

**OFFICIAL MINUTES OF THE GOLF COURSE ADVISORY COMMITTEE  
LAGO VISTA, TEXAS  
JANUARY 12, 2016**

**BE IT REMEMBERED** that on the 12<sup>th</sup> day of January, A.D., 2016, the Golf Course Advisory Committee held a Regular Meeting at 6:00 p.m. in the Council Chambers, City Municipal Building, 5803 Thunderbird, in said City, there being present and acting the following:

**CALL TO ORDER**

Kevin Jackson	Committee Chair	Rich Raley	Council Liaison
Frank Robins	Committee Vice Chair	Melissa Byrne Vossmer	City Manager
Gina Williams	Secretary	Belinda Kneblick	Asst. City Secretary
Chip Hamilton	Committee Member	Eric Cupit	Golf Course Manager
Jim Speckmann	Committee Member		
Pat Albus	Committee Member		
Mike Everett	Committee Member		

Committee Vice Chair, Kevin Jackson called the regular Meeting to order. All Committee Members were present.

The numbering below tracks that of the agenda, whereas the actual order of consideration may have varied.

**CONSENT AGENDA**

All matters listed under Consent Agenda, are to be considered routine by the Committee and will be enacted by one motion. There will not be separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

1. Approval of the following minutes: December 7, 2015 regular meeting.

On a motion by Frank Robbins and seconded by Chip Hamilton, the Committee voted unanimously to approve the minutes from December 7, 2015 regular meeting as presented.

**PUBLIC COMMENTS: Citizens who wish to address the Committee on any agenda and/or non-agenda item will have three (3) minutes to express their position.**

None

**BUSINESS ITEMS**

2. New member orientation.
  - a. Assistant City Secretary to administer the Statement of Officer and Oath of Office to newly elected Committee Members.

New Golf Course Advisory Committee Members, Gina Williams and Mike Everett, and returning Member Chip Hamilton were administered the Statement of Officer and Oath of Office.

b. New members to review and discuss orientation packet

3. Election of 2016 officers.

The Committee discussed and made nominations.

On a motion by Chip Hamilton and seconded by Jim Speckmann, the Committee voted unanimously to elect Kevin Jackson as Chair, Frank Robbins as Vice Chair and Gina Williams as Secretary.

4. Assign new members to sub-committees.

The Committee discussed. Mike Everett was appointed to the Operations/Maintenance Sub-committee and Gina Williams was appointed to the Marketing Sub-committee.

Sub-committee members include: Planning - Frank Robbins and Jim Speckmann;

Marketing – Kevin Jackson, Chip Hamilton and Gina Williams;

Operations/Maintenance – Frank Robbins, Jim Speckmann and Mike Everett;

Finance – Chip Hamilton and Pat Albus

5. Updates, discussion, consideration, action, if any regarding sub-committees.

a. Sub-committee breakdown and reporting

b. Updates from subcommittees

1. Planning subcommittee

2. Marketing subcommittee

3. Operations/maintenance subcommittee

4. Finance subcommittee

The Committee discussed and decided to eliminate the Sub-committee updates from future agendas.

6. Update from City Manager and Golf Course Manager regarding:

a. creating a full-time golf course superintendent position;

City Manager provided the Committee with an update and Council position regarding this position. Item will be discussed at the joint meeting with the City Council.

b. new golf course mechanic position;

City Manager advised that the position has been filled by an existing employee.

c. replacement for Golf Course Manager; and

Eric's last day is January 29, but has offered to stay on to train a new Manager. The position has been posted and applications have been received. The position closes on February 22, 2016. The City Manager has asked Chip Hamilton and at least one other Golf Course Advisory Committee member to assist with the interview process.

d. status on replacement of American Girl Grill.

City Manager, Melissa Byrne Vossmer advised the Committee that she has given American Girl Grill notice to terminate their contract effective March 9. She has completed writing the Request for Proposals and will be available on our website tomorrow and will do a special mailing to all local restaurants. The restaurant will close on February 10<sup>th</sup> to review the business plans.

7. Discussion, consideration, action, if any concerning additional Membership Package Options.

Kevin Jackson gave a brief update and provided a written proposal for discussion. The Sub-committee will make revisions to the Marketing proposal, present it to the Committee at its February 9<sup>th</sup> meeting and then present to the Council at the February 18<sup>th</sup> Council meeting. The Junior membership plan will remain the same and put it on the website.

8. Discussion, consideration, action, if any concerning the city council joint meeting on January 14, 2016.

Council Liaison Rich Raley gave the Committee suggestions of items to talk about and the format to present to Council at the joint meeting.  
Chip Hamilton requested budget information for the Golf Courses.

#### **FUTURE AGENDA ITEMS**

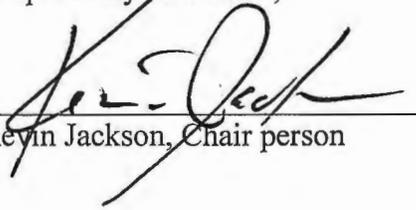
9. Consider schedule and items for future Committee meetings.

Chip Hamilton requested an agenda item to discuss a yearly operational budget and requested a merchandise sales history report from the Pro Shops on a monthly basis.  
Frank Robbins requested updated information regarding "close out numbers" of the budget.  
Melissa Byrne Vossmer reminded the Committee of the date and time of the Annual Volunteer Appreciation Dinner on January 27 at 6:30 p.m. at K-Oaks.

10. Adjournment.

On a motion by Pat Albus, seconded by Jim Speckmann, the meeting adjourned at 7:50 p.m.

Respectfully submitted,

  
Kevin Jackson, Chair person

ATTEST:

  
Sandra Barton, City Secretary

On a motion by Committee Member Frank Robbins, seconded by Committee Member Jim Speckmann, the above and foregoing instrument was passed and approved this the 9<sup>th</sup> day of February, 2016.