

Fort Wayne Parks and Recreation Department

Board of Park Commissioners

ROLL CALL (CALL TO ORDER)

Monthly Meeting

Date: *June 11, 2020* _____ Meeting Time 10:00 am – thru to – 11:17 am

Attendance _____

The Fort Wayne Parks and Recreation and the Board of Park Commissioners, met to host their regularly scheduled monthly Board meeting in room 030, City Council Discussion Room, garden level – Citizens Square, on Thursday, June 11, 2020. Director Steve McDaniel, Board President Richard Samek, in the Chair, Vice-President Pamela Kelly, M.D. , Commissioner William Zielke, and Commissioner Justin Shurley, in attendance remotely via teleconferencing; votes received were:

<u>Final Vote Tally</u>			
	In Favor	Against	Abstain
	<i>Attendance</i>		
Samek	X <i>(in Chair)</i>		
Kelly	X <i>Via Teleconference</i>		
Zielke	X <i>Via Teleconference</i>		
Shurley	X <i>Via Teleconference</i>		

Fort Wayne Parks and Recreation Department

Board of Park Commissioners

ROLL CALL (VOTE)

Monthly Meeting

Date: *June 11, 2020* _____

Agenda item 2. *Approval of the minutes* _____

The Fort Wayne Parks and Recreation and the Board of Park Commissioners, met to host their regularly scheduled monthly Board meeting in room 030, City Council Discussion Room, garden level – Citizens Square, on Thursday, June 11, 2020. Director Steve McDaniel, Board President Richard Samek, in the Chair, Vice-President Pamela Kelly, M.D. , Commissioner William Zielke, and Commissioner Justin Shurley, in attendance remotely via teleconferencing; votes received were:

<u>Final Vote Tally</u>			
	In Favor	Against	Abstain
Samek	X		
Kelly	X		
Zielke	(Moved) X		
Shurley	(Seconded) X		

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



The **Board of Park Commissioners** hosted their monthly Board meeting on **Thursday, June 11, 2020**. The meeting was held in the City Council Discussion Room 30, in the garden level of Citizens Square, 200 East Berry Street, Fort Wayne, IN 46802

BOARD MEMBERS PRESENT: Rick Samek, Board President, (*in Chair*), Commissioner William Zielke, Dr. Pamela Kelly, Vice-President, and Commissioner Justin Shurley, all participated via Teleconference (*See *Roll Call/Voting Tally Sheets*).

PARKS STAFF PRESENT: Steve McDaniel, Chuck Reddinger, Mitch Sheppard, Sandra Odisho, Steve Schuhmacher, Alec Johnson, Harlean Falls, Kathy Pargmann, Mike Gore, Tim Byers, and Sarah Nichter. (*All in attendance adhered to the Social Distancing guidelines*)

Others in attendance were: Matt LeBlanc, Journal Gazette Newspaper, Chris Darby, WANE-TV, Lori Dixon, BLM.com, and Patrick Stelte of the Allen County Public Library. (*In the Media Booth*)

1. **CALL TO ORDER:** Board President Richard Samek (*present-in Chair*) called the monthly Board meeting to order at 10:00 am. Steve McDaniel, Director/Board Secretary, call the **Roll Call/Voting Tally*.

2. **APPROVAL OF MINUTES:** Commissioner Zielke moved, and Commissioner Shurley seconded the motion of accepting the meeting minutes from Thursday, May 14, 2020, for approval as submitted. The motion was duly carried. The approved and signed minutes are on file. **Roll Call/Voting Tally*

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 05/01/20 and 05/15/20, 05/29/20 account payables payment vouchers #1117 to #1337 and the totals 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. The Commissioners voiced their appreciation for having the description in the comments section of the Payroll and Commercial Vouchers. Vice-President Kelly moved and Commissioner Shirley seconded the motion to

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

approve the payroll and commercial vouchers ending **May 31, 2010** with a Payroll Sub-Total of \$1,027,699.78, Account Payables Sub-Total \$1,035,427.30 and a **Grand Total of \$2,063,127.08**. The motion was duly carried. The signed May 2020 payroll and commercial voucher reports were approved and are on file. **Roll Call/Voting Tally.*

4. **TRUST FUND and DONATIONS:** Finance Manger Odisho steered the Commissioners and Staff through a listing of the donors and donation amounts, purposes, along with donations, endowments and grants received for **May 2020**, was **\$20,704.30**, with a year-to-date current balance of **\$782,026.30**. Riverfront Development Reimbursements for April **\$1,292.620.00**, (the last installment from Northeast Indiana Regional Development Authority 4 of 4) Grand Total of **\$2,517,146.30**. By acclamation, the Board of Park Commissioners approved the report of Trust Fund Donations and Grants. A record of all grants, donations and financial contributions are on file. **Roll Call/Voting Tally.*

5. **DEPARTMENT COVID-19 UPDATES:** Director McDaniel reinterpreted the guidelines mandated by the Governor, and thanked our community, for their continued support. Mitch Sheppard stated the Botanical Conservatory will be opening a new exhibit entitled, “Present Tense...Future Calm. No special events or concerts are planned. Some of the “high tough” educational exhibits and the worm tunnel slide will be excluded. Increased social distancing, “sneeze guards,” public education, and much increased cleaning procedures will be in place. At the Youth Centers, McMillen Park Community Center is open. The new guidelines for K-12 school facilities will generate a new operation model that meets these requirements at each of our Youth Centers. It is our goal to open on the same proposed date as FWCS; currently scheduled for Monday, August 10. The Lifetime Sports Academy will not run this summer. We continue to maintain social distancing at all facilities. Day Camps will remain closed. Programming and services will be adjusted when needed; beginning with the PODS program (*Positive Outdoor Days of Summer*), liability release waivers will be mandated. Summer 2020 (June-August) Fun Times Brochure is available digitally.

6. **AGREEMENTS / FEES / PROPERTY / RESOLUTIONS / POLICY / APPROVALS:** *Foellinger Theatre:* Deputy Director Sheppard and Tim Byers proposed the postponement of 5 shows to 2021, and promoter shows as well. All customers will receive an email with instructions on how to get

SUMMARIZATION OF MINUTES FOR THE BOARD OF PARK COMMISSIONERS

refunds and reserve tickets for 2021. Commissioner Zielke moved and Vice-President Kelly seconded the motion to move all scheduled 2020 shows to 2021. The motion was duly carried. The list of shows will be presented at a later date. **Roll Call/Voting Tally.* A local not-for-profit has expressed interest in utilizing the Foellinger Theatre, and is seeking a location to host two socially distanced productions, and will cover their own Security; in August and September, 2020. Commissioner Shurley moved and Vice-President Kelly seconded the motion to go forward with the expressed proposal and interest of the non-profit organization, under the COVID-19 guidelines and mandates. This request will be specifically handled as a COVID related request.

7. BIDS / CONTRACTS / CHANGE ORDER APPROVALS:

Superintendent Mike Gore came before the Board to request acceptance of a credited amounts to three different contracts. The Board unanimously approved by acclamation approved the credit/deduction to the following:

A. Johnny Appleseed Park Restroom Change Order No. 1 - Project #219044

B. Various Pavilion Improvements Change Order No. 1

Vice-President Kelly moved and Commissioner Shurley seconded the motion, for two Change Orders, both contraction deductions; were approved in one motion. The motion was duly carried. The Change Orders are on file.

- 8. DEPARTMENT'S NEED ASSESSMENT:** Director McDaniel introduced Kathy Pargmann and Lorie Dixon as they illustrated for the Board, the 4th Needs Assessment conducted by the Department. The full report was 60 pages in length. Highlighted were the methodology, pre-pandemic, participants were allowed to participate through an area base sample via email, telephone, and U S Mail. The demographic profile mirrors the 2011 Needs Assessment. Most of the scores were very high in the majority of the areas assessed, with consistent information, in reference to park elements and usage. 78% of those assessed rate Promenade Park with the highest marks. Two parallel surveys were run. With two separate data basis. The two independent studies are very consistent. 93% agree that the Parks & Recreation Department improves the quality of life, meet the needs of diverse backgrounds and various households. Consistent was more trails and to maintain and increase the existing, i.e., "I like it and what more of it". There was no vote; the presentation was accepted in its entirety as presented.

SUMMARIZATION OF MINUTES FOR THE BOARD OF PARK COMMISSIONERS

PUBLIC COMMENTS: Citizens Square and the Rousseau Centre opened to the public beginning Monday, May 18. Due to the COVID-19 pandemic, it's recommended that visitors to the public buildings utilize the hand sanitizer stations provided at the facilities and practice social distancing. Plans also call for no more than two people on an elevator at a time. The safety of employees and guests is of the utmost concern and importance.

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

- Downtown planters were damaged and replaced/repared during recent protest and demonstrations
- Land has been donated to the department, we continue to work with the landowner for an evaluation
- Our Marketing Team continue to offer important information and resources at www.fortwayneparks.org
- Salomon Farm Park Farmer's market is now open, with social distancing
- Golf Committee reports increased activity at all three courses
- Currently have 3 full-time positions available. With two full-time positions on hold, due to the hiring freeze
- Questions and refunds have be met
- Splashpads and playgrounds will open on June 12
- New restroom facility at Promenade is progressing
- Parkview Field has donated a metal shade sculpture, with the assistance of the Redevelopment department, to be placed at Kreager Park – Taylor's Dream
- Kaye C Jones has replace Dan Wire, as Riparian Supervisor
- Riverfront Phase II & III are on hold
- The School Children's Flower and Vegetable show, has been in place since 1926
- Annuals are being planted in various parks
- Working with Neighborhood Associations to create Master Plans for goals and objectives that will result in improvements and public input. Packard Park and Brewer Parks have responded to positive feedback. Strategic planning will involve funding.

**SUMMARIZATION OF MINUTES FOR THE
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- The Plant Sale analysis has resulted in meeting 20% of our net revenue

COMMISSIONER'S COMMENTS PUBLIC COMMENTS: Commissioner Zielke committed on the increased revenue at Shoaff and McMillen Parks, and the diligent work of the Golf Staff and Committee.

There was no further business to come before the Board of Park Commissioners, on Thursday, June 11, 2020, in the City Council Discussion Room 30, of the Citizens Square building, 200 East Berry Street, Fort Wayne, IN 46802. At 11:28am, the meeting was adjourned.

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

Richard Samek, President

Pamela Kelly, M.D., Vice-President

William Zielke, Commissioner

Justin Shurley, Commissioner

Steve McDaniel, Director/Board Secretary

**Roll Call / Voting Tally Sheets - attached*

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, June 11, 2010 online:**

<https://acpl.viebit.com/player.php?hash=RtBn5cN7ZMYn>

Fort Wayne Parks and Recreation Department

Board of Park Commissioners

ROLL CALL (VOTE)

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Date: *June 11, 2020* _____

Agenda item 3. *Payroll and Commercial Vouchers* _____

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<u>Final Vote Tally</u>			
	In Favor	Against	Abstain
Samek	X		
Kelly <i>(Moved)</i>	X		
Zielke	X		
Shurley <i>(Seconded)</i>	X		

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Agenda item 4. *Trust Fund Donations* _____

The Fort Wayne Parks and Recreation and the Board of Park Commissioners, met to host their regularly scheduled monthly Board meeting in room 030, City Council Discussion Room, garden level – Citizens Square, on Thursday, June 11, 2020. Director Steve McDaniel, Board President Richard Samek, in the Chair, Vice-President Pamela Kelly, M.D. , Commissioner William Zielke, and Commissioner Justin Shurley, in attendance remotely via teleconferencing; votes received were:

<u>Final Vote Tally</u>			
	In Favor	Against	Abstain
Samek			
Kelly			
Zielke			
Shurley			

The Board unanimously approved by acclamation X Approved

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Agenda item 5. *COVID-19 Updates*

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<u>Final Vote Tally</u>			
	In Favor	Against	Abstain
Samek			
Kelly			
Zielke			
Shurley			

The Board unanimously approved by acclamation _____

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Agenda item 6. *Property / Fees / Policy / Approvals - Foellinger Theatre*

(in reference to No Commercial Shows)

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<u>Final Vote Tally</u>			
	In Favor	Against	Abstain
Samek	X		
Kelly <i>(Seconded)</i>	X		
Zielke <i>(Moved)</i>	X		
Shurley	X		

The Board unanimously approved by acclamation _____

Fort Wayne Parks and Recreation Department Board of Park
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ROLL CALL (VOTE)

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Agenda item 7 A. *Johnny Appleseed Park Restroom Change Order* (See attachment)

Two Change Orders were approved in one motion

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Final Vote Tally <i>For Two (2) Change Orders</i>			
	In Favor	Against	Abstain
Samek	X		
Kelly	(Moved) X		
Zielke	(Seconded) X		
Shurley	X		

The Board unanimously approved by acclamation _____

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Agenda item 7 B. *Various Pavilion Improvements Change Order*

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<u>Final Vote Tally</u>			
	In Favor	Against	Abstain
Samek			
Kelly			
Zielke			
Shurley			

The Board unanimously approved by acclamation _____

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Agenda item 8. *Department Needs Assessment/Survey Report*

The presentation was accepted as presented - There was no Vote

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<u>Final Vote Tally</u>			
	In Favor	Against	Abstain
Samek			
Kelly			
Zielke			
Shurley			

The Board unanimously approved by acclamation _____