

MEETING MINUTES – 9/16/24

CPRD CLUBHOUSE ADVISORY COMMITTEE

CHEHALEM ADMINISTRATION OFFICE

125 S. ELLIOTT ROAD NEWBERG, OREGON

Mission Statement: The Golf Clubhouse Advisory Committee (The Committee) for the Chehalem Park and Recreation District (CPRD) is committed to gathering comprehensive information to help plan and build a new golf clubhouse. The current clubhouse at Chehalem Glenn Golf Course is showing signs of deterioration and there are plans to add a third nine holes which would create significant logistical problems with the existing facilities. The Committee is committed to engaging with community members, stakeholders, and experts to ensure the new clubhouse meets the needs and expectations of all users.

The Committee's goal is to provide well-researched recommendations that reflect the community's vision for a state-of-the-art facility, promote inclusivity, and support the long-term sustainability of the Chehalem Glenn Golf Course. Through transparent and collaborative efforts, The Committee aims to create a welcoming and functional space that fosters community engagement and enjoyment for years.

- I. Call to Order – Robert Travers
- II. Pledge of Allegiance
- III. Welcome new Committee Member Tony Roos
- IV. Roll Call/Members in attendance: Don Loving , Jason Fields, Jim McMaster, Kellan, Roger Kulman, Robert Travers, Tony Roos, Joe Fischer (all in person). Dennis Lewis, Tom Sheridan and Jeff Dillon on Zoom.
- V. Approval of or Additions to the Agenda - NONE
- VI. Approval of Consent Agenda - NONE
 - a. Approve Minutes from August 21, 2024, Meeting – Minutes approved by all without discussion
 - b. Approval of Mission Statement – approval by all without discussion.

- VII. Public Participation:

-Hunter Wiley: resident of Marion County (working with pickleball committee; 18 years of data analytics).

-asked to discuss CPRD finances - \$11M+ held for CPRD in total public pool.

-Looked into budgets, documents, attending Board meetings; gave document with #'s supporting information provided.

-Worked with Kellan to develop analytics system for the golf course (free of charge to the district).

-Operating revenue for golf course: 2011-2022; clubhouse going down 3% per year.

-Utilization of GolfNow (NBC): shows what kinds of beer, products, etc. are purchased; got 30 months of data to test; could see all details of golfers. Developed analysis of current trends; spiked during Covid and dropped after.

-CPRD told Hunter there was data privacy related to the information collected. After reviewing contract, discovered that NBC has a right to sell data to anyone who wants it.

-District gets money from property taxes, system development charges, grants, rentals (pools/golf course), investment pool for investment of cash outside of operating (managed by OR state treasury).

-Compared budget of CPRD to 5 random districts in the state. Found CPRD had 125% in reserve (for everything in their budget) in what they actually said was in budget and has excess capital. EG – if \$10M budget, have \$12.5M in reserves.

a. Comments from Public - NONE

VIII. Action Items/Committee Reports: (Actually occurred prior to Hunter's comments)

Dennis Lewis: started meeting with several folks in the travel industry: Lisa & Patrick Nofield (Fairfield Inn), Percy Brandon (The Allison) and Lee Jensen (Taste Newberg). All agreed as hotel owners it would be a positive boon for the community. All are willing to testify to the importance to tourism itself. Might give more context to the impact to the greater community.

-Committee agrees it would be a good idea. Board liaison agrees that it is a good idea. Jeff agreed it would be good for The Allison – especially related to additional meeting sites.

-Can request the 3 interested members to have a total of 15 minutes to speak at 9/26 Board meeting. Can request Kat to put on agenda.

- a. Report on use of RFP and RFQs

Tom Sheridan: discussion of RFP/RFQ process. We send out RFP because we do not have product or plans. We are seeking out consultants to help put a tentative fee schedule, etc. for us.

-Suggestion of changing to RFI as getting information first

-Tony: Suggest getting the survey, getting an architect, etc. in order to submit to Board with substantial information.

-Jim (Board): Wants to make we sure follow legal process; suggesting we go to staff (Don or Casey) to help, they will then make recommendations to the Board.

IX. Old Business:

- a. None

X. From the CPRD Board and Staff: See proposed layout at end of meeting minutes.

-Kellan: brought plans for review of golf course from a few years ago (proposed 3rd nine); chipping green before 10th tee is where new clubhouse would be; discussion amongst committee regarding the plans from 2018.

-Should go to staff to submit the survey box for review by the Board.

-Approved by committee to submit to staff

a. Comments from CPRD Board Liaisons

-Board: there has been discussion to start building something in 3-5 years (discussed and budgeted)

-Roger mention \$5M on 2024-2025 budget (capital improvement list – clubhouse and 3rd nine as part of 2026-2027 budget).

b. Comments from CPRD Staff – Kellan made comments as show above.

XI. New Business - NONE

a. Select Dates for Future Meetings:

- i. October Board Meeting is 10/24 (4th Thursday of the month)

-Board gets packed on the 16th – should get our notes to Kat by then.

-Discussion of when should present to the Board (every meeting, quarterly, at milestone events)

- Meeting date agreed for **October 14th (Monday) 5:30**

- b. Discussion on Field Trip to Other Clubhouses – Not Discussed
- c. Discussion on Committee Action Plan – See roap map at end of meeting minutes.

Roger handed out an idea of an action plan (road map) for the committee to review. The plan could help guide the committee in its work to provide advise in building a new clubhouse. The first item in the action plan is to get input from various groups including: similar golf course clubhouses, local chamber of commerce, City of Newberg, Dundee, Sherwood, golfers, local visitor centers, Oregon golf association, winery association, service groups, school district, restaurant association, CPRD staff and Board. Committee members were encouraged to review and discuss at next meeting.

XII. Correspondence – NONE

XIII Action Items:

- Review draft minutes from 9/16 meeting
- Contact CPRD Staff (Kat) about adding tourism representatives' presentation to 9/26 CPRD Board agenda
- Discuss RFP/RFI process with CPRD Staff
- Get approval from CPRD Staff (Kellan) for golfer survey and survey box
- Talk to CPRD Staff about having printed committee packets at meetings and agendas for guests attending meeting
- Review proposed action plan and groups to gather information

XIV. Adjournment - @ 6:40

OUTLINE OF WORK PLAN FOR CLUBHOUSE COMMITTEE

1. Get Community Input for Design and Use of New Clubhouse
 - a. Get understanding of current facilities and future plans
 - i. Determine which community and interested groups to meet
 - ii. Develop timeline for meetings and resources needed for meetings
 - b. Inform CPRD Board of work plan.
 - c. Conduct meetings and gather information
2. Produce report of information gathered
 - a. Committee to produce report of findings
 - b. Develop plan for next steps to suggest to the Board which may include:
 - i. Issuing RFP for consultant to facilitate development of clubhouse plans
 - ii. Consultant to develop plan including estimated costs and timeline for clubhouse and development of 3rd 9 holes
 - iii. Consultant develops options for financing project and facility operations including restaurant and banquet facilities
 - c. Present report to CPRD Board
 - d. CPRD Board approves/modifies plan for next steps
3. Development of Clubhouse
 - a. Plan developed for financing
 - b. Construction documents produced
 - c. RFP issued for operation/ownership of restaurant/banquet facilities
 - d. Operation/ownership of restaurant/banquet facilities approved
 - e. Contractor(s) selected for operation and construction of project
 - f. Financing is secured
 - g. Construction of facilities
 - h. Operation of facility begins
4. Project is complete

Proposed Layout of new Nine:

