

**PUBLIC NOTICE
CITY OF HOYT LAKES**

Have you (and your group of friends!) ever considered running the Hoyt Lakes Golf Course Clubhouse? Do you want to be creative and think outside the box while enjoying the great outdoors all summer long? Are you interested in being your own boss, running a bar/restaurant, and keeping all the fruit of your labor?

We can't run the clubhouse without you!

The City of Hoyt Lakes is seeking requests for proposals (RFPs) for Hoyt Lakes Golf Course Clubhouse Manager(s). The expected dates of service are April to September 2024; compensation is dependent on qualifications and level of service with 100% of restaurant sales to the manager. RFP forms can be found on the City's website at www.hoytlakes.com. Please submit the RFP form and resume/curriculum vitae to the City Clerk's Office. Deadline is Friday, December 1, 2023 at 11:30 am.

Publish: ER Shopper October 30, November 13, November 27, 2023 (small ad)

Post: October 25, 2023

Website: October 25, 2023



City of Hoyt Lakes
 206 Kennedy Memorial Drive
 Hoyt Lakes, Minnesota 55750
 218.225.2344
 info@hoytlakes.com

REQUEST FOR PROPOSALS

The City of Hoyt Lakes is seeking proposals for Hoyt Lakes Golf Course Clubhouse Manager(s). Hoyt Lakes is located about 60 miles north of Duluth, Minnesota and approximately 200 miles north of St. Paul, Minnesota. There are just over 2,000 residents within the city. Hoyt Lakes City operations consist of three office staff, Public Works Department, Water Wastewater Department, Fire and Emergency Medical Services, Library, Arena and Campground, and various other contractors.

The primary focus of the Clubhouse Manager(s) will be at the Hoyt Lakes Golf Course Clubhouse and grounds. This is not a formal sealed bid process as required by MN§471.345 as the contract is not estimated to exceed \$175,000.00; proposals will be kept on file for no less than one year.

SERVICES REQUESTED

1. Complete all duties relating to operating the clubhouse, including but not limited to food service and liquor sales.
2. Collecting use fees, including greens fees, season passes, golf cart rentals.
3. Staffing the Clubhouse for a set schedule of hours, 7 days a week.
4. Record keeping.
5. Maintain Clubhouse to be clean, safe, and orderly, including, but not limited to: cleaning clubhouse, supplies, and equipment; maintaining a liquor license; operating in an efficient manner.
6. Communicate with Administration and the Recreation Department regarding any issues or changes.
7. Maintain good public relations and perform all duties in a courteous manner.
8. Complete beginning-of-season and end-of-season cleaning of Clubhouse.
9. All other duties and functions as directed by the Recreation Director.

PROPOSALS

1. Proposals shall be submitted no later than Friday, December 1, 2023 at 11:30 am.
2. Proposals shall be submitted to Becky Lammi at blammi@hoytlakes.com or to the Clerk’s Office at 206 Kennedy Memorial Drive, Hoyt Lakes, MN 55705.

PROPOSAL INFORMATION

Name of Applicant 1:

 Name of Applicant 2:

 Address:

 Phone Number 1: _____ Phone Number 2: _____

Please describe your customer service experience:

Blank response area for customer service experience.

Please describe your restaurant or clubhouse experience:

Blank response area for restaurant or clubhouse experience.

Why are you interested in the position of Clubhouse Manager?

Blank response area for interest in the position.

How many years of experience do you have? _____

Have you ever been reprimanded for theft or financial misconduct? _____

Have you ever been convicted of a felony? _____

Are you able to meet or exceed the demands and requirements of the position? _____

What is your expected compensation for the position? _____

Blank response area for expected compensation.

Signature: _____

Date: _____

Signature: _____

Date: _____

TIMELINE

The City Administrator will review proposals with City Staff the week of 12/11/2023. If she has any questions or concerns, she will contact the applicant at the phone number listed on the proposal. The City may choose to complete interviews for the position, which would be held the week of 12/18/2023. The Council will consider proposals and the City Administrator’s recommendation at the 12/26/2023 Council Meeting.

The City Council may not award a contract to any of the applicants who submit a proposal. The City Council reserves the right to select the proposal which best meets the needs of the City and City Staff.