



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

## Parks and Properties Committee Meeting

July 22, 2021

6pm or immediately following the Golf Operations Committee Meeting  
Joe Doud Administration Building, 545 Academy Drive

### AGENDA

- I. Call to Order—Chair Chalem; Members Curin and Goodman
- II. Recognition of Visitors
- III. Approval of Meeting Minutes  
7/22.26 Parks and Properties Committee Meeting of June 16, 2021  
7/22.27 Closed Session Minutes of June 16, 2021
- IV. Informational Items / Verbal Updates
  - A. Sports Center Renovation and Remediation
  - B. Adult Programming Opportunities
  - C. Northbrook Days Support
  - D. Comprehensive Master Plan Update Meetings
- V. Unfinished Business  
7/22.28 Consider Sports Center Office Renovation
- VI. New Business  
7/22.29 Consider Purchase of Deep-Tine Aerator, Bid #2203  
7/22.30 Consider Northbrook Sports Center Replacements B-Rink Ceiling Painting, Bid #2205  
7/22.31 Consider Tuckpointing - Administration Building, OMNIA Partners Co-Op Project #25-IL-210585  
7/22.32 Consider Resolution 21-R-4, OSLAD Grant Application for Oaklane Park Renovation Project/22.31  
7/22.33 Consider Northbrook Sports Center Replacements - Change Order #1-Remove Existing Ductwork and Replace with DuctSox
- VII. Old Business
- VIII. Next Meeting – August 17, 2021 at 6pm or immediately following the Golf Operations Committee Meeting, Joe Doud Administration Building, 545 Academy Drive
- 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](http://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](mailto: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: Eileen Loftus, Director of Recreation  
Katie Kotloski, Recreation Division Manager  
Agenda Item: VI. B. Adult Programming Opportunities  
Date: July 16, 2021

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In June of 2019, the Village of Northbrook passed Ordinance 2019-49 amending the Municipal Code and the Annual Fee Ordinance to add new liquor license classes that now include special events. Under the new ordinance, Northbrook Park District can apply for a temporary liquor license for the purposes of expanding programming for adult events.

Preliminary results from the Comprehensive Master Plan statistically valid survey conducted in 2021 indicate the community's desire for adult focused programming at the District. Additionally, with Northbrook Days moving out of Village Green Park, staff now have the opportunity to offer events at this location from the end of July through late fall.

After reviewing the limitations, restrictions and requirements of the amended ordinance, staff have begun preliminary planning for an inaugural event with alcohol in the Village Green Park in Autumn 2021 that will incorporate beer and/or wine. Additional programs and events will be planned and included in the 2022 Fiscal Year Budget.

Specific requirements to pursue the license include the following:

- Operation time not to exceed 8 hours in length between the hours of 10am–12am.
- Event must include a food service component.
- Select employees must complete the Beverage Alcohol Sellers and Servers Education and Training (BASSET) program once every three years.
- Event location must be within an existing facility, enclosed tent, or within an area enclosed by a fence.
- A reasonable, uniform fee must be charged in relation to the number of alcoholic beverages available. For example, the sale of beverage tickets or punch cards as a reliable means of tracing the amount of liquor purchased and consumed by each attendee.

The intent of adult-focused events with an alcoholic beverage component is to attract a new user group to District programs and meet the communicated unmet need for these types of programs as expressed by residents.

**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 Recreation  
Agenda Item: V. 7/22.28 Consider Northbrook Sports Center Office Renovation  
Date: July 16, 2021

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## **Staff Recommendation:**

Staff recommends approval to proceed with the conversion of the rental space at the Northbrook Sports Center to office space for Recreation Division staff.

## **Background:**

At previous Parks and Properties Committee Meetings, staff brought to the Committee the opportunity of converting the Pro Shop in the Sports Center to staff office space. This conversion to office space addresses the desire to centralize Athletics Department staff into one building to promote Recreation Division efficiency.

Staff engaged FGM Architects to formulate a design and construction drawings to provide the Board with a cost estimate for the construction, design and management fees, Furniture, Fixtures and Equipment (FF&E) and a ten percent (10%) contingency. See Exhibit A.

The cost of that proposal was estimated to be \$230,725 of which \$162,110 was for the construction of the proposed renovations. Staff was asked to value engineer the project to lower the cost. In doing so, one of the contractors realized he had misquoted his material costs and that his proposal would be higher not lower.

Staff has since studied the space and determined that the space can be repurposed with wall removals. Staff could complete the project in-house with Trades staff at a considerably lower cost. See Exhibit B.

# NORTHBROOK PARK DISTRICT

## In-House Project Cost Estimate

<b>Construction</b>	<b>Cost</b>		
Contractor Wall Prep	\$ 5,000		
Drywall and Painting	\$ 750		
Floor and Ceiling	\$ 3,700		
Window Film/Frost	\$ 700		
Electrical/Data/HVAC/LED retrofit	\$ 1,750		
Contractor Carpet Cleaning	\$ 400		
<i>Sub Total</i>		\$ 12,300	
<b>FF&amp;E</b>			
Office Furnishings	\$ 16,250		
<i>Sub Total</i>		\$ 16,250	
<b>Contingency</b>			
Fifteen Percent (15%)*	\$ 4,283		
<i>Sub Total</i>		\$ 4,283	
<b>Total</b>			\$ 32,833
<b>Fees</b>			
FGM Architects (paid to FGM)	\$ 15,000		
<i>Sub Total</i>			\$ 15,000
<b>Total</b>			\$ 47,833

\*With the reduced scope, a higher than customary contingency of fifteen (15%) percent is being incorporated into the cost estimate.

With the Trades Department commitment to the golf course renovation and other assigned work from the Trades Work Plan, this project would be scheduled to begin in late November or early December 2021 with a late January or early February 2022 completion date depending on our requirements with snow removal.

From an operational perspective, relocating the Athletics Department has been discussed over the years for a variety of reasons, including the consolidation of Recreation Division staff locations and improved registration operations. Due to the limited hours of operation at the Village Green Center, the office has not been advertised in seasonal guides or on the website as a registration location since 2017. While staff were able to process registrations, the office functioned more as administrative support for the Athletics and Aquatics Departments working out of Village Green.

A strategic personnel move was made as we emerged from COVID-19. The aquatics operation was moved from the Village Green Center to the supervision of the Sports Center Manager as the busy seasons of ice and aquatics complement each other and the facility houses one of the District's two pools. Upon its reopening, the main function of aquatics pass sales will be moved to the Sports Center and be managed by the related staff.

# NORTHBROOK PARK DISTRICT

In 2019, the three registration locations (Sports Center, Leisure Center, and the Village Green Center) conducted 83,713 registration transactions which resulted in approximately \$4,112,330 in revenue. Using approximate subtotals, \$217,000 of the revenue was captured at the Village Green Center in the following categories: \$160,000 in rental processing, \$39,000 in program registration and \$18,000 in dog park and pool registrations. With the addition of the Techny Prairie Activity Center, the percentage of registration taken at Village Green would continue to decline as the majority of customers visit other facilities.

Due to the closure of the Sports Center for construction and the Village Green offices being closed, program and rental registration has been accepted at the Techny Prairie Activity Center. In June, the Leisure Center reopened and is now processing registrations as well. With the circumstances of COVID-19, many customers have moved to online registration processes and the District has continued to expand these services with the NBActivate! app and improved interfaces for customers.

The initial planning for the Village Green Center is to make minor improvements including a new floor surface and the addition of acoustic panels to make the space more attractive for programs, events and rentals. Cost estimates and timeline are being developed. Programming and rentals would not be advertised until the improvements are complete. The Village Green Center will be marketed as an appealing rental space for events such as baby or bridal showers, birthday parties and meetings.

Repurposing the Sports Center Pro Shop to office space results in the following operational advantages to the District:

- The elimination of the office functions at Village Green will result in a reduction of approximately \$35,000 in compensation of part-time employees.
- Internal and external customer service will be improved. The days and hours of the Sports Center are much more conducive to the days and hours of athletics programming. The Sports Center hours will allow more access for volunteer coaches to obtain supplies and for part-time staff to drop off or pick up program items such as scorecards, keys, rosters.
- The Sports Center Customer Service staff will be trained in athletics operations at a higher level which will provide more evening and weekend support for staff and related customers. The prime time for athletics programming is on weekends and evenings, often leaving coaches, instructors and customers without a location for information.
- In addition to providing storage space under the bleachers, the area vacated by the Pro shop will allow the Athletics Department to have supplies in two appropriate and accessible locations (Sports Center and Techny Prairie Activity Center), reducing the amount of time needed for full-time and part-time staff to drive to different locations to prepare for programming.

To replace some of the services of the Pro Shop at the Sports Center, staff are investigating items to sell at the desk as well as a vending machine option to benefit figure and hockey skaters. In addition, a stand-alone blade sharpener will be purchased for hockey players who would like to sharpen their skates before play.

# NORTHBROOK PARK DISTRICT

**Motion:**

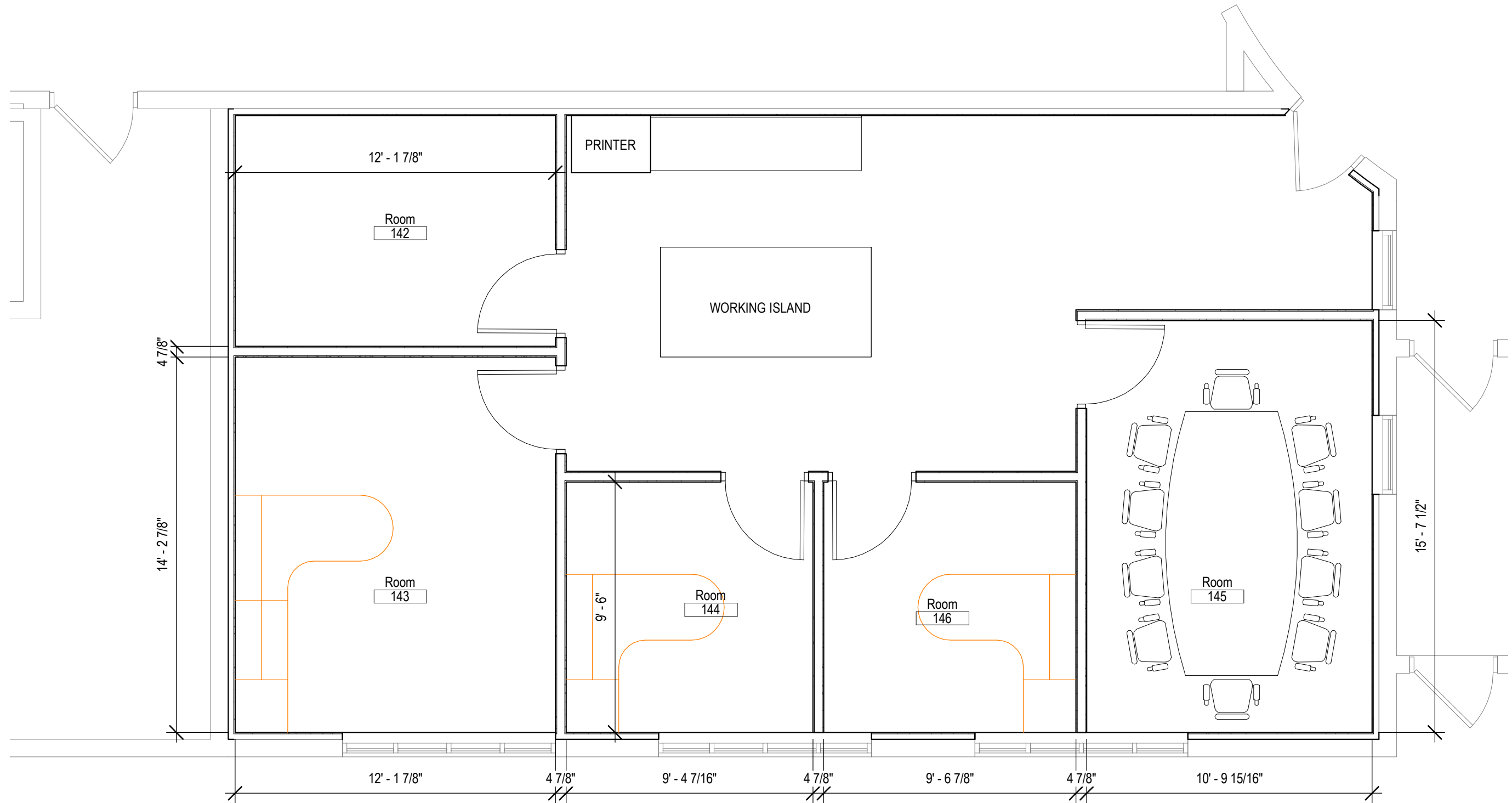
The Parks and Properties Committee Chair moves to approve the conversion of the rental space at the Northbrook Sports Center to office space by in-house staff as shown in Exhibit B to the full Board for approval.

**Pc:** Molly Hamer, Executive Director

# NORTHBROOK SPORTS CENTER REPLACEMENTS

1730 PFINGSTEN RD  
NORTHBROOK, IL 60062

## EXHIBIT A



## NEW - PRO-SHOP - OPT 2

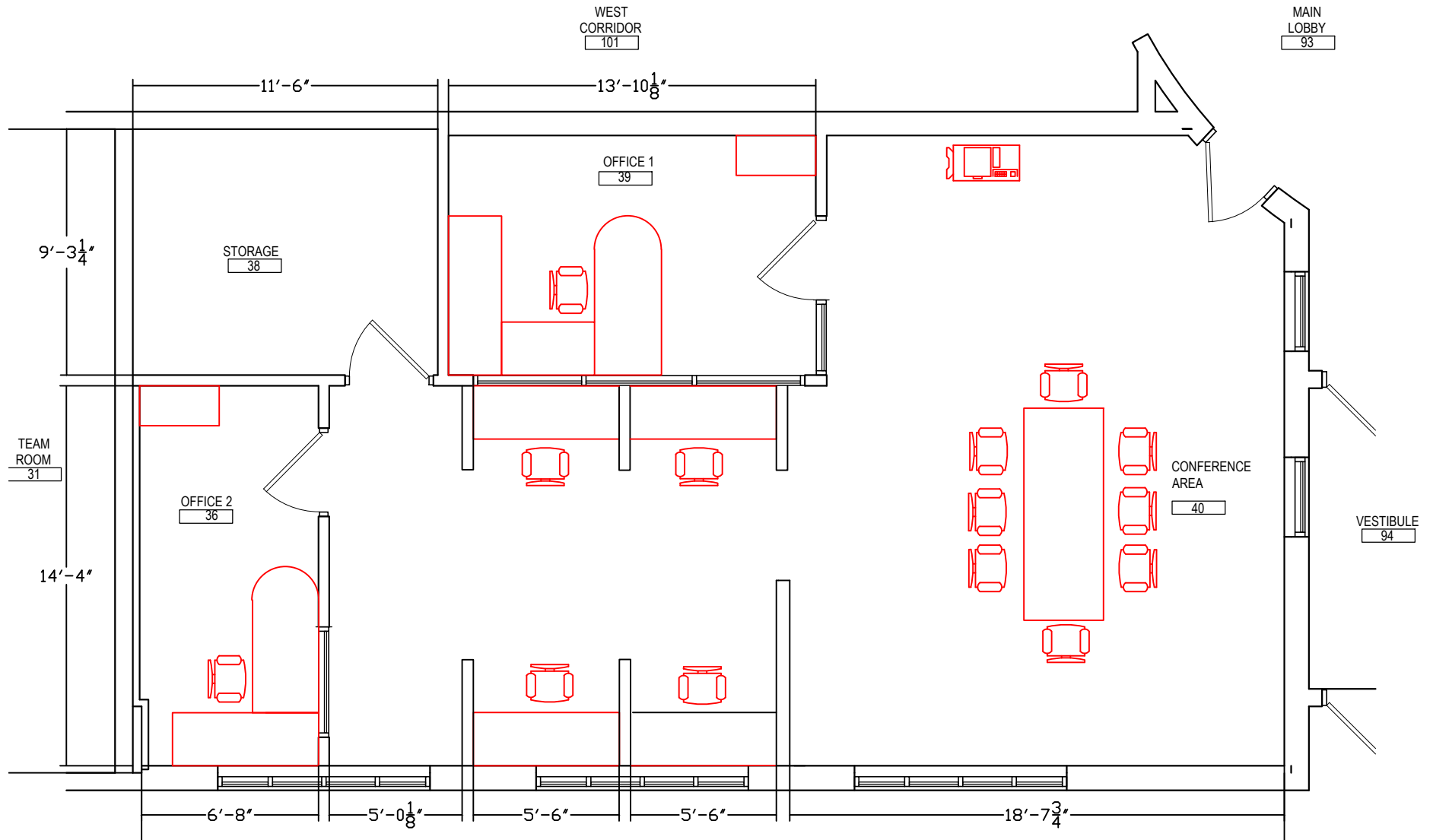
NORTHBROOK PARK DISTRICT SPORTS  
CENTER  
Job No. 20-2935.01

Published 03/19/21  
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## NORTHBROOK SPORTS CENTER REPLACEMENTS

1730 PFINGSTEN RD  
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# PROSHOP - EXISTING



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# MEMORANDUM

To: Parks and Properties Committee  
From: Ed Dalton, Director of Parks and Properties  
Agenda Item: VI. 7/22.29 Consider Purchase of 2021 Wiedenmann XF-6 Deep Tine Aerator, Bid #2203  
Date: July 16, 2021

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## Staff Recommendation:

Staff recommends the approval of the purchase a new 2021 Wiedenmann XF-6 Deep Tine Aerator from JW Turf, Inc. of Elgin, Illinois in the amount of \$37,595.00 after trade in.

## Background & Analysis:

This equipment purchase request is for one Wiedenmann XF-6 Deep Tine Aerator. This new unit will be utilized at Heritage Oaks Golf Club as well as the turf areas in many of the parks and athletic fields. The District will be trading in the 2005 John Deere Aercore 1500, 2006 Toro ProCore 880 and 2002 Redexim Vert-Drain 7316 aerators. The Wiedenmann XF-6 has the capability to replace the three units that are being traded in due to its versatility and speed.

The Redexim Turf products Verti-Drain 2216 and 2519 did not meet the specifications as listed and the bidder failed to include a bid bond as specified in the Project Manual these two bids therefore been rejected.

Bidder	Base Bid	Base Bid - Less Trade-Ins	Total Base Bid
<b>Redexim Turf Products</b> 427 W. Outer Rd. Valley Park, MO 63088	\$31,558.21 Verti Drain 2216	(\$5,000.00)	\$26,558.21
<b>Redexim Turf Products</b> 427 W. Outer Rd. Valley Park, MO 63088	\$34,609.87 Verti Drain 2519	(\$5,000.00)	\$29,609.87
<b>J.W. Turf, Inc.</b> 180 Corporate Drive Elgin, IL 60123	\$42,395.00 Wiedenmann Terra Spike XF6	(\$4,800.00)	\$37,595.00

## Explanation:

1. Budgeted Cost: \$47,000
2. Budget Source: 2021 Capital Improvement Plan – Project Number – 1051-6525-GVE08-20
3. Public / Customer Impact: Increased equipment efficiency
4. Legal Requirement: None

# NORTHBROOK PARK DISTRICT

**Motion:**

The Parks and Properties Committee Chair moves to approve the purchase of a Wiedenmann XF-6 Deep Tine Aerator, Bid #2203 from JW Turf, Inc. of Elgin, Illinois in the amount of \$37,595.00 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: VI. 7/22.30 Consider Northbrook Sports Center Replacements B-Rink Ceiling Painting, Bid #2205  
Date: July 16, 2021

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**Staff Recommendation:**

Staff recommends the approval of the Northbrook Sports Center Replacements B-Rink Ceiling Painting base bid in the amount of \$103,750 from Nedrow Decorating Inc. of Aurora, Illinois.

**Background & Analysis:**

The project includes the preparation and spot priming with Tnemec Series 138 on the Sports Center B-Rink steel roof structure. This portion of the work will be done on a time and material basis for miscellaneous areas as directed by the Park District as the ceiling was covered with the low e-ceiling membrane at the time of bidding. After preparation and spot painting with a primer is complete, the contractor will apply one coat of Tnemec Series 115 over the entire ceiling structure of B-Rink.

This bid work became necessary after the full extent of the remediation work became known. The expanded work made it legally necessary to place the additional work out to bid.

Two contractors submitted a bid that is listed below.

Bidder	Base Bid	Allowance	Total Base Bid
<b>Nedrow Painting</b> 1019 Sill Ave Aurora, IL 60506	\$63,750.00	\$40,000.00	\$103,750.00
<b>Mazarini Inc.</b> 100 South Buffalo Grove 208 Buffalo Grove, IL 60089	\$68,498.57	\$40,000.00	\$108,498.57

Nedrow Decorating Inc. has done work for the Park District in the past five years including the painting of Meadowhill Aquatic Center Children's Pool, Techny Prairie Activity Center, Heritage Oaks Golf Course clubhouse and the first portion of painting of the Sports Center Replacements A-Rink.

**Explanation:**

1. Budgeted Cost: n/a
2. Budget Source: 2021 Capital Improvement Plan: 1053-6515-SC07-20
3. Legal Requirement: None

**Motion:**

The Parks and Properties Committee Chair moves to approve the Northbrook Sports Center Replacements B-Rink Ceiling Painting, Bid #2205 in the amount of \$103,750 from Nedrow Decorating Inc. of Aurora, Illinois 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: 7/22.31 Consider Northbrook Park District Joe Doud Administration Building Tuckpointing – Project # 25-IL-210585  
Date: July 16, 2021

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## Staff Recommendation:

Staff recommends approval of the Agreement and Supplemental Purchase Order with Garland/DBS, Inc. for Roofing Supplies and Services, Waterproofing and Related Products and Services in the amount of \$237,102 for Phase I of this project.

## Background & Analysis:

The project will consist of grinding and tuckpointing of mortar joints and stripping and re-sealing of all control joints and masonry-to-frame joints for wall penetrations, windows, doors and louvers of the east and north elevations of the building. In addition, the existing lintel and window on the north elevation will be replaced and any damaged bricks (up to 40 square feet) will be replaced in Phase I of the project.

The cold storage outer east and north walls and the power washing and sealing of the split face CMU block between the garages was removed from the scope of work to be closer to the budgeted amount of \$235,000. The work to the CMU block was included in the bid to obtain a budget number for future consideration. Garland/DBS, Inc. utilizes cooperative purchasing through OMNIA Partners Sealed Bid #PW1925 for Roofing Supplies and Services, Waterproofing, and Related Products and Services Contract 2019.

Three contractors submitted a bid to Garland/DBS, Inc. as listed below.

Bidder	Base Bid
Union Contracting, Inc. 1016 W. Jackson Boulevard Chicago, IL 60607	\$295,977
Basic Brothers, Inc. 6120 S. Sayre Avenue Chicago, IL 60638	\$328,147
Futurity 19, Inc. 3 Grant Square #310 Hinsdale, IL 60521	\$372,020

Staff recommends proceeding with the revised proposal of \$237,102 reflecting the reduction in scope from \$295,977. Union Contracting, Inc. has completed work with the Park District in the past for tuckpointing at the Leisure Center, Sports Center and the Village Green Center.

# NORTHBROOK PARK DISTRICT

**Explanation:**

1. Budgeted Cost: \$235,000.00
2. Budget Source: 2021 Capital Improvement Plan: 1050-6515-PARKS17-20

**Motion:**

The Parks and Properties Committee Chair moves to approve the Joe Doud Administration Building Tuckpointing in the amount of \$237,102 to Garland/DBS, Inc. of Cleveland, Ohio 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: VI. 7/22.32 Consider Resolution 21-R-4, OSLAD Grant Application for Oaklane Park Renovation Project  
Date: July 16, 2021

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## **Staff Recommendation:**

Staff recommends approval of an Open Space Land Acquisition and Development (OSLAD) Grant Application authorization Resolution for the Oaklane Park Renovation Project.

## **Background and Analysis:**

The OSLAD program is a grant program that provides up to 50% funding assistance (up to \$400,000) for approved development (construction) projects to eligible, local units of government to acquire and/or develop public outdoor recreation areas.

After a neighborhood survey was taken, staff developed three (3) concept plans that were presented at a community input meeting, and at Parks and Properties Committee Meetings in 2019. A final concept was selected and in late 2019, staff and Hitchcock Design Group began the OSLAD application process for a matching \$400,000 grant. The process was halted in early 2020 with the onset of the COVID pandemic.

The Illinois Department of Natural Resources (IDNR) has announced that they will begin accepting OSLAD applications beginning July 15, 2021 through September 1, 2021. Part of this application process is the passage of a Resolution by the Park District indicating that the District has the funds available for this project and is committed to its completion.

Attached is Exhibit A, the Final Park Master Plan as discussed at the March 16, 2020 Parks and Properties Committee Meeting. At that time, the Opinion of Cost Estimate for the grant application was \$964,300. Hitchcock Design Group is working on developing a new cost estimate based on this year's actual bid data for similar projects.

## **Motion:**

The Parks and Properties Committee Chair moves to approve Resolution 21-R-4, Open Space Land Acquisition and Development (OSLAD) Grant Application authorization for the Oaklane Park Renovation Project to the full Board for approval.

**Pc:** Molly Hamer, Executive Director

**Renovation Plan**  
DESIGN SHOWN WITH  
LITTLE TYKES EQUIPMENT

**OAKLANE PARK**

636 Berglund Place  
NORTHBROOK, IL

sheet: 1 of 1

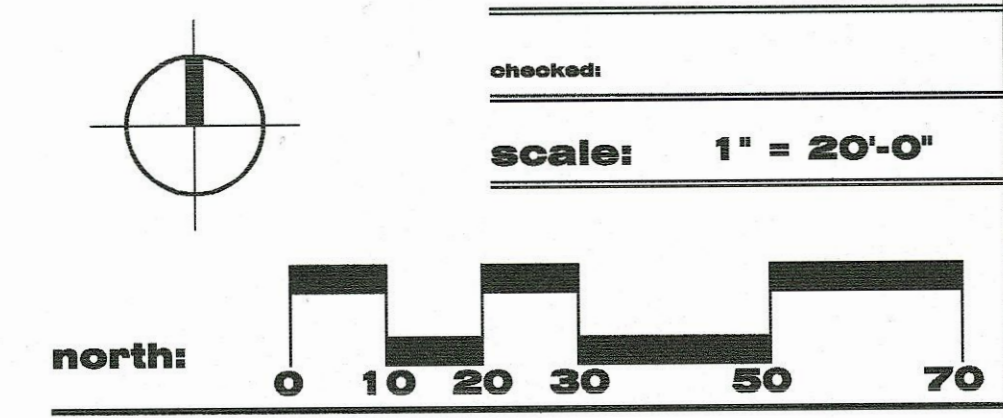
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project no.:

drawn: NB

checked:

scale: 1" = 20'-0"



3-11-20

2-24-20

revisions:





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## MEMORANDUM

To: Parks and Properties Committee  
From: Ed Dalton, Director of Parks and Properties  
Agenda Item: VI. 7/22.33 Consider Northbrook Sports Center Replacements – Change Order #1, Remove Existing Ductwork and Replace with DuctSox  
Date: July 16, 2021

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### **Background:**

At previous Parks and Properties Committee Meetings, staff has described the challenges we were having in finding a solution to the flaking and peeling paint from the galvanized steel ductwork. At the April 19 Committee Meeting, a solution was introduced that involved the removal of the existing ductwork and replacement with a DuctSox.

The DuctSox is made of a fabric material that does not require painting and can be laundered in the future. The cost of this solution was estimated at \$60,382.95.

1. **FE Moran, Inc.** – This is for the removal of existing ductwork in both A and B Rinks and replacing it with a fabric DuctSox.

**Total Line Item Additional Cost: \$60, 382.95**

### **Motion:**

The Parks and Properties Committee Chair moves to approve the Sports Center Replacements – Change Order #1, Remove Existing Ductwork and Replace with DuctSox for \$60,382.95 from FE Moran, Inc. of Northbrook, Illinois to the full Board for approval.

**Pc:** Molly Hamer, Executive Director