

PARK BOARD AGENDA



MEETING SCHEDULE

Friday, November 18, 2022, at 3:30 pm
Council Chambers
229 S. 2nd Street, Elkhart, IN 46516

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- October 18, 2022
- November 1, 2022

4. APPROVAL OF FINANCIALS

- Claims - \$20,980.04
- Donations – \$0
- Grants - \$0

5. NEW BUSINESS MATTERS

- a. 2023 Park Board Schedule
- b. 2023 Wage Resolution
- c. 2023 Fee Schedule

6. OLD BUSINESS

- a. Agreement Regarding Donated Funds and Information

7. USE AND EVENT PERMIT

- a. None

8. DEPARTMENT REPORT

9. CORRESPONDENCE

- a. None

10. PUBLIC INPUT/PRIVILEGE OF THE FLOOR

ADJOURNMENT

NEXT REGULAR PARK BOARD MEETING DECEMBER 20, 2022, COUNCIL CHAMBERS.

City of Elkhart Parks & Recreation

Park Board Minutes



DATE: October 18, 2022

TIME: 3:30 PM

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

Call to Order at 3:35 PM.

1. Roll Call- Quorum Present
BOARD MEMBERS PRESENT

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Secretary	Mark Datema Treasurer
Absent Mandy Leazenby, Proxy	Via Webex		Absent Joe Foy, Proxy

2. Approval of Agenda

Motion to Approve Agenda

Motion: ML

Second: NAA

Roll call vote: ML – yes, NAA – yes, JF - yes

Motion passes

Motion to amend agenda to only include the financials and table all other business to November 1, 2022

Motion: ML

Second: NAA

Roll call vote: ML – yes, NAA – yes, JF - yes

Motion passes

Motion passes with a unanimous voice vote

3. Approval of Financials

Claims: \$54,380.88

Donations: \$0

Grants: \$0

Motion to discuss, approve and place on file

Motion: ML

Second: NAA

Roll call vote: ML – yes, NAA – yes, JF - yes

Motion passes

Mr. Foy inquires about the consolidated utility bills. Ms. Wingard explains that the utility company does that with smaller properties. This is typical for these bills.

4. Public Input/Privilege of the Floor

Mr. Foy opens the privilege of the floor.

Mr. Foy closes the privilege of the floor.

City of Elkhart Parks & Recreation

Park Board Minutes



5. Approval for Adjournment

Motion to adjourn

Motion: ML

Second: NAA

Roll call vote: ML – yes, NAA – yes, JF - yes

Motion passes

Adjourn 3:39 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Leslie Wingard, Accounting Specialist	Jennifer Kobie, Recording Secretary Sommer Bowers, Office Manager
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Mr. David Hopkins, IT Department	Ms. Rose Rivera, Legal Department, via Webex	Ms. Corinne Straight, Director of Communications, via Webex
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Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

_____ Date

Park Board President Sarah Santerre

_____ Date

Park Board Secretary

_____ Date

City of Elkhart Parks & Recreation

Park Board Minutes



DATE: November 1, 2022

TIME: 3:30 PM

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

Call to Order at 3:31 PM.

1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Secretary	Mark Datema Treasurer
	Absent, Mandy Leazenby, Proxy		

2. Approval of Agenda

Motion to Approve Agenda

Motion: MD

Second: ML

Motion passes with a unanimous voice vote

3. Approval of Minutes

September 20, 2022

Motion: MD

Second: ML

Motion passes with a unanimous voice vote

October 4, 2022

Motion: MD

Second: ML

Motion passes with a unanimous voice vote

4. Approval of Financials

Claims: \$14,241.59

Donations: \$4,000

Grants: \$0

Motion to discuss, approve and place on file

Motion: MD

Second: ML

Motion passes with a unanimous voice vote

Mr. Datema inquires about the High Dive improvements. Mr. Czarnecki states that the pavilion is being updated with a new kitchen, wainscoting, paint, and stain.

Ms. Wingard informs the Board that the donation is from NIBCO for Winterfest.

City of Elkhart Parks & Recreation

Park Board Minutes



5. New Business

a. Ratify votes of October 18, 2022, Park Board Meeting

Motion: MD

Second: ML

Motion passes with a unanimous voice vote

b. Cardinal Bus Contract

Mrs. Kobie explains that the Department is hosting a bus trip to Frankenmuth, Michigan on November 19. This contract is for the bus.

Motion to approve

Motion: MD

Second: ML

Motion passes with unanimous voice vote

6. Old Business

a. None

7. Use and Event Permit Requests

a. Ugly Sweater 5K and Sweater Stroll – December 3, 2022 – NIBCO Water and Ice Park

Mrs. Kobie presents the permit on behalf of Paula Turk. This is an annual event. The only change is the start time will be earlier in the day. They are requesting the use of the NIBCO Water and Ice Park building and restrooms.

Motion to Approve

Motion: MD

Second: ML

Motion passes with a unanimous voice vote

8. Department Report

Mr. Czarnecki informs the Board that the concessions trailer was used for the first time at the Hocus Pocus drive-in movie at Ideal Beach. 90 cars attended the movie.

River Greenway Trail funding has been secured.

Trunk or Treat was very successful. The Fall Pop-Up Market will be held on November 5. Skateboarding lessons are wrapping up and were very popular.

9. Correspondence

a. None

10. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

11. Approval for Adjournment

Motion to adjourn

Motion: ML

Second: MD

Motion passes with a unanimous voice vote

Adjourn 3:50 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Leslie Wingard, Accounting Specialist	Jennifer Kobie, Recording Secretary Sommer Bowers, Office Manager
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City of Elkhart Parks & Recreation

Park Board Minutes



ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

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Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

Date

Park Board President Sarah Santerre

Date

Park Board Secretary

Date

PARKS BOARD
CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

November 10, 2022 
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$20,980.04 AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 5 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 18TH DAY OF NOVEMBER 2022 BY:

PRESIDENT

SARAH SANTERRE

VICE PRESIDENT

NEKEISHA ALAYNA ALEXIS

SECRETARY

TREASURER

MARK DATEMA

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
RYAN SANCHEZ	R00572024	11/18/2022	Pavilion Rental Refund - McNa	2204-5-501-4581000	210.28
PETTY CASH / JAMISON CZAR	4213843	11/18/2022	Copy of Deed	2204-5-501-4390900	1.00
MARTIN MARKETING SPECIAL	13708-1	11/18/2022	Aquatic Facility Apparel	2204-5-501-4220150	2,431.55
BIG C LUMBER CO INC	1707834	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	53.88
BIG C LUMBER CO INC	1709443	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	75.87
BIG C LUMBER CO INC	1709822	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	208.00
BIG C LUMBER CO INC	1710385	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	665.00
BIG C LUMBER CO INC	1713391	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	52.00
BIG C LUMBER CO INC	1713837	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	66.26
BIG C LUMBER CO INC	1714026	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	159.60
MENARD, INC	17936	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	295.37
SHERWIN WILLIAMS	7372-5	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	46.99
MENARD, INC	18014	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	16.53
MENARD, INC	18016	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	52.04
BIG C LUMBER CO INC	1717870	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	4,079.97
SHERWIN WILLIAMS	2164-8	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	166.84
ELKHART ENVIRONMENTAL C	EEC123	11/18/2022	Barred Owl Boxes	2204-5-501-4220150	325.00
LONG'S LOCK SHOP, INC.	106389	11/18/2022	Keys for Jamison and Stans O	2204-5-501-4220150	10.00
MENARD, INC	18445	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	287.70
MENARD, INC	18476	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	16.81
MENARD, INC	18520	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	43.97
MENARD, INC	18713	11/18/2022	Candy-Programming Promoti	2204-5-501-4220150	537.51
MENARD, INC	18589	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	273.09
BIG C LUMBER CO INC	1723054	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	56.90
STANLEY MCCRAY	074348	11/18/2022	Parks 2017 Ford Explorer Car	2204-5-501-4390900	12.00
MENARD, INC	18761	11/18/2022	Gas Can for Concessions Traile	2204-5-501-4220150	29.83
INDIANA PARK AND RECREATI	35310	11/18/2022	2023 Membership Renewal	2204-5-501-4390800	1,051.00
RON SUMMERS	6206339	11/18/2022	Fuel for Concessions Trailer G	2204-5-501-4220210	17.12
SIMPLIFILE, LC	15005229806	11/18/2022	Recording of Property Deeds	2204-5-501-4310400	58.25
BIG C LUMBER CO INC	1725115	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	119.46
MENARD, INC	18946	11/18/2022	High Dive Pavilion Improveme	2204-5-501-4360100	64.33
YODER OIL COMPANY INC	CL74025	11/18/2022	Parks Dept Gasoline	2204-5-501-4220210	571.04
PETTY CASH / JAMISON CZAR	NIBCO2023	11/18/2022	Nibco Ice Park Start Up Funds	2204-1500000	1,000.00
BUGSY'S ELKHART EXTERMIN	23794	11/18/2022	Monthly Pest Control	2204-5-501-4390912	135.00
NEWCO	I393-26525	11/18/2022	McNaughton Spray Park - Priv	2204-5-501-4220150	37.88
MENARD, INC	19093	11/18/2022	Parks Office Storage Totes	2204-5-501-4220150	35.37
PETTY CASH / JAMISON CZAR	4218325	11/18/2022	Copy of Property Deed	2204-5-501-4390900	1.00
CHRISTINA STEWART	O-0012414390	11/18/2022	Lifeguard Management Cours	2204-5-501-4390910	120.00
B E S INC	185400	11/18/2022	Concessions - Ice Rink	2204-5-501-4220150	237.36
Fund 2204 - PARK & RECREATION Total:					13,621.80
Fund: 2520 - PARK PROGRAM					
GR GRAPHIX CUSTOM SCREE	9746	11/18/2022	Softball Apparel - Fall Ball	2520-5-508-4220101	1,171.50
PETTY CASH / JAMISON CZAR	1589-102522	11/18/2022	Halloween Event Decor	2520-5-630-4220150	53.46
MENARD, INC	18713	11/18/2022	Halloween Event Decor	2520-5-508-4220150	5.26
MENARD, INC	18713	11/18/2022	Candy-Programming Promoti	2520-5-508-4220150	35.94
PETTY CASH / JAMISON CZAR	2005-102522	11/18/2022	Halloween Event Decor	2520-5-630-4220150	9.36
HIMCO WASTE-AWAY SERVICE	0030030844	11/18/2022	Ideal Beach Trash Services	2520-5-509-4390900	762.10
PETTY CASH / JAMISON CZAR	288-102622	11/18/2022	Halloween Event Decor	2520-5-630-4220150	85.33
MENARD, INC	18558	11/18/2022	Halloween Event Decor	2520-5-630-4220150	7.99
GORDON FOOD SERVICE INC	779276681	11/18/2022	Halloween Event Concessions	2520-5-630-4220150	150.90
SWANK MOTION PICTURES, I	DB 3276034	11/18/2022	Movie at the Beach - Hocus P	2520-5-630-4390900	465.00
GORDON FOOD SERVICE INC	779276705	11/18/2022	Concessions - Hocus Pocus M	2520-5-630-4220150	45.00
TOWER ADV PRODUCTS INC.	OE76284-IN	11/18/2022	Softball Tournament Awards	2520-5-508-4220101	617.95

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
J & K SEPTIC SERVICE, LLC	CEPD	11/18/2022	Portable Restroom Rental - Tai	2520-5-630-4390900	400.00
MENARD, INC	19093	11/18/2022	Pop Up Market (Fall) - Door St	2520-5-630-4220150	15.12
SHERRY L. KRASK	12-1522	11/18/2022	Pop Up Market (Fall) - Refresh	2520-5-630-4220150	43.92
MARTIN SUPERMARKET #14	2056-11522	11/18/2022	Pop Up Market (Fall) Vendor	2520-5-630-4220150	50.42
JAMES D. ZESER	024989-10922	11/18/2022	Umpire Services - 2 Games	2520-5-508-4390931	60.00
Fund 2520 - PARK PROGRAM Total:					3,979.25
Fund: 7740 - SALES TAX					
RYAN SANCHEZ	R00572024	11/18/2022	Pavillion Rental Refund - McNa	7740-4-000-3120708	14.72
Fund 7740 - SALES TAX Total:					14.72
Grand Total:					17,615.77

Report Summary

Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	13,621.80
2520 - PARK PROGRAM	3,979.25
7740 - SALES TAX	14.72
Grand Total:	17,615.77

Account Summary

Account Number	Account Name	Expense Amount
2204-1500000	Petty Cash	1,000.00
2204-5-501-4220150	Operating Supplies	3,644.50
2204-5-501-4220210	Gasoline	588.16
2204-5-501-4310400	Professional Services	58.25
2204-5-501-4360100	Repairs & Maintenance	6,800.61
2204-5-501-4390800	Organiz Membership &	1,051.00
2204-5-501-4390900	Other Services & Charge	14.00
2204-5-501-4390910	Education	120.00
2204-5-501-4390912	Contract Services	135.00
2204-5-501-4581000	Unappropriated	210.28
2520-5-508-4220101	Operating Supplies - Soft	1,789.45
2520-5-508-4220150	Operating Supplies - Gen	41.20
2520-5-508-4390931	Contract Labor - Umpire	60.00
2520-5-509-4390900	Services & Charges	762.10
2520-5-630-4220150	Operating Supplies	461.50
2520-5-630-4390900	Other Services & Charge	865.00
7740-4-000-3120708	Rental Sales Tax - Parks	14.72
	Grand Total:	17,615.77

Project Account Summary

Project Account Key	Expense Amount
None	17,615.77
Grand Total:	17,615.77



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Payment Dates 11/4/2022 - 11/10/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
COMCAST CABLE	0909983-101822	11/04/2022	INTERNET SVC- PK	2204-5-501-4320400	108.35
COMCAST CABLE	0116669-101922	11/04/2022	INTERNET SVC- OCT- PK	2204-5-501-4320400	111.25
INDIANA MICHIGAN POWER	04210875706-101922	11/04/2022	CONSOLIDATED- PK	2204-5-501-4350100	1,444.26
COMCAST CABLE	0941317-102122	11/04/2022	INTERNET SVC- OCT- PK	2204-5-501-4320400	111.25
NORTHERN INDIANA PUBLIC S	2157000015-102622	11/04/2022	1020 MCDONALD- PK	2204-5-501-4350200	169.73
NORTHERN INDIANA PUBLIC S	2157360055-102622	11/04/2022	301 NIBCO- PK	2204-5-501-4350200	73.80
INDIANA MICHIGAN POWER	04058946304-102722	11/10/2022	401 RIVERVIEW- PK	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04116178304-102822	11/10/2022	624 E JACKSON- PK	2204-5-501-4350100	26.62
INDIANA MICHIGAN POWER	04520875701-102822	11/10/2022	CONSOLIDATED- PK	2204-5-501-4350100	140.60
INDIANA MICHIGAN POWER	04844997017-103122	11/10/2022	52256 IDEAL BEACH- PK	2204-5-501-4350100	140.01
INDIANA MICHIGAN POWER	04267434407-110122	11/10/2022	1324 MARGUERITE- PK	2204-5-501-4350100	375.34
NORTHERN INDIANA PUBLIC S	0239660096-110422	11/10/2022	200 LUSHER- PK	2204-5-501-4350200	66.00
ELKHART PUBLIC UTILITIES	1105360000-110422	11/10/2022	701 ARCADE- PK	2204-5-501-4350400	64.72
ELKHART PUBLIC UTILITIES	1105360205-110422	11/10/2022	701 ARCADE- PK	2204-5-501-4350400	156.70
ELKHART PUBLIC UTILITIES	1105360603-110422	11/10/2022	701 ARCADE- TENNIS- PK	2204-5-501-4350400	108.68
ELKHART PUBLIC UTILITIES	1200680000-110422	11/10/2022	500 E BEARDSLEY- PK	2204-5-501-4350400	43.31
ELKHART PUBLIC UTILITIES	1203400000-110422	11/10/2022	1320 OLIVE- PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	12122370300-110422	11/10/2022	619 BALDWIN- PK	2204-5-501-4350400	71.24
NORTHERN INDIANA PUBLIC S	8793150019-110422	11/10/2022	119 W WOLF- PK	2204-5-501-4350200	73.81
Fund 2204 - PARK & RECREATION Total:					3,364.27
Grand Total:					3,364.27

Report Summary**Fund Summary**

Fund	Payment Amount
2204 - PARK & RECREATION	3,364.27
Grand Total:	<u>3,364.27</u>

Account Summary

Account Number	Account Name	Payment Amount
2204-5-501-4320400	Telephone/communicati	330.85
2204-5-501-4350100	Electricity	2,151.48
2204-5-501-4350200	Natural Gas	383.34
2204-5-501-4350400	Water & Sewer	498.60
Grand Total:		<u>3,364.27</u>

Project Account Summary

Project Account Key	Payment Amount
None	3,364.27
Grand Total:	<u>3,364.27</u>



2023 PARK BOARD MEETING DATES

**(All meeting dates are on Tuesdays at 5:00 p.m.
in the Council Chambers, 229 S. 2nd St., Elkhart, IN)**

January 17, 2023

February 21, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 20, 2023

July 18, 2023

August 15, 2023

September 19, 2023

October 17, 2023

November 21, 2023

December 19, 2023

2023 PARK BOARD FINANCIALS ONLY MEETING DATES

**(All meeting dates are on Tuesdays at 5:00 p.m. at the
Elkhart Parks & Recreation office 229. S. 2nd St. Elkhart, IN)**

May 30, 2023

July 5, 2023

August 1, 2023

August 29, 2023

October 3, 2023

October 31, 2023

WAGE RESOLUTION

City of Elkhart Parks and Recreation Regular, Part-Time and Seasonal Employees

BE IT RESOLVED:

That the following wages are hereby adopted for implementation by the City of Elkhart's Board of Parks and Recreation effective January 1, 2023.

The schedule below establishes pay levels for Regular, Part-Time, and Seasonal employees for the 2023 Season:

PARKS PROGRAMMING/FACILITY STAFF

MANAGERS

	<u>START</u>	<u>MAX</u>
Concessions	\$17.00	\$19.00
Day Camp	\$17.00	\$19.00
NIBCO	\$17.00	\$19.00
Riverview	\$17.00	\$19.00
Softball Director	\$17.00	\$19.00
Swim Lessons	\$17.00	\$19.00
Tennis Lessons	\$17.00	\$19.00
Program Manager	\$17.00	\$19.00
Aquatics Manager	\$17.00	\$20.00

ASSISTANT MANAGERS

	<u>START</u>	<u>MAX</u>
Concessions	\$14.00	\$16.00
Day Camp	\$15.00	\$17.00
Ideal Beach	\$15.00	\$17.00
McNaughton	\$14.00	\$16.00
NIBCO	\$14.00	\$16.00
Pierre Moran	\$15.00	\$17.00
Riverview	\$14.00	\$16.00
Softball	\$15.00	\$17.00
Swim Lessons	\$15.00	\$17.00
Tennis Lessons	\$14.00	\$16.00
Asst Program Manager	\$14.00	\$16.00

FACILITY STAFFING

	<u>START</u>	<u>MAX</u>
Cashiers	\$12.00	\$14.00
Concessions Staff	\$12.00	\$14.00
Lifeguards	\$14.00	\$16.00
NIBCO Skate Attendants	\$12.00	\$14.00
Maintenance Staff	\$12.00	\$14.00
McNaughton Attendants	\$12.00	\$14.00

PROGRAMMING STAFFING

	<u>START</u>	<u>MAX</u>
Baseball Supervisor	\$11.00	\$14.00
Cheerleading Instructor	\$11.00	\$14.00
Day Camp Group Leader	\$14.00	\$16.00
Day Camp Site Manager	\$15.00	\$17.00
Lesson Instructors	\$13.00	\$15.00
Riverview Supervisor	\$14.00	\$16.00
Program Aide	\$12.00	\$15.00

OTHER STAFFING

	<u>START</u>	<u>MAX</u>
Maintenance Assistant	\$14.00	\$19.00
Maintenance Manager	\$15.00	\$20.00
Park Rangers	\$14.00	\$20.00
Parks Dept. Office Asst.	\$13.00	\$16.00
Bus Driver	\$15.00	\$30.00
Farmers Market Manager	\$13.00	\$17.00

**UMPIRES AND REFEREES –
PER GAME**

	<u>START</u>	<u>MAX</u>
Basketball Referee	\$15.00	\$25.00
Soccer Referees	\$15.00	\$25.00
Softball Umpire	\$30.00	\$35.00
Volleyball Referee	\$15.00	\$25.00

City of Elkhart Parks and Recreation Department

2023 WAGE RESOLUTION

NOTE: The Superintendent/Recreation Manager has the authority to set the actual rates within the approved ranges due to skill, ability, advanced training, specialized training/certificates, or availability.

APPROVED this 18th Day of November 2022

by the CITY OF ELKHART BOARD OF PARKS AND RECREATION

Sarah Santerre - President

Nekeisha Alayna Alexis – Vice President

- Secretary

Mark Datema - Treasurer

City of Elkhart Parks and Recreation Department 2023 Fee Schedule

Listed below are the 2023 fees for the Parks & Recreation Department's facility rentals, admissions, and program participation fees.

PAVILION FEES

Cash Key/security deposit	Mandatory	\$300.00	Flat Rate
		Monday-Thursday	Friday-Saturday Sunday & Holidays
High Dive	8 am - 4 pm OR 5 pm - 12 am	\$125.00	\$250.00
McNaughton	8 am - 4 pm OR 5 pm - 12 am	\$100.00	\$225.00
Pierre Moran	8 am - 4 pm OR 5 pm - 12 am	\$85.00	\$200.00
Studebaker	8 am - 4 pm OR 5 pm - 12 am	\$85.00	\$200.00
Willowdale	8 am - 4 pm OR 5 pm - 12 am	\$75.00	\$150.00
		Includes Tax	Includes Tax

SHELTER FEES

American Park Shelter	\$50.00	Per Day
Island Park Band Stand	\$75.00	Per Day
Ken Cantzler Memorial Shelter	\$100.00	Per Day
High Dive Gazebo	\$50.00	Per Day
Roosevelt Park Shelter	\$75.00	Per Day
Sterling Park Shelter	\$75.00	Per Day
*McNaughton Park Band Shell	\$75.00	Per Day
Electricity (where available)	\$50.00	Per Day
*Pavilion rental required due to parking limitations	Includes Tax	

PARK RENTAL FEES

Park Usage Fee	Includes Tax	
Island Park	Includes shelter, band shell, electric and permit fee	8 am - 4 pm 5 pm - 12 am
	\$300.00	
All other Parks- with electric service	Includes pavilion/band shell (if available), electric, and permit fees	8 am - 4 pm 5 pm - 12 am
	\$150.00	
	\$150.00	
All Parks- with no electric service	\$100.00	8 am - 4 pm 5 pm - 12 am
	\$100.00	

**City of Elkhart Parks and Recreation Department
2023 Fee Schedule**

PAVILION RENTAL CONTRACT VIOLATION FEES

VIOLATION	CHARGE
Doors or windows left open	\$50.00
Damage due to doors or windows left open	TBD by cost of damage per Buildings & Grounds
Failure to turn off appliances or utilities	\$50.00 or TBD by any damage caused
Broken window - Costs \$400 to replace	\$300.00
Incomplete clean-up	Cleaning time x B&G hourly rate
Using rice, bird seed, piñatas, confetti, crepe paper	Cleaning time x B&G hourly rate
Interfering with the rental time of another renter	\$50.00 per hour
Entering or returning to pavilion outside of rental time	\$50.00

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

FACILITY FEES

IDEAL BEACH

Admission & Waterslide	\$8.00	
5 and Under	\$3.00	
Canoe/Kayak Rental	\$5.00	per hour
Group Admission (35+)	\$7.00	
Family Season Pass (up to 6 people)	\$125.00	
Individual Season Pass	\$75.00	
Shelter (Fee + Electric)	\$75.00	includes tax
Facility Rental	\$250.00	per hour plus tax

MCNAUGHTON SPRAY PARK

No admission fee

NIBCO WATER & ICE PARK (EFFECTIVE DECEMBER 1, 2022)

Youth Admission (ages 3-12)	\$6.00	
Adult Admission (ages 13+)	\$8.00	
Ages 2 and Under	Free	
Skate Rental	Free	
Skate Trainer	Free	
Skate Sharpening	\$6.00	
Youth Group Admission (35+)	\$5.00	
Adult Group Admission (35+)	\$7.00	
Private Rental Skate Rental	\$3.00	
Facility Rental	\$175.00	per hour plus tax

PIERRE MORAN POOL

Admission	\$4.00	
2 and under	\$1.00	
Senior Citizens (62+)	\$2.00	
Group Admission (25+)	\$3.00	
Facility Rental	\$250.00	per hour plus tax

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

PROGRAM/RECREATION FEES

DAY CAMP		35 DAYS	
8 am - 4 pm		\$110.00	
Winter Camp	(up to 8 days)	\$20.00-\$30.00	
SOFTBALL LEAGUES			
Summer		\$700.00	Early registration
		\$750.00	After deadline
Fall		\$450.00	Early registration
		\$500.00	After deadline
SWIM LESSONS		8 Days	
Preschool		\$50.00	
Learn to Swim		\$50.00	
Adult		\$50.00	
TENNIS LESSONS			
Tot Classes		\$55.00	
Beginners		\$65.00	
Intermediate		\$65.00	
Jr. Varsity		\$80.00	
Varsity		\$80.00	
Adult		\$75.00	

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

EVENTS

FROSTY 5K & 5 MILE

Registration fee	\$25.00
Early bird fee (Until January 3)	\$20.00
Shirt (with pre-registration)	\$12.00
Shirt (on race day)	\$20.00

FOURTH OF JULY

Food Vendor	\$200-\$400
Glow Toy Vendor	\$100-300

POP-UP MARKETS

Vendor Space	\$25.00	per 12 foot table
Food Vendor	\$25.00-\$75.00	per date

FARMERS MARKET

Growers	\$100.00 season or \$15.00 per day
Home Based Vendors	\$100.00 season or \$15.00 per day
Artisans (Handmade or homemade items)	\$200.00 season or \$15.00 per day
Direct Sales	\$200 season or \$15.00 per day

TOWN GREEN SOCIAL

Artisan Vendor	\$15.00 per day
Food Vendor	\$25.00-\$100 per day

RHAPSODY ARTS & MUSIC FESTIVAL

Gate Entry	\$2.00-\$5.00	per person per day
	Free	10 and under
Artisan Vendors	\$100.00	20 feet
	(Additional \$100 with electric)	
Direct Sales and On-Site Services	\$125.00	20 feet
	(Additional \$100 with electric)	
Commercial Services	\$500.00	20 feet
	(Additional \$100 with electric)	
Food Vendor	\$800.00	20 feet
Food Vendor w/ Supply Truck	\$900.00	20 feet w/ electric
Food Vendor	\$1,000.00	30 feet
Food Vendor w/ Supply Truck	\$1,100.00	30 feet w/ electric
Non-Profit Food Vendor	\$225.00	
Specialty Food Vendor (No trailer, no electricity)	\$500.00	
Community Organizations and Political Parties	\$50.00	20 feet

**City of Elkhart Parks and Recreation Department
2023 Fee Schedule**

EVENTS

RUMMAGE SALES

Set Up Fee	\$15.00-\$25.00
Food Vendor	\$25.00-\$75.00 per date

SUMMER CHILL

Food Vendor	\$25.00-\$75.00 per date
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WINTERFEST

Food Vendor	\$25.00-\$100.00 per date
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DANCES

Various	\$5.00-\$20.00
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City of Elkhart Parks and Recreation Department

2023 Fee Schedule

FIELD AND ACTIVITY FEES

PIERRE MORAN SOFTBALL FIELD	2 fields available	
Field Rental Fee	\$25.00	per field
RIVERVIEW SOFTBALL COMPLEX	4 fields available	
Field rental fee	\$200.00	per field
	\$700.00	per day
Supervisor	\$50.00	per hour
	\$300.00	per day up to 8 hrs
Temporary Fencing	\$75.00	per field
STUDEBAKER SOCCER FIELDS	3 fields available	
Field rental fee	\$25.00	per game
PICKLEBALL	\$1.00	per player
PICKLEBALL & TENNIS COURT RENTALS	\$10.00	per hour per court

GROUP RENTERS

Elkhart Municipal Band	In-kind with contract agreement
Truth in Jazz/Jazz Assemblage	In-kind with contract agreement
New Horizons Band	\$500.00
Elkhart Community Schools	In-kind exchange of use of properties
Elkhart City Entities	No Charge
Neighborhood Associations	No Charge
Non-profit Weekday Rental (5+ Rentals)	25% discount per session
Weekend Group Rentals	Full price

**City of Elkhart Parks and Recreation Department
2023 Fee Schedule**

APPROVED this 18th Day of November 2022

by the CITY OF ELKHART BOARD OF PARKS AND RECREATION

Sarah Santerre

President

Nekeisha Alayna Alexis

Vice President

Secretary

Mark Datema

Treasurer

AGREEMENT REGARDING DONATED FUNDS AND INFORMATION

This Agreement Regarding Donated Funds and Information (“the Agreement”) is entered this 20th day of September 2022 by and among THE CITY OF ELKHART, acting by and through its Parks Board (“the City”), FRIENDS OF TOLSON COMMUNITY AND YOUTH CENTER, INC., a dissolved Indiana non-profit corporation (“Friends”), and TOLSON CENTER, INC., an Indiana non-profit corporation (“Tolson”).

Preliminary Statement

- A. Friends was formed in 2015 to support the work of the City at its community and youth facility then known as Tolson Community and Youth Center.
- B. Friends sought charitable donations to fund building a new community center facility at the site of the City’s Tolson Community and Youth Center.
- C. Donations made to Friends for that purpose were deposited with the City and held in City accounts, where they still remain. The City is holding \$44,975.00 in funds donated to Friends for a new facility (“the Donations”). The City also has limited files that seem to identify at least some of the donors who contributed to the Donations (“the Donor Files”). The City makes no warranties concerning the accuracy or completeness of the Donor Files.
- D. In 2020, Friends discontinued all active operations and dissolved its corporate existence. Following dissolution, Friends donated to Tolson remaining assets in its possession—according to its Articles of Incorporation and controlling law. Friends did not dispose of the Donations because it did not possess them.
- E. Tolson was formed in 2020 to promote youth and community services in Elkhart, Indiana. It has acquired the former City facility and surrounding real estate once known as the Tolson Community and Youth Center and is actively engaged in building a new youth and community center facility on that site.
- F. Because the City no longer owns the site of its former Tolson Community and Youth Center and because Friends is no longer actively operating, the City desires—subject to the terms of this Agreement—to return the Donations and the Donor Files to Friends, so that Friends may then transfer them to Tolson to use in furtherance of its mission and charitable purposes.
- G. Friends and Tolson are willing to accept the Donations and the Donor Files according to the terms and conditions of this Agreement.

THEREFORE, the City, Friends, and Tolson agree as follows:

1. **Incorporation of Preliminary Statement.** The Preliminary Statement above is incorporated into this Agreement as a substantive provision declaring the intent of the parties and depicting the circumstances surrounding the execution of this Agreement.

2. **Initial Return to Friends.** In consideration of the promises described in this Agreement, the City will, no later than October 14, 2022, transfer the Donations to Friends and deliver copies of the Donor Files to Friends.

3. **Further Transfer to Tolson.** In consideration of the promises described in this Agreement, Friends will, within 7 days of receipt, re-convey the Donations and the Donor Files to Tolson.

4. **City's Cooperation.** Because Friends no longer has an active bank account, the City will coordinate with it to determine the most efficient manner of complying with Paragraphs 2 and 3. Friends may wish to instruct the City to deliver the Donations directly to an account controlled by Tolson.

5. **Communications with Donors.** Utilizing the Donor Files, Tolson will take commercially reasonable efforts to communicate with the individuals listed in them to explain how the donations will be used in furtherance of Tolson's mission and to thank them for their generosity. Subject to the limits of Indiana law, if Tolson receives any request for return of donated funds from any person who can be confirmed to have donated funds included within the Donations, then Tolson will honor the request and return the confirmed amount of the donation. If any other party to this Agreement receives any request for return of donated funds, it will forward that request to Tolson for handling according to this Paragraph 5.

6. **Further Cooperation.** The City, Friends, and Tolson agree to take any further actions or execute any further documents that may be necessary to carry out the purposes of this Agreement.

7. **Complete Agreement.** This Agreement represents the complete understanding among the City, Friends, and Tolson concerning the Donations and the Donor Files, and it supersedes all prior and contemporaneous discussions and agreements. It may not be modified except in a written document signed by all parties. It is binding on and inures to the benefit of each of the parties' respective successors and permitted assignees. This Agreement is effective on the date written above, regardless of when signed, with facsimile signatures having the same force and effect as original signatures. Each individual signing below warrants that he or she has full power and authority to enter into this Agreement and to carry out its terms on behalf of the entity for whom he or she signs.

{Signatures on following page}

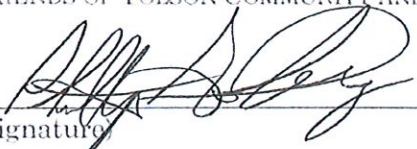
IT IS SO AGREED as of the date first written above.

THE CITY OF ELKHART

(Signature)

(Print Name & Title)


FRIENDS OF TOLSON COMMUNITY AND YOUTH CENTER, INC.



(Signature)

Phil G. Ensley, Chairmen of the Board of Directors
(Print Name & Title)

TOLSON CENTER,



(Signature)

Breanna Allen, Executive Director
(Print Name & Title)

Parks Board Report 11-18-22

- 10th Annual Island Park Trunk or Treat, October 15, 2,500 participants, 30 partners provided candy and information
- Pinewood Walk, October 22 at Pinewood Park, 1,400 participants, 10 partners provided candy and information-this event is hosted by Parks, EPD and EFD
- Hocus Pocus movie at Ideal Beach, October 29, 90 cars with approximately 360 participants-this was the first outing of our concessions trailer!
- Fall Fabulous Pop Up Market at High Dive Pavilion, November 5, 300 shoppers, 27 vendors

COMING UP: Frankenmuth Bus Trip, November 19

Winterfest Parade & Christmas Tree lighting, December 3