

AGENDA

PARK AND RECREATION BOARD MEETING

Thursday, December 4, 2014, 3:30 P.M.

Public Works Facility

3635 4th Avenue, Moline, Illinois

Call To Order

Public Comment

Updates

- Park Maintenance Report (*Rodd Schick, Park Operations Manager*)
- Recreation Programmers Reports (*Lori Wilson, Park Programmer II*)
 - Running Dead 5K Report - 2014
 - Green Valley Beer Sales - 2014
- Cemetery Report (*Todd Slater, Cemetery Manager*)

Consent Agenda

All items under the consent agenda are considered routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a board member so requests, in which event the item will be removed from the consent agenda and considered as the first item after approval of the consent agenda.

1. Approval of Minutes of the October 23, 2014 Moline Park and Recreation Board Meeting
2. Approval and acceptance of departmental November/December bill payment and departmental November/December revenue, expenditures, capitol projects, park reserve and cemetery reports

Omnibus Vote

Non-Consent Agenda

1. Facility Reservation(s) Cancellation/Refund Policy (*Michael Waldron, Interim Park Director*)
2. Janitorial Contract – Coolidge Facility (*Lori Wilson, Recreation Programmer II*)
3. Prospect Park Pavilion – Structural Assessment Report (*Michael Waldron, Interim Park Director*)
4. Cemetery Services Contract (*Todd Slater, Cemetery Manager*)

Informational

Moline Memorial Park Cemetery GIS Mapping Project (Todd Green, GIS Administrator)

Other Business

Executive Session

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- 5 ILCS 120/2 (C) (1)

Any person with disabilities who wishes to attend the meeting who requires a special accommodation in attending the meeting should notify the Park Office, 524-2424, at least 24 hours prior to the scheduled meeting.

Explanation

Park and Recreation Board
Meeting of December 4, 2014

Open Session

Non-Consent Agenda Items

Agenda Item 1: Facility Reservation(s) Cancellation/Refund Policy (*Michael Waldron, Interim Park Director*)

Explanation: This item was tabled at the October 23, 2014 Board meeting so that staff could survey other local communities on their policies and procedures. Staff has not applied the current practice for cancellations and refunds consistently. Over the years, Staff has implemented varying strategies related to refunds from cancellations from “no refund” to “full refund.” Staff is seeking the Board’s direction on a policy that will be consistently applied reference cancellations and refunds. Staff recommends keeping our existing policy and applying it consistently to all Park users. Additional documentation attached

Staff Recommendation: Approval

Fiscal Impact: Financially Strong City

Agenda Item 2: Janitorial Contract – Coolidge Facility (*Lori Wilson, Recreation Programmer II*)

Explanation: As part of the agreement with the Moline School District to utilize the Coolidge facility, it is the Park Boards’ responsibility to provide janitorial services during the times that Moline Parks & Recreation are programming the facility. Over the last 10-15 years, a temporary employee hired through the City’s employment agency has performed these tasks. Staff has reviewed the current operating model for costing and efficiency and determined that a contract with an outside janitorial service to be more cost efficient and more manageable in accomplishing the work. Pricing was obtained from janitorial service vendors. Midwest Janitorial Service, Inc. submitted the lowest price at \$725.00 a month. Additional documentation attached.

Staff Recommendation: Approval

Fiscal Impact: Financially Strong City

Agenda Item 3: Prospect Park Pavilion – Structural Assessment Report (*Michael Waldron, Interim Park Director*)

Explanation: Over the last 6-12 months, Staff had noticed that the building was out of “plumb,” and appeared to be leaning/shifting towards the Southeast (towards pond). Missman, Inc. was engaged to assess the structural integrity of the building. Missman’s report is attached for informational purposes. The report has been reviewed by the Building/Inspections Division of the City with the following recommendations, in order of importance:

- Repair all column supports that have deteriorated due to age/rot;
- Plumb structure and install steel bracing;
- Repair defects in foundation;
- Address the uphill drainage issues.

Additional documentation attached.

Staff Recommendation: Approval

Fiscal Impact: Upgrade City Infrastructure & Facilities

Agenda Item 4: Cemetery Services Contract (*Todd Slater, Cemetery Manager*)

Explanation: The current three-year contract with Andrews Brothers, Inc. for Cemetery Services expires on December 31, 2014. Sealed bids were solicited and will be opened on December 1, 2014. Due to the time constraints, Staff will present the results and recommendation at this meeting. Cemetery Services include grave servicing; concrete foundations; grave decoration placements; and grounds clean-up.

Staff Recommendation: Approval

Fiscal Impact: Financially Strong City

Informational

Moline Memorial Cemetery GIS Project (Todd Green, GIS Administrator)

Other Business

Executive Session

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees - 5 ILCS 120/2 (C) (1)