

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
JUNE 16, 2015  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

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

Others Present:

Executive 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

**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.

**SWEARING IN OF RE-ELECTED COMMISSIONER**

Executive Director Ohrlund performed the swearing in ceremony for re-elected Commissioner Michael Alter.

**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. Vice President 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 May 19, 2015; Minutes of the Annual Meeting of May 19, 2015; Bills payable for the month of May/June 2015; Treasurer's Report; and Staff Reports.

**ORDINANCE #15-010 ADOPTING AMENDED AND RESTATED INVESTMENT POLICY**

Treasurer Schmidt explained that the Investment Policy dates back to 1988. The Park District's attorney Tressler LLP recommended the policy be approved as an ordinance by the Board. Commissioner Aberman inquired what changed in the policy. Treasurer Schmidt responded there were no changes to the investments, the language was updated and more specific procedures were stated. Treasurer Schmidt requested the adoption of the amended and restated Investment Policy.

Vice President Yanes moved to approve Ordinance #15-010, amending and restating the District's Investment Policy. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPROVE DISTRICT AND DIVISIONAL GOALS FOR 2015-2016**

Executive Director Ohrlund said a month ago the final status of the 2014-2015 goals was reviewed by the Board.

The Administration and staff has compiled the new goals for 2015-2016. Executive Director Ohrlund asked for any questions or comments.

Commissioner Aberman had some questions regarding memorial trees, hosting cultural events, sports training, proposed signage and the funding for Sports Park East. Staff responded to each specific question.

Superintendent Tuft stated that one of the suggestions from the Master Plan was to create more cultural events. Superintendent Tuft said staff has been challenged to create a special event for their facility. The events will be published in the program guides. The Board requested that they receive notification regarding these events to include them in their schedules as they would like to attend.

Executive Director Ohrlund responded to the question about funding for Skokie Sports Park. He said that OSLAD grants will likely not be available for the funding. A project update will be provided in July.

Vice President Yanes asked for a key designating the responsible staff for each goal. Executive Director Ohrlund said he will provide the information to the Board.

Vice President Yanes asked about the Cultural Affairs Committee, tennis popularity, the Exploritorium website and evening and weekend senior programming. Superintendent Tuft said she and Assistant Superintendent Marquardt will be working on composition and goals of Cultural Affairs Committee. Superintendent Tuft responded that the new adult tennis affiliate is growing. Assistant Superintendent Marquardt said that participation in tennis lessons has increased.

Commissioner Aberman moved to approve the 2015-16 District and Division goals for the 2015-16 fiscal year. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **APPROVAL OF BASKETBALL AND TENNIS COURT CRACK REPAIRS AND COLOR COATING**

Superintendent Rea requested approval of the bid for basketball and tennis court crack repairs and color coating for 4 basketball courts and 5 tennis courts. These projects are budgeted in the Capital Improvement Fund for \$88,500. Three bids were received. The low bidder is 10-S Court Solutions of Lake Forest, IL for \$50,500. Staff checked references for this vendor and they were very favorable.

Commissioner Aberman moved to approve the Basketball and Tennis Court Crack Repairs and Color Coating bid to 10-S Court Solutions of Lake Forest, IL for \$50,500. Vice President Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **AUTHORIZATION TO PURCHASE ONE LARGE AREA MOWER**

Superintendent Rea requested authorization to purchase a Toro Groundsmaster 4000-D large area mower through the State Purchase Program. The vendor is MTI Distributing of Brooklyn, MN and will be delivered through a local vendor Reinders of Franklin Park. The equipment is budgeted at \$55,500 in the 2015-2016 Vehicle and Equipment Replacement Fund. The current mower is a 2009 Toro 4000-D that has been used heavily and is scheduled for replacement. The old mower will be disposed of at a future auction.

Commissioner Alter moved to authorize staff to purchase one Toro 4000-D mower from MTI Distributing for \$56,069.56. Vice President Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **APPROVAL OF PREVAILING WAGE ORDINANCE #15-012**

Treasurer Schmidt requested approval of the Prevailing Wage Ordinance #15-012. Treasurer Schmidt explained that every June as a state requirement each unit of local government must approve an ordinance setting the prevailing wages for construction projects.

Commissioner Aberman moved to approve Ordinance #15-012, setting the prevailing wage rate. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **APPROVAL OF ADMINISTRATION XEROX COPIER LEASE AGREEMENT**

Treasurer Schmidt requested approval of an Administration Xerox Copier Lease Agreement. A revised summary was distributed to the Board. Treasurer Schmidt said the District has the opportunity to upgrade and replace the current Xerox WC5790 copier/printer in the Administration office. The lease on the current copier expires in 2015. The District will be able to upgrade the copier/printer and maintain the yearly costs based on current copy usage. The total yearly cost will decrease from \$9,960 to \$9,910.

Vice President Yanes moved to approve replacing the current copy equipment at Weber Leisure Center Administration office with a new Xerox WC5890APT System copier at a five year lease cost of \$49,549. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried

### **LIFE INSURANCE BENEFITS RENEWAL**

Treasurer Schmidt explained the District provides AD&D and Life Insurance benefits to full time employees through Lincoln National Insurance. The District had a fixed rate for the past three years. The renewal date is September 1, 2015. The proposed rate increase of 9.0% results in a premium increase of \$140.87 per month for a one year period. Vice President Yanes asked if the insurance is term life. Treasurer Schmidt responded yes.

Vice President Yanes moved to approve the District's Life and AD&D insurance with the Lincoln National Life Insurance Company for a period of one year at the rate of \$0.149/\$1,000 of Life and \$0.02/\$1,000 of AD&D insurance. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **ORDINANCE #15-011 ADOPTING BOARD OF PARK COMMISSIONERS AND ADMINISTRATIVE POLICY AND PROCEDURE MANUAL**

Executive Director Ohrlund explained that staff and attorneys have been reviewing the manual extensively over the past few months. Executive Director Ohrlund asked if there were any comments or questions.

Vice President Yanes asked about remote attendance at Board meetings. Executive Director Ohrlund responded that two way communications is necessary for attendance at meetings and the District has the technology required.

In response to a question from Vice President Yanes, Executive Director Ohrlund said educational training and travel costs are reimbursable.

Commissioner Clarito recommended minor changes to the section regarding the Executive Director and all Commissioners agreed on the changes.

Commissioner Aberman inquired about fee assistance for the Skatium. Superintendent Tuft clarified that admission to the Skatium is not eligible, skating programs are eligible.

Commissioner Aberman asked about criminal background checks procedure for the affiliates. Superintendent Tuft said staff is determining if the procedure will change.

Commissioner Aberman asked about the Purchasing Policy. She asked if the Board should consider raising the bid limit to match the state law limit to \$25,000. All Commissioners agreed to raise the bid limit to \$25,000.

Commissioner Clarito inquired about the policy that states Commissioners serve without compensation. President Reid recommended keeping the wording as is.

Executive Director Ohrlund said he will incorporate all the changes that have been discussed.

Commissioner Aberman moved to approve Ordinance #15-011, the Board of Park Commissioners and Administrative Policy and Procedure Manual as modified. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **PRESIDENT'S REPORT**

The date for the next Regular Meeting of the Board of Park Commissioners was set for Tuesday, July 21, 2015 at 7:00 pm.

### **COMMISSIONER COMMENTS**

Commissioner Aberman inquired about the decrease in summer class attendance. Assistant Superintendent Marquardt attributed the decrease in participation to the way the calendar falls this year. Executive Director Ohrlund said it may coincide with the change in school calendars as well.

Commissioner Alter left the meeting at 8:08 p.m.

President Reid said there will be a Grand Marshall this year at the Fourth of July Parade. The Grand Marshall will be Christian Stolte from the television show Chicago Fire. Mr. Stolte is Skokie resident.

Vice President Yanes recommended that the Citizen Advisory Committee be reinstated. She said it is a good way to attract interested individuals to become more involved with the Park District. President Reid said it is a committee that is used for a specific reason and is on an "as needed basis". When a need occurs a committee may be called.

Vice President Yanes recommended business casual for Board meetings.

### **ADJOURNMENT**

Vice President Yanes moved to adjourn the regular meeting. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting ended at 8:18 p.m.

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Michael Reid  
President

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John V. Ohrlund  
Secretary