



Supervisor's Office
Gloria M. Palmblad

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PARKS COMMITTEE MEETING

Ela Town Hall, 1155 E. Route 22, Lake Zurich
Tuesday, August 20, 2019

Minutes

1. Call to Order – 8:33 AM
2. Roll Call – Supervisor Palmblad, Trustee Jennings, Trustee Sikes, Township Manager Stefaniuk, Highway Commissioner Forster, Highway Superintendent Thompson
3. Discussion
 - a. Sideline Drainage
 - The Highway Department has all of the materials necessary in-stock to install a french drain to improve drainage along the sidelines on the west side of the Knox Park football field. Weather permitting, it is planned to be installed at the end of the football season.
 - b. Flames Anniversary Celebration
 - Supervisor Palmblad submitted a \$300.00 request for payment last week to the Flames' representative in order to have an Ela Township Highway Department employee on staff for the celebration event, but she has not heard back yet.
 - c. Field Rental Agreement
 - A field rental agreement was drafted by Manager Stefaniuk for one-time, special event use of an Ela Township park sports field. The agreement was drafted for applicability to Knox Park based on recent interest in use of its sports fields for two upcoming special events.
 - Overall, there was a consensus for approval of the draft and included pricing with the exception of a couple of minor corrections that will be made prior to submitting to the Flames and LZHS for their events. Trustee Sikes recommended adding all Ela Township sports fields on the agreement with adjusting the pricing scheme for field rentals based on the available on-site amenities.
 - It was also discussed that rain cancellations should take place at least 3 hours prior to the event.
 - d. LZHS Field Rental
 - Supervisor Palmblad will send LZHS the updated field rental agreement and has received all other details regarding their upcoming event on Friday, 9/6/19.

- Geoff Meyer as the assigned, on-site Ela Township staff member for the Flames event will clean the Concession Stand bathrooms following this event prior to the Flames event on Saturday morning.
- The Highway Superintendent and/or Township Manager will check on the condition of the Flames grill to ensure it is in good order for concessions to be sold at the LZHS event.

e. AM Woodland Contract

- The Township Manager submitted a contract termination notice on 8/15/19 to AM Woodland, but has not heard back yet. The termination notice explains that landscaping specifications will need to be met at each service location by the end of August in order to receive full payment for the final month serviced. If the August landscaping service is left incomplete at any site, then a partial payment will be submitted as applicable.
- The Township Manager with the Highway Commissioner and Superintendent reviewed landscaping needs for the rest of the season with Milieu landscaping on 8/12/19, which was the second lowest bidder on the landscape maintenance bid. Milieu agreed to maintain his quoted price for the remainder of the season, which has the potential to increase total landscaping costs by \$234 for the year.

f. Flex Update

- Following no payment provided from Chris Colomer of Flex Court upon passing the 10-day grace period provided within our agreement, the Township Manager contacted Flex Court's main office to explain that if no payment would be received by Friday, 8/9/19 at 12pm (noon), then Ela Township's attorney will follow up with them. The receptionist explained that Chris Colomer was no longer employed by Flex Court and the Vice President, Scott Danielson, would be the next point of contact. The Township Manager emailed and left voicemails for both Scott and Chris pertaining to the 8/9/19 deadline for the missed 7/18/19 payment of \$1,000.00.
- On 8/9/19 around 12:23pm, the Township Manager received a call from Chris Colomer explaining that he is in a lawsuit with Flex Court and has left the company recently. He requested an extension to provide payments for both the missed 7/18/19 and upcoming 8/15/19 payments by the end of August, since he was waiting for Flex Court to provide him with a partial settlement payment in August that he would in turn use to pay Ela Township.
- The Township Manager discussed the situation with the Supervisor on 8/9/19, and it was mutually agreed to extend the deadline to Friday, 8/30/19 at 12pm (noon). If payments are not received, then the Township's attorney would be contacted to follow up.
- The hockey rink sports tiles were placed on the online Obenauf Auction website with an end date of 9/4/19 to potentially generate some additional revenue.

g. Knigge Park Lighting

- Associated came out again on Friday, 8/9/19, to address final punch list items any excess concrete spillover onto the parking lot around the light pole bases and landscape restoration. Jeff Schnulle

from Associated stated that they scraped all of the concrete bumps and spillover off the parking lot to make the surface as smooth as possible.

- Upon review of the site by the Township Manager and Highway Department, it was determined that the final punch list items were not sufficiently resolved. The Highway Department went over both punch list items in an attempt to correct any issues, but not all of the concrete spillover was able to be lifted from the parking lot.
- The Township Manager asked committee members how they would like to proceed with final payment for this contract based on the findings aforementioned. It was determined by consensus to withhold 5% (or \$765) from the total contract amount of \$15,300.00, which resulted in a final payment of \$14,535.00. The Township Manager explained that he would draft and submit a letter to explain the final payout for this project.

h. Ela Township Community Park

- Trees in R-O-W: The Highway Department cut more of the willow trees along deerpath road down but is still attempting to work with Village of Lake Zurich Public Works to complete the work.
- Top Dressing: The Highway Department is planning to put down topsoil and seed in September.

4. New Business

- a. Dead Tree at Knox Park: The Supervisor inquired about one of the trees planted last year that appears dead near the east parking lot of Town Hall. The Highway Department stated that it will be removed.
- b. Fairfield Cemetery: The Supervisor forwarded a request made at a recent cemetery board meeting to put bushes down at Fairfield Cemetery to block the Landscaping Company. The Highway Department stated that they would look into it.
- c. Knox Park Dumpsters: The Supervisor inquired whether additional dumpsters have been ordered with Waste Management. The Township Manager stated that he will forward the request to the Township's Waste Management representative.

5. Old Business

- a. Knox Park Shed Roof: The Highway Department mentioned that the Knox Park shed has an opening in one of the soffits that will need to get repaired in addition to the roof replacement. The Township Manager stated that he would inquire about pricing for the additional work with Prate Roofing and have it added to the established quote.

6. Schedule Next Meeting – 10/22/19 @ 8:30 AM

7. Adjournment – 9:46 AM