

**MINUTES OF THE 2,311th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, JUNE 25, 2015**

President Brad McLane called the regular meeting to order at 6:31 p.m. Commissioners present: Mickey Archambault, Gerri Kahnweiler, Ian Larkin, John Peterson, John Thomas, and Brad McLane. Commissioner absent: Teresa Claybrook. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Tom Gullen, Superintendent of Facilities; Bob Farmer, Chief Financial Officer; Costa Kutulas, Superintendent of Parks; Mary Cherveney, Communication/Marketing Manager; John Shea, Recreation Division Manager; Margo Sorensen, Accounts Payable; Jamie Martin, Parks Maintenance Staff; Gabby Jones, Marketing Intern and Libby Baker, Administrative Manager/Safety Coordinator. Visitor: Liza McElroy.

ADDITIONS TO THE AGENDA

See Below – Downtown Steering Committee

APPROVAL OF MAY FINANCIALS

Chief Financial Officer Bob Farmer reported on the financials. Following discussion, Commissioner Thomas made a motion to approve the financials as presented. The motion was seconded by Commissioner Archambault and passed by a voice vote. **Motion carried.**

APPROVAL OF JUNE 2015 VOUCHERS

The Board was presented with the Voucher List for June 2015. Following a question from Commissioner Thomas, Director Smith explained the status of the storm water utility fee. A meeting was held with Don Matthews of Gewalt Hamilton and Rob Bahan and Steve Saunders from the village. During that meeting Director expressed his dissatisfaction that the Park District has not seen any reductions in our water bills. Village staff assured him that we will once a new Village Finance Director has been hired. Director Smith also noted that he will be issuing a letter to Rob Bahan asking the Village Council to reconsider the Lloyd appeal that they denied back in January. Following questions and discussion, Commissioner Thomas made a motion to approve the vouchers in the amount of \$941,265.82. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Commissioner absent: Claybrook. **Motion carried.**

REMARKS FROM VISITORS

None

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APPROVAL OF MINUTES

Commissioner Thomas made a motion to combine the regular meeting minutes of May 28, 2015, the annual meeting minutes of May 28, 2015, and the Audit Committee minutes of June 10, 2015 into a consent agenda item and to approve the consent agenda. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Commissioner absent: Claybrook. **Motion carried.**

COMMUNICATIONS

President McLane commented on the email Superintendent of Golf Henry Michna received praising the appearance of the Winnetka Golf Club course during the recent North Shore Cup tournament.

DOWNTOWN STEERING COMMITTEE

Director Smith directed the Board to an email received from Village Administrator, Rob Bahan regarding the possible appointment of Ian Larkin as a representative of the Park Board, to serve on the steering committee. The Park Board will make a formal appointment at the next board meeting.

UNFINISHED BUSINESS

Bikeway Master Plan

Director Smith reported that he has met with Village staff Rob Bahan and Steve Saunders to discuss the process of reintroducing the plan to the Village Council. Since the last time this plan was addressed, the team felt it needed to be revised to address expressed concerns and be reviewed with residents before approaching the Village Council on the matter. Director Smith suggested holding an open house in late July. Construction work on Sheridan Rd., unrelated to the plan, may begin in the spring of 2016.

Hubbard Woods

Superintendent of Parks Costa Kutulas reported that the bid documents have been made available and a pre-bid meeting was held for the Hubbard Woods renovation. He stated that approximately 25 people were in attendance. The bid opening will take place on July 9. A meeting will be held with the board liaisons on July 16 and the recommendation will be presented to the Board at July 30 special board meeting. Superintendent Kutulas also noted that staff is still in a holding pattern for the grant but all paperwork is still being submitted per the grant requirements.

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Storm Water Utility Fee

This item was discussed with **May Financials**.

NEW BUSINESS

2015 Long Range Plan

Chief Financial Officer Bob Farmer discussed the purpose of the plan. He explained that it helps provide staff with a starting point for the budget process each year. Following questions and discussions it was agreed to rename this document the Long Range Budget Plan. Commissioner Thomas made a motion to approve the 2015 Long Range Budget Plan as presented. The motion was seconded by Commissioner Larkin and a roll call vote was taken. Ayes: Archambault, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Commissioner absent: Claybrook. **Motion carried.**

Prevailing Wage Ordinance

Chief Financial Officer Bob Farmer explained that the Prevailing Wage Ordinance is a legal annual requirement. Following questions and discussion, Commissioner Thomas made a motion to approve the Prevailing Wage Ordinance #540. The motion was seconded by Commissioner Kahnweiler and a roll call vote was taken. Ayes: Archambault, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Commissioner absent: Claybrook. **Motion carried.**

Annual Audit

Commissioner Thomas made a motion to approve the Fiscal Year 2014 Annual Audit as presented. The motion was seconded by Commissioner Archambault and a roll call vote was taken. Ayes: Archambault, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Absent: Claybrook. **Motion carried.**

Treasurer's Report

Chief Financial Officer Bob Farmer presented the Treasurer's Report, noting that it is legally required to be posted on the District's website. No action is required from the Board.

Check Signing Resolution

Chief Financial Officer Bob Farmer explained the purpose of the two check signing resolutions was to give check signing authority to the newly elected commissioners and the second is for the HR & Benefits Administrator to have signing authority as well. Commissioner Thomas made a motion to approve Check Signing Resolution #15-6-25-1. The motion was seconded by

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

Commissioner Peterson made a motion to approve the Check Signing Resolution #15-6-25-2. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Archambault, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Absent: Claybrook. **Motion carried.**

Caucus Survey

Commissioner Thomas would like to have a meeting with the Park Caucus Committee to discuss topics for the upcoming survey. He noted that it has been a long standing practice for the Park Board and Parks Caucus to meet prior to the development of the survey. Scheduling has been difficult. It was suggested that staff reach out to the Park Caucus to check their availability for July 9 or 30.

MATTERS OF THE DIRECTOR

Commissioner McLane read a resolution honoring and acknowledging Tom Gullen and his retirement. Tom received a standing ovation from the Board and staff. Former Winnetka Park District Executive Director Liza McElroy was also in attendance and acknowledged Tom and thanked him for his dedication and commitment to the Winnetka Park District. Tom thanked the Board and staff and expressed his gratitude.

Executive Director Smith announced that the July 9 committee meetings will be held at the Clubhouse in order for the Board to see the renovations that were recently completed.

Mary Cherveney will send an email reminder to commissioners regarding the meeting time and location for the 4th of July parade.

Director Smith has reached out to Superintendent Trisha Kocanda from School District 36 to begin formalizing an intergovernmental agreement.

BOARD LIAISON REPORT

Commissioner Thomas reported on plans for the ONE WINNETKA development. Chief Financial Officer Bob Farmer mentioned that donations are beginning to come in for the Winnetka Parks Foundation Annual Appeal. Recreation Division Manager noted that plans are

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underway for the Foundation's Party on the Pier. Mary has already reached out to help with marketing efforts. Libby asked the board if they would like to receive NSSRA board packets.

REMARKS FROM VISITORS

None

STAFF REPORTS

John Shea reported on the upcoming Winnetka Fitness Challenge that will take place Saturday, June 27.

Mary Cherveney introduced Gabby Jones our Marketing Intern student DePaul. Gabby will be with the park district through Fall Fest and will have various responsibilities while she is here. Costa Kutulas introduced Jamie Martin, a Parks & Facilities Maintenance staff member. Jamie has a military background as well as considerable experience in the construction trades. Costa also reported that the Golf Service Center bid documents will be available on Monday, June 29. He also described the additions and renovations to the building. On July 23 the bid documents will be presented to the Board for approval.

EXECUTIVE SESSION

Commissioner Archambault made a motion to enter Executive Session at 7:50 p.m. to discuss:

- Semi Annual Review of Executive Session Minutes 5ILCS 120/2 (c)(21)
- 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)
- To consider information regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including hearing testimony on a complaint lodged against an employee to determine its validity. 5ILCS 120/2(c) (1)

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

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Commissioner Thomas made a motion to return to open session at 8:15 p.m. The motion was seconded by Commissioner Kahnweiler and a roll call vote was taken. Ayes: Archambault, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Absent: Claybrook. **Motion carried.**

ACTION ON EXECUTIVE SESSION

None

Commissioner Archambault made the Board aware that the Winnetka Golf Club will be celebrating its centennial anniversary in 2017. This will be discussed further at the July 9 Revenue Facilities Committee meeting.

ADJOURNMENT

Commissioner Thomas moved to adjourn the Regular Board meeting at 8:17 pm. The motion was seconded by Commissioner Archambault and passed by a voice vote. **Motion carried.**

Brad McLane, Board President

Robert Smith, Board Secretary