



**CITY OF O'FALLON
Park & Environment Committee**

AGENDA

December 8, 2014

5:30 p.m.

Public Safety Community Room

- I. CALL TO ORDER
- II. ATTENDANCE
- III. APPROVAL OF MINUTES
- IV. ITEM:
 - Master Plan Update: FY15 & FY16 Projects
- V. STAFF REPORTS

CITY OF O'FALLON
Park & Environment Committee
September 8, 2014

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 8, 2014

- I. Attendance:** MEMBERS X True, Chair (2)
 X Mouser, Vice Chair (3)
 X Meile (1)
 X Hagarty (3)
 X Cardona (5)
 X Holden (6)
- II. Council:** Albrecht; Bennett; Drolet; Garrish; Hursey; McCoskey; Roach
Park: Kasten
Guests: Mitchell; Rheume; Pitts; Malare
Staff: Denton; Funk; Randall; Hutchison
 Meeting called to order at 5:55 p.m.
- III. Minutes:** **July 14, 2014**
Motion **Mouser** motion to approve the minutes July 14, 2014 Meeting
Second: **Holden**
Approved: All
- IV. A. Item: Bid Utility Work Machine(UWM)**
Sealed bids for the purchase of a new Utility Work Machine were open on August 25, 2014 at 8:30 a.m. at City Hall. One bid was received. The total bid was \$56,025.44 which includes 68" Angle Broom, 48" Pallet Forks and Auger Drive Unit with three bit sizes. \$65,000 was budgeted in FY15. All bid packets are downloaded from the website.
Motion **Hagarty**
Second: **Meile**
Approved: All
- B. Class/Active Network Upgrade:**
Staff has been working since mid-July upgrading website interface with GIS upgrades. Migration should be completed by end of October.
- C. Report Review:**
1. September 27-28 Strange Folk Festival
2. September 26 "Frozen" will be shown on Field 1 in CP with the appearance of "Elsa and Anna," sponsor by "Chick-fil-A" and O'Fallon Township.
3. Comments: Sport Park numbers can be obtain by reviewing the semi-annual reports. Aquatic center is not the correct terminology for a possible new city "Centre."
- ADJOURN Motion: Cardona**
Second: Hagarty
Approved: All
PREPARED BY: MJ Hutchison Next Meeting: Nobember 10, 2014

GROUNDS MAINTENANCE

- Continuation of weekly mowing cycle for the following locations: City Hall, Community Garden, Community Park, Hesse Park, Ogles Creek Park, Public Safety, Rock Springs Park, Sports Park, Thoman Park and Veterans Monument
- Small pond at Sports Park treated to control algae.
- 164 Mowing and Trash Collection
- The weekly custodial cycle in parks was continued. 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.

FACILITY MAINTENANCE

- Eagle Scout Project at Sports Park – vinyl fence installed around windmill.
- Volunteer project at Community Park – exterior of kitchen painted.

POOL AND SPLASH PAD

- Maintained for seasonal use. Baby pool at Community Park drained.

HORTICULTURAL / ARBORICULTURAL

- Trees mulched and beds mulched at Sports Park
- Watered plants – beds at Sports Park, Public Safety, Community Park, City Hall and Thoman Park
- Watered trees – Sports Park

SPORTS FIELD

- Maintained 2 women's lacrosse fields, 13 soccer fields and 19 mighty ball fields.
- 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.
- Provide support for Sports Park tournaments/leagues.

CEMETERY

- Performed 1 burial/grave opening.
- Maintain grounds – turf maintenance, litter and trash.

SPECIAL

- Strange Folk setup, support and teardown (Sept 25th, 26th, 27th and 28th)

Park Maintenance PERFORMANCE SUMMARY

GROUNDS MAINTENANCE

- Continuation of weekly mowing cycle for the following locations: City Hall, Community Garden, Community Park, Hesse Park, Ogles Creek Park, Public Safety, Rock Springs Park, Sports Park, Thoman Park and Veterans Monument
- Continuation of I64 Mowing and Trash Collection
- The weekly custodial cycle in parks was continued. 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.
- Sports Park soccer fields aerated and fertilized.
- Leaf collecting and mulching has started.

FACILITY MAINTENANCE

- Building inspections conducted / completed.
- Ongoing routine and preventative maintenance in all facilities.
- Volunteer Project at Community Park – interior of kitchen and doors painted. Kitchen door repaired.
- Emergency lighting checked and repaired/replaced as needed in KCCC.

POOL AND SPLASH PAD

- Pool and splash pad winterized

HORTICULTURAL / ARBORICULTURAL

- Landscape installed interior courtyard of Public Safety
- 6 trees planted at the Sports Park.
- Watered plants – beds at Sports Park, Public Safety, Community Park, City Hall and Thoman Park
- Watered trees – Sports Park
- Weed and maintain landscape beds

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. New base anchored (6 total) installed at Shiloh A.
- Provide support for Sports Park tournaments.

CEMETERY

- Performed 1 burial/grave opening.
- Maintain grounds – turf maintenance, litter and trash.

OTHER

- Set up and support for Fabulous Fall Festival at Rock Springs (Oct 25th)

Park Maintenance PERFORMANCE SUMMARY



GROUNDS MAINTENANCE

- Completion of weekly mowing cycle for the following locations: City Hall, Community Garden, Community Park, Hesse Park, Ogles Creek Park, Public Safety, Rock Springs Park, Sports Park, Thoman Park and Veterans Monument
- Continuation of I64 Mowing and Trash Collection
- The weekly custodial cycle in parks continued on off season schedule. Litter, trash receptacles and bathrooms checked daily or every other day. Open bathrooms cleaned and stocked once per week.
- Completed Sports Park soccer field aeration and fertilized.
- Leaf collecting and mulching.
- Prep Snow Equipment for winter.

FACILITY MAINTENANCE

- Bathrooms winterized and closed for season (2 restrooms at Sports Park open year round)
- Ongoing routine and preventative maintenance in all facilities.

POOL AND SPLASH PAD

HORTICULTURAL / ARBORICULTURAL

- Mulched trees at Sports Park
- Pruned Small Trees

SPORTS FIELD

- Maintain fields for seasonal use – 8 ball fields at Sports Park. Maintenance includes dragging and lining for games/rentals and controlling weeds on infield surfaces.
- Provide support for Sports Park tournaments.
- Removed soccer nets and stored goals for winter.
- Repaired and maintained Sports Park ballfields – infield lips, edging and bases/home plates.

CEMETERY

- Performed 1 burial/grave opening.
- Leaf pickup and grounds clean up for winter.

OTHER

- First snow response event - - - November 26th.
- Delivered mulch to garden club for bed winterization
- Winterized and stored bus under Pavilion #4.

Recreation Report

September/ October / November 2014

Sports Park

- Finished up the Adult Softball leagues
- Coordinated the field maintenance and field renovation schedule with Jamie
- 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 major soccer tournament at the sports park this fall including our very own KiXX soccer tournament which included 95 teams.

Recreation Programming

- Coordinated and Advertised KiXX HS boys tryouts
- Attended SISL meeting
- Researched and coordinated indoor winter play of all KiXX Soccer teams
- Coordinated logistics for the Fantastic Fall Celebration
- Evaluated the Shiloh Soccer program
- Administered enrichment classes including dance, playgroup, stained glass, cookie bookie and fencing.
- Scheduled officials and gym personnel for the K-2nd winter basketball league
- Scheduled gym time for games and practices for the O & S League
- Deployed our new recreation registration software after a 12 week training period.

Jr. Panther Basketball Program

- Organized the Jr. Panther basketball program for 4th-8th grade boys and girls.
- Scheduled tryouts for winter basketball. We have 5 teams in all covering 3rd, 4th & 5th grade boys and girls.
- Developed schedules for 5 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.
- Issue press releases to local newspapers.
- Started working on the Recreation Program brochure