



CITY OF O'FALLON
Park & Environment Committee
AGENDA
December 12, 2016
5:30 p.m.
Public Safety Community Room

- I. CALL TO ORDER
- II. ATTENDANCE
- III. APPROVAL OF MINUTES: September 12, 2016
- IV. DESTINATION O'FALLON PROGRAM UPDATE
- V. SPORTS PARK SURVEY CONTRACT
- VI. STAFF REPORTS
- VII. ADJOURNMENT:

CITY OF O'FALLON
Park & Environment Committee
September 12, 2016
5:30 P.M

Public Safety Building

Minutes of a regular meeting of the Parks & Environment Committee of the City of O'Fallon, held in the Public Safety Building Community Room, 285 S. Seven Hills Rd, O'Fallon, Illinois September 12, 2016

- I. Attendance:** MEMBERS
- | | |
|---|-------------------|
| X | Holden, Chair (6) |
| X | Gerrish, Vice (7) |
| X | Albrecht (2) |
| | Meile (1) |
| X | Hagarty (3) |
| X | Smallheer (4) |

- II. Council:** Kueker; Marsh; McCoskey; Roach
Guests: Malare; Pitts; West; Zelm
Staff: Dallner; Denton; Saunders; Funk; Hutchison; Litteken; Runyan

Meeting called to order at 5:30 p.m.

- III. Minutes:** August 8, 2016
Motion: **Hagarty** motion to approve the minutes August 8, 2016 Meeting
Second: **Smallheer**
Discussed: N/A
Approved: All

IV. Park Partners: Sponsorship Packages – Scope of Service

The O'Fallon Parks & Recreation Department published a "Request for Marketing Services." Companies such as Terrible Lizard, Fuelbrand, Think Tank and Atonic review the request and scope of services. Besides Fource, Think Tank was the only company to submit services and costs. Think Tank requested \$111,000 for 12-month contract at 60 hours per month. Fource will work on a commission contract. All contracts with Park Partners will be with the OPRD, potential sponsors will submit funding to OPRD. OPRD will pay the Fource their commission.

Motion to recommend approval to council of Park Partners Contract to the Fource.

- V. Staff Reports: Presented

ADJOURN Motion: **Smallheer**
Second: **Gerrish**
Approved: **All**

PREPARED BY: MJ Hutchison
Next Possible Meeting: October 10, 2016

Family Sports Park - O'Fallon, IL
Phase 4 – Program Design Elements

1. Two (2) High School / Collegiate Baseball Fields

- ⊕ Artificial Turf (*outfield and infield*)
- ⊕ Backstops
- ⊕ Sport field lighting and controls
- ⊕ Warning track
- ⊕ Subsurface drainage
- ⊕ Fencing
- ⊕ Dugouts & Bleacher Areas
- ⊕ Drinking fountain
- ⊕ Walks, Trails, Plazas & Site Furnishings
- ⊕ Pedestrian Lighting
- ⊕ Concrete sidewalks connectors
- ⊕ Ball field plaza (*no concessions, restrooms or open pavilion*)
- ⊕ Grading
- ⊕ Site Utility Distribution (*sanitary sewer for future restroom*)
- ⊕ Water service
- ⊕ Electrical service
- ⊕ Storm drainage
- ⊕ Landscape improvements & turf establishment

2. Soccer Parking

- ⊕ 500-700 additional Parking Spaces
- ⊕ Earthwork
- ⊕ Walkways
- ⊕ Lighting
- ⊕ Landscape improvements & turf establishment
- ⊕ Storm Drainage

3. The Soccer Pavilion (*administration building*)

- ⊕ 2400 sf (signature building, rectangular shape, material match)
- ⊕ Manager's Office
- ⊕ Meeting space for events related to Tournaments
- ⊕ Tournament check-in
- ⊕ Tournament offices
- ⊕ A tournament storage area
- ⊕ A referee lounge, including
- ⊕ Men's and women's restrooms rooms
- ⊕ First Aid office
- ⊕ Grading
- ⊕ Site Utility Distribution
- ⊕ Sanitary Sewer
- ⊕ Water service
- ⊕ Electrical service
- ⊕ Storm drainage
- ⊕ Landscape improvements & turf establishment

4. Soccer Field Stadium Seating (*at existing championship field*)

- ⊕ Stadium Seating on
- ⊕ Repair existing hardstand
- ⊕ 250 seating on each side of field
- ⊕ Entry Feature

Family Sports Park - O'Fallon, IL
Phase 4 – Program Design Elements

5. Ten (10) New Soccer Fields (*all-weather fields*)

- ⊕ 10 New All-Weather Fields
- ⊕ Sport field lighting and controls
- ⊕ Field equipment
- ⊕ Connecting Concrete Walkways
- ⊕ Grading
- ⊕ Storm drainage
- ⊕ Spray cool-down stations
- ⊕ Landscape improvements & turf establishment
- ⊕ Perimeter fencing - combo decorative & chain link

6. Soccer Fields Plaza (*water tower site*)

- ⊕ 1 – Type “D” Comfort Station(3 Fixtures Men & Women) With Concession Building (36')
- ⊕ 1 – Type “E” – Open Pavilion (36')
- ⊕ Seating Area
- ⊕ Small Playground
- ⊕ Grading
- ⊕ Site Utility Distribution
- ⊕ Sanitary Sewer
- ⊕ Water service
- ⊕ Electrical service
- ⊕ Storm drainage
- ⊕ Landscape improvements & turf establishment



MILLENNIA PROFESSIONAL SERVICES

11 Executive Drive, Suite 12 • Fairview Heights, Illinois 62208 • (Phone) 618.624.8610 • (Fax) 618.624.8611

December 7, 2016

Mary Jeanne Hutchison
Director of Parks and Recreation
City of O'Fallon
Katy Cavins Community Center
308 East Fifth Street
O'Fallon, IL 62269

Re: Surveying Proposal – Family Sports Park, Phase 4

Dear Ms. Hutchison:

Thank you for requesting this proposal from Millennia Professional Services. We look forward to continuing our working relationship with the City of O'Fallon. Based on our previous discussions and past experience working with athletic fields, we propose to provide surveying services for planned expansion of the O'Fallon Family Sports Park, and as described below:

Scope of Services (Area Exhibit Included):

1. Complete a topographic survey of the project footprint on the site as necessary for the completion of site improvement plans. The limits of the topographic survey will be defined as displayed on the included Exhibit. Horizontal datum and vertical datum will be established on the City of O'Fallon site datum. The topographic survey will identify:
 - a. Individual trees and shrub lines.
 - b. Elevation grades, as necessary to define 1-foot contours on the project site.
 - c. Existing buildings and finish floor elevations at door thresholds within the project areas defined in the attached exhibit.
 - d. Pavement, curbs, and sidewalks.
 - e. Structural items, such as monument signs, metal signs, fences, flagpoles, tops of retaining walls, fixed benches and tables, and equipment pads.
 - f. Sewers with manhole inverts and tops. Sizes will be determined by visual observation and the available owner record drawings.
 - g. Water services with hydrants, valves, and meters.
 - h. Above-ground visible utilities, such as utility poles, gas meters, or cable boxes.

For below grade utilities, a "Design Stage Ticket" will be ordered from J.U.L.I.E. to identify the owners of onsite utilities. Ground markings via hiring of a separate private utility locator are not included with this proposal, and no underground utilities will be field marked by Millennia Professional Services. Previous record drawings will also be reviewed for supplementing / documenting private utility information.

Millennia Professional Services proposes to provide the above-listed services for the lump sum fees listed in the itemized fee schedule:

ITEMIZED FEE SCHEDULE

Item	(itemized from above listed items)	Fee (\$)
1.	Topographic Survey – Base Area	\$16,200
2.	Optional South Area	\$2,900
	Total	\$19,100

Millennia Professional Services will invoice the client monthly or less frequently based on the percentage complete and payment will be due within 45 days of the invoice date. The above-described services do not include an ALTA / NSPS Land Title Survey, engineering services or improvement plans, roadway widening or traffic services, geotechnical services, structural engineering or retaining wall design, new deed preparation, recording fees, or construction staking.

Millennia Professional Services will provide additional services that we are accustomed to performing on an hourly basis as per the attached hourly rate schedule. Hourly rates may be increased by Millennia Professional Services on January 1st of each succeeding year.

Payment of any invoice by the Client to the Consultant shall be taken to mean that the Client is satisfied with the Consultant's services to the date of payment and is not aware of any deficiencies in those services.

Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the Client, the Consultant and the Consultant's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

The Consultant shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of the Consultant, increase the Consultant's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance.

Thank you for the opportunity to submit this proposal. If this proposal is acceptable, please sign both copies and return one copy. Please call our office if you have any questions.

Sincerely,

Millennia Professional Services

Gary R. Hoelscher
Gary R. Hoelscher, PE, CFM
Director

Accepted by:

Client Company Name

Client Representative

Signature, Title

Date

Services Accepted:

Base Topographic Survey Area

Optional Area to South



Exhibit A - Family Sports Park - Topographic Survey Area

**BILLING RATE SCHEDULE
(Rates Effective January 1, 2016)**

Description	2016 Hourly Rate
Senior Project Manager	\$182.00
Project Manager	\$143.00
Engineer III	\$109.00
Engineer II	\$ 90.00
Engineer I	\$ 80.00
Survey Project Manager	\$124.00
Technician V	\$138.00
Technician IV	\$106.00
Technician III	\$ 88.00
Technician II	\$ 73.00
Technician I	\$ 59.00
Two-Man Survey Crew	\$148.00
One-Man GPS/Robotics	\$128.00
Administrative Assistant II	\$ 74.00
Administrative Assistant I	\$ 52.00

Recreation Report

September / October / November 2016

Sports Park

- Finished up the Adult Softball leagues
- Coordinated the field maintenance and field renovation schedule with park maint.
- Closed down the concession stand and returned unopened product
- Distributed awards for the men's and coed leagues
- Closed the concession stand and winterized equipment for the winter
- Administered 4 soccer tournament at the sports park this fall. (Legacy, St. Louis Scott Gallagher (2) and Gateway Rush.
- Coordinated with Tournament Directors for the use of the sports park for the 2017
- Completed the KiXX soccer tournament in September with 75 teams. The tournament generated over \$10,000 for the club.
- Completed a review of our field rental policy and made changes to our fee structure to improve operational efficiency.

Baseball and Softball

- Ordered supplies for baseball and coordinated the Fall O & S League
- Finished up the baseball season and sent evaluations to coaches

Recreation Programming

- Coordinated and Advertised KiXX HS boys tryouts
- Researched and coordinated indoor winter play of all KiXX Soccer teams
- Coordinated logistics for the Fantastic Fall Celebration, We had our biggest festival yet with over 400 people, 5 camp fires, 2 hayrack ride tractors, and distributed over 700 smore kits.
- Administered enrichment classes including dance, playgroup, stained glass, and fencing.
- Scheduled officials and gym personnel for the K-2nd winter basketball league

Jr. Panther Basketball Program

- Organized the Jr. Panther basketball program for 3rd -5th grade boys and girls.
- Scheduled tryouts for winter basketball. We have 4 teams in all covering 3rd, 4th & 5th grade boys and girls.
- Developed schedules for 4 teams for Jr. Panthers basketball
- Registered teams to participate in various leagues.
- Developed practice and game schedules.
- Handed out uniforms and placed uniform orders as needed.

Other

- Created and distributed promotional material for fall programs.
- Updated the marquee in Community Park.
- Started working on the Recreation Program brochure



Park Maintenance PERFORMANCE SUMMARY

MUNICIPAL GROUNDS & CITY FORESTRY

- *Complete Grounds Maintenance (Turf & Landscaping):* City Hall, Fire House #4, Public Safety Facility and Veteran's Monument
 - *Turf Maintenance:* Community Garden, Public Safety Fields, Beherns Street Fields, Hartman Lane Bike Trail and Hesse Bike Trail
 - *Landscape Maintenance:* Downtown O'Fallon (1st Street) and Fire House #2
 - I64 – mowing and litter pickup (75.35 acres – exits #14, #16 in ROW)
 - Savannah Hills Park – mowing and litter pickup
 - Contractual Mowing – 71 sites
-
- Continuation of weekly mowing (and litter) cycle at all turf maintenance sites
 - Continuation of weekly landscape maintenance cycle at all landscape maintenance sites
 - Continuation of I64 Mow Cycle
 - Continuation of contractual mowing cycle and monitor/administration of contractual mow contract – final cycle completed November 16th.
 - Fall Plantings installed downtown/downtown planters and at City Hall. Fall annuals planted at Public Safety, Veteran's Monument and Fire House #4.
 - Irrigation systems operated and monitored at the following sites: City Hall, Fire House #4, Public Safety Facility, Veteran's Monument, State Street Round-a-bout and Downtown (All systems shut down and winterized by November 18th).
 - O'Fallon Garden Club site support day at Community Garden on September 14th, October 18th and November 10th (60 hours of P&R labor and equipment support) Superintendent's lunch with OFGC President and members on September 15th and November 17th.
 - City Forestry: x5 tree inspections, x7 contractual removals

CEMETERY

- Performed 4 burial/grave opening (2/Sep, 1/Oct, 1/Nov)
- Grounds maintenance performed – turf, landscaping and litter
- New recently graves backfilled and seeded.

PARK MAINTENANCE

Community Park, Hesse Park, Thoman Park, Ogles Creek Park, Rock Springs Park and O'Fallon Family Sports Park

FACILITY MAINTENANCE

- Ongoing maintenance
- Heater installed in Blue Quad Concession Stand (Sports Park)
- All unheated restrooms closed and winterized by November 16th

POOL AND SPLASH PAD

- Maintained for ongoing use
- Pool and Splash Pad Closed and Winterized

GROUND MAINTENANCE

- Trail pruning and prairie mown at Rock Springs
- Low Frequency Playground Inspections performed by P&R CPSIs for all parks (incl. Savannah Hills)
- Fibar (impact material) – engineered wood fiber added at Community Park, Hesse Park and the Sports Park
- Continuation of weekly mowing cycle for the park locations
- Ongoing weed control throughout all parks - - - Community Park walking/running path sprayed and gravel around Pavilion 4, restroom and kitchen sprayed
- The weekly custodial cycle in parks was continued. (ended November 18th and winter cycle started) Litter, trash receptacles and bathrooms checked daily. Bathrooms deep cleaned Monday and Friday. All pavilions pressure washed and cleaned at least once per week on Friday – tables and adjacent grills also cleaned.

Community Park pavilions pressure washed and cleaned Monday and Friday. Splash Pad and Splash Pad pavilion area checked and cleaned daily.

HORTICUTLURAL / ARBORICULTURAL

- Watered plants – beds at Sports Park, Public Safety, Community Park, City Hall and Thoman Park
- Weed and maintain landscape beds
- Fall annuals installed at Community Park, Sports Park and Thoman Park.
- X2 trees removed at Community Park and x1 tree fertilized and pruned (large Sycamore by outdoor kitchen)

SPORTS FIELD

- Maintain fields for seasonal use – 8 ball fields at Sports Park, 6 ball fields at Community Park, 4 ball fields at Hesse Park and 5 ball fields at Shiloh. Maintenance includes dragging and lining for games/rentals and controlling weeds on infield surfaces. Infields at Community Park and Shiloh sprayed to control weeds and then pulverized 1 week later.
- Turf at Sports Park ball fields fertilized
- Maintained 2 women’s lacrosse fields at Public Safety and installed 1 new women’s field at Sports Park
- Provide support for Sports Park tournaments