

Attendance: Leon Davis, Teresa Hatten, Irv Arnold, Bruce Bestul, Steve Harrants, Mike Clendenen, Rob Moyer, Tyler Fox, Shelia Berning

PARK BOARD MEETING

Minutes

Tuesday July 18, 2022

6:00 P.M.

Location: **New Haven Community Center**

Call to Order

Leon Davis called the meeting to order at 6:00pm.

A. Please Silence Cell Phones, Pagers, and Electronic Devices

B. Pledge of Allegiance

Approval of Minutes

- Teresa Hatten made a motion to approve the July 5, 2022, minutes. Bruce Bestul seconded. Motion carried.

Approval of Claims

- Irv Arnold presented the 7/18/2022 claims as follows:

Monthly Claims:	\$	55,304.05
Payroll	\$	66,297.19
Utilities/Prepays	\$	<u>9,215.25</u>
Grand total of Claims:	\$	130,816.49

Mike Clendenen explained several of the monthly claims: 1. Paid Bridge Mfg. & Eq. Co. Inc. \$11,700.00 for a new heavy duty tilt trailer for Maintenance. 2. Paid Eicher Roofing Solution \$24,225.00 for the completion of Community Center roof recoating. 3. Paid Recreonics IN \$5,132.13 for a new pool vacuum. 4. Paid \$4,614.15 to Stanz Cheese for concessions. Teresa seconded. Motion carried.

UNFINISHED BUSINESS:

Park Property Swap Discussion

- Steve Harrants emailed the owners and they have agreed to the arrangement. The Board will vote on and approve the swap at the August 1 meeting.

Emergency Purchasing Discussion

- Because of the storm June 13, needed to replace an IT switch and 6 TVs at a total cost of approximately \$10,000.00. The city approved the emergency purchase of the switch at a cost of \$6,890.00 so that the Parks Dept could continue with business. The loss was covered by insurance less our deductible of \$2,500.00.

On June 26, the pool vacuum went out. The vacuum needed to be replaced at a cost of \$5,132.13 to keep the pool open.

These two items each were over Mike's purchasing limit of \$5,000.00. These items were essential to keeping the Parks open and required no special approval.

NEW BUSINESS:

Maintenance Job Description Discussion

- Mike suggested that we restructure the Maintenance Department as follows:
Rob Moyer - Director

Tyler Fox - Assistant Director

Hire one, possibly two full time Maintenance Technicians.

Mike passed out the Maintenance Tech job description for the board's review.

Teresa made a motion to approve the restructuring and the Maintenance Tech job description. Bruce seconded. Motion carried.

- Mike asked that the 2022 Park Wages be amended to include wages of \$16.75 per hour for the full-time position of Maintenance Tech. This position would include full benefits. Mike explained that the current budget will support hiring of two. Bruce made a motion to approve. Teresa seconded. Motion carried.

5 Year Master Plan Quotes

- In 2013 and 2018 New Haven Parks partnered with Fort Wayne Parks and Allen County Parks on 5-year master plans. Mike suggested that we do this again for 2023. Three companies submitted proposals:
 - Earth Source: \$56,000
 - V-3: \$59,000
 - Design Local: \$60,000

The three departments evaluated the proposals and Design Local was selected due to their experience and what was include in the proposal. Fort Wayne Parks will hire Design Local and will pay 70% with Allen County & New Haven paying 15% each making our share \$9,000.00. Mike recommended paying Fort Wayne Parks \$9000 once the master plan is complete in 2023 and will budget this to be paid out of Fund 23 Other Consultants Teresa made a motion the accept this recommendation. Irv seconded. Motion carried.

SUPERINTENDENT'S REPORT:

- Steve Harrants is working on a legal description of the 51-acre Haskamp property. This was reduced in size when a portion of the original 70 acres was sold in 2017. This is needed for the upcoming voluntary annexation into the City of New Haven.
- Summer at the Parks is beginning to wind down.
- The third week of M3 is this Wednesday. The band, Island Vibe will play. Hubie Ashcraft Band will play July 27.
- Mike is proud of the staff, they are working hard and getting a lot done even with being short staffed.

MAINTENANCE DIRECTOR'S REPORT:

Rob Moyer reiterated that we need maintenance workers. Nick leaves a big void. He was very knowledgeable about all thing's maintenance. Tyler Fox is doing a good job stepping in taking over the care of the pool. They appreciate the new trailer and will put it to good use.

OFFICE MANAGER'S REPORT:

- None

BOARD COMMENTS:

- None

ADJOURNMENT

- Meeting adjourned at 6:30 pm

Attested by: _____ Signed by: _____