

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
JUNE 21, 2016
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Jerry B. Clarito
Commissioner Susan Aberman
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
Weber Center Facility Manager Emily Guynn
Park Services Office Manager Dima Kirland
Skokie Resident Curtis Hanawalt
Skokie Resident Dennis Rizo
Skokie Residents Mark and Kristin Winter
Skokie Residents Alissa and Ladd Solomon
Buffalo Grove Park Commissioner Adriane Johnson

Absent:

Vice President Michael W. Alter

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

Kristin Winter thanked the Board for their kind hospitality on June 9, 2016 at Winnebago Park and for taking the time to learn about Winnebago Park. The neighbors really appreciated the barbeque event. She thanked the Board for considering the Winnebago Park playground renovation on the Board agenda this evening.

Curtis Hanawalt echoed Kristen's words and said everyone had a wonderful time at the barbeque event and are excited to see what can be done at the park in the future.

Ladd Solomon thanked the Board for joining the neighbors at Winnebago Park. He said it was a blast with the hot dogs and sharing time with the Board.

Dennis Rizo appreciates the Board taking the Winnebago Park renovation into consideration.

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. Vice President Alter was absent. Motion carried. The Consent Agenda consisted of Minutes of the Regular Meeting of May 24, 2016; Annual Meeting Minutes of May 24, 2016; Bills payable for the month of April/May 2016; Treasurer's Report; and Staff Reports.

IAPD BOARD DEVELOPMENT PROGRAM PRESENTATION

Executive Director Ohrlund introduced Adriane Johnson, a Buffalo Grove Park District Commissioner. Ms. Johnson is also a representative of the Illinois Association of Park Districts (IAPD) Board of Trustees. Ms. Johnson presented the Illinois Association of Park Districts program for Board development and benefits of membership.

Ms. Johnson distributed some personalized packages of IAPD information for the Board to following during the presentation. Ms. Johnson said she came to share information on the benefits of IAPD membership, speak about the Board Development Program and to provide insight into how the Board can become more active.

Ms. Johnson gave a historical background of the IAPD. She said the Skokie Park District has a rich history in supporting IAPD and being actively involved. In 1961 then Park District Board President Henry Gleiss, who was also the President of the IAPD Board of Trustees, was very instrumental in establishing standards for professionals in parks and recreation at the college level.

Ms. Johnsons said IAPD benefits include networking, partnerships with other districts on important issues to advance parks and recreation, advocacy, board development, legal services, educational benefits, technical assistance, programs and events, board self - development program, awards and recognition and affinity programs.

Ms. Johnson recommended board self evaluations. The Board Development Program provides Commissioners with Board Development Units (BDU) for committee involvement, attendance at education workshops, volunteer activities, meeting attendance, participation in local special events and participation in state and national conferences. Ms. Johnson said being active and being engaged in the community is what board development is all about. There are three levels of status in the program: Notable Board Member, Distinctive Board Member and Master Board Member.

Ms. Johnson thanked the Board for their active leadership in the community. She said a way to become more active is to join and participate in IAPD committees.

President Clarito thanked Ms. Johnson for the presentation and invited her to stay for the rest of the meeting.

APPROVAL OF TIMBER RIDGE PLAYGROUND DESIGN AND AUTHORIZATION TO BID

Superintendent Rea said the public hearing on the Timber Ridge Playground design was held prior to the Board meeting. Superintendent Rea said the public selected Nu Toys option #3 for the playground design for Timber Ridge Park playground. Commissioner Aberman asked if

spinners were included and Superintendent Rea responded the spinners will be added. The project is budgeted at \$100,000 in the Building Improvement Fund. The existing structure will be removed this summer by staff and the new playground will be built later this fall.

Commissioner Aberman moved to approve the selected design and authorize staff to prepare bid specifications and to solicit bids for the installation of the Timber Ridge Park playground. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

WINNEBAGO PARK PLAYGROUND UPDATE

Executive Director Ohrlund said there are 3 large capital items to discuss at the meeting today. They are the Winnebago Park Playground, Skokie Sports Park ball delivery system and the Weber/Fitness First Renovation. Each of these items will be presented and then the Board can act on the capital items.

Several residents from the Winnebago Park neighborhood attended the April 19th Board meeting requesting to improve the playground area.

On June 9th the Park District hosted one of the “Many Cultures, One Community – Keeping Skokie Safe” programs including the Skokie Police COPS vehicle and hot dogs and chips at Winnebago Park. Staff and the Board interacted with the residents and observed the condition of the park and playground.

The Winnebago Park playground is scheduled for replacement in the 5 year capital plan in 2020. With interest from the residents along with Board and staff observations at the park at the neighborhood event, staff is recommending moving the playground replacement up to the current fiscal year. Executive Director Ohrlund said if approved tonight the project could be bid out in the fall. The cost is approximately \$250,000.

Commissioner Reid said the Commissioners went to the park and saw the condition of the park and playground and observed the change in the neighborhood. After spending time there, it makes sense to move it up in the schedule. Commissioner Yanes agreed.

WEBER/FITNESS FIRST PROJECT UPDATE

Superintendent Tuft said in November the Board approved a plan for the Weber/Fitness First project. Since that time the District has been notified that the Skokie Sports Park East project will not be happening for at least 2 years, if at all. Since this project will be delayed staff would like to reconsider adding some options and alternatives back into the Weber/Fitness First renovation.

Superintendent Tuft explained that the two areas recommended to be included in the renovation are the Party Room/Child Care modifications and Board Room modifications. She explained the design concepts for both of the areas.

Estimated costs for these modifications are: Party Room/Child Care modifications \$89,819, Board room modifications \$317,236 for a total of \$407,055.

Some areas to be bid as alternates are: Fire alarm replacement \$231,978, glass faced express lockers \$5,145, replacing Fitness First light fixtures \$60,858, lockers and benches, 2nd floor

hallway \$9,680, replace concrete slab \$77,101, remove existing casework, 2nd floor \$2,341 for a total of \$387,103.

Superintendent Tuft explained that renovating the Board room would make the room available to use as a multi- purpose space. Room rentals and more programming could take place in the new space as well as the monthly Board meetings. Commissioner Aberman asked about the original design concept and Superintendent Schmidt said originally the thought was for local businesses to use the room for a conference room. Commissioner Aberman asked about the number of room rentals at the Weber Center that were turned down due to lack of space available. Emily Guynn, Weber Facility Manager said groups are directed to Devonshire or Oakton for room rentals when space is not available at the Weber Leisure Center. Superintendent Tuft said she believes that revenue for rentals will be generated, but programming will bring in more revenue and will alleviate space issues.

The six alternates were explained in detail by Superintendent Tuft.

Commissioner Yanes asked if the fire alarm system would be updated. Superintendent Tuft said the system will be an addressable system making it easier to locate fire or other issues in the building. The public address system is not part of the fire alarm system.

SPORTS PARK BALL DISTRIBUTION SYSTEM REPLACEMENT

Superintendent Tuft said the current auto tee up system is a unique system and the current system provider is not able to service the software and hardware components. Replacement parts including tees are not available. The system goes down periodically, stations are frequently out of service and staff has to manually provide buckets of balls. The only long term solution is the replacement of the individual station ball distribution system.

Staff has received a quote from Range Automation Systems (RAS) for a new system. RAS is the only United States based company that can provide a replacement ball delivery system. RAS is the sole source provider for the installation. The District has used RAS successfully in the past.

Staff is requesting the authorization to contract with Range Automation Systems for the installation of their Norhtstar system for Skokie Sports Park for \$355,386. The rubber floor surfacing will need to be replaced. The cost for flooring and any other additional costs will be brought to the Board at a later date.

Commissioner Yanes asked about lost revenue. Superintendent Tuft said it is difficult to estimate the amount of lost revenue, but revenue has been lost and customers have become dissatisfied.

CAPITAL PROJECTS STATUS REVIEW AND RECOMMENDATION

Executive Director Ohrlund discussed the capital improvement projects that were budgeted for the fiscal year. The District has \$8,227,000 cash on hand for capital projects. This includes the \$1,000,000 available for transfer from operations funds. Should the Board authorize the additional capital expenditures suggested this evening \$2,145,000 will still remain in the capital funds at the end of the year. If none of the alternates for the Weber/Fitness First project are approved the capital funds available at the end of the fiscal year would be approximately \$2,500,000.

Staff recommended approval of the enhancements Weber/Fitness First, a replacement ball delivery system at Sports Park, and a replacement of the playground at Winnebago Park. To summarize the costs: Weber/Fitness First \$400,000, Skokie Sports Park \$355,386 plus flooring, and Winnebago Park \$250,000.

Commissioner Reid moved to approve the replacement of the Winnebago Park Playground for the anticipated approximate cost of \$250,000 - \$300,000 and to authorize staff to begin the planning process. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

Commissioner Yanes moved to approve a contract with Range Automation Systems for the installation of their Northstar system at Skokie Sports Park for \$355,386 and an approximate cost to replace the surface flooring of \$75,000. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

Commissioner Reid moved to approve the addition of the Party Room Child Care modifications and the Board Room modifications to the scope of the Weber/Fitness First renovation project at an estimated cost of approximately \$400,000. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

APPROVAL OF BID FOR BASKETBALL AND TENNIS COURT COLOR COATING AND REPAIRS

Superintendent Rea requested approval of the bid for basketball and tennis court color coating and repairs for 4 basketball courts and 4 tennis courts. The project is budgeted at \$44,000. Three bids were received. The low bidder was 10-S Court Solutions in the amount of \$28,000.

Commissioner Yanes asked why there was such a difference in range of the bids.

Commissioner Aberman moved to approve the Basketball and Tennis Court Crack Repairs and Color Coating bid to 10-S Court Solutions for \$28,500. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

APPROVAL OF AGREEMENT FOR A ROOFING CONSULTANT

Superintendent Rea requested approval of an agreement for a roofing consultant for the Weber Leisure Center and the Skatium. Superintendent Rea said the E.P.D.M roofing membrane system needs to be replaced and is scheduled for 2017. The facility has been experiencing leaks throughout the building.

Staff has worked with Building Technology Consultants of Arlington Heights in the past and is requesting authorization to hire Building Technology Consultants to perform Phase I: Pre-Design Analysis for the Weber Leisure Center Roof Evaluation project.

Commissioner Yanes moved to authorize Building Technology Consultants to perform Phase I of their proposal 16-P960 dated June 17, 2016; Pre-Design for the Weber Leisure Center Roof

Project. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

AUTHORIZATION TO BID REPAIRS TO EMILY OAKS NATURE CENTER

Superintendent Rea requested authorization to bid repairs at Emily Oaks Nature Center. Superintendent Rea said the existing asphalt shingle roof is scheduled to be removed and replaced along with the installation of new gutters and staining of wood trim. The project is budgeted \$73,200 and will begin in late September.

Commissioner Yanes asked when the last time the roof was replaced. Superintendent Rea said the roof has been repaired many times but not replaced recently.

Commissioner Reid moved to authorize staff to prepare bid specifications and to solicit bids for Emily Oaks Nature Center repairs including roof replacement, staining and gutter replacement. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

AUTHORIZATION TO BID PAVING REPAIRS FOR DEVONSHIRE PARK

Superintendent Rea requested authorization to bid paving repairs for Devonshire Park. Superintendent Rea said in 2011 the south half of the parking lot was repaired and the current request is for repairs further north.

Commissioner Aberman moved to authorize staff to prepare bid specifications and to solicit bids for parking lot repairs at Devonshire Park. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

AUTHORIZATION TO PURCHASE A LARGE AREA MOWER

Superintendent Rea requested authorization to purchase one Toro 4000 D large area mower through the Illinois State Purchase Program. The mower is budgeted at \$57,500. The unit will be ordered through MTI Distributing of Brookdale Minnesota and delivered through local vendor, Reinders, Inc. at a cost of \$56,113.54.

Commissioner Yanes asked how many large mowers the Park District has. Superintendent Rea responded that the District has two large area mowers.

Commissioner Reid moved to authorize the purchase of one Toro 4000D large area mower through the Illinois State Purchase Program from Reinders, Inc for \$56,113.54. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

AUTHORIZATION TO PURCHASE A SPRAY UNIT

Superintendent Rea requested authorization to purchase a Toro Multi Pro 1750 spray unit and attachments through the National Intergovernmental Purchasing Alliance (NIPA). The spray unit will be used primarily at Weber Park Golf Course and Skokie Sports Park.

Commissioner Yanes asked what the unit is used for. Superintendent Rea responded for the application of various herbicides, pesticides and fungicides. Staff is licensed and uses appropriate safety equipment during applications and makes public notifications as required.

Commissioner Reid moved to authorize the purchase of a Toro Multi Pro 1750 Spray unit through the National Intergovernmental Purchasing Alliance from Reinders, Inc. for \$33,598.33. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

REVIEW AND FINAL STATUS OF 2015-2016 DISTRICT AND DIVISION GOALS

Executive Director Ohrlund reported on the 2015-2016 District and Division Goals. Commissioners Aberman and Yanes asked questions on some of the goals. They asked for goal descriptions to be more specific and to not use abbreviations in the descriptions.

Commissioner Aberman said the Park District has a very culturally diverse staff. These individuals could develop specific ideas for cultural events. Superintendent Tuft said the newly formed Diversity Committee has met twice and Jon Marquardt can work with them.

President Clarito complimented staff on their hard work.

REVIEW AND APPROVAL OF 2016-2017 DISTRICT AND DIVISION GOALS

Executive Director Ohrlund requested the review and approval of 2016-2017 District and Division Goals. Commissioners Aberman and Yanes asked questions about some of the goals asking for more specific information, not to use abbreviations in the descriptions and have more specific cultural events for the demographics of residents in Skokie.

Commissioner Aberman moved to approve the 2016-2017 District and Division goals. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

President Clarito suggested using the Comprehensive Plan as a guideline for some of the District goals. Superintendent Tuft said staff does use the Comprehensive Plan when developing the goals.

APPROVAL OF PREVAILING WAGE ORDINANCE #16-009

Superintendent Schmidt requested approval of the Prevailing Wage Ordinance #16-009. Every June local units of government must approve an ordinance setting the prevailing wages for construction projects. As of June 15, 2016, the most current wage rate provided by the Illinois Department of Labor was July 2015.

Commissioner Reid moved to approve Ordinance#16-009, setting the prevailing wage rate. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

PRESIDENT'S REPORT

The date for the next Regular Meeting of the Board of Park Commissioners was discussed. The date was set for Tuesday, July 19, 2016 at 7:00 pm at the Weber Leisure Center.

COMMISSIONER COMMENTS

Commissioner Yanes asked if camp registrations are up this year. Assistant Superintendent Marquardt said registrations are up and will increase for camp second session and extended camps.

Commissioner Yanes has noticed staff using cellphones at their work stations which is not allowed. Superintendent Tuft said management is aware and continues to address the issue.

Commissioner Reid said John Ohrlund, Michelle Tuft, and he attended the Taste of Skokie Valley last week. Commissioner Reid said it was very well attended and the food was very good.

Executive Director John Ohrlund said the 4th of July Parade activities will be the same as last year. Commissioners should meet in the Oakton Park tennis lot to be taken to the golf carts. Superintendent Tuft said Commissioners will receive staff T-shirts.

Executive Director Ohrlund met with School District 69 Superintendent Margaret Clauson. Madison School is planning an expansion of the school. The expansion may extend into the soccer field or the garden plots. Ideas are being considered for a new garden plot location. Commissioner Aberman noted the importance of the soccer field at that location to the District's recreational needs.

ADJOURNMENT

Commissioner Aberman moved to adjourn the regular meeting. Vice President Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried. The regular meeting ended at 9:08 p.m.

Jerry B. Clarito
President

John V. Ohrlund
Secretary