



**Village of Lincolnwood
Parks and Recreation Board
Special Meeting**

**Council Chambers
6900 N. Lincoln Ave.
Lincolnwood, IL 60712
September 25, 2017**

9:30a.m.

AGENDA

- I. Call to Order
- II. Old Business
 - A. Discussion on the Recommendation of the Award of the Central Park Playground Installation Bid
 - B. Recommendation on Televising Parks and Recreation Board Meetings
- III. Adjournment

Posted: September 22, 2017



MEMORANDUM

TO: Members of the Park Board and Trustee Spino

FROM: Laura McCarty, Director of Parks and Recreation

DATE: September 22, 2017

RE: Central Park Playground Renovation Installation Bid

During the 2005-2006 fiscal year, a Playground Replacement Program was established as part of the Village Capital Improvement Plan. The goal of the program is to gradually replace the aging, outdated playgrounds in the Village parks. To date, Columbia, Kildare, Rossi, Goebelt, Kenneth, Springfield, Drake, O'Brien and G.G. Rowell playgrounds have been replaced. After Central Park is completed, the priority for replacement is Proesel and then Flowers.

In the 2017-2018 budget, \$100,000 was allocated for playground replacement. Central Park, located at 6451 Central Park Avenue, was chosen as the next park in need of replacement. The playground equipment at Central Park is discolored and outdated and has been enjoyed for over 22 years.

After receiving playground design submissions, the designs were shared with Lincolnwood Day Camp participants and the Parks and Recreation Department staff. Staff held a design viewing event at Central Park on Tuesday, August 8 during which feedback was received from 35 people. Residents were also invited to attend the August 8, 2017 Parks and Recreation Board meeting to view the designs and provide input. Based on feedback from the outreach efforts and the community members who attended the Board Meeting, the Park Board recommended moving forward with one of the

designs submitted by BCI Burke with consideration of removing the sandbox and adding additional seating. These items were added to the bid packet as optional alternates.

The installation bid opening was held the morning of September 12 at 11:30am. The total project budget, which includes the equipment purchase and installation, is \$100,000. The total estimated project cost from the lowest responsible bidder Hacienda Landscaping, which includes the removal of the sandbox and additional seating is \$93,341. The total estimated project cost from the second lowest bidder, The Kenneth Company, which includes the removal of the sandbox and additional seating is \$100,135. Hacienda Landscaping was determined to be the lowest responsible bidder.

At the September 12, 2017 Parks and Recreation Board meeting, the recommendation to award the Central Park playground installation bid was on the agenda item. After presenting the bid results to the Parks and Recreation Board, the public in attendance were given the opportunity to provide feedback. A representative from the Indiana, Illinois, and Iowa Foundation for Fair Contracting (“III FFC”) was present at the bid opening as well as the Parks and Recreation Board meeting. When given the opportunity to speak, the representative spoke against awarding the bid to Hacienda Landscaping, the lowest responsible bidder. The III FFC is a non-for-profit labor-management organization, established to support, promote, and encourage fair contracting. The mission of the III FFC is to ensure that responsible contractors are awarded all public work projects and according to the representative, the III FFC has been monitoring construction projects awarded to Hacienda Landscaping for quite some time.

Prior to the Parks and Recreation Board meeting at approximately 4:34pm, the III FFC representative sent an email to staff outlining the purpose of the III FFC which also included nine documents from recent Park District and School District Board meetings in which Hacienda Landscaping was rejected for not being the lowest responsible bidder. Some of the reasons stated included: “not meeting bid requirements by not participating in a qualified apprenticeship program and for not demonstrating skill and experience on past comparable work,” “not being a responsible bidder,” “bidder disqualified due to workmanship, cost and delay issues at neighboring agency,” and “not satisfied with their performance.” At the meeting the III FFC representative spoke about these issues and cautioned the Parks and Recreation Board to take the information into consideration prior to putting forth a recommendation to the Village Board to award the installation bid.

After discussing and deliberating, the Parks and Recreation Board voted unanimously to recommend that the Village Board award the installation bid to The Kenneth Company, the second lowest bidder for a total project cost of \$100,135. It was stated that this recommendation was supported due the concerns raised about Hacienda Landscaping by the III FFC.

Subsequent to the meeting, staff investigated the information brought forward by the III FFC representative. Staff checked the references that Hacienda Landscaping provided and contacted the agencies that were mentioned in the documentation that the III FFC representative provided. All of the references had positive comments and spoke highly of Hacienda Landscaping.

Staff would like to present to the Parks and Recreation Board their findings regarding the information provided by the III FFC representative to provide the Board with comprehensive information for the recommendation of the award of the Central Park playground installation bid.



MEMORANDUM

TO: Laura McCarty, Parks and Recreation Director

FROM: Charles Meyer, Assistant to the Village Manager

DATE: September 25, 2017

SUBJECT: Broadcasting Additional Public Meetings

Background

At the August 15, 2017, Village Board Committee of the Whole Meeting the Village Board directed staff to discuss the possibility of broadcasting meetings with each Board and Commission. The purpose of this memorandum is to provide background information for the Park and Recreation Board to discuss this topic at their September 25, 2017, Meeting. Currently, the Village broadcasts Village Board, Zoning Board of Appeals, and Plan Commission Meetings on local cable channels and online. On an average monthly basis, the Village will have 320 visitors watching broadcasts live online and 240 on-demand viewers. The purpose of this memorandum is to analyze the request for broadcasting Traffic Commission Meetings as well as additional public meetings and to provide guidance on how the Village can implement broadcasting services for additional meetings.

Discussion

This memorandum will discuss the considerations for broadcasting Park and Recreation Board Meetings and will also include the prospect of broadcasting all Board and Commission Meetings.

The Park and Recreation Board normally meets between 11 and 12 times annually on the second Tuesday of the month. The Village's current infrastructure is sufficient to accommodate the additional load of those meetings, so no additional expenses would be needed in terms of equipment. The only additional expense for broadcasting the Park and Recreation Board will be \$650 for staff time needed to record and rebroadcast the meetings. It is anticipated that the Park and Recreation Board Meeting could be broadcasted without the hiring of additional staff.

Comparable Communities

In reviewing comparable communities that broadcast public meetings, it was found that a majority of communities broadcast the Village Board meeting only with a smaller portion of the comparable communities broadcasting either the Zoning Board of Appeals and / or the Plan Commission. Please note that some communities do not have all of the same Boards and Commissions as the Village.

Communities	Village Board	ZBA	PC	Traffic	EDC	HRC	Parks	Pension	Tele
Barrington	Yes								
Bensenville	Yes								
Deerfield	Yes								
Evanston	Yes	Yes	Yes			Yes			
Glencoe	Yes	Yes							
Hinsdale	Yes	Yes	Yes	Yes	Yes		Yes	Yes	
Lake Forest	Yes		Yes						
Libertyville	Yes								
Lincolnshire	Yes	Yes							
Lincolnwood	Yes	Yes	Yes						
Morton Grove	Yes								
Niles	Yes								
Park Ridge	Yes		Yes						
Skokie	Yes	Yes	Yes						
Vernon Hills	Yes								
Wilmette	Yes	Yes	Yes						
Winnetka	Yes								

Legend

Board / Commission	Acronym
Zoning Board of Appeals	ZBA
Plan Commission	PC
Traffic Commission	Traffic
Economic Development Commission	EDC
Human Relations Commission	HRC
Parks and Recreation	Parks
Police Pension Board	Pension
Telecommunications	Tele

Financial Impact

Staff also reviewed the cost and requirements to broadcast all public meetings. If the Village were to broadcast all Boards and Commissions, it is anticipated that it would be an additional annual expenditure of approximately \$3,000 related to personnel expenses and an additional 156 hours spent by the Video Operator annually. In FY 2017 / 18 the Village has budgeted \$2,150 for personnel expenses, which includes 110 hours spent on broadcasting and uploading videos. If all Boards and Commissions were to be broadcast this would be an increase of approximately 82% over the current Budget. A table of the expenses related to this proposal is below:

Commission	Meetings Per Year	Hours Per Meeting*	Total Personnel Cost
Economic Development Commission	12	3	\$710.20
Human Relations Commission	12	3	\$710.20
Parks and Recreation	11	3	\$651.02
Police Pension Board	4	3	\$236.73
Telecommunications Advisory Board	2	3	\$118.37
Traffic Commission	11	3	\$651.02
Total			\$3,077.54

** On average, meetings are anticipated to last two hours for the broadcast and one hour will be spent after each meeting to upload and prepare the videos for the Village’s website.*

The incumbent Video Operator would likely be able to accommodate night meetings, but meetings that occur during the day such as the Economic Development Commission and Police Pension Board will require the hiring of new personnel. Additionally, groups that meet on an as-needed basis such as the may need additional staff to serve as a back-up to the current Video Operator. It is not anticipated that the Village will need to purchase additional equipment to accommodate the additional space needed electronically for the videos this year, but staff will need to evaluate storage needs in future years to ensure that sufficient space is available to accommodate all meetings. If the Village decides to broadcast all Boards and Commissions, it would likely take two months to fully implement the request for all meetings with that time being used to recruit sufficient staff.

Requested Action

Staff is seeking direction regarding the broadcasting of additional meetings.