

# MINUTES

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BOARD OR COMMISSION: Recreation DATE: August 19, 2015  
MEETING: Regular X Special \_\_\_\_\_ CALLED TO ORDER: 7:02 PM  
QUORUM: Yes X No \_\_\_ ADJOURNED: 9:14 PM

## MEMBER ATTENDANCE:

PRESENT: Chairman Browder, Commissioners Carroll, Jourdan, Leuzzi and Reinke

ALSO PRESENT: Trustee O'Shea, General Manager Jeff Vesevick, Golf Course  
Superintendent Chris Pekarek, Head Golf Professional Mike Campbell,  
Chef Mike Concepcion

ABSENT: Commissioners Dell, Graham and Kennebeck

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The August 19, 2015 regular meeting of the Recreation Commission commenced at 7:02 PM at the Village Links of Glen Ellyn; 485 Winchell Way; Glen Ellyn Illinois by Chairman Browder. A quorum was present.

## **PUBLIC COMMENTS:**

There was no public comment.

## **APPROVAL OF MINUTES:**

Commissioner Jourdan moved, and Commissioner Carroll seconded approving minutes of the July 22, 2015 Commission meeting. The motion was approved.

## **CLUBHOUSE TOUR**

Manager Vesevick said that the south portion of the building was not touched to a significant degree during the construction. The tour will be concentrated on the kitchen, led by Chef Concepcion as it may need to be expanded at some point. Superintendent Pekarek noted that staff did not have much experience with a large volume banquet-restaurant business, and even though a consultant helped with the design, at the end of the day the kitchen has some undersized equipment and other design inefficiencies. The kitchen was designed for much smaller numbers than have quickly resulted. Staff is now looking at not changing the footprint of the building, but acquiring additional equipment, selling undersized equipment and

reconfiguring the space. Manager Vesevick said that staff can see each night where the inefficiencies are, and how to keep up with a second patio eating space in the near future.

Chef Concepcion has several ideas for the west patio, including perhaps a grill or griddle, theme nights and family-style dining to be more family friendly. Chairman Browder noted that it does not really get used except for golf outings. Manager Vesevick said there are also thoughts of pushing out the existing banquet wall to expand its capacity; however staff needs to assess how many larger events would need to be booked to make such a change cost effective. There is room for growth, and staff wants to renovate the kitchen to meet that growth.

Commissioners then toured the kitchen area while Chef Concepcion explained the reconfigurations and upgrades he feels are needed. Many changes would be driven by more banquets and big days such as Easter and Mother's Day. His plans would not require a change in the footprint or structural changes in the area.

Chef Concepcion noted that there is little employee turnover in the back of the house, despite the prohibition on full time work. However, it is getting to be a problem in the front of the house. Staff is budgeting for additional IMRF-covered employees in 2016, and is also looking into regulations concerning IMRF and minimum wage seasonal employees.

In response to Commissioner's questions, staff said that the POS system is designed primarily for golf, and the information gleaned about food and beverage is not as useful. The last update to the system, prior to 2013, was done in 1997, and pertained mainly to golf. It does not slow down the servers, but does not create the reports now needed. Any new program would need to interface with the existing POS. However, as the restaurant and banquets are trending toward a \$3 million business, changes need to be made.

## **STANDING REPORTS:**

### **Manager's Report**

Manager Vesevick reported that July started off cool and wet, but the second half was excellent weather and helped to dry out the course. Golfers responded to the better weather. Every golf category saw increases in July. The nine hole course actually outperformed the eighteen hole course. The 20<sup>th</sup> anniversary of the Ed Posh Scholarship Shootout was very successful with about 160 golfers participating despite the on/off showers. \$40,000 was raised for scholarships.

July was also a good month for outings, despite historically not being a good month for such events. A total of 15 events were held, generating over \$35,000 in golf revenue. Generally outings are good for the facility as the participants will spend on food and beverages.

## GROUNDS

The golf course was in good condition despite the rainfall in June and early July. Top-dressing was performed on the greens twice, which is necessary for the firm and fast conditions expected by golfers. Use of the practice greens is being restricted in an effort to improve them. They are small for practice greens. Staff removed seven additional dead or dying trees along Lambert Road, and did routine maintenance at Panfish Park.

## RESERVE 22

Reserve 22 had a record month in July, with approximately \$307,000 in sales. The patio continues to be the main draw. Banquet and outing business was 13.6% of overall business. Use of the banquet facilities has grown nearly 66% over 2014. An all-resident postcard highlighting the restaurant and providing a free appetizer will be sent to all Glen Ellyn residents in the near future. A pig roast with indoor music is scheduled for September and is now being advertised.

## **Financial Report**

Manager Vesevick said that the facility grossed over \$800,000 in July, with \$300,000 of that from Reserve 22. That allowed for over \$300,000 into the bottom line reserves. Even though there were some expenses in 2014 not paid in 2015, the facility is doing very well. Staff expects to be able to make the bond payment and have reserves left over. It is a vast improvement over the previous year.

Commissioners asked about how the restaurant operations compare with other similar facilities. Manager Vesevick said that it was budgeted mainly on industry standards. He noted that personnel expenses as a percentage of sales dropped by 1% in July and 2% for the year, with the goal being 36%. This number is lower in the summer and higher in the winter, so efforts will continue to be as efficient as possible over the off season. Manager Vesevick would like to discuss at the next Commission meeting whether to close one day over the winter. He also noted that all costs of goods sold have declined as a percentage of sales. Over all, the facility is doing well financially. Commissioners noted it is a nice improvement over 2014.

Chairman Browder said that he would like the Commission to discuss at its September or October meeting how to drive revenue during the off season, including closing one or more days during the week. Manager Vesevick noted that banquet business drives the off season. There was discussion concerning Thanksgiving. Chef Concepcion said he is planning to do the meal packages, and offer a package for two or one. He is also considering doing something at the facility, perhaps family-style or a brunch. There was discussion concerning closing the facility for the day.

There are also plans for the Fall to do beer and other liquor pairings, with a beer pairing planned for October. There could be 60-70 attendees with six courses paired with beer. There was discussion concerning acquiring the NFL broadcast package, and how much would it need to increase sales to be profitable. It was noted that there are nine fantasy football draft parties booked.

### **Trustee Liaison Report**

Trustee O'Shea reported that the Village Board has approved the design, build, and architect team for the police station, the cost of which will not exceed \$12 million. Bonds totaling \$14 million will be sold, and other capital projects are being scaled back to pay for them. The hope is to have the facility complete by 2017. Crescent Blvd. will be open Sunday night for school Monday morning with some landscaping yet to be completed. The proposed downtown streetscape improvements will be discussed in depth by the Board at future meetings.

### **TOPICS FOR DISCUSSION**

#### **Caddie Program Enhancements**

Chairman Browder said that Commissioner Dell has many ideas on the caddie program, but discussion will be postponed until he can be at a meeting. Any changes or additions to the program would not be put into effect in 2016. Chairman Browder and Commissioner Dell will comprise a subcommittee to work with staff. It was agreed that for the first season, the program worked well.

There was also discussion concerning ending permanent tee times after Labor Day. Staff noted that non-residents fill in the slots when the permanent times are freed up, generating additional revenue.

#### **Live Outdoor Entertainment**

Manager Vesevick said the challenge has been to hire musicians willing to play unplugged, and it was difficult to hear those that did perform. He wants to go back to the Village Board to amend the Special Use Permit granted by the Board in Ordinance 6348 allowing outdoor music within certain parameters. Staff recommends eliminating the restriction on outdoor music to one night a week (delete subsection 2b of Section 3), and the prohibition against particular instruments and any amplified instruments (amend subsection 2e of Section 3). Manager Vesevick pointed out that he is going back to the Board before the trial period provided for in subsection 2f of Section 3 expires.

Staff met with representatives from each homeowner association ringing the facility. They were generally supportive. The staff strives to be a good neighbor. Manager Vesevick said that the type of entertainment desired was not defined to residents, and some were thinking of the College of DuPage outdoor events or the once a year Ed Posh outing. Commissioners questioned as to whether outdoor entertainment is worth the cost. Staff does not know at this point. When it was offered, patrons appreciated it. It will draw people in over time. Staff would monitor the sound, and speakers would be pointed west where there are no homes.

Commissioner Jourdan moved, and Commissioner Reinke seconded the following motion:

**The Recreation Commission supports the recommendations from Reserve 22 staff to amend Ordinance No. 6348, an Ordinance amending Ordinance No. 6321(which granted approval of Zoning Code Amendments), which granted approving of Zoning Code Text Amendments to provide a Variation and Special Use Permit for the Village Links / Reserve 22 located at 485 Winchell Way to allow for indoor and outdoor live entertainment.**

The motion was approved unanimously. Commissioner Reinke noted that musical entertainment will always be allowed under a special use permit as conservation zoning does not allow it.

#### **OTHER BUSINESS**

None

#### **ANNOUNCEMENTS**

Chairman Browder reminded new members about the Open Meetings Act training.

Chairman Browder asked if a Commissioner with a financial background would review the monthly financial package before each Commission meeting. This is at Manager Vesevick's request. Commissioner Jourdan agreed to take on this task for the September meeting.

Manager Vesevick said that the 2016 budget needs to be submitted by September 2 for the January 1 start of the new fiscal year. Department managers subject their projections, meet on various line items and then make assumptions on upcoming revenues. He noted that golf revenue does not change much year to year.

Trustee O'Shea suggested creating a list of topics that are coming up for discussion within the next few months, and include it in the minutes and agendas. He gave as examples the caddy program and closing the facility for certain days of the week over the winter. He suggested that

Commissioners discuss 2016 rates in September, so a recommendation can be made in October for Manager Vesevick's presentation of them in November before the Board.

The next Commission meeting was moved to Wednesday September 23 by agreement of the Commissioners.

Commissioner Leuzzi moved, and Commissioner Jourdan seconded, adjourning the meeting. Without objection, the meeting ended at 9:14 PM.

Submitted by Karen Blake, Recording Secretary  
Reviewed by General Manager Jeff Vesevick