



**City of Madera
Parks & Community Services**

Minutes of a Regular Meeting of the Golf Course Advisory Committee

**Monday, May 20, 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: #869 1460 8513. 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/86914608513?pwd=38Kdfptwp13SVrN4OikhRt0ArPRbns.1&from=addon>

Telephone Number: (669) 900-6833

Meeting ID: 869 1460 8513

CALL TO ORDER: The meeting was called to order at 12:04 p.m.

ROLL CALL:

Present:	Ed McIntyre	Non-Golfer/At-Large Community Member
	Joseph Hebert	City Parks Director
	Dan Bacci	SGM Representative
	Lisa Gill	Food and Beverage Director/Representative
Absent:	Jose Rodriguez	City Councilmember
	Chito Romero	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 April 22, 2024, meeting by Dan Bacci, seconded by Lisa Gill.

Motion was approved unanimously.

A. CAPEX PROJECT

A-1 Recap 5/1 Council Meeting

Joseph Hebert started by discussing the recommendations from the Advisory Committee that were presented to the council. These recommendations included our current Capex spending summary and a 5-year plan outlining our expected future expenditures. As a result, we will use the available Capex funds to remodel the restrooms based on SGM's proposal. Any remaining funds from Capex or the expenditure fund will be reported to the committee for updates. Additionally, the plan is to address the HVAC situation next.

The question that was not answered during the council meeting is: Can we replace the HVACs one at a time? Joseph Hebert is not aware of the cost associated with replacing HVACs. Without a clear idea of the cost, he feels it would be prudent to replace them one at a time. The estimated cost at the end of the year, after conducting an audit, is approximately \$43,000. If you add the \$75,000 to the \$43,000, you have an excess of \$100,000.

Bacci asked for clarification, and Joseph Hebert shared that out of the current \$75,000, they have spent approximately \$4,000 based on the receipts provided by SGM. The remaining balance after the remodel of the men's restrooms will be carried over to next year's budget, adding to the \$75,000. Additionally, \$43,000 from the City due to the audit will be added due to not spending money on insurance and the payment on the Golf Course since it's been paid off. This will allow for the remodels to happen. The plan is to renovate the restrooms first, followed by the 7 HVACs.

Lisa Gill mentioned that they have double units and inquired whether the recent damage and claims related to the HVAC should be covered by insurance. A woman slipped due to a leak from the HVAC condensate line, prompting her to contact her insurance company. She wants it documented that the leak also caused damage to the wall and flooring. Lisa mentioned that her insurance is currently reviewing the coverage.

Joseph Hebert said he would follow up on this as it poses a safety hazard.

Dan suggested temporarily blocking the area where the incident occurred to prevent further incidents.

Ed McIntyre inquired whether the Council had responded to the repair estimates or asked questions about those items. Joseph Hebert confirmed that they had not, and the discussion focused on how much money would be left to address the top priorities, which are the restrooms and the HVAC units.

Joseph Hebert and Dan Bacci confirmed they would use the available funds to remodel the restrooms and replace the HVAC units, as directed by the City Council. They are requesting not to spend money that they don't have.

Ed McIntyre expressed concern that there has been no progress, noting that according to the USGA report and the report from the Fire Marshall, there has been a lack of maintenance. In response, Dan Bacci stated this is inaccurate, clarifying that while no capital improvements have been made, regular maintenance has been carried out. Ed McIntyre then requested a copy of the report that SGM was supposed to submit to the council, to which Dan Bacci replied that copies were provided to the City upon request.

Ed McIntyre pointed out that while some capital improvement items may have been completed at one time, they have not been maintained.

A-2 Bathroom Status Update

Ed McIntyre inquired about the plans for the restroom, and Dan Bacci confirmed that the necessary products had already been ordered. The first bathroom will be completed by the end of June, and work on the other restroom will commence after July 1st. The remodeling will involve new wall tiles, flooring, counters, toilets, partitions, paint, mirrors, and dryers. No structural changes will be made except for removing one urinal in the men's restroom and leaving two toilets and one urinal. The women's restroom stalls will be expanded, eliminating the cabinets below the sink for ADA access. All toilets and urinals will be water-efficient for commercial use. Construction is scheduled to begin, and a temporary mobile trailer restroom will be rented for use during construction. Dan Bacci anticipates one week for demolition and approximately three weeks for the rest of the work. He is unsure whether the doors are included.

The renovation of the men's restroom is expected to cost about \$45,000, and the women's restroom will likely cost close to \$50,000.

B. BUSINESS MATTERS

B-1 Establishing Golf Course Advisory Committee Bylaws

At the last meeting, Joseph Hebert requested that the committee discuss the establishment of bylaws, as previously requested. He mentioned that he had not received anything despite asking for suggestions via email. Following this, Dan Bacci proposed that Joseph Heber draft the committee bylaws, and Lisa Gill seconded the motion.

Motion was approved unanimously.

Ed McIntyre wants to discuss the workshop with the Council. Joseph Hebert confirmed that there will be no workshop.

C. UPCOMING DISCUSSION TOPICS

Joseph Hebert wants clarification on the HVAC units, and Lisa Gill will confirm at the next meeting.

Dan Bacci inquired about the HVAC system in the banquet room because the room felt cold. Lisa Gill explained that the banquet room HVAC has always been operational. She mentioned that the kitchen HVAC units will no longer function as their parts were used to repair the banquet room units. Lisa Gill also mentioned that they cannot turn off the unit in the bar area, as the banquet room unit needs to remain on continuously due to the high volume of scheduled events. Unfortunately, this continuous operation is causing the condensation line to freeze, leading to leaks due to the degraded condition of the pans.

Lisa Gill believes there are six double units but will confirm this information.

The next meeting is scheduled for June 17th.

D. UPCOMING EVENTS


Lisa Gill is planning a kickoff to the summer party, which will involve about 2-3 bands and possibly include building a beach. The date is to be determined, but the event will be family-friendly, featuring activities such as cornhole, ladder ball, and tic-tac-toe for the kids, as well as activities for the older children.

The Fishing Derby was a success, but Joseph Hebert shared that he was informed about a lot of cheating at the event, as parents were determined to win. There is a grant involving outdoor fishing for adults, and he anticipates an adult fishing event soon.

The 4th of July event is around the corner.

ADJOURNMENT

The meeting was adjourned at 12:30 p.m.



Administrative Assistant, Mercedes P. Bravo