



WILMETTE PARK DISTRICT
Golf Operations Committee Meeting
Monday, March 22, 2021
6:30 p.m. – Online¹

AGENDA

- I. Meeting Called to Order

<u>Members of the Committee:</u>	<u>Staff:</u>
Commissioner Amy Wolfe, Chair	Director Steve Wilson
Commissioner Julia Goebel	
Commissioner Mike Murdock	
- II. Approval of Minutes
 - A. February 22, 2021
- III. Communications and Correspondence
- IV. Public Comment/Recognition of Visitors
- V. Manager Reports
- VI. New Business
 - A. Golf Financials through February 28, 2021
- VII. Unfinished Business
 - A. Golf Cart Path Project – Update
- VIII. Next Meeting – April 26, 2021
- IX. Adjournment

¹This meeting will be held remotely via Zoom. To participate via Zoom on the phone, please call 312-626-6799 and enter meeting ID #893 8670 9392 and passcode #742683. If you wish to participate via the Zoom software, please use the same meeting number and passcode. Public Comment will be facilitated on Zoom during the meeting.
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, February 22, 2021

Virtual Meeting via Zoom

Present

Commissioners/Committee: Chair Amy Wolfe, Julie Goebel, Mike Murdock
Staff: Steve Wilson, Adam Kwiatkoski, Nick Marfise, Jaime Locke, Jonathan Colton, Sheila Foy

Visitors: Sue Salay, Andrew Levy, Alli Frazier, Kara Kosloskus, Mike Doyle, Rich DeLeo, Walter Keats. Mark Schumacher

Absent

None

I. Meeting Called to Order

Meeting called to order at 6:33 p.m.

II. Approval of Minutes

A. January 25, 2021 Golf Operations Committee Meeting

Commissioner Murdock moved and Commissioner Goebel seconded a motion to approve the minutes of the January 25, 2021 Golf Operations Committee meeting.

By a roll call vote, voting Yes, Commissioners: Goebel, Murdock and Wolfe. Voting No, none. *Absent*, none; **motion carried.**

III. Communications and Correspondence

Commissioner Goebel commented that she has received questions about the cross country ski trail and she has been happy to respond that it is up and running, free of charge, and open for people to enjoy.

IV. Public Comment/Recognition of Visitors

The Attendance Record will become part of the permanent record.

V. Manager Reports

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

- He informed the Committee that both open vacancies in the maintenance department have been filled. He introduced Jonathan Colton who is the new golf course mechanic. He also informed the Committee that the new Assistant Superintendent will begin work in the coming weeks.

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

- He showed slides of the golf course illustrating the cross country ski trail and the grooming equipment used to create the trail. He explained that the

trail has been heavily used and has different loops so everyone can choose the loop that works best for them.

- He showed slides of the offseason work on all the maintenance equipment as well as the work done for the course amenities like tee markers, golf hole cups, and other miscellaneous items.

VI. New Business

A. Golf Financials through January 31, 2020

- a. Director Wilson walked the Committee through the financial through January 31, 2021 and explained that while there is very limited activity for the golf course in January, revenue is slightly higher and expenses are slightly lower than anticipated. Revenue is higher as people are purchasing their season memberships earlier and also paying off any old balances.

VII. Unfinished Business

A. Golf Cart Path Project Update

- a. Director Wilson stated that while the snow and cold weather has been great for cross country skiing, it does not bode well for the resumption of work on the golf cart path. He highlighted that the snow needs to melt, and that all the water from the melt will cause the ground to be soft further delaying the start of work to avoid additional damage to the course. He said that the planning meeting originally scheduled for February 15 is now scheduled for March 2 with the hope that work can begin in the couple weeks following that meeting. Commissioner Wolfe asked if the weather delays meant that there would be a delay in completion, and Director Wilson responded that the hope is that the contractor will commit enough people to get the work done quickly and still meet the deadline and allow the course to be unencumbered with work sooner than later.

B. Golf Financials through December 31, 2020 – Represented

- a. Director Wilson stated that the December 31, 2020 financial statements were being represented per the request from the Committee at the last meeting to show a calculation of the Actual 2019 results as compared to the Actual 2020 results. He highlighted how much higher revenues were and that expenses were actually lower, leading to an overall bottom line that is much more significant in 2020 than in 2019. Commissioner Murdock asked if it is time to consider budgeting for capital transfers again in the future and Director Wilson said he felt it was.

VIII. Next Meeting

The next meeting of the Golf Operations Committee is scheduled for Monday, March 22, 2021.

IX. Adjournment

There being no further discussion, Commissioner Goebel moved and Commissioner Murdock seconded a motion to adjourn the Golf Operations Committee meeting at 6:55 p.m.

By a roll call vote, voting Yes, Commissioners: Goebel, Murdock and Wolfe. Voting No, none. *Absent*, None; **motion carried.**

Committee Chair

Director

Minutes Approved on _____

UNOFFICIAL



Wilmette Park District
 Revenue and Expense Statement
 Golf Operations Before Transfers
 For Month End February 28, 2021

Total District	Through February 28			YTD Variance		Total Year Budget 2021
	Actual 2020	Actual 2021	Budget 2021	Actual to Budget		
				\$	%	
Revenue						
Daily Fees	13,448	9,917	1,937	7,980	412.0%	1,295,000
Fee Revenue	40,808	0	43,992	(43,992)	-100.0%	201,267
Membership Fees	19,497	29,799	6,185	23,614	381.8%	213,888
Rental Revenue	3,777	5,730	3,800	1,930	50.8%	268,000
Retail Sales	3,905	2,190	1,882	308	16.4%	98,000
Miscellaneous Revenue	<u>9,743</u>	<u>3,557</u>	<u>634</u>	<u>2,923</u>	461.1%	<u>69,600</u>
Total Revenue	\$91,177	\$51,193	\$58,430	(\$7,237)	-12.4%	\$2,145,755
Expenses						
Salaries & Wages	106,072	\$77,835	\$81,166	(3,331)	-4.1%	\$809,244
Employee Benefits	9,976	6,564	9,682	(3,118)	-32.2%	101,975
Contract Services	6,534	5,728	7,518	(1,791)	-23.8%	142,704
Utilities	2,671	5,783	13,940	(8,157)	-58.5%	85,814
Supplies	8,469	3,011	8,809	(5,798)	-65.8%	293,942
Repairs	<u>8,744</u>	<u>1,575</u>	<u>5,769</u>	<u>(4,194)</u>	-72.7%	<u>102,053</u>
Operating Expenses	\$142,467	\$100,496	\$126,885	(\$26,389)	-20.8%	\$1,535,732
Operating Surplus (Deficit)	(\$51,289)	(\$49,303)	(\$68,454)	\$19,152	-28.0%	\$610,023
Non-Operating Revenue						
Bond Proceeds	\$0	\$0	\$0	0	N/A	\$0
Capital Reimbursement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>0</u>
Total Non-Operating Revenue	\$0	\$0	\$0	\$0	N/A	\$0
Non-Operating Expenses						
Capital	-	0	0	0	N/A	0
Debt Service	0	0	0	0	N/A	0
Capital Transfer	0	0	0	0	N/A	0
Overhead Transfer	<u>0</u>	<u>0</u>	<u>32,987</u>	<u>(32,987)</u>	-100.0%	<u>198,000</u>
Total Non-Operating Expenses	\$0	\$0	\$32,987	(\$32,987)	-100.0%	\$198,000
Net Non-Operating Surplus (Deficit)	\$0	\$0	(\$32,987)	\$32,987	-100.0%	(\$198,000)
Total Expenses	\$142,467	\$100,496	\$159,872	(\$59,376)	-37.1%	\$1,733,732
Net Surplus (Deficit)	(\$51,289)	(\$49,303)	(\$101,441)	\$52,138	-51.4%	\$412,023



Memorandum

Date: March 19, 2021

To: Members of the Golf Operations Committee
Commissioner Amy Wolfe, Chair
Commissioner Julia Goebel
Commissioner Mike Murdock

From: Steve Wilson

Re: Golf Cart Path Project

The project has continued to proceed at a very slow pace in March. The amount of snow over the winter had to melt leading to very wet conditions. This caused work to not begin until the week of March 15, when the initial start date was anticipated to be March 1. During the week of March 15, snow fell on March 16, stopping work and causing days of wet conditions, exacerbated by rain later in the week.

As I type this memo, work has begun excavating down the tenth hole, and the associated damage due to equipment and truck traffic is greater than anticipated. Given the continued loss of time, staff is speaking with our engineers, the contractor, and making financial estimates of the impact of this further delay when it comes to operations.

Likely, our best course of action will be to delay the project until fall, fix the work and damage that took place in the one day of work on March 15th. Staff is working on financial impacts of multiple scenarios and we are discussing with the contractor our concepts. We want to balance the financial impact of the project in conjunction with the expectations of the golf community for the upcoming season.

Those conversations will be ongoing today through Monday, so I will bring a summary and recommendation to the committee at the meeting.

If you have any questions, please let me know.