

CITY OF COPPERAS COVE
GOLF COURSE ADVISORY BOARD COURSE REGULAR MEETING MINUTES
September 3, 2015

A. CALL TO ORDER

Regular Meeting was called to order at 1:30 P.M. by Sandy Vegh, Chairperson

B. ROLL CALL

Matt Russell – City Council Liaison - Present	Gordon Irwin- Present
Mike Chandler, GC Staff Liaison - Present	Frank Somera Jr. - Present
Sandy Vegh - Present	Marc Payne - Present
Craig Foster – Excused	
Cody Fox- Excused	
Donna Sadd- Present	

C. ACTION ITEM-

1. **APPROVAL OF THE MINUTES-** Sandy motioned to approve the minutes of August 5th, which Frank seconded.

D. OLD BUSINESS-

1. **BY-LAWS – Matthew Russell, City Council Liaison-** Matt passed out copies of *Ordinance Numbers 2014-44, 2013-37, and Robert's Rules of Order*, which are all referenced in the by-laws. Together, the board discussed and made changes, which are to be re-typed and presented for approval at October's meeting. Matt will confirm with the City Council the length of members' term of office as mentioned in Section C of Article II.

2. **SURVEY & QUESTIONNAIRES- Donna Sadd, Secretary** - Donna passed out copies of the *City of Copperas Cove Citizen Engagement and Priority Study*, which contains several questions regarding the golf course. The study got a response of 450 citizens- results available next month. Rough examples of *Customer Comment Cards*, for placement in carts and the pro shop, and *Caddie Shak Surveys* were briefly discussed. In meeting with Kevin Keller, Donna learned that all surveys and questionnaires, anything that is for the public, must be approved by the City Manager. Once we have that approval, the board can get assistance from the public information office with whatever we need. Marc added that we could do co-op advertising on the pieces. Additionally, Gordon reported that the Texas Golf Association does not do surveys, but they gave him a couple of names of consultants who would be able to help with that. However, Gordon did not get into a conversation with either of the companies.

E. NEW BUSINESS-

1. **Priorities List-**

a) **Mike Chandler, Golf Course Staff Liaison** – Mike was asked who does the **advertising** for the golf course, and he replied that it's between Parks and Recreation and the golf course. He will provide more detail at the next meeting.

b) Speaking to the board's desire to make improvements to the **short game**, Mike mentioned the possibility of using 'T-strips', fairway-grade synthetic surface mats, that can be used for chipping. Matt instructed Mike to get a cost estimate on establishing a chipping green, using the putting green as a target, and to also decide on the placement of the sand trap by the next meeting.

2. **Budget - Mike Chandler, Golf Course Staff Liaison** – Matt passed out copies of the City's *Impact of the General Fund & Golf Course Fund*. We need to make up for \$140K baseline; however, it was discussed that the projected expenses could be 10 – 15% higher, or actually \$190K. Operating Expenses for Y2015-2016 are \$25,000.00 for Operations and \$15,000.00 for maintenance. Fifty-four thousand dollars (\$54,000.00) is slated for new programs, car paths, and bathrooms #5 or #10, and foot golf. Parks & Rec. is to help with building repair of the pro shop's rotting façade. By the next meeting, Mike is to furnish: a) line items for *designated expenses*, b) talk with Velia regarding "transfers out", and c) copies of the new budget for the pro shop and maintenance.

3. **Utilities-** The golf course pays electric only, which is approximately \$20,000 dollars per year, of which Parks & Rec. pays an undetermined part.

4. **Equipment Report- Mike Chandler, Golf Course Staff Liaison-** If equipment was leased for 2 years the equipment would be under full warranty; otherwise, the golf course maintains it. Mike commented that John Deere provides the best equipment, service and parts. Sandy suggested our studying how much money would be saved owning versus leasing. Leasing a fleet of equipment would run \$48,000.00 or \$4,000/month. Matt mentioned that the city might reap huge savings if it purchased the equipment on 4 years and sold it at the end.

F. ITEMS FOR FUTURE AGENDA

1. Approval of the amended By-Laws
2. Discussion of tours done by members
3. Update on hard numbers and detail regarding items above
4. Review questionnaire & survey, and get Andrea's thoughts on same
5. Get results on current city survey due in October

4. ADJOURNMENT

Sandy adjourned the meeting at 3:30 pm.