

**PARK COMMISSION MEETING**  
**February 12, 2007**

Present: Sue Cann, Bob Christiansen, Bill Gardiner, and Nick Gove

I. SIGNING OF WARRANTS

Warrants were reviewed and signed

II. APPROVAL OF THE MINUTES

**Motion:** By Bob Christiansen to approve the minutes of January 10, 2007

**Second:** Bill Gardiner

**Vote:** Unanimous

**Motion:** By Bill Gardiner to approve the minutes of January 16, 2007 as amended

**Second:** Bob Christiansen

**Vote:** Unanimous

III. MOUNT HOOD REPORT

A. MT. HOOD

1. Memberships list for 2007 Outstanding Gift Certificates  
As of today there are 20 members signed up 4 are new members.
2. Report on General Operations of Golf Course
  - a. Report on staffing level  
There are currently 7 on staff.
  - b. Copy of maintenance log and monthly certifications  
A copy was presented and is on file in the Park Department office.
3. Report on request for rental of club house, league play and golf tournaments
  - a. 2008 clubhouse rentals  
Mass. Golf Mgmt. is concerned about 2008 clubhouse functions and golf outings that fall outside their existing contract.

**Motion:** By Bill Gardiner to authorize Mass. Golf Mgmt. to book 2008 clubhouse functions and golf outings.

**Second:** Bob Christiansen

Nick will write a letter reflecting this authorization and copy the Commission.

4. Function Calendar

The function calendar is filling up for March, April and May.

5. Marketing Plan Update

a. Advertisement renewals

The Commission would like Nick and Mass. Golf Mgmt. to bring a list of advertisements to the March meeting. (Example: multi-year Yellow Page ad)

b. Mass. Golf Mgmt. would like to promote a last minute starting time promotion. The promotion would be advertised via email and target members of a database. For example, you may receive e-mail on Friday afternoon notifying you that starting times are available at such and such a time on Saturday. The times would be available at a predetermined rate.

**Motion:** By Bob Christiansen to approve Mass. Golf Management's proposal.

**Second:** Bill Gardiner

**Vote:** Unanimous

6. Capital Improvements

- a. Clubhouse air conditioning (FY 08)
- b. Clubhouse insulation (FY 08)
- c. Clubhouse fire alarm system (FY 08)
- d. Slayton garage roof (FY 08)
- e. Snack bar (19<sup>th</sup> hole) roof (FY 08)
- f. Slayton garage sewer line; bathroom
- g. Mt. Hood feasibility study (FY 08)
- h. First Pond clean up (FY 07/08)
- i. Clubhouse patio/steps (FY 07/08)
- j. Convection oven (FY 07/08)

Sue would like to see proposals for these items by the next meeting.

Commission inquired as to the status of the kitchen design. The Commission also requested the Auditor supply them with the current balance of the reserve fund.

7. Maintenance Building

The maintenance building is complete.

8. Slayton Garage

Work is 50% complete.

B. FY 07/FY 08 Mt. Hood Enterprise Fund Budget(s)

The Budgets were reviewed by the Park Commission.

Nick walked the Park Commission through his recommendations. The Mayor has requested a level funded budget.

#### IV. PARK DEPARTMENT REPORT

##### A. General Park Report

Ell Pond Park and Mary Foley Park may be impacted by the proposed Ell Pond Drainage Project. The intent of the project is to provide Ell Pond with a second outlet during periods of heavy rain.

##### B. Melrose Fireman's annual carnival

President of the Melrose Fireman's Relief Association, James Gibson, submitted a request to run their annual fireman's carnival at the Knoll during April school vacation (4/16/07 – 4/21/07). They are requesting to set up on Friday 4/13/07 after school gets out. Nick requested the Pak Commission require the carnival company to supply a security deposit as part of their permit.

**Motion:** By Bob Christiansen to require the carnival company to supply a \$1,000.00 security deposit as part of their permit request to the City.

**Second:** Bill Gardiner

**Vote:** Unanimous

**Motion:** By Bob Christiansen to approve the Fireman's request to hold their annual carnival at the Knoll Park from 4/16/07- 4/21/07.

**Second:** Bill Gardiner

**Vote:** Unanimous

##### C. FY 07/FY 08 Park Budget(s)

Budgets were reviewed by Park Commission. The Mayor has requested a level funded budget.

#### V. RECREATION DEPARTMENT REPORT

**Motion:** By John Mercer to table the Recreation Department Report until next month's meeting.

**Second:** By Bill Gardiner

**Vote:** Unanimous

The Commission will add an additional meeting on Feb. 21, 2007 to finalize the FY 08 budgets, capital improvement list and maintenance and mowing contract.

**Motion:** By John Mercer to change next month regularly schedule meeting from March 14, 2007 to March 6, 2007

**Second:** By Bill Gardiner

**Vote:** Unanimous

**Motion:** By Bill Gardiner to adjourn

**Second:** By Bob Christiansen

**Vote:** Unanimous