

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
NOVEMBER 21, 2017  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Susan Aberman  
Vice President Michael Reid  
Commissioner Khemarey Khoeun  
Commissioner Maureen Yanes

Others Present:

Executive Director/Secretary John V. Ohrlund  
Superintendent of Business Services William G. Schmidt  
Superintendent of Recreation and Facilities Michelle Tuft  
Superintendent of Parks Mike Rea  
Assistant Superintendent Jon Marquardt  
Executive Administrative Assistant Ann Perez  
Jodi Frailey, Indiana, Illinois and Iowa Foundation for Fair Contracting

Absent:

Commissioner Michael W. Alter

**CALL TO ORDER**

President Aberman 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**

Jodi Frailey of the Indiana, Illinois, and Iowa Foundation for Fair Contracting, spoke to the Board on the bid for the Schack Park Playground.

**CONSENT AGENDA APPROVAL**

Vice President Reid moved to approve the Consent Agenda. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried. The Consent Agenda consisted of Minutes of the Regular Meeting of October 17, 2017; Minutes of the Marketing Committee Meeting of October 17, 2017 and Minutes of the Board Workshop of October 30, 2017; Bills payable for the month of October/November 2017; Treasurer's Report; and Staff Reports.

**2017 TAX LEVY ORDINANCE #17-014**

Treasurer Schmidt requested the approval of the 2017 Tax Levy Ordinance #17-014. Mr. Schmidt said the Ordinance will be filed with the Cook County Tax Extension Office and is the same dollar amount the Board approved in draft form at the October Board Meeting.

Vice President Reid moved to approve the 2017 Tax Levy Ordinance #17-014 in the amount of \$7,923,500 which does not include debt service costs or the loss and cost factor added by the County. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

## **6 MONTH FUND SUMMARY ANALYSIS**

Treasurer Schmidt discussed in detail the six month fund summaries of the Corporate, Recreation, Facilities and Museum funds as of 10/31/2017.

### **WEBER/FITNESS FIRST UPDATE**

Superintendent Tuft gave an update on the progress of the Weber/Fitness First renovation. She said the construction is moving along and the end of the project is near. The bamboo stair treads and the Weber Center exterior sign need to be installed and tile work is ongoing.

- Kid's First/Activity Room
  - Activity Room check-in gate has been installed
  - Kid's First/Activity Room is now completed
  
- Front Desk/Offices/Hallway to Gym
  - Offices have been dry walled. The carpet installation started the week of November 13.
  - Ceramic tile installation started November 6.
  - New front desk work room cabinets have been installed.
  
- Family Washroom
  - Ceramic tile installation started November 6.

### **APPROVAL OF CHANGE ORDER #3; WEBER/FITNESS FIRST PROJECT**

Superintendent Tuft requested approval of Change Order #3 for beam smoke detectors at the Skatium. The Weber/Fitness First project included a new fire panel, sensors and smoke detectors for the Weber Center and the Skatium. The Skokie Fire Department inspected the installation and determined smoke detectors over the ice rinks are now required. This was not included in the original scope of the project. The cost of the beam smoke detectors is \$11,969.

Commissioner Khoeun moved to approve Weber/Fitness First Change Order #3 for beam smoke detectors for \$11,969. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **APPROVAL OF BID FOR SCHACK PARK PLAYGROUND**

Superintendent Rea requested approval of bid for the Schack Park Playground. Seven competitive bids were received. The low bidder is D & J Landscape of Plainfield for \$206,190. The consultant checked references on several projects and the results were favorable. The playground equipment will be purchased through the National Purchasing Partners cooperative purchase program for approximately \$120,000. President Aberman asked for comments on the request and discussion followed.

Commissioner Yanes moved to approve the bid of D & J Landscape of Plainfield for \$206,190 for the installation of the Schack Park Playground. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **AUTHORIZATION TO DISPOSE OF FIXED ASSETS ORDINANCE #17-015**

Superintendent Rea requested authorization to dispose of fixed assets Ordinance #17-015. The equipment has outlived its usefulness. The list of the equipment includes:

- 2012 Ford Fusion Hybrid
- 2000 GMC Savanna cargo van
- 2009 Toro 4000-D large area mower
- 2006 Toro Z Master mower
- 2007 Toro Z master mower
- 2000 Wells Cargo 18' trailer
- Henderson 11'x 48" snow plow

Some smaller pieces of equipment such as push mowers will also be sold. The funds will be placed in the Vehicle and Equipment Replacement Fund.

Vice President Reid moved to approve Ordinance #17-015 authorizing the disposal of various fixed assets. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **APPROVAL OF LICENSE AGREEMENT WITH THE VILLAGE OF SKOKIE FOR EXERCISE STATIONS**

Executive Director Ohrlund said the District and the Village of Skokie have discussed outdoor exercise stations to be placed along the Skokie Valley Trail south of the Dempster Street CTA Yellow Line station. The property is owned by the Village of Skokie. The equipment is to be purchased, installed and maintained by the District. In order to facilitate the installation of the outdoor equipment a license agreement with the Village of Skokie must be executed.

Commissioner Yanes moved to approve the execution of a license agreement with the Village of Skokie for the installation of Outdoor Exercise Stations along the Skokie Valley Trail. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **2017 CAMP REPORT AND 2018 CAMP FEE APPROVAL**

Assistant Superintendent Marquardt presented the 2017 Camp Report and 2018 Camp Recommendations. Mr. Marquardt said bus transportation will be streamlined to better get campers to camp on time. There will be a new Extenders Plus camp. President Reid said he liked seeing the Outdoor Challenge Camp for 16 year olds. Mr. Marquardt said summer camp enrollment was up 6%. The camp fee increases were discussed. Mr. Marquardt said the main reason for camp fee increases is a higher minimum wage for staff next year. President Aberman asked about camp online registration issues. Superintendent Tuft responded that the main issue in online registration is the establishment of residency. Once residency has been established in the system registration is usually seamless. It was suggested that a webinar or video for new registrants be posted online to educate users on the registration process.

Vice President Reid moved to approve the camp fees as proposed. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

**REVIEW OF BOARD DIVERSITY COMMITTEE AND DIVERSITY ADVISORY COUNCIL  
STRUCTURE**

Executive Director Ohrlund said during the Board Workshop it was suggested to create a Diversity Advisory Committee Application that would be used to appoint up to 8 members to the committee. The members must be Skokie residents, have a service commitment of two years and be available to attend regularly scheduled meetings. Executive Director Ohrlund asked for comments on the draft application form. Commissioners agreed to remove references from the application and to make the application generic for use on any District Board committee. Commissioner Khoeun suggested using the application for a Marketing/Community Engagement Committee. President Aberman said the application should be available on the website.

**PRESIDENT’S REPORT**

The regular meeting of the Board of Park Commissioners will be held on Tuesday, December 19, 2017 at 7:00 p.m. The Diversity Advisory Council Meeting will be held on Wednesday, November 29, 2017 at 7:00 p.m. at the Oakton Center.

**COMMISSIONER COMMENTS**

Commissioner Yanes spoke about the fitness equipment in Fitness First and noted the Weber/Fitness First project did not include purchasing new equipment. Superintendent Tuft said fitness equipment is budgeted annually at \$60,000 to \$65,000 and she would look into getting the older equipment replaced early in the 2018-19 fiscal year.

President Aberman and Vice President Reid enjoyed the performance of “Into the Woods.” Vice President Reid attended the Holiday Extravaganza Fair last Saturday at the Weber Center.

Commissioner Khouen said she was inspired at the New American Leaders Project Policy and Power Conference in Washington D.C. last week.

Executive Director Ohrlund reminded the Board of the Skokie Heritage Museum Holiday Fest is December 8<sup>th</sup> from 6 – 8 p.m. The Skokie Chamber of Commerce Holiday party will be Thursday, December 14<sup>th</sup> at the Holiday Inn. The Grand Opening of the Weber/Fitness First Center is scheduled for February 4<sup>th</sup> from 10 a.m. to 1 p.m. The Board Meet and Greet is scheduled for Sunday, April 29, 2018 from 3 – 5 p.m.

The regular meeting adjourned at 8:47 p.m.

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Susan Aberman  
President

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John V. Ohrlund  
Secretary