



WILMETTE PARK DISTRICT
Golf Operations Committee Meeting

Monday, January 25, 2021

6:30 p.m. – Online¹

AGENDA

- I. Meeting Called to Order

<u>Members of the Committee:</u> Commissioner Amy Wolfe, Chair Commissioner Julia Goebel Commissioner Mike Murdock	<u>Staff:</u> Director Steve Wilson
---	--
- II. Approval of Minutes
 - A. November 23, 2020
- III. Communications and Correspondence
- IV. Public Comment/Recognition of Visitors
- V. Manager Reports
- VI. New Business
 - A. Golf Financials through December 31, 2020
- VII. Unfinished Business
 - A. Golf Cart Path Project – Update
- VIII. Next Meeting – February 22, 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 #890 9624 9057 and passcode #714622. 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, November 23, 2020

Virtual Meeting via Zoom

Present

Commissioners/Committee: Chair Amy Wolfe, Julie Goebel, Mike Murdock

Staff: Steve Wilson, Adam Kwiatkoski, Nick Marfise, Keith Kirsch, Jaime Locke, Sheila Foy, Libby Baker

Visitors: Sue Salay, Pamela Lurie

Absent

None

I. Meeting Called to Order

Meeting called to order at 6:30 p.m.

II. Approval of Minutes

A. June 2, 2020 Golf Operations Committee Meeting

Commissioner Goebel moved and Commissioner Wolfe seconded a motion to approve the minutes of the June 2, 2020 Golf Operations Committee meeting.

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

B. July 13, 2020 Golf Operations Committee Meeting

Commissioner Goebel moved and Commissioner Wolfe seconded a motion to approve the minutes of the July 13, 2020 Golf Operations Committee meeting.

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

C. August 24, 2020 Golf Operations Committee Meeting

Commissioner Goebel moved and Commissioner Wolfe seconded a motion to approve the minutes of the August 24, 2020 Golf Operations Committee meeting.

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

D. September 28, 2020 Golf Operations Committee Meeting

Commissioner Goebel moved and Commissioner Wolfe seconded a motion to approve the minutes as amended, of the September 28, 2020 Golf Operations Committee meeting.

Page 2, Item IIIV., "Shissler" was changed to "Goebel".

By a roll call vote, voting Yes, Commissioners: Goebel and Wolfe. Voting No, none. *Absent*, Murdock; **motion carried**. The minutes were approved as amended.

E. October 26, 2020 Golf Operations Committee Meeting

Commissioner Goebel moved and Commissioner Wolfe seconded a motion to approve the minutes of the October 26, 2020 Golf Operations Committee meeting.

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

III. Communications and Correspondence

Commissioner Goebel noted that she received a comment from a long time golfer commending Adam, Nick and the golf staff for their efforts to improve golf operations and the course.

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:

- 2,700 rounds of play are anticipated for November; for the previous three Novembers the average was 250-300 rounds
- Total rounds played for the year will exceed 41,000
- Cart path project is underway

Commissioner Murdock joined the meeting at 6:36 p.m.

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

- Mowing of the tees, fairways and approaches will likely finish today
- Drainage work continues
 - Holes 1, 8, 10, 14 and 17 are complete
 - 2,000 linear feet have been installed to date

In response to questions from Commissioner Murdock, Nick reported that following the 2013-2014 renovation, staff knew additional drainage would be required. Capital money is budgeted each year towards drainage. He explained that the limiting factor for completing all the drainage is time since it is difficult to complete the work during the golf season, as it would disrupt play. Nick added that the work is generally done in the spring and fall.

- Bunkers have been filled with sand as needed
- Commissioner Murdock asked for an update on the check valve project. Nick reported the project is about half complete. Supplies are on hand, so when time allows, work will continue.

- Cart Path Project Update
 - Installation of the drains has started
 - “Grade” stacks have been put in place by the engineers
 - Silt fences are in place to prevent debris from entering the floodway
 - Caution is being taken to protect the turf, and keep the course neat and clean
 - All the dirt and material is being kept on site as a cost saving measure
- Staff will begin preparing the course for winter
 - Application of snow mold prevention
 - Sand topdressing off/on all playing surfaces
 - Application of dormant fertilizer
 - Course will prepared for cross country ski trails
- Weather permitting, the course will remain open on weekends

VI. New Business

None

VII. Unfinished Business

None

VIII. Next Meeting

The committee will not meet in December. The next meeting is scheduled for Monday, January 25, 2021.

IX. Adjournment

There being no further discussion, Commissioner Murdock moved and Commissioner Goebel seconded a motion to adjourn the Golf Operations Committee meeting at 6:59 p.m.

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

Committee Chair

Director

Minutes Approved on _____



Wilmette Park District

Revenue and Expense Statement (Unaudited and without Overhead)

Golf Operations

As of December 31, 2020

Total District	Year-To-Date			YTD Variance		Total Year Budget 2020
	Actual 2019	Actual 2020	Projected 2020	Actual to 2020 Projected		
				\$	%	
Revenue						
Daily Fees	824,305	1,351,850	1,255,209	96,641	7.7%	853,891
Fee Revenue	205,027	170,554	76,056	94,498	124.2%	228,056
Membership Fees	209,429	151,624	246,479	(94,855)	-38.5%	210,228
Rental Revenue	185,953	282,890	259,775	23,115	8.9%	192,880
Retail Sales	114,557	98,312	91,000	7,312	8.0%	103,500
Miscellaneous Revenue	<u>84,958</u>	<u>51,666</u>	<u>65,844</u>	<u>(14,178)</u>	-21.5%	<u>88,850</u>
Total Revenue	\$1,624,229	\$2,106,896	\$1,994,363	\$112,533	5.6%	\$1,677,405
Expenses						
Salaries & Wages	730,051	\$761,634	\$739,820	21,814	2.9%	\$835,197
Employee Benefits	95,520	109,782	113,142	(3,360)	-3.0%	114,240
Contract Services	129,470	129,629	125,780	3,849	3.1%	129,190
Utilities	80,636	100,514	103,249	(2,735)	-2.6%	91,618
Supplies	337,144	260,387	235,053	25,334	10.8%	291,223
Repairs	<u>80,417</u>	<u>96,088</u>	<u>77,389</u>	<u>18,699</u>	24.2%	<u>80,879</u>
Operating Expenses	\$1,453,238	\$1,458,033	\$1,394,433	\$63,600	4.6%	\$1,542,347
Operating Surplus (Deficit)	\$170,991	\$648,863	\$599,930	\$48,933	8.2%	\$135,058
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	-	0	0	0	N/A	11,510
Debt Service	0	0	0	0		
Capital Transfer	0	0	0	0		0
Overhead Transfer	<u>198,000</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>198,000</u>
Total Non-Operating Expenses	\$198,000	\$0	\$0	\$0	N/A	\$209,510
Net Non-Operating Surplus (Deficit)	(\$198,000)	\$0	\$0	\$0	N/A	(\$209,510)
Total Expenses	<u>\$1,651,238</u>	<u>\$1,458,033</u>	<u>\$1,394,433</u>	<u>\$63,600</u>	4.6%	<u>\$1,751,857</u>
Net Surplus (Deficit)	(\$27,009)	\$648,863	\$599,930	\$48,933	8.2%	(\$74,452)