



City of Helena

# GOLF ADVISORY BOARD SUMMARY September 12, 2017



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

- Judy Reddy
- Susan Skinner-Bannon
- 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**

**Visitors: Jeff Downhour, Ty Nelson, Doug Olson, Adam Senechal**

### 1. Call to Order/Establish Quorum/Review Agenda

### 2. Approval of Minutes: August 8, 2017

- In review of the minutes, Pete found one error. On page 2 under the second bullet, Jennifer needs to change “flooding” to “**abutting** it next to the clubhouse”.
- With no further errors, Sue moved to approve as corrected. Dave seconded. Motion carried.

### 3. Old Business

Update on Clubhouse and Pro Shop GC/CM – Mosaic Architecture and Golden Eagle Construction

- The board welcomed visitors Adam Senechal and Ty Nelson from Golden Eagle Construction.
- Amy distributed a memo to the board.
- The Design and Engineering effort for the expansion of the golf course clubhouse and pro shop is 90% complete. Through the GCCM process, the chosen contractor, Golden Eagle Construction is near providing a guaranteed maximum price (GMP). Working with Mosaic Architect to reduce projected costs, the current estimated costs are:

Architect	\$140,000.00
Equipment (+ soft equipment)	\$151,354.00
NW Energy	\$21,407.00

**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!**

Simulators	\$80,000.00
City Contingency (4%)	\$70,000.00
Golden Eagle – GMP (projected)	\$1,587,590.00
<b>Total Estimated Costs*</b>	<b>\$2,050,351.00</b>

*\*May consider shopping or a general debt bank loan of 2.1 million to cover start up operating expenses and debt service payments for the first few years.*

- The only significant programming opportunity to reduce construction costs would be to eliminate the “private dining room”. This change would have significant impact on overall desired programming and revenue goals, and would not result in any reduction in on-going personnel costs. All agreed that this is not a good option.
- The reason for higher costs is to help with wiggle room for the first year of operation.
- We can’t lower the cost of construction and have viable revenue. Pete asked if this estimate includes the cost of the temporary building. Yes it does.
- Jeff has been working closely with Scott, Gery, and Golden Eagle in effort to fine-tune the design to fit the budget. It is difficult during this time of the summer as the construction climate is very busy. Mosaic has presented revised drawings and Golden Eagle is updating costs based on the changes. Some changes are very simple, some more complicated.
- Jeff stated they have met with the city and will do a “do some now and some later” plan with regards to the parking. So far nothing is smaller. One big change is there will be less work in the storage areas.
- Golden Eagle needs to give us a guaranteed maximum price (GMP) before getting information out the subcontractors for bid.
- Mechanical, electrical and plumbing bids will go up and down.
  - Dave – will we break ground in October as hoped? Once Golden Eagle executes the contract for construction, they still have to bid out the scopes of work. State law requires the GC/GM to advertise so they are thinking they will advertise for two weeks and then they have to accept the bids from the subcontractors. Golden Eagle feels October is reasonable.
- Larry’s message to Jeff is that he wants to winterize the main sprinkler on the 23<sup>rd</sup> of October – they may have to reroute that.
- Ty stated as Jeff pointed out, it is a very active construction season. He is hopeful that the subcontractors are looking towards winter work.
- Amy’s understanding is that the city will enter into a contract for the next phase with Golden Eagle as soon as we get GMP. To clarify, Scott said we could break ground **sometime** in October (not necessarily on the 1<sup>st</sup> as stated earlier). That is correct.
- Amy asked Ty and Adam to talk about the transition from pro shop. Adam stated they came up with the idea of a temporary structure. The recommendation is to take the simulator out of the pro shop and put it in the clubhouse.
- Jeff – the challenge is that once we have the GMP, that will gives Scott two weeks to get out of the pro shop.

***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!***

- The grille will be open all winter. The menu will be the same as it is right now. This should help us with revenues. Hours of operation will be 9:00 am – 9:00 pm. The grille will be open 9:00 am until 8:15 pm Monday through Friday and on the weekends from 9:00 am – 5:15 pm. We will have the NFL ticket on Sunday as well.
- Ty added that Gery has been in contact with NW Energy along with Golden Eagle's Superintendent, Lance to hold a spot for us for around the 1<sup>st</sup> of October. If Golden Eagle begins construction around the first of November, they hope to be done between May/June. Adam reminded the board that we could see schedule delays due to weather.

#### 4. New business

- Pete stated it is time to begin discussions on the 2018 rates. Amy said that city staff has not yet met on this. About this time, Amy, Scott, and Larry get together to review the financials and estimated budget. She would like to schedule that meeting within the next two weeks. They in turn will make their recommendations to the board at the October meeting.
- Pete asked Amy is she has any feedback on the impact on our administration fee that is paid back to city general fund with all the new personnel and revenues. Are we on a percentage basis of the gross? Amy stated there will be an increase based on FTE. One area we are reviewing is our IT charges. We may remove BRGC from the city IT services. They are doing a study now on what that might look like. It may be to our financial benefit and service benefit to be on our own.
- Pete likes idea of moving to a different IT service. Scott feels it is very important that we have internet service that will allow us to offer Wi-Fi access to our customers. We are trying to more technology driven at BRGC. A lot of the programming we offer requires better technology. Every day internet access increases. The issue we have is getting internet to BRGC. Private internet service will have to be fibered in. We are currently weighing what the initial capital investment will be. The potential cost could be \$20,000.
- Regardless of this, Art has said we will be able to offer Wi-Fi customers even if we stay with IT. We should be allowed to get same privileges as the civic center.
- Dave – we increased some of the rates this past year. He would like to see some of these rates stay the same this year. The number one complaint we will hear is that we are raising rates because of the new building. It's been communicated that the building will not drive rate increases.
- Pete said we really need to look at this.

#### 5. Reports

##### Parks and Recreation Director's Report

- Over the last few months Amy and Scott have worked with the city on the possibility of reimbursement to our assistant pros on their PGA requirements. Amy got the support of the city manager and developed some guidelines. We are happy to report

***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!***

that this was approved. While they won't be reimbursed for all course expenses. But they will receive a significant portion of it to be consistent with other HR policies. This will be retroactive to what has already been spent with idea that the assistant pros stay with city for at least an additional two years (if they decide to leave the city before that time, they would need to pay back the reimbursement). Pete stated this is a great recruiting tool.

- Funding for this: Scott said half of the funding will come through Scott's training budget and the other through funds raised through private tournaments or scholarship tournaments. We will host one free junior camp for the community.
- The cost of these courses is \$2,000 per coursework and there are three of those classes for a total of \$6,000. The city will reimburse \$1,200 of each \$2,000 course.
- Amy added that she will have recommendations for rates next month with the idea that we will take action on this in November and then it will go to the city commission for approval in December.

#### Golf Maintenance Report

- None.

#### Golf Superintendent Report

- Rounds report for August – we were down again this last month due to the heat and smoke. This year we had 6,567 rounds in August verses 7,045 last year.
- Revenues are looking good; however, we were down in both merchandise sales and revenues. Some of the reasons for this include:
  - Scott gave kudos to Chad Carlson at Green Meadows for maintaining membership sales. That could be part of the reason our sales were down.
  - Diamond Back has closed but they are having significant sales and liquidation of inventory. With them closing, it opens the revenue pipeline for us.
- We will start with 48 teams sign up for winter league. We may possibly open to 60 teams depending on interest. We already have 20 pre-signed up.
- As Jeff alluded to, there will be growing pains. We need to liquidate our merchandise that we have now. Scott's plan is to bring merchandise in later next year. Scott will order early but won't have it delivered until we are ready to move it in the shop.
- During construction phase, they plan to complete the pro shop first. This makes sense.

#### Men's League Report

- Men's league is done for the season. Everything went great.
- Doug agreed and added men's league will play three nights next year as they did this year.

#### Ladies League Report

- Sue transitioning out as the President. The new President is very active.

***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!***

- They are still trying to figure out how to incorporate the Wednesday morning ladies group into the Thursday evening group.
- There are plans to have a couple gatherings over the winter.
- All in all, it was a very good year.

## **6. Public comment**

## **7. Next meeting date – October 10, 2017**

## **8. Future agenda items**

- Discussion of the 2018 Fees

## **9. Adjournment**

With no further business, the Golf Advisory Board adjourned at 11:59 am.

### **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!***