



Board of Park Commissioners

Regular Board Meeting

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

October 26, 2022

Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois
7pm

REGULAR BOARD MEETING AGENDA

- I. Call to Order and Roll Call
- II. Recognition of Visitors
- III. Recognition of Commissioner Michael Ziering
- IV. Approval of Agenda
- V. Board Committee Reports
- VI. Consent Agenda

The matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the October 18, 2022 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.

10/26.82 Approval of Regular Board Meeting Minutes of September 28, 2022

10/26.83 Approval of September 2022 Vouchers

10/26.84 Approval of Cyber Security Consultant Engagement

10/26.85 Approval of Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2023 Fiscal Year

10/26.86 Approval of Full-time Salary Market Adjustment Pools for 2023 Fiscal Year

10/26.87 Approval of Park Board of Commissioners 2023 Meeting Calendar

10/26.88 Approval of Irrigation Pump Station Replacement, Bid #2236

10/26.89 Approval of Contract Tree Maintenance Services, Bid #2231

10/26.90 Approval of Contract Mowing Services Northeast, Bid #2232

10/26.91 Approval of Contract Mowing Services Southwest, Bid #2233

10/26.92 Approval of Landscape Maintenance Services, Bid #2234

10/26.93 Approval of Natural Area Management, Bid #2235

VII. Action Items

10/26.94 Approval of Purchase Ford E-Transit 250 High Roof Van

10/26.95 Approval of Fleet Vehicle Purchase

10/26.96 Adoption of Supplemental Appropriation Ordinance 22-O-2

VIII. New Business

IX. Unfinished Business

X. Executive Director's Report

XI. Commissioner Reports

XII. President's Report

XIII. Move Into Closed Session to Discuss Employment of an Employee 5 ILCS 120/2(c)(1)

XIV. Next Meeting

- a. Regular Board Meeting, December 14, 2022, 7pm, Joe Doud Administration Building, 545 Academy Drive

XIII. 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.



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MEMORANDUM

To: Board of Commissioners
From: Chris Leiner, Director of Parks & Properties
Agenda Item: VII. 10/26.94 Purchase Ford E-Transit 250 High Roof Van
Date: October 21, 2022

Staff Recommendation:

Staff recommends the purchase of one (1) Ford E-Transit 250 High Roof Van via the Sourcewell Cooperative Purchasing Program for an amount not to exceed \$71,000.

Background & Analysis:

The replacement of Truck #3030, a 2008 GMC 2500 Utility Body, is budgeted in the 2023 Capital Improvement Plan for \$71,000. Staff is recommending purchasing an all-electric Ford E-Transit 250 High Roof Van to replace the existing fleet vehicle.

This vehicle is used by Trades staff responsible for carpentry and sign installation in the District. The current vehicle does not allow for hauling sheets of plywood or larger items due to the utility box. Additionally, when the current vehicle is used during weather events, materials and tools get wet in the open bed. With the addition of the E-Transit, staff will be able to haul needed items or supplies without switching vehicles. This would be the first all-electric vehicle in the fleet and would be used to evaluate the future conversion of additional vehicles to electric.

Based on current accelerated procurement cycles and extended delivery timelines, the Board consensus at the October 18, 2022, Parks and Properties Committee Meeting was to move forward with ordering vehicles to ensure the District can continue to adequately provide services. The ordering cycle is currently open for 2023 Ford E-Transits.

National Auto Fleet Group of Watsonville, California was selected via the Sourcewell Cooperative Purchasing Network. The vehicle will be ordered upon Board approval and delivered in 2023.

Explanation:

Budgeted Cost: \$71,000

Budget Source: 2023 Capital Improvement Plan: 1050-6525-P-VE-01

Motion:

I move to authorize Executive Director Hamer to procure one (1) Ford E-Transit 250 High Roof Cargo Van from National Auto Fleet Group of Watsonville, California via the Sourcewell Cooperative Purchasing Program for an amount not to exceed \$71,000.

Pc: Molly Hamer, Executive Director



MEMORANDUM

To: Board of Commissioners
From: Chris Leiner, Director of Parks & Properties
Agenda Item: VII. 10/26.95 Vehicle Procurement Authorization
Date: October 21, 2022

Staff Recommendation:

Staff recommends authorization for Executive Director Hamer to procure the following fleet vehicles via a cooperative purchasing program for an amount not to exceed \$303,750.

- one (1) Ford F-250 4x4 Regular Cab with liftgate
- one (1) Ford F-250 4x4 Extended Cab
- two (2) F-350 4x4 Regular Cab with plow
- one (1) Ford F-350 4x4 Crew Cab

Background & Analysis:

Based on current accelerated procurement cycles and extended delivery timelines, the Board consensus at the October 18, 2022 Parks and Properties Committee Meeting was to move forward with ordering vehicles for FY 2023 to ensure the District can continue to adequately provide services. Staff have been advised by the fleet purchasing representative to budget a 12.5% contingency for unknown vehicle price escalation for vehicles in which the 2023 cycle has not opened. The following fleet vehicles are identified in the draft 2023 Capital Improvement Plan for replacement.

- The replacement of Truck #3040, a 2005 GMC 2500 that is 18 years old, with a Ford F250 4x4 regular cab with a liftgate. This truck is used by the Trades Department for pool maintenance. This truck also carries snow blowers and walk-behind salters during the winter season.
- The replacement of Truck #3200, a 2000 GMC 1500 that is 23 years old, with a Ford F250 4x4 extended cab pickup truck. This truck is currently used by the Trades Department for general maintenance work. This truck is the oldest vehicle in the fleet and is beyond its useful life.
- The replacement of Truck #3050, a 2005 Chevy 2500 that is 18 years old and used by the ball field crew, with a Ford F350 4x4 with a plow. This vehicle is used heavily in the summer season to tow the ball field enclosed trailer and in the winter is used as the salt brine pretreat truck for parking lots. This truck would be equipped with a plow to assist with snow removal operations.
- The replacement of Truck #3150, a 2009 Chevy 2500 that is 14 years old and used by the ball field crew, with a Ford F350 4x4 with a plow. This vehicle is used heavily in the summer to tow the ball field enclosed trailer. This truck would be equipped with a plow to assist with snow removal operations.

NORTHBROOK PARK DISTRICT

- The replacement of Truck #3210, a 2008 GMC 2500 2-wheel drive Crew Cab that is 15 years old, with a Ford F350 4x4 Crew Cab. The existing truck is 2-wheel drive which is not ideal for towing or snow operations. This truck is heavily used by the Grounds Department in the summer to complete landscape work around the District and in the winter is used for the sidewalk snow removal operation. This truck primarily pulls Trailer #523 year-round.

Explanation:

Budgeted Cost: \$303,750

Budget Source: 2023 Capital Improvement Plan: 1050-6525-P-VE-02; 1050-6252-P-VE-03;
1050-6252-P-VE-04; 1050-6252-P-VE-05;
1050-6252-P-VE-06

Motion:

I move to authorize Executive Director Hamer to procure: one (1) Ford F-250 4x4 Regular Cab with liftgate; one (1) Ford F-250 4x4 Extended Cab; two (2) F-350 4x4 Regular Cab with plow; and one (1) Ford F-350 4x4 Crew Cab via a cooperative purchasing program for a not to exceed amount of \$303,750.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Board of Commissioners
From: Molly Hamer, Executive Director
Agenda Item: VII. 10/26.96 Adoption of Supplemental Appropriation Ordinance 22-O-2
Date: October 21, 2022

During Closed Session at the January 18, 2022 Parks and Properties Committee Meeting, Steven Kanner of Freed, Danner, London & Millen, LLC and Michael Silverman of The Bruno Firm, LLC presented information to the Committee regarding Pending Litigation in an Anti-Trust case. The District served as lead plaintiff in the commercial flooring conspiracy and bid rigging case. This week, Robbins Schwartz representatives met with the anti-trust attorneys regarding the status of the case. The court has approved the motion to distribute settlement funds and the settlement administrator completed the process of preparing class members' settlement distributions. The District's distribution in the amount of \$113,862.98 (damages and class representative service award) was received today via FedEx.

There is a provision in the Park District Code in the event a District receives unexpected revenue such as these settlement funds. The District is required to adopt a Supplemental Appropriation Ordinance in the amount not to exceed the estimated amount of the funds to be received pursuant to 4-4 of the Park District Code. 70 ILCS 1205/4-4. No publication, notice or hearing is required. The Park District Code does not impose any restrictions on the settlement funds.

The Supplemental Appropriation Ordinance is included in the packet and the topic is an Action Item on the October 26 Board Meeting Agenda.

ORDINANCE 22-O-2
OF THE
NORTHBROOK PARK DISTRICT
BOARD OF PARK COMMISSIONERS

SUPPLEMENTAL APPROPRIATION ORDINANCE
OF THE NORTHBROOK PARK DISTRICT FOR THE FISCAL YEAR COMMENCING
JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022

WHEREAS, on January 26, 2022, the Board of Park Commissioners (“Board”) of the Northbrook Park District, Cook County, Illinois (“Park District”) adopted the Annual Budget and Appropriation Ordinance, Ordinance No. 22-O-2, for the fiscal year beginning January 1, 2022 and ending December 31, 2022 (“Fiscal Year”) in compliance with Section 4-4 of the Illinois Park District Code (70 ILCS 1205/4-4);

WHEREAS, the Board hereby finds that after the adoption of Ordinance No.22-O-2 and before the end of the Fiscal Year, the Park District has or will receive unexpected revenue in the approximate amount of One Hundred Thirteen Thousand Eight Hundred Sixty-two and 98/100 (\$113,862.98), which revenue was not previously appropriated (the “Supplemental Revenue”);

WHEREAS, Section 4-4 of the Illinois Park District Code (70 ILCS 1205/4-4) authorizes the Board to adopt a supplemental appropriation ordinance subsequent to the adoption of Ordinance No.22-O-2, in an amount not to exceed the aggregate of any additional revenue available to the Park District or estimated to be received by the Park District.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Northbrook Park District, Cook County, State of Illinois as follows:

Section 1. The foregoing recitals are incorporated in, and made a part of, this Ordinance.

Section 2. The Board hereby supplements the appropriation approved by Ordinance 22-O-2 for expenses and liabilities related to the Corporate Fund, for the fiscal year beginning January 1, 2022 and ending December 31, 2022, by a total amount equal to \$113,862.98, the amount of the Supplemental Revenue estimated to become available.

Section 3. Any unused appropriation remaining in the Corporate Fund at the end of the Fiscal Year is hereby specifically re-appropriated as and for its original purpose.

Section 4. All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance are hereby modified or repealed to the extent of such conflict. If any time or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of any remaining portion of the Ordinance.

Section 5. This Ordinance shall be in full force and effect from and after its passage and approval in the manner required by law.

Commissioner _____ moved, seconded by Commissioner _____, that Ordinance _____ be adopted. Roll call being taken, the following Commissioners voted:

Commissioner Chalem _____
Commissioner Goodman _____

Commissioner Chambers _____
Commissioner Curin _____

Commissioner Schyman _____
Commissioner Ziering _____

Commissioner Simon _____

Adopted this 26 day of October 2022 by the Board of Park Commissioners of the Northbrook Park District.

Lisa Chalem, President, Board of Park Commissioners
of the Northbrook Park District

Attest:

Date:

Molly Hamer, Secretary, Board of Park Commissioners
of the Northbrook Park District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Molly Hamer, do hereby certify that I am Secretary of the Board of Park Commissioners of the Northbrook Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance No. 22-O-2:

**SUPPLEMENTAL APPROPRIATION ORDINANCE
OF THE NORTHBROOK PARK DISTRICT FOR THE FISCAL YEAR COMMENCING
JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Northbrook Park District, held at Northbrook, Illinois, in said District at 7:00 p.m. on the 26th day of October 2022.

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 of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Northbrook Park District at Northbrook, Illinois this 26th day of October 2022.

Molly Hamer, Secretary, Board of
Commissioners of the Northbrook
Park District

[SEAL]