

Minutes of the Special Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, April 13, 2016 at 6:00 pm at the New Lenox Community Park District Administrative Building, New Lenox, IL.

GENERAL FUNCTIONS:

- Call to order** President Fischer called the April 13, 2016 meeting to order at approximately 6:00 pm.
- Attendance** The following were present: Commissioners: Larson, Thomson, Kraemer, Schulz and President Fischer.
- Also in Attendance** Executive Director Greg Lewis, Director of Business Services Kathy Lynch, and Deputy Director of Executive Services Jacque Tuma.

General Golf Industry

Statistics Director of Golf Schulz noted to the board this workshop is to help explain specifically what the Golf Course does and how it falls within the Park District's Mission Statement; the Golf Course is the largest open space the District currently owns.

Golf Course Operation

(Power Point

Presentation)

Director of Golf Schulz began his presentation with an overview of the Golf Course for 2015 and 2016. Director of Golf Schulz noted rounds were up, revenue is up along with expense being up a bit in some areas. The increase in fees for the driving range was successful along with eliminating one beverage cart. Utilizing more volunteers was a great success in the 2015 season. The course exceeds the golf trends; we are always on time for our tee-times, but have to watch due to being a little tight. Director of Golf Schulz noted this year the projected rounds are at 32,322 but will vary depending on weather which is being predicted to be in the 80's-85. Director of Golf Schulz talked about the NGF article found in the packet; indicating the young golfers are driving the industry now. Director of Golf Schulz also noted we were always on time with our tee times but will have to evaluate the timing because last year was a little at times for tee times. Director of Golf Schulz also noted come July the Labor Laws are changing and will affect the District.

There was a discussion on the 2016 Rates increasing a \$1.00 for the following services: Senior Rates, Wednesday Rates, 18 League Rate, 18 Pull Cart Rate, and the junior's lunch. It is estimated to generate a potential revenue of 25K. The course now has the ability to charge for "NO SHOWS"; this will happen if they book via online with Golf Now and the patron will have fight the charge with Golf Now/CBS Sports. Commissioner Kraemer asked what our cancellation policy is. Director of Golf Schulz noted we have a 24 hour cancellation policy. We also are going to offer Dynamic Pricing through Golf Now; along with a deal for the day via the website. Commissioner Thomson asked if we are able to track where the out district golfers are coming from. Director of Golf Schulz noted with the technology now we can see where the tee time was booked; it gets data capture of the zip codes. Executive Director Lewis asked how often we do Dynamic Pricing. Director of Golf Schulz noted daily.

Director of Golf Schulz noted we have three new outings for 2016 and those from 2015 are returning. This year we are going to cut back on tee times after an outing; to maximize tee sheet progress. Going to run more double shotgun starts in 2016; currently the course itself runs 6 outings.

Director of Golf Schulz discussed staffing for the upcoming season and noted with the Labor Laws changing come July staffing will be different this year. There will be a lot of cross training with the Food and Beverage side; volunteer will be given additional duties; cross training with indoor/outdoor staffing and volunteers. With the Labor Laws changing the amount of hours allowed to work will also change; Director of Golf Schulz noted if an employee works more than 7.5 hours they have to be given an uninterrupted meal break. This means potentially more staffing to combat the lunch breaks. Executive Director Lewis noted the Exempt vs. Non-Exempt employees will be changing along with the salary threshold almost doubling what it currently is at. Director of Golf Schulz noted the Head Cook position is now Full-time and already on health benefits because of the ACH. President Fischer asked what the Head Cook will do in the winter months; besides cook. Director of Golf Schulz noted there will be more cross training to accommodate the winter months. Commissioner Thomson asked if there was a policy about gambling during work hours. Currently there is not a policy. It was also noted the Assistant Superintendent position will be merged with the Golf Course foreman and filled in with part-time seasonal help.

President Fischer asked about hourly vs. salary. Executive Director Lewis there are many parts for the law to be passed; but we are currently looking at our Full-Time positions. Executive Director Lewis noted this will affect our Recreational Supervisors as they do a lot of “Hands On” per the job description. Right now we are setting up the stage and this information will be discussed at the committee level first and then brought to the Board.

Director of Golf Schulz noted the course took over the Couples League and sold out. This league is on Friday’s; it sold out in 23 days and those who were in the league last year were not guaranteed a spot. We also have Monday night and Junior Leagues again this year. Commissioner Thomson asked how we fair with other surrounding courses. Director of Golf Schulz noted we are doing pretty well and we are trending where we need to be.

Food and Beverage this year will have limited services with 1 beverage cart during outings. We are condensing the selection of liquor; basic liquors on selected liquors. We will be eliminating specials; but will occasionally offer a special. The kitchen hours will be limited; with the outing caterer remaining the same as last year but will keep the food order tight and will keep some foods on hand to cook in house. Director of Golf Schulz noted we are going to try Beer/Wine tastings; have reached out to some local vendors; thinking along the lines like the Boo and Brew but have Cheese and Wine Night.

Gaming update, our vendor is extremely happy with the progress the gaming room has done and all five machines are operating great. Commissioner Larson was concerned about the gaming room being open during outings. Director of Golf Schulz noted it’s a good thing because hopefully those who win will put more money back into the outing by buying raffle tickets.

Director of Golf Schulz noted the course is going to change things up a bit; the greens will be rolled out once a week on Fridays; top dress will hopefully help out ball markers which golfers are supposed to fill in. Tees and Fairways tie into to our chemical costs and this will vary depending on weather. We currently have 76 bunkers and at least 12 of the bunkers will not be maintained this season; will be removing 6-8 bunkers saving an additional \$2,500.00; and we won’t be pumping bunkers out right way this season either. President Fischer asked if we are rebuilding any; the answer was no. Executive Director Lewis noted the industry as a whole will not be maintaining like before.

Director of Golf Schulz noted this year will not be doing as much Capital as in year’s past. Will be changing the doors and locks; adding additional cameras. Executive Director Lewis noted with the Security upgrades we are looking to budget approximately 40K. Commissioner Thomson asked if these were rough numbers. Director of Golf Schulz noted yes, but we are still working on the final numbers. ADA improvement need to be made; adding a ramp to the deck area which was funding with ADA funds. The front entrance will also be completed. It was noted the Cart Fleet is done next year and we will flip ownership again. No equipment is being asked for in 2017; the kitchen fryer will be budgeted for since the current one is from 1996. A new fryer is about 17K. Commissioner Thomson asked if we could purchase a used one. Director of Golf Schulz said yes, but they will not allow financing on a used fryer. Director of Golf Schulz also noted we currently cannot get parts for the current the fryer.

**Golf Course
Depreciation Fiscal
Year Detail**

There was discussion on the current equipment and the current plan; we have four pieces of equipment coming off of the equipment lease program which will free up cash flow. Executive Director Lewis note moving forward a 7 year plan is not what the course will need.

**Discussion on Fiscal
Year 2016-2017
Budget Overall**

Personnel Increases Not to Exceed 3% for Cost of Living, Longevity, and Merit (Excludes Individual Positions Reclassifications)

Executive Director Lewis noted nothing is being voted on tonight; this is just discussion and information. Executive Director Lewis noted the Personnel Committee will have to meet regarding the exempt vs. non-exempt and the information that was provided by the Management Association Group. Executive Director Lewis noted the District is below the standard with salaries; but the Revenue/Expense graphs reflect the bonds being paid off which is why it looks like we are closer to the standard. President Fischer question how we could be saving 69.93% and the impact only is at 2.30%. Director of Business Services Lynch noted the part-time wages are not included in tonight's information and will increase the budget lines as needed not necessarily by the entire 3% increase. Commissioner Kraemer noted our programs are doing well and will be able to absorb some of the costs. Commissioner Larson asked if this will change our structure/organizational chart of the District. Executive Director Lewis noted this year will have to budget for an Overtime line item within all departments which has never been budgeted for; currently no one is overpaid at the District and no one is at the midpoint. President Fischer asked why we need to budget for OT. Executive Director Lewis noted the federal government is indicating employers are taking advantage of their employees who are salaried. President Fischer asked if there would ever be a cap on any of our positions. Director of Business Services Lynch noted we could lose a good employee when some of this all said and done moving forward because of the market. Director of Business Services Lynch noted 16 different districts were used for the comparison of our positions and we still are not even at the midpoint. President Fischer asked how all of this is going to affect the upcoming budget. Executive Director Lewis noted we have to budget for the OT and the changes that are coming. Director of Business Services Lynch noted once this all goes into law everyone has 60 days to implement not the typical 120 days. Executive Director Lewis noted nothing final yet and it's all a wild card game but we as a District have to be prepared since the law will pass during the fiscal year. Commissioner Kraemer asked if we will be using a formula to calculate the OT line item. Director of Business Services Lynch noted she would have to come up a formula because right now it's all being done differently with different districts.

The board had a discussion on the exempt vs. non-exemption for staffing. It was asked how many positions is this going to affect; currently only 9 out of the 23 Full Time positions qualify for exemption status. The 3% increase is being asked to be passed prior to the May 1st so Business Services can start with the fiscal year with the increases instead of later in the budget process because having to figure out back pay for the whole district. Executive Director Lewis noted more information will be forthcoming with the budget process. President Fischer noted if any Commissioner had any further questions and/or concerns about the 3% increase to contact Executive Director Lewis and/or Director of Business Services Lynch prior to the workshop and our regular meeting.

Adjournment

At approximately 8:09p.m. President Fischer requested a motion to adjourn the April 16, 2016 Special Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,
Jacque Tuma
Recording Secretary