Village Board of Trustees Agenda

Sandra "Sandy" Frum Board Room
1225 Cedar Lane Northbrook, IL 60062
Tuesday, July 22, 2025

7:30 PM

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **MINUTES APPROVAL**
   A. July 8, 2025 Regular Board Meeting Minutes for Approval
4. **PUBLIC COMMENT TIME**

   This agenda item is reserved for members of the public who desire to address the Village Board on a topic that is within purview and jurisdiction of the Village Board, but that is not listed in another location on the agenda. If you would like to speak about a matter that is listed on the agenda, we ask that you wait until that agenda item is called, and we will give you an opportunity to speak then. If your matter is on the "Consent Agenda", please let us know if you would like us to remove that matter so that you can speak about it.
   Anyone desiring to speak should fill out a written speaker form (located in the back of the Board Room) and submit it to the Village Clerk. "Public Comment Time" is not a forum for open dialogue or engagement with members of the Village Board. Rather, it is intended as an opportunity for you to make comments to the Village Board. While the Village Board will not immediately respond to public comments at this meeting, or engage in a back and forth discussion during the meeting, please be assured that the Board is actively listening to all comments, thoughts, and suggestions.
   All speakers will be limited to a total of three minutes. We request that everyone be respectful, civil, and non-repetitive; and we ask that members of the audience refrain from applauding or making any other comments during or after any speaker. 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 Escrow Deposits/Performance Bond Refunds Processed Between July 1, 2025 - July 15, 2025
   B. Review and Approval of Payments Processed Between July 1, 2025 - July 15, 2025
7. **PRESIDENT'S REPORT**

   Community Moment

   A. A Proclamation Recognizing August 2025 as Northbrook Symphony Orchestra Family Music Month
   B. A Proclamation Recognizing August 5 as National Night Out
   C. Commission Appointments and Reappointments
      Appointments:
      - Ronald Mangas to the Senior Services Commission for a term ending April 30, 2027
      - Kimberly Yen to the Community Commission for term ending April 30, 2027

- Gabriela Tamamidis to the Sustainability Commission for a term ending June 30, 2026
- David Schweihs, John Ustich, and Jim Hawkins (Chair) to the Emergency Telephone System Board for terms ending April 30, 2027

Reappointments:

- Amy Malloy, Emmeline Hazaray, and Jeffrey Emrich to the Senior Services Commission for terms ending April 30, 2028
- Jennifer Saperstein to the Community Commission (Chair) for term ending April 30, 2027
- Sammi Saperstein to the Community Commission for a term ending June 30, 2026
- Lori Baker to the Emergency Telephone Systems Board for terms ending April 30, 2027

D. A Resolution Appointing Matthew T. Cassidy as the Village Representative to the Regional Emergency Dispatch (RED) Center Board of Directors

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. A Resolution Approving a Contract for the Installation of a New Boiler at the Village Water Plant Facility with Roberts Heating & Air Conditioning, Inc. of Northbrook, Illinois

The existing boiler at the Village's Water Plant is used to heat sections of the plant is essential to the operation of the facility and for the people who operate the plant.

B. An Ordinance Authorizing the Purchase of Public Works Department Replacement Vehicles from Highland Park Ford of Highland Park, IL and Authorizing the Disposal of Surplus Vehicles

An Ordinance for the replacement of Unit #429, a 2015 Ford Transit van and Unit #411, a 2009 Ford F-250 pick up with a plow. Both units will be declared surplus and disposed of upon the receipt and outfitting of the new vehicles.

C. A Resolution Authorizing a First Renewal of an Agreement for the Treatment of American Elm Parkway Trees with Winkler Services, LLC of Bellwood, Illinois

The Public Works Department treats specimen American Elm trees with trunk diameters of 20 inches or greater with fungicide to prevent Dutch Elm Disease. A total of 36 parkway trees are planned for treatment.

D. A Resolution Authorizing the Renewal of an Agreement for Asphalt Street Crack Sealing Services with Patriot Pavement Maintenance of Wheeling, Illinois

Crack sealing is used to help prevent moisture and debris from entering the road base through seams or cracks in the pavement that can form over time. As water seeps into these seams/cracks it can cause premature failure to the roadway as it expands in freezing temperatures and contracts in warmer temperatures.

E. A Resolution Approving the Purchase of Lenovo Computers from Insight Public Sector, Inc.
This Resolution approves the purchase of Lenovo desktop computers from Insight Public Sector as part of the annual planned computer refresh cycle. This purchase is also included in the Capital Improvement Plan for Fiscal Year 2025/2026.

F. A Resolution Confirming the Execution of an Agreement with Berry, Dunn, McNeil & Parker, LLC for Strategic Planning Services
As directed by the Village Board on June 10, 2025, Berry Dunn has been engaged to support the development of a first Strategic Plan to identify key community priorities and direct future budgeting initiatives in order to help maintain the Village's strong sense of community.

G. An Ordinance Providing for the Disposal of Surplus Property and Evidence
The Police Department is seeking authorization pursuant to the Law Enforcement Disposition of Property Act, 765 ILCS 1030/0.01 et seq. and according to Section 2-193 of the Northbrook municipal code to dispose of surplus property and evidence that has been determined to be unclaimed.

H. A Resolution Authorizing a Contract with Health Inspection Professionals Inc. of Lombard Illinois for Health Consultation Services to Support the Plan Review, Inspections, and Emergency Services for Food Establishments within the Village
A contract to conduct annual inspections at food establishments, respond to emergencies and complaints, inspect special or temporary food events, and perform all plan review and inspections for new or remodeled food establishments within the Village.

I. Motion to Approve the June 10, 2025 Closed Session Minutes held during the Committee of the Whole and Regular Meeting of the Village Board

J. A Resolution Approving the Release of Certain Written Minutes of Closed Session Meetings of the Village Board of Trustees
A resolution confirming that the review of closed session meeting minutes has occurred and the Village Board of Trustees has determined that confidential treatment is no longer necessary for the written minutes of those Closed Meetings that are identified in the resolution but that a need for confidentiality still exists as to all other written minutes of Closed Meetings.

9. ADMINISTRATION AND FINANCE

10. PLANNING AND ECONOMIC DEVELOPMENT

A. Process for public review and adoption of the 2024 International Code Council (ICC) building codes and 2023 National Electric Code (NEC)
The Village reviews and adopts building codes and any associated municipal code amendments every six years as developed by the International Code Council (ICC) and the National Fire Protection Association (NFPA) which issues new "model codes" for proper construction techniques every three years.

11. COMMUNITY AND SUSTAINABILITY

12. HOUSING

13. LABOR RELATIONS

14. PUBLIC WORKS AND FACILITIES

15. PUBLIC SAFETY

16. COMMUNICATIONS AND OUTREACH

17. REMARKS FOR THE GOOD OF THE ORDER

18. CLOSED SESSION

19. 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 or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are requested to promptly contact the Village of Northbrook at (847) 272-5050, or the Illinois Relay Center at (800) 526-0844, to allow the Village of Northbrook to make reasonable accommodations for those persons.

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

ESCROW DEPOSIT/PERFORMANCE BOND REFUNDS
INVOICES PROCESSED BETWEEN JULY 1, 2025 - JULY 15, 2025
FOR 7/22/25 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
310118	CLEAR PIPE	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
310119	AMERICAN NATIONAL SPRINKLERS	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
310120	KLOEPFER CONSTRUCTION	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
310121	RELIANCE PLUMBING SEWER AND DRAINAGE	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
310122	LEPJAN DRAFTING SERVICES INC.	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,100.00
310123	ANATOLY NOSOVITSKY	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	2,500.00
310124	ANDRIY VOLOSHCHUK	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
310125	RAVINIA PLUMBING & HEATING CO.	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
310126	SERVICE CONSTRUCTION OF ILLINOIS	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
310127	A1 ALL CLEAR PLUMBING & SEWER, INC.	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
310128	NORTH COAST SEWER AND DRAINAGE	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
310129	AMERICAN NATIONAL SPRINKLER	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
		CLASS 'A' TOTAL	**11,600.00**

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INVOICES PROCESSED BETWEEN JULY 1, 2025 - JULY 15, 2025
FOR 7/22/25 MEETING

Sorted by Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
310192	A. EPSTEIN AND SONS INTERNATIONAL	PROFESSIONAL SERVICES - PW (*)	476.78
310131	ABT ELECTRONICS, INC	SUPPLIES - PW	59.00
310159	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES - PW/FD	955.18
7665(A)	ADDIS LAW GROUP	LEGAL SERVICES - GG	17,000.00
310226	AILEEN LEVIN-NEITLICH	OVERPAYMENT REFUND - FD	116.96
7632(A)	AIR ONE EQUIPMENT INC	EQUIPMENT - FD	917.00
7659(A)	AL WARREN OIL CO INC	FUEL/OIL - PW/FD/PD	24,566.40
7633(A)	ALEXANDER CHEMICAL CORPORATION	CHEMICALS - PW (*)	7,148.64
310252	ALL IN 1 INVESTMENTS CO.	WATER/SEWER REFUND - FIN	2.23
7654(A)	ALPHAGRAPHICS US333	PRINTING - GG	25.00
7660(A)	AMAZON.COM SERVICES, INC.	SUPPLIES/EQUIPMENT - PW/PD/FD/IT	1,221.74
7662(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN	506.79
310203	AMERICAN TAXI DISPATCH, INC	SENIOR TRANSPORTATION - FIN	830.00
310132	AMERICAN WATER WORKS ASSOCIATION	MEMBERSHIPS - PW	4,660.00
310231	ANGELIKA MCGEE	REIMBURSEMENT - PD	19.15
310189	APEX LANDSCAPING INC.	SERVICES - PW	1,576.13
310216	ARCO MECHANICAL EQUIPMENT SALES INC	SERVICES - PW	670.00
7634(A)	ARLINGTON POWER EQUIPMENT	SUPPLIES - PW	137.47
310138	ARTHUR CLESEN, INC.	SUPPLIES - PW	282.16
310137	AT&T MOBILITY NATIONAL ACCOUNTS LLC	TELECOMMUNICATIONS - IT	11,268.21
310184	ATLAS BOBCAT, LLC	PARTS - PW	473.60
7657(A)	ATLAS ENGINEERING GROUP, LTD	PROFESSIONAL SERVICES - PW (*)	60,556.67
310217	ATLASTICITY LLC	PROFESSIONAL SERVICES - IT	340.03
310181	AXON ENTERPRISE, INC.	EQUIPMENT/ SERVICES - PD (*)	28,538.60
310202	BERLA CORPORATION	SUBSCRIPTION - PD	3,650.00
310222	BILL'S PLUMBING AND SEWER INC	SERVICES - PW	1,800.00
310223	BLUEPEARL VETERINARY PARTNER	PROFESSIONAL SERVICES - PD	114.67
310134	BOUND TREE MEDICAL, LLC	SUPPLIES - FD	409.46
310247	BRIAN DUNTON	RESIDENT REIMBURSEMENT - PW	4,025.15
7674(A)	BS&A SOFTWARE	PAYMENT PROCESSING SERVICES - FIN (*)	18,531.92
310187	BUILDERS ASPHALT, LLC	MATERIALS - PW (*)	1,537.08
7656(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	81.85
7669(A)	CAHILL HEATING & COOLING	EQUIPMENT - PW (*)	9,800.00
310135	CASE LOTS INC	SUPPLIES - PW	895.90
7636(A)	CDW GOVERNMENT INC.	EQUIPMENT - IT	1,405.15
7635(A)	CHICAGO COMMUNICATIONS LLC	RADIO MAINTENANCE - FD	1,285.00
310136	CHICAGO'S NORTH SHORE CONVENTION	MEMBERSHIP CONTRIBUTION - DPS	51,896.00
310232	CHRISTOPHER LACINA	REIMBURSEMENT - PD	162.86
310178	CINTAS CORPORATION #2	UNIFORMS - PW	757.28
310140	COMCAST CABLE	TELECOMMUNICATIONS - IT	457.05
310141	COMCAST CABLE	CABLE/INTERNET - PD	128.80
310139	COMCAST CABLE	CABLE - PW	32.13
310142	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	6,839.33
310215	CONSENSUS CLOUD SOLUTIONS, LLC	SUBSCRIPTION - IT	99.95
310201	CONSTELLATION ENERGY CORPORATION	UTILITIES - PW	41,470.86
7666(A)	CONSTELLIX	SERVICES - IT	11.92
310233	CRAIG ROSCOE	REIMBURSEMENT - PD	249.69
310143	CUTLER WORKWEAR	UNIFORMS - PW	1,524.38
310234	CYNTHIA PLAZAS	REIMBURSEMENT - PD	444.85
310207	DACRA TECH LLC	SUBSCRIPTION - IT (*)	2,500.00
310253	DANIEL MCCANN	WATER/SEWER REFUND - FIN	11.72
310213	DANNY KEYS 247 INC	SUPPLIES - PW	135.81

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN JULY 1, 2025 - JULY 15, 2025
FOR 7/22/25 MEETING

Sorted by Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
310212	DPM AUTO PROS LLC	SERVICES - PD	545.00
310246	DR. JOSHUA A. BARRAS	PROFESSIONAL SERVICES - GG	2,500.00
310208	DRAIN & PLUMBING SERVICES	SERVICES - PW	384.14
7661(A)	ELROD FRIEDMAN LLP	LEGAL SERVICES - GG/DPS	71,622.44
310220	ENAMELPINS INC.	SUPPLIES - PD	3,075.00
310235	ERIC GUSTASON	REIMBURSEMENT - PD	37.78
310144	EVANSTON FUNERAL & CREMATION, INC.	PROFESSIONAL SERVICES - PD	1,000.00
7655(A)	FIRE SAFETY CONSULTANTS, INC	PROFESSIONAL SERVICES - FD (*)	3,480.00
7658(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - PW	204.48
310145	FOSTER COACH SALES INC.	PARTS - PW	4,654.41
310133	G.W. BERKHEIMER CO., INC.	SERVICES - FD	19.72
7637(A)	GALLS, LLC	UNIFORMS - PD	2,923.07
310249	GEORGE BANK	REIMBURSEMENT - PW	317.00
310146	GEORGE GARNER CYCLERY, INC.	PARTS - PD	98.57
310147	GOLF MILL FORD	PARTS - PW	605.73
310210	GORDON FLESCH COMPANY INC.	PRINTING - IT (*)	1,398.07
7638(A)	GRAINGER	EQUIPMENT/SUPPLIES - PW/FD	2,770.27
7663(A)	GRANITE TELECOMMUNICATIONS, LLC	TELECOMMUNICATIONS - IT	3,380.13
7639(A)	HARTING ASSOCIATES, INC.	SUBSCRIPTION - IT (*)	7,840.00
7640(A)	HAVEY COMMUNICATIONS, INC.	PARTS - PW	162.70
310255	HBS LEASEHOLD LLC	WATER/SEWER REFUND - FIN	221.53
310175	HIGH STAR TRAFFIC	SUPPLIES - PW	1,980.00
310148	HOME DEPOT CREDIT SERVICES	TOOLS - PW	1,606.00
310190	IL DEPT OF INNOVATION AND TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	3,022.89
310149	IL ENVIRONMENTAL PROTECTION AGENCY	ANNUAL STORMWATER FEE - PW	1,000.00
7642(A)	ILEAS	MEMBERSHIP - PD	240.00
310150	IMAGE SPECIALTIES OF GLENVIEW	SERVICE RECOGNITION - PD	288.00
310186	INSIGHT PUBLIC SECTOR, INC	SUBSCRIPTION - IT	357.88
310151	INTERSTATE ALL BATTERY CENTER	SUPPLIES - PW	1,132.80
310152	J.G. UNIFORMS, INC.	UNIFORMS - PD	962.55
310236	JOHN SEILER	REIMBURSEMENT - PD	203.36
310153	JOHNSTONE SUPPLY	EQUIPMENT/SUPPLIES - PW	730.63
310237	JONATHAN SALMI	REIMBURSEMENT - PD	356.50
310185	JONES & BARTLETT LEARNING, LLC	PUBLICATIONS - FD	496.08
7673(A)	KAPLAN PAVING LLC	SERVICES - PW (*)	9,720.00
310228	KATHLEEN YAVITT	REIMBURSEMENT - FD	69.98
310183	KELLEY WILLIAMSON COMPANY	SUPPLIES - PW/FD	500.00
310154	KIMLEY-HORN AND ASSOCIATES INC	PROFESSIONAL SERVICES - PW (*)	48,302.20
310188	LAKE SHORE ATHLETIC SERVICES, INC	EQUIPMENT RENTAL - PW	7,000.00
7670(A)	LAKELAND ELEVATOR CORPORATION	SERVICES - PW	1,667.50
310198	LAN ELECTRIC, INC	SERVICES - PW	1,999.58
7664(A)	LEOPARDO COMPANIES INC.	DOWNTOWN/BLDG IMPR - PW/FIN (*)	1,007,348.66
7643(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - PD	515.81
310155	MAD BOMBER FIREWORKS	4TH OF JULY FIREWORKS - GG (*)	49,982.20
310218	MARK 1 LANDSCAPE INC.	SERVICES - PW (*)	5,090.72
310245	MARK CACIOPPO	REIMBURSEMENT - PW	120.00
310219	MATTERPORT LLC	EQUIPMENT - FD	6,044.25
7645(A)	MC MASTER-CARR SUPPLY COMPANY	PARTS - PW	273.17
310156	MENONI & MOCOGNI, INC.	MATERIALS - PW (*)	2,881.00
310157	METRA	COMMUTER PARKING LOT LEASE - PW	2,600.00
7646(A)	MGP, INC.	PROFESSIONAL SERVICES - PW (*)	20,033.03
7652(A)	MICHAEL WAGNER & SONS, INC	PARTS - PW	611.87

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN JULY 1, 2025 - JULY 15, 2025
FOR 7/22/25 MEETING

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CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
7672(A)	MILLER PIPELINE, LLC	SIDEWALK IMPROVEMENTS - PW (*)	64,094.23
7647(A)	MOTOROLA SOLUTIONS, INC.	MONTHLY RADIO NETWORK - PD	8,080.00
310191	NAPA AUTO PARTS	PARTS/SUPPLIES - PW	787.14
310238	NEBOJSA DJURDJEVIC	REIMBURSEMENT - PD	126.00
310205	NELBUD SERVICES, LLC	SERVICES - PW	3,735.00
310239	NICHOLAS WHITE	REIMBURSEMENT - PD	82.46
310161	NICOR	UTILITIES - PW	1,585.95
310158	NORTH AMERICAN CORPORATION OF IL	SUPPLIES - PW/FD	2,083.70
310160	NORTH EAST MULTI-REGIONAL TRAINING	TRAINING - PD	600.00
310163	NORTH SHORE GAS COMPANY	UTILITIES - PW	302.17
310194	NORTH SHORE LAWNSPRINKLER	SERVICES - PW	1,256.06
310162	NORTHERN ILLINOIS POLICE ALARM	SERVICES - PD	34.40
310165	NORTHWEST FREIGHTLINER	PARTS - PW	244.96
310164	NORTHWEST POLICE ACADEMY	MEMBERSHIP - PD	50.00
310214	ONCE UPON A DELI	CANTEEN - PD	232.00
310200	PACE ANALYTICAL SERVICES, LLC	SERVICES - PW	2,485.00
7648(A)	PARKMOBILE, LLC	MONTHLY SERVICE FEES - PW	1,148.70
310225	PAULA LEVY	OVERPAYMENT REFUND - FD	119.52
310199	PEERLESS NETWORK, INC.	TELECOMMUNICATIONS - IT	6,103.46
310211	PEN-LINK, LTD	SUBSCRIPTION - PD	1,125.00
7671(A)	PERFECT CLEANING SYSTEM, INC	SERVICES - PW (*)	23,103.00
310209	PLUNKETT'S PEST CONTROL, INC	SERVICES - PW	145.60
310204	PRAIRIE STATE CYCLING SERIES LLC	NORTHBROOK GRAND PRIX - GG (*)	3,666.66
310166	PROMO'S 911, INC.	SUPPLIES - PD	2,074.38
7649(A)	REALTY & MORTGAGE CO.	SHF EXPENSE REIMB - FIN	15,062.63
310167	RED'S GARDEN CENTER, INC.	SUPPLIES - PW	78.10
310240	RICHARD RASH	REIMBURSEMENT - PD	25.71
310130	RUSH TRUCK CENTERS OF ILLINOIS	SUPPLIES - PW	262.76
310251	SANG PARK	VEHICLE STICKER REFUND - FIN	17.50
310241	SCOTT LUBIAK	REIMBURSEMENT - PD	238.31
310230	SEAN BARRY	REIMBURSEMENT - PD	150.00
310250	SENAD KALAMPEROVIC	VEHICLE STICKER REFUND - FIN	35.00
310168	SHERWIN WILLIAMS	SUPPLIES - PW	345.88
310169	SNAP-ON INCORPORATED	SERVICES - PW	1,709.70
7650(A)	SPOK, INC.	SERVICES - PW	65.32
310170	STANDARD EQUIPMENT COMPANY	PARTS - PW	444.96
310171	STANDARD LUMBER CO.	SUPPLIES - PW	490.72
310180	STATE GRAPHICS	PRINTING - GG (*)	8,580.00
310172	SUNSET FOOD MART, INC.	CANTEEN/SUPPLIES - FD/PW/PD	173.62
310221	SURGICAL REFERRAL SERVICE LTD	PROFESSIONAL SERVICES - PD	4,635.46
310254	SUZANNE WALSH	WATER/SEWER REFUND - FIN	708.03
310173	SWANSONS BLOSSOM SHOP	SERVICES - PD	431.90
310227	TERESA DREWES	REIMBURSEMENT - PD	461.28
7668(A)	TERRACYCLE REGULATED WASTE, LLC	SUPPLIES - PW	506.60
310229	TERRENCE JORIA	REIMBURSEMENT - PD	57.33
7644(A)	TERRI LUECHT	SUPPLEMENTAL PAYMENT - FIN	1,659.00
310224	TEXAS STATE UNIVERSITY	TRAINING - PD	800.00
310177	THOMSON REUTERS	SUBSCRIPTION - PD	332.67
310197	TODAY'S UNIFORMS INC.	UNIFORMS - FD (*)	5,468.45
310242	TODD FEINGOLD	REIMBURSEMENT - PD	725.77
310174	TOTAL PARKING SOLUTIONS, INC.	PARKING METER MAINTENANCE - PW (*)	4,956.00
310196	TYLER TECHNOLOGIES, INC	SUBSCRIPTION - IT	1,447.02

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GENERAL LEDGER SYSTEM
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FOR 7/22/25 MEETING

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CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
310176	ULINE, INC.	FURNITURE/EQUIPMENT - PW	3,327.00
310195	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	40.00
7667(A)	UNIVAR SOLUTIONS USA LLC	CHEMICALS - PW (*)	4,895.87
310206	US DIGITAL DESIGNS BY HONEYWELL	SUBSCRIPTION - IT	8,967.35
7641(A)	USABLUEBOOK	SUPPLIES - PW	1,374.35
310193	VERIZON CONNECT NWF INC.	SERVICES - PW	1,171.09
310243	WADE MCCLELLAN	REIMBURSEMENT - PD	30.10
7653(A)	WATER RESOURCES INC	WATER METERS - PW (*)	21,920.00
7651(A)	WEST CENTRAL MUNICIPAL CONFERENCE	PARKWAY TREE PLANTING - PW (*)	121,784.39
310179	WHEEL-INN BODY & MOTOR WORKS	SERVICES - PW	1,544.70
310244	WILLIAM HUMPHRIES	REIMBURSEMENT - PD	461.28
310182	ZOLL MEDICAL CORP	SUPPLIES - FD	359.25
		CLASS 'A' TOTAL	**1,935,993.74**

CLASS 'B' WARRANTS

38(E)	IPBC	HEALTH INSURANCE - GG	595,917.13
466(E)	LOWE'S	SUPPLIES - PW/FD	1,482.55
464(E)	MIDWEST OPERATING ENGINEERS WELFARE	HEALTH INSURANCE - GG	79,879.00
7/15/25	PAYROLL	7/15/2025 PAYROLL	914,803.98
467(E)	QUADIENT FINANCE USA, INC.	POSTAGE - FIN	40.00
465(E)	QUADIENT LEASING USA, INC	MAILING SYSTEM LEASE - FIN	1,667.85
		CLASS 'B' TOTAL	**1,593,790.51**
		REPORT TOTAL	***3,529,784.25***

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7664(A)	LEOPARDO COMPANIES INC.	DOWNTOWN/BLDG IMPR - PW/FIN (*)	1,007,348.66
7651(A)	WEST CENTRAL MUNICIPAL CONFERENCE	PARKWAY TREE PLANTING - PW (*)	121,784.39
7661(A)	ELROD FRIEDMAN LLP	LEGAL SERVICES - GG/DPS	71,622.44
7672(A)	MILLER PIPELINE, LLC	SIDEWALK IMPROVEMENTS - PW (*)	64,094.23
7657(A)	ATLAS ENGINEERING GROUP, LTD	PROFESSIONAL SERVICES - PW (*)	60,556.67
310136	CHICAGO'S NORTH SHORE CONVENTION	MEMBERSHIP CONTRIBUTION - DPS	51,896.00
310155	MAD BOMBER FIREWORKS	4TH OF JULY FIREWORKS - GG (*)	49,982.20
310154	KIMLEY-HORN AND ASSOCIATES INC	PROFESSIONAL SERVICES - PW (*)	48,302.20
310201	CONSTELLATION ENERGY CORPORATION	UTILITIES - PW	41,470.86
310181	AXON ENTERPRISE, INC.	EQUIPMENT/ SERVICES - PD (*)	28,538.60
7659(A)	AL WARREN OIL CO INC	FUEL/OIL - PW/FD/PD	24,566.40
7671(A)	PERFECT CLEANING SYSTEM, INC	SERVICES - PW (*)	23,103.00
7653(A)	WATER RESOURCES INC	WATER METERS - PW (*)	21,920.00
7646(A)	MGP, INC.	PROFESSIONAL SERVICES - PW (*)	20,033.03
7674(A)	BS&A SOFTWARE	PAYMENT PROCESSING SERVICES - FIN (*)	18,531.92
7665(A)	ADDIS LAW GROUP	LEGAL SERVICES - GG	17,000.00
7649(A)	REALTY & MORTGAGE CO.	SHF EXPENSE REIMB - FIN	15,062.63
310137	AT&T MOBILITY NATIONAL ACCOUNTS LLC	TELECOMMUNICATIONS - IT	11,268.21
7669(A)	CAHILL HEATING & COOLING	EQUIPMENT - PW (*)	9,800.00
7673(A)	KAPLAN PAVING LLC	SERVICES - PW (*)	9,720.00
310206	US DIGITAL DESIGNS BY HONEYWELL	SUBSCRIPTION - IT	8,967.35
310180	STATE GRAPHICS	PRINTING - GG (*)	8,580.00
7647(A)	MOTOROLA SOLUTIONS, INC.	MONTHLY RADIO NETWORK - PD	8,080.00
7639(A)	HARTING ASSOCIATES, INC.	SUBSCRIPTION - IT (*)	7,840.00
7633(A)	ALEXANDER CHEMICAL CORPORATION	CHEMICALS - PW (*)	7,148.64
310188	LAKE SHORE ATHLETIC SERVICES, INC	EQUIPMENT RENTAL - PW	7,000.00
310142	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	6,839.33
310199	PEERLESS NETWORK, INC.	TELECOMMUNICATIONS - IT	6,103.46
310219	MATTERPORT LLC	EQUIPMENT - FD	6,044.25
310197	TODAY'S UNIFORMS INC.	UNIFORMS - FD (*)	5,468.45
310218	MARK 1 LANDSCAPE INC.	SERVICES - PW (*)	5,090.72
310174	TOTAL PARKING SOLUTIONS, INC.	PARKING METER MAINTENANCE - PW (*)	4,956.00
7667(A)	UNIVAR SOLUTIONS USA LLC	CHEMICALS - PW (*)	4,895.87
310132	AMERICAN WATER WORKS ASSOCIATION	MEMBERSHIPS - PW	4,660.00
310145	FOSTER COACH SALES INC.	PARTS - PW	4,654.41
310221	SURGICAL REFERRAL SERVICE LTD	PROFESSIONAL SERVICES - PD	4,635.46
310247	BRIAN DUNTON	RESIDENT REIMBURSEMENT - PW	4,025.15
310205	NELBUD SERVICES, LLC	SERVICES - PW	3,735.00
310204	PRAIRIE STATE CYCLING SERIES LLC	NORTHBROOK GRAND PRIX - GG (*)	3,666.66
310202	BERLA CORPORATION	SUBSCRIPTION - PD	3,650.00
7655(A)	FIRE SAFETY CONSULTANTS, INC	PROFESSIONAL SERVICES - FD (*)	3,480.00
7663(A)	GRANITE TELECOMMUNICATIONS, LLC	TELECOMMUNICATIONS - IT	3,380.13
310176	ULINE, INC.	FURNITURE/EQUIPMENT - PW	3,327.00
310220	ENAMELPINS INC.	SUPPLIES - PD	3,075.00
310190	IL DEPT OF INNOVATION AND TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	3,022.89
7637(A)	GALLS, LLC	UNIFORMS - PD	2,923.07
310156	MENONI & MOCOGNI, INC.	MATERIALS - PW (*)	2,881.00
7638(A)	GRAINGER	EQUIPMENT/SUPPLIES - PW/FD	2,770.27
310157	METRA	COMMUTER PARKING LOT LEASE - PW	2,600.00
310207	DACRA TECH LLC	SUBSCRIPTION - IT (*)	2,500.00
310246	DR. JOSHUA A. BARRAS	PROFESSIONAL SERVICES - GG	2,500.00
310200	PACE ANALYTICAL SERVICES, LLC	SERVICES - PW	2,485.00

VILLAGE OF NORTHBROOK

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310158	NORTH AMERICAN CORPORATION OF IL	SUPPLIES - PW/FD	2,083.70
310166	PROMO'S 911, INC.	SUPPLIES - PD	2,074.38
310198	LAN ELECTRIC, INC	SERVICES - PW	1,999.58
310175	HIGH STAR TRAFFIC	SUPPLIES - PW	1,980.00
310222	BILL'S PLUMBING AND SEWER INC	SERVICES - PW	1,800.00
310169	SNAP-ON INCORPORATED	SERVICES - PW	1,709.70
7670(A)	LAKELAND ELEVATOR CORPORATION	SERVICES - PW	1,667.50
7644(A)	TERRI LUECHT	SUPPLEMENTAL PAYMENT - FIN	1,659.00
310148	HOME DEPOT CREDIT SERVICES	TOOLS - PW	1,606.00
310161	NICOR	UTILITIES - PW	1,585.95
310189	APEX LANDSCAPING INC.	SERVICES - PW	1,576.13
310179	WHEEL-INN BODY & MOTOR WORKS	SERVICES - PW	1,544.70
310187	BUILDERS ASPHALT, LLC	MATERIALS - PW (*)	1,537.08
310143	CUTLER WORKWEAR	UNIFORMS - PW	1,524.38
310196	TYLER TECHNOLOGIES, INC	SUBSCRIPTION - IT	1,447.02
7636(A)	CDW GOVERNMENT INC.	EQUIPMENT - IT	1,405.15
310210	GORDON FLESCH COMPANY INC.	PRINTING - IT (*)	1,398.07
7641(A)	USABLUEBOOK	SUPPLIES - PW	1,374.35
7635(A)	CHICAGO COMMUNICATIONS LLC	RADIO MAINTENANCE - FD	1,285.00
310194	NORTH SHORE LAWNSPRINKLER	SERVICES - PW	1,256.06
7660(A)	AMAZON.COM SERVICES, INC.	SUPPLIES/EQUIPMENT - PW/PD/FD/IT	1,221.74
310193	VERIZON CONNECT NWF INC.	SERVICES - PW	1,171.09
7648(A)	PARKMOBILE, LLC	MONTHLY SERVICE FEES - PW	1,148.70
310151	INTERSTATE ALL BATTERY CENTER	SUPPLIES - PW	1,132.80
310211	PEN-LINK, LTD	SUBSCRIPTION - PD	1,125.00
310144	EVANSTON FUNERAL & CREMATION, INC.	PROFESSIONAL SERVICES - PD	1,000.00
310149	IL ENVIRONMENTAL PROTECTION AGENCY	ANNUAL STORMWATER FEE - PW	1,000.00
310152	J.G. UNIFORMS, INC.	UNIFORMS - PD	962.55
310159	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES - PW/FD	955.18
7632(A)	AIR ONE EQUIPMENT INC	EQUIPMENT - FD	917.00
310135	CASE LOTS INC	SUPPLIES - PW	895.90
310203	AMERICAN TAXI DISPATCH, INC	SENIOR TRANSPORTATION - FIN	830.00
310224	TEXAS STATE UNIVERSITY	TRAINING - PD	800.00
310191	NAPA AUTO PARTS	PARTS/SUPPLIES - PW	787.14
310178	CINTAS CORPORATION #2	UNIFORMS - PW	757.28
310153	JOHNSTONE SUPPLY	EQUIPMENT/SUPPLIES - PW	730.63
310242	TODD FEINGOLD	REIMBURSEMENT - PD	725.77
310254	SUZANNE WALSH	WATER/SEWER REFUND - FIN	708.03
310216	ARCO MECHANICAL EQUIPMENT SALES INC	SERVICES - PW	670.00
7652(A)	MICHAEL WAGNER & SONS, INC	PARTS - PW	611.87
310147	GOLF MILL FORD	PARTS - PW	605.73
310160	NORTH EAST MULTI-REGIONAL TRAINING	TRAINING - PD	600.00
310212	DPM AUTO PROS LLC	SERVICES - PD	545.00
7643(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - PD	515.81
7662(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN	506.79
7668(A)	TERRACYCLE REGULATED WASTE, LLC	SUPPLIES - PW	506.60
310183	KELLEY WILLIAMSON COMPANY	SUPPLIES - PW/FD	500.00
310185	JONES & BARTLETT LEARNING, LLC	PUBLICATIONS - FD	496.08
310171	STANDARD LUMBER CO.	SUPPLIES - PW	490.72
310192	A. EPSTEIN AND SONS INTERNATIONAL	PROFESSIONAL SERVICES - PW (*)	476.78
310184	ATLAS BOBCAT, LLC	PARTS - PW	473.60
310227	TERESA DREWES	REIMBURSEMENT - PD	461.28

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310244	WILLIAM HUMPHRIES	REIMBURSEMENT - PD	461.28
310140	COMCAST CABLE	TELECOMMUNICATIONS - IT	457.05
310170	STANDARD EQUIPMENT COMPANY	PARTS - PW	444.96
310234	CYNTHIA PLAZAS	REIMBURSEMENT - PD	444.85
310173	SWANSONS BLOSSOM SHOP	SERVICES - PD	431.90
310134	BOUND TREE MEDICAL, LLC	SUPPLIES - FD	409.46
310208	DRAIN & PLUMBING SERVICES	SERVICES - PW	384.14
310182	ZOLL MEDICAL CORP	SUPPLIES - FD	359.25
310186	INSIGHT PUBLIC SECTOR, INC	SUBSCRIPTION - IT	357.88
310237	JONATHAN SALMI	REIMBURSEMENT - PD	356.50
310168	SHERWIN WILLIAMS	SUPPLIES - PW	345.88
310217	ATLASTICITY LLC	PROFESSIONAL SERVICES - IT	340.03
310177	THOMSON REUTERS	SUBSCRIPTION - PD	332.67
310249	GEORGE BANK	REIMBURSEMENT - PW	317.00
310163	NORTH SHORE GAS COMPANY	UTILITIES - PW	302.17
310150	IMAGE SPECIALTIES OF GLENVIEW	SERVICE RECOGNITION - PD	288.00
310138	ARTHUR CLESEN, INC.	SUPPLIES - PW	282.16
7645(A)	MC MASTER-CARR SUPPLY COMPANY	PARTS - PW	273.17
310130	RUSH TRUCK CENTERS OF ILLINOIS	SUPPLIES - PW	262.76
310233	CRAIG ROSCOE	REIMBURSEMENT - PD	249.69
310165	NORTHWEST FREIGHTLINER	PARTS - PW	244.96
7642(A)	ILEAS	MEMBERSHIP - PD	240.00
310241	SCOTT LUBIAK	REIMBURSEMENT - PD	238.31
310214	ONCE UPON A DELI	CANTEEN - PD	232.00
310255	HBS LEASEHOLD LLC	WATER/SEWER REFUND - FIN	221.53
7658(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - PW	204.48
310236	JOHN SEILER	REIMBURSEMENT - PD	203.36
310172	SUNSET FOOD MART, INC.	CANTEEN/SUPPLIES - FD/PW/PD	173.62
310232	CHRISTOPHER LACINA	REIMBURSEMENT - PD	162.86
7640(A)	HAVEY COMMUNICATIONS, INC.	PARTS - PW	162.70
310230	SEAN BARRY	REIMBURSEMENT - PD	150.00
310209	PLUNKETT'S PEST CONTROL, INC	SERVICES - PW	145.60
7634(A)	ARLINGTON POWER EQUIPMENT	SUPPLIES - PW	137.47
310213	DANNY KEYS 247 INC	SUPPLIES - PW	135.81
310141	COMCAST CABLE	CABLE/INTERNET - PD	128.80
310238	NEBOJSA DJURDJEVIC	REIMBURSEMENT - PD	126.00
310245	MARK CACIOPPO	REIMBURSEMENT - PW	120.00
310225	PAULA LEVY	OVERPAYMENT REFUND - FD	119.52
310226	AILEEN LEVIN-NEITLICH	OVERPAYMENT REFUND - FD	116.96
310223	BLUEPEARL VETERINARY PARTNER	PROFESSIONAL SERVICES - PD	114.67
310215	CONSENSUS CLOUD SOLUTIONS, LLC	SUBSCRIPTION - IT	99.95
310146	GEORGE GARNER CYCLERY, INC.	PARTS - PD	98.57
310239	NICHOLAS WHITE	REIMBURSEMENT - PD	82.46
7656(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	81.85
310167	RED'S GARDEN CENTER, INC.	SUPPLIES - PW	78.10
310228	KATHLEEN YAVITT	REIMBURSEMENT - FD	69.98
7650(A)	SPOK, INC.	SERVICES - PW	65.32
310131	ABT ELECTRONICS, INC	SUPPLIES - PW	59.00
310229	TERRENCE JORIA	REIMBURSEMENT - PD	57.33
310164	NORTHWEST POLICE ACADEMY	MEMBERSHIP - PD	50.00
310195	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	40.00
310235	ERIC GUSTASON	REIMBURSEMENT - PD	37.78

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
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310250	SENAD KALAMPEROVIC	VEHICLE STICKER REFUND - FIN	35.00
310162	NORTHERN ILLINOIS POLICE ALARM	SERVICES - PD	34.40
310139	COMCAST CABLE	CABLE - PW	32.13
310243	WADE MCCLELLAN	REIMBURSEMENT - PD	30.10
310240	RICHARD RASH	REIMBURSEMENT - PD	25.71
7654(A)	ALPHAGRAPHICS US333	PRINTING - GG	25.00
310133	G.W. BERKHEIMER CO., INC.	SERVICES - FD	19.72
310231	ANGELIKA MCGEE	REIMBURSEMENT - PD	19.15
310251	SANG PARK	VEHICLE STICKER REFUND - FIN	17.50
7666(A)	CONSTELLIX	SERVICES - IT	11.92
310253	DANIEL MCCANN	WATER/SEWER REFUND - FIN	11.72
310252	ALL IN 1 INVESTMENTS CO.	WATER/SEWER REFUND - FIN	2.23
		CLASS 'A' TOTAL	**1,935,993.74**

CLASS 'B' WARRANTS

7/15/25	PAYROLL	7/15/2025 PAYROLL	914,803.98
38(E)	IPBC	HEALTH INSURANCE - GG	595,917.13
464(E)	MIDWEST OPERATING ENGINEERS WELFARE	HEALTH INSURANCE - GG	79,879.00
465(E)	QUADIENT LEASING USA, INC	MAILING SYSTEM LEASE - FIN	1,667.85
466(E)	LOWE'S	SUPPLIES - PW/FD	1,482.55
467(E)	QUADIENT FINANCE USA, INC.	POSTAGE - FIN	40.00
		CLASS 'B' TOTAL	**1,593,790.51**
		REPORT TOTAL	***3,529,784.25***

PROCLAMATION

RECOGNIZING AUGUST 2025 AS NORTHBROOK SYMPHONY ORCHESTRA FAMILY MUSIC MONTH

WHEREAS, the Northbrook Symphony Orchestra (NSO) has long been a cornerstone of cultural enrichment in the Village of Northbrook, providing world-class music and educational opportunities to audiences of all ages; and

WHEREAS, under the dynamic leadership of Conductor Mina Zikri, the NSO continues to elevate the musical experience in our community, with a strong commitment to artistic excellence and accessibility for all; and

WHEREAS, the NSO is devoted to nurturing a lifelong love of music by engaging children, families, and the broader community through concerts and outreach programs; and

WHEREAS, music has the power to bring people together, foster creativity, and enhance the quality of life for individuals of all backgrounds; and

WHEREAS, this celebration will culminate with a special Children's Concert on August 24, conducted by Mina Zikri, and held in Northbrook to introduce young audiences to the joy and wonder of orchestral music.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim the month of August 2025 as

NORTHBROOK SYMPHONY ORCHESTRA FAMILY MUSIC MONTH

in the Village of Northbrook and encourage all residents to take part in the musical events and educational opportunities offered, and to join in the celebration on August 24 at the NSO Children's Concert.

GIVEN, under my hand and seal of the Village of Northbrook, this 22nd day of July 2025.

_____

Kathryn L. Ciesla, Village President

ATTEST:

_____

Derek Gau, Village Clerk

PROCLAMATION
RECOGNIZING AUGUST 5 AS NATIONAL NIGHT OUT

WHEREAS, the National Association of Town Watch sponsors a unique, nationwide crime, drug, and violence prevention program on August 5, 2025, called "National Night Out"; and

WHEREAS, the first "National Night Out" involved 2.5 million neighbors across 400 communities in 23 states; it has grown to 38 million neighbors across 17 thousand communities in all 50 states to become a celebration beyond just front porch vigils and symbolic efforts amongst neighbors to send a message of neighborhood camaraderie. Neighborhoods across the nation began to host block parties, festivals, parades, cookouts, and various other community events with safety demonstrations, seminars, youth events, visits from emergency personnel, exhibits, and more; and

WHEREAS, the Northbrook Police Department plays a vital role in crime, drug, and violence prevention efforts in Northbrook and it is essential that all Northbrook residents are aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, illegal drugs, and violence in Northbrook; and

WHEREAS, Police-community partnerships, neighborhood safety programs, community awareness, and cooperation are important themes of the "National Night Out" program**.**

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim August 5, 2025, as the

NATIONAL NIGHT OUT

in the Village of Northbrook and call upon the Village of Northbrook to join communities nationwide and the National Association of Town Watch in supporting "National Night Out" on August 5, 2025.

GIVEN, under my hand and seal of the Village of Northbrook, this 22nd day of July 2025.

_____

Kathryn L. Ciesla, Village President

ATTEST:

_____

Derek Gau, Village Clerk

Resolution 2025-R____

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 Appointing Matthew T. Cassidy as the Village Representative to the Regional Emergency Dispatch (RED) Center Board of Directors

is hereby adopted, as follows:

Section 1. RECITALS

The Village of Northbrook is a member of the Regional Emergency Dispatch (RED) Center and, pursuant to that certain Joint Public Safety Communications Systems Agreement, is entitled to appoint a Director to the Board of Directors of RED Center ("***RED Center Board***").

The President and Board of Trustees have determined it would be in the best interest of the Village and its residents to appoint Village Trustee Matthew T. Cassidy to the RED Center Board as the Village's representative.

Section 2. APPOINTMENT

The Village of Northbrook does hereby designate and appoint Trustee Matthew T. Cassidy to serve as the Village's representative Director on the RED Center Board for a term commencing upon the effective date of this Resolution and ending upon April 30, 2029 or such time as his successor is appointed, whichever occurs later.

Section 3. EFFECTIVE DATE

This Resolution shall be in full force and effect upon passage and approval in the manner provided by law.

Approved: 07/22/25

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Village Clerk

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Public Works Director Kelly Hamill
Date: 2025-07-22
Subject: A Resolution Approving a Contract for the Installation of a New Boiler at the Village Water Plant Facility with Roberts Heating & Air Conditioning, Inc. of Northbrook, Illinois

Overview

The existing boiler at the Village's Water Plant is used to heat sections of the plant is essential to the operation of the facility and for the people who operate the plant.

Fiscal Impact

Staff secured quotes for a replacement unit from three vendors. Roberts Heating & Air Conditioning, Inc. of Northbrook, Illinois submitted the lowest price. The replacement of this unit was not a budgeted expense within the adopted FY2025/26 budget, therefore an amendment in Q1 will be required for Account No. 21-4170-524-79.

Recommendation

Approval.

Background

The existing boiler at the Village's Water Plant is used to heat sections of the plant is essential to the operation of the facility and for the people who operate the plant. The boiler is over twenty years old, past its useful life, and at a recent service call it was determined that it is beyond repair. Staff is requesting approval for the replacement of the boiler located in the original (1963) section of the Water Plant.

Following the completion of a repair to other mechanical equipment within the same area as the boiler, staff observed some standing water and found that water was leaking from the bottom of the boiler. Upon further investigation of the boiler, a lateral crack was discovered on sections of the heat exchanger located at the rear of the boiler.

Three vendors have been contacted for pricing to perform the necessary repairs. After reviewing the responses, all three contractors recommended the full replacement of the boiler, rather than make repairs, citing the age and condition of the unit (over 20 years). The manufacturer, Burnham Commercial, also advised against repairing the cracked section, noting that a full replacement in kind would be more effective, energy efficient, and extend the system's overall lifespan. This guidance was consistent with the contractors' assessments.

Vendor	**Proposed Bid**
Roberts Heating and Cooling	$39,970
Cahill	$51,484
Northern Weathermakers HVAC	$155,823

Roberts Heating and Cooling provided a proposal to replace the boiler at a cost of $39,970. To account for additional unforeseen work outside the Schedule of Prices, staff is also recommending a contingency in the amount of $2,000 for a total contract amount of $41,970. As this is an unanticipated expense, a budget amendment will be required for the full amount of $41,970.

Staff recommends proceeding with the replacement of the boiler with Roberts Heating and Air Conditioning to ensure proper operations and heating capabilities of the original (1963) section of the Water Plant.

A Resolution Authorizing a Contract for the Replacement of a Boiler
Exhibit A - Contract for Replacement of Boiler at Water Plant

Resolution 2025 - _____

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 for the Installation of a New Boiler at the Village Water Plant Facility from Roberts Heating & Air Conditioning, Inc. from Northbrook, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village owns the Water Plant Facility located at 750 Dundee Road, Northbrook, Illinois. On May 20, 2025, staff observed water leaking from the bottom of the boiler located in the original (1963) section of the Water Plant. Upon further investigation, a lateral crack was discovered on sections of the heat exchanger located at the rear of the boiler.

Staff contacted three vendors for pricing to perform the necessary repairs. After reviewing the responses, all three contractors recommended the full replacement of the boiler, rather than make repairs, citing the age and condition of the unit (over 20 years). The manufacturer, Burnham Commercial, also advised against repairing the cracked section, noting that a full replacement in kind would be more effective and extend the system's overall lifespan. This guidance was consistent with the contractors' assessments.

Roberts Heating and Air Conditioning, Inc. of Northbrook, Illinois (***"Contractor"***) submitted the lowest bid, attached as Exhibit A ("***Exhibit A***"), to replace the boiler at a cost of $39,970 (***"Services"***). To account for additional unforeseen work outside the Schedule of Prices, staff is also recommending a contingency in the amount of $2,000 for a total contract amount of $41,970. As this is an unanticipated expense, a budget amendment will be required for the full amount of $41,970.

The replacement of this unit was not a budgeted expense within the adopted FY2025/26 budget, therefore an amendment in Q1 will be required for Water Production Account No. 21-4170-524-79. Village staff recommends authorizing approval of an agreement between the Village and Contractor for the Water Plant Boiler Replacement at Water Production Plant in the sum of $41,970 which includes the contingency.

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 Contractor.

Section 2. Authorization to Execute Contact

The Village Manager or their designee is hereby authorized to execute a contract with Roberts Heating & Air Conditioning, Inc. in a final form satisfactory to the Village Manager and Village Attorney.

Section 3. 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 Equipment from the Vendor in an amount not to exceed $41,970.

Section 4. Authorization to Execute Change Orders.

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 Services scope of work in the amount of $2,000 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 Services file.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

VILLAGE OF NORTHBROOK
CONTRACT/PROPOSAL FOR
Boiler Replacement at Water Treatment Plant

Full Name of Vendor: Roberts Heating & Air Conditioning, Inc._____("Vendor")

Principal Office Address: 1847 Raymond Drive Northbrook, IL 60062

Local Office Address:_____

Contact: Keith Miller_____ Phone: 847 272-5836 E-mail: keith@robertsheating.com____

TO: Northbrook Public Works Department
655 Huehl Road
Northbrook, IL 60062
Attention: Daniel Juarez, Facilities Manager

1. Proposal to Deliver Services

A. Contract and Services. If this Contract/Proposal is accepted by Village, Vendor proposes and agrees that it shall:

(1) provide, perform, and complete, in the manner specified and described in the Contract/Proposal, including Attachment A, all necessary work, services, transportation, equipment, materials, information, utilities and other means and items necessary to accomplish the project, all in a proper and workmanlike manner (the "Services"); and

(2) procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary for the Services; and

(3) perform all other things required of Vendor by this Contract/Proposal.

B. Performance Standards. If this Contract/Proposal is accepted, Vendor proposes and agrees that the Services shall strictly comply with the specifications included in Attachment A and by this reference made a part of this Contract/Proposal (the "Specifications").

If this Contract/Proposal specifies a product by brand name or model, such specification is intended to reflect the required performance standards and standard of excellence that Village requires for the product. However, Vendor may propose to deliver a product that is a different brand or model, if Vendor provides with its Proposal written documentation establishing that the brand or model it proposes to deliver possesses equal quality, durability, functionality, capability, and features as the product specified.

C. Responsibility for Damage or Loss. If this Contract/Proposal is accepted, Vendor proposes and agrees that Vendor shall be responsible and liable for, and shall promptly and without charge to Village, repair or replace damage done to and any loss or injury suffered by Village as a result of Vendor's failure to perform hereunder.

2. Contract Price Proposals

A. Pricing Proposals.
Complete the schedule of pricing included in Attachment B. The submitted prices, which constitute full payment for all Services and other matters set forth under Section 1 of this Contact/Proposal, shall include all overhead and profit, taxes, royalties, license fees, delivery, contributions and premiums, and compensation to all subcontractors and suppliers.

B. Basis for Determining Price. It is expressly understood and agreed that:

(1) All prices listed in Attachment B are firm and shall not be subject to escalation or change during the initial term of this Contract; provided, however, that the Vendor may increase these prices on an annual basis for the term of each one year extension by no more than annual average increase in the Chicago Consumer Price Index for all urban consumers (available through the Bureau of Labor Statistics 312-353-1880 or www.bls.gov) for the previous twelve month period. Only one increase shall be allowed in any agreement extension period.

(2) Village is not subject to state or local sales, use and excise taxes; that no such taxes are included in this Section; and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released;

(3) All other applicable federal, state and local taxes of every kind and nature applicable to the Services are included in the prices listed in Section 2.A; and

(4) If Village has stated that a certain amount of work will be required for the Services or that a certain amount of unit price items are needed, (a) such statement is an estimate only, (b) Village may increase or decrease such quantity, (c) the total Contract Price to be paid shall be based upon the final quantity determined by Village and the actual quantity that complies with this Contract/Proposal and that are accepted by Village, and (d) any claim or dispute, based on such estimate, regarding the quantity of the Services to be provided is waived and released by Vendor.

C. Time of Payment. Vendor may invoice the Village on a monthly basis. All payments will be made by Village to Vendor within 30 days after receipt and approval of an invoice.

Vendor shall submit to Owner, certified payroll records as defined in, and required by, Section 5 of the Prevailing Wage Act, as amended, 820 ILCS 130/5.

3. Contract Term. The term of this contract will begin upon execution and end on August 30, 2025. The Village and the Vendor may, by mutual written consent provided no later than 30 days before expiration of this Contract or a subsequent extension, renew the Contract for up to four (4) additional one year terms.

4. Financial Assurance.

A. Indemnification. If this Contract/Proposal is accepted, Vendor proposes and agrees that Vendor shall indemnify, save harmless, and defend Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise or be alleged to have arisen out of or in connection with Vendor's performance of or failure to perform under this Contract/Proposal, including without limitation any failure to meet the representations and warranties set forth in Section 7 of this Contract/Proposal.

B. Penalties. If this Contract/Proposal is accepted, Vendor proposes and agrees that Vendor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise or be alleged to have arisen out of or in connection with Vendor's performance of or failure to perform hereunder.

C. Insurance. Contemporaneous with the Vendor's execution of this Contract/Proposal, the Vendor shall provide certificates and policies of insurance, all with coverages and limits acceptable to the Village, and evidencing at least the minimum insurance coverages and limits as set forth in Attachment C to this Contract/Proposal. For good cause shown, the Village Manager may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Village Manager may impose in the exercise of his sole discretion. Such insurance policies shall provide that no change, modification in, or cancellation of, any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to the Village. The Vendor shall, at all times during the term of this Contract/Proposal, maintain and keep in force, at the Vendor's expense, the insurance coverages provided above.

5. Firm Proposal. All prices and other terms stated in this Contract/Proposal are firm and shall not be subject to withdrawal, escalation or change for sixty (60) days after the date this Contract/Proposal is submitted to Village.

6. Default, Remedies. If it should appear at any time that the Vendor has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Contract/Proposal, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Contract/Proposal ("***Event of Default***"), and fails to cure any such Event of Default within ten business days after the Vendor's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

A. Cure by Consultant. The Village may require the Vendor, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Vendor and the Services into compliance with this Contract/Proposal.

B. Termination of Agreement by Village. The Village may terminate this Contract/Proposal without liability for further payment of amounts due or to become due under this Contract/Proposal.

C. Withholding of Payment by Village. The Village may withhold from any payment, whether or not previously approved, or may recover from the Vendor, any and all costs, including attorneys' fees and

administrative expenses, incurred by the Village as the result of any Event of Default by the Vendor or as a result of actions taken by the Village in response to any Event of Default by the Vendor.

7. Vendor's Representations and Warranties. In order to induce Village to accept this Contract/Proposal, Vendor hereby represents and warrants as follows:

A. The Services. The Services and all of their components shall be shall strictly conform to the requirements of this Contract/Proposal, including, without limitation, the Specifications listed in Attachment A and the performance standards set forth in Subsection 1B of this Contract/Proposal; and shall meet or exceed industry standards for quality and reliability.

B. Compliance with Laws. Vendor shall ensure that the Services and all of its components shall comply with, and Vendor agrees to be bound by, all applicable federal, state and local laws, orders, rules and regulations as they may be modified or amended from time to time. Every provision required by law to be inserted into this Contract/Proposal shall be deemed to be inserted herein. Contractor and its employees, agents, and subcontractors will comply with the Owner's Standard Operating Procedure No. 11-057 "No Weapons" effective May 13, 2014 ("SOP") at all times during the performance of the Work.

C. Not Barred. Vendor is not barred by law from contracting with Village or with any other unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Vendor is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax as set forth in 65 ILCS 5/11-42.1-1; (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq; or (iii) for any other reason.

D. Qualified. Vendor has the requisite experience, ability, inventory, capital, facilities, equipment, plant, organization, and staff to enable Vendor to deliver the Services at the Contract Price and within the Contract Time Proposal set forth above.

8. Acknowledgments. In submitting this Contract/Proposal, Vendor acknowledges and agrees that:

A. Reliance. Village is relying on all warranties, representations, and statements made by Vendor in this Contract/Proposal.

B. Reservation of Rights. Village reserves the right to reject any and all Proposals, reserves the right to reject the low-price Proposal, and reserves such other rights as are set forth in the Instructions to Vendors.

C. Acceptance. If this Contract/Proposal is accepted, Vendor shall be bound by each and every term, condition or provision contained in this Contract/Proposal and in Village's written notification of acceptance in the form included in this bound set of documents.

D. Remedies. Each of the rights and remedies reserved to Village in this Contract/Proposal shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract/Proposal.

E. Time. Time is of the essence of this Contract/Proposal and, except where stated otherwise, references in this Contract/Proposal to days shall be construed to refer to calendar days.

F. No Waiver. No examination, inspection, investigation, test, measurement, review, determination, decision, certificate or approval by Village, whether before or after Village's acceptance of this Contract/Proposal; nor any information or data supplied by Village, whether before or after Village's acceptance of this Contract/Proposal; nor any order by Village for the payment of money; nor any payment for or use, possession or acceptance of the whole or any part of any Product; nor any extension of time granted by Village; nor any delay by Village in exercising any right under this Contract/Proposal; nor any other act or omission of Village shall constitute or be deemed to be an acceptance of any defective, damaged or nonconforming Product; nor operate to waive or otherwise diminish the effect of any representation or warranty made by Vendor or of any requirement or provision of this Contract/Proposal or of any remedy, power, or right of Village.

G. Severability. The provisions of this Contract/Proposal shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract/Proposal shall be held invalid, illegal or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract/Proposal shall be in any way affected thereby.

H. Amendments. No modification, addition, deletion, revision, alteration or other change to this Contract/Proposal shall be effective unless and until such change is reduced in writing and executed and delivered by Village and Vendor.

I. Assignment. Neither this Contract/Proposal, nor any interest herein, shall be assigned or subcontract in whole or in part by Vendor, except upon the prior written consent of Village.

J. Governing Law. This Contract/Proposal and the rights of the parties under this Contract/Proposal shall be interpreted according to the internal laws, but not the conflict of law rules of the State of Illinois.

DATED this 27TH day of JUNE, 2025.

VILLAGE OF NORTHBROOK
CONTRACT/PROPOSAL FOR
Boiler Replacement at Water Treatment Plant

Vendor's Status: X IL (State) Corporation ( )____ (State) Partnership ( ) Individual Proprietor

Vendor's Name: ROBERTS HEATING + AIR CONDITIONING, INC.

Doing Business As (if different): _____

Signature of Vendor or Authorized Agent: _____

(CORPORATE SEAL, IF APPLICABLE)

Printed Name: CARL KEITH MILLER

Title/Position: SECRETARY / TREASURER

Vendor's Business Address: 1847 RAMONA DR
NORTHBROOK IL 60062

Vendor's Business Telephone: (847) 272-5836 Facsimile: ( )

If a Corporation or Partnership, list all Officers or Partners:

NAME	TITLE	ADDRESS
CARL KEITH MILLER	SECRETARY/TREASURER	3525 GARDEN ST NBK
GLEN S. ROBERTS III	PRESIDENT	2020 WALTERS AVE NBK

If it is the Vendor's intention to utilize a subcontractor(s) to fulfill the requirements of this contract, the Village must be advised of the subcontractor's company name, address, telephone and fax numbers, and a contact person's name at the time of bid submittal.

Will you be utilizing a subcontractor? ☐ YES ☒ NO

If yes, have you included all required information with your bid submittal? N/A ☐ YES ☐ NO

VILLAGE OF NORTHBROOK
CONTRACT/PROPOSAL FOR
Boiler Replacement at Water Treatment Plant

ACCEPTANCE

The Contract/Proposal attached hereto and by this reference incorporated herein and made a part hereof is hereby accepted by the Village of Northbrook ("Village") this_____ day of_____, 2025.

This Acceptance, together with the Contract/Proposal attached hereto, constitutes the entire and only agreement between the parties relating to the Services and the Contract Price therefor and supersedes and merges any other prior or contemporaneous discussions, agreements or understandings, whether written or oral, and shall prevail over any contradictory or inconsistent terms or conditions contained in any purchase order, acceptance, acknowledgment, invoice or other standard form used by the parties in the performance of the Contract/Proposal. Any such contradictory or inconsistent terms or conditions shall be deemed objected to by Village without further notice of objection, shall be of no effect, and shall not be in any circumstances binding upon Village, unless accepted by Village in a written document plainly labeled, "Amendment to Contract/Proposal." Acceptance or rejection by Village of any such contradictory or inconsistent terms or conditions shall not constitute acceptance of any other contradictory or inconsistent terms or conditions.

(SEAL)

Attest/Witness:

VILLAGE OF NORTHBROOK

By: _____
Derek Gau
Title: Village Clerk

By: _____
Cara Pavlicek
Title: Village Manager

ATTACHMENT A - PROJECT SPECIFICATIONS

1) GENERAL

The boiler serving the south portion of the Water Plant facility is currently inoperable due to a cracked heat exchanger. The existing unit is a Burnham boiler that has been in service for over 20 years. Given its age and the extent of the necessary repairs, the manufacturer has recommended full replacement rather than repair.

2) Scope of Work

A. Disconnecting and Removing:

1. Disconnect natural gas and electrical components.
2. Drain or isolate the water system as required.
3. Remove the existing boiler from the premises.
4. Remove the existing power burner and set it aside for reuse.

B. Installing:

1. Position the new Burnham Commercial V-910ASML boiler in the same footprint as the old unit.
2. Level the boiler and install any required new valves.

C. Reconnecting:

1. Reconnect water piping, drains, and stack connections.
2. Reconnect natural gas and electrical components.
3. Reconnect and reinstall the existing power burner and control systems.
4. Reconnect the flue.

D. Additional Work:

1. Insulate all new and existing exposed piping as needed.
2. Complete all required electrical piping and wiring.
3. Start up and adjust the boiler system for normal operation.
4. Perform and document a complete combustion test.

E. Electrical Repairs – Electrician Services

From time to time, the Village may require the services of the Vendor for routine electrical repairs. This work is to be completed on a time and materials basis and at the rates outlined in Attachment B (Schedule of Prices).

3. REPORTING

All invoices shall include the unit of measure, individual price and extended price for each charge and:

1. Service date and time
2. Description of services and materials provided
3. Total number of labor hours
4. Verification of cost of material
5. Total amount

4. LOCATIONS AND WORKING HOURS

No work shall be performed before 7:00 A.M. or after 5:00 P.M. or on Saturdays, Sundays and legal holidays unless approved by the Facilities Manager.

5. PROJECT SUPERVISOR

Facilities Manager to serve as Project Supervisor under this Contract.

6. WORK CREW SUPERVISION

The Vendor shall provide a qualified Foreman to supervise each crew engaged in working under this agreement. The Foreman shall be authorized by the Vendor to accept and act upon all directives issued by each Supervisor. Failure of a Foreman to act on said directives shall be sufficient cause for the Village to give notice that the Vendor is in default of the agreement unless such directives would create potential personal injury or safety hazards or such directives are contrary to the intent of these specifications.

7. MISCELLANEOUS

The Vendor shall not permit any materials, debris or rubbish to remain upon the adjoining grounds nor cause to exist any unnecessary obstructions. The Vendor shall leave the workplace and other areas affected by the work in a clean and safe condition. The Vendor shall be accountable for any and all damages resulting from his operations and shall protect all persons and all public/private property. The Vendor shall immediately repair at his sole expense any damage resulting from work performed under this proposal.

8. WARRANTY

The Vendor shall provide a minimum 12-month guaranty covering all labor and materials to correct any work that fails under normal circumstances within the warranty period.

CONTRACT/PROPOSAL FOR
BOILER REPLACEMENT AT WATER TREATMENT PLANT

ATTACHMENT B - SCHEDULE OF PRICES

After becoming familiar with the general conditions, special conditions, specifications and addenda attached hereto, the undersigned offers the following prices including all supervision, labor, materials and equipment for providing services related to the Boiler Replacement Project and additional electrician services.

Table 1. Boiler Replacement	
Item	**Cost**
Burnham Commercial V-910ASML knock down boiler	$ 39,970.00
Labor	$
Markup	$
Misc Materials if applicable (% mark-up)	

Electrical Services	**Hourly**
Electrician Services (if applicable)	$

ATTACHMENT C- INSURANCE COVERAGES

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$500,000 injury-per occurrence

$500,000 disease-per employee

$500,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois. Such policies will not be required unless and until Vendor hires additional employees besides Mr. Hernandez and is required by Illinois law to maintain Worker's Compensation coverage.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for scheduled vehicles. In the event that Vendor acquires or makes use of multiple vehicles such coverage shall be expanded to owned, non-owned, or rented vehicles as may be appropriate to ensure coverage of all vehicles used by Vendor to provide services to the Village.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

$1,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an "occurrence" bases.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

D. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

F. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for:

Worker's Compensation

Each such additional Insured endorsement shall identify Owner as follows: Village of Northbrook, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director Public Works Kelly Hamill
Date: 2025-07-22
Subject: An Ordinance Authorizing the Purchase of Public Works Department Replacement Vehicles from Highland Park Ford of Highland Park, IL and Authorizing the Disposal of Surplus Vehicles

Overview

An Ordinance for the replacement of Unit #429, a 2015 Ford Transit van and Unit #411, a 2009 Ford F-250 pick up with a plow. Both units will be declared surplus and disposed of upon the receipt and outfitting of the new vehicles.

Fiscal Impact

The purchase of both replacement vehicles for Public Works is programmed in the Capital Improvement Plan for 2025/2026 and budgeted for in the FY25/26 Budget. Unit #429 in the Water Fund Vehicles Account No. 21-4180-708-00 in the amount of $65,505 and Unit #411 in the General Fund Vehicles Account No.11-4100-708-00 in the amount of $62,000 for a combined net total of $127,505 budgeted. The attached quotes from Highland Park Ford of Highland Park, IL for one 2025 Ford F-150 Lightning Pro all electric pickup truck at a cost of $46,515 and one 2026 Ford F-250 pickup truck at a cost of $50,998 from Highland Park Ford of Highland Park, IL has a combined total amount of $97,513. A summary of the pricing of the vehicles is included below.

Account	Account No.	Budget	Available	Request	Amount Remaining	Within Budget
General Fund - Vehicles	11-4100-708-00	$506,059	$488,902	$50,998	$437,904	Yes
Water Distribution - Vehicles	21-4180-708-00	$65,505	$65,505	$46,515	$18,990	Yes

While not specifically identified separately, staff includes within the budgeted numbers estimates for what additional equipment or outfitting will be needed to put a vehicle in service.

For these two vehicles, approximately $16,000 ($5,000 for the F-250 and $11,000 for the F-150 Lighting) will also be used to equip the new vehicles with additional equipment such as a plow, bed cap and toolbox, and charging equipment. Staff will seek competitive quotes for this equipment separately from the vehicle purchase and any installation will be performed by Village staff mechanics, with the exception of electrical work for the installation of a charger.

Recommendation
Approval.

Background

As part of the Capital Improvement Plan (CIP) and FY Budget preparation processes, the Village evaluates the overall condition of its fleet and recommends replacements based on age, condition, maintenance history and mileage. Within the FY2025/2026 Capital Improvement Plan, there is an allocation for the replacement of Unit #429, a 2015 Ford Transit van and Unit #411, a 2009 Ford F-250 pickup with a plow. These vehicles are used by the Public Works Department for a variety of tasks including snow plowing, street maintenance and locating underground utilities. Both units have met or exceeded the replacement mileage and age criteria.

The Village's Fleet Manager and staff has evaluated the replacement of Unit #429, a 2015 Ford Transit van, and have determined that a four wheel drive Ford F-150 pickup truck is better suited and could be an Electric Vehicle (all electric) based on the average number of miles and range for its use. Ford does not offer a four wheel drive all electric van at this time.

The Village's Fleet Manager prepared specifications for a 2026 Ford F250 pickup truck and and for the 2025 F150 Ford Lightning Pro all electric pickup. Staff sought quotes from several dealerships including those associated with the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative (SPC) and National Fleet Auto Group under the Sourcewell contract. Staff have determined these vehicles meet the Village's requirements. A summary of all the pricing received for each the units being replaced is included in Tables 1 and 2.

Table 1 - Vendor Pricing for F-150 Ford Lighting Pickup Unit #429 (Water Fund)	
Vendor	**Price**
Highland Park Ford, Highland Park, Illinois	$50,998.00
Bredemann Ford, Glenview, Illinois	$52,844.67
National Fleet Auto Group, Watsonville, California (Sourcewell)	$53,116.46

Table 2 - Vendor Pricing for F-250 Ford Pickup Unit #411 (General Fund)	
Vendor	**Price**
Highland Park Ford, Highland Park, Illinois	$46,515.00

Sutton Ford, Matteson, Illinois (SPC)	$49,228.00
Bredemann Ford, Glenview, Illinois	$51,193.67
National Fleet Auto Group, Watsonville, California (Sourcewell)	$53,116.46

Staff recommends Village Board approval of an Ordinance authorizing the purchase of one 2025 Ford F-150 Lightning Pro all electric pickup truck and one 2026 Ford F-250 pickup truck from Highland Park Ford of Highland Park, IL for the combined total amount of $97,513. The Village has done business with Highland Park Ford of Highland Park, IL as it has performed warranty service on Village vehicles and for the purchase of replacement parts. The Village has been satisfied with the service.

Once the new vehicles are placed in service, the Village will dispose of the two vehicles declared surplus in a manner most beneficial to the Village. Staff will be present at the Village Board of Trustees meeting to answer any questions that may arise.

An Ordinance Authorizing the Purchase of Public Works Department Replacement Vehicles from Highland Park Ford of Highland Park, IL and Authorizing the Disposal of Surplus Vehicles
Supplemental Information - Highland Park Ford Quote for 2025 Ford F-150 Lightning
Supplemental Information - Highland Park Ford Quote for 2026 Ford F-250

Ordinance 2025-___

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 Authorizing the Purchase of Public Works Department Replacement Vehicles from Highland Park Ford of Highland Park, IL and Authorizing the Disposal of Surplus Vehicles

is hereby adopted, as follows:

Section 1. BACKGROUND.

As part of the annual Capital Improvement Plan and Budget processes, the Village evaluates its current vehicles and equipment and makes recommendations for the replacement of older equipment based on its age, condition, maintenance history, and mileage.

The adopted FY25/26 Budget contains funding for the replacement of Unit #429, a 2015 Ford Transit van and Unit #411, a 2009 Ford F-250 a pickup with a plow ("***Surplus Vehicles***") for a combined net total of $127,505. These vehicles are used by the Public Works Department for a variety of tasks including snow plowing, street maintenance and locating underground utilities.

The Village sought quotes from multiple dealerships including those associated with the Suburban Purchasing Cooperative ("SPC") and Sourcwell. Highland Park Ford of Highland Park, Illinois submitted the most competitive quotes for the replacement of the Surplus Vehicles.

Based on these factors, staff recommends the Village Board authorize the purchase of one Ford F-150 Pro all electric pickup truck for the amount of $50,998 and one Ford F-250 pickup truck for the amount of $46,515 ("***Vehicles***") from Highland Park Ford of Highland Park, IL (***"Vendor")*** for the combined net amount of $97,513. Based on the Vendor's current projected timeline for delivery of the Vehicles, delivery will occur in FY2025/26.

It is anticipated that additional funds of approximately $16,000 ($5,000 for the F-250 and $11,000 for the F-150) will also be needed to equip the Vehicles with additional equipment such as a plow, bed cap and toolbox ("***Equipment***"), which will be bid out separately. Installation of this Equipment will be done by Village staff to save any labor costs. Sufficient funds for this Equipment are budgeted in FY2025/26.

The President and the Board of Trustees have considered the disposal of Unit #429 and Unit #411 and the purchase of the replacement Vehicles and the Equipment and have determined that it is in the best interest of the Village and the Public.

Section 2. DISPOSAL OF SURPLUS EQUIPMENT.

Pursuant to the Home Rule powers of the Village of Northbrook and the Illinois Municipal Code, 65 ILCS 5/11-76-4, the President and Board of Trustees have determined that the following Surplus Vehicles are no longer necessary or useful to the Village, and the best interests of the Village would be served by its disposal:

(i) Unit #429 (VIN: NM0LE7E74F1189927), a 2015 Ford Transit van; and
(ii) Unit #411 (VIN: 1FTNF21559EB25621), a 2009 Ford F250 a pickup with a plow

Section 3. MANNER OF DISPOSAL.

The Village Manager is hereby authorized and directed to dispose of Unit #429 and Unit #411 in a manner most beneficial to the Village after the receipt and outfitting of the new Vehicles.

Section 4. APPROVAL OF EXPENDITURES.

The Village Manager is hereby authorized and directed to execute all such documents and make such payments as are necessary to complete the procurement of one 2026 Ford F-250 pickup and one 2025 Ford F-150 Lightning Pro all electric pickup truck from the Vendor in an amount not to exceed $97,513 and the Equipment in an amount not to exceed $16,000.

Section 5. 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.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Village Clerk

VEHICLE BUYERS ORDER

Highland Park Ford Lincoln

(847) 433-7200

1333 Park Avenue West HIGHLAND PARK, IL 60035-2281
(847) 433-7200 •

STOCK NO _____

PURCHASER'S NAME VILLAGE OF NORTHBROOK (PRINT NAME)

DATE JUNE 20 2025

PLEASE ENTER MY ORDER FOR ONE _____ ☒ NEW ☐ USED ☐ DEMO AS FOLLOWS:

MAKE	MODEL	COLOR	TYPE	YEAR
FORD	F150	WHITE	CREW CAB PRO SERIES	2025
VIN NUMBER		MILES	TO BE DELIVERED ON OR ABOUT	

CASH PRICE OF VEHICLE		
OPTIONS		
DUAL ELECTRIC MOTOR STANDARD BATTERY		
WHITE EXTERIOR SLATE INTERIOR		
MOBILE POWER CORD		
18" SPARE		
BLACK CARBONFIXED RUNNING BOARDS		
SPRAY IN BED LINER		
DAYTIME RUNNING LAMPS BACK UP ALARM		
PRO POWER ONBOARD 9.6 KW EXPOTABLE POWER		
TOTAL	50338	00
TAX		
DOC FEE		
LICENSE M TRANSFER TITLE Y REGISTRATION FEE	260	00
(1) TOTAL CASH DELIVERED PRICE	50998	00

DOWN PAYMENT

FACTORY INCENTIVES				
CASH DEPOSIT SUBMITTED WITH ORDER				
ALLOWANCE FOR USED VEHICLE TRADE-IN AS APPRAISED				
LESS BALANCE OWING TO -				
(2) TOTAL DOWN PAYMENT				

DESCRIPTION OF TRADE-IN				AMT.DUE ON DELIVERY (1 Less 2)
MAKE	MODEL	TYPE	YEAR	
ENG NO.		LICENSE NO.	TITLE NO.	
SER. NO.				

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE (A) ON ALL GOODS AND SERVICES SOLD BY DEALER; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED."

The front and back of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement.

THIS ORDER IS NOT A BINDING CONTRACT.

I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, or older, and hereby acknowledge receipt of a copy of this order.

JERRY ROBBINS
SALESMAN

APPROVED _____
THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY DEALER

BY _____

CREDIT APPROVED _____

SIGNED ATT JASON METLER PURCHASER

ADDRESS 1225 CEDAR LANE

NORTHBROOK IL 60062

PHONE (RES.) 847-272-5050 (BUS.) _____

VEHICLE BUYERS ORDER

Highland Park Ford Lincoln

(847) 433-7200

1333 Park Avenue West HIGHLAND PARK, IL 60035-2281
(847) 433-7200 •

STOCK NO _____

PURCHASER'S NAME VILLAGE OF NORTHBROOK (PRINT NAME)

DATE JUNE 20 2025

PLEASE ENTER MY ORDER FOR ONE _____ ☒ NEW ☐ USED ☐ DEMO AS FOLLOWS:

MAKE	MODEL	COLOR	TYPE	YEAR
FORD	F250	GREEN	REGULAR CAB	2026
VIN NUMBER		MILES	TO BE DELIVERED ON OR ABOUT	

CASH PRICE OF VEHICLE		
OPTIONS		
X3E 3.73 LOCKING AXLE		
18B PLATFORM RUNNING BOARDS		
473 SOW PLOW PREP PACKAGE		
52B PLATFORM RUNNING BOARDS		
66 S UPFITTER SWITCHES		
67E 250 AMP ALTERNATOR		
85S TOUGH BED SPRAY IN BED LINER		
CNG/PREP GASEOUS		
TOTAL	46255	00
TAX		
DOC FEE		
LICENSE M TRANSFER TITLE Y REGISTRATION FEE	260	00
(1) TOTAL CASH DELIVERED PRICE	46515	00

DOWN PAYMENT

FACTORY INCENTIVES			
CASH DEPOSIT SUBMITTED WITH ORDER			
ALLOWANCE FOR USED VEHICLE TRADE-IN AS APPRAISED			
LESS BALANCE OWING TO -			
(2) TOTAL DOWN PAYMENT			

DESCRIPTION OF TRADE-IN				AMT.DUE ON DELIVERY (1 Less 2)		
MAKE	MODEL	TYPE	YEAR			
ENG NO.		LICENSE NO.	TITLE NO.			
SER. NO.						

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE (A) ON ALL GOODS AND SERVICES SOLD BY DEALER; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED."

The front and back of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement.

THIS ORDER IS NOT A BINDING CONTRACT.

I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, or older, and hereby acknowledge receipt of a copy of this order.

Jerry Robbin
SALESMAN

APPROVED _____
THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY DEALER

BY _____

CREDIT APPROVED _____

SIGNED ATT JASON METLER PURCHASER

ADDRESS 1225 CEDAR LANE

NORTHBROOK IL 60062

PHONE (RES.) 847-272-5050 (BUS.) _____

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director Public Works Kelly Hamill
Date: 2025-07-22
Subject: A Resolution Authorizing a First Renewal of an Agreement for the Treatment of American Elm Parkway Trees with Winkler Services, LLC of Bellwood, Illinois

Overview
The Public Works Department treats specimen American Elm trees with trunk diameters of 20 inches or greater with fungicide to prevent Dutch Elm Disease. A total of 36 parkway trees are planned for treatment.

Fiscal Impact
Funds are included in the adopted Fiscal Year 2025/2026 Budget in Account No. 11-4100-531-80 (Climate Action Plan Forestry Expenses) for the planned treatment of 36 specimen parkway American Elm trees in the total amount of $19,150. Staff is requesting a contingency in the amount of $2,060 for any unforeseen work, such as watering due to dry weather, to aid in fungicide uptake, for a total spending authority of $21,210.

Account Name	Account No.	Budget	Available	Requested	Remaining	Within Budget
Climate Action Plan Forestry Expenses	11-4100-531-80	$466,350	$278,421	$21,210	$257,211	Yes

Recommendation
Approval.

Background
As part of the Village's ongoing effort to manage Dutch Elm Disease (DED), fungicide treatments are administered annually to high-quality American Elm parkway trees. These treatments are aimed at preserving healthy trees and preventing further spread of DED. In alignment with the Village's treatment policy and to ensure responsible use of funds, only trees with a condition rating of 2 (Good) or higher will be treated at the prices listed in the attached Exhibit A. A total of thirty-six (36) American Elm trees have been selected for treatment. The total cost of planned treatment is $19,150 based on the agreed-upon unit price

of $18.44 per DBH inch. Staff is requesting a contingency in the amount of $2,060 for unforeseen work, such as watering, for a total spending authority of $21,210.

Prior to the Emerald Ash Borer's infestation and destruction of Ash trees across the country, the fungus Ceratostomella Ulmi, which only attacks American Elm trees, caused similar devastation. Commonly called DED, the fungus attacks a tree's vascular system preventing water from being transported up the trunk and eventually causes the tree to die. The fungus can be spread by insects carrying the infection from tree to tree or between neighboring trees through their root systems. The fungus first appeared in the United States in the 1950s. Since 1967, when the Village began tracking this information, approximately 2,934 Elm trees have been lost to DED in the Village.

In March 2024, staff staff prepared a request for proposals (RFP) for the Services and sent it to 10 vendors specializing in this work. On April 25, 2024, the Village received five (5) responses. Staff determined that Winkler Services, LLC submitted the lowest responsible proposal. The initial term for this agreement was effective on adoption through April 30, 2025, with the option for up to three, one-year renewals upon mutual consent with cost adjustments not exceeding the Chicago area Consumer Price Index average increase for the previous 12-month period.

Staff recommends approval of the first Renewal with Winkler Services, LLC ("Vendor") of Bellwood, Illinois in the total amount of $21,210. Both staff and the Vendor wish to renew the agreement with an average increase of 3.3%. Funds will be drawn from Account No. 11-4100-531-80 for the services outlined in Exhibit A of the Agreement. This is the first Renewal for fungicide treatment of parkway American Elms to prevent Dutch Elm Disease ("Services") that will start on or around July 22, 2025 and expire on April 30, 2026.

Staff will be in attendance at the Village Board meeting for any questions that may arise.

A Resolution Authorizing a First Renewal for Treatment of Americam Elm Parkway Trees FY 2025-26
Exhibit A - Renewal Agreement for American Elm Treatments with Winkler Services, LLC

Resolution 2025- _____

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 First Renewal of an Agreement for the Treatment of American Elm Parkway Trees with Winkler Services, LLC. of Bellwood, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village is responsible for the management and maintenance of its American Elm parkway trees and as part of the Village's ongoing effort to manage Dutch Elm Disease (DED), fungicide treatments are administered annually to high-quality American Elm parkway trees to mitigate the likelihood of loss due to Dutch Elm Disease ("***Services***").

In March 2024, Village staff prepared and issued a Request for Proposals for the Services and sent it to 10 vendors specializing in these Services. On April 25, 2024, the Village received five (5) responses. Staff determined that Winkler Services LLC. of Bellwood, Illinois ("***Vendor***") submitted the lowest responsible proposal. Staff recommended entering into an agreement with the Vendor for the Services ("***Agreement***"). The initial term of the Agreement was from May 1, 2024, through April 30, 2025, with the option for up to three (3) one-year renewals upon mutual agreement between the Village and Vendor with cost adjustments not exceeding the Chicago area consumer price index average over the previous 12- month period. The Village and the Vendor wish to renew the Agreement for Fiscal Year 2025/26 with an average increase of 3.3% (***"Renewal"***). This is the first Renewal for the Services that will start on or around July 22, 2025, and expire on April 30, 2026. The Renewal is included in ***Exhibit A***.

Staff recommends approval of the Renewal with the Vendor in the amount of $19,150, for the planned treatment of thirty-six (36) American Elms. Staff also recommend a contingency amount of $2,060 for any unforeseen work, such as watering due to dry weather, to aid in fungicide uptake, for a total Renewal amount of $21,210 for the Services. The Fiscal Year 2025/26 Final Budget provides sufficient funds in Account No. 11-4100-531-80 (Climate Action Plan Forestry Expenses) for the Services to be completed at the rates 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.

Section 2. Approval of Renewal.

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

Section 3. Authorization to Execute Renewal.

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 in accordance with the terms of the Renewal for Fiscal Year 2025/2026.

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 Agreement in the amount of $2,060 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.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

ATTEST:

Village President

Village Clerk

VILLAGE OF NORTHBROOK
AMERICAN ELM TREATMENT
FIRST RENEWAL OF CONTRACT

THIS FIRST RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR/VENDOR: **Winkler Services LLC**
114 Mannheim Rd., Bellwood, IL 60104
ATTN: Kevin Halbert, Owner
info@winklertree.com ("***Vendor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Vendor entered into that certain contractual agreement titled 2024 Dutch Elm Disease Preventative Treatment Program dated as of May 28, 2024 (***"Contract"***), under which the Vendor agreed to provide American Elm Treatment Services as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2025.

C. The Contract provides that that the term of the Contract may be renewed and extended for up four annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Vendor's performance of the Services and the Vendor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Vendor hereby amend the Contract/Agreement to renew and extend the Contract/Agreement for a renewal term to commence on July 22, 2025 and end on April 30, 2026 ("***Renewal Term***). During the Renewal Term, the Village will pay the Vendor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed by their duly

authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By:_____

Date:_____

Winkler Services, LLC

By:_____
Kevin Halbert, Owner

Date:_____

EXHIBIT A

ONE YEAR AGREEMENT EXTENSION FOR DUTCH ELM DISEASE PREVENTATIVE TREATMENT PROGRAM

[Renewal Fee Schedule]

Consistent with all of the terms and conditions outlined in the 2024 Dutch Elm Disease Preventative Maintenance Treatment Program contract for the Village of Northbrook dated May 18, 2024, the undersigned offers the following prices including all supervision, labor, materials and equipment for Dutch Elm Disease preventative treatments of Village-owned parkway American Elm Trees for the period of July 22, 2025, through April 30, 2026.

Line	Unit Price Item	Unit	Unit Price	Estimated Number of Units	Extension
1	Arbotect 20-S Injections at 2.4 fl. Oz/DBH in (3- season treatment)	DBH	$ 18.44	1,038.5	$ 19,149.94

*Quantities are estimated for bidding purposes only. Exact quantities of each pay item will vary.

ADDITIONAL PROPOSAL					
Line	Unit Price Item	Unit	Unit Price	Estimated Number of Units	Extension
	Supplemental watering if needed	Hour	$ 103	20	$ 2,060

Note: As outlined in Section 2(b)(4) of the Contract, the approximate quantities set forth in this Schedule of Prices for each Unit Price Item are Owner's estimate only, that Owner reserve the right to increase or decrease such quantities, that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item in full compliance with this Contract/Proposal, and that all claim or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, is hereby waived and released.

2025 AMERICAN ELM TREATMENT LIST FOR PREVENTION OF DUTCH ELM DISEASE

Tree #	Address	Location	Cond.	DBH 2025
3N10	1105 Western Ave.	30' S. of Dr., 7' E. of curb	2	20
3N11	1105 Western Ave.	2' N. of Dr., 15' E. of curb	2	19
3N12	1105 Western Ave.	25' S. of Dr., 20' E. of curb	2	31
3N204	927 Western Ave.	10' N. of Dr., 20' E. of curb	1	32
3N218	2321 Ash Ln.	76' NW of Dr., 12' S. of curb	2	25
3N538	855 Western Ave.	12' S. of Dr., 24' E. of curb	1	22
3Q105	2003 Big Oak Ln.	25' W. of Dr., 5' S. of curb	2	33
3Q16	1906 Lincoln Ave.	25' W. of Dr., 4' N. of curb	2	30
3Q18	1914 Lincoln Ave.	25' W. of Dr., 4' N. of curb	2	29
3Q2	1961 Lincoln Ave.	36' S. of xwlk on Meadow, 8' EOC	2	31
3R44	1714 Ferndale Ave.	43' E. of Dr., 5' N. of curb	2	30
4N140	2249 Maple Ave.	6' W. of Dr., 8' S. of curb	2	35
4N209	2314 Walters Ave.	9' W. of Dr., 3' N. of curb	2	35
4N232	2307 Catherine St.	81' W. of Stop Sign, 7' S. of curb	2	35
4N232	2307 Catherine St.	27' W. of Stop Sign, 7' S. of curb	2	16
4N232	2307 Catherine St.	6' W. of Stop Sign, 1' S. of wlk	2	20
4N363	1219 Briarwood Ln.	14' S. of Dr., 3' E. of curb	2	35
4P127	2144 Walters Ave.	44' N. of Dr., on Greenbriar, 7'EOC	2	34
4P55	2115 Oak Ave.	3' E. of Dr., 5' S. of curb	2	43
4Q136	1301 Shermer Rd.	45' NW of Dr on Church, 4' SOC	2	31
4Q137	1301 Shermer Rd.	5' NW of Dr. on Church, 4' SOC	2	31
4Q138	1240 Church St.	2' N. of D.r, 4' S. of curb	2	33
4R200	1314 Church St.	10' Se of Dr., 5' W. of curb	2	35
4R270	1267 Church St.	45' SE of Dr., 3' NE of curb	2	28
4R316	1266 Church St.	18' N. of Dr., 3' S. of curb	2	28
4R317	1260 Church St.	10' S. of Xwlk, 3' S. of curb	2	27
4S62	1425 Linden Rd.	88' E. of Dr., 15' S. of curb	2	35
5N35	2272 Dehne Rd.	33' S. of Dr. on Glendale	1	30
7L109	2590 Newport Rd.	1' E. of E. Dr., 7' N. of curb	1	24.5
5X20	447 Pebblebrook Rd.	103' E. of Dr., 9' S. of curb	2	24
5X21	447 Pebblebrook Rd.	133' E. of Dr., 9' S. of curb	2	28
5X27	431 Pebblebrook Rd.	3' E. of E. Dr. , 9' S. of curb	2	27
5X28	417 Pebblebrook Rd.	6' W. of W. Dr., 9' N. of curb	2	25
5X30	417 Pebblebrook Rd.	44' E. of W. Dr., 9' N. of curb	2	26
5X31	417 Pebblebrook Rd.	73' E. of W. Dr., 9' N. of curb	2	26
5X32	417 Pebblebrook Rd.	10' W. of E. Dr., 9' N. of curb	2	25
	Total Trees Treated = 36		DBH Total	1038.50

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director Public Works Kelly Hamill
Date: 2025-07-22
Subject: A Resolution Authorizing the Renewal of an Agreement for Asphalt Street Crack Sealing Services with Patriot Pavement Maintenance of Wheeling, Illinois

Overview
Crack sealing is used to help prevent moisture and debris from entering the road base through seams or cracks in the pavement that can form over time. As water seeps into these seams/cracks it can cause premature failure to the roadway as it expands in freezing temperatures and contracts in warmer temperatures.

Fiscal Impact

The adopted Fiscal Year 2025/26 Budget provides funds in the amount of $25,000 for this project in Account No. 11-4100-531-71 (General Fund-Street Repairs) for crack sealing services, which will provide roughly 30,000 linear feet of crack sealing.

Recommendation
Approval.

Background

The adopted Fiscal Year 2025/26 Budget includes $25,000 to improve the useful life of pavement throughout the Village. The crack sealing process includes routing, cleaning and application of hot poured sealer in accordance with IDOT specifications. Staff has identified several streets that require crack sealing under this year's program including Happ Road, Raintree Lane, Sunburst Lane, Snowbird Lane, Terri-Lyn Lane, Ridgeland Lane, Lori-Lyn Lane, Juli-Lyn Lane, Juli-Lyn Court, Daniel Court, and Walters Avenue.

In March 2025, staff prepared a renewal document to confirm the contractor's commitment to the unit pricing provided for this second renewal. The second Renewal Agreement was signed by Patriot Pavement Maintenance, and is attached as Exhibit A for the term between July 22, 2025 and April 30, 2026. Staff is recommending Patriot Pavement Maintenance, of Wheeling,

Illinois (the “Contractor”) to proceed for the amount of $25,000. The renewal is summarized below.

Item	Unit	Price
Hot Poured Joint Sealer	Pound (LB)	$1.50
Sweeper with disposal performed by contractor	Hour	$130

The Village of Northbrook owns and maintains roughly 97 centerline miles of asphalt streets. To help the Village’s roads reach the full extent of their useful life, the Public Works Department performs maintenance tasks such as selective patching and crack sealing. Crack sealing is used to help prevent moisture and debris from entering the road base through seams or cracks in the pavement that can form over time. As water seeps into these seams/cracks it can cause premature failure to the roadway as it expands in freezing temperatures and contracts in warmer temperatures.

Staff recommends Village Board approval of a Resolution authorizing a renewal of the contract with Patriot Pavement of Wheeling, Illinois for asphalt street crack sealing services in an amount not to exceed $25,000. Staff will be present at the Board meeting to answer any questions that may arise.

A Resolution Authorizing the Renewal of an Agreement for Asphalt Street Crack Sealing Services with Patriot Pavement Maintenance of Wheeling, Illinois
Exhibit A - Renewal Agreement for Crack Sealing Services with Patriot Pavement Maintenance

Resolution 2025-_____

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 Asphalt Street Crack Sealing Services with Patriot Pavement Maintenance of Wheeling, Illinois

is hereby adopted, as follows:

Section 1. Recitals

The Village of Northbrook owns and maintains roughly 97 centerline miles of asphalt streets. Crack sealing is a common maintenance procedure used to prolong the useful life of the pavement.

The Village issued a Request for Proposals for a contract for crack sealing services ("***Work***"). A Contract ("***Contract***") for this Work was awarded to Patriot Pavement Maintenance, of Wheeling, Illinois ("***Contractor***") with Resolution 2023-45. The Contract with the Contractor was renewed in 2024 with Resolution 2024-94. The Village and Contractor wish to enter a second renewal of the Contract.

The Village's Annual Budget for Fiscal Year 2025/26 provides up to $25,000 in Account No. 11-4100-531-71 for crack sealing services, which will allow for approximately 30,000 linear feet of crack sealing. Staff believes that it is in the best interests of the Village to enter into the second renewal ("***Renewal***"), attached as ***Exhibit A***, with the Contractor for the Work in the total amount not to exceed $25,000.

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.

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 shall be, and 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 two original copies of the Renewal executed by the Contractor and compliance by the Contractor with all conditions included in the Renewal.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:
AWAY:

ATTEST:

Village President

Village Clerk

VILLAGE OF NORTHBROOK - FORM OF CONTRACT RENEWAL

RENEWAL 2 OF CONTRACT AGREEMENT

THIS RENEWAL 2 ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR: **Patriot Pavement Maintenance**
165 W. Hintz Road, Wheeling, Illinois 60090
Attn: Matt Sollars ("***Contractor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled "FY 23/24 Crack Sealing Services" dated as of March 14, 2023 (***"Contract"***), under which Contract the Contractor agreed to provide crack sealing services for the Village as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial 1-year term (***"Initial Term"***), which Initial Term expired on April 30, 2024.

C. The Contract provides that the term of the Contract may be renewed and extended for up to 2 additional one-year terms upon mutual agreement of the Parties each fiscal year.

D. The Village entered into a 1- year renewal agreement, which expired on April 30, 2025.

E. The Village has been satisfied with the Contractors performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a second renewal term to commence on July 22, 2025 and end on April 30, 2026 ("***Renewal Term***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Attachment 1.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

[**SIGNATURE PAGE FOLLOWS**]

IN WITNESS WHEREOF, the Parties have caused this Amendment Renewal 2 to be executed by their duly authorized representatives.

(SEAL)

ATTEST:

By: _____
Derek Gau, Village Clerk

Date _____

VILLAGE OF NORTHBROOK

By: _____
Cara L. Pavlicek, Village Manager

Date _____

WITNESS:

By _____

By K. Harris

Date: June 23, 2025

Patriot Pavement Maintenance

By _____

By Matt Sollars

Date June 23, 2025

ATTACHMENT 1

FEE SCHEDULE

	Description	Unit	Year 1 Unit Price	Year 2 Unit Price	Year 3 Unit Price
1	Hot Poured Joint Sealer (IDOT 1050.02)	LB.	1.44	1.50	1.50
2	Sweeper with disposal performed by contractor	Hour	125	130	130

Contract Year 1 (Fiscal Year 2023-2024 beginning May 1, 2023 and ending April 30, 2024): $25,000

Contract Year 2 (Fiscal Year 2024-2025 beginning May 1, 2024 and ending April 30, 2025): $25,000

Contract Year 3 (Fiscal Year 2025-2026 beginning July 22, 2025 and ending April 30, 2026): $25,000

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Chief Information Officer Lori Baker
Date: 2025-07-22
Subject: A Resolution Approving the Purchase of Lenovo Computers from Insight Public Sector, Inc.

Overview

This Resolution approves the purchase of Lenovo desktop computers from Insight Public Sector as part of the annual planned computer refresh cycle. This purchase is also included in the Capital Improvement Plan for Fiscal Year 2025/2026.

Fiscal Impact

The adopted Fiscal Year 2025/2026 budget provides funding in Account Number 11-1400-706-00 for the purchase of computers and staff devices in a not to exceed amount of $125,000.

Recommendation

Approval.

Background

The Village adopted a computer refresh cycle, replacing computers every three to four years, depending on their usage. This allows Staff across all Village Departments to continue to use supported and appropriate computers for their daily work. As applications become more sophisticated, and the data being utilized grows, the need for increased computer resources also grows.

Village Information Technology (IT) Staff worked with the various Village Departments to review the specifications of the proposed computers, ensuring they meet or exceed the needs of the Staff using them. Some upgrades in resources are recommended due to the variety of applications in use by Staff.

The Village currently uses Lenovo brand computers in standard office environments. The Lenovo computers continue to meet the Village's needs for performance and reliability, and the Lenovo technical support continues to meet the IT Department's requirements for prompt and excellent service.

Insight Public Sector, headquartered in Chandler, AZ with a local office in Addison, IL, is listed on the OMNIA Partners IT Products and Services contract #23-6692-03 as a reseller of Lenovo computers under the pre-negotiated discounts included in the contract. This OMNIA Partners contract was executed in May 2023 and expires in April 2026. This contract extends the pricing to municipalities across the U.S. This contract satisfies the competitive bidding requirements detailed in the Village's purchasing policy.

Staff requested and received pricing from Insight in the amount of $97,449 for a quantity of 111 Lenovo desktop computers.

Staff recommends Village Board approval of a resolution for the purchase of these Lenovo computers from Insight Public Sector, using the OMNIA Partners Contract #23-6692-03, in an amount not to exceed $97,449. This purchase was a planned purchase, and funds are allocated and available in the Fiscal Year 2025/2026 budget in GL Account Number 11-1400-706-00.

Staff will be available at the July 22, 2025 Board of Trustees meeting to address any questions that may arise.

A Resolution Approving the Purchase of Lenovo Computers from Insight Public Sector, Inc.
Exhibit - Insight Public Sector Quotation #0228578916

Resolution 2025-

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 Lenovo Computers from Insight Public Sector, Inc.

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Annual Budget for FY 2025/2026 provides for the procurement of computers for use by all Village Departments (Account No. 11-1400-706-00). These computers are used by Village Staff to access electronic data and applications daily.

Information Technology Department staff prepared and reviewed specifications for replacement computers and recommends the procurement of Lenovo desktop computers based on their robust design and Lenovo's reputation providing excellent support. Pricing available through an OMNIA Partners contract with Insight Public Sector, Inc of Chandler, Arizona ("***Vendor***") will allow for the purchase of 111 desktop computers ("***Computers***") in an amount not to exceed $97,449. The purchasing process utilized by OMNIA Partners satisfies the competitive bidding requirements in the Village's purchasing policy.

Based on these factors, Village staff recommends the procurement of the Computers from the Vendor.

The President and the Board of Trustees have considered the need for the procurement of the Computers and determined that it is in the best interests of the Village and the public.

Section 2. Authorization for Purchase.

The Village Manager shall be, and is hereby, authorized and directed to execute all such documents and make such payments as are necessary to complete the procurement of the Computers from the Vendor in a not-to-exceed amount of $97,449 in accordance with the terms of the Vendor's contract with OMNIA Partners.

INSIGHT PUBLIC SECTOR, INC.
2701 E INSIGHT WAY
CHANDLER AZ 85286-1930
Tel: 800-467-4448

Account name: 10333664

VILLAGE OF NORTHBROOK
1225 CEDAR LN
NORTHBROOK IL 60062-4513

SHIP-TO

VILLAGE OF NORTHBROOK
1225 CEDAR LN
NORTHBROOK IL 60062-4513

Quotation

Quotation Number	:	0228578916
Document Date	:	26-JUN-2025
PO Number	:	
PO Release	:	
Sales Rep	:	Bob Erwin
Email	:	BOB.ERWIN@INSIGHT.COM
Phone	:	+14803667058
Sales Rep 2	:	Nicole Olivera
Email	:	NICOLE.OLIVERA@INSIGHT.COM
Phone	:	+16302957300 X 6866

We deliver according to the following terms:

Payment Terms	:	Net 60 days
Ship Via	:	Insight Assigned Carrier/Ground
Terms of Delivery	:	FOB DESTINATION
Currency	:	USD

Material	Material Description	Quantity	Unit Price	Extended Price
12V3S2YN00	LENOVO THINKCENTRE M90S GEN 5, INTEL I5-14500 VPRO (E-CORES UP TO 3.70GHZ, 24MB), W11P64 ENG, 16.0GB, 1X512GB SSD M.2 2280 GEN4 TLC OPAL, INTEL UHD GRAPHICS 770, SLIM DVD RAMBO, 310W, 3YR PREMIER NBD,3 YEAR ON-SITE, USB, TRADITIONAL, BLACK-E OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 915.99 Discount: 3.492%	96	884.00	84,864.00
12TJS30A00	LENOVO THINKCENTRE M90Q GEN 5, INTEL I5-14500T VPRO (E-CORES UP TO 3.40GHZ, W11P64 ENG, 16.0GB, 1X512GB SSD M.2 2280 GEN4 TLC OPAL, INTEL UHD GRAPHICS 770, 3YR PREMIER NBD,3 YEAR ON-SITE, USB, TRADITIONAL, BLACK-ENGLISH (US), USB OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 847.99 Discount: 1.060%	15	839.00	12,585.00

Product Subtotal	97,449.00
TAX	0.00
Total	97,449.00

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Bob Erwin
+14803667058
BOB.ERWIN@INSIGHT.COM

Nicole Olivera
+16302957300 X 6866
NICOLE.OLIVERA@INSIGHT.COM

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that agreement will govern.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

HARDWARE PURCHASES: Tariffs imposed by the United States government on technology-related products may lead to cost increases for manufacturers and suppliers, who then pass these increases on to partners like Insight. Additionally, supply constraints, production delays, component shortages, and logistical pressures have contributed to cost increases and product shipment delays from manufacturers and suppliers. Insight is actively engaged with its contracting officials, suppliers, and partners to address these challenges. While we strive to honor initial price proposals and quotes, the fluid nature of the impact on manufacturer and supplier costs and product availability due to tariffs and supply disruptions could require a requote, subject to the contract terms if the purchase is being made under an Insight Public Sector, Inc. contract vehicle, before finalizing any subsequent or impacted proposals, quotes, and orders. Insight will not finalize any transaction involving a requote without the client's written consent.

Insight's online Terms of Sale can be found at the "terms-and-policies" link below.
https://www.insight.com/terms-and-policies

MEMORANDUM

To: Village Board of Trustees
From: Village Manager Cara Pavlicek
Date: 2025-07-22
Subject: A Resolution Confirming the Execution of an Agreement with Berry, Dunn, McNeil & Parker, LLC for Strategic Planning Services

Overview

As directed by the Village Board on June 10, 2025, Berry Dunn has been engaged to support the development of a first Strategic Plan to identify key community priorities and direct future budgeting initiatives in order to help maintain the Village's strong sense of community.

Fiscal Impact

BerryDunn has provided a proposal for fixed-fee services to complete the Village's strategic plan broken down by four phases and added an initial session for a total of $86,200, plus reimbursable out of pocket travel expenses, estimated at $8,700, which now includes an additional in person workshop. The budget amendment to the FY26 adopted budget will be presented in August for costs associated with these professional services.

Recommendation

Approval.

Background

On June 10, 2025, the Village Manager was directed to prepare the necessary actions to engage BerryDunn for Strategic Planning Services and return a confirming resolution for professional services for development of a Strategic Planning Services incorporating extensive public engagement.

In order to effectively engage the public in the long term strategic direction of Village services and initiatives, a strategic plan is an opportunity for the Village Board to engage with various stakeholders to collaborate and establish consensus for achieving its vision. Additionally, the strategic plan is a living document that remains applicable, helps to navigate in times of organizational changes, establishes clear and compelling vision, sets measurable objectives

and lays out the desired impact on and value added to entire communities—residents, business, Village employees, and other stakeholders. Once established, the strategic plan can set a direction and align resources to accomplish strategic objectives. Further, it can help ensure decisions, policies, plans, programs, and processes are designed through the lenses of stewardship of resources, equity, and collective impact.

BerryDunn will facilitate the development of this first Strategic Plan for the Village through multiple strategies to effectively engage and collect data and information from the public, including developing communications and messaging, conducting interviews, facilitating community forums, and creating an interactive project landing and engagement website via Social Pinpoint. Social Pinpoint is a customizable community engagement platform that is used to inform stakeholders of project goals, objectives, and progress, and provide opportunities to interact and gather information. This tool has several features that BerryDunn has used frequently and as needed throughout strategic planning projects, such as forums, mapping, ideas wall, and surveys. Social Pinpoint is mobile friendly and can be translated into multiple languages, making it easy for most Village residents to participate.

A Resolution Confirming the Execution of an Agreement with Berry, Dunn, McNeil & Parker, LLC for Strategic Planning Services.doc
CORRECTED A Resolution Confirming the Execution of an Agreement with Berry, Dunn, McNeil & Parker, LLC for Strategic Planning Services
Exh A - Professional Services Agreement Strategic Planning

Resolution 2025-__

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 Confirming the Execution of an Agreement with Berry, Dunn, McNeil & Parker, LLC for Strategic Planning Services

is hereby adopted, as follows:

Section 1. RECITALS.

The Village of Northbrook desires to develop its first Strategic Plan via a planning process that will identify key community priorities and direct future budgeting initiatives in order to help maintain the Village's strong sense of community.

A Strategic Plan is an opportunity for the Village Board to engage with various stakeholders to collaborate and establish consensus for achieving a defined vision. Additionally, the Strategic Plan is a living document that remains applicable, helps to navigate in times of organizational changes, establishes clear and compelling vision, sets measurable objectives, and lays out the desired impact on and value added to entire communities—residents, business, Village employees, and other stakeholders. Once established, the Strategic Plan can set a direction and align resources to accomplish strategic objectives. Further, it can help ensure decisions, policies, plans, programs, and processes are designed through the lenses of stewardship of resources, equity, and collective impact.

On June 10, 2025, the Village Board adopted a resolution directing the Village Manager to prepare all necessary actions to engage Berry, Dunn, McNeil & Parker, LLC ("***BerryDunn***") to facilitate the development of a first Strategic Plan for the Village through multiple strategies to effectively engage and collect data and information from the public, including developing communications and messaging, conducting interviews, facilitating community forums, and creating an interactive project landing and engagement website via Social Pinpoint, a customizable community engagement platform that is used to inform stakeholders of project goals, objectives, and progress, and provide opportunities to interact and gather information ("***Strategic Planning Services***").

BerryDunn provided a proposal to provide the Strategic Planning Services for a total cost of $86,200, plus reimbursable out of pocket travel expenses estimated at $8,700 a year ("***Agreement***"). Pursuant to the direction of the Village Board, the Village Manager executed the Agreement with BerryDunn for the Strategic Planning Services.

The Board of Trustees has determined that it is in the best interest of the Village and its residents to confirm the execution of the Agreement for the Strategic Planning Services with BerryDunn.

Section 2. CONFIRMATION OF AGREEMENT.

The President and Board of Trustees hereby confirm and approve the execution of the Agreement for the Strategic Planning Services with BerryDunn, dated as of June 10, 2025, by the Village Manager.

Section 3. EFFECTIVE DATE.

This Resolution shall be in full force and effect only upon the passage by the Board of Trustees by a majority vote in the manner required by law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

Village President

Village Clerk

Resolution 2025-__

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Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

Village President

Village Clerk

VILLAGE OF NORTHBROOK PROFESSIONAL SERVICES AGREEMENT
FOR STRATEGIC PLAN DEVELOPMENT

THIS AGREEMENT (***"Agreement"***) is dated as of the 10th day of June, 2025 (***"Effective Date"***) and is by and between the **VILLAGE OF NORTHBROOK**, an Illinois home rule municipal corporation (***"Village"***), and **BERRY, DUNN. McNEIL & PARKER, LLC**(***"the Consultant"***) (collectively, the ***"Parties"***).

IN CONSIDERATION OF the agreements set forth in this Agreement, the receipt and sufficiency of which are mutually acknowledged, and pursuant to the Village's statutory and home rule powers, the Parties agree as follows:

SECTION 1. SCOPE AND PROVISION OF SERVICES.

A. Engagement of the Consultant. The Village hereby engages the Consultant identified below to provide all necessary professional consulting services and to perform the work in connection with the project described as follows: development of a Strategic Plan for the Village (collectively, the ***"Services"***).

B. Services. The Consultant has submitted to the Village a description of the Services to be provided by the Consultant, a copy of which is attached as ***Exhibit A*** to this Agreement (***"Scope of Services"***). The Consultant must provide the Services pursuant to the terms and conditions of this Agreement and as described more fully in the Scope of Services.

C. Commencement; Time of Performance; Time of the Essence.

1. The Consultant will commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties (***"Commencement Date"***).

2. The Consultant will diligently and continuously prosecute the Services until the completion of the Services or the termination of this Agreement but in no event later than one year after the date of the execution of this Agreement (***"Time of Performance"***).

3. The Parties acknowledge and agree that time is of the essence in the performance of the Service and that the Village.

D. Reporting. The Consultant will regularly report to the Village regarding the progress of the Services during the term of this Agreement.

E. Relationship of the Parties. The Consultant will act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement will be construed to: (i) create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and the Consultant; or (ii) create any relationship between the Village and any subcontractor of the Consultant.

F. Information Releases. The Consultant will not issue any news releases or other public statements regarding the Services without prior approval from the Village.

G. Mutual Cooperation. The Village will cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with any non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance of the Services to complete the Work and with any other the Consultants engaged by the Village.

H. Compliance with Laws and Grants.

1. The Consultant will give all notices, pay all fees, and take all other actions that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required or necessary in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*., and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The Consultant will also comply with all conditions of any federal, state, or local grant received by Village or the Consultant with respect to this Agreement or the Services.

2. The Consultant will be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part of the Services.

3. Every provision of law required by law to be inserted into this Agreement will be deemed to be inserted herein.

SECTION 2. COMPENSATION AND METHOD OF PAYMENT.

A. Compensation. The total amount billed by the Consultant for the Services under this Agreement will not exceed $87,400 (***"Compensation"***), as outlined in the Scope of Services***,*** plus reimbursable expenses as identified in the Scope of Services, without the prior express written authorization of the Village.

B. Invoices and Payment. The Consultant will be paid as provided in the Scope of Services. The Consultant will submit invoices to the Village in an approved format for those portions of the Services performed and completed by the Consultant. The Village will pay to the Consultant the amount billed in accordance with the Illinois Prompt Payment Act, 50 ILCS 505/1 *et seq.*

C. [RESERVED].

D. Taxes, Benefits, Royalties. The Compensation includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services, including, without limitation, all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. The Consultant waives

and releases any claim or right to claim additional compensation by reason of the payment of any tax, contribution, premium, costs, royalties, or fees.

E. Completion and Acceptance of Services. The Services, and any phase of the Services, will be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be.

F. Additional Services. The Village will not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether the Additional Services are requested or directed by the Village, except upon the prior written consent of the Village Manager/Administrator after approval in accordance with applicable procedures.

G. No Additional Obligation. The Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant, or with any vendor solicited or recommended by the Consultant.

SECTION 3. PERSONNEL; SUBCONTRACTORS.

A. Availability of Personnel. The Consultant will provide all personnel necessary to complete the Services.

B. Approval and Use of Subcontractors. The Consultant will perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved by the Village in writing. All subcontractors and subcontracts used by the Consultant will be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract will not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract will be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" will be deemed also to refer to all subcontractors of the Consultant, and every subcontract will include a provision binding the subcontractor to all provisions of this Agreement.

C. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village, then, immediately upon notice from the Village, the Consultant will remove and replace the personnel or subcontractor. The Consultant will have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any removal or replacement.

SECTION 4. TERM OF AGREEMENT.

A. Term. The term of this Agreement, unless terminated pursuant to the terms of this Agreement, will expire on the date the Village determines that all of the Services under this Agreement, including warranty services, are completed, but in no event later than one year after the date of the execution of this Agreement. A determination of completion will not constitute a waiver of any rights or claims that the Village has, before or after completion, with respect to any breach of this Agreement by the Consultant or any right of indemnification of the Village by the Consultant.

B. Termination. Notwithstanding any other provision hereof, the Village may terminate this Agreement, at any time and for any reason, upon fifteen days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant will be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in the Scope of Services.

SECTION 5. CONFIDENTIAL INFORMATION; OWNERSHIP OF WORK PRODUCT AND DOCUMENTS.

A. Confidential Information. In the performance of this Agreement, the Consultant may have access to or receive certain information in the possession of the Village that is not generally known to members of the public (***"Confidential Information"***). Confidential Information includes, without limitation, proprietary information, copyrighted material, personal or private data of every kin, financial information, health records and information, maps, and all other information of a personal nature. The Consultant must not use or disclose any Confidential Information without the prior written consent of the Village. If the Consultant has any doubt about the confidentiality of any information, then the Consultant must seek a determination from the Village regarding the confidentiality of the information. The Consultant and all of its personnel and subcontractors must make and apply all safeguards necessary to prevent the improper use or disclosure of any Confidential Information. At the expiration or termination of this Agreement, the Consultant must promptly cease using, and must return or destroy (and certify in writing destruction of), all Confidential Information, including all copies, whether physical or in any other form, in its possession. The Consultant may not transfer to, store in, or otherwise allow work product containing Confidential Information to be located in any location, whether physical or digital, not under the control of the Consultant. If the Consultant is required, by any government authority or court of competent jurisdiction, to disclose any Confidential information, the Consultant must immediately give notice to the Village with the understanding that the Village will have the opportunity to contest the process by any means available to it prior to submission of any documents to a court or other third party. The Consultant must cause all of its personnel and subcontractors to undertake and abide by the same obligations regarding Confidential Information as the Consultant.

B. Ownership. The Consultant agrees that all work product, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement will be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant will cause the work product to be promptly delivered to the Village. Any outstanding payment obligations may not be used as a basis to withhold work product. The Consultant agrees that, to the extent permitted by law, any and all work product will exclusively be deemed "works for hire" within the meaning and purview of the United States Copyright Act, 17 U.S.C. § 101 et seq subject to the terms of this

Agreement. To the extent any work product does not qualify as a "work for hire," the Consultant irrevocably grants, assigns, and transfers to the Village all right, title, and interest in and to the work product in all media throughout the world in perpetuity and all intellectual property rights therein, free and clear of any liens, claims, or other encumbrances, to the fullest extent permitted by law. All intellectual property, Confidential Information, and work product will at all times be and remain the property of the Village. The Consultant will execute all documents and perform all acts that the Village may request in order to assist the Village in perfecting or protecting its rights in and to the work product and all intellectual property rights relating to the work product. All of the foregoing items will be delivered to the Village upon demand at any time and in any event, will be promptly delivered to the Village upon expiration or termination of this Agreement within three days after a demand. In addition, the Consultant will return the Village's data in the format requested by the Village. If any of the above items are lost or damaged while in the Consultant's possession, those items will be restored or replaced at the Consultant's expense.

C. Freedom of Information Act and Local Records Act. The Consultant acknowledges that this Agreement, all documents submitted to the Village related to this Agreement, and records in the possession of the Consultant related to this Agreement or the Services may be a matter of public record and may be subject to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*., and any other comparable state or federal laws now existing or adopted later (collectively, the ***"Disclosure Laws"***). In the event that the Village requests records from the Consultant, the Consultant shall promptly cooperate with the Village to enable the City to meet all of its obligations under the applicable Disclosure Law. The Consultant acknowledges and agrees that the determination as to whether information in the records is exempt from disclosure or should be released to the public will be made by the Village in its sole and absolute discretion.

D. Injunctive Relief. In the event of a breach or threatened breach of this Section 5, the Village may suffer irreparable injury not compensable by money damages and would not have an adequate remedy at law. Accordingly, the Consultant agrees that the Village will be entitled to seek immediate injunctive relief to prevent or curtail any breach, threatened or actual. The rights provided under this Section 5.D are in addition and without prejudice to any rights that the Village may have in equity, by law or statute. The Consultant will fully cooperate with the Village in identifying the scope of any improper use or dissemination of data protected by this Section 5 and will assist the Village in any notification efforts required by law.

SECTION 6. WARRANTY.

The Consultant warrants that the Services will be performed in accordance with the highest standards of professional practice, care, skill, and diligence practiced by recognized consulting firms or licensed and accredited professionals in performing services of a similar nature. This warranty is in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are reserved unto the Village. Any of the Services required by law or by this Agreement to be performed by licensed professionals will be performed by professionals licensed by the State of Illinois to practice in the applicable professional discipline.

SECTION 7. CONSULTANT REPRESENTATIONS.

A. Ability to Perform. Consultant represents that it is financially solvent, has the necessary financial resources, has sufficient experience and competence, and has the necessary capital, facilities, organization, and staff necessary to provide, perform, and complete the Services

in accordance with this Agreement and in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

B. Authorization. The execution, delivery and performance by the Consultant of this Agreement has been duly authorized by all necessary corporate action, and does not and will not violate its organizational documents, as amended and supplemented, any of the applicable requirements of law, or constitute a breach of or default under, or require any consent under, any agreement, instrument, or document to which the Consultant is now a party or by which the Consultant is now or may become bound.

C. Company Background. The information disclosed by the Consultant regarding its corporate structure, financial condition, expertise, and experience is true and correct. The Consultant will promptly notify Village in writing of any material change to or about the Consultant, including without limitation to change in ownership or control, and any change will be subject to Village approval which will not be unreasonably withheld.

D. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no Village employee, official, or agent has an interest in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant will at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

E. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 *et seq. The Consultant* represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it is found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant will be liable to the Village for all loss or damage that the Village may suffer, and this Agreement will, at the Village's option, be null and void.

F. Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

G. No Default. The Consultant is not in arrears to the Village under any debt or contract and is not in default as surety, contractor, or otherwise to any person, unless as disclosed the Village in writing.

H. No Legal Actions Preventing Performance. As of the Effective Date, the Consultant has no knowledge of any action, suit, proceeding, claim or investigation pending or to its knowledge threatened against the Consultant in any court, or by or before any federal, state, municipal, or governmental department, commission, board, bureau, agency, or instrumentality,

domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect the Consultant's ability to perform its obligation under this Agreement.

I. Patriot Act Compliance. The Consultant represents and warrants to the Village that neither the Consultant nor any of its principals, shareholders, or other employees or officials (collectively ***"Personnel"***) is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants that the Consultant and its Personnel are not directly or indirectly engaged in or facilitating transactions related to this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant must, and will, defend, indemnify, and hold harmless the Village and its officials, officers, authorities, and all Village elected or appointed officials, officers, employees, agents, representatives, and attorneys from and against every claim, damage, loss, risk, liability, and expense (including attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this Section 7.I.

SECTION 8. INDEMNIFICATION; INSURANCE; NO PERSONAL LIABILITY.

A. Indemnification. The Consultant agrees to, and does hereby, hold harmless and indemnify the Village and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of those parties in connection with this Agreement or the Consultant's performance, or failure to perform, all or any part of the Services; provided, however, that this indemnity does not, and will not, apply to willful misconduct or gross negligence on the part of the City.

B. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant will provide certificates of insurance, all with coverages and limits acceptable to the Village, and the Consultant must provide certificates of insurance, endorsements, and insurance policies acceptable to the Village and including at least the minimum insurance coverage and limits set forth in **Exhibit B** to this Agreement. For good cause shown by the Consultant, the Village may extend the time for submission of the required certificates, endorsements, and policies and may impose deadlines or other terms to assure compliance with this Section 8.B. Each certificate and endorsement must be in a form acceptable to the Village and from a company with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Each insurance policy must provide that no change, modification, or cancellation of any insurance will become effective until the expiration of 30 days after written notice of the change, modification in, or cancellation will have been given by the insurance company to the Village (10 days' written notice in the event of cancelation due to the Consultant's non-payment of premium). The Consultant must maintain and keep in force, at all times during the term of this Agreement and at the Consultant's expense, the insurance coverage provided in this Section 8.B and **Exhibit B**, including without limitation at all times while correcting any failure to meet the warranty requirements of Section 6 of this Agreement.

C. No Personal Liability. No elected or appointed official, or employee of the Village will be personally liable, in law or in contract, to the Consultant as the result of the execution and performance of this Agreement.

SECTION 9. DEFAULT.

A. Default. If the Village determines that the Consultant has failed or refused to properly undertake the Services with diligence, or has delayed in the undertaking of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any the Event of Default within ten days after the Consultant's receipt of written notice of the Event of Default from the Village, then the Village will have the right, notwithstanding the availability of other remedies provided by law or equity, to pursue any one or more of the remedies provided for under Section 10.B of this Agreement.

B. Remedies. In case of any Event of Default, the Village may pursue the following remedies:

1. Cure by the Consultant**.** The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement. The Village may terminate this Agreement and, notwithstanding anything in Section 3.C. of this Agreement, the Village will not have any liability for further payment of amounts due or to become due under this Agreement;

3. Withholding of Payment**.** The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

SECTION 10. GENERAL PROVISIONS.

A. Amendment. No amendment to this Agreement will be effective unless and until the amendment is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. Neither Party may assign their rights or obligations under this Agreement without the prior written consent of the other party.

C. Village Actions, Consents, and Approvals. Any action, consent, or approval needed to be taken or given under this Agreement by the Village may only be performed by the Village Manager/Administrator or their designee, to the extent provided for by law.

D. Binding Effect. The terms of this Agreement bind and inure to the benefit of the Parties and their agents, successors, and assigns.

E. Notice. Any notice required to be given under this Agreement must be in writing and must be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by E-mail. E-mail notices will be deemed valid and received by the addressee only upon explicit or implicit acknowledgment of receipt by the addressee. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c)

three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 10.E, each party will have the right to change the address or the addressee, or both, for all future notices to the other party, but no notice of a change of addressee or address will be effective until actually received.

Notices to the Village will be addressed to, and delivered at, the following address:

Village of Northbrook
1225 Cedar Lane
Northbrook, Illinois 60062
Attention: Cara Pavlicek, Village Manager
E-mail: Cara.Pavlicek@northbrook.il.us

With a copy to:

Elrod Friedman LLP
325 N. LaSalle Street, Suite 450
Chicago, Illinois 60650
Attention: Steve Elrod, Village Attorney
E-mail: steve.elrod@elrodfriedman.com

Notices to the Consultant will be addressed to, and delivered at, the following address:

Seth Hedstrom, Principal
Berry, Dunn, McNeil & Parker, LLC
2211 Congress Street
Portland, ME 04102
email: shedstrom@berrydunn.com

F. Third Party Beneficiary. The provisions of this Agreement are and will be for the benefit of the Consultant and City/Village only and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Agreement. The Village will not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the Village, without the knowledge and approval of the Village Trustees.

G. Severability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the Village will have the right, in its sole and absolute discretion, to determine if (i) the remainder of the provisions of this Agreement will remain in full force and effect and will in no way be affected, impaired, or invalidated, or (ii) the entire agreement shall be invalid, void, and unenforceable.

H. Time of the Essence. Time is of the essence in the performance of this Agreement.

I. Governing Laws. This Agreement will be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

J. Venue. Exclusive jurisdiction with regard to the any actions or proceedings arising from, relating to, or in connection with this Agreement will be in the Circuit Court of Cook County, Illinois or, where applicable, in the federal court for the Northern District of Illinois. The Parties

waive their respective right to transfer or change the venue of any litigation filed in the Circuit Court of Cook County, Illinois.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Consultant with respect to the Scope of Services and the Services.

L. Non-Waiver. No waiver of any provision of this Agreement will be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor will any waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

M. Exhibits. Exhibits A and **B** attached to this Agreement are, incorporated in and made a part of this Agreement. In the event of a conflict between any Exhibit and the text of this Agreement, the text of this Agreement will control.

N. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement will be cumulative and will not be exclusive of any other rights, remedies, and benefits allowed by law.

O. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent must be in writing.

P. Interpretation. This Agreement will be construed without regard to the identity of the Party which drafted the various provisions of this Agreement. Every provision of this Agreement will be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. Any rule or construction that a document is to be construed against the drafting party will not be applicable to this Agreement.

Q. Survival. The provisions of Section 8 will survive the termination or expiration of the Agreement.

R. Calendar Days; Calculation of Time Periods. Unless otherwise specific in this Agreement, any reference to days in this Agreement will be construed to be calendar days. Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event on which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless the last day is a Saturday, Sunday or legal holiday under the laws of the State in which the Property is located, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. The final day of any period will be deemed to end at 5:00 p.m., Central time.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, is deemed to be an original, but all of which together will constitute one and the same instrument.

[**SIGNATURE PAGE FOLLOWS**]

ATTEST:

By: _____
Derek Gau, Village Clerk

VILLAGE OF NORTHBROOK

By: _____
Cara Pavlicek, Village Manager

BERRY DUNN MCNEIL & PARKER, LLC

By: _____

Its: Principal

EXHIBIT A

SCOPE OF SERVICES

BerryDunn

PROPOSAL

Village of Northbrook

Strategic Plan

SUBMITTED BY:

Berry, Dunn, McNeil & Parker, LLC
2211 Congress Street, Portland, ME 04102

Seth Hedstrom, Project Principal
Berry, Dunn, McNeil & Parker, LLC
shedstrom@berrydunn.com

Michelle Kennedy, Project Manager
Berry, Dunn, McNeil & Parker, LLC
mkennedy@berrydunn.com

Submitted On:
June 23, 2025yy

berrydunn.com

BerryDunn

June 23, 2025

Village of Northbrook | Cara Pavlicek, Village Manager
1225 Cedar Lane
Northbrook, IL 60062

Dear Cara Pavlicek:

On behalf of Berry, Dunn, McNeil & Parker, LLC ("BerryDunn," "we," "our"), we are pleased to submit this proposal describing how we may potentially assist the Village of Northbrook (the Village) in developing its first Strategic Plan. From our prior conversations with the Village, we understand leadership seeks a strategic planning process that will identify key community priorities and direct future budgeting initiatives while upholding the values that help maintain the Village's allure and strong sense of community.

As the Village will learn more about on the following pages, our firm is a nationally recognized professional services firm headquartered in Portland, Maine, with 10 office locations. We are focused on **inspiring organizations to transform and innovate** and have lived our core values and preserved our reputation for excellence throughout our 51-year history. Our firm's culture is centered on a deep understanding of our clients' commitment to serving the public. We proudly tailor each of our projects to recognize the work our clients do every day. **We care about what we do, and we care about the people impacted by our work—including those at Village and in the Northbrook community.**

We also possess several attributes that uniquely position us for this work:

Deep understanding and unique insights gained from a **long history** serving local government clients nationally and in the **greater Chicago area**	**Three decades** of experience guiding clients of **all familiarity levels** through the strategic planning process and advancing their knowledge	Expert insights and lessons learned from **70+ strategic planning projects**, offering industry and service best practices to the Village	An approach that has been refined and perfected over 30 years, proven to **generate consensus** and create **actionable, measurable goals**	**Highly skilled consultants** with backgrounds in local government leadership, relevant project work, and proven methodologies

We are confident that if we engage with the Village on this important initiative, the Village will experience the strategic success and progress it desires. We appreciate the opportunity to share our qualifications, and the time and consideration taken by the Village to review our proposal.

As a principal and leader in our Local Government Practice Group, I can attest to the accuracy of our materials, and I am legally authorized to bind, negotiate, make presentations on behalf of, and commit our firm and our resources. Our proposal is a firm and irrevocable offer valid for 120 days from the submission date of June 23, 2025. **If you have any questions or wish to discuss this proposal in more detail, please consider us your primary points of contact and feel free to contact us directly.**

Sincerely,

Seth Hedstrom, PMP®, LSSGB, Principal
Berry, Dunn, McNeil & Parker, LLC
Proposed Project Principal
t: 207.541.2212 | **e:** shedstrom@berrydunn.com

Michelle Kennedy, Prosci® CCP, ODCC
Berry, Dunn, McNeil & Parker, LLC
Proposed Project Manager and Lead Facilitator
t: 207.842.8808 | **e:** mkennedy@berrydunn.com

BerryDunn is the brand name under which Berry, Dunn, McNeil & Parker, LLC and BDMP Assurance, LLP, independently owned entities, provide services. Berry, Dunn, McNeil & Parker, LLC provides tax, advisory, and consulting services. BDMP Assurance, LLP, a licensed CPA firm, provides attest services.

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Firm Overview

BerryDunn was formed in 1974 and has 73 principals and 37 owners. We employ more than 935 staff members—including more than 400 in our Consulting Services Team. From extensive project experience for more than 900 state, local, and quasi-governmental agencies, our team brings valuable perspectives to every engagement. Additionally, our team has experience serving state and local government agencies, providing them with an in-depth understanding of government operations, staffing needs, budgetary constraints, and the business processes required to provide necessary services to the internal divisions and the constituents the Village serves.

Our firm provides a full range of professional services—including organizational development, technology planning, business process improvement, cost of service and financial analysis, community services planning, and more—supporting our ability to complete the requested tasks.

With organizational development as a core tenant of our work, we are pleased to offer the following services to benefit the Village:

- **Strategic planning**
- Community/stakeholder engagement
- Leadership development
- Executive coaching
- Organizational change management
- Organizational assessment
- Business process improvement
- Performance measurement

BerryDunn's Local Government Practice Group is dedicated to serving the needs of local government organizations at both the enterprise and department levels. Comprised of seven specialized practices, we provide unparalleled expertise and unique insights, supporting our clients in solving some of their biggest challenges, addressing opportunities to improve and plan, and carefully considering how our projects impact the organization at all levels.

Specialized Expertise of the Enterprise Organizational Development Practice

BerryDunn’s dedicated Enterprise Organizational Development Practice offers both an intimate project experience and a national perspective to support our clients’ desire to transform and innovate. We recognize how important it is that the Village establishes partnership with a firm that understands that work at this level of impact requires a guided hand and a tailored approach to meet them where they are and lead them to where they want to go.

Work of this nature touches all aspects of an organization, including the Village’s elected officials, staff, stakeholders, community members, and visitors. As such, this initiative requires a layered approach that offers the attention, guidance, and follow-through that will support positive, sustainable, and long-term change.

Our efforts are centered on sound partnership with our clients. We guide projects at various stages and take the time to properly gauge availability and resources to help ensure our clients receive consistent, reliable, and quality service. We support a variety of organizational development initiatives, providing services that include project management, stakeholder and community engagement and analysis, strategic plan development, implementation planning, and progress monitoring, among others.

Relevant Experience

Commitment to the State

With BerryDunn, the Village will be served by a firm and project team members who have **demonstrated their commitment to the State** through similar and other types of consulting engagements. Below, we share our clients in the State. Those **bolded in blue** are clients for whom we provided similar organizational development and strategic planning services.

Did you know? Our relationship with Lake County has spanned multiple years and resulted in our involvement on numerous strategic planning development and update cycles. Additionally, our recent strategic planning work with DuPage County was awarded National Association of Counties (NACo)'s NACo EDGE Excellence in Strategic Planning Award for 2024.

Champaign County
Chicago Metropolitan Agency for Planning
City of Peoria
City of St. Charles
City of Urbana
Columbia College Chicago
DuPage County
Elmhurst Park District
Illinois Park and Recreation Association
Kane County
Lake County
Lombard Park District
McLean County
Northbrook Park District
Park District of Highland Park
Peoria County
Round Lake Area Park District
St. Charles Park District
St. Clair County
Village of Downers Grove
Village of Lincolnwood
Village of Oak Park
Village of Riverside
Village of Schaumburg
Waukegan Park District
Western DuPage Special Recreation Association
Wheaton Park District
Wheeling Park District
Wilmette Park District
Winnetka Park District



We also take pride in our local presence, as we have nearly a dozen employees who reside in the State—several of whom specialize in local government and are recognized leaders in engagement and planning efforts. We will leverage their insights, expertise, and locality when and where it will most benefit the Village.

Strategic Planning

BerryDunn has been offering strategic planning services for over 30 years and has worked with a long list of local government clients. Through this experience, we have assisted a wide range of clients with various services related to those requested by the Village.

Below, we provide a representative list of clients for whom our project team members have performed similar services in recent years.

Bloomfield Township, Michigan
City of Apopka, Florida
City of Beaverton, Oregon
City of Blue Springs, Missouri
City of Capitola, California
City of Redlands, California
City of Santa Monica, California
City of St. Charles, Illinois
City of Washougal, Washington
City of Waukesha, Wisconsin

City of Colorado Springs, Colorado
City of Cooper City, Florida
City of Coppell, Texas
City of Creswell, Oregon
City of Edgewater, Colorado
City of Ennis, Texas
City of Foley, Alabama
City of Gresham, Oregon
City of Groveland, Florida
City of Homestead, Florida
City of Indio, California
City of Janesville, Wisconsin
City of Lauderhill, Florida
City of Margate, Florida
City of Menifee, California
City of Milton, Georgia
City of New Braunfels, Texas
City of Novi, Michigan
City of Peoria, Illinois
City of Port Arthur, Texas
City of Wausau, Wisconsin
City of Westminster, Colorado
DuPage County, Illinois
Erie Housing Authority, Pennsylvania
Jefferson County, Washington
Kane County, Illinois
Lake County, Illinois
Lancaster County, Nebraska
Lane County, Oregon
Marquette County, Michigan
Onslow County, North Carolina
Orange County, North Carolina
Santa Clara County, California
St. Johns County, Florida
Tompkins County, New York
Town of Chelmsford, Massachusetts
Town of Holliston, Massachusetts
Vancouver Housing Authority, Washington
Washington County, Minnesota
Weld County, Colorado



Project Approach and Work Plan

Understanding the Village's Needs

Residents of the Village of Northbrook, a vibrant suburb located 25 miles north of Chicago, know it as a community with diverse businesses, top-rated schools, excellent recreational amenities, and a strong sense of engagement that helps preserve its small-town charm. Even those less familiar with Northbrook may still recognize its character, immortalized by filmmaker John Hughes, who moved to the Village as a teenager and used it as inspiration for the settings of numerous iconic films.

With a population of around 34,000, the Village continues to be a desirable place to live and attracts new development year over year. In 2024, the Village conducted its first-ever citizen survey, which confirmed residents' strong satisfaction with their community. At least 9 in 10 respondents rated the Village as an excellent or good place to live and praised the overall quality of life, exceeding national benchmarks.

Without a current strategic plan, the Village is uniquely positioned to define who it is today, where it wants to go, and how it will get there. A strategic plan can serve as a unifying document and a driving force, providing clarity and alignment across leadership, operations, and the broader community. As such, the Village seeks an experienced consultant to facilitate a strategic planning process that engages key stakeholders in defining clear goals and actionable strategies for the Village's future.

The resulting strategic plan will be a living document that articulates a core mission, vision, and values; outlines strategic priorities, goals, objectives, and performance measures; and includes an implementation roadmap. Further, the plan will be aligned with the Village's annual budgeting process to help ensure financial resources are in place to support progress on key goals.

As outlined in our cover letter and described further within our approach, we are highly qualified and excited for the opportunity to partner with the Village and coauthor its strategic direction.

Guiding Methodologies

Our project team will engage the Village's various stakeholders in ways that will maximize creativity and innovation and inspire collaboration and consensus for achieving its vision, including:

- The Village President and Board of Trustees (the Board)
- The Village Manager
- Staff
- Residents
- Community groups and key partners



The North Star Vision

An organization's North Star Vision serves as a unifying focal point for long-term achievement. It must be clear enough for stakeholders to know what they are working toward and how to get there. Stakeholders must see their role in this vision and believe in the organization's dream, as they will play a vital role in executing on it.

It is our goal to help the Village develop a strategic plan that can reasonably be implemented with support and commitment from these stakeholders and others. A strategic plan is a living document that remains applicable, helps to navigate in times of organizational changes, and defines the organization's reason for being. It establishes a clear and compelling vision; sets measurable objectives and lays out the desired impact on and value added to entire communities—residents, business, employees, and other stakeholders; and helps set a direction and focus and assists in aligning resources to accomplish strategic objectives.

Having a clear, concrete strategic direction will help keep the Village on track and focused on what is important when challenges, setbacks, and unanticipated events occur. It also helps ensure decisions, policies, plans, programs, and processes are designed through the lenses of stewardship of resources, equity, and collective impact.

Achieving Consensus and Quickly Moving Groups to Action

We will design and conduct a well-facilitated strategic planning process that uses data and personal knowledge to assess the Village's environment. Our project team will use the Institute of Cultural Affairs (ICA) Technology of Participation® (ToP®) facilitation methodology to help ensure the Village's strategic planning sessions are highly collaborative and inclusive of all stakeholders.

The ToP® methodology emphasizes structured participation that pulls information into the group's thinking process and creates a clear intention, helping members of the group align with one another and reach consensus. Structured participation encourages the values shown in Figure 1 below.

Figure 1: Values Encouraged by Structured Participation as Defined by the ICA ToP® Facilitation Methodology



Encouraging Crossing Boundaries and Strengthening Interdependencies

Strategies are themes for action, and successful strategies will often cross organizational and community boundaries and appeal to several environmental factors. We will help stakeholders recognize these interrelationships and critical interdependencies, identifying how they align with overall strategic goals.

Applying Effective Tools

Another key to success is aligning financial resources of the organization with strategic priorities. When groups have difficulty agreeing on priorities or selecting just a few to focus on, we use a cost-benefit scoring sheet that helps the group score the impacts, risks, level of difficulty, and effort for each strategy or objective to determine the ones to prioritize. We can customize this tool for use with the Village if the group is having difficulty achieving consensus.

Developing Clear and Compelling Plans That Articulate a Business Case

We will write strategic goals, initiatives, and actions in a common language to evoke a clear picture of success to serve as a useful tool for the Village's decision-making. Our project team has facilitated clear, compelling strategic plans for 70 public-sector entities and system-level plans involving multiple levels of government, jurisdictions, and agencies. Our clients use these plans to drive budget decisions, execute strategies, and publish the results to communicate with stakeholders and the public.

Effectively Engaging the Public

We will utilize several strategies to effectively engage and collect data and information from the public, including developing communications and appropriate messaging, conducting interviews, facilitating community forums, and creating an interactive project landing and engagement website via Social Pinpoint.

Social Pinpoint is a customizable community engagement platform that is used to inform stakeholders of project goals, objectives, and progress, and provide opportunities to interact and gather information. This tool has several features that we use frequently and as needed throughout strategic planning projects, such as forums, mapping, an ideas wall, and surveys. **Social Pinpoint is mobile friendly and can be translated into multiple languages, making it easy for most Village residents to participate.**

With this tool, we will easily be able to set up a landing page and sub-pages for the Village to capture the culture of the stakeholders it serves—providing opportunities for participants to contribute to the Village's mission, values, vision, and strategic priorities. We will also be able to track analytics and progress in real-time, promote participation, and set up email notifications to help ensure that, even in a remote environment, effective strategic planning and community engagement activities can take place.

We have developed fully customized Social Pinpoint sites to support numerous clients. To see how we may customize a page to suit a client's specific engagement needs, we invite the Village to explore our recently developed site for Bloomfield Township, Michigan, by scanning the QR code or clicking here.

Bloomfield Township, Michigan

Population: 44,000

Connecting Objectives to Outcomes and Performance Measures

Our goal is to produce a strategic planning document that the Village can actively use to track progress and report outcomes to internal and external audiences. Implementation planning is a crucial part of our proposed approach, where our team will work with the Village to develop an Implementation Plan that maps out how the organization will execute its strategic priorities.

Work Plan

BerryDunn strives to be flexible when it comes to development and execution of an effective work plan. We understand that no two projects are exactly alike and believe that **one of the primary reasons we have been successful with similar projects is our willingness to be flexible in adapting to our clients' unique needs. This proposed work plan has been tailored specifically to the Village's needs and project goals, and it represents an eight- to nine-month effort. Again, we would be happy to adjust the timeline as appropriate based on the Village's needs.**

Figure 2 on the following page presents an overview of our work plan intended to achieve the Village's objectives for this important initiative.

Figure 2: Work Plan Overview



Our proposed work plan is described in full detail below and on the following pages.

Phase 1: Project Planning and Management (6 weeks)

1.1 Prepare for and conduct an initial virtual project planning meeting. Upon conducting background research to gain more familiarity with the Village, we will conduct initial project planning with the Village's project team to identify project milestones and expectations for stakeholder engagement in the strategic planning process. We will introduce key team members, clarify project goals and objectives, identify known project constraints, and refine dates and/or tasks, as appropriate. We will discuss our approach for managing communications between BerryDunn and the Village, as well as our approach to scope, risk, and resource management. We will also review possible formats for the Final Northbrook Strategic Plan. These discussions will help us to refine our currently proposed Project Work Plan and Schedule.

1.2 Request and compile documents and data. We will request and compile documentation and data to help us better understand the current organizational environment and inform engagement activities.

Examples include:

- Key performance metric data
- Program descriptions and data
- Past internal and external assessments
- Additional policy documents, organizational charts, staffing, and budgeting details
- Data from any previous community and stakeholder engagement efforts that are relevant to development of the Final Northbrook Strategic Plan
- Previous surveys of Village stakeholders and staff
- Demographic, economic, and community data and forecasted trends from the U.S. Census Bureau, the U.S. Bureau of Labor Statistics, American Community Survey, U.S. Department of Education, Centers for Disease Control and Prevention, the Opportunity Index, and other state and local data sources

Once provided, we will review the documentation and data to help us produce an Environmental Scan and Strategic Analysis that will inform engagement activities.

1.3 Develop a Project Work Plan and Schedule. Based on the information gathered from our initial project planning meeting and document and data review activities, as well as from those details enclosed in this proposal, we will develop the Project Work Plan and Schedule, which will outline the tasks and timelines for the strategic planning process. The Project Work Plan and Schedule will also include agreed-upon procedures

Phase 1: Project Planning and Management (6 weeks)

between BerryDunn and the Village related to project control, including quality management and deliverable submission/acceptance management. After providing draft versions of these materials in advance, we will facilitate a videoconference with the Village's project team to review the drafts and solicit feedback. This videoconference will introduce the Village's project team to our document review process and provide an opportunity for the Village to share input on a critical step in the process. We will incorporate the Village's feedback and finalize the documentation before distributing it in final form.

- **Deliverable 1 – Project Work Plan and Schedule**

1.4 Conduct Biweekly Project Status Meetings. Our project manager, Michelle Kennedy, will conduct Biweekly Project Status Meetings with the Village's project manager on an ongoing basis throughout the strategic planning process. We will use these meetings to describe the activities and accomplishments for the reporting period; plans for the upcoming month; risks or issues encountered during the reporting period; and anticipated problems that might impact project deliverables. We will also use these meetings to highlight any work products and approaches that will contribute to deliverable development.

- **Deliverable 2 – Biweekly Project Status Meetings**

Phase 2: Stakeholder Engagement and Environmental Scan (14 weeks)

2.1 Prepare for team development and Board protocols development workshop. We will conduct meetings with each Village Board member to plan and prepare for the strategic planning process and team building session. We will then develop a customized half-day team development and board protocols development workshop.

2.2 Conduct team development and board protocols development workshop. After the workshop, we will develop a follow-up memo documenting workshop outcomes and highlighting relevance to the strategic planning process.

2.3 Develop a stakeholder engagement strategy. We will assist the Village in developing a stakeholder engagement strategy, first compiling a list of stakeholders and stakeholder groups we should engage and the best methods to engage them. The strategy will include developing communications and messaging to build awareness for the process, its intended outcomes, and opportunities for stakeholders to get involved, as well as to keep the Village Board, Manager, Executive Leadership Team, staff, and community stakeholders informed about the strategic planning process. It will include any kickoff presentations for orientation of Village leadership, as well as interview guides tailored to the participants in the stakeholder engagement process, focusing on assessing the Village's current state, strategic readiness assessment for the strategic planning process, and barriers to successful strategic planning. Messaging and communications will be reviewed with the Village's project team before finalizing and working with the Village's project team to distribute them. We will coordinate with the Village to schedule and handle logistics for community engagement activities, including interviews, focus groups, and community meetings. All logistics will be managed to help ensure we create accessible involvement, promote participation, and build trust with participants in our activities.

2.4 Facilitate a project kickoff presentation. We will review our drafted project kickoff presentation with the Village's project team to introduce participants to the BerryDunn team, our approach and methodologies, project goals and objectives, the anticipated timeline, and how we intend to involve them and others in the process and the development of the Final Northbrook Strategic Plan. We will also provide an opportunity for participants to ask

Phase 2: Stakeholder Engagement and Environmental Scan (14 weeks)

any questions or gain clarification as needed. Setting expectations upfront and involving the Village's project team early on sets the foundation for a productive, supported, and successful strategic planning process.

2.5 Develop and administer the Village's Social Pinpoint site. We will use tools and technology that will help to encourage collaboration with the Village and its stakeholders. One of these tools, a virtual engagement platform called Social Pinpoint, will be customized to encourage community engagement in the strategic planning process and to gain broad stakeholder input that will be used to inform development of the Final Northbrook Strategic Plan. We will work in collaboration with the Village to help ensure its landing page is built thoughtfully and speaks to its culture. Additionally, within this landing page, Village stakeholders will have access to an idea wall and other engagement tools that will help gather information related to the Village's current environment and the community's desired vision for the Village's future.

2.6 Conduct on-site interviews with Village stakeholders. We will conduct on-site individual and group interviews with the Village Board, Executive Leadership Team, staff, boards and committees, and community-based organizations, as appropriate, to thoroughly review and assess services and the needs of the community. These interviews will be guided by previously developed questions and protocols. Working with these diverse stakeholder groups, we will help ensure alignment and cohesion for the Village's strategic direction, as well as generate excitement, promote consensus and buy-in, and encourage participation and involvement in the process.

2.7 Design, prepare for, and conduct community forums. Using information gathered to date and the ICA ToP® facilitation methodology, we will design a community forum format that is structured to educate, inform, and engage all participants in developing a vision for the Village's future. We will make creative use of digital applications to help ensure forums are engaging and effective, as well as develop a slide deck with a community and government profile to educate the attendees about the Village's current environment. Once prepared, we will facilitate up to three in-person community forums to gather diverse perspectives, better understand the community's goals and vision for the future, and collect and generate ideas.

2.8 Synthesize information gathered and develop an Environmental Scan and Strategic Analysis. We will synthesize information gathered through quantitative and qualitative research, analysis of the documents and data requested in Task 1.2, Social Pinpoint, leadership and stakeholder interviews, and community forum outcomes to develop an Environmental Scan and Strategic Analysis. The format will be a highly visual and compelling slide deck providing an overview of the Village's current environment; a detailed strengths, weaknesses, opportunities, and challenges analysis (SWOC); and discovery outcomes. This presentation will guide and inform upcoming strategic planning sessions and the development of the Final Northbrook Strategic Plan, as well as generate excitement for the process among stakeholders, encourage new ideas, and foster a sense of cohesion and optimism for the future. This Environmental Scan and Strategic Analysis will be presented to the Village's project team during a Biweekly Project Status Meeting to solicit input and gain consensus before updating it to final.

- **Deliverable 3 –Environmental Scan and Strategic Analysis**

Phase 3: Strategic Plan Development (12 weeks)

3.1 Develop the meeting design and agendas for strategic planning sessions 1 and 2. We will design and develop agendas for strategic planning sessions 1 and 2. Each session's design and agenda will guide strategic planning progress and will include a presentation of the Environmental Scan and Strategic Analysis to provide

participants with a shared understanding of the current environment, the trends that are affecting it, opportunities for the future, and key takeaways from Phase 2 engagement activities. Each session will focus on building consensus and refining the strategic priorities identified, as well as the Village's vision and key results. We will review the meeting designs and agendas for each session with the Village's project team before updating them to final.

3.2 Facilitate strategic planning session 1. Strategic planning session 1 will be on-site and focus on developing the Village's vision, mission, core values, strategic priorities, and goals with the Village leadership. This session will be guided by the previously developed meeting design and agenda, as well as the Environmental Scan and Strategic Analysis. We will use the ICA ToP® facilitation methodology, designed to produce group consensus, to address and resolve any conflicting values or visions. We will document the outcomes of this session to review with the Village's project team and plan for next steps.

3.3 Facilitate strategic planning session 2. Strategic planning session 2 will be on-site and conducted with Village leadership to refine the Village Board's work in strategic planning session 1 and develop strategic objectives and performance measures. It will be guided by the previously developed meeting design and agenda, outcomes of session 1, and the Environmental Scan and Strategic Analysis. We will document outcomes of this session and review with the Village's project team.

3.4 Finalize objectives and performance measures. With the outcomes of strategic planning sessions 1 and 2, we will conduct follow-up work sessions with the Village's Executive Leadership Team to refine and finalize objectives and performance measures. The measures will be quantifiable in terms actual progress made toward meeting the objectives and appropriate as it relates to the Village's size, operations, management, and systems. We will document outcomes, as well as a process and schedule for progress reporting and performance evaluation to help ensure effective tracking and monitoring.

3.5 Develop an Implementation Plan template. We will develop a summary draft Implementation Plan template that will identify resources, partners, department and division leads, anticipated timelines, interdependencies, actions, and other information to help enable the plan implementation and progress reporting process. This template will be customized to the Village's needs and will serve as a tool to delegate responsibilities, track progress, and assist in the overall longevity and sustainability of the Final Northbrook Strategic Plan. We will provide guidance to the Village project team on how to enter data into the template to support action planning, performance tracking, and regular plan updates.

3.6 Develop the Initial Northbrook Strategic Plan Draft. We will develop the Initial Village Strategic Plan Draft in an agreed-upon format for the final document. This plan document will include an executive summary, as well as a detailed plan that identifies the Village's shared vision, mission, core values, strategic priorities, goals, objectives, and performance measures. We will review this draft with the Village project team during a Biweekly Project Status Meeting and prepare a presentation to present the Initial Village Strategic Plan Draft to the project team and Board in a work session. This presentation will serve as an opportunity for Village leadership to provide feedback and make any final changes.

Deliverable 4 – Initial Northbrook Strategic Plan Draft

3.7 Present the Initial Northbrook Strategic Plan Draft and develop the Final Northbrook Strategic Plan. Using the presentation developed in Task 3.6, we will present the Initial Northbrook Strategic Plan Draft to the Village's project team and Village Board to gather input, consensus, and buy-in. Then, we will incorporate requested edits and develop a graphically designed, Final Northbrook Strategic Plan for final approval and adoption. In addition to the content described in Task 3.6, the final document will include a description of the strategic plan development

Phase 3: Strategic Plan Development (12 weeks)

process, the plan for progress monitoring and reporting, as well as the development of a one-page "Plan at a Glance" document that can serve as a standalone high-level summary of the Strategic Plan. The "Plan at a Glance" will follow the design and branding of the full Strategic Plan and include mission and vision statements, core values, strategic priorities, strategic objectives, performance measures, and a link to the website where the full Final Village Strategic Plan can be reviewed or downloaded.

We invite the Village to view examples of our past strategic planning work on the following page by scanning the QR codes or clicking the linked text below.



DuPage County, Illinois



Lake County, Illinois



City of St. Charles, Illinois



City of Peoria, Illinois

Deliverable 5 – Final Northbrook Strategic Plan

Phase 4: Implementation and Action Planning (4 weeks)

4.1 Align objectives and performance measures with budgetary plans. Building upon the objective and performance measures developed in Phase 3, we will facilitate follow-up work sessions with the Village's Executive Leadership Team to align these components with budgetary resources and capital investment planning. We will confirm that activities and actions connect with expected outcomes and defined measures, then update the Implementation Plan template to include milestone and target dates, designated staff responsibilities, and procedures for ongoing performance reporting and evaluation.

4.2 Review and update the Implementation Plan template. We will facilitate the Village's leadership and staff's development of a completed Implementation Plan that they fully own and are ready to execute. We will use the template to guide the Village in developing individual work plans for each department or division to implement the Strategic Plan and report on its progress. We will review the work plans with the Village's Executive Leadership Team before updating to final. We will also develop a recommended cadence for providing strategic plan updates and a system for ongoing monitoring of performance measures and share it with the Village's Executive Leadership Team as part of this process.

4.3 Assist the Village in developing a performance dashboard. We will guide the Village's development of an internal and/or external dashboard to visualize key performance measures and inform the organization and/or community of the Village's progress in implementing its Strategic Plan. Publishing an external dashboard on the Village's website, for example, can enable the Village to highlight accomplishments made in the process and promote transparency and trust with the public.

4.4 Develop reporting templates and input process. We will develop progress reporting templates the Village can use to report its progress on priorities, goals, and objectives. These templates can also be developed to document relevant data, prepare for budget planning, and align the Strategic Plan with the Village's budget. Additionally, we

Phase 4: Implementation and Action Planning (4 weeks)
will work with the Village to confirm a process for the Executive Leadership Team and key departmental staff to contribute periodic progress reports on Strategic Plan implementation.
◢ **Deliverable 6 – Implementation Plan**

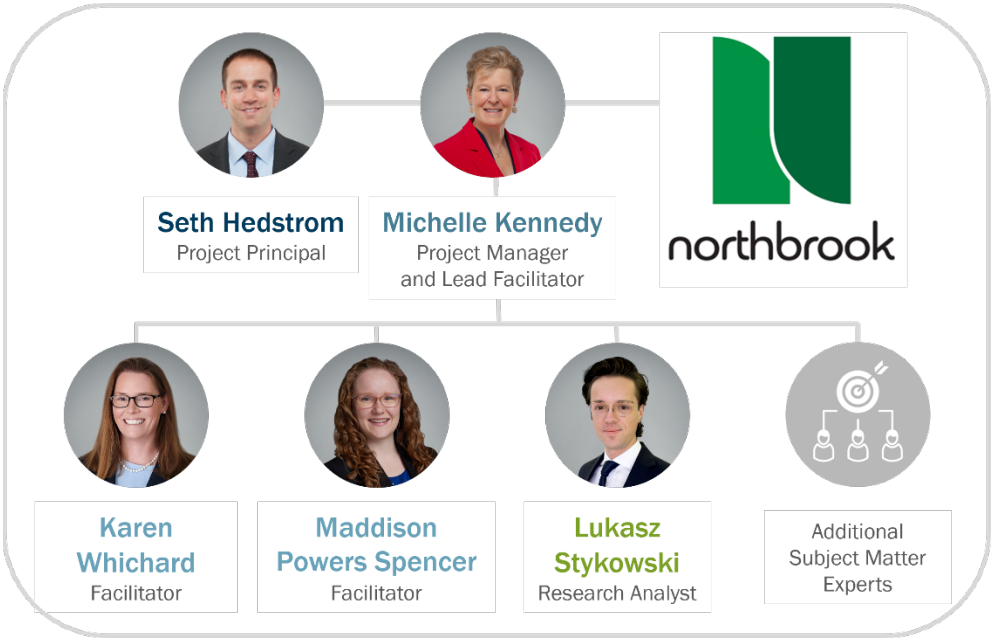
Project Team

Organizational Structure

At BerryDunn, we believe in the synergy that accompanies a team approach. That said, we have carefully assembled a project team with unique and specialized qualifications that coincide with the needs and desired outcomes of the Village. **These project team members will remain committed, available, and assigned to perform the Village's requested work effort.**

Figure 3 describes the organizational structure of our project team, followed by a listing of project staff.

Figure 3: Project Team Organizational Structure



Roles, Responsibilities, and Qualifications

On the following pages, we list our project team members' experience, qualifications, and expertise as they relate to projects of this nature and work with comparable local government clients. Our project team members' full resumes can be found in **Appendix A** for further review.



Seth Hedstrom, PMP®, LSSGB | Project Principal

Seth is a principal and the leader of our Local Government Practice Group. He brings extensive experience in project management. He has served as project principal on nearly all BerryDunn's organizational development projects and has managed more than 75 enterprise process and technology planning projects over the course of 15 years with BerryDunn. Seth has led our clients through many of the complex decision points and issue-resolution processes typical of large-scale planning and improvement projects and facilitated effective change. His experience includes providing oversight of strategic planning projects, assessing and documenting current environments, benchmarking with similar organizations, introducing industry best practices, developing recommendations, conducting organizational and operational assessments, and implementing and operationalizing plans and outcomes.

As the **project principal,** Seth will:

- Maintain overall responsibility for the services provided to the Village
- Help ensure the commitment of our firm and appropriate resource allocation
- Review and approve all deliverables in accordance with our quality assurance processes



Michelle Kennedy, Prosci® CCP, ODCC | Project Manager and Lead Facilitator

Michelle is a manager in our Local Government Practice Group and has more than 30 years of government-sector management and consulting experience. She is an expert in organizational development, including strategic and business planning, leadership development and executive coaching, organizational assessments, organizational change management, program evaluation, business process improvement, and performance measurement. Michelle has provided consulting services and project leadership for state and local government agencies throughout the United States. She is a strong facilitator and is certified in several related areas including in the ICA ToP® facilitation methodology, a key component of our strategic planning approach. In total, Michelle has facilitated the development and writing of strategic plans for more than 70 public-sector organizations and provided leadership for several that have been recognized in the industry for strategic planning excellence.

Michelle served as project manager for the DuPage and Lake County strategic planning projects, oversaw project quality on the City of Peoria and City of St. Charles engagements, and is serving as project manager for the Kane County strategic planning project.

As the **project manager and lead facilitator,** Michelle will:

- Build and maintain a productive relationship with the Village
- Serve as the Village's primary point of contact
- Lead our work and perform day-to-day project management and staff oversight
- Develop and maintain the Project Work Plan and Schedule
- Lead the analysis and development of project deliverables
- Design the facilitation approach to the strategic planning process
- Facilitate the strategic planning sessions and interviews
- Present findings and the Final Northbrook Strategic Plan
- Lead implementation planning efforts
- Provide subject matter expertise



Karen Whichard, MPA, Prosci® CCP | Facilitator

Karen is a senior consultant in our Local Government Practice Group and a seasoned public-sector leader with 19 years of experience in both small and large local governments. Her time with local government organizations ranges from working with a town of 15,000 residents to playing a key role for the City of Charlotte, which is home to nearly 900,000 residents. She boasts a significant track record of successfully building consensus, solving complex problems, and navigating diverse political environments to implement the policy vision of elected bodies. Karen's background includes serving as an Assistant County Manager, an Assistant Town Manager and as a member of the City of Charlotte, North Carolina Strategy & Budget Department. In Charlotte, she provided oversight for operating and capital budgets for functions including housing and neighborhoods, code enforcement, solid waste collections, and the City's water/sewer utility. This work included analyzing budgets and personnel requests for appropriate staffing levels, assessing departmental efficiency and effectiveness, evaluating capital needs, benchmarking city services, and ensuring rates and fees were set to meet cost recovery targets. As assistant town manager for Davidson, North Carolina, she managed the Town of Davidson's $14 million

public facilities project, as well as $17 million in general obligation bond projects for parks, greenways, and transportation. Part of this work led to the Town of Davidson's first AAA bond rating.

At BerryDunn, Karen has led organizational assessments and strategic planning efforts for clients throughout the United States. Karen served as a facilitator on the DuPage County strategic planning project.



Maddison Powers Spencer, MPA | Facilitator

Maddison is a senior consultant in our Local Government Practice Group. She leverages her firsthand public-sector experience as an assistant to the city manager to support clients and drive successful projects. Certified in the ICA ToP® facilitation methodology, she is adept at leading community and employee engagement efforts and synthesizing outcomes to enhance client results. Maddison's strong communication, leadership, and project management skills complement her ability to conduct current environment assessments, analyze data, and organize and facilitate groups.

Maddison has assisted with the development of over 35 local government strategic plans. She served as a research analyst on the DuPage and Lake County projects and as a facilitator on the City of St. Charles and City of Peoria projects.

As the **facilitators,** Karen and Maddison will:

- Work with our proposed project manager to design the facilitation approach to the strategic planning process
- Participate in meetings with leadership
- Facilitate interviews, community forums, and strategic planning sessions
- Contribute to deliverable development



Lukasz Stykowski, MPP, LSSGB | Research Analyst

Lukasz is a consultant in our Local Government Practice Group and has a background in government services consulting, management analysis, and budget outreach. He brings firsthand public-sector experience through previous roles with three different cities, which allows him to better understand the needs of our clients.

Lukasz lives in Kane County and is serving as a facilitator and research analyst on the Kane County strategic planning project.

As the **research analyst,** Lukasz will:

- Document engagement and strategic planning outcomes
- Help assess the Village's current environment
- Analyze existing data and documentation
- Research best practices and industry standards

Additional Resources

As mentioned, the subject matter experts (SMEs) introduced on the following page are only representative of our broader pool of more than 400 consulting resources. This pool is composed of highly specialized and skilled public-sector consulting professionals whose expertise can be leveraged and support can be drawn upon as needed during the Village's strategic planning project.



Dannielle "Dannie" Wilson, MS, Prosci® CCP | Parks and Recreation SME

Dannie is a manager in our Parks, Recreation, Libraries Practice. She has more than 18 years of experience leading and consulting parks and recreation agencies throughout the country. She specializes in leading parks and recreation master and strategic planning initiatives and balances her intuitive approach with thorough data analysis and firsthand practitioner experience. Prior to joining BerryDunn, Dannie served as superintendent for recreation for the West Chicago Park District; held positions of progressive responsibility—including service team supervisor, strategic initiatives facilitator, and recreation director—for the Carol Stream Park District, Illinois, and held the title of guest services director for the Village of Pleasant Prairie, Wisconsin.

Dannie is heavily involved in the Illinois Parks and Recreation Association (IPRA) and has presented at its Soaring to New Heights Conference in 2011, 2013, 2018, 2019, 2020, 2021, and 2024.



Michele Weinzetl, Ed. D., Prosci® CCP | Justice and Public Safety SME

Michele is a senior manager in our Local Government Practice Group. She has over 27 years of experience in the public sector. Her background includes more than 17 years as a chief of police for three different Minnesota police departments and several years serving as a subject matter expert, consultant, and adjunct faculty member for the International Association of Chiefs of Police (IACP) Leading by Legacy program. She has extensive experience instructing hundreds of police officers and police executives in the areas of staff supervision, leadership development, organizational management, and policing skills.



Jesse Myott, MA | Finance SME

Jesse is a manager in our Local Government Practice Group. He has nearly a decade of public-sector experience, focusing on supporting municipalities with operating and capital improvement budget development and management; special fund accounting, revenue and expenditure forecasting; customer valuation; and cost of revenue analyses for municipal programs and services. Jesse has led multiple cost of service and cost allocation projects for local governments from California to Massachusetts.



Khara Dodds, MCRP, AICP | Community Development SME

Khara is a manager in BerryDunn's Local Government Practice Group. She is an AICP-certified planner with more than 13 years of leadership experience and 20 years of planning and community engagement experience. She believes in the potential of community development to empower communities and positively impact quality of life. Khara leverages her experience in city and regional planning to assist clients as they assess existing policies and processes, collect and evaluate stakeholder input, and identify and implement recommendations for improvement.

Cost

Our proposed fixed-fee services cost to complete the Village's desired project is broken down by phase in Table 1. Our costs are based on our experience conducting projects of similar size and scope, and the assumption that satisfying a deliverable is based on the Village's signed acceptance. That said, the Village will not incur any additional costs associated with the process of reaching deliverable acceptance.

We will utilize our hybrid methodologies through collaborative planning with the Village to limit travel expense to the Village as appropriate.

Table 1: Cost by Project Phase

Phase	Fixed-Fee Services Cost
Phase 1: Project Planning and Management	$16,600
Phase 2: Stakeholder Engagement and Environmental Scan	$22,900
Phase 3: Strategic Plan Development	$27,200
Phase 4: Implementation and Action Planning	$19,500
Total Fixed-Fee Services Cost	**$86,200**
Travel expense estimated allocation*	$8,700

**This travel expense allocation represents our best estimate to provide a hybrid approach to service delivery. We would be happy to further discuss and refine this estimate with the Village. While our services are proposed as a fixed fee, we propose to only invoice the Village for actual travel expenses incurred.*

Seth Hedstrom, PMP®, LSSGB

PRINCIPAL / PROJECT PRINCIPAL

Berry, Dunn, McNeil & Parker, LLC



Seth is a principal and leads BerryDunn's Local Government Practice Group. He has more than 15 years of experience assisting public-sector clients. His experience includes technology planning, organizational needs assessments, system planning and procurement, and the implementation of enterprise-wide information systems. Seth often serves in a leadership role on strategic planning projects and manages and oversees project progress and issue escalation and resolution with executive project sponsors.

EDUCATION AND CERTIFICATIONS

BS, Business Management, Babson College

Project Management Professional® (PMP®), Project Management Institute®

Lean Six Sigma Green Belt Certified

Diversity and Inclusion Certificate, Cornell University

AFFILIATIONS AND MEMBERSHIPS

- Associate Member, Government Finance Officers Association

SELECT CLIENTS

City of Bloomington, MN
City of Cleveland, OH
City of Gahanna, OH
City of Independence, MO
City of St. Charles, IL
City of Waukesha, WI
City of Wausau, WI
DuPage County, IL
Lake County, IL
Lancaster County, NE
Marquette County, MI
Ottawa County, MI
Saginaw County, MI
Village of Oak Park, IL

RELEVANT EXPERIENCE

Strategic Planning: Seth has served as a project principal on dozens of BerryDunn's strategic planning projects across the country. He has overseen the project management, community engagement, strategic planning, and implementation phases of the strategic planning life cycle for a variety of organizations of different sizes, scopes, and complexities.

Project Management: Seth has served in leadership on most of BerryDunn's local government strategic planning projects. He also has managed system selection and IT strategic planning projects for some of BerryDunn's largest local government clients. He helps ensure projects are conducted in a high-quality manner, as well as stay on time and on budget.

Operational and Organizational Assessments: Seth has been involved in numerous operational and organizational assessment projects, which involve current environment analysis, future state planning, and the development of an implementation plan for incremental improvements over a multiyear planning horizon to align with client resources.

Business Process Improvement: Seth has provided business process improvement services for many BerryDunn clients, either as a stand-alone engagement or as part of an enterprise system selection. His experience includes documenting as-is business processes, benchmarking processes with similar organizations, introducing industry best practices, and developing to-be business process recommendations.

Governance and Strategic Decision-Making: Seth has led our clients through many of the complex decision points and issue-resolution processes typical of business process analysis and system assessment and selection projects. He helps clients establish decision-making structures that will guide them as they make decisions based on analysis while also building consensus.

Michelle Kennedy, Prosci® CCP, ODCC



MANAGER / PROJECT MANAGER AND LEAD FACILITATOR

Berry, Dunn, McNeil & Parker, LLC

Michelle is a manager in our Local Government Practice Group. She brings three decades of consulting experience in organizational assessment, stakeholder engagement, strategic and business planning, leadership development and executive coaching, OCM, program evaluation, business process improvement, and performance measurement. Prior to consulting, Michelle served for 13 years as a senior-level executive in government and higher education.

EDUCATION AND CERTIFICATIONS

BA, Journalism/Mass Communication, Iowa State University

Certified: Hogan Leadership Assessment System®, Myers Briggs Type Indicator®, Institute of Cultural Affairs (ICA) Technology of Participation® (ToP®)

ICA ToP Facilitation Methodology

Prosci® Certified Change Practitioner

Organization Development Certified Consultant (ODCC)

SELECT CLIENTS

City of Waukesha, WI

City of Wausau, WI

DuPage County, IL

Lancaster County, NE

Lake County, IL

Marquette County, MI

McHenry County, IL

Town of Bloomfield, MI

Washington County, MN

RELEVANT EXPERIENCE

Strategic Planning: Michelle has developed strategic plans for more than 70 public sector organizations. She actively involves and engages the community, as well as the organization, to gain views for the vision, mission, and goals and helps to prioritize initiatives to yield achievable and measurable outcomes. Most of Michelle's strategic planning clients have retained her to provide updates.

Organizational Assessments: Michelle is an expert in conducting assessments related to organizational structure and culture, the methods and tools related to the delivery of organizational programs and services, and the culture of the organization. Her reviews also include assessing leadership structures, roles, and styles; methods of knowledge and skill preservation; and succession strategies and plans.

Change Management: Michelle recognizes the importance of change management in all the projects she is involved in. She is well-versed in conducting change readiness assessments, involving key stakeholders in the decision-making process to promote buy-in and build consensus, and actively monitoring project progress to help ensure that resistance is addressed early-on.

PUBLICATIONS AND PRESENTATIONS

- Presentation at the Oregon Recreation and Parks Association (ORPA) Annual Conference, 2019: Rivers of Change Oceans of Opportunity: Planning Your Strategy During Turbulent Times
- Presentation at "Results Washington" Lean Transformation Conference, 2018: Transforming the Municipal Development Review Process Using Lean Practices
- Presentation at the American Public Human Services Association (APHSA) Annual Conference, 2015: Developing Future Health and Human Services Leaders

Karen Whichard, MPA, Prosci® CCP

SENIOR CONSULTANT / FACILITATOR

Berry, Dunn, McNeil & Parker, LLC



Karen is a senior consultant in BerryDunn's Local Government Practice Group. She is a seasoned public sector leader with 19 years of experience in both small and large local governments. Her time with local government organizations ranges from working with a town of 15,000 residents to playing a key role for the City of Charlotte, North Carolina, which is home to nearly 900,000 residents. She boasts a significant track record of successfully building consensus, solving complex problems, and navigating diverse political environments to implement the policy vision of elected bodies.

EDUCATION AND CERTIFICATIONS

MPA, University of North Carolina Charlotte

BA, Journalism and Mass Communication, University of North Carolina at Chapel Hill

Prosci® Certified Change Practitioner

SELECT CLIENTS

City of Foley, AL

City of Margate, FL

City of New Braunfels, TX

City of Sarasota, FL

DuPage County, IL

Lake County, IL

Metro Nashville, TN

Orange County, NC

Onslow County, NC

Tompkins County, NY

St. Johns County, FL

RELEVANT EXPERIENCE

Strategic Planning: Both during her time in the public sector and at BerryDunn, Karen has successfully led the development of strategic plans. For Karen, a successful plan reflects community goals, staff expertise, and elected official policy direction. Each of these components is critical to a plan that is able to be implemented successfully. In addition to the right inputs, Karen's background in city budget development allows her to guide her clients as they integrate plan objectives with budget priorities. During Karen's time with the Town of Davidson, North Carolina, she directed the creation and adoption of the 2020-2021 two-year strategic plan including managing the biennial town board retreat. While working for the City of Charlotte, Karen served as the lead budget analyst for the Strategy and Budget Department. In this role, she contributed to the City's Environmental Focus Area Plan and the Strategic Energy Action Plan.

Organizational Development: Building upon her significant local government expertise, Karen has led successful organizational assessments for BerryDunn clients. She brings a deep understanding of the challenges of local government service delivery, having served both in operating departments and executive management roles. Her ability to connect to staff at all levels as a project manager helps ensure the final recommendations are actionable and relevant to the organization. As assistant county manager for Gaston County, North Carolina, Karen was a member of the executive leadership team. In this role, she helped rebuild the relationship with a key community non-profit active in child welfare and foster care after years of challenges. She also implemented a change management program to improve workplace culture in the Division of Social Services – Child Welfare Division. Karen reformed the Health & Human Services Division to increase collaboration, promote efficiency, and improve client outcomes.

Financial Management: As a member of the City of Charlotte Strategy and Budget Department, Karen provided operating and capital budget oversight of operating and capital budgets for functions including housing and neighborhoods, code enforcement, solid waste collections and the City's water/sewer utility. This work included analyzing budgets and personnel requests for appropriate staffing levels, evaluating capital needs, benchmarking city services, and ensuring rates and fees were set to meet cost recovery targets. As assistant town manager for the Town of Davidson, she managed the Town's $14 million public facilities project as well as $17 million in general obligation bond projects for parks, greenways and transportation. Part of this work led to the Town of Davidson's first AAA bond rating.

Maddison Powers Spencer, MPA

SENIOR CONSULTANT / FACILITATOR

Berry, Dunn, McNeil & Parker, LLC



Maddison is a senior consultant in our Local Government Practice Group. She leverages her firsthand public-sector experience as an assistant to the city manager to support clients and drive successful projects. Certified in the ICA ToP® facilitation methodology, she is adept at leading community and employee engagement efforts and synthesizing outcomes to enhance client results. Maddison's strong communication, leadership, and project management skills complement her ability to conduct current environment assessments, analyze data, and organize and facilitate groups. She has assisted with the development of over 30 local government strategic plans.

EDUCATION AND CERTIFICATIONS

MPA, Local Government, University of North Carolina at Chapel Hill, School of Government

BS, Political Science, Northern Arizona University

Institute of Cultural Affairs (ICA) Technology of Participation® (ToP®) Certified

PRESENTATIONS

ICMA Conference, 2021, Portland, OR, *How Millennials are Changing Local Government*

SELECT CLIENTS

City of Janesville, WI
City of Peoria, IL
City of St. Charles, IL
City of Waukesha, WI
City of Wausau, WI
DuPage County, IL
Lake County, IL
Lancaster County, NE
Marquette County, MI
Township of Bloomfield, MI
Village of Schaumburg, IL
Washington County, MN

RELEVANT EXPERIENCE

Local Government: Maddison is the former assistant to the city manager for the City of Covington, Georgia. In that role, she worked across city departments in an effort to manage priorities, develop recommendations, conduct research, support community needs, and develop reports for the city mayor and city council. In addition, Maddison served as a senior fellow through the International City/County Management Association (ICMA) fellowship. In this role she managed the recruitment and hiring for two assistant city managers, led a leadership development initiative to develop more women leaders in the organization, and managed an annexation study to understand the impact of service delivery for various city groups.

Research and Analysis: Maddison is well versed in conducting research and analysis. Notably, she has leveraged survey tools, conducted data analysis, facilitated focus groups, and researched issues of importance to develop recommendations and share findings with organization leadership. As such, her approach is centered on using sound evidence and data to drive decision-making and organizational and operational improvement.

Project Management and Support: Maddison is well-organized and detail-oriented, supporting her in her ability to effectively manage projects and provide support to her colleagues and the clients she serves. She is well versed in documenting outcomes, researching and analyzing documents and data, and managing various priorities to promote success and productivity. In addition, she has experience with scheduling, reporting, and seeking opportunities for business process improvement.

Facilitation and Engagement: Maddison is skilled in developing stakeholder and community engagement messaging for residents, businesses, key groups, leadership, and governing bodies. She focuses on collaborating on a communications strategy to help ensure clear and consistent messaging reach a broad range of people. Her experience as a facilitator and program manager supports her coordination of logistics for various community engagement activities, such as interviews, focus groups, roundtables, and community events. Maddison's focus is on creating a multifaceted outreach strategy promotes inclusive participation throughout the strategic planning process.

Lukasz Stykowski, MPP, LSSGB

CONSULTANT / RESEARCH ANALYST

Berry, Dunn, McNeil & Parker, LLC



Lukasz Stykowski is a consultant in our Local Government Practice Group and has a background in government services consulting, management analysis, and budget outreach. He brings firsthand public-sector experience through previous roles with three different cities, which allows him to better understand the needs of our clients.

EDUCATION AND CERTIFICATIONS

MA, Public Policy, Arizona State University

BS, Biological Studies, University of Illinois

SELECT CLIENTS

City of Homestead, FL

City of San Jose, CA

Kane County, IL

Metropolitan Government of Nashville and Davidson County, TN

Sheboygan County, WI

Williamson County, TX

PROJECT EXPERIENCE

Government Services Consulting: During his time with the Bronner Group in Chicago, Illinois, Lukasz provided risk identification and recommendations based on reviews, observations, and interviews. He focused on improvement of performance and operations through conducting analyses, preparing reports, and establishing criteria to help achieve client goals.

Management Services: While working for the Village of Algonquin, Illinois, Lukasz collaborated with staff to build shared ownership of new workflows through change management. He guided staff during the implementation of a modernized ERP system and developed recommendations for change and optimization. He also drafted an RFP for a new website while working for the Village of Streamwood, Illinois. He worked on multiple management aspects in his role including developing a social media strategy, a business survey, and drafting an employee procedures handbook. These projects contributed to increased community engagement, success with employee turnover, and overall improvement of processes and procedures.

Budget Outreach: Lukasz brings experience with budget outreach from his time with the City of Tempe where he identified strategies and created an outreach plan to increase civic engagement in city affairs. He revised the City's budget document and helped to create budget education materials for residents and youth.

“BerryDunn” is the brand name under which Berry, Dunn, McNeil & Parker, LLC and BDMP Assurance, LLP, independently owned entities, provide professional services in an alternative practice structure in accordance with the AICPA Code of Professional Conduct. BDMP Assurance, LLP is a licensed CPA firm that provides attest services, and Berry, Dunn, McNeil & Parker, LLC, and its subsidiary entities provide tax, advisory, and consulting services.

The entities falling under the BerryDunn brand are independently owned and neither entity is liable for the services provided by the other entity. Our use of the terms “our firm” and “we” and “us” and terms of similar import denote the alternative practice structure of Berry, Dunn, McNeil & Parker, LLC and BDMP Assurance, LLP.

This proposal is the work of Berry, Dunn, McNeil & Parker, LLC and is in all respects subject to negotiation, agreement, and signing of specific contracts.

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EXHIBIT B

INSURANCE COVERAGES

A. Worker's Compensation and Village's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Village's Liability:

$500,000 injury-per occurrence

$500,000 disease-per employee

$500,000 disease-policy limit

Insurance will evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees will be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

$2,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an "occurrence" basis.

Coverages will include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of this Agreement)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering the Consultant against all sums that the Consultant may be obligated to pay on account of any liability arising out of this Agreement.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis so that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover the loss.

F. Owner as Additional Insured. Village will be named as an Additional Insured on all policies except for:

Worker's Compensation

Professional Liability

G. Other Parties as Additional Insureds. In addition to Village, the following parties will be named as additional insured on the following policies:

Additional Insured	Policy or Policies
N/A	

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Police Chief John Ustich
Date: 2025-07-22
Subject: An Ordinance Providing for the Disposal of Surplus Property and Evidence

Overview
The Police Department is seeking authorization pursuant to the Law Enforcement Disposition of Property Act, 765 ILCS 1030/0.01 et seq. and according to Section 2-193 of the Northbrook municipal code to dispose of surplus property and evidence that has been determined to be unclaimed.

Fiscal Impact
The Village will receive all sales proceeds, minus applicable fees, should any items be sold. Fees are set within the Vendor Agreement (Resolution 2023-36 approved March 14, 2023). After roughly 120 days, any unsold items will become the property of PropertyRoom.com or will be destroyed. There is no upfront cost for this service.

Recommendation
Approval.

Background
A review of the current inventory of property held by the Police Department has identified items which are related to cases that have been adjudicated and the victim no longer wishes them returned or are found property that belongs to an owner that cannot be located after all required measures have been taken. Pursuant to the Law Enforcement Disposition of Property Act, 765 ILCS 1030/0.01 et seq., the Police Department is authorized to sell certain abandoned, lost or stolen, or otherwise illegally possessed personal property six months after making a reasonable inquiry and efforts to identify and notify the owner or other person entitled to possession. Therefore, the items identified may now be categorized as “non-evidentiary” or “found property” without an owner and since it is not feasible for the Department to continue to store such property, this property is recommended for disposal in accordance with Section 2-193 of the Municipal Code.

The Code requires Village Manager approval to dispose of items with a value less than $20,000 and Village Board approval for items with a value greater than $20,000.

On March 14, 2023, by Resolution 2023-36, the Village Board authorized an Agreement with PropertyRoom.com of Frederick, Maryland, to dispose of excess non-evidentiary and found property through an online auction platform. In order to streamline the process, the Police

Department has prepared a list of the items (Attachment A) to be disposed which are individually expected to be valued less than $20,000 and have an aggregate value greater than $20,000; therefore, Village Board approval is recommended. Subject to Village Board approval, the items identified in the attached inventory list will be picked up by the Vendor as soon as possible for sale by auction.

All sale proceeds, minus applicable fees, will be returned to the Village. After roughly 120 days, any unsold items will become the property of PropertyRoom.com or will be destroyed. In regards to electronic items, all information will be removed from the item's memory by Police Department staff or PropertyRoom.com staff prior to their sale.

An Ordinance Providing for the Disposal of Surplus Property and Evidence
Exhibit A - Unclaimed Property Inventory_072225

Ordinance 2025-__

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 Providing for the Disposal of Surplus Property and Evidence

shall be, and is hereby, adopted as follows:

Section 1. Background.

After reviewing inventory held in the Police Department's property rooms, Police Department staff have noted an excess of property that can been categorized as "non-evidentiary" or "found property" without an owner. These items are related to cases that have been adjudicated and the victim no longer wishes them returned or are found property that belongs to an owner that cannot be located after all required measures have been taken. Due to this excess inventory, there is currently very limited room to store any new evidence or found property.

The Village Board authorized, via Resolution 2023-36, an agreement with PropertyRoom.com of Frederick, MD (***"Vendor"***) to handle the disposition of the department's surplus evidence/property inventory through an online auction platform. Police Department staff have prepared surplus items to be picked up by the Vendor as soon as possible. An inventory list of the items to be disposed is attached as ***Exhibit A***.

Section 2. Disposal of Property

Pursuant to the Home Rule powers of the Village of Northbrook, the Illinois Municipal Code, 65 ILCS 5/11-76-4, and the Illinois Law Enforcement Disposition of Property Act, 765 ILCS 1030/3, the Village President and Board of Trustees hereby find that the following described items in ***Exhibit A*** ("***Surplus Property***") are no longer necessary or useful to the Village, and the best interests of the Village would be served by disposal of same.

Section 3. Manner of Disposal

The Village Manager is hereby authorized and directed to transfer the Surplus Property to Vendor for sale via its online auction platform. The sales shall be advertised and the auction conducted by the Vendor as provided in the previously authorized agreement.

The Vendor shall return any sales proceeds to the Village as prescribed in the previously authorized agreement.

Section 4. Alternate Manner of Disposal.

In the event that any of the Surplus Property is not able to sell for the minimum sale price within 120 days, the Village Manager is authorized to allow the Vendor to be dispose of the Surplus Property as the Vendor sees fit.

Section 5. Effective Date.

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

ATTEST:

_____
Village President

_____
Village Clerk

2581-000149

24-05155	003	6 marianos cooler bags

2581-000150

14-20598	004	louis vuitton toiletry bag
22-07761	002	burberry backpack
23-20958	003	nike, jordan bags, face masks
14-20598	001	louis vuitton belt

2581-000151

14-20598	005	nike shirt & sweatshire
22-23186	001	2 ralph lauren shirts
23-14215	004	black chanel purse
21-09862	045	black inc wristlet
21-09862	062	black coach sling bag

2581-000152

23-16151	007	candles,lint shavers, sandals, mini vac, odor absorber, phone accessories

2581-000153

23-16151	007	picnic blanket, dove body wash
23-19835	001	misc bags, louis vuitton wristlet

2581-000154

23-19835	001	Dejuno bag
23-16151	004	misc rains bags

2581-000155

23-16151	004	misc rains bags

2581-000156

21-09860	059	misc earrings
21-09860	067	misc earrings

2581-000157

21-09860	059	misc pendants & chains
21-09860	025	misc pendants & chains

2581-000158

21-09860	059	misc rings

2581-000159

21-09860	072	misc broke jewelry, cuff links, pins, binoculars
21-09860	064	misc jewelry, money clip

2581-000160

21-09860	064	misc brooches, pins, earrings, keychain
21-09860	022	misc brooches, pins, earrings, keychain
21-09860	025	misc brooches, pins, earrings, keychain
21-09860	072	misc brooches, pins, earrings, keychain

2581-000161

21-09860	064	misc watches
21-09860	005	misc watches
24-1502	001	misc watches

2581-000162

21-09860	072	misc necklaces
21-09860	064	bracelet

2581-000163

21-09860	064	misc coins
21-09860	015	misc coins
21-09860	071	misc coins

2581-000164

21-09860	026	sunglasses
21-09860	073	sunglasses
21-09860	070	sunglasses
21-09860	036	business card case
20-00109	010	iphone11 pro max

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Development & Planning Services Amy McEwan
Date: 2025-07-22
Subject: A Resolution Authorizing a Contract with Health Inspection Professionals Inc. of Lombard Illinois for Health Consultation Services to Support the Plan Review, Inspections, and Emergency Services for Food Establishments within the Village

Overview
A contract to conduct annual inspections at food establishments, respond to emergencies and complaints, inspect special or temporary food events, and perform all plan review and inspections for new or remodeled food establishments within the Village.

Fiscal Impact
The contract is drafted not to exceed $69,000 and funding is included in Account No. 11-6300-554-00 of the FY26 General Fund Budget.

Recommendation
Approval.

Background
This resolution authorizes a contract with Health Inspection Professionals, Inc. to provide annual inspections at food establishments, respond to food emergencies and complaints, inspect special or temporary food events, and perform plan review and inspections for new or remodeled food establishments within the Village.

The Department of Development & Planning Services Annual Budget provides funds of $69,000 in Account No. 11-6300-554-00 (Professional Services) for the use of a consultant to provide food service plan review and inspection services.

Village staff issued a Request for Proposals (RFP) for Food Inspection Services, which was posted on the Village website and directly sent to four known service providers. The Village received three proposals; all three proposals were reviewed by an internal RFP team for alignment with the criteria outlined in the RFP including service approach, experience in

similarly sized communities, availability and cost.

The team interviewed vendors, and evaluated the proposals and interview responses to determine which proposal most aligned with the needs of the Village as outlined in the RFP. Staff determined that Health Inspection Professionals, Inc. is the vendor who best aligns with the needs of the Village.

This contract is to conduct the food and health services for the Village, including food service inspections, plan reviews, and responses to food-borne illness emergencies ("Services") at an initial hourly rate of $60.00 per hour and an estimated annual not-to-exceed cost of $69,000. The hourly rate increase and estimated annual not-to-exceed cost in subsequent years would be as follows:

- Year 2: $70,380, The hourly rate and annual estimated annual not-to-exceed cost will increase by 2% over the Year 1
- Year 3: $71,790, The hourly rate and annual estimated annual not-to-exceed cost will increase by 2% over the Year 2
- Year 4: $74,660, The hourly rate and annual estimated annual not-to-exceed cost will increase by 4% over the Year 3
- Year 5: $77,650, The hourly rate and annual estimated annual not-to-exceed cost will increase by 4% over the Year 4

Staff recommend entering into an agreement with the vendor to supply plan review, code consultation, and inspection services and support for the Department between August 1, 2025, and ending no later than August 1, 2030.

Resolution Health Inspection Services
Health Inspection Contract

Resolution 2025-_____

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 Food Service Plan Review and Inspection Services with Health Inspection Professionals, Inc.

is hereby adopted, as follows:

Section 1. Recitals

The Department of Development & Planning Services Annual Budget provides $69,000.00 in Account No. 11-6300-554-00 (Professional Services) for the use of a consultant to provide food service plan review and inspection services for the Village of Northbrook.

Village staff issued a Request for Proposals (RFP) for Food Inspection Services, which was posted on the Village website and directly sent to four known service providers. The Village received three proposals, all of which were reviewed by an internal RFP team for alignment with the criteria outlined in the RFP including service approach, experience in similarly sized communities, availability and cost. The RFP team interviewed two vendors, evaluated the proposals and interview responses to determine which proposal most aligned with the needs of the Village as outlined in the RFP, and determined that Health Inspection Professionals, Inc. ("***Vendor***") is the vendor who best aligns with the needs of the Village.

The Vendor proposes to conduct all of the food service inspection services for the Village, including food service inspections, plan reviews, and responses to food-borne illness emergencies ("***Services***") at an initial $60.00 per hour and an estimated annual not-to-exceed cost of $69,000. The estimated annual not-to-exceed cost for each subsequent year is as follows:

- Year 2: $70,380. The hourly rate and annual estimated annual not-to-exceed cost will increase by 2% over the Year 1;
- Year 3: $71,790. The hourly rate and annual estimated annual not-to-exceed cost will increase by 2% over the Year 2;
- Year 4: $74,660. The hourly rate and annual estimated annual not-to-exceed cost will increase by 4% over the Year 3; and
- Year 5: $77,650. The hourly rate and annual estimated annual not-to-exceed cost will increase by 4% over the Year 4.

Based on the factors, Village staff recommends entering into a three-year agreement with the option to renew for 2 one-year extensions between the Village and Health Inspection Professionals, Inc. for the Services ("***Agreement***").

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.

Section 2. Approval of Agreement.

The Agreement with the Vendor in an amount not to exceed $69,000/year for the initial year is approved in a form acceptable to the Village Attorney and the Village Manager.

Section 3. Authorization to Execute Agreement.

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 Agreement and all necessary documentation related thereto.

Section 4. Authorization to Execute Change Orders

The Village Manager is 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 Agreement in an amount not to exceed $20,000 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 Agreement file.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

VILLAGE OF NORTHBROOK
PROFESSIONAL SERVICES AGREEMENT
FOR FOOD SERVICE PLAN REVIEW AND INSPECTION SERVICES

THIS AGREEMENT (***"Agreement"***) is dated as of the 8th day of July, 2025 (***"Effective Date"***) and is by and between the Village of Northbrook, an Illinois home rule municipal corporation (***"Village"***), and Health Inspection Professionals, Inc. an Illinois corporation (***"the Consultant"***) (collectively, the ***"Parties"***).

IN CONSIDERATION OF the agreements set forth in this Agreement, the receipt and sufficiency of which are mutually acknowledged, and pursuant to the Village's home rule and statutory powers, the Parties agree as follows:

SECTION 1. SCOPE AND PROVISION OF SERVICES.

A. Engagement of the Consultant. The Village hereby engages the Consultant to provide all necessary food service plan review and inspection services, including food service inspections, plan reviews, and responses to food-borne illness emergencies collectively, the ***"Services"***).

B. Services. The Consultant has submitted to the Village a description of the Services to be provided by the Consultant, a copy of which is attached as ***Exhibit A*** to this Agreement (***"Scope of Services"***). The Consultant must provide the Services pursuant to the terms and conditions of this Agreement and as described more fully in the Scope of Services.

C. Request for Proposal. The Request for Proposal ("***RFP***"), issued by the Village on ___ , 2025, is incorporated into this Agreement by reference. All requirements, obligations and representations set forth in the RFP are incorporated herein and remain binding on the Consultant. The Services, and all of its components, must conform in all material respects to the specifications outlined in the RFP. Whenever there is a conflict between the terms of the RFP and this Agreement, the terms of this Agreement shall control.

D. Commencement; Time of Performance. The Consultant will commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant will diligently and continuously prosecute the Services until the completion of the Services or the termination of this Agreement but in no event later than July 31, 2030 (***"Time of Performance"***). A determination of completion shall not constitute a waiver of any rights or claims which the Village may have or thereafter acquire with respect to any breach hereof by the Consultant or any right of indemnification of the Village by the Consultant.

E. Reporting. The Consultant will regularly report to the Director of Development & Planning Services regarding the progress of the Services during the term of this Agreement.

F. Relationship of the Parties. The Consultant will act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement will be construed to: (i) create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and the Consultant; or (ii) create any relationship between the Village and any subcontractor of the Consultant.

G. Information Releases. The Consultant will not issue any news releases or other public statements regarding the Services without prior approval from the Village.

H. Mutual Cooperation. The Village will cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with any non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance of the Services to complete the Services and with any other the Consultants engaged by the Village.

I. Compliance with Laws and Grants.

1. The Consultant will give all notices, pay all fees, and take all other actions that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required or necessary in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant will also comply with all conditions of any federal, state, or local grant received by Village or the Consultant with respect to this Agreement or the Services.

2. The Consultant will be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part of the Services.

SECTION 2. COMPENSATION AND METHOD OF PAYMENT.

A. Compensation. The total amount billed by the Consultant for the Services under this Agreement will not exceed:

Year 1: $69,000, Initial term
Year 2: $70,380, The hourly rate and estimated annual not-to-exceed compensation shall increase by 2% over the Year 1
Year 3: $71,790, The hourly rate and estimated annual compensation will increase by 2% over the Year 2
Year 4: $74,660, The hourly rate and estimated annual not-to-exceed compensation will increase by 4% over the Year 3
Year 5: $77,650, The hourly rate and estimated annual not-to-exceed compensation will increase by 4% over the Year 4

(***"Compensation"***), as outlined in the Scope of Services, plus reimbursable expenses as identified in the Scope of Services, without the prior express written authorization of the Village.

B. Invoices and Payment. The Consultant will be paid as provided in the Scope of Services. The Consultant will submit invoices to the Village in an approved format for those portions of the Services performed and completed by the Consultant. The Village will pay to the

Consultant the amount billed in accordance with the Illinois Prompt Payment Act, 50 ILCS 505/1 *et seq.*

C. Records. The Consultant will maintain records showing actual time devoted and costs incurred, and will permit the authorized representative of the Village to inspect and audit all data and records of the Consultant for work done under this Agreement. The records required to be made available to the Village under this Section 2.C will be made available at reasonable times during the term of this Agreement, and for five years after the termination of this Agreement.

D. Claim in Addition to Compensation. If the Consultant claims a right to additional compensation as a result of action taken by the Village, the Consultant must provide written notice to the Village of the claim within seven days after occurrence of the action, and no claim for additional compensation will be valid unless made in accordance with this Section 2.D. Any changes in the Compensation will be valid only upon written amendment pursuant to Section 10.A of this Agreement. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant will proceed with all the Services required to complete the Services under this Agreement as determined by the Village without interruption.

E. Taxes, Benefits, Royalties. The Compensation includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services, including, without limitation, all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. The Consultant waives and releases any claim or right to claim additional compensation by reason of the payment of any tax, contribution, premium, costs, royalties, or fees.

F. Completion and Acceptance of Services. The Services, and any phase of the Services, will be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be.

G. Additional Services. As set forth in the Scope of Services, the Village may request additional services from the Consultant that are outside the Scope of Services included in this Agreement. The Village will not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether the Additional Services are requested or directed by the Village, except upon the prior written consent of the Village Manager after approval in accordance with applicable procedures.

H. No Additional Obligation. The Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant, or with any vendor solicited or recommended by the Consultant.

SECTION 3. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The employees, officials, and personnel of the Consultant described in the Scope of Services (***"Key Project Personnel"***), if any, will be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel may not be changed without the Village's prior written approval. The Consultant will

notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant will have no claim for damages and may not bill the Village for additional time and materials charges as the result of any portion of the Services that must be duplicated or redone due to termination or for any delay or extension of the Time of Performance as a result of any termination, reassigning, or resignation.

B. Availability of Personnel. The Consultant will provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement or in the Scope of Services.

C. Approval and Use of Subcontractors. The Consultant will perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved by the Village in writing. All subcontractors and subcontracts used by the Consultant will be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract will not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract will be subject to all the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" will be deemed also to refer to all subcontractors of the Consultant, and every subcontract will include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village, then, immediately upon notice from the Village, the Consultant will remove and replace the personnel or subcontractor. The Consultant will have no claim for damages, for compensation more than the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any removal or replacement.

SECTION 4. TERM OF AGREEMENT.

A. Term. Without limitation on the at-will nature of Contractor's engagement and service as set forth in Subsection B below, this Agreement is for a 3-year term commencing August 1, 2025 and expiring on July 31, 2028 ("***Term***"), with the option of two 1-year renewals, subject to the termination provisions in Section 2.B of this Agreement.

B. Termination. Notwithstanding any other provision hereof, either Party may terminate this Agreement, at any time and for any reason, upon seven days prior written notice to the other Party. In the event that this Agreement is so terminated, the Consultant will be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in the Scope of Services.

SECTION 5. CONFIDENTIAL INFORMATION; OWNERSHIP OF WORK PRODUCT AND DOCUMENTS.

A. Confidential Information. In the performance of this Agreement, the Consultant may have access to or receive certain information in the possession of the Village that is not generally known to members of the public (***"Confidential Information"***). Confidential Information includes, without limitation, proprietary information, copyrighted material, personal

or private data of every kind, financial information, health records and information, maps, and all other information of a personal nature. The Consultant must not use or disclose any Confidential Information without the prior written consent of the Village. If the Consultant has any doubt about the confidentiality of any information, then the Consultant must seek determination from the Village regarding the confidentiality of the information. The Consultant and all its personnel and subcontractors must make and apply all safeguards necessary to prevent the improper use or disclosure of any Confidential Information. At the expiration or termination of this Agreement, the Consultant must promptly cease using and must return or destroy (and certify in writing destruction of), all Confidential Information, including all copies, whether physical or in any other form, in its possession. The Consultant may not transfer to, store in, or otherwise allow work products containing Confidential Information to be in any location, whether physical or digital, not under the control of the Consultant. If the Consultant is required, by any government authority or court of competent jurisdiction, to disclose any Confidential information, the Consultant must immediately give notice to the Village with the understanding that the Village will have the opportunity to contest the process by any means available to it prior to submission of any documents to a court or other third party. The Consultant must cause all of its personnel and subcontractors to undertake and abide by the same obligations regarding Confidential Information as the Consultant.

B. Ownership. The Consultant agrees that all work product, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement will be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant will cause the work product to be promptly delivered to the Village. Any outstanding payment obligations may not be used as a basis to withhold work product. The Consultant agrees that, to the extent permitted by law, all work product will exclusively be deemed "works for hire" within the meaning and purview of the United States Copyright Act, 17 U.S.C. § 101 et seq subject to the terms of this Agreement. To the extent any work product does not qualify as a "work for hire," the Consultant irrevocably grants, assigns, and transfers to the Village all right, title, and interest in and to the work product in all media throughout the world in perpetuity and all intellectual property rights therein, free and clear of any liens, claims, or other encumbrances, to the fullest extent permitted by law. All intellectual property, Confidential Information, and work products will at all times be and remain the property of the Village. The Consultant will execute all documents and perform all acts that the Village may request to assist the Village in perfecting or protecting its rights in and to the work product and all intellectual property rights relating to the work product. All the foregoing items will be delivered to the Village upon demand at any time and in any event, will be promptly delivered to the Village upon expiration or termination of this Agreement within three days after a demand. In addition, the Consultant will return the Village's data in the format requested by the Village. If any of the above items are lost or damaged while in the Consultant's possession, those items will be restored or replaced at the Consultant's expense. Notwithstanding the preceding, Consultant shall own all rights and title to any Consultant provided software and any improvements or derivative works thereof.

C. Freedom of Information Act and Local Records Act. The Consultant acknowledges that this Agreement, all documents submitted to the Village related to this Agreement, and records in the possession of the Consultant related to this Agreement or the Services may be a matter of public record and may be subject to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and any other comparable state or federal laws now existing or adopted later (collectively, the ***"Disclosure Laws"***). In the event that the Village requests records from the Consultant, the Consultant shall promptly cooperate with the Village to enable the Village to meet all its obligations under the applicable Disclosure Law. The

Consultant acknowledges and agrees that the determination as to whether information in the records is exempt from disclosure or should be released to the public will be made by the Village in its sole and absolute discretion.

D. **Injunctive Relief**. In the event of a breach or threatened breach of this Section 5, the Village may suffer irreparable injury not compensable by money damages and would not have an adequate remedy at law. Accordingly, the Consultant agrees that the Village will be entitled to seek immediate injunctive relief to prevent or curtail any breach, threatened or actual. The rights provided under this Section 5.D are in addition and without prejudice to any rights that the Village may have in equity, by law or statute. The Consultant will fully cooperate with the Village in identifying the scope of any improper use or dissemination of data protected by this Section 5 and will assist the Village in any notification efforts required by law.

SECTION 6. WARRANTY.

The Consultant warrants that the Services will be performed in accordance with the standards of professional practice, care, skill, and diligence practiced by recognized consulting firms or licensed and accredited professionals in performing services of a similar nature. This warranty is in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are reserved unto the Village. Any of the Services required by law or by this Agreement to be performed by licensed professionals will be performed by professionals licensed by the State of Illinois to practice in the applicable professional discipline.

SECTION 7. CONSULTANT REPRESENTATIONS.

A. **Ability to Perform.** The Consultant represents that it is financially solvent, has the necessary financial resources, has sufficient experience and competence, and has the necessary capital, facilities, organization, and staff necessary to provide, perform, and complete the Services in accordance with this Agreement and in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

B. **Authorization**. The execution, delivery and performance by the Consultant of this Agreement has been duly authorized by all necessary corporate action, and does not and will not violate its organizational documents, as amended and supplemented, any of the applicable requirements of law, or constitute a breach of or default under, or require any consent under, any agreement, instrument, or document to which the Consultant is now a party or by which the Consultant is now or may become bound.

C. **Company Background**. The information disclosed by the Consultant regarding its corporate structure, financial condition, expertise, and experience is true and correct. The Consultant will promptly notify Village in writing of any material change to or about the Consultant, including without limitation to change in ownership or control, and any change will be subject to Village approval which will not be unreasonably withheld.

D. **Conflict of Interest.** The Consultant represents and certifies that, to the best of its knowledge: (1) no Village employee, official, or agent has an interest in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant will at any

time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

E. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 *et seq. The Consultant* represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it is found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant will be liable to the Village for all loss or damage that the Village may suffer, and this Agreement will, at the Village's option, be null and void.

F. Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

G. No Default. The Consultant is not in arrears to the Village under any debt or contract and is not in default as surety, contractor, or otherwise to any person, unless as disclosed the Village in writing.

H. No Legal Actions Preventing Performance. As of the Effective Date, the Consultant has no knowledge of any action, suit, proceeding, claim or investigation pending or to its knowledge threatened against the Consultant in any court, or by or before any federal, state, municipal, or governmental department, commission, board, bureau, agency, or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect the Consultant's ability to perform its obligation under this Agreement.

I. Patriot Act Compliance. The Consultant represents and warrants to the Village that neither the Consultant nor any of its principals, shareholders, or other employees or officials (collectively ***"Personnel"***) is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants that the Consultant and its Personnel are not directly or indirectly engaged in or facilitating transactions related to this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant must, and will, defend, indemnify, and hold harmless the Village and its officials, officers, authorities, and all Village elected or appointed officials, officers, employees, agents, representatives, and attorneys from and against every claim, damage, loss, risk, liability, and expense (including attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this Section 7.I.

SECTION 8. INDEMNIFICATION; INSURANCE; NO PERSONAL LIABILITY.

A. Indemnification. The Consultant agrees to, and does hereby, hold harmless and indemnify the Village and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted by a third-party at any time against any of those parties in connection with the willful misconduct or gross negligence of Consultant under this Agreement ; provided, however, that this indemnity does not, and will not, apply to willful misconduct or gross negligence on the part of the Village.

B. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant will provide certificates of insurance, all with coverages and limits acceptable to the Village, and the Consultant must provide certificates of insurance, endorsements, and insurance policies acceptable to the Village and including at least the minimum insurance coverage and limits set forth in **Exhibit B** to this Agreement. For good cause shown by the Consultant, the Village may extend the time for submission of the required certificates, endorsements, and policies and may impose deadlines or other terms to assure compliance with this Section 8.B. Each certificate and endorsement must be in a form acceptable to the Village and from a company with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Each insurance policy must provide that no change, modification, or cancellation of any insurance will become effective until the expiration of 30 days after written notice of the change, modification in, or cancellation will have been given by the insurance company to the Village (10 days' written notice in the event of cancelation due to the Consultant's non-payment of premium). The Consultant must maintain and keep in force, at all times during the term of this Agreement and at the Consultant's expense, the insurance coverage provided in this Section 8.B and **Exhibit B**, including without limitation at all times while correcting any failure to meet the warranty requirements of Section 6 of this Agreement.

C. No Personal Liability. No elected or appointed official, or employee of the Village will be personally liable, in law or in contract, to the Consultant as the result of the execution and performance of this Agreement.

SECTION 9. DEFAULT.

A. Default. If the Village determines that the Consultant has failed or refused to properly undertake the Services with diligence, or has delayed in the undertaking of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any the Event of Default within ten days after the Consultant's receipt of written notice of the Event of Default from the Village, then the Village will have the right, notwithstanding the availability of other remedies provided by law or equity, to pursue any one or more of the remedies provided for under Section 9.B of this Agreement.

B. Remedies. In case of any Event of Default, the Village may pursue the following remedies:

1. Cure by the Consultant. The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement. Either party may terminate this Agreement and, notwithstanding anything in Section 3.C. of this Agreement, the Village will not have any liability for further payment of amounts due or to become due under this Agreement;

3. Withholding of Payment. The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

SECTION 10. GENERAL PROVISIONS.

A. Amendment. No amendment to this Agreement will be effective unless and until the amendment is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. Neither Party may assign their rights or obligations under this Agreement without the prior written consent of the other party, which shall not be unreasonably withheld or delayed.

C. Village Actions, Consents, and Approvals. Any action, consent, or approval needed to be taken or given under this Agreement by the Village may only be performed by the Village Manager or their designee, to the extent provided for by law.

D. Binding Effect. The terms of this Agreement bind and inure to the benefit of the Parties and their agents, successors, and assigns.

E. Notice. Any notice required to be given under this Agreement must be in writing and must be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by E-mail. E-mail notices will be deemed valid and received by the addressee only upon explicit or implicit acknowledgment of receipt by the addressee. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 10.E, each party will have the right to change the address or the addressee, or both, for all future notices to the other party, but no notice of a change of addressee or address will be effective until received.

Notices to the Village will be addressed to, and delivered at, the following address:

Northbrook Department of Development and Planning Services
1225 Cedar Lane
Northbrook, Illinois 60062
Attention: Amy J. P. McEwan, Director

E-mail: Amy.mcewan@northbrook.il.us
Nick.desario@northbrook.il.us

With a copy to:

Elrod Friedman LLP
325 N. LaSalle Street, Suite 450
Chicago, Illinois 60654
Attention: Steven M. Elrod
E-mail: Steven.Elrod@ElrodFriedman.com

Notices to the Consultant will be addressed to, and delivered at, the following address:

Lynn Hoette
Health Inspection Professionals, Inc.
1511 Lorraine Road
Glen Ellyn, IL. 60137
Email: healthinspectpros@gmail.com

F. Third Party Beneficiary. The provisions of this Agreement are and will be for the benefit of the Consultant and Village only and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Agreement. The Village will not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the Village, without the knowledge and approval of the Village Trustees.

G. Severability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the Village will have the right, in its sole and absolute discretion, to determine if (i) the remainder of the provisions of this Agreement will remain in full force and effect and will in no way be affected, impaired, or invalidated, or (ii) the entire agreement shall be invalid, void, and unenforceable.

H. Time of the Essence. Time is of the essence in the performance of this Agreement.

I. Governing Laws. This Agreement will be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

J. Venue. Exclusive jurisdiction with regard to the any actions or proceedings arising from, relating to, or in connection with this Agreement will be in the Circuit Court of Cook County, Illinois or, where applicable, in the federal court for the Northern District of Illinois. The Parties waive their respective right to transfer or change the venue of any litigation filed in the Circuit Court of Cook County, Illinois.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Consultant with respect to the Scope of Services and the Services.

L. Non-Waiver. No waiver of any provision of this Agreement will be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor will any waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

M. Exhibits. Exhibits A and **B** attached to this Agreement are, incorporated in and made a part of this Agreement. In the event of a conflict between any Exhibit and the text of this Agreement, the text of this Agreement will control.

N. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement will be cumulative and will not be exclusive of any other rights, remedies, and benefits allowed by law.

O. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent must be in writing.

P. Interpretation. This Agreement will be construed without regard to the identity of the Party which drafted the various provisions of this Agreement. Every provision of this Agreement will be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. Any rule or construction that a document is to be construed against the drafting party will not be applicable to this Agreement.

Q. Survival. The provisions of Sections 5 and 8 will survive the termination or expiration of the Agreement.

R. Calendar Days; Calculation of Time Periods. Unless otherwise specific in this Agreement, any reference to days in this Agreement will be construed to be calendar days. Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event on which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless the last day is a Saturday, Sunday or legal holiday under the laws of the State in which the Property is located, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. The final day of any period will be deemed to end at 5:00 p.m., Central time.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, is deemed to be an original, but all of which together will constitute one and the same instrument.

ATTEST:

VILLAGE OF NORTHBROOK

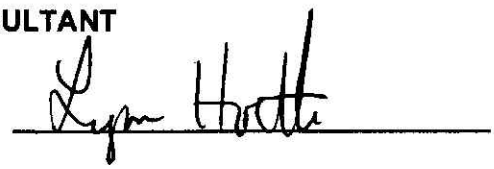
By: _____
Village Clerk

By: _____
Village Manager

ATTEST:

By: 

CONSULTANT

By: 

Title: Secretary Its: President

EXHIBIT A

Scope of Services:

Services shall include the following:

1. Inspect and provide resulting reports for all licensed food service establishments in the Village of Northbrook in accordance with established standards, which include:

- Three (3) annual inspections for Category 1 high-risk establishments,
- Two (2) annual inspections for Category 2 medium-risk establishments, and
- One (1) annual inspection for Category 3 low-risk establishments.

3. Inspect and provide resulting inspection reports to the village utilizing the village's computer system (BS&A) towards all permitted scopes of work which warrant a *Final Health* inspection prior to occupancy approval.

4. Review, approve and inspect temporary food service permits/events and mobile food vendor facilities.

5. Respond, as deemed necessary, to reported instances of power outages or emergency calls when commercial kitchen areas have been impacted.

6. Respond to food-borne illness or other health and sanitation related complaints involving food service establishments, as needed.

7. Inspect and provide resulting inspection report to the village utilizing the village's computer system (BS&A) towards food service establishments undergoing a change of ownership or operation.

8. Receive and respond to customer inquiries related to permitting and inspections related to food service.

*For all services associated with the scope of services outlined in number 1-8 listed above it is expected that the resulting reports shall be entered by the vendor into the villages computer system (BS&A) within 24 hours and in no case later than 72 hours following the inspection.

9. Review of building plans and resulting review comments on building plans submitted as a part of a building permit applications involving new or altered commercial kitchens utilizing the village's computer system (BS&A).

*For all services associated with the scope of services outlined in number 9 of this scope of services, the resulting reports shall be entered by the vendor upon complete of the review into the villages computer system (BS&A) and in no case later than 10 business days following the Village's request for plan review.

10. Consultation with Village staff in addressing various health and food service issues that may arise, including recommendations for amending Village codes and ordinances, preparing public information handouts, and updating the Village's website.

11. Other duties as assigned to the Village Sanitarian described in Chapter 13 of the

Northbrook Municipal Code. The Village may ask the Consultant to perform work not included in the contract or Scope of Services. A written change order with the total cost for the requested work shall be agreed to by both parties in advance of the work.

The Consultant shall bill the Village monthly using the hourly rate and provide an overall monthly report in formats approved by the Village.

EXHIBIT B

INSURANCE COVERAGES

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$500,000 injury-per occurrence

$500,000 disease-per employee

$500,000 disease-policy limit

Insurance will evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees will be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

$2,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an "occurrence" basis.

Coverages will include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of this Agreement)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering the Consultant against all sums that the Consultant may be obligated to pay on account of any liability arising out of this Agreement.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis so that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover the loss.

F. Owner as Additional Insured. Village will be named as an Additional Insured on all policies except for:

Worker's Compensation

Professional Liability

Each additional Insured endorsement will identify Village as follows: Village of Northbrook including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, the Consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to Village, the following parties will be named as additional insured on the following policies:

Additional Insured	Policy or Policies
_____	_____
_____	_____
_____	_____

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY RIDER

The Village has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the Village. If requested to do so by the Consultant, the Village agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. **Limited Access to GIS Data.** The GIS Data provided by the Village will be limited to the scope of the Work that the Consultant is to provide for the Village;

2. **Purpose of GIS Data. The Consultant** will limit its use of the GIS Data to its intended purpose of furtherance of the Work; and

3. **Agreement with Respect to GIS Data.**

a. **Trade Secrets of the Village.** The GIS Data constitutes proprietary materials and trade secrets of the Village and is the property of the Village;

b. **Consent of Village Required. The Consultant** may not provide or make available the GIS Data in any form to anyone without the prior written consent of the Village.

c. **Supply to Village.** At the request of the Village, the Consultant will provide the Village with all information that has been developed by the Consultant based on the GIS Data;

d. **No Guarantee of Accuracy.** The Village makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use of the GIS Data; and

e. **Discontinuation of Use.** At the time as the Services have been completed to the satisfaction of the Village, the Consultant will cease its use of the GIS Data for any purpose whatsoever; and, upon request, an authorized representative of the Village will be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the GIS Data has been discontinued.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Village Clerk
Date: 2025-07-22
Subject: A Resolution Approving the Release of Certain Written Minutes of Closed Session Meetings of the Village Board of Trustees

Overview
A resolution confirming that the review of closed session meeting minutes has occurred and the Village Board of Trustees has determined that confidential treatment is no longer necessary for the written minutes of those Closed Meetings that are identified in the resolution but that a need for confidentiality still exists as to all other written minutes of Closed Meetings.

Fiscal Impact
N/A.

Recommendation
Approval.

Background

Pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. ("Act"), the Village has maintained audiotaped verbatim records, and has approved written minutes, of meetings of the Village Board of Trustees that were closed to the public pursuant to the Act (collectively, the "Closed Meetings").

The President and Board of Trustees have completed a review of all written minutes of the Closed Meetings. The President and Board of Trustees have determined that confidential treatment is no longer necessary for the written minutes of the following Closed Meetings and that such minutes may be made available for public inspection:

April 10, 2007
January 9, 2007
September 9, 2008
September 23, 2008
December 15, 2008

The President and Board of Trustees have further determined that a need for confidentiality still exists as to the written minutes of all Closed Meetings that are not identified above and that have not previously been released.

A Resolution Approving Release of Closed Session Meeting Minutes

Resolution 2025-__

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 Release of Certain Written Minutes of Closed Session Meetings of the Village Board of Trustees

is hereby adopted, as follows:

Section 1. RECITALS.

The Village of Northbrook is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970.

Pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (***"Act"***), the Village has maintained audiotaped verbatim records, and has approved written minutes, of meetings of the Village Board of Trustees that were closed to the public pursuant to the Act (collectively, the ***"Closed Meetings"***).

Pursuant to Section 2.06(d) of the Act, the President and Board of Trustees have conducted its twice-annual review of all written minutes of the Closed Meetings.

The President and Board of Trustees have determined that confidential treatment is no longer necessary for the written minutes of those Closed Meetings that are identified in Schedule A attached to and, by this reference, made a part of this Resolution, and that such minutes may be made available for public inspection.

The President and Board of Trustees have determined that a need for confidentiality still exists as to the written minutes of all Closed Meetings that are not identified in Schedule A of this Resolution and that have not previously been released.

Section 2. PUBLIC INSPECTION OF WRITTEN MINUTES OF CLOSED MEETINGS.

The President and Board of Trustees shall, and do hereby, authorize the public inspection of the written minutes of those Closed Meetings that are identified in Schedule A of this Resolution, in accordance with and pursuant to the Act and the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq*.

Section 3. DETERMINATION OF CONFIDENTIALITY.

The President and Board of Trustees shall, and do hereby, determine that a need for confidentiality still exists as to the written minutes of all Closed Meetings that are not identified in Schedule A of this Resolution and for which the Village has not previously authorized public

inspection.

Section 4. EFFECTIVE DATE.

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

PASSED: This ____ day of _____, 2025.

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

_____
Village President

ATTEST:

_____
Village Clerk

SCHEDULE A

CLOSED SESSION MEETING MINUTES APPROVED FOR RELEASE TO PUBLIC

April 10, 2007
January 9, 2007
September 9, 2008
September 23, 2008
December 15, 2008

MEMORANDUM

To: Village Manager Cara Pavlick
From: Director of Development and Planning Services Amy J. P. McEwan
Date: 2025-07-22
Subject: Process for public review and adoption of the 2024 International Code Council (ICC) building codes and 2023 National Electric Code (NEC)

Overview

The Village reviews and adopts building codes and any associated municipal code amendments every six years as developed by the International Code Council (ICC) and the National Fire Protection Association (NFPA) which issues new "model codes" for proper construction techniques every three years.

Fiscal Impact

N/A.

Recommendation

Presentation Only.

Background

The Village currently operates under the 2017 National Electrical Code (NEC) and 2018 editions of the International Code Council (ICC) model building codes with local amendments as adopted by the Board of Trustees on March 10, 2020, via Ordinance 2020-13 and select sections of the model codes are amended in specific articles in Chapter 6, titled *Building and Construction Regulations* of the Northbrook Municipal Code. Each of these articles corresponds to a published code.

The ICC and the National Fire Protection Association (NFPA) issue new "model codes" for proper construction techniques every three years. The ICC issues a series of building codes focused on different types of construction specialties, while the NFPA issues the NEC and many standards for fire protection. The Village typically adopts a new set of model building codes every other code cycle (every six years). An exception to the general code adoption cycles are codes overseen by the State of Illinois and are noted below.

The Village formed a cross departmental staff team led by the Development and Planning Services Department earlier this year to obtain and review the available 2024 ICC building

code editions and the 2023 National Electric Code with a focus on notable changes incorporated since the previous adoption and to prepare recommendations related to new amendments.

Prior to formal consideration by the Village Board of the recommended adoption of the ICC 2024 Building Code editions and the NFPA National Electric Code 2023 edition, staff will hold a public engagement process to share the major changes to the code and seek questions and input from builders, developers, design professionals, contractors and homeowners. Part of the public review process will be consideration of the proposed code amendments by the Village's Electrical Commission and the Architectural Control Commission at upcoming public meetings. Following the above described public input process, further modifications may be considered and a final recommendation will be prepared for Village Board consideration and adoption.

Select sections of the model codes have been “redlined” in the following Articles in Chapter 6, BUILDING AND CONSTRUCTION REGULATIONS of the Municipal Code. The corresponding model codes are noted.

I. GENERAL PROVISIONS - Content pertains to Village procedures only
II. BUILDINGS - 2024 International Building Code (IBC)
III. ONE AND TWO FAMILY DWELLINGS - 2024 International Residential Code (IRC)
IV. PLUMBING - 2014 Illinois Plumbing Code (Illinois Department of Public Health)*
V. MECHANICAL - 2024 International Mechanical Code (IMC)
VI. ELECTRICAL - 2023 National Electrical Code (NEC)
VII. FIRE PREVENTION - 2024 International Fire Code (IFC) - Fire Prevention Dept

VIII. PROPERTY MAINTENANCE - 2024 International Property Maintenance Code

IX. RESERVED TO BE USED AS: 2024 International Existing Building Code (IEBC)

X. SWIMMING AND POOLS - 2024 International Swimming Pool & Spa Code (ISPSC)

XI. SITE GRADING, DRAINAGE AND SOIL EROSION - Overseen by Public Works Dept. No change

XII. FUEL GAS - 2024 International Fuel Gas Code (IFGC)

XIII. CONSTRUCTION DEMOLITIONS - No change

XIV. ENERGY CONSERVATION - 2024 International Energy Conservation Code (IECC)**

2024 Illinois Energy Conservation Code (ILECC)*

XV. GREEN BUILDING INITIATIVE - No Change.

XVI. CONSTRUCTION DEMOLITION DEBRIS RECYCLING - No change

Note that codes above which are marked with asterisks * are overseen by the State of Illinois and are rarely subject to local amendment. The Illinois Plumbing Code is managed by the Illinois Department of Public Health (IDPH). The IECC marked with a double asterisk ** is amended by the State of Illinois every three years and published as the Illinois Energy Conservation Code (ILECC). The primary state agency involved in mandating certain building-related “base” codes on behalf of the State of Illinois is the Illinois Capital Development Board (CDB) which also oversees the 2018 Illinois Accessibility Code.

Recent code updates have resulted in a significant reduction in the number of “local” amendments - unique Northbrook construction standards codified in the Northbrook Municipal Code. The move to reduce the number of local amendments has been possible because the model codes have improved significantly over time, recognizing emerging technologies and construction materials. The change in philosophy to reduce the number of local amendments has been welcomed by the construction industry and streamlined administration of local building codes. The Draft municipal code changes to Chapter 6 BUILDING AND CONSTRUCTION REGULATIONS are posted on the Village website.

Memo Code update
Exec Summary
ICC Code Update Presentation

MEMORANDUM

To: Cara Pavlicek, Village Manager
From Jackie Clawson, Building Official
Cc: Amy McEwan, Director of Development & Planning Services
Nick Desario, Assistant Director of Development and Planning Services,
Date: May 30, 2025
Subject: Building Code Update: Village Manager

The purpose of this memo is to share with the Village Manager an update on the progress the team has made in reviewing changes to the International Code Council's (ICC) 2024 building code editions and the National Fire Protection Agency's (NFPA) National Electric Code (NEC) 2023 edition. This review relates to differences between these "model" codes and current 2018 ICC and 2017 NEC model codes. The current editions of these codes were adopted by the Board of Trustees on March 10, 2020, via Ordinance 2020-13: *An Ordinance Amending the Northbrook Municipal Code (1988), As Amended, Regarding the Re-Adoption of Building and Construction Regulations.*

Except for the International Energy Conservation Code and its Illinois amendments, Northbrook's adopted model codes and local municipal code amendments are updated on a six-year cycle rather than the three-year cycle performed by the model code entities. Select sections of the model codes are amended in specific articles in Chapter 6, titled *Building and Construction Regulations* of the Northbrook Municipal Code. Each of these articles corresponds to a published code. The primary state agency involved in overseeing codes on behalf of the State of Illinois is the Illinois Capital Development Board (CDB). Other agencies like the Illinois Department of Public Health (IDPH) and the Office of the State Fire Marshal (OSFM) handle the Illinois Plumbing Code and the NFPA 101 Life Safety Code respectively. Occasionally legislative rules known as public acts are created by the Joint Commission on Administrative Rules (JCAR). The Village will be notified if such acts pertain to building codes within the state. Recent examples are the Equitable Restrooms Act and the EV Readiness Act.

To begin this project, staff purchased online materials published by ICC and NFPA for team members to efficiently assess the scope of modifications. The purchase was completed with funds from the FY2025 budget. The proposed building code changes resulting from this review are reflected in applicable sections within a "red-lined" master document of Chapter 6 of the municipal code. Most recent ICC model code changes have involved relocation and/or clarifications of topics resulting in many numerical and modest text changes. Significant new changes have been highlighted in an executive summary. The executive summary contains links to exhibits which provide additional information to be used for review and discussion with commission members and the public. Some exhibits will require updating prior to presentation.

To promote public engagement in this process, staff recommend the creation of a new webpage modeled on the current building code webpage. This page would be updated with announcements and dates for focus groups as necessary to convey the progress of the project. Links to the executive summary

and detailed exhibits will be provided and comments and questions are welcome. Please see the following link for an exhibit depicting the format of the current building codes webpage:
EXHIBIT F: X:\2025 DPS VMO\Code Update\EXHIBIT F.Docx

For initial announcements about the project staff will provide an “email blast” to general contractors, developers, and design professionals announcing the project.

I’m available for any questions or clarifications you might have regarding this information.

Code Update: Executive Summary of Municipal Code Changes

The International Code Council (ICC) and the National Fire Protection Association (NFPA) issue new "model codes" for proper construction techniques every three years. The ICC issues a series of building codes focused on different types of construction specialties, while the NFPA issues the National Electrical Code and many standards for fire protection. The Village typically adopts a new set of model building codes every other code cycle (every six years). An exception to the general code adoption cycles are codes overseen by the State of Illinois and are noted below.

The Village is presently using the 2017 NEC and 2018 editions of ICC model building codes with local amendments comprising the Northbrook Municipal Code. The current codes were adopted by the Board of Trustees on March 10, 2020, via Ordinance 2020-13: *An Ordinance Amending the Northbrook Municipal Code (1988), As Amended, Regarding the Re-Adoption of Building and Construction Regulations.* Development and Planning staff formed a team early in 2025 to obtain and review the available 2024 ICC building code editions and the 2023 National Electric Code to reveal notable changes incorporated since the previous adoption and to recommend new amendments. Digital codes were purchased from the ICC featuring "significant changes" to users of the various 2024 editions.

Select sections of the model codes have been "redlined" in the following Articles in Chapter 6, BUILDING AND CONSTRUCTION REGULATIONS of the Municipal Code. The corresponding model codes are noted.

I.	GENERAL PROVISIONS	Content pertains to Village procedures only
II.	BUILDINGS	2024 International Building Code (IBC)
III.	ONE- AND TWO-FAMILY DWELLINGS	2024 International Residential Code (IRC)
IV.	PLUMBING	2014 Illinois Plumbing Code (State of IL-IDPH)*
V.	MECHANICAL	2024 International Mechanical Code (IMC)
VI.	ELECTRICAL	2023 National Electrical Code (NEC)
VII.	FIRE PREVENTION	2024 International Fire Code (IFC) - Fire Prevention Dept
VIII.	PROPERTY MAINTENANCE	2024 International Property Maintenance Code
IX.	CURRENTLY RESERVED TO BE USED AS:	2024 International Existing Building Code (IEBC)
X.	SWIMMING AND OTHER POOLS	2024 International Swimming Pool & Spa Code (ISPSC)
XI.	SITE GRADING, DRAINAGE AND SOIL EROSION/SEDIMENTATION CONTROL	Overseen by Public Works Dept. No change
XII.	FUEL GAS	2024 International Fuel Gas Code (IFGC)
XII.	CONSTRUCTION REQUIREMENTS FOR DEMOLITIONS AND CONSTRUCTION WORK IN THE VILLAGE	No change
XIV.	ENERGY CONSERVATION	2024 International Energy Conservation Code (IECC)** 2024 Illinois Energy Conservation Code (ILECC)*
XV.	GREEN BUILDING INITIATIVE	Recommend deletion of this Article.
XVI.	CONSTRUCTION AND DEMOLITION DEBRIS RECYCLING	No change

Note that codes above which are marked with asterisks *are overseen by the State of Illinois and are rarely subject to local amendment. The Illinois Plumbing Code is managed by the Illinois Department of Public Health (IDPH). The IECC marked with a double asterisk** is amended by the State of Illinois every three years and published as the Illinois Energy Conservation Code (ILECC). The primary state agency involved in mandating certain building-related "base" codes on behalf of the State of Illinois is the Illinois Capital Development Board (CDB) which also oversees the 2018 Illinois Accessibility Code.

Recent code updates have resulted in a significant reduction in the number of "local" amendments - unique Northbrook construction standards codified in the Northbrook Municipal Code. The move to reduce the number of local amendments has been possible because the model codes have improved significantly over time, recognizing emerging technologies and construction materials. The change in philosophy to reduce the number of local amendments has been welcomed by the construction industry and made the administration of local building codes much easier.

Format changes are the reason for most of the revisions which will appear in the draft or "redlined" version of the Northbrook Municipal Code. See the following link for the redlined master municipal code:

K:\Codes\Building Codes\CODE UPDATE PROJECT\Master Document - Municipal Code - Chapter 6 BUILDING AND CONSTRUCTION REGULATIONS.docx

CODE REVIEW PROCESS:

Prior to formal consideration of the proposed adoption of the various codes, staff recommend a public engagement process to share the major changes to the code and seek questions and input from builders, developers, design professionals, contractors and homeowners. First, staff will briefly and at a high level introduce the new and modified codes. Then the proposed code amendments will be considered by the Electrical Commission (EC) and the Architectural Control Commission (ACC). Finally, once public input is received, and the draft codes have been reviewed by both the EC and ACC, a final version of the proposed codes will come to the Village Board for final consideration and adoption.

The next sections of this report will highlight the major amendments, which are organized based on Municipal Code Articles and corresponding model codes where applicable.

ARTICLE II. BUILDINGS - International Building Code (IBC) 2024 edition.

The International Building Code (IBC) is a model code that provides minimum requirements to safeguard the public health, safety and general welfare of the occupants of new and existing buildings and structures. It addresses structural strength, means of egress, sanitation, adequate lighting and ventilation, accessibility, energy conservation and life safety for new and existing buildings, facilities and systems. The IBC applies to all occupancies, including one- and two-family dwellings and townhouses that are not within the scope of the International Residential Code. In some cases, a single topic like accessibility is addressed in multiple codes and this can create confusion. The most stringent code must be applied; and therefore, municipalities will adopt the more stringent code and delete the other to avoid confusion.

New item number (17) *CHAPTER 11 ACCESSIBILITY.* Delete this chapter in its entirety. Refer to provisions of the Illinois Accessibility Code as adopted by the Village of Northbrook. C

The justification for the deletion of this chapter is for clarity and consistency of interpretation. Chapter 11 of the 2024 IBC introduces technical requirements for accessibility from a new version of an ICC reference standard - ANSI 117.1-2017, 2009 edition - which includes among other items, enhanced dimensions for clear floor spaces and turning spaces prominently deviating from corresponding metrics in the State of Illinois Accessibility Code (IAC). The Illinois Accessibility Code (IAC) was reissued by the Capital Development Board in 2018 to closely mirror the 2010 Americans With Disabilities Act (ADA) which is the Federal accessibility code overseen by the Department of Justice.

ARTICLE III. ONE- AND TWO-FAMILY DWELLINGS - International Residential Code (IRC) 2024 edition. The International Residential CODE (IRC) establishes construction standards for single-family homes, duplexes and most townhomes (up to three stories in height). The formatting for the entire chapter of the 2018 IRC has changed. Two notable modifications are listed below.

New item number (3) R102.4.3 Energy Efficiency. Add a new subsection to read as follows: R102.4.3 Illinois Energy Conservation Code. Whenever a reference is made to the International Energy Conservation Code – Residential Provisions or Chapter 11 of this code, such reference shall be deemed to refer to the applicable section of the Illinois Energy Conservation Code as adopted separately by the Village of Northbrook.

The above noted change is due to the development in recent years of the State of Illinois Energy Conservation Code amendments to the model IECC, and the discrepancy of Northbrook's code adoption cycle with that of the ICC. See Article XIV for details regarding adoption of the 2024 ILECC.
See Exhibit A: X:\2025 DPS VMO\Code Update\EXHIBIT A.Docx

New item number (34) R310.2.2 Alterations, repairs and additions. *Add exception 3.*
This change was proposed to improve inspection procedures related to smoke alarms for different types of small projects.
See Exhibit B: X:\2025 DPS VMO\Code Update\EXHIBIT B.Docx

ARTICLE VI. ELECTRICAL - National Electrical Code (NEC) 2023 edition.
The Electrical Commission will be engaged to review all proposed current local 2021 NEC amendments prior to adoption of the 2023 version. There were only a few changes suggested to the current set of local amendments. Most are highly technical and deal with safety concerns. One important deletion will result in eliminating the requirement to install Arc-Fault Circuit- Interrupter (AFCI) protection. See attached Exhibit regarding this change.

New item number (6) deletion: 2*10.12* Arc-Fault Circuit Interrupter Protection. Delete Section 210.12 in its entirety.
See Exhibit C: X:\2025 DPS VMO\Code Update\EXHIBIT C.Docx

ARTICLE VII. FIRE PREVENTION - International Fire Code (IFC) 2024 edition.
As the name implies, the International Fire Code establishes a wide range of life safety standards for buildings and properties. Few changes are proposed to the current local amendments to the 2018 IFC, many of which codify current practices for sprinkler systems for single family homes. A significant change is a proposed streamlining of the existing amendment to the IFC dealing with above-ground fuel tanks, specifically for emergency generators. See (attached) Exhibit provided by Fire Prevention.

New item number (55): *Subsection 5704.2.9 Above-ground tanks*. Delete the language in this subsection in its entirety and replace it so it reads as follows:
See Exhibit D: X:\2025 DPS VMO\Code Update\EXHIBIT D.Docx

ARTICLE IX. EXISTING BUILDINGS - International Existing Building Code (IEBC) 2024 edition. New code.
Provisions of this more recent ICC code had been embedded in the IBC until 2015 when it was published as a stand-alone model code. This important edition is devoted to the regulation of construction in existing buildings that undergo additions, alterations, renovations, extensive repairs and/or change of occupancy. It is newly adopted as a statewide base code via The State Building and Residential Codes Act, January 1, 2025. Along with its adoption, the only changes proposed to this code in the municipal amendments are typical administrative items noted in the first sections.

ARTICLE XIV. ENERGY CONSERVATION - International Energy Conservation Code (IECC) 2024 edition as amended by the Illinois Energy Conservation Code (ILECC) 2024.

Amendments by the CDB are pending until adoption by the State which is expected to occur in January of 2026.

See Exhibit E: X:\2025 DPS VMO\Code Update\EXHIBIT E.Docx

July 22, 2025

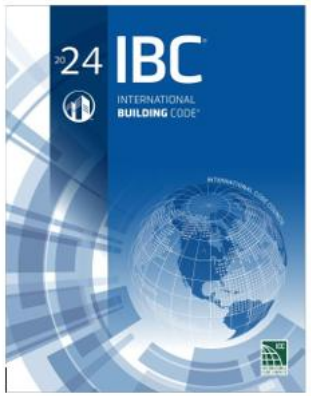
International Code Council State of Illinois Codes Municipal Codes Update

Northbrook Board of Trustees Meeting

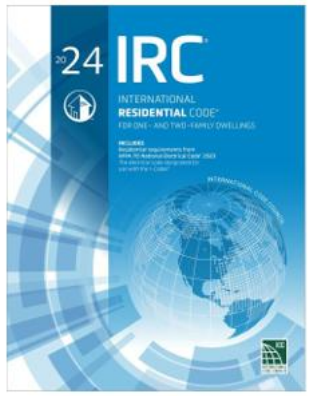


Model, State, and Municipal Codes

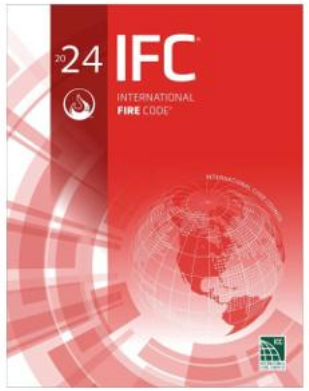
Model Building Codes



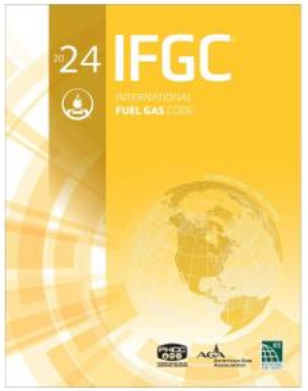
International Building Code



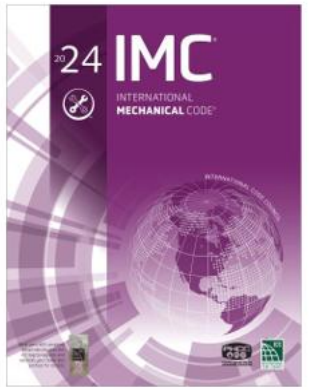
International Residential Code



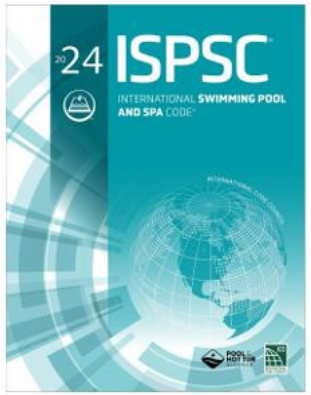
International Fire Code



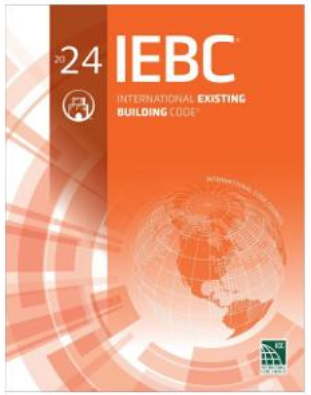
International Fuel Gas Code



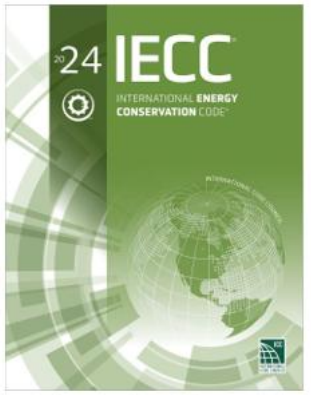
2024 International Mechanical Code



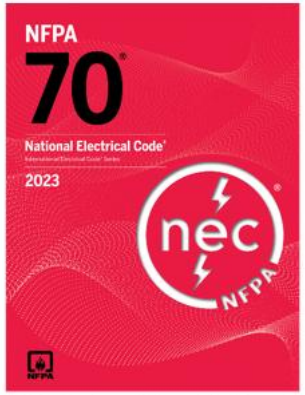
International Swimming Pool & Spa Code



International Existing Building Code



International Energy Conservation Code



2023 National Electrical Code

State of Illinois Codes

ILLINOIS PLUMBING CODE - Adopted by the Illinois department of public health (IDPH).

ILLINOIS ENERGY CONSERVATION CODE (ILECC) – Adopted by the State of Illinois & supersedes the International Energy Conservation Code

ILLINOIS ACCESSIBILITY CODE 2018 - Adopted by the Illinois Capital Development Board (CDB) & supersedes the International Code

“BASE” BUILDING CODES – Model codes adopted by the Village to meet the State Building & Residential Codes Act established by the Illinois Capital Development Board (CDB)

Northbrook Municipal Code

ARTICLES IN CHAPTER 6, THE MUNICIPAL CODE & CORRESPONDING MODEL CODES

I. GENERAL PROVISIONS	Pertains to Village procedures only
II. BUILDINGS	2024 International Building Code (IBC)
III. ONE- AND TWO-FAMILY DWELLINGS	2024 International Residential Code (IRC)
IV. PLUMBING	2014 Illinois Plumbing Code (State of IL-IDPH)
V. MECHANICAL	2024 International Mechanical Code (IMC)
VI. ELECTRICAL	2023 National Electrical Code (NEC)
VII. FIRE PREVENTION	2024 International Fire Code (IFC) - Fire Prevention Dept
VIII. PROPERTY MAINTENANCE	2024 International Property Maintenance Code
IX. CURRENTLY RESERVED TO BE USED AS:	2024 International Existing Building Code (IEBC)
X. SWIMMING AND OTHER POOLS	2024 International Swimming Pool & Spa Code (ISPSC)
XI. SITE GRADING AND SOIL EROSION	Overseen by Public Works Dept. No change
XII. FUEL GAS	2024 International Fuel Gas Code (IFGC)
XII. CONSTRUCTION/DEMOLITIONS	No change
XIV. ENERGY CONSERVATION	2024 International Energy Conservation Code (IECC) 2024 Illinois Energy Conservation Code (ILECC)
XIV. GREEN BUILDING INITIATIVE	No change
XV. DEBRIS RECYCLING	No change

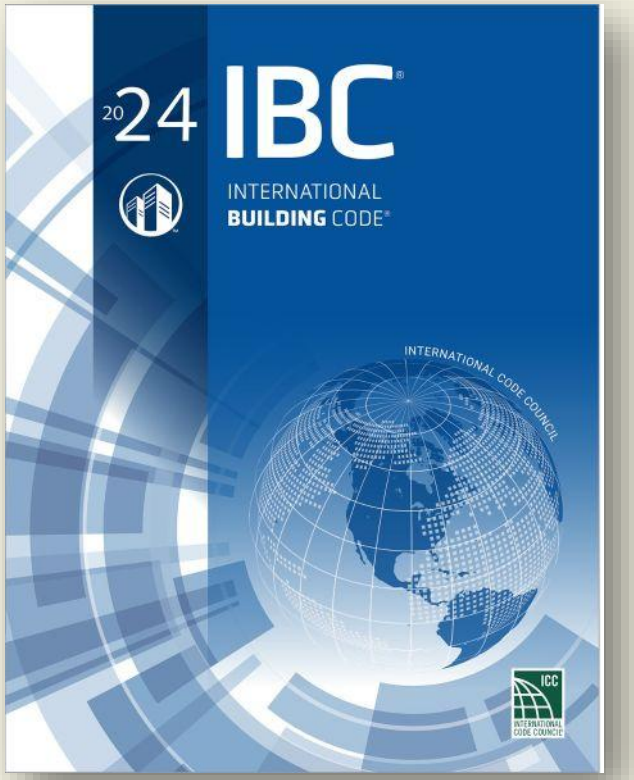


Code Review and Adoption Process

Code Review Process

- Internal Staff Review and Discussion of New ICC Model Codes
- Introduce the ICC Model Code Review Process at the Village Board Meeting on May 27, 2025
- Formal Presentation to the Village Board on July 22, 2025
- Customer and Public Engagement Process to Share the Major Changes to the Code
- Introduce the New and Modified Codes, Seek Questions and Input from Builders, Developers, Design Professionals, Contractors and General Public
- Electrical Commission (EC) Review at a Public Meeting.
- Architectural Control Commission (ACC) Review at a Public Meeting
- Village Board Review, Final Consideration, and Adoption at a Public Meeting
- Target Effective Date January 2026

Municipal Code Amendments

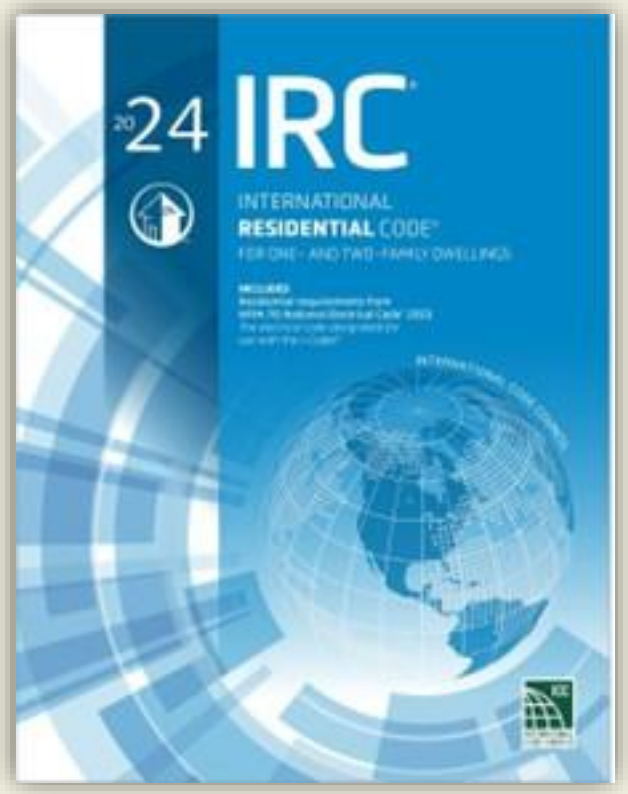


ARTICLE II: BUILDINGS (IBC) 2024

New item (17) CHAPTER 11 ACCESSIBILITY

Delete this chapter in its entirety. Refer to provisions of the Illinois Accessibility Code as adopted by the Village of Northbrook.

Reduce Confusion and Clarifies Applicable Code

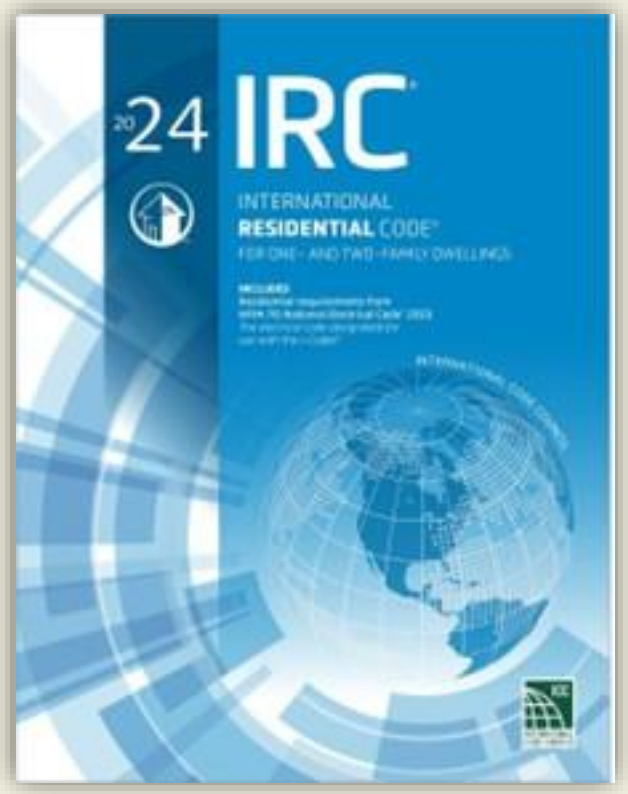


ARTICLE III. ONE- AND TWO-FAMILY DWELLINGS - (IRC) 2024 edition.

New item (3) R102.4.3 Energy Efficiency

Whenever a reference is made to the International Energy Conservation Code – Residential Provisions or Chapter 11, refer to the applicable section of the Illinois Energy Conservation Code as adopted separately by the Village of Northbrook.

Reduce Confusion and Clarifies Applicable Code

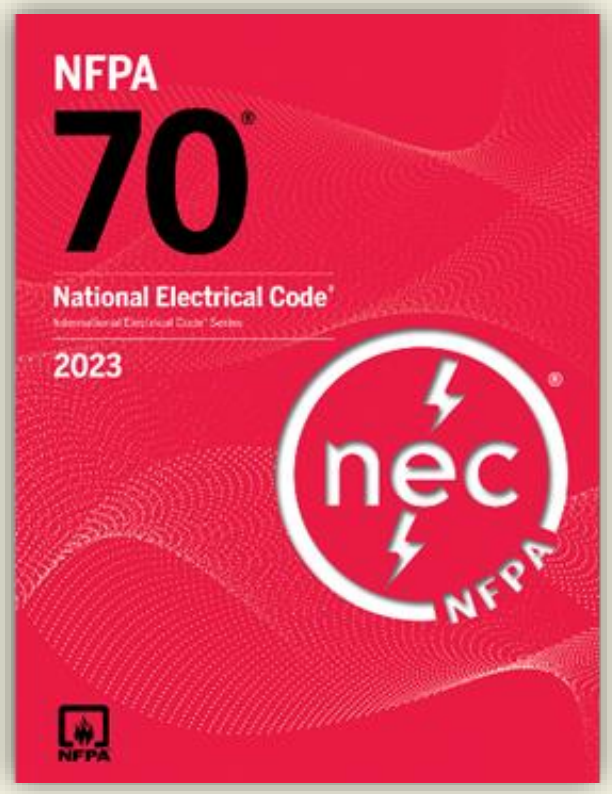


ARTICLE III. ONE- AND TWO-FAMILY DWELLINGS - (IRC) 2024 edition.

New item (34) R310.2.2 Alterations, repairs and additions. Add exception 3.

For small remodeling projects, identifies what activates the need to upgrade and connect the smoke alarm device to the system as compared to adding or replacing the smoke alarm device.

Improve Inspection Procedures for Smoke Alarms



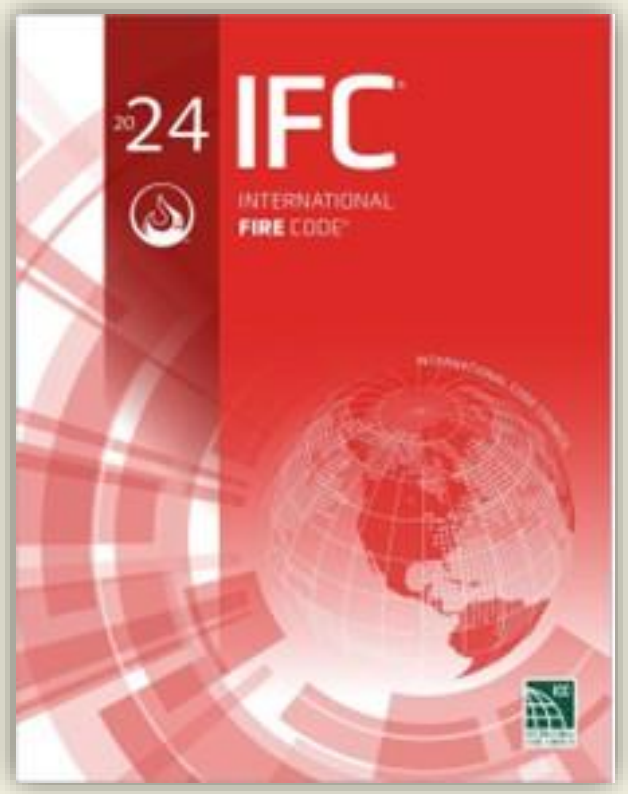
ARTICLE VI. ELECTRICAL - National Electrical Code (NEC) 2023 edition.

New item (6) delete:

***210.12* Arc-Fault Circuit Interrupter Protection.**

Delete Section 210.12 in its entirety.

Requirement has resulted in consistent issues associated with cost, reliability and on-going debate as to effectiveness

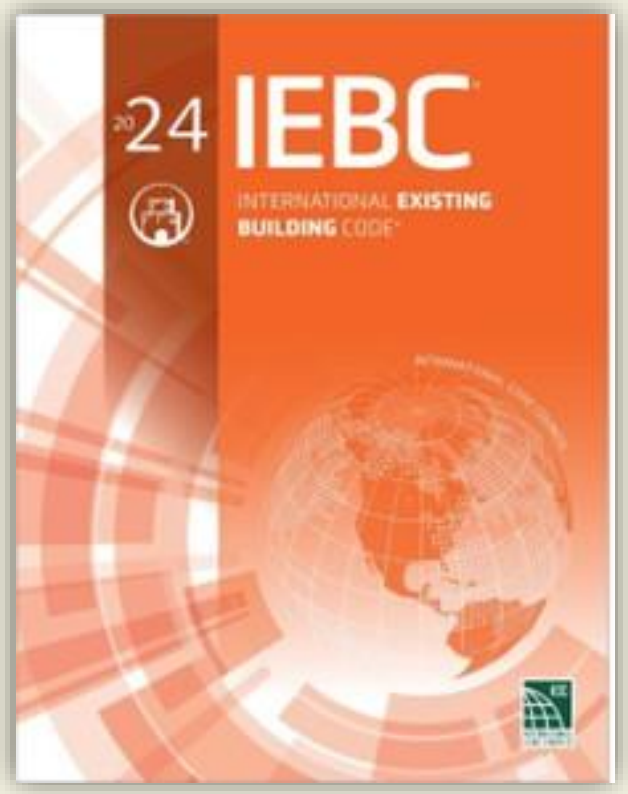


ARTICLE VII. FIRE PREVENTION (IFC) 2024

New item (55): ***Subsection 5704.2.9 Above-ground tanks.***

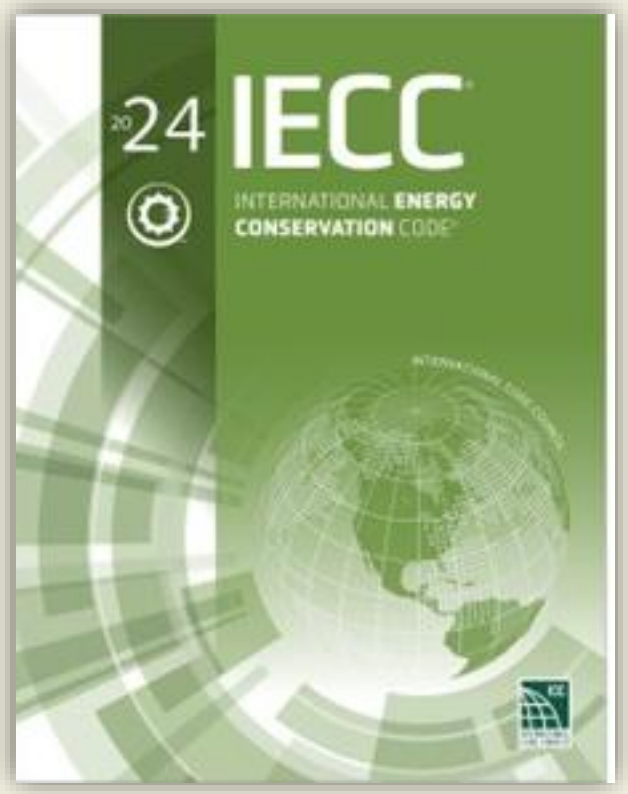
Modify the language in this subsection.

Simplifies above ground tank installations for emergency generators.



ARTICLE IX. EXISTING BUILDINGS - (IEBC) 2024 New State Base Code.

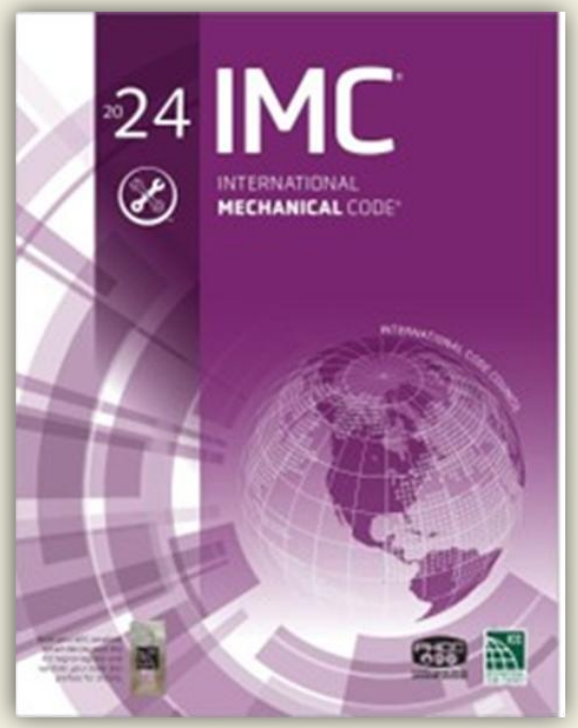
Adopted to meet the State Building & Residential Codes Act of 2025

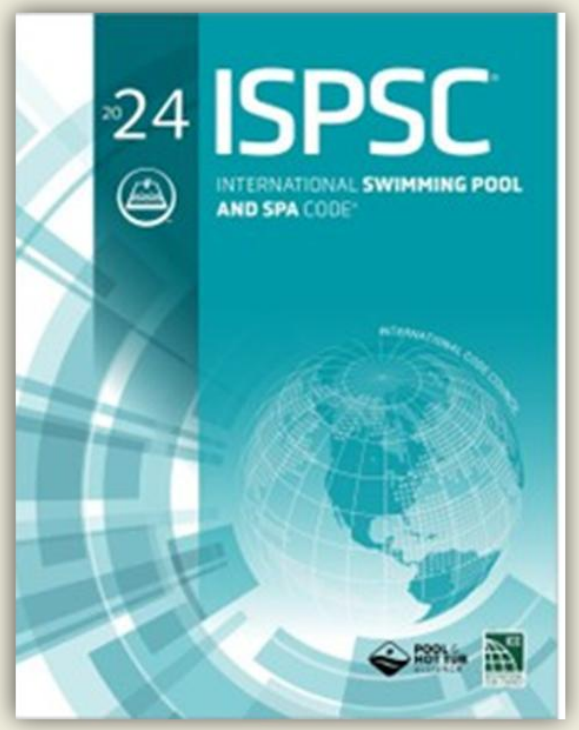


ARTICLE XIV. ENERGY CONSERVATION - (IECC) 2024 Expected amendments by the Illinois Energy Conservation Code (ILECC) 2024.

The 2024 ILECC is pending adoption by the Capital Development Board expected by the end of the year.







No significant changes to Northbrook municipal amendments associated with the above model codes.

Next Steps

1

Introduce New Codes & Modified Amendments

Inform customers and public by way of email, open house meetings and dedicated webpage.

2

Commission Review

Review by the Electrical Commission & Architectural Control Commission at public meetings.
Gather and document feedback

3

Finalization of Draft Municipal Code Changes

Submit final draft version to Village Board

4

Board of Trustees Review & Adoption

Target effective date January of 2026

July 22, 2025

International Code Council State of Illinois Code Municipal Code Updates

Northbrook Board of Trustees Meeting