

**MPFC Board Meeting
Minutes, December 14, 2009**

I. CALL TO ORDER AND QUORUM DETERMINATION AND OPENING COMMENTS – BOARD PRESIDENT

President Charles Burleson called the meeting to order at 6:01 PM declaring that the required quorum was present at the Meadowlakes Municipal Building in Totten Hall, 1777 Broadmoor, Meadowlakes, Texas. Members present were: Charles Burleson, Paige Lechler, Dale Fixsen, Patti Wray and Dave Dostal. COO Jeff Wilson was in attendance.

II. PLEDGE OF ALLEGIANCE – PRESIDENT

President Charles Burleson led the Pledge of Allegiance.

III. APPROVAL OF MINUTES OF NOVEMBER 9, 2009 MEETING – PRESIDENT

President Charles Burleson asked for a motion to accept the minutes from the November 9, 2009 meeting as written. Dale Fixsen made a motion to accept the minutes as written. Dave Dostal seconded the motion. The motion carried by unanimous vote of Board members.

IV. OPENING COMMENTS – President Charles Burleson

A discussion was held by the President and the Board concerning the 18th hole and what changes need to be made to make it a signature hole and good finishing hole. No decisions were made and it was concluded that no changes to the hole could be made without City Council approval. At such time that the Board is ready to make recommendations for changes to this hole, the GM will draw up plans to be presented to the City Council for approval.

The President discussed the water situation on the golf course. We have too much water in the ponds to put on the course. To solve the problem we could purchase a portable wheel irrigation system to water some of the areas that are not currently irrigated such as the driving range and some rough areas. Johnnie Thompson has located a system for us. The City might partner with us on this purchase. The cost for this system is \$6500.00.

The President and Johnnie Thompson will try to repair holes in the golf cart paths when the weather is better.

V. STATUS AND ACTIVITY REPORT – GM/COO Jeff Wilson

There will be a letter going out in the January billing about proper golf cart rules. Jeff will have a 2010 Tournament schedule by next meeting. The Financial Statement for October – November shows a \$15,000.00 profit overall with paying for insurance for the

year. Repayment of the loan is not included in this figure. The GM/COO incentive pay is not shown in this figure, it will be computed at his 6-month review and then adjustment made if warranted.

VI. ITEMS FOR ACTION/DISCUSSION

a. Interlocal Cooperative Agreement, Revision I – President.

The President asked for a motion to accept this agreement as written. Dale Fixsen made a motion to accept the agreement as written. Dave Dostal seconded the motion. There was no discussion. Vote was unanimous by the Board Members to approve this document.

b. Job Descriptions to be included in the Personnel Manual – Dale Fixsen

Dale Fixsen reported that this is the third or fourth revision of the job descriptions and they were made available prior to this meeting for the Board's comments. A motion was made by Dave Dostal that we approve the job descriptions as written. Paige Lechler seconded the motion. Vote was unanimous by the Board Members to approve these job descriptions for inclusion in the Personnel Manual.

c. Budget 2010 – Dale Fixsen

A copy of the budget was previously sent to the Board for comments. Jeff Wilson also had input into the budget. In this budget, Workers Compensation charges were increased to \$11,000.00 to cover the entire staff. We owe \$5,000.00 for 2009 because the estimated cost did not cover all employees. In this budget the restaurant sales are broken out by type and then computer cost of goods sold by each type. The first two months of operation we are close to this. On Page 5 there was a question concerning the total cost of goods sold, it should be \$61,825.00. The budget is projecting a net income of approximately \$50,000.00 for the year. The \$3,000.00 loan repayment to the City should be a Board expense; take off bottom and have GM/COO show it on monthly P&L's. The two additional sheets show golf projections for the year. The President asked for a motion to accept the budget. Dave Dostal made a motion to approve the budget with red line corrections made. Paige Lechler seconded the motion. There was no further discussion. Vote was unanimous by the Board Members to approve this budget.

d. Update on MPFC Website – Paige Lechler

Paige reported that we are going for strictly an informative website not one with pictures, etc. She asked what are we legally responsible for having on the website to report to the community. John Aaron, Mayor, said the choice was in response to the community's questions. He also said we have no legal requirement for a website but that agendas have to be posted on the website if we have one, fees have to be posted. Jeff has fee schedule on his Golf Course website. These fees could reside in policy document and needs to be posted. We are currently linked to the

City's website now. Paige will check with Bob Powers about security currently in place. If we do have a website it has to have sufficient security so that it cannot be hacked into. The President asked with the current information that a website for us is not a legal requirement do we want to have one? There is a requirement that a repository for documents with physical papers but you do not have to have a website. Responsibility resides with the Board Secretary for these and it was suggested to set up an off-line discussion to set up these documents. There is space in the filing cabinet in Jeff's office for these documents. A baseline of documents and an index of these documents is needed. Motion was made by Dave that the MPFC not have a website. The motion was seconded by Dale Fixsen. Vote was unanimous by the Board members.

e. Management of the Restaurant - President

We have not closed the door on leasing the facility. We have no good leasing prospects at this time. Do we need a workshop to put a lease template in place? The staff has been working extremely hard on special events. In 17 days in December we are doing 22 special events and that is not counting the normal monthly functions. We all need to go by the restaurant and tell them all thanks for their hard work.

f. Award Fee Criteria for GM/COO – President

President said a topic was left off item V. Status and Activity Report by GM/CCO. He asked that a workshop be scheduled to discuss Operational Policies and Procedures with the GM/COO. It was proposed that a workshop be set up on Tuesday, January 5, 2010, with a Board Meeting following the workshop. Go back to Award Fee Criteria discussion. Dale and Charles are working on the Award Fee Criteria for GM/COO. A motion was made by Dale Fixsen that this item be tabled until the next meeting. The motion was seconded by Dave Dostal. Vote was unanimous by the Board members.

g. Approval of Fee Schedule for HFGC – President

The GM/COO explained his proposed rate structure. Membership rates will remain the same, daily fee rates will be the only rates that change. He also proposes a Twilight and Super Twilight fee. Cart rental fees for spectators and 5/6 players who do not own a golf cart or have a Gold membership be increased. A board will be placed in the Pro Shop with new rates effective March 1, 2010. Dale Fixsen made a motion to accept proposed rates as of March 1, 2010 daily fees weekday/weekend and cart rentals as presented by GM/COO.

A discussion was held about the GM/COO holding a membership drive. Paige Lechler made a motion that we give the GM/COO authority to give former members to rejoin with no initiation fees and new members to join at 50% of current initiation fees through February 28, 2010. The motion was seconded by Dale Fixsen. Vote was unanimous by the Board members.

VII. CITIZEN COMMENTS(limited to 3 minutes each speaker, 15 minutes total)

A question was asked from the audience if events already scheduled for Jan/Feb will be catered? The staff will take care of all the existing events for Jan/Feb, none of these will be catered.

VIII. DECLARATION OF ADJOURNMENT OF MEETING - PRESIDENT

The President Charles Burleson adjourned the meeting at 8:09 PM.

APPROVED:

/s/ Charles Burleson
Charles Burleson, Board President

DATE: 1/11/2010

ATTEST:

/s/ Patricia Wray
Patricia Wray, Board Secretary

DATE: 1/11/2010

