

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
MAY 19, 2015  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Mike Reid  
Commissioner Susan Aberman  
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  
Office Manager Park Services Dima Kirland  
Human Resource Manager Lynn Seebacher

Absent:

Vice President Michael W. Alter

**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 Clarito 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 April 21, 2015; Minutes of the Public Hearing on the McNally Park Playground Design of March 17, 2015; Minutes of the Skokie Sports Park East Public Open House of April 30, 2015; Bills payable for the month of April/May 2015; Treasurer's Report; and Staff Reports.

**REVIEW AND APPROVAL OF REVISED PERSONNEL POLICY MANUAL**

Executive Director Ohrlund stated that staff went through an extensive review of the Personnel Policy Manual, made incremental changes and added sections due to changes in law. Attorneys from Management Association helped with a thorough review of the policies. Human Resource Manager Lynn Seebacher's memo highlights the changes. Some of the changes were; Pregnancy Discrimination Policy was updated to be in compliance with current laws; Whistleblower Compliance policy was added; added "Medical Insurance Coverage for Part-time Staff"; and Technology Use Policy was updated to reflect current technology.

Comments were made and discussed regarding DCFS Mandated Reporters and employees' use of cell phones and Facebook during work hours. Commissioners commented on the well written Personnel Policy Manual. Responding to Commissioner Clarito, Human Resource Manager Lynn Seebacher stated that past employee incidents did not result in any specific policy changes. President Reid said he was pleased to see medical coverage and enhancements to the use of District facilities and programs for part-time staff.

Commissioner Aberman moved to approve the Personnel Policy Manual dated May 19, 2015. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

**APPROVE BID FOR DEVONSHIRE CULTURAL CENTER FLOOR REPLACEMENT**

Superintendent Rea reported that one qualified bid was received. A second bid came in after closing and was rejected. Superintendent Rea explained the process of the installation of the new floors. The project was budgeted at \$35,000 and the bid submitted was \$59,160. This is higher than budgeted but funds are available and staff opted to specify a higher quality product than originally budgeted.

Commissioner Yanes moved to approve the bid of Sterling Services, Inc. of \$59,160 for the installation of an epoxy floor coating system for the Devonshire Center Theater. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

**APPROVE PURCHASE AND INSTALLATION OF DEVONSHIRE CULTURAL CENTER THEATER SEATING SYSTEM**

Superintendent Rea explained that this is the second part of the Devonshire Theater project. Staff opted to use the National Joint Purchasing Alliance to order the seating. The seating system has a 12-14 week delivery time, so there is a tight time frame. The project was budgeted at \$85,000 and the bid came in at \$68,300, so is well below the budget. The vendor that makes and installs this seating system is Carroll Seating Company of Elk Grove Village. District staff will demolish the old seating a week before the new floor goes down. The new seating system will be installed after the new floor has cured.

Commissioner Clarito moved to approve the purchase and installation of a replacement telescopic seating system for the Devonshire Cultural Center Theater utilizing the National Joint Powers Alliance Cooperative program from Carroll Seating Company, Inc. for \$68,300. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

**AUTHORIZATION TO BID REPLACEMENT FITNESS EQUIPMENT FOR FITNESS FIRST**

Superintendent Tuft stated that capital replacements scheduled for 2015-16 for Fitness First includes four treadmills and three ellipticals that will be outfitted with integrated television, internet access, On Demand and music. Commissioner Yanes asked which treadmills are being replaced. Superintendent Tuft responded that staff is replacing broken treadmills and keeping some of the older ones that are in good shape.

Commissioner Aberman moved to authorize staff to prepare specifications and bid out equipment replacement at Fitness First. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

**APPROVE PARK DISTRICT ORDINANCE #15-008 REGULATING THE USE OF THE PARKS AND PROPERTY OWNED OR CONTROLLED BY THE SKOKIE PARK DISTRICT**

Executive Director Ohrlund reported that administrative staff has been working on this ordinance for several months. Commander Baker and Chief Scarpelli of the Skokie Police Department reviewed and gave input. The District's attorneys reviewed it extensively and revised accordingly. This Ordinance incorporates the Safe Parks Ordinance which was previously a separate Ordinance.

Executive Director Ohrlund stated that once the Ordinance is approved, it needs to be printed in pamphlet form and distributed.

Political solicitation was discussed. Executive Director Ohrlund said he discussed this topic thoroughly with the attorney and he is satisfied with the way it has been written.

The new Ordinance will be posted on the District's website and copies will be distributed to the Skokie Police Department.

Commissioner Aberman moved to approve Ordinance #15-008 Regulating the Use of the Parks and Property Owned or Controlled by the Skokie Park District and to authorize the publication of same in pamphlet form. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

#### **REPEAL OF ORDINANCE #96-001 SAFE PARKS ORDINANCE**

Executive Director Ohrlund stated the information in the Safe Parks Ordinance is now included in the new Park Conduct Ordinance and the attorney is recommending that the District repeal Ordinance #96-001.

Commissioner Aberman moved to repeal Ordinance #96-001. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried

#### **APPROVE REVISED SAFETY MANUAL AND CRISIS COMMUNICATIONS PLAN**

Superintendent Tuft reported Safety Manual gets reviewed and revised more often than other District manuals. Safety Coordinator Scott Runkle reviewed the manual with the Safety Committee and then with Human Resource Supervisor Seebacher from a human resource standpoint.

Superintendent Tuft stated the revised Safety Manual and Crisis Communication plan includes the following changes; new cover, new addendums with the new PDRMA form, replaced employee names with position titles, added the Soccer Goal Act, rephrased the smoking section and added attorney client privilege in the crisis section.

Commissioner Yanes moved to approve the revised Safety Manual and Crisis Communications Plan. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

#### **REVIEW OF FINAL STATUS OF 2014-15 DISTRICT AND DIVISION GOALS**

Executive Director Ohrlund reported on the final status of the District and Division Goals since it is the end of the fiscal year. Most goals have been completed, some deferred to next year and some that will not be continued. The 2015-16 District and Division Goals will be presented for approval at the June Board meeting.

Commissioners commented they were pleased with staff accomplishments including the implementing of "Obamacare" and the on-going wellness programs.

Commissioner Yanes discussed the acoustics at Oakton Community Center. Superintendent Tuft reported that this has been researched by staff and the fix is expensive. Superintendent Tuft will bring addition information to the June Board meeting.

#### **PRESIDENT'S REPORT**

The date for the next Regular Meeting of the Board of Park Commissioners was set for Tuesday, June 17, 2015 at 7:00 pm.

#### **COMMISSIONER COMMENTS**

Commissioner Aberman said that she was disappointed in the low turnout for the Skokie Sports Park East Open House on April 30, 2015. Superintendent Tuft stated that there have been feedback and comments through the website and through Survey Monkey. Commissioner Aberman asked to continue to attempt to solicit feedback through Facebook, Twitter, and other social media sites.

Commissioner Clarito praised Asst. Superintendent Marquardt for a successful 25<sup>th</sup> Festival of Cultures this past weekend. It was well attended, weather was great and everyone enjoyed it. Executive Director

Ohrlund reported that Channel 7 interviewed Asst. Superintendent Marquardt for Festival of Cultures and he performed well in the interview. President Reid commented he has not seen that many people for the opening ceremony in many years. Superintendent Tuft reported that international beer tasting area broke the previous year's record.

Commissioner Yanes commented that new towels at Fitness First are rough and not as soft as previous towels. Superintendent Tuft reported that the old ones were discontinued and the new ones are higher quality and more expensive.

Commissioner Yanes commented that one of the Fitness First trainers has a degree in Community Health and suggested that his expertise may be useful in our wellness initiatives. Superintendent Tuft said that she would look into it.

President Reid congratulated Superintendent Rea for his work on the 4<sup>th</sup> of July Parade Committee. Parade Commissioner Alan Gershner has praised Superintendent Rea and said that Mike has been instrumental to the committee.

### **ADJOURNMENT**

Commissioner Aberman moved to enter into Executive Session to discuss minutes of executive session meetings for purposes of approval of the minutes and semi-annual review of the minutes, and to consider information regarding the appointment, employment, compensation, discipline, performance or dismissal of specific employees. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried. The regular meeting adjourned to Executive Session at 7:50 p.m.

The regular meeting reconvened at 8:01 p.m. Commissioner Aberman moved to move to approve the Minutes of the Executive Session meeting of November 20, 2014. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

Commissioner Aberman moved to approve Ordinance #15-009 authorizing the destruction of the verbatim records for the Executive Session meetings of June 18, July 16, September 17 and October 22 of 2013. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

Commissioner Aberman after review of Executive Session meeting minutes dating to January 2004, moved to release the Executive Session minutes from July 16, 2013, September 17, 2013, June 17, 2014, July 15, 2014 and November 20, 2014 and to have those remaining minutes not previously released remain closed because the need for confidentiality still exists as to all or part of the minutes.

### **ADJOURNMENT SINE DIE OF REGULAR MEETING**

Commissioner Aberman moved to adjourn the regular meeting. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried. The regular meeting ended at 8:03 p.m.

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Michael Reid  
President

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John V. Ohrlund  
Secretary