



Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

Parks and Properties Committee Meeting

February 16, 2017

6:00pm

Joe Doud Administration Building, 545 Academy Drive

AGENDA

- I. Call to Order—Chair Chambers; Commissioners Chalem and Randel
- II. Recognition of Visitors
- III. Approval of Minutes
 - o Parks and Properties Committee Meeting of January 16, 2017
- IV. Unfinished Business
 - A. Adopt Comprehensive Master Plan
 - B. Special Event Rentals in the Parks
- V. New Business
 - A. Consider Northeast Mowing Contract, Bid 2121
 - B. Consider Southwest Mowing Contract, Bid 2122
 - C. Discussion Regarding Parking of Private Vehicles in Park District Parking Lots (Sec. 5.15 c.2)
- VI. Informational Items / Verbal Updates
 - A. Capital Improvement Projects
 1. Northbrook Sport Center Pool
- VII. Next Meeting—March 14, 2017 at 6:00pm, Joe Doud Administration Building
- VIII. Adjournment

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Northbrook Star, Village of Northbrook,
Posted on Park District Website: nbparks.org

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at (847) 291-2960, Monday through Friday 8:30am until 5:00pm, or by email to eloftus@nbparks.org at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.



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MEMORANDUM

To: Parks and Properties Committee
From: Ed Dalton, Director of Parks and Properties
Agenda Item: IV. A. Adopt Comprehensive Master Plan
Date: February 10, 2017

Staff Recommendation:

Staff recommends adopting the Moving Forward 2026 Comprehensive Master Plan, to provide direction for the Park District throughout the next ten years.

Background and Analysis:

A revised draft of the Comprehensive Master Plan was provided to the Committee on January 13, 2017. Upon review at the January 16, 2017 Committee Meeting, additional edits were identified. Since then, staff has worked with Hitchcock Design Group to incorporate these changes. Staff are also aware that some typos/grammatical errors are still present within the document. These errors will be edited prior to adoption of the final document.

Motion:

The Parks and Properties Committee Chair moves to adopt the Moving Forward 2026 Comprehensive Master Plan to the full Board for approval.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: Ed Dalton, Director of Parks and Properties; Eileen Loftus, Director of Leisure Services
Agenda Item: IV. B. Special Event Rentals in the Parks
Date: February 10, 2017

Background & Analysis:

Per the direction of the Parks and Properties Committee members in November, staff investigated the possibility of allowing rentals at the Bluegill Shelter in Techny Prairie Park and Fields (TPPF). Staff research included an exploration of the annexation agreements of the Anetsberger property and the additional six acres with the Village of Northbrook, and the General Conduct Ordinance of the Northbrook Park District.

With the exception of Northbrook Days, past and current practices for all rentals at parks and facilities do not allow for alcohol consumption. However, through staff investigation, it has been determined that laws and ordinances allow for private parties (invitation only events) with appropriate permits to provide alcohol for guests as long as it is distributed legally and not sold.

In regards to the alcohol provisions in the annexation agreements, it has been determined that the license referred to does not give the Park District any more or less authority to dispense or provide alcohol than current laws and ordinances. Any event outside of a private party sponsored by the Park District, a corporation, or a resident would require an appropriate license from the Village of Northbrook.

At this time, staff is requesting direction from the Parks and Properties Committee members on whether to:

1. Keep current permitting practices in place and deny alcohol for all groups, except Northbrook Days.
2. Change current permitting practices and develop procedures and guidelines to provide the option of alcohol for private parties at all shelters / designated areas in parks.
3. Change current permitting practices and develop procedures and guidelines to provide the option of alcohol for private parties at specific shelters in parks.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: Ed Dalton, Director of Parks and Properties
Agenda Item: V. A. Consider Northeast Mowing Contract, Bid 2121
Date: February 10, 2017

Staff Recommendation:

Staff recommends the approval of the Northeast Mowing Contract base bid from Moore Landscapes Inc. of Northbrook, IL in the amount of \$98,064 for a three-year contract.

Background & Analysis:

The project will consist of the Contractor providing weekly mowing service to the District's northeast region, including: Brees Park, Cedar Lane Lot A, Cedar Lane Tot Lot, Countryside Park, Crestwood Park, Dundee Fire House & Water Filtration, Englehardt Park, Greenbriar School, Meadow Lane Tot Lot, Meadowbrook School, Oaklane Park, Tower Rink & Williamsburg Park.

Six contractors submitted bids that are listed below:

Company	Base Bid 2017 – Yr 1	Base Bid 2018 – Yr 2	Base Bid 2019 – Yr 3	TOTAL BASE QUOTE OF ALL THREE YEARS COMBINED
Lizzette Medina Landscape Evanston, IL	\$20,944.84	\$20,944.84	\$20,944.84	\$62,834.52
Moore Landscapes, Inc Northbrook, IL 60062	\$32,688.00	\$32,688.00	\$32,688.00	\$98,064.00
Langton Group Woodstock, IL 60098	\$34,897.26	\$34,897.26	\$34,897.26	\$104,691.78
Alvarez, Inc. Barrington, IL 60010	\$36,204.00	\$37,290.40	\$38,410.48	\$111,904.88
Fleck's Landscaping Wheeling, IL 60090	\$41,748.00	\$41,748.00	\$41,748.00	\$125,244.00
Brightview Landscapes, LLC. Wheeling, IL 60090	\$41,575.00	\$42,825.00	\$44,111.00	\$128,511.00

Below, staff compared the weekly cost and performance of our previous mowing contractors to the recent bids.

2015 - TLC	\$722.38	Contract terminated, per performance
2016 - Fleck's Landscaping	\$997.50	Contractor did not want to renew for financial reasons
2017 - Lizzette Medina	\$748.03	
2017 - Moore Landscapes	\$1,166.57	
2017 - Fleck's Landscaping	\$1,491.00	

NORTHBROOK PARK DISTRICT

With the guidance of legal counsel, staff performed an extensive review of the low bidder, Lizzette Medina Landscape, by requesting additional references that involved school sites and athletic fields. A complete list of Lizzette Medina Landscape's equipment inventory and past three years of financials were reviewed. In addition, staff met with the owner, project estimator and crew leader to ensure the company had a complete understanding of the parks and schools to be mowed and the level of our expectations for the work. Following the reviews and discussions, Lizzette Medina Landscape has requested that their bid be rejected.

Staff recommends Moore Landscapes Inc., as they have been our mowing contractor at Village Green Park, Meadowhill Park, Anets and Techny Prairie Park and Fields for the past two years and have performed very well. Furthermore, they are responsive when we call for additional mowing services and provide quality workmanship.

Explanation:

1. Budgeted Cost: To be included in the 2017 Fiscal Year Budget
2. Budget Source: 10031-5224 Operations Budget

Motion:

The Parks and Properties Committee Chair moves to approve the Northeast Mowing Contract for \$98,640 from Moore Landscapes Inc. of Northbrook, IL for a three-year contract to the full Board for approval.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
 From: Ed Dalton, Director of Parks and Properties
 Agenda Item: V. B. Consider Southwest Mowing Contract, Bid 2122
 Date: February 10, 2017

Staff Recommendation:

Staff recommends the approval of the Southwest Mowing Contract base bid from Brightview Landscapes, LLC. of Wheeling, IL in the amount of \$137,001 for a three-year contract.

Background & Analysis:

The project will consist of the Contractor providing weekly mowing service to the District's southwest region including: Field Jr. High School, Floral Drive Park, Greenview Park, Hampton Lane Detention, Maple Jr. High School, Public Safety Center, Stonegate Park, Sportsman's Country Club (parkway and entrance), Wescott Park & Wescott School.

Six contractors submitted bids that are listed below:

Company	Base Bid 2017 – Yr 1	Base Bid 2018 – Yr 2	Base Bid 2019 – Yr 3	TOTAL BASE QUOTE OF ALL THREE YEARS COMBINED
Lizzette Medina Landscape Evanston, IL 60203	\$25,284.56	\$25,284.56	\$25,284.56	\$75,853.68
Langton Group Woodstock, IL 60098	\$39,414.02	\$39,414.02	\$39,414.02	\$118,242.06
Brightview Landscapes, LLC. Wheeling, IL 60090	\$43,010.00	\$46,301.00	\$47,690.00	\$137,001.00
Moore Landscapes, Inc. Northbrook, IL 60062	\$46,368.00	\$46,368.00	\$46,368.00	\$139,104.00
Fleck's Landscaping Wheeling, IL 60090	\$54,544.00	\$54,544.00	\$54,544.00	\$163,632.00
Alvarez, Inc. Barrington, IL 60010	\$59,598.00	\$61,386.08	\$63,228.76	\$183,212.84

Below, staff compared the weekly cost and performance of our previous mowing contractors to the recent bids.

2015 - TLC	\$664.00	Contract terminated, per performance
2016 - Fleck's Landscaping	\$1137.00	Contractor did not want to renew for financial reasons
2017 - Lizzette Medina	\$824.72	
2017 - Langton Landscape	\$1195.71	
2017 - Brightview Landscape	\$1385.71	
2017 - Fleck's Landscaping	\$1681.00	

NORTHBROOK PARK DISTRICT

With the guidance of legal counsel, staff performed an extensive review of the low bidder, Lizzette Medina Landscape, by requesting additional references that involved school sites and athletic fields. A complete list of Lizzette Medina Landscape's equipment inventory and past three years of financials were reviewed. In addition, staff met with the owner, project estimator and crew leader to ensure the company had a complete understanding of the parks and schools to be mowed and the level of our expectations for the work. Following the reviews and discussions, Lizzette Medina Landscape has requested that their bid be rejected.

Staff requested the same information from the next lowest bidder, Langton Landscapes. Their references were for residential condominium associations, so they did not provide references for similar experience to mowing parks, athletic fields or school sites.

Brightview Landscapes LLC. (formerly Brickman Landscapes) is the next lowest, qualified bidder. Brightview has been our mowing contractor on several occasions and has performed well.

Explanation:

1. Budgeted Cost: To be included in the 2017 Fiscal Year Budget
2. Budget Source: 10031-5224 and 20900-5224 Operations Budgets

Motion:

The Parks and Properties Committee Chair moves to approve the Southwest Mowing Contract for \$137,001 from Brightview Landscapes, LLC. of Wheeling, IL for a three-year contract to the full Board for approval.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: Ed Dalton, Director of Parks and Properties
Agenda Item: V. C. Discussion Regarding Parking of Private Vehicles in Park District Parking Lots (Sec. 5.15 c.2)
Date: February 10, 2017

A resident has requested that the Park District discuss modifying our General Conduct Ordinance (Section 5.15 c.2) regarding limiting the length of time private vehicles are allowed to park in our parking lots during business hours.

General Conduct Ordinance Sec. 5.15 Parking, Standing or Stopping reads as follows:

- a. No Person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition and removing the keys and when standing upon any perceptible grade, without effectively setting the brake thereon and turning the front wheels to the curb or side of the roadway.
- b. No Person shall park a vehicle on District Property except in established or designated parking areas, in accordance with the posted directions and markings or with the directions of any attendant who may be present.
- c. No Person shall park any vehicle or allow any vehicle to remain parked on District Property beyond the normal closing hour of the District, except when a different closing hour has been designated by the District for that area or unless express written permission therefore has first been obtained from the District and in which the District will notify the Village Police.
 1. No vehicles shall be in any parking lots owned or controlled by the District between the hours of 2:30 AM and 5:00 AM without written authorization from the District.
 2. No Person shall park any vehicle or equipment either in an occupied or unoccupied state in or on the Village Green parking lot at 1810 Walters Avenue, for any period or periods of time in excess of two (2) hours in aggregate, between the hours of 8:30 AM and 5:00 PM, Monday through Friday except state or federal holidays or with written authorization from the District.

The request stems from a local business (Mango Construction), located along Techny Road in unincorporated Northbrook, having from four to six employees park their personal vehicles in our parking lot at Techny Prairie Park and Fields. The resident is requesting we modify our Ordinance to resemble a two hour limit, similar to the restrictions we have for the Village Green parking lot.

Pc: Molly Hamer, Executive Director