

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
JANUARY 16, 2018  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Susan Aberman  
Vice President Michael Reid  
Commissioner Michael W. Alter  
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  
Executive Administrative Assistant Ann Perez  
Emily Oaks Nature Center Manager Lee Hansen  
Stuart Gosenpud, Skokie Resident  
John Miller, Ehlers and Associates, Inc.  
Maureen Barry, Ehlers and Associates, Inc.

**CALL TO ORDER**

President Aberman 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**

Mr. Stuart Gosenpud asked about changes in check-in procedures for use of the Weber track. Superintendent Tuft explained the reasons for the walking track pass include safety/security reasons and to acquire statistics on the usage of the walking track. President Aberman thanked Mr. Gosenpud for his comments.

**CONSENT AGENDA APPROVAL**

Commissioner Alter moved to approve the Consent Agenda. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The Consent Agenda consisted of Minutes of the Regular Meeting of December 19, 2017; Revised Minutes of the Diversity Advisory Committee Meeting of November 29, 2017; bills payable for the month of December 2017/January 2018; Treasurer's Report; and Staff Reports.

**2018 BOND TIMELINE**

Treasurer Schmidt introduced John Miller and Maureen Barry of Ehlers and Associates to summarize the District's 2018 bond financing plan. Mr. Miller anticipates two bond issues; Series 2018A General Obligation Limited Tax Refunding bonds and Series 2018B General Obligation Limited Tax bonds, to capture the increase in the debt service extension base. Mr. Miller said the Tax Cuts and Job Act passed in December eliminated tax exempt advance refunding. In March a competitive bond sale for Series 2018A will be held requiring a Bond

Issue Notification Act (BINA) hearing. In April the refunding issue will be sold and the proceeds placed in escrow to pay the December 1, 2018 debt service on the Series 1999 alternate bonds. Mr. Miller said the bond issues will be competitive sales to area financial institutions. President Aberman thanked Mr. Miller for the information.

No motion required, informational only.

### **ENVIRONMENTAL ACTION TEAM REPORT**

Lee Hansen Emily Oaks Nature Center Manager gave a presentation on the Environmental Action Team (EA-Team). She began with the history of the EA-Team which began in 1994 with the District receiving a grant for recycling containers. An Environmental Policy was adopted and put into practice in parks, facilities and programs. Ms. Hansen described the six goals that guide the EA-Team:

- Purchase and use environmentally safe products
- Using air, water and soil resources wisely
- Wise use of energy sources
- Reduce the amount of waste
- Open space planning
- Environmental education and interpretation

She spoke about projects of the EA-Team over the past years which include the following:

- ES2 (Ed Smolinski Environmental Stewardship) award, named after former employee Ed Smolinski who was very passionate about recycling.
- Reduce the Use Energy Challenge
- Tennis shoe recycling
- EA- Team video
- Environmental Report Card
- Earth Hour
- Facility Audits for recycling and energy use
- Green cleaners research and standards
- Recycling Ranger for summer camp
- SPD events – table tents, recycling containers, and limiting vendor waste
- Community paper recycling bins
- Bike to work week
- Low flow toilets
- Landscaping with native plants at Devonshire Center, Tot Learning Center and Weber Center and various parks
- Spring Greening – community recycling event
- Hazardous waste pickup

Ms. Hansen reported that the Winter Chilly Fest will be a zero waste event this year.

Commissioner Yanes asked about composting in the District. Superintendent Rea responded yard waste from parks is composted at Park Service. There will be a composting workshop at Emily Oaks Nature Center. President Aberman thanked Ms. Hansen for the informative presentation.

## **PARK SERVICES FACILITY UPDATE**

Superintendent Rea said the Park Services Facility has received the approval from the Village of Skokie for the full construction of the facility. Mr. Rea summarized the construction work:

- Demolition
  - The major portion of the demolition has been completed by the contractor. Some smaller items are being removed by staff.
- Trench drains
  - Installation of a drain line in the mechanics bay.
  - Installation of a drain line in the west vehicle and equipment storage area running the complete length of the building.
- Air line loop system
  - Lines for compressed air have been run in the general shop areas and vehicle and equipment storage area.
- Heating and ventilation and air conditioning (HVAC)
  - Duct and structure steel modification work continues in preparation for the relocation of two RTU's (roof top units) later this month.
- Excavation and foundation work
  - Work started on the new entranceway with footings and foundations poured in preparation of masonry and elevator equipment shaft.
- Plumbing
  - Water lines have been run overhead and under the floor.
- Electrical
  - Work continues on the removal of old and installation of new electrical circuits and equipment.

No motion, for discussion and review purposes.

## **AUTHORIZATION TO BID REPLACEMENT GREENHOUSE AT EMILY OAKS NATURE CENTER**

Superintendent Rea requested authorization to bid a replacement greenhouse at Emily Oaks Nature Center. Commissioner Yanes asked if the replacement greenhouse will be the same size. Executive Director Ohrlund responded yes it will be placed on the existing knee walls.

Commissioner Alter moved to authorize staff to prepare bid specifications and accept bids for the replacement of the greenhouse at Emily Oaks Nature Center. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

## **APPROVAL OF BOARD AND ADMINISTRATION POLICY REVISIONS**

Executive Director Ohrlund requested approval of the Board and Administration Policy revisions. The revisions include:

- **1.01 Role of Board of Park Commissioners, Executive Director, and Staff**

In the chart of responsibilities, added “and approve” to the selection of committees, made this a Board responsibility, not Director, and added naming of parks etc. to Board responsibility.

- **1.03 Board Meetings**

Added a paragraph relating to preparation of the meeting agenda and that the Secretary distributes the Board packet by the Thursday prior to the Tuesday meeting. Also added is “Consent Agenda Approval” to the order of business.

- **1.09 Committees of the Board**

Two of the four standing committees of the Board have been changed; now including Finance, Parks & Recreation, Diversity and Marketing. Also the authorized size of advisory committees is now 8 rather than 6

- **1.13 Expense Reimbursement**

The State passed a law in 2016 with various new requirements on travel expenses and in response the Board passed Ordinance 16-013. As a result this section is outdated and has been revised to reflect the ordinance.

- **2.18 Lighted Sign Policy**

With the addition of the electronic sign on the new Park Services facility along the Edens Expressway, this section was updated.

**3.15 Residency Policy**

Certain properties in Evanston were removed from the District in 2017. As a result these properties and residents no longer qualify for resident rates in programs and facilities.

- **3.25 Personnel Records**

There are a few minor revisions to this section mostly required by changes in personnel laws.

Vice President Reid moved to approve revisions to sections 1.01, 1.03, 1.09, 1.13, 12.18, 3.15 and 3.25 of the District’s Board and Administrative Policy Manual. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPROVAL OF SECURITY CAMERA POLICY**

Executive Director Ohrlund requested approval of the Security Camera Policy. The draft policy was reviewed by staff and the District’s attorney.

Commissioner Yanes moved to approve the Security Camera Policy for the Skokie Park District. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPROVAL OF PARK SERVICES MEZZANINE BID**

Superintendent Rea requested approval of the Park Services Mezzanine bid. Three bids were received. The low bidder is C & P Installations of Mundelein in the amount of \$54,500. References were checked and were favorable. The mezzanine is necessary for additional storage at the new facility.

Commissioner Khoeun moved to approve the bid for C& P Installations of Mundelein for the purchase and installation of the Park Services Mezzanine for \$54,500. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **APPROVAL OF REVISED FULL TIME COMPETITIVE PAY STRUCTURE**

Executive Director Ohrlund requested approval of the revised full time competitive pay structure. To provide competitive salaries to enable the District to attract and retain excellent employees it is necessary to periodically update the salary structure. Staff is requesting an increase of 2% in the salary range structure. The approval is for a new salary range structure, not individual employee salaries.

Commissioner Yanes moved to approve the increase in the full time salary range pay structure by 2.0% effective May 1, 2018. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **APPROVAL OF APPOINTMENTS TO THE DIVERSITY ADVISORY COMMITTEE**

Executive Director Ohrlund requested approval of appointments to the Diversity Advisory Committee. Three applications were received. The applicants are Jerry Clarito, Nadeem Pazwa and Sharon Carey.

Vice President Reid moved to appoint Jerry Clarito, Nadeem Pazwa and Sharon Carey to the Diversity Advisory Committee. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **PRESIDENT'S REPORT**

The regular meeting of the Board of Park Commissioners will be held on Tuesday, February 20, 2018 at 7:00 p.m. The Diversity Advisory Committee meeting was scheduled for Tuesday, February 13, 2018 at Oakton Center at 7:00 p.m. The date for the Finance Committee was meeting was set for Tuesday, March 13, 2018 at 6:00 p.m.

Executive Director Ohrlund mentioned the Holi event that staff is planning for spring. Mr. Marquardt said there are 3 components to the event; food, music and colors. Mr. Marquardt is working with staff and another community group to coordinate the event. Dates were discussed, but no date was finalized at this time.

### **COMMISSIONER COMMENTS**

Commissioner Yanes said she noticed that birthday party rentals have increased in the Weber Center. Superintendent Tuft responded that now that the Weber Center renovation is complete more space is available for party rentals.

Commissioner Khoeun noted the great diversity in District staff at the recent staff recognition event.

Commissioner Yanes asked about independent contractors working at the District. Superintendent Tuft responded that the District has a few independent contractors which include Hot Shot staff, martial arts classes, massage therapist and others.

President Aberman asked about promotion of the Skatium brick memorials. Commissioner Alter suggested some signage be posted with information about the brick memorials.

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

---

Susan Aberman  
President

---

John V. Ohrlund  
Secretary