



**Board of Park Commissioners  
Parks and Properties Committee  
Meeting Minutes**

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Parks and Properties Committee Meeting of the Northbrook Park District Board of Commissioners held Thursday, February 16, 2017 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER– The meeting was called to order at 6:02pm by Chair Chambers.

Members Present– Chair Chambers; Commissioners Chalem and Randel

Members Absent– None

Ex-Officio Members– Commissioners Schyman, Slepicka & Ziering; Executive Director Hamer

Staff– Directors Baron, Dalton, Loftus, Munn, Trongnetpanya and Ziolkowski; Administrative Assistant King

RECOGNITION OF VISITORS– None

APPROVAL OF MINUTES– Parks and Properties Committee Meeting Minutes of January 16, 2017 were approved as presented.

UNFINISHED BUSINESS–

**Adopt Comprehensive Master Plan**

Executive Director Hamer noted that the Comprehensive Master Plan is a fluid document and, as such, its timeline will likely be adjusted periodically. After a brief discussion, the Committee moved to approve the Moving Forward 2026 Comprehensive Master Plan to the full Board for adoption.

**Special Event Rentals in the Parks**

Director Dalton spoke with the District’s legal counsel, who noted that allowing alcohol at private parties will increase the District’s exposure to the liabilities of an overserved individual. Director Dalton further noted that if the District decides to allow alcohol at private parties/rentals, the District’s legal counsel recommended including specific, restrictive language within any literature/waivers required when booking the rentals. Director Loftus noted that the District does not currently staff private events; however, she will research the cost of hiring an outside source to staff private parties requesting alcohol. After further discussion among the Committee and staff, the consensus of the Committee was to direct staff to change current permitting practices and develop procedures and guidelines to provide the option for alcohol for private parties at the Bluegill Shelter of Techny Prairie Park and Fields.

NEW BUSINESS–

**Consider Northeast Mowing Contract, Bid 2121**

Director Dalton explained that staff performed an extensive review of the lowest bidder, Lizzette Medina Landscape, as their bid was substantially lower than the other five bidders and their original references did not include comparable work. He further explained that after staff discussed the District’s expectations for the work with Lizzette, Lizzette requested that their bid be rejected. Director Dalton noted that the second lowest bidder, Moore Landscapes Inc., has performed well for the District in the past. The Committee moved to approve the Northeast Mowing Contract for \$98,064 from Moore Landscapes Inc. of Northbrook, IL for a three-year contract to the full Board for approval.

# NORTHBROOK PARK DISTRICT

## **Consider Southwest Mowing Contract, Bid 2122**

Director Dalton explained that staff performed an extensive review of the lowest bidder, Lizzette Medina Landscape, as their bid was substantially lower than the other five bidders and their original references did not include comparable work. He also explained that, upon review of the second lowest bidder, Langton Group, staff found that the company did not provide references for similar experience and that the company showed a net negative balance. Director Dalton noted that the third lowest bidder, Brightview Landscapes, LLC, has performed well for the District in the past. The Committee moved 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.

## **Discussion Regarding Private Parking of Vehicles in Park District Parking Lots (Sec. 5.15 c.2)**

Director Dalton explained that a resident contacted the District regarding a business on the south side of Techny whose four to six employees regularly park their personal vehicles in the District's parking lot at Techny Prairie Park and Fields. Director Dalton further explained that he spoke with the District's legal counsel about modifying Sec. 5.15 c.2 of the District's General Conduct Ordinance. The District's legal counsel provided several suggestions for resolution, including: adding signage notating "For Park District Use Only", adding signage specifying a maximum parking time limit, or entering into an agreement with the company.

After a detailed discussion regarding the aforementioned options, the Committee decided to table the discussion and discuss the matter further at a future Committee meeting. In the meantime, the Committee advised staff to reach out to the company to inform them that the District is considering modifying the Ordinance.

## INFORMATIONAL ITEMS/VERBAL UPDATES

### **Sports Center Pool Update**

Director Dalton noted that the project is ahead of schedule. He also noted that a walkthrough of the locker rooms is scheduled for this week, after which, the Village will perform a final inspection and provide the locker room occupancy numbers.

### **Art in the Park**

Director Loftus announced that the annual Art in the Park event will not occur this year, as the Arts Commission was unable to secure a contractor to facilitate the event. She noted that the Arts Commission had identified a potential contractor; however, upon negotiation, the contractor required four years of right of first refusal for the event and the Village was uncomfortable with offering a multi-year contract. The Arts Commission may plan a smaller event instead of Art in the Park this year.

### **Controlled Burn at Techny Prairie Park and Fields**

Director Dalton announced that a controlled burn for Techny Prairie Park and Fields is scheduled for 10am tomorrow. He explained that the property is on a three-section rotation, to avoid displacing the habitats of the wildlife in the area.

### **Memorial Requests for Mailcarrier Rudy Loosa**

Director Dalton noted that a group of Northbrook residents has contacted the District to coordinate a memorial for local mailcarrier, Rudy Loosa. Director Dalton provided details about the District's Tree and Bench Donation Program, however the group was more interested in donating a statue or dedicating a park. Director Dalton informed the group that the District does not accept statue donations and that a District policy restricts naming parks after individuals.

### **4th of July Parade Grand Marshal**

Director Loftus announced that the Park District will be the Grand Marshal of the Northbrook 4th of July parade this year, in honor of the District's 90<sup>th</sup> anniversary. Additionally, as part of the festivities, all former Commissioners and Executive Directors of the District will be invited to ride at the front of the parade with the current Commissioners.

# NORTHBROOK PARK DISTRICT

## **Wescott Park Grand Opening**

Director Dalton explained that the exact date of the Wescott Park grand opening has not yet been selected, as he is working with Manager Baumgardt to determine when the girls' softball program will begin this year. He further noted that the grand opening will likely occur on a Saturday in April.

## NEXT MEETING

The next Committee Meeting was scheduled for March 14, 2017 at 6:00pm at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the meeting was adjourned at 7:32pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer  
Molly Hamer, Secretary  
Board of Commissioners/tek