



**City of Madera
Parks & Community Services**

Minutes of a Regular Meeting of the Golf Course Advisory Committee

**Monday, November 13, 2023
12:00 p.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. Public members may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID: #851 5519 6475. Comments will also be accepted via email at parksinfo@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637 Attention: Golf Course Advisory Committee.

Weblink:

<https://cityofmadera.zoom.us/j/85155196475?pwd=dWWhrMnN4NWxhcA1b2dybXYvam90QT09>

Telephone Number: (669) 900-6833

Meeting ID: 851 5519 6475

CALL TO ORDER: The meeting was called to order at 12:06 p.m.

ROLL CALL:

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

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 Committee's subject matter jurisdiction. 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 October 16, 2023, meeting by Ed McIntyre, seconded by Dan Bacci.

Motion was approved unanimously.

A. CAPEX PROJECTS

A-1 Review Assessment Report for Madera Municipal Golf Course

Jose Rodriguez shared that the assessment conducted by the Interim Fire Marshal, Matthew S. Tarr, was provided to all members of the committee. Due to Joseph Hebert's absence, Jose asked Recording Secretary Mercedes Bravo to fill in on his behalf.

Mercedes Bravo responded that the report shared lists the items of concern related to Building and Safety.

Jose Rodriguez mentioned that the report was very intensive and captured items of concern discussed in previous meetings. Jose asked the members if there were any items they would like to discuss.

Dan Bacci confirmed that he and Lisa were present during the inspection. They had the opportunity to meet with the Fire Marshal and the Building Official. He reviewed the inspection report with Lisa and discussed taking care of the smaller items. Starting with items 1 and 2 from the report, Dan mentioned that they are connected, and addressing one will take care of the second item. While the floor can be repaired immediately, it will be damaged again if the underlying problem isn't fixed.

Karla Gran inquired whether it was the City's responsibility to obtain a bid to remove the tree. Dan Bacci replied that it was possible to get a bid, but he was not entirely certain. He added that it could be a CAPEX project and suggested that the removal could be done in-house, saving a few dollars. However, he mentioned that a contractor must be hired for the concrete work.

Jose Rodriguez replied to Karla and mentioned the lease agreement specifies that any changes or improvements made to the property must receive written permission from the City Council. Jose believes that the City Council should be responsible for the tree and suggested that we should discuss and seek advice on this matter.

According to Ed McIntyre, the responsibility of fixing the item in question falls on the landlord, not the tenant. Therefore, the landlord should take appropriate action to resolve the issue and not expect the tenant to do the repairs. The lease does not include any provisions for the tenant to be responsible for fixing concrete.

Jose Rodriguez replied that the lease agreement might not explicitly mention immediate reimbursement for damages. Still, he believes it could be possible if there is a pressing need for it. He added that this was a topic of discussion and asked the committee members if anyone had anything else to contribute.

Karla Gran expressed her desire to comprehend the process of acting. She inquired about the steps to be followed after writing a letter to the Council requesting the removal that would include any bids. Does the City review and approve or deny the request? After that, would they notify the committee to take further action?

Ed McIntyre said that the City would take care of it. He also mentioned that Dan suggested the City and Golf Course staff coordinate the removal of the tree, as he believes it would be less expensive. Ed further added that he thinks it is the City's responsibility to address these issues.

Lisa Gill needs direction regarding replacing a toilet in the restrooms, which is a liability.

Dan Bacci clarified that replacing fixtures doesn't need a permit. However, if one is remodeling or altering the structure, a building permit is required to ensure compliance with the current code standards, including ADA regulations. Dan proposed replacing the toilet, and Lisa was expected to take care of it. According to item 7, retrofitting is necessary to comply with Cal Green for water consumption. This means that low-flow fixtures should be installed to reduce water usage.

Lisa Gill expressed her concern that remodeling the venue would impact her business. During the remodeling period, the restrooms will not be available for guests. Lisa is worried that the lack of public restrooms may affect her business, especially considering the growing popularity of the venue. She is afraid that any delay in the project timeline could result in a loss of business.

Jose Rodriguez stated that the committee's objective is to identify the priorities regarding the issues at hand. They will then advise on how to prioritize the necessary improvements. It should be noted that the room will not be available until February if the remodel occurs during rentals.

Lisa Gill mentioned that it's quite challenging to prioritize the items on the list as no amounts are specified. She specifically referred to item 5 on the list. In response to this, Dan Bacci informed members that this item would be taken care of by their in-house team. The repair was carried out in the kitchen due to a leaky pipe. Although the staff did the work, they didn't complete the painting. He also mentioned that they would address item 4, save the receipts, and put it in the Capital Improvements Fund.

Dan Bacci mentioned that he is unsure about what will be done for item 6, which is a more significant project than item 7.

Karla Gran inquired whether the Council should receive multiple requests for consideration and present them with various options from which to choose. This approach allows them to make a choice.

Jose Rodriguez mentioned that as a council member, he would have some questions and might need to refer to the lease. The latest amendment shows that there is a total of \$75,000 allocated for Capital Expenditures, and we would like to understand how they fit in with the list of expenses. For example, item 1, which is related to concrete, should be clarified whether tenants would like to take it from Capital Expenditures or if the City should remediate it without using the Capital Improvement Funds. Items 6 and 7 are expenditures that arose due to the lease and service expenditures. However, the allocated amount might not be sufficient to cover all the expenses. Regarding item 1, he feels that Joseph Hebert and staff can return it to the Council for guidance.

Ed McIntyre suggested holding a special meeting to identify the most crucial items on the list. He asked Lisa about the functionality of the bathrooms in light of the ongoing remodeling process. It was suggested that the issue could be resolved by replacing the toilet and sink and addressing the remodel later. Ed also advised that we should prioritize the management of the HVAC system, which is causing other damage. Additionally, the heater on the unit is not working properly and should be fixed.

Jose Rodriguez had a question about the restrooms. He asked whether the restrooms near the pro shop were available. Lisa and Dan confirmed that they were indeed available, but it was also noted that the location of the restrooms is inconvenient for some people. As a result, having a temporary restroom could be a viable alternative.

Dan Bacci talked about the maintenance teams for the pro shop, which were listed on the second page. He mentioned that they take care of the lights, and instead of replacing bulbs, they were replaced with retrofitted LEDs as a cheaper alternative. He also talked about the electrical panel and suggested clearing the room for accessibility purposes. Lastly, he noted that the paper towel dispensers in the women's restrooms were installed too high and needed to be lowered.

Jose Rodriguez inquired about item 9, and Dan confirmed that Lisa had taken care of it.

Dan asked Mercedes if she remembered what Matt meant when discussing changes to the accessible path. Mercedes confirmed that Matt was referring to the exterior front. Dan pointed out that wheelchair ramps are present throughout the facility, and he would like Mercedes to follow up with Matt to clarify the matter.

Karla inquired about who was responsible for item 3. Dan replied that he was unsure of the exact areas but noted they were missing paint. He mentioned that the building is pressure-

washed a couple of times a year. Dan also suggested that if they hire a contractor, it's probable that they will seal the area before painting it.

B. UPCOMING EVENTS

B-1 Workshop to Discuss Lease and Responsibilities of the City and Tenants

B-2 City Council Update

Jose Rodriguez is showing interest in a workshop that focuses on the issues that need to be brought to the attention of the Council.

Dan Bacci asked if the Council would prefer to see a single list of options. Jose replied that they could present all items to the Council as an advisory board. He believes that presenting a strong case increases the likelihood of approval. We inform the Council that certain items cannot be covered based on our expenditure fund until four years from now. For instance, the HVAC units can cost roughly \$30,000 each, and as there are a total of six units, it would amount to an expenditure of \$180,000, in addition to what needs to be paid toward the Airport for the lease. According to the report, \$54,000 is owed.

Ed McIntyre believes that transferring money from one entity to another is a simple solution. He inquired about whether they were providing financial support to the airport operations. He believes it is inappropriate and suggests renting it for \$1.00 instead.

Dan Bacci mentioned that the Federal Aviation Administration (FAA) is involved and charges significant fees. He knows this from his experience with the City of Salinas, where they pay around \$80,000. He would like an explanation of where the collected fees are going.

Jose Rodriguez informed the committee that Joseph Hebert possesses some information that can be conveyed to the public works department, which could be a potential liability. Jose also mentioned that he could include this item in the commissioner's report to notify the council. The report will mention a letter from the Golf Course Advisory Committee and a dual workshop, which is expected to occur in the first week of January.

All members discussed the priority of items listed in the report. They agreed that the HVAC units should be prioritized due to urgency. The two units that go directly to the restaurant cause the most damage and are double units. Jose Rodriguez shared that he encourages the City to take action on item 6 during the workshop.

Karla Gran mentioned that item 8 is also related to liability and requested clarification on whose responsibility it is to address the faulty doors. As per the agreement, the tenant will carry out repairs, whereas the replacement can be a CAPEX project. The door locking mechanism is not working correctly, and several locksmiths have recommended replacing the doors. Dan mentioned that they would get quotes for the replacement.

Karla Gran will be drafting a letter to present to the City Council, and Jose suggested that the letter be shared with the committee members so that they could modify it if required. Members believed if they acted on the letter by the following meeting, they could potentially present it to the council at the December 20th meeting.

Jose Rodriguez asked how the Golf Course was doing, Dan Bacci stated that he would prioritize improving its interior before addressing its exterior despite receiving complaints.

Mercedes Bravo shared that Joseph Hebert has requested all future meetings be scheduled during office hours. The group agreed to schedule noon meetings.

Jose Rodriguez inquired about the Fishing Derby. Derrick Sanchez reported that the Derby had been successful.

Lisa has announced that she will be hosting an Ag Show on April 26, 2024. The event is being organized in collaboration with Ag Solutions and is expected to attract around 1,000 people. The show will feature large equipment and will be open to the public. It will be held at the Golf Course and showcase various local organizations, including the local FFA, the Sheriff's Office, and possibly Madera Robotics. Lisa has informed the committee that she will distribute flyers to all local hotels. The event has many sponsors, including Valley Wide.

C. FUTURE MEETING TOPIC
NONE

The committee members proposed the next regular meeting be on Monday, December 11, 2023.

The meeting was adjourned at 1:15 p.m.



Administrative Assistant, Mercedes P. Bravo