

RECREATION & SWIMMING POOLS COMMITTEE

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Wednesday, September 14, 2016 @ 8:30 a.m.

1. Roll Call

Commissioner Dave Tosh called the meeting to order at 8:33 am and the roll was called.

Commissioners present: Commissioners Dave Tosh, Charlie Kuhn, Dan Peterson

Official Staff present: Executive Director Mike McCarty, Superintendent of Leisure Services Elsa Fischer, Director of Recreation Amy Watson, Assistant Director of Recreation Joe Pollina, Assistant Director of Recreation Sarah Lagesse, Manager of Park & Facility Services Kris Mikkelsen, Facilities Maintenance Supervisor Dan Andres, Recording Secretary Tanya Trapani

Guests: None

Late Arrivals, Early Departure: Kris Mikkelsen and Dan Andres left at 8:43 am

Commissioners/Official Staff absent: Angie Katsamakis, Bill Casey

2. AGENDA TOPICS

a) Consideration of Park Center HVAC Bid Results

Superintendent of Leisure Services Elsa Fischer shared that the District opened bids for the Park Center HVAC Project on August 31 and received eight bids.

The Capital Replacement Project projected for all 17 units to be replaced in 2019, but based on the amount of repairs needed, staff would like to start replacing units sooner due to a shorter lifespan of the units. With assistance from Consolidated Consulting Engineers, the District included the five roof top units (RTUs) where we have had the most repairs and complaints over the past couple of years. These five units also control areas of Park Center where temperature is critical and fluctuate constantly. The 5 RTUs included in the base bid are the units serving the Fitness Center, the Group Exercise Studio that overlooks the pool, the main lobby, North Shore and the recreation staff offices. Commissioner Daniel Peterson suggested bidding out the remaining units over a multi-year arrangement in order to lock in rates. Manager of Park & Facility Services Kris Mikkelsen stated that it would be difficult to lock in a rate over a multi-year arrangement because of fluctuating variables such as manufacturing and labor costs. Superintendent Fischer added that the work will be slightly different with the 12 remaining units because only the units are being replaced. Based on the consulting, engineering and the bid received, inflation can be added over the next four years to give staff a good budget figure for the remaining units.

The low bid from Monaco Mechanical is \$379,800 which is \$187,800 over the budget estimate due to additional work required for ductwork and controls following a complete

assessment of the HVAC system. Staff recommended using the \$173,684 left over from the recent roofing project that came in well under budget as well as \$11,416 of the funds allocated for the ceiling painting at Splash Landings, which will not be completed this year. This will allow the District to stay on track with the future HVAC replacement plan for this facility.

The committee endorsed the staff recommendation that the low bid from Monaco Mechanical, Inc. of Lisle, IL in the amount of \$379,800 move to the full board for approval, under the consent agenda.

b) Consideration of Changes to GTAC Bylaws

Assistant Director of Recreation Sarah Lagesse shared the recommended changes to the GTAC Bylaws. The GTAC Parent Support Group operates under a set of bylaws that were last updated in 2013. This past summer the Parent Support Group and staff convened to update the bylaws to reflect current practices.

The GTAC Parent Support Group was created several years ago to help with the competitive aspects of running the District's swim team and to help plan and run social events. In order to participate in Illinois Swimming (the local chapter for USA Swimming), teams are required to have bylaws as part of their charter. The proposed changes to the bylaws are minor and include the following;

- Board Positions (Article III, Section III) – the renaming and elimination of chair people.
- Finances (Article IV) – fees, spending limits and budget
- Meetings (Article V) – when they will be held, membership meetings

The committee discussed the GTAC finances and details of the trust fund, which includes fundraising money and escrow amounts. Commissioner Charlie Kuhn requested that clarifying language be added regarding the spending approval and reimbursement of funds, in which staff will add to the bylaws. Executive Director Mike McCarty thanked Director Watson and Assistant Director Lagesse for all of the hard work they have done with the program.

The committee endorsed the staff recommendation that the GTAC bylaw changes be moved to the full board for approval, under the consent agenda.

c) Discussion of 3v3 Soccer Fest Wrap-up

Assistant Director of Recreation Joe Pollina gave an update on the 2016 3v3 Soccer Fest Event, which was held on Saturday, June 25 at the Attea and Gallery Park Fields.

Despite fewer teams than in the past and a dip in sponsorship, the event was a success and raised over \$15,000 for the Glenview Park Foundation. A few minor changes were made to help organize and improve the event: the event date was changed to one week later, two extra port-o-johns were rented and placed in far fields near Patriot Blvd, vinyl banners were purchased to advertise the event, water was purchased and sold to raise additional revenue

and camp staff were hired due to lack of volunteers. The Glenview 3v3 Summer Soccer Fest Event Manager, Kick It, believed that the lower numbers were due to more competition with an increase of 3v3 events. Assistant Director Pollina shared a summary of the financials from the past five years. Since the start of the event in 2005, the Glenview 3v3 Summer Soccer Fest has generated \$193,170 for the Glenview Park Foundation.

The staff costs for this event is estimated at just over \$5,500.

d) Discussion and Review of July 4th Staff Expenses

Superintendent Fischer provided an estimated cost of staff time associated with the 4th of July parade and Twilight Show.

Staff has calculated the wages for all part-time and full-time staff (exempt and non-exempt) who worked the parade and the Twilight Show (both prep time in advance and the day of the event).

The staff costs for 2016 event was estimated at just over \$58,187, which includes part-time and full-time staff. In comparison, the Village spent \$31,369 for Public Works, Fire, Police and extra parking staff, which does not include exempt staff. The committee discussed possible ways to improve the event for years to come and how to cut costs. Staff will be meeting with the Village in October to discuss next year's event.

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 9:22 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Daniel B. Peterson
Board President

Michael D. McCarty
Board Secretary

Approved this 27th day of October 2016