

MINUTES OF MARCH 14, 2023 COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02pm and the roll was called.

Commissioners present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
Bart Schneider, Commissioner  
Carol Spain, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Bobby Collins, Director of Recreation and Facilities  
John Cutrera, Director of Finance and HR  
Kyle Kuhs, Director of Parks and Planning

Members of the public in attendance: There was no one from the public in attendance.

Matters from the Public: There was no one wishing to address the Committee.

Discussion on Landscape Maintenance Labor Services Bid:

Executive Director Sheppard and Director of Parks and Planning Kuhs presented slides (see attached) and discussed the history of our landscape maintenance labor contract, bid results and their recommendation to accept Flecks Landscape Bid as the lowest responsible bidder and enter into a contract for one year with the ability to rollover the contract two years if performance warrants renewal. Sheppard asked if they have any additional questions on the memo provided in the packet or on the presentation.

Discussion ensued.

President Brooks, based on Commissioner consensus, directed staff to include the Landscape Maintenance Labor Services Bid in action items for approval at the March 21 regular Board meeting.

Discussion on Lakefront Park Tennis Court and Playground Bids:

Executive Director Sheppard and Director of Parks and Planning Kuhs presented slides (see attached) and discussed the history of the project, project scope, timing and bid results. The Lakefront Park Tennis Court and Playground Project’s bid opening took place on Thursday, March 9. Three contractors submitted bids for the project with Hacienda Landscaping being the lowest responsible bidder for the recommended base bid/alternate option. The bid breakdown for the recommended approach to this project and contract was presented. Staff recommended accepting alternates #1 and #3 and rejecting alternate #2.

Contractor	Base Bid	Alt #1*	Alt#2	Alt #3*	Total**
Hacienda	\$435,725	\$106,659	\$124,000	\$9,600	\$551,984
Great Lakes	\$537,509	\$74,670	\$47,311	\$6,376	\$618,555
Innovation	\$591,475	\$65,714	\$69,000	\$15,525	\$672,714

\*Subject to existing conditions that will be determined when construction begins

\*\*Rejection of alternate #2, irrigation

Contractor: Hacienda	\$551,984
Contingency (If needed)	\$55,198
Owner Items (approved in February and Purchased)	\$161,878
Total Construction Cost (Not to exceed)	\$769,060
Project Budget	\$905,000

- Alternate #1 - Remove and replace asphalt paving
  - Necessary if existing asphalt is in too poor of condition to mill and resurface
- Alternate #2 - Landscape Irrigation
  - Reject this alternate, plant species were spec'd to be drought resistant
  - \$50,000-\$100,000 cost not justified
- Alternate #3 - Re-route trench drain outlet
  - If tying into basin on court isn't feasible, pipe would be routed outside court footprint

Staff has made it very clear to the contractor that the June 30 deadline is firm and that failure to meet that deadline could result in liquidated damages and the unlikely award of future projects with the Glencoe Park District. Contractor indicated that aside from the long lead time items (which the Park District ordered in advance), they do not see any issues with meeting that deadline and would prefer to start sooner rather than later. We are anticipating work beginning in the middle of April, weather permitting.

Discussion ensued.

President Brooks, based on Commissioner consensus, directed staff to include the Lakefront Park Tennis Court and Playground Bid in action items for approval at the March 21 regular Board meeting to include, if necessary, Alternates #1 and #3 to not exceed \$607,182, and reject Alternate #2 from Hacienda Landscaping and authorize Executive Director Sheppard to sign a contract with Hacienda Landscaping for the Lakefront Park Tennis Court and Playground Renovation project.

Discussion on the Lakefront Bluff Stabilization and Access Road Improvements:

Executive Director Sheppard and Director of Parks and Planning Kuhs presented slides (see attached) and discussed the history of the project, partnership with the Village of Glencoe, project scope, project timing, and bid results. Sheppard also presented the Intergovernmental Agreement for discussion.

Discussion ensued which included the DCEO Grant deadline which makes it necessary to finish phase 1 before June, acknowledgement that there will be limited access and egress at times when the project is taking place, but by doing it in phases we are keeping ramp access open between Memorial Day and Labor Day, that there will be construction noise during construction hours that cannot be prevented, and the understanding that the Village holds the construction contract and the Park District and Village will enter into an intergovernmental agreement to split the cost of the project 50% after the \$700,000 Village and \$80,000 Park District grants are applied to the project.

Discussion ensued.

The Board gave consensus is they are in support of the project.

President Brooks, based on Commissioner consensus, advanced the Intergovernmental Agreement (IGA) between the Village of Glencoe and the Glencoe Park District for reimbursement of costs associated with bluff and ramp improvements to the March 21 Board meeting for approval.

Recreation and Facility safety and Operational Updates:

Executive Director Sheppard and Director of Recreation and Facilities Collins presented various safety initiatives that the District is exploring. Sheppard indicated that they are including a safety analysis of the Takiff Campus in the upcoming comprehensive plan. They also indicated that they have noticed an increase in individuals holding doors open or sharing swipe cards. To address this issue, we are requesting the Board approve a 'Swipe Card Policy' for the Early Childhood Wing, which is included in the committee packet. The policy includes consequences for those who do not follow it.

Discussion ensued which included questions if we can turn off access for badges that are lost and the answer was yes, that is our protocol. We also charge for lost badges.

Collins also indicated that we are working on a "Visitor Reduction Plan" including an implementation timeline, facility plan, and communication plan for users, staff, and contractors. This would focus on reducing the number of non-participants, parents, guardians, caregivers, and other users with entry access to the wing. This would include adding car lines for GJK 3's and 4's. Staff initially discussed this with GJK's Board President and Executive Director. GPD's ELC already utilizes car lines for their half day preschool program. Car lines are unrealistic for our Children's Circle program due to not having standard drop-off or pick-up times. We would also develop a drop-off plan for enrichments.

We would also like to reduce the number of entry points the parents, caregivers, or guardians can use to gain access to the EC Wing. All visitors would be required to enter through the front entrance to the Early Childhood Wing.

Discussion ensued with commissioners understanding that this may be difficult for some individuals who like to stay around and chat with other parents after drop-off and maybe an alternative space besides the ELC Wing could be provided. Sheppard said we could absolutely look into that. It was the consensus of all Commissioners this is a needed step for safety reasons and to work on a plan for implementation and communication. Staff indicated we would look at rolling this out next fall.

President Brooks, based on Commissioner consensus, directed staff to include the Early Childhood Swipe Card Policy in action items for approval at the March 21 regular Board meeting.

Sheppard and Collins then asked the Board if they had any questions regarding the memo that was included in the packet regarding program deposits and multiple payment options. Discussion ensued which included the Commissioners thanking staff for looking into this

option after if was requested at a prior Board meeting. Commissioners commented that if we could set up alternative payment options for programs that require monthly billing, we could reduce our credit card fees and/or have the option to pass those fees on the user.

Update on FY 2023-24 Budget Changes from First Draft to Approval Draft:

Director Cutrera reviewed budgetary adjustments made to the FY 2023-24 Budget – Approval Draft since the First Draft was presented to Commissioners at the February Committee meeting.

The Commissioners had no questions.

President Brooks, based on committee discussion, directed staff to include the FY 2023-24 Budget – Approval Draft in action items for approval at the March 21 regular Board meeting.

Other Business: Executive Director Sheppard indicated that we are still working on the agreement for the Comprehensive Plan. We added scope to include a safety analysis of the Takiff Campus and review of Glencoe Beach in regards to strategies for changing lake levels. This will be at no additional cost to what the Board already approved.

Executive Director Sheppard indicated that we did not receive the OSLAD Grant. She indicated that there were over 100 districts applying and the fact that we have recently received grants may have been the reason. Staff and the Board will discuss at a later date on whether or not they would like to pursue the grant in the next round of OSLAD Grants in July.

Adjourn to Closed Session: At 8:00pm, Commissioner Boron moved to adjourn into closed session to discuss personnel – evaluation of staff as mandated by Section 2.06. 5 ILCS 120/2 (c)(1). Commissioner Schneider seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Return to Open Session: Commissioner Schneider moved to return to open session at 8:10pm, Commissioner Boron seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Action taken, if any, from Executive Session: There was no action taken during or after closed session.

Adjourn: Commissioner Schneider moved to adjourn the meeting at 8:12pm. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None  
The motion passed.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

# Discussion on Bid Results

3/14/2023 Kyle Kuhs Director of  
Parks and Planning

# Landscape Maintenance Labor Contract

- Last bid in 2018
- Contract awarded to Milieu Landscaping and renewed in 2019, 2020, 2021, & 2022
- 5-year limit on contract renewal
- Mowing portion dropped heading into this FY
  - New FT position added (mowing crew leader)
- Mowing contract replaced with full-time position
- Horticultural and landscaping budget reduced \$112,000
- Laborers work under the direction of Parks staff.
  - Weeding, mulching, edging, planting, pruning and other general landscape duties

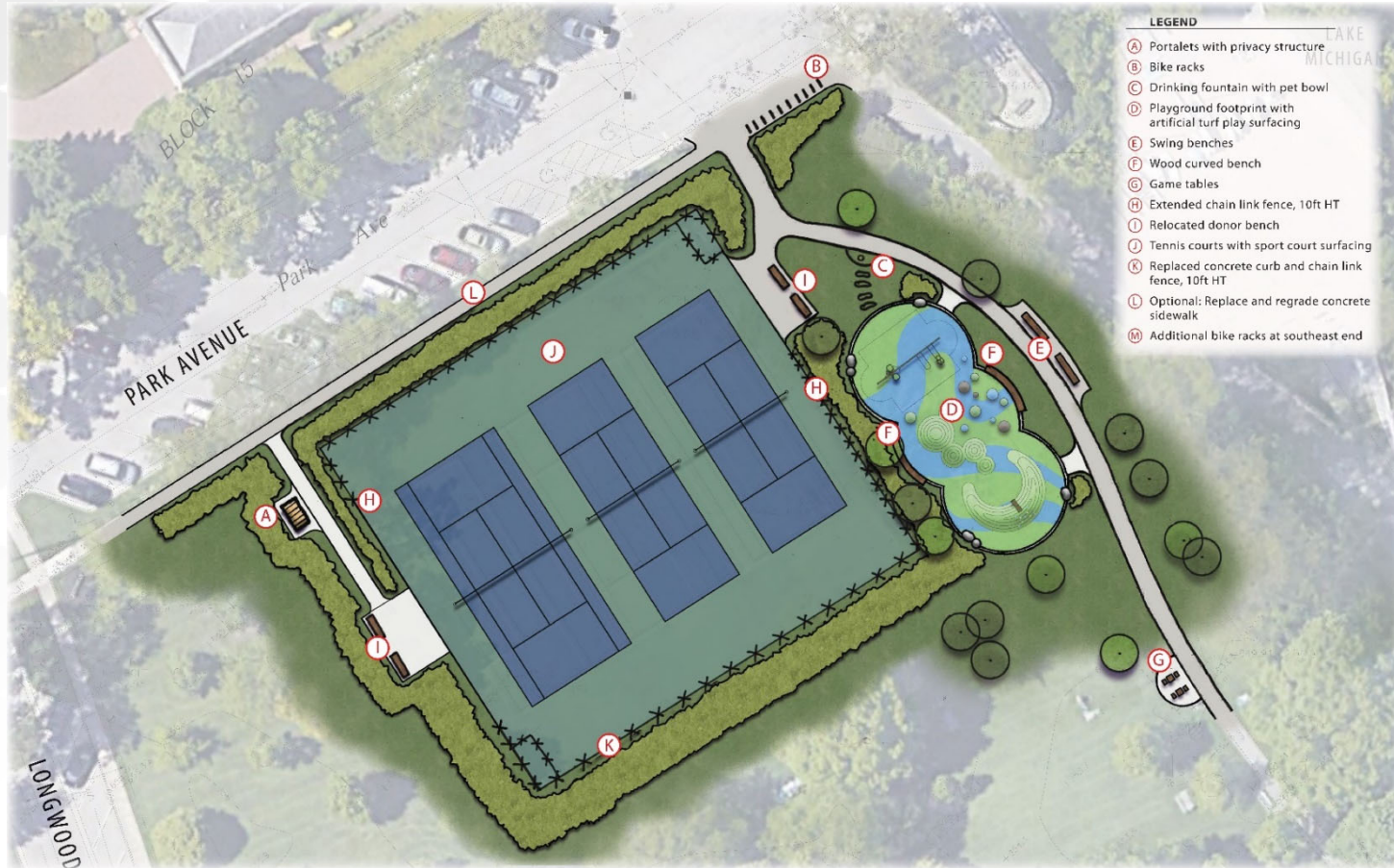
# Landscape Maintenance Labor Bid Results Discussion

Contractor	Labor Rate
Fleck's	\$44.40
Milieu	\$44.90
Yellowstone	\$66.50

- A total of 3 bids were received
- Fleck's provided the lowest labor rate
- Reference checks and due diligence in progress
- Maintenance Labor hourly rate
  - 2022 \$45/hour (Milieu)
  - 2023 \$44.40/hour (Fleck's)
- **Recommendation:** Advance for approval at the March regular Board meeting, the acceptance of Fleck's bid of \$44.40/hour for Landscape Maintenance Labor



# Lakefront Park Tennis Court/Playground Renovation Bid Results Discussion



Anticipated Start Date: Early April

Anticipated End Date: Late June

**Project Budget \$905,000**



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# Alternates explained

- Base Bid - mill and resurface
- Alternate #1 - full replacement of asphalt paving
  - If condition of exposed asphalt warrants full replacement
- Alternate #2 - landscape irrigation
  - Staff is not recommending acceptance of this alternate, plant species were spec'd to be drought resistant; \$50,000-\$100,000 cost not justified.
- Alternate #3 - re-route trench drain outlet
  - If tying into basin on court isn't feasible, pipe would be routed outside court footprint

# Bid Results

Contractor	Base Bid
Hacienda	\$435,725
Great Lakes	\$537,509
Innovation	\$591,475

Contractor	Base Bid	Alt #1*	Alt #2	Alt #3*	Total **
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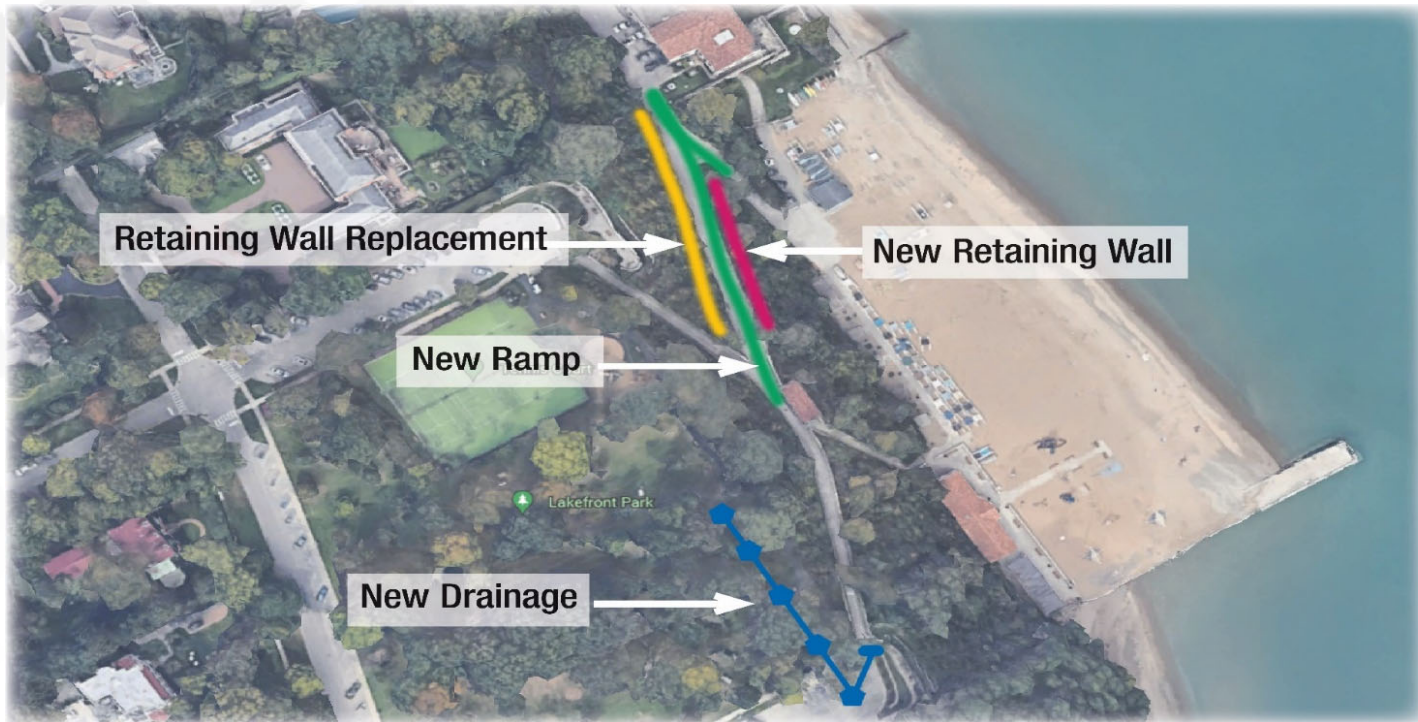
\*Subject to existing conditions

\*\*Assumes rejection of alternate #2, irrigation

Assuming Hacienda Contract	\$551,984
Contingency	\$55,198
Owner Items	\$161,878
Total Construction Cost (not to exceed)	\$769,060
Project Budget	\$905,000



# Bid Results Discussion: Lakefront Bluff Stabilization and Access Road Improvements



Cooperative project with the Village of Glencoe  
Park District Project Budget **\$552,000**

# Construction Schedule

Phase/Dates	Work Taking Place	Public Access Restrictions
Phase 1: Apr-May 26	West retaining wall (crib wall) replacement	<ul style="list-style-type: none"> <li>Ramp Closures during construction hours</li> <li>Stair access available</li> <li>Ramp open after construction hours and on weekends</li> </ul>
Beach Season: May 27-Sep 4	No substantial work to take place	<ul style="list-style-type: none"> <li>No restrictions</li> </ul>
Phase 2: Sep 5-Nov 22	East retaining wall, asphalt work, curbing, gutters, drainage	<ul style="list-style-type: none"> <li>Ramp Closures during construction hours</li> <li>Stairs access available</li> <li>Ramp open after construction hours and on weekends when practical</li> </ul>

- Minimize disruptions to beach season operations
- DCEO deadline
- Complex project
- Equipment size
- Limited access & egress

# Bid Results

Contractor	Total Project Bid
Martam Construction	\$1,747,505.00
Alliance Construction	\$2,262,087.20

## Project Cost

Construction	\$1,747,505
Contingency	\$29,930
Construction Management	\$106,565
Total project Cost	\$1,884,000

## Cost Share

DCEO Grant (VOG)	\$700,000
BAAD Grant (GPD)	\$80,000
Village of Glencoe cost share	\$552,000
Glencoe Park District cost share	\$552,000
Total Cost	\$1,884,000

# Additional Info

- Martam Prior Projects:
  - Pier Project, North Overlook, Boating Beach Stairs
  - Low bid contractor for VOG stormwater project on boating beach
- CBBEL construction management proposal
  - Preconstruction, construction management 8 hrs./day, grant reporting
- Recommendation is for advancement of the VOG and GPD IGA for cost sharing to be executed at March board meeting.
  - The Village will execute the contracts and our 50% cost sharing will be formalized through the IGA

# Questions?

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