

**SPECIAL REVENUE FACILITIES COMMITTEE**

Glenview Park District-Park & Facility Services East

1100 Roosevelt, Glenview, IL 60025

Regular Meeting Minutes

Thursday, September 13, 2018 @ 8:30 a.m.

**1. Roll Call**

Chairman Bill Casey called the meeting to order at 8:33 am and the roll was called.

**Commissioners present:** Dave Tosh, Bill Casey, Dave Dillon, Angie Katsamakakis, Jen Roberts, Bob Patton (via phone), Dan Peterson

**Official Staff present:** Executive Director Mike McCarty, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director Katie Skibbe, Ice Center Manager Jim Weides, Manager of Program Services Brian Montgomery, Director of Golf Ron Cassidy, Recording Secretary Tanya Trapani

**Guests:** Dean Lyttles of Kemper Sports, Jerry Aulisio of AT Group, Tom Poulos, Frank Parisi and Anna Syzbowski of Williams Architects, Dave Olson and John Emser of WB Olson

**Late Arrivals, Early Departure:** Tom Poulos of Williams Architects arrived at 8:34 am, Dan Peterson arrived at 8:35 am, Jim Weides arrived at 8:46 am, Ron Cassidy and Dean Lyttles left at 8:57 am, Angie Katsamakakis left at 10:00 am

**Commissioners/Official Staff absent:** None

**2. AGENDA TOPICS**

**a. Glenview Park Golf Club, Café Update**

Director of Golf Ron Cassidy and Dean Lyttles of Kemper Sports Management gave an update on the Glenview Park Golf Club, Café operations.

Superintendent of Special Facilities Lori Lovell noted that the Glenview Park District entered into an agreement with Kemper Sports Management (KSM) in February of 2016 for the management and operation of the Glenview Park Golf Club Café Food and Beverage Operations.

Ron and Dean shared an operations review which included staffing, an overview of the front & back of the house operations, promotions, financial overview and horizon issues & opportunities. The committee discussed the potential use of the gazebo. Director Cassidy noted that staff is looking to do minor physical improvements to the gazebo in order to utilize the facility for the 2019 season. Executive Director Mike McCarty added that the intended use of the gazebo is to utilize it for outdoor food service and enhance outings.

The committee discussed the financials and breakdown of accounts. Commissioner Dan Peterson expressed concern about the actual labor cost compared to the budgeted amount. Director Cassidy noted that the special services account used for labor expenses also contains other expenses not pertaining to labor.

The committee requested additional information related to banquets, ala carte sales, sales by meal time and additional detail on the financials. The requested information will be gathered and brought back to a future Special Revenue Facilities Committee Meeting.

**b. Glenview Ice Center, ProShop Update**

Superintendent of Special Facilities Lori Lovell gave an update on the Glenview Ice Center, ProShop.

At the June 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. At the July Special Revenue Facilities Committee meeting, the committee requested that staff further explore the ProShop business model.

Superintendent Lovell noted that the current schematic design plans include 797 square feet of retail space and 207 square feet for skate sharpening. The concept plans used during the referendum process allowed approximately 1,201 square feet for the ProShop. The existing GIC ProShop is 667 square feet.

Staff completed an analysis to determine the potential financial impact if the operation were brought in house and utilized a modified approach to the operation. The model staff used for this exercise included a basic necessities area operated at the Front Desk. Conservatively, the projected net income for this model would be \$1,696 per year. Manager of Program Services Brian Montgomery added that in speaking with other local ice rinks with self-run ProShops, there was minimal profit.

Additionally, staff continued conversations with Brad Hill of Offensive Zone, our current ProShop vendor. Staff provided the committee with a draft term sheet for review. Should an agreement with Offensive Zone be implemented, the projected net income would be \$18,072 per year with a 2.5% increase per year for the term of agreement. In addition, the Park District would be the recipient of a one-time capital contribution of \$10,000 and an annual capital contribution of \$1,500 for each year of the agreement. The committee discussed the potential terms of the ProShop agreement. Commissioner Jen Roberts requested the need for non-hockey necessities in the future ProShop.

Staff presented options for the business model for the ProShop at the renovated Glenview Ice Center. The Special Revenue Facilities (SRF) Committee reached consensus for staff to negotiate the terms of an agreement with the current vendor, Offensive Zone. An agreement will be brought before the SRF Committee and the Board of Park Commissioners for consideration at a future date.

**c. Glenview Ice Center Renovation, Update**

Tom Poulos and Anna Syzbowski of Williams Architects provided an update on the Glenview Ice Center, Renovation Project.

At the September 22, 2016 Board Meeting, the Board of Park Commissioners approved the agreement with Williams Architects for Phase 1, the Needs Analysis and Feasibility Study along with Phase 2, Pre-Referendum Conceptual Design. Phase 1 included the needs

assessment, site analysis, facility study, and cost and constructability analysis for the Glenview Ice Center design/engineering and consulting services.

In April of 2018, the Glenview Park District engaged with Williams Architects for Phase 3, Basic Architectural & Engineering Services for the renovation of the Glenview Ice Center and covers the Schematic Design Phase, Design Development Phase, Construction Documents & Permitting Phase, Bidding & Negotiation, Construction Observation & Administration Phase, Post Construction Services and Project Close Out – 2 Year warranty.

Schematic design plans were presented to the Village of Glenview in August. Staff is currently working with the project team to address the items brought forward by the Village staff.

To adhere to the established timeline, staff requested Williams Architects and the project team present an update focusing on the progress design schematic plan. The project team presented a status update on the Glenview Community Ice Center design; elaborating on modifications made since the July 26 Special Revenue Facilities Committee meeting, focusing on the facility design and program as well as the overall square footage. Commissioner Bill Casey requested additional water closets in the lower level bathrooms. The committee discussed the locker rooms and furniture layout throughout the facility. Tom Poulos noted that the furniture layout will be further designed after the design schematic plan with an abundance of seating and viewing space. The committee discussed the functionality of the dry land fitness space and multi-purpose room. Superintendent Lovell noted that the multi-purpose room will be designed with multi-use flooring, mirrors and bars in order to accommodate an entire synchro team and support additional training opportunities.

**3. Other Business**

None

**4. Matters from the Public**

None

**5. Adjourn**

Chairman Bill Casey moved seconded by Commissioner Jen Roberts to adjourn the Open Session at 10:11 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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David M. Dillon  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 25<sup>th</sup> day of October 2018.