



**GOLF ADVISORY BOARD  
CITY OF ROWLETT, TEXAS**

**MINUTES**

**Tuesday, March 10, 2009 \* 8:00 a.m.**

**City Hall Conference Room  
4000 Main Street \* Rowlett TX**

---

**PRESENT:** Larry Glick, Brad Marshall, Geoffrey Nichols, Ronnie Howell, Steven Ritchey, Mark Garcia

**ABSENT:** Vincent Leal

**STAFF:** Brian Funderburk, Finance Director for City of Rowlett; Bradly Houk, General Manager of Waterview Golf Course; Tim Hightshoe, Interim Parks Director; Katie Corder, Assistant City Manager; Dianne Zachary, Sr. Administrative Assistant

---

1. The meeting was called to order by Chairman Glick at 8:05 a.m.
2. The Chairman selected voting alternate Mark Garcia, in the absence of Vincent Leal.
3. The minutes of the February 10, 2009 meeting were approved with the following changes:
  - Item 5G - make "homeowner" plural.
  - Item 9 – Remove Ronnie Howell's name
  - Item 12 – restate last item as "Discuss the city's oversight of American Golf's performance under the lease."

A motion was made by Geoff Nichols to accept the minutes with these changes and was seconded by Ronnie Howell. The vote was 5/0 to accept.

4. Brian Funderburk distributed spreadsheets of the Golf Fund from 2005-2008 with projections through 2009, a Schedule of Rent Payments from American Golf since the inception of the contract with the city and Debt Service Schedules. (Attached) He explained the data on the spreadsheets to the satisfaction of the board. Larry Glick requested Mr. Funderburk provide projected future payments from American Golf, incorporated into the bond payment spreadsheet, and he will comply.
5. Bradly Houk discussed golf course conditions.
  - His staff is behind on spraying weeds because of the wind last week.
  - Scalping of roughs and fairways will be done shortly.
  - Treatment for "spots" on #1 green and #13 has begun and will take 18-24 months.
  - Aerification will be done on March 16-17.
  - Restrooms have received steel plates on doors to help stop vandalism. Two teens were arrested for trying to set fire to the restrooms, and these are repeat offenders.

Brad Marshall flew over the course the previous evening, and reported the irrigation lines “look like zebra stripes” across the course.

Geoff Nichols inquired if the mistletoe problem in the trees had been addressed, and was told by Bradly that Dan looked at the problem, but he does not yet have a report. In addition, he told the board members that the course does have a “cherry picker” that could be used to remove the mistletoe. Geoff volunteered to pinpoint the trees that are being affected by the mistletoe.

6. Cleanup of retention ponds was discussed.

- Brad Marshall reported the fountain in pond # 11 is now working, but the nozzle may be changed.
- Pond # 6 is almost completed, except for the left front tee.
- #14 pond is clean and ready for the reshaping. Katie Corder reported the city is working with American Golf who will hire a third party contract to perform the needed work on #14 for liability reasons. The contract between American Golf and the contractor will be taken to Craig Kniffen by Bradly Houk, and they hope to have the work completed by March 17.

7. Larry Glick tree planting reported that nine trees were purchased using the \$787.50 donation from the Chamber of Commerce Golf Tournament and his donation to the city for the purchase of 4 Live Oaks, 2 Red Oaks and 3 Chinese Pistachios. He told the board and staff the trees were being planted as he spoke at the following locations:

- 3 Live Oaks on the right side of the 10<sup>th</sup> fairway
- 3 Chinese Pistachio to the left side of #14 by the green.
- 1 Live Oak to the right of the 14<sup>th</sup> green
- 1 Red Oaks on left of #16.

Tim Hightshoe asked Mr. Glick if they trees were being planted according to the Master Tree Plan, and he assured Tim that they were.

8. Brad Marshall reported about the orphan areas on the course. He is laying the ground work with the HOA to put irrigation on #11’s orphan area. The next most important area is behind the tee box on #7 to make it maintainable, and this will be done this next calendar year. The orphan area between #9 and the fence is visible from the clubhouse and needs to be done soon.

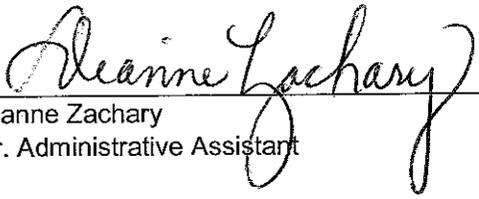
9. Tim Hightshoe reported that he is in the process of reading the lease agreement between American Golf and the city in order to ascertain where we are concerning the city’s oversight of this agreement. Geoff Nichols told the board that “Appendix F” to the agreement is the key to the “golf standard” that is expected of American Golf.

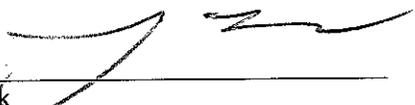
10. A subcommittee for the planning of a potential golf tournament in October 2009 was unanimously approved and will be composed of Ronnie Howell, Mark Garcia and Steve Ritchey. The subcommittee’s meeting agendas must be posted since the three members constitute a quorum of the Golf Advisory Board. Ronnie will send the agendas to Dianne Zachary to be posted. The subcommittee should meet in a city facility, and may use the Parks Administration conference room at 4701 Rowlett Road at Main.

Bradly Houk told the board he thinks the city is entitled to two free days each calendar year for use of the golf course. Larry Glick thinks the city only gets one free day each year. Bradly recommended using the entire day by having two tournaments each day the city uses the course. Economic Development also wants to have a golf tournament for developers.

Tim would like to see the city develop an application for the use of the city's free day that can be completed and brought before the Golf Advisory Board for review before a final determination is made as to who will use the free day.

11. The Board received a verbal invitation from Gladys Wilkinson, Waterview Property Manager, to write an article for the Waterview Newsletter, which is published every other month. Bradly Houk has written an article for the next edition, and a member of the board will write one thereafter every other month.
12. Public Announcement. Members of the Board and/or staff may make announcements of local civic events. No member of the board or commission may discuss nor taken any action with regard to the announcements.
  - The bond election may be moved to May 2010 according to Tim Hightshoe. He will bring an update from the Parks Bond Subcommittee to the next Golf Advisory Board meeting.
  - Larry Glick announced the Golf Advisory Board has its joint meeting with the City Council in two weeks during the work session. Dianne Zachary will email the exact time to members as soon as it is determined.
  - Steve Ritchey announced a Rowlett High School Golf Tournament at Waterview in April and told the board people are being asked to play with members of the team.
13. Members of the board may request topics for future agenda meetings. No member of the board or commission may discuss any of the requested subjects until such matter has been properly placed on a posted agenda.
  - Staff update on Parks & Recreation Subcommittee golf items. (Tim Hightshoe)
  - Discuss the 190 construction as it concerns the Waterview Golf Course. (Katie Corder)
14. Adjournment was at 9:20 a.m.

  
Dianne Zachary  
Sr. Administrative Assistant

  
Larry Glick  
Chairman

\$1,270,000

City of Rowlett, Texas

Combination Tax & Limited Surplus Revenue Certificates of Obligation Taxable

Series 1999A

**Debt Service Schedule**

Part 2 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/15/2023	-	-	18,850.00	18,850.00	-
08/15/2023	70,000.00	7.250%	18,850.00	88,850.00	-
09/30/2023	-	-	-	-	107,700.00
02/15/2024	-	-	16,312.50	16,312.50	-
08/15/2024	80,000.00	7.250%	16,312.50	96,312.50	-
09/30/2024	-	-	-	-	112,625.00
02/15/2025	-	-	13,412.50	13,412.50	-
08/15/2025	85,000.00	7.250%	13,412.50	98,412.50	-
09/30/2025	-	-	-	-	111,825.00
02/15/2026	-	-	10,331.25	10,331.25	-
08/15/2026	90,000.00	7.250%	10,331.25	100,331.25	-
09/30/2026	-	-	-	-	110,662.50
02/15/2027	-	-	7,068.75	7,068.75	-
08/15/2027	95,000.00	7.250%	7,068.75	102,068.75	-
09/30/2027	-	-	-	-	109,137.50
02/15/2028	-	-	3,625.00	3,625.00	-
08/15/2028	100,000.00	7.250%	3,625.00	103,625.00	-
09/30/2028	-	-	-	-	107,250.00
<b>Total</b>	<b>\$1,155,000.00</b>	-	<b>\$1,063,937.50</b>	<b>\$2,218,937.50</b>	-

**\$620,000**

City of Rowlett, Texas

Tax & Golf Course Surplus Revenue Notes Taxable

Series 2004

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2008	-	-	-	-	-
02/15/2009	25,000.00	5.000%	1,625.00	26,625.00	-
08/15/2009	20,000.00	5.000%	1,000.00	21,000.00	-
09/30/2009	-	-	-	-	47,625.00
02/15/2010	20,000.00	5.000%	500.00	20,500.00	-
09/30/2010	-	-	-	-	20,500.00
<b>Total</b>	<b>\$65,000.00</b>	<b>-</b>	<b>\$3,125.00</b>	<b>\$68,125.00</b>	<b>-</b>

(7)

**CITY OF ROWLETT**  
**GOLF FUND FINANCIAL SCHEDULES**  
**FOR FISCAL YEARS ENDED 2005 THROUGH 2008 AND PROJECTIONS THROUGH 2009**  
**AS OF FEBRUARY 28, 2009**

**COMBINING BALANCE SHEET**

	9/30/2005 Audit	9/30/2006 Audit	9/30/2007 Audit	9/30/2008 Audit	9/30/2009 Projected	2/28/2009 Actual
<b>Assets:</b>						
Pooled cash and investments	\$ 205,521	\$ 207,551	\$ 293,376	\$ 290,000	\$ -	\$ 294,169
Accrued interest	316	419	447	630	-	-
<b>Total Assets</b>	<b>\$ 205,837</b>	<b>\$ 207,970</b>	<b>\$ 293,823</b>	<b>\$ 290,630</b>	<b>\$ -</b>	<b>\$ 294,169</b>
<b>Liabilities:</b>						
Accounts payable		\$ 258,000	\$ 4,816	\$ 1,505	\$ -	\$ -
Accrued liabilities		2,408			-	-
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ 260,408</b>	<b>\$ 4,816</b>	<b>\$ 1,505</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balances:</b>						
Reserved for:						
Encumbrances			7,000	5,242	-	922
Unreserved for:						
Designated for capital projects			282,007	283,883	-	293,247
Unreserved, undesignated	205,837	(52,438)				
<b>Total Fund Balances</b>	<b>\$ 205,837</b>	<b>\$ (52,438)</b>	<b>\$ 289,007</b>	<b>\$ 289,125</b>	<b>\$ -</b>	<b>\$ 294,169</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 205,837</b>	<b>\$ 207,970</b>	<b>\$ 293,823</b>	<b>\$ 290,630</b>	<b>\$ -</b>	<b>\$ 294,169</b>

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**

	9/30/2005 Audit	9/30/2006 Audit	9/30/2007 Audit	9/30/2008 Audit	9/30/2009 Budget	2/28/2009 Actual
<b>Beginning Reserves</b>	<b>\$ 213,202</b>	<b>\$ 205,837</b>	<b>\$ (52,438)</b>	<b>\$ 289,007</b>	<b>\$ 289,125</b>	<b>\$ 289,125</b>
<b>Revenues:</b>						
Leases & Rentals	\$ 517,362	\$ 524,029	\$ 523,349	\$ 545,804	\$ 569,954	\$ 289,352
Licenses & Permits (PID)	49,966	18,565				
Interest Earnings	8,001	11,572	5,890	8,018	10,000	3,414
Transfer from Utility Fund			300,000			
Other						1,575
<b>Total Revenues</b>	<b>\$ 575,329</b>	<b>\$ 554,166</b>	<b>\$ 829,239</b>	<b>\$ 553,822</b>	<b>\$ 579,954</b>	<b>\$ 294,341</b>
<b>Expenditures:</b>						
Transfers-Debt Service	\$ 542,694	\$ 514,441	\$ 487,794	\$ 553,704	\$ 569,954	\$ 284,977
Direct Debt Principal Retirement	40,000	40,000				
Capital Improvements		258,000			305,242	4,320
Other						
<b>Total Expenditures</b>	<b>\$ 582,694</b>	<b>\$ 812,441</b>	<b>\$ 487,794</b>	<b>\$ 553,704</b>	<b>\$ 875,196</b>	<b>\$ 289,297</b>
<b>Current Year Surplus/(Shortfall)</b>	<b>\$ (7,365)</b>	<b>\$ (258,275)</b>	<b>\$ 341,445</b>	<b>\$ 118</b>	<b>\$ (295,242)</b>	<b>\$ 5,044</b>
<b>Ending Reserves</b>	<b>\$ 205,837</b>	<b>\$ (52,438)</b>	<b>\$ 289,007</b>	<b>\$ 289,125</b>	<b>\$ (6,117)</b>	<b>\$ 294,169</b>
Required Debt Service:	\$ 542,694.00	\$ 636,712.50	\$ 698,305.00	\$ 660,764.00	\$ 529,456.00	
1997A Var Bond	2.57%	4.58%	5.87%	5.54%	3.53%	

Note 1: The total amount of all bonds issued to build the golf course (excludes Waterview PID and 2004 Tax Note) was \$7,770,000. The balance at 10-1-09 will be \$6,860,000.

Note 2: In 1999, the City issued \$500,000 for Waterview PIDs. This bond was paid off on February 15, 2006.

Note 3: In June 2004, the City sold \$620,000 in 6 year limited tax notes. After 9-30-09, the final payment of \$20,500 which will be made in February 15, 2010. The \$620,000 was placed in a capital projects account separate from the Golf Course Fund. There is currently a cash balance of \$55,215 in that account.

**CITY OF ROWLETT  
 SCHEDULE OF RENT PAYMENTS  
 FROM AMERICAN GOLF  
 SINCE CONTRACT INCEPTION  
 (as of February 29, 2009)**

Fiscal	<u>Payment</u>
<u>Year</u>	\$ 135,893.75
2000	\$ 248,334.31
2001	\$ 295,424.29
2001	\$ 216,081.24
2002	\$ 207,502.00
2002	\$ 207,502.00
2003	\$ 207,502.00
2003	\$ 194,544.50
2004	\$ 259,144.50
2004	\$ 257,669.90
2005	\$ 259,692.00
2005	\$ 258,982.00
2006	\$ 265,047.00
2006	\$ 260,077.00
2007	\$ 263,272.00
2007	\$ 276,452.00
2008	\$ 269,352.00
2008	\$ 289,352.00
2009	
2009	<u>\$ 4,371,824.49</u>

Payments typically made in February  
 and August of each year.

\$6,500,000

City of Rowlett, Texas  
General Obligation Bonds Taxable  
Series 1997A

Debt Service Schedule

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2008	-	-	-	-	-
02/15/2009	-	-	104,046.75	104,046.75	-
08/15/2009	160,000.00	3.530%	104,046.75	264,046.75	-
09/30/2009	-	-	-	-	368,093.50
02/15/2010	-	-	101,222.75	101,222.75	-
08/15/2010	180,000.00	3.530%	101,222.75	281,222.75	-
09/30/2010	-	-	-	-	382,445.50
02/15/2011	-	-	98,045.75	98,045.75	-
08/15/2011	200,000.00	3.530%	98,045.75	298,045.75	-
09/30/2011	-	-	-	-	396,091.50
02/15/2012	-	-	94,515.75	94,515.75	-
08/15/2012	215,000.00	3.530%	94,515.75	309,515.75	-
09/30/2012	-	-	-	-	404,031.50
02/15/2013	-	-	90,721.00	90,721.00	-
08/15/2013	230,000.00	3.530%	90,721.00	320,721.00	-
09/30/2013	-	-	-	-	411,442.00
02/15/2014	-	-	86,661.50	86,661.50	-
08/15/2014	245,000.00	3.530%	86,661.50	331,661.50	-
09/30/2014	-	-	-	-	418,323.00
02/15/2015	-	-	82,337.25	82,337.25	-
08/15/2015	265,000.00	3.530%	82,337.25	347,337.25	-
09/30/2015	-	-	-	-	429,674.50
02/15/2016	-	-	77,660.00	77,660.00	-
08/15/2016	285,000.00	3.530%	77,660.00	362,660.00	-
09/30/2016	-	-	-	-	440,320.00
02/15/2017	-	-	72,629.75	72,629.75	-
08/15/2017	305,000.00	3.530%	72,629.75	377,629.75	-
09/30/2017	-	-	-	-	450,259.50
02/15/2018	-	-	67,246.50	67,246.50	-
08/15/2018	325,000.00	3.530%	67,246.50	392,246.50	-
09/30/2018	-	-	-	-	459,493.00
02/15/2019	-	-	61,510.25	61,510.25	-
08/15/2019	345,000.00	3.530%	61,510.25	406,510.25	-
09/30/2019	-	-	-	-	468,020.50
02/15/2020	-	-	55,421.00	55,421.00	-
08/15/2020	365,000.00	3.530%	55,421.00	420,421.00	-
09/30/2020	-	-	-	-	475,842.00
02/15/2021	-	-	48,978.75	48,978.75	-
08/15/2021	390,000.00	3.530%	48,978.75	438,978.75	-
09/30/2021	-	-	-	-	487,957.50
02/15/2022	-	-	42,095.25	42,095.25	-
08/15/2022	415,000.00	3.530%	42,095.25	457,095.25	-
09/30/2022	-	-	-	-	499,190.50

\$6,500,000

City of Rowlett, Texas  
General Obligation Bonds Taxable  
Series 1997A

**Debt Service Schedule**

Part 2 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/15/2023	-	-	34,770.50	34,770.50	-
08/15/2023	440,000.00	3.530%	34,770.50	474,770.50	-
09/30/2023	-	-	-	-	509,541.00
02/15/2024	-	-	27,004.50	27,004.50	-
08/15/2024	475,000.00	3.530%	27,004.50	502,004.50	-
09/30/2024	-	-	-	-	529,009.00
02/15/2025	-	-	18,620.75	18,620.75	-
08/15/2025	510,000.00	3.530%	18,620.75	528,620.75	-
09/30/2025	-	-	-	-	547,241.50
02/15/2026	-	-	9,619.25	9,619.25	-
08/15/2026	545,000.00	3.530%	9,619.25	554,619.25	-
09/30/2026	-	-	-	-	564,238.50
<b>Total</b>	<b>\$5,895,000.00</b>	<b>-</b>	<b>\$2,346,214.50</b>	<b>\$8,241,214.50</b>	<b>-</b>

\$1,270,000

City of Rowlett, Texas

Combination Tax & Limited Surplus Revenue Certificates of Obligation Taxable

Series 1999A

Debt Service Schedule

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2008	-	-	-	-	-
02/15/2009	-	-	41,868.75	41,868.75	-
08/15/2009	30,000.00	7.250%	41,868.75	71,868.75	-
09/30/2009	-	-	-	-	113,737.50
02/15/2010	-	-	40,781.25	40,781.25	-
08/15/2010	30,000.00	7.250%	40,781.25	70,781.25	-
09/30/2010	-	-	-	-	111,562.50
02/15/2011	-	-	39,693.75	39,693.75	-
08/15/2011	30,000.00	7.250%	39,693.75	69,693.75	-
09/30/2011	-	-	-	-	109,387.50
02/15/2012	-	-	38,606.25	38,606.25	-
08/15/2012	35,000.00	7.250%	38,606.25	73,606.25	-
09/30/2012	-	-	-	-	112,212.50
02/15/2013	-	-	37,337.50	37,337.50	-
08/15/2013	35,000.00	7.250%	37,337.50	72,337.50	-
09/30/2013	-	-	-	-	109,675.00
02/15/2014	-	-	36,068.75	36,068.75	-
08/15/2014	40,000.00	7.250%	36,068.75	76,068.75	-
09/30/2014	-	-	-	-	112,137.50
02/15/2015	-	-	34,618.75	34,618.75	-
08/15/2015	40,000.00	7.250%	34,618.75	74,618.75	-
09/30/2015	-	-	-	-	109,237.50
02/15/2016	-	-	33,168.75	33,168.75	-
08/15/2016	45,000.00	7.250%	33,168.75	78,168.75	-
09/30/2016	-	-	-	-	111,337.50
02/15/2017	-	-	31,537.50	31,537.50	-
08/15/2017	50,000.00	7.250%	31,537.50	81,537.50	-
09/30/2017	-	-	-	-	113,075.00
02/15/2018	-	-	29,725.00	29,725.00	-
08/15/2018	50,000.00	7.250%	29,725.00	79,725.00	-
09/30/2018	-	-	-	-	109,450.00
02/15/2019	-	-	27,912.50	27,912.50	-
08/15/2019	55,000.00	7.250%	27,912.50	82,912.50	-
09/30/2019	-	-	-	-	110,825.00
02/15/2020	-	-	25,918.75	25,918.75	-
08/15/2020	60,000.00	7.250%	25,918.75	85,918.75	-
09/30/2020	-	-	-	-	111,837.50
02/15/2021	-	-	23,743.75	23,743.75	-
08/15/2021	65,000.00	7.250%	23,743.75	88,743.75	-
09/30/2021	-	-	-	-	112,487.50
02/15/2022	-	-	21,387.50	21,387.50	-
08/15/2022	70,000.00	7.250%	21,387.50	91,387.50	-
09/30/2022	-	-	-	-	112,775.00