

Properties and Recreation Committee Meeting

Tuesday, February 7, 2023

5:00 PM

Called to Order: 5:00 P.M. by Nicole Chen, Chair-Trustee

Seconded by Alan Fink, Trustee

Committee Members Present:

Nicole Chen – Village Trustee, Chair

Alan Fink – Village Trustee

Staff Present:

Ellen Baer – Staff

Matt Supert - Staff

Amanda Segretti – Staff

Michael Jurusik – Village Attorney

Residents Present:

Approval of Minutes:

The Committee minutes from the 10/4/2022, 11/1/2022, and 12/6/2022 Properties and Recreation meetings were approved with no corrections.

Public Comment:

None

Bid Tabulation and Recommendation:

A. Janitorial Services

Staff opened bids for the 2023 Janitorial Services Contract on February 2, 2023, at 10:00 a.m. Five bids were received from Eco Clean Maintenance Inc., Prestige Maintenance USA, Uni-Max Management Corp., United Maintenance Company Inc., and Vega Building Maintenance Inc. Vega Building Maintenance came in at the low bid. Staff has confirmed their pricing as well as checked references and recommends awarding the bid to Vega Building Maintenance.

Chair Trustee Chen moves to bring the 2023 Janitorial Services Contract to the Village Board with the award to Vega Building Maintenance Inc. Seconded by Trustee Fink.

B. Tree Trimming

Staff opened bids for the 2023 Parkway Tree Trimming Contract on January 12, 2023, at 10:00 a.m. Two bids were received from Homer Tree Car Inc. and Winkler Services LLC. Winkler came in at the low bid. Staff recommends awarding the bid to Winkler Services LLC.

Chair Trustee Chen moves to bring the 2023 Tree Trimming Contract to the Village Board with the award to Winkler Services LLC. Seconded by Trustee Fink.

Contract Bid Updates:

- A. Landscaping Contract
- B. Tree Removal Contract

Verbal updates are given for both the Landscaping and Tree Removal Contracts. Staff informed the Committee that both contracts are planned to be posted in mid-February and opened before the next Committee cycle.

No action is required at this time.

Contract Renewal:

- A. HVAC Maintenance – YMI Group

YMI Group has agreed to hold the quarterly maintenance prices to the 2019 bid prices. YMI Group has noted however that the hourly rate for emergency repair requests, outside of the quarterly maintenance, will increase from \$110/hr. to \$175/hr. beginning in March 2023. Village staff has reviewed the proposal and recommends the renewal of the annual HVAC contract to YMI group. This renewal would be the last renewal under the current contract.

Chair Trustee Chen moves to bring the 2023 HVAC Maintenance Contract renewal letter from YMI Group to the Village Board. Seconded by Trustee Fink.

Declaration of Surplus – Fire Department Conference Table:

Staff recommends declaring the Fire Department Conference Table as surplus in 2023. Due to staffing changes, this area will now serve as the office for the Director of Fire/EMS and will include a smaller conference table for use by the department. The table will be placed on www.publicsurplus.com, an online auctioning site specifically for local and state governments. The initial listing price will be \$400.00. Staff plans to explore other online options for the disposal of the table, if necessary.

Chair Trustee Chen moves to declare the FD Conference table as surplus. Seconded by Trustee Fink.

Recreation Department Update:

The first day of registration for Winter/Spring Activities for residents was on December 2nd. \$77,412 was collected compared to \$70,678 in 2021. A full 2022 budget recap will be presented in the coming months. The new informational monitors are up and working at the Rec Center and Grand Avenue. The Candy Cane Cordial event was a huge success with over 200 participants. The Little Sweetheart Dance is scheduled for Sunday, February 5th at Grand Avenue over 200 participants are signed up. Youth basketball is in full swing with nearly 500 participants. Staff is working on finding additional times for “drop-in” games to increase open gym time per resident request. Staff attended the IPRA/IAPD Annual Conference and found it very informative. Staff is preparing for summer programs.

Capital Summary Report:

West Underpass

Stop signs have been delivered and installed outside of the underpass.

Historic Water Tower Stairs

Staff plans to create an RFP for work on the stairs at the end of the month.

Historic Water Tower Tuckpointing

No substantial update.

Other:

None

Adjournment:

Motion to adjourn the open meeting:

Roll Call: Move to Close

Nicole Chen, Trustee-Chair vote: Aye

Alan Fink, Trustee vote: Aye

Meeting adjourned at 5:27 P.M.

Respectfully Submitted: Nick Partipilo