

SPECIAL REVENUE FACILITIES COMMITTEE

Glenview Park District-Park Center Room 101

2400 Chestnut, Glenview, IL 60026

Regular Meeting Minutes

Thursday, July 26, 2018 @ 5:30 p.m.

1. Roll Call

Chairman Bill Casey called the meeting to order at 5:31pm and the roll was called.

Commissioners present: Dave Dillon, Dave Tosh, Jen Roberts, Bill Casey, Bob Patton, Dan Peterson, Angie Katsamakidis

Official Staff present: Executive Director Mike McCarty, Executive Deputy Director Katie Skibbe, Superintendent of Special Facilities Lori Lovell, Superintendent of Park & Facility Services James Warnstedt, Tennis Club General Manager Mark Baladad, Ice Center Manager Jim Weides, Manager of Program Services Brian Montgomery, Director of Golf Ron Cassidy, Prairie Club Manager Kristen Kechik, Director of Brand Strategies and Community Engagement Jena Johnson, PR Specialist Michele Fiore, Recording Secretary Tanya Trapani

Guests: None

Late Arrivals, Early Departure: Angie Katsamakidis arrived at 5:58pm, James Warnstedt arrived at 6:25pm

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Glenview Ice Center, 2018/2019 Annual Operating Recommendations

Staff requested consideration of the Glenview Ice Center (GIC) Annual Operating Recommendations for the September 2018 through August 2019 season and fiscal year 2018/2019.

Superintendent of Special Facilities Lori Lovell shared that nominal fee increases for rental ice were recommended for the 2018/2019 season of 2.5% for rental of the main and studio ice sheets. Staff completed a Market Comparison to use in the development of the 2018/2019 GIC Annual Operating Recommendations rental rates. Superintendent Lovell also noted that the proposed version condenses or eliminates language covered in other policies and eliminates practices that GIC no longer uses, in order to create a concise document. Commissioner Peterson expressed concern about the low increase of the prime time ice rental rate due to the current ice shortage at the facility and suggested a higher increase in order to meet the market clearing price and to make sure that the ice program is generating a net profit every year. Superintendent Lovell explained that staff has tried to maintain a price point within the public sector versus the private sector because we are accommodating Glenview children into our programs. Commissioner Jen Roberts recommended that we remain consistent between all of the special revenue facilities regarding annual fee increases. Executive Director Mike McCarty noted that a further increase could limit children in recognized groups from Glenview from participating in programs and asked the committee to consider this being the year before mobilizing and the fee increase could limit who returns after the renovation.

After further discussion, the committee recommended that the fee increase for rental ice of the main and studio rinks increase by 3.7% and endorsed the staff recommendation that the proposed Glenview Ice Center's 2018/2019 Annual Operating Recommendations be moved to the full board for approval at the July 26, 2018 Board Meeting.

b. Glenview Ice Center, ProShop Update

Superintendent Lovell provided an update on the Glenview Ice Center, ProShop.

At the June 28 Special Revenue Facilities Committee meeting, the committee received a status update on the Glenview Community Ice Center, Renovation Project. Staff have continued to work with the Project team to refine and finalize the progress schematic design plans for presentation to the Village of Glenview. Through this process, discussion ensued on the ProShop business model, location and prospective size/square footage.

Staff completed additional research on the current trends for Ice Center ProShops and found that demand has dramatically shifted due to availability of merchandise online. Superintendent Lovell shared that a few facilities are either paying the vendor to use the space in the ice center or are allowing use of the space at no charge.

Superintendent Lovell explained that the current proposed schematic design phase alters the business model of the ProShop; bringing the operation in-house and creating a synergetic area of the facility housing the concession kiosk, the skate rental, skate sharpening and a 'necessity or basics' ProShop. The proposed ProShop business model will differ from the Proforma. The ProForma included rental review from a vendor of \$3,225.

Superintendent Lovell noted that the redesign of the ProShop will save construction expense and allow for more efficient use of the square footage of the ground level of the facility. However, it will limit the future operation of an expanded ProShop. The committee discussed the option of eliminating the pro shop within the new facility and having necessary items available behind the desk to allow for more square footage on the ground level. Commissioner Bill Casey stated that he believes that the current ProShop vendor has done a great job fulfilling the needs of patrons, when needed, and would like to see through negotiations with the current vendor to determine the appropriate course of action for the new facility. Ice Center Manager Jim Weides explained that staff has been in conversation with the current ProShop vendor about extending the current contract to a 3 year renewal with a 3 year extension, an increased monthly payment with the potential of contributing capital to the new facility. Executive Director McCarty explained that staff intended to receive Board input before finalizing a renewal agreement. Executive Director McCarty noted that if the vendor vacates the space in the future, it could limit potential options to utilize the space. Commissioner Dave Dillon stated that retail is diminishing in general and the extra square footage could be used to increase the size of the locker rooms. Commissioner Roberts stated that having the basic necessities for hockey and figure skating could be a better use of the space in the new facility. Commissioner Casey requested that staff further research both options and return to the committee with more detail.

c. Glenview Ice Center, Food & Beverage Options

Superintendent Lovell provided an update on the Food & Beverage (F&B) Operations for the renovated Glenview Community Ice Center.

At the June 28 Special Revenue Facilities Committee meeting, the project team presented an update focusing on the progress design schematic plan of the Glenview Community Ice Center renovation project. One element of that discussion focused on the Food and Beverage Operation and the possibility for beer and wine service in the restaurant.

Staff had discussions with our food and beverage consultants from Profitable Food Facilities Worldwide and with the Project Team. The consensus from the team was that direction needs to be set now for the future business model of the F&B operations.

Option A. Should the Park District elect to serve beer and wine, the business model would include marketing the restaurant as a destination restaurant as well as the facility restaurant. The menu offerings would be expanded slightly and the 'sky box' viewing area would remain. This concept would reflect the schematic design plans presented at the June 28, 2018 SRF committee meeting.

Option B. Should the Park District elect to not serve beer and wine, this would result in a redesign of the front of the house operations of the restaurant. The restaurant menu would be altered, the front of the house square footage would decrease and the 'sky box' viewing area may be reduced or eliminated. Superintendent Lovell emphasized that the decision made today will impact operations far into the future of the facility.

The committee discussed the food and beverage options and agreed to serve beer and wine with the restriction that alcohol will stay confined to the restaurant space.

d. Special Revenue Facilities, Business Plans

Superintendent Lovell provided an update on the Special Revenue Facilities Division draft Business Plans.

Over the past year staff have developed a consistent business plan model for each of the four facilities in the Special Revenue Facilities Division. Superintendent Lovell noted that the Business Plan for the Glenview Ice Center is for the current facility. Once the schematic design plan is finalized, it will be used as a template to develop the plan for the renovated facility, incorporating information from the feasibility study.

The draft business plans include the following elements: personnel, introduction, vision statement, SWOT analysis, key competitor information, fee analysis, trends in revenue and market trends. Superintendent Lovell noted that additional information is included in the facility specific business plans that highlight the unique areas of the facility. The next phase will include development of a three year pro forma. The committee briefly discussed the overall concept of the Special Revenue Facilities Business Plans. Commissioner Peterson suggested adding Capital Expenditures to each of the plans and commented on the good work the staff have done to put these documents together. Superintendent Lovell requested that commissioners review and provide feedback to better develop the Business Plans.

e. Glenview Prairie Club, operations, possible liquor service, paddle league communication and paddle league food

Superintendent Lovell provided an update on the operations, possible liquor service, paddle league communication and paddle league food. Staff requested committee input and consensus on the operations at Glenview Prairie Club related to operations, possible liquor service, paddle league communication and paddle league food.

Superintendent Lovell updated the committee on the concerns that were raised regarding the Glenview Prairie Club operations, possible liquor service, paddle league communication and paddle league food. Based on these concerns and potential changes, staff elected to provide a report to the SRF committee on potential changes and the direction of the men's platform tennis league.

The primary source of communication for the men's platform tennis league is the league coordinator. Staff is working with Mr. Kelly and the captains to improve communication related to the men's league. The improved communication will include distribution of a newsletter every 2 to 3 weeks providing updates and information and additional posts on social media.

Staff is considering a trial period for service of hard alcohol at Glenview Prairie Club to accommodate a request from the men's platform players. Alcohol service would be on a trial basis, limited to four to five basic types of liquor with select mixers currently on the soda fountain gun.

Our current liquor license allows for service of hard alcohol. The next phase would include staff securing a hard liquor distributor for Prairie Club as well as purchasing equipment and supplies. Executive Director McCarty suggested having an additional staff member on site for security of the District's liquor license and to help monitor the facility.

In past years, food service for the men's platform tennis league is coordinated by Kristen Kechik, Glenview Prairie Club Manager. Kristen worked with Spiro's Deli and Chasers to select menu options based on the Captain's requests and within the budget. The amount covers the cost for one home player and one guest player as well as delivery, restaurant tip and disposables. Food is a pass through cost; the park district does not generate revenue from providing the food service to the paddle league.

Additionally, staff has received a request to include freshly grilled hamburgers, bratwursts and hot dogs as a food option for the men's paddle league. If the park district were to provide this, there would be an additional charge as this would require additional staff, training and refrigerator space. Staff is inquiring with one of our food vendors as an alternate option to provide the service.

On July 25, the platform men's league captains will vote to determine if the current food service practice will remain in place or if the captains will take over coordination of the food. If the captain's vote for the Park District to coordinate food service, Kristen will work with each restaurant to select a menu that is within our budget and the menu will be consistent for each night of the men's paddle league.

The committee discussed the operations, possible liquor service, paddle league communication and paddle league food and endorsed the staff recommendation to have a three-month trial period for the service of hard alcohol, beginning in January of 2019.

3. Other Business

None

4. Matters from the Public

None

5. Adjourn

Chairman Bill Casey moved seconded by Commissioner Bob Patton to adjourn the Open Session at 6:47 pm. On Voice Vote: All present voted aye, motion carried.

ATTEST:

David M. Dillon
Board President

Michael D. McCarty
Board Secretary

Approved this 23rd day of August 2018.