

**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
MEETING MINUTES
THURSDAY, NOVEMBER 14, 2019
COMMUNITY ROOM
5:30 P.M.**

President Archambault called the meeting to order at 5:30 p.m.

Commissioners Present: Mickey Archambault, Teresa Claybrook, Christina Codo, Warren James, Colleen Knupp, Eric Lussen and John Peterson. Commissioners Absent: None

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; Kelsey Raftery, Marketing Brand Manager, Lara Kuechel, Executive Assistant; Marty Kwiatkowski, Recreation Supervisor; Toby Ross, Recreation Supervisor; Greg Sauber, Recreation Supervisor; Debbie Zarembski, Front Desk/Program Coordinator; James Janesku, Recreation Coordinator; Pat Fragassi, Tennis Manager; Joe Holguin, Asst. Tennis Center Manager; Alexander Shubny, Director of Tennis; Paul Schwartz, Ice/Platform Tennis Facility Manager; Matt Johnson, WGC Manager; Rob Drogos, WGC Asst. Manager; Matt McCann, Golf Course Superintendent; Mike Slezak, Asst. Golf Superintendent; John Barrett, Facility Maintenance Supervisor; Andrew Cabrera, Parks and Facilities Mtc. Staff; and Greg Fields Parks Operations Manager.

Audience Present: Rick Prohov, Elaine Jaharis and Steve Huels.

ADDITIONS/CHANGES TO AGENDA

None

UNFINISHED BUSINESS

Lakefront Master Plan Update

Superintendent of Parks, Costa Kutulas provided a brief update: which included bluff land bids are out, pre-bid meeting next week, bids are due on December 3 and staff recommendation/Board approval at the December 12 meeting.

Superintendent of Recreation, John Shea and Superintendent Kutulas shared a short power point presentation on the current conditions at Lloyd, Elder and Centennial beaches. This included the new damage to the Lloyd boardwalk, washout at the south end of Lloyd and the additional loss of trees at the south end. Elder beach is also experience physical damaging challenges. Centennial beach is fairing the best out of all five beaches. Concerned with sand loss.

Jon Shabica from Shabica and Associates provided an update on the Lloyd shoreline permit application. Army Corp of Engineers is ahead of schedule on their review and may be out for public comment as early as the next two weeks. Most questions to date were on usability. Corp

was out last Friday to discuss potential emergency measures, which are still being explored. Recent conversations with Jim Casey from DNR was positive. DNR is a little bit behind the Corp on review. Still on schedule.

President Archambault asked for clarification regarding lake levels and storms. Shabica indicated that fall is usually the worst weather months for biggest storms. Anticipated lake level typically drop a foot over the winter months, but is not expected this year. Based on the information, President Archambault wanted to know if the plans for the retaining walls will be enough. There are ongoing staff discussions. We have a few months to firm up any adjustments to the seawall and potential elevation change to the parking lot. Commissioner James asked if we are now in an emergency situation as far as the Corp is concerned Shabica indicated that the Corp has indicated so, and will continue to have more discussions on the implementation of some emergency measures to be determined. Commissioner Claybrook asked about timing and Shabica indicated he would prefer to do the permanent seawall ahead of schedule if possible versus emergency revetment work, which is temporary. We would be moving something twice in a temporary situation. Commissioner Claybrook also asked if there is a need to start shoreline work process at Elder beach. Shabica indicated that we might want to consider again in the spring. Superintendent Kutulas reminded Commissioner Claybrook and the rest of the Board that we do have bluff revetment at Elder to protect the bluff. Beach is another matter. There was some continued Board discussion regarding work at Elder and impact on lake conditions across the area.

NEW BUSINESS - 2020 Budget Workshop

All Funds Overview

Staff not presenting tonight provided a quick introduction before the presentation.

Executive Director, John Muno and Superintendent of Finance, Christine Berman provided an introduction of the 2020 proposed budget presentation. This included agenda, highlights of 2019, 2020 budget highlights, challenges, budget cycle, tax bill chart, all fund overview, overall revenues, overall expenses, reserves/fund balances and operating and major capitals. Staff will bring the budget back with adjustment for Board approval in January 2020. A deduction in health insurance costs from 15% increase to a 2.8% increase over last year will be reflected in the final numbers.

Commissioner Peterson complimented the staff on managing expenses during 2019.

Recreation Fund

Superintendent of Recreation, John Shea presented the Recreation Department 2020 proposed budget, which includes orgs. 1000-1600. He reviewed 2019 highlights – including outstanding year for camps, 2020 highlights – including strengthened relationship with the Winnetka Parks Foundation, fee changes, fund overview, budget comments/trends, top three risks and overall capital expenditures.

Commissioner Knupp asked how program fee increases are determined. Superintendent Shea stated this is determined by direct program costs, potential effect on program participation, and in keeping with the District's revenue policy. Commissioner Codo asked about competitive

threats, which Superintendent Shea there will always be threats. Value and quality of our programs always contributing factor to our retention. Vice President Peterson asked about fenced-in storage wait list. Due to upcoming work and increased fees in 2019, no increase for 2020 is planned. Vice President Peterson asked about the lifespan of the turf, which Superintendent Shea indicated is up for replacement in 2024. There was continued discussion on the quality of maintenance, which has extended the life of the turf. President Archambault asked if the weather is bad in 2020 what could we anticipate would be the financial impact to swim beach operations. Superintendent Shea stated that current subsidy is \$200,000, but staff would manage expenses based on conditions. President Archambault commended the recreation department on their 2019 operations.

Golf Fund

Golf Club Manager, Matt Johnson and Golf Course Superintendent, Matt McCann presented the Golf 2020 proposed budget, which includes orgs. 2000 and 2100. They reviewed 2019 highlights - including weather effects and shared a radio advertisement on ESPN, 2020 highlights, 2020 budget comments/trends, risks, 2020 fee changes and fund overview and capitals over \$25,000.

President Archambault asked, based on the increase in Friday Night Family Nights on the Par 3, is the Winnetka Golf Club seeing an increase in junior players. Manager Johnson indicated that junior golf is holding steady. President Archambault sought clarification on membership drops, which Manager Johnson indicated that much of the membership decrease is with permanent tee time participants. Other area courses are dropping memberships, like Sunset Valley Golf Club. Commissioner Claybrook asked the age of the junior golf team, which Manager Johnson indicated was ages 8-13. Through additional conversation, Commissioner Claybrook asked if there was a market for those high school golfers who do not make the golf team. Manager Johnson indicated that the high school offers an intramural program and our course is at near capacity in the fall with New Trier teams. Vice President Peterson asked about NSSRA programming at the Golf Club, which Manager Johnson said Gator Golf is at our facility on Mondays. Commissioner Knupp suggested local universities might be a target demographic to consider. Manager Johnson indicated that we have worked with Kellogg, but Loyola and DePaul might be worth consideration. President Archambault asked about corporate outings. Manager Johnson stated that due to the size of our golf car fleet and weather conditions, we are limited. Commissioner Lussen also provided information on two local private clubs offering summer membership at attractive rates, which could have an impact on the Winnetka Golf Club. President Archambault commended the golf course staff for their work in 2019.

Tennis Fund

Tennis Center Manager, Pat Fragassi presented the Tennis 2020 proposed budget, which includes orgs. 2400 and 2500. He reviewed indoor and outdoor tennis 2019 highlights, 2020 highlights, 2020 budget comments/trends – including junior growth and adults holding steady, risks – including not being able to accommodate wait lists, 2019 fee changes, combined fund overview – including adding to healthy fund balance and capitals over \$25,000.

Commissioner Claybrook asked about the coloring changing on the court, which Manager Fragassi stated was staying blue and green, but has not been resurfaced in about 12 years.

Commissioner Lussen asked if the wait list is impeded by the agreement with North Shore Country Day, which Manager Fragassi indicated was not the case because North Shore Country Day just utilizes the outdoor courts. Vice President Peterson asked that based on supply and demand if the pricing structure should be changes. Manager Fragassi feels good about the current structure, which includes a modest 4% increase in 2020. Commissioner Codo suggested looking at the cost, payback and feasibility of a dome on a couple outdoor courts to accommodate more players. There was continued discussion on this subject. Vice President Peterson suggested looking at late night opportunities for reduced rates. Manager Fragassi stated that reduced rates are offered at 8:30 pm and later during the week. There was some continued discussion about shifting times to accommodate more adults and juniors. Vice President Peterson asked about the Tennis Center's support of NSSRA, which Manager Fragassi stated the Center's involvement in Gator Tennis. Additionally, GLASA offers a year-round wheelchair program at the facility, led by staff member Paul Moran.

Executive Director Muno reminded the Park Board of the Tennis Center staff's ability to take on debt and continue to add to the fund balance annually.

Indoor Ice Arena Fund

Ice/Platform Tennis Manager, Paul Schwartz presented the Ice 2020 proposed budget, which included 2019 highlights – stayed open during summer, 2020 highlights – including moving to year round operation, risks, 2020 budget comments/trends, risks, 2020 fee changes, fund overview and capitals – including minor capitals in 2020 with larger expenses coming in future years.

Vice President Peterson asked if our 3-year contacts with New Trier and Winnetka Hockey Club (WHC) could become rollover contracts. Manager Schwartz indicated that WHC has a three-year extension opportunity currently built-in to their contract, but New Trier does not. Vice President Peterson approached the thought about liquor service, which Manager Schwartz stated that he was unaware of any Park District operated ice facility serving alcohol. The facility is currently not set-up for that, but could be a part of future considerations. Commissioner Knupp asked why Highland Park rink is closing this summer, which Manager Schwartz would look into. Commissioner Knupp pointed out that the Winnetka Hockey Club is strategically reevaluating the program due to declining participation at the younger levels. Commissioner Lussen stated there is a direct correlation with the success of the Blackhawks and participation numbers. Commissioner Knupp asked about the aging infrastructure and when the District needs to do something new. Manager Schwartz indicated around 2031-2032 a new floor and dashboards are slated. There was some continued discussion on the aging infrastructure. Commissioner Lussen commented that based on other area rinks, ours shines.

Paddle Tennis Fund

Ice/Platform Tennis Manager, Paul Schwartz presented the Platform Tennis 2020 proposed budget, which included 2019 highlights – included good partnership with WPTC and NSCD agreement has worked out well, 2020 highlights – including facility rentals will continue to be popular, fund overview and capitals – LED court lighting of all courts.

Commissioner Codo asked about cost reduction in electric bill with LED lighting. Manager Schwartz said that payback is about 5.2 years with the lights being on about 6 hours per day.

Vice President Peterson mentioned that Indian Hill just added two courts and asked about impact to WPD facility. Manager Schwartz said the prime-time league play demand is still high and does not expect to be impacted. Commissioner Claybrook asked how WPTC memberships is doing. Manager Schwartz said it was slightly down about 10-12 members. Since some of the teams were oversubscribed, this provides relief to the teams.

General Fund

Superintendent of Finance, Christine Berman presented the General Funds 100-400 overview. She then provided 2020 budget comments/trends/risks, revenues and expenses for orgs. 100 and 200.

Commissioner Claybrook ask if the corporate fund receives all the tax revenue. Superintendent Berman stated that about 3.2 million goes to this fund, but recreation and the 3000 funds receive tax revenue as well. The majority goes to corporate.

There was a reduction in 200 capitals in 2019 due to Marketing Brand Manager, Kelsey Raftery and Tennis Center Manager, Pat Fragassi's effort to reduce building signage costs with a gracious donation from the Nielsen Family.

President Archambault asked how the \$50,000 number was determined for a fundraising consultant. Executive Director, John Muno shared that it is based on NSSRA's scope of service to have a consultant on a monthly retainer. There was some continued discussion on the need for expertise to help guide Winnetka Park District and the Winnetka Parks Foundation. The consultant's role was discussed as well.

Commissioner James addressed that expenses across the board are not reflective of previous year estimates, but previous year budget with increase. There was continued discussion on philosophy of budget process, assumptions, history and trends.

Superintendent of Parks, Costa Kutulas presented information on orgs. 300 and 400 of the 2020 proposed budget, which included 2019 highlights, 2020 highlights, risks, expenses and capitals.

Vice President Peterson asked about Green Bay Trail paving plans. Superintendent Kutulas indicated that it was held back due to Village work and look to 2021 to finish the paving work. Vice President Peterson would like to see a cap of Green Bay Trail expenses after the paving plans. There was some continued discussion about financial commitments to the Green Bay Trail. It was reiterated by President Archambault that we do not own the Green Bay Trail.

Special Recreation Fund

Superintendent of Finance, Christine Berman presented the Special Recreation (3100) 2020 proposed budget, which included 2020 budget comments/trends/risks and fund overview. Although there is a number budgeted for capital contribution of the new facility, we have not received those final numbers from NSSRA.

Vice President Peterson sought clarification for the 2019 estimate NOI loss, which Superintendent Berman stated was due to the payment to NSSRA of \$71,321 for the new facility closing costs.

Workers' Compensation Fund

Superintendent of Finance, Christine Berman presented the Workers Compensation (3200) 2020 proposed budget, which included 2020 budget comments/trends/risks and fund overview.

Commissioner Codo asked if PDRMA numbers are experienced based, which Superintendent Berman affirmed.

IMRF and FICA Pension Fund

Superintendent of Finance, Christine Berman presented the IMRF and FICA (3200) 2020 proposed budget, which included 2020 budget comments/trends/risks and fund overview. There will be a slight increase in IMRF contribution to 10.44% from 9.49%. Fund remains healthy.

Audit Fund

Superintendent of Finance, Christine Berman presented the Audit (3400) 2020 proposed budget, which included 2020 budget comments/trends/risks and fund overview.

Liability Fund

Superintendent of Finance, Christine Berman presented the Liability Insurance (3500) 2020 proposed budget, which included 2020 budget comments/trends/risks and fund overview.

Debt Service Fund

Superintendent of Finance, Christine Berman presented the Debt Service (3600) 2020 proposed budget, which included 2020 budget comments/trends/risks and fund overview.

Capital Projects Fund

Superintendent of Finance, Christine Berman presented the Capital Projects (3700) 2020 proposed budget, which included 2020 budget comments/trends/risks and fund overview.

Upon conclusion of the 2020 proposed budget presentation, there was discussion on the following:

- Next steps
- Incorporate big ideas in future budget presentations
- Consideration for sharpening pencil on expenses
- Move forward with Elder beach shoreline planning
- Alternate or accelerated lakefront beach operational plans depending on weather conditions

On a separate note, President Archambault stated that the Village may not be presenting on stormwater at the December 5 as planned. He anticipates confirmation soon.

CLOSED SESSION

Commissioner James made a motion to go into Closed Session to discuss the purchase or lease of property pursuant to the Open Meetings Act. Commissioner Claybrook seconded the motion.

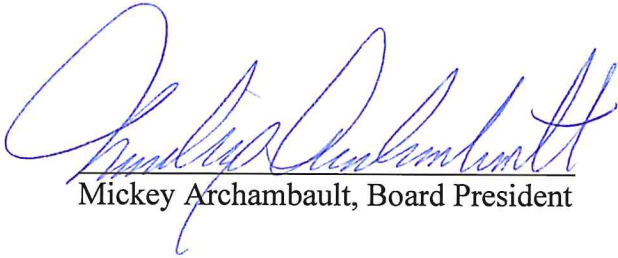
A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

At 8:41 p.m., Vice President Peterson made a motion to return to Open Session. Commissioner Knupp seconded the motion.

A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

ADJOURNMENT

Commissioner Codo made a motion to adjourn the meeting at 8:42 p.m. Commissioner Claybrook seconded the motion, which passed by a voice vote. Motion carried.



Mickey Archambault, Board President



John Muno, Board Secretary