

**MINUTES OF THE 2,382<sup>nd</sup>  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS AND OFFICERS  
OF THE WINNETKA PARK DISTRICT, WINNETKA, IL  
THURSDAY, MARCH 25, 2021 – VIA ZOOM**

President Archambault called the meeting to order at 6:04 p.m.

**Commissioners Present:** Mickey Archambault, Teresa Claybrook, Christina Codo, Warren James, 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; John Shea, Superintendent of Recreation; Libby Baker, Office Associate

**Staff Present via Zoom:** Costa Kutulas, Director of Parks and Maintenance; Kelsey Raftery, Marketing Brand Manager

**Audience Present via Zoom:** Don Smith, Kate Casale-MacNally

**CHANGES TO THE AGENDA**

None

**APPROVAL OF FINANCIALS**

Commissioner Claybrook made a motion to approve the Financials for February 2021. Commissioner Seaman seconded the motion. Superintendent Berman reported the overall net surplus is projected to be \$333,000 above what was projected during the budget process. Staff have updated their year-end projections and as of now, the projection is the district will be \$890,000 above what the net was originally projected to be. Revenue is projected to be \$238,000 above budget due primarily to the boat launch auction and lottery. Capital and contract expenses are projected to be \$399,000 under budget due to significant saving on the tennis lighting and range netting projects. Following discussion, a roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James, Seaman

Nays: None  
Motion Carried

### **APPROVAL OF VOUCHERS**

Commissioner Claybrook made a motion to approve the vouchers for March 25, 2021 in the amount of \$667,708.40. Commissioner James seconded the motion. Following questions, a roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, James, Seaman  
Nays: None  
Motion Carried

### **REMARKS FROM VISITORS**

None

### **APPROVAL OF MINUTES**

Consent agenda to approve:

- COW Meeting minutes of February 11, 2021
- Closed Session Meeting Minutes of February 11, 2021
- Regular Board Meeting Minutes of February 25, 2021
- Closed Session Meeting Minutes of February 25, 2021

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, Seaman  
Nays: None  
Motion Carried

### **COMMUNICATIONS**

None

### **UNFINISHED BUSINESS**

#### **Lakefront Masterplan Update**

Director Kutulas reported work on the Tower stairs is almost complete. Fencing has been removed and the stairs are open. Work at Lloyd is underway. Staff is working with the contractors to meet all deadlines. He reported the new breakwaters worked well during the last rain event. Staff is monitoring Maple and will begin clean up and clearing of the buried boardwalk when conditions allow. Work

continues on the permitting process for Elder/Centennial and designs for the south breakwater.

Commissioner Eric Lussen joined the meeting at 6:18 p.m.

### **Ordinance #584 Authorizing Naming Rights**

Commissioner Seaman made a motion to approve *Ordinance #584 Authorizing a Donation and Naming Rights Agreement with the Stepan Family*. Commissioner James seconded the motion. Executive Director Peterson explained Mrs. Shea contacted him to express her family's interest in Lloyd Beach, and the possibility of naming rights. The terms of the agreement were explained. In response to a question from President Archambault, Executive Director Peterson explained how the family might be recognized for their donation, but said nothing has been finalized. He noted the family would be acknowledged during the May ribbon cutting ceremony. Following discussion, a roll call vote was taken.

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

Nays: None

Motion Carried

### **NEW BUSINESS**

#### **Resolution 21-03-25 Designating FOIA Officers and Adopting Updated Rules and Regulations**

Commissioner Claybrook made a motion to approve *Resolution 21-03-25 Designating FOIA Officers and Approving Updated Rules and Regulations*. Commissioner James seconded the motion. A roll call vote was taken.

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

Nays: None

Motion Carried

### **MATTERS OF THE DIRECTOR**

Executive Director Peterson referenced an email he sent to the board regarding meeting efficiencies. He discussed and recommended formalization of a Finance Committee. He explained the purpose of the committee would be to review the district's financials prior to regular board meetings and make recommendations for approval. Executive Director Peterson encouraged the board to submit questions regarding the voucher list in advance of a meeting. He also noted the focus of staff reports provided at regular board meetings would be major topics not addressed at

Committee of the Whole meetings. The board concurred with Executive Director Peterson's recommendation to formalize the Finance Committee.

Executive Director Peterson proposed a pre-meeting dinner at the golf clubhouse April 22 to give the board the opportunity to sample food from the new concessionaire. He suggested the April regular meeting be held in person, in accordance with all social distancing requirements. A Zoom option would be offered. The board expressed their support.

Executive Director Peterson requested support from the board to change the date of the Lloyd Beach ribbon cutting and celebration because of a scheduling conflict. The board agreed to hold the event Tuesday, May 25<sup>th</sup>, and keep the annual and regular board meetings as scheduled for May 27<sup>th</sup>.

#### **STAFF UPDATES**

**Kelsey Raftery, Marketing Brand Manager** – no report

**Libby Baker, Office Associate** – no report

**Christine Berman, Superintendent of Finance** – no report

**John Shea, Superintendent of Recreation** – camp registration numbers are strong. The district is hosting an egg hunt April 3.

**Costa Kutulas, Director of Parks and Maintenance** – staff is working diligently to prepare the golf course for opening day.

#### **BOARD LIAISON REPORTS**

Director Peterson reported the Winnetka Parks Foundation plans to host a fundraising event with New Trier sometime in September.

President Archambault reported aerial imaging of the golf course would be taking place soon to record the topography.

#### **REMARKS FROM VISITORS**

Don Smith inquired about any plans for benches to be installed on the Tower Beach stair platforms. Director Kutulas confirmed benches would be installed.

Kate Casale-MacNally expressed her support of, and gratitude to the park district.

### **CLOSED SESSION**

Commissioner James made a motion to go into closed session at 6:50 p.m., 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, Section 2(c)(6) for the setting of a price for sale or lease of property owned by the public body, Section 2(c)(1) for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, and Section 2(c)(3) for the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance. Commissioner Codo seconded the motion. A roll call vote was taken.

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

Nays: None

Motion Carried

### **RETURN TO OPEN SESSION**

Commissioner James made a motion to return to open session at 7:55 p.m. Commissioner Lussen seconded the motion. A roll call vote was taken.

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

Nays: None

Motion Carried

President Archambault noted Cynthia Rapp has been nominated by Commissioner Claybrook to fill the Park Board position vacated by Colleen Knupp.

Hearing no further nominations, Commissioner Claybrook made a motion to close nominations for the position. Commissioner Seaman seconded the motion. A roll call vote was taken.

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

Nays: None

Motion Carried

Commissioner Claybrook made a motion to appoint Cynthia Rapp as Park Board Commissioner. Commissioner Lussen seconded the motion. A roll call vote was taken.



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

Nays: None

Motion Carried

### **ADJOURNMENT**

Commissioner Seaman made a motion to adjourn the meeting at 7:58 p.m.

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

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

Nays: None

Motion Carried

A handwritten signature in black ink, appearing to read 'John Peterson', is written over a horizontal line.

John Peterson, Board Secretary

**APPROVED APRIL 22, 2021**