



COMMITTEE REPORT May 2026





GLENCOE PARK DISTRICT
Committee of the Whole Meeting
Tuesday, May 5, 2026 at 7:00pm

Consistent with the requirements of the Illinois Compiled Statutes
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Location of the meeting is Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. West Park Project Parking
- V. Visioning Exercise for Friends Park Playground
- VI. Discussion on Capital Projects: Fund 65 Vehicle Purchases
- VII. Approval for Staff and Commissioners Attendance at NRPA Conference
- VIII. Parks Maintenance Facility Construction Update
- IX. Other Business:
- X. Executive Session
- XI. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director email: lsheppard@glencoeParkdistrict.com

Key rules governing participation

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.



IV. West Park Project Parking (no documents)

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**V. Visioning Exercise for Friends Park
Playground
(no documents)**

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VI. Discussion on Capital Projects: Fund 65 Vehicle Purchase

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MEMORANDUM

TO: Board of Commissioners
CC: Kyle Kuhs, Director of Parks and Planning, Jared Barchenger, Parks Maintenance Manager
FROM: Lisa Sheppard, Executive Director
SUBJECT: Vehicle Purchase and Waiver of Competitive Bidding Requirements
DATE: April 27, 2026

At the December 16, 2025 Board Meeting, staff presented the proposed Fund 65 capital projects. Included in these projects was the replacement of one fleet vehicle (Truck #3 2008 Ford F-250) and the purchase of a new Ford Transit. The approved budget amounts for these new vehicles are:

- 1 Ford F-250: \$80,000 for truck, paint job, and upfitting.
- 1 Ford Transit passenger van: \$75,000 for van, wrap, and upfitting.

Last year, staff discussed the lack of success we have had through traditional procurement processes when it comes to purchasing vehicles and asked the board to waive the competitive bidding process for certain vehicle purchases:

After difficulties in 2023 and 2024, staff found great success with this approach and were able to procure a vehicle within a couple of weeks.

- 2023- competitive bidding (resulted in no bids)
- 2024- ordered through cooperative purchasing alliance (vehicle took 13 months to arrive)
- 2025- competitive bidding waived, staff purchased vehicle, had it professionally painted and upfitted within 2 weeks.

Given the difficulty of procurement through cooperative purchasing and given that the retail/sticker price of new vehicles has little variance from dealer to dealer, staff is recommending the board waive the competitive bidding process and authorize the purchase of these vehicles off the lot with a not-to-exceed dollar amount based on a local dealership's current inventory.

The Village of Glencoe approaches its vehicle purchases in the same way, as they deal with similar purchasing circumstances as the District. Legal counsel confirmed that this is an acceptable approach to vehicle procurement.

Recommendation: Given the availability of these vehicles meeting the department's specifications and within the FY 2026/27 budget allocation and given the difficulties of purchasing vehicles through the competitive bidding process and cooperative purchasing alliance, staff recommends the Board waives the competitive bidding process for the purchase of the following vehicles: 1 Ford F-250 in an amount not-to-exceed \$80,000, 1 Ford Transit in an amount not-to-exceed \$75,000.

MEMORANDUM

TO: Board of Commissioners
CC: Kyle Kuhs, Director of Parks and Planning, Jared Barchenger, Parks Maintenance Manager
FROM: Lisa Sheppard, Executive Director
SUBJECT: Bobcat L65 Loader Purchase
DATE: April 27, 2026

At the December 16, 2025 Board Meeting, staff presented the proposed Fund 65 capital projects for fiscal year 2026/2027. Included in these projects was the replacement of the 2011 Kubota Tractor Snow-thrower with a new Bobcat L65 Loader. This project/budget was subsequently passed as part of the 2026/2027 budget.

The approved budget amount for the new piece of equipment is \$85,000.

The Bobcat L65 loader is available under Sourcewell contract # 020223-CEC through our local dealer Atlas Bobcat for \$78,403.88.

Cooperative purchasing alliances such as Sourcewell allow us to use contracts that have already been competitively solicited and awarded in compliance with procurement requirements. This reduces the time and administrative effort needed to conduct a separate bid process while ensuring established and competitive pricing for products and services.

Recommendation: Approval of the purchase of a Bobcat L65 Loader from Atlas Bobcat in the amount of \$78,403.88 under Sourcewell contract #020223-CEC.



Quotation Number: **TS1757429**
 Quote Sent Date: **Apr 14, 2026**
 Expiration Date: **May 14, 2026**
 Prepared By: **Todd Swartz**
 Phone: 847-529-1191
 Email: tswartz@atlasbobcat.com

Customer
Glencoe Park District
 999 GREEN BAY RD
 GLENCOE, IL, 60022-1297
 Phone: +1 847 835 4648

Contact
Jared Barchenger
 Phone: +1 847 835 4654
 Email:
jbarchenger@glencoeParkDistrict.com

Dealer
Atlas Bobcat, Elk Grove Village, IL
 1160 MCCABE AVE

Item Name	Item Number	Quantity	Price Each	Total
Bobcat L65 Compact Wheel Loader	M0701	1	65,800.68	65,800.68
Standard Equipment:				
55 HP 2.4L Turbocharged Bobcat engine with integrated Diesel Oxidation Catalyst (DOC)			Instrumentation: Hour meter, RPM, System Voltage; Engine Temperature and Fuel Gauges; Warning Lights	
Articulation Lock Bar			Lift Arm Support	
Automatic Park Brake with Slope Assist			Machine IQ Ready (device is an accessory)	
Auxiliary Hydraulics with pressure release couplers			Mirrors: Right & Left Side	
Back-up Alarm			Operator Canopy: Roll Overprotective Structure (ROPS) meets ISO 3471; Falling Object Protective Structure (FOPS) meets ISO 3449 Level II	
Battery Disconnect Switch			Power Bob-Tach Attachment Mounting System	
Bobcat Standard 5" Display			Retrieval Pin	
Bucket Level Indicator			Road Lights - Halogen (Front)	
Canopy with; Cup Holders, Dual Quick Charge USB /12 V Power Outlet, Interior Storage Compartments, Keyless Ignition, Retractable 2" Seat Belt, Tilt and Telescoping Steering Column, Vinyl Suspension Seat			Spark Arrester Muffler	
Differential Lock			Standard 365/70 R18 Tires	
Engine and Hydraulics Systems De-rate			Tie Down Points	
Front Horn			Two Speed Travel (17.6 MPH)	
Glow Plugs			Wheel Fenders	
Hydrostatic Transmission with Electronic Gearbox, 4 speeds, Advanced Attachment Control, & Flex Drive (Engine Speed Dial)			Work lights - LED (2 front & 2 rear)	
Inching Pedal			Z-Bar Mechanical Self Leveling	
HVAC Cab Comfort Package	M0701-P01-C02	1	6,574.76	6,574.76
<i>Included:</i> Enclosed Cab with HVAC Front and rear wiper / washer, Dome light, Rear defrost, Automatic Ride Control, Attachment Control Device (7 pin connector), Radio Ready, Cloth suspension Seat,				
L65 General Purpose Bucket	7427816	1	3,155.26	3,155.26
Cutting Edge Kit	7423019	1	373.18	373.18
60 Month/2000 Hour Full Extended Warranty	9997060	1	2,500.00	2,500.00
	Total for Bobcat L65 Compact Wheel Loader			78,403.88
Sourcewell	020223-CEC	1	0.00	0.00
	Total for Sourcewell			0.00
	Quote Subtotal			78,403.88
	Quote Total - USD			78,403.88

Customer Acceptance:

Quotation Number: TS1757429

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____ Tax Exempt: Y / N

VII. Approval for Staff and Commissioners Attendance at NRPA Conference

Glencoe Park District
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MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: NRPA Conference Attendance
DATE: April 29, 2026

The National Parks and Recreation Conference is the premier conference for Park and Recreation professionals from across the country. This year's conference will feature thought provoking keynote speakers, dynamic education sessions, an exploration worthy exhibit hall, and plenty of unique ways to network and connect with our peers from across the United States. The Conference is in Philadelphia, Pennsylvania from September 28 – October 1, and requires a three-night stay. Attendees would fly in on Monday and leave on Thursday, after sessions.

In addition, we have been nominated for the second year in a row as an AARPA National Gold Medal Finalist! There is an evening reception for National Gold Medal Finalist on Monday, September 28, where we will receive the finalist plaque. The winner of the Grand Plaque Gold Medal Award will be announced at the Opening Session on Wednesday morning.

Traditionally, Bobby, John, Kyle, and I attend the NRPA Conference. We requesting that three additional team managers attend the conference this year. Erin and Erika have been instrumental in both the achievements outlined in the application and the preparation of the application. Shannon has been named 30 under 30 by NRPA and should attend the conference to receive this recognition. We have budgeted for these individuals to attend.

We have also budgeted for board members to attend, should they want to. The Board should determine who will attend. We ask that commissioners decide if they would like to attend by August 6, so that we can take advantage of the Early Bird registration rates. We also ask if there is a desire to attend, but schedules need to be checked, that we approve attendance at the May Board meeting, even if tentative.

For more information I refer you to the NRPA Website: [About the 2026 NRPA Annual Conference](#)

After discussion we will move this to approval at the May Board meeting under consent agenda.

Below is an estimate of expenses. The **total represents a not-to-exceed cost**, actual costs may be lower. **The conference expenses were budgeted and approved by the Board during the budget process.**

Not to Exceed Cost Per Person	Registration	Flight (not to exceed)	Hotel 3 Nights (not to exceed)	Travel Estimate	Per Diem	Total
	\$795	\$450	\$1,200	\$300	\$322	\$3,067

Recommended May Consent Agenda Motion: To approve no more than seven staff and five commissioners attend NRPA at a per person cost not to exceed \$3,067 per person.

**VIII. Parks Maintenance
Facility Construction Update
(no documents, on-site tour)**

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