

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
JANUARY 21, 2020
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Michael Reid
Vice President Khemarey Khoeun
Commissioner Susan Aberman
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 Facilities Jon Marquardt
Executive Administrative Assistant Ann Perez
Steve Konters, Hitchcock Design Group
Park Ridge Executive Director Gayle Mountcastle
April and Ava Armer
Amy Bergseth
DeDe Kern
Max Slankard
Michael Tuft

Absent:

Commissioner Michael W. Alter

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

Park Ridge Executive Director Gayle Mountcastle congratulated Michelle Tuft on her appointment to Executive Director. Ms. Tuft began her career as an intern at Streamwood Park District back in 1991 and worked with Ms. Mountcastle. President Reid congratulated Ms. Tuft and welcomed her to her official first meeting as the Executive Director.

CONSENT AGENDA APPROVAL

Commissioner Aberman moved to approve the Consent Agenda. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried. The Consent Agenda consisted of minutes of the Board Workshop of December 17, 2019; Regular Meeting of December 17, 2019; bills payable for the month of December 2019/January 2020; Treasurer's Report; and Staff Reports.

BOND FINANCING TIMELINE

Treasurer Schmidt said the bond timeline was prepared by the financial consultant Speer Financial. Mr. Schmidt informed the Board that the plan for this year is to issue one bond issue

for the annual refunding issue of approximately \$2,326,700 plus an additional \$522,000 for capital improvements based on the debt service base extension. No motion required, informational only.

APPROVAL OF THE COMPREHENSIVE PLAN

Executive Director Tuft requested approval of the Comprehensive Master Plan. Hitchcock Design Group Steve Konters presented the final draft of the plan prior to the Board meeting at the Board Workshop. Executive Director Tuft said the consultants did a nice job and the plan gives good direction for the next five years.

Commissioner Desai moved to approve Skokie Park District 2020-2025 Comprehensive Master Plan. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

APPROVAL OF THE FLOORING BID

Superintendent Guynn requested approval of the flooring bid. One bid was received from Scharm Flooring for flooring improvements at Devonshire Center, Emily Oaks Nature Center, Oakton Center and Skokie Sports Park. Scharm Flooring has done work for the District previously and staff has been satisfied with their performance. The bid for the flooring was combined for the facilities to receive better pricing and save money. President Reid asked what Flotex flooring was and Mr. Guynn responded it is a tight weave flooring that is more durable.

Commissioner Desai moved to approve the bid from Scharm Flooring, of Des Plaines IL for the flooring improvements project for a total of \$103,731. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

AUTHORIZATION TO DISPOSE OF FIXED ASSETS ORDINANCE #20-001

Superintendent Guynn requested authorization to dispose of fixed assets Ordinance #20-001. The current mobile stage was purchased in 1992 and is beyond its useful life. The wood panel flooring is rotted out and the hydraulics are not working correctly. Mr. Guynn would like to auction the stage. This stage was used for Festival of Cultures, Fourth of July and Devonshire Sunday Sundown Concerts.

Commissioner Aberman moved to approve Ordinance #20-001 authorizing the disposal of various fixed assets. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

AUTHORIZATION TO PURCHASE A USED MOBILE STAGE

Superintendent Guynn requested authorization to purchase a used mobile stage from the Village of Rosemont for a cost of \$80,000. The stage is five years old and in pristine condition. The stage will be stored in Rosemont until spring. Rosemont staff has offered training to Park Services staff for setting up and taking down the stage as well. The District will save approximately \$80,000 with the purchase of the used mobile stage.

Vice President Khoeun moved to approve the purchase of a used Stageline SL100 mobile stage from the Village of Rosemont for \$80,000. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

PLAYGROUND EQUIPMENT AND INSTALLATION TIMELINE

Superintendent Guynn reviewed the proposed playground renovation schedule for four playgrounds in FY 2020-21. The parks designated for playground renovation are Carol, Gross Point, Navajo and Tecumseh. Mr. Guynn would like to bid the renovations at this time of the year to attract more bidders which would in turn save the District money. The demolition of the playgrounds would begin in April and installations to start in August. Park Services staff will perform the demolition. No motion required, informational only.

REVIEW AND APPROVAL OF PERSONNEL POLICY CHANGES NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Treasurer Schmidt requested approval to amend the Non-Discrimination and Anti-Harassment Policy to expand the definition of harassment to include any “actual or perceived” protected class, to expand the definition to include “work environment” and to add the work “any” to unwelcome conduct as per the Workplace Transparency Act. There is a complaint process for an elected official to report an act of harassment by another elected official.

Vice President Khomeun moved to approve the revision of the District’s personnel policy to comply with the Act. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

SCHOOL VISITATION LEAVE POLICY

Treasurer Schmidt requested approval to amend the School Visitation Leave Policy to include “behavioral meetings” and “academic meetings” per Illinois Department of Labor effective 8/1/2020.

Vice President Khomeun moved to approve the addition of behavioral meetings and academic meetings to the District’s personnel policy as proposed, effective 08/01/2020. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT (VESSA) POLICY

Treasurer Schmidt requested approval to amend the Victims’ Economic Security and Safety Act (VESSA) Policy to include “gender violence”. Employers are required to provide 12 weeks of job-protected leave to address matters involving domestic violence.

Vice President Khomeun moved to approve the addition of “gender violence” to the District’s personnel policy as proposed. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

UPDATE AND REVIEW 2019-2020 DISTRICT GOALS

Executive Director Tuft provided a copy of the 2019-2020 District goals for the Board to review. Staff generally updates the Board semi-annually on the status of the goals. Ms. Tuft asked for any questions or comments regarding the goals and their status. President Reid asked when the goals for 2020-2021 will be reviewed. Ms. Tuft responded that after staff evaluations the goals are compiled and will be provided to the Board in June or July. Commissioner Aberman said it was very helpful to include detailed comments in the spreadsheet. Ms. Tuft said if anyone thought of any other questions to email her. No motion required, for informational purposes only

OLD BUSINESS

There was no old business.

NEW BUSINESS

Vice President Khoeun asked Executive Director Tuft about the consultant for green sustainability. Executive Director Tuft responded that staff visited another park district for a presentation on sustainability and one of the consultants was approached and hired by the District. Mr. Guynn has received a proposal for phase I and phase II of the sustainability and pesticide practices audit. Mr. Guynn said phase I consists of the consultant reviewing the District's current practices. The consultant will report on phase I by February. Mr. Guynn would like to see the results of phase I before committing to phase II as the District may already be using some of these practices.

PRESIDENT'S REPORT

The regular meeting of the Board of Park Commissioners will be held on Tuesday, February 18, 2020 at 7:00 p.m.

The Public Hearing for the Playground Renovations was scheduled for Monday, March 2, 2020 at 6 p.m.

The Finance Committee Meeting was scheduled for Thursday, March 12, 2020 at 6:00 p.m.

COMMISSIONER COMMENTS

Commissioner Aberman commented on an individual she met while visiting the Exploritorium. The individual was new to Skokie and said she had asked front desk staff about the intensity level of a fitness class she wanted to attend. The front desk staff did not have the information she was looking for and should have referred her to a manager. Executive Director Tuft said there is the information at the front desk and she will check to see if intensity levels are included in the descriptions.

Vice President Khoeun said she attended the Employee Recognition Dinner this weekend and liked the social media engagement piece. Commissioner Aberman enjoyed the event as it was so interactive.

President Reid, Vice President Khoeun, Commissioner Aberman and Commissioner Desai attended the Asian Lunar New Year event and received many compliments about the Skokie Park District.

Executive Director Tuft said there will be a legislative breakfast on Friday, February 14, 2020 in Glenview at 9:00 a.m. President Reid, Vice President Khoeun and Commissioners Aberman and Desai will attend.

The annual Liponi Dinner Dance and Auction is Saturday, March 7, 2020. Executive Director Tuft will not be able to attend. President Reid, Vice President Khoeun and Commissioner Aberman plan to attend. Commissioner Desai will notify Executive Director regarding attending.

ADJOURNMENT

Commissioner Aberman moved to adjourn the regular meeting. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried. The regular meeting adjourned at 7:40 p.m.

Mike Reid
President

Michelle J. Tuft
Secretary