

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
FEBRUARY 17, 2015  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Mike Reid  
Vice President Michael W. Alter  
Commissioner Susan Aberman  
Commissioner Maureen Yanes

Others Present:

Director/Secretary John V. Ohrlund  
Business Superintendent/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  
John Miller, Ehlers and Associates

Absent:

Commissioner Jerry B. Clarito

**CALL TO ORDER**

Commissioner 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 Aberman moved to approve the Consent Agenda. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Clarito was absent. Motion carried. The Consent Agenda consisted of: Minutes of the Regular Board Meeting of January 20, 2015; Bills Payable for the months of January 2015/February 2015; Treasurer's Report; and Staff Reports.

**ADOPTION OF ORDINANCE #15-001 AUTHORIZING THE ISSUANCE OF \$2,000,000 OF  
GENERAL OBLIGATION ALTERNATE PARK BONDS OF THE SKOKIE PARK DISTRICT FOR THE  
PURPOSE OF FINANCING CAPITAL IMPROVEMENTS FOR PARK PURPOSES**

Treasurer Schmidt requested authorization to proceed with the issuance of \$2,000,000 of General Obligation Alternate Park Bonds of the Skokie Park District Series 2015B for the purpose of financing capital improvements for park purposes. Treasurer Schmidt said this bond issue is done every other year. Ordinance #15-001 is necessary to begin the process. A Bond Issue Notification Act (BINA) public hearing will be held at the March 17, 2015 meeting. Mr. Miller said the bond sale will take place on April 20, 2015 with award and Board adoption of the Series 2015B Bond Ordinance at the regular board meeting on April 21, 2015.

Commissioner Aberman inquired about the bond ceiling limit. Treasurer Schmidt said the bond ceiling limit is \$2,675,750.

Vice President Alter moved to approve Ordinance #15-001 authorizing the issuance of \$2,000,000 of General Obligation Alternate Park Bonds of Skokie Park District for the purpose of financing capital improvements for park purposes. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Clarito was absent. Motion carried.

### **DESIGNATION OF OPEN MEETINGS ACT OFFICERS AND TRAINING REQUIREMENTS**

Executive Director Ohrlund stated is it necessary for the Board to officially designate the Open Meetings Act (OMA) officers and training requirements.

The Open Meetings Act requires certain employees to be designated as the OMA officers. The Act requires the Commissioners to go through the training after they are elected. All of the current Commissioners have completed their training. Executive Director Ohrlund is the current OMA officer and has received annual training.

Commissioner Aberman moved to designate Executive Director John Ohrlund as Open Meetings Act Officer and Superintendent of Recreation and Facilities Michelle Tuft as Alternate Open Meetings Act Officer and to require annual Open Meetings Act training of these officers. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Clarito was absent. Motion carried.

### **DESIGNATION OF FREEDOM OF INFORMATION ACT (FOIA) OFFICERS**

The Freedom of Information Act (FOIA) requires the designation of certain employees as FOIA officers for the agency and to receive annual FOIA training through the Public Access Counsellor of the Illinois Attorney General's office. The Executive Director and the Division Heads have acted as the FOIA officers for the agency.

Commissioner Aberman moved to designate John Ohrlund, William Schmidt, Michelle Tuft, Michael Rea and Jon Marquardt as Freedom of Information Act officers and to require annual Freedom of Information Act training of these officers. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Clarito was absent. Motion carried.

### **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR SPORTS PARK EAST DEVELOPMENT**

Superintendent Tuft requested approval of professional services agreement for the Sports Park East Development. Five of the ten consultants submitting proposals were interviewed, and ranked according to a selection process. Staff is recommending Gewalt-Hamilton (Project Manager, Lakota Group (Landscape Architect), KJWW (Engineer), and Dewberry (Architect).

Superintendent Tuft discussed Gewalt-Hamilton's strengths including their familiarity with the Sports Park as the original engineer/designer for Sports Park "west", local experience with the Metropolitan Water Reclamation District and the Village of Skokie and extensive work on similar projects. Executive Director Ohrlund listed a number of similar projects on which Gewalt-Hamilton has performed work.

Phase I is the planning portion of the work and will define the scope and cost estimates of the project. There will be meetings with the Board, affiliate groups and stakeholder meetings as well as public hearings on the project.

\$110,000 has been budgeted for the planning portion in the capital budget; \$50,000 in the current budget and \$60,000 in the 2015-16 fiscal year budget. The agreement with Gewalt-Hamilton for Phase I consulting services is \$87,160.

Commissioner Yanes moved to approve the agreement with Gewalt-Hamilton for planning phase consulting services for the Sports Park East project. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Clarito was absent. Motion carried.

### **APPROVAL OF POLICY ON ELECTRONIC ATTENDANCE AT BOARD MEETINGS**

Executive Director Ohrlund presented the Board with a draft policy regarding remote attendance participation at board meetings. Remote attendance is allowed by state law if a policy is approved by the Board. Executive Director Ohrlund said a quorum must be physically present at a meeting. Qualifying events that allow for remote attendance are:

- Personal illness or disability
- Employment purposes or the business of the District or
- Family or other emergency

The policy requires a board member to provide emailed or written notice to the Secretary specifying the qualifying event at least one hour prior to the meeting. Texting was recommended as an additional method of contact.

Commissioner Aberman moved to approve the policy on Remote Attendance at Board Meetings with the addition of texting as a method of contact for informing the Secretary. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Clarito was absent. Motion carried.

### **REVIEW OF PET ORDINANCE**

Executive Director Ohrlund said staff is in the process of reviewing the Park Conduct Ordinance and recommended review on the ordinance related to dogs in parks. Review of this ordinance is also a recommendation in the Master Plan. Executive Director Ohrlund provided information from previous public hearings and a survey on ordinances at other park districts related to dogs in the parks for the Board to review.

There was discussion on keeping the ordinance as is or changing it. Commissioner Aberman would like to allow dogs in parks with certain restrictions. After much discussion, and with no motion presented, President Reid tabled the review.

### **REVIEW OF SMOKING ORDINANCE**

Executive Director Ohrlund said that smoking in the parks is part of the Park Conduct Ordinance that is under review and the policy has gone through various revisions through the years. Executive Director Ohrlund included a survey of smoking policies from other park districts for the Board to review.

Executive Director Ohrlund said smoking is prohibited by state law in all buildings. The Village of Skokie has determined that e-cigarettes and vaping is included in the definition of smoking in Village ordinances. There was discussion on smoking and e-cigarettes/vaping in the parks. Designated smoking areas were discussed.

President Reid recommended no smoking or vaping on any Park District property other than designated smoking areas to be determined by the Executive Director. Executive Director Ohrlund said he will bring the changes to the Smoking Ordinance to a future meeting for approval.

### **AUTHORIZATION TO PREPARE BID DOCUMENTS AND BID OUT THE PURCHASE OF REPLACEMENT DECK CHAIRS (CHAISE LOUNGES) FOR SKOKIE WATER PLAYGROUND**

Superintendent Tuft requested authorization to prepare bid documents and bid out the purchase of replacement deck chairs (chaise lounges) for Skokie Water Playground. Superintendent Tuft said the metal frames on the current chaise lounges are showing signs of wear and have outlived their useful life. A resin molded chair which has few moving parts will reduce maintenance costs.

Commissioner Yanes inquired on the life expectancy of the proposed chairs. Vice President Alter asked where the chairs are stored. Commissioner Aberman suggested some upright chairs be ordered.

Vice President Alter moved to authorize staff to prepare specifications and bid out the purchase of 240 chaise lounge deck chairs for Skokie Water Playground. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Clarito was absent. Motion carried.

### **PRESIDENT'S REPORT**

The date for the next Regular Meeting of the Board of Park Commissioners was set for Tuesday, March 17, 2015 at 7:00 p.m. The Finance Committee Meetings dates of March 9 and March 12 at 6:30 p.m. were confirmed.

The Marketing Committee Meeting is scheduled for March 23, 2015 at 6:30 p.m. at the Weber Leisure Center. Chairman Yanes will prepare a draft agenda.

### **COMMISSIONER COMMENTS**

Commissioner Yanes said she and President Reid attended a Cultural Diversity session at the IPRA conference last month. The trainer was excellent. Commissioner Yanes attended a government and accountability session presented by Park District attorney Steve Adams. Commissioner Yanes suggested a consultant assist with a Board self-evaluation. There was discussion on what the purpose of a self-evaluation would have and what would be the end result. Executive Director Ohrlund said he would research on the IAPD website.

President Reid commented on a session he and Commissioner Yanes attended at conference on creativity and taking risks.

Commissioner Aberman mentioned the Governor has frozen all park grants until he has reviewed them.

Commissioner Yanes recommended reviving the Citizen Advisory Committee.

### **ADJOURNMENT**

Vice President Alter moved to adjourn the regular meeting. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Clarito was absent. Motion carried. The regular meeting ended at 8:25 p.m.

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Michael Reid  
President

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John V. Ohrlund  
Secretary