

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
DECEMBER 17, 2019  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Michael Reid  
Vice President Khemarey Khoeun  
Commissioner Susan Aberman (Remote Attendance)  
Commissioner Michael W. Alter  
Commissioner Minal Desai

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 Corrie Guynn  
Assistant Superintendent Jon Marquardt  
Executive Administrative Assistant Ann Perez  
Risk Management and Special Facility Mgr. Scott Runkle

**CALL TO ORDER**

President Reid called the regular meeting of the Board of Park Commissioners to order at 7:03 p.m., followed by the recitation of the Pledge of Allegiance.

**COMMENTS FROM CITIZENS**

There were no citizen comments.

**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 minutes of the Park Services Committee Meeting of November 12, 2019; Regular Meeting of November 19, 2019; Minutes of the Board Workshop of November 19, 2019; bills payable for the month of November /December 2019; Treasurer's Report; and Staff Reports.

**ENVIRONMENTAL ACTION TEAM: LAKESHORE RECYCLING REPORT**

Superintendent Tuft presented a PowerPoint of the tour to the Lakeshore Recycling facility in Forest View, IL on October 21, 2019 in which nine staff members attended. Staff was impressed with the entire recycling process. No motion needed, informational purposes.

**2019 AQUATIC REPORT**

Risk Management and Special Facility Manager Scott Runkle presented the 2019 Aquatics Report. Mr. Runkle summarized the aquatic season. The weather started out wet and cool and never really improved for the rest of the season. Attendance was down 20% percent. Rentals and birthday parties were down due to the weather as well. Commissioner Desai

asked about the cancellations due to bad weather. Mr. Runkle responded that birthday party rentals cancel due to weather but after hour rentals are less likely to cancel.

Mr. Runkle discussed 2019 capital improvements at the pools which included tracing down and repairing down a pool leak at Skokie Water Playground and repairing underwater lighting at Devonshire Aquatics Center. Mr. Runkle discussed the proposed fee increases for 2020 stating that there will not be any increase in season passes and fees for facility rentals will increase minimally. A cooler fee will be new this year.

Commissioner Desai moved to approve the 2020 pool hours and fees as proposed. Vice President Khouen seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **WEBER LEISURE CENTER SOLAR PANEL LETTER OF INTENT**

Superintendent Guynn requested approval of the Letter of Intent regarding the installation of solar panels on the Weber Leisure Center roof. The letter of intent is non-binding and is not a set agreement. The District will not have any cost for engineering, installation or maintenance of the solar equipment. Realgy, LLC is responsible for any damages to the roof resulting from the installation or operation of the solar equipment. The District will experience lowered electrical bills. Vice President Khoeun asked if the solar panels needed Village of Skokie approval. Ms. Tuft said she did not think so but would verify.

Commissioner Desai moved to approve the Letter of Intent regarding the installation of solar panels by Realgy, LLC at the Weber Leisure Center. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **AUTHORIZATION FOR BUSINESS RELATED TRAVEL FOR PARK BOARD COMMISSIONERS**

Superintendent Schmidt requested authorization for business related travel for Park Board Commissioners to the 2020 IAPD Conference in January.

Vice President Khoeun moved to approve business related travel for President Reid, Vice President Khoeun, and Commissioners Aberman and Desai to the IAPD Conference in January, 2020. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **AUTHORIZATION TO DISPOSE OF FIXED ASSETS ORDINANCE #19-014**

Superintendent Guynn requested authorization to dispose of fixed assets as described in Ordinance #19-014.

Commissioner Aberman moved to approve Ordinance #19-014 authorizing the disposal of various fixed assets. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **AUTHORIZATION TO PURCHASE REPLACEMENT VEHICLE**

Superintendent Guynn requested authorization to purchase a 2020 Ford F350 Regular Cab 4x4 stake bed truck for \$44,770.00 through the Illinois State Joint Purchase Program. The current truck is a 2004 Ford 350 stake bed truck with 33,578 miles and has extensive rot to the truck bed. The vehicle is used to transport tables, garbage cans, playground equipment, items for special events and other materials.

Vice President Khoeun moved to authorize staff to purchase a 2020 Ford 350 Regular Cab 4x4 Stake Bed Truck for \$44,770.00 from Bob Ridings, Inc. located in Taylorville, IL through the Illinois State Joint Purchase Program. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **BID AUTHORIZATION REQUIREMENT**

Superintendent Schmidt reminded the Board of a previous discussion to remove the bid authorization requirement on major purchases (\$25,000 or more) that have already been approved by the Board through the budget cycle. The Board confirmed that such authorization will not be required. No motion required informational purposes only.

### **APPROVAL OF REVISED PURCHASING POLICY AND PROCEDURE: BOARD AND ADMINISTRATIVE POLICY AND PROCEDURE MANUAL SECTION 3.09**

Superintendent Schmidt requested the approval of the revised purchasing policy and procedure in the Board and Administrative Policy and Procedure Manual Section 3.09 requiring purchase orders for purchases of \$200 or more. Superintendent Schmidt said the \$200 limit has been effect for over 25 years and staff requests the limit to be raised to \$450 effective January 1, 2020.

Vice President Khoeun moved to approve revised Purchasing Policy #3.09, raising the purchase order requirement level to \$450. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **REVIEW AND APPROVAL OF PERSONAL POLICY CHANGES: ALCOHOL AND DRUG ABUSE POLICY; CELLPHONE REIMBURSEMENT POLICY; NURSING MOTHERS IN THE WORKPLACE POLICY; VACATION POLICY**

#### **Alcohol and Drug Abuse Policy**

Superintendent Schmidt said the District needs to update the drug and alcohol policy in the Personnel Policy Manual based on the Illinois adoption of the Cannabis Regulation and Tax Act that goes into effect on January 1, 2020. Both Appendix B “Alcohol and Drug Abuse Policy” and Appendix C “Alcohol and Drug Procedures for CDL Employees” need to be revised. The revisions have been made with the recommendations from PDRMA and are in compliance with the legislation of the Cannabis Regulation and Tax Act.

Commissioner Desai moved to approve proposed changes to the Personnel Policy’s Appendix’s B (Alcohol and Drug Abuse Policy) and Appendix C (Alcohol and Drug Procedures for CDL Employees) in order to be in compliance with the legislation of recreational cannabis in the State of Illinois, effective January 1, 2020. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **Cellphone Reimbursement Policy**

Superintendent Schmidt informed the Board that an amendment to the Illinois Wage Payment and Collection Act requires Illinois employers to reimburse employees for expenditures incurred by the employee related to services performed for the employer. A stipend plan has been developed for business use of personal phones based on usage. Select staff will receive a monthly stipend of either \$25 or \$50 dependent on usage. Based on the current census this would cost the District approximately \$2,000/mo. This policy will take effect January 1, 2020.

Vice President Khoeun moved to approve a cellphone reimbursement policy to the Personnel Policy Manual to reimburse employees for business use of personal cell phones effective January 1, 2020. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**Nursing Mothers in the Workplace Policy**

Superintendent Schmidt requested the approval of the Nursing Mothers in the Workplace Policy. This policy has been in practice for many years but was not included in the Personnel Policy Manual. Staff would like to formally adopt the policy and include it in the Personnel Policy Manual.

Commissioner Aberman moved to approve a Nursing Mothers in the Workplace Policy as proposed, effective immediately. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**Vacation Policy**

Superintendent Schmidt explained that currently the District provides a maximum of 20 vacation days based on ten or more years of service. Staff recommends an additional five vacation days for employees who reach twenty or more completed years of services. This would put the District in line with the Village of Skokie and surrounding park districts. Presently this would affect 17 employees and would be a token of appreciation for their service. Also staff recommends eliminating the need for supervisory approval to carry over half of earned vacation time.

Commissioner Desai moved to approve the amount of vacation time for employees who have completed twenty years or more of fiscal year service to 25 days and to eliminate the requirement for supervisory approval to carry over half of earned vacation time from year to year, effective May 1, 2020. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPOINTMENT OF ADA COMPLIANCE OFFICER**

Executive Director Ohrlund will be retiring at the end of this month and it is necessary to appoint a new ADA Compliance Officer for the District. Staff is recommending Superintendent of Parks Corrie Guynn as most of the requirements and responsibilities fall within the Park Service Division.

Commissioner Desai move to approve Corrie Guynn as the ADA Compliance Office of the Skokie Park District. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPOINTMENT OF BOARD SECRETARY**

Executive Director Ohrlund said with his retirement at the end of the month it is necessary to appoint new Executive Director Michelle Tuft as the Secretary to the Board.

Commissioner Desai move to approve Michelle Tuft as Secretary of the Board of Park Commissioners. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

## **SKATIUM PARC GRANT PROGRAM RESOLUTION OF AUTHORIZATION**

Superintendent Guynn said this is a follow up to the Board Workshop held prior to this meeting. Mr. Guynn said as part of the PARC Grant process the State requires passage of a Resolution of Authorization. This document guarantees that funds are available and the project will be completed within the time frame of the grant.

Vice President Khoeun moved to approve the execution of the Skatium PARC Grant Program Resolution of Authorization for the 2020 Skatium PARC Grant. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **OLD BUSINESS**

Commissioner Desai asked if the theme nights at the Skatium for public skate could be extended to include the entire weekend instead of only one day. She suggested putting the information on social media and feels it would attract a lot of families. Ms. Tuft will discuss with Skatium staff.

### **NEW BUSINESS**

Vice President Khoeun said she and Commissioner Aberman are a part of Senator Villivalam's multicultural advisory committee. The group is forming a committee to reach out as ambassadors to different organizations to promote the census to residents.

### **PRESIDENT'S REPORT**

A Board Workshop for the final draft of the Comprehensive Plan will be held on Tuesday, January 21, 2020 at 6:00 p.m.

The Regular Meeting will be held on Tuesday, January 21, 2020, 2019 at 7:00 p.m.

### **COMMISSIONER COMMENTS**

Vice President Khoeun said she attended the Skate with Santa at the Skatium with her family and really enjoyed it.

Commissioner Desai attended the Holiday Fest at Skokie Heritage Museum a few weeks ago and took a family picture with Santa. She said the Santa and his reindeer did a great job with the children at the event.

Executive Director Ohrlund expressed his appreciation and gratitude to the Board and staff. He said it was a pleasure and an honor serving the District the past 30 years.

### **ADJOURNMENT**

Commissioner Alter moved to adjourn the regular meeting. Commissioner Desai seconded the motion. All Commissioners voted aye. Motion carried. The regular meeting adjourned at 7:53 p.m.

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Mike Reid  
President

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Michelle J. Tuft  
Secretary