

**MINUTES OF THE  
REGULAR MEETING  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
JULY 16, 2019  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Michael Reid  
Vice President Khemarey Khoeun  
Commissioner Susan Aberman  
Commissioner Michael W. Alter  
Commissioner Minal Desai

Others Present:

Superintendent of Business Services William G. Schmidt  
Superintendent of Recreation and Facilities Michelle Tuft  
Superintendent of Parks Corrie Guynn  
Assistant Superintendent Jon Marquardt  
Executive Administrative Assistant Ann Perez

**CALL TO ORDER**

President Reid called the regular meeting of the Board of Park Commissioners to order at 7:00 p.m., followed by the recitation of the Pledge of Allegiance.

**COMMENTS FROM CITIZENS**

Ms. Lauren Fink and Ms. Elissa Cahan addressed the Board about parent concerns regarding the S.P.A.C.E. program waitlist at Middleton School. Superintendent Tuft replied there are two issues; a concern about providing enough space for the children in the school and enough staffing to make the program safe. Both issues are being resolved. There will be more room available for the program at the school and interviews are taking place for S.P.A.C.E. staff. Ms. Tuft feels the waitlist will be accommodated.

Ms. Alicia Case thanked the Board for the temporary moratorium on the use of Round Up in the parks. President Reid said staff will continue research on the subject.

Ms. Elissa Cahan asked about changing the name of the Skokie Indians. Superintendent Tuft said Skokie Indians is an affiliate organization and suggested Ms. Cahan contact them. Commissioner Desai said the topic has come up in the past and the organization had decided to keep the name.

**CONSENT AGENDA APPROVAL**

Commissioner Alter moved to approve the Consent Agenda. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The Consent Agenda consisted of minutes of the Regular Meeting of June 18, 2019; minutes of the Public Hearing – Laramie Park of July 9, 2019; minutes of the Public Hearing – Chippewa and Mulford Parks of July 10, 2019; bills payable for the month of June/July 2019; Treasurer's Report; and Staff Reports.

**APPROVAL OF APPOINTMENT OF CORRIE GUYNN AS FREEDOM OF INFORMATION OFFICER**

Executive Director Ohrlund said administrative staff have the responsibility to respond to Freedom of Information requests. Mr. Guynn has already completed FOIA training administered by the Illinois Attorney General.

Commissioner Desai moved to designate Superintendent of Parks Corrie Guynn as a Freedom of Information Officer for the Skokie Park District. Commissioner Alter seconded the motion. On a roll call vote, all commissioners voted aye. Motion carried.

**AUTHORIZATION TO BID BASKETBALL AND TENNIS COURT CRACK REPAIR AND COLOR COATING**

Superintendent Guynn requested authorization to bid basketball and tennis court crack repairs and color coating at Winnebago, Tecumseh, Lockwood Parks and a tennis court at Lyons Park. Alternates have been included for the tennis courts at Lockwood Park and court #3 at the Skokie Tennis Center. The project is budgeted at \$39,000. The work would be completed in early fall.

Vice President Khoeun moved to authorize staff to prepare bid specifications for basketball and tennis court crack repair and color coating at Winnebago, Tecumseh, Lockwood and Lyons Parks. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**AUTHORIZATION TO BID FLOORING REPLACEMENT AT OAKTON CENTER, DEVONSHIRE CENTER, EMILY OAKS NATURE CENTER AND PARK SERVICES**

Superintendent Guynn requested authorization to bid flooring replacement at Oakton Center, Devonshire Center, Emily Oaks Nature Center and Park Services. By combining the sites there will be a larger savings. \$116,500 is budgeted for these improvements. Commissioner Alter asked about the flooring at the new Park Services facility and Executive Director Ohrlund explained that the construction project only provided for sealing the existing concrete surface.

Commissioner Desai moved to authorize staff to prepare bid specifications for the Flooring Replacement Project. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**AUTHORIZATION TO PURCHASE REPLACEMENT 4X4 PICKUP TRUCK**

Superintendent Guynn requested authorization to purchase a replacement 4x4 pickup truck through the Illinois State Joint purchase Program. This truck will replace a 2009 Ford F150 used by the Operations Supervisor. The replacement vehicle is budgeted at \$27,500.

Commissioner Aberman moved to authorize staff to purchase a Ford F150 Regular Cab 4x4 Pickup for \$27,385.00 through the Illinois State Joint Purchase Program. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

**AUTHORIZATION TO PURCHASE REPLACEMENT UTILITY BODY TRUCK**

Superintendent Guynn requested authorization to purchase a replacement Ford 350 Regular Cab 4x4 Pickup with Utility Body through the Illinois State Joint Purchase Program. The purchase price is \$36,283. This truck will replace a 2005 GMC Savana Cargo Van and will be used by the Certified Playground Safety Inspector for playground inspections and repairs as

well as other District work. The truck is budgeted at \$30,000. The old van will be disposed of through an online auction at a later date.

Vice President Khoeun moved to authorize staff to purchase a Ford 350 Regular Cab 4x4 pickup with Utility body for \$36,283.00 through the Illinois State Joint Purchase Program. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **AUTHORIZATION TO PURCHASE REPLACEMENT TRACTOR**

Superintendent Guynn requested authorization to purchase a John Deere 3046R compact utility tractor through the SourceWell Cooperative for \$39,514.16. The current tractor is 12 years old and will be sold through an online auction. The tractor is budgeted at \$38,000.

Commissioner Desai moved to authorize staff to purchase a John Deere 3046R compact utility tractor for \$39,514.16 through the SourceWell Joint purchase group. Vice President Khoeun seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **APPROVAL OF ASPHALT IMPROVEMENT BID AT TOT LEARNING CENTER**

Superintendent Guynn requested approval of the asphalt improvement bid for Tot Learning Center. Five bids were opened on July 5. The project is budgeted at \$60,000 with concrete improvements and curb repairs. The work will take place the week of August 19 while the building is closed. Staff is recommending M & J Asphalt Paving Company, Inc., Cicero, IL, including alternate and line painting for \$37,390.93.

Vice President Khoeun moved to approve the bid of M & J Asphalt Paving Company, Inc., located in Cicero, IL for \$37,390.93 including Alternate #1 for the asphalt improvements at Tot Learning Center. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **APPROVAL TO PURCHASE SPIN BIKES FOR FITNESS FIRST**

Superintendent Tuft requested approval to purchase 25 new spin bikes for Fitness First. The current spin bike model is no longer available. Two spin bike models, Stages and Precor Chrono, were tested by fitness instructors and spin participants and both were found to be acceptable. Spin instructors preferred the Precor Chrono bikes which have a display monitor that does not require batteries. Staff is recommending the purchase of the Precor Chrono bikes from Direct Fitness Solutions for \$45,375. Direct Fitness Solutions is the sole source provider of these bikes.

Commissioner Desai moved to authorize staff purchase of 25 spin bikes from Direct Fitness Solutions in the amount of \$45,375.00. Commissioner Alter seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

#### **APPROVAL OF PLAYGROUND EQUIPMENT PURCHASE FOR CHIPPEWA PARK AND MULFORD PARK**

Superintendent Guynn requested approval of the playground equipment purchase for Chippewa Park and Mulford Park. Five bids were opened on July 5. After reviewing the bids staff is recommending BCI Burke of Fon du Lac, Wisconsin for the Chippewa Park renovation cost of \$39,168 and the Mulford Park renovation cost of \$56,555. Burke was able to provide a \$25,000 incentive in their bid. Superintendent Guynn has worked with BCI Burke previously and can recommend their equipment. The installation is tentatively scheduled for late

August/early September. Staff will be removing and disposing of the existing playground equipment and the installation of both sites will be bid out. The design for the Mulford Park playground will include a small train theme due to the proximity to the CTA Yellow Line.

Vice President Khoeun moved to approve the bid from BCI Burke of Fon du Lac, WI for the Chippewa Park (\$39,168) and Mulford Park (\$56,555) playground equipment for a total of \$95,723.00. Commissioner Aberman seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **OLD BUSINESS**

Commissioner Aberman requested a copy of the updated and Board approved 2019-2020 District and Division Goals. Executive Director Ohrlund will send updated goals to the Board.

Executive Director Ohrlund discussed the Laramie Park renovation public hearing and said the parking area was not acceptable to the attendees. Joe Brusseau of Hitchcock Design Group is revising the design based on public input. Additional parking between the shelter and playground and reconfiguration of the existing shelter lot will be made. Lighting is being considered for the tennis, basketball and pickle ball courts. Commissioner Desai asked about solar lighting options. Executive Director Ohrlund said solar is not an option for these courts.

The removal of one of the two tennis courts was not well received by the attendees at the public hearing so the two tennis courts will remain and two pickle ball courts will be built. Vice President Khoeun asked if this reduced soccer fields. Executive Director Ohrlund responded no. There will be no water spray ground due to Illinois Department of Health regulatory changes requiring a shower facility.

Executive Director Ohrlund said the public will be kept informed of design modifications. Commissioner Aberman said the new Laramie Park renovation design was great.

Vice President Khoeun asked President Reid if he had contacted other park districts about best practices for green landscape operations.

Commissioner Desai asked about swim testing for camp participants. Superintendent Tuft said every child needs to take a swim test to be evaluated by lifeguards for safety reasons.

Commissioners discussed some issues at the pools. Superintendent Tuft will discuss the issues with Risk Management and Special Facility Manager Scott Runkle.

Vice President Khoeun asked to clarify staff ratios at other S.P.A.C.E. programs. Superintendent Tuft said other S.P.A.C.E. sites do not have a large waitlist. She said the School Age Supervisor is hiring staff to make the ratios more manageable for Middleton and Meyer Schools.

Commissioner Aberman asked about emailing parents about deadlines for registration. Superintendent Tuft said parents are sent emails and deadlines are in the program guides.

### **NEW BUSINESS**

Executive Director Ohrlund said with the extreme heat and humidity Devonshire Center, Oakton Center and Weber Center are cooling centers. Residents can come to the facilities during business hours to stay cool.

Executive Director Ohrlund discussed the practice of acquiring Board approval prior to bidding budgeted items. In most cases this is an unnecessary step, as the Board has already approved the item during the budget process. A proposed policy change will be forthcoming

Executive Director Ohrlund asked for volunteers for Master of Ceremonies for the remaining four Sunday night concerts at Devonshire Park. President Reid and Commissioner Aberman will coordinate with Devonshire Center Manager Robin Horwitz.

**PRESIDENT’S REPORT**

The regular meeting of the Board of Park Commissioners will be held on Tuesday, August 20, 2019 at 7:00 p.m.

The Board Workshop: Comprehensive Plan will be held on Wednesday, August 21, 2019 at 6:30 p.m. at the Oakton Community Center.

**COMMISSIONER COMMENTS**

President Reid said the 4<sup>th</sup> of July fireworks was great, there was no rain and about 8,000 – 10,000 people attended. Superintendent Tuft said there was an issue that required the fireworks to be set off manually. Ms. Tuft said she thought it was one of the best finales. Commissioner Alter said the traffic flow after the fireworks was difficult.

**ADJOURNMENT**

Commissioner Alter moved to adjourn the regular meeting. Vice President Khoeun seconded the motion. All Commissioners voted aye. Motion carried. The regular meeting adjourned at 7:54 p.m.

---

Mike Reid  
President

---

John V. Ohrlund  
Secretary