

**MINUTES OF THE 2,331th  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS  
AND OFFICERS OF THE WINNETKA  
PARK DISTRICT, WINNETKA, IL  
THURSDAY, FEBRUARY 23, 2017**

Vice President Archambault called the meeting to order at 6:35 p.m. Commissioners present: Mickey Archambault, Brad McLane, Gerri Kahnweiler, Teresa Claybrook, John Peterson and John Thomas. Commissioner absent: Ian Larkin. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Facilities; Robert Farmer, Superintendent of Finance; Mary Cherveney, Communication/Marketing Manager; John Shea, Superintendent of Recreation; Costa Kutulas, Superintendent of Parks, Julie Ettelson, Marketing Intern; Debbie Zarembski, Front Desk Coordinator and Jamie Martin, Parks Department. Visitors: Bill Scheneider, Don Smith, Krisia Miller, John Storino, Mary Storino and Sophia Schaer

**ADDITIONS/CHANGES TO AGENDA**

Commissioner Archambault informed the Board that there was no need for an Executive Session and that the item was tabled.

**APPROVAL OF FINANCIALS**

Superintendent of Finance Bob Farmer reported favorably on end of year December 2016 financials (unaudited) and the current January 2017 financials. Inquiries and comments of the Board included discussion on ending reserves of the entire agency and recognition of golf management in making budget in 2016 with an operational profit. Tennis financials related to membership and lessons was also discussed. A motion was made by Commissioner Thomas to approve the December 2016 and January 2017 financials. The motion seconded by Commissioner Claybrook. Voice vote was taken. Motion passed.

**APPROVAL OF VOUCHERS**

The Board was presented with the Voucher List for February 2017. Commissioner Thomas made a motion to approve the vouchers in the amount of \$609,372.13. The motion was seconded by Commissioner Kahnweiler and a roll call vote was taken. Ayes: Archambault, Kahnweiler Claybrook, McLane, Thomas and Peterson. Nays: None. Absent: Larkin. Motion carried.

**REMARKS FROM VISITORS**

President Archambault addressed the audience and asked for comments. The following comments were received:

Mary Storino addressed the Board asking for consideration to add a soccer kick board for player practice at Little Duke Field. Ms. Storino was informed that such elements might be included in upcoming park plans at Nick Corwin Park or might be accommodated on the south wall of the ice arena. The issue was turned over to Park Superintendent Kutulas for further study.

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Sophia Schaer addressed the Board encouraging the Board to keep the sailing program active for patrons interested in a higher level of instruction. Commissioner Archambault thanked her for her comment.

### **APPROVAL OF MINUTES**

Commissioner Thomas made a motion to combine the Regular Meeting Minutes of January 26 2017, Executive Session Minutes of January 26, 2017. Minutes of the Special Board Meeting of February 9, 2017, Executive Session Minutes of February 9, 2017, Administrative Committee Minutes of January 12, 2017, Parks and Beaches Committee of February 9, 2017 and the Committee of the Whole Meeting Minutes of February 9, 2017 into a consent agenda. The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, and Peterson. Nays: None. Absent: Larkin. Motion carried.

Commissioner Kahnweiler made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Thomas and a voice vote was taken. Absent: Larkin. Motion passed.

### **COMMUNICATIONS**

Director Smith reviewed a letter from resident Jake Canepari requesting Committee review of practices for renting paddle board storage at the beaches. This item is on the Committee of the Whole meeting agenda scheduled for March 9, 2017. Mr. Smith shared the letter from Moody's Investors Services which notified the Park District that agency rating was upgraded from Aa2 to Aa1. A card and a \$4,000 check from Boy Scout Troop 20 was circulated among the Board which thanked the District for the support of their annual holiday tree sales and the donation of funds to be applied to the upcoming annual Fourth of July festivities.

### **UNFINISHED BUSINESS**

#### **Strategic Plan**

Director Smith informed the Board that Chuck Balling and Charlie Williams of GovHR will be presenting the draft of the Winnetka Park District 2017-2022 Strategic Plan. Copies of the plan were sent to each Commissioner via email for review and comment. Mr. Smith asked any questions, comments or edits be reduced to writing so all input can be tracked.

#### **Stormwater Management**

Director Smith reported to the Board that recent inquiries and discussion with Village officials indicate that a positive dialogue between the Village of Winnetka and the Cook County Forest Preserve District related to stormwater management solutions continue.

#### **Dwyer Park Status Report**

Parks Superintendent Kutulas reported that bid documents are on the street and available to all interested contractors. Bids are due and will be opened on March 14. Once tabulated, a recommendation will be brought to the Parks and Beaches Committee for review consideration.

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### **Skokie Playfield Service Center Status Report and Chang Orders**

Park Superintendent Kutulas reported on the progress of construction on the Skokie Playfield Service Center. He informed the Board that two Change Orders were pending approval. Change Order #1 reflected the planned expense by owner for the flood proof barriers totaling \$27,345. In addition, Change Order #4 for a sum of \$18,053 was offered for consideration and Board approval for additional finishing costs due to asbestos remediation.

a. A motion was made by Commissioner Thomas to approve Change Order #1 of Phase I from ATP enterprise Group of Northfield, IL. for the amount of \$27,345.00. The Motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, and Peterson. Nays: None. Absent: Larkin. Motion carried.

b. A motion was made by Commissioner Thomas to approve Change Order #4 of Phase II from ATP enterprise Group of Northfield, IL. for the amount of \$18,053.00. The Motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, and Peterson. Nays: None. Absent: Larkin. Motion carried.

### **Personnel Policy – Second Reading and Approval**

Director Smith presented for final approval the revised Winnetka Park District Personnel Policy as presented. Commissioner Peterson made a motion for approval. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, and Peterson. Nays: None. Absent: Larkin. Motion carried.

### **FY2017 Budget and Appropriation Ordinance #548 – Approval**

Finance Superintended Bob Farmer presented the Budget and Appropriation Ordinance #548 for Fiscal Year 2017 for approval as presented. A motion was made to approve Ordinance #548 by Commissioner Thomas. The motion was seconded by Commissioner Kahnweiler and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, and Peterson. Nays: None. Absent: Larkin. Motion carried.

### **NEW BUSINESS**

#### **Copier Lease – Approval**

Superintendent of Finance Bob Farmer presented the lease proposal from Impact Solution of Chicago Illinois for services under a five year lease agreement. Mr. Farmer asked for Board approval as presented. A motion was made by Commissioner Thomas to approve the lease agreement from Impact Solutions of Chicago Il. for a not to exceed annual cost of \$20,100. The motion was seconded by Commissioner Kahnweiler and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, and Peterson. Nays: None. Absent: Larkin. Motion carried.

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### **MATTERS OF THE DIRECTOR**

Director Smith informed the Board of his intention to retire at a date convenient to the agency. Thanking the staff, the community as a whole and Board members past and present he expressed great gratitude for working for the Winnetka Park District. The Board wished him well and thanked him for his service.

### **BOARD LIAISON REPORTS**

Commissioner Thomas reported that the Plan Commission did not meet and there were no updates. He informed that Bill Schnider who is in visitor attendance is the new Caucus Parks Chair.

Commissioner Kahnweiler asked the Board to annually evaluate financial commitments to the Winnetka Youth Organization (WYO) and assess service levels offered by that agency.

Commissioner Claybrook again informed the Board that SD36 Crow Island School will be assigning kindergarten students between Greely and Hubbard Woods Schools. She went on to notify the Board of the pending retirement of the Superintendent of New Trier High School.

Commissioner Archambault gave a brief status report on the Winnetka Parks Foundation and their initiatives planned for the upcoming summer season.

Director Smith informed the Board of annual banquet invitations for NSSRA are available for their RSVP if they would like to attend.

### **REMARKS FROM VISITORS**

None.

### **STAFF REPORTS**

Marketing and Communications Manager, Mary Cherveney introduce Marketing Intern Julie Ettelson.

Recreation Superintendent John Shea introduced new full time front desk coordinator Debbie Zarembski who began full time with the Park District on January 1 of this year

The Board Welcomed both Julie and Debbie to the agency.

### **ADJOURNMENT**

Commissioner Thomas made a motion to adjourn the regular board meeting at 7:25 pm. The motion was seconded by Commissioner Claybrook and passed by a voice vote. Motion carried.

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Ian Larkin, Board President

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Robert Smith, Board Secretary