



Wilmette Park District
Parks & Recreation Committee Meeting
Monday, February 10, 2020
6:30 p.m. – Village Hall Training Room

AGENDA

- I. Meeting Called to Order:

<u>Members of Committee:</u> Commissioner Mike Murdock, Chair Commissioner Cecilia Clarke Commissioner Todd Shissler	<u>Staff:</u> Superintendent Emily Guynn
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- II. Communications and Correspondence
- III. Recognition of Visitors
- IV. Unfinished Business
 - A. Divisional Presentations from Staff
- V. New Business
- VI. Managers' Reports
- VII. Adjournment

If you are a person with a disability and need special accommodations to participate in or attend a Wilmette Park District meeting, please notify the Director's Office at 847-256-6100.

Wilmette Park District **Policy for Public Comment**

The Board of Park Commissioners, in its regular or special meetings, is a deliberative body assembled to make decisions on new and pending matters affecting the District. Park Board and Committee meetings are meetings held in public, not a public meeting. The Board invites both oral and written communications from its residents.

To facilitate the conduct of Board/Committee meetings, the following procedures will be followed:

1. A section of each regular meeting is set aside for public comment and will be noted on the agenda as "Recognition of Visitors."
2. During the "Recognition of Visitors" agenda item, audience members should raise their hands and be recognized by the President/Chairperson prior to speaking.
3. When recognized by the President/Chairperson, each audience member should identify themselves and limit speaking to no more than three (3) minutes, unless additional time is granted by the President/Chairperson.
4. Questions are to be directed to the entire Board/Committee.
5. Park Board members may, by addressing the President/Chairperson, interrupt a presenter to obtain clarification and/or further information.
6. A Board/Committee meeting is not a forum for complaints against individual employees. Such matters are handled by directly contacting the Executive Director. Complaints against the Executive Director should be handled by directly contacting the President of the Board of Park Commissioners.
7. During presentation and discussion of agenda items, the President/Chairperson will not recognize speakers in the audience unless the Board/Committee desires additional information from an audience member.
8. When addressing the Board/Committee, all persons permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the civil discourse of the Board/Committee and the meeting, the President/Chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the President/Chairperson or upon the affirmative vote of two-thirds (2/3) of the park board commissioners present.
9. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.



WILMETTE PARK DISTRICT

Parks and Recreation Committee Meeting Minutes

Monday, January 13, 2020

Village Hall Training Room

Attendees Present

Commissioners/Committee: Chair, Mike Murdock, Cecilia Clarke, Todd Shissler
Staff: Emily Guynn

Staff: Director Steve Wilson, Jeff Groves, Carol Heafey, Joey Sanchez, Jason Stanislaw

Attendees Absent

None

I. Meeting Called to Order

Meeting called to order at 6:30 p.m.

II. Communications and Correspondence

None

III. Recognition of Visitors

Kristine from New Trier Aquatics

IV. New Business

None

V. Managers' Reports

Sean Flynn (General Manager) reported on the following topics:

- Four different pools, Lap, diving well, waiting and activity pools
 - Lap pool & diving well are on the same system, so if you fill up one you are filling both at the same time.
 - Waiting & activity pool are on same system separate from lap and diving pools
 - Commissioner Shissler asked why that is and should we consider reconfiguring it
 - Staff responded that is how the system was designed and to reconfigure it could prove to be cost prohibitive
 - In theory, say in September, we could empty the activity & waiting pool, and keep the Lap and diving well open and save some utility costs but that is not the plan for the upcoming season at this time
- Lesson Programs, 4 different class types;
 - Parent taught classes – weekends
 - Learn to swim – 4 – 6 year olds
 - Youth swim – 7-13 year olds
 - Diving program – 8:00 am to 12:50 pm
 - A demand for advanced divers caused an expansion of the diving lesson schedule

- Marketing with Marlon discussed the following:
 - Cyber Monday, Sizzling September, early bird sales, DJ on Deck, Social Media, and special events
 - Via Rainout Line App, closures get posted to home page of website and Twitter
 - Spring/Summer Explore Guide is where the pool information is published
 - Pocket schedules are popular
 - Postcards sent to remind people to purchase memberships
 - DJ on deck every Saturday or Sunday now as compared to prior years where it was once a month
- Future plan for swimming pool:
 - Pool built in 2002, something to keep in mind into the future as pools can have useful lives as short as 25 years
 - Commissioner Murdock asked about the likely useful life of the Centennial Pool and how long other pools in Wilmette and neighboring communities have lasted
 - Director Wilson responded that they often last closer to 35 or more years, so in his opinion there is not a high likelihood
 - The Committee asked about solar pool covers to save on utility costs and staff said they will research and look at all factors
- Sean reported that Joey Sanchez came up with new program ideas for 2020:
 - Yoga class & fitness swim
 - Card Board Regatta for August
 - Theme nights, such as Hawaiian Luau with pig roast
- Staffing
 - Staffing at the facility is always under review when it comes to combining duties but also making sure a high level of service is provided
 - Hiring process is already underway for 2020
- Budget:
 - Sean gave an overview of major revenue and expense categories over the past 5 years with explanation of variances from budget
 - The Committee asked many questions regarding the pricing of non-resident memberships as well as daily admissions compared to surrounding pools in the area as this is an area that the Committee would like to see how to best achieve the best pricing to balance usage and revenue into the future

Carol Heafey (Manager) reported on the following topics:

- New Activity Coordinator Stephanie Tandaric started January 13 and is from Chicago Park District
- Job Fair 1 of 2 was held on January 7th, there were 61 applicants and 10 were hired during the event

Carol reported for Jeff Groves (Manager) reported on the following topics:

- Gymnastics team supervisor position has been posted
- Loose To Win will run January 27th through March 22nd at Center Fitness Club
- Lisa Sullivan started January 6th as the new Mallinckrodt Manager

Jason Stanislaw (Racquet Sports Manager) reported on the following topics:

- Registration Lottery took place and we are up compared to last year
- February 10 will be the Pro Am with many players signed up and most Pros already committed

Sean Flynn (General Manager) reported on the following topics:

- Black Hawk equipment sale January 31st – February 2nd
- Solo tryouts for the Ice Show had 45 tryout

VI. Unfinished Business

A. After School Rec & Club Redeveloped

The Rec staff under Emily's guidance have been developing the after school programs. Steve attended the monthly school board meeting, where the topic was introduced by district 39 staff, who are concerned that too many changes would upset parents. The school board liked the idea but they agreed not to push too hard to fast.

We want to introduce the "Campus Club" at Romana and McKenzie, those are heavy users of our after school programs. The school is concerned about implementing at McKenzie feeling that the new option is losing to the current option. Romana currently doesn't have any clubs due to low participation, for this reason they would like us to make Romana our starting point. They also want us to look at Highcrest which is an older demographic with a program they are currently running that they feel could be improved and would like us to take a look at it.

VII. Adjournment

There being no further business to conduct, the Parks and Recreation Committee meeting was adjourned at 7:28 pm.

Minutes Approved on _____

Committee Chair

Department Head