



Finance Department
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Living up to our name.

April 12, 2019

To: Tom Andersen, City Contracted Internal Auditor
Chris Bronson - Assistant Finance Director
Linda Cadotte - Parks, Recreation & Forestry Director
Kevin Gunderson - Nemadji Men's Club President
Barb Hoag, Nemadji Women's Club President
Dan Olson - City Councilor
Jack Sweeney - City Councilor
From: Jean Vito - Finance Director | Senior Administrative Officer

**** NEMADJI GOLF COURSE TASK FORCE MEETING AGENDA ****

A Nemadji Golf Course Task Force meeting is scheduled for Tuesday, April 16, 2019 at 4:15 p.m. in Room 204 of the Government Center.

The following items will be discussed at the Nemadji Golf Course Task Force Meeting:

- 1. Approve April 3, 2019 Golf Course Task Force meeting minutes.
2. Review and discuss Nemadji Golf Course Management Services RFP's received.
3. Held from April 3rd meeting; Update on NPGC, Inc. capital assets values/photos.
4. Held from April 3rd meeting; Review/discuss draft 2020 Operating Lease terms.
5. Discuss proposal evaluation criteria and suggested interview questions.
6. Set desired meeting dates and times for interviews with Golf Course Management Services Proposers.
7. Set date and agenda items for next task force meeting.

Upon Motion and Second, the Committee may move into closed session to discuss the Golf Course Management Services RFP's received (Item #3, above) and any options that may be presented concerning operating lease terms or potential sale of property. A closed session for this topic is justified under Wisconsin Statute Section 19.85 (1) (e), which cites as follows: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".

Upon Motion and Second, the Committee may reconvene in open session Under Wis. Statute 19.85(2) to take action, if any, related to closed session.

If you are unable to attend this meeting, please contact Jean Vito at 715-395-7260.

Cc: Mayor Jim Paine
City Council Members
City Clerk's Office
Bulletin Board
Department Heads
KDAL Radio
WDSM Radio
WEBC Radio
Duluth News Tribune
Superior Telegram
Taylor Pedersen
Peter Luke
Kyle Hawley

Notice is hereby given that a quorum of the City Council may be present. No action will be taken other than the items listed on this agenda.

Pursuant to the Americans with Disabilities Act of 1990, if you are in need of an accommodation to participate in the public meeting process, please contact the City Clerk's Office at (715) 395-7200 prior to the scheduled meeting. The City will attempt to accommodate any request depending on the amount of notice received. TDD (715) 395-7521.

In compliance with Wisconsin Open Meetings Law, this agenda was:

Posted: Government Center, Court House, & Public Library,

Faxed to: Daily Telegram, Public Library, April 12, 2019

Media notified and mailing list: April 12, 2019

Superior Telegram to sign and fax verification of receipt to fax number (715-395-7292)

Name Date

Nemadji Golf course Task Force Proceedings
City of Superior
April 03, 2019

Members Present: Tom Andersen, Chris Bronson, Linda Cadotte, Barb Hoag, Jack Sweeney, Kevin Gunderson
Staff Present: Jane Michel and Jean Dotterwick
Others Present: Pat Kelly and Troy Clark
Members Excused: Dan Olson

Chris Bronson called the meeting to order at 4:17 pm with a quorum present. Attendance was done by sign in.

1. Approve March 5, 2019 Golf Course Task Force meeting minutes.

Motion was made by Tom Anderson, seconded by Barb Hoag and carried to approve the March 19, 2019 Golf Course Task Force meeting minutes.

2. Update on capital assets and improvements.

Assistant Finance Director, Chris Bronson, advised the Committee that an update on the NPGC asset pricing was not available due to Mark Carlson being out of town on vacation. A detailed inventory and price list has been requested.

Motion was made by Linda Cadotte, seconded by Tom Andersen and carried to hold until the next committee meeting.

3. Discuss staff walk through at Nemadji, scheduled for noon on April 3rd.

Assistant Finance Director, Chris Bronson updated the committee that the asset, equipment and inventory lists were reviewed and observed during a meeting and walk through earlier in the day with Mark Carlson and Steve Flagstad.

4. Discuss proposal evaluation criteria and suggested interview questions.

The evaluation criteria outlined in the RFP was reviewed and Contract Analyst, Jane Michel, distributed interview question suggestions and a pre-proposal meeting agenda for the Committee to review and discuss.

5. Review/discuss draft 2020 Operating Lease terms.

Motion was made by Linda Cadotte, seconded by Jack Sweeney and carried to hold until the next committee meeting.

6. Update on RFP Management Services for the Nemadji Golf Course.

Contract analyst, Jane Michel, updated the committee on the status of the RFP and the guidelines that will be followed.

7. Set date and agenda items for next task force meeting.

The next meeting is scheduled for April 16, at 4:15 p.m. in room 204

Having no other business, the Nemadji Golf Course Task Force meeting was adjourned at 5:20 p.m.

Minutes respectfully submitted by Jean Dotterwick

Nemadji Public Golf Course, Inc. Assets for Sale

- 1. Beverage Cars, Replacement Value \$30,000.00, buy 4 for \$14,000 00**
- 2. 13 Utility Cars, New \$85,000.00 Buy these 13 for \$29,000.00**
- 3. 110 Riding Golf Cars \$526,000.00**
- 4. Driving Range Services-
New \$15,000, Buy for \$5,500.00 Vehicle, buckets, tokens, balls, rubber tees**
- 5. Mowing Equipment, Tools, Supplies, etc.
New \$600,000.00, Buy for \$90,000.00**
- 6. Irrigation Parts, Wire & Pipe, etc.
New \$13,000.00, Buy for \$8,000.00**
- 7. Golf Course Accessories, Cups, Pins, Flags, Rakes, etc.
New \$15,000, Buy for \$7,500.00**
- 8. Clubhouse Equipment, Coolers, Freezers, Grill, Bar & Kitchen Supplies, Chairs, Tables, etc.
New \$70,000.00, Buy for \$25,000.00**
- 9. Golf Shop POS Computers, Displays, Counters, Slat Wall, Pictures, TV's, Sign on Belknap and Sign on 58th Street, Club Repair Counter and Tools, etc.
New \$35,000, Buy for \$15,000.00**
- 10. Website, Email Customer List, Facebook, Twitter, Event Files, POS Software Info w/prices, etc.
New \$50,000, Buy for \$25,000.00**
- 11. 2015 Ford 1 Ton & Plow:
New \$58,000.00, Buy for \$33,000.00**

1. Beverage CARS Spring 2019

(Replacement Value \$30,000, buy all 4 for \$14,000)

<u>ITEM</u>	<u>REPLACEMENT</u>	<u>PRICE</u>	<u>PICK UP</u>
	<u>VALUE</u>		<u>DATE</u>
#1BC 2005 Green Club Car Turf Z SN#RG0520-504269	\$7,000.00	\$3,000.00	9/15/19



#2BC 2010 Green Yamaha Adventure 2 SN#JW7-000122	\$8,000.00	\$4,000.00	9/1/19
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#3BC 2007 UMAX Green Adventure 2 SN#JRG-254438	\$8,000.00	\$4,000.00	9/1/19
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#4BC 2003 Silver Club Car Carryall 2 SN#ZG0342-338430	\$7,000.00	\$3,000.00	9/15/19
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Interview questions:

1. Employees and staffing

- a. Describe your strategy for hiring the necessary staff, including a Golf Pro and Superintendent.
- b. Describe your primary role. What happens when you are not present? Who is in charge and how are decisions made?
- c. Describe your management approach to a Golf Pro, Superintendent and other staff. Do you have personnel in mind for key positions?
- d. How often do you plan to meet with your management team? Discuss that relationship.

2. Member Service and Interaction

- a. Talk about your role in creating and overseeing the golf programs at the club.
- b. How do you plan to promote club events, including youth events or participation?
- c. Describe any programs you have developed or supported.
- d. Describe the level of service golfers and other customers will receive. How will you monitor this and ensure that your service levels are carried out by employees?
- e. How do you handle difficult golfers/customers on the course, in the pro shop or other facilities?
- f. What strategies do you have for increasing rounds of play?
- g. How do you propose to improve the golf experience?

3. Marketing and Revenue

- a. Describe your marketing plan.
- b. Describe your plans for generation of golf revenue and non-golf revenue, both in and out of season.
- c. What is your opinion of the Superior area golf market?

4. Management Experience

- a. Do you have experience with point of sale systems?
- b. Describe your merchandising philosophy for the pro shop. What could be done to encourage more pro shop sales?

c. Describe your strategy for the club house.

d.

5. General Questions

a. What do you think is your strongest trait/quality in regard to managing the course?

b. What do you work on to improve your performance?

c. What motivates you to desire to manage the course?

d. How do you envision a typical day at the course?

e. What are you most proud of so far in your career?