

**CITY OF MISHAWAKA, BOARD OF PARKS & RECREATION
MINUTES OF THE MEETING**

DATE: September 12, 2011
TIME: 4:30 p.m.
PLACE: Battell Center Community Room
PRESENT: Reg Wagle, John Coppens, Carolyn Teeter, Bob Shriner, and Ellen West
ALSO PRESENT: Tom Klaer, Becky Kindig, Rick Springer, Rick Frye, Joe VanNevel, Michelle Wotring, and Robert C. Beutter, Esq.

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Board President, Mr. Wagle, called the regularly scheduled meeting to order at 4:32 p.m. The Pledge of Allegiance was recited. Mr. Wagle called for approval of the minutes for the August 22 regularly scheduled meeting. Mr. Shriner moved to approve the minutes as presented, and Mr. Coppens seconded the motion. The motion carried unanimously.

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OLD BUSINESS:

Jon Zook from Entertaining History gave a brief overview of the success of the Michiana Renaissance Festival. Thanks to good weather and the assistance of the Parks Department, over 1,100 paid patrons attended as well as hundreds of children 5 and under, veterans, and invited guests. Food donations were accepted which decreased the admission cost and over 450 non-perishable food items were collected for the Penn Township Food Pantry. Mr. Zook presented the Board with a check for a \$1,000.00 donation. Mr. Wagle stated that he had attended the event and that he appreciated the history and education of the event. Mrs. Teeter moved to accept the donation from Entertaining History and Mrs. West seconded it. The motion carried unanimously. Mr. Wagle asked if they were coming back, to which Mr. Zook replied "yes".

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NEW BUSINESS:

The Potawatomi Kiwanis Club requested it be allowed to host its annual Peg Arnold Memorial Walk along the Mishawaka Riverwalk on August 25, 2012 at no cost. It plans on staging out of the beverage garden area near Beutter Park. Mrs. Teeter moved to waive the fees associated with Beutter and Mr. Coppens seconded her motion. The motion carried unanimously.

Mrs. Maes requested a fee adjustment for youth athletic sports. All youth sports fees would be \$25 across the board with the exception of youth tackle football which was to remain at \$75. In order to be consistent, a second sibling discount of 33% was also proposed, which would be in comparison to the \$50 fee for a tackle football registration for a second sibling entering that program. Mrs. Teeter moved to approve the fee changes for youth sports and Mr. Shriner seconded the motion. The motion carried unanimously.

Regarding accepting and charging mandatory Elementary Youth Sports Insurance, the Board took no action on the matter.

The Facility Committee discussed the need for an agreement for users of the Battell Center auditorium. It presented a rental agreement and recommended its approval to the Board. The Facility Committee moved to approve the Battell Center Auditorium Rental Agreement presented Mrs. Teeter seconded the Facility Committees motion. The motion carried unanimously. The Board noted that current users of the auditorium would have an opportunity to offer input on the content of the agreement to help finalize the document.

Mrs. Wotring requested approval for payment of claims for the Parks & Recreation Department as listed below:

<u>Docket Number</u>	<u>Amount</u>
2011-00000005	\$1,022.00
2011-00000010	\$500.00
2011-00000018	\$678.00
2011-00000029	\$348.00
2011-00000031	\$56,450.28

Mrs. Teeter moved to approve the claims as presented on the above dockets. Mr. Shriner seconded the motion. The motion carried unanimously.

Mr. Klaer presented the donations for Battell Center for the month of July. Donations totaled \$832.46. Mr. Coppens moved to approve the donations as presented and Mrs. Teeter seconded it. The motion carried unanimously.

The Personnel Committee briefly discussed the narrowed candidacy for the Superintendent's position in the Parks Department. It then moved to nominate Roger Blakely as the new Superintendent. Mrs. Teeter seconded the motion. The motion carried unanimously.

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MONTHLY REPORTS:

Mr. Klaer reported that we were winding down for the summer; that concerts were done and we were on to elementary sports. The awing for Battell is being replaced in the next week and the grate tiles on the west of the building were already replaced.

Ms. Maes reported the recreational activities for August, including the outsourced Challenger British Soccer Camp, all concert series', football registration and fittings, Blues Friday concert, the Harvest Dance, flag football preparation, Michiana Renaissance Festival, and girls basketball prep.

Mr. Frye read the report for the Golf Course Pro Shop division. He indicated that August was a good month and had produced the most revenue of any month for 2011.

Mr. VanNevel gave the Board the August report for Merrifield Complex. He advised the Board that the pool had closed August 14th with August 15th being a day "gone to the dogs". "Doggie Dip" day was a day dedicated to cooling off your dog. Attendance was low, but those who attended had a great time. Mr. VanNevel also finalized seasonal evaluations, stored pool equipment, hosted Bethel students for a clean up day and met with Ken Prince, Yvonne Milligan at Tom Klaer regarding upcoming issues for the pool in 2012.

Mr. Springer gave a brief summary of the landscape August activities, which mainly consisted of planting, weeding, pruning shrubs, and adding boulders and ornamental grasses at Hillis Hans park to deter inappropriate traffic through the park.

Mr. Wagle then called for additional questions and/or comments from any others present at the Board meeting. As there were no further questions or comments to be made, Mrs. Teeter moved to adjourn the meeting and Mrs. West seconded the motion. The motion carried unanimously.

Meeting was adjourned at 5:25 p.m.

Submitted for Approval to the Board

Michelle L. Wotring,
Office Manager, Parks & Recreation

Approved: _____
Carolyn Teeter, Board Secretary