

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
SEPTEMBER 16, 2014
6:30 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Mike Reid
Commissioner Susan Aberman
Commissioner Jerry B. Clarito
Commissioner Maureen Yanes

Others Present:

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
Risk Management and Special Facilities Manager Scott Runkle
Executive Administrative Assistant Ann Perez

Dr. Catherine Counard, Skokie Health Department
Susan Jones, Miller Cooper & Co. Ltd.
John Epperson, Miller Cooper & Co. Ltd.
Bill Inman, Hitchcock Design Group
Bob Ijams, Hitchcock Design Group
Cassandra Rice, Hitchcock Design Group
Barbara Heller, Heller and Heller Consulting
Andy Dogan, Williams Architects

Absent:

Vice President Michael W. Alter

CALL TO ORDER

Commissioner Aberman called the regular meeting of the Board of Park Commissioners to order at 6:32 p.m., followed by the recitation of the Pledge of Allegiance.

COMMENTS FROM CITIZENS

Ticia Dorghy-Ashcroft, 6256 W. Oakton Street, Skokie, IL addressed the Board regarding her concern at Tot Learning Center. She thanked the board for the installation of the security cameras at the Tot Learning Center.

She requested the Board consider the installation of some additional security measures including a panic button at the front desk, manager's office and the individual classrooms. She suggested personal panic buttons for the teachers as well. She requested a keypad or buzzer system to be installed on the front door for entry. Commissioner Aberman thanked Ms. Dorghy-Ashcroft for her comments and concerns.

CONSENT AGENDA APPROVAL

President Reid entered the meeting at 6:39 p.m. With no items removed from the Consent Agenda, Commissioner Clarito moved to approve the Consent Agenda. Commissioner Yanes 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 Board Meeting of August 19, 2014; Bills Payable for the months of August 2014/September 2014; Treasurer's Report; and Staff Reports.

**FISCAL YEAR ENDED 04/30/2014 AUDIT, MANAGEMENT LETTER AND
CONTROL DEFICIENCY LETTER**

President Reid introduced John Epperson and Susan Jones from Miller Cooper & Co. Ltd. Mr. Epperson summarized the financial statements in detail. Mr. Epperson stated that the Certificate of Achievement for Excellence in Financial Reporting from the Governmental Financial Officers Association will be included in the final audit report. Commissioner Clarito inquired about the funding for pensions. Currently, the District pension is funded at 82%. Superintendent Schmidt commented that pension funding of 80% or higher funding is a very secure and safe pension fund. Susan Jones responded that there is no legal requirement required for 100% funding.

Ms. Susan Jones summarized the management letter and control deficiency letter. Ms. Jones stated that there were no material misstatements, all significant policies are in place and the audit was conducted in a timely manner. Ms. Jones said she received excellent cooperation with the District staff, there was transparency from staff and staff was well prepared. There are some new GASB statements that will need to be adopted by the District within the next few years

There were two control deficiencies discussed. Ms. Jones said the audit identified a reimbursement to a commissioner that did not have supporting receipts attached. Ms. Jones also recommended that the District implement a policy where another member of the accounting department or manager formally reviews all journal entries created by the Superintendent of Business Services. Commissioner Clarito inquired about the journal entries. Ms. Jones responded that the initials of the person reviewing the entry should be documented for a check and balance.

Commissioner Yanes moved to approve the fiscal year end 04/30/2014 audit, management letter and control deficiency letter. Commissioner Clarito seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

PRESENTATION ON THE SKOKIE COMMUNITY HEALTH PLAN

Executive Director Ohrlund introduced Dr. Catherine Counard of the Village of Skokie Health Department and Skokie Community Health Plan (IPLAN). Dr. Counard presented an overview of the Skokie Community Health Plan. She stated the plan was an 18 month process with a vibrant community group. A community health assessment survey was completed by a good cross section of the community. Dr. Counard said a community health plan is required by the Health Department to maintain their state certification. Obesity prevention was one of the primary concerns of the community survey.

Dr. Counard stated that two years ago there were no clinics in Skokie serving people without health insurance. There are now two clinics; Erie Family Health Center and the Asian Human Services Family Health Center.

Dr. Counard said lifestyle changes can lead to a ten percent weight reduction. Biking or walking can make a huge difference.

Dr. Counard would like to work with local businesses on providing healthy choices in vending machines.

Dr. Counard spoke about tobacco prevention and an e-cigarette policy. Dr. Counard said the Village is working on having all Village property smoke free.

Commissioner Aberman inquired about breast feeding support in the community. Dr. Counard said she would like to work with businesses in Skokie so they are supportive of mother's breastfeeding their children.

President Reid inquired about the Village program on trading in power lawnmowers for push mowers.

Commissioner Yanes spoke about a collaborative walking club with the community.

Executive Director Ohrlund thanked Dr. Counard on the update on the Skokie community health plan and the collaborative effort of the Park District with the Village of Skokie to promote wellness, obesity prevention and environmental stewardship.

PRESENTATION AND REVIEW OF ALTERNATIVE STRATEGIES FOR THE COMPREHENSIVE PLAN – HITCHCOCK DESIGN GROUP

Mr. Bill Inman of Hitchcock Design Group presented alternative strategies for the Comprehensive Plan. Mr. Inman stated that alternative strategies are the culmination of the first two phases, which are data inventory/analysis and needs assessment/community engagement. The alternative strategies were derived from staff workshops, a community survey and focus group meetings. Staff met with the consultants last week and the top ten alternative strategies were determined. Mr. Inman asked that after the presentation staff and the Board comment on the alternative strategies within the next week or two. Mr. Inman presented each strategy in detail.

The top ten alternative strategies discussed were:

- Weber Center and Weber Park Golf Course
- Maintenance
- Sport Park East and West
- Dammrich Rowing Center
- Oakton Community Center and Oakton Park
- Emily Oaks Nature Center
- Devonshire Cultural Center and Devonshire Park
- Parks and Trails
- Demographics
- Programs and Services

Ms. Barbara Heller said she has prepared over 50 recreation assessments all over the country and the staff at the Park District is really in the top tier of all the systems she has worked in. There are so many great things at the Park District. She said there was great input from the focus groups. She said after the public input there were so many great comments from the residents about the programs and services. She said the summer camps are a core program area and are really well done. She recommended the District develop a process to be aware of trends and create some incentive for staff to be innovative. She discussed some ways to develop performance measures, creating customer requirements and a business plan for core program areas.

Mr. Inman discussed the schedule for the next few months of meeting with staff to finalize the comprehensive plan to be brought to the November Board Meeting for approval.

APPROVAL OF CHANGE ORDER #1 FOR OAKTON COMMUNITY CENTER FLOORING

Assistant Superintendent Jon Marquardt requested approval of Change Order #1 for the Oakton Community Center Flooring.

The vendor performed a moisture test on the floor after removing the tile. Upon removal it was found that the moisture test readings were worse than expected. There was \$2,100.00 for low levels of moisture built into the bid. The cost of the new sealant is \$7,992.00. After a credit of \$2,100.00, the cost for the change order #1 is \$5,892.00. The total cost of the project is \$44,007.00.

Commissioner Yanes inquired about the moisture at Oakton. Superintendent Rea said Oakton Center is a slab on grade and there is a high level of moisture in the ground. Executive Director Ohrlund said there are sump pumps in the basement that run frequently.

Commissioner Aberman moved to approve Change Order #1 for the Oakton Community Center floor project for \$5,892.00. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

APPROVAL OF EQUIPMENT MAINTENANCE CONTACT FOR FITNESS FIRST

Superintendent Tuft requested approval of the equipment maintenance contract for Fitness First. Superintendent Tuft stated that the current service provider is satisfactory, but staff wanted to test the market. Two bids were received. The low bidder is the current vendor, The Fitness Connections. Currently Fitness Connections provides monthly preventive maintenance on all cardio equipment for \$19,200.00. Staff had two alternates of preventive maintenance on the indoor cycling bikes and strength equipment. The Fitness Connections bid would provide maintenance on a monthly basis for 23 indoor cycling bikes and on a quarterly basis for 53 pieces of strength equipment for an additional \$100.00 per month for a total of \$20,400.00 per year.

Commissioner Yanes moved to award the bid for Fitness First equipment preventive maintenance and repair to The Fitness Connections in the amount of \$1,700.00 per month (\$20,400.00 per year). Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

APPROVAL OF LONG TERM AGREEMENT WITH THE TALKING FARM FOR THE USE OF TOT LEARNING CENTER PROPERTY

Superintendent Rea requested approval of the long term agreement with the Talking Farm for the use of Tot Learning Center property. The agreement is for thirty years to June 21, 2044. The amendment includes Village of Skokie ordinances for a Special Use permit to operate an agricultural research and educational facility with outdoor sales and outdoor storage and approval to operate a child day care and an agricultural research and education use in a single integrated planned development. The Park District would have to approve any construction projects.

Commissioner Aberman inquired about the future expansion the Tot Learning Center and how this would affect the Talking Farm agreement.

Commissioner Clarito questioned the agreement's term of thirty years. There was a recommendation for a twenty year agreement with an extension clause.

Commissioner Aberman moved to table the long term agreement with the Talking Farm for the use of the Tot Learning Center Property. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Vice President Alter was absent. Motion carried.

APPROVAL OF PARKING AND STORAGE LEASE AGREEMENT WITH COMMONWEALTH EDISON

Superintendent Rea said the agreement was still being reviewed by the attorneys and will not be presented at this time.

PRESIDENT'S REPORT

President Reid discussed the date for the October Board Meeting. The date for the next Regular Meeting of the Board of Park Commissioners will be set after checking with the consultants schedules. The date for the November Board Meeting was discussed and tentatively set for Thursday, November 20, 2014 at 7:00 p.m.

COMMISSIONER COMMENTS

Commissioner Aberman discussed an article from the Chicago Tribune about a vending machine pilot program with only healthy vending options. Executive Director Ohrlund said the Park District's current vending contract runs for two years. Commissioner Aberman asked if we could place all healthy

vending options at some select locations and review the sales. Executive Director Ohrlund said staff will contact the current vendor and convert over a site or two with all healthy vending options.

Executive Director Ohrlund stated that a chain saw artist was working in Lockwood Park creating a Native American carving from a fallen tree.

Executive Director Ohrlund stated a second Princess Ball was scheduled for February 7, 2015. Registration is open at this time. An apology was placed on the website for the scheduling error.

Executive Director Ohrlund informed the Board that the Marketing Manager placed an article on the website about the park benches that are composed of recycled plastic in our parks.

Executive Director Ohrlund said that he was contacted by the Village of Skokie regarding the Ida Crown School having some open space that may become available for the community. The Park District may be able to do some programming. The Ida Crown School is interested in helping with the playground replacement at McNally Park. Executive Director Ohrlund will meet with Ida Crown and Village representatives next week.

Executive Director Ohrlund mentioned the upcoming election in April 2015 for one seat on the Board of Commissioners.

ADJOURNMENT

Commissioner Clarito moved to adjourn the regular meeting. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting adjourned at 9:18 p.m.

Michael Reid
President

John V. Ohrlund
Secretary