



CITY OF O'FALLON
Park & Environment Committee
AGENDA
February 9, 2015
5:30 p.m.
Public Safety Community Room

- I. CALL TO ORDER
- II. ATTENDANCE
- III. APPROVAL OF MINUTES
- IV. ITEM:
 - Active Software Update
- 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

DECEMBER 2014



Park Maintenance PERFORMANCE SUMMARY



GROUNDS MAINTENANCE

- The weekly custodial cycle in parks continued on off season schedule Litter, trash receptacles and bathrooms checked every other day or once per week. Open bathrooms cleaned and stocked once per week.
- Finished leaf collecting and mulching.
- Equipment maintenance – oil changes and minor in-house repairs completed.
- Snow removal

FACILITY MAINTENANCE

- Ongoing routine and preventative maintenance in all facilities.
- Changed and repaired Community Park Marquee (lights were out).
- Light bulbs changed and replaced in maintenance Sports Park Maintenance Sheds
- Started move in process for new facility at 1205 Taylor Road

POOL AND SPLASH PAD

HORTICULTURAL / ARBORICULTURAL

- Pruned Small Trees
- Landscape designs for Public Safety, Sports Park Blvds and Firehouse prepared

SPORTS FIELD

- Drift (silt fences) installed around ballfields.
- Portable pitching mound repair.
- Ball field backstop boards installed on Field #1 and #2 Sports Park

CEMETERY

- Performed 2 burials/grave openings.

OTHER

GROUNDS MAINTENANCE

- The weekly custodial cycle in parks continued on off season schedule Litter, trash receptacles and bathrooms checked every other day or once per week. Open bathrooms cleaned and stocked once per week.
- Preventative equipment maintenance - - - oil and fluid changes.
- Winter weather response - - - deicer applications and snow removal as needed

FACILITY MAINTENANCE

- Ongoing routine and preventative maintenance in all facilities
- Fire extinguisher inspection
- Completed move and transition to new facility at 1205 Taylor Road

POOL AND SPLASH PAD

- Sites monitored but closed for season.

HORTICULTURAL / ARBORICULTURAL

- Small tree pruning
- Horticulturist – started evaluating bed sites for the development of landscape schedules
- Continuing development of landscape designs and plant lists for 2015 projects

SPORTS FIELD

CEMETERY

- Performed 1 burial/grave opening

OTHER

- Pavilion installation at Savannah Hills completed

Recreation Report

January 2015

Baseball and Softball

- Began advertising and coordinating the 2015 season.
- Began scheduling field time for OTHS baseball and softball
- Started taking registration for the 2015 season

Summer Camp

- Taking applications for camp counselors
- Started taking registrations for camp
- Continued to run School's Out Days programs

Recreation Programming

- Scheduled advertised, and organized tryouts for the Styx Lacrosse teams
- Administered the Mighty Ball Basketball program on Saturday mornings
- Prepared for and began to organize the February Daddy/Daughter Dance
- Hosted classes such as Zumba, Fencing, and a Disney Theatre program

KiXX Soccer Club

- Coordinated Spring KiXX soccer league
- Coordinated winter indoor and outdoor practices
- Coordinated and hosted the annual KiXX trivia night
- Attended SISL meeting and KiXX Advisory Board meetings

JR. Panther Basketball

- Organized the Jr. Panther program for 3rd – 5th grade boys and 4th & 5th grade girls.
- Registered teams to participate in leagues, tournaments, and home/away game
- Developed practice and game schedules
- Secures officials and other staff for all practices and games

O&S Basketball 3rd/6th Grade

- Coordinated leagues for 3rd/6th graders
- Created league schedules
- Ordered supplies
- Scheduled employees for weekly games and practices

Other

- Update the marquee in Community Park.
- Worked on the Recreation Program budgets for FY16.
- Attended the annual Illinois Parks and Recreation Conference in downtown Chicago