

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

DATE: December 23, 2013
TIME: 4:30 p.m.
PLACE: Battell Center Community Room
PRESENT: John Coppens, Carolyn Teeter, Ellen West, Bob Shriner, & Bill Pemberton
NOT PRESENT: Reg Wagle, Robert C. Beutter, Esq
ALSO PRESENT: Terry Zeller, Michelle Wotring, Robert C. Beutter, Esq.

* * * * *

Board Vice President, John Coppens, called the meeting to order at 4:28 p.m. The Pledge of Allegiance was then recited. Mr. Coppens called for a motion to approve the minutes of the December 9th regularly scheduled meeting. Mrs. Teeter moved to approve the minutes as presented and Mr. Shriner seconded the motion. The motion carried unanimously.

* * * * *

OLD BUSINESS:

None at this time.

NEW BUSINESS:

The Park Amenity Master Plan and Five-Year Master Plan Update Study Proposals were presented to the Board for review and approval. The studies will define themes and look at existing inventor, among other things. Focus will first be on the amenity study, although some things in the study may occur simultaneously with the five-year study. Mrs. Teeter moved to approve the study proposals and Mrs. West seconded it. The motion carried unanimously.

Mr. Zeller provided the Board with an amended 2014 Salary Resolution. The amendment was to add a salaried position for 2014 for the Recreation & Special Events Manager (with an annualized salary of \$35,017.50). Mrs. Teeter moved to approve the amended salary resolution 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>
2013-00000439	\$37,069.84

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 requested approval of the November donations received at Battell Center in the amount of \$471.14. Mr. Shriner moved to approve the donations as presented and Mrs. Teeter seconded it. The motion carried unanimously.

* * * * *

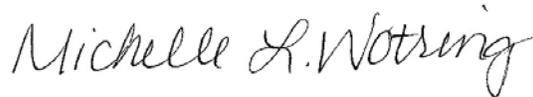
SUPERINTENDENT REPORT:

Mr. Zeller reminded the Board of what to expect at the January meeting. Agenda items will include the election officers, designation of sub committees and members, and a staff report. Mr. Zeller also indicated that January's meeting would include the swearing in of a new Board Member. He explained that, with Mr. Shriner's retirement from School City preceding his Board term expiration of December 31, 2013, the School Board had decided it would not re-elect Mr. Shriner to the Board for another term but instead appoint a new person from School City. Mr. Zeller thanked Mr. Shriner for his years of service and guidance as a Board Member.

Mr. Coppens, before calling for additional questions and/or comments from any others present at the Board meeting, agreed with Mr. Zeller's statement and added that Mr. Shriner would be missed by all. As there were no further questions or comments to be made, Mr. Shriner moved to adjourn the meeting and Mrs. Teeter seconded the motion. The motion carried unanimously.

Meeting was adjourned at 4:58 p.m.

Submitted for Approval to the Board



Michelle L. Wotring,
Office Manager, Parks & Recreation

Approved: _____
Carolyn Teeter, 2013 Board Secretary

Approved: _____
2014 Elected Board Secretary