

RECREATION COMMISSION

MINUTES

JUNE 30, 2017

Board or Commission: Recreation

Date: June 30, 2017

Meeting: Regular

Called to Order: 7:04 a.m.

Quorum: Yes

Adjourned: 8:20 a.m.

MEMBER ATTENDANCE:

Brad S. Browder	Chairman	Excused Absence
Susan Q. Carroll	Commissioner	Present
Glen G. Graham	Commissioner	Present
Jeffery M. Jourdan	Commissioner	Excused Absence
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	Absent
Mark Franz	Village Manager	Absent
Mike Campbell	Golf Professional	Absent
Noel Allen	Director of Golf	Absent
Chris Pekarek	Golf Course Superintendent	Absent
Manny Hernandez	Interim Executive Chef	Absent

1. CALL TO ORDER

The June 30, 2017 regular meeting of the Recreation Commission was called to order at 7:04 AM at the Village Links of Glen Ellyn Maintenance Facility; 485 Winchell Way; Glen Ellyn, Illinois by Commissioner O'Shea. Commissioner O'Shea indicated Chairman Browder asked him to run the meeting in his absence.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MINUTES FROM MAY 26, 2017 MEETING

MOVE TO APPROVE MINUTES OF REGULAR MEETING FROM 5/26/2017, 7:00 AM

RESULT Motion Unanimously Carried

MOVER: Commissioner Carroll

SECONDER: Commissioner Reinke

AYES: Carroll, Graham, Kennebeck, O'Shea, and Reinke

NAYES: None

ABSENT: Browder and Jourdan

Commissioner O'Shea suggested future minutes include a section on action items to follow-up on for the next meeting. Commissioner O'Shea went on to follow-up on a couple of items from the last meeting. Commissioner O'Shea asked about the staff time spent on landscaping for the new Police Station and if there will be a cash transfer. General Manager Vesevick said the Village already committed to reimbursing the Golf Course for the labor costs associated with the landscaping at the new Police Station. General Manager Vesevick noted Golf Course Superintendent Pekarek closely tracks these hours. General Manager Vesevick said at the outset of the project the Village Links committed to helping with the landscaping to keep the overall costs of the new Police Station down.

Commissioner O'Shea asked about the status of the middle patio. General Manager Vesevick said the architect has not contacted him with details for this project. Commissioner O'Shea asked if the starters are training the golfers on the new GPS devices. General Manager Vesevick replied yes the starters are explaining the new devices to the golfers. General Manager Vesevick noted the 20% gratuity for the Mothers Day brunch service was an error and the only time there is a forced gratuity is for banquet services.

4. STANDING REPORTS

A. MANAGER – JEFF GENERAL MANAGER VESEVICK

General Manager Vesevick reported May was not a good month for golf with the cool and wet weather. Commissioner O'Shea suggested the weather information be added back to the Manager's report. General Manager Vesevick replied this will be added to his report next month. Commissioner O'Shea also recommended that a breakdown of the golf rounds be included in the next Manager's report detailing the following categories: resident, non-resident, and outings. Commissioner Graham suggested that the rounds data include the top three (3) revenue generators.

General Manager Vesevick said the grounds have been slow to react to the unseasonable weather. General Manager Vesevick said with the weather, the patio was largely unavailable and as a result the food and beverage sales were down by about 3% from last year. General Manager Vesevick indicated that the Mothers Day Brunch was down about 20% from last year. Discussion ensued regarding eliminating some of the higher priced offerings and reducing the brunch price for next year. Commissioner O'Shea suggested Reserve 22 be different from other area brunches and offer a better price point. Commissioner O'Shea said Reserve 22 does a good job with the brunch and the food is always good. Commissioner O'Shea said this can be further discussed with the new Food and Beverage Director.

General Manager Vesevick indicated the new Food and Beverage Director, Brad Chapple, will start on July 10, 2017. General Manager Vesevick said Interim Executive Chef Hernandez designed a new menu which will be rolled out after the new Food and Beverage Director provides his input. General Manager Vesevick said the new menu should be ready by the end of July. General Manager Vesevick said the Assistant Food and Beverage Manager left to take another position.

B. FINANCIAL – COMMISSIONER O’SHEA

Commissioner O’Shea asked why beer sales were down 11% for Reserve 22. General Manager Vesevick said these figures fluctuate from month to month. Commissioner Graham noted golf rounds were down as well, which could have contributed towards this. Commissioner O’Shea asked why golf course maintenance expenditures dropped \$40,000 or 37% in May. General Manager Vesevick replied the decrease is probably due to the timing of when materials are purchased and paid for. Commissioner O’Shea asked why golf services decreased by \$23,102. General Manager Vesevick said staff was sent home in May due to the poor weather conditions.

Discussion ensued regarding the financial information and how it is difficult to compare on a month to month basis due to timing issues resulting from when invoices are paid or payroll. Commissioner O’Shea said maybe the new Food and Beverage Director will be able to provide better metrics for analysis purposes to measure the success of Reserve 22.

C. TRUSTEE LIASON – JOHN KENWOOD

No report.

5. ANNOUNCEMENTS AND OTHER BUSINESS

Commissioner Graham indicated with the new Food and Beverage Director, it is time to determine what kind of restaurant Reserve 22 should be. Commissioner Graham said Reserve 22 needs a better identity. Commissioner Graham said the target market for Reserve 22 needs to be determined. Commissioner Reinke said the Commissions need to understand what the Glen Ellyn community would like for Reserve 22.

General Manager Vesevick indicated Reserve 22 serves many different groups and is a community restaurant. General Manager Vesevick said the new Food and Beverage Director will be able to shed some light on this. Commissioner Kennebeck indicated the Commission members could survey their friends and see what they want from Reserve 22. Commissioner Kennebeck suggested creating a survey monkey to get more information about expectations for Reserve 22. The other commissioners thought this was a good idea as well.

The Commissioners will share the survey with friends and families and hopefully 70-80 people will respond. Commissioner Kennebeck and Commissioner O’Shea will generate the survey. Commissioner Reinke said hopefully a trend will emerge from the responses. Commissioner O’Shea asked General Manager Vesevick to send an email to all Commissioners asking them

to provide two (2) to three (3) questions for the survey. Commissioner Carroll said the survey should ask participants if they have any other suggestions for Reserve 22. Commissioner Graham asked the Commissioners to ask all demographics to respond to the survey. General Manager Vesevick said the respondents should include a good sampling of the patrons.

Commissioner O'Shea suggested the July 28, 2017 meeting include the action items detailed below.

1. Reserve 22 Survey Findings;
2. Landscaping Maintenance Costs Incurred By The Village Links Staff At The New Police Station; and,
3. Middle Patio Project Follow-up from Architect Dan Nicholas.

6. **NEXT MEETING FRIDAY, JULY 28, 2017 at 7:00 AM.**

7. **ADJOURN**

Commissioner Graham moved and Commissioner Reinke seconded, to adjourn the meeting. The meeting was adjourned at 8:20 a.m.

Submitted by Aileen Haslett, Recording Secretary

Reviewed by General Manager Jeff Vesevick