

ADMINISTRATIVE OPERATIONS/MARKETING AND
SPECIAL REVENUE FACILITIES COMMITTEES MEETING

Glenview Park District Administration Building
1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Monday, July 20, 2015 at 6:45 p.m.

1. Roll Call

Commissioner Patton called the meeting to order at 6:47 p.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Patton, Kuhn, Tosh, Casey, Katsamakakis, Peterson; Executive Director Mike McCarty, Superintendent of Administrative Operations Barb Cremin, Superintendent of Leisure Services Elsa Fischer, Superintendent of Special Facilities Lori Lovell, Facilities Supervisor Kris Mikkelsen,

Guests: Chuck Crowley, C.E. Crowley and Associates

Late Arrivals, Early Departure: Commissioner Patton departed at 7:55 p.m.

Commissioners/Official Staff absent: None

2. Agenda Topics

a. Glenview Park Board Retreat

Committee discussed the timing and topics for the planned retreat. The Committee is recommending a one day evening retreat facilitated by Peter Murphy from IAPD. The purpose of the meeting will be for a board self-evaluation. Staff will work to determine participant availability and schedule the meeting.

b. 4th of July

Superintendent Fischer provided an update on the 4th of July events indicating that staff working the event received very positive feedback on the location. The process will be to prepare a report of the survey results and share it with the board and the 4th of July advisory committee in August. The advisory committee is expected to make a recommendation to the Board in September with a board decision on next year's location in October. It was reported that the Village of Glenview is reviewing traffic patterns to address large events of any type that may be held at Gallery Park in the future. Commissioner Peterson requested that staff contact the VOG to suggest that both the entrance and exit traffic patterns in the Glen be included as part of the VOG traffic study. Commissioners provided feedback that larger fireworks shells and a longer show may need to be considered for future 4th of July celebrations.

c. Administrative Assistant Position

Staff presented a recommendation to add a new full time administrative assistant position to support the four Division Superintendents and to be available to help support the staff in the various administrative departments. The objective of the position is to more effectively use existing resources by re-aligning more administrative and clerical responsibilities to the Administrative Assistant position and providing more capacity for the Superintendent of Administrative Operations and Risk Manager positions. This is an unbudgeted position for the 2015-2016 fiscal year, however a portion of the TIF make whole payment will be transferred to G&A to fund the position for this year and it will be a part of the G&A budget in future years.

d. Glenview Tennis Club Roof

Staff discussed plans to repair all three sections of the flat roof at the Glenview Tennis Club during the August shut down period. Repairs were immediately needed to sections of the roof to prevent damage from

leakage. Chuck Crowley responded to questions about the condition of the roof. Four roofing bids were received ranging from a low bid of \$188,300 and the high bid of \$271,372.

Recommendation: Committee is recommending that the board approve the low bid of \$188,300 from National Roofing, Chicago, IL.

e. Sponsorships

Staff reported that they have been exploring options to use an outside consulting firm to help develop a comprehensive sponsorship strategy, value sponsorship opportunities and develop a sponsorship package. By taking a more centralized and strategic approach and re-defining the dedicated sponsorship position, the District will be in a better position to increase sponsorship revenue. Staff is hoping to partner with the Glenview Park Foundation and Grove Heritage Association on this initiative.

f. Other

The Parks and Facility Services Committee met on July 16, 2015, and recommended the approval to purchase three vehicles. Commissioners asked for some clarification on the use of Glenview Park District vehicles, particularly as it relates to the need for a fleet vehicle that can be used by the Risk Manager and other employees as needed. The request was in preparation for a vote on the purchase of vehicles at the July board meeting.

3. Matters from the Public:

None

4. Committee Recommendations:

- a. The Committee is recommending Board approval of the additional administrative assistant position.
- b. The Committee is recommending that the board approve the low bid of \$188,300 from National Roofing, Chicago, IL

5. Adjourn

Commissioner Katsamakias moved seconded by Commissioner Tosh to adjourn the Open Session at 8:10 p.m. On Voice Vote: All present voted aye, motion carried.

ATTEST:

William M. Casey
Board President

Michael D. McCarty
Board Secretary

Approved this 27th day of August, 2015