

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, October 14, 2021. 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: Rick Samek, Board President, Commissioner William Zielke, and Commissioner Justin Shurley.

PARKS STAFF PRESENT: Steve McDaniel, Chuck Reddinger, Sandra Odisho, Steve Schuhmacher, Harlean Falls, Mike

Gore, Kathy Pargmann, Chad W. Shaw, and Derek Veit.

Others in attendance were: Pat Stelte of the Allen County Public Library.

1. **CALL TO ORDER:** Board President Richard Samek called the monthly Board meeting to order at 10:00 am.

2. **APPROVAL OF MINUTES:** Commissioner Zielke moved and Commissioner Shurley seconded the motion to accept the minutes from Thursday, August 12, 2021 meeting. The motion was duly carried. The approved and signed minutes are on file.

3. **PAYROLL & COMMERCIAL VOUCHERS (2 months):** 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 08/06/21 and 08/20/21, account payables payment vouchers #1876 to #2288, and the totals 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 Shurley moved and Commissioner Zielke seconded the motion to approve the payroll and commercial vouchers ending **August 31, 2021**, with a Payroll Sub-Total of \$933,635.66. Account Payables Sub-Total \$2,600,187.90, and a **Grand Total** of **\$3,533,823.56**. The motion was duly carried. Also, included in this report is the number of full-time and part-time employees, for pay periods ending 09/03/21 and 09/17/21, account payables payment vouchers #2289 to #2600, and the totals 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 Shurley moved and Commissioner Zielke seconded the motion to approve the payroll and commercial vouchers ending **September 30, 2021**, with a Payroll Sub-Total of \$780,718.25. Account Payables Sub-Total \$2,534,952.76, and a **Grand Total** of **\$3,315,671.01**. The motion was duly

carried. Both of the signed August 2021 and September 2021 payroll and commercial voucher reports were approved and are on file.

4. **TRUST FUND DONATIONS (2 months)**: Finance Manager Odisho navigated the Board members through a listing of the donors, amounts, purpose, along with donations, endowments, and grants received as of **August 2021**, was **\$562,628.98**. As of **September 2021**, the year-to-date total is **\$435,768.57**. Riverfront Development Reimbursements: Fort Wayne Park Foundation \$50,000.00. Noted were donations from the SBA Grant, Southwest Area Partnership, Fort Wayne Park Foundation, the Nancy (Chuck *aka* “Mr. Hot Dog Man”) W. William Estate (Volunteers at the Botanical Conservatory), English Bonter, Mitchell Foundation Inc., the Don & Virginia Wolf Charitable Foundation Inc., Northeast Area Partnership, Richard Fox, Heritage Park Healthcare Facility for Wifi and BINGO at the Community Center, Fort Financial Credit Union for the Fall Festival at Salomon Farm Park, Parkview Health-Sports Medicine sponsorship for Junior Golf, and various Memorial Dedications to the Lifetime Sports Academy, and the Community Center (Main/Berry Streets). President Samek thanked all for their donations, large and small. By accumulation, the Board approved all the Trust Fund and Donations and grants as reported. YTD totals are **\$1,647,631.75**. The motion was duly carried. A record of all grants, donations, and financial contributions is on file.

5. **AGREEMENTS / FEES / PROPERTY / RESOLUTIONS / POLICY APPROVALS:**

- A. **(Discussion and Approval) Resolution to Establish Electronic Meetings:** Director McDaniel requested the Board’s approval for the process of holding an Electronic meeting; to meet prescribed requirements an Executive Order from the Governor, and/or the Mayor during a local disaster, emergency, or pandemic, and to approve the processes of approving a new policy, combining two processes into one; eliminating the need for 3 meetings for approval. After a brief discussion, Commissioner Zielke moved and Commissioner Shurley seconded the motion to accept the roll-out of a resolution for establishing electronic meetings policy. On file is the Resolution to Establish an Electronic meeting and Policy and Procedure Subject: Administration/Process for Approval of a Park Board Policy Section: B Item: 7. The motion was duly carried.
- B. **Winter 2021/2022 (December, January & February):** Deputy Director Reddinger requested the Board’s approval for Winter Fee Recommendations, along with general guidelines about pandemic requirements and mandates. Commissioner Zielke moved and Commissioner Shurley seconded the motion to approve the 2021/2022 Winter Fun Times Brochure, recommendation fees for services and programs. The motion was duly carried. On file are the fee recommendations as listed in the 2021/2022 Fun Times Brochure.

6. BIDS / CONTRACTS / CHANGE ORDERS:

A. Foellinger Freimann Botanical Conservatory Entrance Sidewalk Landscape Renovation Change Order #1 Project #220019 Quest Number 7942242: Superintendent Shaw presented to the Board a completed design for the demolition of the existing landscape and new electrical lighting. Commissioner Zielke moved and Commissioner Shurley seconded the motion for an increased amount to the contract with Exterior Service, LLC. The motion was duly carried. On file is the scope of work and contract.

B. 2021 Tree Planting Project: Superintendent Veit requested the Board's approval for the purchase and planting of trees along City streets and parks. Commissioner Zielke seconded the motion to approve a contract with Shade Trees Unlimited. The motion was duly carried. On file are the contract, tree species, and prices.

C. 2021 Vehicle Purchase: Deputy Schuhmacher came before the Board to request approval of a replacement truck through the City's Fleet Manager. Commissioner Shurley moved and Commissioner Zielke seconded the motion to approve the purchase amount for an F150 Extended Cab Pickup Truck from the dealership of Bob Thomas Ford. The motion was duly carried. On file are the vehicle specifications.

All items listed below were presented by Superintendent Gore, and have been Board approved, the signed forms are forwarded to the City's Purchasing Department.

D. Lakeside Park Arbor Restoration Project #221036 Quest #7971658: Commissioner Shurley moved and Commissioner Zilke seconded the motion to approve the disposal of damaged/rotting boards, entering into a contract with Schenkel Construction. The motion was duly carried. On file are the bid tabulation, and contract.

E. Kreager Park Storage Barn Renovation Project #221067 Quest #8022804: Commissioner Zielke moved and Commissioner Shurley seconded the motion to approve a contract with Strebig Construction, for the installation of the new reinforced concrete foundation wall, waterproof coating, and replacement of a passage door. The motion was duly carried. On file are the bid tabulation, scope of work, and contract.

F. Franke Park Playground Replacement Project #221065 Quest #8031202: Commissioner Shurley moved and Commissioner Zielke seconded the motion for the scope of work and the budget amount, in compliance with the insurance claim; entering into a contract with Sinclair Recreation. The motion was duly carried. On file are the bid tabulation and contract amount.

PUBLIC COMMENTS: The City of Fort Wayne is under a social distancing and mask-wearing recommendation, by the Mayor, as of June 1, 2021. There was no public input during this meeting.

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

- ◆ Design work has begun for Phase I of the Franke Park Renaissance. Staff continues to work diligently on the Master Plan
- ◆ October 23, at 10:00, am, with planting trees – Great Tree Canopy Comeback will be a collaborative effort with the Friends of the Parks of Allen County
- ◆ 2022 Department Budget will be submitted to City Council, with a 4% increase approved for employees
- ◆ 2022 Foellinger Theatre plans are going well. COVID-19 regulated concerts went well
- ◆ Hurshtown, Campgrounds, Sweet Breeze (*An Operations Summary will be presented to the Board and Friends of the Rivers*), and Golf Courses are preparing for closing
- ◆ Diane Kennedy has resigned from the Travel Service program.
- ◆ Several downtown events are planned for the weekend before Halloween
- ◆ As of 9/30/2021 – 5 Full-time positions, and 1 Part-time position is available
- ◆ As of this week, all Splashpads and fountains are shut down
- ◆ Crews are transitioning from warm weather to cold weather equipment
- ◆ Vacancies have been filed in the Horticulture and Landscape areas
- ◆ The Gardeners completed their designs for the annual and holidays displays
- ◆ Summer evaluations were positive
- ◆ Billboard opportunity on West Jefferson Blvd. with Outfront Media will be utilized
- ◆ Submitted a proposal to the Auer Foundation for Phase II of Buckner Trail
- ◆ Golf Courses are going well, with extra leagues planning for 2022

COMMISSIONER'S COMMENTS: Commissioner Shurley commented on the Incubus Concert and Commissioner expressed his appreciation for all the volunteers and the many gifts and donations to the parks.

There was no further business to come before the Board of Park Commissioners, on Thursday, October 14, 2021, in the City Council Discussion Chambers of Citizens Square (*garden level*) Room 30, 200 East Berry Street, Fort Wayne, IN 46802. At 10:58 am, the meeting was adjourned.

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

Richard Samek, President

Pamela Kelly, M.D., Vice-President

William Zielke, Commissioner

Justin Shurley, 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, October 14, 2021 meeting online:](https://acpl.viebit.com/player.php?hash=NclVQA0DyJs9)
<https://acpl.viebit.com/player.php?hash=NclVQA0DyJs9>