Agenda
Village of Glen Ellyn
Recreation Commission
Special Meeting
Monday, April 9, 2018
8:00 AM
Village Links

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village Links at least 24 hours before the meeting.

I. Call To Order

II. Public Comments

III. Minute Approval - February 26, 2018

Village Links - Minutes - February 26, 2018

IV. Standing Reports

A. Manager's Report - Jeff Vesevick

1. Village Links - Manager's Report - February 2018
2. Village Links - Secret Shopper February
3. Village Links - 2018 Agenda Schedule

B. Financial Report - Commissioner Jourdan

Village Links - Financial Statements - February 2018

C. Trustee Liaison Report - John Kenwood

V. Presentation - Chris Pekarek, Golf Course Superintendent

VI. Discussion - Cash Reserve Policy and Capital Plan

A. Village Links - Policy Statement

B. Village Links - Cash Reserve Policy

C. Village Links - Capital Plan - 2018-2022

D. Village Links - Insurance Memo

VII. Other Business

VIII. Next Meeting Date - April 27, 2018

IX. Adjournment

Recreation Commission
Village Links/Reserve 22
Glen Ellyn, IL 60137

SCHEDULED

Meeting: 04/09/18 08:00 AM
Department: Recreation Commission
Department Head: Jeff Vesevick
Category: Minutes
Prepared By: Ann Pedersen

AGENDA ITEM (ID # 3229)

DOC ID: 3229

Village Links - Minutes - February 26, 2018

ATTACHMENTS:

- MN022618 (PDF)

RECREATION COMMISSION
MINUTES
FEBRUARY 26, 2018

Board or Commission:	Recreation	**Called to Order:**	7:03 a.m.
Meeting:	Regular	**Adjourned:**	9:05 a.m.
Quorum:	Yes		

MEMBER ATTENDANCE:

Brad S. Browder	Chairman	Present
Susan Q. Carroll	Commissioner	Excused Absence
Glen G. Graham	Commissioner	Present
Jeffery M. Jourdan	Commissioner	Present
Kevin S. Kennebeck	Commissioner	Present
Mark W. Reinke	Commissioner	Present
Tim O'Shea	Commissioner	Present
Also Present:		
Jeff Vesevick	General Manager / Staff Liaison	Present
John Kenwood	Liaison Trustee	Present
Mark Franz	Village Manager	Present
Brad Chapple	Food and Beverage Director	Present
Tom Fota	Executive Chef	Absent
Mike Campbell	Golf Professional	Absent
Noel Allen	Director of Golf	Absent
Chris Pekarek	Golf Course Superintendent	Absent

1. **CALL TO ORDER**

   The February 26, 2018 regular meeting of the Recreation Commission was called to order at 7:03 AM at the Village Links of Glen Ellyn; 485 Winchell Way; Glen Ellyn, Illinois by Chairman Browder.

2. **PUBLIC COMMENTS**

   None.

3. **APPROVAL OF MINUTES FROM JANUARY 29, 2018 MEETING.**

MOVE TO APPROVE MINUTES OF REGULAR MEETINGS FROM 1/29/2018, 7:00 AM

RESULT	**Motion Unanimously Carried**
MOVER:	**Commissioner Jourdan**
SECONDER:	**Commissioner Graham**
AYES:	**Browder, Graham, Jourdan, Kennebeck, Reinke, and O'Shea**
NAYES:	**None**
ABSENT:	**Carroll**

4. **STANDING REPORTS**

A. MANAGER – JEFF GENERAL MANAGER VESEVICK

General Manager Vesevick stated staff has been busy with snow and ice removal. Golf staff is getting ready for the season through performing equipment maintenance, clubhouse repairs, and setting up 2018 permanent tee-times and outings. Reserve 22 reported an increase in business over January 2017 for both the restaurant and banquets. General Manager Vesevick said he hopes to have the front of the house manager hired by mid-March.

General Manager Vesevick noted Mark Streeter was re-hired to serve as the Assistant Golf Professional. Chairman Browder asked what is target date for opening the golf course. General Manager Vesevick replied after the frost is completely gone and the greens start growing. Commissioner O'Shea asked if Reserve 22 ran the *no corkage waiver* promotion last year because wine sales were up for January 2018. Food and Beverage Director Chapple replied yes, the promotion was good and all the bar sales were up for January and February 2018. Commissioner Jourdan asked when the new menu will debut. Food and Beverage Director Chapple replied in March 2018.

B. FINANCIAL – COMMISSIONER JOURDAN

Commissioner Jourdan reported the financials represented a typical January for the Links and Reserve 22. Commissioner Jourdan stated revenues look good and expenses are up. Commissioner Kennebeck asked how were Tuesday covers at Reserve 22 with the restaurant being closed on Mondays. General Manager Vesevick said good especially with the ½ price burger promotion. General Manager Vesevick said there is some discussion about moving the half price burger promotion to Wednesday next year and closing on Mondays and Tuesdays during the off-season next year. Discussion ensued regarding which days of the week Reserve 22 should be open during next year's off-season. General Manager Vesevick said closing the restaurant helps to manage the IMRF hours for staff. Commissioner Kennebeck indicated many area clubs are closed on Sunday nights and Mondays in the off season. Chairman Browder said there are many options to consider for next year. General Manager Vesevick said Reserve 22 can try different things and see what works.

Discussion ensued regarding the maintenance of greens and Chairman Browder suggested Chris Pekarek, Golf Superintendent, attend the next meeting to discuss this.

C. TRUSTEE LIASON – JOHN KENWOOD

Trustee Kenwood had to leave the meeting early so Village Manager Franz updated the Commission on recent Village Board actions and economic development news.

5. **RESTAURANT DESIGN PRESENTATIONS**

Two Hands Interiors

Rachel Alcorn of Two Hands Interiors distributed her revised design proposal to the Commission. Alcorn explained the inspiration for her design was sophisticated, traditional with a spin that will modernize the club-like feel, and a restaurant interior that matches the ambiance for the outdoor patio. Detailed below are some of the revised design highlights.

- Replace the dated and non-functional lighting with new layers of light for better ambiance. The existing electrical junction boxes can be re-used.
- Create more preferred seating areas with banquettes and u-shaped booths to reduce the cafeteria feel.
- Remodel the entryway with new tiles, remove the acrylic panels and replace with industrial custom windows, and replace the host stand.
- Install curtains with an acoustical liner to improve ambiance and help with noise issues.
- Install photographic wallpaper with historic Links photos to create a feature on the west wall.
- Offered different color schemes and suggested retaining the dining room chairs and have them reupholstered.
- Provided two (2) different alternative floor plans. The current floor plan seats 64 customers and the proposed floor plan seats 58.
- Suggested contacting an acoustical expert to help with the noise issues in the dining room.

There was some discussion about possibly replacing the flooring in the dining room with carpeting to resolve some of the noise issues. Alcorn indicated this would help some of the noise issues but she would really want to spend some time on selecting the right carpet. Commissioner O'Shea suggested creating a wall between the dining room and the bar area. Commissioner O'Shea also recommended the photographic wall only be installed on the west wall and not on the east wall with all the windows.

Alcorn indicated the working budget is at $54,958, but does not include professional electrical work, acoustical solutions, painter fees, tile installation, and other miscellaneous items. Alcorn explained that it was her understanding that the Links staff could perform some of the labor including painting, constructing the booths and banquette seating areas, and electrical work during the off-season. There was some discussion about removing the fireplace feature. Alcorn noted if the fireplace is removed and a wall is added the working budget will most likely be around $100,000. The Commission thanked Alcorn for her presentation.

Trustee Kenwood and Commissioner Jourdan had to leave the meeting early at approximately 8:28a.m.

Chairman Browder indicated the Commission needs to decide which design firm to move forward with. Chairman Browder said the Commission needs to decide which firm will take us where we need to go on this project.

Commissioner Kennebeck had to leave the meeting early at approximately 8:54a.m.

After further discussions, the Commission agreed to select Joanna Kolakowski of Kreska Design and Construction as the potential designer for the Reserve 22 remodel.

MOTION TO RECOMMEND WORKING WITH JOANNA KOLAWSKI OF KRESKA DESIGN AN CONSTRUCTION FOR THE RESERVE 22 DINING ROOM REMODEL.

RESULT	**Motion Unanimously Carried**
MOVER:	**Commissioner O'Shea**
SECONDER:	**Commissioner Reinke**
AYES:	**Browder, Graham, Reinke, and O'Shea**
NAYES:	**None**
ABSENT:	**Carroll, Jourdan, and Kennebeck**

Chairman Browder indicated the budget for this project is $35,000.

6. **OTHER BUSINESS**

Chairman Browder suggested forming a smaller sub-committee to go over the proposed designs and meet with Joanna. General Manager Vesevick wrapped up the discussions from today and stated the following: the Commission recommends Kreska Designs, which is not a final decision. A sub-committee will be formed to determine the final designer and the sub-committee will meet to:

1. move the project along;
2. develop a time-line;
3. prepare a final project budget and design; and,
4. recommend a final concept and cost to the Village Board for their approval.

7. **NEXT REGULAR MEETING FRIDAY, MARCH 30, 2018**

8. **ADJOURN**

Commissioner O'Shea moved and Commissioner Reinke seconded, to adjourn the meeting. The meeting was adjourned at 9:05a.m.

Submitted by Aileen Haslett, Recording Secretary

Reviewed by General Manager Jeff Vesevick

Recreation Commission
Village Links/Reserve 22
Glen Ellyn, IL 60137

Meeting: 04/09/18 08:00 AM
Department: Recreation Commission
Department Head: Jeff Vesevick
Category: Report
Prepared By: Ann Pedersen

SCHEDULED

AGENDA ITEM (ID # 3225) DOC ID: 3225

Village Links - Manager's Report - February 2018

ATTACHMENTS:

- ManagerReport (PDF)

VILLAGE LINKS
GLEN ELLYN

RESERVE 22 TWENTY-TWO

Manager’s Report for February 2018

Prepared by Jeff Vesevick, General Manager

February 2018 was up and down for weather, and very wet. The first half of the month produced seasonably cold temperatures, and 20.3” of snow, while the second half of the month allowed us to open the regular greens on the 27th. The warmer temperatures brought 1.25” of rain with it, holding potential rounds played to a minimum.

High Temperatures In February																				
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999
70º days																			1	1
60º days	3	6	2							1					1		1		3	
50º days	4	5	2			1	2	3		5			1	3	1	2	3	2	3	2
40º days	6	6	7	1	3	4	11	2	2	4	3	4	10	9	7	4	8	3	3	10
30º days	6	8	11	7	3	15	14	13	17	7	12	9	13	13	10	11	9	12	17	13
20º days	8	3	4	7	13	7	2	7	9	9	10	5	2	3	10	10	7	8	1	2
10º days	1		3	10	8	1		2		2	4	8	1			1		2		
0º days				1	1			1				2	1					1		
Rain	2.9"	1.3"	1.1"	0"	1.5"	1.9"	0.3"	0.4"		3.1"	1.5"	1.0"	1.5"	1.5"	0.3"	0.1"	0.4"	2.7"	0.4"	1.3"
Snow	20.3"	0"	3"	6"	20"	10"	4"	28"	16"	5"	25"	18"	1"	6"	6.1"	4"	2"		11"	2"

GOLF

Winter Golf was available Tuesday - Sunday, as well as the Driving Range, on artificial turf tees, until we opened the regular tees and greens on the 27th. The Golf Shop was open every day except Mondays.

Registration began for most of our season programs. Golfers signed up for Adult and Junior Golf Programs, Resident and VIP Savings Cards, Permanent Tee Times, the Over 60 Golf League, and the ever popular Spring Special. Interest is up in almost all categories, and Spring Special sales have tripled with the promise of a warm, dry spring ahead. The annual drawing for 2017 Weekend Permanent Starting Times is scheduled for Wednesday, March 8.

Golf Outing dates and contracts continued to be negotiated by Director of Golf Noel Allen throughout the month of February. To date, 51 events have been confirmed, while negotiations continue for another 11. Inquiries and negotiations will continue throughout the season.

Staff was busy putting together the 2018 **Caddy Program**. In lieu of the Orientation Meeting, confirmation requests were sent to existing caddies as to their intent to return. Returning caddies will repeat a training class. Staff will limit the number of available caddies to around 30 this season, according to golfer demand.

161 Letters were sent to the Over 60 League members of past years, inviting them to participate in the permanent tee time drawing scheduled for March 22 in the Blue Heron Room. This weekly 9-hole league typically hosts 80 to 100 senior golfers on Wednesday mornings April through October.

The Golf Staff remains busy preparing tee sheets, finalizing league contracts, and prepping seasonal staff for the anticipated mid-month opening of the golf courses and practice facilities. Head Golf Professional Mike Campbell is receiving merchandise for the upcoming season.

GROUNDS

Grounds

1. Staff picked up litter on the parkways.
2. The clubhouse windows were washed twice.
3. Branches from last fall tree trimming were chipped.
4. Thirty ball washers were painted and reassembled.
5. Thirty five litter caddies were cleaned and painted.
6. Staff began shoveling up bunkers that were washed out during the winter.
7. All the patio tables and chairs were repainted.
8. Quote forms were prepared and sent out for items related to the new police station landscaping, including trees, shrubs, perennials/ground covers, mulch, soil amendments, seed, bio-swale stone and erosion control materials.
9. Quote forms were prepared and sent out for turf treatment materials.

Mechanical and Building Maintenance

1. Our 2 Progressive Rough Mowers were serviced and new cutting blades were installed.
2. Our 2 Kubota 60” Rotary Mowers were serviced and new cutting blades were installed.
3. The clubhouse gutter heating cables were removed for the season.
4. Six Cushman Turf Trucksters were serviced.
5. Reserve 22, Blue Heron Room and Boardroom carpets were cleaned.
6. Preventive maintenance was performed on the kitchen coolers/freezers.

RESERVE 22

Restaurant and Bar sales were down slightly from a year ago. February Banquets were down slightly, but are up 10% year to date.

Reserve 22 - February				Year To Date		
Restaurant	**2017**	**2018**	**+/-**	**2017**	**2018**	**+/-**
Beverages	1,770	1,087	*-38.5%*	2,950	2,283	*-22.6%*
Beer	11,296	8,510	*-24.7%*	19,074	16,368	*-14.2%*
Wine	6,986	8,789	*25.8%*	13,658	16,177	*18.4%*
Spirits	6,913	6,755	*-2.3%*	11,639	11,785	*1.2%*
Food	34,909	32,677	*-6.4%*	63,012	62,221	*-1.3%*
Total Restaurant	**61,874**	**57,818**	*-6.6%*	**110,332**	**108,833**	*-1.4%*
Banquets	**2017**	**2018**	**+/-**	**2017**	**2018**	**+/-**
Beverages	1,603	342	*-78.7%*	2,147	1,028	*-52.1%*
Beer	1,533	2,866	*86.9%*	3,259	6,122	*87.9%*
Wine	3,463	3,222	*-7.0%*	4,600	4,771	*3.7%*
Spirits	2,949	2,578	*-12.6%*	7,211	5,308	*-26.4%*
Food	24,432	21,251	*-13.0%*	37,884	42,727	*12.8%*
Misc.	1,572	1,065	*-32.3%*	2,372	3,220	*35.7%*
Total Banquets	**35,552**	**31,324**	*-11.9%*	**57,473**	**63,176**	*9.9%*
Other	7,166	4,563		7,166	8,301	
	2017	**2018**	**+/-**	**2017**	**2018**	**+/-**
Total Reserve 22	**104,593**	**93,705**	***-10.4%***	**174,972**	**180,311**	***3.1%***

Reserve 22 Year to Date sales are the highest since opening in August 2013

Restaurant Staff is sifting through applications for seasonal help. Interviews and background screenings are being conducted. Many seasonal employees will be returning from prior years, as volume begins to pick up mid-March.

The search is on to replace the vacant Front of the House Manager position. Over 100 resumes were received, and are being reviewed.

There was only one **Secret Shopper** in the month of February (there are normally two) which produced a 99.38% satisfaction rating for Reserve 22, scoring 160 of a possible 161 points. The rater scored us a 4/5 on likeliness to return.

Recreation Commission
Village Links/Reserve 22
Glen Ellyn, IL 60137

Meeting: 04/09/18 08:00 AM
Department: Recreation Commission
Department Head: Jeff Vesevick
Category: Report
Prepared By: Ann Pedersen

SCHEDULED

AGENDA ITEM (ID # 3226) DOC ID: 3226

Village Links - Secret Shopper February

ATTACHMENTS:

- SecretShopper February (PDF)

Location Information:	**RESERVE 22 AT THE VILLAGE LINKS** **485 WINCHELL WAY** **GLEN ELLYN, IL**
Evaluation ID:	**837459**
Evaluation Date:	Thursday, February 01, 2018
Arrival Time:	11:44 a
Departure Time:	12:40 p
Customer Traffic:	Moderate

Phone:	15 /	15	(100%)
Store Exterior:	12 /	12	(100%)
Host:	27 /	27	(100%)
Service:	33 /	33	(100%)
Timing:	18 /	18	(100%)
Food Quality:	18 /	18	(100%)
Problem Solving:	12 /	12	(100%)
Ambiance:	21 /	21	(100%)
Guest Comments:	4 /	5	(80%)
Overall:	**160 /**	**161**	**(99.38%)**

1. Phone

Score: 15/15 (100.00%)

Name and gender of person called name or description: **Rudy (Female)**

1. Date of call (mm/dd/yyyy) **02/01/2018**
2. Time of call (HH:MM A/P) **11:00 a**
3. Phone was answered promptly and in a friendly manner **Yes** No
4. Number of rings before the phone was answered **3**
5. Associate identified the name of the business **Yes** No
6. Your questions were answered knowledgeably **Yes** No
7. If necessary, you were given detailed direction and parking information to get you to the restaurant easily (N/A if you did not ask for directions) Yes No **N/A**
8. Associate was friendly and not rushed with their answers **Yes** No
9. Overall, did you hang up feeling satisfied and positive? **Yes** No
10. Please explain any "No" answers in detail (N/A if all questions were answered "Yes")
    N/A
11. Overall Telephone experience and comments (please explain in detail)
    The overall experience over the phone was great. The associate was great, and very kind.

2. Store Exterior

Score: 12/12 (100.00%)

1. Outdoor signage was clearly displayed and visible **Yes** No
2. Outdoor signage was properly lit (N/A if it was light outside) Yes No **N/A**
3. Trash cans were clean and not overflowing **Yes** No
4. The entryway and sidewalk were free of debris **Yes** No
5. The restaurant had a well-kept exterior appearance **Yes** No
6. Please explain any "No" answers in detail (N/A if all questions were answered "Yes")
   N/A
7. Overall Curb Appeal experience and comments (please explain in detail)
   The curb appeal was great. I parked and was able to walk right in. There was no snow nor debris in the way.

3. Host

Score: 27/27 (100.00%)

Name and description of host name or description: **Judy (Female; 40's - 50's; 5'6"; Red Hair)**

1. Host appeared neat and well groomed — **Yes** No
2. Host greeted you in a timely fashion — **Yes** No
3. Host greeted you with eye contact and a sincere smile — **Yes** No
4. Host was friendly — **Yes** No
5. Host was knowledgeable with any questions asked of him/her — **Yes** No
6. Host station was clean and orderly — **Yes** No
7. If there was a wait for a table, was it accurate? (N/A if there was no wait time) — **Yes** No N/A
8. The table was clean, stocked an organized in appearance — **Yes** No
9. You were given clean and damage free menus — **Yes** No
10. Please explain any "No" answers in detail (N/A if all questions were answered "Yes")
    N/A
11. Overall Host experience and comments (please explain in detail)
    My overall experience was great with the host. She was intelligent and inviting. She smiled the whole time and had great conversation.

4. Service — **Score: 33/33 (100.00%)**

Name and complete description of server/bartender name or description: **Judy (Female; 50's; 5'6"; Red Hair)**

1. You were greeted with a sincere smile — **Yes** No
2. Your server knew about the menu items when asked (N/A if no questions were asked) — **Yes** No N/A
3. Food was delivered correctly and in a timely manner — **Yes** No
4. Server offered you more to drinks when necessary — **Yes** No
5. Your table was kept free of unnecessary clutter — **Yes** No
6. Server had a pleasant attitude and seemed to enjoy his/her job — **Yes** No
7. Seats, tabletop and table base were clean — **Yes** No
8. The condiments were clean and organized — **Yes** No
9. Server appeared neat and well groomed — **Yes** No
10. Menus were clean, damage free and easy to read — **Yes** No
11. Server thanked you after payment — **Yes** No
12. Please explain any "No" answers in detail (N/A if all questions were answered "Yes")
    N/A
13. Overall Service experience and comments (please explain in detail)
    My overall experience was okay. My food was under seasoned and cold. We were comped everything but the soup.

5. Timing — **Score: 18/18 (100.00%)**

1. Server greeted you within two minutes — **Yes** No
2. Actual minutes the server took to greet you (MM:SS) — **00:18**
3. Beverages were delivered in a timely manner — **Yes** No
4. Actual minutes for beverage delivery (MM:SS) — **00:39**
5. Appetizer was delivered in a timely manner (N/A if you did not order an appetizer) — Yes No **N/A**
6. Actual minutes for appetizer delivery (0 if you did not order an appetizer) (MM:SS) — **00:00**
7. Entrees were delivered in a timely manner — **Yes** No
8. Actual minutes from entrée order to delivery or actual minutes from appetizer delivery to entrée delivery (MM:SS) — **09:00**
9. Server/bartender checked back within a timely manner after the entree was delivered — **Yes** No
10. Actual minutes for the associate to check back regarding food quality (MM:SS) — **02:00**

11. The check was delivered in a timely manner — **Yes** No
12. Actual minutes for check delivery (MM:SS) — **42:00**
13. Server checked back soon after presenting the check — **Yes** No
14. Actual minutes for check back (MM:SS) — **00:20**
15. Please explain any "No" answers in detail (N/A if all questions were answered "Yes")
    N/A
16. Overall timing experience and comments (please explain in detail)
    The overall timing from start to finish was on point. They didn't miss a beat.

6. Food Quality — **Score: 18/18 (100.00%)**

1. Appetizer Ordered: (N/A if you did not order an appetizer) — Yes No **N/A**
2. The appetizer was fresh and had good flavor (N/A if you did not order an appetizer) — Yes No **N/A**
3. The appetizer looked appetizing and was presented neatly (N/A if you did not order an appetizer) — Yes No **N/A**
4. The appetizer was served at the appropriate temperature (N/A if you did not order an appetizer) — Yes No **N/A**
5. Appetizer comments: (N/A if you did not order an appetizer)
   N/A
6. Entree one ordered — **Grilled Beef Tenderloin Medall**
7. Entree one was fresh and had good flavor — **Yes** No
8. Entree one looked appetizing and was presented neatly — **Yes** No
9. Entree one was served at the appropriate temperature — **Yes** No
10. Entree one comments
    The Medallions was under seasoned and the vegetables were cold. It had to be sent back.
11. Entree two ordered — **Chicken Soup bowl with grinder**
12. Entree two was fresh and had good flavor — **Yes** No
13. Entree two looked appetizing and was presented neatly — **Yes** No
14. Entree two was served at the appropriate temperature — **Yes** No
15. Entree two comments
    The soup was tasty and very hot, and the grinders pizza was great.
16. Dessert ordered (N/A if you did not order dessert) — **N/A**
17. The dessert was fresh and had good flavor (N/A if you did not order dessert) — Yes No **N/A**
18. The dessert looked appetizing and was presented neatly (N/A if you did not order dessert) — Yes No **N/A**
19. The dessert was served at the appropriate temperature (N/A if you did not order dessert) — Yes No **N/A**
20. Dessert comments: (N/A if you did not order dessert)
    N/A

7. Problem Solving — **Score: 12/12 (100.00%)**

1. Server kept you updated on the progress of your food, if the wait time was longer that the specified time (N/A if there was no long wait) — **Yes** No N/A
2. Server removed any unwanted items (N/A if there were not any unwanted items) — **Yes** No N/A
3. Server removed unwanted items from the bill (N/A if there were not any unwanted items) — **Yes** No N/A
4. Server remained calm, in control and sincere about wanting to correct the problem (N/A if there was not a problem) — **Yes** No N/A

8. Ambiance — **Score: 21/21 (100.00%)**

1. The music volume was at a good level and appropriate for the setting — **Yes** No

2. The lighting was appropriate **Yes** No
3. The temperature was comfortable **Yes** No
4. The windows were clean **Yes** No
5. The restaurant had a well-kept interior appearance **Yes** No
6. Which restroom did you use

   Men's

7. The restrooms were clean and fresh with wiped counters and litter free floors **Yes** No
8. The restrooms were stocked appropriately **Yes** No
9. Please explain any "No" answers in detail (N/A if all questions were answered "Yes")
   N/A
10. Overall Ambiance experience and comments (please explain in detail)
    The overall ambiance of the place was laid back. Nice Italian music was played at a good volume. I loved this place.

9. Guest Comments **Score: 4/5 (80.00%)**

1. What did you like best about your visit
   I liked the service the best during this visit.
2. In what way if any, did this visit not meet your expectations
   This place did meet my expectations.
3. Please share any overall comments, observations or suggestions
   I thought that the location was great, and the people were awesome. The food was good once they got it all right. At that point, I was only charged for soup, because they gave me cold vegetables and under seasoned Medallions.
4. Based on this visit how likely are you to return

   4 (Likely)

Meeting: 04/09/18 08:00 AM
Department: Recreation Commission
Department Head: Jeff Vesevick
Category: Report
Prepared By: Ann Pedersen

SCHEDULED

AGENDA ITEM (ID # 3233) DOC ID: 3233

Village Links - 2018 Agenda Schedule

ATTACHMENTS:

- Agenda Schedule1 (PDF)

VILLAGE OF GLEN ELLYN
RECREATION COMMISSION
2018 AGENDA SCHEDULE of topics for discussion

January

Golf Schedule of Events

February

Reserve 22 Presentation - F&B Director

Promos, Events, Goals, KPIs, Policies

March

Golf Operations Presentation - Director of Golf

Promos, Events, Goals, KPIs, Policies

April

Grounds Presentation - Golf Course Superintendent

Projects, Goals, KPIs, Policies

May

June

Golf Event

Lunch Meeting

July

Marketing initiatives

August

Capital Projects

September

Budget Workshop

User Fee Structure Workshop

October

Budget Recommendation

November

User Fees Recommendation

Facility Marketing & Promotions Plan

December

Reserve 22 Schedule of Events

Topics for discussion may change frequently

Recreation Commission
Village Links/Reserve 22
Glen Ellyn, IL 60137

Meeting: 04/09/18 08:00 AM
Department: Recreation Commission
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SCHEDULED

AGENDA ITEM (ID # 3231) DOC ID: 3231

Village Links - Financial Statements - February 2018

ATTACHMENTS:

- Village Links - Financial Statements - February 2018(PDF)

VILLAGE LINKS / RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of February 28 , 2018

ORG	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
	REVENUES:									
5500	Village Links Revenues	$ 3,001,000	$ 24,289	$ 68,622	$ (44,334)	-65%	$ 33,249	$ 75,016	$ (41,768)	-56%
5520	Reserve 22 Revenues	2,495,100	93,705	104,593	(10,888)	-10%	180,311	174,972	5,339	3%
	Total Revenues	**$ 5,496,100**	**$ 117,993**	**$ 173,215**	**$ (55,222)**	**-32%**	**$ 213,559**	**$ 249,988**	**$ (36,429)**	**-15%**
	EXPENDITURES:									
55700	Administration	$ 388,853	$ 32,872	$ 26,370	$ 6,501	25%	$ 61,764	$ 54,976	$ 6,787	12%
55710	Golf Course Maintenance	854,925	23,731	28,809	(5,078)	-18%	54,885	53,856	1,029	2%
55720	Golf Services	722,646	42,987	28,884	14,102	49%	76,668	56,614	20,055	35%
55730	Reserve 22	2,243,966	115,834	97,796	18,038	18%	223,590	187,693	35,897	19%
55740	Stormwater Management	38,415	275	270	5	2%	548	537	10	2%
55750	Pro Shop Merchandise	176,845	1,732	5,610	(3,877)	-69%	3,728	9,770	(6,042)	-62%
55780	Motorized Carts	48,620	-	348	(348)	-100%	-	348	(348)	-100%
557X5	Mechanical Maintenance	164,290	39,060	20,489	18,571	91%	52,043	38,814	13,229	34%
	Total Operating Expenses	$ 4,638,560	$ 256,491	$ 208,577	$ 47,915	23%	$ 473,226	$ 402,607	$ 70,619	18%
	Operating Income (Loss)	**$ 857,540**	**$ (138,498)**	**$ (35,361)**	**$ (103,136)**	**292%**	**$ (259,667)**	**$ (152,619)**	**$ (107,047)**	**70%**
	Debt Service	652,096	-	-	-	0%	-	-	-	0%
	Capital Expenditures	175,172	-	25,381	(25,381)	-100%	-	26,703	(26,703)	-100%
	CHANGE IN NET POSITION	**$ 30,272**	**$ (138,498)**	**$ (60,742)**	**$ (77,755)**	**128%**	**$ (259,667)**	**$ (179,322)**	**$ (80,344)**	**45%**

KEY METRICS

	Goal	MONTH 2018	MONTH 2017	MONTH DIFF	YTD 2018	YTD 2017	YTD DIFF
Personnel Expenses as % of Sales	*46%*	*108%*	*65%*	*42%*	*116%*	*88%*	*28%*
Cash Balance (End of Month, in $000's)	*$ 1,438*	*$ 1,132*	*$ 1,571*	*$ (439)*			

VILLAGE LINKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
GOLF
(Including Administration, Grounds, & Mechanical Maintenance)
As of February 28 , 2018

ORG/ OBJECT	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
5500	**VILLAGE LINKS REVENUES:**									
440550	Green Fees	$ 1,850,000	$ 1,279	$ 28,456	$ (27,177)	-96%	$ 1,388	$ 28,731	$ (27,343)	-95%
440554	Pro Shop - Sales	195,000	2,157	5,390	(3,232)	-60%	3,966	7,391	(3,426)	-46%
440555	Motor Carts	560,000	-	10,448	(10,448)	-100%	-	10,448	(10,448)	-100%
440556	Driving Range	260,000	727	7,819	(7,091)	-91%	975	8,375	(7,400)	-88%
440557	Resident Cards	32,000	5,850	8,550	(2,700)	-32%	8,925	9,815	(890)	-9%
460100	Investment Income	9,000	2,131	437	1,694	387%	2,905	971	1,933	199%
489000	Miscellaneous Revenue	95,000	12,196	7,503	4,694	63%	15,120	9,238	5,882	64%
489100	Miscellaneous - Over/Short	-	(52)	20	(72)	-361%	(31)	46	(77)	-166%
	Total Revenues	**$ 3,001,000**	**$ 24,289**	**$ 68,622**	**$ (44,334)**	**-65%**	**$ 33,249**	**$ 75,016**	**$ (41,768)**	**-56%**
	COST OF GOODS SOLD:									
520945	Cost of Goods Sold - Pro Shop	$ 147,225	$ (307)	$ 3,583	$ (3,890)	-109%	$ (351)	$ 5,778	$ (6,129)	-106%
	Total Cost of Goods Sold	**$ 147,225**	**$ (307)**	**$ 3,583**	**$ (3,890)**	**-109%**	**$ (351)**	**$ 5,778**	**$ (6,129)**	**-106%**
	Gross Profit	**$ 2,853,775**	**$ 24,596**	**$ 65,039**	**$ (40,444)**	**-62%**	**$ 33,600**	**$ 69,239**	**$ (35,639)**	**-51%**
	OTHER OPERATING EXPENSES:									
510100	Salaries - Pensionable	$ 865,895	$ 43,211	$ 43,818	$ (607)	-1%	$ 85,454	$ 86,947	$ (1,492)	-2%
510120	Salaries - Non-Pensionable	219,275	172	229	(57)	-25%	1,965	422	1,544	366%
510200	Salaries - Overtime	4,500	-	-	-	0%	-	-	-	0%
510400	FICA	83,425	3,272	3,317	(45)	-1%	6,524	6,519	5	0%
510500	IMRF	85,710	4,114	4,356	(242)	-6%	8,142	8,664	(523)	-6%
590600	Health Insurance	109,400	7,617	7,825	(208)	-3%	15,463	15,369	94	1%
52XXXX	Contractual Services	535,664	68,958	39,539	29,419	74%	113,828	78,061	35,767	46%
53XXXX	Commodities	343,500	13,620	8,113	5,507	68%	18,611	13,155	5,456	41%
	Total Operating Expenses	**$ 2,247,369**	**$ 140,964**	**$ 107,197**	**$ 33,767**	**31%**	**$ 249,987**	**$ 209,137**	**$ 40,850**	**20%**
	Operating Income (Loss)	**$ 606,406**	**$ (116,368)**	**$ (42,158)**	**$ (74,210)**	**176%**	**$ (216,387)**	**$ (139,898)**	**$ (76,489)**	**55%**
	Operating Income (Loss) Percentage	**20%**	**-479%**	**-61%**			**-651%**	**-186%**		

KEY METRICS

	Goal	Month 2018	Month 2017	Month Diff	YTD 2018	YTD 2017	YTD Diff
Rounds Played	*72,000*	*104*	*1,479*	*(1,375)*	*128*	*1,535*	*(1,407)*
Revenue Per Round	*$ 41.68*	*$ 233.55*	*$ 46.40*	*$ 187.15*	*$ 259.76*	*$ 48.87*	*$ 210.89*
Resident Cards Sold	*N/A*	*619*	*902*	*(283)*	*936*	*1,031*	*(95)*
Cost of Goods Sold % - Pro Shop	*76%*	*-14%*	*66%*	*-81%*	*-9%*	*78%*	*-87%*
Personnel Expenses as % of Sales	*46%*	*240%*	*87%*	*154%*	*354%*	*157%*	*196%*

VILLAGE LINKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
GOLF
(Including Administration, Grounds, & Mechanical Maintenance)
As of February 28 , 2018

ORG/ OBJECT	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
	MISCELLANEOUS REVENUE									
	The following items were recorded as Miscellaneous Revenue. These items don't fit into any of the major revenue categories.									
	Handicap Service		$ 10,430	$ 4,800	$ 5,630		$ 11,930	$ 5,500	$ 6,430	
	Hand Cart Rentals		45	429	(384)		45	449	(404)	
	Adult & Junior Golf Lessons		505	450	55		555	450	105	
	Club Repair		208	396	(188)		216	548	(332)	
	Golf Club Rentals		-	30	(30)		-	30	(30)	
	Locker Rentals		880	1,280	(400)		2,080	2,000	80	
	Sales Tax (1.75%)		114	99	15		272	231	40	
	Foot Golf Ball Rentals		10	-	10		10	-	10	
	ATM Machine Commissions		4	6	(2)		12	16	(4)	
	Misc./Misc.		-	13	(13)		-	13	(13)	
	Total	$ 95,000	$ 12,196	$ 7,503	$ 4,694		$ 15,120	$ 9,238	$ 5,882	

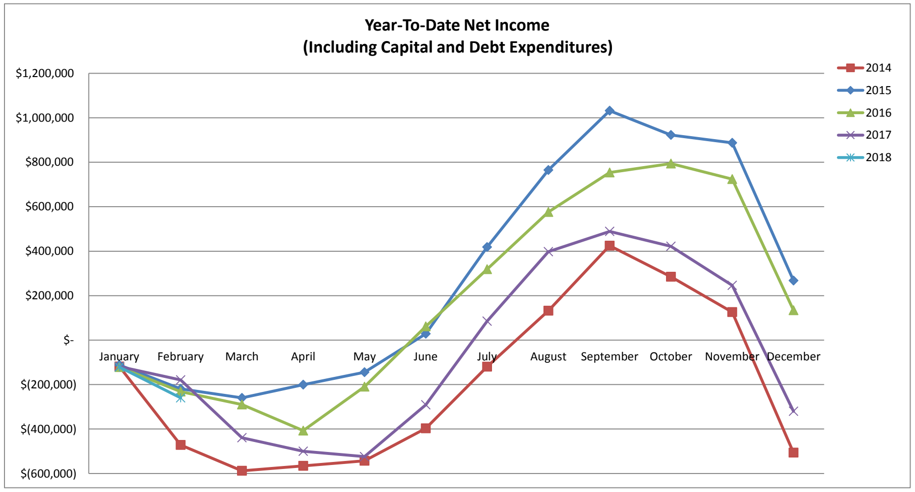
Attachment: Village Links - Financial Statements - February 2018 (3231 : Village Links - Financial

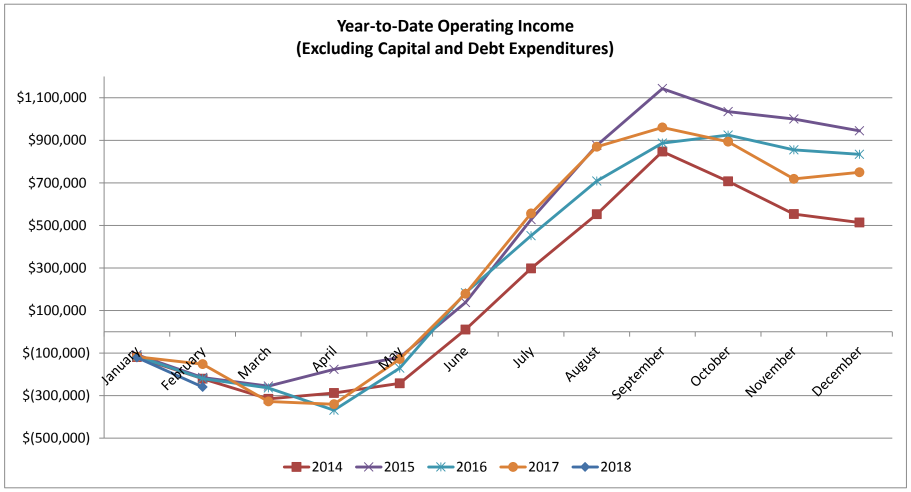
RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of February 28 , 2018

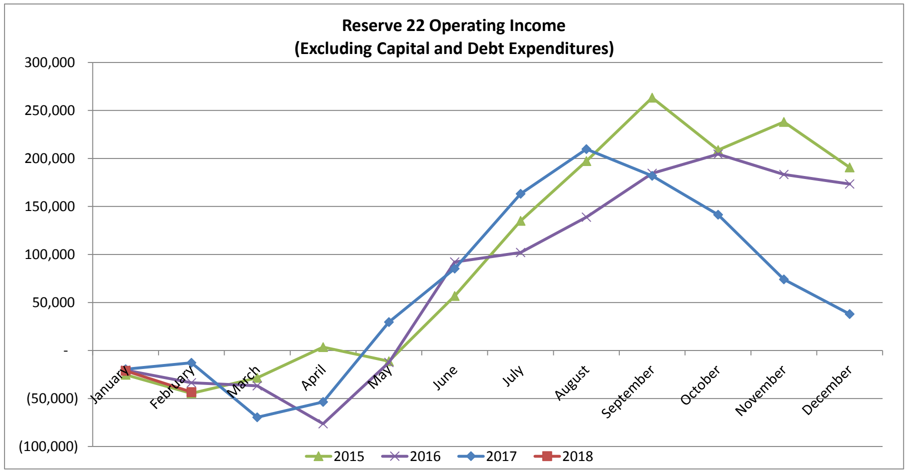
ORG/ OBJECT	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
5520	**RESERVE 22 REVENUES:**									
441100	Food	$ 1,350,000	$ 53,945	$ 60,269	$ (6,324)	-10%	$ 104,965	$ 101,824	$ 3,141	3%
441101	Liquor	250,000	9,333	9,857	(524)	-5%	17,093	18,846	(1,753)	-9%
441102	Beer	475,000	11,409	14,268	(2,859)	-20%	22,524	23,771	(1,247)	-5%
441103	Wine	200,000	12,011	10,449	1,562	15%	20,948	18,258	2,690	15%
441104	NA Beverages	100,000	1,445	3,931	(2,487)	-63%	3,326	5,655	(2,329)	-41%
441106	Room Charges	-	250	312	(62)	-20%	250	312	(62)	-20%
441107	Service Charges	120,000	5,312	5,506	(194)	-4%	11,205	6,306	4,899	78%
489000	Miscellaneous Revenue	100	-	-	-	0%	-	-	-	0%
	Total Revenues	**$ 2,495,100**	**$ 93,705**	**$ 104,593**	**$ (10,888)**	**-10%**	**$ 180,311**	**$ 174,972**	**$ 5,339**	**3%**
	COST OF GOODS SOLD:									
530400	Cost of Goods Sold - Beer	$ 131,600	$ 3,703	$ 2,636	$ 1,067	40%	$ 4,852	$ 4,892	$ (40)	-1%
530401	Cost of Goods Sold - Wine	78,000	5,701	1,658	4,043	244%	6,836	3,852	2,984	77%
530402	Cost of Goods Sold - Liquor	45,000	3,536	1,117	2,419	217%	4,129	2,828	1,301	46%
530405	Cost of Goods Sold - NA Beverages	35,000	(4)	1,170	(1,174)	-100%	97	2,039	(1,943)	-95%
530420	Cost of Goods Sold - Food	445,500	18,908	17,321	1,587	9%	35,865	31,203	4,662	15%
	Total Cost of Goods Sold	**$ 735,100**	**$ 31,845**	**$ 23,902**	**$ 7,943**	**33%**	**$ 51,778**	**$ 44,814**	**$ 6,964**	**16%**
	Gross Profit	**$ 1,760,000**	**$ 61,860**	**$ 80,691**	**$ (18,831)**	**-23%**	**$ 128,532**	**$ 130,158**	**$ (1,625)**	**-1%**
	Gross Profit Percentage	**71%**	**66%**	**77%**			**71%**	**74%**		
	OTHER OPERATING EXPENSES:									
510100	Salaries - Pensionable	$ 570,000	$ 39,165	$ 32,492	$ 6,674	21%	$ 74,816	$ 61,800	$ 13,017	21%
510120	Salaries - Non-Pensionable	358,500	16,039	8,692	7,347	85%	30,840	16,580	14,260	86%
510200	Salaries - Overtime	22,000	160	-	160	0%	218	-	218	0%
510399	Tips Paid Through Payroll	-	(418)	2,384	(2,802)	-118%	1,878	4,710	(2,832)	-60%
510400	FICA	101,146	4,896	4,049	847	21%	9,463	7,825	1,638	21%
510500	IMRF	56,380	4,220	3,938	282	7%	8,085	7,499	585	8%
590600	Health Insurance	70,000	3,983	3,906	77	2%	7,169	7,811	(642)	-8%
52XXXX	Contractual Services	197,840	11,312	11,970	(658)	-5%	29,389	24,069	5,320	22%
53XXXX	Commodities	133,000	4,632	6,464	(1,832)	-28%	9,955	12,584	(2,630)	-21%
	Total Operating Expenses	**$ 1,508,866**	**$ 83,990**	**$ 73,895**	**$ 10,095**	**14%**	**$ 171,812**	**$ 142,879**	**$ 28,933**	**20%**
	Operating Income (Loss)	**$ 251,134**	**$ (22,130)**	**$ 6,796**	**$ (28,926)**	**-426%**	**$ (43,280)**	**$ (12,721)**	**$ (30,559)**	**240%**
	Operating Income (Loss) Percentage	**10%**	**-24%**	**6%**			**-24%**	**-7%**		

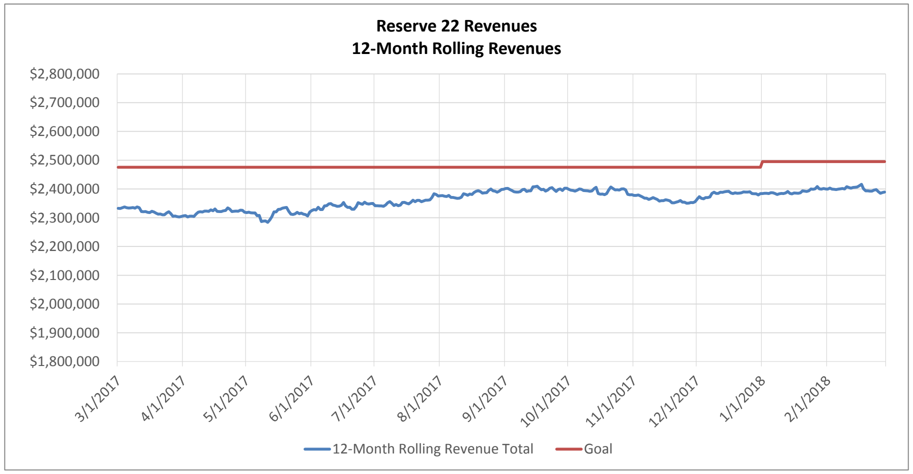
ORG/ OBJECT	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
	KEY METRICS									
		Goal								
	Revenue Source:									
	Restaurant/Bar	*N/A*	*$ 57,818*	*$ 62,022*	*$ (4,203)*	*-7%*	*$ 108,833*	*$ 110,586*	*$ (1,753)*	*-2%*
	Banquets	*N/A*	*35,820*	*39,651*	*(3,831)*	*-10%*	*71,412*	*61,466*	*9,946*	*16%*
	Other	*N/A*	*66*	*2,920*	*(2,854)*	*-98%*	*66*	*2,920*	*(2,854)*	*-98%*
	Total	*$ 2,495,100*	*$ 93,705*	*$ 104,593*	*$ (10,888)*	*-10%*	*$ 180,311*	*$ 174,972*	*$ 5,339*	*3%*
	Reserve 22 Revenues (Last 12 Months)	*$ 2,495,100*					*$ 2,389,290*	*$ 2,330,514*	*$ 58,776*	*3%*
	Reserve 22 Expenses (Last 12 Months)	*$ 2,243,966*					*$ 2,381,964*	*$ 2,137,722*	*$ 244,242*	*11%*
	# Guest Checks (Restaurant/Bar)	*N/A*	*1,886*	*2,227*	*(341)*		*3,574*	*3,672*	*(98)*	
	Revenue Per Guest Check	*N/A*	*$ 30.66*	*$ 27.85*	*$ 2.81*		*$ 30.45*	*$ 30.12*	*$ 0.34*	
	# Guests (Restaurant/Bar)	*N/A*	*3,375*	*3,813*	*(438)*		*6,485*	*6,565*	*(80)*	
	Average Guest Spend	*N/A*	*$ 17.13*	*$ 16.27*	*$ 0.87*		*$ 16.78*	*$ 16.84*	*$ (0.06)*	
	# Banquets & Events Held	*N/A*	*21*	*24*	*(3)*		*35*	*38*	*(3)*	
	Cost of Goods Sold %	*29%*	*34%*	*23%*	*11%*		*29%*	*26%*	*3%*	
	Cost of Goods Sold % (By Category):									
	Cost of Goods Sold - Beer	*28%*	*32%*	*18%*	*14%*		*22%*	*21%*	*1%*	
	Cost of Goods Sold - Wine	*39%*	*47%*	*16%*	*32%*		*33%*	*21%*	*12%*	
	Cost of Goods Sold - Liquor	*18%*	*38%*	*11%*	*27%*		*24%*	*15%*	*9%*	
	Cost of Goods Sold - NA Beverages	*35%*	*0%*	*30%*	*-30%*		*3%*	*36%*	*-33%*	
	Cost of Goods Sold - Food	*33%*	*35%*	*29%*	*6%*		*34%*	*31%*	*4%*	
	Personnel Expenses as % of Sales	*47%*	*73%*	*51%*	*22%*		*72%*	*58%*	*14%*	
	Prime Cost (Cost of Goods Sold + Personnel Expenses) as % of Sales	*77%*	*107%*	*74%*	*33%*		*101%*	*84%*	*18%*	

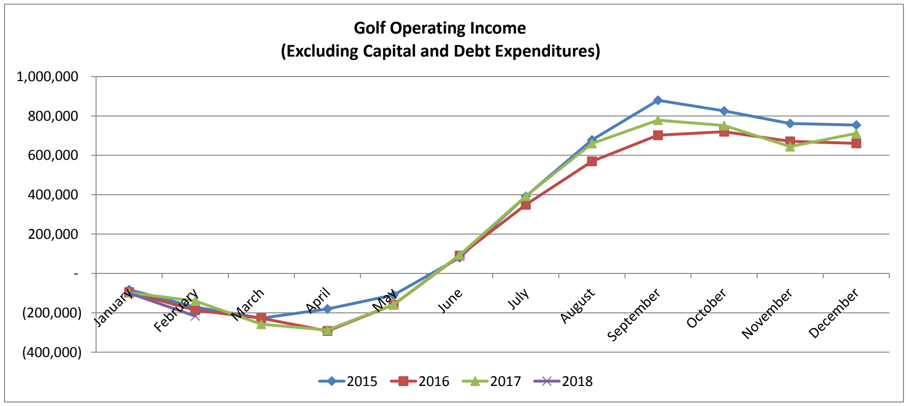
Village Links / Reserve 22
Dashboard Financial Report
As of February 28 , 2018

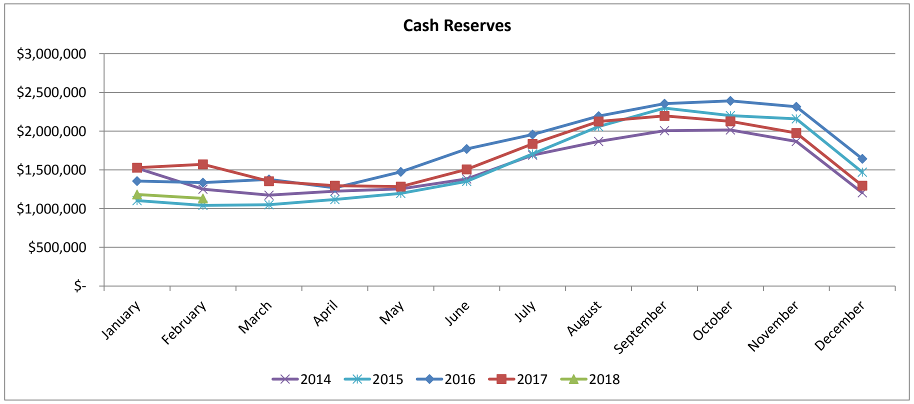












Attachment: Village Links - Financial Statements - February 2018 (3231 : Village Links - Financial

Recreation Commission
Village Links/Reserve 22
Glen Ellyn, IL 60137

Meeting: 04/09/18 08:00 AM
Department: Recreation Commission
Department Head: Jeff Vesevick
Category: Policy
Prepared By: Ann Pedersen

SCHEDULED

AGENDA ITEM (ID # 3227) DOC ID: 3227

Village Links - Policy Statement

ATTACHMENTS:

- Policy Statement (PDF)

Policy Statement

The Village of Glen Ellyn Recreation Department

I. General Policy Guidelines

1. The Recreation Department provides residents of the community with storm water retention, open space lands, and recreational facilities.

2. The Recreation Department is self supporting and operates on the revenue it generates, without the use of tax money.

3. Surplus revenues are used to:

   A. Establish reserve funds for emergencies and disasters, equivalent to three months operating expenses.

   B. Make improvements to facilities and services.

   C. Maintain the storm water retention system.

4. The golf course is maintained in superior condition. Parks are maintained for passive recreation. Facilities and equipment are kept current with scheduled maintenance and replacement.

5. A superior playing experience is provided, consistent with the quality of the facilities.

II. Use of the Golf Course

1. Residents have priority access to tee times. Starting time preferences are given as follows:

A. Residents can make individual 18-hole starting times in advance of the public.

B. Permanent reserved weekend starting times are offered on the 18-hole course. Residents receive priority in the weekend permanent time drawing.

2. The course is intended primarily for use on an individual foursome basis. Groups and outings are not scheduled with the following exceptions:

A. Leagues -

* Monday - Friday evenings on the 9-hole course.
* Tuesday A.M. on the 18 & 9.

B. Schools -

* College of DuPage golf teams on the 18 in the fall; two 18-hole competitions.
* Three high school golf teams on the 9 after school; one 18-hole competition.

C. Village Links events; open to the public, but restricted by category of player.

D. Regional Competitions (PGA, USGA, CDGA).

E. Small outings may be scheduled in non-prime hours.

3. The number of rounds on each course should be managed to avoid long-term damage to turf.

III. Golf Pricing Philosophies

If all of the above conditions are satisfied, the following pricing guidelines should be used to set fees annually:

1. Green fees and other fees (carts, driving range, etc.) should be set at or near market price. These are to be the base prices charged to non-residents.

2. Residents receive discounts designed to maintain the mix between the number of resident and non-resident rounds necessary to maintain the Village Links as a superior public golf facility.

   Larger resident green fee discounts are offered for juniors (age 18 and under) and seniors (age 65 and older). A limited early morning Junior/Senior discount is also offered on the 9-hole course. All Junior/Senior fees are limited to certain non-peak hours.

3. Each person holding a permanent reserved weekend starting time will be charged an annual registration fee.

4. Other non-standard fees include:

   A. School team members receive the Resident Junior discount. Use is restricted to the team members during the school golf season.

   B. 6:30 p.m. Special - discount green fee on the 9-hole course after 6:30 p.m., seven days per week.

   C. Promotional/Complimentary Green Fees - A limited number is offered at no charge to promote the golf course. These include:

      - Keys to the Village Links as "Have One on Us" prizes or in recognition of permanent time Keep Pace performance.
      - Regional Competitions (e.g. CDGA, USGA, PGA)
      - Free resident 9 holes on Tuesdays in October.
      - Ladies Team Play

Recreation Commission
Village Links/Reserve 22
Glen Ellyn, IL 60137

Meeting: 04/09/18 08:00 AM
Department: Recreation Commission
Department Head: Jeff Vesevick
Category: Policy
Prepared By: Ann Pedersen

SCHEDULED

AGENDA ITEM (ID # 3230) DOC ID: 3230

Village Links - Cash Reserve Policy

ATTACHMENTS:

- CashReserve (PDF)

PROFIL/LOSS HISTORY

	2013	2014	2015	2016	2017	BUDGETED 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2(
Rounds	*62,130*	*72,944*	*72,141*	*71,110*	*67,799*	*72,000*														
Operating Income	3,877,591	4,534,699	5,272,322	5,165,630	5,282,925	5,496,100														
Operating Expense	3,580,338	4,021,291	4,366,030	4,331,541	4,532,544	4,638,560														
Operating Profit	297,253	513,408	906,292	834,089	750,381	857,540	837,076	819,771	816,192	832,645	826,421	823,757	824,754	826,894	825,457	825,215	825,580	825,787	825,510	825,5
Debt Service	654,239	647,945	647,896	646,970	655,146	652,096	658,070	657,696	656,084	433,904	309,328	309,328	309,228	309,028	313,728	313,090	312,210	311,082	309,558	312,6
Routine Capital	149,563	121,039	28,896	53,159	172,432	149,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,0
Non-Routine Capital	5,270,787	250,846	0	0	241,639	0			265,803				292,383				321,622			
Cash Balance	**1,633,000**	**1,204,000**	**1,470,000**	**1,643,000**	**1,295,000**	**1,351,444**	**1,380,450**	**1,392,525**	**1,136,830**	**1,385,571**	**1,752,664**	**2,117,093**	**2,190,236**	**2,558,102**	**2,919,830**	**3,281,956**	**3,323,704**	**3,688,409**	**4,054,361**	**4,417,2**
Change in Cash	(506,549)	(255,577)	229,500	133,961	(318,836)	56,444	29,006	12,075	(255,695)	248,741	367,093	364,429	73,143	367,866	361,729	362,125	41,748	364,705	365,952	362,8
Policy +/-	246,180	(449,268)	(269,403)	(86,855)	(494,074)	(460,292)	(460,453)	(471,660)	(749,873)	(303,565)	163,000	501,822	548,946	890,371	1,220,225	1,555,271	1,569,628	1,906,623	2,244,685	2,574,5

CASH RESERVE POLICY (proposed)

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2(
DEBT SERVICE	654,239	647,945	647,896	646,970	655,146	652,096	658,070	657,696	656,084	433,904	309,328	309,328	309,228	309,028	313,728	313,090	312,210	311,082	309,558	312,6
3 MONTHS EXPENSE	732,581	1,005,323	1,091,507	1,082,885	1,133,928	1,159,640	1,182,833	1,206,489	1,230,619	1,255,232	1,280,336	1,305,943	1,332,062	1,358,703	1,385,877	1,413,595	1,441,867	1,470,704	1,500,118	1,530,1
CASH RESERVE TARGET	**1,386,820**	**1,653,268**	**1,739,403**	**1,729,855**	**1,789,074**	**1,811,736**	**1,840,903**	**1,864,185**	**1,886,703**	**1,689,136**	**1,589,664**	**1,615,271**	**1,641,290**	**1,667,731**	**1,699,605**	**1,726,685**	**1,754,077**	**1,781,786**	**1,809,676**	**1,842,7**

ASSUMPTIONS

1. Operating Profit projections for 2019 and beyond are based on an average of 2015, 2016, and 2017. 2013 and 2014 were omitted due to extraordinary circumstances
2. 3 Months Operating Expenses is based on annual average monthly expenses, and are scheduled to increase by 2% annually
3. 2003 (2010) General Bond Obligation will be retired on schedule, in CY 2022
4. Routine Capital cost based upon 10 year Capital Plan
5. Non-Routine Capital - Golf Carts are traded in every four years

Attachment: CashReserve (3230 : Village Links - Cash Reserve Policy)

Recreation Commission
Village Links/Reserve 22
Glen Ellyn, IL 60137

Meeting: 04/09/18 08:00 AM
Department: Recreation Commission
Department Head: Jeff Vesevick
Category: Report
Prepared By: Ann Pedersen

SCHEDULED

AGENDA ITEM (ID # 3224) DOC ID: 3224

Village Links - Capital Plan - 2018-2022

ATTACHMENTS:

- 5Yr Caps (PDF)

	QTY	DESCRIPTION	2018 FORECAST	2019 FORECAST	2020 FORECAST	2021 FORECAST	2022 FORECAST	TOTAL 5-YR FORECAST
2018	98	Restaurant Renovation	35,000	-	-	-	-	35,000
2018	5	Walking Greens Mowers	48,000	-	-	-	-	48,000
2018	1	Triplex Greens Mower Electric	26,000	-	-	-	-	26,000
2018	1	Bunker Rake Gas	22,000	-	-	-	-	22,000
2018	1	Bunker Rake Electric	18,000	-	-	-	-	18,000
		TOTAL	**149,000**	**-**	**-**	**-**	**-**	**149,000**
2019	4	Air Lock Doors Hallway, Pro Shop	-	50,000	-	-	-	50,000
2019	2	Riding Greens Mowers	-	62,000	-	-	-	62,000
2019	1	Taft/Lambert Electronic Sign	-	50,000	-	-	-	50,000
2019	1	Pro Shop Renovation	-	50,000	-	-	-	50,000
2019	1	Fairway Mower	-	48,000	-	-	-	48,000
2019	20	Computers	-	38,000	-	-	-	38,000
2019	1	Turf Truckster w/ Dump	-	27,000	-	-	-	27,000
		TOTAL	**-**	**325,000**	**-**	**-**	**-**	**325,000**
2020	1	Halfway House Renovation	-	-	50,000	-	-	50,000
2020	1	Restroom w/ Storm Shelter #4	-	-	100,000	-	-	100,000
2020	1	Replace Carpet	-	-	20,000	-	-	20,000
2020	2	Turf Runabout Electric	-	-	19,000	-	-	19,000
2020	1	Triplex Trimmer 84" Reel	-	-	33,000	-	-	33,000
2020	1	Fairway Mower	-	-	50,000	-	-	50,000
2020	1	Rotary Mower 72" Deck	-	-	29,000	-	-	29,000
		TOTAL	**-**	**-**	**301,000**	**-**	**-**	**301,000**
2021	95	Gas Golf Cars				240,000		240,000
2021	1	Patio Furniture	-	-	-	50,000	-	50,000
2021	1	Restaurant Equipment	-	-	-	50,000	-	50,000
2021	1	Dump Truck	-	-	-	45,000	-	45,000
2021	1	Turf Truckster w/ Dump	-	-	-	29,000	-	29,000
2021	1	Self-Contained Sprayer	-	-	-	32,000	-	32,000
2021	1	Core Harvester	-	-	-	8,000	-	8,000
		TOTAL	**-**	**-**	**-**	**454,000**	**-**	**454,000**
2022	1	Bunker Rake Gas	-	-	-	-	24,000	24,000
2022	2	Turf Runabout Electric	-	-	-	-	21,000	21,000
2022	1	Fairway Mower	-	-	-	-	53,000	53,000
2022	1	Fertilizer Spreader	-	-	-	-	5,000	5,000
2022	1	Turbine Blower	-	-	-	-	9,000	9,000
2022	1	Wide Area Rough Mower	-	-	-	-	18,000	18,000
2022	1	Restaurant Furniture	-	-	-	-	80,000	80,000
2022	1	Re-Pave Parking Lot	-	-	-	-	80,000	80,000
2022	1	HVAC	-	-	-	-	80,000	80,000
		TOTAL	**-**	**-**	**-**	**-**	**370,000**	**370,000**
		TOTAL	**149,000**	**325,000**	**301,000**	**454,000**	**370,000**	**1,599,000**

Recreation Commission
Village Links/Reserve 22
Glen Ellyn, IL 60137

Meeting: 04/09/18 08:00 AM
Department: Recreation Commission
Department Head: Jeff Vesevick
Category: Report
Prepared By: Ann Pedersen

SCHEDULED

AGENDA ITEM (ID # 3228) DOC ID: 3228

Village Links - Insurance Memo

ATTACHMENTS:

- InsuranceMemo (PDF)

MEMORANDUM

TO: Jeff Vesevick
Mark Franz
Christina Coyle

FROM: Greg Mathews

DATE: January 24, 2018

RE: Village Links/Reserve 22 Insurance Coverage

Coverage

I have been asked to provide a memo regarding insurance coverage provided through our municipal risk pool for property damage and loss of business income due to events at the Village Links and Reserve 22. I understand generally that a question has arisen over the extent we should be holding funds in reserve to offset calamities which might take place in the future and interrupt business.

Loss of business income due to the necessary suspension of operations caused by property damage is covered by primary and excess insurance for the period of restoration up to $1,000,000 for one covered occurrence with an Annual Aggregate Limit of $3,000,000 for all occurrences. This coverage is found in our property damage coverage section of the policies we have in place.

"Occurrence" under our coverage means, "an accident or happening or event, which results in a direct physical damage or loss to the Village's property." The definition of "Occurrence" is a frequently litigated subject but ordinarily involves a single identifiable event such as an auto accident, a sudden collapse of a structure, caused by a sink hole, a tornado or a lightning strike.

The policy language defines what is **not** covered by insurance through a series of "Exclusions" which are not insured against. For example, damages on the golf course due to chemicals, fungus, wet rot, dry rot or bacteria unless caused by fire or lightning. The policy language also excludes property damage due to earthquake, natural flooding, wear and tear, settling, cracking, infestations by insects, extremes of weather including drought, heat or freezing conditions. The policy will not cover ongoing damage to personal property (think golf carts) caused by rain, snow, sand, dust or sleet.

In the case of Reserve 22, coverage is excluded for damages due to faulty, inadequate or defective design, construction or maintenance and sewer back up, interruption of utility services, fungus or mold, artificially generated electric current and explosion of boilers or hot water tanks.

In summary, if the Village Links greens or fairways are damaged by weather, infestation or leaking oil or petroleum products from maintenance equipment any repair cost or business income loss will not be covered for the period of business interruption. If Reserve 22 has to shut down due to utility failure, sewer back up or kitchen infestation, any cost of damage or repairs or lost income in the restoration period will not be covered. Further, if any design or construction defect causes shut down for repairs, the cost of repair and lost income will not be covered.

Process of Reimbursement

A corollary question involves the process for submitting and proving loss of business income. Insurance providers do not simply take in claims involving loss of business income and pay those claims without substantial analysis. To prove such a claim we will be required to submit documentation to support the amount of the claim, including current and historic income statements, financial statements, payroll records, audit and accounting records, contracts, operating expenses and the like. Given that Reserve 22 is a relatively new enterprise the documentation supporting the claim will be variable and subject to close scrutiny by the insurer to reduce the claimed loss of income, which by necessity is projected and uncertain. For the Links, the numbers supporting a loss claim are very weather dependent, so the analysis must take into account annual fluctuations. In my experience it would not be unheard of for such claims to play out over the course of a year before reimbursement.