

Ice Rink Advisory Committee Minutes: October 7, 2014

IRAC members present: Ron Brunk, Colby Shaw (representative for Murray Craven), Gregg Esakoff, Carol Anderson, Bailey Minnich, Mark Van Everen, Pam Barberis, and Kelly Davidson

City Staff present: Maria Butts, Jason Loveless, Jake Topp, and Shannon Holmes

Call to Order: The meeting began at 7:06pm

A. Approval of September 4, 2014 meeting minutes:

Ron proposed some minor changes on page 2 of the draft minutes regarding the wording of the City “cutting” the adult hockey program. Discussion was held regarding the language from last month’s meeting and rewording of this paragraph. Shannon discussed hours of concessionaires on page 2 of the draft minutes. She stated that they would be open Monday-Friday beginning at 4pm. Otherwise she is present at the building if someone needs her during the day, but would not be selling any concessions. During the weekends, the concessions is open all day long. Maria discussed removing a line on page 2 regarding the City Manager coming to an IRAC meeting as this had not been discussed at the meeting. She also had a question on page 3 regarding the discussion about the rink not being subsidized. Gregg proposed some minor changes on page 3 of the draft minutes regarding the FY 13 budget discussion, and that most of the mentioned comments came from one of the City Manager’s reports on FY13. This paragraph will be updated as well. Gregg discussed the capital improvements paragraph on page 3 and proposed the striking of some language. Also discussed was the topic of the IRAC becoming a sub-committee of the Parks Board. Will discuss further under old business at tonight’s meeting.

Ron moved to approve the September 4th minutes as amended. Pam seconded. All in favor.

Maria introduced Pam as the new representative from the City Council. Councilor Sweeney has taken on another duty, and therefore cannot be a member any longer; Pam volunteered to be the IRAC Council representative. Welcome and thank you!

B. Public Comment

- Henry Roberts – He is the newly elected president of Whitefish Adult Ice Hockey Association (WAHA). He is a member of the GHA board, a GHA coach, a retired referee, and has played every league season since beginning skating. He stated that adult hockey has always been his passion and he hopes to continue to play as he gets older. He mentioned that there are many rumors about what is happening at the rink with adult hockey, and that they are starting to form a committee to speak for themselves and work on taking over the adult hockey program this year. He stated that WAHA has actually existed since 2004 but hasn’t done anything in a long time. They have kept paying their dues and will use that existing shell to help form the committee. They have filed paperwork with the state and currently have a separate bank account. Additionally, they began filing their insurance paperwork. The first programs started last week and they have already collected \$24,000 from membership dues. League play is going to start next week so they are looking good to pay for their ice time. Also, they have hired Andy Hergesheimer as their person who is present at the rink day to day. They are paying him to manage the leagues, drop-in slots, and take money. He mentioned their current board members. They have 186 players for this fall session, and if everything goes well, they shouldn’t

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have any problems. He mentioned the setback last week with the ice, but thanked city staff for the prompt attention to finding a solution. Gregg asked if there was anything else to put in place or in flux that this committee could help with. Henry stated nothing right now. The biggest concern is having good ice and having good people to help work with the ice. Gregg also asked if they currently have a website. Henry stated not yet but they are working with Shannon to get information online, and will get their own website up soon.

C. Old Business

1. IRAC Mission Statement

Kelly submitted some drafts to everyone by email but is not sure how to proceed. She questioned if this is something that the committee should do right now. She mentioned that Carol had liked her draft and Donna had provided some suggestions. Gregg mentioned possibly forming a working group. Discussion was held on forming a working group to draft up a mission statement for the committee. Maria indicated that it could provide direction for the committee. Carol stated she would be interested in participating in the committee. More discussion was held regarding the potential committee members and city staff. Also if possible to get 2-3 drafts to IRAC prior to next meeting. Determined that working committee would be made up of Carol, Donna, and Kelly for committee members with Maria added for city input.

2. FY 15 User Group Priorities

Gregg mentioned the lists from the user groups regarding last year priorities and seeing if they should be merged for this year. Some items were completed, for example the condenser was installed. He asked if anyone else had anything prepared. Carol stated her group's was completed. Also Glacier Skate's is completed. However, none of the other user groups were finished. Bailey apologized for not realizing that she needed to bring a written copy. The Curling Club has ideas and items but not formally in writing. Gregg volunteered to collect the formal written user group priorities lists for next month's meeting.

3. Park Board Sub-Committee (added to agenda during discussion of minutes)

Discussion held regarding the reorganization of this committee under the Park Board instead of how it is currently set up under the City Council. The purpose of this committee is to provide information to the Park Board. The City Council would prefer to have IRAC under the Park Board in order to handle interviews and appointments. Further discussion occurred regarding members of IRAC being covered under the City's insurance policy. The overall representation of each user group on the IRAC wouldn't change. Kelly moved to recommend the IRAC become a sub-committee of the Park Board. Carol seconded. All in favor.

D. New Business

1. Budget Analysis

Maria discussed the budget beginning when the rink began operating this season. She explained that many of the numbers are based on the City's monthly budget report documents. She has been working with the new City Finance Director to double check all the numbers and make sure the data is much better. Possible that the rink could be very close to breaking-even this year. Some members had questions regarding utility costs and how our new condenser will play into those calculations. Discussion was held regarding

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potential overall utility costs, user group fee generation, rink staffing, and annual salaries compared to previous years. Gregg questioned it if would be possible to see the same format as the City Manager's reports with multiple years to compare in order to see the changes over time. Maria stated that internally they look at the budget by month, but she will look into putting something like that in a spreadsheet. Ron asked if maybe it could show year to date and also monthly to make it easier. Maria will look into providing monthly up to date information, although she cautioned that it would be a little behind as our meetings are the beginning of the month reviewing last month's information. Colby asked a question on seasonal staff. Discussion was held regarding problems Maria had with past seasonal employees not being given their position re-notices. She was asked to expand on the issue, indicating in July she wrote a letter to previous seasonal staff regarding positions that would be available at the rink, and handed those to all the supervisors to hand out to their staff. She assumed it made it throughout the whole department, but unfortunately she later found out it did not reach everyone at the rink. She is not sure how many employees it did reach but it definitely did not get handed to everyone at the rink or City Beach facilities. She expressed apologies that the employees did not get to have an opportunity to apply for those positions and is currently reaching out to all those people one at a time to try to fix the situation. She indicated the City would always welcome back experienced personal. Discussion occurred on ice rental costs from last June/August as well as the potential for year round ice. Concerns with the Park Board not approving year round ice until they feel it is fiscally responsible to do so. Maria indicated that they are proposing to shut down for at least one month, potentially July, to complete some identified maintenance.

2. Roof Repair

Jason stated the contractors have started the process and at this time there are no major problems. Some areas have little to no overlapping roof panels, holes in some areas, and they are moving across checking for leaks. They are projecting to be done before end of month. Discussion was held regarding snow breaks, heat tape, and remedies to keep the gutters open for snow and water from the roof to go into the storm drain.

3. Low E Ceiling

Jason indicated that nothing was happening with this item yet. They are waiting for the roof project to be finished. Discussion held on when this project might happen after the roof is completed.

4. Lobby Wall Remodel

Maria and Shannon gave a brief update on their search for the missing donation check. They did some digging with the Finance Director and think they have narrowed it down to between a few months. Unfortunately, the records at that time were not very accurate. Looking for when it may have been deposited. Shannon is looking through all daily reports from February of last year for the rink and city beach. Possible two dates in February when a check of \$473 could have been deposited. There is only 3 days in that month where the amount of deposits could have even included the amount of the check. However, they don't have a copy of the check or a copy of the receipt. Reason they are looking for the money is to reallocate the funds for the lobby remodel. Maria indicated that they will find it but with the inaccurate filing, it is hard to research the issue quickly. Discussion held

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regarding the potential to add a donation column on the budget sheet to show those figures over time. Maria indicated she will look into that and see if a line item could be added.

5. Update on Muldown Program

Kelly gave a recap on the skating program with Muldown. It was a really great collaboration with Glacier Skate, the Wolverines, and city staff. All the kids were very interested in the schedule to see when they could come skate again. They had multiple levels of skating abilities and she said it seemed that at least ½ of the kids really wanted to come back. Carol commented that the kids really loved it, and it was the little things which made them happy. Discussion continued with some issues mentioned regarding the lights not working and issues with the microphones. Also, discussed possibility to send informational sheets home with the kids at the end of the program. Jake offered to help put that together with assistance from Kelly. A deadline was set for next Tuesday (October 14th) to get him stuff.

6. Vendor Sales at the Rink

Carol asked a question regarding the City's policy of vendor sales at the rink. Maria indicated that an email was sent to all user groups that they cannot vend the same items sold by the rink in the concessions due to conflicts with direct sales. Discussion was held regarding the City's vending policy and potential issues with city parks and approvals from the City. If a user group wishes to have independent vendors on site, they will need to talk to the Parks Department first.

E. Staff Comments

- Shannon discussed the Muldown program. She thinks it is going really well. She rides with the students on the bus to and from the rink, and gets a chance to talk to the kids. Appears that 1st week of October has gone really well and they are excited for the rest of the season.
- Shannon also asked if each of the user groups could give her a one page informational sheet with contact information and basic information about their programs, costs, etc. She is looking for a sheet with a little more detail than just contact this person for information. The committee set a deadline to have the sheet to Shannon by October 31st.
- Jason stated the Department has ordered new first aid kits and a wall mount for the AED. The AED and first aid kits are currently inside the concession stand, just inside the door. They are also working on getting everyone on staff trained in First Aid and CPR.
- Maria just wanted to publicly thank her staff for their time and work for the rink. She also questioned the committee on how they felt about the meetings being at the Council Chambers. She explained that this forum allows for use of the recorder and microphones as well as a better forum for the public comment session. She also talked to the City manager who felt it is a more appropriate venue. Almost all other City committees typically meet in the Council Chambers. Discussion held with some board members in favor and some against. Finally, Gregg gave a recommendation that we have another meeting in the Chambers to get a better feel for the venue.

F. Board Comments

- Kelly discussed some the issues and rumors that were brought up last meeting and that it seems that although there has been some change which is always difficult, she feels that staff has

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worked to make sure everything is working out. She also mentioned use of volunteers, and donations by user groups for different improvements. Discussion held regarding feelings from user groups, emotional ties people have with the ice rink, encouragement of city staff to recognize volunteers' commitments, and the work city staff is doing to help manage all the different issues which have been coming up. It was mentioned that it is only the beginning of October and there have been huge challenges to be dealt with. It is going to continue to be difficult, but by working together with all the user groups, we can give the City feedback and not criticism. Potential to have the City provide the committee with anticipated priority items prior to the next IRAC meeting for us to discuss. Gregg stated that one issue for the IRAC is that if anything is happening that is a violation of City Code or is not fair to all the user groups, the IRAC cannot support that. User groups cannot have conflicts with city ordinances. We should all be able to resolve our issues as we all volunteer our time. More discussion followed regarding city policies and city ordinances. Pam mentioned that the City Council has tasked Maria to look at the ice rink very closely. It is a City goal to support the user groups but also to look at potential liability issues if the groups aren't doing something correctly.

- Gregg discussed one new item which is the switch of Bailey taking minutes now instead of Kelly. Kelly moved that Bailey become the new Secretary for the IRAC. Ron seconded. All in favor.
 - Carol asked for the Secretary title to be removed from her name on the distribution list at the bottom of each month's agenda.
 - Bailey discussed what was happening with the Curling Club. They are in the process of looking to purchase a 4th set of new stones. The cost for a new set is approximately \$4000. The issue behind needing the 4th set is due to having a full 8 teams for this fall league season. Right now with only 3 sets, two of the teams can't play each week. They also have 3 new teams which are all full of rookies from their Learn to Curl events. The last Learn to Curl event had approximately 25 people participate. The club typically holds a few events in the fall and spring, with additional Learn to Curl events around Christmas. The next one will be in December.
- G. Next regular meeting date is November 4, 2014 which is a Federal holiday. The meeting was moved to November 5th instead. The meeting will be held in the Council Chambers.
- H. Adjourned at 9:50pm