

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Monday, January 20, 2014

6:00 PM

Village Hall

Parks and Recreation Committee

*Chairman Patricia A. Gira
Trustees Kathleen M. Fenton and Daniel T. Calandriello
Village Clerk John C. Mehalek*

CALL TO ORDER/ROLL CALL

The meeting was called to order at

Present: 3 - Chairman Gira; Trustee Fenton and Trustee Calandriello

APPROVAL OF MINUTES**2014-0044 Approval of the December 16, 2013 Parks and Recreation Minutes**

I move to approve the Minutes of the Regular Meeting of the Parks and Recreation Committee of December 16, 2013.

A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be APPROVED. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

ITEMS FOR SEPARATE ACTION**2014-0025 Tree Purchase and Planting 2014-2016 RFP Results**

Park's Division Director Frank Stec reported that six (6) companies responded to our Request for Proposal for tree purchase and planting for the years 2014-2016. Mid America Tree and Landscape submitted the low proposal for tree planting. Due to the Emerald Ash Borer infestation, the Village will be replacing up to 2,300 trees per year. Mid America has had the tree planting contract for the past 10 years and has performed well for the Village. Mid America is quoting a cost of \$200 per tree regardless of the species with a \$5 per year increase for subsequent years. The quote is well below the average cost per tree in the area. The 2013 price was \$180 per tree.

Chairmen Gira mentioned the idea of including Evergreen trees out by the ice-skating rink.

I move to recommend to the Village Board to accept the low proposal for Tree Purchase and Planting 2014-2016 to Mid America Tree and Landscape at a cost not to exceed the quoted prices.

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

Aye: 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

2014-0026 RPZ/Backflow Preventer Testing RFP Results

Director Stec reported that three companies responded to our Request for Proposal for the RPZ/Backflow Preventer testing. This testing must be performed annually per state law. The low proposal is from R. J. O'Neil, Inc, at a cost of \$77 for 2014, \$79 for 2015 and \$81 for 2016 for each unit. The total cost for 2014 for all units is \$3452.

I move to recommend to the Village Board to accept the low proposal from R. J. O'Neil, Inc. for the years 2014, 2015 and 2016 at a cost not to exceed the quoted prices.

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

Aye: 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

2014-0040 Centennial Park Aquatic Center 2014 - Lifeguard Licensing

Recreation Division Director Nancy 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 Trustee Fenton, seconded by Trustee Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

2014-0039 Recreation and Parks Department Program Brochure - 2014 Summer Programs

Director Flores reported that lists of recommended programs to be offered in the Recreation and Parks Department 2014 Summer brochure are attached to the Committee Packet. Included in the lists are contractual costs (over \$5,000) that require Board approval associated with the summer sessions. These costs are covered by revenue generated through registration fees and actual costs are dependent on the number of participants registered.

Staff is requesting approval of the recommended programs and payment to the contractual instructors at time of invoicing.

Chairmen Fenton asked if there was any further conversation for earlier opening regarding the Sportplex's hours.

Director Flores reported that there has not been conversations yet, but there will be in the future.

I move to recommend to the Village Board to approve the recommended programs and payment to the contractual instructors at time of invoicing.

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

Aye: 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

2014-0042 Intergovernmental Agreements with School District 135

Assistant Village Manager Ellen Baer reported that the Village had previously had an intergovernmental agreement with District 135 for: 1) Use and scheduling of outdoor fields for community recreational purposes, and 2) Use of certain indoor facilities to support Village special recreational or summer camp needs.

The previous agreements had expired. Staff of both the District and the Village have negotiated renewed agreements for both categories referenced above. Under Item #1 (outdoor fields), the District is essentially assigning spare capacity of fields not being utilized for school district purposes to the Village for maintenance and programming. This will allow the community's recreational leagues to have a single entity for scheduling and communications purposes. Under the agreement, the Village will maintain the fields in return for adding these facilities to the recreational assets available to the community recreational and competitive leagues. Costs of turf maintenance materials (seed, fertilizer) will be covered by the Village. Costs of materials for capital improvements or fencing will be the District's responsibility. The Village will retain revenues associated with

field programming, which is consistent with the terms in the previous agreement.

The second agreement is for use of certain indoor school district facilities. Specifically, certain gyms will be utilized by the Village's special recreational sports programs (e.g., Chargers basketball, etc.). In addition, the Village's recreational summer day camp program will be able to utilize a district school for an 8-week period during both sessions of summer camp.

The proposed terms of the agreements are for five (5) years.

Trustee Fenton asked if there was a charge when for example when OYA uses the courts to have a maintenance person to be on staff.

Assistant Manager replied that for schools are still scheduling their own staff for indoor activities, and that access is being given to the village's programs in the agreement presented.

Chairman Gira commented that this agreement has been work on for some time now and she believed that this agreement is just what was promised to the resident to the community for the two entities to work together as they should for the best use of the resources available.

Trustee Fenton asked how scheduling would work between District 135.

Assistant Manager Baer responded that District 135 schedules their use and whatever is left would be advocated to the village for other organizations to use.

I move to recommend to the Village Board to approve the Intergovernmental Agreement for Outdoor Facilities and the Letter of Agreement for Use of Indoor Facilities with School District 135.

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

Aye: 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

2014-0053 Special Recreation Consulting Services

Assistant Manager Baer reported that the Recreation Department has been reviewing the policies and procedures for the Special Recreation Department. Some of these procedures have not been reviewed in many years and are in need of review by an attorney. The Village Attorney has recommended that the Village consider utilizing the firm of Recreation Accessibility Consultants, LLC (RAC). John McGovern, J.D. and his team from RAC have significant experience working with municipalities, park districts and other agencies on these projects and an

in-depth understanding of the ADA.

The scope of work will include two projects. The first and most involved piece is with regard to access and inclusion policy development and the second is the associated staff training once those policies and procedures have been developed. As part of the training, the firm will prepare and conduct two on-site training sessions, each 3 hours in length. The first module of the training will address the process of providing supports and the second module will address the delivery of reasonable modifications (what are they, how delivered, delivered by who, how assessment and planning interface, evaluation, etc.).

More information on the firm, their experience in this area and the scope of services can be found in the proposals attached to the Committee Packet. The cost of these services is estimated at \$7,600 for the policy development and \$4,330 for the associated training for all relevant staff.

I move to recommend to the Village Board approval of Recreation Accessibility Consultants, LLC for legal consultation and training services for the Special Recreation division.

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

Aye: 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

ADJOURNMENT: 6:37 PM

A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

/AJ

APPROVED: March 17, 2014

Respectfully Submitted,

/s/ John C. Mehalek

John C. Mehalek, Village Clerk