



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

Parks and Properties Committee Meeting

August 17, 2020

6pm or immediately following the Golf Operations Committee Meeting
Leisure Center Northbrook Theatre, 3323 Walters Avenue

The Northbrook Park District Board of Commissioners will offer a hybrid option to attend the Committee Meetings on Monday, August 17 starting at 5:30pm. If you wish to attend electronically, provisions have been made to join via Zoom. Please contact Wendy Peterson at wpeterson@nbparks.org or 847-897-6106 by 4pm, Monday, August 17 to request login information. For those who wish to attend in-person, Commissioners and staff will be meeting in the Northbrook Theatre located at the Leisure Center, 3323 Walters Avenue. CDC guidelines will be followed, and a face covering is required. Community members wishing to respectfully share thoughts about any matter concerning the Northbrook Park District may do so during Recognition of Visitors. The Board typically does not immediately respond to public comments or engage in open dialogue, but we are of course actively listening to your comments. If follow up communication is necessary, a Northbrook Park District staff member will contact you within two business days. Thank you for your understanding of these guidelines.

AGENDA

- I. Call to Order—Chair Randel; Members Chalem and Curin
- II. Recognition of Visitors
- III. Approval of Minutes
8/17.32 Parks and Properties Committee Meeting of July 15, 2020
- IV. Informational Items / Verbal Updates
 - A. Activity Center Change Orders and Update
- V. Unfinished Business
- VI. New Business
8/17.33 Consider Cell Tower Site Agreement Extension
8/17.34 Consider Purchase of Techny Prairie Activity Center Furniture
- VII. Old Business
- VIII. Next Meeting – September 16, 2020 at 6pm or immediately following the Administration and Finance Committee Meeting, Leisure Center Northbrook Theatre, 3323 Walters Avenue
- IX. Adjournment

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Daily Herald, 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: 8/17.33 Consider Cell Tower Site Agreement Extension
Date: August 14, 2020

Staff Recommendation:

Staff recommends the approval of the Cell Tower Site Agreement Extension for six months with VB-S1 Assets, LLC.

Background:

At the May 19, 2020 Parks and Properties Committee Meeting, a possible extension to the PSC PrimeCo, L.P. cell tower was discussed. Nicole Karas was contacted by PSC PrimeCo and was asked if the Park District would be willing to extend the cell tower lease for another 6 months. PSC PrimeCo has been negotiating with the Village of Northbrook and the selected site needs to clear some zoning issues. In case these issues cannot be overcome in the next few weeks, PSC PrimeCo is looking for a short-term extension to allow more time to negotiate and construct the new tower. The Committee members instructed staff to pursue a short-term Site Agreement Extension.

Since that time, Nicole Karas has been working with the attorneys and representatives from PSC PrimeCo and we have the attached Agreement for your review and approval. Agreement highlights include:

- Expiration date changed from September 28, 2020 to March 31, 2021
- Rent increase commencing with the first day of the renewal term at 20% to \$2,306.98 per month
- Rent continues through the cell tower removal and restoration
- Updated Indemnification and Insurance Sections

Motion:

The Parks and Properties Committee Chair moves to approve the Cell Tower Site Agreement Extension for six months with VB-S1 Assets, LLC to the full Board for approval.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: Eileen Loftus, Director of Recreation
Agenda Item: 8/17.34 Consider Techny Prairie Activity Center Furniture Purchase
Date: August 14, 2020

Staff Recommendation:

Staff recommends approval to purchase the listed Techny Prairie Activity Center furniture at a not to exceed cost of \$43,712.67 through Henricksen of Itasca, Illinois.

Background & Analysis:

The purchase of furniture includes only the following items: lobby tables and chairs, childcare room tables, chairs and rugs, office conference table, chairs and cabinets, gym viewing chairs, locker room benches, and benches in the stretching area. There are additional storage and operational items to be purchased that have been budgeted for in other areas.

Henricksen has provided furniture and design consultation for the past ten plus years to the Park District. They have worked on projects at the Joe Doud Administration Building, the Northbrook Leisure Center and the Northbrook Sports Center. The chart below indicates a not to exceed cost for the items listed.

<u>Furniture Pieces</u>	<u>Base Pricing</u>	<u>Sub-Total</u>	<u>Total</u>
Lobby Tables and Chairs	\$18,716.00		
Child Care Tables, Chairs, Rugs	\$3,686.00		
Office Tables, Chairs, Cabinets	\$6,481.67		
Gym Viewing Chairs	\$4,064.00		
Locker Room Benches	\$650.00		
Benches in Stretching Area	\$6,465.00	\$40,062.67	
Freight/Installation		\$3,650.00	
Total Package			\$43,712.67

Explanation:

1. Budgeted Cost: \$83,100.00
2. Budget Source: 2020 Capital Improvement Plan – Project Number 1053-6510-PARKS01-18
3. Legal Requirement: None

Motion:

The Parks and Properties Committee Chair moves to approve the purchase of the listed Techny Prairie Activity Center furniture from Henricksen of Itasca, Illinois for a not to exceed cost of \$43,712.67 to the full Board for approval.

Pc: Molly Hamer, Executive Director