

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

DATE: March 12, 2012
TIME: 4:30 p.m.
PLACE: Battell Center Community Room
PRESENT: John Coppens, Carolyn Teeter, Ellen West, Bob Shriner & Michael Bergin
ALSO PRESENT: Terry Zeller, Carmen Carpenter, Joe VanNevel, George Fowler, Rick Frye, Rick Springer, Michelle Wotring, and Robert C. Beutter, Esq.

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Board President, Mr. Coppens, called the regularly scheduled meeting to order at 4:30 p.m. The Pledge of Allegiance was recited. Mr. Coppens called for approval of the minutes of the February 27th regularly scheduled meeting. Mr. Shriner moved to approve the minutes as presented, and Mrs. Teeter seconded the motion. The motion carried unanimously.

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OLD BUSINESS:

None at this time.

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NEW BUSINESS:

Mr. DeCraene discussed the plans for the upcoming Benny Leonard Outing. He then requested a special rate of \$20 per golfer for the event. Mrs. Teeter moved to approve the requested rate and Mr. Shriner seconded it. The motion carried unanimously. Mr. DeCraene also inquired about putting in the plaque for Benny Leonard that was purchased by Mr. Leonard's brother. He asked for consistency and a form of operating procedures for memorial plaques. Mr. Coppens indicated that the Board would review the existing policies and emphasized moving forward in these types of matters.

Mr. Zeller requested an even exchange of land between the Department and the Hospice Foundation. The exchange would help with the Department's future Riverwalk plans to join Central with parks further west like Merrifield. Mr. Shriner moved to approve the land exchange and Mrs. Teeter seconded it. The motion carried unanimously.

Mr. Zeller advised the Board he was withdrawing his fee proposal from the prior meeting for lack of public input.

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

<u>Docket Number</u>	<u>Amount</u>
2012-00000075	\$11,957.00

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

Mr. Zeller presented the donations for Battell Center. The monthly donations for February totaled \$773.61. Mrs. Teeter moved to approve the donations and Mr. Bergin seconded it. The motion carried unanimously.

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SUPERINTENDENT'S REPORT:

Mr. Zeller gave the Superintendent's Report for the meeting which briefly covered in addition to the golf fee change withdrawal and Central Park land exchange, Summerfest sponsor packets in final stage of preparation as well as opening requests for employee positions of Building Coordinator and Office Secretary.

Mrs. Carpenter's monthly report covered many aspects, including the following:

- Tubing revenue for the season totaling \$16,534.00; disc baskets are already going in for Disc Golf
- IPRA annual conference which provided resources for Day Camp and Pool concession revamping
- Interview with Fox 28 regarding *Let's Move Zumba* classes
- Obtained concert sponsorship commitment (\$10,000 plus posters) from United Beverage
- Eberhart Deck concerts sponsored by WVPE 3 consecutive Fridays only
- Corvillia Snowball Tournament held in January
- Youth Volleyball had 244 participants; Youth Boys Basketball (3-5th Grade) registration began
- Valentine's Party at Battell sponsored by Cardinal had an increase in attendance; 42 persons
- Kamm Island meetings
- Daddy Daughter Dance had 198 in attendance and brought in \$2,250.00
- Summerfest prep work begun
- Day Camp advertising in South Bend Tribune
- Upcoming events: Youth Tackle Football registration, Volunteer Breakfast, Mary Gibbard Grand Reopening events

Mr. Frye advised the Board that the course would be open Tuesday, March 13th. With the closing of Robin Hood course, calls have been coming in for additional Tuesday and Thursday leagues. Area high schools are gearing up and the Junior Golf Camp has been set for June 11-14th and July 16-19th.

Mr. Fowler discussed the maintenance activities for Eberhart, including equipment preparation in January and February, receiving of fertilizer/chemical order, bidding on two fairway mowers and meeting with Lawson Fisher to go over drainage issues for 2012.

Mr. VanNevel provided to the Board the first quarter activities for Merrifield Complex. In addition, he indicated that the Notre Dame "Practice on the Pond" event is a wonderful, interactive event at our facility and approximately 400 people attended it.

Mr. Springer informed the Board of his "winter" activities for the first quarter. Mr. Springer also mentioned that Arbor Day would be celebrated on Tuesday, April 24th at Hums Park.

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 Mrs. West seconded the motion. The motion carried unanimously.

Meeting was adjourned at 5:30 p.m.

Submitted for Approval to the Board

Michelle L. Wotring,
Office Manager, Parks & Recreation

Approved: _____

Carolyn Teeter, Board Secretary