

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 own your own business and think outside the box while enjoying the great outdoors all summer long? We're interested in your creative ideas to serve the golfers in Hoyt Lakes!

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 2025; compensation is dependent on qualifications and level of service, typically around \$12,000 - \$15,000 for the season 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, July 26, 2024 at 11:30 am.

Publish: ER Shopper July 1, July 15, & July 22, 2024 (small ad)

Post: June 20, 2024

Website: June 20, 2024

Facebook: June 20, 2024



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, July 26, 2024 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:

Please describe your restaurant or clubhouse experience:

Why are you interested in the position of Clubhouse Manager?

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?

Signature: _____

Date: _____

Signature: _____

Date: _____

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.