

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
APRIL 21, 2015
6:30 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Mike Reid
Vice President Michael W. Alter
Commissioner Susan Aberman
Commissioner Jerry B. Clarito
Commissioner Maureen Yanes

Others Present:

Director/Secretary John V. Ohrlund
Business Superintendent/Treasurer William G. Schmidt
Superintendent of Parks Michael Rea
Superintendent of Recreation and Facilities Michelle Tuft
Assistant Superintendent of Recreation Jon Marquardt
Executive Administrative Assistant Ann Perez
Golf Center Manager, Richard Lee
Athletics Supervisor, Robert DeLeonardis
John Miller, Ehlers and Associates
Don Matthews, Gewalt Hamilton
Scott Freres, Lakota Group
Sarah White, Lakota Group
Daniel Atilano, Dewberry Architects
Ray Gilbert, Still Acting Up

CALL TO ORDER

President Reid called the regular meeting of the Board of Park Commissioners to order at 6:30 p.m., followed by the recitation of the Pledge of Allegiance.

COMMENTS FROM CITIZENS

Mr. Ray Gilbert, 4421 Estes, Lincolnwood, Illinois addressed the Board regarding the senior acting group, Still Acting Up. Mr. Gilbert said all of the shows and music are original compositions. The group performs at Devonshire Cultural Center, libraries, nursing facilities and other park districts. Mr. Gilbert thanked the Board for their support and for the assistance from the Park District Marketing Department creating flyers and the play book. In the past, the group donated their old speaker system to the Park District. President Reid said the plays are very good, well done and well attended. Mr. Gilbert invited the Board to attend their new play "Hi Tech". He said the group receives compliments after the performance including "it's better than going to a movie."

CONSENT AGENDA APPROVAL

With no items removed from the Consent Agenda, Commissioner Aberman moved to approve the Consent Agenda. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The Consent Agenda consisted of: Minutes of the Regular Board Meeting of March 17, 2015; Marketing Committee Meeting Minutes of March 23, 2015; Bills payable for the months of March 2015/April 2015; Treasurer's Report; and Staff Reports.

PUBLIC HEARING – BOND NOTIFICATION ISSUE ACT

President Reid called the Public Hearing on the Fiscal Year 2016 Tentative Budget and Appropriation Ordinance #15-005. There were no citizen comments. President Reid closed the Public Hearing at 6:38 p.m.

APPROVAL OF THE FINAL BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2015-2016 ORDINANCE #15-006

Treasurer Schmidt asked the Board for approval of the Final Budget and Appropriation Ordinance for Fiscal Year 2015-2016 Ordinance #15-006. Treasurer Schmidt said this Ordinance mirrors the Tentative Budget and Appropriate Ordinance #15-005 that was on display for public review for 30 days at Devonshire, Oakton and Weber Centers and approved at the last Board meeting. Once approved, the Ordinance will be filed with Cook County.

Vice President Alter moved to approve the Final Budget and Appropriation Ordinance #15-006 for Fiscal Year 2015-2016 in the amount of \$28,142,083. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

ADOPTION OF SUPPLEMENTAL ORDINANCE #15-007 PROVIDING FOR THE ISSUANCE OF APPROXIMATELY \$2,000,000 OF GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE) SERIES 2015B OF THE SKOKIE PARK DISTRICT

Treasurer Schmidt requested adoption of Supplemental Ordinance #15-007 providing for the issuance of approximately \$2,000,000 of General Obligation Bonds (Alternate Revenue Source) Series 2015B of the Skokie Park District.

Treasurer Schmidt introduced Mr. John Miller, Ehlers and Associates, to report on the bond sale that took place earlier in the day. Mr. Miller said the sale was for \$2,000,000 of Government Obligation Bonds (Alternate Revenue Source) Series 2015B. The District uses this process for issuing alternate bonds on a biannual basis for new money for capital projects. Mr. Miller stated interest rates are still low, today at 3.07%. The coupon rate was more aggressive. The par amount was \$2,000,000 and the District received slightly more money due to the high coupon rate of 4.25%. The money that comes in is enough to pay the cost of issuance and all other costs as well as \$2,000,000 net. The negotiated sale was with Hutchinson, Shockey, Erley and Co. of Chicago, Illinois. Mr. Miller said a Series C bond will be sold in October for approximately \$300,000.

Commissioner Aberman asked why there was only one bidder for the sale. Mr. Miller said the sale was a negotiated sale and not a bid. The process is different. Instead of putting the bond issue out to bidders, an underwriter is chosen. A request for proposal was done to select the underwriter. Mr. Miller said Hutchinson, Shockey, Erley and Co. had the best proposal.

Commissioner Clarito asked if the rate for the bond sale was determined prior to the sale. Mr. Miller explained he has been working with the underwriters the last few weeks and looking at other deals in the market. After much discussion with the underwriters a negotiated sale is completed.

Commissioner Yanes moved to approve Supplemental Ordinance #15-007 authorizing the issuance of \$2,000,000 of General Obligation Bonds (Alternate Revenue Source), Series 2015B of the Skokie Park District. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

REVIEW OF THE DISTRICT'S MISSION STATEMENT AND CORE VALUES

Executive Director Ohrlund said it is good idea to review the District's Mission Statement and Core values from time to time. Executive Director Ohrlund said it is also part of the Distinguished Agency review that the District is undergoing this year. Executive Director Ohrlund said the Vision and Mission statements and core values were a combined effort that the Board, staff and community put together a few years ago and have served the District well. Executive Director Ohrlund asked for input.

Commissioner Yanes asked if the Park District's diversity is reflected in our core values. Commissioner Aberman responded that openness encompasses diversity. Commissioner Aberman said the statement and core values are still relevant.

Vice President Alter moved to reaffirm the Skokie Park District's Vision Statement, Mission Statement, and Core Values as presented. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

REVIEW OF PERSONNEL POLICY MANUAL

Executive Director Ohrlund said a draft of the Personnel Policy Manual was distributed today for review. Staff has been working extensively for a number of months reviewing the Personnel Policy Manual. The manual has been reviewed with Management Associates who are legal experts in the field. Staff received their recommendations and many of their recommendations are in the draft. As soon as staff completes the review of the draft, a final draft will be sent to the Board and be presented at a future board meeting for approval.

REVIEW OF BOARD AND ADMINISTRATIVE POLICY AND PROCEDURES

Executive Director Ohrlund said a draft of the Board and Administrative Policy and Procedures Manual was distributed today for review. This policy is being reviewed by Tressler LLP. Once a final draft has been received and reviewed, a copy will be sent to the Board to review.

Commissioner Clarito inquired about use of facilities. Executive Director Ohrlund responded that a facility use section was not prepared yet.

APPROVAL OF AGREEMENT FOR A SPACE UTILIZATION STUDY FOR THE WEBER LEISURE CENTER AND FITNESS FIRST

Superintendent Tuft requested approval of the agreement for a Space Utilization Study for the Weber Leisure Center and Fitness First. She said Williams Architects was the original designer of many District facilities including the Weber Leisure Center and has done other renovations such as the Exploritorium and Skatium. The study will help determine the scope and costs of future renovations.

Commissioner Clarito asked if the selection of the architect is subject to the bidding process. Executive Director Ohrlund responded bidding out these professional services is not required due to the District's existing relationship with the firm. Commissioner Aberman said it is to the District's advantage to use Williams Architects because of their relationship with the District in past construction and renovations with the District and their knowledge of Weber Leisure Center.

Commissioner Clarito moved to enter into an agreement with Williams Architects for a Space Utilization Study for the Weber Leisure Center and Fitness First renovation. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

REQUEST FOR AUTHORIZATION TO BID DEVONSHIRE THEATER FLOORING

Superintendent Rea requested authorization to bid the Devonshire Theater flooring. The existing tile floor will be removed and new epoxy coating will be laid down. The flooring must be able to withstand the weight of the bleachers. The project is budgeted in the 2015-2016 Capital Improvement Fund for \$35,000.

Commissioner Aberman moved to authorize staff to prepare bid specifications and solicit bids for Devonshire Theater epoxy floor coating. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**REQUEST FOR AUTHORIZATION TO BID BASKETBALL AND TENNIS COURT REPAIRS
AND COLOR COATING**

Superintendent Rea requested authorization to bid basketball and tennis court repairs and color coating for various basketball locations and tennis courts at Hamlin, Lauth, Lyons and Lockwood Parks. Pickle ball courts will be established at Hamlin and Lyons Parks. The projected is budgeted in the 2015-2016 Capital Improvement Fund for \$96,500.

Commissioner Aberman moved to authorize staff to prepare bid specifications and solicit bids for basketball and tennis court improvements. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

REQUEST FOR AUTHORIZATION TO BID PRINTING SERVICES FOR PROGRAM GUIDES

Superintendent Tuft requested authorization to bid printing services for the District's program guides. The printing services are bid in a 5 year cycle with an option to renew for 5 years. Superintendent Tuft said it is time to test the market to be sure the District is receiving the best price. Vice President Alter asked if the District could do this printing in-house. Superintendent Tuft said the District cannot do the seasonal program guides in-house. The posters, flyers and a lot of other items are printed in-house. The annual budget for the past five years was \$118,000.

Commissioner Aberman moved to authorize staff to prepare specifications and seek bids for the printing of the District's program guides for a five year period. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

PRESIDENT'S REPORT

The date for the next Regular and Annual Meetings of the Board of Park Commissioners was set for Tuesday, May 19, 2015 at 7:00 p.m. President Reid reminded the Board of the Sports Park East Open House scheduled for April 30, 2015 at the Oakton Community Center at 6 – 8 p.m.

Executive Director Ohrlund reminded the Board of the upcoming events:

- State of the Village Legislative Breakfast – Friday, April 24, 2015 at 7:30 a.m. at Evanston Golf Club
- Stand Against Racism – Friday, April 24, 2015 10:25 – 10:55 a.m. – At various locations in the Village
- The IAPD Legislative Conference – April 28 and April 29 in Springfield
- Earth Day Celebration - Emily Oaks Nature Center – Sunday, April 26, 2015 Noon- 4 p.m.

COMMISSIONER COMMENTS

Commissioner Clarito congratulated Vice President Alter on his re-election as Park Commissioner for another six year term.

President Reid said the Spring Greening event held on Sunday, April 19th at Niles North High School was great. The weather cooperated and the event was well attended. Superintendent Tuft said the number of cars for recycling was 864 compared to 588 cars last year. The Skokie residents appreciated the community recycling efforts.

President Reid commented that he heard positive comments about the new Skokie Tennis Club affiliate at the Tennis Center. They currently have 15 tennis teams participating.

Commissioner Yanes mentioned an East Indian custom known as Holi-Festival of Colors that she has read about. Superintendent Tuft said she would research.

Commissioner Yanes asked if TV monitors with Park District events could be placed on the blank walls in Fitness First. Superintendent Tuft said most people exercising on the equipment are watching the

televisions on the machines. Suggestions included some pictures of the Park District beautiful floral displays at the facilities.

Commissioner Yanes commented on the increased number of camp registrations this year.

SPORTS PARK EAST PLANNING WORKSHOP

Executive Director Ohrlund introduced Don Matthews of Gewalt Hamilton to begin the Sports Park East Planning Workshop. Mr. Matthews explained that the purpose of the workshop was to get Board input on the concepts presented for the Sports Park East development.

Mr. Scott Freres, Lakota Group, presented the concepts to the Board. He explained the process and timeline for the project. Currently the project is in the master planning stage. Discussions occurred after each concept was presented. At the end of the presentation, Mr. Freres asked the Board for their feedback on the designs presented. The Board responded and Mr. Freres said the concepts will be presented at the April Open House to the community on Thursday, April 30th at 6 – 8 p.m. at the Oakton Center for public input into the design for the Sports Park East project. After this open house, the concepts will be refined and presented to the Board with cost estimates for their consideration at a future date.

ADJOURNMENT

Commissioner Aberman moved to adjourn the regular meeting. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting ended at 8:35 p.m.

Michael Reid
President

John V. Ohrlund
Secretary