be complete and totaled. The Buffalo Grove Park District is a tax-exempt organization.
6. The Buffalo Grove Park District reserves the right to accept or reject any or all bids.
7. All prices listed must be guaranteed through August 12, 2022.
8. Three references to the satisfaction of the Buffalo Grove Park District must be supplied if requested.
9. Payment will be made upon receipt of each bill provided by the vendor.
10. Notification to the vendors responding to the bid will be made early April.
11. The winning vendor must be able to provide certificate of insurance, naming the Buffalo Grove Park District additionally insured in regards to general liability, and complete our independent contractor agreement forms.
12. Drivers must have proper certification and license and show proof of licensure. CDL drivers subject to Federal regulations on drug/alcohol testing must also release test records upon request. Drivers must participate in background check if requested by the Park District.
13. The winning vendor must guarantee availability from Monday, June 13 through Friday, August 12, 2022. There will be no camp on Monday, July 4, 2022.
14. **The camp specifications provided are for reference and bid purposes.** All bussing requests: number of busses, hours, and days are subject to change. The Park District will provide the winning vendor with finalized schedule by May 20, 2022.
15. Documentation that explains causes for any overtime and/or over mileage must be provided in order to bill any additional charges to the Buffalo Grove Park District.
16. The Buffalo Grove Park District has the sole right and option to extend for three additional one year terms at the same price. The contractor agrees in its bid that the Park District at its sole option can extend or renew the Agreement by giving notice to the contractor prior to February of any year that the Contract will extend for an additional year at the same price.

Buffalo Grove Park District  
Summer Camp Bus Bid 2022  
*Bus Service Specifications*

1. Swim Lesson & Open Swim Bus Specifications
  - a. 4 trips per week; 1 bus per day
  - b. Monday - Thursday
  - c. June 13, 2022 – August 5, 2022
  - d. 8:45 AM - 2:45 PM
  - e. Swim Busses provide shuttle service to and from multiple locations in the Buffalo Grove area to Buffalo Grove High School (Lessons) and Willow Stream Park (Open Swim).
  
2. Kinder Kamp Spray N' Play Bus Specifications
  - a. 2 trips per week; day varies
  - b. 1 bus per trip, 1 location
  - c. June 13, 2022 – August 5, 2022
  - d. 9 AM – 11:30 AM
  - e. Bus will pick up at camp location and drop off at Spray N' Play (in Buffalo Grove)
  
3. Field Trip Bus Specifications
  - a. 64 Sports Camp Field Trip Busses
    - i. 2 trips per week; day varies
    - ii. 4 busses, 1 location
    - iii. Number of busses may vary
    - iv. June 13, 2022 – August 5, 2022
    - v. 9 AM - 3 PM
    - vi. Times vary depending upon off-site location and time of scheduled trip. Time listed is for bidding purposes. Field trip locations vary from local to outlying areas; can travel as far as Milwaukee, WI or Chicago, IL.
  
  - b. 10 Cycle & Surf Field Trip Busses
    - i. 1 trip per week; day varies
    - ii. 2 additional trips throughout camp season
    - iii. 1 bus, 1 location
    - iv. June 13, 2022 – August 5, 2022

- v. 9 AM – 2 PM
  - vi. Times vary depending upon off-site location and time of scheduled trip. Time listed is for bidding purposes. Field trip locations vary from local to outlying areas; can travel as far as Milwaukee, WI or Chicago, IL.
- c. 80 Day Camp Field Trip Busses
- i. Adventure Camp (32 busses)
    - 1. 1 trip per week; day varies
    - 2. 4 busses, 2 locations
  - ii. Fun & Games Camp (16 busses)
    - 1. 1 trip per week; day varies
    - 2. 2 busses, 1 location
  - iii. Grove Camp (32 busses)
    - 1. 2 trips per week; day varies
    - 2. 2 busses, 1 location
  - iv. Number of busses may vary; can need up to 8 busses at once
  - v. June 13, 2022 – August 5, 2022
  - vi. 9 AM - 3 PM
  - vii. Times vary depending upon off-site location and time of scheduled trip. Time listed is for bidding purposes. Field trip locations vary from local to outlying areas; can travel as far as Kenosha, WI or Chicago, IL.
- d. 32 Travelin' Teens Field Trip Busses
- i. 4 trips per week; M-TH
  - ii. 1 bus; 1 location
  - iii. June 13, 2022 – August 5, 2022
  - iv. 9 AM - 3 PM
  - v. Times vary depending upon off-site location and time of scheduled trip. Time listed is for bidding purposes. Field trip locations vary from local to outlying areas; can travel as far as Kenosha, WI or Chicago, IL.
- e. 30 Performing Arts Camp Field Trip Busses
- i. Broadway Bound (12 busses)
    - 1. 4 trips per season; day/week varies
    - 2. 3 busses, 1 location
  - ii. Dance Camp (16 busses)

1. 4 trips per season; day/week varies
  2. 4 busses, 1 location
- iii. Starmakers (2 busses)
  1. 2 trips per season; day/week varies
  2. 1 bus, 1 location
- iv. Number of busses may vary; can need up to 8 busses at once
- v. June 13, 2022 – August 5, 2022
- vi. 9 AM - 3 PM
- vii. Times vary depending upon off-site location and time of scheduled trip. Time listed is for bidding purposes. Field trip locations vary from local to outlying areas; can travel as far as Chicago, IL.

#### 4. Post-Summer Adventure Field Trip Busses

- a. 3 trips per week; exact days TBD
- b. 1 bus, 1 location
- c. August 8, 2022 – August 12, 2022
- d. 9 AM - 3 PM
- e. Times vary depending upon off-site location and time of scheduled trip. Time listed is for bidding purposes. Field trip locations vary from local to outlying areas; can travel as far as Kenosha, WI or Chicago, IL.

#### 5. Before & After Camp Bus Shuttle Specifications

- a. 1-2 Busses per day
- b. Monday through Friday
- c. June 13, 2022 – August 5, 2022
- d. 8 AM – 9:30 AM and 2 PM – 4 PM
- e. Before & After Camp Bus provides shuttle service to and from multiple locations for extended camp day participants. All sites are within Buffalo Grove area.

# BUFFALO GROVE PARK DISTRICT

## Summer Camp Bus Bid 2022

Number of busses and hours per day listed below are for bid purposes. The actual amount of busses and times will vary. The camp season is 8 weeks (no camp July 4).

Transportation Company: \_\_\_\_\_ Contact Name & Number: \_\_\_\_\_

### Specification #1

	# of Busses per camp season	Hours per day	2018 Price	BID Price \$
Swim Lesson & Open Swim Bus	32	6	\$205.00	<input type="text"/> per day/per bus

### Specification #2

	# of Busses per camp season	Hours per day	2018 Price	BID Price \$
Kinder Kamp Spray N' Play Bus	16	2.5	N/A	<input type="text"/> per day/per bus

### Specification #3

	# of Busses per camp season	Hours per day	2018 Price	BID Price \$
Sports Camp Field Trip Bus	64	6	\$205.00	<input type="text"/> per day/per bus
Cycle & Surf Field Trip Bus	10	5	N/A	<input type="text"/> per day/per bus
Day Camp Field Trip Bus	80	6	\$205.00	<input type="text"/> per day/per bus
Travelin' Teens Field Trip Bus	32	6	\$205.00	<input type="text"/> per day/per bus
Performing Arts Field Trip Bus	30	6	\$205.00	<input type="text"/> per day/per bus

### Specification #4

	# of Busses per camp season	Hours per day	2018 Price	BID Price \$
Post-Summer Camp Field Trip Bus	3	6	\$205.00	<input type="text"/> per day/per bus

### Specification #5

	# of Busses per camp season	Hours per day	2018 Price	BID Price \$
Before & After Camp Bus	16	3.5	\$120.00	<input type="text"/> per day/per bus

### References:

1. Name of Company: \_\_\_\_\_ Contact Name & Number: \_\_\_\_\_
2. Name of Company: \_\_\_\_\_ Contact Name & Number: \_\_\_\_\_
3. Name of Company: \_\_\_\_\_ Contact Name & Number: \_\_\_\_\_





BUFFALO  
GROVE  
PARK  
DISTRICT

## AMENDMENT TO AGREEMENT

This Amendment to Agreement ("Amendment") is made and entered into this \_\_\_\_ day of February, 2024 ("Effective Date") by and between BUFFALO GROVE PARK DISTRICT, an Illinois Park District ("BGPD") and GRAND PRAIRIE TRANSIT, INC., an Illinois corporation ("Contractor"). BGPD and Contractor are sometimes referred to each as a "Party" and collectively as the "Parties".

### RECITALS

- A. BGPD and Contractor entered into an Agreement on March 28, 2022 wherein the Contractor, under certain specifications set forth in a signed Bid Document, would provide camp bussing services effective on June 13, 2022 through August 12, 2022 (the "Agreement").
- B. BGPD had the sole right and option to extend the term of the Agreement ("Extended Term") for an additional three (3) one-year terms with the same specifications and payments.

### TERMS

In consideration of the mutual promises and covenants contained herein, the parties mutually agree as follows:

1. **Ratification of Terms and Conditions.** All of the terms, conditions, and provisions of the Agreement shall continue in full force and effect beginning on June 10, 2024 and shall remain unaffected and unchanged except for the Extended Term to August 9, 2024.
2. **Counterparts, Facsimile and Email Transmission.** This Amendment may be signed in any number of counterparts, each of which shall be deemed an original, and all of which taken together shall constitute one and the same Amendment. The parties may sign and deliver this Amendment by facsimile transmission, or by e-mail with attached scanned signature page image. Each of the Parties agree that the delivery of this Amendment by facsimile or by e-mail with attached scanned signature page image shall have the same force and effect as delivery of original signatures and that each of the Parties may use such signatures as evidence of the execution and delivery of this Amendment by all Parties to the same extent that an original signature could be used.
3. **Binding Effect.** This amendment shall be binding upon and inure to the benefit of the Parties and their respective heirs, personal representatives, successors, and permitted assigns.

4. Authority. The undersigned persons executing this Amendment on behalf of the respective Parties have complete authority and power to execute this Amendment and this Amendment shall be binding on the Parties.

The Parties hereby have executed this Amendment as of the date first written above.

BUFFALO GROVE PARK DISTRICT  
an Illinois Park District

GRAND PRAIRIE TRANSIT, INC.  
an Illinois corporation

By: \_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS  
ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES

RE: MASTER FEE REPORT 2024-25

DATE: FEBRUARY 7, 2023

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Attached is the 2024-25 Master Fee Report.

The report will show both the 2023-24 program fees as well as the planned 2024-25 fees. In addition to the fees, the comments section will indicate why the fees changed and whether the program is contractual or new. Across the board, fee changes are nominal. Most of the changes stem from staff wage increases and equipment costs.

Adult General	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Dog Park Passes - Annual	\$25/\$31	\$25/\$31		
Dog Park Passes - Late Season	\$15/\$19	\$15/\$19		
Dog Park Passes - Daily	\$8	\$8		
Drawing & Painting	\$85/\$105	\$85/\$106		
Mah Jongg Tournament	\$20	\$20		
Puppy/Dog Socializing & Obedience	\$100/\$125	\$130-\$163	X	Contractor raised prices
Adult Sports	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Adult Basketball - Open Gym	\$5	\$6		Increased staff costs
Adult Fall Softball	\$700	\$700		
Pickleball Clinics	\$20	\$60In/\$75Out		
Adult Pickleball	\$5	\$6		
Adult Summer Softball Competitive	\$700	\$700		
Adult Summer Softball Recreational	\$650	\$650		
Adult Volleyball	\$5	\$6		Increased staff costs
Fall Adult Karate	\$13.50	\$13 - \$16.50 per class	X	
Spring Adult Karate	\$13.50	\$13 - \$16.50 per class	X	
Summer Adult Karate	\$13.50	\$13 - \$16.50 per class	X	
Winter Adult Karate	\$13.50	\$13 - \$16.50 per class	X	
Aquatics - Cyclones Swim Team	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
All Ages - Fall/Winter	\$350	\$360		Increased staff costs
All Ages - Summer	\$175	\$185		Increased staff costs
Aquatics - Hurricane Swim Team	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
8 & Under - Fall/Winter	\$435	\$440		Increased staff costs
9-10, 11-12, 13-14, 15 and older - Fall/Winter	\$510	\$525		Increasing practice times
8 & Under - Summer	\$335	\$340		Increased staff costs
9-10, 11-12, 13-14, 15 and older - Summer	\$410	\$425		Increasing practice times
Swim Team Tryouts	\$10	\$10		
Aquatics - Lessons - Group	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Per session (8 - 30 min.) Tadpoles Swim Classes	\$100	\$102/\$128		Increased staff costs
Per session (8 - 30 min.) Water Babies	\$58	\$61/\$76		Increased staff costs
Per session (8 - 30 min.) Water Tots	\$73	\$74/\$93		Increased staff costs
Per session (8 - 30 min.) Group Swim Classes	\$91	\$90/\$113		Increased staff costs
Per session (10 - 60 min.) Swim Team Prep	\$190	\$152/\$190		
Aquatics - Lessons - Private	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Private Lessons Fee (8 lessons)	\$208	\$208		
Hurricanes Private Lessons (30 min lessons)	\$35/lesson	\$35/lesson		
Member Priority Private Lessons (8 lessons) (Members)	\$175	\$175		
Member Priority Private Lessons (8 lessons) (Non-Member Residents)	\$208	\$208		
Member Priority Private Lessons (8 lessons) (Non-Member Non-Res)	\$260	\$260		
Aquatics - Lifeguard Classes	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Lifeguard (New)	\$75	\$75/\$94		
Lifeguard (Recertification)	\$75	\$75/\$94		
Lifeguard (Trainer)	\$200	\$200		

Aquatics - Spray 'N Play Admissions	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
12 months and under	Free	NA		Not opening in 2024
Children and Adults	\$4	NA		Not opening in 2024
Seniors	\$2	NA		Not opening in 2024
Twilight Time	\$2	NA		Not opening in 2024
With Current Pool Pass	\$3	NA		Not opening in 2024
Splasher Pass	\$60/\$75	NA		Not opening in 2024
Aquatics - Spray 'N Play Rentals	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Party Deck Rental	\$175	NA		Not opening in 2024
Ultimate (Private) Rental (Full Facility Rental)	\$400	NA		Not opening in 2024
Mini Splash Bash (Semi Private - Max 50) Rental	\$195	NA		Not opening in 2024
Splash Bash (Semi Private - Max 65) Rental	\$225	NA		Not opening in 2024
Aquatics - Willow Stream Admissions	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Lap Swim	\$7	\$7		
Open Swim	\$7	\$7		
Senior Rate	\$5	\$5		
Twilight Time Public/Senior	\$5/\$4	\$5/\$4		
Pool Punch Pass	\$100/\$125	\$100/\$125		
Aquatics - Passes - Summer	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Individual	\$125/\$156	\$125/\$156		
Family of 2	\$140/\$174	\$140/\$174		
Family of 3	\$155/\$192	\$155/\$192		
Family of 4	\$170/\$210	\$170/\$210		
Family of 5	\$185/\$228	\$185/\$228		
Family of 6	\$200/\$246	\$200/\$246		
Clubhouse	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
District 102 - Pritchett, Tripp - AM	\$12	\$12		
District 102 - Pritchett, Tripp - PM	\$15	\$15		
District 102 - Meridian - AM	\$6	\$6		
District 102 - Meridian - PM	\$21	\$21		
District 21 - Kilmer, Longfellow - AM	\$12	\$12		
District 21 - Kilmer, Longfellow - PM	\$15	\$15		
District 96 - Ivy, Kld, Pra, Ctry Meadows - AM	\$8	\$8		
District 96 - Ivy, Kld, Pra, Ctry Meadows - PM	\$18	\$18		
District 96 - Willow Grove - AM	\$11	\$11		
District 96 - Willow Grove - PM	\$18	\$18		
One Day Field Trip (Clubhouse Participant)	\$45	\$45		
Field Trip Only (Attends field trips but not a Clubhouse participant)	\$55	\$55		
Early Childhood/Tot	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Birthday Parties	\$250/\$350	\$275/\$375		
Alphabet Mystery Party	\$11	\$11		
Hands on Art	\$14	\$14	X	
Nature Safari	\$11	\$11		
Stories Come Alive	\$11	\$11		
Kid Rock	\$12.25	\$12.25	X	
Friendship Cafe'	\$11	\$11		
Number Ninjas	\$11	\$11		
Ooey Goey Science and Exploration	\$11	\$11		

Fitness Center - Memberships	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Add-On	\$44IN/\$44OUT	\$44IN/\$44OUT		
Adult	\$73IN/\$83OUT	\$73IN/\$83OUT		
Corporate	\$65IN/\$65OUT	\$65IN/\$65OUT		
Corporate B	\$60IN/\$60OUT	\$60IN/\$60OUT		
Corporate Special (EMERG PERS)	\$44IN/\$44OUT	\$44IN/\$44OUT		
Senior	\$55IN/\$65OUT	\$55IN/\$65OUT		
Military/Veteran	\$44IN/\$44OUT	\$44IN/\$44OUT		
Annual Adult	\$876IN/\$996OUT	\$876IN/\$996OUT		
Annual Add-On	\$528 IN/OUT	\$528 IN/OUT		
Annual Senior	\$660IN/\$780OUT	\$660IN/\$780OUT		
Annual Corporate	\$780 IN/OUT	\$780 IN/OUT		
Annual Corporate B	\$720 IN/OUT	\$720 IN/OUT		
Annual Military/Veteran	\$528 IN/OUT	\$528 IN/OUT		
Reinrollment Fee	\$100 IN/OUT	\$100 IN/OUT		
10 Day Student Pass	\$20 IN/OUT	\$20 IN/OUT		
30 Day Student Pass	\$40 IN/OUT	\$40 IN/OUT		
100 Day Student Pass	\$100 IN/OUT	\$100 IN/OUT		
10 Day Family of Member Pass	\$29 IN/OUT	\$29 IN/OUT		
1 Month Family of Member Pass	\$59 IN/OUT	\$59 IN/OUT		
1 Month Adult	\$95 IN/OUT	\$95 IN/OUT		
1 Month Senior	\$75 IN/OUT	\$75 IN/OUT		
1 Week Adult Guest	\$50 IN/OUT	\$50 IN/OUT		
2 Week Adult Guest	\$75 IN/OUT	\$75 IN/OUT		
3 Week Adult Guest	\$85 IN/OUT	\$85 IN/OUT		
1 Day Guest	\$15 IN/OUT	\$15 IN/OUT		
1 Day Corp	\$7 IN/OUT	\$7 IN/OUT		
Flex Pass 12 Visits	\$150 IN/OUT	\$150 IN/OUT		
Fitness Center - Personal Training	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Specialty Programs Small Group Training	\$18M/\$22NM	\$18M/\$22NM		
Aqua Arthritis	\$10M/\$13NM	\$10M/\$13NM		
Single Session Half Hour Rate	\$37M/\$47NM	\$37M/\$47NM		
5 Pack	\$176 M/\$223NM	\$176 M/\$223NM		
10 Pack	\$333 M/\$423NM	\$333 M/\$423NM		
15 Pack	\$472 M/\$599NM	\$472 M/\$599NM		
20 Pack	\$592M/\$752NM	\$592M/\$752NM		
Buddy Half Hour Rate	\$27M/\$37NM	\$27M/\$37NM		
5 Pack	\$128M/ \$176NM	\$128M/ \$176NM		
10 Pack	\$243M/\$333NM	\$243M/\$333NM		
15 Pack	\$344M/\$472NM	\$344M/\$472NM		
20 Pack	\$432M/\$592NM	\$432M/\$592NM		
Single Session Hour Rate	\$65 M/\$75 NM	\$65 M/\$75 NM		
5 Pack	\$309 M/\$356 NM	\$309 M/\$356 NM		
10 Pack	\$585 M/\$675 NM	\$585 M/\$675 NM		
15 Pack	\$829 M/ \$956NM	\$829 M/ \$956NM		
20 Pack	\$1040M/ \$1200NM	\$1040M/ \$1200NM		
Buddy Hour Rate	\$45M/\$55NM	\$45M/\$55NM		
5 Pack	\$214M/\$261NM	\$214M/\$261NM		
10 Pack	\$405M/\$495NM	\$405M/\$495NM		
15 Pack	\$574M/\$701NM	\$574M/\$701NM		
20 Pack	\$720M/\$880NM	\$720M/\$880NM		
Stretch Single Session	\$20M/\$25NM	\$20M/\$25NM		
5 Pack	\$95M/\$119NM	\$95M/\$119NM		
Youth Programs Small Group Training	\$18IN/\$22OUT	\$18IN/\$22OUT		

Fitness Center - Fencing	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Fencing 1/2 hour - 1	\$56 IN/OUT	\$56 IN/OUT	X	
Fencing 1/2 hour - 5 pack	\$260 IN/OUT	\$260 IN/OUT	X	
Fencing 1/2 hour - 10 pack	\$510 IN/OUT	\$510 IN/OUT	X	
Fencing 1/2 hour - 15 pack	\$750 IN/OUT	\$750 IN/OUT	X	
Fencing Group Class	\$28 IN/\$33 OUT	\$28 IN/ \$33 OUT	X	
Open Fencing	\$50.00	\$50.00	X	
Drop-in Fencing	\$15.00	\$65.00	X	
Fencing High School Students	\$10 IN/\$12 OUT	\$15.00	X	
Fitness Center - Pilates/Reformer	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Group Reformer Class	\$25M/\$31NM	\$25M/\$31NM		
Single Sessions	\$67M/\$77NM	\$67M/\$77NM		
Hour 5 Pack	\$318M/\$366NM	\$318M/\$366NM		
Hour 10 Pack	\$603M/\$693NM	\$603M/\$693NM		
Hour 15 pack	\$855M/\$982NM	\$855M/\$982NM		
Hour 20 Pack	\$1072M/\$1232NM	\$1072M/\$1232NM		
Duet Hour Single Session	\$47M/\$57NM	\$47M/\$57NM		
Duet 5 Pack	\$225M/\$271NM	\$225M/\$271NM		
Duet 10 Pack	\$423M/\$513NM	\$423M/\$513NM		
Duet 15 Pack	\$600M/\$727NM	\$600M/\$727NM		
Duet 20 Pack	\$752M/\$912NM	\$752M/\$912NM		
Fitness & Wellness	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Forever Fit	\$6.00	\$6.00		
Hatha Yoga	\$11.00	\$11.00		
Zumba	\$70-\$175	\$70-\$175		
Golf Dome	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Junior Golf Level 1	\$150	\$135In/\$169Out		
Junior Golf Level 2	\$150	\$135In/\$169Out		
Adult Level 1	\$150	\$135In/\$169Out		
Adult Level 2	\$150	\$135In/\$169Out		
5 Hour Pass	\$95-\$105	\$95-\$105		
Season Pass	\$700	\$700		
30 Min Tee Admission (weekday before 6pm)	\$13	\$13		
30 Min Tee Admission (weekends)	\$14	\$14		
30 Min Tee Admission (Senior rate)	\$11	\$11		
30 Min Tee Admission (Student rate)	\$12	\$12		
Golf Pro Lessons	\$12/\$13	\$13/\$14		
Indoor Rentals	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Alcott Small Room (Monday - Thursday)	\$40/hr	\$40		
Alcott Large Room (Monday - Thursday)	\$60/hr	\$60		
Alcott Small Room (Friday - Sunday)	\$50/hr	\$50		
Alcott Large Room (Friday - Sunday)	\$80/hr	\$80		
CAC Rooms 6, 7 (Monday - Thursday)	\$40/hr	\$40		
CAC Rooms 19, 21 (Monday - Thursday)	\$75/hr	\$75		
CAC Room 20 (Monday - Thursday)	\$85/hr	\$85		
CAC Full MPR (20 & 21) (Monday - Thursday)	\$100/hr	\$100		
CAC Theater (Monday - Thursday)	\$125/hr	\$125		
CAC Rooms 6, 7 (Friday - Sunday)	\$50/hr	\$50		
CAC Rooms 19, 21 (Friday - Sunday)	\$95/hr	\$95		
CAC Room 20 (Friday - Sunday)	\$110/hr	\$110		
CAC Full MPR (20 & 21) (Friday - Sunday)	\$125/hr	\$125		
CAC Theater (Friday - Sunday)	\$155/hr	\$175.00		Increased due to high demand

Museum	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Scout Badge Day	\$10	\$10		
Camp in a bag - I	\$25	\$25		
School Educational Programs	\$25	\$25		
Holiday Card class	\$15	\$15		
Candlesticks and Coffee	\$10	\$10		
Gardening Classes	\$10	\$10		
Scout Programs	\$5/\$10	\$5/\$10		
Nature Classroom Birthday Party	\$300.00	\$300.00		
Outdoor Rentals	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Fields	\$40/hr	\$40/hr		
Parking Lots	\$100/day	\$100/day		
Shelters Monday - Friday (Public and Nonprofits)	\$25/day	\$25In/\$30Out		
Shelters Saturday - Sunday (Public and Nonprofits)	\$40/day	\$40In/\$50Out		
Shelters Monday - Friday (Corporations)	\$50/day	\$50In/\$60Out		
Shelters Saturday - Sunday (Corporations)	\$75/day	\$75In/\$90Out		
Special Events				In the process of creating pricing
Sport Courts	\$10/hr	\$10In/\$13Out		
Performing Arts	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Acting Studio	\$200	\$10/\$12.5		switched to per class
Fall Adult Non Musical	\$0	\$350		
Advanced Theatre Co.	\$250	\$250		
BG Singers	\$230	\$230		
Fall Children's Theatre	\$350	\$350		
Dance Company Minis	\$1,170	\$14		switched to per class
Dance Company Duets/Trios	\$690	\$16		switched to per class
Dance Company Choreography Classes	\$506	\$11		switched to per class
Dance Company Solos	\$815	\$28		switched to per class
Piano Instruction	\$315	\$380		Price per lesson is \$38
Spring Kids Theatre	\$350	\$350		
Winter Teen Theatre	\$350	\$350		
Special Recreation Theatre: Broadway Buddies	\$200	\$250		
Workshop Series	\$25	\$25		
Dance - 30 minute classes	\$10	\$11		
Dance - 45 minute classes	\$11	\$12		
Dance - 60 minute classes	\$12	\$13		
Winter Dance Production	\$300	\$325		
Seniors	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Bingo Luncheon	\$8	\$8		
Monthly Parties	\$6IN/\$8OUT	\$7IN/\$9OUT		Raising so member fee for parties is same as regular luncheons
Holiday Party	\$26IN/\$31OUT	\$12IN/\$15OUT		Lowered due to having it a smaller scale of a party
Luncheons	\$7	\$7		
Senior Membership Fee	\$20IN/\$25OUT	\$20IN/\$25OUT		
Special Events	Budgeted for 2023-24	Budgeted for 2024-25	Contractual	Comments
Adventure Challenge	\$15	\$15		
Cardboard Boat Regatta	\$25/Team	\$25/Team		
Aquatics Special Event	\$5.00	\$5.00		
Earth Day	\$10.00	Free		
Flag Day	Free	Free		
Veterans Day	Free	Free		
Bow WOW	Free	Free		
Camping Under the Stars	\$18/\$22	\$18/\$22		
Super Hero and Princess Party	\$15	\$15		



Disc Golf Tournament	\$20.00	\$20.00		
Doggy Costume Contest	Free	Free		
Enchanted Night at the Museum	\$12/\$15	\$12/\$15		
Holiday Shop	\$3 - \$8	\$3 - \$8		
Huck Finn's Fishing Derby	\$7	\$7		
Kite Fly	Free	Free		
Summer Concert Series	Free	Free		
Movies in the Park	Free	Free		
National Night Out	Free	Free		
Night Owl Egg Hunt	\$7	\$7/\$9		
Santa's Mailbox	Free	Free		
Tots in the Park	Free	Free		
Trick or Treat Trail	\$8/\$10	Free		Went back to free
Parks & Public Services Day	Free	Free		
Uniquely Us (3 Events)	Free	Free		
You've Been Egged	\$15.00	\$15.00		
<b>Youth General</b>	<b>Budgeted for 2023-24</b>	<b>Budgeted for 2024-25</b>	<b>Contractual</b>	<b>Comments</b>
Chess Club	\$20/\$32	\$21-\$32	X	
Computer Explorers	\$80/\$120	\$80-\$120	X	
iCook - After School Enrichment	\$22.00	N/A		No longer running
iCode - After School Enrichment	\$22	N/A		No longer running
iSteam - After School Enrichment	\$22.00	N/A		No longer running
Magic Class	\$22.00	\$22.00	X	
Safe Sitter Babysitting Class	\$60.00	\$65.00		supply cost increase
Safety Town Mini Camp	\$215	\$225		Increased rates for camp
Safety Town Saturdays	\$18	\$18		
Wicked Science - After School Enrichment (Amanda)	N/A	N/A		
Young Rembrandts - After School Enrichment (Amanda)	N/A	N/A		
Young Rembrandts (TJ)	\$12	\$137-\$171	X	Not sure where the \$12 came from in 23-24. Might have been a mistype.
<b>Youth Sports</b>	<b>Budgeted for 2023-24</b>	<b>Budgeted for 2024-25</b>	<b>Contractual</b>	<b>Comments</b>
All Star Sports - Basketball Level I, II, III & Girls	\$13-\$15/class	\$13-\$15/class	x	
All Star Sports - Flag Football	\$13-\$15/class	\$13-\$15/class	x	
All Star Sports - Floor Hockey	\$13-\$15/class	\$13-\$15/class	x	
All Star Sports - Volleyball	\$13-\$15/class	\$13-\$15/class	x	
Basketball Boys	\$150.00	\$150.00		
Basketball Girls	\$150.00	\$150.00		
Basketball Boys Summer	N/A	N/A		
Basketball Girls Summer	N/A	N/A		
British Soccer Camp	\$165.00	\$165.00	X	
Cricket	\$250	\$250	X	
Fall Parent/Child Karate	\$13.50/class	\$13 - \$16.50 per class	X	
Fall Youth Karate	\$13.50/class	\$13 - \$16.50 per class	X	
Flag Football	\$150	\$160		Increase in cost for jerseys and refs
Girls Softball	\$150	N/A		Not running in 2024
Gymnastics	Unknown	\$15/class	X	
Hot Shots Sports	\$65 - \$70	\$60-\$130	x	Contractor is adding other types of classes (camps)
Lacrosse League Camp	\$275-\$325	\$125-\$150	X	New Contractor. Running just camps at this time.
Soccer (Spring/Fall)	\$100	\$125/\$156		Purchasing all new uniforms this year
Soccer (Spring/Fall)	\$100	\$125/\$156		Purchasing all new uniforms this year
Spring Parent/Child Karate	\$13.50/class	\$13 - \$16.50 per class	X	
Spring Youth Karate	\$13.50/class	\$13 - \$16.50 per class	X	
Summer Parent/Child Karate	\$13.50/class	\$13 - \$16.50 per class	X	
Summer Youth Karate	\$13.50/class	\$13 - \$16.50 per class	X	
Twin Rinks Ice Hockey	\$124-\$268	\$224-\$278	X	For Ice Hockey and Ice Skating
Winter Parent/Child Karate	\$13.50/class	\$13 - \$16.50 per class	X	
Winter Youth Karate	\$13.50/class	\$13 - \$16.50 per class	X	
Youth Tennis	\$110-\$124	\$105-\$135	X	\$15 per class



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS  
ERIKA STROJINC, EXECUTIVE DIRECTOR  
FROM: LAURIE HOFFMAN, PLANNING AND DEVELOPMENT MANAGER  
RE: PARKCHESTER PARK OSLAD BID – PARK RENOVATION  
DATE: FEBRUARY 7, 2024

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## *Action Requested:*

Staff is recommending that the Board accept and award the bid for the Parkchester Park OSLAD (Park Renovation) development to Schroeder Asphalt Services out of Marengo, Illinois.

## *Background Information:*

The Parkchester Park project started in 2022 with design services and public input meetings, and was awarded an Open Space Land Acquisition Development (OSLAD) grant in 2023 to assist with the associated costs of the project.

The scope of work for the Parkchester Park includes:

- Demolition of the existing baseball field
- Renovation and relocation of the playground with new rubber surfacing
- New pickleball court, tennis court, and full-size basketball court
- Increase the size of the existing pond, and provide two fish outcroppings
- Expand the existing walking and bike paths throughout the site
- Create a tree walk with educational signage
- Provide painted games on the sidewalk around the playground for increased visitor interaction
- Provide a parking lot for access to the park

Due to the installation of a new parking lot, a new right-only turn lane will be added to Weiland Road. Because of the unique nature of installing a turn lane that connects with an existing road, the District chose to split the Parkchester Park project into two bids. The first bid was for the park renovation and the second bid was for the Weiland Road turn lane.

This memo is in reference to the bid for park renovation only.

***Bid Results:***

The bid for the Parkchester Park (park renovation) development was opened electronically on January 31, 2024, around 11:00 am. Five general contractors submitted bids. Enclosed is the bid tabulation.

General Contractor	Base Bid Amount
Schroeder Asphalt	\$1,231,051.50
Copenhaver	\$1,366,471.00
Hacienda Landscaping	\$1,404,852.00
Innovation Landscape, Inc.	\$1,428,283.31
All-Bry	\$1,892,001.85

***Budget Information & Recommendation:***

The Park District has worked with the lowest bidder, Schroeder Asphalt, before. Most recently, Schroeder was the contractor awarded work at Drazner and Willow Stream Park (2022).

The assumed budget for this project from the last capital plan presented to the Board (2023) was lower than the bid results. A breakdown of total anticipated revenues and expenses is attached for reference.

A scoping review was performed on February 1, 2024 with lowest bidder, Schroeder Asphalt. Three satisfactory references were received. There was no evidence found that would disqualify this contractor.

Therefore, it is staff's recommendation to award the Parkchester Park renovation contract to Schroeder Asphalt for their base bid of \$1,231,051.50.

**Enclosed:**

Bid Tabulation  
Total Budget Overview



Bid Opening January 31, 2024 @11:00am CST

Math Error corrected

Project # 1183A

BID TABULATION				1		2		3		4		5	
Item #	Description	Quantity	Unit	Schroeder Asphalt		Copenhaver		Hacienda Landscaping		Innovation Landscape Inc.		All-Bry	
1	Site Preparation, Removals & Earthwork, Complete	1	LS	\$ 300,000.00	\$ 300,000.00	\$ 390,000.00	\$ 390,000.00	\$ 354,000.00	\$ 354,000.00	\$ 296,500.00	\$ 296,500.00	\$ 842,490.00	\$ 842,490.00
2	Undercut and PGE - Allowance to be used only upon Owner pre-approval	200	CY	\$ 100.00	\$ 20,000.00	\$ 20.00	\$ 4,000.00	\$ 90.00	\$ 18,000.00	\$ 60.00	\$ 12,000.00	\$ 201.25	\$ 40,250.00
3	Temporary Concrete Washout	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00	\$ 2,600.00	\$ 2,600.00	\$ 1,150.00	\$ 1,150.00
4	Inlet Protection	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,725.00	\$ 1,725.00
5	Stabilized Construction Entrance	1	LS	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 1,400.00	\$ 1,400.00	\$ 3,800.00	\$ 3,800.00	\$ 3,450.00	\$ 3,450.00
6	Silt Fence	1342	LF	\$ 3.75	\$ 5,032.50	\$ 4.00	\$ 5,368.00	\$ 5.00	\$ 6,710.00	\$ 6.00	\$ 8,052.00	\$ 6.90	\$ 9,259.80
7	As Built Survey by IL Licensed Surveyor	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 2,000.00	\$ 2,000.00	\$ 16,000.00	\$ 16,000.00	\$ 36,500.00	\$ 36,500.00	\$ 8,050.00	\$ 8,050.00
8	Asphalt Paving - Vehicular	611	SY	\$ 58.00	\$ 35,438.00	\$ 68.00	\$ 41,548.00	\$ 56.00	\$ 34,216.00	\$ 74.64	\$ 45,605.04	\$ 54.05	\$ 33,024.55
9	Parking Lot Striping	1	LS	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 4,320.00	\$ 4,320.00	\$ 1,495.00	\$ 1,495.00
10	Asphalt Paving - 8' Trail	2353	SY	\$ 42.00	\$ 98,826.00	\$ 54.00	\$ 127,062.00	\$ 46.00	\$ 108,238.00	\$ 72.24	\$ 169,980.72	\$ 40.25	\$ 94,708.25
11	Asphalt Paving - Court	1731	SY	\$ 42.00	\$ 72,702.00	\$ 59.00	\$ 102,129.00	\$ 45.00	\$ 77,895.00	\$ 65.40	\$ 113,207.40	\$ 46.00	\$ 79,626.00
12	Asphalt Color Coat - Basketball Court, Tennis, & Pickleball Court	1726	SY	\$ 13.25	\$ 22,869.50	\$ 14.00	\$ 24,164.00	\$ 25.00	\$ 43,150.00	\$ 19.00	\$ 32,794.00	\$ 25.30	\$ 43,667.80
13	Concrete Paving	4003	SF	\$ 11.50	\$ 46,034.50	\$ 15.00	\$ 60,045.00	\$ 16.00	\$ 64,048.00	\$ 15.00	\$ 60,045.00	\$ 11.50	\$ 46,034.50
14	Curb and Gutter B6-12	302	LF	\$ 42.00	\$ 12,684.00	\$ 34.00	\$ 10,268.00	\$ 60.00	\$ 18,120.00	\$ 60.00	\$ 18,120.00	\$ 55.20	\$ 16,670.40
15	Curb at Playground	357	LF	\$ 36.00	\$ 12,852.00	\$ 38.00	\$ 13,566.00	\$ 50.00	\$ 17,850.00	\$ 48.00	\$ 17,136.00	\$ 46.00	\$ 16,422.00
16	Curb at Courts	488	LF	\$ 47.00	\$ 22,936.00	\$ 35.00	\$ 17,080.00	\$ 55.00	\$ 26,840.00	\$ 48.00	\$ 23,424.00	\$ 57.50	\$ 28,060.00
17	Poured-in-Place Surfacing on Gravel	5735	SF	\$ 33.00	\$ 189,255.00	\$ 34.00	\$ 194,990.00	\$ 36.00	\$ 206,460.00	\$ 34.43	\$ 197,456.05	\$ 34.50	\$ 197,857.50
18	ADA Sign	1	EA	\$ 600.00	\$ 600.00	\$ 200.00	\$ 200.00	\$ 600.00	\$ 600.00	\$ 950.00	\$ 950.00	\$ 661.25	\$ 661.25
19	Stone Outcropping	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 29,000.00	\$ 29,000.00	\$ 25,000.00	\$ 25,000.00	\$ 24,500.00	\$ 24,500.00	\$ 29,900.00	\$ 29,900.00
20	Painted Games	1	LS	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 17,500.00	\$ 17,500.00	\$ 18,000.00	\$ 18,000.00	\$ 17,250.00	\$ 17,250.00
21	4" Perf SDR26 Playground Underdrainage	312	LF	\$ 46.00	\$ 14,352.00	\$ 27.00	\$ 8,424.00	\$ 40.00	\$ 12,480.00	\$ 48.00	\$ 14,976.00	\$ 86.25	\$ 26,910.00
22	4" Perf SDR26 Courts Underdrainage	961	LF	\$ 46.00	\$ 44,206.00	\$ 27.00	\$ 25,947.00	\$ 40.00	\$ 38,440.00	\$ 48.00	\$ 46,128.00	\$ 86.25	\$ 82,886.25
23	6" Solid PVC SDR26 Underdrainage	55	LF	\$ 92.00	\$ 5,060.00	\$ 49.00	\$ 2,695.00	\$ 50.00	\$ 2,750.00	\$ 85.00	\$ 4,675.00	\$ 97.75	\$ 5,376.25
24	8" Storm Sewer PVC	45	LF	\$ 96.00	\$ 4,320.00	\$ 105.00	\$ 4,725.00	\$ 60.00	\$ 2,700.00	\$ 125.00	\$ 5,625.00	\$ 109.25	\$ 4,916.25
25	12" Storm Sewer RCP	142	LF	\$ 92.00	\$ 13,064.00	\$ 105.00	\$ 14,910.00	\$ 80.00	\$ 11,360.00	\$ 180.00	\$ 25,560.00	\$ 109.25	\$ 15,513.50
26	Core and Connect to Inlet/Manhole	4	EA	\$ 1,650.00	\$ 6,600.00	\$ 1,000.00	\$ 4,000.00	\$ 800.00	\$ 3,200.00	\$ 1,600.00	\$ 6,400.00	\$ 2,300.00	\$ 9,200.00
27	24" Diameter Catch Basin, Type A	1	EA	\$ 3,300.00	\$ 3,300.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 4,200.00	\$ 4,200.00	\$ 4,025.00	\$ 4,025.00
28	24" Diameter Manhole, Type A	1	EA	\$ 3,300.00	\$ 3,300.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 4,600.00	\$ 4,600.00	\$ 4,830.00	\$ 4,830.00
29	Drain Cleanout	6	EA	\$ 270.00	\$ 1,620.00	\$ 700.00	\$ 4,200.00	\$ 400.00	\$ 2,400.00	\$ 850.00	\$ 5,100.00	\$ 575.00	\$ 3,450.00
<b>Play Equipment shall be purchased by Owner, Contractor shall take delivery and fully install.</b>													
30	Install of Communication Station	1	LS	\$ 775.00	\$ 775.00	\$ 1,200.00	\$ 1,200.00	\$ 940.00	\$ 940.00	\$ 2,095.00	\$ 2,095.00	\$ 1,150.00	\$ 1,150.00
31	Install 5-12 Play Structure	1	LS	\$ 32,500.00	\$ 32,500.00	\$ 45,000.00	\$ 45,000.00	\$ 39,500.00	\$ 39,500.00	\$ 40,027.50	\$ 40,027.50	\$ 34,500.00	\$ 34,500.00
32	Install of Welcome Sign	1	LS	\$ 275.00	\$ 275.00	\$ 1,000.00	\$ 1,000.00	\$ 100.00	\$ 100.00	\$ 400.00	\$ 400.00	\$ 575.00	\$ 575.00
33	Install Wee Planet Climber	1	LS	\$ 1,150.00	\$ 1,150.00	\$ 1,600.00	\$ 1,600.00	\$ 1,400.00	\$ 1,400.00	\$ 1,887.00	\$ 1,887.00	\$ 805.00	\$ 805.00
34	Install Curva Spinner	1	LS	\$ 900.00	\$ 900.00	\$ 1,200.00	\$ 1,200.00	\$ 1,070.00	\$ 1,070.00	\$ 1,437.00	\$ 1,437.00	\$ 805.00	\$ 805.00
35	Install Double Bobble Rider SB	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 1,400.00	\$ 1,400.00	\$ 1,190.00	\$ 1,190.00	\$ 1,058.00	\$ 1,058.00	\$ 575.00	\$ 575.00
36	Install OmiSpin Spinner	1	LS	\$ 3,850.00	\$ 3,850.00	\$ 6,000.00	\$ 6,000.00	\$ 4,700.00	\$ 4,700.00	\$ 5,232.50	\$ 5,232.50	\$ 4,025.00	\$ 4,025.00



Bid Opening January 31, 2024 @11:00am CST

Math Error corrected

Project # 1183A

BID TABULATION				1		2		3		4		5	
Item #	Description	Quantity	Unit	Schroeder Asphalt		Copenhaver		Hacienda Landscaping		Innovation Landscape Inc.		All-Bry	
37	Install Roller Table	1	LS	\$ 5,550.00	\$ 5,550.00	\$ 8,000.00	\$ 8,000.00	\$ 6,700.00	\$ 6,700.00	\$ 7,530.00	\$ 7,530.00	\$ 1,725.00	\$ 1,725.00
38	Install Sport Climber	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00	\$ 9,000.00	\$ 12,000.00	\$ 12,000.00	\$ 13,345.00	\$ 13,345.00	\$ 2,300.00	\$ 2,300.00
39	Install Swings - 4 Unit	1	LS	\$ 1,750.00	\$ 1,750.00	\$ 2,500.00	\$ 2,500.00	\$ 2,100.00	\$ 2,100.00	\$ 3,286.50	\$ 3,286.50	\$ 2,300.00	\$ 2,300.00
<b>Site Furniture shall be purchased by Owner, Contractor shall take delivery and fully install.</b>													
40	Install 10X10 Fabric Shade	2	EA	\$ 4,000.00	\$ 8,000.00	\$ 6,000.00	\$ 12,000.00	\$ 8,900.00	\$ 17,800.00	\$ 4,160.00	\$ 8,320.00	\$ 5,750.00	\$ 11,500.00
<b>Site Furniture shall be purchased by Contractor, Contractor shall take delivery and</b>				\$ -		\$ -		\$ -		\$ -		\$ -	
41	Basketball Hoop, Net, and Backboard	2	EA	\$ 6,000.00	\$ 12,000.00	\$ 8,000.00	\$ 16,000.00	\$ 6,800.00	\$ 13,600.00	\$ 7,444.80	\$ 14,889.60	\$ 7,631.40	\$ 15,262.80
42	Tennis Posts, Net and Center Strap	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 3,200.00	\$ 3,200.00	\$ 4,026.00	\$ 4,026.00	\$ 3,450.00	\$ 3,450.00
43	Pickleball Posts, Net and Center Strap	1	EA	\$ 1,200.00	\$ 1,200.00	\$ 2,000.00	\$ 2,000.00	\$ 3,100.00	\$ 3,100.00	\$ 3,225.00	\$ 3,225.00	\$ 3,450.00	\$ 3,450.00
44	Chainlink Fence - 10' Height at Courts	485	LF	\$ 155.00	\$ 75,175.00	\$ 150.00	\$ 72,750.00	\$ 147.00	\$ 71,295.00	\$ 132.00	\$ 64,020.00	\$ 125.35	\$ 60,794.75
45	Interpretive Sign - Graphics by Owner	5	EA	\$ 425.00	\$ 2,125.00	\$ 900.00	\$ 4,500.00	\$ 900.00	\$ 4,500.00	\$ 850.00	\$ 4,250.00	\$ 1,610.00	\$ 8,050.00
46	Lawn Restoration - Topsoil and Fine Grade All Areas of Disturbance and Purchase of Seed by Contractor	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 64,000.00	\$ 64,000.00	\$ 102,000.00	\$ 102,000.00	\$ 48,500.00	\$ 48,500.00	\$ 71,875.00	\$ 71,875.00

Total Base Bid \$ 1,231,051.50

\$ 1,366,471.00

\$ 1,404,852.00

\$ 1,428,283.31

\$ 1,892,001.85

PARKCHESTER PARK DEVELOPMENT BUDGET

REVENUES	FY 23-24	FY 24-25	FY 25-26
OSLAD Grant Disbursement	(\$300,000.00)	(\$300,000.00)	
Anticipated ADA Reimbursement			(\$433,075.00)
<b>REVENUE TOTAL</b>	<b>(\$300,000.00)</b>	<b>(\$300,000.00)</b>	<b>(\$433,075.00)</b>
EXPENSES	FY 23-24	FY 24-25	FY 25-26
A/E Services	\$100,000.00	\$46,240.00	
A/E Additional Services		\$4,858.00	
Weiland Road Improvements		\$289,945.28	
Equipment Purchased by Park District		\$187,751.00	
Plants Purchased by Park District		\$15,323.00	
Parkchester Park Development		\$1,232,439.56	
Printing for Permit Review*	\$300.00		
Virtual Planroom Setup	\$450.00		
AIA Contract Documents*	\$400.00		
DIA*	\$17,254.59		
Village Permit Fees*	\$13,440.94		
Plan Review Fee*	\$1,700.00		
EPA ILR10 Permit	\$250.00		
DECI Inspections*	\$2,000.00	\$7,000.00	
Contingency		\$152,238.48	
<b>EXPENSE TOTAL</b>	<b>\$135,795.53</b>	<b>\$1,935,795.32</b>	<b>\$0</b>
OVERVIEW			
All Revenue	(\$1,033,075.00)		
All Expenses	\$2,071,590.85		
<b>TOTAL DISTRICT RESPONSIBILITY</b>	<b>\$1,038,515.85</b>		

Items with an asterisk (\*) contain budgetary pricing, DIA costs are still being calculated by the Village.



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS  
ERIKA STROJINC, EXECUTIVE DIRECTOR  
FROM: LAURIE HOFFMAN, PLANNING AND DEVELOPMENT MANAGER  
RE: PARKCHESTER PARK OSLAD BID – WEILAND ROAD IMPROVEMENTS  
DATE: FEBRUARY 7, 2024

---

## *Action Requested:*

Staff is recommending that the Board accept and award the bid for the Parkchester Park OSLAD (Weiland Road improvements) to A Lamp Concrete Contractors Inc. out of Schaumburg, Illinois.

## *Background Information:*

The Parkchester Park project started in 2022 with design services and public input meetings, and was awarded an Open Space Land Acquisition Development (OSLAD) grant in 2023 to assist with the associated costs of the project.

The scope of work for the Parkchester Park includes:

- Demolition of the existing baseball field
- Renovation and relocation of the playground with new rubber surfacing
- New pickleball court, tennis court, and full-size basketball court
- Increase the size of the existing pond, and provide two fish outcroppings
- Expand the existing walking and bike paths throughout the site
- Create a tree walk with educational signage
- Provide painted games on the sidewalk around the playground for increased visitor interaction
- Provide a parking lot for access to the park

Due to the installation of a new parking lot, a new right-only turn lane will be added to Weiland Road. Because of the unique nature of installing a turn lane that connects with an existing road, the District chose to split the Parkchester Park project into two bids. The first bid was for the park renovation and the second bid was for the Weiland Road turn lane.

This memo is in reference to the bid for the Weiland Road turn lane.

***Bid Results:***

The bid for the Weiland Road Improvements was opened electronically on January 31, 2024, around 11:30 am. Five general contractors submitted bids. Enclosed is the bid tabulation.

<b>General Contractor</b>	<b>Base Bid Amount</b>
Chicagoland Paving	\$250,000.00
A Lamp Concrete	\$289,945.28
Berger Contractors	\$294,304.70
Schroeder Asphalt	\$305,708.00
DK Contractors	\$314,322.00

Upon review, the bid packet submitted by Chicagoland Paving was found to be missing the required documents. The next lowest bidder was A Lamp Concrete Contractors, Inc.

***Budget Information & Recommendation:***

The assumed budget for this project from the last capital plan presented to the Board (2023) was lower than the bid results. A breakdown of total anticipated revenues and expenses is attached for reference.

The Park District has not worked with A Lamp Concrete Contractors, Inc. before. A scoping review was performed on February 7, 2024 with them and we have reviewed their qualifications. Three satisfactory references were received. We have found no evidence which would disqualify this contractor.

Therefore, it is staff's recommendation to award the Weiland Road Improvement project contract to A Lamp Contractors Inc. for their base bid of \$289,945.28.

**Enclosed:**

- Bid Tabulation
- Total Budget Overview
- Reference Responses





BID TABULATION				1		2		3		4		5	
Item #	Description	Quantity	Unit	Chicagoland Paving		A Lamp Concrete		Berger Contractors		Schroeder Asphalt		DK Constructors	
1	Site Preparation, Removals & Earthwork, Complete	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 47,000.00	\$ 47,000.00	\$ 69,000.00	\$ 69,000.00	\$ 60,000.00	\$ 60,000.00	\$ 89,917.00	\$ 89,917.00
2	Undercut and PGE - Allowance to be used only upon Owner pre-approval	100	CY	\$ 45.00	\$ 4,500.00	\$ 50.00	\$ 5,000.00	\$ 78.00	\$ 7,800.00	\$ 100.00	\$ 10,000.00	\$ 179.00	\$ 17,900.00
3	Sawcut Full Depth	445	LF	\$ 3.50	\$ 1,557.50	\$ 4.00	\$ 1,780.00	\$ 7.00	\$ 3,115.00	\$ 1.00	\$ 445.00	\$ 3.00	\$ 1,335.00
4	Sandblasting Pavement Markings	490	LF	\$ 3.50	\$ 1,715.00	\$ 2.25	\$ 1,102.50	\$ 5.00	\$ 2,450.00	\$ 5.50	\$ 2,695.00	\$ 2.00	\$ 980.00
5	Relocate Light Pole	2	EA	\$ 11,000.00	\$ 22,000.00	\$ 9,325.00	\$ 18,650.00	\$ 8,480.00	\$ 16,960.00	\$ 18,000.00	\$ 36,000.00	\$ 15,948.00	\$ 31,896.00
6	Relocate Traffic Sign	1	EA	\$ 250.00	\$ 250.00	\$ 350.00	\$ 350.00	\$ 225.00	\$ 225.00	\$ 250.00	\$ 250.00	\$ 238.00	\$ 238.00
7	Adjust Existing Rim Grades	3	EA	\$ 620.00	\$ 1,860.00	\$ 635.00	\$ 1,905.00	\$ 650.00	\$ 1,950.00	\$ 600.00	\$ 1,800.00	\$ 235.00	\$ 705.00
8	Temporary Concrete Washout	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 687.00	\$ 687.00
9	Inlet Filter Basket	8	EA	\$ 265.00	\$ 2,120.00	\$ 15.00	\$ 120.00	\$ 265.00	\$ 2,120.00	\$ 200.00	\$ 1,600.00	\$ 223.00	\$ 1,784.00
10	Stabilized Construction Entrance	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 3,500.00	\$ 3,500.00	\$ 5,350.00	\$ 5,350.00	\$ 2,000.00	\$ 2,000.00	\$ 3,281.00	\$ 3,281.00
11	Silt Fence	35	LF	\$ 5.00	\$ 175.00	\$ 5.00	\$ 175.00	\$ 5.00	\$ 175.00	\$ 20.00	\$ 700.00	\$ 16.00	\$ 560.00
12	As Build Survey by IL Licensed Surveyor	1	LS	\$ 4,300.00	\$ 4,300.00	\$ 7,600.00	\$ 7,600.00	\$ 10,100.00	\$ 10,100.00	\$ 6,000.00	\$ 6,000.00	\$ 2,114.00	\$ 2,114.00
13	2" HMA Surface Course, Mix D, N70	495	SY	\$ 15.00	\$ 7,425.00	\$ 22.00	\$ 10,890.00	\$ 21.00	\$ 10,395.00	\$ 36.00	\$ 17,820.00	\$ 21.00	\$ 10,395.00
14	9" HMA Binder Course, IL-19.0, N70	495	SY	\$ 75.00	\$ 37,125.00	\$ 67.00	\$ 33,165.00	\$ 54.00	\$ 26,730.00	\$ 78.00	\$ 38,610.00	\$ 62.00	\$ 30,690.00
15	12" Aggregate Subgrade	685	SY	\$ 20.00	\$ 13,700.00	\$ 25.50	\$ 17,467.50	\$ 25.50	\$ 17,467.50	\$ 27.00	\$ 18,495.00	\$ 31.00	\$ 21,235.00
16	Strip Reflective Crack Control	441	LF	\$ 2.50	\$ 1,102.50	\$ 1.00	\$ 441.00	\$ 6.70	\$ 2,954.70	\$ 6.00	\$ 2,646.00	\$ 3.00	\$ 1,323.00
17	Geotechnical Fabric	665	SY	\$ 2.50	\$ 1,662.50	\$ 3.00	\$ 1,995.00	\$ 3.00	\$ 1,995.00	\$ 4.00	\$ 2,660.00	\$ 4.00	\$ 2,660.00
18	B6.12 Curb and Gutter	490	LF	\$ 53.00	\$ 25,970.00	\$ 32.00	\$ 15,680.00	\$ 44.00	\$ 21,560.00	\$ 28.00	\$ 13,720.00	\$ 40.00	\$ 19,600.00
19	M6.12 Curb and Gutter	125	LF	\$ 53.00	\$ 6,625.00	\$ 36.00	\$ 4,500.00	\$ 44.00	\$ 5,500.00	\$ 28.00	\$ 3,500.00	\$ 40.00	\$ 5,000.00
20	4" Portland Concrete Cement with WWF	70	SY	\$ 106.00	\$ 7,420.00	\$ 87.00	\$ 6,090.00	\$ 120.00	\$ 8,400.00	\$ 160.00	\$ 11,200.00	\$ 157.00	\$ 10,990.00
21	6" Aggregate Base Course, Type B	70	SY	\$ 10.00	\$ 700.00	\$ 19.00	\$ 1,330.00	\$ 16.00	\$ 1,120.00	\$ 20.00	\$ 1,400.00	\$ 27.00	\$ 1,890.00
22	24" Diameter Inlet	1	EA	\$ 3,450.00	\$ 3,450.00	\$ 3,200.00	\$ 3,200.00	\$ 2,450.00	\$ 2,450.00	\$ 3,000.00	\$ 3,000.00	\$ 3,565.00	\$ 3,565.00
23	48" Diameter Catch Basin	2	EA	\$ 8,500.00	\$ 17,000.00	\$ 4,800.00	\$ 9,600.00	\$ 4,850.00	\$ 9,700.00	\$ 5,500.00	\$ 11,000.00	\$ 6,104.00	\$ 12,208.00
24	48" Diameter Manhole	2	EA	\$ 6,375.00	\$ 12,750.00	\$ 4,700.00	\$ 9,400.00	\$ 4,500.00	\$ 9,000.00	\$ 5,500.00	\$ 11,000.00	\$ 5,039.00	\$ 10,078.00
25	12" Storm Sewer, RCP	19	LF	\$ 111.00	\$ 2,109.00	\$ 160.00	\$ 3,040.00	\$ 115.00	\$ 2,185.00	\$ 95.00	\$ 1,805.00	\$ 285.00	\$ 5,415.00
26	15" Storm Sewer, RCP	36	LF	\$ 132.50	\$ 4,770.00	\$ 162.00	\$ 5,832.00	\$ 120.00	\$ 4,320.00	\$ 100.00	\$ 3,600.00	\$ 108.00	\$ 3,888.00
27	Connect Proposed Sewer to Existing Structure	2	EA	\$ 935.00	\$ 1,870.00	\$ 1,250.00	\$ 2,500.00	\$ 2,600.00	\$ 5,200.00	\$ 1,600.00	\$ 3,200.00	\$ 56.00	\$ 112.00
28	Granular Trench Backfil	55	LF	\$ 24.50	\$ 1,347.50	\$ 43.00	\$ 2,365.00	\$ 28.00	\$ 1,540.00	\$ 25.00	\$ 1,375.00	\$ 10.00	\$ 550.00
29	6" White Solid, Thermoplastic Skip Dash	200	LF	\$ 2.30	\$ 460.00	\$ 2.00	\$ 400.00	\$ 4.50	\$ 900.00	\$ 4.75	\$ 950.00	\$ 2.00	\$ 400.00
30	6" White Solid, Thermoplastic Lane Line	185	LF	\$ 6.10	\$ 1,128.50	\$ 2.00	\$ 370.00	\$ 4.50	\$ 832.50	\$ 4.75	\$ 878.75	\$ 2.00	\$ 370.00
31	5" White Solid, Thermoplastic Edge Line	395	LF	\$ 4.65	\$ 1,836.75	\$ 1.75	\$ 691.25	\$ 4.00	\$ 1,580.00	\$ 4.75	\$ 1,876.25	\$ 2.00	\$ 790.00
32	8" White Solid, Thermoplastic Porkchop Edge Line	120	LF	\$ 5.80	\$ 696.00	\$ 3.00	\$ 360.00	\$ 6.00	\$ 720.00	\$ 6.50	\$ 780.00	\$ 3.00	\$ 360.00
33	24" White Solid, Thermoplastic Stop Bar	12	LF	\$ 14.00	\$ 168.00	\$ 8.00	\$ 96.00	\$ 10.00	\$ 120.00	\$ 11.00	\$ 132.00	\$ 8.00	\$ 96.00
34	White Solid, Thermoplastic Crosswalk + Turn Markings	100	SF	\$ 9.65	\$ 965.00	\$ 6.50	\$ 650.00	\$ 7.00	\$ 700.00	\$ 8.00	\$ 800.00	\$ 6.00	\$ 600.00
35	New Signs	4	EA	\$ 500.00	\$ 2,000.00	\$ 750.00	\$ 3,000.00	\$ 310.00	\$ 1,240.00	\$ 350.00	\$ 1,400.00	\$ 328.00	\$ 1,312.00
36	Salt Tolerant Topsoil Respread 4"	35	CY	\$ 50.00	\$ 1,750.00	\$ 60.00	\$ 2,100.00	\$ 70.00	\$ 2,450.00	\$ 102.00	\$ 3,570.00	\$ 367.00	\$ 12,845.00
37	Traffic Control	1	LS	\$ 33,991.75	\$ 33,991.75	\$ 58,600.00	\$ 58,600.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 4,439.00	\$ 4,439.00
38	Lawn restoration and establishment including core aeration, seeding, fertilizing, and blanket cover at all disturbed areas.	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 8,500.00	\$ 8,500.00	\$ 15,000.00	\$ 15,000.00	\$ 7,800.00	\$ 7,800.00	\$ 2,114.00	\$ 2,114.00

**Base Bid Total      \$250,000.00                      \$ 289,945.25                      \$ 294,304.70                      \$ 305,708.00                      \$ 314,322.00**

PARKCHESTER PARK DEVELOPMENT BUDGET

REVENUES	FY 23-24	FY 24-25	FY 25-26
OSLAD Grant Disbursement	(\$300,000.00)	(\$300,000.00)	
Anticipated ADA Reimbursement			(\$433,075.00)
<b>REVENUE TOTAL</b>	<b>(\$300,000.00)</b>	<b>(\$300,000.00)</b>	<b>(\$433,075.00)</b>
EXPENSES	FY 23-24	FY 24-25	FY 25-26
A/E Services	\$100,000.00	\$46,240.00	
A/E Additional Services		\$4,858.00	
Weiland Road Improvements		\$289,945.28	
Equipment Purchased by Park District		\$187,751.00	
Plants Purchased by Park District		\$15,323.00	
Parkchester Park Development		\$1,232,439.56	
Printing for Permit Review*	\$300.00		
Virtual Planroom Setup	\$450.00		
AIA Contract Documents*	\$400.00		
DIA*	\$17,254.59		
Village Permit Fees*	\$13,440.94		
Plan Review Fee*	\$1,700.00		
EPA ILR10 Permit	\$250.00		
DECI Inspections*	\$2,000.00	\$7,000.00	
Contingency		\$152,238.48	
<b>EXPENSE TOTAL</b>	<b>\$135,795.53</b>	<b>\$1,935,795.32</b>	<b>\$0</b>
OVERVIEW			
All Revenue	(\$1,033,075.00)		
All Expenses	\$2,071,590.85		
<b>TOTAL DISTRICT RESPONSIBILITY</b>	<b>\$1,038,515.85</b>		

Items with an asterisk (\*) contain budgetary pricing, DIA costs are still being calculated by the Village.



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS  
ERIKA STROJINC, EXECUTIVE DIRECTOR  
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING  
RE: ICE RINK INFORMATION  
DATE: FEBRUARY 5, 2024

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## *Background Information:*

The Parks Department has built and maintained an ice rink at the Willow Stream south parking lot yearly until 2023 when the lot was being reconstructed. Building and maintaining the ice rink takes a great deal of time and resources to ensure that it safe and usable. Because of investment and the increasingly milder winters, staff were instructed to gather information on the maintenance and labor to upkeep the rink (see below).

Building: The process of building the rink is not strenuous, but takes time. This includes covering the storm sewer drains (to prevent the water from running down the storm sewers), barricading off the entire area, and then beginning to flood the area with water. Once fully flooded, the process moves into the maintenance phase.

Maintenance: Once open for the season, two staff work on the ice rink daily, for roughly 16 hours a week. Maintenance includes: cleaning off the rink, adding water to smooth the ice, cleaning up the surrounding area of debris, and handling any vandalism that may arise. Additionally, if it snows, staff must also brush/remove the snow off the rink. Depending upon the snowfall, it can take anywhere from 2-5 hours per week.

Water Usage: It takes 45,000 gallons to fill the area used for the ice rink. The Village of Buffalo Grove charges \$7.50 per 1,000 gallons of water used. Besides the initial water usage, staff have to maintain the rink once it is up and running. They estimate that they use between 4,000 and 8,000 gallons of water per week to maintain proper levels of ice. The number of gallons vary due to a number of different issues including: amount of usage, vandalism (ex. patrons cracking the ice and taking chunks out of the ice), weather, and absorption into the ground.

Ice Rink Schedule: Staff work on the rink from early to mid-December up to early March (weather pending). With how challenging the weather has been in the last 10 years, the schedule of the ice rink has been sporadic. If temperatures are above freezing for longer than a week, there is a great

chance that we will lose the entire ice rink, and because of the resources needed to rebuild, we do not attempt to rebuild the rink once the initial rink is "lost."

Cost of Ice Rink: The below chart shows the approximate cost of building and maintaining the ice rink during "ideal" weather conditions.

TASK	#	Costs	TOTAL COST
Maintenance (weekly) (staff 1)	16 hours	\$44.92/hour	\$718.72
Maintenance (weekly) (staff 2)	16 hours	\$48.10/hour	\$769.60
Maintenance (weekly water)	6,000 gallons*	\$7.50/1,000	\$45.00
Maintenance (snow removal) (staff 2)	3 hours	\$48.10/hour	\$144.30
		<b>WEEKLY TOTAL</b>	<b>\$1,677.62</b>
Building (flooding lot)	45,000 gallons	\$7.50/1,000	\$337.50
		<b>12 WEEK TOTAL</b>	<b>\$20,468.94</b>

\*Average is 4,000 – 8,000 gallons per week, so 6,000 was used for estimate.

Ice Rink Availability: The chart below shows how many days the ice rink was open over the last 10 years.

CALENDAR YEAR	# OF DAYS
2022-2023	4
2021-2022	24
2020-2021	17
2019-2020	1
2018-2019	10
2017-2018	25
2016-2017	8
2015-2016	12
2014-2015	2
2013-2014	62
<b>TOTAL DAYS:</b>	<b>165</b>

*Summary and Recommendation:*

As demonstrated, the building and maintenance of an ice rink is costly without a large return on investment. Additionally, in consulting with civil engineers, turning a parking lot into an ice rink has negative impacts on the infrastructure's lifespan. Standing water seeps into the asphalt and into the base which degrades over time. Once degradation begins, the pavement loses its structural support which results in potholes, cracking, indentations, and low spots. Since the District just invested \$953,718 (sans permit costs) into the reconstruction of the lot, it is my recommendation that we no longer continue with the practice of building and maintaining an ice rink on the Willow Stream parking lot.