

**MINUTES OF THE 2,370th  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS  
AND OFFICERS OF THE WINNETKA  
PARK DISTRICT, WINNETKA, IL  
THURSDAY, APRIL 2, 2020**

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

President Archambault clarified the procedures for the meeting as it was being conducted by electronic means via teleconference.

A motion was made by Commissioner Codo to allow the electronic participation of the Winnetka Park District Board of Commissioners. Commissioner Claybrook seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen, Peterson

Nays: None.

Motion carried.

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

Commissioners Absent: None

Staff present in the Community Room with observance of social distancing practices: John Muno, Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Lara Kuechel, Executive Assistant. Via teleconference: Costa Kutulas, Superintendent of Parks and Kelsey Raftery, Marketing Brand Manager

Audience Present: None

**ADDITIONS/CHANGES TO AGENDA**

None

**APPROVAL OF MINUTES**

A motion was made by Commissioner Knupp to combine the Closed Session Meeting Minutes of February 20, 2020 and the Regular Board Meeting Minutes of February 20, 2020, the Closed Session Meeting Minutes of February 27, 2020 and the Regular Board Meeting Minutes of February 27, 2020.

Commissioner James seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen, Peterson

Nays: None

Motion Carried

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

## **APPROVAL OF FINANCIALS**

A motion was made by Commissioner Lussen to approve the Financials for February 2020. Vice President Peterson seconded. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen, Peterson

Nays: None

Motion Carried

## **APPROVAL OF VOUCHERS**

A motion was made by Vice President Peterson to approve Vouchers for March 19, 2020 in the amount of \$480,566.03. Commissioner Codo seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen, Peterson

Nays: None

Motion Carried

## **UNFINISHED BUSINESS:**

**Lakefront Conditions Update:** Superintendent Shea provided a recap of the Board Summary regarding the Lloyd breakwater, noting that there were no public comments that required responses per the Illinois Department of Natural Resources (IDNR). The permit is out for review by the U.S. Army Corps of Engineers (USACE), but has not been posted for public comment. It was thought that the process may go faster due to the favorable response from the DNR. He will be working with Shabica & Assoc, to complete the bid packet and does not anticipate any cause for concern in meeting the anticipated start in September

Superintendent Kutulas said that Bluff Restoration is underway, with only a few days lost to weather. The pouring of helical piles was to take place on April 13<sup>th</sup>, the shaping and erecting of the sub-frame will commence in a few weeks, then will really start to take shape. In response to a question from Commissioner Knupp, Superintendent Kutulas further said that the COVID-19 crisis would not necessarily impact the project, but said he is unsure at this point. President Archambault asked if the project was tracking on schedule to which he answered yes and expected to make the June 26<sup>th</sup> target date. Superintendent Kutulas also spoke about neighborhood concerns from the north side of the Tower lot due to noise and fumes, noting that they had been addressed promptly and traffic will be monitored.

## **NEW BUSINESS**

### **Approval of AYSO Agreement**

A motion was made by Commissioner Codo to approve the 1 yr. AYSO Agreement. Commissioner Claybrook seconded the motion. Superintendent Shea said that the agreement was only for one year as AYSO will be conducting a review of their contacts. Tom Frey, is the document signer and is President of AYSO Region 425. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen, Peterson

Nays: None

Motion Carried

## **NEW BUSINESS cont'd**

### **Approval of KWBA Agreement**

A motion was made by Commissioner Claybrook to approve the 3 yr. KWBA Agreement. Commissioner Knupp seconded the motion. Superintendent Shea noted that it was a continuation of the current contract, with an understanding that fees will increase. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen, Peterson

Nays: None

Motion Carried

## **COVID-19**

Executive Director Muno spoke about the COVID-19 crisis and its impact on the WPD noting that it has many moving parts and remains a fluid situation. Among the concerns were support for 113 employees (38 full-time and 75 part-time), facility closures and communicating with patrons in response to Governor Pritzker's Executive Order. Decisions were being made in keeping consistent with those guidelines as well as those of PDRMA and other agencies in order to maintain social distancing practices. A more detailed discussion took place regarding specific facilities, most notably platform tennis and tennis court closures; Commissioner Lussen thought that they should be consistent and Commissioner Claybrook said that the WPD should leave those facilities open as long as possible. Commissioner Knupp suggested stepping up restrictions on the Par 3 golf course and further discussion ensued to make the golf course closures more secure. Follow-up with Matt Johnson and Rob Drogos will take place. Vice President Peterson offered his thanks to all of the Staff. President Archambault said that he reviewed liability concerns with attorney Steve Adams and relayed that there was a great deal of discretion in regards to outdoor spaces.

A lengthy discussion took place regarding the Staff recommendation that employees would be allowed to remain on the payroll through the end of the pay period on April 26<sup>th</sup>. Executive Director Muno said that the Staff would work towards creative means to defer that cost into the 3<sup>rd</sup> & 4<sup>th</sup> quarter of the year. The continued employment cost would be \$42,000.00 for the month of April. Options to support (i.e. unemployment) WPD Staff, in particular part-time, were reviewed. All Commissioners agreed that the cost was worth the expense to help WPD Staff in a time of crisis and retain valuable employees. Commissioner Claybrook emphasized that we will recover with a more engaged community.

## **MATTERS OF THE DIRECTOR**

Executive Director Muno reported that the Music Festival was cancelled and brought up the possibility of combining it with the WPD Fall Fest at a later date. Liaisons Vice President Peterson and Commissioner Lussen were to meet with the WPTC on April 3<sup>rd</sup> regarding further pursuit of additional paddle courts. A brief discussion took place with support for the plans as long as the WPTC was going to fund the project and absorb the soft-costs. Vice President Peterson was in favor of maintaining a dialog and getting a broader understanding.

## **BOARD LIAISON REPORTS**

President Archambault said that the Village IGAs are waiting to be signed.

## **REMARKS FROM VISITORS - None**

## **STAFF UPDATES**

**Superintendent of Finance, Christine Berman** – PDRMA will be refunding agencies over \$20,000 for fees, the Audit will go on and be ready for the June 30<sup>th</sup> deadline.

**Superintendent of Parks, Costa Kutulas** – continuing to monitor the parks, reported that the 75<sup>th</sup> Children's Fair will be cancelled.

**Superintendent of Recreation, John Shea** – the Recreation Dept. is pushing programs to May and looking at new dates, Marty Kwiatkowski and Toby Ross are conducting summer employee interviews electronically via skype.

**Marketing Brand Manager, Kelsey Raftery** – reported that the Summer Brochure went out in an online version only, no plans for a print version to date, also continuing engagement with the community and has received nice feedback. Commissioner Lussen said the Instagram post was great.

**Executive Assistant, Lara Kuechel** – reviewing options for obtaining financial assistance, dependent on what is applicable for the greatest need, reminded everyone that the Statements of Economic Interest are due by the end of the month, participated in community chats with IPRA.

## **CLOSED SESSION**

Commissioner Codo made a motion to go into Closed Session to discuss the purchase or lease of property and personnel. Commissioner Claybrook seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen, Peterson

Nays: None.

Motion carried.

## **RETURN TO OPEN SESSION**

At 8:35 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

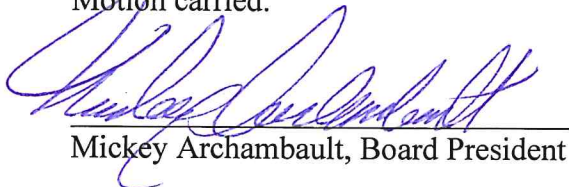
Nays: None.

Motion carried.

## **ADJOURNMENT**

Commissioner Claybrook made a motion to adjourn the meeting at 8:35p.m. Codo seconded the motion, which passed by a voice vote.

Motion carried.



Mickey Archambault, Board President



John Munro, Board Secretary