



Village of Northbrook

Board of Trustees

REGULAR MEETING AGENDA

**SANDRA "SANDY" FRUM BOARD ROOM
NORTHBROOK VILLAGE HALL, 1225 CEDAR LANE
TUESDAY, APRIL 25, 2023**

7:30 PM

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. MINUTES APPROVAL

- A. Review and Approval of the April 11, 2023 Regular Board of Trustees Meeting Minutes

4. PUBLIC COMMENT TIME

Please Note - Members of the public wishing to respectfully share thoughts about any matter concerning the Northbrook Board of Trustees may do so by coming to a meeting and speaking during the "Public Comment" time on general matters, or by speaking if and when comment is called during debate on a specific matter that is listed on the agenda. Members of the public can also submit a written comment via the Village's website. Each written comment submitted on the website will be delivered to each member of the Village Board prior to the meeting but will not be read out loud at the meeting unless specifically requested. Please note that while the Village Board will not immediately respond to public comments at the meeting, or engage in a back and forth discussion during the meeting, we are of course actively listening to all comments, thoughts, and suggestions. Thank you for your understanding and taking the time to contribute to the success of our community.

5. MANAGER'S REPORT

6. WARRANT LIST

- A. Review and Approval of Payments to be Made

ATTACHMENTS:

- Payments to be Made Per Listing Dated April 1, 2023 - April 15, 2023 (Alpha & Descending Lists)

- B. Review of Frontage Deposit List Dated April 14, 2023

ATTACHMENTS:

- Frontage Deposit List Dated April 14, 2023

7. PRESIDENT'S REPORT

- A. COMMUNITY MOMENT

B. PROCLAMATION:

A Proclamation Recognizing April 28, 2023 as Arbor Day in the Village of Northbrook

C. PROCLAMATION:

A Proclamation Recognizing April 30 - May 6, 2023 as Small Business Week

D. PROCLAMATION:

A Proclamation Recognizing Northbrook Green Businesses

E. RESOLUTION NO.23-

A Resolution Pledging to Join Cook County to Unite Against Hate

F. Presentation by Brookfield Properties on the Northbrook Court Redevelopment Conceptual Master Plan**8. CONSENT AGENDA**

The matters listed for consideration on the Consent Agenda are matters that appear to have the unanimous support of the Board of Trustees. The Village President will review, designate the resolution or ordinance number for passage and then inquire if any member of the Board or member of the public objects to any item on the Consent Agenda. If any objections are raised, the matter will be removed from the Consent Agenda and relocated to a location on this agenda for consideration during the appropriate Board Committee report. If no objection is voiced, the Village President will request a motion and second for passage of all items listed. The resultant roll call vote on the Consent Agenda will be applicable to each individual agenda item.

A. RESOLUTION NO.23-

A Resolution Authorizing an Agreement for Bicycle and Pedestrian Design, Planning, and Engineering Services with Kimley-Horn and Associates, Inc. of Deerfield, Illinois

ATTACHMENTS:

- Exhibit A - Hourly Rates for Bicycle and Pedestrian Engineering Services

B. RESOLUTION NO.23-

A Resolution Authorizing a Contract for Phase 1 Design Services for a Replacement SCADA System at the Water Plant with Stanley Consultants, Inc. of Chicago, Illinois

C. RESOLUTION NO.23-

A Resolution Approving an Agreement with Nelbud Services, LLC. of Indianapolis, Indiana for Fire Protection Systems Maintenance

ATTACHMENTS:

- Exhibit A - Fire Sprinkler Maintenance Price Schedule

D. RESOLUTION NO.23-

A Resolution Authorizing an Agreement with Emerald Tree Care, LLC. of Roselle, Illinois for the Treatment of Parkway Ash Trees

E. RESOLUTION NO.23-

A Resolution Authorizing the Purchase of Liquid Aluminum Sulfate for the Water Treatment Plant from USALCO, LLC. of Baltimore, Maryland

F. **RESOLUTION NO.23-**

A Resolution Approving the Purchase of Sodium Hypochlorite for the Water Treatment Plant from Rowell Chemical Corporation of Hinsdale, Illinois

G. **RESOLUTION NO.23-**

A Resolution Approving the Purchase of Chlorine Gas for the Water Treatment Plant from Alexander Chemical Corporation of LaPorte, Indiana

H. **RESOLUTION NO.23-**

A Resolution Authorizing the Renewal of an Agreement for the Purchase of Uniforms for the Northbrook Public Works Department from SDS Holdings, Inc. D/B/A Cutler Workwear of Mundelein, Illinois

I. **RESOLUTION NO.23-**

A Resolution Authorizing the Renewal of an Agreement for Native Landscape Management Services with Foot Stone, Inc. of Glenview, Illinois

ATTACHMENTS:

- Exhibit A - Native Landscaping Maintenance Map

J. **RESOLUTION NO.23-**

A Resolution Authorizing the Procurement of Roof Maintenance Services from C.I.C. Corporation of Wauconda, Illinois

ATTACHMENTS:

- Exhibit A - Roof Maintenance Services

K. **RESOLUTION NO.23-**

A Resolution Accepting the Recommendations of a Facility Space Program as Reviewed by the Public Works and Facilities Committee of the Village Board

ATTACHMENTS:

- 1 20230228 Facilities Plan Update Cover Memo
- 2 Northbrook Fire Program
- 3 Northbrook Fleet Program
- 4 Northbrook Police Program
- 5 20230228 Facilities Plan Update -Northbrook Facilities Master Schedule Draft
- 6 20230228 PWF Facilities Plan Update Presentation

L. **RESOLUTION NO.23-**

A Resolution Authorizing the Renewal of an Agreement for Hydrant Painting with Alpha Paintworks, Inc. of Chicago, Illinois

ATTACHMENTS:

- Exhibit A - 2023 - 2024 Hydrant painting areas

M. **RESOLUTION NO.23-**

A Resolution Authorizing the Renewal of a Contract for Maintenance of Traffic Signals with Meade Electric Company, Inc. of Willowbrook, Illinois

ATTACHMENTS:

- Exhibit A - Traffic Signal Maintenance Unit Pricing

N. RESOLUTION NO.23-

A Resolution Approving the Renewal of an Agreement for Dutch Elm Disease Treatments with Emerald Tree Care, LLC. of Roselle, Illinois

O. RESOLUTION NO.23-

A Resolution Authorizing the Renewal of a Contract for Parkway Tree Trimming Services with Advanced Tree Care, Inc. of Lincolnshire, Illinois

ATTACHMENTS:

- Exhibit A - Tree Trimming Unit Pricing

P. RESOLUTION NO.23-

A Resolution Approving the Purchase of Hydrofluorocilic Acid for the Water Treatment Plant from Alexander Chemical Corporation of Springfield, Illinois

Q. RESOLUTION NO.23-

A Resolution Approving a Contract with Advanced Elevator Company, Corp. of Aurora, Illinois for Elevator Maintenance Services

ATTACHMENTS:

- Exhibit A - Elevator Maintenance Summary of Costs

R. RESOLUTION NO.23-

A Resolution Authorizing the Purchase of Concrete Materials from Menoni & Mocogni, Inc. of Highland Park, Illinois and Ozinga Ready Mix Concrete, Inc. of Mokena, Illinois

ATTACHMENTS:

- Exhibit A - Concrete Materials Unit Pricing

S. RESOLUTION NO.23-

A Resolution Waiving Competitive Bidding and Approving an Agreement for Construction Oversight Services for the Fiscal Year 2023/24 Water Main Project with Baxter & Woodman Consulting Engineers of Crystal Lake, Illinois

T. RESOLUTION NO.23-

A Resolution Approving a Four-Year Collective Bargaining Agreement with the International Union of Operating Engineers, Local 150

ATTACHMENTS:

- Local 150 Contract - 2022-2026 final with track changes(271158762.6) CLEAN

U. ORDINANCE NO.23-

An Ordinance Repealing Chapter 2, Article IV, Division 22 and Amending Chapter 2, Article 5, Division 4 of the Northbrook Municipal Code, as Amended, Regarding the Foreign Fire Insurance Board

V. ORDINANCE NO.23-

An Ordinance Voluntarily Annexing Certain Territory Contiguous to the Village of Northbrook and Establishing Zoning Thereof (2830 Highland Road)

ATTACHMENTS:

- Exhibit A - Plat of Annexation

- Maps & Site Photo
- Plat of Survey
- Affidavits of Notice
- Applicant Submittal

COMMITTEE REPORTS

9. ADMINISTRATION AND FINANCE

10. PLANNING AND ECONOMIC DEVELOPMENT

A. PRELIMINARY REVIEW - ZONING & DEVELOPMENT APPLICATIONS

The comments made by Board Members this evening are the preliminary comments of individual trustees and do not represent the opinion or final determination of the Village of Northbrook. No final decision on the requested relief can or will be made until after the matter goes through the Village zoning process, which may include a public hearing and recommendation by the Northbrook Plan Commission.

11. COMMUNITY AND SUSTAINABILITY

12. PUBLIC WORKS AND FACILITIES

13. PUBLIC SAFETY

14. COMMUNICATIONS AND OUTREACH

15. REMARKS FOR THE GOOD OF THE ORDER

16. CLOSED SESSION

17. ADJOURN

The Village of Northbrook is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Debbie Ford (847-664-4013) promptly to allow the Village of Northbrook to make reasonable accommodations for those persons. Hearing impaired individuals may call the TDD number, 847-564-8645, for more information.

VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS
Tuesday, April 25, 2023

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LISTAPRIL 1, 2023 - APRIL 15, 2023
FOR 04/25/2023 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
302518	A. EPSTEIN AND SONS INTERNATIONAL	PROFESSIONAL SERVICES - PW	10,647.54
302438	AAA LOCK & KEY	SUPPLIES - PW	13.75
302559	AARON FOLEY	REIMBURSEMENT - PW	300.00
302439	ABT ELECTRONICS, INC	EQUIPMENT - FD	14,274.00
302475	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES - PW	551.96
5641(A)	ADDIS LAW GROUP	LEGAL SERVICES - GG	17,000.00
302517	ADVANCE PROPERTY EXPOSURE CANADA	SUBSCRIPTION - IT	7,380.00
5606(A)	ADVANCED TREE CARE	SERVICES - PW	1,775.00
5634(A)	ADVIZEX TECHNOLOGIES LLC	CONSULTING - IT	15,450.00
5607(A)	AIR ONE EQUIPMENT INC	SUPPLIES - FD	589.00
302516	AL WARREN OIL CO INC	FUEL - PW	23,476.20
302510	ALL TRAFFIC SOLUTIONS, INC.	EQUIPMENT - PD	875.00
5638(A)	ALPHA BUILDING MAINTENANCE SERVICE	PROFESSIONAL SERVICES - PW	7,491.00
5608(A)	ALPHA PRIME COMMUNICATIONS	PARTS - PW	925.00
302563	AMALGAMATED BANK OF CHICAGO	ADMINISTRATION FEES - FIN	475.00
5637(A)	AMAZON.COM SERVICES, INC.	SUPPLIES - PD	1,155.72
5643(A)	AMAZON.COM SERVICES, INC.	SUPPLIES - FIN	42.78
302539	AMDUR PRODUCTIONS INC	BANNER - GG	10.00
5639(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN	520.21
302536	AMERICAN TAXI DISPATCH, INC	SENIOR TRANSPORTATION - FIN	98.25
302457	AMERICAN WATER WORKS ASSC II SECT.	CONFERENCE - PW	400.00
302547	ANGELA BAIOCCHI	REIMBURSEMENT - PD	139.71
5609(A)	ARLINGTON POWER EQUIPMENT	SUPPLIES - PW	369.52
302505	ARTISTIC ENGRAVING	SUPPLIES - PD	2,200.00
302440	ASSOCIATED TECHNICAL SERVICES, LTD	SUPPLIES - PW	796.00
302444	AT&T MOBILITY NATIONAL ACCOUNTS LLC	TELECOMMUNICATIONS - IT	8,194.54
302511	AWESOME VENDING, INC	CANTEEN - FD	644.16
302519	BACKFLOW SOLUTIONS, INC.	SERVICES - PW	5,787.57
302504	BADE SUPPLY	PARTS - PW	503.35
302543	BILL ALT	REIMBURSEMENT - PW	500.00
302550	BRYAN MEENTS	REIMBURSEMENT - PD	277.97
5635(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	82.55
302548	CAITLIN MCKENZIE	REIMBURSEMENT - PD	502.62
302483	CASH	PETTY CASH - PW	494.57
302441	CDS OFFICE TECHNOLOGIES	SUPPLIES - PD	640.00
5612(A)	CDW GOVERNMENT INC.	EQUIPMENT - IT	8,198.44
302442	CHICAGO TRIBUNE	SUBSCRIPTION - FD	101.50
302443	CHICAGO TRIBUNE	SUBSCRIPTION - FD	235.42
302496	CINTAS CORPORATION #2	UNIFORMS - PW	197.35
302445	CLARK BAIRD SMITH LLP	LEGAL SERVICES - GG	1,402.50
302526	CLARK HILL PLC	LEGAL SERVICES - GG	2,857.00
302564	COMCAST CABLE	CABLE/INTERNET - PD	115.72
302437	COMCAST CABLE	CABLE/INTERNET - PD	115.72
302446	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	389.29
302527	CONQUEST PEST SOLUTIONS	SERVICES - PW	140.00
302533	CONSTELLATION ENERGY CORPORATION	UTILITIES - PW	43,281.89
5617(A)	CORE & MAIN LP	SUPPLIES - PW	500.00
302535	DENNY'S FIRE CONTROL	SERVICES - FD	570.00
302448	DJS SCUBA LOCKER, INC	TRAINING - FD	700.00
5613(A)	DREISILKER ELECTRIC MOTORS INC	SUPPLIES - PW	175.98
302447	DTN, LLC	SERVICES - PW	2,361.00
302537	EFURNITUREMAX, LLC	SUPPLIES - PD	482.00

Attachment: Payments to be Made Per Listing Dated April 1, 2023 - April 15, 2023 (Alpha & Descending Lists) (6681 : Warrant List)

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LISTAPRIL 1, 2023 - APRIL 15, 2023
FOR 04/25/2023 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
302449	EL-COR INDUSTRIES, INC.	PARTS - PW	290.65
302551	ERIC GUSTASON	REIMBURSEMENT - PD	173.01
302450	EVANSTON FUNERAL & CREMATION, INC.	PROFESSIONAL SERVICES - PD	900.00
302507	FE MORAN INC	ANNUAL INSPECTIONS - PW	2,672.00
5633(A)	FIRE SAFETY CONSULTANTS, INC	PROFESSIONAL SERVICES - FD	1,705.00
5636(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - FD	466.28
302531	FLOCK GROUP INC	PROFESSIONAL SERVICES - PD (*)	28,890.00
302451	FRIENDS OF THE NORTHBROOK ARTS	CONTRIBUTION - GG	3,715.17
302508	FUJITEC AMERICA, INC.	SERVICES - PW	565.00
5614(A)	GALLS, LLC	SUPPLIES - PD	1,470.06
302452	GOLF MILL FORD	PARTS - PW	7,420.02
5615(A)	GRAINGER	SUPPLIES - PW	1,650.46
302530	GRANITE TELECOMMUNICATIONS, LLC	TELECOMMUNICATIONS - IT	3,049.54
5616(A)	HARTING ASSOCIATES, INC.	ANNUAL MAINTENANCE - IT	393.75
302453	HASTINGS AIR ENERGY CONTROL	PARTS - PW	429.09
302503	HEALTH INSPECTION PROFESSIONALS INC	PROFESSIONAL SERVICES - DPS	5,500.00
302462	HEWLETT PACKARD ENTERPRISE	ANNUAL MAINTENANCE - IT	7,869.96
302454	HOME DEPOT CREDIT SERVICES	SUPPLIES - PW	57.80
302455	IDLEWOOD ELECTRIC SUPPLY, INC	SUPPLIES - PW	10.48
302456	ILLINOIS LABOR LAW POSTER SERVICE	PRINTING - FD	99.50
302458	ILLINOIS SECRETARY OF STATE	LICENSE PLATES - PD	453.00
302459	ILLINOIS STATE POLICE	PROFESSIONAL SERVICES - GG	56.50
5627(A)	J.F. WAGNER PRINTING COMPANY	PRINTING - PD	359.00
302460	J.G. UNIFORMS, INC.	UNIFORMS - PD	8,733.55
302552	JAMES DAVIDSON	REIMBURSEMENT - PD	284.14
302553	JAMISON HANSELMAN	REIMBURSEMENT - PD	131.45
302542	JASON METLER	REIMBURSEMENT - PW	500.00
302544	JOHN OSTERKORN	REIMBURSEMENT - PW	500.00
302558	JOHN SLIVKA	REIMBURSEMENT - PW	2,310.00
302554	JOHN USTICH	REIMBURSEMENT - PD	150.00
302461	JOHNSON CONTROLS, INC.	PROFESSIONAL SERVICES - PW	2,576.10
302506	JONES & BARTLETT LEARNING, LLC	TRAINING EQUIPMENT - FD	95.61
302502	KELLEY WILLIAMSON COMPANY	PARTS - PW	1,863.00
302540	KNAPHEIDE-EQUIPMENT CO-CHICAGO	SUPPLIES - PW	1,477.91
302509	KORDICK ELECTRIC CO	SERVICES - PW	3,115.00
302463	KUSTOM SIGNALS INC.	EQUIPMENT - PW	2,590.25
302534	LINDE GAS & EQUIPMENT INC.	PARTS - PW	181.44
5619(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - GG	135.99
302562	MARY SZPONDER	RECAPTURE FEE - PW	2,450.58
302555	MATTHEW JOHNSON	REIMBURSEMENT - PD	71.89
5620(A)	MC MASTER-CARR SUPPLY COMPANY	SUPPLIES - PW	218.45
5621(A)	MEADE INC.	SERVICES - PW	2,223.38
5640(A)	MERCHANTS' CREDIT GUIDE CO.	SERVICES - FIN	263.54
302464	METROPOLITAN WATER RECLAMATION	PROFESSIONAL SERVICES - PW	5,750.41
5622(A)	MGP, INC.	PROFESSIONAL SERVICES - PW (*)	18,540.00
302549	MICHAEL METRICK	REIMBURSEMENT - PD	225.74
5623(A)	MID AMERICAN WATER OF WAUCONDA INC	SUPPLIES - PW	1,176.00
302529	MIDWEST POWER INDUSTRY, INC	SERVICES - PW (*)	77,367.91
302514	MINDSIGHT	ANNUAL MAINTENANCE - IT (*)	18,000.00
5624(A)	MOTOROLA SOLUTIONS, INC.	ANNUAL MAINTENANCE - IT (*)	95,269.00
302541	MUTUAL OF OMAHA	AMBULANCE REIMB - FD	215.95
302512	NAPA AUTO PARTS	PARTS - PW	3,311.80

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GENERAL LEDGER SYSTEM
WARRANT LISTAPRIL 1, 2023 - APRIL 15, 2023
FOR 04/25/2023 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
302473	NATIONAL ASSOCIATION OF SOCIAL	MEMBERSHIP - PD	236.00
302556	NICHOLAS WHITE	REIMBURSEMENT - PD	17.18
302476	NICOR	UTILITIES - PW	1,517.77
302465	NIPSTA	TRAINING - FD	600.00
302466	NIPSTA	TRAINING - FD	600.00
302467	NIPSTA	TRAINING - FD	1,400.00
302468	NIPSTA	TRAINING - FD	385.00
302469	NIPSTA	TRAINING - FD	1,350.00
302470	NIPSTA	TRAINING - FD	550.00
302471	NIPSTA	TRAINING - FD	750.00
302472	NIPSTA	TRAINING - FD	950.00
302479	NORTH SUBURBAN YMCA	CULTURAL FAIR VENDOR - GG	650.00
5625(A)	NORTHERN SAFETY CO. INC.	SUPPLIES - PW	2,429.75
302478	NORTHSHORE OMEGA	PROFESSIONAL SERVICES - PD	284.00
302477	NORTHSHORE UNIVERSITY HEALTHSYSTEM	PROFESSIONAL SERVICES - FD	4,780.00
302480	NORTHWEST FREIGHTLINER	PARTS - PW	60.35
302538	OFFICE FURNITURE WAREHOUSE	SUPPLIES - PD	1,319.99
302482	P.F. PETTIBONE AND COMPANY	SUPPLIES - GG	1,076.35
302528	PACE ANALYTICAL SERVICES, LLC	SERVICES - PW	831.60
302481	PADDOCK PUBLICATIONS, INC.	SERVICES - DPS	120.00
302500	PARTNERS & PAWS VETERINARY SERVICE	K-9 CARE - PD	693.11
302525	PEERLESS NETWORK, INC.	TELECOMMUNICATIONS - IT	4,564.65
5626(A)	POMP'S TIRE SERVICE, INC.	SERVICES - PW	257.70
302513	PROFESSIONAL CEMETERY SERVICES	SERVICES - PW	3,090.00
302484	PUMPBIZ, INC.	SUPPLIES - PW	55.30
302474	QUADIENT, INC	SERVICES - FIN	350.00
5628(A)	REALTY & MORTGAGE CO.	SHF EXPENSE REIMB - FIN	17,084.82
302561	REBECCA BAKER	REIMBURSEMENT - PW	45.00
302515	RICKMAN CONTRACT SERVICES, INC.	PROFESSIONAL SERVICES - FIN	6,500.00
5629(A)	ROLLABELS INK, INC.	SUPPLIES - DPS	86.05
302485	ROSE PEST SOLUTIONS	PROFESSIONAL SERVICES - PD	107.00
302560	SCOTT NIELSEN	REIMBURSEMENT - PW	30.00
302486	SHERWIN WILLIAMS	SUPPLIES - PW	149.24
302497	SNI SOLUTIONS, INC.	SUPPLIES - PW	8,550.00
302487	SPOK, INC.	PAGERS - PW	59.76
302488	STANDARD EQUIPMENT COMPANY	PARTS - PW	1,024.76
302489	SUNSET FOOD MART, INC.	SUPPLIES - FD	859.84
302490	SWANSONS BLOSSOM SHOP	SERVICES - PD	102.95
302521	SYMMETRY ENERGY SOLUTIONS, LLC	UTILITIES - PW	2,779.46
5642(A)	TERRI LUECHT	SUPPLEMENT PAYMENT - FIN	1,659.00
5644(A)	THE REALTY ASSOC.FUND XII PORTFOLIO LP	IMPR. GUARANTEE DEPOSIT REFUND - PW	5,065,754.00
302491	THOMPSON ELEVATOR INSPECTION	PROFESSIONAL SERVICES - DPS	2,279.00
302495	THOMSON REUTERS	SUBSCRIPTION - PD	301.74
302523	TODAY'S UNIFORMS INC.	UNIFORMS - FD	4,351.95
302545	TOM BENEDETTI	REIMBURSEMENT - PW	500.00
302546	TOM SCHAEFER	REIMBURSEMENT - PW	500.00
302492	TOTAL PARKING SOLUTIONS, INC.	SUPPLIES - PW	3,720.00
302493	U.S. FIRE & SAFETY EQUIPMENT	PARTS - PW	306.84
5632(A)	UNIQUE PRODUCTS & SERVICE CORP	SUPPLIES - PW	3,432.40
302522	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	365.00
5618(A)	USABLUEBOOK	SUPPLIES - PW	70.93
302520	VERIZON CONNECT NWF INC.	SERVICES - PW	615.22

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302494	VERIZON WIRELESS	TELECOMMUNICATIONS - IT	4,241.22
302524	WAUCONDA ANIMAL HOSPITAL	K-9 CARE - PD	73.00
5630(A)	WEIDNER FARMS MATERIAL INC.	MATERIALS - PW	3,393.17
302498	WHOLESALE DIRECT INC.	PARTS - PW	278.40
302557	WILLIAM HUMPHRIES	REIMBURSEMENT - PD	307.80
5631(A)	WILMETTE TRUCK AND BUS SERVICE, INC	SERVICES - PW	1,080.00
302499	WINKLER'S TREE SERVICE INC.	SERVICES - PW	93.00
5610(A)	XEROX BUSINESS SOLUTIONS MIDWEST	PRINTING - IT	1,965.95
302501	ZOLL MEDICAL CORP	SUPPLIES - FD	245.37
302532	ZOUNDS ENTERTAINMENT	FLAMINGO FRIDAY VENDOR - GG	350.00
		CLASS 'A' TOTAL	5,666,513.76

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GENERAL LEDGER SYSTEM
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CLASS 'B' WARRANTS			
302425	FRANCESCA'S MIDWEST HOLDING INC	STUDENT DAY DINNER - GG	2,903.60
372(E)	LOWE'S	SUPPLIES - PW	335.16
4/14/23	PAYROLL	04/14/23 PAYROLL	956,378.65
CLASS 'B' TOTAL			959,617.41
REPORT TOTAL			6,626,131.17

by roll call vote of the Northbrook Village Board of Trustees at a duly noticed official meeting on the _____ day

20 .

Village President

ATTEST: _____

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5644(A)	THE REALTY ASSOC.FUND XII PORTFOLIO LP	IMPR. GUARANTEE DEPOSIT REFUND - PW	5,065,754.00
5624(A)	MOTOROLA SOLUTIONS, INC.	ANNUAL MAINTENANCE - IT (*)	95,269.00
302529	MIDWEST POWER INDUSTRY, INC	SERVICES - PW (*)	77,367.91
302533	CONSTELLATION ENERGY CORPORATION	UTILITIES - PW	43,281.89
302531	FLOCK GROUP INC	PROFESSIONAL SERVICES - PD (*)	28,890.00
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302460	J.G. UNIFORMS, INC.	UNIFORMS - PD	8,733.55
302497	SNI SOLUTIONS, INC.	SUPPLIES - PW	8,550.00
5612(A)	CDW GOVERNMENT INC.	EQUIPMENT - IT	8,198.44
302444	AT&T MOBILITY NATIONAL ACCOUNTS LLC	TELECOMMUNICATIONS - IT	8,194.54
302462	HEWLETT PACKARD ENTERPRISE	ANNUAL MAINTENANCE - IT	7,869.96
5638(A)	ALPHA BUILDING MAINTENANCE SERVICE	PROFESSIONAL SERVICES - PW	7,491.00
302452	GOLF MILL FORD	PARTS - PW	7,420.02
302517	ADVANCE PROPERTY EXPOSURE CANADA	SUBSCRIPTION - IT	7,380.00
302515	RICKMAN CONTRACT SERVICES, INC.	PROFESSIONAL SERVICES - FIN	6,500.00
302519	BACKFLOW SOLUTIONS, INC.	SERVICES - PW	5,787.57
302464	METROPOLITAN WATER RECLAMATION	PROFESSIONAL SERVICES - PW	5,750.41
302503	HEALTH INSPECTION PROFESSIONALS INC	PROFESSIONAL SERVICES - DPS	5,500.00
302477	NORTHSHORE UNIVERSITY HEALTHSYSTEM	PROFESSIONAL SERVICES - FD	4,780.00
302525	PEERLESS NETWORK, INC.	TELECOMMUNICATIONS - IT	4,564.65
302523	TODAY'S UNIFORMS INC.	UNIFORMS - FD	4,351.95
302494	VERIZON WIRELESS	TELECOMMUNICATIONS - IT	4,241.22
302492	TOTAL PARKING SOLUTIONS, INC.	SUPPLIES - PW	3,720.00
302451	FRIENDS OF THE NORTHBROOK ARTS	CONTRIBUTION - GG	3,715.17
5632(A)	UNIQUE PRODUCTS & SERVICE CORP	SUPPLIES - PW	3,432.40
5630(A)	WEIDNER FARMS MATERIAL INC.	MATERIALS - PW	3,393.17
302512	NAPA AUTO PARTS	PARTS - PW	3,311.80
302509	KORDICK ELECTRIC CO	SERVICES - PW	3,115.00
302513	PROFESSIONAL CEMETERY SERVICES	SERVICES - PW	3,090.00
302530	GRANITE TELECOMMUNICATIONS, LLC	TELECOMMUNICATIONS - IT	3,049.54
302526	CLARK HILL PLC	LEGAL SERVICES - GG	2,857.00
302521	SYMMETRY ENERGY SOLUTIONS, LLC	UTILITIES - PW	2,779.46
302507	FE MORAN INC	ANNUAL INSPECTIONS - PW	2,672.00
302463	KUSTOM SIGNALS INC.	EQUIPMENT - PW	2,590.25
302461	JOHNSON CONTROLS, INC.	PROFESSIONAL SERVICES - PW	2,576.10
302562	MARY SZPONDER	RECAPTURE FEE - PW	2,450.58
5625(A)	NORTHERN SAFETY CO. INC.	SUPPLIES - PW	2,429.75
302447	DTN, LLC	SERVICES - PW	2,361.00
302558	JOHN SLIVKA	REIMBURSEMENT - PW	2,310.00
302491	THOMPSON ELEVATOR INSPECTION	PROFESSIONAL SERVICES - DPS	2,279.00
5621(A)	MEADE INC.	SERVICES - PW	2,223.38
302505	ARTISTIC ENGRAVING	SUPPLIES - PD	2,200.00
5610(A)	XEROX BUSINESS SOLUTIONS MIDWEST	PRINTING - IT	1,965.95
302502	KELLEY WILLIAMSON COMPANY	PARTS - PW	1,863.00
5606(A)	ADVANCED TREE CARE	SERVICES - PW	1,775.00

Attachment: Payments to be Made Per Listing Dated April 1, 2023 - April 15, 2023 (Alpha & Descending Lists) (6681 : Warrant List)

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LISTAPRIL 1, 2023 - APRIL 15, 2023
FOR 04/25/2023 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
5633(A)	FIRE SAFETY CONSULTANTS, INC	PROFESSIONAL SERVICES - FD	1,705.00
5642(A)	TERRI LUECHT	SUPPLEMENT PAYMENT - FIN	1,659.00
5615(A)	GRAINGER	SUPPLIES - PW	1,650.46
302476	NICOR	UTILITIES - PW	1,517.77
302540	KNAPHEIDE-EQUIPMENT CO-CHICAGO	SUPPLIES - PW	1,477.91
5614(A)	GALLS, LLC	SUPPLIES - PD	1,470.06
302445	CLARK BAIRD SMITH LLP	LEGAL SERVICES - GG	1,402.50
302467	NIPSTA	TRAINING - FD	1,400.00
302469	NIPSTA	TRAINING - FD	1,350.00
302538	OFFICE FURNITURE WAREHOUSE	SUPPLIES - PD	1,319.99
5623(A)	MID AMERICAN WATER OF WAUCONDA INC	SUPPLIES - PW	1,176.00
5637(A)	AMAZON.COM SERVICES, INC.	SUPPLIES - PD	1,155.72
5631(A)	WILMETTE TRUCK AND BUS SERVICE, INC	SERVICES - PW	1,080.00
302482	P.F. PETTIBONE AND COMPANY	SUPPLIES - GG	1,076.35
302488	STANDARD EQUIPMENT COMPANY	PARTS - PW	1,024.76
302472	NIPSTA	TRAINING - FD	950.00
5608(A)	ALPHA PRIME COMMUNICATIONS	PARTS - PW	925.00
302450	EVANSTON FUNERAL & CREMATION, INC.	PROFESSIONAL SERVICES - PD	900.00
302510	ALL TRAFFIC SOLUTIONS, INC.	EQUIPMENT - PD	875.00
302489	SUNSET FOOD MART, INC.	SUPPLIES - FD	859.84
302528	PACE ANALYTICAL SERVICES, LLC	SERVICES - PW	831.60
302440	ASSOCIATED TECHNICAL SERVICES, LTD	SUPPLIES - PW	796.00
302471	NIPSTA	TRAINING - FD	750.00
302448	DJS SCUBA LOCKER, INC	TRAINING - FD	700.00
302500	PARTNERS & PAWS VETERINARY SERVICE	K-9 CARE - PD	693.11
302479	NORTH SUBURBAN YMCA	CULTURAL FAIR VENDOR - GG	650.00
302511	AWESOME VENDING, INC	CANTEEN - FD	644.16
302441	CDS OFFICE TECHNOLOGIES	SUPPLIES - PD	640.00
302520	VERIZON CONNECT NWF INC.	SERVICES - PW	615.22
302465	NIPSTA	TRAINING - FD	600.00
302466	NIPSTA	TRAINING - FD	600.00
5607(A)	AIR ONE EQUIPMENT INC	SUPPLIES - FD	589.00
302535	DENNY'S FIRE CONTROL	SERVICES - FD	570.00
302508	FUJITEC AMERICA, INC.	SERVICES - PW	565.00
302475	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES - PW	551.96
302470	NIPSTA	TRAINING - FD	550.00
5639(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN	520.21
302504	BADE SUPPLY	PARTS - PW	503.35
302548	CAITLIN MCKENZIE	REIMBURSEMENT - PD	502.62
302543	BILL ALT	REIMBURSEMENT - PW	500.00
5617(A)	CORE & MAIN LP	SUPPLIES - PW	500.00
302542	JASON METLER	REIMBURSEMENT - PW	500.00
302544	JOHN OSTERKORN	REIMBURSEMENT - PW	500.00
302545	TOM BENEDETTI	REIMBURSEMENT - PW	500.00
302546	TOM SCHAEFER	REIMBURSEMENT - PW	500.00
302483	CASH	PETTY CASH - PW	494.57
302537	EFURNITUREMAX, LLC	SUPPLIES - PD	482.00
302563	AMALGAMATED BANK OF CHICAGO	ADMINISTRATION FEES - FIN	475.00
5636(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - FD	466.28
302458	ILLINOIS SECRETARY OF STATE	LICENSE PLATES - PD	453.00
302453	HASTINGS AIR ENERGY CONTROL	PARTS - PW	429.09
302457	AMERICAN WATER WORKS ASSC II SECT.	CONFERENCE - PW	400.00

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VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LISTAPRIL 1, 2023 - APRIL 15, 2023
FOR 04/25/2023 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
5616(A)	HARTING ASSOCIATES, INC.	ANNUAL MAINTENANCE - IT	393.75
302446	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	389.29
302468	NIPSTA	TRAINING - FD	385.00
5609(A)	ARLINGTON POWER EQUIPMENT	SUPPLIES - PW	369.52
302522	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	365.00
5627(A)	J.F. WAGNER PRINTING COMPANY	PRINTING - PD	359.00
302474	QUADIENT, INC	SERVICES - FIN	350.00
302532	ZOUNDS ENTERTAINMENT	FLAMINGO FRIDAY VENDOR - GG	350.00
302557	WILLIAM HUMPHRIES	REIMBURSEMENT - PD	307.80
302493	U.S. FIRE & SAFETY EQUIPMENT	PARTS - PW	306.84
302495	THOMSON REUTERS	SUBSCRIPTION - PD	301.74
302559	AARON FOLEY	REIMBURSEMENT - PW	300.00
302449	EL-COR INDUSTRIES, INC.	PARTS - PW	290.65
302552	JAMES DAVIDSON	REIMBURSEMENT - PD	284.14
302478	NORTHSHORE OMEGA	PROFESSIONAL SERVICES - PD	284.00
302498	WHOLESALE DIRECT INC.	PARTS - PW	278.40
302550	BRYAN MEENTS	REIMBURSEMENT - PD	277.97
5640(A)	MERCHANTS' CREDIT GUIDE CO.	SERVICES - FIN	263.54
5626(A)	POMP'S TIRE SERVICE, INC.	SERVICES - PW	257.70
302501	ZOLL MEDICAL CORP	SUPPLIES - FD	245.37
302473	NATIONAL ASSOCIATION OF SOCIAL	MEMBERSHIP - PD	236.00
302443	CHICAGO TRIBUNE	SUBSCRIPTION - FD	235.42
302549	MICHAEL METRICK	REIMBURSEMENT - PD	225.74
5620(A)	MC MASTER-CARR SUPPLY COMPANY	SUPPLIES - PW	218.45
302541	MUTUAL OF OMAHA	AMBULANCE REIMB - FD	215.95
302496	CINTAS CORPORATION #2	UNIFORMS - PW	197.35
302534	LINDE GAS & EQUIPMENT INC.	PARTS - PW	181.44
5613(A)	DREISILKER ELECTRIC MOTORS INC	SUPPLIES - PW	175.98
302551	ERIC GUSTASON	REIMBURSEMENT - PD	173.01
302554	JOHN USTICH	REIMBURSEMENT - PD	150.00
302486	SHERWIN WILLIAMS	SUPPLIES - PW	149.24
302527	CONQUEST PEST SOLUTIONS	SERVICES - PW	140.00
302547	ANGELA BAIOCCHI	REIMBURSEMENT - PD	139.71
5619(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - GG	135.99
302553	JAMISON HANSELMAN	REIMBURSEMENT - PD	131.45
302481	PADDOCK PUBLICATIONS, INC.	SERVICES - DPS	120.00
5611(A)	COMCAST	CABLE/INTERNET- PD	115.72
302437	COMCAST CABLE	CABLE/INTERNET- PD	115.72
302485	ROSE PEST SOLUTIONS	PROFESSIONAL SERVICES - PD	107.00
302490	SWANSONS BLOSSOM SHOP	SERVICES - PD	102.95
302442	CHICAGO TRIBUNE	SUBSCRIPTION - FD	101.50
302456	ILLINOIS LABOR LAW POSTER SERVICE	PRINTING - FD	99.50
302536	AMERICAN TAXI DISPATCH, INC	SENIOR TRANSPORTATION - FIN	98.25
302506	JONES & BARTLETT LEARNING, LLC	TRAINING EQUIPMENT - FD	95.61
302499	WINKLER'S TREE SERVICE INC.	SERVICES - PW	93.00
5629(A)	ROLLABELS INK, INC.	SUPPLIES - DPS	86.05
5635(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	82.55
302524	WAUCONDA ANIMAL HOSPITAL	K-9 CARE - PD	73.00
302555	MATTHEW JOHNSON	REIMBURSEMENT - PD	71.89
5618(A)	USABBLUEBOOK	SUPPLIES - PW	70.93
302480	NORTHWEST FREIGHTLINER	PARTS - PW	60.35
302487	SPOK, INC.	PAGERS - PW	59.76

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VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LISTAPRIL 1, 2023 - APRIL 15, 2023
FOR 04/25/2023 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
302454	HOME DEPOT CREDIT SERVICES	SUPPLIES - PW	57.80
302459	ILLINOIS STATE POLICE	PROFESSIONAL SERVICES - GG	56.50
302484	PUMPBIZ, INC.	SUPPLIES - PW	55.30
302561	REBECCA BAKER	REIMBURSEMENT - PW	45.00
5643(A)	AMAZON.COM SERVICES, INC.	SUPPLIES - FIN	42.78
302560	SCOTT NIELSEN	REIMBURSEMENT - PW	30.00
302556	NICHOLAS WHITE	REIMBURSEMENT - PD	17.18
302438	AAA LOCK & KEY	SUPPLIES - PW	13.75
302455	IDLEWOOD ELECTRIC SUPPLY, INC	SUPPLIES - PW	10.48
302539	AMDUR PRODUCTIONS INC	BANNER - GG	10.00
		CLASS 'A' TOTAL	5,666,513.76

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VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LISTAPRIL 1, 2023 - APRIL 15, 2023
FOR 04/25/2023 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
CLASS 'B' WARRANTS			
4/14/23	PAYROLL	04/14/23 PAYROLL	956,378.65
302425	FRANCESCA'S MIDWEST HOLDING INC	STUDENT DAY DINNER - GG	2,903.60
372(E)	LOWE'S	SUPPLIES - PW	335.16
CLASS 'B' TOTAL			959,617.41
REPORT TOTAL			6,626,131.17

by roll call vote of the Northbrook Village Board of Trustees at a duly noticed official meeting on the _____ day

20 .

Village President

ATTEST: _____

Attachment: Payments to be Made Per Listing Dated April 1, 2023 - April 15, 2023 (Alpha & Descending Lists) (6681 : Warrant List)

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

APRIL 14, 2023 FRONTAGE DEPOSIT REFUNDS

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
302426	AMERICAN VINTAGE HOME INC	FRONTAGE DEPOSIT REFUND ®	500.00
302427	MYUNG OK YIM	FRONTAGE DEPOSIT REFUND ®	3,000.00
302428	KLOEPFER CONSTRUCTION	FRONTAGE DEPOSIT REFUND ®	500.00
302429	ANGI TELLEZ	FRONTAGE DEPOSIT REFUND ®	500.00
302430	RELIANCE PLUMBING SEWER AND DRAINAGE	FRONTAGE DEPOSIT REFUND ®	500.00
302431	KEITH BRADLEY INC.	FRONTAGE DEPOSIT REFUND ®	500.00
302432	SURAM DEVELOPERS	FRONTAGE DEPOSIT REFUND ®	5,000.00
302433	RICK'S SEWER & DRAINAGE	FRONTAGE DEPOSIT REFUND ®	500.00
302434	M/I HOMES OF CHICAGO, LLC	FRONTAGE DEPOSIT REFUND ®	3,000.00
302435	I & D PLUMBING	FRONTAGE DEPOSIT REFUND ®	500.00
302436	STEVEN STOBER	FRONTAGE DEPOSIT REFUND ®	500.00
CLASS 'A' TOTAL			15,000.00

by roll call vote of the Northbrook Village Board of Trustees at a duly noticed official meeting on the _____ day
of _____ 20 ____.

Village President

ATTEST: _____

Attachment: Frontage Deposit List Dated April 14, 2023 (6682 : Frontage Deposit)

P R O C L A M A T I O N

On April 28, 2023, the Village of Northbrook will join communities across the country in recognizing National Arbor Day. Arbor Day is an annual observance that celebrates the role of trees in our lives and promotes tree planting and care.

In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska. Arbor Day is now observed throughout the nation and the world.

The Village recognizes that trees can reduce erosion, lower heating and cooling costs, moderate temperatures, clean the air, produce oxygen, provide habitat for wildlife, increase property values, enhance the economic vitality of business areas and beautify our community.

The Village has been a sponsor of Arbor Day and is in its 29th year of being recognized as a Tree City USA Award recipient for actively promoting tree preservation and planting.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim Friday, April 28, 2023 as

ARBOR DAY

in the Village of Northbrook and ask all community members to celebrate the role of trees in our lives by planting and caring for trees today.

Dated: This 25th day of April, 2023.

Kathryn L Ciesla
Village President

P R O C L A M A T I O N

Every year since 1963, the President of the United States has issued a proclamation announcing National Small Business Week to recognize the critical contributions of America's entrepreneurs and small business owners.

According to the U.S. Small Business Administration, more than half of all Americans either own or work for a small business. Illinois is home to 1.2 million small businesses, employing 2.5 million individuals. Small businesses represent the entrepreneurial spirit of our nation, driving innovation and creating opportunities.

In Northbrook, our community is home to a diverse collection of small businesses that provide vital public revenue, rewarding jobs, and a vibrant environment for residents and visitors.

The Village, along with the Northbrook Chamber of Commerce, facilitates and supports the success of small businesses throughout the year with Shop Local campaigns, educational opportunities, and referral services. The Northbrook Chamber of Commerce plays a vital role in supporting small businesses by providing them with networking opportunities, advocacy, and resources to help them grow and thrive.

Small Business Week is an opportunity to recognize the contributions of small businesses to our economy and to honor the hard work and dedication of small business owners and entrepreneurs, as well as the support of the Chamber of Commerce.

Small Business Week is an occasion to celebrate the resiliency and perseverance of small businesses, particularly in the face of the unprecedented challenges posed by the COVID-19 pandemic.

Small Business Week encourages residents to become aware of the importance of small businesses in our community, and to support these businesses through their patronage.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim April 30 - May 6, 2023 as

Small Business Week

in the Village of Northbrook and ask everyone to support local small businesses when shopping, dining, and purchasing services to support their growth and success.

Dated: This 25th day of April, 2023.

Kathryn L Ciesla

Proclamation (ID # 6674)

Meeting of April 25, 2023

Village President

PROCLAMATION

Northbrook's Climate Action Plan calls to reduce carbon emissions and foster sustainability across all sectors of the community. The Village recognizes the important role businesses play in promoting a cleaner and greener future. Local businesses can do much to promote environmental practices throughout their operations, as well as among employees, clients, and customers.

From local employers to global companies, the Village recognizes businesses in Northbrook that use their platform to make progress towards economic, environmental, and social wellbeing. Northbrook businesses have made, and continue to make, lasting contributions to building a healthier and more inclusive society. Many lead through example by adopting green policies to advance innovation in waste, energy, water conservation, and more.

The Village commits to honoring businesses and their efforts towards climate goals. Through successful completion of the Northbrook Green Business Certification Checklist, local businesses confirm their alignment with Northbrook's sustainability priorities. The Northbrook Green Business Program acknowledges local organizations according to a Bronze, Silver, or Gold level of achievement. Businesses meeting the program's criteria will be distinguished by the Village as an official Northbrook Green Business.

NOW, THEREFORE, I Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby recognize the

NORTHBROOK GREEN BUSINESS PROGRAM

in the Village of Northbrook and celebrate the achievements of our business community members who contribute to environmental sustainability and the goals of the Northbrook Climate Action Plan.

Dated: This 25th day of April, 2023.

Kathryn L Ciesla
Village President

Resolution (ID # 6619)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Pledging to Join Cook County to Unite Against Hate

is hereby adopted, as follows:

WHEREAS, the Village of Northbrook seeks to continue to become more equitable, welcoming, and connected as part of the Cook County community; and

WHEREAS, the Village of Northbrook is dedicated to protecting all residents from hate crimes and seeking an end to bigotry in all its forms; and

WHEREAS, the Village of Northbrook supports efforts towards social justice; and

WHEREAS, in 2020 Anti-Black hate crimes continued to be the largest bias incident victim category, with 2,871 incidents, a 49% increase since 2019; and

WHEREAS, the Center for the Study of Hate and Extremism revealed that anti-Asian hate crime in major US cities increased by 164% percent in the first quarter of 2021 compared to just one year before; and

WHEREAS, the FBI reported anti-Hispanic hate crimes rose 8.7% in 2019; and

WHEREAS, there has been a 9% increase in the number of civil rights complaints from Muslims in the United States since 2020; and

WHEREAS, Illinois residents saw a 350% increase in anti-Semitic incidents between 2016 and 2020; and

WHEREAS, the Human Rights Campaign reported that 2021 was the deadliest year on record for trans and gender-nonconforming people across the nation; and

WHEREAS, according to the Department of Justice, persons with disabilities comprised 26% of victims of all nonfatal crimes between 2017 and 2019; and

WHEREAS, the Cook County United Against Hate campaign disrupts intolerance by providing a visual, verbal, and educational avenues to stand up against all forms of bigotry; and

WHEREAS, Cook County United Against Hate is an empowering, loving, and community-spirited symbol to disrupt the symbols of discrimination that are too many to count; and

WHEREAS, Cook County United Against Hate is an impactful pledge to welcome all people regardless of their background or identity, and to support tolerance and justice; and

WHEREAS, Cook County United Against Hate is a personal choice to become educated on the legacies of systemic bigotry and how to be actively anti-hate; and

WHEREAS, the Village of Northbrook encourages residents to actively learn from those with lived different experiences, and to question hateful acts whenever seen or heard, and to educate themselves on how to safely interrupt hate; and

WHEREAS, the Village of Northbrook encourages residents to post the “Cook County United Against Hate” beacon on homes, cars, storefronts, office doors, and online so all can recognize it and know that all are welcome, and hate has no home here; and

WHEREAS, the Village of Northbrook encourages its residents to take the pledge to unite against prejudice and to support tolerance and justice; and

NOW, THEREFORE BE IT RESOLVED, the Village of Northbrook adopts the Cook County United Against Hate pledge; and

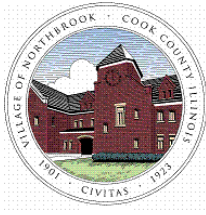
BE IT FURTHER RESOLVED, the Village of Northbrook does hereby commit to fighting injustice and intolerance, and hereby joins with its community to welcome all people regardless of their race, religion, ethnicity, age, gender identity, sexual orientation, disability, class, or other backgrounds.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk



MEMORANDUM

VILLAGE OF NORTHBROOK

VILLAGE MANAGER'S OFFICE

TO: BOARD OF TRUSTEES

FROM: CARA PAVLICEK, VILLAGE MANAGER

DATE: April 25, 2023

SUBJECT: PRESENTATION BY BROOKFIELD PROPERTIES ON THE NORTHBROOK COURT REDEVELOPMENT CONCEPTUAL MASTER PLAN

Ben Freeman, Sr. Vice President Development|Commercial with Brookfield Properties, representing the owner of Northbrook Court since 1995, will be in attendance and present to the Village Board a Conceptual Master Plan for the Redevelopment of Northbrook Court.

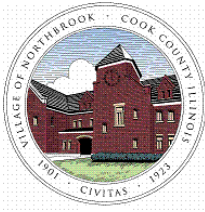
Mr. Freeman will present to the Board background information on the property as well as review Brookfield's 2019 development plans, and share the new concept future redevelopment.

The Village Board will not be asked to take any action at this meeting. The Village Manager will outline next steps in a process that will occur over several months to more fully understand the conceptual redevelopment plan, identify timing for public review of land use, infrastructure and related financial considerations and Village Board consideration of the same.

Background

Northbrook Court was opened in 1976 on approximately 100 acres and has been since its opening a regional shopping destination. The mall property has been a key property tax payer and sales tax generator for the Village. In the past decade, foot traffic has declined (consistent with mall properties across the country) and the presence of online shopping choices, fueled by the pandemic, must also be recognized as a contributing factor to changing landscape of anchor stores and tenants at Northbrook Court. The Village sales tax collections have been reduced with our most recent data showing the Village received a total of \$3.8 million in 2017 and \$2.9 million in 2021. We expect to report 2022 sales tax collections in May.

In 2019, the Village Board entered into a Redevelopment and Economic Incentive Agreement with Brookfield Properties (a public-private partnership), approving the redevelopment of just under 18 acres on the nearly 100-acre property. The redevelopment was poised to begin in the Spring of 2020 when the Covid-19 pandemic shut-down occurred. Since that time, the Village and Brookfield have collaboratively reviewed and discussed how the existing public private-partnership is relevant in today's economy and what opportunities exist to modify the partnership to address the full 100 +/- acre property and establish a unique retail/dining mixed-use community.



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, DIRECTOR OF PUBLIC WORKS
DATE: April 25, 2023
SUBJECT: A RESOLUTION AUTHORIZING AN AGREEMENT FOR BICYCLE AND PEDESTRIAN ENGINEERING SERVICES

In July 2018, the Village Board accepted the Master Bicycle and Pedestrian Plan (MBPP). As part of this long-term planning document, various capital projects were identified to improve access and connectivity for cyclists and pedestrians throughout the community. Staff began incorporating these projects into the annual Capital Improvement Plan (CIP) in that same year and the first projects were scheduled for construction in Fiscal Year 2020/21.

As part of the Fiscal Year 2023/24 Budget, funding has been designated for as-needed bicycle and pedestrian engineering services. These services include the design of bicycle and pedestrian improvements, pre-phase I scoping studies, public engagement on a project-by-project basis and preparation of costs for MBPP projects. Utilizing a consultant for these services allows staff to leverage the consultant's engineering and public engagement expertise, utilize a consistent approach to implementation, and incorporate each bicycle and pedestrian project into larger road improvement projects.

In February 2023, staff prepared and issued a Request for Qualifications (RFQ) document for the desired scope of services. The RFQ was advertised on the Village's website. On Friday, March 10, the Village received proposals from two firms. After review of each firm's qualifications, staff conducted interviews with each firm.

Following these interviews, the staff committee selected Kimley-Horn and Associates, Inc. of Deerfield, Illinois ("Kimley-Horn") as they submitted the most responsive and responsible proposal and best demonstrated an ability to complete the work. Kimley-Horn's proposed project manager previously served as the project manager for the development and implementation of the Village of Wilmette's Master Bike and Active Transportation Plan, which is akin to the MBPP. Kimley-Horn was able to demonstrate knowledge about the Village and its infrastructure as well as the elements of the MBPP. Based on previous work experience, Village staff feels confident that they can complete the work as specified. The hourly rates for Kimley-Horn can be found attached as Exhibit A. The initial term for this agreement will be May 1, 2023 through April 30, 2024 with the option for up to three, one-year renewals upon mutual consent with cost increases not exceeding the Chicago Area Consumer Price Index (CPI) average for the previous 12 months.

Sufficient funds are available in the Fiscal Year 2023/24 Budget in Account No. 40-7400-553-01 for on-call bicycle and pedestrian services in the amount of \$30,000. Funding for this work will be taken from this account as needed.

Acct. Name	Acct. #	Budget	Available	Requested	Remaining	Within Budget?
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Engineering and Testing Services	40-7400-553-01	\$41,000	\$41,000	\$30,000	\$11,000	Yes
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Staff recommends Village Board approval of a resolution authorizing an agreement with Kimley-Horn and Associates, Inc. of Deerfield, Illinois for on-call bicycle and pedestrian engineering services at the hourly rates identified in Exhibit A in the amount not to exceed \$30,000. Staff will be in attendance at the Village Board meeting to answer any questions that may arise.

Resolution (ID # 6532)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing an Agreement for Bicycle and Pedestrian Design, Planning, and Engineering Services with Kimley-Horn and Associates, Inc. of Deerfield, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

In July 2018, the Village Board accepted the Master Bicycle and Pedestrian Plan ("**MBPP**"). To ensure a consistent and comprehensive approach to incorporating the bicycle and pedestrian projects identified in the MBPP, staff has recommended utilizing a consultant with experience in designing and implementing bicycle and pedestrian projects. The consultant will assist staff with the design of bicycle and pedestrian improvements, pre-phase I scoping studies, public engagement on a project-by-project basis, and preparation of cost estimates for MBPP Projects ("**Services**").

Staff prepared a Request for Qualifications (RFQ) package that included a listing of potential contract work items and tasks. The RFQ was posted on the Village website. Two firms submitted proposals, and both firms were selected for interviews. Kimley-Horn and Associates, Inc. of Deerfield, Illinois ("**Consultant**") submitted the most responsive and responsible proposal that best demonstrated their understanding of the project, as well as their bicycle and pedestrian planning and design experience. Based on these factors, staff recommends entering into a consultant services agreement between the Village and the Consultant for the completion of the Services in the amount not to exceed \$30,000 ("**Agreement**").

Based on these factors, staff recommends that the Village Board authorize an Agreement for purchase of the Services from the Consultant in accordance with the hourly rates attached to this resolution as **Exhibit A** in a not-to-exceed amount of \$30,000.

The Fiscal Year 2023/24 Budget provides funds in Account No. 40-7400-553-01 in the total amount of \$30,000 for the bicycle and pedestrian engineering services. Funding for the Services will be taken from this account as needed.

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to enter into the Agreement with the Consultant.

Section 2. Approval of Agreement.

The Agreement with the Consultant is approved in a form acceptable to the Village Manager and the Village Attorney.

Section 3. Authorization to Execute Agreement.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least three original copies of the Agreement executed by the Consultant and compliance by the Consultant with all conditions precedent to closing; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

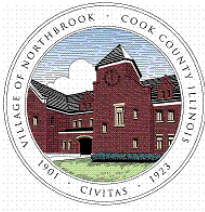
Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk

Exhibit A	
FY 2023/24 Hourly Rates for Bicycle and Pedestrian Engineering Services	
Kimley-Horn and Associates, Inc.	
Item	Hourly Rate
Project Manager	\$240
Senior Advisor	\$300
Sr. Transportation Engineer/Planner	\$270
Transportation Engineer	\$180
Transportation Analyst	\$150
Project Accountant	\$140



MEMORANDUM VILLAGE OF NORTHBROOK PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION AUTHORIZING PHASE 1 DESIGN OF A REPLACEMENT SCADA SYSTEM FOR THE WATER PLANT

The Village of Northbrook owns and operates the Water Treatment Plant and draws raw water from Lake Michigan. The raw water is treated to conform to the Safe Drinking Water Act which ensures quality standards. The water distribution infrastructure and facilities distribute the finished water to residents and businesses of Northbrook as well as wholesale customers (the Village of Riverwoods and Mission Brook Sanitary District). The Water Treatment Plant is staffed at all times by at least one operator whose duties include monitoring various conditions in the treatment process and distribution system.

The Village's Water Treatment Plant Operators utilize a Supervisory Control and Data Acquisition (SCADA) system to help monitor and control the operations. The system also records data of various parameters for regulatory reporting requirements during the treatment process at the Water Treatment Plant and at points within the distribution system such as the Cedar and Huehl Road water towers and the West Side Reservoir.

The Village's SCADA system was originally installed in 1993 and was last upgraded in 2006. The current SCADA system and network equipment that it operates on are antiquated and no longer supported by their respective manufacturers.

For these reasons, staff from the Public Works and IT Departments developed a Request for Proposals (RFP) to inventory and assess the current system and design a solution to replace it (Phase 1), prepare specifications for a new SCADA system and assist in the review/selection of a firm to install and implement a new SCADA System (Phase 2), provide construction oversight services and start-up and training after installation (i.e. implementation) (Phase 3). It is staff's intention to award one phase at a time to give the Village maximum flexibility; however, all three phases were included in the RFP to allow for continuity and expediting awards for Phase 2 and 3 if the Village is satisfied with the Consultant's performance.

Phase 1 of this project is broken into two tasks. Task 1 involves a thorough review and inventory of the Village's current SCADA system including an assessment of existing SCADA infrastructure (i.e. software, programming, screens, servers, computers, sensors, etc.) to provide a foundation for designing a new SCADA system. This is to ensure all data points and operating functionality that the Village currently has are documented and can be incorporated into specifications for the new system. Task 2 will take the findings from Task 1 and provide a comprehensive recommendation for the Village's proposed SCADA system which would include schedules of estimated costs and dates of complete design, bidding and construction of the project.

On December 5, 2022, the RFP was sent to five local SCADA design firms and posted on the Village website. Two firms responded to this RFP on January 20, 2023 and interviews were conducted with the two submitting firms on February 9, 2023. Following the interviews, Stanley Consultants was identified as the most qualified firm to perform the work identified in the RFP. A summary of the received proposals is in Table 1 below.

Table 1. Summary of Proposals			
Vendor	Phase 1 Task 1 April 2023 - September 2023	Phase 1 Task 2 September 2023 - February 2024	Phase 1 Total Phase 1 Completion Date March 2024
Stanley Consultants, Inc.	\$180,678.00	\$130,234.00	\$310,912.00
Eramosa Engineering, Inc.	\$236,263.90	\$133,504.60	\$369,768.50

Stanley Consultants, Inc. provided references at other local municipal water and wastewater facilities including Glencoe, Itasca, Highland Park, and the Niles/Morton Grove Water Commission. The references provided positive feedback.

The Fiscal Year 2023/2024 Budget provides sufficient funds in the Water Fund Account No. 21-4170-729-00 for phase 1 of this work.

Fund Name	Account No.	Budget	Available	Requested	Remaining	Within Budget
Plant Construction	21-4170-729-00	\$1,056,915	\$1,056,915	\$310,912	\$746,003	Yes

Staff recommends approval of a contract for phase 1 for the Village's SCADA system with Stanley Consultants Inc., of Chicago, IL in the amount of \$310,912. Staff will be present at the meeting to answer any questions that may arise.

Resolution (ID # 6561)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing a Contract for Phase 1 Design Services for a Replacement SCADA System at the Water Plant with Stanley Consultants, Inc. of Chicago, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village of Northbrook owns and operates the Water Treatment Plant ("**Plant**") and draws raw water from Lake Michigan. The raw water is treated to conform to the Safe Drinking Water Act to ensure quality standards. The water distribution infrastructure and facilities distribute the finished water to the residents and businesses of Northbrook as well as wholesale customers (the Village of Riverwoods and Mission Brook Sanitary District). The Plant is staffed at all times by at least one operator whose duties include monitoring various conditions in the treatment process and distribution system.

The Village Water System uses a Supervisory Control and Data Acquisition (SCADA) system to manage and control operations. This critical system was last upgraded in 2006 and the SCADA system and network that operates it are no longer supported by their respective manufacturers. A phased approach over multiple years was chosen to manage the process of making improvements to, or replacing, the current SCADA system ("**Project**"). The Public Works and IT Departments prepared a Request for Proposal (RFP) for the Project in December 2022. On January 20, 2023, two proposals were received. Interviews were conducted with both firms on February 8, 2023. Stanley Consultants, Inc. of Chicago, Illinois ("**Contractor**") provided the lowest and most responsive proposal.

Based on these factors, staff recommends that the Village Board authorize a contract with the Contractor for phase 1 of the Project in the amount of \$310,912 ("**Contract**").

The Village's Fiscal Year 2023/24 Budget includes sufficient funds in the Water Funds Account No. 21-4170-729-00 (Plant Construction) for the Contract.

The President and the Board of Trustees have considered the Contract and determined that its approval is in the best interest of the Village and the public.

Section 2. Approval of Contract.

The Contract is approved in a form acceptable to the Village Manager and the Village Attorney.

Section 3. Authorization to Execute Contract.

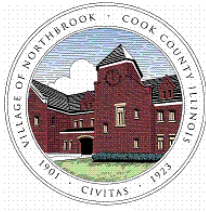
The Village Manager and the Village Clerk are hereby authorized to execute and seal, on behalf of the Village, the Contract only after receipt by the Village Clerk of at least three original copies of the Contract executed by the Contractor and compliance by the Contractor with all conditions precedent to closing; provided, however, that if such executed copies of the Contracts are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION APPROVING AN AGREEMENT FOR FIRE PROTECTION SYSTEMS MAINTENANCE

The Village contracts for annual maintenance of fire protection systems at eight municipal facilities plus the Red Center at Fire Station 12 (due to its interconnection with the rest of Fire Station 12). Testing is performed in accordance with the standards and specifications outlined in the most current National Fire Protection Association (NFPA) standards for water-based fire protection systems.

In January 2023, staff prepared specifications and sent a request for proposals (RFP) document to four vendors that specialize in this type of work. The bid was also made available on the Village website. The specifications included base annual costs for preventive maintenance and inspection at Crestwood Place, Fire Station 10, 11 and 12, Red Center, Police Department, Public Works Center, Village Hall, and Water Plant. The RFP also requested labor and material rates for call back repairs. An alternate unit price bid was included for specialized testing including dry systems air leakage tests, hydrolastic tests, flow tests and hose valve exercise tests. The alternate bid was included based on services recommended following previous inspections. On Thursday, March 2, the Village received and opened two bid responses. A summary of the bids can be found outlined in table 1 and 2.

Table 1: Summary of Fire Protection System Base & Alternate Bids

	Nelbud	FE Moran
Base Bid	\$8,125	\$10,576
Alternate Bids	\$500	\$640

Table 2: Summary of Fire Protection System Call Back Rates

	Nelbud	FE Moran
Call Back Rate Regular Hours	\$125.00	\$160.00
Call Back Rate After Hour & Weekend	\$187.50	\$225.00
Call Back Rate Pump Mechanic After Hour & Weekend	\$187.50	No Bid
Material Markup	30%	20%

Nelbud Services, LLC. of Indianapolis, Indiana (the "Contractor") with a local office in McHenry, Illinois, submitted the lowest, most responsive proposal. The initial term for this agreement will be May 1, 2023 through April 30, 2024 with the option for up to four, one-year renewals upon mutual consent and a cost adjustment not to exceed the average Consumer Price Index (CPI) increase for the Chicago area over the previous 12 month period.

Nelbud Services, LLC. is a new vendor for the Village. References were checked at Lake in the Hills and Highland Park Public Works and both references were positive. Staff believes the Contractor will be able to satisfactorily meet the Village's service expectations.

The Fiscal Year 2023/24 Budget provides funds in Account Nos. 11-4100-524-73, 11-4100-524-75, 11-4100-524-76, 11-4100-524-77, (General Fund), 15-7100-524-01 (Senior Housing Fund), and 21-4170-528-81 (Water Production Fund) for annual basic maintenance of fire protection systems at municipal facilities.

Account Name	Number	Budget	Available	Requested	Remaining	Within Budget
Maintenance - Buildings and Grounds, Public Works Center	11-4100-524-73	\$22,975	\$21,675	\$1250	\$20,425	Yes
Maintenance - Buildings and Grounds, Police Department	11-4100-524-75	\$19,505	\$17,550	\$750	\$16,800	Yes
Maintenance - Buildings and Grounds, Fire Stations	11-4100-524-76	\$36,575	\$34,780	\$3,225	\$31,555	Yes
Maintenance - Buildings and Grounds, Village Hall	11-4100-524-77	\$44,955	\$43,025	\$750	\$42,275	Yes
Maintenance - Buildings and Grounds, Senior Housing	15-7100-524-01	\$176,250	\$171,515	\$1,900	\$169,615	Yes
Maintenance - Water Plant	21-4170-528-81	\$60,000	\$58,600	\$750	\$57,850	Yes

Staff recommends Village Board approval of a resolution authorizing the execution of an agreement with Nelbud Services, LLC of Indianapolis, Indiana for annual basic maintenance of fire protection systems at eight municipal facilities in the amount of for \$8,125 with \$500 for alternate services, emergency repairs and call back rates to be completed at rates outlined in Exhibit A. Staff will be present at the Board of Trustees meeting to answer any questions that may arise.

Resolution (ID # 6599)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving an Agreement with Nelbud Services, LLC. of Indianapolis, Indiana for Fire Protection Systems Maintenance

is hereby adopted, as follows:

Section 1. Recitals.

The Village contracts for annual basic maintenance of fire protection systems at eight municipal facilities plus the Fire Station 12 Red Center. Testing is performed in accordance with the standards and specifications outlined in the most current National Fire Protection Association (NFPA) standards for water-based fire protection systems ("**Services**").

In January 2023, staff issued a request for proposals for the Services. Nelbud Services, LLC. of Indianapolis, Indiana ("**Vendor**") submitted the lowest, most responsive proposal. Staff recommends entering into a professional services agreement with the Vendor to provide the Services ("**Agreement**"). The initial term for the Agreement will be May 1, 2023 through April 30, 2024 with the option for up to four, one-year renewals upon mutual consent and a cost adjustment not to exceed the average Consumer Price Index (CPI) increase for the Chicago-Naperville-Elgin region over the previous 12 month period.

Based on these factors, staff recommends that the Board approve the Agreement to obtain the Services from the Vendor in the amount of \$8,625 with alternate services, emergency repairs and call back rates to be completed at rates attached to this Resolution as **Exhibit A**.

The Village's Fiscal Year 2023/24 Budget provides sufficient funds in Account Nos. 11-4100-524-73, 11-4100-524-75, 11-4100-525-76, 11-4100-525-77 (General Fund), 15-7100-524-01 (Senior Housing Fund) and 21-4170-528-81 (Water Production Fund) for the Services.

The President and Board of Trustees hereby find that such Agreement is in the best interests of the Village and the public.

Section 2. Approval of Agreement.

The Agreement is approved in a form acceptable to the Village Manager and Village Attorney.

Section 3. Authorization to Execute Agreement.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Agreement with the Vendor only after receipt by the Village Clerk of at least three original copies of the Agreement executed by the Vendor; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 30 days after the date of

adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 4. Authorization of Expenditure.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Services from the Vendor in exchange for the prices set forth in ***Exhibit A.***

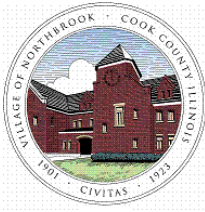
Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk

Exhibit A Fiscal Year 2023/2024 Summary of Costs for Fire Protection Services		
Item	Unit	Price
Alternate Service: Dry ssystem air leakage test	Per test	\$ 125.00
Alternate Service: Hydrolastic test	Per test	\$ 125.00
Alternate Service: Flow test	Per test	\$ 125.00
Alternate Service: Hose valve exercise test	Per test	\$ 125.00
Call Back Rate: Regualr hours	Per call	\$ 125.00
Call Back Rate: After Hours & Weekend	Per call	\$ 187.50
Call Back Rate: Pump Mechanic Afer Hours	Per call	\$ 187.50
Call Back Rate: Material markup	Percentage	30%



MEMORANDUM VILLAGE OF NORTHBROOK PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION AUTHORIZING AN AGREEMENT FOR EAB TREATMENTS OF ASH TREES

As part of the Village's on-going Emerald Ash Borer (EAB) Management Plan, the Village treats high quality Ash trees on a biennial basis to prevent the infestation and subsequent death of these trees from EAB damage. Generally, these trees are those that have a condition rating of 1 (healthy) and a trunk diameter of eight inches or greater. A survey of parkway Ash trees completed during the summer and fall of 2022 identified 252 parkway trees that currently meet the criteria mentioned above.

In January 2023, staff prepared a Request for Proposals (RFP) with specifications for the treatment of Ash trees and sent it to 10 local vendors who specialize in this service. The bid was also made available on the Village's website.

The specifications of the RFP included chemical treatment of the qualifying trees with a Boxer Arbor systems injection designed to minimize potential harm to the tree. As the treatment process is more effective if the trees are taking up water, the RFP also requested pricing for supplemental watering of the treated trees on an as-needed basis. Supplemental watering would only be completed if the spring is exceptionally dry. On March 9, the Village received four responses to its RFP. The tabulation of the proposals can be found in Table 1.

Table 1. Summary of Proposals for Treatment of Ash Trees		
Firm	Base Total	Supplemental Watering (If Needed)
Emerald Tree Care	\$18,788	\$45/Hour
Hendrickson	\$27,014	\$90/Hour
Kinnucan	\$31,321	\$84/Hour
Advanced Tree Care	\$41,184	\$70/Hour

After review, staff determined that Emerald Tree Care, LLC. of Roselle, Illinois (the "Contractor") offered the lowest, most responsive proposal. The Village has worked with Emerald Tree Care in the past and been satisfied with their work.

The Fiscal Year 2023/2024 budget provides sufficient funds in Account 11-4100-531-80 for this year's EAB treatment program. In addition to the base total proposal of \$18,788, staff recommends a 10% contingency in the amount of \$1,879 is requested to cover any supplemental watering for a total spending authority of \$20,667.

Account Name	Number	Budget	Available	Requested	Remaining	Within
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						Budget
Climate Action Plan Forestry Expenses	11-4100-531-80	\$441,500	\$371,500	\$20,667	\$350,833	Yes

Staff recommends Village Board approval of a Resolution authorizing an agreement with Emerald Tree Care, LLC. of Roselle, Illinois in the amount of \$18,788 for the treatment of 252 Ash trees with a 10% contingency in the amount of \$1,879 for supplemental watering for a total spending authority of \$20,667. Staff will be present at the Village Board of Trustees meeting to answer any questions that may arise.

Resolution (ID # 6609)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing an Agreement with Emerald Tree Care, LLC. of Roselle, Illinois for the Treatment of Parkway Ash Trees

is hereby adopted, as follows:

Section 1. Recitals.

As part of its on-going Emerald Ash Borer ("**EAB**") management plan, the Village provides for the biennial treatment of high quality parkway Ash trees to prevent their infestation and subsequent death from EAB damage. A survey of parkway Ash trees conducted in 2022 identified 252 high quality parkway Ash trees as candidates for treatment. In January 2023, the Village of Northbrook released a Request for Proposals ("**RFP**") for the treatment of these Ash trees, and packages were sent to 10 firms that specialize in this type of work. On March 9, 2023, the Village received four responses, and Emerald Tree Care, LLC. of Roselle, Illinois ("**Vendor**") submitted the lowest, most responsive proposal in the base amount of \$18,788 plus an hourly rate of \$45.00 for supplemental watering services. The Fiscal Year 2023/24 Budget provides sufficient funds in the General Fund (Account No. 11-4100-531-80) for contractual treatment of Village-owned parkway Ash trees.

Based on these factors, staff recommends approval of an Agreement between the Village and the Vendor for treatment of 252 parkway Ash trees in the amount of \$18,788 ("**Agreement**"). A 10% contingency of \$1,879 is requested for supplemental watering as needed to assist chemical uptake for a total spending authority of \$20,667.

The President and Board of Trustees hereby find that such Agreement is in the best interests of the Village and the public.

Section 2. Approval of the Agreement.

The Agreement shall be, and is hereby, approved in a form acceptable to the Village Attorney and the Village Manager.

Section 3. Authorization to Execute Agreement.

The Village Manager shall be, and is hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least three original copies of the Agreement executed by the Vendor; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 10 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 4. Authorization to Execute Change Order.

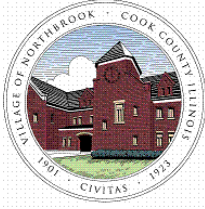
The Village Manager is authorized to execute one or more Contract Change Orders for additional work consisting of additional unforeseen items of work related to, or arising from other work contemplated by, the scope of work in the Contract in the amount of \$1,879, subject to the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the project file.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION AUTHORIZING THE PURCHASE OF ALUMINUM SULFATE FOR THE WATER TREATMENT PLANT

The Water Plant uses a number of different chemicals and mechanical methods to ensure the finished water the Village produces meets stringent water quality standards. At the beginning of the treatment process, liquid aluminum sulfate, often called "Alum", is added to coagulate solids. This aids in the removal of particles from unfinished (raw) water prior to filtration. Alum is purchased by the tanker load and pricing is quoted on a liquid ton basis.

In February 2023, staff prepared a Request for Quotation (RFQ) for bulk Alum purchases in Fiscal Year 2023/24. The RFQ was mailed to seven manufacturers and/or vendors with distribution facilities in the area and made available on the Village website. On Thursday, March 30, the Village received and opened two sealed quotes. The quotes are summarized in Table 1 below.

Table 1. Summary of Quotes	
Firm	Price Per Liquid Ton
USALCO	\$227.50
Alexander Chemical Corp.	\$514.00

The Fiscal Year 2023/24 Budget provides \$44,500 in Account No. 21-4170-643-83 (Aluminum Sulfate) for the purchase of these materials as-needed.

Staff recommends Village Board approval of a Resolution authorizing the purchase of Alum from USALCO, LLC. of Baltimore, Maryland at a unit cost of \$227.50 per liquid ton. Staff will be present at the Board of Trustees meeting to answer any questions that may arise.

Resolution (ID # 6611)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Purchase of Liquid Aluminum Sulfate for the Water Treatment Plant from USALCO, LLC. of Baltimore, Maryland

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Fiscal Year 2023/24 Budget provides for the procurement of liquid aluminum sulfate for the Water Treatment Plant's disinfection process. Village staff prepared specifications and sent Requests for Quotation packages to seven companies that supply this chemical. USALCO, LLC. of Baltimore, Maryland ("**Vendor**") submitted the lowest bid for this chemical ("**Materials**"). Payment for the Materials will be made on an as-needed basis in compliance with the Village's purchasing policies.

The Village's Budget for Fiscal Year 2023/24 provides sufficient funds in Account No. 21-4170-643-83 (Aluminum Sulfate) in the amount of \$44,500 for the purchase of the Materials of which all funds remain available.

Based on these factors, staff recommends that the Board authorize the purchase of the Materials from the Vendor at the quoted unit price of \$227.50 per liquid ton.

The President and the Board of Trustees have considered this expenditure and determined that it is in the best interests of the Village and the public to approve this expenditure.

Section 2. Authorization of Expenditure.

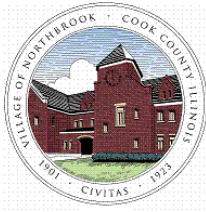
The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Materials from the Vendor at the unit price described in Section 1 and in an amount not to exceed \$44,500.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION APPROVING THE PURCHASE OF SODIUM HYPOCHLORITE FOR THE WATER TREATMENT PLANT

The Village's Water Treatment Plant uses a number of different chemicals and mechanical methods to ensure the finished water meets stringent water quality standards. To begin the disinfection process, sodium hypochlorite is added at the Village's Lake Front Pump Station.

In February 2023, staff prepared a Request for Quotation (RFQ) for the purchase of sodium hypochlorite for Fiscal Year 2023/24. The RFQ was provided to seven companies and/or vendors and was posted on the Village's website. On Thursday, March 30, the Village received and opened two quotes for sodium hypochlorite. The quotes are summarized in Table 1 below.

Table 1 - Summary of Bids for Sodium Hypochlorite	
Firm	Cost Per Pound
Rowell Chemical Corporation	\$0.1860
Alexander Chemical Corporation	\$0.1970

The Fiscal Year 2023/24 Budget provides sufficient funds in account number 21-4170-643-82 (Sodium Hypochlorite) for the purchase of sodium hypochlorite on an as-needed basis in the amount of \$28,000.

Staff recommends Village Board approval of a Resolution authorizing the purchase of sodium hypochlorite from Rowell Chemical Corporation of Hinsdale, Illinois at a unit cost of \$0.1860 per pound. Staff will be present at the Board of Trustees meeting to answer any questions that may arise.

Resolution (ID # 6612)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving the Purchase of Sodium Hypochlorite for the Water Treatment Plant from Rowell Chemical Corporation of Hinsdale, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Fiscal Year 2023/24 Budget provides for the procurement of sodium hypochlorite ("**Material**") for the Water Treatment Plant's disinfection process. In February 2023, staff prepared specifications and bid documents, sent Request for Quotation (RFQ) packages to vendors that supply the Material, and posted the RFQ on the Village website. On Thursday, March 30, the Village received and opened two bids. Rowell Chemical Corporation of Hinsdale, Illinois ("**Vendor**") submitted the lowest bid for the Material at a price of \$0.1860 per pound. Orders for the Material will be made an as-needed basis and payment will be made in compliance with the Village's purchasing policies.

The Village's Budget for Fiscal Year 2023/24 provides sufficient funds in Account No. 21-4170-643-82 for the purchase of the Material in the amount of \$28,000 of which all funds remain available.

Based on these factors, staff recommends that the Board authorize the purchase of the Material from the Vendor at the unit price of \$0.1860 per pound.

The President and the Board of Trustees have considered this expenditure and determined that it is in the best interests of the Village and the public to approve this expenditure.

Section 2. Authorization of Expenditure.

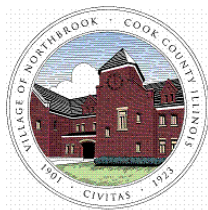
The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Material from the Vendor, in an amount not to exceed \$28,000.

Scheduled: 4/25/2023

ATTEST:

Village Clerk

Village President



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION APPROVING THE PURCHASE OF CHLORINE GAS FOR THE WATER TREATMENT PLANT

The Village's Water Plant uses a number of different chemicals and mechanical methods to ensure the finished water meets stringent water quality standards as established by the Illinois Environmental Protection Agency (IEPA). The Water Plant is designed and permitted by the IEPA to use chlorine as the primary disinfectant during the water treatment process. The Village purchases liquid chlorine on a 150-pound cylinder basis.

In February 2023, staff prepared specifications and Request for Quotation (RFQ) documents for the purchase of chlorine gas for Fiscal Year 2023/24, sent bid solicitations to seven companies and posted the bid package on the Village's website. On Thursday, March 30, the Village received one bid for chlorine gas. The quotes are summarized in Table 1 below.

Table 1 - Summary of Bids for Liquid Chlorine	
Firm	Cost Per Cylinder
Alexander Chemical Corporation	\$199

The Fiscal Year 2023/24 Budget provides funds in account number 21-4170-643-81 (Chlorine Gas) for the purchase of chlorine gas on an as-needed basis in the amount of \$40,300.

Staff recommends Village Board approval of a Resolution authorizing the purchase of chlorine gas from Alexander Corporation of LaPorte, Indiana at a unit cost of \$199 per cylinder. Staff will be present at the Board of Trustees meeting to answer any questions that may arise.

Resolution (ID # 6613)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving the Purchase of Chlorine Gas for the Water Treatment Plant from Alexander Chemical Corporation of LaPorte, Indiana

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Fiscal Year 2023/24 Budget provides for the procurement of chlorine gas ("**Material**") for the Water Treatment Plant's disinfection process. In February 2023, staff prepared specifications and bid documents, sent bid solicitation packages to vendors in the Chicagoland region that supply the Material, and posted the bid package on the Village website. On Thursday, March 30, the Village received and opened one bid. Alexander Chemical Corporation of LaPorte, Indiana ("**Vendor**") submitted the lowest bid for the Material at a price of \$199 per cylinder. Orders for the Material will be made by Public Works on an as-needed basis and payment will be made in compliance with the Village's purchasing policies.

The Village's Budget for Fiscal Year 2023/24 provides sufficient funds in Account No. 21-4170-643-81 for the purchase of the Material in the amount of \$40,300 of which all funds remain available.

Based on these factors, staff recommends that the Board authorize the purchase of the Material from the Vendor at the price of \$199 per cylinder.

The President and the Board of Trustees have considered this expenditure and determined that it is in the best interests of the Village and the public to approve this expenditure.

Section 2. Authorization of Expenditure.

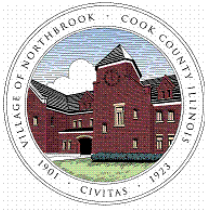
The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Material from the Vendor, in an amount not to exceed \$40,300.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk



MEMORANDUM

VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER

FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR

DATE: April 25, 2023

SUBJECT: A RESOLUTION AUTHORIZING THE RENEWAL OF AN AGREEMENT FOR THE PURCHASE OF PUBLIC WORKS UNIFORMS

Public Works employees receive an annual allowance for the purchase of required uniform clothing. Approved uniform items include shirts, t-shirts, jackets, coveralls and other predetermined clothing. Where possible, the clothing has "Village of Northbrook Public Works" embroidered on it to make our staff recognizable as Village employees.

In 2022, the Village of Northbrook Public Works Department prepared a Request for Proposals ("**RFP**") for the provision of uniforms for the Public Works Department. The RFP provided specific guidelines for the clothing and services to be provided including: supplying a variety of work wear and boots, providing a storefront where sufficient stock is kept on hand for employees to come in and try on clothing or boots, maintaining a house account for employees to purchase from, and providing embroidery services for the clothing that is purchased. The RFP included an initial one year term, with up to four one year renewals upon mutual agreement between the Village and the selected vendor. The RFP was sent to six area vendors who provide these services.

Following a review of the proposals, the Village of Northbrook awarded a contract to SDS Holdings, Inc. d/b/a Cutler Workwear of Mundelein, Illinois (the "**Vendor**") to supply footwear, clothing, and embroidery services outlined in the RFP. This contract included a provision for up to four one-year renewals if agreeable to both parties. The Village and the Vendor have expressed interest in renewing the agreement for another year. Staff has been satisfied with the services provided. This would be the first renewal of this contract.

The Fiscal Year 2023/24 Budget provides funds for the purchase of Public Works uniforms in Account Nos. 11-4100-653-72 (General Fund), 21-4170-653-71, 21-4180-653-71 (Water Fund), 14-4160-653-71 (Sanitary Sewer Fund), and 16-4190-653-72 (Stormwater Fund).

Account #	Budget	Available	Requested	Remaining	Within Budget
11-4100-653-72	\$20,750	\$20,750	\$13,600	\$7,150	Yes
14-4160-653-71	\$1,600	\$1,600	\$1,600	\$0	Yes
16-4190-653-72	\$2,100	\$2,100	\$2,100	\$0	Yes
21-4170-653-71	\$3,200	\$3,200	\$3,200	\$0	Yes
21-4180-653-71	\$4,000	\$4,000	\$4,000	\$0	Yes

Staff recommends Village Board approval of a Resolution authorizing the renewal of an agreement for uniform services with SDS Holdings, Inc. d/b/a Cutler Workwear of Mundelein, Illinois in the amount of \$24,500. Staff will be present at the Board of Trustees meeting to answer any questions that may arise.

Resolution (ID # 6624)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Renewal of an Agreement for the Purchase of Uniforms for the Northbrook Public Works Department from SDS Holdings, Inc. D/B/A Cutler Workwear of Mundelein, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Fiscal Year 2023/24 Annual Budget includes an annual uniform clothing allowance for members of the Northbrook Public Works Department. This allowance includes all uniform clothing required, except certain personal protective equipment.

In December 2022, the Village of Northbrook awarded a contract to SDS Holdings Inc. d/b/a Cutler Workwear of Mundelein, Illinois ("**Vendor**") for Public Works uniforms ("**Contract**"). The Contract included a provision for up to four additional one-year terms upon mutual agreement of the parties. The Vendor provided satisfactory service and wishes to renew the Contract for Fiscal Year 2023/24. This is the first renewal of the Contract.

The Village's Fiscal Year 2023/24 Budget includes a total of \$24,500 in the following Account Nos. 11-4100-653-72 (\$13,600), 21-4170-653-71 (\$3,200), 21-4180-653-71 (\$4,000), 14-4160-653-71 (\$1,600), and 16-4190-653-72 (\$2,100) for annual uniform clothing for Northbrook Public Works personnel.

Based on these factors, Village staff recommends renewing the Contract between the Village and Vendor for uniform procurement for the Public Works Department in the not-to-exceed amount of \$24,500 ("**Renewal**").

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the Public to approve the Renewal.

Section 2. Approval of Renewal.

The Renewal is approved in a form acceptable to the Village Attorney and the Village Manager.

Section 3. Authorization.

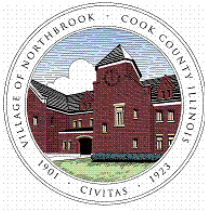
The Village Manager is hereby authorized and directed to execute and seal, on behalf of the Village, the Renewal only after receipt by the Village Clerk of at least three original copies of the Renewal executed by the Vendor; provided, however, that if such executed copies of the Renewal are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk



MEMORANDUM VILLAGE OF NORTHBROOK PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, DIRECTOR OF PUBLIC WORKS
DATE: April 25, 2023
SUBJECT: A RESOLUTION AUTHORIZING THE RENEWAL OF AN AGREEMENT FOR NATIVE LANDSCAPE MANAGEMENT SERVICES

As part of its ongoing maintenance responsibilities, the Public Works Department maintains a number of detention basins, public rights of way, and portions of Village properties with native plantings. Native plantings are utilized to absorb rainwater and stabilize the slopes and bottom of detention basins while also providing a natural habitat that attracts wildlife where they are utilized. The locations of these native planted areas are listed in Table 1. A map of these locations is attached as Exhibit A.

Table 1. Summary of Native Planting Locations	
1. Techny Basin	7. Village Hall Rain Garden
2. Sunny Acres Basin	8. Fire Station 11 Prairie Garden
3. Northbrook East Basin - North	9. Public Works Center Pollinator Garden
4. Northbrook East Basin - South	10. West Fork of the North Branch of the Chicago River through the Central Business District
5. Commercial Avenue Basin	11. Cedar Lane ROW Native Plantings
6. Huehl Road Water Tower Rain Garden	

The Village provides ongoing maintenance of these improvements including removal of non-native plants and weeds and over-seeding with quality native plants through the use of landscaping contractors specializing in naturalized areas. In March 2020, staff prepared a request for proposals (RFP) document for maintenance of native landscaping at the above-mentioned properties and sent it to six companies that specialize in native landscape restoration and maintenance services. Ultimately, Foot Stone, Inc. of Glenview, Illinois (the "Contractor") submitted the lowest, most responsive proposal and was awarded the contract. The contract included an initial one-year term with provisions for up to four one-year renewals with fixed pricing for the first two renewal cycles. Staff is satisfied with the Contractor's performance over the last year and wishes to renew the contract for another term. This would be the third renewal of the contract.

The FY 2023/24 Budget provides sufficient funds in the Stormwater Utility Fund (Account No. 16-4190-527-00) for native landscape maintenance services at the detention basins, additional gardens and native planting areas, and river banks. The base contract amount is \$37,666. It is also recommended that a contingency be included in the amount of \$2,334 for any additional work that may become necessary due to unforeseen field conditions or the need to complete additional seeding or plant plugging for a total requested expenditure authority of \$40,000.

Account	Account Number	Budget	Available	Request	Amount Remaining	Within Budget
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Maintenance - Storm Sewer	16-4190-527-00	\$171,250	\$146,250	\$40,000	\$106,250	Yes
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Staff recommends Village Board approval of a Resolution authorizing a renewal of the agreement with Foot Stone, Inc. of Glenview, Illinois for native landscape maintenance services in the amount of \$37,666 with a contingency of \$2,334 for a total spending authority of \$40,000. Staff will be present at the Village Board meeting to address any questions that may arise.

Resolution (ID # 6626)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Renewal of an Agreement for Native Landscape Management Services with Foot Stone, Inc. of Glenview, Illinois

is hereby adopted, as follows:

Section 1. Recitals

The Village of Northbrook is responsible for maintenance of Village-owned storm water detention basins including the Techny Basin, Sunny Acres Basin, two Northbrook East Basins, Commercial Avenue Basin, and Huehl Road water tower rain garden. These basins function as part of the overall Stormwater Master Plan to alleviate flooding in the areas served. The Village is also responsible for maintaining the extensive improvements completed on the North Branch of the West Fork of the Chicago River running through the Central Business District to stabilize the banks, minimize erosion, and improve water quality. Additionally, the Village uses contractual assistance to maintain a small rain garden at Village Hall, a prairie garden behind Fire Station 11, Cedar Lane Right of Way, and a pollinator garden at the Public Works arboretum. A map of these locations is attached as Exhibit A.

In March 2020, the Village prepared a Request for Proposal (RFP) document for native landscape management services ("**Services**") and sent it to six firms that specialize in this type of work. Ultimately, Foot Stone, Inc. of Glenview, Illinois ("**Contractor**") submitted the lowest, most responsive proposal and was awarded the agreement ("**Agreement**"). The Agreement included an initial one-year term with the option of four one-year renewals. The Village has been satisfied with the Contractor's performance over the past year and wishes to renew the Agreement. This would be the third renewal.

Based on these factors, staff recommends approval of a one-year renewal of the Agreement between the Village and the Contractor for the Services in the amount of \$37,666 ("**Renewal**"). A contingency of \$2,334 is requested for this Renewal for additional plantings as needed to fill in eroded or bare sections encountered along the river or detention basins for total spending authority in the amount of \$40,000.

The Village's FY 2023/24 Budget provides sufficient funds in the Stormwater Fund (Account No. 16-4190-527-00) for the work to be completed.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to enter into the Renewal with the Contractor.

Section 2. Approval of the Renewal

The Renewal shall be, and is hereby, approved in a form acceptable to the Village Attorney and the Village Manager.

Section 3. Authorization to Execute Renewal.

The Village Manager and Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Renewal only after receipt by the Village Clerk of at least three original copies of the Renewal executed by the Contractor; provided, however, that if such executed copies of the Renewal are not received by the Village Clerk within 30 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 4. Authorization to Execute Change Order

The Village Manager and Village Clerk are authorized to execute one or more Agreement Change Orders for additional work consisting of additional unforeseen items of work related to, or arising from other work contemplated by, the scope of work in the Renewal in the amount of \$2,334 subject to the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the project file.

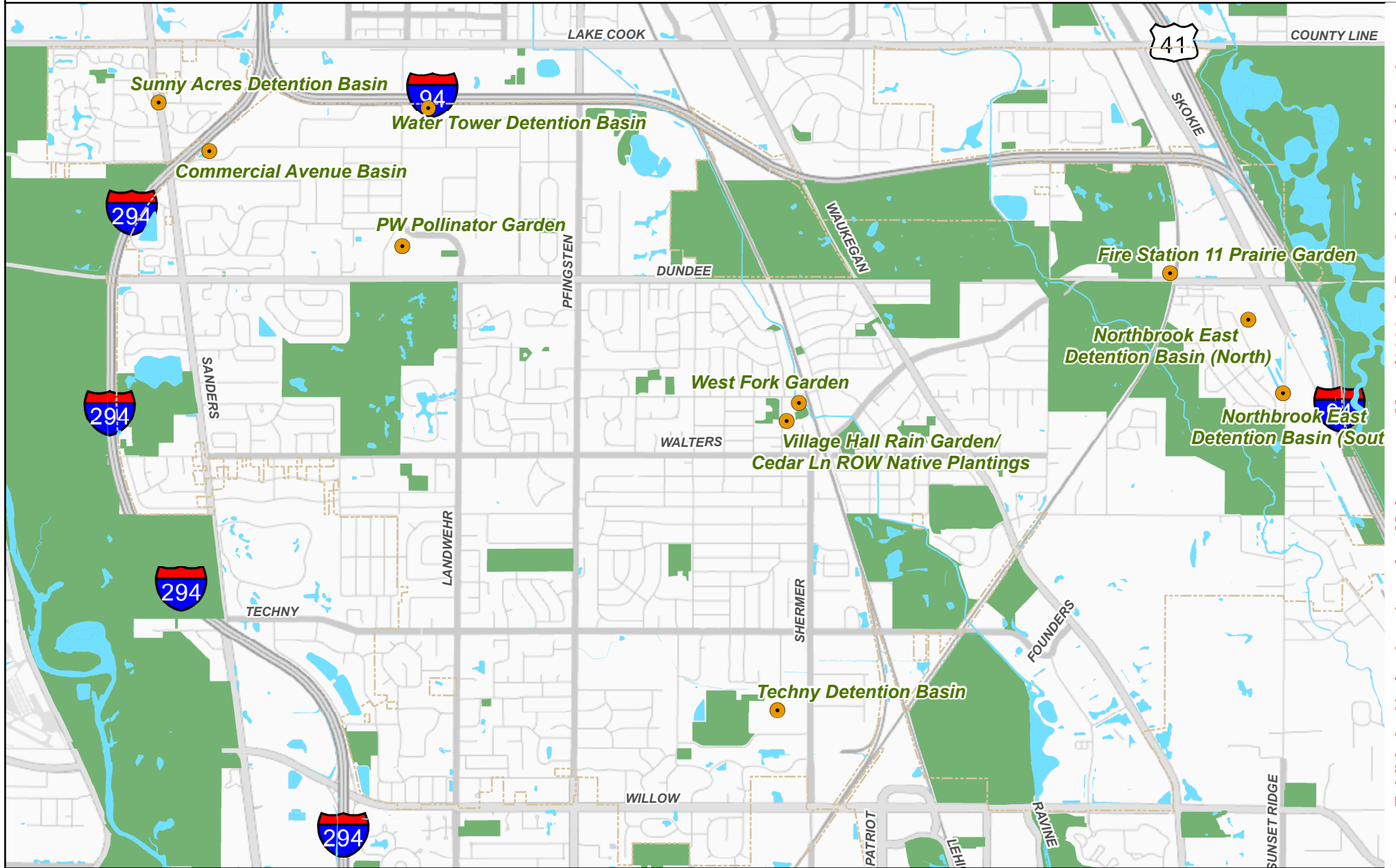
Scheduled: 4/25/2023

ATTEST:

Village President

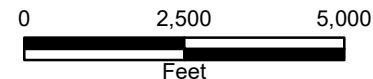
Village Clerk

Native Planting Locations



**Village of
Northbrook**

- Native Planting Locations
- Water Features
- Recreation Area

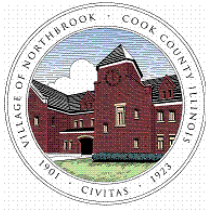


1 inch = 3,000 feet

The GIS material is made available as a public service. Maps and data are to be used for reference purposes only and Northbrook, Illinois, is not responsible for any inaccuracies he contained. No Responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided. Any errors should be reported to the Information Technology Department.

04/12/2023

Packet Pg. 55



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION AUTHORIZING THE PROCUREMENT OF ROOF MAINTENANCE SERVICES

The Public Works Department is responsible for the maintenance of all Village-owned buildings. Occasionally, the roofs of these buildings require maintenance to repair leaks or other minor deficiencies. The Public Works Department seeks contractual assistance to resolve these minor issues and prevent damage to the buildings.

In January 2023, staff prepared specifications and sent bid packets to seven vendors for contractual assistance to maintain roofs on an as needed basis throughout Fiscal Year 2023/2024. The bid was also made available on the Village website. On Wednesday, March 1, 2023 the Village received six bids. A summary of the bids is in Table 1.

Table 1: Summary of Bids for Roof Maintenance						
	Hourly Rate for Repairs		Trip Charge		Markup for Materials	
Company	Regular Time	After Hours	Regular Time	After Hours	Regular Time	After Hours
C.I.C. Corporation	\$135.00	\$203.00	\$135.00	\$203.00	10%	10%
TORI Construction	\$145.00	\$217.00	\$50.00	\$50.00	8%	8%
All American Exterior Solutions	\$135.00	\$202.50	\$175.00	\$175.00	40%	40%
Anthony Roofing Tecta America, LLC	\$140.00	\$185.00	\$0.00	\$0.00	18%	18%
L. Marshall, Inc	\$145.00	\$155.00	\$50.00	\$50.00	20%	20%
Riddiford Roofing Company	\$140.00	\$195.00	\$200.00	\$200.00	10%	10%

C.I.C. Corporation of Wauconda, Illinois provided the lowest, most responsive bid. This was calculated using the scenario of a two-person call out for one day (16 work hours total) with \$1,000 in materials. Under this assumption, C.I.C. Corporation offered the lowest regular time rate. C.I.C. Corporation is a new contractor for the Village. References were checked at the Village of Arlington Heights and City of Park Ridge and both references were positive.

The initial term for this agreement will be May 1, 2023 through April 30, 2024 with the option for up to four, one-year renewals upon mutual consent and a cost adjustment not to exceed the average Consumer Price Index (CPI) increase for the Chicago area over the previous 12-month period. The Fiscal Year 2023/2024 Budget provides funds in Account Nos. 11-4100-524-71 through 11-4100-524-77 (General Fund) and 21-4170-524-82 (Water Production Fund) in the amount of \$136,020 for building

maintenance of which \$117,650 remains.

Staff recommends Village Board approval of a Resolution authorizing the procurement of roof maintenance services on an as-needed basis from C.I.C. Corporation of Wauconda, Illinois at costs as outlined in Exhibit A. Staff will be present at the Board of Trustees meeting to address any questions that may arise.

Resolution (ID # 6627)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Procurement of Roof Maintenance Services from C.I.C. Corporation of Wauconda, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Annual Budget for FY 2023/2024 provides funds for the maintenance of Village buildings including roofs. Contractual roof maintenance services are utilized to repair leaks and other minor deficiencies ("**Services**").

Staff prepared a Request for Proposals for contractual assistance to repair roof leaks and other minor deficiencies on an as needed basis and sent it to seven local vendors who specialize in this service. The proposal was also made available on the Village website. Six proposals were received on Wednesday, March 1, 2023 and C.I.C. Corporation of Wauconda, Illinois ("**Vendor**") submitted the lowest responsive proposal. The initial term for this agreement will be May 1, 2023 through April 30, 2024 with the option for up to four, one-year renewals upon mutual consent and a cost adjustment not to exceed the average Consumer Price Index (CPI) increase for the Chicago area over the previous 12 month period ("**Agreement**").

Based on these factors, staff recommends that the Board authorize procurement of the Services from the Vendor on an as-needed basis in accordance with the quoted prices attached to this Resolution as **Exhibit A**.

The Fiscal Year 2023/2024 Budget provides sufficient funds in Account Nos. 11-4100-524-71 through 11-4100-524-77 (General Fund) and 21-4170-524-82 (Water Production Fund) for these Services on an as-needed basis.

The President and Board of Trustees hereby find that such an Agreement is in the best interests of the Village and the public.

Section 2. Approval of Agreement.

The Agreement is approved in a form acceptable to the Village Manager and the Village Attorney.

Section 3. Authorization to Execute Agreement.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Agreement with the Vendor only after receipt by the Village Clerk of at least three original copies of the Agreement executed by the Vendor; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 30 days after the date of

adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

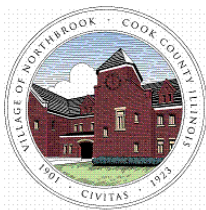
Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk

Exhibit A Fiscal Year 2023/2024 Summary of Costs for Roof Maintenance	
Item	Price
Regular Time: Hourly Rate for Repairs	\$ 135.00
Regular Time: Trip Charge	\$ 135.00
Regular Time Markup for Materials	10%
After Hours: Hourly Rate for Repairs	\$ 203.00
After Hours: Trip Charge	\$ 203.00
After Hours: Markup for Materials	10%



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION ACCEPTING PW&F COMMITTEE FACILITY SPACE PROGRAM RECCOMENDATIONS

Staff recommends Village Board approval of a Resolution accepting the recommendation of the Public Works and Facilities Committee's concurrence with the schedule and space needs for Fire Station 11/Fire Administrative Offices, Fleet Maintenance Garage, and the Police Station.

On February 28, 2023 the Public Works and Facilities Committee of the Village Board met to review the work completed to date evaluating renovation/replacement of the Fire Station 11/Fire Administrative Offices, Fleet Maintenance Garage, and the Police Station. Leading to this, Village staff and the Village Board have taken a number of steps to discuss and move this project forward. A summary of those steps is included herein:

- On November 9, 2021 the Village Board was provided a report/review of prior work to move forward with policy considerations related to Fire Station 11/Fire Administrative Offices, Fleet Maintenance Garage, and the Police Station.
- On December 21, 2021 a Request for Qualifications was issued seeking Owner's Representation/Construction Management Services for the three facilities.
- In May 2022, the Village Manager engaged Leopardo Companies, Inc. for Owner's Representation/Construction Management Services for the three facilities.
- On May 1, 2022, the FY22/23 Fiscal Year begins and the adopted Budget includes for the first time a Facility Capital Project Fund.
- August 9, 2022, the Village Board is presented with a status update on Facilities Project related to the future renovation/replacement of three Village Facilities: Fire Station 11/Administration, Police Station and Public Works Fleet Maintenance Garage. The following facility goals are highlighted:
 - Welcoming workplace for all employees, visitors;
 - Incorporation of sustainable practices in use of materials and long term operations;
 - Technology that is flexible to accommodate present and future needs;
 - Attention to employee wellness, especially for shift workers as each facility is a 24/7/365 operation;
 - Structural and Operational Requirements as each facility is core to Northbrook's public safety responsibilities

- August 17, 2022, a Request for Qualifications is issued seeking a qualified firm for professional architectural services to assist in the planning process for future construction or modifications to three Village facilities.
- October 25, 2022 Committee of the Whole, the Village Board continued their discussion concerning the goal for advancement of the replacement/renovation of the facilities and the Board was introduced to the Consultant teams of Leopardo Companies that would be providing Construction Manager Services and FGM Architects (FGMA) who would be providing facility plan services.
- November 8, 2022, the Village Board approves contracts with Leopardo Companies and FGM Architects for professional services.

As previously mentioned, on February 28, 2023 the Public Works and Facilities Committee of the Village Board met to review the work completed to date evaluating renovation/replacement of the Fire Station 11/Fire Administrative Offices, Fleet Maintenance Garage, and the Police Station. During this meeting, staff and representatives provided an overview of the current conditions of the facilities following the findings of FGM Architects, the space needs for each facility, and the initial work on solutions design, as well as a Draft Facilities Master Plan schedule.

In response to questions at that meeting, FGMA completed the addition for existing square footage and parking count details at each existing facility and that information is shown in the final documents.

At the conclusion of the February 28, 2023 meeting, there was consensus of the Public Works and Facilities Committee to concur with the findings of the FGMA report on space needs, which is summarized in Table 1 below. Additionally, the Public Works and Facilities Committee of the Village Board concurred with the schedule for the project which along with the FGMA findings are included as Exhibit A.

Table 1. Summary of Space Needs for Fire Station 11, Fleet Maintenance Garage, and Police Station			
Facility	Square Footage Needs	Parking Needs (# of Spaces)	Approximate Site Size Required
Fire Station 11 (Administrative Offices, Operations, and Storage Facility)	30,058	80	3.55 Acres
Fleet Maintenance Garage	30,156	47	3.18 Acres
Police Station	85,773	96	5.63 Acres

The Board is asked to formally accept the Space Needs report which is a foundation for moving to the next step in the process of determining how to renovate/replace Fire Station 11/Fire Administrative Offices, Fleet Maintenance Garage, and the Police Station.

While there still remains more work to determine the final space requirements and additional Village Board approvals, the summary presented in Table 1 provides guidance to staff and the consultant team as the remaining work on the Facilities Plan continues. The concurrence of the space requirements will assist in site review for the facilities. This review will include the existing Village property use/adaptive reuse as well as potential new locations for each facility in the event renovation is not the selected course of action and the existing site does not support the space needs of the facility.

Resolution (ID # 6631)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Accepting the Recommendations of a Facility Space Program as Reviewed by the Public Works and Facilities Committee of the Village Board

is hereby adopted, as follows:

Section 1. BACKGROUND.

On February 28, 2023, the Public Works Committee of the Village Board was presented with information from Leopardo Companies, Inc. and FGM Architects, the Village's consultants ("**Consultants**"), on the conditions of Fire Station 11, Fleet Maintenance Garage, and the Police Station. With this information was also presented a recommended square footage needed for these facilities, the approximate size of site for these facilities, and a schedule for moving forward with the replacement of these facilities. At the conclusion of this meeting, the Public Works and Facilities Committee of the Village Board expressed their concurrence with these recommendations and that this information should be used as the basis for the additional work to be completed yet in the Facility Plan.

The Village President and Board of Trustees now desire to memorialize the recommendation from the Public Works and Facilities Committee of the Village Board.

Section 2. APPROVAL OF INITIATIVES AND NEXT STEPS.

The Village Board hereby approves the Public Works and Facilities Committee's recommended concurrence with the schedule and space needs for Fire Station 11, the Fleet Maintenance Garage, and Police Station as presented in Exhibit A to this Resolution. The Village staff and the Village's Consultants are hereby directed to continue to move forward with the Facility Plan.

Section 3. EFFECTIVE DATE.

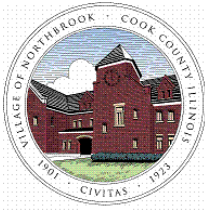
This Resolution shall be in full force and effect from and after its passage and in the manner provided by law.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: FEBRUARY 28, 2023
SUBJECT: FACILITIES PLAN UPDATE

At February 28, 2023, Public Works and Facilities Committee Meeting of the Village Board, a comprehensive update will be presented on the work to date evaluating renovation/replacement of the following facilities: Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station.

As you may recall, on November 8, 2022, the Village Board approved contracts with Leopardo Companies and FGM Architects for professional service to prepare a Facilities Plan for the specific facilities noted above.

We are on schedule to present the final draft of the Facilities Plan on May 23, 2023. At this time, staff and the consultant team of Leopardo Companies and FGMA have a status update to present which will address the following:

1. Verification of Space Needs and Facilities Conditions
2. Initial Work on Solutions Design
3. Development of preliminary Facilities Plan Master Schedule

The Committee is not required to formally recommend anything to the full Village Board at this time, however, the meeting is intended to provide an opportunity to answer any questions and receive feedback on the three items noted above.

We will additionally identify the next steps staff will be working on with the consulting team.

Included with this Meeting Materials for the February 28, 2023 Public Works and Facilities Committee Meeting are the Draft Space and Condition Reports for each facility and a Draft Facilities Master Plan schedule. A power point presentation will be made as a part of the meeting as well.

For historical background, the Village Board has discussed and/or taken action on these facilities previously as follows:

1. October 25, 2022 Committee of the Whole, the Village Board continued their discussion concerning the goal for advancement of the replacement/renovation of the facilities and the Board was introduced to the Consultant teams of Leopardo Companies that would be providing Construction Manager Services and FGM Architects (FGMA) who would be providing facility plan services.
2. November 8, 2022, the Village Board approves contracts with Leopardo Companies and FGM Architects for professional services.

3. August 17, 2022, a Request for Qualifications is issued seeking a qualified firm for professional architectural services to assist in the planning process for future construction or modifications to three Village facilities.
4. August 9, 2022, the Village Board is presented with a status update on Facilities Project related to the future renovation/replacement of three Village Facilities: Fire Station 11/Administration, Police Station and Public Works Fleet Maintenance Garage. The following facility goals are highlighted:
 - a. Welcoming workplace for all employees, visitors;
 - b. Incorporation of sustainable practices in use of materials and long term operations;
 - c. Technology that is flexible to accommodate present and future needs;
 - d. Attention to employee wellness, especially for shift workers as each facility is a 24/7/365 operation;
 - e. Structural and Operational Requirements as each facility is core to Northbrook's public safety responsibilities
5. May 1, 2022, the FY22/23 Fiscal Year begins and the adopted Budget includes for the first time a Facility Capital Project Fund.
6. May 2022, Village Manager engages Leopard Companies, Inc. for Owner's Representative/Construction Management Services for the three facilities.
7. December 21, 2021, a Request for Qualifications is issued seeking Owner's Representative/Construction Management Services for the three facilities.
8. November 9, 2021, the Village Board is provided a report/review of prior work to move forward with policy considerations related to Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station.
9. March of 2019 the Village receives a Facilities Conditions Assessment and Report Card and a Facility Needs Assessment was completed by Healy Bender for Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station.
10. In 2016/2017, an Ad Hoc Facilities Committee of the Board of Trustees directed staff to have facility assessments done for Fire Station 11, the Police Station and the Public Works Fleet Maintenance Garage.

Village of Northbrook Fire Department

Space Needs Program

DRAFT

FGMARCHITECTS

April 18, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.		Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity
A.	PUBLIC ENTRY/TRAINING/COMMUNITY ROOM					
1.0	Public Entry Vestibule		76	80	80	Entrance vestibule
2.0	Public Lobby		120	300	300	Wall for dept photos, provide seating
3.0	Display Cases		-	40	40	Small area for historical memorabilia
4.0	Training/Community Room (backup EOC)		891	1,800	1,800	Training room to accommodate (60) persons in classroom setting, dividable.
5.0	Kitchenette		-	50	50	Alcove within training room for food service
6.0	A/V Closet		-	24	24	Dedicated closet for A/V room equipment
7.0	Storage - General		162	150	150	Store 50% of tables and chairs
8.0	Fire Training Equipment Storage		-	100	100	CPR training equipment
9.0	EOC Equipment Storage		-	50	50	Secure storage room
10.0	Public Toilets					
11.0	Men's Toilet Room		45	200	200	(2) toilets, (3) urinals, (2) lavatories
12.0	Women's Toilet Room		45	200	200	(40) toilets, (2) lavatories
13.0	Public Entry / Training Room Sub-Total			2,994	2,994	
14.0	Circulation, Wall, and Mechanical Shaft Space (25%)			749	749	
15.0	PUBLIC ENTRY, TRAINING/COMMUNITY ROOM TOTAL			3,743	3,743	
B.	ADMINISTRATION					
1.0	Fire Chief's Office	1	250	350	350	1 Provide desk, credenza, conferece table for (6), soft seating, book case, files
2.0	Coat Closet		-	10	10	
3.0	Deputy Chief's Office - Operations	1	221	300	300	1 Provide desk, credenza, small table, book case, files
4.0	Coat Closet		-	10	10	
5.0	Deputy Chief's Office - Administration	1	-	300	300	1 Provide desk, credenza, small table, book case, files
6.0	Coat Closet		-	10	10	
7.0	Battalion Chief's Office - Training and Safety	1	213	250	250	1 Provide desk, credenza, small table, book case, files
8.0	Coat Closet		-	10	10	
9.0	Management Analyst Office	1	128	150	150	1
10.0	Clerk Office	1	120	120	120	1
11.0	EMS Coordinator Office		-	-	120	1
12.0	Emergency Management Office		-	-	120	1
13.0	Future Flex Office		-	-	120	1
14.0	Open Workstations (Training 7G)	4	-	144	144	4 6'x6' workstations
15.0	Receptionist	1	-	64	64	1 Open work area to monitor lobby
16.0	Waiting Area		-	75	75	Small Area inside Admin w/ two chairs
17.0	Coat Closet		-	10	10	
18.0	Small Meeting Room		-	225	225	Meeting space for (8)
19.0	Conference Room		315	400	400	Conference table for (12)
20.0	Breakroom/Lunchroom		164	300	300	Accommodate space for (12) - plenty counter space
21.0	Mail Copy - Workroom		100	150	150	Shared with Fire Prevention Bureau

Village of Northbrook Fire Department

Space Needs Program

DRAFT

FGMARCHITECTS

April 18, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
22.0	Office Supply Closet		100	50	50		
23.0	Secure File Room		70	150	150		Pension/Training/Personel records - how many 42" cabinets? 6
24.0	Single User Restroom - 2		-	190	190		(1) WC, (1) lav each - (1) should have shower
25.0	Small Locker Area		-	125	125		Lockers for Admin and Fire Prevention
26.0	Janitor Closet/Supply Storage		-	100	100		
27.0	Fire Prevention Bureau						locate area close to public lobby
28.0	Fire Marshal Office	1	195	250	250	1	Provide desk, credenza, plan review table, book case, files
29.0	Coat Closet		-	10	10		
30.0	Fire Inspector	1	144	120	120	1	Provide desk, credenza, plan review table
31.0	Fire Inspector	1	-	120	120	1	Provide desk, credenza, plan review table
32.0	Fire Inspector	1	-	120	120	1	Provide desk, credenza, plan review table
33.0	Open Work Area (FPB 7G)	5	-	252	288	6	Provide (6) 6'x6' workstations w/ (2) stand up worksurface islands for plan review
34.0	File Storage		-	400	400		(22) file cabinets within area, need easy access
35.0	Fire Prevention Meeting Room		122	200	200		Room off lobby for staff to meet visitors - size for (6) - large table for plans
36.0	Administration Sub-Total	20		4,965	5,361	24	
37.0	Circulation, Wall, and Mechanical Shaft Space (35%)			1,738	1,876		
38.0	ADMINISTRATION TOTAL			6,703	7,237		
C.	RESIDENTIAL						
1.0	Dayroom for 9		438	600	600		Separate room from Kitchen/Dining
2.0	Kitchen/Dining for 12		298	700	700		Commercial stove, (3) friges, extra freezer, (3) pantires - combined or individual
3.0	Bunkrooms (8)	5	340	450	720	8	90 s.f. cubicle w/ bed, desk and 3 tier locker for bedding
4.0	Closets		-	25	25		Provide (2) closets - hanging space for dress uniforms
5.0	Open Locker Area		300	435	435		Provide (27) 2'x2' lockers - 3 detail/reassignment lockers included
6.0	Individual Toilet/Shower Rooms	3	150	330	440	4	Each w/ toilet, lav and shower
7.0	Open Sink Alcove		-	15	15		(2) additional sinks in open locker area
8.0	Batallion Chief's Office	1	288	300	300	1	Office with 3 desks - one for each Batallion Chief
9.0	B.C. Bunk			100	100		Bed, nighstand and lockers
10.0	B.C. Toilet Room		100	110	110		toilet, lav, shower
11.0	Captain's Office	1	275	150	150	1	Office with (1) shared desk
12.0	Lieutenant's Office		-	120	120		Office with (1) shared desk
13.0	Captain/Lieutenant Bunk		-	100	100		Bed, nighstand and lockers
14.0	Captain/Lieutenant Toilet Room		-	110	110		toilet, lav, shower
15.0	Station Office		-	350	350		(4) workstations along wall - table in middle - mailboxes
16.0	Wellness Room		-	100	100		Mothers room per IL code - stress management per NFPA recommendations
17.0	Exercise Room		650	1,250	1,250		Ideally located with outdoor area and access - some open area for stretching
18.0	Residential Laundry		120	125	125		Washer, dryer, laundry tub, cabinets and counter

Village of Northbrook Fire Department

Space Needs Program

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FGMARCHITECTS

April 18, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.		Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity
19.0	Janitor Closet/Storage Supply		60	100	100	For supplies and cleaning equipment
20.0	Residential Sub-Total	10		5,470	5,850	
21.0	Circulation, Wall, and Mechanical Shaft Space (30%)			1,641	1,755	
22.0	RESIDENTIAL TOTAL			7,111	7,605	
D.	APPARATUS AREAS					
1.0	Apparatus Bays		4,160	6,660	6,660	(4) double deep bays - (2) 90'x17' and (2) 90'x20'
2.0	Hose Tower		289	400	400	Room in base for hose washing equipment - provide actual stairs
3.0	Hose Storage		-	24	24	8 lineal feet of rack
4.0	Turnout Gear		-	480	480	(40) lockers
5.0	Clean Gear Storage		-	125	125	Room to keep extra set of gear away from potential contaminants - storage shelving
6.0	Workroom		-	250	250	Tool bench, parts cleaner, extra fluids, flammable cabinet, equip chargers, misc supplies
7.0	SCBA/Equipment		-	150	150	Compressor, spare bottles, workbench - oxygen cascade
8.0	Decon/Wash Zone		-	200	200	Extractor, decon shower, gear dryer, sink
9.0	EMS Supply		-	50	50	Small room w/ shelving for supplies
10.0	Recessed Work Counter		-	25	25	Recessed area w/ counter - maps - chargers
11.0	Special Teams Supply		-	100	100	
12.0	Lawn/Seasonal Storage		-	125	125	
13.0	General Bay Storage		-	150	150	Ice Machine
14.0	Single User Bay Toilet		-	80	80	
15.0	Mezzanine		-	-	-	Potential mezzanine space above support room for additional storage
16.0	Apparatus Areas Sub-Total			8,819	8,819	
17.0	Circulation, Wall, and Mechanical Shaft Space (15%)			1,323	1,323	
18.0	APPARATUS AREAS TOTAL			10,142	10,142	
E.	SUPPORT/STORAGE					
1.0	Mechanical Room(s)		-	300	300	Assume roof top HVAC equipment
2.0	Electrical Service		-	150	150	
3.0	I.T. Room		-	150	150	Server racks - Alerting System -
4.0	Small Workstation		-	25	25	Workspace within room
5.0	Storage/Equipment		-	15	15	Shelving Unit
6.0	Water Service/Sprinkler		-	75	75	Plumbing and Fire Protection Equipment
7.0	Emergency Generator		-	-	-	Located Outside
8.0	General Building Storage		-	250	350	Maintenance supplies, attic stock of materials
9.0	Support/Storage Sub-Total		-	965	1,065	
10.0	Circulation, Wall, and Mechanical Shaft Space (25%)			241	266	

Village of Northbrook Fire Department

Space Needs Program

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FGMA ARCHITECTS

April 18, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
11.0	SUPPORT/STORAGE TOTAL			1,206	1,331		
F.	BUILDING AREA SUBTOTAL		21,719	28,904	30,058		
G.	MULTI-STORY CIRCULATION FACTOR (assume one story)				-		Add 1,000 square feet per floor if multiple floors
H.	TOTAL BUILDING AREA REQUIRED		21,719	28,904	30,058		
I.	Stand Alone Storage Building		2,920	3,650	3,650		Add 25% for future growth
J.	EXTERIOR REQUIREMENTS						
1.0	Entry Plaza		425		500		Fallen Firefighter Memorial plaza
2.0	Flagpole Area		25		50		
3.0	Outdoor Covered Patio		440		200		
4.0	Electrical Transformer		100		100		
5.0	Generator		300		400		
6.0	Trash Enclosure		80		150		
7.0	Provide an extra 2 acres of site for future training opportunities						
K.	PARKING REQUIREMENTS				Spaces		
1.0	Public Parking		3		40		Spaces for visitors (include handicap stalls)
2.0	Staff Parking		25		10		Spaces for admin staff
3.0	Department Parking		3		10		Staff Chiefs - Training truck - Investigator and bureau (ideally under cover)
4.0	Shift Parking		-		20		Spaces for shift personel - (times two)
5.0	TOTAL PARKING REQUIRED		31		80		Total Spaces - locate for expansion
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Village of Northbrook Fleet Department

Space Needs Program

FGMAARCHITECTS

April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.		Employee Counts	Notes	
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
A.	PUBLIC ENTRY						
1.0	Public Entry Vestibule		-		80	Entrance vestibule	
2.0	Public Lobby		-		150	Provide seating for (3)	
3.0	Public Entry / Training / Community Room Sub-Total		-		230		
4.0	Circulation, Wall, and Mechanical Shaft Space				58		
5.0	PUBLIC ENTRY		-		288		
B.	ADMINISTRATION						
1.0	Administrative Clerk Office	1	see total below		210	2	Desk, credenza, guest seating for (2), file - located near Fleet Supervisor. Window to lobby for reception. Counter space for a part-time staff member for future
2.0	Fleet Manager Office	1	see total below		180	1	Desk, credenza, guest seating for (2), file - located near Admin Clerk.
3.0	Office	0			120	1	Desk, credenza, guest seating for (2) - located near Admin Clerk.
4.0	Conference Room/ Training Room		-		450		To accomodate 8-10 people. Include a counter with (3) workstations for mechanics and flex. Include copier, library, & manuals. Located near Fleet Supervisor.
5.0	File Storage		see total below		120		Secure file storage room with (6) 42" lateral files
6.0	Administration Sub-Total	2	241		1,080	4	
7.0	Circulation, Wall, and Mechanical Shaft Space				378		
8.0	ADMINISTRATION TOTAL		241		1,458		
C.	STAFF SUPPORT AREAS						
1.0	Universal Locker Area	6	on bay flr		300	6	Provide (18) 24" wide lockers w/ foot drawer and bench area. Includes lockers for facilities
2.0	Single User Toilet/Shower Rooms		136		400		(4) single user rooms, each with (1) toilet, (1) lav, (1) shower, and (1) changing bench
3.0	Uniform Service Area				30		Supply lockers, laundry locker, that is accessible to all staff.
4.0	Lunchroom		323		600		To accommodate 8-10 people, but maximum up to 14 people for staff training and other PD or PW staff. Include large TV/monitor. Fridge, (3) microwaves, (3) toaster ovens, no stove, dishwasher, sink, ice machine, coffee station, vending machines, & bottle filler. Located away from shop. area for charging devices and equipment. Access to outside patio with grill.
5.0	Laundry Room		-		100		Washer, dryer, drying rack space or equipment dryer, slop sink.
6.0	Weather Gear Lockers		-		120		(10) lockers, located on way from bay to main locker room, but separate.
7.0	Fitness Area		-		200		(2) treadmills/ cardio units, free weights, stretching area.
8.0	Staff Support Areas Sub-Total		459		1,750		
9.0	Circulation, Wall, and Mechanical Shaft Space				613		
10.0	STAFF SUPPORT AREAS TOTAL		459		2,363		

Village of Northbrook Fleet Department

Space Needs Program

FGMAARCHITECTS

April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.		Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity
D. FLEET						
1.0	Small Fleet Maintenance Bays		3,420		4,800	80' long, (1) 18' wide access lane to (4) 20'x30' work bays. (1) 12' staging lane off access lane for progress vehicles. (3) work bays with either 2 or 4 post overhead racks and (1) work bay with an in-ground lift. Room in work bays for mechanic tools, benches, and equipment. Provide 18' high-speed coiling OH door in/out each side.
2.0	Express Maintenance Lane		-		1,760	80' long, (1) 22' wide. Intended for in-service and quick service. To be also be used for overnight storage of vehicles for department pickup. Located near tools storage. Adjacent racks for plow blades, tools, benches, etc. equipment to allow bay to be used for wash of vehicles. Provide 18' wide high-speed coiling OH door in/out each side.
3.0	Large Fleet Maintenance Bays		4,711		4,680	(2) 90' long x 26' wide, (3) heavy vehicle work bays utilizing mobile lifts and (1) work bay with an in-ground lift. Room in work bays for mechanic tools, benches, mobile lift charging, and equipment. Provide multi-directional 5 ton hoist over entire Large Fleet Maintenance Bays and adjacent fabrication areas. Provide 18' high-speed coiling OH doors for each bay.
4.0	Bulk Oil & Gas Supply		628		1,000	Depressed containment. Bulk oil supply (3) large tanks (palette), bulk gas cylinder supply, (3) kinds of anti-freeze, drum fluid, hydraulic fluids, DEF, washer fluid drums, room for (12) drums, bottle Oxygen (possibly shift to Fire?), shelving with (1) 5-gallon pails, chemical/cleaner storage. To have direct access to exterior and shop. Room for empty drums until pickup.
5.0	Parts & Small Shop Tool Storage		700		800	Secured caged area. Immediate parts & shared hand tools, stand up counter for inventory and access.
6.0	Wash Area/ Boot Wash		-		150	Hose down equipment, boot wash unit, slop sink, equipment drying area. Connected to Laundry Room.
7.0	Emergency Shower/ Eye Wash Station		-		100	(2) 50 s.f. separate areas - one on either side of the bays for emergency convenience
8.0	Mezzanine Storage		692		2,000	Long term storage and large bulk storage. Includes vehicle seats/ panels, tires, bulk equipment, etc. Make capable of 225lbs loading. Hoist access.
9.0	Fabrication Area		in bays		600	Welding, steel rack, milling, drill press, welding table, & horizontal saw. Large enough for plow access. Open above to allow the 5-ton hoist from Large Fleet Maintenance Bays.
10.0	Wood Shop		parts stor		600	Located near the fabrication shop. Table saw, sanders, chop saw, drill press, etc. Sized to accommodate Facilities use of shop
11.0	New/Old Tire Storage		in bays		600	20'x30' - Racks for tires, with direct exterior access. Adjacent to a PD changeover bay for possible use on tire changing.

Village of Northbrook Fleet Department

Space Needs Program

FGMAARCHITECTS

April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.		Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity
12.0	Small Equipment Workroom & Parts		parts stor		400	20'x20' - Secured caged area for equipment repair, bench, tools, etc.
13.0	Vehicle Changeover Bays		in bays		3,200	(4) 35' long x 21' wide bays, one with a 2 or 4 post rack that could be used for tire changeover. Extra space for large racking of police changover supply (lights, equipment, bars, etc.). Bay for storage of vehicles on long lead turnover.
14.0	Recycling Storage Area		on bay flr		400	Palletized storage for Village recycling programs. Space for 15 floor accessed pallets and dumpster
15.0	Bay Toilet		-		160	(2) 80 s.f. separate rooms - one either side of the bays for convenience.
16.0	Facilities Storage		-		320	centralized storage for Village facilities needs.
17.0	General Storage		106		120	Miscellaneous storage
18.0	Fleet Sub-Total		10,257		21,690	
19.0	Circulation, Wall, and Mechanical Shaft Space				3,254	
20.0	FLEET TOTAL		10,257		24,944	
E.	BUILDING SYSTEMS AND MAINTENANCE SPACES					
1.0	Elevator		-		-	Assumed single story facility
2.0	Elevator Machine Room		-		-	Assumed single story facility
3.0	Emergency Generator		-		-	Located outside. Fully backed up facility.
4.0	Mechanical Room(s)		-		300	Plumbing and Fire Protection Equipment (assume roof top HVAC equipment)
5.0	Electrical Room		-		200	
6.0	Gas Service Room		-		-	In mechanical room
7.0	I.T. Server Room		-		120	Space for up to (1) server rack and (1) communications rack
8.0	Janitor's Closet		-		100	For supplies and cleaning equipment
9.0	Delivery Staging Area		-		200	Delivery staging area
10.0	Building Systems and Maintenance Spaces Sub-Total		-		920	
11.0	Circulation, Wall, and Mechanical Shaft Space				184	
12.0	BUILDING SYSTEMS AND MAINTENANCE SPACES TOTAL		-		1,104	
F.	BUILDING AREA SUBTOTAL		11,994		30,156	
G.	MULTI-STORY CIRCULATION FACTOR		-		-	Assumed single story facility
H.	TOTAL BUILDING AREA REQUIRED		11,994		30,156	
I.	EXTERIOR REQUIREMENTS					
1.0	Flagpole Area				50	

Village of Northbrook Fleet Department

Space Needs Program

FGMA ARCHITECTS

April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
2.0	Patio				250		Outdoor seating with hookup for grill, located off lunchroom.
3.0	Electrical Transformer				100		
4.0	Generator				300		Fully backed up facility.
5.0	Trash Enclosure				150		for (3) 4-yd dumpsters, cardboard, scrap, trash
6.0	Security fencing with power gates				-		
J.	PARKING REQUIREMENTS		Exist. Spaces		Spaces		
1.0	Staff Parking		4		10		Spaces for personal vehicles on secured side
2.0	Visitor Parking		-		5		Spaces for visitors
3.0	Salt Spreader Storage Spaces		-		9		Spaces for box equipment on storage racks.
4.0	Large Vehicle Maintenance Parking		-		5		Parking for up to 40' long vehicles - Staging for maintenance projects
5.0	Covered/ Cold-Storage Fleet Vehicle Parking		-		6		Parking for 20' long vehicles - Weather-resistant storage for maintenance projects
6.0	Fleet Vehicle Maintenance Parking		6		12		Parking for 20' long vehicles - Staging for maintenance projects
7.0	TOTAL PARKING REQUIRED		10		47		Total Spaces
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Village of Northbrook Police Department

Space Needs Program

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FGMA ARCHITECTS

April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required*	Future Required	Future Capacity	
A.	PUBLIC ENTRY, TRAINING/COMMUNITY/EOC ROOM						
1.0	Public Entry Vestibule		90	80	80		Entrance vestibule
2.0	Public Lobby		560	1,000	1,000		Provide seating for (8-10)
3.0	Citizen Report Room w/ Fingerprinting		92	100	100		Provide seating for (4) with counter for fingerprinting
4.0	Citizen Report Room (2) Required		-	160	160		Provide seating for (4)
5.0	Display Cases		7	20	20		Displays and memorials
6.0	Training, Community Room, and EOC		1,110	1,800	1,800		Training room to accommodate (60) persons in classroom setting, dividable.
7.0	Support Counter / Storage		-	80	80		Counter for training handouts, food service
8.0	EOC equipment Storage		-	50	50		Secure storage room
9.0	Training Storage		64	150	150		Table, chair, training supplies
10.0	Public Toilets		-				
11.0	Men's Toilet Room		43	180	180		(2) toilet, (2) urinals, (2) lavatories
12.0	Women's Toilet Room		43	165	165		(3) toilet, (2) lavatories
13.0	Public Entry / Training / Community Room Sub-Total		2,009	3,785	3,785		
14.0	Circulation, Wall, and Mechanical Shaft Space		819	1,136	1,136		
15.0	PUBLIC ENTRY, TRAINING/COMMUNITY ROOM TOTAL		2,828	4,921	4,921		Shared Public Space Total
B.	RECORDS / RECEPTION						
1.0	Police Station Reception (open to open office area)			100	100		Provide for (2) secure reception work areas with package pass-through
2.0	Private Reception Station (open to open office area)			70	70		Enclosed reception area for private discussions
3.0	Open Office Workstations						
4.0	Records Workstations	4		480	480	4	(4) "U" shaped workstations
5.0	Flexible Workstations			-	160		(2) "U" shaped workstations for light duty, interns, future growth
6.0	Active Files		525	170	170		(6) 42" lateral files for arrest, tickets, microfilm storage, etc. in file island
7.0	Supply Storage			-	-		Locate in Copy / Work Room below
8.0	Mobile Video Review Office			120	120	1	"U" shaped workstation
9.0	Copy / Work Room			120	120		Includes office supply storage cabinets and shredder
10.0	Coat Closet			10	10		
11.0	Coffee Area			40	40		
12.0	Records Supervisor's Office	1	147	150	150	1	"U" shaped workstation w/ (2) guest chairs, files
13.0	Archive File Storage		338	288	288		Storage for (300) boxes
14.0	Records / Reception Sub-Total	5	1,010	1,548	1,708	6	
15.0	Circulation, Wall, and Mechanical Shaft Space		412	542	598		
16.0	SUPPORT SERVICES TOTAL		1,422	2,090	2,306		
C.	ADMINISTRATION						

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Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
			Existing Space	Current Required*	Future Required		
1.0	Administrative Waiting Area		90	90	90		
2.0	Administrative Assistant Office		132	140	140	1	"L" shaped workstation with file storage
3.0	Closet		8	10	10		
4.0	Administrative Conference Room		360	480	480		Seating for (16) with credenza
5.0	Coat Closet		-	10	10		
6.0	Chief of Police Office	1	429	350	350	1	Desk, credenza, conference table for (6), soft seating, book case, files
7.0	Closets		29	10	10		
8.0	Toilet Room		40	65	65		Single user toilet room
9.0	Deputy Chief of Field Operations Office	1	319	300	300	1	Desk, credenza, conference table for (4), book case, files
10.0	Closet		23	10	10		
11.0	Deputy Chief of Technical Services Office	1	235	300	300	1	Desk, credenza, conference table for (4), book case, files
12.0	Closet		23	10	10		
13.0	Sergeant of Training and Planning Office	1	192	180	180	1	"U" shaped workstation w/ (2) guest chairs, files
14.0	Closet		23	10	10		
15.0	Finance / Budget / Purchasing / Grants Office	1	185	220	220	1	"U" shaped workstation w/ conference table for (4), file cabinet
16.0	Administrative Assistant / AP-AR / Billing Office	1	154	150	150	1	"U" shaped workstation w/ (2) guest chairs, files
17.0	Quartermaster / General Storage		198	200	200		
18.0	Copy/ Work Room		218	120	120		Includes supply storage
19.0	Secure File Storage			120	120		Secure file storage room with (6) 42" lateral files
20.0	Administration Toilet Room		-	65	65		Single user toilet room
21.0	Coffee Area		-	40	40		
22.0	Administration Sub-Total	6	2,658	2,880	2,880	7	
23.0	Circulation, Wall, and Mechanical Shaft Space		1,084	1,008	1,008		
24.0	ADMINISTRATION TOTAL		3,742	3,888	3,888		
D.	PATROL						
1.0	Patrol Commanders Office	4	462	483	483	4	(4) "L" shaped workstations with file storage
2.0	Patrol Sergeants Open Office Workstations	8	524	560	560	8	(8) "L" shaped workstations with file storage
3.0	Patrol Officers	37				45	
4.0	Roll Call / Briefing Room		395	480	480		Seating for (14-16) in conference setting. Video setup for training
5.0	Report Writing Workstations - Open Office			225	225		(3) report writing workstations
6.0	Report Writing Workstations - Separate room		189	96	96		(2) report writing workstations in enclosed room for privacy
7.0	Patrol Conference Room			150	150		Seating for (4-6) people
8.0	Patrol Equipment Charging / Mail Box Area			48	48		Locate just outside Roll Call / Briefing Room
9.0	Secure Storage Closet		-	80	80		Equipment storage and checkout
10.0	Interview/Juvenile Temporary Holding Rooms		-	160	160		(2) Temporary holding rooms visible from Report Writing
11.0	Holding Toilet		-	65	65		

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		Current Staffing	Existing Space	Current Required*	Future Required	Future Capacity	
12.0	Report Writing / Quiet / Meeting Rooms (3) required		-	300	300		Multi-purpose room for report writing, wellness, etc.
13.0	Line Up Room		-	-	-		See Holding Areas below
14.0	Interview Rooms		124	-	-		Share with Investigations
15.0	Soft Interview Room						
16.0	Duty Bag Storage		40	184	184		Provide(46) double height lockers for duty bags and rifles near patrol entry
17.0	Animal Control		-				
18.0	Canine Storage		105	100	100		Training supplies (bite suits, sleeves, narcotics search board, luggage, etc.)
19.0	Canine Care Area		-	240	240		Workstation, bathing station, grooming table, storage shelving
20.0	Canine Kennel		-	40	40		With flushing floor drain
21.0	Canine Therapy Dog Kennel			40	40		Limited viewing in softer environment, separate area from kennel above
21.0	Canine Dog Run		-	-	-		See outdoor space requirements below
22.0	Copy / Work Room		144	120	120		
23.0	Secure Storage		-	64	64		
24.0	Patrol Sub-Total	49	1,983	3,435	3,435	57	
25.0	Circulation, Wall, and Mechanical Shaft Space		809	1,202	1,202		
26.0	PATROL SECTION TOTAL		2,792	4,637	4,637		
E.	INVESTIGATIONS						
1.0	Investigations Commander's Office	1	195	220	220	1	Desk, credenza, conference table for (4), filing storage
2.0	Closet		14	12	12		
3.0	Investigations Sergeant's Office (2) required	2	137	300	300	2	"U" shaped workstation with (2) guest chairs and file storage
4.0	Closet (2) required			20	20		One for each office
5.0	Investigations Workstations (open office)	9		880	1,040	11	(13) "U" shaped workstations (8) det., (1) SRO, (1) patrol, (3) future
6.0	Crime Analyst Workstation		1,014	80	80		"U" shaped workstation
7.0	Files			-	-		For file storage needs, see below
8.0	Secure Storage			24	24		Storage and equipment closet, rifle safe
9.0	Crime Analyst	1				1	Workstation included above, integrate with Investigations workstations
10.0	Interview Viewing/ AV Equipment		160	80	80		Secure room
11.0	Closet			16	20		Coat closet
12.0	In-Process Evidence Temporary Storage			80	80		Lockers for temporary evidence storage
13.0	Evidence Packaging Area						Work counters for packaging
14.0	File Storage						
15.0	Major Case Files			35	35		(2) 42" lateral files
16.0	Juvenile Files		69	45	45		(3) 36" lateral files
17.0	Cold Case Files			45	45		(3) 36" lateral files and (1) 36" storage cabinet
18.0	Supply Storage			72	72		Storage room with 2' deep shelving
19.0	Equipment Storage			72	72		Storage room with 2' deep shelving with electrical for charging equipment
20.0	Community Engagement Officer		78				Relocated to Community Relations below

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		Current Staffing	Existing Space	Current Required*	Future Required	Future Capacity	
21.0	Computer Forensics			120	120		Provide secure office with work counters for (2) for computers
22.0	Secure Storage			10	10		For storage of electronics and media within office
23.0	Major Case Conference Room		325	595	595		Conference Space for (16-18)
24.0	Coffee Area		24	96	96		Kitchenette with full size refrigerator
25.0	Interview Rooms		207				(3) existing rooms within Investigations
26.0	Standard Interview Rooms (4) required			400	400		With tables and chairs
27.0	Soft Interview Room (1) required		155	140	140		Soft seating, can share with Patrol
28.0	Hard Interview Rooms (2) required			-	-		Located in Holding Facility below
29.0	Children's Room		-	-	-		Use counseling room in Counseling Services
30.0	Toilet Room		26	65	65		Single user toilet room to support interview rooms
31.0	Investigations Sub-Total	13	2,404	3,407	3,571	15	
32.0	Circulation, Wall, and Mechanical Shaft Space		981	1,192	1,250		
33.0	INVESTIGATIONS TOTAL		3,385	4,599	4,821		
F.	COMMUNICATIONS						Need to locate close to Holding as they perform physical checks
1.0	Communication Supervisor's Office	1	171	150	150	1	"U" shaped workstation with (2) guest chairs
2.0	Lead Dispatcher Office		-	120	120		"L" shaped workstation with (2) guest chairs
3.0	Conference Room			-	-		Need access to conference room with seating for (6) - shared with others
4.0	Dispatch Center	12		960	960	12	(6) dispatch positions. Sized to utilize wrap around dispatch furniture
5.0	Public Reception Window		633	60	60		Service window with writing counters
6.0	Officer Service Window			60	60		Service window with writing counters
7.0	Files / Reference Manuals		50	50	50		(6) letter filing cabinets
8.0	Printer / Work Area		25	50	50		Printer, work counter, and storage
9.0	Training Positions			300	300		Provide (2) dispatch positions in separate but adjacent room to Dispatch Center
10.0	Real Time Situation Room		-	400	400		Video displays monitor events. Provide seating for (10-12)
11.0	Break Area		80	200	200		Kitchenette with refrigerator, table w/seating for (2-4), and soft seating
12.0	Toilet Room		40	65	65		Single user toilet room
13.0	Staff Lockers		-	84	84		(12) 12"x24" lockers (also have locker in locker room)
14.0	Storage Closet		16	64	64		Supply storage
15.0	Radio Equipment		230	230	230		Space for up to server racks and clean agent fire suppression
16.0	Radio Equipment Mechanical Room			80	80		Space for CRAC units
17.0	Communications Sub-Total	13	1,245	2,873	2,873	13	
18.0	Circulation, Wall, and Mechanical Shaft Space		508	1,006	1,006		
19.0	COMMUNICATIONS TOTAL		1,753	3,879	3,879		
G.	COMMUNITY RELATIONS						
1.0	Supervisor's Office	1	154	150	150	1	"U" shaped workstation with (2) guest chairs

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Item	Room/Area/Space	Employee Counts	Sq.ft.		Employee Counts	Notes
			Existing Space	Current Required*	Future Required	
2.0	Closet			10	10	
3.0	Community Engagement Officer Office	1		120	120	1 "L" shaped workstation with (2) guest chairs
4.0	Closet			10	10	
5.0	Community Service Officer's Work Area	2	325	160	240	2 (3) "U" shaped workstations
6.0	Mini-Refrigerator and Storage			40	40	For staff event use
7.0	Animal Control Officer	1	67	120	120	1 "L" shaped workstation with storage
8.0	Animal Control Storage		214	120	120	Secure storage for cages
9.0	Animal Control Work Room (not visible to others)		-	120	120	Secure workroom with lock box, equipment storage, work table, sink
10.0	Community Relations Storage		150	80	80	Additional storage us located off garage - see Fleet below
11.0	Crossing Guard Storage					
12.0	Community Relations Sub-Total	5	910	930	1,010	5
13.0	Circulation, Wall, and Mechanical Shaft Space		371	326	354	
14.0	COMMUNITY RELATIONS TOTAL		1,281	1,256	1,364	
H.	COUNSELING SERVICES					
1.0	Counseling Lobby / Reception			200	200	Soft seating for (4) with a desk area to fill out forms
2.0	Counseling Rooms					
3.0	Large Soft Counseling Room		-	180	180	Soft seating with book case and storage
4.0	Counseling Room (2) required		148	150	300	Soft seating with book case and storage
5.0	Coffee Area			40	40	For clients and staff
6.0	Toilet Room			65	65	
7.0	Director's Office	1	254	180	180	1 "U" shaped workstation w/ (2) guest chairs, files, book case
8.0	Social Workers	2		240	320	3 (4) "U" shaped workstations
9.0	Reference Library Area		199	30	30	Book cases
10.0	Printer / Work Area			80	80	
11.0	Supply Closet		28	30	30	Currently shared with Community Relations
12.0	Counseling Services Sub-Total	3	629	1,195	1,425	4
13.0	Circulation, Wall, and Mechanical Shaft Space		257	418	499	
14.0	COUNSELING SERVICES TOTAL		886	1,613	1,924	
I.	EVIDENCE PROCESSING					
1.0	Evidence Garage		-			Currently use Sally Port
2.0	Vehicle Processing / Storage Bay		345	560	560	Includes winch to aid in vehicle movement
3.0	Drying Cabinets		-	120	120	Provide space for (2) double drying cabinets and 8' layout area
4.0	Emergency Eyewash/Shower		-	25	25	
5.0	Temporary Large Evidence Storage		-	100	100	
6.0	Forensic Processing Lab					

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		Current Staffing	Existing Space	Current Required*	Future Required	Future Capacity	
7.0	Drug Testing		197	20	20		Work areas with dusting chambers, sinks, and storage
8.0	Fuming Chamber			20	20		
9.0	Fume Hood			30	30		
10.0	Specialty Drug Chamber			20	20		
11.0	Evidence Bullet Collection Chamber			50	50		To collect firearms projectiles for testing (locate in alcove)
12.0	Refrigerator			14	14		Provide space for (1) refrigerator
13.0	Worktables and Counters			120	120		Includes packaging area
14.0	Photography Workstation			60	60		8' workstation with computer and printer
15.0	Workstations			45	45		6' workstation with computer
16.0	Temporary Evidence Lockers			30	30		Provide space for temporary evidence storage - multi-tier lockers
17.0	Fire Investigator's Storage Closet			12	12		Storage room for fire investigator's equipment - locate off garage
18.0	Dirty Gear Storage Closet			12	12		
19.0	Equipment Storage Closet		-	15	15		For storage of ET supplies
20.0	Evidence Processing Sub-Total		542	1,253	1,253		
21.0	Circulation, Wall, and Mechanical Shaft Space		221	439	439		
22.0	EVIDENCE PROCESSING TOTAL		763	1,692	1,692		
J.	EVIDENCE AND PROPERTY STORAGE						
1.0	Property Custodian Office		97	120	120	1	"U" shaped workstation
2.0	Evidence Packaging (existing in Report Writing)		-	168	168		(2) packaging areas with computer workstation
3.0	In-Process Evidence Temporary Storage		-				Evidence return lockers
4.0	Worktable and Barcoding		-				Large counter, storage for supplies, sink
5.0	Evidence Drop Lockers						(4) sets pass-thru lockers (12')
6.0	Evidence Intake Area/Work Area		326	60	60		Work Area with sink
7.0	Valuables/Money Vault			20	20		Existing mixed in with general evidence
8.0	Narcotics Storage			45	45		100% exhaust ventilation (existing mixed in with general evidence)
9.0	Large Evidence Storage		200	200	200		Estimated area required
10.0	General Evidence Storage		648	1,000	3,000		Assumes a growth rate for 30 years (typ. intake of 1,600 pcs per year)
11.0	Open Floor Area			64	64		Floor working space
12.0	Refrigerated Storage			10	10		Allow space for (1) refrigeration unit
13.0	Destruction Holding Area			20	20		Area with shelving
14.0	Firearms Storage			112	112		Storage for (500) guns in high density storage ((2) 15" wide units x 16')
15.0	Explosives Storage			-	-		See outdoor spaces below - Remote Evidence Storage
16.0	Found Bike Storage		225	200	200		Storage for (15) bicycles
17.0	Evidentiary Vehicles		-	-	-		Stored offsite
18.0	Evidence and Property Storage Sub-Total		1,496	2,019	4,019	1	
19.0	Circulation, Wall, and Mechanical Shaft Space		610	606	1,206		

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		Current Staffing	Existing Space	Current Required*	Future Required	Future Capacity	
20.0	EVIDENCE AND PROPERTY STORAGE TOTAL		2,106	2,625	5,225		
K.	HOLDING FACILITY						
1.0	Sally Port		1,153	980	1,456		(2) car double deep car sally port in drive through configuration (28'x52')
2.0	Eyewash and Emergency Shower			25	25		
3.0	Prisoner Search and Personal Effects Lockers		-	70	70		Include sorting counters and (8) double tiered lockers
4.0	Vestibule Area		44	50	50		Secure entry to lockup areas
5.0	Processing Area						
6.0	Cuff Benches						Keep (3) detainees separated - locate away from Booking Station
7.0	Temporary Holding Rooms (2) required						"Bird cage" holding rooms
8.0	Fingerprint Area		309	740	740		For ink fingerprinting, with sink and eyewash
9.0	Live Scan/Suspect Photography						Include photo area
10.0	Sobriety Testing						Work area for Breathalyzers
11.0	Booking Station						Size to allow processing of (2) detainees
12.0	Hard Interview Rooms (3) required		-	240	240		Hard interview room
13.0	Line-Up Room		125	150	150		Relocated from Patrol - locate in secure corridor for viewing
14.0	Toilet		21	65	65		Single user detention grade toilet
15.0	Janitors Closet		-	40	40		Secure storage of cleaning supplies
16.0	Secure Storage		-	20	20		For detention supplies (blankets, jumpsuits, etc.)
17.0	Cells		1,101	820	820		(8) Cells total in (4) sets of (2) cells, incl. (1) Accessible Cell
18.0	Shower			60	60		
19.0	Attorney/Client Room		41	72	72		
20.0	Bond Out Vestibule		-	100	100		For bonding out detainees from holding area
21.0	Holding Facility Sub-Total		2,794	3,432	3,908		
22.0	Circulation, Wall, and Mechanical Shaft Space		1,140	1,201	1,368		
23.0	HOLDING FACILITY TOTAL		3,934	4,633	5,276		
L.	INFORMATION SYSTEMS						
1.0	Server Room			163	163		Same size as existing, clean agent fire suppression
2.0	Workspace with Storage			50	50		Counter and 3'x2' storage cabinet in server room
3.0	Server Room Mechanical Equipment			80	80		Space for CRAC units
4.0	IDF Room Allowance			120	120		Allow for (2) IDF closets with 2 post racks
5.0	D-Mark Closets (2) required			60	60		For incoming services
6.0	Storage Area			-	-		Not required
7.0	Information Systems Sub-Total		163	473	473		
8.0	Circulation, Wall, and Mechanical Shaft Space		66	166	166		

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		Current Staffing	Existing Space	Current Required*	Future Required	Future Capacity	
9.0	INFORMATION SYSTEMS TOTAL		229	639	639		
M.	TRAINING AND WELLNESS						
1.0	Training Office		-	-	-		Not required, see Sgt. of Training and Planning in Administration above
2.0	Defensive Tactics		540	1,200	1,200		Large mat room with video screen, adjustable lighting, light bar
3.0	Gun Locker		-	10	10		Area outside room for (15) gun lockers
4.0	Storage / Bunk / Tactical Equipment		228	200	200		Equipment Storage (bunk rooms below in Staff Support Areas)
5.0	Simulator Training			500	500		Assume use of a virtual simulator
6.0	Storage			20	20		For storage of simulator equipment
7.0	Simunition Training Room			800	800		Room for simunition training with reconfigurable walls
8.0	Prep Room / Storage			200	200		For instruction and storage of simunition guns
9.0	Prop Storage			200	200		Equipment Storage (bunk rooms below in Staff Support Areas)
10.0	Physical Fitness / Wellness Room		966	1,700	1,700		Space for stretching, strength, and cardio fitness equipment.
11.0	Lockers			30	30		Small area (6) lockers for temporary patrol equipment storage
12.0	Gun Locker Storage			6	6		Area for (6) gun lockers
13.0	Quiet Room		-	-	-		See Resilience Rooms in Staff Support Areas below
14.0	Firing Range with vehicle access		1,852	5,124	5,124		(10) lane 25 yard firing range with prep table in the range
15.0	Range Control Room		39	80	80		
16.0	Weapons Cleaning / Maintenance Area		80	200	200		Area adjacent to the range with (4-5) cleaning stations, observation window
17.0	Armory Storage						
18.0	Ammunition Storage						storage for 50,000 rounds of ammunition
19.0	Weapons Storage		153	120	120		(10) shotguns / rifles, (8) handguns, (10) older weapons, holsters, and tazers
20.0	Armorer / Weapons Maintenance		-	126	126		Weapons repair
21.0	Firearms Range Management Sub-Total		3,858	10,516	10,516		
22.0	Circulation, Wall, and Mechanical Shaft Space		1,574	3,155	3,155		
23.0	FIREARMS RANGE MANAGEMENT TOTAL		5,432	13,671	13,671		
N.	STAFF SUPPORT AREAS						
1.0	Mud Room / Wet gear Storage		-	64	64		
2.0	Male Locker Area		1,240	1,340	1,500		Provide (75) 24" wide lockers
3.0	Toilet/Sinks/Shower Areas		230	280	280		(2) toilets, (2) urinals, (2) lavs, (2) showers
4.0	Female Locker Area		298	560	600		Provide (30) 24" wide lockers
5.0	Toilet/Sinks/Shower Areas		146	180	180		(2) toilets, (2) lavs, (1) shower
6.0	Changing Room			30	30		Also used for nursing mothers
7.0	NIPAS / Field Force Storage			120	120		(5) 36" lockers
8.0	Lunchroom with Kitchenette		429	800	800		Break area with (3) tables of four

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9.0	Break Room		398				(3) Vending Machines
10.0	Peer Support Information Resources			16	16		Wall space for information
11.0	Storage			60	60		Canteen supply storage
12.0	Resilience / Bunk / Nursing Room (4) rooms req'd		-	360	360		Used for mental wellness, resting, nursing, and other uses
13.0	Staff Toilets Allowance		658	500	500		For toilet rooms throughout the building
14.0	General Building Storage			500	500		
15.0	Staff Support Areas Sub-Total		3,399	4,810	5,010		
16.0	Circulation, Wall, and Mechanical Shaft Space		1,386	1,684	1,754		
17.0	STAFF SUPPORT AREAS TOTAL		4,785	6,494	6,764		
O.	FLEET STORAGE						
1.0	Indoor Parking Garage		5,244				Prepare for future electric vehicle charging
2.0	Department Vehicles			11,286	13,662		Current Fleet (38), (46) in future.
3.0	ATV			297	297		
4.0	Trailers			795	795		(3) trailers
5.0	Animal Control Van (sprinter van)			352	352		22' long sprinter van
6.0	Wash Area			-	-		Provide area to rinse off vehicles - use drive aisle
7.0	General Storage		488	500	500		
8.0	Bike Patrol						Storage for (10) bikes - assume vertical storage racks
9.0	Gear Lockers			225	225		(18) 12" opening triple tier locker
10.0	Bicycle Rack Storage						Bicycle rack storage
11.0	Maintenance Area			80	80		Area with small work bench and storage cabinet
12.0	Motorcycle Parking			297	297		Parking for (2) motorcycles
13.0	Locker Area						(8) lockers for helmets and boots
14.0	Storage			96	96		Provide 36" storage cabinet
15.0	Dressing Booth						Dressing booth
16.0	Community Relations Storage		328	150	150		Storage Room for Community Relations (currently shared with others)
17.0	Specialty Vehicle Storage			-	1,360		Provide an 80' long bay to store NIPAS / NORTAF vehicles (currently at NIPSTA)
18.0	Open Storage		148	150	150		Open garage floor storage
19.0	Fleet Storage Sub-Total		6,208	14,228	17,964		
20.0	Circulation, Wall, and Mechanical Shaft Space		2,532	2,134	2,695		
21.0	FLEET STORAGE TOTAL		8,740	16,362	20,658		
P.	BUILDING SYSTEMS AND MAINTENANCE SPACES						
1.0	Emergency Generator		156	-	-		Locate outside
2.0	Mechanical Room(s)		220	800	800		Plumbing and Fire Protection Equipment (assume roof top HVAC equipment)

Attachment: 4 Northbrook Police Program (6631 : A Resolution Accepting PW&F Committee Facility

Village of Northbrook Police Department

Space Needs Program

DRAFT

FGMARCHITECTS

April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required*	Future Required	Future Capacity	
3.0	Electrical Room		262	500	500		
4.0	Gas Service Room		-	-	-		In mechanical room
5.0	Janitor's Closet		98	100	100		For supplies and cleaning equipment
6.0	Maintenance Storage			100	100		Maintenance desk and supply storage
7.0	Mail and Package Delivery Room			60	60		Small room for deliveries and sorting
8.0	Delivery Area		-	200	200		Dock and temporary staging area
9.0	Building Systems and Maintenance Spaces Sub-Total		736	1,760	1,760		
10.0	Circulation, Wall, and Mechanical Shaft Space		300	352	352		
11.0	BUILDING SYSTEMS AND MAINTENANCE SPACES TOTAL		1,036	2,112	2,112		
Q.	BUILDING AREA SUBTOTAL		45,115	75,108	83,773		
R.	MULTI-STORY CIRCULATION FACTOR			2,000	2,000		Add 1,000 square feet per floor. Assumed two-story building
S.	EXISTING BUILDING AREA		45,115				
P.	TOTAL BUILDING AREA REQUIRED			77,108	85,773		
Q.	EXTERIOR REQUIREMENTS						
1.0	Entry Plaza			1,000	1,000		
2.0	Flagpole Area			50	50		
3.0	Outdoor Patio			400	400		Seating and area for grill. Partially covered for greater use.
4.0	Outdoor Seating Area			100	100		Semi-private space for wellness use
5.0	Basketball Hoop			-	-		Potentially locate in area off parking lot
6.0	K-9 Agility Training			5,000	5,000		Fenced area
7.0	Remote Evidence Storage			120	120		Small remote building for hazardous evidence and explosives magazine
8.0	Electrical Transformer			100	100		
9.0	Generator			300	300		
10.0	Trash Enclosure			150	150		
11.0	Temporary Truck Parking			1,540	1,540		Parking for overweight violations (55'x14" stalls)
R.	PARKING REQUIREMENTS		Exist. Spaces	Spaces	Spaces		
1.0	Staff Parking		56	42	46		Spaces for personal vehicles
2.0	Police Department Vehicle Parking		31	-	-		Existing (7) spaces vehicles in garage. Req'd (46) spaces for vehicles in garage

Attachment: 4 Northbrook Police Program (6631 : A Resolution Accepting PW&F Committee Facility

Village of Northbrook Police Department

DRAFT

FGMARCHITECTS


April 17, 2023

FGM Project No. 23-3665.01

Space Needs Program


Item	Room/Area/Space	Employee Counts	Sq.ft.		Employee Counts	Notes
		Current Staffing	Existing Space	Current Required*	Future Required	Future Capacity
3.0	Visitor / Training Parking		14	50	50	Spaces for visitors
4.0	TOTAL PARKING REQUIRED		101	92	96	Total Spaces
	NOTES					
* Current required spaces does not accommodate any personnel growth, additional vehicles, and evidence storage requirements for 30 years.						
	S:\jobs\2023\23-3665.01\1.0 PM\1.06 Programming\ Northbrook Police Program 2023.04.17.xls					

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		02/17/2023	001	Camille Trausch		

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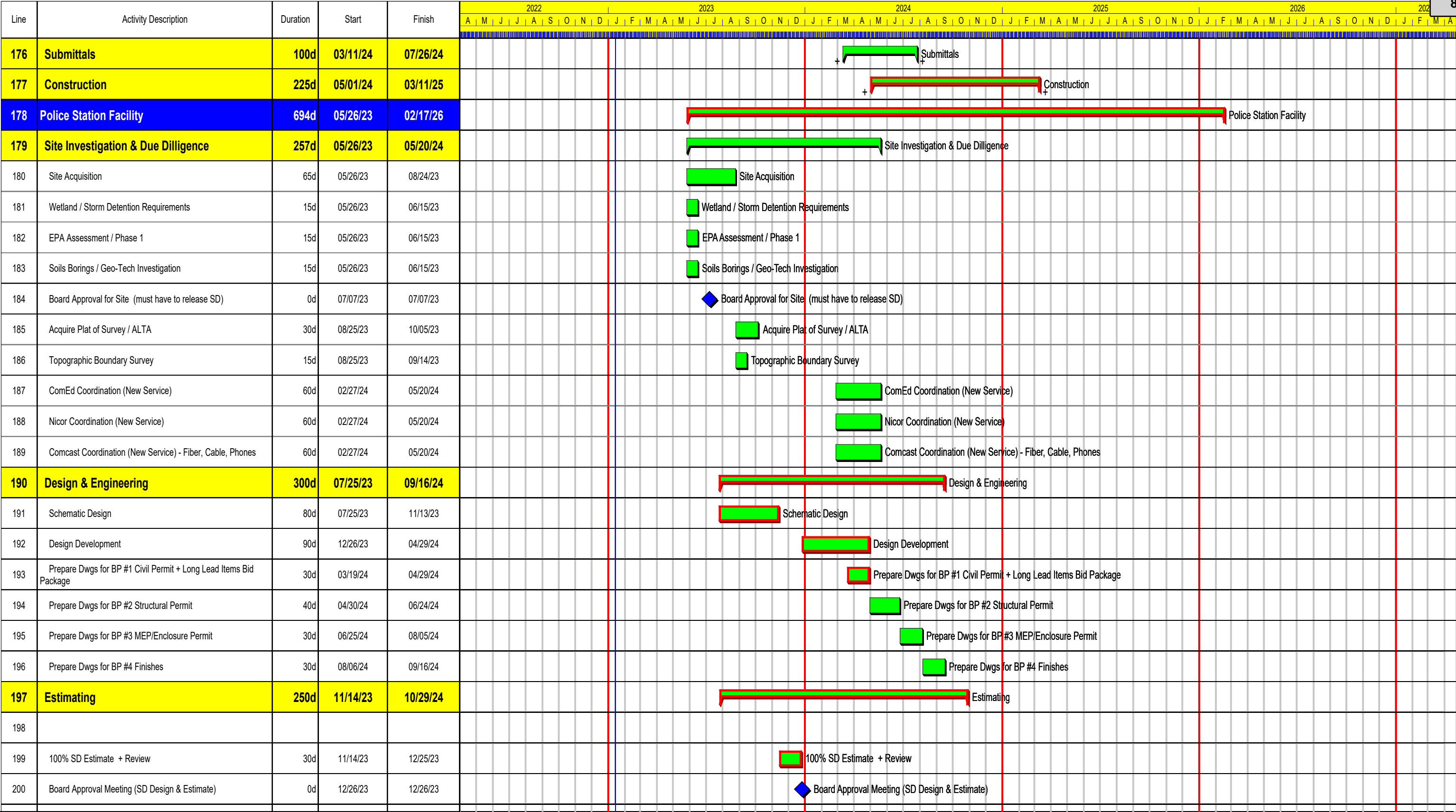
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






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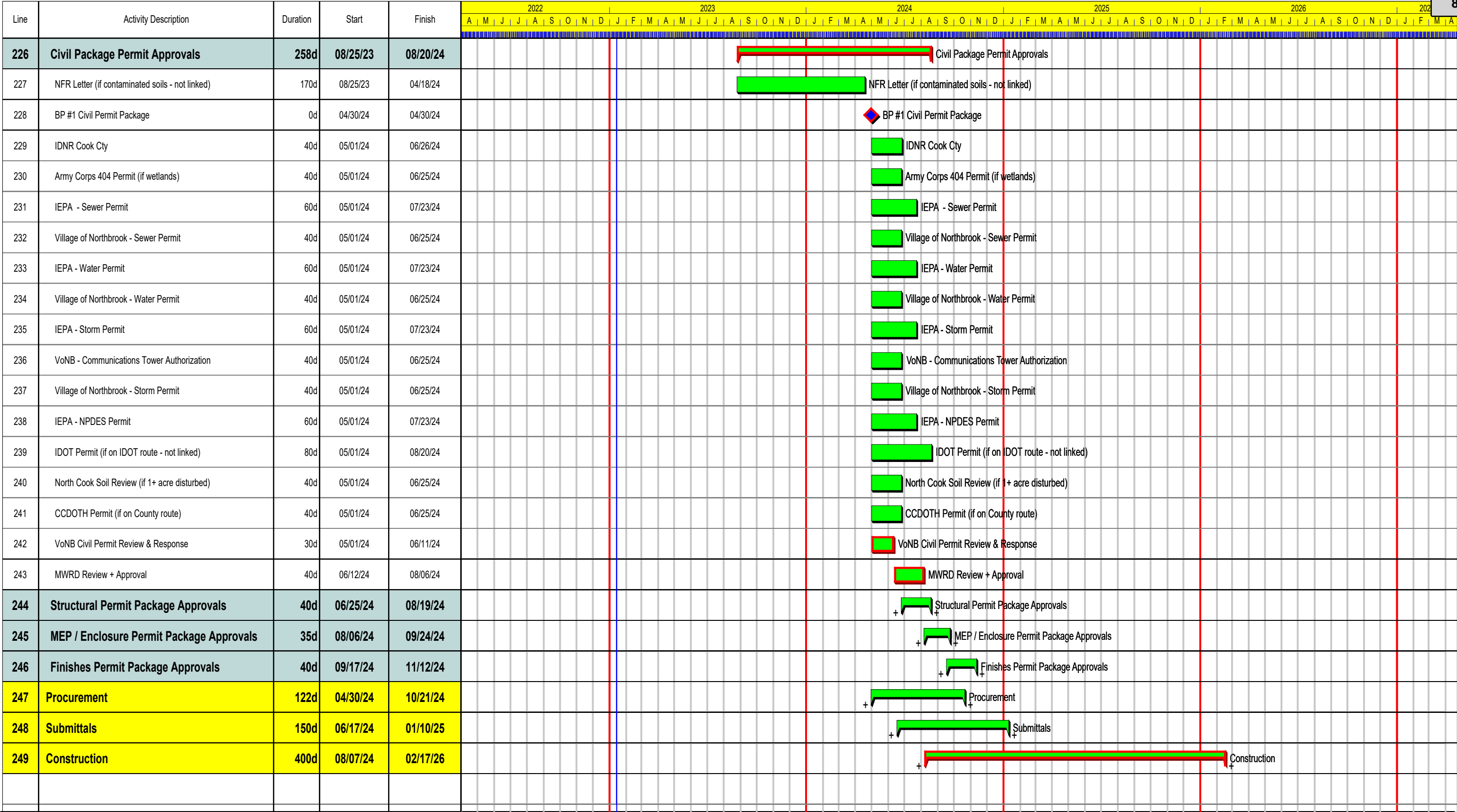
Milestone

22-1269 Northbrook Facilities Master Plan Overall Schedule_REV6A

Date	Revision	Checked	Approved
02/17/2023	001	Camille Trausch	

Line	Activity Description	Duration	Start	Finish	202220232024202520262027																																																			
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201	100% DD Estimate + Review	30d	04/30/24	06/10/24	<div><div></div><div>100% DD Estimate + Review</div></div>																																																			
202	100% CD / GMP Estimate + Review	30d	09/17/24	10/28/24	<div><div></div><div>100% CD / GMP Estimate + Review</div></div>																																																			
203	Set Full GMP / Board Approval Meeting	0d	10/29/24	10/29/24	<div><div></div><div>Set Full GMP / Board Approval Meeting</div></div>																																																			
204	Permits & Approvals	320d	08/22/23	11/12/24	<div><div></div><div>Permits & Approvals</div></div>																																																			
205	Entitlements & Zoning Process	60d	08/22/23	11/15/23	<div><div></div><div>Entitlements & Zoning Process</div></div>																																																			
206	Entitlements	61d	08/22/23	11/15/23	<div><div></div><div>Entitlements</div></div>																																																			
207	Informal Staff Meeting #1	0d	08/22/23	08/22/23	<div><div></div><div>Informal Staff Meeting #1</div></div>																																																			
208	Informal ACC Meeting	0d	08/22/23	08/22/23	<div><div></div><div>Informal ACC Meeting</div></div>																																																			
209	Informal PC Meeting	0d	08/23/23	08/23/23	<div><div></div><div>Informal PC Meeting</div></div>																																																			
210	Informal VB Meeting	0d	08/30/23	08/30/23	<div><div></div><div>Informal VB Meeting</div></div>																																																			
211	Submit ACC/PC Package	0d	09/14/23	09/14/23	<div><div></div><div>Submit ACC/PC Package</div></div>																																																			
212	Formal Staff Review	10d	09/14/23	09/27/23	<div><div></div><div>Formal Staff Review</div></div>																																																			
213	Response	15d	09/28/23	10/18/23	<div><div></div><div>Response</div></div>																																																			
214	Formal Public Notification	12d	10/19/23	11/03/23	<div><div></div><div>Formal Public Notification</div></div>																																																			
215	Formal ACC Meeting (2nd and 4th Wed)	0d	11/07/23	11/07/23	<div><div></div><div>Formal ACC Meeting (2nd and 4th Wed)</div></div>																																																			
216	Formal PC Meeting (2nd and 4th Thursday)	0d	11/08/23	11/08/23	<div><div></div><div>Formal PC Meeting (2nd and 4th Thursday)</div></div>																																																			
217	Formal VB Meeting (Tuesday)	0d	11/15/23	11/15/23	<div><div></div><div>Formal VB Meeting (Tuesday)</div></div>																																																			
218	Zoning Approvals	55d	08/22/23	11/06/23	<div><div></div><div>Zoning Approvals</div></div>																																																			
219	Zoning Approvals / Hearing	55d	08/22/23	11/06/23	<div><div></div><div>Zoning Approvals / Hearing</div></div>																																																			
220	Submit Preliminary Zoning Review (prior to Board Mtg)	15d	08/23/23	09/12/23	<div><div></div><div>Submit Preliminary Zoning Review (prior to Board Mtg)</div></div>																																																			
221	Board Mtg	0d	09/13/23	09/13/23	<div><div></div><div>Board Mtg</div></div>																																																			
222	Zoning Applications Due	1d	09/14/23	09/14/23	<div><div></div><div>Zoning Applications Due</div></div>																																																			
223	Publish Public Notice (VONB)	1d	10/13/23	10/13/23	<div><div></div><div>Publish Public Notice (VONB)</div></div>																																																			
224	Posts Sign & Notify Neighbors (Applicant)	1d	10/20/23	10/20/23	<div><div></div><div>Posts Sign & Notify Neighbors (Applicant)</div></div>																																																			
225	Northbrook Plan Commission Hearing	0d	11/06/23	11/06/23	<div><div></div><div>Northbrook Plan Commission Hearing</div></div>																																																			

 Activity Bar  Target Bar  Progress Bar  Critical Bar  Summary Bar  Milestone	22-1269 Northbrook Facilities Master Plan Overall Schedule_REV6A	Date 02/17/2023	Revision 001	Checked Camille Trausch	Approved	
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Summary Bar

Milestone

22-1269 Northbrook Facilities Master Plan Overall Schedule_REV6A

Date

Revision


Checked

Approved

02/17/2023

001

Camille Trausch





Facilities Plan Update

Fire Station 11/Administration
Police Station
Fleet Maintenance Garage

February 28, 2023

Tonight's Discussion

- Goals for Village Facilities
- Update on Facilities Plan
- Next Steps and Timeline

Goals for All Village Facilities

Welcoming workplace for all employees, visitors

Incorporate sustainable practices in use of materials and long term operations as part of planned facility improvements

Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation

Technology must be flexible to accommodate present and future needs

A workspace and community place that is forward thinking and supports a culture of innovation in the delivery of services

Space must be flexible to accommodate present and future needs as municipal operations can pivot and change (sometimes quickly as the pandemic has shown us)

Each facility is a 24/7/365 operation and employee wellness, especially for shift workers is necessary.

Each facility is core to Northbrook's public safety responsibilities and therefore, there will be Critical Facility Structural and Operational Requirements.

Facility Plan

Prioritize high-need Village Facilities that no longer meet the operational needs for their intended purpose, are not current with modern service delivery, and face many maintenance challenges.

Provide a process by which the Village will be able to make informed decisions to improve these facilities.

FACILITIES PLAN STEPS

Verification of Space

Solution Design

Final Facilities Plan

Step 1 – Verification of Space

- Review and Verification of the March 2019 Facilities Conditions Assessment and Report Card and the Facility Needs Assessment.
- Complete Program Verification for each needed facility based on current conditions and future expected growth
- Update the Space Needs and Facility Conditions Reports.
- Presentation to Village Board – Request Input and Direction. **(February 9, 2023)**

Step 2 – Solution Design

- Develop multiple solutions for each facility
- Prepare accurate, conceptual estimates of multiple options for facilities fits of multiple options including potential combined facilities solutions, phasing, and logistics.
- Site Analysis of existing Village sites and test fit potentially available site.
- Team will make solutions recommendations for each facility.
- Presentation to Village Board – Request Input and Direction. **(May 23, 2023)**

Step 3 – Creation of Final Facilities Plan

- Update and further detail the facilities development master plan and schedule with Village selected options and create a capital expenditure plan for consulting, design, and construction costs over the multi-year plan with appropriate escalations.
- Present the facilities plan to the Village Board and public for approval **(June 27, 2023)**

Facility Plan Team



- Leigh McMillen – Senior Vice President

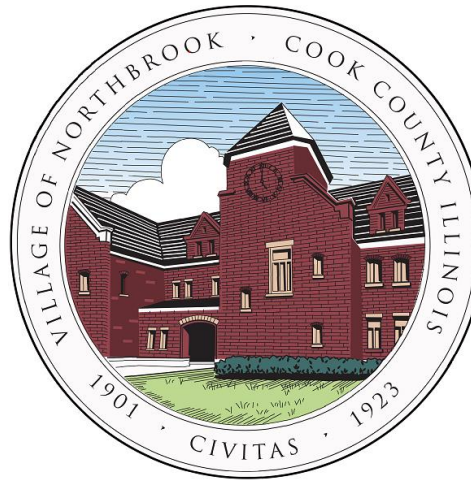


- Raymond Lee – Principal in Charge
- Raegan Porter – Interior Designer

Village Staff

Office of Village Manager:	Fire Department:
Cara Pavlicek	Chief Carlson
Madeline Farrell	DC Schweihs
Police Department:	DC Eaton
Chief Kennedy	Public Works:
DC Graf	Brian Andersen
DC Metrick	Jason Metler
Commander Meents	John Slivka
Sergeant Fainman	
Information Technology:	
Lori Baker	

Space Verification and Facilities Conditions



Process

- Tours of the Facilities
- Face to Face Interview with Staff
- Space Program & Facilities Condition Reports



Fire Station 11 & Administration



Space Needs Analysis Summary of Findings

- The original building constructed in 1971 with an administrative addition in 1988
- Very little work has been done to the building since.





Fire Station 11 & Administration



Space Needs Analysis Summary of Findings

- The analysis identifies 30,058 sq. ft. of space is necessary for the long term needs of the fire department.
- The existing fire station is only 21,719 sq.ft.
- The department is currently operating with a 8,339 sq.ft. deficit





Fire Station 11 & Administration



Space Needs Analysis Summary of Findings

- Why More Space is Required
 - Inefficient Organization of Space
 - Inadequate Space for Basic Functions
 - Absence of dedicated space to support female personnel
 - Poor Building Circulation





Fire Station 11 & Administration



Space Needs Analysis Summary of Findings

- Additional Building Deficiencies
 - Safety and Security
 - Public Interaction
 - Recruitment, Retention, and Employee Pride
 - Building Infrastructure





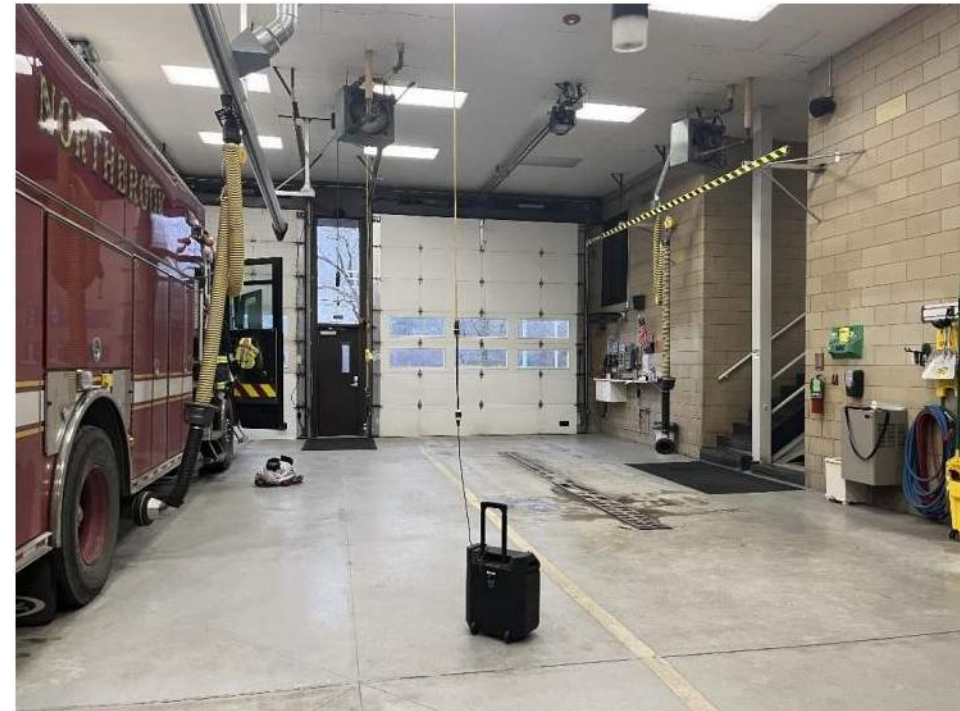
Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- **Split-level configuration of building**
- Inadequate toilet room facilities and accessibility concerns throughout
- Miscellaneous structural deficiencies
- Deteriorating plumbing system components
- Electrical system components nearing end of service life



Apparatus Bay interior



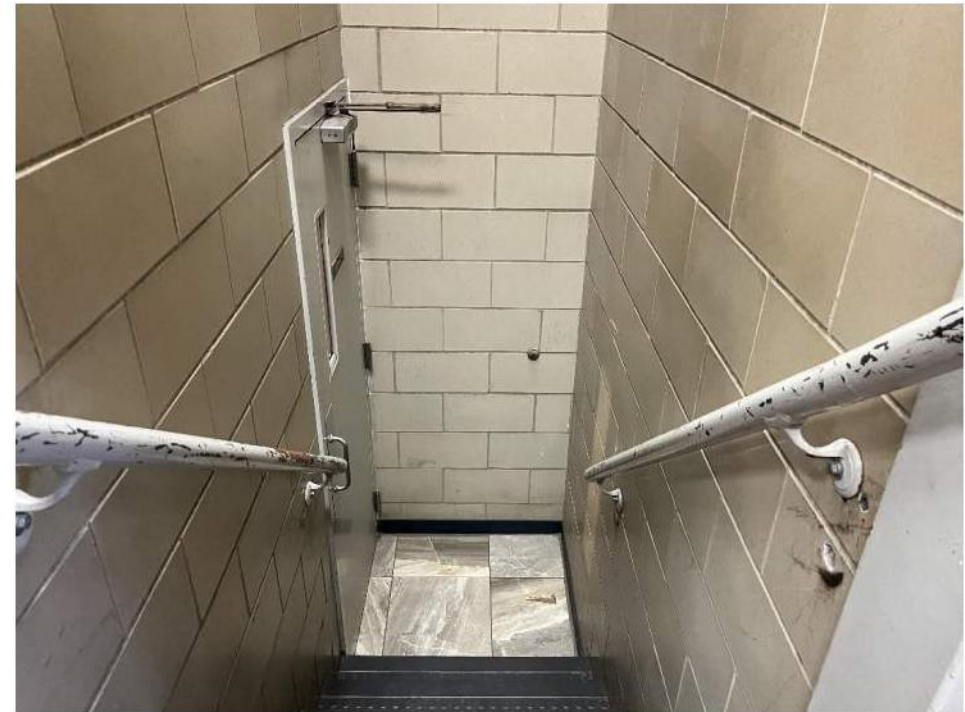
Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

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- Electrical system components nearing end of service life



Non-compliant stair to lower level living quarters



Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- **Split-level configuration of building**
- Inadequate toilet room facilities and accessibility concerns throughout
- Miscellaneous structural deficiencies
- Deteriorating plumbing system components
- Electrical system components nearing end of service life



Narrow stair with built-up curb in Apparatus Bay



Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- Split-level configuration of building
- **Inadequate toilet room facilities and accessibility concerns throughout**
- Miscellaneous structural deficiencies
- Deteriorating plumbing system components
- Electrical system components nearing end of service life



Locker Room toilet area



Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- Split-level configuration of building
- **Inadequate toilet room facilities and accessibility concerns throughout**
- Miscellaneous structural deficiencies
- Deteriorating plumbing system components
- Electrical system components nearing end of service life



Single user toilet room in administration wing



Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- Split-level configuration of building
- Inadequate toilet room facilities and accessibility concerns throughout
- **Miscellaneous structural deficiencies**
- Deteriorating plumbing system components
- Electrical system components nearing end of service life



Significant concrete crack at basement stair



Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- Split-level configuration of building
- Inadequate toilet room facilities and accessibility concerns throughout
- **Miscellaneous structural deficiencies**
- Deteriorating plumbing system components
- Electrical system components nearing end of service life



Significant corrosion at base of steel column in the Apparatus Bay



Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- Split-level configuration of building
- Inadequate toilet room facilities and accessibility concerns throughout
- **Miscellaneous structural deficiencies**
- Deteriorating plumbing system components
- Electrical system components nearing end of service life



Cracking at interior masonry wall



Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- Split-level configuration of building
- Inadequate toilet room facilities and accessibility concerns throughout
- Miscellaneous structural deficiencies
- **Deteriorating plumbing system components**
- Electrical system components nearing end of service life



Significant corrosion on piping



Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- Split-level configuration of building
- Inadequate toilet room facilities and accessibility concerns throughout
- Miscellaneous structural deficiencies
- **Deteriorating plumbing system components**
- Electrical system components nearing end of service life



Deteriorating pipe insulation



Fire Station 11 & Administration



Existing Facility Conditions

Notable Deficiencies

- Split-level configuration of building
- Inadequate toilet room facilities and accessibility concerns throughout
- Miscellaneous structural deficiencies
- Deteriorating plumbing system components
- **Electrical system components nearing end of service life**



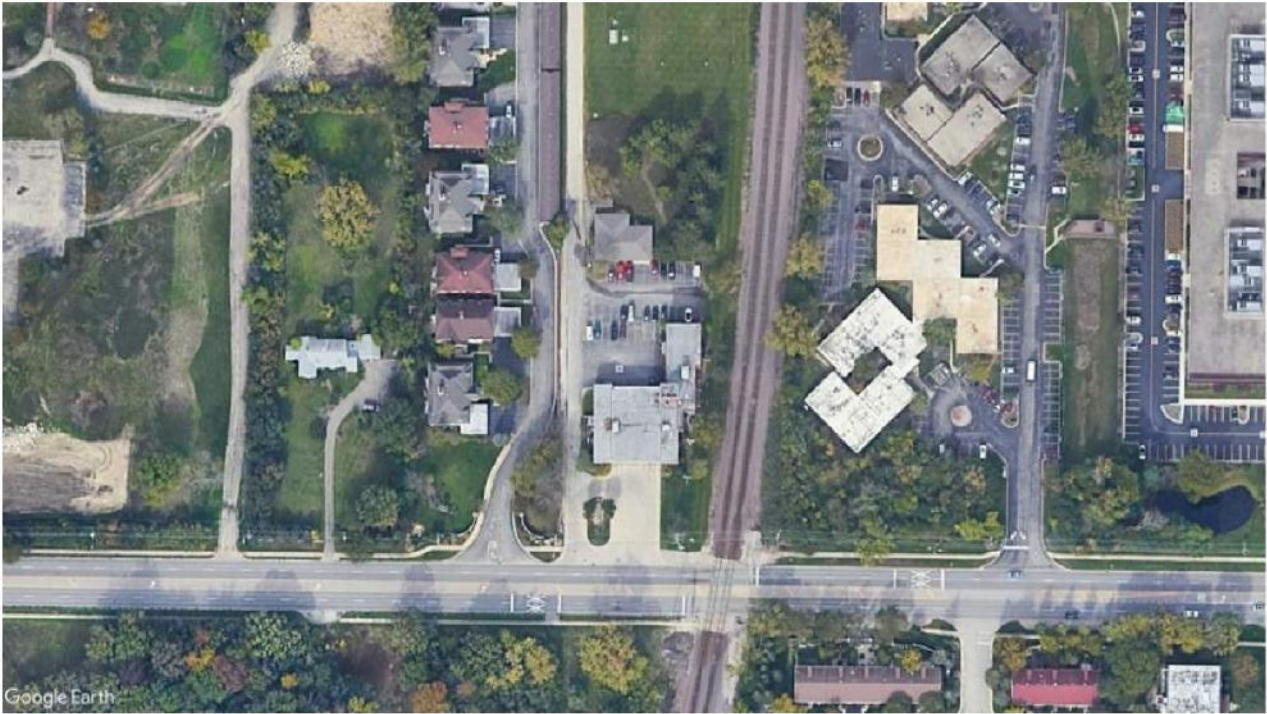
Original electrical service board



Fire Station 11 & Administration



Questions and Discussion





Fleet Maintenance Garage



8.K.f

Space Needs Analysis Summary of Findings

- The original building constructed in 1956 with an addition added in 1966
- The building is extremely undersized and inefficient
- Lack of space, storage, and support function for staff negatively impacts operations.
- The existing facility affects staff morale and pride, and therefore affects staff recruitment and retention





Fleet Maintenance Garage



8.K.f

Space Needs Analysis Summary of Findings

- The analysis identifies 30,156 sq. ft. of space is necessary for the Fleet Maintenance to operate effectively.
- The existing facility is only 11,994 sq.ft.
- The department is currently operating with a 18,162 sq.ft. deficit'





Fleet Maintenance Garage



8.K.f

Space Needs Analysis Summary of Findings

- The original building constructed in 1956 with an addition added in 1966
- The building is extremely undersized and inefficient
- Lack of space, storage, and support function for staff negatively impacts operations
- The existing facility affects staff morale and pride, and therefore affects staff recruitment and retention





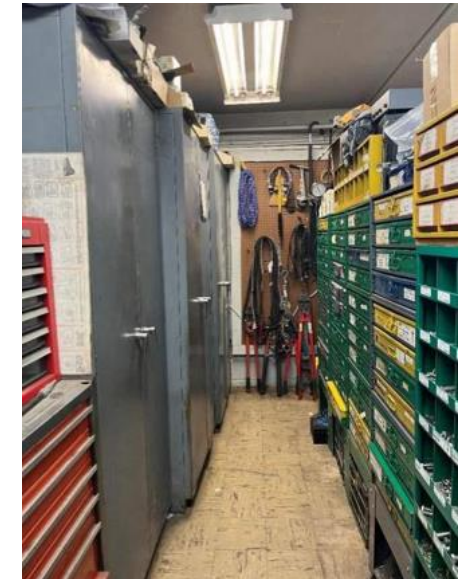
Fleet Maintenance Garage



8.K.f

Space and Operational Issues

- o **Clearance Issues**
- o Village Program Storage
- o Life Safety
- o Storage
- o Inefficiencies
- o Building Size Deficiencies / Lack of Space
- o Post Pandemic Changes





Fleet Maintenance Garage



8.K.f

Space and Operational Issues

- Clearance Issues
- **Village Program Storage**
- Life Safety
- Storage
- Inefficiencies
- Building Size Deficiencies / Lack of Space
- Post Pandemic Changes





Fleet Maintenance Garage



8.K.f

Space and Operational Issues

- Clearance Issues
- Village Program Storage
- **Life Safety**
- Storage
- Inefficiencies
- Building Size Deficiencies / Lack of Space
- Post Pandemic Changes





Fleet Maintenance Garage

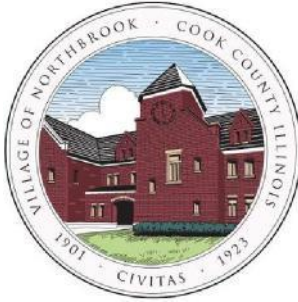


8.K.f

Space and Operational Issues

- Clearance Issues
- Village Program Storage
- Life Safety
- **Storage**
- Inefficiencies
- Building Size Deficiencies / Lack of Space
- Post Pandemic Changes





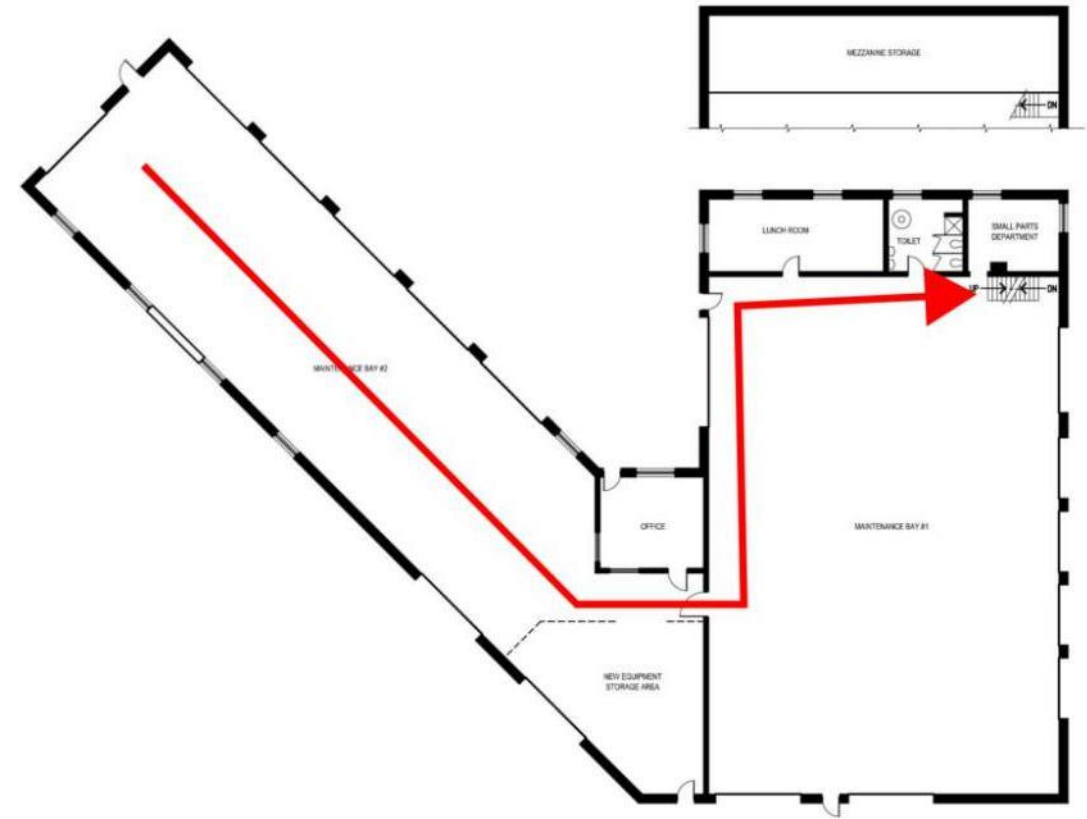
Fleet Maintenance Garage



8.K.f

Space and Operational Issues

- Clearance Issues
- Village Program Storage
- Life Safety
- Storage
- **Inefficiencies**
- Building Size Deficiencies / Lack of Space
- Post Pandemic Changes





Fleet Maintenance Garage



8.K.f

Space and Operational Issues

- Clearance Issues
- Village Program Storage
- Life Safety
- Storage
- Inefficiencies
- **Building Size Deficiencies / Lack of Space**
- Post Pandemic Changes





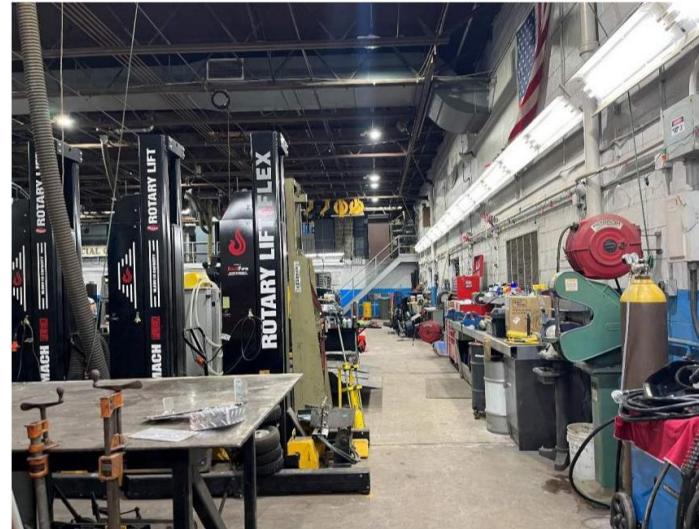
Fleet Maintenance Garage



8.K.f

Space and Operational Issues

- Clearance Issues
- Village Program Storage
- Life Safety
- Storage
- Inefficiencies
- **Building Size Deficiencies / Lack of Space**
- Post Pandemic Changes





Fleet Maintenance Garage



8.K.f

Space and Operational Issues

- Clearance Issues
- Village Program Storage
- Life Safety
- Storage
- Inefficiencies
- Building Size Deficiencies / Lack of Space
- **Post Pandemic Changes / Supply Chain**





Fleet Maintenance Garage



8.K.f

Site Issues

- **Parking**
- Secure Vehicle Storage
- Outdoor Equipment Storage
- Delivery Issues
- Metra Commuter Traffic and Parking
- Pedestrian Traffic





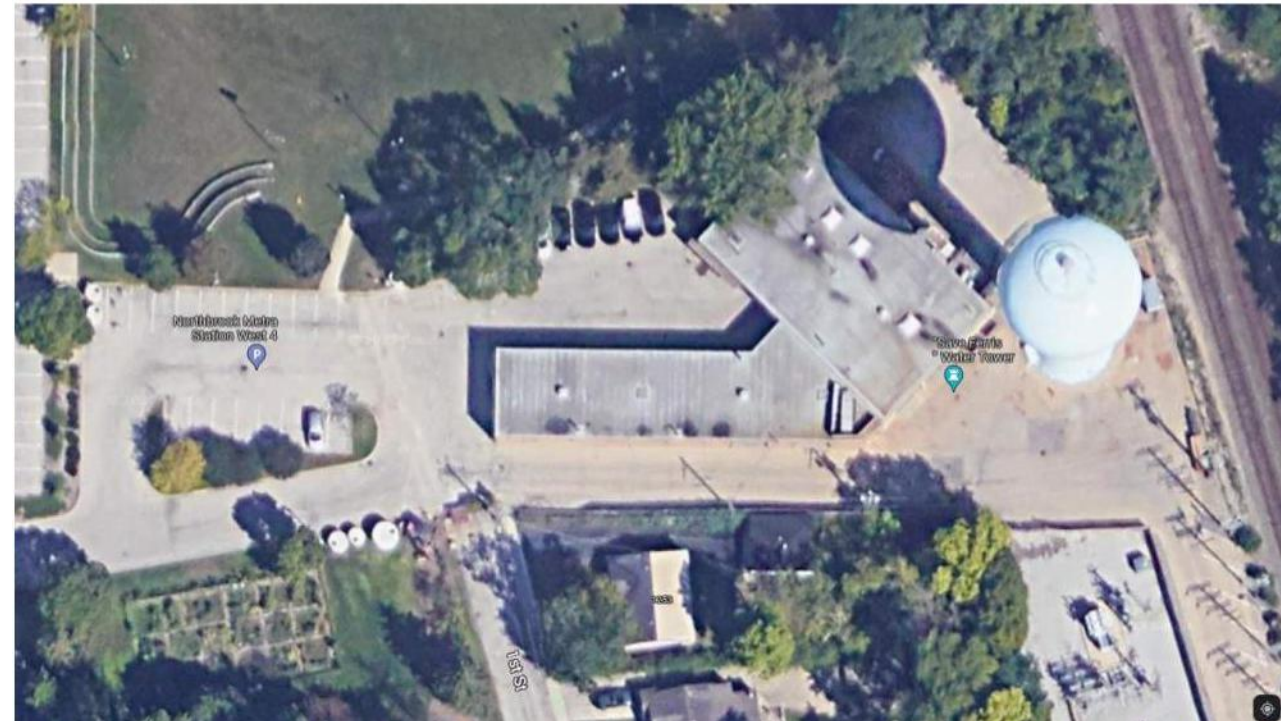
Fleet Maintenance Garage



8.K.f

Site Issues

- Parking
- **Secure Vehicle Storage**
- Outdoor Equipment Storage
- Delivery Issues
- Metra Commuter Traffic and Parking
- Pedestrian Traffic





Fleet Maintenance Garage



8.K.f

Site Issues

- Parking
- Secure Vehicle Storage
- **Outdoor Equipment Storage**
- Delivery Issues
- Metra Commuter Traffic and Parking
- Pedestrian Traffic





Fleet Maintenance Garage



8.K.f

Site Issues

- Parking
- Secure Vehicle Storage
- Outdoor Equipment Storage
- **Delivery Issues**
- Metra Commuter Traffic and Parking
- Pedestrian Traffic





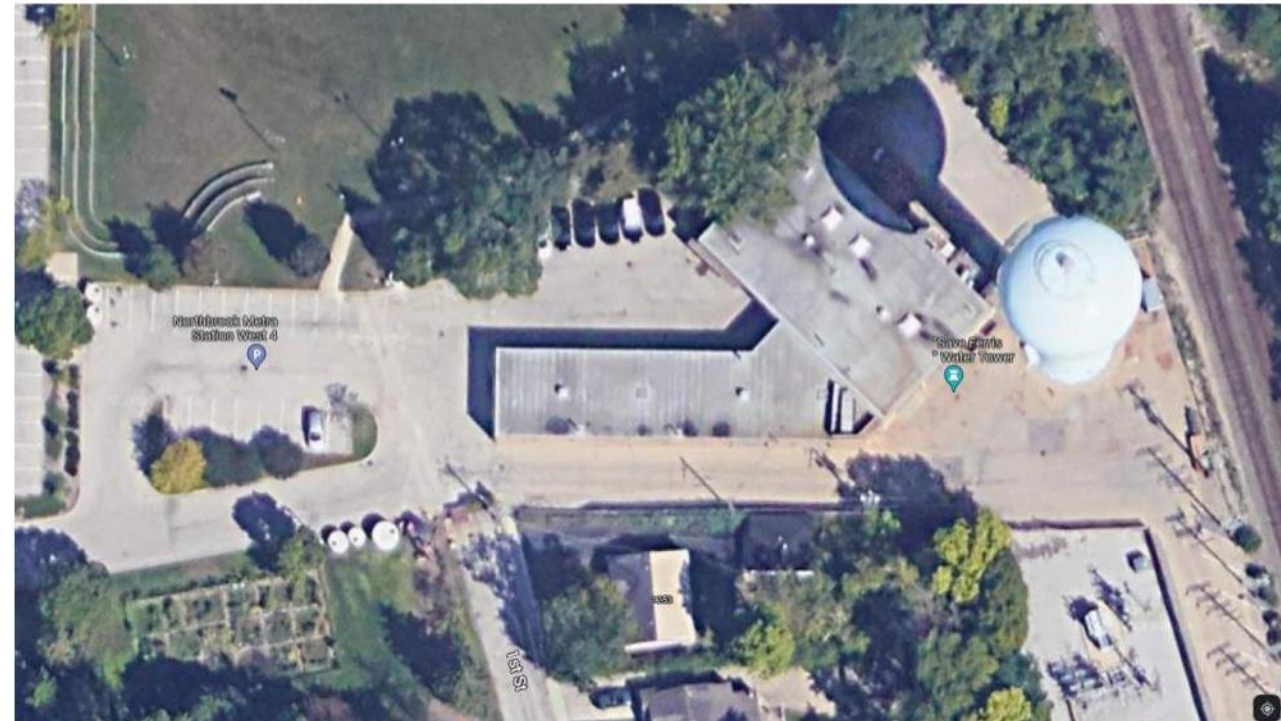
Fleet Maintenance Garage



8.K.f

Site Issues

- Parking
- Secure Vehicle Storage
- Outdoor Equipment Storage
- Delivery Issues
- **Metra Commuter Traffic and Parking**
- Pedestrian Traffic





Fleet Maintenance Garage



8.K.f

Site Issues

- o Blind Spots
- o Noise Pollution
- o Ice Falling from Water Tower
- o Site Aesthetics
- o Power Station Work
- o **Recycling Program Traffic**





Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- **Inadequate clear overhead height at mezzanine**
- Asbestos material in floor tile suspected to be present
- Miscellaneous structural deficiencies
- Evidence of prior water infiltration
- Inadequate toilet room facilities and accessibility concerns



Hazardous positioning of roof joists



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
- **Asbestos material in floor tile suspected to be present**
- Miscellaneous structural deficiencies
- Evidence of prior water infiltration
- Inadequate toilet room facilities and accessibility concerns



Parts Storage Room



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
- Asbestos material in floor tile suspected to be present
- **Miscellaneous structural deficiencies**
- Evidence of prior water infiltration
- Inadequate toilet room facilities and accessibility concerns



Significant concrete cracking at stair



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
- Asbestos material in floor tile suspected to be present
- **Miscellaneous structural deficiencies**
- Evidence of prior water infiltration
- Inadequate toilet room facilities and accessibility concerns



Concrete slab on grade cracking throughout



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
- Asbestos material in floor tile suspected to be present
- **Miscellaneous structural deficiencies**
- Evidence of prior water infiltration
- Inadequate toilet room facilities and accessibility concerns



Step cracking at interior concrete masonry



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
- Asbestos material in floor tile suspected to be present
- **Miscellaneous structural deficiencies**
- Evidence of prior water infiltration
- Inadequate toilet room facilities and accessibility concerns



Step cracking and brick masonry displacement



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
- Asbestos material in floor tile suspected to be present
- Miscellaneous structural deficiencies
- **Evidence of prior water infiltration**
- Inadequate toilet room facilities and accessibility concerns



Deterioration at basement concrete wall



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
- Asbestos material in floor tile suspected to be present
- Miscellaneous structural deficiencies
- **Evidence of prior water infiltration**
- Inadequate toilet room facilities and accessibility concerns



Efflorescence at basement stair



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
- Asbestos material in floor tile suspected to be present
- Miscellaneous structural deficiencies
- Evidence of prior water infiltration
- **Inadequate toilet room facilities and accessibility concerns**



Toilet Room



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
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- Miscellaneous structural deficiencies
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- **Inadequate toilet room facilities and accessibility concerns**



Toilet Room



Fleet Maintenance Garage



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Inadequate clear overhead height at mezzanine
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- Miscellaneous structural deficiencies
- Evidence of prior water infiltration
- **Inadequate toilet room facilities and accessibility concerns**



Inadequate clearances



Fleet Maintenance Garage



8.K.f

Questions and Discussion





Police Department



8.K.f

Space Needs Analysis Summary of Findings

- The original building constructed in 1974 as a joint police and fire station.
- The fire station moved out and the remaining space was remodeled for police station use in 1996
- Very little work has been done to the building since.





Police Department



Space Needs Analysis Summary of Findings

- The Northbrook Police Department currently has 66 police officers and 27 civilian employees.
- For this analysis, future staff capacity has been factored into the space needs analysis for long term (30+ years) planning.





Police Department



8.K.f

Space Needs Analysis Summary of Findings

- The analysis identifies 85,235 sq. ft. of space is necessary for the long term needs of the police department.
- The existing police station is only 45,115 sq.ft.
- The department is currently operating with a 40,120 sq.ft. deficit





Police Department



8.K.f

Space Needs Analysis Summary of Findings

- Why More Space is Required
 - Police Operations have Changed
 - Existing Spaces are Inadequate
 - Accessibility Requirements have Changed





Police Department



8.K.f

Police Operational Changes

- o **Secure Parking**
- o Training
- o Social Services / Counseling
- o Officer Wellness
- o Holding Facility Issues
- o Evidence Technicians Workspace
- o Evidentiary Vehicle Processing
- o Evidence Packaging
- o Evidence and Property Storage
- o Computer Forensics





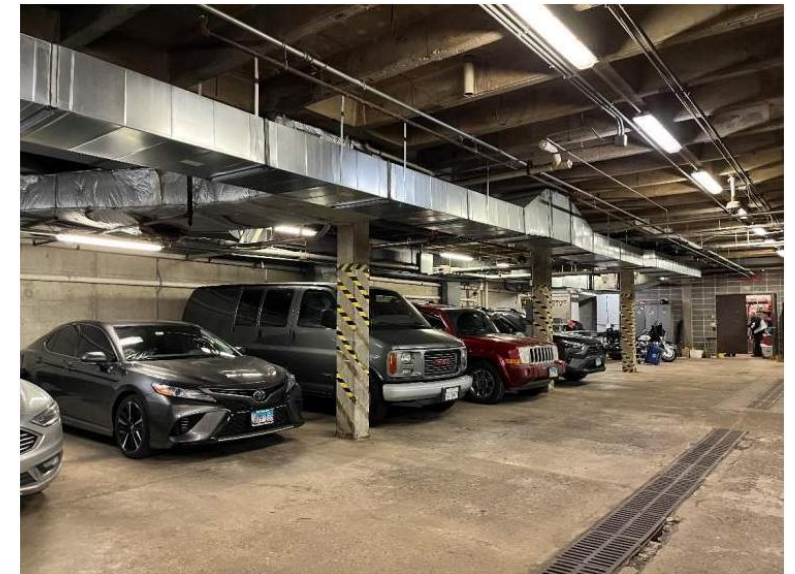
Police Department



8.K.f

Police Operational Changes

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Attachment: 6 20230228 PWF Facilities Plan Update Presentation (6631 : A Resolution



Police Department



8.K.f

Police Operational Changes

- Secure Parking
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Police Department



8.K.f

Police Operational Changes

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Police Department



8.K.f

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Attachment: 6 20230228 PWF Facilities Plan Update Presentation (6631 : A Resolution



Police Department



8.K.f

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Police Department



8.K.f

Police Operational Changes

- Secure Parking
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Attachment: 6 20230228 PWF Facilities Plan Update Presentation (6631 : A Resolution



Police Department



8.K.f

Police Operational Changes

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- **Holding Facility Issues**
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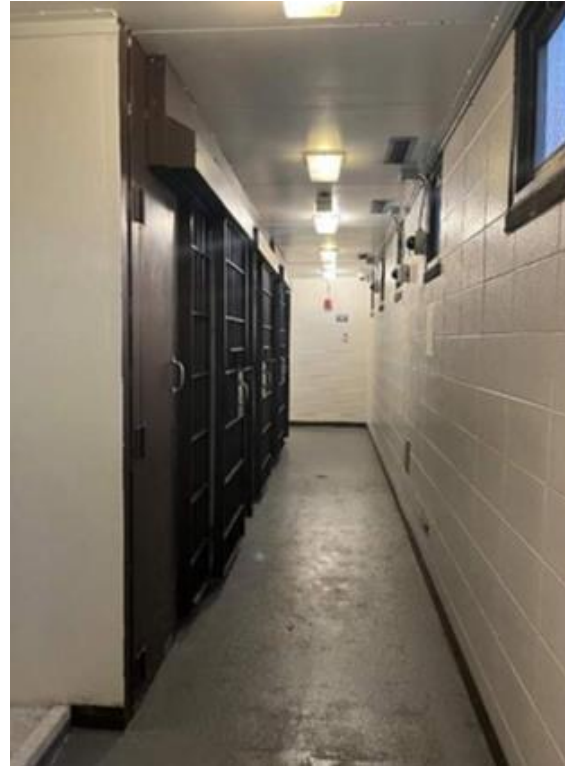
Police Department



8.K.f

Police Operational Changes

- Secure Parking
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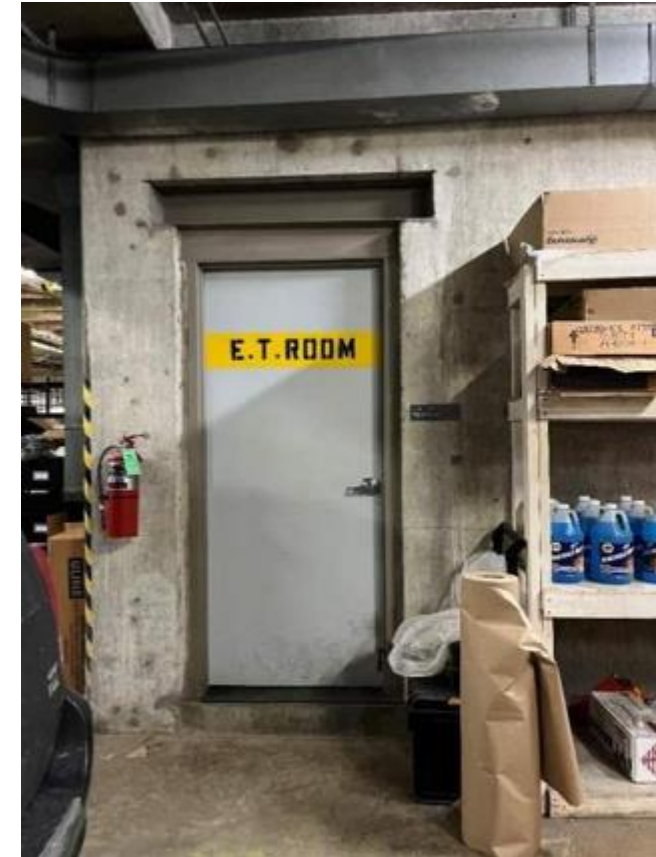
Police Department



8.K.f

Police Operational Changes

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Police Department



8.K.f

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Police Department



8.K.f

Police Operational Changes

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Police Department



8.K.f

Police Operational Changes

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Police Department



8.K.f

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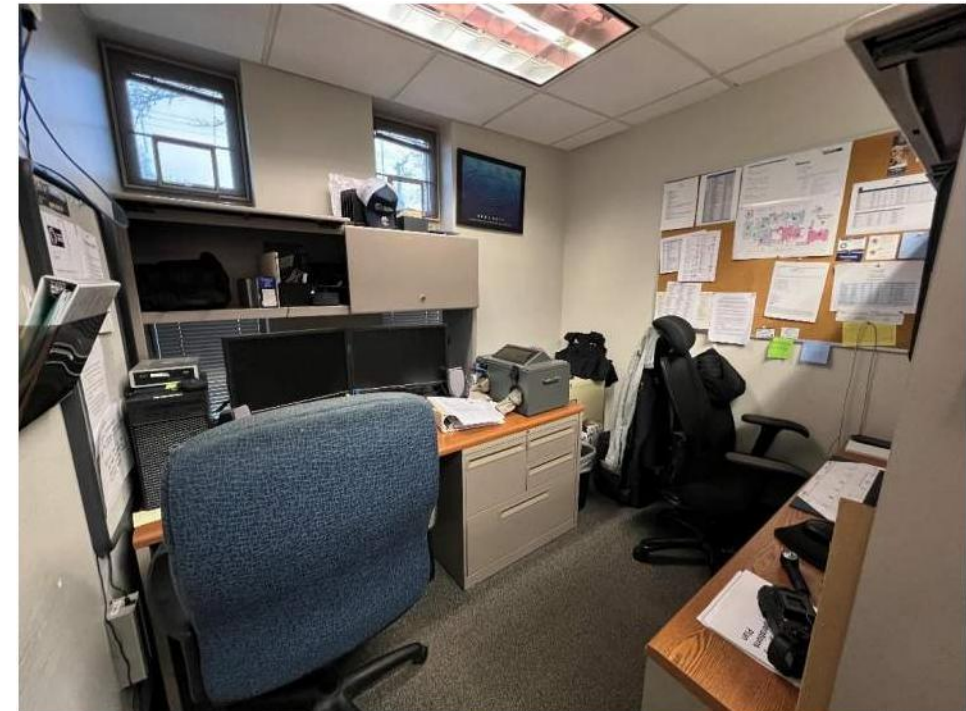
Police Department



8.K.f

Police Operational Changes

- Secure Parking
- Training
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- Evidence and Property Storage
- **Computer Forensics**





Police Department



8.K.f

Inadequate Spaces

o Staff Work Areas

- o Storage
- o Locker Rooms
- o Communications Center
- o Sleeping Quarters
- o Sally Port
- o Interview Rooms
- o Report Writing Room





Police Department



8.K.f

Inadequate Spaces

- o Staff Work Areas
- o **Storage**
- o Locker Rooms
- o Communications Center
- o Sleeping Quarters
- o Sally Port
- o Interview Rooms
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Police Department



8.K.f

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Police Department



8.K.f

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Police Department



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Police Department



8.K.f

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Police Department



8.K.f

Inadequate Spaces

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- o Storage
- o Locker Rooms
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- o Sleeping Quarters
- o Sally Port
- o **Interview Rooms**
- o Report Writing Room





Police Department



8.K.f

Inadequate Spaces

- o Staff Work Areas
- o Storage
- o Locker Rooms
- o Communications Center
- o Sleeping Quarters
- o Sally Port
- o Interview Rooms
- o **Report Writing Room**





Police Department



8.K.f

Accessibility Issues

- Many changes have taken place since the building was constructed and renovated





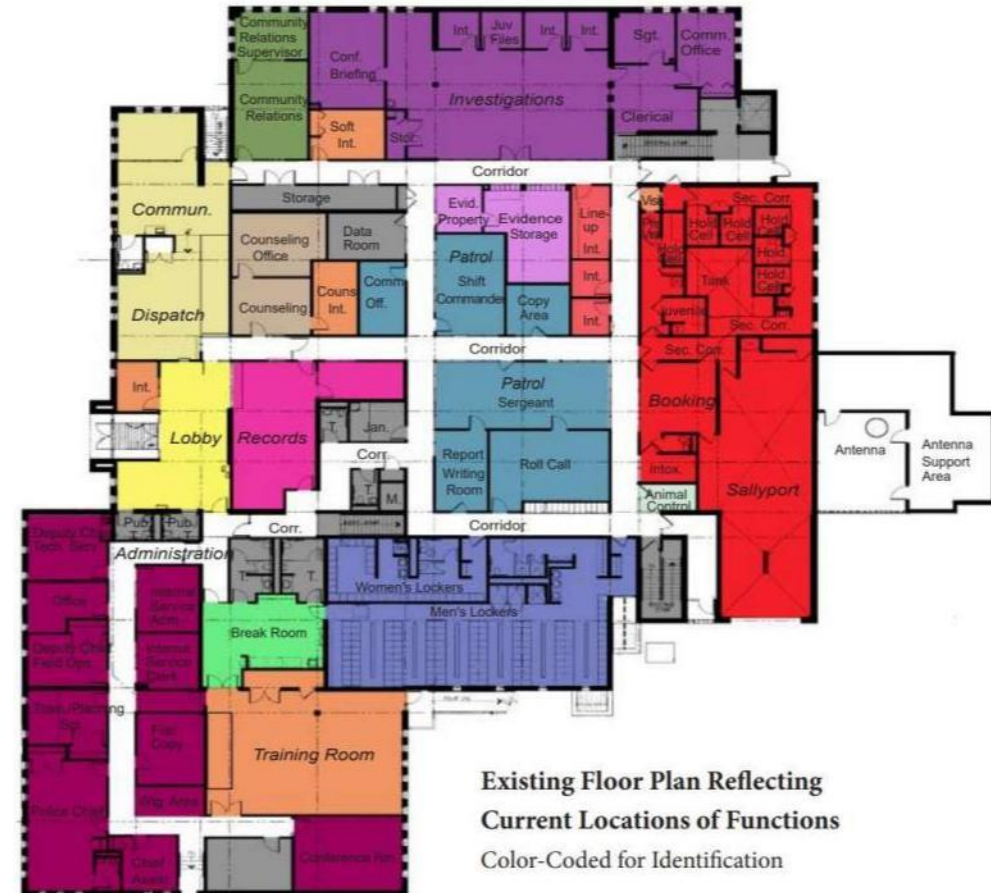
Police Department



8.K.f

Other Issues

- **Safety and Security**
- Operations
- Public Interaction
- Recruitment, Retention, and Employee Pride
- Radio Tower Location



Existing Floor Plan Reflecting
Current Locations of Functions
Color-Coded for Identification



Police Department



8.K.f

Other Issues

- **Safety and Security**
- Operations
- Public Interaction
- Recruitment, Retention, and Employee Pride
- Radio Tower Location





Police Department



8.K.f

Other Issues

- **Safety and Security**
- Operations
- Public Interaction
- Recruitment, Retention, and Employee Pride
- Radio Tower Location





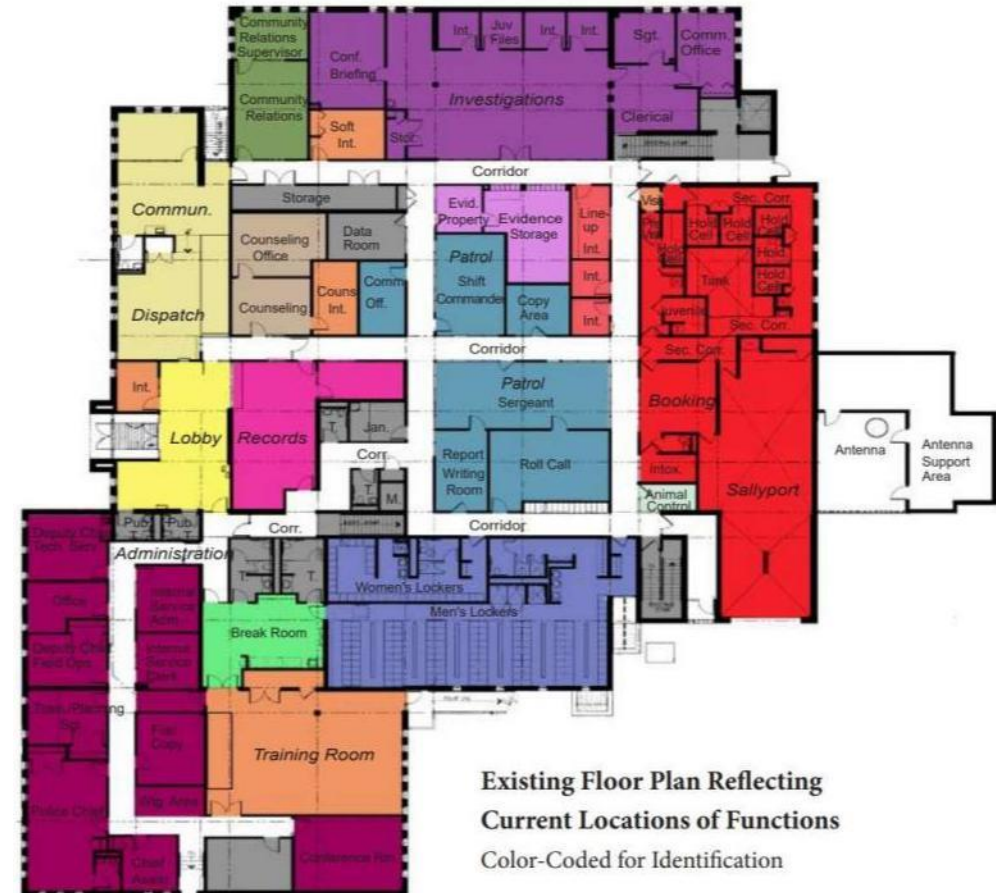
Police Department



8.K.f

Other Issues

- Safety and Security
- **Operations**
- Public Interaction
- Recruitment, Retention, and Employee Pride
- Radio Tower Location





Police Department



8.K.f

Other Issues

- Safety and Security
- Operations
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Police Department



8.K.f

Other Issues

- Safety and Security
- Operations
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- Radio Tower Location





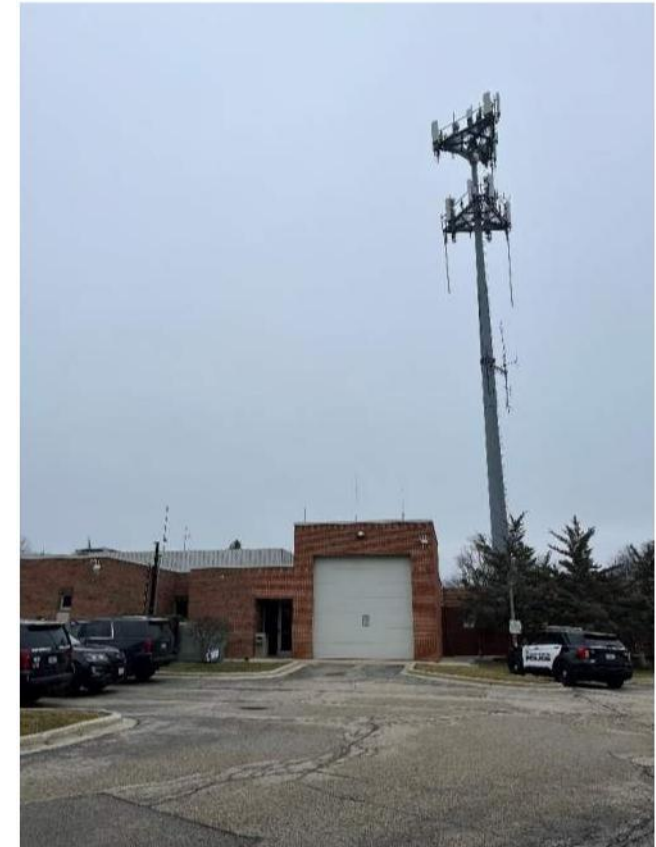
Police Department



8.K.f

Other Issues

- Safety and Security
- Operations
- Public Interaction
- Recruitment, Retention, and Employee Pride
- **Radio Tower Location**





Police Department



8.K.f

Existing Facility Conditions

Notable Deficiencies

- **Miscellaneous structural deficiencies**
- Evidence of water infiltration / ongoing piping and roof leaks
- Miscellaneous accessibility concerns
- Holding area concerns
- Electrical system components nearing end of service life



Column cracking at garage column



Police Department



8.K.f

Existing Facility Conditions

Notable Deficiencies

- **Miscellaneous structural deficiencies**
- Evidence of water infiltration / ongoing piping and roof leaks
- Miscellaneous accessibility concerns
- Holding area concerns
- Electrical system components nearing end of service life



Concrete cracking at garage trench drain



Police Department



8.K.f

Existing Facility Conditions

Notable Deficiencies

- **Miscellaneous structural deficiencies**
- Evidence of water infiltration / ongoing piping and roof leaks
- Miscellaneous accessibility concerns
- Holding area concerns
- Electrical system components nearing end of service life



Deterioration in surface condition of concrete in garage



Police Department



8.K.f

Existing Facility Conditions

Notable Deficiencies

- **Miscellaneous structural deficiencies**
- Evidence of water infiltration / ongoing piping and roof leaks
- Miscellaneous accessibility concerns
- Holding area concerns
- Electrical system components nearing end of service life



Column cracking adjacent to garage door



Police Department

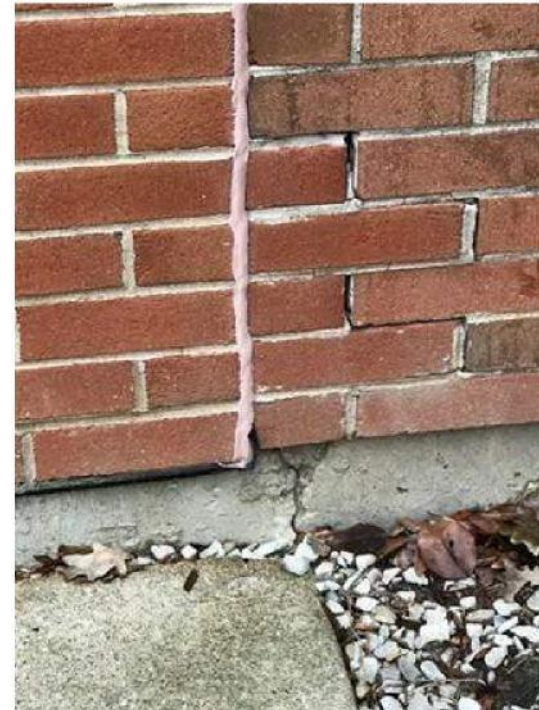


8.K.f

Existing Facility Conditions

Notable Deficiencies

- **Miscellaneous structural deficiencies**
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- Miscellaneous accessibility concerns
- Holding area concerns
- Electrical system components nearing end of service life



Foundation cracking at building addition



Police Department



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Miscellaneous structural deficiencies
- **Evidence of water infiltration / ongoing piping and roof leaks**
- Miscellaneous accessibility concerns
- Holding area concerns
- Electrical system components nearing end of service life



Discolored ceiling tiles throughout



Police Department



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Miscellaneous structural deficiencies
- Evidence of water infiltration / ongoing piping and roof leaks
- **Miscellaneous accessibility concerns**
- Holding area concerns
- Electrical system components nearing end of service life



Single user toilet room



Police Department

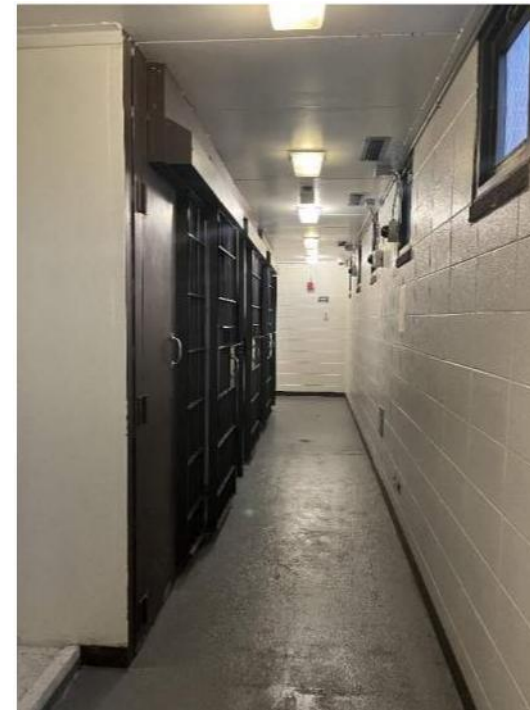


8.K.f

Existing Facility Conditions

Notable Deficiencies

- Miscellaneous structural deficiencies
- Evidence of water infiltration / ongoing piping and roof leaks
- Miscellaneous accessibility concerns
- **Holding area concerns**
- Electrical system components nearing end of service life



Detention cell corridor



Police Department



8.K.f

Existing Facility Conditions

Notable Deficiencies

- Miscellaneous structural deficiencies
- Evidence of water infiltration / ongoing piping and roof leaks
- Miscellaneous accessibility concerns
- Holding area concerns
- **Electrical system components nearing end of service life**



Older generator set



Police Department



Questions and Discussion



FACILITIES PLAN STEPS

Verification of Space

Solution Design

Final Facilities Plan

Step 1 – Verification of Space

- Review and Verification of the March 2019 Facilities Conditions Assessment and Report Card and the Facility Needs Assessment.
- Complete Program Verification for each needed facility based on current conditions and future expected growth
- Update the Space Needs and Facility Conditions Reports.
- Presentation to Village Board – Request Input and Direction. **(February 9, 2023)**

Step 2 – Solution Design

- Develop multiple solutions for each facility
- Prepare accurate, conceptual estimates of multiple options for facilities fits of multiple options including potential combined facilities solutions, phasing, and logistics.
- Site Analysis of existing Village sites and test fit potentially available site.
- Team will make solutions recommendations for each facility.
- Presentation to Village Board – Request Input and Direction. **(May 23, 2023)**

Step 3 – Creation of Final Facilities Plan

- Update and further detail the facilities development master plan and schedule with Village selected options and create a capital expenditure plan for consulting, design, and construction costs over the multi-year plan with appropriate escalations.
- Present the facilities plan to the Village Board and public for approval **(June 27, 2023)**

Solutions Design

- Estimated site sized based on Space Needs
- Review of existing Village Sites
- Site Analysis and fit testing
- Review other potential sizes
- Site Investigation – Property Acquisition (Broker)
- Conceptual Cost Estimate

Solutions Design – Fire Facility Site Size

- Existing – 1.1 Acre Site with 21,719 sq.ft. building
- Estimated – 3.55 Acre Site with 30,058 sq.ft. building



Village of Northbrook		DRAFT	FGMAARCHITECTS
Fire Station 11			February 17, 2023
Lot Size Requirements			FGM Project No. 23-3665.01
A. LOT SIZE REQUIREMENTS FOR POLICE STATION			
1.0	Zoning Assumptions		No more than 75% impervious coverage
2.0	Programmatic size of Police Station (sq.ft.)	30,058	Assumes two story building, includes parking
3.0	Stand Alone Storage Building (sq.ft.)	3,650	Assume Fleet Storage space will be at grade
4.0	Parking Spaces Required	80	
B. SITE AREA REQUIREMENTS			
		Sq.Ft.	
1.0	Building and Site Amenities		
2.0	Assumed Footprint of Buildings	37,079	
3.0	Exterior Requirements	1,300	
4.0	Parking, Walkway and Drives		
5.0	Parking Lot Size	24,000	Allow 300 sq.ft. per space
6.0	Walkways	2,400	Allow for 10% of parking lot area in walks
7.0	Apparatus Bay Aprons	8,880	
8.0	(apparatus and parking drives)	7,200	Allow for 30% of parking lot area in drives
9.0	Miscellaneous Outdoor Space Contingency	4,043	5% of defined areas
10.0	SUB-TOTAL BUILDING AND PAVED AREAS	84,902	
C. LOT SIZE CALCULATION			
	Site size to meet lot coverage requirements	113,202	
	Stormwater Detention	21,225	Assume 25% of Building and Paved Areas (impervious area)
D. SUB-TOTAL LOT SIZE		134,428	
E. SITE IRREGULARITY FACTOR (15%)		20,164	Allowance for site proportion variations
F. CALCULATED LOT SIZE		154,592	Calculated FAR = .354
		3.55	Acres
G. LOT SIZE BY ZONING ORDINANCE		105,939	Maximum permitted FAR for IB Zoning = .35
H. MINIMUM RECOMMENDED SITE ACERAGE		3.55	Acres
NOTES			
1. Lot size requirement assumes 75% maximum lot coverage by impervious areas			
2. Recommended lot size assumes a fairly regular lot configuration			
3. Recommended lot size assumes the parcel is buildable and does not contain restricted areas (floodways and wetlands)			
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Solutions Design – Fleet Site Size

- Existing – .6 Acre Site with 11,994 sq.. building
- Estimated – 3.18 Acre Site with 30,156 sq.ft. building



Village of Northbrook		DRAFT	FGMARCHITECTS
Fleet Maintenance			February 17, 2023
Lot Size Requirements			FGM Project No. 23-3665.01
A. LOT SIZE REQUIREMENTS FOR FLEET MAINTENANCE			
1.0	Zoning Assumptions		No more than 75% impervious coverage
2.0	Programmatic size of Fleet Maintenance (sq.ft.)	30,156	Assumes two story building, includes parking
3.0	Parking Spaces Required	47	
B. SITE AREA REQUIREMENTS			
		Sq.Ft.	
1.0	Building and Site Amenities		
2.0	Assumed Footprint of Buildings	33,171	10% to program areas to allow for footprint configuration
3.0	Exterior Requirements	850	
4.0	Parking, Walkway and Drives		
5.0	Parking Lot Size	8,700	Allow 300 sq. ft. per space
6.0	Large Vehicle Parking	4,000	40' long spaces (800 sq. ft. per space)
7.0	Intermediate Size Vehicles	4,206	20' long spaces (350 sq. ft. per space)
8.0	Walkways	870	Allow for 10% of parking lot area in walks
9.0	Maintenance Bay Aprons	18,000	
10.0	[apparatus and parking drives]	2,610	Allow for 30% of parking lot area in drives
11.0	Miscellaneous Outdoor Space Contingency	3,620	5% of defined areas
12.0	SUB-TOTAL BUILDING AND PAVED AREAS	76,027	
C. LOT SIZE CALCULATION			
1.0	Site size to meet lot coverage requirements	101,370	Allows for 25% of site to be landscape areas
2.0	Stormwater Detention	19,007	Assume 25% of Building and Paved Areas (impervious area)
D. SUB-TOTAL LOT SIZE			
		120,377	
E. SITE IRREGULARITY FACTOR (15%)			
		18,057	Allowance for site proportion variations
F. CALCULATED LOT SIZE			
		138,433	Calculated FAR = .354
		3.18	Acres
G. LOT SIZE BY ZONING ORDINANCE			
		94,774	Maximum permitted FAR for IB Zoning = .35
H. MINIMUM RECOMMENDED SITE ACERAGE			
		3.18	Acres
NOTES			
1. Lot size requirement assumes 75% maximum lot coverage by impervious areas			
2. Recommended lot size assumes a fairly regular lot configuration			
3. Recommended lot size assumes the parcel is buildable and does not contain restricted areas (floodways and wetlands)			
4. Recommended lot size assumes additional land may be required due to bad or contaminated soils.			
I:\jobs\2023\23-3665.01\1.0 PM\1.06 Programming\ Northbrook Fleet Program 2023.01.06.xls			

Solutions Design – Police Site Size

- Existing - 3.5 Acre Site with 45,115 sq.ft. building
- Estimated – 5.63 Acre Site with 85,773 sq.ft. building



Village of Northbrook Police Department		DRAFT	FGMARCHITECTS
Lot Size Requirements		January 31, 2023	FGM Project No. 23-3665.01
A. LOT SIZE REQUIREMENTS FOR POLICE STATION			
1.0	Zoning Assumptions	No more than 75% impervious coverage	
2.0	Programmatic size of Police Station (sq.ft.)	85,773	Assumes two story building, includes parking
3.0	Fleet Storage (sq.ft.)	20,658	Assume Fleet Storage space will be at grade
4.0	Parking Spaces Required	96	
B. SITE AREA REQUIREMENTS			
		Sq.Ft.	
1.0	Building and Site Amenities		
2.0	Assumed Footprint of Building	69,254	Allows for larger main level footprint
3.0	Exterior Requirements	8,760	
4.0	Parking, Walkway and Drives		
5.0	Parking Lot Size	28,800	Allow 300 sq.ft. per space
6.0	Walkways	2,880	Allow for 10% of parking lot area in walks
7.0	Drives	5,760	Allow for 20% of parking lot area in drives
8.0	Miscellaneous Outdoor Space Contingency	5,773	5% of defined areas
9.0	SUB-TOTAL BUILDING AND PAVED AREAS	121,226	
C. LOT SIZE CALCULATION			
	Site size to meet lot coverage requirements	161,635	Allows for 25% of site to be landscape areas
	Stormwater Detention	30,307	Assume 25% of Building and Paved Areas (impervious area)
D. SUB-TOTAL LOT SIZE		191,942	
E. SITE IRREGULARITY FACTOR (15%)		28,791	Allowance for site proportion variations
F. CALCULATED LOT SIZE		220,733	Calculated FAR = .354
		5.07	Acres
G. LOT SIZE BY ZONING ORDINANCE		245,066	Maximum permitted FAR for IB Zoning = .35
H. MINIMUM RECOMMENDED SITE ACERAGE		5.63	Acres
NOTES			
1. Lot size requirement assumes 75% maximum lot coverage by impervious areas			
2. Recommended lot size assumes a fairly regular lot configuration			
3. Recommended lot size assumes the parcel is buildable and does not contain restricted areas (floodways and wetlands)			
4. Recommended lot size assumes additional land may be required due to bad or contaminated soils.			
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FACILITIES PLAN STEPS

Verification of Space

Solution Design

Final Facilities Plan

Step 1 – Verification of Space

- Review and Verification of the March 2019 Facilities Conditions Assessment and Report Card and the Facility Needs Assessment.
- Complete Program Verification for each needed facility based on current conditions and future expected growth
- Update the Space Needs and Facility Conditions Reports.
- Presentation to Village Board – Request Input and Direction. **(February 9, 2023)**

Step 2 – Solution Design

- Develop multiple solutions for each facility
- Prepare accurate, conceptual estimates of multiple options for facilities fits of multiple options including potential combined facilities solutions, phasing, and logistics.
- Site Analysis of existing Village sites and test fit potentially available site.
- Team will make solutions recommendations for each facility.
- Presentation to Village Board – Request Input and Direction. **(May 23, 2023)**

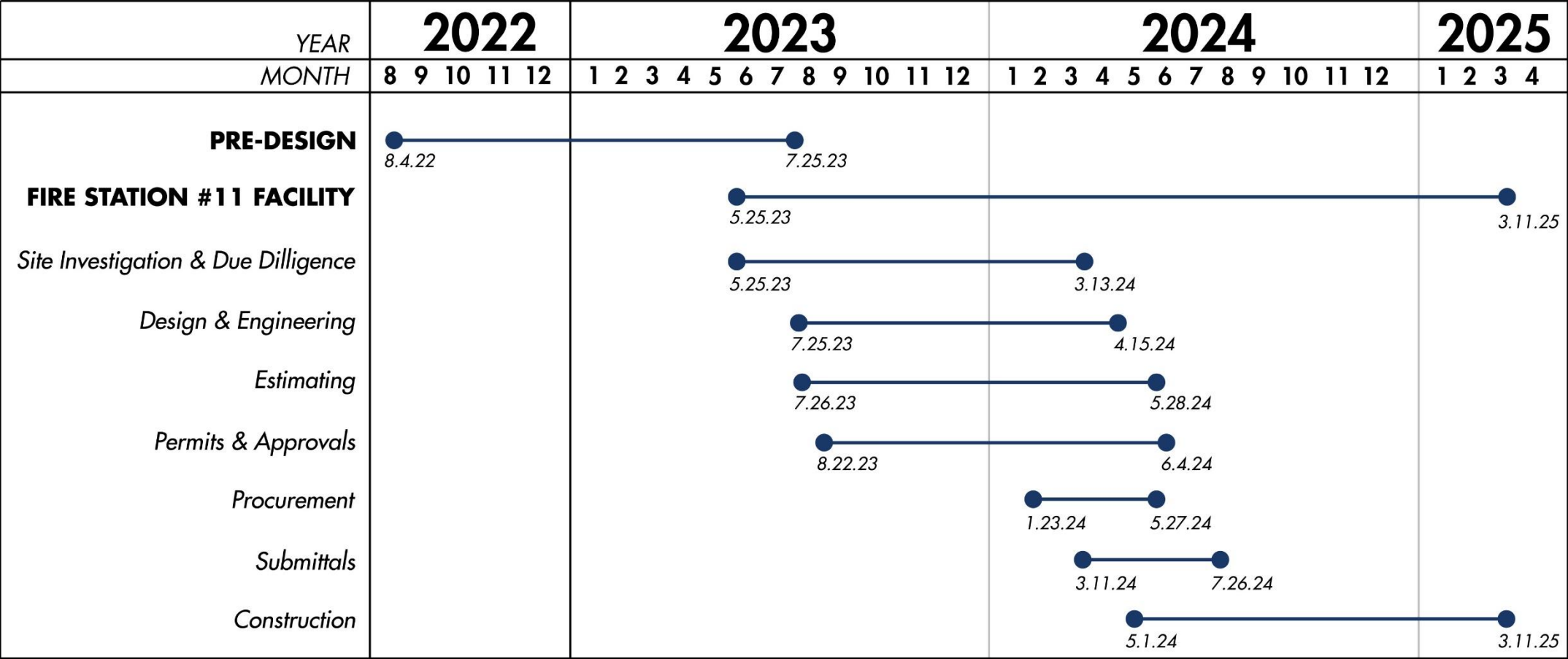
Step 3 – Creation of Final Facilities Plan

- Update and further detail the facilities development master plan and schedule with Village selected options and create a capital expenditure plan for consulting, design, and construction costs over the multi-year plan with appropriate escalations
- Present the facilities plan to the Village Board and public for approval **(June 27, 2023)**

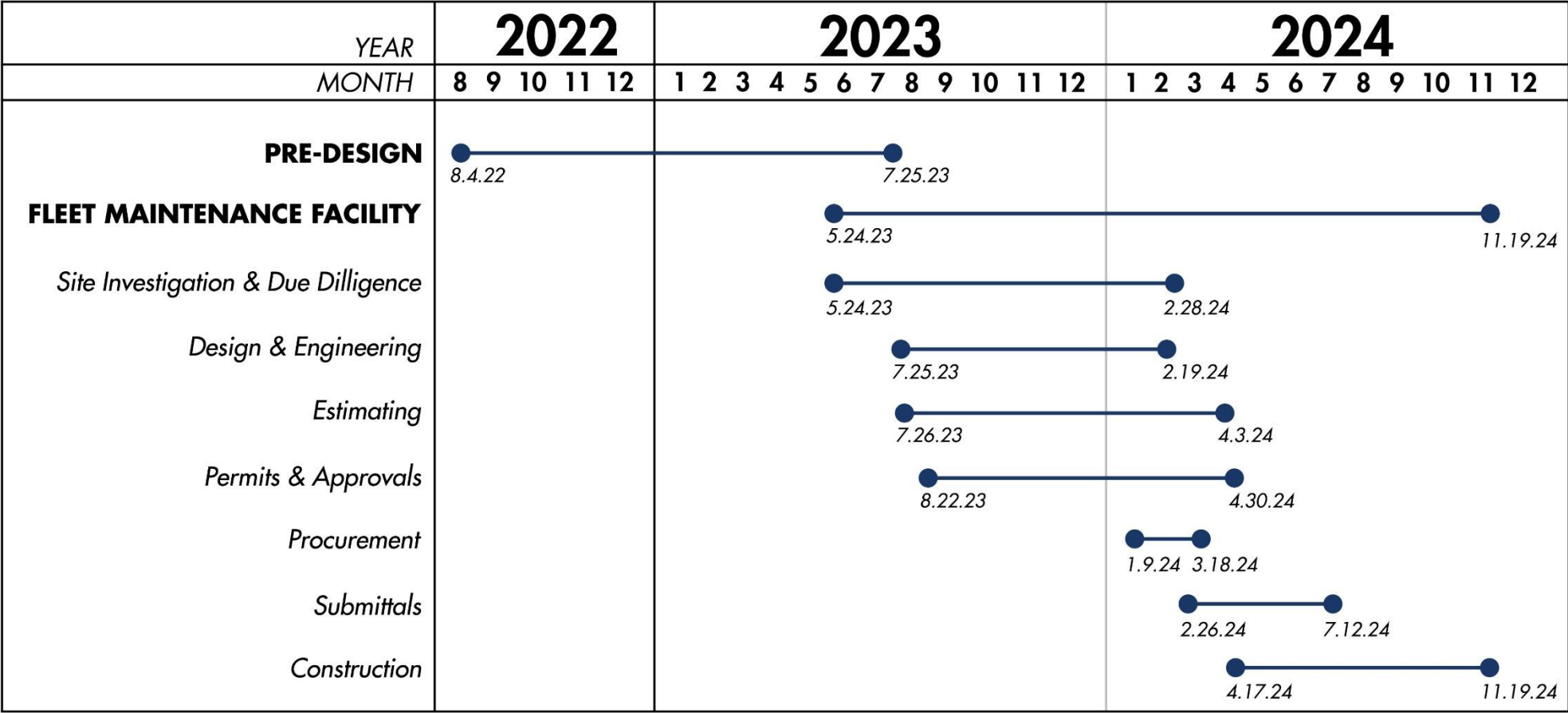
Facilities Master Plan Schedule

- Part of the Facilities Plan
- Establishes Tentative Schedules for all Future work and includes:
 1. Site Investigation and Due Diligence
 2. Design and Engineering
 3. Permits and Approval
 4. Estimating
 5. Procurement
 6. Submittals
 7. Construction

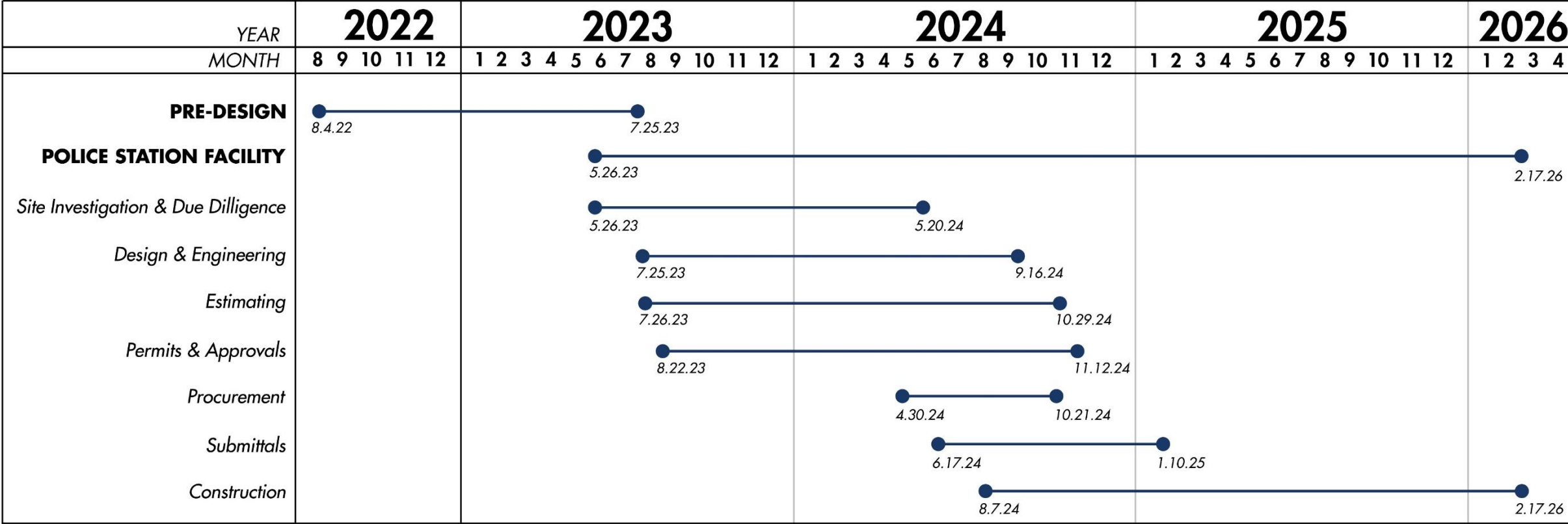
Facilities Master Plan Schedule - Fire



Facilities Master Plan Schedule - Fleet

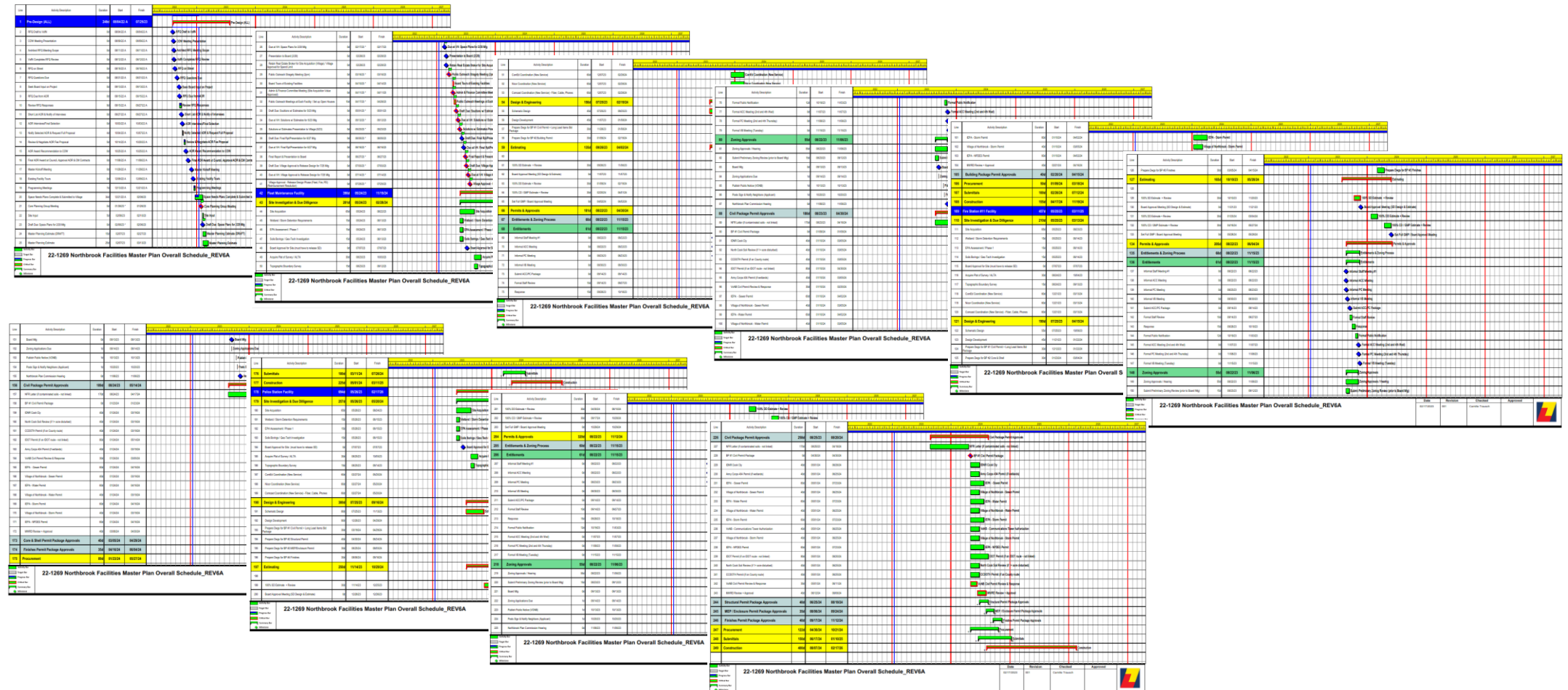


Facilities Master Plan Schedule - Police



Attachment: 6 20230228 PWF Facilities Plan Update Presentation (6631 : A Resolution

Facilities Master Plan Schedule



FACILITIES PLAN STEPS



Administration and Finance Committee Meeting

- Village Manager will present funding analysis in April 2023 to project 2024, 2025 and 2026 impacts and debt structure options

Public Outreach and Tours

- Host Open Houses at all three facilities allowing the public to observe the Space Needs and Conditions
- Participation by Facilities Team and Interested Trustees
- Tentatively Scheduled for the **Week of April 17, 2023**

Next Steps and Timeline

Ongoing Work:

- Continue to refine the Space Needs Program for Each Building
- Further Develop the Solutions Design for Recommendation
- Prepare Communication Plan for Public Outreach and Tour
- Prepare initial estimates for Budget and Future CIP
- Utilize Data from above steps to complete Final Facilities Plan

Next Milestone Dates:

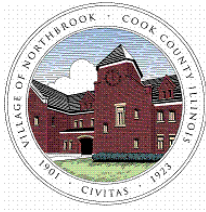
- Public Outreach (such as open houses) - **Week of April 17, 2023**
- Solution Design – **May 23, 2023**
- Final Facilities Plan - **June 27, 2023**
- Village Approval for Design – **July 25, 2023**



Facilities Plan Update

Fire Station 11/Administration
Police Station
Fleet Maintenance Garage

February 28, 2023



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, DIRECTOR OF PUBLIC WORKS
DATE: April 25, 2023
SUBJECT: A RESOLUTION AUTHORIZING THE RENEWAL OF AN AGREEMENT FOR HYDRANT PAINTING

The Village of Northbrook owns, maintains, and operates its own water distribution system, which includes approximately 2,700 fire hydrants. Hydrants require ongoing maintenance to ensure that they are operationally sound. A component of this work is the periodic re-painting of the protective exterior coating. To ensure that the coating is properly maintained, hydrants should be painted approximately every 10 years.

Since 2014, the Village has utilized contractual assistance for its hydrant painting program through participation in the Municipal Partnering Initiative (MPI) consortium. In March 2019, the MPI's Public Works Committee prepared and released a Request for Proposals (RFP) for sand blasting and painting fire hydrants for eleven communities. The RFP requested prices for an initial three-year period and provided provisions for two one-year renewals with increases up to the Chicago area Consumer Price Index (CPI). Alpha Paintworks, Inc. of Chicago, Illinois (the "Contractor") submitted the most responsible and responsive proposal for the work.

The Contractor has performed well for the Village over the last several years and completed work on time and within budget. Staff and the Contractor wish to exercise the second renewal of the Agreement. The Contractor has proposed a price of \$98 per hydrant, which is a 3.1% increase in price but less than the maximum amount allowed per the contract.

Funds in the amount of \$32,350 have been included in the Fiscal Year 2023/24 Budget in Account No. 21-4180-554-00 of the Water Distribution Fund for hydrant painting work. This amount will allow the Village to paint approximately 330 hydrants.

Account Name	Number	Budget	Available	Requested	Remaining	Within Budget
Other Professional Services	21-4180-554-00	\$356,965	\$294,525	\$32,350	\$262,175	Yes

Staff recommends Village Board approval of a Resolution authorizing a one-year renewal of the agreement between the Village and Contractor for sand blasting and painting fire hydrants in the total amount of \$32,350. Staff will be present at the Village Board meeting to address any questions that may arise.

Resolution (ID # 6632)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Renewal of an Agreement for Hydrant Painting with Alpha Paintworks, Inc. of Chicago, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village of Northbrook paints its 2,700 fire hydrants on a periodic basis to ensure they remain clearly visible and are properly maintained with a protective coating. The Village has participated in the Municipal Partnering Initiative's ("**Consortium**") joint purchasing agreement for hydrant painting ("**Work**"). The Consortium's Public Works Committee prepared and released an RFP in March 2019 that included an initial term of three years with an option for two one-year renewals. After review of the RFP submissions, it was determined that Alpha Paintworks, Inc. of Chicago, Illinois ("**Contractor**") submitted the most responsive and responsible proposal. The Village entered into an agreement with the Contractor with Resolution 2019-72 ("**Agreement**") for a three year term. The Contractor has performed well and the Village and Contractor wish to enter into the second renewal of the Agreement. The Contractor has submitted a renewal unit price of \$98 per hydrant, which is a 3.1% increase but less than the allowed CPI increase.

The FY 2023/24 Budget includes sufficient funds in Account No. 21-4180-554-00 of the Water Fund to paint approximately 330 hydrants. Staff believes that it is in the best interests of the Village to renew the agreement ("**Renewal**") with the Contractor for the Work in the one-year total amount of \$32,350.

The President and the Board of Trustees have considered the terms of the Renewal and determined that it is in the best interests of the Village and the public to enter into the Renewal with the Contractor.

Section 2. Approval of the Renewal.

The Renewal shall be, and is hereby, approved in a form acceptable to the Village Manager and Village Attorney.

Section 3. Authorization to Execute Renewal.

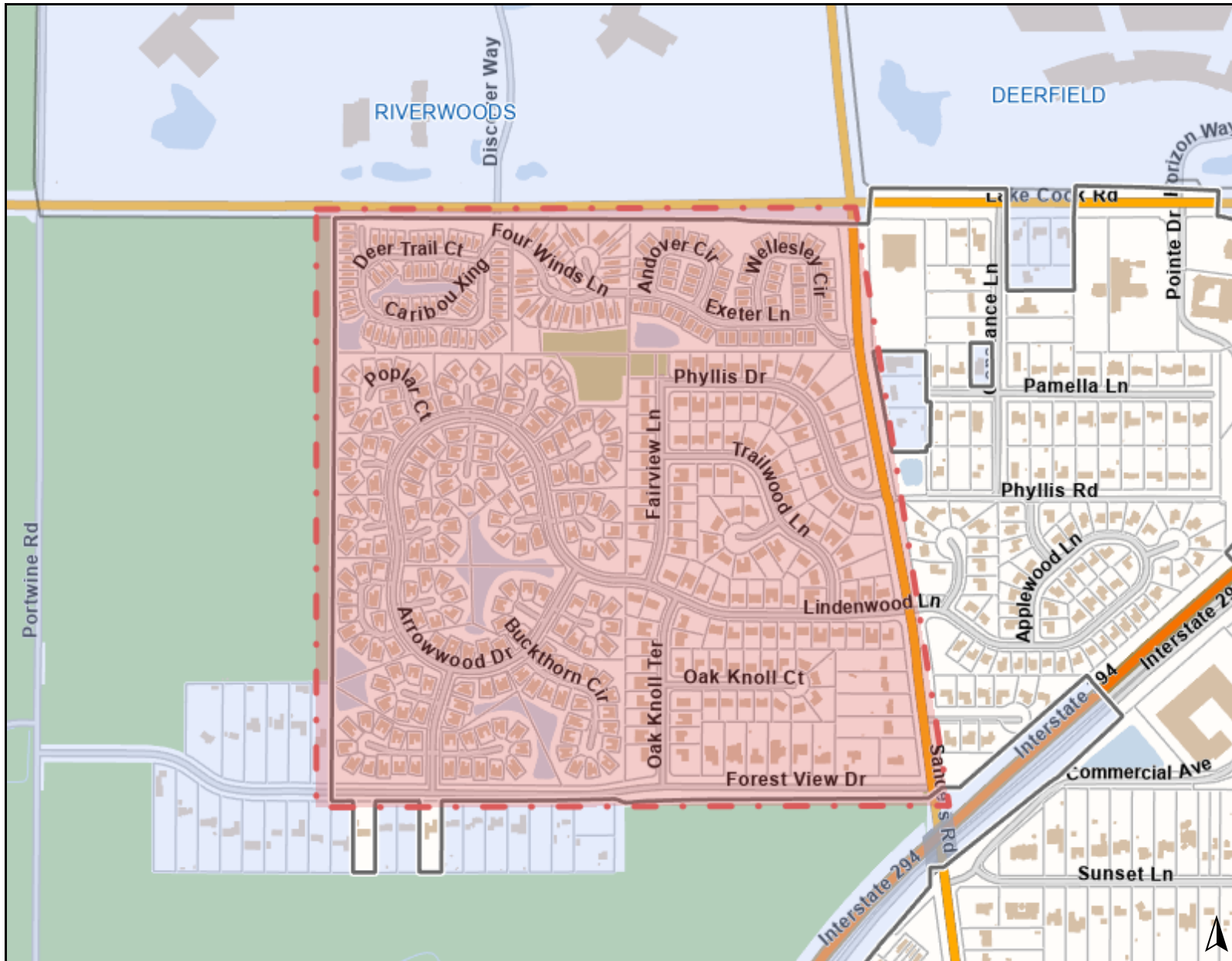
The Village Manager and the Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Renewal only after receipt by the Village Clerk of at least three original copies of the Renewal executed by the Contractor and compliance by the Contractor with the conditions precedent to closing; provided, however, that if such requirements are not met by within 30 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Scheduled: 4/25/2023

ATTEST:

Village Clerk

Village President



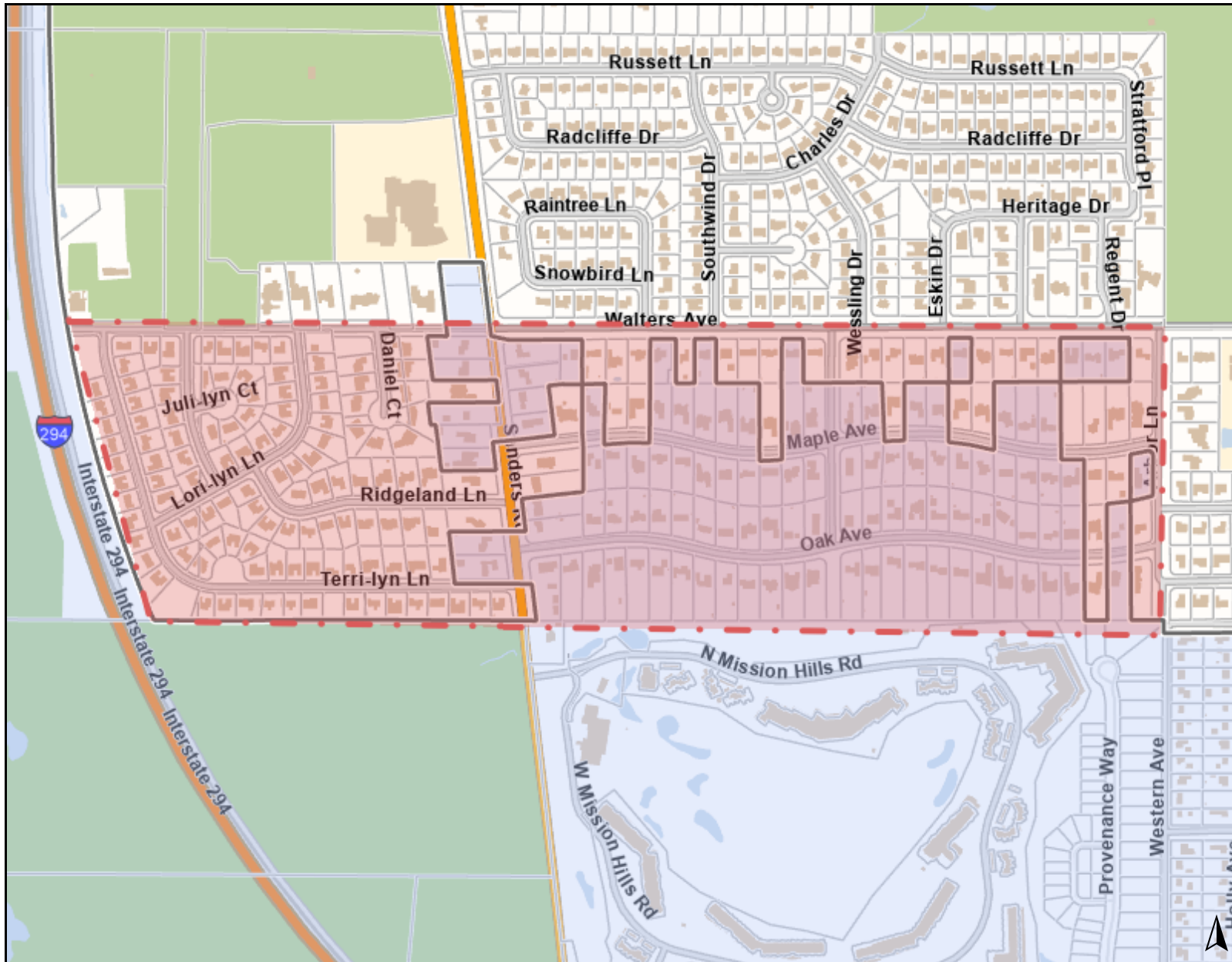
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Print Date: 4/17/2023

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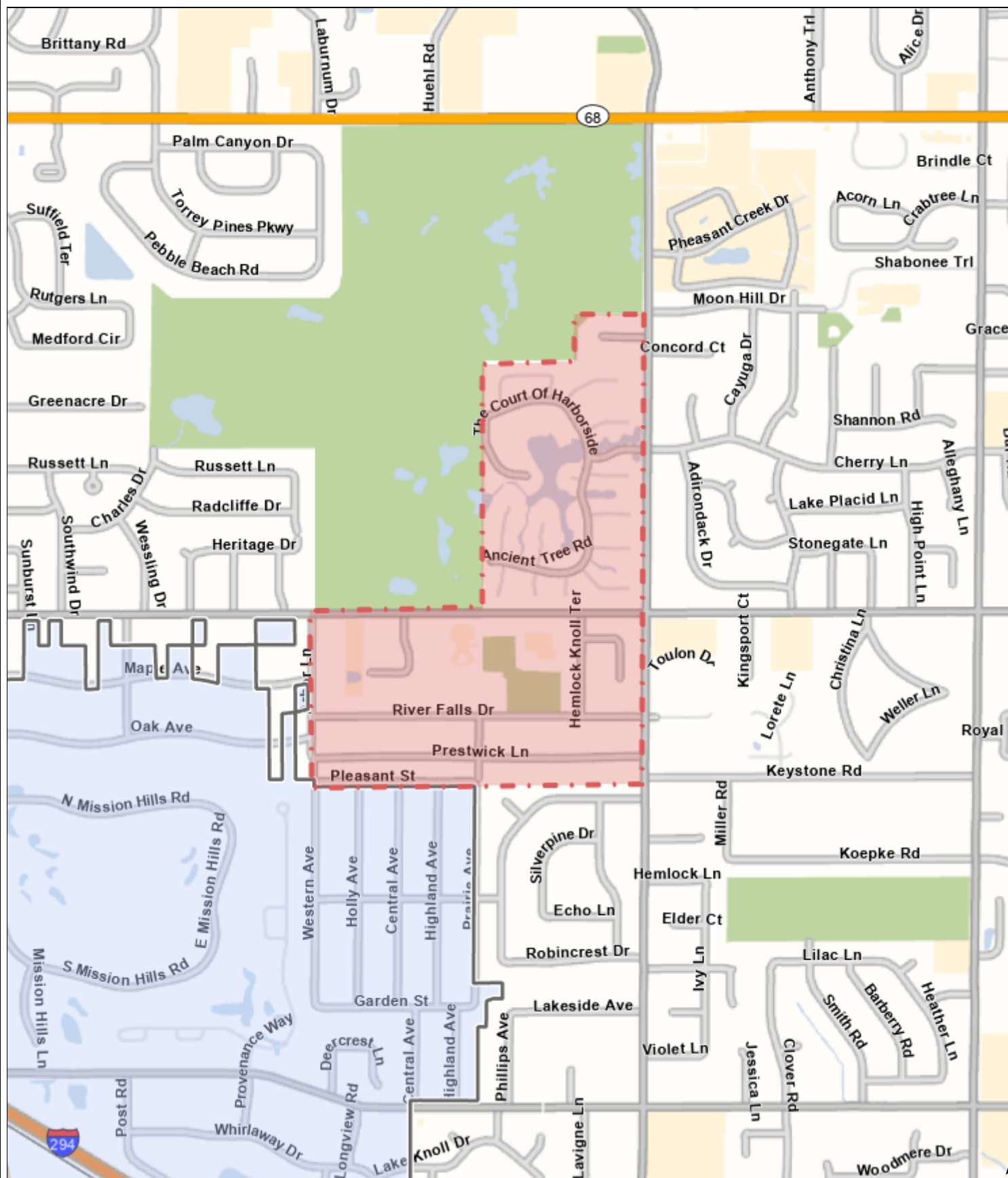
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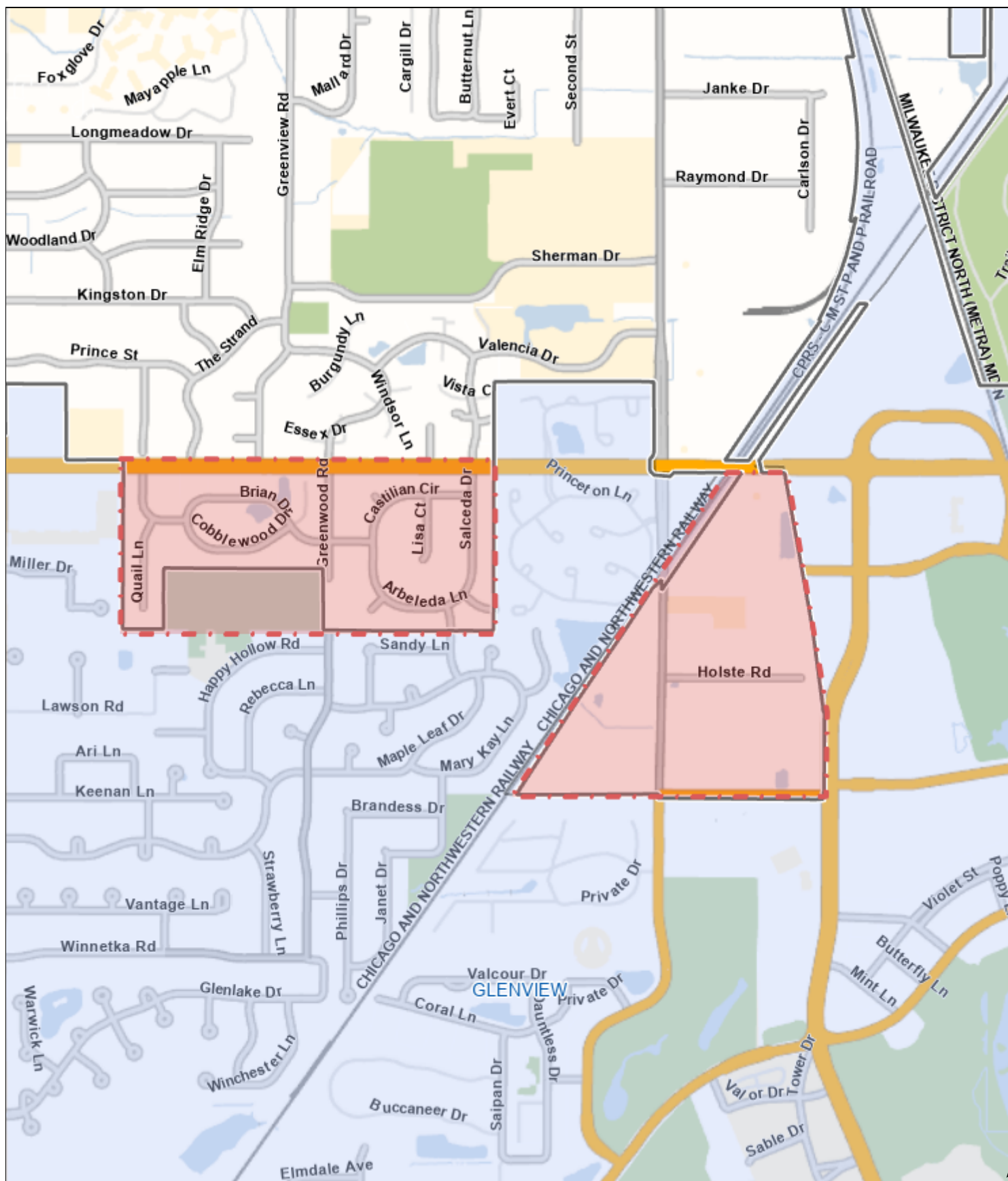
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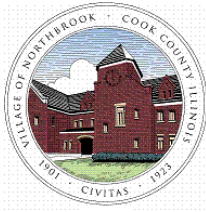


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MEMORANDUM VILLAGE OF NORTHBROOK PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, DIRECTOR OF PUBLIC WORKS
DATE: April 25, 2023
SUBJECT: A RESOLUTION AUTHORIZING THE RENEWAL OF A CONTRACT FOR MAINTENANCE OF TRAFFIC SIGNALS

The Village of Northbrook is responsible for maintenance of traffic signals at 14 signalized intersections and administers a contract for this work. The Village also provides partial reimbursement for 15 State and County owned intersections for which these agencies administer maintenance contracts. This combination of contracts ensures that all traffic signals within the Village are operational at all times.

Under the Village's maintenance contract for its traffic signals, the contractor performs routine inspections of the signals and all Emergency Vehicle Pre-emption devices, lamp replacements, adjusts timing of the signals, cleans the fixtures, and paints the signals, mast arms, and bases. The contractor also performs major repairs (i.e. repairs to electronic controls or pole replacements due to vehicle accidents) on a time and material basis. The Village pays for the inspection of all 56 Emergency Vehicle Pre-emption devices, regardless of the jurisdictional responsibility, as the State and County contracts do not cover this cost.

In February 2020, Public Works staff prepared detailed bid documents for basic maintenance services of Village owned traffic signals. Two bids were received and the contract was awarded to the low bidder, Meade Electric Company, Inc of Willowbrook, Illinois. The initial contract period was for 24 months effective May 1, 2020, with the option to renew for up to three additional one-year periods with cost increases not exceeding the Chicagoland area Consumer Price Index (CPI) for the previous 12-month period. The current contract expires on April 30, 2023 and both the Village and Contractor wish to renew the contract for FY 2023/24 under the provisions outlined in the specifications with an allowable 5% CPI increase.

The FY 2023/24 Budget contains sufficient funding for the maintenance of Village traffic signals and Emergency Vehicle Pre-emption devices in accounts 11-4100-530-71, 11-4100-530-72 and 11-4100-530-73 (General Fund). The total contract amount is \$29,968 for maintenance of traffic signals and Emergency Vehicle Pre-emption (EVP) devices. Additional repair services will be performed at the unit costs outlined in Exhibit A on an as needed basis from account No. 11-4100-530-71.

Fund	Account	Budget	Available	Requested	Remaining	Within Budget
General Fund - Traffic Signal Maintenance Village Signals	11-4100-530-71	\$36,085	\$36,085	\$28,572.34	\$7,512.66	Yes
General Fund - Traffic Signal Maintenance	11-4100-530-72	\$49,240	\$49,240	\$598.14	\$48,641.86	Yes

County Signals						
General Fund - Traffic Signal Maintenance IDOT Signals	11-4100-530-73	\$12,300	\$12,300	\$797.52	\$11,502.48	Yes

Staff recommends Village Board approval of a Resolution authorizing the renewal of a contract with Meade Electric Company, Inc. of Willowbrook, Illinois for traffic signal inspection, EVP inspection, and maintenance in the base amount of \$28,014 with Emergency Vehicle Pre-Emption (EVP) device services in the amount of \$1,954. Additional repair services will be performed at the unit costs outlined in Exhibit A on an as needed basis with a not to exceed amount of \$36,085. Staff will be available at the meeting to answer any questions that may arise.

Resolution (ID # 6633)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Renewal of a Contract for Maintenance of Traffic Signals with Meade Electric Company, Inc. of Willowbrook, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village's FY 2023/2024 Budget provides for the full maintenance of fourteen traffic signal locations that are the Village's responsibility. In 2020, Public Works staff solicited bids for basic maintenance services of Village owned traffic signals which included routine inspections, bulb changes, timing adjustments, fixture cleaning and painting with any necessary major repairs covered on a time and material basis, as well as inspections of 56 Emergency Vehicle Pre-emption (EVP) devices. Meade Electric Company, Inc. of Willowbrook, Illinois ("**Contractor**") submitted the low responsible bid, was awarded a two-year contract ("**Contract**") and successfully performed all maintenance obligations required by the Contract. The Contract includes a renewal clause for three additional one-year periods if acceptable to both parties with a provision for annual cost increases not to exceed the Consumer Price Index (CPI) over the previous 12 months.

The Contractor has expressed an interest in renewing the contract for FY 2023/2024 with an allowable 5% CPI increase in the amount of \$28,014 for routine maintenance of the Village's traffic signals, as well as EVP device inspections at 56 locations in the amount of \$1,954. The Contractor also provided hourly rates for repairs to be conducted on a time and materials basis in accordance with the rates in Exhibit A ("**Exhibit A**") of this Resolution. Funds will be drawn from account Nos. 11-4100-530-71, 11-4100-530-72 and 11-4100-530-73 (General Fund) for EVP inspections. Funds for the remainder of services will be drawn from account No. 11-4100-530-71. This will be the second year the contract is eligible for renewal. Based on these factors, the Village staff recommends authorizing the renewal of the contract between the Village and the Contractor for traffic signal inspections, EVP inspections, and maintenance in the amount of \$29,968 ("**Renewal**") with repairs to be completed as needed at rates equal to those outlined in Exhibit A.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to enter into the Renewal with the Contractor.

Section 2. Approval of Renewal.

The Renewal shall be, and is hereby, approved in a form acceptable to the Village Manager.

Section 3. Authorization to Execute Renewal.

The Village Manager and Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Renewal only after receipt by the Village Clerk of at

least three original copies of the Renewal executed by the Contractor; provided, however, that if such executed copies of the Renewal are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

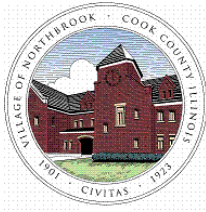
Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk

Exhibit A	
Fiscal Year 2023/2024 Summary of Costs for Traffic Signal Maintenance	
Item	Cost
Hourly Rate	\$ 141.82
Trip Charge	N/A
Mark up for Materials	15%



MEMORANDUM

VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION APPROVING THE RENEWAL OF AN AGREEMENT FOR DUTCH ELM TREATMENTS

The fungus *Ceratostomella Ulmi* (commonly known as "Dutch Elm Disease" or "DED") has caused destruction to Elm trees for many years. DED attacks a tree's vascular system and chokes the tree by preventing water from being transported up the trunk. The fungus is carried by insects from tree to tree and first appeared in the United States in the 1950's. Since 1967, when the Village began tracking this information, approximately 2,922 Elm trees have been lost to a combination of DED and other factors (storm damage, other health issues, etc.).

The Village strives to preserve the specimen American Elm trees left in the Village's parkways. These specimen trees are over 20 inches in diameter and are rated a "1" or "2" on the Village's 5-point rating scale where a "1" rating is "No apparent damage or disease" and "5" is a dead tree. The American Elm trees are treated with a fungicide every other year. There are currently 140 trees in the Village's inventory that meet this criterion, and the Village plans to treat 67 of these trees in Fiscal Year 2023/2024.

In May 2021, the Village issued a Request for Proposals (RFP) for treatment of these trees with QC Shepherd® fungicide, which has been proven effective at protecting Elm trees from infestation. The Village received three proposals and ultimately awarded the contract to Emerald Tree Care, LLC. of Roselle, Illinois (the "Contractor") for Fiscal Year 2021/2022. This contract included a provision for up to three one-year renewals if agreeable to both parties with an annual cost increase not to exceed the Consumer Price Index (CPI) average for the previous 12 months. Staff has been satisfied with the Contractor's performance over the past two years, and both the Village and Contractor wish to renew the contract for Fiscal Year 2023/2024 with the applicable CPI increase of 5.5%.

The Fiscal Year 2023/24 Budget contains sufficient funds for the planned treatment of specimen parkway American Elm trees in the total amount of \$20,243. Staff is requesting a 5% contingency in the amount of \$1,012 for any unforeseen work, such as watering due to dry weather to aid in fungicide uptake, for a total spending authority of \$21,255. The contingency is included in the table below.

Account Name	Account #	Budget	Available	Requested	Remaining	Within Budget
Climate Action Plan Forestry Expenses	11-4100-531-80	\$441,500	\$371,500	\$21,255	\$350,245	Yes

Staff recommends Village Board approval of a Resolution authorizing renewal of a contract with Emerald Tree Care, LLC. of Roselle, Illinois in the amount of \$20,243 for the treatment of 67 parkway American Elm trees with a 5% contingency of \$1,012 for any unforeseen work for a total spending authority of \$21,255. Staff will be present at the Village Board of Trustees meeting to address any questions that may arise.

Resolution (ID # 6635)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving the Renewal of an Agreement for Dutch Elm Disease Treatments with Emerald Tree Care, LLC. of Roselle, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village is responsible for the management and maintenance of its parkway trees. In May 2021, Village staff solicited proposals from vendors for the treatment of certain specimen American Elm parkway trees with fungicide to mitigate the likelihood of loss due to Dutch Elm Disease, and the Village awarded the Fiscal Year 2021/22 contract ("**Contract**") to Emerald Tree Care, LLC. of Roselle, Illinois ("**Vendor**"). The Contract allows for up to three one-year renewals upon mutual agreement between the Village and Vendor with unit cost increases not exceeding the local consumer price index (CPI). The Vendor has provided satisfactory service over the past two years and both Village staff and the Vendor wish to renew the Contract for Fiscal Year 2023/24.

Based on these factors, the Village staff recommends approval of a one-year renewal of the Contract between the Village and Vendor for the period of May 1, 2023 through April 30, 2024 in the amount of \$20,243 ("**Renewal**"). A contingency of \$1,012 is requested for this Renewal for any unforeseeable factors in this type of work such as supplemental watering due to dry conditions for a total spending authority of \$21,255.

The Village's Fiscal Year 2023/24 Budget provides sufficient funds (Account No. 11-4100-531-80) for parkway tree maintenance including a provision for treatment of certain specimen parkway American Elm trees.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the Public to enter into the Renewal with the Vendor.

Section 2. Approval of Renewal.

The Renewal shall be, and is hereby, approved in a form acceptable to the Village Attorney and the Village Manager.

Section 3. Authorization to Execute Renewal.

The Village Manager and Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Renewal only after receipt by the Village Clerk of at least three original copies of the Renewal executed by the Vendor; provided, however, that if such executed copies of the Renewal are not received by the Village Clerk within 30 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 4. Authorization to Execute Change Order.

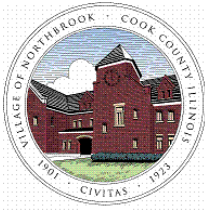
The Village Manager is authorized to execute one or more Renewal Change Orders for additional work consisting of additional unforeseen items of work related to, or arising from other work contemplated by, the scope of work in the Renewal in the amount of \$1,012 subject to the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the project file.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk



MEMORANDUM

VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER

FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR

DATE: April 25, 2023

SUBJECT: A RESOLUTION AUTHORIZING THE RENEWAL OF A CONTRACT FOR PARKWAY TREE TRIMMING SERVICES

On an annual basis, the Village of Northbrook utilizes contractual assistance to trim approximately 2,000 of the Village's more than 15,000 parkway trees. Parkway trees are trimmed to American National Standards Institute (ANSI) standards to help prevent storm damage, protect pedestrians and motorists from low hanging branches, promote tree health, and ensure an aesthetically pleasing urban forest. Trimming is scheduled for the dormant season (winter months) to avoid unnecessary damage or trauma to the tree. The Village is currently on a seven to eight year trimming cycle.

In March 2020, the Village and Northbrook Park District developed a joint request for proposals (RFP) document for tree trimming and supplemental emergency tree services. This RFP was structured to increase the quantity of work and create a greater economy of scale while allowing each agency to enter into its own agreement with the successful contractor. The bid also included pricing for emergency tree work should the Village need contractual assistance following a storm. Advanced Tree Care, Inc. of Lincolnshire, Illinois (the "Contractor") submitted the low bid and was awarded the contract for Fiscal Year 2020/21.

The contract includes provisions for up to four one-year renewals if agreeable to both parties with a cost increase not exceeding the Consumer Price Index average for the previous 12 months. Staff has been satisfied with the Contractor's performance over the past three years, and both the Village and Contractor wish to renew the contract for Fiscal Year 2023/2024 with an average increase of 5.4% in unit pricing. This is the third renewal of this contract. The Park District has opted out of this contract for Fiscal Year 2023/2024 and is seeking a vendor for their work independent of the Village.

The Fiscal Year 2023/24 Budget provides sufficient funds in the General Fund Account No. 11-4100- 531-80 (Climate Action Plan Forestry Expenses) for this work. Unit pricing for the work is included in Exhibit A.

Account Name	Number	Budget	Available	Requested	Remaining	Within Budget
Climate Action Plan Forestry Expenses	11-4100-531-80	\$441,500	\$371,500	\$80,000	\$291,500	Yes

Staff recommends Village Board approval of a Resolution authorizing the renewal of a contract with Advanced Tree Care, Inc. of Lincolnshire, Illinois in the amount of \$80,000 for tree trimming at the unit costs outlined in **Exhibit A**. Staff will be present at the Village Board of Trustees meeting to address any questions that may arise.

Resolution (ID # 6636)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Renewal of a Contract for Parkway Tree Trimming Services with Advanced Tree Care, Inc. of Lincolnshire, Illinois

is hereby adopted, as follows:

Section 1. Recitals

In March 2020, the Village and Northbrook Park District prepared a joint Request for Proposals document with detailed specifications for tree trimming and supplemental emergency tree related services during times of need. The goal of this cooperation was to realize savings for both agencies through economies of scale. Advanced Tree Care, Inc. of Lincolnshire, Illinois ("**Contractor**") submitted the low bid, was awarded the contract, and completed the work successfully and on time ("**Contract**"). The Contract contains provisions for up to four one-year renewals with cost increases not exceeding the annual increase in the Consumer Price Index ("**CPI**"). The Village and the Contractor wish to renew the Contract for Fiscal Year 2023/2024 with an average increase of 5.4%.

Based on these factors, staff recommends Board approval of a one-year renewal of the Contract between the Village and the Contractor for the trimming of approximately 2,000 parkway trees at unit prices equal to those outlined in **Exhibit A** of this Resolution in the amount of \$80,000 ("**Renewal**").

The Fiscal Year 2023/24 Budget provides sufficient funds in the General Fund (Account No. 11-4100-531-80) for contractual tree trimming of Village-owned trees.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public.

Section 2. Approval of Renewal.

The Renewal shall be, and is hereby, approved in a form acceptable to the Village Manager.

Section 3. Authorization to Execute Renewal.

The Village Manager is hereby, authorized and directed to execute and seal, on behalf of the Village, the Renewal only after receipt by the Village Clerk of at least three original copies of the Renewal executed by the Contractor; provided, however, that if such executed copies of the Renewal are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

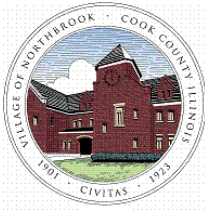
Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk

Exhibit A Fiscal Year 2023/2024 Unit Costs for Tree Trimming Services		
Item	Unit	Unit Price
Class A Trees (1" to 6")	Each	\$ 13.54
Class B Trees (7" to 14")	Each	\$ 33.87
Class C Trees (15" to 24")	Each	\$ 56.44
Class D Trees (25" to 36")	Each	\$ 79.02
Class E Trees (37" +)	Each	\$ 135.46
Emergency Tree Services: Unskilled/Common Labor	Hour	\$ 73.37
Emergency Tree Services: Skilled Labor	Hour	\$ 95.95
Emergency Tree Services: Supervisor/Foreman	Hour	\$ 107.23
Emergency Tree Services: Aerial Tower	Hour	\$ 62.08
Emergency Tree Services: Dump Truck	Hour	\$ 39.50
Emergency Tree Services: Log Loader, Grapple or Clam Loader	Hour	\$ 107.23
Emergency Tree Services: Chipper with Truck & Mounted Chip Box, Saw and Basic Equip.	Hour	\$ 62.08
Emergency Tree Services: Horizontal/Tub Grinder	Hour	\$ 761.96
Emergency Tree Services: Front End Loader	Hour	\$ 107.23



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION APPROVING THE PURCHASE OF HYDROFLUOROSILIC ACID FOR THE WATER PLANT

The Village's Water Plant uses a number of different chemicals and mechanical methods to ensure the finished water meets stringent water quality standards. As part of the disinfection process, fluoride (Hydrofluosilicic acid) is added to water during the production process. Fluoride is procured on a liquid ton basis.

In February 2023, staff prepared specifications for Fiscal Year 2023/24 and sent bid solicitations to seven companies that manufacture or distribute fluoride. On Thursday, March 30, the Village received three bids for fluoride (summarized under Table 1). Alexander Chemical Corporation of Springfield, Illinois submitted the lowest bid.

Table 1 - Summary of Bids for Fluoride	
Firm	Cost Per Liquid Ton
Alexander Chemical Corporation	\$532
Univar USA, Inc.	\$550
Rowell Chemical Corp.	\$825

The Fiscal Year 2023/24 Budget provides funds in Account No. 21-4170-643-84 (Fluoride) for the purchase of these materials in the amount of \$15,500. While the purchase of fluoride is under the Village Manager's spending authority, the total spend with Alexander Chemical Corporation for fluoride and chlorine will exceed \$20,000, thus staff has prepared a Resolution authorizing the purchase with the Village Board's consideration.

Staff recommends Village Board approval of a Resolution authorizing the purchase of fluoride from Alexander Chemical Corporation of Springfield, Illinois on an as-needed basis at unit costs of \$532 per liquid ton. Staff will be present at the Board of Trustees meeting to answer any questions that may arise.

Resolution (ID # 6637)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving the Purchase of Hydrofluorocilic Acid for the Water Treatment Plant from Alexander Chemical Corporation of Springfield, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Fiscal Year 2023/24 Budget provides for the procurement of hydrofluorosilicic acid (fluoride) for use during the disinfection process of water production. Village staff prepared specifications and bid documents and sent bid solicitation packages to area companies that supply these chemicals. Alexander Chemical Corporation of Springfield, Illinois ("**Vendor**") submitted the lowest bid for the chemicals ("**Materials**"). Payment for the Materials will be made on an as-needed basis in compliance with the Village's purchasing policies.

The Village's Fiscal Year 2023/24 Budget provides sufficient funds in Account No. 21-4170-643-84 for the purchase of the Materials up to \$15,500. Based on these factors, staff recommends that the Board authorize the purchase of the Materials from the Vendor at the quoted rate of \$532 per liquid ton.

The President and the Board of Trustees have considered this expenditure and determined that it is in the best interests of the Village and the public to approve this expenditure.

Section 2. Authorization of Expenditure.

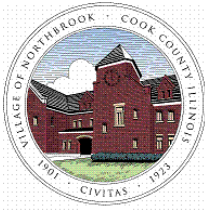
The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Materials from the Vendor.

Scheduled: 4/25/2023

ATTEST:

Village Clerk

Village President



MEMORANDUM

VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION APPROVING A CONTRACT FOR ELEVATOR MAINTENANCE SERVICES

The Village has eight elevators of various ages and conditions at six buildings, including the Police Station, Fire Station 11, Village Hall, Water Plant, Public Works Center and Crestwood Place. To keep the elevators operating in a safe and satisfactory manner, the Village utilizes contractual assistance. The contractor conducts all preventative maintenance and repairs and ensures that the units pass a mandatory third-party inspection required by the Office of the State Fire Marshal.

Staff issued a request for proposals (RFP) for the preventative maintenance and supplemental repair services required to manage the elevators and sent it to four local vendors who specialize in this work. The RFP was also made available on the Village website. On Wednesday, March 29, the Village received three complete proposals and one incomplete proposal. A summary of proposals can be found below in Table 1.

Table 1: Summary of Bids	
Firm	Annual Preventative Maintenance
Advanced Elevator Company	\$12,480
Fujitec America Elevator	\$13,800
Urban Elevator	\$16,020
Anderson Elevator	\$16,700

After review, staff determined that Advanced Elevator Company, Corp. of Aurora, Illinois (the "Contractor") submitted the lowest responsive bid. The Contractor's references were positive, and staff is confident the Contractor can successfully complete the work. The initial term of the agreement will be May 1, 2023 through April 30, 2024 with the option for four, one-year renewals upon mutual agreement between the Village and the Contractor. The renewals may include cost increases up to the average Consumer Price Index for the Chicago area for the previous 12 months.

Sufficient funds are available for the maintenance of elevators in account numbers 11-4100-524-73, -75, -76, -77 (General Fund); 21-4170-524-82 (Water Production Fund); and 15-7100-524-01 (Senior Housing Fund). Funds will be drawn from these accounts for the base maintenance services as well as any repairs using the costs outlined in Exhibit A.

Account Name	Number	Budget	Available	Requested	Remaining	Within Budget
Maintenance -	11-4100-524-73	\$6,610	\$6,610	\$1,560	\$5,050	Yes

Buildings and Grounds, Public Works Center						
Maintenance - Buildings and Grounds, Police Department	11-4100-524-75	\$22,945	\$22,945	\$1,560	\$21,385	Yes
Maintenance - Buildings and Grounds, Fire Stations	11-4100-524-76	\$19,505	\$19,505	\$1,560	\$17,945	Yes
Maintenance - Buildings and Grounds, Village Hall	11-4100-524-77	\$44,955	\$44,955	\$1,560	\$43,395	Yes
Maintenance - Buildings and Grounds, Water Filtration Plant	21-4170-524-82	\$5,400	\$5,400	\$1,560	\$3,840	Yes
Maintenance - Buildings and Grounds, Senior Housing Fund	15-7100-524-01	\$176,250	\$176,250	\$4,680	\$171,570	Yes

Staff recommends Board approval of a Resolution authorizing a contract with Advanced Elevator Company, Corp. of Aurora, Illinois, in the amount of \$12,480 for the base services and a 10% contingency of \$1,248 for any necessary repairs for a total spending authority of \$13,728. Staff will be available at the Board of Trustees meeting to answer any questions that may arise.

Resolution (ID # 6640)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving a Contract with Advanced Elevator Company, Corp. of Aurora, Illinois for Elevator Maintenance Services

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Annual Budget for Fiscal Year 2023/24 provides for the maintenance of Village-owned facilities including the elevators servicing the Police Station, Fire Station 11, Village Hall, Water Plant, Public Works Center, and Crestwood Place. These elevators require preventive maintenance and repair services to operate safely and pass annual mandatory inspections required by the Office of the State Fire Marshal ("**Preventive Maintenance**").

Staff issued a Request for Proposals and received complete proposals from three companies that specialize in elevator maintenance. One proposal was received that was incomplete. Four total proposals were received at the bid deadline. The lowest overall proposal was submitted by Advanced Elevator Company, Corp. of Aurora, Illinois ("**Contractor**") in the amount of \$12,480.

Based on these factors, Village staff recommends the execution of a contract with the Contractor in the amount of \$12,480 ("**Contract**"). A 10% contingency of \$1,248 is requested for unforeseen repair work not included in the base Preventative Maintenance services for a total spending authority of \$13,728 ("**Repair Services**"). Emergency repairs will be completed at the provided hourly rates set forth in **Exhibit A** of this Resolution. The initial term of the Contract is from May 1, 2023 through April 30, 2024, with the option to renew for up to four additional one-year periods.

Sufficient funds are available in Account Nos. 11-4100-524-73, 11-4100-524-75, 11-4100-524-76, 11-4100-524-77, 21-4170-524-82, and 15-7100-524-01 for the Repair Services.

The President and the Board of Trustees have considered the Contract and determined that it is in the best interests of the Village and the public to enter into the Contract.

Section 2. Approval of the Contract.

The Contract shall be, and is hereby, approved in a form acceptable to the Village Attorney and Village Manager.

Section 3. Authorization to Execute Contract.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Contract only after receipt by the Village Clerk of at least three original copies of the Contract executed by the Contractor; provided, however, that if such executed copies of the Contract are not received by the Village Clerk within 60 days after the date of

adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 4. Authorization to Execute Change Order.

The Village Manager is authorized to execute one or more Contract Change Orders for additional work consisting of additional unforeseen items of work related to, or arising from other work contemplated by, the scope of work in the Contract in the amount of \$1,248, subject to the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the project file.

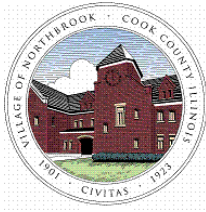
Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk

Exhibit A		
FY 2023/2024 Unit Prices for Elevator Repair Services		
Mechanic (Regular Hours)	Hour	\$ 326.13
2-Man Team (Regular Hours)	Hour	\$ 582.06
Mechanic (After Hours/Weekends)	Hour	\$ 462.83



MEMORANDUM VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER
FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR
DATE: April 25, 2023
SUBJECT: A RESOLUTION AUTHORIZING THE PURCHASE OF CONCRETE MATERIALS

The Village of Northbrook procures concrete materials on an annual basis. During the course of regular Public Works maintenance activities and repairs, the Village utilizes expansion joint equipment and concrete for Public Works crews to perform utility restorations, street patching, and sidewalk replacements on an as-needed basis.

In February 2023, staff prepared a concrete material Request for Quotations (RFQ) with the estimated quantities to be utilized in Fiscal Year 2023/24 and sent it to four local vendors that provide delivery of concrete materials. The RFQ was also made available on the Village website. On Friday, March 31, the Village received three responses. A summary of the bids can be found below under Table 1.

Table 1 - Concrete Materials				
Item	Unit	Menoni & Mocogni, Inc.	Ozinga	Taza Construction
6-Bag Concrete Mix	Cubic Yard	\$182.00	\$207.50	\$254.15
7-Bag High Early Concrete Mix	Cubic Yard	\$189.00	\$225.25	\$307.45
6" expansion joint flexcel	100 foot bundle	\$105.00	\$35.00	\$97.00
4" expansion joint flexcel	100 foot bundle	\$85.00	\$35.00	\$117.00
Cartage fee (for deliveries under 6 yards)	Each delivery	\$145.00	\$200.00	\$150.00
Excess waiting time fee (40 minutes)	Minute	\$2.40	\$2.50	\$3.75

After review, staff determined that Menoni & Mocogni, Inc. of Highland Park, Illinois ("**Primary Vendor**") submitted the lowest responsive bid. Menoni & Mocogni, Inc. will be considered the Primary Vendor in FY 2023/24. To ensure product availability and deliveries that will meet the Village's needs, staff is recommending approval of Ozinga Ready Mix Concrete, Inc. of Mokena, Illinois as an Alternate Vendor ("**Alternate Vendor**"). An Alternate Vendor would provide services should the Primary Vendor be unavailable or unable to meet the Village's needs. Staff is confident that the Primary and Alternate Vendors can perform the work as specified.

The Fiscal Year 2023/24 Budget provides sufficient funds in the General Fund Account No. 11-4100-625-71 and Water Fund Account No. 21-4180-645-00 for the purchase of concrete materials. Funds will be drawn from these accounts as necessary with the annual spend not to exceed \$55,000.

Staff recommends Village Board approval of a Resolution authorizing the purchase of the concrete materials from Menoni & Mocogni, Inc. of Highland Park, Illinois as a primary vendor and Ozinga Ready Mix Concrete, Inc. of Mokena, Illinois as an alternate vendor at the unit costs outlined in Exhibit A. Staff will be present at the Board of Trustees meeting to answer any questions that may arise.

Resolution (ID # 6644)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Purchase of Concrete Materials from Menoni & Mocogni, Inc. of Highland Park, Illinois and Ozinga Ready Mix Concrete, Inc. of Mokena, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Fiscal Year 2023/24 Budget provides for the procurement of concrete materials for Village infrastructure maintenance activities. Village staff prepared specifications and bid documents and sent bid solicitation packages to four area companies that supply and deliver concrete materials and made it available on the Village's website. Menoni & Mecogni, Inc. of Highland Park, Illinois ("**Primary Vendor**") submitted the lowest bid for annual concrete materials ("**Materials**"). Ozinga Ready Mix Concrete, Inc. of Mokena, Illinois ("**Alternate Vendor**") submitted the second lowest bid for the materials. The Primary Vendor will receive first consideration for material orders. However, should the Primary Vendor be unavailable or unable to meet the Village's needs, Staff will utilize the Alternate Vendor. Payment for the Materials will be made on an as-needed basis in compliance with the Village's purchasing policies.

The Village's Fiscal Year 2023/24 Budget provides sufficient funds in Account Nos. 11-4100-625-71 (General Fund) and 21-4180-645-00 (Water Fund) for the purchase of the Materials. Funds will be drawn from these accounts on an as-needed basis to purchase Materials for street repairs, utility restorations and sidewalk replacement.

Based on these factors, staff recommends that the Board authorize the purchase of the Materials from the Primary and Alternate Vendors at the quoted unit prices outlined in **Exhibit A** of this Resolution in a total not-to-exceed amount of \$55,000.

The President and the Board of Trustees have considered this expenditure and determined that it is in the best interests of the Village and the public to approve this expenditure.

Section 2. Authorization of Expenditure.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Materials from the Primary and Alternate Vendors in exchange for the prices set forth in **Exhibit A**.

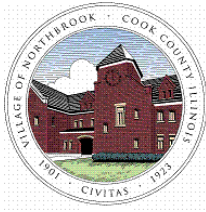
Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk

Exhibit A			
Fiscal Year 2023/2024 Summary of Costs for Concrete Materials			
Item	Unit	Menoni & Mecogni Price	Ozinga Price
6-bag concrete mix - IDOT Class SI	Cubic yard	\$182.00	\$207.50
7-bag high early concrete mix - IDOT Class PP	Cubic yard	\$189.00	\$225.25
6" expansion joint flexcel	100 foot bundle	\$105.00	\$35.00
4" expansion joint flexcel	100 foot bundle	\$85.00	\$35.00
Cartage Fee	Per delivery	\$145.00	\$200.00
Excess Wait Time Fee	Minute	\$2.40	\$2.50



MEMORANDUM

VILLAGE OF NORTHBROOK

PUBLIC WORKS

TO: CARA PAVLICEK, VILLAGE MANAGER

FROM: KELLY HAMILL, PUBLIC WORKS DIRECTOR

DATE: April 25, 2023

SUBJECT: A RESOLUTION APPROVING A CONTRACT FOR FY 23/24 PROJECT CONSTRUCTION OVERSIGHT SERVICES

At its Tuesday, March 13 meeting, the Village Board approved Resolution 2023-29 which authorized execution of an agreement for the completion of the 2023 Water Main Replacement Program. Historically, the oversight of projects such as these have been conducted by Village employees in the Public Works Department's Engineering Division. However, the Division currently has a vacancy and as a result, assistance is needed in overseeing this project.

As such, staff sought out firms that have provided the Village with construction oversight and engineering services in the past. Specifically, staff reached out to Bowman Consulting Group Ltd. of Lisle, Illinois, Baxter & Woodman Consulting Engineers of Crystal Lake, Illinois and Atlas Engineering Group Ltd. of Deerfield, Illinois to see what resources these firms had availability to provide the Village construction oversight services. All three agencies had sufficient and qualified personnel to provide the needed construction oversight services. After internal discussion and review, Staff selected Baxter & Woodman Consulting Engineers ("Consultant") for this work as they submitted the most qualified bid. It should be noted that the Consultant also designed the 2023 water main replacement project. Additionally, staff compared the hourly rates provided by the Consultant for the contractual construction oversight services against the hourly rates charged on other recent engineering projects and found them to be competitive and in line with the hourly figures charged for those projects.

It is the Village's intent to utilize contractual construction oversight services for this project. Staff is requesting spending authority to ensure these services can be utilized for the entire duration of the project in case there are any challenges or delays in filling the vacant staff position. Based on the Village's prior experience, staff has assumed 744 hours of contractual construction oversight services to manage the oversight of this project. Based on this, the contract's total cost is \$105,690.

The use of contractual oversight services for the Water Main Replacement Program was not anticipated in the CIP or FY 2023/24 Budget, however it is necessary due to the vacancy within the Engineering Division of Public Works. Based on contracts coming in with favorable cost, funding is available for these services in Water Fund Account No. 21-4180-727-00. Funds will be drawn from these accounts as necessary to cover the expenses for this contract.

Account Name	Account Number	Budget	Available	Requested	Remaining	Within Budget?
Water Main	21-4180-727-00	\$5,793,675	\$2,493,787	\$105,690	\$2,388,097	Yes

Extension						
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Staff recommends Village Board approval of a Resolution authorizing an agreement with Baxter & Woodman Consulting Engineers of Crystal Lake, Illinois for construction oversight services of 2023 Water Main Replacement Program in the amount not to exceed \$105,690. Staff will be in attendance at the Village Board meeting to answer any questions that may arise.

Resolution (ID # 6650)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Waiving Competitive Bidding and Approving an Agreement for Construction Oversight Services for the Fiscal Year 2023/24 Water Main Project with Baxter & Woodman Consulting Engineers of Crystal Lake, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

In March 2023, the Village Board approved Resolution 2023-29 which authorized an agreement for the construction of the 2023 Water Main Replacement Program ("**Program**").

Traditionally, Engineering Division staff would complete the construction oversight of the Program. However, the Division currently has a full-time vacancy and there is insufficient staff to provide the necessary oversight. As a result, staff approached three local firms that can provide construction oversight for the Program ("**Services**"). After discussions, staff found that Baxter & Woodman Consulting Engineers of Crystal Lake, Illinois ("**Consultant**") had the personnel available to provide the Services. The Consultant also designed the Program.

The Village's Fiscal Year 2023/24 Budget contains sufficient funds for the Services in Account No. 21-4180-727-00 (Water Fund). Based on these factors, Village staff recommends entering into a professional services agreement between the Village and the Consultant for the Services in the amount not to exceed \$105,690 ("**Agreement**").

Although Staff sought bids from multiple firms, the Agreement was not formally bid. As the Consultant provided the most qualified bid and is uniquely qualified to perform the Services as it designed the Program, the President and Board of Trustees have determined that it is appropriate to waive competitive bidding for the Agreement and the provision of the Services by the Consultant.

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to enter into the Agreement with the Consultant.

Section 2. Approval of Agreement.

The Agreement with the Consultant is approved in a form acceptable to the Village Manager and the Village Attorney.

Section 3. Authorization to Execute Agreement.

The Village Manager shall be, and is hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement executed by the Consultant; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 60 days after the date of

adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 4. Waiver of Competitive Bidding

All advertising and bidding requirements for the Agreement, and for the provision of the Services by the Consultant, are hereby waived in accordance with the Village Code and the home rule powers of the Village.

Section 5. Effective Date

This Resolution will be in full force and effect from and after its passage, by a vote of two-thirds of the Board of Trustees, and approval and publication in the manner provided by law.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk

Resolution (ID # 6680)

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving a Four-Year Collective Bargaining Agreement with the International Union of Operating Engineers, Local 150

is hereby adopted, as follows:

Good faith bargaining between the Village of Northbrook and the International Union of Operating Engineers, Local 150, has resulted in a new four year Collective Bargaining Agreement.

The Village President is hereby authorized and directed to execute on behalf of the Village of Northbrook, the Collective Bargaining Agreement covering the period of May 1, 2022 through April 30, 2026 with the International Union of Operating Engineers, Local 150.

Scheduled: 4/25/2023

ATTEST:

Village President

Village Clerk

AGREEMENT BETWEEN

***INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL 150, PUBLIC EMPLOYEES
DIVISION***

And

VILLAGE OF NORTHBROOK

May 1, 2022 - April 30, 2026

PUBLIC WORKS AGREEMENT

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AGREEMENT

This Agreement has been made and entered into by and between the Village of Northbrook, Illinois (hereinafter referred to as the "VILLAGE"), and the International Union of Operating Engineers, Local 150, Public Employees Division (hereinafter referred to as the "UNION").

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

ARTICLE I PREAMBLE

Section 1.01 Statement of Principle. The parties recognize it is important to the public welfare that high quality and dependable Public Works services for operation and maintenance of the VILLAGE'S infrastructure, especially water treatment and distribution, are maintained consistent with the resources available for that purpose. The parties further recognize that it is vital that such services be provided on an uninterrupted basis to the inhabitants and business community of the VILLAGE.

ARTICLE II PURPOSE

Section 2.01 Purpose. The purpose of this Agreement is to establish harmonious employment relations through a mutual process, to provide fair and equitable treatment to all employees so represented, to promote quality and continuance of public service, to prevent interruptions of work, services, programs, and interference with the operations of the VILLAGE, to specify wages, hours, benefits and working conditions, and to provide for the prompt and equitable resolution of disputes. Furthermore, both parties believe it is mutually beneficial and will be beneficial to the public as well to establish and maintain a sound collective bargaining relationship as evidenced by a collective bargaining agreement.

ARTICLE III RECOGNITION

Section 3.01 Recognition. The VILLAGE recognizes the UNION as the exclusive bargaining representative in all matters establishing and pertaining to wages and salaries, hours and working conditions of employment for employees within the following bargaining unit within the Northbrook Public Works Department, by the Illinois State Labor Relations Board:

Including: All regular full-time, regular part-time and probationary employees working in the following classifications in the Public Works Department of the Village of Northbrook: mechanics, maintenance workers - sewer, maintenance workers - trees/traffic, maintenance workers - streets, maintenance workers - water monitoring and meter services, maintenance workers - water distribution, water plant maintenance workers, water plant operators, part-time automotive servicer, custodians and meter service technicians.

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Excluding: All summer help, and non-regular part-time employees working in the above classifications; all superintendents and supervisory employees; all managerial employees; all confidential employees; all office clericals, professional employees and guards as defined in the ACT (Illinois Public Labor Relations Act); and all other employees of the Village of Northbrook.

All regular full-time and regular part-time employees working in the water plant in maintenance worker and water plant operator classifications are and will continue to be essential services employees within the meaning of Section 3(e) of the ACT and are subject to the impasse resolution procedures contained in § 14 of the ACT.

"Regular part-time employees" are defined as those employees who are assigned to work in the above listed classifications for a schedule of less than thirty (30) hours per week during at least two (2) consecutive calendar quarters in any calendar year. Such employees shall not qualify for benefits under Section 16, Insurance, but shall receive all other fringe benefits under this Agreement on a pro-rata basis.

"Summer and "Non-Regular employees" are those employees who are employed for less than two (2) consecutive calendar quarters during a calendar year and who do not have a reasonable assurance that they will be rehired by the same employer for the same service in a subsequent calendar year.

Section 3.02 Dues Check-off. During the term of this Agreement, the VILLAGE shall deduct from each employee's paycheck the UNION dues and voluntary fair share payments (and initiation fees, where applicable) of each employee for whom there is a written dues or voluntary fair share check-off authorization, signed by the employee, on file with the VILLAGE. Any employee electing to join the UNION during the term of this Agreement or who is a UNION member at the time of signing this Agreement, shall maintain said membership for the duration of this Agreement and the VILLAGE shall deduct from such employees the appropriate dues for the duration of this Agreement. Such dues deduction shall be irrevocable for one (1) year. The actual dues amounts to be deducted, as determined by the UNION, shall be uniform. The UNION may change the amounts once each year during the life of this Agreement by giving the VILLAGE at least thirty (30) days written notice of any change in the amounts of the dues to be deducted. If an employee has no earnings or insufficient earnings to cover the amount of the dues deduction, the UNION shall be responsible for the collection of dues.

The Union agrees to assume full responsibility to insure full compliance with all applicable laws both state and federal. The Union further agrees to provide fair share fee payors with an appeal procedure in accordance with all applicable laws both state and federal.

It is specifically agreed that any dispute concerning the amount of fair share fee and/or the responsibilities of the Union with respect to fair share fee payors as set forth above shall not be subject to the grievance and arbitration procedures set forth in this Agreement.

Non-members who object to this fair share fee based upon bona fide religious tenets or teachings shall pay an amount equal to such fair share fee to a non-religious charitable organization mutually agreed upon by the employee and the Union. If the affected non-member and the Union are unable to reach agreement on the organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois State Labor Relations Board and the payment shall be made to said organization.

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Section 3.03 Union Indemnification. The Union shall indemnify, defend and hold harmless the VILLAGE and its officials, representatives and agents against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all reasonable legal costs that shall arise out of or by reason or action taken or not taken by the VILLAGE in complying with the provisions of this Article. If an improper deduction is made, the Union shall refund directly to the employee any such amount.

Section 3.04 New Classifications. Where the VILLAGE determines to create a new job classification, where the work of which falls within the scope of the bargaining unit, the VILLAGE and the Union agree to jointly petition the State Labor Board to seek the necessary unit clarification.

If the inclusion of the new job classification is agreed to by the parties, the VILLAGE may implement a pay rate the same as if the VILLAGE was creating any new classification. The Union shall then have the right within seven (7) calendar days to notify the VILLAGE of its objection to the rate of pay established by the VILLAGE. The parties shall then meet for the purpose of negotiating the rate of pay within seven (7) calendar days. If the parties are unable to reach agreement as to the rate of pay, the Union may appeal the proposed pay grade directly to the arbitration procedures of the grievance procedure on an expedited basis. The VILLAGE shall be allowed to maintain the pay grade originally implemented until the arbitrator issues his award.

If the VILLAGE determines to fill a position created pursuant to this section, it shall follow the procedures of Article 7 of this Agreement.

ARTICLE IV NO DISCRIMINATION

Section 4.01 VILLAGE Non-discrimination. The VILLAGE shall not discriminate in hiring or continuing the employment of any employee because of his membership or lawful activities in the UNION or because of his refusal to join the UNION or to participate in any of its activities. Membership in the UNION shall not be a condition of employment of any employee covered by this Agreement. The VILLAGE agrees that it will not coerce or threaten members to withdraw from the UNION or non-members to refrain from becoming members of the UNION.

Section 4.02 UNION Non-discrimination. The UNION agrees that it will not coerce or threaten non-members to become members of the UNION.

Section 4.03 Mutual Non-discrimination.

- 1) In accordance with applicable law, neither the VILLAGE nor the UNION shall discriminate against any employee covered by this Agreement because of race, creed, color, national origin, sex, age, religion, marital status, union activities, non-union activities or political beliefs, and/or activities.
- 2) No employee shall be discriminated against for filing a grievance.

Section 4.04 Union Activities During Working Hours. The UNION agrees that it will not solicit members or engage in UNION activities of any kind during work hours except, however, that during working hours:

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- 1) That upon receipt of a prior written request and approval by the appropriate supervisor, an employee shall be allowed to attend meetings with management and/or supervisors scheduled on work time for the purpose of discussing disciplinary grievances provided the employee is directly involved in the matter; or
- 2) One (1) designated UNION steward may participate in the handling of a grievance with pay and upon prior request and approval of the appropriate supervisor. However, all employees are encouraged to resolve their problems with their supervisors directly and as promptly as possible.

Any employee allowed to attend such meetings may be recalled to work.

Section 4.05 Gender of Words. Whenever in this Agreement the masculine gender is used, it shall be deemed to include the feminine gender, unless the context clearly requires otherwise.

Section 4.06 Time Off For Union Activities. Two (2) Local Representatives shall be allowed time off without pay up to one (1) week for legitimate UNION business such as UNION meetings, state or international conventions, provided such representatives give reasonable prior notice to his/her supervisor of such absence and shall be allowed such time off if it does not substantially interfere with the operating needs of the VILLAGE. The employee may utilize any accumulated time off (holiday, vacation days and compensatory time), in accordance with the provisions of this Agreement, in lieu of the employee taking such without pay.

ARTICLE V **MANAGEMENT RIGHTS**

Section 5.01 Management Rights. Subject to the express provisions of the Agreement, the VILLAGE retains all traditional rights through its Village Manager and his agents and designees to manage and direct the affairs of the Village of Northbrook in all of their various aspects and to manage and to direct employees, including the following: to determine the mission of the VILLAGE and its various Departments; to determine the number and location of facilities and offices as well as the staffing and equipment for such offices and facilities; to determine whether and to what extent it will contract and/or subcontract for the provision of any services and upon what terms and conditions such contracts will be entered into; to plan, direct, control and determine all the operations and services of the VILLAGE and its various Departments; to supervise and direct the working forces; to hire, assign, transfer and promote employees; to establish the qualifications of employment, and to determine the number of employees; to schedule and assign work; to establish and or modify performance standards and objectives from time to time; to assign overtime; to determine the methods, means, organization and number of personnel by which such operations and services shall be provided or subcontracted; to reasonably make, alter and enforce various rules, regulations, safety rules, orders, procedures and policies; to evaluate employees; to discipline, suspend, demote and discharge employees for just cause (including probationary employees without just cause); to change, alter, modify, substitute or eliminate existing methods, equipment, uniforms or facilities, to lay off employees when necessary as determined by the VILLAGE; to reasonably establish dress and appearance standards; to determine and establish, change, combine or abolish positions and job classifications pursuant to this Agreement; and to determine the duties, responsibilities and work assignments of any position or job classification; provided, that the exercise of such management rights by the VILLAGE shall not conflict with the express provisions of this Agreement. The VILLAGE expressly reserves the right under this Agreement to exercise all management rights set forth in Section 4 of the

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Illinois Public Labor Relations Act. In addition, the VILLAGE may establish all requirements, rules, policies and procedures and orientation for newly hired employees during their probationary period.

ARTICLE VI
SENIORITY

Section 6.01 Definition of Seniority. An employee's seniority shall be the period of the employee's full-time employment within the three (3) distinct groups of classifications within the Department of Public Works listed in Section 6.04. Seniority shall not accrue during any unpaid leave of absence in excess of thirty (30) days with the exception of job-related injuries of less than one (1) year. Seniority shall accrue during all paid leaves of absence.

Section 6.02 Probationary Period. All employees (including employees rehired after loss of seniority) shall be probationary employees until they complete a probationary period of twelve (12) months of work. During an employee's probationary period, the employee may be disciplined, suspended, laid off, or terminated at the sole discretion of the VILLAGE without recourse to the grievance procedure. There shall be no seniority among probationary employees. Upon successful completion of the probationary period, an employee shall acquire seniority consistent with Section 6.01 which shall be retroactive to his last date of hire with the VILLAGE in a full-time position.

Section 6.03 Seniority Roster. The VILLAGE shall post a seniority roster annually. A copy of said seniority roster shall be sent to the UNION. The UNION and/or any employee shall have two (2) weeks to grieve the seniority roster, otherwise the roster shall be deemed to be acceptable to all parties.

Section 6.04 Order of Layoff. The VILLAGE, in its discretion, shall determine whether layoffs are necessary. Layoffs shall be made in the reverse order of seniority within each of six (6) distinct groups of classifications and subject to the individual employee's ability to perform the remaining work with minimum training. The six classification groups for purposes of determining order of layoff are as follows:

- 1) Maintenance worker - sewer, maintenance worker - trees/traffic, maintenance worker - streets, maintenance worker - water monitoring and meter service and maintenance worker - water distribution.
- 2) Water plant maintenance worker, water plant operator.
- 3) Mechanic.
- 4) Custodians.
- 5) Meter service technicians.
- 6) Part-time automotive servicer.

All summer help, non-regular part-time, regular part-time and probationary employees in a position affected by layoff shall be separated in the aforementioned order before any non-probationary employee shall be subject to such a reduction in force. The last employee laid off within a classification group will be the first to be recalled, provided he is still able to satisfactorily perform all the duties and responsibilities of the job with minimum training.

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Section 6.05 Bumping. In the event an employee is selected for layoff pursuant to the procedure set forth above, the employee may exercise the right to bump into the last group classification or position he may have held, if any, provided that he has more seniority than the person with the least seniority in that group classification or position, and further provided that he is qualified to perform the duties with minimum training. In this circumstance, the least senior employee in the position will then be laid off pursuant to the procedure set forth above, although he may then likewise exercise any bumping rights he might have under this Section. This procedure will be followed until any bumping rights are exhausted.

Section 6.06 Breaks in Seniority. An employee's continuous service and seniority will be broken when he:

- 1) Quits;
- 2) Is discharged for just cause;
- 3) Is laid off pursuant to the express provisions of the applicable Agreement for a period of one (1) year;
- 4) Retires;
- 5) Fails to report to work at the conclusion of an authorized leave of absence, or when fit to return to duty after a medical leave as determined by a doctor;
- 6) Is laid off and fails to report for work within three (3) calendar days of being recalled;
- 7) Does not perform full time work for the VILLAGE for any reason for a continuous period in excess of one (1) year (except for absence due to military service) or in the case of a work-related injury for a continuous period in excess of eighteen (18) months, this
- 8) Subsection G) excludes any time an employee is assigned to light duty status; or
- 9) Fails to report to work or notify the VILLAGE during an absence of two (2) consecutive work days unless the employee is unable to do so for reasons beyond his control which could not be reasonably anticipated.

ARTICLE VII
ASSIGNMENTS AND PROMOTIONS

Section 7.01 Permanent Vacancy. A permanent vacancy is created when the VILLAGE determines in its sole discretion to increase the workforce or to fill positions.

Section 7.02 Posting. Whenever the VILLAGE determines to fill a permanent vacancy, a notice of such vacancy shall be posted on all bulletin boards for five (5) working days. During this period, employees who wish to apply for such vacancy may do so.

Section 7.03 Selection. The VILLAGE shall fill the permanent vacancy by promoting in order of seniority, so long as the applicant is appropriately qualified. The VILLAGE may also fill the vacancy from

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outside the bargaining unit if the outside applicant possesses greater skill and ability or if no applicants from the bargaining unit apply.

Section 7.04 Temporary Assignment. No bargaining unit members shall be required to supervise other bargaining unit employees, except as otherwise provided in this Section. The Village will establish a pool of interested employees to serve as Acting Supervisors. Employees serving as acting supervisor shall do so in their functional areas (Mechanics may serve as Fleet Supervisor, Water Plant Operators may serve as Water Production Supervisors, and Maintenance Workers may fill the roles of Facilities Manager, Water Distribution Supervisor, etc.). Serving as Acting Supervisor shall be voluntary. A combination of skill, ability, job performance, leadership potential and reliability shall be used to determine who shall be included in the pool of eligible Acting Supervisors. When the need for an Acting Supervisor is determined by the Department, Acting Supervisors shall be assigned from that pool on a rotating basis.

Those serving as Acting Supervisor shall be responsible for planning work, performing administrative duties, and all other roles and responsibilities associated with the Supervisor position. As such, those interested in serving as an Acting Supervisor shall undergo training before being eligible to serve as an Acting Supervisor. An employee may not simultaneously serve as the "On-call" person and Acting Supervisor. The Acting Supervisor will not be eligible for afterhours call outs for a crew they are supervising. Compensation for serving as acting supervisor shall be \$5.00 per hour above scale for all hours worked in said role.

Section 7.05 Seniority Protection for Promoted Employees. Bargaining unit employees promoted out of the unit shall maintain their bargaining unit seniority of record while serving outside of the bargaining unit for a period of thirty (30) days. During this time either party, the VILLAGE or the employee himself, may choose to return the employee to his former position, with full retroactive seniority.

Section 7.06 Promotion of Maintenance Workers. A condition of being promoted from Merit B Maintenance Worker to Merit A Maintenance Worker shall be serving on the Department's Emergency Call List. Upon being promoted to Merit A Maintenance Worker the employee shall serve their rotations on the Emergency Call List for a period of seven (7) years (or less at the Village's discretion). This section shall apply to all employees hired into the Maintenance Worker position after the signing date of this contract, April 2017.

ARTICLE VIII

DISCIPLINE AND DISCHARGE

Section 8.01 Discipline and Discharge.

- 1) **General.** The parties recognize and agree that the VILLAGE has an obligation to its residents and business community to provide safe, adequate and qualified public services. The VILLAGE may discipline employees for off-duty conduct only where such conduct adversely affects the employee's performance of his work duties or ability to safety function with others in the Department.
- 2) **Notices.** A copy of all discipline notices shall be provided to the Employee and the UNION.

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- 3) **Standards and Levels of Discipline.** Employees covered hereunder shall be disciplined for just cause. As a general rule, the VILLAGE agrees with the tenets of progressive discipline and shall have the right to invoke any of the following disciplinary measures:
- a) Oral Warning
 - b) Written Reprimand
 - c) Suspension With or Without Pay
 - d) Demotion
 - e) Discharge

However, the VILLAGE shall retain the right to invoke discipline which is appropriate under the circumstances surrounding the individual incident giving rise to disciplinary action. It is acknowledged that certain circumstances may reasonably warrant issuance of discipline outside the customary steps of progressive corrective discipline. Prior to the actual imposition of a written reprimand, demotion, suspension without pay or discharge, the VILLAGE shall give the affected employee an opportunity to discuss the circumstances underlying the disciplinary action, which shall take place as soon as practicable, and the employee shall be informed at that time of the basis for the disciplinary action. The employee shall be allowed to have a UNION Steward present during the discussion, although a discussion will not be inordinately delayed if a Steward is not immediately available.

ARTICLE IX GRIEVANCE PROCEDURES

Section 9.01 Grievance Defined. A "grievance" is defined as a meritorious dispute, complaint or difference of opinion raised by an employee or the UNION against the VILLAGE during the terms of this Agreement involving an alleged violation of this Agreement.

Section 9.02 Grievance Procedure. It is mutually desirable for an employee and his immediate supervisor to resolve problems through free and informal discussions. If, however, the informal process does not resolve the matter, a grievance shall be processed as follows:

- 1) **Step I - Immediate Supervisor:** The employee, with or without a UNION representative, or the UNION, shall take up the grievance within seven (7) calendar days after the first occurrence of the event giving rise to the grievance or within seven (7) calendar days after the employee, through the use of reasonable diligence, could have obtained knowledge of the first occurrence of the event giving rise to the grievance. The supervisor shall then attempt to adjust the matter and shall respond within seven (7) calendar days. Any resolution of a grievance in this step shall not have any precedential value with respect to future grievances.
- 2) **Step II - Superintendent:** If the grievance remains unsettled after the response in Step I and if the grievant desires to appeal the grievance, the grievance shall be reduced to writing within seven (7) calendar days of receipt of the response in Step I and presented, to the appropriate division Superintendent within said seven (7) calendar days. The grievance shall be signed by the grievant and shall set forth a statement of relevant facts, the specific provision or provisions of the agreement allegedly violated and the relief requested. The Superintendent shall schedule a conference within seven (7) calendar days of receipt of the grievance to discuss the grievance. If no agreement is reached or if no conference is scheduled, the Superintendent shall submit a

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written response within seven (7) calendar days of receipt of the grievance. If the grievance is not resolved at this step, the grievant must obtain UNION approval to proceed to the next step.

- 3) **Step III - Director of Public Works:** If the grievance remains unsettled after the response in Step II and if the UNION desires to appeal the grievance, the UNION shall within seven (7) calendar days of receipt of the response, present the grievance in writing to the Director of Public Works. The Director of Public Works or his designee may, in his discretion, schedule a conference within seven (7) calendar days of receipt of the appeal to discuss the grievance. If no agreement is reached or if no conference is scheduled, the Director of Public Works or his designee shall submit a written response within seven (7) calendar days of receipt of the appeal.
- 4) **Step IV - Village Manager:** If the grievance remains unsettled after the response in Step III and if the UNION desires to appeal the grievance, the UNION shall within seven (7) calendar days of receipt of the response in Step III, present the grievance in writing to the Village Manager. The Manager or his/her designee shall respond to the grievance in writing within ten (10) calendar days of receipt of the appeal.
- 5) **Step V - Arbitration:** If the grievance is not settled in Step IV, the matter may only be referred by the UNION or the VILLAGE for arbitration by written request made by the UNION or the VILLAGE within fifteen (15) calendar days of the Manager's response in Step IV. Arbitration shall proceed in the following manner:
 - a) The parties shall attempt to agree upon an arbitrator within fifteen (15) calendar days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Upon receipt of such list, each party shall alternately strike a name from the list until there is only one name. The party requesting arbitration shall strike the first name. The person remaining shall be the arbitrator. The arbitrator shall be notified of his selection and shall be requested to set a time and place for hearing, within sixty (60) days.
 - b) The arbitrator shall submit his decision in writing within thirty (30) calendar days following the close of the hearing or the submission of the briefs by the parties, whichever is later. The parties may agree to waive this requirement.
 - c) The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the VILLAGE and the UNION, provided however, that each party shall be responsible for compensating its own representatives and witnesses.
 - d) The arbitrator shall have no right to amend, nullify, ignore, add to, take from or modify any of the provisions of this Agreement. The arbitrator shall consider and decide questions of fact as to whether there has been a violation, misinterpretation or misapplication of the provisions of this Agreement. The arbitrator shall have no authority to make a decision on any issue not submitted or raised. The parties shall have the right to request the arbitrator to issue subpoenas compelling the attendance of witnesses and the production of documents. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws or of rules

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and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the VILLAGE which are, under law, applicable court decisions, or pursuant to this Agreement, granted to the VILLAGE.

- e) Any decision and award of the arbitrator rendered within the limitations of this Section shall be final and binding on the UNION, the VILLAGE, the grievant(s), and employees covered by this Agreement.

Section 9.03 Time Limit for Filing. If a grievance is not presented by the employee within the time limits set forth above, it shall be considered "waived" and may not be further pursued by the employee or UNION. If the grievance is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the VILLAGE's last response. If the VILLAGE does not respond to a grievance or an appeal hereof within the specified time limits, the aggrieved employee and/or the UNION may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. Any time period provided under the Steps of the grievance procedure may be extended by mutual agreement.

Section 9.04 Grievance Forms. The written grievance required under this Article shall be presented on a form approved by the VILLAGE and the UNION, Schedule B.

Section 9.05 Union Stewards. Duly authorized representatives of the UNION shall be designated, by the UNION as stewards and written notice will be given to the Village Manager or his designee. The UNION may designate up to three (3) chief stewards, who shall be the UNION representatives for the purposes of this Agreement.

ARTICLE X

NO STRIKE AND NO LOCKOUT

Section 10.01 No Strike. During the life of this Agreement, it is agreed that neither the UNION or any of its officers or agents or employees of the UNION or the VILLAGE will instigate, promote, sponsor, engage in, or condone any strike, slowdown, concerted stoppage of work, or any other intentional disruption of the operations of the VILLAGE, regardless of the reasons for doing so.

If any impasse occurs between the VILLAGE and the UNION involving any or all of the regular full-time and regular part-time employees working in the water plant in maintenance worker and water plant operator classifications those employees shall have no right to strike, work stoppage, or slow down, and the VILLAGE and UNION shall jointly implement the impasse arbitration procedures set forth in Section 14 of the ACT.

Section 10.02 Penalty. Any employee engaging in activity prohibited by Section 10.01, or who instigates or gives leadership to such activity, shall be subject to discipline up to and including immediate dismissal from employment. The VILLAGE retains all rights set forth in Section 17 (B) of the Illinois Public Labor Relations Act. In addition to penalties provided herein, the employer may enforce any other legal rights and remedies entitled to by law.

Section 10.03 No Lockout. During the term of this Agreement, the VILLAGE will not instigate a lockout over a dispute with the UNION.

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Section 10.04 UNION Official Responsibility. In the event of a violation of Section 10.01 of this Article, the UNION agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

Section 10.05 Judicial Restraint. Nothing contained herein shall preclude the VILLAGE from obtaining judicial restraint and damages in the event the UNION, its members, agents, or employees violate this Article. There shall be no obligation to exhaust any other remedies before instituting court action seeking judicial restraint and/or damages.

ARTICLE XI
HOURS OF WORK AND OVERTIME

Section 11.01 Purpose. The provisions of this Article relating to hours of work and overtime are intended to provide a basis for calculating overtime compensation and are not to be construed as a guarantee of days or hours of work for any period.

Section 11.02 Normal Workday and Schedule. Except as provided elsewhere in this Agreement, the normal work week shall consist of forty (40) hours per calendar week (including a one-half hour paid lunch period during each work shift) and such additional time as may, from time to time, be required in the sole judgment of the VILLAGE to serve the citizens and business community of the VILLAGE. The normal work day and work week for full-time Maintenance Workers and Mechanics shall be shown on Schedule A attached hereto and made a part hereof. The VILLAGE shall have the right to alter, amend, change or modify the above schedule so long as the employees' new schedule is either a five-day, eight-hour a day week or a four day, ten-hour a day week, Monday through Saturday. The VILLAGE shall also have the right to change starting times from 5:00 a.m. to 8:30 a.m. in half-hour increments. Employees are required to report to work at the normal scheduled starting time. Any or all employees covered by the Agreement shall be subject to call twenty-four (24) hours per day in case of emergency. An emergency situation or condition shall exist if so determined in the sole discretion of the VILLAGE, the Director of Public Works, and/or his designee.

Water Plant personnel will work twelve (12) hour shifts, for the duration of this agreement. The VILLAGE reserves the right to revert back to eight (8) hour shifts if it determines that twelve (12) hour shifts create undue overtime or other leave abuses.

During events that require a long duration call out or call out of a majority of the department, the Public Works Director can notify the union stewards of implementation of 12 hours shifts. The Village will make good faith efforts to assign alternating shifts, from 11:00 a.m. to 11:00 p.m. and 11:00 p.m. to 11:00 a.m. The purpose of implementation of 12-hour shifts is to minimize the need for 16 hour shifts. Employees placed on twelve (12) hour shifts shall not be forced to use reclaim time if sent home early in order to begin twelve-hour shifts.

Section 11.03 Changes in Normal Work Week and Workday. The shifts, workdays and hours to which employees are normally assigned shall be posted on department bulletin boards on Thursday for the following week. The VILLAGE may not change, alter or modify the normal work schedule of Employees without first providing at least forty-eight (48) hours prior notice to any such employees, except in the event of an emergency as set forth in Section 11.02. The "Public Works Daily Work Schedule" for employees shall be posted on the bulletin board anytime a change to the schedule is made. In the event

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of an emergency as declared by the Village President or Village Manager, the VILLAGE may develop and implement an emergency response plan.

Section 11.04 Rest Periods. There shall be one (1) rest period of fifteen (15) minutes inclusive of travel time during each regular shift, typically taken during the first half of the employee's normal work day. Employees shall be permitted to use public washroom facilities while on their rest periods.

Section 11.05 Meal Period. All employees shall, except upon mutual agreement, be granted not to exceed a thirty (30) minute paid meal period during each eight (8) hour work shift. In order to be eligible for the paid meal period, an employee must work at least six and one-half (6 1/2) hours (inclusive of rest period) of his/her scheduled eight (8) hour work shift, not including the time taken for the meal period. Whenever possible, this meal period shall be scheduled at or near the middle of each shift. In such instances where the nature of our public service business or emergencies may on occasion preempt the above, the VILLAGE will re-schedule that meal period or off-set with compensatory time that day or the following day.

Section 11.06 Clean-up Time. Employees shall be granted up to a ten (10) minute personal clean-up, de-briefing and time sheet filling-out period prior to the end of each work shift. Clean-up time shall not be construed as a break period.

Section 11.07 Overtime. All employees shall be paid overtime pay at the rate of one and one-half (1.5) times their regular hourly rate of pay for all hours worked in excess of forty (40) hours in their normal work week (provided it was not caused by water plant operator swapping of shifts). With respect to full-time employees, "Time Worked" shall be defined to include those hours for which the employee receives wages from the VILLAGE. Full-time employees shall be paid overtime at the rate of one and one-half their regular hourly rate for all hours worked outside their regularly scheduled hours. Full-time employees shall be paid double-time for all hours worked on Sunday outside their regularly scheduled hours. Overtime shall be assigned as needed by the Director of Public Works or his designee. For the purposes of determining a full-time employee's regular hourly rate of pay, the employee's base salary shall be divided by 52 weeks and then divided by 40 hours. A regular part-time employee's regular hourly rate of pay is that which may be set or the applicable annual base salary amount divided by the method set forth above.

Section 11.08 Compensatory Time. Employees may place overtime hours into the compensatory time bank if approved by the Director of Public Works or his designee, and within the limits stated herein in lieu of pay for such hours. Except as provided herein, employees may accumulate no more than a total of eighty (80) hours of compensatory time at any given time, which if accumulated may be used on a rolling basis. When the manpower needs of the Department are met, such earned overtime may be taken as compensatory time off, subject to the "scheduling of vacation/reclaim/holiday benefit usage" policy established by the Director of Public Works. Requests shall be granted in order of their submission. In case of two (2) or more requests are submitted on the same date for the same reclaim time off, seniority shall prevail. Subject to the approval of the Village Manager, the VILLAGE may buy back up to fifty percent (50%) of an employee's accrued compensatory time off up to two different times in a fiscal year, to be paid out in cash as follows: the VILLAGE may buy back up to 50% of the compensatory time of some or all of the employees' compensatory time bank on or about March 31st of each year. The VILLAGE may also buy back 50% one other time during the calendar year at a time determined by the VILLAGE for one or more employees. It is expressly understood that the VILLAGE's exercise of its right to buy back compensatory time shall be made in a non-capricious and non-arbitrary manner. If an employee has

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previously scheduled compensatory time off, and such time off has been approved, the VILLAGE shall not be permitted to buy back time in such a manner that would cause the employee to lose the previously scheduled time off. In regard to the potential buy back of time that does not occur on March 31st, the VILLAGE shall give two weeks' notice. Under no circumstances shall overtime hours paid in accordance with the Fair Labor Standards Act also be taken as compensatory time off. If any portion of this section is found to violate the terms of the FLSA, this entire section 11.08 shall sunset and be removed from this Agreement.

Section 11.09 No Pyramiding. Compensation shall not be paid (nor compensatory time taken) more than once for the same hours under any provision of this Article or Agreement.

Section 11.10 Required Overtime/On-Call. The VILLAGE shall have the right to require overtime work when necessary at any time and employees shall not refuse overtime assignments unless a bona fide reason exists. On a weekly rotating basis, one bargaining unit employee shall be identified as being on-call and be required to carry a telephone or pager. If the employee who is "on-call" fails to report when directed or is on an overtime call list and cannot be reached by telephone or pager, he shall be subject to progressive discipline as is reasonable and appropriate under the circumstances.

The employee serving "on call" who is called and reports to work at a Village facility as required shall be paid double-time his regular hourly rate for the first two (2) hours of work so long as they do not follow (or do not start less than 1 (one) hour prior to his start time) to his scheduled hours of work and thereafter be paid the appropriate rate. Issues that can be addressed via telephone or computer access, and do not require travel to Village premises, shall be compensated at double time for the actual time worked to resolve the issue. Employees "on-call" shall be available and not permitted to take vacation, reclaim, or personal holidays while "on-call," and shall receive three hundred dollars (\$300.00) per week for being "on call." Employees may swap their "on-call" duties with a fellow employee but only in increments of one week not later than the Friday before their "on-call" shift will start and submit a "change of assignment" form to their supervisor. The VILLAGE understands that "on-call" duties may have to be transferred to other employees as personal emergencies and unforeseen events come up, therefore "on-call" duty swaps may be permitted in increments of less than one week at the discretion of the Public Works Director or his designee and such permission will not be unreasonably withheld.

Section 11.11 Call-In-Minimum Work. Employees who are called in outside their regular scheduled hours (i.e., work hours not contiguous to their previously scheduled hours or not on their previously scheduled hours or not on their previously scheduled work day) shall be compensated for time worked at their applicable overtime rate of pay pursuant to this Article. In the event the call-in is for emergency work (not scheduled in advance), a minimum guarantee of two (2) hours of work at the appropriate rate of pay shall apply. Issues that can be addressed via telephone or computer access and do not require travel to Village premises shall be compensated at double time for actual time worked to resolve the issue. The January 24, 2007 side letter is no longer applicable.

Section 11.12 Overtime Distribution. It is agreed that the overtime work available to employees covered by this Agreement is typically of an emergency nature. The VILLAGE will assign overtime work to the employees who are immediately available when the need for overtime occurs, using the overtime distribution process in place at the time this AGREEMENT is executed in April 2017, and who normally and customarily perform the work involved. It is the intention of the parties that to the degree practical,

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overtime will be distributed equitably among the employees in the same job classification within the Department.

Section 11.13 Overtime Distribution at Water Plant. The opportunity to work overtime shall be first offered to the water plant employee who has gone the longest period without working an overtime opportunity, then to the water plant employee who has gone the second longest period without working an overtime opportunity and so forth.

Working through this list of employees from longest to most recent, any employee who is available to work (an employee who is not coming off a shift or on scheduled time off), and does not take the opportunity for overtime shall be considered to have turned down overtime. Employees who have turned down overtime shall be called last for the next overtime opportunity. If no one accepts an overtime assignment, the least senior employee shall be required to work the overtime. Employees who fail to respond and work when called shall be subject to progressive discipline.

Section 11.14 Mandatory Rest Period. Unless an employee agrees otherwise, employees will not be required to work more than sixteen (16) hours in a twenty four (24) hour period without being allowed an eight (8) hour rest period.

ARTICLE XII HOLIDAYS

Section 12.01 Recognized Holidays. The VILLAGE shall recognize seven (7) scheduled paid holiday absences within each fiscal year for all full-time employees (except water plant operators, see Section 12.06). These holidays are:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

For the purpose of this Article, if one of the above holidays falls on a Saturday, it shall be observed on the preceding Friday, and if one of the above holidays falls on Sunday, it shall be observed on the following Monday.

Section 12.02 Personal Preference Holidays.

- 1) All full-time employees (except water plant operators, see Section 12.06 D) shall be granted three (3) personal preference holidays to afford the employees the opportunity of applying them to whatever celebrations they find most responsive to their personal circumstance.
- 2) Personal preference days may not be carried over from one fiscal year to the next and shall be forfeited if not used within the fiscal year earned. The fiscal year of the VILLAGE is May 1 to April 30.
- 3) Personal preference days shall be scheduled pursuant to the past practice and procedure by the department.

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Section 12.03 Eligibility Requirements. Only full-time employees are eligible for holiday leave. Employees become eligible for the appropriate holiday benefit from the first date of their employment.

The personal preference holiday shall also be prorated for new employees based on the portion of the fiscal year worked. Personal preference holiday benefit may not be utilized by probationary employees with less than six (6) months service credit unless deferring the benefit will result in forfeiture. In order to qualify for holiday pay an employee must have actually worked the last scheduled work day immediately before the holiday and the scheduled work day immediately following the holiday, unless an absence is authorized for a scheduled vacation, verified illness or other authorized leave.

Section 12.04 Holiday Overtime. Employees (except water plant operators) who work on a recognized holiday shall be paid for time worked at two (2) times the employee's regular hourly rate of pay in addition to the paid holiday. If a recognized holiday falls on a weekend, holiday double-time will be paid to those employees who work on the Village recognized holidays.

Section 12.05 Holiday(s) during Vacation. When a scheduled holiday falls during an employee's vacation, that employee, if eligible for scheduled holidays, shall not be required to count such holiday as a vacation day.

Section 12.06 Equalization of Holidays (Water Plant Operators). Because the water filtration production process demands full and continuous coverage, all water plant operators will receive ten (10) hours per month in compensatory time or pay.

ARTICLE XIII VACATIONS

Section 13.01 Vacation Accrual. All full-time employees shall accumulate vacation credit, as follows:

Employees shall receive an annual vacation allowance of not less than twelve (12) and not more than twenty-four (24) working days (based upon twelve (12) full months of continuous service) as follows:

- 1) Month 1 through month 60: 1 day per month/annual rate = 12 working days.
- 2) Month 61 through month 120: 1.25 days per month/annual rate = 15 working days.
- 3) Month 121 through month 168: 1.58 days per month/annual rate = 19 working days.
- 4) Month 169 through month 240: 1.83 days per month/annual rate = 22 working days.
- 5) Month 241 through end of career: 2.0 days per month/annual rate = 24 working days.

Section 13.02 Vacation Credit. For the purpose of determining the amount of vacation credit to which an employee is entitled, a working day shall be considered as being eight (8) hours. During all periods of paid vacation, reclaim or holiday leave of more than thirty (30) days and during all periods of paid leave of thirty (30) days or less, employees will continue to accrue vacation benefits. During any other period of absence whether paid or unpaid, employees will not accrue vacation benefits.

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Section 13.03 Vacation Accumulation. All employees who have earned vacation time shall typically take their vacation within the fiscal year it was earned. An employee will be permitted to accumulate vacation time up to a maximum of twenty-three (23) days. In no event shall any employee's unused accumulated time exceed twenty-three (23) days on September 30 of any year or those days exceeding twenty-three (23) days shall be forfeited. However, if an employee has previously scheduled vacation days and said vacation days are cancelled by the Department of Public Works, the employee will be allowed to carry over said cancelled vacation one (1) month past September 30.

Section 13.04 Vacation Selection.

- 1) All vacation absences may be scheduled to include all leave which shall be accumulated by the date the leave is to commence.
- 2) The number of employees who may schedule vacations, personal holidays and reclaim time at any given time is based upon reasonable Department Work's needs. During the winter season of December 1st through March 31st, no more than two (2) Maintenance Workers and one (1) Mechanic may be scheduled off at the same time. During the time period of December 25th through January 1st of each year, three (3) Maintenance Workers and one (1) Mechanic may be scheduled off at the same time. Such pre-approved time off, for a maximum of two (2) weeks, is considered non-conditional and non-revocable by the VILLAGE. Individuals who are in town and available may, if they desire, volunteer for overtime recall during emergency situations.

During the balance of the year between April 1st and November 30, no more than six (6) Maintenance Workers and two (2) Mechanics may be scheduled off at the same time. Such pre-approved time off, for a maximum of three (3) weeks, is considered non-conditional and non-revocable by the VILLAGE. Should staffing levels substantially increase or decrease during the term of this contract, the parties agree to meet to discuss (but not negotiate) the number of unconditional leave slots available for vacation selection. The Director of Public Works and/or his designee shall have discretion to conditionally approve additional requests for scheduled time off beyond the limits cited above, subject to pending work obligations and weather conditions, with the express understanding that such approval is subject to immediate revocation and cancellation in the event of a plowable snowfall, major wind storm or other significant emergency.

Requests for vacation, personal holidays and reclaim time must be submitted in writing. Requests shall be reviewed and approved in the order of their submission. In those instances where the number of requests received exceeds the maximum number of authorized time-off slots, seniority will prevail for those requests submitted on the same dates for the same period of time.

On November 1 of each year, the Department Head or his designee shall post a schedule for vacation, personal holidays and reclaim selection for vacation, personal holidays and reclaim selection for the period January 1 through December 31 of the next calendar year. The Department Head or his designee shall finalize the vacation, personal holiday and reclaim schedule for the next calendar year on or before December 15.

Written requests for unscheduled vacation, personal holidays and reclaim may be submitted up to three (3) months (ninety (90) calendar days) ahead of time but must be submitted at least 48 hours ahead of time, absent an emergency or written approval of the Director of Public Works or Superintendent. Requests will be approved unconditionally, conditionally or denied in writing within two (2) business days.

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- 3) No employee is entitled to use any vacation time until he has completed six (6) months of employment. In the event the employee completes six (6) months of employment before the fiscal year ends, the employee may either utilize his vacation credit earned in the current year, or carry them over to the next year.
- 4) Water plant operators scheduled to work a holiday shall not be permitted to schedule personal holidays, vacation, or reclaim time unless approved by the Director of Public Works or in the case of personal emergency. For the purposes of this agreement, holidays shall be understood as the period from 12:00 a.m. to 11:59 p.m. on New Year's Day, Easter Sunday, Labor Day Memorial Day, Independence Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. This shall apply to the actual holiday and not the VILLAGE recognized holiday. Vacation selection in the Water Plant shall be accomplished in the same manner as vacation selection in Public Works.

Section 13.05 Vacation and Other Pay on Separation.

- 1) Upon separation from employment, an employee who has qualified for his first full paid vacation shall receive pay at his then current hourly rate of pay for all accumulated but unused vacation time plus a prorated share of the final vacation month's credit. The final months' vacation credit shall be calculated by the employee's monthly vacation credit multiplied by the number of weeks worked in the final month divided by 4.33.
- 2) Upon separation, an employee shall also receive pay, at the employee's then current hourly rate of pay, for all accumulated but unused holiday time and reclaim time.

Section 13.06 Regular Part-Time Employees. Regular part-time employees shall not be eligible for vacation.

Section 13.07 Minimum Increment Usage. Vacation leave may be used in increments of thirty (30) minutes.

ARTICLE XIV
SALARIES

Section 14.01 Salary Schedules. See Exhibit A attached hereto and made a part hereof. Exhibit A reflects the following increase to base wages for employees covered by this Agreement:

- 2.5% increase to base wages, effective May 1, 2022
- 2.75% increase to base wages, effective May 1, 2023
- 2.75% increase to base wages, effective May 1, 2024
- 3.0% increase to base wages, effective May 1, 2025

In consideration for the Village's agreement to the Union's insurance proposal, the Union agrees, in exchange, to the attached wage scales. The Union and the Village recognize that these wages may result in wages for bargaining unit members that fall below wages paid by comparable communities that do not have the Union's health insurance package, and the Union agrees to accept without complaint such a result should it occur.

ARTICLE XV
OTHER LEAVE

Section 15.01 Sick Leave. Sick leave is provided as a benefit to full-time employees in recognition that employees do contract various illnesses or suffer non-job related injuries from time to time; that their financial resources may be diminished in such instances if pay is discontinued; and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick. The sick leave benefit is the only benefit available to employees who call in sick, subject to the requirements of the Family and Medical Leave Act (FMLA). To the extent permitted by law, sick employees are expected to remain at home unless hospitalized, visiting their physician or pursuing other professional treatment or convalescence. Unfortunately, sick leave abuse sometimes occurs. The parties agree that sick leave abuse is a very serious offense, and the parties further agree that the VILLAGE may vigorously investigate and eliminate sick leave abuse. Abuse of sick leave is cause for discipline appropriate under the circumstances. In addition to salary protected absence for personal illness, employees may utilize sick leave to assist a member of their "immediate family" for illness or disability. Such sick leave that would be accrued during six (6) months at the employee's then current rate of accrual. For purposes of this Section "immediate family" shall include the following: the employee's child, spouse/domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.. Employees utilizing sick days for purposes of a family member's illness shall be required to provide an acceptable physician's certification of illness or disability in accordance with ~~Section 15.03~~ Article 15 of this Agreement and/or provide the appropriate healthcare certificate under the Village's FMLA policy.

Section 15.02 Sick Leave Accumulation. Sick leave shall be earned at the rate of one (1) day for each calendar month of service equivalent to twelve (12) days a year. In the event an employee actively works less than eighty (80) hours (excluding vacation time, reclaim time, holiday and personal time) in a calendar month, he will not earn sick leave credit for that month under this Article. Sick leave taken during the year shall be deducted from the employee's sick leave balance.

Section 15.03 Sick Leave Usage and Conditions. Sick leave hours used shall be equivalent to the employee's regular hourly rate of pay in effect at the time sick leave is taken. In the case of an absence of more than three (3) consecutive scheduled work days before an employee will be allowed to return to work, the VILLAGE may require an employee to submit an acceptable physician's certification of illness or disability if notified by the VILLAGE during such sick time. Failure to produce such certification upon request will result in ineligibility for and forfeiture of sick leave pay that occurrence. Sick leave may be used in increments of thirty (30) minutes.

Section 15.04 Exhaustion of Sick Leave. Except for injuries and/or illnesses covered under the Family and Medical Leave Act (FMLA), when an employee exhausts accumulated sick leave for any reason, he will not be compensated for additional absence. If the illness or disability is expected to extend beyond the payroll period in which the leave is exhausted, he will be directed to apply for an uncompensated medical leave of absence or appropriate disability benefits or request to use any available benefit time.

Section 15.05 Sick Leave at Retirement. Employees retiring from VILLAGE service in accordance with the provisions established by the Illinois Municipal Retirement Fund shall receive one (1) additional month's pension service credit for each twenty (20) days of accumulated and uncompensated sick leave. Any fraction remaining after the total number of sick days is divided by twenty (20), will be treated as a full month's credit.

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Section 15.06 On-the-Job-Injury (OJI) Leave. All employees of the VILLAGE are protected by Workers' Compensation Insurance and special leave to absent themselves from the work place (subject to specific conditions), if necessary, as the result of an on-the-job injury. The legally required insurance benefit provides payment for medical services and maintenance of up to 2/3 of regular base salary (free from State or Federal Income Taxes) subject to a statutory maximum during any period of absence from the work place as a result of the on-the-job injury. Under State law, eligibility for on-the-job injury compensation does not begin on the first (1st) day of absence.

Employees must strictly adhere to the following standards:

- 1) A report of the incident must be filed by the employee as soon as possible with his or her supervisor. The employee must cooperate with any investigation of the incident.
- 2) The employee must participate in medical examinations required by the VILLAGE. Such examinations will be at VILLAGE expense. The VILLAGE will select the doctor and will from time to time schedule appointments.
- 3) On-the-job injury leave subject to the doctor's examination will be permitted only upon certification by the doctor that time off work is required as a result of the job related injury.
- 4) If the doctor finds that time away from the work place is required as a result of the job related injury, the employee is eligible for the full compensation option only so long as they strictly adhere to the therapeutic routine prescribed by the doctor. Essentially the employee is being paid and credited for active service for a job assignment of "recuperation." Failure to diligently carry out this assignment will be subject to disciplinary rules.
- 5) Employees must participate in all therapy or follow-up visits requested by the doctor. This also is a work assignment and therefore subject to standard work rules.
- 6) Employees must report any significant change in their medical status to their supervisor.
- 7) Each medical examination shall result in a report from the doctor to the VILLAGE which will contain a current diagnosis, probable date the employee will be available for regular job assignment and probable date on which the employee will be available for "light duty" assignment. This letter report will contain a statement from the doctor regarding what physical limitations are to be placed on such light duty assignments. A report from the doctor to the VILLAGE shall result from all physicians' examinations regardless of whether the doctor is selected by the VILLAGE or by the employee. Under Illinois law the VILLAGE may withhold payment from a physician who fails to provide such information. Conflicting medical opinions will be dealt with situationally.
- 8) Employees must report for light duty assignment on the date the doctor certifies they are available. Light duty assignments will be considered a regular assignment for pay purposes and may be made without regard to the employee's normal classification or shift assignment. Failure to respond to a light duty assignment will terminate on-the-job injury pay and be considered an absence without leave and will be subject to normal progressive corrective disciplinary procedures.

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- 9) Employees receiving on-the-job injury compensation may not be employed in any capacity with the VILLAGE or elsewhere during the period of such compensation except for recuperation or light duty assignment as described above.
- 10) Any absence from the work place while on light duty or from the employee's residence for more than a day while on recuperation assignment other than those necessary for medical examinations or therapy shall be deducted from accumulated leave banks. All such absences whether for therapy, doctor visits, vacation or other reason must be approved by supervisors in accordance with standard procedure.
- 11) Re-injuries, relapses, and/or "flare-ups" of an existing injury or condition will be subject to all the same provisions set forth above for an original injury, including a mandatory medical examination.
- 12) The employee's continuous service date shall be unaffected by any period of on-the-job injury leave.

As these standards are consistent with the Workers' Compensation law, failure to conform may also affect eligibility for statutory benefits.

The injured employee may be eligible for certain benefits governed by the laws of the State of Illinois as enforced by the Illinois Industrial Commission. A copy of the Commission's brochure which describes the Illinois Workers' Compensation Act is available from the Finance Department. You are urged to review this carefully and invited to address your questions to the VILLAGE'S Benefits Coordinator, Director of Finance, Illinois Industrial Commission or such other counsel as you may desire.

Section 15.07 Jury Duty Leave.

- 1) Full-time employees selected for jury duty or subpoenaed as a witness for the VILLAGE before a recognized court of law shall be excused from work without loss of regular straight time pay for the days or portions thereof on which the employee must be present for such service and on which the employee would have otherwise been scheduled to work. The employee shall submit a certificate evidencing that they appeared and served as a juror and shall remit any witness fee in order to receive pay for such jury service. The employee may retain any money received which is specifically earmarked for travel, meal and/or lodging expenses.
- 2) Employees attending a court proceeding not related to the VILLAGE as a defendant or plaintiff shall be granted a leave of absence without pay as necessary until a decision of the court has disposed of the case. The employee may use an accumulative benefit (holiday, vacation and/or reclaim) to continue his/her current salary level.

Section 15.08 Bereavement Leave.

- 1) This section is limited to non-probationary employees. In the event of the death of the spouse or child (stepchild) of an employee, the employee will be granted ten (10) shift days of emergency leave with pay. In the event of a death in the immediate family of an employee, the employee will be granted three (3) days of emergency leave with pay. Such an employee may supplement the leave with an additional one (1) day of sick or vacation time or reclaimed time for this purpose. For this purpose, immediate family consists of the employee's mother, father, sister, brother,

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grandchild, grandparents and/or the mother, father, sister and brother or grandparents of the employee's spouse (all inclusive of "step" relationships). The employee who has completed their probationary period will be granted one (1) day of emergency leave with pay in the event of the death of a relative which is hereby defined to mean as a person having blood relationship to the employee or his spouse spanning two (2) generations.

- 2) As a condition to the granting of any such emergency leave, the employee may be required to submit satisfactory proof of the death and/or proof of the relationship of the deceased to the employee.

Section 15.09 Military Service Leave. Full-time non-probationary employees that are called for training or other duty as a member of a reserve component of the Armed Forces of the United States or of the National Guard will be entitled to receive fifty percent (50%) of his regular salary for up to a maximum of two (2) weeks absence for that purpose in any one (1) year for active duty. Such absence of up to two (2) weeks will not be charged against the paid vacation, if any, for which the employee may be eligible in that year.

Section 15.10 Unpaid Leaves. Any full-time non-probationary employee may be granted a leave of absence consistent with the Village's policy for unpaid leaves of absence after exhaustion of FMLA leave.

Section 15.11 Maternity Leave. The Village will follow the Family and Medical Leave Act and provide substantially similar benefits to employees that are provided under the Village's policy for maternity and/or parental bonding leave.

Section 15.12 Good Health. The VILLAGE recognizes the additional contribution of those who, through good fortune or conscious effort, utilize less sick leave than others. To recognize and compensate for such comparative underutilization of the sick leave benefit, the following program is established:

- 1) Regardless of the employee's shift schedule, whenever they shall have accumulated the equivalent of sixty (60) months sick leave benefit, thereafter they shall receive salary compensation annually for twenty percent (20%) of the accumulated sick leave hours in excess of the minimum eligibility factor. Such compensation shall be at the current hourly rate. For example, an employee having accumulated seventy-eight (78) months of sick leave benefit shall receive compensation at his/her current hourly rate or 3.6 months accumulation ($18 \times .20 = 3.6$) of such leave as a good health benefit, leaving a current sick leave accumulation of 74.4 months of accumulated benefit ($78 - 3.6$). Payment shall be in whole increments (thus our example would be rounded to 4 days with a balance of 74).

Such benefit is applicable to all employees who are eligible for the sick leave benefit. Payment to those eligible shall typically be made annually on the second check in March of each year.

- 2) Employees retiring from the VILLAGE service in accordance with the provisions of established retirement plans will be paid for the fiscal year in which actual retirement occurs for thirty percent (30%) of unused paid sick leave in excess of sixty (60) days. Such employees may elect to take the difference between the standard twenty percent (20%) and the thirty percent (30%) benefit in the form of an equivalent paid leave of absence immediately preceding the retirement date.

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ARTICLE XVI
INSURANCE

Section 16.01 Health Insurance.

Bargaining unit employees shall be covered for group health and dental insurance purposes under the Midwest Operating Engineers Fringe Benefit Funds Union's insurance plan (called "the Union's Plan"). In so doing, the Union recognizes that these employees will have no right to re-entry into the Employer's group health or dental insurance plans during this contract period.

Effective May 1, 2022, the Fund's healthcare premiums shall be as follows:

Single	\$839
Employee+ 1	\$1677.00
Family	\$2558.00

Each May 1st thereafter, the Union's healthcare shall increase by no more than ten percent. If the cost to the Village of the Union's health insurance is more than the cost to the Village for the monthly insurance rates paid for non-represented employees for the cost of the PPO health and PPO dental insurance, the member's wage increase will be reduced .25% for every \$150.00 increase in monthly rates.

The comparison of the insurance cost between the Union's health insurance coverage and the Village's health insurance coverage is as follows:

150 Single = NBK Single
 150 Single Plus One = NBK Single + Spouse
 150 Family = NBK Family

The Union is solely responsible for the administration of COBRA, HIPAA and other applicable federal and state mandates for the Union insurance plans, including fees and penalties, if any, arising out of provisions of the Patient Protection and Affordable Care Act or its replacement. In order for the Union to offer coverage under COBRA, HIPAA, or other applicable federal and state mandates, the employee must notify the Union's Plan of the applicable change in life status in accordance with the Union Plan's requirements. Failure by the employee to notify the Union's Plan on a timely basis of life status changes shall result in the employee being responsible for payment of the premium's or claims paid for an ineligible participant, and/or in denial of coverage by the insurance carrier or plan sponsor.

The Union recognizes that all health and dental insurance claim inquiries, complaints and grievances are not the responsibility of the Employer. The extent and scope of coverage under the Union's Plan shall be resolved according to the terms and conditions of said plan and shall not be subject to the grievance and arbitration procedure of the parties' collective bargaining agreement. As long as the Village makes timely payments for the coverage of bargaining unit employees under the Union's Plan as provided above, the Union shall indemnify and hold harmless the Village, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability (monetary or otherwise) that arise out of or by reason of the Village's agreement to pay for insurance coverage for bargaining unit employees under the Union's Plan.

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Throughout the term of the parties' collective bargaining agreement and for so long as required by law, the Union and the authorized Trustees of the Union's Plan represent and agree that they will comply with all applicable laws to ensure that the Union's Plan offered to bargaining unit employees includes retiree health insurance to covered bargaining unit employees sufficient to satisfy the obligations of both the Village and the Union as required by applicable law, including the Municipal Employees' Continuous Coverage Privilege, 215 ILCS 5/367. Nothing herein shall be constructed to require the Village to pay for any of the cost of the Union's Plan for retirees.

The Union agrees that the Village shall have no obligation to pay any amount other than the specific premiums outlined above. The Union and the Plan shall be solely responsible for any taxes, fees, or other costs associated with the Plan, including any and all costs imposed on the Plan under any state or federal legislation. This includes but is not limited to any excise tax for high cost coverage. The Union agrees to indemnify and hold the Village harmless for the full amount of any and all costs should the Village be charged any fees, taxes, premiums, or other costs beyond the premiums outlined above as a result of any bargaining unit employee's participation or non-participation in the Union's insurance plan.

Section 16.02 Death Benefit. In the event a non-probationary full-time regular employee with a minimum of one (1) year of service dies while actively employed with the VILLAGE (i.e. not on a disability or other pension), the VILLAGE shall pay one (1) month's salary to the employee's designated beneficiary or to the employee's estate. Such payment shall be in addition to all other benefits and is irrespective of the cause of death.

Section 16.03 Life Insurance. Each full-time employee shall receive a VILLAGE paid term life insurance benefits with a face value equal to one and one-half (1-1/2) times their annual base salary.

Section 16.04 Insurance. Employees so affected, who are currently in the VILLAGE health and life insurance program, shall have such benefits then in effect extended for thirty (30) days after the effective date of the layoff.

ARTICLE XVII PENSIONS

Section 17.01 Pensions. During the term of this Agreement, all eligible employees shall participate in the Illinois Municipal Retirement Fund in accordance with and subject to the provision of the statutes of the State of Illinois now applicable or as they may hereafter be amended.

ARTICLE XVIII UNIFORMS

Section 18.01 Uniforms - Rental. The VILLAGE shall provide an allotment of work uniforms including cleaning service for each employee. In lieu of the pants supplied by the VILLAGE's rental uniform contractor, an employee may, for the entire term of the rental uniform contract agreement, choose to have the VILLAGE provide uniform items which the employee would own, maintain and clean. When the rental uniform contract agreement expires, employees may choose to opt in, opt out or to re-enroll in the VILLAGE supplied pants allotment option. An administrative person in the Public Works Department will administer the issuance of uniforms. Using an allowance, employees shall be permitted to purchase items from an approved list, provided by the VILLAGE, twice per year. In addition to the approved list provided by the VILLAGE, the Union shall be permitted to identify, subject to VILLAGE approval, one clothing,

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outerwear or foot wear item for annual purchase. Such additional uniform shall occur on an annual basis and shall not be cumulative. Employees may supplement their uniform allowance to purchase one approved item of uniform clothing or footwear by submitting a personal check to the VILLAGE for the exact amount at the time such uniform item is ordered. Beginning on May 1, 2017, the uniform allowance referenced herein shall increase to \$370 per fiscal year. Beginning on May 1, 2020, said uniform allowance shall increase to \$400 per fiscal year, but the Union agrees that the additional item routinely provided by the VILLAGE at no cost to the employee shall be discontinued.

The uniform rental currently in place for mechanics shall remain status quo. Employees outside of fleet maintenance may choose uniform rental once per year. The uniform allowance is calculated as the cost of the uniform service plus the cost of five (5) t-shirts and one (1) sweat shirt. Employees electing uniform services shall have the cost of such service deducted from their allowance prior to the allowance being available for uniform purchase.

In the event an employee leaves the VILLAGE prior to the end of the fiscal year, the value of the uniform supplied will be pro-rated and deducted from the final paycheck. Notwithstanding the above language, Mechanics shall receive a total of thirteen (13) uniforms.

Employees wearing the uniform supplied by the VILLAGE shall meet the minimum reasonable dress code requirement as established by the Director of Public Works.

Employees shall wear the uniform at all times (rental and/or supplied by the VILLAGE), except when circumstances dictate different attire which has been pre-approved by the employee's supervisor.

Section 18.02 Uniforms - Protective Clothing. The Director of Public Works or his designee shall determine which items of protective clothing and safety gear are necessary in relation to the normal duty assignments of individual personnel and will supply such items. Standard uniform jackets and the cleaning of work gloves, safety gear, rain suits, rubber boots and other miscellaneous apparel are classified as protective clothing. Items damaged and/or worn out during normal use will be replaced by the VILLAGE.

Section 18.03 Uniforms - (Rx) Prescription Safety Glasses. The VILLAGE shall provide a contribution of up to \$125.00 for one pair of prescription (Rx) safety glasses every two (2) years for those employees subject to field assignments or situations necessitating protective eyeglasses as approved by the Director of Public Works in advance of their purchase. The employee shall submit a copy of their invoice which clearly indicates prescription (Rx) safety glasses were purchased (eye exam excluded) to the VILLAGE. Eligible employees will be reimbursed in accordance with the VILLAGE'S normal claims handling procedures. Any charge in excess of the VILLAGE'S contribution will be the employee's sole responsibility. The VILLAGE further agrees to replace on the job damaged prescription safety glasses up to \$125.00.

Section 18.04 Uniforms/Protective Clothing - Ownership. All uniforms and protective clothing remain the property of the VILLAGE and shall be turned in to the employee's supervisor upon termination of employment. Uniforms and protective clothing shall be worn during working hours and shall not be worn at any other time except when traveling to and from work.

ARTICLE XIX
MISCELLANEOUS

Section 19.01 Bulletin Board. The VILLAGE shall provide space and/or a bulletin board at the Public Works Center, the maintenance garage and the Water Filtration Plant to be used by the UNION for posting information pertaining to the UNION. The UNION shall not post defamatory, inflammatory, or controversial notices or political notices not pertaining to UNION matters. It is agreed that all costs connected with the use of same shall be borne by the UNION.

Section 19.02 Telephone. All employees, as a condition of continued employment, shall provide a working email address, cell phone number and emergency contact information. All employees are required to provide their driver's license on March 1 and September 1 for review. Employees must notify the Department Director regarding any incident that may adversely affect the status of the employee's driver's license within 24 hours of the occurrence. Maintaining a valid driver's license is a condition of employment.

Section 19.03 Driver's License. All employees shall maintain a valid Illinois Driver's License with the appropriate classification and endorsement(s) to the extent required by law to legally operate VILLAGE vehicles and equipment which are used to carry out their assignments in the Public Works Department. The VILLAGE will pay the difference between a Commercial Driver's License (CDL) and a regular driver's license at the time of renewal. All renewals will be done during the employee's normal hours of work, with a maximum of two (2) hours.

Section 19.04 Residency Requirement.

- 1) All employees, as a condition of continued employment within the VILLAGE shall maintain their primary residency and domicile within a twenty-five (25) mile radius of the VILLAGE of Northbrook's Public Works Center.
- 2) Any employees employed by the VILLAGE at the effective date of this Agreement, who, at the time this Agreement became effective, did not live within the twenty-five (25) mile radius may continue to reside outside the twenty-five (25) mile radius so long as the employee does not move to another more distant residence.

Section 19.05 UNION - Right to Access. Duly authorized officials of the UNION shall be permitted during normal working hours to enter VILLAGE facilities where such access does not unreasonably interfere with VILLAGE operations. The UNION official shall notify the Public Works Director or his designee that he desires access to VILLAGE facilities. The UNION will not abuse this privilege, and shall at all times be conducted in a manner so as not to interfere with normal operations.

Section 19.06 Employee Training Programs. The VILLAGE regularly plans and schedules training programs, and may direct employees to attend and participate in such programs as may be deemed necessary by the VILLAGE in accordance with past practice.

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Section 19.07 Secondary Employment. Employees covered by this Agreement may engage in such other forms of employment subject to the following standards:

- 1) Such employment shall not involve any conflict of interest with their primary duties as VILLAGE employees.
- 2) No such secondary employment shall in any way impair the employees' successful performance of their duties including their availability for an equitable share of obligations such as emergency response overtime.
- 3) Written notice of any regularly scheduled secondary employment shall be provided to the Director of Public Works.

Such a request shall be submitted before commencing the secondary employment, and shall describe the nature and amount of work anticipated, and the persons or business (or the types of persons or businesses) for which the work will be performed. In the event that the circumstances substantially change for which permission has been previously granted, the employee shall notify the Director of Public Works to request approval of work under the changed circumstances. Such request for secondary employment shall not be unreasonably denied. In the event the Director of Public Works denies any request to engage in outside employment, he shall prepare and submit a statement to the employee stating his reasons for the denial. Secondary employment shall not be cause for not responding to emergency overtime response requirements.

Section 19.08 Personnel Records. The VILLAGE shall keep a personnel file for each employee.

- 1) Upon appropriate written request, an employee, or a UNION representative with written permission of the employee, may inspect the employee's personnel file(s) subject to the following:
 - a) The personnel file shall be available for inspection during regular business hours of the VILLAGE.
 - b) Copies of materials in an employee's personnel file shall be provided to the employee upon request. If such materials are to be used in conjunction with the processing of a grievance filed by the employee, the employee may designate another party to inspect said file. The employee shall bear the cost of duplication in accordance with the Annual Fee Ordinance.
 - c) Pre-employment information, e.g., reference checks and responses, or information provided to the VILLAGE with the specific request that it remain confidential, shall not be subject to inspection or copying.
- 2) An employee may file a written rejoinder and have it placed in his personnel file.
- 3) Notice will be given to an employee on or before the day a disciplinary report, letter, reprimand or other documentation is mailed to an external third party. This requirement will be waived if:
 - a) The disclosure is ordered in a legal action;

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- b) Information is requested by an agency to substantiate an employee's claim or complaint;
 - c) The employee waives this right in writing.
- 4) All disciplinary records and actions shall be removed from the employee's file if it has not occurred again within three (3) years of date of issue.

Section 19.09 Substance Abuse. The parties recognize that the VILLAGE, its employees, and the public generally have a right to expect its employees to be free from the effects of alcohol and illegal drugs. The VILLAGE'S Alcohol/Drug Abuse Policy is attached hereto as Exhibit D and made a part hereof.

Section 19.10 Physicals. The VILLAGE agrees to continue its current practice on job-related physicals.

ARTICLE XX
SUBCONTRACTING

Section 20.01 Subcontracting. It is the general policy for the VILLAGE to maintain and continue to utilize bargaining unit employees to perform work they are qualified to perform. However, the VILLAGE further maintains the right to contract out any work it deems appropriate.

Except where an emergency situation exists, when the VILLAGE determines to subcontract bargaining unit work it shall first provide the UNION an opportunity to meet and discuss the economic impact of such contemplated action on the bargaining unit prior to its actual implementation.

In the event the VILLAGE subcontracting causes bargaining unit employees to be laid off, the VILLAGE will use all reasonable efforts to re-employ such laid off employees in other available bargaining unit positions provided such employees are qualified to perform the work of the position. Such laid off employees shall have the provisions of Article 6.06 "Breaks in Seniority" expanded to twenty-four (24) months.

ARTICLE XXI
NO BARGAINING DURING TERM

Section 21.01 Entire Agreement. This Agreement constitutes the complete and entire agreement between the parties, and concludes collective bargaining between the parties for its term except as specifically stated below. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement and this Agreement concludes collective bargaining between the parties for its term.

ARTICLE XXII
SAVINGS CLAUSE

Section 22.01 Savings Clause. by reason of any action by the appropriate legislative or judicial authority, any provision of this Agreement becomes, or is declared to be unlawful or unenforceable, the other provisions shall remain in full force and effect for the term hereof and the subject matter of such unlawful

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or unenforceable provision shall be open to negotiation upon thirty (30) days written notice by either party.

**ARTICLE XXIII
TERM OF AGREEMENT**

Section 23.01 Term of Agreement. This Agreement shall be effective the day after it is executed by both parties in 2022 and shall remain in full force and effect until the 30th day of April 2026. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least sixty (60) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than thirty (30) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event either party desires to terminate this Agreement during the period of negotiations, written notice must be given to the other party not less than ten (10) days prior to the desired termination date.

VILLAGE OF NORTHBROOK

**INTERNATIONAL UNION OPERATING
ENGINEERS, LOCAL 150
PUBLIC EMPLOYEES DIVISION**

International Union of Operating Engineers, Local 150, Public Employees Division
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SCHEDULE A

The Maintenance Mechanic's schedule is 7:00 a.m. to 3:00 p.m. Monday through Friday subject to the provisions of section 11.02 and 11.03.

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SCHEDULE B

Grievance Form

Attachment: Local 150 Contract - 2022-2026 final with track changes(271158762.6) CLEAN (6680 : A Resolution Approving a Four-Year

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EXHIBIT A-1											
PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES					
EFFECTIVE MAY 1, 2022						EFFECTIVE MAY 1, 2022					
Maintenance Workers						Maintenance Workers					
Merit A						Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 4,899.9271	\$ 58,799.1250		START			\$ 4,534.0875	\$ 54,409.0500	
6 Months			\$ 5,033.4333	\$ 60,401.2000		6 Months			\$ 4,783.7604	\$ 57,405.1250	
1 Year			\$ 5,268.2438	\$ 63,218.9250		1 Year			\$ 5,033.4333	\$ 60,401.2000	
2 Year			\$ 5,532.8646	\$ 66,394.3750		2 Year			\$ 5,283.1063	\$ 63,397.2750	
3 Year			\$ 5,641.4292	\$ 67,697.1500		3 Year			\$ 5,532.8646	\$ 66,394.3750	
4 year			\$ 6,004.7917	\$ 72,057.5000		4 year			\$ 5,782.5375	\$ 69,390.4500	
5 year			\$ 6,071.2458	\$ 72,854.9500		5 year			\$ 6,004.7917	\$ 72,057.5000	
5 YR + LONGEVITY			\$ 6,114.8769	\$ 73,378.5227		5 YR + LONGEVITY			\$ 6,048.4227	\$ 72,581.0727	
7 year			\$ 6,859.3854	\$ 82,312.6250		7 year			\$ 6,320.9188	\$ 75,851.0250	
7 YR LONGEVITY			\$ 6,946.6761	\$ 83,360.1134		7 YR LONGEVITY			\$ 6,408.2095	\$ 76,898.5134	
10 year			\$ 6,898.4208	\$ 82,781.0500		10 year			\$ 6,482.7833	\$ 77,793.4000	
10 YR LONGEVITY			\$ 7,029.3426	\$ 84,352.1111		10 YR LONGEVITY			\$ 6,613.7051	\$ 79,364.4611	
15 year			\$ 6,937.4563	\$ 83,249.4750		15 year			\$ 6,560.9396	\$ 78,731.2750	
15 YR LONGEVITY			\$ 7,112.0091	\$ 85,344.1088		15 YR LONGEVITY			\$ 6,735.4924	\$ 80,825.9088	
20 year			\$ 6,976.4917	\$ 83,717.9000		20 year			\$ 6,609.7125	\$ 79,316.5500	
20 YR LONGEVITY			\$ 7,194.6755	\$ 86,336.1065		20 YR LONGEVITY			\$ 6,827.8964	\$ 81,934.7565	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

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EXHIBIT A-2

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2023						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2023					
Maintenance Workers Merit A						Maintenance Workers Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 5,034.6751	\$ 60,416.1009		START			\$ 4,658.7749	\$ 55,905.2989	
6 Months			\$ 5,171.8528	\$ 62,062.2330		6 Months			\$ 4,915.3138	\$ 58,983.7659	
1 Year			\$ 5,413.1205	\$ 64,957.4454		1 Year			\$ 5,171.8528	\$ 62,062.2330	
2 Year			\$ 5,685.0184	\$ 68,220.2203		2 Year			\$ 5,428.3917	\$ 65,140.7001	
3 Year			\$ 5,796.5685	\$ 69,558.8216		3 Year			\$ 5,685.0184	\$ 68,220.2203	
4 year			\$ 6,169.9234	\$ 74,039.0813		4 year			\$ 5,941.5573	\$ 71,298.6874	
5 year			\$ 6,238.2051	\$ 74,858.4611		5 year			\$ 6,169.9234	\$ 74,039.0813	
5 YR + LONGEVITY			\$ 6,281.8362	\$ 75,382.0338		5 YR + LONGEVITY			\$ 6,213.5545	\$ 74,562.6540	
7 year			\$ 7,048.0185	\$ 84,576.2222		7 year			\$ 6,494.7440	\$ 77,936.9282	
7 YR LONGEVITY			\$ 7,135.3092	\$ 85,623.7106		7 YR LONGEVITY			\$ 6,582.0347	\$ 78,984.4166	
10 year			\$ 7,088.1274	\$ 85,057.5289		10 year			\$ 6,661.0599	\$ 79,932.7185	
10 YR LONGEVITY			\$ 7,219.0492	\$ 86,628.5900		10 YR LONGEVITY			\$ 6,791.9816	\$ 81,503.7796	
15 year			\$ 7,128.2363	\$ 85,538.8356		15 year			\$ 6,741.3654	\$ 80,896.3851	
15 YR LONGEVITY			\$ 7,302.7891	\$ 87,633.4694		15 YR LONGEVITY			\$ 6,915.9182	\$ 82,991.0189	
20 year			\$ 7,168.3452	\$ 86,020.1423		20 year			\$ 6,791.4796	\$ 81,497.7551	
20 YR LONGEVITY			\$ 7,386.5291	\$ 88,638.3488		20 YR LONGEVITY			\$ 7,009.6635	\$ 84,115.9617	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

International Union of Operating Engineers, Local 150, Public Employees Division
Effective May 1, 2022 through April 30, 2026

EXHIBIT A-3

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2024

Maintenance Workers
Merit A

STEP		Monthly	Annually		
START		\$ 5,173.1286	\$ 62,077.5437		
6 Months		\$ 5,314.0787	\$ 63,768.9444		
1 Year		\$ 5,561.9813	\$ 66,743.7752		
2 Year		\$ 5,841.3564	\$ 70,096.2764		
3 Year		\$ 5,955.9741	\$ 71,471.6892		
4 year		\$ 6,339.5963	\$ 76,075.1560		
5 year		\$ 6,409.7557	\$ 76,917.0688		
5 YR + LONGEVITY		\$ 6,453.3868	\$ 77,440.6415		
7 year		\$ 7,241.8390	\$ 86,902.0683		
7 YR LONGEVITY		\$ 7,329.1297	\$ 87,949.5567		
10 year		\$ 7,283.0509	\$ 87,396.6109		
10 YR LONGEVITY		\$ 7,413.9727	\$ 88,967.6721		
15 year		\$ 7,324.2628	\$ 87,891.1535		
15 YR LONGEVITY		\$ 7,498.8156	\$ 89,985.7874		
20 year		\$ 7,365.4747	\$ 88,385.6962		
20 YR LONGEVITY		\$ 7,583.6586	\$ 91,003.9027		
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2024

Maintenance Workers
Merit B

STEP		Monthly	Annually		
START		\$ 4,786.8912	\$ 57,442.6946		
6 Months		\$ 5,050.4850	\$ 60,605.8195		
1 Year		\$ 5,314.0787	\$ 63,768.9444		
2 Year		\$ 5,577.6724	\$ 66,932.0693		
3 Year		\$ 5,841.3564	\$ 70,096.2764		
4 year		\$ 6,104.9501	\$ 73,259.4013		
5 year		\$ 6,339.5963	\$ 76,075.1560		
5 YR + LONGEVITY		\$ 6,383.2274	\$ 76,598.7287		
7 year		\$ 6,673.3495	\$ 80,080.1937		
7 YR LONGEVITY		\$ 6,760.6402	\$ 81,127.6822		
10 year		\$ 6,844.2390	\$ 82,130.8683		
10 YR LONGEVITY		\$ 6,975.1608	\$ 83,701.9294		
15 year		\$ 6,926.7530	\$ 83,121.0357		
15 YR LONGEVITY		\$ 7,101.3058	\$ 85,215.6695		
20 year		\$ 6,978.2453	\$ 83,738.9434		
20 YR LONGEVITY		\$ 7,196.4292	\$ 86,357.1499		
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

International Union of Operating Engineers, Local 150, Public Employees Division
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EXHIBIT A-4

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2025 Maintenance Workers Merit A						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2025 Maintenance Workers Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 5,328.3225	\$ 63,939.8700		START			\$ 4,930.4980	\$ 59,165.9754	
6 Months			\$ 5,473.5011	\$ 65,682.0127		6 Months			\$ 5,201.9995	\$ 62,423.9941	
1 Year			\$ 5,728.8407	\$ 68,746.0884		1 Year			\$ 5,473.5011	\$ 65,682.0127	
2 Year			\$ 6,016.5971	\$ 72,199.1647		2 Year			\$ 5,745.0026	\$ 68,940.0314	
3 Year			\$ 6,134.6533	\$ 73,615.8399		3 Year			\$ 6,016.5971	\$ 72,199.1647	
4 year			\$ 6,529.7842	\$ 78,357.4107		4 year			\$ 6,288.0986	\$ 75,457.1833	
5 year			\$ 6,602.0484	\$ 79,224.5809		5 year			\$ 6,529.7842	\$ 78,357.4107	
5 YR + LONGEVITY			\$ 6,645.6795	\$ 79,748.1536		5 YR + LONGEVITY			\$ 6,573.4153	\$ 78,880.9834	
7 year			\$ 7,459.0942	\$ 89,509.1303		7 year			\$ 6,873.5500	\$ 82,482.5995	
7 YR LONGEVITY			\$ 7,546.3849	\$ 90,556.6188		7 YR LONGEVITY			\$ 6,960.8407	\$ 83,530.0880	
10 year			\$ 7,501.5424	\$ 90,018.5092		10 year			\$ 7,049.5662	\$ 84,594.7943	
10 YR LONGEVITY			\$ 7,632.4642	\$ 91,589.5704		10 YR LONGEVITY			\$ 7,180.4880	\$ 86,165.8554	
15 year			\$ 7,543.9907	\$ 90,527.8881		15 year			\$ 7,134.5556	\$ 85,614.6667	
15 YR LONGEVITY			\$ 7,718.5435	\$ 92,622.5220		15 YR LONGEVITY			\$ 7,309.1084	\$ 87,709.3006	
20 year			\$ 7,586.4389	\$ 91,037.2670		20 year			\$ 7,187.5926	\$ 86,251.1117	
20 YR LONGEVITY			\$ 7,804.6228	\$ 93,655.4736		20 YR LONGEVITY			\$ 7,405.7765	\$ 88,869.3182	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

International Union of Operating Engineers, Local 150, Public Employees Division
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EXHIBIT A-5

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2022 Mechanics Merit A						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2022 Mechanics Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 5,477.0021	\$ 65,724.0250		START			\$ 5,073.9208	\$ 60,887.0500	
6 Months			\$ 5,882.9875	\$ 70,595.8500		6 Months			\$ 5,353.2333	\$ 64,238.8000	
1 Year			\$ 6,291.2792	\$ 75,495.3500		1 Year			\$ 5,477.0021	\$ 65,724.0250	
2 Year			\$ 6,732.9688	\$ 80,795.6250		2 Year			\$ 5,882.9875	\$ 70,595.8500	
3 Year			\$ 7,156.6354	\$ 85,879.6250		3 Year			\$ 6,291.2792	\$ 75,495.3500	
4 year			\$ 7,587.5625	\$ 91,050.7500		4 year			\$ 6,732.9688	\$ 80,795.6250	
5 year			\$ 7,626.6833	\$ 91,520.2000		5 year			\$ 7,156.6354	\$ 85,879.6250	
5 YR + LONGEVITY			\$ 7,670.3144	\$ 92,043.7727		5 YR + LONGEVITY			\$ 7,200.2665	\$ 86,403.1977	
7 year			\$ 7,665.7188	\$ 91,988.6250		7 year			\$ 7,195.6708	\$ 86,348.0500	
7 YR LONGEVITY			\$ 7,753.0095	\$ 93,086.1134		7 YR LONGEVITY			\$ 7,282.9615	\$ 87,395.5384	
10 year			\$ 7,704.7542	\$ 92,457.0500		10 year			\$ 7,234.7917	\$ 86,817.5000	
10 YR LONGEVITY			\$ 7,835.6759	\$ 94,028.1111		10 YR LONGEVITY			\$ 7,365.7134	\$ 88,388.5611	
15 year			\$ 7,743.7896	\$ 92,925.4750		15 year			\$ 7,312.8625	\$ 87,754.3500	
15 YR LONGEVITY			\$ 7,918.3424	\$ 95,020.1088		15 YR LONGEVITY			\$ 7,487.4153	\$ 89,848.9838	
20 year			\$ 7,782.9104	\$ 93,394.9250		20 year			\$ 7,351.8979	\$ 88,222.7750	
20 YR LONGEVITY			\$ 8,001.0943	\$ 96,013.1315		20 YR LONGEVITY			\$ 7,570.0818	\$ 90,840.9815	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

International Union of Operating Engineers, Local 150, Public Employees Division
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EXHIBIT A-6

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2023

Mechanics
Merit A

STEP	Monthly	Annually
START	\$ 5,627.6196	\$ 67,531.4357
6 Months	\$ 6,044.7697	\$ 72,537.2359
1 Year	\$ 6,464.2893	\$ 77,571.4721
2 Year	\$ 6,918.1254	\$ 83,017.5047
3 Year	\$ 7,353.4429	\$ 88,241.3147
4 year	\$ 7,796.2205	\$ 93,554.6456
5 year	\$ 7,836.4171	\$ 94,037.0055
5 YR + LONGEVITY	\$ 7,880.0482	\$ 94,560.5782
7 year	\$ 7,876.5260	\$ 94,518.3122
7 YR LONGEVITY	\$ 7,963.8167	\$ 95,565.8006
10 year	\$ 7,916.6349	\$ 94,999.6189
10 YR LONGEVITY	\$ 8,047.5567	\$ 96,570.6800
15 year	\$ 7,956.7438	\$ 95,480.9256
15 YR LONGEVITY	\$ 8,131.2966	\$ 97,575.5594
20 year	\$ 7,996.9405	\$ 95,963.2854
20 YR LONGEVITY	\$ 8,215.1243	\$ 98,581.4920
Longevity	5 Years	7 Years
Monthly	\$43.6311	\$87.2907
Annually	\$523.5727	\$1,047.4884

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2023

Mechanics
Merit B

STEP	Monthly	Annually
START	\$ 5,213.4537	\$ 62,561.4439
6 Months	\$ 5,500.4473	\$ 66,005.3670
1 Year	\$ 5,627.6196	\$ 67,531.4357
2 Year	\$ 6,044.7697	\$ 72,537.2359
3 Year	\$ 6,464.2893	\$ 77,571.4721
4 year	\$ 6,918.1254	\$ 83,017.5047
5 year	\$ 7,353.4429	\$ 88,241.3147
5 YR + LONGEVITY	\$ 7,397.0739	\$ 88,764.8874
7 year	\$ 7,393.5518	\$ 88,722.6214
7 YR LONGEVITY	\$ 7,480.8425	\$ 89,770.1098
10 year	\$ 7,433.7484	\$ 89,204.9813
10 YR LONGEVITY	\$ 7,564.6702	\$ 90,776.0424
15 year	\$ 7,513.9662	\$ 90,167.5946
15 YR LONGEVITY	\$ 7,688.5190	\$ 92,262.2285
20 year	\$ 7,554.0751	\$ 90,648.9013
20 YR LONGEVITY	\$ 7,772.2590	\$ 93,267.1079
Longevity	5 Years	7 Years
Monthly	\$43.6311	\$87.2907
Annually	\$523.5727	\$1,047.4884

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EXHIBIT A-7

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2024

Mechanics
Merit A

STEP	Monthly	Annually
START	\$ 5,782.3792	\$ 69,388.5502
6 Months	\$ 6,211.0008	\$ 74,532.0099
1 Year	\$ 7,108.3738	\$ 79,704.6876
2 Year	\$ 7,555.6626	\$ 85,300.4861
3 Year	\$ 8,010.6165	\$ 90,667.9508
4 year	\$ 8,051.9186	\$ 96,127.3984
5 year	\$ 8,051.9186	\$ 96,623.0232
5 YR + LONGEVITY	\$ 8,095.5497	\$ 97,146.5959
7 year	\$ 8,093.1305	\$ 97,117.5658
7 YR LONGEVITY	\$ 8,180.4212	\$ 98,165.0542
10 year	\$ 8,134.3424	\$ 97,612.1084
10 YR LONGEVITY	\$ 8,265.2641	\$ 99,183.1695
15 year	\$ 8,175.5543	\$ 98,106.6510
15 YR LONGEVITY	\$ 8,350.1071	\$ 100,201.2849
20 year	\$ 8,216.8563	\$ 98,602.2758
20 YR LONGEVITY	\$ 8,435.0402	\$ 101,220.4823
Longevity	5 Years	7 Years
Monthly	\$43.6311	\$87.2907
Annually	\$523.5727	\$1,047.4884

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2024

Mechanics
Merit B

STEP	Monthly	Annually
START	\$ 5,356.8236	\$ 64,281.8836
6 Months	\$ 5,651.7095	\$ 67,820.5146
1 Year	\$ 5,782.3792	\$ 69,388.5502
2 Year	\$ 6,211.0008	\$ 74,532.0099
3 Year	\$ 6,642.0573	\$ 79,704.6876
4 year	\$ 7,108.3738	\$ 85,300.4861
5 year	\$ 7,555.6626	\$ 90,667.9508
5 YR + LONGEVITY	\$ 7,599.2936	\$ 91,191.5235
7 year	\$ 7,596.8745	\$ 91,162.4935
7 YR LONGEVITY	\$ 7,684.1652	\$ 92,209.9819
10 year	\$ 7,638.1765	\$ 91,658.1182
10 YR LONGEVITY	\$ 7,769.0983	\$ 93,229.1794
15 year	\$ 7,720.6003	\$ 92,647.2035
15 YR LONGEVITY	\$ 7,895.1531	\$ 94,741.8373
20 year	\$ 7,761.8122	\$ 93,141.7461
20 YR LONGEVITY	\$ 7,979.9961	\$ 95,759.9526
Longevity	5 Years	7 Years
Monthly	\$43.6311	\$87.2907
Annually	\$523.5727	\$1,047.4884

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EXHIBIT A-8

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2025

Mechanics
Merit A

STEP	Monthly	Annually			
START	\$ 5,955.8506	\$ 71,470.2067			
6 Months	\$ 6,397.3308	\$ 76,767.9702			
1 Year	\$ 6,841.3190	\$ 82,095.8282			
2 Year	\$ 7,321.6251	\$ 87,859.5006			
3 Year	\$ 7,782.3324	\$ 93,387.9894			
4 year	\$ 8,250.9350	\$ 99,011.2203			
5 year	\$ 8,293.4762	\$ 99,521.7138			
5 YR + LONGEVITY	\$ 8,337.1072	\$ 100,045.2865			
7 year	\$ 8,335.9244	\$ 100,031.0927			
7 YR LONGEVITY	\$ 8,423.2151	\$ 101,078.5812			
10 year	\$ 8,378.3726	\$ 100,540.4716			
10 YR LONGEVITY	\$ 8,509.2944	\$ 102,111.5328			
15 year	\$ 8,420.8209	\$ 101,049.8505			
15 YR LONGEVITY	\$ 8,595.3737	\$ 103,144.4844			
20 year	\$ 8,463.3620	\$ 101,560.3441			
20 YR LONGEVITY	\$ 8,681.5459	\$ 104,178.5506			
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2025

Mechanics
Merit B

STEP	Monthly	Annually			
START	\$ 5,517.5283	\$ 66,210.3401			
6 Months	\$ 5,821.2608	\$ 69,855.1300			
1 Year	\$ 5,955.8506	\$ 71,470.2067			
2 Year	\$ 6,397.3308	\$ 76,767.9702			
3 Year	\$ 6,841.3190	\$ 82,095.8282			
4 year	\$ 7,321.6251	\$ 87,859.5006			
5 year	\$ 7,782.3324	\$ 93,387.9894			
5 YR + LONGEVITY	\$ 7,825.9635	\$ 93,911.5621			
7 year	\$ 7,824.7807	\$ 93,897.3683			
7 YR LONGEVITY	\$ 7,912.0714	\$ 94,944.8567			
10 year	\$ 7,867.3218	\$ 94,407.8618			
10 YR LONGEVITY	\$ 7,998.2436	\$ 95,978.9229			
15 year	\$ 7,952.2183	\$ 95,426.6196			
15 YR LONGEVITY	\$ 8,126.7711	\$ 97,521.2534			
20 year	\$ 7,994.6665	\$ 95,935.9985			
20 YR LONGEVITY	\$ 8,212.8504	\$ 98,354.2050			
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

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EXHIBIT A-9

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2022

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2022

Automotive Servicer
Merit A

Automotive Services
Merit B

[illegible]

International Union of Operating Engineers, Local 150, Public Employees Division
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EXHIBIT A-10

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2023

Automotive Servicer
Merit A

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2023

Automotive Servicer
Merit B

STEP	Monthly	Annually	STEP	Monthly	Annually
START	\$ 3,385.7345	\$ 40,628.8142	START	\$ 3,128.1424	\$ 37,537.7089
6 Months	\$ 3,638.6750	\$ 43,664.1006	6 Months	\$ 3,385.7345	\$ 40,628.8142
1 Year	\$ 3,896.2672	\$ 46,755.2059	1 Year	\$ 3,638.6750	\$ 43,664.1006
2 Year	\$ 4,149.2077	\$ 49,790.4923	2 Year	\$ 3,896.2672	\$ 46,755.2059
3 Year	\$ 4,397.3211	\$ 52,767.8533	3 Year	\$ 4,149.2077	\$ 49,790.4923
4 year	\$ 4,683.0860	\$ 56,197.0318	4 year	\$ 4,397.3211	\$ 52,767.8533
5 year	\$ 4,723.1949	\$ 56,678.3385	5 year	\$ 4,437.4300	\$ 53,249.1600
5 YR + LONGEVITY	\$ 4,766.8259	\$ 57,201.9112	5 YR + LONGEVITY	\$ 4,481.0611	\$ 53,772.7327
7 year	\$ 4,763.3915	\$ 57,160.6984	7 year	\$ 4,477.5389	\$ 53,730.4667
7 YR LONGEVITY	\$ 4,850.6822	\$ 58,208.1868	7 YR LONGEVITY	\$ 4,564.8296	\$ 54,777.9551
10 year	\$ 4,803.5004	\$ 57,642.0051	10 year	\$ 4,517.6478	\$ 54,211.7734
10 YR LONGEVITY	\$ 4,934.4222	\$ 59,213.0662	10 YR LONGEVITY	\$ 4,648.5695	\$ 55,782.8345
15 year	\$ 4,843.6093	\$ 58,123.3118	15 year	\$ 4,557.8444	\$ 54,694.1333
15 YR LONGEVITY	\$ 5,018.1621	\$ 60,217.9456	15 YR LONGEVITY	\$ 4,732.3973	\$ 56,788.7671
20 year	\$ 4,883.7182	\$ 58,604.6184	20 year	\$ 4,597.9533	\$ 55,175.4399
20 YR LONGEVITY	\$ 5,101.9021	\$ 61,222.8250	20 YR LONGEVITY	\$ 4,816.1372	\$ 57,793.6465
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

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EXHIBIT A-11

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2024

Automotive Servicer
Merit A

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2024

Automotive Servicer
Merit B

STEP	Monthly	Annually	STEP	Monthly	Annually
START	\$ 3,478.8422	\$ 41,746.1066	START	\$ 3,214.1663	\$ 38,569.9959
6 Months	\$ 3,738.7386	\$ 44,864.8633	6 Months	\$ 3,478.8422	\$ 41,746.1066
1 Year	\$ 4,003.4145	\$ 48,040.9740	1 Year	\$ 3,738.7386	\$ 44,864.8633
2 Year	\$ 4,263.3109	\$ 51,159.7308	2 Year	\$ 4,003.4145	\$ 48,040.9740
3 Year	\$ 4,518.2474	\$ 54,218.9693	3 Year	\$ 4,263.3109	\$ 51,159.7308
4 year	\$ 4,811.8708	\$ 57,742.4502	4 year	\$ 4,518.2474	\$ 54,218.9693
5 year	\$ 4,853.0827	\$ 58,236.9928	5 year	\$ 4,559.4593	\$ 54,713.5119
5 YR + LONGEVITY	\$ 4,896.7138	\$ 58,760.5655	5 YR + LONGEVITY	\$ 4,603.0904	\$ 55,237.0846
7 year	\$ 4,894.3848	\$ 58,732.6176	7 year	\$ 4,600.6712	\$ 55,208.0545
7 YR LONGEVITY	\$ 4,981.6755	\$ 59,780.1060	7 YR LONGEVITY	\$ 4,687.9619	\$ 56,255.5430
10 year	\$ 4,935.5967	\$ 59,227.1602	10 year	\$ 4,641.8831	\$ 55,702.5971
10 YR LONGEVITY	\$ 5,066.5184	\$ 60,798.2213	10 YR LONGEVITY	\$ 4,772.8049	\$ 57,273.6583
15 year	\$ 4,976.8086	\$ 59,721.7028	15 year	\$ 4,683.1852	\$ 56,198.2219
15 YR LONGEVITY	\$ 5,151.3614	\$ 61,816.3367	15 YR LONGEVITY	\$ 4,857.7380	\$ 58,292.8558
20 year	\$ 5,018.0205	\$ 60,216.2454	20 year	\$ 4,724.3970	\$ 56,692.7645
20 YR LONGEVITY	\$ 5,236.2043	\$ 62,834.4520	20 YR LONGEVITY	\$ 4,942.5809	\$ 59,310.9711
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

International Union of Operating Engineers, Local 150, Public Employees Division
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EXHIBIT A-12

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2025						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2025					
Automotive Servicer Merit A						Automotive Servicer Merit B					
			Monthly	Annually					Monthly	Annually	
START			\$ 3,583.2075	\$ 42,998.4898		START			\$ 3,310.5913	\$ 39,727.0957	
6 Months			\$ 3,850.9008	\$ 46,210.8092		6 Months			\$ 3,583.2075	\$ 42,998.4898	
1 Year			\$ 4,123.5169	\$ 49,482.2033		1 Year			\$ 3,850.9008	\$ 46,210.8092	
2 Year			\$ 4,391.2102	\$ 52,694.5227		2 Year			\$ 4,123.5169	\$ 49,482.2033	
3 Year			\$ 4,653.7949	\$ 55,845.5384		3 Year			\$ 4,391.2102	\$ 52,694.5227	
4 year			\$ 4,956.2270	\$ 59,474.7237		4 year			\$ 4,653.7949	\$ 55,845.5384	
5 year			\$ 4,998.6752	\$ 59,984.1026		5 year			\$ 4,696.2431	\$ 56,354.9173	
5 YR + LONGEVITY			\$ 5,042.3063	\$ 60,507.6753		5 YR + LONGEVITY			\$ 4,739.8742	\$ 56,878.4900	
7 year			\$ 5,041.2163	\$ 60,494.5961		7 year			\$ 4,738.6913	\$ 56,864.2962	
7 YR LONGEVITY			\$ 5,128.5070	\$ 61,542.0845		7 YR LONGEVITY			\$ 4,825.9820	\$ 57,911.7846	
10 year			\$ 5,083.6646	\$ 61,003.9750		10 year			\$ 4,781.1396	\$ 57,373.6751	
10 YR LONGEVITY			\$ 5,214.5863	\$ 62,575.0361		10 YR LONGEVITY			\$ 4,912.0613	\$ 58,944.7362	
15 year			\$ 5,126.1128	\$ 61,513.3539		15 year			\$ 4,823.6807	\$ 57,884.1686	
15 YR LONGEVITY			\$ 5,300.6656	\$ 63,607.9877		15 YR LONGEVITY			\$ 4,998.2335	\$ 59,978.8024	
20 year			\$ 5,168.5611	\$ 62,022.7328		20 year			\$ 4,866.1290	\$ 58,393.5475	
20 YR LONGEVITY			\$ 5,386.7449	\$ 64,640.9394		20 YR LONGEVITY			\$ 5,084.3128	\$ 61,011.7540	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

International Union of Operating Engineers, Local 150, Public Employees Division
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EXHIBIT A-13

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2022 Water Plant Operators and Maintenance Merit A						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2022 Water Plant Operators and Maintenance Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 4,984.0625	\$ 59,808.7500		START			\$ 4,861.1479	\$ 58,333.7750	
6 Months			\$ 5,380.6521	\$ 64,567.8250		6 Months			\$ 5,137.3854	\$ 61,648.6250	
1 Year			\$ 5,769.4688	\$ 69,233.6250		1 Year			\$ 5,412.2563	\$ 64,947.0750	
2 Year			\$ 6,188.4375	\$ 74,261.2500		2 Year			\$ 5,756.9979	\$ 69,083.9750	
3 Year			\$ 6,634.9958	\$ 79,619.9500		3 Year			\$ 6,188.4375	\$ 74,261.2500	
4 year			\$ 7,071.3042	\$ 84,855.6500		4 year			\$ 6,281.5417	\$ 75,378.5000	
5 year			\$ 7,110.3396	\$ 85,324.0750		5 year			\$ 6,407.4458	\$ 76,889.3500	
5 YR + LONGEVITY			\$ 7,153.9706	\$ 85,847.6477		5 YR + LONGEVITY			\$ 6,451.0769	\$ 77,412.9227	
7 year			\$ 7,149.3750	\$ 85,792.5000		7 year			\$ 6,713.0667	\$ 80,556.8000	
7 YR LONGEVITY			\$ 7,236.6657	\$ 86,839.9884		7 YR LONGEVITY			\$ 6,800.3574	\$ 81,604.2884	
10 year			\$ 7,188.4104	\$ 86,260.9250		10 year			\$ 6,752.1875	\$ 81,026.2500	
10 YR LONGEVITY			\$ 7,319.3322	\$ 87,831.9861		10 YR LONGEVITY			\$ 6,883.1093	\$ 82,597.3111	
15 year			\$ 7,227.5313	\$ 86,730.3750		15 year			\$ 6,791.2229	\$ 81,494.6750	
15 YR LONGEVITY			\$ 7,402.0841	\$ 88,825.0088		15 YR LONGEVITY			\$ 6,965.7757	\$ 83,589.3088	
20 year			\$ 7,266.5667	\$ 87,198.8000		20 year			\$ 6,830.2583	\$ 81,963.1000	
20 YR LONGEVITY			\$ 7,484.7505	\$ 89,817.0065		20 YR LONGEVITY			\$ 7,048.4422	\$ 84,581.3065	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065
	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839		\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839

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EXHIBIT A-14

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2023 Water Plant Operators and Maintenance Merit A						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2023 Water Plant Operators and Maintenance Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 5,121.1242	\$ 61,453.4906		START			\$ 4,994.8295	\$ 59,937.9538	
6 Months			\$ 5,528.6200	\$ 66,343.4402		6 Months			\$ 5,278.6635	\$ 63,343.9622	
1 Year			\$ 5,928.1291	\$ 71,137.5497		1 Year			\$ 5,561.0933	\$ 66,733.1196	
2 Year			\$ 6,358.6195	\$ 76,303.4344		2 Year			\$ 5,915.3154	\$ 70,983.7843	
3 Year			\$ 6,817.4582	\$ 81,809.4986		3 Year			\$ 6,358.6195	\$ 76,303.4344	
4 year			\$ 7,265.7650	\$ 87,189.1804		4 year			\$ 6,454.2841	\$ 77,451.4088	
5 year			\$ 7,305.8739	\$ 87,670.4871		5 year			\$ 6,583.6506	\$ 79,003.8071	
5 YR + LONGEVITY			\$ 7,349.5050	\$ 88,194.0598		5 YR + LONGEVITY			\$ 6,627.2817	\$ 79,527.3798	
7 year			\$ 7,345.9828	\$ 88,151.7938		7 year			\$ 6,897.6760	\$ 82,772.1120	
7 YR LONGEVITY			\$ 7,433.2735	\$ 89,199.2822		7 YR LONGEVITY			\$ 6,984.9667	\$ 83,819.6004	
10 year			\$ 7,386.0917	\$ 88,633.1004		10 year			\$ 6,937.8727	\$ 83,254.4719	
10 YR LONGEVITY			\$ 7,517.0135	\$ 90,204.1616		10 YR LONGEVITY			\$ 7,068.7944	\$ 84,825.5330	
15 year			\$ 7,426.2884	\$ 89,115.4603		15 year			\$ 6,977.9815	\$ 83,735.7786	
15 YR LONGEVITY			\$ 7,600.8412	\$ 91,210.0942		15 YR LONGEVITY			\$ 7,152.5344	\$ 85,830.4124	
20 year			\$ 7,466.3973	\$ 89,596.7670		20 year			\$ 7,018.0904	\$ 84,217.0853	
20 YR LONGEVITY			\$ 7,684.5811	\$ 92,214.9735		20 YR LONGEVITY			\$ 7,236.2743	\$ 86,835.2918	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

International Union of Operating Engineers, Local 150, Public Employees Division
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EXHIBIT A-15

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2024 Water Plant Operators and Maintenance Merit A						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2024 Water Plant Operators and Maintenance Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 5,261.9551	\$ 63,143.4616		START			\$ 5,132.1873	\$ 61,586.2475	
6 Months			\$ 5,680.6571	\$ 68,167.8848		6 Months			\$ 5,423.8268	\$ 65,085.9211	
1 Year			\$ 6,091.1527	\$ 73,093.8323		1 Year			\$ 5,714.0234	\$ 68,568.2804	
2 Year			\$ 6,533.4816	\$ 78,401.7788		2 Year			\$ 6,077.9865	\$ 72,935.8384	
3 Year			\$ 7,004.9383	\$ 84,059.2598		3 Year			\$ 6,533.4816	\$ 78,401.7788	
4 year			\$ 7,465.5736	\$ 89,586.8828		4 year			\$ 6,631.7769	\$ 79,581.3225	
5 year			\$ 7,506.7855	\$ 90,081.4255		5 year			\$ 6,764.7010	\$ 81,176.4118	
5 YR + LONGEVITY			\$ 7,530.4165	\$ 90,604.9982		5 YR + LONGEVITY			\$ 6,808.3320	\$ 81,699.9845	
7 year			\$ 7,547.9973	\$ 90,575.9681		7 year			\$ 7,087.3621	\$ 85,048.3451	
7 YR LONGEVITY			\$ 7,635.2880	\$ 91,623.4565		7 YR LONGEVITY			\$ 7,174.6528	\$ 86,095.8335	
10 year			\$ 7,589.2092	\$ 91,070.5107		10 year			\$ 7,128.6642	\$ 85,543.9699	
10 YR LONGEVITY			\$ 7,720.1310	\$ 92,641.5718		10 YR LONGEVITY			\$ 7,259.5859	\$ 87,115.0310	
15 year			\$ 7,630.5113	\$ 91,566.1355		15 year			\$ 7,169.8760	\$ 86,038.5125	
15 YR LONGEVITY			\$ 7,805.0641	\$ 93,660.7693		15 YR LONGEVITY			\$ 7,344.4289	\$ 88,133.1463	
20 year			\$ 7,671.7232	\$ 92,060.6781		20 year			\$ 7,211.0879	\$ 86,533.0551	
20 YR LONGEVITY			\$ 7,889.9071	\$ 94,678.8846		20 YR LONGEVITY			\$ 7,429.2718	\$ 89,151.2616	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

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EXHIBIT A-16

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2025 Water Plant Operators and Maintenance Merit A						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2025 Water Plant Operators and Maintenance Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 5,419.8138	\$ 65,037.7655		START			\$ 5,286.1529	\$ 63,433.8350	
6 Months			\$ 5,851.0768	\$ 70,212.9213		6 Months			\$ 5,586.5416	\$ 67,038.4988	
1 Year			\$ 6,273.8873	\$ 75,286.6473		1 Year			\$ 5,885.4441	\$ 70,625.3288	
2 Year			\$ 6,729.4860	\$ 80,753.8322		2 Year			\$ 6,260.3261	\$ 75,123.9135	
3 Year			\$ 7,215.0865	\$ 86,581.0376		3 Year			\$ 6,729.4860	\$ 80,753.8322	
4 year			\$ 7,689.5408	\$ 92,274.4893		4 year			\$ 6,830.7302	\$ 81,968.7622	
5 year			\$ 7,731.9890	\$ 92,783.8682		5 year			\$ 6,967.6420	\$ 83,611.7042	
5 YR + LONGEVITY			\$ 7,775.6201	\$ 93,307.4409		5 YR + LONGEVITY			\$ 7,011.2731	\$ 84,135.2769	
7 year			\$ 7,774.4373	\$ 93,293.2471		7 year			\$ 7,299.9830	\$ 87,599.7954	
7 YR LONGEVITY			\$ 7,861.7280	\$ 94,340.7356		7 YR LONGEVITY			\$ 7,387.2737	\$ 88,647.2839	
10 year			\$ 7,816.8855	\$ 93,802.6260		10 year			\$ 7,342.5241	\$ 88,110.2889	
10 YR LONGEVITY			\$ 7,947.8073	\$ 95,373.6872		10 YR LONGEVITY			\$ 7,473.4458	\$ 89,681.3501	
15 year			\$ 7,859.4266	\$ 94,313.1195		15 year			\$ 7,384.9723	\$ 88,619.6678	
15 YR LONGEVITY			\$ 8,033.9794	\$ 96,407.7534		15 YR LONGEVITY			\$ 7,559.5251	\$ 90,714.3017	
20 year			\$ 7,901.8749	\$ 94,822.4984		20 year			\$ 7,427.4206	\$ 89,129.0467	
20 YR LONGEVITY			\$ 8,120.0587	\$ 97,440.7050		20 YR LONGEVITY			\$ 7,645.6044	\$ 91,747.2533	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

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EXHIBIT A-17

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2022						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2022					
Custodian and Meter Service Tech Merit A						Custodian and Meter Service Tech Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 2,870.3417	\$ 34,444.1000		START			\$ 2,630.8333	\$ 31,570.0000	
6 Months			\$ 3,020.0771	\$ 36,240.9250		6 Months			\$ 2,657.0563	\$ 31,884.6750	
1 Year			\$ 3,169.8979	\$ 38,038.7750		1 Year			\$ 2,823.0208	\$ 33,876.2500	
2 Year			\$ 3,319.7188	\$ 39,836.6250		2 Year			\$ 2,989.1563	\$ 35,869.8750	
3 Year			\$ 3,469.4542	\$ 41,633.4500		3 Year			\$ 3,155.2063	\$ 37,862.4750	
4 year			\$ 3,642.7646	\$ 43,713.1750		4 year			\$ 3,344.6604	\$ 40,135.9250	
5 year			\$ 3,792.5000	\$ 45,510.0000		5 year			\$ 3,510.7104	\$ 42,128.5250	
5 YR + LONGEVITY			\$ 3,836.1311	\$ 46,033.5727		5 YR + LONGEVITY			\$ 3,554.3415	\$ 42,652.0977	
7 year			\$ 3,965.8104	\$ 47,589.7250		7 year			\$ 3,700.1646	\$ 44,401.9750	
7 YR LONGEVITY			\$ 4,053.1011	\$ 48,637.2134		7 YR LONGEVITY			\$ 3,787.4553	\$ 45,449.4634	
10 year			\$ 4,139.1208	\$ 49,669.4500		10 year			\$ 3,889.6188	\$ 46,675.4250	
10 YR LONGEVITY			\$ 4,270.0426	\$ 51,240.5111		10 YR LONGEVITY			\$ 4,020.5405	\$ 48,246.4861	
15 year			\$ 4,162.4396	\$ 49,949.2750		15 year			\$ 3,913.1083	\$ 46,957.3000	
15 YR LONGEVITY			\$ 4,336.9924	\$ 52,043.9088		15 YR LONGEVITY			\$ 4,087.6612	\$ 49,051.9338	
20 year			\$ 4,185.8438	\$ 50,230.1250		20 year			\$ 3,936.5125	\$ 47,238.1500	
20 YR LONGEVITY			\$ 4,404.0276	\$ 52,848.3315		20 YR LONGEVITY			\$ 4,154.6964	\$ 49,856.3565	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

International Union of Operating Engineers, Local 150, Public Employees Division
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EXHIBIT A-18

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2023

Custodian and Meter Service Tech
Merit A

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2023

Custodian and Meter Service Tech
Merit B

STEP	Monthly	Annually	STEP	Monthly	Annually
START	\$ 2,949.2761	\$ 35,391.3128	START	\$ 2,703.1813	\$ 32,438.1750
6 Months	\$ 3,103.1292	\$ 37,237.5504	6 Months	\$ 2,730.1253	\$ 32,761.5036
1 Year	\$ 3,257.0701	\$ 39,084.8413	1 Year	\$ 2,900.6539	\$ 34,807.8469
2 Year	\$ 3,411.0110	\$ 40,932.1322	2 Year	\$ 3,071.3580	\$ 36,856.2966
3 Year	\$ 3,564.8642	\$ 42,778.3699	3 Year	\$ 3,241.9744	\$ 38,903.6931
4 year	\$ 3,742.9406	\$ 44,915.2873	4 year	\$ 3,436.6386	\$ 41,239.6629
5 year	\$ 3,896.7938	\$ 46,761.5250	5 year	\$ 3,607.2550	\$ 43,287.0594
5 YR + LONGEVITY	\$ 3,940.4248	\$ 47,285.0977	5 YR + LONGEVITY	\$ 3,650.8860	\$ 43,810.6321
7 year	\$ 4,074.8702	\$ 48,898.4424	7 year	\$ 3,801.9191	\$ 45,623.0293
7 YR LONGEVITY	\$ 4,162.1609	\$ 49,945.9309	7 YR LONGEVITY	\$ 3,889.2098	\$ 46,670.5178
10 year	\$ 4,252.9467	\$ 51,035.3599	10 year	\$ 3,996.5833	\$ 47,958.9992
10 YR LONGEVITY	\$ 4,383.8684	\$ 52,606.4210	10 YR LONGEVITY	\$ 4,127.5050	\$ 49,530.0603
15 year	\$ 4,276.9067	\$ 51,322.8801	15 year	\$ 4,020.7188	\$ 48,248.6258
15 YR LONGEVITY	\$ 4,451.4595	\$ 53,417.5139	15 YR LONGEVITY	\$ 4,195.2716	\$ 50,343.2596
20 year	\$ 4,300.9545	\$ 51,611.4534	20 year	\$ 4,044.7666	\$ 48,537.1991
20 YR LONGEVITY	\$ 4,519.1383	\$ 54,229.6600	20 YR LONGEVITY	\$ 4,262.9505	\$ 51,155.4057
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

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EXHIBIT A-19

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2024

Custodian and Meter Service Tech
Merit A

STEP	Monthly	Annually
START	\$ 3,030.3812	\$ 36,364.5739
6 Months	\$ 3,188.4653	\$ 38,261.5831
1 Year	\$ 3,346.6395	\$ 40,159.6744
2 Year	\$ 3,504.8138	\$ 42,057.7658
3 Year	\$ 3,662.8979	\$ 43,954.7750
4 year	\$ 3,845.8715	\$ 46,150.4577
5 year	\$ 4,003.9556	\$ 48,047.4669
5 YR + LONGEVITY	\$ 4,047.5866	\$ 48,571.0396
7 year	\$ 4,186.9291	\$ 50,243.1496
7 YR LONGEVITY	\$ 4,274.2198	\$ 51,290.6380
10 year	\$ 4,369.9027	\$ 52,438.8323
10 YR LONGEVITY	\$ 4,500.8245	\$ 54,009.8934
15 year	\$ 4,394.5216	\$ 52,734.2593
15 YR LONGEVITY	\$ 4,569.0744	\$ 54,828.8931
20 year	\$ 4,419.2307	\$ 53,030.7684
20 YR LONGEVITY	\$ 4,637.4146	\$ 55,648.9749
Longevity	5 Years	7 Years
Monthly	\$43.6311	\$87.2907
Annually	\$523.5727	\$1,047.4884

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES
EFFECTIVE MAY 1, 2024

Custodian and Meter Service Tech
Merit B

STEP	Monthly	Annually
START	\$ 2,777.5187	\$ 33,330.2248
6 Months	\$ 2,805.2037	\$ 33,662.4449
1 Year	\$ 2,980.4219	\$ 35,765.0627
2 Year	\$ 3,155.8204	\$ 37,869.8447
3 Year	\$ 3,331.1287	\$ 39,973.5446
4 year	\$ 3,531.1461	\$ 42,373.7537
5 year	\$ 3,706.4545	\$ 44,477.4536
5 YR + LONGEVITY	\$ 3,750.0855	\$ 45,001.0263
7 year	\$ 3,906.4719	\$ 46,877.6626
7 YR LONGEVITY	\$ 3,993.7626	\$ 47,925.1511
10 year	\$ 4,106.4893	\$ 49,277.8717
10 YR LONGEVITY	\$ 4,237.4111	\$ 50,848.9328
15 year	\$ 4,131.2886	\$ 49,575.4630
15 YR LONGEVITY	\$ 4,305.8414	\$ 51,670.0968
20 year	\$ 4,155.9977	\$ 49,871.9721
20 YR LONGEVITY	\$ 4,374.1816	\$ 52,490.1786
Longevity	5 Years	7 Years
Monthly	\$43.6311	\$87.2907
Annually	\$523.5727	\$1,047.4884

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Effective May 1, 2022 through April 30, 2026

EXHIBIT A-20

PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2025						PROGRESSION SCHEDULE OF MINIMUM MONTHLY SALARIES EFFECTIVE MAY 1, 2025					
Custodian and Meter Service Tech Merit A						Custodian and Meter Service Tech Merit B					
STEP			Monthly	Annually		STEP			Monthly	Annually	
START			\$ 3,121.2926	\$ 37,455.5111		START			\$ 2,860.8443	\$ 34,330.1316	
6 Months			\$ 3,284.1192	\$ 39,409.4306		6 Months			\$ 2,889.3599	\$ 34,672.3183	
1 Year			\$ 3,447.0387	\$ 41,364.4647		1 Year			\$ 3,069.8345	\$ 36,838.0145	
2 Year			\$ 3,609.9582	\$ 43,319.4988		2 Year			\$ 3,250.4950	\$ 39,005.9401	
3 Year			\$ 3,772.7849	\$ 45,273.4183		3 Year			\$ 3,431.0626	\$ 41,172.7510	
4 year			\$ 3,961.2476	\$ 47,534.9714		4 year			\$ 3,637.0805	\$ 43,644.9663	
5 year			\$ 4,124.0742	\$ 49,488.8909		5 year			\$ 3,817.6481	\$ 45,811.7772	
5 YR + LONGEVITY			\$ 4,167.7053	\$ 50,012.4636		5 YR + LONGEVITY			\$ 3,861.2792	\$ 46,335.3499	
7 year			\$ 4,312.5370	\$ 51,750.4441		7 year			\$ 4,023.6660	\$ 48,283.9925	
7 YR LONGEVITY			\$ 4,399.8277	\$ 52,797.9325		7 YR LONGEVITY			\$ 4,110.9567	\$ 49,331.4809	
10 year			\$ 4,500.9998	\$ 54,011.9972		10 year			\$ 4,229.6840	\$ 50,756.2078	
10 YR LONGEVITY			\$ 4,631.9215	\$ 55,583.0584		10 YR LONGEVITY			\$ 4,360.6057	\$ 52,327.2690	
15 year			\$ 4,526.3573	\$ 54,316.2870		15 year			\$ 4,255.2272	\$ 51,062.7268	
15 YR LONGEVITY			\$ 4,700.9101	\$ 56,410.9209		15 YR LONGEVITY			\$ 4,429.7801	\$ 53,157.3607	
20 year			\$ 4,551.8076	\$ 54,621.6915		20 year			\$ 4,280.6776	\$ 51,368.1313	
20 YR LONGEVITY			\$ 4,769.9915	\$ 57,239.8980		20 YR LONGEVITY			\$ 4,498.8615	\$ 53,986.3378	
Longevity	5 Years	7 Years	10 Years	15 Years	20 Years	Longevity	5 Years	7 Years	10 Years	15 Years	20 Years
Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839	Monthly	\$43.6311	\$87.2907	\$130.9218	\$174.5528	\$218.1839
Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065	Annually	\$523.5727	\$1,047.4884	\$1,571.0611	\$2,094.6338	\$2,618.2065

EXHIBIT B
TO THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE VILLAGE OF THE NORTHBROOK AND
INTERNATIONAL UNION OF OPERATING ENGINEERS,
LOCAL 150

GENERAL ALCOHOL/DRUG ABUSE POLICY

The VILLAGE recognizes every individual's right to privacy and will not unnecessarily infringe on the personal lives of employees. Simultaneously, the VILLAGE has an obligation to maintain a workplace free of alcohol and substance use and their effects. The use, sale and unauthorized possession of alcohol or the use, sale or possession of illegal drugs on the job will not be permitted. For safety sensitive employees, identified as those who are required to possess and maintain a commercial driver's license, this policy is superseded by Exhibit C to this Agreement entitled "MANDATORY CDL DRIVER ALCOHOL AND DRUG TESTING POLICY."

1) Employee Assistance Program

The VILLAGE has adopted an Employee Assistance Program, as a practical and constructive mechanism for dealing with employees' personal problems which affect the work situation or as an aid to those employees and their immediate family members who voluntarily wish to use the program as a means of resolving personal problems. Such program, among other things, is to assist employees who may suffer from alcoholism or drug dependency and other problems which are in need of treatment.

2) Employee Testing

- a) An employee may be directed to participate in a test to determine the presence of alcohol or controlled substance in the event there are reasonable grounds based upon an observation and/or objective criteria by at least two department supervisors - or by one department supervisor and one other supervisor from another department - that the employee may be unfit for duty as a result of the use of alcohol or a controlled substance.
- b) An order to take a test shall be in writing and accompanied by a copy of this Section. The written order shall state the employee is believed to be under the influence of a controlled substance or alcohol, state the grounds for such belief, specify the date and time and be signed by two department supervisors or by one department supervisor and witnessed by one other supervisor. A "hunch" or other such subjective opinion cannot be considered "reasonable." The VILLAGE will not use random testing for those employees not required to have a commercial driver's license (CDL). Reasonable grounds may also arise (but are not limited to) as a result of the following:
 - i) Contact from spouse or family members alleging an abuse situation and seeking VILLAGE assistance.
 - ii) Bragging or frequent discussions about drinking or other substance abuse, especially when coupled with other indicators such as sloppy and unprofessional appearance, and unusual irritability.

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- iii) The aroma (on the breath or person) of alcoholic beverage, marijuana or other controlled substance.
- iv) Accident frequency where an employee is involved in either a substantial number of small accidents or any accident resulting in property loss in excess of \$1,000 or an injury to the employee or others. Testing shall not be ordered where the supervisor reasonably determines an accident is not the employee's fault or the supervisor determines the event was not related to drug abuse.
- v) Uncoordinated physical actions inconsistent with previously observed skill levels. Examples would include unsteady gait, diminished hand/eye coordination, balance problems, inability to articulate verbally, tone and volume of speech, etc.
- c) An employee who is ordered to be tested pursuant to the provisions of Paragraphs 2(a) and 2(b) and who without proper justification refuses such order shall be subject to discipline up to and including termination.

3) Right to Grieve and Representation

An employee may grieve the order to be tested, any discipline invoked for refusal to be tested and or the results of any testing or subsequent employer action relating thereto in the same manner as the employee may grieve or appeal from any other employer action. However the employee must immediately submit to testing when ordered.

4) Test

- a) Any breath alcohol analysis shall be by means of a state certified breath testing instrument operated by a state certified operator and shall be performed in accordance with standards and procedures as set forth and issued by the State of Illinois Department of Public Health.
- b) Collection of blood urine and specimens and analysis of blood and urine specimens shall be performed in accordance with standards and procedures as set forth and issued by the State of Illinois Department of Public Health. Specimens shall be collected in a manner to preserve the dignity of the individual, the integrity of the sample and the chain of custody. Analysis shall be performed by a laboratory and possessing a valid permit issued by the Department of Public Health for that purpose. Certified methods of analysis shall be used.

Regardless of the test selected, any positive result shall be verified by means of gas chromatography/mass spectrophotometry (gc/ms).

Whenever a specimen is taken, a second specimen shall be retained at the testing laboratory for possible confirmatory testing at a laboratory of the employee's choice and at the employee's expense if it is deemed necessary by the employee. The untested specimen shall be retained for six (6) months when a positive test result is found. If the employee who tests positive does not exercise the right to have the untested specimen re-analyzed during this six (6) month period, it will be assumed that the employee does not wish to exercise such right and the untested sample will be disposed of.

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All test results shall be recorded in writing along with such other information as is required to assure the tests were properly conducted (including but not limited to hard copy of test results).

Because drugs taken for therapeutic reasons may interfere with a test, before any test the employee shall be given the opportunity to list any prescription drugs taken in the last two weeks and the prescribing doctor.

No test performed without adherence to this Paragraph 4 shall be considered valid.

The employee shall not be allowed to return to work until the result of the drug and/or alcohol analysis has been received by the Village.

5) Negative Test Result

If the test results are negative, the employee shall be compensated for all time directly attributable to the order to take the test or directly attributable to the testing, including time away from work awaiting test results and compensation at the appropriate overtime rate for all time in excess of the employee's work schedule.

6) Positive Test Result

If the test results establish the positive presence of alcohol or any controlled substance, the employee shall not be compensated for any time directly attributable to the order to take the test or directly attributable to the testing and shall not be compensated for time away from work awaiting test results. Positive drug test results shall be reviewed by a Medical Review Officer (MRO) who will contact the employee and give the employee an opportunity to establish an alternative medical explanation for the positive test result. If the employee does not cooperate with the MRO, the positive test result will stand.

If the MRO determines that the positive test result was caused by the legitimate medical use of a drug or that the test result was otherwise in error, the test result shall be reported to the Village as negative.

If the MRO determines that there is no alternative medical or other explanation for the positive test result, the MRO shall inform the employee. The employee has seventy-two (72) hours in which to request a confirmation test of the split specimen. If the employee does not contact the MRO within seventy-two (72) hours, the positive test result will stand and the MRO shall report the positive test result to the Village.

7) Consequences of Positive Test Result

An employee who tests positive for alcohol at a concentration of 0.02 or more or who tests positive for any controlled substance shall be suspended from duty without pay pending termination proceedings for just cause.

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8) **Prescription Medication**

Employees undergoing prescribed medical treatment involving a controlled substance or any medicine the employee knows may impair his or her job performance should report this fact to their supervisor. The VILLAGE will not discipline employees for taking legally prescribed and appropriate medications if the Village is appropriately notified of the drug's use.. A decision from a safety standpoint will be made to determine if the employee's job assignment is affected. Failure to notify the Village of the use of a legally prescribed controlled substance that may affect work performance and safety while on the job shall result in discipline up to and including termination.

9) **Possession of Alcohol or Controlled Substances**

Except for officially sanctioned social functions at which legal alcoholic beverages may be consumed, employees found in possession of open alcohol or any illegal controlled substance on any VILLAGE premise will be subject to discipline and, if appropriate, prosecution.

EXHIBIT C
TO THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE VILLAGE OF NORTHBROOK AND
THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 150

MANDATORY CDL DRIVER ALCOHOL AND DRUG TESTING POLICY

The Village of Northbrook complies with the Omnibus Transportation Employee Testing Act of 1991 and the Final Regulations published February 15, 1994. This Policy supplements Exhibits D to the Collective Bargaining Agreement between the Village of Northbrook and Local 150 of the International Union of Operating Engineers, but employees must also comply with that Agreement and Exhibit D.

This Policy defines prohibited drug and alcohol related conduct for any VILLAGE employee who performs a safety sensitive function and who is required to possess a commercial drivers license (CDL) (herein referred to as "employee" or "employees") and circumstances and procedures whereby an employee shall be tested for drugs and/or alcohol. It further identifies the consequences of a positive drug or alcohol test and the consequences of other prohibited drug or alcohol related conduct.

1) PROHIBITIONS

a) Prohibited Alcohol Related Conduct

Employees shall not operate VILLAGE motor vehicles or perform any safety sensitive function if they have engaged in any of the alcohol related conduct listed below:

- i) Using alcohol (including medications which contain alcohol) on the job.
- ii) Possessing alcohol (including medications which contain alcohol) on the job.
- iii) Having a prohibited breath alcohol concentration.
- iv) Using alcohol (including medications which contain alcohol) within four hours before going on duty.
- v) Using alcohol (including medications which contain alcohol) within eight hours following an accident requiring a breath test, or until tested, whichever comes first.
- vi) Refusing to submit to a required alcohol test.

b) Prohibited Drug Related Conduct

Employees shall not operate VILLAGE motor vehicles or perform any safety sensitive function if they have engaged in any of the drug related conduct listed below:

- i) Using any form of prohibited drug whether on or off duty.
- ii) Reporting for duty or remaining on duty while impaired from any prohibited drug or prescribed medication.

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- iii) Selling, buying, soliciting to buy or sell, transporting, or possessing a prohibited drug while on VILLAGE time or property.
- iv) Reporting for duty or remaining on duty when impaired from a legally prescribed medication.
 - (1) Any employee who takes prescribed medication must inquire of his/her physician whether the controlled substance would adversely affect his/her ability to operate a commercial motor vehicle.
 - (2) If the therapeutic drug use may affect the employee's ability to operate a commercial motor vehicle, the employee must notify his/her supervisor of such therapeutic drug use, including the type of drug and prescribed period of use.
 - (3) If the therapeutic drug use may affect the employee's ability to operate a commercial vehicle, the employee shall be removed from a safety sensitive function.
- v) Refusing to submit to a required drug test.

2) TYPES OF TESTING

The Federal Highway Administration (FHWA) rules require employees to submit to and successfully pass alcohol testing and/or drug testing under six different employment situations.

a) Transfer into Position Requiring CDL

Current employees who are to be assigned for the first time to perform a safety sensitive function that requires possession of a CDL are required to submit to drug testing and pass such testing before being so assigned to a safety sensitive function.

b) Post Accident Testing

Employees must be tested for drugs and alcohol as soon as practicable following an accident involving a VILLAGE motor vehicle when there is a fatality (even if the employee is not cited with a moving violation), or when the employee receives a citation under state or local law for a moving traffic violation related to the accident.

- i) Alcohol Test. An alcohol test should be administered within two hours following the accident. If such test is not administered within two hours following the accident, the VILLAGE must prepare and maintain a record stating the reasons the test was not so administered. If the test has not taken place within eight hours following the accident, there shall be no further attempts to administer the test and the VILLAGE must further document why the test was not administered.
- ii) Drug Test. A drug test should be administered as soon as possible but not longer than thirty-two hours following the accident. If the post-accident drug test is not

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administered within thirty-two hours, the VILLAGE shall not conduct the test and shall prepare and maintain a record on file stating the reasons the test was not so administered.

- iii) An employee who is subject to post-accident testing must remain available for testing or the VILLAGE may consider the employee to have refused to submit to testing. An employee subject to post-accident testing must refrain from consuming alcohol for eight hours following the accident or until they submit to an alcohol test, whichever comes first.

c) Random Testing

- i) Employees are subject to unannounced random alcohol testing when performing safety sensitive functions and to unannounced random drug testing at any time during the course of their employment. The VILLAGE will not require employees to come in for a call-out assignment for the sole purpose of random testing. Under the random testing process, each employee will have an equal chance of being selected each and every time a selection is conducted. Random selection of employees for testing may be conducted by an outside consortium which would pool employees from participating villages and randomly select employees from this entire pool. If used, the consortium would then notify a VILLAGE contact person of the names of employees to be tested. The VILLAGE contact person would be responsible for notifying the employees.
- ii) Employees who are notified of their selection for random testing must proceed directly to the test site.
- iii) The minimum annual percentage rate of VILLAGE employees who will be randomly tested each year for drugs and alcohol shall be determined by the FHWA Administrator as published in the Federal Register. The minimum annual percentage rate determines the number of tests conducted, not the number of employees tested. If a consortium is used, the percentage rate applies to the entire consortium. The VILLAGE shall provide prompt written notice to the Union regarding any changes to the minimum annual percentage rate.
- iv) Should disputes arise regarding the random selection process, the Assistant Village Manager, Human Resources Manager or other person responsible for administering the drug and alcohol policy for the VILLAGE, shall meet with a representative of Local 150 (not a bargaining unit member) and explain the methodology used.

d) Reasonable Suspicion Test

An employee will be required to submit to an alcohol test and/or drug test when a supervisor, who has been trained as required by the Act, has a reasonable suspicion that the employee is impaired from alcohol and/or a drug, or is under the influence of alcohol and/or a drug, or is using alcohol and/or a drug in violation of this Policy. Reasonable

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suspicion shall be based on specific contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.

- i) Reasonable suspicion must be personally observed and documented by at least one Village supervisor who has received training covering the physical, behavioral, speech and performance indicators of probable drug or alcohol use. A second trained supervisor who is reasonably available must confirm the reasonable suspicion determination. Supervisors shall use the form entitled "Order to Submit to Drug or Alcohol Testing" to order an employee to be tested for drugs or alcohol and to document the basis or bases for the reasonable suspicion to test. Employees ordered to take a drug or alcohol test for reasonable suspicion shall be driven to the testing facility by a supervisor.
- ii) Employees requested to undergo an alcohol test should be administered such test within two hours of the observation leading to the reasonable suspicion. If tested after two hours the VILLAGE must document the reasons for the delay in testing. If the test is positive, the employee shall be either driven home or back to the work place where the employee may contact another person to take the employee home.
- iii) Employees tested for reasonable suspicion shall not be eligible to return to work until a negative test result is determined. Employees testing positive shall not be compensated for the time directly attributable to the request to take the test or directly attributable to the testing and shall not be compensated for the remainder of the shift following the incident giving rise to the test nor for any shift missed between the time of the test and the time the VILLAGE is notified of the positive test result. Employees testing negative shall be compensated for the time directly attributable to the test and for any shift missed awaiting the negative result.

e) Return to Work Testing

Any employee returning to work after engaging in conduct in violation of this Policy must undergo a return to work test. The results of any such drug and/or alcohol testing must be negative or the employee will not be allowed to return to work.

f) Follow-Up Testing

Employees who are allowed to return to work at some point after a positive alcohol or drug test shall be subject to unannounced follow-up alcohol and/or drug testing in addition to being subject to random testing.

- i) The number and frequency of follow-up tests shall be as directed by the substance abuse professional (SAP) and shall consist of at least six tests in the first 12 months following the employee's return to work.
- ii) The VILLAGE may direct an employee to undergo return to work and follow-up testing for both alcohol and drugs if the SAP determines that return to work and

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follow-up testing for both alcohol and drugs is necessary for that particular employee.

- iii) Follow-up testing shall not exceed 60 months from the date of the employee's return to work.

3) TESTING PROCEDURES

a) Alcohol Testing

Alcohol testing will be conducted in accordance with FHWA rules. These rules require that the alcohol test used be a breath test except where a medical condition prevents an employee from providing the required amount of breath. The breath test shall be done on an evidential breath testing (EBT) device approved by the National Highway Traffic Safety Administration (NHTSA).

- i) A screening test is conducted first. Any result less than 0.02 breath alcohol concentration is considered a negative test. If the breath alcohol concentration is 0.02 or greater, a second confirmation test must be performed not less than 15 minutes or more than 20 minutes after the screening test. The confirmation test result will determine the outcome of the alcohol test.
- ii) If an employee is unable to provide an adequate amount of breath, or the employee alleges an inability to provide an adequate amount of breath, they shall, after a second attempt, be immediately referred for medical evaluation by a VILLAGE selected physician. The medical evaluation will be to determine whether a condition exists which prohibits the employee from providing the adequate amount of breath. If the employee's inability to complete the test is verified, it will not be recorded as a refusal to test. If a medical condition is not verified, it will be reported as a refusal to test.

b) Drug Testing

The FHWA rules for drugs require testing for marijuana, cocaine, opiates, amphetamines, and phencyclidine. Urine collection for the purpose of drug testing and analysis shall be performed in accordance with the standards and procedures issued by the Department of Health and Human Services (DHHS) certified laboratory.

- i) The required testing is a two-stage process. First a screening test is conducted with an Enzyme Multiple Immunoassay Test (EMIT). If there is a positive result on the screening test for one or more of the above enumerated drugs, a confirmation test will be conducted for each identified drug. The confirmation consists of a gas chromatography/mass spectrometry (GC/MS) analysis.
- ii) All urine samples shall be split samples so that, if the result of the primary testing is positive, the employee may request, within 72 hours of being notified of the positive test result, that the medical review officer (MRO) have the split sample tested by a different DHHS certified laboratory. If the result of the test of the split

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sample fails to confirm the presence of the drug found in the primary sample, the MRO shall report the test as negative.

- iii) When informing an employee of a positive test result, the MRO must inform the employee that they have a 72 hour period to request that the split sample be tested. If the employee has not contacted the MRO within the 72 hour period after having been informed of the positive test result, the employee may nonetheless present to the MRO information documenting that a serious illness, injury, inability to contact the MRO, or other unavoidable circumstances prevented the employee from so contacting the MRO. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within the 72 hour period, the MRO shall direct that the analysis of the specimen be performed.
- iv) If the employee during the specimen collection fails to produce the required volume of urine, the employee will be instructed to drink up to 24 ounces of fluids and, after waiting for up to two hours, to again attempt to provide the required specimen. If the employee is still unable to produce the required specimen, they shall be immediately referred for a medical evaluation to develop information to verify a medical condition which prohibits the employee from producing the required specimen. If the employee's inability to provide the specimen is verified, it will not be recorded as a refusal to test. If a medical condition restricting the employee from providing the required specimen is not verified, it will constitute a refusal to test.
- v) All drug test results are reviewed and interpreted by the MRO before they are reported to the VILLAGE. If the laboratory reports a positive result to the MRO, the MRO shall contact the employee (in person or by telephone) and conduct an interview to determine if there is an alternative medical explanation for the drug or drugs found in the employee's urine specimen. If the MRO confirms that there is alternative medical explanation for the positive test result, the drug test result shall be reported as negative.
- vi) If, after making all reasonable efforts, the MRO is unable to reach the employee directly, the MRO shall contact a designated management official who shall direct the employee to contact the MRO as soon as possible. The MRO will confirm a test result with the VILLAGE without consulting with the employee if the employee declines the interview with the MRO or if the designated employer representative documents a contact with the employee instructing the employee to contact the MRO and more than five days have passed without the employee contacting the MRO.

4) CONSEQUENCES FOR AN EMPLOYEE WITH A POSITIVE CONFIRMED TEST RESULT

a) Disciplinary Action

- i) Confirmed positive drug and/or alcohol test.

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- (1) In the event of a confirmed alcohol test result of between 0.02 and 0.04, the employee shall be subject to disciplinary action up to and including termination. In addition, if the employee is not terminated, the employee shall be immediately removed without pay from any safety sensitive function until they are evaluated by a substance abuse professional (SAP) and complies with and completes any rehabilitation recommended by the (SAP) and has a negative result on a return to work test. During the period the employee is under the supervision of a SAP, such employee's pay shall be reclassified to the "B" scale.
 - (2) In the event of a confirmed alcohol test result of 0.04 or more, or in the event of a confirmed positive drug test, the employee shall be subject to discipline up to and including termination.
 - (3) If a subsequent violation of this Policy occurs, the employee shall be subject to discipline up to and including termination.
 - (4) An employee who refuses EAP referral or who, upon referral, refuses to participate in recommended therapy shall be subject to discipline up to and including termination.
 - (5) If an employee is deemed to have refused to take a required drug or alcohol test the employee shall be subject to discipline up to and including termination.
- ii) Inability to respond to call-in due to consumption of alcohol.
- (1) CDL employees are responsible for monitoring weather conditions that might likely result in call-in. Employees should refrain from consuming alcohol when conditions are forecasted or apparent that could reasonably result in call-in.
 - (2) Employees who are contacted for call-in who have consumed alcohol within four hours of such contact shall inform the caller that they are unable to respond due to alcohol consumption. Employees shall provide the caller a time at which they will be available to respond (four hours after alcohol consumption unless such employee has consumed an excessive amount of alcohol and a four hour period would result in breath alcohol concentration above 0.02).
 - (a) Employees who are unable to respond to a call-in due to alcohol consumption when inclement weather is forecasted shall be subject to progressive disciplinary action.
 - (b) Employees who are unable to respond to a call-in due to alcohol consumption when such call-in is not based upon forecasted inclement weather shall be warned upon the first such missed call-in that subsequent inability to respond for call-in due to

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alcohol consumption within a one year period shall result in progressive disciplinary action.

The one year period shall begin when call-in is missed and shall roll forward.

Subsequent inability to respond for call-in due to alcohol consumption within a one year period shall result in progressive disciplinary action.

5) CONFIDENTIALITY OF RECORDS

- a) All alcohol and drug test results and refusal to test records will be maintained under strict confidentiality by the VILLAGE, the drug testing laboratory, the medical review officer, and the substance abuse professional. An employee is entitled, upon written request, to obtain copies of any records pertaining to his or her compliance or non-compliance with this Policy, including any records pertaining to conducted tests.
- b) The VILLAGE is obligated to disclose information to the following:
 - i) The employee upon written request;
 - ii) Any federal regulatory authority upon request;
 - iii) The National Transportation Safety Board as part of an accident investigation;
 - iv) A subsequent employer pursuant to the written consent of a former employee; and,
 - v) The decision maker in a law suit, grievance proceeding, or other proceeding initiated by or on the behalf of the employee and arising from the results of an alcohol and/or drug test or from the VILLAGE's determination that the employee engaged in conduct prohibited by this Policy.

6) DEFINITIONS

For the purpose of this Policy the following definitions shall apply.

- a) **Alcohol** - The intoxicating agent in the beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- b) **Consortium** - An entity including a group or association of employers or contractors that provides alcohol or drug testing and acts on behalf of employers.
- c) **Prohibited Drug** - Marijuana, cocaine, opiates, amphetamines, and/or phencyclidine.
- d) **Performing a safety sensitive function** - Any period in which an employee is actually performing, ready to perform, or immediately available to perform any safety sensitive function.

International Union of Operating Engineers, Local 150, Public Employees Division
Effective May 1, 2022 through April 30, 2026

- e) **Medical Review Officer (MRO)** - A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of drug abuse disorders and who has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.
- f) **Safety Sensitive Function** - Any of the following activities: (1) driving a commercial motor vehicle, (2) the time spent waiting to be dispatched or assigned, (3) inspecting, servicing or conditioning equipment, (4) being in or on a commercial motor vehicle, (5) loading or unloading, including supervising or assisting loading or unloading, attending a vehicle, giving or receiving receipts for a shipment being loaded or unloaded, (6) securing the vehicle and taking all the precautionary measures required by DOT regulations following an accident, and (7) repairing, obtaining assistance regarding, or attending a disabled vehicle.
- g) **Substance Abuse Professional (SAP)** - A licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcohol and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.
- h) **Progressive Discipline** - As defined in Article 8 of the Collective Bargaining Agreement between the Village of Northbrook and the International Union of Operating Engineers, Local 150, Public Employees Division.

EXHIBIT D
MEMORANDUM OF UNDERSTANDING

PUBLIC WORKS DEPARTMENT MECHANICS TOOL ALLOWANCE
COLLECTIVE BARGAINING AGREEMENT LETTER OF UNDERSTANDING

The Village of Northbrook is responsible for purchase and repair of most heavy duty and specialized tools utilized by the Mechanics in the Fleet Services Division of the Public Works Department including, but not limited to the following:

1. Air tools 3/4" and larger, and large sockets 1 1/2 " and larger
2. Easy outs, drill bits, dies and saw blades
3. Electrical tools (drills, grinders, saws, etc.)
4. Jacks, hoists, stands, and tire tools
5. Shop equipment (electronic tune-up/engine analyzer, emission tester, tire balancer, front end alignment, arbor press, torch, paint sprayers)
6. Specialty or precision tools (bearing and gear pullers, seal installers, torque wrenches, micrometers, etc.)
7. Trouble lights, flashlights and batteries
8. Welding equipment and consumable supplies (tips, clamps, strikers, etc.)

It is understood that all other typical small mechanics fleet maintenance tools, including but not limited to multi-sized ratchets, sockets, wrenches, screw drivers, hammers, pliers, allen wrenches, chisels, awls, wire cutters/strippers, 1/4", 3/8" and 1/2" pneumatic impact tools and grinders, large lockable tool boxes on casters and the like are furnished by each individual mechanic for the sole and full consideration of:

May 1, 2022	\$500.00
May 1, 2023	\$750.00
May 1, 2023	\$750.00
May 2, 2025	\$1000.00

per fiscal year (prorated for periods of service less than a full year). It is estimated that each mechanic currently furnishes and inventory of personal tools valued in the \$5,000 - \$15,000 range. Said allowance, as provided for as a side letter to the Collective Bargaining Agreement, is meant to be a good faith annual stipend to help defer a portion of wear and tear and to fund necessary tool repairs, replacements and additions. In the absence of supporting receipts, taxes will be withheld from the stipend. In the event a mechanic leaves our employ prior to the end of the fiscal year, the allowance will be prorated and deducted from the final paycheck.

In the event of a catastrophic loss or proven theft in excess of the amount of the annual tool allowance of the mechanic's tools while on VILLAGE premises, the items shall be covered as part of the building contents under the VILLAGE's property coverage insurance policy for the Fleet Maintenance Facility provided that prior to receipt of the annual tool allowance, the mechanic furnished the VILLAGE with a complete current inventory of his/her personal tools. Said inventory shall become part of the personnel file. If the mechanic does not supply the VILLAGE with an up-to-date inventory of tools, the VILLAGE shall

International Union of Operating Engineers, Local 150, Public Employees Division
Effective May 1, 2022 through April 30, 2026

not accept responsibility for replacement. In no event shall the VILLAGE's liability for such loss exceed the replacement value of the tools.

This agreement is in effect from May 1, 2022 through April 30, 2026 and supersedes all prior letters.

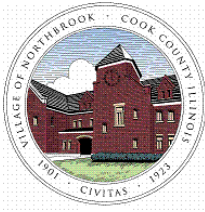
 Approved By: Cara Pavlicek
 Village Manager

 International Union of Operating Engineers
 Local 150

DATE: _____

DATE: _____

Attachment: Local 150 Contract - 2022-2026 final with track changes(271158762.6) CLEAN (6680 : A Resolution Approving a Four-Year



MEMORANDUM VILLAGE OF NORTHBROOK BOARD OF TRUSTEES

TO: BOARD OF TRUSTEES
FROM: CARA PAVLICEK, VILLAGE MANAGER
DATE: APRIL 25, 2023
**SUBJECT: AN ORDINANCE AMENDING CHAPTER 2 OF THE MUNICIPAL CODE
RELATED TO THE FOREIGN FIRE INSURANCE BOARD**

In 2022, Public Act 102-0740 was approved by the General Assembly related to foreign fire insurance license fees, and became effective January 1, 2023. As a result of this Act, the Village Attorney, in consultation with the Village Manager and Fire Chief has prepared an amendment to the Village Code. The changes address the decision of the Northbrook Foreign Fire Insurance Board to take direct responsibility for the license fees effective May 1, 2023 by the management of their own banking, accounting and related administrative responsibilities for the funds. Village staff is working collaboratively with the FFI Board on this transition. It is also anticipated that in May, an Intergovernmental Agreement will be presented to the Village Board for approval, that will outline the working relationship between the Village and FFI Board going forward as it collects and expends the license fees.

It is noted that the Act preempts home rule authority and as a result, the FFI Board has, under its authority determined that it will effective May 1, function as an independent entity. As such the Village will no longer thru its Finance and Fire Departments' administrative staff provide administrative and accounting services nor hold the bank account for the license fees.

The FFI Board will continue to be comprised of members of the fire department and will be, under the Act, charged with spending the foreign fire insurance fees for the benefit of the Fire Department. The IGA will establish the procedural relationship for the Village to assume ownership of tangible items purchased for the Fire Department, subject to approval of the Fire Chief, as the Village maintains its authority to determine what equipment is used by the department.

Staff will be in attendance and answer any questions as the meeting.

Ordinance (ID # 6672)

An Ordinance Repealing Chapter 2, Article IV, Division 22 and Amending Chapter 2, Article 5, Division 4 of the Northbrook Municipal Code, as Amended, Regarding the Foreign Fire Insurance Board

Passed by the Board of Trustees, 4/25/2023
Printed and Published 4/26/2023

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees
VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

Village Clerk

Ordinance (ID # 6672)

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance Repealing Chapter 2, Article IV, Division 22 and Amending Chapter 2, Article 5, Division 4 of the Northbrook Municipal Code, as Amended, Regarding the Foreign Fire Insurance Board

shall be, and is hereby, adopted as follows:

Section 1. BACKGROUND.

In May, 2022, the Illinois General Assembly approved [Public Act 102-0740, titled the “Foreign Fire Insurance License Fee Act,”](#) and codified as 65 ILCS 5/11-10 *et seq* (“[Act](#)”). The Act amends the State’s foreign fire insurance license fee program and limits the role of municipalities in managing license fees. The Act broadens to the authority of foreign fire insurance boards, which are to be established by members of a fire department. The foreign fire insurance boards are charged with the collection and expenditure of the foreign fire insurance license fees in accordance with the limitations and conditions set forth in the Act. The Act prohibits municipalities, including home rule municipalities, from regulating foreign fire insurance boards.

Division 22, titled “Foreign Fire Insurance Board,” of Article VI of Chapter 2 of the Northbrook Municipal Code, as amended (“**Village Code**”) establishes the Village’s Foreign Fire Insurance Board (“**FFIB**”) as a Village board and sets forth regulations regarding membership, the provision of a bond, and the powers and duties of the FFIB (collectively, the “**FFIB Regulations**”). Division 4 of Article V of Chapter 2 of the Village Code establishes the Village Fire Department (collectively, the “**Fire Department Regulations**”). Village staff, in consultation with the Village Attorney, have recommended that the FFIB Regulations be repealed and the Fire Department Regulations be amended to update and clarify the relationship between the Village and the FFIB.

Pursuant to the Village’s authority, including its home rule authority, the President and Board of Trustees have determined that it will serve and be in the best interest of the Village and its residents to amend the Village Code in the manner set forth herein.

Section 2. REPEAL OF DIVISION 22 OF ARTICLE VI OF CHAPTER 2 OF THE VILLAGE CODE.

Division 22, entitled “Foreign Fire Insurance Board,” of Article VI, entitled “Boards, Commissions, Etc.,” of Chapter 2, entitled “Administration,” of the Village Code is hereby repealed and reserved for future use.

Section 3. AMENDMENTS TO DIVISION 4 OF ARTICLE V OF CHAPTER 2 OF THE VILLAGE CODE.

Division 4, entitled “Fire Department,” of Article V, entitled “Departments,” of Chapter 2,

entitled "Administration," of the Village Code is hereby amended to add a new Section 2-258 as follows:

"Sec. 2-258. - Foreign Fire Insurance Board.

- (a) *Established.* A foreign fire insurance board has been established by the members of the fire department pursuant to the Illinois Foreign Fire Insurance License Fee Act, 65 ILCS 5/11-10 et seq.**
- (b) *Purchases.* Pursuant to Sec. 2-252 of this code, the fire chief may determine whether an item or service purchased by the foreign fire insurance board will be allowed into fire stations or used by the fire department. An item purchased by the foreign fire insurance board will not be used by the Village unless the item has been approved by the fire chief and title to the item has been placed in the name of the Village.**
- (c) *Intergovernmental Agreement.* The terms under which the foreign fire insurance board may use village resources in the course of its operations and the procedure by which the village will review and accept of purchases made by the foreign fire insurance board may be set forth in an intergovernmental agreement by and between the village and the foreign fire insurance board."**

Section 4: EFFECTIVE DATE.

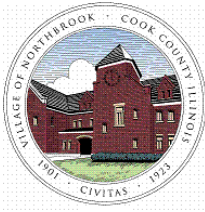
This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Scheduled: 4/25/2023

ATTEST:

Village Clerk

Village President



MEMORANDUM

VILLAGE OF NORTHBROOK

DEVELOPMENT AND PLANNING SERVICES

TO: CARA PAVLICEK, VILLAGE MANAGER

FROM: SWATI PANDEY, SENIOR PLANNER

DATE: APRIL 25, 2023

SUBJECT: AN ORDINANCE VOLUNTARILY ANNEXING 2830 HIGHLAND ROAD

On April 25, 2023, the Board of Trustees is scheduled to consider a request by John DiTomasso and Kathleen DiTomasso (the "Applicant"), as property owners to voluntarily annex the property commonly known as 2830 Highland Road (the "Property") into the Village of Northbrook. The Property is approximately 33,362 square feet in size and is located on the north side of Highland Road, west of Pfingsten Road, in unincorporated Cook County. The Property is abutting all sides that are located within the Village's corporate limits and is eligible for annexation upon approval by the Board of Trustees.

The Property:

- is located in unincorporated Cook County;
- does not fall within the 100-year floodplain;
- is designated as appropriate for single-family use in the Comprehensive Plan;
- is not located in an area identified for future projects in the Stormwater Plan;
- was formerly the site of a landscape contractor business and currently contains some shed structures;
- is bounded by single-family homes with R-5 to the north and west, unincorporated to the east, and R-1 to the south

The Applicant intends to annex into the Village of Northbrook and sell the property. If the future landowner will build a home on the property, they would be required to connect to the Village's water and sewer system. The Village requires properties to annex (or enter into a pre-annexation agreement) prior to connecting to the Village water and sewer system. A \$750 annexation fee has been paid by the Applicant. There are no recapture fees associated with the property.

As a "standard" annexation request, there is no pre-annexation agreement proposed. Furthermore, no public hearing is necessary to approve the ordinance authorizing the annexation. The Library, Rural Fire Protection District and Northfield Township have all been notified of the proposed annexation. Copies of those notices are attached to this report.

The draft ordinance would place the Property in the R-1, Single Family Residential District, as it is most compatible with the lot sizes of the properties to the south. The 33,362 square-foot lot is not in compliance with the R-1 District lot area requirements for minimum lot size (50,000 square feet). The Applicant is requesting to annex as a non-conforming R-1 zoning lot. The lot width and lot depth of the Property are in compliance with Village Code. A new single family home and accessory structures would have to comply with Village zoning standards or receive a zoning variation from the Northbrook Zoning Board of Appeals.

Consideration of the draft ordinance annexing the Property has been placed on the consent agenda for the April 25, 2023 meeting of the Board of Trustees. The Village Attorney and staff will be present to answer questions regarding this matter.

Ordinance (ID # 6417)

An Ordinance Voluntarily Annexing Certain Territory Contiguous to the Village of Northbrook and Establishing Zoning Thereof (2830 Highland Road)

Passed by the Board of Trustees, 4/25/2023
Printed and Published 12/14/2022

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees
VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

Village Clerk

Ordinance (ID # 6417)

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance Voluntarily Annexing Certain Territory Contiguous to the Village of Northbrook and Establishing Zoning Thereof (2830 Highland Road)

shall be, and is hereby, adopted as follows:

Section 1. RECITALS.

John DiTomasso and Kathleen DiTomasso (the "**Applicants**") are the owner of record of a tract of land approximately 33,362 square feet in area commonly known as 2830 Highland Road, Northbrook, Cook County, Illinois ("**Property**"). The Property is contiguous to the corporate limits of the Village.

The Applicant has filed with the Village a petition seeking annexation of the Property to the Village all in accordance with Section 7-1-8 of the Illinois Municipal Code, 65 ILCS 5/7-1-8.

There are no electors residing on the Property. The Property was formerly the site of a landscape contractor business in unincorporated Cook County and is currently vacant. The property does not comply with the minimum lot area requirements of the R-1 district and is requesting to incorporate as a non-conforming R-1 Zoning lot.

On April 6, 2023, the Director of Development & Planning Services caused notice of this annexation to be delivered to the Northbrook Rural Fire Protection District and the Trustees thereof, to the Executive Librarian and members of the Northbrook Library Board of Trustees, and to Northfield Township officials.

Section 2. REAL ESTATE ANNEXED

Pursuant to the Illinois Municipal Code, 65 ILCS 5/7-1-8, the Village of Northbrook hereby annexes the territory legally described as:

THE EAST 431.905 FEET OF THE SOUTH 198.84 FEET OF THE EAST 15 ACRES OF THE NORTH ½ OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 20, TOWNSHIP 42 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, EXCEPT THE EAST 230.74 FEET THEREOF AND EXCEPT THE SOUTH 27.0 FEET THEREOF.

PIN: 04-20-200-046-0000

Commonly Known As: 2830 Highland Road, Northbrook, IL 60062

Section 3. NOTIFICATION OF TAXING DISTRICTS

An affidavit, certifying that the Northbrook Rural Fire Protection District, the Northbrook Public Library and Northfield Township have been sent proper notice in accordance with State Statutes of the intended annexation of the above described property, shall be recorded with this document.

Section 4. ZONING

Zoning of the above described territory is hereby established and authorized for use as provided in the Northbrook Zoning Code (1988), as amended, in the R-1 Single Family Residential District.

Section 5. FEES DUE PRIOR TO ANNEXATION

An annexation fee pursuant to Section 19-131 of the Village Code in the amount of \$750.00 was paid to the Village by the Applicants upon the filing of the petition. No additional recapture fees are associated with the Property.

Section 6. ANNEXATION EXHIBIT

A Plat of Annexation of the above-described territory is attached hereto as **Exhibit A** and, by this reference, made a part hereof.

Section 7. RECORDATION

The Village Manager is hereby directed to cause a certified copy of this Ordinance, together with **Exhibit A** and an affidavit pursuant to Section 3 above, to be recorded with the Cook County Clerk's Office, Illinois.

Section 8. REPORTING

The Village Clerk shall report this annexation by serving a document of annexation by registered or certified mail on the Election Authorities of Cook County, Illinois, and on the United States Post Office branches serving the annexed territory within 30 days of the passage of this ordinance, as required by law.

Section 9. EFFECTIVE DATE

This Ordinance shall be in full force and effect upon passage and publication in pamphlet form in accordance with State Statutes and payment of all fees specified in Section 5 of this Ordinance.

Scheduled: 4/25/2023

ATTEST:

Village Clerk

Village President

PEKLAY SURVEYING CO., LTD.
163 N. GREENLEAF ST.
SUITE 1
GURNEE, IL. 60031-3344
(847) 336-0059 phone

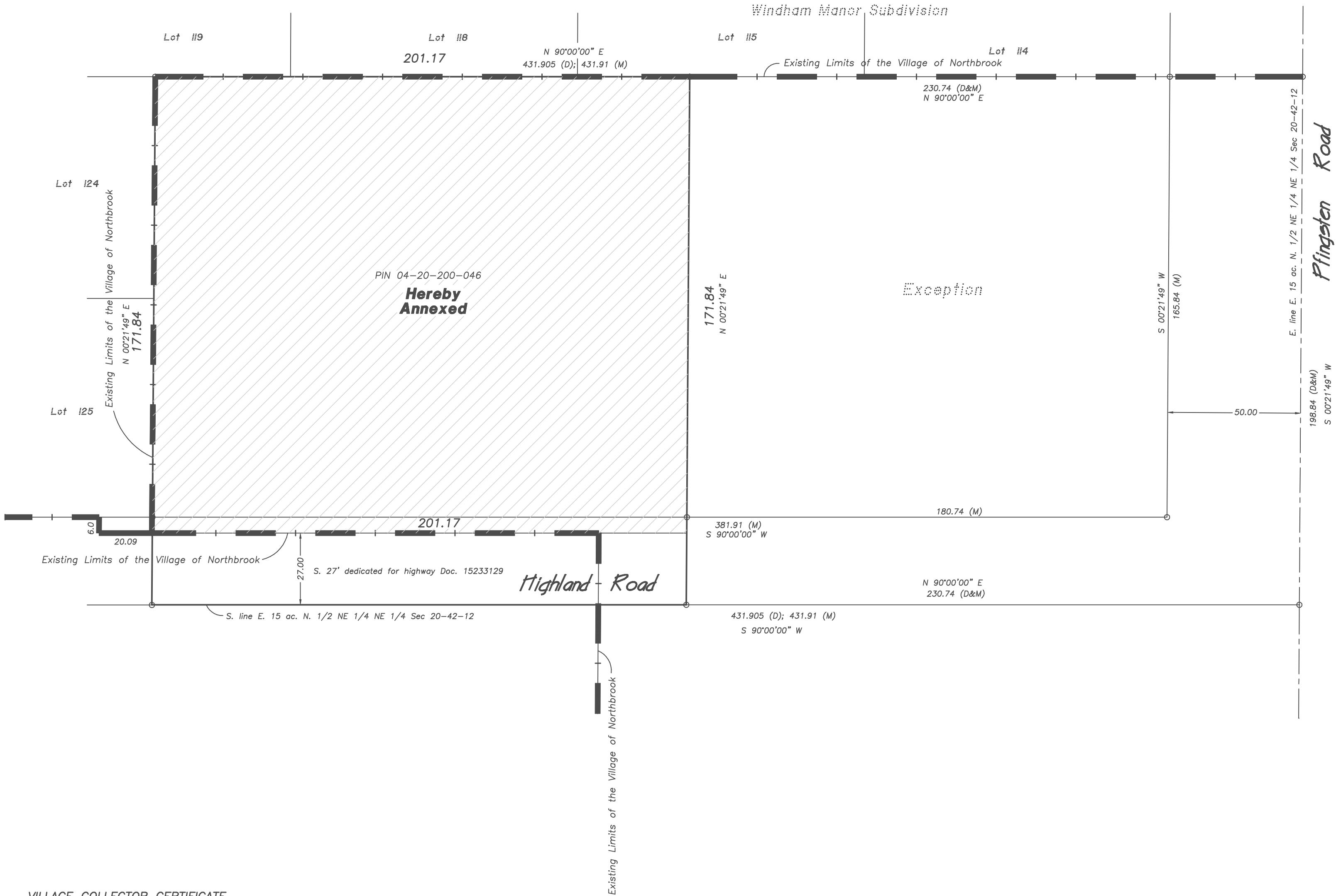
PLAT OF ANNEXATION
TO THE VILLAGE OF NORTHBROOK

THE EAST 431.905 FEET OF THE SOUTH 198.84 FEET OF THE EAST 15 ACRES OF THE NORTH 1/2 OF THE
NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 20, TOWNSHIP 42 NORTH, RANGE 12, EAST OF THE
THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, EXCEPT THE EAST 230.74 FEET THEREOF AND
EXCEPT THE SOUTH 27.0 FEET THEREOF.

BOARD OF TRUSTEES CERTIFICATE
State of Illinois}
County of Cook} s.s.

Approved and accepted by the Village President and the Board of Trustees of the Village
of Northbrook, Cook County, Illinois, this _____day of _____
A.D., 20_____.

Attest: _____ By: _____
Village Clerk Village President



VILLAGE COLLECTOR CERTIFICATE
State of Illinois}
County of Cook} s.s.

I certify that there are no delinquent or current unpaid special
assessments on the property shown on this plat.

Dated this _____ day of _____, A.D., 20_____

Village Collector
Village of Northbrook

VILLAGE ENGINEER CERTIFICATE
State of Illinois}
County of Cook} s.s.

Approved by the Village Engineer of the Village of Northbrook, Cook
County, Illinois.

Dated this _____ day of _____, A.D., 20_____

Village Engineer
Village of Northbrook

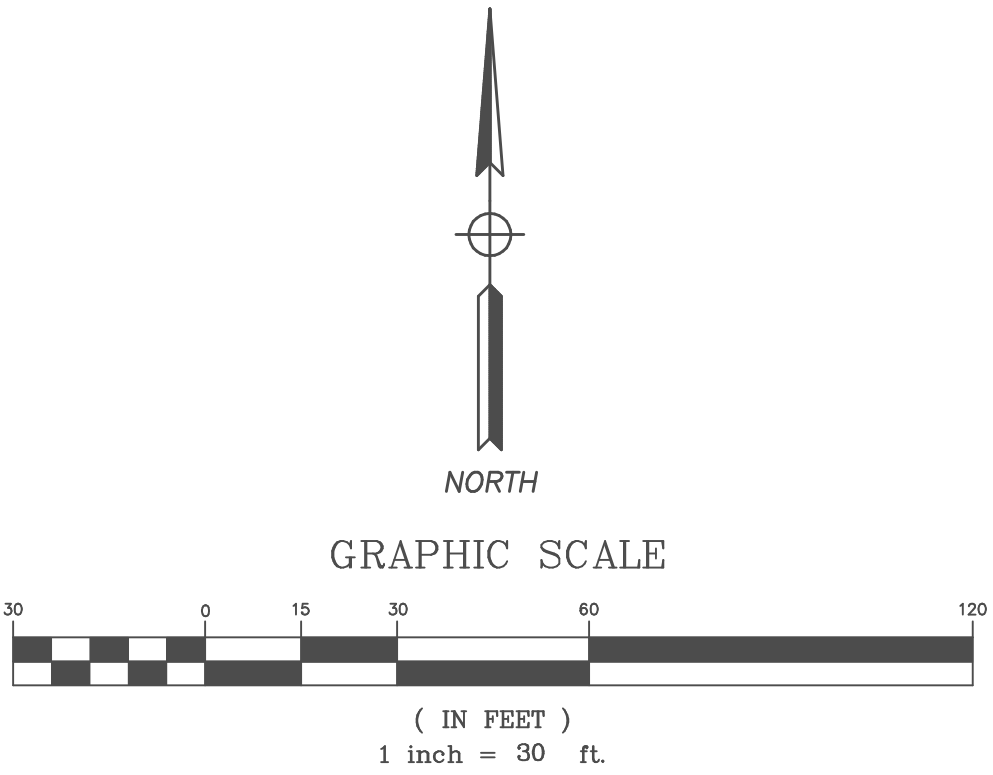
PLAT SUBMITTAL CERTIFICATE

I, Edward Peklay, an Illinois Professional Land Surveyor No. 2549,
do hereby grant permission to the Village of Northbrook to record
this plat.

Dated this 22nd day of February, A.D., 2023.

Illinois Professional Land Surveyor

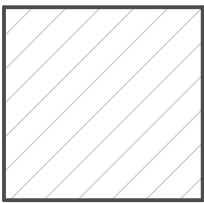
This plat submitted for recording by & mail plat to:
Village of Northbrook
1225 Cedar Lane
Northbrook, Illinois 60062



ALL DISTANCE IN FEET AND DECIMAL
PARTS THEREOF. NO DIMENSIONS TO
BE ASSUMED BY SCALING.

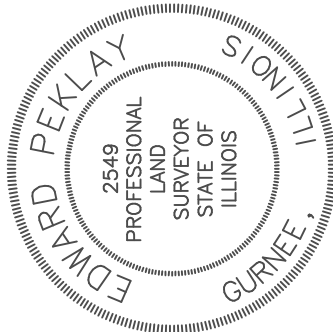
FILE NO. 21-26-2A
ORDERED BY: Wilson Lawn

PROPERTY ADDRESS: 2830 Highland
Road, Northbrook, IL



= Area to be annexed = 34,569.05 sq. ft. (0.79 ac.)

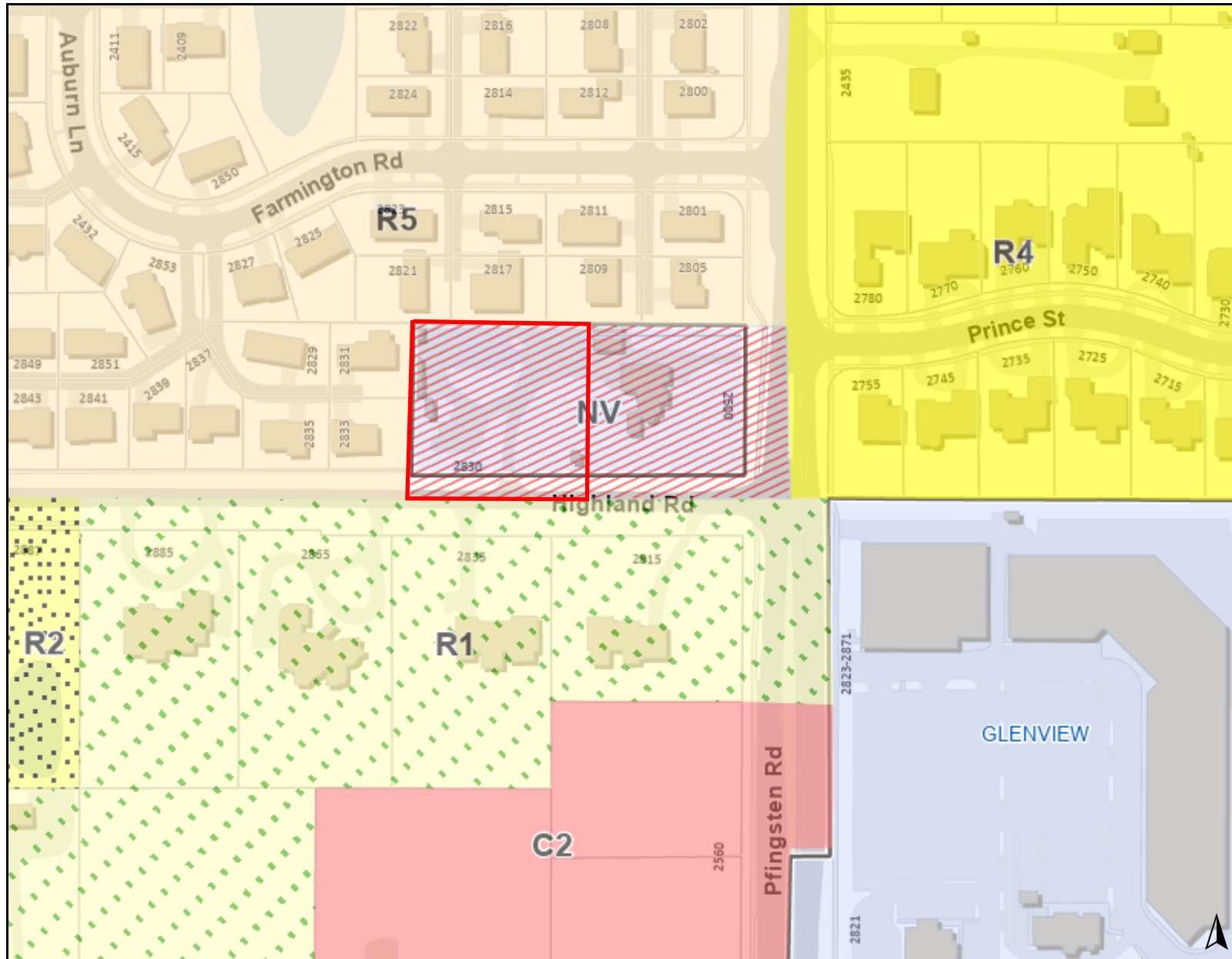
Compare your description and
site markings with this plat and
AT ONCE report any discrepancies
which you may find.



STATE OF ILLINOIS
COUNTY OF LAKE S.S.

GURNEE, IL. 02/22 A.D. 2023
PEKLAY SURVEYING CO., LTD.
PROFESSIONAL DESIGN FIRM NO. 2981

BY _____
ILLINOIS PROFESSIONAL LAND SURVEYOR NO.
2549. MY LICENSE EXPIRES 11/30/2024

**Legend**

Zoning and Development

Zoning

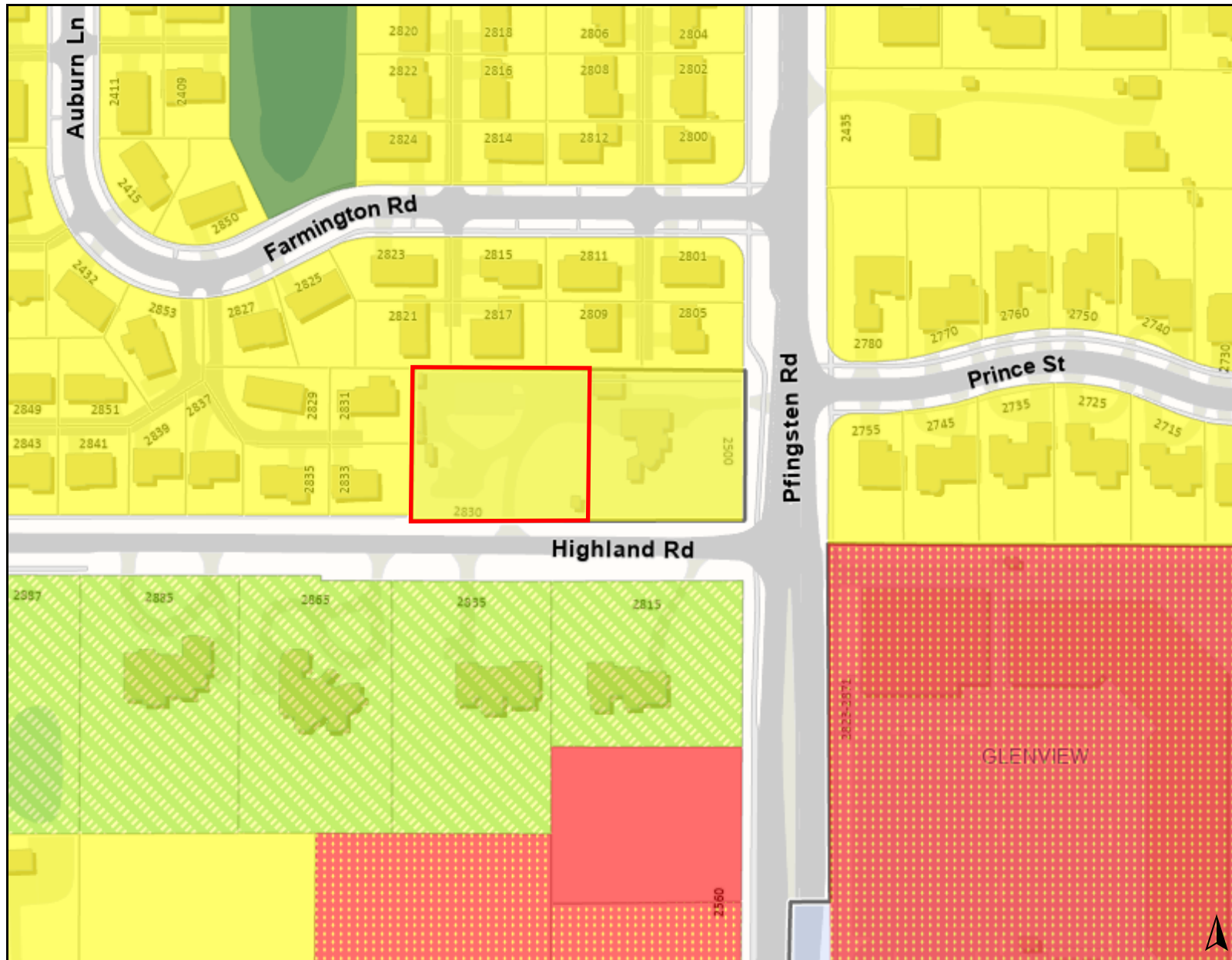
- R1: Single Family Residential Districts
- R2: Single Family Residential Districts
- R4: Single Family Residential Districts
- R5: Single Family Residential Districts
- C2: Neighborhood Commercial District
- NV: Not in Village

0 300 600
ft

Print Date: 4/5/2023

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

**Legend**

Zoning and Development

Future Land Use

- Drainage Facility
- Single Family Cluster
- Single Family
- Single Family Large Lot
- Community Retail
- Major Retail

0 300 600
ft

Print Date: 4/5/2023

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



Legend

Cook County GIS - Contours

Cook County 1 Foot 2017 Contours

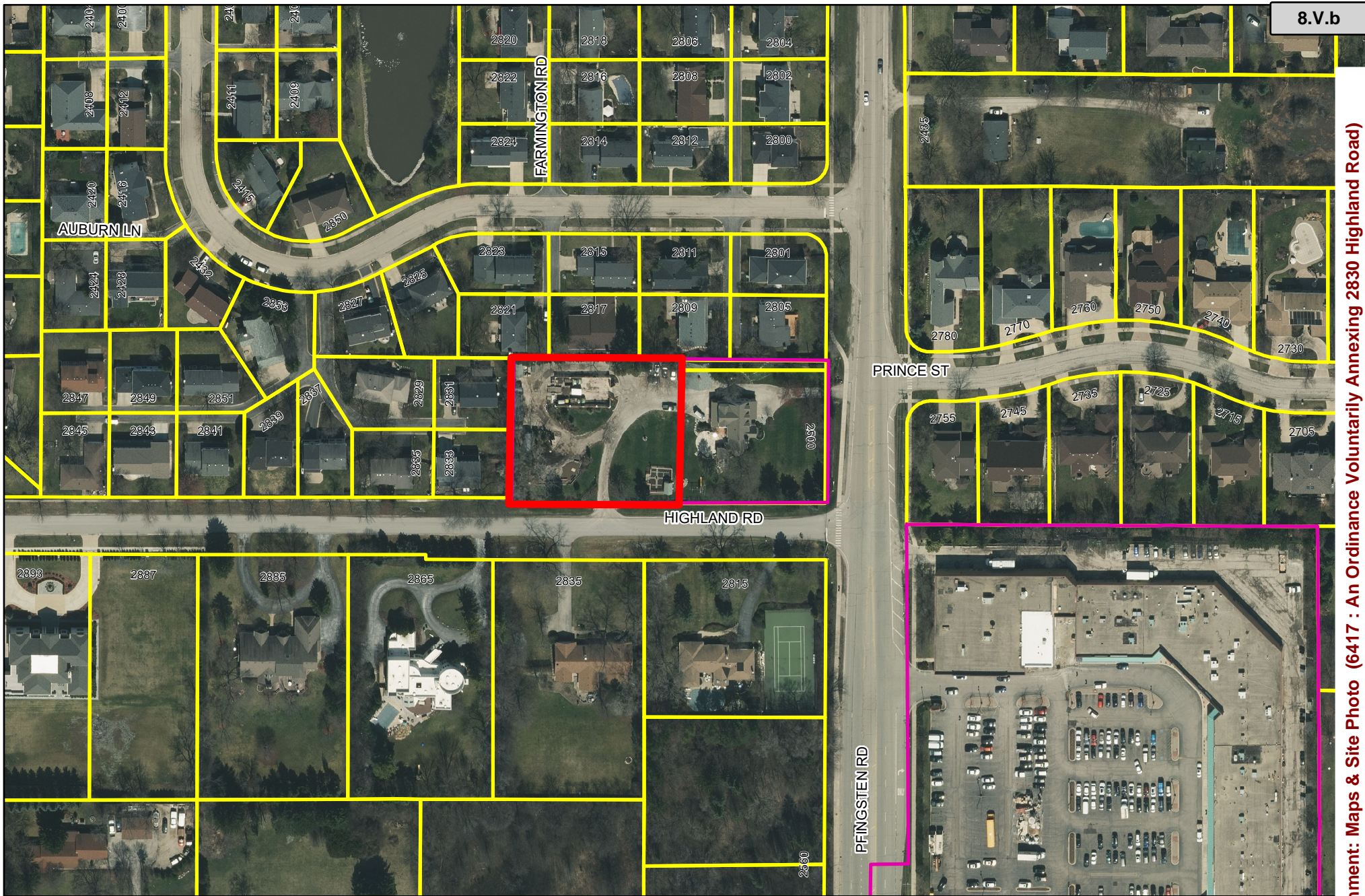
- <Null>
- 5 ft Index Contour
- 1 ft Intermediate Contour
- 5 ft Index Depression Contour
- 1 ft Intermediate Depression Contour
- Contour

0 300 600
ft

Print Date: 4/5/2023

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



8.V.b

Attachment: Maps & Site Photo (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

0 130 260 390 Feet

VILLAGE OF NORTHBROOK

2830 Highland Road

The GIS material is made available as a public service. Maps and data are to be used for reference purposes only and Northbrook, Illinois, is not responsible for any inaccuracies herein contained. No Responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided. Any errors should be reported to the Information Technology Department.



Packet Pg. 326



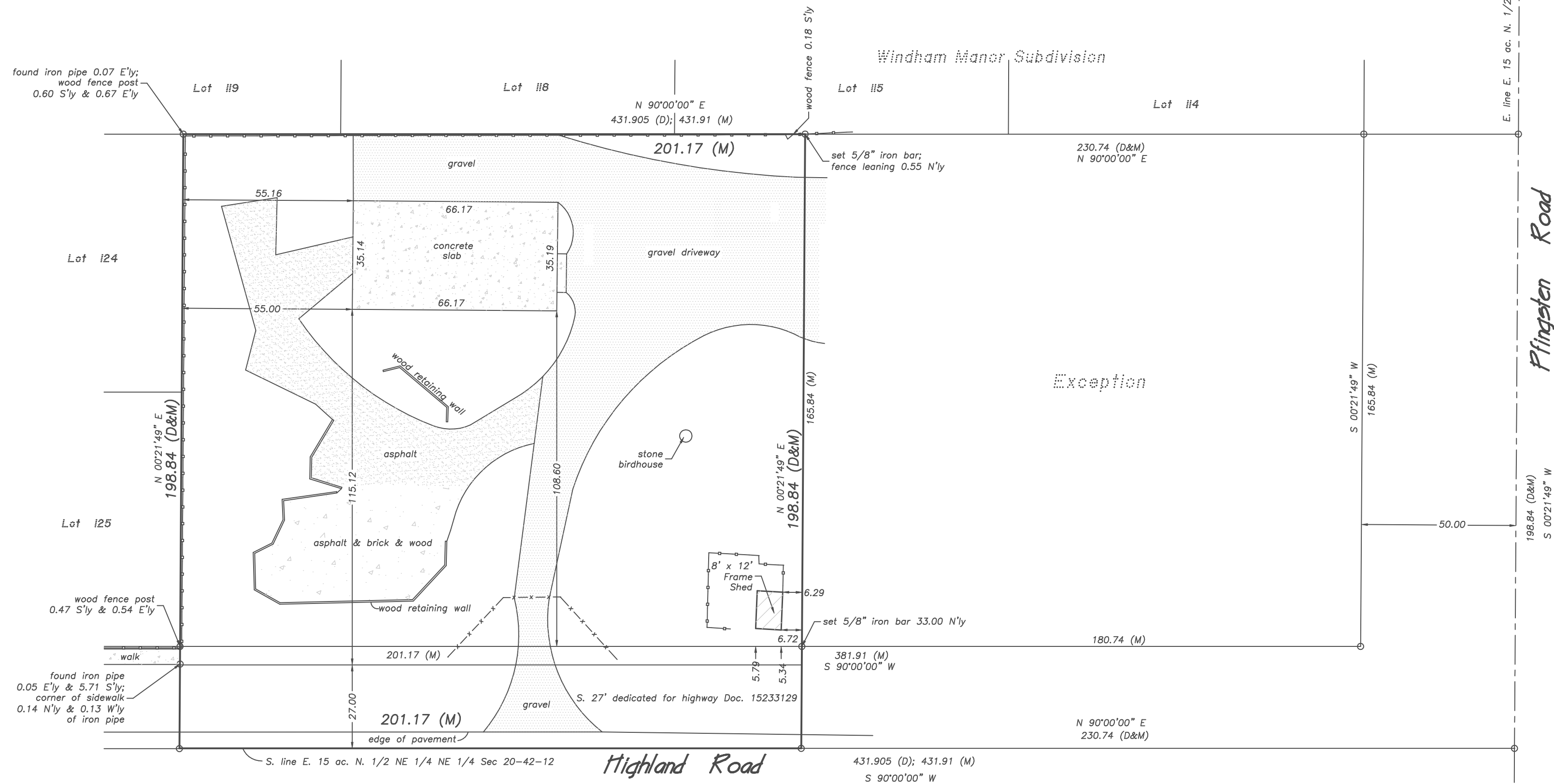
Site Photos

8.V.b



Attachment: Maps & Site Photo (6417 : An Ordinance Voluntarily Annexing 2830 Highland

(847) 336-0059 phone

PEKLAY SURVEYING CO., LTD.
PLAT OF SURVEY163 N. GREENLEAF ST.
SUITE 1
GURNEE, IL. 60031-3344THE EAST 431.905 FEET OF THE SOUTH 198.84 FEET OF THE EAST 15 ACRES OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 20,
TOWNSHIP 42 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, EXCEPT THE EAST 230.74 FEET THEREOF.

NORTH

ALL DISTANCES IN FEET AND DECIMAL
PARTS THEREOF. NO DIMENSIONS TO
BE ASSUMED BY SCALING.

DATE OF FIELD WORK: 3/18/21

SCALE: 1"=30'

FILE NO. 21-26-2

ORDERED BY: Wilson Lawn

PROPERTY ADDRESS: 2830 Highland
Road, Northbrook, IL**Legend**

(R)= Record

(D)= Deed

(M)= Measure

—o—o— Wood Fence

—x—x— Wrought Iron Fence

Basis of Bearings = Assumed

Area = 40,000 Sq. Ft. (M) (0.92 Acres)

NOTE: Only those Building Line
Restrictions or Easements shown
on a Recorded Subdivision Plat
are shown hereon unless the des-
criptions ordered to be surveyed
contains a proper description of
the required building lines or
easements.

Compare your description and
site markings with this plat and
AT ONCE report any discrepancies
which you may find.

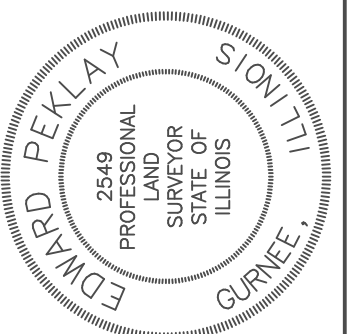
STATE OF ILLINOIS
COUNTY OF LAKE

S.S.

THIS PROFESSIONAL SERVICE CONFORMS
TO THE CURRENT ILLINOIS MINIMUM
STANDARDS OF PRACTICE APPLICABLE
TO BOUNDARY SURVEYS.

GURNEE, IL. 03/19 A.D. 20 21
PEKLAY SURVEYING CO., LTD.
PROFESSIONAL DESIGN FIRM NO. 2981

BY Edward Peklay
ILLINOIS PROFESSIONAL LAND SURVEYOR NO.
2549. MY LICENSE EXPIRES 11/30/2024
revised 12/02/22





**NOTICE OF PROPOSED ANNEXATION
TO THE VILLAGE OF NORTHBROOK**
2830 Highland Road

Village President
Kathryn L. Ciesla

Board of Trustees
Muriel J. Collison
Joy U. Ebhomien
Johannah K. Hebl
Robert P. Israel
Daniel H. Pepoon
Heather E. Ross

Village Clerk
Debra J. Ford

Village Manager
Cara L. Pavlicek

April 6, 2023

Kate Hall, Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, IL 60062

To the attention of:

- Kate Hall, Library Director
- Members of the Northbrook Library Board of Trustees

Each of you are hereby notified that the Village of Northbrook, Cook County, Illinois, intends to voluntarily annex the territory described on the attached Exhibit pursuant to the provisions of Section 7-1-8 of the Illinois Municipal Code, 65 ILCS 5/7-1-8 during the **April 25, 2023** Regular Meeting of the Village Board of Trustees.

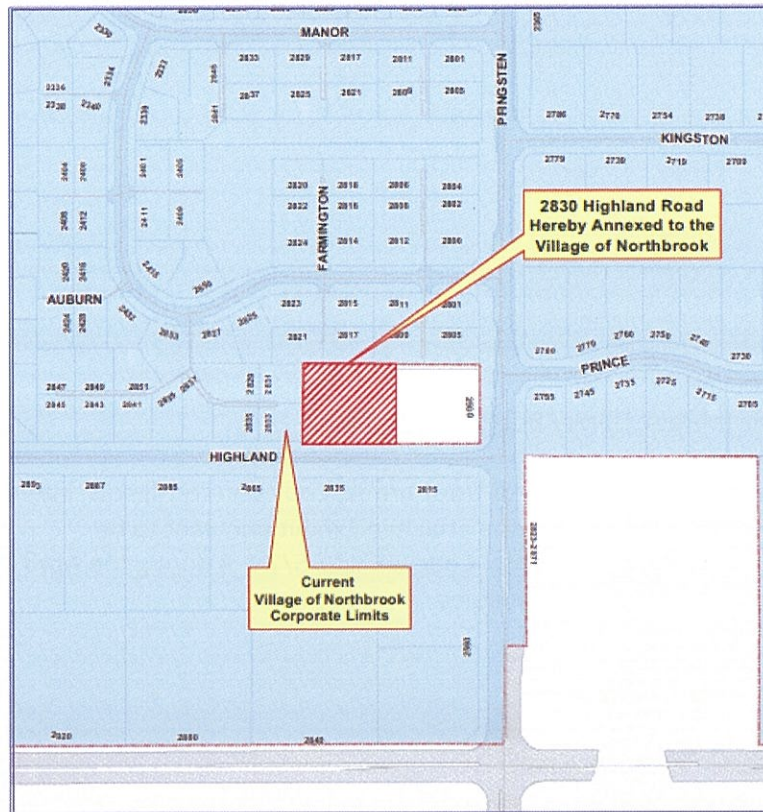
Respectfully submitted,

Michaela Kohlstedt, Director
Dept. of Development & Planning Services

Attachment: Affidavits of Notice (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

EXHIBIT A

Annexation Exhibit 2830 Highland Road



Legend

Current Northbrook Corporate Limits



230 115 0 230 Feet

Property known as 2830 Highland Road

THE EAST 431.905 FEET OF THE SOUTH 198.84 FEET OF THE EAST 15 ACRES OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 20, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, EXCEPT THE EAST 230.74 FEET THEREOF.

PIN: 04-20-200-046-0000

April 6, 2023

**AFFIDAVIT OF SERVICE OF
NOTICE OF PROPOSED ANNEXATION OF TERRITORY
TO THE VILLAGE OF NORTHBROOK
APRIL 6, 2023**

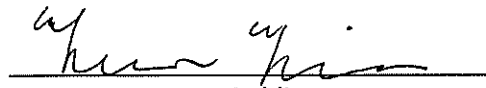
STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

Michaela Kohlstedt, being first duly sworn, deposes and says that she did cause this notice to be served upon the Members of the Northbrook Public Library Executive Director and Board of Town Trustees by mailing true and correct copies of same on this 6th Day of April, 2023 prior to 5:00 p.m. by depositing the same in the U.S. Mail in Northbrook, Illinois.

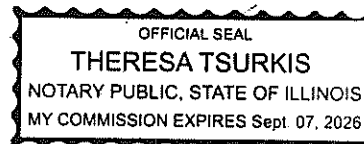


Michaela Kohlstedt, Director
Village of Northbrook
Dept. of Development & Planning
Services

Subscribed and Sworn to before me
this 6th day of April, 2023



Notary Public





**NOTICE OF PROPOSED ANNEXATION
TO THE VILLAGE OF NORTHBROOK**
2830 Highland Road

April 6, 2023

Chief Andrew Carlson
Northbrook Fire Department
740 Dundee Road
Northbrook, IL 60062

TO: Chief Andrew Carlson and Trustees of the Northbrook Rural Fire Protection District.

Each of you are hereby notified that the Village of Northbrook, Cook County, Illinois, intends to voluntarily annex the territory described on the attached Exhibit pursuant to the provisions of Section 7-1-8 of the Illinois Municipal Code, 65 ILCS 5/7-1-8 during the **April 25, 2023** Regular Meeting of the Village Board of Trustees.

Respectfully submitted,

Michaela Kohlstedt, Director
Dept. of Development & Planning Services

Village President
Kathryn L. Ciesla

Board of Trustees
Muriel J. Collison
Joy U. Ebhomien
Johannah K. Hebl
Robert P. Israel
Daniel H. Pepoon
Heather E. Ross

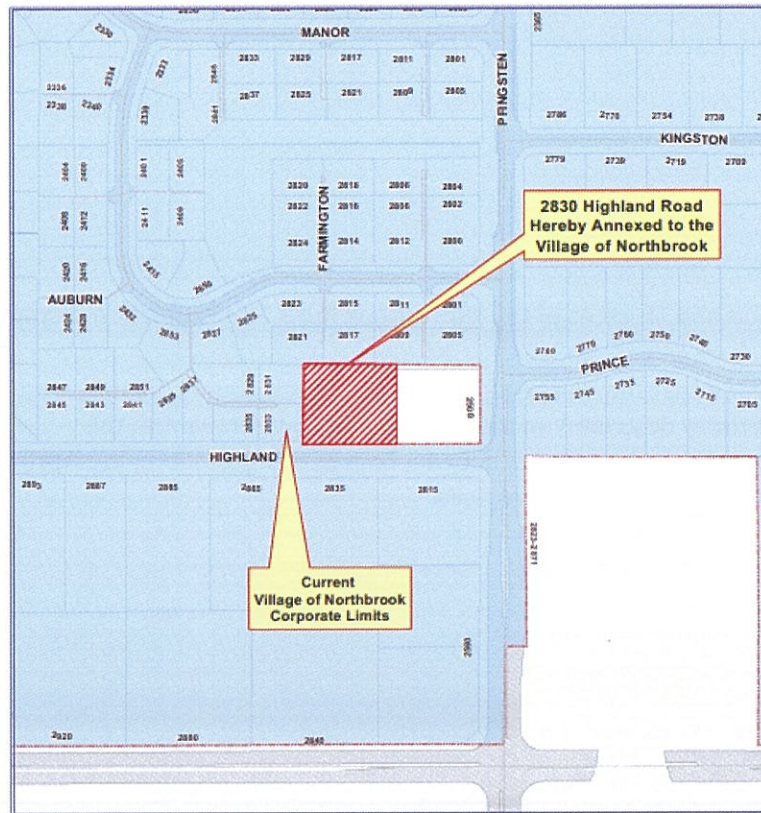
Village Clerk
Debra J. Ford

Village Manager
Cara L. Pavlicek

Attachment: Affidavits of Notice (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

EXHIBIT A

Annexation Exhibit 2830 Highland Road



Legend

Current Northbrook Corporate Limits



230 115 0 230 Feet

Property known as 2830 Highland Road

THE EAST 431.905 FEET OF THE SOUTH 198.84 FEET OF THE EAST 15 ACRES OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 20, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, EXCEPT THE EAST 230.74 FEET THEREOF.

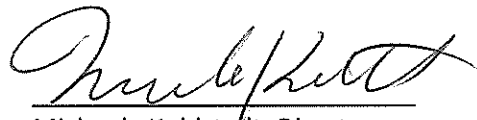
PIN: 04-20-200-046-0000

April 6, 2023

**AFFIDAVIT OF SERVICE OF
NOTICE OF PROPOSED ANNEXATION OF TERRITORY
TO THE VILLAGE OF NORTHBROOK
APRIL 6, 2023**


STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

Michaela Kohlstedt, being first duly sworn, deposes and says that she did cause this notice to be served upon the Members of the Northbrook Rural Fire Protection District Board of Town Trustees by mailing true and correct copies of same on this 6th Day of April, 2023 prior to 5:00 p.m. by depositing the same in the U.S. Mail in Northbrook, Illinois.

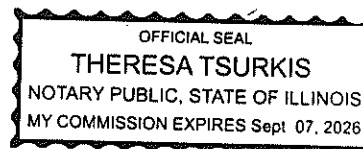


Michaela Kohlstedt, Director
Village of Northbrook
Dept. of Development & Planning
Services

Subscribed and Sworn to before me
this 6th day of April, 2023



Notary Public





**NOTICE OF PROPOSED ANNEXATION OF TERRITORY
INCLUDING HIGHWAYS WITHIN NORTHFIELD TOWNSHIP
TO THE VILLAGE OF NORTHBROOK**

2830 Highland Road

Village President
Kathryn L. Ciesla

Board of Trustees
Muriel J. Collison
Joy U. Ebhomien
Johannah K. Hebl
Robert P. Israel
Daniel H. Pepoon
Heather E. Ross

Village Clerk
Debra J. Ford

Village Manager
Cara L. Pavlicek

April 6, 2023

Northfield Township
2550 Waukegan Road, Suite 100
Glenview, IL 60025

To the attention of Township Supervisors, Trustees, Clerk & Commissioner of Highways,

Each of you are hereby notified that the Village of Northbrook, Cook County, Illinois, intends to voluntarily annex the territory described on the attached Exhibit pursuant to the provisions of Section 7-1-8 of the Illinois Municipal Code, 65 ILCS 5/7-1-8 during the **April 25, 2023** Regular Meeting of the Village Board of Trustees.

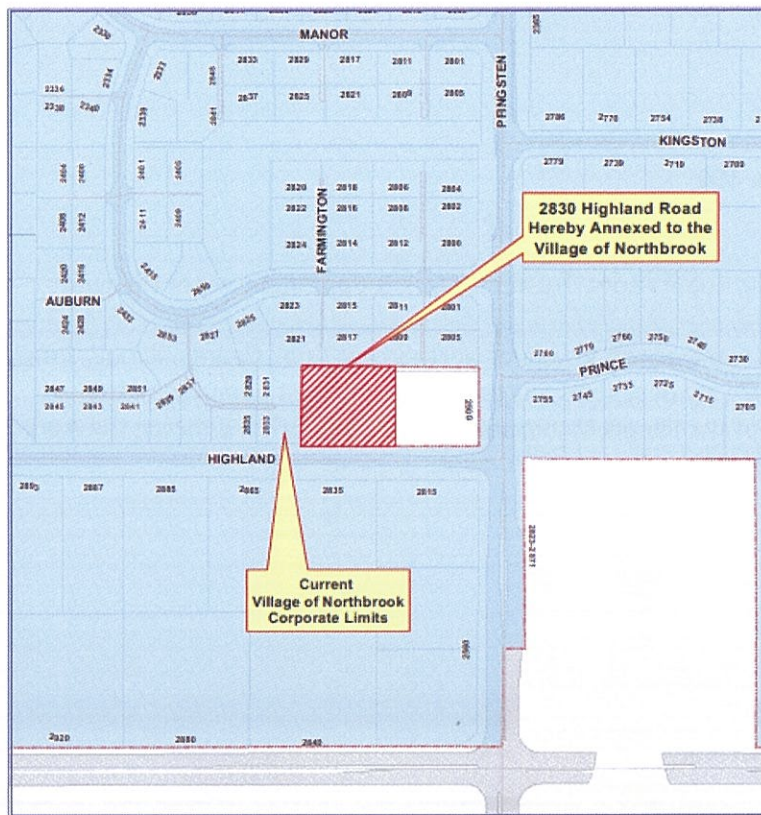
Respectfully submitted,

Michaela Kohlstedt, Director
Dept. of Development & Planning Services

Attachment: Affidavits of Notice (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

EXHIBIT A

Annexation Exhibit 2830 Highland Road



Legend

Current Northbrook Corporate Limits



230 115 0 230 Feet

Property known as 2830 Highland Road

THE EAST 431.905 FEET OF THE SOUTH 198.84 FEET OF THE EAST 15 ACRES OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 20, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, EXCEPT THE EAST 230.74 FEET THEREOF.

PIN: 04-20-200-046-0000

April 6, 2023

**AFFIDAVIT OF SERVICE OF
NOTICE OF PROPOSED ANNEXATION OF TERRITORY
WITHIN NORTHFIELD TOWNSHIP
TO THE VILLAGE OF NORTHBROOK
APRIL 6, 2023**

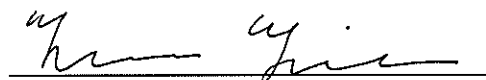
STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

Michaela Kohlstedt, being first duly sworn, deposes and says that she did cause this notice to be served upon the Northfield Township Commissioner, Northfield Township Clerk, Northfield Township Supervisor, and Members of the Board of Town Trustees of Northfield Township, by mailing true and correct copies of same on this 6th Day of April, 2023 prior to 5:00 p.m. by depositing the same in the U.S. Mail in Northbrook, Illinois.

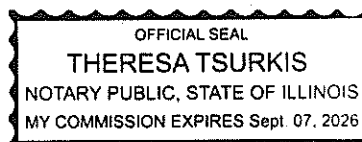


Michaela Kohlstedt, Director
Village of Northbrook
Dept. of Development & Planning
Services

Subscribed and Sworn to before me
this 6th day of April, 2023



Notary Public



Attachment: Affidavits of Notice (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

Archived: Thursday, October 20, 2022 1:33:32 PM
From: [Kathy Di Tomasso](#)
Sent: Thursday, October 20, 2022 1:27:18 PM
To: [Pandey, Swati](#)
Cc: [John Di Tomasso](#)
Subject: 2830 Highland Road
Importance: Normal

Thank you for meeting with us Swati,

We are John and Kathy Di Tomasso the owners of 2830 Highland Road in Northbrook. This is a vacant property currently in un incorporated Northbrook, Cook County. We previously also owned this the parcel at 2500 Pfingsten where we lived and ran our landscaping business. We have since sold the front parcel and house and moved our business to another Northbrook location. Currently the parcel at 2830 Highland road is vacant land with no improvements. Our intention is to sell this land to someone hoping to build their dream home in Northbrook. Thank you for your consideration.

John and Kathy Di Tomasso

WARNING- EXTERNAL EMAIL: If unknown sender, do not click links/attachments. Never give out your user ID or password.

Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

Village of Northbrook
VOLUNTARY ANNEXATION

VOLUNTARY ANNEXATION EVALUATION FORM

Current Property Owner Information

Legal Name of Owner or Ownership Entity: JOHN DI TOMASSO / Kathy Di Tomasso
 Primary Contact: SAME JOHN DI TOMASSO
 Address: 2830 HIGHLAND ROAD
 City, State, Zip: NORTHBROOK IL. 60062
 Phone No.: 847 878-0295
 Email: J.DITOMASSO@AMERITECH.NET

Is the property held in trust? ☐ Yes ☒ No If yes, please append names and signatures of all beneficiaries

Is the property under contract? ☐ Yes ☒ No If yes, please append name and signature of contract purchaser(s)

Reason for Annexation TO NO LONGER BE WINKED/PORTRAYED
COOK CO. AND BE A PART OF VILLAGE OF NORTHBROOK

Property Information (if more than one parcel is involved in the request please include the information for all parcels; attach additional sheets as may be necessary)

Site Location/Common Address: 2830 HIGHLAND ROAD NORTHBROOK IL.

Property Index Number(s): 04-10-200-046

Size of Property: 33,362.0328 SQ. FT. (square feet/acres)

Size of Building Space, if applicable: NONE (square feet)

Cook County Zoning: R1

Requested Village Zoning: R1

Current Principal Use of Structure(s): NO STRUCTURES

Current Accessory Use(s): NONE

Lot Area: 33,362 Lot Width: 201.17 Lot Depth: 165.84

Special Use Approvals (other agencies): NONE

Bulk Compliance:

Lot Coverage: _____ Building Coverage: _____

Setbacks: Front _____ Corner Side _____ Interior Side _____ Interior Side _____ Rear _____

General Regulations Compliance:

Outdoor Storage: 1 Trailer

Parking Spaces: 0

Home Occupation: 0 Type: _____

Special Concerns: 0

Village of Northbrook
VOLUNTARY ANNEXATION

PETITION FOR VOLUNTARY ANNEXATION

Now come the undersigned Petitioners requesting annexation of the parcel of land hereinafter set forth to the Village of Northbrook, County of Cook and State of Illinois.

In support of this Petition, the Petitioners respectfully say:

- 1) The undersigned certify that they are the owners of record of the following-described property:
- 2) 2830 Highland Rd. NBK
(collectively "**Property**") Also attach legal description and survey)
- 3) The undersigned certify [Check One]

☐ There are no electors residing on the Property.
☐ 51% or more of the electors residing on the Property have joined in this petition by signing below.
- 4) That said property is not within the Village or corporate limits of any other municipality, but is contiguous to the VILLAGE OF NORTHBROOK, ILLINOIS.
- 5) That the property included in this petition does not exceed one-third of the area of the Village of Northbrook before annexation.
- 6) That the undersigned owners of record and electors residing or owning the subject property have made this petition under oath;

WHEREFORE, Petitioners Pray:

- a) That the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois favorably consider the question of annexation of the above-described property; and
- b) That the above-described property be annexed to and declared within the corporate limits of the Village of Northbrook by an affirmative vote of said Board pursuant to the provisions and procedures set forth in Section 7-1-8 of the Illinois Municipal Code (65 ILCS 5/7-1-8).

Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

Village of Northbrook
VOLUNTARY ANNEXATION

Owner:

John D. Tomasso
Signature

John D. Tomasso
Print Name (and title, if signing on behalf of
corporation or trust)

Owner:

Kathy D. Tomasso
Signature

Kathy D. Tomasso
Print Name (and title, if signing on behalf of
corporation or trust)

Electors (registered voters residing on the Property):

By: _____

☒ There are no electors residing at the property.

Print Name: _____

By: _____

Print Name: _____

By: _____

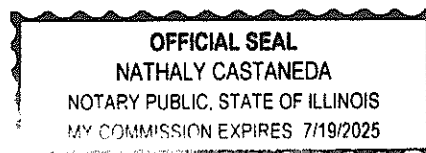
Print Name: _____

By: _____

Print Name: _____

Subscribed and sworn to before me
this 11 day of October, 2022

[Signature]
Notary Public



[ATTACH ADDITIONAL SHEETS IF NECESSARY]

Village of Northbrook
VOLUNTARY ANNEXATION

ANNEXATION AFFIDAVIT

The undersigned, on oath, deposes and states that I (we) have read and do understand the following provisions of the Northbrook Zoning Code and their applicability to the property described in the attached Petition for Annexation upon annexation to the Village of Northbrook, Illinois. The Northbrook Zoning Code can be accessed on the Village website at <https://www.northbrook.il.us/230/Zoning-Code>

- 1) Article II Zoning Districts and Official Zoning Map, Section 2-104, Annexed Land.
- 2) Article III Single Family Residential Districts, Sections 3-101 Purpose, 3-102 Permitted Uses and 3-110 Bulk Space and Yard Requirements.
- 3) Article IX District Regulations of General Applicability, Section 9-101 Accessory Structures and Uses, Section 9-102 Home Occupations and Section 9-107 Buffers and Landscaping Requirements.
- 4) Article X Nonconformities

The undersigned further accepts the required amortization schedule for the cited illegal or nonconforming uses identified on the attached Voluntary Annexation Evaluation Form. The undersigned further acknowledges that additional provisions of the Northbrook Zoning Code and other Northbrook codes, ordinances, rules and regulations may be applicable to the property described in the attached Petition for Annexation upon annexation to the Village of Northbrook.

Owner:

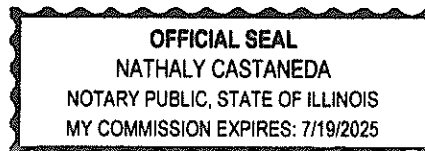
John D. Tomasso
Signature
JOHN D. TOMASSO
Print Name (and title, if signing on behalf of corporation or trust)

Owner:

Kathy DiTomasso
Signature
Kathy DiTomasso
Print Name (and title, if signing on behalf of corporation or trust)

Subscribed and sworn to before me
this 11 day of October, 2022

[Signature]
Notary Public



[ATTACH ADDITIONAL SHEETS IF NECESSARY]

H25054064
CPT

8.V.e

RECORDATION REQUESTED BY:

First American Bank
201 South State Street
P. O. Box 307
Hampshire, IL 60140

WHEN RECORDED MAIL TO:

JOHN DI TOMASSO and
KATHLEEN ROSE DI TOMASSO
2500 PFINGSTEN ROAD
NORTHBROOK, IL 60062



Doc#: 0601333068 Fee: \$26.00
Eugene "Gene" Moore RHSP Fee: \$10.00
Cook County Recorder of Deeds
Date: 01/13/2006 08:35 AM Pg: 1 of 2

FOR RECORDER'S USE ONLY

RELEASE OF MORTGAGE OR TRUST DEED BY CORPORATION (ILLINOIS)

FOR THE PROTECTION OF THE OWNER, THIS RELEASE SHALL BE FILED WITH THE RECORDER OF DEEDS OR THE REGISTRAR OF TITLES IN WHOSE OFFICE THE MORTGAGE OR DEED OF TRUST WAS FILED.

KNOW ALL MEN BY THESE PRESENTS, That First American Bank of the County of Kane and the State of Illinois for and in consideration of the payment of the indebtedness secured by the property hereinafter mentioned, and the cancellation of all the notes thereby secured, and of the sum of one dollar, the receipt whereof is hereby acknowledged, does hereby REMISE, RELEASE, CONVEY, and QUIT CLAIM unto JOHN DI TOMASSO and KATHLEEN ROSE DI TOMASSO, 2500 PFINGSTEN ROAD, NORTHBROOK, IL 60062, his/her/their heirs, legal representatives and assigns, all the right, title, interest, claim or demand whatsoever it may have acquired in, through or by a certain mortgage bearing date the 29th day of November, 1997, and recorded in the Recorder's Office of COOK County, in the State of Illinois, in book _____ of records, on page _____, as document No. 97906273, to the premises therein described as follows, situated in the County of COOK, State of Illinois, to wit:

THE SOUTH 198.84 FEET OF THE EAST 431.905 FEET OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 20, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

together with all the appurtenances and privileges thereunto belonging or appertaining.
Permanent Real Estate Index Number(s): 04-20-200-007-0000 & 04-20-200-046-0000
Address(es) of premises: 2500 PFINGSTEN ROAD, NORTHBROOK, IL 60062

Witness Our hand(s) and seal(s), this 22ND day of NOVEMBER ~~10X~~ 2005

By: Mary Ann Pinne (SEAL)
MARY ANN PINNE (Name & Title) ASST. VP

Attest: _____ (SEAL)
(Name & Title)

This instrument was prepared by First American Bank 201 S. State Street, Hampshire, IL 60140.

NC
STATE OF ILLINOIS)
) ss
COUNTY OF KANE)

On this 22ND day of NOVEMBER ~~10X~~ 2005, before me, the undersigned Notary Public, personally appeared
MARY ANN PINNE and _____
and known to me to be the ASST. VP and _____

BOX 334 CTI

Packet Pg. 344

Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

11-29-1997 RELEASE OF MORTGAGE OR TRUST DEED BY CORP (ILLINOIS)
 Loan No 0000849332- (Continued)

Page 2

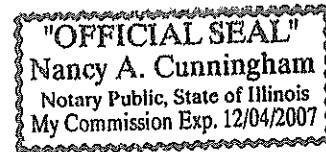
, authorized agents for the Lender that executed the within and foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of the said Lender, duly authorized by the Lender through its board of directors or otherwise, for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute this said instrument and that the seal affixed is the corporate seal of said Lender.

By Nancy A. Cunningham
 Notary Public in and for the State of _____

Residing at _____

My commission expires _____

LASER PRO, Reg. U.S. Pat. & T.M. Off., Ver. 3.24a (c) 1997 CFI ProServices, Inc. All rights reserved. [IL-JRELEASE E3.24 F P 941.LN L20.OVL]



Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

Timothy P. Bleuer
COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



County Administration Building
69 W. Washington, Suite 2830
Chicago, IL 60602-3169
TEL (312) 603-0500
FAX (312) 603-9940
TDD (800) 526-0857

<http://www.cookcountyil.gov/building-and-zoning>

ADDRESS AUTHORIZATION FORM

TO: Emergency Telephone System Board
ATTN: Natasha Allen-Victor
Communications Center 911
9511 W. Harrison, Des Plaines, IL 60016
Phone: 847-294-4452 and Fax: 847-294-4745

FROM: Building & Zoning

RE: Authorization of Address

Permit # _____

* Village of Northbrook
recommends the address
be 2830 Highland Drive
Northbrook

Please be advised that a building permit is about to be or is being processed by the Building and Zoning Dept. for:

John & Kathy DiTomasso

Please approve a street name and address assignment for the following property:

PIN #: 04-20-200-046-0000

Lot #: _____

Legal Description: The east 431 905 of the S 198.84 ft of the 15 acres of the north 1/2 of the NE 1/4 of the NE 1/4 of section 20 Twp 42 Northrange 12 E of the 1st or see survey attached) Cook Co IL except east 230.74 ft third principal meridian in

Applicant Name: John & Kathy DiTomasso

Applicant Address: 255 Anthony Trail Northbrook

Applicant Phone Number 847-272-1655 or 847 878-1991

OFFICE USE ONLY

ESTB approves the following street name and address assignment:

2830 Highland Rd., Northbrook, IL

Natasha Allen-Victor
Signature

Date

6/9/2021

Applicant to submit completed form to ETB at the above address. ETB to send this completed form scanned to Cook County Building and Zoning Permit Control by email: permitcontrol.bnz@cookcountyil.com

Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

TOTAL PAYMENT DUE

\$ 3,992.72

By 03/01/22 (on time)

2021 First Installment Property Tax

8.V.e

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-20-200-046-0000	132	25135	2021	2022	NORTHFIELD	11

HIGHLAND

IF PAYING AFTER
03/01/22, PLEASE PAY

03/02/22 - 04/01/22

\$4,052.61

OR

04/02/22 - 05/01/22

\$4,112.50

OR

05/02/22 - 06/01/22

\$4,172.39

TAXING DISTRICT DEBT AND FINANCIAL DATA

Your Taxing Districts	Money Owed by Your Taxing Districts	Pension and Healthcare Amounts Promised by Your Taxing Districts	Amount of Pension and Healthcare Shortage	% of Pension and Healthcare Cost Taxing Districts Can Pay
Metro Water Reclamation Dist of Chicago	\$3,294,323,000	\$2,958,492,000	\$1,219,143,000	58.79%
Northbrook Rural Fire District	\$3,728,930	\$0	\$0	0.00%
Northbrook Park District	\$38,816,053	\$35,160,486	-\$3,812,674	110.84%
Oakton College Dist Skokie Des Plaines	\$108,179,948	\$42,906,145	\$22,928,407	46.56%
Glenbrook HS District 225 (Glenview)	\$109,647,178	\$75,088,588	\$7,072,470	90.58%
Northbrook/Glenview School District 30	\$43,082,140	\$27,549,345	\$884,690	96.79%
Town of Northfield	\$824,682	\$6,604,942	-\$339,874	105.15%
Cook County Forest Preserve District	\$233,103,051	\$540,107,634	\$328,420,280	39.19%
County of Cook	\$7,595,772,042	\$26,972,931,181	\$15,481,971,961	42.60%
Total	\$11,427,477,024	\$30,658,840,321	\$17,056,268,260	

PAY YOUR TAXES ONLINE

at cookcountytreasurer.com from your bank account or credit card

TAX CALCULATOR

2020 TOTAL TAX		7,259.49
2021 ESTIMATE	X	55%
2021 TOTAL TAX	=	3,992.72

The First Installment amount is 55% of last year's total taxes. All exemptions, such as homeowner and senior exemptions, will be reflected on your Second Installment tax bill.

PROPERTY LOCATION

2500 PFINGSTEN RD
NORTHBROOK IL 60062

MAILING ADDRESS

JOHN DI TOMASSO
2500 PFINGSTEN RD
NORTHBROOK IL 60062-69

TOTAL PAYMENT DUE

IMPORTANT PAYMENT MESSAGES

Use of this coupon authorizes the Treasurer's Office to

Property Index Number (PIN)
04-20-200-046-0

Packet Pg. 347

Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

TOTAL PAYMENT DUE**\$ 3,475.81**

By 03/02/21 (on time)

2020 First Installment Property Tax Bill

Property Index Number (PIN) Volume Code Tax Year (Payable In) Township Classification
 04-20-200-046-0000 132 25135 2020 2021 NORTHFIELD 2

**IF PAYING AFTER
03/02/21, PLEASE PAY**

03/03/21 - 04/01/21

\$3,475.81**OR**

04/02/21 - 05/03/21

\$3,475.81**OR**

05/04/21 - 06/01/21

\$3,527.95**TAXING DISTRICT DEBT AND FINANCIAL DATA**

Your Taxing Districts	Money Owed by Your Taxing Districts	Pension and Healthcare Amounts Promised by Your Taxing Districts	Amount of Pension and Healthcare Shortage	% of Pension and Healthcare Costs Taxing Districts Can Pay
Metro Water Reclamation Dist of Chicago	\$3,404,722,000	\$2,909,890,000	\$1,377,581,000	52.66%
Northbrook Rural Fire District	\$3,378,864	\$0	\$0	0.00%
Northbrook Park District	\$13,320,663	\$34,408,172	-\$849,221	102.47%
Oakton College Dist Skokie Des Plaines	\$93,941,502	\$43,842,673	\$26,594,266	39.34%
Glenbrook HS District 225 (Glenview)	\$109,647,178	\$75,088,588	\$7,072,470	90.58%
Northbrook/Glenview School District 30	\$31,252,987	\$27,525,815	\$16,134,912	41.38%
Town of Northfield	\$479,741	\$5,942,986	\$780,490	86.87%
Cook County Forest Preserve District	\$193,646,842	\$457,040,680	\$246,669,734	46.03%
County of Cook	\$6,898,027,070	\$23,257,290,307	\$13,395,266,525	42.40%
Total	\$10,748,416,847	\$26,811,029,221	\$15,069,250,176	

PAY YOUR TAXES ONLINEat cookcountytreasurer.com from your bank account or credit card**TAX CALCULATOR**

2019 TOTAL TAX		6,319.65
2020 ESTIMATE	X	55%
2020 TOTAL TAX	=	3,475.81

The First Installment amount is 55% of last year's total taxes. All exemptions, such as homeowner and senior exemptions, will be reflected on your Second Installment tax bill.

IMPORTANT MESSAGES**PROPERTY LOCATION**

2500 PFINGSTEN RD
NORTHBROOK IL 60062

MAILING ADDRESS

JOHN DI TOMASSO
2500 PFINGSTEN RD
NORTHBROOK IL 60062-6955

DETACH & INCLUDE WITH PAYMENT

SC22002710

Remit Payment To:

Fidelity National Title Company, LLC
 1827 Walden Office Square, Ste 102
 Schaumburg, IL 60173
 Phone: (847)397-1300 Fax: (847)885-5728

INVOICE**Due upon receipt**

AZAM CHANDRAN & GILANI LLP

Order Number:	SC22002710	Invoice Date:	2/17/2022
		Invoice Number:	SC22002710
		Operation:	01040.235202
Buyer/Borrower(s):	Junaid Makda and Sana Makda	Seller(s):	John DiTomasso and Kathleen DiTomasso, in joint tenancy
Escrow Officer:	Tracy Gunderson	Escrow Assistant:	Schaumburg Closing Coordinator

Property Description (1):

2830 Highland, Northbrook, IL 60062

Policies Applied For: ALTA Owner's Policy 2006 \$425,000.00

Bill Code	Description	Amount
TP	Owner's Policy (Coverage \$425,000.00) (ALTA Owner's Policy 2006)	2,310.00
END	SE 32-06 - Homeowner's Inflation Protection (Residential)	175.00
END	Extended Coverage Endorsement	0.00
ESC	Escrow Fees - Borrower	1,750.00
CPL	CPL Fee to Seller	50.00
CPL	CPL Fee to Buyer	25.00
RSE	State Transfer Tax	425.00
RSE	County Transfer Tax	212.50
SEA	Commitment Update Fee	150.00
SEA	Policy Update Fee	150.00
SRF	State of Illinois Policy Registration Fee	3.00
SVF	Tax Paying Agent Fees	58.00
WIR	Wire Transfer Service Fee	100.00
RCF	Estimated Recording Charges	108.00
RSR	Recording Service Fee	15.00

Invoice total amount due: \$5,531.50

Invoice Notes: 1. Recording Fees are an estimate. Please refer to www.FNTiweb.com for actual recording fees.
 2. Settlement Agent License ID: TA.13.1303663
 3. Preliminary Fee Quote includes an estimated Tax Paying Agent Fee in the event Fidelity is paying taxes at closing.

**Thank you for the opportunity to serve you.
 Please return a copy of this invoice with your payment**

Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

ALTA COMMITMENT FOR TITLE INSURANCE

Issued By:


Fidelity National Title®
 Insurance Company

Commitment Number:

SC22002710**NOTICE**

IMPORTANT - READ CAREFULLY: THIS COMMITMENT IS AN OFFER TO ISSUE ONE OR MORE TITLE INSURANCE POLICIES. ALL CLAIMS OR REMEDIES SOUGHT AGAINST THE COMPANY INVOLVING THE CONTENT OF THIS COMMITMENT OR THE POLICY MUST BE BASED SOLELY IN CONTRACT.

THIS COMMITMENT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACONTRACTUAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

THE COMPANY'S OBLIGATION UNDER THIS COMMITMENT IS TO ISSUE A POLICY TO A PROPOSED INSURED IDENTIFIED IN SCHEDULE A IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THIS COMMITMENT. THE COMPANY HAS NO LIABILITY OR OBLIGATION INVOLVING THE CONTENT OF THIS COMMITMENT TO ANY OTHER PERSON.

COMMITMENT TO ISSUE POLICY

Subject to the Notice; Schedule B, Part I-Requirements; Schedule B, Part II-Exceptions; and the Commitment Conditions, Fidelity National Title Insurance Company, a California corporation (the "Company"), commits to issue the Policy according to the terms and provisions of this Commitment. This Commitment is effective as of the Commitment Date shown in Schedule A for each Policy described in Schedule A, only when the Company has entered in Schedule A both the specified dollar amount as the Proposed Policy Amount and the name of the Proposed Insured.

If all of the Schedule B, Part I-Requirements have not been met within one hundred eighty (180) days after the Commitment Date, this Commitment terminates and the Company's liability and obligation end.

Fidelity National Title Insurance Company

By:

Michael J. Nolan, President

Attest:

Marjorie Nemzura, Secretary

Countersigned By:

 Authorized Officer or Agent

This page is only a part of a 2016 ALTA® Commitment for Title Insurance issued by Fidelity National Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I-Requirements; Schedule B, Part II-Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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ALTA Commitment for Title Insurance (08/01/2016)

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 IL-FT-FILL-01040.235202-SPS-1-22-SC22002710


FIDELITY NATIONAL TITLE INSURANCE COMPANY

COMMITMENT NO. SC22002710

Transaction Identification Data for reference only:

Name and Address of Title Insurance Agent: Ciesla Law Firm
 1544 Shermer Road
 Northbrook, IL 60062

ORIGINATING OFFICE:	FOR SETTLEMENT INQUIRIES, CONTACT:
Fidelity National Title Company, LLC 1827 Walden Office Square, Ste 102 Schaumburg, IL 60173 Main Phone: (847)397-1300 Email: ilschaumburg@fnf.com	Fidelity National Title Company, LLC 1827 Walden Office Square, Ste 102 Schaumburg, IL 60173 Main Phone: (847)397-1300 Main Fax: (847)885-5728

Order Number: SC22002710**Property Ref.:** 2830 Highland, Northbrook, IL 60062**SCHEDULE A**

1. Commitment Date: January 14, 2022
2. Policy to be issued:
 - (a) ALTA Owner's Policy 2006
 Proposed Insured: Junaid Makda and Sana Makda
 Proposed Policy Amount: \$425,000.00
3. The estate or interest in the Land described or referred to in this Commitment is:
 FEE SIMPLE
4. The Title is, at the Commitment Date, vested in:
[John DiTomasso and Kathleen DiTomasso, in joint tenancy](#)
5. The Land is described as follows:
 SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

END OF SCHEDULE A

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Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

EXHIBIT "A"

Legal Description

THE EAST 431.905 FEET OF THE SOUTH 198.84 FEET OF THE EAST 15 ACRES OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 20, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, EXCEPT THE EAST 230.74 FEET THEREOF

Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

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ALTA Commitment for Title Insurance (08/01/2016)

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Name and Address of Title Insurance Agent: Ciesla Law Firm
 1544 Shermer Road
 Northbrook, IL 60062

SCHEDULE B, PART I REQUIREMENTS

All of the following Requirements must be met:

1. The Proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.
2. Pay the agreed amount for the estate or interest to be insured.
3. Pay the premiums, fees, and charges for the Policy to the Company.
4. Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.
5. The "Good Funds" section of the Title Insurance Act (215 ILCS 155/26), is effective January 1, 2010. This Act places limitation upon our ability to accept certain types of deposits into escrow. Please contact your local Fidelity National Title Office regarding the application of this new law to your transaction.
6. Payment of real estate taxes affecting the land that may be due or payable prior to closing (or as may be required by a lender to be insured). Schedule B tax exception will be amended accordingly based on later date search and payment as noted herein.
7. For all mortgages and liens referenced below, we should be furnished with proper payoff figures, authorizations, funds and documents sufficient to pay of and release said liens at or prior to closing.
8. We should be furnished a properly executed ALTA statement and, unless the land insured is a condominium unit, a survey if available. Matters disclosed by the above documentation will be shown specifically.
9. Notice: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.
10. The search did not disclose any open mortgages or deeds of trust of record, therefore the Company reserves the right to require further evidence to confirm that the property is unencumbered, and further reserves the right to make additional requirements or add additional items or exceptions upon receipt of the requested evidence.

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Name and Address of Title Insurance Agent: Ciesla Law Firm
1544 Shermer Road
Northbrook, IL 60062

**SCHEDULE B, PART I
REQUIREMENTS**
(continued)

11. In order to complete this report, the Company requires a Statement of Information to be completed by the following party(s),

Party(s): John DiTomaso

The Company reserves the right to add additional items or make further requirements after review of the requested Statement of Information.

NOTE: The Statement of Information is necessary to complete the search and examination of title under this order. Any title search includes matters that are indexed by name only, and having a completed Statement of Information assists the Company in the elimination of certain matters which appear to involve the parties but in fact affect another party with the same or similar name. Be assured that the Statement of Information is essential and will be kept strictly confidential to this file.

12. If applicable, the spouse or civil union partner of the party in title should join in the conveyance or mortgage for the purpose of releasing homestead.
13. Note: The Land lies within Cook County, Illinois, all of which is subject to the Predatory Lending Database Program Act (765 ILCS 77/70 et seq. as amended) (The Act). On and after July 1, 2008, a Certificate of Compliance with the Act or a Certificate of Exemption must be obtained at time of closing in order for the Company to record any insured mortgage. If the closing is not conducted by the Company, a Certificate of Compliance or Certificate of Exemption must be attached to any mortgage to be recorded.
14. Effective June 1, 2009, pursuant to Public Act 95-988, satisfactory evidence of identification must be presented for the notarization of any and all documents notarized by an Illinois notary public. Until July 1, 2018, satisfactory identification documents are documents that are valid at the time of the notarial act; are issued by a state or federal government agency; bear the photographic image of the individual's face; and bear the individual's signature.
15. Note for the information regarding endorsement requests:
- All endorsement requests should be made prior to closing to allow ample time for the Company to examine required documentation.
16. The Company is required by Federal law to collect additional information about certain transactions in specified geographic areas in accordance with the Bank Secrecy Act. If this transaction is required to be reported under a Geographic Targeting Order issued by FinCEN, the Company must be supplied with a completed ALTA Information Collection Form ("ICF") prior to insuring the transaction contemplated herein.

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Name and Address of Title Insurance Agent: Ciesla Law Firm
 1544 Shermer Road
 Northbrook, IL 60062

**SCHEDULE B, PART I
 REQUIREMENTS**
 (continued)

The Company should be provided a statement from the borrower(s) relative to any mortgage identified in Schedule B disclosing whether the borrower(s) have entered into any forbearance or loan modification agreement with the lender relative to delayed or postponed payments or other restructuring of the debt secured by the mortgage.

END OF SCHEDULE B, PART I

Attachment: Applicant Submittal (6417 : An Ordinance Voluntarily Annexing 2830 Highland Road)

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Name and Address of Title Insurance Agent: Ciesla Law Firm
1544 Shermer Road
Northbrook, IL 60062

SCHEDULE B, PART II EXCEPTIONS

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

The Policy will not insure against loss or damage resulting from the terms and provisions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:

1. Rights or claims of parties in possession not shown by the public records.
2. Any encroachment, encumbrance, violation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the Land.
3. Easements, or claims of easements, not shown by the Public Records.
4. Any Lien, or right to a lien, for services, labor or material heretofore or hereafter furnished, imposed by law and not shown by the Public Records.
5. Taxes or special assessments which are not shown as existing liens by the Public Records.
6. Any defect, lien, encumbrance, adverse claim, or other matter that appears for the first time in the Public Records or is created, attaches, or is disclosed between the Commitment Date and the date on which all of the Schedule B, Part I-Requirements are met.
7. General real estate taxes for the years 2021 and subsequent years:
Tax number: 04-20-200-046-0000 (AFFECTS THIS AND OTHER PROPERTY)

Note: 2020 1st Installment due on or before March 2, 2021 in the amount of \$3,475.81 is PAID.

Note: 2020 2nd Installment due on or before October 1, 2021 in the amount of \$3,738.68 is PAID.

Note: 2021 1st Installment due on or before March 1, 2022 in the amount of \$3,992.72 is **UNPAID**.

Note: 2021 2nd Installment is not yet due or payable.

Note: an expected division of this and adjacent property would result in a new PIN for Tax Year 2022, payable in 2023

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Name and Address of Title Insurance Agent: Ciesla Law Firm
1544 Shermer Road
Northbrook, IL 60062

SCHEDULE B, PART II EXCEPTIONS

(continued)

Because of procedures instituted by the Cook County Treasurer, the Company requests that original tax bills be furnished whenever the Company is requested to pay taxes. If original tax bills are not furnished, the Company will collect an additional amount per tax number to cover the cost of processing payments to the Cook County Treasurer for the production of duplicate tax bills. Further, because of delays by the Cook County Treasurer in producing duplicate tax bills, the Company will hold back from closing additional funds to pay interest that will accrue because of the Treasurer's procedures.

8. Rights of the public, the State of Illinois and the municipality in and to that part of the Land, if any, taken or used for road purposes.
9. Rights of adjoining and contiguous owners to have maintained the uninterrupted flow of the waters of any stream which may flow on or through the Land.
10. Rights of Way for drainage tiles, ditches, feeders, laterals and underground pipes, if any.
11. Rights of the public and the state of Illinois in and to the West 17 feet of the East 50 feet of the land as dedicated for highway purposes on "Row plat of easement of Pfingsten Road" recorded February 16, 1933 as document 11200343.
12. Rights of the public and the state of Illinois in and to the South 27 feet of the land as dedicated for public highway by plat dated October 4, 1951 and recorded December 7, 1951 as document 15233129.
13. The fee for the inflation enhancement endorsement for the owner's policy has been pre-billed. The endorsement will be issued and the fee will be collected at settlement unless the purchaser(s) or their attorney request that the endorsement not be issued.
14. The only conveyance(s) affecting said Land, which recorded within 24 months of the date of this report, are as follows:

Grantor: First American Bank, f/k/a Old Orchard Bank and Trust Company, as Trustee under the provisions of a Trust Agreement dated the 24th day of March, 1983, and known as Trust No. 83-05
Grantee: John DiTomaso and Kathleen DiTomaso, in joint tenancy
Recorded: December 3, 1993
Recording No: [93989514](#) (affects this and other Property)

END OF SCHEDULE B, PART II

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COMMITMENT CONDITIONS**1. DEFINITIONS**

- (a) "Knowledge" or "Known": Actual or imputed knowledge, but not constructive notice imparted by the Public Records.
- (b) "Land": The land described in Schedule A and affixed improvements that by law constitute real property. The term "Land" does not include any property beyond the lines of the area described in Schedule A, nor any right, title, interest, estate, or easement in abutting streets, roads, avenues, alleys, lanes, ways, or waterways, but this does not modify or limit the extent that a right of access to and from the Land is to be insured by the Policy.
- (c) "Mortgage": A mortgage, deed of trust, or other security instrument, including one evidenced by electronic means authorized by law.
- (d) "Policy": Each contract of title insurance, in a form adopted by the American Land Title Association, issued or to be issued by the Company pursuant to this Commitment.
- (e) "Proposed Insured": Each person identified in Schedule A as the Proposed Insured of each Policy to be issued pursuant to this Commitment.
- (f) "Proposed Policy Amount": Each dollar amount specified in Schedule A as the Proposed Policy Amount of each Policy to be issued pursuant to this Commitment.
- (g) "Public Records": Records established under state statutes at the Commitment Date for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without Knowledge.
- (h) "Title": The estate or interest described in Schedule A.

2. If all of the Schedule B, Part I-Requirements have not been met within the time period specified in the Commitment to Issue Policy, this Commitment terminates and the Company's liability and obligation end.

3. The Company's liability and obligation is limited by and this Commitment is not valid without:

- (a) the Notice;
- (b) the Commitment to Issue Policy;
- (c) the Commitment Conditions;
- (d) Schedule A;
- (e) Schedule B, Part I-Requirements;
- (f) Schedule B, Part II-Exceptions; and
- (g) a counter-signature by the Company or its issuing agent that may be in electronic form.

4. COMPANY'S RIGHT TO AMEND

The Company may amend this Commitment at any time. If the Company amends this Commitment to add a defect, lien, encumbrance, adverse claim, or other matter recorded in the Public Records prior to the Commitment Date, any liability of the Company is limited by Commitment Condition 5. The Company shall not be liable for any other amendment to this Commitment.

5. LIMITATIONS OF LIABILITY

- (a) The Company's liability under Commitment Condition 4 is limited to the Proposed Insured's actual expense incurred in the interval between the Company's delivery to the Proposed Insured of the Commitment and the delivery of the amended Commitment, resulting from the Proposed Insured's good faith reliance to:
 - (i) comply with the Schedule B, Part I-Requirements;
 - (ii) eliminate, with the Company's written consent, any Schedule B, Part II-Exceptions; or
 - (iii) acquire the Title or create the Mortgage covered by this Commitment.
- (b) The Company shall not be liable under Commitment Condition 5(a) if the Proposed Insured requested the amendment or had Knowledge of the matter and did not notify the Company about it in writing.
- (c) The Company will only have liability under Commitment Condition 4 if the Proposed Insured would not have incurred the expense had the Commitment included the added matter when the Commitment was first delivered to the Proposed Insured.
- (d) The Company's liability shall not exceed the lesser of the Proposed Insured's actual expense incurred in good faith and described in Commitment Conditions 5(a)(i) through 5(a)(iii) or the Proposed Policy Amount.
- (e) The Company shall not be liable for the content of the Transaction Identification Data, if any.
- (f) In no event shall the Company be obligated to issue the Policy referred to in this Commitment unless all of the Schedule B, Part I-Requirements have been met to the satisfaction of the Company.
- (g) In any event, the Company's liability is limited by the terms and provisions of the Policy.

6. LIABILITY OF THE COMPANY MUST BE BASED ON THIS COMMITMENT

- (a) Only a Proposed Insured identified in Schedule A, and no other person, may make a claim under this Commitment.
- (b) Any claim must be based in contract and must be restricted solely to the terms and provisions of this Commitment.

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(continued)

- (c) Until the Policy is issued, this Commitment, as last revised, is the exclusive and entire agreement between the parties with respect to the subject matter of this Commitment and supersedes all prior commitment negotiations, representations, and proposals of any kind, whether written or oral, express or implied, relating to the subject matter of this Commitment.
- (d) The deletion or modification of any Schedule B, Part II-Exception does not constitute an agreement or obligation to provide coverage beyond the terms and provisions of this Commitment or the Policy.
- (e) Any amendment or endorsement to this Commitment must be in writing and authenticated by a person authorized by the Company.
- (f) When the Policy is issued, all liability and obligation under this Commitment will end and the Company's only liability will be under the Policy.

7. IF THIS COMMITMENT HAS BEEN ISSUED BY AN ISSUING AGENT

The issuing agent is the Company's agent only for the limited purpose of issuing title insurance commitments and policies. The issuing agent is not the Company's agent for the purpose of providing closing or settlement services.

8. PRO-FORMA POLICY

The Company may provide, at the request of a Proposed Insured, a pro-forma policy illustrating the coverage that the Company may provide. A pro-forma policy neither reflects the status of Title at the time that the pro-forma policy is delivered to a Proposed Insured, nor is it a commitment to insure.

9. ARBITRATION

The Policy contains an arbitration clause. All arbitrable matters when the Proposed Policy Amount is Two Million And No/100 Dollars (\$2,000,000.00) or less shall be arbitrated at the option of either the Company or the Proposed Insured as the exclusive remedy of the parties. A Proposed Insured may review a copy of the arbitration rules at <http://www.alta.org/arbitration>.

END OF CONDITIONS**1031 EXCHANGE SERVICES**

If your transaction involves a tax deferred exchange, we offer this service through our 1031 division, IPX1031. As the nation's largest 1031 company, IPX1031 offers guidance and expertise. Security for Exchange funds includes segregated bank accounts and a 100 million dollar Fidelity Bond. Fidelity National Title Group also provides a 50 million dollar Performance Guaranty for each Exchange. For additional information, or to set-up an Exchange, please call Scott Nathanson at (312)223-2178 or Anna Barsky at (312)223-2169.

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