

WESTERN SPRINGS PARK BOARD MEETING MINUTES
February 9, 2010 (BOARD APPROVED 3/9/10)

COMMISSIONERS PRESENT

Jim Havlat
Janet Gassmann
Wendy Bastyr
Bob Daman
Jennifer Cromheecke
M. Damian Marshall

OTHERS PRESENT

Robert Ekroth, Park District Attorney
Craig Himmelmann, Director of Parks
Maribeth Newell, Park Board Secretary
Tracey Alden, Rec. Dept. Director
Mike Fustin, District 101
Heidi Hanner, District 101

COMMISSIONERS ABSENT

Kristin Keese

OTHERS ABSENT

Deb Lyons, Village Trustee

President Jim Havlat called the February 9, 2010 Western Springs Park District Board Meeting to order at 7:05 p.m.

APPROVAL OF MINUTES

MOTION: Commissioner Bob Daman moved with a second by Jennifer Cromheecke to approve the December 8, 2009 meeting minutes, with corrections as noted, which motion was carried by all on voice vote.

MOTION: Vice President Gassmann moved with a second by Jennifer Cromheecke to approve the January 12, 2010 meeting minutes, with corrections as noted, which motion was carried by all on voice vote.

ACKNOWLEDGEMENT OF VISITORS AND PERSONS TO BE HEARD FROM

THE FLOOR: Ms. Heidi Hanner and Mr. Mike Fustin of District 101 presented a proposal to the Board for an Edible Teaching Garden. Their goal is to use approximately ¼ acre behind Field Park east of the parking lot where the teachers park. The School District will cover all fees associated with coordinating, planning, planting and maintaining the garden. They will also pay a stipend to someone who can help manage the garden on their behalf. The garden will become a part of the curriculum in math, science, nutrition and home economics. The Western Springs Foundation for Education Excellence has a wonderful, albeit short, window of opportunity for grant funding for this project. They would like approval from the Board this evening to maximize this opportunity which will no longer be available at the end of this month. A general discussion ensued and all Commissioners agreed that it would be a worthwhile project. A few points need to be addressed. The neighbors should be given due diligence and any flyers or letters distributed must also be given to Director Himmelmann for his records. Ms. Hanner will coordinate this part of the project and will keep Director Himmelmann informed. President Havlat stated that an Intergovernmental Agreement must be put in place and should include restoration of the land in the event that the garden project terminates at any time in the future. It was also noted that the Board has a responsibility to all residents of Western Springs, and would need to collect rental fees from the School

for this property. Commissioner Cromheecke spoke about the long term plans of the Park District to put an Intergovernmental Agreement in place with District 101 for all of the field use and playground use it enjoys without any charge from the Park District. The total fee would not be extreme. It would be attainable through fund raising and grants. The importance of timing for the garden to apply for grants and be up and running for the Summer School session is realized by the Board. The Intergovernmental Agreements will be separate for the Edible Garden and District 101. To tie them together would be too time consuming.

Director Himmelmann will review the TOPO's for that area with regard to water flow and any stripping and bringing in topsoil for planting.

Paul from Vie has agreed to work with the students once the garden is harvested. He will run some cooking and nutrition workshops. The students will probably walk to the restaurant with their produce as a field trip.

Commissioner Daman stated that he would prefer to see the Intergovernmental Agreement in place before the garden is planted. However, he does understand the time constraints with the grant money and the start of Summer School.

Vice President Gassmann and Commissioner Cromheecke were appointed as contact persons for the garden and Intergovernmental Agreement negotiations.

MOTION: Vice President Gassmann motioned with a second by Commissioner Cromheecke to approve the pursuit of grant money by School District 101 for the start of an edible garden at Field Park School. Final approval of the planting of the garden is withheld until an Intergovernmental Agreement is signed and addresses issues of land rental fees, fencing, land restoration, and insurance, which motion was carried by all on voice vote.

COMMUNICATIONS RECEIVED

Director Himmelmann reported that there were no communications received for the month of January, 2010.

TRUSTEE REPORT

Trustee Lyons was not present, but she did provide a written report which was read by Vice President Gassmann.

The Village will hold it's second of four downtown redevelopment workshops tomorrow at 7:00 p.m. All commissioners are encouraged to attend and provide their input. The south fire station is waiting on environmental and historical review and approval. There is no firm date for bid letting or ground breaking. Plans for the extension of the Beemis Woods Bike path have been completed. They are awaiting review and approval by the Cook County Forest Preserve District and an Intergovernmental Agreement. The Spaghetti Bowl is leaving in March, even though their lease runs through December. They are looking to sublet to a pizza restaurant or a breakfast place.

Jason LaButte was voted in to fill the vacancy for a Recreation Department Commissioner.

RECREATION DEPARTMENT REPORT

Director Alden noted that the January, 2010 Recreation Department Meeting minutes were included in the Park Board packets.

The tennis program is the single largest program run by the Recreation Department and they just broke even last year. The goal for 2010 is to realize a \$5,000.00 surplus in this budget. They will be looking at reduction of staffing costs and will be implementing a 2% fee increase throughout the program. Commissioner Daman asked how much tennis fees are now. Director Alden explained that there is a wide range of fees, depending on the level of playing. They range from \$20.00 for beginner players all the way up to \$500.00 for high level players. Commissioner Marshall commented that the fees are still much lower than those of a tennis club or country club. Director Alden agreed and stated that Dave Evans does an outstanding job with the program and has an excellent staff. The 2009 tennis summary, highlighting accomplishments for the year, and the 2010 tennis readiness report for long term vision of tennis court improvements, have also been included in this packet. If there are any questions, Director Alden asked the Board to direct them to him and he will pass them along to Mr. Evans. President Havlat asked Director Himmelmann to check with Mr. Evans regarding the pace rating of the courts before they are color coated. Director Himmelmann also confirmed that the contract for the repair of the tennis backboard has been awarded.

The Summer Brochure is being written. The Park District will have a section and the Movie in the Park dates have been included. If there is anything else that we would like to have published in that section, please contact Director Alden. The brochure will be going to the printer in approximately 10 days.

Director Alden also reported that he met with the Safety Village staff and everything is moving along fine. They are receiving a lot of donations and 8 buildings have already been purchased. Vice President Gassmann's husband is building and donating a replica of the Western Springs Water Tower. Grand Avenue Preschool raised enough money to purchase and donate 20 bicycles. When complete, the Safety Village will look like a miniature version of downtown Western Springs.

The annual Tower Trot planning is underway. Director Alden met with the school district to get them comfortable with the process and the new route through Forest Hills. Director Himmelmann asked that they get extra trash receptacles at Forest Hills for that day. Director Alden explained that the waste management company provides extra bins for that day and the Recreation Department has porta-potties being delivered on Friday with pick-up on the Tuesday after Memorial Day.

In conclusion, he asked President Havlat about the field use schedule and noted that the girls Lacrosse team is looking to use Springdale Park from 1:30 to 3:30 on a few Sundays

as well as 4/23 and 6/4 from 5:00 to 8:00 p.m. He asked President Havlat to check the schedule for any conflicts.

OLD BUSINESS

TIMBER TRAILS REIMBURSEMENT

Attorney Ekroth reported that the agreement was signed this morning.

LYONS TOWNSHIP BOND MONEY

The Township meeting scheduled for this evening was cancelled due to inclement weather. It has been rescheduled for Tuesday, February 16, 2010. President Havlat will report at the March, 2010 Board meeting.

LTSC IRRIGATION GRANT

Director Himmelmann reported that LTSC was not awarded the grant money they were pursuing. They want to be kept in the loop regarding the synthetic turf field and would like to concentrate their efforts on fundraising and donations to offset shortfalls for the Park District.

WEBMASTER, WEB PAGE & TELEPHONE

Director Himmelmann stated that we are up and running with the new services. The phones have been switched over to the new carrier as well. Mr. Schramm is looking into new equipment for the office.

Vice President Gassmann reported that it has been a pleasure to work with Mr. Schramm. He is efficient and has a quick turnaround on all requests. The website is updated except for the news page. If anyone has anything they want to add, please let her know. She has asked Director Himmelmann to run an e-mail check from his computer to see if they have been repaired. President Havlat asked that his name be corrected on the e-mail list. It is misspelled at the moment.

Treasurer Bastyr asked to have the financials put on the website. She will provide them once we receive the auditor's report. She asked Vice President Gassmann to check with the Village to see how they publish their financials. She needs to know if she should get a file from the auditors to pass along to Mr. Schramm or if he scans them in.

Treasurer Bastyr also told the Board that her husband met a recent graduate from the University of Missouri who is in the process of launching a business. He would produce actual video of the parks in the district that could then be embedded on the website. If anyone is interested in pursuing this for visuals on the website, let her know and she will get his name and contact information.

Director Himmelmann noted that Mr. Schramm would like to change the field use schedule on the website from the current Excel spreadsheet format to a calendar system. Some users may not have Excel available on their computer and would have difficulty navigating the schedule without it.

Commissioner Daman asked if we have a picnic permit coordinator in place. Director Himmelmann will be meeting with Marcey Dussa who is a resident in town. He also noted that we could get a 2nd mobile phone number from our phone supplier for approximately \$50.00 to \$70.00 per year. This would be less than paying \$10.00 per month for the picnic permit coordinator to use their personal cell phone. Additionally, it would provide continuity in the future. Even though the contact person may change, the phone number would remain the same and it could be permanently displayed on our website. President Havlat told Director Himmelmann to go ahead and get the phone for the permit coordinator and to contact Director Alden with the new number so that it can be published in the Summer Brochure as well.

SAFETY

Director Himmelmann reported that there were no accidents or injuries for the month of January, 2010.

NEW BUSINESS

LAWN MAINTENANCE CONTRACT BID

Director Himmelmann reported that we had a good turnout for the bid and we realized a significant savings. A&B came in at \$675.00 per cycle and \$700.00 per cycle for the next 2 years for an extended 3 year contract. TLC came in higher for the first year cycle and just \$2.75 lower for the subsequent cycles. Based on the reference checks and savings realized, he recommends accepting the bid from A&B Landscaping. Their references were; the Hinsdale Park District, the Villages of Hinsdale, Oak Park and Brookfield, and UOP McCook Plant. He reached 3 of the 5 references and asked the same 7 questions. All gave good references. A&B Landscaping has been in business for 28 years and employs 4 full-time, 2 part-time and 12 seasonal workers. Director Alden asked Director Himmelmann to meet with either him or Rita to schedule times for mowing when school ends and camps start up in the park.

MOTION: Treasurer Bastyr motioned with a second by President Havlat to accept the 3 year contract as bid by A&B Landscaping, which motion was carried by all on voice vote.

SRP COLOR COATING TENNIS SURFACE BID

Director Himmelmann reported that the low bidder was US Tennis Court Construction. Their bid was \$19,250.00 for all 7 courts. We had budgeted \$28,000.00. With this savings, Director Himmelmann would like to see if we could color coat the courts at Laidlaw since they were not painted last year, they were only power scrubbed. He will also inspect Springdale's courts after the thaw and then make a decision which needs to be done first. Additionally, US Tennis Court will repair all cracks for \$8.00 per lineal foot. They will route the cracks and use a high tinsel that spans the cracks and holds them from getting wider. All Sports Surfacing and Construction was within our budget but was significantly higher than US Tennis Court Construction. They also did not bid according to our specs. They submitted one bid that was with power washing and one was to brush off and paint. The other three bidders were above our budget. Based on

these bids, and prior experience, Director Himmelmann recommends accepting US Tennis Court Construction's bid with crack repairs and possible color coating of courts at either Laidlaw or Springdale Park. These are prices that we have not seen in 15 to 20 years. They have dropped from \$4,000.00 per court to \$2,750.00 per court. We should take advantage of this unprecedented savings. Director Himmelmann is also mindful not to paint too many courts at this time. Staggering is very important to the impact on future budgets. We cannot have too many courts needing to be redone at the same time in the future, which would be cost prohibitive.

MOTION: Treasurer Bastyr motioned with a second by Vice President Gassmann to accept US Tennis Court Construction's bid for color coating of Spring Rock Park tennis courts with repairs to cracks and additional courts color coated at either Laidlaw or Springdale Park, based on Director Himmelmann's recommendation, in an amount not to exceed \$28,000.00, which motion was carried by all on voice vote.

UPDATE FH PK TENNIS COURT FENCE REPLACEMENT

Director Himmelmann reported that Peerless Fence has been contracted for the fence replacement at Forest Hills. They will install an 18' fence and 4 new basketball standards with backboards, rims and nets. Director Himmelmann will keep in close contact with the Recreation Department to schedule installation not to interfere with the tennis schedule or safety village programs.

Q-STAR FLASH CAM

Director Himmelmann reported on the brochure included in the Board packet. He has found out that there are grants to cover partial costs of this equipment. He has also talked to the police department and confirmed that we could prosecute violators with regard to vandalism and dumping issues if the cameras were able to get a license plate number. We currently have a reoccurring issue of bag loads of dog waste being dumped in or near the garbage cans. This could be very useful if and when the synthetic field is installed. New items in any park are, unfortunately, prime targets for vandals. They like to "tag" them shortly after installation. The cameras are portable and could be used in any park at any time. They use a loud tone similar to a dial tone which causes the perpetrator to turn in the camera's direction and then the picture is snapped. The Board agreed that Director Himmelmann should investigate any grants that are available and report back when he has additional information.

IMRF SERVICE CREDIT COMPARISON

Director Himmelmann reported that many area park districts are involved in service credits and each addresses the application a little differently. Some require years of service which helps keep the employee and creates stability. The Village of Western Springs uses this system. Director Himmelmann will schedule a meeting with an IMRF field representative to explain the program and policy implementation options. Commissioner Daman will e-mail his available dates and Vice President Gassmann will also attend. This will be a good time to address these issues in time to include them in the new Employee Manual. Director Himmelmann will report back at a future meeting.

TREASURERS REPORT

Treasurer Bastyr submitted the January 31, 2010 Financial Report as written. She noted that we received a \$7,200.00 check from Nextel/Sprint for their easement fee and approximately \$28,000.00 from the last round of real estate tax payments. There is also a CD at Community Bank of Western Springs which is coming due on the 22nd of February. We will add to it and roll it over into a 15 month CD with an interest rate of 1.5%.

MOTION

Treasurer Bastyr motioned with a second by Commissioner Daman to approve the January 31, 2010 Financial Report, with an ending balance of \$1,087,539.00, which motion was carried by all on voice vote.

DIRECTOR'S REPORT

Director Himmelmann submitted his report as written.

He asked the Board for a decision regarding a picnic permit request. A former long-term resident of Western Springs, who now resides in Lemont, and maintains a Western Springs P.O. Box, has requested a picnic permit. They are willing to pay the non-resident permit fee, but would like to lock in the date now. Our permits are issued to Western Springs' residents beginning January 1st and then opened for non-resident requests beginning on April 1st. Being a non-resident, she should not be given a date until April 1, 2010. A general discussion ensued regarding policy and it was agreed that the Board's responsibility is to the taxpaying residents of Western Springs who deserve first choice on picnic dates. St. John Lutheran has also requested a picnic permit for June 1, 2010. Although the school is located out of town, Dr. Walker is a Western Springs resident along with a large majority of the students who attend the school. Additionally, the permit is held on a weekday, before the summer rush begins, and they are not requesting what is considered one of the busier parks or a shelter. The Board agreed that the permit can be issued during the resident only permit request time frame.

President Havlat inquired about the health insurance renewal and the \$600.00 per month increase. He asked what type of impact this would have on the budget. Treasurer Bastyr said that we would be alright with the increase, it was budgeted. Director Himmelmann explained that PDRMA offers an insurance plan, but they continue to be higher than his comparisons, even with the yearly increase. Once he cannot find anyone less expensive than PDRMA it would be good to go with them for insurance and provide stability to the employees.

Finally, Director Himmelmann reported that he is getting proposals for the washroom repairs and upgrades in Spring Rock Park. Our budget of \$15,000.00 is very low. We will only be able to do a minimal amount of rehab. He will try to get new partitions, light fixtures, and auto hand dryers. He will address items in order of priority with the ventilation system being the highest. The pruning is complete. Even with the recent weather conditions, they did not leave any tire ruts in any of the parks.

COMMISSIONER'S REPORTS

DAMAN: reported that he spoke with Field Turf last week and he will call again tomorrow with updates on the Township's meeting delay.

BASTYR: nothing further to report

KEESE: absent.

GASSMANN: nothing further to report.

HAVLAT: asked Commissioner Daman to meet regarding field use schedule. It was decided that they will meet on Thursday, February 18, 2010 at the Village Hall in the all purpose room. Director Himmelmann will book the room and e-mail all user groups with the date and time of the meeting.

MARSHALL: nothing further to report.

CROMHEECKE: asked Director Himmelmann if anything can be done to more closely monitor larger groups in the parks without permits. Director Himmelmann explained that as long as the group is under 25 people, they do not require a permit and cannot be asked to leave a public park. The Park District is aware that there are groups over 25 that enter the parks. If they are asked about their permits, they will say that they are 2 separate groups to keep themselves under 25. We depend upon the honesty of the park patrons and cannot do much to enforce that. The Park District does plan to put more garbage cans in the parks this year. This may help with any overflow of the trash over a busy weekend. He did note that if anyone is observed consuming alcohol in our parks, the police should be called since possession or consumption of alcohol is prohibited in any park in Western Springs.

HIMMELMANN: nothing further to report.

ADJOURNMENT

MOTION TO ADJOURN: Vice President Gassmann motioned with a second by President Havlat to adjourn the February 9, 2010 Western Springs Park Board meeting at 9:22 p.m., which motion was carried by all on voice vote.

Respectfully submitted,

Maribeth Newell
Park Board Secretary