



City of Madera
Parks & Community Services

Minutes of a Regular Meeting of the Golf Course Advisory Committee

Monday, December 18, 2023
12:00 p.m.

Meeting/Conference Room
John W. Wells Youth Center

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: #891 9741 7884. 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/89197417884?pwd=eMOTPTGEnU9UljdOs77KSqjYGIVfy.1&from=addon>

Telephone Number: (669) 900-6833

Meeting ID: 891 9741 7884

CALL TO ORDER: The meeting was called to order at 12:01 p.m.

ROLL CALL:

Present:	Jose Rodriguez	City Councilmember
	Chito Romero	Golfer At-Large Community Member
	Ed McIntyre	Non-Golfer/At-Large Community Member
	Karla Gran	Service Organization Representative
Absent:	Joseph Hebert	City Parks Director
	Dan Bacci	SGM Representative
	Lisa Gill	Food and Beverage Director/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 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 November 13, 2023, meeting by Chito Romer, seconded by Karla Gran.

Motion was approved unanimously.

A. CAPEX PROJECTS

A-1 Update on the building's maintenance activity.

Jose Rodriguez asked the members if they had any concerns regarding a particular item. Ed McIntyre responded by stating that according to amendment nine, the first priority in item five is to address the restroom in the banquet hall. Additionally, SGM has been directed to work on the water system using the capital expenditure funds. Ed requested that a motion be made as it falls under the board's jurisdiction. He also inquired if any improvements had been made to the restrooms since SGM took over the lease and if they had utilized any capital expenditures for that purpose.

Mercedes Bravo informed the committee that Lisa submitted a receipt for restroom maintenance work and verified that it was a repair.

Ed McIntyre highlighted that over the term of the lease, there have been several different exhibits added to the original lease to specify capital expenditures. It is not clear who was responsible for funding the work, but it was suggested that it may have been the tenant. Ed has requested that the staff investigate and determine the amount of money that the tenant or the City has spent since the lease's inception, and identify the items that will potentially impact capital expenses or repairs.

Jose Rodriguez asked Ed McIntyre whether he requested this from the lease's inception or recently.

Ed McIntyre responded by asking if they had looked back at the amendments in the original lease. He pointed out that the facilities were identified as a capital expenditure item when the work was done. The current tenant took over the facility 19 years after it was first put into service. During the period between 1991 and 2009, the tenant did not utilize the facility, which raises issues of equity. If there were any capital expenditures during that time, there would be levels of depreciation that need to be considered.

Jose Rodriguez brought up the topic and asked if any other members had anything to add. He confirmed that the receipts would be added to the capital improvement fund that the city holds for both SGM and SPS. Mercedes confirmed this information as well.

Jose Rodriguez has shared that the matter at hand is a discussion item and not an action item. He would like to consider Ed McIntyre's points regarding the lease, but he believes it would be wise to discuss them with the City Council during a workshop as an advisory. Please note that they cannot take any action on items without the approval of the City Council.

A-2 Review letter that is intended for consideration by the City Council regarding the Municipal Golf Course Assessment Report

Jose Rodriguez approached Karla Gran to discuss the letter she had drafted. Karla explained that the letter is a rough draft intended to update the committee's progress and request a workshop with the City Council to gain specific direction. She added the inspection report and reference minutes to the letter before stopping. Karla mentioned that they have reviewed the lease, but due to its language, their understanding is limited, hence, she believes that outlining the highest level of service is crucial.

Karla Gran believes that she has accurately summarized the main points discussed in previous meetings. The top priority is to address the bathrooms, and Karla suggests that we follow ADA guidelines to reduce any liability issues. Specifically, we need to fix the sinks, concrete, egress doors, and other relevant elements. In reference to the USGA report, Karla suggests that we should provide more details on the exterior aspects such as irrigation and weeds in our letter, but it's a good starting point.

Jose Rodriguez agrees with Karla Gran and believes that she has captured the essential aspects that we need. However, there is a lack of clarity on who is responsible for what. As an advisory committee, we request the City Council to provide clear direction on the responsibilities for each item. For instance, ADA is a liability, and the landlord is accountable for those capital improvements. Jose recommended scheduling a meeting/workshop as soon as possible, preferably in late January or February. Ed McIntyre previously requested the City Attorney's presence to view the lease and ensure that our specific questions can be addressed. It is essential to be transparent and address the issues to serve our purpose.

Jose Rodriguez asked if anyone had anything to add. To this, Chito Romero responded by suggesting that a workshop in February would be great. He believed that it would allow them more time to refine the letter and possibly provide more clarity.

Jose Rodriguez recommended that the members use the copies provided to them that day. Each member was given a copy of the lease that included all nine amendments for reference. He advised members to make notes on items they had questions about. He then requested that a date be scheduled with the City Council.

Ed McIntyre has shared that he agrees with the letter drafted by Karla Gran and would like to proceed with scheduling a workshop with legal counsel present. This will help them prioritize

the project at the Golf Course. For instance, the HVAC units are failing and have reached the end of their lifetime, causing structural impacts.

Jose Rodriguez mentioned that they will not deviate from the mission statement to deliver the highest level of service to the Madera community.

Ed McIntyre inquired about whether we are achieving the desired level of service and what additional steps we can take to enhance the facility, service, and programs we provide. The USGA reports highlight certain concerns that require our attention, such as the irrigation system, grasses, and weeds.

B. SIGNAGE/LOGOS

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

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

The members had a discussion about the importance of the signage. The committee is not aware of any City logos on the marketing materials. The Municipal Golf Course has two different logos, and the members would like to vote on a single logo for consistency.

Items B-1 and B-2 were continued for discussion at the next meeting.

C. FUTURE MEETING TOPIC

Jose Rodriguez asked if anyone had topics for the next meeting and emphasized the importance of resolving the lease issue before moving on.

Ed McIntyre has requested the Council to rewrite the lease, as he believes that the original lease and its nine amendments lack consistency and conformity throughout. Although three different attorneys and former staff worked on the lease, they are no longer available to make the necessary corrections. Ed also questions if the City has spent all the money in the Capital accounts and whether the allocated money has accrued in the past years. If so, there is enough money to address the maintenance items.

The banquet hall restrooms are a top priority as they have caused dissatisfaction in the community. We need to refurbish the facility as soon as possible to resolve the problem.

Jose Rodriguez asked Ed McIntyre to confirm whether he wanted to consolidate all amendments into one lease to clarify the obligations of both parties.

Ed McIntyre replied that some of the language in the amendments and exhibits to the lease are no longer relevant but they are still present.

Jose Rodriguez informed Ed McIntyre that most of the personnel who created the lease are no longer with them. However, they need to follow the lease as it serves its purpose.

D. UPCOMING EVENTS

None

The next regular meeting is to be determined.

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



Administrative Assistant, Mercedes P. Bravo