

RECREATION & SWIMMING POOLS COMMITTEE

Glenview Park District
1930 Prairie Street, Glenview, IL 60025
Regular Meeting Minutes
Monday, October 7, 2019, 5:30 PM

1. Roll Call

Chairperson Angie Katsamakakis called the meeting to order at 5:30 PM

Commissioners Present: Committee Chair: Angie Katsamakakis; Committee Member: Joe Sullivan

Official Staff Present: Executive Director Michael McCarty, Superintendent of Leisure Services Todd Price, Director of Recreation Amy Watson, Assistant Director of Recreation Joe Pollina, Manager of Programs Jill Bruns, Athletic Supervisor Daniel Bregman, Manager of Aquatics Maggie Cunningham, Manager of Park and Facility Services Kris Mikkelsen, Recording Secretary Laney Hauptert

Late Arrival/Early Departure: Manager of Park and Facility Services Kris Mikkelsen left at 6:03 PM

2. Agenda Topics

a. Consideration to approve bid on Park Center HVAC Rooftop Unit Replacement

Superintendent of Leisure Services Todd Price presented the Committee with information on the final phase of the HVAC replacement plan. He explained that the District used the National Cooperative Purchasing Alliance to find the most competitive price. Midwest Mechanical, will be the local contractor who would be completing the work. Midwest Mechanical is the contractor who successfully completed the Schram Memorial Chapel HVAC project in the spring of 2019.

Commissioner Joe Sullivan asked why the HVAC units were replaced in phases, to which Manager of Park and Facility Kris Mikkelsen explained that it was due to cost. Superintendent Todd Price added that the replacement of the HVAC units requires a large crane that requires the area within Park Center that is being worked on to restrict access, so it is easier to section it off. He informed the Committee that the replacement would happen over spring break in March of 2020.

Commissioner Angie Katsamakakis asked if the project would interfere with any of the spring break programming scheduled at Park Center. Director of Recreation Amy Watson informed her that the District would be contacting the schools for permission to move some of the programs into their gym space, but Splash Landings will remain open.

The Committee agreed to put the bid from Midwest Mechanical for the replacement of the remaining HVAC rooftop units on the Consent Agenda for the October Board Meeting.

b. Consideration to approve 2020 Summer Bus Bid

Superintendent Todd Price presented the Committee with the results of the Summer 2020 Bus Bid. He informed the Committee that the low bidder was First Student of Naperville, Illinois.

The Committee agreed to put the bid from First Student for the summer 2020 bus bid on the Consent Agenda for the October Board Meeting.

c. Consideration to approve 2020 T-Shirt and Uniform Bid

Superintendent Todd Price presented the Committee with the results of the T-Shirt and uniform bid for summer 2020 in which Ad-Wear and All Star Custom Apparel were awarded bids.

Commissioner Joe Sullivan asked why Staff has chosen to use two companies for the t-shirts and uniforms. Director of Recreation Amy Watson explained that using multiple companies helps keep the cost down, as well as establishes relationships with multiple vendors.

The Committee agreed to put the bids from Ad-Wear and All Star Custom Apparel for the T-Shirt and Uniform Bid on the Consent Agenda for the October Board Meeting.

d. Review of Glenview Park District Annual Grants, Donations, Sponsorship, and Alternative Revenue Report

Superintendent Todd Price presented the Committee with the annual Grants, Donations, Sponsorship, and Alternative Revenue (GDSAR) report for discussion.

Commissioner Angie Katsamakakis asked if the Fourth of July number included the District's donations. Executive Director Mike McCarty explained that the number only included fundraising efforts from the Fourth of July Committee.

The Committee discussed how the developer impact fees would be affected by the construction of new town homes.

Commissioner Joe Sullivan asked when the donations would come in from the construction of new town homes. Executive Director Mike McCarty elaborated that the donations would come in after the Village granted an occupancy permit. He added the amount given in the donation is dependent on the amount of units built and the developer fees, as opposed to when the unit is sold.

e. Staff Update on Preschool Efforts

Manager of Programs Jill Bruns updated the Committee on the effort to bring full day preschool to the District. She informed them that two key full-time staff positions had been filled, lockers were installed, and a food caterer was secured. She added that staff has been working on the risk management plan, the employee manual, and the parent manual, as well as operating procedures. She informed the Committee that staff has created a marketing plan for when the District passes the DCFS inspection.

The commissioners discussed where the food would be stored.

Commissioner Angie Katsamakakis asked about accommodations planned for students with special health related issues. Manager of Programs Jill Bruns responded that DCFS regulations address nearly every scenario and our policies and procedures have been developed to DCFS standards.

Manager of Programs Jill Bruns said that staff would be meeting with DCFS in Chicago to go over any last-minute details and hopefully set a date for inspection. Director of

Recreation Amy Watson added that the District is now able to say that all day preschool is coming soon in marketing efforts, but is not able to give a specific opening date or take payment.

The Committee discussed ways to further market the new all-day preschool.

f. Other

Superintendent Todd Price presented the Committee with the Summer Camps and Outdoor Pool Summaries for discussion.

Commissioner Angie Katsamakis asked why the numbers for Kidz Zone and the Grove camps went down, to which Assistant Director of Recreation Joe Pollina explained that the numbers for the various camps fluctuate from year to year. Superintendent Todd Price added that with The Grove being under construction inhibited the camp from having an indoor location. Commissioner Angie Katsamakis also asked if staff was trying to expand the Fit for Kids camp in order to accommodate more participants. Assistant Director of Recreation Joe Pollina explained that the camp is not able to grow much larger due to space restrictions, but that they would be trying to extend the length of the camp for those involved.

Commissioner Angie Katsamakis asked how much lifeguard certification costs, to which Manager of Aquatics Maggie Cunningham informed her that it is \$85 per guard, but that is reimbursed at the end of the summer if they are not written up. She added that they also incentivize staff working the weekends of the music festivals Lollapalooza and Country Thunder.

3. Matters from the Public

None

4. Adjourn

Angie Katsamakis moved, seconded by Commissioner Joe Sullivan to adjourn the Open Session at 6:32 PM. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Jennifer G. Roberts
Board President

Michael D. McCarty
Board Secretary

Approved this 24th day of October 2019.