

**WINNETKA PARK DISTRICT  
COMMITTEE OF THE WHOLE  
MEETING MINUTES  
THURSDAY, NOVEMBER 12, 2015  
COMMUNITY ROOM  
5:30 P.M.**

President McLane called the meeting to order at 5:30 p.m. Commissioners present: Mickey Archambault, Gerri Kahnweiler, Ian Larkin, Brad McLane, John Peterson and John Thomas. Commissioner absent: Teresa Claybrook. Staff present: Robert Smith, Executive Director; Bob Farmer, Chief Financial Officer; Costa Kutulas, Superintendent of Parks; John Muno, Superintendent of Facilities; Mary Cherveney, Communication & Marketing Manager; Paul Schwartz, Ice Arena Manager; Pat Fragassi, Tennis Center Manager; Alex Shubny, Director of Tennis; Alexandra Maestre, Facility Coordinator; Matt Johnson, Golf Manager; Dan Downey, Assistant Golf Manager; Henry Michna, Golf Course Superintendent; Rick Schram, Landscape Architect; Jesus Contreras, Parks and Facilities Maintenance Staff. Visitors: Colin Marshal of Green Associates Architects.

**Budget Review**

Superintendent of Facilities John Muno introduced staff members in attendance. The presentation began with a report on the principles used by the enterprise operation managers in the formulation of the proposed budgets. Mr. Muno reviewed the overall financial position of the Ice Arena operation and anticipated year end reserve status. An analysis of both revenues and expenses for FY2015 was presented. Mr. Muno then outlined the proposed budget for FY2016. A budget breakdown was also reviewed for the outdoor ice rink and all expected capital expenditures anticipated for 2016. Committee inquiries focused on the management transition over the past year, registration and scheduling procedures and price points of other ice arena rentals within the northshore area. The Committee asked staff to consider a more aggressive and competitive ice rental structure over the next year.

Mr. Muno then reviewed the fiscal position of the Paddle Tennis operation and related agreement which included reduction of revenue to the park district from the Winnetka Paddle Tennis Club (WPTC). The reduction of fees by the WPTC is in exchange for program oversight services provide to the park district by WPTC Tennis Pro. A review of FY2016 revenue and expenses followed by Committee inquiries which included cash flow from the WPTC and membership trends with the club. Mr. Muno then outlined marketing plans for the upcoming year.

Mr. Muno then proceeded to review the overall budget status and anticipated year end reserves for tennis operations. Tennis Manager Pat Fragassi reported on anticipated revenues, expenses

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and planned capital investments for FY2016 for both indoor and outdoor tennis operations. Mr. Fragassi also reported to the Committee that he is engaged in discussions with a private foundation expressing an interest to donate substantial funds for major capital upgrades and enhancements to the outside tennis courts. Committee inquiries included check in and cash management procedures for patrons of the facility, correlation of salary expense compared to revenue and options of capital investments related to upgrades for the outdoor tennis courts. The Committee concluded the discussion on tennis operations with final comments related to credit card processing fees and profit margins of pro shop sales.

Golf Manager Johnson reported on revenue and expenses of the 2015 golf season. He reported that golf is expected to operate with an excess of approximately \$56,000 for 2015. This projection is based on cash basis accounting and does not include capital expenditures for 2015 which was funded by the General Fund. Mr. Johnson then reviewed proposed revenues, expenses and capital investments related to the FY2016 Budget. Superintendent Michna discussed maintenance standards and reviewed necessary budget considerations related to the expenses of the FY2016 Budget. The Committee commended the management team on the progress made in the financial recovery and improved operation of the golf enterprise. Inquiries related to the FY2016 Golf Budget included standard assumptions on weather factored into the budget, success of special events on the golf course, tee time reservation systems and payment process and status of food concession operations.

### **2016 Meeting Schedule**

Executive Director Smith reviewed the proposed Park Board and Committee Meeting Schedule for 2016. The schedule consisted of a total of 21 meetings for both Committee and regular business meetings of the Park Board. After a general discussion, the Committee directed staff to add one additional meeting in November 2016 to accommodate budget review meetings. A revised schedule will be presented for approval at the upcoming Board meeting

### **Skokie Playfield Service Center**

Superintendent Kutulas reviewed a report submitted to the Committee related to the renovation of the Skokie Playfield Service Center. It was reported that due to new regulatory standards of the Metropolitan Water Reclamation District (MWRD), the original scope of work has changed. Specifically, the new standard caps the total capital investment which can be applied to any given structure in a flood plain. The financial cap for this project would be exceeded with the current work already under contract. However, MWRD removes the capital limitation if property owners flood proof any structure which the new standards apply. Mr. Kutulas and

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Colin Marshal of Green Associates reviewed the details for flood proofing the service center and associated costs. In addition, costs related to the work bays and storage areas of the facility were also reviewed. Director Smith clarified to the Committee that the cost estimates presented do not include any hazardous material testing and remediation or the renovation of the north and south storage building. The Committee questioned the overall cost of the project in relation to new construction. It was a consensus of the Committee to forward to the full Park Board for approval two separate design and bid service proposals from Green Associates. The first is for the flood proofing the service center for a not to exceed cost of \$24,764.00 and the second, the construction document development and bid process for the buildout of the remainder of the facility for a not to exceed amount of \$35,395.00.

**ADJOURNMENT**

The meeting was adjourned at 8:00 p.m.

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Brad McLane, President

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Robert Smith, Secretary