



ROHNERT PARK GOLF COURSE OVERSIGHT COMMITTEE MEETING AGENDA

Tuesday, February 7th, 2023, 5:00 PM

Public Participation: The Rohnert Park Golf Course Oversight Committee welcomes your attendance, interest and participation at its regular meetings scheduled once per quarter at 5:00 p.m. in the Foxtail Banquet Hall located at 100 Golf Course Drive, Rohnert Park. **The use of a mask or facial covering when attending the Golf Course Oversight Committee meeting is strongly recommended, regardless of vaccination status.**

Public Comments: Provides an opportunity for public comment on items not listed on the agenda, or on agenda items if unable to comment at the scheduled time. People are limited to 3 minutes of speaking per person.

Members of the public may also provide advanced comments by email at acotter@rpcity.org. Comments are requested by 3:00 p.m. on the day of the meeting, but can be emailed prior to the meeting start time at 5 pm. Email comments must identify the Agenda Item Number in the subject line of the email and should be a maximum of 350 words, which corresponds to approximately 3 minutes of speaking time. The emails will be read for the record. Please note that all e-mails sent to Golf Course Oversight Committee are considered to be public records and subject to disclosure under the California Public Records Act.

Golf Course Oversight Committee meeting agendas and minutes may be viewed at the City's website: www.rpcity.org.

American Disability Act Accommodations: Any member of the public who needs accommodations should email the ADA Coordinator at jcannon@rpcity.org or by calling 707- 588-2221. The ADA Coordinator will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests. Information about reasonable accommodations is available on the City website at https://www.rpcity.org/city_hall/departments/human_resources/a_d_a_and_accessibility_resources

1. CALL TO ORDER/ROLL CALL

Chair M. Harrow Vice Chair G. Burr VACANT S Harrow J. Brokaw

2. PUBLIC COMMENTS

Persons wishing to address the Committee on any item or on City business not listed on the Agenda may do so at this time upon recognition from the Chairperson. Please see page one (1) for details on how to submit Public Comments.

3. APPROVAL OF MINUTES

Approval of the meeting minutes of July 5, 2022

4. COURSE UPDATE

Update on status of golf course operations by CourseCo/Foxtail representative

5. OLD BUSINESS

a. None

6. NEW BUSINESS

a. Winter 2022 Maintenance Summary Report

b. Discussion and direction: scheduling committee meetings for the remainder of 2023

i. Staff Recommendation: Q2: April 4, 2023, Q3: July 18, 2023, Q4: October 3, 2023

c. Building condition assessment for golf course building

7. COMMITTEE MEMBERS' COMMENTS & REQUESTS

8. ADJOURNMENT

CERTIFICATION OF POSTING OF AGENDA

I, Ashley Cotter, Management Analyst for the City of Rohnert Park, declare that the foregoing agenda for the February 7th, 2023 Meeting of Golf Course Oversight Committee was posted and available for review on Friday, February 3rd, 2023 at Rohnert Park City Hall, located at 130 Avram Avenue, Rohnert Park, California, 94928. The agenda is also available on the City website at www.rpcity.org.

Executed this February 3rd, 2023 at Rohnert Park, California.

Ashley Cotter

Ashley Cotter, Management Analyst



ROHNERT PARK GOLF COURSE OVERSIGHT COMMITTEE MEETING AGENDA

Tuesday, July 5th, 2022, 5:00 PM

Public

1. CALL TO ORDER/ROLL CALL

Present:

Susan Harrow

Gerry Burr

Michael Harrow

Logan Ferstl

Absent: Janis Brokaw

5:01pm meeting start

Staff Attendees: Vanessa Garrett, Tom Kelley, Ashley Cotter

CourseCo Attendees: Tom Bugbee and Christopher Gay

Liaison attendees: Maintenance manager, Matt Anderson (Touchstone Golf)

2. PUBLIC COMMENTS

None

3. APPROVAL OF MINUTES

Approval of the meeting minutes April 5th, 2022

Motion to approve: S Harrow seconded by G Burr.

Motion carried by the following 4-0-0 vote: AYES: S Harrow, J Brokaw, G Burr, M Harrow, NOES: None, ABSTAINS: none, ABSENT: L. Ferstl

4. COURSE UPDATE

Update on status of golf course operations by CourseCo/Foxtail representative: Chris reported business operations to date re membership, community outreach. Slurry seal completed in April, fixing irrigation leaks, overall course is in pretty good shape

Discussion:

J. Brokaw: thank you so much for passing out flyers for the women's club! Those new players have brought in more new players, it's a big difference, we'll keep it on the radar for next year as well, to make sure people know this group is here

Chris: 18 on Tuesdays, Thursday only 9 for less serious players is a home run/good combo

J Brokaw: North Course was beautiful today

5. OLD BUSINESS

a. None

6. NEW BUSINESS

a. Spring 2022 Maintenance Summary Report – presented by Tom Kelley

Discussion:

T Kelley: South course looks great, a lot of work has been done on the fairways and the greens, the play area looks great, the cart paths have some weeds, out of play area looks normal, looks better than what it was without all the big cracks

J Brokaw: even the T Box on the course was green!

T Kelley: bunkers, fairways, and tees look really good, it's obvious that there has been a lot of work done to the fairways, it's a huge difference. North Course looked really good, sand could be added to hole #1 fairway bunker 17 – not sure if that was done prior to report. At the time of the report, the native grasses need to be cut in the non-play area, but we know the mower is down at the golf course, so it'll get done

Chris: yes, it's on the list once all the parts come in

G Burr: everything looks great!

No additional comments at this time

b. FY 22-23 Budget Presentation presented by Vanessa Garrett

Discussion:

V Garrett: sources of revenue include the base rent, which goes up each year, the City doesn't count on percentage rent so it's not budgeted, regarding operational expenses, more money was put in the general fund for supplies, equipment

replacement, roof leaks, other areas of the facility to plan for repairs this year. There are no salaries in the enterprise fund, as well. There's also about \$5,000 set aside for more trees.

M Harrow: what is the contract services line item?

V Garrett: that is for the cart path budget, it's \$20,000 per year

M Harrow: What is the depreciation for?

V Garrett: I believe we factor in the depreciation of the building and assets

T Kelley: We can put new trees in when CourseCo is ready

J Brokaw: Are people allowed to purchase trees as a memorial? Other courses, I see trees that are dedicated to past players, which is very nice.

T Kelley: no trees at this time, we are working on a bench memorial. Only a certain kind of tree would work on the course due to the salt, sand.

J Brokaw: We'd purchase one of the normal trees and then have a plaque placed on the ground?

T Kelley: Once a plaque is on the ground it becomes maintenance – edging around it, and so on, but we do need benches!

M Harrow: there used to be a memorial bench for a retired city manager in 1986 I believe.

T Bugbee: I thought we paid the pump loan

V Garrett: I will look into it, unsure of the specifics of the agreement

T Bugbee: this is regarding the newest pump, work was done in 2020 or so.

M Harrow: it would be nice to see actual numbers

V Garrett: I can bring in the actual numbers during the Winter meeting, either October or January when the numbers are in.

M Harrow: How does the percentage rent work? Is it done quarterly?

T Bugbee: It's done yearly because it's tier based, so sales need to be audited, and then we get the number. It can get complicated because we work off of a calendar year, whereas the City works off of a July – June fiscal year.

7. COMMITTEE MEMBERS' COMMENTS & REQUESTS

G Burr: a couple of years ago, there was a lot of work done on the bunkers, is that still going to continue? The bunkers look good but a lot of them lack sand

T Bugbee: Still continuing to work on that, and the irrigation system on the south. There have been a lot of productive meetings with the City. We are working on trying to solve this, the project is a high dollar amount so there's no easy solution.

M Harrow: curious about the south course irrigation – how much is that project? A couple million?

T Bugbee: about \$2 million, maybe a little more

M Harrow: is that never going to happen

T Bugbee: The City has been really cooperative, it has to happen at some point. Discussions are healthy, we will eventually come up with something, but it's a huge dollar amount without any increased revenue.

J Brokaw: when is the last time it's been looked at?

T Bugbee: there have been upgrades and repairs over the years, but a complete overhaul was done in the 1990s

G Burr: The bridge situation on south hole 4&6 is a safety issue

T Kelley: next meeting we will all go out and look at it, and come up with some solutions

J Brokaw: Women's restroom has a seat that needs adjusting in ADA Stall

Chris: Will do

Next meeting: October 4th, 5pm.

8. ADJOURNMENT

M Harrow moves to adjourn, S Harrow seconds, meeting adjourns at 5:36 pm.



CITY OF ROHNERT PARK
MEMORANDUM

TO:

FROM: Vanessa Garrett, Director of Public Works

DATE: September 30th 2022

RE: ****DRAFT** Golf Course Performance Monitoring Report – Fall 2022**

The maintenance inspection on the South and North Courses occurred on September 29th 2022.

SOUTH COURSE

1. GENERAL OBSERVATIONS:

The overall appearance for the South Course is poor. The bunkers, fairways and cart paths all look neglected with little to no recent maintenance being done

Overall Rating: fair

Cart Paths

Cart paths (concrete infrastructure) are in fair condition. Cart paths need to be edged, and the debris needs to be removed.

Rating: poor

Fairways

Fairways are green with very few cracking areas.

Rating: Fair

Greens

The greens are firm and appropriately cut.

Rating: Good

Bunkers

The bunkers (sand traps) are in poor condition; they need to be edged and weeds pulled.

Rating: Poor

Out-of-Play Areas

The out-of-play areas are slowing becoming sparse and brown in color. Large cracking is starting in some areas. The trees need to be welled. There are weeds at the bases of most the trees throughout the south course.

Rating: Fair

Maintenance Credit Area (along Golf Course Dr.)

The maintenance credit area is mostly green and had recently been mowed.

The curb, tree wells and signs need to be weeded and or edged.

Rating: Fair

Pro Shop

The Pro Shop looks good and inviting.

AREAS IN NEED OF IMPROVEMENT (noted in previous report):

- **Tree wells need to be weeded. *Still needs to be completed***
- **Tree limbs raised *Still needs to be completed***
- **Weeds in cart paths need to be weeded. Weeds are growing in the pathways. *Still needs to be completed***

RECENT IMPROVEMENTS

- **The South course shows work has been done on the greens**

3. AREAS IN NEED OF IMPROVEMENT (Fall 2022):

- **Tree wells need to be weeded**
- **Tree limbs raised**
- **Weeds in cart paths need to be weeded. Weeds are growing in the pathways.**
- **Cart Paths need to be edged**
- **Bunkers need to be cleaned up and edges need to be defined**
- **Gophers are throughout the course**
- **Ponds need to be edged**
- **Tree limbs need to be picked up and removed**
- **Irrigation heads need to be raised and or adjusted**

NORTH COURSE

1. GENERAL OBSERVATIONS:

The overall appearance for the North Course is good. The fairway turf is green with very little sparse areas. The natural habitat has been mowed. Sand bunkers looked okay needing little work from bunker to bunker. The overall appearance is good.

Overall Rating: Good

Cart Paths

Cart paths looked good. Repairs have been made on Hole 10. With continued work this year hopefully extending in Hole #11

Rating: Fair

Fairways

The fairways appear to be in good condition. With some dry areas throughout the course.

Rating: Good

Greens

The greens continue to look good. The turf is green, healthy, nicely cut and free from discolorations.

Rating: Very Good

Bunkers

Bunkers looked good but need sand on some sand. Check sand depths throughout the course.

Rating: Fair

Out-of-Play Areas

The natural habitat areas look good and recently cut..

Rating: Fair

2. AREAS IN NEED OF IMPROVEMENT (noted in previous report):

- **Weeds in the cart paths need to be removed. *Still needs some attention.***
- **Natural Habitat needs to be mowed. *Has been completed***

3. RECENT IMPROVEMENTS:

- **Overall the North Course looks good.**
- **High weeds and Blackberry shrubs have been removed on hole #5 and #7**

4. AREAS IN NEED OF IMPROVEMENT – Fall 2022:

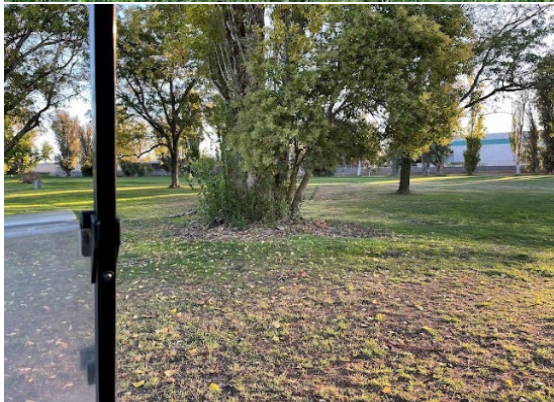
- **Weeds in the cart paths need to be removed and edged.**
- **Debris in paths need to be blown daily**
- **Standing water in some bunkers**

SCHEDULE

ATTACHMENTS

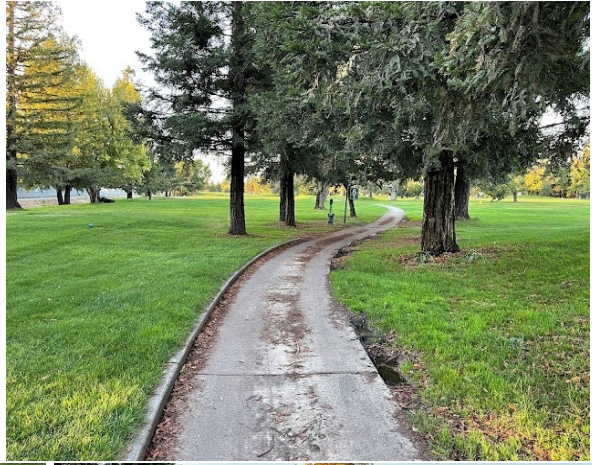
1. Course Photos

South Course













North Course











FOXTAIL GOLF CLUB

GOLF SHOP
CHECKOUT
←
BANQUET
CENTER



CITY OF ROHNERT PARK
MEMORANDUM

TO:

FROM: Vanessa Garrett, Director of Public Works

DATE: January 30, 2023

RE: **DRAFT**Golf Course Performance Monitoring Report – Winter 2023****

The maintenance inspection on the South and North Courses occurred on January 24th and January 30th 2023.

SOUTH COURSE

1. GENERAL OBSERVATIONS:

The overall appearance for the South Course is fair for Winter after the recent storms.

There are still remnants of fallen trees along the Smart Train path and Hole #10

Overall Rating: fair

Cart Paths

Cart paths (concrete infrastructure) are in fair condition. Cart paths have been edged and debris removed recently. Small patches of debris throughout the course from puddles and mud.

Rating: fair

Fairways

Fairways are green with very few cracking areas, some little white flowers throughout the fairways should be sprayed.

Rating: Fair

Greens

The greens are firm and appropriately cut.

Rating: Good

Bunkers

The bunkers (sand traps) are in poor condition; they have been edged and most are weed free. But can use some work after the storms.

Rating: Poor

Out-of-Play Areas

The out-of-play areas are slowly filling in with weeds and look green in color.

Rating: Fair

Maintenance Credit Area (along Golf Course Dr.)

The maintenance credit area is mostly green and had recently been mowed.

The curb, tree wells and signs need to be weeded and or edged.

Rating: Fair

Pro Shop

The Pro Shop has a new layout with additional improvements coming soon.

AREAS IN NEED OF IMPROVEMENT (noted in previous report):

- **Tree wells need to be weeded.**
- **Tree limbs raised**
- **Weeds in cart paths need to be weeded.**

RECENT IMPROVEMENTS

- **The South course shows work has been done following the storms**

3. AREAS IN NEED OF IMPROVEMENT (Winter 2023):

- **Overall the course looks good for the early winter months, but could use some bunker work and storm clean up.**

NORTH COURSE

1. GENERAL OBSERVATIONS:

The overall appearance for the North Course is good. The fairway turf is green with very little sparse areas. The natural habitat has been mowed. Sand bunkers looked okay needing little work after the storm. The overall appearance is good.

Overall Rating: Good

Cart Paths

Cart paths looked good. Repairs have been made on Hole 10. With continued work this year hopefully extending in Hole #11

Rating: Fair

Fairways

The fairways appear to be in good condition.

Rating: Good

Greens

The greens continue to look good. The turf is green, healthy, nicely cut and free from discolorations.

Rating: Very Good

Bunkers

Bunkers looked good but need some sand. And rake work after the storms. Check sand depths throughout the course.

Rating: Fair

Out-of-Play Areas

The natural habitat areas look good and recently cut.

Rating: Fair

2. AREAS IN NEED OF IMPROVEMENT (noted in previous report):

- **Weeds in the cart paths need to be removed.**
- **Natural Habitat needs to be mowed. *Has been completed***

3. RECENT IMPROVEMENTS:

- **Overall the North Course looks good.**

4. AREAS IN NEED OF IMPROVEMENT – Winter 2023:

- **General maintenance needed, but looks good overall for Winter.**

SCHEDULE

ATTACHMENTS

1. Course Photos

FOXTAIL GOLF CLUB



GOLF S
CHECK
←

BANQ
CENT
STRAIGHT A

Pro Shop

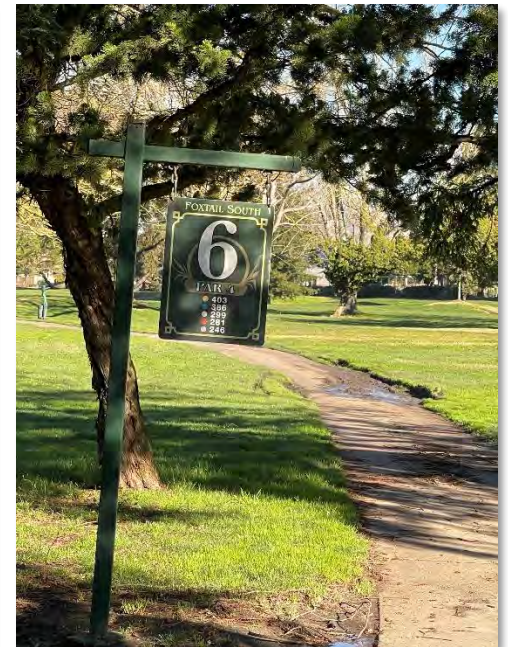


South Course

























North













Golf Course Club House

Detailed Report

Address: 100 Golf Course Drive, Rohnert Park, CA 94928

Statistics

Year Built:	1989
Building Additions:	1997
CIP Projects	Banquet Hall Mechanical Well Roof Replacement Project - Project No. 2020-32
Building Area:	7400 SF

FCA Summary

Capital Renewal Cost:	\$883,550
FCI:	0.105
Condition Score:	C
Condition Rating:	Poor
Replacement Cost:	\$8,393,000
Replacement Cost/SF:	\$1,132



Golf Course Pro Shop, Snack Bar and Cart Barn Detailed Report

Address: 100 Golf Course Drive, Rohnert Park, CA 94928

Statistics

Year Built:	1989
Building Area:	10,500 SF

FCA Summary

Capital Renewal Cost:	\$924,970
FCI:	0.119
Condition Score:	C
Condition Rating:	Poor
Replacement Cost:	\$7,767,000
Replacement Cost/SF:	\$737

