

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
DECEMBER 20, 2016
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

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

Others Present:

Executive Director/Secretary John V. Ohrlund
Superintendent of Business Services 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
Steve Mihelich, Williams Architects
Fred Marano, Frederick Quinn Corporation
John Eallando, Frederick Quinn Corporation
Jim Bottorff, Marketing and Communications Manager
Scott Runkle, Risk Management and Special Facilities Mgr
Crystal VanHyning, Oakton Center Manager

Absent:

Commissioner Susan Aberman

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

There were no citizen comments.

CONSENT AGENDA APPROVAL

Vice President Alter moved to approve the Consent Agenda. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried. The Consent Agenda consisted of Minutes of the Regular Meeting of November 15, 2016; Minutes of the Public Hearing for the Winnebago Park Playground of December 5, 2016; Bills payable for the month of November/December 2016; Treasurer's Report; and Staff Reports.

**DESIGN REVIEW AND APPROVAL OF FUNDING FOR THE WEBER LEISURE
CENTER/FITNESS FIRST RENOVATION**

Superintendent Tuft requested the Board to approve the final design, budget and authorize bidding of the Weber Leisure Center/Fitness project. Superintendent Tuft introduced the consultants in attendance at the meeting. The consultants were available for questions.

Executive Director Ohrlund said it was critical to review and approve the design and funding so the construction can remain on schedule.

Superintendent Tuft recapped the project to date. Staff has been working to bring the project closer to budget with a new estimate of \$4,300,000, however the project is still over budget. A project budget of \$4,500,000 would be needed to retain two elements of the project; the child care area and the board room renovation. These two elements are critical to recreation programming. Superintendent Tuft described two parts of the project that will be funded separately; fire alarm replacement through the Recreation Fund and roof replacement through the Building Improvement Fund. The Superintendent of Business Services has earmarked \$4,500,000 for this project, so funding is in place.

Commissioner Yanes said when the Weber Leisure Center/Fitness First project was first presented to the Board there were three options. The second option was selected and since the funding is available the project should proceed. After discussion and questions it was the consensus of the Board to set the budget for the project at \$4,500,000.

Commissioner Reid moved to approve the updated Weber Renovation budget to \$4,500,000 and to bid the project. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

REPORT ON AQUATICS SEASON AND APPROVAL OF 2017 POOL FEES

Risk Management and Special Facility Manager Scott Runkle provided a report on the 2016 pool season. Mr. Runkle said "the summer was fantastic." There was record attendance of 143,000 visitors at the two facilities. Mr. Runkle said there was one major rescue at the pools this August involving a small child resulting in transport to the hospital. Staff responded immediately and the child is doing well. Mr. Runkle said staffing at the pools was an issue this year. Applicants were slow to apply and staff training continued through early July. Mr. Runkle attributes the lack of applicants to low wages and a change in the attitude of working in young people. Mr. Runkle would like to increase the pay rate for next year to attract more applicants.

Mr. Runkle said a new public address system and two replacement water slides were installed at Skokie Water Playground in 2016. Mr. Runkle said some upcoming capital projects in the current fiscal year include gate replacement and replacement of a steel door at the mechanical room at Skokie Water Playground. A new pool heater at Skokie Water Playground will also be bid out for spring 2017.

Mr. Runkle recommending keeping the pool fees for 2017 the same with the exception of learn to swim fees, which will increase slightly.

President Clarito congratulated Mr. Runkle on exceeding budget this year. President Clarito asked about public recognition for the staff involved in the rescue. Executive Director Ohrlund said he would contact the Skokie Fire Department to discuss.

Commissioner Reid moved to approve the 2017 pool hours and fees as proposed. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

**APPROVAL OF WINNEBAGO PARK PLAYGROUND DESIGN AND
AUTHORIZATION TO BID**

Superintendent Rea requested approval of the Winnebago Park playground design and authorization to bid the project. Superintendent Rea reminded the Board that a public hearing was held on December 5, 2016 which was well attended by the neighborhood residents. Superintendent Rea presented the revised playground design to the Board. Superintendent Rea said the design was revised based on public input to include a larger 2 – 5 structure without the dragonfly element. Mr. Rea has received a positive reaction from neighborhood residents on the revised design.

Commissioner Yanes asked about the estimated cost of the project. Superintendent Rea said the project is budgeted at \$250,000.

Commissioner Reid moved to approve the playground design as presented for Winnebago Park and to authorize staff to prepare bid documents and bid out the project. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

REVIEW AND APPROVAL OF DIVERSITY MISSION STATEMENT

Assistant Superintendent Marquardt requested review and approval of the Diversity Committee Mission Statement. Commissioner Yanes asked to change the first sentence of the statement and other revisions. President Clarito suggested tabling this item to give more thought to the statement and bring back to the Board next month. President Clarito said he welcomes any comments or suggestions.

Commissioner Yanes moved to table the Diversity Committee Mission Statement. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

TRAVEL EXPENSE ORDINANCE #16-013

Treasurer Schmidt requested approval of the Travel Expense Ordinance #16-013. Treasurer Schmidt explained that in July the Governor signed into law the Local Government Travel Expense Control Act. The Act requires a public body to regulate reimbursement of all travel, meal and lodging expenses for its officers and employees through a resolution or ordinance. The maximum allowance reimbursement in the ordinance is set at \$1,000 per person per event. Board travel expenses must be approved in advance of travel and Board reimbursements will also need approval post-travel.

Commissioner Reid moved to approve Travel Expense Ordinance #16-013 with a maximum allowance reimbursement of \$1,000. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

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

Treasurer Schmidt said based on the Public Act 99-0604 and the District's Travel Policy Ordinance #16-013 Commissioners participating in the Illinois Association of Park Districts/Illinois Parks and Recreation Association Conference must be approved in advance of travel. President Clarito and Commissioners Reid and Yanes will be attending the conference in January.

Commissioner Yanes moved to approve business related travel for President Clarito and Commissioners Yanes and Reid to the IAPD/IPRA Conference in Chicago in January. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

RESOLUTION #16-004 AUTHORIZING THE SALE OF A PARCEL OF LAND NOT EXCEEDING THREE ACRES IN AREA (7701 SKOKIE BLVD.)

Executive Director Ohrlund said he attended the closing of the sale of the 7500 Frontage Road property to the Skokie Park District this morning. With the purchase of the new site for the Park Services facility the existing property at 7701 Skokie Blvd. needs to be declared surplus and the District must seek approval from the Circuit Court of Cook County to sell the property. Sherman Dodge has provided a letter of intent to purchase the property for \$3,000,000. The District will enter into a purchase agreement with the owner of Sherman Dodge, however the closing will take place after the new site has been renovated in approximately 12-16 months.

Commissioner Reid moved to approve Resolution #16-004 authorizing the sale of a parcel of land not exceeding three acres in area, 7701 Skokie Blvd. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

APPROVAL OF A CONSTRUCTION MANAGER FOR THE PARK SERVICES PROJECT

Superintendent Rea requested approval of a construction manager for the Park Services project at 7500 Frontage Road, Skokie, IL. Staff has been very satisfied with the performance of Frederick Quinn Corporation on the Weber Leisure Center/Fitness First project and would like to use their services on the Park Services project.

The proposal includes a pre-construction phase for \$7,500 for assistance in selecting an architectural firm, confirmation of the project scope, budget and construction schedules, and general conditions costs of \$24,500 per month during construction, and management and insurance fees based on the cost of the construction. The total cost for the construction management contract will be approximately \$270,000.

Commissioner Reid moved to approve the Frederick Quinn Corporation construction management services proposal for the Park Services Facility renovation project. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

CHANGE ORDER #1 FOR EMILY OAKS NATURE CENTER

Superintendent Rea requested approval of the Change Order #1 for Emily Oaks Nature Center. Change Order #1 was necessary for additional work performed on the roofing replacement due to rotting roof decking, structural members and fascia. The cost of Change Order #1 is \$3,099.00 bringing the total cost of the project to \$100,899.00.

Commissioner Reid moved to approve Change Order #1 for Emily Oaks Nature Center for a cost of \$3,099.00. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

**AUTHORIZATION TO BID REPLACEMENT POOL HEATER FOR
SKOKIE WATER PLAYGROUND**

Superintendent Tuft requested authorization to bid a replacement pool heater for Skokie Water Playground. The current heater was installed prior to 2000 and has been breaking down. The pool heater will be budgeted in the Capital Improvement Fund for 2017-2018, with the work to take place in May.

Commissioner Yanes moved to authorize staff to prepare specifications and bid out the purchase of a high efficiency pool heater for the main pool at Skokie Water Playground. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

**APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR
LAWLER PICKLEBALL COURTS**

Superintendent Rea requested approval of the professional services agreement for the Lawler hard courts. The Brusseau Design Group proposal will consist of reconstructing the basketball courts at Lawler Park and converting the existing tennis courts into pickleball courts. Brusseau Design Group has done excellent work for the District in the past.

Commissioner Yanes asked if there is a need for pickleball courts. Executive Director responded yes. The current tennis court usage at Lawler Park was monitored and it was found that use of the tennis court was minimal, and pickleball is becoming popular.

Commissioner Yanes moved to approve the agreement with Brusseau Design Group for professional services for the Lawler Park court renovation project for \$6,600.00. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

NRPA CONFERENCE SESSION REVIEW

Staff and Commissioners reviewed and discussed the following sessions from the National Parks and Recreation Conference.

- Parks for New Comers: Immigrants & Refugees
- Reimagining Neighborhood Parks
- Destination Playgrounds
- The Power of the Destination Playground
- Trends in Senior Centers
- Race, Ethnicity, Immigration in the Changing Society
- Marketing Strategies for the Digital Age
- Viral and Guerilla Marketing
- Magnet Marketing
- Creating Healthy Communities

No motion necessary, for discussion purposes.

PRESIDENT'S REPORT

The date of the January Board meeting was set for Tuesday, January 17, 2017 at 7:00 p.m. Executive Director Ohrlund asked the Board to consider the date of February 7, 2017 for a special meeting to approve the Weber Leisure Center/Fitness First bids.

COMMISSIONER COMMENTS

Executive Director Ohrlund reported that 3 candidates have filed for the April 2017 election for the two open Park Commissioner seats.

Commissioner Yanes asked about the gym floor concern that was expressed by a Skokie resident. Superintendent Tuft responded that the Village of Skokie Health Department was contacted and staff has fully complied with all safety guidelines.

ADJOURNMENT

Vice President Alter moved to adjourn the regular meeting. Commissioner Yanes seconded the motion. Commissioner Aberman was absent. Motion carried. The regular meeting adjourned at 9:28 p.m.

Jerry B. Clarito
President

John V. Ohrlund
Secretary