

PARK BOARD AGENDA



MEETING SCHEDULE

Tuesday, June 18, 2024, at 5:00 pm
Council Chambers
229 S. 2nd Street, Elkhart, IN 46516

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF AGENDA

3. PUBLIC INPUT/ PRIVILEGE OF THE FLOOR

4. APPROVAL OF MINUTES

- May 21, 2024

5. APPROVAL OF FINANCIALS

- Claims - \$105,814.87
- Donations - \$2500- Lasalle Council Boy Scouts
- \$1,000-Physicians Immediate Care/Well Now Urgent Care
- Grants - \$0

6. NEW BUSINESS MATTERS

- a. Master Plan Contract Approval- Jamison
- b. Forestry Contract for Tree Removal Southeast- Chip Tallman
- c. Entertainment Contract- Maddy Gordon

7. OLD BUSINESS

- a. None

8. USE AND EVENT PERMIT

- a. Woof Group Annual Breakfast & Demo-10/26/24@Dr. Frank Booth Dog Park- Barney Ash
- b. Meet & Greet with Local Candidates-9/7/24@Sterling Park- Jerry Abell
- c. Pie Sales for Lions Club & Art League-1st, 2nd, and 3rd Tuesdays during EMB
Concerts@McNaughton Pavilion- Karin Frey
- d. Hispanic Heritage Festival-9/28/24@Central Green for Tables & Chairs; Trailer; and Golf Carts
Only- Rose Rivera

9. DEPARTMENT REPORT

Jamison Czarnecki, Parks Superintendent

10. CORRESPONDENCE

- a. None

PARK BOARD AGENDA

ADJOURNMENT

FINANCIAL ONLY MEETING July 2, 2024, PARKS CONFERENCE ROOM 5:00pm.
NEXT REGULAR PARK BOARD MEETING July 16, 2024, COUNCIL CHAMBERS.

City of Elkhart Parks & Recreation Park Board Minutes



DATE: May 21, 2024

TIME: 5:00 PM

City of Elkhart Parks & Recreation
Annex Conference Room

LOCATION: 201 S. 2nd Street, Elkhart, IN 46516

Call to Order at 5:00 PM.

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

Nekeisha Alayna Alexis President	Christopher Baiker Vice President	Sarah Santerre Secretary	Bil Murray Treasurer
Present	Present	Absent- Mandy Leazenby as Proxy	Present

2. Approval of Agenda

Motion to Approve Agenda
Motion: BM
Second: CB
Motion passes with unanimous voice vote

3. Public Input/Privilege of the Floor
Nekeisha Alayna Alexis opens the privilege of the floor.
Nekeisha Alayna Alexis closes the privilege of the floor.

4. Approval of Minutes

May 21, 2024
Motion: BM
Second: ML
Motion passes with unanimous voice vote

5. Approval of Financials

Claims: \$138,738.85 **Donations: \$9,570.00**
Grants: \$0

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

Financial Notes: None

6. New Business

a. Tennis Fee Schedule

Luisa Ixmatlahua asks for the boards approval to increase the tennis fees.
Motion to Approve

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Motion: ML
Second: BM
Motion passes with a unanimous voice vote

b. **Grant Agreement with Ace Pyro**

Maddy Gordon asks the board to approve the agreement with Ace Pyro. This will secure dates for them provide fireworks on.

Motion to Approve

Motion: ML
Second: BM
Motion passes with unanimous voice vote

c. **Burns Rent-Alls Contract**

Miss Gordon asks the board to approve the contract for tent/s.

Motion to Approve

Motion: ML
Second: BM
Motion passes with unanimous voice vote

d. **Entertainment Contracts**

Miss Gordon asks the board to approve the contracts for Mike Wheeler Band, Southside Denny, and Incredible Johnsons who will play during Rhapsody and Independence Day Events.

Motion to Approve

Motion: ML
Second: BM
Motion passes with unanimous voice vote

e. **Lamar Billboard Contract (Ratified)**

Jennifer Kobie asks the board to approve the ratified contract for the Farmers Market Billboard.

Motion to Approve

Motion: ML
Second: BM
Motion passes with unanimous voice vote

f. **MOU with Elkhart Community Schools (Ratified)**

Miss Ixmatlahua asks the board to approve the ratified MOU between the Parks Department and ECS for a day camp that will run alongside summer school and after summer school.

Motion: ML

Second: BM
Motion passes with unanimous voice vote

g. **1020 Quality Assurance**

Mr. Moyers asks the board to approve this document which covers general policies.

Motion to Approve

Motion: ML
Second: BM
Motion passes with unanimous voice vote

h. **APPM Approval & Signature Page**

Mr. Moyers asks the board to sign this page after giving the board ample time to review the entire document which was sent to them separately.

Motion to Approve

Motion: ML
Second: CB
Motion passes with unanimous voice vote

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- i. **Policy 6010**
Mr. Moyers asks the board to approve this document which covers fee structures.
Motion to Approve
Motion: ML
Second: CB
Motion passes with unanimous voice vote
- j. **Midstates Quote for Walker Park**
Mr Czarnecki asks the board to approve the quote for the Walker Park Playground Equipment, work performed by Midstates Construction.
Motion to Approve
Motion: CB
Second: BM
Motion passes with unanimous voice vote
- k. **Three-step Process for Disposal of Walker Park Playground Equipment**
Mr Czarnecki asks the board to approve of the disposal of the equipment that is currently at the park.
Motion to Approve
Motion: ML
Second: BM
Motion passes with unanimous voice vote
- l. **Memo for Price Changes at Ideal Beach and for NIBCO Rollerskating.**
Mr Czarnecki asks the board to approve of reducing Ideal Beach fees due to the slides not working this season and to charge fees for rollerskate rental.
Motion to Approve
Motion: ML
Second: CB
Motion passes with unanimous voice vote
- m. **Contract for Design Services at Walker Park Restrooms**
Mr Czarnecki asks the board to approve a contract for designing new restrooms at Walker Park.
Motion to Approve
Motion: ML
Second: CB
Motion passes with unanimous voice vote
- n. **Umpire Contract**
Nic Cron asks the board to approve the contract for a newly hired umpire for softball.
Motion to Approve
Motion: ML
Second: BM
Motion passes with unanimous voice vote

7. Old Business

- a. **None**

8. Use and Event Permits

- a. **Wedding @ Island Park on 10/12/24- Penny Dell**
Wedding at the park with coffee service provide by caterer.
Motion to approve contingent on applicant working with legal on certificate of liability
Motion: CB
Second: BM

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- Motion passes with unanimous voice vote
- b. **Delight Restaurant Group Picnic at Studebaker Pavilion on 7/18/24- Jaimie Tate**
Taco Bell employee appreciation. Closed to the public, playing team building games together.
Motion to approve
Motion: ML
Second: BM
Motion passes with a unanimous voice vote
- c. **Elkhart Mennonite Worship at Island Park on 7/21/24- Pastor Sharon Norton**
Church event that is open to the the community. Time of worship.
Motion to approve
Motion: ML
Second: BM
Motion passes with unanimous voice vote
- d. **1ST Fridays (Ratified) at Ullery Park on 5/3; 6/7; 7/11; 8/8; 8/22, all in 2024- Ashley Spencer**
Miss Spencer comes back to the board to ask for approval on waiving all fees that would be charged to her to rent the facility/space for her event.
Motion to approve
Motion: ML
Second: BM
Motion passes with a vote of 3 for YES and 1 for NO
- e. **Taste of Black Excellence (Ratified) at Roosevelt Park on 6/1/24- Ashley Spencer**
Miss Spencer comes back to the board to ask for approval on waiving all fees that would be charged to her to rent the facility/space for her event.
Motion to approve
Motion: ML
Second: BM
Motion passes with a vote of 3 for YES and 1 for NO
- f. **Parks Neighborhood Socials at Langle Park; Weston Park; Woodlawn Nature Center; Sterling Park; Ullery Park; Edgewater Park on 6/13; 6/27; 7/11; 7/25; 8/8; 8/22 all in 2024.**
Miss Gordon asks the board to approve these event which will activate the park space and provide some fun items for local families.
Motion to approve
Motion: ML
Second: BM
Motion passes with unanimous voice vote
- g. **Lemonade Day at Walker Park on 6/1/24**
Ms. Gordon asks the Park Board to approve this annual event. Children from the community have partnered with Junior Achievement to sell lemonade.
Motion to approve
Motion: ML
Second: BM
Motion passes with a unanimous voice vote
- h. **Movie in the Park at Studebaker Park on 7/26/24**
Miss Gordon asks the board to approve hosting a movie for the community in the park space.
Motion to approve
Motion: ML
Second: CB
Motion passes with a unanimous vote
- i. **Independence Day Celebration on 7/5/24**

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Miss Gordon asks the board to approve the blast zone for fireworks at Kardzhali Park and the use of Parks Department golf carts during the event.

Motion to approve

Motion: ML

Second: CB

Motion passes with unanimous voice vote

j. **Elkhart River Walk Grand Prix on 8/2/24 & 8/3/24**

Ms. Gordon asks the Park Board to approve the blast zone for fireworks at Kardzhali Park.

Motion to approve

Motion: ML

Second: CB

Motion passes with a unanimous voice vote

9. Department Report

Mr. Czarnecki updates the Park Board on everything that is happening now and throughout the summer. He introduces the new Office Manager, Brianna Petgen. Department staff update the board on volunteering, programming, activities, events, and park ranger information.

10. Approval for Adjournment

Motion to adjourn

Motion: ML

Second: CB

Motion passes with unanimous voice vote

Adjourn : 6:30pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czamecki, Superintendent Luisa Ixmatlahua-Garay, Program Coordinator Nick Cron, Operations Manager Nhim Danh, Lead Park Ranger	Maddy Gordon, Volunteer Coordinator Jennifer Kobie, Recording Secretary Matthew Moyers, Special Projects Manager Brianna Petgen, Office Manager
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Aaron Mishler, Councilman	Rose Rivera, Legal Department	
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City of Elkhart Parks & Recreation Park Board Minutes



Minutes Certification:

Respectfully Submitted,

Recording Secretary Mandi Null

Date

Park Board President Nekeisha Alayna Alexis

Date

Park Board Secretary Sarah Santerre

Date