

BOARD OF PARK COMMISSIONERS
MEETING MINUTES
November 8, 2022, 4:00 PM
Council Chambers

The meeting was called to order by Mr. Emerick, Vice-President.

Members of the Board Present: Mr. Jordan Kappers, Vice-President
 Mrs. Susan Westfall, Secretary

Others Attending: Jeremy Drake, Park Superintendent
 Ken Siler, Recreation Director
 Kyler Booher, Director of Golf
 Patrick Titterington, Director of Public Service & Safety
 Mayor Robin I. Oda
 City staff

The minutes of the October 4, 2022 Joint Board of Park Commissioners and Recreation Board meeting were approved by unanimous vote, following a motion from Mrs. Westfall, seconded by Mr. Emerick.

REPORTS:

- Park Superintendent Jeremy Drake commented that staff is continuing with fall maintenance. Mr. Drake stated staff is preparing for the Trojan Horse Football Tournament at Duke and Archer Park. Mr. Drake noted staff is ahead schedule for the leaf pickup. Lastly, Mr. Drake thanked all the staff for their hard work throughout the past year.
- Mr. Siler submitted a report (copy attached to original minutes). Mr. Siler noted the Hobart Arena staff is hosting the public skating sessions and preparing for the hockey season. The month of December will also be busy with concert events. Mr. Siler stated the Hobart Arena Roof Replacement Project is completed and are finalizing the final items to complete.
- Mr. Booher submitted a report (copy attached to original minutes). Mr. Booher stated mowing has slowed down and staff is ahead of schedule for the leaf pickup. He also stated the course continues to be busy with rounds of golf being played but the days are just shorter. Staff is looking forward to the first indoor golf season with the new simulator to be used. Mrs. Westfall confirmed that there is one simulator installed for use and Mr. Booher agreed but also stated there is an area that can be used similar to an indoor driving range. Mr. Emerick questioned how citizens can reserve a tee time and Mr. Booher stated currently times can be reserved via phone but hoping in the future it would be online. Mrs. Westfall asked if there is an age limit to use the simulator and Mr. Booher stated an adult has to be present during each of the tee times if there are children playing.

NEW BUSINESS:

- **Acceptance of The Shoreline Memorandum of Understanding** – Mr. Emerick stated this is an agreement between the Recreation Board and the Board of Park Commissioners for the staffing model at The Shoreline. Mr. Booher stated both Hobart Arena staff and The Shoreline staff have worked together with creating the agreement and they feel this will be a good fit.
A motion was made by Mr. Emerick, seconded by Mrs. Westfall to accept the Memorandum of Understanding for The Shoreline. MOTION PASSED, UNANIMOUS VOTE
- **Acceptance of the Robinson Reserve at Duke Park Fund 2023 Budget Recommendations** – Mr. Emerick stated the Robinson Reserve Advisory Board met on November 3 and are recommending the budget recommendations for the Board of Park Commissioners approval to Council.
A motion was made by Mr. Emerick, seconded by Mrs. Westfall to recommend to Council the Robinson Reserve at Duke Park Fund 2023 Budget Recommendations. MOTION PASSED, UNANIMOUS VOTE
- **Acceptance of the proposed golf rates for the golf simulator and indoor range** – Mr. Emerick stated there are a couple golf facilities that have a simulator within our area and the rates that are proposed are in line with those facilities.
A motion was made by Mr. Emerick, seconded by Mrs. Westfall to approve the proposed rates for the golf simulator and indoor range. MOTION PASSED, UNANIMOUS VOTE

OTHER:

- City Director, Mr. Patrick Titterington thanked the Board of Park Commissioners for recommending the 2023 budget recommendations to council. The Robinson Reserve Endowment will be paid out in four checks from 2021-2024 to the City and the checks will be deposited into an account that is interest bearing. Mrs. Westfall stated the board is reviewing other options as to where the funds will be deposited. In 2023, the Robinson Reserve spending's will be on basic maintenance items and most of the work will be performed by the Park Department. Mr. Titterington stated staff is currently preparing for the 2023 Budget. Here are some highlighted items that the Park Department and Miami Shores are requesting in 2023:
 - Park Department
 - Reorganization of the staffing model
 - Received ODNR Canopy Restoration Grant that is 50% funded by the grant. Staff will be planting 60 trees in three different areas within the community.
 - \$15,000 of repairs to the existing bucket truck
 - Starting the discussions with Troy City Schools to make repairs and updates in 2024 to the North Market Street Ballfields facilities
 - Park and Recreation Capital Improvements
 - New Park Maintenance Building
 - Downtown Restrooms
 - Miami Shores Golf Course
 - The Assistant Food and Beverage Manager position will be left vacant in 2023. The position was budgeted but those funds may be able to be used in other staffing areas.
 - Work on the tee boxes and gravel paths
 - Purchase the second simulator
 - Purchase an aeravator
 - Purchase a new bush hog
 - Purchase five new golf carts

Mrs. Westfall asked about the status of the new park signs and Mr. Drake stated the signs are with the Park Department and will be installed when staffing allows.

Mr. Titterington noted the elevation change at the Robinson Reserve will be corrected in 2022 not 2023. He also stated the Robinson Family has asked that the trail at the Robinson Reserve be named after Margaret Duke and staff is working on the design of that.

Mr. Emerick clarified the Finance Budget Meeting will be held on November 28 and Mr. Titterington will confirm with the Board of Park Commissioners what projects and purchases were approved.

There being no further business, upon motion of Mrs. Westfall, seconded by Mr. Emerick, by unanimous voice vote, the Board adjourned at 4:30 p.m.

Respectfully submitted,
