

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
MAY 19, 2020
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Michael Reid
Vice President Khemarey Khoeun
Commissioner Susan Aberman
Commissioner Michael W. Alter
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
Director of Information Technology David Hunt
Executive Administrative Assistant Ann Perez

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. 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 April 21, 2020, bills payable for the month of April/May 2020, Treasurer's Report, and Staff Reports.

GIS TREE INVENTORY AND AMENITY/UTILITIES INVENTORY

Superintendent Guynn presented a detailed report on the web-based tree inventory and report by Graf Tree Care. The report was very positive and reflected the condition of the District's trees including condition of the trees, species diversity, size, and volume of trees. Mr. Guynn complimented Landscape Supervisor Steve Ames on the great job he has done with the trees and care over the years. The software package also includes an amenity inventory that Mr. Guynn has populated over the past few months that will be useful for future project planning. Staff can access the online report with their mobile phones while out in the parks allowing them to update amenities and tree information as needed.

President Reid said the report was "a boat load of information". Vice President Khoeun said the amount of information is amazing and asked if the report shows accessibility information. Mr. Guynn responded that handicap parking information is included.

No motion required, information purposes only.

INTEGRATED PEST MANAGEMENT PLAN

Mr. Guynn presented a draft of the Integrated Pest Management Plan. The plan outlines the turf management and care in the parks and the athletic fields. Mr. Guynn discussed the use of organic, environmentally safe methods and the limited use of glyphosate in reducing weeds in the parks. Mr. Guynn explained that parks are designated into three classifications: small parks/low use, medium parks/medium use, and large parks/high visibility.

An audit was performed by Midwest Grows Green on the District's turf management practices and was included in the Board packet.

Vice President Khoeun said the goal is to be synthetic free in reducing weeds in the parks. Executive Director Tuft said the District will continue to limit the use of glyphosate. Commissioner Aberman asked if the reports could be posted on the website to educate individuals on park practices. Ms. Tuft agreed.

No motion required. Informational purposes only.

NAMING OF PARK AT OAKTON AND LOREL

Executive Director Tuft requested that the park located at Oakton Street and Lorel Avenue be officially named Dr. A. Louise Klehm Park. The park was established in June 1999 and never had an official name.

Skokie Heritage Museum Manager Amanda Hanson-Putziger was consulted and suggested the name of Dr. Amelia Louise Klehm. Dr. Klehm has historical significance in Skokie. She served the Skokie (then Niles Center) community and donated the first books to Skokie's library and was instrumental in its founding. The park is also located near the Skokie Public Library. It would be a fitting memorial to name the park after Dr. Klehm. A park sign will be installed and Ms. Tuft would like a historical sign posted at a future date. Commissioner Aberman said it was a beautiful story. President Reid said the park will pay homage to someone from Skokie's history.

Commissioner Desai moved to name the park located at Oakton Street and Lorel Avenue, Dr. A. Louise Klehm Park. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

CAMP UPDATE

Superintendent Labus said she has been working with staff and attending many webinars to determine a plan for summer camp this year due to the COVID-19 pandemic. She shared an extensive outline for camp procedures with the Board. Executive Director Tuft said a great deal of time has been spent determining if or when camps could begin. Information and recommendations have been obtained from the Center for Disease Control (CDC), American Camping Association (ACA), Park District Risk Management Association (PDRMA), and other park districts in creating the plan. Ms. Tuft said the Governor will be discussing guidelines for summer camps this week.

Ms. Labus discussed the results of the recent camp survey and the procedures for running summer camp in Phases 3 and 4 in extensive detail. Ms. Labus also highlighted the safety

protocols and cleaning procedures that will be followed. Parents will be asked to take their child's temperature before coming to camp and there will be pre-screening questions upon arrival. Hand sanitizing will be required at drop off and face masks will be required. Face masks will be provided by the parents and will be available for a nominal fee if needed. Commissioner Aberman suggested children use neck guards as they are easier for the children to use and not lose.

All camps as previously advertised will be cancelled. Refunds will be issued by May 27 and will be placed on households as a credit to be used later, unless a full refund to the original payment method is requested.

Camp lottery registration will take place for Session I (June 15-July 10) from May 28 through June 2 for ages 4 -13. A Non-Resident lottery will follow if space allows. Full payment is required at registration. Online registration is preferred. Phone registration will be taken and in-person registration is by appointment only. The same procedure will be done for the second two weeks of Session I.

An email communication will be sent to camp parents regarding lottery registration, refunds, and camp participation as well as posting on Facebook and the website.

Ms. Labus discussed the limited number of participants due to lack of school facility usage. Weather permitting 80-90% of camp will be held outdoors as allowed by Phases 3 and 4 of the Restore Illinois Plan.

Commissioner Desai and Commissioner Aberman suggested some possible locations for camp sites. Ms. Labus will do some research on alternate locations and thanked Commissioners Desai and Aberman for their suggestions. Commissioner Desai asked if the District was asking other community partners for use of their facilities at this time. Ms. Tuft said that several community partners had been contacted and explained that if there were fees associated with using a facility the District would not be able to pay the rental fees considering the District's tight budget.

Vice President Khoeun asked if financial assistance will be offered. Ms. Labus responded yes, but it would be limited. Commissioner Aberman asked if there were funding sources for scholarships. Vice President Khoeun said she thought Niles Township offered assistance. Most of the camp fee assistance comes through the Department of Human Services.

Ms. Labus stated that M-NASR will not be providing one-on-one aides in Phase 3. Camp participants must be able to follow social distancing rules and tolerate wearing a face mask in order to participate in camp. For safety reasons, children that cannot comply with these requirements will not be allowed to participate.

President Reid thanked Ms. Labus for the work and effort that has gone into planning for camp this year due to the COVID-19 pandemic.

No motion required, informational only.

FINANCIAL UPDATE

Treasurer Schmidt prepared a report on the fund balances through the end of August 2020. He summarized each fund's expenses and projections. The biggest concern is if taxes are

delayed. Treasurer Schmidt has made the assumption that escrowed property taxes will be paid August 1 and that a portion of the taxes will be delayed. Moving forward, the Board will be provided a financial forecast summary each month.

Ms. Tuft said if the pools open this year only one pool, Skokie Water Playground, will open. Skokie Water Playground can better accommodate social distancing due to the size of the facility. Jon and Scott are working on the budget. A lot of park districts have already decided not to open their pools this year. If the pool opens, it would open on July 7 at the earliest. Residents will receive priority when scheduling their visit, non-residents will be allowed to attend if there is space available after resident's register.

Commissioner Desai asked about summer programming and facility room rentals. Ms. Tuft said staff is looking at summer programming and she is meeting with facility managers to see what re-opening will look like. Ms. Tuft will not allow a program to run if it loses money.

Treasurer Schmidt said unemployment compensation is costing the District approximately \$22,000 a week which will be paid beginning in July.

Ms. Tuft said all capital projects are on hold. President Aberman asked about furloughing full time staff. Ms. Tuft said currently all full-time staff is working, but if necessary they may be furloughed. Ms. Tuft thanked Treasurer Schmidt for his effort putting together the financial report.

No motion required, informational only.

PRESIDENT'S REPORT

The next regular meeting of the Board of Park Commissioners will be held on Tuesday, June 16, 2020 at 7:00 p.m.

COMMISSIONER COMMENTS

There has been an issue with email to residents with g-mail accounts. Vice President Khoeun asked staff to confirm that the District is whitelisted with Google. Director of Information Technology David Hunt said staff is aware of past issues and constantly working on it. Mr. Hunt said the District has all of the proper SPF and demarcation records that Google requires. Commissioner Aberman has a g-mail account and suggested speaking to the park district she receives emails from daily. Mr. Hunt thanked Commissioner Aberman for the suggestion and will make contact.

Commissioner Aberman said she does not see the District Facebook page updated daily with new information. Ms. Tuft said the marketing staff is beginning to post more often and the SPD e-newsletter is going to be sent out weekly. Ms. Tuft said facility managers also post on the facility specific Facebook pages. Vice President Khoeun said she sees the postings, but they come in groups at a time.

President Reid asked Vice President Khoeun if she contacted Senator Villivalam recently regarding the IAPD initiative pertaining to COVID-19 financial assistance for park districts. She responded that she had done so. President Reid also sent an email to legislators asking them to bring the park district' financial concerns related to COVID-19 to the state budget meetings.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Commissioner Desai said a resident notified her that the basketball and tennis court lighting at Lauth Park is very dark. Superintendent Guynn said he will investigate. If the lighting is provided by the District he will take care of it. If the lighting is provided by ComEd it may take some time for them to address the issue.

Commissioner Desai suggested adding parades for virtual birthday parties with superheroes and princesses. Ms. Labus said she would consider.

Commissioner Desai asked about wellness testing camp counselors (COVID-19 testing) prior to camp beginning. Ms. Tuft responded no testing would be done. Commissioner Desai asked if COVID-19 waivers are being issued. Ms. Tuft said PDRMA is not recommending a change to the current park district waiver. Commissioner Aberman said parents should be taking their child’s temperature prior to camp. Ms. Tuft agreed and said we will be asking staff to do the same thing.

Ms. Tuft informed the Board that the annual Memorial Day ceremony that is usually held at Veterans Park will be held at Emily Oaks Nature Center this year. The Emily Oaks Nature Center grounds will be closed to the public. A video of the ceremony will be posted on the Village of Skokie’s website.

Ms. Tuft informed the Board that the District received a \$24,000 solar panel grant for Emily Oaks Nature Center. The total cost of the project is \$44,000 and staff has a year to complete the work. Hopefully, the project can be completed in spring of 2021. Mr. Guynn has been very aggressive applying for grants and has recently received two grants.

ADJOURNMENT SINE DIE OF REGULAR MEETING

President Reid moved to adjourn the regular meeting. Commissioner Alter seconded the motion. All Commissioners voted aye. Motion carried. The regular meeting adjourned at 8:59 p.m.

Mike Reid
President

Michelle J. Tuft
Secretary

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ATTENDANCE AT MEETING

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Commissioner Michael W. Alter
Commissioner Minal Desai
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Commissioner Mike Reid

Others Present: Executive Director Michelle J. Tuft
Treasurer William G. Schmidt
Superintendent of Facilities Jon Marquardt
Superintendent of Parks Corrie Guynn
Superintendent of Recreation Breanne Labus
Director of Information Technology David Hunt
Executive Administrative Assistant Ann Perez

CALL TO ORDER

The meeting was called to order at 9:00 p.m.

APPOINTMENT OF TEMPORARY SECRETARY

Commissioner Alter moved to appoint Superintendent Tuft as Temporary Secretary to conduct the election of President of the Board of Park Commissioners for the fiscal year 2020-2021. Commissioner Aberman seconded the motion. On a voice, all Commissioners voted aye. Motion carried.

ELECTION OF OFFICERS

Temporary Secretary Tuft entertained nominations for the office of President of the Board of Park Commissioners. Commissioner Aberman nominated Mike Reid for President. Commissioner Khoeun seconded the motion. No other nominations were made. Secretary Tuft closed the nominations. On a roll call vote, all Commissioners voted aye. Motion carried. Commissioner Reid was elected as President.

President Reid asked for nominations for Vice President. Commissioner Aberman nominated Khemarey Khoeun. Commissioner Desai seconded the motion. No other nominations were made. On a roll call vote, all Commissioners voted aye. Khemarey Khoeun was elected as Vice President.

President Reid moved to appoint Executive Director Tuft as Secretary of the Board of Park Commissioners. On a voice vote, all Commissioners voted aye. Motion carried.

President Reid moved to approve the appointment of William Schmidt as Treasurer of the Board of Park Commissioners. On a voice vote, all Commissioners voted aye. Motion carried.

APPOINTMENT OF COMMITTEE CHAIRS

President Reid asked the Board to review current committee chairs. President Reid asked if anyone wanted to change their chair assignments. All Commissioners agreed to keep their current committee chair assignments as follows:

Commissioner Alter – Finance Committee
Commissioner Aberman – Marketing Committee
Vice President Khoeun – Parks Committee
Commissioner Desai – Recreation Committee

No motion required.

ADOPTION OF OFFICIAL MEETING DAY, TIME, AND LOCATION

Commissioner Aberman moved to adopt the third Tuesday of the month at 7:00 p.m. at the Weber Leisure Center as the official meeting day, time, and location for the Skokie Park District Board of Park Commissioners for the fiscal year 2020-2021. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

ADOPTION OF OFFICIAL DEPOSITORIES

Vice President Khoeun moved that Wintrust Financial, Chase Bank N.A, Wells Fargo Corporate Trust, Fifth Third Bank, Illinois Institutional Investors Trust (IIIT), Bank of New York, Zions Bank and Ehlers Bond Trust Services be approved as official depositories for the Skokie Park District for fiscal year 2020-2021. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

ADOPTION OF OFFICIAL SIGNATORIES FOR BANKING PURPOSES

Commissioner Desai moved that the President, Vice President, Secretary and Treasurer of the Board of Park Commissioners be designated as official signatories of the Skokie Park District for banking purposes for the fiscal year 2020-2021. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

ADOPTION OF OFFICIAL PUBLICATION FOR LEGAL NOTICES

Commissioner Desai moved to designate the Skokie Review as the official publication for legal notices of the Skokie Park District for the fiscal year of 2020-2021. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

ADJOURNMENT

Commissioner Alter moved to adjourn the meeting, Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The Annual meeting adjourned at 9:07 p.m.

Mike Reid
President

Michelle Tuft
Secretary