

BUILDINGS, GROUNDS AND PARK SERVICES COMMITTEE
Administration Building, 2nd Floor Conference Room
1930 Prairie Street, Glenview, IL

Regular Meeting Minutes
Wednesday, January 9, 2013

1. Open/Roll Call

Committee member Angie Katsamakias called the meeting to order at 9:01 a.m.

Commissioners/Official Staff Present: Commissioners Katsamakias, Casey and Kuhn; James Warnstedt, Superintendent of Park and Facility Services; Ken Wexler, Park Planner; Mike Sullivan, Park Services Supervisor; Brent Carpenter, Park Services Supervisor; Jason Hickman, Director of Recreation Services

Commissioners/Official Staff Absent: Kris Mikkelsen, Facilities Maintenance Supervisor

2. Agenda Topics

a) Result/Staff Recommendations for Park Facility Operations Annual Recommendations

Staff reviewed the 2nd revision of the Park Facility Operations Annual Recommendations based upon the direction from the previous committee meeting and recommends that the committee accept the changes.

b) Results/Staff Recommendations to Renew Seasonal Landscape Maintenance Services Contract

Staff reviewed the alternates. Based upon the performance and pricing, staff is seeking a committee recommendation to award bid Alternates 1, 2, 3, and 4 in the original Seasonal Landscape Maintenance Services Contract to KGI Landscaping Co., of Skokie, IL.

c) Results/Staff Recommendations to Renew Installation of Plant Material Contract

Based upon the need for large scale plantings throughout our parks and the positive performance displayed in the past, staff is seeking a committee recommendation to renew the Installation of Plant Material Contract that was awarded to Elanar Construction Co. of Glenview, IL in 2012.

d) Tree Donation Program Report and Proposed Changes

Ken Wexler proposed making improvements to the existing tree donation process which would include: eliminating private ownership of a tree in a public space; discontinuing placement of stone monuments/plaques at the base of the tree; the creation of an online database of tree donors contributing to a general "tree fund". After further discussion, the committee proposed the following: creation of an online database of donors with their corresponding tree; each tree planted would be

guaranteed by the Park District for five years; standard tree donation of \$450; existing monuments/plaques will remain in place until they are damaged and then they will be removed and not replaced; the full board will be asked for their input on this issue. Jim will draft a revised proposal for the next committee meeting.

e) Shade Shelters/Shade Grant Proposal

Jim proposed that the Park District submit a grant application to the American Academy of Dermatology for the Shade Grant Program that provides a maximum of \$8,000 towards a shade structure to be installed at Community Park West (CPW) – Softball Area.

The committee also discussed the issue of errant foul balls at CPW Baseball Fields. Glenview Youth Baseball (GYB) would like to place “caution” signs in the pinwheel area where spectators may encounter balls out of play. Jim has been in discussion with GYB on possible improvements to the original GYB design. One option is the placement of a large netting structure to cover the pinwheel area. Another option is to place netting over home plate and side lines on each of the four fields. The committee discussed a third option of placing netting over home plate and side lines on the two fields where errant foul balls seem to be the greatest concern.

Discussion on this issue will continue at the next committee meeting and will include the following: cost analysis of netting vs. chain link; visual drawings of each proposal; cost of placing netting on only two of the four fields; and amount GYB will pay for these enhancements.

f) Flick Athletic Field Light Pole Report

The committee discussed the structural engineering report completed on December 18, 2012 by Wiss, Janney, Elstner Associates, Inc. Staff will follow the recommendations as outlined in the report.

3. Committee Recommendation(s)

- a) To accept the changes to the revised Park and Facility Operations Annual Recommendations for 2013.
- b) To award bid Alternates 1, 2, 3, and 4 in the original Seasonal Landscape Maintenance Services Contract to KGI Landscaping Co., of Skokie, IL.
- c) To recommend the renewal of the Installation of Plant Material Contract that was awarded to Elanar Construction Co. of Glenview, IL.

4. Project Updates

a) Diederich Park Fieldhouse Renovations

Jim stated that the renovation is well underway. New conduit has been added and new windows have been installed. Asbestos abatement will occur in the coming week. Staff continues to work toward the 4/1/2013 deadline.

5. Other

None

6. Adjourn

Commissioner Katsamakos moved to adjourn and was seconded by Commissioner Casey. The meeting adjourned at 10:36 a.m. On Voice Vote: All present voted Aye. Motion Carried.

Submitted by: James Warnstedt

ATTEST:

Robert J. Patton
Board President

Charles T. Balling
Board Secretary

Approved this 28th day of February, 2013