

PROSPECT HEIGHTS PARK DISTRICT

BOARD REPORT

APRIL 17, 2018

PUBLIC NOTICE
Prospect Heights Park District
Agenda for the April 17, 2018 Regular Board Meeting
Gary Morava Recreation Center
110 W Camp McDonald Road, Prospect Heights, IL 60070

- I. Call to Order – 7:00 p.m.
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Corrections / Additions / Approval of Agenda
- III. Correspondence
 - A. IAPD PowerPlay! Beyond School Grant Award Letter dated 03/15/18
 - B. Betsy Ross School Student Petition to Change the Safety Break Time
- IV. Recognition / Welcome
 - A. Residents
 - B. Guests
- V. Approval of Minutes
 - A. Regular Board Meeting – March 20, 2018
- VI. Announcements (Meetings)
 - A. Regular Board Meeting - May 15, 2018 7:00 p.m. GMRC
 - B. Committee of the Whole – Parks Tour 4:00 p.m. OCCC
- VII. Park District Treasurer’s Report
- VIII. Business Manager Report
- IX. Attorney’s Report
 - Legal Matter
- X. Administrative / Operational Summary
 - A. Executive Director
 - B. Superintendent of Recreation
 - C. Superintendent of Facilities and Parks
 - D. Director of Golf Operations
 - E. Superintendent of Greens
 - F. Administrative/Operational Updates
- XI. Committees of the Board
- XII. Public Comment

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- XIII. Unfinished / Ongoing Business
 - A. Food, Beverage & Banquet Service at Old Orchard Country Club
- XIV. New Business
- XV. Adjournment

INote 1: Meeting Location – Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL

Note 2: If you would like to attend a Park Board meeting but require an auxiliary aid, such as a sign language interpreter, please contact the Executive Director, 847-394-2848, at least 72 hours prior to the scheduled meeting.

Our mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreation programs, educational opportunities and special events.

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, MARCH 20, 2018**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:07 p.m.

Commissioners present:

Vicki Carney
Tim Jones
Karl Jackson
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Edlyn Castil – Admin. Asst./Recording Secretary
Ali Geary – Marketing Coordinator

Commissioners absent:

Ellen Avery
Terry Curtis

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Kirste and seconded by Commissioner Carney to approve the agenda as submitted with two absent (Commissioners Avery and Curtis). The motion was approved with a voice vote. The motion carried.

Correspondence

There was none.

Recognition/Welcome

There were no residents in attendance.

Approval of Minutes

Regular Board Meeting – February 20, 2018

There was discussion about correcting the minutes to read under Roll Call "...Vicki Carney (*arrived at 7:23 p.m.*), Terry Curtis...".

A motion was made by Commissioner Loranger and seconded by Commissioner Kirste to approve the February 20, 2018 Regular Board Meeting Minutes as corrected. The motion was approved with a voice vote with two absent (Commissioners Avery and Curtis). The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled on April 17, 2018 at 7:00 p.m. at GMRC.

Park District Treasurer's Report

Approval of Warrants for Payment

| | | | |
|-------------------|------------|----|------------|
| Vendor #2 | | \$ | 78,672.31 |
| Vendor #2A | | \$ | 7,477.15 |
| Vendor #2B | | \$ | 7,134.68 |
| Vendor #2C | | \$ | 11,639.72 |
| Vendor #2D | Electronic | \$ | 32,293.11 |
| Payroll #3 | 02/02/18 | \$ | 62,935.94 |
| Payroll #4 | 02/16/18 | \$ | 59,312.45 |
| Total of Warrants | | \$ | 259,465.36 |

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 2, 2A, 2B, 2C, 2D, and Payroll 3, 4 in the amount of \$259,465.36. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: Commissioner Avery and Curtis

The motion carried.

Business Manager Report

YTD Fund Summary

This item will be tabled until next month.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported that she is working on signage for the Nature Preserve and working on putting together an RFP for the District's website.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported the Spring Brochure was mailed out to residents last week. She has met with the Prospect Heights Library District about the Storywalk and gave Dino and Doug Ransdell samples of the Storywalk boards.

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers reported that the baseball fields are not ready and prep work to the fields will be completed but it is dependent of the weather. NRC is working with the Park District staff to clean up Walnut Woods. The Board suggested asking the City Arborist to evaluate.

Director of Golf Operations – as submitted.

Superintendent of Greens – as submitted.

Committees of the Board

There were none.

Public Comment

There were none.

Unfinished/Ongoing Business

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro reviewed the updated timeline. She reported that Marketing Coordinator Ali Geary created a banquet menu and OCCC will not need to hire a graphic artist.

Unfinished/Ongoing Business (continued)

Park District Logo Discussion

Executive Director Christina Ferraro and Marketing Coordinator Ali Geary presented to the Board Logo 3 which received the most votes by the staff. By Board consensus, Logo 3 will be the District's new logo.

Golf Grounds Equipment Lease

There was discussion about the proposals received for the Golf Grounds equipment.

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to approve the lease proposal from Wintrust for the three pieces of grounds equipment for a 60 month term at a cost not to exceed \$114,850. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: Commissioner Avery and Curtis

The motion carried.

Recess into Executive Session

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1)) at 7:23 p.m. The motion was approved with a voice vote. The motion carried.

Reconvene to Open Session

Open session reconvened at 7:58 p.m. During Executive Session Approval of Minutes and Personnel were discussed.

Possible Action on Matters Discussed in Executive Session

Discussion was held regarding personnel. Executive Director Christina Ferraro was directed to engage with McClure, Inserra & Company from Arlington Heights to provide accounting services on average two days a week on a short term basis for District. A new position of Superintendent of Finance and Human Resources was approved. The new job description, pending approval of Finance Committee, will be posted as soon as possible with GFOA and IPRA.

Adjournment

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:36 p.m. The motion was unanimously approved with a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

March 15, 2018



Julie Caporusso
Superintendent of Recreation
Prospect Heights Park District
110 W Camp McDonald Road
Prospect Heights, Illinois 60070

Dear Julie,

Congratulations! On behalf of IAPD and the grant committee, I am happy to inform you that your agency has been chosen to receive a PowerPlay! Beyond School Grant for your **PowerPlay Partners, Before and After School Program**. This year, IAPD is awarding a total of \$31,000 in PowerPlay! grants to member agencies.

Please find enclosed a check in the amount of \$1,000, a flash drive that contains the grant manual and a Park District Youth License Plate marketing kit that contains ready-to-use print advertisements, web advertisements, and radio and television public service announcements that you can use to publicize the license plate.

We need and rely on your agency's assistance with promoting this one-of-a-kind license plate as an important component of this program. Without continued funding from sales and subsequent renewals of the Park District Youth License Plate, the PowerPlay! Beyond School Grant Program would cease to exist.

Thank you for making a difference in your community. We look forward to receiving success stories about your beyond school program.

Best personal regards,

A handwritten signature in black ink that reads "Peter M. Murphy".

Peter M. Murphy, Esq./CAE, IOM
President/CEO

enclosures

c: Christina Ferraro



**PROSPECT HEIGHTS
PARK DISTRICT**

(847) 394-2848

Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

TO: Carter Steffey
FROM: Christina Ferraro, Executive Director
DATE: April 10, 2018
RE: Petition to change the safety break time

I received the petition about changing the safety break time. During open swim hours there are 10 minute breaks when those 17 years and younger must exit the water. This is for safety reasons.

The break encourages children to take breaks while swimming. It also gives lifeguards a break from watching the water for long periods of time. Taking time out of the water allows children to rest, reapply sunscreen, use the restroom, get a snack and rehydrate. The lifeguards need to get out of the sun for these breaks too. Unfortunately we cannot afford to have more lifeguards on shifts so we have 10 minute breaks instead.

Your petition indicated you wanted to change the safety breaks to 10 minutes. These breaks are currently 10 minutes. I know that seems like longer when you are having fun in the water.

I hope you enjoy your summer and I hope to see you at the pool this year. I have enclosed a pass for you and each of your classmates to join us for an afternoon at the pool at no cost.

Thank you.

Our class recently read a story about a group of children who started a petition to keep their park open later. The story inspired the children to write their own petitions regarding things they are thinking about and would like to see changed. We hope you will take a minute to read their petitions and perhaps respond when you have a free moment. Thank you for your time and consideration.

Room 108
Betsy Ross School
Ms. Walsh's Class

Petition: Change safety break time
To: Prospect Heights Park District
From: Carter Steffey

We want to change the safety break time to 10 minutes.

People get really cold if they wait a long time.

10 minutes is a long enough rest.

There aren't any other open areas to play in when there is a safety break.
So there is nothing to do.

SIGNATURES

1. _____ Emil
2. _____ Bennett
3. _____ OSCAR
4. _____ Jimmy
5. _____ Lea
6. _____ Elliott
7. _____ Sierra
8. _____ SHIMON
9. _____ ANNA
10. _____ Lexi
11. _____ Mrs. Barros
12. _____ Dean
13. _____ Luke
14. _____ Mackenzie
15. _____ Jana Gutova
16. _____ Angela
17. _____ Gracie
18. _____ Julia
19. _____ Carter
20. _____ Nicole



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PARK DISTRICT**

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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

April 17, 2018

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: April 2018 Board Report

1. WEBSITE

The RFP for a new website should be released by May 1st. A new modern-looking website will be created and implemented for the District. The goal is to launch the new site in September 2018.

2. PHONE SYSTEM

A new system will be implemented for the District. An RFP is being developed to release May 15th and implemented in November 2018.

3. SUPERINTENDENT OF FINANCE & HUMAN RESOURCES

The newly created Supt of Finance and Human Resources position has been posted on GFOA and IPRA through April 27. It is anticipated the person chosen could begin in June.

4. LOGO

The newly chosen logo is being strategically rolled out; a logo usage policy is being developed.



**PROSPECT HEIGHTS
PARK DISTRICT**

(847) 394-2848
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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

April 11, 2018

To: Christina Ferraro, Executive Director
From: Julie Caporusso, Superintendent of Recreation
Re: April Board Report

Certification

Congratulations to Olivia Shapley for meeting the requirements of the National Recreation and Park Association for certification to become a CPRP - Certified Park and Recreation Professional!

Power Play Grant

We did receive the Power Play Grant in the amount of \$1,000. It will be used to promote fitness and nutrition in the Power Play Before and After Care Program. We will incorporate sports classes next year with some of the grant money.

Egg Hunt

The kick-off for the StoryWalk was held at the Egg Hunt on March 31. Due to the weather the Egg Hunt was held inside, so the StoryWalk did not get as much exposure as we had anticipated. Julie Rodrian, from the Library, introduced the StoryWalk before the Egg Hunt. She was also available to walk through the StoryWalk with families that were interested. The Lion's Club pancake breakfast was very well attended. With all of the participants inside, they did get more traffic this year.

PDRMA

Our monthly full-time staff training was held on April 6. Laura explained our Behavior Management Policy.

On April 25 we will host a PDRMA class on mower training. Doug and Mike will be attending.

Marketing

Park Happenings featured Old Orchard County Club and is posted on our website. Ali, Marc and Doug put together an excellent promotional piece! The summer brochure had been sent out and we are receiving many registrations and inquiries for the summer programs. The monthly school flyer promoted summer camp, Computer Explorers, Magic with Gary Kantor, Family Bingo, Rotten...Heirs of the Isle Production Camp and swim programs. We will be promoting our summer events on the back of all of our camp and program t-shirts. A banner will be put up on Lion's Park outfield fence to promote the StoryWalk. Ali had footsteps painted from the banner to the start of the walk to bring more attention to the StoryWalk.



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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

Date: April 11.2018
To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: April 2018 Board Report

Plumbing

Water was not staying hot due to a faulty cartridge that was allowing cold water to mix on the hot side lowering the temperature of the water. The longer the water would run the cooler it would get. Replacement cartridge was installed and corrected the issues.

Thorguard

Lightning detection system for Old Orchard and GMRC was put in service for the 2018 golf and recreation center season.

HVAC

Filters were changed at Old Orchard and GMRC in the air handlers.

Illinois State Fire Marshall

Boiler certificated where received from the state and posted by the devices in the pump and mechanical rooms.

Training

Doug and I attended Halogen spring training class. Agenda covered codes, testing, products and issues pertaining to pool operations.

Gym

One light in the gym was out and the other was dull, both fixture required replacement of the ballast and starter. Since we had to use a lift for the repairs we replaced both bulbs.

Concession

Floors in the concession room and storage area were stripped and waxed. Items stored in these rooms over the winter were also removed.

Rear Patio

Weather permitting repairs on the rear patio wall will begin soon; once this is completed we will begin working on landscaping around the deck. Majority of the plants will be perennials provided from NRC greenhouse. This will add landscaping to the rear entrance and patio area instead of just concrete and bricks.

PHWYBS

Rain and cooler temperature are delaying field prep for this season. Snow in April just adds to the elements we are dealing with. Baseball is starting their season first week of May. Doug and I have both been in contact with the league updating them with the conditions of the field. At this time we are planning to cut the infield lip and rebuild the pitcher's mound for this season. Removal and replacement of the infields at Lions and McDonald will be done later this summer.

Parks

Crew has just started to return for the year, cold and wet weather delayed the beginning of the season. Clean up is under way and grass cutting should begin by the end of the week. Look out area on the climbing activity at East Wedgewood was damaged; we removed the broken part and were able to get a piece of Plexiglas from a supplier and cut to fit the opening.



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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

April 11, 2018

To: Christina Ferraro, Executive Director
From: Marc Heidkamp, Director of Golf Operations
Re: March 2018 Golf Operations Board Report

March weather didn't provide us with any playing opportunities to open the course for play. We spent the month preparing for the upcoming season. Outing bookings continue to lock in as well as weekday season passes.

The Golf Shop is well stocked and has all the latest goods to entice our golfing crowd. We were able to complete our first wedding contract and have already made additional appointments to show the facilities to new wedding couples. We have replied to all the wedding inquires to date and will continue to pursue locking in our 20 wedding goal for the 2019 season.

The cooler repair is being reviewed and will have a decision soon to begin saving on the water bill.

Electrostatic painting and sandblasting quotes will be arriving and will let you know when they are in.

Staff is being hired and trained during April to be ready to serve our cliental throughout the season. Let's hope we can get the weather on our side so we can achieve our 2018 goals.



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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

April 11, 2018

To: Marc Heidkamp
From: Mike Arden
Re: March 2018 Grounds Board Report

Weather temps ranged from 15 to 54 degrees. The weather put a damper on opening early. Greens covers were removed. After reviewing their condition, they appear to have made it through the winter in excellent shape. Ropes were installed to control car traffic and all bunkers were edged and raked in preparation for play. The fleet of carts were cleaned and moved into outside storage and ready for play. The new equipment was delivered and is already making an improved impact on daily mowing.

We had 3 inches of snow and 2.5 inches of rain for the month. The well repair is going to commence in mid-April. I will report when we are back in operation.



PROSPECT HEIGHTS PARK DISTRICT

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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

April 11, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Laura Fudala, Supervisor of Recreation
Re: April Board Report

Preschool

Our preschoolers had a lot going on in March! This school year we offered Spring Picture Day for both 3y olds and 4y olds. The 4y olds took their pictures with a graduation cap and gown. The parents receive a proof of the pictures, and it's up to them if they would like to order by going online.

The kids had plenty of crafts/activities for St. Patrick's Day! We rounded out the month with coloring eggs, having a visit from the Easter bunny, and an egg hunt! The kids are busy practicing their songs for graduation/spring program! Graduation/program is May 7th and 8th at OCCC.

KinderStop

I met with the new EDP coordinator and business manager at D23. We finished up our second session of Kickball and Lionize Training. We will be offering one more session of kickball which will go until the end of the school year.

Kids Day Off

In March there were 6 Kids Days Off. We visited a children's museum, roller skated, went to a video arcade/laser tag, saw a movie, painted the Chicago Skyline on a canvas, and finally did some wall climbing at Funtopia. Fun was had by all!

- March participant #'s
 - 20th - 43 participants
 - 26th - 40 participants
 - 27th - 39 participants
 - 28th - 42 participants
 - 29th - 36 participants
 - 30th - 28 participants

Camp

Field trips are being planned. I am interviewing for camp counselors. Camp Training is set for the last week of May and June 7th.



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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

April 11, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Marci Glinski, Supervisor of Recreation
Re: April Board Report

Dance

Dance Recital Picture Day/Dress Rehearsal will be on Thursday, May 10th & our recital will be on Sat. May 12th at Forest View Educational Center.

Both of our competition dance teams will be participating in one last competition, LEAP! Dance Competition in Batavia on May 18-20, 2018. We will continue to offer competition dance classes this summer and we will hold team try-outs again in August. I am currently looking into different opportunities for our team dancers for Fall 2018.

Performing Arts

Registration for Creative & Performing Arts Camp is underway and our participation numbers are on track. We currently have a total of 12 campers registered for Creative & Performing Arts Camp, 6 of these campers are brand new to this program and 2 campers in Production Camp. I am looking forward to another successful summer in Performing Arts!

Active Adults

Our Active Adults are having an exciting Spring. We had 12 people that went to Flower & Garden Show at Navy Pier, 23 patrons that enjoyed Under the Street Lamp at The Paramount Theatre, 10 patrons that went to see Les Mis at The Performing Arts Center in Milwaukee, 42 patrons enjoyed a great day at The Paramount Theatre to see Shen Yun and 10 patrons that had a great luncheon at Chama Guacha in Downers Grove and 21 patrons that enjoyed our St. Patrick's Day luncheon at The Claddagh Irish Pub. Our casino trips have been growing in popularity this spring with 17 patrons going to Hollywood Casino Aurora & 17 going to Ameristar Casino.

Senior Celebration Day will be on Monday, April 23rd from 10:00am–2:00pm at District 214, Community Education Building in Arlington Heights. Once again, we are participating in this event with a booth to promote our active adults programming throughout our building. I have continued to be a part of the exhibitor committee for this great event. My summer newsletter has been out for the last few weeks and registrations have started to pour in. I have a big line up

for the summer months to keep our active adults busy. On Sat. April 14th I have been invited to the Fireside Dinner Theatre 25th Annual Flame of Friendship Awards dinner.

Special Events

On Saturday, March 31st we held our annual Egg Hunt with the Lion's Club Pancake Breakfast & Bunny Home Visits. Unfortunately, the weather did not cooperate with us and the event had to be held indoors this year. We had a full house and our residents and neighbors enjoyed 3000 eggs scattered throughout the gym. When it was time for our Bunny Home visits the sun decided to peak out and give a break from the rainy day. Next up is our Family Bingo Night on Friday, April 20th from 6:30pm–8:30pm. Families will enjoy bingo, a pizza dinner & prizes galore during this fun filled family event.



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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

April 11, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Olivia Shapley, Supervisor of Recreation
Re: April Recreation Board Report

Athletics

We just wrapped up our youth volleyball league on Sunday, April 8. This upcoming weekend we will be wrapping up youth floor hockey with a Saturday shootout where the kids will battle for the most consecutive points scored. We will be having an award celebration, with snack and drink for the conclusion of this league.

Aquatics

We are currently hiring for Summer 2018 staff. We are getting prepared for the Summer season and doing the pre-season preparation.

**Fitness Membership Statistics Report
(Comparing March 2017 to March 2018)**

| Memberships | March 2018 | March 2017 |
|------------------------|-------------------|-------------------|
| 3 Months Pass | 3 | 4 |
| Gym & Racquetball Pass | 12 | 14 |
| 1 Year Fitness Pass | 23 | 22 |



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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

DATE April 17, 2018
 TO Board of Commissioners, Prospect Heights Park District
 FROM: Christina Ferraro, Executive Director
 RE: Food and Beverage Golf Course Update

UPDATED timeline for transitioning the food and beverage operation in 2019. **Bold** indicates duty complete

| Month | Duty |
|----------------|---|
| Feb 2018 | <ul style="list-style-type: none"> • Prepared banquet contract for 2019 • Attorney reviewed banquet contract for 2019 • Prepared informational packages containing information about services and menus for dinner, lunch, brunch, outings, etc. • <i>TENTATIVE Prepare and release RFP for graphic artist</i> |
| March 2018 | <ul style="list-style-type: none"> • Contracts and wedding info packages released |
| April 2018 | <ul style="list-style-type: none"> • Researching solution to conversion of coolers |
| May 2018 | |
| June 2018 | <ul style="list-style-type: none"> • Begin recruiting Banquet Manager • Review Mt Prospect signage ordinance • Convert coolers |
| July 2018 | <ul style="list-style-type: none"> • Interview and hire Banquet Manager • RFP for signage fabrication and install |
| August 2018 | <ul style="list-style-type: none"> • Banquet Manager starts • Work with EZLinks on inventory control |
| September 2018 | <ul style="list-style-type: none"> • Banquet Manager begins working on updating the website, hiring staff, creating policy and procedures |
| October 2018 | |
| November 2018 | |
| December 2018 | <ul style="list-style-type: none"> • Installation of signage |
| Jan 2019 | <ul style="list-style-type: none"> • Tastings begin |
| Feb 2019 | <ul style="list-style-type: none"> • Advertise in The Knot |
| March 2019 | <ul style="list-style-type: none"> • Install upstairs stove and refrigerators |