

**MINUTES OF THE 2,325th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, AUGUST 25, 2016**

President Ian Larkin called the meeting to order at 6:32 pm. Commissioners present: Mickey Archambault, Teresa Claybrook, Ian Larkin, Brad McLane and John Thomas. Commissioners absent: John Peterson and Gerri Kahnweiler. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Facilities; Bob Farmer, Chief Financial Officer; John Shea, Superintendent of Recreation; Costa Kutulas, Superintendent of Parks; Nosha Moore, Staff Accountant; Margo Sorensen, Accounts Payable Bookkeeper and Edna Alvord, Systems Administrator Visitors: Patricia Belson and Eric Lussen.

ADDITIONS/CHANGES TO AGENDA

None.

APPROVAL OF FINANCIALS

Chief Financial Officer Bob Farmer reviewed the financials. He noted that the district is approximately \$413,000 ahead of year to date net operating income. Revenues were reported to be approximately down by \$30,000. Mr. Farmer stated that timing of receiving certain tax revenues and billing of user groups of athletic fields were the primary reason which will be reconciled in the upcoming months. Overall budget tracking is very positive with an anticipation of ending the fiscal year with additional reserves. Commissioner Thomas inquired as to plans for deployment of excess revenues. Mr. Farmer stated any excess revenues will be used to meet minimum reserve balances of operations as directed by policy. Commissioner Thomas made a motion to approve the financials as presented. The motion was seconded by Commissioner Claybrook and passed by a voice vote. Motion carried.

APPROVAL OF VOUCHERS

The Board was presented with the Voucher List for August 2016. Commissioner Thomas made a motion to approve the vouchers in the amount of \$555,731.93. The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Thomas and Larkin. Nays: None. Absent: Kahnweiler and Peterson. Motion carried.

REMARKS FROM VISITORS

President Larkin addressed the audience and asked for comments. No Comments were made.

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APPROVAL OF MINUTES

Commissioner Thomas made a motion to combine the Regular and Executive Session meeting minutes of July 28, 2016, and the Committee of the Whole meeting minutes of July 28, 2016 into a consent agenda. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Thomas, and Larkin. Nays: None. Absent: Kahnweiler and Peterson. Motion carried.

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

COMMITTEE REPORTS

None

COMMUNICATIONS

Executive Director Smith reviewed a letter received from resident Rick Heyke regarding the sound volume of the bands performing at the summer Wednesday Night Concert Series at Hubbard Woods Park. A response letter to Mr. Keyke from Mr. Smith was included as part of the communications.

UNFINISHED BUSINESS

Strategic Plan

Director Smith provided the Board with an update on the status of the strategic plan, most notably that team leaders of the six main initiatives have met with Planning Facilitator, Chuck Balling and will be refining the initiatives and associated recommendations. The Executive Steering Committee will be meeting on September 19 to further develop each initiative as a group.

Stormwater Management – Land Use Analysis

Director Smith informed the Board that there are no further developments related to the Village stormwater management initiative. Should any developments arise, the Board will be notified at the next Board meeting or through the Weekly Information and Update report issued each Friday.

Dwyer Park

Superintendent Kutulas reported on the Dwyer Park master plan. Staff has submitted all necessary documentation to the Village to secure a place on each of the Village review boards. Once dates for the individual hearings are secured, a notice will be issued to the Board. It was reported that the plan team has met with additional focus groups, specifically, the Winnetka Youth Organization for additional park design input. Inquires of the Board related to timing of anticipated construction and minor details of the park design were addressed by staff.

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Policy Manual

Executive Director Smith presented to the Board the revised Policy Chapter #12 for Ice operations. As discussed in the first reading of the policy in July, the policy was revised to include outdoor ice operations. Mr. Smith recommended that the Board approve the revised policy as a second reading. Commissioner Thomas made a motion to approve Chapter #12 of the policy manual as presented. The motion was seconded by Commissioner Claybrook and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Thomas, and Larkin. Nays: None. Absent: Kahnweiler and Peterson. Motion carried.

NEW BUSINESS

Winnetka Paddle Tennis Club (WPTC) Agreement

Superintendent of Revenue Facilities, John Muno, reported that negotiations with the WPTC have resulted in the agreement presented to the Board. Mr. Muno stated that one section of the proposed agreement related to each parties responsibility to capital improvements of the paddle facility were not mutually agreed to. It was decided by staff to retain current wording of the section in question and that the Board approve the agreement. Inquires and presentation of options to execute the contract were discussed among the Board. Staff also reported that the agreement had been reviewed by legal counsel of the Park District Risk Management Agency (PDRMA) and is consistent with all other Affiliate Agreements which are now in force. Staff recommended the Board approve the agreement. Commissioner McLane made a motion to approve the agreement with the WPTC as presented. The motion was seconded by Commissioner Thomas and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Thomas, and Larkin. Nays: None. Absent: Kahnweiler and Peterson. Motion carried.

Tennis Court Resurfacing Bids

Superintendent of Parks, Costa Kutulas reviewed bid results for the resurfacing of the outdoor tennis courts at the A.C. Nielsen Center. Based on the bid tabulation and reference checks of the lowest responsible bidder, staff recommended that the Board approve the bid from Evans & Son Blacktop of West Chicago Il. for a total of \$298,594.00 which includes alternate bids #1, #2, #3, #4 and #6. Staff also recommended that a 5% contingency allowance and associated design cost be approved for total construction cost not to exceed \$363,023.70. Commissioner Archambault made a motion to approve the bid from Evans & Sons Blacktop and proposed ancillary cost as presented. The motion was seconded by Commissioner McLane and a roll call vote was taken. Ayes: Archambault, Claybrook, McLane, Thomas and Larkin. Nays: None. Absent: Peterson and Kahnweiler. Motion carried.

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MATTERS OF THE DIRECTOR

Director Smith reported that the Park District has received formal notice that grant monies for the renovation of Hubbard Woods Park were released from the Illinois Department of Natural Resources (IDNR) and a 50% reimbursement was forthcoming. Final closeout of the project is underway and after a financial audit of the project, staff will submit documentation for the remaining 50% balance of the grant. Mr. Smith stated that he will be out of the office on Friday, September 2 and that there will be no Weekly Information and Update for that week. Interviews to fill the position of Administrative Assistant were underway and it is expected to have an offer to one of the candidates within the coming weeks.

BOARD LIAISON REPORTS

Commissioner Claybrook inquired on the status of the Village Planning Commission position on the Winnetka One project. Commissioner Thomas reported that the development proposal will be going to the Village Council for consideration within the next month. Commissioner Larkin reported that the most recent report on the Downtown Master Plan is now posted on the Village website and can be downloaded by any interested party. Mr. Larkin will forward a recent demographic study conducted by School District 36. Commissioner Thomas reported on the WYO status of the merger with the Glencoe youth agency and will keep the Board updated on any developments as the merger moves forward.

REMARKS FROM VISITORS

Patricia Balsamo of the League of Women Voters complemented the Park Board for their efforts in providing recreation opportunities for a broad range of age groups. She encouraged the Board to continue their work and maintain a strong vision which serves the entire community.

STAFF REPORTS

None

EXECUTIVE SESSION

No Executive Session was held.

ADJOURNMENT

Commissioner Thomas made a motion to adjourn the regular board meeting at 8:46 pm. The motion was seconded by Commissioner Claybrook and passed by a voice vote. Motion carried.

Ian Larkin, Board President

Robert Smith, Board Secretary