

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

**DATE:** May 13, 2013  
**TIME:** 4:30 p.m.  
**PLACE:** Battell Center Community Room  
**PRESENT:** John Coppens, Carolyn Teeter, Bob Shriner, Ellen West, & Bill Pemberton  
**NOT PRESENT:** Reg Wagle  
**ALSO PRESENT:** Mayor Dave Wood, Terry Zeller, Michelle Wotring, and Robert C. Beutter, Esq.

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Mayor Dave Wood swore in the newest mayoral appointee, William Pemberton, to the Board of Parks and Recreation. Following Mr. Pemberton's taking of the Oath of Office, Board Vice-President, John Coppens, called the regularly scheduled meeting to order at 4:42 p.m. The Pledge of Allegiance was then recited. Mrs. Teeter moved to approve the minutes of the April 22<sup>nd</sup> meeting and Mr. Shriner seconded the motion. The motion carried unanimously.

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**OLD BUSINESS:**

There was no old business discussed.

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**NEW BUSINESS:**

Lawson-Fisher Associates P.C. provided the Board with the final phase drawings and specifications for approval regarding the Eberhart Drainage Improvement Project. The proposed contract documents, plans, and specifications, once approved by the Board, would be sent to the Board of Public Works and Safety for quoting and awarding. Mr. Shriner moved to approve the final phase documents and allow the Board of Public Works and Safety to handle the quoting and awarding process and Mrs. Teeter seconded the motion. The motion carried unanimously.

To increase revenues for Mishawaka Summerfest, Mr. Zeller discussed adding a "local business" section to Mishawaka Summerfest whereby local business could, for a fee, have a booth space at Summerfest to demonstrate products or services, distribute literature or run raffles/promotions on site. Booth fees would be \$100, \$500, or \$1,000, depending on the size and type. Mr. Zeller requested board approval of the fees. Mrs. Teeter moved to approve the fees and Mr. Shriner seconded it. The motion carried unanimously.

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

<u>Docket Number</u>	<u>Amount</u>
2013-00000142	\$546.00
2013-00000148	\$125,752.99
2013-00000149	\$332.90
2013-00000158	\$696.25

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

Mr. Zeller presented the donations for Battell Center for the month of April. Donations totaled \$585.22. Mrs. Teeter moved to approve the donations as presented and Mr. Shriner seconded the motion. The motion carried unanimously.

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**SUPERINTENDENT'S REPORT:**

Mr. Zeller indicated that Summerfest was moving forward and that there were still 30 distinct activities to celebrate the festival's 30<sup>th</sup> anniversary. Mr. Zeller advised that print media was being finalized by the end of the week for Summerfest and should be printed soon.

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. Shriner seconded the motion. The motion carried unanimously.

Meeting was adjourned at 4:51 p.m.

Submitted for Approval to the Board

Michelle L. Wotring,  
Office Manager, Parks & Recreation

Approved: \_\_\_\_\_  
Carolyn Teeter, Board Secretary