



## 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, Tuesday, October 18, 2022 in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:30pm by Chair Curin.

Members Present – Chair Curin; Members Goodman and Simon (via conference call)  
Ex-Officio Members Present – Commissioners Chalem, Chambers, Schyman and Ziering  
Staff Present – Executive Director Hamer; Directors Baron, Bozarth, Leiner, Loftus, Scovic and Tokar; Executive Administrative Assistant Peterson; Parks Division Manager Meyer; Business Manager Drahos; Specialist Scharp; Facilities & Fleet Manager Truhlar; Senior Systems Administrator Smith

RECOGNITION OF VISITORS – None

### APPROVAL OF MINUTES

Commissioner Goodman moved to approve the Minutes of the Parks and Properties Committee Meeting of September 12, 2022. Chair Curin seconded the motion. Motion passed by voice vote.

### INFORMATIONAL ITEMS/VERBAL UPDATES

#### **Licensed Fleet Vehicle Analysis**

Director Leiner presented a draft Licensed Fleet Vehicle Replacement Plan. Staff is recommending a surge buying program tapering off over time to institute an industry standard replacement cycle for most vehicles. The goal of the cycle is to schedule high use vehicles to be replaced every 10-12 years with special use vehicles being scheduled to be replaced every 12-15 years. The District currently owns 29 fleet vehicles and the average fleet vehicle is 12.9 years old. The fleet currently has nine vehicles over 15 years old. Commissioners engaged in a question and answer session.

#### **Meadowhill Aquatic Center Update**

Director Leiner provided an update on the Meadowhill Aquatic Center project which is included in the Comprehensive Master Plan. Included in the 2022 Capital Improvement Plan, FGMA Architects was engaged to provide an existing conditions assessment of the facility. FGMA found the facility to be well maintained however several areas of concern were noted. The project at Meadowhill Aquatic Center has been identified as a Fiscal Year 2024 Open Space Land Acquisition and Development (OSLAD) eligible project. Staff recommends submitting this project next year for the OSLAD grant cycle. Director Liner presented an initial project planning timeline and noted that the scope proposed would not require a seasonal closure of the pool. Commissioners engaged in a question and answer session.

#### **2023 Board Workshop: Envision and Prioritize**

Executive Director presented information on a planned Board Workshop in 2023. The purpose of the Workshop would be to review goals of the 2021 Comprehensive Master Plan Update, explore projects and determine project sequencing and scope. Commissioners engaged in a question and answer session.

#### **2022 CIP Project Update – Trail Through Time**

Executive Director Hamer reviewed information on the Trail Through Time which is an aging outdoor amenity. The design has been difficult to maintain. Signage is included in the 2022 Capital Improvement Plan and staff determined that it was not in the District's best interest to invest in signs when amenity maintenance is required. Staff proposes including the Trail Through Time in the 2023 Capital Improvement Plan to reimagine and create a vision for moving forward. This project

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would be a topic at the 2023 Board Envision and Prioritize Workshop. Commissioners engaged in a question and answer session.

## **West Park Update**

Director Leiner provided an update on the landscape project at West Park. Plant material is being planted and tree maintenance is ongoing.

## **Greenview Park Fence Update**

Director Leiner notified the Board that a contractor has been identified to repair the fence at Greenview Park.

## UNFINISHED BUSINESS – None

## NEW BUSINESS

### **Consider Irrigation Pump and Controls Replacements, Bid #2236**

Director Leiner presented the recommendation to approve the Irrigation Pump Station Replacements, Bid #2236. The irrigation pumps and controllers that service the Heritage Oaks Classic 18 and the Anetsberger Golf Course and Techny Prairie Park and Fields are at the end of their useful life and require replacement. In addition, the irrigation pump controller that services the Heritage Oaks Legacy 9 is nearing the end of its useful life and replacement is being recommended. Commissioners engaged in a question and answer session. Chair Curin called for additional questions. Hearing none, Chair Curin moved to approve the Irrigation Pump and Controls Replacements, Bid #2236 for the Total Base Bid and Alternate #3 for the replacement of Heritage Oaks Classic 18 Irrigation Pump and Controller, Anetsberger Golf Course and Techny Prairie Park and Fields Irrigation Pump and Controller, Heritage Oaks Legacy 9 Irrigation Pump Controller only, and the connection of the Heritage Oaks Golf Club Well Pump station to the Classic 18 controller, in the amount of \$643,011.00 from Leibold Irrigation, Inc. of East Dubuque, Illinois to the full Board for approval. Commissioner Goodman seconded the motion. Motion passed on voice vote.

### **Consider Contract Tree Maintenance Services, Bid #2231**

Director Leiner presented background information on the Contract Tree Maintenance Services, Bid #2231. Commissioners engaged in a question and answer session. Chair Curin called for additional questions. Hearing none, Chair Curin moved to approve the three-year hourly rate contract for Tree Maintenance Services, Bid #2231 from Nels Johnson SavATree of Evanston, Illinois to the full Board for approval. Commissioner Goodman seconded the motion. Motion passed on voice vote.

Chair Curin moved to approve a \$65,000 allocation of Grounds Department surplus wages to be expensed on tree maintenance to the full Board for approval. Commissioner Goodman seconded the motion. Motion passed on voice vote.

### **Consider Contract Mowing Services – Northeast, Bid #2232**

Director Leiner reviewed the Contract Mowing Services – Northeast, Bid #2232. Commissioners engaged in a question and answer session. Chair Curin called for additional questions. Hearing none, Chair Curin moved to approve the Northbrook Park District Contract Mowing Services – Northeast, Bid #2232 to Moore Landscapes, LLC of Lake Northbrook, Illinois for the total base bid of \$178,857.96 for three years to the full Board for approval. Commissioner Simon seconded the motion. Motion passed on voice vote.

### **Consider Contract Mowing Services – Southwest, Bid #2233**

Director Leiner reviewed the Contract Mowing Services – Southwest, Bid #2233. Chair Curin called for questions. Hearing none, Chair Curin moved to approve the Northbrook Park District Contract Mowing Services – Southwest, Bid #2233 to Milieu Design, LLC of Lake Zurich, Illinois in the amount of \$185,300.00 for three years to the full Board for approval. Commissioner Simon seconded the motion. Motion passed on voice vote.

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## **Consider Landscape Maintenance Services, Bid #2234**

Director Leiner reviewed the Landscape Maintenance Services, Bid #2234. Commissioners engaged in a question and answer session. Chair Curin called for additional questions. Hearing none, Chair Curin moved to approve the Contract Landscape Maintenance Services, Bid #2234 year one of the Base Bid and year one of the Fall Clean-up Alternate from Milieu Design, LLC of Lake Zurich, Illinois for the total amount of \$69,645.00 with the option to renew years two and three to the full Board for approval. Commissioner Goodman seconded the motion. Motion passed on voice vote.

## **Consider Natural Area Management, Bid #2235**

Director Leiner reviewed the Natural Area Management, Bid #2235. Chair Curin called for questions. Hearing none, Chair Curin moved to approve the Natural Area Management, Bid #2235 base bid from V3 Construction Group, Ltd. of Woodridge, Illinois in the amount of \$250,411.00 for a three-year contract to the full Board for approval. Commissioner Simon seconded the motion. Motion passed on voice vote.

OLD BUSINESS – None

## NEXT MEETING

The next Parks and Properties Committee Meeting was scheduled for November 14, 2022 at 6:30pm, Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 7:54pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary  
Board of Commissioners/wp