

# **SPECIAL REVENUE FACILITIES COMMITTEE MEETING OF THE WHOLE**

Glenview Park District Swain Nelson Building

2320 Glenview Road, Glenview, IL 60025

Regular Meeting Minutes

Friday, March 24, 2017 @ 8:30 a.m.

## **1. Roll Call**

Chairman Dave Dillon called the meeting to order at 8:33 am and the roll was called.

**Commissioners present:** Dave Tosh, Charlie Kuhn, Dave Dillon, Dan Peterson, Angie Katsamakakis, Bill Casey

**Official Staff present:** Executive Director Mike McCarty, Superintendent of Special Facilities Lori Lovell, Ice Center Manager Jim Weides, Manager of Program Services Brian Montgomery, Recording Secretary Tanya Trapani

**Public Visitors:** Communications Coordinator Melissa Brand, Manager of Marketing and Communications Jena Johnson, Project Manager Andy Dogan of Williams Architects, Charlie Johnson and Brandon Dowling of Johnson Consulting, Fred Barofsky of Indoor Sports Management Group, Dave Olson of W.B. Olson

**Late Arrivals, Early Departure:** Bill Casey arrived at 8:51 am, Angie Katsamakakis left at 10:08am, consultants left at 10:20am

**Commissioners/Official Staff absent:** Commissioner Bob Patton

## **2. AGENDA TOPICS**

### **a. Glenview Ice Center, feasibility study update**

At the September 22, 2016 Board of Park Commissioners meeting, Williams Architects was engaged to complete a feasibility study of the Glenview Ice Center. The proposal included design consulting engineering services to regarding options for adding additional ice at the Glenview Park District.

As outlined in the RFP, the project team is pursuing options for the Glenview Ice Center of not less than two NHL sheets of ice (dimensions each, 200' by 85') and not to exceed two and a half sheets of ice (2 - NHL size sheets of ice, 200' by 85' and 1 instructional sheet of ice, 90' by 60') which may include renovation of the current site, construction of a new facility on District land or a future non-District site or conversion of an existing non-District facility.

C.H. Johnson Consulting, Inc. presented an update of their findings to date including program and financial information supporting the team's recommendation of a two and a half sheet facility. These findings were used by Williams Architects and Hitchcock Design Group to develop a preliminary site and building space program describing the features and spaces that are recommended to be part of an expanded or new Glenview Ice Center facility.

The Williams Architects team presented a status update on the Ice Center feasibility study. Andy Dogan of Williams Architects recapped the site analysis and site requirements process, which would include a need of about 6 acres to accommodate such things as the building, parking and storm water detention. Andy noted that space could be saved by putting storm water detention underground. Based on program information, an ideal site size was determined for the facility and numerous sites meeting this size criteria (both District owned and non-District owned) were evaluated for suitability for an Ice Center facility. All of this information has been utilized by the Williams team to prepare and refine two concepts utilizing the existing Ice Center site for further consideration; one concept is an expansion and renovation of the existing facility and the other is a completely new facility.

Andy Dogan shared two potential building layouts and the committee discussed various options such as seating, alternate floor options and facility needs based on staff input. Superintendent Lovell noted that the Williams team has gathered staff input to make sure the flow of the facility meets the needs of the staff and that the team is trying to find efficiencies where they can. The committee discussed the expansion of parking and sharing an overflow lot with District 225. Superintendent of Special Facilities Lovell stated that the school has requested a physical barrier as well as a landscape barrier to separate the two parking lots. Executive Director Michael McCarty added that the District 225 School Board wanted to keep the same type of safety and security that they have at the main high school lot. Commissioner Dan Peterson noted that the shared parking lot could be beneficial to the School District as well during sporting events.

The committee discussed the closing of the current facility during construction if the existing building is renovated. Superintendent Lovell explained that the facility would need to close down for a portion of the construction but for how long has yet to be determined. Once a plan is in place with a timeline, conversations can begin with District 225 and Glenbrook Hospital about alternate parking during construction. Executive Director McCarty noted that temporary shared parking opportunities were briefly discussed and the options are open.

W.B. Olson, Inc. prepared and presented preliminary order-of-magnitude cost estimates for both options. The committee discussed new efficiencies and cost estimates for operating during construction, putting storm water detention underground. Executive Director McCarty requested a breakdown of the costs for putting storm water underground, building a temporary wall during construction and operating the facility while under construction to determine which option would be cheaper for the District. If the numbers are close, the District could sell or lease the current facility once the move has been made to the new site. Superintendent Lovell stated that the District will work with the Williams team and W.B. Olson to create a more accurate comparison to determine if the sale of the existing site would offset the increased cost of moving the facility to Community Park West. Commissioner Peterson noted that it is critical to keep the facility open so that we prevent the loss of skaters and coaches.

C.H. Johnson Consulting presented a status update including financial projections and a pro forma analysis projecting revenues and expenses for a new or expanded Ice Center facility. Brandon Dowling of C.H. Johnson Consulting emphasized that these concepts, costs, and financial analyses are preliminary in nature and require refinement and further analysis once a preferred direction is determined by the Committee. Commissioner Casey raised the possibility of adding a restaurant and if providing alcohol should be available at the facility. Executive Director McCarty noted the flexibility of the use of space and details of how each space is used could come at a later date. The needs from the Comprehensive Master Plan could yield other options for the multi-purpose spaces. The committee discussed key streams of revenue, historical and projected revenue, rental revenue of off-season non-primetime and primetime and projected financial pro-forma. Director McCarty noted that the District will need to calculate General & Administrative expenses, determine how to build up the fund balance to 10% to 20% and determine what the true net is to make an enterprise fund, which is the ultimate goal.

Andy Dogan stated that the next steps are to make a final presentation to the board at the April 27 meeting and to develop a final report that would encapsulate the entire project.

The committee discussed possible funding options that would have to be discussed further at future Finance Committee meeting. Executive Director McCarty noted that the earliest date would be March 20, 2018, which is a primary election. The District would need to adopt a resolution by December 31, 2017, submit it to the County by January 11, 2018.

The committee requested a cost estimate with added infrastructure costs of a standalone facility at CPW versus at the existing facility site.

**3. Other Business**

None

**4. Matters from the Public**

None

**5. Adjourn**

Chairman Dave Dillon moved seconded by Commissioner Dave Tosh to adjourn the Open Session at 10:29 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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Daniel B. Peterson  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 27<sup>th</sup> day of April 2017