

**WINNETKA PARK DISTRICT  
COMMITTEE OF THE WHOLE  
MEETING MINUTES  
THURSDAY, SEPTEMBER 10, 2020 | 6:00 P.M.  
VIA ZOOM**

President Archambault called the meeting to order at 6:00 p.m.

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

**Commissioners Absent:** Eric Lussen

**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; Kelsey Raftery, Marketing Brand Manager; Lara Kuechel, Executive Assistant.

**Audience Present via Zoom videoconference:** Don Smith

**ADDITIONS/CHANGES TO AGENDA**

None

**COMMUNICATIONS**

None

**NEW BUSINESS**

**Lloyd Shoreline Breakwater Change Order #1**

Superintendent Shea presented a proposal to raise the stone breakwall up one (1) foot, putting the project 27% over budget, but within the 20% contingency dollar figure, and would provide added protection against rising lake levels. Shabica & Assoc. and Michels support the project and will still be on track time wise.

Commissioner James suggested that it is a "one chance" project and a prudent thing to do. Executive Director Peterson asked the for the Board's support for action at the meeting on the 24<sup>th</sup>.

## **UNFINISHED BUSINESS**

### **Lloyd Tier II Project Update**

Superintendent Shea reported that the next phase of work. The access road retention is under review and he updated those plans as well as the deliveries of sand, referencing time-lapse videos for a visual reference. He further added that the crew is excellent and the project is going very well. A brief discussion took place regarding soil boring, retaining walls and evidence of the project's success thus far.

### **Tower Road Beach Project Update**

Superintendent Shea reported that the steel mesh has been ordered, with a lengthy lead and install time, but is the last part of the project. Pizzo will be installing plantings and notifying neighbors of a controlled burn to take place in October. President Archambault stated that the construction delays from the contractor have been more than frustrating.

### **Budget Update**

Superintendent Berman is collecting budget information from staff. She and Executive Director Peterson would like to have some one-on-one meetings with the Board in preparation for the meetings in November. Preliminary numbers for August suggest a positive net income of \$20,000.00, up for all operating funds, with a cumulative net income of \$460,000.00. In response to President Archambault's query regarding budget plans with COVID in mind, Executive Director Peterson noted that we do not want to lose sight of some expense items, although they may be different in the coming year. He further added that the District learned a lot in 2020, particularly in the ways that staff reacted to manage and maximize revenue opportunities.

## **MATTERS OF THE DIRECTOR**

Board members are invited to an event at the Winnetka Golf Club for recognition of the Men's and Women's Club members and pass holders in order to thank them for their support.

## **BOARD LIAISON REPORTS**

Executive Director Peterson reported that the Foundation has reconnected with Ian Larkin, who will serve as President. He is also continuing to recruit for membership.

**\*Note:** Commissioner Claybrook left the meeting at 6:29 p.m.

### **STAFF UPDATES**

**Kelsey Raftery, Marketing Brand Manager** – She reported that a marketing specialist had been hired and will start September 28. Plans are underway to move forward with the redesign of the website and she will be recruiting for focus groups.

**John Shea, Superintendent of Recreation** – Reported on the successful comedy shows hosted by Richard Laible. Fall Fest will be different this September 26 and will also feature an “adults only” comedy show in the evening. He further reported that flag football had a robust number of participants and outdoor activities have increased, including yoga. Commissioner Seaman questioned the economics regarding the comedy shows to which Executive Director Peterson noted were less oriented to the bottom-line this year. Alternatives for outdoor facilities as the weather changes were briefly discussed and respect for District 36’s attention to COVID 19 exposure was noted.

**Christine Berman, Superintendent of Finance** – Nothing further to report.

**Lara Kuechel, Executive Assistant** – No report

### **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 Seaman seconded the motion. A roll call vote was taken.

Ayes: Archambault, Codo, James, Knupp, Seaman

Nays: None.

Motion carried.

**\*Note:** Commissioner Knupp signed off the meeting at 7:14 p.m.

At 7:20 p.m. Commissioner Codo made a motion to return to Open Session. Commissioner Seaman seconded the motion. A roll call vote was taken.

Ayes: Archambault, Codo, James, Seaman

Nays: None

Motion carried.

## **RETURN TO OPEN SESSION**

### **ADJOURNMENT**

Commissioner James made a motion to adjourn the meeting at 7:21 p.m.  
Commissioner Codo seconded the motion. A roll call vote was taken.

Ayes: Archambault, Codo, James, Seaman

Nays: None

Motion carried.

  
Mickey Archambault, Board President  
John Peterson, Board Secretary