

**Briarbrook Community Improvement District Minutes**  
**Thursday, January 12, 2023**  
**Regular Board of Directors Meeting**

Pledge of Allegiance

Roll Call

1. Tammy Thomas **called the meeting to order.** Members in attendance: Tammy Thomas, Marcus Patton, Jason Teeter, Elbert Smith, Mike Moudy, Bill Albright and Ken Longnecker.

2. **Agenda** - Additions:

under **Old Business:** g. Debt Service Owes \$45,000 to the Operating Account

under **New Business:** e. Jennifer Gozia's resignation as Board Clerk

After the additions were made, Elbert Smith moved to accept the agenda. Jason Teeter seconded.

Motion passed.

3. **Public Forum:** Jim Hackney; 148 Par Lane: Recognized Jennifer Gozia for her work as Board Clerk.

Jordan Chapman; 101 S. Windwood - Jordan Chapman, with Four States Builders, is interested in the property along Briarbrook Drive and the Trail. The property is in a flood zone, but he would like the property as a personal driveway. Jordan is offering to repair the pool deck in exchange for .2 of an acre of land or purchase the land from BCID.

Tammy Thomas stated that she would discuss this and get back with Jordan,

4. **Approval of the Minutes** - Mike Moudy moved to approve the minutes 12-8-22. Bill Albright seconded. Motion passed.

5. **Financial Reports** - Jason Teeter reported the financials;

Operating Fund - \$53,135.03

Cart Path Fund - \$4,300.00

Debt Service Account - \$63,375.43

Reserve Account - \$87,978.68

**Transferred \$60,000 from the Reserve Account into the Operating Account due to inclement weather causing lower play at the golf course.**

Marcus Patton moved to accept the financials. Elbert Smith seconded. Motion passed.

6. **Reports:**

**a. Pro Shop/Golf Course** - Nate Benedict - See attached report

Total rounds of golf - 981; Members - 260

**b. Golf and Greens Committee** - Marcus Patton

1. Tree Removal - Zane is finished with front 9 and has asked for \$5,000 payment. Our maintenance crew needs to trim smaller trees, re-establish the edges on the bunkers, clean the area around the tee boxes; Nate will discuss winter projects that need to be completed with Steve McKenzie.

2. Course Maintenance Equipment - The Kushman Jacobson Truckster Top Dresser will be delivered tomorrow. The used equipment cost \$15,100, a \$1,390 transportation charge and \$147 handling fee.

3. Course Maintenance - erosion #6 green and drainage on #10 fairway; #11 irrigation lines and sand trap - no new report. Aerification will take place in early March. Bill Albright asked if we have enough staff for the summer. Nate reported the following people will be working: Steve McKenzie, Bill Mulkey, Terry Key, Ryan Pittman and Cole Wilson.

**c. Finance Committee** - Jason Teeter - no additional report

**d. Long Term Planning** - Tammy Thomas - Meeting with Jim Hackney and Nate Benedict next week to develop a timeline for project and administrative paperwork completion.

**e. Restaurant Committee** - Nate reported the Banquet room is booked for every Saturday in January. Winter hours for Joe's 19th Hole are: Monday-Wednesday - Noon-6:00 p.m.; Thursday-Sunday - Noon - 8:00 p.m. Hired Heather Cobine part time in restaurant.

**f. Social Committee** - Mike Moudy and Erin Shanks - Bingo Nights; Roy Stinnett Band. Possible events; Super Bowl on February 12; Valentine's Day; Snowball Golf Tourney in February; Tammy feels we need to involve the community with events like The Easter Egg Hunt.

7. **Old Business:**

**a. Update on property tax information/addition of houses/valuation of property -**

Tammy reported that Troy Salchow is working on adding properties to the BCID. Tammy needs to get assessed value of the property from Lisa Perry, Jasper County Assessor.

**Jim Hackney reported on the BCID tax and status of accounts:**

1.) *On the debt service account, there will be approximately \$230,000 funds available by the February meeting. At that time, the \$45,000, which is what is left to pay back the CID from the loan that was made to the account will be available. The bond payment for 2023 is \$173,630.*

2.) *The loan from SMB for 2 mowers will be paid off around June. I think the monthly amount is around \$1,300.*

3.) *The Board needs to approve an increase in the CID tax for the year ending 12/31/2023. Tammy should take a copy of the minutes approving a 3% increase along with paperwork showing the new rate, to give to the County Assessor. This should be done before August 2023.*

4.) *To get through the winter months (Nov.-Feb.) the bank balance should be around \$100,000 beginning November 1st.*

**b. Cart path update** - The area has been filled with rock and a small section remains to be connected.

**c. Security System for maintenance barn; removal of old maintenance barn** - Federal Protection (Perry) will do a site visit and give an estimate. They will charge an installation fee then a monthly monitoring cost; John McCormick with Johnson Security is also going to bid.

**d. Website update** - Tee Snap; Bill Albright, Tammy Thomas and Nate Benedict scheduled a conference call with Tee Snap. Their managed marketing approach would include bi-weekly strategy meetings, artwork and upgrade to the web site. They also help with social media.

**Tee Snap proposed two options for payment:**

**1. Flat Fee** of \$10,000/year (currently we pay \$1,400/month \$16,800/year for the current service)

**2. Barter agreement;** If a golfer reserves a tee time and pays online, then the golfer receives a 10% discount and Tee Snap receives the golf fees for the 1st four golfers each day. Briarbrook could start with a barter agreement then switch to flat fee at any time. Briarbrook would agree to a two-year commitment.

**Bill Albright moved to begin the use of Golf Marketing Services utilizing Tee Pay barter agreement. Elbert Smith seconded. Motion passed 4-2.**

**e. Repair/removal of pool deck** - See Public Forum, Jordan Chapman

**f. USGA Course Consulting Service Update** - Paul arrives in early March

**g. The Debt Service Account owes the Reserve Account \$45,000.** Originally \$85,000 was removed from the Reserve Account/Tornado Account and deposited in the Debt Service Account on November 19, 2019. \$40,000 was repaid on April 14, 2022, leaving \$40,000 remaining to be repaid to the Reserve Account.

8. **New Business:**

**a. 2023 Timeline Planning** - Tammy is meeting with Jim Hackney and Nate Benedict

**b. Begin Planning for July 4 celebration** - Tammy wants to create a committee for collecting funds for the fireworks and have the community actively participate. July 4 - Golf Tourney starts at 10:00 a.m. Fireworks that night. Tammy Thomas and Mike Moudy will head up the Committee.

**c. Budget planning 2022-2023** - Jason Teeter presents initial budget to Steve Lawver in February.

**d. Addition of Communications Committee** - Tee Snap and Tammy want to print door hangers that include information about how the BCID tax protects property values.

**e. Choosing a new Board Clerk** - Tammy Thomas thanked Jennifer Gozia for serving as Board Clerk. Teri Carlson will begin serving as Board Clerk in January 2023.

9. **Adjournment:** Jason Teeter moved to adjourn at 8:15 p.m. Marcus Patton seconded. Motion passed.

Teri Carlson, *Board Clerk*