

**MINUTES OF THE 2,313th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, AUGUST 27, 2015**

President Brad McLane called the regular meeting to order at 6:31 p.m. Commissioners present: Mickey Archambault, Teresa Claybrook, Ian Larkin, John Peterson, John Thomas, and Brad McLane. Commissioner absent: Gerri Kahnweiler. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Facilities; Bob Farmer, Chief Financial Officer; Mary Cherveney, Communication/Marketing Manager; John Shea, Superintendent of Recreation; Libby Baker, Administrative Manager/Safety Coordinator; and Henry Michna, Superintendent of Golf. Visitors: Phil Hoza and Sam Badger.

ADDITIONS TO THE AGENDA

None

APPROVAL OF FINANCIALS

Chief Financial Officer Bob Farmer reported on the July financials. Following questions and 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 VOUCHERS

The Board was presented with the Voucher List for August 2015. Following questions and discussion, Commissioner Thomas made a motion to approve the vouchers in the amount of \$595,427.03. The motion was seconded by Commissioner Archambault and a roll call vote was taken. Ayes: Archambault, Claybrook, Larkin, Peterson, Thomas, and McLane. Nays: None. Absent: Kahnweiler. **Motion carried.**

REMARKS FROM VISITORS

None

APPROVAL OF MINUTES

Regular Meeting Minutes

Per President McLane, the minutes were amended to reflect the discussion regarding the possible salvage of the gazebo at Hubbard Woods Park. Commissioner Claybrook made a motion to approve the regular board minutes of August 27, 2015, as amended. The motion was seconded by Commissioner Thomas and passed by a voice vote. **Motion carried.**

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COMMITTEE REPORTS

Administration Committee

Commissioner Larkin made a motion to approve the Administration Committee meeting minutes of August 11, 2015. The motion was seconded by Commissioner Archambault and passed by a voice vote. **Motion carried.**

COMMUNICATIONS

President McLane commented on the positive letters received from patrons regarding the conditions of the golf course, as well a letter from a parent regarding her child's camp experience.

UNFINISHED BUSINESS

Bikeway Master Plan

Director Smith reported on the Open House that was held August 25. Attendance was good. Staff has been asked by the Forestry Environmental Commission to present the Bikeway Master Plan at their September 9 meeting. We are tentatively slated to present the plan at the October 6 Village Council meeting. Robert and Steve Konters will meet with Steve Saunders and Rob Bahan prior to that meeting to finalize all details. Director Smith also reported on a focus group meeting he attended with the Forest Preserve District.

Hubbard Woods

Director Smith reported on the progress at Hubbard Woods. Tree removal has started. The press has asked to be notified of the removal date of the gazebo so they can cover the story. Construction fencing should be installed Monday. Major demolition of the shelter and gazebo may begin as early as Tuesday. Renditions of the playground were distributed to the Board. The Board and staff also discussed the possibility of bocce programs at the renovated park.

Storm Water Utility Fee

Director Smith reported on the progress being made with the appeal process and what his plan is moving forward. He would like to bring both appeals to the October 6 Village Council meeting. He noted that the park district is currently paying approximately \$65,000 per year. This amount will increase to approximately \$85,000 when the new bond issue goes out and rates go up. The park district is requesting approximately \$40,000 in refunds. Director Smith will set up a meeting with Rob Bahan and Steve Saunders prior to the October 6 meeting to review the power point presentation and numbers and to seek their guidance on how to work with the Village Council. Director Smith encouraged the Board to attend the meeting on October 6.

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Display Request

Director Smith discussed with the Board the request received from the Chabad of Wilmette to participate in the holiday display at Station Park. Members of the board expressed their concerns and opinions. The Board expressed their interest in considering the display, but requested that parameters be defined for the size of the display, as well as terms set for set up and removal of the display. Director Smith will arrange a meeting with the Chabad and will bring information to the October committee meetings.

NEW BUSINESS

Website Redevelopment

Director Smith reviewed the website proposal that was discussed at the recent Administration Committee. Commissioner Claybrook expressed her concerns with security. The Board and staff agreed on the importance of website security. A separate meeting of the Administration Committee will be held to discuss this topic further. Commissioner Thomas made a motion to approve the base service proposal for the redesign of the Park District website from Excalibur Technology of Barrington, IL and the \$3,000 contingency allocation for a total amount of \$20,396. The motion was seconded by Commissioner Larkin and a roll call vote was taken. Ayes: Archambault, Claybrook, Larkin, Peterson, Thomas, and McLane. Nays: None. Absent: Kahnweiler. **Motion carried.**

The Board decided to table the virtual tour.

Strategic Plan

Director Smith provided the Board with background information on both Leisure Vision and Chuck Balling, sharing his confidence in their experience and expertise. He also explained the additional options of adding a steering committee and focus groups. Commissioner Thomas made a motion to approve the service proposal from Leisure Vision/ETC Institute, for the development of a Needs Assessment Survey for a base cost of \$24,000 and the service proposal from GovHR, USA, for the facilitation of a strategic plan for a baseline cost of \$19,840. The motion was seconded by Commissioner Archambault and a roll call vote was taken. Ayes: Archambault, Claybrook, Larkin, Peterson, Thomas, and McLane. Nays: None. Absent: Kahnweiler. **Motion carried.**

VFW Request

Director Smith explained that Commissioner Thomas had recently forwarded an email he received from Phil Hoza of the VFW regarding the issues the VFW is experiencing with disposing of American flags. Phil Hoza was introduced and he explained the need to find a new and proper way of disposing the flags. The current practice of burning the flags is no longer feasible due to the large amount of flags that have been collected and the toxins that are released

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during the burning process. The VFW has expressed their desire to bury these flags at Dunbaugh Park. The park was named after Franklin Dunbaugh, a Winnetka resident who served and died in the Korean War. Mr. Hoza explained that burial is now viewed as an appropriate way to dispose of old flags. Sam Badger, also of the VFW, described his relationship with Franklin Dunbaugh and expressed his desire to have these flags buried at this particular sight. The Board expressed their interest in helping the VFW with this situation and directed Bob to find out from the Environmental Protection Agency if there are any concerns with burying flags. Director Smith will also review the deeds and other documents related to Dunbaugh Park. The Parks and Beaches Committee will discuss this at the October meeting.

MATTERS OF THE DIRECTOR

Director Smith reminded board members of several items:

- Complete and return their IAPD questionnaire by Friday, August 28.
- The September 10 committee meetings will begin at 5:00 with a discussion on fee adjustments.
- The Winnetka Park Foundation Party on the Pier will take place on Friday, August 28.

BOARD LIAISON REPORTS

Commissioner Thomas reported on the recent Plan Commission meeting. The main discussion centered on the One Winnetka project. The Village Caucus survey has been distributed. The Park Foundation annual appeal was mentioned. Libby Baker announced the NSSRA Foundation SWING Golf Outing.

REMARKS FROM VISITORS

None

STAFF REPORTS

Bob Farmer directed the Board to an article and Annual Report regarding Illinois Municipal Retirement Fund (IMRF) financials. Mary Cherveney reminded the Board of the upcoming Bike Winnetka event on September 19.

EXECUTIVE SESSION

Commissioner Archambault made a motion to enter Executive Session at 8:31 p.m. to discuss:

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

Commissioner Archambault made a motion to return to open session at 8:46 p.m. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Archambault, Claybrook, Larkin, Peterson, Thomas, and McLane. Nays: None. Absent: Kahnweiler. **Motion carried.**

RETURN TO OPEN SESSION/ACTION

No action was taken.

ADJOURNMENT

Commissioner Thomas made a motion adjourn the Regular Board meeting at 8:46 pm. The motion was seconded by Commissioner Archambault and passed by a voice vote. **Motion carried.**

Brad McLane, Board President

Robert Smith, Board Secretary