

Minutes of Special Called Meeting of the Parks Commission, Tuesday February 19, 2013

Attendance: Joy, Jennifer, Suzy, Lynn, Peter, Gail, Dave (phone), Josh

Josh called the meeting to order at 1:08.

1. Review of bid of Melvin Williams

Jennifer clarified several items on the existing bid from Melvin Williams. She pointed out that the \$2250 line item in the bid was for picking up extra rocks and making significant improvement to the berm. If that item is not included in the final project, the material from clearing the field would still be utilized at the berm site and there would still be improvement to the berm. In addition, the bid includes two weeks of post-installation care of the sod. Melvin indicated that he would provide additional weekly care of mowing, fertilizing and cutting for \$200 per week for up to four additional weeks, which should be sufficient to insure that the sod is established.

2. Review of 2013 Capital Improvement Budget

Lynn reviewed the current budget for 2013 against the bid from Melvin Williams. The project cost is \$23,540 (excluding major berm improvement line item). Without touching the Emergency Reserve accounts (\$4,536.57), we would still have a net cushion of approximately \$3,214.14.

3. Discussion of Optional items

There was discussion regarding the pros and cons of making major improvements to the berm. The group determined that in lieu of having Melvin make the major improvements, community homeowners should be encouraged to make donations of appropriate planting material and the Commission might encourage an Eagle scout to make the improvements as a scouting project. There was discussion of the pros and cons of sod versus seed. The group determined that the use of sod clearly outweighed the use of seed in terms of overall aesthetics, field safety, installation timing and maintenance issues.

4. Discussion of Contracting and Possible Project Cost Overruns

The group discussed how to manage emergency project overruns as well as the legal document that would cover the scope and management of the project. Josh indicated that he would provide a summary of contract parameters and requested that Joy ask the Board of Alderman for a contract template. Should there not be an appropriate template from the Village, Josh will secure one from the POA.

5. Motion

Jennifer made the following motion:

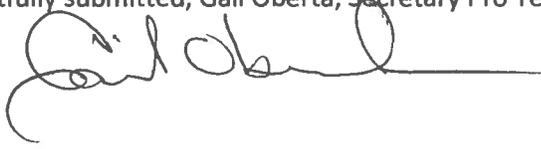
The Commission should award the bid to Melvin Williams in accordance with his bid of \$21,790 for the playing field improvements, plus \$1,250 for parking lot improvements and \$500 for project supervision, excluding the additional rock berm improvements, for a total of \$23,540.00. Further that the 8.2% sales tax be waived in recognition that the Commission and Village are tax-exempt organizations. Further that the bid is to be awarded pending completion of the final contract document.

The motion was seconded by Peter.

The motion passed unanimously.

The meeting was adjourned at approximately 1:45 pm.

Respectfully submitted, Gail Oberta, Secretary Pro Tem

A handwritten signature in black ink, appearing to read "Gail Oberta", with a long horizontal line extending to the right.