

## **Wicomico Shores Golf Course Advisory Board**

**Wednesday, January 9, 2008**

**6:00 PM**

**MEMBERS PRESENT:** Jim Hodges, Chairperson; Chico Rivers, Vice-Chairperson; Wayne Pettit, Bob Richardson, Rick Smith and Gloria Tippet.

**MEMBERS ABSENT:** Phil Cranford.

### **STAFF/OTHERS ATTENDING**

Phil Rollins, Director, Recreation, Parks and Community Services (RP&CS), and Patty 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. in the temporary golf operations trailer at the Golf Course.

### **APPROVAL OF MINUTES**

**Rick Smith motioned, seconded by Chico Rivers, to approve the minutes of October 25, 2007. Motion carried with all in favor.**

**Rick Smith motioned, seconded by Gloria Tippet, to approve the minutes of November 6, 2007. Motion carried with all in favor.**

### **REVIEW OF ITEMS DISCUSSED DURING NOVEMBER 6, 2007 MEETING**

Chairman Hodges reviewed items discussed during the special meeting of November 6, 2007. During that meeting, the Advisory Board agreed to send a letter to the Board of County Commissioners (BOCC) summarizing its recommendations for the Clubhouse expanded food and beverage operation. The letter was sent to the BOCC on November 9, 2007 with the following Advisory Board recommendations.

1. That the food and beverage operation be expanded to a café style operation for the golfers and the public; and
2. That the food and beverage operation be self-operated by RP&CS, with a qualified and experienced Supervisor on a contract basis or under the merit system to manage the operation.

The recommendations from staff and the Advisory Board were presented to the BOCC on Tuesday, November 20, 2007. The BOCC voted to establish the position of Food, Beverage and Banquet Supervisor, Grade 7, and to eliminate the position of Assistant Golf Course Manager, with the understanding the position will be a contractual position.

## **CLUBHOUSE CONSTRUCTION STATUS REPORT**

Pat Meyers, Golf Course Manager, reported that she and Mr. Rollins have been attending bi-weekly Clubhouse construction progress meetings. Ms. Meyers reported that the project is progressing as expected; structural issues encountered have been addressed. Staff and the contractor still anticipate the project will be completed by late spring or early summer 2008.

Ms. Meyers recently met with Duron, Inc., the firm that has the County furniture contract, and reviewed a variety of choices for furniture for the offices, banquet area and café. Ms. Meyers is still working on the concept theme and displays for the pro shop. She has been talking to Bar Display Company about the display for the pro shop and will show the Board the draft drawings when available. She has also been in contact with an interior designer to help accessorize the Clubhouse with window treatments and accessories, if funding is available. She noted that the plans for most of kitchen equipment have been finalized.

Chico Rivers stated that he feels the project is moving forward in a professional manner and he is glad staff is consulting with professionals on the design, furniture and kitchen choices. Ms. Meyers stated the furniture design is what's being decided at this time; the colors will be last thing selected. Chairman Hodges asked if the fireplace would be functional; Ms. Meyers stated yes, it would include a gas insert. The Board discussed the location of the partition between the banquet area and the bar/grill; the bar/grill area will hold approximately 65 people; the banquet area will hold about 115 people. A canopy will cover about half the patio area; there will be tables available on the patio. Ms. Meyers is checking into whether smoking is allowed under the canopy area on the patio. Mr. Rollins noted that the general contractor has been great to work with on the project. Mr. Pettit stated that he has received compliments on the project, especially the masonry work. Mr. Hodges asked if the infrastructure will be in place to allow for future upgrades of the kitchen. Mr. Rollins stated that yes; the infrastructure is in place for future upgrades and expansion of the kitchen if needed.

## **STATUS OF HIRING THE FOOD, BEVERAGE AND BANQUET SUPERVISOR**

Ms. Meyers stated that the Food, Beverage and Banquet Supervisor position was advertised in the local papers and information was sent to three culinary schools in Washington, D.C. As a result, the County received seventeen applications. The interview team consists of Mr. Rollins, Ms. Meyers, Bob Richardson and Denise Cargill of the County's IT Department, formally in the food and beverage business. The applications were rated and six candidates were selected for interviews. The interviews will be held on Friday, January 18, 2008. It is hoped the candidate selected will be on board by March 1<sup>st</sup>. Mr. Smith asked about the

rational behind making the new position a contract employee. Mr. Rollins stated this gives the County a two year trial period to assess the operation. It is anticipated that the food, beverage and banquet operation will include 8 part-time and 2 full time employees. Mr. Smith asked if the position would be exempt or non-exempt; Mr. Rollins stated that it will likely be exempt, but that will be discussed with the Human Resources Department.

## **DISCUSSION OF BANQUET ROOM RENTAL FEES**

Mr. Rivers reported that he checked the rental fees for several banquet halls; they included:

- American Legion Post 221 \$235; extra \$35 for kitchen; \$10 per hour for bar tender; holds 150 people
- Brass Rail \$500; 200 people
- The Crystal Room \$1,000
- Sotterley Plantation \$50 per hour
- Christ Church \$100 ; \$100 to use the kitchen

Ms. Meyers reported the following:

- Olde Breton Inn \$1,500; they provide the menu; capacity 170
- Hollywood Fire Hall \$1,600; capacity 720
- Waldorf Jaycees \$750; they provide menu; capacity 100
- Mechanicsville VFD \$1,200; kitchen rental \$300; capacity 300
- Immaculate Conception Hall \$1,000; capacity 200
- Hawthorne \$400; they provide menu; capacity 125
- Swan Point 1,000; they provide menu; capacity 175
- Middleton hall \$400; capacity 100
- JT Daugherty \$440/\$750; they provide menu; capacity 100/175
- VFW California \$1,200

Previously, the WSGC banquet room rented for \$400. Staff is proposing that the fee for the renovated banquet facility, for use of both sides, be \$1,000 for five hours; the fee for one side would be \$600. This would include clean-up, bartender and tables. Renters would contract with their own caterer for food, linens, etc.; kitchen rental would be a separate fee. An hourly rate would be charged for business meetings.

Mr. Rivers asked about the separation between the golfers and weddings when both sides are rented. Ms. Meyers stated the golfers would have to be outside, under the canopy. The golfers would not have to come into the banquet room; they could use the window to access the bar and sandwich area. Renters will be informed that golfers may be out on the patio while the reception is going on. Ms. Meyers stated that there are a few golfers that may have issues with the arrangement but the Clubhouse needs the rental income from weddings and other functions.

**Wayne Pettit motioned, seconded by Rick Smith, to endorse the fee schedule for rental of the renovated facility as proposed by staff. Motion carried with all in favor.**

## **ISSUES WITH PATRONS**

Ms. Meyers reported that several regular golfers have been hanging out for an extended period after playing golf; some have been displaying unprofessional behavior and using inappropriate language with staff. The consensus of the Board was to support staff's recommendation to ask them to leave when they've overstayed their welcome. The Board felt this behavior is bad for business, especially with the new facility getting ready to open. Mr. Rivers stated that with the opening of the renovated facility the Board may want to consider a dress code.

Mr. Rivers brought up two inquiries from the public. He asked if the Board might consider allowing those under 18 to rent golf carts. Ms. Meyers stated that according to the County's Risk Manager, a child under 18 cannot sign the contract to drive the golf cart.

He also asked about non-players on the course riding along on carts, especially in the case of a parent who wants to bring a child along to show them how to play. Ms. Meyers stated parents can bring the child along if they pay the greens and cart fees.

Mr. Smith asked if there have been any further complaints from homeowners on hole number 13 with balls hitting their homes. Mr. Smith stated that the way it's configured now people might be challenged to play the ball out of the naturally vegetated area. Ms. Meyers stated that she can't recall any further complaints.

## **ELECTION OF OFFICERS**

**Wayne Pettit nominated Jim Hodges for Chairperson; the motion passed with all in favor. Gloria Tippett nominated Chico Rivers as Vice-Chairperson; the motion passed with all in favor.**

## **SCHEDULING THE NEXT MEETING**

The next regular meeting of the WSGC Advisory Board will be held on Wednesday, April 9, 2008. Subsequently, it was decided to hold a special meeting of the Advisory Board on Thursday, February 21, 2008, at 5:00 p.m., at the temporary golf operations trailer.

The meeting concluded at approximately 7:30 P.M.

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Kathy Bailey, Recorder