



City of Helena

## GOLF ADVISORY BOARD SUMMARY March 8, 2016



- Pete Aspinwall
- Dave Bauer
- Kelly Casey
- Andy Cottrell

- Christopher DeVerniero *excused*
- Arthur Pembroke
- Lynn Staley

### 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

#### 2. Approval of minutes: February 9, 2016

- After review of the minutes, Dave made a motion to approve the minutes as presented. Art seconded. Motion carried.

#### 3. Old business

Review final RFP that was sent out. Discuss reviewing process.

- The RFP was sent out a couple weeks ago. Pete thought it was very well-written and will get us some good responses.
- Pete encouraged everyone to scan through it. Amy said what is really important is Section B, the Scope of Services. This is the essence of the document. Art really liked what was written. Pete agreed and stated it is very complete and provides all the things we'd like to have.
- Amy quoted the second to the last line of first paragraph which reads: the results and deliverables of this effort will provide us with the justification necessary to proceed with a focused business plan and project proposals. Per Pete – this statement will carry more credence when we present to the commission.
- Amy is asking for feedback by the board. The proposals are due back to our office by April 4, 2016. Amy suggested one of two options – does the advisory board want to review, score, and rank the proposals or would you like a subcommittee of staff and advisory committee members to review and present on April 12<sup>th</sup> their findings to the board?
- Pete feels it would be easier to appoint a subcommittee of staff and advisory committee members to review and present.

**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!**

- Pete asked for volunteers from the board to review and score the proposals. Pete suggested two board members – Amy asked for two staff members as well. Amy is willing to volunteer and she recommended that Scott serve as the second staff member.
- Kelly asked for an estimated time commitment. How big will the proposals be? Amy stated we asked for the following information:
 

<ul style="list-style-type: none"> <li>✓ Legal name</li> <li>✓ Location of company</li> <li>✓ Experience</li> <li>✓ Qualifications</li> </ul>	<ul style="list-style-type: none"> <li>✓ Prior experience of a similar project</li> <li>✓ Understanding of project</li> <li>✓ Proposed framework</li> </ul>
---	---
- Amy doesn't feel the proposals will be too long and the time commitment will be minimal. Amy will create a score sheet that goes back to the things we agreed to grade on in order to make the process easier.
- Dave volunteered to serve on the subcommittee – Kelly said he would as well.
- After determining availability, the committee agreed that the subcommittee will meet at for lunch at the clubhouse at noon on April 7<sup>th</sup>, 2016 to review proposals. Amy will get the packets out prior to that meeting.

**FOLLOW-UP ITEM: Amy will get proposal packets to the subcommittee prior to the April 7, 2016 subcommittee meeting.**

30-Punch Card Update

- Amy – after our last meeting, Amy visited with the City Manager regarding the punch card discussion. He told Amy that he thought we are legally ok with this decision but he would prefer that we still offer the 30-punch cards this year and take that recommendation up when we look at fees next year.
- Amy suggests that if someone asks for the 30-punch card, we will sell it; however, we should encourage people to buy the 10-punch card based on the issues we have had with the 30-punch card.
- We will readdress this discussion next fall.

**4. New business**

ADA Audit Discussion – Review and discussion.

- Amy distributed handouts.
- Handouts include: report to the city (the last two pages of this document is an example of the actual audit); the transition plan (the large report translates into the transition plan – in this case, for Bill Roberts only); the transition plan summary.
- Amy – the ADA Audit is a good piece of information for us. This is the law and we have to abide by this. This plan includes standards which have been adopted by the law as well as best practices and recommendations (please note: best practices and recommendations are not law).
- The facilities reflect accommodations for employees as well as the general public.

***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!***

- If anyone is interested in learning more about this, the consultant will be speaking to the city commission at the next administration meeting which will be held on Wednesday.
- The city will adopt this transition plan and we will begin developing a strategy on how we are going to implement the transition plan by phases and costs. We have ability to change around the priority of the phases and the ability to group some of our actions based on our needs. Some of the recommendations have a price tag attached and some don't. Some recommendations deal with how we provide maintenance in the parks. Some of the recommendations require the development of a policy. Some recommendations are just how we do things better.
- When we start looking at our facilities at Bill Roberts, the information provided in this document will be very important in creating our business plan. This needs to be part of the cost benefit discussion. We need to ask the following things:
  - What is the total cost of corrections that should be done to our facility?
  - What is the worth of our facilities?
  - What would a new building or a retrofitted building cost with these corrections?
- These will all be points we want our consultant to consider in their analysis.
  - In looking at the price tag of \$165,603, Amy has not yet reviewed all the deficiencies noted in the report. We need to have a more detailed look at these things.
- The one complaint with this process – if you look at transition plan under price per unit for playgrounds, the audit indicates a \$50,000 price tag for engineered wood fiber. It was \$50,000 for every single playground. This figure didn't take into consideration the size of the park. Amy contacted the consultants and stated we have installed engineered wood fiber in two of our playgrounds recently and the cost was \$7,500 – a far cry from \$50,000. The consultant said that figure was the national average. Amy then stated that is not reflective in the totals so the consultant agreed to change that number.
- Scott stated he has serious concerns about the cost of the restroom in the restaurant (which is only \$17,800). This is extremely low. The committee all had concerns about this amount. Amy stated that part of our strategy moving forward is to figure out what our local costs will be.
- Amy told the committee that there are a couple other things to note: when you see "CO" under phases, this refers to city option – this is up to us. Where there is a "CO", they've identified another program area or site where this service is being provided. We also have the ability to declare undue burden like a retrofit to a historical building or topography in some of our parks. As long as this is documented, we don't have to meet these criteria.
- Phase one will begin in 2017. This is a 3-year phase which would end in 2020. Phase two begins in 2020 to 2024. Phase three begins in 2024 to 2028. Per the consultant – we have the ability to change any of the phases. We can take this transition plan and develop our strategy for implementation.
- Art – the consultant is giving us recommendations of a 9-year window; however, the reality is that it may take longer. Secondly, it is up to the city to prioritize what we do.
- Amy stated there was a public meeting a few weeks ago when we unveiled this and some of the input from the public was to fix things constructed after 2010. Based on that recommendation and in regards to our parks, we have issues at Centennial Park, Mountain View Park. These will be addressed first as they were done after the law passed. We will then focus on our higher used parks.

***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!***

- As a committee, we need to look at priorities within Bill Roberts Golf Course itself. Amy will be presenting to the city manager some of the things we can do now. Next fall when we look at our capital investment, we need to budget for an accessible golf cart (\$10K – as listed on page six of the transition plan). Pete – what is an accessible golf cart? Larry stated this cart is designed for someone with disabilities. The cart has wider tires so the golfer can drive on greens.
- Amy stated we received confirmation from the consultant that we only need to provide one ADA port-o-potty. This is a change we can make this year.
- There are no conclusions or decisions at this time. Amy just wants everyone to be aware of what our responsibility will be. We will talk more about this as we have time to strategize and incorporate this into our work plans and budgeting process and most importantly, into our consulting efforts. Pete stated it appears there are some items in this plan that will benefit us as we move forward with our facility. Amy added that at a very generic level, we are going to be looking at \$167K that still meets our programming needs.
- Art – is the cart listed on this report? Larry stated it is cited in the full report. (Note: after the meeting, it was brought to our attention that we were missing several pages from our handouts. Jennifer will resend this information with the minutes).

**FOLLOW-UP ITEM:**     **After the meeting, it was brought to our attention that we were missing several pages from our handouts. Jennifer will resend this information with the minutes (Art’s question regarding the accessible cart is noted on page 6 of the transition plan).**

- Per Amy – any new construction/reconstruction by law has to be ADA compliant. This would include (but not limited to):
  - Signage
  - Parking issues
  - Exterior accessible routes – may include just moving things out of the way
  - Doors (handles on doors, pressure of doors, size of doors, etc.)
- We will continue discussions on the ADA audit.

## 5. Reports

### Parks and Recreation Director’s Report - Amy

- Tomorrow Amy has budget meetings with the City Manager. We will present the BRGC budget a next month’s meeting.
- Amy stated she has heard from a lot of people who are very excited that the course is opening.
- Amy included a NGF Dashboard handout for committee members to read. She was especially interested in the articles that addressed rounds played and the increase due to weather and golf facilities update.

### Golf Superintendent Report

- Larry announced that we opened February 18<sup>th</sup> for walk play and the following week for the carts. They have already mowed the greens. Because of the good weather, they have had to bring in additional staff early.

***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!***

- Working on cleaning up the irrigation and charging the system.
- Pete - trees on 4 look good. Larry had Nitro Green come in as contracted services to prune and remove one large tree (the city bucket truck has been down for over a year now). We used money out of driving range repair budget as Larry didn't anticipate hiring a contractor for tree work. Therefore, we had a contract with Nitro Green for \$3,000 total worth of work. As you may remember, we had some nets rip in October due to wind. Nitro Green rehung panels and removed another panel. It blew so hard that it snapped a cable so they repaired that as well. The next wind storm snapped another cable on the far back left, so Larry had them repair that also. Ongoing issues with net managing on the greens.
- Dave – is it still in the plans to remove railroad ties? Larry stated that as soon as we get some more seasonal employees hired, we will remove the majority of that wall that is tipping over and fill that in and compact it – use a grading and slope instead of a retaining wall – will be a turfed area.
- Dave – is there anymore talk with the school on the thought of replacing the trees or lining the area with trees to protect school? There hasn't been really any discussion on this; however, Larry stated we can always plant trees along there. A species of tree such as a dense spruce or pine would definitely block golf balls and visually separate the school and the golf course main playing area. If we want to step up our focus there, it would be a budgetary item or priority for donated trees. We usually take donated trees, most of them are memorial. In that scenario, we give donor of two choices of tree (deciduous or evergreen), Larry recommends the species, and will ask if there is a favorite hole or where would you like the tree planted. He tries to accommodate as much as possible.
- Skiers had good year.
- Mike has been busy with private carts. He got the fleet out which normally goes out in March.

#### Golf Professional Report

- Scott - 652 rounds in February. Last year was a record at 258. Rounds are doing very well!
- We are already over number of rounds through March (excluding last year), the previous three years.
- Jeff Heel, a former BRGC advisory board member starts tomorrow. He was hired to replace Jorge as Clubhouse/Concession Manager. With that, we will be opening the clubhouse earlier. Normally it is the first of April, but beginning this weekend, we will be opened limited hours (Friday, Saturday, and Sunday) until April. We will be opened during lunch and the busy part of the day.
- Financials
  - Note: last year in food, we did not actually do \$1,400. Two season passes were coded incorrectly so an adjustment will show next month.
  - We are a little behind in merchandise. We weren't able to do as many club fittings due to league play.
  - Amy asked if we are going to do a demo day. Scott stated demo day is scheduled for the end of April. There will be advertising on this event.
  - There will be specials for the Masters as well.
- Kellan Sasken from Green Meadows has accepted job in Portland – moving April 1<sup>st</sup>.

***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!***

### Men's League Report

- Per Dave – sent out team notifications. These are due in a couple weeks. Scott stated he understands that one team has dropped out, but we already have a replacement. Dave – all teams that dropped have been replaced; however, there may be one or two more openings.

### Ladies League Report

- None.

## **6. Public comment**

- None.

## **7. Next meeting date – April 12, 2016**

## **8. Future agenda items**

- Golf Budget
- RFP Scoring and Recommendation

## **Adjournment**

With no further business, the Bill Roberts Golf Course adjourned at 12:27 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 the City's ADA Coordinator, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490  
TTY Relay Service [1-800-253-4091](tel:1-800-253-4091) or 711  
[citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)  
316 North Park, Avenue, Room 440, 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!***