

**SPECIAL MEETING
OAK LAWN PARK DISTRICT
BOARD OF COMMISSIONERS
HELD ON NOVEMBER 28, 2006**

The Board of Commissioners of the Oak Lawn Park District was convened in a Special Meeting on November 28, 2006 at 6:30 p.m. Commissioner Callahan called the meeting to order.

ROLL CALL:

Present: Andersen, Vorderer, Wallace, Callahan
Absent: McCauley

The Board reviewed operational matters, then the 2007/2008 budget.

CLUBHOUSE UPDATE

Director Kelly invited Chris Chenoweth, manager of the clubhouse restaurant, to update Board members on changes that have been made and are planned. It was proposed that clubhouse evening hours be reduced for winter months, and one commissioner expressed concern about that proposal. It was a tough summer with turnover of the manager and cook. The restaurant manager cannot be a department head, and Chris has assumed that role.

Chenoweth summarized that a new manager was hired, formerly from Jedi Restaurant; and a cook was hired, formerly from Deja Brew. Every day is different at the clubhouse as seasons change. In June, banquet business was 65% of revenue and the restaurant was 35%, with total revenue of \$63,000. In November, banquet business was 35% of revenue and the restaurant was 65%, with revenue of \$8,700 through November 20.

Chenoweth cited lack of location visibility and the fact that it is a golf-driven facility as reasons for poor sales. With the daylight saving time change, golfers leave the clubhouse at 4 p.m. now; in the summer they stayed for dinner and as late as 9:30 p.m. Chenoweth reviewed how other area golf courses adjust their hours in the winter months. They either close or have a snack bar/restaurant open dependent on the ability to play golf.

Staff had proposed winter restaurant hours from 9:30 a.m. to 5 p.m. to reduce staffing costs and conform to a daily shift. The restaurant would be open additional hours to accommodate banquets. Simulators would be available until 10 p.m. on Monday, Wednesday, Friday, and Saturday, but would close at 5 p.m. on other days or when there were no simulator reservations. The clubhouse would be flexible in accommodating simulator players.

Callahan expressed his disappointment that the clubhouse continues to have problems. He does not expect good simulator business this year because simulator players left our facility when it became smoke free. That may change in the spring when the smoking ban is in effect, and other clubhouses become smoke free. He noted that our simulators are not properly maintained.

Vorderer expressed his comments as a user of the facility and asked to separate the restaurant and simulator business for discussion purposes. He believes the restaurant is not being marketed properly, that there is no lunch business without golfers, and the food was average but is improving. A good product is needed to bring customers to the restaurant.

The simulator business supports the facility when there are no golfers. His group can spend \$150 on a night when they reserve the simulators. However, one simulator screen has been bad for years, and no one wants to pay \$18/hour to use it. Our facility only offers one good simulator.

Vorderer summarized his disappointment that the clubhouse is failing without even trying to succeed. He rejected different closing times on various nights and said no one will remember the complicated schedule. He proposed a shift of 10:30 a.m. to 7 p.m. for staff's consideration.

Wallace suggested staff re-evaluate a plan that clearly is not working. She noted that she had a party for 125 guests at the facility and was pleased. Yet when she inquired about an office party, communication was poor and the clubhouse lost that sale. She concurred that the restaurant needs to be run as a business, marketed properly and provide timely follow-up on banquets.

Andersen noted that the Foundation Christmas party will be at the clubhouse, in an attempt to discourage outside catering. The food and service will need to be impressive, or it will be difficult to make the case next year to use in-house resources.

Director Kelly cited past problems with restaurant managers and stated that we inherit our reputation. Chenoweth provided Commissioners with a progress report, a list of goals for the spring and a proposed new menu for the facility that offers a great burger to bring in customers. Commissioners suggested advertising an April "reopening" in church bulletins and elsewhere and offering discounted meal coupons. They proposed simulator discounts to fill open times, taking advantage of the new computer program in place to fill those slots. Chenoweth believes the restaurant has the potential to be very good and will strive to improve it and the simulator business.

PAVILION TRACK RESURFACING

Joel Craig reported that the Park twice requested bids for track resurfacing, but only one bidder submitted a proposal for \$60,470, which is \$6,000 less than first proposed. This work will involve putting a new floor over the existing one that is threadbare. This is an infrastructure project that needs to be completed by April 1.

The commissioners will approve this project at the December regular board meeting. Andersen motioned to send a letter of intent to the bidder in the meantime stating that a full contract would be prepared. Callahan seconded.

Voting: Aye: All – Nay: None.

RACQUETBALL FACILITY RENOVATION

Vorderer commented that the facility looks great and shows the most improvement from the renovation project. Staff stated that new carpeting and rebuilding the front desk are scheduled for January. A chamber open house will be hosted when work is completed.

ADLER ROOFING CONTRACT

Joel Craig will meet with the architect and Chris Adler on November 30 re the \$67,000 charge to bury the Commonwealth Edison lines at the racquetball facility in order to complete the roofing work. Commissioners suggested urging Adler to be realistic in negotiating this amount before April. If we are reimbursed, the money could be used for a similar type renovation project.

Adler is owed a balance of about \$130,000 for the roofing work. Andersen as Board Secretary received a notice of intent to file a lien from Adler's siding subcontractor, Jones & Brown, for \$40,000. A lien against public property is useless because it would only come into effect when property is sold, and the racquetball club is not being sold. Jones & Brown did a good job, but they are being penalized because they receive payment from Adler. We do not want a reputation of not paying contractors, and we have the ability to write a joint check to Adler/Jones & Brown to ensure that this subcontractor is paid. There are no other subcontractors on this job.

Callahan turned the meeting over to Wallace as finance chair.

2007/2008 PROPOSED BUDGET, CORPORATE FUND

Jim Schmaedeke reviewed the corporate fund:

Revenue Highlights:

- Property tax revenue is \$37,000 higher.
- Fox College pays \$21,000 for use of the parking lot.
- "Other" revenue includes \$13,000 marketing funds from Pepsi, advertising revenue, community donations, ball field equipment income, charge backs, and interest earnings allocations.

Expense Highlights:

- A 10% increase is estimated for health insurance costs, which is partly based on claims filed, and we have some high claims. The HSA plan should not increase as much as the PPO plan. Andersen suggested mandatory staff meetings to explain changes to the insurance plans before open enrollment.
- Salaries and wages are based on a 3.4% cost of living/merit increase, a 1% Christmas bonus, and a few salary adjustments. The upcoming increase in minimum wage mostly affects seasonal staff, but employees with a certain amount of service may see a wage adjustment. Staff does not receive step increases based on years of service.
- Maintenance fund has a \$7,000 increase for gasoline and lubricants, to reflect higher costs.
- Allocations account reflects an adjustment to other funds to pay their share of administrative expenses, and it balances the corporate fund's revenues to expenses.

OTHER:

The next finance meeting will be scheduled after Christmas.

On a personal note, Andersen asked to keep Marty Larson, Sr. in our prayers. He is ill, after his grandson just died of cancer.

ADJOURN:

Callahan moved, Andersen seconded to adjourn.

Voting: Aye: All – Nay: None.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Gary Callahan, Vice President

Cindy Pender, Recording Secretary