

**Park Commission Meeting
August 15, 2007**

Present: Sue Cann, Bob Christiansen, Bill Gardiner, Phil Friel, Mike Farrell, Tom Friel, Robert Garrity, Nick Gove and Chuck Person

I. Signing of warrants

Warrants were reviewed and signed. Budget was submitted and reviewed.

II. Approval of the Minutes

Motion: By Bob Christiansen to approve the minutes of the meeting for May 9, 2007.

Second: John Mercer

Vote: Unanimous

Motion: By Bob Christiansen to approve the minutes of the meeting for May 22, 2007.

Second: John Mercer

Vote: Unanimous

Motion: Bob Christiansen to approve the minutes of the meeting for July 18, 2007 as amended.

Second: John Mercer

Vote: Unanimous

III. MOUNT HOOD REPORT

A. Mt. Hood RFP

The Park Commission discussed the RFP in detail; specifically the following items:

§ Price Proposal/Management Fee

§ Evaluation Criteria

§ Superintendent and Golf Professional experience; hours of work

§ Capital Improvements

§ Food and Beverage Service

§ Pre Submission Meeting/Facility Tour: mandatory vs. not mandatory

§ Request for Interpretation/Clarification; binding vs. non-binding

§ Location for Receipt of Proposals

Mr. Garrity will meet with the sub committee and prepare a rough draft for the September meeting.

B. Mount Hood Operations

1. Membership list for 2007 /outstanding gift certificates for Mount Hood 2007 Members: 263 including 103 Junior Members.

2. Monthly financial report on the golf course operations

Year to date revenue: \$890,892.00 Month to date: \$211,813.00

3. Marketing Report

Soft time promotion: No change

4. Report on staffing levels

There are presently 16 employees on staff.

5. Copy of maintenance log and monthly certifications

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

6. Report on request for rental of club house, league play tournaments.

An updated calendar was submitted and is on file in the Park Dept. Office.

C. Hood winks petition

A port a potty was placed on the 15th hole. The Commission decided not to install exterior lighting because it would allow play past dusk and the lighting proposed would not adequately light the area. Nick will draft a letter to the Hood Winks explaining the Commission's position.

D. Capital Improvements

1. 13th Tee Box Fence

Nick and Mass Golf Mgmt. decided a cedar stockade fence would be more aesthetically pleasing than chain link. Nick received a bid from Reliable Fence in the amount of \$3,000. The fence will be installed by the September meeting.

2. Clubhouse patio and steps

Nick received a second proposal from Meridian Associates in the amount of \$7,500. Bill Gardiner will edit the document for the September meeting.

E. FY 07 Mt. Hood Budget

Budget was submitted and reviewed.

F. FY 08 Mt. Hood Budget

Budget was submitted and reviewed.

IV. Parks Department Report

A. General Parks Department Report

1. Lebanon Park Staging Area

L&M Holdings, the Ell Pond Drain Contractor, is currently using Lebanon Park as a staging area. Sue Cann spoke with City Engineer & Superintendent of Public Works Bob Beshara. Bob explained the City was obligated to provide the Contractor with a staging area.

2. Morelli Dugout

Babe Ruth is proposing to raise the dugouts at Morelli Field. The dugouts have drainage problems and raising the grade would minimize flooding. Sue asked that someone from Babe Ruth attend the September meeting.

3. FY 07 Park Dept. budget

Budget was submitted and reviewed.

4. FY 08 Park Dept. budget

Budget was submitted and reviewed.

5. Hesseltine Field Renovation Project

The Bid Opening is scheduled for August 17, 2007.

V. RECREATION DEPARTMENT REPORT

A. Recreation Dept. Update

Chuck updated the Commission on the status of the Recreation Department summer and fall programming.

B. Recreation Dept. Revolving Fund/FY 08 Budget

| Nick requested these items be tabled until the September meeting.

Motion: By John Mercer to adjourn

Second: By Bill Gardiner

Vote: Unanimous