

## SUMMARIZATION OF MINUTES FOR THE BOARD OF PARK COMMISSIONERS

The Board of Park Commissioners held their monthly Board meeting on Thursday, April 14, 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, (*was in attendance via ZOOM*) 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, Michael Gore, April McCampbell, Kathy Pargmann, Chad W. Shaw, Nathaniel Cardelli, and Robert Hines.

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

1. **CALL TO ORDER:** Director McDaniel deferred **via ZOOM**, to Board President William Zielke welcomed all, and called the monthly Board meeting to order at 10:00 am.
  
2. **APPROVAL OF MINUTES:** Board Commissioner Miller moved, and Vice President Shurley seconded the motion of accepting the meeting minutes from Thursday, March 10, 2022, 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 are the number of full-time and part-time employees, for pay periods ending 03/04/22 and 03/18/22, account payables payment vouchers #427 to #729, 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; noted were the Capital lease payments for annual equipment leases. Vice President Shurley moved and Commissioner Briley seconded the motion to approve the payroll and commercial vouchers ending **March 31, 2022**, with a Payroll Sub-Total of \$681,117.55. Account Payables Sub-Total \$1,159,030.39 and a **Grand Total of \$1,840,147.94**. The motion was duly carried. The signed March 31, 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, and purpose, along with donations, endowments, and grants received as of **March 2022**, which was a total of **\$490,957.00**. Riverfront Development Reimbursements – English, Bonter (2/2022) \$50,000.00. Total Riverfront Development Reimbursements - \$50,000.00 and a Grand year-to-date Total including Riverfront Development of **\$714,209.78, YTD \$664,209.78**. Commissioner Briley moved and Vice President Shurley 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.

5. **PARK PRIORITIES:**

**Deputy Alec Johnson** of Planning & Development reported on the following: Riverfront Phase II-A bids have been reviewed and awarded. Franke Park Renaissance Project design, and development, Phase I, the scope of work was rendered via PowerPoint. The new Franke Park entrance off Goshen Road is designed to take the pressure off the Sherman Blvd. entrance.

**Kathy Pargmann** – Marketing Team Lead reporting on hiring strategies, plans, needs, and efforts to hire Staff and fill open positions. Job Fairs, outreach, and Pop-Up events have been implemented.

**Steve McDaniel**, Director reported on the progress of the Foster Golf Course Master Plan. Public Input and follow-up meetings have been scheduled, for April 21, 6:00 pm at Sears Pavilion.

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

**A. 2022 McMillen Park Community Center Fees – Deputy Reddinger presented.**

Commissioner Miller moved and Commissioner Briley seconded the motion to approve the fee recommendations for the McMillen Park Community Center fees. The motion was duly carried. On file are the fee recommendations, approved charges, and facility layout.

**B. 2022 Community Gardens Fee Increase and Trust Establishment – Superintendent Shaw presented.** Vice President Shurley moved and Commissioner Briley seconded the motion to approve the proposed fee of \$15.00 per year, the rental fee of each 101 garden plot, and the establishment of a Community Gardens Fees Rental Trust. The motion was duly carried. On file is the yearly rental fee and the aerial view topography gardens location, at the corner of Bluffton and Sandpoint Roads. The motion was duly carried. On file are the signed approval form, the rental rate increase, and the aerial topography view of the garden plots.

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

**A. Franke Park Drainage Project Change Order #2 – Superintendent Shaw presented.**

Commissioner Briley moved and Commissioner Miller seconded the motion to approve the contract with Exterior Service LLC, the scope of work, and collaborative funding with the City Utilities Department. The motion was duly carried. On file are the signed approval form, contract, and change order number 1.

**B. Lakeside Park Sidewalk Paving Project – Superintendent Gore presented.** Commissioner Miller moved and Commissioner Briley moved to approve the scope of work, restoration, and a contract with Shannon Concrete. The motion was duly carried. On file are the signed approval form, bid tab, and contract.

C. *2022 Mowing Contract – Superintendent Gore presented.* Commissioner Briley moved and Commissioner Miller seconded the motion to approve the contract with Diamond Green for mowing 39 areas in various parks, small parklands, and boulevards, on a five (5) day rotation. The motion was duly carried. On file are the scope of work, bid tabulations, and the contract.

8. **FORT WAYNE PARKS & RECREATION SHOWCASE** – Deputy Director Steve Schuhmacher described and showcased the highlights of the following parks and facilities.

A. *Bass Park – 1700 Hoagland Avenue*

B. *Community Center – 233 W. Main Street*

C. *Foellinger-Freimann Botanical Conservatory – 1100 S. Calhoun Street*

For a complete review of the presentation listed go to: [www.fortwayneparks.org/parks](http://www.fortwayneparks.org/parks) or <http://www.fortwayneparks.org/parks/parks-showcase.html>

9. **UPDATES – FOELLINGER-FREIMANN BOTANICAL CONSERVATORY** –

Nathaniel Cardelli, Manager thanked the many Volunteers that are valued for their assistance and support. Reported on the following:

*Emergence: Live Butterfly Exhibit – April 23 – June 26 Public hours*

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

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

- ◆ The 2022 Foeller Theatre season is shaping up to be a great summer, beginning with Air Supply on June 11. Ticket sales for all shows will go on sale one week prior to the date of the scheduled concert. FREE Concerts will be scheduled for the Fort Wayne Community Band – June 14; New Millennium Jazz Orchestra – July 13 and Fort Wayne Children’s Choir – July 29. Additional artist will be announced. To view concert series listing, schedule and ticket prices, please visit <https://www.fortwayneparks.org/facilities/foellinger-theatre.html>
- ◆ Arbor Day Celebration will be April 29<sup>th</sup> at Foster Park West for a Press Conference
- ◆ Annual Mother’s Day Plant Sale, May 6, 7, 8
- ◆ All Camp programs are open, with a waiting list for a few
- ◆ 25 Travel Writers will be visiting in the month of May
- ◆ May 14, McMillen Park Community Center Extravaganza and Fiber Arts Festival
- ◆ Still short on recruiting additional Camp Counselors
- ◆ 210 Employees on the payroll ending April 2022, with 5 full-time positions open, and 1 part-time position available. All Seasonal positions are still open
- ◆ Installed a new credit card chip reader at all locations that accept credit as payment
- ◆ Foster Park Pavilion #3 project to begin soon
- ◆ Kreager Playground should be open in one week.

- ◆ April 28, all water should be turned on in parks
- ◆ Planning Division working on Riverfront Phase II, various other projects spring clean-ups, and our Riparian Staff continue to work on logs, and installing docks.
- ◆ Two Podcast featuring Zynette Paige – Weisser Park Youth Center and Riley Hollenbaugh, Riverfront programming.
- ◆ The Marketing Team continues to coordinate Job Fairs and Pop-Up events
- ◆ Looking forward to a somewhat normal summer

**COMMISSIONER'S COMMENTS:** Commissioner Shurley mentioned interesting Comedy coming to the Foellinger Theatre, and the many Day Camps that are full at this point., and looking forward to visiting the Butterfly Exhibit. Commissioner mentioned it is truly amazing to all that is going on in the Department. President Zielke confirmed the next meeting of May 19, 2022, and thanked all in attendance.

There was no further business to come before the Board of Park Commissioners, on Thursday, April 14, 2022, in the City Council Discussion Chambers of Citizens Square (garden level) Room 30, 200 East Berry Street, Fort Wayne, IN 46802. At 10:53 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, April 14, 2022 meeting online:**

<https://acpl.viebit.com/player.php?hash=hwef3CaV8CZQ>

<http://www.fortwayneparks.org/parks/parks-showcase.html>