

City of Elkhart Parks & Recreation Park Board Minutes



DATE: January 17, 2023

TIME: 5:00 PM

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

Call to Order at 5:12 PM.

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

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Secretary	Mark Datema Treasurer

2. Approval of Agenda

Motion to Approve Agenda

Motion: MD

Second: NA

Motion passes with unanimous voice vote

3. Election of Park Board Officers

- a. Mrs. Santerre opens the floor for nominations of Park Board Officers
- b. Mr. Datema nominates Mrs. Santerre for President
 - i. Mrs. Santerre is elected by unanimous voice vote
- c. Mr. Datema nominates Ms. Alexis for Vice President
 - i. Ms. Alexis is elected by unanimous voice vote
- d. Ms. Alexis nominates Mr. Datema for Secretary
 - i. Mr. Datema is elected by unanimous voice vote

4. Approval of Minutes

December 20, 2022

Motion: MD

Second: NA

Motion passes with unanimous voice vote

5. Approval of Financials

Claims: \$60,547.28

Donations: \$0

Grants: \$0

Motion to discuss, approve and place on file

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

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Ms. Alexis inquires about what was already spent on chemicals
Ms. Wingard states that some pool chemicals needed for the 2023 season were purchased early to get a discount.

6. New Business

a. CivicRec Software Contract

Mrs. Bowers informs the Board of the new software the Department will be purchasing. This software will allow the Department to offer more online services and be more convenient for citizens. Once the Legal Department has approved the contract, Mr. Czarnecki can sign it on behalf of the Board

Motion to allow Jamison Czarnecki to sign the contract on behalf of the Board

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

b. Plan Commission Appointee

Mr. Datema is sworn in as the Park Board's Plan Commission Appointee for the year.

c. Auction Donation Request

Ms. Gordon informs the Board that the Department receives requests from local schools and organizations throughout the year for donations for auctions and other events. The Department has outlined a package that will be provided for these requests, and with the Board's approval, it will be at the discretion of the Department to fulfill these requests.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

7. Old Business

a. None

8. Use and Event Permit

a. Spring Fabulous Pop-Up Market – March 18, 2023 – McNaughton Pavilion

Ms. Krask presents the permit. This is the 3rd year for the spring pop-up.

Ms. Alexis inquires how vendors are found and if there is a variety.

Ms. Krask states that the Department advertises for vendors and is a mix of old and new vendors.

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

9. Department Report

Ms. Krask informs the Board that the Frosty 5 run is coming up on February 11. Planning has started for the Elkhart Farmers Market, the Spring Pop-Up Market, and Rhapsody Arts & Music Festival

Ms. Ixmattahua reports that after-school programming has started at the Roosevelt Center. More kids come every day. The Last Will & Testament class was held, and the instructor notarized all the completed last wills for free.

Mr. McCray provides the ranger report for the previous month.

Mr. Czarnecki explains the upcoming strategic planning meetings for the Department.

10. Public Input/Privilege of the Floor

Mrs. Santerre opens the privilege of the floor.

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Mrs. Santerre closes the privilege of the floor.

11. Approval for Adjournment

Motion to adjourn
 Motion: MD
 Second: NAA
 Motion passes with unanimous voice vote
 Adjourn 5:46 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Leslie Wingard, Accounting Specialist Luisa Ixmattlahua-Garay, Program Coordinator Nick Cron, Operations Manager Stan McCray, Lead Park Ranger	Jennifer Kobie, Recording Secretary Sommer Bowers, Office Manager Sherry Krask, Event Coordinator Maddy Gordon, Volunteer Coordinator
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Mr. Jon Balog, IT Department Ms. Mandy Leazenby	Ms. Rose Rivera, Legal Department	Ms. Jill Szyarto
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Minutes Certification:

Respectfully Submitted,

 Recording Secretary *Sommer Bowers*

 Date 2/21/23

 Park Board President Sarah Santerre

 Date 2-21-23

 Park Board Secretary Mark Datema

 Date 2-21-23