

## SUMMARIZATION OF MINUTES FOR THE BOARD OF PARK COMMISSIONERS

*From*

The Fort Wayne Parks & Recreation Department and **The Board of Park Commissioners** Monthly Board Meeting, **Thursday, December 12, 2024**, held in the **Kessler Room of the Foellinger Freimann Botanical Conservatory, 1100 South Calhoun Street, Fort Wayne, IN 46802.**

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

**ABSENT:** Mr. Cory Miller, Board Vice President

**PARKS STAFF PRESENT:** Steve McDaniel, Harlean Falls, Kathy Pargmann, Gary Whitacre, Travis Roth, David Weadock, Jason Smith, April McCampbell Chad W. Shaw, Thomas Hegge, Amanda Amstutz, Sandra Odisho, Steve Schuhmacher, Mike Gore, Travis Roth, Chad W. Shaw, Richard Kenny, and Nate Cardelli.

***Others in attendance were:*** 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, November 14, 2024.** Commissioner Richard Briley moved and Commissioner Jauch 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 11/08/24, and 11/22/24, account payables payment vouchers #3167 to #3393, with a Payroll Sub-Total of \$972,117.19 **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 \$2,933,819.64 and a total of \$3,905,936.83. Commissioner Jauch and Commissioner Briley 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 **November 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 Junior Golf Trust, Headwaters Park Splashpad (HWP Alliance), Foellinger-Freimann Botanical Conservatory's Showcase and General Trust funds, Community Center's Wii Bowling, and Veteran's Breakfast event, the Lifetime Sports Academy, Youth Scholarships, General Park Areas, Riverfront Development, Lindenwood Nature Preserve, and Salomon Farm Park; all received as of **November 2024, \$25,392.34 - YTD \$2,129,382.12. Franke Park Renaissance Project – Fort Wayne Park Foundation Donors - \$1,950,000.00 – 3/24, 6/24, & 10/24 Total \$1,950,000.00 – Grand Total including Franke Park Renaissance Reimbursements - \$4,079,382.12.** By acclamation, the Board accepted the Trust Fund Donations report. On file is the November 2024 Trust Fund Donations report.
5. **PARK PRIORITIES:** Deputy Director of Planning and Landscape, Chad Shaw updated the Board on several larger projects, including the wrap and open house of the new McMillen Family Pavilion in Franke Park, landscaping will be complete in the Spring of 2025. Brewer Park is currently under construction, with concrete and utility work. Packard Park crews are on site with demolition work and on schedule with project renovation work. Foster Park entrance concept designs are being reviewed, as we wait on cost information. Pepsi property (Treeline district) is in the kick-off/design team phase.
6. **AGREEMENTS / FEES/ RESOLUTIONS / POLICY APPROVALS:**
  - A. *3RVS Agreement in Franke Park - Reddinger-* Commissioner Jauch moved and Commissioner Briley seconded the motion to approve a 3-year renewal (Mountain Bike) MOU. The motion was duly carried. On file is the signed Memorandum of Understanding between the Board of Park Commissioners, the Wayne Parks & Recreation Department, and Andrea Eppe, President(Acting) of 3 Rivers Velo Sport, INC.
  - B. *City of Fort Wayne Electric Vehicle Charger Agreement in Tillman Park – Schuhmacher (Presented by Director McDaniel)* Commissioner Briley moved and Commissioner Jauch seconded the motion to approve one Electric Vehicle Charging Station for two vehicles in Tillman Park, an agreement (with no cost to Parks) with the City of Fort Wayne Board of Works. The motion was duly carried. On file are the scope of work, the signed Agreement, the site plans, and the Purchasing signed project summary.
  - C. *2025 Golf Fees – Smith / Whitacre* – Commissioner Briley moved and Commissioner Jauch seconded the motion to approve Golf Course fees, and range fees in Foster, McMillen, and Shoaff Park Golf Courses. The motion was duly carried. On file are the 2025 fee recommendations, the combo rates, and the schedule.
  - D. *2025 Foellinger Theatre Fees – Kenny* – Commissioner Jauch moved and Commissioner Briley seconded the motion to accept the 2025 Foellinger Theatre fee structure, best use of the facility. The motion was duly carried. On file are the fee structure and cost estimates.

**7. BIDS / CONTRACTS / CHANGE ORDER / APPROVALS:**

- A. *Purchase of Golf Mowers* -**Roth**– Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the purchase and contract with John Deere and Company. The motion was duly carried. On file are the contract, the scope of work, the detailed Sourcewell purchasing structure, and the signed approval form.
- B. *Foellinger Theatre Lighting and Rigging Product Bid* – **Weadock**– Commissioner Jauch moved and Commissioner Briley seconded the motion to approve a contract with Port Lighting Systems. The motion was duly carried. On file are the contract, the scope of work, the bid tab sheet, and the signed approval form.
- C. *Botanical Conservatory Boilers Replacement Project Change Order* - **Weadock**– Commissioner Briley moved and Commissioner Jauch seconded the motion to approve, entering into a contract with Allied Mechanical, for turnkey installation of the new boilers, components, and services to upgrade the existing boiler system. The motion was duly carried. On file are the signed approval form, and Change Order #1.

**8. PROJECT UPDATES – Schuhmacher** - Presented via PowerPoint, was a wide-ranging pictorial report highlighting 2024 projects, with emphasis on new electrical and plumbing upgrades, sculptures, parks, and facilities. Photos of renovations, structures, monuments, corridor improvements, new playground equipment, pavilion deck improvements, lighting, completion of the Parks Comprehensive Plan, the shuffleboard courts at the Community Center, the Lawton Greenhouse project is ongoing as the temperatures warm up, new fence and auto irrigation in Kreager Park, surfacing at Swinney Tennis Center, signage, and various improvements to parks. Completing the presentation were various before and after photos, drainage projects, the Trestle Bridge, completion of the Franke Park Renaissance Project with the McMillen Family Pavilion, the Brewer and Packard Parks re-development projects the proposal design for the Foster Park entrance, and the need for a funding source to complete the historic Prude Fort Wayne barn project to be moved to Salomon Farm Park.

**9. BOTANICAL CONSERVATORY UPDATES – Shaw / Cardelli** Deputy Shaw welcomed all to the Botanical Conservatory. Manager Nate Cardelli, narrated a presentation, highlighting the Mission, the TEAM, of both full and part-time Staff, reaching the 3 million goal of visitors, the Color In Motion exhibit, Raise |A Glass exhibit, Butterfly Exhibit, and Great Train Connection exhibit, Bunny Tails, the Mother’s Day Plant Sale, Father’s Day in the Garden, Jazzworks, Roots Music Fest, Botanical Brew, with 1400 over 4 hours, with 2 Saturdays remaining for the Santa and the Reindeer exhibit. New awnings over the front and rear entrances, new window treatments, safety improvements for Staff, and ADH improvements in the tropical garden. A huge thank you to the Project Administration Staff. The presentation concluded with proposed improvements, beginning with the 2025 exhibit “The Floor Is Lava.

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

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

- ✦ The Foellinger Theatre tickets go on sale in a few weeks, and the new entrance into Franke Park from Goshen Road is open.
- ✦ Thank you to the entire Staff, Volunteers, the Mayor, the City Council, and the Board of Park Commissioners
- ✦ New at the Headwaters Park Ice Skating are the igloos
- ✦ January 25<sup>th</sup> will mark the 14<sup>th</sup> Annual Winterval Event and a High School Pickleball tournament at McMillen Park Community Center
- ✦ Several full-time and Seasonal positions are open
- ✦ Attendance on-demand software for employees continues with in-person training
- ✦ Winter Fun Times Registration began on December 6
- ✦ Currently, in the Winter season, we will only have 9 Pavilions available for rental purposes
- ✦ Crews continue in Winter mode for cleaning and addressing weather-related issues
- ✦ The Fall tree planting has begun, and the Forestry, Landscape, and Riparian Crew continue to address the needs, weather-related, and those impacting our areas of responsibility.
- ✦ programming and accessibility report for the entire Botanical Conservatory is in process
- ✦ There are currently 25 projects on the City's Engage website
- ✦ Looking for sponsorship opportunities
- ✦ 10 Media interviews were completed with select Staff
- ✦ Happy holidays to all the Commissioners
- ✦ 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:** Board President Shurley, mentioned the astounding generosity of the Fort Wayne community, and a "thank you" to the Staff, Mr. Geoff Paddock, and the members of the Headwaters Park Alliance, for their work throughout the years. Commissioner Jauch, stated, "Working for the Parks Department is a lifestyle, it is not just a job, encompassing your whole life, and everyone is very committed, and energetic." Commissioner Briley echoed the remarks of the other Commissioners and expressed his gratitude with applause.

No further business was to come before the Board of Park Commissioners, on Thursday, December 12, 2024, in the Kessler Room of the Foellinger Freimann Botanical Conservatory, 1100 South Calhoun Street, Fort Wayne, IN 46802. At 11:16 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, December 12, 2024 meeting online:**

<https://acpl.viebit.com/watch?hash=QxoRjKtf2bvI0lyJ>