



LOVELAND GOLF ADVISORY BOARD
Wednesday, April 25, 2018 – 5:15 p.m.
☞ Mariana Butte Maintenance Building ☞
499 Rossum Drive, Loveland

Notice of Meeting Posted

Call to Order at 5:15 p.m.

Citizen Comments

Council Liaison Report

Approval of 03/28/18 Minutes

Non-Action Items – Information

1. Introduction of Maintenance Staff/2018 Goals	Jordan McCormick
2. Introduction of Clubhouse Staff/2018 Goals	Winston Howe

Discussion/Action Items

3. Budget 2019 *Presentation at Meeting	Andrea Sheldon
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Reports/Correspondence

4. Quarterly Financial Report	Andrea Sheldon
5. Golf Manager Report	Dennis Kling, Interim

Board Member Comments

Next Regular Meeting Date **05/23/2018 – The Olde Course at Loveland – Maintenance Facility**

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LOVELAND GOLF ADVISORY BOARD
MINUTES
03/28/2018
PARKS AND RECREATION CONFERENCE ROOM

PRESENT: Julie Nelson, Robert Walkowicz, Chuck Weirauch, Charlie Dyer, Jack Stringer, Greg Oehmen, Rex Lamoreaux
ABSENT: Joe Lopo, Jan Wall, Jim Whitenight
STAFF: Andrea Sheldon, Dennis Kling
COUNCIL: Don Overcash
CITIZENS: None

Notice of meeting posted.

Chair Robert Walkowicz called the regular meeting of the Loveland Golf Advisory Board to order Wednesday, March 28, 2018 at 5:15 pm.

Minutes The minutes for the 02/28/18 meeting were approved as submitted.

Citizen Comments None

DISCUSSION/ACTION Items

Budget Process 2019: Preliminary Discussion Andrea Sheldon reviewed the 10-year plan including capital projects proposed for 2019. They are:

1. Cattail Creek parking lot rehab
2. Cattail Creek gas rental cart project
3. Olde Course at Loveland clubhouse design
4. Minimal funds for replacement of clubhouse F&B equipment

Also discussed was the increase to maintenance and operations expenses due to the mandated minimum wage increases and internal services cost allocations. Andrea stated that 2018 expenses included a financial feasibility study for The Olde Course at Loveland clubhouse. The 10-year plan does include an estimated amount for construction; however, that estimate does not include any costs associated with site work that may be necessary with a new building and is only a best guess at this time in relationship to construction costs.

After a lengthy discussion regarding long term funding strategies needed for golf courses improvements and equipment replacement, and the reason and need for a financial feasibility study, the general consensus of the Board was to direct staff to prepare the 10-year plan with fee increases in both 2019 and 2020 and to include all projects proposed for 2019..

Councilor Overcash leaves at 6:00 p.m.

NON-ACTION/INFORMATION Items

Frost Delays

Dennis Kling gave a presentation on frost delays and the maintenance practices that surround them. For example, golfers are not allowed to play if there is frost on the greens. The reason for this is damage to the greens. Dennis stated that maintenance staff works closely with pro shop staff to minimize the delay to the golfer on days with frost. Also, frost delays will vary between courses.

Golf Manager Report

Dennis provided updated information on several winter projects wrapping up at the golf courses.

Board Member Comments

- Julie Nelson wants to continue the effort to get golf into the schools via PTAs, special after school programs, FUN clubs etc.

There being no further business, the meeting adjourned at 7:10 p.m.

Respectfully submitted,

Andrea Sheldon



PARKS AND RECREATION DEPARTMENT
Civic Center • 500 East Third Street • Loveland, Colorado 80537
(970) 962-2727 • FAX (970) 962-2903 • TDD (970) 962-2620
www.cityofloveland.org

AGENDA ITEM: 1

MEETING DATE: 04/25/2018

DESCRIPTION: **Introduction of Mariana Butte Maintenance Staff/Goals for 2018**

SUMMARY:



JORDAN MCCORMICK: Jordan was hired to lead Mariana Butte in August of 2010. Jordan is a native of Nebraska but saw the light and became a Coloradoan in 1985. Prior to the Butte, Jordan was the superintendent at the Broadmoor West golf course in Colorado Springs for 6 years. Wife is Danielle; two daughters: Haley and Lauren. Enjoys the Colorado outdoors: skiing/snowboarding, golfing, & cycling both motor and human powered.



PAUL MASON – Began working for the Mariana Butte golf course in 1994. Paul is a former Florida golf maintenance supervisor.

Musician: plays guitar, sings, & paints; music & art are his hobby and passion.



LARRY RUDEEN – assisted in construction of Cattail Creek golf course & then started at Mariana Butte in 1991. Avid skier and knows all the wildlife on the course; lives in Ft. Collins



IVAN BROWN – is the newest team member, joining the Mariana Butte maintenance crew in February of 2018. Ivan initially trained as an auto mechanic but got into the golf industry in the early 80's. During his years, working in the industry, Ivan has been a technical representative for manufacturing, trained mechanics worldwide and has been a manager for an equipment distributor. Welcome Ivan.

Discussion: Information Only



AGENDA ITEM: 2

MEETING DATE: 04/25/18

DESCRIPTION: **Introduction of Mariana Butte Pro Shop Staff/Goals for 2018**

SUMMARY:



Winston Howe, PGA, Class A

Head Golf Professional

Winston Howe is a 25 year member of the PGA. He has been active in the Colorado golf scene for many years from his days as a top junior golfer in the state to his tenure as General Manager/Head Golf Professional at Eagles Nest Golf Course and Mountain View Golf Course. Winston formed Colorado Golf Management, Inc., in 1993 to lease and operate Eagles Nest. Winston received the Junior Golf Leader Award by the Colorado Section PGA in 2004 and is an active participant in many PGA activities. Winston was hired as the Head Golf Professional at Mariana Butte in 2006.



Kevin Cohrs, PGA, Class A

Assistant Golf Course Professional

Kevin Cohrs joined the Mariana Butte pro shop team in 2014. Kevin Cohrs is a Class A PGA member, with 5 years of teaching experience and over 10 years in the golf industry including his most recent tenure at Todd Creek Golf Club in Thornton, CO. Kevin graduated from Colorado State University in 2008 with a bachelor's degree in Technical Journalism with an emphasis in Public Relations.

His favorite courses to play, in Colorado, are The Club at Cordillera - Mountain Course, Coal Creek Golf Course, and of course Mariana Butte Golf Course.

Discussion: Information Only



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AGENDA ITEM: 3

MEETING DATE: 04/25/18

DESCRIPTION: **Budget 2019**

SUMMARY:

2019 Expenditures:

- **Capital Improvements and Equipment Budget:**
 - Capital Improvement Plan for 2019 and beyond. Highlights for 2019 could include:
 - CCGC parking lot, design of the OCAL clubhouse, CCGC gas cart transition, minimal F&B equipment replacement.
- **Line Item Maintenance and Operation Budgets**
 - Staff has received word that the allocation for services rendered by General Fund operations such as Accounting, Human Resources, Facilities, etc. will increase by approximately \$8300.00. Staff does not feel that an increase to other 2019 maintenance line items is warranted, except for those that clearly need a market adjustment.
 - Staff has not received official word on city-wide operational budget increases for Human Resource items such as insurance, unemployment, etc.
- **Salaries and Benefits:** Staff has increased the part-time staff line item allocation to include mandatory minimum wage increases.

2019 Revenues:

- **Discussion 2019 Fees:** Review of 2018 fees for any changes necessary. The revenues from fees ensure golf fund meets short term operational needs as well as current cash balance objectives to fund future projects and purchases.

Discussion: Discussion, recommendations for 2019 budget package

Working Draft 04/24/18

GOLF FUND

PROJECTED FUNDS	Actual	Budgeted	Reforecasted	2017	2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	TOTAL
	2017	2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2028	2028	TOTAL	
Total Cash in Fund	3,368,831	3,606,324	3,606,324	3,789,555	3,817,648	3,641,830	3,054,177	2,762,692	2,650,920	2,591,438	2,254,933	1,956,805	1,745,158				
Required Reserve	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,001	1,200,002				
Beginning Available Cash Balance	2,168,831	2,406,324	2,406,324	2,589,555	2,617,648	2,441,830	1,854,177	1,562,692	1,450,920	1,391,438	1,054,933	756,804	545,156				
Revenues																	
Operating Revenues (\$125,000 fee inc. every 3)	3,415,225	3,454,690	3,415,225	3,604,773	3,704,773	3,704,773	3,704,773	3,829,773	3,829,773	3,829,773	3,954,773	3,954,773	3,954,773	3,954,773	3,954,773	44,903,180	
MB ProShop and Snack Bar (1% incr)	256,067	241,201	241,201	243,613	246,049	248,510	250,995	253,505	256,040	258,600	261,186	263,798	266,436	266,436	3,045,999		
OC ProShop (1% incr)	107,248	143,600	143,600	145,036	146,486	147,951	149,431	150,925	152,434	153,959	155,498	157,053	158,624	158,624	1,768,245		
CC ProShop (1% incr)	59,328	103,900	103,900	104,939	105,988	107,048	108,119	109,200	110,292	111,395	112,509	113,634	114,770	114,770	1,261,122		
Loan Proceeds OC Clubhouse						1,500,000										1,500,000	
Interest	35,742	36,063	31,792	37,896	57,265	72,837	76,354	69,067	66,273	64,786	56,373	48,920	43,629	43,629	660,934		
Total Revenue	3,873,610	3,979,454	3,935,718	4,136,257	4,260,562	5,781,119	4,289,672	4,412,470	4,414,812	4,418,513	4,540,339	4,538,178	4,538,232	4,538,232	49,160,026		
Total Revenue & Resources	7,242,441	7,585,778	7,542,042	7,925,811	8,078,210	9,422,949	7,343,849	7,175,162	7,065,732	7,009,951	6,795,273	6,494,983	6,283,390	6,283,390	49,160,026		
Expenditures																0	
Operations and Maintenance (2.5% inflation)	3,302,710	3,561,853	3,561,853	3,684,453	3,820,553	3,896,964	3,974,903	4,074,275	4,176,132	4,280,536	4,387,549	4,497,238	4,609,669	48,266,834			
PILT-3%	114,677															114,677	
TOTAL non-capital expenditures	3,417,387	3,561,853	3,561,853	3,684,453	3,820,553	3,896,964	3,974,903	4,074,275	4,176,132	4,280,536	4,387,549	4,497,238	4,609,669	48,381,511			
Capital Outlay																0	
Admin & Computers:																12,804	
Mariana Butte:																0	
- MB Clubhouse Equipment Replacement																197,516	
- MB Maint. Equipment and Cart Replacement																1,245,302	
- MB Course Renovations																0	
- MB Other Asset Replacement																240,500	
- Water (1/2)																0	
- MB Flood																0	
Deappropriated Budget - MB																0	
Olde Course																0	
- OC Clubhouse Equipment Replacement																222,741	
- OC Maintenance Eqpt and Cart Replacement																1,537,233	
- OC Renovations/Asset Replc																0	
- OC New Loan Payments																682,500	
- OC Clubhouse																2,320,500	
Deappropriated Budget - OC																0	
Cattail & Mini Course:																0	
- CC Eqpt Replacement																173,727	
- CC Irrigation Replacement																0	
- CC Cart Storage Solution																110,750	
- CC Other Asset Replacement																139,465	
Deappropriated Budget - CC																0	
TOTAL Capital expenditures	300,143	694,397	190,634	423,710	615,827	2,471,808	606,254	449,967	298,161	474,482	450,919	252,587	348,546	6,883,038			
Total Expenditures	3,717,530	4,256,250	3,752,487	4,108,163	4,436,380	6,368,772	4,581,157	4,524,242	4,474,293	4,755,018	4,838,468	4,749,825	4,958,215	54,487,933			
Net Change in Working Cash Bal	156,080	(276,795)	183,231	28,094	(175,818)	(587,653)	(291,485)	(111,772)	(59,481)	(336,505)	(298,129)	(211,647)	(419,983)				
Ending Working Cash Balance	3,524,911	3,329,529	3,789,555	3,817,648	3,641,830	3,054,177	2,762,692	2,650,920	2,591,438	2,254,933	1,956,805	1,745,158	1,325,175				
PROJECTED FUNDS	2017	2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	TOTAL			

- Calculations include lump sum fee increase in 2019 of \$75,000, 2020 of \$100,000 and in 2023 and 2026 of \$125,000.

- Increase in revenue projected on years with fee increases only

- Designated/Required Reserve [\$1.2M] includes 3 months operations [\$1M], Easements [\$83K] and Buckingham Reservoir [\$161K]

- Summary of other asset replacement and course renovations:

MB - (2018 reforecasted) parking lot \$41,000 & security system \$33,000, (2020) Pump Station \$165,000, (Parking Lot Walkway \$50,000 will be completed in 2019 using ADA funds, Bridge repairs moved to "and beyond")

OC - (2018) Clubhouse financial feasibility study, (2019) Clubhouse design / engineering, (2021) Clubhouse construction

CC - (2017) Clubhouse Stabilization, (2019) Cattail Creek Parking Lot \$85,500 & cart storage solution (\$35,000 gas carts & \$75,000 storage)

** Equipment replacement for MB & OC reduced by 25% for all years 2020-2028