

**Melrose Park Commission Meeting
October 12, 2005**

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

I. SIGNING OF WARRANTS

Warrants were reviewed and signed.

II. APPROVAL OF MINUTES

Motion: Henry Hooton to approve the minutes from September 14, 2005

Second: John Mercer

Vote: Unanimous

Motion: By Henry Hooton to approve the minutes from September 15, 2005

Second: John Mercer

Vote: Unanimous

III. Mount Hood Report

A. Mount Hood

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

GMC handed out an updated list for the Commissions review.

2. Monthly Financial Report on golf course operations
The course brought in 186K for the month of September.

3. Marketing Plan Update

The e-mail promotion of Golf 5 times get 1 free that was sent out by e-mail brought in around 12 freebee's, 60 were e-mailed out.

The Monday night women's league was well received.

GMC handed out some different league suggestions they would like implement for next season.

Motion: By John Mercer to allow GMC to offer fall leagues for ladies, seniors and juniors on a trial basis during slow times.

Second: Henry Hooton

Vote: 3 in favor 2 not present

Sue would like to have the rates and membership policies reviewed in November & December and have the letter go out to members by January.

4. Report on General Operation of Golf Course

a. Report on Staffing Level

There is currently 14 full and part time staff.

b. Copy of the Maintenance log and Certification

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

5. Report on requests for rental of club house, league play and golf tournaments. GMC distributed a suggested pace of play policy. The Commission would like to address pace of play and other policies regarding Mt. Hood at the November or December meeting.

GMC handed out the function hall calendar through the end of the year. GMC is concerned as to whether the new heating system will be in place for the winter. The Commission and Nick have spoken to the HVAC contractor who is going to add 2 fans and a third portable heater if necessary.

6. Report on proposed Improvements for the 2005 season

Both the Park Commission and GMC would like to see the kitchen facilities updated and enlarged. GMC will prepare a layout of how they would like to see it and then call a consultant to have them make their recommendations.

7. Report on the New Maintenance Building

Dan DiLullo was not present. Dan did provide Nick with a budget figure of \$180K for a 40' x 80' wooden structure on the existing pad.

8. Repairs on the Slayton Rd. Garage

DiLullo Associates was unable to produce specifications in time for this meeting. They stated they would have the documents complete by the end of the week. Sue would like to set up a meeting for 11/25/05 to discuss the new maintenance building and the Slayton Road garage.

9. Status Report Capital Improvements

a. Status report on Roof Project

The Mt. Hood Re-Roofing project is slated to begin on or before October 24, 2005. The contract states the work must be completed by December 15, 2005.

b. Status Report on HVAC Project

The Mt. Hood Clubhouse Heating Replacement Project is slated to begin on or before October 24, 2005. The contract states the work must be completed within 90 days.

10. Status Report on Practice Facility

Nick attended the Conservation Commission meeting on 10/6/05. Nick would like to add some additional work to the Order of Conditions before the Con. Comm. votes on the Order. The additional work would address drainage improvements to wetlands located behind the 3rd and the irrigation pump house at First Pond.

Motion: By John Mercer to allow the Order of Conditions to stay open to address the cart path on 3&4, and the dredging of first pond around the pump house area as routine maintenance.

Second: By Henry Hooton

Vote: Unanimous, 1 not present

11. Mount Hood Financial Report

The Commission would like Patrick or Bridget to attend the January Park Comm. meeting and explain the MUNIS report to the Commission.

The Commission reviewed the Mount Hood Budget. Joan wanted the Commission to be aware that out of the \$217K set aside for percentages over 900K there is around \$39K left after the October invoices.

B. Park Department Report

1. Park Department Financial Report

The Commission reviewed the park budget

2. General Park Report

- a. Common Park: The toys in the tennis courts are disappearing as the weather gets cooler. Next year Nick would like to post signs that state you cannot leave toys in the park overnight. Toys that are left will be disposed of.
- b. Tremont St Tennis Courts: The fence has been repaired. The commission would like the broken posts to be addressed and investigate the feasibility of benches around the courts.
- c. Morelli Field Concession Stand: Stand has been clean up and re-carpeted after this summers vandalism. The cost was split between Babe Ruth and the Park Department.
- d. Knoll Soccer Field Restoration Project: The field has been hydro-seeded. The drainage system is working to design. No other information is available regarding the possible M.W.R. water main leak.
- e. Foss Family Donation: In lieu of the Park being named after his family, Ken Foss would like to make a donation of \$2K to City for improvements to the park and the addition of a plaque bearing the Foss name. The Commission asks that the donation follow the proper procedure and have it approved by the B.O.A.
- f. Mary Foley Park: The question has been asked of the Park Commission as to whether St. Mary's is allowed to use this park as a playground during recess. The Commission would like to seek the Mayor's opinion on the matter.
- g. Electric Invoices: Nick feels the Park Department should conduct an electric audit of all the Fields and Parks in the City. The question of who is responsible for what has come up between the Parks Dept. and School Department. Sue felt we should pay only the invoices we have budgeted for FY 06 and pass the responsibility of electric cost on to

the user groups in FY 07. The Commission recommended that Nick complete an electric audit and report back to the Commission.

3. Field & Park Finance Committee

John Mercer and the finance committee will be ready to report to the Commission at the November meeting.

C. Recreation Department Report

1. Recreation Community Comparison Report

Chuck has done the research and will come back to the Commission at the November meeting.

Motion: By Henry Hooton to go into executive session for the purpose of discussing litigation. No votes will be taken.

Second: Bob Christiansen

Roll Call Vote:

Henry Hooton	Yes
Bob Christiansen	Yes
Sue Cann	Yes
John Mercer	Yes