



**WINNETKA PARK DISTRICT
REGULAR BOARD MEETING
THURSDAY, MARCH 8, 2018**

**Community Room
540 Hibbard Road
6:30 P.M.**

AGENDA

1. Roll Call
2. Additions to Agenda
3. Remarks from Visitors
4. Approval of Minutes
 - a. Budget & Appropriation Hearing Minutes of 2/22/17*
 - b. Regular Park Board Meeting Minutes from 02/22/17*
5. Communications
6. Unfinished Business
 - a. Asphalt Bids*
 - b. Bluff Land Restoration Planning RFP*
7. Matters of the Director
8. Board Liaison Reports
9. Remarks from Visitors
10. Staff Reports
11. Adjournment

**included in board packet*

Persons with disabilities requiring reasonable accommodations to participate in this meeting should contact the Park District's ADA Compliance Coordinator, John Shea, at the Park District's Administrative Office, 540 Hibbard Road, Winnetka, IL Monday through Friday from 8:30 a.m. to 5:00 p.m. at least 48 hours prior to the meeting. Telephone number 847-501-2040; Fax number 847-501-5779. Requests for a qualified interpreter require five (5) working days advance notice

**WINNETKA PARK DISTRICT
BUDGET & APPROPRIATION
HEARING MINUTES
THURSDAY, FEBRUARY 22, 2018
COMMUNITY ROOM**

A public hearing on the 2018 Budget and Appropriation Ordinance was called to order by President Larkin at 6:30 p.m. Commissioners Present: Mickey Archambault, Warren James, Eric Lussen, John Peterson, John Thomas and Ian Larkin. Commissioners Absent: Teresa Claybrook. 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 and Kelsey Raftery, Marketing Brand Manager. Audience Present: Jo Ann Jahant, Pat Dowdle and Paul Lively.

President Larkin stated that the Budget & Appropriation Ordinance #564 was prepared in tentative form and made conveniently available at the Winnetka Park District Offices for the last 30 days. A notice was published in the Winnetka Current paper on Thursday, February 15, 2018 regarding the hearing today. The total appropriation for all funds is \$15,173,320.84. The appropriation is 20% higher than the budget so that if additional funds are needed, they can be spent without amending the budget and appropriation ordinance.

President Larkin opened the floor for public comment. No comments were received and therefore the meeting was adjourned at 6:32 p.m.

Ian Larkin, Board President

John Muno, Board Secretary

**MINUTES OF THE 2,343rd
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, FEBRUARY 22, 2018**

President Larkin called the meeting to order at 6:32 p.m. Commissioners Present: Mickey Archambault, Ian Larkin, Warren James, Eric Lussen, John Peterson and John Thomas. Commissioners Absent: Teresa Claybrook. 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 and Kelsey Raftery, Marketing Brand Manager. Audience Present: Jo Ann Jahant, Pat Dowdle and Paul Lively.

ADDITIONS/CHANGES TO AGENDA

None

APPROVAL OF DECEMBER 2017 FINANCIALS

Commissioner Thomas made a motion to approve the December 2017 Financials. The motion was seconded by Commissioner Peterson. Superintendent of Finance, Christine Berman provided an overview, with revenues on target and expenses below budget due to capitals that did not occur. Commissioner Thomas also asked for clarification regarding the end of the year loss of \$900,063. Superintendent Berman stated that the planned budgeted loss was originally \$3.4 million for 2017, but was reduced mainly due to deferred capital expenses. A voice call vote was taken. Ayes: Archambault, James, Lussen, Peterson, Thomas, Larkin. Nays: None. Motion carried.

APPROVAL OF JANUARY 2018 FINANCIALS

Commissioner Archambault made a motion to approve the January 2018 Financials. The motion was seconded by Commissioner Peterson. Superintendent of Finance, Christine Berman provided an overview, including \$1.3 million in early tax collections. Adjustments were consequently made to the allocations. Commissioner Peterson expressed his concerns about making that type of adjustment to the monthly distributions. Commissioner Archambault asked about some user fees, which Superintendent Berman stated will be adjusted when all the end of the year accrual adjustments are made accordingly. A voice call vote was taken. Ayes: Archambault, James, Lussen, Peterson, Thomas, Larkin. Nays: None. Motion carried.

APPROVAL OF VOUCHERS

Commissioner Thomas made a motion to approve the February 2018 vouchers in the amount of \$439,743.10. The motion was seconded by Commissioner Archambault. A roll call vote was taken. Ayes: Archambault, James, Lussen, Peterson, Thomas, Larkin. Nays: None. Motion carried.

REMARKS FROM VISITORS

None

APPROVAL OF MINUTES

Continued minutes from the 2,343rd
Regular Board meeting
February 22, 2018

Commissioner Thomas made a motion to combine the Regular Board Meeting Minutes of January 25, 2018 and the Committee of the Whole Meeting Minutes of February 8, 2018 into a consent agenda. The motion was seconded by Commissioner Archambault and a roll call vote was taken. Ayes: Archambault, James, Lussen, Peterson, Thomas, Larkin. Nays: None. Motion carried. Commissioner Thomas made a motion to approval the consent agenda. The motion was seconded by Commissioner Archambault and passed by voice vote. Motion carried.

COMMUNICATIONS

None

UNFINISHED BUSINESS

Beach Park Policy

Commissioner Thomas made a motion to approve the amended policy as presented. Motion was seconded by Commissioner Archambault. Superintendent of Recreation, John Shea reminded the Board that this was vetted at the February 8 Committee of the Whole Meeting. A roll call vote was taken. Ayes: Archambault, James, Lussen, Peterson, Thomas, Larkin. Nays: None. Motion carried.

Commissioner Lussen asked if on a good summer day if the lots are full. Superintendent Shea said yes, and that this situation can be monitored and revisited at a later date if necessary. Staff would need to determine if our federal grants would require parking access.

Winnetka Youth Organization Budgetary Request

Commissioner Thomas made a motion to approval staff's recommendation of the Winnetka Youth Organization Budgetary Request from \$15,000 to \$20,000 with \$5,000 held until demonstrated increase in junior high programming and help with several Park District special events. The motion was seconded by Commissioner Archambault. Superintendent of Recreation, John Shea reviewed the request and some brief discussion occurred. Passed by voice vote. Motion carried.

NEW BUSINESS

FY2018 Budget and Appropriation Ordinance #564

Commissioner Thomas made a motion to approve FY2018 Budget and Appropriation Ordinance #564. Motion was seconded by Commissioner Archambault. Vice President Archambault stated that he was happy to see increase funding for golf course maintenance and would like staff to come back to the board with clubhouse updates planned before proceeding. There was also a brief discussion on considering another event similar to last year's centennial event. A roll call vote was taken. Ayes: Archambault, James, Lussen, Peterson, Thomas, Larkin. Nays: None. Motion carried.

Continued minutes from the 2,343rd
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February 22, 2018

Edna Alvord Resolution

Commissioner Thomas made a motion to approval the resolution for outgoing staff member, Edna Alvord as presented in the board packet. The motion was seconded by Commissioner Archambault and passed by voice vote. Motion carried. There was a brief discussion regarding the status of filling the position.

MATTERS OF THE DIRECTOR

Executive Director, John Muno stated that staff is prepping for the March 8 meeting regarding discussions on the Lakefront Master Plan. Also, full-time staff had an in-service and team building event today, which included an Outlook seminar and lunch at the updated Skokie Playfield Service Center.

BOARD LIASION REPORTS

Commissioner Thomas stated that Plan Commission meets next week. There was also discussion regarding Walgreen's moving into the vacated Mrs. Green's location in the Hubbard Woods business district.

REMARKS FROM VISITORS

Resident Jo Ann Jahant remarked that there is re-construction at the Mrs. Green's location.

Resident Pat Dowdle reiterated Commissioner Archambault comments regarding clubhouse renovations. Secondly, he suggests we look at removing and possibly repurposing the old halfway house trailer.

STAFF UPDATES

Superintendent of Recreation, John Shea reminded the Board about the upcoming Leprechaun Leap. Commissioner Thomas asked how donations can be made, which Superintendent Shea stated could be accomplished online. The RFP for Bluff Restoration Planning will be reviewed with a recommendation at the March 8 meeting. Commissioner Lussen asked about the life-cycle of special event programming, which Superintendent Shea stated is reviewed annually and adjustments are made accordingly. President Larkin stated that he received positive feedback on this year's Daddy Daughter Date Night. He also asked about day camp registration and Superintendent Shea shared information about upcoming marketing.

Superintendent of Finance, Christine Berman stated that the email conversion and new phone system projects have been completed. This week the new staff accountant, Josh Strangberg started. He will attend an upcoming Board meeting for formal introductions.

Administrative Services Manager, Mary Cherveney reminded the Board that our next meeting in March 8 and will be a combined committee and board meeting. The Statement of Economic

Continued minutes from the 2,343rd
Regular Board meeting
February 22, 2018

Interest email will be sent in the next month. All commissioners must complete by May 1. IAPD Legislative Conference in April 24-25 in Springfield. Staff will send more information via email.

ADJOURNMENT

Commissioner Thomas made a motion to adjourn the meeting at 7:12 p.m. The motion was seconded by Commissioner Archambault and passed by a voice vote. Motion carried.

Ian Larkin, Board President

John Muno, Board Secretary

Unofficial

**Winnetka Park District
Board Summary**

Date: March 8, 2018
To: Board of Commissioners
Subject: Asphalt Repairs and Sealcoating
From: Costa Kutulas, Superintendent of Parks
Richard Schram, Landscape Architect
Through: John Muno, Executive Director

Summary

On February 27, 2018, bids were opened for Asphalt Repairs and Sealcoating. Eleven (11) firms were contacted. Two (2) bids were received.

Under the base bid, there were seven (7) parks that were scheduled for improvements. Staff has identified two (2) sites under the base bid as priorities to be done this season. These include the Green Bay Trail, where the southern third of the asphalt paving (south of the Wilson Ave. and Maple Street gated entrance) will be milled and repaved with a 2" surface course. Several other spots on the rest of the trail will also be patched. The second park to be prioritized is Elder Lane Park where a catch basin will be repaired and asphalt patching is needed.

Base Bid Totals

Chicagoland Paving Contractors	\$70,592.30
Allstar Asphalt Inc.	\$69,270.00

Under the alternate bids, there were six (6) locations scheduled for improvements. Staff has identified four (4) of these as priorities. They include: Lloyd Park south end upper drive which will be patched; Lloyd Park north end upper drive which will be milled and repaved with a 2" surface course; Lloyd Park upper parking lot which will be restriped; and the Parks Service Center which will have asphalt added to the west half of the parking/service yard to replace the current gravel.

Alternate Bid Totals

Chicagoland Paving Contractors	\$58,247.50
Allstar Asphalt Inc.	\$58,925.00

Bid Totals

Chicagoland Paving Contractors	\$128,839.80
Allstar Asphalt Inc.	\$128,195.00

Recommendation

Staff recommends that the bid be awarded to the lowest responsible bidder of both the selected Base Bid items and Alternate Bid items as identified above to Allstar Asphalt Inc. of Wheeling, Illinois for a bid total \$128,195.00.

END

**Winnetka Park District
Board Summary**

Date: March 8, 2018
To: Board of Commissioners
Subject: Bluff Restoration Planning Firm Selection
From: Costa Kutulas, Superintendent of Parks
John S. Shea Jr., Superintendent of Recreation
Through: John Muno, Executive Director

Summary

On July 29, 2016, the Winnetka Park District was awarded a \$60,000.00 matching grant through the Illinois Department of National Resources, for bluff land restoration planning for all five (5) of our lakefront parks. After being awarded the grant, the Park District was notified that funding of the grant was delayed until the 2018 season. With funding being secured staff moved forward with the bluff land restoration plan.

The first step in this process was to draft a request for proposals (RFP) which was released on January 30, 2018. All sealed proposals were to be submitted to the Winnetka Park District Administration Building no later than 5pm on February 13, 2018.

At the time of the deadline the Park District received three (3) proposals. The firms who submitted a proposal were; Ecology + Vision llc. partnering with Ratio Architects, Inc. and EDI, Inc., Hey and Associates, Inc. partnering with K Singh & Associates, Inc. and Bluestem Communications, and The Lakota Group partnering with GeWalt Hamilton Associates, Barid, Testing Service Corporation, Urban Forest Management, and Cardno. After reviewing each proposal from the three firms, staff called all firms for an interview during the week of February 26, 2018. Costa Kutulas, Kellie Edwards, John Shea, and John Muno conducted the interview process. At the conclusion of all the interviews staff reviewed all notes, written proposals, and deliberated on who would be the best and strongest fit for our project. It was decided that The Lakota Group and partners were the best choice for this project. Collectively Lakota and their team was the most diverse, organized, and educated on the project; they have a well-organized team who staff feels will be the best avenue for us to complete this project.

Recommendation

Staff recommends the Board of Commissioners allow staff to move forward into the next phase of this project and conduct contract negotiations with The Lakota Group for the bluff land restoration plan for our five lakefront parks. Following contract negotiations staff will bring a recommendation with a proposal from The Lakota Group at the April 12, 2018 Committee of the Whole Meeting. If for whatever reason staff is unable to reach terms on the negotiations with the Lakota Group, staff will go to their second recommendation of Hey and Associates to engage in the negotiation process.

END