

**BUIDLINGS, GROUNDS, AND PARK SERVICES  
COMMITTEE MEETING**

Administration Building  
1930 Prairie Street  
Glenview, IL 60025  
Regular Meeting Minutes  
October 11, 2012

**1. Roll Call**

Commissioner Bill Casey called the meeting to order at 8:32 a.m. and the roll was called.

**Commissioners/Official Staff present:** Commissioners Casey and Katsamakidis; James Warnstedt, Superintendent of Park and Facility Services; Ken Wexler, Landscape Architect; Chuck Balling, Executive Director; Kris Mikkelsen, Supervisor of Facilities; Brent Carpenter, Supervisor of Parks; Cheryl Noll, Recording Secretary

**Commissioners/Official Staff absent:** Mike Sullivan, Supervisor of Parks

**2. Agenda Topics**

**a. Survey Results and Staff Memo for LaFontaine Playground**

The survey results were part of the packet sent to the committee for review. Staff sent 130 surveys out to all the LaFontaine households, response rate was half. After several presentations to the church congregation and review of the results of the survey, staff is concerned that there is not a clear majority from the neighborhood to support spending \$180,000 on a playground that is not on Park District property. The timing does not seem right to proceed at this time, but should be kept in mind for future master planning, perhaps on a smaller scale. This project could be a possible OSLAD grant. We could get half of it paid for through the grant.

**b. Shade Structure Grant Program**

The brochure of the American Academy of Dermatology Shade Structure Grant Program was reviewed for possible future grant opportunities. Skin of Steel (Chris Northwig) is local and would have the year-long program for cancer awareness needed in the grant. Softball fields at CPW would be one location, player benches and the bleachers for baseball as well. Other parks such as Westbrook would also be a good location. Some recent shade projects were done at Little Bear Garden and at the preschool playground.

**c. Vehicle Idle Policy**

Staff reviewed the Hoffman Estates Park District Procedure for Anti-Idling to address air quality and fuel consumption of park district vehicles. This was considered a good template to start with for a district wide policy that will be brought to the Environmental Committee for discussion. Staff will make this template fit to our district with the new diesel vehicles that we have purchased as they are certified clean idol. They only idol for 10 minutes then they shut down. *Management will have the maintenance staff look at this and see if it is reasonable and also remind the crews to not leave vehicles running for long periods of time.*

*Commissioner Casey asked that the crews be reminded to separate recycling from garbage.*

**d. Metra Agreement for Diederich Park**

Staff reviewed the two Beautification Agreement drafts with Metra for Diederich Park drainage improvements and rain garden installation agreement that were in the packet. Ken Wexler went over the plans. Attorney Witwer has reviewed the document and it meets with his approval. This project will be paid for by the Village of Golf.

e. **Tree Inventory Update**

Last year we wrapped up with the tree inventory of the park district, this year it is already out of date. Staff has been working with Graft Tree Services to discuss what it would take to keep it current. The initial document fee was \$30,000 (\$20,000 paid for by grant) with an annual cost of \$5,000 to keep the inventory useful. Commissioner Katsamakos suggested a multi-year contract to secure the price. *Commissioner Casey asked staff to research cost of doing it in house or working with the village. GIS Consortium works for the village and he feels it would be moving the district forward technologically to inventory the district, perhaps putting it in the strategic plan incorporating into park services. He also asked staff to ask the village about natural gas for the vehicles.*

**Tree donation program:** Executive Director Balling wants to explore centralizing the program throughout the district and have a volunteer coordinator to oversee this program. Commissioner Casey feels that the tree plaques should be removed and the tree of life could be a central location but also have tags placed on the trees as markers. Commissioner Katsamakos would like to see more gardens used. Staff indicated a tree fund would be the more realistic and sustainable approach and felt this would be a good time to clarify the philosophical role of the district in providing memorials in our parks for patrons. *Staff will come back with further information and discussion at a later date.*

3. **Committee Recommendation(s)**

*Committee is in agreement that the plans to build a playground at St. Philips Church be placed on hold, and that it should be considered in a future master planning session.*

*Committee is in agreement to move forward with attempting to obtain the grant for the shade structures.*

*Staff wants to take the idol policy to the Environmental Committee for tweaking to be brought back to this committee for review.*

*Committee is in agreement that staff will mail the final document for the Metra Agreement to Diederich Park to the committee for review and will put it on the agenda for the next board meeting to move forward with the agreement subject to changes from the attorney.*

*Committee is in agreement to continue the contract for one year with Graft Tree Service for the GIS tree inventory system and bring the completed information to the entire board.*

Executive Director Balling left the meeting at 9:24 am.

*Commissioner Casey suggested the new tree at Jackman Park needs to be protected from children at the concert in the park.*

4. **Project Updates**

a. **Roosevelt Park Sports Lights**

Project is completed. Residents are happy. Commissioner Casey has gotten lots of compliments from flag football teams. *Staff will discuss additional lighting of the southeast field with Musco.*

b. **Flick Park Playground Improvements**

Improvement project is 50% done. It is a two month project and has a new shelter in the center.

**c. Park and Facility Services East**

Debris removal is complete and the site is safe. The structure that is left is a masonry brick room and will be used for secure storage. Stockade fencing will be put up and the site will be used to store salt, mulch etc.

**d. Manor Park Fieldhouse Renovations**

Demolition is complete and staff hopes to have it done by Election Day, November 6. The exterior bathrooms were removed on this field house for security.

Commissioner Casey would like to see the restrooms be unisex: open one from the inside and one from the outside. *Staff will look into Village ordinances and other factors and come back to the committee with recommendations.*

Outdoor ice rinks will be constructed again this winter. Fencing will be done at the new ice rinks (Roosevelt and Cole Parks).

*Commissioner Casey wants staff to consider using the old flooring from the ice center for the field houses.*

**5. @ Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Minutes (sub-section c21), Litigation (c11), Land Acquisition/Lease (c5 & c6)**

None

**6. Action on items that were discussed in Executive Session, if any**

None

**7. Adjourn**

Commissioner Casey moved seconded by Commissioner Katsamakakis to adjourn the Open Session at 10:14 am. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

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Robert Patton  
Board President

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Charles T. Balling  
Board Secretary

Approved this 25th day of October, 2012