

AGENDA
CPRD CLUBHOUSE ADVISORY COMMITTEE
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD NEWBERG, OREGON
October 14, 2024

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
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of or Additions to the Agenda
- V. Approve Minutes from September 16, 2024, Meeting
- VI. Participation
 - a. Comments from Public
- VII. Action Items/Committee Reports
 - a. Public Select Assistant Chairman Position
 - b. Creation of Executive Committee
 - c. Report on Golfer Questionnaire Results
- VIII. Old Business
 - a. Discussion on Committee Action Plan
 - b. Decide Which Groups to Contact
 - i. Assign Committee Members to Make Contacts
 - ii. Discussion on Field Trip to Other Clubhouses
- IX. From the CPRD Board and Staff
 - a. Comments from CPRD Board Liaisons
 - b. Comments from CPRD Staff
- X. New Business
 - a. Select Dates for Future Meetings
 - b. Staff contact person(s) for the committee - Kellan
- XI. Comments from Committee Members
- XII. Adjournment

Join via Zoom at this link: <https://us02web.zoom.us/j/83149733641>

Meeting ID: 8314 973 3641

Having issues connecting? Try this link instead: <https://cprd.us.bodzoom>

Next regular Committee meeting is TBD.

MINUTES

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- 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 and documents, attended Board meetings where these items, document with financials supporting information was 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: He 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.

The committee agrees it would be a good idea, and the board liaison agrees. Jeff agrees 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 Roos: Suggest getting the survey, getting an architect, etc., to submit to the Board with substantial information.

-Jim McMaster (Board): Wants to ensure we 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 Kuhlman 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 shown 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 packet 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)

- Committee 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 –

-Roger Kuhlman 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

Proposed Layout of new Nine:

