

BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT

MINUTES OF DECEMBER 10, 2015

Howard Smith called the meeting to order.

ROLL CALL: Adam Greek, Jim Hackney, Tim Huff, Howard Smith, and Garry Church were present. J B Brown and Bob McAfee were absent.

Adam Greek moved and Jim Hackney seconded a motion to approve the Agenda and the Minutes of November 12, 2015, 5-0.

EXECUTIVE SESSION:

Adam Greek moved and Jim Hackney seconded a motion to go to an Executive Session for 15 minutes to discuss Personnel, 5-0. Howard reported that he and Garry had met with Michelle Morgeson regarding the newly approved Board Clerk position and recommended that she be employed. He also informed the Board that evaluation forms for Mark Tackett will be sent to Board members to be completed prior to the January meeting. Mike Tracy asked for a discussion of one of his restaurant employees, but it was determined that this would have to be discussed in an open meeting since the employee is not a CID employee. Tim moved to adjourn the Executive Session and return to the regular Board meeting, seconded by Adam Greek, 5-0.

Upon returning to the regular meeting, Mike Tracy reported that due to a cash flow shortage he is requesting that the Board allow him to spread out payments (utilities and other costs) currently due to the CID over a short period of time. Jim Hackney moved and Adam Greek seconded a motion to approve his request which is to be completed by June 1, 2016, 5-0.

TREASURER'S REPORT:

Mark presented the Treasurer's Report and answered questions regarding monthly statements. There was a brief discussion following the report. Tim moved and Adam seconded a motion to approve the Treasurer's Report, 5-0. Fund Balances were reported as follows:

SMB Operating Acct-	\$ 66,371.27
SMB Debt Service Acct-	707.32
SW Trust Co. Assessment Fund-	133,737.50
SW Trust Co. Debt Service Acct-	.08
Cart Path Fund-	12,881.48

MANAGER'S REPORTS:

Mike's tax status was discussed. His auditor will send a letter to show that Mike receives a commission check for 98% and is leasing the restaurant.

Mike reported that although the golfing season is over he expects December to be better with two parties scheduled and two more parties scheduled in January as well. He will be looking at changing the Restaurant hours in February with the end of football season.

Jim Hackney reported that the Restaurant Liability Insurance will be \$1,564 for a six month period. Mike would also like to spread this out over six months. Jim Hackney moved and Adam seconded a motion to approve his request, 5-0.

Mark reported that the grounds crew is clearing up the areas around holes #11 and #16. The last fertilizer of the season has been applied. He is not sure what has caused the bad area on #14 green. There are more stumps that need to be taken out. Also need to consider planting new trees. Recommended that the Conservation Agent be contacted.

There was discussion regarding a Course Master Plan which will be added to the January Agenda. Also a recommendation to include a discussion of golf course prices on the January Agenda.

ADVISORY COMMITTEE REPORT:

There was considerable discussion regarding the new Maintenance Building. Depending on the weather, a tentative completion date is expected by Christmas. It was suggested that it is important for Mark and Steve to become more involved with the construction. J B and Steve will need to get together. There was some discussion regarding a bath room in the building and the the Board agreed that this will need to be decided at a later date. It was determined that the question regarding use of propane heat is okay. Howard was concerned that we do not have a definite time line for construction details and recommended that Mark be assigned the lead on this issue. There is definitely a need to finish Phase One before going on to electrical and plumbing work. The bidding for these items will be open. Howard will talk to J B about the next phase.

OLD BUSINESS:

Tim Huff moved and Jim Hackney seconded a motion to approve Howard's recommendation to employ Michelle Morgeson as Board Clerk beginning in January at a salary of \$10 per hour, 5-0.

There was discussion regarding occupancy in the small cart barn. Adam Greek moved and Jim Hackney seconded a motion to fill the 3 spaces that are currently available (10 total) and that all occupants must be Briarbrook members, 4-1.

NEW BUSINESS:

Christmas bonuses were discussed. The following bonuses were approved in a motion made by Jim Hackney and seconded by Tim Huff, (Mark-\$400, Brian-\$200, Steve-\$350, Terry-\$300, Levi-\$250, part time employees-\$50 each), 5-0.

The new Capital Improvement Account which was tabled from the November Agenda was tabled again to a future meeting.

ADJOURNMENT:

There was no other business and Tim Huff moved and Adam Greek seconded a motion to adjourn the meeting, 5-0.

Submitted by
Garry Church, Secretary

The next regularly scheduled meeting will be Thursday, January 14, 2016.