

**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
MEETING MINUTES
THURSDAY SEPTEMBER 12, 2019
COMMUNITY ROOM
5:30 P.M.**

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

Commissioners Present: Mickey Archambault, Teresa Claybrook, Christina Codo, Warren James, Colleen Knupp (arrived at 5:52 p.m.) and 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 John Barrett, Facility Maintenance Supervisor. Audience Present: Jon Shabica.

ADDITIONS/CHANGES TO AGENDA

None

COMMUNICATIONS

President Archambault acknowledged the communication from NSSRA Executive Director, which announced the property closing on the new building. Executive Director, John Muno shared that he had a meeting in the new building today and that NSSRA appreciates the support of the Winnetka Park District. Commissioner Claybrook asked about the Slotnik Family donation. \$1.1 million donated to the purchase to bridge the funding gap. A \$2 million development campaign is underway for the renovations.

NEW BUSINESS

Policy Manual Chapter 18 Review

Administrative Services Manager, Mary Cherveney presented the recommended changes to Chapter 18 of the policy manual. These changes reflect current practice and terminology. A first reading will be placed on the October 24 agenda and second reading/adoption on the November 21 agenda. This will then complete the review of the policy manual until 2022. President Archambault asked that HR be called out in the beginning of the chapter as Human Resources (HR). A few minor changes were called out and Commissioner Codo asked about how this policy is shared and required to be followed by affiliates, especially regarding accident reports. Staff will review the process internally. Commissioner Codo asked about programming having two staff in case of injury. Indoors, there is a gym supervisor to assist. No staff leave students unattended. If injury is several, ambulance is called. President Archambault asked if there is a Safety Chairperson in place. Manager Cherveney confirmed that staff member John Barrett served as chair and that the safety committee meets monthly. Commissioner Claybrook asked if we do the playground safety checks at the schools, which Superintendent of Parks, Costa Kutulas stated that the school is responsible for those safety checks.

2020 Budget Timeline

Superintendent of Finance, Christine Berman reviewed the 2030 budget timeline, which was provided in the board packet. Superintendent Berman provided clarification on the timeline related to public review and board review. There was some additional discussion on the process. President Archambault asked about timing of bringing on bond counsel do to lakefront projects. Superintendent Berman stated that we would coordinate the timing based on when the money was needed. Plan to go out to RFP for those services. There was some continued discussion on the timing. Commissioner Lussen would like to workshop some financing concepts, including protecting our current capital funds and borrow more at low interest rates. There was some continued discussion on funding, low interest rates and rating.

UNFINISHED BUSINESS

Winnetka Waterfront 2030 – Lakefront Master Plan Update & Communication Plan

Superintendent of Parks, Costa Kutulas reviewed the project timelines for the shoreline project. Jon Shabica from Shabica and Associates provided an updated on the critical junctures of the permitting process. Public responses are vetted through the regulatory agencies and will focus only on engineering and environmental impact. Commissioner Codo asked if there are public hearings, which Jon Shabica shared that this most likely will not be required by the regulatory agencies. At the request of President Archambault, Jon Shabica provided clarification on the sand monitoring process including at pre, post, 1 year and 5 years.

Superintendent Kutulas then proceeded to review the bluff land project timeline. President Archambault asked if permits are needed for this project. Superintendent Kutulas stated that where Village permits are needed they are calculated into the timeline. We do not anticipate a lengthy permit process. Superintendent Kutulas provided clarification on the Tower Road staircase. Lakota is working on a final design that will be presented at the September Board meeting.

Jon Shabica provided an update on the permit process for the Jackson property, located to the south of Lloyd. Permit has been approved and construction isscheduled to start in October.

MATTERS OF THE DIRECTOR

Executive Director, John Muno stated that staff is focused on budget and had a great workshop meeting with Lakota Group yesterday.

BOARD LIAISON REPORTS

Commissioner Codo announced that New Trier has launched their 2030 plan. The District #36 redistricting plan will be announced at their September 26 board meeting.

STAFF UPDATES

Marketing Brand Manager, Kelsey Raftery provided an update on the lakefront communication. It will launch at Fallfest.

Superintendent of Parks, Costa Kutulas reported that two park staff members will be on loan to NSSRA to help with cleanup efforts at the new building. Each member agency is providing similar assistance. Superintendent Kutulas also provided an update on the annual menorah display request at Station Park and the new tree and Holiday Tree Lighting event relocation to

Dwyer Park. President Archambault asked if the Holiday Sing will remain at Village Green, which Superintendent Shea confirmed.

Superintendent of Recreation, John Shea shared that the recreation staff met today to brainstorm and make plans for fall and winter events. He reviewed the upcoming event schedule and some planned adjustments. Junior High students may volunteer for the Haunted Trail. President Archambault suggested that Board members who have not attended the Holiday Sing in the past consider doing so. The "Elf" is awesome.

Administrative Services Manager, Mary Cherveney reminded the Park Board that they still sign up and participate in Bike Winnetka, alongside the Knupp and Lussen family. Commissioner Codo, may be able to participate.

Executive Director Muno took the opportunity to recognize Facility Maintenance Supervisor and Safety Chairperson, John Barrett who is in attendance this evening. He is an 18-year employee of the District.

Superintendent of Finance, Christine Berman shared that staff accountant, Josh Strangberg and wife Allyssa just welcomed baby girl Jovie to their family, two weeks ago.

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. Commissioner Lussen seconded the motion.

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

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

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

ADJOURNMENT

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



Mickey Archambault, Board President



John Muno, Board Secretary