



City of Madera
Parks & Community Services

Minutes of a Regular Meeting of the Golf Course Advisory Committee

Monday, August 19, 2024
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. 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: #856 0674 5958.. 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/85606745958?pwd=kMg1k136rk9Va72OkGxa6ubbEGO0OM.1&from=addon>

Telephone Number: (669) 900-6833

Meeting ID: 856 0674 5958

CALL TO ORDER: The meeting was called to order at 12:05 p.m.

ROLL CALL:

- | | | |
|----------|----------------|---|
| Present: | Jose Rodriguez | City Councilmember |
| | Chito Romero | Golfer At-Large Community Member |
| | Lisa Gill | Food and Beverage Director/Representative |
| | Ed McIntyre | Non-Golfer/At-Large Community Member |
| Absent: | Joseph Hebert | City Parks Director |
| | Dan Bacci | SGM Representative |
| | 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 June 17, 2024, meeting by Lisa Gill, seconded by Chito Romero.

Motion was approved with 3/1 majority in favor.

A. CAPEX PROJECT

A-1 Restroom/HVAC Status Update

Lisa Gill shared that both the men's and women's restrooms are complete, but there are still a few minor items that need to be finished. Overall, both restrooms were completed on Friday. Lisa shared that the electrical switch needs to be adjusted, doors need to be painted, and changing stations need to be installed.

The HVAC unit in the bar area has been replaced. There were issues that caused the business operations to shut down for a few days in the afternoon. SGM hired a team and got the unit up and running. Unfortunately, due to the design of the units, replacing one unit caused issues with the other units. It caused the air vents to collapse due to its efficiency. The problem was resolved by keeping other units on, which allowed the air to circulate and the units to work, avoiding overworking them.

Window tint was added, and Lisa Gill shared that acrylic tint has made a difference.

Jose Rodriguez asked Lisa Gill if she knew the price of the unit and installation, but unfortunately, she was not aware. She said she would follow up on it. Lisa Gill confirmed that the expenses were covered through SGM and would be submitted for reimbursement towards the Capital Improvement Fund. She mentioned that Dan Bacci or Joseph Heber would have the total amount spent.

Jose Rodriguez requested that this item be brought back. He also shared that the budget for FY 23/24 may have been exhausted. Lisa Gill confirmed that this was accurate. The expenses for the women's restroom remodel were allocated to the FY 23/24 funds, while the expenses for the men's restroom and the HVAC replacement were allocated to FY 24/25. Lisa Gill also shared that when the HVAC unit was installed, it damaged the fence, leading SGM to replace the entire fence surrounding the HVAC unit.

Lisa Gill added that when the HVAC unit was replaced, the wall between the hallway and the banquet room was also replaced due to water damage.

B. BOARD MEMBER REPORTS

Lisa Gill

Lisa Gill has reported that she is considering installing a tuff shed outside the banquet doors over the next year. The shed will be placed where the porta potty is currently located. Its primary purposes will be for storage and as a portable bar to provide drinks for customers. Lisa intends to ensure that the shed is not stationary, obtain approval before setup, and comply with the City's rules and regulations. She will share examples of the tuff shed at the next meeting.

Chito Romero

Chito Romero reported that over the weekend, he played and noticed water in the rut on the tee box. He will report on this at the following meeting.

Ed McIntyre

Ed McIntyre suggested that the committee divide up the areas of work and assign specific tasks to members. For instance, Chito Romero, who spends time at the golf course during the week, can provide insight on prioritizing projects based on the USGA report. Lisa Gill could report on the facility, and so on.

Chito Romero asked Jose Rodriguez about the budget for this fiscal year. Jose responded and confirmed that the budget is \$75,000, and the City Council has allowed additional revenues to be allocated to this board at their discretion.

Ed McIntyre asked Lisa Gill for clarification on the HVAC replacement, confirming that replacing one unit did not fix the entire system. Lisa confirmed and added that the replacement caused a domino effect, and the contractor advised them that replacing all units is recommended.

Lisa Gill shared that Dan would like to add that the flooring on the bar is too damaged due to the tree that was removed. They are considering removing the carpet and adding epoxy directly to the concrete floor. The separation is obvious and is now becoming an issue and possibly a hazard.

Jose Rodriguez proposed that the board create a capital priority plan for allocating funds and determining priorities. Adopting this plan would be beneficial and it could then be presented to the council for approval or direction.

Ed McIntyre suggested that another important item would be to have a meeting to plan meeting agendas with the Chair, Vice Chair, and secretary. He recommends scheduling this meeting after regular meetings to put together the agenda. Prioritizing is important for making recommendations in reports.

Jose Rodriguez

Jose Rodriguez reported that he would like to review the bylaws to consider rotating the board's roles. He wants to address the bylaws at the upcoming meeting and suggested clearly defining the terms.

Mercedes Bravo has confirmed that the bylaws have been drafted and sent to legal for review. Once approved, they will be shared with the board for discussion and recommendations before the board adopts a set of bylaws.

Jose Rodriguez shared that the bylaws would include the terms and guidelines of the board.

Chito Romero asked about the banquet doors and whether they had been fixed. Lisa Gill replied that they are still not fixed and are temporarily locked for security. The locks are moved during rentals.

Ed McIntyre suggested that Lisa should consider fixing the doors a priority due to liability. He also recommended that all staff create a priority list of projects that need to be completed. Completing the HVAC units is also crucial.

Jose Rodriguez proposed defining the agenda by board member reports and discussing them by category.

The meeting was adjourned at 12:37 p.m.



Administrative Assistant, Mercedes P. Bravo