

City of Worland  
Buildings and Grounds Commission  
Regular Meeting  
October 9, 2007

The Building and Grounds Commission met on Tuesday, October 9, 2007 at 6:32 P.M. in the Council Chambers at City Hall. Commission Members in attendance were: Chairman Jerry Alexander, Councilmember Vasca Gilmore, and Councilmember Shane Anderson. Also in attendance were: Superintendent of Public Works Gene Cliame, Parks Maintenance Worker Mark Osbon, Golf Pro Don Abbott, Golf Course Superintendent Dave Williamson, and Clerk Tammy Maya.

Visitors were: Jilaena Childs and Lee Lockhart from the Northern Wyoming Daily News, Councilmember Loyd Worley and Charles Gilmore, Mike Greear, Rob McGee, Dave Bostrom, and Wendy Press-Sweeny representing the Worland Country Club and Golf Course Committee.

Councilmember Vasca Gilmore made a motion to approve the minutes from the September 10, 2007 meeting of the Buildings and Grounds Commission. Councilmember Shane Anderson seconded the motion. The motion passed unanimously.

Chairman Jerry Alexander asked for the business of visitors to be addressed first. Charles Gilmore representing the Worland Country Club (WCC) presented a Letter of Agreement to the Buildings and Grounds Commission for management of the Green Hills Golf Course. Copies were made available to all commission members for review. Jerry voiced a concern that the WCC be fully aware as to the cost of equipment needed to maintain the Golf Course. He also asked if this management agreement would mean that the WCC took care of paying for every need at the Golf Course (i.e. water, power, fertilizer, leases). Charles assured Jerry that they were fully prepared and aware of the duties involved in the management of the Golf Course. Golf Course Superintendent Dave Williamson stated that he had spoken to Al Kiser from Lathrop Feed & Equipment Co. and verified that the equipment being leased now is on a lease/purchase agreement; the mower lease will end in July 2008. Golf Pro Don Abbott reported that the lease for the golf carts is now complete. Superintendent of Public Works Gene Cliame stated that some of the equipment stored at the Golf Course belongs to the Parks Dept. (i.e. Sweeper) and added that some equipment is purchased by one department but used by several. Mike Greear stated that the WCC had used an equipment inventory list supplied by Parks Maintenance Worker Mark Osbon and Clerk/Treasurer Tracy Glanz to base their decision on and Mike added that it seemed to be bare bones. Mark Osbon confirmed that the equipment inventory list provided was accurate. Chairman Jerry Alexander suggested that equipment be marked in some way to identify its ownership, possibly with a sticker. Charles Gilmore stated that section (k) of the letter provided covers this situation and that he doesn't expect any problems in this regard.

Chairman Jerry Alexander stated that the WCC seeks to begin the management contract on January 1, 2008 but that the Golf Course has a negative cash flow through the winter months. Charles Gilmore reported that according to the budget/expense information provided to them last year's revenue stood at \$230,000 on January 1, 2007. Mike Greear pointed out that they plan to keep the fees at the same rates that the City of Worland (CITY) planned, if not lower. Charles interjected that they relied heavily on figures provided to them by the CITY to come up with their proposed management contract. He added that the agreement needed to be beneficial to both parties. Chairman Jerry Alexander verified that the Golf Course would remain a public golf course. Mike Greear confirmed that it would and that it has been modeled after the highly successful golf course in Douglas, Wyoming.

Chairman Jerry Alexander stated that the first installment of the management fee would be due on January 1, 2008 but questioned when the second installment would be due. Mike Greer and Charles Gilmore stated that a suggested date for the second installment would be July 1, 2008. Chairman Jerry Alexander asked for comments from those present.

Golf Course Superintendent Dave Williamson commented that he would be employed by the WCC at the time of take over and that he would require Adalberto Benitez to be employed as well. Dave stated that Adalberto is highly knowledgeable about the water system located at the Golf Course and a valuable asset. Councilmember Vasca Gilmore asked if just Dave and Adalberto are full time employees. Dave confirmed that to be true at this time.

Chairman Jerry Alexander expressed concern that equipment be returned to the CITY should the management contract be terminated for any reason. Mike Greear confirmed that all equipment would be returned. He also stated that any new equipment would be leased through the CITY and those leases would be paid by the WCC. In effect, the CITY will continue to own all equipment but the WCC will be managing said equipment. Mike Greear added that the Letter of Agreement is non-binding and that the actual agreement or contract will be far more detailed and includes provisions for inspections by the CITY. Chairman Jerry Alexander asked how the golf fees would be collected under this agreement. Golf Pro Don Abbott stated that he would be handling that service from January 1, 2008 on. In the past, the office workers at City Hall handled fee collection in the winter months.

Mike Greear asked the Buildings and Grounds Commission to sign the non-binding letter of agreement and to take said signed letter to the next City Council meeting on Monday, October 15, 2007. Chairman Jerry Alexander asked for questions or comments from the Commission members. Councilmember Shane Anderson asked how seasonal employees would be handled. Golf Superintendent Dave Williamson stated that they would be hired by the WCC. Mike Greear reported that the Douglas golf course employs fourteen in the summer months but at the present time the WCC plans to hire only Dave Williamson and Golf Pro Don Abbott full-time. They will meet with Dave to discuss his requirements for full-time and part-time employees.

Chairman Jerry Alexander asked who would be overseeing the management of the employees. Mike Greear stated that the WCC Board would be handling that duty. Charles Gilmore added that any excess funds would be used to improve the Golf Course and said improvements were already being planned. Chairman Alexander clarified that all expenses (i.e. water, electricity, fertilizer) have been budgeted for under the management agreement and Mike Greear confirmed. Jerry asked about the inventory of fertilizer currently at the Golf Course. Golf Course Superintendent Dave Williamson stated that he did not plan to use the fertilizer. Parks Maintenance Worker Mark Osbon stated that the Parks Dept. would use it. Superintendent of Public Works Gene Clame added that the sprinkler parts that Dave didn't need could be sold to a third party. Chairman Jerry Alexander stated that he personally was in favor of the agreement but worried about the inventory and equipment. Mike Greear stated that the equipment would still be available to share or rent between the WCC and the CITY. Charles Gilmore mentioned the Water Truck as an example which is used to water the greens during the winter months.

Councilmember Shane Anderson asked Golf Pro Don Abbott if the transition would be good for him and Don stated that it would be. Superintendent of Public Works Gene Clame confirmed that the salary and benefit package for both Don and Dave Williamson would be comparable to that which they already have at the CITY.

Chairman Jerry Alexander asked for a motion. Councilmember Shane Anderson made a motion to present the non-binding Letter of Agreement to the City Council at the next meeting on Monday, October 15, 2007 with a positive recommendation of the Buildings and Grounds

Commission. Councilmember Vasca Gilmore seconded the motion. The motion passed unanimously. Councilmember Vasca Gilmore instructed Clerk Tammy Maya to send a copy of the Letter of Agreement to all members of the City Council by mail.

Dave Bostrom asked to make a statement to the group. He stated that this agreement would be a partnership and that the Golf Course is an important part of this community, that's why a management agreement was pursued not a buyout agreement. Open lines of communication are vital. Chairman Jerry Alexander stated that he'd like to see regular meetings set to monitor the progress of the new management. Charles Gilmore added that the WCC and the CITY have a common goal. Mike Greear stated that an annual report requirement could easily be part of the contract. Charles Gilmore also reiterated that all equipment would be leased by the CITY due in large part to the significant discount afforded to the City as a municipality and that the WCC would only be funding the lease payments. Mike Greear stated that he and City Attorney Kent Richins would hammer out those details in the agreement. Chairman Jerry Alexander encouraged everyone present to appear at the City Council meeting to show support for this agreement. Jerry expressed the desire to have said agreement finalized by December 1, 2007 due to the holiday season. Mike Greear stated that there is a lot still to do and that the agreement could be brief like the City of Douglas or lengthy like the City of Lander.

Lee Lockhart of the Northern Wyoming Daily News asked why the WCC was considering doing this. Dave Bostrom answered by explaining his involvement with Rotary Youth Exchange for the last 15-18 years. Through this program he met the Superintendent of the Douglas Golf Course. He explained the improvements he's witnessed there through their cooperative efforts. In summary, the two (Country Club and Municipality) work better together than separately to manage the Golf Course. Mike Greear added that the majority of WCC members are golfers and share a vested interest in the upkeep and prosperity of the Golf Course. Charles Gilmore added that their goal is to protect the Golf Course and the CITY that's why they opted for the partnership rather than seeing the Golf Course taken over by a third party. Councilmember Vasca Gilmore reported that the CITY has endured a serious lack of support for the Golf Course for over 10 years and that the public is highly unaware of the economic asset that the Golf Course is to the CITY.

Chairman Jerry Alexander asked if the cart fees would change. Mike Greear explained that there were no plans to increase those fees but that they would discuss that with Golf Pro Don Abbott. Dave Bostrom stated that the WCC planned to use the fee structure of the CITY including the exact same increase that the CITY would normally implement. Superintendent of Public Works Gene Cliame added that he commended the WCC Golf Course Committee for their diligent work and research and that he felt the management agreement would be a win/win situation for everyone involved. At this time the members of the WCC and Lee Lockhart exited the meeting.

Chairman Jerry Alexander formally introduced Golf Course Superintendent Dave Williamson to the Buildings and Grounds Commission members. Jerry stated his desire to see the management agreement enacted.

In old business, Chairman Jerry Alexander asked if the bricks would be replaced in Pioneer Square this fall. Superintendent of Public Works Gene Cliame stated that he didn't know when they would be installed due to the hectic schedules of the installers. Jerry asked when the sprinkler blow down would begin for the Parks Dept. Parks Maintenance Worker Mark Osbon replied that they would begin on October 22<sup>nd</sup>. Golf Course Superintendent Dave Williamson stated that he planned to blow down the sprinklers at the Golf Course on November 1<sup>st</sup>. He also reported that he had repaired many breaks, corrected valves, sprayed greens and blown out top grass. Councilmember Vasca Gilmore asked about the accumulation of water near the men's tee box on #9. Dave stated that it was due to over watering and that he is working with Adalberto to

correct that problem. Chairman Jerry Alexander added that he appreciated Dave's effort. Golf Course Superintendent Dave Williamson stated that he supported the WCC management agreement due in part to the fact that the board is made up of golfers who are on site more often. Superintendent of Public Works Gene Cliame agreed and felt it is a benefit to the City Council as it will relieve some of the pressure. Jerry agreed but added that he wanted it to be fair to Dave and Don. Dave stated that he is in need of a computer and that the laptop is password protected. Clerk/Treasurer Tracy Glanz has sent it to a computer professional to unlock but it hasn't been fixed yet. Dave also sought permission to allow Adalberto Benitez to take the older orange CITY truck home in the evenings due to the fact that Adalberto lives in town and Dave lives in Greybull. Superintendent of Public Works Gene Cliame instructed Dave to contact the Police Department and give them Adalberto's name and phone number for an emergency contact for the Golf Course. Councilmember Vasca Gilmore suggested taking that request before the entire City Council for approval. Councilmember Loyd Worley stated that he felt it important to have a first contact person locally.

Golf Pro Don Abbott had no issues or events to report.

Chairman Jerry Alexander reported to Superintendent of Public Works Gene Cliame that the bathrooms at Pioneer Square were not being kept clean and that he had heard numerous complaints from citizens regarding their condition. Gene stated that he would speak to the janitor, Lucy Trujillo. Parks Maintenance Worker Mark Osbon added that Parks Worker Jack Stine did not have the time to do it.

Chairman Jerry Alexander restated his desire to track the equipment at the Golf Course somehow if the CITY decided to sign a management agreement with the WCC. Councilmember Loyd Worley agreed that the City needed the ability to find equipment efficiently and easily. Golf Course Superintendent Dave Williamson suggested a check out form system. Jerry agreed that this was a point that needs clarification. Superintendent of Public Works Gene Cliame suggested requiring a representative of the City Council at the WCC board meetings to oversee decisions made regarding the Golf Course and to report regularly to the entire City Council.

There being no further discussion, the meeting adjourned at 7:48 p.m.

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Jerry Alexander, Chairman

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Tammy Maya, Clerk