

**CITY OF LANCASTER  
GOLF COURSE COMMITTEE MINUTES  
SATURDAY, FEBRUARY 9, 2013  
8:00 AM**

**1. Call Meeting to order**

Chairperson Jay Janssen called meeting to order at 8:00 AM.

**2. Roll call**

Members present were Janssen, Schlesner, Haberlie, and Becker. Absent was Sisley. Also present was Administrator Crane.

**3. Approve Minutes**

Motion by Haberlie, second by Schlesner to approve minutes of September 25, 2012 meeting. Motion carried unanimously.

**4. Closed session**

Motion by Jansen second by Haberlie to convene to closed session at 8:02 AM for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to the Golf Course Manager position (Wisconsin Statutes 19.85, P1). Motion carried unanimously.

**5. Open session**

N/A

**6. Schedule next meeting**

N/A

**7. Adjourn**

Motion by Schlesner, second by Haberlie to adjourn meeting at 8:40 AM. Motion carried unanimously.

Respectfully submitted by,  
Stephen Crane, City Administrator

**MINUTES  
CITY OF LANCASTER  
GOLF COURSE COMMITTEE  
JUNE 13, 2013  
7:30 P.M.**

**1. Call Meeting to order**

Meeting was called to order at 7:30 p.m.

**2. Roll call**

Members present were Bob (Schmidt), Pat (Schlesner), Steve (Sisley) and Dick (Becker). Absent was Mike (Haberlie). Also present were Interim Administrator/Clerk Dave Kurihara, Golf Course Operations Manager John Blanke Alderperson LeRoy Ihm and Alderperson Dennis Morgan.

**3. Elect a Chairperson and Secretary**

Motion by Pat, second by Steve to elect Bob as Chairperson. Motion carried.

No action was taken on the role of secretary since it was decided that whatever City staff member was present would be taking the minutes.

**4. Approve Minutes**

Motion by Dick, second by Steve to approve minutes of February 9, 2013 meeting. Motion carried.

**5. Golf Course Progress Report**

John (Blanke) reviewed the handed out evaluation plan and sales detail with the Committee. He pointed out the following:

- The main goal of the evaluation plan is to enhance the overall look and feel of the Course and Club along with expanding on services to customers.
- Taken in about \$80,000 in memberships and \$20,000 in cart storage and annual pass fees.
- Felt that there is a potential of earning \$200,000 in greens fees; however, this year it may be more realistic around \$100,000.
- A need to develop a marketing plan to capture more memberships and green fees.
- Clubhouse improvements are nearly complete with the Pro Shop area completed.
- Need to change the attitude to a feel of belonging to a social club as oppose to individuals groups e.g. a certain league.
- Overall a great little course with the potential to cash flow in 3-5 years.
- Jr. Golf Program-Hopefully a new program next year.
- Needed items noted:
  - Parking Lot-Resurfaced.
  - Area for Potosi League members to “hang out” after league play.
  - Room Dividers in dining room.

**6. Duties of the Committee**

Interim Administrator/Clerk Kurihara noted that the ordinance states that the duty of the Committee is to advise the City Council on all policy matters pertaining to the Golf Course and its facilities, operations and programs.

Chairperson Bob also noted that the Committee is to be an advocate of the Course to other golfers and the City Council.

Further it was discussed that the Committee should be preparing a 5-year plan for budgeting and planning future Golf Course capital needs.

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**7. Committee Member Comments**

Steve informed that he is intending to resign from the Committee but will stay on until a replacement is found. He noted that the improvements on both the Course and Clubhouse have been noticed.

A comment from the audience was allowed from Dennis Morgan, who stated that a 5-year Golf Course plan is what the Council has been wanting.

**8. Schedule next meeting**

The next meeting will be scheduled at 7:30 a.m. on Tuesday, July 9<sup>th</sup>.

**9. Adjourn**

Motion by Bob, second by Dick to adjourn at 8:20 p.m. Motion carried.

Respectfully submitted by,

David A. Kurihara, Interim Administrator/City Clerk

**MINUTES  
CITY OF LANCASTER  
GOLF COURSE COMMITTEE  
JULY 9, 2013  
7:00 A.M.**

**1. Call Meeting to order**

Chair Bob called meeting to order at 7:02 a.m.

**2. Roll call**

Members present were Chair Bob (Schmidt), Pat (Schlesner), Steve (Sisley) and Dick (Becker).

Absent was Mike (Haberlie). Also present were Dave (Interim Administrator/Clerk Kurihara) and John (Golf Course Operations Manager Blanke).

**3. Approve Minutes**

Motion by Pat, second by Steve to approve minutes of June 13, 2013 meeting. Motion carried.

**4. Parking Lot Improvement**

Dave noted that Strand Associates (City Engineers) will be preparing a report on options for improving the parking lot along with estimated costs. Options will include doing an overlay to complete reconstruction. He further stated that the funds to be used might come from the 2013 paving budget but there are still some unspent 2012 bond proceeds available which have been used to cover the costs of new equipment and clubhouse improvements so far this year.

John (Blanke) mentioned that the area near #1 tee box needs improvement too.

It was suggested that Dave get John in touch with Strand to include improving #1 tee box area.

**5. General Golf Course Policies**

John handed out a proposed list of policies that he intends to draft up for Committee approval sometime this fall. He stated that the policies will clarify some ambiguity of some current rules and that he is just providing a list today for Committee thoughts and comments.

Some of the policies on the list were:

- Personal Carts
- Trail Fees
- Family Memberships
- Age to be on the course and drive a cart.

He also mentioned that he intends to work with the Summer Recreation Director next year to develop a Jr. Golf Program.

**6. Pricing for 2014**

John distributed a draft of proposed 2014 pricing based on a survey of other courses. He explained that the prices are preliminary but wanted to give the Committee a glance on what he is thinking of proposing. He also intends looking at a possible corporate rate.

He wondered if he had any latitude in offering price discounts on special outings or events. Both Bob and Dave stated that they felt he had that latitude as the manager of the Golf Course.

**7. Food and Beverage Lease**

John stated that the City needs to decide on whether to continue a food and beverage lease with Darrin. He (Darrin) has expressed a desire to continue but would prefer a 2-3 year contract to ensure future business; however, a new lease will be with a different LLC since the current LLC (Miles Fore N' More) will be dissolving due to personal reasons.

John recommended that the City continue with Darrin but felt that hours of operation be addressed in the new lease.

The Committee felt that Dave and John should meet with Darrin to discuss continuing with the food and beverage lease.

**8. Committee Member Comments**

Pat commented that the course is looking beautiful and the clubhouse improvements are a nice addition.

**9. Schedule next meeting**

The next meeting will be scheduled at 7:00 a.m. on Tuesday, August 13<sup>th</sup>.

**10. Adjourn**

Motion by Bob, second by Dick to adjourn at 7:50 a.m. Motion carried.

Respectfully submitted by,

David A. Kurihara, Interim Administrator/City Clerk