

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

DATE: December 10, 2012
TIME: 4:30 p.m.
PLACE: Battell Center Community Room
PRESENT: John Coppens, Carolyn Teeter, Ellen West, & Michael Bergin
ALSO PRESENT: Terry Zeller, Michelle Wotring, and Robert C. Beutter, Esq.

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Board Vice President, John Coppens, called the regularly scheduled meeting to order at 4:31 p.m. The Pledge of Allegiance was recited. Mr. Coppens then called for the approval of the minutes from the November 26, 2012, regularly scheduled meeting. Mrs. Teeter moved to approve the minutes as presented and Mr. Bergin seconded his motion. The motion carried unanimously.

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OLD BUSINESS:

Mr. Zeller refreshed the Board on a recently adopted policy for naming of facility amenities which arose out of need from a request by Mrs. Diane Schaut to name the ball field at Normain Park in honor of her father, William E. Balok. Mrs. Schaut resubmitted her request on a form as prescribed by the naming policy and submitted it at this meeting for Board approval. Mr. Zeller advised the Board that Mrs. Schaut had met the requirements of the naming policy by showing public approval and Mrs. Schaut provided a verbal recap of her earlier request. Mr. Coppens called for a motion to approve naming the amenity as requested. There was no motion made. Mr. Coppens referred the matter to the Facility Committee to review further and make a recommendation.

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NEW BUSINESS:

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

<u>Docket Number</u>	<u>Amount</u>
2012-00000451	\$76.70
2012-00000461	\$52,892.04

Mrs. Teeter moved to approve the claims as presented on the above docket and Mr. Bergin seconded the motion. The motion carried unanimously.

Mr. Zeller requested the acceptance of the monthly Battell Center donations for November which totaled \$544.95. Mrs. Teeter moved to approve the donations as presented and Mrs. West seconded it. The motion carried unanimously.

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SUPERINTENDENT'S REPORT:

Mr. Zeller provided the Board with his monthly update, including a meeting with the local golf league heads concerning fees for 2013. The idea to set a flat fee for daily greens fees was well accepted by all.

DIVISION REPORTS:

Mrs. Carpenter began her report with some positive figures from special events and recreation activities. Profit from disc golf sales were approximately \$900; over 450 children were touched by youth sports; and over 2,500 persons attended Winterfest. Mrs. Carpenter then provided a brief summary to the Board of the Winterfest event. The event was set up like a small village, offering patrons a variety of activities to enjoy. While admission was free, a non-perishable food item donation was accepted, netting over 260 pounds of food for the local food pantry. In addition, Santa was able to provide 940 Christmas Gifts for small children courtesy of Dollar Tree. The event was a phenomenal success. Lastly, Mrs. Carpenter indicated that youth sports continued to have a few kinks such as gym cancellations made by schools at the last minute. Mr. Zeller added that the Department was intending on drafting a type of intergovernmental contract which will provide permission and priority over use.

Mr. Frye read his report to the Board, but he said the one word he would use to summarize the 2012 golf season would be "blessed".

Mr. Fowler reported the maintenance division activities for the fourth quarter at the golf course. Despite the many items listed, his summation was "leaves".

Mr. Springer discussed the landscape division activities for the last quarter. Other than performing plantings due to unexpected mild weather, Mr. Springer advised the Board that we had received a settlement check in the amount of \$2,401.50 for damages sustained at Rose Park by using Imprellis earlier in the year. Another settlement check is expected for damages at Twin Branch Park and is expected to be approximately twice as much.

On behalf of Mr. VanNevel, Mr. Zeller discussed the quarterly report for Merrifield Complex, noting that a new mobile structure had replaced the former office for the Complex.

Mr. Coppens 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 Mr. Coppens seconded the motion. The motion carried unanimously.

Meeting was adjourned at 5:22 p.m.

Submitted for Approval to the Board



Michelle L. Wotring,
Office Manager, Parks & Recreation

Approved: _____
Carolyn Teeter, Board Secretary