

SUMMARIZATION OF MINUTES FOR THE BOARD OF PARK COMMISSIONERS

Following the conclusion of the 2024 Annual Organizational Meeting, The Board of Park Commissioners held their monthly Board meeting on Thursday, February 8, 2024. 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. Justin Shurley, President Mr. Cory Miller, Vice President, Mr. Richard Briley, Commissioner, and Mrs. Jenna Jauch, Commissioner.

PARKS STAFF PRESENT: Steve McDaniel, Chuck Reddinger, Sandra Odisho, Steve Schuhmacher, Alec Johnson, Harlean Falls, Kathy Pargmann, Derek Veit, Rick Kinney, Brian Fiedler, David Weadock, Erick Ummel, Jill Bowyer, Chad W. Shaw, Travis Roth, April McCampbell, and Robert Hines.

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

1. **CALL TO ORDER:** After the Annual Organizational meeting, Board President Justin Shurley called the monthly Board meeting to order at 10:06 am.
2. **APPROVAL OF MINUTES:** President Shurley called for approval of the minutes from the Thursday, December 14, 2023 meeting. Vice President Miller mentioned the following *correction*, as stated in the minutes, during the period of the Commissioner's Comments: *Both Commissioner Jauch and Vice President Miller echoed the comments of President Shurley, correction not it is fun to be a part of the Department – Happy Holidays!* Commissioner Briley moved, and Commissioner Jauch, seconded the motion, with the noted correction, striking out the word not. The motion was duly carried. The approved and signed minutes are on file.
3. **PAYROLL & COMMERCIAL VOUCHERS:** Manager Sandra 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 12/08/23 and 12/22/23, account payables payment vouchers #3977 to #4254, with a Payroll Sub-Total of \$890,383.15. The totals are 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, for Account Payables Total of \$6,893,435.77. Vice

President Shurley moved and Commissioner Jauch seconded the motion to approve the payroll and commercial vouchers ending **December 31, 20223** with a Payroll of \$7,783,818.92. The motion was duly carried. The signed December 2023 payroll and commercial voucher reports were approved and are on f/file.

4. **TRUST FUND DONATIONS:** Finance Manager Sandra Odisho navigated the Board members through a listing of the donors, amounts, and purpose, along with donations, endowments, and grants received as of **December 31, 2023**, was total of **\$112,195.00**.

Noted were corrections from November 2023:

Claude Glover \$100.00 Foellinger-Freimann Botanical Conservatory - Member
For Caes Gruesbeck (rather than General Trust)

The Friends of the Parks of Allen County

\$2,636.24 Tree Canopy Trust (\$2,636.24 rather than \$8,636.34) –

See below also. The \$8,636.24 was split between

the two organizations and not all from one organization

Fort Wayne Park Foundation \$6,000.00 Tree Canopy Trust (not listed at all in November 2023)

Parkview Sports Medicine \$3,000.00 Junior Golf (rather than Three Rivers Festival as the Donor)

Riverfront Development Reimbursements – PNC Foundation, Inc. – Final Payment (09/2023)

\$30,000.00, Franke Park Renaissance Reimbursements: Fort Wayne Park Foundation – First

Payment 11/20/2023, **\$600,000.00**, and Grand Total Including **Riverfront and Frank Park**

Renaissance Reimbursements for **\$2,162,074.51**. Board President Shurley graciously thanked, the community, and all donors, as the Commissioners all unanimously agreed to approve the report, as presented. Furthermore, Manager Odisho reported, on additional funds awarded and received; with a summary of monies spent from ARPA and the City of Fort Wayne’s supplemental LIT program. The report is on file.

5. **PARK PRIORITIES:** Deputy Director of Planning and Development Alec Johnson, narrated the Drone footage of the Franke Park Renaissance Project. Deputy Johnson reported that the project is still on schedule for a late October 2024, grand opening, despite the recently experienced cold temperatures, making the project work a challenge. Highlighted was the bridge over Spy Run Creek, stone signage, the Pavilion with the fireplace chimney, exterior restroom entrance, and interior wood, ceiling and other progression as the project is taking shape. Deputy Johnson shared renderings of the Brewer Park Redevelopment project with design development drawings and plans working toward construction drawings, with the continuation of the Master Plan process. The Bridge of Grace Church Steering Committee and others involved with the Brewer Park Redevelopment project, look forward to seeing the plan come together. The Packard Park Redevelopment Project, led by Chad Shaw, is progressing with the Staff’s capacity to manage the construction projects. Lastly, the Comprehensive Plan is 75% on completion.

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

A. *Hanna Homestead Master Plan Adoption – Johnson*

Deputy Johnson recognized City Councilman Geoff Paddock, for being instrumental in the development of the Hanna Homestead Master Plan, his attendance during the Steering

Committee meetings, and assistance with the redevelopment plans. The Plan has been shared with the East Central Neighborhood Association and has been posted for over 2 months, available for comments. In following the suggestion of the Advisory Committee, and over 12 months of public input on the Master Plan for Hanna Homestead Park, the Staff is recommending the adoption of the Master Plan as the blueprint for the future development of Hanna Homestead Park. Vice President Miller moved and Commissioner Briley seconded the motion to adopt the Hanna Homestead Park Master Plan as the planning document, that responds to identified community needs and desires for the redevelopment when a funding source has been secured. The motion was duly carried. On file are the renderings, Hanna Homestead Park Master Plan scope of work, and renderings.

B. Spring (March-May) 2024 Fun Times Brochure Fee Recommendations – Reddinger

Vice President Miller moved and Commissioner Jauch seconded the motion to approve the 2024 Spring (*March, April, May*) Fun Times Brochure fees, programs, services festivals, and events listed; with permission to modify and make any adjustments, if/when necessary. The motion was duly carried. On file is the electronic approvals request before the monthly meeting date, the fee recommendations, projected revenue, and the 2024 Spring Fun Times Brochure.

7. BIDS / CONTRACTS / CHANGE ORDER APPROVALS:

A. Fun Times Brochure Mailing, Prep & Postage – Bowyer – Commissioner Briley moved and Commissioner Jauch seconded the motion to approve a contract extension with Tanden (formerly Anthony Wayne Services) currently holds the contract for the prep and mailing of the 2024 Fun Times Brochure and postcard for the amount of \$60,360, which includes an additional \$5,876 postage. The motion was duly carried. On file are the RFQ, quarterly postage fee schedule, and original contract.

B. Foellinger Theatre Tickets - Kinney – Commissioner Jauch moved and seconded the motion to approve a contract with Ticketmaster, LLC., for ticketing services at the Foellinger Theatre, for a term of 3 years. The motion was duly carried. On file are the ticketing proposals, the scoring rubric, and the contract.

Foellinger Theatre Special Request: Director Steve McDaniel requested the Board’s approval to allow Richard “Rick” Kinney, and/or the Director, Steve McDaniel, the ability to; 1) look at the market value, our costs, among several other things as well as work with each promoter to determine the various levels of ticketing pricing per show, 2) to book artists for upcoming shows and to set pricing for those tickets to be purchased by Customers.

Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the requested proposal with the purpose and allowance for the Director and the Foellinger Theatre Manager to act in a manner that is expedient and ethical for the booking of shows, and placing tickets for sale to the public. The motion was duly carried. On file is the requested proposal.

C. 2024 Landscape Mulching Contracts – Ummel - Vice President Miller moved and Commissioner Briley seconded the motion to approve the scope of work and contract with Visionscapes for the spring cleanup for all shrub/ornamental and tree beds, edging, pre-emergent herbicide application, and mulching at the McMillen Park Pool, Northside Park Pool, Nuckols Park, Freimann Square, Courthouse Green, and the Main Street Medians. On file are the bid tabulation sheet, the signed Purchasing Approval Form, and the original contract.

- D. *2024 Tree Stump Removal - Veit* - Vice President Miller moved and Commissioner Jauch seconded the motion to approve all labor, and materials necessary for, and incidental to performing all operations in connection with the complete tree stump removal and site restoration extending a contract with Mudrack Tree Service, that was approved on October 5, 2021, and approving (an allowance) for the unit pricing in an additional contract, for \$50,000.00, with Mudrack Tree Service. The motion was duly carried. On file are the scope of work, the bid tab sheet the unit cost sheet, the signed Purchasing Approval Form, and the contract.
- E. *Foellinger-Freimann Botanical Conservatory Pathway Improvements - Shaw* – Vice President Miller moved and Commissioner Briley seconded the motion to approve the scope of work for the project, including the removal and replacement of approximately 86’ of paver pathway in the Foellinger-Freimann Botanical Conservatory tropical house; entering into a contract with Shannon concrete. The motion was duly carried. On file are the quote tabulations, the original contract, and the signed Purchasing Approval Form.

The following agenda items F through K, were presented to the Board by David Weadock – Manager of Project Administration

- F. *2024 Pavement & Trail Renovation Projects* -#2024002 QuestCDN No: 8913314- 8919735 Vice President Miller moved and Commissioner Briley seconded the motion to approval the seal coat, scope of work for locations, stated in the summary, and entering into a newly vetted contract with Asphalt Authority. The motion was duly carried. On file is the scope of work, pavement renovations quote tabulation sheet, contract, and signed Purchasing Approval Form.
- G. *2024 New Paving Projects*- #2024001 QuestCDN No.:8913314 Vice President Miller moved and Commissioner Briley seconded the motion to approve new parking lot pavement at Tillman and Forstr Parks, along with new trail paving at Gren, McMillen, and Psi Ote Parks, and the Spy Run Avenue Rivergreenway; entering into a contract with T-E Incorporated. The motion was duly carried. On file are the scope of work, quote tabulation sheet, contract, and signed Purchasing Approval Form.
- H. *Boone Park Playground Surfacing Projects* - #2024007 Commissioner Jauch moved and Commissioner Briley seconded the motion to approve the replacement of the playground safety surface in conjunction with previously approved new playground equipment; and the approval of a contract with Forever Lawn Northeast Indian. The motion was duly carried. On file is the scope of work, the contract, and the signed Purchasing Approval Form.
- I. *Safety Surfacing for Various Parks and PlaygroundsProjects* -#2024014 QuestCDN No.:” 8913320 Vic President Miller moved and Commissioner Jauch seconded the motion to approve entering into a contract with Worx Companies for a complete installation of approved Engineered Wood Fiber (EWF) playground safety surfacing via blown-in method and installation of geotextile soil separator fabric beneath the EWF, for playgrounds located in Lawton, Foster, McMillen Kettler, Kreager, Gren, Turpie, Northside and Tillman Parks. The motion was duly carried. On file are the contract, bid tabulation sheet, contract, and the signed Purchasing Approval Form.
- J. *Swinney Tennis Courts Recoating Project* –#2024003 QuestCDN No.: 8917653 Commissioner Briley moved and Commissioner Jauch seconded the motion to approve the renovation of the eight tennis courts located at Swinney Tennis Center, for patching, repair of surfacing cracking, recoating, and

striping per the American Tennis Association standards, entering into a contract with K&M Asphalt Sealing Maintenance Inc. The motion was duly carried. On file are the contract, quote tabulation sheet, and the signed Purchasing Approval Form.

K. Various Parks and Playgrounds Borders Project - #2024006 QuestCDN No.: 8811208 Commissioner Briley moved and Commissioner Jauch seconded the motion to enter into a contract with Schenkel Construction, for the installation of new concrete curbing for playground borders at seven parks, in conjunction with previously approved playground equipment replacement located in Northside, McMillen, Turpie, Gren, Kreager, Tillman and Boone Parks. The motion was duly carried. On file are the contract, bid tabulation sheet, and the signed Purchasing Approval Form.

L. 2024 Equipment & Vehicle Purchases Lease – Schuhmacher – Vice President Miller moved and Commissioner Briley Jauch seconded the motion to approve the purchase of trucks, (purchasing 2 Chevy's for the first time) facility maintenance equipment, landscape (a remote control mower) equipment, grounds maintenance equipment, and general parks equipment, through the City of Fort Wayne's 2024 Master Lease Program. The motion was duly carried. On file are the purchasing listing, photos, and the signed Purchasing Approval Form.

8. **FORT WAYNE PARKS & RECREATION SHOWCASE** – Upon the suggestion of former Board President William Zielke, Deputy Director Steve Schuhmacher will periodically, narrate a PowerPoint presentation, on various parks, facilities, and parkland; to be listed on the agenda as Parks and Recreation History and Highlights. Showcased during this meeting were the valuable and enlightening historical information, acreage, maps, monuments, signage, walking paths, and connecting trails, with actual photos, improvements, and amenities of the following parks:

Sieling Block Park - Size in acres: .60 Sieling Block Park is located at Wayne Trace and New Haven Avenue. Sieling Block Park was donated in 1915 by Dietrick F. Sieling. Mr. Sieling donated his land as he wanted it to be a park for children to enjoy. This small but historical tract of land was once a part of the Wayne Trace Indian Route to Cincinnati.

Summit Street Block Park - Size in acres: .34 Summit Street Block Park is located in the 1400 Block of Summit Street, near the intersections of Summit Street, Cedar Street, and McCulloch Street, in the East Central Neighborhood. In 1976, the Board of Park Commissioners requested the transfer of property from the County of Allen, to the City of Fort Wayne. The intention at that time was to provide a small block park for the neighborhood in conjunction with other capital improvements afforded under the Community Development Act.

Camp Allen Park - Size in acres: 3.5 Camp Allen Park is located at Camp Allen Drive and Center Street. Before its purchase in 1912, Camp Allen Park was a rendezvous point and training ground for Union Soldiers during the Civil War. One of those regiments, the Thirtieth, was commanded by Colonel Sion S. Bass, one of Fort Wayne's most famous Civil War heroes. Camp Allen takes its name from Colonel John Allen, an attorney, close association of famed American statesman Henry Clay, and a distinguished soldier who fought in the Fort Wayne area during the War of 1812.

For a complete review of the presentation and location of all parks listed go to:

www.fortwayneparks.org

PUBLIC COMMENTS: Board President Shurley, called for Public Comments. There were none.

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

- ✚ The Mayor's State of the City Address is scheduled for February 21, 2024, beginning at Noon, inside the Grand Wayne Centre
- ✚ Staff is working on a prototype for a Parks App for the location of our Parks, Pavilions, amenities, and facilities, with a little more information than what is offered through GOOGLE. Manager Sandra Odisho, and the Rental/Receptionist/Reservations Team, are working toward including rental, tee times for Golf, RecTrac, registrations, and possibly maps on the app
- ✚ Wintervial was well attended with good weather, and we thank the Community and our Sponsors, for attending this Downtown event, for the 13th year, which included the Amazing Race, with an "After Party" at Peddle City
- ✚ We are providing expanding hours at our Youth /Neighborhood Community Centers, when FWCS is closed or has an eLearning day, to provide flexibility for parents. This includes the Albert Jennings Center, The Weisser Park Youth Center, and the McMillen Park Community Center
- ✚ Inclusive Training with Staff continues with Culture City at the Community Center (Downtown)
- ✚ Headwaters Park Ice Skating is doing great, with over 11,000 skaters in December, and up to 900 in attendance on some days
- ✚ The Crawford Family (in honor of Dr. John Crawford) sponsored a FREE skate day
- ✚ Employees, both full-time and part-time received a 4% Cost of Living increase in 2024
- ✚ Sold 107 Dog Park Memberships
- ✚ Administrative Assistant Elizabeth "Beth" Daniel retired and has been replaced by Chelsey R. Ackerman, a former 8-year employee of the Allen County Clerk's Office
- ✚ Grounds Crew are in the process of deep cleaning, assisting at the Golf Courses, and general cleaning
- ✚ We are in the process of removing 10 existing playgrounds, in preparation for the installation of the new equipment
- ✚ Thank you, to the three-man crew of David Weadock, Troy Bates, and Brian Fielder, who manage all our projects
- ✚ An RFP has been issued for the entrance at Foster Park and will progress when City Utilities concludes its extensive work, with planned Public Input meetings
- ✚ Landscape Staff has been restoring and cleaning flower beds across the City, preparing for annuals
- ✚ Riparian Crew is planning to hire more Seasonal employees, manage Volunteer clean-up events, removing logs and debris from our rivers. Please check out the Riverfront Fort Wayne website, for more information on volunteering and events
- ✚ The Forestry Crew is busy managing tree removal and approved planting contracts, as well as responding to many 311 tree calls, and removing high-risk and dead trees across the City
- ✚ Please some time to visit the Botanical Conservatory showcase, entitled Botanical Speedway, which is open until April 7th

- ✚ The Greenhouse is preparing for annuals, the next Botanical Conservatory Exhibit, and the Mother's Day Plant Sale
- ✚ The Marketing Team's efforts have been focused on the Headwaters Park Ice Skating Ring, Roverfrnt, Promenade Park, Holiday closures, end-of-the-year highlights, travel, and much more
- ✚ Jill Bowyer and the Marketing Team have produced the (March-May) Spring Fun Times Brochure that is now in circulation
- ✚ Reviewing grant opportunities for major projects
- ✚ We are grateful for over 152 Media mentions
- ✚ Job opportunities are listed at www.fortwayneparks.org
- ✚ Staff is working toward summer programming, services, and events

COMMISSIONER'S COMMENTS: President Shurley indicated that he would be interested in seeing what percentage from donations, through the rounding up total amounts from various registrations, program fees, and services. Commissioner Jauch thanked all for their tremendous efforts.

There was no further business to come before the Board of Park Commissioners, on Thursday, February 8, 2024, in the City Council Discussion Chambers of Citizens Square (garden level) Room 30, 200 East Berry Street, Fort Wayne, IN 46802. At 11:42 am, the meeting was adjourned.

CITY OF FORT WAYNE BOARD OF PARK COMMISSIONERS

Justin Shurley, President

Cory Miller, Vice-President

Richard Briley, Commissioner

Jenna Jauch, 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, February 8, 2023 meeting online:
Parks and Recreation Board Meeting (viebit.com)

<https://acpl.viebit.com/player.php?hash=vQSLyTMfza9KWZHy>