

**WINNETKA PARK DISTRICT
ADMINISTRATION COMMITTEE
MEETING MINUTES
THURSDAY, MAY 8, 2014
COMMUNITY ROOM
6:15 P.M.**

Committee Chair Ian Larkin called the meeting to order at 5:50 p.m. Committee members present: Richard Pierce. Committee member absent: Gerri Kahnweiler. Also present: President Brad McLane and Commissioner John Thomas. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Mary Cherveney, Communication/Marketing Manager; John Shea, Recreation Supervisor and Libby Baker, Administrative Assistant/Safety Coordinator.

District 36 Liaison

According to our records we already have a liaison for School District 36 (SD36). It is part of the New Trier liaison so Commissioner Kahnweiler is the assigned board member. Director Smith spoke with District 36 Superintendent Hagerman and it was decided that discussions would resume when the new Superintendent takes over in June. The Board discussed the possible value of splitting the two districts. Commissioner Larkin expressed that he feels that the liaison should be someone who currently has children in the school. The Committee directed staff to write out clear definitions of the liaisons. Build in expectations – attend meetings, review meetings, give report, actively reach out to respective board members on a as needed basis. The Committee agreed to keep the schools together but focus on SD36.

The committee then reviewed Commissioner Kahnweiler’s comments on committees. Under responsibilities of the Finance Committee it says that the Chair should be signing checks. The committee suggested changing the wording to add that a committee member can sign a check in the absence of the Finance Committee chair.

In regards to the Audit Committee, Chief Financial Officer Farmer explained that one of the requirements of the Auditor is to review the management letter and any internal processes. The committee feels that the Audit Committee’s responsibilities are satisfactory. The committee asked staff which committee is responsible for determining revenue policies? – Bob Farmer explained that this is part of budget process. Staff make their recommendations for fee changes and present them to the respective committees to review. Commissioner Kahnweiler asked if a committee member, at a regular meeting, can express their opposition to a recommendation. The committee feels that once an item has been brought to the full board, committee members are a full member of the board, not necessarily part of the committee. In that capacity as a Board member, any individual opposition can then be expressed at that time.

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Administration Committee meeting
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Committee/Liaison Assignments

See above under **District 36 Liaison**

Website Postings

At 6:40 the Administration Committee meeting resumed and the committee agreed that posting the entire board packet on the website is a good idea because it shows that we are being transparent. Moving forward, Libby will post all information but will add the word DRAFT to the unapproved minutes and financials. These items will then be posted after they have been approved at the regular meeting.

Code of Ethics

The Winnetka Park District does have a Code of Ethics and is the only group in town that has one. Libby briefly reviewed a survey she completed regarding commissioner benefits. Commissioner Thomas suggested that commissioners receive the same benefits as staff. This is our current practice. Commissioner Pierce does not feel that our policy is much different than the other park districts listed in the survey. Commissioner Thomas brought this topic up because of a seminar that he had previously attended. The committee asked staff to get the policy clarified – President McLane questioned if these benefits should be posted on the website?

Robert's Rules for Small Boards

Commissioner Thomas brought up the fact that we are a small board and questioned if we should be using the Robert's Rules for small boards. The Winnetka Park District is currently using a modified version of Robert's Rules. Libby explained that Corporate Counsel does not recommend adoption of the small board rules. The committee agreed to continue with the current practice.

Biennial Board Retreat

Libby described the results of the survey and noted that most boards do the IAPD Self Evaluation as their "retreat". The committee determined that they did not need to have a biennial retreat, but it is a good idea to bring up the topic every two years or so and discuss the need for a retreat. Commissioner Thomas suggested a park tour. Director Smith will put some dates out to the board and will schedule a tour.

Conflict of Interest Activities

See above under **Code of Ethics**.

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Adjournment

The meeting was adjourned at 7:00 p.m.

Brad McLane, President

Robert Smith, Secretary

**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
MEETING MINUTES
THURSDAY, MAY 8, 2014
COMMUNITY ROOM
7:15 P.M.**

President McLane called the meeting to order at 7:06 p.m. Commissioners present: Brad McLane, Ian Larkin, John Thomas, and Richard Pierce. Commissioners absent: Teresa Claybrook, Ed Harney and Gerri Kahnweiler. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Mary Cherveney, Communication/Marketing Manager; John Shea, Recreation Supervisor and Libby Baker, Administrative Assistant. Visitors present: Jude Offerle.

Stormwater Control Study

Director Smith gave an update on the Stormwater Utility – he met with Village Manager Rob Bahan and Village Engineer Steve Saunders who both assured Director Smith that they would work with him and support him during the appeal process. Director Smith noted that the Park District is one of the largest land owners in the Village. He explained that we have excellent appeal options and it is based on civil engineering analysis. This analysis will detail what impact the Skokie Playfield drainage system has on the surrounding neighborhoods. Director Smith noted that alternate funding sources through MWRD might be available for dredging on the golf course. The Committee approved staff recommendation to engage the engineering services of Gewalt Hamilton Associates of Vernon Hills to conduct the study for a total contract sum of \$15,075.

Adjournment

The meeting was adjourned at 7:18 p.m.

Brad McLane, President

Robert Smith, Secretary

**WINNETKA PARK DISTRICT
FINANCE COMMITTEE
MEETING MINUTES
THURSDAY, MAY 8, 2014
COMMUNITY ROOM
6:45 P.M.**

President Brad McLane called the meeting to order at 7:00 p.m. Committee member present: Ian Larkin. Also present: Commissioners Richard Pierce and John Thomas. Committee members absent: Ed Harney and Gerri Kahnweiler. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Mary Cherveney, Communication/Marketing Manager; John Shea, Recreation Supervisor and Libby Baker, Administrative Assistant/Safety Coordinator. Visitors present: Jude Offerle.

Reserve Levels

Chief Financial Officer Farmer described the handout regarding reserve levels. He pointed out that four funds are slightly below the minimum reserve level and there are nine that are above. This topic will be talked about as a key metric. Bob Farmer explained that it is a board policy decision to set the minimum reserve level at 25%. To go lower could affect the park district's bond rating and borrowing power.

Adjournment

The meeting was adjourned at 7:06 p.m.

Brad McLane, President

Robert Smith, Secretary

**WINNETKA PARK DISTRICT
PARKS AND BEACHES COMMITTEE
MEETING MINUTES
THURSDAY, MAY 8, 2014
COMMUNITY ROOM
5:30 P.M.**

President Brad McLane called the meeting to order at 5:35p.m. Committee members present: Commissioners Ian Larkin and John Thomas. Committee members absent: Committee Chair Teresa Claybrook and Commissioner Ed Harney. Also present, Richard Pierce. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Mary Cherveney, Communication/Marketing Manager; John Shea, Recreation Supervisor and Libby Baker, Administrative Assistant/Safety Coordinator. Guests: Scott Freres of the Lakota Group.

Skokie Playfield

Director Smith gave an update on the permitting changes made by MWRD. Our current projects are not affected, but it could be an issue with future projects

Beach Access Request

Director Smith discussed the letter received from Lisa Sheppard, Executive Director of the Glencoe Park District regarding their request for Glencoe resident usage of the beaches for the 4th of July. Glencoe's beach will be closed on the 4th due to launching of their fireworks. Director Smith recommended the request be limited to Elder Lane and Maple Park beaches and to exclude Tower Road beach for the exclusive use of Winnetka Residents. The Committee concurred and felt it would be a good idea to review future requests on a year to year basis. The Committee recommended moving this request and staff recommendation to the full Board for approval.

Hubbard Woods Master Plan

Director Smith gave an update on the latest planning meetings that have been held. He has met with Village staff and they expressed their satisfaction of the plan. The next step is to redefine the plans, introduce it to the Parks and Beaches committee, come to the June meeting, give some cost estimates, then be adopted by the full Park Board and start meeting with Metra. It will need to go to all necessary Village commissions. Director Smith hopes to have cost estimates for the June meeting. At 5:50 pm the board switched to the Administration Committee meeting.

The Board resumed the Parks and Beaches Committee meeting at 6:10. Scott Freres made a presentation to the committee and explained that three rounds of meetings have been held for the

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Parks and Beaches Committee meeting
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community, and one with the design district – this meeting had good representation. The planning team developed two plans: both plans take into consideration the access and renovation needs of the train station. The Village sees a revenue opportunity at the station. The Chamber would like to have office space there. One Village board member absolutely does not like the idea of Chamber having space at the train station and objects to any change to traffic flow and parking for train commuters.

Mr. Freres stated that the park represents good economic development strategy as identified in the ULI report and the Park District is taking the lead on this project. Mr. Freres feels that Village staff is supportive and everyone likes the idea of food vendors. A 3-D plan will be developed to highlight the proposed features.

Lakefront Master Plan Budget

Director Smith wants the Board to start thinking about people who may serve on an advisory board. The most important next step is creating a steering committee with the right amount of participants, 8-9, with a variety of viewpoints in the planning process. Mr. Freres will assist in the development of an outline of the types of patrons and user groups to be considered. The board/staff will also provide the list of names. Then we need to develop a set of guiding principles that the Board works towards as the basis for decision making. Scott will organize these guidelines and then the board will need to vet them and approve them. These guidelines will be tied to the information of the IDNR grant in the design and planning process.

Adjournment

The meeting was adjourned at 6:40p.m.

Brad McLane, President

Robert Smith, Secretary