

Wicomico Shores Golf Course Advisory Board

Wednesday, October 25, 2007

Minutes

6:00 PM

MEMBERS PRESENT: Jim Hodges, Chairperson; Chico Rivers, Vice-Chairperson; Bob Richardson, Phil Cranford and Rick Smith.

MEMBERS ABSENT: Wayne Pettit and Gloria Tippett.

STAFF/OTHERS ATTENDING

Phil Rollins, Director, Recreation, Parks and Community Services (RP&CS), and Pat Meyers, Golf Course Manager, RP&CS.

CALL TO ORDER

The meeting of the Wicomico Shores Golf Course (WSGC) Advisory Board was called to order at 6:00 p.m. at the Wicomico Shores Golf Course Maintenance Building.

APPROVAL OF MINUTES

Chico Rivers motioned, seconded by Phil Cranford, to approve the minutes of July 11, 2007. Motion carried with all in favor.

CLUBHOUSE PROJECT

Director Phil Rollins provided a progress report on the renovation/expansion of the Wicomico Shores Golf Course Clubhouse. He reported that there were some structural issues that were discovered during demolition which have been addressed. Because of this, a change order was done for approximately \$49,000 that included items such as: additional masonry; supports for the concrete plank floor along the rear of the building; additional supports for the large windows in the upper floor dining area; replacement of the upper level floor system; etc. The interior drawings have been revised to reflect this work. Progress meetings are being held every two weeks between staff, the architect and contractor. The contractor still thinks the project completion date will be spring/summer 2008.

Mr. Hodges asked for a copy of the latest floor plans for the project; Mr. Rollins will have them e-mailed to Board members.

LOGO & THEME FOR THE RENOVATED FACILITY

Ms. Myers provided some copies of the new logo for the Golf Course which reflects a more professional image. This will be used for marketing the facility and used on brochures, signs, score cards, etc.

Ms. Meyers has explored several sources for assistance and ideas for the theme of the renovated facility. Staff has talked to Museum Division and Tourism staff about incorporating an agri-tourism, historical or water related theme into the décor to reflect the heritage of the County. For example: water related/waterman's theme/display could blend throughout the pro shop, golf hall, grill, etc. The display could also be used to promote the Department's Museum Division. The entry into the banquet hall could feature works from local artists. Mr. Hodges stated that the Golf Course could also use exposure at the St. Mary's County Welcome Center in Charlotte Hall.

PROPOSED PLAN FOR THE FOOD/BEVERAGE OPERATION

Infrastructure of Facility

Ms. Meyers stated that utility connections have been laid out for the renovation of the kitchen, taking into account present and future menu needs. The kitchen plan calls for a café style kitchen operation; infrastructure will be there to enable upgrade to a full service kitchen, at additional expense, at a later date if needed.

Food and Beverage Staff

Ms. Meyers is recommending that a Food and Beverage Supervisor coordinate the food and beverage operation and schedule events held in the banquet hall. She feels like this is needed to promote the facility and make sure both operations run smoothly and operate in concert with each other. The position would oversee the entire food and beverage operation, menu, staffing, scheduling events, etc. Mr. Rollins said the plan would be to have three divisions: golf operations, maintenance, and food and beverage and banquets. This would not be a new position; the vacant Assistant Manager's position would be reclassified as a Food and Beverage Specialist. This has been evaluated and classified by the County's Human Resources Department and needs to be approved by the Board of County Commissioners (BOCC).

Mr. Rivers stated that he thought the Assistant Golf Pro had filled the Assistant Manager's position. Ms. Meyers stated that the Assistant Golf Pro is an hourly employee and the costs associated with that position are significantly less than that of filling the full-time Assistant Manager's position. The position has been classified as one grader higher than the previous Assistant Manager position; this is needed to attract a qualified individual in this field. The salary range is just under \$40,000 up to \$51,000, plus benefits. Staff would like to fill the position within the next few months in order to have the person on board in enough time for planning for the renovated facility's opening. Staff feels that the Food and Beverage Supervisor needs to be on Board to help develop the budget for the operation.

Mr. Rivers asked if the position would be seasonal; Mr. Rollins stated the position would be a full-time, merit, forty-hour per week position. If business slows, part time employees would work fewer hours. Staff feels the ideal person in the

position will generate revenue for the food and beverage operation. Mr. Rivers felt that making the statement that this would be filling a vacant position is not quite accurate, since another employee was hired on a part-time basis with that funding. Mr. Rollins stated that is true, but there is still a vacant position and that only a portion of that funding is being used. Mr. Hodges asked what happens if the position is no longer needed or if the person selected doesn't work out. Mr. Rollins stated that, as with any merit position, there is a probationary period and the position can be terminated if no longer needed.

Privatization Versus Self Operation

Ms. Meyers has done considerable research on the subject and feels the County is on the right track with self operation of the food and beverage operation. She doesn't see the downside of not trying self operation. Rick Smith stated that privatization is good for organizations such as schools, detention centers, etc., but not for profit-making golf courses.

Chairman Hodges stated that he is interested in seeing the expense breakdown for the food and beverage staff to include staff salaries, benefits, insurance, etc. Mr. Smith stated that you could figure that by adding approximately 30% to the salaries. Currently, the food and beverage operation consists of a Food and Beverage Specialist and four hourly positions. The proposed expanded operation would include a Food and Beverage Supervisor, Food and Beverage Specialist and eight hourly positions. Chairman Hodges asked how much the eight hourly employees would cost. Ms. Meyers stated that currently, \$36,000 is budgeted for four hourly employees.

Mr. Rollins asked the Board to consider endorsement of staff's recommendation to convert the Assistant Golf Manager to a Food and Beverage Supervisor position. He would like to present this to the BOCC for approval as soon as possible.

Chairman Hodges stated that the Board is not in a position to make a recommendation tonight, but will hold a special meeting to discuss this further. This is because two Board members are absent and he would like more time to evaluate the proposal. Mr. Smith stated that a quorum is present, so a decision could be made tonight; he stated that it seems to be well researched and is a logical move. Mr. Rivers stated he would also like to have the opinion of the other two Board members.

OLD BUSINESS

Rate Increase

Ms. Meyers reminded the Board of the rate increases that were approved last spring and will go into effect in December 1st.

Board Membership

Ms. Meyers stated that the Delores Lacey, of the Public Information Office, would like to know if Mr. Pettit and Mr. Rivers are interested in being reappointed to the Board since their terms will end on December 31st. Mr. Rivers stated he is interested in being reappointed; staff will check with Mr. Pettit.

ANNUAL REPORT

Mr. Rollins provided the Board with a draft 2006 Annual Report document.

Chico Rivers motioned, seconded by Rick Smith, to approve the 2006 Annual Report as drafted by staff and that the document be forwarded to the Board of County Commissioners. Motion carried with all in favor.

SMECO TOURNAMENT

Mr. Rivers stated that he would like to see SMECO hold its annual tournament at Wicomico Shores next year. Mr. Rivers will provide SMECO with the contract information on tournaments.

SCHEDULING OF NEXT MEETING

A special meeting of the WSGC Advisory Board will be held on Tuesday, November 6, 2007, at 6:00 p.m., at the RP&CS main office, in Leonardtown.

The next regular meeting of the WSGC Advisory Board is scheduled for Wednesday, January 9, 2008 at the Golf Course Maintenance Facility.

The meeting concluded at approximately 7:35 P.M.

Kathy Bailey, Recorder