

MINUTES

Board of Directors Meeting Douglas Public Facility Municipal Property Corporation

Thursday, July 28, 2016 at 1:00 p.m.

at the

Douglas Golf Course, 1372 E. Fairway Drive

1. Call to Order.

Meeting was called by Ken Nelson, President, at 1:01 p.m.

2. Roll Call

Board Members present where: Ken Nelson, Vicky Merritt, Francisco "Tachi" Durazo, Adrian Vildosola, Paula Shelton, and Manny Robles. Member absent and excused is Larry Moss.

City Staff Members present were: Luis Pedroza, Finance Director, Ana Urquijo, Deputy City Manager, Jeff Smythe, Facility Manager, Juan Pablo Flores, City Attorney, and Ricardo Herrera

3. Persons wishing to address the committee in writing or verbally on any item not on the agenda.

(Not an action item-no action taken)

4. Presentation/Discussion regarding update on status of DOC Inmate Labor force at the golf course facility and current status of restaurant certification by the Cochise County Health Department.

Golf Course had an inmate very knowledgeable on water system. The inmate would be out on probation in a couple months. A discussion took place with his Probation Officer, where the inmate would stay at the RV Park and work for MPC. The intentions were to have the released inmate work after the inmates left for the day to avoid any issues just like we had done with the student workers at the time. The inmate was released days later and was on sight. DOC found out there was a parole on sight that was one of the inmate workers and determined that;

a.) Paroles at the same location where inmates are working are not allowed.

b.) A personal relationship must have been established which also is not permitted.

DOC pulled the inmate and after several meetings with city administration and DOC. The issue was resolved and inmates were returned for work.

Cochise County Health Department Inspector came to do the health inspection of the restaurant on 7-20-16. Douglas Golf Course had an unacceptable rating. Restaurant was

shut down. On 7-25-16 all items but one had been corrected. The restaurant is now open. The only item left is a documentation of food protection manager training meeting.

5. Discussion/Decision of General Liability Insurance Directors & Officers via No Insurance.

CSC- City representative broker for liability insurance received a renewal proposal from the current insurance carrier Secura Insurance which came in at .052 percent increase from our expiring policy. No other quotes have been received with a lower premium. Both staff and the city's broker recommended the acceptance of the renewal proposal from Secura. It is recommended that the board approves the recommended liability from Secura as presented.

(Motioned made by Vicky Merritt and seconded by Paula Shelton)

(Motion approved unanimously).

6. Discussion/Decision of Workers' Compensation Insurance. Copper Point is the PF MPC's current carrier for Workers Compensation coverage, they have a submitted a flat renewal for the next fiscal year. Both staff and the city's broker recommend the acceptance of the renewal proposal for renewal policy 1460 from Copper Point.

(Motion made by Vicky Merritt and seconded by Paula Shelton)

(Motion approved unanimously).

7. Discussion/Presentation/Direction and possible decision regarding the 2016/2017 budget.

Operating expense was increased from 120,000 dollars to 165,000 dollars. The commitment of the City for this budget is to pay certain expenses. Electricity cost is an operational change that needs to be executed. Payroll is pretty firm. Payroll wouldn't be less, it can be a little more due to the reason of a hall event where more help is needed. Another item is the Pro Shop, it will never have a good profit, unless there is an investment in items or merchandise and get double the profit. Budget has been approved as presented.

(Motion made by Vicky Merritt and seconded by Manny Robles)

(Motion approved unanimously).

8. Discussion/Decision on the approval of the Foot Golf program.

Foot Golf has had positive feedback from various people in the community. Initial cost would be about 3,500 dollars. Tucson has had two of these programs initiated. They started with a 5,000 dollar cost and within 90 days they had started showing a profit. Foot Golf does coexist with regular golf. It can be a real revenue generator for the Golf Course, likely with more participants than golfers. It will be advertised; there has already been conversation with the soccer league and Chuy Duarte with AYSO. Facebook will be one of the ways of advertising. Nothing extraordinary will need to get done to get this project going. An idea to start this project would be with a tournament to call the attention of the citizens of Douglas and can be familiarized with the Golf Course.

(Motion made by Paula Shelton and seconded by Vicky Merritt)

(Motion approved unanimously).

9. Adjournment

Motion Made by Manny Robles, seconded by Vicky Merritt to adjourn the meeting at 1:56 pm

Prepared by:



Brenda Arenas

Administrative Assistant II