

DRAFT

RECREATION & SWIMMING POOLS COMMITTEE

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Friday, November 9, 2018 @ 8:30 a.m.

1. Roll Call

Chairman Angie Katsamakakis called the meeting to order at 8:30 am and the roll was called.

Commissioners present: Dan Peterson, Angie Katsamakakis, Bill Casey, Dave Dillon

Official Staff present: Executive Director Mike McCarty, Superintendent of Leisure Services Todd Price, Director of Recreation Amy Watson, Assistant Director of Recreation Joe Pollina, Environmental Education Coordinator Judy Picicco, Manager of Aquatics Maggie Cunningham, Manager of Programs Jill Bruns, Customer Service and Rental Supervisor Aaron Glickson, Park Supervisor Brent Carpenter, Manager of Park & Facility Services Kris Mikkelsen

Guests: None

Late Arrivals, Early Departures: Judy Picicco left at 8:39am

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. 2018 Lake Glenview Boating Update

Environmental Education Coordinator Judy Picicco provided the committee with an update on Lake Glenview boating. The District has completed the second year of offered boating options on Lake Glenview. A total of 26 passes were sold which is about half of the number purchased in 2017. Judy noted that the decline in sold passes could be due to the inconvenience of boaters loading and unloading boats in to the water each time they visit. For those participating, the feedback has been positive. Staff will continue to develop programming and partnerships to encourage greater use of this resource.

Judy explained that from a financial perspective, boating on Lake Glenview will continue to be a service offered that costs the District far more than the permit fee can cover. Each year, insurance alone is over \$7,000. Executive Director Mike McCarty explained that since obtaining boating insurance, PDRMA has extended the same type of insurance policy to our partners, such as the school districts. When the District is ready, the current policy will be removed and PDRMA will be the only insurance, which will provide cost savings for the District of about \$6,000. The committee discussed future use of the boat house. Superintendent of Leisure Services Todd Price noted that staff and startup costs could exceed the generated funds for use of the boat house. Executive Director McCarty noted that staff has been considering bringing in contracted rental groups at peak times on various weekends to provide boats and equipment for visitors. The committee discussed possible group events for upcoming years.

b. Annual Recommendations for Park Center – General Operations 2019-2020

Staff requested consideration of the Annual Recommendations for Park Center – General Operations 2019-2020.

Assistant Director of Recreation Joe Pollina shared the changes made to the Annual Recommendations for General Operations at Park Center. The recommended changes related to primarily date and times of operations and programming. Staff has added NSSRA to the priority list for facility usage. The rest of the alterations found in the document related to formatting and grammar. Superintendent Price noted that the gate installation for the indoor track is scheduled to be completed at the end of November, promotional material will be distributed in December and the gate will become operational in January.

The committee endorsed the staff recommendation to accept the modifications to the Annual Recommendations for Park Center – General Operations 2019-2020 and move to the full board for approval at the November 15, 2018 board meeting, under the consent agenda.

c. Annual Recommendations for Park Center – Rental Operations 2019-2020

Staff requested consideration of the Annual Recommendations for Park Center – Rental Operations 2019-2020.

Customer Service and Rental Supervisor Aaron Glickson shared that the recommended changes will provide more attractive options for both caterers and renters when utilizing the Lakeview Rooms. Renters will now have greater options in the types of food and price as they can arrange “drop off” service and work with caterers who are outside of the preferred list. By opening up options such as “drop off” catering service, staff is addressing a segment of business that has been turned away in the past and look to grow overall rental numbers. Aaron noted that staff is also recommending to eliminate the \$500 fee allowing a renter to hire a caterer that is not a preferred caterer, if the event is booked within 120 days. Commissioner Dan Peterson agreed with the removal of the \$500 fee and stated that it will allow the District to become more competitive as a room rental. Aaron stated that for events with alcohol, there will be a requirement that the bartenders must provide proof of BASSET certification. This year, staff recommended a small increase in the rental fee structure across the board. Executive Director McCarty noted that staff is working to align all rental operations across the District.

The committee endorsed the staff recommendation to accept the modifications to the Annual Recommendations for Park Center – Rental Operations 2019-2020 and move to the full board for approval at the November 15, 2018 board meeting, under the consent agenda.

d. Annual Recommendations for Park Center – Splash Landings 2019-2020

Staff requested consideration of the Annual Recommendations for Park Center – Splash Landings 2019-2020.

Manager of Aquatics Maggie Cunningham noted that the recommended changes related to updating times and date.

The committee endorsed the staff recommendation to accept the modifications to the Annual Recommendations for Park Center – Splash Landings 2019-2020 and move to the full board for approval at the November 15, 2018 board meeting, under the consent agenda.

e. Annual Recommendation for Outdoor Pools 2019

Staff requested consideration of the Annual Recommendations for Outdoor Pools 2019.

Manager of Aquatics Maggie Cunningham stated that the recommended changes for Outdoor Pools included extending the hours at Flick to 9:00pm and the concession stand at the site to 8:00pm. Superintendent Price noted that staff is also looking to raise the camp fee by .25, in order to stay competitive with other camp programs. Staff looks for the extended hours at Flick to be popular and help support overall attendance growth at this facility. Minor changes in verbiage were recommended and will be implemented. Commissioner Bill Casey requested that staff develop a plan to obtain additional lifeguards in order to keep the pools open for an extra week at the end of summer, in the chance that District 225 shifts their school start date to August.

The committee endorsed the staff recommendation to accept the modifications to the Annual Recommendations for the Outdoor Pools 2019 and move to the full board for approval at the November 15, 2018 board meeting, under the consent agenda.

f. Annual Recommendations for Sports Field Rental and Outdoor Services 2019-2020

Staff requested consideration of the Annual Recommendations for Sport Field Rental and Outdoor Services 2019-20.

Manager of Programs Jill Bruns shared the changes made to the Annual Recommendations for Sports Field Rental and Outdoor Services. The recommended changes included rate increases for use of the concession stands at Community Park West and a material fee increase for field chalk. Staff recommended reducing the fee charged to recognized organizations when they offer programming on district fields. Staff has also added NSSRA to the priority list for field rentals. The Annual Recommendations also have been updated to reflect the renaming of West Folk Park to Richardson Park. A change in how the District charges for lighting of the volleyball courts at Johns and Flick have also been incorporated. In an effort to capture revenue, staff made the lights available for a fee. It is recommended that the District maintain the system used at Flick but go back to a day-light timer method at Johns until this system is upgraded.

The committee endorsed the staff recommendation to accept the modifications to the Annual Recommendations for Sports Field Rental and Outdoor Services 2019-2020 and move to the full board for approval at the November 15, 2018 board meeting, under the consent agenda.

- g. Annual Recommendations for Fieldhouses, Shelters and Gallery Park 2019-2020**
Staff requested consideration of the Annual Recommendations for Fieldhouses, Shelters and Gallery Park 2019-20.

Assistant Director Pollina shared the changes made to the Annual Recommendations for Fieldhouses, Shelters and Gallery Park. Staff recommended changes to the rental policy at Gallery Park that pertains to how deposits and rental fees are administered. This includes addressing the amount of refund given back to renters if they cancel their booking. Staff recommended a small increase be applied to rental rates across the board. The section in the Annual Recommendation that addresses fishing rules on Lake Glenview is being deleted due to jurisdictional issues that lay outside of the purview of the Glenview Park District.

The committee endorsed the staff recommendation to accept the modifications to the Annual Recommendations for Fieldhouses, Shelters and Gallery Park 2019-2020 and move to the full board for approval at the November 15, 2018 board meeting, under the consent agenda.

3. Other Business

Superintendent Price noted that staff will bring the Park Center Preschool business plan forward for committee review at the Recreation & Swimming Pools Committee Meeting, scheduled for December 13, 2018. Superintendent Price added that the DCFS Application will require the Park District Board Member names, as well as the signatures of the Board President and the Executive Director. Jill Bruns noted that staff is meeting today to review the final documents of the application.

4. Matters from the Public

None

5. Adjourn

Chairman Angie Katsamakakis moved seconded by Commissioner Dan Peterson to adjourn the Open Session at 9:18 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

David M. Dillon
Board President

Michael D. McCarty
Board Secretary

Approved this 13th day of December 2018