

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
DECEMBER 19, 2017
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present: President Susan Aberman (remote attendance)
Vice President Michael Reid
Commissioner Khemarey Khoeun
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 Mike Rea
Assistant Superintendent Jon Marquardt
Risk Management and Special Fac. Mgr. Scott Runkle
Park Services Office Manager Dima Kirland
Resident Jessica Beverly

Absent: Commissioner Michael W. Alter

CALL TO ORDER

Vice 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

Mrs. Jessica Beverly requested that the District consider installing changing tables in all the District men's restrooms. Director Ohrlund said that staff is looking into the request and recognizes the District needs to upgrade some restrooms. Director Ohrlund noted changing tables can be found in most District facilities but assured Mrs. Beverly that staff will evaluate each facility and consider installing changing tables where necessary.

CONSENT AGENDA APPROVAL

President Aberman moved to approve the Consent Agenda. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried. The Consent Agenda consisted of Minutes of the Regular Meeting of November 21, 2017; Minutes of the Diversity Advisory Committee Meeting of November 29, 2017; bills payable for the month of November/December 2017; Treasurer's Report; and Staff Reports.

**APPROVAL OF ORDINANCE #17-016 ADOPTING A NON-DISCRIMINATION AND
ANTI-HARASSMENT POLICY**

Director Ohrlund requested the approval of Ordinance #17-016 related to the new Non-Discrimination and Anti-Harassment Policy. Director Ohrlund pointed out minor changes were made to the existing policy to ensure it complies with new state law. There is some staff training required over the next two months.

Commissioner Yanes moved to approve the Ordinance #17-016 providing for a Non-Discrimination and Anti-Harassment Policy. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

REPORT ON 2017 AQUATICS SEASON AND APPROVAL OF 2018 POOL FEES

Risk Management and Special Facility Manager Runkle presented the 2017 aquatics report. Mr. Runkle reported on the pool season and the successful review of lifeguard safety programs. Mr. Runkle commented on how all park district aquatics programs have difficulties finding pool staff. Mr. Runkle reviewed recommendations for 2018 pool hours and fees.

Commissioner Yanes moved to approve the 2018 pool hours and fees as proposed. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

APPROVAL OF PAVING BID FOR PARK SERVICES FACILITY

Superintendent Rea reported that bids were opened on Wednesday, December 6th for paving at the Park Services Renovation project. Construction Managers Frederick Quinn Corporation (FQC) and District staff have analyzed the results. Five contractors submitted bids. A letter of recommendation from FQC, along with bid results, is attached.

The lowest qualified bid was received from Chadwick Contracting of Lake in the Hills for \$62,900. This work is budgeted at \$85,000.

Staff recommends the Board accept the low bid from Chadwick Contracting of Lake in the Hills and authorize Frederick Quinn Corporation to enter into a contract for this work

Commissioner Khoeun moved to approve the low bid from Chadwick Contracting and to authorize Frederick Quinn Corporation to enter into a contract for the paving at Park Services for \$62,900. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

AUTHORIZATION TO BID A MEZZANINE SYSTEM FOR PARK SERVICES FACILITY

Director Ohrlund reminded the Board that the mezzanine was on the original plan of the new Park Services facility but was removed for budgetary reasons. Director Ohrlund stated that as part of the Village plan review, the District was informed that Conex storage containers are prohibited by code and would not be allowed at the new facility. Director Ohrlund feels that it is appropriate to add this work to the project in order to have sufficient storage. The estimated cost is \$41,000 plus some additional costs for electric, duct work and fire suppression.

President Aberman moved to authorize staff to prepare specifications and bid out a storage mezzanine for the Park Services facility. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

REVIEW STATUS OF 2017-18 DISTRICT GOALS

Director Ohrlund stated that the District goals are presented to and approved by the Board annually in May. The current review is an opportunity to report to the Board the progress of the staff on their goals. Director Ohrlund anticipates that almost all goals will be completed by the end of the fiscal year and will be presented to the Board at that time.

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

Superintendent Schmidt requested approval of travel including appropriate expenses for President Aberman, Vice President Reid and Commissioners Yanes and Khoeun to the IAPD Conference in Chicago in January, 2018.

Commissioner Khoeun moved to approve business related travel for President Aberman, Vice President Reid and Commissioners Yanes and Khoeun to the IAPD Conference in January, 2018. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

PRESIDENT'S REPORT

The regular meeting of the Board of Park Commissioners will be held on Tuesday, January 16, 2018 at 7:00 p.m.

COMMISSIONER COMMENTS

Commissioner Yanes reported on the Diversity Advisory Committee meeting held on November 29. She stated that a discussion took place on committee format and membership composition and the residency requirement; appointed committee members must be residents of the District. A Holi celebration (festival of colors) was suggested and staff plans to hold a Holi event in the spring.

Commissioner Yanes inquired about District recognition of volunteers. Superintendent Tuft stated that each facility/event recognizes volunteers individually and in its own way. The Festival of Cultures recognizes its volunteers with a luncheon and Emily Oaks Nature Center has a potluck lunch. Other methods can include nominations for IPRA awards and Board recognition.

Commissioner Yanes commended the idea of an IT Steering Committee.

Commissioner Khoeun asked about the District health care costs. Superintendent Schmidt said that a broker shops for the best rates. If the rates are too high, then the District can change the provider.

The regular meeting adjourned at 7:51 p.m.

Susan Aberman
President

John V. Ohrlund
Secretary