

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

DATE: February 24, 2014

TIME: 4:30 P.M.

PLACE: Community Room, Battell Community Center

PRESENT: John Coppens, Ellen West, Bill Pemberton, Mike Faulkner

NOT PRESENT: Reg Wagle, Carolyn Teeter

ALSO PRESENT: Terry Zeller, Michelle Wotring, Robert C. Beutter, Esq.

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 called for a motion to approve the minutes of the February 10th meeting as presented. Mr. Pemberton moved to approve the minutes as distributed electronically, and Mr. Faulkner seconded the motion. The motion carried unanimously.

OLD BUSINESS

None at this time.

NEW BUSINESS

Mr. Zeller proposed a draft version of a Request for Proposal (RFP) for a one year renewable license to operate the restaurant at Eberhart in the clubhouse. The RFP would also include conditions to provide alcoholic beverage services for Department related events. Discussions followed. Mr. Coppens moved to approve the RFP with the stipulation that changes discussed would be made and subject to a final review by the appropriate subcommittee. Mr. Pemberton seconded Mr. Coppens' motion. The motion carried unanimously.

Mr. Zeller discussed a potential 5K Run along the Mishawaka Riverwalk originating out of Beutter Park. Tentative information included the date of April 26th, a \$25 participant fee, and proceeds being targeted for Beutter Park. Mr. Zeller indicated that something more specific would be brought before the Board for approval if necessary.

Mr. Zeller presented a Request to Release Two Tee Times in connection with a potential upgrade to the point of sale software used at Eberhart. The request included numerous upgrade benefits such as web based marketing tools, unlimited tech support, a PCI compliant server and Cloud backup, to name a few. The two tee times would be used by the software vendor, GolfNow, to promote Eberhart during golf "down times" in lieu of charging the Department any upgrade fees. Mr. Zeller stated that approval of the request would provide the course with the opportunity to explore up-to-date technology and marketing tools and save the Department thousands of dollars in upgrade, equipment, and licensing fees. Mr. Pemberton moved to approve the request as presented and Mr. Faulkner seconded the motion. The motion carried unanimously.

Mrs. Wotring requested the Board approve for payment the following claim docket(s):

<u>Docket #</u>	<u>Amount</u>
2014-00000063	\$61,061.42

Mr. Faulkner moved to approve the claims as presented and Mr. Pemberton seconded it. The motion carried unanimously.

SUPERINTENDENT'S REPORT

Mr. Zeller gave a brief update on the search for a Director of Golf Operations. Approximately 23 candidates had expressed their interest in the position. The list has been narrowed down to the top 10 with interviews being wedged in between HR's already busy schedule of interviewing persons for Fire Department positions.

OPEN FORUM

Mr. Coppens called for additional questions and/or comments from those in attendance. There were none.

ADJOURNMENT

As there were no further questions or comments to be made, a motion for adjournment was made by Mrs. West and seconded by Mr. Faulkner. The motion carried unanimously. The meeting was adjourned at 5:12 PM.

Submitted for Approval to the Board



Michelle L. Wotring
Office Manager, Parks & Recreation

Minutes Approved by:

Carolyn A. Teeter, Board Secretary