TOWN OF PALM BEACH

Recreation Department

MINUTES OF THE GOLF COMMISSION MEETING HELD

OCTOBER 24, 1997

I. CALL TO ORDER AND ROLL CALL A meeting of the Golf Commission was called to order by the Chairwoman, Ann Herman, at 10:00 a.m. at the South Fire Station. The Commission members in attendance were, Mrs. Herman, Mr. Shulman, Ms. Weiss, Mr. Schorr, Mr. Gross, Mr. Rossbach and Mr. Shore. Alternate members in attendance were Mrs. Thurm and Mr. Raffo. Absent from the meeting was Mr. Maddock due to illness. Staff members in attendance were Mr. Bitzer, Mrs. Walkowich, Mrs. Stone and Mr. Dytrych. Seaview Park Commissioner Morton Shor was also in attendance.

Mrs. Herman stated that before they continue with the meeting she wanted to introduce Frannie LaRue of First Impressions Catering to the Golf Commission. Ms. LaRue proposed to the Commission the idea of putting a concession stand at the Golf course. Mr. Bitzer said that he was aware of her interest and that he would look into the matter further and get back to Mrs. LaRue and the Commission. Mrs. Herman said that "I thought it would be nice for Frannie to present this to the commission and let them discuss it too." Mrs. LaRue said that she just wanted to plant the seed for the idea and looked forward to hearing from Mr. Bitzer.

II. APPROVAL OF AGENDA - Mrs. Herman wanted to add the election of a Secretary. She handed out the Town ordinance on the Golf Commission. Mr. Bitzer stated that they should probably wait on the election of a Secretary since the old Code of Ordinances was in the process of being revised and that if these revisions are approved by the Town Council the secretarial position would be dropped as it was with the Seaview Park Commission several years ago. Mr. Bitzer said that as with the Seaview Park Commission, the Town provides secretarial assistance for both the Seaview Park and Golf Commission.

Mr. Shore said that he wanted to add under New Business the marketing of the golf course to the senior population, enlarging the pro shop and discussion on having the golf course become part of the general fund instead of being an enterprise fund. Mrs. Herman said that this item was passed at a recent Council Meeting. Mr. Bitzer said that there was a recommendation to move the golf course from an enterprise fund into the general fund. However, the Town did not approve this recommendation and left the golf course as an enterprise fund.

Mrs. Herman wanted to discuss the use of credit cards at the golf course, the new traffic light, the water situation and whether they should meet all year as other commissions do. Mrs. Herman asked for an approval to the agenda with changes. Ms. Weiss made the motion to approve the agenda with changes. Seconded by Mr. Shulman motion carried.

III. APPROVAL OF MAY 23, 1997, MINUTES

Mrs. Herman asked if there were any changes to the May 23, 1997, minutes, there were none. Mr. Rossbach made the motion to approve the minutes, seconded by Mr. Shore, motion carried.

IV. ELECTION OF A VICE CHAIRMAN

Mr. Allan Shore nominated Mr. Jay Rossbach for Vice Chairman. Mr. Max Schorr nominated Mr. Shulman for Vice Chairman. Mrs. Herman asked if there were any other nominations, there were none. Mrs. Herman asked for a closed ballot. Mr. Bitzer said that they would need to sign and date their ballots so that we are in compliance with the Sunshine law. Mr. Rossbach was elected Vice Chairman with four out of seven votes.

V. OLD BUSINESS

A. *Traffic Light* - Mrs. Herman said that Chief Terlizzese wrote a letter to the Department of Transportation and the Town was given permission to install a light at the crosswalk at the golf course. She said that the golf course was going to be charged $25,000 for the traffic light and that the light would be an on demand flashing yellow light with a sign 500 feet in either direction stating that when the light was flashing yellow they must stop for golf carts and pedestrians. Mrs. Herman said that she felt that it was a very dangerous light but that she had been assured by Chief Terlizzese that he would enforce it. Mrs. Thurm said that motorists being required to stop at a yellow flashing light seemed odd. Mr. Bitzer said that he agreed with Mrs. Thurm and that he was unsure about the light being yellow or red but that he would check into it. Mr. Bitzer said the $25,000 dollar figure was an estimate and that they wouldn't know the actual cost until the project had been bid out. Mr. Shulman said that he had a private contractor come out and look at the project and he estimated it at somewhere around $40,000.

B. *Credit Cards* - Mrs. Herman asked Mr. Bitzer what was happening with the use of credit cards at the golf course. Mr. Bitzer said that the purchasing agent for the Town was in the process of sending him cost estimates for the golf course. Mr. Bitzer said that he thought it was approximately $600 or $700 per station for the hardware and then there would be a small cost per transaction and a percentage of the total amount being charged. He said that they were still in the process of gathering information and that he would advise the Commission when he had more information.

Mrs. Herman said "I would like to ask a question and it relates to this in a way. We are still an enterprise fund and an enterprise fund, I suppose should be run as a business. I want to know really, what the purpose of the Golf Commission is. I think we find out many things after the fact and the Golf Commission is really, and I'm quoting a number of people I've spoken to, the Golf Commission is a little bit annoyed to find out all these things after they happen. If we're supposed to be directing what goes on at the golf course and running as a board of directors per say, why is it we find things out after the fact."

Mr. Bitzer said that with regard to the first question, the commission is advisory to the Mayor and Town Council and that the Golf Commission's purpose and authority is outlined in the Code which they had all received. He said that staff reports to the Town Manager and that the Town Council sets policy. Secondly, Mr. Bitzer said that we are very interested in hearing the Golf Commission's suggestions. However, the Commission does not meet on a regular basis therefore it's difficult to advise you of everything staff does. Also, in being advisory, the Commission should not be giving directives to the staff. This can be confusing to staff and disruptive to the organization.

Mr. Schorr said "The point is that many of the Town commissions have something to say before something is adopted. We don't have that opportunity." Mrs. Herman said "That if you read through the Town Code as I did, every commission is set up alike, they are all advisory with suggestions to the Town Council and I think we should be in that position too and not find out things after the fact."

Mr. Bitzer said that staff had discussed many issues with the commission prior to those issues being adopted or approved by the Town Council. Golf course capital projects and the budget are good examples. However, if the Commission would like more information on a timely basis, then you would have to meet on a much more regular basis. Currently the Commission only meets seven times a year and not at all during the summer months. The staff is assigned projects and responsibilities with deadlines that cannot always wait for the Golf Commission to meet. Mrs. Herman said that she would like to discuss the Golf Commission meeting schedule later in the agenda.

C. ***1998 Palm Beach Pro-Am Benefit Tournament***

After a lengthy discussion the following statements and recommendations were made:

- Mrs. Herman showed the Commission the golf bag that Mr. Shulman had gotten donated as one of the prizes. She said that she had written a letter to Tourneau and they responded with a $350.00 time piece.

- The Commission agreed with staff and unanimously recommended that the tournament be held on Saturday, January 31, 1998, and that the benefactors remain the same as last year, The Rehabilitation for Children and Adults and the Palm Beach Recreation Department.

- Mr. Bitzer stated that the Town auditors reviewed the tournament and said that it was definitely a Town event and that it should continue to be run by Town employees with help from volunteers. The Director of Finance and the Director of Recreation agreed that the recreation staff would be responsible for conducting this event in accordance with Town purchasing, cash handling and accountability procedures.

  Mr. Bitzer said that staff welcomes the Commission's comments and recommendations regarding the tournament but that the tournament might better be served if a tournament committee was formed. He said that there are a lot of people who have said they would like to help but were of the perception that they had to be on the Golf Commission. Mr. Bitzer said that a tournament committee would give everyone a better opportunity to participate in helping with this event. The Commission agreed and Mr. Allan Shore and Mr.

Morton Shor volunteered to be the Co-Chairman of the committee. Mr. Bitzer asked that they work in conjunction with Rick Dytrych, Golf Pro-Manager and Carolyn Stone, Recreation Supervisor who he has assigned to oversee the tournament in order to ensure that all Town policies and procedures are being followed correctly.

- The Committee will meet with representatives from the Rehabilitation Center for Children and Adults and ask them to be on the Tournament Committee. The first Tournament Committee meeting will be held on Friday, November 7, 1997 at 10:00 at the Rehabilitation Center.

- A silent auction will be held this year for the prizes that are donated by local merchants. The details of the auction will be worked out at the committee meeting.

- Mr. Gross and Mrs. Thurm will head the sales of spectator tickets with the help of Mrs. Stone and other volunteers.

D. ***Use of Water at the Golf Course***

Mrs. Herman wanted to update the Commission on what the Council was considering for the use of water at the golf course. Mrs. Herman said that the water bills at the golf course were $108,000. She said that she spoke to Sam McLendon and Allen Wyatt who are on the water committee and they are in the process of studying the idea of putting a well with a reverse osmosis process that would require a building the approximate size of an eighteen wheeler truck on the golf course. She said that they are checking to see if this could be done. She said that Mr. Wyatt said that if this idea was feasible that within four or five years it would pay for itself by cutting our water costs by 25% to 33%.

VI. NEW BUSINESS

A. ***1998 Meeting Schedule***

Mr. Shore made the motion that the Commission should meet once a month, all year round. Seconded by Mrs. Herman, all were in favor.

B. ***Expanding the Club House***

Mr. Shore said that one of the Councilman told him that expanding the operation that we already have, putting a second story on the clubhouse, making it more friendly for the residents, could be a Town project and he would support such a project. Mr. Bitzer said that we do not currently have the money to fund such a project. Mr. Shore said that's why the Commission should consider this project and also consider becoming part of the general fund. We need to let the Council members know how we feel.

Mr. Shore said that if we were to do this it would be even more reason to take the golf course from an enterprise fund and make it part of the Town's general fund. Mrs. Herman said that the Town Council already discussed this item. Mr. Shore said that he was told by one of the Town Councilman that the Golf Commission objected to the golf course becoming part of the general fund. Mr. Shore felt that if the Council knew that the Golf Commission was in favor of changing the golf course from an enterprise fund to the general fund that the Council might reconsider it.

Mr. Bitzer stated that this was a policy question that the Town Council had recently addressed. He said that the Council considered it and decided to leave it as an enterprise fund. Mr. Bitzer said that perhaps the Town Council wanted to see how the recreation department's financial action plan is working after a second year. After the first year, the action plan is pretty much on target.

Mr. Shore made the motion that the Commission should consider investigating the expansion of the clubhouse to allow for food service and a possible lounge area. Seconded by Mr. Schorr, all were in favor.

C. ***Marketing the Golf Course to the Senior Population***

Mr. Shore said that our resident population is getting older and that many are no longer playing the larger courses. He thought there was a market of seniors that we were not reaching who might continue playing on a smaller course and that we need to go after that market more aggressively. He suggested that we should get the word out. Mr. Bitzer said this was a good idea and that we should include juniors as this is a great facility for junior golf. Mr. Rossbach suggested that we get an article in the Palm Beach Daily News. Mr. Shore suggested Mr. Dytrych contact someone from the Palm Beach Daily News to write an article about the advantages of joining our golf course with the emphasis on seniors and juniors.

VI. ANY OTHER MATTERS

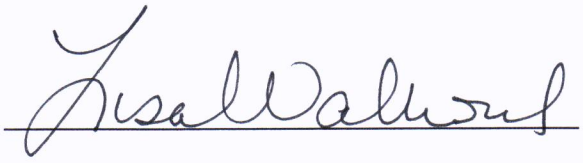
Mr. Max Schorr asked if it would be out of line for the Golf Commission to participate in the budget process. Mr. Bitzer said that the Commission already participates in the budget process. He said that during this past year's budget preparation process he first sent them the golf course line item budget and then at the May commission meeting he gave a detailed budget presentation. He said that at that time the Commission made suggestions and recommendations which were later considered by the Town Council. Mr. Bitzer said that due to the Commission's recommendations on the addition of a non-resident permit, the Council established this new fee classification.

Mr. Schorr said that he wanted to be more involved in the process, be actually involved in staff meetings when the budget is being prepared. Mr. Shore said we want to participate before the budget is presented to the Town, sit down with you and your staff and prepare the budget. Mr. Bitzer said that if the commission members have suggestions or recommendations that they want to make, that would be fine, but the actual preparation of the budget is a staff responsibility. He said that with the new meeting schedule, and the commission meeting every month, he would probably be able to get budget information to them on a more timely basis.

Mr. Raffo said that there is a lot of serious conversation going on around town and at the golf course about the privatization of the course. Mr. Bitzer said that the Council had discussed this and decided to continue running the golf course with Town staff. Mr. Raffo said that it is going the other way at the present time and the Council is very skeptical. Mr. Bitzer said that it is his understanding that as it stands right now the Council is keeping things as they are. They made this quite clear at a recent Town Council meeting. Mr. Bitzer said that it was brought to the Town's attention by the Town auditors that the Golf Pro position was not really a contractual employee based on IRS regulations. Two solutions to this problem were 1. To privatize the course and hire an outside organization to run the course or 2. Continue to run the course with Town employees and make the Golf Pro a full time employee. He said that we are currently in the process of recommending that the Council make the Golf Pro a full time employee with an entrepreneurial agreement as they approved for the Town's Tennis Pro-Manager. This will probably be considered at the November Council meeting and if approved will bring this position into compliance with IRS regulations.

Mr. Raffo suggested that the golf course should go to the use of soft spikes only on the golf course. He felt that we would save money by saving on the wear and tear of the course. Mr. Dytrych said that he was concerned about a possible loss of revenue because of turning people away. Mr. Bitzer said that staff would look into the suggestion and bring back the pros and cons to the next commission meeting.

VII. ADJOURNMENT - Mr. Schorr made the motion to adjourn. Seconded by Mr. Shore all were in favor.



TOWN OF PALM BEACH GOLF COMMISSION

ATTENDANCE RECORD 1997

NAME	1/24	2/28	3/28	4/25	5/23	10/24	11/21	12/19
1. ANN K. HERMAN	P	P	P	P	P	P		
2. JAY ROSSBACH JR.	P	P	P	P	U	P		
3. ARTHUR GROSS	--------	--------	--------	--------	U	P		
4. MAX SCHORR	P	P	E (Illness)	P	P	P		
5. ALLEN E. SHORE	P	E (Illness)	P	E (Illness)	P	P		
6. STUART SHULMAN	P	P	P	P	P	P		
7. ROBIN E. WEISS	E (Illness)	P	U	P	P	P		
ALTERNATES:								
1. JAMES MADDOCK	P	P	P	P	P	E (Illness)		
2. ARLENE THURM	P	P	P	U	U	P		
3. RICHARD RAFFO	P	E (Illness)	P	U	P	P		

LEGEND: P = Present
E = Excused
U = Unexcused
A = Absent Pending Classification as "Excused" or "Unexcused"

TOWN OF PALM BEACH GOLF COMMISSION

CONFLICT OF INTEREST RECORD 1997

MEMBERS	1/24	2/28	3/28	4/25	5/23	10/24	11/21	12/19
1. ANN K. HERMAN								
2. JAY ROSSBACH								
3. ARTHUR GROSS								
4. MAX SCHORR								
5. ALLEN E. SHORE								
6. STUART SHULMAN								
7. ROBIN E. WEISS								
ALTERNATES								
1. JAMES MADDOCK								
2. ARLENE THURM								
3. RICHARD RAFFO								

LEGEND: X = Conflict