



GOLF ADVISORY BOARD SUMMARY February 13, 2018



City of Helena

- Pete Aspinwall
- Dave Bauer
- Kelly Casey
- Bill Crivello

- Tyson Lesmeister
- Judy Reddy
- Susan Skinner-Bannon

Ex-Officio Members

- Larry Kurokawa, Golf Course Superintendent
- Scott Longenecker, Head Golf Pro
- Amy Teegarden, Parks and Recreation Director
- Jennifer Schade, Recorder

League Members

- Jack Gregg, Men's League

LOCATION: City-County Building, Room 326

Visitors: Ron Alles, Mike Horner, Ty Nelson

1. Call to Order/Establish Quorum/Review Agenda

Chairman Pete Aspinwall called the Bill Roberts Golf Course Advisory Board to order at 12:00 pm. A quorum was established.

2. Approval of Minutes:

- After review of the January minutes, Bill moved to approve the minutes as presented. Judy seconded. Motion carried.

3. Old Business

Update on Clubhouse and Pro Shop Project

- Ty stated we are finally moving ahead with the construction project. We have been struggling with winter in trying to get the second slab poured, but this is now complete. We are starting to see progress. Walls are going up and framing will happen in the next few weeks. We should begin seeing the trusses and the addition and then the progress will move along very rapidly.
- To pro-shop area is moving ahead on schedule and we will begin to drywall this week.
- Bill asked how far behind are we in the project. Ty stated we are still about 2 – 3 weeks behind at this stage. However, we do hope the pro shop will be ready to open mid-May. The sports grille portion should be ready early summer.
- Amy and Scott are working on the specs to get the contract in order to purchase the two golf simulators. We received approval from the city attorney to go with sole-source procurement.

Mission Statement: The Bill Roberts Golf Course is committed to providing a high quality, friendly, and affordable public golfing experience for all ages and abilities within the greater Helena community!

- Dave and Amy will be meeting with Shawn Smith of Smitty's Fireplace Shop. We are hoping Shawn will be willing to sponsor the fireplace at BRGC (potential cost of \$7,000 - \$10,000).
- The board discussed fundraising options; however, Amy stated we need to know fairly soon if we are going to include a fireplace in the renovation. Ty added that we need to know soon for the main framing of the chimney. The chimney framing and the siding could cost roughly \$6,000 - \$8,000. Pete stated he feels we should spend the extra money, as the fireplace would be welcomed addition to the building. It will be a great draw for golfers not only in spring, but also more importantly, during the winter months.
- Amy reiterated that the budget is very tight. When doing the original estimates for the simulators, we received quotes on the wrong item so the amount has doubled. This was a big hit to the project budget. Amy feels there is value in getting a sponsorship if we can.
- Ron and Troy will meet today to review the budget. We will know more on Thursday where we are on cost savings, etc.
- After further discussion, Pete asked Ty for a timeline on this. Ty stated he would need to have a decision within the next couple of weeks.
 - Amy suggested board members focus on how we can pay for the fireplace. As you get ideas, please send them to Jennifer and she will compile them. In the meantime, Dave and Amy will schedule a meeting with Shawn from Smitty's to discuss a donation.

4. New business

None.

5. Reports

Parks and Recreation Director's Report

- Amy, Scott and Larry are working on FY19 budgets. We will present the budgets to the city manager in March.
- When doing our preliminary budgets, you will see that we provide educated guesses on what water will cost, etc. Essentially, we will see both increases and decreases.
- In near future, we will be reviewing surplus process from the existing clubhouse. After reviewing the processes for surplus, Amy will have a better idea of how to proceed. If more than one person shows interest, we may do competitive pricing. If we do not surplus the current clubhouse, the fire department may use it as an exercise.
- The position for the Food and Beverage Manager has closed. We hope to begin interviews next Wednesday.

Golf Superintendent Report

- The budget season is coming to close. As part of this process, we review the Capital M and O (Maintenance and Operations). Larry's approach with the ongoing clubhouse project has been more conservative.
- M & O is status quo other than a couple items. Larry put in a request to continuing the milling on cart paths. This is a quality issue for the course.

Mission Statement: The Bill Roberts Golf Course is committed to providing a high quality, friendly, and affordable public golfing experience for all ages and abilities within the greater Helena community!

- Fertilizer: Larry received an email from the supplier letting him know that prices they are projecting have increased 4-11%. Larry is researching this.
- Snow report: Larry recorded 49" of snowfall. Currently we are at 4-8 inches and Larry doesn't see this going away by March 1st which is typically our opening date. This will also delay getting carts out.
- Ice did not form until late January. We have solid ice on the 13 green. Larry is expecting potential damage on 4, 6, 9. He does not feel comfortable removing ice and snow in those areas.
- We have already had 68 ski days with potentially 3 weeks more. Larry has reached out to our open lands manager in an effort to remove some of the snow from the parking lot. Parks department volunteered to help with snowfall at 3" or above. With their assistance during the week, we should be able to stay on top of this.
- Mike has been working on equipment maintenance.
- Dave was initially concerned about removing water stations from the course. Larry stated this decision was due to a public health and safety issue. However, in speaking with Ron, we may have resolved the issue. Amy stated that with a full kitchen staff, we might be able to have staff wash, fill, and deliver water out on the course. The new concessions manager may be able to help us with this issue.
- Larry has look at different water dispensers. We might consider some other affordable options.

Golf Professional Report

- Mike reported.
- This is the final week of simulator league. We had a very successful season. League expanded to 60 teams. Next week is the playoffs where 50 of the teams will be eliminated from the playoffs.
- We will open opportunities for lessons and club fitting.
- PGA Jr. League signups are happening now. If you know someone who would like to participate in this, please have them go to <https://www.pgajrleague.com/register>.
- Aiden Clark's last day is February 24, 2018.
- We will have interviews for the Food and Beverage Manager beginning next week. We have some good candidates. The Food and Beverage Manager will be a full time position.
- Molly, Bella and Bailey have all returned for the next season. They will begin employment starting at end of February in different capacities. We are excited to have them back! They will be cross-trained in many different areas.
- Food and beverage per simulator hour = just over \$14 per hour. Visitors are eating and drinking because of the simulator use.
- The Assistant Teaching Pro position is posted. Conlan will most likely apply for this position.
- Bill asked questions regarding the financials. What are the interest earnings? These are federal earnings of short-term investments.

Mission Statement: The Bill Roberts Golf Course is committed to providing a high quality, friendly, and affordable public golfing experience for all ages and abilities within the greater Helena community!

- Personal services – should this be “Personnel Services”? **Jennifer will mention this to Elaine.** Bill then asked about the \$344 personnel expense in January. That is Jeff’s salary for working in concessions.
- What do purchased services include? This would be for carpet cleaning services, portable toilets, etc.
- Capital outlay shows an amount of \$91K. What is this? Capital outlay is equipment – we purchased an aerator for \$26K. Capital outlay includes buildings, etc.

Men’s League Report

- The Men’s League Board met February 6th. They set the schedule for the upcoming season. The first night of play will be April 16th. The kick-off scramble will be held on April 22nd. Full league play will begin July 2nd and playoffs begin August 27th.
- Jack will send out captain’s letter today or tomorrow. He has received a couple calls regarding new team inquiries. We hope to have 18 teams each night. Jack would not favor of dropping back to 16 teams.

Ladies League Report

- Nothing to report.
- Judy will start selling advertising for the course so if you know any contacts/businesses that might be looking for advertising opportunities, please let Judy know as soon as possible.
- Dave recommended checking with the chamber. Judy is looking at businesses such as Helena Foot Clinic, Physical therapists, bankers, etc.

6. Public comment

7. Next meeting date – March 13, 2018

8. Future agenda items

9. Adjournment

With no further business, the Bill Roberts Golf Course Advisory Board meeting adjourned at 12:54 pm.

ADA NOTICE

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City’s services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the city’s meetings, services, programs, or activities should contact Sharon Haugen, Community Development Director, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following: Phone: (406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711 Email: citycommunitydevelopment@helenamt.gov, Mailing address & physical location: 316 North Park, Avenue, Room 445, Helena, MT 59623.

Mission Statement: The Bill Roberts Golf Course is committed to providing a high quality, friendly, and affordable public golfing experience for all ages and abilities within the greater Helena community!