

**RECREATION COMMISSION
MINUTES
APRIL 23, 2018**

Board or Commission: Recreation
Meeting: Special

Called to Order: 7:03 a.m.
Adjourned: 8:16 a.m.

Quorum: Yes

MEMBER ATTENDANCE:

Brad S. Browder	Chairman	Present
Susan Q. Carroll	Commissioner	Present
Glen G. Graham	Commissioner	Present
Jeffery M. Jourdan	Commissioner	Present
Kevin S. Kennebeck	Commissioner	Excused Absence
Mark W. Reinke	Commissioner	Excused Absence
Tim O'Shea	Commissioner	Present
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	Excused Absence
Noel Allen	Director of Golf	Excused Absence
Chris Pekarek	Golf Course Superintendent	Excused Absence

1. CALL TO ORDER

The April 23, 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 APRIL 9, 2018 MEETING.

MOVE TO APPROVE MINUTES OF SPECIAL MEETINGS FROM 4/9/2018, 7:00 AM

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

4. PRESENTATION – BRAD CHAPPLE, FOOD & BEVERAGE DIRECTOR

Food and Beverage Director Chapple stated the three (3) main challenges for Reserve 22 are the seasonality of the business, staff turnover, and the restaurant remodel. Food and Beverage Director Chapple noted in two (2) weeks a new menu will be rolled out and the menu will change every six (6) months going forward. For 2018, Reserve 22 is up 14% of which most of this increase is derived from banquet business. Food and Beverage Director Chapple said the golf course will no longer be using Styrofoam cups and new compostable cups will be used with the Village Links logo. The new restaurant manager started and brings a lot of experience to the dining room. General Manager Vesevick indicated the new restaurant manager is an excellent leader.

Commissioner O'Shea suggested that golf staff should offer dinner reservations when tee times are booked. Commissioner Graham said dinner reservations should also be offered when golfers check-in. Chairman Browder suggested that Food and Beverage Director Chapple spend some time with the golf staff to explore where Reserve 22 can tie-into the golf side. Commissioner Jourdan commented that Reserve 22 is doing really well. Commissioner Graham asked what percentage of business is walk-in versus reservation. Food and Beverage Director Chapple replied currently 30% is reservation and 70% is walk-in.

5. DISCUSSION – SUBCOMMITTEE – RESTAURANT RENOVATION

General Manager Vesevick said the sub-committee met on Friday, April 20, 2018. The proposed renovation recommendation will be made at the Monday, May 21, 2018 Village Board meeting. General Manager Vesevick asked that all the Commissioners attend this meeting. The timeline of the restaurant renovation was discussed. Beginning in September the dining room will be closed but the patio and bar will remain open, with overflow crowds being relocated to the banquet room. General Manager Vesevick indicated he is trying to move-up the schedule. Discussion ensued regarding in-house staff performing some of the remodeling work to achieve cost savings.

Food and Beverage Director Chapple said although the proposed renovation cost is higher than originally anticipated it includes items that are needed to stay relevant. General Manager Vesevick added that typically restaurants are remodeled every four (4) years. Chairman Browder indicated the acoustical spray allowance is estimated to cut-down the noise by 80%.

MOVE TO RECOMMEND TO THE VILLAGE BOARD AT THE MAY 21, 2018 MEETING, THE KRESKA CONSULTANTS DESIGN PROPOSAL OF \$116,700 PLUS A 10% CONTINGENCY FOR RESTAURANT IMPROVEMENTS TO BE COMPLETED BY OCTOBER 15, 2018.

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

6. STANDING REPORTS

A. GENERAL MANAGER JEFF VESEVICK

General Manager Vesevick stated Village Links performed better than last March, but overall this spring's weather has been awful. The PGA junior league at the Links is the largest in Illinois and the second largest nationwide. 73 foursomes signed-up for permanent tee-times compared to 63 last year. Restaurant and bar sales were up 20% for March, while banquets were up almost 70% from March 2017. Overall sales for Reserve 22 were up 14% for the year. General Manager Vesevick stated these increases are a real testament to the efforts made by Food and Beverage Director Chapple and Executive Chef Fota.

General Manager Vesevick referenced the March secret shopper reports included in the agenda packet and noted these are a good tool for coaching staff.

B. FINANCIAL – COMMISSIONER JOURDAN

Commissioner Jourdan said General Manager Vesevick summed up the March financials very well. General Manager Vesevick said revenues are down over \$100,000 year-to-date and April will be better. Commissioner O'Shea asked if comparable year-end financial information for 2014 and 2017 could be provided. General Manager Vesevick said 2014 was a bad year because the parking lot and range were not completed.

C. TRUSTEE LIAISON – JOHN KENWOOD

None.

7. OLD BUSINESS

1. Village Links – Equipment Services Memo

General Manager Vesevick said he along with Golf Superintendent Chris Pekarek met with Public Works Director Julius Hansen, Assistant Public Works Director Dave Buckley, and Equipment Services Superintendent Frank Frasco. General Manager Vesevick said the Village Links staff spends about 1,800 hours on equipment maintenance each year and asked Public Works staff how much it would cost for them to maintain the equipment instead. Equipment Services Superintendent Frank Frasco estimated it would cost around \$185,000 to maintain the Links equipment because he would have to hire another full-time staff member. General Manager Vesevick said it is probably not wise to have Public Works staff maintain the Links equipment. General Manager Vesevick said Links staff are cross-trained to work on all equipment.

8. NEW BUSINESS

General Manager Vesevick indicated Golf Superintendent Chris Pekarek is working on the greens today with a solid tine with a heavy top dressing.

9. NEXT REGULAR MEETING FRIDAY, MAY 25, 2018

10. ADJOURN

Commissioner Jourdan moved and Commissioner O'Shea seconded, to adjourn the meeting. The meeting was adjourned at 8:16a.m.

Submitted by Aileen Haslett, Recording Secretary

Reviewed by General Manager Jeff Vesevick