

**MINUTES OF THE 2,371st
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, APRIL 23, 2020**

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

President Archambault called the meeting to order at 6:00 p.m.

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

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

Nays: None.

Motion carried.

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

Commissioners Absent: None

Staff present in the Winnetka Park District Office with observance of social distancing practices: John Muno, Executive Director; John Peterson, Executive Director Candidate, 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, Pat Fragassi, Tennis Manager; Matt Johnson, Golf Manager; Paul Schwartz, Ice Arena and Platform Tennis Manager

Audience Present via Zoom: Eric Anderson of Piper Sandler, Jon Shabica of Shabica & Assoc.; Mollie Vanderlaan, Resident.

COMMUNICATION

An invitation was received to participate in the Caucus Spring Town Hall Meeting - May 20th, 2020. President Archambault and Executive Director Peterson will participate.

APPROVAL OF MINUTES

Consent agenda to approve

- Closed Session Meeting Minutes of March 12, 2020,
- Committee of the Whole Meeting Minutes of March 12, 2020,
- Closed Session Meeting Minutes of April 2, 2020, and
- Regular Board Meeting Minutes of April 2, 2020

Commissioner Lussen made a motion to approve the Consent Agenda. Commissioner Codo seconded the motion. A voice vote was taken.

VOTE: 6 Ayes/0 Nays

Motion carried.

APPROVAL OF FINANCIALS

A motion was made by Commissioner Codo to approve the Financials for March 2020. Commissioner Knupp seconded. Superintendent Berman provided a presentation, answering questions posed by the Commissioners, and a brief discussion took place particularly regarding the potential for donations. A roll call vote was taken.

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

Nays: None

Motion Carried

APPROVAL OF VOUCHERS

A motion was made by Commissioner James to approve Vouchers for April 23, 2020 in the amount of \$633,367.94. Commissioner Codo seconded the motion. A brief discussion took place regarding the 4th of July fireworks line item and the summer brochure costs. A roll call vote was taken.

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

Nays: None

Motion Carried

UNFINISHED BUSINESS:

Lakefront Conditions Update:

Superintendent Shea spoke about the ILDNR review of the breakwater project then introduced Jon Shabica of Shabica & Assoc who spoke about the work taking place on bid specifications. He felt that the lack of public comment thus far was indicative of the public's recognition of the need for the breakwater. Superintendent Kutulas spoke further on the Bluff Restoration project, noting a brief unexpected delay in construction progress, but will be back on track shortly. Photos have been taken to show the progress at Tower Beach and they will be shared.

COVID-19 Update:

Executive Director Muno spoke about Governor Pritzker's extension of the "Shelter in Place" Order until May 30th, with some exceptions. The opening of golf courses is exciting news for the Park District. He further noted that the Park District is looking into what a phasing in "soft opening" may look like. Personnel discussions will take place during closed session. President Archambault addressed Matt Johnson, Winnetka Golf Club Manager, who responded with a brief description of the WGC plans for restrictions.

Capital Financing Project Update:

Superintendent Berman gave a brief update on what the WPD can go out for in regards to the debt issuance, the ability to pay the 2014 bond and the debt capacity. She then introduced Eric Anderson from Piper Sandler who gave a slide presentation, noting a currently volatile period for rates. He presented 3 different scenarios for debt service at 9 million, 12 million and 15 million over 25 years. A brief question and answer session took place with Commissioners Lussen, Claybrook and Archambault. Commissioner Claybrook noted that the WPD should be ready to act, especially with the current conditions. Commissioner Codo asked additional questions regarding operating activities and the market going forward and supply. Mr. Anderson offered a detailed answer and also suggested discussing with staff and bring suggestions to the Board. He said that he has extensive experience working with a number of local Park Districts. He further noted in response to Commissioner Codo's question that Piper Sandler is a very robust private placement bank. President Archambault thanked Mr. Anderson for their partnership and said that the Board would be getting back to him.

REMARKS FROM VISITORS

Mollie Vanderlaan – introduced herself as a resident who plays tennis. She wished to express her belief that the interpretation of the Executive Order was unreasonable as she thinks tennis is a low risk activity. She further stated that families should be allowed to play together. Suggested that a solution may be allowing singles to play and have employee supervision.

NEW BUSINESS**Grant Funding 2020**

Superintendents Shea and Kutulas, along with Executive Assistant Kuechel are looking for grant opportunities. The OSLAD (Open Space Land Acquisition and Development) grant cycle will be opening May 1st and the intention is to pursue that funding.

MATTERS OF THE DIRECTOR

Executive Director Muno announced his retirement from the Winnetka Park District and will be sharing that with all of the staff, noting that he had presented a letter of resignation to President Archambault. President Archambault acknowledged receipt and acceptance of the letter; thanking Executive Director Muno for his service and wished him luck.

BOARD LIAISON REPORTS

Commissioner Codo reported that New Trier is planning on a July 12th graduation that will likely be held virtually. The awards ceremony will be held virtually and summer athletics are currently under review.

BOARD LIAISON REPORTS CONT'D

Commissioner Claybrook met with the Caucus Committee to discuss topics for a potential survey, noting that there may not be one this year. Six caucus members will specifically focus on the WPD, with two specific action items being the survey and Board candidates.

John Shea said that they are looking for resident candidates to become an active part of the Parks Foundation.

STAFF UPDATES

Superintendent of Recreation, John Shea – the Recreation Dept. is in limbo for summer programming. He will be meeting with the John Muno and the School District regarding usage. Vendors have been engaged for virtual programming. Hope to be able to report more in the coming weeks in response to the restrictions.

Marketing Brand Manager, Kelsey Raftery – preparing communication regarding spring programming cancellations, our refund policy and donation opportunities. There are plans for a Memorial Day video, Superintendent Shea said that Kelsey and staff are doing a great job and are working with local government entities. Commissioner Claybrook questioned plans for summer camp cancellations and suggested that marketing those programs will be very important. Per President Archambault will look into listing/acknowledging donors

Superintendent of Parks, Costa Kutulas – his department is keeping the properties manicured, seeding and proceeding with park clean-up. Working on stabilizing damage due to storms and cleaning up the beaches.

Superintendent of Finance, Christine Berman – Noted that we did receive a check from the State of Illinois for personal property replacement tax and will keep an eye out for those in the future to make sure we are still receiving them. Audit field work was done through an online portal, expect to be on schedule for approval.

Executive Assistant, Lara Kuechel – thanked everyone for their flexibility with the different meeting formats. Looking at grant possibilities, noting they are exciting in light of our challenges. Participating in community talks through IPRA and will be working with Britni Purnell, Human Resources Administrator to plan for additional staff safety training.

CLOSED SESSION

Commissioner Claybrook made a motion to go into Closed Session pursuant to Section 2(c)(1), for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, pursuant to Section 2(c)(5) of the Open Meetings Act, for the purchase or lease of real property for the use of the public body, and 2(c)(6) for the setting of a price for sale or lease of property owned by the public body. Commissioner Knupp 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 8:13 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.

ACTION ITEMS FOLLOWING CLOSED SESSION

President Archambault announced receipt and acknowledgement of the resignation of Park Board Vice President John Peterson.

APPOINTMENT OF JOHN PETERSON AS NEW EXECUTIVE DIRECTOR AND APPROVAL OF NEW EXECUTIVE DIRECTOR CONTRACT.

Commissioner Lussen made a motion to appoint John Peterson to serve as the Park District's executive director, effective May 1, 2020, and approve the Employment Agreement with John Peterson. The Board is proud of John Peterson and enthusiastic about this appointment. John Peterson said that he is honored to be a part of the history of the Winnetka Park District and humbled to work with an incredible Board and talented staff, noting further that he can't wait and it's going to be fun.

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

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

Nays: None.

Motion carried

TRANSITION TO NEW EXECUTIVE DIRECTOR

Commissioner James made a motion directing John Peterson and John Muno to share and perform jointly the duties and responsibilities of the position of executive director for the period from May 1, 2020 to July 31, 2020. Commissioner Lussen seconded. A voice vote was taken.

VOTE: 6 Ayes/0 Nays

Motion carried.

APPOINTMENT OF BOARD SECRETARY

Commissioner Codo made a motion to appoint the New Board Secretary, John Peterson. Commissioner Knupp seconded. Transitional Executive Director Muno noted that is it usually the Executive Director's role. A roll call vote was taken.

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

Nays: None.

Motion carried

APPOINTMENT OF NSSRA BOARD MEMBER

Commissioner Claybrook made a motion to appoint John Peterson as the new NSSRA Board Member representing the Winnetka Park District. Transitional Executive Director Muno pointed out that it is has traditionally been the WPD Executive Director. Commissioner Knupp seconded. A roll call vote was taken.

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

Nays: None.

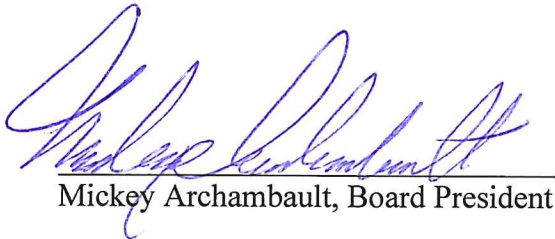
Motion carried

ADJOURNMENT

Commissioner Codo made a motion to adjourn the meeting at 8:22p.m. Commissioner James seconded the motion, which passed by a voice vote.

VOTE: 6 Ayes/0 Nays

Motion carried.


Mickey Archambault, Board President
John Muno, Board Secretary