



City of Helena

GOLF ADVISORY BOARD SUMMARY May 10, 2016



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|---|--|
| <input checked="" type="checkbox"/> Pete Aspinwall | <input type="checkbox"/> Christopher DeVerniero <i>excused</i> |
| <input checked="" type="checkbox"/> Dave Bauer | <input type="checkbox"/> Arthur Pembroke <i>excused</i> |
| <input checked="" type="checkbox"/> Kelly Casey | <input checked="" type="checkbox"/> Lynn Staley |
| <input type="checkbox"/> Andy Cottrell <i>excused</i> | |

Ex-Officio Members

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

LOCATION: City-County Building, Room 326

1. Call to order/establish quorum/review agenda

The May 10, 2016 Golf Advisory Board Meeting was called to order at 12:03 p.m. A quorum was present.

2. Approval of minutes: April 12, 2016

With no corrections, Lynn moved to approve the April 12, 2016 minutes as presented. Dave seconded. Motion carried.

3. Old business

RFP Discussion

- Per Amy – the RFP is now a draft contract with National Golf Foundation. After our meeting in April, Amy was directed by this board to do reference checks, and if comfortable, she was given permission to proceed. She contacted two references listed in their RFP and both only had good things to say about NGF. With this in mind, Amy contacted Ed Getherall, our liaison, and they are very excited to have been selected for this project. They wanted to come to Helena this week but Amy wanted to verify everything with the City Manager. Because this item is budgeted for 2017, the City Manager suggested we share this information with the city commission prior to finalizing anything. The commission meets tomorrow. Essentially, Ron will explain that we want to move forward with our contract to the NGF using cash reserves and the consultant services amount in the 2017 capital line item would be used should we move forward with phase two. With that said, Amy does have the signed contract from NGF that will be sent to the City Attorney's and City Manager's office for signatures.

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- Dave – do you have any feeling this might get rejected? Amy stated no. In the handouts presented, exhibit “A” of the contract is the scope of services as NGF provided in their RFP. This is part of the contract. The contract is not to exceed \$25,000 and that figure includes the consultant services plus travel.
- On page 4 of exhibit “A”, task 1 refers to the project coordination and site visit which will take approximately one full week. In speaking with Ed, he would like to come in on Monday and leave on Friday. Amy is in the process of making notes of who they should meet with to include: the Golf Advisory Board, key staff, possibly our financial officer, and the City Manager as a stakeholder group to go over our capital plan and our financial approach.
- Amy recommended that when the consultant visits, we should hold our monthly advisory board meeting while they are here. The board members were all in agreement with this recommendation. If they come June 6, 7, 8, we will have our meeting then instead of our scheduled date of June 14th.
- The city staff Amy spoke of earlier should include Amy, Larry, Scott, Glenn, and Ron. She recommends the consultants have a special meeting with the advisory board and would also like them to meet with league representatives (both women’s and men’s leagues) and golf staff (to include Scott, the employees in the pro shop, Jeff Heel, Larry, Kurtis, and Mike).
- Amy should know by Thursday or Friday after everyone has signed the contract of when the consultants will visit. The visit could potentially take place June 1, 2, or 3 or June 6, 7, or 8. Amy added that the earlier they visit in June the better as we have year-end reporting that takes up a lot of time.
- Amy stated she will send an email to the board when she gets the contract signed and hears back from NGF.

FOLLOW-UP ITEM: Amy stated she will send an email to the board when she gets the contract signed and hears back from NGF.

4. New business

- Amy handed out copies of the proposed preliminary budget for BRGC. She copied pages from the overall city budget.
- The first page is a broad overview of operations, concessions, maintenance, and our capital debt service. We are looking at a 1.6 million dollar budget. The big news this year is our major capital expenses. Our process is that every year we sit down as staff and look at the capital improvement plan and compare that to what is in the shop that needs repair or replacement. Larry has identified the need to replace two fairway mowers, a rough mower, a bunker rake, and two utility carts and this is only after we have extended the life of this equipment as long as possible.
- To add to what Amy said, Larry stated that the equipment goes in cycles. We go for an extended period on what we have and when the equipment falls within a similar age group, it can become a major expense. Everything that is proposed to be replaced is over 10 years old and has between 3,000 – 4,000 hours on them (this would be the equivalent of having a motor vehicle with over 200,000 miles on it). Down time,

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mechanic time, repair costs all factor in. If approved, this will give us a few good years. Pete asked how much life is left in the green mowers. Larry stated that we are good – we just replaced two last year. Pete mentioned he noticed a hydraulic leak around the green 10. He said it looked like a little thin line that went around the edge of the green. Larry stated he will take a look at that.

- Amy – on the second page 328, this is a summary of expenditures. As we visited last fall, we projected about a \$35,000 expenditure over revenues. That is just budget. We really feel we will be able to bring in more revenue. Pete asked if this 2017 budget takes into account that we have lost two assistants. Amy stated no. Most of that will fall under the operations budget on page 331. We will also have savings in account #1010 which is personnel services that includes salary and wage information.
- When asked if he wanted to add anything, Scott reminded the committee that the forecasts are based on current rates. We get the majority of revenue early on in the season, especially with passes and punch cards. We will stop selling passes July 1st so we may see changes there. At this time, Scott does not anticipate we will make \$33,000 in lessons.
- Scott – operations and concessions are status quo.
- Larry stated that maintenance will have some additional expenses (page 334). There was discussion this winter about bringing additional staff to provide extra service and catch up on some cart path deferred maintenance. That is included in this budget in personnel and supplies and materials.
- In supplies and materials (lines 2065 and 2072), John Reeves is working 30 hours per week on the back 9. He has been grading cart paths and widening the back entrance with gravel. Hopefully when he has completed the project, maintenance won't be quite as intense.
- Line 2072 also includes sand. This year we are putting efforts and resources into someone sanding driving range divots every morning. He is helping Mike as well.
- Pete stated the range looks really good. The grass is coming back better. Larry – as we get into the heavier use, deeper divots make it difficult to grow turf back.
- One item in purchased services is the ADA portable toilet. More of the ADA transition plan will come in the next fiscal year.
- Pete noticed the bunkers are more playable since being raked. Scott asked for clarification on surface materials (from \$600 to \$8,000). Per Larry, the difference is additional sand. Amy added that this is resurfacing materials. We have approximately 2 miles of cart paths. Previously, all we did was pot-holing. Amy added that this won't be an every-year expense. Larry stated that materials and labor are the most expense items listed this year and will reduce down to normal maintenance levels.
- The golf course borrowed a tractor from the parks department. It has a box scraper on it and is on loan to us when not in use.
- Amy – on page 335 under capital expense, we allocated \$20,000 for our business consulting process. After the consultants visit, we may need to use this money for an additional consultant to do design and engineering.
- This preliminary budget will be presented to city commission tomorrow as well as all parks and recreation budgets.

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- Lynn asked about the course Marshalls. Per Scott, Marshalls are not paid. They work 8 hours per week. They get a cart and range pass for one year. They also received a 10% discount in pro shop.

5. Reports

Parks and Recreation Director's Report – Amy

- Amy added that 2 weeks ago she went to a Parks and Rec Summit in Dallas, TX. She met with suppliers from across the country. She had the opportunity to sit at a round-table conversation about golf programming. They also discussed innovative ideas for golf management. Amy's take on the discussion is that we are doing things right. We are also the exception to a municipal golf course as we give back to the general fund. Most importantly, this event affirmed that with our good maintenance practices and forward thinking outside the box in regards to operations and programming, we are doing really great things.
- Now that we are members of NGF, we get their online newsletter. She encourages the board members to read these newsletters as they are filled with interesting information.

Golf Superintendent Report – Larry

- Larry mentioned that the maintenance department has started weed spraying as weather allows as they are having issues with dandelions.
- We recently installed security cameras around the pro shop exterior and interior.
- Kurtis installed a new menu board outside. It looks very nice.
- Seasonal labor is coming on as available. This is a relatively new staff. There will be some training involved so you may see some grooming errors.
- Larry was approached by Growing Friends Program Coordinator, Bob Throssell. He is interested in working with BRGC to eliminate Russian Olives, especially on the street parameters. Along 15, all members were in agreement to keep the tree line there, but perhaps plant some different varieties.
- Jennifer mentioned that a community member came into the office and asked about planting a memorial tree at BRGC. Her family wanted to plant a tree in memory of a loved one that golfed at the course frequently. Jennifer will get that information to Larry.
- Amy – stated that there was some vandalism at the golf course that was reported in Saturday's paper. The call was initiated by Larry. The document attached is a copy of some of the report. Cameras haven't caught anything yet. The incident occurred by the maintenance department between the 6th and 7th tees. The vandals threw a barbeque and flag pole into the pond.

Golf Professional Report – Scott

- Scott – stated that In April we did 4,552 rounds. Last year at this time, we were at 4,045. We are up by about 500 rounds.
- Chad took a position with Green Meadow Golf Course and took Nate with him as an assistant. This has great impact on our ability to give golf lessons.

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- Scott has hired two people – Conlin Burke from Helena worked as at Green Meadow in high school and played golf in Great Falls. After one year, he decided to attend the PGM University in New Mexico. He has completed three summer internships – one in Piedra Falls, CO (*aka: "Roaring Falls"*) which is a high-end facility. He also worked at a golf course in Eureka, also a very high-end course as well as private side at Pumpkin Ridge which is a very busy course. Since then, he has been living in New Mexico working as an assistant at a golf course and worked up to a professional within four months. He has already started at BRGC and will be teaching lessons and helping out with tournaments.
- Starting June 1, Scott has hired another entry level person. He will get into the PGA as well. Scott stated he has good character and a great personality.
- Scott will not have a full time teaching professional at this time. The city hiring process can be tedious and even if we get someone hired, they most likely will not start until July. We are also doing some restructuring and Scott feels it would be best to have a few more seasonal employees and get those people better experience. This is also a chance for us to save some money. He is not prepared to hire a full-time person with full-time benefits at this time.
- One of deliverables we will get from NGF is to look at our organization structure.
- Events in May include the Inner Club Tournament and the Chamber Tournament this Friday (May 13). This will be a shotgun tournament with sack lunches and a nacho bar after the event. We will be hosting the day of the Inner Club. Next weekend is the City Championship.
- The Bill Roberts Pro Am will be held on Monday, May 23rd.
- June events include: the Montana Senior Olympics on June 16th and the Subaru 3-Man Scramble on June 26th. Placer Motors is sponsoring the event once again. They not only increased the sponsorship which they do every year, but they will also be providing jackets for everyone who plays as well as a tin with the Subaru logo and a divot tool and ball markers.
- The Ladies Invitational has been moved due to the Senior Olympic Golf tournament. The Ladies Invitational will be held June 23rd.
- It has been a busy and hectic month. Scott is very optimistic. In looking at our financials for April, we are up \$11,000 from this time last year. Snow birds are returning a little later this year. We had demo day on April 29th. While the weather was cooler this year, we still sold \$2,000 more in merchandise than we did last year. Our merchandise sales for this year are at \$65,000.
- The pro shop is full of new products to include some new Adidas apparel as well as Skecher shoes. It was noted that the pro shop needs more left-handed putters.
- Lynn asked for explanation on the decrease in unrestricted adult couple revenue. Scott stated this could be due to age and/or the dramatic increase in punch card purchases which are up \$6,000.
- Pete – will BRGC be catering tournaments? Scott – we will cater tournaments ourselves. If they want something that we cannot provide, we can contract with a caterer and receive a per-plate charge. Pete added that Jeff is doing a great job!

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Men's League Report – Dave

- The kick-off scramble went off good. Due to the weather, men's league did not play last night nor will they play today.

Ladies League Report – Lynn

- Ladies held their scramble and had their first night of league. The Wednesday morning league, which includes a lot of more adult women golfers, begins next Wednesday. This is a great group of women.

6. Public comment

- None.

7. Next meeting date – Amy will contact the committee when it is determined when NGF will visit.

8. Future agenda items

Adjournment

With no further business, the Bill Roberts Golf Advisory Board adjourned at 12:36 pm.

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citycommunitydevelopment@helenamt.gov
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