

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
AUGUST 20, 2013  
7:00 P.M.**

**ATTENDANCE AT MEETING**

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

Others Present: Director/Secretary John V. Ohrlund  
Treasurer William G. Schmidt  
Superintendent of Parks Michael Rea  
Superintendent of Recreation and Facilities Michelle Tuft  
Assistant Superintendent of Recreation Jon Marquardt  
Director of Information Technology David Hunt  
Executive Administrative Assistant Ann Perez

**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**

With no items removed from the Consent Agenda, Commissioner Clarito moved to approve the Consent Agenda. Vice President Aberman 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 July 16, 2013; Bills Payable for the months of July 2013/August 2013, Treasurer's Report; and Staff Reports.

**AUTHORIZATION FOR DISPOSAL OF FIXED ASSETS – ORDINANCE #13-012**

Superintendent Rea requested authorization for disposal of seven fixed assets. The following is a list of the fixed assets requested for disposal:

<b>Year</b>	<b>Make</b>	<b>Description</b>	<b>Model</b>	<b>VIN #</b>
1998	Dodge	4x4, Dump & Plow	Ram 3500HD	3B6MF3654WM278026
1998	Dodge	2X4 Pickup	Ram 1500	3B7HC12Y5WM264131
2000	GMC	Van	Savanna 3500	1GTHG35R3Y1236008
2001	Chevrolet	2X4 Crew Cab Pickup	Silverado 2500	1GCHC23G21F193930
2003	Cushman	Utility Cart	OC 2200 GSE	1562283
2010	EDE	Exploritorium Music Walls	Free Standing	Quantity 2

Commissioner Yanes inquired if the Exploritorium Music Walls could be donated to a preschool or another organization. Superintendent Rea responded that staff was going to try the online auction first and if not successful the walls may be donated.

Commissioner Yanes moved to approve Ordinance #13-012 authorizing the disposal of (7) fixed assets. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**AUTHORIZATION TO PURCHASE REPLACEMENT CREW CAB PICKUP**

Superintendent Rea requested authorization to purchase a replacement crew cab pickup which is budgeted to be replaced in the 2013-14 fiscal year for \$35,000.00. Pickup #27 is used by the Park Services mowing crews. A 2014 Ford F-250 crew cab will be purchased as a replacement vehicle through the Illinois Joint Purchase Program for \$22,515.00.

Aftermarket equipment including safety lighting, a lift gate and propane gas conversion kit will be added after delivery for a total of \$10,895.00. The total cost of the vehicle and aftermarket equipment is approximately \$33,500.00.

Commissioner Alter moved to purchase one 2014 Ford F-250 crew cab truck from Bob Riding Ford for \$22,515.00. Vice President Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPROVAL OF SKOKIE PARK TENNIS CENTER CHANGE ORDER #2**

Superintendent Rea requested approval of Change Order #2 for the Skokie Park Tennis Center. The change order is for additional tennis court striping on two courts for instructional tennis lessons for younger players. The change order is for \$600.00. The total for the project cost increases to \$222,869.00. The tennis court project will be \$92,131.00 under budget with this change order.

Vice President Aberman moved approve Change Order #2 for the Skokie Park Tennis Center project for \$600.00. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPROVAL OF SKOKIE PARK TENNIS CENTER CHANGE ORDER #3**

Superintendent Rea requested approval of Change Order #3 for the Skokie Park Tennis Center. The change order is for repairs to the existing court lighting system. The system was damaged by the contractor during installation of the new fencing. The change order represents a deduction of \$1,799.69.

Commissioner Clarito moved to approve Change Order #3 for the Skokie Park Tennis Center project for a deduction of \$1,799.69. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPROVAL OF SKATIUM PROJECT CHANGE ORDER #2**

Superintendent Rea requested approval of change order #2 for the Skatium project. The change order is for the reconfiguration of an electrical panel for the Studio Rink mechanical system due to the power demands of the new refrigeration system.

Vice President Aberman moved to approve Change Order #2 for the Skatium project for an addition of \$5,281.00. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

## **REVIEW OF DISTRICT COMPENSATION STRUCTURE AND SALARY REVIEW SYSTEM**

Superintendent Schmidt discussed the process of the update to the District's compensation structure in 2013. This was last done in 1999. Full time job descriptions were updated and pay grades and the salary structure were reviewed and compared to the marketplace. The revised pay grades and the competitive pay structure were approved by the Board in April and became effective May 1, 2013. The few employees earning below the minimum for their grades were increased at that time. Due to low salary increases over the past several years the District is now slightly lagging its labor market competition.

Executive Director Ohrlund then explained the annual salary review system which includes budgeting of a salary pool, determining COLA/merit ratio, staff performance reviews and determination of salary increases. Factors in making the determination include the results of the performance reviews, existing salary, position within the salary range and utilizing a formula based on these factors. Generally an employee with more experience and tenure should be performing at a higher level. Therefore the longer term employees need to have a higher evaluation score to receive the raises. Salary changes are reviewed by the Executive Director and Superintendents before finalizing. Director Ohrlund said the system is fair and equitable and is understood by staff.

Commissioner Clarito commented on the number of employees below the midpoint. Executive Director Ohrlund responded that there are many newer employees and it takes time for employees to work their way up through the pay structure. Superintendent Schmidt said with the new structure there is a wider salary range, and also there is no staff over the maximum. In order to better reflect the labor market competition salary increase pools in future years may need to be increased.

President Reid thanked the staff for the presentation.

## **PRESIDENT'S REPORT**

President Reid confirmed the date of the September Board Meeting with the other Commissioners. The next Regular Meeting of the Board of Park Commissioners will be held on September 17, 2013 at 7:00 p.m. at Weber Leisure Center. Other meeting locations were discussed and rejected. It was suggested that the Board tour some of the facilities. Superintendent Tuft stated she would be happy to give tours of the facilities to the Board members.

## **COMMISSIONER COMMENTS**

Vice President Aberman inquired about parking at the Backlot Bash. Superintendent Tuft responded that there are parking lots listed on the website. The south end of the Village Hall parking is available on Friday and Saturday evening.

Commissioner Yanes inquired about volunteering at the Backlot Bash.

Executive Director Ohrlund stated that the Rotary Pancake Breakfast will be held from 8-11am on Sunday at the Backlot Bash.

President Reid stated that he attended the National Night Out where the police went to different parks over a two night period.

Commissioner Yanes asked about security/safety issues in the parks. Executive Director Ohrlund said it has been a calm year with few problems. Graffiti in the parks is down this year.

President Reid complimented the Liponi event held on August 14, 2013 at Skokie Sports Park.

President Reid attended the Village of Skokie Board Meeting on Monday where the topic of beekeeping in Skokie was discussed by Skokie residents and the Village Board. The Village Board determined that more research is needed before considering a beekeeping ordinance.

Executive Director Ohrlund stated that the vending machines have been stocked with “Fit Pick” healthy items. Executive Director Ohrlund said that the sales of the healthy items will be evaluated after six months. Commissioner Yanes suggested the vending machine contain only healthy choices. Vice President Aberman and Commissioner Alter said this is a choice individual patrons should make.

Executive Director Ohrlund reported that all the Commissioner E-mail addresses have been set up. New business cards will be ordered with Commissioner E-mail addresses.

Intranet access is available to the Commissioners.

The current pool hours for Skokie Water Playground and Devonshire Aquatics Center were discussed. Skokie Water Playground is open through Labor Day.

**ADJOURNMENT**

Commissioner Yanes moved to adjourn the regular meeting. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting ended at 8:04 p.m.

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Michael Reid  
President

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John V. Ohrlund  
Secretary