



Board of Park Commissioners Regular Board Meeting

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

September 27, 2023

**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. Approval of Agenda
- IV. Board Committee Reports
- V. Consent Agenda

The matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the September 18, 2023 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.

9/27.62 Approval of Regular Board Minutes of August 23, 2023

9/27.63 Approval of August 2023 Voucher Report

9/27.64 Approval of Greenfield Park Playground Equipment Purchase

9/27.65 Approval of Wescott Park Playground Equipment Purchase

9/27.66 Approval of Williamsburg Square Park Playground Equipment Purchase

- VI. Action Items

9/27.67 Board Appointment – Board Secretary

9/27.68 Consider Updating Authorized Signers at Northbrook Bank & Trust Company

9/27.69 Consider Fleet Vehicle Purchase

- VII. New Business

9/27.70 Outdoor Athletic Field and Hard-Court Assessment Update

- VIII. Unfinished Business

- IX. Executive Director's Report

- X. Commissioner Reports

- XI. President's Report

- XII. Next Meeting

- a. Regular Board, October 25, 2023, 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: Wendy Peterson, Executive Administrative Assistant
Agenda Item: VI. 9/27.67 Board Appointment – Board Secretary
Date: September 22, 2023

At the Annual Meeting of the Board held on May 24, 2023, Executive Director Hamer was appointed the 2023-2024 Board Secretary. Executive Director Hamer retired from the Park District on September 8. At the August 23 Regular Board Meeting, the Board appointed Chris Leiner as the new Executive Director effective September 1, 2023.

Motion:

I move to approve the removal of Molly Hamer, retired Executive Director, as the Board Secretary and appoint Chris Leiner, Executive Director, as the 2023-2024 Board Secretary.

Pc: Chris Leiner, Executive Director



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MEMORANDUM

To: Board of Commissioners
From: Mike Tokar, Director of Finance & Technology
Agenda Item: VI. 9/27.68 Consider Updating Authorized Signers at Northbrook Bank & Trust Company
Date: September 22, 2023

Staff Recommendation:

Staff recommends updating authorized signers at Northbrook Bank & Trust Company.

Background and Analysis:

At the August 23, 2023, Regular Board Meeting, the Board appointed Chris Leiner as the new Executive Director effective September 1, 2023. Staff recommends adding Chris Leiner as an authorized signer and removing Molly Hamer, retired Executive Director.

Motion:

I move to approve the removal of Molly Hamer, retired Executive Director, as an authorized signer and add Chris Leiner, Executive Director, as an authorized signer on the Park District accounts at Northbrook Bank & Trust Company.

Pc: Chris Leiner, Executive Director



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MEMORANDUM

To: Board of Commissioners
From: Chris Leiner, Executive Director
Randy Truhlar, Facility & Fleet Manager
Agenda Item: 9/27.69. Consider Fleet Vehicle Purchase
Date: September 22, 2023

Staff Recommendation:

Staff recommends authorization for Executive Director Leiner to procure the following fleet vehicles via a cooperative purchasing program for an amount not to exceed \$321,850.

- One (1) Ford F-250 4X4 Utility Body, Liftgate, Plow
- One (1) Ford F-350 4x4 Crew Cab, Plow, Dump Bed
- One (1) Ford Maverick XL EcoBoost
- Two (2) Ford Transit Vans

Background & Analysis:

After analysis and industry benchmarking in 2022, the District updated its Fleet Replacement Plan. Previously, the District expected a 15-20 year lifespan for the majority of fleet vehicles. Factoring usage, weather and industry standards, the District began implementation of a 10-12 year replacement cycle for the majority of fleet vehicles, with the goal of eventually meeting the industry standard of 10-12 years.

Prior to 2022, the District had not purchased a fleet vehicle since 2015, making the District's newest vehicle 7 years old. At that time the District's average vehicle age was 12.9 years old, and nine of the District's 29 fleet vehicles were over 15 years old. Based on this methodology change and the condition of the existing fleet, staff recommended a surge buying program tapering off over five years, with a goal of creating a three vehicle per year order program (10% of the fleet).

Fleet ordering history 2015-2024:

FY 2022: one vehicle (budgeted in FY 2022, was unable to order until FY 2023 based on market conditions)

FY 2023: six vehicles

FY 2024: five vehicles (current recommendation)

Based on current accelerated procurement cycles and extended delivery timelines, the Board consensus at the September 18, 2023 Committee-of-the-Whole Meeting was to move forward now with ordering vehicles for FY 2024 to ensure the District can procure vehicles and continue to adequately provide services to the community.

NORTHBROOK PARK DISTRICT

The following fleet vehicles are identified in the draft 2024 Capital Improvement Plan for replacement:

- The replacement of Truck #2020, a 2007 Chevrolet 1500 that is 16 years old, with a Ford Transit 250. This vehicle is used by the Facilities Department. Converting the vehicle from a pickup truck to a van will increase departmental efficiency.
- The replacement of Van #3010, a 2010 Ford Transit Connect that is 13 years old, with a Ford Transit 250. This van is currently used by the Trades Department for general maintenance work, playground inspections and restroom cleaning.
- The replacement of Truck #3090, a 2010 GMC 2500 Utility Body Plow Truck that is 13 years old, with a Ford F250 4x4, Utility Body, Liftgate, Plow. This vehicle is used by the Trades Department for electrical trade work throughout the District. This truck would be equipped with a plow to assist with snow removal operations.
- The replacement of Administrative Vehicle #3190, a 2010 Toyota Prius that is 13 years old with a Ford Maverick XL EcoBoost. By purchasing a Maverick as opposed to a sedan, the capabilities of the vehicle are expanded. This vehicle is used by the Planning Department for job site visits and attendance at meetings and conferences. In addition, the vehicle is used for park inspections, special event preparation and as a backup vehicle for the District's courier and Administrative staff.
- The replacement of Truck #6030, a 2008 Chevrolet 2500 HD WD Plow Truck that is 15 years old with a Ford F350 4x4 Crew Cab, Plow and Dump Bed. The existing truck is used by the Golf Maintenance Department and is used to transport staff and tow equipment between courses. With the addition of a dump bed, the District expects departmental efficiencies to improve. The truck is also used for snow removal.

Explanation:

1. Budgeted Cost: \$321,850
2. Budget Source: 2024 Capital Improvement Plan

The attached chart represents staff's recommended vehicle replacement schedule based on current inventory and anticipated needs over the next six years. This recommendation takes into account equipment condition, usage and impact on the operation in the event of a vehicle break-down. Staff updates the replacement schedule each year based on existing equipment condition, replacement equipment availability and financial impact. The vehicle purchase prices do not include trade-in or auction offsets. Staff estimates \$15,000-\$20,000 in revenue from the sale of the five vehicles currently recommended for replacement.

Motion:

I move to authorize Executive Director Leiner to procure: one (1) Ford F-250 4X4 Utility Body, Liftgate, Plow; one (1) Ford F-350 4x4 Crew Cab, Plow, Dump Bed; one (1) Ford Maverick XL EcoBoost; two (2) Ford Transit Vans via a cooperative purchasing program for a not to exceed amount of \$321,850.