

**MINUTES OF THE 2,322nd  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS  
AND OFFICERS OF THE WINNETKA  
PARK DISTRICT, WINNETKA, IL  
THURSDAY, MAY 26, 2016**

President Brad McLane called the meeting to order at 6:30 pm. Commissioners present: Mickey Archambault, Teresa Claybrook, Ian Larkin, Brad McLane, John Peterson and John Thomas. 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; Pat Fragassi, Tennis Manager and Libby Baker, Administrative Manager/Safety Coordinator. Visitors: Yahn Kulp, Jane Saccaro, Suzy Lymen, Sandy & John Ober, Sandy Berger, Vicki Applatuck, Kate Stevens and Chuck Balling, GovHR.

**ADDITIONS/CHANGES TO AGENDA**

Commissioner Claybrook requested the addition of a discussion concerning Platform Tennis under “Matters of the Director”.

**APPROVAL OF FINANCIALS**

Chief Financial Officer Bob Farmer reviewed the April financials. He noted that the Park District is currently ahead of the year-to-date budget in net operating income. Program registration has been favorable and expenses are being managed. Following questions and discussion, Commissioner Thomas made a motion to approve the financials as presented. The motion was seconded by Commissioner Peterson and passed by a voice vote. Motion carried.

**APPROVAL OF VOUCHERS**

The Board was presented with the Voucher List for May 2016. Following questions and discussion, Commissioner Thomas made a motion to approve the vouchers in the amount of \$581,524.21. 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**

President McLane addressed the audience and asked for comments. The following visitors shared their comments:

- Suzy Lymen – applauded the Park District for all the work that is being done, but feels the design of Dwyer Park is over the top.
- John Ober – stated that he attended the Dwyer Park public meeting last night. He would like the Park District to consider pivoting the park so the playground faces Oak St. He inquired what it would cost to bring the current playground up to code versus spending \$500,000 for a new playground. He feels that if playground is not in compliance, it needs to be. He thinks there should be discussions with the Village about rearranging the park site and now is the time to do it.

Continued minutes from the 2,322nd  
Regular Board meeting  
May 26, 2016

- Vicki Applatuck – had previously been in conversation with the Village about the post office property and would like an opportunity to talk again with the Village and park district to make sure the park is safe, all options are explored and the Downtown Master Plan is incorporated.

Mary Cherveney introduced Joel Primack, a marketing student and summer intern from Miami University.

### **APPROVAL OF MINUTES**

Commissioner Claybrook made a motion to combine the Regular and Executive Session meeting minutes of April 28, 2016, the Board Workshop minutes of May 11, 2016, and the Parks & Beaches and Revenue Facilities Committee minutes of May 18, 2016 into a consent agenda. 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.

Commissioner Thomas made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Archambault and passed by a voice vote. Motion carried.

### **COMMUNICATIONS**

None

### **UNFINISHED BUSINESS**

#### **Community Survey**

Director Smith noted that the community survey results are ready to be posted on the website.

#### **Strategic Plan**

Chuck Balling of GovHR was welcomed. At the request of the Park Board from the Strategic Planning workshop, Chuck presented a draft survey to be emailed to designated stakeholder groups. The survey results would be emailed directly to Chuck to be compiled. Director Smith will refine the stakeholder list. Chuck also discussed the idea of meeting leader to leader and Board to Board, using the already established Board liaisons. Chuck presented a discussion guide to be used during these one to one meetings. The Board discussed the value of these meetings as the most effective way to solicit input. Director Smith will assign a deadline for completion of the interviews. Chuck described the process for determining the identified strategic initiatives and will work directly with Bob to assign team leaders to each initiative. An Executive Steering Committee (ESC) meeting will be held in the next few weeks. At the request of the Park Board at the Board Workshop, Chuck noted that he will work with staff to have updates on the strategic planning process posted on the website. Commissioner Peterson suggested that given the current timeline, the strategic plan should be changed from the “2016-2021 Strategic Plan” to 2017-2022. The Boards and staff concurred.

Continued minutes from the 2,322nd  
Regular Board meeting  
May 26, 2016

### **Hubbard Woods**

Director Smith reported on the progress of the Hubbard Woods Park renovation. Of special note; the sprayground will become operational on May 27, the butterfly garden has been planted and a bronze art piece has been donated.

### **Stormwater Management – Land Use Analysis**

Director Smith gave the Board an update on the land use analysis. The Village Council has tabled the Park District's proposal until Village staff can secure a commitment from the Cook County Forest Preserve District. Further plans are on hold. Communication/Marketing Manager Cherveney informed the Board that a page will be added to the website that outlines all the work that has been performed by the Park District regarding stormwater management and environmental best practices.

### **NEW BUSINESS**

#### **Tennis Court Color Coating**

Director Smith reported that the Revenue Facilities committee authorized staff to issue a letter of intent to the contractor to allow them to begin the work process. Commissioner Peterson made a motion to approve the bid submitted by Olson Brothers Recreational Surfaces Inc., Mundelein, IL for the A.C. Nielsen Tennis Center Court Color Coating with a base bid and alternate #1 for 215 linear feet of new crack repair for the combined bid price of \$59,884.50. 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.

#### **Tennis Court Construction**

Commissioner Thomas made a motion to approve the proposal from Gewalt Hamilton Associates, Inc., Vernon Hills, IL for the tennis court improvements to outdoor courts 8-12 for the proposed total service contract amount of \$40,500.00. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Archambault, Claybrook, Larkin, Peterson, Thomas, and McLane. Nays: None. Absent: Kahnweiler. Motion carried.

#### **Policy Manual Review – Chapters 5, 6 & 7**

Director Smith provided the Board with an update on the revisions that have been made since the first reading and have been highlighted in the packet. Following discussion, Commissioner Peterson made a motion to approve Chapters 5, 6, and 7 of the revised policy manual as presented. 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.

Director Smith mentioned that staff has begun working on chapters 8-13 relating to recreation and facility operations. These chapters will be brought to their respective committee for review in June.

Continued minutes from the 2,322nd  
Regular Board meeting  
May 26, 2016

### **Dwyer Park**

Director Smith reported that master planning process has started and the initial kick off meetings were held Saturday, May 21 and Wednesday, May 25 to introduce the process and to solicit community input. There was good dialogue at the meetings with questions regarding the safety of the equipment, how to meet the needs of teenagers and how does this project dovetail into the Village's master plan for the post office site. At the community meetings Director Smith explained that in the past, the Village planning process deferred any consideration of the park property. He has reached out three times and been told by Community Development, the Village Manager, and Teska, the master planning facilitator, that the Village's Master Planning Steering Committee has decided to leave the park property as it is. He also informed the individuals at the community meetings that this information has been shared with the Parks & Beaches committee and the committee has given staff direction to move forward with the planning process.

Director Smith also shared with the Board that the Village has not yet finalized any plans for the post office property. Commissioner Claybrook stated that she would like the Park Board to be proactive and to reach out to the Village Council to start a discussion about working together to develop this property. Director Smith explained that Rob Bahan would like these discussions to go through the proper channels, and to include members of the Village Downtown Master Plan Steering Committee. Commissioner Larkin expressed that now is the time to do this renovation and that Dwyer Park can help revitalize the area. As the chair of the Parks & Beaches Committee, Commissioner Claybrook would like to represent the Park District in communicating with the Village and the Downtown Master Plan Steering Committee. Director Smith will schedule a meeting with the appropriate Village representatives, to include Commissioners Claybrook and Larkin.

### **Village Caucus Survey**

No discussion

### **MATTERS OF THE DIRECTOR**

- Summer is here, training and planning are under way. The Parks Department is working hard and there is much going on throughout the district.
- Tuesday evening there was an incident at Hubbard Woods Park. A child darted through parked cars towards the train station, was struck by a moving car and sustained minor injuries. Director Smith met on sight with police and public works to take corrective action. The Village will place additional signage.
- Commissioner Claybrook has received emails from paddle players who would like to start an evening women's league. Currently none of the clubs have evening women's leagues. Commissioner Claybrook asked what steps are being taken to resolve this issue. Superintendent Muno has been in contact with one of the women who has expressed interest. He explained that it is a scheduling problem, not necessarily a court problem.

Continued minutes from the 2,322nd  
Regular Board meeting  
May 26, 2016

Commissioner Claybrook asked Superintendent Muno to prioritize the subject with the WPTC.

### **BOARD LIAISON REPORTS**

Commissioner Thomas reminded the Board that the Winnetka Youth Organization annual event is next week.

### **REMARKS FROM VISITORS**

- Katie Stevens– has been very active in the community. She feels that the property is public land and should be for everyone. The Park District has a chance to do something positive for the Village. A number of years ago she and Vicki hired their own architect to draw up plans for the renovation of Dwyer Park and would like to present them to the Park Board. She would like to see the Park District and the Village to work together and have a joint meeting. She feels the teenage market is underserved and would to have a basketball court added to the plan.
- Vicki Applatuck – says the timing is good right now. She would like to know what it would cost to purchase the post office property.
- Sandy Berger – was a member of the council when the discussion was going on about post office site. She explained that there were many studies, lots of proposals, and the discussion got started wrong. Visits to other cities proved that retail was not way to go. She also mentioned that there is a lot of information is out there from the past to review for the current process. She is in favor of collaborating with the Village.

### **STAFF REPORTS**

None

### **ADJOURNMENT**

Commissioner Thomas made a motion to adjourn the regular board meeting at 7:50 pm. The motion was seconded by Commissioner Archambault and passed by a voice vote. Motion carried.

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Ian Larkin, Board President

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Robert Smith, Board Secretary