

## MEETING MINUTES

### Board of Directors Meeting Douglas Public Facility Municipal Property Corporation

Tuesday, March 20, 2018, at 5:30 p.m.

at

Douglas Golf Course  
1372 Fairway Drive  
Douglas, AZ 85607

1. Call to Order

Meeting was called to order by Bosco Selchow, President, at 5:31 p.m

2. Roll Call

Board Members present where: Ken Nelson, Francisco “Tachi” Durazo, Manny Robles (showed up within the first 5 minutes of meeting start-up), Ruben Robles and Paula Shelton (joined the meeting at 5:52 p.m.), and Bosco Selchow. City Officials present are Jim Russell (City Manager) and Juan Pablo Flores (City Attorney). Others attending are Bob Summers, Rhiannon Posada. Kevin Alvarado noted absent and excused.

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

NONE

4. Approval of Minutes for Douglas Public Facility Municipal Property Corporation (MPC) meetings held on January 16, 2018, and February 20, 2018.

A motion was made by Francisco “Tachi” Durazo and seconded by Ruben Robles to approve minutes as presented and the motion was approved unanimously.

5. Financial update and report on Douglas Public Facility Municipal Property Corporation P&L and City of Douglas subsidy.

Jim Russell gave the report noting that the total subsidy for the budget year was set at \$185K. The MPC is currently showing having spent \$123K thus far, and are a little over where they should be which is \$107K amount; but are making ground. Expenses are down and the bar and food is reporting fair/good figures, and \$15.5K does include expenditures for transitioning former management out. Mr. Russell would like to provide reports on a quarterly basis with brief reports going out to members on a monthly basis, and board to obtain basic cash flow on a monthly basis based on direction by board chair. Figures from Larry Moss are not available.

6. Update with a possible Discussion/Decision on approval of Policies and Procedures from other management committees.

Ruben Robles provided basic rules on Golf Course and Mr. Selchow spoke about the Hall rental fees to be \$300, plus a \$100 deposit that would go toward rental fee if fully returned. There would be a \$100 cleaning and a \$100 kitchen fee for cooking and \$50 fee for non-cooking functions. The rates would be up to \$100 in security fees along with \$1.50 rental fees on table cloths. Mr. Selchow and management will have discretion to charge differing rates on activities at hall and could offer lower rates for non-profits or low hall rental attendance events and a motion was made by Manny Robles and seconded by Francisco "Tachi" Durazo and the motion to implement these new rates was approved unanimously.

Bar hours for Friday, Saturday & Sundays will have extended hours until 7 pm with some built in flexibility depending on patrons present making it profitable to stay open.

Bob Summers gave a brief update regarding some minors issues and relatively good clientele and guests occupancy at the facility.

7. Preliminary Discussion/Presentation/Direction and possible decision regarding the 2018/2019 budget for the Douglas Public Facility Municipal Property Corporation (MPC)

The MPC has not started on the budget yet and we are awaiting the latest reports from Larry Moss per Bosco Selchow, with mid-April being the time to report to City Administration. Tachi Durazo noted that the budget will require a close look at line items with an eye toward making money available for maintenance, repairs and capital improvement funds as these will be necessary for a successful facility.

8. Discussion/Decision on approval of increase in any golf related rate and maintenance at the golf course MPC facility

Bosco Selchow noted this is not the time to do the increases until more improvements can be noted. Condition of greens was discussed along with maintenance and aeration of the greens. Mr. Meeks will be donating a core aerator and is better than none, with dancing bears paying shipping. Professional aeration would cost \$3,500 and it was noted as expensive. Bob renewed the \$1 per round contribution to a funding maintenance pot/kitty & he also reported he purchased a rototiller to benefit facility..

9. Information/Update with a Discussion/Decision on purchasing Wi-Fi security camera(s).

Bosco Selchow reported little progress has been made on the subject and will report on the subject in the near future. Since break-in November 2017 no incidents have been reported and various options exist in this type of system and impact on the Wi-Fi service will have to be considered have to be made.

10. Discussion information to be provided by Jim Russell, City Manager regarding condition and/or repair possibilities of home located at the MPC with Juan Pablo Flores, City Attorney giving an update on the premises liquor license restrictions and regulations.

Portions of the roof have been repaired per Jim Russell & Bosco Selchow along with underlayment has been installed to the floor with other areas of the home requiring additional attention/repairs with a loose timeline being discussed. Mr. Flores gave an update on the premises liquor license restrictions and regulations and recommendations for the future and how it would be beneficial to send manager out for specialized liquor handling training.

11. Discussion/Information with possible action regarding fees to be charged by Manny Ortiz' for the kitchen/facility use and related charges.

This item was bypassed at the direction of the chair as it has already been covered in previous meetings.

12. Information/Update with a possible Discussion/Decision on recent occurrences, events and concerns at the golf course since the February 2018 meeting.

There was a minor incident with the women's bathroom overflowing during business hours and this has been resolved and the washer & dryers at the RV Park have been made functional with MPC personnel gaining access to the coin deposits and mechanisms with collections in the amount of \$300 collected. There were various events and golf tournaments also reported for the period along with suggestion to advertise through emails to City employees. Floor crack sealing and painting was reported for the bar & lounge area.

13. Discussion and direction/consensus for items to be discussed at future meetings.

Next meeting is set for Tuesday, April 17 at 5:30 p.m., to include an agenda item can be ideas for marketing and selling liquor in larger containers according to regulations along with a standing golf course maintenance agenda item.

14. Adjournment

A motion was made by Manny Robles and seconded by Francisco "Tachi" Durazo to adjourn the meeting at 6:17 and the motion was approved unanimously.

Posted April 13, 2018 at 4:00 p.m. by:

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Alma Andrade, Deputy City Clerk