



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

Parks and Properties Committee Meeting

August 18, 2022

6:30pm

Joe Doud Administration Building, 545 Academy Drive

AGENDA

- I. Call to Order—Chair Curin; Members Goodman and Simon
- II. Recognition of Visitors
- III. Approval of Meeting Minutes
08/18.32 Parks and Properties Committee Meeting of July 20, 2022
- IV. Informational Items / Verbal Updates
 - A. ComEd Energy Efficiency Grant Update
 - B. Northbrook Sports Center Solar Panel Concept Opportunities
 - C. Irrigation/Well Equipment Evaluation/Future Planning
 - D. Ford Transit 250 High Roof Cargo Van Final Cost
 - E. Techny Prairie Activity Center Facility Regular Maintenance Shut-Down Update
- V. Unfinished Business
- VI. New Business
08/18.33 Consider Williamsburg Square Concept Plan
08/18.34 Consider Resolution 22-R-XX OSLAD Grant Application for Williamsburg Square Renovation
08/18.35 Consider Oaklane Park Professional Service Agreement
08/18.36 Consider Indian Hills Park Basketball Court Replacement, Bid #2228
08/18.37 Consider IDOT De Minimis Request Meadowhill Park
- VII. Old Business
- VIII. Next Meeting – September 12, 2022, at 6:30pm, 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

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.



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

MEMORANDUM

To: Parks and Properties Committee
From: Chris Leiner, Director of Parks & Properties
Agenda Item: 8/18.33 Consider Williamsburg Square Park Phase 1 OSLAD Concept Plan
Date: August 12, 2022

Staff Recommendation:

Staff recommends advancing the Williamsburg Square Park Phase 1 OSLAD Concept Plan for public comment on September 7, 2022.

Background & Analysis:

In FY 2022, Capital Improvement Plan (CIP) funds have been budgeted to develop a concept plan for the renovation of Williamsburg Square Park. The existing Park contains the following major improvements:

- Basketball Courts
- Baseball Field
- Fencing
- Playground
- Open Green Space
- Tennis Court
- Asphalt Walking Path/Trail

In May 2022, the District sent a mailer to 700 residents within a quarter-mile radius of Williamsburg Square Park to determine current demographics, what amenities are used most, color palette preference for the new play equipment, what amenities residents would like to see added and an opportunity to leave comments. The District received 131 responses or an 18% response rate.

At the Parks & Properties Committee Meeting on July 20, 2022, consensus was reached on seeking resident feedback on two previously developed playground concepts for Williamsburg Square Park. Staff from Hitchcock Design Group will attend the Committee Meeting to present the renovation concept for the entire Park. The plan presented aligns with the criteria required to submit a 2023 Open Space Land Acquisition & Development (OSLAD) Grant in the amount of \$600,000.

The plan represents a strong contender for OSLAD consideration. This concept represents maintaining the existing infrastructure, which is currently beyond its useful life, while adding components that align with the grant criteria. The District can choose to grow the project scope beyond what is shown or make revisions requested by the Board.

NORTHBROOK PARK DISTRICT

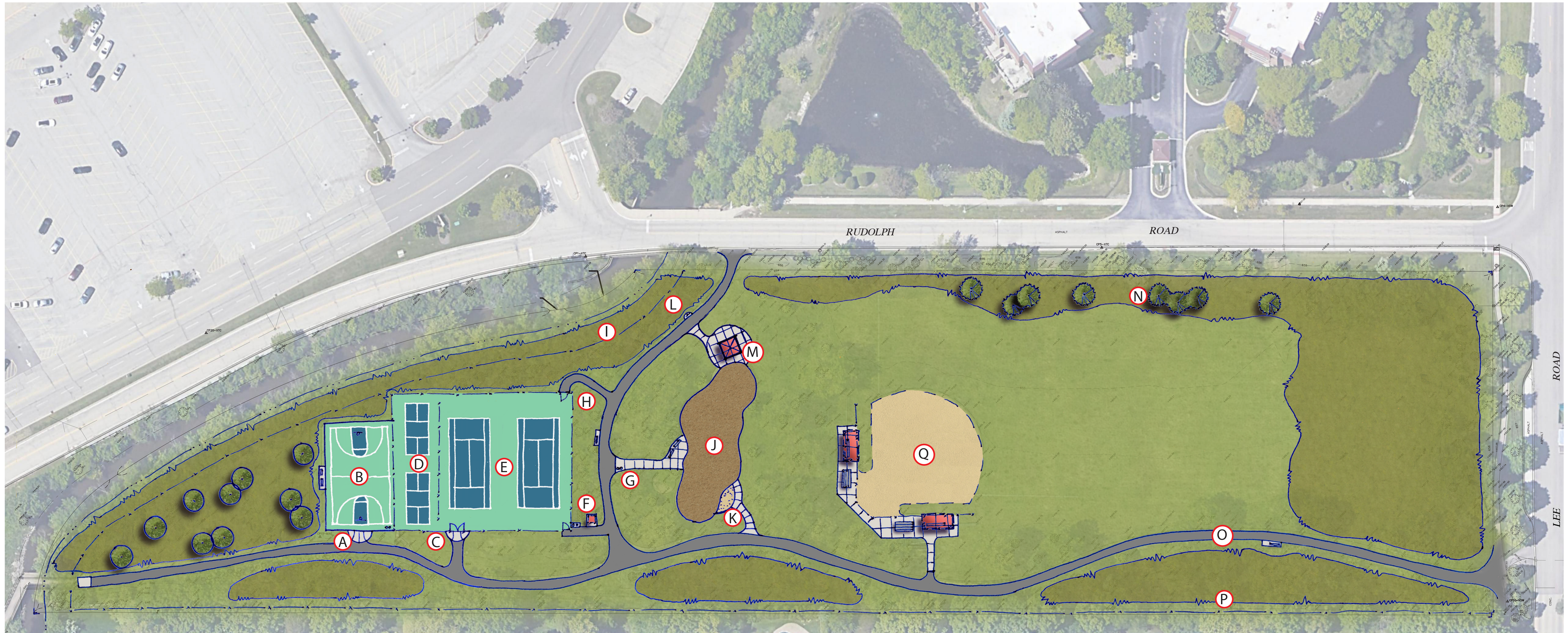
Estimated Construction Costs for Williamsburg Square Park	
Item	Estimate Cost
Tennis/Pickleball Courts	\$ 312,800
Basketball Court	\$ 72,200
Playground	\$ 297,600
Asphalt Walking Path/Trail	\$ 336,200
Picnic Shelter	\$ 51,000
Landscaping/Temporary Erosion Controls	\$ 85,600
Site Furnishings	\$ 49,000
Native Planting and Interpretation	\$ 65,000
	\$ 1,269,400

The Phase 1 OSLAD Concept Plan has a projected construction cost, not including professional services, of \$1,269,400. This includes a built in 20% contingency based on current market conditions. Renovations to the existing baseball field were not included in the OSLAD scope based on the current usage of the field.

Motion:

The Parks and Properties Committee Chair moves to approve the Williamsburg Square Park Phase 1 OSLAD Concept Plan provided by the Hitchcock Design Group of Naperville, Illinois to be made available to the public for comment to the full Board for approval.

Pc: Molly Hamer, Executive Director



Key

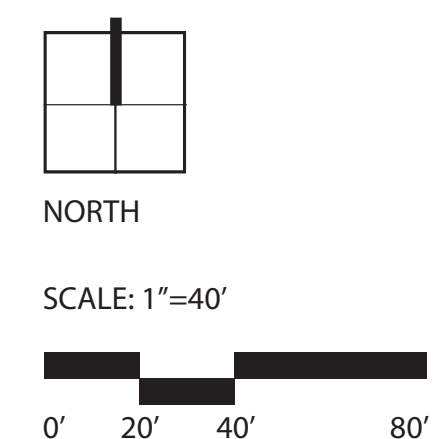
- | | | |
|---|--|--|
| (A) Basketball plaza, new ADA access point | (G) Drinking fountain with bottle filler and dog bowl | (M) 16'x16' shelter with tables |
| (B) Basketball court with new asphalt, color coat, and standards | (H) Path to new tennis court gate | (N) Replacement of recently removed trees |
| (C) Tennis plaza, new ADA access point | (I) Perimeter chain link fence | (O) Asphalt path - existing layout to remain, new pavement |
| (D) (2) pickleball courts with new asphalt, color coat, nets, fencing, and windscreen | (J) Playground - curb to remain, new surfacing and equipment, new concrete plaza and benches | (P) South perimeter board on board fencing |
| (E) (2) tennis courts with new asphalt, color coat, nets, fencing, and windscreen | (K) Sand play area with ADA sand table | (Q) Baseball field with new concrete walks, fencing, permanent dugouts, and bleachers (future phase) |
| (F) Existing comfort station to remain | (L) Native planting buffer with interpretive signage | |



Master Plan

Williamsburg Square Park

Northbrook, Illinois



ISSUE DATE: AUGUST 10, 2022
All drawings are preliminary and subject to change.
© 2022 Hitchcock Design Group

PREPARED FOR:
Northbrook Park District



Phase 1 Key

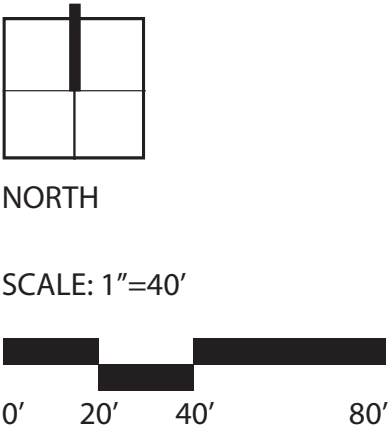
- | | | |
|---|--|--|
| (A) Basketball plaza, new ADA access point | (G) Drinking fountain with bottle filler and dog bowl | (M) 16'x16' shelter with tables |
| (B) Basketball court with new asphalt, color coat, and standards | (H) Path to new tennis court gate | (N) Replacement of recently removed trees |
| (C) Tennis plaza, new ADA access point | (I) Perimeter chain link fence | (O) Asphalt path - existing layout to remain, new pavement |
| (D) (2) pickleball courts with new asphalt, color coat, nets, fencing, and windscreen | (J) Playground - curb to remain, new surfacing and equipment, new concrete plaza and benches | (P) South perimeter board on board fencing |
| (E) (2) tennis courts with new asphalt, color coat, nets, fencing, and windscreen | (K) Sand play area with ADA sand table | |
| (F) Existing comfort station to remain | (L) Native planting buffer with interpretive signage | |



Phase 1: OSLAD

Williamsburg Square Park

Northbrook, Illinois



ISSUE DATE: AUGUST 10, 2022
All drawings are preliminary and subject to change.
© 2022 Hitchcock Design Group

PREPARED FOR:
Northbrook Park District



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

MEMORANDUM

To: Parks and Properties Committee
From: Chris Leiner, Director of Parks and Properties
Agenda Item: VI. 8/18.34 Consider Resolution 22-R-2 OSLAD Grant Application for Williamsburg Square Park Renovation Project
Date: August 12, 2022

Staff Recommendation:

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

Background and Analysis:

The OSLAD program is a grant program that provides up to 50% funding assistance (up to \$600,000) for approved development (construction) projects to eligible local government units to acquire and/or develop public outdoor recreation areas. The Park District recently was awarded a \$400,000 OSLAD grant for the renovation of Oaklane Park.

On August 1, 2022, the Illinois Department of Natural Resources announced a \$56 million appropriation for OSLAD matching grants in 2023. This appropriation is almost twice the amount available in the past two grant cycles. With OSLAD grants in mind, the Park District has prepared a park renovation concept that qualifies for the 2023 OSLAD grant cycle.

This grant cycle is somewhat unique because the timeline is accelerated. The application period opened on August 1, 2022 and will close on September 30, 2022. Had the District not been working on the Williamsburg Square Park renovation previously, the District would be unable to apply for this opportunity. The accelerated timeline does require the District to meet the following criteria by September 30, 2022:

1. Board of Commissioner approval of a Resolution of Authorization. (Attached)
2. Hold an advertised community input meeting to review the project concept. (Scheduled for September 7, 2022)

The benefit of submitting Williamsburg Square Park is the type of project components included in the proposed scope fulfill grant requirements. The proposed project scope effectively replaces the existing inventory that has reached the end of its useful life including the existing playground, tennis courts, basketball court, walking path, along with an expansion of the native plantings.

Applying for the grant will benefit the District. Although we are not significantly growing the existing infrastructure, we are capturing IDNR grant funds to complete needed maintenance work. Without additional revisions, the only added infrastructure would be a small 16x16 picnic shelter adjacent to the playground and the conversion of one tennis court to two pickleball courts.

NORTHBROOK PARK DISTRICT

If further revisions need to be completed based on Commissioner or community feedback, there is time to further refine the concept plan before applying. If modifications are desired, a second project draft would be presented at the September 12 Parks and Properties Committee Meeting prior to the grant submission.

Based on the accelerated timeline, staff recommends approving the grant application Resolution in August.

Currently, the opinion of cost for construction of the project scope meeting the grant criteria is \$1,269,400. This includes a built in 20% contingency based on current market conditions.

Motion:

The Parks and Properties Committee Chair moves to approve Resolution 22-R-2, Open Space Land Acquisition and Development (OSLAD) Grant Application authorization for the Williamsburg Square Park Renovation Project to the full Board for approval.

Pc: Molly Hamer, Executive Director

OSLAD Grant Program Resolution of Authorization

22-R-2
Form OS/DOC-3

Applicant (Sponsor) Legal Name: _____

Project Title: _____

The _____ (Sponsor) hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending OSLAD project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois IDNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The OSLAD timeframe is two years as is specified in the project agreement. The Billing Certification Statement must be submitted within 45 days of the grant expiration date and the last reimbursement request must be submitted within one year of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.

The _____ (Sponsor) further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the Open Space Lands Acquisition and Development (OSLAD) program (17 IL Adm. Code 3025); 2) the Illinois Grant Funds Recovery Act (30 ILCS 705); 3) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable; 4) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.); 5) Title VI of the Civil Rights Act of 1964, (P.L. 83-352); 6) the Age Discrimination Act of 1975 (P.L. 94-135); 7) the Civil Rights Restoration Act of 1988, (P.L. 100-259); and 8) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property **acquired** with OSLAD assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the OSLAD programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the _____ (Sponsor) certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the _____ (Sponsor)
on the _____ day of _____ (month), _____ (year)

Name (printed / typed)

Attested by: _____

Signature

Date: _____

Title



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

MEMORANDUM

To: Parks and Properties Committee
From: Chris Leiner, Director of Parks & Properties
Agenda Item: 8/18.35 Consider Professional Services Agreement with Hitchcock Design Group – Oaklane Park
Date: August 12, 2022

Staff Recommendation:

Staff recommends the approval of the Professional Services Agreement with Hitchcock Design Group of Naperville, Illinois, for landscape architectural services for the improvements at Oaklane Park for a fee of \$89,000 and an amount not to exceed \$2,500 for Reimbursable Expenses.

Background & Analysis:

This project will include final design documents for the renovation of Oaklane Park based on the concept submitted to the IDNR for the OSLAD grant award of \$400,000. The scope of the grant application improvements included replacing the existing playground and tennis courts and adding a pickleball court, park shelter, fitness equipment, game tables, pathway and landscaping. This fee was included as part of the project estimate submitted to the IDNR and approved for matching grant funds.

Explanation:

1. Budgeted Cost: \$89,000
2. Budget Source: 2022 Capital Improvement Plan
3. Legal Requirement: None

Motion:

The Parks and Properties Committee Chair moves to approve the Professional Services Agreement for the improvements at Oaklane Park with Hitchcock Design Group of Naperville, Illinois for a fee of \$89,000 and an amount not to exceed \$2,500 for Reimbursable Expenses to the full Board for approval.

Pc: Molly Hamer, Executive Director



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

MEMORANDUM

To: Parks and Properties Committee
From: Chris Leiner, Director of Parks & Properties
Agenda Item: 8/18.36 Consider Indian Ridge Park Basketball Court Replacement - Bid #2228
Date: August 12, 2022

Staff Recommendation:

Staff recommends approving the Indian Ridge Park Basketball Court Replacement, Bid #2228, base bid in the amount of \$108,800 from Continental Construction Company, Inc. of Evanston, Illinois.

Background & Analysis:

The project will consist of removing and replacing the basketball court at Indian Ridge Park, along with improvements to the drainage, surrounding concrete and new benches.

The District received two bids for this project.

Bidder	Base Bid Total
Continental Construction Company, Inc. 1919 Greenwood Street Evanston, IL 60201	\$108,800.00
Chicagoland Paving Contractors Inc. 225 Telser Road Lake Zurich, IL 60047	\$115,000.00

Continental Construction Company, Inc has completed work for the Village of Palatine, Wheaton Park District and Ridgeville Park District. All recent project references were checked and were positive.

Explanation:

1. Budgeted Cost: \$122,500
2. Budget Source: 2022 Capital Improvement Plan: 1050-6505-IRP01-22

Motion:

The Parks and Properties Committee Chair moves to approve the Indian Ridge Park Basketball Court Replacement, Bid #2228, base bid in the amount of \$108,800 from Continental Construction Company, Inc of Evanston, Illinois to the full Board for approval.

Pc: Molly Hamer, Executive Director



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

MEMORANDUM

To: Parks and Properties Committee
From: Chris Leiner, Director of Parks & Properties
Agenda Item: Vi. 8/18.37 Consider IDOT De Minimis Request for Meadowhill Park
Date: August 12, 2022

Background:

As discussed at the July 14, 2022, Parks & Properties Committee Meeting, the Northbrook Park District has been approached by IDOT regarding the transfer of .15 acres of Meadowhill Park for the purpose of adding a northbound left turn lane on IL-43. Staff was requested to mark out the area in question so Board members could survey the area to prepare for further discussion related to the De Minimis finding requested by IDOT.

History:

The scope of the proposed work consists of widening IL-43 to accommodate a northbound left turn at Maple Avenue. Additional improvements include a 4-foot asphalt shoulder, drainage improvements, new swale, curb and gutter. The proposed project aims to improve safety, mobility and access to Maple Avenue. IDOT indicated that the improvement is needed to provide safe channelization to allow vehicles turning onto Maple Avenue to access the school and park site. Vehicles must stop on IL-43, which causes queuing and an increased likelihood of rear-end crashes.

Included in the project would be a 10-foot-wide shared use path running the length of the Park property, which would be owned by the Northbrook Park District and constructed by IDOT.

To construct the proposed intersection improvements and provide a temporary construction easement for the duration of the project, IDOT has requested the Northbrook Park District transfer .15 acres of land (6,534 square feet) to IDOT in fee simple. The requested property transfer represents .4% of the District's total landholdings at this 32.18-acre park.

Analysis:

IDOT has classified that the scope of this project's impact on the park property meets the De Minimis standard outlined in section (4)f of the Federal Highway Administration Act. A De Minimis finding per the Section 4(f) standard is defined as "the project will not adversely affect the property's features, attributes, or activities."

IDOT has requested that the Board agree with the De Minimis finding allowing for a period of public comment, which will be open for 45 days unless no comments are received within 15 days. IDOT can proceed with formalizing the conveyance. If the Board agrees to this de minimis finding, IDOT's next step will be to place an advertisement in the *Daily Herald* and *Northbrook Star* to allow the public to review and comment on the project's effects on the outlined property. Once the public comment period is complete, IDOT will send the comments to the Park District for review and will submit the final Section 4(f) documentation for the District's final concurrence.

The District has been advised by Nicole Karas related to that by agreeing to this finding (De Minimis), IDOT will most likely expect voluntary conveyance from the District with or without consideration. As a result, Attorney Karas does not recommend the District agree with the De Minimis finding/IDOT commencing the public comment period unless and until the Board has approved:

1) The Section 4(f) De Minimis finding, as presented by IDOT;

NORTHBROOK PARK DISTRICT

- 2) Conveyance of the property; and
- 3) To donate the property or require IDOT to compensate the District for the conveyance."

IDOT's FY 2022-2027 Proposed Highway Improvement Program does not include this project. However, the project will be included in IDOT's priorities for future funding.

Recommendations: Upon reviewing the marked-out area, it is the opinion of staff that conveyance of the property to IDOT for the stated purpose will not adversely affect the features, attributes or activities at Meadowhill Park.

Motion: The Parks and Properties Committee Chair moves to concur with the IDOT De Minimis finding for the .15 acres of Meadowhill Park for the purpose of adding a northbound left turn lane on IL-43 to the full Board for approval.

Pc: Molly Hamer, Executive Director