

**RECREATION COMMISSION
MINUTES
NOVEMBER 17, 2017**

Board or Commission: Recreation
Meeting: Regular

Called to Order: 7:07 a.m.
Adjourned: 8:06 a.m.

Quorum: Yes

MEMBER ATTENDANCE:

Brad S. Browder	Chairman	Excused Absence
Susan Q. Carroll	Commissioner	Present
Glen G. Graham	Commissioner	Excused Absence
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	Present
Mark Franz	Village Manager	Absent
Brad Chapple	Food and Beverage Director	Absent
Mike Campbell	Golf Professional	Absent
Noel Allen	Director of Golf	Absent
Chris Pekarek	Golf Course Superintendent	Absent

1. CALL TO ORDER

The November 17, 2017 regular meeting of the Recreation Commission was called to order at 7:07 AM at the Village Links of Glen Ellyn Maintenance Facility; 485 Winchell Way; Glen Ellyn, Illinois by Commissioner Jourdan. Commissioner Jourdan ran the meeting in Chairman Browder's absence.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MINUTES FROM OCTOBER 26, 2017 MEETING

There was not a quorum so the minutes were not approved. The approval of the October 26, 2017 minutes will be placed on the next agenda.

4. STANDING REPORTS

A. MANAGER – JEFF GENERAL MANAGER VESEVICK

General Manager Vesevick stated October was a depressing month for the Village Links and Reserve 22. There was no patio business at Reserve 22. The significant rain kept patrons away and the golf course was closed for two (2) days. Five (5) golf outings took place even with the inclement weather. Also, there was enough good weather to aerate the golf course. Overall banquets were down for the month of

October, but there are substantial bookings for holiday parties for November and December. The year-to-date Reserve 22 revenues were up 3%.

On Thursday, November 16, 2017 a wine tasting event was held, which was very well attended and received. Reserve 22 will be hosting a Black Wednesday event with a live band to capitalize on a traditionally busy restaurant and bar crowd. There are 200 reservations booked for the upcoming Thanksgiving buffet.

Commissioner O'Shea questioned how the number of 2017 golf rounds compared to 2016. General Manager Vesevick replied golf rounds were down 2,500 or 2% compared to last year. Staff met with Rachel from 2 Hands Interiors as well as two (2) other designers. 2 Hands Interiors will be submitting an artist rendering for the Reserve 22 dining room. One of the other designers submitted a proposal and will be submitting a rendering as well. The renderings will be evaluated to determine if the investment should be made to improve the dining room's appearance. Commissioner Jourdan asked if this project was still pretty far away. General Manager Vesevick replied yes that he did not know if the designers are busier than normal at this time of year.

Commissioner O'Shea asked if Reserve 22 will be closed on Christmas Eve. General Manager Vesevick replied no in the past Reserve 22 has done decent business on Christmas Eve. Commissioner O'Shea asked how Reserve 22 publicizes the Monday winter closings from December through February. General Manager Vesevick replied the closing information will be emailed to patrons, placed on the entrance sign door, and on the website. Commissioner Jourdan asked if there is a lot of money spent keeping Reserve 22 open on Mondays. General Manager Vesevick replied there are two (2) benefits to closing the restaurant, labor cost savings and it is easier to manage staff hours so that the IMRF thresholds are not exceeded. Commissioner O'Shea said in the past it was not profitable to keep the business open on Mondays.

General Manager Vesevick indicated the good thing with the financials is the facility still has enough operating profit to cover the debt, but not all the capital costs. General Manager Vesevick noted the Commission knew cash reserves would be dipped into, when the golf carts were replaced this year. Commissioner O'Shea asked how much cash reserves will be used for 2017. General Manager Vesevick estimated approximately \$150,000 to \$200,000. General Manager Vesevick indicated the fryer for Reserve 22 was just recently replaced for \$14,000. Commissioner Jourdan asked if any other major equipment will be purchased. General Manager Vesevick responded staff is in the process of replacing the pick-up truck for \$26,000.

B. FINANCIAL – COMMISSIONER JOURDAN

Commissioner Jourdan reported October was not a good month in terms of revenue, but expenses were pretty well controlled. General Manager Vesevick noted overall the facility still has an operating profit of \$31,000 and is still earning sufficient income to cover the \$650,000 debt payment. Trustee Kenwood asked if the banquet

bookings are up at this time of year. General Manager Vesevick noted banquets will be more than last year and Reserve 22 just contracted with Keller Williams to host their business luncheon with approximately 100 attendees.

Commissioner O'Shea asked for an update on the search for a new Executive Chef. General Manager Vesevick replied staff reached out to eight (8) candidates, of which five (5) were interviewed. The candidates have been narrowed down to three (3) and second interviews will commence the week after Thanksgiving. The Executive Chef salary range is \$45,000 to \$72,000. Commissioner O'Shea suggested potential candidates be informed of the pension benefit that comes with the job, which makes the position unique compared to similar jobs in the restaurant industry.

General Manager Vesevick noted based on Commissioner O'Shea's suggestions from the last meeting, Director of Golf Noel Allen made improvements to the phone system.

C. TRUSTEE LIASON – JOHN KENWOOD

Trustee Kenwood said a new custard shop at the Enterprise Car Rental location was recently approved. The Village Board opted to partner with the College of DuPage (COD) for the incubator project at the Civic Center. As part of the agreement COD will move into the old Police Station and contribute \$1.8 to \$2 million towards the remodeling project. In addition, COD will pay on-going building maintenance fees. The Village Board hopes this project will improve the downtown brand and bring in additional revenue. School District 41 also showed an interest in the former Police Station and the Village Board reaffirmed their commitment to work with District 41 on other possible properties. Litigation is still ongoing for the new gas station at Five Corners and the gas station on Roosevelt Road is moving forward.

5. STRATEGIC PLANNING DISCUSSION

General Manager Vesevick stated the strategic planning meeting with the Village Board will take place on Tuesday, November 28, 2017 and encouraged everyone to attend. The objective of the meeting is to determine where the Village Links and Reserve 22 are going in the future in terms of service level goals and financial goals. General Manager Vesevick will be making a presentation and discussions will follow.

6. Announcements and Other Business

None.

7. NEXT MEETING FRIDAY, DECEMBER 29, 2017

8. ADJOURN

Commissioner O'Shea moved and Commissioner Jourdan seconded, to adjourn the meeting. The meeting was adjourned at 8:06 a.m.

Submitted by Aileen Haslett, Recording Secretary

Reviewed by General Manager Jeff Vesevick