

GOLF COMMITTEE REGULAR MEETING

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

DATE: MARCH 8, 2011
ACTION



I. PROCEDURES

- A. Call to Order Brian James called the meeting to order at 5:02 p.m. and asked for a roll call.
- B. Roll Call Committee members Brian James (Chairman), Ed Czech, Pam Fain, Charles Nelson and Brent Redman (Pro) were present and constituted a quorum. Vice-Mayor Don Dent attended as Ex-Officio member. Golf Course Superintendent Marty Yerian and Administrative Assistant Pamela Galvan represented City Staff.
- C. Adopt Agenda Brian James moved to adopt the agenda as presented, Ed Czech seconded and the motion carried 6-0.
- D. Approval of minutes: November 15, 2010 Pam Fain moved to approve the minutes of November 15, 2010 as presented. Charles Nelson seconded and the motion carried 6-0.

II. AGENDA ITEMS

- A. Discuss position with regard to cart fleet Brian James opened the discussion with the previously discussed need for 35 new carts. Marty Yerian noted that Joe Duffy, Interim City Manager, was looking into whether or not this purchase would fit into the budget. Marty Yerian addressed the cost for Yamaha to repair 30 plus seats and went on to mention that E-Z Go has an easy seat replacement. Marty Yerian was looking into two manufacturer's carts: Yamaha and E-Z Go. Brent Redman inquired on noise difference between the two. Marty Yerian responded, "the same." Ed Czech inquired on the price difference, Marty Yerian responded with "not until we have a bid." No action is needed until a report is received from Joe Duffy.
- B. Discuss conditions for tournaments Brent Redman noted phones are ringing for group bookings, and bookings are up from previous years. Brent Redman presented a new contract for tournaments that he has been sending out. Brian James suggested contract be approved by Council at their next meeting.
- C. Discuss course improvements Brian James mentioned their last discussion on several maintenance issues, including sprinklers, new equipment, etc. Marty Yerian stated "nothing has changed" and they moved on. Marty Yerian brought up a tree issue on the 5th hole and the need for it to be removed. It may be infested with Bark Beetle. Chuck Nelson suggested having the Forest Service come out to take a look and advise us of the condition of the tree before removal. Brent Redman inquired on the new sand placement on the 16th hole. Marty Yerian informed the group that the elk have destroyed it.

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- D. Update on Maintenance position with regard to budgetary reductions
Brian James inquired about adding seasonal staff and Marty Yerian said he would like to wait and see what happens. Brent Redman mentioned that other properties have reduced and are making do without additional hires right now. Brian James noted the decline in condition of courses when there is a reduction in staff. Don Dent noted compliments he has heard on the condition of Elephant Rocks.
- E. Approve on new scorecards
Brent Redman presented samples of the new card and discussed how 20,000 cards would last over three years and that 10,000 would last approximately one year. Brent Redman suggested the possibility of purchasing only 10,000 with the idea that perhaps we might want to make changes to the card in a year from now. The number of cards to be ordered was not decided. Brent Redman suggested adding a “watermark” to them; all agreed in favor. The committee gathered in Susan Kerley’s office to view the sample card on the computer. Brent Redman will email the card to those who would like to view at another time. Highland Meadows Realty will sponsor the cost of the cards, 20,000 for \$1,300. Brent Redman suggested asking Highland Meadows to sponsor 10,000 instead with the option to change graphics after (1) year. There would be a cost difference to break up the purchase of 20,000. Brian James made a motion to give Brent Redman the authority to move forward with the cards. Pam Fain seconded, and the motion carried 5-0.
- F. Set date, time and location for next meeting
Next meeting is scheduled for Monday, May 2nd at 5:00 p.m.

III. REPORTS AND INFORMATIONAL ITEMS

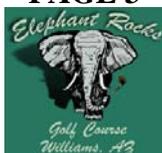
- A. Ex-Officio and Committee Members
Marty Yerian brought up yardage markers, cost and size, no se-up fee at \$90.00, aluminum signs. Also, confirmed a re-roof this Spring. Don Dent asked to schedule for the next agenda discussion possibility of sponsors for yardage signs but concerned with sign codes.

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B. City Staff

Marty Yerian noted "Opening day" at Elephant Rocks is scheduled for Friday, March 18th, 2011.

IV. ADJOURN

Brian James moved to adjourn, Pam Fain seconded and the motion carried 5-0. The meeting adjourned at 5:45 p.m.

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**DATE: MAY 2, 2011
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I. PROCEDURES

- A. Call to Order Brian James called the meeting to order at 5:01 p.m. and asked for a roll call.

- B. Roll Call Committee members Brian James (Chairman), Ed Czech, Bob Delander, Charles Nelson and Brent Redman (Pro) were present and constituted a quorum. Vice-Mayor Don Dent attended as Ex-Officio member. Golf Course Superintendent Marty Yerian and City Clerk/HR Director Susan Kerley represented City Staff.

- C. Approval of minutes: March 8, 2011 Ed Czech moved to approve the minutes of March 8, 2011, as presented. Charles Nelson seconded, and the motion carried 5-0.

- D. Adoption of Agenda Bob Delander moved to adopt the agenda as presented. Chuck Nelson seconded, and the motion carried 5-0.

II. AGENDA ITEMS

- A. Update from Council meeting regarding possible ball field on "new clubhouse" location

Brian James summarized: Two weeks ago, the President of Little League made a presentation to City Council to use land adjacent to the golf course as a Little League field. The Committee needs to consider whether this would be a suitable activity to be adjacent to the golf course. The plan attached to the wall hanger is for a temporary practice field with a portable back stop.

Councilman Dent explained that just a patch of grass is needed for baseball, softball, and soccer practices. It can be either rectangular or square. If a ball player were struck by a golf ball, the liability would be that of the golfer hitting the ball. The City owns 18 acres off Airport Road that could become a sports complex. However, that would take several years of planning and money. The only place the City has with water is the parcel at the Golf Course. Grass could be grown in a year's time. Limited parking would have to be on the street. As a practice facility, no games would be held there. Right now, this is just a proposal, not a done deal.

Bob Delander said that one concern from a golfer's point of view would be distraction from the game.

Brian James commented that Marty has too much to do with the Golf Course without taking on additional responsibilities at the practice field.

Councilman Dent agreed that Marty is short-staffed but with additional jobs, he'll get help more quickly when the City begins hiring again. One possible issue with the property off Airport Road is that it is an old sawmill site. It could have old metals, etc., mixed with the soil.



Brian James said that a statement from this Committee should be sent to City Council.

Marty Yerian commented that the City controls the land, and it can be controlled like the Golf Course. It does not have to be open to the public. Bob Delander asked how long the property would be used as a practice field, and Councilman Dent replied that it would be used until a ball field or club house is built.

A motion was made by Ed Czech to approve the following proposal, and it was seconded by Bob Delander. The motion carried 5-0.

PROPOSAL FROM GOLF COMMITTEE TO CITY COUNCIL

As the facility is proposed to be just a training area for junior sports with no matches, the area is more suitable than originally proposed.

The Golf Committee is concerned about:

1. Danger to users being hit by golf balls.
2. Damage to vehicles parked around the area.
3. That the area will become used as a general recreation area.
4. The maintenance of the facility will fall upon the golf course crew who are already stretched and short of funds.

B. Update position with regard to new carts.

Marty Yerian said that carts were ordered that morning for delivery in the middle of June or the first of July. The carts will be 2012 Yamaha carts. They are keeping the three-year-old carts and will end up with 65 carts. The new carts are the same color as the old ones and use the same keys.

C. Update on new scorecard

Brent Redman said that the new scorecards were shipped to Elephant Rocks last Friday so they are on their way. Once they arrive, he will throw out the old cards and use the new ones.

D. Unresolved maintenance issues.

Marty Yerian said that Young Life offered 800 to 1,000 yards of sod. However, Marty does not have the manpower to put the sod in and keep it wet. Brian James asked if the Committee could point out to the City that more workers are needed. Councilman Dent said that members of the Committee could attend the Budget Meeting in May. He would like to turn all grass in the City over to Marty.

Brian James mentioned grass in the bottom of both ditches on Hole #13. Marty said that it can take 2-3 days to dig this out and use a chemical. Brian said that if the grass is left, the ditches could become hazards. So, Marty will leave the grass in both

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ditches.

- E. Replacement of trees. Marty said that they removed two poplar trees on #5 that were shooting trees up in bunkers. There will be a dead pine tree on #15 in a couple of months. Also, three trees between #4 and #5 and another on the tee box at #9 will be lost.
- F. Discuss possibility of sponsors for yardage signs and sign markers. The issue is the permanence of signs. If they are stored every winter, they might be considered temporary signs. Better tee marker signs are needed. Each attendee was asked to think about what they want for tee marker signs. It was suggested that only business' names appear on the signs, not their logos. For 18 holes, the signs will cost more than \$30,000.
- G. Set date, time and location for next meeting. The next meeting is scheduled for Monday, August 1st at 5:00 p.m.

III. REPORTS AND INFORMATIONAL ITEMS

- A. Ex-Officio and Committee Members. None
- B. City Staff. None

IV. ADJOURN

Brian James moved to adjourn, seconded and the motion carried 5-0. The meeting adjourned at 5:45 p.m.

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DATE: AUGUST 2, 2011
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I. PROCEDURES

- A. Call to Order Brian James called the meeting to order at 5:00 p.m. and asked for a roll call.
- B. Roll Call Committee members Brian James (Chairman), Ed Czech, Bob Delander, arrived at 5:26; Charles Nelson, Pam Fain, Tom Hughes and Brent Redman (Pro) were present and constituted a quorum. Vice-Mayor Don Dent attended as Ex-Officio member. Golf Course Superintendent Marty Yerian and Administrative Assistant Pamela Galvan represented City Staff.
- C. Approval of minutes: May 2, 2011 Charles Nelson moved to approve the minutes of May 2, 2011, as presented. Ed Czech seconded, and the motion carried 6-0.
- D. Adoption of Agenda Ed Czech moved to adopt the agenda as presented. Chuck Nelson seconded, and the motion carried 6-0.

II. AGENDA ITEMS

- A. Discuss improved tee yardage signs.
- Brian James opened the discussion with asking for ideas on advertising. He noted Tim Pettit confirmed that the signs must be less than 6' square.
 - The cost for 18 holes is \$30,000.00; the cost for sponsors would be \$1,500.00 for 5 years; includes advertisement, breakdown to \$300.00 per year.
 - Discussed the type of materials to be used.
 - Tom Huges added he felt we needed to see revenue within the first, second and third years. Brian James noted that the city does not have the upfront money to provide the signs so we must seek sponsorship.
 - Don Dent noted that Clean N Beautiful increased their costs and lost advertisers.
 - Tom Huges inquired as to the length of time the sign would last.
 - Brian James suggested a sponsor's night at the course.
 - Brent Redman asked the question "do we want to spend \$30,000.00 on signs?"
 - Don Dent noted how nicer signs would attract sponsors.
 - Brent Redman and Marty Yerian will do research on types, styles and cost of yardage signs, on ground vs. posted.
 - Ed Czech spoke of type of businesses to target for

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advertising.

- Brain James noted attractions, lodging, restaurants and realtors could be some to the businesses to approach.
 - Don Dent suggested Sign-O-Rama in Flagstaff would be a good source of information on signage for tee signs.
 - Brain James requested that samples and costs be reviewed next meeting, Monday, October 24th, 2011.
 - Marty Yerian noted this project is for next season 2012
 - Chuck Nelson and Don Dent noted that there needs to be given lead-time in the production of the signs; it needs to be taken into consideration for ordering.
- B. Acknowledgment of Ed Payne at the golf course.
- Brain James noted the loss of Mr. Ed Payne and would like to do something in his honor; he asked for opinions from the committee.
 - Brent Redman spoke of a “bell” of some sort made by Mr. Gibbson and perhaps adding a plaque to it. As far as location, a starter box on the 1st tee would be a good. Jerry is going to bring it to the course. This will be for next year.
 - Brain James suggested naming the Club House; Ed Payne Club House or pavilion. He asked that everyone think about it for now and the committee will review additional suggestions at the next meeting.
- C. Discuss standard bench design and cost.
- Brent Redman asked that all note the web address of outdoorbenches.com; \$699.00 includes engraving and delivery. He suggested going to the site and looking at the variety of benches, they sell i.e. trek deck composition.
 - Tom Hughes stated that he has seen benches at Home Depot and Lowes. He inquired if they planned to provide them on each hole.
 - Brain James wants a standard design because there are already a request for two (2) at this time.
 - Tom Hughes will obtain a photo of the bench for the next meeting.
- D. Discuss replacement of trees.
- Marty Yerian stated we are continuing to lose more trees. He moved four (4) trees and three (3) of them have survived. Holes 17, 9 and 2 have survived.
 - Brent Redman asked why all of a sudden there are such

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losses. Marty Yerian could not answer.

- Tom Hughes inquired if we know why they are dying.
 - Bob DeLander questioned if there was something in common. Marty Yerian noted there is nothing consistent.
 - Chuck Nelson will call Mark (or someone else) to come out and check the trees for their demise.
- E. Discuss maintenance issues.
- Brain James took a moment to thank Marty Yerian for the outstanding upkeep of the course.
 - Don Dent too, noted that he had overheard comments regarding the fabulous condition of the course.
 - Brent Redman noted the people talking of cart uniformity.
 - Marty Yerian spoke of the squeaking carts (old); Yamaha is looking into this.
 - Brent Redman stated that he was grateful for the first year furniture, second year bunkers and now third year carts.
 - Don Dent mentioned a group of young golfers commenting on the affordable cost and great condition of the course; how they are going to tell their friends about it.
 - Marty Yerian had some of the cart seats replaced (received them back with incorrect colored seats (black)) and they are being returned for appropriate color. Yamaha seats are good for 3 years.
- F. Set date, time and location for next meeting
- The next meeting is scheduled for Monday, October 24th at 5:00 p.m.

III. REPORTS AND INFORMATIONAL ITEMS

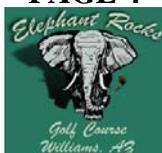
- A. Ex-Officio and Committee Members
- Brent Redman spoke of the “great” month they just had since his coming on board. He is shooting for the same revenue next month.
- B. City Staff
- Marty Yerian has ordered used equipment.
 - Don Dent spoke of the used equipment, cost and timing.
 - Brent Redman noted they are up 500 rounds this year from last.
 - Brent Redman inquired on placing rocks into the drainage ditch for appearances. Mary Yerian noted that eventually

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the silt would rise up and cover them.

- Don Dent suggested cementing it in first then adding the rocks.

IV. ADJOURN

Pam Fain moved to adjourn, Tom Hughes seconded and the motion carried 7-0. The meeting adjourned at 5:50 p.m.

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DATE: OCTOBER 24, 2011
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I. PROCEDURES

- A. Call to Order Brian James called the meeting to order at 5:00 p.m. and asked for a roll call.
- B. Roll Call Committee members Brian James (Chairman), Ed Czech, Bob Delander, Charles Nelson and Pam Fain were present and constituted a quorum. Tom Hughes and Brent Redman (Pro) were not present. Administrative Assistant Pamela Galvan represented City Staff.
- C. Approval of minutes: August 2, 2011 Ed Czech moved to approve the minutes of August 2, 2011, as presented. Bob DeLander seconded, and the motion carried 5-0.
- D. Adoption of Agenda Pam Fain moved to adopt the agenda as presented. Chuck Nelson seconded, and the motion carried 5-0.

II. AGENDA ITEMS

- A. Discuss samples and costs of tee yardage signs. (Brent Redman and Marty Yerin) *(Tabled until next meeting Monday, December 5th ; presenters not in attendance.)*
- B. Acknowledgement of Ed Payne at the golf course and review additional suggestions. (Group)
- Brian James went over the “bells” with a plaque that Brent had suggested at the previous meeting. Mount it on the edge of a low brick box that holds sand. Bob DeLander and Pam Fain like the idea.
 - The cost will be discussed at the next meeting.
 - Bob DeLander suggested that perhaps the city would pick up the cost.
 - Brian James noted that Marty Yerin (Golf Course Superintendent) would need to submit a P.O. to City Council if the funds are not available in his budget for the bell.
- C. Discuss standard bench design and cost. (Tom Hughes) *(Tabled until next meeting Monday, December 5th ; presenter not present.)*
- D. Discuss rates for 2012 and make
- Brian James stated that they usually maintain the rates from the year before and noted that the golf course did

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recommenda
tion to
Council.

exceptionally well this year.

- Bob DeLander stated that we had a nice year because we have a nice course.
- Bob DeLander recommended we propose to Council to keep the 2011 rates for 2012. All agreed.

E. Discuss the
aerofying
schedule for
2012

- Brian James noted that aerofying was normally scheduled for the Tuesday following Labor Day; the greens usually recover one week after. This year the City Hall delayed it by three weeks and the greens have still not recovered and will not at this point due to the delay. Brent wanted to make sure it is recommended or ensure that the 2012 aerofying schedule return to the Tuesday after Labor Day.

Brent proposed the motion to make aerofying the Tuesday after Labor Day. Brian James seconded the motion and it carried 5-0.

F. Discuss
possibilities
for dust
suppression
on the drive
and parking
lot.

(Tabled until next meeting Monday, December 5th.)

G. Clarify
position
regarding
non-golfing
activities on
golf course.

- Brian James noted that there should be a posting at the course where all of this information should be, i.e. sign.
- It was mentioned that the HOA should circulate a notification to all resident on the course.
- Pam Fain said, “We need to make a decision in relation to when and if open or closed” activities could or should be allowed.
- The group went through a list of activities that currently take place on the course when open and closed.
- Persons walking on the Golf Course *(Group agreed, not allowed)*
- Persons walking their dogs on the Golf Course *(Group agreed, not allowed)*
- Persons fishing on the Golf Course *(There was much discussion on the location)*

Ed Czech made a motion to post a sign “Fish at your own risk”.

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Charles Nelson seconded the motion and the motion carried 5-0.

- Persons practicing on the Golf Course after it is closed (*Group agreed, not allowed on course*)
- Snow play and Cross Country Skiing (*Discussion is tabled until Marty can have input on this item. Tabled until next meeting Monday, December 5th*)

H. Set date, time and location for next meeting

The next meeting is scheduled for Monday, December 5th at 5:00 p.m.

III. REPORTS AND INFORMATIONAL ITEMS

A. Ex-Officio and Committee Members

- Chuck Nelson spoke of the dying trees. He stated that it was concluded due to an accumulation of salt that was killing the trees. Regarding hole 16, the area is too wet and that the trees with bugs need to be removed.
- Brian James noted that the tree between holes 4 & 5 looks much healthier now.
- Pan Fain inquired as to the type of trees we might replace the diseased trees with; she likes a variety of trees i.e. poplar, etc.

B. City Staff

- None

IV. ADJOURN

Pam Fain moved to adjourn, Chuck Nelson seconded and the motion carried 5-0. The meeting adjourned at 5:40 p.m.

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DATE: DECEMBER 05, 2011
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I. PROCEDURES

- A. Call to Order Brian James called the meeting to order at 4:55 p.m. and asked for a roll call.
- B. Roll Call Committee members Brian James (Chairman), Ed Czech, Bob DeLander, Charles Nelson, Pam Fain and Tom Hughes were present and constituted a quorum. Brent Redman (Pro) was not present. Administrative Assistant Pamela Galvan and Golf Course Superintendent Marty Yerian represented City Staff.
- C. Approval of minutes October 24, 2011 Chuck Nelson moved to approve the minutes as presented. Ed Czech seconded, and the motion carried 6-0.
- D. Adoption of Agenda Pam Fain moved to adopt the agenda as presented. Chuck Nelson seconded, and the motion carried 6-0.

II. AGENDA ITEMS

- A. Discuss samples and costs of tee yardage signs. (Brent Redman and Marty Yerin)
- Marty Yerian presented several types of yardage signs to the Committee.
 - The cost of the signs is approximately \$18,000; cost includes advertising.
 - Brian James inquired on the material of the signs; Marty noted, "Acrylic."
 - Brian James asked Marty Yerian what he likes; likes the acrylic signs.
 - Brian James asked the Committee if they felt they could sell the ads at \$1,000.00 each to cover the cost of the signs.
 - Brian James asked the Committee if they felt that \$1,000.00 for 5 years of advertising is fair. Pam Fain said she thought it sounded fair; the committee agreed to the pricing.
 - Brian James proposed to raise the first holes cost for advertising to \$1,250.00 because of its location and the amount of exposure the ad would receive. The Committee liked the idea and agreed to it.
 - Brain James, Ed Czech and Tom Hughes will solicit local business for ads and if needed, broaden the distance of business depending on the results.
- B. Discuss standard bench design and cost. (Tom
- Tom Hughes handed out information regarding various styles of benches.
 - It is noted the benches are for memorial purposes and

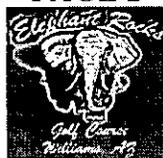
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Hughes)

an attempt for consistency in style at the course.

- The Committee felt the best sizes to offer would be 4 and 6-foot benches.
- Brian James said, "We need to stick to a type or style of bench throughout the course; all agreed upon a style."

Tom Hughes made a motion to approve the agreed upon style of bench, for the sale and purpose of memorials at the golf course. Pam Fain seconded the motion and the motion carried 6-0.

C. Discuss possibilities for dust suppression on the drive and parking lot.

- Marty Yerian stated that it would cost \$60,000.00 to pave the drive/road from the street to the parking area.
- Marty spoke of a chip seal and the need for non-chlorinated and non-salt base, polymer material that you would water to reactive it.
- Two totes would cost \$4,650.00 just for the product, we would have to apply it with water trucks.
- Marty Yerian mentioned that the police department might possibly be obtaining a grader for the golf course.
- Brian James said that asphalt was in the 5-year plan but was put on hold.
- Marty Yerian stated. "Something needs to be done." He explained that the product he mentioned is the same product used to make cart paths.
- Brian James asked if he should go the Counsel to request \$5,000.00 for the product. Marty responded, "Yes."

Brian James made a motion to approach the Counsel for the dust suppression materials fund of \$5,000. Ed Czech seconded the motion and it carried 6-0.

D. Clarify position regarding non-golfing activities on golf course.

- Tom Hughes questioned limiting fishing to a specific area.
- Marty Yerian said just post a "no fishing" sign.
- Bob DeLander said posting is important. Everyone agreed to no fishing. Marty Yerian said he would post the sign.
- Bob DeLander and Ed Czech spoke of posting a "no trespassing" sign. On holes 5, 8, 9 and 18, there appears to be snow play and the signs would be

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addressing this issue as well.

- Marty Yerian said because it is a public course, he would feel better about the posting after taking this issue to the City's attorney first.
- Brian James inquired as to the location of posting; at the opening.
- It was suggested that the HOA should circulate a notification to all residents on the course of the issues and restrictions/no trespassing. It was noted that the HOA has sent out letters in the past.
- Marty Yerian said that we should first check with the City's attorney on these issues first before addressing the HOA and posting signs.

E. Acknowledgement of Ed Payne at the golf course and review additional suggestions.
(Group)

- Brian James spoke of the need of a plaque and the cost being approximately \$200.00; the bell is \$80.00.
- Brian James suggested the need of a brick box to hold sand, scorecards and the water bucket.
- Brian James will make the brick box supplied with the brick from the course.
- Brent Redman and Marty Yerian are to get together this spring regarding final details.

F. Set date, time and location for next meeting

The next meeting is scheduled for Monday, March 5th at 5:00 p.m.

III. REPORTS AND INFORMATIONAL ITEMS

A. Ex-Officio and Committee Members

- Brian James presented a booklet that Elephant Rocks Golf Course is advertised in for 2012; it is given out with one's membership.

B. City Staff

- None

IV. ADJOURN

Pam Fain moved to adjourn, Chuck Nelson seconded and the motion carried 6-0. The meeting adjourned at 5:59 p.m.

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A handwritten signature in black ink, consisting of a large, stylized initial 'B' followed by a long horizontal stroke.

Chairperson

Attest:

A handwritten signature in black ink, appearing to be "Janet" followed by a long horizontal stroke.