

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
DECEMBER 17, 2013
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Mike Reid
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
Executive Administrative Assistant Ann Perez
Corporate Sponsorship Coordinator Diane Hardy

Absent:

Vice President Susan Aberman
Commissioner Michael W. Alter

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.

Executive Director Ohrlund introduced the new Corporate Sponsorship Coordinator Diane Hardy to the Board. Diane addressed the Board. She stated that she loved working at the Park District 13 years ago, left to raise her family and is very happy to be back. She is sales oriented, communicative and believes in creating relationships. Her previous experience has been in sponsorship sales.

CONSENT AGENDA APPROVAL

With no items removed from the Consent Agenda, Commissioner Clarito moved to approve the Consent Agenda. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Aberman and Commissioner Alter were absent. Motion carried. The Consent Agenda consisted of: Minutes of the Regular Board Meeting of November 20, 2013; Bills Payable for the months of November/December 2013, Treasurer's Report; and Staff Reports.

2013 TAX LEVY ORDINANCE #13-014

Superintendent Schmidt requested approval of the 2013 Tax Levy Ordinance #13-014. Last month the tax levy was presented by Superintendent Schmidt and discussed by the Board. The tax levy ordinance gets filed with the Cook County Tax Extension Office. The Tax Levy is in the amount of \$7,493,000. This does not include Debt Service costs or the loss and cost factor added by the County. With Debt Service, the total levy is \$12,122,663.00.

Commissioner Yanes moved to approve the 2013 tax levy Ordinance #13-014 in the amount of \$7,493,000.00. This does not include Debt Services costs. Commissioner Clarito seconded the motion. Vice President Aberman and Commissioner Alter were absent. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF BID FOR SERVICE CENTER REPAIRS

Superintendent Rea requested approval of the bid for the Service Center Repairs. Five bids were received for this project. The low bidder was Master Projects in the amount of \$22,800.00. References were checked and are favorable. Superintendent Rea said the project involves the cutting back of a portion of the barrel roof and installing applied bitumen, new flashing, new drip edge, new fascia, gutters and downspouts.

Commissioner Yanes inquired when the project would be done. Superintendent Rea responded the project would be done in early spring.

Commissioner Clarito inquired about the funds for the project as it was budgeted for \$18,000.00. Executive Director Ohrlund said there were savings on other projects and the additional cost will be covered by those savings.

Commissioner Clarito moved to award the bid to Master Projects for the Service Center repairs in the amount of \$22,800.00. Commissioner Yanes seconded the motion. Vice President Aberman and Commissioner Alter were absent. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL TO EXTEND DISTRICT-WIDE VENDING SERVICES

Superintendent Schmidt reported that after last month's meeting, he visited Westfield Shopping Center to see what vending options were in a vending machine located in the office building. When Superintendent Schmidt arrived he could not locate the vending machine. He asked one of the employees about the vending machine and was told that it was no longer there.

Superintendent Schmidt contacted a company called H.U.M.A.N. (Helping Unite Mankind and Nutrition) which was suggested by Superintendent Rea. This company looks to set up franchisees to place vending machines in schools. Superintendent Schmidt has not received a response to his inquiries to H.U.M.A.N. Another vendor, Yami, has "Fit Pick" items for their vending machines.

The current vendor Avcoa Corporation has requested an extension of the existing contract. The average commissions received annually is \$4,300.00 for the vending services. Superintendent Schmidt requested extending the contract for three years. Commissioner Yanes suggested a shorter period of time in which more research could be done on healthy vending products.

Commissioner Clarito acknowledged Superintendent Schmidt's due diligence.

Commissioner Yanes moved to extend the snack/coffee vending machine contract with Avcoa Corporation for a period of two years. Commissioner Clarito seconded the motion. Vice President Aberman and Commissioner Alter were absent. On a roll call vote, all Commissioners voted aye. Motion carried.

PRESIDENT'S REPORT

President Reid discussed the date for the January Board Meeting. The next Regular Meeting of the Board of Park Commissioners will be held on Tuesday, January 21, 2014 at 7:00 p.m. at Weber Leisure Center.

COMMISSIONER COMMENTS

Executive Director Ohrlund distributed a handout for the annual IAPD/IPRA business meeting at the IPRA Conference in January.

President Reid asked for discussion on the 5 year Comprehensive Plan proposed for this year. Executive Director Ohrlund stated that an initial meeting was held with consultants with Superintendent Tuft and himself. A follow-up meeting was held last week.

Executive Director Ohrlund said that for many years the 5 year Comprehensive Plan has been prepared by staff. While the plans created have been good, Executive Director Ohrlund stated that an outside perspective would be valuable. The benefit of using an outside consultant is that they have specialized expertise and have worked on numerous other plans. The technology to prepare such plans has also improved.

Commissioner Yanes inquired how long it has been since an outside firm was used for the 5 year Comprehensive Plan. Executive Ohrlund stated it has been many years.

Commissioner Yanes inquired if other park districts use consultants for their plans. Executive Director Ohrlund responded that he would estimate about 75% are done professionally. The consultants have the techniques that are more specialized with the GIS program, population trends, etc.

Superintendent Tuft stated that consultants would include a thorough analysis of the recreation programming, which staff is unable to do.

Commissioner Clarito suggested utilizing our staff's expertise in combination with consultants for preparing a new comprehensive plan.

President Reid stated that it may be time to get another perspective of the direction the Park District is moving in the next five years with programming and special events in the community. Executive Director Ohrlund noted that there have been significant changes to the community over the years.

Commissioner Yanes stated that another community survey wasn't necessary as the Park District had done a community survey within the last year.

Executive Director Ohrlund said he will meet again with consultants in order to present a proposal for Board consideration next month.

ADJOURNMENT

Commissioner Clarito moved to adjourn the regular meeting. Commissioner Yanes seconded the motion. Vice President Aberman and Commissioner Alter were absent. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting ended at 7:31 p.m.

Michael Reid
President

John V. Ohrlund
Secretary