

AGENDA
MELROSE PARK COMMISSION
Meeting of Wednesday, December 12, 2007
7:00 PM at the Mount Hood Clubhouse

- I. **SIGNING OF WARRANTS – 7:00 PM**
- II. **APPROVAL OF MINUTES – 7:10 PM**
- III. **MOUNT HOOD REPORT – 7:15 PM**
 - **MOUNT HOOD OPERATIONS**
 - 1. Mt. Hood Management Agreement – Park Commission, Nick Gove
 - 2. Membership list for 2007/outstanding gift certificates for Mount Hood – GMC
 - 3. Monthly financial report on golf course operation – GMC
 - 4. Marketing plan update – GMC
 - 5. 2008 Rates and Fees – GMC, Nick Gove
 - 6. 2008 Policies and Membership Letter – Nick Gove, Mike Farrell
 - 7. Report on general operation of golf course – GMC
 - A. Report on staffing level.
 - B. Copy of maintenance log and monthly certification
 - 8. 2008 Capital Improvements - Nick Gove, Mike I., John Mercer, GMC
 - A. Clubhouse steps/patio
 - B. Clubhouse fire alarm system
 - C. Clubhouse insulation project
 - **FY 08 Mt. Hood Budget – Joan Bell, Nick Gove**
- IV. **PARK DEPARTMENT REPORT – 8:15 PM**
 - **General Park Dept. Report – Nick Gove**
 - 1. Conant Storage Shed – National Little League
 - 2. Girl Scout Bowden Park Request – Girl Scouts
 - **2008 Mowing & Maintenance Contract – Nick Gove**
 - **Skateboard Park – Nick Gove**
 - **FY 08 Park Dept. budget – Joan Bell, Nick Gove**
- V. **RECREATION DEPARTMENT REPORT – 8:35 PM**
 - **Recreation Dept. Revolving Fund – Nick Gove**
 - **FY 08 Recreation budget – Nick Gove**
 - **Recreation Dept. Winter Programming – Chuck Person**
- VI. **PUBLIC PARTICAPATION- 8:45 PM**

**Melrose Park Commission Meeting
December 12, 2007**

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

Sue Cann informed the Commission that the January 9, 2007 meeting will be her last meeting as Chair of the Park Commission. Sue thanked the other Commissioners for their service and wished them good luck in their future stewardship of Mount Hood.

Motion: By Mike Interbartolo to change the order to Conant Park Storage Shed

Second: By Bob Christiansen

Vote: Unanimous

Glen Crowell from National Little League is requesting to install an 8' by 20' storage container at Conant Park. The container would be placed next to the existing batting cages and be used for equipment storage. Glen brought pictures and diagrams to show the Commission what it would look like and where it would be located.

Motion: By Bob Christiansen to approve the storage container including the installation of a 6" concrete pad pending approval from the City Building Inspector.

Second: By Mike Interbartolo

Vote: Unanimous

I. Signing Of Warrants

Warrants were reviewed and signed

II. Approval of the Minutes

Motion: By Mike Interbartolo to approve the minutes of the meeting of November 13, 2007 as amended

Second: Bob Christiansen

Vote: Unanimous

Motion: By Bob Christiansen to approve the minutes of the meeting of November 14, 2007 as amended

Second: Mike Interbartolo

Vote: Unanimous

III. Mt. Hood Report

A. Membership list for 2007/ outstanding gift certificates for Mt. Hood

Copy was submitted and is on file in the Parks Department Office.

B. Monthly financial report on golf course operation

MTD: \$33,393.18

YTD: \$1,425,356.3

C. Report on general operation of the golf course

a. Report on staffing level

There are currently 11 on staff at this time.

2. Copy of maintenance log and monthly certification
A copy was submitted and is on file in the Parks Department Office

D. Mt. Hood Rates and Fees for 2008
Nick Gove and GMC presented their recommendations for the 2008 season.

Motion: John Mercer to increase all membership fees by 3% with the exception of Non Resident Family Full and Non Resident Family Weekday memberships.

Second: Bill Gardiner

Vote: Unanimous

Motion: By John Mercer to increase Resident and Non-Resident weekday 9-hole rates by \$1.00

Second: Bill Gardiner

Vote: Unanimous

Motion: By Mike Interbartolo to increase the Resident and Non Resident weekend rates by \$1.00

Second: John Mercer

Motion: By John Mercer to increase Resident 18-hole weekday rates by \$1.00.

Second: Mike Interbartolo

Vote: Unanimous

Motion: By John Mercer to increase Non-Resident 18-hole weekend rates by \$2.00

Second: Bill Gardiner

Vote: Unanimous

Motion: By Bob Christiansen to increase the Resident weekend rate by \$2.00.

Second: By John Mercer

Vote: Unanimous

Motion: By Mike Interbartolo to increase the Resident and Non-Resident Additional 9-holes weekend rate by \$1.00

Second: Bob Christiansen

Vote: Unanimous

Motion: By Mike Interbartolo to accept the membership letter, policy list and application as amended for the 2008 golf season.

Second: By John Mercer

Vote: Unanimous

E. 2008 Capital Improvements
a. Clubhouse steps/patio

The sub-committee made the following recommendations:

- Demolish existing flagstone patio and replace with a minimum 4" concrete pad and with blue stone tread; new lower patio should be at or close to existing grade
- Demolish (4) existing stairways and construct (1) centralized stairway centered off the clubhouse door using existing granite; install iron handrails
- Eliminating the existing path and construct a new bituminous walk incorporating existing walk on the side of the building.
- Reuse existing granite for stairs to the employee parking lot
- Alt. 1 will reduce the steep walk down the left side of the building to the parking lot.

Motion: By John Mercer to approve the plans pending the subcommittee final approval.

Second: By Mike Interbartolo

Vote: Unanimous

2. Clubhouse Fire Alarm System Project

Eleven bid packets were taken out. Four contractors attended the pre-bid informational meeting on December 12, 2007. The Park Commission scheduled a meeting for Jan 3, 2008 at 6:00 pm to review the bids submitted for the Mount Hood Clubhouse Fire Alarm System contract.

3. Insulating the Clubhouse

GMC will coordinate a schedule and work plan with Nick.

F. FY 08 Mt. Hood Budget

A copy was submitted and reviewed.

IV. Parks Department

A. Mowing & Maintenance Contract

The Commission discussed the letter they received from City Engineer & Superintendent of Public Works, Robert Beshara, regarding the Mowing and Maintenance contract and his recommendation not to renew.

Motion: By Mike to have the City Solicitor offer his opinion on who has the authority to make the decision not to renew the Mowing and Maintenance contract.

Second: Bob Christiansen

Vote: Unanimous

Motion: By Mike Interbartolo to send a letter to the City Engineer & Superintendent of Public Works requesting he attend the January 3, 2008 Park Commission meeting to discuss the M&M contract renewal.

Second: Bill Gardiner

Vote: Unanimous

B. Park Department FY08 Budget

A copy was submitted and reviewed by the Commission

C. Skateboard Park

The Park Commission would like to put Bill Gardiner on the task force along with Nick so they can be kept informed about the status of this project.

V. Recreation Department Report

A. Recreation Department Revolving Fund

A copy of the Recreation Department Revolving Fund worksheet was reviewed by the Commission.

VI. Old Business

A. Superintendent of Mount Hood & Public Open Space Job Description

Nick recommended several additional changes and edits to the document. The document will be formally reviewed for approval at the meeting on January 3, 2008.

Motion: By Mike Interbartolo to adjourn

Second: Bill Gardiner

Vote: Unanimous