

**PARK COMMISSION MEETING  
December 13, 2006(Amended)**

Present: Sue Cann, Bob Christiansen, Bill Gardiner, John Mercer, Mike Interbartolo,  
Tom Friel, Phil Friel, Mike Farrell, Nick Gove and Joan Bell

- I.     Signing of the Warrants  
       Warrants were reviewed and signed
- II.    Approval of the Minutes  
       **Motion:** By Bob Christiansen to approve the minutes of the meeting of November  
       21, 2006  
       **Second:** Bill Gardiner  
       **Vote:** Unanimous

III.   Mount Hood Report.

       1.   Membership list for 2006/outstanding gift certificates of Mt. Hood.  
       An updated copy was submitted and is on file in the Park Office.

       2.   Monthly financial report on the golf course operation  
       M.T.D \$45,134.57  
       Y.T.D. \$1, 360,557.48

       3.   Report on general operation of golf course

          A.    Report on staffing

          There are currently 12 staff members. Up due to work being done of the first hole  
          drainage project.

          B.    Copy of maintenance log and monthly certification

          A copy was submitted and is on file in the Parks office.

          C.    Clubhouse rentals, league play and golf tournaments

          An updated copy of clubhouse rentals and tournaments was submitted and is on file in the  
          Parks Dept. office.

          D.    Capital Improvement Update

              1.   Clubhouse Inspection Report

              During the liquor license approval inspection City Inspector John Luther found the  
              clubhouse to be in violation of code NFPA72 which requires all assembly areas must  
              have working, monitored fire alarm system including carbon monoxide detectors. The  
              Commission would like to see a copy of the code in writing for the next meeting.

The City Treasurer believes that the Mt. Hood Enterprise fund has somewhere around \$85K in a remediation fund which needs to be spent. The Park Commission believes the monies have been accounted for in their budget and has been spent on the new maintenance building and not accounted for properly on the city's books. Nick will verify with the City's Auditor Office.

#### 2. Maintenance Building

DiLullo Associates responded and supply Eagle Point with a change order for the remediation work. Nick determined the pricing was extreme and notified Eagle Point of his decision. Nick will set up a meeting with Eagle Point to give them an opportunity to resolve these issues. The Commission would like to know if DiLullo Associates has insurance. The also would like Nick to set up a meeting with Eagle Pont and have Mike, Bob, Nick and City Counsel present.

#### 3. Slayton Garage

Waiting for signed contracts to come back from LaRovere and the work will begin the first of the year.

#### 4. Barry Blanch wallet incident

Barry Blanch reported his wallet was lost and then returned to him minus \$700.00 dollars he claimed was in it. There was a question of the money being in the wallet when it was turned into a golf course employee. Nick has reported the incident to the police and it is under investigation.

#### 5. Financial Report: Mt. Hood budget FY 2006

Budget reports were submitted and reviewed by the Commission.

#### 6. Discussion on 2007 Membership Fees, Rates and Policies

##### a. Policies

Jr. Membership issues that need to be discussed at the January meeting are;

1. Informational letter to Jr. members parents
2. Possibly limiting Jr. hours
3. Placing a cap on Jr. memberships
4. Having Jr. members accompanied by an adult in the snack bar after certain hours. Are there any legal requirements?
5. Can the Recreation Department become involved in programming at the Hood?

##### b. Membership Rates

Nick's recommendation is to keep memberships rates the same resident, non- resident and Jr. and to go up \$1.00 on daily greens fees across the board no increase on cart fees.

GMC would like to see a 5% membership fee increase and \$1.00 on daily green fees. No increase on cart fees.

**Motion:** By Bob Christiansen to increase memberships across the board by a 3% increase and \$1.00 increase across the board on daily green fees. No increase on golf cart fees.

Bob would also like to establish a leagues greens fee at a set amount to be determined.

**Second:** Mike Interbartolo

**Vote:** Unanimous

The Commission would like Nick and GMC to come forward in January with a recommendation on leagues green fees.

#### IV. PARKS DEPARTMENT REPORT

- Non- Union Salary increases

Joan will obtain a copy of the new salary structure for the Park Commission to vote on at the January meeting

- Financial Report: Park Budget

An updated copy was submitted and reviewed by the Commission.

- M&M Contract

Nick handed out what will be the front end of what will be the maintenance & Mowing contract. Nick will have the complete pricing schedule for the January 10, 2007 meeting. The Commission would like to see copies of the contracts that Nick is basing this one on and some research information on their experience from the cities where the contracts are being used.

- General Park Report

Fall clean up completed. Nick is happy with the work that was done.

- Letter from Lacrosse coach

The Lacrosse team in Melrose is upset about the way they are being treated by Pine Banks on their permit requests. They wrote a letter to the Park Commission in hopes that they would help assist in resolving some issues. They are upset about there not being a structure for permits like we have in Melrose. Pine Banks charge some user groups and not others. The fee structure is inconsistent as well. Nick has just recently seen a draft copy of policies Pine Banks wants to put in place. Sue is going to speak with Henry Keezer who is on the Pine Banks Commission representing the City of Melrose.

#### V. RECREATION DEPARTMENT REPORT

##### 1. Status Report on Recreation Revolving Account

Nick feels he has a good grip on the recreation budget. The school department has agreed to waive the utility fee for this coming winter and the city auditor has agreed to pay the \$13K owed to the school department out of the city's free cash in January.

#### VI. New Business

Park Commission schedule for 2007

It was agreed to change the regularly scheduled meeting from February 14<sup>th</sup> to Thursday February 15<sup>th</sup> due to Mt. Hood holding it's annual Valentines Day Dinner.

**Motion:** By John Mercer to Adjourn

**Second:** Bill Gardiner

**Vote:** Unanimous