



**WILMETTE PARK DISTRICT**  
**Committee-of-the-Whole**  
**Meeting Minutes**  
*Monday, July 12, 2021*  
*6:30 p.m. – Village Hall Chambers Council*

**PRESENT**

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Commissioners: President Mike Murdock, Vice President Julia Goebel, Financial Planning and Policy Chair Cecilia Clarke, Patrick Duffy, Kara Kosloskus and Allison Frazier

Secretary/Executive Director: Steve Wilson

Staff: Executive Administrative Assistant Catherine Serbin

Visitors: Alan Golden, Walter Keats, and Cindy Levine

**ABSENT**

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None

**1.0 MEETING CALLED TO ORDER**

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The meeting was called to order at 6:33 pm.

**A. ROLL CALL TAKEN**

**2.0 COMMUNICATIONS AND CORRESPONDENCE**

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Commissioner Clarke stated she had received an e-mail from Walter Keats with some comments on the Board Manual that did not make it into tonight's packet. She advised that there will be another Committee-of-the-Whole regarding this topic and that his comments will be included in the next packet for consideration.

**3.0 PUBLIC COMMENT/RECOGNITION OF VISITORS**

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The Attendance Sheet will become part of the permanent record.

**4.0 NEW BUSINESS**

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**4.1 REVIEW OF BOARD OPERATIONS MANUAL – DISCUSSION**

Commissioner Clarke stated some of the Board Manual updates are fairly straightforward as it needs to be brought in line with statute. There are other changes that will require Board consideration such as determination of Board policy. She referred to the Memorandum Park Board Counsel Andrew Paine had created and suggested the Board review it section by section. President Murdock clarified that the Memorandum in question was not originally released to the public because it contained confidential information. Commissioner Clarke opened the floor up for Board comment prior to starting the review.

Commissioner Goebel stated there are certainly administrative items that are out

of date. She provided the example of iPads not being mentioned in the bylaws and that it is now a way the Board uses to communicate. She suggested that the bylaws be updated for purposes of consistency with the way the Board currently operates. She then asked if there is any other things the Board should consider with the spirit with which the Board is adapting the bylaws, aside from administrative. She stated that in other groups she has been a part of, sometimes the governing documents have been revised with a vision to more fully realize the mission of the organization. She also noted it has been over 11 years since the Board Manual has been revised.

Commissioner Clarke stated she has some policy questions that the Board may want to consider that are not in the Board Manual, but that she is not ready at this point to raise them. Commissioner Duffy asked if Commissioners Goebel and Clarke were referring to changing the mission statement or incorporating the mission statement into the governing documents. Commissioner Goebel replied not necessarily but that sometimes that is a reason that prompts a change in a governing document and hypothetically asked if the bylaws match the spirit of the organization any longer. Commissioner Duffy stated that he liked the idea of either changing Board operations to fit the organizational manual or changing the manual to fit the way the Board operates. There was subsequent discussion regarding strict adherence to the Board Manual and whether there was any flexibility in how the Board operates.

Section 2.01 – Per Counsel’s advice, it was unanimously agreed there are no changes.

Section 2.02 – Commissioner Murdock acknowledged that the Board had received an e-mail from a resident that suggested the Board expand the oath to include references to other statutes. It was agreed that the Board would default to Counsel’s recommendation in that there was no change necessary. Commissioner Clarke also noted that the oath is broader than what is required.

Section 2.03 – Regarding the Annual Meeting date, there was subsequent discussion as to whether the specific reference to the “second Monday in May” was necessary in the Board Manual. Commissioner Clarke acknowledged that removing it would allow for more flexibility, however, in the interest of full transparency to their constituents, she argued in favor of keeping this language. Mr. Paine added that in addition to whatever is listed in the Board Manual, the Open Meetings Act requires the Board to adopt and publish the schedule of regular meetings, whether at the beginning of the fiscal year or calendar year. Therefore, the meeting dates will be laid out. He further stated that while including it in the Board Manual adds another layer of transparency, it also restricts the Board to that date. President Murdock stated that most substantive work is done at the Committee level and would prefer more flexibility. Debate ensued pursuant to whether the Board should adopt broader language in regards to the Annual Meeting date. Commissioner Goebel suggested the conversation may be

beginning to conflate Sections 2.03 and 2.04. Commissioner Clarke suggested the language be revised to state the Annual Meeting be held in May immediately following the regular Board meeting. It was agreed that the words “on the second Monday in May” be stricken from the Board Manual. There was a brief discussion as to when this Section had last been revised, when the Board Manual had last been opened for revisions and what compels the Board to make changes now. Mr. Paine clarified that the Board Manual was most likely amended in 2010 due to major revisions in the Open Meetings Act and Freedom of Information Act to bring the document into compliance. He stated that there have been many changes to the law in the past eleven years and that it is good practice from an administrative standpoint to review the Board Manual every so often to ensure consistency with statute, technology and current practices. Commissioner Kosloskus and Commissioner Duffy suggested adopting all of Counsel’s suggestions regarding statute for efficiency.

Section 2.05 – It was agreed that the language be updated to align with current statute and modern practices.

Section 2.08 - It was unanimously agreed that this Section be updated to match existing law and that everything after the word “provided” be stricken.

Section 2.09 – Commissioner Clarke asked that this Section be deferred for a policy discussion at another time. At this point, Commissioner Duffy asked Commissioner Clarke if the Board could skip to Sections with which she disagreed with. There was subsequent debate as to what the process would be for reviewing this document.

Section 2.10 – Commissioner Clarke acknowledged Counsel’s comments regarding the unnecessary summary of the concepts of ordinances, resolutions and motions. Mr. Paine clarified that many things in the Board Manual are not legally required or are reciting statutory law, however, the purpose of this document is to guide the Board. He personally views the document as a roadmap for how to serve on the Board and this information be educational for Commissioners who have never served on a public Board. It was unanimously agreed that the only changes to this Section would be to update a citation and strike the final sentence.

Section 2.11 – Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Section 2.12 – Per Counsel’s advice, it was unanimously agreed there are no changes.

Section 2.13 – Per Counsel’s advice, it was unanimously agreed there are no changes.

Section 2.14 – Commissioner Clarke noted that part of this Section contains statutory updates. She acknowledged Counsel’s comments questioning whether the Board has the authority to remove an officer for malfeasance. Mr. Paine added that the Board has limited authority to remove a seated Commissioner as well as Board-elected officers, such as the President or Vice President. Commissioner Clarke asked why Mr. Paine would question the Board’s authority to change their vote or potentially remove an officer. Mr. Paine clarified that as a non-home rule unit of government, the Park Board only has powers that are expressly provided by statute or reasonably inferred by statute. Mr. Paine advised there is nothing he is aware of that gives Board’s the power to remove their elected officers. Once elected, a Commissioner serves until their successor is elected and qualified. There is nothing in statute that talks about removal. Therefore, he questioned the Board’s authority to do so in the Board Manual. Mr. Paine recommended that subsection (c) be changed. President Murdock asked for clarification regarding Counsel’s comment about subsection (b). Mr. Paine advised that the Board has the authority to elect the President, the Vice President, the Secretary and the Treasurer. The President and Vice President are members of the Board. The Secretary and the Treasurer do not have to be members of the Board, they can be staff or a third party. Mr. Paine cautioned the Board against having some sort of precedent or authority whereby it is leading people to believe that the Board can hire or fire staff. He clarified that any hiring or firing in this Section is in regards to those Officials who serve as Secretary or Treasurer. The day to day hiring is vested in the Executive Director. It was agreed that Mr. Paine would propose a clarification in the Board Manual.

Section 2.15 – President Murdock proposed that all male references be removed in Sections 2.15 through 2.19. It was unanimously agreed that all gender references throughout the document be removed by Counsel.

Section 2.16 – It was unanimously agreed that Counsel remove the reference to a Community Relations Committee that does not meet.

Section 2.23 – Commissioner Clarke noted that part of this Section contains statutory updates. It was agreed that the remaining part of this Section be deferred for a policy discussion at another time and that Counsel make the applicable statutory related changes.

Sections 2.24 – Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Section 2.27 – It was agreed that the language be modified per Counsel’s recommendation to reference “as required by applicable law”.

Section 2.28 – Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Section 2.29 - Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Section 2.30 – It was discussed whether the language be modified per Counsel’s recommendation to eliminate the reference to specific documents in subsection 2. Commissioner Goebel proposed subsection 2 be amended to read as “Availability of Board policies and administrative procedures and various documents which may include but are not limited to:” Commissioner Frazier agreed and asked that this Section remain more inclusive for new Board members. Commissioner Kosloskus noted that Counsel advised these documents are lengthy and also available online. She stated that after reviewing the Voucher Report, she did notice how much money was spent printing the hardcopy materials that were provided to her in binder form. For the purpose of stewardship, Commissioner Kosloskus suggested that a comment be added to state that these documents are available electronically. Commissioner Duffy also suggested that documents may be added to this list at the Executive Director’s discretion.

Section 2.31 – It was unanimously agreed that this Section be revised to comply with statute.

Section 2.32 - Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Karen Meersman gave a brief explanation as to the new Village streaming system and noted that they cannot control when the cameras and microphones turn on and off. She advised that the equipment will automatically turn on at 7:30 p.m. It was agreed that any policy discussion be deferred.

## **5.0 ADJOURNMENT**

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There being no further business to conduct, Commissioner Murdock moved and Commissioner Clarke seconded a motion to adjourn the Committee-of-the-Whole meeting at 7:25 p.m.

By a voice vote; **Motion Carried.**

Minutes Approved on: September 13, 2021

Respectfully Submitted,

*Catherine Serbin*

Catherine Serbin  
Executive Administrative Assistant