

**MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
OCTOBER 19, 2021  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Susan Aberman  
Vice President Michael Reid  
Commissioner Ezra Jaffe  
Commissioner Mary Oshana

Absent:

Commissioner Minal Desai

Others Present:

Executive Director/Secretary Michelle J. Tuft  
Superintendent of Business Services William G. Schmidt  
Superintendent of Parks Corrie Guynn  
Superintendent of Recreation Breanne Labus  
Superintendent of Facilities Jon Marquardt  
Executive Administrative Assistant Ann Perez  
Skatium Facility Manager Kurt von Helms  
Director of Communications and Marketing Jim Bottorff  
Mr. Mark Jeretina, Speer Financial Inc.  
Mr. John Epperson, Miller, Cooper, & Co. LTD.  
Ms. Andrea Meade, Miller, Cooper & Co. LTD.

**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**

There were no citizen comments.

**CONSENT AGENDA APPROVAL**

Vice President Reid moved to approve the Consent Agenda. Commissioner Oshana seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Desai was absent. Motion carried. The Consent Agenda consisted of the minutes of the Regular Meeting of September 14, 2021; bills payable for the month of August/September 2021, Treasurer's Report, and Staff Reports.

**ADOPTION OF ORDINANCE #21-007 AUTHORIZING THE ISSUANCE OF \$2,960,000  
GENERAL OBLIGATION LIMITED TAX BONDS, SERIES 2021B, OF THE SKOKIE PARK  
DISTRICT**

Treasurer Schmidt requested the adoption of Ordinance #21-007 authorizing the issuance of \$2,960,000 General Obligation Limited Tax Bonds, Series 2021B. Treasurer Schmidt introduced Mr. Mark Jeretina of Speer Financial Inc. to discuss the bond sale. Mr. Jeretina said the refunding bond issue is for the principal and interest on the Series 2003B Capital

Appreciation Bonds payment of \$2,300,000 and \$600,000 of debt service extension money for use on capital improvements and bond issuance costs. Seven bids were received. The low bidder is JP Morgan Chase Bank N.C., Chicago, Illinois with a true interest rate of 0.250%. On November 3 the District will receive the bond proceeds. Vice President Reid was very pleased with the extremely low interest rate. President Aberman gave kudos to the staff and the Board for continuing to keep the district bond rating so good. It nice to see the district rewarded for its efforts.

Commissioner Oshana moved to approve Ordinance #21-007 to authorize the issuance of approximately \$2,960,000 of General Obligation Limited Tax Bonds Series 2021B. Commissioner Jaffe seconded the motion. On a roll call vote, all Commissioners vote aye. Commissioner Desai was absent. Motion carried.

### **FISCAL YEAR ENDED 04/30/21 ANNUAL FINANCIAL REPORT (AFR), MANAGEMENT LETTER AND CONTROL DEFICIENCY LETTER**

Treasurer Schmidt introduced Mr. John Epperson and Ms. Andrea Meade of Miller Cooper & Co. Ltd. to present the audit, management letter and control deficiency letter. The Board previously received the draft audit to review prior to the board meeting. Mr. Epperson summarized the audit report discussing each of the three sections and asking for questions. Mr. Epperson said the district will receive an unmodified opinion which is the highest level of assurance. He said that Mr. Schmidt and staff does an excellent job preparing the AFR and the district will receive the Certificate of Achievement in Excellence of Financial Reporting again this year.

Ms. Andrea Meade discussed the management letter and control deficiency letter. She said there was one instance in which an asset addition was overstated but it was corrected. The management letter also advised staff to be aware of phishing schemes and other data technology breaches to prevent financial or data loss. President Aberman thanked Mr. Epperson and Ms. Meade for their presentation.

Vice President Reid moved to approve the fiscal year end 04/30/2021 AFR, management letter and control letter. Commissioner Oshana seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Desai was absent. Motion carried.

### **TAX LEVY PRESENTATION**

Treasurer Schmidt presented the 2021 Tax levy in detail explaining the levy process as clearly and concisely as possible. Mr. Schmidt also answered numerous questions regarding the levy. The Consumer Price Index (CPI) increase for the 2021 tax levy year is 1.4%, which is an increase of \$115,840 in the aggregate funds (all funds minus debt service). The levy is based on an overall increase of .03% without loss and cost. The increase is less than 5% therefore no public hearing or public notice is required. The presentation was informational only.

### **2021 TAX LEVY RESOLUTION #21-003**

Treasurer Schmidt asked for approval of the 2021 Tax Levy Resolution #21-003. Treasurer Schmidt said the CPI for the 2021 levy year is 1.4% and that a public notice and hearing is not required as the increase is less than 5%. Staff recommends the approval of the 2021 tax levy in the amount of \$8,377,000 which does not include debt service costs. With the debt service costs the total levy is \$11,372,000.

The formal legal adoption of the Tax Levy Ordinance will be done at the November 2021 meeting of the Board of Park Commissioners.

Commissioner Jaffe moved to approve Resolution #21-003 as part of the legal process in approving the 2021 tax levy. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Desai was absent. Motion carried.

### **APPROVAL OF PROFESSIONAL SERVICES CONTRACTS SKATIUM ICE ARENA**

Director Tuft gave a history of the Skatium Ice Arena project including the rejected bids from 2018. She asked the board to approve an agreement with Stantec as the architect and consultant and an agreement with Wight as the construction manager. Staff worked with Stantec to lower their fee and Mr. Marquardt said they reduced the fee by approximately \$40,000. President Aberman asked what we paid Stantec for the 2018 project. Ms. Tuft said we paid \$156,000 which included the fee for bid process; the bids came in over budget and were rejected. Moving forward the bidding process will be handled by Wight and is included in their contract. The scope of the project has not changed.

Commissioner Jaffe asked what the estimated lost revenue will be during the Skatium shutdown. Ms. Tuft said that will be discussed during the budget process and she will provide preliminary figures following the meeting, later this week.

Commissioner Oshana asked if there were any Com Ed incentives. Mr. Guynn responded that the LED lighting conversion is currently being done and there are incentives for that project.

President Aberman asked about time incentives. Ms. Tuft said there are no time incentives included because there are problems with the supply chain, and she does not believe the contractor would agree to time incentives. Mr. Guynn added that if an incentive was included, the contractor would likely increase their fees/bid due to the current supply chain issues.

Ms. Tuft said a bond will be sold to fund this project. The district also received a PARC grant that will pay approximately half the cost of the project (\$2.5M) and the bond will pay for the remainder of the project.

Commissioner Jaffe asked about moving the project timeline back to accommodate any supply chain issues. Ms. Tuft said that would be difficult due to the Skatium's program schedule. However, if supply chain issues are identified as part of the bidding process, the project timeline would need to be adjusted.

Commissioner Jaffe moved to enter into a professional services agreement with Stantec Consulting Services, Inc. for \$93,500 for the replacement of ice and mechanical systems for the Skatium Ice Arena. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Desai was absent. Motion carried.

Commissioner Jaffe moved to enter into a professional services agreement with Wight & Company for \$455,984 for the replacement of the ice and mechanical systems for the Skatium Ice Arena. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Desai was absent. Motion carried.

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

Director Tuft said the Illinois Association of Park District Annual Meeting is held on Saturday, January 29, 2022, at the annual conference. To be represented at the meeting the Board must designate its voting delegate, 1<sup>st</sup> alternate, and 2<sup>nd</sup> alternate.

Commissioner Jaffe moved to approve Vice President Reid as the Skokie Park District delegate, Commissioner Desai as 2<sup>nd</sup> alternate, and Commissioner Mary Oshana as 3<sup>rd</sup> alternate to the IAPD annual business meeting on January 29, 2022. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Desai was absent. Motion carried.

## **NRPA CONFERENCE SESSION REVIEW**

A NRPA conference sessions report was prepared by Ms. Tuft, Mr. Guynn, Ms. Labus, Mr. Marquardt, and Ms. Horwitz. Ms. Tuft asked the Board for any comments. Vice President Reid said the conference was disappointing. The virtual opening sessions did not work well, and the sessions were limited. President Aberman said in-person session capacities were also limited and that it was difficult to attend. Vice President Reid felt the session with Barbara Heller was a very good session. Ms. Tuft said the conference was not up to NRPA's normal standards, but she and staff did get some new ideas from attending the conference. Commissioner Oshana said it was good to have the staff and board spend time together.

No motion necessary, for discussion only.

## **PRESIDENT'S REPORT**

The next regular meeting of the Board of Park Commissioners is Tuesday, November 16, 2021, at 7:00 p.m.

## **COMMISSIONER COMMENTS**

Commissioner Oshana said staff did a phenomenal job with attracting over 300 people to the Devonshire County Fair on a rainy day. Great work! President Aberman said when looking at event attendance she was happy to see that people are interested in participating and attending.

President Aberman gave a Shout Out to Corrie and his staff for renovating nine playgrounds this past year, stating that the board appreciates their hard work. Mr. Guynn said there was a staff appreciation day at Park Services on Friday.

Vice President Reid announced the birth of his third grandson, Tyler, who was born last week.

President Aberman is serving on the IAPD Distinguished Park and Recreation Agency (DPRA) committee and was at another park district's review where she noticed that the board did Shout Outs at their meetings. President Aberman would like to do this at future Board meetings, similar to how she recognized Mr. Guynn and his staff for their work with the playground replacements.

Commissioner Jaffe asked about any concerns regarding loss revenue from the new Morton Grove Park District pool. Staff explained that they were not overly concerned.

Commissioner Jaffe asked about any concerns for the Seneca Park Public Hearing. Ms. Tuft said Mr. Guynn reached out to the attendees of the first public hearing and invited them to the

second public hearing. One resident responded that she was disappointed in the misinformation that came out after the public hearing. This same resident contacted Ms. Tuft saying that she received a public notice and flyer to stop the Seneca Park project in her mailbox today and stated that it looked like it was from the Park District. Ms. Tuft said the notice had the wrong location for the public hearing and was not distributed by the district. Staff doesn't know where it came from. The Park District's notice will go out on Wednesday. An email was also sent to the resident group informing them of the correct location and stating that any prior notification received was not correct.

Commissioner Jaffe will chair the Seneca Public Hearing on October 27 at 6:30 p.m. at the Weber Leisure Center Multipurpose Room. Ms. Tuft said the hearing includes time for public comments and next steps will be explained. The next step is to bring the issue to the November Park Board meeting so the board can vote on the issue. Because the Village of Skokie is involved due to the alley relocation, the next step if the Park Board were to greenlight the land swap would be to have the Village of Skokie's planning commission review the project. If the planning commission greenlights the project, it would then go the Village of Skokie trustees for a vote. Commissioner Jaffe asked which plan would be an advantage to the park district and discussion followed. Staff does not have a strong opinion on either plan.

#### **DIRECTOR COMMENTS**

Director Tuft sent a letter to the Metropolitan Water Reclamation District regarding the property lease request and is awaiting a response.

Director Tuft followed up on a question at the September board meeting from Commissioner Jaffe regarding the path at Channelside Park. Staff are going to hot patch the worn asphalt areas and level out the potholes in the gravel areas.

Director Tuft and Superintendent Guynn met with the Sierra Club and the Metropolitan Water Reclamation District regarding a possible walking path with native plants at Sports Park East. Staff will apply for a native pollinator grant in January.

The Diversity, Equity, and Inclusion Board Workshop is next Tuesday, October 26 at Park Services at 6 p.m. Ms. Tuft asked the Board for input on what they hope to get out of the workshop and if they have any requests to let her know in the next day or two.

Director Tuft asked the Board to select a date for the Lorel and Menominee Parks Public Hearing. November 2 at 6:30 p.m. at Oakton Community Center was selected.

Director Tuft asked the Board for a discussion on a group of resident's request for a possible dog park at Devonshire Park. Superintendent Guynn said the cost to convert the area would be approximately \$44,000. Ms. Tuft will draft an email to the group letting them know this was discussed briefly at the Board meeting with a cost estimate of \$44,000. Ms. Tuft will tell them that the board is interested in knowing their ability to fundraise for the cost of this project as the Board would not likely proceed at this cost.

#### **OLD BUSINESS**

There was no old business.

#### **NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

Commissioner Oshana moved to adjourn the regular meeting. Commissioner Jaffe seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. Commissioner Desai was absent. The regular meeting adjourned at 9:07 p.m.

Susan Aberman

Susan Aberman  
President

Michelle J. Tuft

Michelle J. Tuft  
Secretary

November 16, 2021