

**MINUTES OF THE 2,319th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, FEBRUARY 25, 2016**
(amended 3/23/16)

President Brad McLane called the meeting to order at 6:36 p.m. Commissioners present: Mickey Archambault, Teresa Claybrook, Ian Larkin, Brad McLane and John Thomas. John Peterson participated via telephone. Commissioner absent: Gerri Kahnweiler. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Facilities; Mary Cherveney, Communication/Marketing Manager; John Shea, Superintendent of Recreation; Kevin Rutherford, Recreation Maintenance Coordinator; Nosha Moore, Staff Accountant and Libby Baker, Administrative Manager/Safety Coordinator. Visitors: Ania Ruszaj (IDNR), Krysia Miller, Michael Miller, Madeline Miller, Charlie Brown, Joe Dooley, Emily Ciaglo, Mobley (?), and Don Smith.

ADDITIONS TO AGENDA

Commissioner Archambault made a motion to allow Commissioner Peterson to participate via telephone. The motion was seconded by Commissioner Claybrook and passed by a voice vote. **Motion carried.**

APPROVAL OF FINANCIALS

Commissioner Thomas reported on a discussion he had with Chief Financial Officer Bob Farmer regarding the relationship with our current financial institution, BMO Harris. The Finance Committee will meet in April to discuss the current banking arrangements and to determine if the District should request proposals from other financial institutions. 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 February 2016. Following questions and discussion, Commissioner Thomas made a motion to approve the vouchers in the amount of \$908,049.72. 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.**

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REMARKS FROM VISITORS

Winnetka Paddle Tennis Club member Charlie Brown shared his concerns regarding the maintenance of the paddle facilities. He feels they need to be better maintained by the park district.

Mr. Brown cited examples of specific areas that he feels need to be addressed. Mr. Brown also inquired about the status of the installation of a new grill and asked that the park district inform the Village about the grill. He would also like the park district to study the idea of expanding the courts. Mr. Brown expressed his appreciation of the park district but stated that he does not feel enough is being done at the paddle facility.

APPROVAL OF MINUTES

Regular Meeting Minutes

Commissioner Thomas made a motion to combine the Regular and Executive Session meeting minutes of January 21, 2016, the Special and Executive Session meeting minutes of February 11, 2016, and the Parks and Beaches and Administration Committee minutes of February 11, 2016 into a consent agenda. 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.**

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

Winnetka Youth Organization

REMARKS FROM VISITORS

President McLane addressed the audience and welcomed visitor comments.

Krysia Miller – Ms. Miller is concerned that covered storage is being created for motorized boats, parking is being taken away and no alternative plan is being offered. She thinks the plan is misleading; the photos show a beautiful beach but do not show what the plan states will be included, specifically the boat storage.

Mike Miller – Mr. Miller stated that the plan looks as if the park district putting a garage on the beach, and views will now be obstructed and the beach is being destroyed.

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Emily Ciaglo – Ms. Ciaglo is concerned that Lloyd will be a high traffic area and she feels that is a mistake.

Warren James addressed the concerns shared regarding the boat launch. He explained how the committee decided on the current plan. The plan includes storage for twenty five boats.

UNFINISHED BUSINESS

Lakefront Master Plan

Director Smith informed the Board that he and Scott Freres of the Lakota Group met recently with Rob Bahan who offered suggestions for starting the meeting process with the Village to introduce the master plan to the various Village committees. The first introduction will most likely be to the Village Council at a study session in early summer. He also noted that the final copy of the master plan will be submitted to the Illinois Department of Natural Resources upon approval. Commissioner Larkin made a motion to approve the Winnetka Park District, Lakefront Master Plan titled Winnetka Waterfront 2030. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Archambault, Claybrook, Larkin, Peterson and McLane. Nays: Thomas. Absent: Kahnweiler. **Motion carried.**

Hubbard Woods

Director Smith reported on the progress at Hubbard Woods Park. Commissioner Claybrook inquired about the status of the ATM at the park. Director Smith explained that a proposal was submitted but was declined by BMO Harris.

Strategic Plan

Director Smith reported that the community surveys have been mailed and the closing date for completion is March 18. President McLane suggested that the Executive Steering Committee begin meeting and that the Board Workshop be rescheduled for a date after the survey data has been compiled.

Golf Course – Land Use Analysis

Director Smith informed the Board about the Open House the Village has scheduled with the engineers for the exploration phase of the storm water management project. The park district is still in discussions with the contractors retained to complete the renovations at the Skokie Playfield Service Center. Director Smith explained that if the contract is broken there will be a significant financial penalty. He will continue conversations with the Village to get an update.

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Executive Director Evaluation and Compensation

Commissioner Thomas made a motion to approve a \$10,000 bonus. 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.**

NEW BUSINESS

Glencoe Park District Beach Access Request

Commissioner Larkin made a motion to approve the one day beach access request from Glencoe Park District with the provisions outlined in the request letter. The motion was seconded by Commissioner Archambault and a roll call vote was taken. Ayes: Archambault, Claybrook, Larkin, Peterson, Thomas, and McLane. Absent: Kahnweiler. Nays: None. **Motion carried.**

Budget & Appropriation Ordinance

Commissioner Thomas made a motion to approve the Budget and Appropriation Ordinance #543. The motion was seconded by Commissioner Larkin and a roll call vote was taken. Ayes: Archambault, Claybrook, Larkin, Peterson, Thomas, and McLane. Absent: Kahnweiler. Nays: None. **Motion carried.**

Policy Manual Chapters 1-4, First Reading

Director Smith explained the additional edits that have been made since the last review at the Administration Committee.

Edit:

Define "term" as one year

4.19 TERM LIMITS OF PRESIDENT AND VICE PRESIDENT

No member of the Board elected to the position of President or Vice President shall serve in such capacity for more than two consecutive one year terms.

This term limit shall not preclude the current Vice President from either being nominated or elected to the position of President. However, the current President who is serving in a first or second term shall not be eligible for nomination or election to the position of Vice President. A Board member who has serviced as President shall be eligible for nomination and election to either position after a one year absence from the President position.

Appointments of the officers as Secretary, Treasurer and Legal Counsel shall be for the terms of no more than one year. However, there shall be no limit of the number of terms a person may serve to said appointed positions.

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Add to end of:

4.34 OFFICAL MINUTES

The audio tape recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by court order or specifically authorized for release by a vote of the Board of Commissioners. Members of the Board may listen to the closed session recordings in the presence of the Secretary of the Board, or his/her other designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Board of Commissioners.

Add as new section:

4.26 REMOTE ATTENDANCE - MEETINGS

Subject to the limitations set forth in the section below, a Commissioner may attend any meeting by remote means if the Commissioner is prevented from physically attending the meeting because of a Qualifying Event. A Qualifying Event is restricted to (i) personal illness or disability; (ii) employment purposes or the business of the District; or (iii) a family or other emergency.

Restrictions on Remote Attendance

1. No Commissioner may attend any portion of a meeting by remote means unless a quorum of the Board is physically present at the meeting. He or she shall provide written notice to the Secretary specifying the Qualifying Event at least one hour prior to the meeting at the principal office of the Park District. The Secretary shall prove that the remote means being utilized is fully functional so as to allow all Commissioners and any member of the audience to hear all communications taking place at the meeting. No Commissioner may attend a meeting by remote means for any reason other than a Qualifying Event as outlined above.

Procedure for Remote Attendance

1. When any Commissioner attends any portion of a meeting by remote means as permitted by this policy, the minutes of the meeting shall so reflect that such Commissioner attended the meeting by remote means. Every Commissioner shall be identified during all Board discussions so that each Commissioner is aware of which Commissioner is speaking at all times.
2. A Commissioner attending a meeting by remote means shall be permitted to fully participate in the meeting as if he or she were physically present, subject to the Board's guidelines and procedures for conducting the meeting. The remote Commissioner shall advise the Secretary and Board if he or she leaves or returns from the meeting. In addition, the remote Commissioner shall advise the Secretary and Board of all other persons in the same room as such Commissioner attending by remote means and whether and to what extent such other persons are able to hear the discussions at the meeting.

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Commissioner Claybrook made a motion to approve the policy amendments as presented. The motion was seconded by Commissioner Larkin and a roll call vote was taken. Ayes: Archambault, Claybrook, Larkin, Peterson, Thomas, and McLane. Absent: Kahnweiler. Nays: None. **Motion carried.** Staff will incorporate these amendments into the revised policy manual for the second reading scheduled for March 17, 2016.

MATTERS OF THE DIRECTOR

- Director Smith met recently with Tom Dorr, Superintendent of North Shore Country Day School (NSCDS) regarding the contract for use of Skokie Playfields. The current six year contract calls for a three year review. Due to lower than expected usage, NSCDS would like to re-negotiate the contract. Details will be brought to the Recreation Committee for discussion.
- Director Smith reported on the details of the Illinois Association of Park District (IAPD) Legislative Breakfast he attended with Libby Baker.
- Director Smith reported on recent meetings with Village staff regarding traffic patterns, special events and programming initiatives for Hubbard Woods.
- Superintendent Muno reported on a meeting he and manager Paul Schwartz had with Tom Wegert, incoming president of the Winnetka Paddle Tennis Club (WPTC). He also responded to the comments shared by WPTC member Mr. Brown earlier in the meeting.

BOARD LIAISON REPORTS

- Planning Commission - Commissioner Thomas reported on the discussion with School District 36 regarding use of Park District land.

STAFF REPORTS

Commissioner Claybrook expressed her pleasure with the special event her son participated in with the park district and led by the Tinkering School.

ADJOURNMENT

Commissioner Thomas made a motion to adjourn the regular board meeting at 7:36 pm. The motion was seconded by Commissioner Archambault and passed by a voice vote. **Motion carried.**

Brad McLane, Board President

Robert Smith, Board Secretary