

**MINUTES OF THE 2,385<sup>th</sup>  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS AND OFFICERS  
OF THE WINNETKA PARK DISTRICT, WINNETKA, IL  
THURSDAY, JUNE 24, 2021**

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

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

**Commissioner Absent:** Cynthia Rapp

**Staff Present:** John Peterson, Executive Director; Costa Kutulas, Director of Parks and Maintenance; Christine Berman, Superintendent of Finance; Ania Cramer, Community Outreach/Business Development; Libby Baker, Office Associate; Molly Krohe, Marketing/Brand Manager

**Audience Present:** Don Smith, Colin Cross, Monica Adamski – Lauterbach & Amen

**CHANGES TO THE AGENDA**

None

**APPROVAL OF FINANCIALS**

Commissioner Seaman made a motion to approve the Financials for May 2021. Commissioner Lussen seconded the motion. Superintendent Berman commented the utility expenses are over budget mainly due to high water and electricity usage at golf. Overall, golf revenue, over expenses is \$203,000 to the positive. Following discussion, a roll call vote was taken.

**Ayes:** Archambault, Codo, James, Lussen, Root, Seaman

**Nays:** None

**Motion carried**

**APPROVAL OF VOUCHERS**

Commissioner Codo made a motion to approve the vouchers for June 24, 2021 in the amount of \$1,071,172.21. Commissioner Archambault seconded the motion. Following a discussion about legal bills, a roll call vote was taken.

**Ayes:** Archambault, Codo, James, Lussen, Root, Seaman

**Nays:** None

**Motion carried**

## **REMARKS FROM VISITORS**

Mr. Smith asked the board to keep in mind the way questions are phrased on future Caucus questionnaires. He noted it feels as if some of the topics are already in motion. He expressed his opposition to a pool, noting open space would be lost. Mr. Smith stated he is mixed on having food at the beaches and does not want it to be too commercialized. He finished by commending the board for the work at Lloyd.

Mr. Cross, president of the Winnetka Paddle Tennis Club addressed the board. He has been working with staff to develop a framework for the addition of two paddle courts. Mr. Cross reported a record number of players dropped from the club due to COVID, while a record number of new players joined the club. He noted the design plans for two additional paddle tennis courts, a hut expansion, and additional decking are complete.

## **APPROVAL OF MINUTES**

Consent agenda to approve:

- Closed Session Meeting Minutes of April 22, 2021
- COW Meeting Minutes of May 13, 2021
- Closed Session Meeting Minutes of May 13, 2021
- Special Meeting Minutes of May 13, 2021
- Closed Session Special Meeting Minutes of May 13, 2021
- Regular Board Meeting Minutes of May 27, 2021
- Closed Session Meeting Minutes of May 27, 2021

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

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

**Nays:** None

**Abstain:** Root

**Motion carried**

## **COMMUNICATIONS**

Executive Director Peterson commented on a recent newspaper article from the Chicago Tribune.

## **UNFINISHED BUSINESS**

### **Lakefront Masterplan Update**

Director Kutulas reported staff is still working through the permit process for Elder/Centennial. Year 2 upper lot bluff restoration at Tower, Maple and Lloyd is underway. Planning is underway for Year 1 future restoration of other areas. Bluff restoration at Elder/Centennial will be part of the next phase. Following discussion, the

board agreed to remove "Lakefront Masterplan Update" as a regular item from the agenda. Director Kutulas will continue to provide updates as needed through his staff report.

## **NEW BUSINESS**

### **Consideration of the Annual Audit**

Commissioner Archambault made a motion to approve the 2020 Comprehensive Annual Financial Report as presented. Commissioner Codo seconded the motion.

Ms. Monika Adamski with Lauterbach & Amen, LLP presented the 2020 Comprehensive Annual Financial Report. She thanked Superintendent Berman and her staff for their assistance with the audit process. Ms. Adamski commented on the highlights of the report, noting the park district is being awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. She also noted the park district received an unmodified opinion, which is the highest given. Following questions and discussions, a roll call vote was taken.

**Ayes:** Archambault, Codo, James, Lussen, Root, Seaman

**Nays:** None

**Motion carried**

### **Consideration of Audit Request for Proposal**

Superintendent Berman presented a recommendation for auditor services; noting only one proposal was submitted despite attempts to receive additional proposals. She explained the proposed fees are the lowest they have been since 2006. The proposal included auditing services for the Winnetka Parks Foundation. Commissioner Archambault made a motion to approve the proposal from Lauterbach & Amen, LLP for external auditor services for the years 2021-2023, as presented. Commissioner Codo seconded the motion.

Commissioner Root commented on the non-solicitation clause in the engagement letter, and suggested it was not necessary. Following discussion, a roll call vote was taken.

**Ayes:** Archambault, Codo, James, Lussen, Root, Seaman

**Nays:** None

**Motion carried**

The proposal was accepted as presented.

### **Treasurer's Report**

Superintendent Berman presented the 2020 Treasurer's Report to be filed with the county. No action was required of the board.

## **MATTERS OF THE DIRECTOR**

Executive Director Peterson reported on the great relationship with the Winnetka Paddle Tennis Club (WPTC). Before COVID, players expressed interest in two additional courts. He

noted additional courts are not a need of the park district and therefore the WPTC will pay for them. The WPTC has acquired two used courts. An exact location needs to be identified and the details of a legal agreement need to be completed.

Commissioner Seaman inquired about costs the park district would incur. Executive Director Peterson replied there would be staff and legal fees under \$25k.

Commissioners James and Lussen expressed their support of the expansion.

Mr. Cross acknowledged the club is anticipating up to 425 players this season. Executive Director Peterson noted the project includes two phases: two additional courts and expansion of the hut and deck. Phase one plans will likely be presented to the park board for approval in July.

Director Kutulas reviewed the project timeline, noting a possible opening in November.

Executive Director Peterson reported the Stepan Family Boat Launch signage is ready and press release material has been prepared by Molly Krohe, the new Marketing/Brand Manager.

4<sup>th</sup> of July plans are being finalized. Glenn Felner, a WWII veteran who fought in the Battle of the Bulge, will serve as the grand marshal of the parade.

Major capital opportunities and their anticipated timing and costs will be reviewed at the July meeting.

Commissioner Seaman commented on the recent staff departures, saying he wants to make sure there is a process in place for receiving feedback when staff leave. Executive Director Peterson replied Commissioner Codo is addressing this topic.

#### **BOARD LIAISON REPORTS**

Commissioner Seaman reported he is trying to get in touch with the Caucus Parks Committee chair.

Commissioner James reported on a recent meeting with the village regarding the stormwater project. Permits are being advanced through the required agencies. It is likely the work will not begin until fall 2022. He suggested it is important to notify the golf community the course will be open next spring. Executive Director Peterson commented on the project committee's agreement to have a press release in August when the plan is more certain.

The Winnetka Parks Foundation Celebrity Kickball Tournament is scheduled for September 24. There will be eight teams, each with a celebrity captain. The cost of participation is \$8,000 per team. The event will include competition, refreshments and musical entertainment. The money raised will be invested in a summer camp opportunity to bring together kids and student athletes from Waukegan and New Trier. The Foundation board now has seven members.

#### **REMARKS FROM VISITORS**

None

#### **STAFF UPDATES**

**Christine Berman, Superintendent of Finance** – reported the budget season would begin soon.

**Molly Krohe, Marketing/Brand Manager** – reported she is interviewing candidates for the Marketing Specialist position.

**Costa Kutulas, Director of Parks & Maintenance** – reported two of the outdoor tennis courts would be lined and designated for pickle ball. Additional fencing will be required. 4<sup>th</sup> of July events include a 5k race, a parade, and activities on the turf fields.

**Ania Cramer, Community Outreach/Business Development** – reported she has taken on sponsorship responsibilities with the departure of Kelsey Raftery and is working collaboratively with Molly Krohe on other projects. Meetings have taken place with local businesses to discuss partnerships opportunities. There is a potential naming rights opportunity for a dog park. The ice rink has a new logo, 501 Local.

Discussion took place on how to advance the dog park project. Director Kutulas will initiate conversations with village staff.

**Libby Baker, Office Associate** – reported on the 4<sup>th</sup> of July parade activities. Board member pictures will be taken at the July meeting. The semiannual review of closed session minutes will be postponed until July.

Commissioner Archambault expressed his opposition to fees being charged for certain special events. Commissioner Lussen respectfully expressed his support of the fees. Executive Director Peterson explained the purpose of the fees, and the need to offset costs. Discussion ensued on user fees and board members shared their thoughts.

Commissioner Seaman expressed his opinion that charging user fees is a staff decision. Commissioner Root commented she has received negative comments about the fees, and

agrees with Commissioner Archambault. Commissioner James stated he sees both sides, but expressed his concern about alienating the community and wants to foster participation. Commissioner Codo said it is important for staff to have a consistent response when questions arise regarding the fees.

No action was taken.

#### **CLOSED SESSION**

Commissioner Codo made a motion to go into closed session at 7:50 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, and Section 2(c)(21) for discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes. Commissioner Archambault seconded the motion. A roll call vote was taken.

**Ayes:** Archambault, Codo, James, Lussen, Root, Seaman

**Nays:** None

**Motion carried**

#### **RETURN TO OPEN SESSION**

Commissioner Archambault made a motion to return to open session at 8:54 p.m. Commissioner Lussen seconded the motion. A roll call vote was taken.

**Ayes:** Archambault, Codo, James, Lussen, Root, Seaman

**Nays:** None

**Motion carried**

#### **ADJOURNMENT**

Commissioner Archambault made a motion to adjourn the meeting at 8:54 p.m. Commissioner Root seconded the motion. Passed by a voice vote.

**Motion carried**



John Peterson, Board Secretary



Date Approved