Village of Glen Ellyn

Minutes
Village of Glen Ellyn
Recreation Commission
Regular Meeting
February 28, 2025
7:00 AM
Village Links/Reserve 22

Board or Commission:	Recreation	**Date:**	February 28, 2025
Meeting:	Regular	**Called to Order:**	7:00 a.m.
Quorum:	Yes	**Adjourned:**	7:55 a.m.

MEMBER ATTENDANCE:

Carol Scott	Chairperson	Present
Nancy Carter	Commissioner	Present
Tony Coconate	Commissioner	Present
Scott Coldiron	Commissioner	Present
James Ozog	Commissioner	Present
Rick Quoss	Commissioner	Present
Tom Slowinski	Commissioner	Absent
Also Present:		
Noel Allen	General Manager / Staff Liaison	
Mike Campbell	Director of Golf	
Andrew Cross	Golf Course Superintendent	
Jon Satinover	Food & Beverage Director	
Public		

A. CALL TO ORDER/ROLL CALL

The February 28, 2025 meeting of the Recreation Commission was called to order at 7:00 a.m. at the Village Links of Glen Ellyn; 485 Winchell Way; Glen Ellyn, Illinois by Chairperson Scott.

B. APPROVAL OF MINUTES FROM JANUARY 31, 2025

APPROVAL OF MINUTES FROM JANUARY 31, 2025 MEETING

MOTION BY: Commissioner Coconate

SECONDED BY: Commissioner Ozog

RESULT: Unanimous

C. PUBLIC COMMENT – None

D. STANDING REPORTS

1. Financial **–** *Noel Allen* – Manager Allen provided several financial updates, noting that the village has received emails regarding pricing policies for specific groups. Public comments on this topic are anticipated, and some community members may attend future meetings to discuss their concerns. Allen reminded the commission that discounts for certain groups had already been reviewed and discussed.

Allen also outlined a change to the meeting format, stating that he will continue providing overall financial updates, while each division head will share updates for their respective areas.

On the financial front, revenues were up by $36,000, with the restaurant contributing 40% of that increase. Golf revenue saw a slight boost in January, driven by driving range sales and winter golf program registrations.

Expenses, however, were higher than anticipated. Despite receiving three $9,000 credits from Tagmarshal, the village incurred several one-off expenses:

- $20,000 for consulting fees from Greg Martin
- $12,000 for the conversion from Google to the Village's Outlook email server, which took effect in 2025
- $16,000 for software expenses and grounds crew equipment refurbishment

Cash reserves currently stand at $2.1 million, down by $296,000. Allen noted that various financial scenarios are being modeled — average, best, and worst case. In an average scenario, year-end cash reserves would reach $2.3 million, while the worst-case scenario would result in a $195,000 balance. Despite some challenges, the village remains in a stable financial position.

The 2025 budget is expected to show a slight loss. Additionally, February's financials will likely appear unfavorable compared to last year due to the earlier opening date of February 23 in 2024.

2. Manager's Report

A. Golf – Mike Campbell – Director Campbell noted that January is typically a slower month, but registration for VIP and Resident Cards has begun. January and February are also significant months for receiving merchandise.

Campbell and Vince attended the PGA show — the first time in 20 years — which provided valuable learning opportunities and networking. They discovered many new and exciting developments in the golf industry.

In January, the team focused on preparing outing contracts and completed the installation of hallway TVs for advertising purposes. Changes are also being made to the deposit structure for new outings. Previously, a flat $500 deposit was required across the board, but moving forward, deposits will be scaled based on the size of the outing, ranging from $1,000 to $2,000. This change was prompted by a no-show outing last year, which resulted in a $25,000 revenue loss.

The team is excited for the upcoming season and anticipates opening within the next 1–2 weeks.

B. Reserve 22 – *Jon Satinover* – Director Satinover reported that sales are trending upward, with banquet sales up 40% and February continuing that positive trend. The primary concern at the moment is the cost of goods sold, which the team is closely monitoring.

Several projects and improvements are underway at the restaurant. Centerpieces have been updated, and a new banquet menu was introduced on February 1. A 22% service fee was implemented to cover tips and Liz's commission. January was an eventful month, featuring four successful Elsa-themed events and a well-received chili cook-off.

On January 28, an all-staff meeting focused on team building and a variety of topics, making it a productive and engaging session. Currently, the team is finalizing the menu for the halfway house and golf season. Kim will take over liquor, beer, and wine orders moving forward. Seasonal hiring will begin more aggressively in April, with the new restaurant menu set to roll out on April 1.

Preparations are already underway for St. Patrick's Day and Easter. To minimize last-minute cancellations, this year's Easter reservations will require a $10 per person deposit.

The team has also made strides in improving carryout service, introducing two new types of carryout containers and updated bags. In response to Commissioner Quoss's inquiry about managing food costs, Satinover explained that the chef remains mindful of spending, consistently watching for price increases and adjusting product mix when needed — even considering menu changes if costs rise too high.

Additionally, Manager Allen shared that the carpet in the boardroom and banquet room has been replaced. A restaurant refresh, approved by Mark Franz, will begin in the coming weeks.

C. Grounds – Andrew Cross – Golf Course Superintendent Cross provided an overview of the grounds crew's activities and ongoing projects. In January, the team focused on monitoring weather conditions and handling snow removal. When there were no major events, snow was left on the parking lot to melt naturally, avoiding large mounds of snow. The crew also removed 25–30 trees, most of which were in declining health. Additionally, the holiday lights were taken down and replaced with a winter wonderland display in the bar area.

Regarding capital projects, most budgeted items have already arrived, with significantly reduced lead times — now just a few months compared to the year-long waits experienced previously. The most significant purchase was a new skid steer valued at $120,000, which is expected to serve the team for the next 20 years.

On staffing, interviews are underway to bring in additional seasonal workers, though many from last year's team will be returning. The transition from Google to Outlook has been completed and the grounds department is also implementing new task-tracking software, which will help monitor labor more efficiently.

Cross highlighted their attendance at the GCSA tradeshow, which provided valuable educational opportunities, particularly around the growing trend of robotics in mowing and grounds management. The team is collaborating with Jon on several projects, including office reorganizations following Jeff's departure. The breakroom and meeting room have also been refreshed with new tables, chairs, and a fresh coat of paint, making the space more inviting and functional.

Finally, Cross shared progress on training initiatives and a newly drafted mission statement, vision, and values — developed in collaboration with Manager Allen. This effort aims to provide staff with a clear, shared focus and a sense of direction moving forward.

3. *Trustee Liaison – Steve Thompson* – No report

E. OLD BUSINESS

1. *Master Plan Update* – Manager Allen provided an update on the master plan, noting that Greg Martin shared the final concept verification report, which initially proposed a four-phased approach. Staff felt this approach was overwhelming, with the primary concern being the significant disruption it would cause to golfers. In response, they requested a simplified two-phase approach — one focused on a 9-hole course and the other on the 18-hole course — and Greg Martin revised the plan accordingly.

   Allen asked the Recreation Commission (RC) to review the updated plan and come back next month with their questions and feedback. The proposed plan is a $12 million investment, and Greg Martin has provided his recommended next steps, including detailed drawings, construction documents, and permitting.

   Staff believes the two-phase approach is manageable, starting with the 9-hole course. Although this would mean losing some play in the fall and spring, the 27-hole capacity during summer would remain intact. However, funding the $12 million project will require borrowing, and Martin's recommended next steps for the project won't begin right away unless permits remain valid in perpetuity.

   For now, the team will enter a waiting phase, focusing on building cash reserves and waiting for current debt to resolve before taking on new obligations. If the next few years are particularly strong financially, there's a possibility of funding Phase 1 from reserves. In the meantime, course weaknesses have been addressed, and a solid plan is in place.

   Andrew Cross suggested holding off on some capital expenditures to further strengthen reserves and improve the financial position. Chairperson Scott inquired about the village's stance on fundraising efforts, proposing creative ideas like naming bunkers after donors.

Manager Allen requested the Recreation Commission bring funding suggestions to the next meeting, which he will present to Mark Franz. This topic will be added to next month's agenda for further discussion.

F. NEW BUSINESS - None

G. NEXT MEETING - March 28, 2025

H. ADJOURNMENT

Commissioner Ozog motioned and Commissioner Quoss seconded to adjourn the meeting. The meeting was adjourned at 7:55 a.m.

Submitted by Elisa Pollina, Recording Secretary

Reviewed by Noel Allen, Staff Liaison