

**MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
NOVEMBER 17, 2020  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Michael Reid  
Commissioner Michael W. Alter  
Commissioner Susan Aberman  
Commissioner Minal Desai

Others Present:

Executive Director/Secretary Michelle J. Tuft  
Superintendent of Business Services William G. Schmidt  
Superintendent of Facilities Jon Marquardt  
Superintendent of Parks Corrie Guynn  
Superintendent of Recreation Breanne Labus  
Executive Administrative Assistant Ann Perez  
Marketing and Communications Manager Jim Bottorff  
Mary Ohshana, Skokie Resident

Absent:

Vice President Khemarey Khoem

**CALL TO ORDER**

President Reid called the regular meeting of the Board of Park Commissioners to order at 7:00 p.m., followed by the recitation of the Pledge of Allegiance.

**COMMENTS FROM CITIZENS**

There were no citizen comments.

**CONSENT AGENDA APPROVAL**

Commissioner Alter moved to approve the Consent Agenda. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman and Vice President Khoem were absent. Motion carried. The Consent Agenda consisted of the minutes of the Regular Meeting of October 20, 2020, bills payable for the month of October/November 2020, Treasurer's Report, and Staff Reports.

Commissioner Aberman entered the meeting at 7:02 p.m.

**2020 TAX LEVY PRESENTATION**

Treasurer Schmidt presented the 2020 Tax levy in detail. The CPI increase for the 2020 tax levy year is 2.3% which is an increase of \$189,985 in the aggregate funds (all funds minus debt service). The levy is based on an overall increase of 2.3% without loss and cost. The Truth-in-Taxation increase is less than 5% therefore no public hearing or public notice is required. The presentation is informational only.

**APPROVAL OF 2020 TAX LEVY ORDINANCE #20-009**

Treasurer Schmidt requested approval of the 2020 Tax Levy Ordinance #20-009. Mr. Schmidt said the Ordinance will be filed with the Cook County Tax Extension Office and is the same dollar amount the Board approved in draft form at the October Board Meeting. President Reid asked for any questions or comments.

Commissioner Alter moved to approve the 2020 Tax Levy Ordinance #20-009 in the amount of \$8,431,000. This does not include debt service costs, or the loss and cost factor added by the County. Commissioner Desai seconded the motion. Commissioner Khoeun was absent. On a roll call vote all Commissioners voted aye. Motion carried.

**FINANCIAL UPDATE**

Treasurer Schmidt presented six month actual numbers and updated projections for fiscal year 2020-21. The District has seen some positive results from running great recreation programs and staff was optimistic. However, just today the Governor released new tier three mitigation restrictions which go into effect on November 20. The restrictions will limit programming and will change the projections. The majority of recreation programming will be halted. Tot Learning Center and Devonshire pre-school classes will remain operational. Fitness First will operate with a reduced capacity and there will be no indoor exercise group classes. Emily Oaks Nature Center outdoor programs will continue. No one knows how long the mitigation restrictions will be in effect.

No motion required, for informational purposes only.

**AUTHORIZATION TO DISPOSE OF FIXED ASSETS ORDINANCE #20-008**

Superintendent Guynn requested authorization to dispose of fixed assets Ordinance #20-008. All the assets have outlived their usefulness and will be disposed of through an online auction. Below is the list:

Assignment/ Vehicle Number	Year	License #	Vin/Serial Number #	Manufacturer
General Staff Vehicle (vehicle #114)	2007	M209568	1J4GL48K97 W561446	Jeep
Dump Trailer (vehicle #819)	2007	M096102	16VDX12297 2H56448	10SR-12X
Utility Trailer	N/A	N/A	4K8AX1011 W1A30785	N/A
Spreader	N/A	N/A	Model# 2100P	Earthway
Backpack Blower	N/A	N/A	Serial 40300679	Redmax
Water Pump	N/A	N/A	GX-31	Honda
Walk Behind Mower	N/A	N/A	24470264	Scag

Drill	N/A	N/A	072067-A9983	Porter Cable
Vacuum	N/A	N/A	80597063	Billy Goat
4'Wx2'Dx30"H Storage Box-2	N/A	N/A	N/A	Knaack
Storage Box	N/A	N/A	N/A	Knaack
Edger	N/A	N/A	685464	McLane
Baseball/Softball Pitching Machines-15	N/A	N/A	N/A	ABC
Hitch Receiver	N/A	N/A	N/A	Drawtite

Commissioner Aberman moved to approve Ordinance #20-008 authorizing the disposal of various fixed assets. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Khoeun was absent. Motion carried.

**APPROVAL OF EMILY OAKS NATURE CENTER SOLAR PANEL INSTALLATION PROJECT BID**

Superintendent Guynn requested approval of the Emily Oaks Nature Center Solar Panel Installation Project Bid. Mr. Guynn said two bids were received on November 5, 2020. The scope of work includes the installation of 44 solar panels on the Emily Oaks Nature Center roof. A grant was received from the Illinois Clean Energy Community Foundation in the amount of \$23,955 which covers 60 percent of the cost of the project. It is estimated that electrical cost savings will be 21% of the annual electrical energy costs. The project will also provide educational opportunities at the Nature Center.

Commissioner Desai moved to approve the bid of Windfree Solar for \$41,008 for the Emily Oaks Nature Center Solar Panel Installation Project. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Khoeun was absent. Motion carried

**WEBER/PARK SERVICES SOLAR PANEL UPDATE**

Mr. Guynn updated the board on the planned installation of solar panels at both the Weber Leisure Center and Park Services. Staff have been examining the pros and cons of this project, trying to determine what is best for the District. Mr. Guynn shared a spreadsheet which explains the cost of purchasing the equipment and the energy bill savings under consideration. A proposal was received by Realgy that would save the District \$15,200 annually. Executive Director Tuft and Mr. Guynn asked the Board to postpone a decision on this project. A decision must be made for the Realgy proposal in December and the project will be discussed at the December Board meeting.

No motion required, for informational purposes only.

**UPDATE AND REVIEW OF 2020-2021 DIVISION AND DISTRICT GOALS**

Ms. Tuft presented an update on the 2020-21 goals. The goals were last reviewed in August 2020. Commissioners Aberman and Desai had some questions and Ms. Tuft responded.

Commissioner Aberman said the goals presented were well done and self-explanatory. No motion required, for informational purposes only.

### **PRESIDENT'S REPORT**

The next regular meeting of the Board of Park Commissioners will be held virtually on Zoom on Tuesday, December 15, 2020 at 7:00 p.m.

### **COMMISSIONER COMMENTS**

Ms. Tuft spoke about how information would be shared with the public regarding the new COVID-19 guidelines beginning on November 20. Information will be distributed through the weekly SPD e-newsletter, posted on the website and through individual emails. Commissioner Aberman suggested posting the new COVID-19 restrictions on the website. Ms. Tuft said there is a page on the website dedicated to COVID-19 guidelines that is frequently updated. Commissioner Desai inquired about safety protocols at the facilities. Ms. Tuft responded to her concerns.

### **DIRECTOR'S COMMENTS**

Ms. Tuft informed the board that work has begun on the 2021-22 budgets. Budgets will be prepared using the 2020 COVID-19 restriction levels for summer and will transition into a more normal season starting in fall 2021.

The Rotary Plant and Pizza Sale flyer will be emailed to the Board.

Commissioner Aberman asked about the infant room being closed at Tot Learning Center. Ms. Tuft said two staff members tested positive but no further cases, staff or infants, were reported. Commissioner Aberman asked why the other classrooms were not closed. Ms. Tuft responded that Tot Learning Center has done a very good job keeping everyone separated to prevent cross contamination and thus no other rooms were closed. The Skokie Health Department was also consulted.

### **OLD BUSINESS**

Ms. Tuft said she is a member of Skokie Cares and the group was hoping to do an equity project that could be tied into the Park District's equity work. The District held off on moving forward with the equity audit while waiting for the grant announcement and due to COVID-19. However, the Skokie Cares grant application was not funded.

Mr. Marquardt has spoken with four facilitators. The scope of the equity audit and the cost very drastically, ranging from \$12,500 to \$55,000. An equity audit includes focus groups, surveys, meeting with the Board and external and internal customers, strategic planning and numerous other strategies. The next step includes Ms. Tuft meeting with the facilitators. Mr. Marquardt hopes to have someone selected in spring 2021.

The Distinguished Park and Recreation Accreditation (DPRA) process requires a certain number of staff trainings. Staff hopes to tie in the equity facilitators with an upcoming training on diversity. Mr. Marquardt said the trainings cost between \$1,500 – \$2,000. Commissioner Aberman asked about Board training. Mr. Marquardt said part of the equity audit includes Board participation. Ms. Tuft said a Board workshop could be scheduled.

**NEW BUSINESS**

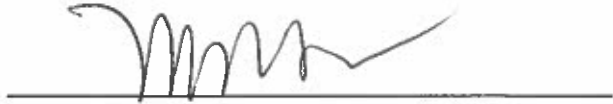
There was no new business.

**ADJOURNMENT**

Commissioner Alter moved to adjourn the regular meeting. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Khoeun was absent. Motion carried. The regular meeting adjourned at 7:47 p.m.



Mike Reid  
President



Michelle J. Tuft  
Secretary