

**MINUTES OF THE 2,332th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, MARCH 23, 2017**

President, Ian Larkin called the meeting to order at 6:33 p.m. Commissioners present: Mickey Archambault, Brad McLane, John Thomas, Teresa Claybrook, John Peterson, Gerri Kahnweiler, and Ian Larkin. Commissioner absent: Teresa None. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Facilities; Bob Farmer, Superintendent of Finance; Mary Cherveney, Communication/Marketing Manager; John Shea, Superintendent of Recreation; Costa Kutulas, Superintendent of Parks, Rich Schram, Landscape Architect, Margo Sorenson, Accounts Payable and Chris Varner, Graphic Design Marketing Specialist. Visitors: Chuck Balling, Kelly Smith and Warren James.

ADDITIONS/CHANGES TO AGENDA

None

APPROVAL OF FINANCIALS

Superintendent of Finance Bob Farmer reported favorably on the February 2017 financials. Inquiries and comments of the Board included discussion on golf revenue compared to prior year to date and winter golf lessons. Inquiries on tennis memberships retention and compensation of tennis professional were also addressed. A motion was made by Commissioner Thomas to approve February 2017 financials. The motion seconded by Commissioner Kahnweiler. Voice vote was taken. Motion passed.

APPROVAL OF VOUCHERS

The Board was presented with the Voucher List for March 2017. Commissioner Thomas made a motion to approve the vouchers in the amount of \$710,466.69. The motion was seconded by Commissioner Kahnweiler and a roll call vote was taken. Ayes: Archambault, Kahnweiler Claybrook, McLane, Larkin, Thomas and Peterson. Nays: None. Absent: None. Motion carried.

REMARKS FROM VISITORS

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

Marketing/Communications Manager, Mary Cherveney introduced Chris Varner as the new Graphic Marketing Specialist. The Board welcomed Chris and congratulated him on his new position.

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APPROVAL OF MINUTES

Commissioner McLane made a motion to combine the Regular Meeting Minutes of February 23 2017, Budget and Appropriation Hearing Minutes of February 23, 2017, Committee of the Whole Meeting Minutes of February 23, 2017, Committee of the Whole Meeting Minutes of February 27, 2017 and Committee of the Whole Meeting Minutes of March 9, 2017 into a consent agenda. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried.

Commissioner McLane made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Thomas and a voice vote was taken. Absent: None. Motion passed.

COMMUNICATIONS

None.

UNFINISHED BUSINESS

Strategic Plan

Executive Director, Robert Smith introduced Strategic Plan Facilitator, Chuck Balling of GovHR. Mr. Balling reviewed the final edits of the proposed Winnetka Park District Strategic Plan 2017-2022. The Board thanked Mr. Balling for his services in facilitating the Board and staff through the development of the plan over the past year.

Commissioner Thomas made a motion to approve the Winnetka Park District Strategic Plan 2017-2022 as presented. The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried.

Stormwater Management

Director Smith reported that he had not received any further updated related to the Village stormwater management initiative. Director Smith informed the Board that the Village will be presenting a formal request at the Committee of the Whole meeting in April for an easement on the gold course for a new drainage structure.

Dwyer Park Status Report

Parks Superintendent Kutulas reported on bids received for the renovation of Dwyer Park. Mr. Kutulas recommended that the lowest bid received from Hacienda Landscaping be rejected on the advice of legal counsel and that the Board approve the bid from Landworks Limited of Boliingbrook, IL. for a total contract amount of \$912,971.04 which includes Alternates #1,#2,#4 and #5. In addition, Mr. Kutulas asked the Board to approve a project contingency allowance of \$45,000.00 (5%) for unforeseen expenses should such funds be needed.

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Mr. Kutulas also recommended that the Board approve the direct purchase of one (1) Poligon Gazebo structure for Dwyer Park at a total purchase price of \$29,842.35 from Reese Recreation of Prospect Heights IL.

Commissioner Thomas made a motion to reject the bid from Hacienda Landscaping of Plainfield, IL. The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried.

Commissioner Thomas made a motion to approve the bid proposal from Landworks Limited of Bolingbrook IL. for a total contract amount of \$912,971.04 which includes Alternates #1,#2,#4 and #5. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried.

Commissioner Claybrook made a motion to approve a project contingency allowance of \$45,000.00 for unforeseen expenses in the renovation of Dwyer Park. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried.

Commissioner McLane made a motion to approve the purchase proposal from Rees Recreation of Prospect Heights for one (1) Poligon Gazebo Structure Model #GCO-2-28TGAS for a total sum of \$29,841.35. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried.

Skokie Playfield Service Center Status Report

Superintendent of Parks, Costa Kutulas, reported to the Board that work on the Skokie Playfield Service Center is still in progress and all efforts to keep the project on the original timeline were being made. However, several delays with some phases of the construction may force completion of the project to be pushed back by two or three weeks. Mr. Kutulas will keep the Board apprised of any changes to the revised schedule of completion.

FY2017 Budget and Appropriation Ordinance #548 – Approval

Finance Superintendent, 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 Archambault. The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried.

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NEW BUSINESS

KWBA Affiliate Agreement - Approval

Superintendent of Recreation, John Shea, presented the Affiliate Agreement with KWBA. Mr. Shea highlighted several elements of the agreement. He reported that the agreement was reviewed and recommend for approval by the Recreation Committee in February of this year.

Commissioner Peterson made a motion to approve the Affiliate Agreement with KWBA as presented. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried.

AYSO Affiliate Agreement - Approval

Superintendent of Recreation, John Shea, presented the Board the Affiliate Agreement with AYSO. As with other Affiliate Agreements, this was reviewed and recommended for approval by the Recreation Committee which met on February 9th.

Commissioner Claybrook made a motion to approve the Affiliate Agreement with AYSO as presented. The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

NSCDS Contract Amendment - Approval

Superintendent of Recreation, John Shea, reviewed several key amendments to the original contract dated April 25, 2013 with North Shore Country Day School (NSCDS). All proposed changes have been reviewed by the Recreation Committee and legal counsel with a recommendation for approval.

Commissioner Peterson made a motion to approve the contract amendments with NSCDS as presented. The motion was seconded by Commissioner Kahnweiler and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

MATTERS OF THE DIRECTOR

Director Smith reported that Superintendent of Recreation, John Shea, has completed the IPRA Leadership Academy with honors. The Borad congratulated John on his outstanding achievement Director Smith thanked the Board for the opportunity to serve the Winnetka community as the Executive Director for the past three years. Pending action by the Park Board, Mr. Smith will retire at the appointment of a new Executive Director. The Board thanked Mr. Smith for undertaking major initiatives during his tenure.

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BOARD LIAISON REPORTS

Commissioner Thomas reviewed a written report from the Village Plan Commission. Mr. Thomas also reported on preservation efforts of properties near the Winnetka One development.

REMARKS FROM VISITORS

None.

STAFF REPORTS

Marketing and Communications Manager, Mary Cherveney reported on centennial celebration events at the golf course for the upcoming summer

EXECUTIVE SESSION

Enter Executive Session

Commissioner Thomas made a motion to enter into Executive Session at 7:18 p.m. for discussions related to appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body under 5ILCS 120/2(c)(I). The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

Return to Open Session

Commissioner Thomas made a motion to return to open session at 7:30 p.m. The motion was seconded by Commissioner Kahnweiler and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

EXECUTIVE SESSION – ACTION ITEMS

Approval of New Executive Director Contract

Commissioner Peterson made a motion to approve the employment contract of the new Executive Director. The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

Appointment of New Executive Director

Commissioner Thomas made a motion to appoint John Muno as Executive Director. The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

Appointment of Transition Counsel to New Executive Director

Commissioner Thomas made a motion to appoint Robert Smith as transition counsel to the new Executive Director for a timeframe not to exceed 30 days. The motion was seconded by

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Commissioner Claybrook and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

Appointment of Board Secretary

Commissioner Thomas made a motion to appoint John Muno as Board Secretary. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

Appointment of NSSRA Board Member

Commissioner Thomas made a motion to appoint John Muno as NSSRA Board Member representing the Winnetka Park District. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

Check Signing Resolutions - Approval

Commissioner Thomas made a motion to approve the Check Signing Resolutions 17-03-23-1 and 17-03-23-1 as presented by staff. The motion was seconded by Commissioner Kahnweiler and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: None. Motion carried

ADJOURNMENT

Commissioner Thomas made a motion to adjourn the regular board meeting at 7:37 pm. The motion was seconded by Commissioner McLane and passed by a voice vote. Motion carried.

Ian Larkin, Board President

John Muno, Board Secretary