

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
APRIL 18, 2017  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

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

Others Present:

Executive Director/Secretary John V. Ohrlund  
Superintendent of Business Services William G. Schmidt  
Superintendent of Recreation and Facilities Michelle Tuft  
Superintendent of Parks Michael Rea  
Assistant Superintendent of Recreation Jon Marquardt  
Executive Administrative Assistant Ann Perez  
Jim Bottorff, Marketing/Communications Manager  
Dima Kirland/Park Services Office Manager  
John Miller, Ehlers and Associates  
Mike Isaacs, Skokie Review  
Khemarey Khoeun, Commissioner-elect  
Anne Tennes, Skokie Resident  
Howard Tennes, Skokie Resident  
Robert Ciukowski, Skokie Resident  
Mark Bushhouse, Williams Architects  
Andy Dogan, Williams Architects  
Jack Hayes, Frederick Quinn Corporation  
John Elleanardo, Frederick Quinn Corporation

**CALL TO ORDER**

President Clarito 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**

Skokie resident Anne Tennes spoke on behalf of the Skokie Tennis Association. Mrs. Tennes expressed her appreciation to the Skokie Park District Board for their support. The Skokie Tennis Association is an intergenerational recreational mixed doubles tennis league for adults. She described the formation of the group beginning with the assistance of Executive Director Ohrlund to its status as an affiliate of the Skokie Park District as of March 2015. Mrs. Tennes said the league has been an economic boost to downtown Skokie. Mrs. Tennes thanked all of the Park District staff for their support.

**PUBLIC HEARING ON THE FISCAL YEAR 2018 TENTATIVE BUDGET AND  
APPROPRIATION ORDINANCE #17-006**

President Clarito called the Public Hearing on the Fiscal Year 2018 Tentative Budget and Appropriation Ordinance to order. He asked for any comments or questions. There were no comments. President Clarito closed the Public Hearing at 7:10 p.m.

**CONSENT AGENDA APPROVAL**

Commissioner Reid 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 Meeting of March 14, 2017; Minutes of the Board Workshop of March 21, 2017; Bills payable for the month of March/April 2017; Treasurer's Report; and Staff Reports.

**APPROVAL OF THE FINAL BUDGET AND APPROPRIATION ORDINANCE  
FISCAL YEAR 2017-2018 ORDINANCE #17-007**

Treasurer Schmidt requested the approval of the Final Budget and Appropriation Ordinance for Fiscal Year 2017-2018, Ordinance #17-007. Treasurer Schmidt said the draft Ordinance has been on display for over thirty days at the Devonshire, Oakton and Weber Centers. There were no citizen comments on the draft Ordinance.

Commissioner Reid moved to approved the Final Budget and Appropriation Ordinance #17-007 for Fiscal Year 2017-2018 in the amount of \$32,120,741. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**ADOPTION OF SUPPLEMENTAL ORDINANCE #17-008, PROVIDING FOR THE ISSUANCE  
OF \$2,500,000 OF GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE),  
SERIES 2017B, OF THE SKOKIE PARK DISTRICT**

Treasurer Schmidt requested the Adoption of Supplemental Ordinance #17-008, providing for the issuance of \$2,500,000 of General Obligation Bonds (Alternate Revenue Source), Series 2017B, of the Skokie Park District. Treasurer Schmidt introduced Mr. John Miller, Ehlers and Associates, to discuss the results of the bond sale. Mr. Miller recapped the details of the bond sale from this morning. He said it was a negotiated sale with Hutchinson, Shockey, Erley & Co., Chicago, Illinois for a 16 year maturity with a true interest rate of 3.5714%. The purpose of the bonds is to provide funds for District capital improvements and equipment. The bonds are callable December 1, 2025. The Moody's Investors Service affirmed the District's "Aa2" rating.

Commissioner Yanes moved to approve Supplemental Ordinance #17-008 authorizing the issuance of \$2,500,000 of General Obligation Bonds (Alternate Revenue Source), Series 2017B of the Skokie Park District. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**SERVICE CENTER PROJECT SCHEMATIC DESIGN AND COST REVIEW AND  
APPROVAL TO PROCEED WITH DESIGN DEVELOPMENT PHASE**

Superintendent Rea introduced Jack Hayes and John Elleanorado from Frederick Quinn Corporation, and Mark Bushhouse and Andy Dogan of Williams Architects to present the site and floor plans for the new Park Service Center at 7500 Frontage Road.

Superintendent Rea said the consultants and architects have been meeting to design a facility that will function well at a cost close to budget. Mr. Bushhouse described the proposed renovations and constraints imposed by code requirements. He noted the possibility of additional work in the future and the availability of space in the upstairs office

area. Director Ohrlund noted that the IT function and staff will be moving and that the total estimated cost of the proposed work is about \$2.8 million. Commissioner Yanas asked about the project timeline. Mr. Jack Hayes responded the anticipation is for the construction to begin in October and be completed in April 2018.

Vice President Alter moved to approve the design and proceed to design development for the Park Service Center. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **WEBER/FITNESS FIRST PROJECT UPDATE**

Superintendent Tuft reported on the Weber/Fitness First project. Superintendent Tuft reported on progress since the last Board meeting. Staff meets weekly with the construction manager and bi-weekly with the architects to discuss the progress of the project. To date the following work has been done:

- Demolition is 100% completed including the board room, stairs and exterior walls, locker rooms, non-member locker rooms and fitness offices.
- The board room floor has been poured.
- Plumbing is beginning to go into the locker rooms.
- Framing in the board room has begun.

Superintendent Tuft said she will update the Board monthly on the project progress with a report and photos of the construction status. No motion necessary, for informational purposes only.

### **AUTHORIZATION TO BID FURNITURE FOR WEBER/FITNESS FIRST PROJECT**

Superintendent Tuft requested authorization to bid furniture for the Weber/Fitness First project. Items include office furniture, tables and chairs for meetings and classes, birthday party tables and chairs, and lobby furniture for the four lobbies in the building. The funds for the furniture will be split between the capital and project budgets.

Commissioner Aberman moved to authorize staff to prepare bid specifications and accept bids for the purchase of furniture for the Weber renovation project. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **APPROVAL OF BID FOR CERAMIC TILE FOR THE WEBER/FITNESS PROJECT**

Superintendent Tuft requested approval of the bid for the ceramic tile for the Weber/Fitness First project. Superintendent Tuft reminded the Board that the ceramic tile was previously bid. Upon re-bidding the low bid was \$24,330 over the estimated budget but was a savings of \$48,129 from the original bid. The difference will be paid out of a contingency.

Superintendent Tuft said the low bidder; Regency Tile, Inc. could not meet the time frame required and will need to extend the construction time of the ceramic tile work by about four weeks. Staff recommends accepting the bid from Regency Tile Inc.

Commissioner Reid moved to award the ceramic tile bid to Regency Tile, Inc. in the amount of \$326,567.00. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **APPROVAL OF BID FOR REPLACEMENT POOL HEATERS**

Superintendent Tuft requested approval of the bid for a replacement pool heater for Skokie Water Playground and Devonshire Aquatic Center. Superintendent Tuft explained that bid specifications were flexible to allow bidders to bid the purchase of the heaters or the purchase and installation of the heaters. Two bids were received for the purchase and installation of the pool heaters and one bid was received for the heater purchase only. Halogen Supply Company bid on the purchase only and is the Chicago area manufacturer's representative for Raypak pool heaters, and other bidders source the heaters through Halogen. Staff recommends purchasing the heater replacement for Skokie Water Playground only and will get quotes for the installation. The price of heater is \$46,807. The heaters were budgeted at \$60,000 in the capital budget. The remaining funds will pay for the installation of the heater. The pool heater at Devonshire Aquatic Center is operational and will be used this season and replaced the following fiscal year.

Commissioner Yanes moved to award the bid to Halogen Pool Supply for the purchase of a new pool heater for Skokie Water Playground in the amount of \$46,708. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **APPROVAL OF BID FOR TENTS, TABLES, CHAIRS AND EQUIPMENT FOR SPECIAL EVENTS**

Superintendent Tuft requested approval of the bid for tents, tables, chairs and equipment for special events. Superintendent Tuft reminded the Board that at the March Board meeting this bid was rejected. New specifications were prepared and a mandatory pre-bid meeting was held. Two bids were received and staff is recommending the low bidder, Classic Event and Tent Rentals. The contract is for one year with an option to renew for five years.

Commissioner Reid moved to award the bid for tents, tables, chairs and equipment for special events to Classic Event and Tent Rentals for \$49,853.17. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **APPROVAL OF BUS TRANSPORTATION BID**

Assistant Superintendent Jon Marquardt requested approval of the bus transportation bid. Four bids were received. The low bidder was First Student. First Student provided the lowest bid for all categories and the lowest annual fee increase. The District has used First Student bus transportation for the S.P.A.C.E. field trips and has been very satisfied with their service. President Clarito asked if criminal background checks would be performed and Mr. Marquardt responded yes.

Commissioner Aberman moved to award the bid for bus transportation service to First Student. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **AUTHORIZATION TO BID LAWLER PARK COURT RENOVATIONS**

Superintendent Rea requested authorization to prepare bid specifications and to solicit bids for the court renovations at Lawler Park which is budgeted in the Building Improvement Fund. The tennis court will become four pickleball courts and the basketball court will become a multiuse court for Futsal. Futsal is a small hard surfaced soccer court inside a fenced area with basketball hoops at each end. Mr. Rea said an analysis of the usage of the tennis courts found that the tennis courts were not being highly used.

Commissioner Yanes moved to authorize staff to prepare bid specifications and to solicit bids for court renovations at Lawler Park. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR  
SCHACK PARK PLAYGROUND**

Superintendent Rea requested approval of a professional services agreement for Schack Park playground. The playground is budgeted for replacement in the five year capital plan at \$350,000.

Mr. Rea recommended Hitchcock Design Group for a professional fee of \$27,927. Commissioner Yanes asked if adult fitness stations could be considered for playgrounds during renovation. There was discussion about adult fitness stations.

The playground is utilized by the students at Fairview School. Commissioner Aberman asked if any funding was available from District 72 for the playground renovation. Executive Director Ohrlund responded that District 72 was approached and is considering raising funds for the playground but nothing has been finalized.

Commissioner Reid moved to approve the agreement with Hitchcock Design Group for professional services for Schack Park playground renovation for \$27,927 plus construction observation costs. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**WEB SITE DEVELOPER RECOMMENDATION**

Superintendent Tuft requested approval for a new website developer. Over the past year a consultant conducted a usability study of the District's current website which revealed a re-development of the website was necessary to meet current and future needs. Ten proposals were received with four of the vendors receiving interviews from the Marketing Staff, IT Department, Mr. Marquardt and Ms. Tuft. The proposals ranged from \$11,580 to \$135,550. After interviewing the vendors, staff is recommending Americaneagle.com of Des Plaines, Illinois for the project. Americaneagle.com is one of the most experienced website developers and offered the most detailed approach. President Clarito asked if the new website would resolve some registration issues. Superintendent Tuft responded the RecTrac registration system is a separate system that integrates with the website. The District requires proof of residency when registering for programs which can only be done when registration is done in person at a facility. Once the person establishes residency, they can register for programs on the website.

Commissioner Yanes moved to award the Skokie Park District website development project to Americaneagle.com of Des Plaines, Illinois for \$54,650. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**LIFE INSURANCE RENEWAL**

Treasurer Schmidt requested approval of the District's Life and AD&D insurance with AXA Insurance with the same coverage at a slightly lower rate saving the District \$505.23 per year.

Vice President Alter moved to approve the District's Life and AD&D insurance with AXA Insurance Company for a period of one year at the rate of \$0.145/\$1,000 of Life and

\$0.02/\$1,000 of AD&D insurance. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **DENTAL INSURANCE RENEWAL**

Treasurer Schmidt requested approval of the District's dental insurance renewal with Delta Dental of Illinois. The proposed rates for the PPO plan reflected no increase and in the DMO plan there was a small increase of 2.98% which equates to \$86.28 per year.

Commissioner Reid moved to approve the renewal of dental insurance for the District with Delta Dental of Illinois for a period of 12 months. Vice President Alter seconded the motion. On a roll call vote all Commissioners voted aye. Motion carried.

### **REVIEW AND APPROVAL OF PERSONNEL POLICY CHANGES**

Treasurer Schmidt said due to some changes in Illinois laws some of the District's Personnel Policies were out of date and need to be updated. The following are the changes requested.

- An addition to the Bereavement Leave Policy to comply with the Illinois Bereavement Leave Act.
- Changes to the Workers' Compensation Policy due to a final rule change by OSHA (Occupational Safety and Health Administration).
- Appendix D Criminal Background Checks, Workers' Compensation Policy and the Bereavement Leave Policy.
- Adding a Transgender Employee Policy.

The Board discussed the application of the Transgender Policy.

Commissioner Reid moved to approve the addition of the Bereavement Leave Policy for the Personnel Policy Manual. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Commissioner Reid moved to approve the Workers' Compensation Policy section for the Personnel Policy Manual. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Commissioner Reid moved to approve the Criminal Background Checks Policy for the Personnel Policy Manual. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Commissioner Reid moved to approve the addition of a Transgender Employee Policy for the Personnel Policy Manual. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **REVIEW AND APPROVAL OF BOARD/ADMINISTRATIVE POLICY CHANGES**

Executive Director Ohrlund said there were two changes that need to be made to update the Administrative Policy and Procedure Manual. Staff is requesting the following changes to Sections 1.03 and 1.09 be made to the manual.

- Section 1.03 - Board packets including all action items will be prepared by the Board Secretary and distributed to the Board on Thursday prior to each Tuesday meeting, or for special meetings, at least 48 hours prior to the meeting.
- Section 1.09 -The purpose of standing committees is to provide the Board with a source of in-depth knowledge in areas that require time and study for comprehension. The standing committees of the Board shall be the Finance, Parks and Recreation, Marketing and Diversity committees.

Commissioner Aberman moved to approve the change of section 1.03 and section 1.09 of the Board of Park Commissioners and Administrative Policy and Procedure Manual. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**AUTHORIZATION FOR BUSINESS RELATED TRAVEL  
FOR PARK BOARD COMMISSIONERS**

Executive Director Ohrlund said that based on Public Act 99-0604 and the District’s Travel Policy Ordinance #16-013 Park Board Commissioners participating in official business related travel must have prior approval in advance by a roll call vote of the Board.

Commissioners Reid, Aberman and Yanes along with Commissioner-elect Khoeun will be attending the IAPD Legislative Conference in Springfield, Illinois on May 2 -3.

Commissioner Yanes moved to approve business related travel for Commissioners Reid, Aberman and Yanes and Commissioner-elect Khoeun to the IAPD Legislative Conference in Springfield, May 2-2, 2017. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**PRESIDENT’S REPORT**

The date of the regular and annual meetings of the Board of Park Commissioners was set for Tuesday, May 16, 2017 at 7:00 p.m. in the Scooter Party Room at the Skatium.

The date for the June Board meeting was discussed and set for Thursday, June 15, 2017 at 7:00 p.m. in the Scooter Party Room at the Skatium.

**COMMISSIONER COMMENTS**

Vice President Alter asked about the policy of pets in the facilities. He said a patron brought a dog to the Skatium. Superintendent Tuft said only service dogs are allowed.

President Clarito presented Commissioner Susan Aberman with a plaque for 15 years of public service. “Since 2001 Commissioner Aberman has selflessly served the residents of Skokie. In that time she has helped the District through major park and facility renovations, development of comprehensive master plans, and the continuous effort of meeting the District’s mission where the community and all its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces and first rate facilities. Fifty Commissioners have served the District since 1928, only six have served the District longer and Commissioner Aberman is one of them.” Commissioner Aberman was congratulated by all present.

Commissioner Reid congratulated staff for the great Spring Greening event held on April 9, 2017 at Niles North High School. Everyone did a tremendous job. Commissioner Reid

complimented Lee Hansen and Nancy Portillo for their great efforts at Spring Greening. Commissioners discussed possible changes to the 2018 Spring Greening.

Commissioner Yanes discussed senior programming. She would like to see more senior adult programming for working seniors held in the evening.

Executive Director Ohrlund reported that the Winnebago Park playground project has begun.

Arbor Day celebrations are scheduled for the following locations and dates:

- April 19, 2017 at Niles North High School
- April 24, 2017 at Ida Crown High School
- April 27, 2017 at Niles West High School

The State of the Village Breakfast will be held on Friday, April 28, 2017 at the Evanston Golf Club. President Clarito, Commissioners Reid and Yanes, and Commissioner-elect Khoeun will be in attendance.

Executive Director Ohrlund said Economic Interest Statements must be completed by May 1, 2017.

Commissioner-elect Khoeun said she received a request from a citizen regarding the possibility of creating a combined community calendar of events including the Village of Skokie, Skokie Public Library and the Skokie Park District.

#### **EXECUTIVE SESSION**

Vice President Alter moved to enter into Executive Session to discuss minutes of Executive Session meetings for purposes of approval of the minutes and semi-annual review of the minutes, and to authorize the destruction of Executive Session recordings. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **ACTION TO BE TAKEN FROM EXECUTIVE SESSION**

The regular meeting reconvened at 9:15 p.m. Vice President Alter moved to approve the minutes of November 15, 2016 Executive Session Meeting. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Vice President Alter moved to approve Ordinance #17-009 authorizing the destruction of verbatim records of Executive Session Meetings of May 19, 2015 and July 21, 2015. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Following review of Executive Session meeting minutes dating to January 2004, Vice President Alter moved to release the minutes from January 15, 2013, March 18, 2014, April 24, 2014, September 20, 2016, October 18, 2016 and November 15, 2016 and to have those remaining minutes not previously released remain closed because the need for confidentiality still exists as to all or part of the minutes. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**ADJOURNMENT**

Commissioner Reid moved to adjourn the regular meeting. Commissioner Aberman seconded the motion. All Commissioners voted aye. Motion carried. The regular meeting adjourned at 9:16 p.m.

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Jerry B. Clarito  
President

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John V. Ohrlund  
Secretary