

**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
MEETING MINUTES
THURSDAY, NOVEMBER 4, 2021 | 6:00 P.M.**

President James called the meeting to order at 6:00 p.m.

Commissioners Present: Mickey Archambault, Christina Codo, Warren James, Eric Lussen, Cynthia Rapp, Colleen Root, David Seaman

Commissioners Absent: None

Staff Present:: John Peterson, Executive Director; Christine Berman, Superintendent of Finance; Kyle Berg, Superintendent of Recreation; Costa Kutulas, Director of Parks and Maintenance; Molly Krohe, Marketing Brand Manager; Gracie Durham, Marketing Specialist; Libby Baker, Office Associate; Matt Johnson, Winnetka Golf Club Manager; Matt McCann, Golf Course Superintendent; Paul Schwartz, Platform Tennis Manager; Pat Fragassi, A. C. Nielsen Tennis Center Manager; Joe Holguin, Asst. Manager; Britni Purnell, Human Resources Manager; Michal Slezak, Asst. Golf Course Superintendent; Ania Cramer, Community Outreach/Business Development

Audience Present: Don Smith, Kristin Kalter

CHANGES TO THE AGENDA

None

COMMUNICATIONS

None

UNFINISHED BUSINESS

Dog Beach/Dog Park Advisory Committee

A draft of the committee objectives, prepared by Commissioners Archambault and Root, was distributed to the board. Commissioner Archambault noted twenty-seven individuals expressed interest in serving on the committee. Commissioner James offered his thoughts, noting his preference for the seasonal dog beach offering to be located north of the "T", on the Elder side, so accessibility is not affected.

Phase 1 Paddle Court Expansion

Director Kutulas reported the Village Council unanimously approved the permit for the additional paddle courts, and a future expansion of the hut. The courts will be installed and

ready for the 2022 season. In response to a question from Commissioner Seaman about discussing a transfer of value from the paddle fund to the golf funds for the land associated with the expansion, Executive Director Peterson responded the board would discuss this in the next few weeks. He added the affiliate and construction agreements are under review.

Commissioner Root arrived at 6:07 p.m.

NEW BUSINESS

Caucus Survey Presentation

Commissioner James introduced Kristin Kalter, Winnetka Caucus Council Parks Committee Chair. Ms. Kalter introduced and explained the five planks developed by the Caucus: Collaboration, Beaches/Waterfront, Pool, Dog Park, and Community Amenities and Programs.

The board questioned the pool plank and why it was included. Ms. Kalter responded many comments were received in 2019 and 2020 and the community demographics have changed significantly. Given the comments received in 2021, the Caucus felt it was important for the park district to evaluate the viability of a pool. The board asked to review the survey data and demographic information. Commissioner Seaman expressed concern for having a plank when the topic was not asked on the survey.

Ms. Kalter responded to questions from the board. She explained there are sixty-nine seats on the Caucus Council and only one-third are full. She expressed her feeling it is important to encourage more participation. Ms. Kalter also stressed the importance of regular communication. She committed to ensuring a smooth hand-off of information to her replacement on the Council.

2021 YTD Financial Overview

Executive Director Peterson reported the financial overview will be provided at the November regular meeting.

FY 2022 Budget Workshop – Group A

Executive Director Peterson thanked the Board for their leadership and their investment of time. He recognized the staff for their efforts in the budget process. Executive Director Peterson reviewed highlights from 2021 and budget highlights and challenges for 2022.

All Funds Overview

Superintendent Berman introduced the Proposed FY 2022 Budget with a slide presentation. She gave an overview of the budget and budget process, noting the 2021 highlights: continued shoreline improvements, fiscal discipline, successful fundraising efforts, and a revamped Winnetka Parks Foundation board. Highlights of the 2022 budget include tax bill remains under 5% of the total Winnetka tax bill, revenue from program

fees and property taxes is projected to be fairly equal, and ending reserves will be approximately \$10M. Superintendent Berman then reviewed items from the revenue and expense categories.

Recreation Fund

Kyle Berg, Superintendent of Recreation, reviewed the Recreation Department budget and responded to questions. He recognized his staff, Toby Ross, Debbie Zarembski, Marty Kwiatkowski, and James Janesku for their efforts. Superintendent Berg reviewed the 2021 recreation program highlights and presented the 2022 budget. Some highlights included conservative revenue estimates, an increase to operating expenses, a return to the traditional summer camp format, return to offering free adult and children concerts, the combining of Sailing Camp with Adventure Camp, and an increase to seasonal staff starting salaries. Superintendent Berg pointed out several other items: the projected net operating income of approximately \$690K will support the proposed capital expenditures, no transfer will be made to the capital fund, at the end of 2022, \$2.3M in reserves will be available for capital projects. Fee increases and changes from the 2021 budget were explained.

Commissioner Seaman questioned whether the revenue projections are too conservative. Superintendent Berg addressed the question and cited several reasons for the projections, most notably the positive impact COVID19 had on the 2021 budget and the reality that those numbers are not sustainable.

Golf Fund

Golf Manager Matt Johnson and Golf Course Superintendent Matt McCann presented the Golf Course Play and Maintenance budgets and responded to questions. Golf highlights from 2021 included continued interest in golf, new concessionaire, below average rainfall, increased water usage, and reduced labor force. Highlights of the 2022 budget included continued staffing challenges, continued growth of the golf industry, proposed purchase of one piece of equipment, water usage costs, and increased marketing to maintain interest while the course is under renovation. Manager Johnson pointed out changes from the 2021 budget and responded to several questions. Topics of discussion included National Grille, course renovation, and potential revenue opportunities.

Tennis Fund

Pat Fragassi, A. C. Nielsen Tennis Center Manager and Assistant Manager Joe Holguin presented the Indoor and Outdoor Tennis budgets and responded to questions. Joe reviewed the highlights of the 2021 tennis season. Highlights of the 2022 included revenues projected to exceed \$2M, the return of the Nielsen Pro Tennis Championship, continued interest in tennis, demonstrated by the number of individuals' waitlisted, and

several capital improvements to the facility. Manager Fragassi gave an overview of the tennis budget history, risks, trends, fee changes, and capital projects.

Indoor Ice Arena and Platform Tennis Fund

Paul Schwartz, Facility Manager presented the Ice Arena and Platform Tennis budgets and responded to questions. 2021 ice highlights included the addition of one staff person, continued success of year-round operations, and a successful summer season. Highlights of the 2022 Ice budget included the return of the annual ice show, the 50th anniversary of the Ice Arena, and the projected closure of the outdoor rink at the end of the season as it is at the end of its useful life. Manager Schwartz gave an overview of the budget, risks, fee changes, and the purchase of a new ice resurfacer.

Manager Schwartz commented on the change from a one-year agreement to a three-year agreement with the WPTC, and the planned addition of two new courts. 2021 highlights included increased interest in youth paddle and a slow return to facility rentals. Highlights of the 2022 Platform budget included a staffing shortage, after school, programming with North Shore Country Day School, and a fee increase only for facility rentals.

General Fund

Superintendent Berman then introduced and explained the purpose of the General Administration and Corporate Administration funds, and the departments represented by those funds. She noted a net operating income of \$690K in the Corporate Fund. Medical and liability insurance costs are still being determined.

Marketing Brand Manager, Molly Krohe introduced Gracie Durham, Marketing Specialist. Manager Krohe commented on the district's marketing initiatives, specifically maintaining fresh website content, purchasing supplies for the new homeowner boxes, continued marketing of the golf course during renovation, and building a stronger brand identity for the course.

Costa Kutulas, Director of Parks and Maintenance, presented the Garage Maintenance and Parks Maintenance funds and shared highlights from 2021 such as completion of the Lloyd Beach project and smaller park projects, continued value engineering, and lower staff costs. For 2022, Director Kutulas highlighted the purchase of new equipment, two proposed playground replacements, a reduction in maintenance and repairs, and continued high standards of service to the community. Director Kutulas commented on proposed capital projects and responded to questions.

Capital Projects Fund

Director Kutulas acknowledged the \$10M expenditure planned for Elder + Centennial, noting donations will be solicited to cover the shortfall.

Superintendent Berman thanked staff for their work on the budget, and acknowledged Britni Purnell, Human Resources Manager for her contributions to the budget.

MATTERS FROM THE DIRECTOR

Executive Director Peterson reported the park district partnered with District 36 to provide parking for the District 36 vaccination. Northern Suburban Special Recreation Association held an open house to introduce their new facility. Executive Director Peterson encouraged the board to visit and view the fully accessible facility. Staff attended the IAPD Legal Symposium and heard from several speakers on important legal issues facing park districts.

BOARD LIAISON REPORTS

Caucus Council

Commissioner Seaman reported the Fall Town Hall will be held November 10, 2021.

Stormwater

Commissioner Archambault reported the contract with Jacobson is being finalized. The next step is 75% complete drawings.

District 36

Commissioner Rapp reported the school board plans to hold a referendum in November 2022. She recommended adding marketing pieces to the park district campus during the vaccination events as there will be numerous families attending. Commissioner Rapp also noted the communication about the work at Crow Island was very positive.

Environmental and Forestry Commission

Commissioner Rapp reported she recently attended a Commission meeting. The Commission has asked the park district to consider supporting their Greenest Region Compact (GRC2) initiative. Commissioner Rapp plans to attend the November 10, 2021 Village 2020 Plan meeting.

STAFF REPORTS

Costa Kutulas, Director of Parks and Maintenance reported work continues on the permits for the Elder + Centennial project. Tree removal work at Crow Island Woods will be completed soon.

Ania Cramer, Community Outreach/Business Development reported the Winnetka Parks Foundation has filled several leadership positions but is still looking for a president. The annual appeal letter is being prepared. The WPF did not receive the requested transportation grant for the new joint summer program. Sponsors of the previously discussed fitness grant continue to encourage the park district to apply. Money is not currently budgeted for this project.

CLOSED SESSION

Commissioner Archambault made a motion to go into closed session at 9:04 p.m., pursuant to Sections 2(c)(1), (5), and (6) of the Open Meetings Act to discuss the appointment, employment, compensation, performance, or dismissal of specific employees, the purchase or lease of real property for the use of the public body, and the setting of a price for sale or lease of property owned by the public body, Commissioner Codo seconded the motion. A roll call vote was taken.

Ayes: Archambault, Codo, James, Lussen, Rapp, Root, and Seaman

Nays: None

Motion carried

RETURN TO OPEN SESSION

Commissioner Archambault made a motion at 9:07 p.m. to return to open session. Commissioner Codo seconded the motion. A roll call vote was taken.

Ayes: Archambault, Codo, James, Lussen, Rapp, Root, and Seaman

Nays: None

Motion carried

ADJOURNMENT


Commissioner Archambault made a motion at 9:07 p.m. to adjourn the meeting. Commissioner Rapp seconded the motion. A roll call vote was taken.

Ayes: Archambault, Codo, James, Lussen, Rapp, Root, and Seaman

Nays: None

Motion carried



John Peterson, Board Secretary

Date Approved