



**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE**

**Thursday, May 11, 2017
Community Room
540 Hibbard Road
5:30 P.M.**

AGENDA

1. Call to Order / Roll Call
2. Changes to the Agenda
3. Unfinished Business
 - a. Dwyer Park update - verbal update
 - b. Cell tower lease agreement (golf driving range) - verbal update
 - c. Golf Service Center - verbal update
4. New Business
 - a. IAPD Commissioner Boot Camp*
 - b. Board Committee structure*
(Committee of the Whole, and special assigned committee(s) & Liaison Assignments)
5. Adjournment

*Items included in packet

Persons with disabilities requiring reasonable accommodations to participate in this meeting should contact the Park District's ADA Compliance Coordinator, John Shea, at the Park District's Administrative Office, 540 Hibbard Road, Winnetka, IL Monday through Friday from 8:30 a.m. to 5:00 p.m. at least 48 hours prior to the meeting. Telephone number 847-501-2040; Fax number 847-501-5779. Requests for a qualified interpreter require five (5) working days advance notice.

BOOT CAMP **Essentials for Board Members**

Join IAPD at One of Our 2017 BOOT CAMPS!

An IAPD Boot Camp is a power-packed course for new and seasoned commissioners covering key issues, basic skills and best practices. In just one session, attendees will receive targeted, in-depth training on:

- Fulfilling the critical, one-time Open Meetings Act training
- Best practices for your responsibilities as an elected official
- Strategies for successful advocacy
- Understanding your role in the financial operations of the agency
- Essential information on relationships among the board, executive director and staff
- And, much, much more!

[Click here](#) to register for one of the following Boot Camps!

Saturday, May 20, 9:30 a.m. - 12:00 p.m. - Huntley Park District, 12015 Mill Street, Huntley, Illinois 60142

Wednesday, May 24, 6:30 p.m. - 9:00 p.m. - Metro East Park and Rec District, 104 United Drive, Collinsville, Illinois 62234

Thursday, May 25, 6:30 p.m. - 9:00 p.m. - Normal Parks and Rec Department, 1110 Douglas Street, Normal, Illinois 61761

Wednesday, May 31, 6:30 p.m. - 9:00 p.m. - Bolingbrook Park District, 335 E. Broughton Road, Bolingbrook, Illinois 60440

Thursday, June 1, 6:30 p.m. - 9:00 p.m. - Schaumburg Park District, 401 N. Roselle Road, Schaumburg, Illinois 60194

Winnetka Park District

Board Summary

Date: May 5, 2017

To: Committee of the Whole
Board of Commissioners

Subject: Board Committee Meeting Structure

From: John Muno, Executive Director

Summary:

The current meeting structure for Park Board meetings is designed to conduct Board Committee meetings on the second Thursday once a month, followed by a Board Meeting on the fourth Thursday of the month.

Board Committee meetings have been structured to be informational and/or workshop type of agendas intended to provide preparation for any requests for Board action at following Board meeting. Often times, there are no specific committee agenda items or call for a specific committee meeting. Frequently, there are Committee of the Whole meetings that seem to better accommodate most agenda items, and collectively better inform the entire Board.

In conjunction with the annual meeting and the change of Board members comes the consideration of Board Committee assignments. Currently each Board member requests or is designated to serve on one or more Board Committees. The current assignments are provided as attached.

In addition, Board members request or are assigned as a liaison to one or more of our intergovernmental agencies. The current assignments are also provided as attached.

Recommendation:

Staff proposes the Board move to a Committee of the Whole format in lieu of the existing numerous committee assignments. With this format, the entire Board would simply meet at the same time as a Committee each month; somewhat similar to the Board meeting format.

The exceptions proposed would be the temporary or one-time meeting special type Committee assignments; audit, storm water land use, and project oversight; which will call for specific Board member assignments.

The Committee Liaison structure would remain the same with new Board member assignments proposed on an annual basis, including with the upcoming annual meeting.

This proposed format has several advantages including but not limited to;

- A simpler meeting organization structure
- Clearer more direct communication and information format source to and among all Board members
- Intended to be more efficient and effective format
- More consistent and flexible schedule for Board members individually and collectively

Staff recommends the Board adopt the new structure at the upcoming annual Board meeting.

END

2016-2017

Committee Assignments & Responsibilities

Administration Committee

Gerri Kahnweiler, Chair
Brad McLane, Member
John Peterson, Member

Robert Smith, Staff

This committee considers recommendations on all issues relating to the administration of the District. This committee also considers recommendations on all issues relating to Strategic Planning. Committee involvement includes, but is not limited to:

- Review and participate in development and revisions of the Board Policy Manual.
- Review of proposed revisions to the Personnel Policy Manual.
- Review of all policy-related staff recommendations.
- Participate in development of Strategic Planning process including market plan development.
- Provide direction related to any other proposed planning processes.
- Participate in developing methods to solicit resident input into planning processes.
- Review feasibility studies and their development.
- Review of miscellaneous administrative issues impacting the overall District.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

Audit Committee

John Thomas, Chair
Mickey Archambault, Member
Gerri Kahnweiler, Member

Bob Farmer, Staff

This committee considers recommendations on all issues relating to the Audit and approval of the Audit once completed. Committee involvement includes, but is not limited to:

- Review of all policy-related staff recommendations.
- Review annual audit.
- Review of miscellaneous audit issues impacting the overall District.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

Finance Committee

Gerri Kahnweiler, Chair
John Peterson, Member
John Thomas, Member

Bob Farmer, Staff

This committee considers recommendations on all issues relating to the finances of the District. Committee involvement includes, but is not limited to:

- Ensure that all financial and fiscal policies are being followed.
- Participate in the semi-annual review of all vouchers.
- Review and participate in development and revisions of the Board Policy Manual related to finance.
- Provide input when establishing recommendations regarding the capital development budget.
- Review of all policy-related staff recommendations.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

Parks & Beaches Committee

Teresa Claybrook, Chair
Mickey Archambault, Member
John Thomas, Member

John Shea, Staff
Costa Kutulas, Staff

This committee considers recommendations on all issues relating to the park and beach facilities. Committee involvement includes, but is not limited to:

- Participate in discussions of the care and maintenance of parks and maintenance facilities.
- Review of miscellaneous issues impacting the maintenance of the parks and beaches.
- Review all capital projects related to parks and beaches.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

Recreation Committee

Gerri Kahnweiler, Chair
Teresa Claybrook, Member
Brad McLane, Member

John Shea, Staff

This committee considers recommendations on all issues relating to the recreation programs for the District. Committee involvement includes, but is not limited to:

- Participate in developing revenue policies.
- Review pricing and fees.
- Review pricing and admission fees to beaches.
- Review program and participation data.
- Review of miscellaneous issues impacting the programs.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

Revenue Facilities Committee

John Thomas, Chair
Mickey Archambault, Member
Brad McLane, Member

John Muno, Staff

This committee considers recommendations on all issues relating to the revenue facilities (Golf, Courses and Range, Ice, Tennis, Platform Tennis and Food and Beverage Contract) for the District. Committee involvement includes, but is not limited to:

- Participate in developing revenue policies.
- Review program and membership data.
- Review pricing of all facilities under this category.
- Review of miscellaneous issues impacting the facilities.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

Stormwater Land Use-Golf Course/Duke Childs Master Plan Design Team Committee

Mickey Archambault
John Peterson

Robert Smith, Staff

The Stormwater Land Use Committee shall consist of two Commissioners. This committee is charged with the consideration of recommendations on all issues relating to land use for stormwater management. Committee involvement includes, but is not limited to:

- Participate in meetings with the Village to discuss potential land use.
- Provide direction related to any other proposed planning process.
- Participate in developing methods to solicit resident input into planning process.
- Support committee recommendations when presented to the Board.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

Strategic Plan Executive Steering Committee

Mickey Archambault
John Thomas

The Executive Steering Committee (ESC) shall consist of two Commissioners. This committee is charged with the consideration of recommendations on all issues relating to the strategic planning process. Committee involvement includes, but is not limited to:

- Participate in development of Strategic Planning process including market plan development.
- Provide direction related to any other proposed planning process.
- Participate in developing methods to solicit resident input into planning processes.
- Review feasibility studies and their development.
- Report committee consensus on recommendations when presented to the Board.

Project Oversight Committee (Temporary – as needed)

The Project Oversight Committee shall consist of two Commissioners. This committee is charged with the consideration of recommendations on all issues relating to the construction change orders of major construction projects. Committee involvement includes, but is not limited to:

- Review all project change orders for approval.
- Keep aligned with the volume of change orders that are submitted for the project.
- Provide monthly committee reports during the Regular Board Meeting.
- Report committee consensus on recommendations when presented to the Board.

2016-2017 Liaison Assignments

Caucus Council - Parks Committee Liaison

John Thomas, Board Member

The Parks Caucus Liaison shall consist of one Commissioner. The liaison is assigned to work with the Winnetka Caucus Council – Parks Committee. A primary responsibility is to identify survey questions asked of the Village to help guide the Park District. Liaison involvement includes, but is not limited to:

- Engage with the WCC Parks Committee to ascertain village/citizen interests.
- Park District Survey
 - Invite the Caucus Committee to meet with the Park District liaison to review current issues that might need feedback from the community.
 - Help to determine the slate of questions to solicit with the Village.
 - Once the questions have been created, review them with the Park District Board.
 - Communicate with the Caucus Committee of any adjustments desired by the Park District.
 - Provide reports of Caucus progress during the Regular Board Meeting as necessary.

Downtown Master Plan

Ian Larkin, Board Member

Environmental/Forestry Commission Liaison

The Environmental/Forestry Commission Liaison shall consist of one Park District Commissioner. This liaison is asked to keep abreast of local and regional environmental and forestry related issues influencing the Park District. Liaison involvement includes, but is not limited to:

- Review tree removal and reforestation of parks.
- Review storm water retention issues in the District as necessary.
- Provide quarterly committee reports during the Regular Board Meeting as necessary.

No appointment made but staff will periodically review the meeting minutes.

Northern Suburban Special Recreation Association Liaison

Robert Smith, Staff

The NSSRA Liaison shall consist of one representative of the Park District and an alternate. This liaison is asked to communicate with the Board all issues relating to the NSSRA and its relationship with the District. This involvement includes, but is not limited to:

- Review and participate in recommended revisions of the Policy with NSSRA.
- Provide direction related to any NSSRA proposed planning.
- Review of miscellaneous administrative issues impacting the District and its relationship with NSSRA.
- Attend biennial NSSRA Board of Directors meetings.
- Provide NSSRA reports during the Regular Board Meeting six times per year.

School District 36/New Trier High School Liaison

Teresa Claybrook, Board Member

The School District 36 and New Trier Liaison shall consist of one Commissioner. This liaison is responsible for the understanding of the activities of School District 36 and New Trier High School and those activities that influence the Park District. Liaison involvement includes, but is not limited to:

- Review of activities that take place at the school districts and alert staff of issues that affect the Park District.
- Assist in the creation of Intergovernmental Agreements (IA) for relationships between the schools and the Park District. Once an IA is created, periodically examine the relationship to determine the influence on the Park District and if adjustments need to be made to the IA.
- Work with staff when conversations about partnering opportunities and relationships emerge. Communicate these discussions with the Board of Commissioners.
- Establish relationships with the New Trier and District 36 School Boards.
- Review of miscellaneous issues impacting the District.
- Provide liaison reports during the Regular Board Meeting as necessary.

Winnetka Parks Foundation Liaison

Ian Larkin, Board Member

John Peterson, Board Member

The Parks Foundation Liaison shall consist of two Commissioners. These liaisons consider recommendations on all issues relating to the Parks Foundation. Liaison involvement includes, but is not limited to:

- Participate in discussions associated with nurturing the Parks Foundation organization and members.
- Review of miscellaneous issues impacting the Foundation.
- Review all capital projects related to the Park District and how those projects might apply to Foundation objectives.
- Provide Park Foundation reports during the Regular Board Meeting on a quarterly basis.

Winnetka Plan Commission Liaison

John Thomas, Board Member

The Plan Commission Liaison shall consist of one Commissioner. This liaison is charged with communicating with the Board on all issues relating to the Plan Commission and any items that might influence the operations of the District. This involvement includes, but is not limited to:

- Attend Plan Commission meetings when discussion or action has the potential to influence the Park District.
- Review and participate in development and revisions of the Board Policy Manual related to community planning as it affects the Park District.
- Provide input when establishing recommendations regarding the planning influences on the Park District.
- Provide Plan Commission reports during the Regular Board Meeting as necessary.