

City of Elkhart Parks & Recreation Park Board Minutes



DATE: Tuesday, January 19, 2021

TIME: 3:30 PM

LOCATION: City of Elkhart Parks & Recreation
Council Chambers,
229 S. 2nd Street. Elkhart. IN 46516

Call to Order at 3:30 PM.

**1. Roll Call- Quorum Present
BOARD MEMBERS PRESENT**

Kim Henke, President	Mike Sweet, Vice President	Sarah Santerre Secretary	Nekeisha Alayna Alexis Treasurer
		Absent	Via Webex

2. Approval of Agenda

Motion to Approve Agenda

Motion: NAA

Second: KH

Roll Call Vote: NAA – yes, KH – yes, MS - yes

Motion Passes

Motion to move Election of Board Officers to end of the meeting

Motion: KH

Second: NAA

Roll Call Vote: NAA – yes, KH – yes, MS - yes

3. Approval of Minutes

Motion to Approve November 17, 2020 Minutes

Motion: NAA

Second: KH

Roll Call Vote: NAA – yes, KH – yes, MS - yes

Motion Passes

4. Approval of Financials

Claims: \$65,927.49

Donations: None

Grants: None

Motion to discuss, approve and place on file

Motion: KH

Second: NAA

Roll Call Vote: NAA – yes, KH – yes, MS - yes

Motion passes

Ms. Wingard states in addition to the usual utility and operating expenses, there are purchases of new picnic tables and trash receptacles, and payment for the 5 Year Master Plan.

5. New Business

a. Plan Commission Appointee

Mr. Sweet has held this position for several years and would like to continue.

Motion to elect Mike Sweet as appointee to the Plan Commission

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Motion: NAA
Second: KH
Roll Call Vote: NAA – yes, KH – yes, MS – yes
Motion Passes

b. Contract for Cleaning Services

Mr. Czarnecki explains that this is the same contract that was approved by the Board previously. There has been a change to an error in language and it needs to be approved again.

Motion to Approve Contract for Cleaning Services

Motion: KH

Second: NAA

Roll Call Vote: NAA – yes, KH – yes, MS – yes

Motion Passes

6. Old Business - NONE

7. Use and Event Permit Requests

a. Frosty 5 K/Mile Run – February 13, 2021 – Studebaker Park – Wendy Terrazas

Mrs. Terrazas has met with the City Event Committee and they have approved the event. She is still waiting to hear from the County Health Department.

Mrs. Henke asks if this has been mapped out in terms of public safety.

Mrs. Terrazas states that she works with the Police Department and Emergency Services as well as the Park Rangers.

Ms. Alexis asks if there are crowds along the run.

Mrs. Terrazas states that this run does not bring out a lot of spectators as it tends to be very cold. Any spectators that do come out will be social distancing. Crowds will not be allowed in the building this year. There will be a delayed start and the course is a loop so that runners do not pass each other going the other direction.

Mrs. Henke asks how the event is marketed.

Mrs. Terrazas states that it is marketed through social media, Run Sign Up, and other running websites. The event usually draws a couple of hundred runners.

Motion to Approve

Motion: KH

Second: NAA

Roll Call Vote: NAA – yes, KH – yes, MS – yes

Motion Passes

8. Approval of Department Report

Mr. Czarnecki informs the Board that the Department has been able to open NIBCO Water and Ice Park and it has been successful. Pavilions are still being rented in limited capacities. Winter Day Camp was very successful in a virtual format. The Lundquist-Bicentennial redesign is still ongoing. JPR is currently working on initial designs. The Winter Activity Guide is out now.

The Redevelopment Commission is using Neighborhood Revitalization Area Funds for park improvements such as ADA kayak launches, new playgrounds, new trash cans, new picnic tables, bike racks, and exercise equipment for Sterling Park.

The Department is looking for new office space for when the Tolson Center construction begins.

Mrs. Henke asks if the Department is developing workgroups for exploring the different funding sources for the long term strategic plan.

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Mr. Czarnecki states that currently there are no secure working groups. A committee was formed internally, but he would like to open it up to the public in the future.

Ms. Alexis asks which parks will benefit from the funding.

Mr. Czarnecki explains that the NRSA zone is large and includes from Walker Park down to Ullery. There are quite a few parks in the zone and could be utilized with the funding. Currently, Roosevelt and Ullery are 2 parks that are receiving funding. They have both received new playgrounds and Mr. Czarnecki is looking to add more amenities to Ullery Park as well as expanding the park.

Mrs. Henke asks if the Department is working with a design group or consulting group to tie the parks together with the City's overall strategic plan.

Mr. Czarnecki states that the 5 Year Master Plan was done through GreenPlay and JPR was a subcontractor for them. JPR is helping with the Lundquist redesign. The Department is not working with another consulting firm to tie into the 2040 plan, but the Department is now looking into individualized park plans. The Department is working with enFocus to help with the individualized park plans.

9. Approval for Correspondence

a. Holiday Cards

Holiday cards were received by the Department from the Elkhart Police Department, the Elkhart County CVB, and F&F Concessions.

10. Public Input/Privilege of the Floor

Mr. Sweet opens privilege of the floor

Mr. Jay Little asks on Facebook if there will be a restroom at Sterling Park.

Mr. Czarnecki states that at this time, there is no plan for a restroom at Sterling Park.

Mr. Sweet closes privilege of the floor.

11. Motion to Table Election of Board Officers

Motion to Table Election of Board Officers until the February 16, 2021 Meeting

Motion: KH

Second: NAA

Roll Call Vote: NAA – yes, KH – yes, MS - yes

12. Approval for Adjournment

Motion to adjourn

Motion: KH

Second: NAA

Roll Call Vote: NAA – yes, KH – yes, MS - yes

Motion passes

Adjourn 4:20 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Clayton Brown, Program Coordinator, via Webex Sherry Krask, Event Coordinator, via Webex	Leslie Wingard, Accounting Specialist, via Webex Wendy Terrazas, Recreation Manager, via Webex
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Mayor Rod Roberson, via Webex Ms. Rose Rivera, City Legal via Webex	Ms. Tonda Hines, City Council via Webex	Mr. Victor Limon, IT Department Mr. Jay Little, via Facebook Live
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Minutes Certification:

Respectfully Submitted,

 Recording Secretary Jennifer Kobie

 2/16/21

 Date

Webex

 Park Board President Sarah Santerre

 Date

 Park Board Secretary Kim Henke

 2/16/21

 Date