

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
OCTOBER 18, 2016  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Jerry B. Clarito  
Vice President Michael W. Alter  
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  
Marketing/Communications Manager Jim Bottorff  
Child Care Manager Fouzia Khan  
Customer Service Representative Carol Arkin  
Administrative Assistant Human Resources May JahJah  
Kristen Winter, Skokie Resident

Absent:

Commissioner Susan Aberman

**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**

There were no citizen comments.

**CONSENT AGENDA APPROVAL**

Vice President Alter moved to approve the Consent Agenda. Commissioner Reid 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 Regular Meeting of September 27, 2016; Bills payable for the month of September/October 2016; Treasurer's Report; and Staff Reports.

**2016 TAX LEVY RESOLUTION #16-002**

Treasurer Schmidt requested approval of the 2016 Tax Levy Resolution #16-002. He said the CPI increase for the 2016 tax levy year is 0.7% which equates to a \$53,497 increase in the aggregate funds (all funds minus debt service). The tax levy is based on an overall increase of 0.099% without loss and cost. The 2016 tax levy is \$7,772,000. With debt service the total tax levy would be \$10,555,000, which is a small increase in the total levy from 2015. Treasurer

Schmidt said the Truth in Taxation Law Resolution #16-002 is part of the legal process and the final adoption of the Levy Ordinance will likely take place at the November Board meeting.

Commissioner Reid moved to approve Resolution #16-002 as part of the legal process in approving the 2016 tax levy. Legal adoption of the Levy Ordinance will be held at the November 2016 Meeting of the Board of Park Commissioners. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

### **DIVERSITY COMMITTEE MISSION STATEMENT PRESENTATION**

Assistant Superintendent Marquardt said the Diversity Committee was created as a result of a recommendation in the Master Plan. Jim Bottorff and Jon Marquardt were selected to lead the committee. There are currently 5 members in the Diversity Committee. The committee members are: Jon Marquardt, Jim Bottorff, Fouzia Khan, Carol Arkin and May JahJah. President Clarito and Commissioner Yanes sit in the committee meetings. Mr. Marquardt said they are a small but passionate group.

The draft Diversity Mission Statement is:

Human diversity is one of the world's greatest gifts.

To promote and sustain this valuable asset, the Skokie Park District is dedicated to the inclusion of all of its residents and patrons.

Within the framework of Skokie's recreational environment, district staff will honor and celebrate all people, regardless of age, gender, race, religion, ethnicity, sexual orientation, socioeconomic background, or special need.

Through inter-group dialog, district staff will work compassionately and proactively to reach out to all people, continuing to introduce diversity into district programs and events, and into the district's staff culture.

Jim Bottorff discussed the draft Diversity Committee Mission Statement. He said the committee has worked very diligently in creating the statement. Fouzia Khan said there was a lot of brainstorming by the committee in creating the Mission Statement. Commissioner Reid asked how the committee planned to attain its mission. Mr. Bottorff said there are various program, marketing and communication ideas that will be developed. President Reid suggested a town hall meeting. Mr. Bottorff asked the Board to review and contemplate the statement and at a future Board meeting amend or approve the Mission Statement.

Mr. Marquardt told the Board that President Clarito and he presented an idea to the Diversity Committee for an event for the Filipino community. The health based event is going to be held on October 28<sup>th</sup> from 6:30 -9:00 p.m. at the Devonshire Cultural Center. The Village of Skokie Health Department will be performing blood pressure screenings, have guest speakers on hypertension and Re-think Your Drink, and include a healthy food component and an hour Zumba session. A survey will be distributed to participants that will provide information helpful in programming activities.

President Clarito acknowledged Mr. Marquardt for his efforts in putting the event together. President Clarito said that the Skokie Health Department's research on Filipino American

Health Needs indicated that 53% of the respondents do not participate in physical activity. No motion. Presentation only.

**CONSENT TO RENEWAL OF 10-YEAR COMMONWEALTH EDISON EASEMENT AT SKOKIE SPORTS PARK**

Executive Director Ohrlund said Commonwealth Edison (ComED) has an easement with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) to use a “roadway” through the parking lot at Skokie Sports Park to access their electrical substation located south of the park. The easement will expire on December 31, 2016 and ComEd and MWRDGC are renewing this 10-year easement agreement.

Commissioner Reid moved that the Skokie Park District consent to the grant of a non-exclusive easement to Commonwealth Edison Company over a portion of Skokie Sports Park to enable access by Commonwealth Edison to its Skokie Substation 85, in accordance with the terms and conditions of the Easement Agreement presented to the Park Board at this meeting, and to authorize the President and Secretary of the Park District to execute the Consent provided for at the end of the Easement Agreement, in the name and on behalf of the Park District.

Commissioner Reid further moved to authorize the appropriate officers of the Park District to execute such further instruments and take such further actions as they shall deem necessary or appropriate in consultation with legal counsel for the Park District, in order to carry out the intent of the Park Board in authorizing the consent and the purposes of the consent as so authorized. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

**WEBER/FITNESS FIRST RENOVATION: REJECTION OF BID PACKAGE 1 AND REVIEW OF PROJECT SCOPE**

Superintendent Tuft reported that the bids for the Weber/Fitness First project bid package 1 came in over budget. Staff met with the architects and project manager to review the project scope. Superintendent Tuft discussed some of the overages in mechanical, electrical and roofing. Commissioner Yanes asked if the roofing could be delayed. Superintendent Rea responded no, that the HVAC equipment and roof work should be done at the same time.

Superintendent Tuft said the team determined that the best way to get the project back on budget would be to eliminate the fitness addition. Costs and scope were discussed. Superintendent Tuft said all of the other areas of the Weber/Fitness First renovation could be accomplished without the addition to the fitness center. Once the full budget has been revised and received, Superintendent Tuft will be able to analyze the project and report back to the Board. Executive Director Ohrlund said most of the functionality of this project is still being maintained. Energy requirements of HVAC equipment have changed and have increased some of the costs.

Vice President Alter moved to reject bid package 1 for the Weber renovation project. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

**REQUEST AUTHORIZATION TO BID TENTS, GENERATORS AND EQUIPMENT FOR SPECIAL EVENTS**

Superintendent Tuft requested authorization to bid tents, generators and tables for the Backlot Bash, Festival of Cultures and 4<sup>th</sup> of July. The bids will include an option to renew for up to five years.

Commissioner Reid moved to authorize staff to prepare bid specifications for the rental of generators for the Backlot Bash, Festival of Cultures and 4<sup>th</sup> of July. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

Commissioner Reid moved to authorize staff to prepare bid specifications for the rental of tents, tables, chairs for the Backlot Bash, Festival of Cultures and 4<sup>th</sup> of July. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

**REQUEST AUTHORIZATION TO BID CAMP BUS TRANSPORTATION**

Assistant Superintendent Marquardt requested authorization to bid bus transportation. The bus service is used for field trips for the S.P.A.C.E. program, summer camps and summer camp door to door pick up. The bid will be for one year with an option to renew for 4 additional years. Vice President Alter moved to prepare specifications and bid for bus service. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

**APPROVAL OF BID FOR REPAIRS TO EMILY OAKS NATURE CENTER**

Superintendent Rea requested approval of the bid for repairs to Emily Oaks Nature Center for roofing, gutter and staining. Two bids were received and both bids were higher than budget. Superintendent Rea said the costs were high because the estimate was not based on prevailing wage or quality shingles. The project is budgeted in the 2016/2017 Fund 11 Capital Improvements for \$73,200. The bids contained three alternates. Alternate #1 facility staining, Alternate #2 reroof the three shelters and alternate #3 a deduct of \$11,000 for standard shingles. Staff is recommending All American Exterior Solutions base bid and alternates #1 and #3 for the Emily Oaks Nature Center roofing, gutter and staining project for \$97,800.

Commissioner Reid moved to approve the All American Exterior Solutions base bid and alternates #1 and #3 for the Emily Oaks Nature Center roofing, gutter and staining project for \$97,800. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

**APPROVAL OF CREDENTIALS FOR THE IAPD ANNUAL MEETING**

Executive Director Ohrlund said the annual meeting of the Illinois Association of Park District will be held on Saturday, January 21, 2017. In order to be represented at the meeting the Board must designate its voting delegate, 1<sup>st</sup> alternate and 2<sup>nd</sup> alternate.

Vice President Alter moved to name Commissioner Reid as the delegate, Vice President Alter as the 1<sup>st</sup> alternate and Commissioner Yanes as the 2<sup>nd</sup> alternate to the IAPD annual business meeting. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

## **PRESIDENT'S REPORT**

The date of the November Board meeting was set for Tuesday, November 15, 2016 at 6:00 p.m. The date for the public hearing for Winnebago Park Playground was set for Monday, December 5, 2016 at 7:00 p.m.

## **COMMISSIONER COMMENTS**

Commissioner Reid said he attended Things that go Bump in the Night at Emily Oaks Nature Center last weekend. It was a nice event with good attendance.

Commissioner Yanes said there were a lot health and wellness workshops at the NRPA conference and recommended a staff committee.

Commissioner Yanes asked about outdoor fitness equipment in the parks. Superintendent Tuft said it was contemplated for the Skokie Sports Park project that is now on hold. She will re-evaluate with staff and have a discussion with the Village of Skokie for their input.

Commissioner Yanes asked if more signage could be posted regarding the use of cell phones on fitness equipment at Fitness First; discussion followed. President Clarito recommended 1) put up another sign in Fitness First on cell phone use, 2) continuing conversation with staff about use of cell phones, and 3) continuing observing customer's usage of cell phone on equipment.

## **EXECUTIVE SESSION**

Commissioner Reid moved to enter into Executive Session to review Executive Session minutes of July 19, 2016 and September 20, 2016, semi-annual review of past Executive Session Minutes/Verbatim Records and pursuant to 5 ILCS 120/2(c)(5) for purposes of the discussion of the purchase or lease of real property for the use of the District. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

## **ACTION TO BE TAKEN FROM EXECUTIVE SESSION**

The regular session meeting reconvened at 8:26 p.m.

Commissioner Reid moved to approve the content of the Executive Session Minutes of July 19, 2016 and September 20, 2016 with minutes to remain closed because the need for confidentiality still exists as to all or part of the minutes. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

Commissioner Reid moved to approve Ordinance #16-011 authorizing the destruction of verbatim records for the closed session meeting of November 20, 2014. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

Following review of Executive Session meeting Minutes dating to January 2004, Commissioner Reid moved to keep closed all minutes not previously released because the need for confidentiality still exists as to all or part of the minutes. Vice President Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried.

**ADJOURNMENT**

Commissioner Yanes moved to adjourn the regular meeting. Commissioner Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Aberman was absent. Motion carried. The regular meeting ended at 8:28 p.m.

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Jerry B. Clarito  
President

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John V. Ohrlund  
Secretary