



**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
Thursday, January 10, 2019
Community Room, 540 Hibbard Road
5:30 p.m.**

AGENDA

1. Roll Call
2. Changes to the Agenda
3. Communications
4. New Business
 - a. Policy Manual Review Chapters 1-4*
 - b. Dog Park Discussion (Consideration/Timeline)*
 - c. Capital Project Prioritization ½ Day Workshop: April 13 or 27*
5. Unfinished Business
 - a. Winnetka Waterfront 2030 – Lakefront Master Plan*
6. Matters of the Director
7. Board Liaison Reports
8. Staff Updates
9. Closed Session
The Board will enter Closed Session to discuss:
 - a. 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. 5 ILCS 120/2(c)(5)
10. Return to Open Session
11. Adjournment

*Items included in packet

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 a.m. to 5:00 p.m., or by email to [jshea@winpark.org](mailto:j Shea@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: January 10, 2019
Subject: Policy Manual Review: Chapters 1-4
From: Mary Cherveney, Administrative Services Manager
Through: John Muno, Executive Director

SUMMARY

The Winnetka Park District completed an extensive review/board adoption of the District's policy manual in 2016, with future plans calling for a re-visit every three years. This will be accomplished throughout 2019 in sections. We anticipate this process to be less daunting by revisiting on a regular basis.

Chapters 1-4 enclosed for Board review. Items in red are recommended staff changes. These changes occur on:

- Chapter 1: pages 2-4, 7-8 and 11.
- Chapter 2: no recommended changes
- Chapter 3: page 2
- Chapter 4: pages 3 (organizational chart added), 9-10, 13-15 and 19

Next chapters for review will be Chapters 5-7 at the March 21 Committee of the Whole meeting.

STAFF RECOMMENDATION

Staff recommendations that these chapters be presented for a 1st reading at the February 28 Board meeting and a 2nd reading/adoption at the March 21 Board meeting (two readings are required for adoption of policy).

END

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 1**

HISTORICAL SIGNIFICANCE

- 1.01 History**
- 1.02 Name of District**
- 1.03 Statutory Authority**
- 1.04 Names and Locations of Parks**
- 1.05 Commissioners of the Winnetka Park District**

DRAFT

1.00 HISTORICAL SIGNIFICANCE

1.01 HISTORY

Winnetka – The Land of Beautiful Parks

February 4, 1904 marked the first meeting of the Park District Board of Commissioners. Attendees included Rev. Haarth, President; George Baker, Commissioner; Charles Thorne, Commissioner; C.W. Coman, Commissioner; H.A. DeWindt, Commissioner; Max Meyer, Treasurer; and Mary Busscher, Secretary. Tax funds were not available, so the commissioners formed a syndicate which collected \$8,548.30 to purchase what is now Winnetka Station Park, and loaned the Park District \$300 for expenses. In June, 1904, the Winnetka Park District acquired the park land through a referendum, and by August repaid the commissioners with interest.

Today, the Winnetka Park District manages 28 27 park sites totaling 245 acres of park land within its boundaries. One of the most interesting and extensive land acquisitions is a 142-acre tract at Hibbard Road and Elm Street. Presently, it is one of the most valuable pieces of land in Cook County and the idea to acquire this tract developed when F.W. Burlingham donated it to the Winnetka Park District. There, a baseball diamond was laid out and the Board later acquired the adjoining 40 acres.

In 2011, the Park Board initiated significant improvements at Skokie Playfield, based on the 2010 adopted Skokie Playfield Master Plan. This included a 4 million gallon underground stormwater storage vault, synthetic turf fields and driving range renovations.

Lake Front Acquisitions and Beaches

Early settlers gradually bought the desirable and expensive lakefront properties for homes. They acquired riparian rights and reserved the adjoining beach areas for their own private use. This left very few public beaches, and the only truly accessible public beach was from Tower Road.

In 1905, the Park Board identified the need to acquire more beach front property. They sought to purchase more beaches along Sheridan Road at the north end of Maple Street to what is now Maple Street Beach. A referendum was passed to purchase the entire piece of property. Through the ingenious efforts of W.C. Boyden, the commissioners were able to pay \$28,250 at the rate of \$120 per foot of frontage to purchase the property. His unique idea was to sell subscriptions for the purchase of this park, similar to the method used in buying the Station Park, therefore lowering the cost by about \$4,000. Although “Lake Front Park” (now called Maple Park) was bought in 1905, most improvements to the park were delayed until 1910.

In 1910, a beach house was built and Maple Street Beach was officially opened for swimming.

In 1958, a small beach at the end of Elder lane was officially opened for public use.

In 1961, the Park Board acquired 720 feet of lakefront, south of the Tower Road Power Plant, as well as 10 acres of wooded land now known as Lloyd Park. A bond referendum was passed to finance the purchase. The property was developed for \$475,000; \$345,000 for the acreage with the remaining \$130,000 for a beach house, maintenance, park attendants, boat-launching facilities, boat racks, life guards, and park and picnic grounds. Lloyd Park officially opened July 15, 1963.

In 1969, the Park Board purchased its fifth lakefront property between Sheridan Road and Fuller Lane, named Centennial Park. The park is comprised of five acres. The property was purchased for \$550,000.

In ~~2014~~ 2016, the Commissioners of the Park Board ~~initiated~~ adopted a master plan ~~process~~ for all five lakefront parks. This master plan process was lead up by a citizens committee which engaged the community, developed comprehensive and multifaceted site plans and made recommendations to the Park Board on priorities of the implementation plan. The resulting Lakefront Master plan titled **Winnetka Waterfront 2030** will be the principal guide ~~for lakefront improvements into the future. within the new Strategic Plan of 2017-2012.~~

Golf

In 1915, forty acres known as Skokie Playfield was purchased. The Park Board decided to set aside thirty acres of this tract for a nine-hole golf course. Construction of the course began in early 1916, and opened for play in July of the same year.

An immediate success, the Park Board recognized the need for a larger course. In 1916, forty additional acres were acquired through a generous donation by Mr. and Mrs. Ayers Boal Sr. and an additional nine holes was created. In 1919, a full eighteen-hole golf course opened to the public.

In 1932, the need for a new golf clubhouse was identified. Architects were hired and the clubhouse opened in June, 1934. Improvements to the course were made throughout the next thirty years that included paths, water fountains, drainage, irrigation, etc.

In 1959, the Winnetka Park District and the Village of Winnetka signed a lease for the west half of a forty acre tract located north of Willow Road and west of Hibbard Road for the construction of a Par 3, 9-hole golf course.

In 1982, the Winnetka Park District created a long range master plan for its golf operations. The plan called for a complete renovation of the 18-hole and Par 3 golf courses over a 10 to 15 year period. Since the master plan was adopted, the Par 3 land, which had been leased, was purchased from the Village of Winnetka in 1985.

In 1985, a 30-station driving range was built and lights were added to the range in 1997. A major renovation of the driving range was undertaken in 2014 which consisted of new target greens, tee boxes and accommodations related to better stormwater flood control.

In 1991, the current clubhouse was constructed.

In 1993, the Winnetka Park District purchased the “Morrow Property”, a residential home that was nestled amongst the 5th hole on the Par 3 Golf Course. The space was later developed to accommodate a winter sled hill in 2013. To complement this amenity, an outdoor refrigerated ice rink was added in 2015 to the south of the indoor ice rink to enhance winter programming of the park district.

In 2007, work began on a comprehensive facelift to the 18-hole championship course. Major improvements included a new triple-row irrigation system, a new pump house, eight new tee complexes and a total of 18 new (or renovated) bunkers.

As part of the overall Skokie Playfield Master Plan the driving range was renovated in 2013.

Tennis

In 1962, one of the first indoor tennis facilities in the Chicago area was built in Winnetka. It contained two clay courts, dressing rooms and spectator seats. The funds for construction were provided by Mr. and Mrs. Arthur C. Nielsen Sr., “as a means of expressing their appreciation of the privilege of living in Winnetka since 1922.”

In anticipation of high demand, the structure was designed to facilitate more indoor courts. In 1964, two more courts were added.

The courts were overwhelmingly popular and the Winnetka facility was unable to meet the demand with four courts. The solution was to double the existing number of courts. Construction funds were again provided by Mr. and Mrs. Arthur C. Nielsen, Sr., and the expansion of four additional courts and support facilities was completed in 1975.

In 1975, the opening of the new tennis facility was named in honor of Mr. and Mrs. Arthur C. Nielsen, Sr., thanking them for their generous support.

In need of a major renovation, the Park Board implemented a \$2.0M buildout to update the existing facility and the addition of the lobby area and new tennis lounge in 2013.

Outdoor tennis courts were constructed adjoining the indoor complex described above in 1960. The total number of exterior courts grew to 12 which has served as center stage of the annual USTA Nielsen Pro Tennis Championship Tournament since 1984.

In 2016-2017 outdoor tennis courts 8-12 were completely renovated through a generous donation from the Theodore Eckert Foundation.

Ice

In 1939, a regulation-size ice hockey rink was constructed at the Indian Hill Park. It was moved to the Skokie Playfield in 1950 and lighted.

In 1941, a small ice rink was built east of the current tennis courts at Skokie Playfield and was later enlarged to the size of a tennis court. It was then moved from Skokie Playfield and placed inside the north bank of the outdoor tennis courts when additional outdoor tennis courts were built in 1960.

In 1969, a survey was conducted by the Winnetka Skating Association. The findings revealed ice skating was ranked third in popularity, just behind swimming and golf. 76 percent of the residents interviewed had a favorable opinion toward the building of an indoor skating facility.

In 1970 and 1971, the Winnetka Caucus platform recommended that the Park Board consider building an indoor ice rink financed through the sale of Revenue Bonds. The Park Board moved forward with the sale of \$500,000 of revenue bonds to finance such a facility. The Winnetka Ice Arena was completed in the summer of 1972.

The first year of operation proved highly successful. There was a sufficient surplus generated, and the Park Board approved the sale of an additional \$120,000 of Revenue Bonds in 1973 to finance improvements in the facility consisting of Plexiglas enclosures above dasher boards, construction of bleachers, remodeling of the locker room, refreshment booth, etc. During the years 1974 and 1975, operations of the ice arena did not produce sufficient profit to meet its interest payments and scheduled bond principal retirement.

Between 1975 and 1979 the Ice Arena's demand for more ice time for both hockey and figure skating increased significantly. During the same period time, the rise of utility rates increased so fast that the revenue from usage did not keep up with the increase in operating expenses. The ice arena fees were not able to cover the operating costs and bond retirement. The ice arena was barely meeting operating costs and was falling behind in the reserves needed to retire the revenue bonds.

In 1979, 1981 and 1983, the Winnetka Park Board and the Citizen Committee sent letters to revenue bond holders asking them to donate their bonds as a community service to help relieve the financial problem at the Ice Arena. The community answered the call for financial help by donating over \$250,000 in revenue bonds. An additional \$150,000 was generated by golf tournaments, skate-a-thons and cash contributions.

By 1990, the Ice Arena's financial condition had improved and operating costs as well as capital improvements were able to be funded by ice revenues, with a sufficient surplus and reserves to be set aside.

In 2000, the ice arena underwent a substantial renovation. Major elements of this upgrade included replacement of the ice surface floor and replacement of the refrigeration system.

With community demand for a reliable outdoor ice skating opportunity, a fundraising effort was undertaken to finance the adjoined artificial ice rink located to the south of the indoor ice facility. This rink was open to the public for the first time in the winter of 2014.

Platform Tennis

In 1974, members of the Winnetka Tennis Association asked the Winnetka Park Board to consider construction of two outdoor paddle tennis courts. A feasibility study was conducted in 1975.

In 1976, the Winnetka Paddle Tennis Committee of the Winnetka Tennis Association presented to the Winnetka Park Board, \$20,873 as a result of the group's fund raising efforts. The funds were raised through the sale of advance season membership, permanent court times and gifts and were used for the construction of courts one and two.

In 1977 and 1978, a third and fourth court were constructed. This expansion was repeated in 2007 when the fifth and sixth courts were added to the facility.

In need of replacement, the original paddle facility was replaced with the current structure in 2004. This major initiative was partially funded by the Winnetka Paddle Tennis Club which boasts the largest membership of its type in the country.

Winnetka Park District's parks and facilities are well maintained and have inviting appearances. They attract newcomers to the community. This vitality supports home sales and increases the value of Winnetka property. The Park District's substantial land holdings, the broad distribution of park land and the wide range and quality of its program offerings help to make Winnetka a top district for its size.

1.02 NAME OF DISTRICT

The official name and address of this Park District shall be:

**THE WINNETKA PARK DISTRICT
540 HIBBARD ROAD
WINNETKA, ILLINOIS 60093**

1.03 STATUTORY AUTHORITY

Illinois Park Districts, which abound throughout the state, are units of local government. Under Illinois law, residents of any territory having a population of less than 500,000 residents are authorized to form a park district, which thereafter have the ability to create and maintain park programs and facilities and levy taxes.

Park Districts are formed for the primary purpose of providing recreation services and acquiring and developing land necessary to meet that legislative authority. Park Districts are not responsible to provide other municipal services, such as streets, sanitation, sewage, police and fire protection, etc.

Illinois park districts do not have to be coterminous with the boundaries of a city or village. Territory outside of the Village of Winnetka may be included in the park district, permitting

better community service and increasing real estate tax revenue potential. Also, park districts can remain removed from the politics of other units of local government as they are independent entities, separate and distinct from the village, county, libraries and schools. By establishing a separate park district, Winnetka's resident founders established a level of protection for the Village's park land, programs and facilities not available to communities operating with only a village-controlled parks and recreation department.

A park district is an agency through which, in part, the people of the state/district carry on government, but it is not purely local in function. The Park District's property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district. *Quinn v. Irving Park District*, 207 Ill. App. 449 (1st Dist. 1917).

A park district is a creation of the legislature and has no inherent powers, but only such powers as have been granted it by the legislature, or as are necessarily implied to affect the powers specifically granted.

The Winnetka Park District is a unit of local government, duly organized on September 22, 1903, under an act of the General Assembly of the State of Illinois, entitled "An Act to Provide for the Organization of Park Districts, and the Transfer of Submerged Lands to Those Bordering on Navigable Bodies of Water," approved June 24, 1895, and acts amendatory thereof. Park Districts formed under this Act were known as "Submerged Land Park Districts."

In 1947, the legislature enacted "The General Park District Code" This was the first step in codification of laws pertaining to Park Districts of less than 500,000 residents and it incorporated all the basic laws for the three different types of Park Districts existing at that time. The 1895 Act, under which the Winnetka Park District was organized, was repealed, and the Winnetka Park District became a "General Park District."

1.04 NAMES AND LOCATIONS OF PARKS (owned & leased)

<u>NAME OR PARK</u>	<u>ACRES</u>	<u>LOCATION</u>
1. Arborvitae	.09	N.W. Corner Elm St. and Arbor Vitae
2. Bell Woods	3.57	Bell Lane and Tower Road
3. Bradstreet Park (V) Robert E. Burke Memorial Park	.23	Green Bay Road and Church Street
4. Centennial Park	5.522	225 Sheridan Road
5. Commons (V) Village Green	3.364	Elm to Oak, Maple to Cedar Street
6. Crow Island Park	17.391	Willow to Sunset, Euclid to Glendale
7. Franklin Dunbaugh Park	1.542	Northside of Hubbard Place
8. Dwyer Park	1.223	Elm to Oak, Birch to Dwyer Court
9. Nick Corwin Park	6.1805	West of Grove at Edgewood Lane
10. Elder Lane Park	4.2356	East of Sheridan at Elder Lane
11. Glencoe Park	.7739	Woodlawn and Glenwood
12. Happ Road Park	.338	Happ Road and Holder Lane, Northfield
13. Hill Road Park	.1730	Green Bay Road to Railroad at Hill Road

14. Hubbard Woods Park	1. 8438	Merrill to Gage, Linden to Railroad
15. Indian Hill Park	3. 6036	Hill to Winnetka Ave., east of Railroad
16. Maple Street Park	2.763.00	East of Sheridan at Maple Street
17. Library Park	.26	Oak to Green Bay, east of Library
18. Lloyd Park	9. 7753	East of Sheridan at Lloyd Place
19. Merrill Park	.13	Merrill Street and Gordon Terrace
20. Northfield Park	1.99	Eden's Pkwy. to Lockwood at Sunset
21. Sheridan Park (V)	1. 8320	Park Lane to Maple at Sheridan Road
22. Skokie Playfield	41.96162.01	West of Hibbard, Pine to Oak
23. Tower Road Park	4.043.75	East of Sheridan at Tower Road
24. West Elm Street Park	3.74	Spruce to Elm, Berkeley to Glendale
25. Winnetka -Station Park	. 6983	Elm to Oak at Green Bay Road
26. Green Bay Trail (V)	2.25(miles) 9.38	Wilson Ave. and Maple St.

(V) Denotes properties owned by the Village of Winnetka but which are govern, managed, maintained and programmed by the Winnetka Park District.

1.05 COMMISSIONERS OF THE WINNETKA PARK DISTRICT

F. J. Haarth	1904-1919
George Baker	1904-1906
C.W. Coman	1904-1908
Charles S. Thorne	1904-1912
H. A. DeWindt	1904-1909
Horace M. Capron	1906-1911
Gustaf Nelson	1908-1912
John L. Hamilton	1909-1914
Morris L. Greeley	1910-1916
2nd Term	1918-1923
J. Willard Bolte	1911-1916
James F. Porter	1911-1915
George W. Gordon	1912-1917
John R. Leonard	1914-1918
Edward B. DeGroot	1914-1914
Louis Kuppenheimer	1914-1917
Edward S. Rogers	1916-1921
William S. Elliot	1916-1920
Arlan W. Converst	1917-1929
Archibald A. Beebe	1917-1918
Lawrence Howe	1917-1918
John Stuart	1918-1923
Wallace D. Rumsey	1920-1925
James A. White	1921-1927
Carl H. Zeiss	1923-1929
George B. Massey	1923-1931

COMMISSIONERS OF THE WINNETKA PARK DISTRICT (Cont'd.)

Sidney Wellbeloved	1925-1937
John Edgar Freeman	1927-1933
L.H. Bouscaren	1928-1929
Hobart P. Youngs	1929-1935
Harry J. Dunbaugh	1929-1935
2nd Term	1938-1939
John C. Nevins	1931-1939
Edwin H. Clark	1933-1938
Dr. Davies Lazear	1935-1941
W. O. Kurtz	1935-1941
Arthur S. Lytton	1937-1941
Denison B. Hull	1939-1945
Ralph K. Rockwood	1939-1944
Rollin D. Wood	1941-1947
J. Roy West	1941-1942
Louis H. Northrop	1941-1947
William H. Rothermel	1942-1949
Bob W. Anderson	1944-1946
Beatrice F. Williams	1945-1951
Joseph C. Houston, Jr.	1946-1953
C.M. Biddle, Jr.	1947-1953
Ralph D. Huszagh	1947-1947
Richard C. Lewis	1947-1955
Guilford R. Windes	1949-1955
Helen F. Anderson	1951-1957
Kenneth A. Rouse	1953-1956
Henry W. Persons	1955-1955
Calvin F. Selfridge	1953-1959
Robert N. Bayless	1953-1959
Raman W. Stultz	1955-1961
Morris K. Wilson	1956-1961
Roger K. Ballard	1957-1963
John A. Beierwaltes	1959-1965
Robert J. Urban	1960-1965
Walter L. Cherry	1961-1967
Barbara Robertson	1961-1967
Donald Erickson	1963-1969
James Bateman, Jr.	1965-1971
Joseph R. Varley	1965-1971
Frank R. Belmont	1967-1973
Harold I. Orwig	1967-1973
Kenneth L. Fox, Jr.	1969-1975
John D. Ingram	1971-1977
Paul H. Lee, Jr.	1971-1977
George F. Greve	1973-1979

COMMISSIONERS OF THE WINNETKA PARK DISTRICT (Cont'd.)

Eugene T. Detmer	1973-1974
Virginia O. Schoder	1974-1975
Edith M. McKee	1975-1979
Walter V. Holt	1975-1981
W. Barker French	1977-1978
Margot H. Tukey	1977-1980
William W. Graham	1978-1980
Ike Oberman	1979-1983
Raymond A. Zonarini	1979-1983
Carolyn A. Nelson	1979-1983
James Kruempelstaedter	1979-1983
Peter Dickinson	1980-1985
Charles Rammelt	1980-1985
Jean B. Schreiber	1981-1993
Earle Metzger	1983-1987
Rocky Barber	1983-1987
Kenneth Chalmers, Jr.	1983-1987
Denison B. Hull	1983-1987
Vernon Funk	1983-1987
Peter McNerney	1985-1989
Bruce Stevens	1985-1989
Elizabeth Ramsdell	1987-1991
Thomas Russell, Jr.	1987-1991
Robert Linn	1987-1991
Mariangela Dahl	1987-1995
Ron Bess	1989-1993
Dick Golden	1989-1993
Peter Butler	1991-1992
Mary Garrison	1991-2007
Charlie Baby	1991-1995
Robert Linn	1992-1993
Houstoun Clinch	1993-2001
Joseph Dooley	1993-2003
Peter Wemple	1993-2001
Barbara Williams	1993-1997
Leonard Wood	1995-1997
Bill Kanzer	1995-1998
Ken Roffe	1997-2001
James Egan	1999-2000
Leslie Maguire	1997-1998
Bill Murphy	1997-2007
Mariangela Dahl	2000-2001
Zane Smith	2001-2007
Carolyn Kurtz	2001-2009

COMMISSIONERS OF THE WINNETKA PARK DISTRICT (Cont'd.)

Julia Hanna Goodman	2001-2005
Ian Sherman	2001-2009
Susan Snyder	2003-2011
John Thomas	2005-2009
Julie Hanna Goodman	2007-2008
Bob Vanden Bosch	2007-2011
Richard Pierce	2007-2015
John DiCola	2009-2013
Brad McLane	2009-2017
Ed Harney	2009-2015
Gerri Kahnweiler	2009-2017
John Thomas	2011-2019
Ian Larkin	2011-2019
Teresa Claybrook	2013-
Arthur "Mickey" Archambault	2015-
John Peterson	2015-
Warren James	2017-
Eric Lussen	2017-

END

Tracking

Review and Update January 2016
Administrative Committee: February 11, 2016
Board First Reading: February 25, 2016
Board Second Reading & Adoption: March 17, 2016

Review Due: January 2019

Notes: Red line are staff recommended changes in 2019.

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 2**

PURPOSE, OBJECTIVES, AND PHILOSOPHY

- 2.01 Introduction**
- 2.02 Philosophy of the District**
- 2.03 Mission Statement**
- 2.04 Purpose and Objectives**
- 2.05 Responsibilities**
- 2.06 Safety Statement**

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2.00 PURPOSE, OBJECTIVES, AND PHILOSOPHY

2.01 INTRODUCTION

Since the Winnetka Park District was formed in 1904, the delivery of recreational activities has become an increasingly complex undertaking. Laws and regulations governing Illinois units of local government and the scope and cost of maintaining recreational property and facilities and delivering recreational programming have grown continuously since the District's formation. As a result, continuity of administration is essential. For this purpose, specific policies of the Winnetka Park District have been codified herein to serve as a guide to the Park Board and the District's administrators.

From time to time, federal, state, local laws and regulations impacting park district operations are added, modified and repealed. As changes occur, they need to be studied, incorporated and applied by Park District's board, staff and professionals to ensure the Park District's compliance by those involved in conducting the affairs of the Winnetka Park District.

2.02 PHILOSOPHY OF DISTRICT

Leisure experiences, whether enjoyed through programmed activities or individually experienced, promote creative human growth through fulfillment of fundamental needs, acceptance, recognition, sense of belonging, feeling of human adequacy, security, creative expression, and other profound and universal elements of personal development. The provision of opportunities for the healthy and constructive use of leisure time is essential to a democratic society. The nature of a democratic society suggests that of paramount importance are: first, the personal worth and human dignity of the individual; second, a faith in the intelligence of human beings and the need to encourage people to make a personal contribution to the society in which they live; third, individuals must have opportunities to develop their potential to the highest degree; and fourth, the welfare of the people is determined by their acceptance of the common good as their aim.

The provision of recreation services creates positive opportunities for: (i) people to share with each other; (ii) development of leadership capacities; (iii) people to learn new skills for present and future enjoyment; and (iv) people to meet responsibilities to each other and to society.

2.03 WINNETKA PARK DISTRICT MISSION STATEMENT

The Winnetka Park District's mission is to provide a balance of quality recreational and leisure opportunities, while protecting assets, natural resources and open space for the benefit of present and future generations.

2.04 PURPOSE, OBJECTIVES, AND PHILOSOPHY

It shall be the purpose and objective of the Winnetka Park District to provide wholesome and meaningful facilities and recreation programs for family and individual benefit without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, pregnancy, personal beliefs, or economic status.

Consistent with the above statement, the Winnetka Park District shall endeavor, within its financial resources, to plan, procure, develop and maintain park and recreation resources and to provide the public with opportunity for using its leisure time.

When it is determined by the Park Board to be in the interest of the residents of the Park District, the Park District may build and maintain facilities using in whole or in part, such revenues derived from the operations of a special facility.

The Winnetka Park District will provide said services at such costs as are consistent with the policies set forth regarding the establishment of fees and charges.

It shall be the Winnetka Park District's goal to establish opportunities that are personally satisfying. Such opportunities will be directed toward self-fulfillment, and physical fitness, intellectual and cultural development of the individual.

Recognizing that a harmonious relationship between man and nature is crucial to human life, the Winnetka Park District is committed to helping people enjoy, understand, appreciate, protect, and strengthen their ties with the natural environment.

Opportunities for social, physical and cultural development, including sports, outdoor activity, the performing and visual arts, and all significant leisure interests will be encouraged and promoted.

The Winnetka Park District also recognizes that its services do not stand alone; that they are closely related to social planning, housing, health and welfare, the business, political, cultural, and spiritual community, all functions of government, and to education in all of its settings.

Consequently, it shall be the continuing policy of the Board to seek the cooperation, support and assistance of all such interests, and to make the public a partner in its work.

2.05 RESPONSIBILITIES

Through the laws of the State of Illinois and the oath of office that each Board member must take, Winnetka Park District's Commissioners are committed to the betterment of the Winnetka Park District's residents and stakeholders.

The Board of Park Commissioners has the legal responsibility for the acquisition and development of its public parks, facilities and programs, and for the regulated conduct of its users. Social responsibility is necessary to all people who look to the leisure activities and facilities as an opportunity for growth and development for young and old alike.

Economic responsibility is evident, since there is a direct relationship between good parks and the community's standard of living, plus the maintenance of high property values that accompany a well-respected community. The Park Board is committed to discharging its functions completely and impartially in the interests of the greatest good to the greatest number at all times.

The Park Board shall be committed to contributing in a positive way toward the aesthetics of the community and adding its contribution to the urban form, that is, the shaping of a suburban environment. The Park District believes that the development of a community with strategically placed green belts, open space buffer strips, and park land for passive and active use will add to the quality of neighborhoods and contribute to the total composition of a community.

2.06 SAFETY POLICY STATEMENT

The Winnetka Park District wishes to provide a safe work place to its employees and safe recreation to the public. It is the intention of the Winnetka Park District to develop, implement and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be of paramount consideration.

The Park District's goal is that personnel at all levels shall make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations, and that Supervisors will endeavor to have work performed in a safe manner, inspections conducted on a regular basis, hazards and dangers confronted and accidents investigated. The Park District has adopted a Safety Policy in furtherance of the goals and objectives stated in this Section.

END

Tracking

Review and Update	January 2016
Administrative Committee:	February 11, 2016
Board First Reading:	February 25, 2016
Board Second Reading & Adoption:	March 17, 2016

Review Due: January 2019

Notes: **Red line are staff recommended changes in 2019.**

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 3**

DESIGNATION, APPLICATION, AND LEGAL STATUS

- 3.01 Designation**
- 3.02 Scope**
- 3.03 Declaration of Control**
- 3.04 Provisions for Changes in Policy**
- 3.05 Legal Status of the Park Board**

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3.00 DESIGNATION, APPLICATION, AND LEGAL STATUS

3.01 DESIGNATION

This manual shall be known as "The Winnetka Park District Policy Manual, Cook County, Illinois." and the same may be so cited and referred to for purposes of identification.

3.02 SCOPE AND JURISDICTION

This manual shall apply to and be enforced in all of the territory within the boundaries of the Winnetka Park District, including in all parks, boulevards, public places, and other facilities currently or in the future controlled or used by the District, whether within or outside the boundaries of said District.

3.03 DECLARATION OF CONTROLS

The premises laid out as Arborvitae Park, Bell Woods, Robert E. Burke Memorial Bradstreet Park (V), Franklin Dunbaugh Park, Dwyer Park, Nick Corwin Park, Elder Lane Park, Glencoe Park, Happ Road Park, Hill Road Park, Hubbard Woods Park, Indian Hill Park, Maple Street Park, Library Park, Lloyd Park, Merrill Park, Northfield Park, Sheridan Park (V), Skokie Playfield, Tower Road Park, West Elm Street Park, Winnetka Station Park, Centennial Park, Village Green Commons (V), Crow Island Park, Green Bay Trail (V) and public places as may hereafter be acquired, leased, laid out, used or appropriated by the appropriate action of the District are hereby declared to be in the possession and control of the Winnetka Park District for park district purposes.

Whenever in this manual the parks, boulevards or public places of the District are referred to, such words shall be held to refer to include all such areas, including buildings and other structures in the possession and control of the Winnetka Park District.

Whenever in this document the word "District" is used, without qualifying language, such word shall apply to and be deemed to mean the Winnetka Park District, Cook County, Illinois.

Whenever in this document or any ordinance hereafter adopted, the words "Board of Park Commissioners," "Commissioners," "Park Board," or "Board," shall appear without qualifying language, such words shall mean and will be held to mean the Board of Park Commissioners of the Winnetka Park District.

3.04 PROVISION FOR CHANGES IN POLICY

Any of these policies may be changed or additions made thereto by a majority vote of the Board of Park Commissioners at any regular or special Board meeting properly held and in compliance with the Open Meetings Act.

3.05 LEGAL STATUS

The United States Constitution, federal statutes and court decisions, the Illinois Constitution, Illinois statutes, and Illinois court decisions pertaining in various ways to public parks, park boards and park districts constitute the foundation of the legal status of the Park Board.

Park Districts are empowered to make contracts, employ persons, sue or be sued, make rules and regulations governing their own procedures and those of parks under their jurisdiction and, in most instances, purchase and hold title to property in the name of the Park District as well as sell and give title to property all in accordance with applicable law.

Members of the Park Board are elected by the registered voters residing within the territory of the Park District to represent and act for all Park District residents in performing their functions.

Park Districts are corporate bodies, or "artificial persons," and may act officially only on duly authorized and legally held meetings of the Board of Park Commissioners or as the Board may otherwise delegate or direct.

END

Tracking

Review and Update	January 2016
Administrative Committee:	February 11, 2016
Board First Reading:	February 25, 2016
Board Second Reading & Adoption:	March 17, 2016
Review Due:	January 2019

Notes: **Red line are staff recommended changes in 2019.**

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 4**

ORGANIZATIONAL AND PROCEDURAL FUNCTIONS OF THE BOARD

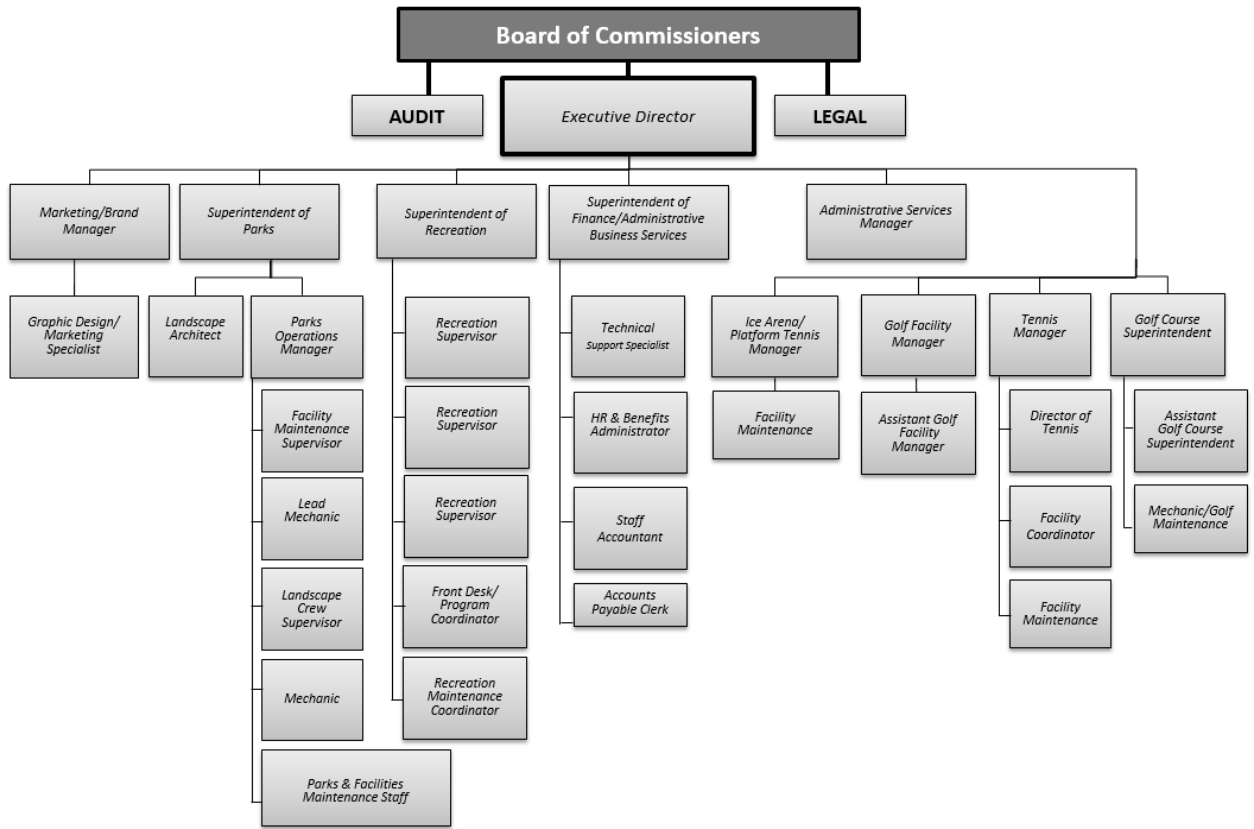
- 4.01 Organizational Chart**
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4.00 ORGANIZATIONAL AND PROCEDURAL FUNCTIONS OF THE BOARD

4.01 ORGANIZATIONAL CHART



4.02 GOVERNMENT

The government of the Winnetka Park District shall be vested in the Board of Park Commissioners, duly elected or appointed as provided by law.

4.03 OFFICERS

The officers shall be the President and Vice President and shall be elected from the duly elected or appointed Commissioners of the Winnetka Park District. Additional officers shall be the Secretary and Treasurer. These additional officers may or may not be elected members of the Winnetka Park Board.

The Executive Director of the Park District, as well as the Attorney, shall be appointed by the Board of Park Commissioners, neither of whom shall be a member of the Board.

4.04 ELECTION AND APPOINTMENT OF OFFICERS

The President and Vice President of the Board shall be elected, and additional officers of the Winnetka Park District shall be appointed by the Commissioners at the annual meeting set forth in this Chapter 4, and at such other times as a vacancy occurs. Each of said officers shall hold office until the next annual meeting and until a successor shall be chosen. In case of temporary absence or inability of any officer to carry out the responsibilities of his position the Board may fill the office pro tempore.

4.05 PRESIDENT

The President shall be the chief executive officer of the Board. It shall be the President's duty to preside at all meetings when present, and to sign contracts and other papers authorized by the Board.

4.06 VICE PRESIDENT

The Vice President shall be vested with the power to perform the duties of the President in the absence of the President or in the event of the President's refusal or inability to act.

4.07 SECRETARY

The Secretary shall keep the corporate seal and all books and records pertaining to his office, shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board, and shall cause all ordinances, resolutions, and other actions of the Board requiring publication to be duly published. The Secretary shall give notice of and attend all meetings of the Board and keep a full and true record of its proceedings, including all ordinances passed.

4.08 TREASURER

The Treasurer shall be the principal advisor to the Board in all financial matters and shall publish a Treasurer's Report.

The Treasurer shall receive and deposit in a bank or banks or other financial institutions authorized by Illinois law and the policies of the Park District, designated by the Board all funds of the District and other funds under control of the Board and shall keep true and accurate books of account recording receipts and disbursements, assets, liabilities, and fund balances of the District.

The Treasurer shall pay out funds as authorized by the Board. In the case of the Revolving Fund, payouts can be made upon signature of the Executive Director or in his/her absence by designated staff or Board members.

The Treasurer shall submit to the Board a monthly report of the receipts, disbursements, and financial condition of the District. The Treasurer shall serve as an advisor to the Board in all financial matters and shall perform such other duties as the Board may from time to time prescribe.

4.09 EXECUTIVE DIRECTOR

The Executive Director of the Park District is responsible to the Winnetka Park District Board of Park Commissioners. The primary function of the Executive Director shall be to administer for the Board on matters pertaining to all functions for which the District is responsible. The Executive Director shall be the executive officer of all departments of the District in regard to recreational programming, personnel management, facility development, land acquisition, and business management. The Executive Director shall be the official medium of communication between the employees of the District and the Board of Park Commissioners. The Executive Director shall have charge of the employment of such employees as are required to operate the Park District and its facilities, subject employment policies and salary schedules as established by the Board and embodied in the Personnel Policies of the Winnetka Park District.

4.10 ATTORNEY

Subject to the direction of the Board of Park Commissioners, the Attorney shall advise the Park Board and staff concerning all legal matters and direct prosecution and defense of all litigation involving the District. He/she shall draft ordinances, resolutions, contracts and other instruments required by the Board or any committee thereof and shall give opinions on all questions referred to the Attorney by the Board or any committee or the President of the Board, and shall attend meetings at the request of the Board.

4.11 ADDITIONAL DUTIES OF OFFICERS

In addition to the duties heretofore specified, each officer shall perform such other duties as may be required of him by law or direction of the Board.

4.12 VACANCIES DECLARED

Whenever any member of the Board of Park Commissioners dies, resigns, becomes under legal disability, ceases to be a legal voter in the Winnetka Park District, is convicted of any infamous crime, refuses or neglects to take the oath of office after becoming elected to the Board of Park Commissioners of the Winnetka Park District, neglects to attend the duties of office, neglects to attend regular and special meetings of the Board for a period of two (2) consecutive calendar months, or neglects to attend a minimum of eight (8) regular and special meetings in any 12-month period, said office may be declared vacant by the Board, and may be filled by appointment by a majority of the remaining Board members. (See Ordinance #505).

4.13 COMPENSATION OF COMMISSIONERS, OFFICERS AND EMPLOYEES

Commissioners may not receive compensation for their services to the Park District, including no compensation for their services as an officer on the Board. In the event that the Board appoints individuals who are not members of the Board as Secretary and/or Treasurer, then these officers may receive compensation, as determined by the Board, for their services. All employees shall receive such compensation for their services as the Board shall from time to time determine.

4.14 PRIMARY FUNCTION OF THE BOARD

The Park Board's major function is to establish policy through the majority vote at duly called and authorized Park Board meetings. Through its policy-making functions, the Board determines fiscal procedures, personnel matters, operational procedures, fees and charges, land dispositions, and facility development. Specifically included in the above items are the following:

- A. To provide for the levy of taxes pursuant to the authority granted by Illinois Statute. Such levies shall provide for the various operational concerns by fund so that sufficient revenue is generated to provide for quality park and recreational activities.
- B. Decide upon the proper use of funds generated by revenue-producing facilities after operational needs are satisfied and enact periodic adjustments in the operational policies of said revenue-producing facilities to ensure proper and meaningful controls for the benefit of the entire District and not just the revenue-producing facility itself.
- C. The Board should employ an Executive Director of the Park District as the District's chief executive officer, upon whom the Board places its reliance and authority for the judicious administration of the day-to-day operation, of the Park District. The Executive Director of the Park District shall be charged with executing the Board's policy, enforcing its rules and regulations, and acting as an advisor to the Board by preparing or causing to be prepared written reports for the Board, which recommends a course of action.
- D. The Board shall adopt and periodically review a set of rules and regulations affecting all full-time, part-time and seasonal personnel in a document known as "Personnel Policies of the Winnetka Park District."
- E. The Board shall continually monitor the operational procedures of the Park District and make additions or alterations to said procedures at duly called and authorized Board meetings. The individual Board members shall keep themselves informed of the activities and functions of the District by observation, comments from its citizenry, and reports presented by the staff of the Park District. The Board shall act decisively on issues brought before it, in the best interest of the District as a whole.

Park Board members should make decisions involving the welfare of the community as a whole based on study and evidence rather than on feelings, prejudices, personal opinions, or other similar subjective factors. Such judgment requires mutual considerations of varying points of view before final action is taken.

Park Board members should accept the principle of Board unity and the subordination of personal interests by accepting and supporting majority decisions of the Board and identifying themselves with Board policies and actions.

- F. The Board shall be responsible for establishing the operational philosophy of recreational programming for the Park District and setting fees and charges, to be approved at a duly authorized and attended Board meeting.
- G. The Board shall recognize that land acquisition is of primary importance to the provision of leisure services and the proposition that open space, judiciously placed, produces benefits for active and passive use. Accordingly, the Board may prepare and periodically update a land acquisition plan, supported by a set of land acquisition criteria which will assist in evaluating various parcels.

Cooperative ventures with local, county, state, regional, and national levels of government should be recognized as important and integral processes toward the orderly acquisition of parcels which otherwise may be too costly for one agency to purchase. Various state and federal land grant programs should be viewed as a vehicle for financial assistance. Such grants must be reviewed carefully for terms and conditions, which may be considered unreasonable or unduly restrictive.

- H. The Board shall direct itself to the establishment and continual care of a well-rounded and broadly based park system, recognizing the diverse needs and interests of the District's constituency.

I. Board Member Code of Ethics

As a member of the Board Team, I will:

1. Listen carefully to my Board colleagues.
2. Respect the opinion of fellow Board members.
3. Respect and support majority decisions of the Board.
4. Recognize that all authority is vested in the full Board only when it meets in compliance with all laws.
5. Keep well-informed about developments relevant to issues that may come before the Board.
6. Participate in Board meetings and actions.
7. Bring to the attention of the Board any issues I believe will have an adverse effect on the agency or those we serve.

8. Attempt to interpret the needs of those we serve to the agency, and interpret the actions of the agency to those we serve.
9. Refer complaints to the proper level on the chain of command.
10. Recognize that my role is to ensure that the agency is well-managed, not to manage the agency.
11. Represent all those whom this agency serves, not just a particular geographic area or interest group.
12. Consider myself a "trustee" of the agency and do my best to ensure that it is well-maintained, financially secure, growing and always operating in the best interests of those we serve.
13. Always work to learn how to do my job better,
14. Declare conflicts of interest between my personal life and my position on the Board, and abstain from voting or discussion when appropriate.

As a member of the Board, I will not:

1. Criticize fellow Board members in or out of the Board room.
2. Use the agency for my personal or business advantage or for the advantage of my friends or relatives.
3. Discuss the confidential proceedings of the Board outside the Board room.
4. Promise before a meeting how I will vote on any issue.
5. Interfere with the duties of the Executive Director or staff or undermine the administrator's authority with staff members.

4.15 EXECUTIVE DIRECTOR BOARD/RELATIONSHIP

Effective Executive Director/Board relationship is a delicate balance of mutual trust that should be built upon a sound base of high ethical and technical competency, which is expected of the Executive Director. In turn, the Board must consistently adhere to its responsibilities of policy setting and allow the Executive Director to administer the day-to-day affairs of the Park District while operating within the policies and guidelines established by the Board.

The Executive Director:

- A. Shall be the chief administrative officer of and professional advisor of the District. The Board shall delegate to the Executive Director sufficient authority and responsibility to execute the Board's policies and establish standard operating procedures based on those policies, enforce established rules and regulations, and administer the daily operations of the parks, recreation programs, facilities, and

services of the District for the benefit of the public. The Executive Director may delegate his authority but he/she shall nevertheless be responsible to the Board. The Board shall perform a written evaluation of the Executive Director annually or more often as the Board may deem necessary.

- B. Provide guidance and leadership based on high ethics and, sound philosophical and logical assumptions. The Board should require of the Executive Director the technical training necessary to perform stipulated job functions, work experience, and academic preparation in leisure services curriculum.
- C. Fully and continually keep the Board members informed of the important issues of the day-to-day operations of the District in a straightforward manner.
- D. Prepare all information necessary for the Board to be fully informed on matters requiring its attention. The Executive Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives and financial impact of same if necessary. This information should be accompanied by a recommendation and the Executive Director must be prepared to justify the recommendation and explain the attendant rationale. Once a policy is set by the Board, the Executive Director should recognize that the decision is then the District's decision regardless of his personal point of view.
- E. Respect the judgment and thoughts of each Board member and realize that the Board is the community's representative.
- F. Enter into the day-to-day operations of the District with the spirit that administrative decision-making must be exercised within the policies agreed upon by the Board. The Board should realize that countless situations will arise that are not explicitly covered by adopted policies and, therefore, will require an administrative decision.

4.16 BONDS

Before entering upon their respective duties, the appointed officers of Executive Director and Treasurer shall be required to be bonded in a penal sum of no less the \$1,000,000, and with such conditions and security as may be determined by the Board.

4.17 FISCAL YEAR

Effective January 1, 2010, the fiscal year of the Winnetka Park District shall begin on the first (1st) day of January and end on the thirty-first (31st) day of December of the succeeding calendar year.

4.18 ANNUAL MEETING

The annual meeting of the Board shall be held ~~on the fourth Thursday~~ in May each year ~~following the Regular Park Board meeting~~. The purpose of said meeting shall be to:

- A. Administer oath of office to newly elected and re-elected Commissioners (odd years only).
- B. Elect President and Vice President for the coming year.
- C. Appoint officers.
- D. Make Committee appointments.
- E. Make Intergovernmental and Community Liaison appointments.
- ~~F. Appoint Board representatives to various boards, associations, and leagues.~~

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 term of no more than one year. However, there shall be no limit to the number of terms a person may serve to said appointed positions.

4.20 VOTING FOR PRESIDENT AND VICE PRESIDENT

Following a formal verbal motion for nomination of fellow Board members for the position of President or Vice President, ~~a vote is taken for each candidate. Each board member may only vote once per position. a call for a second motion shall be made. If a second motion is made, the Board shall vote by written ballot. The Secretary shall collect and tabulate all ballots and announce the tabulated results.~~

4.21 REGULAR MEETINGS AND CONTINUED (ADJOURNED) MEETINGS

The regular meetings of the Board shall be on the fourth Thursday of each month, unless otherwise specified by the Board. A regular or special meeting may be adjourned or continued to a later date if it is not beyond the date of the next regular Board meeting, provided the Board may consider any transaction at the adjourned meeting that it might have considered at the original meeting so adjourned. Board meeting information will be distributed to Board members on or about the Friday prior to said meeting.

4.22 SPECIAL MEETINGS

The President shall call special meetings whenever deemed necessary or at the request of two or more of the Board members and shall cause a notice to be mailed and/or emailed to all members of the Board not less than two days (48 hours) prior to the scheduled date of said special meeting. Any Commissioner may request a special meeting in writing or in person at the meeting.

Public notice of any special, rescheduled, or reconvened meeting, unless the meeting is a bona fide emergency, shall be given by posting a copy of the notice and the agenda of the meetings on the front office door of the Park District office and on the Park District's website at least 48 hours in advance of such meeting. In the event of a meeting held for a bona fide emergency, notice must be given as soon as practicable. Copies of this public notice shall be supplied to any local newspaper of general circulation or any local radio or television station that has filed an annual request for such notice and shall be given in the same manner as Park Board members are notified of the meeting.

4.23 PLACE OF MEETING

The meetings of the Commissioners shall be held at the Winnetka Park District Administrative Offices, located at 540 Hibbard Road, Winnetka, Illinois. Meetings may be held in any other place within the Winnetka Park District at the discretion of the Board.

4.24 PUBLIC NOTICE FOR REGULAR MEETINGS

The District shall give notice of all regularly scheduled Board and committee meetings at the beginning of each calendar year and shall state the regular dates, times and places of such meetings. The District shall post the agenda of each regularly scheduled meeting at the District's principal office, at the location of where the meeting is to be held, and on the District's website at least 48 hours in advance of said meeting. The District shall provide notices of said meetings to news media upon request. Notice for special, rescheduled, or

reconvened shall be given to public and newspapers as specified in Section 4.20 and in compliance with the Open Meetings Act.

4.25 QUORUM

Except as authorized provided by statute, a majority of the duly elected or appointed and qualified Commissioners shall constitute a quorum for the transaction of business provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time until a quorum is obtained. Four (4) members shall constitute a quorum.

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

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.

4.27 ORDER OF BUSINESS

The order of business at regular and special meetings may consist of any or all of the following:

1. Roll Call
2. Additions to or Changes in the Agenda
3. Approval of Financials
4. Approval of Vouchers
5. Remarks from Visitors
6. **Approval of Minutes / Consent Agenda**
7. Committee Reports
8. Communications
9. Unfinished Business
10. New Business
11. Matters from the Executive Director
12. Board Liaison Reports
13. Remarks from Visitors
14. Staff Reports
15. Adjournment of Open Meeting
16. ~~Executive or~~ Closed Session (if applicable)

4.28 CONSENT AGENDA

The consent agenda will appear as a designated portion of the regular Board agenda. All items placed on the consent agenda and not asked by a Board member to be removed will be approved with a motion, a second and a roll call vote. There will be no discussion of items that are on the final consent agenda.

Before the motion to approve the consent agenda is made any Board member can request that an item be removed from the consent agenda and placed under new or old business. This will enable discussion to take place on the item and a vote will be taken under a separate motion if necessary.

The regular order of business may be suspended or modified as the President shall direct. The Executive Director shall be charged with responsibility for the preparation of the agenda and the subject matter thereof. Any Board member may request that a particular item of business be placed on the agenda either before or at a Board meeting. Note, however, that the Board may discuss but cannot vote on a matter added to the agenda without providing 48 hours' notice to the public in compliance with the Open Meetings Act.

4.29 PETITIONS SUBMITTED BY RESIDENTS

All petitions concerning the Park District's areas of responsibility shall be brought to the attention of the Board at the earliest opportunity.

The petition shall be placed on the agenda of a regular or special meeting and be discussed by the Board of Park Commissioners. The individuals responsible for the petition shall be notified at the earliest possible date that the Board of Park Commissioners has received the petition, as well as any action that the Board has approved for the same.

4.30 COMMITTEES

Purpose

The Board of Park Commissioners shall, from time to time, establish committees to investigate and review matters that are under consideration by the Board.

Establishment of Committees

The President, with the approval of the Board, shall establish certain ad hoc committees as needed.

Composition of Committees

The President, with Board approval, shall appoint to the committee the number of Commissioners deemed appropriate and shall name one Commissioner as committee chair. All Commissioners, the Board officers and the Executive Director shall serve as ex-officio members of all committees.

Responsibilities

A committee is not authorized to take any action. It is responsible for submitting written reports to the Board and shall recommend that action, if required, be taken by the Board. No committee member shall be bound by a majority report. Any committee member may submit a separate report to the Board for consideration.

Committee Meetings

Committee meetings are normally scheduled and held on the second Tuesday of each month. The committee chair shall be responsible for establishing the date, time and location of meetings and staff shall be responsible for giving proper notice to the public. Committee meetings will conform to the same Open Meetings Act requirements as outlined in Chapter 5 of this manual. Committee agendas shall contain at a minimum the following: Call to Order; ~~Approval of Minutes; Old Unfinished Business and/or~~ New Business and Adjournment.

COMMUNITY ENTITIES

The Board of Park Commissioners shall select or recommend the Park District's liaison(s) to, or representatives on the boards of Executive Directors of, the following outside entities:

WINNETKA CAUCUS COUNCIL – PARKS COMMITTEE

The Park Board shall appoint one of its members to act as the District's liaison to the agencies of Winnetka Caucus Council – Parks Committee.

WINNETKA ENVIRONMENTAL AND FORESTRY COMMISSION

The Park Board shall appoint one of its members, and one or more members of the Park District staff, to act as the District's liaisons to the Environmental and Forestry Commission on an as needed basis.

SCHOOL DISTRICT 36 AND NEW TRIER HIGH SCHOOL

The Park Board shall appoint one of its members to act as the District's liaisons to the agencies of School District 36 and New Trier High School.

WINNETKA PARKS FOUNDATION

The Park Board shall appoint one or more of its members, and one or more members of the Park District staff, to act as the District's liaisons to the Winnetka Parks Foundation.

NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION - The Park Board shall appoint a staff member or a member of the Board as the Park District's representatives on the Board of Executive Directors of the Northern Suburban Special Recreation Association.

The President, with the approval of the Board, shall establish additional standing committees as needed.

4.31 MANNER OF VOTING

The President shall be empowered to call for questions pertaining to any and all properly presented and seconded motions. A voice vote may be used if deemed appropriate by the President. On all matters that require an ordinance, resolution or proposition creating Park District liability or authorizing the expenditure or appropriation of money, and in all cases at the request of any Commissioner, a roll call vote shall be taken. No secret ballots are permitted on any question.

All voice and roll call votes shall be recorded in the official minutes of the meeting. Unless otherwise provided by statute, the act of a majority of Commissioners present at a meeting for which there is a quorum shall be the act of the Board. The President is a member of the Board and has the right to vote upon all questions.

Capital Expenditures

All capital expenses shall comply with the following:

- \$0 -\$25,000 Approval of the Executive Director.
- ~~\$22,000~~ \$25,001+ Approval of at least four (4) votes or a majority of a quorum passage by the Board. Must comply with statutory requirements.

4.32 RULES OF ORDER

Robert's Rules of Order shall govern questions of procedure in all cases not herein provided.

4.33 MOTIONS, RESOLUTIONS AND ORDINANCES

The Park Board usually acts by way of a motion, resolution, or ordinance. Motions are an informal method of Board action made orally and noted on the minutes. A motion may be auxiliary to the more formal resolution or ordinance, as, for example, a motion that an ordinance be passed.

Resolutions and ordinances are submitted in writing, and, in general, differ in the following ways:

An ordinance usually enacts permanent regulations or the “laws” of the Park District. An ordinance can only be repealed or amended by another ordinance and not by motion or resolution. The Park District Code, in many instances, directs that an action must be carried out by ordinance, and in those cases such matters can be acted upon only by ordinance. A distinguishing feature of an ordinance is the ordaining clause that requires the words: "Be it ordained, by...." The ordinance does need not to have a title.

Resolutions express policy, grant a special privilege or express the opinion of the Board, such as expressing sympathy or requesting action by other governmental units, etc.

The law provides that the Board shall have the power “to pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the Board and District and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction and to effect the objects for which such Districts are formed.”

4.34 CORPORATE SEAL

The Corporate Seal of the Winnetka Park District shall contain the words “Winnetka Park District, Winnetka, Illinois.”

4.35 OFFICIAL MINUTES

All final action taken by the Board of Park Commissioners shall be taken in an open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances, as well as a summary of the discussion on any matter proposed, deliberated or decided and of any votes taken in an official minute book. Minutes will not be available for public inspection until after they are adopted by the Board at a subsequent meeting. The Park Board shall approve the minutes at its open meeting within 30 days after the meeting or at its second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection, and shall be posted on the Park District’s website, within 10 days after their approval by the Park Board. Any minutes of meetings open to the public and posted on the Park District’s website shall remain posted on the website for at least 60 days after their initial posting.

The official minute book of the Winnetka Park District shall be open for public inspection by interested individuals during regular office hours, but it must not leave the Park District office. Upon request, the Secretary will provide copies of minutes or attachments thereto for a nominal fee as determined by the Secretary.

The Secretary shall be responsible for the taking and preparation of minutes of each meeting. Closed Session minutes will be kept in a separate book and not made part of the official minute book of the District.

The Park Board shall review the minutes of all prior Closed Sessions. This review shall take place in Closed Session at least twice each year; the Board must determine whether the need for confidentiality still exists with regard to all or part of the minutes, or whether all or part of the minutes no longer require confidential treatment and therefore should be made available for public inspection.

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.

4.36 OATH OF OFFICE

All elected and appointed Board members, before entering upon the duties of office, shall take and subscribe to an oath to discharge faithfully and competently the duties of said office.

4.37 MANDATORY TRAINING FOR NEW BOARD MEMBERS

All newly elected members of the Board and officially appointed members of staff shall comply with state mandated training related to the Open Meetings Act (OMA) and Freedom of Information Act (FOIA) within 30 days of oath or appointment to the Board.

4.38 GUIDELINES FOR RESIDENTS AT PUBLIC MEETINGS

The Winnetka Park District is governed by seven elected Commissioners. The Board formulates and approves policies to guide the operations of the District's parks and recreation programs, facilities and services.

The President serves as the Executive Officer of the Board. It is the President's duty to preside at all meetings, and sign all documents authorized by the Board.

Meetings

Committee meetings are normally held on the second Thursday of the month at 5:30 p.m. Regular Park Board meetings are normally held fourth Thursday of each month at 6:30 p.m. Both meetings are normally held at the Winnetka Park District Community Room, located at 540 Hibbard Rd., unless otherwise posted. It is recommend that you call 847-501-2040 to confirm meeting dates/times, or visit the agency website online at www.winpark.org. Meetings are open to the public, and residents are invited to share their comments and/or suggestions during the Remarks from Visitors period.

Special Meetings

Occasionally, the Board may call a special meeting to discuss a topic in greater depth or to consider a matter that requires action prior to the next regularly scheduled meeting. Notices of special meetings, including the meeting's agenda, will be posted on the website listed above and at the Winnetka Park District office at least 48 hours prior to the meeting.

Public Hearings

As a part of the planning process of a special project or issue, the Board may conduct public hearings. The purpose for these meetings is to provide residents with information on a specific topic and seek input.

Remarks from Visitors & Public Comment

At regular Park Board meetings, there is an agenda item called Remarks from Visitors. Remarks may be solicited at special meetings. Public hearings are specifically designed to seek feedback from the community.

If you have a question or concern and need to address the Board at any of these meetings, please comply with the following basic guidelines:

- 1) The Board President will chair the meeting.
- 2) Any resident or visitor wishing to address the Board, an individual Board member or a guest presenter, must direct their questions and comments to the President at the appropriate time or at the President's invitation.
- 3) The Board will hear a resident's comments only after the President has recognized the resident to speak.
- 4) Speakers will be allowed three minutes and may not yield their time to other speakers.
- 5) Persons wishing to speak for a second time may do so with the consent of the President, only after all others have had an opportunity to address the Board.
- 6) Please refrain from comment or question at a Public Hearing until the presentation has been completed.

The President will strive to allow all residents equal opportunity to address the Board. In general the Board will not comment or respond to issues requiring Board consideration until the issue has been reviewed by the Board/staff.

The Board often has a full business agenda and must complete the work of the Park District at scheduled meetings. Please do not repeat comments or questions that have already been made by others and please do not interrupt commissioners or other speakers.

Copies of the agenda are posted on our website and at the main office of the Park District located at 540 Hibbard Rd., Winnetka, IL.

Additional information regarding the agenda may be obtained from our Administrative office, 847-501-2040.

4.39 POLICY ON CONFERENCES

Each year there are numerous conferences and educational workshops that are designed for Commissioners only, or for both staff and Commissioners. These sessions provide Commissioners a tremendous opportunity to become informed on legal matters, trends, legislative issues and programs. As a general rule there are two major conferences each year and numerous workshops. One of the conferences is the annual Illinois Park and Recreation Association (I.P.R.A.) Conference held in the Chicago area. This conference is a joint venture between the Illinois Association of Park Districts and the Illinois Parks and Recreation Association Park. The other conference is the National Recreation & Park Association (N.R.P.A.) conference that is held in various parts of the country.

The I.P.R.A. Conference is recommended for all Commissioners to attend if possible. This conference provides the most information that relates directly to the Winnetka Park District. This conference is the most economical training based on registration fees and travel cost.

The N.R.P.A. Conference is recommended, but due to cost and time commitment attendance from the entire Board is difficult to justify. As with other park districts, the District's policy is to allow Commissioners to make a decision, on an individual basis, whether to attend the N.R.P.A. Conference. In the event a Commissioner decides to attend the N.R.P.A. Conference, the Commissioner must request the same in order for the District to consider this cost in its annual budget.

~~It is recommended that a budget for four Board Members be established to attend the national conference. It is desired that a rotation system be established to allow every Commissioner an opportunity to attend at least every other year.~~

As a general policy, the District expects Board Members who attend these conferences commit to educational sessions, and on site institutes. Upon returning from conferences, it is desired that a verbal report on information gathered at the meetings be submitted to the entire Board.

During the annual budget process, Commissioners should indicate their interest in what conferences they would like to attend. During the budget review, the Board will authorize the appropriate dollars based on the request(s) received.

END

Tracking

Review and Update	January 2016
Administrative Committee:	February 11, 2016
Board First Reading:	February 25, 2016
Board Second Reading & Adoption:	March 17, 2016

Review Due: January 2019

Notes: Red line are staff recommended changes in 2019.

DRAFT

**Winnetka Park District
BOARD SUMMARY**

Date: January 10, 2019
Subject: Dog Park
From: John Muno, Executive Director

SUMMARY

At the December Board meeting, there was a strong interest demonstrated by a group of residents for the WPD to pursue the development of an off leash dog park.

Board Direction

While the initial indication from the Board was one of interest in this request, staff would like to confirm a consensus direction of the Park Board for the level of priority for staff to pursue proper planning in this park development project.

Projects, Priorities and 2019 Objectives

As reflected in our strategic plan, there are existing high projects, priorities, and objectives identified for 2019.

- Stormwater
- Lakefront Master Plan
- Capital (vision) Improvement Plans (unfunded)
- Financial- long range financial solutions
- Customer Service plan

Dog Park Project Expectations

It is and will be important for both board and staff to understand and balance the expectations for the amount and timing of proper Park development planning warranted for consideration of this project; in addition to the considerations for implementing this potential project.

Considerations

Upon Board consensus direction, staff will prepare to address the typical due diligence planning consistent with our past park development projects. The following considerations to include but not be limited to;

- Historical summary perspective- from previous Board consideration
- Competitive intelligence i.e. other area Park District's recent experience with dog park development and operations
- WPD-Park site location options
- Regulations governing dog parks (Cook County, others)
- Site plan logistics (size, shape, amenities, utilities, setbacks, vehicle and pedestrian access, tree inventory)
- Budget –amenities and improvements
- Parking/traffic
- Maintenance plan
- Village review, and/or permit process
- Operation logistics – existing passholders, etc
- Review of current and proposed rules, Ordinance 504, and Village Ordinances

- Ad-hoc advisory committee (Board liaison, staff, and representatives of group that attended Board meeting)
- Neighbor and community engagement

STAFF RECOMMENDATION

Staff recommends that board discuss and provide consensus direction on the priority of dog park planning and timeline - with a recommended initial report at the March 14 or April 11 committee meeting.

END

**Winnetka Park District
BOARD SUMMARY**

Date: January 10, 2019
Subject: Capital Project Prioritization ½ Day Workshop
From: Mary Cherveney, Administrative Services Manager
Through: John Muno, Executive Director

SUMMARY

As part of the board prioritization of capital projects (beyond operating capital) staff proposes a dedicated ½-day workshop on Saturday, April 13 or Saturday, April 27. Please consult your calendars in advance of the meeting, so we may determine date.

STAFF RECOMMENDATION

Set date for ½-day workshop (April 13 or 27) so staff may work on appropriate accommodations and day of facilitation.

END

**Winnetka Park District
BOARD SUMMARY**

Date: January 10, 2019
Subject: Winnetka Waterfront 2030 – Lakefront Master Plan
From: John Muno, Executive Director

SUMMARY

Staff has been diligently communicating and working with both our lakefront consulting teams regarding further development of Lloyd park/beach plans. This work has been leading up to a group planning meeting scheduled on Tuesday 1/8/2019; to include staff, Lakota Group, Shabica & Associates and Board liaison Warren James.

We have made a lot of planning progress with this complicated lakefront beach/property and are anticipating much more progress because of this collaborative meeting.

In that regard, staff is proposing in conjunction with our consultants to present the most recent version of Lloyd Park/Beach plans to the Board at the January 17, 2019 meeting.