

PARK & FACILITY SERVICES/ENVIRONMENTAL COMMITTEE

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Monday, April 15, 2019 @ 6:00 p.m.

1. Roll Call

Committee Chair Dan Peterson called the meeting to order at 6:04 pm and the roll was called.

Commissioners present: Committee Chair: Dan Peterson; Committee Member: Bob Patton; Bill Casey, Jen Roberts, Dave Dillon, Dave Tosh

Official Staff present: Executive Director Mike McCarty, Superintendent of Park & Facility Services Jim Warnstedt, Park Planner Ken Wexler, Manager of Park and Facility Services Kris Mikkelsen, Supervisor of Fields and Fleet Brent Carpenter, Recording Secretary Amy Wille

Late Arrivals, Early Departure: Brent Carpenter left at 6:26pm

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Results/Staff Recommendation for Tree Removal & Pruning Services 2019

Superintendent of Park & Facility Services Jim Warnstedt presented the scope of work and results for the tree removal and pruning services throughout Glenview Park District for 2019. The scope of work includes removing dead trees in the parks, as well as at The Grove, and the Glenview Park Golf Club.

On April 4, 2019, three bids were received for tree removal and pruning. The lowest bidder was Lucas Landscaping & Design Company, who have done work with the District in the past.

The committee recommended the acceptance of the “per inch” unit prices for tree removal services and the “per hour” cost for a pruning crew as submitted by Lucas Landscape and Design Co. of Deerfield, IL for full board approval on the consent agenda.

b. Recommendation to Purchase 2019 John Deere 4052R Compact Utility Tractor

Staff requested consideration from the Board to replace the 2004 New Holland tractor with the 2019 John Deere 4052R Compact Utility Tractor in accordance with the Capital Replacement schedule.

Superintendent Warnstedt explained the staff’s process in assessing the equipment and determining the need for replacement. Once the replacement was determined, staff used Sourcewell, a purchasing cooperative that provides significant savings for the District during the procurement process. Supervisor of Fields and Fleet Brent Carpenter added

that staff inspected numerous brands of tractors and agreed that the John Deere model was best suited for the District's needs.

Commissioner Jen Roberts asked about the staff's decision not to extend the existing tractor's useful life. Supervisor Carpenter explained that the lift capacity has decreased significantly over the years of heavy lifting from various maintenance of the sports fields. Additionally, the tractor was used for lifting large amounts of gravel and salt, which was not the intended use of the vehicle by the manufacturer. Staff recommended replacement due to overworking the lifting mechanism of the tractor rather than the mileage.

The committee recommended the acceptance of the purchase of the 2019 John Deere Tractor 4052R Compact Utility Tractor from J.W. Turf Inc. in the amount of \$29,090.05 to be moved to the consent agenda for full Board approval.

c. School District 34 Lease Agreement

Superintendent Warnstedt presented the draft Intergovernmental Agreement between the Board of Education of Glenview School District 34 and the Glenview Park District.

Following the March 21, 2019 Park Board meeting, staff reached out to District 34 staff to extend the lease renewal terms to ten years. On April 8, 2019, the school board did not approve the extension. The School Board agreed to move forward with the initial 5-year term with five 3-year renewals (absent action by either party) as currently stated in the lease document.

Commissioner Bill Casey requested more information regarding the length of the lease renewal terms. Staff and commissioners discussed the impact of the terms in addition to the fiscal impact of approximately \$11,000.

A few minor changes to the language in the agreement were suggested. Commissioner Dan Peterson requested an edit on page two that included a distinct difference between weekends and summer break. The sentence will now read: "Notwithstanding the above, the Park District's use of the Board's facilities outside of regular school operating hours on a) weekends (Saturday and Sunday) and b) during summer break shall not exceed 500 scheduled hours in any given fiscal year (July 1 – June 30) of the Board." Commissioner Jen Roberts asked for the additional building fee charges from page two to be included within the agreement. Commissioner Dave Tosh asked for a list of the District-maintained courtyards to be included in the agreement. Staff agreed to include exhibits of the custodial fee charges and the courtyards. Commissioner Bill Casey requested that the recital includes the start date of the District's relationship with District 34, in order to provide historical data for future Boards. Staff agreed to make the recommended changes.

The committee recommended the acceptance of the Intergovernmental Agreement between the Board of Education of Glenview School District 34 and the Glenview Park District to be moved to the consent agenda for full Board approval.

3. Matters from the Public

None

4. Adjourn

Commissioner Bob Patton moved seconded by Commissioner Dan Tosh to adjourn the Open Session at 6:32 pm. -On Voice Vote: All present voted aye, motion carried.

ATTEST:

David M. Dillon
Board President

Michael D. McCarty
Board Secretary

Approved this 23rd day of May 2019.