

**RECREATION & SWIMMING POOLS COMMITTEE**

Glenview Park District Park Center – Room 203

2400 Chestnut Avenue, Glenview, IL 60026

Regular Meeting Minutes

Thursday, October 26, 2017 @ 8:30 a.m.

**1. Roll Call**

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

**Commissioners present:** Dave Tosh, Dave Dillon, Bill Casey

**Official Staff present:** Executive Director Mike McCarty, Superintendent of Leisure Services Elsa Fischer, Director of Recreation Amy Watson, Assistant Director of Recreation Joe Pollina, Manager of Programs Jill Bruns, Assistant Director of Recreation Sarah Lagesse, Supervisor of Park & Facility Services Brent Carpenter, Manager of Park & Facility Services Kris Mikkelsen, Recording Secretary Amy Wille

**Public Visitors:** None

**Late Arrivals, Early Departures:** Brent Carpenter and Kris Mikkelsen left at 8:42 am

**Commissioners/Official Staff absent:** Angie Katsamakis

**2. AGENDA TOPICS**

**a. Annual Recommendations for Sports Field Rentals & Outdoor Services 2017-2018**

Staff requested consideration of the Annual Recommendations for Sports Field Rentals & Outdoor Services 2018.

Manager of Programs Jill Bruns shared the recommended changes which related to date changes, changing the way rental fees are charged (per hour instead of in two hour time blocks), adding a light fee for the sand volleyball courts and fee increases for the cost of surface, chalk and additional field preps.

The committee endorsed the staff recommendation to accept the modifications to the Annual Recommendations for Sports Field Rentals & Outdoor Services 2017-2018 and move to the full board for approval under the consent agenda at the November 16, 2017 board meeting.

**b. Annual Recommendations for Fieldhouse, Shelter & Gallery Park Rentals 2017-2018**

Staff requested consideration of the Annual Recommendations for Fieldhouse, Shelter & Gallery Park Rentals 2017-2018.

Assistant Director of Recreation Sarah Lagesse shared the recommended changes which included a 4% increase in fees, changes to the maximum capacity at most fieldhouses (per the fire marshal) and new information regarding Boating on Lake Glenview.

The committee endorsed the staff recommendation to accept the modifications to the Annual Recommendations for Fieldhouse, Shelter & Gallery Park Rentals 2017-2018 and move to the full board for approval under the consent agenda at the November 16, 2017 board meeting.

**c. Summer Camp 2017 Wrap-up**

Assistant Director of Recreation Joe Pollina shared a 2017 summer camp summary report with the committee, which staff had compiled in preparation for the 2018 summer camp brochure. Staff learned through our parent survey that people are satisfied and most plan to return in 2018.

Assistant Director Pollina shared the recommended changes for the 2018 camp season which included:

- Replacing the sibling discount and vacation rebates with an early bird discount.
- Payment plans would be reduced from four monthly payments to three monthly payments but the District will offer payment plans after March 15 which has not been done in the past.
- Flex camps at Pleasant Ridge will require that all campers and staff travel together to the pool where alternate activities will be offered to those who do not wish to swim.
- Camp Funview, Kids Zone and Camp Wilderness will remain as two, four week sessions while the remainder of camps will go back to one continuous eight week session.
- Before and after care will be added to Camp Wilderness.
- Sports clinics and mini dance programs will be added back into the camp brochure.
- Camps will open their doors 10 minutes prior to the scheduled start time of camp.
- Refunds of the program fees will be increased to less 20% with a maximum of \$200 within four weeks of the start of camp.
- Camp fees will no longer be pro-rated once camp has started.
- Due to camp staff preparation, registration will be suspended beginning the Thursday before camps start and will be reopened the Wednesday after camps begin.

The committee discussed pro-rating camp fees and the financial impact for sibling discounts and vacation rebates compared to using an early bird discount.

The total amount of fees collected for Leisure Services camps for 2017 is \$817,587 which is \$160,299 more than was collected in 2016. Staff also worked very hard to contain expenses despite the increasing cost of transportation. The year-end net should exceed budget estimates.

**d. Outdoor Pools 2017 Wrap-up**

Assistant Director of Recreation Sarah Lagesse shared a 2017 summer season review with the committee. Despite being cool and wet, the summer was safe and the bottom

line for concessions at both pools increased over 2016. All three pools received an overall exceeds on all of the audits by Starguard.

Compared to 2016, Roosevelt Pool concession wages decreased by \$25,000, daily admissions increased by \$880 and birthday party revenue increased by 25%. Flick Pool concession wages decreased by \$28,000, the purchase of food and disposables was down 21% which led to an overall profit of \$18,618. Commissioner Bill Casey expressed concern over the high prices of concession items. The committee discussed the pricing model for concessions. Executive Director Mike McCarty explained that a formula is used by staff to set the prices in order to cover the overhead of the facility and staffing cost. Superintendent of Leisure Services Elsa Fischer explained the formula that was set in place by Profitable Food Facilities, in which the goal is to have 30-35% profit on every item sold.

Assistant Director Lagesse shared a summary of annual attendance for the past 12 years. Attendance for groups was up by 976 compared to 2016. Staff emailed surveys on September 5 to gain customer feedback. Overall, 93% have an excellent/good impression of Flick and 91% have an excellent/good impression of Roosevelt. Although revenue was down at both outdoor pools, staff has done an excellent job managing our expenses. Although there is a positive net for both pools at this point in the year, we will continue to pay a number of expenses until the end of the fiscal year in April 2018. Commissioner Dave Tosh commended staff on a job well done in the 2017 summer season.

In preparation for annual recommendations, staff will be holding a roundtable discussion with aquatic professionals from area Park Districts to discuss items such as dates & hours, membership structures, daily fees, training, wages, facility rules, programming and concessions.

**e. Consider Transportation Bid**

Assistant Director Pollina shared the transportation bid results for summer camp programs. Three companies submitted bids for 2018 which is consistent with last year.

The low bid in the amount of \$73,155.52 from First Student will be included in the FY 18-19 operational budgets for all of the District's camp programs.

The committee endorsed the staff recommendation to accept the low bid from First Student in the amount of \$73,155.52 and move to the full board for approval at the November 16, 2017 board meeting.

**f. Consider Apparel Bid**

Staff requested the acceptance of the low bid from Sharp Sports in the amount of \$32,165.76 for District apparel.

Assistant Director Pollina explained that the District goes out to bid for staff and participant apparel, annually. Staff put the bid out earlier this year to have accurate

pricing for our operational budgets. A total of 142 individual items were included and nine companies submitted bids.

Apparel items for participant and staff apparel will be included in operational budgets for FY 2018-2019. Commissioner Dave Dillon requested the full results for bid comparison.

The committee endorsed the staff recommendation that apparel bid be divided up among three vendors and that the low bid from Sharp Sports in the amount of \$32,165.76 be accepted and moved to the full board for approval at the November 16, 2017 board meeting.

**3. Other**

None

**4. Matters from the Public**

None

**5. Adjourn**

Chairman Dave Tosh moved seconded by Commissioner Bill Casey to adjourn the Open Session at 9:25 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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Robert J. Patton  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 16th day of November 2017