

**Park Commission Meeting
January 9, 2008 (Amended)**

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

I. Signing of Warrants

Warrants were reviewed and signed.

II. Approval of The Minutes

Motion: By Bob Christiansen to approve the minutes of December 12, 2007 as amended.

Second: By Mike Interbartolo

Vote: Unanimous

Motion: By Mike Interbartolo to approve the minutes of the meeting of January 3, 2008 as amended.

Second: By John Mercer

Vote: Unanimous

III. Mt. Hood Report

- Mt. Hood Operations

- 1. Mt. Hood RFP

Nick reported that the Management Agreement that resulted from the 2007 Mount Hood RFP was formally executed on December 19, 2007 and commenced on January 1, 2008.

- 2. Membership list 2008

Ten 2008 memberships have been received.

- 3. Monthly Financial Report

MTD \$33,393.18

YTD \$1,425,356.32

- 4. Marketing Plans/League Rates

The Commission decided not to charge leagues a premium rate for their afternoon starting times. Topic was tabled until next season.

- 5. Report on General Operations of Golf Course

- a. Report on staffing levels

There is currently five (5) on staff.

- b. Copy of Maintenance Log and Monthly Certification

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

- B. First Pond

Nick would like the Commission to consider hiring an engineer to complete a storm water analysis of the First Pond watershed. The Commission would like Nick to formulate a scope of work; solicit a quote; and report back at the February meeting.

C. Capital Improvements

1. Clubhouse steps/patio

Nick will obtain a cost estimate for the project from Meridian Associates. If the estimate is approved by the Sub Committee the project will be advertised in early February.

2. Fire Alarm System Project, Clubhouse Insulation Project

The Park Commission executed the Mount Hood Clubhouse Fire Alarm System Contract with CDS Contracting Systems, LLC. CDS submitted a schedule stating they will be complete by February 5, 2008. GMC will work with them to complete the insulation and sheet rock project during the same time frame.

D. FY 08 Mt. Hood Budget

A copy of the budget was submitted and reviewed. Nick will be meeting with the City Auditor to conduct a mid-year review next week and will report back to the Commission in February if there are any issues that need to be addressed.

IV. Park Department Report

A. General Park Dept. Report

1. East Knoll

The East Knoll is currently being used as a snow dump by the Department of Public Works. The field has deteriorated significantly over the last few years and has been slated for renovation. Nick believes use of the facility as a snow dump could be an opportunity to fund some repairs in the spring. Had the Department of Public Works not been able to use a site within the City, they would have been forced to pay for trucking and removal of the snow. Nick believes this funding would be better spent on the field.

2. Lebanon Street Park

The park is still being utilized as a lay down area for the Ell Pond Drains Project. The facility should be renovated in late spring. Nick has made other accommodations for youth softball.

B. FY 08 Park Department Budget

A copy of the budget was submitted and reviewed. Nick will be meeting with the City Auditor to conduct a mid-year review next week and will report back to the Commission in February if there are any issues that need to be addressed.

C. Mowing and Maintenance Contract

City Engineer and Superintendent of Public Works, Bob Beshara, is currently negotiating renewal terms with ELM. Bob informed Nick the negotiations were positive and that an agreement should be formally executed shortly. Nick will report back to the Commission when he has more information.

The Commission would like Nick to verify that the ELM receives the City's Intention to Renew in writing by the January 15th deadline incase negotiations extend past January 15.

V. Recreation Department Report

A. Recreation Revolving Fund

Nick has not received an updated copy of the Rec. Dept. Revolving Fund Worksheet from Chuck. Nick will e-mail a copy of this document ASAP.

VI. New Business

A. Nominations for Park Commission chair

Bob Christiansen nominated Mike Interbartolo as the new chairman of the Park Commission.

Roll call vote:

Sue Cann excused herself from the vote.

John Mercer Yes

Bill Gardiner Yes

Bob Christiansen Yes

Mike Interbartolo Yes, and accepts the nomination.

Motion: By Mike Interbartolo to adjourn.

Second: Bob Christiansen

Vote: Unanimous