



## 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 Monday, March 11, 2024 in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:46pm by Chair Goodman.

Members Present – Chair Goodman; Member Kumar and Silverman (left at 8:23pm)

Ex-Officio Members Present – Commissioners Chalem, Chambers, Chao (left at 8:28pm) and Schyman

Staff Present – Executive Director Leiner; Directors Baron, Kim, Loftus, Scovic and Tokar; Executive Administrative Assistant Peterson; Administrative Assistant Taylor; Business Manager Drahos; Project & Operations Supervisor Scharp; Superintendent of Parks & Golf Maintenance Meyer; Trades Manager Vest; Athletics Manager Shea; Recreation Intern Oribello (left at 8:28pm)

Guest – Steve Konters and Jenna Beck, Hitchcock Design Group (left at 8:05pm)

### RECOGNITION OF VISITORS

Jason Risdon, Northbrook resident

### AMEND AGENDA

Chair Goodman called for a motion to amend the Agenda. Commissioner Silverman moved to Amend the Agenda to move New Business Item 3/11.13 Consider Professional Services Agreement with Gewalt Hamilton Associates, Inc. and 3/11.14 Consider Renewal of Custodial Services – Various Locations, Bid #2217 to follow Approval of Minutes. I also move to amend the order of all Informational Items as follows:

- B. Outdoor Athletic Field and Hard-Court Assessment Update
- G. Park Site and Facility Naming Policy Review
- F. Techny Prairie Park and Fields Cell Tower
- C. Solar Panel Lease Opportunity Northbrook Sports Center
- A. Preparation for 2024 Outdoor Athletic Season
- E. Bid Solicitation Guidelines
- D. Techny Prairie Activity Center UL Verified Ventilation and Filtration

Commissioner Kumar seconded the motion. Motion passed by voice vote.

### APPROVAL OF MINUTES

Commissioner Silverman moved to approve the Minutes of the Parks and Properties Committee Meeting of February 12, 2024. Commissioner Kumar seconded the motion. Motion passed by voice vote.

### NEW BUSINESS

#### **Consider Professional Services Agreement with Gewalt Hamilton Associates, Inc.**

Director Kim provided background information on the Professional Services Agreement with Gewalt Hamilton Associates, Inc. for engineering services for the renovation of Wood Oaks Green Park parking lots. These services cover both the north (entrance from Sanders Road) and south (entrance from Walters Avenue) parking lots, existing conditions survey, pre-design coordination, construction documents and permitting. Commissioners engaged in a question-and-answer session. Chair Goodman called for additional questions. Hearing none, Commissioner Silverman moved to approve the Professional Services Agreement with Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois for engineering services for

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the renovation of Wood Oaks Green Park parking lots (north and south) in the amount of \$64,400.00 and an amount not to exceed \$800.00 for Reimbursable Expenses for a total amount of \$65,200.00. Commissioner Kumar seconded the motion. Motion passed by voice vote.

## **Consider Renewal of Custodial Services – Various Locations, Bid #2217**

Director Kim provided background information on the renewal of the Custodial Services – Various Locations, Bid #2217. Custodial services are for the Joe Doud Administration Building, Meadowhill Aquatic Center, Heritage Oaks Golf Club Clubhouse, Range Service Building and the Golf Maintenance Building. In addition, window cleaning will occur at Heritage Oaks Golf Club Clubhouse during April through November (all interior and exterior glass) and at Techny Prairie Activity Center every other month April through October (second-floor exterior). Two additional restroom cleanings per day will be provided at the Clubhouse and Range Service Building from March through November. Chair Goodman called for questions. Hearing none, Commissioner Silverman moved to recommend a one-year renewal for year three of the three-year bid of the Custodial Services – Various Locations, Bid #2217 to Bravo Services, Inc. of Chicago, Illinois in the amount of \$130,592.88 to the full Board for approval. Commissioner Kumar seconded the motion. Motion passed by voice vote.

## INFORMATIONAL ITEMS/VERBAL UPDATES

### **Outdoor Athletic Field and Hard-Court Assessment Update**

Director Loftus introduced Steve Konters and Jenna Beck from Hitchcock Design Group. Mr. Konters and Ms. Beck will provide information on strategies and vision plans and will seek feedback from Commissioners to provide guidance for preparation of the final assessment document that will be delivered to the Board in April. The focus of the presentation will be on the following Parks: Indian Ridge, Meadowhill, Stonegate, Techny Prairie Park and Fields, Village Green, West and Wood Oaks Green. Commissioners engaged in a question-and-answer session. Chair Goodman thanked Mr. Konters and Ms. Beck for their presentation.

### **Park Site and Facility Naming Policy Review**

Executive Director Leiner discussed a proposal from a donor regarding naming rights at a park amenity. Commissioners engaged in a question-and-answer session.

### **Techny Prairie Park and Fields Cell Tower**

Executive Director Leiner provided background information on a cell tower lease with Crown Castle on the property at Techny Prairie Park and Fields adjacent to the railroad track. The District extended the lease in the past and Crown Castle is seeking to renegotiate the lease. Commissioners engaged in a question-and-answer session.

### **Solar Panel Lease Opportunity Northbrook Sports Center**

Director Kim provided background information on the opportunity to lease the Northbrook Sports Center roof for the purpose of installing solar panels/photovoltaic plant (PV Plant) via a long-term lease with Reagly LLC. Commissioners engaged in a question-and-answer session. The Board provided consensus to pursue the opportunity with Reagly LLC.

### **Preparation for 2024 Outdoor Athletic Season**

Director Loftus provided an update on preparation for the 2024 outdoor athletic season and highlighted field improvements that have been completed or are scheduled to be completed in the coming months as weather conditions permit. Additional projects will be noted in the Athletic Field and Hard-Court Assessment that will require additional planning and Board prioritization to be incorporated in future planning cycles. Director Loftus thanked Superintendent Meyer and Manager Shea for their contributions. Commissioners engaged in a question-and-answer session. Chair Goodman thanked Director Loftus and staff on the outstanding report.

### **Bid Solicitation Guidelines**

Executive Director Leiner provided the Board with the District guidelines used for soliciting bids on projects over \$30,000. and explained the bid process workflow. Commissioners engaged in a question-and-answer session.

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## **Techny Prairie Activity Center UL Verified Ventilation and Filtration**

Trades Manager Vest investigated a process to verify that Techny Prairie Activity Center (TPAC) met high indoor air quality standards while operating a high energy efficiency. The facility goals of health and sustainability aligned with the Underwriters Laboratory (UL) Verified Ventilation and Filtration Certification with testing provided by a third party SafeTraces. In December 2023, SafeTraces conducted an onsite visit that included inspections and performance testing to evaluate air ventilation and filtration performances within TPAC. The goal of the exercise was to measure and verify HVAC system performance for reducing exposures to respiratory disease. TPAC earned the UL Verified Ventilation and Filtration Certification and is among the first public buildings in the country to do so. Director Scovic noted that a press release and marketing materials will be forthcoming. Chair Goodman thanked Manager Vest for his efforts.

UNFINISHED BUSINESS – None

OLD BUSINESS – None

## NEXT MEETING

The next Parks and Properties Committee Meeting was scheduled for April 8, 2024 at 6:45pm or immediately following the previous Committee Meeting, Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 8:48pm.

Respectfully submitted,  
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/s/ Chris Leiner  
Chris Leiner, Secretary  
Board of Commissioners/wp