

PARK BOARD MEETING MINUTES

Monday, April 6, 2017

6:00PM

New Haven Community Center

Attendance: Tom Fisher, Theresa Hatton, Leon Davis, Mike Clendenen, Doug Runyan, Anna Gurney, Craig Dellinger, Roger Clayton, Carol Nussbaum

Call to Order

- The April 6, 2017 Park Board meeting was called to order at 6:10PM

2. Approval of Minutes

- Tom Fisher moved to approve the minutes from the March 6, 2017 Park Board meeting; Teresa Hatton seconded; Motion Carried
- Tom Fisher moved to approve the Park Board Special Meeting minutes from March 27th, 2017; Teresa Hatton seconded; Motion Carried

3. Approval of Claims

- Tom Fisher moved to approve the following claims:
 - \$26,751 in invoices
 - \$39,098.92 in Payroll claims
 - \$121.54 to the Indiana Department of Revenue
 - \$3,435.70 for Utility claims

For a grand total of \$69,407.16; Teresa Hatton seconded; Motion carried.

- Tom Fisher moved to approve the Community Center Bond claims totaling \$91,523.75; Teresa Hatton seconded, Motion carried.
- Teresa Hatton moved to approve The Glass Man claim totaling \$12,525 for windows and doors in the fitness facility. Tom Fisher seconded; motion carried.
- Teresa Hatton moved to pay \$18.03 in interest charges to Visa with the understanding that it will be credited back to the card once the previous month's payment is posted. Tom Fisher seconded, motion carried.

UNFINISHED BUSINESS:

1. Community Center Discussion

- Membership rates for the Fitness Facility were presented. Teresa moved to accept the fees as presented, Tom Fisher seconded, motion carried. (inserted into minute book)
- A part time Fitness Manager and a part-time Assistant Fitness Manager will need to be hired to run the fitness facility. Job descriptions were created and revised with help of the City of New Haven's Human Resource manager. A Wage range for the Fitness Manager of \$11.00-\$12.00 per hour was proposed and a pay range for the Assistant Fitness Manager position was proposed at \$9.50 - \$10.50 per hour.
 - Teresa Hatton moved to approve the wage ranges for the Fitness and Assistant Fitness Manager as presented above. Tom Fisher seconded, motion carried.

2. Haskamp Property Discussion

- A public hearing for the sale of 26 acres of the property known as Haskamp, has been set for April 25 at the City Council meeting followed by a 3rd and final reading of the Resolution.

NEW BUSINESS:

1. Maintenance Building Roof Bids

- The original maintenance barn needs a new roof as it currently leaks. Sup. Clendenen presented two bids, JD & Sons for \$9,000 and J-G Roofing for \$11,995.
 - Teresa Hatton moved to approve that JD & Sons replace the maintenance barn roof for \$9,000 with the payment to be made out of Fund 23-431, Other Improvements. Tom Fisher seconded; motion carried.

2. 5 year Master Plan Bids

- It is time to begin the process of updating the New Haven Parks and Recreation 5 Year Master Plan. New Haven Parks and Recreation, along with Allen County Parks and Fort Wayne Parks would like to combine efforts and hire one firm with Fort Wayne paying 70%, Allen County 16% and New Haven 14% of the total fee. This is how it was done in 2012. Fort Wayne Parks issued a Request for Proposals and received 3 bids. Jones Petrie Rafinski bid \$135,250; Human Nature/American Structurepoint bid \$190,000, and Earth Source was low bidder at \$38,350. New Haven Parks' portion of the low bid will be \$5,369. This amount will be budgeted for in 2018 when the master plan is completed and will be payable to Fort Wayne Parks and Recreation for reimbursement as they will pay the entire bill.
 - Teresa Hatton moved to accept the collaboration of Master Planning services with Fort Wayne Parks and Allen County Parks and thereby pay for this service totaling \$5,369 out of the 2018 budget. Tom Fisher seconded, motion carried.

3. Maintenance Equipment Purchase

- Sup. Clendenen presented two bids to purchase a 14 foot dump trailer. The first bid from Bridge Mfg. was for \$7,500 and the second from Bobcat of Ft Wayne, whose bid came in at \$9,832.50.
 - Tom Fisher made a moved to approve the purchase of the 14 foot dump trailer from Bridge Mfg. for \$7,500 to be paid out of Fund 24. Teresa Hatton seconded; motion carried.
- Sup. Clendenen presented a bid from Fort Wayne Bobcat to purchase a soil conditioner, also known as a power rake attachment for the Bobcat. This equipment is only available from Bobcat so no additional bids were requested. The purchase price with the municipal discount is \$5,857.60
 - Teresa Hatton moved to purchase a soil conditioner from Fort Wayne Bobcat for \$5,857.60. Tom Fisher seconded; motion carried.

SUPERINTENDENT'S REPORT:

- The four trucks, including two dump trucks, that were declared as surplus will be auctioned on April 5, 2017 at 1:00pm at AAA Auction.
- The City of New Haven and its departments will be required to have an "Internal Controls" procedure in place. These procedures ensure that anyone who handles money within the department follow strict procedures to ensure that fraud isn't being committed. As a result, a point of sale system (POS) will now be utilized for Jury Concessions and Pepsi Co. will now handle refilling many of the vending machines.

RECREATION DIRECTOR'S REPORT:

- New Haven Parks & Recreation would like to expand the Farmers Market services to community residents on SNAP (Supplemental Nutrition Assistance Program) and WIC (Special Supplemental Nutrition Program for Women, Infants, and Children). Recreation Director, Anna Gurney, proposed partnering with Parkview Health and the St. Joseph Community Health Foundation to increase food access through the HEAL (Healthy Eating Active Living) program. When HEAL operates the SNAP and WIC at an established market, they provide the volunteers and will manage the SNAP and WIC table at the market.
 - Teresa Hatton moved to accept SNAP & WIC programs at the New Haven Farmers Market with the partnership of Parkview Health and the St. Joseph Community Health Foundation to increase food access through the HEAL program. Tom Fisher seconded; motion carried.

- Several Senior Citizens in the New Haven Community have approached the Recreation Director about creating a consignment shop in the Community Center. The shop would be only open several days a week and stocked with hand-made items crafted by the seniors of the community. These items would be sold in the shop with a 20% mark-up. The 20% would remain with the parks. The goal of the shop would be to provide purpose and enrichment, as well as, additional income for the New Haven Senior Citizens. Tabled until May meeting.

- New Haven Parks and Recreation along with Save Maumee, a non-profit organization with the mission to improve area rivers, are celebrating a month long Earth Day. Work will include removing invasive plants along parts of the creek in Moser and Heatherwood Park. The event will culminate with a 3-day tree planting of over 1,000 trees in our parks. Abigail King, of Save Maumee, is requesting permission to camp overnight in these two parks on the dates of April 20-23rd.
 - Tom Fisher moved to allow overnight camping by the Save Maumee volunteer, Abigail King, on the dates of April 20-23rd, 2017. Teresa Hatton seconded; motion carried.

Meeting Adjourned at 7:50pm

Attested by: _____ Signed by: _____