

BUILDING, GROUNDS & PARK SERVICES COMMITTEE MEETING

Administration Building, Lower Level Conference Room

1930 Prairie Street

Glenview, IL 60025

Regular Meeting Minutes

December 13, 2012 @ 8:30 am

1. Roll Call

Commissioner Bill Casey called the meeting to order at 8:29 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Katsamakakis and Casey; Chuck Balling, Executive Director; James Warnstedt, Superintendent of Park and Facility Services; Ken Wexler, Landscape Architect; Kris Mikkelsen, Supervisor of Facilities; Mike Sullivan, Mike Sullivan, Park Services Supervisor; Brent Carpenter, Supervisor of Fields and Fleet; Jason Hickman, Director of Recreation Services; Chris Petrini, Adult Athletic Supervisor; Joe Pollina, Manager of Program Services; Cheryl Noll, Recording Secretary

Commission Peterson arrived at 8:40 am

Commissioners/Official Staff absent: None

2. Agenda topics

i. Park Facility Operations Annual Recommendations

Jim Warnstedt went over the packet passed out previously. Changes made were minor including date changes and some addressed issues brought up in the past, like abuse of capacity. Staff will review the capacity statements regarding patrons in the park and/or in the building and the possibility to offer different tiers of rental agreements dependent on the amount of people - extra fees to include port-a-potties and park services cleanup crews. Picnic tables need to be included in the language.

Dan Peterson requested several language updates. Bill Casey asked staff to find out if PRDMA offers insurance to patrons for events (other than liquor).

VII -Park assistant supervisor is now park patrol – needs to be updated. Provides customer services, enforcing rules, patrol the rentals.

ii. Sports Field Rentals & Outdoor Services Annual Recommendations

Staff reviewed the document indicating minor changes including raising fees which has not been implemented in the last two years. Several minor language changes were requested from commissioners.

iii. Recommendation for Vehicle Purchase – approved by committee members

iv. Fieldhouse & Bathroom Availability for Ice Skating Season

Committee approved the rental of port-a-potties for the skating season at Cole and Roosevelt. They also approved of a homeowners group taking ownership in opening the field houses at the Executive Directors discretion. If they will take on the responsibility,

fees will be waived. Staff will send a letter out to see if there is interest and will contact PRDMA for clarification.

3. Committee Recommendation(s)

- *Approval of Park Facility Operations Annual Recommendations*
- *Approval of Sports Field Rentals & Outdoor Services Annual Recommendations*
- *Approval of Recommendation for Vehicle Purchase*
- *Approval of Fieldhouse & Bathroom Availability for Ice Skating Season*

4. Project Updates

a. Tree Inventory

Ken Wexler and Jim Warnstedt have had discussions with the village and GIS Consortium regarding joining them or tagging onto what they have. No decision has been made yet.

b. Flick Park Playground Improvements

The playground is close to completion. Custom handrails were fabricated and they will be installed today and open tomorrow or first of next week.

c. Manor Park Fieldhouse Renovations

Staff is putting the final touches on the fieldhouse and it will be complete by this weekend. Staff will ask marketing to put something out to the Manor Park HO Association. Demo work has started on Dietrich and will move the crew over there.

d. RFP for Roosevelt Park Playground Renovation

Staff will be sending out RFP's to be returned in January with a neighborhood meeting in February. Some of the equipment is over 20 years old; however the roller slide will be kept.

5. Adjourn

Commissioner Casey moved seconded by Commissioner Katsamakakis to adjourn the Open Session at 10:09 a.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

Bob Patton
Board President

Charles T. Balling
Board Secretary

Approved this 17th day of January, 2013