

IRONHORSE  
Golf Club



**GOLF COURSE COMMITTEE**  
**Meeting Minutes- May 5, 2020**  
**3:30 P.M.**

*To reduce the likelihood of the spread of COVID-19 and to comply with social distancing recommendations, this meeting of the Ironhorse Advisory Board was conducted remotely using the Zoom media format. The meeting was livestreamed on [YouTube] and the public could access the livestream by going to [www.leawood.org/](http://www.leawood.org/).*

Members attending: Chair Dick Fuller, Gary Bussing, Mark Bodine, Scott Picker, Leo Morton and Dr. Peppes

Member absent: Tommy Davidson

Troon Management/Staff: Ryan Eckroat, Jeff Thomasson (via phone), and James Kennedy

Council Liaisons attending: Chuck Sipple and Mary Larson

Staff attending: Chris Claxton and Camille Sumrall

Chris Claxton called the meeting to order at 3:40 p.m.

Camille Sumrall made a statement:

To reduce the spread of COVID-19, Leawood City Hall is currently closed to the public. For the Ironhorse Advisory Board, May 5, 3:30 p.m. meeting, the Committee members will not be physically present in City Hall and will instead be using ZOOM, an online virtual meeting tool and livestreamed on YouTube. A link to the livestream is posted on the City's website and notice of any future meetings using this, or a similar virtual meeting tool, will be posted at [www.leawood.org](http://www.leawood.org). Each Committee Member, Staff Member, or Presenter must first state their name and title prior to speaking or voting. Please also ensure that your microphone is muted when not speaking. Public comments will not be allowed during this meeting. The Chair is reminded to clearly state each motion prior to voting, and will announce the results of the final vote.

Mark Bodine motioned to approve the February 27<sup>th</sup> 2020, minutes Leo Morton seconded the motion, and the minutes were approved unanimously.

**I. Discuss Troon Plan for Reopening Course**

Ryan stated that the Ironhorse strategy to reopen is consistent with the State of Kansas's phased re-opening guide. The proposed start date of the plan would fall in line with Johnson County's reopening date of May 11, 2020. The golf course would adhere to social distancing and gathering limit guidelines from the county and state. Tee times will be scheduled eighteen minutes apart until phase three when tee times will shift to

nine minutes part. Chipping and putting greens are available, with strict adherence to social distancing, in phase one through three of reopening. The staff will continuously disinfect high touch areas like ball wash stations and restrooms, as well as enforce a limit of one person in each golf cart. Leagues and golf lessons will not be available until phase three of reopening.

Chris added that she discussed with Ryan a timeline needed for the Ironhorse staff to have proper personal protective equipment to re-open safely.

Council Liaison Larson asked what the difficulties would be in opening the course on May 9, which is earlier than the projected opening date of May 11. She stated that she has had residents contact her about playing on the course as soon as possible. She added that the county and state are both currently allowing golf to be played.

Ryan stated that there is a large amount of maintenance that will need to be done before re-opening. The staff utilized the time the course was closed to start and complete several projects in lieu of regular maintenance. They will also need to send out several rounds of emails to pass holders to alert them of the new re-opening date before the public.

James stated that he will need to bring in extra staff to open the course a few days earlier, but that it is attainable.

Jeff Thomasson stated if they can open the course safely on May 9<sup>th</sup> for Triple Crown Pass holders only he would like to do so.

Chris asked what sort of personal protective equipment staff will need to open the course.

Ryan stated that staff will need face coverings or masks, hand sanitizer, and Plexiglas shields. They have received disposable masks and will be receiving reusable masks soon.

Jeff Thomasson asked when the reusable masks and hand sanitizer will arrive.

Ryan stated the masks have been shipped from California but did not have word on the hand sanitizer yet.

Jeff Thomasson stated he will work with Ryan to see if they have enough PPE to open the course early on May 9<sup>th</sup>.

Chris stated she will work with City staff on crafting hand sanitizer stations and Plexiglas shields for counters.

Leo stated that he would need to leave the meeting early but he supported the re-opening plan and would advise extending playing hours a little longer into the evening.

Chair Fuller stated that he was not pleased with the delay on opening the course as many courses have been open for quite some time during the COVID-19 shutdown.

Chris stated she believes the committee should offer a recommendation to the City Administrator regarding the reopening plan.

Jeff Thomasson stated that 500 of their facilities are open and following safety guidelines. Only three have not yet opened.

Council Liaison Sipple asked if customers can pay for greens fees over the phone. He stated that he was made aware that there was bug in their phone reservation system.

Ryan stated that they have figured out a way to take payments over the phone and remain PCI compliant, but they still have issues to work through with their point of sale system.

Chris added that they are working with the City legal staff to have their credit card reservation system contract amended for improvements in the future.

Gary suggested opening the course early to Triple Crown Pass holders only.

Jeff Thomasson added that he agreed with Gary and he believed having a smaller number of Triple Crown Pass holders versus the general public would be helpful for opening with the new safety guidelines.

Council Liaison Larson stated she would like to be generous with Triple Crown Pass holders if we decided to refund any fees.

Mark Bodine, Chair Dick Fuller, and Scott Picker stated they agreed with Council Liaison Larson's statement about being generous to Triple Crown Pass holders.

Mark stated that he read one Triple Crown Pass holder's email regarding prorating the fees for an eight month period. He believes an eight month proration of the fees is fair.

Gary stated that he is a member of the Country Club of Leawood and they have not given their members a financial kickback. He stated that we need to be cognoscente of the holders needs but do not need to give a large percent of their fees back.

Jeff Thomasson stated that many of his courses are in the same situation and they view their members as partial owners, recognizing that the COVID-19 pandemic is a natural occurrence and he would caution giving a large portion back.

Gary Bussing called for a motion to recommend opening the Ironhorse Golf Course as soon as possible on May 9<sup>th</sup> with the proper personal protective equipment safety precautions in mind regarding the COVID-19 pandemic, as well as communicating with Triple Crown Pass holders before the general public. Mark Bodine seconded the motion. The motion passed unanimously.

*Please refer to the re-opening plan at the end of this document for exact details.*

## II. Miscellaneous

Chair Dick Fuller asked how many groups have cancelled their events at Vista 154 because of the pandemic.

Ryan stated that a few groups have canceled instead of postponing, resulting in a loss thus far of approximately \$50,000.

Gary asked if the golf cart fleet replacement project has begun.

Ryan stated that the golf cart fleet was an agenda item for City Council, which has been delayed since March because of the COVID-19 pandemic.

Chris stated she will speak to the City Administrator to confirm but she believes the new lease for the current golf carts has been extended to the fall.

Gary added that he is very proud of the staff at Ironhorse for all of their hard work during these difficult circumstances.

Mark Bodine moved for adjournment, Scott Picker seconded the motion. The motion was approved unanimously and the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Chris Claxton, Director  
Parks and Recreation Department



**GOLF OPERATIONS TRANSITIONAL  
POLICY, PROCEDURES, AND PHASING**

**COVID – 19**

**May 4, 2020**

The transitional guidelines contained herein will remain in place until we receive an “all clear” directive from the responsible governing authorities. Adherence is required to access the facility. Please read the entire document because the guidelines will change with each Phase as relaxed directives from the governing authorities are introduced.

The guidelines are to keep both players and staff safe while enjoying the golf course. To reiterate, the adherence following procedures are mandatory. We have to take measures to ensure we provide the safest environment possible. These moves are designed to minimize turnover, maximize efficiency and create the safest environment possible for all.

This plan is intended to align with the progression and details of State and Local phased reopening plans. As such, the progression of this plan will be based on applicable State and Local phased reopening plans and guidance by the Owner. Additionally, the specifics of each phase are subject to change based on any changes to State and Local phased reopening plans, and as may be deemed necessary by Facility Ownership and Management.

**GENERAL GUIDELINES**

**Phase One**

As our initial period of reopening, Phase One sees a return to limited services operation. This Phase will be focused solely on allowing golf to be played.

Progression of Phases will be based on applicable State and Local phased reopening plans and guidance from the Owner.

Specifics of each phase are subject to change based on any changes to State and Local phased reopening plans, and as may be deemed necessary by Facility Ownership and Management.

**Length of time Phase One will be in effect: TBD**

## **Rules**

- Social Distancing must be maintained throughout your time at the golf course.
- One rider per cart unless the two riders live together in the same household.
- There will be no play days for IGA, Sr. League, Ladies League, Thursday League, or Junior League.
- Tee times will be available starting at 7:30 AM with the last tee time at 5:00 PM. Players may book tee times online or by calling the golf shop. Players must pay by calling the Golf Shop upon arrival. Tee time intervals will be 18 minutes in order to maintain Social Distancing.
- All players must have a tee time booked for play, no walk ups will be allowed to limit "gathering".
- The Clubhouse will be closed for business, including Grille, Golf Shop and Vista 154.
- Interior Restrooms open for players with Golf Shop and Grille doors locked.
- Tours for events, meetings, or weddings for prospective clients will take place with under 5 total people with social distancing required. Authorized staff and appointments only will be allowed in the Clubhouse.
- The Par 3 Course will be closed.
- Rental Clubs will not be available
- After completing play, players are to leave the facility and refrain from gathering.
- REMINDER: We are in compliance with all Kansas regulations and laws. It is against the law to bring your own alcoholic beverages to the facility.

## **Golf Carts**

- Carts will be sanitized/cleaned after every use.
- Outside Service attendants will wear disposable gloves and face masks to attend to players.
- Carts will be spaced in the staging area to maintain appropriate Social Distancing.
- One rider per cart unless the two riders live together in the same household.
- Sand bottles, tees, and coolers will be removed from the carts. New scorecards and pencils will be changed between uses by a staff member wearing gloves.
- At no time will Outside Services handle a player's clubs. Outside Services will guide the player to their cart, explain to the player that sanitizing process the cart has gone through, and give direction on how to get to the Starter to check in. All while maintaining Social Distancing.

## **Practice Areas**

- The putting green and the chipping green will be open without flags.
- The driving range will remain closed until further notice.
- If Social Distancing is not adhered to, the entire practice area will be closed.

## **Checking In To Play**

- Players may pick up their golf cart no earlier than 30 minutes prior to their tee time.
- Players will call into the golf shop for payment at 913.696.7751 upon arrival

- Players will arrive on the first tee and see the Starter no earlier than 5 minutes prior to their tee time to prevent gathering.
- Starter will communicate with the golf shop to ensure that the number of payments and number of players match for accuracy
- Starter will provide players with on course rules of play for the day. This includes cart dispersement to minimize cart tracking on the golf course. Emphasizing Social Distancing while playing.

### **On The Course**

- Cups will be altered to prevent retrieving the ball from the bottom of the cup.
- Leave the flagstick in. DO NOT TOUCH THE PIN - IT MUST REMAIN IN THE CUP AT ALL TIMES.
- Water stations will be removed. Bring your own water.
- Bunker rakes will be removed. All bunkers are to be treated as Ground Under Repair.
- Ball Washers will be removed or disabled.
- Remove your tee from the teeing surface when done and do not pick up a tee that is not yours.
- On course Restrooms will be sanitized as frequently as possible. Wash hands following use of the restroom
- We will have a Player Assistant monitoring the golf course to help with player needs and to ensure Social Distancing as well as adherence to daily cart path rules.

### **Food and Beverage Operations**

- Food and Beverage outlets will not be operating.

### **Camps and Lessons**

- Putting and chipping lessons only with social distancing practices throughout the lesson.
- No camps or clinics will be performed.

<b>Phase Two</b>
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Phase Two sees further relaxing of the mandated guidelines. In this phase Food and Beverage outlets will open at 50% capacity with seating changed to adhere to social distancing. The Golf Shop will open but the number of people allowed in the Shop will be limited in order to maintain Social Distancing. Things will start to feel somewhat more routine. Social Distancing will remain a priority for the safety and well-being of players and staff.

Progression of Phases will be based on applicable State and Local phased reopening plans.

Specifics of each phase are subject to change based on any changes to State and Local phased reopening plans, and as may be deemed necessary by Facility Ownership and Management.

**Length of Time Phase Three will be in effect: TBD**

### **Rules**

- Social Distancing must be maintained throughout your time at the golf course.

- One rider per cart unless the two riders live together in the same household.
- There will be no play days for IGA, Sr. League, Ladies League, Thursday League, or Junior League.
- Tee times will be available starting at 7:30 AM with the last tee time at 5:00 PM. Players may book tee times online or by calling the golf shop. Players may pay by calling the Golf Shop upon arrival or in the golf shop upon arrival. Tee time intervals will be 18 minutes to maintain Social Distancing.
- All players must have a tee time booked for play, no walk ups will be allowed to limit "gathering".
- The Clubhouse will be open with capacity restrictions. The golf shop will allow two players at a time to promote social distancing and the Grille will be open for to go orders only.
- Tours for events, meetings, or weddings for prospective clients will take place with under 5 people using social distancing. Authorized staff and appointments only will be allowed in the Clubhouse.
- The Par 3 Course will be closed.
- Rental Clubs will not be available
- Players may use the grille area after golf following play to gather but must follow the capacity restrictions and social distancing guidelines.
- REMINDER: We are in compliance with all Kansas regulations and laws. It is against the law to bring your own alcoholic beverages to the facility.

### **Golf Carts**

- Carts will be sanitized/cleaned after every use.
- Outside Service attendants will wear disposable gloves and face masks to attend to players.
- Carts will be spaced in the staging area to maintain appropriate Social Distancing.
- One rider per cart unless the two riders live together in the same household.
- Sand bottles, tees, and coolers will be removed from the carts. New scorecards and pencils will be changed between uses by a staff member wearing gloves.
- At no time will Outside Services handle a player's clubs. Outside Services will guide the player to their cart, explain to the player that sanitizing process the cart has gone through, and give direction on how to get to the Starter to check in. All while maintaining Social Distance.

### **Practice Areas**

- The putting green and the chipping green will be open without flags.
- The driving range will be open for players to warm up before golf.
- Warm up baskets will be distributed through the golf shop at check in vs. the range ball vending machine.
- The range is available only to players prior to the start of the round, not following the round.
- The range will be set up with stations at every other location. Players may have to wait as we strive to maintain a minimum of 10' for social distancing.

### **Checking In To Play**

- Players may pick up their golf cart no earlier than 45 minutes prior to their tee time.
- Players may call into the golf shop for payment at 913.696.7751 upon arrival or by checking in inside the golf shop limiting that capacity to two players at a time.
- Credit cards only will be allowed for payment during this phase.
- Players will arrive on the first tee and see the Starter no earlier than 5 minutes prior to their tee time to prevent gathering.
- Starter will communicate with the golf shop to ensure that the number of payments and number of players match for accuracy.
- Starter will provide players with on course rules of play for the day. This includes cart dispersement to minimize cart tracking on the golf course. Emphasizing Social Distancing while playing.

### **On The Course**

- Cups will be altered to prevent retrieving the ball from the bottom of the cup.
- Leave the flagstick in. DO NOT TOUCH THE PIN - IT MUST REMAIN IN THE CUP AT ALL TIMES.
- Water stations will be removed. Bring your own water.
- Bunker rakes will be removed.
- Ball Washers will be removed or disabled.
- Remove your tee from the teeing surface when done and do not pick up a tee that is not yours.
- On course Restrooms will be sanitized as frequently as possible. Wash hands following use of the restroom.
- We will have a Player Assistant monitoring the golf course to help with player needs and to ensure Social Distancing as well as adherence to daily cart path rules.

### **Food and Beverage Operations**

- Food and Beverage will be operating at 50% limited capacity with social distancing measures for table settings.
- All tables will be sanitized after use.
- The Beverage Cart will operate every day of the week.
- All food and beverage transactions can be paid by credit card only.
- Bev Cart Attendant will wear disposable gloves and face – mask.
- Attendants will sanitize all credit cards prior to handing back to player.

### **Camps and Lessons**

- Individual lessons with social distancing practices throughout the lesson.
- No camps or clinics will be performed.

## **Phase Three**

Phase Three sees further relaxing of the mandated guidelines. In this phase the Grille and Golf Shop will be open at full capacity. Events will be limited to under 90 people during this phase.

Things will start to move to a new normal during this phase. Social Distancing will take place when applicable and individuals will be asked to adhere to personal hygiene guidelines.

Progression of Phases will be based on applicable State and Local phased reopening plans and guidance from the Owner.

Specifics of each phase are subject to change based on any changes to State and Local phased reopening plans, and as may be deemed necessary by Facility Ownership and Management.

### **Length of Time Phase Three will be in effect: TBD**

#### **Rules**

- Two riders per cart will be allowed.
- Play will return for IGA, Sr. League, Ladies League, Thursday League, and Junior League.
- Players may book tee times online or by calling the golf shop. Golfers will check in upon arrival in the golf shop. Tee time intervals will be 9 minutes.
- Walk up players will be allowed to play based on available tee times.
- The Clubhouse will be open with only capacity restrictions of limiting group sizes to 90.
- Tours for events, meetings, or weddings for prospective clients without restrictions.
- The Par 3 Course will be open.
- Rental Clubs will not be available
- Players may use the grille area after golf following play to gather but must follow the capacity restrictions.
- REMINDER: We are in compliance with all Kansas regulations and laws. It is against the law to bring your own alcoholic beverages anywhere within to the facility.

#### **Golf Carts**

- Carts will be sanitized/cleaned after every use.
- Outside Service attendants will wear disposable gloves and face masks to attend to players.
- Carts will be spaced in the staging area to maintain appropriate Social Distancing.
- Two riders per cart will be allowed.
- Sand bottles, tees, and coolers will be removed from the carts. New scorecards and pencils will be changed between uses by a staff member wearing gloves.
- At no time will Outside Services handle a player's clubs. Outside Services will guide the player to their cart, explain to the player that sanitizing process the cart has gone through, and give direction on how to get to the Starter to check in. All while maintaining Social Distancing.

#### **Practice Areas**

- The putting green and the chipping green will be open without flags.
- The driving range will be open for players to warm up *and* practice during regular business hours.
- The range machine will return to operation for golfers to access range balls.
- The range is available only to players prior to the start of the round, and to practice.

- The range will be set up with stations at every other location. Players may have to wait as we strive to maintain a minimum of 10' for social distancing.

### **Checking In To Play**

- Players may pick up their golf cart no earlier than 60 minutes prior to their tee time.
- Players will check in inside the golf shop.
- Credit cards only will be allowed for payment during this phase.
- Players will arrive on the first tee and see the Starter no earlier than 5 minutes prior to their tee time to prevent gathering.
- Starter will communicate with the golf shop when needed to ensure that the number of payments and number of players match for accuracy.
- Starter will provide players with on course rules of play for the day. This includes cart dispersement to minimize cart tracking on the golf course. Emphasizing Social Distancing while playing.

### **On The Course**

- Cups will be altered to prevent retrieving the ball from the bottom of the cup.
- Leave the flagstick in. DO NOT TOUCH THE PIN - IT MUST REMAIN IN THE CUP AT ALL TIMES.
- Water stations will be removed. Bring your own water.
- Bunker rakes will be removed.
- Ball Washers will be removed or disabled.
- Remove your tee from the teeing surface when done and do not pick up a tee that is not yours.
- On course Restrooms will be sanitized as frequently as possible. Wash hands following use of the restroom.
- We will have a Player Assistant monitoring the golf course to help with player needs and to ensure Social Distancing as well as adherence to daily cart path rules.

### **Food and Beverage Operations**

- Food and Beverage will be operating the grille at normal capacity with limited group gatherings under 90.
- All tables will be sanitized after use.
- The Beverage Cart will operate every day of the week.
- All food and beverage transactions can be paid by credit card only.
- Bev Cart Attendant will wear disposable gloves and face mask.
- Attendants will sanitize all credit cards prior to handing back to player.

### **Camps and Lessons**

- Individual lessons with social distancing when applicable.
- Camps and clinics will be performed with limitations to under 90 participants as directed by the instructor.

<b>Phase Four</b>
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In Phase Four, we anticipate seeing golf return to previous norms as much as possible. Individuals should still follow personal hygiene guidelines and practice Social Distancing where practical.

Progression of Phases will be based on applicable State and Local phased reopening plans and guidance by the owner.

Specifics of each phase are subject to change based on any changes to State and Local phased reopening plans, and as may be deemed necessary by Facility Ownership and Management.

### **Length of Time Phase Three will be in effect: TBD**

#### **Rules**

- Two riders per cart will be allowed.
- Play will continue for IGA, Sr. League, Ladies League, Thursday League, and Junior League.
- Players may book tee times online or by calling the golf shop. Golfers will check in upon arrival in the golf shop. Tee time intervals will be 9 minutes.
- Walk up players will be allowed to play based on available tee times.
- The Clubhouse will be open without capacity restrictions.
- Tours for events, meetings, or weddings for prospective clients without restrictions.
- The Par 3 Course will be available.
- Rental Clubs will be available
- Players may use the grille area after golf following play.
- REMINDER: We are in compliance with all Kansas regulations and laws. It is against the law to bring your own alcoholic beverages anywhere within the facility.

#### **Golf Carts**

- Carts will be sanitized/cleaned after every use.
- Outside Service attendants will not need to wear disposable gloves and face masks to attend to players but will have that option.
- Carts will return to three feet spacing in the staging area.
- Two riders per cart will be allowed.
- Sand bottles, tees, coolers, scorecards, and pencils will be stocked on golf carts.
- Outside Services will be allowed to handle a players clubs. Outside Services will guide the player to their cart, explain to the player that sanitizing process the cart has gone through, and give direction on how to get to the Starter to check in.

#### **Practice Areas**

- The putting green and the chipping green will be open with flags.
- The driving range will be open for players to warm up and practice during regular business hours.
- The range machine will remain in operation for golfers to access range balls.
- The range will be set up with stations at every location.

#### **Checking In To Play**

- Players may pick up their golf cart at any time before their tee time as carts are available.

- Players will check in inside the golf shop.
- All forms of payment will be allowed during this phase.
- Players will arrive on the first tee and see the Starter before their tee time
- Starter will communicate with the golf shop when needed to ensure that the number of payments and number of players match for accuracy.
- Starter will provide players with on course rules of play for the day. This includes cart dispersement to minimize cart tracking on the golf course.

### **On The Course**

- Cups will return to normal with the ability to remove flagsticks.
- Water stations will added to the comfort stations.
- Bunker rakes will be returned to the golf course.
- Ball Washers will be returned to the golf course.
- On course Restrooms will be sanitized as frequently as possible.
- We will have a Player Assistant monitoring the golf course to help with player needs and to ensure adherence to daily cart path rules.

### **Food and Beverage Operations**

- Food and Beverage will be operating at normal capacity with no limit to group gatherings.
- All tables will be sanitized after use.
- The Beverage Cart will operate as needed.
- All forms of payment will be allowed during this phase.
- Bev Cart Attendant will not be required to wear disposable gloves and face mask but will be optional.

### **Camps and Lessons**

- Individual lessons with limited restrictions.
- Camps and clinics will be performed with instructor designated capacity limitations.