



Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

Golf Operations Committee Meeting

March 11, 2024

7pm or immediately following the Parks and Properties Committee Meeting
Joe Doud Administration Building, 545 Academy Drive

AGENDA

- I. Call to Order – Chair Schyman; Members Chambers and Silverman
- II. Recognition of Visitors
- III. Approval of Meeting Minutes
3/11.1 Golf Operations Committee Meeting of February 16, 2023
- IV. Informational Items/Verbal Updates
A. Golf Course Architect Selection Process
- V. Unfinished Business
- VI. New Business
- VII. Old Business
- VIII. Next Meeting – To be Determined
- IX. Adjournment

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Daily Herald, Village of Northbrook
Posted on Park District Website: nbparks.org

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at 847-291-2960, Monday through Friday 8:30am until 5:00pm, or by email to eloftus@nbparks.org at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at 800-526-0857.



NOT POSTED
Board of Park Commissioners
Golf Operations Committee
Meeting Minutes

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MINUTES of the Golf Operations Committee Meeting of the Northbrook Park District Board of Commissioners held on Thursday, February 16, 2023 in person in the Joe Doud Administration Building at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:33pm by Chair Ziering.

Members Present – Chair Ziering; Member Simon

Member Absent – Member Schyman

Ex-Officio Members Present – Commissioners Chalem, Chambers, Curin and Goodman

Staff Present – Executive Director Hamer; Directors Baron, Loftus, Tokar and Scovic; Superintendent of Athletics & Facilities Shields; Business Manager Drahos; Parks Division Manager Meyer; Fleet & Facilities Manager Truhlar; Head PGA Professional Bilitier; Northbrook Golf Academy Supervisor Wenzel; Assistant Golf Superintendent Holt

RECOGNITION OF VISITORS

Edward Chao, Northbrook resident

APPROVAL OF MINUTES

Commissioner Simon moved to approve the Minutes of the Golf Operations Committee Meeting of February 16, 2022. Chair Ziering seconded the motion. Motion passed by voice vote.

INFORMATION ITEMS/VERBAL UPDATES

Golf Operations Presentation

Director Baron introduced the Golf Operations team, provided an overview of Golf services and reviewed the organizational chart. Director Baron provided information on performance trends and noted that 55,649 rounds were played at Heritage Oaks Golf Club and 15,078 rounds were played at Anetsberger Golf Course. 2023 greens fees and competitive rates were discussed. EZLocator was implemented and is designed to offer more course combinations and variety for players and to provide detail to guide pin placement location for Golf Maintenance staff. Club Car Shark Experience was approved but has not been installed due to chip issues. The Practice Range was awarded the GRAA Top 50 Public Range in the country. The Practice Range features TrackMan technology. In 2022, 32,437 baskets were sold. The Full Swing Golf Simulators recorded 1,850 rental hours. Golf Instruction Supervisor Wenzel provided an update on the Northbrook Golf Academy. Academy instruction is comprised of youth and adult clinics, youth camps and youth leagues. Revenue and participation increased in 2022. The Academy has been growing steadily and the pandemic grew the game. Supervisor Wenzel was recognized by GRAA Top 100 Growth of the Game Teaching Professional. PGA Professional Bilitier provided information on Golf Operations including group play, golf events and Golf Shop merchandise. Sips & Tips is a new adult event and has been well attended. The Men's Championship had a decline in participation due to the event being moved to September. Heritage Oaks Golf Club received 100 requests to host golf outings and accommodated approximately 50. Events cater food through Acorn Grill + Terrace. PGA Professional Bilitier provided information on Golf Shop sales at Heritage Oaks and Anetsberger. In 2023 the merchandise assortment plan at Heritage Oaks Golf shop will include major brands such as Levelwear, Footjoy, Ecco, Tail Activewear, Callaway, Titleist, Ping, TaylorMade, Adidas and lululemon. Director Baron provided an overview of Acorn Grill + Terrace. The District has a 5-year license agreement with Open Kitchens. Parks Division Manager Meyer provided an overview of the Golf Maintenance department and highlighted the organizational chart, tree maintenance, irrigation, daily tasks and stewardship. Director Baron reviewed awards received in 2022. Heritage Oaks Golf Club was recertified as a Certified Audubon Cooperative Sanctuary. Commissioners engaged in a question-and-answer session. Chair Ziering thanked staff for the presentation.

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UNFINISHED BUSINESS

NEW BUSINESS - None

OLD BUSINESS – None

NEXT MEETING

The next Golf Operations Committee Meeting date is to be determined.

ADJOURNMENT

With no further business, the Meeting was adjourned at 8:18pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary
Board of Commissioners/wap



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MEMORANDUM

To: Golf Committee
From: Chris Leiner, Executive Director
Greg Baron, Director of Golf Operations
James Kim, Director of Parks & Properties
Agenda Item: IV. A. Golf Course Architect Selection Process
Date: March 8, 2024

Background:

In preparation for the discussion on the interview method preferred by the Committee for the Golf Course Architect Request for Qualifications (RFQ) process, staff has provided the three submissions received by the District. The District solicited seven different vendors and received three submissions. Staff proposes three different options for consideration by the Committee:

Full Board of Commissioner Interview:

Consultants would interview with the entire Board of Commissioners. This was the process undertaken in October 2023 for the Construction Manager at Risk firm.

Ad Hoc Board/Staff Committee:

A committee comprised of up to two Commissioners and staff would interview the consultants. Based on these interviews, a consultant could be recommended to the Board for an interview or contract approval.

Staff Level Interview:

Staff would interview consultants, and the leading firm(s) would be brought in front of the Board of Commissioners or Golf Committee for a final interview.



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MEMORANDUM

To: Golf Committee
From: Chris Leiner, Executive Director
Greg Baron, Director of Golf Operations
James Kim, Director of Parks & Properties
Agenda Item: IV. A. Golf Course Architect RFQ Staff Evaluation
Date: March 8, 2024

Background

Golf Committee Chair Schyman requested that staff provide the Board of Commissioners with the three Request for Qualification (RFQ) responses received by the District for the professional service of providing a Golf Course Infrastructure Master Plan. Chair Schyman also asked staff to provide a high-level pro and con evaluation of each submission. In staff's evaluation, one package rose above the rest for consideration.

Raymond Hearn Golf Course Designs Inc:

Pro: The principal consultant has experience in the design and operations side of the industry. Additionally, he has received numerous national awards for projects.

Con: The consultant lacks experience working for a park district in Illinois. His firm is based out of Michigan, and the application package is incomplete. The firm did not submit the entire team of subconsultants on the projects as requested (page 34). The RFQ contains no project cost information as requested. Staff found much of the nine pages of text submitted to substantiate the principal's experience difficult to read and irrelevant. Staff felt the inclusion of scholarships awarded in high school in 1979 was irrelevant to the questions posed in the RFQ and indicative of recycling submissions between multiple projects. A significant component of this infrastructure report will be to convey information in writing in a professional, efficient manner. The electronically submitted RFQ was provided in draft form, with random areas highlighted. Printed RFQs that were furnished were different from the electronic version.

Emergency 9 Golf:

Pro: The firm is based out of Lake Bluff, Illinois. The firm principals are local to the area and have provided pro bono services to assist the Lake Bluff Park District. The submission package was presented in a professional and concise fashion.

Con: The firm has very little experience working for a park district in Illinois, and the application package is incomplete. The firm did not submit the entire team of subconsultants on the projects as requested (page 13). The RFQ contains no project cost information as requested. Most of the firm's experience is in the country club realm. There were four projects presented, of which only two have been implemented, and one of the four was completed by a principal at a different firm.

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Quitno Golf Designs, Inc. with Michael J. Benkusky, Inc.:

Pro: The firm is based out of Park Ridge, Illinois. The two principals noted in the RFQ partnered together; they are local to the area and are very well known in the park district market. The firm provided strong references from the Arlington Heights, Schaumburg and Wheeling Park Districts. The submission package was presented in a professional and concise fashion. The cost estimating subconsultant is considered the industry leader in this area. They were also the only firm to submit any project cost data. Also, Quitno Golf Designs mentioned their experience related to the Anetsberger Golf Course. This firm was the only consultant to submit a completed package.

Con: While costs are not included in the RFQ, it is likely that due to this firm's footprint in our industry, the District will have less negotiating power.

Overall Evaluation: In reviewing the packages, the staff believe that the strongest submission was provide by Quitno Golf Designs, Inc. with Michael J. Benkusky, Inc.