

**WINNETKA PARK DISTRICT  
COMMITTEE OF THE WHOLE  
MEETING MINUTES  
THURSDAY, NOVEMBER 6, 2014  
COMMUNITY ROOM  
5:15 P.M.**

President McLane called the meeting to order at 5:15 p.m. Commissioners present: Ed Harney, Gerri Kahnweiler, Teresa Claybrook, John Thomas and Richard Pierce. Commissioners absent: Ian Larkin. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Mary Cherveney, Communication/Marketing Manager; Costa Kutulas, Superintendent of Parks; Tom Gullen, Superintendent of Facilities; John Shea, Recreation Supervisor; Toby Ross, Recreation Supervisor, and Libby Baker, Administrative Assistant/Safety Coordinator.

**COMPRESSOR REPLACEMENT**

Superintendent Gullen reported that last Thursday morning an alarm was sounding at the Ice Arena. The park district's mechanical contractor, RMC Mechanical Services was called and reported that one of the three compressors used to refrigerate the ice slab had malfunctioned and was deemed unrepairable. Because of RMC's knowledge of our system, the intricacies of ice arena refrigeration and the fact that this is peak ice season, staff recommends the need to do an emergency replacement and to proceed immediately to avoid any potential refrigeration issues. Tom Gullen responded to questions from the Board. Commissioner Claybrook made a motion to approve the expenditure not to exceed \$39,000 for the replacement of a 100 Ton Screw Compressor at the ice arena. The motion was seconded by Commissioner Harney and a roll call vote was taken. Ayes: Claybrook, Pierce, Kahnweiler, Harney, Thomas, and McLane. Nays: None. Absent: Larkin. **Motion carried.**

**ADJOURNMENT**

Commissioner Harney moved to adjourn the meeting at 5:25 p.m. The motion was seconded by Commissioner Pierce and passed by a voice vote. **Motion carried.**

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Brad McLane, President

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Robert Smith, Secretary

**WINNETKA PARK DISTRICT  
RECREATION COMMITTEE  
MEETING MINUTES  
THURSDAY, NOVEMBER 6, 2014  
COMMUNITY ROOM  
5:30 P.M.**

Committee Chair Gerri Kahnweiler called the meeting to order at 5:38 p.m. Committee members present: Teresa Claybrook and John Thomas. Also present: Commissioners Richard Pierce, Ed Harney, and Brad McLane. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Tom Gullen, Superintendent of Facilities; Mary Cherveney, Communication/Marketing Manager; Costa Kutulas, Superintendent of Parks; Recreation Supervisor, John Shea; Recreation Supervisor, Toby Ross; Matt Johnson, Manager of Golf; Dan Downey, Assistant Golf Manager; Pat Fragassi, Manager of Tennis; Paul Schwartz, Assistant Ice Arena Manager; Henry Michna, Golf Course Superintendent and Libby Baker, Administrative Assistant/Safety Coordinator. Visitors present: John Peterson. Mickey Archambault arrived at 6:24.

Prior to the start of the meeting Brad McLane introduced John Peterson a Park Board candidate. John in turn introduced himself and provided some background information. The staff and board also introduced themselves to John.

**Budget Review**

Bob Farmer started with presenting the revised organization chart and noted some of the changes. Director Smith explained the reasons for re-classification of positions and the additional positions.

Bob Farmer gave a basic overview of the preliminary 2015 Combined Budget noting the beginning and ending reserves. He highlighted the various sources of revenue as well as explained the increase in expenses for 2015. In response to a question from Commissioner Kahnweiler, Bob noted that the possible increase in minimum wage could affect the park district, but the increase has not been reflected in this budget cycle since a law has not yet been passed.

Bob explained that \$160,000 has been budgeted in 2015 for completion Skokie Playfield Dredging. Commissioner Claybrook suggested referring to the dredging project by something other than the Skokie Playfield Dredging due to possible confusion of the actual project.

Commissioner Harney commented that expenses are growing faster than our revenues and the gap between revenue generated from uses fees and taxes has changed considerably since 2000 approximately (60:40) to this budget (52:48). He then suggested that as part of the Strategic Plan

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that this be mapped out as a key metric and possibly consider increasing user fees. The board discussed the value of subsidizing programs and the benefit that free special events add to the community.

### **Budget Review - Recreation**

John Muno began the presentation, making a special note that the recreation budget is projected to have a positive Net Operating Income for 2014 and the goal is to add to fund balances. John Shea took over the presentation and went through each fund, staffing plan and goals for 2015. He noted the changing demographics, program highlights, a new Lacrosse agreement with TEAM One, special events, turf rentals, outdoor ice and a revenue fee comparison. The board discussed field rental usage and outdoor ice locations. The board also discussed an increase to fees. Staff are recommended a 2-5% increase in the following program areas:

- Youth Summer Camps
- Boy's and Girl's House League Basketball
- Boy's and Girl's Travel League Basketball
- Girl's Travel Field Hockey Program
- Green Wave Youth Football
- Middle School Ski Trip

### **Adjournment**

The meeting was adjourned at 6:30 p.m.

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Brad McLane, President

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Robert Smith, Secretary

**WINNETKA PARK DISTRICT  
REVENUE FACILITIES COMMITTEE  
MEETING MINUTES  
THURSDAY, NOVEMBER 6, 2014  
COMMUNITY ROOM  
6:30 P.M.**

Committee Chair Richard Pierce called the meeting to order at 6:30 p.m. Committee members present: Ed Harney and John Thomas. Also present: Commissioners Teresa Claybrook, Gerri Kahnweiler, Brad McLane and Ian Larkin. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Mary Cherveney, Communication/Marketing Manager; Costa Kutulas, Superintendent of Parks; Tom Gullen, Superintendent of Facilities, Recreation Supervisor, John Shea; Matt Johnson, Manager of Golf; Dan Downey, Assistant Golf Manager; Pat Fragassi, Manager of Tennis; Paul Schwartz, Assistant Ice Arena Manager; Henry Michna, Golf Course Superintendent and Libby Baker, Administrative Assistant/Safety Coordinator. Visitors present: John Peterson, Mickey Archambault. Commissioner Larkin arrived at 7:26.

**Budget Review – Golf**

John Muno introduced the golf staff. John complemented his staff and thanked them for all their hard work. Marketing has been a main focus this season. Matt began the presentation by sharing industry trends and highlighting the increases in revenue and the decrease in expenses as well as describing the effect of weather on the course. Matt described the new special events, clubhouse highlights, marketing, 2015 season membership recommendations, new program initiatives and marketing plan-initiatives. Henry Michna gave his presentation describing the drainage and flooding issues. He also gave his maintenance highlights. Dan explained the need for providing capital improvements – due to the aging infrastructure, and the goals and direction for 2015.

**Budget Review – Tennis**

John Muno began the presentation with a basic introduction of the tennis industry. Pat Fragassi took over and began with a general overview of 2014, including the challenges and highlights. The 2015 budget includes approximately \$1.5 million in revenue and approximately \$1.4 million in expenses. The Tennis budget is broken into two funds: indoor and outdoor. Pat gave an overview of both the indoor and outdoor budget highlights and goals for 2015. Pat described some of the staffing changes that have occurred. A marketing plan is underway and will be a focus for 2015. The board discussed the pros and cons of the annual A.C. Nielsen Tennis Center Tournament. Pat explained that there is not yet a firm commitment in place yet from Linda Goodman to hold the tournament in 2015, but moving the dates a few days has been discussed. Repair and/or replacement of the roof and outdoor court resurfacing are addressed in

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the budget. Pat also highlighted some new special events, including a Member Appreciation that was held this week. The board discussed using the tennis courts for Pickle Ball. Commissioner Claybrook asked the tennis staff to do some research on court usage and look into the possibility of adding Pickle Ball. Director Smith also expressed that there has been a request for Squash courts.

### **Budget Review – Ice/Paddle**

Tom Gullen began his presentation and introduced Paul Schwartz, Assistant Ice Arena Manager. His presentation began with an overview of the 2014 ice budget, highlighting programs and operations. Rink rentals were up for 2014. Major capital expenses for 2014 included tuck-pointing building, building the outdoor rink and the purchase of the semi-trailer for storage of the rink and the installation of a major transformer to provide additional electricity for that area. The 2015 budget includes three large capital expenses: rubber flooring for the indoor rink, a new sound system and a tent for the outdoor rink. Marketing will continue to be a strong initiative. Tom shared with the idea his vision for future improvements and Paul introduced the concept of purchasing a new, lighter weight Zamboni machine to help the outdoor ice conditions. The Zamboni could also be used indoors. Broomball will be introduced this winter. Fee increase recommendations included prime time ice rental from \$295-\$300, group skating lessons 3%, and House League hockey 3%.

The board discussed the possibility of building a refrigerated outdoor rink at Indian Hill similar to the outdoor rink at the Ice Arena. The board suggested that outdoor ice continue to be part of the master plan. Commissioner Claybrook requested that Tom research the costs of building an additional refrigerated rink.

The second part of the presentation included a review of the 2014 Paddle budget. Tom highlighted the improvements and changes that were made in 2014. Expenses were higher due to the repair and replacement of the paddle court heaters. Tom noted that revenues and expenses are down because the 2014 budget included fire pit and walkway that was not built. Tom expressed his feeling that if the fire pit is to be built it should be 100% funded by donations. The net revenue for 2015 is budgeted at \$12,000. Recommended fee increase for 2015 are modest and includes an increase to the contract with the Winnetka Paddle Tennis Club from \$107 to \$110 per month. This contracted is adjusted every three years.

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**Adjournment**

The meeting was adjourned at 8:06 p.m.

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Brad McLane, President

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Robert Smith, Secretary

**WINNETKA PARK DISTRICT  
PARKS AND BEACHES COMMITTEE  
MEETING MINUTES  
THURSDAY, NOVEMBER 6, 2014  
COMMUNITY ROOM  
7:30 P.M.**

Committee Chair Teresa Claybrook called the meeting to order at 8:07 p.m. Committee members present: Ian Larkin and John Thomas. Also present: Commissioners Richard Pierce, Gerri Kahnweiler and Ian Larkin. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Mary Cherveney, Communication/Marketing Manager; Costa Kutulas, Superintendent of Parks; John Shea, Recreation Supervisor, and Libby Baker, Administrative Assistant/Safety Coordinator.

**Budget Review - Parks**

Costa began his presentation with the principles of Org 300 – Garage. The purpose of this Org is to provide supplemental support to other departments. Costa broke down his presentation with an explanation of each budget code: Utilities, Education, Supplies, Repairs & Maintenance and Medical.

Costa the presented Org. 400 – Parks. The principles are same as Org. 300. The purpose: logistical support to other departments and enterprise functions of the district, R & M services for park grounds facilities and natural resource of the district, stewardship and improvement of the open space, and partner to other agencies and civic groups. He also gave an overview of the accomplishments of 2014, highlighting the savings recognized due to parks staff completing projects rather than hiring outside contractors. Costa outlined expenses for 2015. The purchase of a replacement backhoe is the major purchase for 2015. Because of our involvement in the park procurement program the district will realize a savings of 40%.

**Budget Review - Beaches**

John Shea began his presentation with the Jr. Sailing program. 2014 revenue increased due to the addition of two weeks to the program. Staffing costs were lower than budgeted. There are no proposed fee increases. The 2015 budget includes the purchase of two new boats.

Swimming beaches: the weather was not conducive during the 2014 season. Expenses were contained to keep in line with the reduced revenue. 2015 expenses include replacement of safety equipment. John expressed the positive coverage we have been receiving from the local papers for the various special events that have been held at the beach this year. There are no proposed fee increases.

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Boat launch: Season pass sales are up, specifically for resident passes. Dredging was not needed in 2014, resulting in a savings of \$30,000. Dredging is budgeted for 2015. According to a survey completed in 2013, including other north shore communities, our fees are in line with our local competitors. There is still a waiting list for paddle board racks. Staff will be exploring possibilities to add additional racks. There are no proposed fee increases in this area.

**Adjournment**

The meeting was adjourned at 9:07 p.m.

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Brad McLane, President

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Robert Smith, Secretary

**WINNETKA PARK DISTRICT  
ADMINISTRATION COMMITTEE  
MEETING MINUTES  
THURSDAY, NOVEMBER 6, 2014  
COMMUNITY ROOM  
8:15 P.M.**

Committee Chair Ian Larkin called the meeting to order at 9:08 p.m. Committee members present: Richard Pierce and Gerri Kahnweiler. Also present: Commissioner Ed Harney. Staff present: John Muno, Superintendent of Recreation; Bob Farmer, Chief Financial Officer; Mary Cherveney, Communication/Marketing Manager; Costa Kutulas, Superintendent of Parks; John Shea, Recreation Supervisor and Libby Baker, Administrative Assistant/Safety Coordinator.

Bob Farmer gave an overview of each org, its purpose and allocations.

Org 100 - General Administration

Org 200 - Corporate Administration

Org. 3100 - Special Recreation

Org 3200 - Worker's Compensation

Org. 3300 - IMRF & FICA – Commissioner Harney commented that the IMRF obligation is now up to a six digit figure. Bob Farmer noted that our IMRF contribution requirement has gone down to 10%, which is good news.

Org. 3400 – Audit

Org 3500 – Liability Insurance

Org 3600 - Bond Debt Service

Org 3700 - Capital Projects

**Adjournment**

The meeting was adjourned at 9:40 p.m.

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Brad McLane, President

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Robert Smith, Secretary