



City of Helena

## GOLF ADVISORY BOARD SUMMARY December 13, 2016



- Pete Aspinwall
- Dave Bauer
- Kelly Casey
- Tyson Lesmeister

- Judy Reddy
- Susan Skinner-Bannon
- Lynn Staley *excused*

### 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

**Visitors:** Jeff Downhour, Mosaic Architecture, Al Knauber, Helena Independent Record, Douglas Olson, Community Member, Gery Carpenter, Director of Community Facilities, and Troy Sampson, City-County Administration Building Manager.

### 1. Call to order/establish quorum/review agenda

- Chairman Pete Aspinwall called the Bill Roberts Golf Course Advisory Board Meeting to order at 12:00 pm. A quorum was established.
- Pete asked for introductions as the board has three new board members.

### 2. Welcome New Members

- Welcome to our three new board members!
  - Tyson Lesmeister
  - Judy Reddy
  - Susan Skinner-Bannon

### 3. Approval of minutes: October 11, 2016

- After review of the minutes from the last meeting, Dave moved to approve the minutes as presented. Kelly seconded. Motion carried.

### 4. Old business

- None

### 5. New business

- Clubhouse/Pro-Shop Design Development Presentation

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- Jeff Downhour, Mosaic Architecture, Presenter
- Jeff first stated he would like to discuss the process we will go through as well as a timeframe. There will be several workshops during this process and he is asking for this committee's involvement and input.
- Jeff met this week with the leadership team (to include Amy, Gery, Scott, etc.) to discuss a schedule for involvement from all the representatives from the golf course. He would like to begin the process by inviting all affected parties to a workshop. This workshop will include goal setting (there will be overarching goals based on the report from NGF as well as input from the golf course staff, the pro, and from Gery and Amy's office). Jeff is also asking to meet with a broader group of people – this will be an intensive effort. This is where we will set goals in a few categories to include best use of the golf course, the club house, special events, and anything that may impact the operation at the course. This is part one.
- Part two will be a design workshop where Mosaic will bring tools that allow the group to visit about the design with Mosaic.
- The purpose of this first workshop is to get everyone to understand the process and how decisions are made when it comes to design. They will take the goals created and will work with design tools to help achieve those goals. This is a time-consuming process (usually about 3 hours long) and a big commitment.
- After the first workshop, the core group will work intensely on taking the information from the workshop and creating a concept (this could include a single concept with a few variations or multiple concepts). They will then bring their findings back to the same group that participated in the original workshop and do a review to determine whether or not they understand the needs/desires.
- At the first workshop, Mosaic will do a presentation, and will provide a summary of NGF's study – especially the part that impacts design, as well as a tutorial of the process going forward.
- Amy stated that at today's meeting, we will discuss the role of the advisory board as well as potential league players that may want to attend the first workshop. She stated between the advisory board and league players, we will have good representation of all potential stakeholders for the first design meeting.
- Amy then stated that because we have three new board members, she wanted to give them some background on the reasoning for expanding our current facilities. Amy reviewed the feasibility study and findings. **Jennifer will email a copy of the final report to the new board members.** The golf course is run as an enterprise program. Therefore, we have to be able to generate more revenue.
- Pete added there is an overwhelming desire that we focus more on utility rather than aesthetics. We need to get the best use out of the building; one that will allow us to accommodate more tournaments, larger league play, and a facility that will keep golfers on the course. During the winter, we can have extended simulator use.
- In September, we put out a request for proposals. We received six proposals from various architects – some from outside the state. The selection committee ranked Mosaic the highest (that committee consisted of Scott, Troy, Gery, and Amy). We have entered into a contract with approval of the City Commission.

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- Amy then stated the role of the Golf Advisory Board when communicating with the public is to remember that we are ambassadors to this project. Our purpose is to show others the benefit to course patrons and the community. There is a sound business justification on why we are doing this.
- Jeff - Deliverables
  - Why 2 phases?
  - Phase 1: Design and cost estimating – this is where we will identify the scope and feasibility of the project. After this first phase, we will have design drawings, plans, elevations, and 3-dimensional views. We should have major systems selected and identified (such as mechanical systems, structural systems, lighting, etc.). We will identify site work and lump into a final cost estimate.
  - Phase 2: Final design – this is where they will produce construction documents with specifications, bid the project to construction companies. If at the end of the design phase the budget and revenue don't align, Mosaic will step back and reevaluate to make those two align. We will weigh the decisions based on the goals at the onset of the project.
- Phase 1 will be relatively quick. Pete stated if we are looking at phase 1 to be completed by February, we need to set the first meeting date in January. It was recommended we meet on January 3, 2017 beginning at noon until 3:00 pm. **Jennifer will get this meeting on the calendar.** Amy suggested this meeting be in lieu of the regularly scheduled GAB meeting.
- Gery – after we go through phase one, we will need to determine if the project is affordable and how to finance. Once this is achieved, our interest would be to get contractor involved at that point through state procurement. What we are really looking for here is to have a finished project as we go into spring 2018. We need to get everything moving soon.
- The meeting date is set for **Tuesday, January 3, 2017 beginning at noon.** The committee decided to meet at the clubhouse and parks and recreation will provide lunch. If you are unable to attend, please stop by the office to get information.
- Amy encouraged all to review the findings from feasibility study.

## 6. Reports

- Parks and Recreation Director's Report
  - On November 28<sup>th</sup> the City Commission passed our proposed golf fees. Golfers will see only slight increases in fees.
  - This was fully supported by the board.
- Golf Superintendent Report
  - We closed the greens on November 16<sup>th</sup>.
  - This year we had 272 days of the course being opened. The last two years have been very good.
  - Maintenance has been busy with cart path work around 2 green and 9 green. They reclaimed old cart paths and removed the one on 9 green.
  - Larry has been busy working on capital budgets.

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- They have done some outdoor work repairing driving range nets. They did some ground and ladder work and as weather permits, Larry wants to get some high lift work done.
  - They are also doing indoor work to include cleaning up and painting inventory. Mike has been working on equipment. He also has private winter cart service going.
  - Lastly, there has been X country skiers on the course. Larry has requested trash cans for the group. They have provided signs on free standing pedestals requesting users of the golf course not walk on paths. They also have signs requesting dog owners to control their pets and to clean up after them.
  - Pete recommended we look at putting a doggy mitt dispenser on the course. Larry stated he will look into this.
- Golf Professional Report
    - Scott welcomed new members.
    - Winter league has started. There are 55 teams this year – we only had 40 last year.
    - We have booked a lot of hours on the simulator. It is running 9:00 am – 9 pm Monday through Friday and 9:00 am – 5:00 pm on the weekends.
    - Rates were approved so we have begun selling punch cards.
    - November was a great month. 1504 rounds in November. This is a new record for us. Our previous record was 830 rounds.
    - For the calendar year 2016 – we are at 43,157 rounds. Weather was not as good during the summer as last year; however, we had a record year in February and March.
    - The average rounds over the last 10 years are 43,206 rounds.
    - January – busy off-season working with Jeff and his company to come up with a new menu and process.
    - We will be selling advertising on benches.
    - Financials look good for the month of November.
  - Men’s League Report
    - Letters go out in February to teams to get dues in.
    - Dave stated he will invite Kenny Nettleton, President of the men’s league, to the January meeting. Doug will send invites out to all men’s league members
  - Ladies League Report
    - Sue stated we have a great ladies league. We are one of two ladies leagues that are growing in the state. We lost some of our members last year to the morning group. Lots of new golfers have joined and we are promoting for younger gals who want to participate in a league.

## 7. Public comment

- Sue had a couple questions in regards to the new fee structure.
  - Is the age range for the young adult passes 19 to 29? Yes - this was based on a recommendation from NGF.

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- How much is the senior pass? This is \$680.

**8. Next meeting date – January 3, 2017 at Bill Roberts Golf Course. It will from noon until 3:00 pm.**

**9. Future agenda items**

- None.

### **Adjournment**

With no further business, the Bill Roberts Golf Advisory Board meeting adjourned at 12:50 pm.

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