

Park Commission Meeting
March 8, 2006(amended)

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

I. SIGNING OF WARRANTS

Warrants were reviewed and signed.

II APPROVAL OF THE MINUTES

Approval of the minutes of 2/8/06 was postponed to the March meeting.

II. MOUNT HOOD REPORT

• MOUNT HOOD

1. Membership list for 2006 and outstanding gift certificates of Mount Hood Memberships are coming in steadily; the deadline is April 15, 2006 last day for Jr.'s to sign up is 6/23/06

2. Monthly financial report on golf course operations
MTD \$ \$30,555.00, YTD \$44,223.99

3. Marketing plan update

Mass. Golf Mgmt. submitted their 2006 marketing plan consisting of magazine, cable TV, community newspaper, yellow pages, radio and internet advertisements. Their 2006 advertising budget is \$50K.

4. Report on general operation of the golf course

a. Report on staffing level

There are currently 7 on staff.

b. Copy of maintenance and certification report

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

c. Soft time rate discounts

• \$26.00 per person with a cart weekdays

• \$29.00 per person with a cart weekends

The soft time proposal will remain as proposed except a coupon will not be required. The rate will not be based on 2 people; singles will be welcomed at the same rate and it will end the week before Memorial Day unless an extension is deemed appropriate.

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

May and June tournaments are booked. July has some dates still available. August is wide open.

6. Reports on proposed improvements for the 2006 golf season

a. Tee markers

Nick reported that the Chamber of Commerce is willing to move forward with soliciting advertising to fund the tee markers if the Commission chooses to move forward with the proposal. After reviewing the figures, the Commission decided to fund the tee markers as a capital improvement project. Mass. Golf Mgmt. will provide the labor if the City supplies the concrete.

Motion: By Bob Christiansen to approve up to \$7,000 out of FY 06 Capital Improvements for the purchase of tee markers and to authorize a sub-committee to review the chooses and make the decision on the design.

Second: By Henry Hooton

Vote: Unanimous

b. Kitchen design

Phil put the kitchen designer in touch with Dan DiLullo. Dan has come out and measured the kitchen and sent his as built plans to the kitchen designer.

The kitchen designer proposal fee is @ \$1,200.00.

DiLullo's fee for the plans is \$285.00

Phil will try to get a rough estimate on the entire project.

• Status Report on Capital Improvements

a. Heating system update

The Engineer provided the Contractor with a punch list of items for completion.

b. Roof update

The contractor will complete the siding once the weather is appropriate.

c. Fireplace

DiLullo Assoc. has been out to do the inspection. No report has been filed.

• Progress report on the new maintenance building

The sub-bid on the electrical is due on 3/16/06 and the general bid is due on 3/30/06

• Financial Report: Mount Hood FY06

Budget was reviewed

• FY07 Budget

The Auditor's office will be looking for budgets by 3/24/06

Some capital improvements the commission would like to work towards are,

1. Repair of the outdoor granite stairs leading to the clubhouse
2. Improved exterior lighting for the granite stairway, patio and parking area
3. Continue with the clean up program of First Pond
4. Insulate clubhouse
5. Replace windows in the clubhouse
6. Improve/add golf course signage

Mass. Golf Mgmt. would like to refinish the floors in the function room.

This conversation transpired due to Mass. Golf Mgmt. replacing a grill that was not working properly.

The Commission and Mass. Golf Mgmt. agreed that in the future, if a piece of equipment is broken the Commission needs to be notified so they can repair or replace it. However, if Mass. Golf Mgmt. wants to upgrade a piece of equipment they need to notify the Commission and store the existing piece of equipment so it can be put back at the end of the contractual obligation.

The Chamber of Commerce puts out a “Melrose Gift Card” that is a gift certificate that may be purchased in any denomination and can be redeemed at over 86 stores and restaurants in the City of Melrose. The Chamber asked Mass. Golf Mgmt. if Mount Hood could be added to their list of places the “Card” is redeemable. Phil likes the idea and sees no real down side to it. It will not cost the club anything to participate and it does not offer any discounts. Phil wanted to inform the Commission he planned on participating in the program. The Park Commission liked the idea as well.

Mass. Golf Mgmt is concerned about advertising contracts that continue longer than the terms of their Management Agreement. The Commission would like the contracts brought forward as these issues arise.

- Mount Hood Mobile Communication Towers

City Solicitor, David Lucas was present to answer the Commission’s questions concerning the Cell Tower Lease with Cingular Wireless; specifically the Re-Marketing Agreement proposed by Cingular. It is unclear as to whether Cingular can terminate the existing Contract with the City of Melrose. Mr. Lucas does not think it is in the City’s best interest to allow Cingular to terminate the Lease and sign a Re-Marketing Agreement in which Cingular is not obligated to find a new tenant and provides them with a 24-month abatement period on the their existing contract.

Motion: By Bob Christiansen to have the City draft a letter to Cingular informing them the City is not interested in their offer.

Second: Henry Hooton

Vote: Unanimous

Motion: By Henry Hooton to have Nick look into what other cellular communication leases are being considered by the City, i.e. Wyoming Cemetery.

Second: Bob Christiansen

Vote: Unanimous

PARK DEPARTMENT REPORT

- General Park Report

The Park Dept. is preparing for the spring season. All spring permit requests have been received.

- Financial Report Park Department Budget FY06

The budget was updated and reviewed

- FY 07 Park Budget

The Mayor has requested the Park Dept. budget be level funded.

The Mayor would like to set up a meeting with the Park Commission and Fields Committee to discuss his ideas on improvements within the City's Parks. The Commission set 2 dates aside to meet with the Mayor.

V. RECREATION DEPARTMENT REPORT

- Status Report on the Recreation Revolving Fund

The Rec. Dept. Rev. Fund was reviewed. There seemed to be a discrepancy in Chuck's worksheet. Chuck will have it corrected before the next meeting.

- Park Instructors Hrs. and Wages for Summer 2006

This will be reviewed at the budget meeting.

VI. NEW BUSSINESS

A proposal was provided by Mass. Golf Mgmt. for site preparation relative to the proposed maintenance building project. The Commission will wait to vote on this proposal until after the general bid opening on 3/30/06.

Joan will try to set a budget meeting up for March 14, 2006

Motion: By Bob Christiansen to adjourn

Second: Henry Hooton

Vote: Unanimous

