



Board of Park Commissioners Regular Board Meeting

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

February 22, 2017
Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois
7:00pm

AGENDA

1. Call to Order and Roll Call
2. Recognition of Visitors
3. Approval of Agenda
4. Michael Schyman, IAPD Distinctive Board Member Award
5. Approval of Minutes
 - a. Regular Board Meeting Minutes of January 25, 2017
6. Board Committee Reports
7. Consent Agenda

The matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the February 2017 Committee Meetings and are matters on which there was unanimity for placement on the Consent Agenda at this meeting. Consent Agenda items are those that are approved by one motion, unless any Board Member or staff requests an item be removed. If a Consent Agenda item(s) is removed it is then relocated to Action Items for discussion and consideration.

 - a. Approval of January 2017 Vouchers
 - b. Approval of Northeast Mowing Contract, Bid 2121
 - c. Approval of Southwest Mowing Contract, Bid 2122
8. Action Items
 - a. Adoption of Ordinance 17-O-1, Travel Expense Regulation
 - b. Adoption of Comprehensive Master Plan
9. Executive Director Report
10. Commissioner Reports
11. President's Report
12. Unfinished Business
 - a. 90th Anniversary Updates
13. New Business
14. Next Meeting
 - a. Committee-Of-The-Whole Meeting, March 15, 2017, 7pm, Joe Doud Administration Building, 545 Academy Drive
 - b. Regular Board Meeting, March 22, 2017, 7pm, Joe Doud Administration Building, 545 Academy Drive

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Northbrook Star, 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.

NORTHBROOK PARK DISTRICT ORDINANCE NO. 17-O-1

**ORDINANCE REGULATING TRAVEL, MEAL AND LODGING EXPENSES
IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

WHEREAS, the Illinois General Assembly has enacted the Local Government Travel Expense Control Act, 50 ILCS 150/1 *et seq.* (the "Act"), which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, the Northbrook Park District (the "Park District") is required to establish regulations with respect to allowable travel, meal and lodging expenses.

NOW, THEREFORE, be it ordained by the Northbrook Park District Board of Park Commissioners (the "Board") as follows:

Section 1. Incorporation of Preamble Recitals. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Declaration of Policy. It shall be the Park District's policy to regulate, in the manner required by the Act, reimbursement of those expenses of all Park District employees, officers and Board Commissioners, which are subject to the provisions of the Act.

Section 3. Definitions. The following terms shall, as used in relation to effecting compliance with the Act, have the meanings set forth below:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by Park District employees, officers and Board Commissioners or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 4. Categories of Reimbursable Expenses; Maximum Allowable Reimbursements. The Park District shall only reimburse the following types of travel, meal and lodging expenses incurred by its employees, officers and Board Commissioners:

The Park District will reimburse only those travel expenses, including transportation, meals and lodging, that are ancillary to or otherwise necessary for the following types of official Park District business: conferences, meetings, park or recreational events, board events, lobbying or other government relations activities, or any other event or program which the Park District employee, officer or Board Commissioner attends to further the Park District's mission.

Section 5. Maximum Allowable Reimbursements Rates by Category of Expense. Expenses incurred on official Park District business as described in Section 4 above are eligible for approval, up to the maximum allowable reimbursement rates shown by category of expense on Exhibit A attached to and made a part of this Ordinance, which Exhibit A may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the Park District's Executive Director and approved by the Board.

Section 6. Documentation and Approval Required Prior to Reimbursement. No reimbursement of travel, meal or lodging expenses incurred by a Park District employee, officer, or Board Commissioner shall be authorized unless the "Travel, Meal, and Lodging Expense Reimbursement Request Form", attached hereto as Exhibit B, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Section 7. Procedure for Reimbursement Exceeding Maximum Allowed and Board Commissioner Expenses. The following expenses for travel, meals, and lodging may be approved only by a roll call vote of the Board at an open meeting of the Board:

- (a) Reimbursable expenses of any Park District officer or employee that exceeds the maximum allowed under the regulations adopted under Section 5 of this Ordinance;
- (b) Reimbursable expenses of any Park District Board Commissioner; and
- (c) Reimbursable expenses exceeding the maximum allowed under Section 5 above which were incurred because of the emergency or other extraordinary circumstances.

Section 8. General Prohibition on Reimbursement of Entertainment Expenses. The Park District may not reimburse any Park District employee, officer or Board Commissioner for any expense related to entertainment as defined in Section 3 of this Ordinance unless such expense is ancillary to the purpose of the program or event.

Section 9. Repeal. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 10. Effective Date. This Ordinance shall be in full force and effect on February 22, 2017.

PASSED THIS ____ day of _____, 2017.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of _____, 2017.

ATTEST:

Michael Schyman
President, Board of Park Commissioners

Molly Hamer
Secretary, Board of Park Commissioners

DRAFT

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Northbrook Park District, Cook County, Illinois, and as such I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I further certify that the foregoing is a full, true and complete copy of an

NORTHBROOK PARK DISTRICT ORDINANCE NO. 17-O-1
ORDINANCE REGULATING TRAVEL, MEAL AND LODGING EXPENSES
IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Northbrook Park District, held at Northbrook, Illinois _____p.m. on the _____ day of _____, 2017.

I do further certify that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at Northbrook, Illinois, this _____ day of _____, 2017.

Molly Hamer
Secretary, Board of Park Commissioners
Northbrook Park District
Cook County, Illinois

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel-related expenses are as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach); checked luggage (1)
Auto	IRS standard mileage rate when expense was incurred
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursement Rates for Meals
Meal expenses shall not exceed \$74.00 per day, or the then current per-diem rate set by the General Services Administration (GSA) for the location of the event, whichever is greater.

Maximum Reimbursement Rates for Lodging
Lodging expenses shall not exceed \$212 per day, or the then current per diem rate set by the General Services Administration (GSA) for the location of the event, whichever is greater. Exceptions can be made to stay in conference hotel.

EXHIBIT B
TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under Northbrook Park District Ordinance No. 17-O-1, the following minimum documentation must first be submitted, in writing;

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

Name of Requestor

Job Title/Office

- (2) The date or dates and nature of the official business, training, professional development or education in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official business event or program.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board in considering your request for reimbursement. In the discretion of the Board, additional documentation relevant to the request for reimbursement may be required prior to action by the Board with respect to the reimbursement request.

Employee/Officer/Board Member

Date



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MEMORANDUM

To: Board of Commissioners
From: Ann Ziolkowski, Director of Marketing
Agenda Item: 12. a. 90th Anniversary Updates
Date: February 17, 2017

The Northbrook Park District is celebrating its 90th Anniversary this year. In conjunction with various outreach efforts from the Marketing & Communications Department, we have launched a District-wide initiative to promote the 90th anniversary and involve staff of all levels and departments by celebrating at events throughout the year.

Attached is a grid listing the various events planned for this year. I will also share specific marketing initiatives regarding the 90th anniversary at the Board meeting on February 22, 2017.

Pc: Molly Hamer, Executive Director



90th Anniversary Events

Dept/ 90th Teams	Sports Center	Planning & Trades	Parks & Golf Maint	545	Village Green	Golf	Theatre	Leisure Center/ Senior Ctr
MGR	<i>Angus</i>	<i>Nicole/Jake</i>	<i>Mike/Mark</i>	<i>Laurel/Barb</i>	<i>George</i>	<i>John</i>	<i>Erin</i>	<i>Katie</i>
STAFF LEADS:	<i>Angus</i>	<i>Kris, Rick</i>	<i>Jeff, Chris H</i>	<i>Cristina, Liz</i>	<i>George, Ethan</i>	<i>John</i>	<i>Erin</i>	<i>Amy</i>
Ideas	<p>Tie in to existing Skating event</p> <p>Coordinate NPD 4th of July entry - decorate truck, music, participants to walk in it</p>	<p>Plan/schedule IMRF all staff photo at a WOGP hill</p> <p>-photographer - risers - bucket truck - Spray paint 90 on hill prior</p> <p>Vehicle wrap</p> <p>Build wooden "90" photo head cut-out; move to various parks & facilities</p>	<p>Host free Landscape seminar</p> <p>90th floral design at golf course near clubhouse by water</p> <p>Earth Day tie-in</p> <p>Memorial Garden Dedication w/M+C</p>	<p>Coordinate with M+C 90th rollout to FT/seasonal staff</p> <p>Coordinate Staff volunteer service day in NBK</p>	<p>90 days of summer - - tie in with existing events:</p> <p>Fishing Derby, Liberty Loop, Duathlon</p> <p>Pool events</p> <p>Antique Bikes at Velodrome</p>	<p>90 days of summer - tie in with existing events</p> <p>Old time golf apparel contest</p> <p>.90 promo at range, mini-golf</p> <p>Fall Scavenger hunt East 9</p>	<p>June Park Fest: plan 90th kick-off (closest to anniversary date)</p> <p>Time capsule event</p>	<p>"90" ice sculpture at Winter Carnival</p> <p>90th tie in to Spring Bunny, Movie in Park, AF</p> <p>Bocce Ball Court opening w/M+C</p> <p>Free Senior Center membership for a year (1927 birth year)</p>
Month	JUNE/JULY	APRIL/JULY	MAY - SEPTEMBER	FEB/OCT	SUMMER	JUNE - OCT	JUNE/OCT	VARIOUS



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MEMORANDUM

To: Board of Commissioners
 From: Mindy Munn, Director of Finance
 Re: 2017 Staff and Participant Apparel Bid #2120
 Date: February 17, 2017

Background & Analysis

The 2017 Staff and Participant Apparel Bid (#2120) includes orders for all District apparel that will be delivered during the 2017 calendar year. The only items exempt from this bid are some full-time/part-time IMRF apparel items, apparel for programs/events that develop after the bid manual was released, and specialized apparel (i.e. costumes for ice skating).

Bid specifications were sent to 23 companies with 7 submitting bids, as listed below:

Bidder	Category A	Category B	Category C	Category D	Category E	Category F	Category G	Category H
Arena Sports USA Cary, IL	\$2,203.10	\$7,480.00	\$2,526.28	\$6,426.42	\$960.00	\$11,170.15	\$560.00	\$7,124.75
Express Press Springfield, MO	\$2,461.31	No Bid	No Bid	No Bid	No Bid	\$13,759.52	No Bid	\$9,710.48
PGS Custom Products Schaumburg, IL	\$3,081.70	No Bid	No Bid	No Bid	No Bid	\$16,289.90	No Bid	\$10,802.70
Roselynn Fashions Ltd. Elgin, IL	\$2,096.40	\$7,260.00	\$2,961.00	No Bid	\$1,194.00	\$11,223.65	No Bid	No Bid
Sharp Sports Shorewood, IL	\$2,559.53	\$6,682.30	\$2,567.70	\$7,217.66	\$1,104.00	\$13,891.22	\$726.72	\$9,171.28
Sunburst Sportswear Glendale Heights, IL	\$2,136.02	\$8,694.40	\$2,892.76	\$6,790.42	\$1,041.60	\$11,026.46	\$788.80	\$7,781.84
Wave Graphics Mattoon, IL	\$2,570.04	No Bid	No Bid	Non- Conforming Bid	\$1,425.60	\$15,975.83	No Bid	\$10,118.46

NORTHBROOK PARK DISTRICT

Portions of Bid #2120 will be awarded to the three lowest, responsible bidders in the amounts listed below:

Company	Total # of Categories	Total Amounts
Arena Sports USA Cary, IL	5	\$17,589.54
Sharp Sports Shorewood, IL	1	\$6,708.20
Sunburst Sportswear Glendale Heights, IL	2	\$13,162.48
<u>TOTAL BID:</u>	<u>8</u>	<u>\$37,460.22</u>

It is important to note that Roselynn Fashions Ltd. of Elgin, IL submitted the apparent low bid of \$2,096.40 for Category A: Aquatic Staff Apparel. However, when staff computed Roselynn's total cost per item (as this column of their Bid Form was left blank), it was discovered that the unit prices provided actually contributed to a lump sum of \$2,478.90. Due to this mathematical error, Roselynn Fashions was no longer the lowest, responsible bidder; therefore, the District's legal counsel advised awarding Category A of the Bid to Sunburst Sportswear of Glendale Heights, IL for \$2,136.02.

Please note that mathematical errors were also discovered for Sharp Sports (Category B) and Arena Sports USA (Categories C & D); however, despite these errors, both vendors still remained the lowest, responsible bidders for the aforementioned categories.

References were checked for the three lowest bidders and the results are as follows:

The original four references provided by Arena Sports USA were mixed, consisting of one unresponsive reference, two positive references, and one negative reference. The negative reference reported issues with: communication, quality and unapproved substitutions. However, the reference was from a city in Missouri whose processes and needs are different than that of a park district. To perform their due diligence, staff contacted Arena Sports to ask for additional references. Of all the references provided, staff spoke with a total of five local park districts/parks and recreation divisions. All five references reported good communication and timely deliveries, and each reference noted that they would use Arena Sports again in the future. While a few of the five references reported some minor issues with product quality, the issues were remedied by Arena Sports at no expense to the customer. It is also important to note that minor issues with quality are very common when ordering apparel in such large quantities. Therefore, after much research, staff has decided to award Categories C, D, E, G and H of the Bid to Arena Sports USA, for a total of \$17,589.54.

The reference checks for Sharp Sports all came back very positive. Therefore, staff has decided to award Category B of the Bid to Sharp Sports of Shorewood, IL for \$6,708.20.

The reference checks for Sunburst Sportswear also came back positive. Additionally, the District worked with Sunburst during last year's apparel bid and had a positive experience with the vendor. Thus, staff has decided to award Categories A and F of the Bid to Sunburst Sportswear of Glendale Heights, IL for \$13,162.48.

Explanation:

The cost of participant apparel is included in registration fees. Staff apparel will be included in the budget for FY 2017-2018, in individual program and facility budgets.

Draft Motion:

No motion is needed, as the total amount due to each low bidder is less than \$20,000.

Pc: Molly Hamer, Executive Director