

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us



Meeting Minutes

Monday, March 4, 2013

6:00 PM

Village Hall

Parks and Recreation Committee

*Chairman Patricia A. Gira
Trustees Brad S. O'Halloran and James V. Dodge
Village Clerk David P. Maher*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:13 PM.

Present: 2 - Trustee O'Halloran and Trustee Dodge

Absent: 1 - Chairman Gira

APPOINT TEMPORARY CHAIRMAN

In the absence of Chairman Gira, I move to approve appointing Trustee O'Halloran as Temporary Chairman for this meeting.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be APPROVED. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

APPROVAL OF MINUTES**2013-0121 Approval of the February 4, 2013 Parks and Recreation Minutes**

I move to approve the Minutes of the Regular Meeting of the Parks and Recreation Committee of February 4, 2013.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be APPROVED. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

ITEMS FOR SEPARATE ACTION**2013-0081 Centennial Park Aquatic Center Chemicals Quote**

Park's Division Director Frank Stec reported that the Illinois Parks and Recreation Association had a statewide bidding program that we participate in each year for the liquid bulk chlorine used at Centennial Park Aquatic Center. This year they did not bid out liquid chlorine due to the cost of delivery throughout the state, making it cheaper for local vendors to deliver at a lower cost. Pricing from our previous vendor, Univar, is \$2.09/gallon, delivered (\$2.32/gallon last year). We received a quote from Mineral Masters of West Chicago for \$1.70/gallon delivered. Mineral Masters provided references and will be able to accommodate our delivery schedule.

I move to recommend to the Village Board to waive the bid process

And

To approve accepting the quote from Mineral Masters for liquid bulk chlorine at a cost of \$1.70 per gallon.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 2 - Trustee O'Halloran and Trustee Dodge

Nay: 0

Absent: 1 - Chairman Gira

Chairman Gira Arrives

Present: 3 - Chairman Gira; Trustee O'Halloran and Trustee Dodge

2013-0143 Dog Park Information

Director Stec reported that in anticipation of the spring/summer opening of the dog park at Centennial Park, staff is presenting recommendations for membership fees, rules and regulations and the name of the dog park.

Information was gathered and is attached regarding the membership fees for several dog parks in and around our area. Staff recommends a membership fee for residents of Orland Park and Orland Township of \$25 annually (\$10/additional dog) and \$80 annually (\$15/additional dog) for non-residents. Implementing a "membership" provides for registration of the dog to better ensure that dogs have proper immunizations, determine who is using the park and how often, and also gives the members a sense of ownership and responsibility. The memberships would be sold through the Recreation Department utilizing the Class software system. A membership is common practice at dog parks. The recommended resident fee is significantly lower than other area dog parks and the non-resident fee is in line with those parks.

In keeping with the "baseball" theme established at Centennial Park and most recently with the Kevin Hertz Memorial Playground, staff is suggesting naming the park "The Dogout" with baseball themed signage and slogans (i.e. "Play Ball!" and the "On Deck Circle") at the entrance gates. Sponsorships on the scoreboard-like signage and memorial bricks or plaques can be considered to enhance the area and provide revenue to pay for these enhancements. Brusseau Design Group is in the process of finalizing the design and layout of the large and small dog areas.

A copy of suggested rules and regulations were attached to the Committee packet. For the safety of the public, it is recommended that access be restricted

in the off-leash area to those age 6 and over. Children 12 and under must be accompanied by an adult 18 or over. Samples of waivers and information about the self-contained Pet Wash station were also attached to the Committee packet.

Information only

This item was informational only. NO ACTION was required.

2013-0104 Centennial Park Aquatic Center 20' Shade Structure Quote

Director Stec reported that a quote was received for three 20' Sun Port single posted shade structures from the sole purveyor of this product. The quote from USASHADE & Fabric Structures, Inc. is \$15,730.00 for all three. The unit specifications match the structures that currently we have throughout the park. Assembly and installation will be performed by the Parks Department staff.

I move to recommend to the Village Board to waive the bid process;

and

Recommend to accept the quote amount of \$15,730.00 from USA Shade & Fabric Structures, Inc. for the 3 shade structures.

A motion was made by Trustee O'Halloran, seconded by Trustee Dodge, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0090 Demolition of Orland Plaza at 143rd Street & LaGrange Road Bid Award

Director Stec reported that ten (10) bids were received for the demolition and asbestos removal at Orland Plaza, 143rd Street and LaGrange Road. The low bidder was Bechstein Construction Corporation of Tinley Park for a total of \$106,900.00 for both demolition and asbestos removal. This will take the Orland Plaza down to the concrete slab or basement. The remainder of the basement and/or slab will be removed at a later date (due to some ground testing and mitigation requirements).

I move to recommend to the Village Board to accept the low bid amount of \$106,900.00 from Bechstein Construction Corporation for the demolition and asbestos removal at the 143rd Street Orland Plaza.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0091 Rental and Service of Portable Toilets RFP

Director Stec reported that the Rental and Service of Portable Toilets RFP was received on February 6, 2013. The Village terminated the 2013 contract with Drop Zone (file I.D. 2012-0643) due to inconsistencies with special event pricing and difficulty dealing with the company any time issues arose. The prior performance by Drop Zone was not considered acceptable as they were uncooperative in resolving issues. Drop Zone therefore is not considered by Village staff to be a responsible bidder for this new contract.

Upon review, considering the need for excellent service, more frequent cleanings and special event pricing, staff recommends Service Sanitation, Inc. for the 2013, 2014 and 2015 seasons at the proposed prices. Service Sanitation's pricing and the very positive references positioned them.

I move to recommend to the Village Board to approve of the Rental and Service of Portable Toilets RFP to Service Sanitation, Inc. for the years 2013, 2014, and 2015 as proposed.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0086 Centennial Park Aquatic Center Water Heaters Bid Award

Director Stec reported that one bid was received on February 4, 2013 at 11:30 a.m. in the Village Clerk's Office for Centennial Park Aquatic Center Water Heaters, (domestic water heater in the washrooms and showers). The one bid was from Controlled Environmental Systems of Orland Park at a cost of \$20,650.00. This is the same company that installed our pumps last year at Centennial Park Aquatic Center. \$35,000.00 was budgeted with some of the remaining funds to be used for the installation by Building Maintenance Department.

I move to recommend to the Village Board to approve the bid from Controlled Environmental Systems at a cost of \$20,650.00 for tow hot water heaters

A motion was made by Trustee O'Halloran, seconded by Trustee Dodge, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0083 Removal & Replacement of Sand (Silica) for Centennial Pool Filters Bid Award

Bids were received on February 4, 2013 at 11:00 AM in the Village Clerk's Office. Two bids were opened and the low bidder was Mechanical Incorporated at a cost of \$20,872.96. This work will be done to the sand filters for the T-Pool and Lazy River. Sand should be changed every 10 years.

I move to recommend to the Village Board to approve the low bid from Mechanical Incorporated at a cost of \$20,872.96 for sand filter replacement.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0080 Sealcoating, Painting & Crack Filling - Unit Pricing Bid Award

Director Stec reported that bids were received on June 14, 2011 for the Sealcoat, Painting & Crack Filling - Unit Pricing. Seven bids were received.

Staff is recommending the contract be awarded to the lowest responsible bidder overall, Onyx Sealcoating, Inc., for the entire Sealcoat, Painting and Crack Filling project. This contract serves the needs of the Public Works Department and the Parks and Building Maintenance Department. The contract was for one year, with the option to extend for two more years. At this time staff is recommending to extend this agreement for the third year.

I move to recommend to the Village Board to extend the contract with Onyx Sealcoating for fiscal year 2013 based on bid pricing received from 2011 bid.

A motion was made by Trustee O'Halloran, seconded by Trustee Dodge, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0153 Engineering for Phone Line Relocation at FLC Serving Civic Campus

Director Stec reported that while preparing for construction at the Franklin Loebe Center, it was noted that phone, data, alarm, and fiber optic lines located outside of the Franklin Loebe Center entrance need to be re-routed to accommodate the work. The work was originally to be a part of the overall construction project; however due to complexity of the project, the architect is recommending that this work be bid separately. This work must be completed before the FLC addition construction can begin.

This work will also solve many long-standing problems with the campus systems. These lines control the Village complex and maintain voice and data communications between the Village Hall, FLC, Civic Center and the Recreation Administration buildings. Six hundred pair of lines are in the ground currently with over one third deteriorated and unusable due to age. The plan is to install new banks of 300 and 100 pair lines and a new fiber optic run. The architect, Studio GC, Inc., will secure the services to perform the scope of work for this project at a cost of \$9,730.00.

I move to recommend to the Village Board to approve Studio GC, Inc. quote not to exceed \$9,730.00 for the engineering services required to re-locate the phone and fiber optic lines at the Franklin Loebe Center entrance.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0150 Village of Orland Park Open Lands Golf Outing 2013

Recreation Division Director Nancy Flores reported that the annual Village of Orland Park Golf Outing to benefit Open Lands of Orland Park is being planned for Tuesday, September 17, 2013 at Silver Lake Country Club.

Course rental fees for a maximum of 144 golfers will be \$7,000.00 per the proposed Silver Lake Country Club contract. Expenses for continental breakfast setup (setup only; breakfast not included) & coffee, lunch, cocktail hour, dinner, and refreshments on the course are determined at the conclusion of the outing and are based upon final participation numbers and total beverage consumption. In 2012, total course fees, course refreshments, lunch, dinner, and dinner cocktails totaled \$14,630.95. An increase of 5-10% is projected in 2013.

I move to recommend to the Village Board to approve an amount not to exceed \$16,100 (10% increase) for the 2013 Open Lands Golf Outing expenses;

And

Recommend to authorize the Village Manager to sign the 2013 Open Lands Golf Outing contract as proposed by Silver Lakes Country Club.

A motion was made by Trustee O'Halloran, seconded by Trustee Dodge, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0144 Spring/Summer 2013 Program Brochure - Distribution

Director Flores reported that the Village has budgeted for the distribution of the Spring/Summer 2013 Program Brochure in the Orland Park Prairie. The final cost to mail 23,750 brochures to residents through 22nd Century Media, LLC (Orland Park Prairie) is \$7,902.00. The remaining brochures will be distributed to the public at Village facilities.

The brochure weight of 8.84 oz. has increased due to the higher quality of paper, foldout cover, and added pages for our largest program brochure, the Spring/Summer Program Guide.

I move to recommend to the Village Board to approve payment to 22nd Century Media, LLC in the amount of \$7,902.00.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0128 Centennial Park Aquatic Center 2013 - Lifeguard Licensing

Director Flores reported that in preparation of the upcoming pool season, a license must be purchased for each Centennial Park Aquatic Center (CPAC) lifeguard. These licenses, known as CAP Packs, are provided by Starfish Aquatics.

Starfish Aquatics is the agency which certifies our managers, squad leaders, and team leaders to teach and certify our lifeguards. Starfish Aquatics is regarded as the gold standard in the industry and enables the CPAC staff to provide a safe and responsive environment to CPAC patrons.

CAP Packs are \$30 each and are sold in quantities of 12 for \$360. CPAC employs 162 guard staff. To meet the required number of licenses needed, 14 packages at \$360 each are required for a total of 168 CAP Packs. The total purchase will be \$5,040. Staff is requesting approval for purchase.

I move to recommend to the Village Board to approve the purchase of CAP Packs (lifeguard licenses) from Starfish Aquatics Institute at a cost not to exceed \$5,040.00

A motion was made by Chairman Gira, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0147 Centennial Park Aquatic Center - Lifeguard Staff Uniforms & Equipment

Director Flores reported that in preparation for the 2013 pool season, staff has obtained quotes from eight lifeguard supply vendors for the purchase of lifeguard uniforms and equipment. The Lifeguard Store has provided the lowest quotes.

Staff seeks approval to purchase the following items, totaling \$8,906.25 from the Lifeguard Store for the 2013 season.

Women's TYR Ring-back Lifeguard Suit: 156 @ \$33 each, totaling \$5,148

Men's TYR Aero Guard Trunk: 102 @ \$21 each, totaling \$2,142

Seal Easy Kits: 175 @ \$6.45 each, totaling \$1,128.75

Fox 40 Whistles w/mouth guard: 70 @ \$3.35 each, totaling \$234.50

*Break-away Lanyards: 140 @ \$1.45 each, totaling \$203

Shipping: \$50

Total Expense: \$8,906.25

*Lanyard is \$0.20 more than the lowest quote; however, these are preferred by the guard staff and match those used in 2011 & 2012. Total lanyard expense is \$28 more than the lowest quoted lanyard.

I move to recommend to the Village Board to approve the purchase of the stated lifeguard uniforms and equipment for the 2013 season totaling \$8,906.25 from the Lifeguard Store.

A motion was made by Trustee O'Halloran, seconded by Trustee Dodge, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0149 Centennial Park West Concert Stage & Audio

Director Flores reported that on June 30, 2013, the Village of Orland Park will be hosting Rich Daniels and the City Lights Orchestra at the Centennial Park West concert venue. This will be the third consecutive year that they have performed the weekend prior to the Fourth of July.

Attached to the Committee packet was a Sound Works quote in the amount of \$7,500 for stage, sound, labor, and a generator for this performance. Staff is requesting approval to enter into a contract with Sound Works to provide these services for the 2013 performance.

I move to recommend to the Village Board to approve the contract with Sound Works in the amount of \$7,500 to provide stage, sound, labor, and a generator for the City Lights Concert.

A motion was made by Trustee O'Halloran, seconded by Trustee Dodge, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

2013-0142 Summer Entertainment Guide 2013 - Quotes for Publication

Director Flores reported that The Village has budgeted for the printing of a Summer Entertainment Guide. At this time we are completing the piece and have requested quotes on the printing. We plan to print 26,000 with 24,000 of them mailed to Orland Park residents in the Orland Park Prairie newspaper. The remaining 2,000 would be distributed to the public at village facilities and special events.

The specifications for the piece are 26,000 items, 8.5 x 5.5, 24 pages, 4/4 with bleeds, 80.00# Uncoated White Opaque Text, saddle stitch and carton pack. FOB 22nd Century Media (Orland Park Prairie) 24,000; and the remaining 2,000 to the Recreation Administration office.

Quotes are as follows:

Grasso Graphics:	\$5,434.59
Hagg Press:	\$5,498.00
Liberty Creative Solutions:	\$5,887.00
Print Source Plus:	\$7,928.00

Shipping is included in the price quotes.

I move to recommend to the Village Board to approve accept the quote from Grasso Graphics to print the Summer Entertainment Guide at a cost not to exceed \$5,434.59.

A motion was made by Trustee Dodge, seconded by Trustee O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

ADJOURNMENT - 6:32 PM

A motion was made by Trustee O'Halloran, seconded by Trustee Dodge, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee O'Halloran, and Trustee Dodge

Nay: 0

/nm

APPROVED: April 1, 2013

Respectfully Submitted,

/s/ David P. Maher

David P. Maher, Village Clerk