

**MINUTES OF THE 2361st
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, AUGUST 22, 2019**

President Archambault called the meeting to order at 5:30 p.m.

Commissioners Present: Mickey Archambault, Christina Codo, Warren James (by phone), Colleen Knupp and John Peterson. Commissioner Claybrook arrived at 5:32 p.m. Commissioners Absent: Eric Lussen. Staff Present: John Muno, 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: John Thomas, Christina Gikas, Maggie Cao, Barbara Williams, Kimberly Brya, Elaine Jaheris, Susie Schreiber, Dougal Jeppe, ML Hecht, Anne Wilder, Bill Hurley, Will Hurley, Colleen Danstrom, Scott Freres and Jon Shabica.

ADDITIONS/CHANGES TO AGENDA

None

APPROVAL OF FINANCIALS

Vice President Peterson made a motion to approve the July 2019 Financials as presented. Commissioner Codo seconded the motion. Superintendent of Finance Christine Berman stated that we are tracking similar to last month. Received more property taxes in July than budgeted, since due in August. Staff 2020 budget kick-off meeting was last week. Staff is currently working on year-end estimates. Superintendent Berman also pointed out a change in the reporting, as now all the CD investments are listed out. President Archambault asked about the bump in tax revenues, which Superintendent Berman said was a budget timing issue and will correct itself in the next month. He also asked about capitals, which Superintendent Berman stated is mainly golf capitals and lakefront. Due to timing some of the lakefront capitals made be moved to the 2020 budget. Commissioner Knupp asked for clarifications on the monthly financials, from year over year. Superintendent Berman pointed out that monthly allocations are staff's expected timing on revenue and expense and may fluctuate from year to year. Vice President Peterson asked for clarification on the golf fund salaries being below budget. Did it include any full-time, which Superintendent Berman indicated that it was just part-time and seasonal staff. Vice President Peterson liked the CD spread. Passed by voice vote.

APPROVAL OF VOUCHERS

Vice President Peterson made a motion to approve the August 22, 2019 vouchers for \$610,763.66. Commissioner Codo seconded the motion. Commissioner Codo asked about the ice machine repair for \$730. Superintendent of Parks, Costa Kutulas indicated that a new one is approximately \$3200. Commissioner Codo asked for clarification on the laptop replacement, which was a scheduled replacement. President Archambault stated that in July we paid \$19,000

to the Village for water to the golf course. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

REMARKS FROM VISITORS

Resident Kimberly Brya thanked President Archambault and Executive Director Muno for talking to her recently regarding dog park and camp. She wanted to reiterate per her conversation with President Archambault, that any decision regarding having a dog park and location are on hold. Conversations will continue and she has volunteered to a part of those conversations regarding the Forest Preserve District and the Village landfill as options. Her understanding is that any decision will be made after stormwater and lakefront priorities are handled. She would like to have the Board affirm that decision in writing to the community in a method that residents of non-school age children will see.

Resident Barbara Williams feels that there needs to be more clarity and a timeline based on the June letter regarding the proposed dog park. When or if a decision is made on a dog park she is happy to be involved as well. She is also looking for clarity for the community on a timeline. She is not certain this needs to be rushed and may result in going from a good solution to a great one.

Resident Colleen Danstrom read a statement (a copy was presented to the Board) regarding on the proposed dog park, including best practices provided by The Trust for Public Land. She feels that through these practices a harmonious resolution would be achieved and create a more vibrant Park District. She would also like the District to do a cost analysis and operational procedures.

APPROVAL OF MINUTES

Vice President Peterson made a motion to combine the Regular Park Board Meeting Minutes of July 25, 2019 and the closed session minutes of July 25, 2019. Commissioner Claybrook seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried. Vice President Peterson made a motion to approve the consent agenda. Commissioner Codo seconded the motion. Passed by voice vote.

COMMUNICATIONS

None

NEW BUSINESS

Winnetka Youth Organization Presentation

Winnetka Youth Organization (WYO) Executive Director, Christina Gikas provided an overview presentation. She covered WYO history, staffing, programming, impact, fundraising, that foster individual development for teens in a substance-free, safe space. Commissioner Codo asked for some clarification on usage, which Executive Director Gikas provided. She also thanked the Winnetka Park District for support. Maggie Cao from the Youth Board shared her experience with the WYO. She has an interest in volunteering and participates in Social Service Saturday. She was also treasurer of the youth board. President Archambault thanked Christina and Maggie for their work. WYO is an asset to the community.

Brochure RFP

Vice President Peterson made a motion to accept Creekside Printing's RFP for the 2020 brochure series printing at a cost of \$25,689. Commissioner Claybrook seconded the motion. Marketing Brand Manager, Kelsey Raftery reviewed the RFP process and recommended Creekside Printing for the 2020 brochure series. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

Policy Manual Chapters 14-17: Review

Administrative Services Manager, Mary Cherveney presented Chapters 14-17 of the policy manual for review and highlighted the changes. Changes can be made throughout the review and adoption process. First reading will be at the September 26 meeting and second reading/adoption is expected at the October 24 meeting.

Northshore Trevians Youth Football Affiliate Agreement

Vice President Peterson made a motion to approve the 2019 Memorandum of Understanding Affiliate Agreement with Northshore Trevians Youth Football. Commissioner Knupp seconded the motion. Superintendent of Recreation, John Shea reviewed the affiliate agreement and the great working relationship. Flag football has expanded, and tackle remains similar to last year. Commissioner Codo asked about the Board make-up and listing, which Superintendent Shea stated was some Winnetka parents as well as neighboring communities that are a part of the New Trier feeder. The Board is listed on their website. Commissioner Claybrook asked about the opportunity in conjunction with the other communities, on customer satisfaction. Superintendent Shea keeps in contact with other local Park District representatives and the feedback has been positive. He will continue to monitor. Commissioner Knupp was unable to get son in the program due to late registration. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

WPTC Affiliate Agreement

Vice President Peterson made a motion to approve the 2019 Affiliate Agreement with Winnetka Platform Tennis Club. Commissioner Knupp seconded the motion. Executive Director, John Muno stated that this affiliate agreement is similar to the football agreement. There is a good working relationship and we continue to clarify roles and responsibilities, including a recent request to assist with marketing. Facility Manager, Paul Schwartz oversees the facility and this agreement. Commissioner Codo asked if pricing was similar with other rental requests. Executive Director Muno suggested that the WPTC receives a of a bulk rate discount fee. Commissioner Codo asked about background checks, which was clarified and is included in both agreements. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

UNFINISHED BUSINESS

Policy Manual Chapter 7 2nd Reading/Adoption

Vice President Peterson made a motion to approve and adopt Chapter 7 of the policy manual as presented. Commissioner Knupp seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

Winnetka Waterfront 2030 – Lakefront Master Plan Update & Communication Plan

Jon Shabica from Shabica & Associates provided a status update on the submittal of the Illinois Department of Natural Resources (IDNR) permit application for the Lloyd Shoreline work. He is at about 80% complete for submittal with some additional requests from IDNR. He also provided an update on lake levels, including the record-breaking date of July 23, 2019 when the 200-year high lake-level record was broken. Shabica recommends that some modeling be done to make sure what we have planned is appropriate. President Archambault sought clarification if the permit had been submitted, which Shabica stated that it has yet to be submitted. Permit application should be submitted within the next two weeks.

Commissioner Claybrook posed the question on whether the Park District should explore the shoreline permit process now at other beaches due to extended timeline process and the loss of beaches, especially at Elder and Maple. Once the Park District receives the permit, we would have five years to act on it. There was some additional Board discussion with a consensus to discuss at an upcoming meeting.

Scott Freres, of Lakota Group provided an update on the bluff-related projects. Most of the discussion centered on the Tower Road staircase. Resident Marc Hecht expressed his concern regarding the removal of the existing staircase. Through Board discussion, consensus was to move forward with a modified scheme between concepts A and B.

Commissioner Claybrook excused herself from the meeting at 7:21 p.m.

Marketing Brand Manager, Kelsey Raftery shared the lakefront communications plan. Focus was on key messages, visuals, tactics and target execution dates. President Archambault requested that as updates occur; advertise when to expect the next update. Manager Raftery stated that monthly updates could be planned.

MATTERS OF THE DIRECTOR

Executive Director, John Muno stated that summer season is winding down. It was a good, safe summer. Met with Avli this week as our Winnetka Golf Club concessions contract is up at the end of the year. Looking at the possibility of expanding the agreement and updating the contract.

BOARD LIAISON REPORTS

Vice President Peterson provided an update on the Winnetka Parks Foundation, including a successful summer at Wednesdays in the Woods. The beer and wine tent made close to \$5000. Reminder that their July 4 event at the Paddle hut was a good first time event. Shared ongoing work on fostering relationships that could turn into funding of the Winnetka Waterfront 2030 Plan.

REMARKS FROM VISITORS

Resident Anne Wilder was concerned about the water trickle at the Tower Road staircase. Superintendent Kutulas clarified that it is not sewage and is confident that it is ground water.

Resident Kimberly Brya asked that we look for other ways to communicate to the 80% of residents that do not have school-age children. Trying to avoid misinformation out in the community.

STAFF UPDATES

Superintendent of Parks, Costa Kutulas provided an update on the Crow Island Stewardship Plan, ballfield renovations, some capital project updates including HVAC and equipment replacements and Green Bay Trail clean-up of trees and brush.

Superintendent of Recreation, John Shea reported on beach shut down timeline and the overall good summer for the recreation department. He recognized Lloyd Manager, Will Hurley for his outstanding work. Final Tidewave Thursday is currently going on. Discussed field renovation and football start-up.

Administrative Services Manager, Mary Cherveney reminded the Park Board of the upcoming Bike Winnetka event and if they or family members plan to attend to contact her.

Superintendent of Finance, Christine Berman reported on the 2020 Budget kick-off. The timeline will be shared at the September 12 Committee of the Whole meeting. Personal policy manual is currently up for review and will be brought in front of the Park Board upon internal review.

CLOSED SESSION

Vice President Peterson made a motion to go into Closed Session to discuss the purchase or lease of property pursuant to the Open Meetings Act. Commissioner Codo seconded the motion.


A roll call vote was taken. Ayes: Archambault, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

At 8:24 p.m., Vice President Peterson made a motion to return to Open Session. Commissioner Codo seconded the motion.

A roll call vote was taken. Ayes: Archambault, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

ADJOURNMENT

Vice President Peterson made a motion to adjourn the meeting at 8:25 p.m. Commissioner Codo seconded the motion, which passed by a voice vote. Motion carried.


Mickey Archambault, Board President
John Muno, Board Secretary