

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
JULY 15, 2014
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Mike Reid
Vice President Michael W. Alter
Commissioner Susan Aberman
Commissioner Jerry B. Clarito
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 Jon Marquardt
Executive Administrative Assistant Ann Perez

CALL TO ORDER

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

There were no citizens present.

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. Motion carried. The Consent Agenda consisted of: Minutes of the Regular Board Meeting of June 17, 2014; Bills Payable for the months of June 2014/July 2014; Treasurer's Report; and Staff Reports.

APPROVAL OF PERSONNEL POLICY CHANGES

Executive Director Ohrlund requested approval of Personnel Policy changes due to changes in state laws for medical marijuana and concealed weapons. Sections of the Personnel Policy Manual related to those two topics have been modified. Executive Director Ohrlund reported that as part of the Distinguished Agency process the entire Personnel Policy will be reviewed and modified in the future.

Commissioner Clarito inquired if the policy identifies illegal drugs. Executive Director Ohrlund said this change only relates to medical marijuana per state law. Medical marijuana was the only drug modified in the law.

Vice President Alter inquired if the District was required to make a reasonable accommodation for an individual prescribed medical marijuana. Executive Director Ohrlund responded that it would depend on the individual job duties.

President Reid asked about prescription drugs. Executive Director Ohrlund said that the employee is required to notify their supervisor if using a prescription drug if it could interfere with their job responsibilities. Superintendent Tuft read the paragraph from the policy explaining legal drugs to clarify.

Vice President Alter moved to approve the Alcohol and Drug Abuse Policy for the Personnel Policy Manual. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Vice President Alter moved to approve the Weapons Policy for the Personnel Policy Manual. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPROVAL OF PARK CONDUCT ORDINANCE CHANGES: SECTION 3 GENERAL RULES
ORDINANCE #14-008**

Executive Director Ohrlund stated the Park Conduct Ordinance relates to the use of the parks and is essentially the laws of the Skokie Park District. As a result of changes to Illinois laws over the past several months some sections of the District's Park Conduct Ordinance are out of date and need to be changed. Staff and attorneys have reviewed and revised the appropriate sections to be in conformance with state law, which are formalized in the Ordinance #14-008.

Commissioner Yanes moved to approve Ordinance #14-008. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF REVISED SAFE PARKS ORDINANCE #14-009

Executive Director Ohrlund requested approval of the Safe Parks Ordinance #14-009. This ordinance is a separate ordinance from the Park Conduct Ordinance and was originally passed in 1996. This ordinance is necessary as a result of changes to Illinois law relating to the concealed carry law. The required changes were made and reviewed by the attorneys.

Executive Director Ohrlund mentioned electronic cigarettes that have been discussed at a previous board meeting. The District will wait until a regulation has been made by the Village of Skokie or State of Illinois before changes will be made to the section regarding electronic cigarettes.

Executive Director Ohrlund stated that all of the District ordinances will be reviewed as part of the Distinguished Agency process in the upcoming year. Some revisions may be brought back to the Board at a future date.

Commissioner Clarito inquired about the Safe Play Ordinance reward system. Executive Director Ohrlund said this exists in the current ordinance. A \$100 reward is offered to any person who supplies information leading to the arrest and conviction of any person violating this section. Commissioner Clarito suggested posting this information in parks and on the web site.

Commissioner Clarito moved to approve Ordinance #14-009, the "Safe Parks Ordinance." Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**AUTHORIZATION TO BID BASKETBALL AND TENNIS COURTS
CRACK REPAIRS AND COLOR COATING**

Superintendent Rea requested authorization to bid basketball and tennis court crack repairs and color coating. There are 15 basketball courts at various locations and 2 tennis courts at Emerson Park. The projects are budgeted in the 2014-2015 Capital Improvement Fund for \$57,600.00.

Commissioner Aberman suggested that some tennis courts could be converted to other purposes. After discussion Superintendent Rea said the park monitor will attempt to survey tennis court usage for a month.

Commissioner Aberman moved to authorize staff to prepare bid specifications and solicit bids for basketball and tennis court improvements. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

AUTHORIZATION TO BID THE EQUIPMENT MAINTENANCE CONTRACT AT FITNESS FIRST

Superintendent Tuft requested authorization to bid the equipment maintenance contract at *Fitness First!* Superintendent Tuft said the current contract expires in October. Staff is satisfied with the current provider but would like to test the market. Some alternates in the bid will include preventive maintenance on the strength equipment on a bi-annual schedule and the spin bikes on a monthly schedule. The preventive maintenance includes cleaning the belts, greasing the chains and vacuuming the motors.

Commissioner Yanes commented that she has noticed that there are fewer machines out of service and the new style manual treadmill is popular.

Commissioner Aberman moved to prepare specifications and bid the equipment maintenance contract at *Fitness First!* Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

DISTRICT AND DIVISION GOALS

Executive Director Ohrlund stated the he had given the Board the end of year status of the 2013-2014 District and Division goals last month to review. A draft of the 2014-2015 is open for comments or suggestions. Once the Comprehensive Plan has been completed and approved, some additions may be made to the 2014-2015 goals.

Commissioner Aberman asked what types of programs were being considered for the two new athletic programs. Assistant Superintendent Marquardt said these are programs for the Athletic Supervisor to develop. Pickle ball was discussed and is a specific goal. Superintendent Tuft said these goals are given to the Athletic Supervisor to allow him to be creative. Commissioner Aberman mentioned platform tennis. Superintendent Tuft responded that a specific facility is needed.

Commissioner Yanes inquired about the goal to consolidate and improve community wellness programs. Executive Director Ohrlund responded that there a number of different programs that fit into that category that the District does in conjunction with other organizations and the goal is to consolidate programs, add others and improve marketing. Superintendent Tuft responded that the District started the "Commit to Be Fit," consolidating internally what the District is doing. Scott Runkle will address the Board on the Village of Skokie's IPLAN in September. Scott would like Dr. Counard from the Village of Skokie Health Department to attend the meeting as well.

Commissioner Clarito inquired about the travel and conference policy in the 2013-2014 goals. Executive Director Ohrlund responded that the District has a travel conference policy that needs some additional review. As part of the Distinguished Agency process it will be necessary to review some of those policies.

President Reid inquired about the goal on researching and developing a plan for an alternate archive facility for the Skokie Heritage Museum. Superintendent Tuft responded that the District has a rental storage facility for the archives. This will be a fact finding mission to find out the best solution to build a storage shed or pay the monthly storage fee. The Historical Society was paying for one half of the cost of the monthly storage unit rental, but is no longer able to do so. Museum Manager Amanda Hanson is researching grants to help fund the cost.

Commissioner Aberman moved to approve the 2014-2015 District and Division goals for the 2014-2015 year. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

PRESIDENT'S REPORT

President Reid discussed the date for the August Board Meeting. The date for the next Regular Meeting of the Board of Park Commissioners was set for Tuesday, August 19, 2014 at 7:00 p.m. at Weber Leisure Center.

COMMISSIONER COMMENTS

Commissioner Yanes inquired about the television monitors on the elliptical equipment not being operational. Superintendent Tuft stated that the booster was unplugged. She will have staff check the plugs periodically. Commissioner Yanes asked if staff could more frequently assist patrons on the floor and check the television monitors and fitness equipment a few times a day. Superintendent Tuft said this will be done.

Commissioner Clarito and President Reid complimented the beach ball give-a-ways at the Parade and Fireworks. Executive Director Ohrlund read a thank you from the Fourth of July Parade Committee.

Executive Director Ohrlund reminded the Commissioners of the M-NASR Liponi Mini-Golf event on Wednesday, August 13th.

Executive Director Ohrlund spoke about the Backlot Bash SuperFan applications deadline of August 15th. Superintendent Tuft said Commissioners can apply online.

President Reid said the Festival of Cultures dinner that was held last evening was very nice.

ADJOURNMENT

Commissioner Aberman moved to enter into Executive Session to discuss minutes of Executive Session Meetings for purposes of approval of the minutes and to consider information regarding the appointment, employment, compensation, discipline, performance or dismissal of specific employees. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting adjourned to Executive Session at 7:48 p.m.

The regular meeting reconvened from executive session at 8:52 p.m.

Vice President Alter moved to approve the content of the Executive Session Minutes of June 17, 2014 with minutes to remain closed because the need for confidentiality still exists as to all or part of the minutes. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Commissioner Aberman moved to approve Ordinance #14-010 establishing the annual salary of the Executive Director. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Vice President Alter moved to adjourn the regular meeting. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting adjourned at 8:53 p.m.

Michael Reid
President

John V. Ohrlund
Secretary