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**SPECIAL REVENUE FACILITIES COMMITTEE**

Glenview Park District Park & Facility Services East

1100 Roosevelt Avenue, Glenview, IL 60025

Regular Meeting Minutes

Thursday, November 10, 2016 @ 8:30 a.m.

**1. Roll Call**

Chairman Dave Dillon called the meeting to order at 8:30 am and the roll was called.

**Commissioners present:** Dave Dillon, Dave Tosh, Charlie Kuhn, Bob Patton, Dan Peterson

**Official Staff present:** Executive Director Mike McCarty, Superintendent of Special Facilities Lori Lovell, Ice Center Manager Jim Weides, Manager of Program Services Brian Montgomery, Director of Golf Ron Cassidy, Director of Racquet Sports Dave Woolf, Glenview Prairie Club Manager Kristen Kechik, Recording Secretary Tanya Trapani

**Guests:** Project Manager Brandon Dowling of C.H. Johnson Consulting Inc., Project Manager Andy Dogan of Williams Architects

**Late Arrivals, Early Departure:** Commissioner Bob Patton arrived at 8:32 am, Commissioner Dan Peterson arrived at 8:36 am, Brandon Dowling and Andy Dogan left at 9:02 am, Jim Weides and Brian Montgomery left at 9:02 am, Commissioner Dave Dillon left at 9:33 am, Dave Woolf left at 9:36 am

**Commissioners/Official Staff absent:** None

**2. AGENDA TOPICS**

**a) Glenview Ice Center, design engineering and consulting services update**

Brandon Dowling of C.H. Johnson Consulting Inc. (part of the Williams Architects team) and Andy Dogan of Williams Architects shared an update on the Glenview Ice Center, Design Engineering and Consulting Services feasibility study.

At the September 22, Board of Park Commissioners meeting Williams Architects was approved to complete a feasibility study of the Glenview Ice Center. The proposal included design consulting engineering services to address the future of ice in Glenview. Staff identified the need to address the current facility either through renovation, expansion or construction of a new site.

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.

Brandon Dowling of C.H. Johnson Consulting, Inc. presented a status update on the preliminary findings from phase one; the market needs assessment which included an economic and demographic overview, sports participation trends, the stakeholder interview summary and the local facility audit. This information will be used by the design team to develop a facility program and alternative site and building design concepts with associated estimated costs. Phase two of C.H. Johnson's efforts will include additional financial analysis and the development of a business plan.

**b) Glenview Tennis Club – Annual Operating Recommendations**

Staff requested consideration of the Glenview Tennis Club (GTC) Annual Operating Recommendations for the 2017 season.

Superintendent of Special Facilities Lori Lovell shared the proposed changes for GTC. Staff recommended a minimal market increase in court time (3.25%), memberships (2.2%-4.8%) and group lessons (3.0%-6.2%).

The percentage range of 2.2% to 6.2% is partially attributed to the pricing model of rounding to the nearest dollar and primarily attributed to maintaining a competitive price point in our market.

The fiscal impact of these changes will be positive and should result in marginal gross revenue in prime time court rentals, adult memberships and adult and junior group lessons. Minor changes in verbiage and fees were recommended and will be implemented.

Staff recommended that the proposed Glenview Tennis Club Annual Operating Recommendations be moved to the full board for approval, on the consent agenda.

**c) Glenview Park Golf Club, Annual Operating Recommendations**

Staff requested consideration of the Glenview Park Golf Club (GPGC) Annual Operating Recommendations for the 2017 season.

Superintendent Lovell shared that the course has been the recipient of two awards and received many positive comments about the renovation as well as our current conditions. For the beginning of the 2016 season, significant changes were made to the annual operating recommendations to move the facility toward a positive net financial position. The result of the changes positively affected revenue by increasing the dollar per round. However, there is still capacity to handle more inventory throughout the day. Superintendent Lovell noted that she and staff sought feedback regarding the 2016 fee structure and received mixed reviews.

Staff examined the market place, reviewed practices and fees and analyzed in house sales to determine the best course of action for the 2017 season. The proposed changes for the 2017 season included an approximate 4% increase to daily green fees, approximate 4% increase to memberships, approximate 4% increase to pre-paid

DRAFT

rounds cards, punch cards and season passes, approximate 4% increase to permanent tee time packages, defining a specific time of day in which punch cards can be used during prime season and streamlining the number of options available for permanent tee time packages.

The increases are minimal and are in line with competition. The greatest potential for increased revenue will be to continue to drive traffic into the less utilized times, typically after 3:00pm with dynamic pricing structures, special rates and packages, increased corporate memberships as well as new twilight leagues. The committee commended staff on a job well done for a successful and enjoyable 2016 season. Minor changes in verbiage were recommended by the committee and will be implemented.

Staff recommended that the proposed Glenview Park Golf Club's Annual Operating Recommendations be moved to the full board for approval, on the consent agenda.

**d) Glenview Prairie Club, Golf Annual Operating Recommendations**

Staff requested consideration of the Glenview Prairie Club (GPC), Golf Annual Operating Recommendations for the 2017 season.

Superintendent Lovell shared that the Glenview Prairie Club originally opened to the public on July 11, 2001 the club has seen several changes including a substantial transformation in 2012 when Platform Tennis was added as an amenity to the facility. At the same time, a beautiful 2,500 square foot clubhouse was constructed. Since its inception, the club's patron base of golfers consists mostly of Senior, Novice and Juniors. Over the past two seasons programs such as Night Golf, The Parent Child Tournament and The Parent Child League were re-born in an effort to reinforce the original target demographics of the club.

Annual recommendations for the Glenview Prairie Club reflect the commitment to the demographic of Senior, Novice and Juniors by holding prices at an affordable level. The proposed minimal changes included reintroducing weekend rates and increased cart fees per rider by \$1.

Targeted marketing efforts will be made to drive traffic into underutilized periods of the day, including dynamic pricing, structured programming i.e. instruction based play and additional leagues. Minor verbiage changes were recommended by the committee and will be implemented.

Staff recommended that the proposed Glenview Prairie Club's Golf Annual Operating Recommendations be moved to the full board for approval, on the consent agenda.

**e) Glenview Prairie Club (GPC) – Platform Expansion Update**

Superintendent of Special Facilities Lori Lovell gave an update on alternate opportunities to reduce the cost of the GPC Platform tennis court expansion project.

DRAFT

The Glenview Park District received bids for the addition of two paddle tennis courts at the Glenview Prairie Club on August 11, 2016. The bid summary expense for the project was \$208,384 over the Fiscal Budget amount and \$55,215 over the estimate given after the Glenview Park District budget was approved. The total bid cost was \$708,384. After review and discussion by the Special Revenue Facilities Committee, the bids were rejected based on the high cost of the project.

The AT Group was asked to review the bid results and determine if there were any alternate opportunities that would reduce the cost of the project to a point of making the project financially feasible for the District. Two potential options were identified that may offer some level of cost savings which would be to rebid the project using the general contractor methodology or employing the general contractor delivery method which involves a re-design of a 2-court addition to significantly reduce the cost of excavation. Executive Director Mike McCarty noted that staff is currently applying for a grant through the APTA, as well as looking into other options to offset the cost.

Staff received consensus from the Special Revenue Facilities Committee to proceed with AT Group to pursue Option A, to rebid the project using the general contractor methodology.

**f) Glenview Park Golf Club – Phase 2**

Superintendent Lovell gave an update on the Phase 2 of the Glenview Park Golf Club renovation project.

The project was originally considered by the District as part of the golf course and clubhouse renovation project, completed in July of 2015. The 2014-2015 renovation of the clubhouse and golf course for an estimated \$7,099,716 (respectively \$1,657,355 and \$5,442,361). As that project moved through the planning stages, it was determined that the exterior portions of the project scope should be deferred until the clubhouse was complete. The two main factors in making this decision were unknown costs of the interior renovations and concern that outdoor work would require Village of Glenview approval which would have delayed the entire project beyond the planned reopening of the facility in July 2015.

In November of 2015, staff met with consultants regarding phase 2. At this time the discussions centered around the following areas of the facility: the main pedestrian ingress and egress, gazebo updates, the patio area (shade, fire element, and furnishings) improved path lighting, the loading dock, the course washrooms by 13 green/14 tee, the maintenance garage washrooms, the clubhouse ADA access ramp and the addition of stairs from the Café doors to the reconfigured patio area.

Staff elected to place a temporary hold on the project in December of 2016 while the District analyzed our financial position related to large scale capital projects and the District's current and pending projects were prioritized.

DRAFT

The project scope would determine the final costs of the projects but the estimated budget amount based on the concept stage and above components is approximately \$365,161. If the District chooses to move to the next step with this project, the architect would be engaged to complete project drawings and specifications. The project would then be approved for bidding with a final decision being made by the Park Board once bids have been received.

**3. Other**

None

**4. Matters from the Public**

None

**5. Adjourn**

Commissioner Dave Tosh moved seconded by Commissioner Charlie Kuhn to adjourn the Open Session at 10:03 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 15th day of December 2016