

SUMMARIZATION OF MINUTES FOR THE BOARD OF PARK COMMISSIONERS

The Fort Wayne Parks & Recreation Department and the **Board of Park Commissioners, Monthly Board Meeting** on **Thursday, December 9, 2021**, in the **Kessler Room of the Foellinger-Freimann Botanical Conservatory, 1100 South Calhoun Street, Fort Wayne, IN 46802**. *Mask is required, as instructed by the Mayor. Social distancing will be maintained*

BOARD MEMBERS PRESENT: Rick Samek, Board President, Vice President Pamela Kelly, M.D., Commissioner and William “Bill” Zielke, Commissioner attendance via teleconference.

PARKS STAFF PRESENT: Steve McDaniel, Chuck Reddinger, Sandra Odisho, Steve Schuhmacher, Harlean Falls, Mike Gore, Rob Hines, Daryn Schwartz, Chad W. Shaw, Gary Whitacre, Jason Smith, Derek Veit and Sarah Nichter

Others in attendance were: Mr. Richard Phillips, Park Foundation 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:** Vice President Kelly moved and Commissioner Zielke seconded the motion to accept the minutes from Thursday, November 18, 2021 meeting. The motion was duly carried. The approved and signed minutes are on file.

3. **PAYROLL & COMMERCIAL VOUCHERS:** Finance Manager Sandra 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 11/12/21, and 11/26/21, account payables payment vouchers #2911 to #3167, 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 Zielke moved and Vice President Kelly seconded the motion to approve the payroll and commercial vouchers ending **November 30, 2021**, with a Payroll Sub-Total of \$721,380.05 Account Payables Sub-Total \$983,536.51, and a **Grand Total** of **\$1,704,916.56**. The motion was duly carried. On file is the approved and signed November 2021 payroll and commercial voucher report.

4. **TRUST FUND DONATIONS:** Finance Manager Odisho navigated the Board members through a listing of the donors, amounts, purpose, along with donations, endowments, and grants received as of **November 2021**, which was **\$22,525.97**. Noted donations were: Nancy

W. William Estate, to the Foellinger-Freimann Botanical Conservatory, Memorial Dedications, Community Center, Lifetime Sports Academy (LSA), and Youth Scholarship program.

By accumulation, the Board approved all the Trust Fund and Donations and grants as reported December 2021 totals are **\$1,685,986.26**. Riverfront Development Reimbursements (FW Park Foundation) 7/21 - \$30,000.00, 8/21 - \$50,000 = Total \$80,000.00; grand total including Riverfront Development is a grand total for the 2021 year-to-date, **\$1,765,896.26**. The motion was duly carried. A record of all grants, donations, and financial contributions is on file.

President Samek welcomed Mr. Richard Phillips, President of the Park Foundation.

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

- A. 2022 Aquatic Fees – *Jason Smith and Daryn Schwartz presented.* Finding and staffing qualified candidates for the position of Lifeguards continues to be a challenge, even with an increase in competitive wages. Vice-President Dr. Pamela Kelly moved, and Commissioner Zielke seconded the motion to approve 2022 proposed Aquatic Facility fee recommendations for daily admissions, season and punch passes, facility rental fees, and learn swim family/multiple children, for McMillen Park Pool, Memorial Park Pool, and Northside Pool in Bob Arnold/Northside Park. The motion was duly carried.**
- B. Golf Courses for 2022 – *Jason Smith and Gary Whitacre presented.* League plays in 2021 went well, the total round play was up 8%, with revenue up 13%, and alcohol sales have gone well, goals are to increase inventory for clientele. As proposed to the Golf Committee, Vice-President Dr. Pamela Kelly moved and Commissioner Zielke seconded the motion to approve the 2022 Golf Course fee recommendations for Foster Park, McMillen Park, and Shoaff Park. The motion was duly carried. On file are the golf fee recommendations.**
- C. Franke Park Trails/MOU 3 Rivers Velo Sport, Inc – *Deputy Director Chuck Reddinger* came before the Board with a renewal agreement, from the oldest biking group in Indiana. Vice-President Dr. Pamela Kelly moved and Commissioner Zielke seconded the motion to renew a 3-year agreement with Three Rivers Velo Sport, Inc., from January 1, 2022, to December 31, 2024. The motion was duly carried. On file is the MOU.**
- D. District 10 Baseball Agreement – *Deputy Reddinger presented.* Vice-President Dr. Pamela Kelly moved and Commissioner Zielke seconded the motion to approve a partnership to include maintenance and enhancement fields for a five (5) year renewal agreement, beginning January 1, 2022, through to December 31, 2026, with Indiana District Ten Little League; to include Foster Park #1, 2, 3, and Foster Park West, Hamilton Park, and Bob Arnold/Northside Park baseball/softball fields/diamonds. The motion was duly carried. On file is the 2022 agreement.**
- E. Botanical Conservatory Membership Fee Recommendations – *Deputy Alec Johnson, welcomed meeting attendees, thanked the Staff, and deferred to Nathaniel Cardelli to present.* Vice-President Dr. Pamela Kelly moved and Commissioner Zielke seconded the motion to approve an increase to be implemented on January**

1, 2022, for the Membership Fees. The motion was duly carried. On file are the approved membership fees.

F. Botanical Conservatory Rental Fee Recommendations – Nathaniel Cardelli presented. Vice-President Dr. Pamela Kelly moved and Commissioner Zielke seconded the motion to approve to increase the Rental Fees, including the After-Hours Catering fee for 2022. The motion was duly carried. On file are the fee recommendations

G. Botanical Conservatory Admission Fee Recommendations – Nathaniel Cardelli presented. Vice-President Dr. Pamela Kelly moved and Commissioner Zielke seconded the motion to approve the 2022 Admission fees. The motion was duly carried. On file are the proposed fees.

H. Botanical Conservatory Dollar Night Admission Fee Recommendation – Nathaniel Cardelli presented. Vice-President Dr. Pamela Kelly moved and Commissioner Zielke seconded the motion to approve, a \$1.00 admission discount to be expanded to every Thursday night, and to be observed during periods of facility interruption with the approval of the Conservatory Manager (ex. show change, construction). The motion was duly carried. On file are all the proposed fees and discounts for 2022.

6. BIDS / CONTRACTS / CHANGE ORDERS / APPROVALS:

A. 2021 Golf Course Maintenance – Superintendent Derek Veit presented.

Commissioner Zielke moved and Vice-President Dr. Pamela Kelly seconded the motion to approve a tree maintenance contract throughout our three main Golf Courses, with (*a not-for-profit, youth staffed agency*) The Crossing International, Xtreme Tree Service. The motion was duly carried. On file is the scope of work bid tab, contract, and signed approval form.

B. 2021 Stump Removal – Superintendent Derek Veit presented. Vice-President Dr. Pamela Kelly moved and Commissioner Zielke seconded the motion to approve a contract with Mudrack Tree Service, to remove tree stumps within the City's right-of-way. The motion was duly carried. On file are the contract and bid tab.

C. Truss Renovation Wells Street Bridge Change Order #1 – Superintendent Mike Gore presented. By acclamation, the Board approved a deduction Change Order to the original contract amount with Strebig Construction, for renovation to the Wells Street Bridge. The motion was duly carried. On file is the contract, change order, and signed approval form.

7. PROJECT UPDATES: Deputy Director Steve Schuhmacher presented a wide-ranging pictorial report highlighting 2021 projects, renovations, structures, monuments, and various improvements to parks, fountains, landscaping, facilities, signage, with emphasis on reducing energy consumption, future enhancements, projects, acquisitions, and properties.

PUBLIC COMMENTS: The City of Fort Wayne is under a mandatory social distancing and suggested mask-wearing order, issued by Mayor Thomas C. Henry, as of June 1, 2021. There was no public input during the meeting on Thursday, December 9, 2021.

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

- We have participated in various holiday collaborations, programs, services, and activities, both Downtown, and in our facilities.
- Director McDaniel thanked the Staff for their flexibility to produce safe and consistent programs and services. Additionally, Director thanked the Volunteers, the Mayor, and City Council for their support, with endless gratitude to the Commissioners for their participation and support.
- Approximately 1200 attendees participated in “Christmas on the Farm”.
- Dancing Santa at Promenade Park has presented many photo opportunities.
- The Annual Event “Winterval” is scheduled for January 29.
- Full-time and part-time positions are still available, on the City’s website.
- Pavilions rentals are all booked for the end of 2021.
- A budget transfer will be submitted to City Council, due to the increase in various costs
- The Park Maintenance area is in the process of annual cleaning and preparing for Spring. Plantings will be completed in the Spring.
- Parks & Recreation is participating in The River Activation Study will be a collaborative effort with many of the City’s departments.

COMMISSIONER'S COMMENTS: Mr. Samek expressed his appreciation for the Volunteers, and suggested we formalize a report in calculating the value of Volunteer hours. Additionally, Mr. Samek thanked the Recreation Staff and the production of the Fun Times Brochure. Commissioner Zielke is impressed with the completion of so many projects, along with the routine work – “*Congratulations on a Successful year*” – echoed by Dr. Pamella Kelly.

There was no further business to come before the Board of Park Commissioners, on Thursday, December 9, 2021, in the Kessler Room of the Foellinger-Freimann Botanical Conservatory, 1100 South Calhoun Street, Fort Wayne, IN 46802. Therefore, at 11:13 am, the meeting was adjourned

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

Commissioner

Commissioner

Commissioner

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, December 9, 2021 meeting online:**

<https://acpl.viebit.com/player.php?hash=yWFPWoCTS5Wu>