

**RECREATION COMMISSION
MINUTES
APRIL 26, 2019**

Board or Commission: Recreation
Meeting: Regular
Quorum: Yes

Called to Order: 7:07A.M.
Adjourned: 8:29A.M.

MEMBER ATTENDANCE:

Tim O'Shea	Chairman	Present
Rebecca Austin	Commissioner	Present
Brian Diver	Commissioner	Excused Absence
Glen G. Graham	Commissioner	Present
Kevin S. Kennebeck	Commissioner	Excused Absence
Alison Park	Commissioner	Present
Mark W. Reinke	Commissioner	Excused Absence
Carol Scott	Commissioner	Present
Sophia Hadley	Student Commissioner	Excused Absence

Also Present:

Jeff Vesevick	General Manager / Staff Liaison	Present
John Kenwood	Liaison Trustee	Excused Absence
Mark Franz	Village Manager	Excused Absence
Brad Chapple	Food and Beverage Director	Present
Tom Fota	Executive Chef	Excused Absence
Mike Campbell	Golf Professional	Present
Noel Allen	Director of Golf	Present
Chris Pekarek	Golf Course Superintendent	Present

1. CALL TO ORDER

The April 26, 2019 regular meeting of the Recreation Commission was called to order at 7:09A.M. at the Village Links of Glen Ellyn; 485 Winchell Way; Glen Ellyn, Illinois by Chairman O'Shea. General Manager Vesevick welcomed Commissioner Carol Scott to the Recreation Commission.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MINUTES FROM MARCH 22, 2019 MEETING

MOVE TO APPROVE MINUTES OF SPECIAL MEETING FROM 3/22/2019 AS PRESENTED.

RESULT: Motion Unanimously Carried
MOVER: Commissioner Park
SECONDER: Commissioner Graham
AYES: Austin, Graham, O'Shea, and Park
NAYES: None
ABSENT: Diver, Kennebeck, and Reinke

4. **PRESENTATION – CHRIS PEKAREK**

Golf Course Superintendent Pekarek indicated one of the biggest challenges is finding seasonal staff members. This year the Village Links received a lot of applications and an additional 10 part-time employees with limited hours will be hired. Another challenge is the aging equipment and finding the capital dollars to fund these purchases. It would cost the Links about \$2 million to replace all capital equipment. The industry standard is to replace about 10% of your equipment each year. The Village Board approved \$250,000 for capital replacements in the current year budget and most of the equipment has already been purchased.

Golf Course Superintendent Pekarek said the Grounds Division has experienced success at reducing the budget. Back in 1998, man hours were about 50,000, compared to 2007 when staffing was reduced to 33,000 hours. Golf Course Superintendent Pekarek indicated the Grounds Division has the flexibility to reduce hours when revenues are down. The Grounds Division maintains the flowers, trees, and the playing surfaces at the Village Links. The grounds crew also maintains Lambert Lake, Panfish Park, and the Police Station landscaping. In addition, the Grounds Division performs building repairs, golf car maintenance, and grounds equipment maintenance. Currently the Grounds Division budget is \$900,000 and since 2007 it is estimated that about \$4.2 million has been saved in budget reductions from the 2006 spending level. General Manager Vesevick said it is important to note back between 1998 and 2007 the Links was spending \$1.25 million on the grounds compared to the \$900,000 spent now, representing a \$350,000 reduction. Before 2007, the Links was averaging about 90,000 in golf rounds compared to the current average of 65,000 to 70,000 rounds. The golf industry has dictated that the Links had to reduce the budget, because we do not receive an infusion of tax dollars so the Links must cover its own costs and manage the facility based upon the revenues produced.

Chairman O'Shea said there are certain areas of the golf course especially holes 15, 16, and 17 where just tall grass should grow naturally so golfers don't see the weeds. Golf Course Superintendent Pekarek said there are plans in place to remove some of those areas. This project will be phased in over a three (3) years, beginning this year.

Chairman O'Shea inquired about the amount of summer hours spent by the Grounds Division on the actual course versus building maintenance and other activities. Golf Course Superintendent Pekarek replied the entire staff works about 700 hours per week during the summer months. Golf Course Superintendent Pekarek provided the breakdown below on the Grounds Division workload.

- 70% spent on the actual course;
- 20% on servicing grounds equipment;
- 5% at Police Station, Lambert Lakes, and Panfish Park; and,
- 5% on Village Links building maintenance.

Chairman O'Shea indicated he is just trying to understand how much time is spent away from the course. Chairman O'Shea said the Recreation Commission should consider seeking reimbursement from the Village for some of the costs associated with maintaining the non-course items. Golf Course Superintendent Pekarek said the Village Links spends about \$25,000 in wages per year in maintaining the Police Station, Lambert Lakes, and Panfish Park. General Manager Vesevick said when this was originally established Panfish and Lambert Lakes were part of the stormwater detention and it was decided that the

Village Links profits would go towards maintaining these sites. Chairman O'Shea indicated these funds could be used for additional staff to maintain the golf course.

Commissioner Graham asked when the fairways are mowed. Golf Course Superintendent Pekarek responded generally not on the weekends, and typically at the beginning of the week on a Monday or Tuesday, and at the end of the week on a Thursday or Friday. Commissioner Graham noted in the past; the landscaping was magnificent on the 16th hole outside the patio area. Commissioner Graham suggested this be a priority to return this area to its past colorful and lush landscaping. Golf Course Superintendent Pekarek replied in the past it cost about \$4,000 to maintain this flower bed and added there maybe something we can do here to modify it. Chairman O'Shea asked if there was any damage to the course from the winter. Golf Course Superintendent Pekarek said there was a tremendous amount of tree damage.

Commissioner Graham said he often speaks with fellow golfers about the course. Commissioner Graham suggested taking a look at removing some of the bunkers because from a cost standpoint you won't have to maintain them and it could be a real benefit. Golf Course Superintendent Pekarek said the Links spends more money maintaining the bunkers then we do on the greens. Golf Course Superintendent Pekarek said if the Links opted to do this an architect would need to be consulted.

5. **STANDING REPORTS**

A. **Manager's Report – General Manager Jeff Vesevick**

1. Village Links/Reserve 22 – Manager's Report March 2019

General Manager Vesevick stated it rained about two (2) inches in March. If the Village Links has a good March it helps cover some of the up-front expenses. Spring specials are down a little bit. The junior league is a good revenue generator. About 75-80 groups signed up for permanent tee-times. The Links has one of the strongest permanent tee time groups in the area. Commissioner Graham said the Links is also the most flexible for permanent tee times. General Manager Vesevick said this will be a good discussion in the fall when the season is over to determine what the permanent tee time policy will be. Chairman O'Shea asked if staff could track how many times groups cancel permanent tee times. Chairman O'Shea recommended that when a golfer does not cancel the permanent reservation in a timely manner, that an email reminder be sent letting them know they will not be able to do this again.

General Manager Vesevick noted the *Swinging Set* golf league is celebrating 50 years and they have played over 40,000 rounds. Commissioner Scott said the league has a wait list for the nine-hole course, but the 18-hole course has openings. General Manager Vesevick noted the *Swinging Set* and the *Over 60* golf leagues really support the Village Links during the week.

2. Reserve 22 – Restaurant Reviews - March 2019

Food and Beverage Director Chapple reported that March was only marginal for Reserve 22. The St. Patrick's Day event with Irish dancers was very successful.

Reserve 22 was up from last year, but banquets were down, which will be made up in April. Food and Beverage Director Chapple is working with his team to market Reserve 22 in the off-season. The revenue per guest check increased by \$1.74 on average per year. Staff is getting the Halfway House ready for the busy season. The Links is waiting on cabinets before Golf Express is up and running. The expected opening date for Golf Express is Saturday, May 4, 2019. Commissioner Scott noted the patio heaters are not working. General Manager Vesevick said staff will look into this.

B. Financial Report – General Manager Jeff Vesevick

1. Village Links/Reserve 22 – Financial Statements - March 2019

General Manager Vesevick indicated there is nothing unusual about the March financial reports. Chairman O'Shea inquired about the reduction in cash reserves. General Manager Vesevick replied the cash reserves have not been this low since 1989 and that staff is looking forward to 2023 when they receive a \$320,000 raise (when a portion of the debt service is paid-off). Chairman O'Shea recommended a contingency plan be in place if cash reserves are further reduced.

C. Trustee Liaison Report – John Kenwood

Chairman O'Shea indicated Trustee Kenwood was unable to attend today's meeting and his Village Board term is over. Chairman O'Shea thanked Trustee Kenwood for his years of service to the Village Board and the Recreation Commission.

6. OTHER BUSINESS

Golf Professional Mike Campbell said he spoke with several area courses about the golf boards. Most of the golf courses no longer offer the golf boards. The boards initially created a lot of buzz, but then eventually fizzled out. Most courses leased the boards for the first year and then did not renew them for the following year. The monthly lease cost per board is \$275 and the Links would rent four (4) units for a total cost of \$1,100 per month or \$6,600 for the six (6) month lease. If the units were rented 264 times, the Links would break-even. Most courses charge \$15 more than the regular cart fee. Campbell recommended the Links try the boards this year. The golf boards will most likely attract younger customers to the Links. Board users are required to watch a five (5) minute instructional video before renting the unit. General Manager Vesevick said Village Attorney Greg Mathews was concerned about the potential liability with the golf boards. General Manager Vesevick said he will follow-up with Mathews regarding this matter.

The Recreation Commission recommended the golf boards be offered for the upcoming golf season.

7. NEXT REGULAR MEETING FRIDAY, MAY 31, 2019

8. ADJOURN

Commissioner Graham moved and Commissioner Park seconded, to adjourn the meeting. The meeting was adjourned at 8:29a.m.

Submitted by Aileen Haslett, Recording Secretary
Reviewed by General Manager Jeff Vesevick