

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
MAY 21, 2013
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present: President Mike Reid
Vice President Maureen Yanes
Commissioner Michael W. Alter
Commissioner Jerry B. Clarito

Others Present: Director/Secretary John V. Ohrlund
Treasurer William G. Schmidt
Superintendent of Parks Michael Rea
Superintendent of Recreation and Facilities Michelle Tuft
Assistant Superintendent of Recreation Jon Marquardt
Park Services Office Manager Dima Kirland

Absent: Commissioner Susan Aberman

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 citizen comments.

CONSENT AGENDA APPROVAL

With no items removed from the Consent Agenda, Vice President Yanes moved to approve the Consent Agenda. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried. The Consent Agenda consisted of: Minutes of the George Street Parkway Public Meeting of April 23, 2013; Minutes of the Regular Board Meeting of April 23, 2013; Bills Payable for the months of April 2013/May 2013, Treasurer's Report; and Staff Reports.

APPROVAL OF XEROX LEASE AGREEMENT EMILY OAKS NATURE CENTER

Superintendent Schmidt requested authorization to replace the current copy equipment at Emily Oaks Nature Center with new copy equipment at a five year total lease cost of \$17,820 based on current usage. The copier would be replaced with a similar and less expensive copier. President Reid commented it is a considerable savings of \$188 per month from the current cost.

Vice President Yanes moved to approve replacing the current copy equipment at Emily Oaks Nature Center with the recommended copy equipment at a five year lease cost of \$17,820. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

AUTHORIZATION TO BID FITNESS FIRST ELECTRICAL REPAIRS

Superintendent Rea requested authorization to prepare specifications and solicit bids for the replacement of electrical floor boxes and other electrical repairs for Fitness First. The project is budgeted in the 2013-2014 Capital Improvement Fund for \$20,000. The current configuration has exposed power plugs from each piece of fitness equipment and cables from each flat screen which lends them to damage from being stepped on. The current configuration has a very messy appearance

and has many open boxes and voids under the carpet. The new style units being proposed will have all plugs located down inside of each box secured below the cover. The repairs and new configuration will be made in conjunction with replacing the floor/carpet.

Vice President Yanes asked about the knee wall project discussed last year. Superintendent Rea said this project would replace building knee walls between the fitness equipment. Superintendent Rea further stated that installing electrical boxes below the floor is safer; however it will be a challenge. Executive Director Ohrlund said that knee walls limited options and locked in fitness equipment locations. Executive Director Ohrlund reiterated that installing the boxes in the floor will be a challenge because of the tight configuration and time line. Vice President Yanes commented that she concurred with staff in proceeding this way as it is state of the art configuration. Superintendent Tuft assured the Board that staff wants to do this right and will not proceed with the project until staff is confident it will be done correctly. Vice President Yanes asked if a consultant is needed to assist with the electrical project. Superintendent Rea said staff will consult with electrical contractors to find the correct electrical boxes.

Vice President Yanes inquired if additional outlets can be installed on the walls as part of this project, as vacuum cords can be trip hazards to patrons. Superintendent Tuft said she will look into options to consider.

Commissioner Clarito moved to authorize staff to prepare bid specifications and solicit bids for Fitness First floor electrical repairs. Vice President Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

AUTHORIZATION TO BID TREE AND SHRUB CHIPPER

Superintendent Rea stated that the current chipper has begun to show extreme stress on some of the internal components due to the heavy use over the past five years related to the removal of ash trees destroyed by the emerald ash borer. Superintendent Rea requested authorization to prepare specifications and solicit bids for the replacement of the 2002 Vermeer chipper. This equipment is budgeted in the 2013-2014 Vehicle and Equipment Replacement Fund for \$60,000. Prices are expected to increase soon. President Reid commented that the chipper has been in use for over 10 years and is definitely due for replacement.

Commissioner Alter moved to authorize staff to prepare bid specifications and solicit bids for one (1) tree and shrub chipper. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

AUTHORIZATION TO REVIEW AND APPROVAL OF 2013-2014 GOALS

Executive Director Ohrlund provided the Board with a draft copy of the District and Division goals for the 2013-14 fiscal year. He asked for any suggestions, additions and comments on the draft goals. He said he expects to update the Board throughout the year on progress on the goals.

Executive Director Ohrlund said the anti-obesity effort is included in several goals but the attempt is to consolidate the information and marketing of all the various anti-obesity programs.

Vice President Yanes asked if reviewing benefits for part-time staff can be added to the goals. Superintendent Schmidt said that this is a part of the 'implement health care reform' goal listed under Business Services/IT. As part of the health care reform, agencies are required to identify employees that must be offered insurance. At this time, there is roughly 30 part-time staff that falls into this category. Vice President Yanes requested that staff continue to investigate insurance benefits for part-time staff. Executive Director Ohrlund said this will be added as a goal.

Commissioner Clarito asked if the results of the recent community survey are imbedded in the goals. Executive Director Ohrlund stated the survey is a base for the Comprehensive Plan. The

Comprehensive Plan is one of the major goals for the year. Staff can review the survey to see if any goals can be derived from it.

Vice President Yanas asked that the word 'fitness' be added to the anti-obesity goal on page 3. Executive Director Ohrlund said this will be added.

Vice President Yanas commented that she is pleased with the addition of e-forms on the SPD website. Executive Director Ohrlund responded that this is an ongoing trend that staff is undertaking both internally and for the public.

Vice President Yanas asked for an explanation on liability insurance for officials and if this is a new requirement. Superintendent Tuft said that most of the officials are sub-contractors and therefore are required to have liability insurance. This is not new and applies specifically to basketball, soccer and softball officials. Staff is trying to put a more comprehensive process in place.

President Reid complemented staff on the goal for standardization of all the facilities. All the facilities contain the same literature and information necessary to help the customer. Customer service staff is always pleasant, professional and helpful. Executive Director Ohrlund said part of this standardization also relates to facility appearance and cleanliness.

Vice President Yanas thanked staff for the District and Division goals report.

Commissioner Clarito moved to approve the 2013-14 District and Division goals for the 2013-14 fiscal year as modified. Vice President Yanas seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

APPROVE THE AMENDMENT TO PHASE I OF THE TALKING FARM USE AGREEMENT

Superintendent Rea reported that the Talking Farm agreement is due to expire June 21, 2013. The amendment extends the agreement from two years to three years and modifies the definition of "use" to include installing fences, modifying fences, creating raised planting areas and some work in Phase 2 and 3 areas. Work planned for the Phase 2 and 3 areas are mounded farm beds, a portable washroom, and to grade and level the land and install a shed. All structures are designed for quick removal if the need arises. Some of the fences installed are deer fencing. Talking Farm has done a great job of cleaning up the area.

Superintendent Rea requested approval of the amendment to Phase 1 of the Talking Farm Use Agreement.

President Reid commended the Talking Farm for doing a phenomenal job on the site. Superintendent Tuft said that Tot Learning Center is thrilled to have them on the site.

Vice President Yanas moved to approve the amendment to the Phase I Use Agreement between the Skokie Park District and the Talking Farm. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

COMMISSIONER COMMENTS

Commissioner Alter thanked and praised Kerry Murphy and the Skatium staff for the fabulous job they did at the Ice Shows. Staff did a great job of traffic/patron flow and dealing with last minute problems such as the video vendor not showing up.

President Reid reported that there was a good and steady crowd on both days at the Festival of Cultures. The weather was warm and dry which made it more pleasant. Devonshire Cultural Center Manager Robin Horwitz sang the National Anthem; she has a great singing voice. He complimented all staff and volunteers for an outstanding job.

Commissioner Clarito reported that he received only positive feedback from the attendees as well as all the elected officials at the Festival of Cultures. Everyone enjoyed it very much.

Superintendent Tuft stated that this was also a transition year with Assistant Superintendent of Recreation Jon Marquardt taking over responsibility for the event and he did a great job.

Executive Director Ohrlund gave an update on current projects. The Skatium project started yesterday and the Skokie Park Tennis Center is underway with paving completed and fence posts being installed today. It should be completed by the end of June. Staff is also researching the possibility of installing an information monitor in Fitness First.

PRESIDENT'S REPORT

President Reid confirmed the date of the June Board Meeting with the other Commissioners. The next Regular Meeting of the Board of Park Commissioners will be held on Tuesday, June 18, 2013 at 7:00 p.m.

ADJOURNMENT SINE DIE OF REGULAR MEETING

Commissioner Alter moved to adjourn the regular meeting. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried. The regular meeting ended at 7:36 p.m.

Michael Reid
President

John V. Ohrlund
Secretary