



**WILMETTE PARK DISTRICT**  
**Golf Operations Committee Meeting**  
*Monday, May 16, 2022*  
*5:30 p.m. – Village Hall Training Room*

## AGENDA

- I. Meeting Called to Order  
Members of the Committee:  
Commissioner Lindsay Anderson, Chair  
Commissioner Julia Goebel  
Commissioner Patrick Duffy  
Staff:  
Director Steve Wilson
- II. Approval of Minutes  
A. March 21, 2022
- III. Communications and Correspondence
- IV. Public Comment/Recognition of Visitors
- V. Manager Reports
- VI. Unfinished Business  
A. Golf Cart Path Restoration – *Update*  
B. Golf Club Grille Room Renovation – *Update*
- VII. New Business  
A. Golf Financials through April 30<sup>th</sup>, 2022
- VIII. Next Meeting – N/A
- IX. Adjournment

*If you are a person with a disability and need special accommodations to participate in and/or attend a Wilmette Park District meeting, please notify the Director's Office at 847-256-6100.*

## **Wilmette Park District** **Policy for Public Comment**

The Board of Park Commissioners, in its regular or special meetings, is a deliberative body assembled to make decisions on new and pending matters affecting the District. Park Board and Committee meetings are meetings held in public, not a public meeting. The Board invites both oral and written communications from its residents.

To facilitate the conduct of Board/Committee meetings, the following procedures will be followed:

1. A section of each regular meeting is set aside for public comment and will be noted on the agenda as "Recognition of Visitors."
2. During the "Recognition of Visitors" agenda item, audience members should raise their hands and be recognized by the President/Chairperson prior to speaking.
3. When recognized by the President/Chairperson, each audience member should identify themselves and limit speaking to no more than three (3) minutes, unless additional time is granted by the President/Chairperson.
4. Questions are to be directed to the entire Board/Committee.
5. Park Board members may, by addressing the President/Chairperson, interrupt a presenter to obtain clarification and/or further information.
6. A Board/Committee meeting is not a forum for complaints against individual employees. Such matters are handled by directly contacting the Executive Director. Complaints against the Executive Director should be handled by directly contacting the President of the Board of Park Commissioners.
7. During presentation and discussion of agenda items, the President/Chairperson will not recognize speakers in the audience unless the Board/Committee desires additional information from an audience member.
8. When addressing the Board/Committee, all persons permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the civil discourse of the Board/Committee and the meeting, the President/Chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the President/Chairperson or upon the affirmative vote of two-thirds (2/3) of the park board commissioners present.
9. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.



## **WILMETTE PARK DISTRICT**

### **Golf Operations Committee Meeting Minutes**

*Monday, March 21, 2022  
Village Hall Training Room  
5:30 p.m.*

#### **Present**

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Commissioners/Committee: Chair Lindsay Anderson and Julia Goebel

Staff: Executive Director Steve Wilson and Head Golf Professional Cole Hyland

Visitors: Sue Salay, Tim Boudos and Walter Keats

#### **Absent**

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Commissioner Patrick Duffy, Golf Course Superintendent Nick Marfise and Golf Course General Manager Adam Kwiatkowski

#### **I. Meeting Called to Order**

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Meeting called to order at 5:30 p.m.

#### **II. Approval of Minutes**

##### **A. February 21, 2022 Golf Operations Committee Meeting**

Commissioner Goebel moved and Commissioner Anderson seconded a motion to approve the minutes of the February 21, 2022 Golf Operations Committee meeting.

By a unanimous voice vote; **motion carried.**

#### **III. Communications and Correspondence**

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None.

#### **IV. Public Comment/Recognition of Visitors**

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Commissioner Anderson facilitated public comment. The Attendance Record will become part of the permanent record.

No one from the public chose to comment.

#### **V. Manager Reports**

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##### **Director Wilson reported on the following:**

- On March 12<sup>th</sup>, the Golf Club held the St. Pathy's Stroll event dedicated to the new cart path with a ribbon cutting. The event also marked the beginning of summer celebrations as the course is entering its 100<sup>th</sup> season.
- The event was made possible by the Golf Club staff in collaboration with the marketing department as well as the Club's incoming food vendor, The Lawn. While it was a cold day, staff was pleased with the turnout and the positive feedback received regarding the new vendor and the cart path.
- Staff is beginning informal discussions of an annual St. Pathy's Day event at the course.

- Bill Zigmund recently began his new role as the Golf Operations Supervisor. He will be responsible for hiring, scheduling and supervising the summer operational staff in the pro shop, on the range and throughout the facility. He will also be the primary interface of both the men and the woman's leagues and clubs to ensure their events are a success.
- Membership sales are slower than anticipated but staff believes this is driven by how the facility is largely out of service due to the water damage from the fire suppression system and the work in the restaurant. Staff does not have any concerns that they will be able to achieve the budget expectations when it comes to membership sales.
- Business at the driving range has been steady on the days when the weather cooperates and staff expects to see continued heavy use of the range as the District has experienced over the last several years.
- Many of the summer programming offered by the Golf Club filled up on the 1<sup>st</sup> day which means they are filled by 100% Wilmette residents. These include the week long camps, family programming and the women's classes. The offerings in these areas cannot be increased because they are constrained by the amount of stalls on the driving range or the amount of tee times in a day.
- The course is scheduled to open on April 1<sup>st</sup> and staff anticipates tee times available on March 28<sup>th</sup> for April 1<sup>st</sup> assuming nothing changes drastically between now and then with respect to the weather.
- On March 6<sup>th</sup> there was a storm with high winds which took down several sections of the driving range net. The net company has been working to secure the materials needed for the repairs and staff anticipates they will be onsite next week to complete the work prior to the course opening.
- The maintenance staff has completed a full cleanup of the entire course, removing any leaves, sticks or other debris in anticipation of the course opening April 1<sup>st</sup>.
- Staff expects to begin mowing the play surfaces next week.
- The irrigation pond between holes six and seven has experienced various leaks throughout the years and within the last month, staff had a contractor install an overflow unit to keep the pond from flooding. This has slowed the leak, not to a complete stop.

## **VI. Unfinished Business**

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### **A. Golf Cart Path Restoration – Verbal Update**

Director Wilson advised that staff has begun the work of the restoration of the edges of the cart path. When the top soil becomes available and is delivered, then the work will progress at a very high rate.

### **B. Golf Club Restaurant Proposal – Verbal Update**

Director Wilson advised that there is a Special Board of Park Commissioners meeting tonight to consider the approval of a Licensing Agreement with The Lawn.

**VII. New Business**

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**A. Golf Financials through February 28, 2022**

Director Wilson advised that it is still early in the year and membership sales remain slow. Staff expects this to pick up prior to the season starting. Additionally, the golf course is not hired fully so the salary numbers are lower than budgeted right now.

**Next Meeting**

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The next meeting of the Golf Operations Committee is scheduled for April 18<sup>th</sup>, 2022.

**Adjournment**

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There being no further discussion, Commissioner Anderson moved and Commissioner Goebel seconded a motion to adjourn the Golf Operations Committee meeting at 7:10 p.m.

By a unanimous voice vote; **motion carried.**

Minutes Approved on TBD.

Respectfully Submitted,

*Catherine Serbin*

Catherine Serbin  
Executive Administrative Assistant



**Wilmette Park District**  
Revenue and Expense Statement  
Golf Operations  
For the Month Ending April 30, 2022

Total District	through April 30			YTD Variance		Total Year Budget 2022
	Actual 2021	Actual 2022	Budget 2022	Actual to Budget		
				\$	%	
Revenue						
Daily Fees	231,859	\$154,164	\$180,923	(26,759)	-14.8%	1,324,674
Fee Revenue	119,919	134,137	132,378	1,759	1.3%	242,000
Membership Fees	286,243	258,725	267,940	(9,215)	-3.4%	301,000
Rental Revenue	26,275	22,798	21,123	1,675	7.9%	326,800
Retail Sales	12,497	7,580	11,317	(3,737)	-33.0%	101,042
Miscellaneous Revenue	<u>17,577</u>	<u>1,066</u>	<u>13,667</u>	<u>(12,601)</u>	<u>-92.2%</u>	<u>75,200</u>
Total Revenue	\$694,369	\$578,470	\$627,348	(\$48,878)	-7.8%	\$2,370,716
Expenses						
Salaries & Wages	\$185,081	\$191,627	\$253,386	(\$61,759)	-24.4%	\$966,548
Employee Benefits	14,377	22,956	36,873	(13,917)	-37.7%	118,620
Contract Services	26,215	45,028	44,429	599	1.3%	182,560
Utilities	25,028	19,453	30,502	(11,049)	-36.2%	94,250
Supplies	38,704	48,233	75,273	(27,039)	-35.9%	316,892
Repairs	<u>13,423</u>	<u>31,602</u>	<u>40,375</u>	<u>(8,773)</u>	<u>-21.7%</u>	<u>121,173</u>
Operating Expenses	\$302,829	\$358,899	\$480,837	(\$121,939)	-25.4%	\$1,800,042
Operating Surplus (Deficit)	\$391,541	\$219,571	\$146,510	\$73,061	49.9%	\$570,674
Non-Operating Revenue						
Bond Proceeds	\$0	\$0	\$0	\$0		\$0
Capital Reimbursement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total Non-Operating Revenue	\$0	\$0	\$0	\$0		\$0
Non-Operating Expenses						
Capital Transfers	0	0	0	0	N/A	30,000
Overhead Transfers	<u>28,142</u>	<u>50,851</u>	<u>53,664</u>	<u>(2,813)</u>	-5.2%	<u>161,000</u>
Total Non-Operating Expenses	\$28,142	\$50,851	\$53,664	(\$2,813)	-5.2%	\$191,000
Net Non-Operating Surplus (Deficit)	(\$28,142)	(\$50,851)	(\$53,664)	\$2,813	-5.2%	(\$191,000)
Total Expenses	<u>\$330,970</u>	<u>\$409,750</u>	<u>\$534,501</u>	<u>(\$124,751)</u>	-23.3%	<u>\$1,991,042</u>
Net Surplus (Deficit)	\$363,399	\$168,720	\$92,846	\$75,874	81.72%	\$379,674