



**City of Madera  
Parks & Community Services**

**Minutes of a Regular Meeting of the Golf Course Advisory Committee**

**Monday, October 16, 2023  
11:30 a.m.**

**Meeting/Conference Room  
Madera Municipal Golf Course**

Members of the public may attend this meeting at Madera Municipal Golf Course. This meeting will also be available for public viewing and participation through Zoom. Members of the public may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID: #871 6998 6169. Comments will also be accepted via email at [parksinfo@madera.gov](mailto:parksinfo@madera.gov) or by regular mail at 205 W. 4<sup>th</sup> Street, Madera, CA 93637 Attention: Golf Course Advisory Committee.

Weblink:

<https://cityofmadera.zoom.us/j/87169986169?pwd=3040leaSRJUhaecPPA2LA2kHM6MyC.1>

Telephone Number: (669) 900-6833

Meeting ID: 871 6998 6169

**CALL TO ORDER:** The meeting was called to order at 11:37 a.m.

**ROLL CALL:**

Present:	Jose Rodriguez	City Councilmember
	Joseph Hebert	City Parks Director
	Dan Bacci	SGM Representative
	Chito Romero	Golfer At-Large Community Member
	Lisa Gill	Food and Beverage Director/Representative
	Ed McIntyre	Non-Golfer/At-Large Community Member

Absent: Karla Gran Service Organization Representative

**PUBLIC COMMENT:**

*The first fifteen (15) minutes of the meeting are reserved for members of the public to address the Committee on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Committee. Speakers shall be limited to three (3) minutes, and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Committee on items on the Agenda should notify the Chair when that Agenda item is called. The Committee is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Committee does not respond to public comment at this time.*

No Public Comment was presented. Public Comment was closed.

## **APPROVAL OF MINUTES**

Motion to approve minutes for the September 18, 2023, meeting by Joseph Hebert, seconded by Chito Romer.

**Motioned approved unanimously by a 6/0 vote.**

### **A. BUSINESS MATTERS:**

#### **A-1 – Utility Service Reimbursement**

During a committee meeting, Joseph Hebert disclosed that SGM had been paying the City of Madera Utility Department for water services they never received. Upon investigation, it was found that the City owed SGM \$21,000 for the past three years. Joseph informed the committee that the Finance Department is currently working to complete the transaction and that the \$21,000 will be returned to SGM.

During a meeting, Jose Rodriguez requested clarification from Dan Bacci regarding the purpose of remitting payment since they are not connected to City utilities. In response, Dan Bacci stated that he wasn't sure why. He explained that after the separation of a former Food and Beverage operator, he took responsibility for the billing. The billing is combined with the trash services, so he continued remitting payment. Approximately six months ago, Dan inquired with City Manager Arnoldo and Parks Director Joseph regarding this billing because he was unsure why they were being billed for water when they are not connected to City utilities or even have a meter. He also noticed that the billing address was incorrect.

Jose Rodriguez was curious to know if the former staff had been paying since the start of their contract and how far back they were being billed. He also asked for the amount breakdown of billing, as he wanted to know if they were being billed for consumption. Dan Bacci confirmed that it was a flat fee of \$500 per month. He confirmed stopping payment, which resulted in them receiving shut-off notices from the Utility Billing Department.

Ed McIntyre expressed curiosity about how that bill originated. Dan Bacci added that it is possible that it could have originated to go toward future hookups or even well-maintenance.

Joseph Hebert confirmed that the City will reimburse the last three years per their policy, and there is no reference to the current lease.

Jose Rodriguez would like to investigate this topic further to know why this was being charged. Ed McIntyre suggested requesting the City Attorney file that they maintain for reference. However, Joseph Hebert responded that no records exist.

Recording secretary Mercedes Bravo added that before 2017, the Finance Department utilized a system that is no longer in use, and they may face some challenges retrieving information.

Dan Bacci mentioned that it is common for this to occur; the utility bill is combined with trash services, and it's possible that there must have been an assumption that the Golf Course had water, which could have resulted in being billed incorrectly.

Jose Rodriguez mentioned this is an item for discussion but would like some direction before presenting it to the Council. Joseph Hebert confirmed that Mike Lima is looking further into this. Jose Rodriguez would like to discuss further future water hookups. He is recommending that we bring back this discussion.

There was no one wishing to add to this discussion.

## **B. CAPEX PROJECTS**

### **B-1 – Facility Renovation Updates**

Dan Bacci shared that Lisa Gill had obtained quotes for the renovation of a bathroom. However, the quotes did not include drawings or a proposal from the contractor. Instead, City staff provided a list of contractors' general information and shared with each contractor what the City was looking for in the renovation.

Ed McIntyre asked who was responsible for the renovation since it was a City-owned property and whether it was stipulated in the lease. Dan Bacci informed him that the lease requires the City's approval for any proposed renovations. However, he was confused about the process and whether they should hire an architect first and then go through the bid process or directly contact the contractor.

Jose Rodriguez suggested that they directly reach out to contractors for estimates, as suggested in the previous meeting. While there were suggestions to use City staff for estimates, Joseph Hebert added that the City does not have the resources to take on this work. He recommended going directly to the contractor for design and work, as it would be the most expeditious process.

Chito Romero asked what the work involved and whether they had considered remodeling or tearing up everything. Jose Rodriguez responded that their priority was to address the concern at hand, and that would require an assessment of specific items.

Recording secretary Mercedes suggested that they start with the Fire Marshal, Matthew Tarr, who can conduct a Building and Safety assessment.

Ed McIntyre recommended not starting anything until given approval from the City, as it was an emergency. He also asked Lisa Gill if the HVAC units were operable during the summer, to which Lisa Gill responded that the units were operable, but finding parts for maintenance was difficult due to their age.

Jose and Joseph suggested contacting Matthew Tarr for the assessment to address Building and Safety concerns. The three main items that need to be assessed are the restrooms, the banquet and restaurant doors, and the HVAC unit.

Jose asked Joe what the process was when repairs were requested, to which Joe responded that he could coordinate a phone call or email to schedule an assessment.

There was no one wishing to add to this discussion.

## **C. UPCOMING EVENT**

### **C-1 – Fishing Derby**

Jose Rodriguez announced that the Golf Course will host the Fishing Derby on October 28th. Lisa Gill mentioned that this event has been happening since the early 90s and will be held at 5:30 a.m. The City will provide fishing poles, there are contests for kids, and the pond will be stocked with Blue Gill. However, this year it is not required.

Dan Bacci asked what is required for the event, but Joseph Hebert added that this event has already been coordinated with Tanner and Parks staff. The event is scheduled to end by 10:30 a.m. and will have no impact on the Golf Course holes. Parks staff will be overseeing the event and conducting a weigh-in for kids aged 3 to 15 years.

Dan Bacci mentioned that the algae is low, which is a concern from Chito Romero. However, fresh water is running from the canal, allowing for fresh clear water and the possibility of Bass and Blue Gill fish.

Lisa Gill added that SPS would like to provide a complementary cocoa bar for the kids in the morning. Later that day, they have Reptile Ron coming out to the event, who typically brings different types of amphibians. She also shared that John Pemberton will attend this event and play that evening.

### **C-2 City Council Update**

Joseph Hebert proposed discussing an item that they had previously talked about. He mentioned that this topic needed to be presented to the Council at some point. Ed McIntyre nominated Chito Romero to present the topic at the City Council meeting. Ed McIntyre also suggested sending a letter to the Council, citing the urgency of the issue. Despite the many discussions that have taken place, no action has been taken so far.

Joseph Hebert did not have anything to add, but he welcomed recommendations for future agenda items. Lisa Gill inquired about the parking lot lighting and was advised by Dan Bacci to

contact him. Dan Bacci confirmed that the lighting had been updated to LED a few years ago and that any issues would be addressed promptly.

Ed McIntyre brought up the fact that Karla Grand and Chito Romero prefer afternoon meetings as they are unable to attend Monday meetings. The committee decided to schedule meetings on Mondays at 5:00 p.m.

Ed McIntyre expressed his desire to meet with the City Attorney to discuss the lease. However, Joseph Hebert explained that the Attorney had already reviewed the lease, and there was no need for further discussion. Ed McIntyre suggested a workshop to discuss the responsibilities of the City and Tenants. Jose Rodriguez proposed a workshop for December or January to review all the material discussed and provide any concerns or questions that the committee members would like clarification from the City Attorney.

The committee members proposed the next regular meeting to be on Monday, November 13, 2023, at 5:00 p.m., but it is tentative for now.

The meeting adjourned at 12:38 p.m.



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Mercedes P. Bravo, Administrative Assistant