



Kendallville Park and Recreation Department

211 Iddings Street Kendallville, Indiana 46755

Phone (260)347-1064

BOARD MEETING MINUTES

November 8, 2021

6:30PM

Present: Kevin Jansen, President; Jen Blackman, Dave Button, Dennis Nartker, Tracey Tipton, Sam Zollman, Dawn McGahen, Park Director. Also, present Tom Jansen, Amanda Taylor Apple Festival Coordinator

Public Comments: Amanda Taylor told the board that Apple Festival 2021 was a success despite the unknown following the cancellation last year. She thanked the park office and staff for all of their hard work during the set-up and teardown.

Tom Jansen was awarded Friend of the Park for his 30 years of dedicated service to the Kendallville Park & Recreation Department. Board members expressed gratitude for Tom's service and guidance throughout the years.

Minutes of the October 11th, 2021 meeting were approved as presented. (Tipton, Zollman)

Claims were reviewed and approved as presented. (Blackman, Button)

Skatepark Discussion: Dawn informed the board that there were issues and concerns regarding the approved skatepark site at Sunset Park. The site sits within a flood plain and after doing research on this, it was decided the additional cost and possibility of not getting a permit from IDNR makes the site unfavorable. The board was informed of other possible sites and also the next steps we need to take. They voted to put the current approved site on hold, pending another approved site. (Button, Nartker)

Directors Report: Highlights

1. Dawn reminded the board that we will need to discuss and vote on the 2022 fee schedule at the December board meeting. The campground coordinator will also be involved.
2. A list of possible encumbrances was shared with the board. We will continue to work on these and share again in December.
3. Reviewed the October Appropriation report from the Clerk Treasurer.
4. We were contacted by 3 different organizations (Boxing, Special Olympics and Pine Hills Church) about utilizing space at the Youth Center. The Board decided they would allow all three if scheduling permitted and Certificate of Liabilities were received from each entity. Fees were discussed and Dawn will follow up with each group regarding this.
5. There was discussion about changing the job description for the KORC Manager. We will look into this further and discuss it at a future meeting.



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Maintenance Report: Highlights

1. The staff stained the campground office and put a new roof on it.
2. Construction has been completed on a new lean-to in the campground for firewood and fire rings.
3. Both gazebos were power washed and stained. The south one was also reroofed.
4. The Mitchell Conley Memorial Bench was rebuilt after someone hit it causing damage.
5. Waterlines are being winterized within the park system.
6. The observation deck in the campground has been power washed and stained.
7. Picnic tables are being inspected and stored for the winter months.
8. Staff has been mowing and spraying at the KORC. They also have started cleaning out and preparing the concession stands for the winter season.

Kendallville Outdoor Recreation Complex Update:

1. Ryan and Dawn met with Jason Meade from Hit the Field Sports to discuss the upcoming calendar. We discussed what we can do to help each other make it a successful year.
2. The 2022 schedule is nearly complete. We are working on finalizing a few additional events to add to it.
3. Discussion was had regarding upcoming meetings with league representatives. We are focused on meeting with each one to discuss the operations of the KORC.

Recreation Update:

1. The Spooky Drive-Thru at the Youth Center was well attended.
2. Christmas Greetings Drive-Thru will open on Friday December 3rd, with the Tinsel Trot starting at 6:15.
3. We are working with the Windmill Museum to promote each other's events.
4. The Highland Games schedule for October 30th was cancelled due to heavy rains and standing water in the park.
5. Carol Pfeiffer donated several holiday blow-ups to be used within the park. We are anxious to utilize them for the community to enjoy.

Acceptance of Donations: (Tipton, Nartker)

- ❖ Community Christmas Greeting Drive-thru
 - Larry & Phyllis McGahen - \$50.00
 - Randy & SuzAnne Handshoe - \$100.00
 - Erica Dekko - \$100.00
 - Jansen Family Chiropractic - \$100.00
 - Orchard Hill Farms, Inc - \$100.00
 - Trine University (April Moore) - \$100.00
 - Max Platt Ford-Lincoln - \$100.00
 - Campbell & Fetter Bank - \$200.00
 - Quick Tanks - \$200.00
- ❖ Recreation
 - Kappa Kappa Kappa, Inc – Alpha Associate Chapter - \$50.00
 - Kappa Kappa Kappa, Inc – Beta Associate Chapter - \$50.00
- ❖ Park Bench Repair
 - Roger Conley - \$100.00



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Board Input: Dennis asked if we were in the process of getting building locks changed. He was told we are working on several different ways to complete this.

Dave commented about the bench he donated has been installed, is ADA compliant and looks really good.

Sam asked if we thought about getting one master key for park employees to use to access buildings to save on carrying so many keys.

The meeting was adjourned at 7:28 PM (Nartker, Tipton)