

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
OCTOBER 17, 2017
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Susan Aberman
Vice President Michael Reid
Commissioner Michael W. Alter
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
Risk Management/Special Facilities Manager Scott Runkle
Executive Administrative Assistant Ann Perez
Jack Eisenberg
Janet Eisenberg
Betsy Allen, Miller Cooper & Co., Ltd.
John Epperson, Miller Cooper & Co., Ltd.

CALL TO ORDER

President Aberman called the regular meeting of the Board of Park Commissioners to order at 7:05 p.m., followed by the recitation of the Pledge of Allegiance.

COMMENTS FROM CITIZENS

Mr. Jack Eisenberg expressed concerns about fitness equipment repairs and replacements. He would like to see all of the old fitness equipment replaced with new equipment. Ms. Tuft said fitness equipment replacement is budgeted at about \$60,000 per year with several pieces replaced each year. A maintenance company performs monthly preventative maintenance and inspects the fitness equipment. If a machine breaks down, an out of order sign is placed on the equipment and the maintenance company is notified. Mr. Eisenberg believes equipment should be kept in better repair, replaced more often and that staff should be more responsive. Ms. Tuft said she will discuss with staff. Mrs. Janet Eisenberg would like the equipment to be updated and safe.

President Aberman thanked Mr. and Mrs. Eisenberg for their comments and staff will look into their concerns.

**FISCAL YEAR ENDED 04/30/2017 COMPREHENSIVE ANNUAL FINANCIAL REPORT
(CAFR), MANAGEMENT LETTER AND CONTROL DEFICIENCY**

Treasurer Schmidt said the Comprehensive Annual Financial Report (CAFR), Management Letter and Control Deficiency Letter were distributed previously to the Board for their review.

Treasurer Schmidt introduced Mr. John Epperson and Ms. Betsy Allen of Miller Cooper & Co., Ltd.

Mr. Epperson summarized the Comprehensive Annual Financial Report and complimented Treasurer Schmidt on preparing the report. When the final audit report is issued the District will receive an unmodified opinion which is the highest level of assurance awarded. The District should receive a certificate of achievement for excellence in financial reporting (CAFR) again this year. Ms. Betsy Allen discussed the Management and Control Deficiency Letters which are required communications and said GASB72 was implemented this year.

Vice President Reid moved to approve the fiscal year end 04/30/2017 Comprehensive Annual Financial Report, management letter and control deficiency letter. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

TAX LEVY PROCESS PRESENTATION

Treasurer Schmidt presented the Tax Levy process. He said the CPI increase for the 2017 levy year is 2.1% which equates to a \$162,970 increase in the aggregate funds (all funds minus debt service). The tax levy is based on a small overall increase of 0.1% without loss and cost. The Truth-in-Taxation increase for all funds except debt service is 2.1% or \$163,028. Since the Truth-in-Taxation increase is less than 5% a public notice and hearing is not required.

Presentation is for informational purposes only.

2017 TAX LEVY RESOLUTION #17-003

Treasurer Schmidt asked for approval of the 2017 Tax Levy Resolution #17-003. As discussed in the tax levy presentation, Treasurer Schmidt said the CPI for the 2017 levy year is 2.1% and that a public notice and hearing is not required as the Truth-in-Taxation increase is less than 5%. Staff recommends the approval of the 2017 tax levy in the amount of \$7,973,500 which does not include debt service costs. With the debt service costs the total levy is \$10,608,500. At the November Board meeting the final legal adoption of the Levy Ordinance will be requested.

Commissioner Yanes moved to approve Resolution #17-003 as part of the legal process in approving the 2017 tax levy. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

CONSENT AGENDA APPROVAL

Commissioner Alter moved to approve the Consent Agenda. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The Consent Agenda consisted of Minutes of the Regular Meeting of September 19, 2017; Diversity Advisory Council Meeting of October 10, 2017; Bills payable for the month of September/October 2017; Treasurer's Report; and Staff Reports.

SAFETY COMMITTEE PRESENTATION

Mr. Scott Runkle, Risk Management and Special Facility Manager gave a presentation on the Safety Committee history and its functions. The committee is comprised of 15 members from Administration, Parks, Facilities, and Recreation. Mr. Runkle said the committee went in a new direction last January, learning from the past, following industry trends emphasizing the use of technology and data driven analysis. Two groups that meet every other month were formed: the committee of the whole meets every three months. One group focuses on inspections,

developing new inspection forms and developing an audit program. The other group is responsible for tracking certifications, creating a database and maintaining the certificates of insurance.

Mr. Runkle explained the District's relationship with the Park District Risk Management Agency (PDRMA). PDRMA assists with employment practices; workers compensation, legal advice risk management opinions and loss control review and also provide liability insurance. An accreditation process is completed every 3 years in the areas of Administration, Aquatics, Ice, Golf, Parks, and Recreation.

Mr. Runkle said every year there is a full time staff safety training day where videos and other training methods are used to make the trainings interesting and successful. The goal of the committee is to learn and improve District safety practices through education, practice and implementation. Commissioner Yanes thanked Mr. Runkle for the informative presentation.

WEBER/FITNESS FIRST UPDATE

Superintendent Tuft gave an update on the progress of the Weber/Fitness First renovation.

- Kid's First/Activity Room
 - Kid's First wood floor has been installed and sealed
 - Activity Room entrance seating area and check-in desk has been installed
 - Door frames between the two rooms are being installed the week of October 9
- Stair Tower
 - Walls and stair mesh has been painted
- Front Desk / Facility Administration Offices
 - Demolition began the week of October 9
 - Temporary front desk has been established

Vice President Reid said the Kid's First Activity Room is very nice. Superintendent Tuft said birthday parties have been booked in the new room. Superintendent Tuft said there will be challenges in routing people through the building when the floor tile is installed on the first floor. Ms. Tuft said the time frame for floor tile is about one week. The center stairwell is scheduled to open next week. President Aberman asked if the elevator would be available. Ms. Tuft responded yes.

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

Executive Director Ohrlund said Change Order #3 has been deferred to November. The Skokie Fire Department is requiring beam smoke detectors over the Skatium rinks. This was not required during Skokie Fire Department design review and is estimated to cost about \$17,000.

APPROVAL OF CREDENTIALS FOR THE IAPD ANNUAL MEETING

Executive Director Ohrlund said the Illinois Association of Park District Annual Meeting will be held at the annual IAPD/IPRA conference in Chicago on Saturday, January 20, 2018. In order to be represented at the meeting, the Board needs to designate its voting delegate and 1st alternate. Commissioner Yanes will be the delegate and Commissioner Khoeun the 1st alternate.

Vice President Reid moved to approve Commissioner Yanes as the Board of Park Commissioners' delegate and Commissioner Khoeun as 1st alternate to the IAPD annual business meeting on January 20, 2018. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF BUSINESS RELATED TRAVEL EXPENSE REIMBURSEMENTS

Vice President Reid moved to approve expense reimbursements for Commissioners Aberman, Reid, Yanes and Khoeun for business related expenses incurred at the NRPA Conference held in September 2017. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

REVIEW OF SKOKIE PARK DISTRICT VISION STATEMENT, MISSION STATEMENT AND CORE VALUES

Executive Director Ohrlund provided the following information on the history of the vision statement, mission statement and core values.

- Vision, Mission and Core Values statement of the Skokie Park District (December 12, 2007)
- Minutes from the special workshop meeting of August 28, 2007
- Board Summary of December 12, 2007 concerning the Mission Statement Presentation
- PowerPoint Mission Statement Presentation of December 12, 2007
- Board Meeting minutes from December 12, 2007
- Board Summary of April, 21, 2015 concerning review of Mission Statement and Core Values
- Board Meeting Minutes from April 21, 2015

Executive Director Ohrlund read the Distinguished Agency criteria for the vision statement, mission statement and core values. In 2007 the Board approved a new mission statement, vision statement and core values. The process took several months with the staff and the Board. In 2015 staff and the Board reviewed the mission and vision statements and core values and reaffirmed them.

Commissioner Yanes said the Diversity Advisory Council recommends updating the mission statement.

Executive Director Ohrlund said the mission statement would be reviewed every 5 years as part of the Comprehensive Plan process which is scheduled for 2019. Vice President Reid moved to review the vision statement, mission statement and core values in 2 years as part of the Comprehensive Plan and Distinguished Agency process. Commissioner Alter seconded the motion. Commissioners Alter, Reid and Aberman voted yes. Commissioners Khoeun and Yanes voted no. Motion carried.

NRPA CONFERENCE SESSION REVIEW

Staff summaries of various NRPA Conference sessions were discussed. President Aberman suggested staff include their ideas on how to implement some of the information they received. Vice President Reid and Commissioner Yanes discussed sessions they attended. Executive Director Ohrlund asked Commissioners to send any additional comments to him. Staff will update the session summaries.

PRESIDENT'S REPORT

The regular meeting of the Board of Park Commissioners will be held on Tuesday, November 21, 2017 at 7:00 p.m. The Board Workshop will be held on Monday, October 30, 2017 at 6:00 p.m. in the Scooter Party Room East. The Veterans Legacy Memorial Dedication will be on Sunday, November 12, 2017 at 10:30 a.m. at Veterans Park.

COMMISSIONER COMMENTS

Commissioner Yanes said the common theme she found at National Parks and Recreation Conference was diversity. She said Skokie is not the only community impacted. She visited the Pete Sanchez Multiuse Center which includes a medical center in the community building. Superintendent Tuft said the IPLAN vision is to have a community resource for immigrants for their health needs and registering for schools. Ms. Tuft said the District may have a role in this resource.

Commissioner Yanes discussed a session on outdoor fitness equipment. Commissioner Yanes said she uses the fitness center regularly and feels that the equipment is maintained and working well. Commissioner Yanes suggested surveying fitness center members to find out what type of fitness equipment they want.

President Aberman asked about Cambodian dance. Commissioner Khoeun said there was not enough time to promote this and it may be held in the spring.

President Aberman suggested having a "Meet and Greet" event in the spring at one or more facility for the Board to meet community members and introduce them to what the District has to offer.

Commissioner Khoeun discussed weed treatments in parks and asked Mike Rea to contact an interested citizen.

Commissioner Khoeun said she will be attending the New American Leaders Project Policy and Power Conference to exchange ideas between public officials.

EXECUTIVE SESSION

Vice President Reid 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 authorize the destruction of executive session recordings and to consider information regarding the appointment, employment, compensation, discipline, performance or dismissal of specific employees. Commissioner Khoeun seconded motion. On a roll call vote, all Commissioners voted aye. Motion carried.

ACTION TO BE TAKEN FROM EXECUTIVE SESSION

The regular session meeting reconvened at 9:39 p.m. Commissioner Alter moved to approve the content of the Executive Session Minutes of June 15, 2017. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Vice President Reid moved to approve Ordinance # 17-013 authorizing the destruction of verbatim records for the closed session meetings of October 20, 2015 and January 26, 2016. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

Following review of Executive Session meeting minutes dating to January 2004, Commissioner Alter moved to release the minutes from April 18, 2017 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. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

The regular meeting adjourned at 9:42 p.m.

Susan Aberman
President

John V. Ohrlund
Secretary