

**MINUTES OF THE 2,373<sup>rd</sup>**  
**COMMITTEE OF THE WHOLE | REGULARLY SCHEDULED BOARD**  
**MEETING OF THE COMMISSIONERS AND OFFICERS**  
**OF THE WINNETKA PARK DISTRICT, WINNETKA, IL**  
**THURSDAY, JUNE 18, 2020 – VIA ZOOM**

President Archambault called the meeting to order at 6:08 p.m.

**Commissioners Present:** Mickey Archambault, Teresa Claybrook, Christina Codo, Warren James

**Commissioners Absent:** Colleen Knupp, Eric Lussen

**Staff present in the Winnetka Park District Administrative Office with observance of social distancing practices:** John Peterson, Executive Director; John Muno, Transitional Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Lara Kuechel, Executive Assistant. Via videoconference: Costa Kutulas, Superintendent of Parks and Kelsey Raftery, Marketing Brand Manager.

**Audience Present via Zoom:** Jon Shabica of Shabica & Assoc., Monika Adamski of Lauterback & Amen, LLP

**COMMUNICATION**

None

**APPROVAL OF MINUTES**

Consent agenda to approve:

- Committee Meeting Minutes of May 14, 2020
- Closed Session Meeting Minutes of May 14, 2020
- Regular Board Meeting Minutes of May 21, 2020
- Closed Session Meeting Minutes of May 21, 2020
- Annual Meeting Minutes of May 2020
- Special Board Meeting Minutes of May 28, 2020
- Closed Session Meeting Minutes of May 28, 2020

Commissioner Codo made a motion to approve the Consent Agenda. Commissioner James seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James

Nays: None

Motion Carried

**APPROVAL OF FINANCIALS**

A motion was made by Commissioner Claybrook to approve the Financials for May 2020. Commissioner Codo seconded. Superintendent Berman explained that expenses and capitals are down. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James

Nays: None

Motion Carried

**APPROVAL OF VOUCHERS**

A motion was made by Commissioner James to approve Vouchers for June 18, 2020 in the amount of \$793,852.18. Commissioner Codo seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James

Nays: None

Motion Carried

**NEW BUSINESS:****Audit**

A motion was made by Commissioner Codo to approve the 2019 Audit. Superintendent Berman reported that the audit was unmodified and opinion accurate. Monika Adamski noted the crisp and correct info provided by the Winnetka Park District and recommended no management letter and no need to correct the audit, further stating it was a good job. President Archambault thanked Monika on behalf of the Board and said that they are proud of Superintendent Berman and her work. Commissioner James seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James

Nays: None

Motion Carried

Monika Adamski left the meeting.

**New Park Board Commissioner**

President Archambault opened the floor for nomination for Park Board Commissioner. He nominated David Seaman.

A motion was made by Commissioner Codo to close nominations for the Park Board Commissioner position. Commissioner James seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James

Nays: None

Motion Carried

A motion was made by Commissioner Codo to elect David Seaman for Park Board Commissioner. Commissioner James seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James

Nays: None

Motion Carried

Executive Director Peterson swore in Park Board Commissioner David Seaman.

Commissioner Seaman then offered his thanks and enthusiasm for being a part of the Park Board and working with everyone.

### **REMARKS FROM VISITORS**

None

### **UNFINISHED BUSINESS:**

**Capital Financing Project Update:** Superintendent Berman reported that there was a bond rating telephone call June 4<sup>th</sup>, and announced that the WPD had received from Moody's an AA1 Bond Rating. She offered thanks to Commissioners Codo and Lussen as well as Executive Directors Peterson and Muno, Superintendents Shea and Kutulas, noting the strong plan in place. Commissioner Codo offered thanks to the legacy management team for leaving the WPD in a good position, Eric Anderson from Piper Sandler and everyone's hard work. President Archambault echoed thanks.

### **Lloyd Shoreline Project Bid**

Superintendent Kutulas said that they were going to be taking a deeper look at the infrastructure at Lloyd and discussed plans one-on-one with Commissioners. They had also come to the conclusion that the land-based option to deliver boulders and other rock was the most cost-effective and schedule-conducive method of delivery, and quartzite is the best material alternative for the project. The Michels of New Bern, WI bid has been selected at \$3,719,000.00, not to exceed \$4,462,000.00. Commissioner James noted the marine-based construction was wildly more expensive to execute the project. Jon Shabica discussed lake levels. Commissioner Seaman questioned commodity pricing and possibility of storm damage. Jon Shabica added that it is built in sections to combat that, the contractor can provide additional buffering and expedite the process, further explaining the delta between marine and land based operations based on weather. New monies are being used for this and President Archambault noted that all are pleased with the bid.

A motion was made by Commissioner Claybrook to award a contract from Michels for completion of the Lloyd breakwater project. Commissioner James seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James

Nays: None

Abstain: Seaman

Motion Carried

John Shabica said that the permit has been received by the IDNR in record time and with no public comment.

### **Shabica Construction Proposal**

\$30,000 is a great price per Superintendent Shea for the construction observation. Jon Shabica thought that Michels was the best qualified and will require limited oversight. Shabica & Assoc. will be on-site for normal key point to the initial excavation, including public outreach. They currently have three projects going. Commissioner James questioned methods of determining base levels and independent surveyor participation in the project.

A motion was made by Commissioner Claybrook to award a contract for approval of the Shabica Construction Proposal. Commissioner James seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James

Nays: None

Abstain: Seaman

Motion Carried

Jon Shabica left the meeting.

### **MATTERS OF THE DIRECTOR**

Executive Director Peterson offered congratulation and thanks to Superintendent Berman for her hard work on the audit and the Moody's Bond rating, adding appreciation to Commissioners Codo and Lussen. He further stated that he has been working towards a transition following Steve Hole's departure from the Winnetka Parks Foundation. Thanks were offered to Superintendent John Shea, Marty Kwiatkowski and his staff for the start of the lakefront season. The WPD along with the WPTC and Paul Schwartz have advanced progress on plans for the paddle courts, i.e. lighting. Business unit leaders have been selecting projects for capital investment review and more information will be forthcoming.

### **BOARD LIAISON REPORTS**

None

### **STAFF UPDATES**

**Marketing Brand Manager, Kelsey Raftery** – working on planning a "reverse parade" with the Village; residents will decorate vehicles to display on parade & will be live-streamed on Facebook. The fall brochure will only be available online. Fireworks video also will be available in collaboration between the Village of Winnetka, fire and police departments. Executive Peterson clarified that the announcement is delayed to coordinate with the other village agencies. President Archambault offered kudos for the efforts.



**Superintendent of Recreation, John Shea** – Lakefront Manager Marty Kwiatkowski has done a great job – eased into lakefront operations, season pass sales are up 450 v. prior year, thus far. Camp participation is at approximately 400 campers for each of the two (2) four-week sessions, and that field rentals are resuming - lacrosse and soccer - and he is happy with progress so far. He also briefly discussed the arrangement for the Melrose Pyrotechnics fireworks contract, per questions from President Archambault and Commissioner Claybrook regarding the vouchers line item, they made an addendum due to COVID.

**Superintendent of Finance, Christine Berman** – reported that the WPD will be going out for Bond in July, a brief slide presentation took place and they will subsequently be shared with Board members.

**Superintendent of Parks, Costa Kutulas** – work at Tower is picking up and taking form with carpentry work, started dry creek bed drainage below, with Red Spade and Lakota on-site for completion. Superintendent Shea noted visuals on the website. Looking towards next development, met with James Lakota and Shea will circle back in July or August for next phase at Lloyd. New LED lighting installation projects at the A. C. Nielsen Tennis Center, reimbursement for reduced energy costs. Pre-bid meeting is coming up. Crow Island phased restoration is underway, to complete phase 5 this winter or fall. Good discussion has taken place with neighbors and “Friends of Crow Island Woods”. Considering volunteer efforts for support and Commissioner Claybrook suggested scouts as volunteers. Superintendent Kutulas will be returning to the Park Board for next steps in relation to the Waterfront 2030 master plan.

Executive Director Peterson will share Board details of efforts from the staff and need for changes in personnel. Outdoor yoga sessions are being offered, thanks to Teresa Claybrook advancing discussions. Commissioner Seaman asked about possible terminations; Executive Director Peterson one individual has made that change independently and have furloughed, part time only paid for hours worked and more measured in selection of part-time workers.

Superintendent Berman stated that we still are in 30-day period for petition regarding the bond issuance. She had prepared numbers for year-end projections and shared presentation slides that will be forwarded to the Board for further review. President Archambault noted the overall good picture and questioned payout to Michels. Superintendent Kutulas clarified that the first payout would not be until the end of the month and funds should be in place in time for payment.

**Executive Assistant, Lara Kuechel** – supporting staff, relayed the brisk business at the front desk and positive sentiment from patrons.

President Archambault offered appreciation to new Commissioner David Seaman and touched on the Caucus survey review, featuring 79 pages regarding the WPD. President

Archambault suggested a Caucus survey review during the July meeting. Commissioner Claybrook questioned the feedback for Centennial as a swimming beach instead of a dog beach and the need for immediate response. Commissioner Seaman relayed that there were 2,123 responses, with many comments. President Archambault and Executive Director Peterson thought that a review prior to the Board meeting would be in order for more concise response.

### **CLOSED SESSION**

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

Ayes: Archambault, Claybrook, Codo, James, Seaman

Nays: None.

Motion carried.

### **RETURN TO OPEN SESSION**

At 8:00 Commissioner Codo made a motion to return to Open Session.

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

Ayes: Archambault, Claybrook, Codo, James, Seaman

Nays: None.

Motion carried.

### **ADJOURNMENT**

Commissioner Codo made a motion to adjourn the meeting at 8:05p.m. Commissioner Claybrook seconded the motion, which passed by a voice vote.

VOTE: 5 Ayes/0 Nays

Motion carried.



Mickey Archambault, Board President



John Peterson, Board Secretary