

**MINUTES OF THE
REGULAR MEETING OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
June 15, 2021
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

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

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
Executive Administrative Assistant Ann Perez
Marketing and Communications Manager Jim Bottorff
Director of Information Technology, David Hunt
Don Hansen, Skokie Resident
David and Julie Maier, Skokie Residents
Marla Jaffe, Skokie Resident

CALL TO ORDER

President Aberman called the regular meeting of the Board of Park Commissioners to order at 7:01 p.m., followed by the recitation of the Pledge of Allegiance.

SWEARING IN NEW BOARD COMMISSIONER EZRA JAFFE

Executive Director Tuft performed the swearing in ceremony for newly elected Commissioner Ezra Jaffe.

COMMENTS FROM CITIZENS

Mr. Don Hansen addressed the Board regarding longer hours for Fitness First and supplying towels at Fitness First. Ms. Tuft responded that the regular Fitness First hours and towel service will return in the fall.

Mr. David Maeir congratulated Ezra Jaffe on becoming a new Commissioner and the Board for selecting him. Mr. Maeir thanked the Board for the renovation at Laramie Park and Caleb Field. The field looks great. He attends many games and says many of Caleb's friends are using the field and think about him.

CONSENT AGENDA APPROVAL

Vice President Reid moved to approve the Consent Agenda; Commissioner Desai 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 May 18, 2021, minutes of the Annual Meeting of May 18, 2021, Special Meeting of June 1, 2021, minutes of the Special

Meeting of June 3, 2021, bills payable for the month of May/June 2021, Treasurer's Report, and Staff Reports.

APPROVAL OF 2021 ASPHALT IMPROVEMENTS CHANGE ORDER #1

Superintendent Guynn requested approval of the 2021 Asphalt Improvements Change Order #1 for patch work on 2,100 square feet of the west parking lot at Skokie Water Playground. The asphalt is in bad shape and the patch is needed. In 2025 the entire west lot is scheduled to be replaced and this patch will hold up until then. The cost of the work is \$6,300 and will increase the contract cost to \$157,605, which is slightly over the budgeted amount of \$156,500 for all sites.

Commissioner Desai moved to approve Change Order #1 for \$6,300 for the 2021 Asphalt Improvements project. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF DEVONSHIRE UPPER ROOF REPLACEMENT CHANGE ORDER #1

Superintendent Guynn requested approval of the Devonshire Upper Roof Replacement Change Order #1 to replace wet insulation under the roofing surface that was found during tear down. The cost of the additional insulation and repair is \$11,715 and will increase the total cost of the project to \$179,400. The project was budgeted for \$180,000 and is still under budget.

Vice President Reid moved to approve Change Order #1 for \$11,715 for the Devonshire Upper Roof Replacement. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF TIME AND ATTENDANCE SOFTWARE SYSTEM UPDATE

Superintendent Schmidt requested approval of a new time and attendance software system. The District's current system provided by Vermont Systems (FinTrac) will no longer be supported effective July 1. However, Vermont Systems will continue to provide technical support, if needed, on a time and material basis through December 31, 2021.

A team consisting of the IT Department, Human Resources, Payroll and Accounting investigated several different systems. The team narrowed down the selection to two systems, UKG (Kronos) and Bamboo HR. Staff was impressed with UKG (Kronos). References were checked and were very favorable. There is an implementation fee of \$29,250 and an average monthly cost of \$9,000 which is based on the average number of employees at \$15 per employee. In a normal year, the average number of employees is 600 per month.

There are also some cost savings to the district. Vermont Systems annual maintenance fee for FinTrac will decrease \$2,500 a year and the \$2,000 annual license fee from Applitrack, the current onboarding system, will be eliminated.

Superintendent Schmidt said it will take about six months for staff to be trained and fully onboard with the system. President Aberman asked if the monthly fee of \$9,000 would be charged during that period and Superintendent Schmidt responded that it would not be charged until the system is live.

Commissioner Desai moved to purchase a time and attendance and onboarding system from UKG (Kronos) at an implementation cost of \$29,250 and estimated monthly fees of \$9,000.

Commissioner Oshana seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

REVIEW AND FINAL STATUS OF 2020-2021 DISTRICT AND DIVISION GOALS

Executive Director Tuft asked if there were any questions on the 2020-2021 District and Division goals. She said some of the 2020-21 goals had to be moved into 2021-2022 due to Covid-19 protocols and budget constraints. Some individual goals were discussed by the Board and staff.

No motion required, for informational purposes only.

REVIEW AND APPROVAL OF 2021-2022 DISTRICT AND DIVISION GOALS

Executive Director Tuft asked the Board for the approval of the 2021-2022 District and Division Goals after some questions were asked about specific goals including plans for the property on Church Street for possible garden plots or a playground, new recreation programming, the camp parent survey, online camp registration, and digital program guides verses printed program guides.

Commissioner Jaffe asked about the property at Skokie Sports Park East and Ms. Tuft explained that the Metropolitan Water Reclamation District (MWRD) owns the property. The district has a 99-year lease on the property and MWRD could take the property back at any time. Planning had begun to develop the property when MWRD notified the Park District that they may build a phosphate removal plant on the site. Thus, plans were put on hold. Ms. Tuft said we are happy to be able to provide recreational services, soccer, and cricket without spending a lot of money while we wait to hear what MWRD's plans are moving forward. President Aberman said the Dammrich Rowing Center and Channelside Park are on MWRD property. Ms. Tuft said Hamlin Park is on MWRD Property as well.

Commissioner Oshana moved to approve the 2021-2022 Park District goals. Commissioner Desai 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 annual NRPA Conference to Nashville Tennessee this September 20 – 24, 2021.

Vice President Reid moved to approve business related travel for Commissioners Reid, Aberman, Desai, Oshana, and Jaffe to the NRPA annual conference in Nashville, Tennessee September 20-24, 2021. Commissioner Oshana seconded the motion. On a roll call vote, all Commissioners voted aye.

PRESIDENT'S REPORT

The next regular meeting of the Board of Park Commissioners is Tuesday, July 20, 2021, at 7:00 p.m.

COMMISSIONER COMMENTS

Commissioner Oshana asked for an update on the netting at Weber Park Golf Course. Ms. Tuft said the netting costs are very expensive and the large area to the east will not be done.

Some quotes have been received for a smaller area to the west and Superintendent Marquardt has been working on them.

Commissioner Desai received a request from a resident to replace the storage boxes for tennis equipment at Central Park. Mr. Guynn will follow up.

DIRECTOR COMMENTS

Ms. Tuft said there will be a public hearing for the Seneca Park land swap with Lubavitch Chabad on Monday, June 21, 2021, at Devonshire Center at 6 p.m.

Ms. Tuft announced the annual Liponi Mini-Golf event for Wednesday, August 11, 2021, at Skokie Sports Park. Tickets are \$15.00 for mini-golfing and dinner. Please let her know if you would like to attend.

Ms. Tuft reminded the Board of the district's Juneteenth events on Friday, June 18 and Saturday, June 19, 2021. There is an opening ceremony at Village Hall on Friday at 6 p.m. There are activities for children and families on Saturday from 2 -5 p.m. at Devonshire, and an adult event at Sketchbook Brewery Saturday from 6 – 9 p.m.

The orientation for newly elected Commissioners Oshana and Jaffe is scheduled for Friday, June 25. Park tours will be done later. Ms. Tuft and Mr. Guynn will put together a list of some older and newer parks to visit. If a specific park is requested, it will be added to the list.

A Board photo needs to be scheduled. Two photos will be taken, one casual and one formal. The casual pictures will be taken at Laramie Park at 5 p.m. and the formal photo will be taken at Weber Center at 6 p.m. on July 20, 2021, before the Board meeting. Ms. Tuft asked if everyone could make those times. Commissioners Desai and Oshana will check their schedules and get back to her. All other commissioners were available.

Mr. Schmidt reminded the Board that the September Board meeting would normally fall on September 21 which is the date of the NRPA Conference in Nashville, Tennessee and the Commissioners would be out of town. The date of Tuesday, September 14, 2021, was selected for the September Board meeting.

OLD BUSINESS

Commissioner Oshana asked for the status on the renovation of Emerson Park. Mr. Guynn said the asphalt work is done. The basketball court is being relocated and the baseball field is being eliminated. Mr. Guynn said the work should be completed by the end of summer.

NEW BUSINESS

President Aberman said there was a lot of excitement on Facebook about the Seneca Park public hearing. A discussion followed on the proposed Seneca Park land swap with Lubavitch Chabad, primarily to inform the new commissioners of the proposed project.

ADJOURNMENT

Commissioner Jaffe moved to adjourn the regular meeting. Vice President Reid seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting adjourned at 8:09 p.m.

Susan Aberman
President

Michelle J. Tuft
Secretary