

**SKOKIE PARK DISTRICT  
THE BOARD OF PARK COMMISSIONERS  
REGULAR MEETING  
MARCH 18, 2025  
6:30 P.M.**



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





**BOARD OF PARK COMMISSIONERS  
TUESDAY, MARCH 18 - 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 February 25, 2025
- \*VIII. BILLS PAYABLE FOR THE MONTH OF FEBRUARY/MARCH 2025
- IX. TREASURER'S ACTION ITEMS
  - A. Adoption of Ordinance #25-003 authorizing the issuance of approximately \$2,500,000 of General Obligation Alternate Park Bonds of the Skokie Park District, Series 2025A, for the purpose of financing capital improvements for park purposes of the District.
- \*X. TREASURER'S REPORT
- XI. ATTORNEY'S REPORT – NO REPORT
- XII. STAFF ACTION ITEMS
  - A. Approval of Wage Scale
  - B. Approval of Personnel Policy Update
  - C. Approval of 2025 Concrete Improvements Bid
  - D. ADA Evaluation and Transition Plan Update
  - E. MWRD Property/Channelside South
- \*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

XIV. PRESIDENT'S REPORT

- A. Finance Committee Meeting – Wednesday, April 2, 2025, 6:30 p.m.
- B. Regular Board Meeting – Tuesday, April 22, 2025 – 6:30 p.m.
- C. Commissioner Comments
- D. Director Comments

XV. OLD BUSINESS

XVI. NEW BUSINESS

XVII. EXECUTIVE SESSION

- A. Review of Executive Session Minutes of September 17, 2024, and January 21, 2025
- B. Semi-Annual Review of Executive Session Minutes and Destruction of Verbatim Records 5ILCS 120/2(c)(1)
- C. Discussion of Appointment, Employment, Compensation, Discipline Performance or Dismissal of Specific Employees

XVIII. ACTION TO BE TAKEN FROM EXECUTIVE SESSION

- A. Approval of the Executive Session Minutes of September 17, 2024, and January 21, 2025
- B. Release of Executive Session Minutes of September 17, 2024, and January 21, 2025
- C. Approval of Resolution #25 -002 Authorizing the Destruction of Verbatim Records

XIX. ADJOURNMENT

\*Consent Agenda

**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

BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
MARCH 18, 2025

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\*CONSENT AGENDA



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

**ATTENDANCE AT MEETING**

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

Absent: 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  
Marketing and Communications Director Jim Bottorff  
IT Assistant Dylan Kehoe  
Executive Administrative Assistant Ann Perez

**CALL TO ORDER**

President Aberman called the regular meeting of the Board of Park Commissioners to order at 6:30 p.m. President Aberman called for the recitation of the Pledge of Allegiance.

**CITIZEN COMMENTS**

There were no citizen comments.

**CONSENT AGENDA APPROVAL**

Vice President Jaffe moved to approve the Consent Agenda. Commissioner Fischer seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioners Kasalo-Terihaj and Williams were absent. Motion carried. The Consent Agenda consisted of the minutes of the Regular Board Meeting of January 21, 2025, Minutes of the Public Hearing for Lauth Park on January 28, 2025, Minutes of the Public Hearing for Lee Wright Park on January 28, 2025, Minutes of the Public Hearing for Terminal Park of February 6, 2025, bills payable for the month of January/February 2025, Treasurer's Report, and Staff Reports.

**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 BOND SERIES 2021A, AND INTEREST COSTS ON THE SERIES 2013B, SERIES 2015B, SERIES 2017B, SERIES 2019A, AND SERIES 2023A, ALL GENERAL LEDGER OBLIGATION BONDS (ALTERNATE REVENUE SOURCE BONDS) OF THE SKOKIE PARK DISTRICT**

Treasurer Schmidt requested approval of Ordinance #25-002 for the abatement of certain taxes. Treasurer Schmidt said this annual adoption of the abatement ordinance removes bond and interest costs from the district's tax levy.

Commissioner Fischer moved 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. Vice President Jaffe seconded the motion. On a roll call vote all Commissioners voted aye. Motion carried.

**REAPPOINTMENT OF MILLER COOPER & CO., LTD AS THE DISTRICT'S AUDITING FIRM**

Treasurer Schmidt requested the reappointment of Miller Cooper & Co., Ltd as the district's auditing firm. This is a one-year renewal.

Vice President Jaffe asked staff to consider issuing a request for proposal (RFP) next year. Treasurer Schmidt said this could be done in October. Vice President Jaffe said to put this on the September agenda.

Vice President Jaffe moved to approve the appointment of Miller Cooper & Co., Ltd. as the District's auditing firm for fiscal year 2025. Commissioner Fischer seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioners Kasalo-Terihaj and Williams were absent. Motion carried.

**PROPERTY DONATION – BUILDERS ASPHALT**

This item was tabled at last month's board meeting. The board had questions regarding the property donation and Mr. Tim Winter from Builders Asphalt and Mr. Andrew Paine, the district attorney, are present to answer questions.

Mr. Winter shared that phase one and phase two environmental studies were conducted on the property. The reports show that the property is clean.

Vice President Jaffe said a lot of work has been done and it looked like Builders has vacated the property. Mr. Winter confirmed they have.

Mr. Paine told the board he is comfortable with the contract. The district will conduct a phase 1 environmental study during the contingency period and if the board is not

happy with the conditions the district can get out of the contract without any repercussions.

Commissioner Fischer moved 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. Vice President Jaffe seconded the motion. On a roll call vote, all Commissioner voted aye. Commissioners Kasalo-Terihaj and Williams were absent. Motion carried.

### **SPORTS PARK EAST DEVELOPMENT CONCEPTS**

Ms. Tuft introduced Mr. Gage Berger from Wight & Co. to present three concepts for the development at Skokie Sports Park East.

Mr. Berger explained that the first two concepts require a referendum. The third concept is possible without a referendum. In all options, the district would apply for an OSLAD grant to help fund the project.

The board liked Concept B, which requires a referendum. Ms. Tuft said the cost for an average homeowner is approximately \$86 annually. Residents would pay for this through their tax bill.

Vice President Jaffe asked that the concepts be shared in detail with Commissioners Kasalo-Terihaj and Williams who are absent.

President Aberman said Concept B is good use of space and wanted to ensure that the public has opportunities for input. Ms. Patty King said additional input needs to be collected. Most residents are not yet aware of the project. Commissioner Fischer asked if questions regarding the project could be added to the upcoming community survey and Ms. Tuft agreed that it would be included.

Next steps require staff to work on a budget for the proposed concept, to ensure the building generates enough revenue to cover expenses. President Aberman thanked Mr. Berger and Ms. King for the presentation.

No motion required, informational only.

### **APPROVAL OF TENNIS COURT FENCING REPLACEMENT BID**

Mr. Guynn requested approval of the tennis court fencing replacement bid. Fencing will be replaced around Gleiss Park and Lorel Park tennis courts. The project should be done in March or April.

There were six bidders and the low bid of \$58,797 came from Innova Fencing. The work is planned for mid to late summer.

Vice President Jaffe moved to approve the bid from Innova Fencing for \$58,797 for the 2025 Tennis Court Fencing Replacement project. Commissioner Fischer seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioners Kasalo-Terihaj and Williams were absent. Motion carried.

**APPROVAL OF BOBCAT TRACKED LOADER PURCHASE**

Mr. Guynn requested approval to purchase a Bobcat Tracked Loader from Atlas Bobcat, through the Sourcewell joint purchase program. The current Bobcat is at least twenty-six years old and needs to be replaced. The Bobcat makes playground demolitions much easier. President Aberman asked if this was budgeted in next year's capital budget and Mr. Guynn said it is.

Vice President Jaffe moved to approve the purchase of a Bobcat Tracked Loader from Atlas Bobcat through the Sourcewell joint purchase program for \$78,535.95. Commissioner Fischer seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioners Kasalo-Terihaj and Williams were absent. Motion carried.

**SKOKIE SPORTS PARK SHELTER INSTALLATION AND CONCRETE BID APPROVAL**

Mr. Guynn requested the approval of the Skokie Sports Park Shelter installation and concrete bid. Mr. Guynn received four bids, and the lowest bidder was Playground Safe for \$92,242.50. Mr. Guynn said the installation is for the shelter, concrete pad, and hitting stations. Funding is coming out of the operating budget at Skokie Sports Park.

Commissioner Fischer moved to approve the bid from Playground Safe for \$92,242.50 for the Skokie Sports Park Shelter Installation and Concrete Project. Vice President Jaffe seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioners Kasalo-Terihaj and Williams were absent. Motion carried.

**COMMUNITY PROJECT FUNDING INFORMATIONAL SUMMARY**

Mr. Guynn explained that the federal grant from Congresswoman Jan Schakowsky's office was recently frozen and was then unfrozen. Mr. Guynn has been in contact with the grant administrator and feels comfortable moving forward with the Lauth Park, Lee Wright and Terminal Parks playground replacements. Ms. Tuft believes the district will receive the grant funds but as a precaution staff have identified capital projects that could be pushed back if the district had to pay for the playground renovations.

No motion required, informational only.

**APPROVAL OF PLAYGROUND EQUIPMENT PURCHASE FOR LAUTH PARK, LEE WRIGHT PARK AND TERMINAL PARK**

Mr. Guynn requested approval of the playground equipment purchase for Lauth Park, Lee Wright, and Terminal Park. Proposals were submitted by five vendors and BCI Burke was chosen for Terminal Park, Lauth Park, and for the 2–5-year-old age-appropriate play structure and the four-person rocker for Lee Wright Park. The total cost for the three playgrounds equipment is \$238,390.

Vice President Jaffe moved to approve the bid from BCI Burke for playground equipment at Lauth, Lee Wright, and Terminal Parks for \$238,390.00. Commissioner Fischer seconded the motion. On a roll call vote all Commissioners voted aye. Commissioners Kasalo-Terihaj and Williams were absent. Motion carried.

**APPROVAL OF LAUTH PARK, LEE WRIGHT PARK AND TERMINAL PARK SWING SET PURCHASE**

Mr. Guynn requested approval to purchase swings from Gametime for Lauth Park, Lee Wright Park and Terminal Park.

Commissioner Fischer moved to approve the bid from Gametime for the swing sets at Lauth, Lee Wright, and Terminal Parks for a total of \$35,217.69. Vice President Jaffe seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioners Kasalo-Terihaj and Williams were absent. Motion carried.

**APPROVAL OF PLAYGROUND EQUIPMENT PURCHASE FOR LEE WRIGHT PARK**

Mr. Guynn requested approval of the playground equipment purchase for Lee Wright Park. Five vendors bid on the equipment and NuToys was selected for the 5–12-year-old age-appropriate structure, and a small spinning play item.

Vice President Jaffe moved to approve the bid from Nu Toys for the playground equipment at Lee Wright Park for a total of \$89,405.00. Commissioner Fischer seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioners Kasalo-Terihaj and Williams were absent Motion carried.

**LAUTH, LEE WRIGHT, AND TERMINAL PLAYGROUNDS INSTALLATION BID APPROVAL**

Mr. Guynn requested the approval of the Lauth, Lee Wright, and Terminal playground installation bid. There were four bidders and the low bid of \$123,655 came from Playground Safe.

Commissioner Fischer moved to approve the bid from Playground Safe for \$123,655 for the Lauth, Lee Wright, and Terminal Parks Playground installations. Vice President Jaffe seconded the motion. On a roll call vote, all Commissioners voted aye. Commissioners Kasalo-Terihaj and Williams were absent Motion carried.

**PRESIDENT’S REPORT**

The next regular meeting of the Board of Park Commissioners is Tuesday, March 18, 2025, at 6:30 p.m.

President Aberman asked to reschedule the April board meeting to April 22 and everyone agreed.



**COMMISSIONER'S COMMENTS**

Commissioner Fischer thanked Ms. Tuft for attending the Legislative Breakfast with her in Northbrook last week. She got a lot of information on current legislation, and it was very interesting.

Commissioner Fischer shared information about IAPD's Commissioner Boot Camp. Commissioner Fischer is going. Director Tuft will share the information with all the commissioners.

President Aberman gave kudos to the great Princess Ball she attended with her granddaughters.

President Aberman suggested the board do a board retreat. The board is new, and she asked that they take time to consider it for summer or fall.

**DIRECTOR'S COMMENTS**

Ms. Tuft asked the board when they would like to schedule a budget meeting. Dates discussed were March 19, March 24, and March 26. Ms. Tuft will reach out to Commissioners Kasalo-Terihaj and Williams to see what dates they are available.

Ms. Tuft reminded the board that the M-NASR Liponi event is this Saturday, March 1 at Chateau Ritz. She will forward the silent auction information to Vice President Jaffe.

Ms. Tuft said the Legislative Conference is on Tuesday, April 29 and Wednesday, April 30 in Springfield, Illinois. Commissioner Fischer said she will attend.

**OLD BUSINESS**

Ms. Tuft gave an update on the Evanston Billing. Mr. Guynn received emails today but has not yet received a check. Ms. Tuft said staff is still pursuing payment.

**NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

Vice President Jaffe moved to adjourn the regular meeting. Commissioner Fischer seconded the motion. On a roll call vote all Commissioner voted aye. Commissioners Kasalo-Terihaj and Williams were absent Motion carried. The regular meeting adjourned at 7:54 p.m.

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Susan Aberman  
President

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Michelle J. Tuft  
Secretary

March 18, 2025



SKOKIE PARK DISTRICT  
REGULAR MEETING  
FEBRUARY 25, 2025  
SIGN IN SHEET



NAME (Please Print)	SIGNATURE	EMAIL ADDRESS
<i>Grace Berger</i>		
<i>ANNA SWIC</i>		
<i>Patty King</i>		
<i>DYLAN KEHOE</i>		
<i>Andrew Pain</i>		
<i>BOB ISAMS</i>		
<i>TIM WINTER</i>		
<i>JIM BOTORFF</i>		



# Skokie Park District BOARD SUMMARY



**Date:** March 18, 2025

**To:** Board of Park Commissioners

**From:** William G. Schmidt, Superintendent of Business Services

**RE:** Adoption of Ordinance #25-003 authorizing the issuance of approximately \$2,500,000 of General Obligation Alternate Park Bonds of the Skokie Park District, Series 2025A, for the purpose of financing capital improvements for park purposes of the District.

**Summary:** Ordinance #25-003 authorizes the issuance of approximately \$2,500,000 of General Obligation Alternate Park Bonds of the Skokie Park District, Series 2025A, for the purpose of financing capital improvements for park purposes of the District. Staff is requesting this new money issue to help finance various capital park improvements, building improvements, and vehicle and equipment replacements.

The exact dollar amount will be determined when the interest rate is finalized. This process must begin at the March meeting in order to hold a public hearing at the April 2023 Board Meeting.

**Recommendation:** Staff recommends formally approving the adoption of ordinance # 25-003 authorizing the issuance of approximately \$2,500,000 of General Obligation Alternate Park Bonds, Series 2025A.

**Motion:** Move to approve Ordinance #25-003 authorizing the issuance of approximately \$2,500,000 of General Obligation Alternate Park Bonds of Skokie Park District, Series 2025A, for the purpose of financing capital improvements for park purposes of the District.

The Board of Park Commissioners of the Skokie Park District met in regular open session at the Weber Leisure Center, 9300 Weber Park Place, in the Village of Skokie, Illinois, its regular meeting place, on March 18, 2025, at 6:30 o'clock p.m. Present were the following Commissioners:

Absent:

\*\*\*            \*\*\*            \*\*\*

(Other Business)

Commissioner \_\_\_\_\_ moved the adoption of the following ordinance, which motion was seconded by Commissioner \_\_\_\_\_. After due deliberation the ordinance was adopted by the

following vote:

Aye:

Nay:

ORDINANCE NO. 25-003

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

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

**Section 1. Authority and Purpose.** This ordinance is adopted pursuant to The Park District Code, 70 Illinois Compiled Statutes 1205, and the Local Government Debt Reform Act, 30 Illinois Compiled Statutes 350, for the purpose of authorizing general obligation alternate bonds, the proceeds of which will be applied to the financing the following purposes (hereinafter called the "Project"):

1. Devonshire Cultural Center Repairs and Replacements, at an estimated cost of \$170,000
2. Devonshire Aquatic Center Repairs and Replacements, at an estimated cost of \$78,000
3. Emily Oaks Nature Center Repairs and Replacements, at an estimated cost of \$75,000
4. Skokie Water Playground Repairs and Replacements, at an estimated cost of \$201,000
5. Fitness First Health Club Repairs and Replacements, at an estimated cost of \$76,000
6. Oakton Community Center Repairs and Replacements, at an estimated cost of \$153,000



7. Weber Leisure Center I/D track Repairs and Replacements, at an estimated cost of \$135,000

8. Playgrounds (6) Replacements and Improvements, at an estimated cost of \$985,000

9. Vehicles and Equipment Replacements, at an estimated cost of \$462,000

10. Cost of Issuance and consulting fees, at an estimated cost of \$165,000

**Section 2. Authorization of Bonds.** To meet part of the \$2,500,000 estimated total cost of the Project, including the cost of issuance of the bonds herein authorized and provision for capitalized interest on bonds, all as permitted under the Local Government Debt Reform Act, the District is hereby authorized to issue general obligation bonds of the District (the "Bonds") in one or more series and in the maximum aggregate original principal amount of \$2,500,000. The Bonds shall constitute "Alternate Bonds" under Section 15 of the Local Government Debt Reform Act.

**Section 3. General Obligations.** The full faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds. The Bonds shall be direct and general obligations of the District, and the District shall be obligated to levy ad valorem taxes upon all the taxable property in the District for the payment of the Bonds and the interest thereon, without limitation as to rate or amount.

**Section 4. Alternate Revenue Source.** The Bonds shall be payable from recreation program fees, facilities fees, and all other rentals, permits and fees imposed by the District (collectively, the "User Fees"). The User Fees are not limited in their

purpose or application and constitute a "Revenue Source" within the meaning of Section 15 of the Local Government Debt Reform Act.

All User Fees of the District are hereby pledged for the payment of the Bonds. The Board of Park Commissioners covenants to provide for, collect and apply such User Fees to the payment of the Bonds and the provision of not less than an additional .25 times the annual debt service on the Bonds.

**Section 5. Supplemental Proceedings.** If no petition meeting the requirements specified in Section 15 of the Local Government Debt Reform Act is filed during the applicable petition period, then the Board of Park Commissioners may adopt additional ordinances and proceedings supplementing or amending this ordinance so long as the maximum amount of Bonds herein authorized is not exceeded and there is no material change in the Project and the purpose described in this ordinance. Such additional ordinances or proceedings shall in all instances become effective immediately without publication or posting or any further act or requirement.

**Section 6. Publication.** This ordinance shall be published in the "Skokie Review", a newspaper of general circulation in the District. The publication of this ordinance shall be accompanied by the publication of the notice required by Section 15 of the Local Government Debt Reform Act.

For a period of 30 days after such publication, a petition may be filed with the Secretary of the District signed by electors numbering the greater of (i) 7.5% of the registered voters in the District or (ii) 200 of those registered voters or 15% of those registered voters, whichever is less, asking that the issuance of the Bonds be submitted to referendum. If no petition is filed within such 30-day period, then the Bonds shall be authorized to be issued.

**Section 7. Effective Date.** This ordinance shall take effect in the manner provided by law.

Adopted this 18<sup>th</sup> day of March, 2025.

Approved:

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

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Recorded: March 18, 2025

\_\_\_\_\_  
Secretary

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF COOK        )

I, Michelle Tuft, hereby certify that I am the qualified and acting Secretary of the Skokie Park District, a general park district duly organized and existing under The Park District Code of the State of Illinois, and that I am the legal custodian of the papers and records of the District, and as such officer I further certify that I have compared the attached excerpts with the original minutes of the meeting of the Board of Park Commissioners of the District held on March 18, 2025, and that such excerpts are a complete and correct transcript of said original minutes insofar as they pertain to the adoption of an ordinance 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**

I do further certify that the deliberations of the Board of Park Commissioners on the adoption of said Ordinance were taken openly; that the vote on the adoption of said Ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; that the agenda for said meeting included the consideration of said Ordinance and said agenda was posted at least 48 hours prior to the holding of said meeting; and that said meeting was called and held in accordance with the provisions of the Open Meetings Act, 5 Illinois Compiled Statutes 120.

WITNESS my official signature and the corporate seal of the District, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Secretary

(SEAL)

**SKOKIE PARK DISTRICT  
TREASURER'S REPORT  
March 18, 2025**

The status of the cash balances and investments as of February 28, 2025, is in the board packet.

The summary of these funds is attached.

A new Certificate of Deposit was purchased from Chase Bank NA on February 26, 2025 for 15 months at an APR of 4.25%.

The first installment 2024 tax bills have been mailed out and were due March 3, 2025. This represents 55% of the 2023 tax bills. As of March 7, 2025, \$5,742,644 of levy year 2024 money has been collected.

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 February 28, 2025, \$12,700,646.10 or 98.36% 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  
MARCH 18, 2025  
(As of 02/28/2025)**

GENERAL FUND

CASH CHECKING ACCOUNTS CHASE/BANK ONE: 2.30% \$9,689,029.11

INVESTMENTS WITH JPMORGAN CHASE/BANK ONE

Savings: 0.8%	207,705.21
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
CERTIFICATE OF DEPOSIT: Renewal due 5/26/26 - 4.25%	245,000.00

INVESTMENT WITH NORTH SHORE COMMUNITY BANK & TRUST

CERTIFICATE OF DEPOSIT: Due 1/23/26 – 3.75%	623,003.43
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INVESTMENT WITH FIRST BANK CHICAGO

CERTIFICATE OF DEPOSIT RENEWAL DUE 6/20/25 4.79%	270,449.52
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CERTIFICATE OF DEPOSIT RENEWAL DUE 6/20/25 4.79%	258,152.00
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TOTAL CASH AND INVESTMENTS:	11,783,785.58
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**TAX COLLECTIONS BY TAX YEAR (AT 02/28/2025)**

YEAR	\$ COLLECTED	% OF LEVY
2019	10,883,744.17	96.74%
2020	11,059,581.42	97.39%
2021	11,494,928.85	98.44%
2022	12,446,216.45	99.28%
2023	12,700,646.10	98.36%



# Skokie Park District BOARD SUMMARY



**Date:** March 18, 2025  
**To:** Board of Park Commissioners  
**From:** Stephenie Gualano, Director of Human Resources  
**RE:** Approval of Full Time Wage Scale

**Summary:** The district maintains a compensation structure (wage and classification plan) to provide competitive salaries to enable the district to attract and retain excellent employees. The pay structure is reviewed and updated annually.

Staff is requesting approval to increase the pay range structure by 2.4%. HR Source recommends the 2.4% increase for park and recreation agencies. The recommendations are compiled using data from employer surveys of compensation practices.

This pay structure adjustment, if approved, will become effective for the new fiscal year beginning May 2025. The current pay structure, and the proposed pay structure, are attached.

**Recommendation:** Staff recommends increasing the full-time salary pay range structure by 2.4%, effective May 1, 2025.

**Motion:** Move to approve a 2.4% increase in the full-time salary range pay structure effective May 1, 2025.

**Skokie Park District Pay Grade Assignments**

Effective May 1, 2025

Board approved:

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
FT2	NE	Custodial Supervisor (OCC,TLC,DCC, Skatium)	\$36,706	\$45,882	\$55,058
	NE	Lead Custodial - Weber Leisure Center	\$17.65	\$22.06	\$26.47
	NE	Park Specialist I - Operations, Parks & Landscape	\$17.65	\$22.06	\$26.47
	NE	TLC Teacher's Assistant			
FT3	NE	Accounts Payable Clerk	\$41,661	\$52,075	\$62,491
	NE	Assistant Childcare Services Manager	\$20.03	\$25.04	\$30.04
	NE	Custodial Supervisor - Weber Leisure Center			
	NE	Park Specialist II - Operations, Parks and Landscape			
	NE	TLC Early Childhood Teacher			
FT4	E	Athletics Supervisor	\$47,285	\$59,106	\$70,927
	E	DCC Cultural Arts Supervisor	\$22.73	\$28.42	\$34.10
	E	DCC Performing Arts Supervisor			
	E	DCC Early Childhood Supervisor			
	NE	EONC School-Age Program Coordinator			
	NE	EONC Family and Adult Program Coordinator			
	E	EONC Customer Service Supervisor			
	E	Oakton Center Customer Service Supervisor			
	E	Oakton Center Recreation Supervisor			
	E	Oakton Center Active Adult Supervisor			
	NE	Museum Coordinator			
	NE	Turf Specialist			
	E	WLC Customer Service Supervisor			
	E	WLC Recreation Services Supervisor			
	E	Aquatics and Facilities Supervisor			
	E	Golf Operations Supervisor			
	NE	IT Assistant			
FT5	NE	IT Systems Administrator	\$53,668	\$67,085	\$80,502
	NE	Customer Accounts Specialist	\$25.80	\$32.25	\$38.70
	NE	Executive Administrative Assistant			
	E	Golf Superintendent			
	E	Graphics Designer II			
	NE	Human Resources and Payroll Coordinator			
	NE	Mechanic and Fleet Manager			
	NE	Park Specialist III - Arborist			
	NE	Park Specialist III - Athletics Fields /Operations			
	NE	Park Specialist III - Landscape Natural Areas Specialist			
	NE	Park Specialist III - Horticulture/GIS Coordinator			
	NE	Park Specialist III - Operations			
FT6	E	Museum Manager	\$60,913	\$76,141	\$91,370
	NE	Park Specialist IV - Operations	\$29.29	\$36.61	\$43.93
	E	SPACE Program Manager			
	E	Accounting Supervisor			
FT7	E	Accounting Manager	\$69,136	\$86,420	\$103,704
	E	Athletics Manager	\$33.24	\$41.55	\$49.86
	E	Fitness First Manager			
	NE	IT Systems Support Manager			
	NE	IT Systems & Support Manager			
	E	Horticultural Supervisor			
	E	Landscape Supervisor			
	E	Operations Supervisor			
	E	Risk & Safety Manager			
	E	Skatium Assistant Manager			
	E	Skatium Figure Skating Director			
	E	Skatium Hockey Director			
FT8	E	Childcare Services Manager	\$78,470	\$98,087	\$117,705
	E	Devonshire Cultural Center Manager	\$37.73	\$47.16	\$56.59
	E	Emily Oaks Nature Center Manager			
	E	Oakton Center Manager			
	E	Skatium Manager			
	E	Special Facilities Manager			
	E	Weber Leisure Center Facility Manager			
	E	Golf Operations Manager			
	E	Business Services Manager			
FT9	E	Assistant Superintendent of Recreation	\$89,063	\$111,329	\$133,595
			\$42.52	\$53.52	\$64.23
FT10	E	Director of Communications and Marketing	\$101,087	\$126,359	\$151,630
	E	Director of Human Resources	\$48.60	\$60.75	\$72.90
	E	Director of IT			
FT11	E	Hold for future use	\$114,734	\$143,417	\$172,101
			\$55.16	\$68.95	\$82.74

**Skokie Park District Pay Grade Assignments**  
**Effective May 1, 2025**  
**Board approved:**

FT12	E	Superintendent of Business Services	\$130,223	\$162,778	\$195,334
	E	Superintendent of Parks, Planning and Facilities	\$62.61	\$78.26	\$93.91
	E	Superintendent of Recreation			
FT13		Hold for future use	\$147,803	\$184,753	\$221,705
			\$71.06	\$88.82	\$106.59
FT14	E	Executive Director	\$167,756	\$209,695	\$251,635
			\$80.65	\$100.81	\$120.98

**Skokie Park District Pay Grade Assignments**  
**Effective May 1, 2024**  
**Board approved: March 19, 2024**

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
FT2	NE	Custodial Supervisor (OCC,TLC,DCC, Skatium)	\$35,845	\$44,807	\$53,768
	NE	Lead Custodian - Weber Leisure Center	\$17.23	\$21.54	\$25.85
	NE	Park Specialist I - Operations, Parks & Landscape			
	NE	TLC Teacher's Assistant			
FT3	NE	Accounts Payable Clerk	\$40,684	\$50,855	\$61,026
	NE	Assistant Childcare Services Manager	\$19.56	\$24.45	\$29.34
	NE	Custodial Supervisor - Weber Leisure Center			
	NE	Park Specialist II - Operations, Parks and Landscape			
	NE	TLC Early Childhood Teacher			
FT4	E	Athletics Supervisor	\$46,177	\$57,721	\$69,265
	E	DCC Cultural Arts Supervisor	\$22.20	\$27.75	\$33.30
	E	DCC Performing Arts Supervisor			
	E	DCC Early Childhood Supervisor			
	NE	EONC School-Age Program Coordinator			
	NE	EONC Family and Adult Program Coordinator			
	E	EONC Customer Service Supervisor			
	E	Oakton Center Customer Service Supervisor			
	E	Oakton Center Recreation Supervisor			
	E	Oakton Center Active Adult Supervisor			
	NE	Museum Coordinator			
	NE	Turf Specialist			
	E	WLC Customer Service Supervisor			
	E	WLC Recreation Services Supervisor			
	E	Aquatics and Facilities Supervisor			
	E	Golf Operations Supervisor			
	NE	IT Assistant			
FT5	NE	IT Systems Administrator	\$52,410	\$65,513	\$78,615
	NE	Customer Accounts Specialist	\$25.20	\$31.50	\$37.80
	NE	Executive Administrative Assistant			
	E	Golf Superintendent			
	E	Graphics Designer II			
	NE	Human Resources and Payroll Coordinator			
	NE	Mechanic and Fleet Manager			
	NE	Park Specialist III - Arborist			
	NE	Park Specialist III - Athletics Fields /Operations			
	NE	Park Specialist III - Landscape Natural Areas Specialist			
	NE	Park Specialist III - Horticulture/GIS Coordinator			
	NE	Park Specialist III - Operations			
FT6	E	Museum Manager	\$59,486	\$74,357	\$89,228
	NE	Park Specialist IV - Operations	\$28.60	\$35.75	\$42.90
	E	SPACE Program Manager			
FT7	E	Accounting Manager	\$67,516	\$84,395	\$101,274
	E	Athletics Manager	\$32.46	\$40.57	\$48.69
	E	Business Services Manager			
	E	Fitness First Manager			
	NE	IT Systems Support Manager			
	NE	IT Systems & Support Manager			
	E	Horticultural Supervisor			
	E	Landscape Supervisor			
	E	Operations Supervisor			
	E	Risk & Safety Manager			
	E	Skatium Assistant Manager			
E	Skatium Figure Skating Director				
E	Skatium Hockey Director				
FT8	E	Childcare Services Manager	\$76,631	\$95,788	\$114,946
	E	Devonshire Cultural Center Manager	\$36.84	\$46.05	\$55.26
	E	Emily Oaks Nature Center Manager			
	E	Oakton Center Manager			
	E	Skatium Manager			
	E	Special Facilities Manager			
	E	Weber Leisure Center Facility Manager			
E	Golf Operations Manager				
FT9	E	Assistant Superintendent of Recreation	\$86,976	\$108,720	\$130,463
			\$41.82	\$52.27	\$62.72
FT10	E	Director of Communications and Marketing	\$98,717	\$123,397	\$148,077
	E	Director of Human Resources	\$47.46	\$59.33	\$71.19
	E	Director of IT			
FT11	E	Hold for future use	\$112,045	\$140,056	\$168,067
			\$53.87	\$67.33	\$80.80



**Skokie Park District Pay Grade Assignments**  
**Effective May 1, 2024**  
**Board approved: March 19, 2024**

FT12	E	Superintendent of Business Services	\$127,171	\$158,963	\$190,756
	E	Superintendent of Parks, Planning and Facilities	\$61.14	\$76.42	\$91.71
FT12	E	Superintendent of Recreation	\$127,171	\$158,963	\$190,756
			\$61.14	\$76.42	\$91.71
FT13		Hold for future use	\$144,339	\$180,423	\$216,508
			\$69.39	\$86.74	\$104.09
FT14	E	Executive Director	\$163,824	\$204,780	\$245,737
			\$78.76	\$98.45	\$118.14



# Skokie Park District BOARD SUMMARY



**Date:** March 18, 2025

**To:** Board of Park Commissioners

**From:** Stephenie Gualano, Director of Human Resources

**RE:** Personnel Policy Updates

**Summary:** The following changes to the personnel policy are recommended to help attract and retain quality staff.

1. Increase to Paid Parental Leave – Under the current policy, the park district allows parents to take eight weeks of paid leave for the birth or placement of a child. Family Medical Leave allows staff to take 12 weeks which leaves a four-week gap between the eight weeks the district offers. Changing the policy will relieve the burden on parents reentering the workforce so they do not have to exhaust their personal, sick, or vacation time as part of their parental leave. Additionally, employees will no longer need to apply for IMRF disability which only offers two to four weeks of paid leave, depending on the nature of the birth, at 50% of the employees' earnings from the prior year.
2. Part-time Personal Time Off (PTO) – Currently the PTO policy allows staff to earn 9 – 42 hours of leave depending on their IMRF years of service with the district. To compete with the Paid Leave for All Worker's Act, and reward our staff for their dedication and service, the district is proposing a new PTO model that recognizes both years of IMRF service and hours worked. Additionally, it better outlines rates of pay for those who may work multiple jobs with differing pay rates (typically instructors). Under the new policy, staff will accrue the following:

<b>IMRF Service Years</b>	<b>Hours Earned per 40 hours worked</b>	<b>Max Accrual</b>
1-3 Years	1	40
4-9 Years	1.5	60
10+ Years	2	80

For staff members who have multiple pay rates, their PTO rate will be calculated based on their average hourly rate from the calendar year prior (January – December) up to a max of \$50/hour. Because we are switching to an accrual-based calculation, staff will be allowed to roll over up to 50% of their annual accrual (20 hours, 30 hours, and 40 hours respectively).

**Recommendation:** Staff recommends approval of the policies as proposed effective May 1, 2025.

**Motion:** Move to approve the policies as proposed, effective May 1, 2025.

circumstances permit, employees must consult with their supervisor and schedule the leave so as not to unduly disrupt the operations of the Park District. Employees requesting leave which will extend over five (5) or more consecutive workdays must give their supervisor or Division Head at least fourteen (14) days' notice of the intended leave when practicable.

**Benefit Continuation:** While a full-time employee is on Illinois Family Military Leave, the Park District will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of Illinois Family Military Leave for a period not to exceed the thirty (30) days of leave. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs. The employee's portion of health insurance premiums due for the period of leave may be paid pursuant to a system voluntarily agreed to by the Park District and the employee. Other benefits, if any, such as vacation, sick leave, or personal days, shall not accrue while an employee is on unpaid Family Military Leave. Employees on Family Military Leave, however, will not forfeit any benefits that accrued prior to the start of Family Military Leave by virtue of taking Family Military Leave.

**Additional Information:** For further information or clarification about Illinois Family Military Leave, please contact the Director of Human Resources.

**Paid Parental Leave Policy:** The Park District will provide up to twelve (12) weeks of paid parental leave to full-time employees following the birth of a full-time employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

**Eligibility:** Eligible employees must meet the following criteria:

- Have been employed full-time with the Park District for at least 12 consecutive months.
- Be a full-time classified employee. Part-time and seasonal employees are not eligible for this benefit.

In addition, the full-time employee must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of someone who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

The adoption of a new spouse's child is excluded from this policy.

**Amount, time frame and duration of paid parental leave:** Eligible employees will receive a maximum of twelve (12) weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the twelve (12) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than twelve (12) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular hourly wage. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. Applicable withholdings and benefit premium contributions will be withheld.

Approved paid parental leave may be taken at any time during the three (3) month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this three (3) month time frame.

Employees must take paid parental leave in increments of at least one day and must use all paid parental

leave during the three (3) month time frame described above. Any unused paid parental leave will be forfeited at the end of the three (3) month time frame.

Coordination with other policies: Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The Park District will maintain all benefits for employees during the paid parental leave period just as if they were taking any other Park District paid leave such as paid vacation leave or paid sick leave. The employee will be responsible for any premium contribution and/or payment to the employee elected benefit programs. If a Park District holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

Return to work: If an employee on paid parental leave does not return to work at the expiration of their leave; accrued vacation or personal time that they have remaining in their leave bank will be forfeited in an equivalent amount to the paid parental leave pay the employee received during their parental leave. Upon termination of the full-time employee's employment at the district, he or she will not be paid for any unused paid parental leave for which he or she was eligible for.

Requests for Paid Parental Leave: The employee will provide their supervisor and the Director of Human Resources with notice of the request for paid parental leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required by the Director of Human Resources to substantiate the request.

As is the case with all Park District policies, the Park District has the exclusive right to interpret this policy. The Park District and the Board of Park Commissioners reserve the right to unilaterally revise, supplement or discontinue this policy as described.

Jury Duty: All employees are eligible for leave if they are called for jury duty. Full-time employees will be paid for each day's jury service at their regular base pay for each day they would have ordinarily been scheduled to work. All other employees will receive jury duty leave without pay from the Park District. All employees must provide written notice, supported with appropriate documentation of jury service (e.g., the jury duty summons) to their immediate supervisor as soon as possible after receiving the summons. Following jury duty, all employees must provide the Park District with appropriate documentation evidencing the length of their jury duty. To receive pay from the Park District, full-time employees must submit a leave slip and a copy of the check(s) and stub(s) received for jury duty to Human Resources to receive full pay for the missed workday(s) due to jury duty. In cases where jury duty does not require a full day, employees are expected to spend as much time as possible at their regular duties at the Park District. Employees who are "on call" for jury duty must report to work if not required to serve that day.

General Leave of Absence: Occasionally, for personal or other reasons, full-time employees may need to apply for an unpaid personal leave of absence when they do not qualify for leave under another of the Park District's policies. Under these circumstances, full-time employees may qualify for a general leave of absence. This leave of absence is typically granted for a maximum of up to six (6) months.

You must apply in writing for this leave of absence and submit your request to your immediate supervisor. If the leave is reasonably foreseeable, you must apply for such leave at least thirty (30) days in advance. Your request should include the reason for the leave, the date on which you wish the leave to begin, the date on which you will return to active employment with the Park District and any documentation supporting your need for leave. The granting of a general leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Park District.

Upon an employee's separation from the Park District, an employee will not be paid for any accrued or unused sick leave. However, IMRF eligible employees who are retiring may be able to apply unused sick time as service credit. Contact the Director of Human Resources or IMRF for more information.

**Paid Personal Leave:** Full-time staff will be granted four (4) paid personal days or thirty-two (32) hours each fiscal year on May 1. For newly hired or promoted full-time staff that have not worked a complete fiscal year in their full-time position, your personal leave benefit will be prorated. You will earn leave credit at the rate of one-twelve (1/12) per month (4 hours). Personal days are granted to employees to allow paid time off for personal reasons, or to celebrate holidays outside of Park District designated holidays. Personal leave may not be accumulated from fiscal year to fiscal year, and employees will not be paid for personal leave granted but unused. When foreseeable, full-time employees should try to request paid personal leave at least seven (7) calendar days prior to the start of such leave. Upon an employee's separation from the Park District, an employee will be paid for any accrued or unused personal leave.

**Paid Time Off (PTO) for Regular Part-time IMRF eligible Employees:** Part-time employees that are enrolled in the district's retirement plan, IMRF (as described below), are eligible for personal time off (PTO) based on the following schedule:

<u>Complete Fiscal Years of Part-Time IMRF Enrollment</u>	<u>Hours earned per 40 hours worked</u>	<u>Max Annual Accrual</u>
1-3 Years	1 hour	40 hours
4-9 Years	1.5 hours	60 hours
10 + Years	2 hours	80 hours

The fiscal year of the Park District begins May 1 and ends April 30 of each year. On May 1, part-time employees enrolled in IMRF will begin to accrue personal time off based on the number of full complete fiscal years they have been enrolled in IMRF at the Park District.

If an employee's participation in IMRF terminates and they are re-enrolled at a future date, the most recent enrollment date in IMRF will be used for the calculation of PTO benefit hours.

If an employee works more than one job for the Park District with varying rates of pay, the PTO hourly rate of pay will be calculated on the average hourly rate from the calendar year (January - December) prior with a maximum hourly rate of \$50.

PTO can be used for vacation, holidays, personal time, or illness. To request PTO, submit a time off request in Paycom. Requests must be made at least seven (7) days before the requested PTO unless in the case of illness or emergency. PTO requests will be granted based on business needs and staffing requirements.

Up to 50% of an employee's annual accrual of unused PTO may be carried over to the next calendar year (20 hours, 30 hours and 40 hours respectively).

**IMRF Retirement Plan:** IMRF (Illinois Municipal Retirement Fund) provides retirement benefits to all eligible employees. IMRF eligible employees are those that are normally anticipated to work over 1,000 hours in a calendar year. IMRF is a defined benefit pension plan to which member employees contribute 4.5% of their earnings on a pre-tax basis through payroll deductions made each pay period. These contributions shall be in addition to Social Security payments. The Park District will also contribute to IMRF for each IMRF-eligible employee a percentage of that employee's earnings based on current IMRF regulations.

The Park District recognizes levels of IMRF employees as defined by IMRF. Employees whose participation in IMRF began before January 1, 2011 are in Tier 1. Those employees whose participation began between

12-month period immediately preceding the commencement of the leave. This leave may be taken during the time federal, or State deployment orders are in effect. When applicable, this leave will run concurrently with FMLA leave and will not extend the amount of FMLA leave available to an employee. The employee must provide certification from the proper military authority to verify the employee's eligibility for Illinois Family Military Leave.

Before taking family military leave, employees must exhaust their accrued vacation, personal, compensatory leave and any other leave that may be granted to the employee, except sick leave. When circumstances permit, employees must consult with their supervisor and schedule the leave so as not to unduly disrupt the operations of the Park District. Employees requesting leave which will extend over five (5) or more consecutive workdays must give their supervisor or Division Head at least fourteen (14) days' notice of the intended leave when practicable.

**Benefit Continuation:** While a full-time employee is on Illinois Family Military Leave, the Park District will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of Illinois Family Military Leave for a period not to exceed the thirty (30) days of leave. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs. The employee's portion of health insurance premiums due for the period of leave may be paid pursuant to a system voluntarily agreed to by the Park District and the employee. Other benefits, if any, such as vacation, sick leave, or personal days, shall not accrue while an employee is on unpaid Family Military Leave. Employees on Family Military Leave, however, will not forfeit any benefits that accrued prior to the start of Family Military Leave by virtue of taking Family Military Leave.

**Additional Information:** For further information or clarification about Illinois Family Military Leave, please contact the Director of Human Resources.

**Paid Parental Leave Policy:** The Park District will provide up to ~~eight-twelve~~ (812) weeks of paid parental leave to full-time employees following the birth of a full-time employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

**Eligibility:** Eligible employees must meet the following criteria:

- Have been employed full-time with the Park District for at least 12 consecutive months.
- Be a full-time classified employee. Part-time and seasonal employees are not eligible for this benefit.

In addition, the full-time employee must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of someone who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

The adoption of a new spouse's child is excluded from this policy.

**Amount, time frame and duration of paid parental leave:** Eligible employees will receive a maximum of ~~eight-twelve~~ (812) weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the ~~eight-twelve~~ (812) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than ~~eight-twelve~~ (812) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular hourly wage. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. Applicable



withholdings and benefit premium contributions will be withheld.

Approved paid parental leave may be taken at any time during the three (3) month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this three (3) month time frame.

~~In the event of an employee who has given birth, the eight (8) weeks of paid parental leave will commence during the thirty (30) day waiting period or follow the conclusion of any short-term disability benefits provided by IMRF (Illinois Municipal Retirement Fund). Under IMRF disability benefit rules and Illinois pension laws the employee is not eligible to receive IMRF disability benefits and be paid by their employer simultaneously.~~

Employees must take paid parental leave in increments of at least one day and must use all paid parental leave during the three (3) month time frame described above. Any unused paid parental leave will be forfeited at the end of the three (3) month time frame.

Coordination with other policies: Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

~~After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.~~

The Park District will maintain all benefits for employees during the paid parental leave period just as if they were taking any other Park District paid leave such as paid vacation leave or paid sick leave. The employee will be responsible for any premium contribution and/or payment to the employee elected benefit programs. If a Park District holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

Return to work: If an employee on paid parental leave does not return to work at the expiration of their leave; accrued vacation or personal time that they have remaining in their leave bank will be forfeited in an equivalent amount to the paid parental leave pay the employee received during their parental leave. Upon termination of the full-time employee's employment at the district, he or she will not be paid for any unused paid parental leave for which he or she was eligible for.

Requests for Paid Parental Leave: The employee will provide their supervisor and the Director of Human Resources with notice of the request for paid parental leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required by the Director of Human Resources to substantiate the request.

As is the case with all Park District policies, the Park District has the exclusive right to interpret this policy. The Park District and the Board of Park Commissioners reserve the right to unilaterally revise, supplement or discontinue this policy as described.

Jury Duty: All employees are eligible for leave if they are called for jury duty. Full-time employees will be paid for each day's jury service at their regular base pay for each day they would have ordinarily been scheduled to work. All other employees will receive jury duty leave without pay from the Park District. All employees must provide written notice, supported with appropriate documentation of jury service (e.g., the jury duty summons) to their immediate supervisor as soon as possible after receiving the summons.



Upon an employee's separation from the Park District, an employee will not be paid for any accrued or unused sick leave. However, IMRF eligible employees who are retiring may be able to apply unused sick time as service credit. Contact the Director of Human Resources or IMRF for more information.

**Paid Personal Leave:** Full-time staff will be granted four (4) paid personal days or thirty-two (32) hours each fiscal year on May 1. For newly hired or promoted full-time staff that have not worked a complete fiscal year in their full-time position, your personal leave benefit will be prorated. You will earn leave credit at the rate of one-twelve (1/12) per month (4 hours). Personal days are granted to employees to allow paid time off for personal reasons, or to celebrate holidays outside of Park District designated holidays. Personal leave may not be accumulated from fiscal year to fiscal year, and employees will not be paid for personal leave granted but unused. When foreseeable, full-time employees should try to request paid personal leave at least seven (7) calendar days prior to the start of such leave. Upon an employee's separation from the Park District, an employee will be paid for any accrued or unused personal leave.

**Paid Time Off (PTO) for Regular Part-time IMRF eligible Employees:** Part-time employees that are enrolled in the district's retirement plan, IMRF (as described below), are eligible for personal time off (PTO) based on the following schedule:

<u>Complete Fiscal Years of Part-Time IMRF Enrollment</u>	<u>PTO Hours earned per 40 hours worked</u>	<u>Rate of earning PTO Max Annual Accrual</u>
1-3 Years	9 hours 1 hour	.75 hour per 40 hours-month
4-9 Years	24 hours 1.5 hours	2.0 hours per month 60 hours
10 + Years	42 hours 2 hours	3.5 hours per month 80 hours

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The fiscal year of the Park District begins May 1 and ends April 30 of each year. On May 1, part-time employees enrolled in IMRF are granted a number of paid time off (PTO) hours will begin to accrue personal time off based on the number of full complete fiscal years they have been enrolled in IMRF at the Park District. For newly enrolled part-time IMRF employees that have been enrolled in IMRF for three (3) months, PTO will be prorated per the above schedule. During the first three (3) months of IMRF enrollment, they are not eligible for PTO.

If an employee's participation in IMRF terminates and they are re-enrolled at a future date, the most recent enrollment date in IMRF will be used for the calculation of PTO benefit hours.

If an employee works more than one job for the Park District with varying rates of pay, the PTO hourly rate of pay is based upon the job where the employee works the most hours during the fiscal year. will be calculated on the average hourly rate from the calendar year (January - December) prior with a maximum hourly rate of \$50.

PTO can be used for vacation, holidays, personal time, or illness. To request PTO, submit a written Request for Leave to your immediate supervisor for approval. PTO requests must be in increments of at least one (1) hour. If an employee does not have at least 1 hour of PTO available to use, they may request an increment of less than one (1) hour. a time off request in Paycom. Requests must be made at least thirty (30) seven (7) days before the requested PTO unless in the case of illness or emergency. PTO requests will be granted based on business needs and staffing requirements.

PTO must be used in the fiscal year it is earned. If the employee fails to use their PTO by the end of the fiscal year (April 30), the employee will forfeit their unused PTO hours. Up to 50% of an employee's annual

accrual of unused PTO may be carried over to the next calendar year (20 hours, 30 hours and 40 hours respectively).

**IMRF Retirement Plan:** IMRF (Illinois Municipal Retirement Fund) provides retirement benefits to all eligible employees. IMRF eligible employees are those that are normally anticipated to work over 1,000 hours in a calendar year. IMRF is a defined benefit pension plan to which member employees contribute 4.5% of their earnings on a pre-tax basis through payroll deductions made each pay period. These contributions shall be in addition to Social Security payments. The Park District will also contribute to IMRF for each IMRF-eligible employee a percentage of that employee's earnings based on current IMRF regulations.

The Park District recognizes levels of IMRF employees as defined by IMRF. Employees whose participation in IMRF began before January 1, 2011 are in Tier 1. Those employees whose participation began between January 1, 2011 and December 31, 2011 are in Tier 2. Employees hired after January 1, 2012 are in a third category labeled Tier 2b.

IMRF provides specific benefits to each member employee for retirement, survivor's annuity, disability, and life insurance. Specific dollar amounts for these benefits will differ depending on the employee's contributions. Upon your separation from service with the Park District, you may request a refund of your member contributions by completing the necessary IMRF forms. For additional information about IMRF, call 1-800-ASK-IMRF or contact the Director of Human Resources.

**Accumulated Vacation Payout at Retirement:** Pursuant to P.A. 97-0609, vacation payout earnings are specifically excluded from payments that would trigger an accelerated payment at retirement for those employees enrolled in IMRF before January 1, 2012 (Employees in IMRF Tier 1 or IMRF Tier 2). IMRF Tier 2b employees are not eligible for this exclusion. The payment will be a lump sum payment as part of the final payment upon retirement. All standard payroll deductions will apply.

**Social Security:** The Park District will contribute to your retirement under Social Security as provided by federal law.

**Deferred Compensation 457 Plan:** At their option, employees may participate in an authorized deferred compensation 457 retirement plan. This is a voluntary retirement plan. The Park District does not make any contributions towards the plan. Contact the Director of Human Resources if you wish to enroll or to obtain more information.

**Roth IRA:** At their option, employees may participate in an authorized Roth IRA. This is a voluntary retirement plan. The Park District does not make any contributions towards the plan. Contact the Director of Human Resources if you wish to enroll or to obtain more information.

**Unemployment Compensation:** As a Park District employee, you are provided with Unemployment Compensation coverage in accordance with Illinois law.

**Insurance Coverage for Full-Time Staff: Medical and Life Insurance:** Please note, this section only summarizes the group major medical and life insurance benefits and options, if any, that the Park District offers. The insurance plans in which the Park District participates, if any, are at the sole discretion of the Board. The insurance plans and participant eligibility requirements are described in a summary plan description booklet provided by the insurance companies, which is available in the Human Resources office. The actual plan documents, which are available by making a written request to Human Resources, are the final authority in all matters relating to benefits described in this Manual or in the summary plan description booklet and will govern in the event of any conflict. Full-time staff should contact the Director of Human Resources for an in-depth explanation of these benefits. Full-time employees may be covered under the Park District's group major medical and life insurance program beginning on their starting date of employment with the Park District through the last day of their employment with the Park District. Participation in these programs, including without limitation eligibility, co-payments, deductibles, family coverage, and other terms and conditions of the programs are subject to change through the rules of the insurance plans in which the Park District participates, through Board policy, or pursuant to applicable State or federal law or regulation. The specific benefits and coverage of insurance will generally be reviewed on a periodic basis. The Park District will inform staff of any material changes to the program.



# Skokie Park District BOARD SUMMARY



**Date:** March 18, 2025  
**To:** Board of Park Commissioners  
**From:** Corrie Guynn, Superintendent of Parks, Planning, and Facilities  
**Re:** Approval of 2025 Concrete Improvements Bid

**Summary:** On March 13, 2025, sealed bids were received for the 2025 Concrete Improvements project. The scope of work includes removal and replacement of concrete sidewalk squares, pads, and curbing at twelve sites throughout the district.

Several sites have smaller replacements, but the sites with larger quantities are Oakton Park, Channelside Park, and the Tot Learning Center. The main area of focus at Oakton Park is the large concrete pad connected to the turnaround near the pool entrance and the Oakton Community Center entrance. At TLC a significant stretch of the main entry walk and curbing will be replaced. At Channelside the shelter pad and west sidewalk along the parking lot have shifted significantly and will be repaired.

There were six bidders on the project and the bid results and project specifications are attached. There is \$200,000 budgeted for the project. The low bidder, Advantage Paving, submitted a bid of \$165,723. Having worked with Advantage Paving several years ago on a multi-site concrete project, staff is more than comfortable recommending approval of their bid.

This work is tentatively planned for mid to late summer. Any work at sites hosting summer camps or other programming will be scheduled to avoid conflicts.

**Recommendation:** Staff recommends the Board approve the bid from Advantage Paving of \$165,723 for the 2025 Concrete Improvements bid.

**Motion:** Move to approve the bid from Advantage Paving of \$165,723 for the 2025 Concrete Improvements bid.

## 2025 Concrete Improvements Project Bid Opening 3/13/25 9:00AM

Contractor	Channelside Park	Devonshire Park	Emerson Park	Gross Point Park	Hamlin Park
Schroeder & Schoreder	\$35,625	\$17,880	\$10,875	\$5,550	\$3,300
	Laramie Park	Lorel Park	Oakton Park	Pawnee Park	Schack Park
	\$7,350	\$1,500	\$83,070	\$5,895	\$6,900
	Tot Learning Center	Veteran's Park	TOTAL BID	1. Additional Concrete Paving per sq/ft.	1. Additional Curb/Gutter per lin/ft.
	\$17,475	\$1,200	\$196,620	16.50	\$60

## 2025 Concrete Improvements Project Bid Opening 3/13/25 9:00AM

Contractor	Channelside Park	Devonshire Park	Emerson Park	Gross Point Park	Hamlin Park
Hacienda	\$45,125	\$23,983	\$13,775	\$7,000	\$4,180
	Laramie Park	Lorel Park	Oakton Park	Pawnee Park	Schack Park
	\$9,310	\$1,900	\$104,574	\$1,500	\$8,740
	Tot Learning Center	Veteran's Park	TOTAL BID	1. Additional Concrete Paving per sq/ft.	1. Additional Curb/Gutter per lin/ft.
	\$28,759	\$2,000	\$250,846	19.00	\$72



## 2025 Concrete Improvements Project Bid Opening 3/13/25 9:00AM

Contractor	Channelside Park	Devonshire Park	Emerson Park	Gross Point Park	Hamlin Park
Superb Steel & Construction	\$87,800	\$44,000	\$26,825	\$13,100	\$8,100
	Laramie Park	Lorel Park	Oakton Park	Pawnee Park	Schack Park
	\$17,150	\$3,700	\$200,000	\$1,250	\$16,400
	Tot Learning Center	Veteran's Park	TOTAL BID	1. Additional Concrete Paving per sq/ft.	1. Additional Curb/Gutter per lin/ft.
	\$52,400	\$2,960	\$473,685	40.00	\$120

## 2025 Concrete Improvements Project Bid Opening 3/13/25 9:00AM

Contractor	Channelside Park	Devonshire Park	Emerson Park	Gross Point Park	Hamlin Park
Paul Herrera Construction	\$34,437.50	\$18,238	\$10,512.50	\$5,455	\$3,190
	Laramie Park	Lorel Park	Oakton Park	Pawnee Park	Schack Park
	\$7,105	\$1,450	\$83,217	\$362.50	\$6,670
	Tot Learning Center	Veteran's Park	TOTAL BID	1. Additional Concrete Paving per sq/ft.	1. Additional Curb/Gutter per lin/ft.
	\$23,884.50	\$1,160	\$195,682	14.50	\$76

## 2025 Concrete Improvements Project Bid Opening 3/13/25 9:00AM

Contractor	Channelside Park	Devonshire Park	Emerson Park	Gross Point Park	Hamlin Park
Advantage Paving Solutions	\$30,281.25	\$14,959.50	\$9,243.75	\$4,695	\$2,805
	Laramie Park	Lorel Park	Oakton Park	Pawnee Park	Schack Park
	\$6,247.50	\$1,275	\$69,880.50	\$318.75	\$5,865
	Tot Learning Center	Veteran's Park	TOTAL BID	1. Additional Concrete Paving per sq/ft.	1. Additional Curb/Gutter per lin/ft.
	\$19,131.75	\$1,020	\$165,723	12.75	\$46.50

## 2025 Concrete Improvements Project Bid Opening 3/13/25 9:00AM

Contractor	Channelside Park	Devonshire Park	Emerson Park	Gross Point Park	Hamlin Park
Troch-McNeil	\$27,700	\$17,400	\$12,200	\$7,300	\$5,600
	Laramie Park	Lorel Park	Oakton Park	Pawnee Park	Schack Park
	\$8,300	\$3,750	\$7,077	\$1,900	\$12,700
	Tot Learning Center	Veteran's Park	TOTAL BID	1. Additional Concrete Paving per sq/ft.	1. Additional Curb/Gutter per lin/ft.
	\$19,700	\$3,300	\$190,550	26.00	\$47

## ADVERTISEMENT FOR BID

### **Project Name: Skokie Park District 2025 Concrete Improvements**

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, March 13<sup>th</sup>**, 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 Concrete Improvements]**" 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](mailto: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.

**Channelside Park  
3220 Oakton Street**



**Note:**

The long section of sidewalk on the west side of the parking lot should be saw cut and removed. The new concrete should be pinned to the existing sidewalk/curb slab. The shelter area concrete elevation should be taken off of the squares selected to remain and should pitch away from the building. The sidewalk on the perimeter should be extended 2 ½ feet past where it currently ends to allow for the dripline off of the roof. This additional square footage has been accounted for in the estimate in the table above.



**Devonshire Park  
4440 Greenwood Street**



**Note:**

Four tactile pads should be figured into the pricing at this site with the approximate locations shown above. The existing concrete at each of these depressions will also be removed and replaced and are figured into the square footage estimate in the table above.

Emerson Park  
9350 Lawler Avenue





Gross Point Park  
9100 Gross Point Road





Hamlin Park  
7651 Hamlin Avenue





Laramie Park  
5251 Sherwin Avenue





Lorel Park  
8135 Lorel Avenue

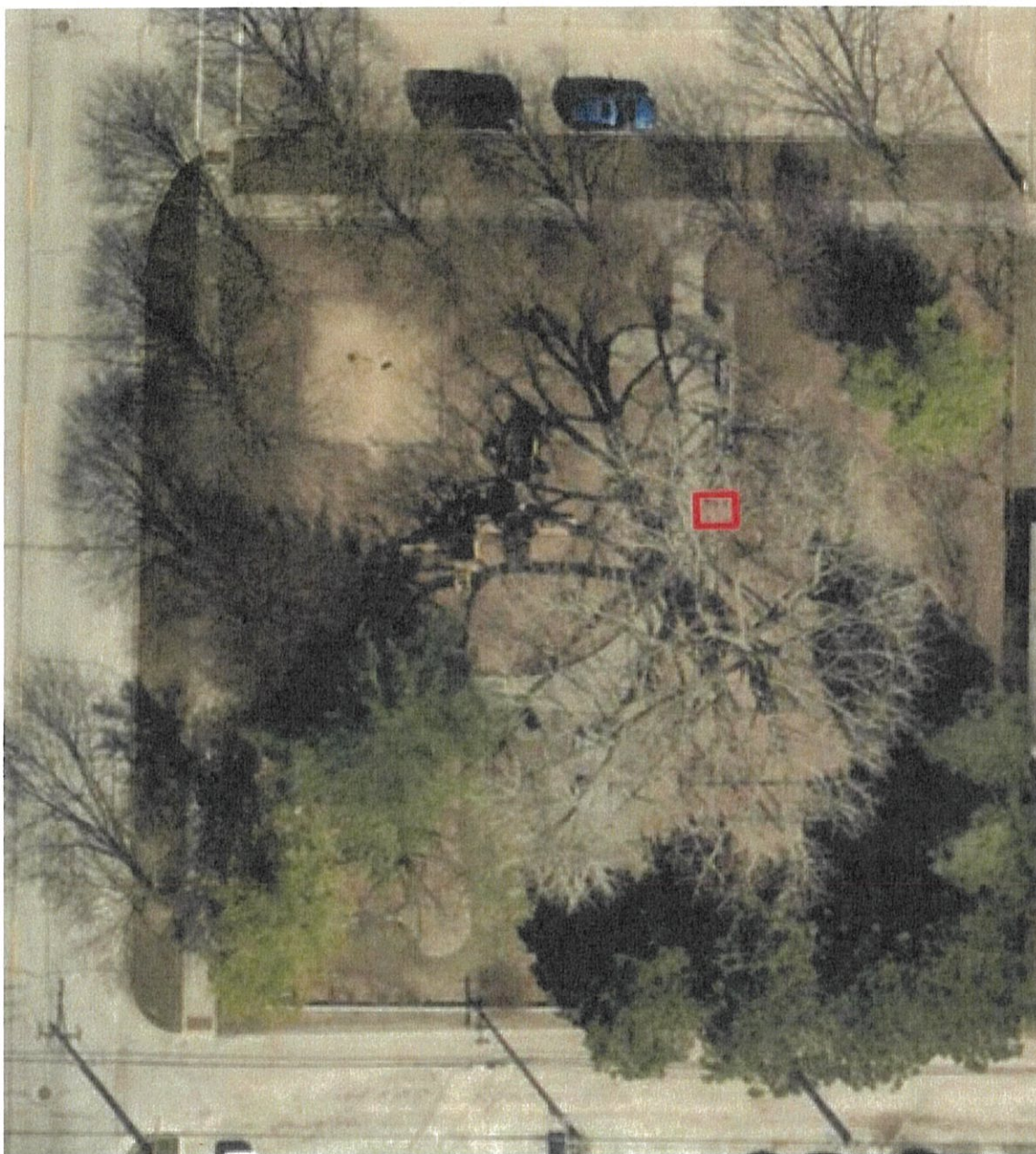


Oakton Park  
4701 Oakton Street





Pawnee Park  
8421 Laramie Avenue



**Notes**

The bench at this site will be removed by the Owner to allow for the removal and replacement of the marked square.



Schack Park  
6940 Laramie Avenue





**Tot Learning Center  
3701 Howard Street**



**Notes:**

This site has a timeline that needs to be adhered to in order to not affect the preschool operations. The school is closed from Saturday, August 9<sup>th</sup> and reopens on Monday, August 18<sup>th</sup>.



**Veteran's Park**  
**8156 Lincoln Avenue**



# **Skokie Park District**

## **ADA Evaluation and Transition Plan Update**

### **March 18, 2025**

The Skokie Park District has made steady progress with the Americans with Disabilities Act (ADA) transition plan over the past thirteen years. With a high number of park improvements and facility changes over the past 13 years, a new audit will be performed during the 2025/26 FY. Funds have been allocated for this to be performed by a contractor that specializes in audits of this type and sites that have undergone significant changes will be the primary focus.

The following items below have been updated to comply with ADA for playgrounds and facilities over the past year. Please see the attached spreadsheets for more details.

This year a major renovation was completed at Reid Park and several accessibility issues were addressed. The items brought into compliance are as follows: the asphalt path around the park was removed and replaced with concrete, the sand play surfacing within the playground was removed and replaced with engineered wood fiber, new play equipment with ground play features and accessible transition decks were installed, concrete ramps providing access into the playground were installed, new swings which included a plastic molded swing with harness was installed, and new accessible benches and picnic tables were installed throughout the park.

A playground renovation was also completed at Pawnee Park which included the installation of play equipment with accessible features and new accessible benches and picnic tables. The brick pad where the picnic tables had been located was removed and replaced with a concrete pad.

The asphalt path at Gross Point was milled and repaved, which repaired cracks and shifting due to the age of the path.

The Commemorative Bench program launched in 2020, and any new bench/pad combos include both an accessible bench and accessible pad. New commemorative bench pads and/or accessible benches were installed at Oakton Park and Devonshire Park.

Engineered wood fiber (EWF) was added to the following playground sites which kept them in compliance with ADA access: Hamlin, Laramie, Playtime, Reid, Shack, and TLC where the play surfacing on both the east and west side was completely removed and replaced.

Report prepared by:  
Corrie Guynn-Superintendent of Parks, Planning and Facilities  
March 18, 2025



## ADA Transition Plan Annual Update: FACILITIES

March 18, 2025

Facility	Room/Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Dammrich Rowing Ctr	Front entrance	Door (exterior)	Door is not accessible- requires excessive force	2023	2023	The damaged front door was replaced and is now much easier to open.
Dammrich Rowing Ctr	Walk way	Concrete	Eliminate uneven cracks	2017	2017	Replaced and eliminated Architectural barriers
Dammrich Rowing Ctr	Hallway	Elevator	Elevator is not working	2013	2014	Elevator was repaired
Devonshire Aqu Ctr	Concession Area	Picnic Tables	Picnic tables are not handicapped accessible	2015	2015	Replaced one table to be accessible
Devonshire Aqu Ctr	Concession Area	Concession counter	Counter does not allow knee and space appropriate for individual in wheelchair	2025		Install appropriate counter or drop down accessible counter, future renovation project
Devonshire Aqu Ctr	Bathroom Building	Water Fountains	Water fountain does not allow free space for knee and toe clearance	2026		Lower or replace the existing drinking fountain, future renovation project
Devonshire Aqu Ctr	Main Pool	Pools	Refer to the ADA Evaluation Document for full description	2012	2013	Purchased and installed a portable pool lift
Devonshire Aqu Ctr	Women's 2nd locker room	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Devonshire Aqu Ctr	Men's 1st locker room	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Devonshire Aqu Ctr	Men's 2nd locker room	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Devonshire Cultural Ctr	Front entrance	Door (exterior)	South door is not accessible	2013	2014	Completed
Devonshire Cultural Ctr	East entrance	Door (exterior)	Automatic doors not working, switch not turned on	2011	2011	Trained staff on importance of making sure the switch is turned on daily
Devonshire Cultural Ctr	Front Walk	Poured new walk	Eliminated uneven sections	2016	2016	Completed Fall of 2016
Devonshire Cultural Ctr	East Parking lot	ADA Curb depression	Remove and replace a section for ADA access	2016	2016	Completed Fall of 2016
Devonshire Cultural Ctr	Women's restroom, 2nd flr	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Devonshire Cultural Ctr	??	Garbage can	Garbage can at entrance does not allow proper maneuvering clearance	2011	2012	Moved garbage can to other side to allow proper clearance for a wheelchair to enter
Devonshire Cultural Ctr	Men's restroom, 2nd flr	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Devonshire Cultural Ctr	Room 113	Sink	Exposed pipes and wires	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn



## ADA Transition Plan Annual Update: FACILITIES

March 18, 2025

Facility	Room/Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Devonshire Cultural Ctr	Room 112	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Devonshire Cultural Ctr	Room 111	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Devonshire Cultural Ctr	Room 105	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Devonshire Cultural Ctr	Room 106	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Devonshire Cultural Ctr	Hallway, 2nd Floor	Drinking Fountain	Water flow not high enough	2011	2013	Increased flow of water from fountains upstairs
Devonshire Cultural Ctr	Theatre	Stage	No access for individual in wheelchair	2011	2012	Trained staff to know location of lift at all times
Emily Oaks Nature Ctr	Front Entrance	Door (exterior)	Automatic doors not working properly	2011	2012	Repaired doors
Oakton Community Ctr	Exploritorium, family restroom	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Oakton Community Ctr	Room #115	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Oakton Community Ctr	Exploritorium	Stage	Access to stage for individual in wheelchair	2011	2011	Rebuilt stage on grade
Oakton Community Ctr	Exploritorium	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Oakton Community Ctr	Entrances, East & West	Concrete	Jacked to eliminate uneven surface	2017	2017	Raised to eliminate Architectural barriers.
Oakton Community Ctr	Exploritorium, front desk	Counter	Counter did not allow knee and space appropriate for individual in wheelchair	2010	2010	Made counter accessible
Skokie Heritage Museum	First Floor	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Skokie Heritage Museum	Second Floor	Sink	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Skokie Heritage Museum	Log cabin	Ramp	Lip in base of cement wooden ramp	2012	2012	Provided flat, even accessible route
Skokie Water Playground	Party Area	Accessible Routes/Walks	Sidewalk has sunk creating a change in level in excess of 0.25"	2020	2020	Sidewalk grinder was used to repair
Skokie Water Playground	Concession/Party Area	Picnic Tables	Picnic tables are not handicapped accessible	2015	2015	Replaced one table to be handicapped accessible.
Skokie Water Playground	Concession Area	Concession counter	Counter does not allow knee and space appropriate for individual in wheelchair	2025		Install appropriate counter or drop down accessible counter, future renovation project



## ADA Transition Plan Annual Update: FACILITIES

March 18, 2025

Facility	Room/Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Skokie Water Playground	Main Pool	Pools	Refer to the ADA Evaluation Document for full description	2012	2013	Purchased and installed a portable lift and portable stairs
Skokie Water Playground	Women's Locker Room	Sink, 1st	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Skokie Water Playground	Women's Locker Room	Sink, 2nd	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Skokie Water Playground	Men's Locker Room	Sink, 1st	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Skokie Water Playground	Men's Locker Room	Sink, 2nd	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Skatium	Skatium Men's restroom	Sinks, left and right side	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Skatium	Skatium Women's restroom	Sinks, Left, middle & right side	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Skatium	Skatium	Doors to ice rink	Doors require excess force to open	2011	2011	Installed doors requiring less force to open
Sports Park	Various areas	Sidewalks	Walks with lips greater than .25"	2020	2020	Ground raised areas to remove barrier
Tot Learning Center	Entrance Walk	Accessible Routes/Walks	Concrete walk has settled behind curb.	2014	2014	Concrete jacked flush with back of curb
WLC	Second Floor, Women's Restroom	Sink, left side	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
WLC	Second Floor, Men's Restroom	Sink, left side	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
WLC	First Floor, Women's East side restroom	Sink, right side	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
WLC	First Floor, Men's East side restroom	Sink, left side	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
WLC	Fitness First, Women's locker room	Shower	No grab bars installed for transfer type shower	2011	2012	Installed grab bars
WLC	Fitness First	Drinking Fountain, east	Doesn't allow enough free space for knee and toe clearance	2011	2011	Found an alternate location for 2 chairs next to fountain in order to allow proper clear floor space and knee and toe clearance for wheelchair and walker use.
WLC	Fitness First	Drinking Fountain, WEST	Doesn't allow enough free space for knee and toe clearance	2011	2011	Found an alternate location for 2 chairs next to fountain in order to allow proper clear floor space and knee and toe clearance for wheelchair and walker use.



## ADA Transition Plan Annual Update: FACILITIES

March 18, 2025

Facility	Room/Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
WLC	Fitness First	Men's and Women's whirlpools	Insufficient space to provide patron lift for access to whirlpool.	2017	2017	Converted to steam rooms during 2016 renovations
WLC	Front Desk	Side Counter	Counter does not allow knee and space appropriate for individual in wheelchair	2017	2017	Completed during 2017 renovations
WLC	Gym Desk	Counter	Counter does not allow knee and space appropriate for individual in wheelchair	2012	2012	Installed drop down accessible counter. Removed
Miscellaneous		Agency Mission	Agency mission does not specifically include a belief statement about inclusion of people with disabilities	2019	2019	Inclusivity added as a core value.
Miscellaneous		Agency Communications	Alternative forms of communications has not been a priority	2019		Review alternative forms of communications and determine forms that can be utilized and implemented.





## ADA Transition Plan Annual Update: PARKS

3/18/2025

Park	Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Carol Park	Swing area	Ramps	No accessible ramp into swing ramp	2021	2021	Provided accessible ramp into area
Carol Park	All	Surface	Does not provide access to all playground equipment	2021	2021	Completed as part of the park renovation
Carol Park	Swing area	Transfer Points	Non-accessible sand playground surfacing. No transfer system. No accessible ramp into swing area.	2021	2021	Completed as part of the park renovation
Carol Park	All	Benches	No arm rests for transferring from wheelchair	2011	2012	Added an arm rest to one of the benches
Central Park	Picnic area	Accessible Routes/Walks	No accessible routes to picnic area	2014	2013	Added two ADA walks 2013
Central Park	Playground area	Ramps	Ramp accessing playground is in excess of 8.33%	2023	2023	Poured in place surfacing installed at ground level for the playground and ramp installed for swing area.
Central Park	Playground age group 5-12 group	Transfer Points	No transfer module	2023	2023	New playground equipment installed with transfer platforms.
Central Park	All	Benches	No arm rests for transferring from wheelchair	2011	2011	New benches added as part of park renovation.
Central Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2017	2017	Concrete walkway poured
Channelside Park	Playground area	Ramps	Ramp accessing playground is in excess of 8.33%	2026		Replace ramp with accessible ramp during renovation
Channelside Park	Playground area	Transfer Points	Plus 10 Design, moderate access	2018		No changes contemplated
Channelside Park	All	Benches	No arm rests for transferring from wheelchair	2010	2012	Added an arm rest to one of the benches
Chippewa Park	Playground area	Surface	Non-accessible sand surfacing	2021	2019	Completed as part of the park renovation
Chippewa Park	Playground area	Transfer Points	Playground is not handicapped accessible	2021	2019	Completed as part of the park renovation
Chippewa Park	All	Benches	No arm rests for transferring from wheelchair	2010	2011	Completed as part of the park renovation
Chippewa Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	*2017	2019	New accessible table installed
Devonshire Park	Playground area	Parking	No HC accessible stall provided	2010	2010	Created one accessible parking stall with proper signage and striping
Devonshire Park	Basketball/Tennis area	Parking	Minimum number of accessible parking spaces	2011	2013	Added one accessible stall
Devonshire Park	Swing area	Accessible Routes/Walks	Does not allow accessibility to individual wheelchair	2011	2010	Completed as part of the park renovation
Devonshire Park	Entrance to play equip	Ramps	Lip in base of cement and ramp	2011	2011	Completed as part of the park renovation
Devonshire Park	Parking Lot	Ramp	Add an additional ramp by East Entrance	2013	2013	Additional ramp added, east entrance
Devonshire Park	Parking Lot	Suffield/ Parking lot depress.	Created additional ADA access point	2016	2016	Created an additional access point
Devonshire Park	Leading to Gazebo	Ramps	Asphalt has sunk	2011	2013	Replaced asphalt at board walk entrances
Devonshire Park	Playground area	Transfer Points	Non-accessible transfer points to some playground equipment	2011	2011	Completed as part of the park renovation
Devonshire Park	All	Benches (2)	No arm rests for transferring from wheelchair	2010	2010	Added an arm rest to two of the benches
Devonshire Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2010	2011	Removed one bench on table near playground area
Devonshire Park	Boardwalk	Picnic Tables	Picnic tables are not handicapped accessible	2010	2014	Removed two benches on tables on boardwalk
Emerson Park	Playground area	Transfer Points	Limited access to transfer system	2011	2012	Completed as part of the park renovation
Emerson Park	All	Benches	No arm rests for transferring from wheelchair	2011	2011	Added an arm rest to two of the benches



## ADA Transition Plan Annual Update: PARKS

3/18/2025

Park	Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Emerson Park	Picnic area	Accessible Routes/Walks	No accessible routes to picnic area	2014	2014	Provided accessible route to a minimum of 1 picnic tables
Emerson Park	Playground area	Ramps	Walk to playground from northwest has sunk creating a change in excess of 0.25"	2012	2012	Completed as part of the park renovation
Emily Oaks Nat Ctr	Playground area	Accessible Routes/Walks	No accessible entry point for individual to gain access to play equipment	2012	2012	Completed as part of the park renovation
Emily Oaks Nat Ctr	Sand area	Accessible Routes/Walks	No accessible route to sand area	2012	2012	Completed as part of the park renovation
Emily Oaks Nat Ctr	Picnic area	Accessible Routes/Walks	No accessible routes to picnic area	2012	2012	Completed as part of the park renovation
Emily Oaks Nat Ctr	All	Benches (2)	No arm rests for transferring from wheelchair	2010	2010	Added an arm rest to two of the benches
Emily Oaks Nat Ctr	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2012	2012	Removed one seat from one picnic table to provide compliant tables with appropriate knee and toe clearance
Emily Oaks Nat Ctr	Walkway	Accessible Routes/Walks	Raised paved walks/paths	2018	2018	Raised path above woodland water.
George St Parkway	Walks	Accessible Routes/Walks (2)	No paths, thus no accessible routes			No changes contemplated
Gleiss Park	Picnic area	Accessible Routes/Walks	No accessible route to picnic area	2014	2014	Provided accessible route to a minimum of 1 picnic tables
Gleiss Park	Playground area	Ramps	No accessible ramp leading into 5-12 age structure	2027		To be done as part of future renovation project
Gleiss Park	Playground area	Transfer Points	No transfer points to provide access to playground	2027		To be done as part of future renovation project
Gleiss Park	All	Benches (2)	No arm rests for transferring from wheelchair	2010	2010	Added an arm rest to two of the benches
Gleiss Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2018	2018	Removed one seat from one picnic table to provide compliant tables with appropriate knee and toe clearance by playground
Gross Point Park	Playground area	Surface	Does not provide access to all playground equipment	2021	2021	Completed as part of the park renovation
Gross Point Park	Playground area	Transfer Points	No transfer points to provide access to playground	2021	2021	Completed as part of the park renovation
Gross Point Park	All	Benches	No arm rests for transferring from wheelchair	2011	2012	Completed as part of the park renovation
Gross Point Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2010	N/A	Completed as part of the park renovation
Hamlin Park	Playground area	Ramps	No accessible route into sand surface playground	2021	2021	Completed as part of the park renovation
Hamlin Park	Playground area	Surface	Does not provide access to all playground equipment	2021	2021	Completed as part of the park renovation
Hamlin Park	Playground area	Transfer Points	No transfer points to provide access to playground, sand based playground	2021	2021	Completed as part of the park renovation
Hamlin Park	All	Benches	No arm rests for transferring from wheelchair	2010	2011	Added an arm rest to one of the benches
Hamlin Park	Picnic area	Picnic Tables	Remove one bench for ADA access	2011	2011	One bench removed
Hamlin Park	Shelter	Sinks	Exposed pipes	2011	2013	Covered pipes completely to make sure hot pipes are not able to burn
Laramie Park	Playground area	Transfer Points	No transfer points to provide access to playground	2020	2020	Completed as part of the park renovation



## ADA Transition Plan Annual Update: PARKS

3/18/2025

Park	Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Laramie Park	Playground area	Surface	Does not provide access to all playground equipment	2020	2020	Completed as part of the park renovation
Laramie Park	Sidewalk	Jacking walk way	Uneven walk joints	2017	2017	Lifted walk
Laramie Park	All	Benches	No arm rests for transferring from wheelchair	2011	2012	Add one arm rest to three benches
Laramie Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2011	2012	Removed one seat from two picnic tables to provide compliant tables with appropriate knee and toe clearance
Lauth Park	Curb/Swing area	Accessible Routes/Walks	No curb and No accessible route to swing area	2025		Cut a handicap depressed in curb line. Provide accessible route to swing area. To be done as part of future renovation project
Lauth Park	Playground area	Transfer Points	No transfer points to provide access to playground	2025		To be done as part of future renovation project
Lauth Park	All	Benches	No arm rests for transferring from wheelchair	2011	2012	Added an arm rest to one of the benches
Reid (Lawler) Park	Asphalt paths	Accessible Routes/Walks	Asphalt pathways have numerous cracks and uneven surfaces	2024	2024	Paths repaved as concrete during renovation.
Reid (Lawler) Park	Picnic area	Accessible Routes/Walks	No accessible route to picnic area	2012	2012	Accessible route to a minimum of 2 picnic tables exists by playground
Reid (Lawler) Park	Playground area	Ramps	No accessible route into sand surface play equipment	2024	2024	Completed during renovation.
Reid (Lawler) Park	Playground area	Transfer Points	No transfer points to provide access to playground	2024	2024	Completed during renovation.
Reid (Lawler) Park	All	Benches	No arm rests for transferring from wheelchair	2012	2012	Completed during renovation.
Lee Wright Park	All	Benches	No arm rests for transferring from wheelchair	2011	2012	Added an arm rest to one of the benches
Lee Wright Park	Playground area	Ramps	No accessible ramp into playground surface	2011	2011	Added an ADA accessible ramp into area exists.
Lockwood Park	All	Benches	No arm rests for transferring from wheelchair	2012	2011	Added an arm rest to three of the benches
Lockwood Park	All	Picnic Tables	Picnic tables are not handicapped accessible	2020	2020	Added accessible table to west on concrete
Lorel Park	Sidewalks	Accessible Routes/Walks	Sidewalk has sunk creating a change in level. Infield mix has washed onto sunken sidewalk	2010	2010	Sidewalk repaired. Infield mix removed.
Lorel Park	Curbs	Accessible Routes/Walks	No curb cut	2023	2015	Village has installed sidewalk curb cuts
Lorel Park	Ball diamond	Accessible Routes/Walks	Athletic box blocks the accessible route	2011	2011	Found a different location for the athletic box
Lorel Park	Village sidewalk	Accessible Routes/Walks	Sunk creating a change in level	2022	2022	Completed as part of the park renovation
Lorel Park	Asphalt paths	Accessible Routes/Walks	Asphalt sidewalk has sunk creating a change in level	2022	2022	Completed as part of the park renovation
Lorel Park	Picnic area	Accessible Routes/Walks	No accessible route to picnic area	2014	2014	Completed as part of the park renovation
Lorel Park	Playground area	Transfer Points	No transfer points to provide access to playground	2022	2022	Completed as part of the park renovation
Lorel Park	All	Benches	No arm rests for transferring from wheelchair	2011	2011	Added an arm rest to one of the three benches
Lorel Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2011	2014	Removed one seat from 2 picnic tables to provide compliant tables with appropriate knee and toe clearance
Lorel Park	Tennis court area	Park Site	Surfacing of court is very poor	2013	2014	Resurfaced tennis court



## ADA Transition Plan Annual Update: PARKS

3/18/2025

Park	Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Lorel Park	Washrooms	Shelter	Men's-Door requires too much force to open to be handicap accessible, the urinal stall too narrow, the sink stall is too narrow, the sink has piping that is exposed. Women's -Barely 36" width for the passage, hand dryer in the way that reduced that and sink stall is too narrow	2027		To be done as part of future renovation project. Major renovation of shelter building would be needed. Partitions were reconfigured in 2021 to allow for more space within the building.
Lyon Park	All	Benches	No arm rests for transferring from wheelchair	2011	2011	Added two arm rests to benches (1 in pg & 1 other)
Lyon Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2020	2020	Removed one seat from one picnic table to provide compliant tables with appropriate knee and toe clearance. New table installed.
Main Hamlin Tennis Complex	Near drinking fountain	Accessible Routes/Walks	Sidewalk has sunk creating a change in level	2021	2021	Replaced with new water fountain
Main Hamlin Tennis Complex	All	Benches	No arm rests for transferring from wheelchair	2011	2011	Added an arm rest to one of the benches
McNally Park	Playground	Surface	Create handicap accessibility	2015	2015	Completed renovation of playground
McNally Park	Picnic area	Accessible Routes/Walks	Sidewalk not curb cut at southeast corner	2027		This sidewalk is VOS property. Will need to work with Village to have completed.
McNally Park	All	Benches	No arm rests for transferring from wheelchair	2012	2012	Added an arm rest to one of the benches
McNally Park	Picnic area, bleacher	Picnic Tables	Picnic tables are not handicapped accessible	2020	2020	Removed one seat from one picnic table to provide compliant tables with appropriate knee and toe clearance. Provided accessible area near public seating areas
Menominee Park	Playground area	Playground Equipment	Not accessible	2022	2022	Completed as part of the park renovation
Menominee Park	Playground area	Ramps	No accessible ramp into playground surface	2022	2022	Completed as part of the park renovation
Menominee Park	Playground area	Transfer Points	No transfer points to provide access to playground	2022	2022	Completed as part of the park renovation
Menominee Park	All	Benches	No arm rests for transferring from wheelchair	2012	2011	Added an arm rest to one of the benches
Mulford Park	Playground area	Playground Equipment	No ADA accessible components	2019	2019	Completed as part of the park renovation
Mulford Park	Playground area	Ramps	No accessible ramp into playground surface	2021	2019	Completed as part of the park renovation
Mulford Park	Playground area	Surface	Non-accessible sand surfacing	2019	2019	Completed as part of the park renovation
Mulford Park	Playground area	Transfer Points	No transfer points to provide access to playground	2019	2019	Completed as part of the park renovation
Mulford Park	All	Benches	No arm rests for transferring from wheelchair	2012	2011	Added an arm rest to one of the benches
Navajo Park	Playground area	Playground Equipment	Not accessible	2021	2021	Completed as part of the park renovation
Navajo Park	Playground area	Ramps	No accessible ramp into playground surface	2021	2021	Completed as part of the park renovation
Navajo Park	Playground area	Surface	Non-accessible sand surfacing	2021	2021	Completed as part of the park renovation
Navajo Park	Playground area	Transfer Points	No transfer points to provide access to playground	2021	2021	Completed as part of the park renovation
Navajo Park	All	Benches	No arm rests for transferring from wheelchair	2012	2012	Completed as part of the park renovation



## ADA Transition Plan Annual Update: PARKS

3/18/2025

Park	Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Oakton Park	Playground area	Playground Equipment	Not accessible	2010	2010	Completed as part of the park renovation
Oakton Park	Playground area	Ramps	No accessible ramp into playground surface	2010	2010	Completed as part of the park renovation
Oakton Park	Playground area	Surface	Non-accessible sand surfacing	2010	2010	Completed as part of the park renovation
Oakton Park	Playground area	Transfer Points	No transfer points to provide access to playground	2010	2010	Completed as part of the park renovation
Oakton Park	Playground area	Accessible Routes/Walks	Not accessible	2010	2010	Completed as part of the park renovation
Oakton Park	All	Benches (3)	No arm rests for transferring from wheelchair	2010	2010	Added an arm rest to three of the benches
Oakton Park	Picnic area	Picnic Tables		2010	2010	Completed as part of the park renovation
Oakton Park	Near tennis court	Drinking Fountain		2010	2010	Completed as part of the park renovation
Oakton Park	Near diamonds	Shelter	Sink, exposed pipes	2011	2011	Covered with foam
Pawnee Park	Playground area	Ramps	No accessible ramp into playground surface	2023	2023	There are existing ramps to both play areas
Pawnee Park	All	Benches (1)	No arm rests for transferring from wheelchair	2012	2010	Added an arm rest to one of the benches
Peccia Park	All	Accessible Routes/Walks	Some sidewalks with excession gaps	2013	2012	Repaired walks
Peccia Park	Playground area	Playground Equipment	Not accessible	2021	2021	Completed as part of the park renovation
Peccia Park	Playground area	Ramps	No accessible ramp into playground surface	2021	2021	Completed as part of the park renovation
Peccia Park	Playground area	Surface	Non-accessible sand surfacing	2021	2021	Completed as part of the park renovation
Peccia Park	Playground area	Transfer Points	No transfer points to provide access to playground	2021	2021	Completed as part of the park renovation
Peccia Park	All	Benches	No arm rests for transferring from wheelchair	2012	2012	Completed as part of the park renovation
Peccia Park	Sidewalk	Jacking walk way	Uneven walk joints	2016	2016	Completed as part of the park renovation
Playtime Park	All	Accessible Routes/Walks	Sidewalks damaged with excess gaps or heaving. Gate access not accessible.	2021	2021	Replaced select sidewalk sections
Playtime Park	All	Ramps	Not accessible	2021	2021	Completed as part of the park renovation
Playtime Park	Playground area	Transfer Points	Not accessible	2021	2021	Completed as part of the park renovation
Playtime Park	All	Benches	No arm rests for transferring from wheelchair	2012	2011	Added an arm rest to one of the benches
Pohatan Park	Playground area	Playground Equipment	Not accessible, only one ADA digger	2021	2021	Completed as part of the park renovation
Pohatan Park	Playground area	Surface	Non accessible playground surface	2021	2021	Completed as part of the park renovation
Pohatan Park	Playground area	Transfer Points	No transfer points to provide access to playground	2021	2021	Completed as part of the park renovation
Pohatan Park	All	Benches	No arm rests for transferring from wheelchair	2012	2012	Completed as part of the park renovation
Pohatan Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2021	2021	Tables were removed and replaced with benches.
Schack Park	Playground area	Ramps	No accessible ramp into playground surface	2018	2018	Completed as part of the park renovation
Schack Park	Playground area	Surface	Non-accessible sand surfacing	2018	2018	Completed as part of the park renovation
Schack Park	Playground area	Transfer Points	No transfer points to provide access to playground	2018	2018	Completed as part of the park renovation
Schack Park	All	Benches	No arm rests for transferring from wheelchair	2013	2011	Completed as part of the park renovation
Schack Park	Picnic area	Picnic Tables	Picnic tables are not handicapped accessible	2013	2013	Added two ADA walks 2013



## ADA Transition Plan Annual Update: PARKS

3/18/2025

Park	Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Schack Park	All	Water Fountain	Leaking underneath where foot and knee clearance should be for individual in wheelchair	2011	2011	Completed as part of the park renovation
Schack Park	Sidewalk	Jacking walk way	Uneven walk joints	2017	2017	Completed as part of the park renovation
Schack Park	Sidewalk	Jacking walk way	Uneven walk joints	2016	2016	Completed as part of the park renovation
Seneca Park	All	Benches	No arm rests for transferring from wheelchair	2011	2012	Added an arm rest to one of the benches
Sequoia Park	Playground area	Surface	Non accessible playground surface	2010	2010	Completed as part of the park renovation
Sequoia Park	Playground area	Transfer Points	No transfer points to provide access to playground	2010	2010	Completed as part of the park renovation
Sequoia Park	Sidewalk	Walk repairs	Uneven walk joints	2018	2018	Repaired walk
Sequoia Park	All	Benches	No arm rests for transferring from wheelchair	2011	2012	Added an arm rest to one of the benches
Shabonee Park	Playground area	Accessible Routes/Walks	No accessible route	2021	2021	Completed as part of the park renovation
Shabonee Park	Playground area	Ramps	Long ramp into playground exists	2021	2021	Completed as part of the park renovation
Shabonee Park	Playground area	Transfer Points	No transfer points to provide access to playground	2021	2021	Completed as part of the park renovation
Shabonee Park	All	Benches	No arm rests for transferring from wheelchair	2011	2012	Completed as part of the park renovation
Shawnee Park	Basketball court area	Accessible Routes/Walks	Lip at base of cement south of bball court, trip hazzard	2011	2011	Repaired walk
Shawnee Park	Playground area	Playground Equipment	No transfer point for wheelchair	2027		Possibly install grab bar - Future major renovation
Shawnee Park	Playground area	Ramps	Railing does not conform	2027		Future playground renovation- price out modification
Shawnee Park	All	Benches	No arm rests for transferring from wheelchair	2013	2011	Added an arm rest to one of the benches
Skokie Park Tennis Center	Garden plots	Accessible Routes/Walks	No accessible routes to garden plots	2024	2024	Accessible garden plots completed in 2024.
Skokie Park Tennis Center	All	Benches	No arm rests for transferring from wheelchair	2013	2011	Added an arm rest to one of the benches
Tecumseh Park	Playground area	Playground Equipment	Not accessible	2021	2021	Completed as part of the park renovation
Tecumseh Park	Playground area	Ramps	No accessible ramp into playground surface	2021	2021	Completed as part of the park renovation
Tecumseh Park	Playground area	Surface	Non-accessible sand surfacing	2021	2021	Completed as part of the park renovation
Tecumseh Park	Playground area	Transfer Points	No transfer points to provide access to playground	2021	2021	Completed as part of the park renovation
Tecumseh Park	All	Benches	No arm rests for transferring from wheelchair	2013	2011	Completed as part of the park renovation
Tecumseh Park	Sidewalk	Jacking walk way	Uneven walk joints	2016	2016	Lifted walk
Terminal Park	All	Accessible Routes/Walks	Gaps and heaving sections of accessible routes	2015	2014	Repaired walk
Terminal Park	Kolmar/Emerson	Accessible Routes/Walks	Curb cut has detectable warning but no color	2025		Paint from curbside to cross walk
Terminal Park	Swing area	Transfer Points	No access to swing area from bench/picnic area	2025		Provide accessible ramp into area in future renovation
Terminal Park	All	Benches	No arm rests for transferring from wheelchair	2014	2012	Added an arm rest to one of the benches
Timber Ridge Park	Asphalt paths	Accessible Routes/Walks	Asphalt path is rough with gaps and heaving	2016	2016	Repaired asphalt path
Timber Ridge Park	All	Benches (1)	No arm rests for transferring from wheelchair	2010	2010	Added an arm rest to one of the benches



## ADA Transition Plan Annual Update: PARKS

3/18/2025

Park	Location	Feature	Barrier	Target Complete Date	Completed Date	Comments
Timber Ridge Park	Playground area	Playground Equipment	Accessible surface and Structure	2014	2016	Accessible Playground installed and EWF surface
Veterans Park	Sidewalk	Jacking Walk way	Uneven walk joints	2017	2017	Lifted walk
Weissburg Park	All	Accessible Routes/Walks	Path surfaces are uneven, excess crack with, curb ramp not accessible	2010	2011	Repaired walk
Weissburg Park	All	Benches	No arm rests for transferring from wheelchair	2013	2011	Added an arm rest to one of the benches
Winnebago Park	Playground area	Surface	Non-accessible sand surfacing	2017	2017	Completed as part of the park renovation
Winnebago Park	Playground area	Transfer Points	No transfer points on 5-12 age group structure	2017	2017	Completed as part of the park renovation
Winnebago Park	All	Benches	No arm rests for transferring from wheelchair	2011	2011	Added an arm rest to one of the benches



# Skokie Park District BOARD SUMMARY



**Date:** February 25, 2025  
**To:** Board of Park Commissioners  
**From:** Michelle Tuft, Executive Director  
**RE:** MWRD Property/Channelside South

**Summary:** The MWRD property south of Oakton and east of McCormick (which staff are informally calling Channelside South) could be secured via lease as soon as this spring or summer.

With the recent board discussion regarding Sports Park East development and the possibility of going to a referendum to fund the project, it makes sense to consider the development of Channelside South at the same time. Meaning, design concepts would need to be developed and should incorporate staff, board, and community input.

Before proceeding with design development, staff is asking for board consensus on including Channelside South development now and incorporating it into the Sports Park East project. If the board agrees, staff will work with Wight to add the development of Channelside South to the project.

**Recommendation:** Staff recommends beginning the development process at Channelside South.

**Motion:** None. The board will approve a contract at a future board meeting.





# Skokie Park District Parks Board Report MARCH 2025



## PARK SERVICES

Corrie Guynn

Superintendent of Parks, Planning and Facilities

- A fifth DCEO (Department of Commerce and Economic Opportunity) grant has been released. This \$100,000 grant for the Gross Point path and the basketball and parking lot paving that went on last summer but will be reallocated to another project in Senator Laura Fine's district for the upcoming year. There are now five DCEO grants totaling \$600,000 on various projects throughout the park district.
- Work has begun on the park renovations at Lauth Park, Lee Wright Park, and Terminal Park. Staff have installed the construction fence and removed the play equipment, footings, concrete pads, play surfacing and benches. They have also begun the extensive timber replacements at Lee Wright Park around the swings area and within the main playground. The staff has done an excellent job efficiently moving from one site to another to complete the work before spring brings about other necessary tasks.
- The work at Onondowa'ga Park continues. The timber borders have been installed by the Landscape Staff. The play equipment was delivered to the site, and the hope is that the installer will begin before the end of the month. The concrete contractor will also be on site in the next week or two to begin prepping the site.
- Demolition and removals began at Sports Park in the area where the new hitting stations and shelter are to be installed. Parks staff worked with Jon Savoie, the golf superintendent, and his staff on removal of the brick pavers, tent flooring, and stone and sand subgrade for both areas.
- The Weber bathroom renovations are ongoing and nearing completion. The drywall, countertops, and mirrors have been replaced. The new tile flooring installation has begun on the second floor and the operations staff has finished painting and reinstalling fixtures. The second-floor bathrooms should open within the next couple of weeks and the first floor should be finished by the end of the month.
- Staff responded as needed to the water main break that affected facility operations. Peter Haben and Mike Lechowicz checked facilities, and Peter came in early and throughout the weekend to check the status and to get the facilities up and running as quickly as possible.
- All staff has responded to snow events as needed.
- The annual contracted pruning took place at several sites throughout the district.
- Several staff have been attending beekeeping training. There are currently two hives near the Sports Park maintenance garage and the effort is being made to have more staff involved with maintaining the hives.
- The first official Touch a Truck birthday party was held. This new birthday party package has had a successful start, already totaling fifteen bookings through October.

# Skokie Park District Recreation Board Report March 2025

**Superintendent of Recreation – Breanne Labus**  
**Assistant Superintendent of Recreation - Mary Amato**

## Highlights- Special Events and Programs

- The Art Exhibit, *Soul Sisters*, is on display at the Devonshire Cultural Center February 10-March 31. The opening reception was held on Sunday, March 9 from 2-4 p.m. with 30 in attendance. The display celebrates Black History Month and Women’s History Month with artwork featuring women in the music industry.
- Winter Chilly Fest at Emily Oaks had an increase of 156 tickets sold compared to 2024. The ice and weather conditions following Winter Chilly Fest allowed staff to offer two pop-up ice skating events on the pond the weekend after the event on February 21 and 22. An admission fee was charged to enter the ice, and staff rented skates and sold hot chocolate. Approximately 250 skaters attended the pop-ups and enjoyed the rare chance to skate on the Emily Oaks Pond once again this winter!
- At the Skokie Heritage Museum, a Vintage Valentines event, a three-part workshop series from January 26-February 16 called “Flax Fashion: From Sheep to Shoulders” had 22 attendees and ran thanks to a grant from Illinois Humanities. Participants learned how to spin, dye, and knit yarn, and saw a presentation “More Than a Color: The Marginalization of African Beauty Through History” by Illinois Road Scholar Karen Anderson.

## Facility Rentals and Birthday Parties (February)

Devonshire

Type	2024	2025
Room Rental	9	8
Birthday Parties	5	3

Emily Oaks Nature Center

Type	2024	2025
Room Rentals	1	2
Birthday Parties	4	3
Shelter Rentals	0	2

Oakton/Exploritorium

Type	2024	2025
Room Rental	18	20
Exploritorium Birthday Parties	41	39
Exploritorium Group Visits	2	4

Five Exploritorium parties and one room rental were canceled in February due to water main break.

Skatium

Type	2024	2025
Room Rental	2	0
Birthday Parties	28	34

Skokie Heritage Museum

Type	2023	2024
Room Rental	1	1

Weber

Type	2024	2025
Room Rental	2	4
Birthday Parties	4	3

**Admissions and Visits (February)**

Exploritorium

Type	2024	2025
Admissions	3,362	2,687

\*Admission and visits are down due to the water main break closure.

Skokie Heritage Museum

Type	2023	2024
Visits	126	164

Weber/Athletics

Type	2024	2025
Open Gym	163	112
Late Night	n/a	100

**Childcare Enrollment (as of March 1)**

Devonshire Preschool

School Year	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
<b>Total</b>	<b>89</b>	<b>136</b>	<b>114</b>

#### Emily Oak's Growing Sprouts

School Year	2022/23	2023/24	2024/25
Half and Full + Lunch Bunch	34 Half-days only	26	27 +2 lunch bunch

#### SPACE

School Year	2022/23	2023/24	2024/25
AM	223	222	181
PM	445	524	569
<b>Total</b>	<b>668</b>	<b>746</b>	<b>750</b>

#### Tot Learning Center

School Year	2022/23	2023/24	2024/25
Infants	9	9	9
Toddler 1	11	10	10
Toddler 2	11	10	11
2/3's	13	16	14
Preschool	20	20	20
Pre-K	15	20	20
<b>Total</b>	<b>79</b>	<b>85</b>	<b>84</b>

### Athletics- Bob DeLeonardis

#### Facility Updates and Highlights

Type	2024	2025
NBL (Basketball)	n/a	8 teams
Alumni (Basketball)	12 teams	12 teams
Tropang Ballers (Basketball)	n/a	8 teams
Romanian Ministry (Basketball)	12 teams	10 teams

Type	2024	2025
Table Tennis	101	65
Open Pickleball	208	183
Men's 40 and Over Basketball	114	97

## Devonshire Cultural Center – Robin Horwitz

### Facility Updates and Highlights

- The Superhero Bash was held at the Devonshire Cultural Center for the first time on March 8 with over 70 participants.
- Family Game Night occurred on February 21 with 28 participants.
- *To Gillian on Her 37<sup>th</sup> Birthday* was held February 15, 16, 22 and 23 with 214 in attendance.
- *Gypsy* auditions will be held March 16 and 17 with over 70 auditioners.
- Theatre Partner Performance: *Bad Momz* by the Old Orchard PTA was held March 6 with 55 tickets sold, producing revenue for the park district of approximately \$350. Upcoming performances include: OROT Producers with *The Dreams That Make Us*.

## Emily Oaks Nature Center – Lee Hansen

### Facility Updates and Highlights

Winter Chilly Fest was on February 15 and 16 and had a steady flow of participants outdoors for snowshoeing and 16 winter games and crafts, ice skating, and indoors for the chili dinner. Fifty-nine volunteers led activities and helped in the dining room over the two nights. We are grateful to The Chicago Diner for providing vegetarian chili (40 gallons), quinoa, and cornbread at cost.

### Winter Chilly Fest

Ticket Type	2022	2023	2024	2025
Dinner Tickets	N/A	253	224	260
General Admissions	389	248	227	347
Total	389	501	451	607

### Drop-in Programming

Turning Point Event: Campfire and S'mores	55
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### Volunteer Program (February)

Volunteer Workdays	Hours
Weekday Crafters	36.5
Land Management	37
Special Event (Winter Chilly Fest)	323
Total Hours	396.5

## **Oakton Community Center – Aryn Fletcher**

### **Facility Updates and Highlights**

- Paint & Play: 20 participants
- Storybook Corner: 12 participants

## **Skatium Ice Arena – Kurt von Helms**

### **Facility Updates and Highlights**

- Registration opened for the 2025 spring hockey season.
- The Skatium hosted the hockey 10U fall league championship game on Sunday, March 9.
- At the end of February, the Robert Crown Community Center experienced a catastrophic mechanical loss of their two ice rinks. The Skatium figure skating program has welcomed Evanston skaters in the practice ice program and for spring classes in the interim. There is not yet a projected reopening date so the Evanston skaters will be at the Skatium through spring.

## **Skokie Heritage Museum– Emily England**

### **Facility Updates and Highlights**

- Staff finalized the first-ever data standards for the collection database and began data cleaning with new volunteers. A total of 29.5 volunteer hours were completed by non-Historical Society volunteers.
- The Museum is featured on the Downtown Skokie Bingo promotion and will be participating in a Women's History pop-up at the Skokie Public Library on March 24 3-5 p.m. and hosting a Women's History Walk on March 30 10 a.m.-12 p.m., the latter two sponsored by the Skokie Human Relations Commission.

## **Tot Learning Center – Fouzia Khan**

### **Facility Updates and Highlights**

- Tot Learning Center is the proud recipient of a state-funded classroom materials' grant, Quality Improvement Grant for \$8,992.
- In honor of Valentines Day, the Parent Planning Committee planned a "Parents' Night-Out" at the Exploritorium on February 21. Eighteen children attended.

## **Weber Center/Fitness First – Ethan Bontly**

### **Facility Updates and Highlights**

- With the help of the Safety Manger, new storage shelving has been purchased and installed in several spaces under the walking track.
- New Sauna floors have been installed in both the Men's and Women's Saunas at Fitness First.

## Fitness First

### Memberships (February)

Type	2024	2025
Active Members	3,771	4,175

- NEW! Pedaling for Parkinsons – 4 participants
- Fire Up February celebrating National Heart Health month
  - February 7: Wear red day – 45 participants
  - February 12: Health Screenings
  - Hearth Health Challenge – 20 participants





# Skokie Park District Facilities Board Report MARCH 2025



## GOLF FACILITIES

Tom Hejnowski  
Facilities Manager

### Skokie Sports Park

- The Driving Range visits remained steady, even with 13 days of below freezing temperatures.
- The second session of the winter Bunker League has started and is at full capacity with sixteen people registered.
- To date, 21 Gold Season Passes, and 24 Silver Season Passes have been sold.

### Revenues

	Feb. 2025	Feb. 2024	Feb. 2023
Range	\$30,935	\$56,239	\$23,503
The Bunker Indoor Simulator	\$7,627.50	\$6,270	N/A
Grass Tees	Closed	Closed	N/A
Mini Golf	\$506	\$3,169	\$558
Batting Cages	closed	\$closed	closed
Concessions	\$319	\$454	N/A
Alcohol	\$996	\$1,515	N/A
<b>Total</b>	<b>\$40,383.50</b>	<b>\$67,647</b>	<b>\$24,061</b>

**Weber Golf Course:** officially closed for the season.

## AQUATICS AND ROWING

Scott Runkle  
Aquatics and Safety Manager

Staff are busy scheduling interviews, attending high school job fairs, and reaching out to prospective applicants through social media and mass emails.

As the weather starts to warm staff are beginning to assess the condition of the facilities from the winter freeze/thaw cycle.

Indoor swim programs only met twice during the month of February as Niles North was the host for swimming competitions. The spring session will begin March 15.

February 2025 February 2024

	February 2025	February 2024
Group Lessons	128	90
Private Lessons	5	N/A
Semi-Private Lessons	0	N/A
Open Swim	17	N/A

No programming on 2/15, 2/16, 2/22, 2/23



# Skokie Park District COMMUNICATIONS & MARKETING AND SPONSORSHIP BOARD REPORT March 2025



**Jim Bottorff**  
Director of Communications & Marketing

## Status of Publications

- Fall '25 Online Program Guide (in pre-production)
- 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)
- April Happenings (in production)

## Projects

- New DEI facility “Welcome” signs are in production.
- New TLC logo signs are on TLC walls.
- Dozens of C&M collaterals for spring special events and programs are in production.
- Developing a Legislator Grant marketing packet.
- Developing Emergency Response Flip Chart for facilities.
- Developing a 30 second streaming Audacy Radio spot for Skokie Festival of Cultures.
- Developing a new Birthday Party web page.
- With IT, developing an SPD app

## Social Media and Photos

This month’s social media posts and ads include Supehero Bash, Little Women, 3-on-3 Hoops Tournament, and many more. Developing a welcome video utilizing staff who speak multiple languages.

## Sponsorship

Diane Hardy is currently working on sponsorships for spring and summer 2025, with a primary focus on the Skokie Festival of Cultures.



# Skokie Park District INFORMATION TECHNOLOGY BOARD REPORT MARCH 2025



## INFORMATION TECHNOLOGY

### **Milestone Upgrade**

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

### **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.

### **Internal Payment Processing**

IT is working with Business Services to streamline internal payment processing. Using Microsoft 365, the goal is to complete these payments more efficiently and increase visibility to end users.



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



<p><b>Backlot Bash Committee</b> Breanne Labus</p>
<p>No report. Meetings will begin in May 2025.</p>
<p><b>Community Schools Steering Committee</b> Breanne Labus</p>
<p>The last meeting was held on Monday, February 24. Discussion focused around providing better resources to School District 69 students.</p>
<p><b>DEI Committee</b> Mary Amato</p>
<p>The DEI staff survey had 147 total submissions. Data will be evaluated at the next committee meeting March 19. Welcome Video scheduling and filming is underway, with hopes to roll out the video in April.</p>
<p><b>Environmental Action Team</b> Lee Hansen</p>
<p>No report.</p>
<p><b>4<sup>th</sup> of July Parade Committee</b> Jim Hallm</p>
<p>No Report.</p>
<p><b>Festival of Cultures Committee</b> Aryn Fletcher</p>
<p>The FOC committee met on February 27. Seven culture representatives attended the Zoom meeting to discuss the event, soliciting for new cultures, food vendors, and merchandise vendors.</p>
<p><b>Friends of Fitness First</b> Jennie Bever</p>
<p>No Report. The next meeting is in April.</p>
<p><b>Juneteenth</b> Mary Amato</p>
<p>No report.</p>
<p><b>Maine-Niles Association of Special Recreation</b> Michelle Tuft</p>



The Liponi Foundation Gala was a great success with 260 attendees compared to 193 last year. The event netted \$75,000 compared to \$56,000 in 2024.

**Niles Township Youth Coalition**

Serena Tyler/Mary Amato

The March meeting was held at the Weber Leisure Center on Tuesday, March 4. The topics discussed were teens and substance abuse.

**Safety Committee**

Amanda Green

The last meeting was held on Wednesday, March 5. Topics discussed were; district wide emergency communication, emergency action plan updates, and safety related trainings for the district and departments.

First aid kits across the district were updated.

Camp deadlines were discussed as they relate to safety.

**Skokie Chamber of Commerce**

Michelle Tuft

The board met on Monday, March 10. A committee was formed to select the new Executive Director.

**Skokie Pride**

Cassie Schaeffer

The Pride Committee met on Wednesday, March 5 and continued to plan and coordinate the summer pride event, along with additional programming throughout the year.

**Skokie's Spring Greening**

Lee Hansen

The planning team is meeting on March 13 to finalize details for Skokie's Spring Greening scheduled for Sunday, April 6 from 10 a.m.-1:45 p.m. in the west parking lot at Westfield Old Orchard and the adjacent Westmoreland parking lot.

**Staff Appreciation Committee**

Stephenie Gualano

The committee met on March 3 and sub-committees reported on their progress for the staff party on April 26. They are finalizing prizes, activities, and run of show by end of March. A call with the entertainment vendor is scheduled for 3/13/25.