

**MINUTES OF THE 2,378<sup>th</sup>  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS AND OFFICERS  
OF THE WINNETKA PARK DISTRICT, WINNETKA, IL  
THURSDAY, NOVEMBER 19, 2020 – VIA ZOOM**

President Archambault called the meeting to order at 6:03 p.m.

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

**Commissioners Absent:** None

**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:** Don Smith

**Audience Present:** None

**CHANGES TO THE AGENDA:** Executive Assistant Kuechel noted the agenda needed to be corrected to reflect the 2021 Budget Workshop.

**COMMUNICATION:** Executive Director Peterson mentioned a note of sympathy would go out to Village of Winnetka Manager for the loss of his mother.

**APPROVAL OF MINUTES**

Consent agenda to approve:

- Committee of the Whole Meeting Minutes of October 8, 2020
- Closed Session Meeting Minutes of October 8, 2020
- Regular Board Meeting minutes of October 22, 2020
- Closed Session Meeting Minutes of October 22, 2020
- Special Board Meeting Minutes of October 28, 2020

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

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

Nays: None

Motion Carried

**APPROVAL OF FINANCIALS**

Commissioner Codo made a motion to approve the financials for October 2020.

Commissioner James seconded. Superintendent Berman provided an overview, noting the October dashboards indicate a \$359,000 surplus to the budget, which is great news. A roll call vote was taken.

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

Nays: None

Motion Carried

**APPROVAL OF VOUCHERS**

A motion was made by Commissioner Seaman to approve vouchers for November 19, 2020 in the amount of \$1,292,652.52. Commissioner Lussen seconded the motion.

Superintendent Berman explained the second payment for Michels is a substantial part of the voucher total. A roll call vote was taken.

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

Nays: None

Motion Carried

**REMARKS FROM VISITORS: None**

A brief exchange took place regarding the Park District's great communication in response to the State of Illinois Tier 3 Mitigation plan.

**NEW BUSINESS:****Tax Levy Ordinance #581**

A motion was made by Commissioner Claybrook to approve Tax Levy Ordinance #581 as presented. Seconded by Commissioner Codo. Superintendent Berman explained the tax levy ordinance is an annual ordinance necessary to receive tax money. A roll call vote was taken.

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

Nays: None

Motion Carried

**Reduction of Tax Levy Resolution #20-11-19**

A motion was made by Commissioner James to approve Reduction of Tax Levy Resolution #20-11-19 as presented. Seconded by Commissioner Seaman. Superintendent Berman explained that the resolution allows new property to be included in the tax ordinance so the county can make a reduction. The allocation is based on projection for collection in 2021. A roll call vote was taken.

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

Nays: None

Motion Carried

### **Supplemental Tax Levy Ordinance #582**

A motion was made by Commissioner Codo to approve Tax Levy Ordinance #582 as presented. Seconded by Commissioner Seaman. Superintendent Berman explained the ordinance was necessary in order to increase the levy for debt service. A roll call vote was taken.

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

Nays: None

Motion Carried

### **Approval of Annual Meeting Delegate – Illinois Association of Park Districts**

A motion was made by Commissioner Codo to approve John Peterson as a delegate representing the Winnetka Park District for the Annual Meeting of the Illinois Association of Park Districts, and for any subsequent meetings, to include John Shea, Jr. and Costa Kutulas named as alternate delegates. Seconded by Commissioner Lussen. Executive Director Peterson reported the annual business meeting will take place in January. A roll call vote was taken.

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

Nays: None

Motion Carried

### **MATTERS OF THE DIRECTOR**

Executive Director Peterson reported that the Park District has applied for COVID relief funds.

### **BOARD LIAISON REPORTS**

Commissioner Claybrook relayed that Winnetka School District 36 voted to continue “in-school”, which is different from neighboring schools.

### **STAFF UPDATES**

**Marketing Brand Manager, Kelsey Raftery** – said the winter brochure is available; an e-blast containing Tier 3 Mitigation plans has been sent.

**Executive Assistant, Lara Kuechel** – reported she is beginning to wrap-up year-end tasks including agency renewals and the 2021 Board meeting calendar. She is continuing work towards updating documentation for the Winnetka Parks Foundation.

**Superintendent of Recreation, John Shea** – reported he is working to adjust programming based on the Governor’s Tier 3 Mitigation plan and will be modifying outdoor activities and holiday events as necessary.

## **STAFF UPDATES – cont'd**

**Superintendent of Parks, Costa Kutulas** – said he is pressing forward with projects, noting that COVID has contributed to some delay. Lloyd is looking great and there will be a second attempt to complete the controlled burn at the lakefront.

**Superintendent of Finance, Christine Berman** – confirmed she is working towards December budget presentations.

## **UNFINISHED BUSINESS:**

### **Lakefront Update**

Executive Director Peterson said the biggest issues currently are Elder and Centennial.

**2021 Budget Workshop – “Group B” Budget Update** – Superintendent Berman gave an overview of the following funds:

**Special Recreation Fund** – the NSSRA agreed to a 0% increase, the final two-thirds (2/3) of payments towards their building fund are to take place in 2021.

**Workers’ Compensation Fund** – there is a possibility that it may decrease; reserves are projected to be \$40,000.

**IMRF and FICA Pension Fund** – is expected to increase slightly as it was lower due to 2020 staff reductions; budget is net zero (0).

**Audit Fund** – 2021 is the final year of a three (3) year contract for audit services. The District will go to RFP for a new contract to begin in 2022.

**Liability Fund** – this is for the District’s PDRMA coverage, unemployment compensation. Unemployment was reduced by \$5,000 and is on-track with estimations.

**Debt Service Fund** – allowed to collect taxes for slight net income.

Commissioner Seaman questioned having substantial reserves in a fund, stating it may be unnecessary, such as the case with Special Recreation. A brief discussion ensued, Executive Director Peterson clarified the reserves are for a major retrofit of the NSSRA building; adding that he is comfortable managing the WPD’s financial support as long as there is an understanding of the NSSRA costs.

**Note:** Commissioner Knupp joined the meeting at 6:39 p.m.

## **2021 Budget Workshop – “Group B” Budget Update – cont’d**

**Capital Projects Fund** – discussions resumed from the meeting that took place November 12. Superintendent Kutulas highlighted the planned capital projects: Centennial/ Elder breakwater, Phase II at Lloyd Beach, and the driving range poles and netting. He shared a slide that was put together with the assistance of Commissioner James and Shabica & Assoc., displaying the plan for the Elder/Centennial breakwaters, noting the symmetrical gap ratio openings. Superintendent Kutulas provided a cost breakdown and preliminary design based off unknown assumptions. He further explained the stormwater pipe installation. Commissioner Seaman questioned if the cost estimate should be shared with the Village of Winnetka to which Executive Director Peterson explained that the Park District has asked for a cost share for mutual benefit. Commissioner James added the budget is not authorization to make the expenditure. Commissioner James relayed he has had several conversations with Chris Rintz, Village of Winnetka President, pressing for contributions; these may be in the form of other soft costs such as permit fees or bluff restoration for land based delivery.

A comparison of the Lloyd and Centennial/Elder projects discussion took place with the aid of a slide to show the overlay; clarifying that the Lloyd project is 64% of the size. Phase I and Phase II plans were discussed. Commissioner James suggested raising funds towards the vision of Phase II. Upon further questioning, Superintendent Kutulas said he would follow up with figures from 2019 plans. Executive Director Peterson there will be a review of the options from the Lakota Group. Commissioner Claybrook noted that as of the time of the Winnetka Waterfront 2030 Lakefront Master Plan, visuals and possible enhancements were articulated, but priorities have changed in light of lake conditions and costs. Commissioner Seaman suggested a multi-year budget process to which Commissioner Claybrook added the consideration of approving a budget with the expectation to work with the Winnetka Parks Foundation. A lengthy discussion took place regarding the budget, particularly in relation to closing the gap with private funding to which support was offered by Commissioner Lussen and President Archambault to find a way. Per Commissioner Claybrook; the Park District should be fiscally responsible for what we commit to.

Executive Director Peterson said changes might be made to expense line for the Elder/Centennial breakwater work based on a schematic and steel options relayed by John Shabica. Cost reduction possibilities from stone to steel were reported by Superintendent Kutulas and Executive Director Peterson. They will report further with a revised the schematic from the Michels team to provide greater detail.

### **CLOSED SESSION**

Commissioner Codo 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, Knupp, Lussen, Seaman

Nays: None

Motion Carried

### **RETURN TO OPEN SESSION**

At 9:11p.m. Commissioner Codo made a motion to return to Open Session.

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

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

Nays: None

Motion Carried

### **ADJOURNMENT**

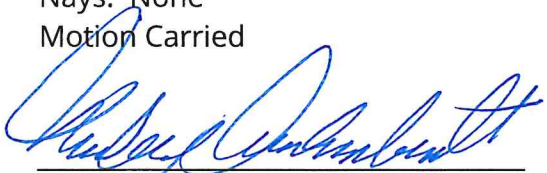
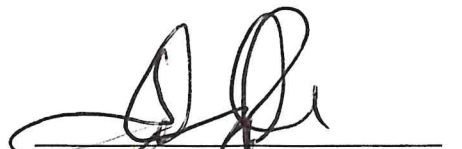
Commissioner Claybrook made a motion to adjourn the meeting at 9:11 p.m.

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

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

Nays: None

Motion Carried

  
Mickey Archambault, Board President  
John Peterson, Board Secretary