



Mr. Ryan noted that the public is aware of this possibility. Other planned private development in the area will strain storm water capacity, and green space in Glen Ellyn is scarce, particularly on the South side of Roosevelt Road. Trustee O'Shea said that the possibility arose out of a space needs analysis of the Civic Center, and future needs. Nothing has been decided. Moving the police station is only one option. If the police station were built at Panfish Park, it would be a scaled down version of the consultant's suggestion. Although Panfish Park would be a logical site, no capital improvement funds are budgeted for a new station.

Commissioner Graham also reiterated that this Commission had no input into the purchase of the residences adjacent to the Park.

### **CALL TO ORDER:**

At this point, a quorum was present. Chairman Cornwell called the meeting to order at 7:30 PM.

### **APPROVAL OF MINUTES:**

Commissioner Graham questioned the number of tee times per hour cited in the minutes. The minutes will clarify that the Commission decided to decrease the permanent tee times to 7 per hour. With this revision, Commissioner Jourdan moved, and Commissioner Graham seconded, approving the minutes from the January 16, 2014 meeting. The motion was approved unanimously.

### **STANDING REPORTS:**

#### **Manager's Report**

Manager Pekarek reported that January is a very quiet month at the facility. Therefore, it is a good month by which to gauge the restaurant operations. There is still much work to do with the restaurant operations, but it appears that a year-round restaurant can be sustained. There was \$52,000 in restaurant revenue in January. The minimum cost structure has not yet been determined, and there need to be staff cuts and revenue increases. However, it appears that those goals can be achieved, particularly by building on banquet business.

Golf Course Superintendent Chris Pekarek reported on the outdoor conditions. The cold temperatures and heavy snow accumulation are having a large impact. Much time was lost over the winter due to plowing and salting work. There may be turf problems in the spring. Potential problems include ice cover that could prevent the turf from breathing. While the driving range is open as of February 19, the course opening may be delayed. It is normally open around March 20. Manager Pekarek said that mowing equipment maintenance is critical at this time, as overhauls are done in winter.

Manager Pekarek noted that the 2014 schedule of events has been finalized. There are 515 sessions scheduled between tournaments, leagues and instruction generating approximately 15,000 customer visits. The 2014 Pre-Season Newsletter was sent to 4,500 homes. The direct mail piece generally is more effective than email blasts. There was discussion concerning how the lists for the mail and email communications are developed and maintained. Staff is considering an insert into the Village water bill and/or Village newsletter. Manager Pekarek will report on progress with developing these inserts at the next meeting.

### **Financial Report**

There will be changes in the financial reporting to make it more understandable. The profit and loss worksheet will be revised; there will be a new food and beverage report; an outing and banquet recap will be included. The profit /loss worksheet will have a component similar to the year- end summary memorandum addressed to the Village Manager on February 14, 2014 that is included in this month's Commissioners' packets. Commissioner Jourdan noted that one of the changes will be to separate debt service out of the administration line and allocate it over each month.

In response to questions, Manager Pekarek said that the \$824,981 net decrease in 2013 results includes both debt service and depreciation figures. He referred Commissioners to the February 14 memorandum profit and loss summary that shows annual financial performance. Members of the Finance Commission have been working with Commissioner Jourdan and Manager Pekarek on establishing cost controls on the restaurant and banquet facility. At the end of that process, Manager Pekarek feels there will be a good set of tools for staff to manage and track operations. He also noted that a company will be engaged to do a liquor inventory.

### **Trustee Liaison Report**

Trustee O'Shea said that the five year forecast was presented to the Village Board, and it is not a rosy picture, particularly when taking pension obligations in to account, which need to be fully funded by 2041. There are also needs for downtown streetscape improvements as well as a new police station. There are no funds for either at this time. However, Glen Ellyn is in a better financial position than most municipalities. Staff is working hard on the switch to a calendar year fiscal year.

### **CAPITAL PROJECTS PRIORITY**

Manager Pekarek said that the 2013 Facility Improvement Project interior space work is finished, and the Links is deeper in debt. The objective now is to cover the debt service and the replacement key equipment such as mowers and carts. He presented a list of potential future capital projects and asked for Commissioners' comments on the priority they would give to each project. Chairman Cornwell said the Commissioners will need a month to consider this staff-generated list and provide additional thoughts on future capital needs.

## **GROUNDS DIVISION PLANS FOR 2014**

Superintendent Chris Pekarek presented an overview of the Grounds Division, which maintains Panfish Park, Lambert Lake Nature Preserve, Manor Woods and stormwater detention as well as the golf course playing surfaces. In 2013, the staff took on approximately \$400,000 worth of work involved with the Facility Improvement Project construction without increasing staff. The recurring challenge is to maintain the facility with declining funds. Superior golf conditions are needed while the staff maintains a larger building and keeping the grounds open all winter. He reviewed the 2014 turf maintenance plan, and anticipated changes in staffing levels. In response to questions, Superintendent Pekarek said that the \$900,000 budget is adequate. Commissioners expressed concern that the clubhouse could be perceived as being in great shape but that the course has deteriorated.

## **TIM O'SHEA EMAILED SUGGESTIONS**

Manager Pekarek said that increasing the intervals has been implemented, and permanent tee time cancellation policy will be enforced. Emails will be used to confirm tee times. Commissioners agreed that while there needs to be some type of penalty, no-shows are not going to be handled as revenue generators.

There was discussion concerning awards generating traffic, and the fairly successful VIP program. Staff will suggest a program and will either email it to Commissioners or present at the next meeting for response. Additional discussion centered on educating golfers about course etiquette, caring for the course and playing when scheduled.

## **ANNOUNCEMENTS AND OTHER BUSINESS**

Commissioner Girsch noted that she will be unavoidably absent for the March meeting.

The next meeting will be Wednesday, March 19, 2014 at 7:00 PM at the Village Links of Glen Ellyn.

## **ADJOURNMENT:**

A motion to adjourn the meeting was made by Commissioner Graham and seconded by Commissioner Jourdan. The motion passed unanimously. The meeting adjourned at 9:21 PM.

Submitted by Karen Blake, Recording Secretary

Reviewed and Edited by Matt Pekarek, Recreation Director March 13, 2014

Approved by the Recreation Commission March 19, 2014