



**WINNETKA PARK DISTRICT  
COMMITTEE OF THE WHOLE**

**Thursday, October 11, 2018  
Community Room, 540 Hibbard Road  
5:30 p.m.**

**AGENDA**

1. Call to Order / Roll Call
2. Changes to the Agenda
3. Communications
4. New Business
  - a. Long Range Plan Review (2019-2023 funded) Workshop
  - b. Golf Maintenance Out Building Repairs\*
  - c. Indian Hill Window & Door Replacement\*
  - d. Equipment Purchase – Ventrac Mower\*
5. Unfinished Business
  - a. Winnetka Waterfront 2030 Plan – Lakefront Master Plan Update
6. Matters of the Director
7. Board Liaison Reports
8. Staff Updates
  - a. 2019 Budget Process Timeline\*
9. Adjournment

*\*included in committee 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  
Board Summary**

**Date:** October 11, 2018  
**To:** Board of Commissioners  
**Subject:** Golf Maintenance Out Building Repairs  
**From:** Costa Kutulas, Superintendent of Parks  
**Through:** John Muno, Executive Director

**Summary:**

The golf course maintenance department uses the two structures to the west of its facility to store its equipment and supplies. Over the years the buildings have been repaired in house by staff, but with the current condition of the buildings staff is looking contract this work out using the Job Order Contracting (JOC). This is the same process we've used on the Tower Road Beach House improvements and the Golf Club House Storefront. The JOC program is authorized through the "Intergovernmental Cooperation Act" (5ILCS 220/1 et seq) and "Governmental Joint Purchasing Act" (30ILCS 525/0.01 et seq) from the "Purchasing Act". Part of the base competitive solicitation states that all purchase be based on the lowest responsible bidder.

The contractor who was awarded the Lakemoor 17-RFP-512 General Government Services – General Contracting Services 9/11/2017 – 9/11/2027 was F.H. Paschen, S.N. Nielsen & Associates LLC from Chicago Illinois.

The work as indicated in the estimate includes replacing rotten ceiling joists, decking, paneling and the roofing system for both structures. This project was identified in the LRP in 2018 and 2019, with a budget amount of \$115,000 for the South Building (2018) and \$75,000 for the North Building in 2019. F.H. Paschen, S.N. Nielsen & Associates LLC submitted a proposal for \$203,764.89 to complete the work as reviewed with staff and noted in their proposal. Staff is looking to combine the work for the two years in an effort to save cost that would be duplicated bringing the firm back out the following year.

**Recommendation:**

Staff recommends that the Park Board approves for staff to contract with F.H. Paschen, S.N. Nielsen & Associates LLC from Chicago Illinois to repair the two out buildings as noted above for the combine total price of \$203,764.89.

**END**

**Winnetka Park District  
Board Summary**

**Date:** October 11, 2018  
**To:** Board of Commissioners  
**Subject:** Indian Hill Window & Door Replacement (North Elevation)  
**From:** Costa Kutulas, Superintendent of Parks  
**Through:** John Muno, Executive Director

**Summary:**

The Indian Hill Park Shelter was constructed in 1949 as an open air shelter to serve the users of the park. Over the years the use of the park transformed and so did the use of the facility. Some of those changes included enclosing the facility to allow for a warming space for ice skating as well as facility rentals and bathroom facilities. Currently staff has identified the next replacement item to be the windows and doors on the north exposure of the facility. Staff is looking to replace the troublesome doors and Lexan windows with an extruded aluminum frame system that will allow for improved use of the facility.

To facilitate this work, staff is looking to a program called Job Order Contracting (JOC) which allows the district to work directly with the contractor without having to go through the standard bid process. The JOC program is authorized through the “Intergovernmental Cooperation Act” (5ILCS 220/1 et seq) and “Governmental Joint Purchasing Act” (30ILCS 525/0.01 et seq) from the “Purchasing Act”. Part of the base competitive solicitation states that all purchase be based on the lowest responsible bidder.

The contractor who was awarded the Lakemoor 17-RFP-512 General Government Services – General Contracting Services 9/11/2017 – 9/11/2027 was F.H. Paschen, S.N. Nielsen & Associates LLC from Chicago Illinois. F.H. Paschen was the same contracting firm who won the building scope of work for the Hubbard Woods Park Project and completed the upgrades to the Tower Road Beach House earlier this year. Staff is confident that F.H. Paschen will be a great resource for the agency and allow up to tackle some of the smaller construction projects quickly and efficiently.

The Indian Hill Window & Door Replacement includes the design, removal and buildout of the Northern Elevation of the facility with two (2) new doors and windows as shown in their quote for \$55,157.74. The budget amount for this scope of work was \$50,000.

**Recommendation:**

Staff recommends that the Park Board approves for staff to contract with F.H. Paschen, S.N. Nielsen & Associates LLC from Chicago Illinois to design and install two (2) new doors and windows as shown in their quote for a total price of \$55,157.74.

**END**

**Winnetka Park District  
Board Summary**

**Date:** October 11, 2018  
**To:** Board of Commissioners  
**Subject:** Equipment Purchase – One (1) Ventrac Mower  
**From:** Matthew McCann, Golf Course Superintendent  
**Through:** John Muno, Executive Director

**Summary:**

The golf maintenance staff proposes to pursue the purchase of one (1) Ventrac mower in lieu of the proposed 2018 capital budget equipment - new Toro GM 3100, used to cut greens.

While initially planning to propose the Ventrac equipment piece in the 2019 capital budget, staff recently tested this new machine, and was very impressed. It will allow us to mow areas that we are either unable or unsafe to mow with current equipment. This machine is very versatile and has numerous implements that would allow us to be able to mow steep slopes, pond banks and trim back willow trees from a safe distance away.

In addition, we expect to possibly still get additional work done with the Ventrac this season that we otherwise would not be able to do.

The originally proposed Toro GM 3100 will be recommended in the 2019 capital budget for an estimated cost of \$32,000.

**Recommendation:**

Staff recommends that the Park Board gives staff consensus to go out to bid on a Ventrac mower, with an estimated price of \$ 27,000 +/-; in anticipation of recommending approval for purchase at the October 25, 2018 Board meeting.

END

**Winnetka Park District  
2019 Budget Process Timeline for Park Board**

October 11, 2018	Committee Meeting <ul style="list-style-type: none"><li>➤ Long Range Plan Review (2019-2023 funded)</li></ul>
October 25, 2018	Board Meeting <ul style="list-style-type: none"><li>➤ Approval of Truth in Taxation Resolution</li></ul>
November 8, 2018	Budget Workshop/Committee Meeting <ul style="list-style-type: none"><li>➤ All Funds Overview</li><li>➤ Recreation Fund</li><li>➤ Golf Fund</li><li>➤ Tennis Fund</li><li>➤ Indoor Ice Arena Fund</li><li>➤ Paddle Tennis Fund</li><li>➤ General Fund</li><li>➤ Special Recreation Fund</li><li>➤ Workers' Compensation Fund</li><li>➤ IMRF and FICA Pension Fund</li><li>➤ Audit Fund</li><li>➤ Liability Fund</li><li>➤ Debt Service Fund</li><li>➤ Capital Projects Fund</li></ul>
November 13, 2018	Preliminary Budgets available for public review at WPD Offices and on website
November 15, 2018	Budget Workshop/Board Meeting <ul style="list-style-type: none"><li>➤ Updates from November 8<sup>th</sup>, if any</li><li>➤ Funds Carried Over from November 8<sup>th</sup>, if needed</li><li>➤ Tax Levy Approval – Regular Board Meeting</li></ul>
December 3, 2018	Total Compensation package uploaded to District Website
December 6, 2018	Publish Notice of Public Hearing in Local Newspaper
December 13, 2018	Public Hearing on 2019 Budget Final Approval of Budget & Appropriation Ordinance Regular Board Meeting
December 25, 2018	Deadline to File Approved B&A Ordinance with Cook County Clerk's Office