

PARK & FACILITY SERVICES/ENVIRONMENTAL COMMITTEE

Glenview Park District Administration Building
1930 Prairie Street, Glenview, IL 60025
Regular Meeting Minutes
Thursday, August 11, 2016 @ 8:30 a.m.

1. Roll Call

Chairman Dave Tosh called the meeting to order at 8:35 am and the roll was called.

Commissioners present: Commissioners Dave Tosh, Charlie Kuhn, Dave Dillon

Official Staff present: Deputy Executive Director Barb Cremin, Superintendent of Park & Facility Services Jim Warnstedt, Manager of Park & Facility Services Kris Mikkelsen, Park Planner Ken Wexler, Facilities Maintenance Supervisor Dan Andres, Park Supervisor Tom Deschamps, Park Supervisor Brent Carpenter, Assistant Director of Recreation Joe Pollina, Recording Secretary Tanya Trapani

Guests: None

Late Arrivals, Early Departure: Brent Carpenter arrived at 9:24 a.m.

Commissioners/Official Staff absent: Executive Director Mike McCarty

2. AGENDA TOPICS

a. First Amendment to Gallery Park IGA

Superintendent of Park & Facility Services Jim Warnstedt explained that as part of the Intergovernmental Agreement between the Village of Glenview and the Glenview Park District for the lease and ultimate transfer of Gallery Park, the well house transfer needs to be called out in an amendment as part of the transfer to the Glenview Park District.

The Village of Glenview has had issues over the years with their well system at Gallery Park. A few years ago, the Village of Glenview studied the per gallon cost of the well water system versus installing and maintaining a potable water system to feed Gallery Park. The results of that study showed that the per gallon cost of the wells were much higher than the per gallon cost of a potable water system. At that time, the Village decided to remove all of the pumps and motors, and discontinue use of the well system in favor of the potable water system. Since the well house at Gallery Park was not needed for any Village function, it was decided that the well house would be part of the overall transfer to the Park District as part of the Intergovernmental Agreement. Any maintenance or capital expenditures to the well house would be reimbursed by the Village of Glenview as part of the Gallery Park make whole payment, which is set to expire in September of 2022.

The committee endorsed the staff recommendation that the First Amendment to the Gallery Park IGA be moved to full board for approval, on the consent agenda.

b. School District Lease Agreement Renewal for District 31

Superintendent Warnstedt explained that the lease agreement between the Glenview Park District and School District 31 has expired as of May 10, 2010 and has since rolled over. Staff requested a revision to the current agreement, which is due for renewal. The lease pertains to the school site of Winkelman School. The lease agreement would run for a period of 10 years, or until terminated or further renewed. In an effort to update the District 31 lease agreement, staff worked with the Park District Attorney Sam Witwer to draft a Lease Extension Agreement. There were a few adjustments made to the current 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 historically completed. One item that was added to the agreement was the playground inspection and reporting that takes place on a monthly basis. The Park District currently completes inspections on all school playgrounds and will now furnish the reports to each School District. The amount spent for maintenance at District 31 for the past 3 years was \$18,061.48 and the total benefit of indoor and outdoor programming space is \$24,504.00, for a net positive of \$6,442.52.

Superintendent Warnstedt explained that he received an indemnification from District 31 that was updated by the School District to use specific language regarding the tasks provided by the Park District. Changes specified that the Park District provides the cost of labor for the installation of the plant material, which would be provided by the School District. Attorney Witwer approved the indemnification.

The committee endorsed the staff recommendation of the acceptance of the School District Lease Agreement Renewal for District 31 to move forward to full board for approval, on the consent agenda.

c. School District Lease Agreement Renewal for District 37

Superintendent Warnstedt explained that the lease agreement between the Glenview Park District and School District 37 has expired as of February 1, 2016 and has since rolled over. Staff requested a revision to the current agreement, which is due for renewal. The lease pertains to the school site of Avoca West School. The lease agreement would run for a period of 10 years, or until terminated or further renewed. In an effort to update the District 37 lease agreement, staff worked with the Attorney Witwer to draft a Lease Extension Agreement. There were a few adjustments made to the current 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 historically completed. One item that was added to the agreement was the playground inspection and reporting that takes place on a monthly basis. The Park District currently completes inspections on all school playgrounds, and will now furnish the reports to each School District. The amount spent for maintenance at District 37 for the past 3 years was \$13,714.48 and the total benefit of indoor and outdoor programming space is \$810.00, for a net negative of \$12,904.48.

Assistant Director of Recreation Joe Pollina discussed the usage of Avoca West School as a backup to other schools based on timeslots available for the programs. Although residents prefer schools of closer proximity to their homes, Avoca West will provide the

DRAFT

space needed as more school activities are added and gym times are being cut short. Due to the cap of indoor space available in District 34 schools, Superintendent Warnstedt explained that the other school districts, including District 31, help provide more options for programming. Commissioner Tosh suggested renting the Avoca West School when needed instead of continuing the current agreement. The committee further discussed the need for the School District 37 lease agreement.

Staff recommended tabling the lease agreement between Glenview Park District and School District 37 to discuss in the following year.

The committee recommended eliminating the lease agreement between Glenview Park District and School District 37 at the end of the school's fiscal year in 2017 to move to full board for approval, on the consent agenda.

d. **School District Lease Agreement Renewal for District 63**

Superintendent Warnstedt explained that the lease agreement between the Glenview Park District and School District 63 has expired as of February 29, 2016 and has since rolled over. Staff requested a revision to the current agreement, which is due for renewal. The lease pertains to the school site of Apollo and Washington Schools. The lease agreement would run for a period of 10 years, or until terminated or further renewed. In an effort to update the District 63 lease agreement, staff worked with the Attorney Witwer to draft a Lease Extension Agreement. There were a few adjustments made to the current 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 historically completed. One item that was added to the agreement was the playground inspection and reporting that takes place on a monthly basis. The Park District currently completes inspections on all school playgrounds and will now furnish the reports to each School District. The amount spent for maintenance at District 63 for the past 3 years was \$36,599.99 and the total benefit of indoor and outdoor programming space is \$132,560.00, for a net positive of \$95,960.01.

Commissioner Kuhn shared a handout that he produced to fellow Commissioners of an analysis on the usage of Glenview Youth Baseball at Apollo School's fields. He expressed concern over the shift in field usage throughout the Park District due to the creation of new fields elsewhere and suggested the elimination of the lease agreement with District 63. The committee further discussed the field usage by Glenview Youth Baseball.

Staff recommended tabling the lease agreement between Glenview Park District and School District 63 to discuss in the following year.

The committee discussed eliminating Apollo School from the lease agreement between the Glenview Park District and School District 63. The committee requested that staff review field usage under the lease agreement and will bring back to next month's committee meeting for further discussion.

e. **Flick Park and Willow Park Athletic Field Lighting Report**

Superintendent Warnstedt updated the committee on the status of the athletic field lighting system at Flick Park and Willow Park. The older style of wooden poles used to support the light fixtures have decayed and weathered over time, causing the need for periodic structural inspections.

A non-destructive evaluation of the wooden light poles at Flick Park and Willow Park was done by the contract work of Wiss, Janney, Elstner Associates, Inc. with the help of Park District staff. The structural engineers of WJE and Fitzgerald Lighting Company developed recommendations regarding the poles based on their current conditions. At Flick Park, poles 5 and 8 had the luminaire cross arms removed. Poles 3, 5, and 8 were recommended for possible replacement with pole 3 being a particular concern due to the carpenter bee activity. There was also a list of recommendations that included additional structural analysis of the cross arms, MITC fume treatments, subgrade concrete work, and installing top caps. At Willow Park, the 3 wooden pole athletic field lights did not show signs of decay at ground level and were shown to be in good serviceable condition. The structural engineers suggested maintaining the existing poles to extend the useful life of the system. Staff will work on completing the installation of the pole caps and retreatment of the MITC fume this fall.

Superintendent Warnstedt discussed the current condition of the athletic field lights at Flick Park and the possibilities of repair based on the evaluation. He asked the committee to consider if they would like to continue with structural reports or to completely replace the poles at Flick Park. Commissioners Tosh and Dillon expressed concern over the safety of pole # 3 and suggested for it to be removed if the structural engineer felt it was necessary. Superintendent Warnstedt stated that he would follow up with the engineers at WJE Associates for further direction on pole # 3. As for Willow Park, Superintendent Warnstedt noted the wooden pole athletic field lights are in good shape and staff would like to revisit the status of these lights in 3 to 5 years.

Staff recommended following up on the maintenance recommendations as made by WJE Associates for Willow Park.

The committee recommended that the Willow Park athletic field lighting system should continue to be monitored, but there is no immediate need for removal or replacement. They also recommended that the structural engineer evaluate pole #3 at Flick Park to assess the need for possible removal.

f. **Comprehensive Master Plan**

Superintendent Warnstedt informed the committee that the Park District plans to embark on a comprehensive master plan this fall, which will help guide our efforts in the area of Parks and Recreation. As part of the 2014-2018 Strategic Plan, one of the strategic plan initiatives is to complete a comprehensive master plan. The main purpose of the master plan is to ensure that we are meeting the needs of our residents and that we are set up for success in the future. As part of the master plan, the tasks will include a review our park and facility inventories, evaluation of current trends, completion of an attitudes and interests survey, development of standards based upon

current and future population, development of recommended park enhancements and development of a list of priorities that will guide the decision making process for renovations, acquisitions, and developments throughout the District. This is a very critical component of the master planning process and the District will gain insight on what the community is looking for in the realm of Park and Recreation. The comprehensive master plan is also a key component of the Distinguished Agency process.

Staff developed a Request for Proposal in early July and all proposals were due in late July. On July 28, six proposals were submitted. The top three rated teams will then be interviewed by our Leadership Team, and the highest rated team will then be selected. Once the selection and negotiation process is completed, staff will bring this information to the Committee for review. The overall comprehensive master planning process will take the better part of the year to complete.

g. Cell Tower Ground Lease Proposal

Superintendent Warnstedt discussed the feasibility of cell towers on District property. Staff at the Park District was approached by NTP Wireless, a company that represents Verizon Wireless, about the potential for a ground lease to allow for a new telecommunications tower. The location of the tower would be situated near Greenwood and Central, to allow for better coverage in that service area. Historically, the Park Board of Commissioners had a policy/practice not to pursue these opportunities. There would be an opportunity for a revenue stream if the District decided to enter into a ground lease for a telecommunications tower near Greenwood and Central.

The committee recommended not proceeding with the proposal of adding cell towers on District property.

Project Updates

a. Community Park West Athletic Field Lighting

Park Planner Ken Wexler updated the committee on the progress of the Community Park West athletic field lighting project. All equipment is on site for the light poles. The first stage of the project is the concrete foundation and erecting of the poles and fixtures, which is expected to be finished by Labor Day. The goal is to have the project fully completed by the beginning of October.

b. Fieldhouse Renovation Schedule

Manager of Park & Facility Services Kris Mikkelsen updated the committee on the upcoming field house renovation schedule. There has been a change in the renovation schedule due to recent flooding at the Tennis Club. Staff spoke with the Village regarding a Storm Water Mitigation Plan. Crowley Fieldhouse will be receiving minor touchups to improve interior conditions with added storage for summer camps. The project is expected to be finished before the election in November. Staff is scheduled to start the renovation on Johns Park on December 1.

3. Other

Superintendent Warnstedt discussed the allowance of dogs in parks adjacent to schools. Currently, dogs are not allowed near the schools due to the school districts' unfavorable stance stated in a forum. Animal Control with the Village of Glenview has been very diligent about visiting Crowley Park, in particular, due to residents' concern over dogs being walked in the park. A resident contacted Superintendent Warnstedt with a suggestion to allow dog walking before and after school hours. The committee agreed that staff should continue to discuss how the district could allow dog walking in parks adjacent to schools.

4. Matters from the Public

None

5. Adjourn

Commissioner Dave Tosh moved seconded by Commissioner Dave Dillon to adjourn the Open Session at 9:54 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Daniel B. Peterson
Board President

Michael D. McCarty
Board Secretary

Approved this 22nd day of September 2016