



**WINNETKA PARK DISTRICT
REGULAR BOARD MEETING
Thursday, January 9, 2020
Community Room, 540 Hibbard Road
5:30 p.m.**

AGENDA

1. Roll Call
2. Changes to the Agenda
3. Remarks from Visitors
4. Approval of Minutes
 - a. Closed Session Meeting Minutes of November 14, 2019
 - b. Committee of the Whole Meeting Minutes of December 5, 2019*
 - c. Closed Session Meeting Minutes of December 5, 2019
 - d. Regular Board Meeting Minutes of December 12, 2019*
 - e. Closed Session Meeting Minutes of December 12, 2019
5. New Business
 - a. Financial Advisor Update*
6. Unfinished Business
 - a. Lakefront Conditions Update
7. Matters of the Director
8. Board Liaison Reports
9. Remarks from Visitors
10. Staff Updates
11. Closed Session
The Board will enter Closed Session to discuss:
 - a. The purchase or lease of property. 5 ILCS 120/2(c)(5)
12. Return to Open Session
13. Adjournment

***Items included in packet**

Persons with disabilities requiring reasonable accommodations to participate in meetings should contact John Shea, the Park District's ADA Compliance Coordinator, at the Park District's Administrative Office by mail at 540 Hibbard Rd, Winnetka, IL, by phone at 847-501-2040, Monday - Friday from 8:30 a.m. to 5:00 p.m., or by email to jshoa@winpark.org at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.

**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
MEETING MINUTES
THURSDAY, DECEMBER 5, 2019
COMMUNITY ROOM
5:30 P.M.**

President Archambault called the meeting to order at 5:30p.m.

Commissioners Present: Mickey Archambault, Teresa Claybrook, Christina Codo, and John Peterson.

Commissioners Absent: Warren James, Eric Lusssen and Colleen Knupp

Staff Present: John Muno, Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Costa Kutulas, Superintendent of Parks; Mary Cherveney, Administrative Services Manager; Lara Kuechel, Executive Assistant

Audience Present: Mike Baculik, Kellie Edwards, Jack Hoffman, Unknown (illegible), Regan Murphy, Rick Prohov, David Seaman, and Joan Zietlow

ADDITIONS/CHANGES TO AGENDA

None

COMMUNICATIONS

None

NEW BUSINESS

Winnetka Caucus Survey & Park Platform

David Seaman, of the Caucus Council thanked the Park District for its support of the Caucus and spoke about the Pulse of Winnetka, a summary of the Caucus Survey. They collected 1300 responses to the survey, with a goal of 1500 for next year; a substantial increase from only 500 a few years ago. He stressed that the survey provides valuable information for the community boards. Reagan Murphy was introduced as the Parks Chair for the Caucus. She spoke about the following Planks at the core of the survey: capital expenditures for residents, improving water quality over amenities, improving the Green Bay Trail (it was emphasized that the Park District was low on the list for financially responsible parties) and a dog park. Commissioner Claybrook noted that she is the Park Board Liaison for Caucus. She emphasized that future survey questions should be aligned with what the Park Board considers. Mr. Seaman responded that the liaisons should do more to gather input. President Archambault appreciated the extensive scope of the survey

2020 Board Meeting Schedule

Mary Cherveney presented a revised draft from the previous Board Meeting, changes to the usual 2nd and 4th meeting dates were due in large part to school and holiday conflicts as well as the IPRA conference in January. President Archambault questioned making meetings earlier than 5:30, but both Commissioner Claybrook and Commissioner Knupp felt that it was manageable. The schedule will remain as is and be presented at the Regular Board Meeting for final approval.

UNFINISHED BUSINESS

2020 Budget Adjustments

Final health and property insurance numbers were adjusted: decrease of \$52,239 for medical and PDRMA premiums were 5,248. NSSRA asked for a change in 2nd contribution from \$71,000 already paid to asking 184,000, the net change 165,000 is still above the minimum needed, therefore we will make the contribution at one time. There are no changes to revenue. President Archambault mentioned that along with Commissioner James he questioned the additional reserves, particularly in the General Fund. Superintendent Berman explained that \$50,000 for 2020 was budgeted in order to go forward with a fundraising consultant (contractual services) and the Park District does not anticipate spending all of it. Commissioner Claybrook said that we should review excessive balances for budget, noting some existing fund balances can be moved; we should be “thoughtful and lean and mean” on our fund balances; abiding by requirements for funds that have restrictions and not tied up, so funds are locked & unusable for the future. Superintendent Berman will review in preparation for the upcoming Tax Levy.

Lakefront Master Plan Update

Superintendent Kutulas reported on the Bluff Restoration Bids of which there were 4 and will be making a recommendation at the 12/12/19 Park Board Meeting. In communication with the Village of Winnetka he found that they will not have to go through a Special Use Permit, however will have to go through the 12/19/19 Design Review Board Meeting at 7:00pm at Village Hall. Overall, Superintendent Kutulas was very satisfied with the Vendors bidding on the project.

Superintendent Shea spoke gave an update of the permit process for Lloyd Beach following meetings with Shabica and expect it to be approximately 45 days. He shared a presentation showing the damaging conditions at Lloyd Beach. He responded to Commissioner Claybrook inquiry that all boat owners have been notified and measures have been taken to secure boats and paddleboards. Communication has taken place between John Shabica and the Army Corps of Engineers regarding taking emergency action to address the damage. Superintendent Kutulas explained the need for 5,000 tons of stone to be trucked in; being the most favorable option as it is considered a temporary structure. President Archambault questioned the usage of Lloyd Beach for 2020 to which Superintendent Shea responded that operations will have to be modified. An ongoing discussion took place in relation to photos displayed in the presentation. The permit

Lake Front Master Plan Update continued

timeline is the main concern in securing a start time for the project. There is more cost involved in double handling the stone. It is an 8 week completion time that is weather dependent.

MATTERS OF THE DIRECTOR (JM)

Staff will follow up with the WPTC, exploring the possibilities for 2 additional courts. Cell phone tower buildings would have to be removed – one is currently active. Director Muno and Commissioner Claybrook discussed the need for land space and funding. He also recognized members of the Parks Department employees present (Mike Baculik, Kellie Edwards and Jack Hoffman) and had them explain about their work with the Park District. A Quarterly Staff Meeting recently took place to review benefits and was led by Superintendent Berman and Human Resources & Benefits Administrator Britni Purnell.

BOARD LIAISON REPORTS

None

STAFF UPDATES

Manager Cherveney said that the Board Packet will likely go out on Monday rather than Friday, they are later since there are outstanding matters. Executive Assistant Lara Kuechel confirmed that.

Superintendent Shea reported on upcoming holiday events: Santa's Mailbox, the Winter Express and a visit from Santa in Hubbard Woods as well as Candy Cane Lane. Commissioner Claybrook suggested signage for the sod work at Hubbard Woods.

Superintendent Kutulas commended his staff and noted that Gullen's Pond is up. Looking ahead there are plans to have Adirondack chairs at Maple Beach.

Superintendent Berman is preparing for year end and also received significant checks from the Nielsen Family for signage (\$38,000) and from the State of IL (\$60,000) for the lakefront grant. In response to a query from Commissioner Peterson re: obtaining funding opportunities; Director Muno mentioned plans to further explore grant funding opportunities.

CLOSED SESSION

Commissioner Claybrook made a motion to go into Closed Session to discuss the purchase or lease of property pursuant to the Open Meetings Act. Vice President Peterson seconded the motion. A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, Peterson.

Nays: None.

Motion carried.

At 6:57p.m. Commissioner Claybrook made a motion to return to Open Session.
Commissioner Codo seconded the motion.

A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Peterson.
Nays: None
Motion carried.

RETURN TO OPEN SESSION

ADJOURNMENT

Commissioner Codo made a motion to adjourn the meeting at 6:58 p.m. Vice President Peterson seconded the motion, which passed by a voice vote.
Motion carried.

Mickey Archambault, Board President

John Muno, Board Secretary

**MINUTES OF THE 2,365th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, DECEMBER 12, 2019**

President Archambault called the meeting to order at 5:30p.m.

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

Commissioners Absent: John Peterson

Staff Present: John Muno, Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Costa Kutulas, Superintendent of Parks; Mary Cherveney, Administrative Services Manager; Kelsey Raftery, Marketing Brand Manager; and Lara Kuechel, Executive Assistant.

Audience Present: Todd Marver, Jack Hoffman, Kellie Edwards (not signed in)

ADDITIONS/CHANGES TO AGENDA

None

APPROVAL OF FINANCIALS

Commissioner James made a motion to approve the November 2019 Financials as presented. Commissioner Lussen seconded the motion. Superintendent of Finance, Christine Berman noted that everything is tracking as expected; revenues are slightly over budget and expenses are more than slightly under. A brief discussion took place about over-estimating finances.

APPROVAL OF VOUCHERS

Commissioner Codo made a motion to approve the December 12, 2019 vouchers for \$783,847.54. Commissioner Knupp seconded the motion. President Archambault, questioned painting expenses and it was noted that they were for Tennis. He also asked if we get mileage for our credit card; it was clarified that we do not, we receive a rebate instead. Commissioner Codo questioned if membership dues were for our credit card; Superintendent Berman clarified that they are not and are just used to pay for membership dues. Commissioner Knupp inquired about principal and interest; Superintendent Berman said that principal is paid once a year and interest twice a year. Commissioner Knupp also inquired if water and electric will be adjusted for stormwater; Commissioner Archambault clarified that it is just about utilities and it was noted that it ends up being more for electricity than water.

A roll call vote was taken.

Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson.

Nays: None.

Motion carried.

REMARKS FROM VISITORS

None

APPROVAL OF MINUTES

President Archambault requested a motion to combine the Committee of the Whole Meeting Minutes of November 14, 2019, the Closed Session Meeting Minutes of November 14, 2019 and the Regular Board Meeting Minutes of November 21, 2019

Commissioner James amended the motion to remove the Closed Session Meeting Minutes of November 14, 2019 to check the transcription for an error. Commissioner Knupp seconded the motion. A roll call vote was taken.

Ayes: James, Knupp, Lussen, Archambault, Codo

Nays: None

Motion Carried

Commissioner James made a motion to approve the Consent Agenda as amended. Commissioner Codo seconded the motion. Passed by a voice vote.

It is noted that Commissioner Claybrook arrived at 5:38pm

NEW BUSINESS

Lloyd Emergency Shoreline Protection

Superintendent Shea noted that John Shabica was going to be dialed into the meeting in order to participate in the discussion via conference call. Superintendent Kutulas and Superintendent Shea recapped the December 5th COW presentation regarding the damage sustained at Lloyd Beach to the bluff as well as to boats and the boardwalk. They presented an emergency plan that would be done in the form of a bid. Stone selection would be in the amount of 5,000 tons, with 19,000 needed for the fully completed project. The Park District has been in contact with the Army Corps of Engineers and the Illinois Dept. of Natural Resources. The proposed rock formation must be temporary in order to be considered an emergency measure per the DNR. The emergency rock formation structure, its placement, timing and expense, particularly in regards to the purchase of stone, were discussed at length. There are long-term plans to rebuild the boardwalk with no immediate plans to repair it. Lloyd Beach will be largely unusable for the coming season as we do not want the public to have access due to safety concerns. Shabica felt that the public notice could be made right after the holidays and a permit approved by June or July for the full project. The main benefit to purchasing the stone now is to create a stockpile and take advantage of cost effective pricing. The emergency measure will also help preserve and continue to accumulate sand. Commissioner James suggested negotiating for the materials. The worth of starting the project, which is weather dependent, was discussed and involved remarks suggesting that it is better to purchase the stone ahead of time and do the full project later in better weather. Commissioner Claybrook questioned starting before the RFP, Shabica said it is not advisable so there are no violations with regulators. President Archambault emphasized the uniqueness of the situation. Commissioner Lussen would rather see the Park Districts efforts

towards putting together a script to execute a plan between now and the permit to get the project done. There were positive comments from Board Members to purchase stone now in preparation for the full project which may be desirable according to Shabica. Commissioner Claybrook questioned the sequence for the permit process to which Shabica said that once public notice has passed, the bidding process could possibly start in February to line up a contractor while stockpiling stone. She emphasized assessing discounts & savings to deliver in the summer as compared to doing work now. Commissioner James, said that the Board has raised good questions, brought up some good ideas and suggested that John Shabica and the Park District Staff should come back with a recommendation in January 2020 so that it can be voted on. Superintendent Kutulas said if we wait until January to put an emergency plan together, there is no point in starting a temporary action, to which Shabica concurred. Commissioners Claybrook, James and Codo expressed concerns over insurance coverage and communicating with the insurance company. Superintendent Kutulas cautioned that the potential exposure in giving public notice could draw additional engineering costs to update documents.

Bluff Restoration Tier One Project Bid

Commissioner Claybrook made a motion to approve the base bid with alternates 1 -8 submitted by Foundation Mechanics LLC, from Chicago, Illinois for the base bid and alternates 1 – 8 of \$1,570,750.00 as presented. Commissioner James seconded the motion. Superintendent Kutulas said there were 4 bids, all were of quality with reputable sub-contractors. Commissioner Claybrook questioned the use of pavers and he clarified that pavers will be removed and replaced with concrete. Commissioner Lussen suggested looking at dyed concrete, but Superintendent Kutulas spoke of the difficulties of maintaining it. He noted that years 2 & 3 will not be expended as part of this project so it will be within budget. A roll call vote was taken.

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

Nays: None.

Motion carried.

Lakota Construction Observation Proposal

Commissioner Claybrook made a motion to approve the “Additional Services” proposal from the Lakota Group, of Chicago, Illinois for the do not exceed amount of \$42,000 as showed in the proposal dated December 9, 2019 as presented. Commissioner Lussen seconded the motion. Superintendent Kutulas staff will be monitoring the project to keep it on task and on target. A roll call vote was taken.

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

Nays: None.

Motion carried.

Tax Levy Ordinance #569

Commissioner Knupp made a motion to approve the Tax Levy Ordinance #569 as presented. Commissioner Codo seconded the motion. Superintendent Berman noted that the only changes were pursuant to the November meeting; \$100,000 from the budget memo was moved from 3 funds to the corporate fund, with the bottom line remaining the same. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

Supplemental Tax Levy Ordinance #570

Commissioner Codo motion to approve the Supplemental Tax Levy Ordinance #570 as presented. Commissioner Claybrook seconded the motion. Commissioner James asked for an explanation of Exhibit A and Superintendent Berman provided a breakdown and noted that she was not with the Park District at the time the debt payoff was structured. Director Munro said that what is being proposed would allow for catch up and ability to plan for CPI to keep pace with the increase to our debt capacity and what the Park District can borrow. Commissioner Codo referred to the debt schedule, noting that it was unusual, but clear. President Archambault offered kudos to Superintendent Berman. Director Munro noted that Superintendent Berman handled challenges with previous financial advisors. Commissioners Codo and Lussen will be our liaisons in going to RFP in the coming years. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

Resolution 19-12-12-1 Appointment of FOIA Officers

Commissioner Claybrook made a motion to approve the Resolution 19-12-12-1 Appointment of FOIA Officers as presented. Commissioner Knupp seconded the motion. Director Munro explained that he and Lara Kuechel are authorized to respond to Freedom of Information Act requests. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Lussen
Nays: None.
Motion carried.

At 7:00pm, President Archambault took a time out to acknowledge the retirement of Mary Cherveney and thank her for her years of service and hard work. Mary then left the meeting.

NEW BUSINESS

2020 Budget Adjustments were presented by Superintendent of Finance, Christine Berman. She noted a few changes, none in revenues but moved property tax revenue from workmen's comp, audit and liability to the general fund, no additional changes in operating expenses and capital expense is estimated at \$1 million for emergency work, plan to pay for that moved to 2020 from the second part of the lakefront for 2021. Budget is posted on web.

2020 Board Meeting Schedule

Commissioner Claybrook made a motion to approve the 2020 Board Meeting Schedule as presented. Commissioner Codo seconded the motion. Changes to the schedule were noted and explained due to various conflicts. Commissioner Claybrook requested calendar invites for meetings. A roll call vote was taken.

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

Nays: None.

Motion carried.

Boal Parkway Stormwater Plan and Land Transfer

Commissioner Codo made a motion to approve the sale of Parcel 1: 05-18-400-014-0000 & Parcel 2: 05-18-400-013-0000 as described in the Purchase and Sale Agreement of the attached agreement to the Village of Winnetka for the price of \$10.00 as noted in the agreement as presented. Commissioner James seconded the motion. Commissioner Claybrook noted that it was a good move. A roll call vote was taken.

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

Nays: None.

Motion carried.

MATTERS OF THE DIRECTOR

Executive Director, John Muno passed on presenting

BOARD LIAISON REPORTS

None

REMARKS FROM VISITORS

STAFF UPDATES

Marketing Brand Manager, Kelsey Raftery – received checks from the Nielsen Family for signage work.

Superintendent of Parks, Costa Kutulas – looking for the best solutions in dealing with the shoreline and will work to move forward on projects.

Superintendent of Recreation, John Shea – reported on holiday events that have taken place and are coming up as well as winter camps and house league basketball.

Executive Assistant, Lara Kuechel - looking forward to working with everyone

Superintendent of Finance, Christine Berman – met with auditors, sent out an RFP for municipal advisor services and hopes to have information by January.

CLOSED SESSION

Commissioner Lussen made a motion to go into Closed Session to discuss the Semi Annual Review of Closed Session Minutes and the purchase or lease of property.

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

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

Nays: None.

Motion carried.

RETURN TO OPEN SESSION

At 7:30p.m. Commissioner Claybrook made a motion to return to Open Session.

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

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

Nays: None.

Motion carried.

OPEN SESSION ACTION

Release of Closed Session Minutes and Tape Disposal (MC)

Commissioner Claybrook made a motion to approve the staff recommendation for the release of the following Closed Session minutes: 12/17/2015 and 06/20/2019 and that based on the conditions of the Open Meetings Act, staff recommends that none of the tapes shall be disposed of as presented. Commissioner Codo seconded the motion. A roll call vote was taken.

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

Nays: None.

Motion carried.

ADJOURNMENT

Commissioner Claybrook made a motion to adjourn the meeting at 7:31p.m. Commissioner Lussen seconded the motion, which passed by a voice vote.

Motion carried.

Mickey Archambault, Board President

John Muno, Board Secretary

Board Memo
Winnetka Park District

Date: January 6, 2020
To: Board of Commissioners
Subject: Request for Proposal (RFP) for Municipal Advisor Services
From: Christine Berman, Superintendent of Finance

During December, staff solicited RFP's for Municipal Advisor Services to help with future additional funding source services and options. Because of their professional financial background, we asked both Commissioner Codo and Commissioner Lussen to serve as Board Liaisons for this process. They will assist in the vetting of the proposals and proposers as well as aid in the recommendation for these services.

The RFP was sent to 6 companies and was also made available on the District's website. We received official responses from PMA, Piper Jaffray, Speer Financial and Baker Tilly. Baird did not respond to the RFP and Wintrust indicated they do not act as advisors to municipal clients.

We are scheduled to meet with Commissioners Codo and Lussen on Tuesday to review the proposals in more detail and anticipate setting up interviews with potential advisors this week and/or next week. From there we are hopeful to narrow the list to recommend and introduce a consensus top choice to present to the Board at the January 16, 2020 meeting.

We would be happy to make available to any Board member a copy of any of the responses submitted.

End