

**MINUTES OF THE 2,321st
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, APRIL 28, 2016**

President Brad McLane called the meeting to order at 6:30 pm. Commissioners present: Mickey Archambault, Teresa Claybrook, Gerri Kahnweiler, Ian Larkin, Brad McLane, John Peterson and John Thomas. 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; Costa Kutulas, Superintendent of Parks; Kellie Edwards, Landscape Crew Supervisor; Michael Bucalik, Parks and Facilities Maintenance Staff; Henry Michna, Golf Course Superintendent; Matthew McCann, Assistant Golf Course Superintendent; and Libby Baker, Administrative Manager/Safety Coordinator. Visitors: Jon Shabica; Shabica and Associates, Chris Tatham; ETC, Chris Crone, Robin Oldfield, Mike Hales, Glad Hales, Jeff Franzen, Bill Savino, Krysia Miller, Sherry Molitor, Bill Fiedler, Grant Smith and Heather Smith.

ADDITIONS/CHANGES TO AGENDA

Items 10A – State of the Lake was moved before Item 9A. Remarks from Visitors was moved to follow the Stormwater Management discussion.

APPROVAL OF FINANCIALS

Chief Financial Officer Bob Farmer reviewed the March financials. Overall, the Park District is ahead of budget in revenue and capital expenses are below budget. Bob reported that some of this will even out as the year progresses. Commissioner Kahnweiler asked for an explanation why Paddle is currently operating at a loss. Staff will look into this further and get back to the Board. 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 April 2016. Commissioner Kahnweiler asked for an explanation of the Excalibur payment. Bob explained that it was due to an unanticipated replacement of the storage network. Commissioner Kahnweiler also inquired if the park district will be able to see the direct results of the use of Pipeline for marketing at the golf course. Mary Cherveney explained that Pipeline is relatively new and as the season progresses staff will have more data. Following questions and discussion, Commissioner Larkin made a motion to approve the vouchers in the amount of \$616,533.91. The motion was seconded by Commissioner Archambault and a roll call vote was taken. Ayes: Archambault, Claybrook, Kahnweiler, Larkin, Peterson, Thomas and McLane. Nays: None. Motion carried.

REMARKS FROM VISITORS

President McLane addressed the audience and asked for comments.

Continued minutes from the 2,321st
Regular Board meeting
April 28, 2016

Jeff Franzen – a representative of “Save Crow Islands Woods” – thanked the Board for allowing him the opportunity to attend the meeting and hear more about the stormwater discussion.

Henry Michna introduced and welcomed the new Assistant Golf Course Manager, Matthew McCann.

APPROVAL OF MINUTES

Commissioner Thomas made a motion to combine the Regular, Executive Session and the Parks & Beaches Committee meeting minutes of March 17, 2016, and the Parks & Beaches, Recreation, Revenue, Finance, and Administration Committee minutes of April 14, 2016 into a consent agenda. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Claybrook, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Motion carried.

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

COMMUNICATIONS

President McLane commented on the letter received from the Winnetka-Northfield Chamber of Commerce.

UNFINISHED BUSINESS

Community Survey

Director Smith introduced Chris Tatham of ETC who gave a power point presentation to share the results of the community survey. The main topics covered included: who received the survey, how it was distributed, how many people completed it, what was learned, and the major findings by each topic. Mr. Tatham stressed that the results were very accurate. The survey results show that the park district is the top provider of recreation services in the community. The satisfaction rate is high and the residents want more opportunities. The facility priorities noted in the results are pools, beaches, lakefront parks and small neighborhood parks. The programming needs identified are group fitness, rental of non-motorized beach craft, swim lessons, and biking/walking clubs.

President McLane thanked Mr. Tatham for his work. He also noted that the survey results will be posted on the park district website. Commissioner Thomas commended staff for their hard work.

Regarding the survey, resident Kryisia Miller asked how it’s possible for people to base an opinion on the lakefront master plan if they were not even aware of it? She questioned, in her perspective, how the survey results could be accurate without residents having knowledge of the plan.

Continued minutes from the 2,321st
Regular Board meeting
April 28, 2016

Strategic Plan

Director Smith reported on the updated timeline, noting that the next critical step is getting the Board workshop scheduled. He hopes to hold the workshop within in the next few weeks.

Hubbard Woods

Superintendent Kutulas reported on the progress of Hubbard Woods, giving details on the outstanding items. The May 1 deadline has been pushed backed a few days due to the weather. The advertised opening of the splash pad is June 1. The project is wrapping up and the ribbon cutting is planned for June 15.

Stormwater Management – Land Use Analysis

Director Smith gave the Board an update on the April 12 Village workshop and described the proposed possible uses of Crow Island Woods/Park. He noted that many concerns were raised by the neighbors that attended the meeting. Director Smith has contacted the Village to take a look at possible options of how the Village and Park District can partner. Director Smith feels that Village staff value the opinion of the park district and recognize the district's expertise in planning and public engagement. Discussions with the Village are currently at an administrative level. Director Smith would like to engage the services of Pizzo & Associates to give a technical opinion on the use of the land and to conduct a habitat assessment and tree inventory to identify the high quality areas, and areas that are degrading.

REMARKS FROM VISITORS

Jeff Franzen – understands the need for stormwater management. He has seen the different options presented by the Village and has spoken with different individuals who all noted that they didn't really feel they had been properly informed by the Village. He would like to get involved and has developed a website to help keep the local residents/neighbors informed. He is glad to hear that the park district is involved and dedicated.

Chris Crone – commended the park district for the work has been done. His family is a big user of park district facilities, especially Crow Island which is their favorite, and expressed that many other people feel the same way. He asked the Board to continue to protect Crow Island Woods.

Bill Fiedler - really enjoys the Crow Island Woods and his family uses it for many programs. He is unhappy with the results of the Strand survey. He recognizes that the park district is good at working with residents and urged the Board not to make a short sighted decision.

Mike Hales – feels that the way the Village has handled this issue is a disaster and wishes that it hadn't gotten this far. He is frustrated that Strand is using the fact that the woods are deteriorating as a reason to create a retention area.

Continued minutes from the 2,321st
Regular Board meeting
April 28, 2016

Heather Smith – is not impacted by flooding, but understands how people feel. She loves the changes being made at Hubbard Woods Park. In her opinion, the survey confirmed that the park district is doing things right and thanked the Board.

Robin Olderfield – uses the park daily, explained that great horned owls are nesting. She feels this park is a treasure.

Krysia Miller – loves that people are passionate about Crow Island Woods. She is disappointed that so many people became involved late in the lakefront planning process. She inquired about the number of racks built and if the racks are for use by the rental company. Superintendent Shea said he wasn't sure of the exact number of new racks being created, and noted that they will not be for the rental company, but are to accommodate the individuals currently on the waitlist.

NEW BUSINESS

State of the Lake

Director Smith introduced Jon Shabica who gave a presentation regarding the current lakefront conditions. Mr. Shabica noted that the water levels are on the high side this year, about a foot above the monthly average. The need for dredging at Lloyd will be minimal this year and there will probably be 25-30 ft. of nice shallow beach which will be good for boaters.

Mr. Shabica recommended that staff remove the accumulated sand and cobble north of the wall at Tower Beach since the wall was not built to withstand the extra weight. He noted that continued high lake levels and more extreme storms are being predicted by climatologists. Mr. Shabica stated that education regarding water levels is going to be important this season for beach users – especially families with little kids.

The water temperature is currently eight degrees warmer than it was in April 2015.

Annual Meeting Discussion

Director Smith reminded the Board that the Annual meeting will be held in May and that is the time to make new committee and liaison assignments. Libby was asked to send out the current assignments to the Board.

Policy Manual Review – Chapters 5, 6 & 7 – First Reading

Director Smith noted that the edits cited at the April 14, 2016 committee meeting have been included in Chapters 5-7 of the policy manual as presented. He also mentioned that two additional policies; Data Security and Fund Balance will be added for the second reading. In the Social Media Policy, Commissioner Kahnweiler asked that a note be added that references the Personnel Manual for staff that do not comply with the policy. Commissioner Thomas questioned if Chapter 7.24 should include language identifying when or how often the audit firm should be changed. Finance Superintendent Bob Farmer added there is no set routine for

Continued minutes from the 2,321st
Regular Board meeting
April 28, 2016

changing auditors and suggested keeping the current policy and waiting to see what develops with pending legislation that may add a requirement to change the lead auditor. Following questions and discussion Commissioner Kahnweiler made a motion to move the document to a second reading. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Archambault, Claybrook, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Motion carried.

The Board directed staff to incorporate the amendments into the revised policy manual for the second reading scheduled for May 26, 2016.

Golf Maintenance Equipment

Commissioner Claybrook made a motion to approve the purchase of three 2016 Club Car Carryall 500 Gas Utility Carts, including the trade in allowance for the total bid amount of \$25,985 from Nadler Golf Car Sales, Inc. The motion was seconded by Commissioner Archambault and a roll call vote was taken. Ayes: Archambault, Claybrook, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Motion carried.

Commissioner Thomas made a motion to approve the purchase of a new Cushman Turf Truckster & Core Harvester including the trade in allowance for the total bid amount of \$26,000 from Burris Equipment Company. \$1,000 over budget. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Archambault, Claybrook, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Motion carried.

Park Maintenance Equipment

Commissioner Archambault made a motion to approve the purchase of one Jacobsen Truckster XD for the bid amount of \$25,374 from Burris Equipment Company. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Archambault, Claybrook, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Motion carried.

Tennis Court Color Coating

As discussed during the April 11 Revenue Facilities committee meeting, there was some miscommunication during the bidding process. Superintendent Kutulas recommended that the Board reject the bids received. Commissioner Thomas made a motion to reject both bids for the A.C. Nielsen Tennis Center Color Coating. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Claybrook, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Motion carried.

Superintendent Kutulas noted that new bids have been sent out. The bid opening will take place on May 3. A special meeting may need to be scheduled prior to the May 26 regular board meeting to approve the lowest responsible bid. This will allow for the necessary time for the contractor to complete the work prior to the tennis tournament.

Continued minutes from the 2,321st
Regular Board meeting
April 28, 2016

Promotional Videos

Communication/Marketing Manager Mary Cherveney explained the purpose of the videos for each enterprise facility. The Board discussed the value of the videos and questioned the return on investment. Director Smith encouraged the Board to move forward. Following much discussion, Commissioner Larkin made a motion to engage the services of Nielsen Deubel Film & Design at a cost of \$8,000 for the creation of four promotional films. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Claybrook, Larkin, Peterson, and McLane. Nays: Archambault, Kahnweiler, Thomas. Motion carried.

Recreation Staff Restructure

Commissioner Larkin made a motion to approve the creation of an additional Recreation Supervisor position. The motion was seconded by Commissioner Archambault and a roll call vote was taken. Ayes: Archambault, Claybrook, Kahnweiler, Larkin, Peterson, Thomas, and McLane. Nays: None. Motion carried.

MATTERS OF THE DIRECTOR

- Employee survey has been completed. The administrative team has set up some initiatives. Director Smith will share the information with staff and the survey results will be distributed to the Board
- Director Smith, John Shea and Libby Baker will be in Springfield May 3-4 for the IAPD Legislative Conference and Parks Day at the Capitol.

BOARD LIAISON REPORTS

Planning Commission - Commissioner Thomas reported that the Commission has not met in a while. Board members will be receiving an invitation to the Winnetka Youth Organization annual event.

STAFF REPORTS

Superintendent Kutulas introduced Michael Baculik came from the Waukegan Park District as a part-time employee. Michael stated he would like to finish his formal education and is looking forward to developing a great relationship with staff.

Superintendent Kutulas explained that since the microburst in 2008, staff has planted over 200 trees at Crow Island and there are more dead Ash trees that need to be removed, along with other invasive species. Park maintenance staff have been working at Lloyd for a few weeks to clean up the rack area and complete the installation of the new racks. For the renovation of courts 8-12, Gewalt Hamilton has been working on construction drawings. Superintendent Kutulas hopes to have a proposal for the Board in May.

Manager Cherveney informed the Board that she has been working on the display for Parks Day at

Continued minutes from the 2,321st
Regular Board meeting
April 28, 2016

the Capitol. She has invited Senator Biss and Representative Gabel to stop by the District's booth. She also reminded the Board to register for the Superhero Dash to be held on June 25.

EXECUTIVE SESSION

Commissioner Archambault made a motion to enter Executive Session at 8:53 pm. to discuss:

- The purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired. Sect. 5 ILCS 120/2 (c)(5)

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

RETURN TO OPEN SESSION/ACTION

Commissioner Larkin made a motion to return to open session at 9:15 pm. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Archambault, Claybrook, Kahnweiler, Larkin, Peterson, Thomas and McLane. Nays: None. Motion carried.

No action was taken during Executive Session.

ADJOURNMENT

Commissioner Thomas made a motion to adjourn the regular board meeting at 9:15pm. The motion was seconded by Commissioner Archambault and passed by a voice vote. Motion carried.

Brad McLane, Board President

Robert Smith, Board Secretary