

PARK & FACILITY SERVICES/ENVIRONMENTAL COMMITTEE

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Thursday, September 8, 2016 @ 8:30 a.m.

1. Roll Call

Chairman Dave Tosh called the meeting to order at 8:30 am and the roll was called.

Commissioners present: Commissioners Angie Katsamakakis, Dave Tosh, Bill Casey, Dan Peterson, Dave Dillon, Charlie Kuhn

Official Staff present: Executive Director Mike McCarty, Superintendent of Park & Facility Services Jim Warnstedt, Manager of Park & Facility Services Kris Mikkelsen, Park Planner Ken Wexler, Assistant Director of Recreation Joe Pollina, Recording Secretary Amy Wille

Guests: Bill Inman, Principal/Senior Vice President and Project Leader of Hitchcock Design Group, and Steve Konters, Principal and Project Manager of Hitchcock Design Group

Late Arrivals, Early Departure: None

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Comprehensive Master Plan Contract

Superintendent of Park & Facility Services Jim Warnstedt updated the committee on the progress of selecting a team to complete the Park District's comprehensive master plan. After reviewing the six proposals and interviewing the top three teams, staff selected Hitchcock Design Group as the highest rated team based on their presentation and history with of working with other local Park Districts.

Superintendent Warnstedt continued the update with the importance of this master plan that will spin off of the next strategic plan and lead the District into its upcoming 100-year anniversary. Key components that will be calculated and created within the comprehensive master plan include: facility space and usage, park development, community and staff engagement, as well as engagement with the Park Board and key community members and stakeholders. Executive Director Mike McCarty added that another key component of the plan will be the creation of a needs assessment and a statistically valid survey. He also added that the comprehensive master plan is an important step in the District's process of achieving accreditation as a Distinguished Agency.

Bill Inman and Steve Konters of Hitchcock Design Group presented a Power Point presentation on their firm as well as the fee structure and schedule for Glenview Park District in the completion of a comprehensive master plan.

During the presentation, Bill Inman explained the six phases/steps of the plan: Analyze, Connect, Envision, Prioritize, Implement, and Plan. During the connect phase, a statistically valid community survey will be created online and distributed. Commissioner Angie Katsamakakis asked about the response rate that will be expected from Hitchcock Design Group for the community survey. Bill responded that if their contract is accepted, then they have to produce a minimum of 400 responses. He went on to explain the length of the entire process being about a year based on the schedule and response rate of the community survey. In regards to the schedule, Commissioner Dan Peterson suggested an additional update meeting to be included after the “Prioritize” phase.

Commissioner Bill Casey asked about the community input and surveys in comparison to the surveys already completed for the Strategic Plan of 2015-2018. Bill Inman explained the Hitchcock Design Group’s plan to create a master plan in alignment with the District’s next strategic plan. They would like to enhance and build from the current strategic plan process and tailor the community surveys as such to create a master plan that will be based on the Glenview Park District’s vision. Executive Director McCarty noted that the master plan will incorporate the community input and surveys that would have been done for the next strategic plan. This will create better results from the public and more data for the District to plan for future projects in conjunction with what works best for the community. Executive Director McCarty also emphasized the benefits of the master plan, including the District’s decision making on future projects as well as grant applications.

Commissioner Katsamakakis asked how the data will be obtained for the program analysis portion of the master plan. Bill Inman explained that the team will host interactive workshops with program staff and collect data to learn about the District’s current methods. The information derived from these workshops and data will be compared to the national and local trends based on the demographics and population size within Glenview Park District.

The committee endorsed the staff recommendation that the proposal and subsequent contract from Hitchcock Design Group for the Comprehensive Master Plan be placed on the consent agenda for approval. The contract is subject to Attorney review.

b. Results/Staff Recommendation for Asphalt & Concrete Sidewalk Projects 2016

Staff recommended the acceptance of the bid from Allstar Asphalt, of Wheeling, IL in the amount of \$55,405.

As a part of the Gallery Park budget and Glenview Park District ADA budget, concrete and pathway work is scheduled at various park and facility locations. There are sections of pathways at Gallery Park that need replacement, due to low areas that have significant drainage issues. The goal is to raise the elevation of these sections to make the pathways safer after rain and snow/ice events. There are also sites that need concrete pads to be installed for ADA access, including the Tennis Club and Crowley Park. Funding for the

Gallery Park asphalt resurfacing project will come from the Village of Glenview Gallery Park make whole payment. The bid for the asphalt resurfacing project came in at \$36,595, which is \$13,405 under the anticipated budget of \$50,000. Funding for the concrete work will come from the ADA budget. There are sufficient funds from the budgeted \$150,000 for ADA projects to include the bid of \$18,810 for concrete work.

The committee recommended the acceptance of the bid from Allstar Asphalt of Wheeling for the concrete and pathway work for full board 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 expired as of February 1, 2016 and has since rolled over. 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. From the Park District's Park and Facility Services budget, 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.

Staff recommended to the committee that the School District Lease Agreement Renewal for District 37 move to the full board for approval.

The committee recommended the acceptance of the School District Lease Agreement Renewal for District 37 to move forward 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. From the Park District's Park and Facility Services budget, 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.

At the August 11, 2016 PFSE Committee Meeting, the committee discussed the field usage under the lease agreement between Glenview Park District and School District 63 with a request to the staff to review the field usage further. Superintendent Warnstedt provided a service area map to the committee that displays the neighborhood areas that each District park serves. The committee further discussed the school parks and the neighborhoods that they serve. Commissioner Peterson suggested creating a higher standard of District money spent on this lease agreement, specifically in regards to Apollo. For various reasons regarding the lack of District programs at Apollo School, Commissioner Charlie Kuhn proposed that it would be removed from the lease agreement to alleviate maintenance costs for the District. Executive Director McCarty explained that District 63 currently includes both schools within the agreement, but will receive more information regarding the suggestion for the next discussion.

Staff recommended tabling the lease agreement between Glenview Park District and School District 63 to discuss when the Comprehensive Master Planning process is complete.

The committee recommended tabling the lease agreement between Glenview Park District and School District 63, until after the comprehensive master planning process is completed.

Project Updates

a. Community Park West Athletic Field Lighting

Park Planner Ken Wexler Staff updated the committee on the progress of the Community Park West athletic field lighting project. The above ground work is done, which includes the concrete foundation and erecting of the poles. Conduit, wiring, and control boxes are scheduled to be installed by the end of September.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Commissioner Dave Tosh moved seconded by Commissioner Dave Dillon to adjourn the Open Session at 10:03am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Daniel B. Peterson
Board President

Michael D. McCarty
Board Secretary

Approved this 27th day of October 2016