

**SUMMARIZATION OF MINUTES FOR  
THE BOARD OF PARK COMMISSIONERS**

The **Board of Park Commissioners** <sup>from</sup> **Monthly Board**  
Meeting held on **Thursday, November 14, 2024,**  
**in the Citizens Square Building, City of Fort Wayne/Allen County**  
**Suite 30 (Garden Level) 200 East Berry Street, Fort Wayne, IN 46802.**

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

**PARKS STAFF PRESENT:** Steve McDaniel, Harlean Falls, Kathy Pargmann, Mike Gore, Chad W. Shaw, Greg Reith, Mike Cremeans, Jason Smith, Eden Lamb, Daryn Schwartz, and David Weadock

***Others in attendance were:*** Jason Kuchmay, Attorney with Snyder Morgan & Kuchmay LLP Mr. Dan Wire, Northside Neighborhood Association [danwire54@yahoo.com](mailto:danwire54@yahoo.com), Joey Tippmann, [JoeyTippmann@gmail.com](mailto:JoeyTippmann@gmail.com) and Patrick 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:** Board President Shurley, called for the approval of the monthly meeting minutes from **Thursday, October 17, 2024.** Board Vice President Cory Miller moved and Commissioner Richard Briley seconded the motion to approve the minutes. The motion was duly carried. On file are the monthly Board minutes.
3. **PAYROLL & COMMERCIAL VOUCHERS:** 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 10/11/24, and 10/25/24, account payables payment vouchers #2766 to #3166, with a Payroll Sub-Total of \$1,003,982.49 **NOTED** were various parks Capital projects. 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, for Account Payables Total of \$5,716,867.22 and a total of \$6,720,849.71. Commissioner Briley and Commissioner Jauch seconded the motion to approve the payroll and commercial voucher payments as examined and listed in the signed recorded document. The motion was duly carried. On file is the **October 2024** report.

4. **TRUST FUND DONATIONS:** Finance Manager Sandra Odisho navigated the Board members through a listing of the donors, amounts, and purpose, along with donations, endowments, and grants for Headwaters Park Ice Rink Grant, Riverfront IIB Artwork/Sculpture, Kreager Park Trust, Hanna Homestead Park, Foellinger-Freimann Botanical Conservatory-General Trust, (Downtown) Community Center, Memorial Dedication – Jed & Mari Swaidner, Mari Lynne Shaw and Jed Aldo Swaidner, the Lifetime Sports Academy, Registration/Web Donations from patrons of Sweet Breeze and Salomon Farm Park, all received as of **October 2024, \$367,223.50 - YTD \$2,103,898.78. Franke Park Renaissance Project – Fort Wayne Park Foundation Donors - \$750,000.00 – 3/24, 6/24, & 10/24 Total \$1,950,000.00 – Grand Total including Franke Park Renaissance Reimbursements - \$4,053,989,78.** By acclamation, the Board accepted the Trust Fund Donations report. On file is the October 2024 Trust Fund Donations report.
5. **PARK PRIORITIES:** Deputy Director of Planning and Development, Chad Shaw informed the Board that the construction of the *new* McMillen Family Pavilion in Franke Park, is on schedule, as Contractors work on the punch list, and the opening of the new road and the Bridge, went well. Bids have been received for the Riverfront Project amendment to the contract with Hagerman Construction and will be going to the City Council for approval. The Brewer Park project continues, with the foundation and utility work. Celebrated the Packard Park Groundbreaking last week, and the project is waiting on final approval for Hamilton Hunter. Consultants have concepts ready for the Foster Park Entrance project, now in progress, and coordination with City Utilities and the Board of Works, still working on the Indian Village and Tunnel projects. Recommendations to the Public Art Commission will be presented in December for Sculpture projects.
6. **AGREEMENTS / FEES/ RESOLUTIONS / POLICY APPROVALS:**
  - A. **Land Use Policy: River City Ventures Proposal - McDaniel-** After a brief history of the proposal and communications referencing; River City Ventures with Mr. Joey Tippmann, along with the Department’s approval and the purpose of the Land Use Policy, and the Advisory Group’s Recommendations. The Board of Park Commissioners reviewed 3 documents *1) The Law firm River City Ventures Proposal, 2) Stewardship of Public Land & Facilities (approved 10/2014); 3) Findings of the Advisory Group.* Director McDaniel invited the Attorney representing River City Ventures and Mr. Joey to join the Board at the table. Mr. Jason Kuchmay, Attorney with the law firm Snyder Morgan & Kuchmay, LLP; thanked, and distributed hand-outs of communications to the Board, of emails from Deputy Mayor Karl Bandemer, then addressed the Board of Park Commissioners on the proposal on behalf of Joey Tippman and River City Ventures, declaring that the City is now in a temporary hold position the issue. Attorney Shine was invited to join the Board at the table. Associate City Attorney Lawrence Shine stated the process to satisfy the Land Use Policy renders a recommendation for the Board of Park Commissioners to not approve parkland to be used by another entity. (*see the online link below for the complete presentation*) Vice President Miller moved and Commissioner Briley seconded that based on the Stewardship of Public Land & Facilities Use Policy, the Board voted NO to the River City Ventures proposal. The motion was duly carried. On file is the proposal and all communications connected with the request for approval.
7. **2025 Department Budget – Odisho** Commissioner Jauch moved and Commissioner Briley seconded the motion to approve as presented by Sandra Odisho, Manager, the 2025 Fort Wayne Parks & Recreation Department Budget, presented and passed by the City Council, including the

CIP budget, highlighting the employee increases, salaries, the 2025-2029 Capital Improvement Program budget, full-time and seasonal wage increases, property taxes, LIT-Ed fund (Local Income Tax-Economic Development), various department renovations, projects, programs, services, and the transfer of the Headwaters Park operations. Director McDaniel committed to the extensive resources of Staff and raising the cost of materials, and thanked the Controller, the Mayor, the City Council, and the extensive work of the Staff and Manager Odisho. The motion was duly carried. On file is the approved 2025 Department budget.

- B. 2025 Pavilion Fees and Hours – Odisho VP Miller moved and Commissioner Jauch seconded the motion to approve the proposed 5 categories of Pavilion fee rates, rental hours, the allocation of rental fees for maintenance, and rental times for 23 pavilion locations throughout the park system, effective November 14, 2024. The motion was duly carried. On file are the pavilion rates contracts, the allocation of rental fees, and rental hours.
- C. 2024-25 Winter (December/January/February) Fun Times Brochure – Reddinger Commissioner Jauch moved and Commissioner Briley seconded the motion to approve the Winter 2025 offering 156 fee-based programs and services in December 2024 through February 2025, allowing the Deputy Director or Director to be responsive to unforeseen circumstances such as health emergencies, severe weather, etc., approval for the authority to modify, adjust, and add programs, and their associated fees if applicable with written approval. The motion was duly carried. On file is the Winter 2025 Fun Times Brochure.
- D. Salmon Farm Park Fees – Lamb Commissioner Briley moved and VP Miller seconded the motion to approve the fee structure for the Homestead, Old Barn rentals, expansion of the rental season, the U-Pick Dahlia Single Stem fee, the Wagon Ride for children under age 2 for FREE, and the Special Event Single Day Booth Rental Fee. The motion was duly carried. On file are the Salomon Farm Park fee recommendations.
- E. Aquatic Fees – Schwartz / Smith Commissioner Jauch moved and Commissioner Briley seconded the motion to approve the 2025 Aquatics Fees, daily admissions, McMillen Pool and Northside Pool fees, Punch Pass (10 admissions), and the Season Pass for Child/Adult/Household/Family. The motion was duly carried. On file are the fee recommendations and the comparable Aquatic facility pricing.

*On November 13, 2024, the Ellis and Associates “International Aquatic Safety Consultants” proudly presented and recognized Fort Wayne Parks & Recreation with the 2024 Platinum International Safety Award; for achieving the highest quality of Lifeguard professionalism and operational standards through the participation in the E & A Comprehensive Aquatic Risk Management Program. The last time the Department was presented this type of award was in 2018.*

- F. Athletic Fields & Court Fees – Smith / Schwartz Commissioner Jauch moved and Commissioner Briley seconded the motion to approve the 2025 Athletic Field and Court Fees for Ball Diamonds, Swinney Tennis Center, Stewart McMillen Tennis Center, other Athletic Facilities and Soccer Fields, increasing football, rugby, lacrosse and soccer fields fees per hour, increasing softball diamond fees per day, increasing Kreager Park lighted soccer fields per hour, and increasing tennis, pickleball, volleyball, futsal and basketball court fees per hour. The motion was duly carried. On file are the fee recommendations, and the pricing comparisons.

- G. *Spy run Dam Removal MOU with City Utilities – Shaw* VP Miller moved and Commissioner Briley seconded the motion to approve the MOU between the Division of City Utilities by and through its Board of Stormwater Management and the Parks & Recreation Department by and through its Board of Park Commissioners, for a temporary construction easement within Lawton Park to accommodate the removal of a low-head dam in Spy Run Creek  
The motion was duly carried. On file are the signed Project Summary form, and MOU terms and conditions.

## 8. **BIDS / CONTRACTS / CHANGE ORDER APPROVALS:**

- A. *Packard Park Playground Equipment Project - Shaw*– Board VP Miller moved Commissioner Briley moved and Commissioner Jauch seconded the motion to approve a contract with Recreation inSites, for the Packard Playground Equipment and Shad Structures Project #2024060, for the scope of work. The motion was duly carried. On file are the signed approval form, the selection criteria, the evaluation and results summary, renderings highlighting accessible components, and the RFP. The motion was duly carried. On file are the contract, the scope of work, and the signed approval form.
- B. *Riverfront Phase IIB Bids – Shaw*– VP Miller moved, and Commissioner Jauch seconded the motion to approve the scope of work for an amended contract with the Construction Manager as Constructor (CMc), Hagerman Inc., for services on the project of Riverfront Phase IIB. The motion was duly carried. On file are the contract, the scope of work, the 10 bid packages, 2 alternates, the construction documents summary, and the signed approval form.
- C. *2024 Street Tree Removal Project Veit*– Commissioner Jauch moved and Commissioner Briley seconded the motion to approve, entering into a contract with R&T Tree Experts, LLC for all the labor and materials necessary for and incidental to performing all operations in connection with the complete tree removal of 153 Street Trees, as specified. The motion was duly carried. On file are the signed approval form, the complete list of trees.
- D. *2024 Street Tree Stump Removal Project – Veit* – Commissioner Briley moved, and Commissioner Jauch seconded the motion to enter into a contract with Mudrack Tree Service, for all labor and materials necessary for and incidental to performing all operations in connection with complete stump removal and site restoration, based on the diameter of the trees. The motion was duly carried. On file are the signed approval form, the scope of work

**PUBLIC COMMENTS:** There were no Public Comments during this meeting.

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

✚ The Riverfront Advisory Committee (RAC) met to receive updates and discussions on the overall project

✚ Staff are preparing for end-of-season/end-of-year events such as; the McKinnie Commons Unity Lighting event, Harvest Festivals at the Youth Centers, the Community Center Annual Holiday lighting ceremony, Ice Rink is in operation in Headwaters Park, the Gnome for the Holidays Exhibit in the Botanical Conservatory is showcasing November 23, 2024 through to January 5, 2025, the Wassail on Sunday, December 1, in the Jennings Center, and Christmas on the Farm at Salomon Farm Park.

✚ The Department received the Excellence in Landscape Design, for Riverfront IIA, from the IPRA 2024 Conference.

- ✚ Headwaters Park enhancement to the Ice Rink facility includes an Iglo and lighted snowflakes
- ✚ The Staff is preparing for positions in 2025
- ✚ Attendance On Demand, a new Payroll system, will run parallel with the paper payroll time cards for approximately 3 weeks
- ✚ Summer Pavilion rentals closed at the end of October, with eight pavilions remaining open for rental during the winter months
- ✚ The 2025 Department was approved in October
- ✚ All Golf Courses were closed after Monday, November 11
- ✚ Grand Opening for the Renaissance Project road and bridge was well-received
- ✚ Ground Breaking Ceremony for Packard Park went well
- ✚ The Forestry Division will receive two new employees, along with a Downtown Gardner, and the Riparian group will now consist of 2 employees
- ✚ Lynda Heavrin has plans to retire from the Greenhouse Supervision
- ✚ The Riparian Division with clean-ups and all docks have been removed
- ✚ November 25, 2024, is the official opening for the next Botanical Conservatory exhibit
- ✚ Appreciation to the Commissioners for attending Press Conferences
- ✚ Sending a donation drive mailer to a set group
- ✚ The Cooper Youth Center Survey is complete
- ✚ We received 72 Media Mentions in October
- ✚ December 4, 2024, at 2:30 pm is the Grand Opening / Ribbon Cutting Ceremony for the new McMillen Family Pavilion in Franke Park
- ✚ We are still hiring, and many job opportunities are listed at [www.fortwayneparks.org](http://www.fortwayneparks.org)
- ✚ The next scheduled meeting for the Board of Park Commissioners will be on Thursday, December 12, 2024 – at 10:00 am – Foellinger-Freimann Botanical Conservatory, 1100 S Calhoun Street, Fort Wayne, IN 46802.

**COMMISSIONER'S COMMENTS:** In reference to the presented 2025 Department Budget, President Shurley stated the importance of continuing to meet the needs of the Community and how well the Parks & Recreation Staff have managed with and without Bonds. President Shurley suggested monitoring the request for the use of alcohol in the new McMillen Family Pavilion in Franke Park. Commissioner Briley thanked the Department for inviting him and Mrs. Briley to attend the IPRA 2024 Conference. Commissioner Briley enthusiastically shared highlights of the IPRA Conference in French Lick, Indiana, to receive an award honoring Mayor Thomas C. Henry. Board President Shurley thanked

the Staff for all endeavors, offering congratulations on recent awards, mentioning, “It is fun to be a part of this”.

No further business was to come before the Board of Park Commissioners, on Thursday, November 17, 2024, in the City Council Discussion room of Citizens Square (garden level) 200 East Berry Street, Fort Wayne, 200 West Superior Street, Fort Wayne, IN 46802. At 11:43 am, the meeting was adjourned.

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

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**Justin Shurley, President**

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**Cory Miller, Vice-President**

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**Richard Briley, Commissioner**

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**Jenna Jauch, Commissioner**

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**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, November 17, 2024 meeting online:**

<https://acpl.viebit.com/watch?hash=ZzdS8fw06o2HTwat>