

**MINUTES OF THE 2,299th  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS  
AND OFFICERS OF THE WINNETKA  
PARK DISTRICT, WINNETKA, IL  
THURSDAY, JUNE 26, 2014**

Vice-President Ian Larkin called the meeting to order at 6:33 p.m. Commissioners present: Teresa Claybrook, Richard Pierce, Ed Harney, Gerri Kahnweiler, John Thomas, and Ian Larkin. Commissioners absent: Brad McLane. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Tom Gullen, Superintendent of Facilities; John Shea, Recreation Supervisor; Communication/Marketing Manager, Mary Cherveney; HR & Benefits Administrator, Britni Purnell; Accounts Payable Clerk, Margo Sorensen; Costa Kutulas, Superintendent of Parks; Dynosha Moore, Staff Accountant; Edna Alvord, Systems Administrator, and Libby Baker, Administrative Assistant/Safety Coordinator. Visitors present: See sign in sheet.

**APPROVAL OF MAY 2014 FINANCIALS**

Chief Financial Officer Bob Farmer highlighted the financials and stated that we are ahead of year-to-date budget. Capital is below budget. Platform is having a tough time due to many repairs and maintenance. Revenue is down at golf due to weather. Season pass sales are doing well. We are ahead of prior year. In response to a question from Commissioner Kahnweiler regarding current staffing levels of the Recreation Department, John Muno noted that he will be filling the open Recreation Supervisor position by the second half of the year. Dashboards are still a work in progress. After review, Commissioner Claybrook moved to approve the May 2014 Financials as presented. The motion was seconded by Commissioner Pierce and passed by a voice vote. **Motion carried.**

**APPROVAL OF JUNE 2014 VOUCHERS**

The Board was presented with the Voucher List for June 2014. After review and discussion, Commissioner Thomas moved to approve the June 2014 Voucher List in the amount of \$966,447.92, as presented. The motion was seconded by Commissioner Harney and a roll call vote was taken. Ayes: Claybrook, Pierce, Harney, Kahnweiler, Thomas, and Larkin. Nays: None. Absent: McLane. **Motion carried.**

**REMARKS FROM VISITORS**

Mary Cherveney introduced marketing intern Reed Kahn, a Winnetka resident and former part-time employee.

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#### **APPROVAL OF REGULAR MEETING MINUTES OF MAY 15, 2014**

Commissioner Pierce moved to approve the minutes from the Regular Park Board meeting from May 15, 2014. The motion was seconded by Commissioner Harney and passed by a voice vote. **Motion carried.**

#### **APPROVAL OF ANNUAL MEETING MINUTES OF MAY 15, 2014**

Commissioner Pierce moved to approve the minutes from the Annual meeting from May 15, 2014. The motion was seconded by Commissioner Thomas and passed by a voice vote. **Motion carried.**

#### **COMMITTEE REPORTS**

##### **Approval of Committee Minutes of June 12, 2014**

Commissioner Thomas moved to approve the minutes from the Committee of the Whole, Finance Committee and Audit Committee meeting from June 12, 2014. The motion was seconded by Commissioner Kahnweiler and passed by a voice vote. **Motion carried.**

#### **COMMUNICATIONS**

Vice-President Larkin noted the correspondence received from the community and specifically recognized the substantial donation from Commissioner Claybrook for the purchase of youth golf clubs. Commissioner Claybrook also commented on the Pioneer Day that the park district sponsored and noted that it was an unbelievable experience for her kids and a rare opportunity for all three schools to come together.

#### **UNFINISHED BUSINESS**

##### **Golf Car Lease**

Director Smith explained the resolutions included in the recent board packets and noted that the resolutions show that this board and future boards are committed to fulfilling the financial obligation of the new golf cart lease. Commissioner Kahnweiler made a motion to approve Resolution #14-06-26-02 and Resolution #14-06-26-03. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Claybrook, Pierce, Harney, Kahnweiler, Thomas, and Larkin. Nays: None. Absent: McLane. **Motion carried.**

#### **NEW BUSINESS**

##### **Prevailing Wage Ordinance**

Commissioner Thomas made a motion to approve the Prevailing Wage Ordinance #535. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Claybrook, Pierce, Harney, Kahnweiler, Thomas, and Larkin. Nays: None. Absent: McLane. **Motion carried.**

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### **Treasurer's Report**

This is a year-end requirement to publish that the audit is available. It is being provided for the Board's information.

### **Annual Audit**

Commissioner Thomas reminded the board of the discussion and presentation at the June 12 Audit committee meeting. Bob Farmer informed the Board that the Certified Annual Financial Report (CAFR) is available to the public if requested and it will also be posted on the website. Commissioner Thomas read a statement and made a motion to approve the CAFR. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Claybrook, Pierce, Harney, Kahnweiler, Thomas, and Larkin. Nays: None. Absent: McLane. **Motion carried.**

### **Illinois Department of Natural Resources Resolution**

Director Smith briefed the Board on the Hubbard Woods Park Land Use Plan noting the items that will be included in the grant. He feels this project is a great candidate for the grant. If we do receive the grant we are required to complete the projects outlined in the grant. If we don't get the grant we will have \$800,000 in the budget set aside to move the project forward. Commissioner Kahnweiler expressed her concerns regarding the financial impact of the plan. Director Smith explained that the budget numbers will be refined. The approval of the resolution is a requirement of the grant application process and shows that the park district has the funds available and is committed to the project. After much discussion Commissioner Pierce made a motion for the approval of the "Resolution of Authorization" and commit to fully fund up to \$800,000 of the approved Master Plan of Hubbard Woods Park as part of the FY 2015 Budget process. The motion was seconded by Commissioner Harney and a roll call vote was taken. Ayes: Claybrook, Pierce, Harney, Kahnweiler, Thomas, and Larkin. Nays: None. Absent: McLane. **Motion carried.**

### **Hubbard Woods Plan Review**

Commissioner Pierce made a motion to approve the Hubbard Woods Park Master Plan as presented and to authorize staff to proceed with the Village review process. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Claybrook, Pierce, Harney, Kahnweiler, Thomas, and Larkin. Nays: None. Absent: McLane. **Motion carried.**

### **Eagle Scout Presentation**

Mary Cherveney introduced Eagle Scout Daniel Morton and his parents. Daniel explained his project that took place at the golf course and described the 4 parts of the project: building areas for the snapping turtles to lay their eggs, planting water lilies, building floating turtle rafts and

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creating flyers and poster to raise public awareness. Daniel distributed tri-fold brochures and a mockup of his poster that is hanging up at the golf course. Daniel also recognized Henry Michna and his staff for their assistance. Mary Chervenky mentioned that this information will be posted on the website. Board members commended Daniel for his project.

### **Staff Resolution**

Vice-President Larkin read a resolution for Tim Schmidt's 2003-2014 years of service. Tim thanked the board for allowing him to serve the community and gave credit to present and former leadership and co-workers.

### **MATTERS OF THE DIRECTOR**

Director Smith thanked the board for attending the parks tour on Saturday. Since the group did not get to take a look at the 18<sup>th</sup> hole drainage ditch, he would like the next committee meeting to take place there and have dinner at the clubhouse. Director Smith noted the upcoming tennis tournament. Commissioner Kahnweiler asked what the tournament costs the park district. Tom Gullen explained that the most significant impact is loss of pay for the pros, disruption of summer lessons, loss of revenue, and the time the parks department contributes. We receive approximately \$10,000. Director Smith met with Gewalt Hamilton and Steve Saunders today to see what might be areas of candidacy for the stormwater appeal process. He feels it looks promising. As part of the appeals process, staff may need to appear in front of the Village council for their approval. Director Smith would like to get the appeals filed as soon as possible. The first kickoff meeting of the planning team for the Lake Front Master plan took place. They are starting to gather baseline data and sight visits will begin after 4<sup>th</sup>. Commissioner Kahnweiler expressed that she would like to see board representation at all meetings. Director Smith explained that as the advisory group is formed Commissioners Larkin and Claybrook will be involved. Director Smith would like to meet with the board 1:1 to review his first six months of employment. Commissioner Harney inquired when the strategic plan process will begin. Director Smith explained that it will begin in FY2015. Commissioner Kahnweiler asked about the status of the bike plan and Director Smith explained that he is following the lead of the Village Manager, Rob Bahan, as to the timing of presenting this plan to the Village Council for consideration. Commissioner Pierce asked about the meeting with Metra. Director Smith explained that it was not the most promising meeting. Metra is not ready and is waiting for funds to be released from Springfield. He will have a follow-up meeting with Union Pacific. Bob and Mary will be meeting with representatives from BMO Harris who originally donated the Gazebo to discuss the future plans of Hubbard woods Park.

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### **BOARD LIAISON REPORT**

**NSSRA** –There are articles in the Board packet regarding the facility acquisition through the Northbrook Park District.

**Planning Commission** – The commission approved a plan for the Winnetka Community House to build a children’s garden and park. A new hi-end thrift/consignment shop will be opening up across from Little Ricky’s.

**Winnetka Youth Organization** - Has a new president, Mary Walden.

**Caucus** – No news

### **REMARKS FROM VISITORS**

None

### **STAFF REPORTS**

Mary asked which members will be participating in the 4<sup>th</sup> of July parade. Mary explained that the commissioners will be riding golf carts with signs directing people to follow them to Village Green where the commissioners will be giving out free freeze pops.

Commissioner Kahnweiler expressed that she would like to see more data in the recreation report. Commissioner Larkin commended the recreation staff on the Father’s Day brunch.

### **EXECUTIVE SESSION**

Commissioner Kahnweiler made a motion to enter Executive Session at 8:04 p.m. to discuss:

- ◆ Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent. Sect. 5 ILCS 120/2 (c) (11)
- ◆ Semi Annual Review of Executive Session Minutes. Sect. 5 ILCS 120/2 (c) (21)

The motion was seconded by Commissioner Harney and a roll call vote was taken. Ayes: Claybrook, Pierce, Harney, Kahnweiler, Thomas and Larkin. Nays: none. Absent: McLane.

**Motion carried.**

Commissioner Claybrook made a motion to return to open session at 8:21 p.m. The motion was seconded by Commissioner Thomas and was passed by a voice vote. **Motion carried.**

### **ACTION ON EXECUTIVE SESSION**

Commissioner Kahnweiler made a motion to approve the separation agreement with Cortney Miller. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Claybrook, Pierce, Harney, Kahnweiler, Thomas, and Larkin. Nays: None. Absent: McLane. **Motion carried.** No action was taken on the Executive Session minutes.

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**ADJOURNMENT**

Commissioner Thomas moved to adjourn the Regular Board meeting at 8:22 p.m. The motion was seconded by Commissioner Kahnweiler and passed by a voice vote. **Motion carried.**

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Brad McLane, Board President

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Robert Smith, Board Secretary