

PARK & FACILITY SERVICES/ENVIRONMENTAL COMMITTEE

Glenview Park District Administration Building
1930 Prairie Street, Glenview, IL 60025
Regular Meeting Minutes
Thursday, March 8, 2018 @ 8:30 a.m.

1. Roll Call

Commissioner Dave Dillon called the meeting to order at 8:35 am and the roll was called.

Commissioners present: Dave Tosh, Jen Roberts, Dave Dillon, Bill Casey

Official Staff present: Executive Director Mike McCarty, Superintendent of Park & Facility Services Jim Warnstedt, Superintendent of Leisure Services Elsa Fischer, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director Katie Skibbe, Park Planner Ken Wexler, Kris Mikkelsen, Recording Secretary Amy Wille

Guests: None

Late Arrivals, Early Departure: Dan Peterson arrived at 8:40 am

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Strategic Plan Update

Superintendent of Park & Facility Services Jim Warnstedt presented the proposed changes made to the Key Performance Indicators (KPI) document based on Committee feedback. Two drafts were presented. The “committee draft” included all of the feedback and the “staff draft” included a concise version of the Committee feedback as well as quantifiable metrics. Executive Director Mike McCarty added that staff is requesting for a consensus on the KPIs with possible targets in order to bring a final draft of the entire Strategic Plan back to committee in April.

The committee agreed with staff draft of the KPI document. Commissioner Dan Peterson made a minor suggestion to change the wording of the “reduce waste” KPI to “quantity of waste” in order to create better metrics for this indicator. Staff agreed to make the change.

The committee made a consensus on the Key Performance Indicators document pending the small change to be made by staff before the April Committee Meeting. This item will not be included on the consent agenda.

b. Staff Recommendation for Custodial Services Contract Renewal

Staff requested consideration to renew the contract with Advanced Cleaning of South Barrington, IL for an additional two years of service.

Superintendent Warnstedt described the past work done by Advanced Cleaning throughout the past six years and its relationship with the Glenview Park District as well

as all participating Municipal Partnering Initiative (MPI) member agencies. The MPI members decided to extend its contract with the company due to the team's conscientious, responsive, and knowledgeable rapport. For Glenview Park District, Advanced Cleaning Systems, Inc. cleans the Administration offices, Gallery Park Pavilion restrooms, Glenview Ice Center, Park Center, Park and Facility Services West, Wagner Farm, Swain Nelson Building, Flick Pool, Roosevelt Pool, fieldhouses, and the exterior washrooms.

The committee endorsed the staff recommendation to accept the bid from Advanced Cleaning of South Barrington, IL for custodial services for full board approval on the consent agenda.

c. Results/Staff Recommendation for Landscape Plant Material Installation Contract 2018

Staff recommended the acceptance of the bid from Americana Landscape Group, Inc. of Elgin, IL in the amount of \$82,429.40.

Five bids were received on March 1, 2018 for the installation of plant material. This annual project's scope of work includes installation of trees and shrubs at several parks with some plantings as part of the Park District's reforestation efforts to replace trees lost to the Emerald Ash Borer. The locations include Johns, Judy Beck, West Fork, Indian Trail, Gallery, and Swenson Parks. Other plantings will replace the invasive Buckthorn trees that were removed at Flick Park, as well as new plantings for the Cole Fieldhouse project.

Park Planner Ken Wexler noted that Americana's references were good and he spoke with the owner of the company regarding their work being done in local areas.

The committee recommended the acceptance of the bid from Americana Landscape Group, Inc. of Elgin, IL for the landscape plant material installation work for full board approval on the consent agenda.

d. Results/Staff Recommendation for Parking Lot Pavement Maintenance Contract 2018

Staff recommended the acceptance of the bid from Patriot Pavement, Inc. of Mundelein, IL in the amount of \$26,847.

On March 1, 2018, four bids were received for parking lot pavement maintenance. The scope of work includes a variety of tasks which include crack filling, sealcoating striping, and asphalt repairs at the following locations: Cole Park, Community Park West, Crowley Park, Flick Park, and Roosevelt Park. Staff budgeted for this project out of capital replacement funds.

The committee recommended the acceptance of the bid from Patriot Pavement, Inc. of Mundelein, IL for the parking lot pavement maintenance for full board approval on the consent agenda.

e. Results/Staff Recommendation for Basketball/Tennis Projects Contract 2018

Staff recommended the acceptance of the bid from First Impression, Inc. of Franklin Park, IL in the amount of \$68,370.

On March 1, 2018, two bids were received for this year's basketball and tennis court projects. The scope of work includes a combination of crack repair and color coating at the following locations: Central Tot Lot basketball, Cunliff Park tennis and basketball, Gallery Park tennis, Indian Ridge Park tennis and basketball, Jennings Park basketball, West Fork Park tennis, and Willow Park tennis and basketball. Staff budgeted for this project out of capital replacement funds and the Park and Facility Services operating funds.

The committee recommended the acceptance of the bid from First Impression, Inc. of Franklin Park, IL for the basketball and tennis projects for full board approval on the consent agenda.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Commissioner Dave Dillon moved seconded by Commissioner Dan Peterson to adjourn the Open Session at 8:50 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 22nd day of March 2018