

**MINUTES OF THE 2,333th  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS  
AND OFFICERS OF THE WINNETKA  
PARK DISTRICT, WINNETKA, IL  
THURSDAY, April 27, 2017**

President, Ian Larkin called the meeting to order at 6:30 p.m. Commissioners present: Mickey Archambault, John Thomas, John Peterson, Gerri Kahnweiler, and Ian Larkin. Commissioner absent: Teresa Claybrook and Brad McLane. Staff present: John Muno, Executive Director; Bob Farmer, Superintendent of Finance; Mary Cherveney, Communication/Marketing Manager; John Shea, Superintendent of Recreation; Costa Kutulas, Superintendent of Parks. Visitors: Bill Schneider, Eric Lussen and Warren James.

**ADDITIONS/CHANGES TO AGENDA**

Add Board Liaison reports, after Matters of the Director. A motion was made by Commissioner Kahnweiler to add Board liaison reports. The motion seconded by Commissioner Thomas. Voice vote was taken. Motion passed.

**APPROVAL OF FINANCIALS**

Superintendent of Finance Bob Farmer reported favorably on the April 2017 financials. He suggested that year to date, overall Net Operating Income was increased \$ 340,000, over budget, due largely to; salary decreases caused by budgeted but vacant positions, and a delay in capital project payouts. Inquiries and comments of the Board included discussion on golf season pass sales with revenue compared to prior year to date. Executive Director Muno suggested that inclement weather has hindered pass sales thus far, but that the course was still marketing and expecting additional season pass sales. The other note was a slight decrease in permanent tee time slots, that was however being favorably offset by full fee daily fees. Commissioner Archambault asked whether there were any further expected change orders on the golf service center, and Superintendent of Parks, Kutulas responded only a few minor ones are expected before closing out the project. A motion was made by Commissioner Peterson to approve March 2017 financials. The motion seconded by Commissioner Thomas. Voice vote was taken. Motion passed.

**APPROVAL OF VOUCHERS**

The Board was presented with the Voucher List for April 2017. Commissioner Thomas made a motion to approve the vouchers in the amount of \$ 536,000. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Kahnweiler, Larkin, Thomas and Peterson. Nays: None. Absent: Claybrook and McLane. Motion carried.

**REMARKS FROM VISITORS**

President Larkin addressed the audience and asked for comments. No comments were received:

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### **APPROVAL OF MINUTES**

Commissioner Thomas made a motion to combine the Committee of the Whole meeting minutes of April 6, 2017 and the Special Board Meeting Minutes of April 6, 2017 into a consent agenda. The motion was seconded by Commissioner Peterson and a roll call vote was taken. Ayes: Archambault, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: Claybrook and McLane. Motion carried.

Commissioner Peterson made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Thomas and a voice vote was taken. Absent: None. Motion passed.

### **COMMUNICATIONS**

None.

### **UNFINISHED BUSINESS**

#### **Golf Service Center**

Superintendent of Parks, Kutulas, presented a brief update and pictures highlighting progress on the golf service center. He mentioned that construction was behind schedule by a few weeks due to the general contractor, but that a recent meeting has seemed to result in corrective action with completion pending soon.

Commissioner Kahnweiler requested a status on the public washrooms included in the renovation, and Kutulas affirmed that those will be completed with the project, along with proper signage.

It was suggested that a future Board or Committee meeting be considered to be held at the Golf Service Center. Commissioner Thomas asked for an estimate for overall total project total cost for all phases, and Kutulas responded in the estimated amount of \$ 2.1million. Commissioner Archambault suggested that the project was a huge improvement over the previous facility conditions.

#### **Dwyer Park Status Report**

Parks Superintendent Kutulas presented an update on Dwyer Park and suggested that construction has taken place with a lot of initial progress made. He also mentioned that construction has now slowed with final approval of the Metropolitan Water Reclamation District storm water permit pending, but that the District engineer, Gewalt Hamilton was working closely with them to address the last two questions. He was hopeful that construction would get back in full progress shortly, but that the initial construction start date of April 6 was delayed, and that the unseasonal amount of rain has hampered more progress early in the project. Kutulas mentioned the contractor and staff are aware of the Music Festival dates of June 23, and that we have initially and will continue to meet with Scott Meyer and festival leaders to report progress and/or develop back up site plans depending on construction and park site availability at the time. Discussion ensued relative to the

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order and delivery and installation time of the gazebo, and Kutulas suggested that this item will be an easy installation and simply more important relative to coordination with the vendor of special order lead time availability and delivery dates in conjunction with construction progress at that time and staff has that as a priority consideration for project oversight.

## **NEW BUSINESS**

### **Resolution- Recognizing Bob Smith Service to the Winnetka Park District**

A motion was made by Commissioner Thomas to approve a resolution recognizing the distinguished service to the agency of retiring Executive Director, Bob Smith. The motion was seconded by Commissioner Peterson and a roll call was taken. Ayes: Archambault, Kahnweiler, Thomas, Larkin and Peterson. Nays: None. Absent: Claybrook and McLane. Motion carried.

## **MATTERS OF THE DIRECTOR**

Director Munro reported that Chief Financial Officer, Bob Farmer, has announced his retirement after 18 years of service to the agency and his last day of work will be May 26, which will allow him to help us again complete the end of the year audit process. An aggressive recruitment campaign has been initiated to fill the Superintendent of Finance position. Munro mentioned speaking to Auditor, Ron Amen about potential candidate profiles and the market for this position and that he suggested the key is timing. Commissioner Larkin asked about the potential for a delay in Bob Farmer's exit and a new hire timeline, and Munro suggested that was another topic with Ron Amen and that between them and GovHR, those were at least two sources for temporary assistance if necessary. The other organization staff transition change announced was that Mary Cherveney will be taking over the position of Administrative Services Manager, where her skill sets and history with the agency will be well served. Another aggressive search and recruitment process will soon be launched to fill the position of Marketing Manager, with Cherveney's involvement.

## **BOARD LIAISON REPORTS**

Commissioner Archambault asked if Commissioner McLane might have an update from the recent informal elected official meeting regarding storm water. Commissioner Larkin suggested that he talked to Brad afterward and there was nothing more to report other than recent newspaper reports. Commissioner Kahnweiler asked about the Boal Parkway easement request from the Village and Executive Director Munro suggested staff would be responding back to Village staff with outstanding questions from the Committee meeting presentation.

## **REMARKS FROM VISITORS**

None.

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**STAFF REPORTS**

Superintendent Shea made a brief presentation including pictures from the recent huge success Egg Hunt and Doggy Egg Hunt held at West Elm Park. Despite the soggy conditions, what seemed to be record crowds for both events enjoyed expanded activities, with a lot of positive feedback from participants. Commissioner Thomas complimented staff on a great event.

Superintendent Kutulas presented pictures and explanations for the newly constructed paddle board storage units at Elder Park. 60 additional slots will now be available to address the waiting list, and the units were custom designed and constructed in house at a substantial cost savings to the District.

**ADJOURNMENT**

Prior to the motion to adjourn, Commissioner Kahnweiler mentioned this would be her last board meeting due to family and travel commitments, and she wanted to thank the Board and staff for the pleasure and wonderful opportunity and experience serving on the Park Board for two terms and eight years. She expressed much appreciation for the staff during her tenure. Director Muno mentioned that Gerri's contribution have left a legacy as evidenced by numerous construction plaques in the Community including; Skokie Playfields, Tennis lounge, and Hubbard Woods.

Commissioner Thomas made a motion to adjourn the regular board meeting at 7:17 pm. The motion was seconded by Commissioner Kahnweiler and passed by a voice vote. Motion carried.

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Ian Larkin, Board President

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John Muno, Board Secretary