

MINUTES OF THE 2,376th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS AND OFFICERS
OF THE WINNETKA PARK DISTRICT, WINNETKA, IL
THURSDAY, SEPTEMBER 24, 2020 – VIA ZOOM

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

Commissioners Present: Mickey Archambault, Teresa Claybrook, Warren James, Colleen Knupp, Eric Lussen, David Seaman

Commissioners Absent: Commissioner Codo

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

Audience Present via Zoom: None

Audience Present: None

CHANGES TO THE AGENDA: None

COMMUNICATION: None

APPROVAL OF MINUTES

Consent agenda to approve:

- Special Board Meeting Minutes of August 21, 2020
- Closed Session Meeting Minutes of August 21, 2020
- COW & Regular Board Meeting Minutes of August 27, 2020
- Closed Session Meeting Minutes of August 27, 2020

Commissioner Claybrook made a motion to approve the Consent Agenda. Commissioner James seconded the motion. Commissioner James made a correction to Closed Session Minutes of August 21, 2020 that should read 50% instead of 100% at the top of page 2. A roll call vote was taken.

***Note:** Commissioner Lussen joined the meeting

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

Nays: None

Motion Carried

APPROVAL OF FINANCIALS

A motion was made by Commissioner Knupp to approve the Financials for August 2020. Commissioner Lussen seconded. Superintendent Berman reported that the Financials are very similar to July, revenues are below budget and clarified that expenses are below budget, she is hoping to get tax revenue before October 1st, noting that historically we collect 97 or 98%. Commissioner James asked for clarification on light expenditures to which she responded that one million was set aside for emergency work at Lloyd. A brief discussion took place regarding golf pro-shop revenues and Superintendent Berman noted that merchandise expenses are also down. A roll call vote was taken.

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

Nays: None

Motion Carried

APPROVAL OF VOUCHERS

A motion was made by Commissioner Knupp to approve Vouchers for September 24, 2020 in the amount of \$ \$440,234.78. Commissioner Seaman seconded the motion. President Archambault questioned water expenses for the golf course. A roll call vote was taken.

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

Nays: None

Motion Carried

NEW BUSINESS:

2020 John Deere 4052R Compact Utility Tractor Purchase

A motion was made by Commissioner Claybrook to approve the purchase of (1) new "2020 John Deere 4052R Compact Utility Tractor" from J.W. Turf Inc. of Elgin, Illinois with the configuration shown on the quote as presented through the Sourcewell bid for the net price of \$30,666.64 which includes the trade-in allowance of \$500. Commissioner James seconded the motion. Superintendent Kutulas reported on behalf of Golf Course Superintendent Matt McCann that the tractor is used every day and is currently about 30 years old. A brief discussion took place regarding the use, replacement parts and pricing. It was identified as a budgeted item. President Archambault credited staff with good maintenance. Commissioner Seaman questioned the purchase review process and choice of brand. Superintendent spoke to the Sourcewell government pricing at 18% under list and selection of a demo item. A roll call vote was taken.

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

Nays: None

Motion Carried

Exchange of Services Agreement – Paddle Tennis

A motion was made by Commissioner Knupp to approve the proposed intergovernmental agreement that will offer Glencoe Park District residents use of the Winnetka Platform Tennis Facility at Winnetka Park District resident rates in return for publicity in their seasonal brochures, website, and community events for a three-year term. Commissioner Claybrook seconded the motion. Executive Director Peterson gave an overview of the agreement noting that he and Manager Paul Schwartz are in favor of it. Superintendent Shea reported on his discussion with Bobbie Collins, Director of Recreation of the Glencoe Park District and the benefits from exposure and work with neighboring government agencies. President Archambault questioned the number of Glencoe participants and Executive Director Peterson said that he would get that information and provide it. A roll call vote was taken.

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

Nays: None

Motioned Carried

Winnetka Platform Tennis Club Affiliate Agreement

A motion was made by Commissioner Seaman to approve the Winnetka Platform Tennis Club (WPTC) Affiliate Agreement for the 2020-2021 season. Commissioner Knupp seconded the motion. Executive Director Peterson noted the collaborative efforts between the Park District and the WPTC. A roll call vote was taken.

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

Nays: None

Motion Carried

REMARKS FROM VISITORS: None

UNFINISHED BUSINESS:

Lloyd Beach Breakwater Change Order

A motion was made by Commissioner James to approve the Lloyd Beach Breakwater Change Order. Commissioner Claybrook seconded. No discussion. A roll call vote was taken.

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

Nays: None

Motion Carried

Lakefront Update

Superintendent Kutulas provided an update on the progress at Lloyd Beach, noting the work Michels has done and looking to completion in November. A visual presentation was given regarding the Tier II portion of the project per the Lakota Group design plan, with some of the highlights to include: the boardwalk, access from the parking lot to the non-motorized section and parking lot remediation. The plan also includes keeping the access point from the service road and bluff restoration. A brief question and answer exchange took place.

Superintendent Kutulas also gave a brief update on the work at Tower Beach, reporting that we are awaiting delivery of steel mesh to complete the last phase, hopefully by the 2nd week of November. Pizzo & Assoc. will be conducting controlled burns and seeding. Lighting will be focused on the stair treads.

Proposed Conveyance of Real Property

Executive Director Peterson reported on the progress to complete the transaction. A public meeting is to take place September 29 at 5:30 p.m., 3 meeting notices were placed in different publications by Kelsey Raftery. Commissioners Archambault and James expect to be present in-person in the Community Room, no more than four staff members in person, leaving room for some public participation if needed. Board and staff participation will be via Zoom.

MATTERS OF THE DIRECTOR

Executive Director Peterson relayed that he is reviewing crisis management for cyber breach response and looking into a service provider. Thank you to Kelsey for her solo efforts for various marketing initiatives.

BOARD LIAISON REPORTS: None

STAFF UPDATES

Superintendent of Finance, Christine Berman – The 2020 Budget had an item for a \$182,000 building commitment to NSSRA that will be paid in thirds - December 2020, January and February 2021.

Superintendent of Parks, Costa Kutulas – He gave a brief update on outreach items and smaller park projects. The rendering of Lloyd from The Lakota Group was touched on and he asked if there were further questions. Commissioner James noted the additional stone around the beach house and suggested checking with Scott Freres in order to clarify the plans, a discussion about the cage and other stone took place.

STAFF UPDATES – cont'd

Superintendent of Recreation, John Shea – Staff is gearing up for Fall Fest, noting the different look/feel with shifts and lack of food and beverage. Comedy shows are planned and fall programming is taking place, especially outdoors and including yoga.

Marketing Brand Manager, Kelsey Raftery – a new marketing specialist will start on Monday September 28. Would like additional participation for website focus groups. Added comedy shows have been selling out.

Executive Assistant, Lara Kuechel – researching software for minutes.

***Note:** Commissioner Knupp left the meeting at 7:00 p.m.

CLOSED SESSION

Commissioner James made a motion to go into Closed Session 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 Claybrook seconded the motion. A roll call vote was taken.

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

Nays: None.

Motion carried.

RETURN TO OPEN SESSION

At 7:23 p.m. Commissioner Lussen made a motion to return to Open Session.

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

Ayes: Archambault, Claybrook, James, Lussen, Seaman

Nays: None.

Motion carried.

President Archambault inquired about Lloyd Phase II work on the bluff, acknowledging that the Board is highly in favor of Michels to do the work, but wondered if it would put the Board or Park District in harm's way by engaging them. Commissioner Claybrook questioned if it was a change order. Superintendent Kutulas clarified two possibilities, one being the job program with F. H. Paschen, so that we do not need to go through the formal bid process and noted that we were very happy with their work. Another option involves getting a better handle on the costs and need to leverage as a change order. He will come back to the Board with more clarity to move forward. Commissioner James suggested inclusion of liquidated damages provisions to whomever we award the contract.

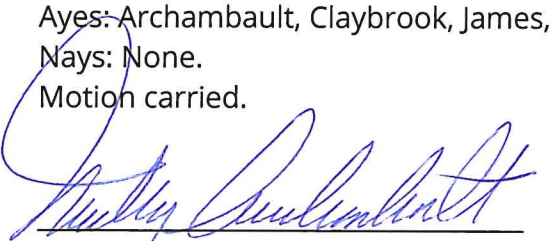
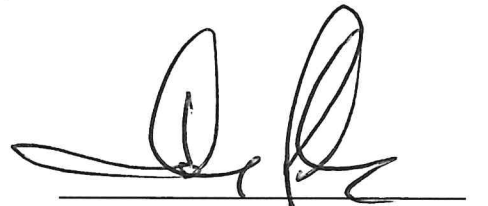
ADJOURNMENT

Commissioner Seaman made a motion to adjourn the meeting at 7:29 p.m.
Commissioner James seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, James, Lussen, Seaman

Nays: None.

Motion carried.


Mickey Archambault, Board President
John Peterson, Board Secretary