

# City of Elkhart Parks & Recreation Park Board Minutes



**DATE:** January 18, 2022

**TIME:** 3:30 PM

**LOCATION:** City of Elkhart Parks & Recreation  
Council Chambers,  
229 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

**Call to Order at 3:32 PM.**

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

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

**2. Approval of Agenda**

Motion to Approve Agenda  
Motion: NAA  
Second: KH  
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 himself for Treasurer
  - i. Mr. Datema is elected by unanimous voice vote
- c. Mrs. Henke nominates herself for Secretary
  - i. Mrs. Henke is elected by unanimous voice vote
- d. Ms. Alexis nominates herself for Vice President
  - i. Ms. Alexis is elected by unanimous voice vote
- e. Mrs. Santerre nominates herself for President
  - i. Mrs. Santerre is elected by unanimous voice vote

**4. Approval of Minutes**

December 21, 2021  
Motion: MD  
Second: KH  
Motion Passes with unanimous voice vote

**5. Approval of Financials**

**Claims: \$28,583.40**                      **Donations: None**  
**Grants: None**

Motion to discuss, approve and place on file  
Motion: NAA  
Second: MD  
Motion passes with unanimous voice vote

# City of Elkhart Parks & Recreation

## Park Board Minutes



As the docket was not available to the Board before the meeting, Mrs. Henke confirms with Mrs. Wingard that the Department is on track with the budget.

### 6. New Business

#### a. Lease Agreement for Laydown Yard/Stage Area

The Department was contacted by Tonn & Blank Construction who are working with Elkhart General Hospital on their renovation of the 6<sup>th</sup> floor. Mr. Ross Warner of Tonn & Blank Construction explains that they would like to use the park area next to the hospital to store equipment and supplies. A few benches may need to be removed, but they will be replaced when the project is over.

Mr. Datema inquires if they plan to take before and after photos.

Mr. Czarnecki explains that any damage incurred will be fixed by the company when they are finished.

Mr. Datema inquires about the liability of anyone entering the space and getting hurt.

Ms. Rivera states that Tonn & Blank Construction is required to add the City to their liability insurance

Motion to ratify

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

### 7. Old Business - NONE

### 8. Use and Event Permit Requests

#### a. None

### 9. Approval of Department Report

Mr. Czarnecki informs the Board that the New Year's Eve Fireworks and free skating with Inova was well attended.

The Department is currently hiring for 2 full-time positions. The open positions are Volunteer Coordinator and the Program and Recreation Coordinator. For the Program and Recreation Coordinator, the Department is seeking someone with a park and recreation background, that has an understanding of program development already. It is hoped that the person in this position will be able to obtain the Certified Park and Recreation Professional certification which will enhance the Department.

Planning for Spring and Summer has started.

Upcoming events include a Frozen Skate and the Frosty 5 Run.

Mr. Czarnecki introduces Mr. Clarence Thomas to the Board. Mr. Thomas has joined the Department as the Facilities and Operations Manager.

Mr. Thomas introduces himself to the Board.

Ms. Alexis inquires where jobs are being advertised.

Mr. Czarnecki states that jobs are posted on the Indiana Park and Recreation Association website, Indeed, Facebook, and the City website.

### 10. Approval for Correspondence

Holiday cards were received by the Department from the Human Resources Department, Sunny 101.5, NuToys, and ULead.

### 11. Public Input/Privilege of the Floor

Mrs. Santerre opens privilege of the floor

Mrs. Santerre closes privilege of the floor.

# City of Elkhart Parks & Recreation Park Board Minutes



## 12. Approval for Adjournment

Motion to adjourn  
 Motion: MD  
 Second: NAA  
 Motion passes with unanimous voice vote  
 Adjourn 4:08 pm

### PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

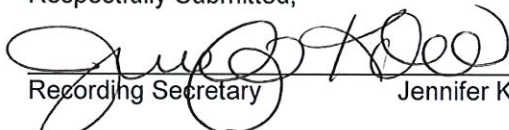


Jamison Czarniecki, Superintendent Clayton Brown, Program Coordinator, via Webex Cara Montana, Office Manager	Clarence Thomas, Facilities and Operations Manager Leslie Wingard, Accounting Specialist Jennifer Kobie, Recording Secretary
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### ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Mr. Matt Riggs, IT Department Ms. Tonda Hines, City Council	Ms. Rose Rivera, Legal Department Mr. Ross Warner, Tonn & Blank Construction	Ms. Corinne Straight, Mayor's Office
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### Minutes Certification:

Respectfully Submitted,

 _____ Recording Secretary      Jennifer Kobie	
 _____ Park Board President      Sarah Santerre	
 _____ Park Board Secretary      Kim Henke	

2/15/22 _____ Date	
2-15-22 _____ Date	
2-15-22 _____ Date	