



**WINNETKA PARK DISTRICT
REVENUE FACILITIES COMMITTEE MEETING
THURSDAY, APRIL 14, 2016
Community Room
540 Hibbard Road
7:00 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Unfinished Business
3. New Business
 - a. Tennis Court Color Coating
 - b. Promotional Videos
 - c. Golf Maintenance Equipment Purchase
 - d. Outdoor Ice – Operating Analysis
4. Adjournment

Committee Members

John Thomas, Chair
Mickey Archambault
John Peterson
John Muno, Staff

Persons with disabilities requiring reasonable accommodations to participate in meetings should contact John Shea, the Park District's ADA Compliance Coordinator, at the Park District's Administrative Office by mail at 540 Hibbard Rd, Winnetka, IL, by phone at 847-501-2040, Monday - Friday from 8:30 am to 5:00 pm, or by email to jshea@winpark.org at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.

**Winnetka Park District
Board Summary**

Date: April 7, 2016

To: Board of Commissioners

Subject: Tennis Court Color Coat (Courts 1-7)

From: Patrick Fragassi, Tennis Manager
John Muno, Superintendent of Facilities

Through: Robert Smith, Executive Director

Summary:

Tennis staff has received bids for color coating work on outdoor courts 1-7. There were two bidders who submitted bids for the project including U.S. Tennis Court Construction Company and Olson Brothers Recreational Surfaces, Inc.

Unfortunately due to some miscommunication with a bid addendum one of the bids was submitted incorrectly. Olson Brothers had included an extra line item for additional crack repair for new cracks which he had found during a site visit. Staff agreed with the new repairs and had indicated for them to include them in their bid. Unfortunately the line number 2.2 was updated to include the original 950 linear feet of crack repair but did not include the 215 linear feet of new crack repairs. Both bidders had submitted bids which included the original addendum of 950 linear feet of crack repair, but only one had included the new 215 linear feet of new crack repair.

At this time staff is looking to rebid the work and will return to the Park Board with a recommendation once new bids for the project are received on May 3. Staff will follow up with a bid tabulation and recommendation to the Park Board at the May 26 Regular Board meeting.

Recommendation:

At this time staff is recommending to the Park Board to reject both bids for A.C. Nielsen Tennis Center Court Color Coating (Outdoor 1-7) and staff will go back out for formal bid.

END

Winnetka Park District

Board Summary

Date: April 7, 2016
To: Board of Commissioners
Subject: Agency/Facility Promotional Videos
From: Mary Cherveney, Communication/Marketing Manager
Through: Robert Smith, Executive Director

Summary:

“A picture is worth a thousand words” . . .

Telling “our story” through video is an extremely powerful way to share our story and increase brand awareness, one of our 5 KPI’s in our marketing plan.

The Winnetka Park District has an opportunity to work with Katy Nielsen of Nielsen Deubel Film & Design (great granddaughter of Art Nielsen Sr.) to produce four short films (roughly 1 minute in length). These videos would include:

1. Winnetka Park District
2. Winnetka Golf Club
3. Winnetka Ice Arena
4. A.C. Nielsen Tennis Center

She has worked with the Village of Winnetka on a similar project. Copy the link into your browser to view - <https://www.facebook.com/winnetka.il/videos>.

These videos would be used within many of our marketing channels including:

- Website
- Social Media
- Digital Screens @ Facilities (cross-promotion)
- Special Event Displays
- Local Presentations (i.e. Rotary Club)

Cost to produce the four videos is \$8000 and includes all filming, music, color correction, titles, two rounds of edits, uploads to YouTube, SEO assistance, and MP4s of each film.

Funding for this project would come from marketing budgets (\$3000) and website 360 videos budget (\$5000).

Recommendation:

Allow staff to move forward and engage the services of Nielsen Deubel Film & Design at a cost of \$8000 for the creation of four promotional films (Winnetka Park District, Winnetka Golf Club, Winnetka Ice Arena and A.C. Nielsen Tennis Center).

END

Winnetka Park District

Board Summary

Date: April 14, 2016
To: Board of Commissioners
Subject: Equipment Replacement – Three (3) 2016 Club Car Carryall 500 Gas Utility Carts
From: John Muno, Superintendent of Facilities
Henry Michna, Golf Course Superintendent
Through: Robert Smith, Executive Director

Summary:

The Winnetka Park District/Winnetka Golf Club staff proposes to replace existing “Club Cars purchased in 1999” per the LRP. Staff has identified the “2016 Club Car Carryall 500 Gas Utility Carts” as the best machine to address the future needs on the golf course.

Nadler Golf Car Sales, Inc. the local Club Car distributor submitted a bid for “Three (3) 2016 Club Car Carryall 500 Gas Utility Carts” with the gross delivered price of \$26,985. The trade-in allowance is \$1,000 for a combined net price of \$25,985. The budget amount for these carts was \$30,000.

Please note, although there was only one bid, this price is consistent with other local club purchases. Due to the nature of proprietary territorial assignments by the manufacturer no other company in the Midwest can bid in the Chicagoland market. Noteworthy, is that due to this volume purchase of three carts the price is approximately \$1,000 less per cart, than the single cart purchased last year.

Recommendation:

Staff recommends that the Park Board approve the purchase of the new “Three (3) 2016 Club Car Carryall 500 Gas Utility Cart” including the trade-in allowance for the total bid amount of \$25,985 from Nadler Golf Car Sales, Inc.

END

Winnetka Park District

Board Summary

Date: April 14, 2016
To: Board of Commissioners
Subject: Equipment Replacement – Cushman Turf Truckster & Core Harvester (implement)
From: John Muno, Superintendent of Facilities
Henry Michna, Golf Course Superintendent
Through: Robert Smith, Executive Director

Summary:

The Winnetka Park District/Winnetka Golf Club staff proposes to replace the existing “1992 Cushman Truckster” per the LRP. Staff has identified the “2015 Cushman Truckster” as the best machine to address the future needs on the golf course.

Burris Equipment Company, the local Cushman distributor submitted a bid for a “2015 Cushman Truckster” with the gross delivered price of \$20,620. The alternate bid for the “Cushman-Core Harvester” with the gross delivered price is \$5,880. The trade-in allowance is \$500 for a combined net price of \$26,000. The budget amount for this equipment was \$25,000.

Please note, although there was only one bid, this price is consistent with other local club purchases. Due to the nature of proprietary territorial assignments by the manufacturer no other company in the Midwest can bid in the Chicagoland market.

Recommendation:

Staff recommends that the Park Board approve the purchase of a new “Cushman Turf Truckster & Core Harvester” including the trade-in allowance for the total bid amount of \$26,000 from Burris Equipment Company.

END

Winnetka Park District
Board Summary

Date: April, 5 2016
To: Revenue Facilities Committee
Subject: Gullen's Pond Expenditures
From: Paul Schwartz, Ice Arena Facility Manager

Summary:

Per the Board's request, included below are the expenditures associated with the annual operation for Gullen's Pond, outdoor rink.

It should be noted that these financials are based on three year averages, as this season was especially unique due to inclement weather conditions.

REVENUE (Rink Rental)	\$7,537
EXPENSES	
<u>Set-up & Take-down</u>	
Staff (Parks) - set up/take down (Labor)	\$16,500
Contractual Services (RMC)	\$1,750
Supplies/Materials	\$3,200
<u>Operations</u>	
Staff (Ice) - Ice Making/Maint./Supervision	\$6,000
Utilities	\$30,000
<u>TOTAL EXPENSES</u>	<u>\$57,450</u>
NET	-\$49,913

Note: Replacement/depreciation costs for the original \$ 350,000+/- capital improvement costs are not included i.e.; chiller, refrigeration systems, boards/netting, tent, Zamboni

END