

**Melrose Park Commission Meeting  
April 13, 2005**

**Present: Sue Cann, Mike Interbartolo, Henry Hooton, John Mercer, Chuck Person, Mike Hughes, Patrick Dello Russo, Phil Friel, Tom Friel, Mike Farrell, Dick Sullivan from Powers & Sullivan, Nick Gove, and Joan Bell. Bob C. was not present.**

- I. Signing of Warrants
- II. Approval of Minutes

**Motion:** By Mike Interbartolo, to approve the minutes of the March 24, 2005 meeting as amended.

**Second:** By Henry Hooton

**Vote:** Unanimous

**Motion:** By Mike Interbartolo to accept the minutes of the April 4, 2005 meeting.

**Second:** Henry Hooton

**Vote:** Unanimous

**Motion:** By Mike Interbartolo to change the order of the agenda to the feed back of the Mount Hood Audit, presented by Dick Sullivan.

**Second:** By Henry Hooton

**Vote:** Unanimous

Dick Sullivan stated the audit conducted by Powers & Sullivan focused on the City of Melrose, one entity, as a whole. In comparison with the total operations of the City, Mount Hood Golf Course accounts for 2% of the City's entire revenue, 1.5% of assets and of those assets 4% of cash. Mr. Sullivan explained the report to the commission. The Commission wants to know exactly what kind of funding they have to draw on for capital improvements. The Commission needs this information for the approval of budgets and spending by the Board of Alderman. The Commission is discussing an independent audit of Mount Hood Golf Course in the future. The Commission would like Mr. Sullivan and Patrick Dello Russo to supply the Commission with the amount in the reserve fund and the amount of money that has been encumbered as of July 1, 2004.

- III. Mount Hood Report
  - A. Gift Certificates, Membership List
    - Outstanding gift certificates:
      - FY 04: \$11,355
      - FY 05: \$647.00 as of April 13, 2005.
      - Memberships as of April 13, 2005: 142.
  - B. Monthly Financial Report
    - Revenue as of April 13, 2005: \$131,000.
  - C. Marketing Report

GMC provided requested letter explaining differences in expenditures; projection vs. actual.

GMC presented to the Commission a database of 1,200 names they are using for a post card mailing.

GMC would like to start a parent child Sunday afternoon league. This would bring in new players and generate revenue during an otherwise slow time. The Commission would like to see reports that document periods of low play and what hours are available for the public to walk on.

D. Report on General Operations

a. Staff

There are currently 9 members on staff.

b. Maintenance Report

A copy was submitted and is on file in the Park Office.

E. Tournaments

The numbers of tournaments are up from last year. An updated list was submitted and is on file.

F. 14<sup>th</sup> Tee update

No change from last month.

G. Update on cleanup efforts of 1<sup>st</sup>. Pond.

Ralph Sarni reported the Mount Hood Park Association has a meeting scheduled for April 30, 2005. They have set up a separate account for this project in which there is \$600 to date. Ralph feels they are making progress. The Mount Hood Park Association believes they will determine the feasibility of this project by the May meeting.

H. Evaluation of GMC 2005

Mike I. is going to put together a schedule and e-mail it to John Mercer to see if they can work out a schedule to meet.

I. Update Report on the new Maintenance Building

Mike I. will give the plans one quick review before they go out to bid.

J. Progress report on the HVAC bid

The bid documents came in today. The Commission asked that Bob Beshara review these before they go out to bid.

K. Mount Hood Budget FY 05

After reviewing the budget report the Commission asked Joan to submit the following journal entry changes to Bridget: remove snow removal charges from Misc. line item and let the Snow removal line go negative.

IV. Park Budget Report

A copy was handed out for the Commissions review.

V. Update on 15 W. Emerson St.

Still waiting for proposal from electrical companies.

VI. Recreation Report

Patrick Dello Russo, Mike Hughes and Chuck took the Commission through the recreation budget. The report showed that Chuck would be over his cap by \$28,000. Recreation has to request the cap be raised by this additional amount of money. Patrick proposed that the department request a \$220,000 cap from the Board of Alderman. It was pointed out that the figures presented by the Munis spread sheet and Chuck's spread sheet did not balance as far as the expenses reported and the Commission stated until they get a report which balances they would not vote to increase the spending cap.

VII. Farm direct Co-Op

Mike Hughes and Chuck will look into Pine Banks as an alternative location.

VIII. New Business

Request from the YMCA

The Commission would like to know the estimated number of groups, how many weeks it will run, and days of the week they wish to run them and at what time.

**Motion:** By Mike Interbartolo to Adjourn

**Second:** Henry Hooton

**Vote:** Unanimous