

# BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT

MINUTES OF JANUARY 14, 2014

Karen Rutledge called the meeting to order.

## ROLL CALL:

Dave Englert, Adam Greek, Tim Huff, Karen Rutledge, Toby Teeter, and Garry Church were present. J B Brown was absent. Mark Tackett, Tim Old, and Phyllis Sanders were also present.

Two items, Pool Update and Mortgage Information, were added to the Agenda. Dave Englert moved and Tim Huff seconded a motion to approve the revised Agenda, 6-0. Dave Englert moved to approve the Minutes of December 9 and January 3, seconded by Adam Greek, 6-0.

## TREASURER'S REPORT:

Toby and Mark presented the Treasurer's Report. It was reported that tax payments had been received from the County. Fund Balances were reported as follows:

SMB Debt Service Acct-		\$ 17,824.37
SMB Facility Manager's Acct-		704.72
SMB Operating Acct-		98,295.44
SE Trust Co. Assessment Fund	(approximately)	179,000.00
SW Trust Co. Debt Service Acct-		.08

## OLD BUSINESS:

Wendy was present to discuss ongoing restaurant operations. The new menu was discussed as well as the need to put the menu on the Briarbrook website. It was also discussed that all employees must be signed up with Employer Advantage and there will be no contract labor. It was emphasized that waitresses must check for underage drinkers in the Bar. Suggestions for increasing patronage were discussed which included various special events. Joplin Supply has offered to provide free snacks on Saturday, January 18 and Howard Smith will provide entertainment in an effort to increase participation and bring attention to the change in the restaurant ownership. Adam Greek "volunteered" to head up an effort to create additional special activities and events for the restaurant. It was mentioned that a neon sign for the restaurant would be a good idea. Dave Englert offered to check on the cost of a new sign. The question of whether the restaurant needed to charge sales tax was mentioned. Toby indicated that he will check on this before the next meeting. Mark indicated that he is working on a new POS system that should help restaurant employees to better manage the sales in the restaurant.

Tim Old reported that 40 yards of Shot Crete had been applied to the pool. Additional interior finish will be applied when the weather warms up in the Spring.

Karen distributed a schedule of payment due dates for the mortgage. Toby reported that he will check on the possibility of an early pay off of the mortgage and report back to the Board.

Mark reported that he had met with Mr. Mense regarding the Letter of Engagement. Mr Mense indicated that there were several changes that might be made to simplify the accounting procedures. Mark will work with the lady from MSSU to incorporate these changes. There was a recommendation to require two signatures on large checks. Following discussion, Tim Huff moved and Adam Greek seconded a motion to require two signatures on all checks over \$5,000. The vote was 5-1 with Dave Englert casting the dissenting vote. Tim Huff and Garry Church agreed to co sign on these checks.

#### NEW BUSINESS:

Karen mentioned that following the Insurance Audit, there was a premium increase of \$1,776.00. However, we may qualify for a discount for longevity. Our Employer Liability will also be revised due to an increase in number of (restaurant) employees.

There was discussion of the upcoming CID Board election. There will be three positions up for election this year. The three members whose terms expire in June indicated they probably would not run again. Garry will check with Mary Beth at City Hall about posting a Legal Notice regarding the election and candidacy requirements. The question came up about a requirement regarding Board member attendance. Karen said she had checked and did not find anything in the By-Laws. It was suggested that the new Board in July might want to implement an attendance requirement.

#### COURSE MANAGER'S REPORT:

Mark discussed the different Briarbrook Facebook Links and expressed a concern that there were multiple links that might prove to be confusing to Briarbrook residents.

He also brought up the possibility of a Senior Single membership but there did not appear to be any interest from Board members.

#### ADJOURNMENT:

Dave Englert moved to adjourn the meeting, seconded by Tim Huff, 6-0

The next regularly scheduled meeting will be February 10, 2014

Submitted by:  
Garry Church, Secretary