

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
MARCH 17, 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  
Director of Information Technology David Hunt

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**

There were no citizen comments.

**CONSENT AGENDA APPROVAL**

Commissioner Aberman moved to approve the Consent Agenda. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioners Alter and Desai were absent. Motion carried. The Consent Agenda consisted of minutes of the Public Hearing for Tecumseh and Carol Parks of March 2020; the Public Hearing for Gross Point and Navajo Parks of March 2, 2020; and Regular Meeting of February 18, 2020, bills payable for the month of February/March 2020, Treasurer's Report, and Staff Reports.

Commissioner Desai entered the meeting at 7:03 p.m.

**TENTATIVE BUDGET & APPROPRIATION ORDINANCE #20-003 FISCAL YEAR 2020-2021**

Treasurer Schmidt said following the budget presentation at the Finance Committee Meeting, the budget was put into a legal document (Ordinance #20-003) and is ready for public display for 30 days at Devonshire, Oakton and Weber Leisure Centers. This document mirrors the operating budget that was presented at the Finance Committee Meeting. A public hearing on the Tentative Budget and Appropriation Ordinance will take place at the April Board meeting.

Commissioner Aberman moved to approve the Tentative Budget and Appropriation Ordinance #20-003 for Fiscal Year 2020-2021 so it can be put on public display for thirty days. Vice

President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **CORONAVIRUS (COVID-10) POLICY UPDATE**

Executive Director Tuft reviewed the current policy for paying full time and part time staff during the District closure due to the Coronavirus (COVID-19). Full time staff are working at their facility or working from home. The Administrative Staff has been reporting to work regularly. Essential duties such as payroll processing are continuing. Park Services has skeleton crews working and will rotate employees as needed. As warmer weather approaches additional staff will be called in to mow and plant. Currently all garbage is being picked up in the parks. Ms. Tuft said part time staff will be paid through March 29, 2020 as per the current policy. Most part time staff are staying home.

Ms. Tuft asked the Board how to proceed with paying part time staff salaries after March 29. Commissioner Aberman asked Treasurer Schmidt his opinion on the District's financial status to continue to pay part time staff. Treasurer Schmidt said he felt the District could pay part time staff through the end of the fiscal year if the current situation continues. Ms. Tuft explained that staff have discussed putting some projects on hold, postponing some events and cutting back on some smaller brochure publications to cut some expenses.

Commissioner Aberman asked about approving bids on the agenda and contractual liability. Mr. Guynn said approving the agenda item bids does not lock the District into any contracts.

Ms. Tuft suggested readdressing paying part time staff salaries at the April 21 Board meeting. The Board agreed.

Vice President Khoeun moved to approve the pay of part-time staff during the Park District closure due to COVID-19 through the current fiscal year through May 1, 2020. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **APPROVAL OF THE TENTS, TABLES AND CHAIRS BID**

Superintendent Marquardt requested approval of the bid for tents, tables, chairs and equipment for special events. The special events are Festival of Cultures, 4<sup>th</sup> of July and Backlot Bash. The current tent vendor did not bid. Three bids were received. The low bidder is Braun Events for \$39,548.80. Mr. Marquardt said Braun Events is the generator vendor used at special events and staff has been satisfied with their services.

Commissioner Desai moved to award the bid for tents, tables, chairs and equipment for special events to Braun Events for \$39,548.80. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **APPROVAL OF LARAMIE PARK AND LYONS PARK BACKSTOP BID**

Superintendent Guynn requested approval of the Laramie and Lyon Parks backstop bid. The backstops are almost 30 years old and need to be replaced. Four bids were received. The low bidder is Peerless Fence with a bid of \$48,326. Mr. Guynn mentioned the Laramie Park east backstop was not included in the Laramie construction project bid. It was more beneficial to bid it separately.

Vice President Khoeun moved to approve the bid of Peerless Fence, located in West Chicago, IL for \$48,326 for the Backstop Removal and Replacement Project. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **APPROVAL OF ASPHALT BID**

Superintendent Guynn requested approval of the asphalt improvement bid. Five bids were received. The low bidder is Chicagoland Paving at \$150,000. The locations are: Sequoia Park parking lot, Laramie Park west parking lot, Devonshire Park northwest, north and northeast parking lots, Weber Leisure Center main parking lot, Gross Point parking lot, Lorel Park basketball court, Skokie Sports Tennis Center parking lot, Central Park path and the Tot Learning Center parking lot. The scope of work includes milling and repaving, path patching, and crack filling at nine sites. Each of the sites have a timeline that will not impact operations or camps.

Commissioner Aberman moved to approve the bid of Chicagoland Paving, located in Lake Zurich, IL for \$150,000 for the 2020 Asphalt Improvements Project. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **APPROVAL TO PURCHASE PLAYGROUND EQUIPMENT AT CAROL AND GROSS POINT PARKS**

Superintendent Guynn requested approval to purchase playground equipment for Carol and Gross Point Parks. Mr. Guynn distributed a spreadsheet with budget breakdowns of all the playground equipment to the Board and staff. Mr. Guynn received proposals for playground equipment from eight vendors. At the public hearing the Board and residents reviewed the playground designs. The vendor selected was Burke for Carol and Gross Point Parks based on play value, cost and overall design. Swings will be purchased separately from Gametime and include a parent tot swing (Expression Swing). The total cost for the playground at Carol Park is \$52,060 and Gross Point Park is \$81,472 for a total of \$133,532.

The removal of the old playground equipment will be coordinated with the Armenian Relief Group which will reinstall the equipment for children in Armenia.

Vice President Khoeun moved to approve the bid from Burke of Fon du Lac, WI for the Carol Park and Gross Point Park playground equipment for \$133,532. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **APPROVAL OF PLAYGROUND EQUIPMENT PURCHASE FOR NAVAJO PARK**

Superintendent Guynn requested approval of the playground equipment for Navajo Park. Eight proposals were received. Playworld was the vendor selected based on the play value, cost and overall uniqueness of the design. The total cost of the playground equipment is \$32,388.

The removal of the old playground equipment will be coordinated with the Armenian Relief Group which will reinstall the equipment for children in Armenia.

Commissioner Desai moved to approve the bid from Playworld of Westchester, IL for the Navajo Park Playground equipment for a total of \$32,388. Vice President Khoeun seconded

the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

**APPROVAL OF PLAYGROUND EQUIPMENT PURCHASE FOR TECUMSEH PARK**

Superintendent Guynn requested approval to purchase playground equipment for Tecumseh Park. Eight proposals were received. NuToys was the vendor selected based on the play value, cost and overall design. The cost of the playground equipment is \$65,105. Swings will be purchased separately from Gametime including a parent tot swing (Expression Swing).

The removal of the old playground equipment will be coordinated with the Armenian Relief Group which will reinstall the equipment for children in Armenia.

Vice President Khoeun moved to approve the bid of \$65,105 from NuToys of La Grange, IL for the Tecumseh Park playground equipment. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

**APPROVAL OF PLAYGROUND INSTALLATIONS AT CAROL, GROSS POINT, NAVAJO AND TECUMSEH PARKS**

Superintendent Guynn requested approval of the playground installations at Carol, Gross Point, Navajo and Tecumseh Parks. Five bids were received. The low bidder is D&J Landscape at \$79,815.84. The project was budgeted at \$85,000. D&J Landscape installed the playground equipment at Schack Park in 2018 and their work was satisfactory. The installation timeline will take place after Park Services has completed the removal of the existing playground equipment and play surface. Installations should be complete sometime during the late fall depending on weather.

Vice President Khoeun moved to approve the bid of D&J Landscape, Inc. located in Plainfield, IL for \$79,815.84 for the Playground Equipment Installation Project. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

**APPROVAL TO PURCHASE THREE REPLACEMENT VEHICLES**

Superintendent Guynn requested approval to purchase a 2020 F150 regular Cab 4x4 Truck through the Illinois State Joint Purchase Program for a purchase price of \$27,720. The vehicle was budgeted for \$28,500. The truck will replace the 2009 Ford 150 with 19,700 miles and will be used by the Landscape Supervisor. The 2009 Ford 150 will be used for trash removal as the current vehicle is in poor condition. The current vehicle will be sold through an online auction.

Superintendent requested approval to purchase a 2020 F250 Utility Body 4x4 Truck and 2020 F550 4x4 Extended Cab Dump truck through the Illinois State Joint Purchase Program. The purchase price for the F250 Utility Body is \$35,762. The replacement vehicle is budgeted at \$44,000. The purchase price for the Ford F550 Extended Cab Dump truck is \$48,147 and was budgeted at \$55,000.

Commissioner Aberman moved to authorize staff to purchase a Ford 150 Regular Cab 4x4 Pickup from Morrow Brothers Ford of Greenfield, IL for \$27,720. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

Vice President Khoeun moved to authorize staff to purchase a 2020 Ford 250 Utility Body Cab 4x4 truck (\$35,762) and a 2020 Ford 550 Extended Cab Dump truck (\$48,137) from Bob Ridings of Taylorville, IL for a total amount of \$83,899. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **APPROVAL OF LED SPORTS LIGHTING FOR LARAMIE, SKOKIE SPORTS, AND TERMINAL PARKS BID**

Superintendent Guynn said there were three bids for the LED lighting project. There were two high bidders and one low bidder. The low bidder, Twin Supplies, Ltd. has installed LED fixtures throughout the District. The fixture, the Shinetoo is new to the market and has not been tested as extensively as other fixtures. References were checked with positive responses. Staff recommends that due to the newness of the fixture and some uncertainty in installing the little tested fixture, to reject all bids.

Mr. Guynn said the pricing from Twin Supplies, Ltd. for Terminal Park falls below the bid threshold and staff would like to complete the installation at Terminal Park to see if the Shinetoo fixture is suitable for Laramie baseball/softball field and Sports Park Driving range. If the results are satisfactory, the project can be rebid.

Commissioner Desai moved to reject all bids for the LED Sports Lighting Project. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **ADA TRANSITION PLAN UPDATE**

Superintendent Guynn requested approval to update the District's Americans with Disabilities Transition Plan. Mr. Guynn said the plan was adopted in February 2012 by the Board. Over the past nine years staff has worked to address the various projects in facilities and parks. The Board discussed some of the projects. Mr. Guynn said the District purchased a sidewalk grinder that will be used on the sidewalk projects. President Reid asked if there is a timeline for the projects to be completed. Mr. Guynn said it is an ongoing plan with no formal completion date.

Vice President Khoeun moved to approve the March 17, 2020 update to the District's Americans with Disabilities Transition Plan. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

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

Superintendent Schmidt requested authorization for business related travel for up to four (4) Park Board Commissioners to the 2020 IAPD Legislative conference in April.

Commissioner Aberman moved to approve business related travel for up to four (4) Commissioners to the IAPD Legislative Conference in Springfield, IL April 28 - 29, 2020. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **OLD BUSINESS**

Vice President Khoeun said there previously was a discussion regarding naming the park located at Oakton and Lorel which currently does not have a name. Ms. Tuft said Amanda

Hanson, Museum Manager has a suggestion for naming the park. Amanda's suggestion is to name the park after Dr. Klehm who was a Skokie resident and was one of the first woman to go to medical school in Chicago. She also donated some of the first books to the Skokie Public Library. Amanda suggested scheduling the dedication of the park in August on Woman's Equality Day. Commissioner Aberman thought it was a great idea along with the rest of the Board. Ms. Tuft will include the naming of the park on the April Board agenda.

### **NEW BUSINESS**

There was no new business.

### **PRESIDENT'S REPORT**

The regular meeting of the Board of Park Commissioners will be held on Tuesday, April 21, 2020 at 7:00 p.m. There was a discussion of having a virtual Board meeting. The IT Department will be researching on how to conduct this type of meeting.

### **COMMISSIONER COMMENTS**

Vice President Khoeun said there was some discussion on having some kind of childcare program during the Coronavirus outbreak. Commissioner Aberman said the Chicago Park Districts are open for childcare. Some of the smaller day care centers are open but Tot Learning Center would not work as it is too large. Executive Director Tuft said she has not heard any complaints about daycare for children at the District.

Mt. Tuft received a complaint about children playing basketball in the park and not practicing social distancing. The individual asked that the basketball courts be fenced in and Ms. Tuft said that the District would not be able to fence off all of the parks. Ms. Tuft and Mr. Guynn will discuss placing signage in the parks explaining the importance of social distancing at this time.

Mr. Guynn said tennis and pickle ball nets are being installed in the parks. Mr. Guynn suggested posting a park crawl or visiting all the parks on social media as a way to engage residents while still following the social distancing recommendations.

Ms. Tuft would like to pick dates for ribbon cutting ceremonies for Mulford and Chippewa Parks once the Coronavirus situation is resolved.

Ms. Tuft received a congratulatory letter from State Representative Jennifer Gong-Gershowitz on receiving the IAPD best website award.

### **EXECUTIVE SESSION**

Commissioner Aberman moved to enter into executive session pursuant to 5 ILCS 120/(c)(21) to discuss minutes of meetings lawfully closed under the Open Meetings Act for purposes of approval of the minutes, semi-annual review of the minutes and to authorize the destruction of executive session recordings. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **ACTION TO BE TAKEN FROM EXECUTIVE SESSION**

The regular meeting reconvened at 8:10 p.m.

Commissioner Desai moved to approve the content of the Executive Session Minutes of September 17, 2019, October 7, 2019 and October 29, 2019. Commissioner Aberman

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

Vice President Khoeun moved to approve Ordinance #20-004 authorizing the destruction of verbatim recordings for the closed session meeting of July 17, 2018 and September 17, 2018. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

Following review of Executive Session meeting minutes dating to January 2004, Commissioner Desai moved to release the minutes from August 20, 2019, September 17, 2019, October 7, 2019 and October 29 and to have those remaining minutes not previously released remain closed because of the need for confidentiality still exists as to all or part of the minutes. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried.

### **ADJOURNMENT**

Commissioner Desai moved to adjourn the regular meeting. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Alter was absent. Motion carried. The regular meeting adjourned at 8:14 p.m.

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Mike Reid  
President

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Michelle J. Tuft  
Secretary