

Properties and Recreation Committee Meeting Minutes

Wednesday, January 7, 2025, 5:15PM

Village Board Room

740 Hillgrove Western Springs, IL 60558

Call to Order: 5:16PM

Chair-Trustee Phil Nawrocki Presiding

Committee Members Present: Trustee Nicole Chen

Staff Present

Casey Biernacki, Deputy Village Manager

Matthew Supert, Director of Municipal Services

Diana Puga, Municipal Services Coordinator

Jenny Pesek, Administrative Assistant

Daisy Chavez, Assistant to the Village Manager

Roll Call

As noted above.

Approval of Minutes:

Chair Phil Nawrocki motioned to approve the 11/24/2025 Properties and Recreation meeting minutes, second by Trustee Chen. Motion passed unanimously on a voice vote.

Public Comment: None

New Business:

Amendment to the SEASPAR Agreement Deputy Village Manager Casey Biernacki presented to the Committee the change for the annual contribution for the SEASPAR Joint agreement. He reported there is no financial impact to the FY2025 budget as the special recreation levy was established using the recent Cook County data that is \$171,582. Chair Phil Nawrocki motioned to approve an amendment to the joint agreement with **SEASPAR** and second by Trustee Chen. Motion passed unanimously on a voice vote.

Surplus Declaration Diana Puga reported to the Committee that several items have been recommended for surplus. One five drawer file cabinet, and one two drawer file cabinet and storage. The items will be sold via auction through Public Surplus. Chair Phil Nawrocki motioned to approve the surplus property as presented and seconded by Trustee Chen. Motion passed unanimously on a voice vote.

2026 Tree Inventory Update Diana Puga reported the lowest bidder for a contract with Advanced Tree Care Inventory Updates for 2026 for an amount not to exceed \$29,000.00. The Village has committed to performing a comprehensive update to the existing tree inventory every five years. Trustee Nicole Chen motioned to approve the contract with the lowest and responsible bidder Advanced Tree Care for 2026 not to exceed \$29,000 and seconded by Chair Nawrocki. Motion passed unanimously on a voice vote.

Landscaping Maintenance Services Agreement-Beary Landscape Diana Puga presented a contract renewal for the Village Maintenance Services for a 1-year period with Beary Landscape Management in the amount of \$91,779.00. This would be a second renewal since awarded in April 2024. Chair Phil Nawrocki motioned to approve the renewal contract with Beary Landscape Maintenance Services in the amount of \$91,779.00 and seconded by Trustee Chen. Motion passed unanimously on a voice vote.

HVAC Maintenance Services Contract Renewal-YMI Group Diana Puga reported staff is seeking renewal with the YMI Group for the HVAC Maintenance contract. Services should not exceed \$17,995.00. Chair asked if this is for all buildings and it was confirmed HVAC maintenance for all Village buildings. Chair Phil Nawrocki motioned to approve the contract for the HVAC Maintenance Services by the YMI Group not to exceed \$17,995.00 and seconded by Trustee Chen. Motion passed unanimously on a voice vote.

Renewal Agreement with Winkler Tree & Lawn Care-Tree Trimming Services Diana Puga presented to the Committee the renewal for Tree Trimming Services. Staff is recommending the renewal for the third year, not to exceed \$115,000. This is an annual budgeted amount. Chair Phil Nawrocki motioned to approve the contract renewal for Winkler Tree & Lawn Care Tree Trimming Services not to exceed \$115,000 and seconded by Trustee Chen. Motion passed unanimously on a voice vote.

Other Business: None

Schedule for the Next Committee Meeting

The next Properties & Recreation Committee meeting will be held on 2/3/2026

Adjourn

Chair Phil Nawrocki motioned to adjourn the meeting, seconded by Trustee Nicole Chen. Motion passed unanimously on a voice vote.

Meeting adjourned at 5:28 PM

Respectfully Submitted:

Jenny Pesek