



The Commission discussed maintenance and safety issues. They feel the markers should be flush and not interfere with mowing tasks. Staff will draft a policy to be reviewed at the May Commission meeting.

4. Policy Manual – Director Ray informed the Commission that Intern Adam Timmins put together a Department Policy and Procedure Manual for the Parks and Recreation Department. He drafted an outline for each division and then reviewed current policies and procedures. Timmins contacted each superintendent and requested that they review the information and make any additions or corrections. The information and commonly used forms have been put in binders and will also be available on the computer. Director Ray requested Commission members to review and proofread the information.

### **Reports and Communications**

1. Director's Report – Director Ray distributed a Reserve Fund spreadsheet that specified what is deposited into the General Fund and what is deposited into the Golf Course Reserve Fund. He stated monies in the Reserve Fund are used for Golf Course Projects and monies in the Trail Fee Fund are used to build cart paths.

2. Superintendent's Report - Snook informed the Commission that:

- there are two leaks in the water supply line. Public Works, the Water Department, and Golf Course Maintenance Staff will be working to correct the problem.
- a water supply line may be severed when construction begins on 16<sup>th</sup> Street. He noted they will try to have the ponds full so they will still be able to irrigate if that happens.
- the new greens are susceptible to cold weather. He thanked the Council, Commission, and Staff for allowing him to close the course early last fall so that he could put covers on the greens.
- fairway mower bids have been sent out and will be opened on April 30. Council will review the bids at the May 5 City Council meeting.
- there have been occurrences of vandalism on the course. He stated that approximately \$250 worth of damage has been done to structures on the Course.

3. Manager's Report

- Manager Iverson informed the Commission that approximately \$100,000 in revenue has been earned at the Pro Shop.
- Iverson noted that many season passes have been sold. This includes 58 adult, 20 adult spouse, 21 senior, 8 senior spouse, 10 family, 22 junior youth, 2 college, 61 trail fees, 104 handicaps, and 10 cart passes.

**Next Meeting** Monday, May 19, 2003 at 5:30 p.m.

**Adjournment** The Commission adjourned at 6:23 p.m.

Respectfully submitted,

Tab Ray  
Director of Parks and Recreation