



# City of Longview

1525 Broadway  
Longview, WA 98632  
www.ci.longview.wa.us

## Agenda

### Mint Valley Golf Advisory Board

Wednesday, April 16, 2025

4:00 PM

Parks & Recreation Board Room  
2920 Douglas Street

**NOTICE IS HEREBY GIVEN**, in accordance with RCW Chapter 42.30, that the Mint Valley Golf Advisory Board of the City of Longview, Washington, will be holding a meeting on Wednesday, January 18, 2023 at 4:00 p.m. in the Conference Room, at the Recreation Office, 2920 Douglas Street, Longview. The meeting is also available online. **NOTICE IS HEREBY GIVEN**, in accordance with RCW Chapter 42.30, that the Mint Valley Golf Advisory Board of the City of Longview, Washington, will be holding a meeting on Wednesday, January 18, 2023 at 4:00 p.m. in the Conference Room, at the Recreation Office, 2920 Douglas Street, Longview. You may also join the meeting online with the details below.

[Click here to join the meeting](#)

Meeting ID: 280 177 959 282

Passcode: LwwuUM

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692,,373459110#](#) United States, Los Angeles

[+1 347-973-4395,,373459110#](#) United States, New York City

Phone Conference ID: 373 459 110#

The Recreation Office is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the Office at 360.442.5400 48 hours in advance if you require special accommodations to attend the meeting.

1. **HYBRID MEETING**

- 25- **NOTICE IS HEREBY GIVEN**, in accordance with RCW Chapter 42.30, that the Mint Valley
- 0037 **Golf Advisory Board of the City of Longview, Washington, will be holding a meeting on**
- 2 **April 16, 2025 at 4:00 p.m. in the Conference Room at the Parks & Recreation Office located at 2920 Douglas St., Longview. The meeting is also available online and/or via telephone.**

### Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 280 177 959 282

Passcode: LwwuUM

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692,,373459110#](#) United States, Los Angeles  
[+1 347-973-4395,,373459110#](#) United States, New York City  
Phone Conference ID: 373 459 110#  
[Find a local number](#) | [Reset PIN](#)  
[Learn More](#) | [Meeting options](#)

---

The Recreation Office is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the Recreation Offices at 360.442.5400 48 hours in advance if you require special accommodations to attend the meeting.

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

25-00133 MVGAB Draft Meeting Minutes - 01.29.2025

4. **CONSTITUENT COMMENTS**

5. **BOARD MEMBER COMMENTS**

6. **REPORTS**

25-00373 A. Pro Shop Operations Report  
B. Directors Report (Jan & Feb Embedded, March Handout)

7. **OLD BUSINESS**

8. **NEW BUSINESS**

25-00374 A. Proposed Golf Course Reorganization (Information & Discussion Only)

9. **ADJOURNMENT**

25-00375 Next meeting scheduled for July 16, 2025 at 4:00 PM



# City of Longview

1525 Broadway  
Longview, WA 98632  
www.ci.longview.wa.us

## Minutes

### Agenda

## Mint Valley Golf Advisory Board

Wednesday, January 29,  
2025

4:00 PM

Recreation Office, 2920 Douglas

#### 1. HYBRID MEETING

25- NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Mint Valley  
0012 Golf Advisory Board of the City of Longview, Washington, will be holding a special meeting  
3 on January 29, 2025 at 4:00 p.m. in the Conference Room at the Parks & Recreation Office  
located at 2920 Douglas St., Longview. The meeting is also available online and/or via  
telephone.

### Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 280 177 959 282

Passcode: LwwuUM

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692,,373459110#](#) United States, Los Angeles

[+1 347-973-4395,,373459110#](#) United States, New York City

Phone Conference ID: 373 459 110#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

The Recreation Office is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the Recreation Offices at 360.442.5400 48 hours in advance if you require special accommodations to attend the meeting.

#### 2. ROLL CALL

*Members Present: Member Kenneth Pence, Board Member Kami Dexter, Board Member Jordan Slach, Board Member Director Ken Hash, Jordan Burns*

*Members Absent: N/A*

*Constituents Present: N/A*

Staff Present: Jennifer Wills, Melissa Harbour, Jim Nickerson, Trevor Eades  
Council Member Present: Angie Wean

**3. APPROVAL OF MINUTES**

**25-0048 MVGAB DRAFT Minutes - 10.16.2024**

A motion was made by Board Member Dexter and seconded by Board Member Director Hash to approve the minutes of October 16, 2024. The motion passed with the following vote:  
Ayes: Kenneth Pence, Kami Dexter, Jordan Slach, Ken Hash  
Nays: None  
Abstain: None  
Yes 4, No 0, Abstained 0

**4. CONSTITUENT COMMENTS**

N/A

**5. BOARD MEMBER COMMENTS**

Board Member Kami Dexter provided comment.

**6. OLD BUSINESS**

**25-00120 1. Update on Department of Commerce Grant - Irrigation  
2. Big and Small Band Aid Progress**

Discussion topics only.

**7. NEW BUSINESS**

**25-00121 1. Election of Chair/Vice Chair  
2. Walking and Bundle Rate Discussion  
3. Annual Pass Rate Discussion**

*1. Election of Chair/Vice Chair*

A motion was made by Member Pence and seconded by Board Member Dexter to nominate Ken Pence as Chair. The motion passed with the following vote: Ayes: Kenneth Pence, Kami Dexter, Jordan Slach, Ken Hash Nays: None Abstain: None  
Yes 4, No 0, Abstained 0

A motion was made by Member Pence and seconded by Board Member Dexter to nominate Ken Hash as Vice Chair. The motion passed with the following vote: Ayes: Kenneth Pence, Kami Dexter, Jordan Slach, Ken Hash Nays: None Abstain: None  
Yes 4, No 0, Abstained 0

*2. Walking/Bundle Rates*

A motion was made by Member Pence and seconded by Board Member Dexter to recommend the rates as presented to City Council for adoption. The motion passed with the following vote: Ayes: Kenneth Pence, Kami Dexter, Jordan Slach, Ken Hash Nays: None Abstain: None Yes 4, No 0, Abstained 0

*3. Annual Pass Rate Discussion*

A motion was made by Member Pence and seconded by Board Member Dexter to recommend the rates as presented to City Council for adoption. The motion passed with the following vote: Ayes: Kenneth Pence, Kami Dexter, Jordan Slach, Ken Hash Nays: None Abstain: None Yes 4, No 0, Abstained 0

**8. REPORTS**

- 25-00122** 1. **Golf Superintendent**  
2. **Pro Shop Manager Report**  
3. **Director's Report**

*Jim Nickerson, Golf Superintendent, provided a verbal report for December - January 2025*

*Trevor Eades, Golf Manager, provided a verbal report for December - January 2025*

*Jennifer Wills, Director, provided a copy of the 4th Quarter 2024 Play and Revenue report for discussion.*

9. **ADJOURNMENT**

- 25-00125** **Next Meeting - April 16, 2025 @ 4:00 P.M.**

*The meeting was adjourned at 5:18 PM. Next meeting scheduled for April 16, 2025 at 4:00 PM*

**MINT VALLEY GOLF COURSE | PLAY & REVENUE REPORT | JANUARY 2025**

PLAYS	2025							REVENUES							
	2025	2024	2023	2022	2021	2020	2019	2025	2024	2023	2022	2021	2020	2019	
18 HOLE	658	174	417	598	494	115	319	18 HOLE	18810	\$ 4,225.08	\$ 8,562.80	\$ 12,056.95	\$ 6,887.33	\$ 2,001.75	\$ 5,740.88
9 HOLE	320	96	239	300	283	71	279	9 HOLE	6740	\$ 1,567.44	\$ 3,465.05	\$ 3,725.90	\$ 3,076.12	\$ 788.10	\$ 3,108.00
PAR 3	35	12	32	43	65	9	26	PAR 3	259	\$ 77.76	\$ 207.36	\$ 272.16	\$ 375.84	\$ 45.36	\$ 182.00
PASS PLAY	702	388	755	443	907	510	279	PASS SALES	0	\$ 670.98	\$ 2,680.86	\$ 1,294.17	\$ 7,284.00	\$ 13,333.03	\$ 10,076.25
								TRAIL & CART FEES	138.76	\$ -	\$ 531.92	\$ -	\$ 531.92	\$ 2,659.60	\$ 2,675.00
								DRIVING RANGE	4813.73	\$ 1,907.68	\$ 2,536.64	\$ 3,301.54	\$ 3,361.17	\$ 1,540.51	\$ 1,535.50
								RENTALS/SERVICES	8284.08	\$ 1,792.57	\$ 3,630.57	\$ 4,741.69	\$ 5,035.68	\$ 4,153.25	\$ 1,742.70
								CONCESSIONS	5525.7	\$ 2,520.48	\$ 5,173.21	\$ 3,855.65	\$ 2,756.79	\$ 1,728.64	\$ 485.31
								MERCHANDISE	5616.81	\$ 4,312.33	\$ 9,439.80	\$ 4,223.43	\$ 4,331.55	\$ 1,893.53	\$ 2,577.70
								TOURNAMENTS	0	\$ 1,500.00	\$ 9.25	\$ -	\$ -	\$ 157.25	\$ -
								GIFT CARDS	286.15	\$ 687.03	\$ 462.00	\$ 692.00	\$ 1,666.00	\$ 105.00	\$ 150.00
<b>Monthly Totals</b>	<b>1715</b>	<b>670</b>	<b>1,443</b>	<b>1,384</b>	<b>1,749</b>	<b>705</b>	<b>903</b>	<b>Monthly Totals</b>	<b>50474.23</b>	<b>\$ 19,261.35</b>	<b>\$ 36,699.46</b>	<b>\$ 34,163.49</b>	<b>\$ 35,306.40</b>	<b>\$ 28,406.02</b>	<b>\$ 28,273.34</b>
Cart Rental	624	192	409	643	515	144		Sales Tax	\$4,030.78	\$ 1,513.98	\$2,738.78	\$ 2,721.39	\$ 2,699.80	\$ 2,265.79	
								<b>TOTAL</b>	<b>\$54,505.01</b>	<b>\$20,775.33</b>	<b>\$39,438.24</b>	<b>\$36,884.88</b>	<b>\$38,006.20</b>	<b>\$30,671.81</b>	

**YEAR TO DATE COMPARISONS**

	2025							2024							
	2025	2024	2023	2022	2021	2020	2019	2025	2024	2023	2022	2021	2020	2019	
18 HOLE	658	174	417	598	494	115	319	PLAY REVENUES	25550	\$ 5,792.52	\$ 12,027.85	\$ 15,782.85	\$ 9,963.45	\$ 2,789.85	\$ 8,848.88
9 HOLE	320	96	239	300	283	71	279	PAR 3 REVENUES	259	\$ 77.76	\$ 207.36	\$ 272.16	\$ 375.84	\$ 45.36	\$ 182.00
PAR 3	35	12	32	43	65	9	26	SEASON PASSES	0	\$ 670.98	\$ 2,680.86	\$ 1,294.17	\$ 7,284.00	\$ 13,333.03	\$ 10,076.25
PASS PLAY	702	388	755	443	907	510	279	TRAIL & CART FEES	138.76	\$ -	\$ 531.92	\$ 555.03	\$ 531.92	\$ 2,659.60	\$ 2,675.00
<b>Y-T-D PLAYS</b>	<b>1715</b>	<b>1532</b>	<b>1443</b>	<b>1384</b>	<b>4013</b>	<b>1554</b>	<b>1806</b>	DRIVING RANGE	4813.73	\$ 1,907.68	\$ 2,536.64	\$ 3,301.54	\$ 3,361.17	\$ 1,540.51	\$ 1,535.50
								RENTALS/SERVICES	8284.08	\$ 1,792.57	\$ 3,630.57	\$ 4,741.69	\$ 5,035.68	\$ 4,153.25	\$ 1,742.70
Cart Rental Y-T-D	624	192	409	643	515	144		CONCESSIONS	5525.7	\$ 2,520.48	\$ 5,173.21	\$ 3,855.65	\$ 2,756.79	\$ 1,728.64	\$ 485.31
								MERCHANDISE	5616.81	\$ 4,312.33	\$ 9,439.80	\$ 4,223.43	\$ 4,331.55	\$ 1,893.53	\$ 2,577.70
								TOURNAMENTS	0	\$ 1,500.00	\$ 9.25	\$ -	\$ -	\$ 157.25	\$ -
								GIFT CARDS	286.15	\$ 687.03	\$ 462.00	\$ 692.00	\$ 1,666.00	\$ 105.00	\$ 150.00
Rentals/Services = Power/Pull Cart-Club Rentals-Repairs								<b>Full YTD Total</b>	<b>50474.23</b>	<b>\$ 19,261.35</b>	<b>\$ 36,699.46</b>	<b>\$ 34,718.52</b>	<b>\$ 35,306.40</b>	<b>\$ 28,406.02</b>	<b>\$ 28,273.34</b>
								Sales Tax YTD	\$4,030.78	\$ 1,513.98	\$2,738.78	\$ 2,721.39	\$ 2,699.80	\$ 2,265.79	
								<b>TOTAL YTD</b>	<b>\$54,505.01</b>	<b>\$20,775.33</b>	<b>\$39,438.24</b>	<b>\$37,439.91</b>	<b>\$38,006.20</b>	<b>\$ 30,671.81</b>	

**MINT VALLEY GOLF COURSE | PLAY & REVENUE REPORT | FEBRUARY 2025**

PLAYS	2025							REVENUES							
	2025	2024	2023	2022	2021	2020	2019	2025	2024	2023	2022	2021	2020	2019	
18 HOLE	326	787	594	709	281	277	142	18 HOLE	\$ 9,610.00	\$ 18,063.36	\$ 12,382.55	\$ 14,903.35	\$4,982.80	\$5,524.39	\$2,508.00
9 HOLE	184	352	277	390	148	261	156	9 HOLE	\$ 3,834.00	\$ 5,544.52	\$ 3,909.05	\$ 4,795.20	\$1,683.82	\$2,630.70	\$1,740.00
PAR 3	38	55	45	67	23	41	14	PAR 3	\$ 281.20	\$ 317.52	\$ 259.20	\$ 421.20	\$136.08	\$239.76	\$98.00
PASS PLAY	539	744	558	585	553	756	295	PASS SALES	\$ 1,725.00	\$ -	\$ 2,680.86	\$ 1,294.17	\$7,484.77	\$58,495.90	\$52,538.75
								TRAIL & CART FEES	\$ -	\$ -	\$ 1,595.76	\$ 1,595.76	\$ 6,383.04	\$ 9,095.00	
								DRIVING RANGE	\$ 3,894.36	\$ 4,582.77	\$ 3,150.01	\$ 3,850.62	\$ 2,066.93	\$ 2,265.26	\$ 1,155.03
								RENTALS/SERVICES	\$ 4,500.22	\$ 6,837.01	\$ 4,594.51	\$ 6,120.15	\$ 2,673.91	\$ 2,756.62	\$ 2,540.40
								CONCESSIONS	\$ 3,607.15	\$ 7,259.26	\$ 6,204.58	\$ 5,865.70	\$ 2,581.06	\$ 3,534.11	\$ 1,869.00
								MERCHANDISE	\$ 4,580.06	\$ 11,973.47	\$ 7,622.90	\$ 7,222.55	\$ 4,185.78	\$ 2,808.84	\$ 1,750.14
								TOURNAMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55.50	\$ -
								GIFT CARDS	\$ 2,241.90	\$ 2,635.00	\$ 2,518.00	\$ 812.00	\$ 1,373.90	\$ 435.00	\$ 310.00
<b>Monthly Totals</b>	<b>1,087</b>	<b>1,938</b>	<b>1,474</b>	<b>1,751</b>	<b>1,005</b>	<b>1,335</b>	<b>607</b>	<b>Monthly Totals</b>	<b>\$ 34,273.89</b>	<b>\$ 57,212.91</b>	<b>\$ 43,321.66</b>	<b>\$ 46,880.70</b>	<b>\$ 28,764.81</b>	<b>\$ 85,129.12</b>	<b>\$ 73,604.32</b>
<b>Cart Rental</b>	<b>349</b>	<b>750</b>	<b>606</b>	<b>824</b>	<b>296</b>	<b>392</b>		<b>Sales Tax</b>	<b>\$ 2,578.71</b>	<b>\$ 4,452.72</b>	<b>\$3,276.35</b>	<b>\$3,687.05</b>	<b>\$2,134.69</b>	<b>\$6,834.94</b>	
								<b>TOTAL</b>	<b>\$ 36,852.60</b>	<b>\$61,665.63</b>	<b>\$46,598.01</b>	<b>\$50,567.75</b>	<b>\$30,899.50</b>	<b>\$91,964.06</b>	

**YEAR TO DATE COMPARISONS**

	2025							2024							
	2025	2024	2023	2022	2021	2020	2019	2025	2024	2023	2022	2021	2020	2019	
18 HOLE	984	961	1,011	1,307	775	392	461	PLAY REVENUES	\$ 38,994.00	\$ 29,400.40	\$ 28,319.45	\$ 35,481.40	\$ 16,630.07	\$ 10,944.94	\$ 13,096.88
9 HOLE	504	448	516	690	431	332	435	PAR 3 REVENUES	\$ 540.20	\$ 395.28	\$ 466.56	\$ 693.36	\$ 511.92	\$ 285.12	\$ 280.00
PAR 3	73	67	77	110	88	50	40	SEASON PASSES	\$ 1,725.00	\$ 670.98	\$ 5,361.72	\$ 2,588.34	\$ 14,768.77	\$ 71,828.93	\$ 62,615.00
PASS PLAY	1,241	1,132	1,313	1,028	1,460	1,266	574	TRAIL & CART FEES	\$ 138.76	\$ -	\$ 531.92	\$ 2,150.79	\$ 2,127.68	\$ 9,042.64	\$ 11,770.00
Y-T-D PLAYS	<b>2,802</b>	<b>2,608</b>	<b>2,917</b>	<b>3,135</b>	<b>2,754</b>	<b>2,040</b>	<b>1,510</b>	DRIVING RANGE	\$ 8,708.09	\$ 6,490.45	\$ 5,686.65	\$ 7,152.16	\$ 5,428.10	\$ 3,805.77	\$ 2,690.53
								RENTALS/SERVICES	\$ 12,784.30	\$ 8,629.58	\$ 8,225.08	\$ 10,861.84	\$ 7,709.59	\$ 6,909.87	\$ 4,283.10
<b>Cart Rental Y-T-D</b>	<b>973</b>	<b>942</b>	<b>1015</b>	<b>1467</b>	<b>811</b>	<b>536</b>		CONCESSIONS	\$ 9,132.85	\$ 9,779.74	\$ 11,377.79	\$ 9,721.35	\$ 5,337.85	\$ 5,262.75	\$ 2,354.31
								MERCHANDISE	\$ 10,196.87	\$ 16,285.80	\$ 17,062.70	\$ 11,445.98	\$ 8,517.33	\$ 4,702.37	\$ 4,327.84
								TOURNAMENTS	\$ -	\$ 1,500.00	\$ 9.25	\$ -	\$ -	\$ 212.75	\$ -
								GIFT CARDS	\$ 2,528.05	\$ 3,322.03	\$ 2,980.00	\$ 1,504.00	\$ 3,039.90	\$ 540.00	\$ 460.00
Rentals/Services = Power/Pull Cart-Club Rentals-Repairs								<b>Full YTD Total</b>	<b>\$ 84,748.12</b>	<b>\$ 76,474.26</b>	<b>\$ 80,021.12</b>	<b>\$ 81,599.22</b>	<b>\$ 64,071.21</b>	<b>\$ 113,535.14</b>	<b>\$ 101,877.66</b>
								<b>Sales Tax YTD</b>	<b>\$6,609.49</b>	<b>\$ 5,966.70</b>	<b>\$6,015.13</b>	<b>\$6,408.44</b>	<b>\$4,834.49</b>	<b>\$9,100.73</b>	
								<b>TOTAL YTD</b>	<b>\$91,357.61</b>	<b>\$82,440.96</b>	<b>\$86,036.25</b>	<b>\$88,007.66</b>	<b>\$68,905.70</b>	<b>\$ 122,635.87</b>	



# MEMO

**TO:** City of Longview Human Resources  
**FROM:** Jennifer Wills, City Manager  
**DATE:** March 28, 2025  
**SUBJECT:** Mint Valley Golf Course Reorganization

---

## Organizational Change Proposal: Mint Valley Golf Course Structure

### Background

Mint Valley Golf Course has historically operated under a dual-division model:

- Golf Course Maintenance Division
- Golf Operations Division (Pro Shop)

Each division has been overseen by a separate manager—the Golf Course Superintendent and the Golf Pro Shop Manager—with both roles functioning at an equal level of authority. The full-time staff includes a Golf Maintenance Technician and a Golf Recreation Specialist, with both divisions relying heavily on part-time employees during the golf season.

This model, while functional in the past, has presented challenges around alignment, efficiency, and fiscal oversight. With the recent vacancy in the Golf Pro Shop Manager position, we have a timely opportunity to re-evaluate the structure and implement a more unified and sustainable management approach.

### Proposed Organizational Change

This proposal recommends restructuring the golf course’s organizational chart by establishing a single leadership structure. The current Golf Course Superintendent would transition into a new role as Golf Course General Manager, overseeing the entire golf operation. This change would streamline the reporting structure and create stronger alignment across all aspects of the facility.

### Key elements of the proposed structure

- **Golf Course General Manager (New Role, Transition from Superintendent)**  
Responsible for the oversight of both maintenance and pro shop operations. This role will provide unified leadership, manage budgeting and revenue monitoring, and ensure the course remains self-sustaining as an enterprise fund.
- **Golf Operations Supervisor (Modified Role)**  
This position replaces the Golf Pro Shop Manager. The supervisor will oversee the Golf Recreation Specialist and part-time pro shop staff. Responsibilities include staff scheduling, inventory, customer service, and daily operations. Reports to the General Manager.



- **Golf Maintenance Technician**  
No change in duties. Continues to focus on course maintenance and reports to the General Manager.
- **Golf Recreation Specialist**  
No change in duties. Continues to support the pro shop and recreational programming, reporting to the Golf Operations Supervisor.

### **Rationale for Change**

- **Unified leadership**  
Eliminating the dual-manager structure reduces internal conflict and creates one clear vision for the golf course. A single manager will ensure alignment between course maintenance, customer service, and financial goals.
- **Improved fiscal oversight**  
As an enterprise fund, the golf course must remain self-sustaining. Previously, two managers were expending funds, but only one side monitored revenue. A General Manager structure brings spending and revenue tracking under one responsible leader.
- **Operational efficiency**  
This structure supports shared staffing, improved communication, and better coordination of operations across both divisions. It also enables cross-training and better utilization of personnel during high- and low-demand periods.
- **Professional development and succession planning**  
The creation of a supervisor role provides a leadership opportunity for internal growth or external recruitment, while the General Manager role ensures long-term leadership continuity.

### **Anticipated Outcomes**

- Clear and consistent leadership
- More strategic financial management
- Improved internal communication and accountability
- Better customer service and overall course experience
- Long-term operational sustainability

### **Next Steps**

- Update the job description for Golf Course General Manager
- Revise and post/hire the new Golf Operations Supervisor position
- Communicate changes to staff and stakeholders
- Create a transition plan to support onboarding and staff training