

**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
MEETING MINUTES
THURSDAY, JANUARY 10, 2019
540 HIBBARD ROAD
5:30 P.M.**

President Archambault called the meeting to order at 5:30 p.m. Commissioners Present: Mickey Archambault, Teresa Claybrook, Warren James, Eric Lussen and John Thomas. Commissioner Absent: Ian Larkin and John Peterson. Staff Present: John Munro, Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Costa Kutulas, Superintendent of Parks; Mary Cherveney, Administrative Services Manager; and Kelsey Raftery, Marketing Brand Manager; Audience Present: Christina Codo and Collen Knupp.

CHANGES TO THE AGENDA

None

COMMUNICATIONS

Shared under Executive Director's report.

NEW BUSINESS

Policy Manual Review Chapters 1-4

Administrative Services Manager, Mary Cherveney presented the first four chapters of the policy manual for Board review. Staff recommended changes highlighted in red. Commissioner Thomas will email corrections he found. Commissioner Claybrook asked if section 4.37 regarding mandatory training for new board members was required, which staff confirmed. After some discussion, the Board agreed to extend the timeframe from 30 to 90 days to comply. Commissioner Claybrook also asked about the procedure for resident input at a public meeting. Outlined in section 4.38 and no adjustments needed. Additional Board recommended adjustments submittals to Administrative Services Manager Cherveney. First reading will be February 28 and the second reading and Board adoption planned for March 21.

Dog Park Discussion

Executive Director, John Munro looked for board consensus to move the Dog Park discussion up on the Board's priority list based on the expressed interest by resident visitors at the December 13, 2018 meeting. He outlined staff's plan for due diligence with plans to come back to the Board in March with an initial summary report on findings and recommendations. Executive Director Munro has received the history of this initiative from Commissioner Thomas and Administrative Services Manager, Mary Cherveney has retrieved the minutes from 2006 to reflect that history. President Archambault clarified that at this time no Board decision needs to be made, but allow staff to proceed with due diligence. Staff needs to communicate plans with resident representative, Elizabeth Lane, which Executive Director Munro will do. Commissioner Claybrook added that she is interested in exploring "pop-up" dog parks if possible to determine

best locations, community input, while analyzing all Park District and Village parks current use. Commissioner James wanted to go on record to say he was in favor of establishing a “dry” dog park. He does not believe this is a significant investment but will be hard to get community consensus on the location. This will require the Park District to determine criteria and then the Board have the fortitude to get it done. Commissioner Thomas reiterated the history of trying to establish a dog park. With clear direction, staff will move research forward.

Capital Project Prioritization ½ Day Workshop

Executive Director, John Muno looked for consensus from Park Board on date for ½ day workshop on capital project prioritization. After some discussion, it was determined to consider a Thursday night for that workshop. Staff will get back to Board on date.

UNFINISHED BUSINESS

Winnetka Waterfront 2030 – Lakefront Master Plan

Superintendent of Parks, Costa Kutulas provided a verbal update on the collective progress of staff, consultants and Board liaison, Commissioner James toward Lloyd design concept plan. A presentation will be made at the January 17 Board meeting. Commissioner James stated that it is moving in the right direction. Focus is what can be achieved in a cost effective manner and how it can be phased in. Unrelated to Lakefront, Commissioner Thomas asked about Indian Hill window replacement and Superintendent Kutulas provided a brief update.

MATTERS OF THE DIRECTOR

Executive Director, John Muno informed the Board that a letter has gone out to Crow Island Park neighbors regarding the next phase of the Stewardship Plan. He also noted that all Board members were copied on an email memo from a Township Trustee regarding restroom facilities unavailable at outdoor rink. This was due to the indoor rink schedule over the holidays and not intentional. Lastly, annual performance coaching reviews and a full-time staff survey conducted. Leadership staff will be analyzing the survey results as our internal management efforts.

BOARD LIAISON REPORTS

Commissioner Thomas commented that at the Tuesday night Township meeting, the Trustee was mildly reprimanded for the memo, as she had no standing to do so at a Township Trustee. He also reminded his fellow township officials to contact the Executive Director if there are any issues, allowing for quick resolution.

STAFF UPDATES

Superintendent of Recreation, John Shea provided an update on Winter Break camp and high attendance levels. He also stated that the Winter Carnival is this Saturday.

Superintendent of Parks, Costa Kutulas provided an update on park projects, including the Indian Hill Park windows, Golf Clubhouse pro shop storefront and outbuildings completion at the Golf Service Center. Electrical and overhead doors updates in the spring. Planning for the deck patio at Maple Street Beach is underway. Commissioner Claybrook requested consideration for built-in chairs similar to Highland Park to be a part of the deck patio plans. Superintendent Kutulas is concerned about the ADA grade, but consideration for the chairs, will be given. President

Archambault, saw the storefront changes at the clubhouse and said they looked nice. He also attended the Holiday Sing, which continues to grow and was well attended.

Superintendent of Finance, Christine Berman informed the Board that Technical Support Specialist, Jordan Neal is now full-time.

Marketing Brand Manager, Kelsey Raftery pointed out the visual re-branding in the administrative lobby and suggested a visit to the Tennis Center to see the changes there. Executive Director Munro reiterated a visit to the Tennis Center. Commissioner Lussen said the new signage at the Ice Arena looks nice.

CLOSED SESSION

Commissioner Claybrook made a motion to enter into Closed Session at 6:02 p.m. to discuss the purchase or lease of real property for the use of the public body - Sect. 5 ILCS 120/2 (c) (5).

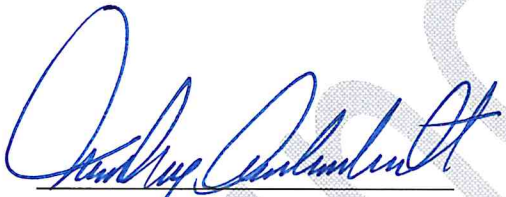
Commissioner Thomas seconded the motion and a roll call vote was taken. Ayes: Archambault, Claybrook, James, Lussen, Thomas. Nays: None. Motion carried.

At 6:17 p.m., Commissioner Thomas made a motion to return to Open Session. Commissioner James seconded the motion and a roll call vote was taken. Ayes: Archambault, Claybrook, James, Lussen, Thomas. Nays: None. Motion carried.

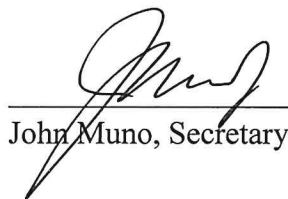
There was not action taken.

ADJOURNMENT

The Committee of the Whole meeting adjourned at 6:17 p.m.



Mickey Archambault, President



John Munro, Secretary