

**MINUTES OF THE
REGULAR MEETING
OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
OCTOBER 16, 2018
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present:

President Susan Aberman
Vice President Michael Reid
Commissioner Michael W. Alter
Commissioner Khemarey Khoeun
Commissioner Maureen Yanes

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 Mike Rea
Assistant Superintendent Jon Marquardt
Executive Administrative Assistant Ann Perez

CALL TO ORDER

President Aberman 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 Alter moved to approve the Consent Agenda. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The Consent Agenda consisted of Minutes of the Laramie Park Redevelopment Public Hearing of September 13, 2018; Minutes of the Regular Meeting of September 17, 2018, bills payable for the month of September/October 2018; Treasurer's Report; and Staff Reports.

**FISCAL YEAR ENDED 04/30/2018 COMPREHENSIVE ANNUAL FINANCIAL REPORT
(CAFR), MANAGEMENT LETTER AND CONTROL DEFICIENCY LETTER**

Treasurer Schmidt said the Comprehensive Annual Financial Report (CAFR), Management Letter and Control Deficiency Letter were distributed previously to the Board for their review. Treasurer Schmidt introduced Mr. John Epperson and Ms. Betsy Allen of Miller Cooper & Co., Ltd. to discuss the audit.

Mr. Epperson summarized the Comprehensive Annual Financial Report and complimented Treasurer Schmidt on preparing the report. When the final audit report is issued the District will receive an unmodified opinion which is the highest level of assurance awarded. The District should receive a certificate of achievement for excellence in financial reporting (CAFR) again this year.

After discussion Vice President Reid moved to approve the fiscal year end 04/30/2018 CAFR, management letter and control deficiency letter. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

2018 TAX LEVY PRESENTATION

Treasurer Schmidt presented the Tax Levy process. He said the CPI increase for the 2018 levy year is 2.1% which equates to a \$166,243 increase in the aggregate funds (all funds minus debt service). The tax levy is based on a small overall increase of 0.012% without loss and cost. The Truth-in-Taxation increase for all funds except debt service is 2.1% or \$166,645. Since the Truth-in-Taxation increase is less than 5% a public notice and hearing is not required. No motion necessary, presentation is for informational purposes only.

2018 TAX LEVY RESOLUTION #18-003

Treasurer Schmidt asked for approval of the 2018 Tax Levy Resolution #18-003. As discussed in the tax levy presentation, Treasurer Schmidt said the CPI for the 2018 levy year is 2.1% and that a public notice and hearing is not required as the Truth-in-Taxation increase is less than 5%. Staff recommends the approval of the 2018 tax levy in the amount of \$8,083,000 which does not include debt service costs. With the debt service costs the total levy is \$10,890,882. At the November Board meeting the final legal adoption of the Levy Ordinance will be requested.

Commissioner Yanes moved to approve Resolution #18-003 as part of the legal process in approving the 2018 tax levy. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

AUTHORIZATION TO PURCHASE REPLACEMENT VEHICLE

Superintendent Rea requested authorization to purchase a replacement vehicle for Emily Oaks Nature Center. The vehicle is budgeted at \$32,000 in the 2018/2019 Vehicle and Equipment Replacement Fund. The cost of the Ford Transit Passenger Wagon through the SourceWell National Fleet Group is \$39,906.28 with a roof height of 52 inches to allow ease of access for program participants.

Commissioner Khoeun moved to authorize staff to purchase a Ford Transit Passenger Wagon for an amount of \$39,906.28 through the SourceWell National Fleet Auto Group. Commissioner Yanes seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

AUTHORIZATION TO DISPOSE OF FIXED ASSETS ORDINANCE #18-012

Superintendent Rea requested authorization to dispose of various fixed assets. Three of the assets were used by Park Services and the other assets are Fitness First's strength equipment that has been scheduled to be replaced.

Year	Make	Description	Model	VIN #
2003	Chevy	Silverado	2500 Pickup	1GCHK23U33F175545
2004	GMC	Sierra	2500 Pickup	1GTHK24UX4E269279
1998	Land Pride	Overseeder	#05-1572, 72"	S/N 223632

Cybox, & Hammer Unknown : Strength	Miscellaneous Fitness Equipment	Various pieces
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Vice President Reid moved to approve Ordinance #18-012 authorizing the disposal of various fixed assets. Commissioner Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR
SKOKIE HERITAGE MUSEUM**

Superintendent Rea requested approval of the professional services agreement for the Skokie Heritage Museum to resolve the bell tower roof leaks. Numerous efforts have been undertaken to solve ongoing leak issues without success. Staff has tried to repair the roof and has not been able to resolve the leaking.

Staff is recommending a professional services agreement with Building Technology Consultants (BTC) for the design, bid specifications, bidding process and recommendation and construction oversight for bell tower roof leaks. Staff has worked with BTC on various projects throughout the District and has been satisfied with their services.

Commissioner Yanes moved to approve the agreement with Building Technology Consultants for professional services for the Skokie Heritage Museum for \$32,000. Commissioner Khoeun second the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

PRESIDENT'S REPORT

The regular meeting of the Board of Park Commissioners will be held on Tuesday, November 20, 2018 at 7:00 p.m.

COMMISSIONER COMMENTS

Vice President Reid said the recent Board Workshop was very worthwhile.

President Aberman thanked Treasurer Schmidt for the tax levy presentation.

Executive Director Ohrlund reminded the Board of the Skokie Chamber of Commerce Legislative Breakfast on Friday, October 26th at Evanston Golf Club.

Superintendent Tuft said the Fitness First survey results will be compiled and presented to the Board at the November Board Meeting. Ms. Tuft said the survey had some good comments and suggestions.

Executive Director Ohrlund said the architect has designed a visual shield for the entrances of the locker rooms at Fitness First. Staff is reviewing their proposal.

Executive Director Ohrlund said the Welcome Sign was installed in the Weber Leisure Center lobby and has received good reactions from patrons. The sign welcomes patrons in 72 languages. A smaller sign with a key to the different languages represented will be posted in the lobby next to the Welcome sign.

ADJOURNMENT

Commissioner Alter moved to adjourn the regular meeting. Commissioner Khoeun seconded the motion. All Commissioners voted aye. Motion carried. The regular meeting adjourned at 7:38 p.m.

Susan Aberman
President

John V. Ohrlund
Secretary