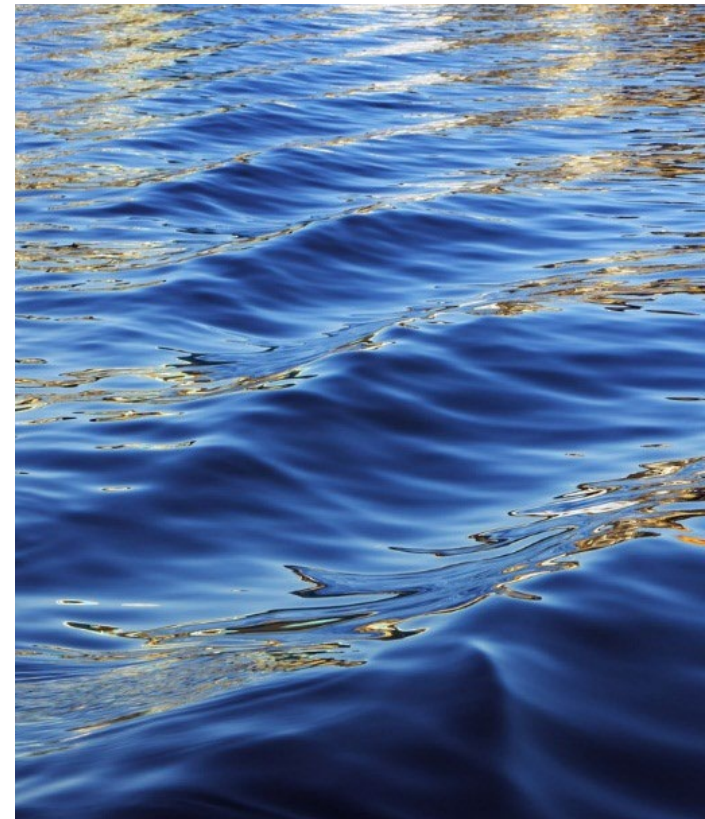




2023 Golf Contractor Workshop

10/24/2023



How did we get here?

- As early as March of 2023, the former Mayor was working with the golf committee on a plan to replace the current contractor.
- A golf sub-committee was formed by city council in July of 2023.

9. **GOLF- {action item}** [attachment] Consider establishing a Steering/Hiring Committee for recruitment of new golf course management.

The council discussed putting together the committee and liked the idea of having the committee to help in the process selecting a new contractor.

Val made a motion to establish a steering/hiring committee listing the recruitment of the new golf course management naming Brion Poston as the representative from the city council. Ron Smith seconded the motion.

Lisa asked the Mayor and Council if they would also like to appoint the other members of the committee, including those presented by Steve. Val amended her motion to include those members, which are:

1. Brion Poston
2. Gerry Ann Howlet
3. John Youngwirth
4. Anne Bonar
5. Ada Gardner
6. Dave Anderson
7. Bill Gutknect

Result:	Approve
Moved by:	Val Thompson
Seconded by	Ron Smith
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo, Ron Smith
Voted No	
Absent	

8. **GOLF- {action item}** [attachment] Consider operational strategy for golf course.

How did we get here?

At the same July meeting, the formation of the golf structure was presented by Golf Committee member, Steve Nelson.

Steve Nelson presented to Council three options for consideration regarding the golf course management that the golf committee came up with. Steve was asking for some direction from Council regarding the options. The three options included:

1. Golf/Pro with responsibility of maintenance, much like what is currently being done- essentially replacing Ralph with a new person.
2. Hire Greens keeper separate of a club house/golf manager.
3. City contracts out entire golf course for a fee and turn over maintenance and equipment to a contractor who would pay a yearly fee to the city to rent to course *or* that the city takes over the entire course over to city employees and run the course as it sees fit.

The golf committee felt that option 3 was not desirable for either option, due to the amount of people that it would take to run the course and the limited source of funds that the city operates on.

Regarding option 2, Ron Smith asked about the green's keeper, clarifying that he means the rough and the fairways. Steve agreed that is what was meant by hiring a greens keeper.

Brion asked who would be responsible for owning the equipment. Steve responded that the city would still be expected to own the equipment in this scenario.

How did we get here?

- No decision was made by council regarding how the contract would be set up.

Brion also asked how the contracts would be maintained for each contractor, and Steve responded that the greens keeper would need to be paid separate from the club house manager. Brion then asked about the driving range and Steve responded that those details would need to be figured out if the council chose this method.

Val asked if the Committee had reviewed the financials of the golf course and Steve responded they had not. The committee felt that it was important to know what direction the council wanted to go before they looked at the content of a contract and the costs associated with that.

Steve went on to say that the contract's current amount paid to a contractor would likely need to be raised to attract someone interested in the course.

Mayor Staples asked if the Committee needed a decision by Council tonight and Steve responded that the committee wanted to know if Council had a preferred option on which method they'd like to go forward with on the types of contractors.

Ron Smith asked if a future committee would be the ones who would address the type of method to move forward on. Steve replied, it would.

Val Thompson responded that she felt that when she saw on the agenda the need for a special committee it was for the reason of selecting a method or type of contractor for the future.

Steve then introduced the idea of starting a special committee that would address the method of the future contract. It would comprise of two members of the golf committee (John Youngwirth and Gerry Ann Howlet), two members of the ladies (Anne Bonar and Ada Gardner) group and two members of the men's group (Bill Gutknect and Dave Anderson) and a member of the city council.

Ron Smith asked if the people selected had been consulted about the city's interest in serving on the committee. Steve said he had spoken with each of the community members and received positive responses.

How did we get here?

- The Golf subcommittee began meeting sometime after the July council meeting to set the stage for the selection process.
- That resulted in an RFP being developed and deployed to several venues across the country (verbal from deputy clerk).
- Myself or the Attorney hadn't been presented the RFP and had not reviewed for compliance with Idaho Code at the request of the then Mayor.
- Myself or the Attorney can find no correspondence between ourselves, the Mayor, Council Members or the golf subcommittee regarding the selection process.
- From records obtained by the deputy clerk, interviews occurred in early September, 2023.
- According to city records there were four applicants and the committee interviewed 3 of the 4.

How did we get here?

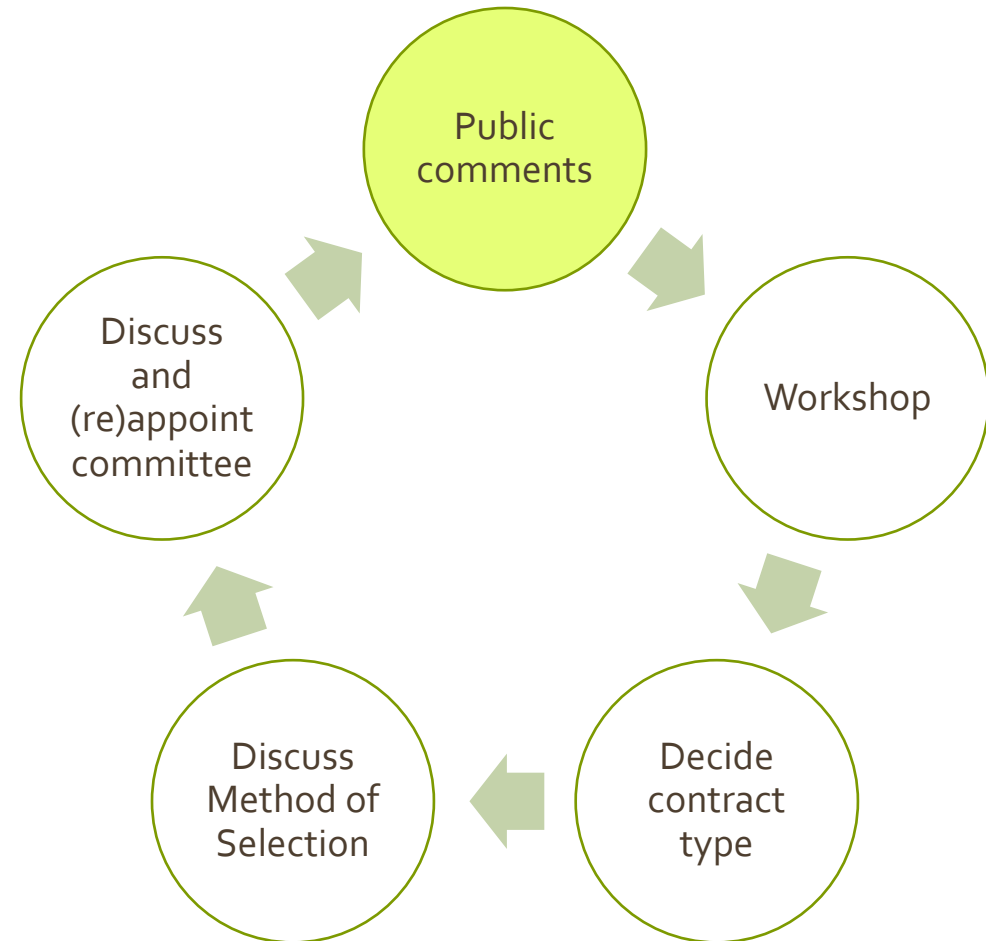
- On or around 9/12/23- I raised concerns regarding the recommendation that was coming forward and asked the Attorney to review the process and to give guidance on the next steps to ensure no laws were being violated.
- 9/14/23 The City Attorney issued Council a client/attorney privileged memo and email regarding how the council should engage in a contract situation. A copy has been provided to you.

How did we get here?

- 9/22/2023 Mayor Staples resigns as Mayor.
- 10/3/2023 Mayor Alonzo is sworn in to serve out the former Mayor's term. Councilman Adam Arthur is also sworn in to serve out the former Mayor's term.
- 10/4/2023 City Attorney provides Council with client/attorney privileged correspondence on the RFP process. A copy has been provided to you.
- 10/11/2023 I provided Mayor Alonzo with next steps email regarding the need for council decisions; this has been included with the packet.
- 10/3/23- current: Staff researches, reviews and prepares advertisement of golf course golf and operation manager description, and draft contract, in preparation for tonight's meeting.

Tonight's meeting

- First: Mayor and/or Council may hear public comments regarding the topics on the agenda tonight. **Staff recommends that comments, if taken, remain on topic and regarding items of discussion on the agenda.**
- Council or Mayor may ask questions of the public during this time.
- Council or Mayor may ask questions of staff at this time.
- Council or Mayor may limit comment to a specific time frame.
- Council or Mayor may choose not to have public comment.

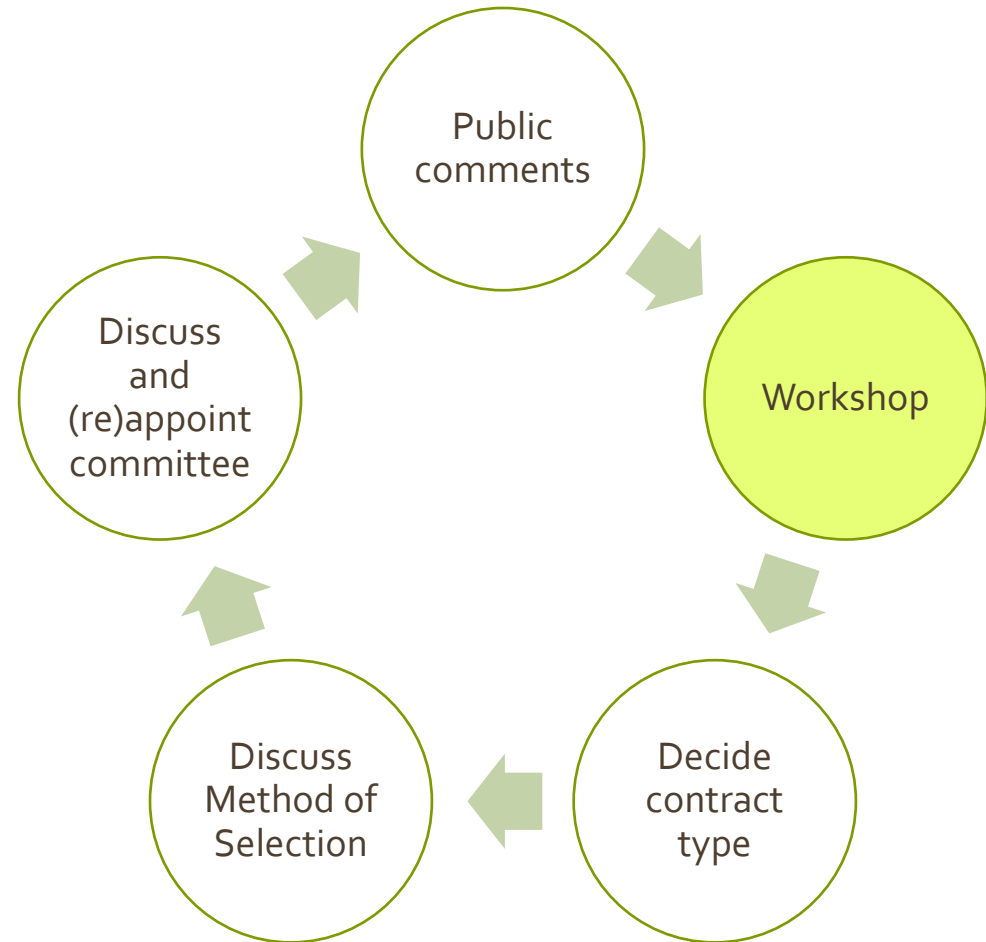


Tonight's meeting

- Next: Council may decide to go into a workshop style format to discuss the format of the future contractor. Three decisions that staff needs clarity around include:
 - Contract Type
 - Method of Selection
 - Decide who will make the recommendation.

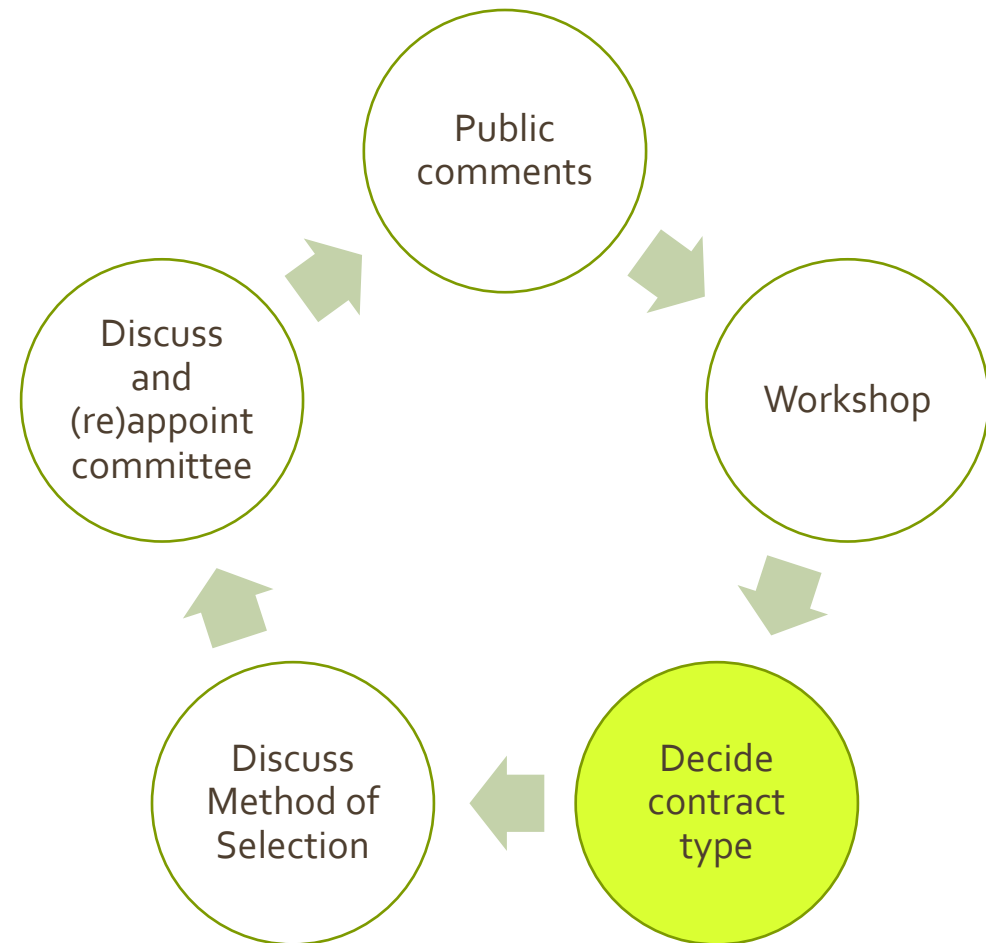
The purpose of the workshop is to allow the council to deliberate towards a decision, but not make one until the appropriate time on the agenda.

Staff **suggests** limiting public input during this time so as to keep time and pace with the night's objectives.



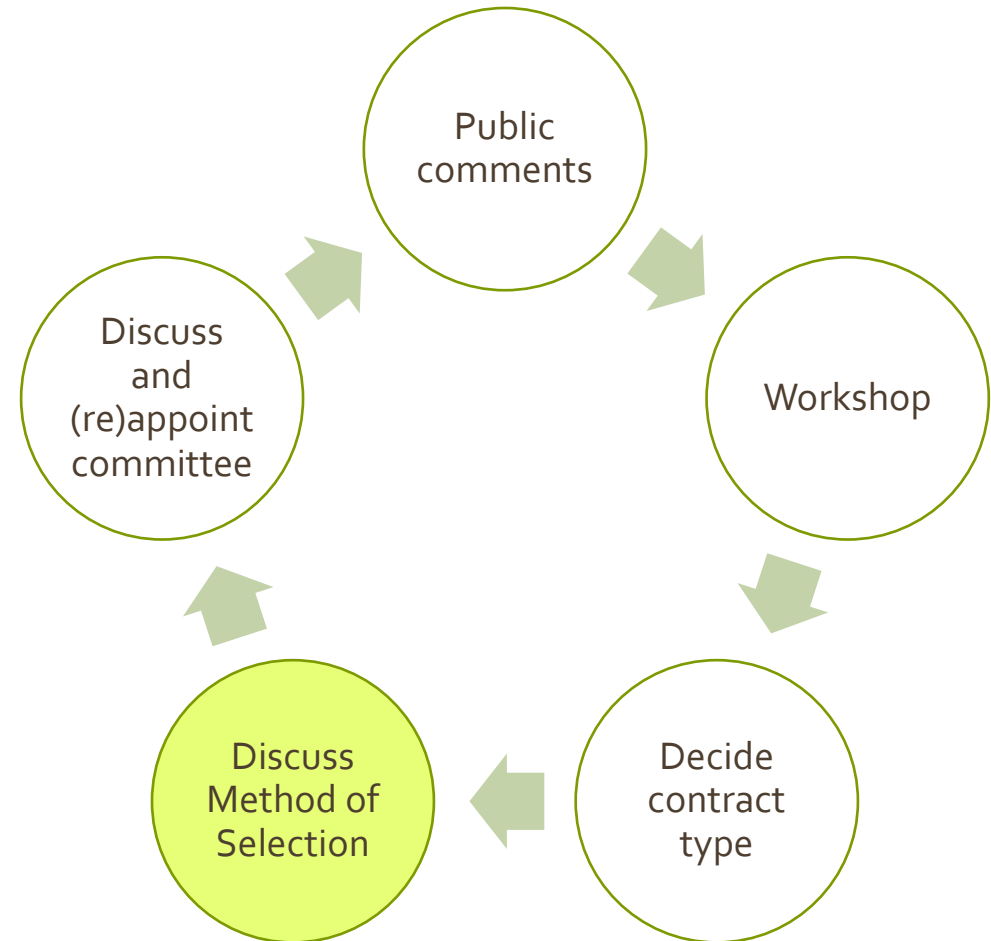
Tonight's meeting

- Next: A motion to decide on type of contract for Mirror Lake is necessary. As was presented back in July of this year, the golf committee reviewed several types and suggested the following:
 - Similar split b/t the city and the golf contractor that is currently in place.
 - Fully employed / ran course by the city.
 - Split between a green's keeper and the club house manager.
 - A fourth option that staff has considered is a fully leased option wherein the city is simply a landowner.
- A draft contract as we provided to the previous contractor is included with the council packet.



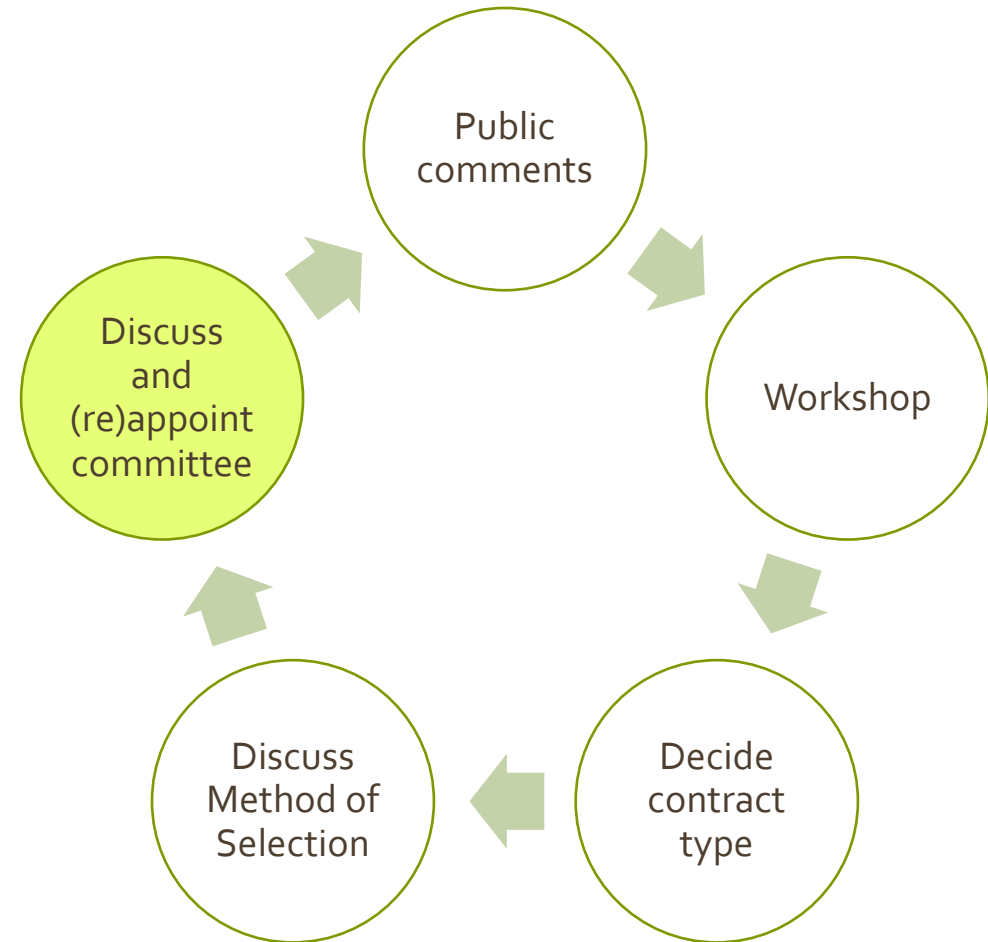
Tonight's meeting

- Next: A motion is required to decide on the method of selection of the next contractor.
 - Based on the previous decision, staff needs clarity around whether the council wishes to seek an RFP, Call for Applicants, Job posting etc.
 - Staff refers to the City Attorney's memo of 10/3/2023 for more information on this topic.
 - Staff has begun a job announcement but has written in such a way that it could be modified without much effort into any of the above methods.
 - Also, staff seeks to get clarity from council on the content of the document.



Tonight's meeting

- Last on the agenda where council should consider a motion establishing or reestablishing a committee to select the next contractor.
 - If a subcommittee is preferred, staff suggests providing some guidelines on how the committee is structured, their main goal(s) or purpose, and how the group is required to comply with Idaho Law.
 - If a subcommittee is selected, it needs to be clear that they are a committee of the council and subject to the Open Meeting act and compliance thereby.
 - Lastly, their compliance with the records act would need to be acknowledged- staff suggests having each member sign a form that stipulates this.
 - If council just wishes staff to conduct the interviews and make recommendation that is also an option.



Summary

Council Workshop to discuss all 5 elements as previously summarized.

Need motions for the following three areas:

1. Decide the type of contract that is in the city's best interest.
2. Decide the method of selecting the next contractor
3. Decide what body will evaluate and bring forward a recommendation.

Council could after the workshop, take under advisement the information gathered and defer their final decision until a future date.



Questions?

