

BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT

MINUTES OF MAY 12, 2014

Karen Rutledge called the meeting to order.

ROLL CALL: J B Brown, Dave Englert, Adam Greek, Tim Huff, Karen Rutledge, and Garry Church were present. Toby Teeter was absent.

The Agenda was amended to include Pool Progress with Tim Old and to also add a request from Gary Mahan to address the Board under Old Business. Under New Business, July 4 Activities was added.

Adam Greek moved to approve the amended Agenda, seconded by Tim Huff, 6-0.

Dave Englert moved to approve the Minutes of April 14, seconded by Tim Huff, 6-0.

TREASURER'S REPORT:

Mark Tackett presented the Treasurer's Report. Fund Balances were reported as follows:

SMB Operating Acct-	\$ 157,254.39
SMB Debt Service Account-	.12
SW Trust Co. Assessment Fund-	180,728.73
SW Trust Co. Debt Service Acct-	.08

Mark reported that the current membership to date is 198 members.

OLD BUSINESS:

Wendy distributed to the Board a draft copy of Standard Operating Procedures for the restaurant and employees. There was additional discussion for suggested changes in the SOP. Employee attire was also discussed and Mark and Wendy are to review some possibilities for uniformity attire for employees.

There was a discussion regarding the closing of the restaurant during the recent Hall of Fame Tournament. Several patrons were reported to have been turned away because the Bar area was closed. The Board was concerned that this should not happen again. Mark and Wendy were told that they need to work on this problem to ensure that food and beverages are available to patrons who may not be playing in a tournament or not involved in an activity in the dining room.

Restaurant costs were discussed and expenses were reported to be down to approximately 38 per cent during the past month. The Board agreed that there still needs to be more streamlining of employee costs and a greater effort made to further reduce expenses. It is important to remember that not all Briarbrook CID patrons are golfers and it is necessary to consider all aspects for a successful CID Operation.

Mart Powers presented a copy of Ordinance No. 14-18 passed by the City Council on May 6, 2014, transferring, assigning, releasing, and delivery to the CID all of the City's rights, title, and interest in Water Tower No. 5. Mr. Powers indicated that the CID Board needed to approve a resolution accepting this transfer from the city of Carl Junction at a future meeting. Dave Englert moved to pass a resolution to accept the ordinance and ownership of the tower within 90 days, seconded by Adam Greek, 5-0-1 with one abstention.

The upcoming Board election was discussed and it was reported that the cost of the mail-in election ballots will be \$6575. June 10 will be the last day to mail in ballots.

Tim Old discussed the pool progress. It is anticipated that the pool will be open on Memorial Day. It is necessary to have six days of warm weather to apply the first coating to the pool floor. An additional 14 days is needed for this coating to cure after the pool is filled with water and before chemicals can be added to the water. Tim also requested that three pine trees to the north of the pool be cut down to keep pine needles out of the pool. The Board approved this request.

Gary Mahan addressed the Board with some concerns regarding communications. He felt that there is not enough information available to the public regarding tournaments and other activities. Mark responded that emails are sent out every Monday reporting tournaments and other events. It was recommended that a calendar of events should be posted regularly in both the Pro Shop and Restaurant areas for those who do not use the Briarbrook web site.

Gary also raised a question regarding a possible conflict of interest with some Board candidates who might be elected in June. Karen indicated that she did not think this would be a problem since a Board member can excuse himself from discussion or abstain from voting on a particular item. Gary thanked the Board for listening to his concerns.

NEW BUSINESS:

The upcoming July 4 activities were discussed since there will be only one more regular meeting prior to this event. Dave reported that the Band is already under contract. Cheryl Patton will need to be contacted as well since she has been instrumental in much of the planning of the past two previous events. The budget for last year's event was approximately \$5,000.

COURSE MANAGER'S REPORT:

Mark mentioned that the next scheduled tournament is the Lady Nutcracker Tournament. There was some discussion regarding the entry fees with questions being answered by representatives from the Ladies Golf Association.

Mark discussed the repairs needed for the irrigation system. The decoders on holes #2 - #9 need to be repaired. The parts are expensive but have been received. The pump has being serviced and a new computer is being installed at an approximate cost of \$2,000.

There was a concern raised about the cleanliness of the course restrooms. There have been complaints about restrooms being dirty and trash cans overflowing. The Board insisted that Mark make sure that someone be responsible to see that all restrooms are cleaned daily each morning.

The question of making the year end financial report available was raised. Some patrons have asked for this information. Karen indicated that April 30 is the end of the CID fiscal year and this report should be available shortly after that date.

ADJOURNMENT:

J B Brown moved to adjourn, seconded by Tim Huff, 6-0.

The next regularly scheduled meeting will be June 9, 2014

Submitted by
Garry Church, Secretary

