

City of Elkhart Parks & Recreation Park Board Minutes



DATE: June 20, 2023

TIME: 5:07 PM

City of Elkhart Parks & Recreation
Council Chambers

LOCATION: 229 S. 2nd Street, Elkhart, IN 46516

Call to Order at 5:01 PM.

1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

Sarah Santerre President	Nekeisha Alayna Alexis Vice President Absent	Mark Datema Secretary Absent	Christopher Baiker Treasurer
		Joe Foy, Proxy	

2. Approval of Agenda

Motion to Approve Agenda

Motion: JF

Second: CB

Motion passes with unanimous voice vote

3. Approval of Minutes

May 16, 2023

May 30, 2023

Motion to Approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

4. Approval of Financials

Claims: \$784,178.69

Donations: \$0

Grants: \$0

Motion to discuss, approve and place on file

Motion: CB

Second: JF

Motion passes with unanimous voice vote

Mr. Jamie Arce, City Controller, explains that two claims are funding for the Elkhart Environmental Center and the National New York Railroad Museum. This is part of the budgeting process because the facilities do not have property tax backing.

5. New Business

a. Memorandum of Understanding The Village

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Ms. Ixmattlahua explains to the Board that because the Peace Run was a fundraiser, the Department is not keeping any money collected and giving it to The Village. The MOU also provides aquatic facility passes for participants in the run/walk.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

b. Memorandum of Understanding Dwight Weber

Mr. Czarnecki informs the Board that Dwight Weber is a consultant providing executive coaching for Mr. Czarnecki.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

c. Updated Wage Resolution

Mrs. Bowers explains that the only change is an Office Assistant pay rate update.

Mr. Foy inquires if this is part of the City's wage resolution.

Ms. Rivera and Mr. Czarnecki explain that the Park Board sets and approves the wages for all part-time employees.

Motion to amend

Motion: JF

Second: CB

Motion passes with unanimous voice vote

6. Old Business

a. None

7. Use and Event Permit

a. A'Nu COE 1st Fridays – Various Dates – Ullery Park

Ms. Ashley Spencer presents the permit. It will be a community event featuring games, music, and food on the first Friday of the month. Everything will be free to the public. It is being marketed through social media and flyers.

Motion: JF

Second: CB

Motion passes with unanimous voice vote

b. Elkhart Mennonite Worship – July 30, 2023 – Island Park

Pastor Sharon Norton presents the permit. The Mennonite churches of Elkhart are gathering to worship together. The event was planned last year but was rained out.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

c. Community Unity Back to School Day – August 13, 2023 – McNaughton Park

No one is present to present the permit.

Motion to table until July 18 meeting

Motion: JF

Second: CB

Motion passes with unanimous voice vote

d. Rockin' on the Rails – August 26, 2023 – Parks Stage only

The National New York Central Railroad Museum is asking to use the Parks stage for the event.

Motion to approve

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Motion: JF

Second: CB

Motion passes with unanimous voice vote

e. **Woof Group 4th Annual Breakfast – October 28, 2023 – Dr. Frank Booth Bark Park**

Mr. Barney Ash presents the permit. This is the fourth year for the event. The Woof Group has a carry-in breakfast and Halloween costume contest. They will also have an agility demonstration.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

f. **Break Down the Walls – Various Dates – Island Park**

Mr. Josh Eaton of Adult & Teen Challenge of Northern Indiana presents the permit. Every Friday, they hold a chapel service and would like to bring it to the public on Fridays in July.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

8. Department Report

Mr. Czarnecki reports that the new software, CivicRec is now live. Riverview Softball Complex is hosting a large softball tournament this weekend. Installation of a fishing dock at High Dive Park has begun. The High Dive tennis courts are now painted and ready to use again. Lead Park Ranger Stan McCray has transferred to the Elkhart Police Department.

Ms. Krask informs the Board about events. Rhapsody Arts & Music Festival had over 25,000 people in attendance over the event's two days. Event Aides have been hired. The Elkhart Farmers Market has been very successful.

Ms. Gordon provides updates on the volunteer program. Thor hosted a clean-up in May along the RiverWalk. The Department still seeks groups to adopt parks for the Adopt a Park Program.

Ms. Ixmattlahua provides updates on programming.

9. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

10. Approval for Adjournment

Motion to adjourn

Motion: JF

Second: CB

Motion passes with unanimous voice vote

Adjourn 5:50 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Luisa Ixmattlahua-Garay, Program Coordinator Sherry Krask, Event Coordinator	Sommer Bowers, Office Manager Jennifer Kobie, Recording Secretary Maddy Gordon, Volunteer Coordinator
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Ms. Ashley Specer, via Webex Mr. Barney Ash	Ms. Rose Rivera, Legal Department Mr. Jamie Arce, City Controller	Mr. Josh Eaton Mr. Bradley Tracy, Chief of Staff, via Webex
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Minutes Certification:


Respectfully Submitted,


Recording Secretary Jennifer Kobie

7/18/23
Date


Park Board President Sarah Santerre

7.18.23
Date


Park Board Secretary Mark Datema

7-18-23
Date