MINUTES OF THE 2,365th REGULARLY SCHEDULED BOARD MEETING OF THE COMMISSIONERS AND OFFICERS OF THE WINNETKA PARK DISTRICT, WINNETKA, IL THURSDAY, DECEMBER 12, 2019

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

Commissioners Present: Mickey Archambault, Teresa Claybrook, Christina Codo, Warren James, Colleen Knupp, Eric Lussen

Commissioners Absent: John Peterson

Staff Present: John Muno, Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Costa Kutulas, Superintendent of Parks; Mary Cherveny, Administrative Services Manager; Kelsey Raftery, Marketing Brand Manager; and Lara Kuechel, Executive Assistant.

Audience Present: Todd Marver, Jack Hoffman, Kellie Edwards (not signed in)

ADDITIONS/CHANGES TO AGENDA
None

APPROVAL OF FINANCIALS
Commissioner James made a motion to approve the November 2019 Financials as presented. Commissioner Lussen seconded the motion. Superintendent of Finance, Christine Berman noted that everything is tracking as expected; revenues are slightly over budget and expenses are more than slightly under. A brief discussion took place about over-estimating finances.

APPROVAL OF VOUCHERS
Commissioner Codo made a motion to approve the December 12, 2019 vouchers for $783,847.54. Commissioner Knupp seconded the motion. President Archambault, questioned painting expenses and it was noted that they were for Tennis. He also asked if we get mileage for our credit card; it was clarified that we do not, we receive a rebate instead. Commissioner Codo questioned if membership dues were for our credit card; Superintendent Berman clarified that they are not and are just used to pay for membership dues. Commissioner Knupp inquired about principal and interest; Superintendent Berman said that principal is paid once a year and interest twice a year. Commissioner Knupp also inquired if water and electric will be adjusted for stormwater; Commissioner Archambault clarified that it is just about utilities and it was noted that it ends up being more for electricity than water.
A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson.
Nays: None.
Motion carried.

REMARKS FROM VISITORS

None

APPROVAL OF MINUTES

President Archambault requested a motion to combine the Committee of the Whole Meeting Minutes of November 14, 2019, the Closed Session Meeting Minutes of November 14, 2019 and the Regular Board Meeting Minutes of November 21, 2019

Commissioner James amended the motion to remove the Closed Session Meeting Minutes of November 14, 2019 to check the transcription for an error. Commissioner Knupp seconded the motion. A roll call vote was taken.

Ayes: James, Knupp, Lussen, Archambault, Codo
Nays: None
Motion Carried

Commissioner James made a motion to approve the Consent Agenda as amended. Commissioner Codo seconded the motion. Passed by a voice vote.

It is noted that Commissioner Claybrook arrived at 5:38pm

NEW BUSINESS

Lloyd Emergency Shoreline Protection

Superintendent Shea noted that John Shabica was going to be dialed into the meeting in order to participate in the discussion via conference call. Superintendent Kutulas and Superintendent Shea recapped the December 5th COW presentation regarding the damage sustained at Lloyd Beach to the bluff as well as to boats and the boardwalk. They presented an emergency plan that would be done in the form of a bid. Stone selection would be in the in the amount of 5,000 tons, with 19,000 needed for the fully completed project. The Park District has been in contact with the Army Corps of Engineers and the Illinois Dept. of Natural Resources. The proposed rock formation must be temporary in order to be considered an emergency measure per the DNR. The emergency rock formation structure, its placement, timing and expense, particularly in regards to the purchase of stone, were discussed at length. There are long-term plans to rebuild the boardwalk with no immediate plans to repair it. Lloyd Beach will be largely unusable for the coming season as we do not want the public to have access due to safety concerns. Shabica felt that the public notice could be made right after the holidays and a permit approved by June or July for the full project. The main benefit to purchasing the stone now is to create a stockpile and take advantage of cost effective pricing. The emergency measure will also help preserve and continue to accumulate sand. Commissioner James suggested negotiating for the materials. The worth of starting the project, which is weather dependent, was discussed and involved remarks suggesting that it is better to purchase the stone ahead of time and do the full project later in better weather. Commissioner Claybrook questioned starting before the RFP, Shabica said it is not advisable so there are no violations with regulators. President Archambault emphasized the uniqueness of the situation. Commissioner Lussen would rather see the Park Districts efforts towards putting together a script to execute a plan between now and the permit to get the project done. There were positive comments from Board Members to purchase stone now in preparation for the full project which may be desirable according to Shabica. Commissioner Claybrook questioned the sequence for the permit process to which Shabica said that once public notice has passed, the bidding process could possibly start in February to line up a contractor while stockpiling stone. She emphasized assessing discounts & savings to deliver in the summer as compared to doing work now. Commissioner James, said that the Board has raised good questions, brought up some good ideas and suggested that John Shabica and the Park District Staff should come back with a recommendation in January 2020 so that it can be voted on. Superintendent Kutulas said if we wait until January to put an emergency plant together, there is no point in starting a temporary action, to which Shabica concurred. Commissioners Claybrook, James and Codo expressed concerns over insurance coverage and communicating with the insurance company. Superintendent Kutulas cautioned that the potential exposure in giving public notice could draw additional engineering costs to update documents.

Bluff Restoration Tier One Project Bid

Commissioner Claybrook made a motion to approve the base bid with alternates 1 -8 submitted by Foundation Mechanics LLC, from Chicago, Illinois for the base bid and alternates 1 – 8 of $1,570,750.00 as presented. Commissioner James seconded the motion. Superintendent Kutulas said there were 4 bids, all were of quality with reputable sub-contractors. Commissioner Claybrook questioned the use of pavers and he clarified that pavers will be removed and replaced with concrete. Commissioner Lussen suggested looking at dyed concrete, but Superintendent Kutulas spoke of the difficulties of maintaining it. He noted that years 2 & 3 will not be expended as part of this project so it will be within budget. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

Lakota Construction Observation Proposal

Commissioner Claybrook made a motion to approve the "Additional Services" proposal from the Lakota Group, of Chicago, Illinois for the do not exceed amount of $42,000 as showed in the proposal dated December 9, 2019 as presented. Commissioner Lussen seconded the motion. Superintendent Kutulas staff will be monitoring the project to keep it on task and on target. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

Tax Levy Ordinance #569
Commissioner Knupp made a motion to approve the Tax Levy Ordinance #569 as presented. Commissioner Codo seconded the motion. Superintendent Berman noted that the only changes were pursuant to the November meeting; $100,000 from the budget memo was moved from 3 funds to the corporate fund, with the bottom line remaining the same. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

Supplemental Tax Levy Ordinance #570
Commissioner Codo motion to approve the Supplemental Tax Levy Ordinance #570 as presented. Commissioner Claybrook seconded the motion. Commissioner James asked for an explanation of Exhibit A and Superintendent Berman provided a breakdown and noted that she was not with the Park District at the time the debt payoff was structured. Director Muno said that what is being proposed would allow for catch up and ability to plan for CPI to keep pace with the increase to our debt capacity and what the Park District can borrow. Commissioner Codo referred to the debt schedule, noting that it was unusual, but clear. President Archambault offered kudos to Superintendent Berman. Director Muno noted that Superintendent Berman handled challenges with previous financial advisors. Commissioners Codo and Lussen will be our liaisons in going to RFP in the coming years. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

Resolution 19-12-12-1 Appointment of FOIA Officers
Commissioner Claybrook made a motion to approve the Resolution 19-12-12-1 Appointment of FOIA Officers as presented. Commissioner Knupp seconded the motion. Director Muno explained that he and Lara Kuechel are authorized to respond to Freedom of Information Act requests. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

At 7:00pm, President Archambault took a time out to acknowledge the retirement of Mary Cherveny and thank her for her years of service and hard work. Mary then left the meeting.

UNFINISHED BUSINESS
2020 Budget Adjustments

2020 Budget Adjustments were presented by Superintendent of Finance, Christine Berman. She noted a few changes, none in revenues but moved property tax revenue from workmen's comp, audit and liability to the general fund, no additional changes in operating expenses and capital expense is estimated at $1 million for emergency work, plan to pay for that moved to 2020 from the second part of the lakefront for 2021. Budget is posted on web.

2020 Board Meeting Schedule
Commissioner Claybrook made a motion to approve the 2020 Board Meeting Schedule as presented. Commissioner Codo seconded the motion. Changes to the schedule were noted and explained due to various conflicts. Commissioner Claybrook requested calendar invites for meetings. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

Boal Parkway Stormwater Plan and Land Transfer
Commissioner Codo made a motion to approve the sale of Parcel 1: 05-18-400-014-0000 & Parcel 2: 05-18-400-013-0000 as described in the Purchase and Sale Agreement of the attached agreement to the Village of Winnetka for the price of $10.00 as noted in the agreement as presented. Commissioner James seconded the motion. Commissioner Claybrook noted that it was a good move. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

MATTERS OF THE DIRECTOR
Executive Director, John Muno passed on presenting

BOARD LIAISON REPORTS
None

REMARKS FROM VISITORS

STAFF UPDATES
Marketing Brand Manager, Kelsey Raftery – received checks from the Nielsen Family for signage work.

Superintendent of Parks. Costa Kutulas – looking for the best solutions in dealing with the shoreline and will work to move forward on projects.

Superintendent of Recreation, John Shea – reported on holiday events that have taken place and are coming up as well as winter camps and house league basketball.

Executive Assistant, Lara Kuechel - looking forward to working with everyone

Superintendent of Finance, Christine Berman – met with auditors, sent out an RFP for municipal advisor services and hopes to have information by January.

CLOSED SESSION

Commissioner Lussen made a motion to go into Closed Session to discuss the Semi Annual Review of Closed Session Minutes and the purchase or lease of property.
Commissioner Claybrook seconded the motion. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

RETURN TO OPEN SESSION

At 7:30p.m. Commissioner Claybrook made a motion to return to Open Session.
Commissioner Codo seconded the motion. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

OPEN SESSION ACTION

Release of Closed Session Minutes and Tape Disposal (MC)

Commissioner Claybrook made a motion to approve the staff recommendation for the release of the following Closed Session minutes: 12/17/2015 and 06/20/2019 and that based on the conditions of the Open Meetings Act, staff recommends that none of the tapes shall be disposed of as presented. Commissioner Codo seconded the motion. A roll call vote was taken.
Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

ADJOURNMENT

Commissioner Claybrook made a motion to adjourn the meeting at 7:31p.m. Commissioner Lussen seconded the motion, which passed by a voice vote.
Motion carried.

Mickey Archambault, Board President

John Muno, Board Secretary