

**Park Commission Meeting  
April 1, 2008 (Amended)**

**Present:** Bob Christiansen, Bill Gardiner, John Mercer, Mike Interbartolo, John McLaughlin, Chuck Person and Joan Bell

I. APPROVAL OF THE MINUTES

**Motion:** By Bob Christiansen to approve the minutes of the meeting of 1/9/08 as amended

**Second:** Bill Gardiner

**Vote:** Unanimous

**Motion:** By Bob Christiansen to approve the minutes of the meeting of 2/13/08 as amended.

**Second:** John Mercer

**Vote:** Unanimous

II. Superintendent of Mt. Hood and Public Open Space Position

**Motion:** By Bob Christiansen to approve Joan Bell as Interim Superintendent of Mt. Hood & Public Open Space with all the responsibilities except the Arborist piece.

**Second:** By Bill Gardiner

**Vote:** Unanimous

III. High School Clinic's being run through the Recreation Department

John McLaughlin presented the Commission with a proposal that is designed around Melrose Varsity athletic coaches having a desire to run athletic clinics for elementary and middle school students. These coaches would like to run programs within their respective sports. However, they are struggling with starting and maintaining these programs because they lack the administrative support necessary to successfully manage these programs. Specifically, these coaches need assistance:

- Collecting & processing applications and payments
- Issuing paychecks for staff
- Issuing payment checks for expenses related to clinics
- Performing CORI checks as necessary
- Permitting field space
- Permitting and paying for gymnasium space.

The clinic organizer/high school coach would be responsible for submitting a proposal to the Park Commission outlining the details of the clinic. This information would include:

- Full Description of clinic
- Suggested cost of clinic
- City controlled parks or gymnasium needed for clinic
- Dates & Times
- Expected number of participants
- Number of adult counselors
- Number of junior counselors
- Line item budget for cost to run the camp, including detailed compensation information
- Payroll information sheet detailing name, address and social security number for each counselor.
- Completed CORI information worksheet for each counselor

It is expected that the organizer will fully staff and run an organized clinic, and the student to instructor ratio should be no more than 6 or 8 to 1, depending on the activity. Instructors can be a combination of adult counselors and junior counselors.

I. **Responsibility of Recreation Department**

- Collecting & processing applications and payments
- Issuing paychecks for staff
- Issuing payment checks for expenses related to clinics
- Performing CORI checks as necessary
- Permitting field space
- Permitting and paying for gymnasium space.
- Approving clinic costs

II. **Allocation of Clinic Fees**

The allocation of fee revenue generated by a particular clinic will be divided among three parties, after all camp related expenses, including salary for junior counselors, have been paid.

**Youth Athletic Organizations**

20% of the revenue, after expenses, will be allocated to the organized youth group associated with the sport that the participants are associated with. For instance, for a soccer clinic, the donation would be made to Melrose Youth Soccer, i.e.:

Football	Melrose Pop Warner Football
Baseball	Various Melrose Youth Baseball Leagues
Basketball	Melrose Youth Basketball
Hockey	Melrose Youth Hockey
Lacrosse	Melrose Youth Lacrosse

If no organized youth organization exists, the allocation will be earmarked within the Park Commission to promote and facilitate that particular sport during its appropriate season.

### **Varsity Coach and Adult Staff**

40% of the revenue, after expenses, will be allocated as compensation for the varsity coach and their respective adult staff.

### **Melrose Recreation Department**

The Park Commission will retain 40% of the revenue in the recreation revolving account for the costs and expenses associated with the administrative duties as outlined above.

John Mercer discussed the program with Deputy City Solicitor Robert Van Campen and about the percentage split, how it would be handled and he had no issues or concerns.

**Motion:** By John McLaughlin to approve Bill Desimone request to run a Soccer Clinic in concept this summer, abiding by the guide lines as stated.

**Second:** Bob Christiansen

**Vote:** Unanimous

**Motion:** By Bill Gardiner to adjourn

**Second:** Bob Christiansen

**Vote:** Unanimous