

City of Meadowlakes Stated Meeting Minutes April 17th, 2018

The City Council of the City of Meadowlakes held its Regular Meeting at Meadowlakes Municipal Building in Totten Hall on April 17th, 2018, beginning at 5:00 p.m. in accordance with the duly posted notice of said meeting.

Council Members Present:

Mayor Mary Ann Raesener
Councilmember Mike Barry
Councilmember Ed O'Hayre
Councilmember Jerry Drummond
Councilmember James Woods
Councilmember Bob Brown

Staff Present:

City Manager Johnnie Thompson
City Secretary Evan Bauer
City Treasure Debbie Holley
Floodplain Administrator Mike Williams

Guests Present:

Erica Melton, YMCA

- 1. CALL TO ORDER AND QUORUM DETERMINATION.** Mayor Raesener called the meeting to order at 5:00 p.m. and announced the presence of a quorum.

- 2. PLEDGE OF ALLEGIANCE & PRAYER.** Councilmember Woods led the Council and guests in the Pledge of Allegiance.

- 3. CITIZEN COMMENTS.** Residents Franzella Jones, Judy Archer, and Dottie Stueckroth addressed Council expressing their concerns regarding the Meadowlakes Restaurant. They want to see a more professional restaurant environment with better quality food.

Agenda item 7-D and E were taken out of order due to a time constraint by our City Attorney.

Discussion/Action- Adjourning to a closed session per section 551.071 of the Texas Open Meetings Act for consultation with City Attorney pursuant to Texas Government Code Section 551.071, for the purpose of receiving legal advice concerning Agreement with Meadowlakes Property Owners Association for maintenance and repair services provided by the City. Mayor Raesener adjourned Council to a closed session at 5:09pm.

Discussion/Action: Reconvene into open session and action as may be required from closed session. Mayor Raesener called the City Council

meeting back to order at 6:10pm. Councilmember O'Hayre made a motion that the City Council notify the POA that, as of this date, April 17, 2018, it is the Council's intention to re-negotiate the contract between the City and the POA, with negotiations being open as of April 17, 2018 and concluding by no later than July 2, 2018. The motion was seconded by Councilmember Drummond and passed unanimously.

4. MONTHLY STANDARD LIVE REPORTS: The following live reports were given by staff:

A. Current Operations and Consent items. Mr. Thompson briefed the Council on operations in general, as well as consent items.

1. **Purchase of Golf Cart Fleet** – The new golf cart fleet is scheduled to be delivered the first part of June. He also reminded Council that at the March Council meeting, delivery was being delayed approximately 30 days to obtain a fleet of 2019 carts instead of 2018s. This will be at no additional cost to the City.
2. **Cart Paths** – Staff began the dirt work on the cart path improvements earlier in the week and will concentrate on the paths on holes 13 and 14 first. Once all dirt work is completed, Burnet County will come in and pave the paths with asphalt (with the City paying the cost of the asphalt). This is an ongoing project and Mr. Thompson or Mike Williams will give weekly updates.
3. **Water Plant SCADA Upgrades and Improvements** – All the details on the SCADA upgrades for the water treatment plant have been worked out and the contractor is currently in the process of doing the necessary design and related drawings. It is anticipated that actual onsite work will begin in about 45 days.
4. **Raw Water Intake Renovations** – Mr. Thompson reported that the contract for this project has been executed. The pumps have been ordered and are expected to be delivered by the end of next month. The renovations are expected to be completed in the late May or early June timeframe.
5. **Food and Beverage Operations Position Paper** – Staff has just begun working on the position paper on the future of F&B operation. Mr. Thompson reported that an extensive statistical review of the income and expenses of the F&B operations for the first six months of the fiscal year has been done, which will become a portion of the position paper. Mr. Thompson will be requesting permission to retain a consultant that specializes in F&B operations to assist with the preparation of the requested position paper.
6. **TABC License** – Mr. Thompson reported that, as mentioned at your meeting last month, the City has received the renewal of the PFC's TABC

license. This renewal is good for two years. Due to other commitments and a change in our lead legal counsel, Mr. Thompson has not made any progress on the possible conversion of the PFC license to the City. As soon as the cart path project is off and running, his focus will be on this issue.

- B. Golf and Food and Beverage** – Mr. Thompson briefed Council on current operations of the Golf and Food and Beverage departments. He stated that Food and Beverage operations continue to struggle with issues ranging from shortage of staff, food quality and lack of profitability. He reported that the operation lost approximately \$2,500.00 in the month of March, which brings the total loss for the fiscal year to \$36,000.00.

Larry Panther, Head Golf Professional briefed the Council on current operations of Hidden Falls Golf Course. He informed Council that March was a successful month, averaging between 80 and 110 golfers a day. He also informed Council that the cart path improvement project is underway and that the base on hole #13 had been laid. He also informed Council that the new golf cart fleet is still scheduled to arrive the first couple of days in June. Mr. Panther is currently in the process of finding a replacement for Bernie Blan, the Assistant Golf Pro, who resigned in March.

Debbie Ingalsbe, Food and Beverage Manager, briefed council on Food and Beverage operation. Ms. Ingalsbe informed Council about a couple of golf tournaments that she, along with Mr. Panther, hosted. She also presented new dine-in and to-go menus that have some updated pricing and food items. She also informed Council that there will be a cost for renting the facility itself, which has not been done in the past. The first two hours are \$100.00 per hour and after that it is \$50.00 per hour. Ms. Ingalsbe also stated that she hopes to start having a daily special that will consist of something that is not on the menu.

- C. Public Works** – Mr. Williams briefed the Council on current operations of the Public Works Department, including the regular recurring items. He informed Council on tasks that were done for the POA. These include routine maintenance at the guard gate (weeding flower beds, mowing), weekly mowing and cleaning of the lakeside pavilion and children's park, and one mowing cycle of the vacant lots has been completed. He also stated that the prep work on the cart paths began yesterday on hole #13. The estimated time for completion of this prep work is 3 weeks, as it is being done by City employees in addition to their regular daily duties. With regard to the installation of pipe for the "purple pipe project", Mr. Williams stated that Meadowlakes' part is completed and is waiting on Marble Falls to complete their part. He, along with Public Works employee Scott Bridges, met with staff from Marble Falls and were informed that their part will be complete by the end of April.

5. CONSENT ITEMS:

- A. March 20th, 2018 City Council Meeting Minutes – Evan Bauer, City Secretary
- B. Standard Staff Reports for March 2018.
 - 1. Ordinance Enforcement & Animal Control March 2018 Activity Report – Pat Preston, Ordinance/Animal Control Officer
 - 2. Patrol Activity Report March, 2018 - provided by Meadowlakes Patrol Officer
 - 3. Building Committee March 2018 Activity Report – Steve Nash, Chairman
 - 4. Vandalism March 2018 Report – Evan Bauer, City Secretary
 - 5. Public Works Department March 2018 Activity Report - Mike Williams, PWD
- C. Financial Reports for March 2018 - Johnnie Thompson, City Manager

After discussion, Councilmember Drummond made a motion to approve the consent items as presented. The motion was seconded by Councilmember O'Hayre and carried unanimously.

6. OLD BUSINESS ITEMS:

- A. **Discussion/Action: Appointment of Committee to review the City's Building Code requirements and make recommendations regarding revisions to the City's Codes of Ordinances.** Last month Mayor Raesener appointed a Committee made up of Councilmember Mike Barry, POA President Joe Summers, Building Committee Chair Steve Nash, resident/builder James Woods, and herself to the Committee. The Committee's charge was to review the current Building Codes and to make recommendations for revision and/or additions to the Council. After the appointment of this Committee, Mr. Woods was appointed to fill the unexpired term of Place 1, which became vacant upon David Baker's resignation from the Council. Upon the appointment of Mr. Woods, the Committee consisted of three members from the Council which could be construed as a quorum of the Council. Mayor Raesener informed Council that one of the three members of the Council should be replaced in order to eliminate any possible violation of the Texas Open Meetings Act. She will be replacing herself with former Building Committee member Barbara Kast, and requested Mike Barry to be the Chair for this committee.
- B. **Discussion/Action: Update on funding and construction of a gazebo on the grounds of the Meadowlakes Restaurant/Proshop.** At March's Council meeting, James Woods addressed the Council under Citizen Comments regarding the possible construction of a gazebo on the grounds of the restaurant/proshop. No action could be taken at that time since it was not an agenda item, however, at the Special Called meeting on March 29th, approval was given by Council provided the POA provide one-half of the required funding. Councilmember Woods stated that at their monthly

meeting earlier in the week, the POA denied the request to assist the City with the construction of the gazebo. Councilmember Woods stated he still would like to proceed with the construction, and proposed to Council that he would provide funding for the gazebo itself if the City would agree to provide funding for the foundation and the staining of it. Councilmember Brown made a motion that the City fund the concrete and the staining of it. The motion was seconded by Councilmember Drummond and passed unanimously.

7. NEW BUSINESS ITEMS:

This item was taken after Mayor Raesener called the meeting back to order after closed session.

- A. Discussion/Action: Contracting with YMCA of the Highland Lakes for staffing and operating of the City swimming pool.** Erica Melton, Aquatic Representative for the Highland Lakes YMCA, was present to discuss two proposals regarding lifeguard staffing for the 2018 summer season which will run from Memorial Day weekend through Labor Day weekend. Ms. Melton informed Council that the first option would be for staffing the pool from 10am-7pm, Tuesday through Sunday, which have been the hours of operation in past years. The second proposal would be for reduced hours of operation. More specifically, 1pm-7pm, Tuesday through Sunday. Both options provide for two lifeguards to be on duty during hours of operation. Mr. Panther informed Council that the Red Cross does the training for lifeguard certification for the YMCA. After discussion, Councilmember O'Hayre made a motion to authorize the City Manager, Mr. Thompson, to negotiate a contract between the City and the YMCA for providing certified lifeguards between the hours of 1:00pm and 7:00pm, Tuesday through Sunday, for the 2018 summer season, which begins Memorial Day weekend, and ends Labor Day weekend. The motion was seconded by Councilmember Drummond and carried unanimously.
- B. Discussion/Action: Authorizing City Manager to retain a consultant to assist in the review of Food and Beverage Operations.** Mr. Thompson reported that he has prepared a detailed financial analysis of food and beverage operations. After spending a considerable amount of time doing some research, he believes it would be in the best interest of the City to retain a consultant who would be more well versed in food and beverage operations. Mr. Thompson has contacted the consultant that was used several years ago to review bar operations, and is awaiting a proposal from him. It is anticipated that costs will be around \$5,000 for the consultant. It is hoped that a consultant would be able to offer suggestions and guidance regarding how to improve the restaurant. After discussion, Councilmember Barry made a motion to authorize Mr. Thompson to retain a consultant for the purpose of reviewing and offering

suggestions regarding food and beverage operations. The motion was seconded by Councilmember O'Hayre and carried unanimously.

- C. Discussion/Action: Planning for fiscal year 2019 budgeting process and 5-year fiscal plan.** With the fiscal year beginning October 1st, the budgeting process is quickly approaching; therefore, Mr. Thompson requests a workshop for the purpose of reviewing the budgeting process in general and getting input on any projects and goals. He also requests a 5-year fiscal plan be incorporated in the budgeting process for the purpose of planning for things that might be needed in the future such as vehicles and equipment and maintenance items for the wastewater treatment plant that need replacing.

After discussion, it was determined that, due to scheduling issues, the May Council meeting would need to be moved to May 22nd at 5:00pm and a budgeting workshop would be held prior to that meeting beginning at 4:00pm.

8. COUNCIL & MAYOR ANNOUNCEMENTS:

- A.** The next Council meeting will be held May 22th, 2018 at 5:00 p.m.

9. ADJOURNMENT: Mayor Raesener adjourned the meeting at 7:35p.m.

Approved: /S/ Mary Ann Raesener
Mayor, Mary Ann Raesener

Date: May 16th, 2018

Attest: /S/ Evan Bauer
City Secretary, Evan Bauer

Date: May 16th, 2018