

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
JANUARY 17, 2017
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
Mike Isaacs, Skokie Review
John Miller, Ehlers & Associates, Inc.

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

Commissioner Reid moved to approve the Consent Agenda. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman and Vice President Alter were absent. Motion carried. The Consent Agenda consisted of Minutes of the Regular Meeting of December 20, 2016; Bills payable for the month of December 2016/January 2017; Treasurer's Report; and Staff Reports.

2017 BOND FINANCING TIMELINE

Treasurer Schmidt requested approval of the bond sale timeline for General Obligation Limited Tax Refunding Bonds, Series 2017A in the amount of \$2,300,000 and General Obligation Bonds (Alternate Revenue Source), Series 2017B in the amount of approximately \$2,500,000.

John Miller, Ehlers and & Associates, Inc., recapped the bond sale timeline for the Series 2017A and Series 2017B bonds. Mr. Miller said this is the same financing as in 2015. In February authorization for the Series 2017 Bonds will be requested. In March a competitive bond sale for Series 2017A will be held. At that time adoption of the Series 2017A bond ordinance will be requested and a Bond Issue Notification Act (BINA) hearing will be held for

the Series 2017B bond. In April the refunding issue will be sold and the proceeds placed in escrow to pay the December 1, 2017 debt service on the Series 1999 alternate bonds.

President Clarito asked what the funds will be used for. Executive Director Ohrlund responded for capital projects. No motion required informational purposes only.

APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN NILES TOWNSHIP SCHOOL DISTRICT 219 AND THE SKOKIE PARK DISTRICT FOR THE TRANSFER OF FUNDS AND PERSONAL PROPERTY RELATED TO THE PARK DISTRICT'S FOOTBALL FEEDER PROGRAM

Superintendent Tuft reported that Niles Township School District 219 no longer plans to manage sport specific feeder programs. The football feeder program was transferred last fall to the Park District and was successful. Niles Township School District 219 is interested in transferring \$16,505.02 and equipment associated with the football feeder program to the Park District. An intergovernmental agreement has been approved by Niles Township School District 219 for the legal transfer of the funds and equipment. The agreement has been reviewed by counsel. Superintendent Tuft mentioned that the District is currently managing the swim and wrestling programs as well.

Commissioner Yanes moved to approve the Intergovernmental Agreement with Niles Township School District 219 for the transfer of funds and personal property related to the football feeder program. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman and Vice President Alter were absent. Motion carried.

APPROVAL OF ARCHITECT FOR PARK SERVICES FACILITY

Superintendent Rea said five firms responded to the requests for architectural services for the new Park Services facility. Four of the firms were interviewed and after reviewing their proposals Superintendent Rea said any of the firms would be qualified for the project.

Superintendent Rea toured some of the maintenance facilities that Williams Architects has constructed and was very impressed. Williams Architects had the most experience in design and construction of maintenance facilities and staff is very confident in recommending Williams Architects.

Commissioner Reid moved to approve Williams Architects for architectural services for the Park Services Facility renovation project. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman and Vice President Alter were absent. Motion carried.

APPROVAL OF BID FOR GENERATORS FOR SPECIAL EVENTS

Assistant Superintendent Marquardt requested approval of the bid for generators for special events. The bid includes the rental and installation of generators for use at the Festival of Cultures, Fourth of July and Backlot Bash. There is an option to renew the bid for up to five years. Three bids were received. The low bidder is Braun Events at \$13,157.50. Staff has used Braun Events in the past and has been satisfied with their services.

Commissioner Yanes moved to award the bid to Braun Events for Generators for Special Events for \$13,157.50. Commissioner Reid seconded the motion. On a roll call vote, all

Commissioners voted aye. Commissioner Aberman and Vice President Alter were absent. Motion carried.

APPROVAL OF BID FOR TENTS, TABLES, CHAIRS AND EQUIPMENT FOR SPECIAL EVENTS

Superintendent Tuft requested to table the bid for tents, tables, chairs and equipment for special events. Ms. Tuft explained that two bids were received. One bidder changed the specifications and tent sizes. The other bidder quoted engineered tents and non-engineered tents. Ms. Tuft would like to discuss tent requirements with the Village of Skokie before proceeding.

Commissioner Yanes asked if other villages are requiring engineered tents. Ms. Tuft responded that some villages are requiring engineered tents for safety reasons. Ms. Tuft would like to complete due diligence before making a recommendation to the Board.

Commissioner Reid moved to table the bids for tables, tents, chairs and equipment. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman and Vice President Alter were absent. Motion carried.

AUTHORIZATION TO DISPOSE OF FIXED ASSETS ORDINANCE #17-001

Superintendent Rea requested authorization to dispose of fixed assets Ordinance #17-001 for the disposal of the automated golf tee system at Skokie Sports Park. The equipment is being replaced in the spring. Mr. Rea said the equipment will be disposed of via vendor, online auction or the components will be recycled. The funds will be placed into the Capital Improvement Fund. Vice President Alter entered the meeting at 7:26 p.m.

Commissioner Reid moved to approve Ordinance #17-001 authorizing the disposal of fixed assets. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

APPROVAL OF REVISED FULL TIME COMPETITIVE PAY STRUCTURE

Executive Director Ohrlund said that several years ago the District utilized the consulting firm of Management Association to conduct a review of the District's salary structure and compensation plan. Upon their recommendation the structure is reviewed and updated on an annual or semi-annual basis. To stay current with inflation and to keep and attract excellent employees staff is recommending a 2.0% increase in the salary range. This increase does not increase employee salaries, only the ranges change. The effective date of the increase is May 1, 2017.

Commissioner Yanes asked about part time employee salary increases. Executive Director Ohrlund responded that part time and seasonal employees receive salary increases on an annual basis.

Vice President Alter moved to approve the increase in the full time salary range pay structure by 2.0% effective May 1, 2017. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

AUTHORIZATION FOR REQUESTS FOR PROPOSALS (RFP) FOR WEBSITE DESIGN

Superintendent Tuft requested authorization for proposals (RFP) for the renovation of the District website. Staff is looking to upgrade and redesign the website. The upgraded website will make the site fully adaptable and responsive to mobile devices, optimize it for search engines, build a better internal search engine and calendar system and provide a language translation service. Staff has enlisted the services of a consultant Breakthrough Technologies, LLC of Evanston. The estimated budget is for the website design is \$150,000. Once proposals are reviewed staff will make a presentation to the Board.

President Clarito asked about resident/non-resident registration with the new website. Ms. Tuft said the registration system was upgraded in November. She explained that the registration program integrates with the website but it will not change the residency registration. Ms. Tuft explained the residency registration system.

Commissioner Reid moved to authorize staff to prepare a request for proposals and solicit such proposals for renovation of the Skokie Park District website. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

REVIEW STATUS OF 2016-2017 DISTRICT GOALS

The Board and staff discussed and reviewed in depth the 2016-2017 District goals. No motion required, for informational purposes only.

DISCUSSION AND APPROVAL OF INSTALLATION OF SECURITY CAMERAS IN PARKS

Executive Director Ohrlund said the District has built up a robust security camera system throughout the facilities and some outdoor locations including parking lots and exterior views from certain facilities. The security camera system has been very useful in decreasing vandalism, providing evidence to police, monitoring visitor and staff activities and providing a sense of security to customers. Staff has been in discussions with the Skokie Police Department about expanding the security cameras to certain parks. Executive Director Ohrlund said there is \$8,500 budgeted for security cameras in parks.

Vice President Alter said cameras would be a deterrent to crime. Commissioner Yanes asked if other communities are using security cameras in their parks. Executive Director Ohrlund responded yes. Commissioner Yanes said "we live in a world that feels very unsafe and the security cameras bolster people's feelings of safety." It was the consensus of the Board that a public hearing was not necessary for the installation of the security cameras in the park.

Commissioner Reid moved to install security cameras in Winnebago Park as part of the park renovation project and as a pilot program for other parks. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

REVIEW AND APPROVAL OF DIVERSITY COMMITTEE MISSION STATEMENT

Assistant Superintendent Marquardt said the Diversity Committee revised the statement as requested by the Board and is asking for approval of the revised Diversity Committee Mission Statement.

The Skokie Park District Diversity Committee believes that human diversity is one of the world's greatest gifts. It is the mission of the committee to promote and sustain this valuable asset, through the inclusion of all of the park district's residents and patrons.

The committee will work to ensure that all Skokie Park District staff and its representatives honor and celebrate all people, regardless of age, gender identity, race, religion, ethnicity, sexual orientation, socioeconomic background, political affiliation, or special need.

Through inter-group dialog, the committee and district staff will work compassionately and proactively to reach out to all people, continuing to find new ways to introduce diversity into district programs and events, and into the district's staff culture.

Commissioner Reid said the statement was complete. President Clarito said the committee did a good job on the mission statement.

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

PRESIDENT'S REPORT

Executive Director Ohrlund asked the Board to consider the date of Wednesday, February 8, 2017 for a special meeting to approve the Weber Leisure Center/Fitness First bids and any other necessary items. The date was set for Wednesday, February 8, 2017 at 6:00 p.m. The date of the regular February Board meeting is Monday, February 27, 2017 at 7:00 p.m.

Executive Director Ohrlund reminded the Board of the 2017 Legislative Breakfast on February 3, 2017 at 9:00 a.m. at the Park Ridge Park District.

COMMISSIONER COMMENTS

Commissioner Yanes said she likes the messages displayed on the elliptical equipment at Fitness First.

President Clarito congratulated Assistant Superintendent Marquardt on the success of the Festival of Cultures pot luck dinner.

ADJOURNMENT

Commissioner Yanes moved to adjourn the regular meeting. Vice President Alter seconded the motion. All Commissioners voted aye. Commissioner Aberman was absent. Motion carried. The regular meeting adjourned at 8:35 p.m.

Jerry B. Clarito
President

John V. Ohrlund
Secretary