

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

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

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Board President, Reg Wagle, called the regularly scheduled meeting to order at 4:30 p.m. The Pledge of Allegiance was then recited. Before requesting approval of the minutes from the September 9th regularly scheduled meeting, Mr. Wagle requested that a small amendment be made to the start of the next to the last paragraph to change "Mr. Wagle" to "Mr. Coppens". Mr. Shriner moved to approve the minutes as amended by Mr. Wagle and Mrs. Teeter seconded the motion. The motion carried unanimously.

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OLD BUSINESS:

In response to the Board's request for figures/costs to put a roof over the ice rink (Merrifield Complex Conceptual Master Plan, February 25th Board Meeting), The Troyer Group presented its preliminary findings study to the Board. The roughly 20-minute PowerPoint presentation was facilitated by Christopher Waidner and aided by Ed Kowalczyk, both of The Troyer Group. Discussions between the Board and The Troyer Group followed, mostly concerning feasibility and associated costs for each option. No action was taken.

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NEW BUSINESS:

Jon Zook of Entertaining History, Inc. gave a PowerPoint presentation and update on the success of the Michiana Renaissance Festival held August 24-25 at Kamm Island. Mr. Zook reported that the "Pub" was a great success this year and that the Parks Department was able to collect 100% profit from sales. Also reported by Mr. Zook was that attendance had increased by 7%, approximately 1,125 pounds of food had been collected for the Mishawaka Food Pantry, and the festival was able to once again give the Parks Department a \$1,000.00 donation. Mr. Shriner moved to approve the \$1,000.00 donation by Entertaining History, Inc. and Mrs. Teeter seconded it. The motion passed and the donation accepted. Mr. Wagle then thanked Mr. Zook for the presentation and the donation. The event has already been scheduled for August of 2014.

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

<u>Docket Number</u>	<u>Amount</u>
2013-00000328	\$514.50
2013-00000332	\$20,828.01

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

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SUPERINTENDENT'S REPORT:

Mr. Zeller gave a short report, stating that the memorial plaque requested last fall by Diane Schaut in honor of her father, William E. Balok, and approved by the Board was getting ready to be installed at Normain Park, and that the Benny Leonard Memorial Outing would not be held on October 5th for lack of interest by golfers. Mr. Zeller discussed the possibility of changing the event to a Memorial "Day" and giving a portion of the greens fees received for the day to the high school for golf programming. Mr. Shriner indicated that he would be in favor of such a change, noting that he believed the concept would be keeping in line with the scope of what Benny would have wanted. Mr. Zeller then yielded the floor to division directors for quarterly reporting.

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DIVISION REPORTS:

Mr. Frye reiterated his Director of Golf written report for September. Items reported covered the season wind down, league play, increased rounds, outings held, receipt of new golf carts, and revenue statistics.

Mr. Fowler discussed golf course maintenance third quarter activities, including ground conditions, drainage project completion, aeration and coring of greens, and routine mowing, spraying and fertilizing.

Mr. Springer provided a comprehensive list of landscaping activities which had been completed June through August. Items verbally highlighted by Mr. Springer included replacing a memorial tree at Kamm Island for the Kamm Family, bridgework performed in Shiojiri Garden, and facilitating Bethel College Freshmen volunteers in their annual community service work day. (Note: Students spread approximately 100 yards of mulch at Kate's Garden and Beutter Park.)

Mr. Mick gave the Board a financial snapshot of and list of accomplishments made during the pool season at both Merrifield and Mary Gibbard locations. Mr. Mick highlighted the invitational held at Merrifield, the use by the Mishawaka Sharks of Mary Gibbard, and the use of Merrifield by Mishawaka High School's summer school PE program. He also thanked Shauna DelRegno, Aquatics/Rink Manager, for her hard work in helping keep things running smoothly. Mr. Zeller noted to the Board that this was the first time revenue had surpassed seasonal expenses.

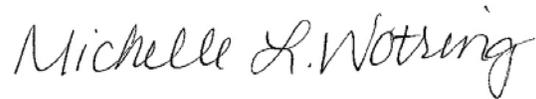
Mrs. Carpenter spoke about the recreational activities and accomplishments over the summer months, highlighting Family Fun Zip Line Night which brought in \$1,000.00 in revenue, youth tackle football, the Renaissance Fest, Harvest Dance, PPK Local Competition and upcoming events like Oktoberfest. Mrs. Carpenter thanked those staff members who helped with the Renaissance Fest and PPK to make them successful.

Mr. Zeller closed the reports with his thanks also to all the Department's staff members for their hard work, dedication and support.

Mr. Wagle 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 Mr. Shriner seconded the motion. The motion carried unanimously.

Meeting was adjourned at 5:48 p.m.

Submitted for Approval to the Board



Michelle L. Wotring,
Office Manager, Parks & Recreation

Approved: _____
Carolyn Teeter, Board Secretary