

MINUTES
DeKalb Park District
Public Meeting of the Golf Advisory Committee
December 4, 2019
River Heights Golf Course Clubhouse, DeKalb, IL
Public Meeting 6:00 p.m.

I. Meeting Call to Order

Golf Committee Chair Dag Grada called the meeting to order at 6:00 p.m.

Committee Members Present: Vince McMahon, Austin Sands, Dag Grada, Gail Krmeneč, Dean Holliday, Larry Schultz, Steven Burski, Tom Anderson, Tom Teresinski, Adam Anderson

Committee Members Absent: Randy Bourdages

Non-voting Members Present: Amy Doll, Doug Eaton

Other District Staff Present: Heather Collins, Mat Emken

II. Action on the Agenda

Committee Member Teresinski made a motion to approve the agenda, seconded by Committee Member Holliday. Motion on the agenda carried by voice vote.

III. Public Comment

Micah Stoddard spoke about the need for a commitment of the administrators to implement the plan put forth by the committee and voted on by the board. Sarah Slavenas spoke about survey results of a District employee survey that was conducted that she received through a FOIA request.

IV. Approval of Minutes from 11/25/2019 Meeting

Mr. T. Anderson made a motion to approve the minutes. Seconded by Mr. McMahon. Mr. T. Anderson made a motion to amend the minutes to indicate that the rangers need to act as starters for a couple of hours and then go work as rangers after that. He also thinks that we need to establish a starting time and ending time for the rangers and a better job description. Motion carried by voice vote. Minutes were approved by voice vote.

V. Old Business

a. Discussion of Golf Marketing

Ms. Krmeneč indicated that the golf management system should integrate with our tee sheet, POS system, social media, employee schedules, inventory, marketing efforts, event management. She also said that the District should investigate cloud-based technology. She looked at GolfNow One (G1), EZ Links, and Jonas.

b. Discussion of Golf Staffing

Ms. Krmeneč took the organizational chart that Randy put together and shared at the meeting last week. It didn't have information about what positions were full time and what was part time and what positions included benefits. She took the organizational chart and put in what positions are filled and which are vacant and which positions are new positions. She indicated that the River Heights

Clubhouse staff was not included in the original chart but should be included if the committee agrees. She asked if the River Heights clubhouse staff should report to the River Heights clubhouse manager. Mr. McMahon said that the Director of Golf should be in the pro shop and should be on site and should take responsibility for the River Heights Manager. Mr. Holliday questioned whether this organizational chart added more people which then added more salaries. Ms. Krmeneč indicated that would be clearer in future slides that she presented that would show salary information.

Ms. Krmeneč asked if the Food and Beverage Manager should report to the RH Clubhouse Manager. The group stated that the position should. She said that she would move the RH Food and Beverage Manager to answer to the Clubhouse Manager and move the RH Clubhouse Staff to answer to the RH Clubhouse Manager.

Ms. Krmeneč indicated that she thought the District should hire a Marketing Director that reports to the Executive Director and that the Marketing Intern should report to the Marketing Director. Mr. Teresinski indicated that he was uncomfortable with this committee taking on the task of talking about a full time Marketing Director for the entire District and others on the committee agreed.

Mr. Sands stated that he disagreed with having the Food and Beverage Manager answer to the Clubhouse Manager. Mr. McMahon indicated that the Golf Pro in Sycamore is usually in the clubhouse at the Golf Course. In his view if you hire a Director of Golf they should be here a number of hours. He thinks that hiring a Marketing Director for the District is a good idea, but he thinks that it is important that the marketing intern be dedicated to the golf course.

Ms. Krmeneč asked if the Clubhouse Manager should be a full-time position. Some committee members said yes. Mr. Sands stated that he didn't think it needed to be a full-time position. He said that the Director of Golf would be the person that would be the person that is here at the golf course all the time. Mr. Holliday asked who was going to answer the phone and take the calls about outings and about events. He thinks the clubhouse needs to be run by someone who knows the golf course. Mr. Teresinski indicated that it should be left as part time for now since it is currently part time until the financial aspects are evaluated. Mr. Burski asked if the clubhouse manager could be the food and beverage manager.

Ms. Krmeneč indicated stated for the recommendation it be made a part time position for now but that it should be re-evaluated to see if it is working as a part time position. Chairman Grada asked for a consensus from the committee and there was a consensus of agreement.

Mr. Holliday pointed out that the board eliminated the use of the word "Director" in the titles and the District has only one Director. There was discussion about whether it could be a Superintendent of Golf and several on the committee said that the exact wording of the title wasn't important.

Ms. Krmeneč presented information about the proposed budget for the staffing of the golf courses as developed by the committee. She noted that this amount would be approximately \$83,000 more than the current year budget for staffing.

Mr. Teresinski asked about the presentation to the board of the report and suggested that at the meeting there would be various committee members presenting to the board. Chair Grada indicated that a written report would be provided to the board but that it would be beneficial to have verbal presentation of the highlights of the report to the board.

c. Discussion of Golf Finances

Mr. Teresinski reported that he has asked staff to prepare several reports on the Golf Finances that include:

- A forecast for this fiscal year as well as a “normalized” forecast if the courses had been fully staffed.
- Comparatives with other golf courses and how much other area courses are using in tax dollars
- Comparatives with other District programs to show what other recreation program areas utilize in tax dollars.

These will be presented for discussion at the meeting next week.

VI. New Business

a. Discussion of Golf Capital Projects

Chair Grada stated that it would be great if the District could just go and do everything but that isn't realistic. He asked the committee to keep in mind what portion of the capital budget should be used towards golf expenses. He also asked the committee to keep in mind the return on investment. Mr. Holliday indicated that there had been talk about doing a small section of cart paths each year and perhaps we could do a small portion each year.

Mr. Schultz prefaced his presentation by stating that he appreciated all of the input that he received from a lot of people. He started his presentation with the Billy Casper Report recommendations including modernization, playability (bunkers and tee boxes), safety, turf type and quality, signage (directional and informational), irrigation, equipment, and cart paths. The BCG report also presented a 10-year capital plan. Staff also provided a capital plan for golf that Mr. Shultz included in his presentation that included projects broken down by category. Mr. Schultz presented a list of priorities for capital projects that were (in order): playability (bunkers, tee boxes, weeds), equipment (lease or lease to own), irrigation, bridges, draining, and cart paths. He discussed the possible recommendation of installing gravel paths.

Mr. Schultz presented a proposed capital budget for Buena Vista and pointed out that he had pulled budget numbers from the Billy Casper Report and from staff. He noted that the biggest capital expense there is the irrigation system. He also presented a proposed capital budget for River Heights. He noted that it may be possible to do a combined cart path on holes 2 and 8.

Mr. Teresinski asked if the committee could have the budget documents shared with them for review. Mr. Schultz said that he would get the budget document to District staff for dissemination.

Mr. Schultz indicated that there should be golfer input into the bunker decision. He noted that longer roughs slow down play in searching for the balls. He noted that he heard that the fairways need overseeding and that the fairways on #5 and #17 need slit seeding. He noted that instruction and supervision of new staff needs to be done to avoid damage to the courses. He referenced Mr. Beverly's presentation from last week and whether #5 and #17 can be regraded to push residual water towards the tee.

He indicated that the next steps should be to get quotes on river rock/red granite cart paths and that it should include a shared path between #2 and #8. He suggested that the District should investigate used equipment and beverage cart. The district needs to calculate the minimum cart requirement for both courses.

Several on the committee thanked Mr. Schultz for the presentation and said that he did a great job. Mr. McMahon asked how feasible the suggestion that Mr. Beverly made last week is. He also made some suggestions about how to redesign several of the holes to make the course more playable to work around the water and draining problems.

Mr. Teresinski asked about the total capital budget for the District and asked staff to discuss it. Ms. Collins noted that the District issues a bond each year for just over \$1.2 million for the District's capital projects. She noted that the portion of the District's depreciation that is allocated to golf assets was about 14% of the District's depreciation. In a budget of \$1.2 million 14% would be approximately \$168,000.

Mr. Schultz noted that the POS system is operational instead of capital, so he did not include it. He also stated that he would not be available on December 19th to present this portion of the report.

Mr. Eaton asked if phasing the irrigation at BV is possible. Mr. A. Anderson stated that he would recommend doing the pump station first and then doing the rest of the irrigation in a later year but that phasing the rest of the irrigation over 5 years is probably not a good idea and would likely add more expense to the project.

VII. Adjourn Public Meeting

Mr. Shultz made a motion to adjourn, second by Mr. Burski. Motion carried by voice vote.

Meeting adjourned at 7:35 p.m.