

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

PUBLIC HEARING followed by The **Board of Park Commissioners Monthly Board Meeting** to be held on **Thursday, November 18, 2021**, in the Wolf Learning Center of Salomon Farm Park, 817 W Dupont Road, Fort Wayne, IN 46825.

BOARD MEMBERS PRESENT: Rick Samek, Board President, Vice President Pamela Kelly, M.D., Commissioner William Zielke, and Commissioner Justin Shurley was in attendance via teleconference.

PARKS STAFF PRESENT: Steve McDaniel, Chuck Reddinger, Sandra Odisho, Steve Schuhmacher, Harlean Falls, Mike

Gore, Kathy Pargmann, Chad W. Shaw, and Derek Veit.

Others in attendance were: Pat Stelte of the Allen County Public Library.

1. **CALL TO ORDER:** Board President Richard Samek called the monthly Board meeting to order at 10:00 am., with a **PUBLIC HEARING** on the Intergovernmental parcel of Real Estate. After three (3) attempts to call for public comments, Mr. Samek closed the public hearing at 10:06 am. Hearing no comments, the monthly meeting of the Board of Park Commissioners was called to order.

2. **APPROVAL OF MINUTES:** Commissioner Zielke moved and Vice President Kelly seconded the motion to accept the minutes from Thursday, October 14, 2021 meeting. The motion was duly carried. The approved and signed minutes are on file.

3. **PAYROLL & COMMERCIAL VOUCHERS (2 months):** 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 10/01/21, 10/15/21, and 10/29/21, account payables payment vouchers #2601 to #2910, 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. Vice President Kelly moved and Commissioner Zielke seconded the motion to approve the payroll and commercial vouchers ending **October 31, 2021**, with a Payroll Sub-Total of \$1,128,517.51. Account Payables Sub-Total \$1,334,598.66, and a **Grand Total** of **\$2,463,116.17**. The motion was duly carried. On file is the approved and signed October 2021 payroll and commercial voucher report.

4. **TRUST FUND DONATIONS (2 months):** Finance Manager Odisho navigated the Board members through a listing of the donors, amounts, purpose, along with donations, endowments, and grants received as of **October 2021**, which was **\$95,828.54** President Samek thanked the Estate of the

Nancy W. William, and all for their donations, large and small. By accumulation, the Board approved all the Trust Fund and Donations and grants as reported. YTD totals are **\$1,663,460.29**. The motion was duly carried. A record of all grants, donations, and financial contributions is on file.

5. **2022 Department Budget:** Manager Odisho discussed the approval by the City Council department, highlighting the 4% employee increase and the 2022-2026 Capital Improvement Program, funds toward a new Comprehensive Plan, and the transfer of Master Lease. Vice President Kelly moved and Commissioner Zielke seconded the motion to approve the 2022 Department Budget. The motion was duly carried. On file is the approved 2022 Department budget.

6. **AGREEMENTS/FEES/PROPERTY/RESOLUTIONS/POLICY APPROVALS:**

- A. **Property Transfer:** Deputy Johnson narrated for the Board, the signed Resolution for the “wedge property” transfer and the requirements. Commissioner Shurley further expanded on the purpose of the transfer and made the move for the motion, and Vice President Kelly seconded the motion to approve and authorize the execution of an intergovernmental property transfer between the City of Fort Wayne Board of Park Commissioners and the City of Fort Wayne Department of Redevelopment. The motion was duly carried. On file is the Resolution and the signed transfer agreement.
- B. **Lafayette Place I&M Easement:** Deputy Schuhmacher requested the Board’s approval for the scope of work to complete the connection and easement for future maintenance by Indiana and Michigan Power Company. Commissioner Zielke moved and Vice President Kelly second the motion to approve the Distribution Easement Agreement, Project location map, and supporting documents. The motion was duly carried. On file is the scope of work, Easement No. IN210565, signed and notarized.
- C. **Electric Charging Station Agreement:** Deputy Schuhmacher came before the Board to request approval of an agreement and grant from the Indiana Volkswagen Environment Mitigation Trust Program. Vice President Kelly moved and Commissioner Zielke seconded the approval to install 2 electric charging stations, utilizing 4 parking spaces, for lease in Foster Park. The motion was duly carried. On file is the agreement with the Board of Public Works and the Board of Park Commissioners.
- D. **Headwaters Park Seventh Amendment:** Deputy Reddinger, requested the Board’s approval on the 7th Agreement with the Headwaters Park Alliance, Inc. Executive Director Paddock thanked the Board and Staff, commenting on future resources for funding and goals for the Ice-Skating Rink, the par, members of the Alliance, and discussion on management transition. Commissioner Zielke moved and Vice President Kelly seconded the motion to approve a 15- month agreement. The motion was duly carried. On file is the original management agreement and all preceding amendments, including the Seventh Amendment.
- E. **Women’s Softball Agreement:** Deputy Reddinger requested the Board’s approval for a lease extension agreement, utilizing Packard Park Softball Diamond. Vice President Kelly moved and Commissioner Zielke seconded the motion to approve a lease agreement between the Board of Parks Commissioners and Fort Wayne Women’s Softball Association, with emphasis on the re-location, due to the implementation of a Packard Park Master Plan. The motion was duly carried. On file is the real estate lease agreement.
- F. **Johnny Appleseed Campground Fees:** Deputy Reddinger, and Manager Eden Lamb requested the Board’s approval for fee increases. Vice President Kelly moved and

Commissioner Zielke seconded the motion to approve the day RV rate, tent daily rate, tent weekly rate, dump station for non-registered campers, and firewood fees. The motion was duly carried. On file are the fee recommendations. and fee comparison.

- G. Salomon Farm Park Fees: Deputy Reddinger gave a brief overview of the park infrastructure, Staffing purposes, facilities, and the objective for the fee recommendations. Vice President Kelly moved and Commissioner Zielke seconded the motion to approve the proposed fee recommendations. The motion was duly carried. On file are the rental fee proposal rates.

7. BIDS / CONTRACTS / CHANGE ORDER APPROVALS:

- A. 2021 Excess Vehicle/Equipment: Deputy Schuhmacher requested approval to sell vehicles through the City's auction process. Commissioner Zielke moved and Vice President Kelly seconded the motion to approve the process to sell vehicles and equipment beyond economic repair, deemed excess to the Department's needs. recommendations. The motion was duly carried. On file is a list and photos of vehicles and equipment.
- B. Kreager Park Taylor's Dream Surfacing Improvements: Superintendent Gore stated the scope of work and purpose of the project. Vice President Kelly moved and Commissioner Zielke seconded the motion to approve a contract with Forever Lawn (the original installer 15 years ago), for a new Ultra Green safety surface. The motion was duly carried. On file are the contract and pricing worksheet.

- 8. Salomon Farm Park Presentation:** Director McDaniel and Deputy Reddinger introduced the Staff of Salomon Farm Park. Manager Eden Lamb, Supervisor Larry Hicks, and Margo Nusbaum narrated a PowerPoint Presentation, highlighting programs, services, facilities, day camps, rentals, the Homestead, outdoor explorations, animal interactions, major events with vendors, yearly mid-week Farmer's Market (requirement; all goods must be produced and grown within a 50-mile radius of the farm park), ticketed and free concerts, festivals, and specific class series hosted in the Wolf Learning Center.

PUBLIC COMMENTS: The City of Fort Wayne is under a social distancing and mask-wearing recommendation, by the Mayor, as of June 1, 2021. There was no public input during this meeting.

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

- We have submitted a lengthy list of Parks and Recreation projects to consider for the ARPA Funds. The City has started the process of developing a plan on how to use those funds. City Council has also shown that they would like to be part of the process to build the plan.
- The Indiana Parks and Recreation Association held its annual conference the first week in November. We are honored to have won two awards celebrating 2020. The first was in the category of *Inclusive Program of Excellence Award* for Confluence Kitchen in which our

riverfront programming team brought the community together to celebrate the many cultures within our city. The second award went to Patti Davis for *Outstanding Professional Award*. This award was presented to Patti for her exceptional impact in the field of Parks and Recreation for all that she does.

- ◆ The Homestead in Swinny Park was featured in the 11/18/21 issue of the Journal Gazette
- ◆ Holiday programs and services are scheduled for November and December
- ◆ The Parks and Recreation Department paid 241 employees (129 full-time, 112 regular part-time, and seasonal for the payroll ending October 23, 2021.
- ◆ 3 Full-time and 1 part-time positions are available
- ◆ The Winter Fun Times registration began on November 3rd. December through February programs are covered in this brochure. Breakfast with Santa at the Conservatory has traditionally been the most popular program in the Winter Fun Times!
- ◆ Holiday lights, outdoor restrooms have been winterized, assisted Blue Jacket with the annual Festival of light, currently mulching leaves and preparing for winter
- ◆ Phase I of the Franke Park Renaissance plan
- ◆ Construction has begun at the Botanical Conservatory landscape front entrance program
- ◆ All tropical plants and annuals have been removed from the parks
- ◆ Crews are working on the new Alpine Holiday exhibit
- ◆ Riparian continue to work on removing debris throughout the winter
- ◆ Sarah Nichter will be retiring in mid-December

COMMISSIONER'S COMMENTS: Commissioner Zielke commented on how well the facilities are maintained. President Samek encouraged all to participate in the cooking classes at the Wolf Learning Center. Commissioner Shurley thanked all for the accommodations. The Board has invited President Samek and Vice President Kelly to attend the December meeting of the Park Foundation at the Freimann Foellinger Botanical Conservatory.

There was no further business to come before the Board of Park Commissioners, on Thursday, November 18, 2021, in the Wolf Learning Center of Salomon Farm Park, 817 W Dupont Road, Fort Wayne, IN 46825. There was no further business to come before the Board of Park Commissioners, at 11:35 am, 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

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 18, 2021 meeting online:

<https://acpl.viebit.com/player.php?hash=0WYXjpszcktsr>