

BOARD OF PARK COMMISSIONERS
MINUTES – DECEMBER 5, 2017, 4:00 PM
COUNCIL CHAMBERS

The meeting was called to order by Mr. Kappers, President.

Members of the Board Present: Alan Kappers, President
 Levi Fox, Vice-President
 Susan Westfall, Secretary

Others Present: Jeremy Drake, Park Superintendent
 Ken Siler, Recreation Director
 Ken Green, Director of Golf
 Mayor Michael L. Beamish
 Patrick Titterington, Director of Public Service and Safety
 Member of Council, John Terwilliger
 Thomas Funderburg, Asst. Director Public Service & Safety
 Sue Knight, Administrative Asst.
 City Staff members
 Citizens

The minutes of the November 7, 2017 meeting Board of Park Commissioners were approved by unanimous voice vote following a motion of Mr. Fox and a second by Mrs. Westfall.

REPORTS:

- Park Superintendent Jeremy Drake had submitted a report (copy attached to original minutes). Mr. Drake further commented that the shelter on which a tree had fallen earlier in the year is being replaced. Mr. Fox inquired about work being done in the area of the Senior Citizens Center, and was advised that is boring work being done by Vectren and is not related to the new aviation statue area that will placed next year.
- Recreation Director Ken Siler had submitted a report (copy attached to the original minutes), and further thanked the Park Department for assistance during some recent concerts.
- Director of Golf Ken Green had submitted a report (copy attached to the original minutes).

NEW BUSINESS:

-Process for filling Director of Golf position:

- Revised Position Description. The draft of the updated Position Description for Director of Golf was reviewed and was approved by unanimous voice vote. A copy of the Position Description will be attached to the original minutes.
- Bringing the pro shop operation in-house. It was noted:
 - Mr. Green has maintained the pro shop, and received all revenues, with the City not requiring payment of “rent”. In view of his pending retirement, Mr. Green has liquidated most of the inventory.
 - It has become more common for cities/owners to handle all pro shop type activities, funding associated expenses, accounting for all items, and receiving the revenues. Piqua and Vandalia are two examples of nearby municipalities that manage the pro shop as a City function.
 - This is something that should be taken into account in filling the position, and would be a point of discussion with final applicants.

-Mr. Green estimated that \$30,000 would be an appropriate expenditure for the start-up of a pro shop for items such as balls, gloves, some clothing. He cautioned about over-stocking the quantities of clubs and clothing, noting that purchasers have other options.

-In response to Mr. Kappers, Mr. Funderburg advised that the City Auditor has indicated that he believes the City can handle the details of taking over the operation of a pro shop.

- The Board determined to commence the advertising for a Director of Golf, the Board will interview up to the five top candidates, with a goal to make an appointment in early February. As a part of the interview process, the Board will include the possibility that the pro shop may become an in-house activity.
- The Board asked that City Council be made aware that the pro shop may become an in-house operation and, if so, that a reappropriation may be necessary as the start-up costs are not part of the 2018 budget, and that those costs should generate off-setting revenue.

-Tee sign presentation:

- Mr. Boutwell, of Golf Graphics, displayed some proposed updated tee signs. He stated: his company proposes to update the tee signs to reflect the current tees; this would be at no cost to the City; the \$500 cost for each of the 18 signs would be paid to Golf Graphics by sponsors/advertisers; at the close of each season the signs would be removed/stored by Miami Shores staff but checked and maintained by Golf Graphics; and Golf Graphics would insure the signs. It was noted that there is an advertisers' plate at the bottom of each sign. Mr. Boutwell stated that his company would review the membership list for potential sponsors. Mr. Kappers asked that Mr. Boutwell provide the Board with a copy of the company's draft contract to review. No action was taken regarding the placement of the tee signs.

EXECUTIVE SESSION:

A motion was made by Mr. Kappers, seconded by Mr. Fox, that the Board adjourns into Executive Session to consider the compensation of Public Employees. Motion passed by unanimous vote. At 4:29 PM the Board adjourned into Executive Session. Prior to adjournment into Executive Session, Mrs. Westfall had to leave the meeting.

At 4:58 PM, the Board returned to regular session upon motion of Mr. Kappers, seconded by Mr. Fox. The Board made no further comment and adjourned.

Respectfully submitted,