

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

**DATE:** December 9, 2013  
**TIME:** 4:30 p.m.  
**PLACE:** Battell Center Community Room  
**PRESENT:** John Coppens, Reg Wagle, Ellen West, Bob Shriner, & Bill Pemberton  
**NOT PRESENT:** Carolyn Teeter, Robert C. Beutter, Esq  
**ALSO PRESENT:** Terry Zeller, Brad Mick, Rick Springer, George Fowler

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Board Vice President, John Coppens, called the regularly scheduled meeting to order at 4:34 p.m. The Pledge of Allegiance was then recited. Mr. Coppens called for a motion to approve the minutes of the November 12<sup>th</sup> and 25<sup>th</sup> regularly scheduled meetings. Mrs. West moved to approve the minutes as presented and Mr. Shriner seconded the motion. The motion carried unanimously.

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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>
2013-00000420	\$13,385.80
2013-00000428	\$1,843.75

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

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**SUPERINTENDENT and DIVISION SUPERVISORS' REPORTS:**

Mr. Zeller indicated he would keep his report brief and allow division supervisors to elaborate on things that had happened in their areas. He reported on two items, Winterfest and Customer Appreciation Day, stating that both went well.

Mr. Fowler reported the golf course maintenance division activities for the last quarter. Items highlighted included leaf removal, winterizing the irrigation system, spraying the rough areas for weeds and winterizing of equipment.

Mr. Mick provided the quarterly Merrifield/Mary Gibbard report to the Board which included a summer recap and statistics for both pools. Mr. Mick also reported that in preparing for the upcoming ice season, breaks in the brine lines were discovered and needed to be repaired immediately.

Mr. Springer discussed the landscape division quarterly report with the Board. He glossed over a few items of interest, including repairs made to the retaining wall on the south side of the Riverwalk, re-landscaping a section of lawn at the police department, and mulching – a lot of mulching. He also highlighted working with Bethel College's baseball team at Laing Park and what a tremendous job the group had done. Mr. Springer also pointed out to the Board that recent severe wind storms had significantly damaged the City Cemetery. Hopefully, the cemetery would be receiving some City assistance to repair/clean up the damage soon.

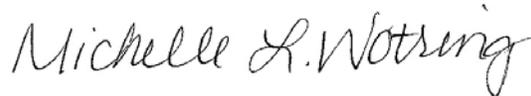
Following Mr. Springer's report, Mr. Zeller said he had a few more items for the Board. He stated that he had met with Mr. Trimboli at the Water Department to discuss ownership strategies for the wells located on the golf course and to prepare a Memorandum of Understanding that would define the relationship and responsibilities between the parties with respect to those wells.

Mr. Zeller also reminded the Board that January's meeting would include the election of officers and appointment of committee members. He then concluded by saying he was very pleased with the division directors for their commitment to improvements throughout 2013.

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, Mr. Wagle moved to adjourn the meeting and Mr. Shriner seconded the motion. The motion carried unanimously.

Meeting was adjourned at 5:12 p.m..

Submitted for Approval to the Board



Michelle L. Wotring,  
Office Manager, Parks & Recreation

Approved:

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Carolyn Teeter, Board Secretary