

## **PARK & FACILITY SERVICES/ENVIRONMENTAL COMMITTEE**

Glenview Park District, Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Friday, April 22, 2016 @ 8:30 a.m.

### **1. Roll Call**

Chairman Angie Katsamakakis called the meeting to order at 8:31 a.m. and the roll was called.

**Commissioners/Official Staff present:** Commissioners Angie Katsamakakis, Bob Patton, Dave Tosh, Bill Casey, Dave Dillon, Dan Peterson, Executive Director Mike McCarty, Superintendent Park & Facility Services Jim Warnstedt, Park Planner Ken Wexler, Manager of Park & Facility Services Kris Mikkelsen, Park Supervisor Brent Carpenter, Superintendent of Leisure Services Elsa Fischer, Manager of Program Services Joe Pollina, Recording Secretary Beth Willwerth

**Guests:** None

**Late Arrivals, Early Departures:** Commissioner Dave Dillon arrived at 8:35 a.m.; Commissioners Bill Casey and Dan Peterson arrived at 8:37 a.m.; Superintendent of Leisure Services Elsa Fischer left at 9:55 a.m.

**Commissioners/Official Staff absent:** Park Supervisor Mike Sullivan, Facilities Maintenance Supervisor Dan Andres

### **2. Agenda Topics**

#### **a. Glenview Youth Soccer Association Supplemental MOU**

The Glenview Youth Soccer Association program has grown substantially over the last several years. To keep pace with the growth, there is a need for additional field time out at Community Park West, in the northern area of soccer fields along Milwaukee Avenue. Installing athletic field lights on those fields would allow for practices and games to be held later in the day, and later into the fall season. GYSA has pledged to fund the installation of these athletic field lights.

Commissioner Katsamakakis asked for clarification on resident program participation and organization scheduling of rentals. Jim Warnstedt clarified that the majority of Glenview residents participate in these programs and GYSA would have preferential rentals and then the Park District could rent out the fields.

Staff recommended the Park & Facility Services/Environmental Committee make a motion to place the Glenview Youth Soccer Association Supplemental MOU on the Consent Agenda of the April Park Board Meeting for full Park Board approval.

**b. Glenview Public Library IGA Renewal**

The original Inter-Governmental Agreement between the Glenview Park District and the Glenview Public Library has come up for renewal, after being in place for 5 years. Park District staff has met with the staff of the Glenview Public Library to discuss the merits of the agreement, and to propose any changes to the agreement. Staff proposed two primary changes. The one change that the Park District proposed was the addition of language to allow for Park District staff to be allowed to check out Library material. The one change that the Library wanted was to include a site plan in Exhibit A, which shows the landscape maintenance that occurs south of Glenview Road.

Executive Director Mike McCarty expressed admiration for the ongoing relationship between the Park District and the Library particularly in the Park District's use of the Library's community room for staff meetings. Commissioner Katsamakos expressed her opinion that this is a lopsided agreement in which the Library benefits more than the Park District. Superintendent Warnstedt and Park Planner Ken Wexler clarified that the Library pays for landscape materials and the Park District pays for landscape labor. Commissioner Peterson requested that the Inter-Governmental Agreement be revised to update the Park District Executive Director's name and also noted a year update change.

Staff recommends the Park & Facility Services/Environmental Committee make a motion to place the Glenview Public Library IGA Renewal on the Consent Agenda of the April Park Board Meeting for full Park Board approval.

**c. Results/Staff Recommendation for Westbrook Backstop Replacement**

As part of the Park & Facility Services operating budget, replacement of the baseball backstop fencing at Westbrook and Apollo schools are scheduled for the upcoming fiscal year.

At Apollo, the Southwest Backstop is an older style that is not vinyl coated and has deteriorated over time. Most concerning is that the backstop is leaning, and it has extensive rusting. At the March 11, 2016 Park & Facility Services/Environmental Committee Meeting, there was discussion about the opportunity to cost share the replacement of the Apollo backstop with District 63. After that meeting, staff approached the District 63 Superintendent of Schools, Dr. Clay, to see if they would be willing to fund the new backstop. Dr. Clay had agreed to fund 50% of the cost (\$16,972) of the new backstop.

There is \$126,000 budgeted in the F/Y 2016-17 Park & Facility Services operating budget for this work. School District 63 would fund \$16,972 of the project.

Superintendent Warnstedt stated that this work would be a part of a fencing project and would not interfere with school operations or rentals.

Staff recommended the Park & Facility Services/Environmental Committee make a motion to place acceptance of the bid from Classic Fence, of Oswego, IL

in the amount of \$125,930.40 on the Consent Agenda of the April Park Board Meeting for full Park Board approval.

**d. School District 31, 37, and 63 Lease Agreements**

The lease agreements between the Glenview Park District and School Districts 31, 37, and 63 are due for renewal. These lease agreements run for a period of 10 years, and allow for automatic renewal. In an effort to update these 3 lease agreements, staff worked with the Park District Attorney to draft Lease Extensions. There were also a few adjustments made to the agreement, in terms of landscape and playground maintenance. The Park District excluded watering, cultivating, and weeding from the renewal, as these are tasks that the Park District has not typically completed. One item that was added to the agreement was the playground inspection and report that takes place on a monthly basis. The Park District completes inspections on all school playgrounds, and will now furnish those reports to each School District. Park District staff is working with School District staff on these draft agreements to see if there are any other desired changes that need to take place in an effort to keep these agreements current and relevant. These lease agreements have been a benefit to all entities involved, and Glenview was a pioneer in this area of intergovernmental cooperation. Commissioner Katsamakias asked for clarification in the terminology and different use of the words “License” and “Lease” in the documents.

Superintendent Warnstedt clarified that the terminology went back to the origination of the documents and would have the Park District’s attorney clarify the terminology. Commissioner Katsamakias expressed concern for the Park District’s liability of school playgrounds. Superintendent Warnstedt stated that the Park District utilizes an outside contractor to perform monthly playground inspections on both park and school playgrounds. Park Planner Wexler stated that the schools are responsible for paying for the playground equipment and the Park District is responsible for the labor involved in playground installation. Commissioner Peterson asked for clarification on the hours of use and cost per hour figures. Manager of Program Services Joe Pollina explained the final figures. Commissioner Katsamakias asked why Glenbrook South (GBS) High School’s lacrosse team is using Park District property. Pollina clarified that GBS did not have the space. Commissioner Dillon asked for clarification of the GBS usage figures. Pollina shared that the data was based on GBS estimates and may not be accurate. Commissioner Katsamakias would like to see the Park District utilize Avoca School more. Executive Director McCarty pointed out the historic partnership between the schools and Park District and its significance for the community.

Staff is waiting for comments and feedback from School Districts 31, 37, and 63 on these Draft Lease Agreements. Based on feedback from the Park Board as well as the School Board, staff will work on any changes with the Park District Attorney. Once completed, Staff will bring forward to the Committee.

**e. Recommendation for Purchase of Jacobsen R311-T4F Mower**

As part of the 2016 Capital Replacement Schedule, replacement of the large area rotary mower is due. The existing large area rotary mower was originally slated for

replacement during the 2015 Capital Replacement Schedule, but staff deferred replacement for one year.

There are Capital Replacement funds budgeted for this mower in the amount of \$40,000. The remaining balance of \$8,126.10 will be funded through the Capital Replacement Upgrades account, with a budget of \$10,000.

Park Supervisor Carpenter explained the importance of the large mower for cutting large parcels of park space quickly. He also explained that Park Services currently utilizes two Jacobsen Mowers (one older and one newer) in case one is out of service. Superintendent Warnstedt explained that the older Jacobsen mower was due for replacement in the previous fiscal year, but it was moved forward one year. Commissioner Peterson asked for clarification of the Capital Replacement Upgrade Account. Superintendent Warnstedt explained that the Upgrade Account covers any overage costs to planned Capital Replacements and this Upgrade Account is part of the Park & Facility Services operating budget.

Staff recommended the Park & Facility Services/Environmental Committee make a motion to place acceptance of the purchase of (1) Jacobsen R311-T4F Mower through the National Joint Powers Alliance (NJPA) in the amount of \$48,126.10 on the Consent Agenda of the April Park Board Meeting for full Park Board approval.

**f. Recommendation for Purchase of Toro Groundmaster 3500-D Mower**

As part of the 2016 Capital Replacement Schedule, replacement of the athletic field mower is due. The existing athletic field mower was originally slated for replacement during the 2015 Capital Replacement Schedule, but staff deferred replacement for one year.

There are sufficient funds budgeted for this mower, which have been allocated from Capital Replacement in the amount of \$35,000.

Park Supervisor Carpenter explained that this mower cuts the grass very short which is preferred by the majority of sports groups renting the fields.

Staff recommended the Park & Facility Services/Environmental Committee make a motion to place acceptance of the purchase of (1) Jacobsen R311-T4F Mower through the National Intergovernmental Purchasing Alliance (NIPA) in the amount of \$31,472.37 on the Consent Agenda of the April Park Board Meeting for full Park Board approval.

**3. Project Updates**

**a. Fieldhouse Renovation Schedule**

Staff updated the committee on the progress of the Roosevelt Park fieldhouse renovation. Staff also discussed the timeline for the next scheduled fieldhouse renovation. Manager of Park & Facility Services Kris Mikkelsen stated that the projected completion date for the Roosevelt fieldhouse renovation is May 15, 2016.

He also shared that the flooring of Cunliff fieldhouse was recently completed. Mikkelsen also shared that a structural analysis of Cole fieldhouse may lead to additional in-house repairs during its upcoming renovation. Commissioner Casey requested that staff weigh the cost of renovation versus the cost of a pre-fabricated structure as at Crowley fieldhouse.

**b. Community Park West Athletic Field Lights**

Staff provided an update on the resident input meeting, and the overall process and timeline of the Community Park West athletic field lights. Superintendent Warnstedt stated that no residents attended the April 18, 2016 input meeting. Park Planner Wexler showed the committee a photograph of where the lights will be placed within the park. This project will be put out to bid next week and the bid opening will be May 5, 2016.

**c. Willow Park & Flick Park Athletic Field Lights**

Staff provided an update on the structural testing of the athletic field lights at Willow Park and Flick Park. Superintendent Warnstedt stated that the structural testing of light poles will be conducted within the next month. He shared that the wooden light poles at Flick Park will require additional underground testing for decay and the wood would need to be treated within the next few years. Park District staff met with Our Lady of Perpetual Help (OLPH) staff regarding OLPH's use of Flick Park for their fall football program. The Park District asked for their monetary participation in Flick Park's light pole replacement, but OLPH said that they would not contribute funds. The Commissioners advanced their opinion on this issue. Commissioner Peterson stated that the ultimate decision to replace the lights would rest exclusively with the Park Board. Commissioner Dillon opined that OLPH should be subject to the same rental fees as other sports groups. Commissioner Tosh stated that he would like to see OLPH contribute to the light replacement costs since they are currently the only outside renter of that field. Commissioner Katsamakias stated her opinion that OLPH should contribute toward light replacement. Commissioner Casey recommended that a special fee be assessed for rentals of the Flick Park field in order to pay for the light replacement over time. Commissioner Patton stated that there needed to be a cost/benefit analysis conducted and that OLPH would need to contribute to the project. Executive Director McCarty would like to focus on a broader master plan for the park's usage and noted that the long-term use of the site may not even be football. Superintendent Warnstedt concluded that the structural assessments of both Willow and Flick Park lights would be completed in June or July. At that point, the Commissioners will discuss this situation further.

**d. Memorial Tree & Bench Program**

Staff provided an update on the memorial tree and bench program. Park Planner Wexler shared the current status of the Park District's tree and bench memorial donation program. It is currently \$400 for a tree donation (which includes a tree tag) and \$750-\$1,500 for a bench donation (which includes a plaque on the bench). The Park District is responsible for replacing dead trees with new trees. The Marketing Department will promote the Park District's Memorial Tree and Bench Program in its

upcoming brochure. The Village of Glenview is also incorporating a Heritage Tree Program.

**e. Westbrook Sanitary Sewer Manhole Cover**

Staff provided an update on the status of the sanitary sewer manhole cover at Westbrook, adjacent to the baseball field. Park Planner Wexler stated that Northfield Township determined that removing the manhole cover (currently located just outside the foul line at Westbrook baseball field) would be the responsibility of the school. Currently, the Park District has placed artificial turf over the manhole cover, but this has not resolved the potentially hazardous issue. The Park District will pay the \$6,000 cost to remove the manhole cover and close off the sewer line.

**4. Matters from the Public**

None

**5. Adjourn**

Commissioner Angie Katsamakidis moved seconded by Commissioner Dan Peterson to adjourn the Open Session at 10:10 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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William M. Casey  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 26th day of May, 2016