

## **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, February 17, 2022. 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. William Zielke, Board President, Mr. Justin Shurley, Vice President, Commissioner Mr. Cory Miller, and Mr. Richard Briley, Commissioner.

**PARKS STAFF PRESENT:** Steve McDaniel, Chuck Reddinger, Sandra Odisho, Steve Schuhmacher, Alec Johnson, Harlean Falls, Kathy Pargmann, Mike Gore, Dennis Hamilton, Chad W. Shaw, Nathaniel Cardelli, Kelsey Gerig, Gilbert Yung, Derek Veit, Robert Hines, and April McCampbell.

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

1. **CALL TO ORDER:** Board President William Zielke called the monthly Board meeting to order at 10:06 am. Mr. Richard “Rick” Briley, a 35-year Fort Wayne native, and Mr. Cory Miller, a resident since 1998 introduced themselves, both expressed their willingness to serve on the Board of Park Commissioners. President Zielke welcomed the new Board members and thanked the former Board President, Richard “Rick” Samek (2005-2021), and Vice-President, Dr. Pamela Kelly (2006-2021) for their many years of dedication, support, and service.
2. **APPROVAL OF MINUTES:** Board Vice President Shurley moved, and Commissioner Miller seconded the motion of accepting the meeting minutes from Thursday, December 9, 2021, for approval 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 12/10/21 and 12/24/21, account payables payment vouchers #3169 to #3391; #1 to #4; and #8 to #75, 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 Shurley moved and Commissioner Briley seconded the motion to approve the payroll and commercial vouchers ending **December 31, 2021**, with a Payroll Sub-Total of \$706,569.87. Account Payables Sub-Total \$1,959,534.90 and a **Grand Total of \$1,935,327.25**. The motion was duly carried. The signed December 2021 payroll and commercial voucher reports were

approved and are on file. Included in the report is the number of full-time and part-time employees, for pay periods ending 01/07/22 and 01/21/22, account payables payment vouchers - #4 to #7 and #76 to #241 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. Health and Retiree insurance payments are made monthly. Commissioner Miller moved and Commissioner Briley seconded the motion to approve the payroll and commercial vouchers ending **January 31, 2022**, with a Payroll Sub-Total of \$706,726.83. Account Payables Sub-Total \$1,227,656.84 and a **Grand Total** of **\$1,934,383.67**. The motion was duly carried. The signed January 2022 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, purpose, along with donations, endowments and grants received as of **December 31, 2021**, was total of **\$1,838,768.43**. Riverfront Development Reimbursements - Fort Wayne Park Foundation, (July 2021) \$30,000.00; (August 2021) \$50,000.00 Indiana DNR (July 2021), \$2,740.50-Wells Street Bridge Grant Reimbursement and Indiana DNR (October 2021), \$36,381.67-Wells Street Bridge Grant Reimbursement. Total Riverfront Development Reimbursements - \$80,000.00 and a Grand year-to-date Total including Riverfront Development of **\$1,918,768.43**. Commissioner Briley moved and Commissioner Miller seconded the motion to approve all donations and grants reported for December and the year-to-date total. The motion was duly carried. The motion was duly carried. On file are all donations and grants listed in the report. As of **January 31, 2022**, the total amount received was \$156,379.03. A record of all grants, donations, and financial contributions are on with designated purposes, along with donations, endowments, and grants received. Vice President Shurley moved and Commissioner Briley seconded the motion to approved all as reported within the January 2022 Trust Fund and Donation report. The motion was duly carried. A record of all grants, donations, and financial contributions is on file.
  
5. **UNCOLLECTIBLE DEBT EXPENSES:** Finance Manager, Odisho, directed the Board's attention to the Foellinger-Freimann Botanical Conservatory Catering Fees-Event Center LLC. Commissioner Briley moved and Commissioner Miller seconded the motion to approve a balance write-off with Event Center LLC, *dba* Emphyrean Events & Catering for a total of \$350.00 impacted revenue fund 121P270. The motion was duly carried. On file are the Catering agreement, signed 4/25/2019, and all subsequent documentation to collect the debt.
  
6. **AGREEMENTS / FEES/ RESOLUTIONS / POLICY APPROVALS:**
  - A. **Franke Park I&M Easement Agreement – Deputy Steve Schuhmacher presented.** Vice President Shurley moved and Commissioner Miller seconded the motion to approve an easement contract, for construction and maintenance, providing electrical power to the new Festival of Lights Christmas Village display (for future use); with Indiana Michigan Power Company. The motion was duly carried. On file is the scope of work and contract.

**B. MOU Fort Financial/Mad Ants for Reservoir Park Basketball Mural – Deputy Johnson presented.** Vice President Shurley moved and Commissioner Miller seconded the motion to approve the Memorandum of Understanding (MOU), outlining each party (Fort Mad Ants/Artist Andre Portee/Fort Financial Bank) responsibility in the successful completion of the Reservoir Park Basketball Court Mural (three designs) Agreement and budget. The motion was duly carried. On file is the MOU.

**C. 2022 Community Center Fees – Deputy Reddinger presented.** Vice President Shurley moved and Commissioner Miller seconded the motion to approve rental fee increases for the Community Center (Downtown), including the setup, cleanup, security, and other room per hour rates. The motion was duly carried. On file are the fee recommendations, comparison fees, and new rates.

**D. \*Spring (March-May) 2022 Fun Times Brochure Fee Recommendations – Deputy Reddinger.** Commissioner Miller moved and Commissioner Briley seconded the motion to approve the 2022 Spring (March, April, May) Fun Times Brochure fees, programs, jobs, festivals, and services listed; with permission to make any adjustments, noting the inclusion of the airfare for the Travel Service. The motion was duly carried. On file is the electronic Vote Talley request sheet, and the 2022 Spring Fun Times Brochure.

**E. 2022 Promenade Park Rental Fees – Deputy Reddinger.** Commissioner Briley moved and Vice President Shurley seconded the motion to accept the rental, event, school group fees, and security fees for, and in Promenade Park, Wells Street Bridge, Park Foundation Pavilion, Auer Lawn, and the Old National Bank Plaza. The motion was duly carried. On file are the financial objective, fee recommendations, and Promenade Park map.

**F. 2022 Sweet Breeze Fees -Deputy Reddinger presented.** Commissioner Briley moved and Commissioner Miller seconded the motion to approve the security fees, an addition of a 60-minute fee tour rate, and catering fee when necessary for authorization. The motion was duly carried.

**G. Glorious Gate Shoaff Park Storage Building Agreement – Deputy Reddinger presented.** Vice President Shurley moved and Commissioner Miller seconded the motion to approve and agreement (MOA) with Glorious Gate Rowing Association, Inc., Phase II of the dock usage; for a term to expire on the 5<sup>th</sup> anniversary of the effective date. The motion was duly carried. On file are all phases of the MOA, and the signed agreement.

**H. 2022 Mother's Day Plant Sale Fee Recommendations – Nathaniel Cardelli presented.** Commissioner Miller moved and Commissioner Briley seconded the motion to approve the financial objective for the 2022 Mother's Day Plant Sale pricing for 660 different varieties of plants, vegetables, annuals, perennials, seeds, and herbs. The motion was duly carried. On file are the categories and prices.

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

**A. Franke Park Renaissance Project Construction Management Contract – Deputy Schuhmacher presented.** Vice President Shurley moved and Commissioner Briley seconded the motion to approve a contract with Michael Kinder & Sons, as construction manager of construction (CMc) for the Phase I Franke Park Renaissance Project. The motion was duly carried. On file are the bi/quote tabulation sheet, and contract.

**B. Foellinger-Freimann Botanical Conservatory HVAC Controls Upgrade – Superintendent Shaw presented.** Commissioner Miller moved and Commissioner Briley moved to approve the HVAC Controls upgrades at the Botanical Conservatory, in a contract with Conserv Building

Automation Systems (service provider for Johnson Controls). The motion was duly carried. On file are the approval form and contract.

- C. **Foellinger-Freimann Botanical Conservatory Control Values/Catwalk Platform – Superintendent Shaw presented.** Vice President Shurley moved and Commissioner Briley seconded the motion to approve the scope of work for access to crucial mechanical systems and installation of new values throughout the Botanical Conservatory; entering into a contract with Allied Mechanical. The motion was duly carried. On file is the scope of work and contract.
- D. **2022 Tree Removal Contracts – Superintendent Veit presented.** Vice President Shurley moved and Commissioner Briley seconded the motion to approve a contract with Mitchell Tree Company, LLC, for the removal of 43 trees, and the second contract with Worx Companies for the removal of 154 trees. The motion was duly carried. On file are all approved contracts and the bid/quote tabulation sheets.
- E. **2022 Paving Projects – Superintendent Gore presented.** Vice President Shurley moved and Commissioner Miller seconded the motion to approve site demolition, excavation, drainage, milling, paving, striping, sign installation, erosion control measures, and seeding to various parks parking lots, drives, and trails, in Franke Park, seal coat the Zoo parking lot and main entrance, at Kreager Park, (Taylor’s Dream), pathway near the outdoor fitness equipment, Community Center (Downtown) Berry Street parking lot, Swinney Park Frisbee Golf parking lot, and the east side of Hamilton Park; contract amount with T.E. Inc. The motion was duly carried. On file are the scope of work, designs, bid/quote tabulation, and contract.
- F. **Tennis/Pickleball Court Resurfacing - Superintendent Gore presented.** Commissioner Miller moved and Vice President Shurley seconded the motion to approve the scope of work, and contract with K & M Asphalt Sealing Maintenance Inc., for Tennis and Pickle Ball Court resurfacing improvements at Lakeside, Hamilton, Foster, Kettler, and Tillman Tennis Courts. The motion was duly carried. On file are the approval form, contact, and bid tab sheet.
- G. **Swinney Log House Roof Replacement - Superintendent Gore presented.** Commissioner Briley moved and Vice President Shurley seconded the motion to approve contact with Schenkel Construction for the scope of work, demolition of existing wood, and to shake roof down to the existing decking, on the Log House in Swinney Park. The motion was duly carried. On file are the contract, bid/quote tabulation sheet, and approved form.
- H. **Northside, Foster, and Jennings Playground Equipment Replacements - Superintendent Gore presented. Gore.** Commissioner Miller moved and Vice President Shurley seconded the motion to approve the scope of work for playground equipment at Bob Arnold/Northside Park (Ages 2-5 area), Foster Park, (Ages 2-5 areas), and the Jennings Center; entering into a contract with Midstates Recreation. The motion was duly carried. On file is the bid/quote tabulation sheet, contact, and signed approval form.
- I. **Franke Day Camp Nature Lodge and Long House Roofs Replacement - Superintendent Gore presented.** Commissioner Briley moved and Commissioner Miller seconded the motion to approve the scope of work, and contract with Dahm Brothers, Inc.; for the 2022 Franke Park Day Camp Roofing Project on the Nature Lodge and Longhouse. The motion was duly carried. On file, is the contact, bid/quote tabulation sheet, and signed approval form.
- J. **McMillen Golf Course Chemical Building - Superintendent Gore presented.** Vice President Shurley moved and Commissioner Briley seconded the motion to approve a contract with Hamilton Hunter Builders, for the scope of work and installation of a new contract pad for the McMillen Park Golf Course Chemical Storage building. The motion was duly carried. On file is the contract, bid/quote tabulation sheet and approval form are on file
- K. **Change Order / Community Center Roof Phase 1 – Superintendent Gore presented.** Commissioner Miller moved and Vice President seconded the motion to approve the deduction with Contractor Dahm Brothers, Inc., for the Community Center (Downtown) roof improvements, with the specifications formulated by Martin Riley. The motion was duly carried. On file is the contact, change order #1, and the signed approval form.

*L. Change Order / Kreager Park Barn – Superintendent Gore presented.* Vice President Shurley moved and Commissioner Briley seconded the motion to approve Change Order #1 for an addition to the contract with Strebis Construction, Inc., for the scope of work on the Kreager Barn rehabilitation project. The motion was duly carried. On file is the contract, change order #1, and the signed approval form.

8. **FORT WAYNE PARKS & RECREATION SHOWCASE** – Upon the suggestion of President Zielke, Deputy Director Steve Schuhmacher narrated a PowerPoint presentation. Very strategically highlighting the valuable and enlightening historical information, acreage, maps, monuments, signage, walking paths, connecting trails, with actual photos, improvements, and amenities of the parks in the northeast quadrant of the City; Bob Arnold/Northside Park, Klug Park, Kreager Park, Lakeside Park, Lions Park, and Shoaff Park. For a complete review of the presentation and location of all parks listed go to: [www.fortwayneparks.org](http://www.fortwayneparks.org)

**PUBLIC COMMENTS:** There was no public input for this meeting.

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

- ◆ A report on Volunteerism calculations was formulated by the Staff and presented by Director McDaniel, with a total of approximately 650 people volunteering, with over 17,700 hours, using a wage guide of \$28.54/hour for each volunteer: would calculate to over ½ a million dollars in earned wages.
- ◆ The 2021 Annual Report is ready for review and distribution
- ◆ Additional Staffing initiatives to begin this Spring, beginning with wage adjustments and a Job Fair
- ◆ Going forward, to comply with the Board President's request, we will add Park priorities to the Agenda
- ◆ The Department was favorably mentioned during the Mayor's State of the City address
- ◆ In the process of restructuring the wage formulation of several positions
- ◆ The Dog Park pass program has seen increases.
- ◆ Plans to implement a new electronic rental/pay system continue for use in the Administrative office, Botanical Conservatory, and all three Golf Courses
- ◆ Preparing for any possible flooding and Spring maintenance of facilities and parks
- ◆ Assisting the City to collect trash, during the transition of a new trash/recycle company
- ◆ We have been experiencing an unusual amount of challenges in receiving quotes on equipment and vehicles
- ◆ Introduction of Gilbert Young, new Horticulture, and Kelsey Gerig, Coordinator at the Foellinger-Freimann Botanical Conservatory
- ◆ Finishing the schematic design on the Framke Park Master Plan
- ◆ Preparing an RFP for the update of the 18-year-old Park Comprehensive Plan
- ◆ The Gardeners are pruning trees, removing invasive species, and preparing for Spring, planning events, training volunteers, and adjusting to the shortage of staff



- ◆ In the area of Marketing: Sarah Nichter, retired after 19 years of service, in December 2021. Sarah's position is being filled by Robert Hines, and April McCampbell is filling the position previously held by Robert Hines
- ◆ Spring Fun Times Brochure was released on February 2
- ◆ Total Website hits in 2021 was 1, 259,208. This is the second-highest amount of yearly hits in the past 11 years.
- ◆ Winterval was successful on a very cold, blustery day
- ◆ The meeting today (Thursday, February 17, 2022) was filmed with only one camera. This meeting was not aired in real-time

**COMMISSIONER'S COMMENTS:** President Zielke again welcomed the new Commissioners (Cory Miller and Richard Briley) and congratulated Justin Shurley on his new position, as Board Vice-President.

There was no further business to come before the Board of Park Commissioners, on Thursday, February 17, 2022, in the City Council Discussion Chambers of Citizens Square (garden level) Room 30, 200 East Berry Street, Fort Wayne, IN 46802. At 11:54 am, the meeting was adjourned.

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

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**William Zielke, President**

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**Justin Shurley, Vice-President**

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**Cory Miller, Commissioner**

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**Richard Briley, 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, February 17, 2022 meeting online:**  
<https://acpl.viebit.com/player.php?hash=GGRBdEvJOXH5>