

SUMMARIZATION OF MINUTES FOR THE BOARD OF PARK COMMISSIONERS

On Thursday, March 14, 2024, the Board of Park Commissioners held their monthly Board meeting on. 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: Vice President, Cory Miller, Mr. Richard Briley, Commissioner, and Mrs. Jenna Jauch, Commissioner.

PARKS STAFF PRESENT: Steve McDaniel, Harlean Falls, Mike Gore, Chuck Reddinger, Kathy Pargmann, Derek Veit, David Weadock, Sandra Odisho, Steve Schuhmacher, Alec Johnson, Erick Ummel, Chad W. Shaw, Eden Lamb, April McCampbell, Nate Cardelli, and Robert Hines.

Others in attendance were: Dan Wire, Erna Vanhelfteren, Tony Acosta, Peg Maginn, Kimberly Koczan, Judi Wire, Jessica Scott, and Pat Stelte of the Allen County Public Library.

1. **CALL TO ORDER:** Board Vice President Cory Miller called the monthly Board meeting to order at 10:00 am.
2. **APPROVAL OF MINUTES:** Vice President Miller called for the approval of the meeting minutes from the monthly meeting held on Thursday, February 8, 2024. **NOTE:** The Organizational meeting held on Thursday, February 8, 2024, will be submitted for approval during the first Board meeting in 2025. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the minutes. The motion was duly carried. On file are the meeting minutes. *Director McDaniel announced that a quorum was secured in the absence of Board President Shurley, attending a retreat.*
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 01/05/24 and 01/19/24, account payables payment vouchers #0001 to #0163, with a Payroll Sub-Total of \$895,976.76. **NOTED** were the Annual large Insurance payments. 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 \$971,057.14, and a total of \$1,867,033.90. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the payroll and commercial vouchers as presented. The motion was duly carried. On file is the January report. Also included were the number of full-time and part-time employees, for pay periods ending 02/02/24 and 02/16/24, account payables payment vouchers #0164 to #0421,

with a Payroll Sub-Total of \$896,727.83. **NOTED** were the payments for 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 \$2,202,103.60, and a total of \$3,098,831.43. **NOTED**, was the payment for January and February for the Franke Park Renaissance Project. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the payroll and commercial vouchers as presented. The motion was duly carried. On file is the February 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 the Foellinger-Freimann Botanical Conservatory, the Community Center (233 West Main Street), Winterval Pavilions, Youth Programs, General Park Areas, registrations and Web Donation; received as of **January 2024**, was total of **\$5,580.77**. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the report on trust fund donations for January. The motion was duly carried. On file is the January Trust Fund Donations report. **Included in this report was**, a summary of registration and web donations, as requested by Board President Shurley. Manager Odisho continued, reporting on the listing of donors, amounts, and purpose along with donations endowments, and grants for Buckner Trail-Land and **Water Conservation Fund Reimbursement Grant** (*Final trail grant for Buckner Park for \$250,000.00*), Headwaters Park, Foellinger-Freimann Botanical Conservatory, Memorial Dedications, Community Center (233 W Main St.), Lakeside Park (In memory of Martha Lawver Noel), General Park Areas, Salomon Farm Park, Registrations, Web Donations and Lindenwood Nature Preserve, received as of February 2024, totaling \$191,476.07. The motion was duly carried. On file is the February Trust Fund and Donations report. Year to date is \$197,326.84. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the report on trust fund donations for January. The motion was duly carried. On file is the February Trust Fund Donations report.

5. **2024 Non-Reverting Operating & Capital Budgets:** Manager Sandra Odisho presented to the Board, 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 Commissioner Jauch seconded the motion to approve the Non-Reverting budgets for 2024. The motion was duly carried. On file is each budget as listed.

6. **PARK PRIORITIES:** Director McDaniel gave a summary of the discussions we have had about **River City Ventures**, concluding that the dots marked on the trees in the area are just survey data marks of their property and park property. As we move forward, information will be shared as received, before any written proposals will be considered. Deputy Director of Planning and Development Alec Johnson shared photos and reported that construction of the Franke Park Renaissance Project continues on schedule. The newly constructed Pavilion is in progress, along with the bridge deck over Spy Run Creek has been formed and poured, along with most of the utilities and the restoration of Spy Run Creek will begin soon. A grand opening date of late October is still viable. FWPD has been requested to drive within the area, due to recent damage and vandalism to the contractor's vehicles, and on the CME walls of the pavilion. We are still waiting on various permits for Riverfront Phase II. The FW Parks & Recreation Department is

now taking the leadership role in the bidding and construction phase to bring the project to life. Community Development will also remain a part of the team of this quarter of the Riverfront as we build out. Based on the necessary bidding process, the Board may need to meet sometime in July of this year. We are getting very close to wrapping up and reviewing with Staff the Comprehensive Plan. A draft will be submitted to the Board and the Advisory Committee before any public viewing. Consultants will present a draft for approval to the Board sometime this summer.

7. AGREEMENTS / FEES/ RESOLUTIONS / POLICY APPROVALS:

A. Arts United Center Expansion – Johnson

Deputy Johnson requested the Board’s approval of a temporary construction easement. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve a MOU, signed by the Director of Parks & Recreation and the Director of Arts United. The motion was duly carried. On file are the construction easement agreement, scope of work, and the signed MOU.

B. 2024 Summer Camp Brochure – Reddinger

Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the June-August youth programs and fees introduced in the Summer Camp Brochure, for Franke Park Day Camp, Salomon Farm Park-Farmin Fun Day Camp, PODS (*Positive Outdoor Days of Summer*), and the Zoo Camp. The motion was duly carried. On file is the Summer 2024 Youth Camp Programs Brochure.

C. Sweet Breeze Fees – Reddinger/Lamb – Manager of Outdoor Recreation and Boating, Eden Lamb, joined Deputy Director Reddinger with a brief introduction of the purpose of the shared partnership with Friends of the Rivers, the collaborative operation to build an efficient crew, and in requesting the Board’s approval fee recommendations for Sweet Breeze Canal Boat 2024 season. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the fee recommendations for the 2024 Sweet Breeze canal boat, along with the approval from Ron Menze, Board Member of Friends of the Rivers. The motion was duly carried. On file are the 2024 Sweet Breeze canal boat season fees and signed fee recommendations.

D. Foellinger-Freimann Botanical Conservatory Annual Mother’s Day Plant Sale – Cardelli – Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the request for floor pricing items during the May 9-12, 2024, Mother’s Day Plant Sale, to be held at McMillen Park Community Center. The motion was duly carried. On file are the fee recommendations, for the 2024 Mother’s Day Plant Sale Pricing.

BIDS / CONTRACTS / CHANGE ORDER APPROVALS:

A. Foster Park Entrance Design Contact - Shaw – Commissioner Briley moved and Commissioner Jauch seconded the motion to approve a contract with Earth Source, Inc., for the scope of work of the Foster Park Entrance Design project. The motion was duly carried. On file are the contract, score tabulation, contract, request for proposals, all base bid components, alternate bid, and the signed approval form for Purchasing.

Superintendent Chad Shaw announced: The promotion of Eric Ummel from Landscape Supervisor to the position of Superintendent of Landscape and Horticulture.

- B. *Headwaters Park East/West – Spring Landscape Maintenance - Ummel* – Commissioner Jauch moved and Commissioner Briley seconded the motion to approve a contract with Tricape for the spring landscape bed edging, pre-emergent herbicide application, and mulching at Headwaters Park – East. The motion was duly carried. On file are the scope of work, bid tabulation, and the contract. Commissioner Briley moved and Commissioner Jauch seconded the motion to approve a contract with Tricape for the spring landscape bed edging, pre-emergent herbicide application, and mulching at Headwaters Park – West. The motion was duly carried. On file is the scope of work, bid tabulation, signed Purchasing approval form, and the contract
- C. *2024 Emerald Ash Borer Treatment – Veit* - Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the 11th contract extension with Davey Resources Group, for the scope of work for saving (since 2006) 385 Ash trees, in parks and along the streets throughout the City of Fort Wayne. The motion was duly carried. On file are the scope of work, bid tabulation, the signed Purchasing approval form, and the contract.
- D. *2024 Spring Street Tree Removal Contracts - Veit* -Commissioner Briley moved and Commissioner Jauch seconded the motion to approve a contract with **Ransom Discount Tree Service**, for the scope of work of 60 street trees identified on a specific list. The motion was duly carried. On file are the scope of work, bid tabulation, and the contract. Commissioner Jauch moved and Commissioner Briley seconded the motion to approve a contract with **Wheatcraft Tree Service**, for the scope of work involving complete tree and stump removal of 68 street trees completely as specified. The motion was duly carried. On file is the scope of work, bid tabulation, the signed Purchasing approval form, and the contract
- E. *Foellinger Theatre Concrete Improvements – Weadock* – Commissioner Jauch moved and Commissioner Briley seconded the motion to approve a contract with CME Corporation, for two separate concrete terrace improvements, and a second area of a new hard surface within the east lawn, which will be used for merchandise and beverage sales during events. The motion was duly carried. On file are the scope of work, bid tabulation, the signed Purchasing approval form, and the contract

FORT WAYNE PARKS & RECREATION SHOWCASE – 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:

Lafayette Park – Located in the Lafayette Esplanade Neighborhood, between Sherwood Terrace and Glencoe Avenue off of Lafayette Street, on 1.8 acres. Established in June of 1915.

Little Turtle Memorial Park - Since 1959, resting on .13 acres, located east of Spy Run Avenue, at 636 Lawton Place.

Moody Park – Established in 1864, on 5.1 acres, at the intersection of College and Jones streets, once was the site of a large gravel pit and horse barn, aka West Central Park until 1981, renamed for Rev. Bill Moody.

For a complete review of the presentation and location of all parks listed go to:
www.fortwayneparks.org

PUBLIC COMMENTS: Board Vice President Miller, called for Public Comments. The following addressed the Commissioners with comments:

<u>Name</u>	<u>Organization/Agency Affiliate</u>	<u>Email/Street Address</u>	<u>Topic/ Specific Comment</u>
Dan Wire	Northside Neighborhood Assoc.	danwire54@yahoo.com	Parnell Property
Peg Maginn	Citizen	maginn965@gmail.com	Parnell Property & Party Boat Expansion
Kimberly Koczan	Citizen	kkoczan@heweb.org	Parnell Property
Jessica Scott	Citizen/Resident	408 Penn Ave 46805	Inadvertently made a request

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

- ✦ The 2023 Annual Report of the FW Parks and Recreation Department was distributed, with a summary that will be forthcoming with coordination from Jill Bowyer and April McCampbell
- ✦ The All Employee Meeting was celebrated with a large photo of those in attendance, and 3 Employees nominated as Employees of the Year – 2022 – Greg Miller and 2023 DeAnna Harris and Larry Hicks
- ✦ The Headwaters Ice Skating season has concluded with exceeded expectations
- ✦ The Staff of Recreation / Riverfront / Outdoor Recreation/ Community and Youth Centers are meeting with several departments for collaboration and partnerships
- ✦ Golf Courses are now open
- ✦ Foellinger Theatre Concerts have been announced, with ticket sales now available
- ✦ Several full-time and Seasonal Jobs have been posted
- ✦ Banking for the Department has moved, per the Controller's Office from Wells Fargo, to Lake City Bank
- ✦ We are working on a new Parks app through our RecTrac system, with a completed for use this Summer
- ✦ Maintenance is getting for Spring and will mow the first week of April
- ✦ Installation of the first set of new playgrounds should start the 3rd week of March
- ✦ The current exhibit at the Botanical Conservatory will close on April 7
- ✦ Early Bird Plant sale availability for Members of the Botanical Conservatory dates and times are listed on the Department's website
- ✦ The Department's Marketing Staff assisted with the Engage Fort Wayne website, with links, announced during the Mayor's State of the City address
- ✦ Most of the Day Camp and PODS notifications have been issued electronically
- ✦ Registration for Camps and PODS will begin on March 25
- ✦ Arbor Day celebration in April
- ✦ Job opportunities are listed at www.fortwayneparks.org

COMMISSIONER'S COMMENTS: Vice President Miller complimented Deputy Director Chuck Reddinger on the various unique programs and services for the summer, along with not fumbling when talking about Salomon Farm Farmin Fun Day Camp. Vice President Cory Miller extended thoughts and prayers to the Mayor and his family, thanking the Mayor for the appointment and an opportunity to work with the Staff of the Fort Wayne Parks and Recreation Team. Ditto from the Commissioners.

There was no further business to come before the Board of Park Commissioners, on Thursday, March 14, 2024, in the City Council Discussion Chambers of Citizens Square (*garden level*) Room 30, 200 East Berry Street, Fort Wayne, IN 46802. At 11:43 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 14, 2024 meeting online:

<https://acpl.viebit.com/player.php?hash=qKeX7racMGiBHgro>