

Briarbrook Community Improvement District Minutes
Thursday, February 9, 2023, 6:00 p.m.
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 and Bill Albright.
Absent: Ken Longnecker
2. **Agenda - corrections:** Tammy asked to add: **Reports:** Pro Shop/Golf Course: Add Steve McKenzie; Restaurant: Add Erin Shanks - **New Business:** Add: **D.** Welcome Teri Carlson as the new Board t the budget to Steve Lawver at the City of Carl Junction **F.** Repay \$45,000 from the Debt Service account to the Reserve Account. **G.** Increase tax base by 3%
Jason Teeter moved to accept the agenda with the additions. Mike Moudy seconded. Motion passed.
3. **Public Forum:** None
4. **Approval of the Minutes** - Mike Moudy moved to approve the minutes 01-12-23. Bill Albright seconded. Motion passed.
5. **Financial Reports** - Jason Teeter reported the financials as of 2-1-23:
Operating Fund - \$57,775.00
Cart Path Fund - \$4,300.00
Debt Service Account - \$243,853.93
Reserve Account - \$82,978.68
Total - \$388,907.61
Elbert Smith moved to accept the financials. Bill Albright seconded. Motion passed.
6. **Reports:**
 - A. **Pro Shop/Golf Course** - Nate Benedict and Steve McKenzie
 1. Tree Removal - Zane is still owed \$17,000. He had a \$5,000 draw. 60% completed.
 2. Course Maintenance Equipment - New greens mower will arrive soon.
 3. Course Maintenance - Erosion #6 green and drainage on #10 fairway; #11 Irrigation lines and sand trap

Steve McKenzie thanked the board for the new equipment of the Truckster utility vehicle and the new sand spreader. Aeration is scheduled for March 9-10 with a backup date of March 13th. The three control panels have been installed, two on 15 and one on 16. Steve stated that there were a lot of lightning strikes last year, which caused problems with the irrigation system, like no water on #16. Main areas of irrigation problems are on 10, 16, 17, and 18, which are part of the old system. There is no water pressure because the lines have been drained for the winter. The bentonite that was added to #6 pond has helped very little. Steve said the pump on #6 runs 24 hours per day, 6 months a year. This is a huge electrical cost and wear and tear on the pump. Nate said the electric bill had an increase of \$11,000 from 2021 to 2022. Marcus asked what the next winter projects were. Steve said they are doing small tree trimming, bunker repairs and irrigation leaks. Ideally, we could use 8 more control panels.

B. Golf and Greens Committee - Marcus Patton

The committee met on 2-2-23 (See Attachment A) Future meetings will be on the Tuesday before each board meeting.

Marcus recommends moving forward with approved projects:

1. Sod areas affected by the winterkill. Approximate cost \$8,000. Marcus will look into costs on laying the sod.
2. Removal of old maintenance barn. Approximate cost \$5,000. Steve McKenzie stated he will have it emptied by March 2nd. Zane may agree to tear down the old barn at the old price. Nate will communicate with Zane.
3. It was determined that there would not be construction of a new barn at this time.
4. Discussion on improvements to #11 bunker

The committee recommended to the board:

1. Monthly volunteer work parties supervised by board members and exact items that the volunteers will address
2. Find costs of ropes or chains with posts or poles for cart traffic control
3. Further investigation of leaks on hole #6 pond will be done in the fall of 2023
4. Landscaping cleanup in front of clubhouse, get rid of mulch and put in rock. Cost approximately \$5,000.

C. Finance Committee – Jason stated that due to the fact that we will have \$70,000 in the Debt Service account above the bond payment for 2023, we will need to pay ourselves back the \$45,000 we borrowed from the bank. This will leave an excess of \$25,000 that will be available for capital improvement project, perhaps the pool.

D. Long Term Planning - Tammy Thomas - On hold.

E. Restaurant - Erin Shanks reported that Bingo nights have been successful and in high demand with 30-50 people eating and drinking. We have been sending emails with restaurant events through our Tee Snap program. Erin is planning on Karaoke, Super Bowl and St. Patrick's Day events.

Marcus suggested we have some type of sign on #8 tee box to order food and/or beer or alcohol.

F. Social Committee - Mike Moudy and Erin Shanks - Mike Moudy and Nate Benedict will get together to discuss a winter tournament called Snowball and night golf in the summer.

G. Communications Committee - Tammy wants to do a BCID neighborhood newsletter/door hanger to communicate how to be added to the Briarbrook Golf Course email list, Pool News and Rules plus other pertinent information going into the spring.

7. Old Business:

A. Troy Salchow has most of the petition ready to add the Schuber Mitchell property. He has sent what he has to Shannon and is waiting to hear back from her.

B. Cart path update - #11 and #17 are done, just needs backfill and seed.

C. Security system - Nate received two bids for the maintenance barn. One from Spencer and another from Federal Protection. Federal Protection quoted \$1,349 for an installation fee of the equipment that we will not own or maintain, and a monthly monitoring fee of \$62. (That will notify Nate and police of a break in plus sound an audible alarm) Spencer does not offer that type of alarm/security system. After discussion, Bill Albright moved to get a quote from Federal Protection to add the same equipment and monitoring system to the clubhouse. Marcus Patton seconded. Motion passed.

D. Website update - Since taking Tee Snap on, Nate has had three strategy sessions. Website is being updated. Need pool information. Exploring online paying for tournaments, leagues, etc. Bill suggested we have email enrollment on website. Emails are going out about aeration dates, restaurant events and membership. Nate said they are going to strive to get information out 60 days

ahead of events. Tammy would like for the door hanger information to go out to the BCID residents by the end of April at the latest.

E. Repair/removal of pool deck - tabled to work session

F. USGA Course Consulting Service update - March 7

8. New Business

A. 2023 Timeline Planning - Tammy is working on it.

B. Begin planning for July 4 Celebration - Tammy is working on committees. More conversation at work session. Work session set for Thursday, February 23.

C. Addition of Communications Committee - Tammy is working on it

D. Welcome Teri Carlson, Board Clerk

E. Nate Benedict will email the budget to Steve Lawver, Carl Junction City Manager.

F. Jason Teeter moved we repay the BCID \$45,000 from the Debt Service account to the Reserve Account. Marcus Patton seconded. Motion passed.

G. Increase tax base - Jason Teeter made a motion that we increase the BCID tax base by 3%. Mike Moudy seconded. Motion passed. Tammy will take the necessary documentation to Charlie Davis in Carthage.

Tammy Thomas moved to move to closed session. Motion carried.

9. Closed Session per Ra MO 610.021.3 Hiring, firing, disciplining or promotion of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

Marcus Patton moved to adjourn closed session at 9:07 p.m. Jason Teeter seconded. Motion passed.

10. Adjournment: Mike Moudy moved to adjourn at 9:07 p.m. Elbert Smith seconded. Motion passed.

Teri Carlson, *Board Clerk*

ATTACHMENT A
Golf and Greens Committee Meeting
February 2, 2023

Attendees: Marcus Patton, Matt Armstrong, Evan Wood, Nate Benedict

Projects completed in 2022

- 1) 150-foot cart path extension at hole #14
- 2) Attempt to seal hole #6 pond with Bentonite
- 3) Installation of irrigation pedestals
- 4) Truckster utility vehicle and sand spreader acquired
- 5) Toro Greens Mower acquired (delivery expected at end of February)

Projects currently underway

- 1) Cart Path Improvement (Phase 2a) Holes #11 and #16
 - a. Approximately 1,350 linear feet
 - b. Concrete pouring completed, backfill and seed remain
- 2) Tree Trimming and Removal
 - a. 33 trees scheduled to be removed
 - b. 32 stumps scheduled to be ground
 - c. 14 trees scheduled to be trimmed
 - d. Project approximately 60% complete
- 3) Minor Tree Trimming
 - a. Performed by Briarbrook staff
- 4) Bunkers maintenance
 - a. Performed by Briarbrook staff
- 5) Irrigation repairs
 - a. Electrical issues at hole #18 green
 - b. Broken line on hole #15
 - c. Various leaks and malfunctioning heads

Approved Projects

- 1) Sod areas affected by winterkill (holes 5, 6, 7, 12 and 13)
- 2) Removal of old maintenance barn
- 3) Construction of new barn
- 4) Improvements to bunker on hole #11

Projects under consideration

- 1) Hole #4 pond drainage
- 2) Hole #10 drainage
- 3) Replace mulch at front of clubhouse with landscaping rocks

Items to recommend to Board

- 1) Purchase Moisture Meter
- 2) Monthly volunteer work parties
- 3) Further investigation of leaks at hole #6 pond
- 4) Proceed with sodding areas affected by winterkill
- 5) Investigate posts with chains for cart traffic control