

**MINUTES OF THE
REGULAR MEETING OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
JANUARY 16, 2024
7:00 P.M.**

ATTENDANCE AT MEETING

Board Members Present: President Mike Reid
Vice President Minal Desai
Commissioner Susan Aberman

Absent: Commissioner Ezra Jaffe

Others Present: Executive Director/Secretary Michelle J. Tuft
Superintendent of Parks, Planning & Facilities Corrie Guynn
Superintendent of Recreation Breanne Labus
Assistant Superintendent of Recreation Mary Amato
Marketing and Communications Director Jim Bottorff
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. President Reid called for the recitation of the Pledge of Allegiance.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA APPROVAL

Commissioner Aberman moved to approve the Consent Agenda. Vice President Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Jaffe was absent. Motion carried. The Consent Agenda consisted of the minutes of the regular meeting of December 13, 2023; bills payable for the month December 2023/January 2024, Treasurer's Report, and Staff Reports.

**APPROVAL OF PAWNEE PARK AND TOT LEARNING CENTER
PLAYGROUND INSTALLATIONS**

Superintendent Guynn requested approval of the Pawnee Park and Tot Learning Center playground installations. Three bids were received. The lowest bidder was Hacienda Landscaping for \$47,500, \$8,000 for Tot Learning Center and \$39,500 for Pawnee Park. Hacienda Landscaping has completed park district projects in the past and staff are comfortable using them for this project.

Vice President Desai moved to approve the bid from Hacienda Landscaping for the Pawnee Park and Tot Learning Center Playground Equipment Installations for a total of

\$47,500.00. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Jaffe was absent. Motion carried.

APPROVAL OF PLAYGROUND EQUIPMENT AND SHADE CANOPY PURCHASE FOR TOT LEARNING CENTER

Mr. Guynn requested approval of the playground equipment and shade canopy purchase for Tot Learning Center.

The new equipment is for the 2–3-year-old room. The equipment will include a 2–5-year-old play structure and T-style tot swing set. A shade canopy will cover the playground equipment and swing set.

Commissioner Aberman asked if it was being purchased through Sourcewell joint purchase program and Mr. Guynn confirmed. The equipment will be purchased from Play Illinois. Mr. Guynn said the district received a discount by combining this purchase with the Lawler Park and Pawnee Park equipment purchase.

Commissioner Aberman moved to approve the purchase of the Tot Learning Center play equipment and shade structure from Play Illinois for a total of \$34,335.37. Vice President Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Jaffe was absent. Motion carried.

PRESIDENT'S REPORT

The second Efficiency Committee Meeting will be held on Tuesday, February 20, 2024, at 6 p.m. The next regular meeting of the Board of Park Commissioners is Tuesday, February 20, 2024, at 7:00 p.m.

BOARD VACANCY DISCUSSION

President Reid distributed a copy of the commissioner vacancy announcement from 2021. President Reid will rewrite it. Commissioner Aberman would like it to include more in-depth information regarding the role, expectations, and commitment of the Commissioner position. The board would like the new Commissioner to be appointed in April. The board decided to post the Commissioner vacancy position and start the process. At the February board meeting dates will be determined for candidate interviews.

COMMISSIONER COMMENTS

Vice President Desai attended a skating party at the Skatium this past weekend with some young teenagers. The attendant was great, and the parents were very happy. Vice President Desai said they played their own music, and she feels it would be good to have a disco ball in the small rink to make it more fun. Superintendent Labus will discuss this with Skatium staff. Hanging a disco ball in the rink could be difficult as it would need to be protected from hockey pucks. Ms. Tuft said maybe LED lighting could be done instead.

DIRECTOR'S COMMENTS

Ms. Tuft reminded the board that summer camp registration is on Sunday, February 4. Staff have made improvements to improve the process, but camp registration will always be slow based on the large volume of registrations occurring simultaneously. The social media parent sites will be monitored and if there are any comments or questions, they will be directed to the Park District's Facebook page. It is easier to monitor the comments in one location and it worked very well last year. Vice President Desai asked about a live chat and Ms. Tuft said staff will respond through Facebook. Ms. Labus stated that direct messages through Facebook will also be addressed. Parents can also email and call staff.

Ms. Tuft said the board adopted Mulford Park's free Little Library, but Mr. Guynn would like to offer it to the public. The board agreed.

Ms. Tuft said there was a heating issue on the second floor of the Skokie Heritage Museum. The furnaces were budgeted for replacement in FY 2024-25, so staff did not feel it wise to repair them. Ms. Tuft authorized an emergency replacement for a cost of \$23,278.00. The funds will come from the capital budget.

Ms. Tuft asked about scheduling the budget hearing in March. There was discussion and four possible dates were selected, March 4, 5, 6, or 13. Ms. Tuft will check with Commissioner Jaffee for his availability and will include the date in a Friday memo.

There will be a public hearing for Pooch Park on Tuesday, January 23 at 6:30 p.m. at Oakton Center. Pooch Park members received an email today about the meeting. Commissioner Aberman will not be able to attend. Mr. Guynn will send her the presentation. He is still waiting for the concept to be finalized.

OLD BUSINESS

There was no new business.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

Commissioner Aberman moved to enter executive session for the purpose of the discussion of executive session minutes pursuant to Section 2(c)(21); and the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the park district pursuant to Section 2(c)(1). Vice President Desai seconded the motion. On a roll call vote, all Commissioner voted aye. Commissioner Jaffe was absent. Motion carried. The regular meeting adjourned at 7:23 p.m.

ACTION TO BE TAKEN FROM EXECUTIVE SESSION

The regular meeting reconvened at 8:20 p.m.

Vice President Desai moved to approve the Executive session Minutes of September 19, 2023. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Jaffe was absent. Motion carried.

Commissioner Aberman moved to approve the Executive Director's salary increase of 4% effective January 1, 2024. Vice President Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioner Jaffe was absent. Motion carried.

ADJOURNMENT

Commissioner Aberman moved to adjourn the regular meeting. Vice President Desai seconded the motion. All Commissioners voted aye. Commissioner Jaffe was absent. Motion carried. The regular meeting adjourned at 8:22 p.m.



Mike Reid
President



Michelle J. Tuft
Secretary

February 20, 2024