

SPECIAL REVENUE FACILITIES COMMITTEE

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Thursday, April 7, 2016 @ 8:00 a.m.

1. Roll Call

Chairman Charlie Kuhn called the meeting to order at 8:03 am and the roll was called.

Commissioners present: Commissioners Dave Tosh, Charlie Kuhn, Bill Casey, Angie Katsamakakis, Bob Patton via phone, Dave Dillon, Dan Peterson.

Official Staff present: Executive Director Mike McCarty, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director Barb Cremin, Ice Center Manager Jim Weides, Manager of Program Services Brian Montgomery, Director of Golf Ron Cassidy, Director of Racquet Sports Dave Woolf, and Recording Secretary Tanya Trapani

Guests: AT Group Consultant Bob Quill, Liz Korniczky, Shelley Williams

Late Arrivals, Early Departure: Dan Peterson arrived at 8:05 am, Dave Woolf, Liz Korniczky and Shelley Williams left at 8:59 am, Angie Katsamakakis left at 10:03 am, Barb Cremin arrived at 10:24 am, Dave Dillon left at 10:28 am, Dave Tosh left at 10:30 am, Barb Cremin and Bob Patton left at 10:33 am

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Glenview Prairie Club Annual Operating Recommendations – Platform Tennis

Staff presented the proposed Glenview Prairie Club (GPC) Annual Operating Recommendations for Platform Tennis for the 2016-2017 season. The annual recommendations, as presented, show fee structures based on having a four court complex and a different structure if there is a six court complex since a decision has not yet been reached as to whether to build the two additional paddle courts.

A fee increase was not recommended for 2016-2017 if we continue with a four court complex. The four court complex is at capacity for men's teams. If we proceed with a six court complex, the fees will increase by fifty dollars (\$50) to assist in offsetting the cost of onsite staff supervision as more courts will be available for practice time resulting in more facility users.

Staff completed and presented an analysis of industry trends and a local market comparison prior to developing 2016-2017 Annual Operating Recommendations. The local market comparison compares our competitor's current fees with both our current and our proposed.

Fees under the four court complex will not result in significant impact. Fees under a six court complex will generate approximately sixteen thousand two hundred dollars (\$16,200) in revenue based on the current number of members. The fees for 6 courts would be in line with the market comparison. The Committee asked about the use of

the facility in off season time and staff responded that they are looking into a Pickle Ball overlay.

The committee recommended that the Glenview Prairie Club Annual Operating Recommendations as presented by staff be moved forward to full board for approval.

b. Glenview Prairie Club – Renovation

Staff requested consideration of the recommendation to address the existing issues impacting the Glenview Prairie Club operations including additional bathrooms and two additional paddle courts. Staff has continued to work with AT Group to vet prospective options for renovating Glenview Prairie Club.

The 2015-2018 GPD Strategic Plan includes strategic objective 8.04 to analyze need and cost for two additional paddle courts and make recommendation. In the 2016-2017 fiscal year the District will incur an estimated expense of \$656,359 to construct two additional paddle courts. The funds will come from capital development.

The committee discussed the need for the two additional paddle courts, the potential location of the courts, the impact of the location of the two additional courts on construction and operating costs and the impact of separating the bathroom and paddle court into two phases. Based on the summary, staff recommended that the Special Revenue Facilities Committee and Board proceed with the development of bid documents and a construction timeline for the renovation and installation of two additional platform tennis courts at Glenview Prairie Club. Staff further recommended that the restroom portion of the project be deferred pending completion of the comprehensive long term capital financing plan.

The committee recommended that staff place the addition of the two paddle courts project out to bid. Submitted bids and further staff recommendation will be brought to the committee for consideration.

c. Recommendation regarding The Glenview Ice Center – Renovation 2016

Staff presented a recommendation to approve Redmond Construction's Bid for renovation of Glenview Ice Center, base bid plus four alternates. Jim Weides noted that Redmond Construction has completed previous projects at the Glenview Ice Center and they have done a great job.

On March 31, 2016, three bids were received for the Glenview Ice Center – Renovation 2016 to address the domestic water issues impacting the washrooms, plumbing in the janitor's closet and completion of cosmetic enhancements to the girl's locker room. The bid included 4 alternates: new flush hollow metal door for girl's locker room (Alternate 1), raise existing wall mounted water closets to ADA height (Alternate 2), installation of automatic sensor activated flush valves (Alternate 3), and replace water lines and valves for ice resurfacers (Alternate 4).

The project budget is \$125,000 and funds were included in the 2016-2017 budget. The low bid was received from Redmond Construction in the amount of \$72,583 with base bid of \$58,413; Alternate 1 - \$1,385; Alternate 2 - \$685; Alternate 3 - \$3,280 and Alternate 4 - \$8,820.

The committee recommended the acceptance of the bid from Redmond Construction, of Glenview in the amount of \$72,583, including the base bid plus four alternates, for the domestic water issues at the Glenview Ice Center for full board approval, as a Consent Agenda item.

d. The Glenview Ice Center – Phase 2

The Board has previously asked staff and consultants to explore design options, including renovation of existing spaces to better serve the users and staff at the Glenview Ice Center.

At the January 2016 Special Revenue Facilities Committee Meeting, staff provided Committee Members with an update for the Glenview Ice Center project to address the issues impacting the operations. Staff was given the direction to proceed with the renovation as outlined in item c) of committee agenda and to continue working with Stantec for vetting additional options.

At staff's request, Stantec has developed eight high level options for Ice Rink Improvements, which were attached for review.

At this time the fiscal impact would be \$35,000 for consulting fees; this amount was included in the 2016-2017 budget.

Staff recommended that in 2016 we proceed with development of a more comprehensive review and plan development for Options 1.0, 2.0 and 3.0 to be presented to the Special Revenue Facilities Committee. By the end of May, staff will go out to RFP for design services to assist staff with process.

Superintendent Lovell noted that we recently learned that Mount Prospect has approved and started construction on a 2 sheet ice center. Director McCarty added that it was a \$2.2 million purchase; 71,000 square foot building and they look to open in September of this year. Discussion followed on design options and renovation of the ice center. Director McCarty elaborated on why staff is recommending an RFP for Design Services. We need more creativity at looking at the site; we need a team that is able to give us more thought leadership in the project. Commissioner Peterson added that constraints should be given for them to work within to either work within the land we have or brainstorm ideas for partnerships with neighbors. Director McCarty suggested that staff put together an RFP, develop a draft scope and will come back to the committee with more details.

The committee recommended moving forward with an RFP for design services for the Glenview Ice Center.

e. Glenview Ice Center – Anonymous Letter of Concern

Staff shared an anonymous letter of concern dated March 5, 2016 from parents of children participating in the Glenview Grizzlies Hockey Program at Glenview Ice Center.

The letter addressed three primary areas of concern: creating imbalanced teams, lack of open access to GPD programs and that the hockey playoffs reflect the imbalance to

the children that participate. Staff reviewed the concerns brought forward in the letter and developed a course of action to address issues. The Committee discussed the team draft process, the procedure for friend requests in the registration process, the communication method used for league sign –ups and the tournament bracket banners.

Staff recommended and the committee concurred with the following actions to address the concerns: an inaugural meeting be held in April with all Youth League Coaches from the 2015-2016 season; staff will continue to refine the ice schedule to capitalize on available ice time with the goal of expanding the Squirr House Plus Program, the GGHP, figure skating, classes and accommodate additional users groups during prime time hours. Division Head will have final review and approval of the schedule for ice. Glenview Park District will provide basic white material banner to each team and the teams will be allowed to customize the banner for display behind bench during playoffs.

f. Glenview Park Golf Club – Affordable Care Act (ACA)

Staff presented options for addressing the staffing model for the seasonal maintenance workers at the Glenview Park Golf Club. Under the Affordable Care Act, a part time employee working a season of 6 months or more and working an average of 30 hours per week is eligible for health insurance coverage. Under the Pay or Play provision of the ACA an employer may choose to offer the insurance coverage or risk a penalty.

Staff reviewed alternate staffing options for the Glenview Park Golf Club maintenance staff, including shortening the season, hiring more employees and limiting hours. Staff explained the impact that these options would have on the ability to attract and retain maintenance staff, golf turf conditions and the interference with the golfers while performing maintenance tasks.

Staff further explained the hiring environment for the seasonal golf workers and that neighboring courses are finding it difficult to attract quality staff. Staff also presented the estimated cost of providing insurance and the cost and factors that could result in a penalty to the District. Staff reported that other alternatives are still being pursued but changes, if any, cannot be in place prior to November, at the end of the 2016 golf season. Under the ACA, only the employee coverage is needed to meet ACA standards. The District has previously determined that the District's contribution to health insurance benefits for eligible parttime employees would be the same as for full time employees, however part time employees would be required to pay 100% of any dependent coverage that they elected and spouses of parttime employees are not eligible for coverage. Eligible part time employees will only be afforded coverage during period of employment, nine months of golf season.

After some discussion, the committee agreed to recommend to the full board that 9 seasonal golf maintenance positions be re-classified as PT4 which allows the employees to work more than 30 hours per week for the entire golf season and be offered health insurance benefits in compliance with the ACA.

g. Glenview Park Golf Club – Food & Beverage Update

Superintendent Lovell gave an update on the new Food & Beverage partnership agreement between Glenview Park District Glenview Park Golf Club and Kemper Sports Management which was executed on March 2, 2016.

David Wennerlyn, Food and Beverage Manager and Ray Apuzzo, Assistant Food and Beverage Manager have been hired. David and Ray bring over fifty years of experience to the Café operations. David and Ray conducted front of the house staff interviews the week of March 28th and back of the house staff interviews the week of April 4th.

The liquor license was approved by the Village on March 15th and by the State of Illinois on March 30th.

GolfNow (Fore Reservations) has been selected as the point of sale system for the Café operations; this will create continuity throughout the GPGC Clubhouse while allowing the Division Head and Director of Golf ready access to reporting documents.

David and Ray are contacting patrons who have scheduled a banquet to finalize details, discuss menu options and pricing.

Menus for banquets and café are in final stage of proofing and set for production.

Vendors have been contacted and accounts are established or are being finalized.

The Café is currently operating, serving a limited menu. The soft opening of full service operations was expected to begin the week of April 15th. An extensive marketing campaign will follow the soft opening.

Food and Beverage financial terms remain in effect as established in the March 2, 2016 executed agreement between Glenview Park District and Kemper Sports Management.

3. Matters from the Public

None

4. Adjourn

Commissioner Charlie Kuhn moved seconded by Commissioner Dan Peterson to adjourn the Open Session at 10:43 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

William M. Casey
Board President

Michael D. McCarty
Board Secretary

Approved this 26th day of May 2016