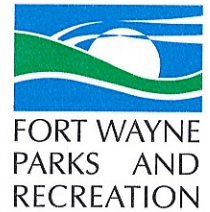


# SUMMARIZATION OF THE ANNUAL ORGANIZATIONAL MEETING FOR THE BOARD OF PARK COMMISSIONERS



The **Board of Park Commissioners** held its **Organizational Board Meeting** on **Thursday, February 17, 2022, at 10:00 am**. The meeting was held in the City Council Discussion Room 30, in the (garden level) Citizens Square Building, 200 East Berry Street, Fort Wayne, IN 46802

**BOARD MEMBERS PRESENT:** William “Bill” Zielke, Commissioner, Justin Shurley, Commissioner, Cory Miller, Commissioner, and Richard Briley, Commissioner.

**PARKS & RECREATION 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 Young, Derek Veit, Robert Hines, and April McCampbell.

*Others in attendance were:* Pat Stelte of City TV, Access Fort Wayne, and Allen County Public Library.

**1. CALL TO ORDER:** Director Steve McDaniel called the 2022 Organizational Meeting to order at 10:00 am.

## **2. ELECTIONS FOR THE OFFICERS OF THE BOARD OF PARK COMMISSIONERS:**

- A. Election of the office of President**
- B. Election of the office of Vice-President**
- C. Election of the office of Board Secretary**

Director McDaniel asked for nominations for the office of President. Commissioner Zielke nominated Rick Samek, for the office of Board President. Commissioner Shurley seconded the motion for the nomination of the office of President. There were no further nominations. The motion was duly carried. Director McDaniel congratulated President Samek and turned the direction of the meeting over to Richard Samek, President of the Board of Park Commissioners.

**3. ELECTION PROCESS CLOSED:** Newly elected Board President Zielke asked if there were any other nominations. The motion was duly carried for the office of Vice-President.

President Samek called for nominations for the office of Secretary. Commissioners Shurley nominated Steve McDaniel as Secretary to the Board of Park Commissioners and Commissioner Zielke seconded the motion. There were no further nominations for the office of Secretary. The motion was duly carried.

With all offices for the Board of Park Commissioners being officially filled, President Samek, congratulated everyone and thank each Commissioner for their service. There being no other nominations or election offices to fill; the process was declared closed. On file are a listing of all Board of Park Commissioners, their terms of service, and contact information.

**4. APPROVAL OF MINUTES:** President Samek asked for approval of the minutes from the last (2020) Organizational Meeting. Commissioner Zielke moved and Commissioner Shurley seconded the motion to approve the minutes from the Organization Meeting dated **February 11, 2021**. The motion was duly carried. The signed minutes are on file. **CONFIRMATION OF COMMITTEE ASSIGNMENTS:** All Commissioners received a summary of committee assignments before the meeting date. President Samek read the names of each Board Liaison for external committees and terms of service. President Samek proceeded with an explanation and purpose of internal committee appointments along with designated sub-committees with Staff members. President Samek thanked the Commissioners for their service, time, and commitment to the Fort Wayne Parks & Recreation department. A copy of all committee assignments is on file

With no further business to discuss, President Samek moved to close the Organizational Meeting for the election of officers and committee assignments, declaring adjournment at 11:54 am, on **Thursday, February 17, 2022**. The Board of Park Commissioners proceeded with their regularly scheduled monthly meeting.

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

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**Commissioner**

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**Commissioner**

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**Commissioner**

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**Commissioner**

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**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>



FORT WAYNE  
PARKS AND  
RECREATION

*Play well...Live well*



705 E. State Blvd.  
Fort Wayne, IN 46805

(260) 427-6000

www.fortwayneparks.org

## SUMMARIZATION OF MINUTES FOR THE BOARD OF PARK COMMISSIONERS

The Fort Wayne Parks & Recreation Department and the **Board of Park Commissioners** held their monthly meeting on **Thursday, December 8, 2022**, in the **Kessler Room of the Foellinger~Freimann Botanical Conservatory, 1100 South Calhoun Street, Fort Wayne, IN 46802.**

**BOARD MEMBERS PRESENT:** Mr. William Zielke, Board President, Mr. Justin Shurley, Vice President, Mr. Cory Miller, Commissioner, Mr. Richard Briley, Commissioner.

**PARKS STAFF PRESENT:** Steve McDaniel, Chuck Reddinger, Sandra Odisho, Steve Schuhmacher, Alec Johnson, Harlean Falls Kathy Pargmann, Eden Lamb, David Weadock, April McCampbell, Chad Shaw, Daryn Schwartz, Derek Veit, Mike Gore, Rhonda Berg, Robert Hines, Travis Roth, Gary Whitacre, and Tiffany Krizo

***Others in attendance were:*** Teri Letizia, Tony Gandleborn, Julie Hall, Victoria Kruse, Galen Yordy, Wendy Stein, Cathie Rowand, and Pat Stelte of the Allen County Public Library.

- 1. CALL TO ORDER:** Board President William Zielke welcomed all, and called the monthly Board meeting to order at 10:00 am via Zoom.
- 2. APPROVAL OF MINUTES:** Board Vice President Justin Shurley moved, and Cory Miller, Commissioner, seconded the motion of accepting the meeting minutes from **Thursday, November 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 11/11/22, and 11/25/22 account payables payment vouchers #3137 to #3380, 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. Commissioner Briley moved and Vice President Shurley seconded the motion to approve the payroll and commercial vouchers ending **November 30, 2022**, with a Payroll Sub-Total

of \$775,059.85. Account Payables Sub-Total \$3,428,866.79, and a **Grand Total** of **\$4,203,926.64**. The motion was duly carried. The signed November 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 **November 30, 2022**, which was a total of **\$9,915.50**. Commissioner Miller moved and Commissioner Briley seconded the motion to approve all donations and grants reported for December and the year-to-date total, of **\$937,179.77**. Total Riverfront Development Reimbursements - **\$75,000.00**, Grand year-to-date Total including Riverfront Development of **\$1,012,179.77**. The motion was duly carried. On file is the Trust Fund report.

**5. PARK PRIORITIES:** *Deputy Alec Johnson, Planning & Development/Landscape/Horticulture/Forestry/Riparian/Botanical Conservatory* – Did not receive the 4.5 million grant funding for the Franke Park Renaissance project. Riverfront Phase 2A will conclude this spring. *Director McDaniel* – A Public hearing was hosted on the Foster Park Master plan, which will formulate action steps to continue with trail users and others in the surrounding neighborhood and community.

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

**APPROVALS:**

- A. Mason Drive Park Access Easement Agreement – Schuhmacher** – Vice-President Shurley moved and Commissioner Miller seconded the motion to approve a temporary easement with The County of Allen, State Indiana to grant the right-of-way and easement, effective May 31, 2023, and to cut back trees which interfere with the path located on the Access Easement to permit Construction Equipment to access the Drainage Ditch located south of Mason Drive Park. There is no transfer of funds with this agreement. The motion was duly carried. On file are the scope of work, agreement, and contract.
- B. Athletic Courts & Fields Fees – Smith / Schwartz** – Commissioner Briley moved and Commissioner Miller seconded the motion to approve the 2023 fee recommendation for Athletic Fields and Courts, to increase football, rugby, lacrosse, and soccer field fees \$.50 per hour, softball diamond fees \$1.00 per hour, ball diamond practice fees \$3.00 per 2 hours, and a new Pickleball Court fee. The motion was duly carried. On file are the fee recommendations.

- C. 2023 Aquatic Fees – Schwartz** – Vice President Shurley moved and Commissioner Miller seconded the motion to approve the 2023 Aquatics fees for McMillen Pool, Northside Pool, and Memorial Pool, to increase the daily admission fees, and the punch pass. The motion was duly carried. On file are the fee recommendations.
- D. 2023 Golf Course Fee Recommendations –Whitacre** - Commissioner Briley Commissioner Miller moved and seconded the motion to approve the 2023 Golf Course fees for Foster, McMillen, and Shoaff Courses increases for the weekend outing, weekday outings, and season pass fees. The motion was duly carried. On file are the fee recommendations.
- E. Hurshtown Reservoir Fees – Reddinger / Lamb** – Commissioner Miller moved and Commissioner Briley seconded the motion to approve the 2023 Hurshtown Reservoir fee recommendations. The motion was duly carried. On file is the fee schedule, effective 1/1/2023.
- F. Riverfront Fees – Reddinger** – Vice President Shurley moved and Commissioner Miller seconded the motion to approve the fee recommendations for Staffing, in Promenade Park for 2023; to include the Park Foundation Pavilion rentals, the Auer Lawn & SW Bandshell East, Old National Bank Plaza a& SW Bandshell West and the Historic Wells Street Bridge. The motion was duly carried. On file are the fee recommendations.
- G. Riverfront Agreement – Reddinger** –Commissioner Miller moved and Commissioner Briley seconded the motion to approve the lease agreement with Perry St. Market To Go, LLC, effective 1/23/2023, dba Teds Snack + Bar. The motion was duly carried. The Lease Agreement terms and conditions are on file.
- H. Botanical Conservatory Fee Recommendations –Cardelli** - Vice President Shurley moved and Commissioner Miller seconded the motion to approve the 2023 Corporate Membership fees, with 5 different levels, effective 1/1/2023. The motion was duly carried. On file is the membership fee scale. Vice President Shurley moved and Commissioner Miller seconded the motion to increase the fee recommendations for field trips and labs for adults and children. The motion was duly carried. On file are the fee recommendations, and area comparison sheet.
- I. Shoaff Park & Lakeside Park Artist Contract – Johnson** – Commissioner Miller moved and Commissioner Briley seconded the motion to approve, in partnership with the Public Art Commission, a contract Jim Merz (Artist), for the design, supplies, materials, equipment fabrication, and transportation to install the Atrwork, in Lakesikde and Shoaff Parks. The motion was duly carried. On file is the scope of work and contract.

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

- A. **Parks Comprehensive plan contract – Johnson** – Vice President Shurley moved and Commissioner Briley seconded the motion to approve a contract for the Parks & Recreation Comprehensive Plan with Design Workshop as the Consultant. The motion was duly carried. On file are the score tabulation sheet and the contact.
- B. **2022 Year-End Tree & Stump Removal – Veit** - Commissioner Briley moved and Commissioner Miller seconded the motion to approve a contract with Custom Tree Care, Inc., for the scope of work for the removal of 179 total trees located throughout the City, as tree removal package. The motion was duly carried. On file are the scope of work, the bid sheet, and the contract.
- C. **Lawton Park Fuel Station Improvement Project – Schuhmacher** – Commissioner Shurley moved and Commissioner Miller seconded the motion to approve a contract with Gasoline Equipment, for the removal/replacement of old and outdated gasoline pumps at the Laswton Park maintenance yard. The motion was duly carried. On file is the be sheet and scope of work.

**PROJECT UPDATES:** Deputy Director Steve Schuhmacher presented a wide-ranging pictorial report highlighting 2022 projects, renovations, structures, monuments, and various improvements to parks, fountains, landscaping, facilities, sidewalk projects, outdoor game boards, monument restorations, signage, with emphasis on future enhancements, projects, maintaining existing properties, and completing the Memorial Park Olen J. Pond Monument Head, as well as the entire statue was restored. Other park projects, golf courses, athletic courts, trails, parking lots, basketball court murals, converting several tennis courts to Pickleball courts, drainage improvements, and various other properties were featured. Focusing on bridge restoration, Riverfront Phase II, various Park Master Plans, and Franke Park Renaissance plans for 2023.

**8. BOTANICAL CONSERVATORY UPDATES:** Superintendent Chad W. Shaw, celebrated the dedicated Staff and emphasized the highlights for 2022, improvements, and proposals for 2023 and beyond. The spirit of collaboration was mentioned with an appreciation for other areas within the Department and the Community. A variety of featured new programs, a new camp, lively creative showcase exhibits, and significant revenue growth were credited to the dedicated work of the Botanical Conservatory team. Kudos were given to the Board for their support, the many volunteers, the Staff, and the grant funders, that contribute to the success of the Botanical Conservatory.

**PUBLIC COMMENTS:**

Galen Yardy addressed the Board regarding the proposed changes to Foster Park and concern about the isolation of Pavilion #3.

Wendy Stein expressed concern over current amenities in Foster Park and would like to move forward with more meaningful and robust Public meetings.

Cathie Rowand addressed the Board on the proposal of docks between the trail and the possible waterfront development; along with issues of biking, trails, connectivity, and the safety of the trail section near Turnstone and Parnell Avenue.

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

- ◆ Bond rating call – discussion with a rating council, received the 2<sup>nd</sup> highest rating in the history of the City.
- ◆ Bonds were placed on the market with 10 bidders, another historic first
- ◆ Thank you to the Board, Staff, and volunteers for their continued dedication and support
- ◆ Board President William “Bill” Zielke was recognized for his 17 years of service and dedication to the Board of Park Commissioners and the Fort Wayne Parks & Recreation Department
- ◆ Edne Lamb is an award recipient as an emerging young leader with NRPA
- ◆ Great Christmas on the Farm with record attendance for 2022
- ◆ A Christmas Carol production at Salomon Farm Park SOLD OUT
- ◆ The Jennings Wassail event was celebrated on Sunday
- ◆ 2022 Office highlights include new credit processors, web registration site updates, key codes updated, and new pavilion survey requests were implemented
- ◆ Relocation of the Heavy Equipment crew, due to the Franke Park project
- ◆ Ready equipment for snow, along with facility maintenance
- ◆ Employee training continues with a new Safety Manager
- ◆ Planning and Design continue to enhance the Botanical Conservatory, with unique showcases, designs, and exhibits. We encourage all to
- ◆ Kathy Pargmann is being recognized for 35 years of services
- ◆ The Tree City USA application has been submitted
- ◆ The Marketing Team continues to work on future programs and services

**COMMISSIONER'S COMMENTS:** President expressed his appreciation to the Staff for hosting the meeting, and to all those who support the Department. Stating he has especially enjoyed the history of the parks, and thanked the Commissioners for protecting the Tree Canapoy and their continued support. Commissioner Miller thanked the Staff for all their hard work.

There was no further business to come before the Board of Park Commissioners, on **Thursday, December 8, 2022**, in the **Kessler Room of the Foellinger~Freimann Botanical Conservatory, 1100 South Calhoun Street, Fort Wayne, IN 46802**, At 11:45 am, the meeting was adjourned.

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

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**Commissioner**

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**Commissioner**

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**Commissioner**

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**Commissioner**

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**Director/Board Secretary**

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