

**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
MEETING MINUTES
THURSDAY, DECEMBER 8, 2016
COMMUNITY ROOM**

Vice President Mickey Archambault called the meeting to order at 5:33 p.m. **Commissioners Present:** Mickey Archambault, Teresa Claybrook, John Peterson, John Thomas and Brad McLane. **Commissioner Absent:** Ian Larkin and Geri Kahnweiler. **Staff Present:** Robert Smith, Executive Director; John Muno, Superintendent of Facilities; Bob Farmer, Chief Financial Officer; John Shea, Superintendent of Recreation; Costa Kutulas, Superintendent of Parks; Mary Cherveney, Communication/Marketing Manager, John Barrett, Facility Maintenance Supervisor Visitors: Scott Myers

NEW BUSINESS

Winnetka Music Festival

Scott Myers presented to the Committee an overview and event logistics of The Winnetka Music Festival proposal. Mr. Myers is asking for \$10,00.00 in sponsorship; use Dwyer Park for children's stage performances, marketing through the park district website and email list. This will be brought forward to the December Board meeting. The Committee consensus was supportive of the request

Winnetka Park District Ordinance #546

Bob Farmer, Chief Financial Officer, presented an overview to the Committee that effective January 1, 2017, the Illinois General Assembly enacted the "Local Government Travel Expense Control Act". All local governments are required to pass an ordinance depicting allowable travel, meals and lodging expenses. By adopting Ordinance #546, the District will establish maximum expenditures for travel, lodging and meals. Approval of any expenditure that exceeds these maximum limits will require a roll call vote by the Board of Park Commissioners. Discussion amongst the Committee to increase the proposed allowances of Exhibit A to \$15.00 for breakfast, \$15.00 for lunch and \$35.00 for dinner and lodging of up to \$300.00 per night excluding taxes. The Committee recommends moving this forward to the Board for formal approval.

Equipment Purchase, Rinsate Pad for Skokie Playfield Service Center

Costa Kutulas, Superintendent of Parks, gave an overview to the Committee that golf maintenance staff is looking to purchase (1) Growing Solutions Roll-on Rinse Pad for the golf service center. The purpose of this purchase is to meet the current and foreseeable future requirements of the Illinois Department of Agriculture on chemical containment for commercial spray equipment. This equipment is to be installed as poured in place design and will be completed during the current phase of construction at the Golf Service Center. Staff has researched all avenues and has found that this is a proprietary piece of equipment. Growing Solutions out of New Lenox, Illinois has submitted a quote for \$17,148.00 which will include the delivery and installation of the unit. This purchase was identified in the cost estimates for the overall construction of the Golf Service Center, and has come

Continued minutes from the
Committee of The Whole meeting
December 8, 2016

in approximately \$8,000 under the initial estimate. The Committee recommends approval of the purchase and to move forward to the Board for formal approval.

Winnetka Golf Club, Food Concessions Agreement

John Muno, Superintendent of Facilities presented to the Committee a revised (three year) license agreement with Avli which has now come to completion with the close of the 2016 golf season. Staff feels that the quality and level of food/beverage related services provided has not only improved each year, but has added a positive component to the overall success of the golf course operation during this time. Avli has provided a much more consistent level of service that has resulted in a significant improvement over the previous years concessionaire, which has been recognized by our golf patrons. Additionally, a significant amount of time and effort has been committed by both parties to building and solidifying a strong and beneficial working relationship, which is looking to be maintained going forward. The existing agreement (originally developed by WPD attorney, Steve Adams) has served as a comprehensive and solid formal written agreement, and could be expected to continue to well serve the District going forward. Besides, the renewal of the agreement dates, the only other modifications proposed would be to;

- Include the addition of a full-service bar (Section 2 and exhibit C- licensed equipment)
- Re-address the fees and payment (Section 6) in relation to; an increase in both base license fee and percentage of gross revenue above \$140,000 and a 50% shared cost for the proposed food/beverage service improvement of a full-service bar

Policy Manual – Personnel Policy

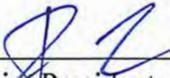
Director Smith gave a brief overview of the additions and changes to the Personnel Policy. After discussion by the Committee of The Whole, the Administration Committee will meet in January and review the policy in detail.

REMARKS FROM VISITORS

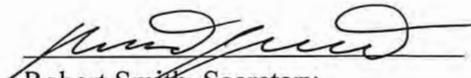
None

ADJOURNMENT

The meeting was adjourned at 6:48 p.m.



Ian Larkin, President



Robert Smith, Secretary