



**WINNETKA PARK DISTRICT
ANNUAL BOARD MEETING
THURSDAY, MAY 9, 2019
COMMUNITY ROOM**

TIME

Following the adjournment of the Regular Board Meeting

AGENDA

1. Call to Order/Roll Call
2. Swear in New Commissioners
3. Election of Board President, Vice-President
4. Appointment of Secretary, Treasurer, Attorney and Director
5. Liaison Assignments
 - a. New Trier Township High School (1)
 - b. Northern Suburban Special Recreation Association
 - c. Stormwater (2)
 - d. Winnetka Caucus Council (1)
 - e. Winnetka Public Schools District #36 (1)
 - f. Winnetka Parks Foundation (1-2)
6. Resolution 19-05-09-1 Designating FOIA Officers*
7. Adjournment

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

**WINNETKA PARK DISTRICT
RESOLUTION NO. 19-05-09-1**

**Resolution Designating Freedom of Information Officers
For the Winnetka Park District Pursuant to the Freedom of Information Act**

WHEREAS, the Winnetka Park District is an Illinois unit of local government organized and operating pursuant to the Illinois Park District Code, 70 ILCS 1205/1 et seq. (the “Code”); and

WHEREAS, the Park District is a public body as defined by the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., (2013) (the “Act”), and

WHEREAS, Section 3.5 of the Act requires public bodies to designate one or more officials or employees to act as Freedom of Information officer or officers (“FOIA Officers”); and

WHEREAS, FOIA Officers are required to successfully complete an electronic training curriculum established by the Public Access Counselor of the State of Illinois; and

WHEREAS, FOIA Officers are required to receive requests submitted to the public body, ensure that the public body responds to requests in a timely fashion, and issue responses under the Act; and

WHEREAS, the Winnetka Park District is a “Public Body” as defined by the Act and desires to designate an additional Park District FOIA officer pursuant to the Act; and

WHEREAS, the Act authorizes public bodies to promulgate rules and regulations in conformity with Section Three thereof pertaining to the availability of records and procedures to be followed, including the times and places where such records will be made available and the persons from whom such records may be obtained; and

WHEREAS, the Park Board has determined that the Park District’s current rules, regulations and procedures must be updated in order to maintain their compliance with the Act.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE WINNETKA PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: Incorporation of Recitals. The foregoing recitals are incorporated herein as findings of the Winnetka Park District Board of Park Commissioners.

Section 2: Designation of FOIA Officers. Park District Board Secretary, John Muno and Administrative Services Manager Mary Chervený are hereby designated FOIA officers of and for the Winnetka Park District, and shall perform all duties and responsibilities of FOIA Officer, as specified in the Park District’s Rules and Regulations for all FOIA requests pertaining to the Park District and in accordance with the Act, until the effective date of such officer’s resignation, separation of employment, or termination by the Park Board of such designation.

Section 3: Adoption of Updated FOIA Rules and Regulations: The “Rules and Regulations in Accordance with the Illinois Freedom of Information Act for Responding to Requests for Inspection or Copying of Public Records” attached hereto as Exhibit A and incorporated herein by this reference (the “Rules”) are hereby approved, and the President and Secretary of the Park Board are hereby authorized and directed to execute the Rules where indicated. The Board Secretary shall post the Rules on the Park District’s website and other locations where, in the discretion of the Board Secretary, their placement will enhance the public’s understanding of the Park District’s process for administering FOIA requests.

Section 4: Provisions Severable. If any term, provision or condition of this Resolution shall, to any extent, be invalid or unenforceable, the remainder of this Ordinance shall not be affected thereby, and each term, provision and condition of this Resolution shall be valid and enforceable to the fullest extent permitted by law.

Section 5: Effective Date, Repealer. This Resolution shall be in full force and effect immediately upon its passage and approval. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

Passed and Approved by the Winnetka Park District Board of Park Commissioners on this 9th day of May, 2019.

Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen, Peterson
Nays: None
Absent: None
Abstain: None

Approved:

Mickey Archambault, President, Board of Park Commissioners

ATTEST:

John Muno, Secretary, Board of Park Commissioners

CERTIFICATION

I, John Muno, Secretary to the Board of Park Commissioners of the Winnetka Park District of the County of Cook, State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true, correct and complete copy of Resolution No. 19-05-09-1, duly adopted by its Board of Park Commissioners at a meeting duly convened and held on the 9th day of May, 2019.

SEAL

John Muno, Board Secretary