

RECREATION & SWIMMING POOLS COMMITTEE

Glenview Park District
1930 Prairie Street, Glenview, IL 60025
Regular Meeting Minutes
Thursday, November 7, 2019, 9:30 AM

1. Roll Call

Chairperson Angie Katsamakakis called the meeting to order at 9:37 AM

Commissioners Present: Committee Chair: Angie Katsamakakis; Committee Member: Joe Sullivan; Commissioner: Bill Casey, Dave Tosh

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, Customer Service and Rentals Supervisor Aaron Glickson, Manager of Park and Facilities Services Kris Mikkelsen, Park and Facilities Supervisor Brent Carpenter, Manager of Aquatics Maggie Cunningham, Recording Secretary Laney Hauptert

Late Arrival/Early Departure: Dave Tosh arrived at 9:39 AM; Bill Casey arrived at 9:42 AM, Michael McCarty arrived at 9:47 AM

2. Agenda Topics

a. Glenview Fourth of July Fireworks Request for Proposal

Superintendent Todd Price presented the Request for Proposal (RFP) for the Glenview Fourth of July Fireworks Show. He explained that staff recommends moving forward to contract with Melrose Pyrotechnics of Kingsbury, Indiana for the Glenview Fourth of July Fireworks for the next three years due to a well-defined program outline for the performance and a 29-year history of working together. Superintendent Price informed the Committee that the proposal from Melrose Pyrotechnics did not have as many shells as used in previous years' shows due to cost increases that have incurred since the last contract renewal. Staff worked with Jim Rock to negotiated with Melrose Pyrotechnics in order to increase the shell count to 2,438 shells for a total of \$38,500 annually for the next three years.

Commissioner Angie Katsamakakis asked if the annual price would potentially decrease if the Chinese tariffs were dropped. Superintendent Price explained that should the Committee agree to the contract, the prices would be set for the next three years. Commissioner Joe Sullivan asked if staff believes they were getting a competitive price by locking the deal in for three years, to which Superintendent Price confirmed, as well as informed the Committee that the Melrose program included firing a number of bigger 6-inch shells in 2020. He added that the District is one of Melrose Pyrotechnics' earliest accounts and that they are eager to work with us again.

The Committee agreed to put the Glenview Fourth of July Fireworks Proposal from Melrose Pyrotechnics of Kingsbury, Indiana on the Consent Agenda for the November 21, 2019 Board Meeting.

b. Park Center Annual Recommendations- General Operations 2020-2021

Superintendent Todd Price presented the Committee with Park Center's proposed Annual Recommendations for General Operations. Assistant Director of Recreation Joe Pollina

highlighted minor changes, including updating dates and times for the upcoming year, an increase in hours for Wiggles and Giggles, and changing catering options to a preferred caterer list for rentals in order to make rentals more uniformed across the District.

Commissioner Bill Casey asked how the rooms would be marketed since the previous caterer took care of the marketing aspect. Assistant Director of Recreation Joe Pollina explained that staff would like to see more full-service catered events, and that staff will be creating marketing and sales strategies.

Commissioner Angie Katsamakakis asked if the preferred caterer list would be the same at every facility. Assistant Director of Recreation Joe Pollina informed her that in the upcoming fiscal year, staff is working on plans to transition from an exclusive caterer to a preferred catering list. The names on the list have yet to be selected. Once the list is active, these caterers would be used across the District. Commissioner Bill Casey asked if companies would have to pay to be on the preferred caterer list, to which Superintendent Todd Price informed him that they would. For potential customer who do not want to utilize the preferred list, there will be an opt-out clause and associated fee included in the contract.

Manager of Aquatics Maggie Cunningham informed the Committee of the proposed changes to Splash Landing. She highlighted a suggested increase in the daily fees and eliminating the Splash Landings swim pass and punch cards in order to streamline and simplify the access to Splash Landings. She explained that Splash patrons would have the following opportunities for gaining entrance to the facility: purchase a daily fee, a year-round aquatic pass that allows access to all three aquatics facilities, seasonal promotional punch cards, or a Park Center Health and Fitness Club membership.

Commissioner Bill Casey asked how many punch card users Splash Landings currently has, to which Manager of Aquatics Maggie Cunningham informed him that over the past five years, an average of 70 15-visit punch passes were sold, as well as 33 25-visit passes and 12 50-visit passes. She included that staff is recommending additional seasonal promotions for the purchase of punch passes, but hoping to get previous punch pass users to purchase a year-round aquatics membership. Commissioner Joe Sullivan asked how many patrons currently have a Splash Landings pass, but not a fitness membership. Manager of Aquatics Maggie Cunningham informed him that there are 115 passes sold annually on average. Commissioner Joe Sullivan clarified that patrons would be able to purchase a year-round aquatics pass for less than the current Splash Landings only pass, to which Manager of Aquatics Maggie Cunningham confirmed.

Commissioner Joe Sullivan asked how the District would be affected from a revenue standpoint as a result of the lowered costs. Manager of Aquatics Maggie Cunningham informed him that the District would still be offering seasonal promotional punch cards, or patrons would pay the full price daily fee. Superintendent Todd Price added that staff would be adding more internal marking components in order to highlight the value of purchasing a pass and boost sales.

Commissioner Angie Katsamakakis asked why staff was recommending discontinuing the early bird discount. Manager of Aquatics Maggie Cunningham explained that while there would be no discount in the first year of inception for the new pass program, there would be a renewal discount for members in future years. She added that staff is hoping to increase attendance at all three aquatics facilities.

The Committee agreed to put the Park Center Annual Recommendations- General Operations 2020-2021 and the Annual Recommendations for Splash Landings on the Consent Agenda for the November 21, 2019 Board Meeting.

c. Park Center Annual Recommendations- Rental Operations 2020-2021

Customer Service and Rentals Supervisor Aaron Glickson presented the Committee with the Park Center Annual Recommendations for Rental Operations. He explained that there would be minimal changes, as staff is trying to increase revenue through an increase in rentals as opposed to fees.

The Committee agreed to put the Park Center Annual Recommendations for Rental Operations on the Consent Agenda for the November 21, 2019 Board Meeting.

d. Outdoor Pool Annual Recommendations 2020

Manager of Aquatics Maggie Cunningham presented the Committee with the Outdoor Pool Annual Recommendations for 2020. She explained that other than changes to memberships and passes, staff is recommending an increase in daily fees, extending the season for Flick Pool by one week, and changing policies to allow outside groups of less than 60 to book outings if there is less than 120 internal campers.

Commissioner Angie Katsamakakis asked if staff allows outside vendors to bring pizza for birthday parties to the pools, to which Manager of Aquatics Maggie Cunningham informed her that it is not allowed.

Commissioner Dave Tosh asked if staff has considered a “parents’ night” at the outdoor pools. Manager of Aquatics Maggie Cunningham said that staff will look into it.

The Annual Recommendations for Outdoor Pools will be discussed in the Committee section of the Board Meeting on November 21, 2019.

e. Sports Fields Rental and Outdoor Services Annual Recommendations 2020-2021

Manager of Programs Jill Bruns presented the Committee with the Sports Fields Rental and Outdoor Services Annual Recommendation. She explained that staff is not recommending an increase in sports fields rentals, but there is a slight increase for chalk and Turface. She added that there will be additional health department information required for concessions vendors at Community Park West.

Commissioner Joe Sullivan asked why patrons are able to bring in their own food, whereas other rentals require caterers. Manager of Programs Jill Bruns explained that the two tournaments held annually by recognized organizations are the only ones who currently use the concession stand for vendors.

The Committee agreed to put the Sports Fields Rental and Outdoor Services Annual Recommendations for 2020-2021 on the Consent Agenda for the November 21, 2019 Board Meeting.

f. Fieldhouse, Shelter, and Gallery Park Annual Recommendations 2020-2021

Customer Service and Rentals Supervisor Aaron Glickson presented the Committee with the Fieldhouse, Shelter, and Gallery Park Recommendations. He explained that staff is recommending an increase for the refundable key deposit, basing rental fees on the date of

event as opposed to the date of reservation, updating dates for picnic permits, and increasing fees by 3%, with Gallery Park increasing by \$100.

Commissioner Angie Katsamakakis asked if staff has considered switching from keys to keypads for fieldhouse entrance. Manager of Park and Facility Services Kris Mikkelsen explained that when Willow Park Fieldhouse was renovated, staff attempted to install a keypad but encountered many operational challenges including ADA accessibility.

The Committee agreed to put the Fieldhouse, Shelter, and Gallery Park Annual Recommendations for Rental Operations on the Consent Agenda for the November 21, 2019 Board Meeting.

g. Other
None

3. Matters from the Public
None

4. Adjourn
Angie Katsamakakis moved, seconded by Commissioner Joe Sullivan to adjourn the Open Session at 10:21 AM. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Jennifer G. Roberts
Board President

Michael D. McCarty
Board Secretary

Approved this 21st day of November 2019.