

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

DATE: June 10, 2013
TIME: 4:30 p.m.
PLACE: Battell Center Community Room
PRESENT: Reg Wagle, Carolyn Teeter, Bob Shriner, Ellen West, & Bill Pemberton
NOT PRESENT: John Coppens, Robert C. Beutter, Esq.
ALSO PRESENT: Terry Zeller, Michelle Wotring

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Board President, Reg Wagle, called the regularly scheduled meeting to order at 4:32 p.m. The Pledge of Allegiance was then recited. Mr. Wagle called for a motion to approve the minutes of the May 28th regularly scheduled meeting. Mrs. Teeter moved to approve the minutes as presented and Mr. Shriner seconded the motion. The motion carried unanimously.

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OLD BUSINESS:

None at this time.

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NEW BUSINESS:

Boy Scout Troop 747 requested the use of the Battell Center parking lot to host a car wash fundraiser that will benefit the Indiana Hemophilia Walk in September. Mr. Pemberton moved to approve the request and Mrs. Teeter seconded it. The motion carried unanimously.

Anthony Rubio, Activities Officer of the St. Joseph County VEST, requested the use of Rose Park as an overflow parking area for the Marine Mud Run on September 7th. Mr. Pemberton moved to deny the request and Mrs. Teeter seconded the motion. The motion carried unanimously.

First United Methodist Church located at 201 East Third Street requested the use of Beutter Park to host its annual Backyard BBQ. The event, normally held in the church's parking lot, must be moved due to the City's installation of new storm sewer and sanitary sewer lines on Third and Fourth Streets. Mrs. West moved to approve the request 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>
2013-00000185	\$1,144.55
2013-00000191	\$2,016.35
2013-00000195	\$500.00
2013-00000196	\$227,312.30

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 the month of May totaling \$2,365.58. Mrs. Teeter moved to accept the donations and Mr. Shriner seconded it. The motion carried unanimously.

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SUPERINTENDENT'S REPORT:

Mr. Zeller's report included the following information and updates:

- Staff has been focused on planning efforts for the 30th Annual Mishawaka Summerfest.
- Looking at reviewing current fee structure and making changes to expand rental opportunities.
- Design Development Plans for Central Park should be ready to bid in September.
- Working with Central Services for swing replacements in various parks and restroom facility improvements for those being kept in the long term plan.
- Looking at overall Capital expenditures and budget for 2014, with a prime look at Merrifield Complex.

Mrs. Carpenter updated the Board on concert series sponsorship, securing United Beverage for another year at \$10,000. Mrs. Carpenter also indicated that the Day Camp numbers have increased and most weeks are at full capacity. Outreach programming, new this year, has started out on a positive note at Borley Park. Mrs. Carpenter spoke recently at Liberty Mutual about Park events and activities on "Take your Child to Work Day". She also attended the Business in Action event at Windsor Park Conference Center. Mrs. Carpenter also spoke about concerns surrounding the Adult Softball Leagues. Nine teams have been lost to other cities' leagues. Reasons cited by lost teams indicate it was primarily because of poor field conditions. Upcoming events for Recreation include the Summer Dance on June 13, Concert for a Cure on June 14, the Ice Cream Run on June 15, Summerfest June 21-22, Urban Adventure July 27.

Mr. Frye provided the Board with his quarterly update. It included a YTD five year revenue comparison showing 2013 as being in the middle of the highest and lowest years at \$104,000.00. This year, however, was the best for the month of May over the last five years. Mr. Frye's report also provided upcoming dates for the Junior Tour, the Garbage Open, and Men's Metro Tournament. Several outings are planned and many new faces have been seen at the course.

Mr. Fowler's golf maintenance report covered many tasks and highlights from the second quarter. Selected tasks include:

- Course opened March 15th.
- Twenty-one new Club Car golf carts and a large capacity tank sprayer were purchased.
- Began using organic chemicals used to promote turf health and cut down on pesticides.
- Greens Airified
- Course landscaping, tee box improvements, and general maintenance performed.
- Bridge re-decking project completed.

Mr. Springer reported the activities of the landscape division for the second quarter. Much of the time was spent planting memorial trees and Arborvitae at various locations, mulching, weeding, fertilizing, working with volunteer groups at Battell Park, Ball Band and Shiojiri Garden, and putting in window boxes at Eberhart's deck for the season. Mr. Springer also orchestrated the annual Arbor Day celebration held April 25 at Mary Gibbard Park. Special thanks to the Electric Division of Mishawaka Utilities for sponsoring the event.

Mr. Mick provided the Board with a second quarter update on Merrifield/Mary Gibbard Pools and facilities which mainly comprised of prep for the pool season, hiring of seasonal employees, training employees, obtaining CPO certification (for himself and Shauna DelRegno), repairing facilities and ordering chemicals. Mr. Mick's report also included season financials for the Merrifield Ice Rink.

Mr. Wagle then called for additional questions and/or comments from any others present at the Board meeting. CAP Member, John Goeller, suggested we provide a written policy to help improve the relationship between the Parks Department and Central Services.

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 5:37 p.m.

Submitted for Approval to the Board

Michelle L. Wotring,
Office Manager, Parks & Recreation

Approved:

Carolyn Teeter, Board Secretary