

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, March 9, 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, February 9, 2023 meeting. Vice President Miller moved and Commissioner Briley 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 02/03/23 and 02/17/23, account payables payment vouchers #171 to #432, noted as the cost associated expenses with the Bond Issue for 2023. 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 **February 28, 2023**, with a Payroll Sub-Total of \$753,769.97. Account Payables Sub-Total \$720,466.52 and a **Grand Total of \$1,474,236.93**. The motion was duly carried. The signed February 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 **February 28, 2023**, was a total of **\$73,156.40**. The year-to-date total is; \$315, 829.90. The following Donations were specifically mentioned: LWCF/State of Indiana to Buckner Park; Anjali Saha, Evening Primrose Gar, and Cash Donor, to the Foellinger-Freimann Botanical Conservatory; to the Community Center (Main Street) Health & Hospital Corporation, RCX Sports Leagues, Jeff Burns, Patricia Tanner, and Anonymous Memorial for Evelyn Lou Ladd; Jackie Bruner, to Lindenwood Nature Preserve; Bruce and Cynthia Stahl to Salomon Farm Park; Suzanne Soltess, to Lakeside Rose Garden-Memorial for Michael Seleme; Allen County Public Library, to Winterval Festival Ice Carving; Olivia, to Youth Scholarship, Delores Storer, Tree Dedication, and Tom Quigley, to the (*NEW*) General Park Areas Trust Fund (round-up online). Board President Shurley stated, by acclamation, the Board approves all donations and grants, heard in the report, and thanked everyone for their donations, gifts, and grants, on Thursday, March 9, 2023. A record of all grants, donations, and financial contributions is on file.

5. **NON-REVERTING FUNDS:** Finance Manager, Odisho, directed the Board's attention to the Non-Reverting Capital and Operating Budgets for each cost center, with a brief explanation of the formulation, purpose, budgeted transfer-in tax-payer dollars, and total expenditures of each non-reverting fund account. Commissioner Briley moved and Vice-President Miller seconded the motion to approve the Non-Reverting budgets for 2023. The motion was duly carried. On file is each budget as listed.

6. **PARK PRIORITIES:** Deputy Director of Planning and Development Alec Johnson, gave a brief update on Riverfront IIA, as it is on schedule, with the wrap-up of construction documents for Phase IIB. Master Plans for various Neighborhood Parks continue with the completion of the Moody Park Master Plan, and the Public Input phase for the Ivan Lebamoff/Reservoir Park is completed. The Hanna Homestead Master Plan is being revised with a few changes and will present to the Board when revisions are complete. The Department continues to search for funding for the Franke Park Renaissance Project. Director McDaniel reported on a survey has been generated for the Foster Park Master Plan, with plans to have a Public Meeting to complete the survey for anyone who may not have access to an online or electronic device. The proposed development on Parnell Avenue went before the Planning Commission for re-zoning and was approved, the next action is to be presented to the City Council.

7. **AGREEMENTS / FEES/ RESOLUTIONS / POLICY APPROVALS:**
 - A. **2023 Day Camp Brochure – Reddinger** – Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the Summer 2023 Youth and Camp Programs and fee recommendations for Summer Day Camps (Franke Day Camp, Farmin Fun Day Camp, Camp ACTICVentrue, Kids for Nature Zoo Camp), **Summer Day Camps 2023** Summer Activity PODS (Positive Outdoor Days of Summer) **PODS Brochure**, and Franke Park Day Camp Advanced Camper in the **Advanced Camper Brochure 2023**, with 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 2023, for 31 camps.

- B. **5-Year Master Plan Summary – Johnson / Designing Local (remote)** - Matthew Leasure, AICP PLA LEED AP (Art for All Public Master Plan) – Park system Planning and Public Engagement – Designing Local - Columbus, Ohio and (via ZOOM) Austin Hochstetler, Parks and Recreation Programming & Management – Indianapolis, Indiana - ZEC Eight Insights; came before the Board for the formulation of 5-Year Parks and Recreation Master Plan, with planned draft submission to ADNR by April 15, 2023. Final Board approval is scheduled for the next Board meeting.
- C. **Moody Park Master Plan Adoption** – Chad – Vice President Miller moved and Commissioner Briley seconded the motion to formally adopt the Moody Park Master Plan. The motion was duly carried. On file are the signed purchasing approval form, the Moody Park redevelopment map, asset mapping, and the guiding principles.
- D. **I & M Easement – Schuhmacher** – Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the scope of work, in an agreement for an easement (approximately 30' deep and 41' wide) from Indiana Michigan Power associated with a parcel in Franke Park along Wells Street, to install underground electrical utilities in the area and keep the area clear of future development. The motion was duly carried. On file are the signed Purchasing Project Summary, and the Notarized Distribution Easement for 2 documents.

8. BIDS / CONTRACTS / CHANGE ORDERS – APPROVALS

- A. **Brewer Park Redevelopment – Alec** - Commissioner Briley moved and Vice President Miller seconded the motion to approve the scope of work and a contract with JPR, Inc, to prepare construction documents and specifications including construction administration for the Brewer Park Redevelopment; with general components of new playgrounds and splash pad, a new pavilion with restrooms, two new basketball courts with murals and new perimeter walking trail. The motion was duly carried. On file are the signed Purchasing Approval Form, and the Score Tabulation sheet.
- B. **Conservatory Interior Lighting – Chad** - Commissioner Briley moved and Commissioner Jauch seconded the motion to approve a contract with L-A Electric, for the services to replace the interior lighting in the Magnolia Room, Showcase House, Tropical House, and Arid House at the Freimann-Foellinger Botanical Conservatory. The motion was duly carried. On file are the contact, Bid Tabulation sheet, and the signed Purchasing Approval Form.
- C. **2023 Emerald Ash Borer Treatment – Derek** – Commissioner Briley moved and Vice President Miller seconded the motion to approve a contract with Davy Resource Group, for the materials and labor necessary to treat 7121 diameter inches (384 ash trees) in our Parks and along the Streets of the City of Fort Wayne. The motion was duly carried. On file are the Purchasing Approval Form, the contact, and the RFQ Bid Tabulation sheet.
- D. **Spring Tree Planting – Derek** – Commissioner Jauch moved and Vice President Miller seconded the motion to approve a contract with Shade Trees Unlimited for the purchase (a list of 26 different species) and planting of 289 trees throughout our community and the Parks. The motion was duly carried. On file are the contract, Bid Tabulation sheet, and the signed Purchasing Approval Form.
- E. **2023 Various Parks Paving Projects – Weadock** – Vice President Miller moved and Commissioner Briley seconded the motion to approve a contract with T-E Incorporated, the 2023 Parks Paving Projects, for the renovation of road entrance, trails, parking lots, and a hard-surface playground; including site demolition, new pavement, and concrete improvements at the Botanical Conservatory, Salomon Farm Park, Franke Park, Weisser Park, and Foster Park. The motion was

duly carried. On file are the signed Purchasing Approval Form, the contract, and the Bid Tabulation sheet.

- F. **2023 Park Vehicles and Equipment Purchases – Schuhmacher** – Commissioner Jauch moved and Commissioner Briley seconded the motion to approve the lease purchase of vehicles and equipment through the City’s Fleet Manager, National Sourcewell Contracting, John Deere, Toro Dingo, Motorola, and Bob Thomas Ford, to be paid to own over 7 years. The motion was duly carried. On file are the signed Purchasing Approval Form, the photo, and the listing of all items for the 2023 Vehicle and Equipment Purchase Lease.

9. **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.

Freimann Square Park - established in 1971 – located at 200 East Main Street and Clinton Street

For a complete review of the presentation and location of all parks listed go to:

www.fortwayneparks.org OR parkswebmaster@cityoffortwayne.org

PUBLIC COMMENTS: *On the proposed re-zoning of property on Parnell Avenue*

Leigh Rowan, 3417 Parnell Avenue, Fort Wayne, IN 46805

Lori Stombaugh, 1115 Lake Avenue, Fort Wayne, IN 46805

Jenny Nash, 1205 Somerset Lane, Fort Wayne, IN 46805

Peg Magism, 7811 Watersedge Cove, Fort Wayne, IN 46804

Dan Wire, 3002 Northside Drive, Fort Wayne, IN 46805

Jeannie Mettler, 1232 Ridgewood Lane, Bluffton, IN 46714

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

- ✚ Director McDaniel invited the Board to review the 2022 Annual Report, flyers, and facts and amenities of our Parks
- ✚ Planning for the Foellinger Theatre Concert season continues with promoters and concert dates, ticket pricing, and performers to be announced at a later date
- ✚ The current primary focus is on hiring additional Staff
- ✚ Meeting with Festival organizers and Developers of Construction projects around the Headwaters Park area
- ✚ Positions are located on the City Employment website, with links to positions available within the Parks and Recreation Department
- ✚ Maintenance Staff located in Franke Park will be re-located to Lawton Park

- ✦ Crews are preparing for a severe snowstorm
- ✦ The Buckner Park Trail project progresses with possible
- ✦ Golf Courses are scheduled to open next week, weather conditions permitting
- ✦ Landscape Crews are busy cleaning beds, mulching, and getting tools ready for the season
- ✦ The Greenhouse Staff are busy providing plants for parks, boulevards, and various events throughout the City, and the Annual School Children’s Flower and Vegetable program
- ✦ The Annual Mother’s Day Plant Sale begins May 12
- ✦ March 10, the Great Train Exhibit begins at the Foellinger-Freimann Botanical Conservatory
- ✦ The Annual Report and Summer Camp Brochures have been completed by the Marketing Team
- ✦ Working with WPTA, on a new segment entitled, “A Walk in the Park” series, to be aired on Wednesdays
- ✦ Pushing available Jobs in various Media

COMMISSIONER'S COMMENTS: President Shurley thanked all who offered Public Comments and voiced their opinions, stating all thoughts and concerns will be taken into consideration. Commissioner Briley questioned the results and restoration of the Christmas Day fire in the REA building.

There was no further business to come before the Board of Park Commissioners, on Thursday, March 9, 2023, in the City Council Discussion Chambers of Citizens Square (garden level) Room 30, 200 East Berry Street, Fort Wayne, IN 46802. At 11:45 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, March 9, 2023 meeting online:**
<https://acpl.viebit.com/player.php?hash=8zQP3Y3fmNg8>