

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, April 13, 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, Chad W. Shaw, Kathy Pargmann, David Weadock, Mike Gore, Travis Roth, Derek Veit, April McCampbell, and Robert Hines.

Others in attendance were: Matthew Leasure, Designing Local, Jean Emmerson, Jeff & Jessy Scott, Marcia Heymann, Carolyn DeVoe, Lisa Starks, David Keabach, Peg Magism, Julie Hall, Teri Letizia, Denny Coverson, Lori Stombaugh, Jenny Nash, Dan Wire, J. Wire, Rob Shoaff, John Shoaff, Garth Snow, Vicky Foltz, Carl Foltz, Leigh Rowan, Jeannie Mettler, 1232 Ridgewood Lane, Bluffton, IN, and Pat Stelte of the Allen County Public Library.

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

2. **APPROVAL OF MINUTES:** President Shurley called for approval of the minutes from the *Thursday, March 9, 2023* meeting. Commissioner Briley moved and Vice President Miller 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 03/03/23, 03/17/23, and 03/31/23, account payables payment vouchers #433 to #798. 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, Park Bond Fund, and Other City Funds. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the payroll and commercial vouchers ending **March 31, 2023**, with a Payroll Sub-Total of \$1,164,299.78. Account Payables Sub-Total \$1,444,472.22 and a **Grand Total** of **\$2,608,772.00**. The motion was duly carried. The signed March 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 **March 31, 2023**, was a total of **\$539,343.00**. The year-to-date total is; \$855,172.90. Two pages of Donations and grants were specifically mentioned: Board President Shurley stated, by acclamation, the Board approves all donations and grants, heard in the report, and thanked everyone for their generosity of donations, gifts, and grants, on Thursday, March 9, 2023. 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 Riverfront Phase II, on the south side of the river, which is still on target to open to the Public in early June. Riverfront Phase II B is in a holding pattern, waiting for permits and progressing with fundraising and naming rights. Work continues on the Department's Master Plan, with an Advisory Council kick-off meeting scheduled for late April; Public meetings on the Five-Year Master Plan will be scheduled in May. A Public Meeting on the Foster Park Master was held specifically for the completion of the electronic (paper form) Trails Survey. Next Action Steps: Collect data, share it with the Design Team, and report back to the Board of Park Commissioners.

6. **RIVER GREENWAY AND TRAILS UPDATE:** Dawn Ritchie, City of Fort Wayne Manager of the Rivergreenway and Trails, presented to the Board, highlights of 21 infrared-red camera trail counters on 144 miles of trails in the Greater Fort Wayne area, construction of trails in 2022, proposals for a Refuge Island, programming, and a Pedestrian Bridge, funding sources and designs, working with INDOT in the next couple of years. Plans for trails that will encompass all 4 quadrants of the City, including the Downtown area. Also, planned information to build trails, maps, goals for 2023, and connectivity to premier destinations in Fort Wayne and Allen County; including trails in Franke Park, to begin extended construction, trailheads, in early May, trails in the Aboite, Buckner Park, county trails along Bass Road, Stellhorn Road, Hanna Street, Petti Avenue, Decatur Road, southeast Fort Wayne areas, and trails stretching to Grand Rapids, Michigan, illustrating 4 ½ miles of the Pufferbelly trail, meeting and working together as a region with State funding, and highlighting the Poka-Basche Coalition/Task Force. Plans are progressing with land owned by the County for approximately 9 miles of horse trails. The presentation concluded with an emphasis on Fort Wayne Trails, the Volunteers, over 70 Greenway Rangers, 30 Adopt-A-Greenway groups, programming, and the growth of the trail system since 2005. Kick-Off for Trek the Trails and Tread the Trails, with walks and runs, a celebration of active transportation, with Bike to Work Day, on May 19, and Open Street on August 20th. For further information, questions, or concerns, contact Ms. Ritchie at dawn.ritchie@cityoffortwayne.org or call 260 427 6002.

7. **FIVE-YEAR MASTER PLAN:** Deputy Johnson, referenced the link to the 2023-2027 Draft of the Parks & Recreation Master Plan, by the Consultant Team. Also, Deputy Johnson requested the Board accept and sign, 1) a Resolution to be submitted to the DNR,

officially adopting the 2023-2027 Park and Recreation Master Plan, and 2) the signing of the Assurance of Compliance Section 504 of the Rehabilitation Act of 1973. Vice President Miller moved and Commissioner Briley seconded the motion to sign and approve the Resolution for the Master Plan and to sign and approve the Department of Interior Section 504 Guidelines for Federally-Assisted Park and Recreation Programs and Activities. The motion was duly carried. On file are the signed documents.

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

- A. [2023 Summer Fun Times \(June, July & August\) Brochure – Chuck](#) – Commissioner Jauch moved and Commissioner Briley seconded the motion to approve the Summer 2023 Fun Times (the summer Youth Programs brochure was approved March 9, 2023) Brochure, highlighting on page 3 - Work where you Play, a summer employment/job recruitment tool; page 21, Park & Play Mobile Recreation Unit., featuring Sweet Breeze on page 31, a listing of 21 Specialty Tours and Events, page 33 features Sensory Clubhouse, opening June 12, and various Unwind Your Mind activities in the Community Center, located at 233 West Main Street, and fee recommendations for 322 fee-based programs, offering the Leave A Legacy program, and granting the approval for the authority to modify, adjust and add programs (and their associated fees if applicable) until with written approval from the Deputy Director or Director. The motion was duly carried. On file are the fee recommendations, programs, and services for the 2023 June, July, and August Fun Times Brochure.
- B. [Mother’s Day Plant Sale Fees – Nate](#) Vice President Miller moved and Commissioner Briley seconded the motion to approve of 2023 Mother’s Day Plant Sale fee recommendations, categories, and pricing. The motion was duly carried. On file are the fee recommendations.

9. BIDS / CONTRACTS / CHANGE ORDERS – APPROVALS

- A. [Franke Park Renaissance Phase 1 Project Construction Manager Contract – Alec](#) - Commissioner Briley moved and Vice President Miller seconded the motion to approve the scope of work requested with an amended contract with Construction Manager as Constructor (CMc), Michael Kinder and Sons, and the acceptance of the Guaranteed Maximum Price (GMP), for Phase 1 of the Franke Park Project #221007. The motion was duly carried. On file are the signed Purchasing Approval Form, and the original and amended contracts.
- B. [Golf Carts Purchase – Jason](#) – Vice President Miller moved and Commissioner Briley seconded the motion to approve a contract with Midwest Golf and Turf, for the purchase of 16 new golf carts to update the aging fleet of carts, to standardize carts over all three (3) Golf Courses, with the local distributor – Bill Miller Golf. The contract is considered a special purchase, under the City of Fort Wayne purchasing guidelines. The motion was duly carried. On file are the original contact, Bid Tabulation sheet, Change Order #1, and the signed Purchasing Approval Form.
- C. [Botanical Conservatory Control Values/Catwalk Platforms – Chad](#) – Vice President Miller Commissioner Jauch moved and seconded the motion to approve an increase to the original contract with Allied Mechanical, Inc. The motion was duly carried. On file are the Purchasing Approval Form, the contact, and the RFQ Bid Tabulation sheet.

- D. **Botanical Conservatory HVAC Controls Upgrade – Chad** – Commissioner Jauch moved and Commissioner Briley seconded the motion to approve a decrease/credit in the contract amount with Conserv Building Automation Systems, to delete control of one exhaust fan and damper on the east and west ends of the Tropical and Arid areas, for a total of 4 exhaust fans and dampers of the Showcase. The motion was duly carried. On file are the original contract, Bid Tabulation sheet, Change Order #1 for Project #2022033, and the signed Purchasing Approval Form.

10. PARKS AND RECREATION HISTORY AND HIGHLIGHTS – 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:

Griswold Avenue Playlot – established in 1931 – is located off of Elizabeth Street on Griswold Drive.

Hanna Homestead Park – established in 1996 – is located at the corner of Gay Street, Hugh Street, and Lewis Street.

Weisser Park - established in 1990 – 300 Hanna Street, border by Eckart Steet, Weisser Park School, Drexel Street, Gaywood Drive, Weisser Park Avenue, John Street

For a complete review of the presentation, and location of all parks and amenities listed go to: www.fortwayneparks.org OR parkswebmaster@cityoffortwayne.org

PUBLIC COMMENTS: The following individual names listed were in attendance at the meeting and requested to address the Board of Park Commissioners, with comments as highlighted.

Denny Coverstone, SWAP - 2609 Ladue Cove, Fort Wayne, IN 46804 – Expressing Disappointment, his appreciation for the flowers in Foster Park and the smooth paving.

Wendy Stein – Friends of Foster Park – 1001 Kinnarid Avenue Fort Wayne, IN 46807 – Foster Park engagement

Dan Wire, Northside Neighborhood - 3002 Northside Drive, Fort Wayne, IN 46805 – St. Joe Pathway

John Shoaff, Architect/Citizen – jshoaff@proparkwest.com – Foster Park/Greenway

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

- ✚ Director McDaniel informed the Board of an Amendment to the Teds Snack + Bar Lease Agreement/Contract for their Alcohol and Taboco License, adding the address of Promenade Park – 202 West Superior Street, Suite 102, Fort Wayne, IN 46802 – was added to the Lease Agreement

- ✚ The operation of the Fort Wayne Parks & Recreation plan continues to progress to the Department
- ✚ A diverse variety of concerts have been added to the Foellinger Theatre Concert season, and schedule and tickets will be brought before the Board for approval
- ✚ The next Board meeting is scheduled for May 4, 2023
- ✚ In the absence of Katheryn Pargmann, Lead Marketing Manager, 33rd year Tree City USA Award and the 18th year Growth Award winner. April 24, is a Press Conference for the renovation dedication for Foster Park Pavilion #3. The Arbor Day Celebration is scheduled for April 28th at 11:00 am, in McCormick Park.
- ✚ Updates on Salomon Farm Park, with introductions of baby animals, continue with a strategic hiring push, with possible adjustments to programs and services.
- ✚ Hiring Staff to assist with the operations component of Headwaters Park, along with continuing positive communications with the Developer of Headwaters Lofts.
- ✚ The first Festvestival for the 2023 season is scheduled for April 29 at Headwaters Park
- ✚ Special thank you to Geoff Podock for all that he and Mr. Mike Holy has done
- ✚ March 17th marked the largest see to date, with the sale of the Willie Nelson concert tickets
- ✚ March 20th first day of registration for the Day Camps – All sessions for ages 4-12 are currently FULL
- ✚ Crews are busy mowing and getting pools ready, Freimann Square fountain is ready to turn on, along with water in the Parks
- ✚ Landscape, Greenhouse, Riparian, and Forestry are busy training Seasonal Staff, installing floating docks, and clean-ups on the River Banks, preparation begins for the Butterfly Exhibit.
- ✚ May 12-14 Mother's Day Plant Sale, members of the Botanical Conservatory will receive a premier choice of plants, before the Annual Sale.

COMMISSIONER'S COMMENTS: President Shurley requested more information on the payment voucher for the Shoaff Lake repairs in Franke Park. Also, President Shurley, commends Dawn Ritchie for the work she continues with collaborative efforts, QR codes, and inclusive changes, programming with improvements on the trails. President Shurley thanked all those who offered Public comments, stating, we are listening, we are noting and taking into consideration all comments. President Justin Shurley thanked all in attendance, including the Staff of the department. Commissioner Jauch asked about the availability of Social Media apps to download on the trails. President Shurley, also thanked John Shoaff, for his presence during the meeting.

There was no further business to come before the Board of Park Commissioners, on Thursday, April 13, 2023, in the City Council Discussion Chambers of Citizens Square (garden level) Room 30, 200 East Berry Street, Fort Wayne, IN 46802. At 11:37 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, April 13, 2023 meeting online:

<https://acpl.viebit.com/player.php?hash=6074nZwxJvJ0#>