

SUMMARIZATION OF MINUTES FOR THE BOARD OF PARK COMMISSIONERS

Following the conclusion of the Annual Organizational Meeting, the Board of Park Commissioners held their monthly Board meeting on Thursday, February 9, 2023. The meeting was held in the City Council Discussion Chambers Room 30 (garden level), Citizens Square Building, 200 East Berry Street, Fort Wayne, Indiana 46802

BOARD MEMBERS PRESENT: Mr. Justin Shurley, Board President, Mr. Cory Miller, Vice President, Commissioner Mr. Richard Briley, Commissioner, and Mrs. Jenna Jauch, Commissioner.

PARKS STAFF PRESENT: Steve McDaniel, Chuck Reddinger, Sandra Odisho, Steve Schuhmacher, Alec Johnson, Harlean Falls, Mike Gore, David Weadock Kathy Pargmann, Jill Bowyer, Chad W. Shaw, April McCampbell, Eden Lamb, Rhonda Berg, Troy Bates, Brian Fiedler, Robert Hines, Dennis Hamilton, Scott Winling, and Derek Veit.

Others in attendance were: Julie Hall, Cathie Rowand, and Pat Stelte of the Allen County Public Library.

1. **CALL TO ORDER:** After the Annual Organizational meeting, Board President Justin Shurley called the monthly Board meeting to order at 10:06 am. Mrs. Jenna Jauch a Fort Wayne native, introduced herself and expressed her willingness to serve on the Board of Park Commissioners. President Shurley welcomed Commissioner Jauch and thanked the former Board President, William Zielke for his service (2007-2022), and Vice President Cory Miller and Commissioner Richard Briley for their dedication, support, and service.

2. **APPROVAL OF MINUTES:** President Shurley called for approval of the minutes from the Thursday, December 8, 2022 meeting. Vice President Miller moved and Commissioner Briley seconded the motion of accepting the meeting minutes as submitted. The motion was duly carried. The approved and signed minutes are on file.

3. **PAYROLL & COMMERCIAL VOUCHERS:** Manager Odisho requested the Board's approval of payroll and commercial vouchers. Included in the report is the number of full-time and part-time employees, for pay periods ending 12/09/22 and 12/23/22, account payables payment vouchers #3381 to #3760, noted as the cost associated expenses with the Bond Issue for 2022. The totals are in the Park General Fund, Park Trust Fund, Park Non-Reverting Operating Fund, Park Non-Reverting Capital Fund, Park Cumulative Building Fund, and Other City Funds. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the payroll and commercial vouchers ending **December 31, 2022**, with a Payroll Sub-Total of \$721,150.67. Account Payables Sub-Total \$2,407,007.23 and a **Grand Total** of **\$3,128,157.90**.

The motion was duly carried. The signed December 2022 payroll and commercial voucher reports were approved and are on file. Included in the report is the number of full-time and part-time employees, for pay periods ending 01/06/23 and 01/20/23, account payables payment vouchers #4 to #170; noting pages 19 and 20 of the report, for the transfer of donations for Foster Park Pavilion #3, from fund 422 to fund 355; for the payment of construction, and per budget from the Controller's office, the payment of Health and Retiree insurance. The totals are in the Park General Fund, Park Trust Fund, Park Non-Reverting Operating Fund, Park Non-Reverting Capital Fund, Park Cumulative Building Fund, and Other City Funds. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the payroll and commercial vouchers ending **January 31, 2023**, with a Payroll Sub-Total of \$754,687.02. Account Payables Sub-Total \$1,161,459.75 and a **Grand Total of \$1,916,146.77**. The motion was duly carried. The signed January 2023 payroll and commercial voucher reports were approved and are on file.

4. **TRUST FUND DONATIONS:** Finance Manager Odisho navigated the Board members through a listing of the donors, amounts, and purpose, along with donations, endowments, and grants received as of **December 31, 2022**, was total of **\$93,848.00**. Riverfront Development Reimbursements – English, Bonter, Mitchell Foundation, Inc., (02/2022) \$50,000.00, PNC Foundation, Inc. (08/2022) \$25,000.00. Total Riverfront Development Reimbursements - \$75,000.00 and a Grand year-to-date total for 2022, **\$1,031,027.77** Total including Riverfront Development of **\$1,106,027.77**. As of **January 31, 2022**, the total amount received was \$242,673.50. By acclamation, the Board approved all grants, donations, and financial contributions are on with designated purposes, along with donations, endowments, and grants received, as reported within the December 2022 and the January 2023 Trust Fund and Donation report. The motion was duly carried. A record of all grants, donations, and financial contributions is on file.

5. **PARK PRIORITIES:** Deputy Director of Planning and Development Alec Johnson, gave a brief update on the Franke Park Renaissance Project, Phase I; with bids due at the end of February. Expected is a Tree Removal project in Franke Park. Superintendent Chad W. Shaw updated the Board on the Moody Park Redevelopment Project Master Plan, and the proposed plans for the Steering Committee, based on Public Input. Director McDaniel addressed the public comments about the Foster Park Master Plan and trails. An online survey has been formulated, with plans for an additional Public Meeting. Drafts have been sent to meet the 12/15/2022 deadline, and Staff continues with the next action steps. Our Comprehensive Plan is in process with the formulation of an Advisory Committee, to include a long list of Stakeholders and the Consultant group.

6. **AGREEMENTS / FEES/ RESOLUTIONS / POLICY APPROVALS:**
 - A. *Spring (March-May) 2022 Fun Times Brochure Fee Recommendations – Reddinger*
Commissioner Briley moved and Vice President Miller seconded the motion to approve the 2023 Spring (*March, April, May*) Fun Times Brochure fees, programs, services festivals, and events listed; with permission to modify and make any adjustments, if/when necessary. The motion was duly carried. On file is the electronic Vote request before the monthly meeting date and the 2023 Spring Fun Times Brochure.

- B. [Headwaters Park Fees – Reddinger](#) – Commissioner Briley moved and Vice President Miller seconded the motion to approve the fee recommendations, to apply to the transition of park agents on April 1, 2023; for 4 primary areas Grassy Area (East Side), Grassy Area (West Side), Lincoln Financial (Est), and Pavilion Madge Rothschild Pavilion (West). The motion was duly carried. On file are the 2023 fee recommendations.
- C. [Sweet Breeze Fees \(Part 1\) / Agreement \(Part 2\) – Reddinger/Lamb](#) – Vice President Miller moved and Commissioner Jauch seconded the motion to approve the 2023 fee recommendations, tickets, private tours, field trips, festivals, specialty tours, and the partnership with (FOR) the Friends of the Rivers (a non-profit corporation) of the Sweet Breeze Canal Boat. The motion was duly carried. On file are the approved fee recommendations, and the annual report. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the Memorandum of Agreement between the Board of Park Commissioners and Friends of the Rivers, an Indiana non-profit corporation. The motion was duly carried. On file are the signed MOA and terms, replacing EXHIBIT A with an up-to-date inventory of vessel equipment (including 36 chairs) and changing section 2 from January 31st to February 15th, for submission of each calendar year, effective February 9, 2023.
- D. [Buckner Easement – Johnson](#) – Vice President Miller moved and Commissioner Briley seconded the motion to approve the scope of work for an easement agreement to the property west of Buckner Park, with (owners)The Indiana Association of Seventh-Day Adventists, Inc. The motion was duly carried. On file is the signed project summary, and specific drainage language, formulated in the stormwater and service drainage easement agreement.
- E. [Settlers, Inc. Agreement- Pargmann](#) – Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the Sixth Amendment to and Extension of Agreement effective February 5, 2023; between Settlers, Inc., an Indiana non-profit corporation for the upkeep of the Sweeny Homestead, for an automatic one-year term. The motion was duly carried. On file is the February 5, 1991, original agreement, and all six of the amended extension agreements.
- F. [Proposed Youth Scholarship Procedure Change](#) – Hines – Vice President Miller moved and Commissioner Briley seconded the motion to approve the maximum scholarship amount per child from \$50.00 to \$75.00 for a single registration, per child, per calendar year; to the entire donation-based Youth Scholarship program. The motion was duly carried. On file are the original policy and procedure (no revised) program guidelines approved in 1991, the criteria to qualify, and receive a scholarship, and the proposal for the increase.

7. BIDS / CONTRACTS / CHANGE ORDER APPROVALS:

- A. [Fun Times Brochure Printing \(Part 1\) and the Mail Prep and Postage – Bowyer – \(Part 1\)](#) Commissioner Jauch and Vice President Miller seconded the motion to approve the quarterly printing and the postage of the Fun Times Program Brochure, and matching postcards; entering into a contract with The Papers. The motion was duly carried. On file is the scope of work, narrative, and contract. (Part 2) Commissioner Briley moved and Commissioner Jauch seconded the motion to approve a contract with Tandem (formerly Anthony Wayne Rehabilitation Center) for the preparing and mailing of the quarterly Fun Times Brochure and postcards, of

approximately 31,000 brochures and 20,000 postcards each quarter. The motion was duly carried. On file is the scope of work/project narrative and extended contract.

- B. *Foellinger Freimann Botanical Conservatory Chiller – Shaw* – Vice President Miller moved and Commissioner Jauch seconded the motion to scope of work and contract with Allied Mechanical for the replacement of the chiller system for the Showcase House and the Magnolia Banquet Room in the Foellinger Freimann Botanical Conservatory. The motion was duly carried. On file is the project replacement information, Solo Service and Provider/Equipment Compatibility Justification, signed approval form, and contract.
- C. *Franke Park Tree Removal – Shaw* - Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the scope of work for the Franke Park Phase One Tree Removal Project, and contract with Krafft Water Solutions, LLC; per the DNR requirements related to protecting the habitat of the Indiana Bat. On file are the bid tabulation sheet, map of the renewal location, and contract tree demolition plan.
- D. *REA Bldg. Repair – Gore* - Commissioner Briley moved and Commissioner Jauch seconded the motion to approve a contract with Protechs Incorporated, for the REA building flood cleanup, due to an occurrence in the office area and elevator; causing a breakdown in the 2-inch line of the fire sprinkler system on December 25, 2022. The motion was duly carried. On file are the bid tab sheet, scope of work, original contract, and the signed approval form.

All of the following agenda items were presented to the Board by David Weadock – Manager of Project Administration

- E. *Casselwood Playground* – Commissioner Briley moved and Vice President Miller seconded the motion to approve the scope of work for the project to replace the playground equipment at Casslewood Park, entering into a contract with Sinclair Recreation. The motion was duly carried. On file are the bid tabulation sheet, proposed equipment and alternates, contract, and the signed approval form.
 - F. *McMillen Park Tennis Resurfacing* – Vice President Miller moved and Commissioner Jauch seconded the motion to approve a contract with A. G. Sports Surfaces, for the recoating of four (4) tennis courts located in McMillen Park. The motion was duly carried. On file are the bid tabulation sheet, the scope of work, the contract, and the signed approval form.
 - G. *Various Parks Pavement Repair / Sealing & Striping* – Commissioner Jauch moved and Commissioner Briley seconded the motion for the approval of the scope of work and contract with Line Design, Inc., for multiple park locations, for pavement repairs and striping to twenty-six parks with varying levels of service based on the condition of the infrastructure. The motion was duly carried. On file are the contract, 2023 Park Listing for Pavement Repair and Striping, the quote tabulation sheet, and the signed approval form.
 - H. *Change Order #1 McMillen Park Golf Cart Paths* – A decreased contract amount with Asphalt Maintenance service, for McMillen Park golf course Cart Paths Project #2022004 – Quest #8262966.
 - I. *Change Order #1 Bowser Park Pavilion* - A decrease in the contract amount with Schenkel Construction, Inc., for the Bowser Park Pavilion Renovation Project #2022020 – Quest CDN #8262966
 - J. *Change Order #1 Community Center Roof* – A decrease in the contact amount with Dahm Brothers, Inc. for Project #2022024 – Quest DDN #8115675, for the Phase II roofing project on the Community Center located at 233 West Main Street.
- For all of the preceding three (3) agenda items H-J, Commissioner Briley moved and Commissioner Jauch seconded the approval to accept the decreased contract amounts. The motion was duly carried. On file are the original contacts, the bid tabulation sheets, the signed change orders, and the approval forms.

8. FORT WAYNE PARKS & RECREATION SHOWCASE – Upon the suggestion of former Board President William Zielke, Deputy Director Steve Schuhmacher will periodically, narrate a PowerPoint presentation, on various parks, facilities, and parkland; to be listed on the agenda as Parks and Recreation History and Highlights. Showcased during this meeting were the valuable and enlightening historical information, acreage, maps, monuments, signage, walking paths, and connecting trails, with actual photos, improvements, and amenities of the following parks:

[Brookview Parkway](#), established in 1917- owned by the Public Works Department, maintained by FW Parks & Recreation Department, located at 5216k Brookview Drive, Fort Wayne, IN 46835

[Castlewood Park](#), established in 1975 on 1 ½ acres, located on the corners of Casselwood Drive and Hessen Cassel Road

[Foster Park](#), established in 1912, on 225 acres, is located at 3900 Old Mill Road.

For a complete review of the presentation and location of all parks listed go to:

www.fortwayneparks.org

PUBLIC COMMENTS: Ms. Cathie Rowand, of 2820 Martin Luther Drive, Fort Wayne, IN46825, came before the Board to express her concerns about the project proposed in Foster Park, and the effect it may have on trails in Foster Park. Ms. Rowand also expressed her concern about possible connectivity to trails, parks, Campgrounds, rivers, and trail users. Left for the Board's review was a signed petition, in opposition to the proposal.

DIRECTOR'S COMMENTS: Director McDaniel and the Deputy Directors reported the following:

- ✚ Director McDaniel took time to place emphasis and appreciation – on the many Volunteers and their invaluable service to the Department and the City
- ✚ The formulation of the Foellinger Theatre Summer Concert Series has begun
- ✚ The 12th Annual Winterval event was a success
- ✚ Seasonal jobs are posted
- ✚ The Golf Course will open on March 15th
- ✚ Starting wages have increased to \$15.00/hour
- ✚ We have a new vendor in the Park Foundation Café, in Promenade Park
- ✚ Available positions are posted on the City's website
- ✚ Spring programming, classes, and event registrations began on February 1st
- ✚ Accounting has been established for the takeover of Headwaters Park
- ✚ Maintenance tasks continue to be weather-driven, as well as on rotation schedules
- ✚ New employees of the Administration Staff were introduced; Brian Fiedler – Project Administration, and Scott Winling, Grounds Maintenance Supervisor
- ✚ An RFP for the construction design of the Brewer Park Project has been posted
- ✚ The Landscape Division has been busy with snow removal and planting
- ✚ Forestry has a large tree planting project in the Spring
- ✚ California Dreaming Showcase at the Foellinger Freimann Botanical Conservatory has been very well attended
- ✚ Marketing Staff continues with media announcements on multiple platforms, assisting with grants, job placements, and event awareness

COMMISSIONER'S COMMENTS: President Shurley thanked the Public for their continued support, congratulated Eden on the Professional Award, she received from NRPA and echoed his gratitude to the Volunteers, and mentioned the opportunity to move host the monthly meetings at other park facilities. Vice President Miller, expressed his appreciation to Staff and Volunteers.

There was no further business to come before the Board of Park Commissioners, on Thursday, February 9, 2023, in the City Council Discussion Chambers of Citizens Square (garden level) Room 30, 200 East Berry Street, Fort Wayne, IN 46802. At 11:44 am, the meeting was adjourned.

**CITY OF FORT WAYNE
BOARD OF PARK COMMISSIONERS**

Justin Shurley, President

Cory Miller, Vice-President

Richard Briley, Commissioner

Jenna Jauch, Commissioner

Steve McDaniel, Director/Board Secretary

All documentation, correspondence, and prints/site plans presented at this meeting are on file in the office of the Parks and Recreation Department. This meeting was recorded by the Park staff and videotaped by Pat Stelte, Government Access Coordinator, in Television Services of the Allen County Public Library.

Here is the link to the **Thursday, February 9, 2023 meeting online:**

<https://acpl.viebit.com/player.php?hash=JOUjyZzIT4sg>