

**SKOKIE PARK DISTRICT
THE BOARD OF PARK COMMISSIONERS
REGULAR MEETING
FEBRUARY 25, 2025
6:30 P.M.**



*SKOKIE PARK DISTRICT
9300 WEBER PARK PLACE
SKOKIE, IL 60077-4200*





**BOARD OF PARK COMMISSIONERS
TUESDAY, FEBRUARY 25 - 6:30 P.M.
REGULAR BOARD MEETING**

AGENDA

- I. CALL THE MEETING TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF REMOTE PARTICIPATION, IF REQUESTED
- V. COMMENTS FROM CITIZENS
- VI. CONSENT AGENDA APPROVAL
- VII. APPROVAL OF MINUTES
 - *A. Minutes of the Regular Board Meeting of January 21, 2025
 - *B. Minutes of the Public Hearing for Lauth Park of January 28, 2025
 - *C. Minutes of the Public Hearing for Lee Wright of January 28, 2025
 - *D. Minutes of the Public Hearing for Terminal Park of February 6, 2025
- *VIII. BILLS PAYABLE FOR THE MONTH OF JANUARY/FEBRUARY 2025
- IX. TREASURER'S ACTION ITEMS
 - A. Adoption of Ordinance #25-002 Providing for the Abatement of Certain Taxes Levied for the Payment of the Principal and the Interest on General Obligation Park Bonds, Series 2007B (Capital Appreciation Bonds) and on the Principal and Interest on General Obligation Park Bonds Series 2021A, and interest costs on the Series 2013B, Series 2015B, Series 2017B, Series 2019A, and Series 2023A, all General Obligation Bonds (Alternate Revenue Source Bonds) of the Skokie Park District.
 - B. Reappointment of Miller, Cooper & Co., Ltd. as District Auditing Firm
- *X. TREASURER'S REPORT
- XI. ATTORNEY'S REPORT – NO REPORT
- XII. STAFF ACTION ITEMS
 - A. Approval of Resolution #25-001 and Agreement for Property Donation from Builders Asphalt
 - B. Review of Sports Park East Concepts

- C. Approval of 2025 Tennis Court Fencing Replacement Bid
- D. Approval of Bobcat Tracked Loader Purchase
- E. Approval of Skokie Sports Park Shelter Installation and Concrete Bid
- F. Update on Federal Community Project Grant
- G. Approval of Playground Equipment Purchase for Lauth Park, Lee Wright Park, and Terminal Park
- H. Approval of Lauth Park, Lee Wright Park, and Terminal Park Swing Set Purchase
- I. Approval of Playground Equipment Purchase for Lee Wright Park
- J. Approval of the Lauth, Lee Wright, and Terminal Playground Installation Bid

*XIII. STAFF REPORTS

- A. Parks Division Report
- B. Recreation Division Report
- C. Facilities Division Report
- D. Marketing and Sponsorship Report
- E. Information Technology
- F. Staff and Community Committee Reports
- G. IPRA Conference Report

XIV. PRESIDENT'S REPORT

- A. Regular Board Meeting – Tuesday, March 18, 2025 – 6:30 p.m.
- B. Commissioner Comments
- C. Director Comments
 - a. Schedule Budget Hearing

XV. OLD BUSINESS

- A. Evanston Billing Update

XVI. NEW BUSINESS

XVII. ADJOURNMENT

*Consent Agenda

<p>Vision Statement The Skokie Park District envisions a community where all of its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first rate facilities.</p> <p>Mission Statement The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.</p> <p>Core Values The Skokie Park District will fulfill its mission through: ●Commitment● Integrity● Innovation● Service ●Openness●Environmental Stewardship ●Inclusiveness</p>

BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
FEBRUARY 25, 2025

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*CONSENT AGENDA

**MINUTES OF THE
REGULAR MEETING OF THE
BOARD OF PARK COMMISSIONERS
SKOKIE PARK DISTRICT
JANUARY 21, 2025
6:30 P.M.**

ATTENDANCE AT MEETING

Board Members Present: President Susan Aberman
Vice President Ezra Jaffe
Commissioner Elsa Fischer
Commissioner Antonia Kasalo-Terihaj
Commissioner Courtney Williams

Others Present: Executive Director/Secretary Michelle J. Tuft
Superintendent of Business Services William G. Schmidt
Superintendent of Parks, Planning & Facilities Corrie Guynn
Superintendent of Recreation Breanne Labus
Assistant Superintendent of Recreation Mary Amato
IT Assistant Dylan Kehoe
Marketing and Communications Director Jim Bottorff
Executive Administrative Assistant Ann Perez

CALL TO ORDER

President Aberman called the regular meeting of the Board of Park Commissioners to order at 6:00 p.m. President Aberman called for the recitation of the Pledge of Allegiance.

CITIZEN COMMENTS

Ms. Maureen Jacob said she wanted to advocate for a land swap at Middleton School/McNally Park. She said the swap would help parking, update the playfields and playground equipment, and move the fields off Main Street, away from traffic.

Mr. Gerardo Mendez represents northern Cook County as a Construction Analyst for the Indiana, Illinois, and Iowa Foundation for contracting. He wanted to share information about D&J Landscaping who was the lowest bidder for the Onondowa'ga Park playground installation. He said D&J Landscaping does not use the correct equipment and the safety of their workers is his biggest concern. He said other park districts have reference checked D&J Landscaping and decided not to use them.

Mr. Marc Jucott said the park district should consider the land swap and it should be a 50/50 land swap. He said the swap will provide for children's education at a functioning school. There are other parks in the area if McNally Park is unavailable; the park district can survive. He said this is 110% the best thing for children.

Ms. Emily White said there is a need for a new Middleton School. Phasing the project will take 7 – 9 years to complete. A land swap and would take 3 – 4 years to complete. She thinks the district should consider the land swap proposal. It would be an opportunity to pave the way for the school to do what it needs to do. The hope is that the park district will consider this, even with the inconveniences, for the kids in 73.5 who deserve a new school.

President Aberman thanked the citizens for their comments.

CONSENT AGENDA APPROVAL

Vice President Jaffe moved to approve the Consent Agenda. Commissioner Williams seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The Consent Agenda consisted of the minutes of the Regular Board Meeting of December 17, bills payable for the month of December 2024/January 2025, Treasurer's Report, and Staff Reports.

CAPITAL ACCOUNTS ANALYSIS FISCAL YEAR 2025 FOR SIX (6) MONTHS ENDING 10/31/2024

Vice President Jaffe asked for clarification on the capital expenditures and a report was provided. Vice President Jaffe said it was great information and shows how our cash flow works with the capital accounts. He asked that the capital analysis be presented in the exact same format at the next quarterly update. Vice President Jaffe said to include liquid balances and the rate on the main accounts, and Treasurer Schmidt agreed.

No motion required, informational only.

SCHOOL DISTRICT 73.5 PRESENTATION

Ms. Tuft introduced School District 73.5 staff who were present to provide the commissioners with their first look at the school district's renovation plans.

Mr. Richard McDonald is the School District 73.5's Chief Information Officer and Karen Hayes was also present. He presented two renovation options for Middleton School, which include a land swap or a phased construction. They would really like the park district to consider the land swap because the construction would only take 3-4 years to complete compared to 7-9 years for a phased approach.

Both plans require the use of McNally Park. The swap option would use the entire park, and McNally Park would be unavailable throughout construction. The phased approach would require the use of the south field for 7-9 years so the school district could install mobile classrooms.

Commissioners had questions and expressed concerns about the loss of McNally for baseball. Staff reported that baseball could be accommodated at other parks, but the Affiliates prefer this site because there are two fields. The park is used regularly.

Executive Director Tuft said the district understands the parents' concerns and there may be other options. Vice President Jaffe said we really must see how this would impact the park district.

Ms. Tuft thanked Mr. McDonald for the presentation and discussion.

No motion required, informational only.

APPROVAL OF RESOLUTION #25-001 AND AGREEMENT FOR PROPERTY DONATION FROM BUILDERS ASPHALT

Ms. Tuft said the park district is working with the Metropolitan Water Reclamation District to sign a lease for the property on the east side of McCormick Boulevard, between Oakton and Howard Streets. The current tenant, Builders Asphalt, owns a small right of way on the property and want to donate it to the park district. The park district would be responsible for half of the closing fees and some insurance costs for approximately \$4,000- \$5,000. Vice President Jaffe wants to ensure the property is environmentally safe. Builders Asphalt has completed a phase one environmental study and Ms. Tuft will request a copy and get more information. This item was tabled until the February board meeting.

APPROVAL OF PURCHASE OF 2025 VEHICLE REPLACEMENTS

Mr. Guynn requested approval of the purchase of three 2025 vehicles. One bid was received from Bob Ridings for a total of \$154,622.00.

Vice President Jaffe moved to approve the bid of Bob Ridings, Inc. to provide the three vehicles in the 2025 Vehicle Replacement bid for \$154,622. Commissioner Kasalo-Terihaj seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF 2025 SPORTS COURTS IMPROVEMENTS PURCHASE

Mr. Guynn requested approval of the 2025 Sports Courts Improvements bid for color coating. The color coating will include the pickleball courts at Reid Park. Vice President Jaffe asked how long the pickleball courts would be closed and Mr. Guynn said it would take about two weeks to complete the work.

Commissioner Williams moved to approve the bid of MCH for \$42,680 for the 2025 Sports Courts Improvements project. Commissioner Fischer seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF DEVONSHIRE AQUATIC CENTER PARTITIONS PURCHASE

Mr. Guynn requested approval to purchase partitions at the Devonshire Aquatic Center. The partitions in both locker rooms are over thirty years old. Doors will be added to the shower stalls, eliminating shower curtains. The work will be done in the spring before the pool opens for the season.

Commissioner Fischer moved to approve the bid from Commercial Specialties for Devonshire Aquatic Center Partition Replacement Project for a total of \$34,300. Commissioner Kasalo-Terihaj seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF ONÖNDOWA'GA PARK PLAYGROUND INSTALLATION

Mr. Guynn requested approval of the Onöndowa'ga Park Playground installation. The low bid was submitted by D&J Landscaping. D&J installed the nine playground installations in 2021 and worked on Central Park in 2023 and there were no issues. He will keep an eye on safety issues.

Vice President Jaffe moved to approve the bid from D&J Landscaping for the Onöndowa'ga playground installation for \$35,804.16. Commissioner Williams seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF EXPLORITORIUM TINY TOWN PURCHASE

Mr. Guynn requested approval to purchase three Tiny Town structures for the Exploritorium. The structures include an animal hospital, a market store, and a construction house. Installation should take place in August and will potentially be installed when the tubes and tunnels are replaced.

Commissioner Fischer moved to approve the bid from Lilliput Play Homes for the Tiny Tot Exhibit for the Exploritorium for a total of \$45,426.00. Vice President Jaffe seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF SKOKIE WATER PLAYGROUND ROOF REPLACEMENT

Mr. Guynn requested approval of the Skokie Water Playground roof replacement through the OMNIA Partners Public Sector Cooperative Purchasing Agreement. The project includes the replacement of the shingled roof on the bathhouse, concession stand, and two pump houses. Once the roof is replaced, solar panels will be installed.

Commissioner Williams moved to approve the purchase of roofing services and installation through Anthony Roofing, Inc. for the Skokie Water Playground for \$189,300. Commissioner Kasalo-Terihaj seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF TORO 5900 PURCHASE

Mr. Guynn requested approval to purchase a Toro 5900 Groundmaster Mower through Sourcewell joint purchase program from Reinders, Inc. This is a very large and expensive mower. The district's large mower is over twenty years old and parts are obsolete.

Commissioner Fischer moved to approve the purchase of a Toro 5900 Groundmaster from Reinders, Inc. through the Sourcewell joint purchase program for \$144,891.43. Commissioner Williams seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF WEBER TRACK REPLACEMENT

Mr. Guynn requested approval of the Weber Leisure Center Indoor track replacement. The purchase will be through the Sourcewell cooperative joint purchase program from Floors, Incorporated. Ms. Labus and Mr. Guynn toured several park districts to see the proposed surface and confirmed this is a durable track surface. The current surface is over thirty years old.

The replacement will be funded through a grant from the Department of Commerce and Economic Opportunity (DCEO) of \$115,000 that was awarded through Representative Jennifer Gong-Gershowitz's office. The Park District will fund the remaining cost.

Commissioner Fischer moved to approve the proposal from Floors, Incorporated for the Weber Leisure Center Indoor Track Replacement project for a total of \$133,958. Vice President Jaffe seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

APPROVAL OF SPORTS PARK SHELTER PURCHASE

Mr. Guynn requested approval of the Skokie Sports Park Shelter purchase of a 30-foot by 44-foot shelter. The shelter will replace the tent and temporary flooring. The tent will be auctioned.

The improvements include removing the tent flooring and brick tee line and installing a concrete pad and strip. The shelter will have electricity for lighting and outlets. The shelter will be purchased through the Sourcewell cooperative joint purchase program through Poligon for a cost of \$48,385.63.

Commissioner Williams moved to approve the purchase of the 30-foot x 44-foot shelter from Poligon for Skokie Sports Park for a total of \$48,385.63. Commissioner Kasalo-Terihaj seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

PRESIDENT'S REPORT

The next regular meeting of the Board of Park Commissioners is Tuesday, February 25, 2025, at 6:30 p.m.

COMMISSIONER'S COMMENTS

There were no Commissioner Comments.

DIRECTOR'S COMMENTS

Last month Vice President Jaffe asked about billing the City of Evanston for Pooch Park and Channelside Park. Staff are making progress but have not received payment. The new bill was sent in December, and they were emailed again today. They always pay, but not in a timely manner. Staff will continue to follow up.

Ms. Tuft reminded the board of the public hearings on January 28 for Lauth Park and Lee Wright Park at 6 p.m. and 6:45 p.m. at the Oakton Community Center. The Terminal Park public hearing will be on February 6 at the Weber Center at 6 p.m.

Ms. Tuft reminded the board that the legislative breakfast is on February 14.

OLD BUSINESS

Ms. Tuft asked if the board wanted to change the board meeting time to 6:30 p.m. for all future meetings as it has been difficult for some Commissioners to make the 6:00 p.m. meeting time. All Commissioners agree to change the starting time to 6:30 p.m.

NEW BUSINESS

There was discussion about the presentation from Skokie School District 73.5. Ms. Tuft said she will be in contact with Mr. McDonald about our concerns and other options.

EXECUTIVE SESSION

Commissioner Williams 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 employee of the park district pursuant to Section 2(c)(1). Vice President Jaffe seconded the motion. On a roll call vote, all Commissioner voted aye. Motion carried. The regular meeting adjourned at 8:29 p.m.

ACTION TO BE TAKEN FROM EXECUTIVE SESSION

The regular meeting reconvened at 9:29 p.m. Commissioner Fischer moved to approve the Executive Session Minutes of December 21, 2024. Vice President Jaffe seconded the motion. On a recall vote, all Commissioners voted aye. Motion carried.

Commissioner Fischer moved to approve the Executive Director's salary to \$200,000 effective January 1, 2025. Commissioner Kasalo-Terihaj seconded the motion. On a roll call vote, all commissioners voted aye. Motion carried.

ADJOURNMENT

Commissioner Fischer moved to adjourn the regular meeting. Commissioner Williams seconded the motion. On a roll call vote all Commissioner voted aye. Motion carried. The regular meeting adjourned at 9:29 p.m.

Susan Aberman
President

Michelle J. Tuft
Secretary

February 25, 2025



SKOKIE PARK DISTRICT
REGULAR MEETING
JANUARY 21, 2025
SIGN IN SHEET



NAME (Please Print)	SIGNATURE	EMAIL ADDRESS
DYLAN KEMOE		
JIM BOTTORFF		
Maggie Price		
RAHEL DOUGLAS		
Katie Hollenberg		
Anne Lowery		
MOLLIE OISON		
Karen Hayes		
Marc Jucetti		
EMILY WHITE		
Gerardo Mendez		
RICHARD McDONALD		
MAUREEN JACOB		



**MINUTES OF THE
BOARD OF PARK COMMISSIONERS
PUBLIC HEARING ON IMPROVEMENTS AT LAUTH PARK
PARK SERVICES
January 28, 2025 - 6:00 P.M.**

ATTENDANCE AT THE MEETING

Board Members Present: President Susan Aberman
Vice-President Ezra Jaffe
Commissioner Courtney Williams
Commissioner Elsa Fischer

Others Present: Executive Director Michelle J. Tuft
Superintendent of Parks, Planning, and Facilities Corrie Guynn
Office Manager Park Services Anjum Hava
Horticultural Supervisor Jim Hallm
Operations Supervisor Peter Haben

CALL TO ORDER

President Susan Aberman called the public hearing of the Board of Park Commissioners for the improvements at Lauth Park to order at 6:00 p.m.

INTRODUCTIONS

President Susan Aberman introduced herself, Executive Director Michelle Tuft, Vice President Ezra Jaffe, Commissioner Courtney Williams, Commissioner Elsa Fischer, Superintendent of Parks, Planning & Facilities Corrie Guynn, Horticultural Supervisor Jim Hallm, Operations Supervisor Peter Haben and Office Manager Park Services Anjum Hava.

LAUTH PARK PLAYGROUND REPLACEMENT AND PARK AMENITY UPDATES

President Susan Aberman introduced the planned renovations for Lauth Park's playground. She then yielded the floor to Mr. Guynn, Superintendent of Parks, Planning, and Facilities, for further details.

Mr. Guynn reviewed the recent updates to the park that included new backstop/field sidelines, repaved basketball courts, and crack repair/new color coating on the tennis courts. He then presented the proposed playground design and amenities for Lauth Park.

The renovations will include a new playground, water fountain with water bottle filling station, picnic tables, benches, garbage cans, and landscape improvements. The new playground equipment will have two structures, one 2–5-year-old playground structure and one 6+ playground structure. The playgrounds feature climbing structures, slides, an accessible and inclusive spinner, and swings which will include two belt swings, two tot enclosed swings, one

ADA plastic molded swing, and a new parent-tot swing.

All the demo work will be done in-house. Staff will remove the equipment, play surfacing and the footings. The contractor will install the equipment.

Executive Director Michelle Tuft mentioned that the proposed renovations are being funded through a federal grant from Congresswoman Jan Schakowsky that is currently in jeopardy due to a pause on grants by President Trump, which means the timeline of the project is unknown. Ms. Tuft mentioned that the park district is committed to doing the project and will do their best to get the project rolling.

PUBLIC QUESTIONS AND COMMENTS

A resident asked if the playground surfacing will be wood fiber or soft foam. Mr. Guynn said the surface will be engineered wood fiber as it is more cost effective.

The same resident asked if the sand box that is currently present at the playground will remain or be replaced. Mr. Guynn stated that it will be replaced with an eight-foot-by-eight-foot sand box, new sand, and a new digger.

A resident asked if tire swings will be installed. Mr. Guynn stated that the new swing structure does not have a tire swing.

A resident asked what to do if there was an issue at the park. Executive Director Tuft said that if there are any issues at the park that require immediate attention, call the Skokie police non-emergency number or 911 and report it. The park district and the police department have a great relationship and work well together to address any problems or issues at any of the parks or facilities.

ADJOURNMENT

Executive Director Michelle Tuft thanked everyone for attending and providing input, and adjourned the meeting at 6:20 p.m.

Susan Aberman
President

Michelle Tuft
Executive Director

Vision Statement

The Skokie Park District envisions a community where all of its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first-rate facilities.

Mission Statement

The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

Core Values

The Skokie Park District will fulfill its mission through:

•Commitment• Integrity• Innovation• Service •Openness •Environmental Stewardship •Inclusiveness



**MINUTES OF THE
BOARD OF PARK COMMISSIONERS
PUBLIC HEARING ON IMPROVEMENTS AT LEE-WRIGHT PARK
PARK SERVICES
January 28, 2025 - 6:45 P.M.**

ATTENDANCE AT THE MEETING

Board Members Present: President Susan Aberman
Vice-President Ezra Jaffe
Commissioner Courtney Williams
Commissioner Elsa Fischer

Others Present: Executive Director Michelle J. Tuft
Superintendent of Parks, Planning, and Facilities Corrie Guynn
Office Manager Park Services Anjum Hava
Horticultural Supervisor Jim Hallm
Operations Supervisor Peter Haben

CALL TO ORDER

President Susan Aberman called the public hearing of the Board of Park Commissioners for the improvements at Lee-Wright Park to order at 6:45 p.m.

INTRODUCTIONS

President Susan Aberman introduced herself, Executive Director Michelle Tuft, Vice President Ezra Jaffe, Commissioner Courtney Williams, Commissioner Elsa Fischer, Superintendent of Parks, Planning and Facilities Corrie Guynn, Horticultural Supervisor Jim Hallm, Operations Supervisor Peter Haben, Office Manager Park Services Anjum Hava and former Operations Supervisor Jeff Hacker.

LEE-WRIGHT PARK PLAYGROUND REPLACEMENT AND PARK AMENITY UPDATES

Executive Director Tuft stated that the playground renovations are being funded through a combination of a grant through Congresswoman Jan Schakowsky's office and Park District capital funds. However, the renovation timeline is uncertain due to President Trump's current federal funding pause. The district is committed to replacing the playground and will prioritize the project as soon as funding is secured.

Mr. Guynn presented the design for the playground and other amenities. The updates to the park include new playground equipment, a water fountain with water bottle filling station, picnic tables, benches, garbage cans, landscape improvements, and concrete repairs. The new playground equipment will have two structures: one 2–5-year-old playground structure and one 5–12-year-old structure. The playgrounds will feature climbing structures, slides, multi-children

inclusive rocking structure, and swings which will include two belt swings, two tot enclosed swings, one ADA plastic molded swing, and a parent-tot swing.

District staff will do all the demo work. They will remove the equipment, sand, and footings. A contractor will install the equipment.

PUBLIC QUESTIONS AND COMMENTS

A resident inquired if the spinner would stay, and Mr. Guynn stated there will be a new spinner.

A resident inquired if the park will be closed during the summer and Mr. Guynn stated that more than likely the playground will open late in the summer.

A resident thanked the park district for their hard work and dedication in keeping the parks well maintained.

Executive Director Tuft stated that if there are ever any issues at the park that require immediate attention, call the Skokie police non-emergency number, and report it. The park district and the police department have a great relationship and work well together to address any problems or issues at any of the parks or facilities.

ADJOURNMENT

President Susan Aberman thanked everyone for attending and providing input, and adjourned the meeting at 7 p.m.

Susan Aberman
President

Michelle Tuft
Executive Director

Vision Statement

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•Commitment• Integrity• Innovation• Service •Openness •Environmental Stewardship •Inclusiveness



MINUTES OF THE
BOARD OF PARK COMMISSIONERS
PUBLIC HEARING ON IMPROVEMENTS AT TERMINAL PARK
PARK SERVICES
February 6, 2025 - 6:00 P.M.

ATTENDANCE AT THE MEETING

Board Members Present: Vice-President Ezra Jaffe

Others Present: Executive Director Michelle J. Tuft
Superintendent of Parks, Planning, and Facilities Corrie Guynn
Office Manager Park Services Anjum Hava
Horticultural Supervisor Jim Hallm
Operations Supervisor Peter Haben

CALL TO ORDER

Vice-President Ezra Jaffe called the public hearing of the Board of Park Commissioners for the improvements at Terminal Park to order at 6:00 p.m.

INTRODUCTIONS

Vice-President Ezra Jaffe introduced himself. Executive director Michelle Tuft introduced herself and Superintendent of Parks, Planning & Facilities Corrie Guynn, Horticultural Supervisor Jim Hallm, Operations Supervisor Peter Haben, Office Manager Park Services Anjum Hava.

TERMINAL PARK PLAYGROUND REPLACEMENT AND PARK AMENITY UPDATES

Mr. Guynn started that the playground renovations are being funded through a combination of a grant through Congresswoman Jan Schakowsky's office and park district capital funds. The current playground is approximately thirty-two years old and needs to be replaced.

Mr. Guynn presented the new design for the playground and other amenities. The updates to the park include new playground equipment with climbing features (Ninja course), a water fountain with water bottle filling station, picnic tables, benches, garbage cans, landscape improvements, basketball court pavement, and concrete repairs. The playground equipment will have two structures: one 2–5-year-old structure and one 5–12-year-old structure. The playground will feature climbing structures, slides, a swing set which will include two belt swings, two tot enclosed swings, one ADA plastic molded swing, and a parent-tot swing.

All the demo work will be done in-house. Staff will remove the equipment, sand, and footings. A contractor will install the equipment.

Demolition of the playground is scheduled to begin in March, with the goal of completing

installation in the summer. Concrete work, including benches and garbage cans, will be scheduled separately, potentially starting in late winter or early spring. The basketball court will be repaved later in the summer, after camps have concluded.

PUBLIC QUESTIONS AND COMMENTS

A resident inquired if the basketball court could have new rims and backboards. Mr. Guynn will replace the rims but needs to see if the budget can handle the cost of new backboards.

A resident inquired if a roller slide could be added to the 2–5-year-old structure. Mr. Guynn said no, that the roller slides are no longer included in playgrounds and that it would be difficult to find a structure that included one.

A resident asked if the lighting of the park would remain the same or if new lights would be added. Mr. Guynn stated that the lights will remain the same and there are no plans to add lights.

A resident acknowledged the horticultural supervisor for an amazing job with the flowers and landscaping.

A resident inquired about traffic management when construction begins for the playground. Mr. Guynn and Executive Director Tuft stated that the construction traffic will be managed to minimize disruption to the neighborhood.

CLOSING COMMENTS

Executive Director Tuft stated that if there are ever any issues at the park that require immediate attention, call the Skokie police non-emergency number, and report it. The park monitor can also be contacted for any minor issues at the park. Executive Director Michelle Tuft asked all attendees to make sure they have signed in and added their email address for further updates and information on the renovation of Terminal Park.

ADJOURNMENT

Vice-President Ezra Jaffe thanked everyone for attending and providing input, and adjourned the meeting at 6:30 p.m.

Susan Aberman
President

Michelle Tuft
Executive Director

Vision Statement

The Skokie Park District envisions a community where all of its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first-rate facilities.

Mission Statement

The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

Core Values

The Skokie Park District will fulfill its mission through:

●Commitment● Integrity● Innovation● Service ●Openness ●Environmental Stewardship ●Inclusiveness

**SKOKIE PARK DISTRICT
TREASURER'S REPORT
February 25, 2025**

The status of the cash balances and investments as of January 31, 2025, is in the board packet.

The summary of these funds is attached.

The Certificate of Deposit from North Shore Community Bank was rolled over for one year at an APR of 3.75%.

The first installment 2024 tax bills have been mailed out and are due March 3, 2025. This represents 55% of the 2023 tax bills.

The details of the accounts are available on request.

At the bottom of the Cash Balances and Investments is the listing of tax collections by year. As of January 31, 2025, \$12,703,758.89 or 98.39% of the 2023 levy money has been collected.

If you have any questions, please let me know.

William G. Schmidt
Treasurer, Skokie Park District

**SKOKIE PARK DISTRICT
TREASURER'S REPORT
CASH BALANCES AND INVESTMENTS
FEBRUARY 25, 2025
(As of 01/31/2025)**

GENERAL FUND

CASH CHECKING ACCOUNTS CHASE/BANK ONE: 2.30% \$8,379,313.48

INVESTMENTS WITH JPMORGAN CHASE/BANK ONE

Savings: 0.8%	207,577.87
CERTIFICATE OF DEPOSIT: Renewal due 11/14/25 - 4.7%	245,854.70
CERTIFICATE OF DEPOSIT: Renewal due 4/6/26 - 4.1%	244,591.61

INVESTMENT WITH NORTH SHORE COMMUNITY BANK & TRUST

CERTIFICATE OF DEPOSIT: Due 1/23/26 – 3.75%	621,057.05
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INVESTMENT WITH FIRST BANK CHICAGO

CERTIFICATE OF DEPOSIT RENEWAL DUE 6/20/25 4.79%	269,353.73
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CERTIFICATE OF DEPOSIT RENEWAL DUE 6/20/25 4.79%	257,106.04
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TOTAL CASH AND INVESTMENTS:	10,224,854.48
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TAX COLLECTIONS BY TAX YEAR (AT 01/31/2025)

YEAR	\$ COLLECTED	% OF LEVY
2019	10,884,133.56	96.75%
2020	11,059,717.84	97.39%
2021	11,496,284.35	98.45%
2022	12,447,590.49	99.29%
2023	12,703,758.89	98.39%



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: William G. Schmidt, Superintendent of Business Services

RE: Adoption of Ordinance # 25-002 Providing for the Abatement of Certain Taxes Levied for the Payment of the Principal and the Interest on General Obligation Park Bonds, Series 2007B (Capital Appreciation Bonds) and on the principal and interest on General Obligation Park Bonds Series 2021A, and interest costs on the Series 2013B, Series 2015B, Series 2017B, Series 2019A, and Series 2023A, all General Obligation Bonds (Alternate Revenue Source Bonds) of the Skokie Park District.

Summary: This Ordinance coincides with the annual refunding bond issue to spread out the principal and interest payments for the amounts due on Series 2007B Capital Appreciation Bonds \$2,300,000, the principal and interest amounts due on Series 2021A \$294,500, interest due on Series 2013B \$70,000, Series 2015B \$85,000, Series 2017B \$100,000, Series 2019A \$75,000, and Series 2023A \$125,000.

This ordinance must be approved for the bond and interest costs to be removed from the district's tax levy.

Recommendation: Staff recommends approval of Ordinance # 25-002 to authorize the abatement of certain taxes levied for the payment of the principal and interest on the above-mentioned General Obligation Park Bonds.

Motion: Move to approve Ordinance # 25-002 to authorize the abatement of certain taxes levied for the payment of the principal and interest on General Obligation Bonds, Series 2005B, Series 2021A and interest costs on Series 2013B, Series 2015B, Series 2017B, Series 2019A and Series 2023A of the Skokie Park District.

ORDINANCE NO. 25 - 002

ORDINANCE PROVIDING FOR THE ABATEMENT OF CERTAIN TAXES LEVIED FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON GENERAL OBLIGATION BONDS, SERIES 2007B (CAPITAL APPRECIATION BONDS), GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013B, GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2015B, GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2017B, GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019A, GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2021A, AND GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2023A

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE SKOKIE PARK DISTRICT, AS FOLLOWS:

Section 1. Pursuant to Ordinance No. 07 001, adopted by the Board of Park Commissioners of the District on February 20, 2007 and entitled: "Ordinance Authorizing the Issuance of \$2,100,000 General Obligation Alternate Bonds of the Skokie Park District for the Purpose of Financing Capital Improvements for Park Purposes," as supplemented by Ordinance No. 07-001, adopted by said Board of Park Commissioners on April 24, 2007 and entitled "Supplemental Ordinance Providing for the Issuance of General Obligation Bonds, Series 2007B, of the Skokie Park District" (collectively, the "2007 Ordinance") the District issued its original aggregate principal amount of \$2,064,273 General Obligation Bonds, Series 2007B (Capital Appreciation Bonds) (the "Series 2007B Bonds") and levied taxes sufficient for the payment of the principal of and interest on the Series 2007B Bonds. The amount levied for the 2024 tax levy year for such purpose is \$2,300,000.

Section 2. The District has determined that it has received alternate revenues sufficient for the payment of the principal of and interest on the Series 2007B Bonds and that the extension of the 2024 tax levy provided for in the 2007 Ordinance will not be necessary and it is hereby determined that said levy in the amount of \$2,300,000 shall be abated entirely.

Section 3. The County Clerk is requested and directed to abate in its entirety the 2024 tax levy in the amount of \$2,300,000 heretofore levied by the District pursuant to the 2007 Ordinance.

Section 4. Pursuant to Ordinance No. 13-002, adopted by the Board of Park Commissioners of the District on February 19, 2013 and entitled: "Ordinance Authorizing the Issuance of \$2,000,000 General Obligation Alternate Bonds of the Skokie Park District for the Purposes of Financing Capital Improvements for Park Purposes," as supplemented by Ordinance No. 13-009, adopted by said Board of Park Commissioners on April 23, 2013 and entitled "Supplemental Ordinance Providing for the Issuance of General Obligation Bonds (Alternate Revenue Source), Series 2013B, of the Skokie Park District" (collectively, the "2013 Ordinance") the District issued its \$2,000,000 General Obligation Bonds (Alternate Revenue Source), Series 2013B (the "Series 2013B Bonds") and levied taxes sufficient for the payment of the principal of and interest on the Series 2013B Bonds. The amount levied for the 2024 tax levy year for such purpose is \$70,000.

Section 5. The District has determined that it has received alternate revenues sufficient for the payment of the principal of and interest on the Series 2013B Bonds and that the extension of the 2024 tax levy provided for in the 2013 Ordinance will not be

necessary and it is hereby determined that said levy in the amount of \$70,000 shall be abated entirely.

Section 6. The County Clerk is requested and directed to abate in its entirety the 2024 tax levy in the amount of \$70,000 heretofore levied by the District pursuant to the 2013 Ordinance.

Section 7. Pursuant to Ordinance No. 15-001, adopted by the Board of Park Commissioners of the District on February 17, 2015 and entitled: "Ordinance Authorizing the Issuance of \$2,000,000 General Obligation Alternate Bonds of the Skokie Park District for the Purposes of Financing Capital Improvements for Park Purposes," as supplemented by Ordinance No. 15-007, adopted by said Board of Park Commissioners on April 21, 2015 and entitled "Supplemental Ordinance Providing for the Issuance of General Obligation Bonds (Alternate Revenue Source), Series 2015B, of the Skokie Park District" (collectively, the "2015 Ordinance") the District issued its \$2,000,000 General Obligation Bonds (Alternate Revenue Source), Series 2015B (the "Series 2015B Bonds") and levied taxes sufficient for the payment of the principal of and interest on the Series 2015B Bonds. The amount levied for the 2024 tax levy year for such purpose is \$85,000.

Section 8. The District has determined that it has received alternate revenues sufficient for the payment of the principal of and interest on the Series 2015B Bonds and that the extension of the 2024 tax levy provided for in the 2015 Ordinance, will not be necessary and it is hereby determined that said levy in the amount of \$85,000 shall be abated entirely.

Section 9. The County Clerk is requested and directed to abate in its entirety the 2024 tax levy in the amount of \$85,000 heretofore levied by the District pursuant to the 2015 Ordinance.

Section 10. Pursuant to Ordinance No. 17-002, adopted by the Board of Park Commissioners of the District on February 27, 2017 and entitled: "Ordinance Authorizing the Issuance of \$2,500,000 General Obligation Alternate Bonds of the Skokie Park District for the Purpose of Financing Capital Improvements for Park Purposes," as supplemented by Ordinance No. 17-008, adopted by said Board of Park Commissioners on April 18, 2017 and entitled "Supplemental Ordinance Providing for the Issuance of General Obligation Bonds (Alternate Revenue Source), Series 2017B, of the Skokie Park District" (collectively, the "2017 Ordinance") the District issued its \$2,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2017B (the "Series 2017B Bonds") and levied taxes sufficient for the payment of the principal of and interest on the Series 2017B Bonds. The amount levied for the 2024 tax levy year for such purpose is \$100,000.

Section 11. The District has determined that it has received alternate revenues sufficient for the payment of the principal of and interest on the Series 2017B Bonds and that the extension of the 2024 tax levy provided for in the 2017 Ordinance, will not be necessary and it is hereby determined that said levy in the amount of \$100,000 shall be abated entirely.

Section 12. The County Clerk is requested and directed to abate in its entirety the 2024 tax levy in the amount of \$100,000 heretofore levied by the District pursuant to the 2017 Ordinance.

Section 13. Pursuant to Ordinance No. 19-003, adopted by the Board of Park Commissioners of the Skokie Park District (the "District") on March 19, 2019, and entitled: "Ordinance Authorizing the Issuance of \$2,500,000 General Obligation Alternate Bonds of the Skokie Park District for the Purpose of Financing Capital Improvements for Park Purposes," as supplemented by Ordinance No. 19-007, adopted by said Board of Park Commissioners on May 15, 2019 and entitled "Supplemental Ordinance Providing for the Issuance of General Obligation Bonds (Alternate Revenue Source), Series 2019A, of the Skokie Park District" (collectively, the "2019 Ordinance") the District issued its \$2,500,000 General Obligation Park Bonds, Series 2019A (the "Series 2019A Bonds") and levied taxes sufficient for the payment of the principal of and interest on the Series 2019A Bonds. The amount levied for the 2024 tax levy year for such purpose is \$75,000.

Section 14. The District has determined that it has received alternate revenues sufficient for the payment of the principal of and interest on the Series 2019A Bonds and that the extension of the 2024 tax levy provided for in the 2019 Ordinance, will not be necessary and it is hereby determined that said levy in the amount of \$75,000 shall be abated entirely.

Section 15. The County Clerk is requested and directed to abate in its entirety the 2024 tax levy in the amount of \$75,000 heretofore levied by the District pursuant to the 2019 Ordinance.

Section 16. Pursuant to Ordinance No. 21-002, adopted by the Board of Park Commissioners of the Skokie Park District (the "District") on March 16, 2021, and entitled: "Ordinance Authorizing the Issuance of \$4,200,000 General Obligation

Alternate Bonds of the Skokie Park District for the Purpose of Financing Capital Improvements for Park Purposes and Refunding Outstanding Alternate Revenue Bonds of the District,” as supplemented by Ordinance No. 21-005, adopted by said Board of Park Commissioners on May 18, 2021 and entitled “Supplemental Ordinance Providing For The Issuance of General Obligation Park Bonds (Alternate Revenue Source), Series 2021A, of the Skokie Park District” (collectively the “2021A Bond Ordinance”) the District issued its \$3,855,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2021A (the “Series 2021A Bonds”) and levied taxes sufficient for the payment of the principal of and interest on the Series 2021A Bonds. The amount levied for the 2024 tax levy year for such purpose is \$294,500.

Section 17. The District has determined that it has received alternate revenues sufficient for the payment of the principal of and interest on the Series 2021A Bonds and that the extension of the 2024 tax levy provided for in the 2021A Ordinance, will not be necessary and it is hereby determined that said levy in the amount of \$294,500 shall be abated entirely.

Section 18. The County Clerk is requested and directed to abate in its entirety the 2024 tax levy in the amount of \$294,500 heretofore levied by the District pursuant to the 2021A Ordinance.

Section 19. Pursuant to Ordinance No. 23-001, adopted by the Board of Park Commissioners of the Skokie Park District (the “District”) on March 21, 2023, and entitled: “Ordinance Authorizing the Issuance of \$2,500,000 General Obligation Alternate Bonds of the Skokie Park District for the Purpose of Financing Capital Improvements for Park Purposes of the District,” as supplemented by Ordinance No.

23-006, adopted by said Board of Park Commissioners on June 29, 2023 and entitled “Supplemental Ordinance Providing For The Issuance of General Obligation Park Bonds (Alternate Revenue Source), Series 2023A, of the Skokie Park District” (collectively the “2023A Bond Ordinance”) the District issued its \$2,500,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2023A (the “Series 2023A Bonds”) and levied taxes sufficient for the payment of the principal of and interest on the Series 2023A Bonds. The amount levied for the 2024 tax levy year for such purpose is \$125,000.

Section 20. The District has determined that it has received alternate revenues sufficient for the payment of the principal of and interest on the Series 2023A Bonds and that the extension of the 2024 tax levy provided for in the 2023A Ordinance, will not be necessary and it is hereby determined that said levy in the amount of \$125,000 shall be abated entirely.

Section 21. The County Clerk is requested and directed to abate in its entirety the 2024 tax levy in the amount of \$125,000 heretofore levied by the District pursuant to the 2023A Ordinance.

Section 22. The Secretary of the District is authorized and directed to file a certified copy of this ordinance in the office of the County Clerk.

Section 23. This ordinance shall take effect upon its adoption in the manner provided by law.

This ordinance was adopted by the following vote:

AYES:

NAYS:

Adopted: February 25, 2025

President

Attest:

Secretary

*** *** ***

Recorded: February 25, 2025

Secretary



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: William G. Schmidt, Superintendent of Business Services

RE: Reappointment of Miller Cooper & Co., Ltd. as the District's auditing firm

Summary: Miller Cooper & Co., Ltd. has been the auditing firm for the Park District for the last twenty-four years. Their contract expired with the completion of the fiscal year 2024 audit. Staff is requesting the reappointment of Miller Cooper & Co., Ltd. for a one-year period.

The fee for the fiscal year 2024 audit was \$49,764 due to extra services provided by Miller Cooper. The proposed fees for fiscal year's 2025 are \$48,000 based on services described in the engagement letter (page 8). The proposal is attached. The district has a fine working relationship with Miller Cooper & Co., Ltd.

Recommendation: Staff recommends the appointment of Miller Cooper & Co., Ltd. as the District's auditing firm for fiscal year 2025.

Motion: Move to approve the appointment of Miller Cooper & Co., Ltd. as the District's auditing firm for fiscal years 2025.

MILLER COOPER & Co., Ltd

ACCOUNTANTS AND CONSULTANTS

February 18, 2025

Board of Commissioners
Michelle Tuft, Executive Director
Mr. William Schmidt, Superintendent of Business Services
Skokie Park District
9300 Weber Park Place
Skokie, Illinois 60077

Attention: Mr. William Schmidt, Superintendent of Business Services

The Objective and Scope of the Audit of the Financial Statements

You have requested that Miller, Cooper & Co., Ltd. (“we”, “us”, or “our”), audit Skokie Park District’s (the District) governmental activities, each major fund, and aggregate remaining fund information as of and for the year ending April 30, 2025, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter (“Engagement Letter”).

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (“GAAS”) and *Government Auditing Standards* issued by the Comptroller General of the United States (“GAS”), if deemed applicable, will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.



The Objective and Scope of the Audit of the Financial Statements (Continued)

We will not express an opinion or provide any form of assurance on this information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited. These items include the Management's Discussion and Analysis, Illinois Municipal Retirement Fund Pension Data, Other Postemployment Benefits Data, Budgetary Comparison Schedules, and Notes to the Required Supplementary Information.

Supplementary financial information other than RSI will accompany the District's basic financial statements. We will subject the supplementary financial information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary financial information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the supplementary financial information, which we anticipate this information to be the same as last year, in relation to the financial statements as a whole.

The introductory and statistical sections will be accompanying the District's basic financial statements. We will not subject the introductory and statistical sections, which we anticipate this information to be the same as last year, to the auditing procedures applied in our audit of the basic financial statements and will not express an opinion or provide any form of assurance on them. We will read the introductory and statistical sections and consider whether a material inconsistency exists between the introductory and statistical sections and the basic financial statement, or the introductory and statistical sections otherwise appears to be materially misstated. If, based on the work performed, we concluded that an uncorrected material misstatement of the introductory and statistical sections exists, we are required to describe it in our report.

The Channelside Park and Sports Park special reports (Special Reports), which are also supplementary financial information, will be submitted separately from the District's basic financial statements. We will subject the Special Reports to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the Special Reports to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the supplementary information, in relation to the financial statements as a whole.

The Responsibilities of the Auditor

We will conduct our audit in accordance with GAAS and GAS (if applicable). Those standards, regulations and supplements require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS and GAS (if applicable), we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, based on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity's system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- Consider the entity's system of internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We have identified the following preliminary significant risks of material misstatement as part of our audit planning:

- *Management override of internal controls:* There is a risk that management could override internal controls inconsistent with the Board of Commissioners' intent.
- *Improper revenue recognition:* There is a potential risk for misstatement related to revenue recognition, either intentional or unintentional.

Other significant risks may be identified during the performance of our audit procedures. We will communicate any additional significant risks with you during the audit.

Because of the inherent limitations of an audit, together with the inherent limitations of controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS (if applicable). Because the determination of waste or abuse is subjective, GAS (if applicable) does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework
(Continued)

We will communicate to the Board of Commissioners (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential). Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants (“AICPA”) and GAS.

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, vendors, customers or others.

Management is responsible for the preparation of the required supplementary information (“RSI”) which accounting principles generally accepted in the United States of America (“U.S. GAAP”) require to be presented to supplement the basic financial statements. Management is also responsible for the preparation of the supplementary information presented in relation to the financial statements as a whole in accordance with U.S. GAAP. Management agrees to include the auditor’s report on the supplementary information in any document that contains the supplementary information and will indicate that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor’s report thereon.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework
(Continued)

The Board of Commissioners is responsible for informing us of its views about the risks of fraud, waste or abuse within the District, and its knowledge of any fraud, waste or abuse or suspected fraud affecting the District.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with U.S. GAAP;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For report distribution; and
5. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures such as records, documentation and other matters.
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this Engagement Letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, if any.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Commissioners of the District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report. John Epperson is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

If circumstances arise relating to the condition of the District's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement. The District agrees that Miller, Cooper & Co., Ltd. shall have no liability for any damages to the District that arise from any actions Miller, Cooper & Co., Ltd. may take pursuant to this paragraph.

Skokie Park District's Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by District personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Mr. William Schmidt, Superintendent of Business Services. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Non-audit Services

In connection with our audit, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including assistance in drafting of the financial statements and assistance with certain GASB 34 entries.

Non-audit Services (Continued)

GAS (if applicable) independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the District, we determine whether providing such a service would create a significant threat to our independence for GAS (if applicable) audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The District has agreed that Mr. William Schmidt, Superintendent of Business Services possesses suitable skill, knowledge or experience and that the individual understands the non-audit services listed above to be performed sufficiently to oversee them. Accordingly, the management of the District agrees to the following:

1. Skokie Park District has designated Mr. William Schmidt, Superintendent of Business Services as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
2. Mr. William Schmidt, Superintendent of Business Services will assume all management responsibilities for subject matter and scope of the non-audit services listed above;
3. The District will evaluate the adequacy and results of the services performed; and
4. The District accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the District's management and those charged with governance of the objectives of the non-audit services, the services to be performed, the District's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this Engagement Letter documents that understanding.

Parties' Understandings Concerning Situation Around COVID-19

To the extent any of the services described herein require a party to visit ("Visiting Party") the other party's facilities ("Host Party") in person, the Visiting Party agrees to comply with the Host Party's rules and regulations regarding COVID-19 safety protocols while on the Host Party's premises, provided the Visiting Party is made aware of such rules and regulations. Further, in the event any of the services described herein need to be suspended and/or rescheduled by a party due to the ongoing situation surrounding COVID-19, the party requesting the suspension or rescheduling of the services will provide the other party with prompt written notice of the foregoing. To the extent such suspension and/or rescheduling of the services impacts either the cost of the services or the ability of the District or Miller, Cooper & Co., Ltd. to meet any deadlines or timeframes set forth herein, or both, the parties will document this in a written agreement mutually agreed upon and executed by both parties.

Fees and Costs

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus directly billed expenses. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from District personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our fees for the year ending April 30, 2025 will be \$48,000 for the audit and non-audit services described above, plus direct expenses. This fee estimate will be subject to adjustments based on unanticipated changes in the scope of our work and/or incomplete or untimely receipt by us of information on the client participation list. Additional non-audit services that may be required will be billed at our standard rates in effect at the time the services are provided. All other provisions of this letter will survive any fee adjustment. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

All matters related to the District's ongoing compliance with Governmental Accounting Standards Board Statement No. 87, *Leases*, and Statement No. 96, *Subscription-Based Information Technology Arrangements*, will be accounted for and billed separately.

You have informed us that you intend to prepare an Annual Comprehensive Financial Report ("ACFR") and submit it for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. Our association with other information in the ACFR consists of reading the other information and considering whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated.

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Other Relevant Information

We may, in our sole discretion, use qualified third-party service providers, including service providers that may be located outside of the United States, to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose personal information or confidential information to them. In such instances, we will take reasonable steps to maintain the confidentiality of your information, including the use of confidentiality agreements where appropriate. By signing this Engagement Letter, you agree and consent to the use of such third-party service providers. We will be responsible to you for the performance of our third-party service providers, solely as related to the services performed under this Engagement Letter, subject to all limitations and disclosures set forth herein.

Specifically, during the course of our professional practice, from time to time, with the prior written consent of our clients, we provide our clients' confidential accounting and/or financial data, without the clients being specifically identified, to a third party for research and/or benchmarking purposes. In the course of this engagement, or thereafter, we may wish to provide your confidential data to a third party in such a format. By your signature on this letter, you may expressly authorize us to make such disclosure of your confidential accounting and/or financial data, as we may elect within our discretion, with the understanding that, in doing so, you will not be specifically identified.

In accordance with GAS (if applicable), a copy of our most recent peer review report is enclosed for your information.

Use and Ownership; Access to Audit Documentation

The Audit Documentation for this engagement is the property of Miller, Cooper & Co., Ltd. For the purposes of this Engagement Letter, the term "Audit Documentation" shall mean the confidential and proprietary records of Miller, Cooper & Co., Ltd.'s audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Our services are not intended to benefit or influence any third parties.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable Miller, Cooper & Co., Ltd. policies, in our sole discretion and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter acceptable to Miller, Cooper & Co., Ltd. We reserve the right to decline a successor auditor's request to review our workpapers. You agree that providing access to a successor auditor is not a waiver of the accountant privilege.

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Use and Ownership; Access to Audit Documentation (Continued)

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

You acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office may have access to the Audit Documentation upon their request and that we shall maintain the Audit Documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Any access to the requested Audit Documentation will be provided under the supervision of Miller, Cooper & Co., Ltd. audit personnel and at a location designated by our firm.

Legal Issues and Claim Resolution

Any claim arising out of services rendered pursuant to this agreement shall be resolved in accordance with the laws of Illinois. The District and Miller, Cooper & Co., Ltd. agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by Miller, Cooper & Co., Ltd. or the date of this Engagement Letter if no report has been issued, without delay in the running of this period based on the time of discovery of the claim. The District and Miller, Cooper & Co., Ltd. agree that neither of their liability to the other for any damages incurred as a result of this engagement shall exceed the amount paid by you for services under this engagement. This damages limitation shall occur regardless of the nature of the claim, whether in contract, tort or otherwise, and including but not limited to Miller, Cooper & Co., Ltd.'s own negligence, but shall not apply to the extent that Miller, Cooper & Co., Ltd. is found to have acted with intentional misconduct or fraud or is seeking a claim for its unpaid fees. Furthermore, the District agrees that Miller, Cooper & Co., Ltd. shall not under any circumstances be liable for any special, consequential, incidental or exemplary damages or loss (nor any lost profits, taxes, interest, tax penalties, savings, or business opportunity).

In responding to any claim or action of any kind, regardless of whether it is in contract, tort, at law or in equity, we shall be entitled to assert your comparative fault as a defense to the claim or action to reduce any damages awarded against us in proportion to the culpable conduct attributable to you.

Legal Issues and Claim Resolution (Continued)

In addition, the District agrees to indemnify, defend, and hold harmless Miller, Cooper & Co., Ltd. and its current, former and future partners, principals, employees, and personnel from any and all claims, liabilities, costs, and expenses, including attorneys' fees, relating to Miller, Cooper & Co., Ltd.'s services under this Engagement Letter arising from or relating to the District's misrepresentations or false or incomplete information provided to us during the engagement, except to the extent finally determined to have resulted from the intentional misconduct or fraud of Miller, Cooper & Co., Ltd. relating to such services.

Information Security - Miscellaneous Terms

Miller, Cooper & Co., Ltd. is committed to the safe and confidential treatment of the District's proprietary information. Miller, Cooper & Co., Ltd. is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards, which govern the provision of services described herein. The District agrees that it will not provide Miller, Cooper & Co., Ltd. with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the District's information, including the use of collaborative sites to ensure the safe transfer of data between the parties. In connection with this engagement, we request your authorization for use of Smartsheet, a collaborative site for the exchange and storage of files and other information.

Confidentiality

Miller, Cooper & Co., Ltd. and the District agree that the services provided under this Engagement Letter are confidential and that the information obtained and generated by Miller, Cooper & Co., Ltd in providing these services was obtained and generated in confidence.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this Engagement Letter. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

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Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Engagement Letter. You agree that we will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

Either party may terminate this Engagement Letter without liability to the other party upon written notice if: (i) circumstances arise that in its judgment would cause its continued performance to result in a violation of law, a regulatory requirement, applicable professional or ethical standards, or, in the case of Miller, Cooper & Co., Ltd., our client acceptance or retention standards; or (ii) if the other party is placed on a Sanctioned List (as defined herein), or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List (as defined herein).

Neither Miller, Cooper & Co., Ltd. nor the Company shall be responsible for any delay or failure in its performance resulting from acts beyond its reasonable control (each, a "Force Majeure Event"). Force Majeure Events include, but are not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Engagement Letter where our services are delayed more than 120 days by a Force Majeure Event; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Engagement Letter.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Engagement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Engagement Letter.

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Termination (Continued)

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Engagement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Engagement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Engagement Letter will no longer apply. In order for us to recommence work, the execution of a new Engagement Letter will be required.

The parties agree that those provisions of this Engagement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Engagement Letter.

Miscellaneous

Miller, Cooper & Co., Ltd. may mention the District's name and provide a general description of the engagement in Miller, Cooper & Co., Ltd.'s client lists and marketing materials.

You have informed us that you may issue public debt in the future and that you may include our report on your financial statements in the offering statement. You have further informed us that you do not intend for us to be associated with the proposed offering.

We agree that our association with any proposed offering is not necessary, providing the District agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The District agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

Miller, Cooper & Co., Ltd., our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Miller, Cooper & Co., Ltd. also has not performed any procedures relating to this official statement or memorandum.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a principal or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. In the event you wish to provide an offer of employment to our professional staff you agree to make us aware of the situation. If the offer is accepted, you agree to compensate us in the amount of 150% of the professional staff's starting salary with your District. To ensure that Miller, Cooper & Co., Ltd.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement principal before entering into any substantive employment discussions with any of our personnel.

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Miscellaneous (Continued)

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Engagement Letter. The District shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder in violation of any applicable sanctions, laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder from any territory under embargo by the United States or Canada. The District shall not knowingly cause Miller, Cooper & Co., Ltd. to violate any sanctions applicable to Miller, Cooper & Co., Ltd. As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and United Kingdom.

Any term of this Engagement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

Governing Law

This Engagement Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Engagement Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Illinois, without regard to its conflict of law principles, and applicable U.S. federal law.

Entire Agreement

This Engagement Letter constitutes the complete and exclusive statement of agreement between Miller, Cooper & Co., Ltd. and the District, and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Engagement Letter.

If any term or provision of this Engagement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Engagement Letter may be amended or modified only by a written instrument executed by both parties.

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Electronic Signatures and Counterparts

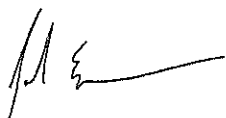
This Engagement Letter may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which taken together will constitute one and the same instrument. Each party agrees that any electronic signature of a party to this Engagement Letter or any electronic signature to a document contemplated hereby (including any representation letter or evidence used to support audit findings) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature.

Acknowledgement and Acceptance

Each party acknowledges that it has read and agrees to all of the terms and conditions contained herein. Each party and its signatory below represents that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the undertakings and obligations contained herein. We appreciate your business.

Sincerely,

MILLER, COOPER & CO., LTD.



John Epperson, Principal

ENG/ Skokie Park District 25 ENG gc

Confirmed on behalf of Skokie Park District:

President of the Board of Commissioners

Date

Executive Director

Date

Superintendent of Business Services

Date



Skokie Park District BOARD SUMMARY



Date: January 21, 2025
To: Board of Park Commissioners
From: Michelle Tuft, Executive Director
Re: Property Donation – Builders Asphalt

Summary: This item was tabled from the January board meeting. The district's attorney and representatives from Builder's Asphalt will be present to discuss the donation and answer any questions the board may have.

The board packet also includes portions of two environmental reports provided by MWRD and Builder's Asphalt. The reports were 50 and 1,000 pages. If any board member wants the report in its entirety, it will be provided.

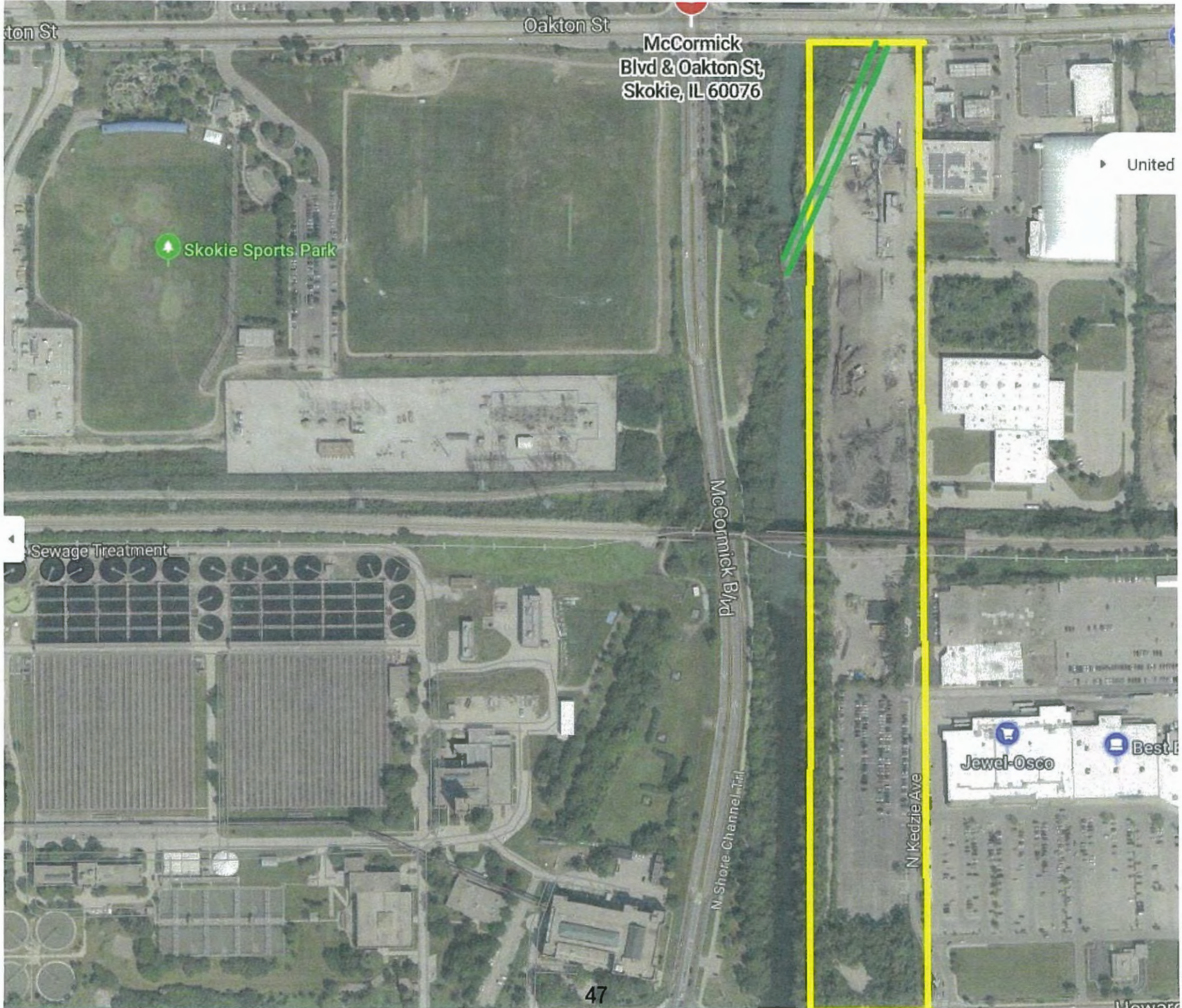
As the board knows, the Park District will be leasing the MWRD property east of McCormick Boulevard and east of the channel, between Oakton Street and Howard Street. The property is outlined in yellow in the attached picture. Builders Asphalt, who currently leases the northern portion of the property, owns a small right of way that runs through the MWRD property, outlined in green.

Builders is donating the property to the Park District which will be extremely beneficial when the MWRD leases are approved and will allow the district full access to the property. Builders has made certain requirements for the donation and the district's attorney has reviewed the documents and requirements and does not see any problems with the restrictions.

Recommendation: Staff recommends the board improve the donation from Builder's Asphalt, LLC.

Motion:

Move to approve resolution 25-001 authorizing the purchase of certain real estate commonly known as 3219 Oakton Street, Skokie, Illinois and approving the terms and authorizing the execution of real estate purchase and sales contract in connection therewith.



**SKOKIE PARK DISTRICT
RESOLUTION NO. 25-001**

A Resolution Authorizing the Purchase of Certain Real Estate Commonly Known as 3219 Oakton Street, Skokie, Illinois and Approving the Terms and Authorizing the Execution of a Real Estate Purchase and Sales Contract in Connection Therewith

WHEREAS, the Skokie Park District (“Park District”) is an Illinois park district and unit of local government duly organized and operating pursuant to the Illinois Park District Code (70 ILCS 1205/1-1, *et seq.*); and

WHEREAS, Section 8-1 of the Illinois Park District Code (70 ILCS 1205/8-1) authorizes the Park District to acquire by gift, legacy, grant, purchase or condemnation any and all real estate or rights therein necessary for building, laying out, extending, adorning, and maintaining such parks, boulevards, and driveways or for effecting any of the powers or purposes granted under the Illinois Park District Code as its board may deem proper; and

WHEREAS, the Park District’s Board of Park Commissioners (“Park Board”) has determined that it is in the best interests of the Park District to acquire the real estate located at 3219 Oakton Street, Skokie, Illinois (“Subject Property”); and

WHEREAS, at the direction of the Park Board, the Park District’s staff and legal counsel have negotiated terms and conditions for acquisition of the Subject Property as set forth in the Real Estate Purchase and Sales Contract attached hereto as Exhibit A (“Contract”), which terms and conditions are acceptable to the Park Board; and

WHEREAS, all of the statutory requirements for the purchase of real property by a Park District have been met as set forth in the attached Contract; and

WHEREAS, the Park Board desires to formally ratify and approve the terms and conditions of the Contract and to proceed with the acquisition of the Subject Property.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Park Commissioners of the Skokie Park District, Cook County, Illinois, as follows:

1. The foregoing preambles to this Resolution are hereby incorporated by this reference in, and made a part of, this Resolution.

2. The form, terms and provisions of the Contract, as presented to the Park Board at this meeting, are hereby in all respects ratified and approved, and the President of the Park Board, or her designee, is hereby authorized and directed to execute the Contract in the name and on behalf of the Park District, substantially in the form as presented to this Park Board, with such modifications thereto, if any, as the President of

the Park Board, or her designee, in consultation with the Park District's legal counsel, shall approve, which approval shall be conclusively evidenced by his or her execution thereof.

3. The President and Secretary of the Park Board, the Park District's Executive Director or her designee, and the Park District's attorneys (Tressler LLP) are hereby authorized, empowered and directed to take all action and execute any and all documents necessary or appropriate in order to carry out the intent and effect the provisions and purposes of this Resolution and the Contract.

4. This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted this 21st day of January, 2025 by roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

Secretary
Board of Park Commissioners
Skokie Park District

President
Board of Park Commissioners
Skokie Park District

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, the undersigned, do hereby certify that I am the Secretary of the Board of Park Commissioners of the Skokie Park District, Cook County, Illinois and as such, I am keeper of the records, ordinances, files and seal of said Park District; and

I HERBY CERTIFY that the foregoing instrument is a true and correct copy of:

A Resolution Authorizing the Purchase of Certain Real Estate Commonly Known as 3219 Oakton Street, Skokie, Illinois and Approving the Terms and Authorizing the Execution of a Real Estate Purchase and Sales Contract in Connection Therewith

adopted at a duly called Meeting of the Board of Park Commissioners of the Skokie Park District in said Park District at 7:00 p.m. on the 21st day of January, 2025.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted as required by the Open Meetings Act and that said meeting was otherwise called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Skokie Park District this 21st day of January, 2025.

Secretary, Board of Park Commissioners
Skokie Park District

[SEAL]

DONATION AGREEMENT

This Donation Agreement (“Agreement”) is made by and between the **SKOKIE PARK DISTRICT**, an Illinois park district and unit of local government (“Park District”) and **BUILDER’S ASPHALT, LLC**, a Delaware limited liability company (“Owner”). Park District and Owner are hereinafter sometimes referred to individually as a “Party” and together as the “Parties.”

Recitals

WHEREAS, the Park District is an Illinois park district and unit of local government organized and operating pursuant to the Park District Code, 70 ILCS 1205/1-1 et seq.; and

WHEREAS, the Owner is the fee simple owner of the parcel of land commonly known as 3219 Oakton Street, Skokie, Illinois 60076, legally described in Exhibit A attached hereto and incorporated herein by reference (the “Property”); and

WHEREAS, the Owner desires to donate the Property to the Park District for public park and recreational purposes; and

WHEREAS, Park District desires to accept and receive the donation of the Property from Owner for public park and recreational purposes and for such other uses and purposes as the Park District determines is in the best interest of the Park District subject to the restrictions set forth in the Quit Claim Deed; and

WHEREAS, Section 8-1 of the Park District Code (70 ILCS 1205/8-1) authorizes the Park District to acquire title to real estate by donation; and

WHEREAS, Park District’s Board of Park Commissioners (“Park Commissioners”) have determined that it is in the best interest of the Park District and its residents to acquire the Property, subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The foregoing recitals are hereby incorporated into this Agreement, and made a part hereof, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith.

2. Donation by Owner. Owner shall donate the Property to Park District free and clear of any claims or title encumbrances whatsoever, including but not limited to all real estate taxes due and payable and mortgages. The Parties agree that the conveyance of the Property to Park District shall be made by the Quit Claim Deed substantially in the form attached hereto and incorporated herein by reference as Exhibit B at the Closing. Owner and Park District shall work

in good faith to complete IRS Form 8283 Noncash Charitable Contributions as part of the Closing which is attached hereto and incorporated herein by reference as Exhibit C. Both Owner and Park District covenant and agree that neither will take a position on any income tax return, before any governmental agency charged with the collection of any income tax, or any judicial proceeding that is any way inconsistent with the Form 8283 executed for Closing.

3. Closing. For purposes of this Agreement, the “Closing” of the conveyance shall be deemed to have occurred on the Closing Date upon the occurrence of the last act necessary to convey fee simple title, free and clear of any and all liens claims and encumbrances with only the permitted exceptions, in and to Park District. The Closing of the conveyance shall take place on a date mutually agreeable to the Parties but in no event later than December 31, 2025 (the “Closing Date”) via remote escrow means at Chicago Title Insurance Company located at 2441 Warrenville Road, Suite 100, Lisle, IL 60532 (the “Title Company”), subject to the delivery by Owner of the following pertaining to the Property: Quit Claim Deed, Affidavit of Title, Alta Statements, any and all State, County and local transfer tax forms as required, any and all documentation necessary to provide clear title, waive any existing exceptions from title, any and all other documentation necessary to convey the Property to Park District free from any and all encumbrances whatsoever and sufficient money to pay the Owner’s prorated share of the real estate taxes through the Closing Date based on 105% of the most recently ascertainable real estate taxes pursuant to Paragraph 7 hereof. Owner agrees to deliver possession of the Property to Park District at Closing in the same condition as it is on the date of this Agreement and in accordance with the representations and warranties stated below and as otherwise provided in this Agreement.

4. Costs. Parties agree to each pay one-half of all closing costs, including all costs of title and escrow in connection with the Closing. If any endorsements are required to be issued for Park District to obtain title insurance in conformity with the title Owner is required to deliver to Park District, the Parties agree to each pay one-half of the premium for such endorsements at Closing. Parties shall each pay one-half of the cost to record the deed to the Property and any and all instruments of release for liens and encumbrances imposed on the Property prior to the Closing Date. Each party shall be responsible for compensating their respective counsel and/or advisors.

5. Conditions Precedent.

A. The acceptance of this donation by Park District is contingent upon the ability of Park District to satisfy itself within forty-five (45) calendar days from the Acceptance Date, as defined below, (the “Contingency Period”), that the Property is satisfactory to Park District for its intended use thereof. In the event Park District, in its sole discretion, is not so satisfied for any reason and advises Owner in writing prior to the expiration of the Contingency Period, this Agreement shall be null and void. If written notice is not served within forty-five (45) calendar days from the Acceptance Date, this Agreement shall remain in full force and effect.

B. During the Contingency Period, Park District may obtain an owner’s pro-forma title insurance policy issued by the Title Company insuring that fee simple title to the Property will be vested in Park District subject only to those title exceptions which are acceptable to Park District in its sole and absolute discretion.

C. In the event Park District elects to obtain a survey of the Property during the Contingency Period, Owner grants access to the Property to the surveyor selected by Park District and Park District shall be fully responsible for the fees and costs for any such survey of the Property.

D. During the Contingency Period, Park District may cause such environmental (including Phase I and Phase II environmental site assessments), geotechnical, soil testing, surveying, engineering, examination, appraisal, zoning and planning and/or other testing or evaluation of the Property as Park District shall deem necessary (“Site Evaluation”) to be made at Park District's sole cost and expense. Park District shall have all reasonable access to the Property for said purposes from and after the said date of delivery of this Agreement signed by Owner. Park District agrees to indemnify, defend and hold Owner harmless from any and all claims, notices, costs, losses deficiencies, demands, actions, suits, proceedings, judgments, damages, fines or penalties, including reasonable attorneys’ fees and expenses, suffered or incurred by Owner as a result of any matter, condition or act relating to the Property and involving any costs, liabilities, damage to persons and/or property arising solely as a result of any actions or omissions by any employee, contractor, subcontractor or agent of Park District in carrying out the Site Evaluation or surveying of the Property. Except for the negligence of Park District or its agents and contractors, Park District shall not be responsible or liable for any losses, claims, costs, damages, injuries, or suits, including but not limited to claims for remediation, which may in any manner arise from contamination of the Property or the environmental condition of the Property, or other defects discovered and released upon the Property during Site Evaluation. Park District shall not be responsible for any damage to the Property nor any costs or liability arising out of any negligent or wrongful acts of the Owner. Owner shall cooperate fully with Park District and its contractors with respect to all such Site Evaluation.

E. Notwithstanding Park District’ indemnification obligations above, prior to the date that Park District’s agents or contractors first enter the Property, Park District’s agents and contractors shall procure and maintain throughout the term of this Agreement, commercial general liability insurance, including direct contractual and contingent liability, with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. Owner shall be included as an additional insured under the required commercial general liability coverage. In addition, this insurance must include personal injury liability with employee and contractual exclusions removed. Neither Park District nor Park District’s agents or contractors will be permitted to come onto the Property unless and until Park District has provided to Owner certificates of insurance evidencing this coverage and the additional insured status of Owner. Notwithstanding the foregoing, the minimum insurance coverage specified in this Section 5.E. applicable to the Park District may be provided by self-insurance, participation in a risk management pool, commercial policies of insurance, or a combination thereof. Owner acknowledges and agrees that Park District’s membership in the Park District Risk Management Agency (“PDRMA”) and its naming of the Owner as an additional insured as allowed under the applicable policy or policies of PDRMA satisfy the requirements of this Section.

6. Representations and Warranties.

6.1 Owner represents and warrants to Park District, as of the Acceptance Date and as of the Closing Date, except where specific reference is made to another date or dates, in which case the other date or dates will apply, that:

A. There are no leases, whether recorded or unrecorded, occupancy agreements, management agreements, or maintenance agreements relating to the Property and Owner agrees not to enter into any such agreements relating to the Property.

B. Owner has no knowledge of any proceedings pending or threatened for the taking by exercise of the power of eminent domain or, in any other manner, for a public or quasi-public purpose, of all or any part of the Property.

C. Owner has no knowledge of any pending or threatened litigation or administrative proceeding involving the Property in any manner.

D. Neither Owner nor to Owner's knowledge any of Owner's agents, employees, tenants, or contractors have caused or consented to the release, discharge, storage or handling of any Hazardous Materials as defined in this Agreement on, under or about the Property in violation of any applicable environmental laws or regulations.

For purposes of this Agreement, the term "Hazardous Materials" includes without limitation any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances or related materials defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 U.S.C. § 9601, *et seq.*), the Hazardous Materials Transportation Act, as amended (490 U.S.C. § 1801, *et seq.*), the Resource Conservation and Recovery Act, as amended (42 U.S.C. § 6901, *et seq.*) and in the regulations adopted and publications promulgated pursuant thereto, or any other federal, state or local government law, ordinance, rule or regulation.

E. Owner has no knowledge of any uncured violations of any law, ordinance, order, regulation, rule or requirement of any governmental authority affecting the Property.

F. Owner is vested with all necessary legal authority to enter into this Agreement; has full power, authority and legal right, and will have obtained all approvals and consents required to execute this Agreement and to carry out all of Owner's obligations under this Agreement; and this Agreement will constitute the valid and binding obligation of Owner in accordance with its terms.

G. No notices or requests have been received by Owner from any governmental agency or utility with respect to the Property with which Owner has failed or refused to comply. Any such notices or requests received prior to Closing shall be complied with by Owner at Owner's expense. If Owner does not elect to so comply, Park District may cancel this Agreement upon written notice to Owner. Without limiting the foregoing, any such

notice or requests received relating to building or zoning violations shall be complied with by Owner.

H. Owner has no knowledge of any claims, demands, liabilities, actions, special assessments or other governmental assessments or charges pending or threatened against Owner or the Property which:

- (1) constitute or might result in a lien or claim against the Property;
- (2) may result in a monetary or non-monetary obligation to be fulfilled by Park District;
- (3) could prevent, prohibit, delay or interfere with Park District's use of the Property for public park and recreational uses and purposes; or
- (4) could otherwise deprive Park District of any portion of the Property.

I. There are no attachments, executions or assignments for the benefit of debtor relief laws pending or threatened by or against Owner or any of its partners.

J. There are no outstanding options or rights granted by Owner to acquire the Property, or any part thereof, and there is no party other than Park District having any right or option to acquire the Property or any part thereof, except any foreclosure rights set forth in any mortgages affecting the Property which shall be removed by Owner prior to conveyance of title to Park District.

K. There are no contracts, whether written or oral, affecting the use, maintenance and operation of the subject property which survive the Closing.

L. Owner has full right, title and authority to convey the Property to Park District.

M. No broker or real estate salesperson or any other person is entitled to a finder's fee or commission arising from this Agreement.

N. If, prior to Closing, Park District obtains knowledge that any representation or warranty of Owner in this Agreement is incorrect in any material respect, Park District shall promptly notify Owner of such incorrectness. If Park District obtains knowledge prior to the Closing that any representation or warranty of Owner herein is incorrect in any material respect but does not notify Owner as provided above, Park District will be deemed to have forever waived any right to recover from Owner on account of such incorrectness.

For purposes of this Section 6.1, "**knowledge**" shall mean the present, actual knowledge (as opposed to the imputed knowledge), without inquiry or investigation, of the fact or condition by Tim Winter, the Property Manager of Owner (the "Owner's Representative"). Owner represents to Park District that the Owner's Representative is the person who is the most knowledgeable about

the Property. The representations and warranties contained in Section 6.1 are the representations and warranties of Owner, not Owner's Representative, and shall not create any individual liability for Owner's Representative

6.2 Park District represents and warrants to Owner, as of the Acceptance Date and as of the Closing Date, except where specific reference is made to another date or dates, in which case the other date or dates will apply, that:

A. Park District is vested with all necessary legal authority to enter into this Agreement; has full power, authority and legal right, and will have obtained all approvals and consents required to execute this Agreement and to carry out all of Park District's obligations under this Agreement; and this Agreement will constitute the valid and binding obligation of Park District in accordance with its terms.

B. EXCEPT AS SPECIFICALLY SET FORTH IN SECTION 6.1 OF THIS AGREEMENT OR IN THE DOCUMENTS EXECUTED BY OWNER AT CLOSING ("REPRESENTATIONS"), PARK DISTRICT ACKNOWLEDGES THAT OWNER HAS NOT MADE, DOES NOT MAKE, AND SPECIFICALLY NEGATES, RENOUNCES, AND DISCLAIMS ANY REPRESENTATIONS, WARRANTIES, PROMISES, COVENANTS, AGREEMENTS, OR GUARANTIES OF ANY KIND OR CHARACTER WHATSOEVER, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, OF, AS TO, CONCERNING, OR WITH RESPECT TO, (i) THE VALUE, NATURE, QUALITY, OR CONDITION OF THE PROPERTY, INCLUDING, WITHOUT LIMITATION, THE WATER, SOIL, AND ECOLOGY, (ii) THE SUITABILITY OF THE PROPERTY FOR ANY AND ALL ACTIVITIES AND USES WHICH MAY BE CONDUCTED THEREON, (iii) THE COMPLIANCE OF OR BY THE PROPERTY WITH ANY LAWS, RULES, ORDINANCES, OR REGULATIONS OF ANY APPLICABLE GOVERNMENTAL AUTHORITY OR BODY, (iv) THE HABITABILITY, MERCHANTABILITY, MARKETABILITY, PROFITABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OF THE PROPERTY, OR (v) ANY OTHER MATTER WITH RESPECT TO THE PROPERTY, AND SPECIFICALLY, THAT OWNER HAS NOT MADE, DOES NOT MAKE, AND SPECIFICALLY NEGATES, RENOUNCES, AND DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES REGARDING COMPLIANCE OF THE PROPERTY WITH ANY ENVIRONMENTAL PROTECTION, POLLUTION, OR LAND USE LAWS, RULES, REGULATIONS, ORDERS, OR REQUIREMENTS, INCLUDING, WITHOUT LIMITATION, THOSE PERTAINING TO SOLID WASTE, AS DEFINED BY THE U. S. ENVIRONMENTAL PROTECTION AGENCY REGULATIONS AT 40 C.F.R. PART 261, OR THE DISPOSAL OR EXISTENCE, IN OR ON THE PROPERTY, OF ANY HAZARDOUS SUBSTANCES, AS DEFINED BY THE COMPREHENSIVE ENVIRONMENTAL RESPONSE COMPENSATION AND LIABILITY ACT OF 1980, AS AMENDED, AND THE REGULATIONS PROMULGATED THEREUNDER. EXCEPT FOR THE REPRESENTATIONS, PARK DISTRICT SHALL RELY SOLELY ON ITS OWN INVESTIGATION OF THE PROPERTY AND NOT ON ANY INFORMATION PROVIDED OR TO BE PROVIDED BY OWNER, ITS AGENTS, OR CONTRACTORS. EXCEPT FOR THE REPRESENTATIONS, PARK DISTRICT FURTHER ACKNOWLEDGES THAT AS A MATERIAL INDUCEMENT TO THE EXECUTION AND DELIVERY OF THIS

AGREEMENT BY OWNER, PARK DISTRICT IS PURCHASING THE PROPERTY IN AN "AS-IS" "WHERE IS" PHYSICAL CONDITION AND IN AN "AS IS" STATE OF REPAIR, WITH ALL FAULTS. EXCEPT FOR THE REPRESENTATIONS, OWNER SHALL NOT BE LIABLE OR BOUND IN ANY MANNER BY ANY VERBAL OR WRITTEN STATEMENTS, REPRESENTATIONS, OR INFORMATION PERTAINING TO THE PROPERTY OR THE OPERATION THEREOF, FURNISHED BY ANY PARTY PURPORTING TO ACT ON BEHALF OF OWNER.

C. Park District acknowledges that (i) Park District has had or will have, pursuant to this Agreement, an adequate opportunity to make such legal, factual and other inquiries and investigation as Park District deems necessary, desirable or appropriate with respect to the Property, and (ii) except as otherwise expressly set forth in Section 6.1 of this Agreement, neither Owner, nor anyone acting for or on behalf of Owner, has made any representation, warranty, promise or statement, express or implied, to Park District, or to anyone acting for or on behalf of Park District, concerning the Property or the condition, use or development thereof. Park District represents that, in entering into this Agreement, Park District has not relied on any representation, warranty, promise or statement, express or implied, of Owner, or anyone acting for or on behalf of Owner, other than as expressly set forth in Section 6.1 of this Agreement, and that Park District shall accept the donation of the Property based upon Park District's own prior investigation and examination of the Property. If Park District elects (A) not to inspect the Property, (B) to terminate this Agreement on or before the expiration of the Contingency Period, or (C) to proceed to Closing, such election will be made at Park District's absolute discretion, in reliance solely upon the tests, analyses, inspections and investigations that Park District makes, or had the right to make and opted not, or otherwise failed, to make, and not in reliance upon any alleged representation made by or on behalf of Owner, except as set forth in Section 6.1.

6.3 All representations and warranties of Owner set forth in Sections 6.1 hereof shall survive the Closing for a period of one (1) year thereafter ("Survival Period"). Park District acknowledges that it is a sophisticated entity who is familiar with the ownership and operation of real estate projects similar to the Property, and Park District and Owner have negotiated and agreed upon the length of the Survival Period as an adequate period of time for Park District to discover any and all facts that could give rise to a claim or cause of action for a breach of Owner's Representations. Park District may as its sole an exclusive remedy: (a) re-convey the Property on the breach of any Owner's Representations, but only if: (i) Park District first learns of the breach after Closing and files the action within the Survival Period and (ii) the damage to Park District on account of the breach (individually or when combined with damages from other breaches) equals or exceeds Fifty Thousand and No/100 Dollars (\$50,000.00). Furthermore, Park District agrees that Owner's liability, however and whenever arising, whether based on or through, directly or indirectly, in whole or in part, any breach of Owner's Undertakings, at law or in equity, or any other claim or basis arising under the Purchase Documents or with respect to the Property, at law or in equity, shall be to re-convey the Property as set forth in Section 10.

7. Real Estate Taxes. Owner shall pay any and all outstanding real estate taxes due and owing prior to the Closing. Current general real estate taxes and other similar charges relating to the Property shall be prorated as of the Closing Date. If the amount of the current general real

estate taxes is not then ascertainable, the adjustment thereof shall be on the basis of 105% of the amount of the most recent ascertainable taxes, with all such prorations to be final

8. Written Notices. Any and all notices, demands, consents and approvals required under this Agreement shall be sent and deemed received: (A) on the third business day after mailed by first class mail, or (B) on the next business day after deposit with a nationally-recognized overnight delivery service (such as Federal Express or Airborne) for guaranteed next business day delivery, or (C) by email transmission on the day of transmission, if sent before 6:00 pm on a business day, or (D) by personal delivery, if addressed to the Parties as follows:

A. To Owner:
Attn: Tim Winter
321 Center Street
Hillside, Illinois 60162
Email: tim@fsrealestatelc.com

With a required copy to:
EK Law Group
Attn: Kevin M. Carrara
100 Illinois Street, Suite 200
St. Charles, Illinois 60174
Email: kevin@eklawgrp.com

B. To Park District:
Skokie Park District
Attn: Michelle Tuft, Executive Director
9300 Weber Park Place
Skokie, Illinois 60077
Email: mtuft@skokieparks.org

With a required copy to:
Andrew S. Paine
Tressler LLP
233 S. Wacker Drive, 61st Floor
Chicago, Illinois 60606
Email: apaine@tresslerllp.com

9. Risk of Loss. The provisions of the Uniform Vendor and Purchaser Risk Act of the State of Illinois shall be applicable to this Agreement.

10. Obligation of Owner to Accept Re-conveyance. In the event Park District determines that any material representation or material warranty of Owner was not true, Park District may, in its sole and absolute discretion, re-convey the Property to the Owner or Owner's successors in title and, by this provision the Owner or Owner's successors in title, does or do accept the re-conveyance.

11. Miscellaneous Provisions.

- A. This Agreement shall remain in full force and effect after its execution by both Parties unless terminated as set forth herein.
- B. This Agreement shall be binding on and inure to the benefit of the Parties, their respective personal representatives, successors and assigns as well as their respective successor in title to the Property.
- C. The captions of the paragraphs of this Agreement are for convenience only and do not affect the interpretation of, and are not to be interpreted as part of, this Agreement.
- D. This Agreement constitutes the entire contract between the Parties with respect to the subject matter of this Agreement and all prior negotiations and representations are without legal effect. This Agreement may not be modified except by an instrument in writing signed by all the Parties and dated on a date subsequent to the date of this Agreement. The Parties acknowledge that although this Agreement may have been drafted by one Party, it is the result of both Parties' efforts and any rule of strict construction against the party drafting an instrument shall not be applied.
- E. The enforceability or invalidity of any provision or provisions of this Agreement shall not render any other provision or provisions unenforceable or invalid.
- F. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.
- G. This Agreement may be executed in any number of counterparts and each of such counterparts shall, for all purposes, be deemed an original and all such counterparts shall together constitute one and the same agreement. Execution copies of this Agreement may be delivered by facsimile or email, and the parties hereto agree to accept and be bound by facsimile signatures or scanned signatures transmitted via email hereto, which signatures shall be considered as original signatures with the transmitted Agreement having the binding effect as an original signature on an original document. Neither party may raise the use of a facsimile machine or scanned document or the fact that any signature was transmitted through the use of a facsimile machine or email as a defense to the enforcement of this Agreement.
- H. The provisions of this Agreement and of the documents to be executed and delivered at Closing are and will be for the benefit of Seller and Purchaser only and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Agreement or of the documents to be executed and delivered at Closing.
- I. Each party shall, when requested by the other party hereto, cause to be executed, acknowledged and delivered such further instruments and documents as may be

necessary and proper, in the reasonable opinion of the requesting party, in order to carry out the intent and purpose of this Agreement; provided, however, that this Section 11(I) shall not be construed to increase the economic obligations or liabilities of either party hereto.

- J. None of the Owner’s or Park District’s partners, manager, members, officers, directors, agents, employees, affiliates, attorneys, investment advisors or trustees shall have any personal liability of any kind or nature, nor shall Owner or Park District have the right to receive any judgment or otherwise recover against the assets of the aforesaid related to the other party, under or arising out of or in any way relating to this Agreement and the transactions contemplated under this Agreement.
- K. Each party hereto, knowingly and voluntarily, and for their mutual benefit, waives any right to trial by jury in the event of litigation regarding the performance or enforcement of, or in any way related to, this Agreement

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by him or herself, in the case of the Owner, and, in the case of Park District, by a duly authorized officer thereof, as of the date written below and with the intent to be legally bound hereby.

BUILDER’S ASPHALT, LLC

SKOKIE PARK DISTRICT

By: _____
Ryan Gandy, President

By: _____
President, Board of Park Commissioners

Dated: _____, 2024

Attest: _____
Secretary, Board of Park Commissioners

Dated: _____, 2024
 (“Date of Acceptance”)

EXHIBIT A

Legal Description Of The Property

PARCEL 1:

THAT PART OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON SOUTH OAKTON STREET, DISTANT 15.88 FEET SOUTHEASTERLY MEASURED AT RIGHT ANGLES, FROM THE CENTER LINE BETWEEN THE TWO MAIN TRACKS (NOW REMOVED) OF THE JUNCTION RAILWAY COMPANY (NOW THE CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY) AS SAID MAIN TRACKS WERE ORIGINALLY LOCATED AND ESTABLISHED. THENCE SOUTHWESTERLY PARALLEL WITH SAID CENTER LINE BETWEEN THE TWO ORIGINAL MAIN TRACKS A DISTANCE OF 706.59 FEET TO THE WESTERLY FACE OF THE WEST WALL OF CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY BRIDGE NO. 543-1/2 CROSSING THE NORTH SHORE CHANNEL; THENCE NORTHWESTERLY ALONG SAID WEST WALL OF BRIDGE NO. 543-1/2 A DISTANCE OF 124.27 FEET TO A POINT DISTANT 50.0 FEET NORTHWESTERLY, MEASURED AT RIGHT ANGLES, FROM SAID CENTER LINE BETWEEN THE TWO ORIGINAL MAIN TRACKS; THENCE NORTHEASTERLY PARALLEL WITH SAID CENTER LINE BETWEEN THE TWO ORIGINAL MAIN TRACKS A DISTANCE OF 572.65 FEET TO A POINT ON THE SOUTH LINE OF OAKTON STREET; THENCE EASTERLY ALONG SAID SOUTH LINE OF OAKTON STREET A DISTANCE OF 71.8 FEET, MORE OR LESS TO THE POINT OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

PARCEL 2:

THE EASTERLY 34.12 FEET OF THE 100 FOOT WIDE RAILROAD RIGHT-OF-WAY LYING NORTHERLY OF THE NORTH SHORE CHANNEL THROUGH THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 26, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

ALSO DESCRIBED AS:

THAT PART OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL, MERIDIAN BOUNDED AS FOLLOWS: ON THE SOUTHEASTERLY SIDE BY A LINE PARALLEL WITH AND DISTANT 50.0 FEET SOUTHEASTERLY, MEASURED AT RIGHT ANGLES, FROM THE CENTER LINE BETWEEN THE MAIN TRACKS OF THE JUNCTION RAILWAY COMPANY (NOW THE CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY) AS SAID CENTER LINE WAS ORIGINALLY LOCATED AND ESTABLISHED ACROSS SAID SECTION 26; ON THE NORTHEASTERLY SIDE BY THE SOUTH LINE OF OAKTON STREET; ON THE NORTHWESTERLY SIDE BY A LINE PARALLEL WITH AND DISTANT 22.5 FEET SOUTHEASTERLY, MEASURED AT RIGHT ANGLES, FROM THE CENTER LINE OF THE MOST NORTHWESTERLY OF WESTBOUND MAIN TRACK OF THE CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY, AS SAID MAIN TRACK IS NOW LOCATED; AND ON THE SOUTHWESTERLY SIDE BY THE WESTERLY FACE OF THE WESTERLY WALL OF A BRIDGE STRUCTURE (CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY BRIDGE NO. 543-1/2) CROSSING THE NORTH SHORE CHANNEL, ALL IN COOK COUNTY, ILLINOIS.

Permanent Real Estate Index Number: 10-26-202-024-0000

Address of real estate: 3219 Oakton St, Skokie, IL 60076

EXHIBIT B

(form of the Quit Claim Deed)

This Instrument Prepared By:
Kevin M. Carrara, Esq.
EK Law Group
100 Illinois Street
Suite 200
St. Charles, IL 60174

Upon Recordation Mail To:
Andrew S. Paine
Tressler LLP
233 S. Wacker Drive, 61st Floor
Chicago, Illinois 60606

QUIT CLAIM DEED

BUILDER’S ASPHALT, LLC, a Delaware limited liability company, whose address is 4401 Roosevelt Road, Hillside, IL 60162 (the “Grantor”), for and in consideration of the sum of Ten (\$10.00) Dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, by these presents does GRANT, BARGAIN, SELL, CONVEY AND QUIT CLAIM unto SKOKIE PARK DISTRICT, an Illinois political subdivision, whose address is 9300 Weber Park Place, Skokie, IL 60077 (the “Grantee”), all interest in the following described real estate, situated in the County of Cook and State of Illinois, known and described as follows, to wit (the “Property”):

Legal Description: See Exhibit A

Permanent Real Estate Index Number: 10-26-202-024-0000

Address of real estate: 3219 Oakton St, Skokie, IL 60076

SUBJECT TO: covenants, conditions, and restrictions of record, property taxes for 2024 and subsequent years until determined to be exempt, and this conveyance is further made upon the express conditions that the Property will not be used for any residential, commercial or industrial purposes including parking, ingress and egress roads, aisleways or driveways relating to any residential, commercial or industrial purposes and shall only be used as active or passive open space, natural area, recreational space or parks by the Skokie Park District which can include parking, ingress and egress roads, aisleways or driveways relating to such active or passive open space, natural area, recreational space or parks.

THIS IS NOT HOMESTEAD PROPERTY.

*Exempt under provisions of paragraph (b) of Section 200/31-45 of the Illinois Property Tax Code.

_____, ___, 2024

By: _____

Grantor, Grantee, or Representative

IN WITNESS WHEREOF, the Grantor has caused its name to be signed to these presents the day and year first above written.

BUILDER'S ASPHALT, LLC
a Delaware limited liability company

By: SKEJG, LLC, its Manager

By: _____

Name: Thomas Althoff

Title: Manager

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a Notary public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Thomas Althoff, personally known to me to be the Manager of SKEJG, LLC, the Manager of BUILDER’S ASPHALT, LLC, and personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that as such President he signed and delivered the said instrument as his free and voluntary act, and as the free and voluntary act and deed of said limited liability company, for the uses and purposes therein set forth.

Given under my hand and official seal, this _____ day of _____ 2024.

Commission expires _____, 2024

Notary Public

SEND SUBSEQUENT TAX BILLS TO:
Skokie Park District
Attn: Michelle Tuft, Executive Director
9300 Weber Park Place
Skokie, Illinois 60077

EXHIBIT A
to
Quit Claim Deed

LAND DESCRIPTION

PARCEL 1:

THAT PART OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON SOUTH OAKTON STREET, DISTANT 15.88 FEET SOUTHEASTERLY MEASURED AT RIGHT ANGLES, FROM THE CENTER LINE BETWEEN THE TWO MAIN TRACKS (NOW REMOVED) OF THE JUNCTION RAILWAY COMPANY (NOW THE CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY) AS SAID MAIN TRACKS WERE ORIGINALLY LOCATED AND ESTABLISHED. THENCE SOUTHWESTERLY PARALLEL WITH SAID CENTER LINE BETWEEN THE TWO ORIGINAL MAIN TRACKS A DISTANCE OF 706.59 FEET TO THE WESTERLY FACE OF THE WEST WALL OF CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY BRIDGE NO. 543-1/2 CROSSING THE NORTH SHORE CHANNEL; THENCE NORTHWESTERLY ALONG SAID WEST WALL OF BRIDGE NO. 543-1/2 A DISTANCE OF 124.27 FEET TO A POINT DISTANT 50.0 FEET NORTHWESTERLY, MEASURED AT RIGHT ANGLES, FROM SAID CENTER LINE BETWEEN THE TWO ORIGINAL MAIN TRACKS; THENCE NORTHEASTERLY PARALLEL WITH SAID CENTER LINE BETWEEN THE TWO ORIGINAL MAIN TRACKS A DISTANCE OF 572.65 FEET TO A POINT ON THE SOUTH LINE OF OAKTON STREET; THENCE EASTERLY ALONG SAID SOUTH LINE OF OAKTON STREET A DISTANCE OF 71.8 FEET, MORE OR LESS TO THE POINT OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

PARCEL 2:

THE EASTERLY 34.12 FEET OF THE 100 FOOT WIDE RAILROAD RIGHT-OF-WAY LYING NORTHERLY OF THE NORTH SHORE CHANNEL THROUGH THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 26, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

ALSO DESCRIBED AS:

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STATEMENT BY GRANTOR AND GRANTEE

The grantor or his agent affirms that, to the best of his knowledge, the name of the grantee shown on the deed or assignment of beneficial interest in a land trust is either a natural person, an Illinois corporation or foreign corporation authorized to do business or acquire and hold title to real estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illinois, or other entity recognized as a person and authorized to do business or acquire title to real estate under the laws of the State of Illinois.

BUILDER’S ASPHALT, LLC
a Delaware limited liability company

By: SKEJG, LLC, its Manager

By: _____

Name: Thomas Althoff
Title: Manager

SIGNED and SWORN to before me this
___ day of _____, 2024.

Notary Public

The grantee or his agent affirms and verifies that the name of the grantee shown on the deed or assignment of beneficial interest in a land trust is either a natural person, an Illinois corporation or foreign corporation authorized to do business or acquire and hold title to real estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illinois, or other entity recognized as a person and authorized to do business or acquire title to real estate under the laws of the State of Illinois.

SKOKIE PARK DISTRICT

By: _____

SIGNED and SWORN to before me this
___ day of _____, 2024.

Notary Public

Note: Any person who knowingly submits a false statement concerning the identity of a grantee shall be guilty of a Class C misdemeanor for the first offense and of a Class A misdemeanor for subsequent offenses.

EXHIBIT C

IRS Form 8283 Noncash Charitable Contributions
(see the following pages)

PHASE I

ENVIRONMENTAL SITE ASSESSMENT OF

**PARCELS 3-003-S, 2-004-N, 2-004-S
3219 OAKTON STREET**

SKOKIE, ILLINOIS

Prepared for

**Metropolitan Water Reclamation District
&
Builders Asphalt, LLC**

April 17, 2023



*ALPHA ENVIRONMENTAL, INC.
5 Pembroke Circle
Streamwood, IL 60107
(630) 772-0867 – tjeno@aol.com*



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Parcels 3-003-S, 2-004-N, 2-004-S, 3219 Oakton Street, Skokie, IL – Phase I Environmental Site Assessment

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1. SUMMARY OF FINDINGS

The following points summarize AE's findings associated with the Phase I Environmental Site Assessment of the improvements and property associated with three MWRD parcels.

- The subject parcel 3-003-S is associated with PIN #10-26-202-003 and is comprised of about 0.65 acres located to the north of the Skokie Swift line. Parcels 2-004-N and 2-004-S are associated with PIN number 10-26-202-004 and are comprised of approximately 0.13 and 0.6 acres, respectively located north and south of the Skokie Swift line. The parcels are separated by the elevated Skokie Swift rail support structure with access and egress joining the parcels on the east and west sides of the site beneath the rail line bridge. The parcels have historically been used by Monarch Asphalt and more recently, Orange Crush and Builders Asphalt as a staging area for crushed stone and recyclable asphalt. Improvements to the parcels consist of man holes for stormwater conveyance, utility poles, and the northern most parcel contains stockpiled materials consisting of crushed and uncrushed recycled asphalt pavement (RAP).
- Historical information reviewed for this assessment indicates that the subject parcels have been part of the acreage associated with the operation of an asphalt plant since the late 1950s. Prior to that, the parcels consisted of unimproved vegetated land. The parcels are currently owned by the Metropolitan Water Reclamation District and a lease agreement is in place between the MWRD and Builders Asphalt. The parcels have been historically used to store feedstock consisting of sand, gravel, and crushed asphalt and concrete. The majority of the active asphalt plant and most support equipment and operations are located further north.
- AE completed an earlier Phase I ESA for the 3-003-S and 2-004-S parcels in 2018. Additionally, a number of historical prior reports for the associated asphalt plant that were completed by AE and others were reviewed including: Phase I Environmental Assessment of Parcel 2 at 3219 Oakton Street and Parcel 3 at 3219 Oakton Street, November 18, 2008 (two reports); Phase II Baseline Site Investigation of 3219 Oakton Street, June 10, 2010; Environmental Restoration Summary Report for 3219 Oakton Street, June 28, 2016 and Spill Control and Countermeasures Plan, 3219 Oakton Street, January 15, 2020. Those reports and investigation activities are discussed and described in Section 4.2.
- No vent or fill pipe that would be associated with an underground storage tank was found on site at the time of this assessment.



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- No storage of hazardous materials or petroleum products was observed on the subject parcels. No RECs were identified associated with the storage, handling or use of hazardous materials and petroleum products at the adjoining asphalt plant.
- The adjoining asphalt plant has both Federal and State air permits associated with the operation of the plant and related equipment. Review of the most recent permit submitted for the batch mix asphalt plant in 2014 indicated that the permit would expire in 2024. The permits specify the operating conditions for the plant.
- The subject parcels are located in an area of combined industrial and commercial activities. Adjoining and nearby properties were identified on the environmental database within the required search radius prescribed by the ASTM standard. The available database and historical information indicates that none of the properties are expected to represent an environmental concern to the subject Property.

1.1 CONCLUSIONS

AE has completed this environmental assessment in conformance with ASTM E1527-21 and U.S. EPA 2005 AAI standards, as updated.

Recognized Environmental Conditions

The presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: 1) due to a release to the environment; 2) under conditions indicative of a release to the environment; or 3) under conditions that pose a material threat of a future release to the environment.

We have performed a Phase I Environmental Site Assessment in conformance with the scope and limitations of ASTM Practice E1527-21 of Parcels 3-003-S, 2-004-N, 2-004-S, 3219 Oakton Street, Skokie, Illinois (the Property). Any exceptions or deletions from this practice are described in Section 2 of this report.

This Phase I Environmental Site Assessment has revealed no evidence of RECs in connection with the subject Property.

Controlled Recognized Environmental Conditions

A recognized environmental condition resulting from a past release of hazardous substances or petroleum products that has been addressed to the satisfaction of the applicable regulatory authority (for example as evidenced by the issuance of a no further action letter or equivalent, or meeting risk-based criteria established by regulatory authority), with hazardous substances or petroleum products allowed to remain in place subject to the implementation of required controls.

No CRECs were identified at the subject Property.

Historical Recognized Environmental Conditions

A past release of any hazardous substances or petroleum products that has occurred in connection with the property and has been addressed to the satisfaction of the applicable regulatory authority or meeting unrestricted use criteria established by a regulatory authority, without subjecting the property to any environmental controls.



No HRECs were identified at the subject Property.

De-Minimis Conditions

Conditions that would not be the subject of an enforcement action if brought to the attention of appropriate regulatory agencies and that do not present a threat to human health or the environment. Specifically, a de minimis condition is one that is not a REC or CREC.

No de-minimis conditions were identified at the subject Property.

Data Gaps

Data gaps are identified when they significantly impact the ability of the consultant to identify Recognized Environmental Conditions at the Property. Limiting Conditions identified in this report are not considered to significantly impact our ability to satisfy the objectives of this assessment. Data failure is one type of data gap. Data failure occurs when all of the standard historical sources that are reasonably ascertainable and likely to be useful have been reviewed and yet the objectives have not been met. Historical sources are required to document property use back to the property's first developed use or back to 1940, whichever is earlier, or periods of five years or greater.

The historical research extended back prior to 1940 and the subject parcels were unimproved vegetated land. Greater than five year gaps were encountered in the historical research but usage was consistent within the time frames. No significant data gaps or data failure that would impact the ability to identify RECs were encountered during completion of the assessment. No significant limiting conditions were encountered during the completion of the assessment.

Non-ASTM Considerations

Assessment of Non-ASTM considerations has been evaluated in Section 7 of this report. These non-ASTM considerations consisted of Asbestos Containing Materials (ACM), Lead Based Paint (LBP), Radon, Moisture Intrusion, Floodplains, and Wetlands.

No concerns associated with the assessment of these non-ASTM issues were identified.

Business Environmental Risks

The ASTM Standard was designed solely to meet the requirements of the USEPA's All Appropriate Inquiries (AAI) to permit the potential purchaser to satisfy one of the requirements to qualify for the innocent landowner, contiguous property owner, or bona fide prospective purchaser limitations on CERCLA liability. It is possible for there to be business environmental risks (BERs) related to ASTM scope considerations that do not meet the definition of a REC.

This assessment has revealed no evidence of BERs associated with the standard ASTM scope considerations with the exception of the following:

- The subject parcels remain part of an active asphalt operation that has been ongoing for over 60 years. These industrial activities have the potential to result in an environmental impact to the subsurface conditions. At the time of this assessment,



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no areas of environmental concern were identified. However, AE considers the asphalt plant operations a BER.

Recommendations

No further testing or investigation is recommended.

Parcels 3-003-S, 2-004-N, 2-004-S, 2319 Oakton Street, Skokie, IL – Phase I Environmental Site Assessment

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2. INTRODUCTION

This report presents the findings of a Phase I Environmental Site Assessment of the actual and potential environmental compliance concerns of the improvements and property associated with three MWRD parcels at 3219 Oakton Street, Skokie, Illinois. Alpha Environmental, Inc. (AE) conducted the Phase I Environmental Site Assessment on March 24, 2023 at the request of Mr. Tim Winter for use and reliance by the Metropolitan Water Reclamation District and Builders Asphalt, LLC. The report has been prepared in general conformance with the following requirements:

- 1) American Society for Testing and Materials (ASTM), "E 1527-21: Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process".
- 2) Illinois Statutory Environmental Assessment Standards, as amended – 415 ILCS5/22.2(j)(6)(E).
- 3) U.S. EPA, All Appropriate Inquiry (AAI), Final Rule, 40 CFR Part 312, 2005, as amended.

This Phase I assessment was performed by Mr. Tom Enno and Ms. Renee Hix Mays. Resumes documenting their qualifications to perform these services are provided in Appendix A of this report. All of the information contained in this report, including any engineering conclusions, is based on the information available to AE during our investigation. More complete information may exist; however, AE used its best efforts to obtain information and prepare this report within the available time. Because this report is based on available and possibly incomplete information, some of its conclusions could be different if the information upon which it is based is determined to be false, inaccurate, or contradicted by additional information. This report presents a good faith effort using generally accepted industry standards regarding environmental audits. AE makes no representation whatsoever concerning the legal significance of its findings including, but not limited to, ownership of any property or the application of any law to the facts set forth herein. AE disclaims any obligation to update the report for events taking place or information received after the time during which we conducted our assessment.

2.1 SCOPE OF SERVICES

To accomplish this assessment, AE conducted investigations of the property including a thorough site walk through and interviews with available personnel familiar with the site. In the performance of the assessment, AE:

- Visually inspected the property. The site reconnaissance was conducted to identify past and current usages of the property including those likely to involve the use, treatment, storage, disposal, or generation of hazardous substances or petroleum



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products. Adjacent property usages were assessed for potential environmental concerns.

- Reviewed available documentation pertaining to historic and current site usages, chemical and waste handling processes, and waste management systems at the subject Property.
- Examined available records and files and contacted selected regulatory officials to evaluate compliance status. Documents and files reviewed (as applicable) included those available from the Illinois EPA and OSFM; city building and fire departments, and township assessor/county recorder.
- Obtained environmental database listings for review of all environmental records required by the ASTM and AAI standards for the specified search radius around the property.
- Reviewed historical records consisting of aerial photographs, topographic maps, Sanborn maps, city directories, floodplain maps, wetland maps and other material as available.

No environmental sampling was conducted as it was outside this scope of work. The scope of work also did not include a chain of title search. AE completed a Phase I ESA Questionnaire (Appendix D) for the Property.

AE's Phase I environmental assessment evaluated the subject facility operations, historic and current, with respect to environmental practices and their associated regulations. These practices and regulations include: petroleum and hazardous waste management; solid waste management; underground storage tanks; raw materials, product, and waste storage; PCB inventory management; and past on-site and off-site waste disposal practices to the extent that they apply to the property. Additionally, as appropriate, non-ASTM scope considerations were assessed at the subject Property.

The remainder of this report is organized into five chapters. **Chapter 3** presents a description of the site and environmental setting. **Chapter 4** presents the results of the historic research, review of local governmental resources, interviews, and user provided information. **Chapter 5** presents an overview of the site operations and environmental management as found during the site reconnaissance. **Chapter 6** discusses our assessment of the environmental databases and potential liability and compliance issues relative to the site. **Chapter 7** provides the assessment of non-ASTM considerations. **Chapter 8** provides the references used in the compilation of this report.



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2.2 RELIANCE AFFIRMATION

The undersigned hereby affirms that:

We are the environmental professionals who prepared the audit and that the facts stated in the report are true and accurate.

The reported analysis, opinions, and conclusions are personal, unbiased, professional and limited by the assumptions and qualifications stated herein. Compensation is not contingent upon an action or an event resulting from the analysis, opinions, or conclusions, in, or the use of, this report. We have no present or prospective interest in the subject Property or the parties involved.

To the best of our knowledge and belief, we meet the definition of an environmental professional as defined in 40 CFR 312.10. We have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject Property. We have developed and performed all appropriate inquiry in conformance with the standards and practices set forth in 40 CFR 312.

SIGNED: Renee Hix Mays

DATE: April 17, 2023



3. ENVIRONMENTAL SETTING

The Property is comprised of three parcels located at 3219 Oakton Street, Skokie, in Cook County, Illinois. The site plan is provided as Figure 1 in Appendix B. The Property location is described as being in Niles Township, in a subdivision of the northeast quarter of Section 26, Township 41 North, Range 13 East, of the Third Principal Meridian. The subject parcels 3-003-S, 204-N, and 2-004-S are located about 1000 feet south of Oakton Avenue, to the north and south of the Skokie Swift Line elevated railroad tracks.

3.1 SITE DESCRIPTION

The subject parcel 3-003-S is associated with PIN #10-26-202-003 and is comprised of about 0.65 acres located to the north of the Skokie Swift line. The subject parcels 2-004-N and 2-004-S are associated with PIN number 10-26-202-004 and are comprised of approximately 0.13 and 0.6 acres, respectively located north and south of the Skokie Swift line. The parcels are separated by the elevated Skokie Swift rail support structure with access and egress joining the parcels on the east and west sides of the site beneath the rail line bridge. The parcels have historically been used by Monarch Asphalt and more recently, Orange Crush and Builders Asphalt as a staging area for crushed stone and recyclable asphalt. Improvements to the parcels consist of man holes for stormwater conveyance, utility poles, and the northern most parcel contains stockpiled materials consisting of crushed and uncrushed recycled asphalt pavement (RAP).

3.2 NEIGHBORING PROPERTIES

The subject Property is located in a generally commercial and light industrial area on the east end of Skokie. Properties adjoining to the east are in Evanston, the neighboring city. The following adjoining properties were identified:

North:	Adjoining are the main asphalt plant operations at 3219 Oakton St
East:	Adjoining is the Pace bus facility is at 2330 Oakton Street and Vineyard Church, 2495 W. Howard Street, Evanston
South:	Adjoining is additional material storage for the asphalt plant
West:	Adjoining across the North Shore Channel is Skokie Park District acreage.

AE's observations of the adjoining properties did not identify evidence that would indicate the potential presence of a REC.

3.3 TOPOGRAPHY

Figure 2 is a portion of the 2018 Evanston, IL United States Geological Survey (USGS) topographic map for the area surrounding the site. The site has a surface elevation of around 600 feet above mean sea level (MSL). The topography is relatively level across the site, grading steeply down to the west toward the North Shore Channel.



3.4 GEOLOGY, HYDROGEOLOGY & HYDROLOGY

AE reviewed information detailing the geology of Northeastern Illinois and specifically the Skokie area. According to *Summary of the Geology of the Chicago Area* by H.B. Willman (ISGS Circular 460), the site lies within the Wheaton Morainal region. This area is characterized by physiographic features that were formed by continental glaciers such as prominent, glacial backwater lake bed deposits intersected with occasional stream bed outwash deposits. The *Surface Geology of the Chicago Region* by H.B. Willman and J.A. Lineback indicates that shallow sediments at the site are undifferentiated Valparaiso Drift sediments. These shallow sediments are silty-clay with locally laminated thin beds of clay and local lenses of sand.

Bedrock consists of Silurian aged Racine Dolomite. The Silurian bedrock is made up of dolomite and dolomitic limestone. This material was deposited in a marine environment with occasional reef deposits present in localized areas. Groundwater may be obtained from the shallow glacial deposits, where present, or from the dolomite bedrock aquifer. Predominant groundwater flow in the glacial deposits is typically controlled by the surface topographic conditions. Shallow groundwater flow in the area of the site would be expected to be toward the northwest, toward the North Shore Channel.

3.5 UTILITIES

The Property is served by the following utilities:

Electricity:	Commonwealth Edison
Gas:	Northern Illinois Gas
Potable Water:	City of Skokie
Sanitary Sewer:	Metropolitan Water Reclamation District and Skokie Public Works
Storm Water:	Metropolitan Water Reclamation District and Skokie Public Works
Heating/Cooling	N/A
Solid Waste:	N/A



4. RECORDS REVIEW

AE's historical review included an assessment of topographic maps for the Skokie area dated 1899, 1928, 1953, 1963, 1972, 1978, 1993, 1995, 2012, 2015, and 2018. Aerial photographs dated 1938, 1952, 1962, 1964, 1972, 1974, 1984, 1988, 1994, 2005, 2009, 2015, and 2019 were also evaluated. Sanborn Map coverage was available for the subject area dated 1950, 1976, 1987, 2004, and 2005. The site portions of the topographic maps, aerial photos, and Sanborn Maps are provided in Appendix C. Results of the city directory review are also included in Appendix C.

4.1 HISTORICAL SETTING REVIEW

Topographic Maps

- 1899** It appears that railroad tracks are to the west and Oakton Street is to the north.
- 1928** The map shows the Skokie Swift line intersecting the parcels. The map shows several structures near the parcels.
- 1953** It does not appear that any structure is on the subject parcels. There are railroad tracks adjoining to the east and west. An industrial building is beyond the tracks to the east.
- 1963** No changes are noted to the subject parcels. A total of three structures have been constructed to the north for the asphalt plant.
- 1972** No significant changes noted.
- 1978** No significant changes are noted.
- 1993-95** No changes noted on the subject parcels. Only one building remains to the north.
- 2012-18** These maps display only contour lines and roadways.

Aerial Photography

- 1938** The subject parcels appear unimproved with the railroad tracks transecting. Adjoining to the east is a long rectangular structure that may be associated with an adjoining rail spur. Across the North Shore Channel to the west is the sewage treatment plant. Unimproved land is to the north and south.
- 1952** The subject parcels remain unimproved. A few structures are to the north. The surrounding area to the east and west appears actively used for industrial purposes. Acreage to the south appears mostly unimproved.



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- 1962-64** The parcels appear to remain vegetated. The north adjoining asphalt plant operations have expanded. A couple of structures associated with industrial type activities are also further south.
- 1972-74** These photos show the subject parcels as unchanged. Additional development is taking place throughout the general area off of Oakton Street to the east and west.
- 1984-88** This photo shows the subject parcels with some portions used for staging associated with the asphalt plant operations. North and south adjoining acreage is associated with the asphalt plant operations. East and west adjoining acreage is developed with apparent commercial usages.
- 1994** The subject parcels are used for material and feedstock storage. Additional development is apparent to the east.
- 2005-2019** No significant changes are noted on the subject parcels. By 2019, new asphalt plant structures and equipment were installed to the north.

Sanborn Maps

None of the maps display the subject parcels or asphalt plant. The maps display the area to the east, located in Evanston. The 1950 map shows the east adjoining property occupied by the Korhumel, Heffron & Preiss Steel Company at 2350 Oakton Street. The building consisted of an office area off of Oakton Street with the large warehouse and shop to the south. The map indicates that the building was constructed in 1950. The area across the street to the northeast was the location of a Varnish Plant at 2435 and a Chemical Factory at 2405 Oakton Street. The 1976 map shows the east adjoining building occupied by the National Steel Corporation. The map indicates that the building was constructed between 1947 and 1951. A 275 gallon oil tank was displayed in the south building addition. The buildings at 2405 and 2435 Oakton Street have been combined under roof and are described as Phillip Lochman & Co. The 1987 map describes the east adjoining building as occupied by National Steel Service Center, Inc. No occupancy information is reported for the building(s) to the northeast. The 2004 and 2005 maps indicate that the east adjoining building had been vacated. South of the building the Pace bus terminal building had been constructed.

City Directories

The EDR city directory review identified listings dating from 1958, 1962, 1967, 1971, 1977, 1980, 1985, 1990, 1992, 1995, 2000, 2005, 2010, 2014, 2017, and 2020. The following listings were identified for adjoining and nearby properties.

1958 – 3219-DuBois Paving Co.; 3220 (north)-Kenny Construction Co

1962 – 3219-Monarch Asphalt Co; 3220 (north)-Kenny Construction Co

1967 – 3219-Monarch Asphalt Co.; 3220 (north)-Kenny Construction Co



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1971 – 3219-Monarch Asphalt Co.; 3220 (north)-Kenny Construction Co
1977 – 3219-Monarch Asphalt Co.; 3220 (north)-T&T Excavating Co
1980 – 3219-Monarch Asphalt Co.; 3220 (north)-T&T Excavating Co
1985 – 3219-Monarch Asphalt Co.; 3220 (north)-T&T Excavating Co
1990 – 3219-Monarch Asphalt Co.; 3220 (north)-T&T Excavating Co
1992 – 3219-Monarch Asphalt Co; 2466 (east)-Carbitbore Corp
1995 – 3219-Orange Crush Recycle Co; 2527 (east)-North Shore Recycling
2000 – 3219-Orange Crush/Cardi Asphalt
2005 – 2330-Pace; 2405 (northeast)-Lochman Silk Screen; 3220 (north)-Loyola Academy Crew/Orange Crush Recycle
2010 – 3219-Orange Crush, LLC; 2424 (east)-J&F Steel/United Storage
2014 – 3219-Orange Crush, LLC; 2424 (east)-Gordon Food Service; 2484 (east)-Cube Smart/United Storage; 2494 (east)-Dunkin Donuts/M&D Food/ Premier Motorworks
2017 – 3219-Orange Crush, LLC; 2484 (east)-Cube Smart; 2494 (east)-Dunkin Donuts/M&D Food Co/Premier Motorwerks
2020 – 3219-Orange Crush, LLC; 3220 (north)-Dammrich Rowing Center

4.2 GOVERNMENT, LOCAL RESOURCES, & INTERVIEWS

AE conducted research on the websites of the Cook County Assessor and the city of Skokie.

Township & County Records

The Cook County Assessor's office reports the Parcel Identification Numbers (PINs) as 10-26-202-003-0000 (parcel 3-003-S) and 10-26-202-004-0000 (parcel 2-004-N and 2-004-S). No other pertinent information was provided by the Assessor's office.

City Records

AE submitted FOIA requests to the Skokie Building Department and Fire Department for records concerning the subject Property. The records provided pertained to the north adjoining asphalt plant and structures.

Additionally, prior reports, discussed in the following section, included review of earlier Building and Fire Department records for the adjoining asphalt plant. The Fire Dept information reviewed indicated that two fires took place. A 1978 fire occurred under two 12,000 gallon asphalt tanks. The report noted that these were horizontal tanks that were situated next to two vertical tanks containing road oil thinned with naphtha and kerosene. The fire department report noted that the ground below the asphalt tanks was saturated with what appeared to be asphalt and that the ground was also saturated underneath the vertical tanks near the circulating pipes used to heat the asphalt tanks and road oil tank. The report speculated that the ground saturation could have been ignited by the continual heat supplied from the circulating pumps without the proper aeration to prevent heat build-up. A 1991 fire started in a boiler that heated up the oil that was then pumped to the asphalt tanks. A crack apparently developed inside the boiler which caused the oil to leak into the combustion chamber.



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Violations associated with the adjoining plant operations were noted in the Fire Dept reports including the improper storage of gasoline cans and propane tanks in 1967, 1971, and 1974 memorandums to Monarch Asphalt. A 1967 letter to Monarch discussed discontinuing an unauthorized painting operation at the site. The Fire Dept's 1967 records reported one 8,000 gallon UST near the rear of the repair shop; one 8,000 gallon and one 15,000 gallon above ground #2 fuel oil tanks; two 12,000 gallon and two 10,000 gallon above ground asphalt tanks; and one 8,000 gallon road oil AST. A site drawing completed by the Fire Dept in 1996 showed one 23,000 gallon fuel tank and two 18,000 gallon asphalt tanks. The Fire Dept records confirmed the removal of USTs in 1998 and the installation of a new 2,500 AST containing off-road diesel fuel in 2002.

Information about the asphalt plant received by the Skokie Building Dept during earlier assessments indicated that a permit to construct a garage was requested in 1961 and additional permits were issued in 1971, 1979, and 1983. A certificate was issued for removal of underground storage tanks in 1998, an application for installation of an above ground storage tank was made in 2002, and a demolition application was approved in 2007.

Prior Reports

AE has prepared a number of prior reports for the asphalt plant. Individual reports are discussed below, which in several cases also included references and summaries of other prior reports.

Phase I Environmental Assessment of Parcels located north and south of the Skokie Swift Line at 3219 Oakton Street, Skokie, Illinois, prepared by Alpha Environmental, February 27, 2018

At the time of this report, conditions at the subject parcels were essentially the same as present day. This report specifically referenced the 3-003-S and 2-004-S parcels.

Phase I Environmental Assessment of Parcel 2 at 3219 Oakton Street, Skokie, Illinois and Phase I Environmental Assessment of Parcel 3 at 3219 Oakton Street, Skokie, Illinois, prepared by Alpha Environmental, November 18, 2008

The two reports were prepared separately for Parcel 2 and Parcel 3. Both reports noted that AE had prepared a prior Phase I ESA report for all six parcels comprising the asphalt plant in April 1997. The Parcel 2 report noted that at that time, the office building was vacant and the garage at the southeast rear was being used by Cardi Asphalt. Three 250 gallon tanks labeled as containing motor oil and transmission oil were in the garage. Drums containing methanol were stored near a mechanic's pit where vehicles were serviced. The 1997 report indicated that there was an old unused water well remaining at the site. The well was reportedly over 100 feet deep and had only been used for dust suppression, never for potable purposes. According to site personnel, the well had gone dry and been removed from service in the 1980s. Two fuel pump islands were located



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near the asphalt plant equipment. A 23,000 gallon above ground gasoline tank was associated with the western pump island and the eastern pump island was no longer used. A 10,000 gallon gasoline UST was reported to have historically been associated with the eastern pump island. At that time, three USTs were registered with the Illinois Office of State Fire Marshal (OSFM), two gasoline USTs and one asphalt UST.

In December 1997, AE performed a subsurface investigation on Parcel 2 to determine if the 10,000 gallon gasoline UST and asphalt USTs had impacted the site. Five soil borings were installed; three north of the baghouse around the asphalt tank and two borings were installed near the pump island and 10,000 gallon gasoline tank. Two soil samples were collected and sent for laboratory analysis of benzene, toluene, ethylbenzene, and total xylenes (BTEX) and polynuclear aromatic hydrocarbons (PNAs). No concentrations were detected above the IEPA's most conservative soil remediation objectives (SROs).

In August 1998, one 10,000 gallon gasoline UST was removed from Parcel 2. No evidence of a release was identified at the time the gasoline UST was removed and the OSFM representative on site did not require that a release be reported. Confirmation soil samples collected from the gasoline UST excavation were analyzed for BTEX and PNA compounds. No detections in excess of the IEPA's most conservative residential property SROs were found.

The report for Parcel 3, noted that historic records showed that an above ground tank farm was located on Parcel 3 in the area where the crushing equipment was located. The tank farm was reportedly dismantled in the late 1980s. Additionally, two buildings that were associated with a cement contracting operation were previously located on Parcel 3. Those buildings were abandoned and dismantled by the 1980s.

A limited Phase II Subsurface Site Investigation was performed in May 1999 to address MWRD concerns about the historic tank farm activities on Parcel 3. A total of six soil borings were installed in the vicinity of the former tank farm to determine if petroleum impacted soils were on site. A total of six soil samples were submitted for laboratory analysis of BTEX (benzene, ethylbenzene, toluene, and total xylenes), PNA (polynuclear aromatic hydrocarbon) compounds, and total lead. The analytical results detected no concentrations in excess of the IEPA's SROs for industrial/commercial properties with the exception of one concentration of total lead.

The MWRD subsequently requested that the Parcel 3 tank farm area be remediated to residential property SROs. Based on those objectives, the concentration of benzo(a)pyrene was exceeded in one soil sample (AE-203) and the concentration of total lead was exceeded in two samples (AE-203 and 206). In July-August 1999, additional soil sampling activities were conducted on Parcel 3 in conjunction with the excavation and removal of approximately 30 cubic yards of petroleum impacted soils from the area around the former tank farm. Three excavations were installed on the site and confirmation soil samples were collected and analyzed for various parameters consisting



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of BETX, PNA, and total lead. No BETX or PNA compounds were detected in any soil samples above the applicable detection limits. Minor concentrations of total lead, well below the residential SROs, were detected.

Both reports noted that subsequent activities at the asphalt plant included a Phase I ESA report prepared by Pioneer Environmental Services in September 2005, an Environmental Compliance Audit prepared by AE in August 2006, and preparation of a Spill Prevention Control & Countermeasures Plan (SPCC) dated May 2008.

In the 2008 reports, Recognized Environmental Conditions (RECs) on Parcel 2 were reported associated with the storage of small volumes of new and waste oils in 55-gallon drums. AE recommended that the drums be moved to interior locations inside the on-site trailers or be placed into drum caddies or other containment structures. Historic Recognized Environmental Conditions (RECs) on Parcel 3 were associated with the former tank farm. Investigative and remediation activities had been performed around the tank farm location and no further action was recommended.

Phase II Baseline Site Investigation of 3219 Oakton Street, Skokie, Illinois, prepared by Alpha Environmental, June 10, 2010

AE performed a Phase II site investigation in May 2010 to establish baseline site conditions on Parcels 2 and 3. The requested activities were comprised of the installation of nine soil borings. Eight of the borings were installed to 12 feet in depth and one boring was hand augered (AE-108) to 1.5 feet in depth. Six of the borings were installed on Parcel 2 and three were installed on Parcel 3. A total of 9 soil samples (1 from each boring) were collected for analyses consisting of Volatile Organic Compounds (VOCs), Semi-Volatile Organic Compounds (SVOCs), and total ICP metals including mercury. The borings installed during this investigation were placed based on locations where liquid product and fuel handling activities had historically occurred.

The VOC analytical results found only one concentration of benzene above the most conservative IEPA standard for the soil component for groundwater ingestion of Class I groundwater. No VOCs exceeded the residential property ingestion/inhalation, industrial/commercial or construction worker standards. The SVOC analytical results indicated that concentrations of one or more PNAs in four samples exceeded the residential property ingestion SROs. Several SVOCs exceeded typical background concentrations found in the Chicago Metropolitan Area. Comparison of the SVOC results to the industrial/commercial and construction worker objectives found only the concentration of benzo(a)pyrene at two locations exceeded the industrial/commercial ingestion standard. The total metals results comparison to the residential property ingestion SROs found only a concentration of lead at one location exceeding the SRO. That concentration of lead also exceeded both the industrial/commercial and construction worker ingestion standards. Concentrations of chromium, copper, lead, mercury, nickel, and zinc were found in one or more sample locations above the typical background levels found in the Chicago Metropolitan Area. Comparison of the metals results to the



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industrial/commercial and construction worker standards found only one concentration of mercury that exceeded the construction worker inhalation standard.

Environmental Restoration Summary Report for 3219 Oakton Street, Skokie Illinois, prepared by Alpha Environmental, June 28, 2016

Based upon the results of the 2010 Phase II Baseline Site Investigation, AE recommended some soil removal activities and the removal of the remaining underground storage tank(s). In September and November 2013, AE directed the remediation of three accessible areas of concern. However, the presence of the asphalt plant structures limited the ability to complete removal and restoration activities at all areas identified in 2010. From December of 2015 to January of 2016, AE directed the remediation of all remaining areas of concern. In 2015-2016 the obsolete asphalt plant which had been located on site since the 1960s was decommissioned. This allowed access to areas which were determined to be areas of concern during prior environmental activities. The plant decommissioning allowed Orange Crush to remove an unregulated asphalt underground storage tank, to remove residual petroleum contaminated soil from beneath plant structures, and to remove PNA impacted soils from along a natural gas line. The work on Parcels 2 and 3 was completed as part of the lease obligations in cooperation and discussion with the MWRD. The target clean-up objectives for the site were agreed to with the MWRD to include the IEPA's Tier I TACO most conservative Soil Remediation Objectives (SROs). This standard applied except in cases where some metals and PNA compounds were known to be present and ubiquitous across the metropolitan area as a result of man-made atmospheric deposits or naturally occurring glacial deposits.

As part of this overall effort, five distinct areas (Excavations #1 through #5) were remediated as discussed in detail within the report and shown on site figures included with the report. Excavation #1 consisted of the area where a 2,500 gallon diesel AST (and previously a 23,000 gallon diesel AST) had been located. Excavation #2 consisted of an area on the southeast side where the 2010 investigation found elevated lead levels. Excavation #3 consisted of the area around the diesel fuel truck spray rack. Excavation #4 consisted of the area around the underground asphalt tank(s). The report noted that two 8,000 gallon underground asphalt tanks were originally permitted for installation at the site. However, only one tank was confirmed to exist and several efforts were undertaken over the years to locate the second tank. Those efforts were ultimately unsuccessful and the second tank was subsequently determined to not exist. In 2015, the known asphalt tank (which was determined to actually be a 10,000 gallon rail car) was removed from Excavation #4. Excavation #5 consisted of the area where PNA impacted soils had been identified in the 2010 investigation. In all, the remediation activities included the removal of about 480 cubic yards of contaminated soils and collection of 35 confirmatory soil samples for various laboratory analysis.

AE concluded that all areas showing evidence of contamination exceeding the most conservative soil remediation objectives, which also exceeded background concentrations, were addressed. The contaminated soils were removed from the site and



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properly disposed of at a permitted MSW landfill. Analyses of the confirmation floor and wall soil samples collected at all five excavations found that the areas had been remediated.

Spill Control and Countermeasures Plan, 3219 Oakton Street, Skokie, Illinois, prepared by Alpha Environmental, January 15, 2020

The SPCC plan was prepared for the asphalt plant consisting of all six parcels of land including the subject Parcels 2 and 3 owned by the MWRD and leased by Builders Asphalt. The SPCC plan noted that the asphalt plant stores liquid asphalt in three 35,000 gallon above ground steel tanks. Asphalt is an oil product which is regulated under SPCC regulations however it is stored at 325 degrees F and becomes semi-solid at STP. The regulatory requirements regarding secondary containment for asphalt tanks are flexible and tied to inspection and BMP as a release from the tank(s) would become solid within in a matter of feet. A leak from these tanks would result in contamination to a small paved area in proximity to the tanks and in AE's opinion did not represent a threat to the neighboring waterway which is the intention of the SPCC plan. Additionally, the tanks are mounted on elevated concrete platforms protecting them from accidental impact.

The SPCC plan also indicated that the asphalt plant has two 2,500 gallon above ground diesel fuel tanks. The fuel tanks are located on a concrete pad on the north side of the site. The tanks contain on road and off road diesel fuel and are STI and UL certified meeting all secondary containment requirements. New oil and used oil are stored by Builders Asphalt in a number of 55-gallon drums and totes on site. The drums are typically stored on the west side of the site, indoors, within a trailer. Minor volumes of waste liquids (oil and automotive fluids) are periodically removed from the site by Builders Asphalt and transferred to the main Hillside location to await pick-up for recycling or disposal.

The exterior Therminol (heat transfer oil) AST (1,000 gallon) is located on a paved surface on an elevated platform to reduce the potential for contact. The boiler area and the AST are partially enclosed with aluminum sheeting and insulation to reduce the potential for heat loss. This insulation and sheeting also acts as a protective barrier against contact and reduces the potential for accidental rupture.

The plan outlines the procedures and equipment to be utilized in the event of a release of a petroleum product that could potentially reach the west adjoining North Shore Channel.

Interviews

AE interviewed Mr. Virgil Lee Marsmaker (847-419-9000) on March 24, 2023. Mr. Marsmaker also escorted AE on the site visit. Mr. Marsmaker is the Facilities Environmental Manager for the Builders Asphalt Plants and has been associated with the Skokie plant for over 10 years. Mr. Marsmaker was unaware of any current environmental concerns or issues associated with the operation of the plant of the subject parcels.



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User/Client Provided Information

According to the ASTM Standard Practice and EPA's AAI Rule, certain items should be researched by the User or Client, and the results of such inquiries may be provided to the environmental professional. The items for inquiry include 1) Recorded Land Title Records; 2) Specialized or actual knowledge or real experience of the Property; 3) Purchase price and fair market value; 4) Commonly known or reasonably ascertainable information of the Property; and 5) Obvious indicators of contamination at the Property. The responsibility for qualifying for Landowner Liability Protections (LLPs) by conducting the inquiries ultimately rests with the User/Client. The AAI rule does not require submission of this information to the environmental professional.

No such information was provided to AE by the user/client.

4.3 HISTORICAL SUMMARY

Historical information reviewed for this assessment indicates that the subject parcels have been part of the acreage associated with the operation of an asphalt plant since the late 1950s. Prior to that, the parcels consisted of unimproved vegetated land. The parcels are currently owned by the Metropolitan Water Reclamation District and a lease agreement is in place between MWRD and Builders Asphalt. The parcels have been historically used to store feedstock consisting of sand, gravel, and crushed asphalt and concrete. The majority of the active asphalt plant and most support equipment and operations are located further north.

The surrounding area has consisted of primarily commercial and industrial usages since around 1950. Acreage adjoining to the north and south of the subject parcels has been part of the larger asphalt plant operations since that time.



5. SITE RECONNAISSANCE

This chapter provides an overview of current and historical operations, and a discussion of environmental management at the site as that information was made available to us by site personnel. It is organized into separate sections on operations and environmental management. Appendix D contains the Phase I questionnaire and Appendix E contains the photo log.

5.1 SITE OPERATIONS

The site visit was performed by Mr. Tom Enno, representing Alpha Environmental, on March 24, 2023. AE was accompanied on the site visit by the Plant Manager, Mr. Virgil Lee Marksmaker.

As noted, the subject parcels total about 1.38 acres located to the north and south of the Skokie Swift Line elevated railroad tracks. The parcels have been historically used to store feedstock consisting of sand, gravel, and crushed asphalt and concrete.

5.2 SITE INSPECTION

Underground & Above Ground Storage Tanks

During the site visit, AE inspected the parcels for the presence of vent and fill pipes that could denote the presence of underground storage tanks. No vent or fill pipes that would be associated with an underground storage tank were found on site. As discussed elsewhere, the asphalt plant property is identified on the Illinois Office of State Fire Marshal's (OSFM's) website as having historical registered underground storage tanks. The asphalt plant is not identified on the IEPA's Leaking Underground Storage Tank (LUST) database as having a release from an underground tank.

The asphalt plant adjoining to the north stores liquid asphalt in three 35,000 gallon above ground steel storage tanks (ASTs). One 1,000 gallon steel AST next to the asphalt tanks is used to store therminol, a heat transfer fluid, and a 500 gallon AST stores an additive that is applied to the asphalt in cold weather. Both of those ASTs are on containment. Two 2,500 gallon double walled steel ASTs are used to store off road diesel fuel and regular diesel fuel. These ASTs are situated on a concrete pad and surrounded by concrete barriers to prevent accidental contact. No RECs were identified associated with these ASTs that were newly installed in 2016 when the asphalt plant was refurbished.

Hazardous Materials & Petroleum Products

The Builders Asphalt Plant is listed on the environmental database information as a RCRA facility which identifies those operations that store or use regulated volumes of hazardous materials or generate hazardous wastes. Builders Asphalt submitted a RCRA notification in 2018 as a Very Small Quantity Generator (VSQG) of hazardous wastes identified as D001-ignitable and F003/F005-spent non-halogenated solvents. AE



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accessed the USEPA's Facility Index System (FINDS) and Enforcement and Compliance History On-line (ECHO) databases. The databases confirmed the VSQG designation. The databases indicated that there are no violations on file for the listing and that no compliance evaluations, inspections, or enforcement actions have been conducted in association with the facility.

No storage of hazardous materials or petroleum products was observed on the subject parcels. No RECs were identified associated with the storage, handling or use of hazardous materials and petroleum products at adjoining asphalt plant.

Areas of staining or discoloration

No significant areas of discoloration or staining were observed.

Wastewater treatment, septic, sumps, seeps

None

Points of discharge

Storm water is discharged through sheet flow into the adjacent North Shore Channel located to the west of the subject parcels. No staining or other indicators of the improper disposal of liquids into the storm sewers were found at the time of the assessment.

Patched asphalt or concrete

No evidence of patching or repair that would be indicative of the removal of a tank was observed.

Standing surface water

None.

Landfill or fly dumping

No evidence of landfill activities or direct burial activity was observed during the site visit. No fly dumping was observed.

Floor drains/Oil water separator

No floor drains or oil/water separator were observed.

Emergency generators

None.

Polychlorinated Biphenyls

Commonwealth Edison representatives indicate that the use of PCB containing transformers in the vicinity of electrical transmissions lines was discontinued prior to 1987 and all sites that did contain PCB transformers were retro-fitted with non-PCB containing fluids by 1991.



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No transformers or equipment potentially containing PCBs was observed on site. One pad mounted transformer, owned and operated by the local electrical utility, Commonwealth Edison services the asphalt plant. The transformer is labeled “non-PCB containing mineral oil”.

Property zoning and land use

The Property is zoned as M-3 per the Skokie zoning map.

Distressed, discolored, or stained vegetation

No distressed, discolored, or stained vegetation was observed during the site visit.

Known or potential groundwater or surface water contamination

No known or potential sources of groundwater or surface water contamination associated with the subject Property were found or observed during the site visit.

Vapor Intrusion

No indicators were identified either on the Property, or associated with nearby chemical releases to the soil or groundwater near the Property, that would suggest that vapor encroachment conditions exist, or are likely to exist. No suspected release of hazardous materials to soil or ground water has been identified within critical distances established by Tier I ASTM criteria. As a result, no additional assessment of potential indoor air quality impacts is indicated by Tier I ASTM criteria.

Off-site discharges, migration or runoff

No potential from off-site sources was observed at the time of the site visit.

Basements or subsurface vaults

N/A.

5.3 OFF-SITE EVALUATION

The subject Property is located in an area of combined industrial and commercial usages. Adjoining and nearby properties were identified on the environmental database within the required search radius prescribed by the ASTM standard. The available database and historical information indicates that none of the properties are expected to represent an environmental concern to the subject Property.



6. ENVIRONMENTAL COMPLIANCE & DATABASE REVIEW

The following discussion describes AE's findings regarding site conditions and surrounding environmental compliance issues related to the database review. It is organized according to the major environmental areas investigated. The database information is provided in Appendix F.

AE contracted Environmental Data Resources, Inc. (EDR) to conduct a search of publicly available information from federal, state, tribal, and local databases containing known and suspected sites of environmental contamination and sites of potential environmental significance. Data gathered during the regulatory database search is compiled by EDR into one regulatory database report. A summary of the report is provided below.

Database	Search Distance	Subject Property Listed	Total Plotted Sites
NPL	1	No	0
DELISTED NPL	0.5	No	0
CERCLIS	0.5	No	0
CERCLIS NFRAP	0.5	No	2
RCRA CORRACTS	1	No	4
RCRA-TSDF	0.5	No	1
RCRA LQG, SQG, CESQGs, VGN, NLR	SP/ADJ	Yes	6
US ENG CONTROLS	SP	No	0
US INST CONTROLS	SP	No	0
ERNS	SP	No	0
STATE/TRIBAL HWS	1	No	0
STATE/TRIBAL SWLF	0.5	No	0
STATE/TRIBAL REGISTERED STORAGE TANKS	SP/ADJ	Yes	10
STATE/TRIBAL LUST	0.5	No	27
STATE/TRIBAL EC and IC	SP	No	22



Database	Search Distance	Subject Property Listed	Total Plotted Sites
STATE/TRIBAL VCP	0.5	No	18
STATE/TRIBAL BROWNFIELD	0.5	No	1
OTHER ASCERTAINABLE RECORDS	VARIOUS	Yes	16
EDR EXCLUSIVE RECORDS	VARIOUS	No	3

Property Listings

The subject parcels were not identified on the environmental database. The asphalt plant at 3219 Oakton was listed on the following databases:

- Builders Asphalt/Monarch Asphalt/Orange Crush, LLC – ICIS, US AIRS, IL AIRS, FINDS, ECHO, IL BOL, IL UST, RCRA VSQG

AE reviewed available information on the IEPA's Document Explorer website and on the Illinois Office of State Fire Marshal's (OSFM's) website. AE also submitted FOIA requests to the IEPA and OSFM for available information. The information received and reviewed is incorporated into the following discussion.

Builders Asphalt submitted a RCRA notification in 2018 as a Very Small Quantity Generator (VSQG) of hazardous wastes identified as D001-ignitable and F003/F005-spent non-halogenated solvents. AE accessed the USEPA's Facility Index System (FINDS) and Enforcement and Compliance History On-line (ECHO) databases. The databases confirmed the VSQG designation. The databases indicated that there are no violations on file for the listing and that no compliance evaluations, inspections, or enforcement actions have been conducted in association with the facility.

The asphalt plant has both Federal and State air permits associated with the operation of the asphalt plant and related equipment. Review of the most recent permit submitted for the batch mix asphalt plant in 2014 indicated that the permit would expire in 2024. The permits specify the operating conditions for the plant. The Integrated Compliance Integration System (ICIS) listing is associated with a reported 2015 air complaint from an unspecified citizen that was investigated and determined to be invalid.

Information received from the OSFM was primarily associated with the 1998 UST removal activities. The removal of the 10,000 gallon gasoline UST in 1998 was properly conducted and the OSFM representative on site did not require the reporting of a release.



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The asphalt plant has an IEPA Bureau of Land (BOL) identification number #0312888618. The IEPA responded to our FOIA request with over 2,000 pages of documents pertaining to the asphalt plant operated under Monarch Asphalt, Orange Crush, LLC, and Builders Asphalt. The majority of the documentation was associated with the air permits and related reporting requirements. None of the documents reviewed were indicative of a REC associated with the operation of the adjoining asphalt plant.

6.1 UNDERGROUND STORAGE TANKS

The Hazardous and Solid Waste Amendments (HSWA) of 1984 provide for the development and implementation of a comprehensive regulatory program for underground storage tanks (USTs). As a response to HSWA, the U.S. EPA issued regulations for USTs containing petroleum products and substances defined as hazardous under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980. In November 1985, the U.S. EPA required UST system owners and operators to notify States of the existence of their systems (unless the tank had been out of service since before 1974).

U.S. EPA's implemented regulations address the minimum requirements for all existing UST system owners and operators to: maintain a leak detection system or a comparable system to identify releases; maintain records of any such release detection system; report releases and the corrective actions taken; and, as applicable, to close abandoned or out-of-service tanks to prevent future releases. These regulations apply to all new tank installations and provide for various periods for upgrading all existing tanks to new UST standards.

Underground storage tank requirements for the storage of petroleum substances are promulgated in both Federal and State regulations. Illinois underground storage tank requirements are found in Title 41 Part 170. The Illinois State Fire Marshal maintains a list of registered underground storage tanks. Leaking Underground Storage Tank (LUST) program requirements are promulgated in Title 35 Parts 731-742. The IEPA maintains a list of all LUST incidents.

While ASTM only requires reviewing the registered storage tank database for the Property and adjoining properties, the database search covers a wider radius to account for mapping errors. Registered storage tanks not on or adjoining the Property are not considered to represent a REC in connection with the Property. Two adjoining and nearby UST sites were identified.

The Pace North Shore facility, 2330 Oakton Street, adjoins to the east. AE has reviewed available information on the OSFM website and received documents through a FOIA request. The available information indicates that two 20,000 gallon diesel fuel USTs, one 10,000 gallon used oil UST, one 2,500 gallon new oil UST, and one 1,000 gallon ATF UST were installed in 1993 when the current facility was developed. The USTs are up to date on all required testing and regulatory reporting requirements. Based on the UST



status, and the lack of a reported release associated with the UST systems, this facility is not considered a REC to the subject parcels.

The Evanston Shell gasoline station, 2494 Oakton Street, Evanston is just to the east of the asphalt plant. AE has reviewed available information on the OSFM website and received documents through a FOIA request. The available information indicates that one 16,000 gallon gasoline UST, one 9,000 gallon premium gasoline UST, one 4,000 gallon E-85 UST, and one 11,000 gallon diesel fuel UST were installed in December 2009 when the property was redeveloped. The USTs are up to date on all required testing and regulatory reporting requirements. Based on the UST status, and the lack of a reported release associated with the UST systems, this facility is not considered a REC to the subject parcels.

The closest LUST incidents were reported at a Pace facility that was formerly located at 2424 Oakton Street, at the same address as Belmont Steel Corporation, both formerly located to the east of the present day Shell gasoline station. The former Pace facility reported a release in 1991 associated with the removal of two 10,000 gallon diesel USTs and one 6,000 gallon diesel UST. The facility received an unconditional No Further Remediation (NFR) letter dated February 17, 2009. The LUST incident at the Belmont Steel facility was reported in 1991 and the facility was subsequently transferred into the IEPA's Voluntary Site Remediation Program (SRP) in 2011 and remains active.

A LUST incident was reported at the Evanston Recycling Center, 2222 Oakton Street, Evanston, further to the east. The LUST incident was reported in 1991 associated with the removal of a 1,000 gallon gasoline UST. The release incident received an unconditional NFR letter dated February 10, 2009. Therefore, this incident is not considered a REC in connection with the subject parcels.

The four closest USTs and LUST incidents are identified on the following table.

TABLE 1 LIST OF LUST SITES		
SITE NAME	SITE LOCATION	APPROXIMATE DISTANCE
Pace Bus Garage UST	2330 Oakton Street	Adjoining to east
Shell Station UST	2494 Oakton Street	150 feet NE
Belmont Steel LUST	2424 Oakton Street	200 feet NE
Evanston Recycling LUST	2222 Oakton Street	400 feet NE

6.2 RESOURCE CONSERVATION AND RECOVERY ACT

The Resource Conservation and Recovery Act (RCRA) and the associated Federal and State regulations specify the procedures to be followed at facilities that generate, treat, store, dispose, and transport hazardous wastes.



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The Resource Conservation and Recovery Information System report for large quantity generators contains information pertaining to facilities that either generate more than 1,000 kg of hazardous waste per month or meet other applicable requirements of the Resource Conservation and Recovery Act. The Resource Conservation and Recovery Information System report for small quantity generators contains information pertaining to facilities that either generate between 100 kg and 1,000 kg of hazardous waste per month or that meet other applicable requirements of the Resource Conservation and Recovery Act.

The area around the site was searched for a one-half mile radius for RCRA treatment, storage or disposal facilities (TSD) and a one mile radius for RCRA corrective action (CORRACTS) facilities. The subject Property and adjoining properties were searched for generator status.

While ASTM only requires reviewing the RCRA generator database for the Property and adjoining properties, the database search looked at a wider radius to address mapping errors. RCRA generator facilities located beyond the Property and adjoining properties are generally not considered RECs.

The database information identifies the following sites:

- 4 RCRA CORRACTS sites at an equal/higher elevation
- 1 RCRA TSD site at an equal/higher elevation
- 1 RCRA VSQG site at an equal/higher elevation
- 4 RCRA NLR sites at an equal/higher elevation

The closest site is identified as the Pace facility, 2330 Oakton Street, adjoining to the east. The facility submitted a RCRA notification in 2005 and is listed as a VSQG of D001-ignitable wastes. No violations are noted for the facility. No visual indications of concern were noted during the reconnaissance. AE accessed the USEPA Envirofacts database for additional information. The database confirmed the VSQG designation. Based on the Enforcement and Compliance History Online (ECHO) report, the current compliance status is listed as "No Violations." Per the ECHO Report, no inspections have been conducted at and no enforcement actions have been taken against the facility. Based on the current status and that the facility is not identified as having a spill or release incident, this facility is not considered a REC in connection with the Property.

The PACE facility is identified on the following table.

TABLE 2 LIST OF RCRIS SITES		
SITE NAME	SITE LOCATION	APPROXIMATE DISTANCE
PACE	2330 Oakton Street	Adjoining to east



6.3 HAZARDOUS WASTE DATABASES

Federal and state databases were reviewed for information regarding potential and actual hazardous waste sites within the study area. These are summarized in the following paragraphs.

The NPL database reviewed consists of both the Federal EPA and Illinois EPA equivalent listing of uncontrolled or abandoned waste sites. The list is primarily based on a score that a site receives from the EPA's Hazardous Ranking System. These sites are targeted for possible long-term remedial action under the Superfund Act.

No active or delisted federal or state equivalent NPL sites were identified within the specified search radii of the Property.

The Federal CERCLIS list and the Illinois EPA equivalent consist of a compilation of known or suspected uncontrolled or abandoned hazardous waste sites. These sites have either been investigated, or are currently under investigation by the Federal or State EPA for the release, or threatened release, of hazardous substances. Once a site is placed in CERCLIS, it may be subjected to several levels of review and evaluation and ultimately placed on the National Priorities List.

Two SEMS ARCHIVE sites were identified on the database. Neither adjoins the subject parcels, the closest identified site is nearly 0.25 mile away, and neither of the sites are expected to represent an environmental concern.

6.4 STATE VOLUNTARY SITE REMEDIATION

The Illinois EPA's Voluntary Site Remediation Program (SRP) is intended to provide review and evaluation services, technical assistance, and no further remediation determinations to those facilities that apply for admission into the voluntary clean-up program. The goal of admission into this program is for individual facilities to affect a remedial action that the IEPA determines to warrant a No Further Remediation letter.

A total of 18 SRP sites were identified within the required search radius. No adjoining sites were identified. Based on the distance away, no REC is expected with respect to the subject Property. The three closest SRP sites are listed on the following table.

TABLE 3 LIST OF SRP SITES		
SITE NAME	SITE LOCATION	APPROXIMATE DISTANCE
Belmont Street	2424 Oakton Street	200 feet NE
MWRDGC	3501 Oakton Street	300 W



Mission Properties	2400 Oakton Street	350 feet NE
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6.5 LAND DISPOSAL PRACTICES

The database information identified no solid waste site/landfills within the specified one-half mile radius of the subject Property.

6.6 ERNS

The Emergency Response Notification System maintains the ERNS database consisting of the EPA's list of emergency response actions. The ASTM and AAI requirements include a search for the subject Property on the ERNS database.

The subject Property was not identified on this database.

6.7 OTHER ASCERTAINABLE RECORDS

No EDR other ascertainable records of concern were identified.

6.8 EDR EXCLUSIVE RECORDS

No EDR exclusive records of concern were identified.



7. NON-ASTM CONSIDERATIONS ASSESSMENT

The following Non-ASTM assessments were performed as part of this ESA.

7.1 ASBESTOS CONTAINING MATERIALS

Asbestos has historically been present in a wide variety of building materials, though the use of asbestos containing materials has significantly decreased since 1981.

N/A

7.2 LEAD BASED PAINT

The use of lead based paint was banned in 1978.

N/A

7.3 FLOODPLAIN MANAGEMENT

Review of the FEMA floodplain map (17031C0265J) dated August 2008 shows the Property is located in Zone X Unshaded, defined as areas of minimal flood hazard

7.4 WETLANDS

Review of the National Wetlands Inventory Map found no designated wetlands on the subject Property.

7.5 MOLD

No evidence of water intrusion that could result in mold growth was observed at the time of the site visit.

7.6 RADON

The Property is located in an area designated by the USEPA as Radon Zone 2, an area with predicted average indoor radon concentrations between 2.0 and 4.0 picoCuries per liter of air (pCi/L), below the concentration at which the USEPA typically recommends additional action.



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8. REFERENCES

Phase I Environmental Assessment of Parcel 2 at 3219 Oakton Street, Skokie, Illinois and Phase I Environmental Assessment of Parcel 3 at 3219 Oak Street, Skokie, Illinois, prepared by Alpha Environmental, November 18, 2008

Phase II Baseline Site Investigation of 3219 Oakton Street, Skokie, Illinois, prepared by Alpha Environmental, June 10, 2010

Environmental Restoration Summary Report for 3219 Oakton Street, Skokie Illinois, prepared by Alpha Environmental, June 28, 2016

Phase I Environmental Assessment of Parcels located north and south of the Skokie Swift Line at 3219 Oakton Street, Skokie, Illinois, prepared by Alpha Environmental, February 27, 2018

Spill Control and Countermeasures Plan, 3219 Oakton Street, Skokie, Illinois, prepared by Alpha Environmental, January 15, 2020

EDR Environmental Database Report, Aerial Photographs, Topographic Maps, Sanborn Maps, City Directories, order 7206702, April 2023

City of Skokie Building and Fire Department FOIA requests and responses, January 2023

Illinois EPA, Document Explorer website review and FOIA requests and responses, January 2023

Illinois Office of State Fire Marshal, website review and FOIA requests and responses, January 2023



Alpha Environmental, Inc.
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Streamwood, IL 60107
Ph: (630) 772-0867 TJENO@AOL.COM

January 1, 2025

Mr. Tim Winter and Mr. Ryan Gandy
Builders Asphalt, LLC
4401 Roosevelt Road Rd.
Hillside, IL 60162

Subject: Draft -- Limited Site Investigation and Soil Remediation Report
3219 Oakton Ave., Skokie, IL

Dear Gentlemen:

Alpha Environmental, Inc. (AE) has prepared the attached Limited Site Investigation and Remediation Report for Builders Asphalt, LLC. This investigation and remediation work is intended to assist with the lease termination of the four MWRD (District) parcels. The District leased property totals 5.88 acres. The northern two parcels, identified as Parcels 2 and 3, where the plant and recycler were located total about 4.5 acres. The southern two parcels located to the north and south of the Skokie Swift elevated railroad tracks were generally vacant or were used for recycled materials stockpile storage. Those parcels are identified as 3-003-S which totals 0.65 acres and 2-004-N and 2-004-S and total 0.73 acres. The lease agreement requires that the property be returned to the District meeting IEPA TACO residential standards or demonstrate soils are consistent with IEPA established typical background conditions.

AE directed the installation of 13 exploratory soil borings and collected soil samples from each exploratory boring. The borings were installed in areas where historic remediation efforts were performed between 2010 and 2015 to provide additional confirmation that those areas were successfully remediated to the most conservative objectives. AE also directed the installation of soil borings in the areas where chemical handling has occurred since 2016 during operation of the asphalt plant and crushing operations.

During the site investigation a slightly elevated lead concentration was identified at the B-5 test location and a slightly elevated PID reading with a minor petroleum odor and elevated arsenic concentration was identified at the B-7 test location. While on site, AE also installed stepout borings around the B-7 location to include B-7A through B-7E. A clear zone of slightly elevated PID readings was identified. The location with the highest reading was tested for waste profiling. Upon obtaining approval for waste disposal at the Waste Management landfill, AE directed the wholesale excavation of soils from those two areas for disposal at the Grayslake Waste Management Landfill. Upon completion of soil removal, floor and wall soil samples were collected. Those sample results clearly demonstrate all areas tested meet the IEPA's most conservative clean-up objectives and/or typical established background.

If you have any questions or concerns relating to this report, please contact Tom Enno at 630-772-0867.

Sincerely,

Thomas Enno

ATT: Site Investigation Report



DRAFT SITE INVESTIGATION REPORT

BUILDERS ASPHALT, LLC.
3219 Oakton Avenue
Skokie, Illinois

Prepared for:

BUILDERS ASPHALT, LLC.
4401 Roosevelt Road
Hillside, Il

February 14, 2025

Prepared by:



Alpha Environmental, Inc.
5 Pembroke Circle
Streamwood, IL 60107



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1.0 INTRODUCTION

1.1 Site Information

Alpha Environmental, Inc. (AE) has been retained by Builders Asphalt, LLC to perform a Site Investigation for their lease property located at 3219 Oakton Avenue in Skokie, IL. This site investigation work is intended to assist with the lease termination and the planned return of the four MWRD (District) parcels. The lease agreement requires that the property be returned to the District meeting IEPA residential standards and/or consistent with IEPA established background conditions.

In 2015, Builder's Asphalt, LLC decommissioned an old asphalt plant at the 3219 Oakton Avenue Site. Prior to the plant decommissioning, in 2010 a Phase II site investigation was performed. The Phase II was performed as part of a negotiated effort between the prior tenant and the MWRD to address environmental property conditions in advance of open bidding of the leased parcels. At that time there was the prospect that the prior tenant might not obtain the parcels lease and so the Phase II investigation results mandated all areas of contamination be remediated. Contamination was primarily associated with minor fuel spills and some historic use of diesel fuel as a release agent, etc. All areas which were accessible were remediated with the exception of five remaining areas under and/or immediately adjacent to the old asphalt plant. In late 2015, the old asphalt plant was removed and those five areas were also remediated. In January of 2016, AE prepared a report documenting the site remediation efforts concluding:

"AE directed all investigation and remediation efforts at the site in full conformance with industry standards and practices. The work was performed in conjunction and coordination with MWRD Environmental Staff. In AE's professional opinion, site remediation and environmental restoration is considered complete and no further actions are recommended."

In spring of 2016, the new asphalt plant was installed with state of the art clean chemical handling technology. Chemical handling of liquid asphalt, heat transfer oil, fuel and motor oil were all tightly controlled with secondary containment on paved surfaces. Since that time AE personnel visited the site on numerous occasions and documented those visits during performance of Phase I Assessments, SWPPP preparation and SPCC preparation and updates. There are no indications of spills or releases to the environment since the 2016 site clean-up was completed. No environmental conditions warranting concern were identified during any of those site visits. On August 1, 2024 a site visit was performed by Mr. Tom Enno and Ms. Renee Hix-Mays and resulted in the preparation of a Phase I Environmental Site Assessment in which no recognized environmental conditions were identified.

In light of the above information and the decommissioning of the existing asphalt plant and termination of the MWRD Lease, the only known environmental concern is the proper handling of chemicals and fuel during the asphalt plant decommissioning. After a meeting and negotiations, the District is requiring that an extra layer of effort be performed to demonstrate the site continues to meet the IEPA most conservative clean-up objectives. AE installed thirteen soil borings in recent chemical



handling areas and installed soil borings in vicinity of the each of the historically remediated areas of the site.

1.2 Site Description

The District leased property totals 5.88 acres. The northern two parcels, identified as Parcels 2 and 3, where the plant and recycler were located total about 4.5 acres. The southern two parcels located to the north and south of the Skokie Swift elevated railroad tracks were generally vacant or were used for recycled materials stockpile storage. Those parcels are identified as 3-003-S which totals 0.65 acres and 2-004-N and 2-004-S and total 0.73 acres.

The subject Property is located in an area of combined industrial and commercial activities. Adjoining and nearby properties were identified on the environmental database including LUST sites adjacent to the east and northeast, a Coal Gasification Plant (MGP) across the River to the west, a municipal solid waste landfill to the southeast and commercial properties to the north and south along the River. The available database and historical information which was obtained during a Prior Phase I Assessment indicates that those properties are not expected to represent an environmental concern to the subject Property.

1.3 Geology/Hydrogeology

AE reviewed information detailing the geology of Northeastern Illinois and specifically the Skokie/Evanston area. According to *Summary of the Geology of the Chicago Area* by H.B. Willman (ISGS Circular 460), the site lies within the Wheaton Morainal region. This area is characterized by physiographic features that were formed by continental glaciers such as prominent, glacial backwater lake bed deposits intersected with occasional stream bed outwash deposits. The *Surface Geology of the Chicago Region* by H.B. Willman and J.A. Lineback indicates that shallow sediments at the site are undifferentiated Valparaiso Drift sediments. These shallow sediments are silty-clay with locally laminated thin beds of clay and local lenses of sand.

Underlying the glacial material about 100 feet below ground surface in this area is an erosional bedrock surface which represents the top of Silurian age bedrock. This material was deposited in a marine environment with occasional reef deposits present in localized areas. Groundwater can be obtained from the shallow glacial sand deposits where present in sufficient thickness, from the dolomite bedrock aquifer, or from limestone or sandstone deposits present at greater depths. The groundwater in the Silurian Dolomite generally flows east toward Lake Michigan except where influenced by localized man-made pumping activities. In the vicinity of the site, shallow groundwater would be expected to mimic surface patterns and flow from topographic highs to the west toward the North Shore Channel.

The historic and more recent soil borings provide site specific information regarding the nature of the near surface geologic conditions. Fill material was generally encountered from the ground surface to depths from one to 8 feet below ground surfaces. Silty clay and clayey silt were found below the fill material to between eight and twelve feet in depth. Brown and brown-gray silt and silty clay was then

Builders Asphalt, LLC



identified to the boring terminations. The deepest known onsite soil boring was extended to a depth of sixty feet while evaluating site geotechnical conditions. Moist and/or wet conditions were encountered in borings at between seven and fourteen feet in depth.



2.0 SITE INVESTIGATION

AE contracted with CS Drilling to perform soil borings. Site utilities were marked, an OSHA 1910.120 site safety plan was prepared, and a field safety meeting was performed. A third party utility locator (Lucky Locate) was onsite to confirm the location of all private onsite underground utilities. Further AE met with Builders Asphalt personnel to support the identification of known onsite private utility corridors.

Field work at the site began on December 16, and then resumed on December 18, 2024 with installation of thirteen exploratory environmental geoprobe borings and was followed up with six delineation soil borings. Standard IEPA soil boring and soil sampling and screening procedures were followed.

The Geoprobe rig used for testing was a hydraulically powered system that was mounted on an all surface track unit. The Geoprobe was positioned on the ground over the sampling location with the freshly decontaminated equipment then the probe foot was lowered making contact with the ground surface. Then the hammer mechanism is raised and a probe rod, cutting shoe/drive point and drive cap were positioned. The hammer mechanism utilized hydraulic down force pushing the rod into the ground. This process continued until the entire length of the rod was advanced 5 feet. Due to AE's familiarity with the site and area geology, all borings were advanced at five foot intervals to a total depth of fifteen (15) feet below ground surface. Three distinct sample sleeves were evaluated representing five feet of geologic materials. Upon retrieval, the core liner was removed from the sampler assembly by removing the cutting shoe and then simply sliding out the core liner. The five foot sample horizon was then logged by the onsite geologist and screened with a photoionization detector. The field geologist used field discretion in the selection of a soil sample horizon. Only one soil boring encountered what would be considered evidence of overt impacts.

On December 16, borings B-1 through B-8 were installed and sampled to a depth of fifteen (15) feet. On December 18, borings B-9 through B-13 and stepout borings B-7A through B-7E were installed to a depth of fifteen (15) feet. Elevated PID readings and minor oil staining at the B-7 location prompted stepout borings to further characterize that area. Those borings were advanced for the purpose of identifying the area with the greatest PID reading and to "bullseye" the area of elevated PID readings.



3.0 SOIL ASSESSMENT

3.1 Site Investigation

As previously discussed, soil borings were chosen to confirm cleanup results from prior environmental restoration efforts and to determine if recent chemical handling had resulted in the presence of contaminants. A total of thirteen investigation soil borings and six delineation soil borings were installed at the site. A total of fourteen soil samples were selected for laboratory analysis.

The fourteen soil samples were analyzed for contaminants of concern including Volatile Organic Compounds (VOCs) and Polynuclear Aromatic Hydrocarbons (PAHs) compounds in conformance with SW-846 5035A/8260 & 8270C respectively. Samples were also analyzed for the total RCRA Metals following test method 6010C & 7471B. Samples were analyzed for alkalinity/acidity following pH test method 9045D. Samples were also analyzed for percent moisture and total mercury following methods 2540G and 7471B respectively. The B-5 sample was also analyzed for TCLP Lead to address waste handling activities following TCLP Extraction Method 1310 and laboratory reanalysis following test method 6010C.

The samples were analyzed by First Environmental Laboratory, an IEPA certified laboratory. No QA/QC conditions or other qualifiers or limitations were identified in the laboratory report. No trip blanks, field blanks, duplicate sample or other field method QA/QC evaluations were performed.

3.2 Soil Sample Results - Summary

During the investigation activities, a total of fourteen (14) soil samples were collected for analysis. Soils were placed into laboratory provided 5035 vial kits which included preservative methanol and sodium bisulfate. A plunger collected a 10 gram aliquot from the sample sleeve and was injected into the three preserved vials. A laboratory provided aliquot of sample was also placed in an eight ounce sodium borosilicate jar which was fitted with an Teflon lid for analysis of the PAHs, metals and pH. Samples were sealed, labeled, and placed into an iced cooler under proper chain of custody. The samples were maintained under proper chain of custody in the iced cooler until pick-up and transfer to the Laboratory by the Lab provided courier. The analytical results found contaminants exceeding the IEPA's Tier I TACO soil remediation objectives (SROs) in two soil samples as follows:

Soil Sample #B-5, collected at a depth of 5 Ft. 1,110 mg/kg Lead

Residential Ingestion Standard of 400 mg/kg
Industrial Commercial Ingestion Standard of 800 mg/kg
Construction Worker Ingestion Standard of 700 mg/kg
pH Specific Class I Groundwater Ingestion Standard of 282 mg/kg

Soil Sample B-7, collected at a depth of 6 Ft. Arsenic at 13.7 mg/kg

Typical Background for Metropolitan Statistical Area of 13 mg/kg

Builders Asphalt, LLC



This sample also identified a slight petroleum staining and PID reading to 30 units.



4.0 SITE INVESTIGATION SUMMARY OF FINDINGS

AE planned and performed the Site Investigation activities using the existing data and the newly generated data to ascertain the location, concentration, and extent of impacts to soil at the Builders Asphalt site. The soil borings and soil sampling results identified the following areas of concern:

- 1) The presence of a concentration of lead in a soil sample collected adjacent to two above ground fuel storage tanks located south of the asphalt plant office

And

- 2) The presence of an area with an arsenic concentration exceeding typical background which also identified a petroleum odor, minor staining and elevated PID readings.

It is AE's opinion that the presence of elevated lead, arsenic and elevated PID Readings of soils at these small portions of the site pose no threat to human health or the environment. The obligations agreed to within the terms of the lease agreement indicate however, that some efforts are necessary to address these two areas. After discussions with Builders Asphalt management an approach involving the wholesale excavation of those soils followed by demonstration testing was undertaken.



5.0 SITE REMEDIATION

The remediation objectives for the site are summarized in the lease agreement between MWRD and Builders Paving. This report documents the removal of soils which exceed IEPA most conservative clean-up objectives where those soils also exceed IEPA established typical soils background concentrations for the metropolitan area of Chicago. This report summarizes the remediation efforts for soils which were identified during the site investigation.

- 1) AE collect a soil sample for purposes of profiling the soils into the landfill. One soil sample was collected utilizing a geoprobe boring at the B-7D location which exhibited the highest PID reading. That sample was tested for VOCs, PNAs, and total RCRA Metals. Upon receipt of sample results the information was presented to Waste Management Countryside for purposes of profiling the soils for disposal at their Countryside landfill located in Grayslake, IL.
- 2) AE also directed the laboratory to perform TCLP laboratory analysis for lead to demonstrate that soils from the B-5 area concentrations were below the hazardous waste threshold. The B-5 sample results along with the TCLP analysis were also presented to Waste Management for purposes of profiling the soils into the Countryside Landfill.
- 3) Waste Management reviewed profile application #941032 and upon approval provided truck waste tracking sheets
- 4) AE coordinated reevaluation of the utilities clearances with Builders Asphalt and JULIE.
- 5) The OSHA required Environmental Health and Safety Plan was revised to reflect planned scope of work and contaminants of concern
- 6) A tracked backhoe and five dump trucks were mobilized to the site on February 3, 2025 along with a licensed geologist to oversee the activities and document soil removal activities.
- 7) Prior to start of work, a brief safety meeting was held.
- 8) In the area of B-7, shallow uncontaminated fill was excavated to 3 feet below land surface and stockpiled
- 9) Soils below three feet were excavated and upon identification of a PID reading above background those materials were loaded into waiting dump trucks. The truck drivers were provided with signed waste tracking sheets.
- 10) A total of eleven dump truck loads of soil were removed from the B-7 area creating an excavation which measured roughly 50 feet by 20 feet and extended to a depth of about 9 feet.
- 11) Eight soil confirmation samples were collected and analyzed for VOCs, PNAs, and total RCRA Metals in conformance with standard soil sampling protocol.
- 12) AE then moved the track hoe to address lead impacted soil in vicinity of B-5 sample location and directed the excavation of three dump truck loads of soil from that area
- 13) The excavation measured roughly 18 feet by 10 feet and was 6.5 feet deep
- 14) Five soil confirmation samples were collected and analyzed for Total Lead

Finally, AE performed additional screening of the stockpiled soils from the 0-3 foot horizon which had been temporarily staged near the B-7 excavation area. One sample was collected from that stockpile to determine if the material was suitable for reuse on the site. All soil samples were placed into glass jars which were provided by the Laboratory. The jars were placed on ice and transported to the laboratory following standard chain of custody procedures.



6.0 CONFIRMATION SAMPLE RESULTS

AE collected eight soil samples in the B-7 area (AE designated Excavation Area 1) which were tested for VOCs, PNAs, and total RCRA Metals. The wall samples were selected midwall at a depth of approximately 5 feet below land surface and two samples were collected from the floor at the center of the excavation at a depth of roughly 9.5 feet. The samples were analyzed by First Environmental Laboratories, an IEPA certified laboratory. Samples were analyzed following SW-846 test method 5035/8260 (VOCs), 8270C (PAHs), and test method 6010C (metals). The laboratory analysis demonstrates that all soil samples meet the IEPA's Tier I TACO most conservative soil remediation standards and no further action is considered necessary in this area of the site.

AE collected five soil samples in the B-5 area (AE designated Excavation Area 2) which were tested for total lead. One sample was selected midwall at a depth of approximately 3.5 feet below land surface at each cardinal direction within the excavation. One sample was also collected from the floor at the center of the excavation at a depth of 6.5 feet. The samples were analyzed by First Environmental Laboratories, an IEPA certified laboratory. Samples were analyzed following SW-846 method 6010C (metals). The laboratory analysis demonstrates that all five soil samples meet the IEPA's Tier I TACO most conservative soil remediation standards and no further action is considered necessary in this area of the site.

And finally, field borings and visual observation indicated that the shallow portion of the soils in the Excavation Area 1 (B-7 area) was historically raised by 3-4 feet and consisted generally of clean fill. Those shallow soils were excavated and stockpiled and staged adjacent to the cleanup area. One soil sample was collected and analyzed by First Environmental Laboratories. The sample was analyzed following SW-846 test method 5035/8260 (VOCs), 8270C (PAHs), and test method 6010C (metals). The laboratory analysis demonstrates that the IEPA's Tier I TACO most conservative soil remediation standards were met and those soils were graded on site and no further action is considered necessary relating to that material.



7.0 CONCLUSIONS

AE directed the soil remediation in proximity to soil borings B-7 (Excavation Area 1) and B-5 (Excavation Area 2). A total of approximately 210 cubic yards of soils were excavated and transported off site for disposal at the Waste Management Countryside Landfill located in Grayslake, Illinois. Soil samples collected from the floor and walls of the excavations demonstrate that the soils in these areas meet all IEPA established clean-up objectives.

Attached in support of this report are Figures showing the area of soil sampling and excavation, Landfill Waste Profile information, waste tracking documents, laboratory summary comparison tables and laboratory data, and photos of the site investigation and the site remediation areas.

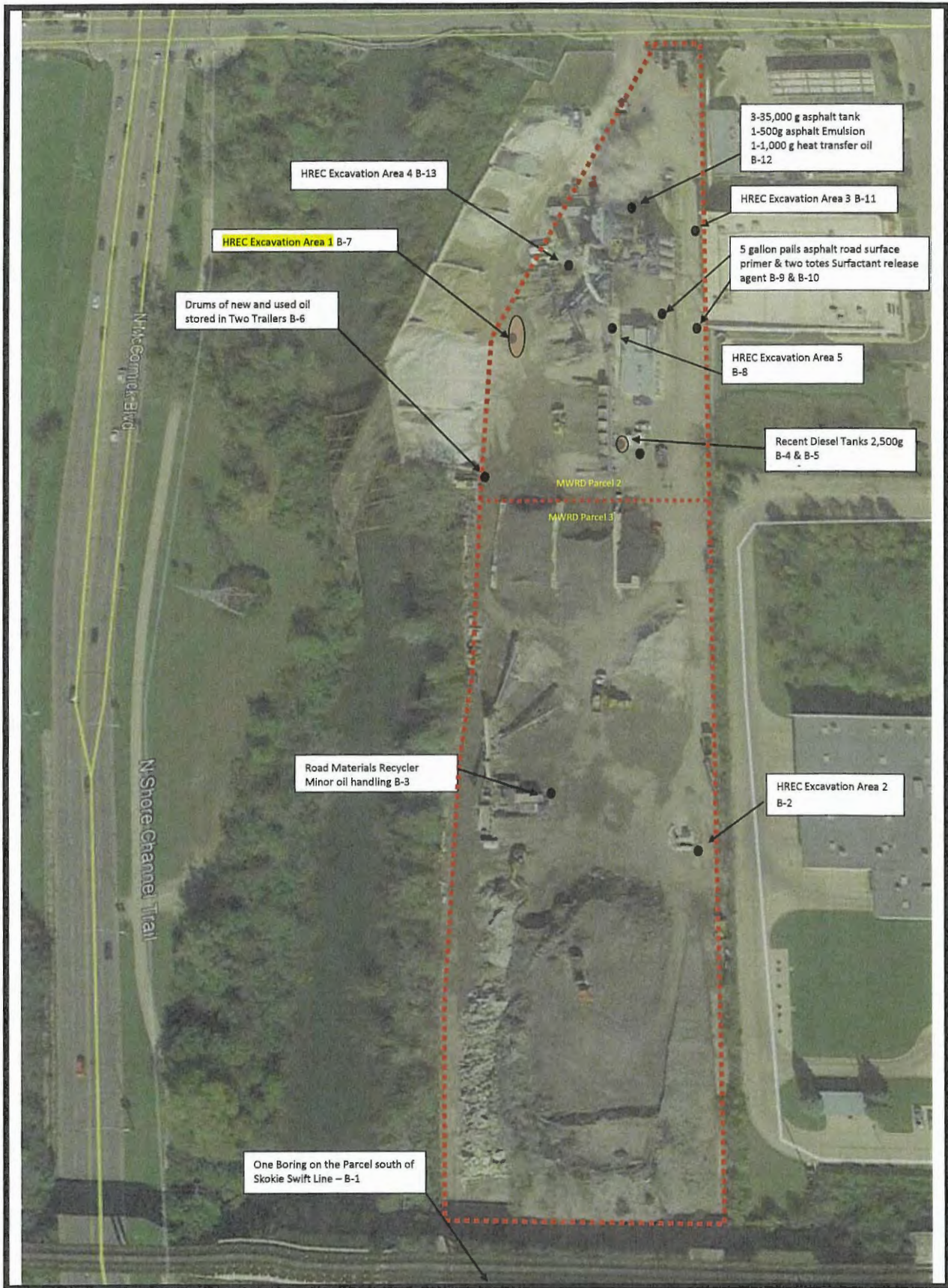
No further investigation or remediation is recommended at the site.



Alpha Environmental, Inc.

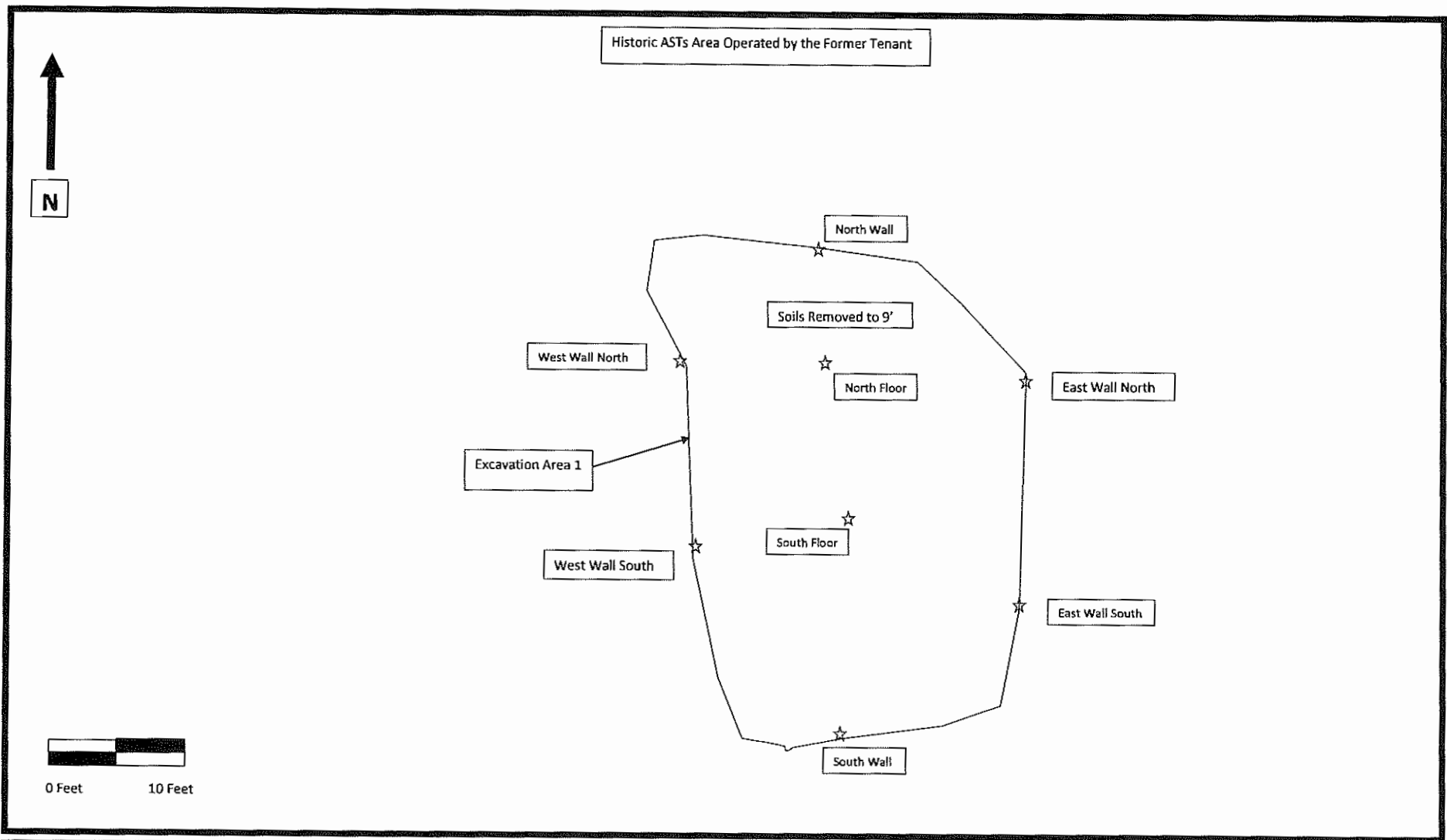
Oakton Ave., Skokie – Builders Paving

Appendix A
Figures



**Builders Asphalt Skokie Plant
Areas of Current and Historic
Chemicals and Materials Handled**

Alpha Environmental, Inc. *Figure 1*

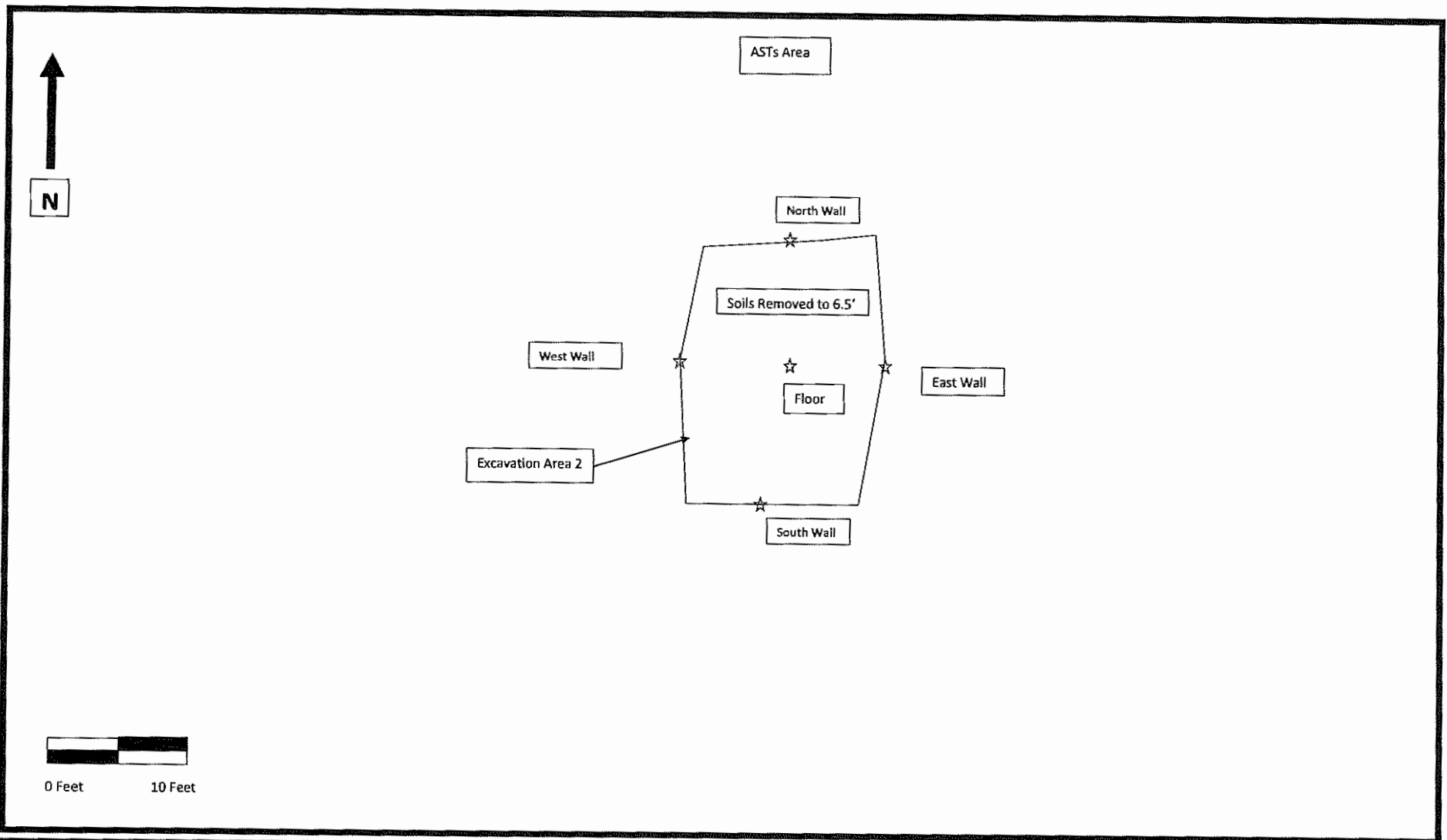


☆ Clean Soil Sample Location

Arsenic and Petroleum Impacted Soils Remediation Area
3219 Oakton, Skokie, IL

Alpha Environmental, Inc.

Figure 2



☆ Clean Soil Sample Location

Lead Impacted Soils Remediation Area
3219 Oakton, Skokie, IL

Alpha Environmental, Inc.

Figure 3



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: Michelle Tuft, Executive Director

RE: Sports Park East Development Concepts

Summary: Wight & Co will be at the board meeting to present three concepts for the development of Sports Park East (SPE). The plans were developed after receiving input from staff, the board, and affiliate groups. The concepts are attached.

The first two concepts were developed to improve the clubhouse at Sports Park, providing a much-needed improvement at that site while maximizing the square footage for fields at SPE (and maintaining the two cricket pitches). Placing a building east of the parking lot would limit the development of fields and potentially eliminate one cricket pitch.

The third concept improves the fields and lights three of the fields. A small three-season building is included so camps and rentals can be scheduled. Additional amenities are included to qualify for an OSLAD grant application, a \$600,000 matching grant.

The first two concepts require a referendum. The third concept could be covered through our capital improvement program by issuing bonds but would limit capital projects throughout the district. The board will need to discuss their willingness to consider a referendum or keep the development to a minimum and fund the project within the capital budget.

If the board is willing to contemplate a referendum, several steps would need to occur first.

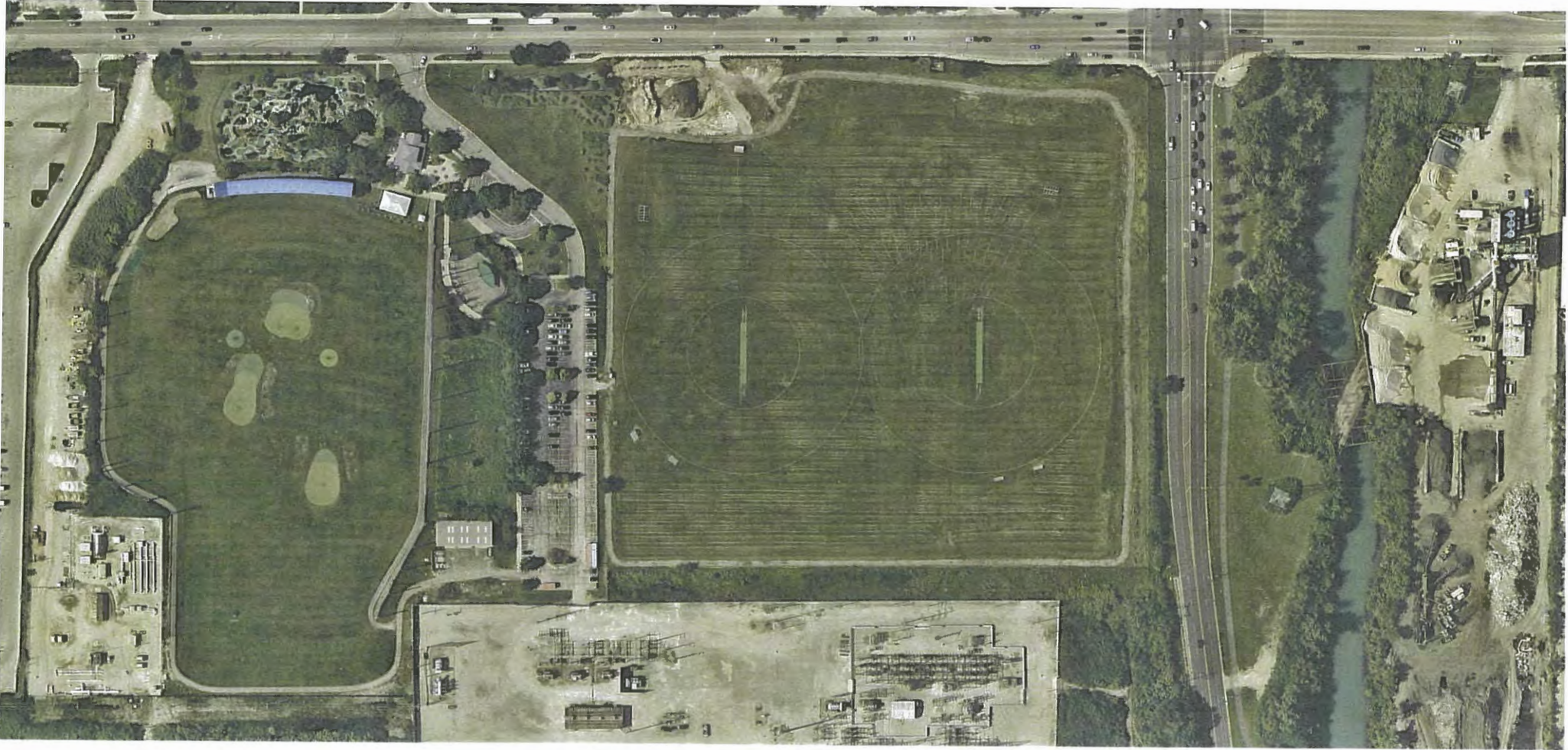
- Staff would need to develop an estimated budget for the proposed facility to ensure that the new facility would be net positive. A consultant could also be hired to do a feasibility study.
- A referendum consultant would be hired to gauge the probability of a successful referendum. Factors for success would include

the amount of the tax increase per household and voter turnout, among others.

Staff are looking for direction from the board on how to move forward with the development at SPE. Meaning, should more research be done to help the board decide on a referendum or does the board have no interest in a referendum.

Recommendation: None

Motion: None



Skokie Park District · SPORTS PARK EAST

CONCEPT DESIGN · 02/19/25



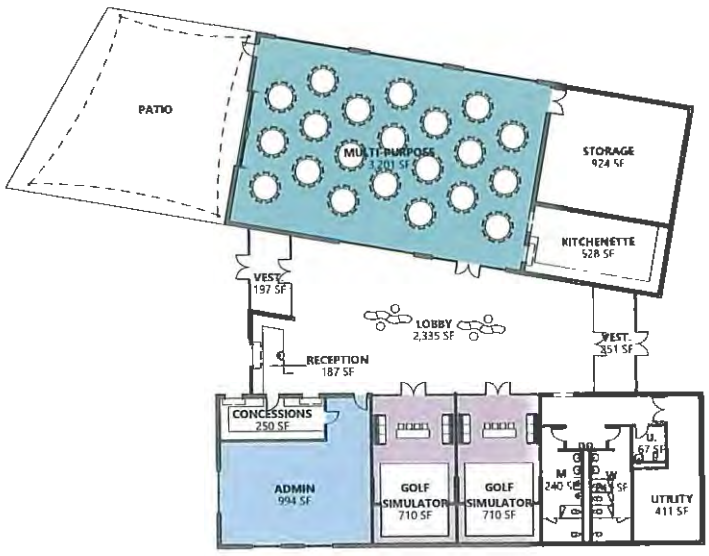
Concept Plan Diagrams
OPTION A



- LEGEND**
- 1 Recreation Center
 - 2 Multi-Purpose Patio with Shade Sails
 - 3 Pedestrian Plaza
 - 4 Bike Racks
 - 5 Chipping & Putting Practice
 - 6 Rain Garden
 - 7 Drop-Off Lane
 - 8 Pedestrian Crosswalk
 - 9 Cricket Field with Lighting & Irrigation (390' Diameter)
 - 10 Cricket Practice Pitch
 - 11 Multi-Use Field with Lighting & Irrigation (260' x 380')
 - 12 Parking Lot Renovation & Expansion
 - 13 Sports Plaza with 40' x 40' Shelter & Restrooms
 - 14 Playground
 - 15 Challenge Course
 - 16 Fitness Equipment
 - 17 Concrete Walk
 - 18 10' Wide Asphalt Multi-Use Path with Benches on Concrete Pads (0.6 Mile Loop)
 - 19 ADA Bleachers with Shade Sail
 - 20 Pedestrian Gateway (Park Sign with Digital Message Board and Concrete Plaza)
 - 21 Park Sign
 - 22 Native Perennial Planting
 - 23 Drive-In Movies
 - 24 Dumpster Enclosure
 - 25 Underground Stormwater Detention

Floor Plan Diagrams
LARGE MULTIPURPOSE ROOM | OPTION A

BUILDING FOOTPRINT 12,400 S.F.
 MULTI-PURPOSE OCCUPANTS 150-200
 APPROXIMATE STAFF 1 RECEPTION
 2 OFFICE + 2 WORKSTATIONS



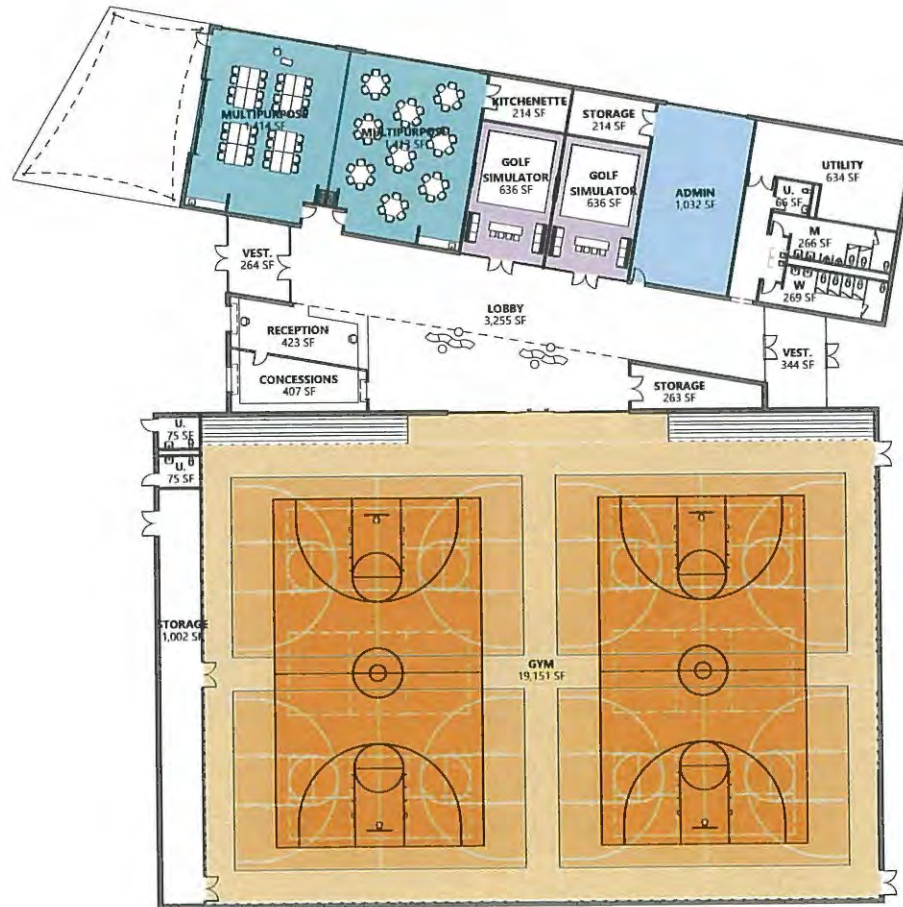
Concept Plan Diagrams
OPTION B



LEGEND

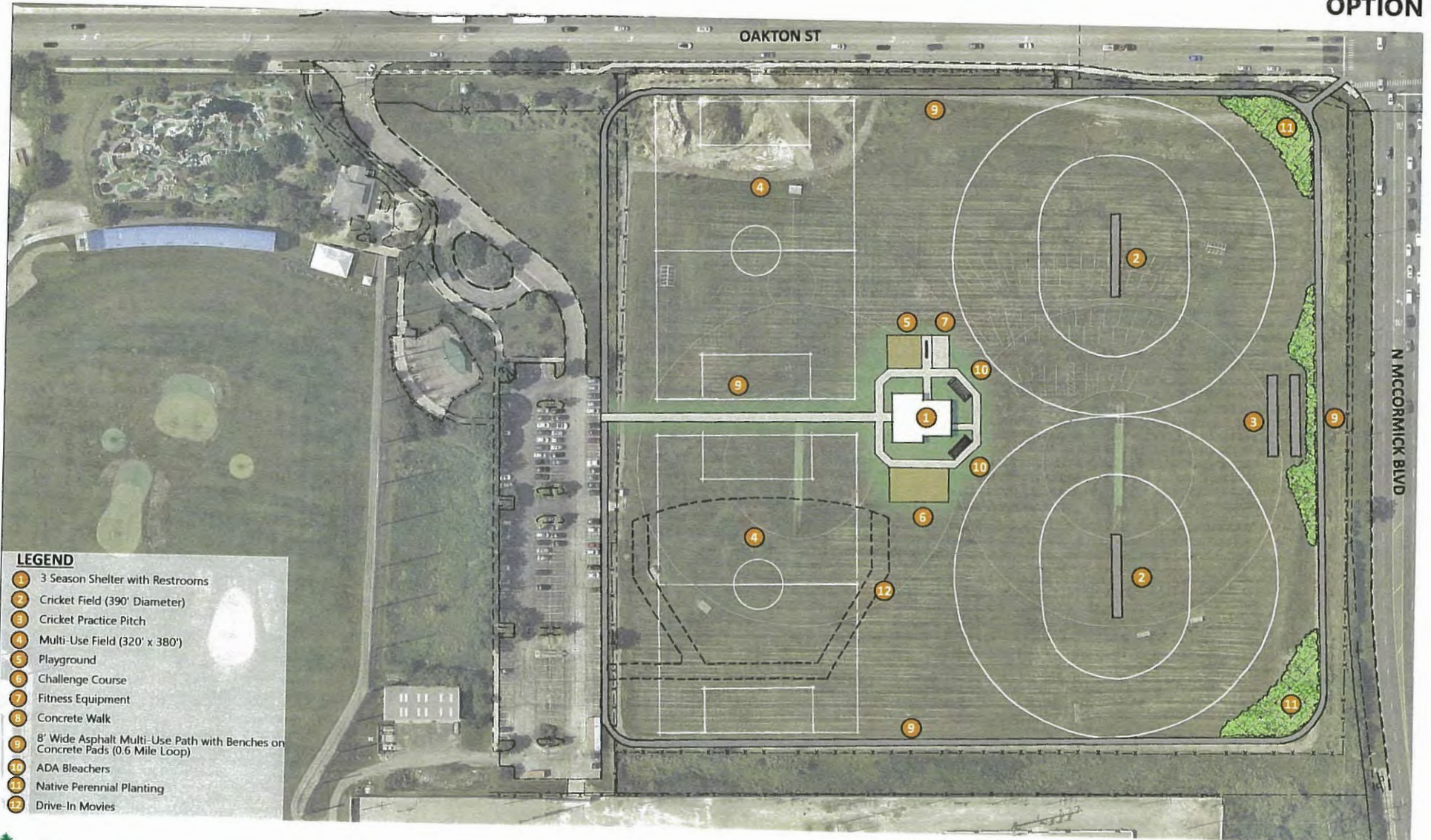
- 1 Recreation Center
- 2 Multi-Purpose Patio with Shade Sails
- 3 Pedestrian Plaza
- 4 Bike Racks
- 5 Rain Garden
- 6 Chipping & Putting Practice
- 7 Relocated Batting Cages
- 8 Drop-Off Lane
- 9 Pedestrian Crosswalk
- 10 Cricket Field with Lighting & Irrigation (390' Diameter)
- 11 Cricket Practice Pitch
- 12 Multi-Use Field with Lighting & Irrigation (260' x 380')
- 13 Parking Lot Renovation & Expansion
- 14 Sports Plaza with 40' x 40' Shelter & Restrooms
- 15 Playground
- 16 Challenge Course
- 17 Fitness Equipment
- 18 Concrete Walk
- 19 10' Wide Asphalt Multi-Use Path with Benches on Concrete Pads (0.6 Mile Loop)
- 20 ADA Bleachers with Shade Sail
- 21 Pedestrian Gateway (Park Sign with Digital Message Board and Concrete Plaza)
- 22 Park Sign
- 23 Native Perennial Planting
- 24 Drive-In Movies
- 25 Dumpster Enclosure
- 26 Underground Stormwater Detention

Floor Plan Diagrams
 COURTS + MULTIPURPOSE ROOMS | **OPTION B**



BUILDING FOOTPRINT	33,900 S.F.
MULTI-PURPOSE OCCUPANTS	100-140
APPROXIMATE STAFF	1 RECEPTION 2 OFFICE + 2 WORKSTATIONS
GYM	2 FULL-SIZED BASKETBALL 4 HALF-SIZED BASKETBALL 6 PICKLEBALL

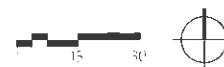
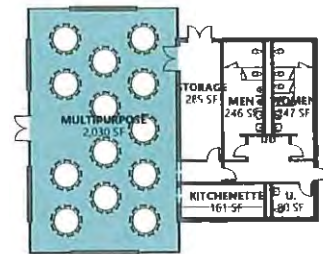
Concept Plan Diagrams
OPTION C



- LEGEND**
- 1 3 Season Shelter with Restrooms
 - 2 Cricket Field (390' Diameter)
 - 3 Cricket Practice Pitch
 - 4 Multi-Use Field (320' x 380')
 - 5 Playground
 - 6 Challenge Course
 - 7 Fitness Equipment
 - 8 Concrete Walk
 - 9 8' Wide Asphalt Multi-Use Path with Benches on Concrete Pads (0.6 Mile Loop)
 - 10 ADA Bleachers
 - 11 Native Perennial Planting
 - 12 Drive-In Movies

Floor Plan Diagrams
 3 SEASON SHELTER | **OPTION C**

BUILDING FOOTPRINT	3,700 S.F.
MULTI-PURPOSE OCCUPANTS	100-130
APPROXIMATE STAFF	0



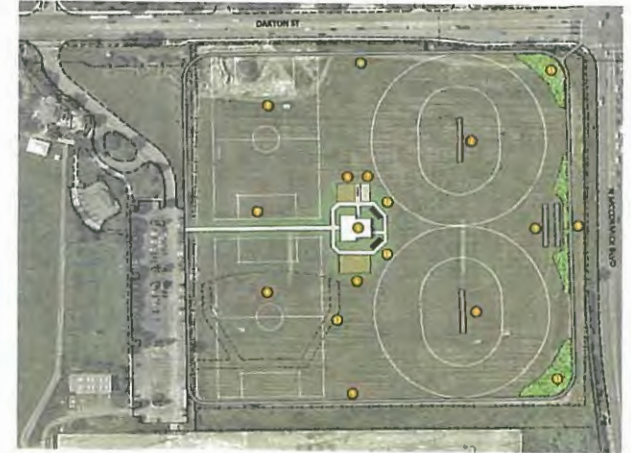
OPTION A



OPTION B



OPTION C



BUILDING	\$8,600,000
SITE DEVELOPMENT	\$17,900,000
TOTAL	\$26,500,000

BUILDING	\$18,200,000
SITE DEVELOPMENT	\$19,200,000
TOTAL	\$37,400,000

BUILDING	\$2,440,000
SITE DEVELOPMENT	\$2,960,000
TOTAL	\$5,400,000

Notes:

- Pricing includes all A/E Fees, CM Fees, Insurance, & Contingencies
- Options A & B include 2 years of escalation (2027 Start of Construction). Option C includes 1 year of escalation (2026 Start of Construction)
- Pricing does not include cost of traffic signal at Oakton entrance which may be required by the Village of Skokie. If required, budget an additional \$650,000

2022 POPULATION	2022 MEDIAN HOUSEHOLD INCOME	2022 MEDIAN PROPERTY VALUE	2024 HOMES	2024 REGISTERED VOTERS
67,824	\$82,798	\$322,548	25,241	44,808

VOTER AFFILIATIONS	2024 VOTING POPULATION AGE	2026 VOTING POPULATION AGE
45% Democratic	30% 65+ Years Old	40% 65+ Years Old
45% Unaffiliated	16% 55-64 Years Old	18% 55-64 Years Old
10% Republican	54% 18-54 Years Old	32% 18-54 Years Old

- Are there any debts you are retiring?
- Voters like when the Park District has skin in the game:
 - general funds
 - grant funds
 - referendum funds
- Voters love walking tracks
- We'll need to cater to 55+ crowd
- Midterm election in November 2026 is an ideal target date for a referendum.



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: Corrie Guynn, Superintendent of Parks, Planning, and Facilities

Re: Approval of Tennis Court Fencing Replacement Bid

Summary: On January 16, 2025, sealed bids were received for the 2025 Tennis Court Fencing Replacement project. The scope of work includes replacing fencing around Gleiss Park and Lorel Park tennis courts as part of the larger tennis court renovations at both sites. The courts at both sites are 30+ years old and have subgrade and heaving issues.

There were six bidders on the project and the bid results and project specifications are attached. There is a combined \$205,000 budgeted for the projects which includes the court construction costs and color coating. The low bidder, Innova Fence, submitted a bid for \$58,797. After contacting references, staff is comfortable recommending approval of the bid from Innova Fencing. This work is tentatively planned for mid to late summer.

Recommendation: Staff recommends the Board approve the bid from Innova Fencing of \$58,797 for the 2025 Tennis Court Fencing Replacement project.

Motion: Move to approve the bid from Innova Fencing of \$58,797 for the 2025 Tennis Court Fencing Replacement project.



BID TAB

2025 Tennis Court Fencing Bid Opening
January 31, 2025 10:00AM

Bidders	Gleiss Park	Loel Park	Total Bid Price
Proline Fence	\$33,148	\$37,261	\$70,409
Peerless Fence	\$32,912	\$39,130	\$72,042
F&R Fence	\$46,835	\$68,140	\$114,975
Innova Fence	\$26,410	\$32,387	\$58,797
Pro Fence II	\$32,000	\$39,300	\$71,300
Complete Fence	\$34,123	\$34,123	\$68,246

ADVERTISEMENT FOR BID

Project Name: 2025 Tennis Court Fencing Replacement

Notice is hereby given to potential Bidders that the Skokie Park District (the "District," "Park District" or "Owner") will receive sealed bids for the above referenced Project until 10:00 AM Friday, January 31st, at the Park Services office, 7500 Frontage Rd., Skokie, Illinois 60077 at which time the bid proposals will be publicly opened and read aloud.

Each bid must be placed in a sealed opaque envelope and shall be clearly marked "**Sealed Bid – 2025 Tennis Court Fencing Replacement**" and addressed and delivered to the Skokie Park District, Attention: Corrie Guynn, 7500 Frontage Rd., Skokie, Illinois 60077.

Bid Documents may be obtained by contacting Corrie Guynn, Superintendent of Parks, Planning and Facilities by email at cguynn@skokieparks.org or calling 847 929-7802.

The District reserves the right to waive all technicalities, to accept or reject any or all bids, or to accept only portions of a bid and reject the remainder without disclosure for any reason. Failure to make such a disclosure will not result in accrual of any right, claim or cause of action by any Bidder against the District. Owner will award the Contract to the lowest most responsible and responsive Bidder, as determined by Owner. In considering the Bidder's responsibility, the Owner may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the Work, the financial capability of the Bidder, and the performance of the Bidder on other projects.

Bids shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of the Work. A tax exemption certificate will be furnished by the Park District at the request of the Bidder. The Park District's tax exemption number shall only be used by the successful Bidder for the Work of this Project only.

After the bid opening, no bid may be withdrawn or canceled for a period of (60) calendar days.

The Work of this Project is subject to the Illinois *Prevailing Wage Act*, 820 ILCS 130/0.01 *et seq.* A prevailing wage determination has been made by the Illinois Department of Labor for public works projects in Cook County. The Contract entered into for the Work will be drawn in compliance with said law and proposals should be prepared accordingly and provide for payment of all laborers, workmen, and mechanics needed to perform the Work at no less than the prevailing rate of wages (including the prevailing rate for legal holiday and overtime work as applicable) for each craft, type of worker, or mechanic.

The Contractor(s) selected will also be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders, including but not limited to those pertaining to equal employment opportunity.

1/16/25

SECTION IV

SITE INFO/SPECIFICATIONS

Please note that all measurements provided are estimates. It is the responsibility of the Bidder to field check all measurements. No allowances will be permitted due to incorrect measurements.

Loirel Park
8135 Loirel Avenue



Scope:

The scope of work at this site is the provision and installation of approximately 350 linear feet of 10' high black vinyl coated chain link fence per the specifications below replacing the exact linear measurement of what is currently at the site. This will also include the installation of two gates in their existing locations with measurements specified below.

Timeline:

This installation is part of a complete removal/replacement of the existing court at the site. The estimated timeframe for the court to be installed is summer of 2025 and will be coordinated with the asphalt contractor, once chosen.

**Gleiss Park
9301 Keystone Avenue**



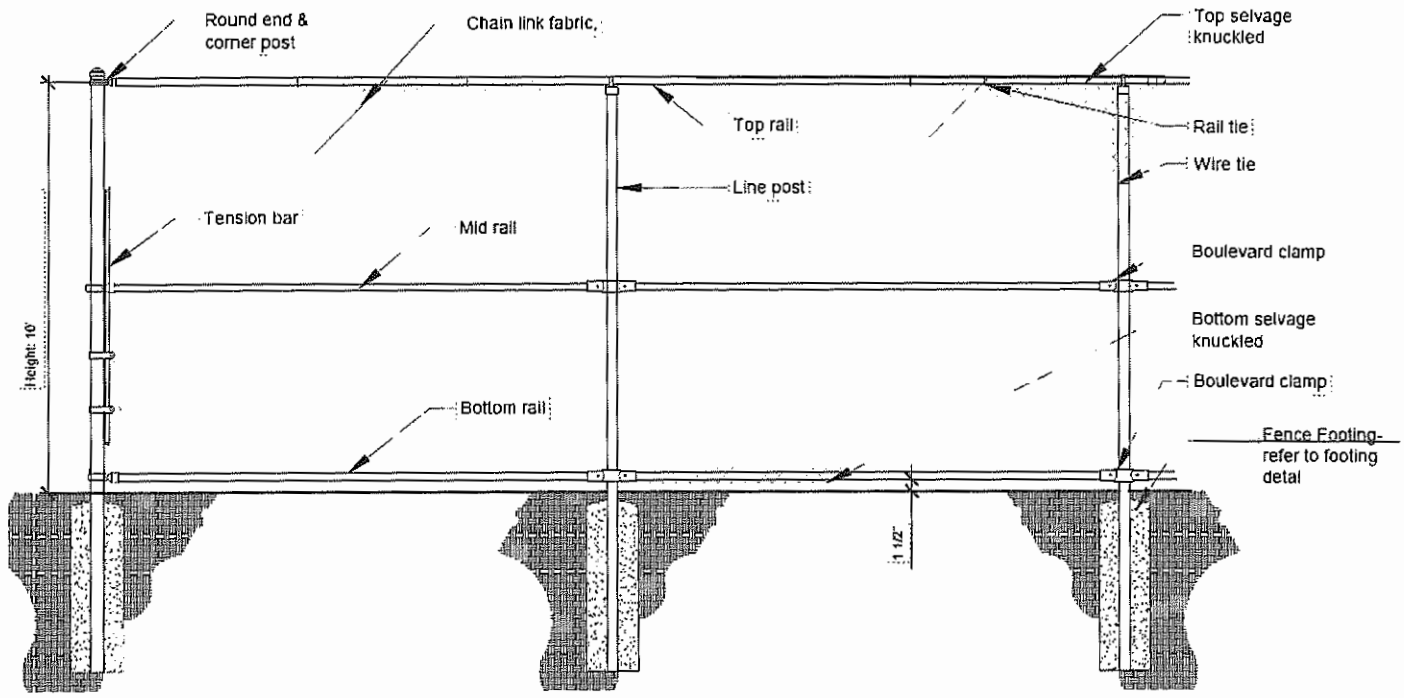
Scope:

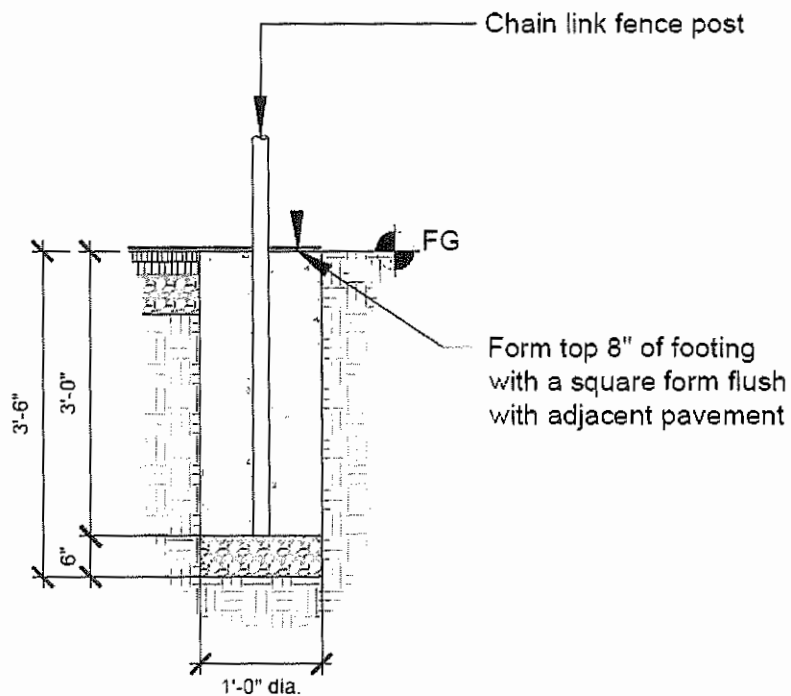
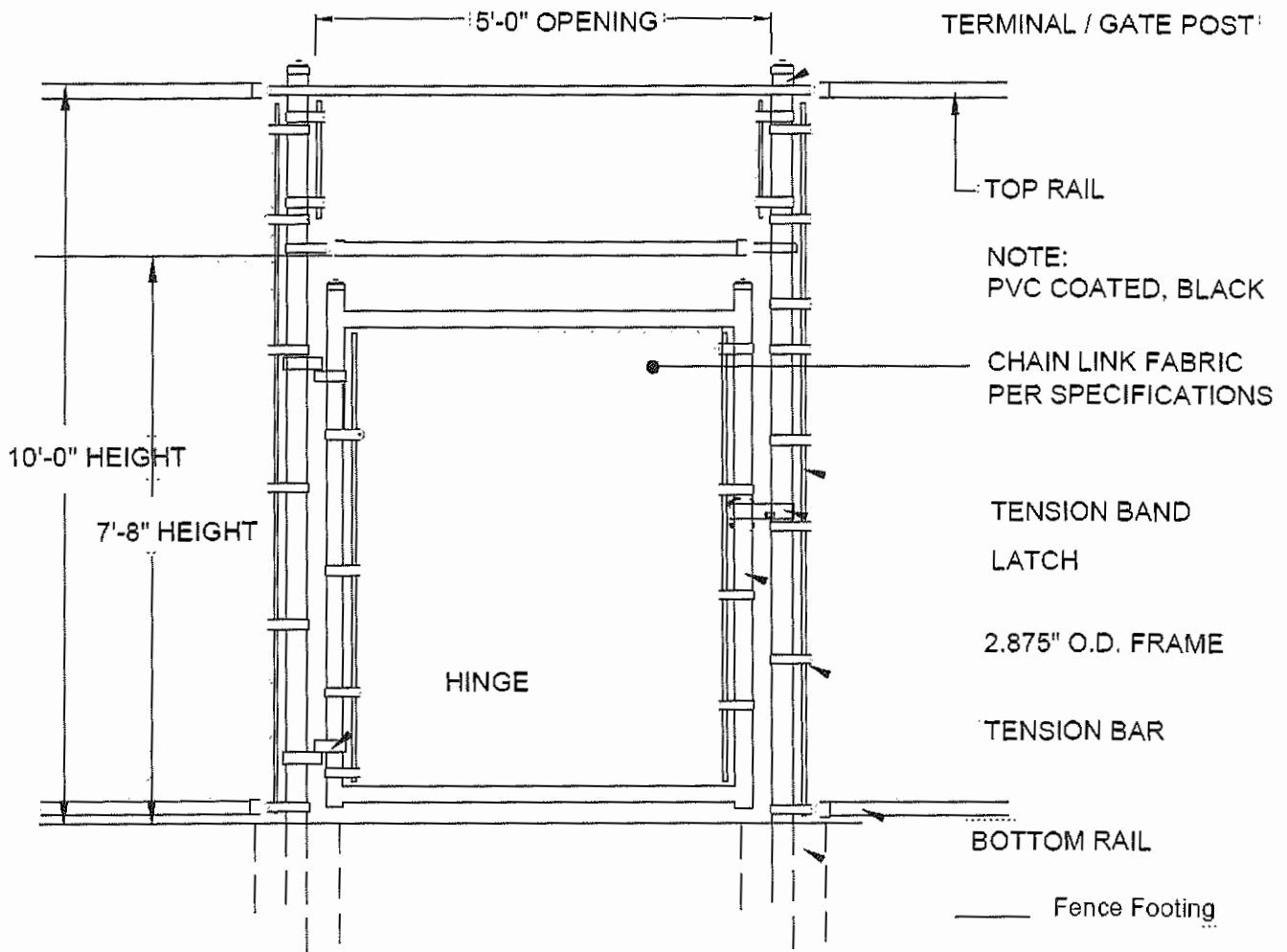
The scope of work at this site is the provision and installation of approximately 350 linear feet of 10' high black vinyl coated chain link fence per the specifications below replacing the exact linear measurement of what is currently at the site. This will also include the installation of two gates in their existing locations with measurements specified below.

Timeline:

This installation is part of a complete removal/replacement of the existing courts at the site. The estimated timeframe for the courts to be installed is summer of 2025 and will be coordinated with the asphalt contractor, once chosen.

Chainlink Fence Schedule												
Description	Height	Fabric (Height/Gauge/Mesh)	Footing Depth	Terminal Posts	Line Posts	Line Post Spacing	Top Rail	Center Rail	Bottom Rail	Truss Rod W/ Turnbuckle	Tension Wire	Finish
Tennis	10'	6GA. / 2"	42"	3" O.D.	3" O.D.	Max 10'-0"	1.66"	1.66"	1.66"	None	None	Black vinyl







Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: Corrie Guynn, Superintendent of Parks, Planning and Facilities

RE: Approval of Bobcat Tracked Loader Purchase

Summary: Staff is seeking approval of the purchase of a Bobcat Tracked Loader through the Sourcewell joint purchase program from Atlas Bobcat. Illinois statute allows park districts to purchase through joint purchase programs to take advantage of the savings on items already publicly bid.

The existing Bobcat is an all-wheel drive unit that was purchased in 1999 and has 1,918 hours on it and at 26 years old is showing its age. The Bobcat will have tracks instead of wheels which will be ideal for the kind of work it is used for, specifically playground demolitions and removals.

The Sourcewell contract price is \$78,535.95 and is attached. There is \$80,000 budgeted in the 25/26 fiscal year capital fund and the existing machine will be listed for surplus at a future board meeting and sent to auction.

Recommendation: Staff recommends the Board approve the purchase of a Bobcat Tracked Loader from Atlas Bobcat through the Sourcewell joint purchase program for \$78,535.95.

Motion: Move to approve the purchase of a Bobcat Tracked Loader from Atlas Bobcat through the Sourcewell joint purchase program for \$78,535.95.



Quotation Number: TS907621
 Quote Sent Date: Dec 12, 2024
 Expiration Date: Jan 11, 2025
 Prepared By: Todd Swartz
 Phone: 847-529-1191
 Email: tswartz@atlasbobcat.com

Customer
Skokie Park District
 Phone: +1 847 929 7843

Contact
Peter Haben
 Phone: 847.363.1779
 Email: phaben@skokieparks.org

Dealer
Atlas Bobcat, Elk Grove Village, IL
 1160 MCCABE AVE

Item Name	Item Number	Quantity	Price Each	Total
T66 T4 Bobcat Compact Track Loader	M0349	1	54,225.76	54,225.76
Standard Equipment:				
74.0 HP Tier 4 V2 Bobcat Engine			Lift Arm Support	
Auxiliary Hydraulics: Variable Flow			Lift Path: Vertical	
Backup Alarm			Lights, Front and Rear LED	
Bob-Tach			Operator Cab	
Bobcat Interlock Control System (BICS)			Includes: Adjustable Suspension Seat, Top and Rear Windows,	
Controls: Hand and Foot (Manual)			Parking Brake, Seat Bar and Seat Belt	
Cylinder Cushioning - Lift, Tilt			Roll Over Protective Structure (ROPS) meets SAE-J1040 and	
Engine/Hydraulic Performance De-rate Protection			ISO 3471	
Glow Plugs (Automatically Activated)			Falling Object Protective Structure (FOPS) meets SAE-J1043	
Horn			and ISO 3449, Level I; (Level II is available through Bobcat	
			Parts)	
			Parking Brake: Spring Applied, Pressure Released (SAPR)	
			Solid Mounted Carriage with 4 Rollers	
			Tracks: Rubber, 12.6" Wide	
			Counter Weights - 100 lbs.	
			Telematics - Machine IQ - 2-year Basics	
			Warranty: 2 years, or 2000 hours whichever occurs first	
Selectable Joystick Controls	M0349-R01-C04	1	604.80	604.80
Comfort Package	M0349-P11-C07	1	7,634.16	7,634.16
<i>Included:</i> Comfort Package:, Enclosed				
HVAC Cab, Radio, Adjustable Heated				
Cloth Air Ride Seat, Power Bob-Tach, Solid				
Undercarriage, Instrumentation: Standard 5"				
Display, Engine Temperature and Fuel				
Gauges, Hour meter, RPM and Warning				
Indicators. Includes maintenance interval				
notification, fault display, job codes, quick				
start, auto idle, and security lockouts,				
Premium LED Lights, Keyless Start, Two-				
Speed Travel, 7-Pin Attachment Control,				
Dual Direction Bucket Positioning, Rear				
Camera, Sound Reduction				
7" Touch Display	M0349-R08-C03	1	1,318.32	1,318.32
High-Flow Hydraulics	M0349-R03-C03	1	1,710.72	1,710.72
60 Month/2000 Hour Full Extended	9986213	1	1,300.00	1,300.00
Warranty				
Total for T66 T4 Bobcat Compact Track Loader				66,793.76
68" Heavy Duty Bucket	7272679	1	1,451.12	1,451.12

Bolt-On Cutting Edge, 68"	6718006	1	365.51	365.51
	Total for 68" Heavy Duty Bucket			1,816.63
Sourcewell	020223-CEC	1	0.00	0.00
	Total for Sourcewell			0.00
SG 60 Stump Grinder	6808034	1	9,925.56	9,925.56
	Total for SG 60 Stump Grinder			9,925.56
Quote Total - USD				78,535.95
Quote Total - USD				78,535.95

Customer acceptance:	
Quotation Number:: TS907621	Purchase Order: _____
Authorized Signature:	
Print: _____	Sign: _____
Date: _____	Email: _____ Tax Exempt: Y <input type="checkbox"/> / N <input type="checkbox"/>



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: Corrie Guynn, Superintendent of Parks, Planning and Facilities

Re: Skokie Sports Park Shelter Installation and Concrete Bid Approval

Summary: On February 13, 2025, bids were opened for the Skokie Sports Park Shelter Installation and Concrete project. The scope of bid includes installing concrete pads for a permanent shelter, hitting bays and benches as well as the installation of the shelter. The shelter will be used for group and party rentals and the 13 concrete hitting bays will add one more bay to the site than what is currently there. The concrete hitting area will also be wide enough to permit people to walk behind hitters, anchor in dividers and anchor in the hitting mats, all of which are an issue with the current brick surfacing.

Additionally, there are currently five Trackman hitting monitors serving the brick hitting area and that will be expanded to include all 13 of the bays. This has been a very popular feature and when the range is busy people will often wait to hit at stations with the Trackman monitors versus hitting at stations with no monitor.

There were 4 bidders on this project and the results can be seen as an attachment to this recommendation. The low bidder, Playground Safe, submitted a bid of \$92,242.50. There is \$210,000 budgeted for the overall project in the Sports Park operating budget. This work will be scheduled for the spring so that the shelter and hitting stations will be available for the heavier amount of summer usage. After checking references for Playground Safe and discussing the project with them, staff is comfortable recommending them for the project.

Recommendation: Staff recommends the Board approve the bid from Playground Safe for \$92,242.50 for the Skokie Sports Park Shelter Installation and Concrete Project.

Motion: Move to approve the bid from Playground Safe for \$92,242.50 for the Skokie Sports Park Shelter Installation and Concrete Project.







BID TAB

2025 Sport Courts Improvements Bid Opening

January 16, 2025 9:00AM

Bidders	Shelter Installation	Concrete	Total Bid Price
D&J Landscape	\$38,195.46	\$59,811.00	\$98,006.46
Playground Safe	\$39,060.00	\$53,182.50	\$92,242.50
Hacienda	\$36,500.00	\$58,650.00	\$95,150.00
GC Designs	\$12,500.00	\$92,105.00	\$104,605.00

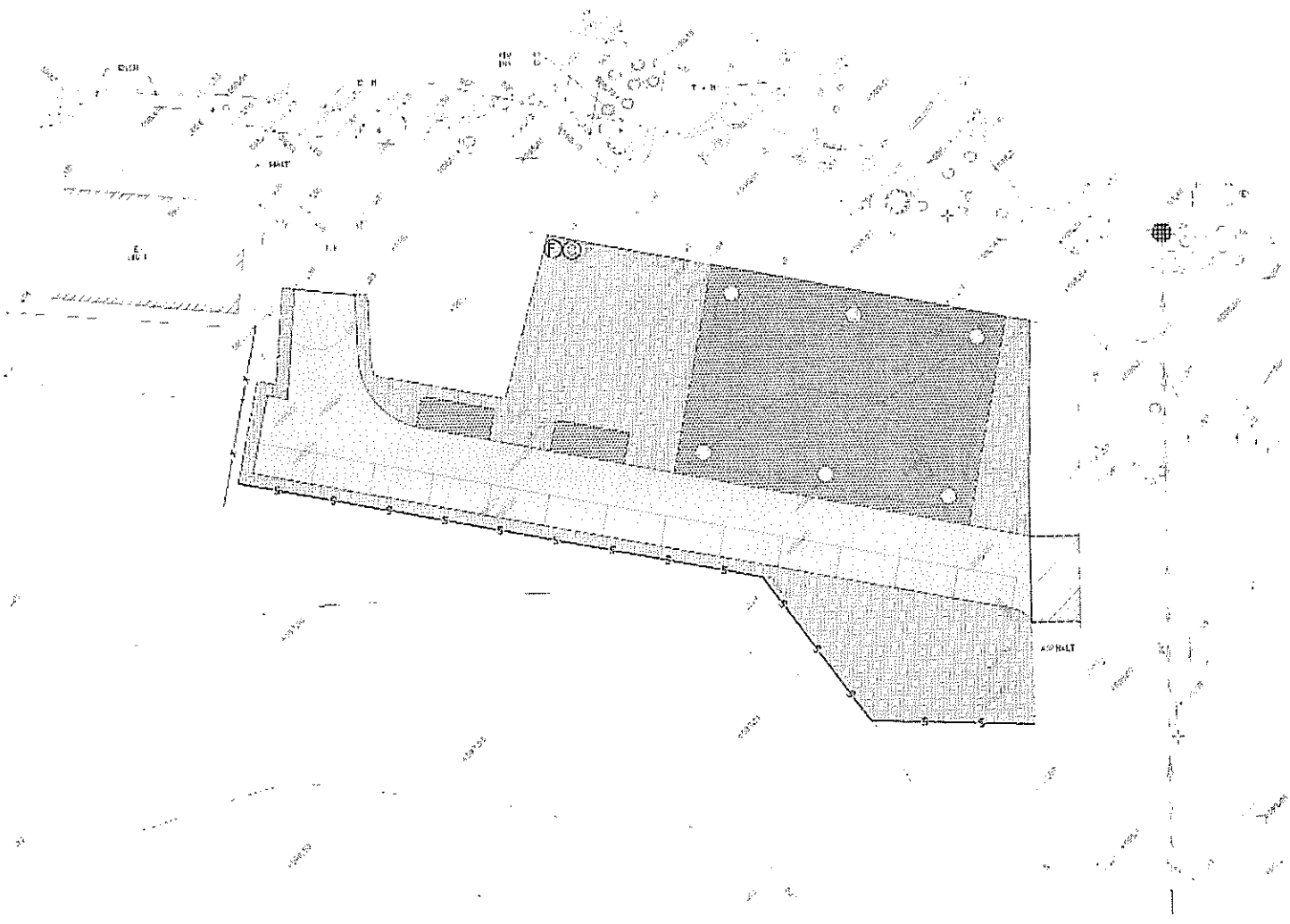
SESC LEGEND

-  SILT FENCE INSTALLATION
-  STORM SEWER INLET PROTECTION - INLET FILTER BASKET
-  PORTABLE RESTROOM FACILITY
-  CONCRETE WALKOUT

GRAPHIC SCALE



1" = 100'
1" = 30.48m



GHA GEWALT HAMILTON ASSOCIATES, INC.
 625 Forest Edge Drive • Vernon Hills, IL 60061
 Tel: 847.478.9700 • Fax: 847.478.9701

CONCRETE NOTES:
 1. ALL CONCRETE SHALL BE 4000 PSI COMPRESSIVE STRENGTH.
 2. ALL CONCRETE SHALL BE CURABLE AND PROTECTED FROM FREEZING TEMPERATURES.
 3. ALL CONCRETE SHALL BE FINISHED WITH A BROOM FINISH.

SOIL EROSION & SEDIMENT CONTROL PLAN

**2028 SKOKIE PD CONCRETE IMPROVEMENTS
 SKOKIE SPORTS PARK
 SKOKIE, ILLINOIS**

NO.	BY	DATE



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: Corrie Guynn, Superintendent of Parks, Planning and Facilities

RE: Community Project Funding Informational Summary

Summary: In March 2024, the Skokie Park District was awarded a Community Project Funding grant through the office of Jan Schakowsky, amounting to \$500,000. This grant is designated for the renovation of three parks: Lauth Park, Lee Wright Park, and Terminal Park. These playgrounds, which are over 32 years old, are in dire need of replacement.

The grant process involved securing a grant agreement and completing an environmental review, both of which are prerequisites for utilizing the funds and qualifying for reimbursement. The environmental review was completed in December 2024, and the grant agreement is currently progressing through the approval process.

In early February, the new administration paused federal funding and then released the funding a couple of days later. After several emails and discussions with the federal grant manager, staff feels comfortable moving forward with the projects once the grant agreement is in place.

The current project budget for the three sites is \$765,050, with the park district responsible for \$265,050 and the remainder covered by the grant. If funding is paused, delayed, or rescinded, the park district will cover the \$500,000 shortfall as follows.

Fund 11 has a balance of \$158,000. Using this balance and delaying the \$300,000 for district-wide concrete improvements and \$55,000 for Oakton Community Center bathroom renovations will provide the necessary funds if the grant is compromised. Both projects will be bid in late summer/early fall, allowing time to verify grant funding.

Recommendation: Staff will proceed with the demolition of the playgrounds and continue to move forward with the renovations.

Motion: No motion required, informational only.



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: Corrie Guynn, Superintendent of Parks, Planning, and Facilities

Re: Approval of Playground Equipment Purchase for Lauth Park, Lee Wright Park, and Terminal Park

Summary: On January 28 and February 6 of 2025, public meetings were held regarding planned improvements at Lauth Park, Lee Wright Park, and Terminal Park. One of the renovation components discussed was the replacement of the existing playground equipment. Six vendors were invited to submit proposals, NuToys, Imagination, Gametime, Burke, Dynamo and Parkreation.

Five of the six vendors submitted proposals, and Burke was chosen for Terminal Park, Lauth Park and for the 2–5-year-old age-appropriate play structure and the 4-person rocker for Lee Wright Park. The decision was based on the play value, cost, and overall design. The renderings for each site are attached. These purchases include the playground equipment and independent play items, but do not include the swing sets which will come from another manufacturer.

The equipment is being purchased through a Sourcewell cooperative contract with Burke. Burke has designed several playgrounds over the last few years including Reid Park, Lorel Park, and Hamlin Park.

The total cost for the playground equipment is \$238,390 as follows:

- Terminal Park \$132,756
- Lauth Park \$85,763
- Lee Wright Park \$19,871

The full renovation budgets are:

- Terminal Park \$245,000
- Lauth Park \$175,000
- Lee Wright Park \$220,000.

The playground equipment replacement is being funded by a \$500,000 Community Project Funding grant through Congresswoman Jan Schakowsky's office. Those funds will cover the purchase and installation of the play equipment at all three sites.

Staff will handle removal and disposal of the existing playground surfacing and equipment this winter/spring. The installation of the playground equipment is tentatively scheduled to begin this spring with the parks reopening in mid-to-late summer.

Recommendation: Staff recommends the Board approve the bid from BCI Burke for the playground equipment at Lauth, Lee Wright and Terminal Parks for a total of \$238,390.

Motion: Move to approve the bid from BCI Burke for playground equipment at Lauth, Lee Wright, and Terminal Parks for \$238,390.

Play Illinois, LLC

310 N. Grant Street, Westmont, IL 60559
Tel (844) 222-9990 Fax (844) 217-1113
www.playil.com



Date: 2/11/25
Quote #: 021125-2
**Accepted Approved Quotation,
Terms and Conditions**

In coordination with **BCI Burke Company, LLC**

Tel: (920) 921-9220

To: Skokie Park District
7701 Skokie Blvd
Skokie, IL 60076

Signed: _____

Date: _____

Project Name: Terminal Park: 9401 Kenton Ave
Project Location: Lauth Park: 8031 Keystone Ave
Lee Wright Park: 4840 Lee St

ID# 42711

Prepared by		Estimated Ship Date	Payment Terms		
Cheryl Parson		5-6 weeks after receipt of order	Net 30 Days after receipt of equipment		
Item	Proposal #	Description	Unit Price	Quantity	Total
Equipment	129-196435-2	Terminal Park: 2-5 Structure, Air Venture Glider & Nido Spinner	\$ 27,700.00	1	\$ 27,700.00
Equipment	129-196439-1	Lauth Park: 5-12 & 2-5 Structure with Nido Spinner	106,480.00	1	106,480.00
Equipment	129-196728-1	Lee Wright Park: 2-5 Structure and Orb Rocker	23,584.00	1	23,584.00
Discount		Discount per Sourcewell Contract # 010521-BUR	(23,664.00)	1	(23,664.00)
Discount		Additional Courtesy Discount	(10,160.00)	1	(10,160.00)
Freight		Delivery of Burke Equipment	4,600.00		4,600.00
Sales Tax		Please submit tax exempt form at time of order	0.00	1	-
TOTAL:					\$ 128,540.00

Cheryl Parson

Title: Project Manager, Play Illinois, LLC



Pricing and Freight are valid for 30 days!

Thank you for the opportunity to provide this quote.
We look forward to filling your park & playground needs in the months and years to come!

Special Notes: Prices do not include site security, safety surfacing (unless shown in quoted items above), installation (unless shown in quoted items above) or sales tax (if applicable). Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. Freight charges are predicated on all items being ordered and shipped at the same time.

In coordination with **BCI Burke Company, LLC**
"An ISO 9001:2008 and ISO 14001:2004 Certified Company"
PO Box 549 - Fond du Lac, WI 54936-0549 - Phone (920) 921-9220 - Fax (920) 921-9566 - www.bciburke.com

Play that Moves You®

Play Illinois, LLC

310 N. Grant Street, Westmont, IL 60559
Tel (844) 222-9990 Fax (844) 217-1113
www.playil.com



Date: 2/11/25
Quote #: 021125-1
**Accepted Approved Quotation,
Terms and Conditions**

In coordination with **BCI Burke Company, LLC**
Tel: (920) 921-9220

Signed: _____
Date: _____

To: Skokie Park District
7701 Skokie Blvd
Skokie, IL 60076

Project Name: Terminal Park
Project Location: 9401 Kenton Ave
Skokie, IL 60076

ID# 42711

Prepared by		Estimated Ship Date	Payment Terms		
Cheryl Parson		5-6 weeks after receipt of order	Net 30 Days after receipt of equipment		
Item	Proposal #	Description	Unit Price	Quantity	Total
Equipment	NU-3640	5-12 Custom Nucleus Structure	\$ 169,000.00	1	\$ 169,000.00
Discount		Discount per Sourcewell Contract # 010521-BUR	(25,350.00)	1	(25,350.00)
Discount		Early Bird Sale Discount	(33,800.00)	1	(33,800.00)
Freight		Delivery of Burke Equipment with Lee Wright & Lauth Park	0.00		-
Sales Tax		Please submit tax exempt form at time of order	0.00	1	-
TOTAL:					\$ 109,850.00

Cheryl Parson

Title: Project Manager, Play Illinois, LLC



Pricing and Freight are valid for 30 days!

Thank you for the opportunity to provide this quote.
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Play that Moves You®

- COLOR KEY**
- BLUE
 - GREEN
 - ORANGE
 - GRAY
 - GRASS
 - GRASS/BLACK
 - GRASS/BLACK



PLAY
ILLINOIS
FOR EVERYONE

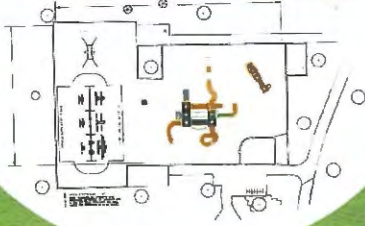




COLOR KEY

	OCEAN
	BLUE
	AQUA
	OCEAN/BLACK





COLOR KEY

- GRAY
- ORANGE
- LIME
- NAVY
- GRAY
- GRAY/BLACK
- LIME/BLACK
- ORANGE/BLACK

PLAY
ILLINOIS
PARKS & PLAY/POUND SOLUTIONS

3D Designer: Kendra



NIDO™ SPINNER

3-IN-A-ROW PANEL

360 LOOP® 10'

NICHE CAPSULE NANO™

SERENITY SPOT®

ROPE TRIANGLE CLIMBER

LOGE™ SLIDE



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: Corrie Guynn, Superintendent of Parks, Planning, and Facilities

Re: Approval of Lauth Park, Lee Wright Park and Terminal Park Swing Set Purchase

Summary: On January 28 and February 6, 2025, public meetings were held regarding planned improvements at Lauth Park, Lee Wright Park, and Terminal Park. One renovation component at each site is the replacement of the swing sets.

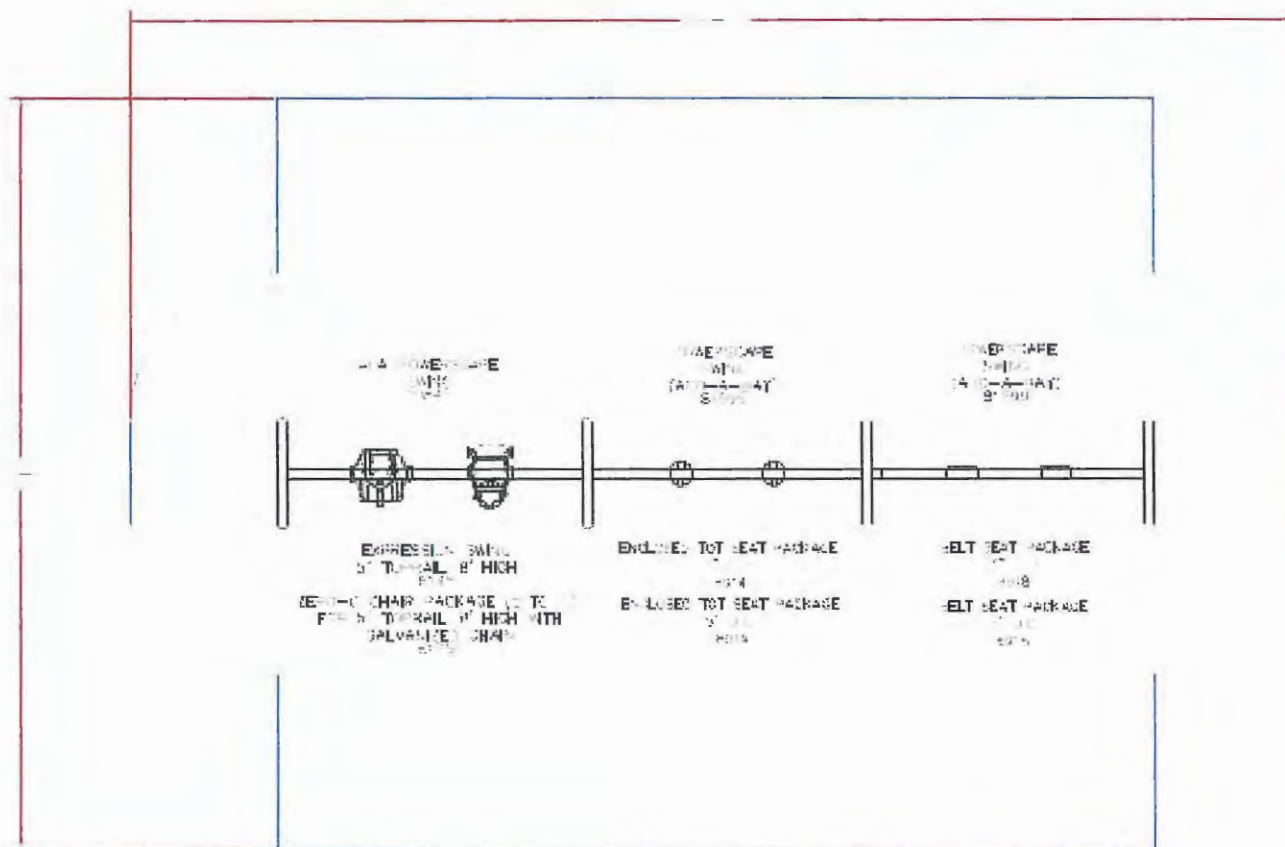
Due to its popularity at other district playgrounds and when space allows, Gametime's Expressions parent/tot swing is incorporated into the playground designs. This is a patented product from Gametime and not available from other vendors. In addition to the Expressions swing, the swing sets will include two belt swings, two tot swings and a plastic molded ADA swing. The layout and cost for the swings at each site is identical. The cost for each is \$11,739.23 for a total of \$35,217.69.

The full renovation budget for Terminal Park is \$245,000, at Lauth Park it is \$175,000 and at Lee Wright Park it is \$220,000.

The play equipment is being funded by a \$500,000 Community Project Funding Grant through Congresswoman Jan Schakowsky's office. The funds will cover the purchase and installation of the swings and installation at all three sites.

Recommendation: Staff recommends the Board approve the bid from Gametime for the swing sets at Lauth, Lee Wright and Terminal Parks for a total of \$35,217.69.

Motion: Move to approve the bid from Gametime for the swing sets at Lauth, Lee Wright, and Terminal Parks for a total of \$35,217.69.



15'



150 PlayCore Drive SE
 Fort Payne, AL 35967
 www.cameltim.com



Skokie Park District
 Three Bay PowerScape Swings
 Skokie, IL
 Recreative
 Cunningham Recreation

This play equipment is recommended for children ages 2-5 & 6-12

Minimum Area Required
 45'-0" x 30'-0"
 Scale
 This drawing can be used only when in an 11" x 17" format.

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, and in depths to meet the critical fall heights as specified by the U.S. Consumer Product Safety Commission, ASTM standard F 1407 and Canadian Standard CAN/CSA-Z-614.

Drawn By:
 TGV
 Date:
 11/26/2024
 Drawing Name:
 173050



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

11/26/2024
 Quote #
 173060-03-01

Terminal Park Swings

Skokie Park District
 Attn: Corrie Guynn
 9300 Weber Park Place
 Skokie, IL 60077
 United States
 Phone: 847-929-7802
 cg@skokieparks.org

Ship to Zip 60077

Quantity	Part #	Description	Unit Price	Amount
1	10847	GameTime - Ada Two-Place Swing F/S, 5" Od [Basic:_____]	\$3,103.00	\$3,103.00
2	81599	GameTime - Powerscape Swing Add A Bay 5" X 8' [Basic:_____]	\$1,866.00	\$3,732.00
1	5145	GameTime - Expression Swing 5" X 8' [Basic:_____]	\$2,017.00	\$2,017.00
1	81750	GameTime - 5" Zero-G Chair (5-12)-Galv Chain [Roto Plastic:_____]	\$808.00	\$808.00
2	8914	GameTime - Encl Tot Seat 5"Od(8914)	\$499.00	\$998.00
2	8918	GameTime - Belt Seat Pkg 5"Od(8918)	\$402.00	\$804.00
Contract: OMNIA #2017001134			Sub Total	\$11,462.00
			Discount	(\$864.57)
			Freight	\$1,141.80
			Total	\$11,739.23

Comments

*MATERIALS ONLY: Quotation does not include any site work, off-loading, storage, safety surfacing, or installation.



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

11/26/2024
 Quote #
 173060-02-01

Lee Wright Park Swings

Skokie Park District
 Attn: Corrie Guynn
 9300 Weber Park Place
 Skokie, IL 60077
 United States
 Phone: 847-929-7802
 cg@skokieparks.org

Ship to Zip 60077

Quantity	Part #	Description	Unit Price	Amount
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Comments

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GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

11/26/2024
 Quote #
 173060-01-01

Lauth Park Swings

Skokie Park District
 Attn: Corrie Guynn
 9300 Weber Park Place
 Skokie, IL 60077
 United States
 Phone: 847-929-7802
 cg@skokieparks.org

Ship to Zip 60077

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			Freight	\$1,141.80
			Total	\$11,739.23

Comments

*MATERIALS ONLY: Quotation does not include any site work, off-loading, storage, safety surfacing, or installation.



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: Corrie Guynn, Superintendent of Parks, Planning, and Facilities

Re: Approval of Playground Equipment Purchase for Lee Wright Park

Summary:

On January 28, a public meeting was held regarding planned improvements at Lee Wright Park. One of the renovation components discussed was the replacement of the existing playground equipment. Six vendors were invited to provide proposals for the site. The vendors chosen to submit were NuToys, Imagination, Gametime, Burke, Dynamo, and Parkreation.

After receiving proposals from five of the six vendors, staff selected the 5–12-year-old age-appropriate structure and a small spinning play item from NuToys. The decision to move forward with NuToys was based on the play value and unique design of the structure. Renderings of the equipment is attached.

The total cost for the playground equipment is \$89,405 and the full renovation budget for Lee Wright is \$220,000. As a reminder, the purchase of the playground equipment is being funded by a \$500,000 Community Project Funding Grant through Congresswoman Jan Schakowsky's office. The funds will cover the purchase and installation of the play equipment at this site as well as Lauth Park and Terminal Park.

Staff will handle removal and disposal of the existing playground surfacing and equipment this winter/spring. The installation of the playground equipment is tentatively scheduled to begin in the spring with the park opening in mid-to-late summer.

Recommendation: Staff recommends the Board approve the bid from NuToys for the playground equipment at Lee Wright Park for a total of \$89,405.

Motion: Move to approve the bid from NuToys for the playground equipment at Lee Wright Park for a total of \$89,405.



LEE WRIGHT PARK

SKO25LEE3 • 1.24.2025



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Box 7075
 Westchester, IL 60154
 708-579-9055
 708-579-0109 (fax)
 1-800-526-6197

January 24, 2025

LEE WRIGHT PARK
 SKOKIE, IL
 OPTION 3
 PLAYSHAPER/SMARTPLAY COMPONENT SYSTEM

<u>QTY.</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>PRICE</u>
1	152179A	Saddle Spinner DB 12"Height		990
		Subtotal		\$ 990
5-12 Year Olds Play Equipment				
1	323659A	Volo DB		\$ 83,595
	includes:	48" Double Wave Slide		
		88" Alpine Slide		
		Corkscrew Climber		
		Crux Climber (2)		
		Firepole		
		Flexx Climber		
		Inclined Belt Bridge		
		Inclined Pod Climber		
		Oodle Seat Climber		
		Pentagon Climber		
		Routes Panel		
		Rung Climber		
		Saddle Climber		
		Seek and Find Panel		
		Shape Sliders		
		Slack Lines		
		Swigglenknots Bridge		
		Talk Tube		
		Talk Tube Magnet Panel		
		Wave Belt Climber		
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years DB		-
		Equipment Subtotal		\$ 84,585
		Shipping Costs		4,820
		Equipment Total		\$ 89,405

SKO25LEE3 - CG/DS



Skokie Park District BOARD SUMMARY



Date: February 25, 2025

To: Board of Park Commissioners

From: Corrie Guynn, Superintendent of Parks, Planning and Facilities

Re: Lauth, Lee Wright and Terminal Playgrounds Installation Bid Approval

Summary: On February 20, 2025, bids were opened for the Lauth, Lee Wright and Terminal Parks playground installations. The scope of the project includes the installation of playground equipment at the three park sites.

There were four bidders, and the results are attached. The low bidder, Playground Safe, submitted a bid of \$123,655. The full renovation budget for Terminal Park is \$245,000, at Lauth Park it is \$175,000 and for Lee Wright Park it is \$220,000. As a reminder, this project is being partially funded through a \$500,000 Community Project Funding Grant from Congresswoman Jan Schakowsky's office. The funding will cover the full cost of the playground equipment purchase as well as the installation at all three parks.

The district has not used Playground Safe before but after checking references staff is comfortable recommending them for this project.

Recommendation: Staff recommends the Board approve the bid from Playground Safe for \$123,655 for the Lauth, Lee Wright and Terminal Playground Installation bid.

Motion: Move to approve the bid from Playground Safe for \$123,655 for the Lauth, Lee Wright and Terminal Parks Playground Installations.



BID TAB

Lauth, Lee Wright and Terminal Playground Equipment Installation Bid Opening

February 20, 2025 9:00AM

Bidders	Lauth Park	Lee Wright Park	Terminal Park	Total Bid Price
D&J Landscape	\$34,125.78	\$41,723.13	\$49,595.38	\$125,444.29
Playground Safe	\$33,150.00	\$41,145.00	\$49,360.00	\$123,655.00
Hacienda	\$39,000.00	\$48,000.00	\$58,000.00	\$145,000.00
Clauss Brothers	\$62,274.00	\$62,146.00	\$98,433.00	\$222,853.00

ADVERTISEMENT FOR BID

Project Name: LAUTH PARK, LEE WRIGHT PARK AND TERMINAL PARK PLAYGROUND INSTALLATION

Notice is hereby given to potential Bidders that the Skokie Park District (the "District," "Park District" or "Owner") will receive sealed bids for the above referenced Project until 9:00 AM Thursday, February 20th, at the Park Services office, 7500 Frontage Rd., Skokie, Illinois 60077 at which time the bid proposals will be publicly opened and read aloud.

Each bid must be placed in a sealed opaque envelope and shall be clearly marked "**Sealed Bid – Lauth, Lee Wright and Terminal Park Playground Installations**" and addressed and delivered to the Skokie Park District, Attention: Corrie Guynn, 7500 Frontage Rd., Skokie, Illinois 60077.

Bid Documents may be obtained by contacting Corrie Guynn, Superintendent of Parks, Planning and Facilities by email at cguynn@skokieparks.org or calling 847 929-7802.

The District reserves the right to waive all technicalities, to accept or reject any or all bids, or to accept only portions of a bid and reject the remainder without disclosure for any reason. Failure to make such a disclosure will not result in accrual of any right, claim or cause of action by any Bidder against the District. Owner will award the Contract to the lowest most responsible and responsive Bidder, as determined by Owner. In considering the Bidder's responsibility, the Owner may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the Work, the financial capability of the Bidder, and the performance of the Bidder on other projects.

Bids shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of the Work. A tax exemption certificate will be furnished by the Park District at the request of the Bidder. The Park District's tax exemption number shall only be used by the successful Bidder for the Work of this Project only.

After the bid opening, no bid may be withdrawn or canceled for a period of (60) calendar days.

The Work of this Project is subject to the Illinois *Prevailing Wage Act*, 820 ILCS 130/0.01 *et seq.* A prevailing wage determination has been made by the Illinois Department of Labor for public works projects in Cook County. The Contract entered into for the Work will be drawn in compliance with said law and proposals should be prepared accordingly and provide for payment of all laborers, workmen, and mechanics needed to perform the Work at no less than the prevailing rate of wages (including the prevailing rate for legal holiday and overtime work as applicable) for each craft, type of worker, or mechanic.

All bids must be accompanied by cashier's check, certified check, or bid bond payable to the order of the Skokie Park District for ten percent (10%) of the amount of the bid as provided in the Instructions to Bidders. No proposals or bids will be considered unless accompanied by such bond or check.

SECTION IV

TIMELINE/INSTALLATION INFORMATION

Timeline

All three installations should begin as soon as weather permits in 2025. The order of the installations will be coordinated with the Owner.

Contractor Items

- Interested bidders can obtain the footing details by contacting Corrie Guynn at cguynn@skokieparks.org or by calling 847 929-7802. Paper copies can be obtained at 7500 Frontage Road.
- A Certified Playground Safety Inspector (CPSI) must be on site at all times during installation.
- All manufacture's installation instructions are strictly required to be followed.
- **Footing layouts must be approved by owner and shall comply with all ASTM fall zone regulations. Footing widths and depths must be approved by Owner before footings are poured.**
- Footing detail to be followed per manufacturer's instructions and per specific component's installation instructions.
- No amendments to the installation of the equipment will be permitted unless approved by both the manufacturer AND the Owner.
- Contractor is responsible for locating all public utilities prior to beginning construction. Contractor will be held responsible for any damages to utilities caused by their work. Contact JULIE at 1-800-892-0123 for utility information.
- Site conditions are shown based on the best available information. The Contractor should walk each site prior to submitting a bid.
- Spoils must be removed from each site by the contractor unless otherwise agreed upon by the Owner.
- Contractor is responsible for removal and disposal of all associated trash and debris.
- Contractor is responsible for obtaining from the manufacturer a statement identifying that the equipment has been installed in accordance with the installation instructions.

Owner Items

- Owner will provide temporary fencing around each of the playground sites.
- Owner will provide playground equipment to each site at agreed upon date and time. Contractor is responsible for the care and storage of the playground equipment after the point of delivery.

- Owner will have each site prepared and ready for play equipment installation.
- Owner is responsible for installation of drainage, if needed.
- Owner will provide and install the engineered wood fiber play surface after the equipment installation is completed at each site.
- Owner will provide and install fabric barrier to separate soil from wood fiber play surfacing.
- Owner will be responsible for locating all private utilities.



Skokie Park District Parks Board Report FEBRUARY 2025



PARK SERVICES

Corrie Guynn

Superintendent of Parks, Planning and Facilities

- The second phase of the solar panel installation at the Weber Leisure Center and Skatium has been completed and both systems are active. A total of 834 panels are on two levels of the roof and will help offset a portion of the distribution costs the facility incurs.
- Work continues at Onondowa'ga with staff installing the timber border replacements for the swing area, sandbox, playground, and elevated tree box. The Village of Skokie completed their cleaning and audit of the underground stormwater storage structure and has provided clearance for the play equipment to be installed.
- The parks department will begin offering a touch-a-truck birthday party package operating out of the Park Service's facility with bookings available at the beginning of March. This unique offering will be the first ever birthday package offered out of a park district maintenance facility and will be a nice use of the facility when it is closed on the weekends as well as a creative way to generate revenue.
- The operations staff framed a new closet in the Devonshire Cultural Center dance room after which a contractor came in and installed the drywall. The operations staff then painted, installed a door, repaired the floor, and completed other small items.
- The second floor and west bathroom renovations at the Weber Leisure Center have begun. The operations staff removed all the partitions, fixtures, counters, and mirrors before a contractor came in to remove the tiled walls. The drywall contractor will be next before the flooring is completed and everything is reinstalled.
- The drop ceiling installation at the Devonshire Aquatic Center is complete. The demo and several items were completed by the aquatics and operations staff.
- The horticulture staff removed trees and ground stumps at several sites.
- The demo of the brick tee and temporary flooring at Sports Park has begun. The bricks will be stored and reused, and the site will be prepped for the installer to begin as soon as the weather permits in the spring.
- The landscape staff have been doing routine winter maintenance to picnic tables and garbage barrels by repairing and painting them.
- With winter storms picking up, all staff have been working on snow removal as needed.
- The horticultural staff have begun processing native seeds for the upcoming growing season.

Skokie Park District Recreation Board Report February 2025

Superintendent of Recreation – Breanne Labus
Assistant Superintendent of Recreation - Mary Amato
Highlights - Special Events and Programs

- The Princess Ball was held at Devonshire Cultural Center for the first time on Saturday, February 8, with 152 participants.
- The first Annual Devonshire Theatre Awards were held January 18 with 150 attending.
- After School Clubs at School District's 68 and 72 began for the year, with 247 participants at District 68 and 34 participants at District 72.
- The Student Teacher 30 Days for \$30 special at Fitness First sold 94 memberships, an increase from 58 in 2024.
- The Skokie Heritage Museum onboarded six new volunteers, bringing the museum's total of regular volunteers up to 10 as of the end of January.
- There is a new featured photo show at Emily Oaks, "Finding Hearts in Nature" by Carol Krofl. It includes 15 photos of heart shapes found in the natural world and runs through the end of February.
- The Skatium hosted the Winter Blizzard Competition on Sunday, January 19. The competition had 169 solo competitors from all over Chicagoland as well as from Wisconsin and Ohio.

Facility Rentals and Birthday Parties (January)

Devonshire

	2024	2025
Room Rental	8	7
Birthday Parties	5	7

Emily Oaks Nature Center

	2024	2025
Room Rental	3	1
Birthday Parties	6	2

Oakton/Exploritorium

	2024	2025
Room Rental	14	14
Exploritorium Birthday Parties	46	53
Exploritorium Group Visits	0	1

Skatium

	2024	2025
Room Rental	2	1
Birthday Parties	26	34

Skokie Heritage Museum

	2024	2025
Room Rental	0	0

Weber

	2024	2025
Room Rental	4	5
Birthday Parties	9	6

Admissions and Visits (January)

Exploritorium

	2024	2025
Admissions	4,800	3,899

Skokie Heritage Museum

	2024	2025
Visits	66	86

Weber/Athletics

	2024	2025
Open Gym	163	328
Late Night	NA	223
Table Tennis	66	119
Open Pickleball	210	355
Men's 40 and Over Basketball	87	97
Private Tennis/Pickleball	2	5

Childcare Enrollment (as of January 1)

Devonshire Preschool

	2022/23	2023/24	2024/25
2's	12	15	15
3's	25	30	33
4's	33	35	30
Enrichment	19	56	36
Total	89	136	114

Emily Oak's Growing Sprouts

	2022/23	2023/24	2024/25
Half and Full + Lunch Bunch	34 Half-days Only	26	27 + 2

SPACE

	2022/23	2023/24	2024/25
AM	223	222	181
PM	445	524	569
Total	668	746	750

Tot Learning Center

	2022/23	2023/24	2024/25
Infants	9	9	9
Toddler 1	11	9	12
Toddler 2	11	9	11
2/3's	13	16	13
Preschool	20	20	18
Pre-K	15	20	20
Total	79	83	83

Athletics- Bob DeLeonardis

Updates and Highlights

	2024	2025
Pickleball	363	584
Tennis	37	84

Devonshire Cultural Center – Robin Horwitz

Facility Updates and Highlights

- Devonshire Preschool Open House was held on January 18 with 110 in attendance. Registration for current preschool families began February 3 with 30+ families registering for the 2025/2026 school year.
- *A Midsummer Night's Dream* by Thin Ice Ensemble Theatre was performed January 10-12 with 205 tickets sold.
- The Competition Team Showcase was held on January 11 at Loyola Academy with 200 in attendance. The competition team also competed in Dance Idol. Multiple dancers placed in the top of their category with four dancers receiving scholarships.
- Skokie Concert Choir held their winter performance on January 19 with 174 tickets sold.
- The Musical Theatre Offering's, *Quest for Camelot* was performed January 24-26 with 283 in attendance.

Emily Oaks Nature Center – Lee Hansen

Facility Updates and Highlights

- Staff scrubbed and waxed the Program Room, Classroom A, and first floor lobby floors over a two-week period. This had not been done since 2019.
- Scheduled for winter break, 26 gnomes were perched in trees and from branches along the trails for visitors to find and photograph. Make-your-own mini-gnome kits assembled by volunteers and staff were sold for \$3 each. The Gnome Hunt was scheduled from December 21 through January 5.
- Staff wrapped trees with lights and readied activities for Winter Chilly Fest.

Drop-in Programming	Groups/Individuals
School Group Activities	1 class

Volunteer Program (January)

Volunteer Workdays	Hours
Weekday Crafters	46.0
Land Management	38.5
Total Hours	84.5

Oakton Community Center – Aryn Fletcher

Facility Updates and Highlights

- Paint & Play at the Exploritorium - 30 participants
- Storybook Corner - 25 participants
- Kids Night Out - 17 participants

Skatium Ice Arena – Kurt von Helms

Facility Updates and Highlights

- The Skatium's four Theatre on Ice teams exhibited their choreographic exercise programs at the Winter Blizzard Competition in preparation for the first competition in March.

Skokie Heritage Museum– Emily England

Facility Updates and Highlights

- The newest workshop series “Flax Fashion: from Sheep to Shoulders” ran with six participants.
- Winter yoga started back up with 10 participants in the Tuesday session and 11 in the Wednesday session.

Tot Learning Center – Fouzia Khan

Facility Updates and Highlights

- Vision and hearing screening in young children (3 years and older) is now mandatory in DCFS licensed early child programs. With the help of Skokie Health Department, TLC successfully completed the screening process.

Weber Center/Fitness First – Ethan Bontly

Facility Updates and Highlights

- Hot Shot Sports Enrollments has 327 participants in 23 classes.

- School Days Out camps on January 20 has 23 participants in two camps.

Fitness First

Facility Updates and Highlights

- The January membership special yielded 117 new and renewing annual memberships.

Memberships (January)

Type	2024	2025
Active Members	3,808	4,281



Skokie Park District Facilities Board Report FEBRUARY 2025



GOLF FACILITIES

Tom Hejnowski
Golf Operations Manager

Skokie Sports Park

The crowds on the driving range remained consistent despite some very cold days.

- The Bunker has continued to gain popularity.
- The second session of the winter Bunker League starts the third week of February and has ten people registered.
- Nineteen Silver Season Golf Passes have been sold totaling \$4,850.
- Thirteen Gold Season Golf Passes have been sold totaling \$5,850.

Revenues

	Jan. 2025	Jan. 2024	Jan. 2023
Range	\$23,933	\$18,650	\$18,580
The Bunker Indoor Simulator	\$9,172.50	\$8,492.50	N/A
Grass Tees	Closed	Closed	N/A
Mini Golf	\$202	\$211	\$233
Batting Cages	Closed	Closed	Closed
Concessions	\$337	\$369	N/A
Alcohol	\$1,065	\$870	N/A
Total	\$34,709.50	\$28,592.50	\$18,813

Weber Golf Course is officially closed for the season.

AQUATICS AND ROWING

Scott Runkle
Aquatics and Safety Manager

Staff continue to work on off-season projects at both facilities. One of the circulation pumps for the lap pool at Devonshire and the pump that drives the water to the bucket structure at Skokie Water Playground were pulled and taken for repairs. The installation of the new drop ceiling in the staff area and concession stand at Devonshire is complete and looks great.

Staff are posting sneak previews of the upcoming summer season and preparing other promotional material for a spring release. Applications for lifeguards are starting to trickle

in, and staff will be making visits to the local high school's lunch periods to recruit more applicants.

Indoor Swimming

	January 2025	January 2024
Group Lessons	128	90
Private Lessons	9	N/A
Semi-Private Lessons	2	N/A
Open Swim	49	N/A



**Skokie Park District
COMMUNICATIONS & MARKETING
AND SPONSORSHIP
BOARD REPORT
February 2025**



Jim Bottorff
Director of Communications & Marketing

Status of Publications

- Summer '25 Online Program Guide (in production)
- Summer '25 Printed Program Spotlight Guide (in production)
- Summer '25 Prime Times *for Active Adults 60+* (in production)
- Spring '25 Online Program Guide (on-line)
- Spring '25 Printed Program Spotlight Guide (in homes by February 28)
- Spring '25 Skatium Guide (in area homes of families ages 10 and under)
- Spring '25 Prime Times *for Active Adults 60+* (in Skokie homes ages 60+)
- February Happenings (online)
- March Happenings (in production)

Projects

- New DEI facility "Welcome" signs are in production.
- New TLC logo signs at printer for TLC walls.
- Dozens of C&M collaterals for spring special events and programs are in production.
- Staff attended marketing sessions at IAPD/IPRA conference.
- Budgeting for FY 2025-26 is complete.
- Developing a Legislator Grant marketing packet.
- Developing an Emergency Response Flip Chart for facilities.
- Developing a 30 second streaming Audacy Radio spot for Skokie Festival of Cultures.

Social Media and Photos

This month's social media posts and ads include Summer Camp Open House and Registration, Winter Chilly Fest, To Gillian on her 37th Birthday, Princess Ball, and many more. Developing a welcome video utilizing staff who speak multiple languages.

Sponsorship

In calendar year 2024, Diane Hardy secured \$202,715 in sponsorships and in-kind (budget saving) contributions. She is currently working on sponsorships for spring and summer 2025.



Skokie Park District INFORMATION TECHNOLOGY BOARD REPORT FEBRUARY 2025



INFORMATION TECHNOLOGY

Milestone Upgrade

Phase 1 of the Milestone Camera environment has been successfully completed. Phase 2 and 3 will be completed over the course of the next 45-90 days.

Camp Registration

IT collaborated with Vermont Systems to ensure a seamless Camp Registration Day.

Verizon Wireless Move

IT is moving the cellular service contract from AT&T to Verizon Wireless for better coverage and pricing. New devices will be deployed soon.

Mobile Device Management

IT has implemented a centralized mobile device management system to better manage district owned iPhones and iPads. This will make management of the devices more seamless and secure.



**Skokie Park District
STAFF AND COMMUNITY
COMMITTEE REPORTS
FEBRUARY 2025**



Backlot Bash Committee Breanne Labus
No report.
Community Schools Steering Committee Breanne Labus
The next meeting is Monday, February 24 at 4 p.m.
DEI Committee Mary Amato
A staff training was held on Wednesday, February 19 at Oakton. The DEI 2025 survey was provided to staff starting February 19, with a deadline of February 28.
Environmental Action Team Lee Hansen
The EA-Team meeting is scheduled for February 27 from 1-2 p.m. Topics include recycling containers, signage, and composting.
4th of July Parade Committee Jim Hallm
No Report.
Festival of Cultures Committee Aryn Fletcher
The cultural, food, merchandise, and community applications are live online. Applications are due March 14. The first cultural meeting, via Zoom, is on February 27 at 6 p.m.
Friends of Fitness First Jennie Bever
No Report. The next meeting is in April.
Juneteenth Mary Amato
No report.
Maine-Niles Association of Special Recreation Michelle Tuft
The next board meeting is Tuesday, February 25.
Niles Township Youth Coalition Breanne Labus

The Skokie Park District is hosting the March 4 meeting at Weber.

Safety Committee

Amanda Green

- Reviewed emergency communication/alert options and are moving forward with implementation.
- Implementing Active Shooter/Intruder training across the district. Working to establish a relationship with the local police department to assist in training.
- Continuing to increase the number of CPR certified staff. It is anticipated that 90% of all front desks will be certified by the end of the year.
- Discussed wild bird die off response plan and Village Health Department/Animal Control recommendations.
- New Emergency Action Plan to launch next month, pending printing service.
- Updated training materials available after launch.
- Ordered updated first aid kit supplies for district.

Skokie Chamber of Commerce

Michelle Tuft

An interim Executive Director, Victoria Street, has been hired to help with the transition to a new Director who will be hired soon. Victoria is the recently retired Director at the Deerfield Chamber and will be extremely helpful as the Chamber navigates the change.

Skokie Pride

Cassie Schaeffer

The committee met on January 31 and moved forward with 2025 event planning including an additional event to be held on October 11 to celebrate National Coming Out Day. The next meeting will be held at the end of February.

Skokie's Spring Greening

Lee Hansen

An agreement initiated by the Village of Skokie has been signed with Westfield to allow use of the west parking lot for Skokie's Spring Greening 2025. Major recyclers have been secured, and the team is contacting other businesses and organizations that the Chamber was the liaison for in the past. The event date is April 6 from 10 a.m.-1:45 p.m.

Staff Appreciation Committee

Stephenie Gualano

The committee toured the DoubleTree venue on February 12 and met February 13 to assign tasks for the annual party on April 26. Nomination forms were sent out for the new award program and nominations are due February 28. Winners will be announced at the party.

IPRA/IAPD 2025 Conference

Staff Notes and Takeaways

Tom Hejnowski, Golf Operations Manager

Addressing Employee Mental Health in the Workplace

- 7.8 million adults suffer from some form of mental illness. 14.1 suffer from serious mental illness. Less than half seek treatment.
- FMLA: Employees who work 1,250 hrs. receive 12 weeks to take care of themselves or a family member. Employees are entitled to return to the same job or similar position when they are cleared to return.
- Managing intermittent leave: require re-submission of a doctor's note at least once a year. Ask employees to make efforts to schedule appointments to minimize disruption in the workplace.
- Reasonable Accommodations: an employee does not have to ask the employer to start the conversation. Direct threats to health or safety and undue burdens to the employer are exemptions.
- Fitness for duty: when an employee is deemed unfit, they can receive unpaid leave, but they need to present a doctor's note to assure the employee will be able to return to work in the future.

Secrets to Master F&B Sales & Profits

- Remember that the menu drives the design of the kitchen.
- Try to go with fountain drinks instead of bottles. fountain drinks cost .02 cents per ounce and take up less space.
- Try to mark items up 4x.
- Keep the menu simple and make sure you are good at making what you offer.
- Make a signature item.
- Remember that you are not competing with other restaurants in the area.
- Do not be afraid to add something small to an existing menu item to charge more.

Staff Development Across Different Stages of Employment

- Be open with employees about their expectations and make sure they know that you appreciate them.
- Remember to take care of yourself first before you take care of others.
- Find out your staff preferences on acknowledgement. Ask for their opinions and consider them.
- Give competent staff more responsibility. Maximize their potential.
- Do not be afraid to let staff fail to some extent.

Understanding the pathway to violence

- Recognize changes in normal behavior. Address it early in a compassionate way. do not be confrontational.

- Remember to slow down and take the time to analyze the situation and your surroundings.
- Stress factors: financial, domestic, work, school, etc.
- Most targeted shooters turn their grievances into injustices. The system is out to get them.
- Fantasy Stage: no plan yet.
- Planning stage: starting to leak plans out. Most of the time this happens on social media.
- Prep Stage: shooter starts purchasing items, practicing, and initiating dry runs.
- Approach stage: shooter is on the way to the event.
- Implementation: shooter goes through with the event.
- Work with local police to structure an action plan.

Illuminating Parks and Rec: Attracting Applicants, keeping good employees, and amplifying career pathways.

- Make sure your job descriptions are very direct and specific to what you are looking for.
- Give employees a peak behind the curtain. let them know the possibilities of career advancement.
- Remember, good employee retention is an investment. Do not be afraid to pay a little more for quality.
- Plan for succession: cross train better employees and identify their strengths. Have a plan in place for when an employee is ready to leave or change positions.
- Set employees up for success.
- Make sure your message sticks. Be direct and use constructive criticism. Do not be afraid to move them into a different position that better suits them.
- Address issues right away. The longer you wait the harder it will be to change unwanted behavior.

Peter Haben, Operations Supervisor

Staff Development Across Different Stages of Employment. How to keep staff Engaged, Interested and Coming Back for More

- Take care of yourself, make sure you balance your work life and personal life.
- Consider staff and their opinions, stay organized.
- Ask staff what their goals are and how they affect their jobs.
- Keep in mind what's in it for them.
- Incorporate training and let staff make mistakes as they should build on them.
- Make work fun.
- Communicate in person vs virtual. Texts don't always come across properly. Talk polls of opinions on different ways to do something.

Sustainability Planning for Parks & Recreation

- Implement, set a time frame, as assess progress of sustainability.

- Make sure to engage employees as well as the public, educate them so they are invested in the goal.
- Different ways to look at sustainability are Energy, fleet, water technology. How can we reduce our footprint?

Innovations that lead to big changes

- Reducing phone calls
- Eliminating paper
- Self-service on application, mobile or desktop
- Convenience to pay how the customer wants, ex. Credit card, Apple pay
- Implement modern photography in your website so people see the true district

Bridging Generations: Customer Service Excellence and Facility Management in Recreation

- Build a culture of Inclusivity
- Understand the motivator for each generation and use it to your advantage
- Be flexible with staff, set clear expectations
- Communicate and follow up

Jim Bottorff, Director of Communications & Marketing

AI in Parks & Recreation: The Next Level

- Ask GPT to format fliers
- AI poor spelling
- Create Custom Songs
- Create podcasts (see NRPA notes)
- Design smaller Websites
- Biggest takeaway! Data sort through ChatGPT: Activity correlation (run all programs, events, etc, creating a graph of which things are commonly purchased by the same users. Example: Yoga buyers tend to rent facilities.
- Check out: Claude, Gemini, Google Perplexity, Notebook LM, Midjourney, Firefly, KlingAI, Sales Force, and Hubspot

Build a Better Board Report: Communicating Your Digital Marketing Success to Your Board

- Showcase your wins
- Create a report that looks more like our social media report with ALL digital analytics, better design
- Less is more, only highlight the important
- Do our FB ads work? Use Google Data studio

The Constant & The Cutting-Edge: A Marketer's Guide to Traditions and Trends

- Use storytelling to engage. Emotion helps to sell.
- Highlight benefits over amenities.

- Market directly to specific demographics when possible. Senior Guides, specific e-newsletters.
- Create data reports and use them. Such as social media reports.

Conversation on Implicit Bias

- My biggest takeaway was not sitting back when someone is committing a microaggression or making biased comments. There are many ways to be an ally, but being an “upstander” is the strongest reaction and sets an example for others.
- Also, these two speakers were excellent. Consider bringing them in for DEI training.
- Not all microaggressions or biased comments are worth responding to. Prioritize safety.
- Learned stereotypes affect how we act.
- Recognize your unconscious bias and then self-reflect.
- Be direct and tell others how biased comments make you feel. Use “I” statements such as “I felt hurt by that.”

Haley Carr, Early Childhood Supervisor

Art Without Boundaries: Identifying and Overcoming Barriers in Cultural Arts Programming

- The five barriers are space, money, time, staff, and buy-in.
- Some solutions to the space barrier are to co-op with other park districts, utilize the outdoors, and borrow or rent sets and props.
- One solution to the money barrier is to apply for grants, specifically through ILartscouncil.gov or National Endowment to the Arts.
- One solution to the buy-in barrier is to host free workshops to garner interest in the program.
- To support neurodivergent participants, one suggestion is for MNASR to host staff training for cultural arts instructors.

Summer Camps: What are the People and the Data Saying in a Post-Pandemic World?

- When hiring camp staff, pass on mediocre employees and hold out for excellent candidates.
- The predominant method of recruiting new camp staff is through word of mouth.
- Offering internships to college-age camp staff is recommended.
- We can utilize the ACA crisis hotline regarding health issues or suspected abuse.
- Broadcasting our camp openings, accreditation, ratios, and safe hiring practices (e.g. running background checks) is recommended.
- Other best practices include having staff complete mid-season self-evaluations, overstaffing camps, providing a mid-season safety in-service, and hosting end-of-season staff appreciation events before camp concludes.

Little Thinkers: Keeping Young Minds Focused and Engaged

- The attention span for children age 2-4 is 5-10 minutes.
- Having a routine and a visual schedule is critical for young children.
- This session was geared towards beginners to the early childhood field.

Survival Kit for Recreation Rookies: Navigating the Good, the Bad, and the Unknown

- Schedule time in your day for scheduling to have efficient time management.
- IPRA offers a supervisor symposium in April and ProConnect (a mentorship program) which come recommended by the speakers.
- Park Pursuit in May is a good networking opportunity.

Crafting Learning Journeys: Preschool Curriculum Following the Understanding by Design Model

- This curriculum model uses backwards planning, beginning with the desired outcome, then determining how to assess achievement, and finally planning the learning experience.
- Lesson planning this way is time-consuming – the recommendation is to keep the process in mind when lesson planning but not getting absorbed in all the time-consuming details.

You Can, Canva! Unlock Creativity & Efficiency at Your Agency

- We can use Canva to create video reels for TikTok and Instagram. One user recommends screen recording and using Canva to create video trainings.
- The brand section allows us to store logos, colors, and fonts. We can toggle “lowest image file size” when downloading if we want a small file.
- There is an option to resize flyers for different platforms.
- We can use Canva to make coloring sheets (elements tab and then search “_____ coloring sheets”).
- We can also use Canva to create board reports as newsletters with photos, or to make custom birthday messages for staff.

Jim Hallm, Horticulture Supervisor

Putting the Puzzle Pieces Together: Elements of Park Master Planning

- Glenview PD led session
- Plan in place prior to funding so ready to go when grants become available
- Multiple public meeting to increase buy in
- All projects have their own website updated weekly to keep the public informed

Cultural Landscapes and Historic Structures: A Preservation Approach

- Use National Parks Service rating system to determine significance
- Documentation is key

- Newer events can be deemed historically significant and worth preservation

Sustainability Planning for Parks & Recreation (Speed Session)

- Use IPRA sustainability scorecard
- Have a committee or a coordinator to develop a district wide plan that can be implemented
- Develop a plan that can be board approved and available to the public (Glenview has one, Wilmette is creating one)

Innovations that Lead to Big Changes

- Use AI to better interact with the public
- Be sure your website is mobile friendly
- Plan on being able to accept mobile payments

Best Practices in Tree Planting

- Right tree/right place
- 4 different types of growing methods available
- Confirm tree taper exposed when planting
- Trees have tremendous value to the public, and can be quantified on ITree suite

Janeen Gorelick, Active Adult Program Supervisor

Time Management: For People Who Do Not Have Time to Take a Time Management Course

- Create a master list of everything you need or want to do. This helps eliminate stress about not getting things done
- Every day, ask yourself what tasks are essential
- Break larger tasks down into steps which will enable you to complete tasks more efficiently, without feeling overwhelmed

Leadership Through Laughter: The Power of Listening & Collaborating

- Active listening requires paying attention to what is being said rather than thinking about how you are going to respond
- Being an active listener is key to getting things accomplished
- Effective collaboration requires active listening

Engaging Holistic Wellness Programs for Older Adults that Enhance Brain Health

- Isolation has a negative impact on physical and mental health
- Creating programs for Active Adults that can stimulate their minds, increase physical activity, and reduce the feeling of loneliness and isolation
- Understanding the needs of your audience is key to providing good Programming

Serena Tyler, SPACE Program Manager

Engaging the New Collar Worker

- A degree does not always mean an applicant can do the role
- Take away that standard and take a chance on those already at the district
- The degree may come with time

Teens: Too Old for Camp, Too Young for Counselor, What to do with them?

- One supervisor oversees all CITs and gives them training then placement
- It is cheaper than their teen camps and still considered childcare
- I liked that they have one supervisor give more focus on the CITs as sometimes they get lost
- CITs are given score cards to track progress

Encouraging Silly & Fun in the Workplace is a BIG DILL

- They had some cute staff breaks/gatherings
- It really helped their retention rate
- The only thing I did not like was that they use their own money-should be budgeted for!

Your IMRF Benefits

- I learned I should voluntarily contribute more
- I also was reminded that I am a Tier 2 (sad)

Anatomy of a Meltdown

- She was great, hopefully we can get her to speak in Skokie!
- Really connected to the audience and how adults differ from kids.

Rachel Pozner, Graphic & Digital Communications Specialist

Harnessing Passion and Collaboration: Elevating Community Engagement and Education to New Heights through Social Media

- Keep up momentum by playing off positive comments to encourage interaction.
- The most important metric is watch-time. All social companies use an algorithm that calculates what percentage of people viewed your video and how long they spent viewing it to determine whether or not to push the video to others. Grab

attention early and it will be shown more often. If you can get people to watch the entire length, it is more likely to be reshown.

- Collaborate with staff outside of marketing to get crossover/creative ideas. Actionable strategies: Encourage employee engagement, figure out what your employees do outside of work and use that to your advantage. Follow around different departments to tell their stories.
- Balance education vs. entertainment. Focus on which platform is right for which content.
- Don't bog down your platform with things the algorithm doesn't favor.

Social Media and the Law: Facebook, Instagram and X

- Be careful not to ban/prohibit any protected speech in your social media policy. The following are protected forms of speech:
 - Negative or critical comments about the government or public official or employee
 - Personal attacks against the public official
 - Profanity (let the social media company filter the language)
 - Hate speech (unless there is a specific call to violence)
- Hiding is a comment equivalent to deleting in the eyes of the law.
- The following are NON-protected forms of speech and may be deleted/blocked
 - Obscene sexual or pornographic content
 - Content that promotes discrimination by the government on the basis of a protected class (taking action rather than an opinion... hate speech + a call to action to discrimination).
 - Content that violates a legal ownership interest copyright
 - Conduct that violates a law or encourages illegal activity
 - Actual defamation
 - True threats of violence (against patrons, employees, officials etc... contact the police in this case. They can determine whether or not something is a true threat)
 - Spam malware or viruses
- When you engage in government speech on your own personal page (as an official of the park district) it then BECOMES a government forum in the eyes of the law.

The Constant & The Cutting-Edge: A Marketer's Guide to Traditions and Trends (2025 & Beyond)

- Strong brand storytelling and engagement are must haves. Emotion helps to sell.
- Sell the benefits of a program as opposed to the features. For example, a fitness program can help better your health as opposed to the number of treadmills the gym has.

- Find the unique areas of your community and market directly to them. Like print guides specifically for seniors.
- Justify your numbers. Use your digital pieces to put together data. Pare your data down to the most important highlights to focus the story. Make decisions based on this data.

Conversation on Implicit Bias

- How does unconscious bias color your first impression? Our learned attitudes and stereotypes can affect how we act.
- Unconscious bias should not come with blame but rather self-reflection.
- Empathize with others to better yourself.
- Find the best way to be an ally. Not all Microaggressions or biased comments are worth responding to. Prioritize safety.
- Be direct and tell others how biased comments make you feel. If it was directed at you use “I” statements such as “I felt hurt by that.”
- We don’t have to engage in heroic actions to participate in the process of change. Small acts when multiplied into millions of people can transform the world

Aryn Fletcher, Oakton Manager

AI In Parks & Recreation: The Next Level

- Same presenters as the one I attended last year but more information.
- Learned ways to utilize AI for staff training, EAP, translations.
- Zapier-use for task automation.

Eliminating Annual Performance Reviews: Embracing Continuous Feedback, Agile Goals, and Shifting Priorities

- Bring annual goals into my bi-weekly meetings with individual staff so they are front and center all year.
- Setting goals is a partner process and should be done together. Going over with staff agency expectations, my expectations and their individual expectations.
- How does my team feel about the evaluation season and modify myself/my expectations so they actually feel good about it.

Conversation on Implicit Bias

- So interactive and fun. I learned so much about bias across the board.
- 30% of hirers know if they’ll hire someone within the first 90 seconds of meeting them. Wow!
- Take a look at the ‘wheel of power’ and see how you score. Interesting.

Anatomy of a Meltdown

- So good, so crowded, got the lady's info to bring in for SPACE and possibly camp.
- She was very compassionate, something I feel is lacking but can really help when getting to the bottom of WHY kids have meltdowns. There's always a reason.
- Emotions are a function of the nervous system. They override rational thinking and innate brain stem patterns. Our job is not to simplify. Our job is to embrace complexity.
- Be consistent, predictable, and nurturing!

Claudia Bidstrup, Aquatics and Facilities Supervisor

Addressing Employee Mental Health Concerns

- 4 A's of Disability Awareness: Awareness, Accommodation, Assistance, Access
- FMLA grants 12 weeks in 12 months off to eligible employees. Must work 1250 hours in a year
- Very important to listen to the needs of staff and see if there is any support we can provide them.

Teens: Too Old for Camp, Too Young to Counselor. What to do with them?

- This session talked about having a CIT program and Jr. Lifeguard Camp
- Two-week camp: 12-3pm every day
 - Treating unconscious guests, pool rules, first aid, LG prerequisites (including brick test), understanding zones, spinals
- Daily Schedule
 - Warm up/stretch, active game (saves, spinals), passive activity (first aid or CPR), competitions (treading), passive activity (explaining zones and rules), big relay or game, clean up.
- Focus on giving them transferable skills to eventually become an excellent staff member. This park district is seeing their return on investment with the Jr Lifeguard program. People who participate in this program end up being their best guards.
- They have Head Guards run the camp. They get a lot of practice going over skills and teaching. Prepares them to be a great manager or LGI.
- We'll see how aquatics camp goes this summer, but it may be beneficial to market it as a Jr Lifeguard Camp

Aquatics Roundtable

- Several agencies are having police departments come in to do de-escalation training for all staff to be able to deal with conflict.
- Similarly, the fire department comes in to do pre-season training with the lifeguards in order.

- Doing a staff party in the winter really helps with retention, especially for those who are on the fence about returning. It makes them remember how much fun they had over the summer.
- Put a QR code in the office as a “fix it for next year” form. Allows staff to show their ideas on how to better the facility.

Navigating Patron Challenges in Facilities

- See something say something: If you see strange behavior it needs to be addressed ASAP. Can be as simple as just asking what the person is doing.
- Always address concerning behavior with two people. No more and no less. More people can be intimidating to the person, but it is not always safe to just have one person.
- Staff should know the chain of command for your facility. Who to contact when you do not answer, etc.
- When banning someone from a facility, you need to contact other facility supervisors to warn them.

Part Time Staff: The Crux of our Success

- Arlington Heights has a committee of part-time staff from different departments to meet monthly w/ 2 full time employee heads. This allows them to create a voice for employees to show how much they value them.
- Staff Survey: What motivates you, what ideas do you have, why do you enjoy working here?
- They hold all of their meetings at different facilities, and they’ve learned that these employees didn’t even know they have benefits at these facilities. It is important to emphasize exactly what part-time staff have access to, not just the fitness center and pool.
- Giveaway Fridays: can do these different ways.
 - o Raffle: whoever picked up a shift this week, had excellent customer service, etc.
 - o Always needs to include swag because that’s what they enjoy the most.
 - o Might do a guard of the week with giveaway each week.

Attracting Applicants, Keeping Good Employees, and Amplifying Career Pathways

- Very specific job descriptions help with recruitment, so we don’t waste their time, and we don’t waste ours. Having small pamphlets with testimonials from previous employees available at the front desk helps recruit people.
- Retainment: having 30-day check-ins with new employees shows we value them and allows us to address any concerns they have or we have.
 - o Allows us to also see what we can improve on to keep others who enter this position here.
- Naperville does mileage reimbursement on Labor Day weekend to have college aged lifeguards come in to cover.

Bob DeLeonardis, Athletics Manager

Permit Problems – Managing Illegal Park Use

- Handling difficult situations (conflict resolutions and communication tactics:
- Respectful approach
- De-escalate techniques
- Explain the “why”
- Intervening (Signage and visibility, on-line tools, outreach
- Turning problems into Opportunities – convert unpermitted users into renters, highlight permit benefits, communicate advantages
- Empowering team: train staff for effective enforcement, policy updates, role playing
- Streamline the permit process: on-line application, mobile app, QR Code system
- Benefits: reduce illegal use, improved revenues, positive community responsibility
- Permit Problems: legal risks (potential lawsuits from unauthorized activities, financial risks
- Informing Public use: public signs, on-line rules, penalties, fines, design a pamphlet why permits are needed and give out to any non-permitted groups at sites, rules, builds relationships

Benefits of Diversity in Workplace

- Diversity, Equality, equity and Inclusion (DEI)
- Outline of Diversity promotion; A workplace where all employees can continue to grow with high motivation
- Benefits of workplace diversity:
- Better decision making
- Improve hiring results
- Reduce employee turnover
- Better reputation in company
- Who benefits from Diversity in Recreation: employees, volunteers, program participants, HR department, community, future employees
- Inclusion Workforce puzzle: thinking styles, language, ethnicity-religion, participation, job level, race, gender, skills, culture – physical activities
- Reaching new people; Programs – connect with audiences; kickball, travel leagues, summer camps
- Reduced Fear = Improved Performance. A workplace culture of diversity goes a long way toward helping staff.

Tennis for All: Leveraging USTA Resources or Community Impact

- USTA Assessment (overview)
- Management impact, programming, infrastructure (what is program activity; population/youth/adult, physical condition of courts, lights

- Data driven assessment; scores from each module are weighted accordingly – no cost, free service last 2-3 months
- Other program ideas: badminton, platform tennis, paddle tennis
- Kinetical catchment report; define catchment area (geographically), understand market, evaluate the landscape, business consulting
- Grant funding; categories 1 & 2
- Amenities, inclusion access, tennis court techniques, lighting, re-surfacing, fencing, new construction, indoor structures, reconstruction

Laura Le – Business Services Manager

Financing the Fun: An Introduction to Municipal Bonds

- Provided an overview of municipal bonds, one source of funding the park district utilizes.
- Looked at the timeline of a bond sale and what documents are required during the process.
- Touched upon the current bond market and rules regarding arbitrage.

Your IMRF Benefits

- The IMRF representative gave an informative presentation of the IMRF pension plan.
- Explained terms and differences between Tier 1 and Tier 2 plans.
- Any legislation to revise the Tier 2 plan will only be effective for new members; current Tier 2 members would not qualify for any changes to the plan.

Navigating the AI Landscape: A Leadership Blueprint of Parks & Recreation

- Presented cases where AI could be used to present additional data when it comes to budgeting and forecasting.
- Shared how to keep AI from “hallucinating” or becoming overly creative when responding to a question. Example: when prompting AI to provide information on a topic, include “ask me to clarify before proceeding.”
- Encouraged the audience to embrace AI into the conversation but as a participant not a main driver.

Katherine Robinson, Cultural Arts Supervisor

Art Without Boundaries: Identifying and Overcoming Barriers in Cultural Arts Programming

- “The arts are a gym for empathy.” -Bill English
- Challenges: space, participants aging out or transitioning to more specialty or private programs as they gain skills, retaining staff (buy-in), budget.
- Solutions: Seek out community partners to share space, borrow or rent materials vs. buy, utilize contractors that bring their own goods, find donor and grant opportunities, fundraisers, be data driven, share marketing materials across

programs, get involved in the community outside of the park district (word of mouth), incentives like 1 free theater ticket (will bring friends/family that pay).

- An idea for social media: show finished products of classes (paintings, recipes, ceramics) to entice enrollment vs. stock images prior. Get folks for next season.

Purposeful Play: Quick, Cool, Original No-Prop Games that Teach Young People (and Staff!) Skills for Life & Leadership

- Hosted by Michael Brandwein—his mission is to facilitate fun games that help build great qualities in young people (empathy, inclusion, curiosity, kindness, responsibility, teamwork, respect).
- 3H for finding partners (hand up, high five, hands down), practice getting into different sized groups and reflect on how it feels to be left out vs. included.
- Have at least 5 call-and-responses:
 - Hip hip, hooray
 - Are you ready? Please say yes! Yes!
 - In a moment/Not yet!
 - Get it, got it, good.
 - On the count of three, please say shhh. (Shhh waterfall)
 - Fun game! Fun game! (whisper fun game)
- Games:
 - Simone says please (play for a purpose: to use, and listen for, manners)
 - Slap clap name game (saying names help build friendships and knowing)
 - Questions rock! (learn to be curious, ask questions in conversation)

Curveballs to Comebacks: Navigating Patron Challenges in Facilities

- Approach suspicious situations in groups of 2, engage in conversation, provide support.
- Make sure to let other facilities know about any banned patrons.

Survival Kit for Recreation Rookies: Navigating the Good, the Bad, and the Unknown

- We exchanged business cards with 5 fellow rookies and shared tips.
- Encouraged to connect with folks on LinkedIn, participate in Park Pursuit, and volunteer to expand our networks.

The Tip Jar Culture: An Inspiring Approach to Rediscovering our Passion for the Work We Do Each Day

- “The joy of being the cause” (audience members [patrons] love an interactive approach and we [rec staff] love creating programs that produce joy in our community)
- Even if you are not an expert, you can create meaningful connections and lean on one another for support

From Burned Out to Fueled Up-Five Tools to Spark Engagement & Wellbeing

- Burnout vs. betrayal—many feel the latter. Try journaling: “The problem is _____” to determine what you need to feel valued, satisfied, and happy. “I expect _____”
- F.U.E.L. UP (find your why, uncover the truth, expectation management, learning to laugh, unbroken promises you make to yourself)
- Find 5 things a day that feel humorous to help curb our bias for negativity.

Mark Passignajen, Park Services

Time Management for People Who Don't Have Time to Take a Time Management Course

- The presenter began by making the classroom write their work and personal to-do lists. We broke them down into five categories, with emphasis on doing the most important task first. If the item was difficult and required more than 60-90 minutes to accomplish, we were told to divide it into two, three or more segments.
- Prominence was placed on the idea that we will never finish our to-do lists in our lives, so determine the most important thing to accomplish each day and take action on it, all other activities being secondary.
- Other main ideas including figuring out what tomorrow's primary objective is, determining what types of tasks we have been putting off, taking action on things that are easy to pick off, and doing fun and 'reinforcing' things that serve rewards for accomplishing difficult tasks.
- Brandwein also stated to make to-do lists in whatever format works for you, digital or analog.

Can We and Should Have Surveillance in Parks and Facilities

The instructors started off with the pros and cons of surveillance. The prime concern is public perceptions of feeling safe versus the invasion of privacy in public areas.

- Emphasis regarding park districts was on making a comprehensive video surveillance policy and getting it Board Approved. This policy must include statements of purpose, scope, policy, definitions, locations of cameras, access, signage, chain of footage custody, protocol for footage archives and security breach hackings. Doing so will favor the park district in regard to the law.
- Other important points included standard operating procedures in regards to public FOIA requests, notification of surveillance to staff, union law and surveillance, how long footage should be retained (covered on the district's video surveillance policy), an example of Illinois case law, and special attention to avoiding dummy cameras and signage as this can be use against an entity in the court of law.

How to Have Difficult Conversations and How to Mentor and Guide Others (part time staff) Through the Process

- The presenter showed us how to handle stressful part timers via empathy. We have to realize that sometimes employees are upset, other times we have to correct our employees, and in other instances we have to address problems that are outside our comfort zone. The worst thing to do is to do nothing and hope the problem goes away.
- Steps to take when having difficult conversations are 1) make sure we are in a good state of mind (not busy or emotional) 2) avoid assumptions as employees have different communication and personality styles, 3) listen, 4) address non-negotiables and set guidelines when trying to compromise, and 5) seek support when needed. In each case, encourage employees to share their thoughts and ideas to resolve the problem.
- We were also told to be helpful to employees with language barriers or special needs.

Mastering the Art of Leadership: Cultivating Essential Metaskills for Success

The instructor basically taught us how to use 'metaskills' to enhance our leadership roles. These high skills shape one's leadership through ideas, abilities, and outcomes via the 'deeper connection of adaptability and growth' dependent on individual leadership style.

- The main idea was to get something done; you need to bring your employees along via some type of connection. It is not the knowledge or skills it takes; it is the ability to connect with employees in a positive and productive manner.
- The Metaskills workshop was based on the 'Meta-Skills Wheel'. This included self-management, social intelligence, and innovation. The wheel is comprised of 12 components: focusing, integrity, adapting, initiative, leading, collaborating, feeling, communication, curiosity, creativity, sense-making, and critical thinking.
- The room was broken out into groups to demonstrate each component and how they may benefit from strong leadership. Basically, if one's leadership style is lacking, it is usually challenged by the inability to navigate conflict or resistance to change. Consideration in one or several of the metaskill's 12 components are recommended to improve this.

Your IMRF Benefits

This session covered the latest updated review of the 2025 IMRF benefits program. Topics included tier 1 and 2 levels, how IMRF is funded, member and state contributions, regular planned benefits, unused/unpaid sick time, IMRF refunds, Final Rate of Earnings (FRE), years and months of service, age of retirement, insurance plans after IMRF, and recent IMRF changes.

Part-Time Staff: The Crus of Our Success! They matter...A LOT

The speaker said the number one problem with part-time workers is the lack of communication.

- Instead of dealing with hundreds of part-time staff issues individually, Arlington Heights Park District decided to form their own Part-Time Advisory Committee.
- The Advisory's mission was to "...strengthen the partnership between part-time and full-time staff...and create a positive workplace through awareness, new training opportunities, and improved communication...to promote the well-being and morale of being an AHPD employee."
- Arlington Heights began the committee process from staff surveys, building a committee application, and selecting the committee with both part-time and full-time membership.
- The group meets quarterly, make timely requests for organization input, and the meetings are limited to an hour. Meetings discuss any questions or concerns from part-timers, and track progress: (example): graph showing that 46% of part-time staff use the main gym facility X times in the past 3 months.
- Positive outcomes stated included part-time staff access to facility usage, program discounts, awards and recognition, all agency meetings and employee appreciation.
- Before the advisory committee began, it was mentioned that many part-time staff did not know of the many non-health benefits they had access to.

Best Management Practices in Tree Planting

- This class covered both best practices in planting trees and the most common mistakes in tree setting.
- These applications included planning, planting, and proper care during establishment. In planning, it was emphasized to put the tree in a place where it will survive and thrive, make sure the tree matches the site requirements, and be able to water and maintain the tree over time.
- The presenters stated how different species have different requirements (sun, water, soil, pH, space, and salt/pollution tolerance).
- Planting tips included not digging too deep, keeping the root flare above ground, digging wider than deeper, removing wire and burlap, and the importance on removing girdling roots (roots that wrap around and choke the tree).
- Both lecturers pushed for a balanced approach to planting new trees while caring for existing ones, rather than planting so many trees in one year.
- Their general formula was to use 20% of trees in the same family, 10% from the same genus, and 5% from the same species.
- Steve explained how larger trees provide more benefits yet also have a higher risk potential as they grow higher. It was also emphasized that properly planting trees with lower long-term risk will provide more value in the long run.

KEYNOTE Speaker-The Tip Jar Culture: An Inspiring Approach to Rediscovering our Passion for the Work We Do Each Day

- Offner's main idea was pushing for personal experience and engagement with the individual as the most important thing in the workplace. He insists that anyone can change the workplace just by taking a small action, as it can be the cause of something significant in someone's life. In his own words, "this is the joy of being the cause".
- The push for this personal engagement was because in the work environment, work morale and engagement is extremely low. This leads to low motivation, stagnancy, and minimal progress. By engaging coworkers on a higher and individual level, a leader can 'reignite' their workforce on this action alone.

From Burned Out to Fueled Up-Five Tools to Spark Engagement and Well-Being

- Cheadle began her presentation by showing a graph representing 89% of workers experiencing burnout in the past year. This included exhaustion, less productivity, and negativity towards work.
- The presenter explained that the real underlying reason for burnout is betrayal, - the breaking of expectations between work and the employees. Basically, burnout at work is mainly stress that has not been successfully managed.
- Cheadle went on to explain the solution to burnout: it's a process that involves finding one's 'why', truth, managing expectations, laughter, and keeping promises. The presenter's solutions to burnout were to identify the issue and communicate it with the parties involved. Avoidance is the worst thing to do, "you cannot reconcile with anyone else until you reconcile with your problems".
- When resolving these issues, ask all parties involved what expectations they had regarding the issue at hand, and what can be done to better address these expectations. This one action alone may soothe out burnout and any other tension.

Recreational Hunting: An On Ramp for the Conservation Highway

- This session explained how the McHenry County Conservation District worked with their County Forestry Division and the McHenry Chief of Police to establish a youth education hunting program.
- This program taught a combination of conservation, forestry stewardship, volunteerism, camping skills, archery and firearm safety (bb gun). Graduates received their hunting safety certificates and simultaneous graduation ceremony upon completion of a state test written test.
- The program has been operating within budget for 23 years and has a hunter safety graduation rate of over 99%.

Robin H. Horwitz, CPRE - Cultural Center Manager
Secrets to Master Food and Beverage Sales & Profits

- Some park districts have their own food trucks. Maybe we could do a traveling cooking class using a retired SPD van?
- Explore purchase of a ventless pizza oven that cooks pizza in two minutes.
- The general rule of sale is to run a 25% on food costs, marking everything up for sale at 4x the original cost.
- Put part-time staff in charge of concessions: purchasing, inventory, stocking.
- Red and Blue Gatorade sell like hotcakes.
- Consider going cashless.

Encouraging Silly and Fun in the Workplace is a BIG DILL

- Encourage participation on collaborative committees such as Wellness, Green Team, DEI and Recognition and Social...allowing for cross department interaction.
- Establish “Dilly committees”: like fun fitness, eating out, etc. These are self-led, informal and participation optional.
- Understand Lives and Be Empathetic. Things happen in staff members’ lives. Be prepared to make room for those events.
- When possible, match work tasks with interest & unique skills.
- Friday pants day – comfy pants only
- Establish Happy Hours
- Theme activities through invites via Canva
- Develop an SPD mascot costume that someone would wear and appear at large events.
- At events, you have photo ops with cut-out figures where you put your face.
- When things become “Cumbbersome” - Help perk up staff when things happen.... i.e. rain, hot days of camp, etc.
- Be aware that there can also be pickle hangovers.... when folks are just over it and need a quieter, productive environment.
- Develop promo videos of staff at the park district.....just fun stuff on social media.

Your IMRF Benefits

- Everyone is either Tier 1 (hired prior to 2011) or Tier 2 (hired after 2011).
- You become vested at 60 or at 35 years of service and at this point you can retire with no reduction of payments.
- You can make voluntary additional payment into IMRF at a return rate of 7.25%. The maximum for this is 10% of your salary.
- Death benefit is 50% to spouse.
- Unused Sick leave can be added to your service time.
- Each year after retirement, you receive an increase of 3%. Death benefit to survivor does not receive annual increase.

- 13th payment occurs every year in July. You can receive this if you retire on or before June 30.

Exhibit Hall – Bronze Memorial & Donor Recognition Products

- Discovered some great options for memorial and donor recognition displays to encourage giving from those interested in our early childhood or arts programs at Devonshire. The “Children with Stars” display seemed perfect for Devonshire with a boy and girl made of brass, gazing at the stars which are in gold and silver with different sizes, denoting different giving levels.

Katie McEnergy – Program Naturalist

Time Management: For People Who Don’t Have Time to Take a Time Management Course

- The workshop was focused on creating a quick and simple system for managing busy and quickly changing schedules.
- The system advised prioritizing tasks by type, importance, brain power, and time needed to complete. Focusing on one large task each day over a 60 or so minute time span before moving onto smaller quicker tasks to break up the day and to give your mind a break.
- It also suggested giving yourself rewards throughout the day, breaking up your workflow and providing a slice of dopamine to prevent yourself from falling into a slump.
- The workshop was engaging and easy to follow, adding a simple packet to work through helped with understanding and keeping up with the speaker.
- The advice provided is easy to follow, understand, and slowly implement into a workday.

Karen Taira-Family and Adult Program Coordinator

Addressing Employee Mental Health in the Workplace

- 1 in 5 adults (57.8 million) experience mental health issues
- 1 in 20 adults (14.1 million) experience serious mental health
- The EEOC states that many lawsuits involve a failure to return an employee to work after mental health leave
- Best practices for organizations includes: Awareness (training), Accommodation (provide space/opportunity for treatment), Assistance (like EAP), and Access (through healthcare or policies for those not covered by the organization’s health care)
- FMLA leave is not just for family, but also for the employee. Employees working 1, 250 hours in the 12-month period before leave are eligible.
- Employees are not required to invoke FMLA or ask for a leave of absence. Ex: drastic changes in behavior should be a red flag for supervisor

Summer Camps: What Are the People and the Data Saying in a Post-pandemic World

- Results are based on an ACA Economic Impact study in IL.
- Word –of-Mouth continues to be the largest/best recruitment tool in hiring and filling summer camps.
- The biggest challenges for hiring are budget, competition with retailers, internships and other camps.
- Park districts should consider focus groups rather than surveys to find out what families need and want from summer programs.
- They suggested a Risk Management Inservice to lessen the end of summer burnout. Remind them how important they are to the program and their campers.

Encouraging Silly and Fun in the Workplace: It's a Big Dill

- Pickle Paradise event, St. Charles Park District
- Had fun with the theme. The silliness of it boosted morale and got all employees involved.
- Other ideas included themes for meetings, like a craft that everyone does while brainstorming; Mid-day reset with snacks; field trip for team meetings.
- They also recommended creating and wearing buttons to promote upcoming events: "Ask me about..."

Brief Encounters of the Best Kind

- Think of ways to provide interpretation that is not just a program that require people to register.
- Groups came up with ideas for 5–10-minute informational encounters for visitors.
- He had everyone break into groups and share ideas.

Conversations on Implicit Bias

- First impressions are made in the first 10 to 30 seconds.
- People make decisions about whether they will hire in the first 90 seconds.
- Implicit/Unconscious Bias usually means no harm was intended, most often people don't realize they have a bias.
- Privilege is a special right, advantage, or immunity only for a particular person or groups of people.
- They shared a "power wheel" that can show you where you have power and where you lack power.

The Power of PechaKucha

- PechaKucha originate in Japan and is a unique presentation format where speakers have 20 slides and can talk for only 20 seconds per slide.
- The result is a rapid-pace event where folks can learn about a big variety of subjects.
- The result is a fun and energetic event where many different topics are covered.

- There is an application to become an official PechaKucha event.
- The four presentations in the session were: The Origins of PechaKucha, One person's life-long bone collection project, An Il State Representative's advocacy, and A Brief History of Golf

Cassie Schaeffer-School-Age Program Coordinator

Field Trip: Sustainability by Design

- Oak Park is doing a lot with their buildings to get to Net Zero and has some very interesting energy solutions in how they harness and use solar and geothermal energy.
- I would like to use some of the ways that they retrofitted their older building to make Emily Oaks more energy efficient and warmer during the colder months.
- The inclusive locker rooms in Oak Park are inspirational and something we should bring to our facilities.

Purposeful Play

- As always, Michael Brandwein gave a lot of great examples of games and activities to use during both summer camp and staff training.
- It feels good that he was reinforcing ideas and strategies that we already have in place.
- I would like to continue to be mission oriented in our approach to summer camp and training and to share that mission first attitude more effectively with staff.

Exhibits on Any Budget

- This session gave me a lot of great ideas about how we could better utilize our "Woodland Wander Inn" space.
- I would like to begin offering rotating indoor exhibits in our facility to offer more free interactive opportunities for families coming to visit

Brief Encounters of the Best Kind

- This presenter was very kind and knowledgeable, but I would have rather done this presentation myself.
- Karen Taira and I are going to propose leading a workshop on interpretive programming for next year's conference.

Curveballs to Comebacks: Navigating Patron Challenges in Facilities

- This workshop was incredibly disappointing and directed people to act on gut feelings that were often based in bias and stereotyping and heavily reliant on police intervention to handle uncomfortable situations.
- I was hoping for information on basic de-escalation, but instead the presenters gave people they deemed weird degrading nicknames, and their advice was to go into most situations with fear and caution.

- Perhaps we could look for a speaker for our district who has a more community minded way of dealing with tough situations.

Anatomy of a Meltdown

- This speaker was amazing! I wish the session was much longer because there was so much packed into such a short amount of time.
- Learning about the developmental importance of tantrums and how to de-escalate was very helpful.
- She used science and charts to explain what I had only seen experientially, and I think this will help me handle tough participant situations more easily in the future.

Keynote: The Tip Jar Culture

- This was incredibly charming and fun.
- The grouping of visitors or participants into keepers, leapers, and sleepers was really helpful in getting me inspired to think of new ways to engage people who already have a consistent and meaningful relationship with Emily Oaks.

Crafting Learning Journeys: Preschool Curriculum Following the UbD Model

- This was a really helpful guide in creating new curriculum that could be applied to any age group.
- We are currently developing new curriculum for our preschool age, and I intend to use these steps to help me in my writing.
- I think this developmental model can and should be used in all of our programming.

You Can Canva!

- I am jazzed and ready to use Canva for a lot of different projects.
- I have already used this platform to create a training video, and I plan to do a lot more ahead of our summer camp season.
- I'm glad we have an account so we can create more interesting props and communication pieces for our programming.

Inclusion: Be More Than a Buzzword

- The Forest Preserve District of Will County has done an amazing job of creating a nature center that is physically and emotionally welcoming and inclusive. I would like to steal all of their ideas.
- Some ways of structuring a facility to be more inclusive can be very costly, but I think most of them just cost time and effort.
- I would like to work toward being a National Inclusion Project Accredited facility.

Jack Brannon-Program Naturalist

Building Innovation: A LEGO Serious Play Workshop for Park District Employees

- This was an adult centered class with legos - building and playing with the legos were used to help open up creativity and innovative ideas.
- Serious Play is the official name for this type of lego building and is a certificate program that one must complete to be eligible to teach at a conference like ours.
- The play was prompt based - we would be given a scenario like 'build something that's changed for you from 2024 to 2025' and have normally 2-3 minutes to complete our build.
- With the legos, people often would hear a prompt and start building before fully thinking what they want the final product to be - this was the desired outcome and showed how our subconscious guided our hands. The short time to build also made us act on instinct which further drove innovation.
- Sharing was essential following the finishing of our builds, we'd share in small groups why we made what we did before reflecting on the whole process all together.
- Everyone had the same set of legos, but the builds were always different, highlighting the different ways of thinking.
- My small group and I grew together very quickly as we did build after build, opening up and sharing more about ourselves as we worked, and it was a lot of fun too.
- In the end we came together to make a large build all together and the final product was beautiful as it represented all our interests and spoke to the core of what we strive for as park employees.
- I think there's a lot of ways this could be applied here at Emily Oaks in staff trainings particularly. It built teamwork skills, got us to open up, and visualize what we saw as 'innovation;' I certainly left with a desire to do more and felt very energized.

Purposeful Play: Cool and Quick No-Prop Games for Young People

- Michael Brandwein is a firecracker of energy who got a room of nearly 100 people to engage and interact in an excited manner for two straight hours.
- The session started with the importance of call and responses for getting young people's attention/focus and engaging them into the activities on hand. I found the 5 he gave us to be very helpful and have already used one quite successfully with my class.
- He offered so many great gems like not passing by undesired behavior, bending down to communicate important topics, saying 'if' is too passive, and showing what respectful but instructive language with children looks like among many other things.
- I think the best part was when he discussed his 'pass-down principle' which as it sounds is simply modeling how you want the kids to act, but he did it in way that really demonstrated the circularity of it and how that behavior influences their adult life it was very deep and powerful. It went beyond children too, showing the

importance of modeling for your younger staff as well and the widespread influence that could have.

- We played many games - all no props needed, and I have a lot I want to use now like Psychic Rock-Paper-Scissors and Palm Puzzle.
- All-in-all, a great session with high energy that I left having interacted with probably 50 different individuals, just great getting to know and personal development games.

Emily England, Skokie Heritage Museum Manager

Building and Supporting Staff Resilience

- Three primary workforce concerns: compassion fatigue (unable to rest and refuel), burnout (low job satisfaction paired with overwhelm and lack of power/agency), and moral injury (personal ethics/morals conflict with job requirements).
- Burnout happens due to lack of support, feedback, and resources, ambiguity in role, and too many demands. There's a free tool to assess work quality of life for staff who work in people-supportive roles at <https://proqol.org/proqol-measure>.
- If it affects the team, include the team. If people don't have a say in what they do, they disengage and don't feel belonging – include all levels of staff in decision-making and brain-storming processes.
- 8 dimensions of wellness: intellectual, emotional, physical, social, occupational, financial, environmental, and spiritual. We spend most of our time at work so work needs to support holistic wellness, especially occupational, financial, and environmental.
- Safe, trusting, and high-performance teams build an environment that values communication/listening, respect (define as a team what respect is and how to show it), reinforcement (identify strengths, praise good, work on improvements), modeling (“do what I do, not just what I say”), and appreciation (shown through words, additional support, gifts, pay, etc.).

Be Fleet on Your Feet: 7 Keys to “Spontaneous” Thinking

- Use active listening and observe visual cues
- Communication: use open-ended questions, adjust methods to audience
- Curiosity/Continuous learning: seek out new knowledge
- Confidence
- Creativity: Make brainstorming a regular practice for your team
- Analyze situations objectively: SWATs, pros/cons
- Decision-making: balance speed with informed judgment

Little Thinkers: Keeping Young Minds Focused and Engaged

- Attention spans start at about 5 minutes at age 2 and increase approximately by 5 minutes every 2 years throughout childhood. Keep activities within age-appropriate ranges and plan extra backup activities.

Anatomy of a Meltdown

- Tantrums and meltdowns are differentiated on the basis of individual's control over situation. Tantrums are purposeful and designed to achieve specific outcomes, while meltdowns are a total loss of control in response to overwhelming stimuli.
- Meltdowns have 3 specific stages: rumbling, rage, recovery.
- During the rumbling stage, meltdowns can still be prevented by paying attention to the increased agitation/discomfort and finding ways to identify and divert from overwhelming stimuli.
- Once the individual reaches the rage stage, meltdowns have to play out in their entirety and then the individual needs a period to recover – allow them the space and tools to adequately recover before trying to reintroduce.

How Trends in Volunteerism Can Facilitate Recruitment and Retention in Programs

- Volunteerism rates are coming back from pandemic levels (~30%), but more people are interested in shorter commitments, which increases the staff burden of running a volunteer program. Be specific about your needs in recruitment.
- The two presenters' volunteer bases are about 2/3 ages 51+ and 3/4-7/8 ages 31+.
- About 25% of their volunteer forces have been with them for less than a year and about 28-40% have volunteered with them for 1-3 years, so there is much more volunteer turnover than they've historically experienced. Volunteers are interested in more flexible options. They are seeing more one-day and short-term commitments to meet service hour requirements.
- Successful volunteer programs should regularly redefine what "success" looks like for them as volunteer trends change and study their program's volunteer life cycle.
- Showing volunteer appreciation is similar to the "5 love languages" – learn what makes your volunteers feel appreciated and use that/vary your appreciation methods for the group as a whole so everyone can find meaningful appreciation through something – words/thank yous, actions/support, gifts/swag, etc.

Leah Hurwitz- OCC Recreation Supervisor

Summer Camps: What are the people and data saying in a post-pandemic world?

- A great resource in finding quality staff is to go through the local community colleges.
- We are now overstaffing because we have to let the staff balance daily life and work.
- Maybe give staff a day off if they are looking like they are in the burn out phase.

How to have difficult conversations and how to mentor and guide others through the process.

- We need to get ourselves in check before having difficult conversations.
- The steps to take are, be in a good state of mind, avoid assumptions, listen, empathize, address non-negotiables while trying to find areas of compromise, solicit support when needed

Conversations on Implicit Bias

- First impressions; estimate that it takes two seconds to make an impression.
- 33% of interviewers know whether or not they will hire someone within 90 seconds of meeting them.
- Privilege leads to opportunity which leads to power and then to responsibility.

The Anatomy of a Meltdown

- Look and see things through a different lens.
- All behavior has meaning...as the adult it is our job to figure it out.
- A tantrum is different from a meltdown. Tantrums are outburst when a child is trying to get something they want or need. Meltdown is for any stage of life and occurs when overwhelmed.
- Our job is not to simplify, it is to embrace the behavior.
- It's all about relationships, relationships to body, environmental, then relationships to others.

CPRP Best way to Study

- Identify key words in questions to select the most correct answer.
- Read twice and take your time, then double check the questions
- The Virtual Prep Program is held in February to go over the five sections in the course.

Corrie Guynn, Superintendent of Parks, Planning and Facilities

Field Trip: Sustainability by Design

- This session was a field trip to two Park District of Oak Park facilities. The first is a net zero building that has tons of interesting sustainable/green features. The building is a multi-use facility with a fitness center, e-sports room, childcare area, indoor walking/running track and several multipurpose rooms. Most importantly, there is also a gymnasium where pickleball can be played. The building is very efficient and open from a design and sightline standpoint and because of this it has a very low staffing level. The facility has a very tight envelope ensuring minimal energy loss, temperatures throughout the facility are kept quite low with each room having its own independent controls for maximum flexibility and there is a battery backup system that allows the solar panels on the roof to ensure energy is stored and available during any potential outages.

- The second building was one that was retrofitted and expanded upon and houses a childcare program. The facility was essentially stripped to the studs to allow for the building envelope to be sealed completely and also makes use of a geothermal system to heat and cool the building.

The Journey from Parks to Executive Director

- This session covered the jump to Executive Director from the Parks side of things and was quite interesting. Two Executive Directors that came from the Parks world presented and discussed some of the pros and cons, helpful skillsets and areas of knowledge that come with that transition. Having had my own unique path that has brought me to where I'm at now professionally, it was good to hear other stories and perspectives of what it takes to make a successful move upwards.

Direct & Deliberate: How to Successfully PASS a Referendum

- The session was informative while also reinforcing some of the things I have been learning about referendums and putting an organization in the best position to successfully pass one.
- The speaker from the park district that had recently passed a large referendum for improvements at several sites provided lots of helpful tidbits. It was interesting to see the way they went about connecting with the public and the creative ways they engaged people in the initiative.
- The other speaker, Paul Hanley, presented very factual and research-based information on how to determine when, if at all, the best time to go to referendum would be and under what types of circumstances.

Government Finance for Non-Finance Park and Recreation Leaders

- I try to attend this session each year as it is a good refresher on public finance. While for the most part a 10,000-foot-high view, it touches on how a public organization obtains and distributes funds, what the different funds are and how they can or cannot be used, the different restrictions and laws regarding taxes and much more. One interesting thing I picked up from this year was how the appropriations work and why they're in place.

Funding Capital Projects: Bonding vs. Spending Reserves in the Current Market

- While some of this information was a bit over my head, it really helped to tie in the previous finance session and some of what was covered there. They covered fund balances and some of the legal and/or park policies that determine whether or not you should, or even can, spend our reserves for capital level projects. The bond market was discussed and the speakers covered some of the types of bonds a public organization may or may not be involved with.

Exhibit Hall

- I spent a fair amount of time in the exhibit hall meeting with various contractors and providers. As Scott was unable to attend I stopped at a couple of aquatics booths to get information from each in regards to potentially finding an installer for the SWP bucket replacement. I also met with Scharm flooring to discuss several projects and an upcoming bid for several facilities. I spent some time with several of the playground manufacturers going over some of their newer equipment coming to the market this upcoming year and discussed upcoming replacements for later this season. Finally, I also met with John McGovern at WT, and we discussed our ADA audit that will need to be completed this year for our DPRA requirement.

Jennie Bever – Fitness First Manager

Eliminating Annual Performance Reviews: Embracing Continuous Feedback, Agile Goals, and Shifting Priorities

- Evaluation process can be improved by simplifying the process, gathering employee input on when and how often they are evaluated, and creating an ongoing schedule of routine evaluations.
- Employees should be able to test their goals in a safe environment where they feel supported.
 - Monthly check-ins keep goals top of mind and make meetings shorter and more immediate.
- Performance reviews are more effective when not tied to salary increase.
- Should be able to tell employees what “good enough” looks like and what it looks like to meet or exceed expectations.

Human Resource Orienteering: Learn to Navigate Recruitment and Onboarding at your Agency

- Staff should mirror the population of your agency's town as much as possible.
- Orientation passport for full time employees
 - Meet with the head of each department to learn what that department does within the agency.
 - 60 days to complete the orientation checklists/meetings.

Curveballs to Comebacks: Navigating Patron Challenges in Facilities

- Importance of and methods for de-escalation of aggressive customers
- Use of situational awareness to head off situations that may turn dangerous
 - Initiating conversations with patrons we may be unsure of as a path to understanding and awareness

Improving Health and Wellness in the Workplace: Understanding and Implementing the WELL Building Standard

- WELL – an evidence-based roadmap for supporting the health and well-being of your people and your organization through controlling their environment.
 - Air
 - Water
 - Nourishment
 - Light
 - Movement
 - Community
 - Materials
 - Mind
 - Acoustics
 - Thermal Comfort

From Burned Out to Fueled Up-Five Tools to Spark Engagement and Wellbeing

- Find your why, is it personal, professional, aspirational, or practical
- Are you burnt out or is it a sense of betrayal due to lack of motivation and/or under appreciation
- Betrayal is the breaking of an expectation that you have relied on that ruptures your view of yourself in the world.

Allan Khnanisho – Athletics Supervisor

Tennis for All: Leveraging USTA Resourced for Community Impact

- There are currently 25.7 million tennis players. That is a 46% jump from 2019 & 4.8 million new players since 2019 (120% increase). Tennis has increased in diversity as well. Hispanic/Latino: 4.5M (111% increase). Black/African: 3.2M (63% increase), & Asian/Pacific: 2.7M (55% increase). Also, the percent of diverse U.S. tennis players has jumped from 32.5% (2019) to 40% (2023).
- The USTA offers a lot of programs & business consulting to help grow the sport of Tennis in local communities. They offer Technical Assistance, which helps with planning & design, offering 2D concept drawings & 3D renderings (free of charge). They can help with technical reviews which include Construction documents, RFPs, and contractor bids. All this includes connections to vendors, contractors, and manufacturers.
- USTA offers grants. There are three different categories. **An inclusive Access grant may be combined with another Category 1 or Category 2 grant.*
 - **Category 1:**
 - Amenities: 50% off project cost (Maximum \$5k)
 - Tennis Court Tech: 50% off project cost (Maximum \$10k)

- Inclusive Access: 50% off project cost (Maximum \$10k)
 - **Category 2:**
 - Lighting: Up to \$15k per court / 50% of project cost (Maximum \$60k)
 - Fencing: Up to \$12k per court / 50% of project cost (Maximum \$60k)
 - Resurfacing: Up to \$8k per court / 50% of project cost (Maximum \$60k)
 - **Category 3:**
 - New Construction: Up to \$35k per court / 50% of project cost (Maximum \$200k)
 - Reconstruction: Up to \$20k per court / 50% of project cost (Maximum \$200k)
 - Indoor Structures: Up to \$50k per court / 50% of project cost (Maximum \$200k)
- **Tennis Venue Services: 2025 Grant Process**
 - Timeline & Duration: Inquiry to Award
 - Category 1: Low complexity projects (amenities, tennis court tech, inclusive access) Est. 4 weeks*
 - Category 2: Mid complexity projects (resurfacing, fencing, lighting) Est. 6 weeks*
 - Category 3: High complexity projects (new construction, reconstruction, indoor structures) Est. 8 weeks*

Just Be in the Room

- This session was about exploring how to increase awareness of individual personalities & can help align personal interest and goal setting.
 - Exploring how higher awareness of individual personality can contribute to aligning personal interest and goal setting.
 - Identify specific strengths and areas of opportunity as a strategy to recognize individual expertise on a path to achieving consistency in goal setting and overall productivity.
 - Discovering the value in challenging individual comfort levels while engaging in the exchange of information with other leaders.
- Different type of people
 - **Type A: Director**
 - Intuition – Imaginative, big picture, ideas, and concepts
 - Perceiving – Keeps options open, spontaneous

- Goal oriented
- Risk taking
- Good under stress
- **Type B: The Socializer**
 - Extroversion – People oriented, talkative, outgoing
 - Feeling – Personal values and how things impact others/empathetic
 - Relationship oriented
 - Outgoing
 - Enthusiastic
- **Type C: The Thinker**
 - Thinking – Logic, value justice
 - Judging – Structured, predictable
 - Detail oriented
 - Logical
 - Prepared

You Can, Canva! Unlock Creativity & Efficiency at your Agency

- Provided good insight on how to utilize Canva's design capabilities and clever ways to reach out to your local community by making unique social media posts/videos. Explained how user friendly it is, and one does not need to be tech savvy to figure it out. Bloomingdale Park District shared how they used Canva for a lot of their marketing projects and the positive feedback they have received. They also gave some tutorials and how-to's on certain projects.

Becca Goldberg, Performing Arts Supervisor

Art Without Boundaries: Identifying and Overcoming Barriers in Cultural Arts Programming

- Challenges: space, money, time, staff, buy in
- Solutions: Use community partners and borrow/rent costumes. Seek alternative funding and use fundraisers. Use volunteers and schedule complimentary programs.

Building and Supporting Staff Resilience

- Address the behavior not the person
- Perspective is reality
- Stress is normal but staff are moving toward toxic stress which is an extended activation of the body's stress response
- Healing happens in relationship
- It is our job as supervisors to look out for warning signs of burnout in our staff and to intervene. Encourage them to take time off if needed.

Curveballs to Comebacks: Navigating Patron Challenges in Facilities

- Approach suspicious situations in groups of 2, engage in conversation, provide support
- Make sure to let other facilities know about any banned patrons

Survival Kit for Recreation Rookies: Navigating the Good, the Bad, and the Unknown

- We exchanged business cards with 5 fellow rookies and shared tips
- Encouraged to connect with folks on LinkedIn, participate in Park Pursuit, and volunteer to expand our networks

The Tip Jar Culture: An Inspiring Approach to Rediscovering our Passion for the Work We Do Each Day

- “The joy of being the cause” (audience members [patrons] love an interactive approach and we [rec staff] love creating programs that produce joy in our community)
- Even if you are not an expert, you can create meaningful connections and lean on one another for support

From Burned Out to Fueled Up-Five Tools to Spark Engagement & Wellbeing

- Burnout vs. betrayal—many feel the latter. Try journaling: “The problem is _____” to determine what you need to feel valued, satisfied, and happy. “I expect _____”
- F.U.E.L. UP (find your why, uncover the truth, expectation management, learning to laugh, unbroken promises you make to yourself)

Find 5 things a day that feel humorous to help curb our bias for negativity.

Michelle Tuft, Executive Director

Parks and Recreation Marketing with AI

- AI applications such as ChatGPT, OpenAI Playground were explored.
- ChatGPT can make flyers that can then be edited in Canva.
- Dall-e can make videos and create images.

Eliminating Annual Performance Reviews: Embracing Continuous Feedback, Agile Goals, and Shifting Priorities

- Eliminating annual reviews requires regular feedback and goal setting.
- Eliminating annual reviews would still require quantifying employees’ performance.
- This doesn’t seem like a realistic option for the park district.

Social Media and the Law

- Be careful not to ban/prohibit any protected speech in your social media policy. The following are protected forms of speech:

- o Negative or critical comments about the government or public official or employee
- o Personal attacks against the public official
- o Profanity (let the social media company filter the language)
- o Hate speech (unless there is a specific call to violence)
- Hiding is a comment is equivalent to deleting in the eyes of the law.
- The following are NON-protected forms of speech and may be deleted/blocked
 - o Obscene sexual or pornographic content
 - o Content that promotes discrimination by the government on the basis of a protected class (taking action rather than an opinion... hate speech + a call to action to discriminate)
 - o Content that violates a legal ownership interest copyright
 - o Conduct that violates a law or encourages illegal activity
 - o Actual defamation
 - o True threats of violence (against patrons, employees, officials etc... contact the police in this case. They can determine if something is a true threat)
 - o Spam malware of viruses
- When you engage in government speech on your own personal page (as an official of the park district) it then BECOMES a government forum in the eyes of the law.

Direct & Deliberate: How to successfully PASS a referendum

- The key is community engagement ensuring that you have public support before you put the question on the ballot.
- There were several ideas presented on how to engage the public.
- Do your homework!

Government Financer for Non-Finance Park and Recreation Leaders

- This was a basic introduction to government finance covering bonds, tax levy, budget, and reporting.

Marketing (Taylor's Version)

- The presenters used Taylor Swift's marketing prowess as examples of how park districts can market their programs (at a much smaller scale, of course)
- Then presenters shared some fun campaigns they ran at their districts

Park District Finance – It's Not Intuitive

- Another finance session that was very basic, but always good to be reminded.

Alyssa Mergler, Exploritorium Supervisor

Title of Session: Addressing Employee Mental Health Conditions

- Mental health problems are prevalent in the workplace, and treatment generally is not prioritized.
- Managers need to make it simple for staff to request accommodation.
- The responsibility falls on managers to make employees aware of available accommodation. This can be as simple as recognizing changes in behavior or that the employee has been experiencing workplace problems.

Purposeful Play: Quick, Cool, Original No-Prop games that Teach Young People (and staff!) Skills for Life & Leadership

Takeaways:

- This active session provided many fun, simple games to use with staff and childcare/camp programs.
- The presenter, Michael Brandwein, shared resources, and interactive games staff can use to get children's attention, transition games, and icebreaker games.
- He did a wonderful job of explaining the games, having participants practice, giving options or accommodation for inclusiveness, and explaining the background and purpose of the game.
- Some of the games included a version of "Simon Says Please," "Slap Clap Name Game," and "Psychic Rock, Paper, Scissors."
- The mission for children's recreational programming is to build great qualities in kids (kindness, respect, friendliness, responsibility, teamwork). Our programs are not simply for childcare or to complete what's on the schedule. "You are not here to do the activities on the schedule, you are here to build great qualities in kids."

Curveballs to Comebacks-Navigating Patron Challenges in Facilities

- Recreation facilities are unique- we have an open-door policy, everyone is welcome.
- It is important to address patron challenges with staff as a training piece, so they know how to handle them. It is important staff know the chain of command, who to call? When to call? What to report? Staff training should include positive examples of customer interactions.
- Train staff to work with customers, not against them.

Anatomy of a Meltdown

- The session helped participants understand the three stages of a meltdown and appropriate prevention and intervention strategies at each stage.
- Questions for staff to consider: "what does it take for you to be available for relationships and learning? If it's true for you, it's true for young children. We learn in the context of relationships.
- All behavior has meaning. It's our job as adults to figure it out.
- Emotions are so powerful they can override rational thinking and innate brainstem powers. At times of high emotions, we don't always do our best.

Ethan C. Bontly, Weber Leisure Center Manager
Leadership Lessons We can Learn from Ted Lasso

- This session looked at Ted Lasso's approach to real-world strategies and how we can build confidence and overcome self-doubt.
- The takeaways from the session are presented in a very Ted Lasso kind of way.
 - o Be a goldfish – learn from mistakes and move on. Don't dwell.
 - o Be Authentic - Be your real person and not who you think you should be.
 - o Be vulnerable – have the confidence to admit when you need help, make a mistake or don't know what you know.
 - o Forgive – don't hold grudges. We all need help and be the person to help.
 - o Inspire – Give other around you inspiration to be a better
 - o Believe - find belief in yourself that you can accomplish what you set out to accomplish.
- These points of emphasis are very beneficial for us as leaders and also to share with our staff to improve leadership qualities.

Eliminating Annual Performance Reviews: Embracing Continuous Feedback, Agile Goals, and Shifting Priorities

- This presentation was about how to re-think the employee evaluation process and experience. The idea is that eliminating the annual review requires consistent and regular feedback throughout the years and focusing on goal setting.
- The process of eliminating the annual review would not eliminate evaluating the employees' performance but focuses on continually evaluating and not waiting until the end of the year.
- This process could be somewhat problematic in the park district setting; however, it could be done with radically looking at how we evaluate staff.
- The main takeaway is to always be communicating with your staff and to not let anything go until the end of the year.

Bridging Generations: Customer Service Excellence and Facility Management

- Much of the presentation was about different generations view other generations, with much of the similar statements said repeatedly from an older generation to a younger generation.
- The main takeaway is how generations both differ and also have common ground with each other and many of the reasons are based on the parent's experiences as they grow old.
- For a park district we must be aware of how Gen Z staff view the world and their place in a work environment, which is often different from an older generation.
- One take away is that we could offer free coffee in the WLC gym lobby and have a place for older generations to converse when pickleball is being held.

Stepping Away from Stigmas and Spotlights: Veterans in Outdoor Space

- This presentation and discussion were in many ways an introduction for most of the attendees to veterans, military culture and explaining what veterans and family members benefit from recreation programs.
- The main takeaways from the session was an examination of programs that each park district offers, and how we at the SPD really don't offer much for veterans or the family members of the veterans.
- Often what is offered to veterans in the "programs" are discounts, which often misses the mark of the programs that should be offered. The idea is to form a veteran centered programming without the need to offer the discount, but quality programming.
- The major takeaway is to create a veterans committee at the SPD and to explore programming that could be offered within the district. This may be part of the staff enrichment/appreciation committee, or a separate entity.

Recreational Hunting: An On Ramp for the Conservation Highway

- This presentation was on an innovative program within the McHenry County Conservation District, when the establishment of hunting seasons provided a basis for recreational youth camps and programs where children learn about safe hunting and conservationism.
- The summer camp program is very popular and sells out each summer, with over 250 youths and teens participating in the program and graduating hunter safety course.
- The success of the program is centered around partnering with parks and recreation, conservation and law enforcement.
- While this program is unlikely to be a program implemented for the SPD, the value of thinking outside the box to develop new programming.

Journeying Together: Navigating Professional Development as Mentor and Mentee

- This session was an attempt to guide the mentor and mentee through the process of succession planning, including the strategies that have been used by the NWSRA Executive Director.
- I found the insight interesting and useful when looking at my role and responsibilities at the Weber Center, and how I am planning for a near future retirement.
- I found the overall presentation a bit clunky and at times confusing and at times contradictory to my own personal knowledge of the presenter.
- The main takeaway is that building a succession plan for the current staff is an ongoing process and one that we should always be planning for and that communication with the current staff is vital for the staff of the future.

Mary Amato, Assistant Superintendent of Recreation

Eliminating Performance Reviews

- The park district should start putting more focus on developing focused goals, keeping in mind innovation, engagement, and future proofing.
- It is important to differentiate tasks versus goals.
- Set realistic expectations and keep goals manageable.
- Goal development needs to be a team effort.
- FY 25/26 we will put district goals together first and have staff create their individual goals around the district goals.

Direct & Deliberate: How to Successfully pass a Referendum

- If the district decides to go to referendum, we need to design a logo and keep the logo alive beyond referendum.
- The referendum logos and colors need to be designed and consistent.
- Create votes, yes' banners and signs.
- Hand out T-shirts, gloves, stickers, crayons, door hangers, and palm cards all with the referendum logo

Government Finance for Non-Finance Park & Recreation Leaders

- This session was informative and explained many terms that I was unfamiliar with and gave a basic understanding of government financing.
- including PTELL (Property Tax Extension Limitation Law) and TIF (tax increment financing)
- Debt service and bonds are essentially mortgages to a park district.
- Tax levy is the amount of revenue a taxing district receives through property taxes.

Exhibit Hall & Marketing Winners

- Design a new passport for Festival of Cultures that mimics a game board
- Offer Adult Date Night
- Create a 'Welcome Everyone' marketing campaign through the DEI Committee
- Offer Beer, Donut & Dash race

Amanda Green, Risk and Safety Manager

Effective Communication Principals Before, During, and After a Crisis

- Crisis communication is universal
- Having someone lead public communication means that leaders and staff can do what they do best
- Always communicate as quickly as possible when dealing with public safety
- Community credibility comes before a crisis – work on it ahead of time!
- Tools for communication are only effective when utilized consistently and with regular updates

- Try to get your first message out within 10 minutes or under 30 minutes of the start of a crisis
- When speaking to the media, speak in sound bites and don't always repeat the question, rephrase it so you don't accidentally create larger issues with your sound bite.
- Expectations are instant communication
 - What's happening
 - Where
 - Who is impacted
 - What should people do to help
 - Where to go for questions (make sure someone is monitoring this!)
- Guide officials to not make any statements until after the crisis is over
- Be prepared for lots of questions and when you don't know the answer, say that and let them know that you'll bring an update and when that will be
- If a mistake is made, own up to it as soon as possible – don't hide things
- Be clear with who questions should be directed to and know that if you're standing up during public communication you should be prepared for questions to be asked of you.

Leadership Through the Power of Laughter

- Interesting takeaways of making things silly, pushing for fill in the blank leadership and knowing when to step back and let others roll with the good things they are doing
- Pushing forward a "Yes, and what about?!" mentality to encourage ideas and innovation
- Going with others not just pushing others along
- Creating motivation with kind words and consistency
- Everyone has a good idea, start talking about it

Large Event, Festival, and Parade Security

- Crowd scanning
- Use of equipment (towers, kabotas, and drones)
- Leveraging your local police and fire agencies
- Working with budget constraints (decide what you'll commit to and say no to the things that don't fit)
- Grant funding for projects (technology or security items)
- Use of personnel for check points
- Signage needs and requirements

Professional Connection Part 1

- Working with a group of students to discuss getting and staying in parks and recreation as well as providing tips based on past experiences
- Connected with other professionals on current industry trends and changes

- Discussed social activism and legislature that impacts parks and recreation

Professional Connection Part 2

- Worked one on one with a student to discuss trends and on-going hiring practices
- Learned about student relationships with agencies and updates to curriculum requirements in parks and recreation
- Chatted with group about challenges to retain staff, on-going efforts to recruit from university programs, and current job openings that align with interests within the student group

IMRF Benefits

- Understanding benefits
- Tier 2
- What you need to know about retirement

Safety Savvy

- It's a marathon not a sprint
- Work with what you have when you have it
- Create an annual plan
- Create a schedule for updating documents, reviewing, policy and use your digital reminders to keep track of things
- When trying to implement training don't reinvent the wheel, use what you have (OSHA, PDRMA, etc.) and make it fun!
- When you have to have training on something you can't reasonably do yourself, hire an outside person and partner with other local districts or agencies that might also need that training or skill set to building relationships and further your own staff development.
- Work with your parks department staff and managers to ensure they feel that their time is valuable
- When drafting a multi-year plan have a way to track attendance, hiring dates, and annual needs.

The NEW Americans with Disabilities Act Mandate Part 1

- Reviewed the ADA
- Learned about accommodations vs modifications.
- Cost is not a factor to determine if you cannot do something (translator for a person who is deaf or parking spot for disability)
- Engaging in the complaint process means you can set things a little more on your schedule.
- Having a documented process helps you when you do have to defend your actions in court.
- Tracking all requests and outcomes helps the agency!

- Working with the people who are asking for a modification is the best way to develop great customer service with your community.
- The ADA person needs to be high enough in the agency so that they can make decisions without getting approval but not the Executive Director so that the appeal process is kept to the staff level and not at the board level.

The NEW Americans with Disabilities Act Mandate Part 2

- Reviewed examples and changes coming up.
- Learned about how the current federal administration changes may impact ADA.
- Worked through niche challenges like dog parks, renovations, on-going developments, and new construction planning.
- Playground development and who should be working with people with disabilities.

Mike Quinlan, Golf Operations Supervisor

Addressing Employee Mental Health Conditions

- Mental health is prevalent among certain marginalized groups.
- An employee is protected under the ADA if the employee is a qualified individual with a disability.
- An employee is FMLA eligible if they've: Worked at least 1250 hours in a 12-month period preceding the need for leave. They are entitled to their position when they are cleared to come back to work.

Secrets to Master F&B Sales & Profits

- Make sure your concession stand is in a visible spot at your facility. Patrons will not buy as often if your concession stand is far from the entrance, or far from busy areas.
- Keep simple menu.
- You are not competing with any other restaurants. Feel free to charge what you can.

Navigating Patrons Challenges in Facilities

- It's better safe than sorry. If you think someone is suspicious, chances are others might too, and it doesn't hurt to check in.
- Always make sure when confronting a patron to be in a safe environment. If that means bringing other staff to help, then do that.

Attracting Applicants, Keeping Good Employees, and Amplifying Career Pathways

- Let employees know the opportunity for growth in their position. Don't be afraid to pay more for quality workers, and cross train to help them grow and find their strengths
- Be direct when giving feedback and do it swiftly. Do not let bad behaviors linger.