

**Park Commission Meeting  
December 14, 2005**

**Present: Sue Cann, Mike Interbartolo, Henry Hooton, Bob Christiansen, John Mercer, Phil Friel, Mike Farrell, Tom Friel, Nick Gove, Chuck Person, Joan Bell**

I. Signing of the warrants

Warrants were reviewed by Commissioner's and signed.

II. Approval of the Minutes

**Motion:** By Mike Interbartolo to approve the minutes of the meeting of November 6, 2005 as amended.

**Second:** Henry Hooton

**Vote:** Unanimous

III. Mount Hood Report

- Mount Hood

1. Report on membership list for 2005 and outstanding gift certificates of Mount Hood

GMC handed out gift certificate reports they were reviewed and are on file.

2. Monthly Financial Report on Golf Course operation.

November's revenue figures were \$51,509.00. YTD revenues are at \$1,371,993.55.

3. Marketing Plan Update

Laura would like to run an Easter and Mother's day brunch. The Brunch with Santa went very well.

4. Report on General Operation of Golf Course

- a. Report on Staffing Level

There are currently 11 on staff.

- b. Copy of Maintenance Log and Monthly Certification

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

5. Report on requests for rental of club house, league play and golf tournaments

An updated list was given to the Commission.

1. Report on proposed improvements for 2006 golf season

The Commission would like for Nick and Mass. Golf Mgmt to inventory the kitchen equipment and list what equipment is owned by the city and what is owned by the management company.

Some improvements that have been suggested are;

- Directional signage between holes and tee markers. Nick will contact the Chamber of Commerce to explore advertising opportunities that could

subsidize the cost of the tee markers. Nick will put together a proposal on the idea with pricing for the January meeting.

Nick would also like to look into a "Welcome to Mt. Hood" sign for the traffic island at the top of Slayton Rd.

#### 7. Progress Report on the New Maintenance Building

A Notice of Intent was filed with the Conservation Commission and D.E.P. and for the proposed 40' x 80' storage building. The Conservation Commission approved the request and will issue an order of conditions as soon as they receive a file number from D.E.P. There was a question as to whether sprinklers would be required in the building. Dan will check with the City's inspection services department. Dan also submitted a schedule for the project.

#### 8. Slayton Rd. Maintenance Building

Dan submitted partial plans for repair of the building and described the work he is recommending based on the structural engineers assessment. The Commission would like to add a new roof as an alternate to the bid. The Commission would like to table this project for the FY 07 budget.

**Motion:** By Mike Interbartolo to approve the \$6840.00 to DiLullo Associates to prepare the bid documents.

**Second:** Henry Hooton

**Vote:** Unanimous

**Motion:** By Mike Interbartolo to approve the schedule for the storage building.

**Second:** By Bob Christiansen

**Vote:** Unanimous

**Motion:** By Mike Interbartolo to put the Slayton garage project on hold until the submission of the construction budget by the architect and review of the Mt. Hood FY 07 budget.

**Second:** Henry Hooton

**Vote:** Unanimous

- Status report on Capital Improvements

1. Status of Clubhouse Heating Replacement System Project

Nick reported most of the ductwork is in place. The pad for the propane fuel tank has been installed. All three furnaces have been hung.

2. Status of the Clubhouse Re- Roofing Project

Nick is addressed some problems he is having with the Greenwood Industries. The Commission wants the issues addressed by the architect; this is included in their contract.

- 2006 Membership Fees and Rates

Nick would like to see the 2006 rates and membership fees remain the same as 2005. Mike and Sue agree with Nick on not raising rates. Rates have increased yearly since 2002 to pay for various capital improvements and bonds. The Commission feels it is in the best interest of Mount Hood to give players a break in 2006. With rising energy costs, the Commission may have to raise rates in 2007. Phil Friel stated Mass. Golf Mgmt would like to see the 9-hole rate increased. After a lengthy discussion, the following motions were made.

**Motion:** By Mike Interbartolo that all green fees and all membership fees are held at the 2005 rates excluding the grandfathered rate. The grandfathered rate will go from \$1,800.00 to \$2,200.00

**No Second:**

**Motion:** By Bob Christiansen that all green fees and all membership fees are held at the 2005 rates including the grandfathered rate.

**Second:** By Henry Hooton

Nick suggested eliminating the grandfathered rate and lowering the non- resident 7-day rate to \$2,000.00. Mike Interbartolo agreed.

**Motion:** By Bob Christiansen that all green fees and all membership fees are held at the 2005 rates including the grandfathered rate.

**Second:** By Henry Hooton

Mike Interbartolo would like to add an amendment to the motion:

**Motion:** By Mike Interbartolo that all green fees and all membership fees are held at the 2005 rates and that the grandfathered rate will be eliminated and their present rate of \$1,800.00 will go up to \$2,000.00 and the Non – Resident all week rate will be lowered from \$2,200.00 to \$2,000.00.

**Second:** Henry Hooton

**Vote:** 3 in favor 1 opposed

There was a discussion on whether to raise the golf cart rates.

**Motion:** By Mike Interbartolo to freeze the golf cart rates at the 2005 rates.

**Second:** By Henry Hooton

GMC would like to raise the golf cart rate to include tax therefore creating even dollar figures and eliminating change.

**Vote: Motion Defeated**

**Motion:** By Bob Christiansen to raise the golf cart rates from \$16.00 to \$17.00

(\$1.00 increase) on 9 holes and from \$30.00 to \$32.00 (\$2.00 increase) on 18 holes, to include the tax and help eliminate making change in the pro shop.

**Second:** Henry Hooton

**Vote:** 3 in favor and 1 opposed

Mass. Golf Mgmt would like to see the membership letter to state that Jr. Members should make sure there are tee times available before their parents drop them off.

**Motion:** By Mike Interbartolo to eliminate the policy to cap memberships at 300 memberships.

**Second:** No second

The 300 membership will stay in place.

- 2006 Policy Changes

#### **Refund Policy**

No change

#### **Inner Club Policy**

No change. The Commission would like to invite the president of the Inner Club, John Schlesinger to the January meeting to touch base and see how things are going.

The Commission would like to have the vote that was taken on September 10, 2003 on small tournaments stay the same for the 2006 golf season.

1. A small tournament would be defined as a group of 40 or less
2. Timing: Before Memorial Day or after Labor Day
3. Normal tournament rates apply including F & B rates, green fees and pro shop.
4. Tournaments would be held at off peak hours; at the discretion of the Mgmt Co.
5. Groups would be required to sign a contract
6. 1-year policy
7. 10% Melrose Charity rate applies.

#### **Alcohol Policy**

GMC handed out three letters they would like to use as the official alcohol policy. The Commission would like to see the revocation of privileges added to the letters. GMC will send out a revised draft before the next meeting. The Commission would like it reviewed by the City Solicitor. The Commission would like to see the league letters included in the membership renewal letter.

#### **Pace of Play**

GMC will add ready golf rules to the score cards. There will be a link to a full page of rules available on the website.

#### **Golf Carts**

Phil would like to add this language to the golf cart policy; "no golf carts are allowed in the parking lot or on the public road violators may be ticketed by the Melrose Police for driving an unregistered vehicle on the Street." GMC recommends adding 2 bag drops and

a removable barrier to prevent carts from entering the parking lot. The Commission will vote on all three policies at the January meeting.

- Mt. Hood Financial Report 2005

Pump house water bill is approximately \$16,000.00.

#### IV. Park Department Report

- Financial Report: Park Dept. Budget 2006

Budget was presented and reviewed by the Commission.

- General Park Report

The handicap accessible equipment was installed at the Lincoln School. Resident Jim Regan requested a gate be installed at Felton Park behind the Coolidge Apartments.

The Commission would like to seek the City Solicitors opinion on this matter. The City Solicitors opinion is the installation of gate at a park would only protect the City. Nick will investigate the installation of a gate.

- ELM Contract Renewal

Nick explained to the Commission how he monitors and evaluates the value of the Mowing & Maintenance contract. In conjunction with regular site visits and meetings with the Steve Z. of E.L.M., Nick keeps a log in excel tracking the number of times each site was visited and when. Nick recommends a third and final renewal of the 2004 Mowing & Maintenance contract for 2006. There was some discussion regarding work that was completed outside the scope of the contract at the request of the Park Superintendent.

**Motion:** By John Mercer to renew the contract for the final year.

**Second:** By Bob Christiansen

**Vote:** Unanimous

Mike Interbartolo would like the work completed outside the contract be discussed at the March meeting to determine if a future contract should include these areas or type of work. Nick stated he has a list of items he would like to discuss adding before the next Mowing & Maintenance R.F.P. goes out.

- Field & Park Finance Committee Report

John Mercer handed out a Response to the Fields Committee Report that was completed in February of 2005. Some items that have already been addressed are:

1. Lighting at Morelli Field: Dodge Electric has completed an assessment of the system and replaced the missing arm in center field. Signs of corrosion were evident on several of the supports that hold these fixtures. Also, the fixtures have been discontinued. Nick recommends the Commission and City consider replacing the entire system. This would be a major capital expenditure.
2. Converting Tremont Street Basketball Court into a Skateboard Park: Area has been deemed to small.

3. Knoll Soccer Complex: Phase 1 has been completed Phase 2 is slated to begin in the spring of 2006. This will involve replacing the middle school drain and the addition of the second rain garden.

John Mercer stated the Mayor would like to see a feasibility study completed to determine if Fred Green Field is a suitable location for synthetic turf. John would like to propose a feasibility study be completed to determine if Mount Hood could house a multi purpose synthetic field complex.

Mike Interbartolo mentioned it might be worth to have a R.F.Q. written up for professional services. The Commission asked Nick to investigate this matter for the February meeting.

V. Recreation Department Report

Chuck stated his winter basketball program is up and running with 800 participants.

Chuck took the Commission through his budget and revolving account. The Commission would like to see an updated copy of the worksheet Nick created for the revolving fund.

Chuck will present to the Commission his community comparison report at the January meeting.

**Motion:** By Mike Interbartolo to open to public participation.

**Second:** By Henry Hooton

**Vote:** Unanimous

**Motion:** Mike to close public participation

**Second:** Henry Hooton

**Vote:** Unanimous

**Motion:** By Mike Interbartolo to adjourn

**Second:** By Henry Hooton

**Vote:** Unanimous

