



**City of Madera  
Parks & Community Services**

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

**Monday, January 22, 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: #843 2819 3217. Comments will also be accepted via email at [parksinfo@madera.gov](mailto: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/84328193217?pwd=bMjfX0Ta9ecOsafZTJdpacSaFh9NNW.1&from=addon>

Telephone Number: (669) 900-6833

Meeting ID: 843 2819 3217

**CALL TO ORDER:** The meeting was called to order at 12:07 p.m.

**ROLL CALL:**

Present:	Jose Rodriguez	City Councilmember
	Joseph Hebert	City Parks Director
	Dan Bacci	SGM Representative
	Lisa Gill	Food and Beverage Director/Representative
Absent:	Chito Romero	Golfer At-Large Community Member
	Ed McIntyre	Non-Golfer/At-Large Community Member
	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 December 18, 2023, meeting by Joseph Heber, seconded by Lisa Gill.

**Motion was approved unanimously.**

### **A. CAPEX PROJECTS**

#### **A-1 Update on the building's maintenance activity and recent repair receipts.**

Jose Rodriguez began by informing the committee that they had received a copy of the invoice from Five Star Drain & Plumbing and asked members to comment. Lisa Gill added that she requested the items. Jose confirmed if these repairs were done recently and were paid through the Capital Improvement account; Joseph Hebert confirmed that there are sufficient funds to cover the invoice amount.

Jose Rodriguez asked if there were any concerns or comments from the committee, and Dan Bacci responded that the leak in the bar was resolved. Their actions to fix the leak will resolve the floor and wall leak. He mentioned that SGM paid for the bill as it was considered a maintenance item and did not charge it towards capital.

Jose Rodriguez asked if there were any additional repairs done besides the ongoing repair. Lisa Gill responded that the urinals were fixed today and the piping above them was no longer continuously running water. The urinals are now functioning properly without needing to be fully replaced. Lisa also discussed the bathroom sinks and was informed that changing the mechanism would make them more efficient instead of replacing the entire sinks. The cost of changing the mechanism to allow for a foot flush for temporary water for all four sinks is approximately \$1,000. If we choose this option instead of a full remodel, it would be the less expensive route. Additionally, there was a major cleaning done in the restrooms.

Jose Rodriguez requested historical progress be shared with the members of the public who may be interested in knowing. He mentioned that the repairs being presented were the only ones completed since the committee's inception. He also informed the committee that they were planning to go to the City Council to request additional repairs as an advisory. Jose or the committee made no further comments.

#### **A-2 Upcoming round of repairs.**

Joseph Hebert brought up the issue of deferred maintenance and suggested prioritizing repairs by tackling smaller, less expensive cosmetic repairs first and then moving on to the larger repairs such as the restrooms, doors, and HVAC. He requested the committee to come up with a list of priorities with a budget of a little over \$70,000. Despite several meetings, there has been little progress in this regard.

Lisa Gill informed the committee that her HVAC unit is not working properly, which is affecting her business. She had a company come out to inspect it and was told that the issue could be fixed by rebuilding a large metal piece rather than replacing the entire unit at a fraction of the cost. She can provide a quote if the committee is interested.

Dan Bacci mentioned that two other quotes recommended a replacement, but Lisa Gill informed the committee that she shared this information with the contractor, who told her that it was not necessary. Joseph Hebert suggested getting a quote for a comparison between replacement and rebuild. Lisa confirmed that she would contact the contractor today to request that quote.

Jose Rodriguez asked if the original inspection report recommended replacement, and the committee confirmed that it did. Jose feels that we now have sufficient information to advise the council of the status. The completion of Karla's letter is necessary for the presentation at the February regular Council meeting. At the last meeting, we discussed that the banquet hall restrooms are a top priority, and this will also be incorporated into the letter. Lisa Gill confirmed that she will contact the contractor to obtain all supporting documentation.

Regarding the lease, Jose Rodriguez added that Ed McIntyre mentioned he would like to bring this to the council's attention so that we can determine who is responsible for what. In many cases, it will fall back to the City. The lease is vague in language and rewriting it would be prudent to provide clarity. He would like to move forward with the suggestion of rewriting the lease.

Jose Rodriguez agrees that we should proceed with the banquet hall bathrooms and HVAC once we have quotes. Joseph Hebert recommended that the presentation should include a list of major and minor repairs for a decision on what we can do within the context and funding available.

Lisa Gill reported that she has addressed most of the items that were in the inspection report. Many things have been fixed, such as the exit signs being replaced, and the flooring, ceiling, and vents issues have been resolved.

Joseph Hebert asked if the expenses associated with these fixes could be reimbursed to the capital expense account. Dan Bacci replied to Joseph, clarifying that they had covered the costs related to these items. However, there is still confusion regarding what falls under capital versus maintenance.

Joseph Hebert shared that the City recognizes the gray area between maintenance and capital expenses. He also mentioned that a new lease agreement would be drafted, and this would be the perfect opportunity to address these issues and come up with a clear and precise agreement. Dan Bacci expressed that the capital fund is being funded with money going to the

City, but it is not at the discretion of the operator. Joseph agreed, stating that the lease was not clear.

Jose Rodriguez shared that Committee Member Gran's letter expands on this issue and highlights the priorities and responsibilities related to the use of capital funds. Jose further explained that the initial lease, which was executed in 2009, did not capture all the items that were brought to light by the Grand Jury report. These items were later addressed in Amendment Nine.

Jose Rodriguez confirmed that he would like to have a letter on the agenda for the February meeting. He anticipates that Karla Gran will have a completed version of the letter. Joseph Hebert confirmed that the purpose of the letter is to advise on the recommended usage of the funds. Dan confirmed that expenses are not all capital. Joseph Hebert requested that they get quotes for everything. The minor cosmetic items are less expensive and can be done. He suggested making a snowball list to knock out one project at a time based on the available funds.

Jose Rodriguez informed the committee that he and Ed McIntyre had a bond obligation that was settled in November 2023. This will free up money. It's essential for asset owners to preserve and maintain the asset. It's important to have clarity on the lease and where it falls between parties such as ADA. It's a liability to the city, which calls for the City to take care of such improvements.

Dan Bacci mentioned that the casino is coming, and Lisa Gill shared that they have been in contact with her regarding the use of the facility.

The committee decided to move forward with presenting the letter in the February item. They requested Mercedes to confirm the date, likely the 21st of February.

## **B. SIGNAGE/LOGOS**

**B-1 Adding permanent City of Madera signage to the facility.**

**B-2 All brochures, printed advertising, and marketing materials should bear the name Madera Municipal Golf Course with the accompanying logos of the City and the City Parks and Community Services department.**

Jose Rodriguez asked Joseph Hebert to provide more information on a certain item. However, Dan Bacci chimed in to say that if they referred to the Grand Jury report, it addressed the B-2 discussion item and non-compliance. Dan also confirmed that the staff is aware of the requirements and that they have a City logo on file. This logo is being shared with internal staff and being placed on the website and all marketing materials. The issue has been addressed.

## **C. BUSINESS MATTERS**

**C-1 Establishing Golf Course Advisory Committee Bylaws**

Joseph Hebert has brought up the need for establishing rules and bylaws for the committee. Jose Rodriguez confirmed that, currently, there are no such bylaws in place and suggested that we should align our bylaws with those of another advisory committee to simplify the process. Jose also mentioned that this issue has come up on other boards he has served on and having a reference for bylaws can be very helpful for an Advisory Committee.

#### **D. FUTURE MEETING DISCUSSION TOPICS**

Jose Rodriguez asked if there were any discussion items the committee would like to bring up. Lisa Gill responded that she wanted to know if Sugar Pine Smokehouse (SPS) could get some signage on the building to identify her business located at the Golf Course.

Jose Rodriguez said that amending the lease agreement would be necessary to address this. Dan Bacci interpreted the language, and he believed that SPS could have a sign with the City logo. Joseph said he would research and consult with legal counsel on this. Jose agreed with Lisa, saying that tenants should have the opportunity to showcase their businesses.

Joseph Hebert suggested adding this as a clause in the lease for future tenants that operate a business on the Golf Course premises. Jose Rodriguez asked if there were any other comments from the committee. Lisa Gill mentioned that there were many inquiries from people asking to use the room for free. Dan Bacci and Joseph Hebert said that inquiries regarding building usage should go to Parks staff. City staff should not be requesting the facility for free, except for the five (5) events listed on the lease. Fee waivers are subject to the approval of the City Council.

Jose Rodriguez mentioned that they could bring up something with USGA later. Dan Bacci said that the next report would include course conditions, and they had addressed many issues, such as increasing the budget for weeds and making changes to the bunkers. Jose said that the lake in hole number 6 was above the barrier, and Dan responded that Madera Irrigation District had previously been given permission to use it as a ponding basin. The issue was that the water level went above the barrier, causing damage. Dan confirmed that the water level was down and that it could be human error. Joseph Hebert asked about the railroad ties, and Dan said they would repair them in-house.

#### **E. UPCOMING EVENTS**

Dan Bacci informed the group that Lisa Gill has successfully booked the Ag Show. Lisa also mentioned that the show is scheduled for April 26, 2024. SGM has given them permission to use the driving range for heavy equipment. They are expecting over 1,000 visitors for the day event which will boost the economy. Lisa also mentioned that after the show, there will be a concert that should end by 8:00 p.m.

Olga Saucedo-Garcia, a staff member at the Parks department, shared that the Spring Swing Tournament is scheduled for March 30th and will be a nine-hole event. The 4th of July Golf Tournament is also confirmed. Joseph Hebert asked if the 4th of July would be held on the 4th or on a Saturday. Olga confirmed that they received a directive to hold it on the 4th of July. Lisa Gill suggested that it would be a great idea for the City to hold the event at the Golf Course. However, Jose Rodriguez added that the deficit they were facing created challenges for the City. There was a discussion about bringing it back to the fairgrounds as it would be more controlled and avoid paying for additional resources. Jose mentioned that this is a topic that the Council needs to discuss. He also mentioned that the community clubs asked to take the lead and make it a community-based event. He added that there are likely to be discussions about this later in the year to bring it back.

## **ADJOURNMENT**

The meeting was adjourned at 12:48 p.m.



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Administrative Assistant, Mercedes P. Bravo