

**MINUTES
LONGMONT GOLF COURSE ADVISORY BOARD
November 21, 2011**

The November 21, 2011 meeting of the Longmont Golf Course Advisory Board was called to order by Chair Ruff at 7:00 p.m. in the Twin Peaks Golf Course clubhouse.

Item 1 – Roll Call

Jim Ruff, Chair, called the roll. Those present were Board Members Jim Ruff, Jeff Cannon, Ken Davis and Rick Phillips. Judson Hite arrived after roll call. Staff members present were Larry Mills, Kim Shugar, Sally Helms, Keith Martin and Sam Linnenburger. Board Member Matt Cain and Council Member Sean McCoy were absent.

Item 2 – Approval of Minutes of the Previous Meeting

Board Member Cannon moved the minutes of the October 24, 2011 regular meeting be approved as written and Board Member Phillips seconded. The motion passed unanimously with Board Member Ruff abstaining from the vote.

Item 3 – Communications

A. Golf Professionals Monthly Reports for October

	October Revenue			October Rounds		
	Projected	Actual	YTD %	Projected	Actual	YTD %
Sunset	\$ 25,500	\$ 23,895	102.4%	2,000	2,028	105.6%
Twin Peaks	\$ 62,500	\$ 51,147	100.3%	2,510	2,404	104.9%
Ute Creek	\$ 85,100	\$ 72,638	92.3%	2,160	2,503	100.2%

Mr. Linnenburger reviewed Sunset and Ute Creek October round and revenue reports and Mr. Martin reviewed October round and revenue reports for Twin Peaks. During the month of October, Sunset was open 24 days. Twin Peaks was open 26 days and Ute Creek 24 days.

Item 4 – Public Invited to be Heard

There were no comments from the public.

Item 5 – Unfinished Business

There was no unfinished business.

Item 6 – New Business

A. Golf Course Concession Agreement Update

Chair Ruff asked Mr. Mills to update the group on the concession agreements. Mr. Mills noted that page 14 of the Board packet was a Staff Communication explaining the status of the contract changes as recommended by the THK Operational Review and Financial Analysis. Mr. Mills explained that in response to THK's recommendations, staff is proposing to renew the three agreements for five years beginning January 1, 2012 and ending December 31, 2016, subject to annual renewal thereafter. Staff is also proposing to increase the compensation for the Sunset Golf Professional \$500 per month. He stated that the only other significant change to the agreements was the removal of the revenue incentive.

Mr. Mills informed the group that there was a redlined master concession agreement attached to the Board packet for the Board's review noting that Staff and Golf Professionals had agreed to the changes as well as the extended term and compensation. Mr. Mills offered to go through the document page by page with the Board or to just answer questions regarding the document from the

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Board. Chair Ruff asked Mr. Mills when the agreements would go to Council. Mr. Mills stated that staff was in the process of drafting the final agreements and was scheduled to go to Council on December 13, 2011. Mr. Mills noted that what was needed from the Golf Board at this point was an approval and recommendation to proceed with the changes as presented and the agreement as attached.

Chair Ruff asked if the group had specific questions regarding the agreements. Board Member Davis asked the Golf Professionals how they felt about the new terms. Both Mr. Martin and Mr. Linnenburger agreed that they both felt very positive about the changes. Board Member Hite stated that he did have several items that he would like to address from the contracts. Following is a summary of those items and brief discussion of each:

Section 3.1 – Board Member Hite noted that Section 3.1 referred to the word “concessions” and referenced that the contract then refers to the word “concession” throughout the document.

Section 6 – Workman Compensation issue. Board Member Hite cautioned the pros to make sure volunteers would be covered under their insurance as they would not be covered by workman’s comp.

Section 10 – Immediate termination if the pros did not abide by the City’s hours – Would the pros want to keep their concessions open longer than stated in the agreement, or even shorter hours. The way the agreement is written the pros have to abide by the City’s Operating Hours or be terminated.

Section 11 – Board Member Hite suggested a clarification regarding the payment card industry standards, specifically where the information was published or pursuant to.

Section 16.3 – Loss of damages, repair and maintenance of the beverage cart. Mr. Mills noted that what Mr. Hite did not get in the master agreement was Exhibit D – Schedule of Inventory. Mr. Mills stated that information does clarify specific responsibility.

Section 23 – Under utilities, Mr. Hite suggested this be more specific regarding the type of cable. Mr. Mills explained what the City currently supplies is Comcast cable.

Section 24.4 – Regarding liquor licenses, Mr. Hite noted that they may need proof of a transfer of the license. Mr. Linnenburger stated it had not been an issue.

Board Member Hite stated that with the discussion of each of these issues he would be able to support the agreement.

Chair Ruff asked if there was a motion approving the support of the new agreements. **Board Member Cannon moved that the Board approve the new agreements. Board Member Davis seconded and the motion passed unanimously.**

Mr. Mills noted that the next step would be to move forward with final agreements approved by the City Attorney’s office. Mr. Mills also asked Board Member Hite to send him a list of specific items that he would like to have addressed with the City Attorney’s office. Mr. Hite agreed that he would.

Item 7 – Items from the Board

Board Member Davis asked if there had been some staffing changes at Sunset. Mr. Linnenburger stated that he hired Ryan Williams as the new Head Golf Professional at Sunset and that Ryan would start right after the first of the year.

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Item 8 – Items from the Staff

There were no items from staff.

Item 9 – Adjournment

Board Member Hite moved that the meeting be adjourned. Board Member Cannon seconded and Chair Ruff adjourned the meeting at 7:40 p.m.

Minutes Approved:

Jim Ruff
Golf Course Advisory Board Chair

Sally Helms
Recording Secretary