

**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
MEETING MINUTES
THURSDAY, MARCH 12, 2020
COMMUNITY ROOM
5:30 P.M.**

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

A motion was made by Vice President Peterson to allow the electronic participation of Commissioner Claybrook. Commissioner James seconded the motion.

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

Commissioners Present: Mickey Archambault, Teresa Claybrook (electronic), Christina Codo, Warren James, John Peterson.

Commissioners Absent: Colleen Knupp, Eric Lussen

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

Audience Present: A. C. Nielsen Tennis Manager, Pat Fragassi, no other visitors present

ADDITIONS/CHANGES TO AGENDA

Conversations and plans for Corona Virus (COVID-19) will be added to New Business

COMMUNICATIONS: None

NEW BUSINESS

AYSO Contract – Superintendent Shea reported that the Agreement was only for one year as AYSO Agreements will be undergoing a legal review.

KWBA Contract - Superintendent Shea reported that the Agreement was for three years.

He is looking forward to continuing working relationships with both AYSO & KWBA.

Equipment Purchase – Toro Grounds Master Mower – Superintendent Kutulas reported that they are making the purchase of a 2011 mower through Reinders at a discounted price. President Archambault asked for clarification that the mower was for the Parks Dept. and it was further noted that the purchase was planned for in the budget.

Recognition – John Shea, Jr. – congratulations were offered for being honored by the Winnetka-Northfield Chamber of Commerce, the awards luncheon has been postponed.

COVID-19/Corona Virus:

The topic of the Winnetka Park District closure due to the COVID-19 crisis was discussed at length. Marketing Brand Manager Raftery said that electronic statements were prepared and will be sent out. President Archambault read the following statement that was to be sent to Park District Patrons:

Starting tomorrow (Friday, March 13), all scheduled Winnetka Park District programs will be canceled and facilities will be closed to the public until further notice. The health and safety of our patrons is our number one priority and this decision was made to help support the CDC's recommendation of social distancing. Refunds will automatically be given for missed programs and facility rentals during this closure.

The Park District will continue to assess conditions and notify the community when programs and operations resume. Information will be emailed and posted to our website and Facebook pages.

We encourage everyone to follow the [CDC](https://www.cdc.gov) and [Illinois Department of Public Health](https://www.idph.state.il.us) websites for more news and information.

If you have any questions, please email wpdinfo@winpark.org or call (847) 501-2040.

President Archambault further noted the local shut-downs. Superintendent Berman gave a financial statement in terms of salary and benefit effects as a result of the shut-down. Commissioner James noted the loss of revenue and questioned what the staff will be during while closure to which Executive Director Muno answered that duties and remote work are under review. President Archambault recommended professional sanitizing of the offices and Vice President Peterson questioned the need at all facilities, whereas Commissioner James suggested that decisions be data driven. A discussion regarding facility maintenance ensued. Kelsey Raftery stated that signage would be placed at all open parks that states activity "at your own risk". Executive Director Muno also reported on a lengthy conference call between several park districts to discuss virus protocols. The key staff members will maintain business functions as well as resources very carefully, with the health and safety of the staff in mind. Executive Director Muno will be sharing important information with the Park Board as it develops.

UNFINISHED BUSINESS

Winnetka Waterfront 2030 – Lakefront Master Plan Update

Superintendent Shea reported that the 13th of March will be the last day for public comment regarding the public notice at Lloyd.

Superintendent Kutulas said that bluff restoration grading is underway at Tower and that he has been communicating with the Police Dept. regarding the first few weeks of beach season.

In response to Vice President Peterson's questions regarding the permit at Lloyd, Superintendent Shea clarified that it is for re-nourishing the beach with sand and protecting it with the breakwater system. The boat launch extension work at Lloyd has been removed from the permit. Any modification to that would require further notice. Commissioner James expressed concern

Winnetka Waterfront 2030 – Lakefront Master Plan Update – cont'd

over unsafe conditions in Lloyd Park with steep drop-offs. He suggested taking emergency measures (i.e. caution tape, fencing, gabion baskets), Superintendents Shea and Kutulas stated that the Tier 2 shift includes gabion basket, but will be done following the installation of armor stone, noting that sequencing is crucial and is waiting for word from the Army Corps of Engineers so they can move ahead. Commissioner James expressed further concern over timing of the projects and budgetary constraints. Executive Director Muno said that staff will lay out a simultaneous plan for how the bluff will be addressed along with the breakwater. Superintendent Shea added that work will start immediately following Labor Day. Vice President Peterson noted that the Board opted to delay the process in favor of a narrow window in 2019. Superintendent Kutulas offered researching in response to questions posed by President Archambault regarding precluding bidding for general conditions and fees basis in order to expedite and secure a contractor. Commissioner James cautioned that we may need a different plan due to changing conditions at Lloyd. Superintendents Shea and Kutulas said that Elder does not have the damage seen at Lloyd. The scope of services at Elder/Centennial will be dependent on permitting and formulating a plan which may cost as much as \$60,000 to prepare for a shovel ready project. Commissioner Codo said she had concerns about people circumventing the fencing at Elder.

MATTERS OF THE DIRECTOR – Executive Director Muno said that he has been spending time on coronavirus planning.

BOARD LIAISON REPORTS – Vice President Peterson reported on the Parks Foundation efforts to secure new leadership. He and John Shea were collaborating and in communication with additional resident candidates to re-staff that entity.

President Archambault said that the IGA's for Crow Island and the Skokie Playfields/Little Duke were approved by the Village of Winnetka.

STAFF UPDATES

Marketing Brand Manager, Kelsey Raftery – reported that she had been sending out communications regarding the virus and beach closures. The summer brochure will be out in a few weeks, noting that there was a cover photo contest that drew over 50 submissions.

Superintendent of Finance, Christine Berman – the audit is coming up & she is nearly done preparing.

Superintendent of Parks, Costa Kutulas – the Parks Dept. is focusing on spring clean-up, hoping to stay ahead on efforts to prepare for the coming season. He further reported that the "Kids Against Hunger" event that his Dept. helps out with was cancelled due to virus concerns.

Superintendent of Recreation, John Shea – spring programming is getting underway, softball has really good numbers, gearing for summer camp registration, and many interviews have begun for summer positions – optimistic that there will be a good crew.

Executive Assistant, Lara Kuechel – continuing research in preparation for grants and fundraising opportunities.

CLOSED SESSION

Vice President Peterson made a motion to go into Closed Session to discuss the purchase or lease of property and personnel pursuant to the Open Meetings Act. Commissioner Codo seconded the motion.

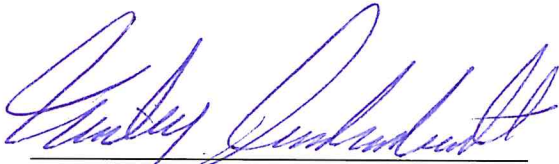
A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Peterson.
Nays: None. Motion carried.

At 7:33 p.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.
Nays: None. Motion carried.

ADJOURNMENT

Commissioner Claybrook made a motion to adjourn the meeting at 7:33 p.m. Commissioner Codo seconded the motion, which passed by a voice vote. Motion carried.



Mickey Archambault, Board President

John Muno, Board Secretary