



WILMETTE PARK DISTRICT
Golf Operations Committee Meeting

Monday, September 27, 2021
4:30 p.m. – Village Hall Training Room

AGENDA

- I. Meeting Called to Order

<u>Members of the Committee:</u> Commissioner Julia Goebel Commissioner Patrick Duffy	<u>Staff:</u> Director Steve Wilson
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- II. Approval of Minutes
 - A. August 16, 2021
- III. Communications and Correspondence
- IV. Public Comment/Recognition of Visitors
- V. Manager Reports
- VI. Unfinished Business
 - A. Golf Club Facility Improvements – *Discussion*
 - B. Golf Cart Path – *Update*
- VII. New Business
 - A. Golf Financials through August 31, 2021
- VIII. Next Meeting – Monday, October 25, 2021
- 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, August 16, 2021
Village Hall Training Room*

Present

Commissioners/Committee: Chair Patrick Duffy, Julia Goebel

Staff: Executive Director Steve Wilson, Adam Kwiatkoski, Nick Marfise, and Sheila Foy

Visitors: Tim Boudos, Mike Murdock, Kerry Haskins, Walter Keats

Absent

None

I. Meeting Called to Order

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

II. Approval of Minutes

A. July 19, 2021 Golf Operations Committee Meeting

Commissioner Goebel moved and Commissioner Duffy seconded a motion to approve the minutes of the July 19, 2021 Golf Operations Committee meeting.

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

III. Communications and Correspondence

Director Wilson acknowledged that there was one piece of correspondence not included in the packet due to time constraints from Sue Salay who expressed disapproval for a partition in the golf course restaurant.

IV. Public Comment/Recognition of Visitors

Director Wilson facilitated public comment. The Attendance Record will become part of the permanent record.

Kerry Haskins – Mr. Haskins advised he is an avid golfer at the Wilmette Golf Club. He understands from a revenue perspective, the need for a cart path. He requested that the Committee stop work on the golf path as he believes this contractor is not qualified. Furthermore, he would like more consideration of the path material. He also believes to close the course in early October would be a shame.

Tim Boudos – Mr. Boudos asked if there would be any kind of compensation for gold star membership holders due to the course closing in early October. Director Wilson advised that staff is still in internal discussions.

V. Manager Reports

Nick Marfise (Golf Course Superintendent) reported on the following:

- In the past Committee meetings, staff discussed at length how the weather affected the course. At the beginning of the summer, there was a drought. After a period of time, there was finally some rain. The rough is green again and staff is working hard to maintain it.
- Staff is doing a great job at keeping up with the amount of rounds and traffic. Enthusiasm is high.
- Last month, the course was suffering from light water damage and stressed in some areas from heavy traffic and humidity. Staff intends to start fixing those areas once summer has winded down as it does not make sense to seed them while they are being actively played on. Staff has decided to sod them as a temporary solution. There are several areas that are prepped for sod and staff will begin sodding this week.
- On Hole 14, there was water damage at the bottom of the approach. It is now prepped for sod and staff has added a drainage inlet.
- On the Hole 5 approach, there was also some water damage. This is also a high traffic area towards the existing cart path.
- On Hole 15, there is some damage in a small spot on the fairway.
- On Hole 13, staff intends to tap into existing drainage to improve surface runoff.
- Staff also intends to start spreading sand again on the fairways as the summer season dies down to continue to improve the grass density and desired species of grass.
- At the end of last month's presentation, Superintendent Marfise discussed improving sightlines and cutting down cattails. Staff has since done so on Hole 12. Superintendent Marfise advised this was a difficult job to do as staff had to stand in waist high water to trim those cattails. He gave kudos to staff.

Commissioner Duffy asked what the difference between seeding and sodding was. Mr. Marfise advised that sodding is green faster and playable faster whereas seedlings need time to grow. He also added that the sod is from the Park District's nursery in which staff grew themselves. Ideally, the seedling adapts better to the environment though.

Adam Kwiatkoski (Golf Course General Manager) reported on the following:

- In regards to operations, Manager Kwiatkoski reported that there was heavy rain on two Fridays in July which brought revenue down a bit.
- Overall, play was down 7% the last year. However, that is still 20-25% higher than all prior years.
- The course averaged over 250 rounds a day for the month.
- There were 7920 rounds this year as compared to 8558 rounds last year.
- The WGA held club championships – both 9 and 18-hole divisions were completed. There were 50 participants overall.
- The Men's Club event was the Healy Classic which is their main event for the year. There were 90 participants this year and was well received.

- Golf Camps concluded for the year as of this Friday.
- Explore Sunday Classes, Family Golf on Tuesday nights and Ladies Classes will continue into the fall.
- This past week, Wilmette Golf Club was inundated with high school golfers as five different teams conducted try outs as they lead into their golf season. Matches are scheduled about every night for a number of different high schools in the area.

Director Wilson added that the end of this year is the end of the current contract terms with the restaurant operator. Staff is of the mindset that they intend to go out and research other options. He asked if there were any strong feelings otherwise. Commissioner Goebel stated this felt reasonable, noted the extension given because of the pandemic made sense and believes it to be an opportune time to see what else is out there.

VI. Unfinished Business

A. Additional Room Divider in Restaurant

Commissioner Duffy asked if there was Committee consensus on moving this forward at the Capital Committee-of-the-Whole meeting later this month. Commissioner Goebel stated she felt it was worth exploring as events in the restaurant have created a traffic flow pattern at times and this would potentially solve for that.

B. Patio Expansion

Manager Kwiatkoski provided a brief overview of what was discussed last month. Commissioner Goebel stated that with respect to the 18th hole and cart part traffic, the Committee should consider extending the patio north and south which would allow for a bigger range. Commissioner Duffy shared Commissioner Goebel's safety concerns about golf balls landing on the patio area.

C. Patio Overhang and/or Door Reconfiguration for Improved Weather Coverage

Commissioner Duffy initiated the discussion by advising this topic centers on moving the door or adding an additional door so that staff can access the patio. Manager Kwiatkoski stated that in discussions with an engineer, the high costs are associated with replacing and reconfiguring the existing door. A more cost effective approach would be to add another door.

Commissioner Duffy stated he felt there was more Committee consensus on the patio expansion, additional room divider, and possible bar expansion than on the door reconfiguration. He asked that staff provide some renderings and cost estimates prior to the Capital Committee-of-the-Whole meeting so the Committee could have a better understanding of what to move forward with. Manager Kwiatkoski noted that in reviewing the capital that was approved last

year, spend for new restaurant furniture and replacement of the facility carpet was approved which ties into this aesthetics conversation. Commissioner Duffy suggested that staff refrain from purchasing any new furniture until they have chosen a vendor so that staff may work with the vendor to design the space.

Director Wilson advised that the Board approves the budget in January. However, the capital portion of the budget is solidified in November. Therefore, the Committee has between now and November to obtain hard cost estimates but that staff has included place holder numbers for the Committee-of-the-Whole discussion next week.

Commissioner Murdock, serving within his capacity as an ex-officio member of the Committee, asked Director Wilson if the bar expansion were included in place holder numbers as well. Director Wilson replied affirmatively. Commissioner Goebel asked for clarification as she did not recall a conversation regarding any bar expansion. Commissioner Duffy explained that the idea would be to create more space at the bar and elaborated upon current deficiencies within the bar space. Commissioner Goebel stated that may hinge on whatever vendor choses to occupy the space next. No clear Committee consensus was reached regarding the proposed bar expansion.

D. Golf Cart Path

Director Wilson reported that he had another call with ALAMP today to solidify promises that are being made about staging equipment and having crew onsite and ready to do work immediately on October 4th. ALAMP asked questions about other work they could get started on prior to October 4th while the golf course is still open to the public. Staff advised they are open to making progress as quickly as possible. Commissioner Duffy asked when any notice to golfers would be sent out. Manager Kwiatkoski indicated staff will start making preparations to provide notice to golfers.

VII. New Business

A. Golf Financials through June 30, 2021

Manager Kwiatkoski advised there is a little bit of a month over month decrease because of the variance. Overall, there is not too much loss from last month. Fee revenues remain high which also includes golf outing revenue being generated within the last month. Membership fees remain static and set as staff does not intend to sell anymore memberships for the year. Rental revenue is golf cart revenue and that has keep within budget. There has been a bit of an increase in retail sales as the golf course has been reaching out to new golfers. Most of the retail sold includes golf balls, tees and hats.

With respect to the expense side, Manager Kwiatkoski advised the supplies line item will fall more in line with what was budgeted as there were some purchases that are not reflected yet.

Commissioner Goebel asked why the salary and wages line item was down. Manager Kwiatkoski explained that the golf course is understaffed. Specifically, the maintenance staff has been two people short the entire year. The mechanics position is not staffed either.

B. Committee Responsibilities

Commissioner Duffy deferred this topic to staff.

VIII. Next Meeting

The next meeting of the Golf Operations Committee is scheduled for Monday, September 27, 2021.

IX. Adjournment

There being no further discussion, Commissioner Duffy moved and Commissioner Goebel seconded a motion to adjourn the Golf Operations Committee meeting at 6:05 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 August 31, 2021

Total District					YTD Variance		Total Year Projection 2021	Total Year Budget 2021
	Actual 2019	Actual 2020	Actual 2021	Budget 2021	Actual to Budget			
					\$	%		
Revenue								
Daily Fees	638,770	929,992	1,067,655	1,031,407	36,248	3.5%	1,319,600	1,295,000
Fee Revenue	185,021	109,729	199,516	165,266	34,250	20.7%	242,800	201,267
Membership Fees	209,429	150,925	312,545	213,888	98,657	46.1%	312,145	213,888
Rental Revenue	136,688	190,358	227,578	190,990	36,588	19.2%	280,170	268,000
Retail Sales	88,923	66,942	81,223	76,071	5,152	6.8%	98,000	98,000
Miscellaneous Revenue	53,930	36,494	46,561	42,378	4,183	9.9%	71,641	69,600
Total Revenue	\$1,312,761	\$1,484,440	\$1,935,078	\$1,720,000	\$215,078	12.5%	\$2,324,356	\$2,145,755
Expenses								
Salaries & Wages	508,038	\$496,833	\$510,225	\$547,763	(\$37,538)	-6.9%	\$737,898	\$809,244
Employee Benefits	59,005	62,911	41,946	60,963	(19,017)	-31.2%	79,056	101,975
Contract Services	93,664	87,555	112,873	111,964	909	0.8%	142,894	142,704
Utilities	52,811	60,592	57,734	61,320	(3,586)	-5.8%	85,888	85,814
Supplies	211,795	165,436	204,039	228,062	(24,023)	-10.5%	308,308	293,942
Repairs	39,888	45,630	62,701	71,126	(8,426)	-11.8%	98,408	102,053
Operating Expenses	\$965,201	\$918,956	\$989,518	\$1,081,198	(\$91,680)	-8.5%	\$1,452,452	\$1,535,732
Operating Surplus (Deficit)	\$347,560	\$565,484	\$945,560	\$638,802	\$306,758	48.0%	\$871,904	\$610,023
Non-Operating Revenue								
Bond Proceeds	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Capital Reimbursement	0	0	0	0	0		0	0
Total Non-Operating Revenue	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Non-Operating Expenses								
Capital	5,489	0	0	0	0	N/A	0	0
Debt Service	0	0	0	0	0	N/A	0	0
Transfers (Capital/Overhead)	132,000	132,000	132,000	132,000	0		198,000	198,000
Total Non-Operating Expenses	\$137,489	\$132,000	\$132,000	\$132,000	\$0	0.0%	\$198,000	\$198,000
Net Non-Operating Surplus (Deficit)	(\$137,489)	(\$132,000)	(\$132,000)	(\$132,000)	\$0	0.0%	(\$198,000)	(\$198,000)
Total Expenses	\$1,102,690	\$1,050,956	\$1,121,518	\$1,213,198	(\$91,680)	-7.6%	\$1,650,452	\$1,733,732
Net Surplus (Deficit)	\$210,071	\$433,484	\$813,560	\$506,802	\$306,758	60.53%	\$673,904	\$412,023