

**Welcome to the Bonners Ferry Golf Steering Committee Meeting**

The purpose of the Agenda is to assist the Commission and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Any individual who wishes to address the Commission on any other subject should plan to speak when agenda item **Public Comments** is identified by the Chairman. The Chairman will not normally allow audience participation at any other time.

**Agenda  
Golf Steering Committee  
Bonners Ferry City Hall  
August 31, 2023  
9:00 am**

**PUBLIC COMMENTS**

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Chairman.

**REPORTS**

**CONSENT AGENDA {action item}**

**OLD BUSINESS**

**NEW BUSINESS**

- 1. Discuss the Interview Process for upcoming interviews on 9/7/2023.**

**ADJOURMENT**

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**Agenda  
Golf Steering Committee  
Bonners Ferry City Hall  
July 31, 2023  
9:30 am**

**PUBLIC COMMENTS**

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Chairman.

**REPORTS**

**CONSENT AGENDA {action item}**

**OLD BUSINESS**

**NEW BUSINESS**

**New Business**

- 1. Approve the RFP (Request for Proposal) for Distribution August 1, 2023 {action item} (attachment).**

**ADJOURNMENT**

## **Welcome to the Bonners Ferry Golf Committee Meeting**

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### **AGENDA Golf Committee Meeting Bonners Ferry City Hall March 28, 2023 5:30 pm**

#### **PUBLIC COMMENTS**

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Chairman

#### **REPORTS**

Ralph Lotspeich

#### **CONSENT AGENDA {action item}**

1. Approve the October 11, 2022 Minutes

#### **OLD BUSINESS**

2. Capital projects with recommendations to City Council
3. Tree removal recommendations to City Council

#### **NEW BUSINESS**

1. Income and Expense final Summary
2. Golf Course Management and Transition

#### **ADJOURNMENT**

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**AGENDA  
Golf Committee Meeting  
Mirror Lake Golf Course  
May 23,2023  
5:30 pm**

**PUBLIC COMMENTS**

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Chairman

**REPORTS**

Ralph Lotspeich

**CONSENT AGENDA {action item}**

1. Approve the March 28,2023 Minutes

**OLD BUSINESS**

1. Income and Expense final Summary
2. Golf Course Management and Transition

**NEW BUSINESS**

1. Set Meeting Calendar {action item}

**ADJOURNMENT**

## **Welcome to the Bonners Ferry Golf Committee Meeting**

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### **AGENDA Golf Committee Meeting Bonners Ferry City Hall June 27, 2023 5:30 pm**

#### **PUBLIC COMMENTS**

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Chairman.

#### **REPORTS**

Ralph Lotspeich

#### **CONSENT AGENDA {action item}**

1. Approve the 3/28/2023 and 5/23/2023 Minutes.

#### **OLD BUSINESS**

1. Set Meeting Calendar {action item} (attachment)

#### **NEW BUSINESS**

1. Review Golf Contract (discussion only)
2. Set Date for Golf Contract workshop {action item}

#### **ADJOURNMENT**

**Welcome to the Bonners Ferry Golf Committee Meeting**

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**AGENDA  
Golf Committee Meeting  
Bonners Ferry City Hall  
August 29, 2023  
5:30 pm**

**PUBLIC COMMENTS**

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Chairman.

**REPORTS**

Ralph Lotspeich

**CONSENT AGENDA {action item}**

1. Approve August 28, 2023 minutes

**OLD BUSINESS**

**NEW BUSINESS**

1. Review 2024 Fee Schedule (discussion only)
2. Discuss Equipment Purchases (discussion only)
3. Review Steering Committee Report (discussion only)

**ADJOURNMENT**

Posted at City Hall 9/22/2023.

## Welcome to the Bonners Ferry Golf Committee Meeting

The purpose of the Agenda is to assist the Commission and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Any individual who wishes to address the Commission on any other subject should plan to speak when agenda item **Public Comments** is identified by the Chairman. The Chairman will not normally allow audience participation at any other time.

### **AGENDA Golf Committee Meeting Bonners Ferry City Hall August 29, 2023 5:30 pm**

#### **PUBLIC COMMENTS**

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Chairman.

#### **REPORTS**

Ralph Lotspeich

#### **CONSENT AGENDA {action item}**

1. Approve the June 27, 2023 minutes.

#### **OLD BUSINESS**

#### **NEW BUSINESS**

1. Steering Committee report (discussion only)
2. Golf Committee 2023 Schedule {action item}
3. Looking towards 2024 (discussion only)

#### **ADJOURNMENT**

**MINUTES**  
**Golf Committee Meeting**  
**Mirror Lake Golf Course**  
**August 29, 2023**  
**5:30 pm**

Chairman Steve Nelson called the Golf Committee meeting August 29, 2023, to order at 5:36pm.

Committee members present were John Youngwirth, Gerry Ann Howlett, Scott Schopen and Lara Tyler, Lynda Hiatt was absent.

Members of the public included: Ralph Lotspeich.

**PUBLIC COMMENTS**

No public comments

**REPORTS**

Just had the club championship last weekend and it was the best ever attended event! Ran some numbers from prior year, Green Fees from 2019 were \$67,700.00 as of August 28, 2019, they are \$110,200.00 as of August 28, 2023, and Season Pass were \$51,500.00 in 2019 and this year it was \$103,400.00 as of August 2023. Ralph spoke of years prior and how it has just increased in profit. Still some good golfing to come.

Ralph talked about not being able to spray as much as he would have like to, would like to possible getting a replacement, he had spoke to Brion and Dick regarding getting a new one. John asked about talking to County, but Ralph said that was not very convenient, it was hard to schedule that with them. Ralph would like to get an Electric one, the cost would be \$1,100.00. This would be fully operational from the back of the Gator with a wand attachment. John talked about the City having a sprayer that is not being used, he recommended that Ralph talk to Eddy Invernon. Ralph was concerned about the spray zone; John said it wasn't that much to replace the old one with a new one. Ralph talked about getting tires for the Greens Mower and needing to replace the wheels on the fairway mower as well. It's all part of maintenance that needs to be done. Ralph talked about adding a splash pad for washing the mowers for around \$2300.00. John asked why not have the city put one in? John said he had never heard about this before but recommended having the City take a look doing it. Ralph also talked about the pump house and needing to get it replaced as soon as possible, the City is working on this project this coming fall. Ralph is really pleased with how well the golf course was doing this year, and how our neighbors to the north (Canada) have been coming down and using the course, he thinks there will even be more coming down with borders being open more so.

**CONSENT AGENDA {action item}**

1. Approval of June 27, 2023, minutes.

John made the motion to approve the minutes, Scott seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	John Youngwirth
<b>Seconded by</b>	Scott Schopen
<b>Voted Yes</b>	Gerry Ann Howlett, John Youngwirth, Scott Schopen
<b>Voted No</b>	
<b>Absent</b>	Lynda Hiatt



**OLD BUSINESS**

No old business to discuss.

**NEW BUSINESS**

1. Steering Committee report (discussion only)

Scott asked if anyone wanted to give an update, Gerry Ann stated we have 4 applications for the new Golf Course Manager. There is a meeting set to review the applications on August 31, 2023, at 9:00am at City Hall.

2. Golf Committee 2023 Schedule {action item}

Steve proposed late September and the end of October for the next meetings and to have a send-off for Ralph as well. The dates were set for September 26<sup>th</sup> and October 24<sup>th</sup> 2023.

John made the motion to set the dates for the September and October meetings, Scott seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	John Youngwirth
<b>Seconded by</b>	Scott Schopen
<b>Voted Yes</b>	Scott Schopen, John Youngwirth and Gerry Ann Howlett
<b>Voted No</b>	
<b>Absent</b>	Lynda Hiatt

3. Looking towards 2024 (discussion only)

Steve talked about the Rate increases, Equipment purchase, possibly getting a Dump Box, John said to ask the city about using the dump truck when needed. Talked about the new manager and a new golf contract. There was discussion about wages, but the bottom line is the council will make the final decision. John talked about having the city trim back some of the overgrowth along Deep Creek Road because of poor visibility. Gerry Ann was concerned about the city maintaining the equipment at the golf course. There needs to be a clear definition of what is required by the City and the Golf Manager regarding upkeep of equipment.

**INFORMATION**

Nothing to report.

**ADJOURNMENT**

John made the motion to close the meeting, Scott seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	John Youngwirth
<b>Seconded by</b>	Scott Schopen
<b>Voted Yes</b>	Gerry Ann Howlett, John Youngwirth and Scott Schopen
<b>Voted No</b>	
<b>Absent</b>	Lynda Hiatt

Chairman Steve Nelson adjourned the meeting at 6:20 pm

**Minutes  
Golf Committee Meeting  
Mirror Lake Golf Course  
May 23,2023  
5:30 pm**

Chairman Steve Nelson called the Golf Committee meeting May 23, 2023, to order at 5:35pm.

Committee members present were Scott Schopen, Gerry Ann Howlett, Lara Tyler, Linda Hiatt arrived late.

Members of the public included: Dick Staples and Ralph Lotspeich.

**PUBLIC COMMENTS**

Dick Staples spoke about the Local option tax passing and the possible outcome of the vote and funds.

**REPORTS**

Ralph Lotspeich spoke of the late start to the season by 10 days and the higher revenue of green fees and season passes. He was very happy with how things were going. He also spoke of late openings at other golf courses and how hard it's been for them. Spoke of the lack of snow mold this year and was very pleased with the application of fungal spray, the greens are looking beautiful. The High School teams are doing terrific, and the girls won the State Tournament. Ralph spoke about the fundraising briefly, and that there was a good turnout.

Ralph said there has been a 12% increase of tee times online.

**CONSENT AGENDA {action item}**

1. Approve the March 28,2023 Minutes

Not able to approve minutes as they were not available. Will post online and email to committee.

**OLD BUSINESS**

1. Income and Expense final Summary

The City of Bonners Ferry is still working on getting a budget to the Committee, they are not available yet.

## 2. Golf Course Management and Transition

Ralph Lotspeich announced that he will not be renewing his contract for the 2024 Golf Season. He gave some recommendations of how-to possibly move forward and what to look for in the hiring of a new Golf Course Manager.

### **NEW BUSINESS**

#### 1. Set Meeting Calendar {action item}

No motion was made to set the calendar, it will be tabled until the next meeting. The tentative next meeting will be June 27, 2023 at 5:30pm at the Mirror Lake Golf Course.

### **ADJOURNMENT**

Gerry Ann Howlett made the motion to adjourn the meeting. Scott Schopen Seconded.

<b>Result:</b>	Approved
<b>Moved by:</b>	Gerry Ann Howlett
<b>Seconded by</b>	Scott Schopen
<b>Voted Yes</b>	Gerry Ann Howlett, Scott Schopen, Linda Hiatt
<b>Voted No</b>	
<b>Absent</b>	John Youngwirth

Meeting adjourned at 6:58pm.

**MINUTES  
GOLF COMMITTEE MEETING  
CITY HALL  
March 28, 2023  
5:30 pm**

Chairman Steve Nelson called the golf committee meeting March 28, 2023, to order at 5:35pm.

Committee members present were Scott Schopen, Gerry Ann Howlett, John Youngwirth attended via phone.

Members of the public included: Ralph Lotspeich

**PUBLIC COMMENTS**

No public comments were given.

**REPORTS**

Golf course manager Ralph Lotspeich reported that the golf course is dryer than it's ever been this time of year. Still some snow on the upper tee on seven, and things are looking good. Ralph plans to open this Saturday. It will be a soft opening and he will be letting people know through email, phone calls, and the website. There is supposed to be a tournament here for the high school next Tuesday April 4, 2023, there will be 2 other schools attending. The high school season has gotten hard as we are now in the 3A division and a couple of the other schools have dropped to a 2A as their enrollment at the school has gone down. So, they will compete with 1A and 2A. 4A and 5A have moved their schedule to the fall so we cannot participate with them and now must travel a long distance to play, which makes for a long day. CDA Stump grinding removed the stumps from the right of three. I emailed Deborah the invoice for Friends of Mirror Lake to pay, the total amount was \$2000.00. Jimmy is working on the gator. Jimmy also made a screen for the pumphouse #18.

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of minutes from the October 11, 2022, meeting.

John made the motion to approve the minutes.

The motion was seconded.

<b>Result:</b>	Approve
<b>Moved by:</b>	John Youngwirth
<b>Seconded by</b>	Scott Schopen
<b>Voted Yes</b>	Gerry Ann Howlett, John Youngwirth, Scott Schopen
<b>Voted No</b>	
<b>Absent</b>	Linda Hiatt

**OLD BUSINESS**

1. **Capital projects-** recommendations to City Council

Discussion items only. Steve said that he went to the City Council meeting last fall. There was some confusion as he was there representing the Committee, but the Council thought he was there representing Friends of Mirror Lake, and he was not allowed to speak about anything except the trees. Golf chairman report was not on the agenda. The committee set the priorities of the capital projects that are in the minutes of the last meeting. The items include the pump shed, new utility vehicle, and equipment storage. Steve asked Ralph if anything happened with the pump shed and he said no. Steve asked Ralph if he had any leads on a utility vehicle and that he had said Jimmy had been doing some work on the old one and would limp along for another year. Steve said that they did not talk about equipment storage and that it could be a future visit to the City Council. Gerry Ann asked if the City Council even knew what the committee discuss about. We have had this issue before. Steve asked if the meeting minutes from the committee meeting were given to the City Council in a packet. Deborah responded that she wasn't sure but would check. Later Deborah remembered that the minutes from the October meeting were in the Council packet in November. John asked who is responsible for making sure that approved items are being completed. Is it Ralph, the Mayor, or Lisa? Deborah explained that if you want to get a response from the City Council, you need to be added to the agenda, and that needs to be requested the week before the City Council meets. You can speak during the public comments and the Golf report, but you will not get a response.

## **2. Tree Removal- recommendations to City Council**

Friends of Mirror Lake will continue to work on getting the trees removed, maybe when the ground firms up more. Steve believes it can still be done this year. This winter didn't work out for the logger. John asked if any were a danger, Ralph said the ones to the left of three were and they are taken care of. The tree on five that is diseased did not get removed. The tree on the fourth green to the left with the split is a danger. Scotch pine behind number eight that is dead. Eddy Invernon had talked to the logger that said the trees on nine could be felled and bucked up to a manageable size and pushed up to the highway bank and burned. Gerry Ann asked if it was the highway right away. Steve said they would not be at the highway line but at the base.

## **NEW BUSINESS**

### **1. Income and Expense final summary**

Lisa Ailport prepared an income and expense report that is a little bit incomplete because of changes at the city. There are some good numbers on it. Steve reviewed the numbers and talked about the lower pond dock that was put in. But these numbers are probably close, but they will be completed in the near future. Deborah also let the committee know that Lisa said there could be a swing of about \$10,000.00 plus or minus back into the profit line, but we won't know until the work order for the pump is complete and closed out.

### **2. Golf course management and transition**

Mayor Staples asked for this item to be put on the agenda. This is Ralph's final year under contract. Steve said his concern is what will the City Council want the Golf Committee to do hiring a manager if Ralph decides to not come back. This is an item for discussion what will be expected of the golf committee. Steve asked Ralph if the Golf Committee interviewed him when he was hired, Ralph said yes that the job was put out through the PGA career links. Ralph said that he applied for the job in December 2002. Nine people applied for it and a phone interview was done then Ralph came in person for an interview in February with Russ Docherty, Cal Russel, Brion Poston, Linda Hiatt and Louise Carter. Steve said since Ralph knows the ins and outs of the golf course, the mayor asked if Ralph would be interested if he doesn't renew his contract in working with the new manager and help them get acquainted with the water system and other things. Ralph said that he doesn't know right now. Steve said the city may split the position and have a greens keeper and a course manager like they have had in the past.

## **INFORMATION**

Steve let everyone know that Mayor Staples had included a note of information into the packet about a maintenance schedule that Jimmy Dorhofer, the mechanic for the City of Bonners Ferry, created for the Golf equipment. This is for information only as it is not on the agenda currently. The next Golf Committee meeting will be May 23, 2023, at the Mirror Lake Golf Course at 5:30pm. At that meeting the calendar will be set for the meetings for the rest of the year. Gerry Ann asked about the budget shortfall. Deborah mentioned that the city will run the local option tax in May. John added that some golfers are parking on the side of the road on Deep Creek Loop and golfing. It is a hazard and people are only supposed to park there to carry tools down to fix their carts. Also, the weeds on the sides of the Deep Creek Loop by the cart path need to be kept up with weed eating and mowing. You cannot see and it is a hazard. John said he isn't sure if it's Ralph or the City Street Department who is responsible for maintaining them.

### **ADJOURNMENT**

John made the motion to close the meeting.

The motion was seconded.

<b>Result:</b>	Approve
<b>Moved by:</b>	John Youngwirth
<b>Seconded by</b>	Scott Schopen
<b>Voted Yes</b>	Gerry Ann Howlett, John Youngwirth, Scott Schopen
<b>Voted No</b>	
<b>Absent</b>	Linda Hiatt

Chairman Steve Nelson adjourned the meeting at 6:43pm

**Minutes**  
**GOLF STEERING COMMITTEE**  
**Bonnars Ferry City Hall**  
**July 27, 2023**  
**9:30 am**

Brion Poston called the meeting to order at 9:30 am July 27, 2023.

Golf Steering Committee members present were John Youngwirth, Brion Poston, Bill , Gerry Ann Howlett, Lara Tyler (City Clerk), Ada Gardiner, Anne Bonar, and Dave Anderson.

**NEW BUSINESS**

**New Business**

1. Select chairman/woman.

Geri Ann Howlett made the motion to for Dave Anderson the chair the Golf Steering Committee

The motion was seconded.

Result	Approved
Moved by	Gerry Ann Howlett
Seconded by	
Voted yes	Bill, John Youngwirth, Brion Poston, Anne Bonar, Ada Gardiner, Gerry Ann Howlett
Voted No	
Absent	

1. Review existing contract for golf contract and city golf financials (Discussion Only).



2. Discuss and decide on golf course management strategy, includes possible request for Proposals and Request for Qualifications (Action Item).

The motion was made to for a sub-committee for reviewing a

Result	Approved
Moved by	Gerry Ann Howlett
Seconded by	
Voted yes	Bill, John Youngwirth, Brion Poston, Anne Bonar, Ada Gardiner, Gerry Ann Howlett
Voted No	
Absent	

### **Adjournment**

Gerry Ann made the motion to close the meeting.

The motion was seconded

**MINUTES  
GOLF COMMITTEE MEETING  
Mirror Lake Golf Course  
September 26, 2023  
5:30 pm**

Chairman Steve Nelson called the meeting Golf Committee meeting September 26, 2023 to order at 5:36pm.

Committee members present: Lara Tyler (City Clerk) John Youngwirth, Gerry Ann Howlett, Scott Schopen and Lynda Hiatt.

Members of the public included Eddie Invernon and Ralph Lotspeich.

**PUBLIC COMMENTS**

No public comments were given.

**REPORTS**

Ralph talked about putting the golf course to bed for the year and spraying fungicide on the course. Steve asked about the lifespan of the equipment. This is Ralph's report:

John Deer T mower-2000 model bought in 2019, 900 hr now 1670 hrs, it is doing good, normal wear and tear, figures another 5 years of usage. Gator: bought in 1995, seats are terrible. But running strong. The Greens mower: bought new in 2010, should last another 8-9 years and then moved to a tee mower, Tee Mower 1995 model bought in 2003, works fine for the 10-15 hours that it is needed. Air Rader: John Deere 800 bought in 2000, only used 15 hrs a year, has many hours left on it. Sand rake bought in 1992, it functions..., will get another 5 years of usage. The Mule bought in 1998, over 6000 hrs, needs to be replaced. Steve did mention that they brought that forward to replace it last year and were turned down by City Council. Will bring it to the council again for replacement. Greens Mower, bought in 2010, needs to replace the reels. Sidewinder bought new in 2013, 1790 hrs, running great, the decks are no longer shifting left to right, not sure why, it should last for another 10 years. Greens mower should have been replaced 5 years ago, the Rough Mower- has another 3-4 years of life on it. Fairway Mower-bought in 2021, needs to have the reels replaced as well. The mowers are fine for the next 5 years, needs a new Mule, with a dump as soon as possible, the Gator is awesome but needs a new seat. Ralph has been showing Ben some of the ropes on the course. Eddy talked about the process of what it takes and is needed to replace the reel and the bearings. John said this is something that needs to be brought to the city council or taken to Jimmy (the mechanic).

**CONSENT AGENDA {action item}**

1. Approve the August 28, 2023, minutes.

<b>Result:</b>	Approved
<b>Moved by:</b>	Scott Schopen
<b>Seconded by</b>	Gerry Ann Howlett
<b>Voted Yes</b>	Gerry Ann Howlett, Scott Schopen, John Youngwirth and Lynda Hiatt
<b>Voted No</b>	
<b>Absent</b>	

## **OLD BUSINESS**

There was nothing on the agenda, but Steve wanted to talk about some things.

Steve mentioned the new pump shed; Kenny Robertson is contracted for the building the new pump house which will happen this fall. There were questions about what size it would be, no one had any idea. Ralph said that it could be small and more functional if built well. Steve also asked about the pond and if it had ever been dredged (storage pond on 9). Ralph was not sure if it was a natural or lined pond. If it could be dug down more Ralph talked getting more volume and how terrific that would be for watering and irrigation. In July and August Ralph can use up to 14000 gallons of water and had to pull back because he ran out. Also talked about the drainage pond by the BNSF line and possibly adding some pipe for drainage. Steve asked who a good person would be to talk to at City Hall and Mike Klaus (City Engineer) was recommended.

## **NEW BUSINESS**

### 1. Review 2024 Fee Schedule

Steve asked what the process was for the New 2024 Fee Schedule. The committee was very confused by why they had not been informed, but there had been some outreach, nothing was stated or brought before the City Council. No one saw any issues with the increase, and no one was terrible worried by it.

### 2. Discuss Equipment Purchase

This was something that Ralph gave in his initial report. Rough Mower-really great shape, Fair Way Mower-great shape, Greens Mower-great shape, T-Mower, Air Rader both great, the Sand rake-its running, all the mowers are good for another 3-4 years of usage. The Mule needs to be replaced. It's in a rough shape, no brakes, does not shift smoothly and needs to be replaced as soon as possible. Scott asked Ralph was going to be passing along his notes to the next Golf Course manager and pointers on how to work the golf course for troubled areas.

Steve asked Ralph to attend the City Council on October 3<sup>rd</sup>, 2023, and give a report on the needs and wants and how things are going at the Golf Course.

### 3. Review Steering Committee Report

John Steve asked for a report, John said we interviewed 3 people, and the discussion after words decided on Ben and Jennifer, Gerry Ann said it was a very informal interview, Tory was via zoom and Karen was in person, as well as Ben and Jennifer. They were given 40 minutes to discuss their plan for the Golf Course and Clubhouse. Gerry Ann was surprised it had not been presented to the City Council but there was no communication from the Chairman as to date. It was recommended that they reach out to Dave and request that this be presented. They were all under the impression Ben had been appointed by the Council. Lara (City Clerk) ask that the City receive something formal by Wednesday morning.

## **ADJOURNMENT**

Lynda made the motion to close the meeting, Scott seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Lynda Hiatt
<b>Seconded by</b>	Scott Schopen
<b>Voted Yes</b>	Lynda Hiatt, Scott Schopen, Gerry Ann Howlett and John Youngwirth
<b>Voted No</b>	
<b>Absent</b>	

Chairman Steve Nelson adjourned the meeting at 6:40 pm

**MINUTES**  
**GOLF STEERING COMMITTEE MEETING**  
**Bonnors Ferry City Hall**  
**August 31, 2023**  
**9:00 am**

Meeting called to order at 9:00am 9/31/2023.

Golf Steering Committee member present were John Youngwirth, Brion Poston, Bill Gutnick, Gerry Ann Howett, Lara Tyler (City Clerk), Ada Gardiner, Anne Bonar and Dave Anderson.

**NEW BUSINESS:**

Discuss the Interview process for upcoming interviews on 9/7/2023.

Dave proposed to keep it as an informal interview process. There was a general discussion of what the expectations for running the golf course were, and if there was going to be a sharing of this knowledge moving forwards, Dave was sure that Ralph was going to be able to share his knowledge but that would only go so far.

There was a very small amount of interest for the posting, and they are going to interview the 3 applicants: Karen Davis, Tory Gatrell, Ben Staples and Jennifer Baulne (join applicant with Ben).

Ada stated that the basics needed to be maintained and then possibly move forward once they were established. Dave presented the question of whether they could legally ask the question of how they are going to finance the running of the Golf Course. Dave really likes the idea of an open forum, there are of course questions you cannot ask: Race, Religion and could not remember the other things. Bill said that a Golf Pro is established with Vendors were as a new person without that background it might be a bit tougher so that would be something to discuss with the interviewees.

Basically, the plan is to ask what your plan is to operate the Golf Course as a whole it will be free style interview . They agreed to Zoom with Tory as he is in Mexico and in person interviews with the other applicants.

Dave stated that all three candidates need to receive a copy of the Golf Contract, he will call each individual and set up interview time for 40 minutes each and 10-minute breaks in between. Set the date for September 8<sup>th</sup> at 8:30am and will decide for the candidate at that time. They will be set for 8:30am-11:30am

**ADJOURNMENT**



# MEMO

CITY OF BONNERS FERRY  
OFFICE OF THE CITY ADMINISTRATOR

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**TO:** Golf Committee  
**FROM:** Lisa Ailport, City Administrator  
**DATE:** March 28, 2023  
**RE:** Golf Course Financial Update

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The golf course financials provided below are income and expenses for the past golf season and those income and expense currently accounted for since October of last year. We don't have final numbers on the WIP- lower pump/dock yet, but hope to soon. That said, the 2021 and 2022 books are still open and these numbers could change.

A fee increase of 5% went into effect on October 15, 2022.

<b>FY 2022</b>	<b>2022 Budgeted</b>	<b>2022 Received</b>
<b>Income</b>	\$161,740.00	\$211,638.24
<b>Expense</b>	\$145,725.00	\$157,163.14
<b>WIP – Lower pump/dock</b>		-\$29,000
<b>Net Proceeds</b>	\$16,015.00	\$54,475.1

<b>FY 2023</b>	<b>2023 Budgeted</b>	<b>2023 Received</b>
<b>Income</b>	\$177,523.00	\$28,130.62
<b>Expense</b>	\$152,376.00	\$39,577.14
<b>Net Proceeds</b>	\$25,147.00	(\$11,446.52)

The majority of the expenses come from the Contractor's wage which the City pays month by month. This amount makes up around 24,000.00 of the expenses. The remaining expenses include supplies at around \$6,000.00, utility services and equipment repair. The income is made up of golf fees and season passes, roughly,\$16,000, and shed leases roughly \$12,000.

Also included with this memo is the golf profit and loss sheets dating back to FY2000.

Please let me know if you have any questions.

## Lisa Ailport

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**From:** Dick Staples  
**Sent:** Wednesday, May 24, 2023 8:39 PM  
**To:** Andrakay Pluid; Lisa Ailport; Lara Tyler  
**Subject:** RE: Golf Committee Workshop on Golf Contract and other items

*Thanks Andrakay – I think that we agree that the structure of the current contract is not in the best interests of the City. And I have given thought to both of your scenarios- they both seem to have their flaws/hurdles.*

*I did talk to Lisa today – sounds like you did too.*

*I agree that June 6<sup>th</sup> is too early. And I agree that there should be a liaison from Council working with the Committee – maybe 2.*

*I think we also need to be aware of the limited time that we have Ralph's course knowledge at our disposal. I have talked to him about being available to the new manager – whether it's the City or an individual. There are a variety of chemical treatments – some in the winter – and we don't have that expertise at our disposal.*

*The timeline for a decision is limited. I think that is the most important topic. We can't wait until the end of the golf season to decide how the golf course will be managed.*

*I have talked to Lisa about my concerns – one of the biggest is not knowing how much revenue is generated at the clubhouse. From that standpoint I'm inclined to put the management of the clubhouse in the hands of the City for at least one year.*

*I'm not thrilled with the idea of the City managing the course in its entirety, but it may be something that we need to do temporarily. My fear is that "temporary" will become permanent. It would be a last resort for me.*

*The course used to be managed separately from the clubhouse – basically two contracts. And I have been approached about that concept. Just another scenario.*

*I would encourage the golf committee to think outside the box.*

*Thanks again – Dick.*

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**From:** Andrakay Pluid <apluid@bonnersferry.id.gov>  
**Sent:** Wednesday, May 24, 2023 12:57 PM  
**To:** Lisa Ailport <lailport@bonnersferry.id.gov>; Lara Tyler <ltyler@bonnersferry.id.gov>  
**Cc:** Dick Staples <dstaples@bonnersferry.id.gov>  
**Subject:** RE: Golf Committee Workshop on Golf Contract and other items

Dick,

A couple of thoughts about the golf course/golf contract going forward after Ralph exits. In my mind and based on my experience with the golf course over the past 10 years, the structure (and by implication the contract) under which we have operated is not functional, practical, or in the city's

best interest in terms of maintaining city property/assets with good stewardship. In my view, there are essentially two options the council could consider going forward as it relates to the golf course:

1. The City could lease the golf course in its entirety. This would include management, maintenance, equipment, etc. Essentially for a fixed rate, a contractor/company would assume all operational issues with minimal to no oversight from the city outside of basic understandings like the course will remain open to public for x amount of time, basic maintenance standards, etc., or
2. The contractor/manager would be hired as a city employee. City employees would become responsible for maintenance of equipment, groundskeeping, etc. The contractor would report directly to a Department Head (possibly Scooter, we would have to flesh this out more), with the city maintaining all authority over rates, fees, usage terms, maintenance, ownership of equipment, etc.

Procedurally, I think the golf committee should meet (with a council liaison present) and discuss what they are going to recommend. I think it would be preferable if they came with one specific recommendation from the committee, versus "options." The Council can certainly entertain options, but as an advisory board, the committee should be providing an opinion as a group on one course of action that they feel is in the city's best interest.

I don't think that this conversation is ripe for the June 6<sup>th</sup> meeting and needs additional thought and discussion at the committee level or between the committee and a liaison or you.

## **Andrakay Pluid**

Bonnors Ferry City Attorney

Office: (208) 267-4378

[apluid@bonnersferry.id.gov](mailto:apluid@bonnersferry.id.gov)

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**From:** Lisa Ailport <[lailport@bonnersferry.id.gov](mailto:lailport@bonnersferry.id.gov)>

**Sent:** Wednesday, May 24, 2023 9:57 AM

**To:** Lara Tyler <[lt Tyler@bonnersferry.id.gov](mailto:lt Tyler@bonnersferry.id.gov)>

**Cc:** Andrakay Pluid <[apluid@bonnersferry.id.gov](mailto:apluid@bonnersferry.id.gov)>; Dick Staples <[dstaples@bonnersferry.id.gov](mailto:dstaples@bonnersferry.id.gov)>

**Subject:** Golf Committee Workshop on Golf Contract and other items

Lara- in our conversation today you had been requested to get back to the golf committee on what is required in order to hold a workshop on replacing the golf contractor at Mirror Lake.

According to Idaho Open Meetings Act (§74-201-74-208), a quorum of any committee of a public agency, congregating to discuss an item that is will either be decided upon or recommended to another body to be decided upon is subject to the open meeting law (§74-203[1]). That said, if the golf committee is wanting to hold a meeting to discuss the golf contract, they will have to comply with the open meeting act and publish an agenda and take minutes.

Regarding the question about putting an item on the agenda for the 6/6 council meeting regarding the transition of the golf contractor, I will defer to both the Mayor and Attorney regarding this item.

Kindly,

**Lisa M. Ailport, AICP**

City Administrator

**Direct Line:** 208-267-4379



City Hall: 208-267-3105  
7232 Main Street #149  
Bonners Ferry, Idaho 83805  
[www.bonnersferry.id.gov](http://www.bonnersferry.id.gov)



## Lisa Ailport

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**From:** Lisa Ailport  
**Sent:** Wednesday, June 28, 2023 10:36 AM  
**To:** Lara Tyler  
**Subject:** RE: Emailing: 2019 Golf Contract

Can you forward it to me? I just want to keep close ties to what we communicate to both the Committee and our council.

Thank you.

-----Original Message-----

**From:** Lara Tyler <ltyler@bonnersferry.id.gov>  
**Sent:** Wednesday, June 28, 2023 10:35 AM  
**To:** Lisa Ailport <lailport@bonnersferry.id.gov>  
**Subject:** RE: Emailing: 2019 Golf Contract

Thank you for the clarification.

I sent this along but because I was NOT reading my email properly, I did not cc you in the correspondence.

Lara

-----Original Message-----

**From:** Lisa Ailport <lailport@bonnersferry.id.gov>  
**Sent:** Wednesday, June 28, 2023 10:25 AM  
**To:** Lara Tyler <ltyler@bonnersferry.id.gov>  
**Cc:** Dick Staples <dstaples@bonnersferry.id.gov>; Brion Poston <bposton@bonnersferry.id.gov>  
**Subject:** Emailing: 2019 Golf Contract

Lara- I just spoke with John Youngwirth about the question regarding Appendix A of the golf contract. Apparently what they had received in the past did not include the appendices referenced in the contract. I have attached hereto the entirety of the contract which includes Appendix A and B at the latter end of the document. Can you please forward this to the committee members and include me on the correspondence as a cc'd person?

Kindly,

Lisa M. Ailport, AICP  
City Administrator

Direct Line: 208-267-4379  
City Hall: 208-267-3105

7232 Main Street #149  
Bonners Ferry, Idaho 83805

[www.bonnersferry.id.gov](http://www.bonnersferry.id.gov)

Your message is ready to be sent with the following file or link attachments:

2019 Golf Contract

**Note:** To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

## AGREEMENT WITH INDEPENDENT CONTRACTOR

THIS AGREEMENT, by and between the CITY OF BONNERS FERRY, a municipal corporation of the State of Idaho, "CITY," and Kootenai View Golf Resources, Inc., an Idaho corporation, "OPERATOR."

THE PARTIES SPECIFICALLY ACKNOWLEDGE AND AGREE THAT THIS IS A PUBLIC COURSE, AND NOT SUBJECT TO PRIVATE RESTRICTIVE USES;

WITNESSETH:

WHEREAS, the City owns a nine (9) hole golf course with accompanying clubhouse located on U. S. Highway #95, approximately two miles south of the municipal limits of the City, and the City desires to contract for four (4) years beginning January 1, 2020, and ending December 31, 2024, for the operation thereof by the OPERATOR upon the terms and conditions hereinafter set forth;

### **I. GENERAL CONDITIONS:**

#### **A. Definitions:**

1. **Operator:** Kootenai View Golf Resources, Inc., an independent contractor and not an employee of the City.
2. **City:** The City of Bonners Ferry, Boundary County, Idaho.
3. **Season:** The official golf season shall run from May 1 through October 31, but may be adjusted at the discretion of the Operator based on weather conditions.
4. **Golf Committee:** The Golf Committee, as established by the Bonners Ferry City Council, pursuant to Bonners Ferry City Code § 2-3-1, if active.
5. **Course:** Mirror Lake Public Golf Course.
6. **Concessions Revenue:** Any revenue collected directly related to the operations of the food and beverage concessions including all revenue from the selling or serving of food or beverage (including alcoholic beverages).
7. **Data:** Any data or information requested by the City Clerk, City Administrator, City Auditors, Mayor or Council concerning Mirror Lake Golf Course.
8. **City Administrator:** The City Administrator of the City of Bonners Ferry, as hired by the City of Bonners Ferry.
9. **City Clerk/Treasurer:** The City Clerk/Treasurer as appointed by the City Council pursuant to Bonners Ferry City Code § 1-7A-1 and 1-7A-2.
10. **City Auditors:** The independent financial auditors of the City of Bonners Ferry, employed by the City pursuant to Idaho Code.

#### **B. Data**

1. All requested data relevant to the operation and success or failure of the business shall be provided to the City by the Operator upon request from the Mayor, City Council, City Clerk, City Attorney or City Administrator.

2. The City may withhold payment to the Operator if the required information is not provided in a timely manner.
3. All information and data relevant to the operations and success or failure of the business shall be considered confidential in nature, with disclosure limited only to the Mayor, City Clerk/Treasurer, City Administrator, City Attorney, City Auditors, and City Council. Public disclosure shall be exempt under Idaho Code, unless otherwise consented to by the Operator.
4. At any time discussion of the data referred to herein is required between the City Council and the Operator, such discussion would be open to the public. Therefore, it is understood that the Operator shall request an Executive Session with the City Council to hold this discussion in private. Failure to request an Executive Session will be deemed to be consent by the Operator to public disclosure of such data as discussed.

C. Financial Records:

1. The Operator shall submit the financial records of the business to the City Clerk/Treasurer by no later than January 31 of each calendar year:
  - a. Any and all information necessary to perform an audit, including payroll data; and,
  - b. Profit and loss information for Concessions operations.

- D. The Operator shall be solely responsible for hiring, training, and supervising all assistants and other employees as are necessary to satisfactorily perform his duties under this agreement.
- E. The Operator shall attend all meetings of the Golf Committee (if active) as requested.
- F. The Operator and the Golf Committee (if active) shall maintain effective communications with the City Administrator and City Council as necessary to enhance the quality of overall operations and maintenance of the City's golf course and clubhouse.
- G. The Operator, in conjunction with the City Administrative staff shall propose to the City Council recommended changes in the fee structure following each season for the upcoming year.
- H. The Operator shall conform his conduct to all applicable laws and regulations, including but not limited to, payment of payroll taxes, provision of worker's compensation coverage, and obtaining and maintaining all applicable licenses.
- I. The Operator's responsibility shall extend through the golf season and for such period of time immediately prior and subsequent as necessary to prepare the course for seasonal operations and to conclude each season's activities.
- J. The Operator shall, at his expense, maintain such records as are directed by the City Clerk/Treasurer so as to provide meaningful cost and revenue data on the major elements of his operations, including revenue and expense breakouts for each major element of operations. This shall include, at minimum, cost-revenue data for the 1) driving range, 2) pro shop merchandising, 3) concession operations, 4) daily and seasonal passes and trail fees, and 5) cart and equipment rentals.

- K. All services and facilities shall be offered and operated on a non-discriminatory basis to all members of the public in conformance with the fees and rules established by the City of Bonners Ferry.
- L. The City Administrator shall be the City's representative for the administration of this contract.
- M. The Operator shall have the right to utilize the name and trademarks of "Mirror Lake Golf Course" for purposes of advertising, merchandising, or other promotional efforts related to the Course in conformance with the policies of the City.

## **II. PROFESSIONAL SERVICES OF THE OPERATOR:**

### **A. Duties—Control of Golf Play:**

- 1. The Operator shall be responsible for collection and remitting all fees associated with play at the City's Course, including daily fees, seasonal pass fees, trail fees, and punch card fees. Operator shall remit said collected fees each Friday before the first and third Tuesday to the City with a proper accounting on City's form with a copy of the weekly golf registration book.
- 2. The Operator shall accept tee time reservations and schedule regular play during the Season.
- 3. The Operator shall monitor play and players upon the course so as to ensure the timely progression of play, observation of golf etiquette, and preservation of turf conditions.
- 4. The Operator shall provide an adequate supply of score cards and pencils sufficient for play during the Season. The Operator may include advertising on the score cards to defray costs.
- 5. The Operator shall enforce course rules as promulgated from time to time by the City Council.
- 6. The Operator shall have the authority to remove anyone from the course who willfully violates course rules and regulations.
- 7. All fees charged shall be enforced by the Operator after set by resolution of the City Council.
- 8. The Operator will willingly enforce all policies and rules as established by the City Council in the daily operations of the course with the public.
- 9. It is agreed that the Operator will maintain the following data:
  - a. Daily Tee Sheet Log
  - b. Season Pass and Punch Card Sales
  - c. Trail Fees

### **B. Duties—Tournaments**

- 1. The Operator shall be responsible for setting dates of tournament play. Notice of course closures for the public due to tournaments will be made available as soon as reasonably possible.

### **C. Duties—Concessions and Bar**

- 1. The Operator shall have the exclusive right to operate a Restaurant/Concession Area, which shall include the following duties, as well as any other necessary duties implied herein:

- a. To hire, fire, and supervise all employees engaged in the operation of the business of restaurant and concessions including bartending, waiting, food preparation, and cleaning persons; to be responsible for wages and ensuring compliance with all state and federal labor laws.
  - b. To provide the necessary food, beverages, and consumable supplies used in the restaurant/concessions at his sole expense.
  - c. To determine the prices charged for food and drink served in the restaurant/concessions.
  - d. To make available on a yearly basis, a profit and loss statement for the restaurant/concessions and bar operations in a form satisfactory to the City Clerk, including full statement of expenses and profit, by November 15<sup>th</sup> of each year.
  - e. To reasonably ensure that employees and patrons do not smoke while in the building.
  - f. To reasonably ensure that employees do not consume alcohol while working.
  - g. To ensure all employees are dressed professionally and are clean, courteous, and efficient.
2. The Operator may obtain a liquor by the drink license, beer license, and wine license from the State of Idaho and Boundary County, and may operate, at his sole expense, a bar on such occasions as the Operator deems feasible. All expenses shall be the Operator's sole responsibility and he shall retain all profits thereof. Operator shall not neglect his other duties herein for service in the bar.
  3. The City of Bonners Ferry specifically leases to the Operator the clubhouse as described in this agreement for the purpose of dispensing alcoholic beverages, including liquor by the drink for the term of this contract.
- D. Duties—Golf Course Labor and Maintenance
1. Operator shall, at his expense, perform all ongoing and routine labor and maintenance on the golf course premises including, but not limited to, all duties and responsibilities outlined in "Appendix A" attached hereto and incorporated by reference.
  2. Operator shall perform all tasks listed in "Appendix A" in a workmanlike manner and as a reasonable and prudent golf course manager would.
  3. Operator shall maintain all equipment in a prudent manner and in accordance with industry standards, including but not limited to, greasing, lubricating, and checking the fluids in all machines each time they are used or daily.
- E. Duties—Other
1. The Operator shall make themselves available to the City's Golf Committee (if active) for information and consulting purposes so as to facilitate their position as advisors to the City Council. The Operator shall likewise cooperate with the City Administrator and other City departments as to deal appropriately with Course conditions and repairs.
  2. The Operator shall be responsible for the ongoing marketing and promotion of play at the Course. The Golf Committee (if active) and City Administrator shall review the Operator's marketing plan yearly. As part of this marketing

plan, Operator will acquire, at its expense, Teesnap or a comparable program with which to conduct marketing and course management. Operator shall submit said plan by April 1<sup>st</sup> of each year, reviewable yearly by September 30<sup>th</sup>. All advertising by the Operator shall contain the Land and Water Conservation Service logo or designation. Advertising will include identifying areas as being publicly owned and operated as a public outdoor recreational facility.

3. The Operator shall cooperate with the City's Auditors.

### **III. FACILITY OPERATIONS AND MAINTENANCE:**

#### **A. Pro Shop:**

1. The Operator shall have the exclusive right to operate the area set aside in the clubhouse for the purpose of displaying and merchandising golf and sporting equipment, accessories, and apparel. The Operator shall maintain a level of inventory throughout the season sufficient to permit an adequate selection for patrons of the Course.
2. Operator shall stock Pro Shop at his own expense and shall retain all profits thereof.
3. Operator must make available on a yearly basis, a profit and loss statement for the Pro Shop operation in a form satisfactory to the City Clerk, including full statement of expenses and profit, by November 15<sup>th</sup> of each year.

#### **B. Driving Range:**

1. The Operator shall operate and maintain the driving range located at the Course. The parties to this agreement agree and acknowledge that title to all fixtures is exclusively in the City.
2. The Operator shall provide, at his expense, an adequate number of range balls for use on the driving range.
3. The Operator shall collect all driving range fees and shall be entitled to retain the fees collected.
4. Operator shall not utilize City owned equipment or materials to maintain the driving range.
5. Operator must make available on a yearly basis, a profit and loss statement for the driving range in a form satisfactory to the City Clerk, including full statement of expenses and profit, by November 15<sup>th</sup> of each year.

#### **C. Clubhouse:**

1. The Operator accepts the Clubhouse in its current condition. The Operator may, at his expense, provide and install equipment, appliances, fixtures, and or other improvements to the area under the Operator's control with written approval of the City Administrator or the City Council, Unless otherwise agreed to, all items installed by the Operator shall become part of the inventory listed in this Agreement below.
2. The Clubhouse must be kept in a presentable manner for public occupation including cleanliness and organization.
3. The Operator shall provide janitorial services for the Clubhouse, including but not limited to: window cleaning, cleaning carpets as necessary, and cleaning



of restrooms, storage, dining, and kitchen areas.

4. The Operator shall, as necessary, see that grounds around Clubhouse including deck, parking lot, sidewalks, and practice green are policed and cleaned as necessary.
5. The Operator shall ensure that the kitchen and dining facility are kept clean and attractive. Operator shall be responsible for obtaining any required food handler's licenses.
6. The Operator shall, at his expense, provide all supplies and tools necessary for carrying out maintenance responsibilities in the Clubhouse including cleaning supplies, light bulbs, paper products, and like consumables.
7. The Operator shall be responsible for the cost of the electric utility service to the Clubhouse.

**D. Golf Cart and Club Rental:**

1. The Operator shall provide, each day the course is open, at least four (4) sets of right-handed rental clubs and one (1) set of left-handed rental clubs shall be available for reservation, rental, or use by golf course patrons.
2. The Operator shall provide, each day the course is open, a minimum of twelve (12) power drive carts, all in good repair, for rental to golf course patrons.
3. Operator shall provide at its own expense all fuel utilized in the carts available for rental.

**E. Golf Course Maintenance:**

1. The Operator shall perform all Course maintenance as dictated in "Appendix A," attached hereto and incorporated by reference herein.
2. The City and Operator shall collaborate on the removal of trees and tree stumps on and around the Course.

**IV. RESPONSIBILITIES OF THE CITY:**

**A. The City shall, at its sole expense, provide the following:**

1. Water and sewer utility services. Operator shall pay all other utilities including telephone, internet, and garbage. City shall be responsible for electrical service necessary for any other portion of the property, not including the Clubhouse.
2. Equipment including mowers, fuel for equipment (gas and/or diesel), equipment parts, and fertilizer for the Course.
3. Major repairs to the water pumps and equipment as become necessary and other non-routine repair where outside shops or special service are required. Operator shall consult with City before incurring such expense.
4. Repair acts of God and vandalism.
5. Major repairs of Clubhouse building, pump sheds, and cart sheds, including painting, structural repairs, roofing, decking, stairways, windows, fire suppression systems, electrical, and plumbing.
6. New or replacement signage for use around the Course.
7. All parts and equipment and maintenance repair where outside shops or special service are required, except for in cases where the maintenance or repair is caused by the Operator or his agent's malfeasance or

nonfeasance, wherein Operator shall be responsible for costs of maintenance and repair.

**V. FEES AND PAYMENT:**

**A. GREEN FEES, SEASON PASSES, PUNCH CARDS, and TRAIL FEES:**

Operator shall collect all greens fees, season pass fees, punch card fees, and trail fees and shall deliver them to the City each Friday before the first and third Tuesdays of each month along with a copy of the weekly golf report. The City shall then remit to the Operator twenty percent (20%) of all greens fees, season pass fees, and trail fees collected.

**B. RAIN CHECKS, REFUNDS, AND COMPLIMENTARY GOLF:**

Operator shall have the discretion to issue rain checks and refunds in conformance with adopted policies of the City. The City shall be entitled to its eighty percent (80%) share of these fees regardless of the reason for the refund or rain check. Operator may also elect to provide complimentary rounds of golf at its discretion, but shall account for and remit the City's eighty percent (80%) share to the City.

**C. DRIVING RANGE FEES:**

Operator shall collect all fees from the driving range and shall retain these fees. Operator shall use its own equipment to perform maintenance on the driving range and shall not utilize city materials, goods, or equipment in the course of such maintenance.

**D. CONCESSIONS AND BAR:**

Operator shall pay all costs and expenses of operating the concessions and bar and shall retain all profits and absorb all losses from such. Operator shall be required to provide a yearly accounting of all expenses and profits or losses to the City in a form acceptable to the City Clerk on or before November 15<sup>th</sup> of each calendar year.

**E. CONTRACT AMOUNT:**

The City shall pay to the Operator FIFTY-EIGHT THOUSAND AND FIFTY-SEVEN DOLLARS (\$58,057.00) in twelve (12) equal monthly payments to be made the 20<sup>th</sup> day of each month. Any additional adjustments shall be made upon mutual agreement. This contract amount has been adjusted to compensate the Operator for the following costs:

1. City's portion of the value of up to eight season passes for employees of the golf course.
2. To reflect the approximate amount of electrical utilities to the Clubhouse.
3. City's portion of compensated golf rounds at the discretion of the Operator.

**F. ACCOUNTING:**

The Operator shall provide to the City, on or before November 15<sup>th</sup> of each calendar year, a complete profit and loss accounting for all facets of the Course operations including but not limited to: driving range, greens fees, concessions, pro shop, rentals, etcetera.

**G. BUILDING LEASE:** The City agrees to lease to the Operator the Clubhouse located on the premises for the sum of FOUR HUNDRED NINETY-TWO DOLLARS and 19/100 (\$492.19) per month for twelve months, a total of FIVE

THOUSAND NINE HUNDRED AND SIX DOLLARS and 28/100 (\$5,906.28). This may be submitted in a lump sum no later than June 30<sup>th</sup> for the first half of the year and no later than December 31<sup>st</sup> for the second half of the year. Any additional adjustments shall be made upon mutual agreement.

- H. CART SHEDS: The City shall retain all fees collected from rental of space in the cart sheds located on the premises.

**VI. MISCELLANEOUS:**

- A. The Operator and its principal shareholder and officer acknowledge that the City selected the Operator based upon the qualifications of its principal shareholder and officer, Ralph Lotspeich. One of the considerations in selecting Ralph Lotspeich was his knowledge, understanding and past relationship with the course, the prior operator and the patrons. City considered these criteria important to the successful operation of the course. It is further acknowledged that the personal services required of the Operator by this agreement are inseparable from the remaining provisions herein. Thus, this agreement is assignable only upon City's prior written consent and approval. City shall not unreasonably withhold such consent.
- B. The City and Operator agree that Operator shall be an independent contractor and not an employee, agent, or any other relationship to the City. Operator shall have full and complete control of his operations under this Agreement. As Operator employs additional personnel (employees of the Operator), Operator shall do so at his own expense. Operator shall determine how many employees he may need, how they work, and wages and employment conditions. Operator shall maintain his own payroll and payroll records, schedule wage payments, and provide all insurance required by law.
- C. The Operator shall not engage in any form of unlawful activity on the premises of the Course and shall not permit or condone any such activity by employees, customers, or others. If illegal conduct is observed, the Operator shall report the matter to the police. Additionally, the Operator shall reasonably attempt to provide a drug free workplace and promptly discharge any employee found to be engaging in unlawful activity or sexual harassment.
- D. In the event the Operator needs direction, information, or authorization between Council meetings, the chain of authority shall be as follows:
1. City Administrator
  2. Mayor
- E. The Operator shall request purchases through the City's established channels and purchases shall be subject to budgetary limitations.
- F. Business financial information provided to the City by the Operator shall be confidential and protected from disclosure as allowed under Idaho Code. Such information may be made available by City to the City Administrator, City Treasurer, City Attorney, and City Auditors. In the event of termination of this Agreement by either party, the most recent two years of financial data shall be provided by the Operator to the top five incoming candidates as identified by the City. If Operator is unable or unavailable to provide the data, the City will release the summary information relating to sales and expenses.

- G. Negotiations for renewal or extension of this Agreement shall begin, if at all, during the third year of this agreement. Either party may initiate negotiations by submitting a written request to negotiate to the other party.
- H. Operator shall ensure that signs are displayed at the clubhouse and on the course to indicate that the course is funded by the "Land and Water Conservation Service."
- I. Operator may establish a reasonable dress code for use on the golf course, restaurant, and clubhouse facilities.
- J. Season ticket charges and greens fee charges will be set periodically and shall be set by City only in accordance with applicable state law. City shall set fees that are competitive with similar area facilities. All fees charged by Operator must be competitive with similar area facilities.
- K. Operator shall be entitled to receive up to eight (8) individual season passes to allow its employees and principal shareholders to golf at the course. The Operator shall provide a written list of these employees to the City. Should changes be made throughout the year to this list, Operator will notify the City.
- L. Operator shall report any accidents observed to have happened on city property or involving city property at the Course. Operator shall provide as much information as he/she can from the observations made in the course of activities associated with the operations. Such information should be reported to the City Administrator as soon as physically possible and reasonable efforts should be made to assist those in need.
- M. Operator shall follow all rules for care and use of public property to assure that the public investment in Mirror Lake Golf Course property is protected and that the safety of the public and other workers is maintained.
- N. Subject to applicable law, each of the parties covenants and agrees that neither it nor any of its respective agents, officers, key employees or directors, will in any way publicly disparage, call into disrepute, defame, or slander the other party in any manner that would damage the business or reputation of such other party.

**VII. SOCIAL MEDIA USE AND INTERNET ADVERTISING:**

- A. Operator shall have the right to utilize the name and branding of Mirror Lake Golf Course in internet and social media advertising, including, but not limited to webpages, Facebook, Instagram, Twitter, etcetera.
- B. Operator shall have the right to establish and maintain webpages and social media pages relating to Mirror Lake Golf Course, but recognizes that such pages are its exclusive property, not property of the City.
- C. The Operator agrees to abide by the following terms in regards to the establishment and use of social media pages related to Mirror Lake Golf Course:
  - 1. Webpages and social media pages shall indicate that the page is owned and operated by Kootenai View Golf Resources, Inc., operator of the Mirror Lake Golf Course.
  - 2. All internet and social media pages shall specify that Mirror Lake Golf Course is a municipal golf course owned and operated by the City of Bonners Ferry.
  - 3. All content posted on webpages or social media shall be of a professional

nature and shall be of a standard that reflects positively upon the public investment and ownership of the Course.

4. Content on social media forums and webpages must abide by all applicable federal, state, and local laws, regulations and policies, including copyright, trademark and printed material laws.
5. All content posted on webpages or social media shall not promote, foster or perpetuate harassment or discrimination on the basis of race, color, religion, sex, age, national origin, citizenship, physical or mental disability, genetic information, veteran status, sexual orientation, gender identity/expression or any other characteristic protected by law.
6. Personal Social Media: the City acknowledges that the Operator or his employees may utilize personal social media pages. If the Operator or its employee speaks about the City or Course on personal social media, or makes reference to the City of Bonners Ferry, the public may perceive that the Operator or its employee is acting on behalf of the City of Bonners Ferry. When making such statements, the post must clearly state that the statements are the poster's personal views and are not the views of the City of Bonners Ferry. An example of such disclaimer is "The views, opinions, ideas and information expressed are my own and do not reflect the views of the City of Bonners Ferry and are not in any way attributable to City of Bonners Ferry." Further, the Operator and his spouse, Julie Williams agree to not make posts or statements on their personal social media pages which defame or besmirch the City or its relationship with the Operator.

#### **VIII. ASSUMPTION OF LIABILITY AND LIABILITY INSURANCE:**

- A. The Operator agrees to hold City harmless from any acts of malfeasance or nonfeasance on the part of the Operator, his employees, or agents.
- B. Work performed under this Agreement will be performed entirely at the Operator's risk and Operator assumes all responsibility for the condition of tools and equipment used in the performance of this Agreement, even if such tools and equipment are the property of the City.
- C. Insurance: Operator shall purchase and maintain insurance during the term of this agreement as follows: Comprehensive general liability having limits of \$1,000,000 for bodily injury and property damages combined per occurrence and a \$2,000,000.00 annual aggregate limit, such limits shall include liquor liability. The City of Bonners Ferry and its elected and appointed officials and employees shall be named as an additional insured, and provided with a certificate of insurance showing compliance with this section.

#### **IX. TERMINATION:**

- A. This Agreement may be terminated by either party for any reason with thirty (30) days notice to the other party.
- B. In the event the Operator's services are terminated for any reason, including non-renewal of this agreement as provided for in Section X, the Operator or its representative may elect to have the City purchase all merchandise and equipment

- in accordance with the following formula:
- C. Floor merchandise, bar, and snack bar inventory by age of merchandise:
    - 00-06 months at invoice
    - 07-12 months at 95% of invoice
    - 13-24 months at 90% of invoice
    - 25 months and older City may refuse to purchase
  - D. Equipment: power golf carts, store equipment, fixtures, rental equipment, bar/snack bar equipment fixtures and any other categories which the parties may agree at the time of sale shall be included at the time of purchase. In the event the parties cannot otherwise establish a value, they shall obtain two (2) estimates (one for each party) from dealers or other qualified persons and the average between the two (2) estimates will establish the sale price of each item.
  - E. City may, as it deems necessary, require the Operator to compile an inventory of all merchandise and equipment subject of this provision, together with the value Operator believes should be assigned to each item.
  - F. In the event the Operator elects to have the City purchase the merchandise and equipment under this provision, he shall give the City thirty (30) days written notice. Such notice shall include the inventory and valuation the Operator believes should be assigned to the property and any merchandise and equipment that the Operator desires to exclude from this provision. The Operator shall also provide the City with proof that all debts incurred by the Operator in the operation of the contract are fully paid and satisfied and if any amount be unpaid the City may apply the proceeds of the purchase of the merchandise and equipment to the payment of such debts of the Operator as they deem fit.
  - G. If the Operator purchases any outside maintenance equipment, the City of Bonners Ferry shall not be obligated to purchase that equipment from the Operator.
  - H. The City shall, within thirty (30) days of receipt of such notice, inform the Operator of any disagreements concerning the items listed and assigned values. Within sixty (60) days of contract termination by either party or upon signing of a new contract with a new contractor, whichever shall occur first, the City shall pay the Operator as herein agreed.

**X. NON-APPROPRIATION:**

The City is an Idaho Municipal Corporation which, by law, has a fiscal year beginning on October 1<sup>st</sup> of each year and ending September 30<sup>th</sup> the following calendar year. In the event the City shall not appropriate funds to pay the obligation falling under this agreement after September 30<sup>th</sup> during the term of this contract, then this agreement shall terminate and the provisions of Section VII shall be applied and the Operator shall be released from further duties under the agreement. If this Agreement is terminated by reason of non-appropriation, the City shall not let a contract to another operator(s) to perform the duties provided for herein. This will not however prohibit the continued operation of the facilities by the City through the use of its employees.

**XI. COMPLIANCE WITH LAWS:**

Operator agrees to comply with all federal, state, and municipal laws, rules, and

regulations that are now or may in the future become applicable to Operator and its manner and method of operation or accruing under the performance of such operations. Operator agrees to comply with all civil rights laws and those laws that pertain to the Americans with Disabilities Act. Compliance will be demonstrated by signs (including civil and ADA) posted in visible public areas and statements in public brochures.

The Operator shall not discriminate against individuals desiring to utilize the Course on the basis of race, creed, color, national origin, marital status, sex, age, or physical, mental or sensory handicap, except, Operator may set aside times for historical association events.

To the extent that the Idaho Director of Parks and Recreation has control of the golf course, Operator agrees to abide by its rules and regulations; and specifically, without limitation, to the extent it has control in such matters, the Idaho Director of Parks and Recreation shall be the final arbiter in the dismissal of any employee on the grounds for lack of courtesy and necessary consideration to the general public.

**XII. OPTION TO RENEW:**

Operator shall have a conditional option to renew this contract for a one-year term, but the renewal contract shall not include this option without subsequent specific agreement by City. If Operator intends to exercise this conditional option, it must do so by delivering notice of such intention to City so that City has physical possession of the notice at City Hall no later than June 30, 2023. Within 30 days of receipt of Operator's option to renew, City will deposit in the mail addressed to the last known address of Operator a notification that City accepts the option exercised by Operator or rejects the same.

The condition of this option is that City can reject same if City determines, with reasonable cause, that contractor did not perform this agreement in a good and workmanlike manner.

**XIII. BREACH:**

In the event of a breach of contract action related to the provisions of this agreement, or from any determination by court or board that Operator's actual or factual relationship to City is anything other than that of an independent contractor, the prevailing party in any shall be awarded its reasonable attorney fees and costs. The party asserting breach must give the opposing party a reasonable opportunity to cure the breach before pursuing action in a court of law, if such a cure can be accomplished.

**XIV. TAXES:**

Any taxes or licenses attributable to this Agreement or operation hereunder shall be at the sole expense of Operator.

**XV. ENTIRE AGREEMENT:**

This Agreement contains all agreements of the parties. All prior negotiations and discussions and all prior agreements, are merged into and extinguished by this Agreement.

DATED this 18<sup>th</sup> day of September, 2019.

**CITY OF BONNERS FERRY**

By: \_\_\_\_\_

David Sims, Mayor

**KOOTENAI VIEW GOLF RESOURCES, INC.**

By: \_\_\_\_\_

Ralph Lotspeich, Principal Shareholder

Attest:

Deby Garcia  
Christine McNeil, Clerk, City of Bonners Ferry  
Deby Garcia, AP/ Payroll Clerk

Operator's principal officer and shareholder guarantees performance of all of the duties and obligations of the corporation to the City as herein stated.

DATED this 18<sup>th</sup> day of September, 2019

By: \_\_\_\_\_

Ralph Lotspeich



## APPENDIX A

### MINIMUM MAINTENANCE AND OPERATION REQUIREMENTS OF MIRROR LAKE GOLF COURSE

The minimum maintenance and operation requirements to be performed by Operator with respect to the golf course shall include the following:

1. Weather permitting, Operator shall keep the Mirror Lake Golf Course open for play from at least May 1 through October 15 ("Peak Golfing Season") of each year of the contract term, and any renewal term, and may keep the course open for play on additional dates depending upon the weather.
2. With respect to the use of the course during the Peak Golfing Season, Operator shall keep the course open seven (7) days a week with possible late start or mid-week partial day closures permitted for purposes of reasonably maintaining the Course. A schedule will be set for annual maintenance with the understanding that weather conditions will dictate the actual dates.
3. Minimum hours of operation for the Course, excepting closures for inclement weather shall be:

May 1-May 31	8:30 a.m. - 6:30 p.m.
June 1-August 31	7:00 a.m. - 9:00 p.m.
August 31-closing	8:30 a.m. - 6:00 p.m.

Opening on Saturday, Sunday and holidays shall be 7:30 a.m. and closing on all Sundays and Mondays is 8:00 p.m. during May 15-August 14.
4. Weather permitting, it shall be the obligation of the Operator to mow the greens a minimum four (4) times weekly during the Peak Golfing Season – preferably - Tuesday, Thursday, Saturday and Sunday. Tee areas will be mowed and moved as frequently as may be necessary, but at a minimum, twice weekly during the peak golfing season.
5. All debris will be removed from the greens and tee boxes daily.
6. Each fairway shall be mowed three (3) times a week during the Peak Golfing Season – preferably Monday, Wednesday, and Friday. All irrigated roughs shall be mowed at least once weekly during the Peak Golfing Season.
7. The Operator will meet at least three (3) times each season with the Golf Committee (if active) to discuss any concerns the Operator or Committee may have.
8. The Operator shall fertilize the following portions of the Golf Course as frequently as necessary but at a minimum, according to the following schedule during each golfing season:
  - a. Each fairway and tee area shall receive a minimum of one (1) application of the appropriate amounts of fertilizer;
  - b. Each green shall receive a minimum of four (4) applications of the appropriate amounts of fertilizer;
  - c. Irrigated roughs will be fertilized with the fairways at least once per season.

The Operator shall make further applications of fertilizer as required if the results of regularly conducted soil tests of all the above-referenced areas disclose a need for further fertilization.
9. The Operator shall apply turf fungicides to all greens whenever necessary to control fungus.
10. The Operator shall apply a top dressing material, as needed, to all greens during each golfing season.
11. All greens shall be verticut or groomed as needed during the Peak Golfing Season.
12. All greens shall be aerated and sanded at least once annually during the golfing season.
13. The cups and tee markers shall be repositioned at least twice weekly during the Peak Golfing

Season.

14. Herbicides shall be applied to each tee area, fairway, and greens as needed.
15. The Operator shall mow, fertilize, and maintain in good appearance all grounds and plantings around the Leased Premises.
16. The Operator shall be responsible for spraying weeds around the premises including, but not limited to, around cart sheds and other buildings, between the clubhouse and Highway 95 and between the clubhouse and Deep Creek Road to maintain a visually clean appearance.
17. Operator shall provide the materials for repairing divots on tees, ball washers, and towels. Operator shall ensure that all signage installed on the course is maintained in a visually pleasing manner and in good repair, and new signage provided by the City for use at the Course is installed.
18. All rest rooms shall be cleaned daily.
19. Operator shall clean and maintain culverts and drains in good working order on the premises to prevent clogging and water damage.
20. All trash receptacles located on or around the Course shall be emptied as necessary, including but not limited to those in and around the cart sheds, driving range, practice green, and clubhouse.
21. The Operator shall be responsible for the regular maintenance of benches located on the Course including sanding, painting, and minor repairs.
22. The Operator shall be responsible for removal of the lower pump at the end of the season.
23. The Operator shall wash equipment, specifically mowers, after each use. This is intended to help prolong the useable life of the equipment and prevent corrosion and other damage caused by allowing chemicals and plant material to remain on equipment surfaces for extended periods of time.
24. At conclusion of golfing season, Operator shall hand-wash and wax all equipment owned by the City. This is also intended to help prolong the useable life of the equipment and prevent corrosion and other damage caused by allowing chemicals and plant material to remain on equipment surfaces for extended periods of time.
25. At the conclusion of the golfing season, Operator shall provide a list of maintenance items needed for each piece of machinery. This is to allow for the City Mechanic to perform repairs over the winter months when the Course is closed.

## APPENDIX B

### LOCATION OF MIRROR LAKE GOLF COURSE

That part of Lot Three (3) sometimes known as and described as the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) lying South of the Great Northern Railroad right of way; the Southeast Quarter of the Northwest Quarter (SE 1/4 NW 1/4); the Southwest Quarter of the Northeast Quarter (SW1/4 NE 1/4); Lot One (1) and that part of Lot Two (2) lying South and East of the Great Northern Railroad right of way; all in Section Nine (9), Township Sixty-one (61) North, Range One (1) East, B.M.

LESS the following described tracts:

TRACT A: Beginning at the Southwest corner of the tract herein described, an auto axle, from which point the intersection of the West line of Section Nine (9), Township sixty-one (61) North, Range One (1) East, B.M., with the center of the present Great Northern Railway bears North 84 Page degrees 47' West 2617.86 feet, said point of intersection being North 66 chains, more or less, from the Southwest corner of the said Section Nine (9), and running thence from the auto axle above described, North 87 degrees 54' East 136.60 feet to a one inch steel pin; thence North 16 degrees 19' East 198 feet to a two inch channel iron set on the South boundary of the State Highway; thence along the said South boundary South 80 degrees 25' West 201.11 feet to a one inch steel pin which is distance North 80-degrees 25' East 60.52 feet from a 6" x 6" concrete State Highway boundary monument; thence South 2 degrees 06' East 162.46 feet to the point of beginning and containing 2/3rds acres the including an easement upon the property adjacent on South for the purpose of repairing, improving and maintaining the septic tank overflow line and drain field which is on April 8, 1961, located thereon, so long as said drainfield is used by the City of the hereinabove particularly described property.

TRACT B: All that part of Lot One (1) and all that part of the Southwest Quarter of the Northeast Quarter (SW 1/4 NE1/4) of Section Nine (9), Township Sixty-one (61) North, Range One (1) East, B.M., lying and being East of right of way of State Highway as described in deed from Bonners Golf Course, Inc. to State of Idaho, recorded at Book 35 of Deeds at page 301, records of Boundary County, Idaho.

AND ALSO INCLUDING: All that part of Lot Five (5), Section Four (4), Township-Sixty-one (61) North, Range One (1) East, B.M., lying West of the State Highway.

LESS the following described tracts:

TRACT 1: A parcel of land described as follows: Beginning at the Northeast corner of Lot Five (5), Section Four (4), Township Sixty-one (61) North, Range One (1) East, B.M., thence South along the East line of said Lot Five (5) 20 rods; thence West 40 rods; thence North 20 rods; thence East 40 rods to the place of beginning.

TRACT 2: The North 20 feet of Lot Five (5), Section Four (4), Township Sixty-one (61) North, Range One (1) East, B.M.

TRACT 3: A parcel described as follows: Commencing at a point 20 rods South of the Northeast corner of Lot Five (5), section Four (4), Township Sixty-one (61) North, Range One (1) East,

B.M., thence South 84 feet to the West right of way line of State Highway #95, thence Southwesterly along said highway right of way line 408 feet, thence West 180 feet, thence North 254 feet, thence East 435 1/2 feet.

TRACT 4: That part of Lot Five (5), Section Four (4), Township Sixty-one (61) North, Range One (1) East, B.M., lying and being West of the Great Northern Railroad right of way; subject to an easement in favor of the State of Idaho for a highway right of way and an easement in favor of the City of Bonners Ferry, Idaho, for a water pipe line and appurtenances.

TRACT 5: A portion of Lot Five (5) in Section Four (4), Township Sixty-one (61) North, Range One (1) East, B.M., described as: Commencing 1297 feet West of the Southeast corner of Lot Four (4), Section Four (4), Township Sixty-one (61) North, Range One (1) East, B.M., to the place of beginning; thence South 209 feet; thence East 209 feet; thence North 209 feet; thence West 209 feet to the place point of beginning; containing one acre, more or less.

TRACT 6: Commencing at a point 20 feet South and 660 feet West of the Northeast corner of Lot Five (5), Section Four (4), Township Sixty-one (61) North, Range One (1) East, B.M., thence South 100 feet to a point, thence West 100 feet to a point, thence North 100 feet to a point, thence East 100 feet to the point of beginning.

## Lisa Ailport

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**From:** Lisa Ailport  
**Sent:** Wednesday, July 19, 2023 2:32 PM  
**To:** Brion Poston; Dick Staples  
**Subject:** Golf Course Rates  
**Attachments:** 11.1.2022\_Fees Schedule.pdf

Hello Brion and Dick- Its that time of year where we are planning for the rate increases process. The purpose of planning now is that when October comes, we want to be able to implement any anticipated rate increases on or before October 1<sup>st</sup>. That said, does the golf committee or council want to review the rates at the golf course? By way of discussion regarding the golf contractor position, I have heard that there may be interest in increasing the contractor yearly pay, if so, rate increases may be needed to absorb the new contractor's rate of pay.

I have attached the current fee schedule for your consideration and discussion (page 6 of the official fee schedule). If you'd like me to run through some scenario based discussions, I'd be happy to if you could provide me with some rates you'd like to consider.

Kindly,

**Lisa M. Ailport, AICP**  
City Administrator

**Direct Line:** 208-267-4379  
**City Hall:** 208-267-3105

7232 Main Street #149  
Bonners Ferry, Idaho 83805

[www.bonnersferry.id.gov](http://www.bonnersferry.id.gov)



## Lisa Ailport

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**From:** Lisa Ailport  
**Sent:** Monday, July 24, 2023 10:46 AM  
**To:** Brion Poston  
**Cc:** Lara Tyler; Deby Garcia  
**Subject:** Golf Subcommittee- Agenda and meeting materials  
**Attachments:** 7.27.2023 Golf subcommittee.docx; 6.30.23 Income.xlsb.pdf; 6.30.23 Expenses.pdf; 2022\_Profit Loss Report\_GC.pdf

Here is the agenda that was posted for Thursday's meeting as well as the financials. I am told that Lara will be there to take minutes.

Kindly,

**Lisa M. Ailport, AICP**  
City Administrator

**Direct Line:** 208-267-4379  
**City Hall:** 208-267-3105

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# GOLF

ACCOUNT	TYPE	2023 BUDGET	6/30/2023
<b>Course</b>			
1000-465000-100	Wages Only	\$ 2,704.00	\$ 396.63
1000-465000-140	Employer Contributions	\$ 236.00	\$ 29.03
1000-465000-150	Retirement	\$ 325.00	\$ 47.36
1000-465000-170	Health and Life Insurance	\$ 795.00	\$ 156.05
1000-465000-200	Supplies & Other	\$ 26,000.00	\$ 9,757.57
1000-465000-300	Purchased Services	\$ 62,191.00	\$ 46,215.72
1000-465000-340	Utility Services	\$ 4,928.00	\$ 1,736.54
1000-465000-399	Other Contracted Services	\$ 33,500.00	\$ 28,574.90
1000-465000-500	General Insurance	\$ 1,969.00	\$ 2,100.77
<b>Subtotal</b>		<b>\$ 132,648.00</b>	<b>\$ 89,014.57</b>
<b>Rolling Equipment</b>			
1000-465500-100	Wages Only	\$ 2,658.00	\$ 3,421.21
1000-465500-140	Employer Contributions	\$ 194.00	\$ 241.64
1000-465500-150	Retirement	\$ 318.00	\$ 408.50
1000-465500-170	Health and Life Insurance	\$ 1,226.00	\$ 1,040.04
1000-465500-200	Supplies & Other	\$ 5,200.00	\$ 6,429.80
1000-465500-231	Gas, Oil, Diesel Fuel, Grease, etc.	\$ 7,892.00	-
1000-465500-300	Purchased Services	\$ 520.00	-
	Capital Outlay	\$ -	-
<b>Subtotal</b>		<b>\$ 18,008.00</b>	<b>\$ 11,541.19</b>
<b>Club House</b>			
1000-466000-100	Wages Only	\$ 515.00	\$ 256.51
1000-466000-140	Employer Contributions	\$ 52.00	\$ 19.11
1000-466000-150	Retirement	\$ 67.00	\$ 30.64
1000-466000-170	Health and Life Insurance	\$ 202.00	\$ 37.47
1000-466000-200	Supplies & Other	\$ 520.00	\$ 165.56
1000-466000-300	Purchased Services	\$ 364.00	\$ 550.00
<b>Subtotal</b>		<b>\$ 1,720.00</b>	<b>\$ 1,059.29</b>
<b>Grand Total</b>		<b>\$ 152,376.00</b>	<b>\$ 101,615.05</b>

**Golf Profit/Loss**

	<b>2021-2022</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2018-2019</b>	<b>2017-2018</b>
Revenue	211,638	171,498	183,349	153,914	129,150
Operating Expense	157,163	154,271	126,456	131,438	109,847
Net Income before Capital	54,475	17,227	56,893	22,476	19,303
Capital Expense	29,000	20,200	35,412	30,218	
Net Income	25,475	(2,973)	21,481	(7,742)	19,303
Net Income for Logging Golf Course					
Total Net Income	25,475	(2,973)	21,481	(7,742)	19,303

**Capital Purchases**

Irrigation Pump					
Irrigation Pump & Motor					
Drain Field					
Clubhouse Concrete					
Sprinkler					
Mower		20,200			
Clubhouse Floor					
Clubhouse Electrical					
Clubhouse Roof				35,412	
Troybuilt Trimmer					
55 Gallon Skid Sprayer					
Aerator, roller					
Aerator					
Top Dresser					
Drainage Project					
Utility Vehicle w/Trailer					
Secondary Rebuild					
Tine Kit					
Disconnect & Sprinkler Control					
Fixed Asset Software					
Bunker Sand					
Driving Range					
Clubhouse Heat Pump					
Restroom					
Irrigation Computer					
Drainage #1 & #4				9,033	
Clubhouse Patio				21,186	
Lower Pump and Dock (est)	29,000				



**Golf Profit/Loss**

	<b>2016-2017</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2013-2014</b>	<b>2012-2013</b>
Revenue	123,630	148,494	161,033	144,146	151,069
Operating Expense	110,463	123,115	129,377	130,348	133,473
Net Income before Capital	13,167	25,379	31,656	13,798	17,596
Capital Expense	46,366	9,000	18,000	87,665	12,744
Net Income	(33,199)	16,379	13,656	(73,867)	4,852
Net Income for Logging Golf Course	14,059			-	4,759
Total Net Income	(19,140)	16,379	13,656	(73,867)	9,611

**Capital Purchases**

Irrigation Pump					
Irrigation Pump & Motor	13,560			12,095	
Drain Field					
Clubhouse Concrete					
Sprinkler					
Mower			18,000	75,570	
Clubhouse Floor					
Clubhouse Electrical	5,989				
Clubhouse Roof					
Troybuilt Trimmer					
55 Gallon Skid Sprayer					
Aerator, roller					
Aerator					
Top Dresser					
Drainage Project					8,244
Utility Vehicle w/Trailer					
Secondary Rebuild					
Tine Kit					
Disconnect & Sprinkler Control					
Fixed Asset Software					
Bunker Sand					
Driving Range					
Clubhouse Heat Pump					4,500
Restroom		3,000			
Irrigation Computer		6,000			
Drainage #1 & #4					
Clubhouse Patio					
Lower Pump and Dock (est)					

**Golf Profit/Loss**

	<b>2011-2012</b>	<b>2010-2011</b>	<b>2009-2010</b>	<b>2008-2009</b>	<b>2007-2008</b>
Revenue	135,877	142,030	144,115	156,005	158,909
Operating Expense	125,446	122,158	129,542	128,850	131,010
Net Income before Capital	10,431	19,872	14,573	27,155	27,899
Capital Expense		48,540	29,255	5,000	17,613
Net Income	10,431	(28,668)	(14,682)	22,155	10,286
Net Income for Logging Golf Course					
Total Net Income	10,431	(28,668)	(14,682)	22,155	10,286

**Capital Purchases**

Irrigation Pump					5,607
Irrigation Pump & Motor					
Drain Field					5,381
Clubhouse Concrete					6,625
Sprinkler		24,709	7,380	5,000	
Mower			21,875		
Clubhouse Floor		18,503			
Clubhouse Electrical		5,328			
Clubhouse Roof					
Troybuilt Trimmer					
55 Gallon Skid Sprayer					
Aerator, roller					
Aerator					
Top Dresser					
Drainage Project					
Utility Vehicle w/Trailer					
Secondary Rebuild					
Tine Kit					
Disconnect & Sprinkler Control					
Fixed Asset Software					
Bunker Sand					
Driving Range					
Clubhouse Heat Pump					
Restroom					
Irrigation Computer					
Drainage #1 & #4					
Clubhouse Patio					
Lower Pump and Dock (est)					

**Golf Profit/Loss**

	<b>2006-2007</b>	<b>2005-2006</b>	<b>2004-2005</b>	<b>2003-2004</b>	<b>2002-2003</b>
Revenue	147,304	142,161	128,619	125,214	130,436
Operating Expense	121,293	122,178	103,177	103,259	95,996
Net Income before Capital	26,011	19,983	25,442	21,955	34,440
Capital Expense	-	14,466	6,918	4,109	4,030
Net Income	26,011	5,517	18,524	17,846	30,410
Net Income for Logging Golf Course					
Total Net Income	26,011	5,517	18,524	17,846	30,410

**Capital Purchases**

Irrigation Pump			3,918		
Irrigation Pump & Motor					
Drain Field					
Clubhouse Concrete		326			
Sprinkler					
Mower		7,500	3,000	4,000	2,500
Clubhouse Floor					
Clubhouse Electrical					
Clubhouse Roof					
Troybuilt Trimmer					
55 Gallon Skid Sprayer					
Aerator, roller					
Aerator					
Top Dresser					
Drainage Project					
Utility Vehicle w/Trailer					
Secondary Rebuild					
Tine Kit					650
Disconnect & Sprinkler Control					880
Fixed Asset Software				109	
Bunker Sand		6,620			
Driving Range		20			
Clubhouse Heat Pump					
Restroom					
Irrigation Computer					
Drainage #1 & #4					
Clubhouse Patio					
Lower Pump and Dock (est)					

**Golf Profit/Loss**

	<b>2001-2002</b>	<b>2000-2001</b>	<b>2000-1999</b>	<b>Cummulative</b>
Revenue	128,393	137,038	125,919	3,379,941
Operating Expense	99,280	93,188	87,717	2,769,046
Net Income before Capital	29,113	43,850	38,202	610,896
Capital Expense	24,410	12,550	7,229	462,725
Net Income	4,703	31,300	30,973	148,171
Net Income for Logging Golf Course				18,818
Total Net Income	4,703	31,300	30,973	166,989

**Capital Purchases**

Irrigation Pump				9,525
Irrigation Pump & Motor				25,655
Drain Field				5,381
Clubhouse Concrete				6,951
Sprinkler				37,089
Mower				152,645
Clubhouse Floor				18,503
Clubhouse Electrical				11,317
Clubhouse Roof				35,412
Troybuilt Trimmer			699	699
55 Gallon Skid Sprayer			1,105	1,105
Aerator, roller		10,800	5,425	16,225
Aerator		1,750		1,750
Top Dresser				-
Drainage Project	11,678			19,922
Utility Vehicle w/Trailer	6,945			6,945
Secondary Rebuild	5,787			5,787
Tine Kit				650
Disconnect & Sprinkler Control				880
Fixed Asset Software				109
Bunker Sand				6,620
Driving Range				20
Clubhouse Heat Pump				4,500
Restroom				3,000
Irrigation Computer				6,000
Drainage #1 & #4				9,033
Clubhouse Patio				21,186
Lower Pump and Dock (est)				29,000

**Golf Profit/Loss**

	<b>2021-2022</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2018-2019</b>	<b>2017-2018</b>
Revenue	211,638	171,498	183,349	153,914	129,150
Operating Expense	157,163	154,271	126,456	131,438	109,847
Net Income before Capital	54,475	17,227	56,893	22,476	19,303
Capital Expense	29,000	20,200	35,412	30,218	
Net Income	25,475	(2,973)	21,481	(7,742)	19,303
Net Income for Logging Golf Course					
Total Net Income	25,475	(2,973)	21,481	(7,742)	19,303

**Capital Purchases**

Irrigation Pump					
Irrigation Pump & Motor					
Drain Field					
Clubhouse Concrete					
Sprinkler					
Mower		20,200			
Clubhouse Floor					
Clubhouse Electrical					
Clubhouse Roof				35,412	
Troybuilt Trimmer					
55 Gallon Skid Sprayer					
Aerator, roller					
Aerator					
Top Dresser					
Drainage Project					
Utility Vehicle w/Trailer					
Secondary Rebuild					
Tine Kit					
Disconnect & Sprinkler Control					
Fixed Asset Software					
Bunker Sand					
Driving Range					
Clubhouse Heat Pump					
Restroom					
Irrigation Computer					
Drainage #1 & #4				9,033	
Clubhouse Patio				21,186	
Lower Pump and Dock (est)	29,000				

**Golf Profit/Loss**

	<b>2016-2017</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2013-2014</b>	<b>2012-2013</b>
Revenue	123,630	148,494	161,033	144,146	151,069
Operating Expense	110,463	123,115	129,377	130,348	133,473
Net Income before Capital	13,167	25,379	31,656	13,798	17,596
Capital Expense	46,366	9,000	18,000	87,665	12,744
Net Income	(33,199)	16,379	13,656	(73,867)	4,852
Net Income for Logging Golf Course	14,059			-	4,759
Total Net Income	(19,140)	16,379	13,656	(73,867)	9,611

**Capital Purchases**

Irrigation Pump					
Irrigation Pump & Motor	13,560			12,095	
Drain Field					
Clubhouse Concrete					
Sprinkler					
Mower			18,000	75,570	
Clubhouse Floor					
Clubhouse Electrical	5,989				
Clubhouse Roof					
Troybuilt Trimmer					
55 Gallon Skid Sprayer					
Aerator, roller					
Aerator					
Top Dresser					
Drainage Project					8,244
Utility Vehicle w/Trailer					
Secondary Rebuild					
Tine Kit					
Disconnect & Sprinkler Control					
Fixed Asset Software					
Bunker Sand					
Driving Range					
Clubhouse Heat Pump					4,500
Restroom		3,000			
Irrigation Computer		6,000			
Drainage #1 & #4					
Clubhouse Patio					
Lower Pump and Dock (est)					

**Golf Profit/Loss**

	<b>2011-2012</b>	<b>2010-2011</b>	<b>2009-2010</b>	<b>2008-2009</b>	<b>2007-2008</b>
Revenue	135,877	142,030	144,115	156,005	158,909
Operating Expense	125,446	122,158	129,542	128,850	131,010
Net Income before Capital	10,431	19,872	14,573	27,155	27,899
Capital Expense		48,540	29,255	5,000	17,613
Net Income	10,431	(28,668)	(14,682)	22,155	10,286
Net Income for Logging Golf Course					
Total Net Income	10,431	(28,668)	(14,682)	22,155	10,286

**Capital Purchases**

Irrigation Pump					5,607
Irrigation Pump & Motor					
Drain Field					5,381
Clubhouse Concrete					6,625
Sprinkler		24,709	7,380	5,000	
Mower			21,875		
Clubhouse Floor		18,503			
Clubhouse Electrical		5,328			
Clubhouse Roof					
Troybuilt Trimmer					
55 Gallon Skid Sprayer					
Aerator, roller					
Aerator					
Top Dresser					
Drainage Project					
Utility Vehicle w/Trailer					
Secondary Rebuild					
Tine Kit					
Disconnect & Sprinkler Control					
Fixed Asset Software					
Bunker Sand					
Driving Range					
Clubhouse Heat Pump					
Restroom					
Irrigation Computer					
Drainage #1 & #4					
Clubhouse Patio					
Lower Pump and Dock (est)					

**Golf Profit/Loss**

	<b>2006-2007</b>	<b>2005-2006</b>	<b>2004-2005</b>	<b>2003-2004</b>	<b>2002-2003</b>
Revenue	147,304	142,161	128,619	125,214	130,436
Operating Expense	121,293	122,178	103,177	103,259	95,996
Net Income before Capital	26,011	19,983	25,442	21,955	34,440
Capital Expense	-	14,466	6,918	4,109	4,030
Net Income	26,011	5,517	18,524	17,846	30,410
Net Income for Logging Golf Course					
Total Net Income	26,011	5,517	18,524	17,846	30,410

**Capital Purchases**

Irrigation Pump			3,918		
Irrigation Pump & Motor					
Drain Field					
Clubhouse Concrete		326			
Sprinkler					
Mower		7,500	3,000	4,000	2,500
Clubhouse Floor					
Clubhouse Electrical					
Clubhouse Roof					
Troybuilt Trimmer					
55 Gallon Skid Sprayer					
Aerator, roller					
Aerator					
Top Dresser					
Drainage Project					
Utility Vehicle w/Trailer					
Secondary Rebuild					
Tine Kit					650
Disconnect & Sprinkler Control					880
Fixed Asset Software				109	
Bunker Sand		6,620			
Driving Range		20			
Clubhouse Heat Pump					
Restroom					
Irrigation Computer					
Drainage #1 & #4					
Clubhouse Patio					
Lower Pump and Dock (est)					



**Golf Profit/Loss**

	<b>2001-2002</b>	<b>2000-2001</b>	<b>2000-1999</b>	<b>Cummulative</b>
Revenue	128,393	137,038	125,919	3,379,941
Operating Expense	99,280	93,188	87,717	2,769,046
Net Income before Capital	29,113	43,850	38,202	610,896
Capital Expense	24,410	12,550	7,229	462,725
Net Income	4,703	31,300	30,973	148,171
Net Income for Logging Golf Course				18,818
Total Net Income	4,703	31,300	30,973	166,989

**Capital Purchases**

Irrigation Pump				9,525
Irrigation Pump & Motor				25,655
Drain Field				5,381
Clubhouse Concrete				6,951
Sprinkler				37,089
Mower				152,645
Clubhouse Floor				18,503
Clubhouse Electrical				11,317
Clubhouse Roof				35,412
Troybuilt Trimmer			699	699
55 Gallon Skid Sprayer			1,105	1,105
Aerator, roller		10,800	5,425	16,225
Aerator		1,750		1,750
Top Dresser				-
Drainage Project	11,678			19,922
Utility Vehicle w/Trailer	6,945			6,945
Secondary Rebuild	5,787			5,787
Tine Kit				650
Disconnect & Sprinkler Control				880
Fixed Asset Software				109
Bunker Sand				6,620
Driving Range				20
Clubhouse Heat Pump				4,500
Restroom				3,000
Irrigation Computer				6,000
Drainage #1 & #4				9,033
Clubhouse Patio				21,186
Lower Pump and Dock (est)				29,000

## **Lisa Ailport**

---

**From:** Lisa Ailport  
**Sent:** Tuesday, August 1, 2023 9:21 AM  
**To:** johnbfd@hotmail.com  
**Cc:** Brion Poston  
**Subject:** MIRROR LAKE GOLF COURSE INVENTORY AND EQUIPMENT  
**Attachments:** MIRROR LAKE GOLF COURSE INVENTORY AND EQUIPMENT.docx

John- Here is the inventory that Andrakay tells me was part of the 2014 agreement with Ralph. Everything listed on this is in the ownership of the contractor. Please let me know if you have any questions.

**MIRROR LAKE GOLF COURSE INVENTORY AND EQUIPMENT  
OWNED BY CONTRACTOR**

<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>COST</b>	<b>VALUE</b>
1. Upright Freezer	1	\$600.00	\$250.00
2. Chest Freezer	1	\$300.00	\$150.00
3. TV-Dish-Speaker System	1	\$1,300.00	\$375.00
4. Dishwasher	1	\$500.00	\$50.00
5. 3-Well Bar Sink-Faucet	1	\$800.00	\$350.00
6. Salad Bar base/guard	1	\$250.00	\$30.00
7. Salad Bar sneeze guard	1	\$150.00	\$50.00
8. Assorted Display Shelves			\$25.00
9. Metal Pan Shelf		\$50.00	\$30.00
10. Assorted Bar Displays			\$60.00
11. Misc. Bar Supplies, Coolers, Dispensers, Glasses, etc.			\$215.00
12. Bunn 3-Station Coffee Brewer/3 Decanters		\$325.00	\$175.00
13. AP Wyott Hot Dog Roller	1		\$500.00
14. Sandwich Prep Refrigerator	1	\$900.00	\$400.00
15. Stove	1		\$75.00
16. Meat slicer, can opener, crock pot			\$80.00
17. Microwaves	2		\$100.00
18. Napkin holders	4	\$12.00 ea.	\$20.00
19. Glass Logo Coffee Mugs	45	\$4.50 each	\$157.00
20. Roper Refrig./Freezer	1		\$400.00
21. BBQ's	2		\$800.00
22. BBQ Extra Tanks	2		\$20.00
23. Visa Machine	1		\$200.00
24. Ice Machine	1		\$400.00

Page Total: \$4912.00

## GOLF COURSE INVENTORY AND EQUIPMENT CONTINUED

DESCRIPTION	QUANTITY	COST	VALUE
1. Metal Wall Safe	1	\$250.00	\$75.00
2. Asstd. Cooking Containers, Plates, Bowls, Pans, rays, Silverware, Etc.			\$600.00
3. Rubber Floor Mats			\$5.00
4. Interior Trash Cans, Bathroom Dispensers			\$50.00
5. Table Chairs	56	\$10.00 ea.	\$364.00
6. Patio Furniture			\$130.00
7. Padded Chairs	12	\$17.00 ea.	\$90.00
8. Digital Sign	1	\$250.00	\$50.00
9. Fan	1	\$40.00	\$20.00
10. Asstd. Bulletin Boards		\$60.00	\$20.00
11. Computer desk/chair	1	\$400.00	\$250.00
12. Office Desk	1	\$325.00	\$100.00
13. File cabinets	4	\$30.00 ea.	\$60.00
14. Pictures, Clocks, Other Decor			\$250.00
15. Assorted Pro Shop Displays			\$200.00
16. Television	1		\$400.00
17. Couches	2		\$300.00
18. Hanging Budweiser Light	1		\$100.00
19. Pull Cart Rack	1	\$4.00	\$4.00
20. Ball Retriever Rake	1	\$3.95	N/C
21. Large Range Buckets	9	\$5.35 ea.	\$22.50
22. Medium Range Buckets	15	\$4.55 ea.	\$30.00
23. Small Range Buckets	10	\$3.00 ea.	\$17.50
24. Assorted Range Mats	3	\$600.00	\$300.00
25. EZ Picker Ball Retriever	1	\$1,600.00	\$700.00
26. EZ Picker Baskets	6	\$28.00 ea.	\$90.00
27. Outside Benches	10	\$2,200.00	\$1,000.00
28. Club Rental Sets	12	\$100.00 ea.	\$720.00
29. Rental Pull Carts	17	\$75.00 ea.	\$425.00
30. Tec Ma-305 Register	1	\$600.00	\$200.00
31. Tec Ma-205 Register	1	\$500.00	\$200.00

Page Total: **\$3,705.00**

## **GOLF COURSE INVENTORY AND EQUIPMENT CONTINUED**

<b>DESCRIPTION</b>	<b>VALUE</b>
1. 2004 Club Car Golf Cart (3)	\$1,900 ea.
2. 2010 Club Car Golf Cart	\$2,700
3. 1988 Yamaha Gas Golf Cart (3)	\$1,000 ea.
4. 1995 Yamaha Gas Golf Cart	\$750.00
5. 1999 Yamaha Gas Golf Cart (2)	\$1,200 ea.
6. 2008 Yamaha Gas Golf Cart (4)	\$2,100 ea.
7. 2010 Yamaha Gas Golf Cart (4)	\$2,700 ea.

**Page Total:      \$32,150.00**

## Lisa Ailport

---

**From:** Lara Tyler  
**Sent:** Tuesday, August 29, 2023 3:58 PM  
**To:** Lisa Ailport  
**Subject:** RE: Golf Committee

Thank you, I will forward this on the Golf Committee. I appreciate your input.

---

**From:** Lisa Ailport <lailport@bonnersferry.id.gov>  
**Sent:** Tuesday, August 29, 2023 3:33 PM  
**To:** Lara Tyler <ltyler@bonnersferry.id.gov>  
**Subject:** RE: Golf Committee

I would just let him know in writing that the city council will be meeting to discuss fee increases at a workshop tonight with the expectation that those fees will go into effect on October 1. If their recommended increases will be greater than 5% then a public hearing is required and we'd like to include those within the public hearing tentatively scheduled for September 19, 2023. However, if rates are less than 5%, a recommendation could come at a later date and still be effective on or before next season.

You can also just forward this message to Steve or the golf committee and let them know if they have questions they can call myself or the Mayor.

---

**From:** Lara Tyler <ltyler@bonnersferry.id.gov>  
**Sent:** Tuesday, August 29, 2023 12:54 PM  
**To:** Lisa Ailport <lailport@bonnersferry.id.gov>  
**Subject:** Golf Committee

Hi there,

I am reaching out to you because I am struggling with how to be clearer with my limited expectations and needs for this committee. I email Steve Nelson the chair about the Fee schedule and possibly raising rates and he must not have understood what as I was saying, he thinks by putting on the agenda (for them) in September it is still okay to move forward. Help!! Can you give me a bit of advice on how to possibly handle this?

Thank you in advance,

Lara Tyler  
Business & Tax Support Clerk  
[ltyler@bonnersferry.id.gov](mailto:ltyler@bonnersferry.id.gov)  
208-267-0354



## Fwd: Golf Manager Recommendation

steven nelson <[tardysmom@me.com](mailto:tardysmom@me.com)>

Wed 10/4/2023 7:29 AM

To: Andrakay Pluid <[apluid@bonnersferry.id.gov](mailto:apluid@bonnersferry.id.gov)>

This thread between D. Garcia and I is all I have. Hope this helps.

Sent from my iPad

Begin forwarded message:

**From:** Deby Garcia <[dgarcia@bonnersferry.id.gov](mailto:dgarcia@bonnersferry.id.gov)>

**Date:** September 14, 2023 at 1:23:45 PM PDT

**To:** steven nelson <[tardysmom@me.com](mailto:tardysmom@me.com)>

**Subject:** RE: Golf Manager Recommendation

Steve,

Yes, Dave called me and he said if I don't hear from him today then to not put it on the agenda for Tuesday. He also mentioned that he could not be at the meeting on the 19<sup>th</sup> and was going to call Brion Poston to see what to do.

Thank you for reaching out to them,

Deborah Garcia  
Clerk/Treasurer  
City of Bonners Ferry  
208-267-3105

---

**From:** steven nelson <[tardysmom@me.com](mailto:tardysmom@me.com)>  
**Sent:** Thursday, September 14, 2023 12:35 PM  
**To:** Deby Garcia <[dgarcia@bonnersferry.id.gov](mailto:dgarcia@bonnersferry.id.gov)>  
**Subject:** Re: Golf Manager Recommendation

Did Dave Anderson get back to you?

Sent from my iPad

On Sep 14, 2023, at 10:33 AM, steven nelson <[tardysmom@me.com](mailto:tardysmom@me.com)> wrote:

Will do, thanks.

Sent from my iPad

On Sep 14, 2023, at 8:36 AM, Deby Garcia  
<[dgarcia@bonnersferry.id.gov](mailto:dgarcia@bonnersferry.id.gov)> wrote:

Good morning Steve,

I was checking in to see if the golf steering committee had made a decision on who they were going to recommend to council for the new golf manager? Lara said that she told the committee that I would need to have a recommendation brought forward to me by no later than Wednesday to get it on the agenda for the 9/19/23 council meeting. I have not heard from them at all this week and Lara is on vacation this week. I am putting the agenda and packet together today and have to post it by tomorrow morning. Could you reach out to them and let them know I need to know if they are wanting this on the agenda for next week.

Thank you,

Deborah Garcia  
Clerk/Treasurer  
City of Bonners Ferry  
208-267-3105

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**RE: golf manager - Please add Gerry Ann to your email list**

Stephen and Gerry Ann Howlett <[REDACTED]>

To: Dave K. Anderson <[REDACTED]>  
Cc: [REDACTED] <[REDACTED]>; steven nelson <[REDACTED]>; [REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>; John Youngwirth <[REDACTED]>; Anne  
Bonar <[REDACTED]>

Good morning Dave,

Please add me to your Mirror Lake golf manager email listing. I'll be at BF city hall this Thursday morning.

A golf course management company to check out: <http://courseco.com>

Thanks,

Gerry Ann

[REDACTED]

---

**From:** steven nelson [mailto:[REDACTED]]

**Sent:** Tuesday, July 25, 2023 7:09 AM

**To:** [REDACTED]

**Subject:** Fwd: golf manager

FYI. In case you did not get this from Dave. Be well.

Sent from my iPad

Begin forwarded message:

**From:** FRONTIER DESK <[REDACTED]>

**Date:** July 23, 2023 at 9:42:08 PM PDT

**To:** Brion Poston <[REDACTED]>, Steve Nelson <[REDACTED]>, [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>, John Youngwirth <[REDACTED]>, [REDACTED] <[REDACTED]>

**Subject:** golf manager

**Reply-To:** FRONTIER DESK <[davekal@frontier.com](mailto:davekal@frontier.com)>

Hello everyone!

The next golf meeting will be Thursday, July 27 at City Hall at 9:30 a.m. The first meeting was not official because "notice" was not given to the fact that this is a public meeting, so we will start this one with appointment of a chair and secretary. The other agenda item is to create the RFP and start the process.

Looking forward to our next meeting,

David Anderson

[REDACTED]

**RE: Golf manager**

Stephen and Gerry Ann Howlett <[REDACTED]>

To: 'FRONTIER DESK' <[REDACTED]>

Hi Dave,

I responded yesterday with a text that I think we should adhere to the RFP date that is due today.

Gerry Ann

---

**From:** FRONTIER DESK [mailto:[REDACTED]]

**Sent:** Thursday, August 17, 2023 11:06 AM

**To:** [REDACTED]

**Subject:** Golf manager

Need some feedback on do we interview or extend the deadline?

**Re: Golf**

Adagardiner <adagardiner@aol.com>

Thu 9/7/2023 9:31 AM

To: Anne Bonar <ardwalhoortique@hotmail.com>; Brion Poston <brionposton@gmail.com>; John Youngwirth <johnb5d@hotmail.com>; Gutknechtw84@gmail.com <gutknechtw84@gmail.com>; Steve Howlett <howlett@meadowark.com>; FRONTIER DESK <daveka1@frontier.com>

See you tomorrow.

On Thursday, September 7, 2023 at 08:53:00 AM PDT, FRONTIER DESK <daveka1@frontier.com> wrote:

Interviews tomorrow starting at 8:30. Be at City Hall by 8:15. Tory will be first, followed by Karen, then Ben. I scheduled 40 minutes for each with 10 minutes between. See you in the morning. Dave

**Re: March 28, 2023 Golf Committee Minutes and Contract**

Adagardiner <[REDACTED]>

Sun 7/2/2023 10:20 AM

To: 'Anne Bonar' <[REDACTED]>; Stephen and Gerry Ann Howlett <[REDACTED]>

thanks, Gerry Ann. All docs very interesting, esp. Ralph's thorough report.

On Saturday, July 1, 2023 at 04:44:44 PM PDT, Stephen and Gerry Ann Howlett <[REDACTED]> wrote:

Hello Ann and Ada,

Thank you for your interest in the Mirror Lake GC steering committee to assist the Bonners Ferry City Council with the hiring a manager after the departure of Ralph L.

Enclosed are Golf Committee meeting notes from March 28<sup>th</sup>, Ralph's current contract, a PGA job description, Mirror Lake GC 2023 fee schedule and a document that Ralph and Julie put together on their experience at Mirror Lake GC and their vision.

The Golf Committee members are: Steve Nelson-Chair, John Youngwirth, Scott Schopen, Linda Hiatt and Gerry Ann Howlett.

The Steering Committee is still being formed, and Steve Nelson is on the Bonners Ferry City Council agenda for July 11<sup>th</sup> to present individuals names who have expressed interest.

Currently: from the Golf Committee-John Youngwirth and Gerry Ann Howlett. Suggested a Bonner Ferry City Council member-Brion Poston. Men's league-Dave Anderson and one other. I have put forward both of you as interested.

The Golf Committee has meetings scheduled for: August 1<sup>st</sup> at 5:30 and August 29<sup>th</sup> at 5:30.

Enjoy the 4<sup>th</sup> of July.

Gerry Ann

Re: RFP's

Adagardiner <adagardiner@aol.com>

Tue 7/4/2023 10:40 AM

To: Stephen and Gerry Ann Howlett <howlett@meadowork.com>

Thanks, Gerry Ann.

On Monday, July 3, 2023 at 07:32:10 PM PDT, Stephen and Gerry Ann Howlett <howlett@meadowork.com> wrote:

Hi, enclosed is info to pass along that was received from Ralph L.

Gerry Ann

---

Hello,

Please forward these to the golf committee members. There are a few examples of RFP's other courses have used in recruitment.

<https://jobs.pga.org/detail/a0G4Q00000tf996UAA>

<https://jobs.pga.org/detail/a0G4Q00000xCsXEUA0>

Please see the attached and the links above.

--

Ralph Lotspeich

PGA Professional

Mirror Lake Golf Course

## FW: Golf Steering Committee

Brion Poston <bposton@bonnersferry.id.gov>

Mon 10/2/2023 4:16 PM

To: Andrakay Pluid <apluid@bonnersferry.id.gov>

---

**From:** Brion Poston

**Sent:** Monday, July 17, 2023 3:20 PM

**To:** Dick Staples <dstaples@bonnersferry.id.gov>

**Subject:** RE: Golf Steering Committee

Whatever we need to do is fine with the committee

---

**From:** Dick Staples <dstaples@bonnersferry.id.gov>

**Sent:** Monday, July 17, 2023 2:22 PM

**To:** Brion Poston <bposton@bonnersferry.id.gov>

**Subject:** RE: Golf Steering Committee

*Sounds like Andrakay is a little confused about the intent of the Steering Committee. I'm sure that she will respond today and, if she has time, I can meet with her tomorrow. I'm not sure if it matters exactly what the Committee is assigned to do so it may still. boil down to the same answer from Andrakay. I'll let you know what I find out.*

---

**From:** Brion Poston <bposton@bonnersferry.id.gov>

**Sent:** Sunday, July 16, 2023 7:04 PM

**To:** Dick Staples <dstaples@bonnersferry.id.gov>

**Subject:** RE: Golf Steering Committee

Dick, please get a definite answer from Andrakay so we can proceed one way or the other, thanks Brion

---

**From:** Dick Staples <dstaples@bonnersferry.id.gov>

**Sent:** Sunday, July 16, 2023 6:31 PM

**To:** Andrakay Pluid <apluid@bonnersferry.id.gov>; Brion Poston <bposton@bonnersferry.id.gov>

**Subject:** RE: Golf Steering Committee

*Thanks Andrakay – appreciate your keeping us in line.....I think that we were under the assumption that this was more of a hiring (?steering?) committee similar to committees we have had for other hirings and – to the best of my knowledge – posting of the meetings and keeping minutes wasn't required. I'll discuss with you later, but we will follow your recommendations.  
Thanks again – Dick.*

---

**From:** Andrakay Pluid <apluid@bonnersferry.id.gov>

**Sent:** Saturday, July 15, 2023 10:09 AM

**To:** Brion Poston <bposton@bonnersferry.id.gov>; Dick Staples <dstaples@bonnersferry.id.gov>

**Subject:** Re: Golf Steering Committee

Also, because they are subject to open meetings laws, minutes of the meetings are required. It doesn't have to be a Clerk that keeps those minutes and it can be a committee member.

Andrakay

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---

**From:** Andrakay Pluid

**Sent:** Saturday, July 15, 2023 9:56:41 AM

**To:** Brion Poston <[bposton@bonnersferry.id.gov](mailto:bposton@bonnersferry.id.gov)>; Dick Staples <[dstaples@bonnersferry.id.gov](mailto:dstaples@bonnersferry.id.gov)>

**Subject:** Golf Steering Committee

Good morning,

Staff was made aware that the golf steering committee met this morning. As far as staff is aware, this meeting wasn't posted as required by Idaho statute. I am not sure if any decisions were made during the meeting today, but if so, those would be void.

Going forward, those meetings are subject to the public meetings laws and require posting for public notice within 48 hours of the meeting. The Clerk's Office can assist with posting, but needs to be notified.

Andrakay

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Sent from my iPhone

On Aug 17, 2023, at 9:56 AM,  
FRONTIER DESK

<[REDACTED]@frontier.com> wrote:

I vote to stick with our schedule, I think we would be wasting training time, and I don't see any other real Interest. Just my opinion.

John Youngwirth

As of today, Aug 17, we have two applicants; a third possibly by deadline. We can stick with our schedule, and interview in Sept. Or, we can extend the application period. Looking for some feedback here.  
Dave





Sent from my iPad

Begin forwarded message:

**From:** FRONTIER DESK

<davekal@frontier.com>

**Date:** July 23, 2023 at 9:42:08 PM PDT

**To:** Brion Poston <brionposton@gmail.com> ,

Steve Nelson <stevynelson@icloud.com> ,

nutkneckt@st@gmail.com ,

agardener@aol.com , John Youngwirth

jeanhbfsd@hotmail.com ,

boardwalkboutique@hotmail.com

**Subject:** golf manager

**Reply-To:** FRONTIER DESK

<davekal@frontier.com>

Hello everyone!

The next golf meeting will be Thursday, July 27 at City Hall at 9:30 a.m. The first meeting was not official because "notice" was not given to the fact that this is a public meeting, so we will start this one with appointment of a chair and secretary. The other agenda item is to create the RFP and start the process.

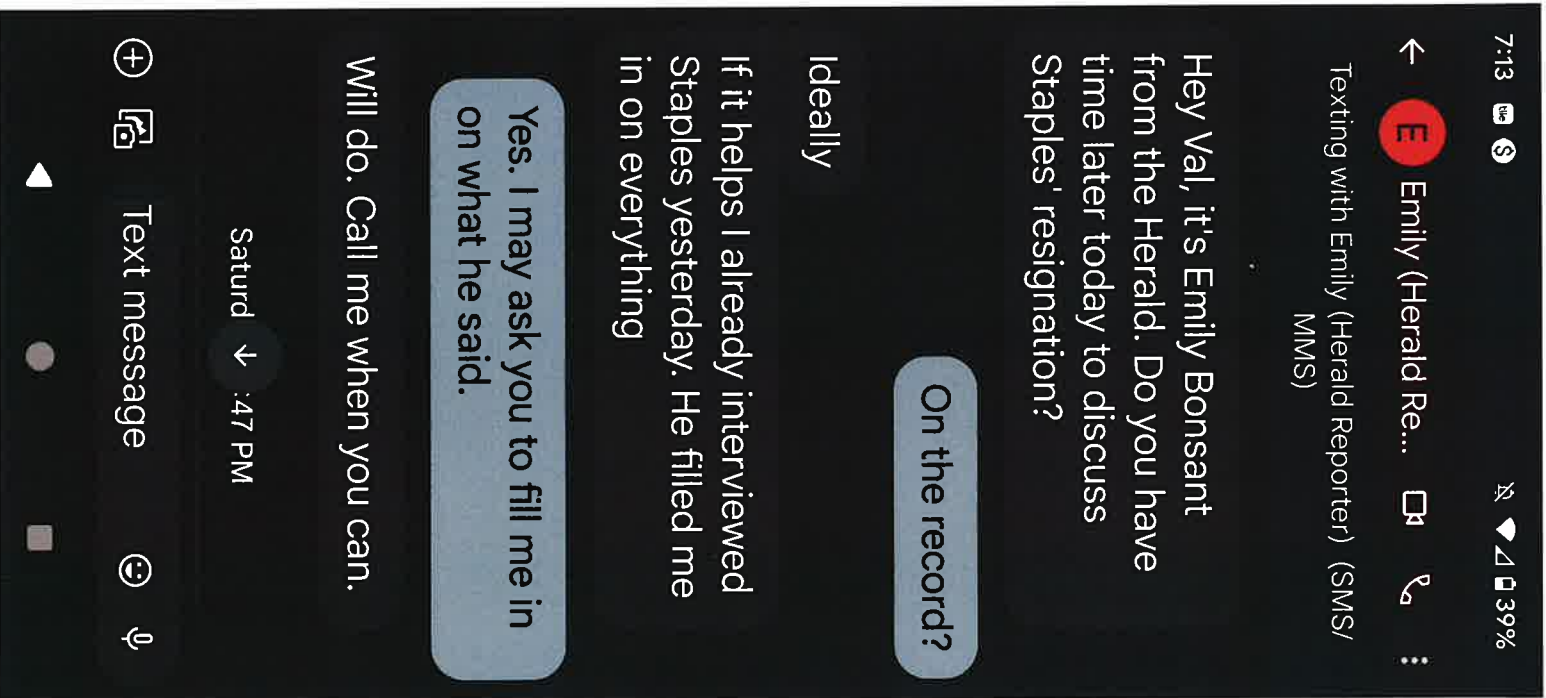
Looking forward to our next meeting,

David Anderson

203-619-8027



Val Thompson ?  
Emily Bonsant



7:13 39%  
← Emily (Herald Re...  
Texting with Emily (Herald Reporter) (SMS/MMS)

Hey Val, it's Emily Bonsant from the Herald. Do you have time later today to discuss Staples' resignation?

On the record?

Ideally

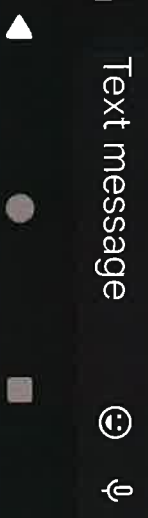
If it helps I already interviewed Staples yesterday. He filled me in on everything

Yes. I may ask you to fill me in on what he said.

Will do. Call me when you can.

Saturd ↓ :47 PM

⊕ Text message



Lisa Alport/  
Rick Alonzo

11:51

80



Lisa >

Thu, Sep 14 at 09:35

I'm guessing that Andrakay shared her memo to the city council with you. That should resolve any questions about Ben.

Read



Reply



Lisa Hilport / John Youngmuth



Good morning Lisa sorry to bother you on a Saturday but we had our steering committee meeting today for the new golf course manager and I'm just curious what is the income on average to the city from the course if I remember right it's around \$10,000 correct?

I'd have to look when I'm back at the office. Lately it's been closer to 30k.

By the way - the steering committee is subject to the open meeting act. The group need to post agenda 48-hours in advance of the meeting.

With so many eyes watching us we need to make sure to follow the law.

Most of all the income has been reinvested back into the golf course to fix capital infrastructure



3:55



John



With so many eyes watching us we need to make sure to follow the law.

Most of all the income has been reinvested back into the golf course to fix capital infrastructure

Ok you should tell Brion about the open meeting thing and mayor Anderson is the chairman

I'm asking Andrakay to follow up.

Ok that's good!!

Thu, Jul 27 at 4:34 PM

Hi Lisa quick question do u know who owns the ice machine at the golf course?

Thu, Jul 27 at 6:22 PM

I don't. I'd have to read the contract.

Message input field with icons for camera, gallery, app store, cash, voice recording, and emojis.

Lisa Anpara / Dick Staples



Thu, Sep 7 at 4:08 PM

Guess I'll need to know more about the fridge. According to the inventory list the contractor has ownership over two fridges and at least two freezers. I'll email you what Andrakay sent me.

Thu, Sep 7 at 7:59 PM

This is the "cooler" - beer, kegs, etc.

May need to look at it.

Yep. Just looked at the email/inventory list. This is not a separate unit. It is built in.

K. I'll see if I can have some one come look at it.

Wed, Sep 13 at 10:51 AM

What time today are we connecting?



## Re: Mayor Resigning due to conflict of interest

Andrakay Pluid

Tue 9/26/2023 6:14 PM

To: Emily Bonsant <[REDACTED]>

The short answer is, I agree that it still violates nepotism, the state statutory prohibition on self interested contracts, as well as city policy. I have provided that opinion to the now former, mayor and council.

If the council decides to proceed forward with negotiating a contract with Dick Staples' son, it will require an additional contract provision which makes the contract terminate immediately if any member of his family within the second degree serves as Mayor or Council.

Andrakay

Get [Outlook for Android](#)

---

**From:** Emily Bonsant <[REDACTED]>

**Sent:** Tuesday, September 26, 2023 6:02:14 PM

**To:** Andrakay Pluid <apluid@bonnersferry.id.gov>

**Subject:** Mayor Resigning due to conflict of interest

Good evening Andrakay,

I'm reaching out regarding Dick Staples resigning as mayor. He has said he is resigning due to his son being a potential hire as golf manager and that would violate nepotism law in Idaho.

However, Staples has not pulled his candidacy as mayor for Nov. 2023, and would be sworn in after his son's contract started. From my reading of Idaho Code, it appears this would still be considered nepotism, even if Staples is not mayor at the time of hire. Can you help me understand this?

Thank you,

Emily Bonsant

(Pronounced: "Beau-sung")

Staff writer/Reporter at the Bonners Ferry Herald

Phone: 208-267-5521

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## Dick Staples

---

**From:** Justin Ruen <jruen@idahocities.org>  
**Sent:** Monday, September 18, 2023 10:18 AM  
**To:** Dick Staples  
**Subject:** RE: Employing a family member

Mayor, the mechanics of how to proceed are definitely city attorney level questions, but you are correct that the law protects city employees who are hired before the election or appointment of a relative. There is also the city's personnel policy to consider and it may have provisions on the topic of nepotism that would need to be taken into account.

I hope this helps!  
Justin

---

**From:** Dick Staples <[REDACTED]>  
**Sent:** Saturday, September 16, 2023 4:33 PM  
**To:** Justin Ruen <jruen@idahocities.org>  
**Subject:** RE: Employing a family member

*Thanks again, Justin. I agree that the resignation should come as soon as possible. I have had some discussion with one of the Council members and this scenario came up:*

*This is an election year and I have put my name in the hat for re-election. If I resign and then my son is selected for the Golf Management position AND THEN I am re-elected – can I take the position as Mayor AFTER my son is given the position? The way I'm reading the Section of Code that you provided it does state "Idaho law prohibits any person related to a mayor or councilor by blood or marriage within the second degree from being hired, appointed, or selected for any paid work for the city...." but if the hiring, appointing, selecting precedes the elected position being filled by a relative does that constitute a violation of Code?*

*Going back to my initial statements – I don't want to get in the way of my son's selection, so I'll bow out of the Mayoral position ASAP. But my question above still persists. I really do want to continue working with the City in the capacity as Mayor.*

*I promise that this is the last question. I will let you know what our City Attorney says. Thanks again – Dick.*

---

**From:** Justin Ruen <jruen@idahocities.org>  
**Sent:** Friday, September 15, 2023 10:05 AM  
**To:** Dick Staples <[REDACTED]>  
**Subject:** RE: Employing a family member

Mayor, I recommend resigning before the name is submitted to the council as soon as possible, I think that is the best way to approach it and should resolve any legal questions. I appreciate your willingness to consider making that sacrifice. I have fond memories of playing that course (badly, but not the course's fault) when I was on the Clark Fork High golf team. It is a great asset for the community and the region. Justin

---

**From:** Dick Staples <[REDACTED]>  
**Sent:** Friday, September 15, 2023 10:53 AM  
**To:** Justin Ruen <jruen@idahocities.org>  
**Subject:** RE: Employing a family member



Thanks Justin – not what I wanted to hear.....but helpful.

Getting deeper into the weeds – my son has been selected by a steering committee and will recommend his hire to City Council. If I step down as Mayor can my son be hired? And – do I need to do so before the recommendation comes to City Council? Or can I wait until after the Council meeting?

Your opinion once again would be appreciated. Thanks.

---

**From:** Justin Ruen <[jruen@idahocities.org](mailto:jruen@idahocities.org)>  
**Sent:** Friday, September 15, 2023 9:45 AM  
**To:** Dick Staples <[REDACTED]>  
**Subject:** RE: Employing a family member

Mayor, this is ultimately a question that your city attorney should provide you an opinion on, but our understanding is that state law prohibits hiring relatives of elected officials within the second degree. Unfortunately, this is not the kind of situation where the elected official can just recuse themselves and not participate in any of the process. Even if someone else were to supervise that position, I think it still runs afoul of the law. The summary below is from our FAQs on ethics.

Thanks for reaching out and I hope this info is helpful.

Justin Ruen  
AIC

**Is it true that relatives of mayors and councilors cannot be selected to work for the city?**

Yes. Idaho law prohibits any person related to a mayor or councilor by blood or marriage within the second degree from being hired, appointed, or selected for any paid work for the city (Idaho Code 18-1359(3)). Relatives within the second degree include: parents, children, siblings, grandparents, aunts/uncles, cousins, nieces/nephews, and grandchildren. Violation is a misdemeanor punishable by a fine of up to \$1,000 and one year in jail in addition to potential forfeiture of office (Idaho Code 18-1360).

---

**From:** Dick Staples <[REDACTED]>  
**Sent:** Friday, September 15, 2023 9:33 AM  
**To:** Justin Ruen <[jruen@idahocities.org](mailto:jruen@idahocities.org)>  
**Subject:** Employing a family member

Hi Justin – I'm emailing you through my business email. This email is regarding City business for the City of Bonners Ferry.

The City owns a public golf course and contracts the management of the course. Our current manager of 21 years is retiring at the end of the year and we have gone through the process of interviewing and selecting a new manager. I am currently the Mayor of the City and the selected manager is my son. I was not a part of, or in any way connected to, the committee who selected my son.

As currently structured the Mayor is City member who oversees the golf course management.

So we have a dilemma. The City could easily assign someone else to oversee the golf course manager, but I'm wondering if there are other legal ramifications. I would really appreciate your input and direction on this matter. Thanks.

James R. "Dick" Staples



# Request for Proposal

## Mirror Lake Golf Course Management Operation and Maintenance Golf Professional

Prepared By:

Golf Club Steering Committee

5686 Main Street

Bonnors Ferry, ID 83805

### Table of Contents

- I. Introduction
- II. Course Information
- III. Scope of Services and Duties
- IV. Contractor Responsibilities
- V. Guarantee and Liability
- VI. Submittal Requirements

# Mirror Lake Golf Course Professional

## **I. Introduction**

The City of Bonners Ferry is seeking proposals for an Independent Contractor to serve as Golf Professional and Golf Course Superintendent at the City owned Mirror Lake Municipal Golf Course. The current contract with the current professional is due to expire in December of 2023.

## **II. Course Information**

Mirror Lake Golf Course was first established in 1974. It is a 9-hole regulation length golf course featuring 6,001 yards of golf from the longest tees for a par 72. The Course was designed by James Kraus. Mirror Lake Golf Course is adjacent to the City of Bonners Ferry with amazing views. It has a full-service Pro Shop, restaurant, driving range, putting green and a fleet of golf carts. The current PGA Head Professional / Golf Course Superintendent has been on staff 21 years and has made great strides in improving the course. Mirror Lake Golf Course is poised to become the golf course of choice for the Bonners Ferry Area. Green Fees collected in 2022 were \$157,000 and to date are at \$150,000.

### **III. Scope of Services and Duties**

The applicant shall show a history of successful management practices involving the management of a 9- and/or 18-hole golf course. A current and good standing as a "Class A-1" member of the Professional Golfers' Association of America (PGA) or Ladies Professional Golfers' Association of America (LPGA) is preferred, or a combination of experience and ability. The experience and Golf Pro may be provided by the staff member of the applicant. All services rendered by the applicant shall be in accordance with the PGA Code of Ethics, Bylaws and Regulations. The applicant's responsibilities include the seasonal operation of the clubhouse, facilities, restaurant, pro shop, and practice range, and marshaling of the golf course. The applicant agrees to keep all the facilities open during city-specified hours, from dawn till dusk. The applicant shall provide competent personnel necessary for such operation, shall supervise them in their work, and pay them for their services at the applicant's sole cost and expense.

At all times the general public shall be given the highest consideration in matters affecting the operation and use of the golf course. The applicant shall be responsible for maintaining a friendly, cordial, and professional atmosphere for all employees and customers.

The City of Bonners Ferry would like to increase the membership and numbers of rounds of golf played at the Mirror Lake Golf Course. The applicant should be able to demonstrate their ability to advertise and promote golf in the community to accomplish this goal.

### **IV. Contractor Responsibilities**

The applicant shall operate the golf course facilities in a professional manner and shall enforce and interpret the current USGA rules and regulations. The applicant

shall provide starter and marshalling services, assume responsibilities for the maintenance of the carts, cooperate with the City in scheduling play time for regional high school golf programs, and provide restaurant services throughout the golf season.

## V. Guarantee and Liability

**General Liability Insurance:** the contractor shall have Commercial General Liability with limits of \$1,000,000.00 per occurrence, which includes general aggregate, auto, personal injury, fire damage and medical expense.

**Additional Insured Endorsement:** General Liability Insurance must state that the City of Bonners Ferry, its officers, agents and employees, and any other entity specifically required will be specifically named additional insured(s) for all coverage provided by this policy of insurance and shall be fully and completely protected by this policy from all claims.

**Workers Compensation:** The Head Professional/Golf Course Superintendent is required to carry Workers Compensation Industrial Injury Insurance coverage effective in Idaho State for any employee(s.). Proof of insurance must be reflected on the Certification of Insurance or by providing the State Industrial Account Identification Number.

## VI. Submittal Requirements

### A. Letter of Transmittal

A cover letter containing the following statements and information:

1. Applicant's name, address, email, telephone number and text number, if any;
2. A brief biography of the applicant including education, golf professional experience, management experience, marketing experience and any knowledge, training, education or experience in the upkeep and maintenance of golf courses.

### B. General Vendor Information

The City would like the applicant to provide a business plan for the Mirror Lake Golf Course. This plan should include anticipated income from all activities at the golf course, an advertising plan, and proposals to ensure growth of the course.

### C. References

1. At least 2 Employment References Preferred.
2. Describe the actual services provided and the length of time providing services to each Reference.

### D. Approach

In two (2) pages or less, provide the following:

1. Describe your approach to and methodology for providing golf services. Include how you will apply experience and knowledge to meet your objectives.
2. Summarize your proposal and your or your company's qualifications. Additionally, you may articulate why you or your company is pursuing this work and how you and/or your company qualifies to perform it. Including any other pertinent information helps determine your overall qualifications.

E. Schedule

Below is a breakdown of RFP Schedule.

RFP Distributed	August 1, 2023
Proposal Submittal Due	August 18, 2023
Interviews	September 7, 2023
Selection of Applicant	September 15, 2023
Approval of the Applicant by City Council	September 19, 2023

F. Deadline for Submission of Proposals

**Proposals will be accepted through 4 PM August 18, 2023.** One electronic copy and one hard copy of the proposal shall be submitted to the following individual and address, by the above noted deadline.

*Hard copy to:* City of Bonners Ferry

Attention: Lara Tyler

PO Box 149

Bonners Ferry, ID 83805

*Email to:* [daveka1@frontier.com](mailto:daveka1@frontier.com)

**VII. Criteria For Selection**

A. Late Proposals

Late proposals will not be accepted.

B. Contract Award

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Business and Advertising Plan
3. Satisfaction of clients/end users
4. History of successful golf course operations including the pro shop and restaurant.
5. Other pertinent data as included in the application.

*The City of Bonners Ferry reserves the right to accept, reject, or request changes in proposals. In the event a satisfactory fee cannot be negotiated with the selected applicant, subsequent attempts will be made to negotiate with the other qualified applicants in the order of their ratings. The City will work closely with the selected applicant to develop or refine a detailed scope of work, schedule for completion of tasks and costs associated with completed work.*



# KAREN DAVIS

Bonners Ferry, ID 83805

Self starter, entrepreneurial spirit, delivers above and beyond customer service, flexible, dependable, congenial, family oriented, self promotion, strong focus, solid business plan, leadership abilities, project management

## **Employment History**

- Mirror Lake Golf Course - Employee, Bonners Ferry, ID 04/2023 to Current
- Mountain Essentials Inc. - Owner, Bonners Ferry, ID 1997 to Current
- Arrow Clean, Inc - Owner, Chico, CA 1999- 2022
- Abri Salon - Stylist, Chico, CA 2017-2022
- Tri Counties Bank - Loan Officer, Chico, CA 2016-2017
- Sky West Airlines - Flight Attendant, Seattle, WA 2013-2015
- Say Cheese Pizza - Owner, Mt. Shasta, CA 1987-1991
- Images Hair Design - Owner, Mt. Shasta, CA 1985-2012

## **Entrepreneurial Attributes**

Business owner for over the past 40 years, ran the day-to-day functions of businesses, collaborated with local businesses and organizations to market merchandise, payroll, taxes, billing, ordered and maintained inventory of supplies, managed 12 employees, developed advertising, sponsored local community functions, sold merchandise, dealt with vendors, submitted bids, graphic design - logos, shirts, hats, bags, jackets, sweatshirts, distributor of product, balanced ledgers, handled difficult situations or issues.

## **Skills**

Quickbooks, 10-key, Word, Excel, Venmo, Square, embroidery design, product label design, online advertising and social media, establish webpage, graphic design for products, excellent customer service, delinquent loan collections, employee conflict resolution.

## **Education**

Mt. Shasta High School, Mt. Shasta, CA

Redding Beauty College  
Associate of Arts, Cosmetology

Oregon Business College  
Associate of Arts, Accounting

# Letter of Transmittal



Aug 11 2023

Dear Members of the Golf Club Steering Committee,

I am a certified class A member of the PGA of America, certified level 2 First Tee Coach, PGA Hope certified, Taylormade fitting certified, Callaway fitting certified, KBS shaft certified fitter, USGA rules seminar semi annual attendee & fluent in Spanish..

Currently I am the GM at PGA Riviera Maya Golf Club (semi private/resort). I lead a team of 50 dedicated employees and oversee an annual average of 30,000 rounds. We accomplished a 31% surge in year-to-date merchandise sales compared to last year's Q1 and Q2. I successfully introduced a new halfway house bar, achieving a 19% increase in F&B profitability. In one year I have effectively expanded our membership base from 39 to an impressive 82 by implementing a solid marketing plan. I have worked closely with our partners Troon and their golf agronomy team the past year.

Sincerely,  
Tory Gatrell

# Mirror Lake Golf Course

# BUSINESS PLAN

## 2024

August 11 2023

**Prepared for:**

Golf Club Steering Committee

**Prepared by:**

Tory Gatrell, PGA



# EXECUTIVE SUMMARY

The Mirror Lake Golf Course serves as a valuable community asset, offering a picturesque setting for golf enthusiasts of all skill levels. However, I recognize the potential for growth and I aim to elevate the facility into a comprehensive recreational destination.

My business plan outlines a strategic vision to revitalize the Mirror Lake Municipal Golf Course, transforming it into a thriving recreational hub that serves both local residents and tourists. By leveraging multiple revenue streams, implementing targeted advertising strategies, and introducing innovative proposals, my aim is to ensure the sustained growth and success of the golf course.

<b>KEY ACTIVITIES</b>	Golf course, Golf leagues, Driving Range, Lessons, Academy, Restaurant, Pro shop services, Events / Tournaments
<b>PROPOSITION</b>	Golfers are the key target however, not everyone is interested in 2 to 4 hours of traditional golf. We also need to target others with non-traditional golf activities. The driving range is ideal for these activities
<b>BUSINESS GOALS</b>	The primary objective is to create a friendly and welcoming environment for locals and visitors while maximizing revenue from all activities at the golf facility
<b>MARKETING PLAN</b>	Local partnerships, Social Media, Volunteer Opportunities, Branding Excellence
<b>KEY TO SUCCESS</b>	Meeting and exceeding customers expectations. Creating an atmosphere where people feel welcomed and accepted. Making golf fun!!

# REVENUE STREAMS

To secure financial stability and growth, we will diversify our revenue streams through the following activities:

## Revenue Products

**Greens Fees:** Increase annual rounds through competitive pricing, membership packages, and special offers. Competitive greens fees tailored to attract both local players and tourists including discounted rates for seniors and juniors.

**Season Passes:** Continue to offer individual, couples, family, juniors and 30 day season passes.

**Cart Fees:** Rental carts, trail fees, storage shed fees.

**Pro Shop Sales:** Enhance merchandise selection and promotion to boost sales.

**Golf Lessons:** Offer personalized instruction to players of all skill levels.

**Golf Academy:** Golf Academy will provide comprehensive lessons for players of all levels. Implement youth golf programs and clinics to introduce the sport to young individuals and nurture a love for golf.

**Driving Range:** Expand the driving range offerings to include specialized clinics, workshops, summer camps, and themed events to attract a wider audience.

**Toptracer Range:** Toptracer technology tracks the flight path of golf balls and provides instant feedback on distance, accuracy, and other key metrics.

**Food & Beverage:** The focus will be on exceptional service to maximize F&B income.

**Golf Tournaments:** Organize a well-executed golf tournament that enhances the reputation of Mirror Lake Municipal Golf Course, attracts participants from neighboring regions, and generates substantial revenue.

# MARKETING

The marketing strategy aims to increase visibility, increase memberships, foster community engagement, and attract both beginners and experienced golfers. I aspire to create an integrated promotional approach that captures the attention and interest of both our valued local community and the visitors seeking memorable experiences at the golf course.

## Advertising Plan

**Branding Excellence:** Establish a brand identity with a modern logo, consistent color palette, and a tagline that resonates with golfers.

**Social Media Strategy:** Leverage platforms like Instagram, Facebook, and Twitter to showcase instructional videos, player success stories, and engaging content. Host contests, encourage user-generated content, and actively engage with followers.

**Local Collaborations:** Form partnerships with local hotels, resorts, and businesses to create golf and accommodation packages that attract visitors to the area.

**Community Involvement:** Host charity tournaments, junior golf camps, and family events to integrate the course and golf academy into the local community.

**Email Campaigns:** Develop a mailing list and send regular newsletters with course updates, special offers, and exclusive promotions.

**Customer Engagement:** Launch a loyalty program offering discounts, free rounds for repeat customers.

# BUSINESS PROPOSAL

Creating a welcoming destination at Mirror Lake Golf Course for all residents of Bonners Ferry involves a combination of improvements, community engagement, and new products:

## 1 - Facility Enhancement

**Amenities:** Ensure that the golf course has well-maintained amenities such as clean restrooms, comfortable seating areas, and shaded spots for relaxation.

**Family-Friendly:** Create a family-friendly atmosphere where families are encouraged to learn the game of golf

**Outdoor Gathering Spaces:** Designate areas where people can socialize or simply enjoy the natural beauty around the golf course.

**Course Enhancement:** Invest in course maintenance, landscaping, and regular upgrades to ensure optimal playing conditions. Implement a course improvement plan based on golfer feedback and industry standards.

## 2 - Inclusive Programming

**Beginner-Friendly Clinics:** Offer free golf clinics specifically designed for beginners, encouraging residents who have never played golf to give it a try.

**All-Age Tournaments:** Organize tournaments that are open to all skill levels and age groups, fostering a sense of community and healthy competition.

**Night Golf:** Host a regular weekly or monthly night golf event for golf leagues or families.

**Themed Events:** Host themed events like "Family Fun Day," "Community Appreciation Day," or "Seniors' Golf Outing" to cater to different demographics.

**Wellness and Fitness:** Partner with local fitness professionals to offer wellness programs that combine golf with exercise, appealing to health-conscious individuals.

### 3 - Community Engagement

**Workshops and Seminars:** Host workshops on golf etiquette, rules, and techniques, making it easier for newcomers to feel comfortable on the course.

**Community Partnerships:** Partner with schools, community centers, and local organizations to introduce golf to new audiences and provide educational opportunities.

**Local Collaborations:** Collaborate with local hotels, resorts, and businesses to create golf and accommodation packages that attract visitors to the area.

**Volunteer Opportunities:** Engage residents by inviting them to volunteer for maintenance projects, tree planting, or community clean-up days at the golf course.

### 4 - Cultural Awareness

**Cultural Events:** Organize events that celebrate the local culture, history, and traditions, fostering a sense of belonging for all residents.

### 5 - Affordability

**Affordable Pricing:** Offer pricing options, including discounted rates for residents, families, seniors, and students.

**Flexible Payments:** Offer flexible payment options for seasonal memberships.

### 7 - Continuous Improvement

**Regular Surveys:** Conduct regular surveys to gather feedback and insights from members, allowing us to make ongoing improvements based on their suggestions.

**Adapt and Innovate:** Stay open to new ideas and adapt our offerings based on changing demographics, preferences, and trends

### 8 - Increase Memberships

**Referral Programs:** Implement a referral program where existing members receive rewards or discounts for bringing in new members.

**Trial Memberships / Guest Days:** Host "bring-a-friend" days where members can invite guests to play for free or at a reduced rate, showcasing the course to potential new members.



# TOPTRACER RANGE

Toptracer Range is a revolutionary technology used in golf practice facilities to enhance the traditional driving range experience. It utilizes advanced camera systems and sophisticated algorithms to track the flight path of golf balls in real-time. It has unique and engaging features which can make golf more approachable and enjoyable for all golfers and is known to attract and retain new golfers

**Gamification:** The interactive games make the learning process enjoyable and help keep golfers motivated to come back and practice regularly.

**Lower Intimidation Factor:** Golf can be intimidating for newcomers due to its perceived difficulty and the fear of embarrassment on the course. Toptracer Range provides a more private and pressure-free environment for beginners to practice, helping them build confidence before venturing onto the golf course.

**Social Experience:** Many new golfers are attracted to the social aspects of the game. Toptracer Range allows friends and family members to practice together, creating a friendly and supportive atmosphere that encourages newcomers to get involved.

**Tech Appeal:** Today's generation is accustomed to technology and instant gratification. Toptracer Range aligns with these preferences, making golf practice more relatable and relevant to a tech-savvy audience.

**Memorable Experiences:** Positive experiences are more likely to lead to continued participation and word-of-mouth recommendations.

**Marketing and Awareness:** Toptracer Range's reputation for innovation and fun can attract attention from individuals who might not have considered golf otherwise.

**Revenue Potential:** Toptracer technology can attract more customers, increasing range usage and revenue through range fees, equipment rentals, and potential merchandise sales.

**Competitive Advantage:** Offering Toptracer technology sets our golf practice facility apart from traditional ranges. This unique selling point can attract golfers who are looking for a more immersive and data-driven practice experience.

**Partnership Opportunities:** Toptracer has a strong presence in the golf industry. By partnering with them, we can tap into their network and potential co-marketing initiatives.

# ANTICIPATED INCOME

Currently only having the 2022 green fees revenue of \$157,000, I am hesitant to provide a detailed forecast. The absence of critical information, such as total annual rounds, merchandise sales, golf cart rental sales, food & bev sales and golf lessons, renders it challenging to realistically forecast sales. I believe that until I gather a more complete picture of the past sales, any income forecast would be premature and potentially misleading.

SALES	2024
Greens Fees	\$ 165,000
Cart Fees	-
Driving Range	-
Pro Shop / Merchandise	-
Restaurant	-
Gross Margin	-

# APPROACH

My approach to providing golf services is anchored in a strong commitment to customer satisfaction. Recognizing that exceeding customer expectations is key to creating memorable experiences, I prioritize delivering exceptional service at every interaction. Moreover, I believe in fostering an environment that nurtures the growth and well-being of my staff.

Through my leadership style, I lead by example, ensuring I'm not only giving directives but also actively engaging in the work alongside my team. This hands-on approach fosters a culture of teamwork and mutual respect, ultimately driving us toward our shared goals. A leader who gets their hands dirty and is unafraid to assist in various tasks reinforces the unity within the team and sets the stage for success.

Recognizing the underutilized potential of most driving ranges, my vision is to seize this opportunity and transform it into a thriving focal point. My vision extends beyond the traditional confines of a golf course. Understanding the diverse interests of a community, I am enthusiastic about a range of events. These will span from outdoor movie nights to summer camps and obstacle courses. By embracing such inclusive activities, we hope to captivate the interest of not only avid golfers but also residents who may not have previously considered themselves part of the golfing world. This strategy fosters an environment where golf aficionados and local families alike can come together and enjoy a place to socialize and to create memories.

The roles of Golf Professional and Golf Course Superintendent at Mirror Lake truly excite me. Drawing from my collaborative experiences with esteemed partners like the PGA of America and Troon, I am confident in my capacity to significantly enhance both customer satisfaction and our financial performance. Troon's expertise in agronomy and golf course management has proven invaluable, while the steadfast support from the PGA of America has consistently upheld industry standards and outstanding customer service, as exemplified at PGA Riviera Maya.

Embracing the role of a Level 2 First Tee instructor, I am dedicated to not only imparting golf skills but also instilling essential life values. My ambition is to transform Mirror Lake Golf Course into a welcoming destination and to ensure a warm and appreciative welcome for each and every patron who steps onto our course.

In conclusion, my methodology centers on exceptional customer service, hands-on leadership, collaboration with industry leaders, and a commitment to community engagement. This multifaceted approach positions us to achieve remarkable results, providing golf services that leave a lasting positive impression on all those we serve.

## REFERENCES

David DeSantis | [REDACTED] | Cell # [REDACTED]

David DeSantis, PGA Professional - Dave was the contracted professional for leasing a municipal golf course driving range from Sandy City in Utah. I worked closely with him as a PGA teaching professional and range manager for over 3 years.

Paul Pugmire | [REDACTED] | [REDACTED]

Paul Pugmire, Executive Director First Tee Utah - I worked with Paul for 2 years as the First Tee Program Director for the state of Utah. Paul taught me a lot about how to lead by example.

Ben Staples

Jennifer Baulne

Bonnors Ferry, ID 83805

City of Bonnors Ferry, Golf Steering Committee and City Council:

My name is Ben Staples and I am applying for the Mirror Lake Golf Course (MLGC) management position along with my partner of 15 years, Jennifer Baulne. With the retirement of Ralph Lotspeich, we view this as a once in a lifetime opportunity. MLGC is a special place to many of us, a home away from home. For most of us, it is not just the “golf” but the comradery, the laughter, the memories and the lifelong friendships we encounter along the way. Being born and raised in Boundary County I have a lifetime of memories at MLGC and we would relish the chance to be the next generation creating those experiences for members and visitors alike. We would take great pride in being part of the team that maintains MLGC and work tirelessly to achieve a standard of excellence our members expect and deserve. We are encouraged to know that we have the backing from many members of the community including Dan Robertson, who managed the course for many years. Dan has offered advice and possibly services in regards to spraying for molds and is still licensed in pesticides. We acknowledge the scale of this commitment and the dedication it requires to be successful. As people that have spent a lifetime working directly with small business owners, the public and city staff we are acquainted with the tasks before us. We are excited by the prospect of continuing to make MLGC a successful business and an amazing experience for all who visit.

Thank you for your time and consideration

Ben Staples and Jennifer Baulne

## SUMMARY

Course improvements we would like to see include golf cart upgrades, bunker repairs, water system upgrades and some overall beautification of the course itself. We would also like to see upgrades to the clubhouse and kitchen to improve clubhouse atmosphere and make use of the clubhouse in the winter to create more revenue. We fully intend to keep Ralph's Sunday tournaments, annual events and current point system going as we believe our members enjoy it. There is so much potential at MLGC and we look forward to working with the City of Bonners Ferry and the Golf Committee to achieve these goals.

I:

### SHORT TERM GOALS

#### A: GOLF COURSE AND CLUBHOUSE

1. Learn course water system/course maintenance schedule
2. Tee Snap program and clubhouse maintenance
3. Inventory (merchandise, bar, driving range, carts)
4. City reports and payments
5. Advertising and promoting Mirror Lake Golf Course
  - a) Network with vendors and other course managers to promote MLGC.
  - b) Advertise online to promote golf at MLGC and in town to gain members
  - c) Sign on highway to direct traffic to golf course
  - d) Sponsor park and rec teams, donate to local sports programs as "MLGC"
  - e) Billboard in town or possibly in Sandpoint promoting people to golf at MLGC

(Billboards have an 86% recall rate which is higher than any form of advertising)

f) Post league standings and tournament winners in the herald weekly

for men's and women's leagues

g) Facebook, Twitter and Instagram are free advertising and not used currently

6. Establish employees to work on course and in clubhouse

(Goal would be to retain some of Ralph's employees to make transition fluid)

#### B: CITY OF BONNERS FERRY AND GOLF COMMITTEE

1. Establish a solid working relationship with the Golf Committee and the City Council

2. Attend City Council meetings monthly to report revenue and any course issues or address any concerns that the City Council may have

3. Meet with Golf Committee regularly and/or upon request

#### C: UPGRADES TO GOLF COURSE

1. Cart upgrades and maintenance

a) Negotiate cart fleet purchase from Ralph Lotspeich (Not sure on exact details here)

b) Purchase two or three brand new and or newer carts (\$10,000-\$15,000) with a plan of upgrading the entire fleet over a 5 year period

2. Beautification of the course (flowers, shrubs, seeding, overall organization)

(This cost is hard to calculate as it all needs city approval \$3,000-\$4,000)

3. New sand for bunkers and maintained edges

a) This cost varies based on sand quality and amount. It is important that the sand

is consistent from bunker to bunker. Currently there are two or three different types of sand throughout the course

4. Upgrade driving range with better golf balls and resolve netting issue

(It is currently dangerous in fairway one and possibly a liability)

#### D: UPGRADES TO CLUBHOUSE

1. Replace carpet
2. Facelift to bar and kitchen
  - a) Cost based on what city approves in kitchen remodel (listed below)
3. Bigger variety of clubhouse merchandise (especially women's clothing)
  - a) \$5,000-\$8,000 investment to stock clubhouse
4. Slowly integrate food menu to ensure quality
5. Mixed drink menu and larger variety of red and white wines
6. MLGC sign at entry

## II: LONG TERM GOALS AND MILESTONES

### A: GOLF COURSE

1. Keep improving golf holes with Golf Committee and Friends of Mirror Lake
2. Be active in encouraging youth golf programs at the course
3. Improve driving range with a couple of raised greens for targets, nets for chipping inside 100 yards and net for west side of driving range



4. Green roller for hardening green surface and true roll

a) Brand new these run \$15,000-\$20,000 but I would network to find used

5. Increase green fee and season pass revenue each year for the City of Bonners Ferry

• Our 2024 projection would clear \$185,000 (RFP says 2022 was \$157,000)

#### **B: CLUBHOUSE AND KITCHEN**

1. Remodel kitchen area and install grill with hood vent

a) Remodel could cost upwards for \$20,000-\$30,000 based on city approval

2. Small scale restaurant/Sports bar

a) Develop a quality menu, promote local items on menu, promote local beer

b) New golf memorabilia on walls, upgrade seating (\$2,000-\$5,000)

3. Use kitchen and bar year round to create more revenue

4. Simulators to create winter golf and golf leagues

a) The cost is \$50,000 for one unit. Other places average \$500 per day, per simulator. This could bring in \$10,000-\$14,000/month per simulator in the winter months. We are also willing to possibly negotiate profit share from simulators with the City of Bonners Ferry based on length of contract and and or the City's participation in purchase price. While having simulators is fun and a great way to make money, there are other benefits as well.

We would offer a free two hour block every weekday for the high school team to practice in the winter months. It would also allow people to test clubs out that they are considering for purchase.

III.

### EMPLOYMENT AND WORK HISTORY

Jennifer and I are currently both employed at JRS Surveying (Family business). I have worked there my entire life with the exception of two years at Lewis and Clark State College. Jennifer has been the book keeper and secretary at JRS for the past 12 years and her skills would help tremendously in the clubhouse with payroll, expenses, taxes and city reports.

We would like to say thank you for considering us for this amazing opportunity. We truly believe that we are the right people for this job and we would be honored and humbled to serve our community. As stated before, we recognize the magnitude of responsibility and commitment involved with this position. Time management, organization, quality customer service and a hard work ethic are imperative and we will be fully dedicated. Our love for Bonners Ferry and the people who reside here is even more motivation to be successful. We look forward to your response and working with the City of Bonners Ferry in making MLGC a profitable business and a unique experience for all who visit.

Thank you,

Ben Staples and Jennifer Baulne