



**WINNETKA PARK DISTRICT
SPECIAL BOARD MEETING
THURSDAY, FEBRUARY 11, 2016
Community Room
540 Hibbard Road**

Meeting will begin immediately following the Administration Committee Meeting

AGENDA

1. Roll Call
2. Additions to Agenda
3. Unfinished Business
 - a. Lakefront Master Plan
 - b. Strategic Plan
4. New Business
 - a. Tennis Court Renovations
 - b. Winnetka Youth Organization – Presentation
 - c. Lakefront Advisory Committee Reception
5. Remarks from Visitors
6. Executive Session

The Board will enter Executive Session to discuss:

 - a. the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel to determine its validity. 5ILCS 120/2(c)(1)
7. Return to Open Session/Action
8. Adjournment

Persons with disabilities requiring reasonable accommodations to participate in meetings should contact John Shea, the Park District's ADA Compliance Coordinator, at the Park District's Administrative Office by mail at 540 Hibbard Rd, Winnetka, IL, by phone at 847-501-2040, Monday - Friday from 8:30 am to 5:00 pm, or by email to jshea@winpark.org at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.

Winnetka Park District

Board Summary

Date: February 5, 2016
To: Board of Commissioners
Subject: Strategic Plan Board Workshop and Timeline
From: Robert Smith, Executive Director

Summary:

Please find attached a letter from our Strategic Planning Facilitator, Chuck Balling, regarding potential dates for a Board workshop. Please review and prioritize the suggested dates listed in his letter as the Board will need to formulate a consensus on when to meet. Also attached is an outline of the workshop agenda and the tentative timeline of the strategic planning process going forward. With the Community Survey being mailed out to residents in the week of February 15, our timeline for Board, staff and other stakeholder engagement is more predictable.

Recommendation:

The Board to formulate a consensus on the date for the proposed workshop and assign no more than two Board members to serve on the Executive Steering Committee (ESC). It is expected that the ESC will meet 4-6 times over the next six months and refine the initiatives, goals and objectives of the final draft of the Strategic Plan.

END

To: Board of Commissioners of the Winnetka park District
From: Chuck Balling, Strategic Plan Facilitator
Re: Board Workshop Dates and Steering Committee Assignments
Date: February 5, 2016

Dear Winnetka Park Board Members,

As you are aware, the Park District Board and staff have initiated a strategic planning process to set priorities that will be critical to the success of the park district for the next five years. The process includes soliciting feedback from residents, board members and staff. This research will help us identify major issues/initiatives/projects that need to be addressed as well as better anticipate unmet needs and wants of both current users and non-user. The process will also help identify likely resources needed to provide adequate margin for the implementation and long-term sustainability of the initiative. Please take the time to read the attached summary and timeline so you have a thorough understanding of the proposed process. We welcome your suggestions on how we can best meet your needs as we go forward. This item will be on the February 11, 2016 Park Board meeting agenda to briefly review the process and answer any questions. Also please note, there will be an Executive Steering Committee (ESC) made up of both board members and staff to guide the process.

Your early input is critical to the success of the new strategic plan. As discussed with the Board, we would like to get started by scheduling a Board Strategic Planning Workshop on a Saturday morning in late February or early March. The meeting will last no longer than three hours and the agenda will be shaped around your needs and be developed working closely with your Park Board President and Director. Please find attached a draft of the workshop agenda.

We would like to schedule the meeting on one of the following dates and times and ask that you check these dates on your calendars. Please let Libby know the dates that work best for you at the upcoming board meeting, noting your 1st, 2nd and 3rd choice and if there are any dates that do not work at all for you. A continental breakfast will be served at 8:30 a.m. and we will start promptly at 9:00 a.m. and finish no later than 1 p.m. A continental breakfast and lunch will be provided.

Below are the Saturdays we are considering. (Rank order your preference as well as noting any date you will not be available)

- February 27 _____
- March 5 _____
- March 12 _____

If you have any questions, you can contact Chuck Balling at 847-542-2512 or send him an email at chuckballing@comcast.net

Below is a summary of the process:

In February the district will be conducting a community-wide needs assessment that will be sent to all residents. This will allow each resident's voice to be heard, provide important benchmarks of success and compare the survey results to other park and recreation agencies with similar demographics on the North Shore and the nation.

At the same time as the survey is being conducted, a board workshop and Executive Steering Committee meetings will be conducted to identify strengths, weaknesses, opportunities and threats facing the district.

Both the survey information and workshop/meetings will provide important research that will help the Board and staff identify future oriented issues that need to be addressed. Then craft initiatives centered on *what needs to change* to insure continued success of the district at the highest level.

During the process we will define two types of strategic initiatives; *sustaining initiatives* and *margin of excellence (change)* initiatives. *Sustaining initiatives* are fundamental to a high-performing agency with the goal of "total stakeholder satisfaction-caring about everyone involved in the delivery of services". Examples include financial strength, high-quality employees, committed community partners, and operational efficiency.

Identifying *margin of excellence (change)* initiatives will command a great deal of candid discussion and effort in the planning process. *Margin of excellence (change)* initiatives are those that differentiate the park district from its peers and its own past through consistently delivering an exceptional customer experience and creating value for all stakeholders.

Most importantly, the consultants will work with the board and staff to further develop planned opportunities for community input/engagement during the strategic planning process.

The park district staff will be in charge of communicating the process to the public; keeping residents informed on the strategic planning steps and progress.

Updated Planning Timeline

Phases 1 & 2

September 2015 – January 2016

- Winnetka Park District director meets with consultant to discuss and refine proposed strategic planning process
- Consultant also meets with Leisure Vision consultant to help develop survey instrument
- Survey questions are reviewed and edited by board and staff

February –2016

- Board approves final survey questions
- Survey is sent out to residents
- Conduct Board Strategic Planning workshop to identify Strength, Weaknesses, Opportunities and Threats (SWOT) and issues facing the Winnetka Park District
- Form the Executive Steering Committee (ESC) to include two board members, director and staff
- ESC holds first meeting with consultant to discuss purpose, timeline, etc.
- ESC begins internal and external assessment process of strategic business units/departments
- Strategic planning update provided at board meeting

March 2016

- ESC continues internal and external assessments
- Issues are turned into future-oriented initiatives
- ESC prepares and drafts recommendations for implementing initiatives
- Strategic planning update provided at board meeting

Phase 3

April 2016

- Leisure Vision presents community survey report to board with opportunity for public input
- SWOT analysis and initiatives are presented and confirmed with opportunity for public input
- Consultant works with ESC developing the resource booklet and PowerPoint presentations on each proposed initiatives
- Board resource booklet finalized

Phases 4 & 5

May-July 2016

- Board strategic planning meeting (s) to review proposed initiatives with opportunity for public input
 - ESC makes brief PowerPoint presentations
 - Board distills information and confirms initiatives are on target to address the most important issues facing the district over the next five years
- ESC develops a list of tasks for each initiative and timelines
- Strategic Plan draft completed and reviewed with opportunity for public input

Phases 6 & 7

August & September 2016

- Board Approves final plan
- A new three year road map is born setting future direction for the Winnetka Park District
- Plan is implemented and progress updates provided as agreed upon with board

END

Winnetka Park District
Board Summary

Date: February 4, 2016
To: Board of Commissioners
Subject: Outdoor Tennis Courts 8-12 Construction
From: Patrick Fragassi, Tennis Manager
Through: Bob Smith, Executive Director
Summary: Donation funding towards A.C. Nielsen outdoor tennis court renovation project

As previously mentioned, the District has received a generous donation commitment of \$310,000 from the Theodore Eckert Foundation, towards the basic reconstruction (excavation, drainage, court surface, and fencing) of outdoor tennis courts 8-12. The first installment of \$ 155,000 was directed to the Winnetka Parks Foundation and received in December, with the remaining funding expected in 2016.

A tentative project timeline has been established for the court improvements which includes all planning, design, construction documents, and bidding to be completed and approved by the board prior to construction this August.

This unexpected major donation, and further expressed interest in potential future donation funding for improvements has provided a unique opportunity to generate some additional ideas for an expanded redesign of the area in and around the outdoor courts. Some of the initial concepts and discussion include; landscape, spectator seating, walkways, and other improved amenities.

In this regard, staff has met with and engaged the Lakota Group to assist with site design and improved development renderings for this project.

Additionally, GeWalt Hamilton & Associates has been engaged to discuss the engineering aspects of the project, in relation to the development of bid specifications and construction document materials.

Staff will keep the board apprised as this project progresses.

END

Winnetka Park District

Board Summary

Date: February 5, 2016
To: Board of Commissioners
Subject: Winnetka Youth Organization (WYO) - Presentation
From: Robert Smith, Executive Director

Summary:

As a follow up to discussions during the FY2016 Budget review, and as a continuing orientation of new Board members, staff invited WYO Director Kristin Leahy to address the Park Board. Please find attached an information summary prepared by Commissioner Thomas on the 15 year relationship between the Winnetka Park District and the WYO. Kristen will give an overview of the services provided by the WYO and answer any questions the Board may have. If any Commissioner has a specific question they would like Kristen to address, please forward the inquiry to me by the end of the business day of February 9 and we will incorporate it in her presentation.

END

To: Winnetka Park District Board of Commissioners
cc: WPD Executive Director, WPD Superintendent of Recreation
WYO President, WYO Executive Director

From: John Thomas

Date: Feb. 4, 2016

Subject: **WPD Funding of the Winnetka Youth Organization**

The genesis of WPD funding the WYO arose from a “Teen Programs” question in the 1999 Caucus Survey. That question and the responses are in the accompanying exhibit.

An unambiguous and positive response to that survey led to a 2000 Caucus Parks Platform saying:

“The Caucus recommends that the Park Board, together with the Village, provide the Winnetka Youth Organization some amount of direct funding, as is the case in other contiguous Villages.”

A formal request for WYO funding was then made in May, 2000 to the WPD Recreation Committee by John Thomas and Maryellen Dahoney, the WYO Executive Director. On June 5, the Recreation Committee recommended and on June 22, 2000 the full Board approved \$4,000 funding for the WYO.

The funding concept has been annually re-approved for the past 15 years. As collaboration between the WYO and WPD has substantially increased, the actual funding amount has also increased.

Reasons for WYO Funding by the WPD: The Park Districts’ mission includes “to provide a balance of quality recreational and leisure opportunities.” Unfortunately, the WPD has been unable to develop recreational programs for teens. The same is true in Glencoe and Wilmette Park Districts. However, those contiguous Villages meet teen recreation objectives by heavily supporting local teen centers.

Thus, the reasons for initial and continual funding the WYO were and are:

1. WYO funding the meets the WPD mission need for teen recreation programs. It is a highly cost efficient means of doing so.
2. Unlike Glencoe or Wilmette, the WPD has no free space available for a teen center. Those Park Districts had free space available and have provided that for decades.
3. Unlike Winnetka, both Glencoe and Wilmette fund their teen centers through both Park District and Village budgets. This lack of support is continually criticized by the New Trier Township. The Township believes teen centers are an invaluable community asset and does not understand why Winnetka apparently feels otherwise.
4. In addition to their own programs, the WYO brings their support groups to Park District events. This adds attendance and success of WPD events like Teen Beach Day and the Haunted Hayride.
5. For over 40 years, the WYO has a successful track record operating a drug-free, drop-in and counseling teen center. It has a variety of unstructured programs that appeal to youth generally not involved in the myriad of activities sponsored by NTHS.
6. Taxpayer funding of extra-curricular teen activities is an accepted practice. NTHS has long had many extra-curricular programs and activities. For several reasons they only provide very limited cooperation to the WYO or its sister organizations in Glencoe and Wilmette..

Exhibit

Caucus Survey and Caucus Parks Platforms – 1999 to 2002

The 1999 Caucus Survey presented two “Teen Programs” questions. Those questions and the responses are as follows:

The Park District has no specific programs targeted for high schoolers. Do you feel this is appropriate?

Yes $\frac{342}{(32\%)}$ No $\frac{476}{(45\%)}$ Unsure $\frac{171}{(15\%)}$

Since 1969, the Winnetka Youth Organization (WYO) has run a high schooler drop-in and counseling center in the Community House. In Glencoe and Wilmette, their Park Districts and Villages each provide their similar teen centers \$12-15,000 (about 15% of annual needs) through cash grants and free or reduced cost space. However, the WYO receives no direct support from either our Park District or our Village. Should our Park District and Village provide some amount of direct funding to the WYO?

Yes $\frac{694}{(59\%)}$ No $\frac{256}{(21\%)}$ Unsure $\frac{247}{(20\%)}$

That unambiguous response led to a 2000 Caucus Parks Platform saying:

“The Caucus recommends that the Park Board, together with the Village, provide the Winnetka Youth Organization some amount of direct funding, as is the case in other contiguous Villages”.

This same plank was repeated in the 2001 Caucus Parks Platforms and reaffirmed in a slightly different form in the 2002 Caucus Parks Platform Those Platforms indicate clearly that Villagers wish the WPD to work with and fund the WYO.