

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
AUGUST 18, 2020
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Michael Reid
Vice President Khemarey Khoeun
Commissioner Michael W. Alter
Commissioner Susan Aberman
Commissioner Minal Desai

Others Present:

Executive Director/Secretary Michelle J. Tuft
Superintendent of Business Services William G. Schmidt
Superintendent of Facilities Jon Marquardt
Superintendent of Parks Corrie Guynn
Superintendent of Recreation Breanne Labus
Executive Administrative Assistant Ann Perez
Marketing and Communications Manager Jim Bottorff

CALL TO ORDER

President Reid 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

No comments from citizens.

CONSENT AGENDA APPROVAL

Commissioner Alter moved to approve the Consent Agenda. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The Consent Agenda consisted of the minutes of the Regular Meeting of July 21, 2020, bills payable for the month of July/August 2020, Treasurer's Report, and Staff Reports.

**APPROVAL OF UPDATED BOARD OF PARK COMMISSIONERS AND ADMINISTRATIVE
POLICY AND PROCEDURE MANUAL**

Executive Director Tuft reminded the Board that they had passed two policies during the year that needed to be added to the policy manual. The policies include the revised harassment policy and new amendments to the Open Meetings Act with directives related to emergency procedures (due to COVID-19). Because the policy manual is typically reviewed every five years as part of the Distinguished Agency process Ms. Tuft requested the District attorney review and update the entire policy manual. The updated policy was sent to the Board the week before the meeting to allow an extended time to review the lengthy manual. Ms. Tuft asked if there were any questions. President Reid asked for some minor changes to be made to the policy regarding the Board agenda items and some minor grammatical changes. Ms. Tuft will update.

Commissioner Aberman moved to approve the Board of Park Commissioners and Administrative Policy and Procedure Manual with changes. Commissioner Alter seconded by the second motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF THE ALCOHOL POLICY ORDINANCE #20-006

Last month Superintendent Marquardt presented the Alcohol Policy including guidelines and rental policy while awaiting approval from the Village of Skokie and the Metropolitan Water Reclamation District (MWRD). A copy of the guidelines and rental policy were distributed to the Board and were reviewed. Mr. Marquardt said the policy was approved by the Village of Skokie and is awaiting approval from the MWRD for Skokie Sports Park. He has spoken with attorneys from the MWRD who have indicated that the policy will be approved. If for some reason MWRD does not approve alcohol at Sports Park the ordinance will be revised.

Commissioner Desai moved to approve ordinance #20-006, An Ordinance Regulating the Sale and Consumption of Alcoholic Beverages on Park District Property. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF FREEDOM OF INFORMATION ACT OFFICER BREANNE LABUS

Executive Director Tuft requested approval to designate Superintendent Breanne Labus as an additional Freedom of Information (FOIA) officer. The Director and Division Heads are FOIA officers who respond to FOIA requests. Ms. Labus will complete the annual FOIA training online.

Commissioner Aberman moved to designate Breanne Labus as a Freedom of Information of Information Act Officer. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF LARAMIE PARK CHANGE ORDER #2

Superintendent Guynn requested approval of Laramie Park project Change Order #2. The change order is for concrete in the new dugouts, walkway for the east backstop, removal of a walkway that is no longer needed and two small attachments to the new sidewalk in front of the shelter. Another improvement is a 12-inch buffer in front of both Baggo sets. The cost of the changes is \$13,280.00. Commissioner Aberman asked what the budget was for this project. Mr. Guynn responded \$1.8 million. There were a lot of savings for the project in Change Order #1 and the project remains under budget.

Commissioner Alter moved to approve Change Order #2 for the Laramie Park project in the amount of \$13,280. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

FINANCIAL UPDATE

Superintendent Schmidt presented a three-month revenue and expense report of the District's operating funds. Mr. Schmidt complimented Mr. Marquardt and Ms. Labus' staff for their creative programming; summer care, summer camps, ice skating/hockey, and drive-in movies. The revenue facilities which are Weber Park Golf Course, Skokie Sports Park and Skokie Water Playground have been the main District's revenue source. Staff is doing a great job with programming to cover some of the costs for staff salaries and building operating expenses.

Mr. Marquardt said the pool revenue exceeded expectations averaging \$3,000 a day with this past Saturday revenue at \$7,000. Currently the total pool revenue for the season is \$90,000. Commissioner Aberman asked if the pool will be remaining open past Labor Day. Ms. Tuft said staff is considering the option but need to ensure that lifeguard staff can work. Commissioner Aberman is impressed that there were no COVID-19 issues at the pool. Commissioner Desai said the pool staff is very responsible in following the COVID-19 guidelines. Superintendent Schmidt says the reports paints show a better financial picture than anticipated due to the additional revenue generated through programs and facilities.

Ms. Labus spoke about the Learn and Play programming which will coincide with E-learning in the schools. The program is essentially a childcare/camp program that will accommodate E-learning. Currently there are 94 participants enrolled. The program has full and ½ day options for children K thru the 5th grade, Monday through Friday 8 a.m. to 5 p.m. Flexible scheduling for less than a full week will also be offered. Pods will be limited to 15 children and will be held at Oakton Community Center and Weber Leisure Center. The District is coordinating scheduling with the school districts. Vice President Khoeun has been receiving positive feedback about the Learn and Play program. Staff is also planning to add new enrichment programming outside of the Learn and Play program.

Mr. Marquardt discussed Tot Learning Center. Fouzia Khan, the manager of Tot Learning Center has been instrumental in obtaining grants for lost childcare revenue. Originally, she received two grants for \$15,000 and was recently notified of a grant from the State of Illinois for \$94,000, for three months. Funding will continue each month indefinitely. Commissioner Aberman asked about the enrollment at Tot Learning Center. Mr. Marquardt responded that the facility is at its' maximum allowed following DCFS COVID-19 guidelines.

Ms. Tuft said the in-person S.P.A.C.E. program will only run at Fairview School because they are doing in-person learning for K-2. The district will be working with School Districts 68, 69, 72, 73, and 73 ½ with the Learn and Play program. The schools may provide space in their facility if we have waitlists. Ms. Labus said we will also be working with School District 65 Walker School students. Children will be grouped with their school district in the Learn and Play program.

Mr. Schmidt summarized his report stating that some expenses will be coming up in the next few months. At the next Board meeting he will do a cash flow analysis through December.

No motion required, informational only.

PRESIDENT'S REPORT

The next regular meeting of the Board of Park Commissioners will be held on Tuesday, September 15, 2020 at 7:00 p.m.

COMMISSIONER COMMENTS

Commissioner Aberman thanked staff for the wonderful job they have done providing safe and fun activities for the community this summer. Staff has the drive-in movies down to a science. She feels the community really appreciates their efforts. Vice President Khoeun has received positive feedback on all activities as well.

Vice President Khoeun asked if the Board would consider naming a park for a person of color in the future. Ms. Tuft said there are specific guidelines the Board follows when naming parks and read some of the guidelines from the Board and Administrative Policy and Procedure Manual.

Vice President Khoeun complimented the District's social media posts. Ms. Tuft said Mr. Bottorff and staff create a weekly E-newsletter along with Facebook postings and videos.

DIRECTOR'S COMMENTS

Ms. Tuft asked to schedule a grand opening ceremony for Laramie Park. The date selected was Sunday, September 27 at 11a.m. It was suggested to invite individuals from the Caleb field group and local legislators. Ms. Tuft said flyers will be distributed to the residents. There will be a soft opening of the playground this Friday.

At the Klehm Park dedication President Reid will have a speech and would like to have one of the female Commissioners read the biography of Dr. Klehm. It was decided Commissioners Aberman, Desai and Vice President Khoeun will split the reading of the biography.

Ms. Tuft spoke with Michael Lorge from the Village of Skokie regarding early voting. He asked to use Oakton Community Center, but it cannot be accommodated there. He will be looking at other options.

An organizer for a Back to Blue event secured a permit at Channelside Park for Saturday, August 22 from 10a.m. to 1 p.m. They will hold a rally with 40 -75 attendees. The Skokie Police Department is aware of the event and Ms. Tuft plans to attend.

Mr. Guynn will be running the steps challenge again this year. There are ten park districts participating including M-NASR. Registration will begin on August 21 for two weeks.

Go Skokie registration is open. Ms. Labus said 170 people have already registered. The school districts plan to include information on the Go Skokie program in their virtual backpacks. Commissioner Desai said a lot of people are using the parks for walking.

President Reid said it was nice to see the headliners are booked for Backlot Bash 2021.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Commissioner Desai asked if staff could consider events with music and table seating at Skokie Sports Park East. Ms. Tuft said staff will research the idea. Commissioner Desai said these types of events create community bonds.

ADJOURNMENT

Commissioner Desai moved to adjourn the regular meeting. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting adjourned at 8:02 p.m.

Mike Reid
President

Michelle J. Tuft
Secretary