

Goshen Parks and Recreation Board
Regular Meeting Agenda
City Courts Building, 111 East Jefferson Street, Goshen, Indiana
Monday August 16, 2020, 4:30 PM

- I. **Call to Order**
- II. **Motion to Amend Agenda**
- III. **Approval of the July 21, 2021, Park Board Minutes**
- IV. **Approval of Parks and Recreation Payable Docket, June 2021**

June, 2021 Payable Docket

Personnel Services	<u>\$147,575.00</u>
Supplies	<u>\$14,192.71</u>
Other Services and Charges	<u>\$19,012.08</u>
Capital Outlays	<u>\$10,692.06</u>
Non-Appropriated	<u>\$2,843.40</u>
Total Payable Docket	<u>\$194,662.21</u>

Approval of Parks and Recreation Gifts, June 2021

June Gift Expenditures

Gift/Kid's Triathlon	<u>\$46.58</u>
Gift/Pool Receipts	<u>\$15,476.18</u>
Gift/Bark Park	<u>\$1,074.77</u>
Total Gift Expenditures	<u>\$16,597.53</u>

June Gift Revenue

Park Gift/Interest	<u>\$28.20</u>
Park/Gift Kid's Triathlon	<u>\$6,000.00</u>
Park/Gift Mill St Park	<u>\$1,549.61</u>
Park/Gift Pickleball	<u>\$520.00</u>
Total Gift Revenues	<u>\$8,097.81</u>

- V. **Public Presentations and Correspondence**
None
- VI. **Approval of Superintendent and Director Reports**
- VII. **New Business**
 - 1.) Recreation Service Agreements –Stephens
- VIII. **Old Business**
None

Distribution:

Park Department
Tanya Heyde
Kevin Yoder
Kimberlee Stephens
Staycie Howland

Parks and Recreation Board
Roger Nafziger
Bill Veenstra
Jenni Samuel
Jennifer Shell
James Wellington

Others
Jeremy Stutsman, Mayor
Donald Shuler, Attorney
Matt Schrock, City Council
Julia King, City Council
Ashley Garcia Coto, Youth Advisor

Media
Goshen News
Elkhart Truth

The Paper
File

Park Board Signatures:
Approved this Monday, August 16, 2021

Roger Nafziger, Member

Jennifer Shell, President

James Wellington, Member

Jenni Samuel, Vice President

Bill Veenstra, Secretary ATTEST: _____

GOSHEN PARKS AND RECREATION PARK BOARD MINUTES

Date: July 19, 2021

Time: 4:30 pm

Place: City Courts Building, 111 East Jefferson Street, Goshen, Indiana

Physically Present: Tanya Heyde, Superintendent; Kimberlee Stephens; Recreation Supervisor; Staycie Howland, Administrative Office, Don Shuler, Park Attorney; Jennifer Shell, President; Bill Veenstra, Secretary; Jim Wellington, Member; Jenni Samuel, Vice President; Julia King, Council, **Virtually Present:** Matt Schrock, Council; Kevin Yoder, Maintenance Director.

I. Call to Order

Shell called the meeting to order at 4:30 PM.

II. Motion to Amend Agenda

III. Approval June 2021 Park Board Minutes

Shell called for a motion to approve the Park Board Minutes for June 2021. On a motion by Wellington, Seconded by Veenstra, ayes carried.

IV. Approval of Park Payable Docket, May 2021

Shell called for a motion to approve the Payable Docket for May 2021 as presented. On a motion by Wellington, Seconded by Veenstra, ayes carried.

Approval of Park Gifts Expenditures, May 2021

Shell called for a motion to approve the Gift Expenditures for May 2021 as presented. On a motion by Wellington, Seconded by Veenstra, ayes carried.

Approval of Park Gifts Revenue, for May 2021

Shell called for a motion to approve the Gift Revenue for May 2021 as presented. On a motion by Wellington, Seconded by Veenstra, ayes carried.

V. Public Presentations and Correspondence

None

VI. Approval of Superintendent and Director Reports

By request of Wellington Pickleball Signage concerning overflow issues at the courts was discussed.

By request of Shell, Heyde updated the Board on the Kid's Triathlon. Heyde explained the triathlon was very well attended with approximately 150-200 in attendance.

By request of Shell, Heyde updated the Board on the progress of the Dog Park opening. Heyde explained we still have the following components waiting to go in at the dog park; benches, rule signs, a non-functional dog house which is being built by the Parks Maintenance Department that will cover some of the water lines/controls. Heyde also noted that some adjustments are being made to the entry way gates to make it more accessible. Heyde stated she hoped for everything to be finished with-in a couple weeks and that a grand opening will be taking place soon.

Shell called for a motion to approve the Superintendent and Supervisor Reports for July 2021 as presented. On a motion by Wellington, Seconded by Veenstra, ayes carried.

VII. New Business

1.) Goshen College Special Event Application

Howland presented the Board with a special event application for Goshen College to hold an employee staff retreat at the Schrock Pavilion in Shanklin Park on August 17, 2021. Fees associated with the event are rental fees for Schrock Pavilion \$400.00 and Diamond One \$68.75. A certificates of Liability has been submitted. Howland asked the Board to approve the application as submitted. On a motion by Wellington, Seconded by Veenstra, ayes carried.

2.) Goshen Pride Special Event Application

Howland presented the Board with a special event application from Naomi Zook/Goshen Pride to hold family pride picnic that is open to the public at the Riverside Pavilion at Shanklin Park on July 17, 2021. Fees associated with the event Riverside Pavilion rental fees of \$75.00. A Certificate of Liability was submitted. Howland asked the Board to ratify the application as presented. On a motion by Wellington, Seconded by Veenstra, ayes carried.

3.) Austin Weirich Special Event Application

Howland presented the Board with a special event application for Austin Weirich Memorial Scholarship to hold a 5K Run/Walk at the Chiddister Pavilion at Fidler Pond. Fees associated with the event are Chiddister Pavilion, \$200.00; Greenery Space, \$100.00. An updated map of the walk/run will be provided once completed. A Certificate of Liability Insurance will be submitted. Shell asked if a Certificate of Liability or map is required to hold their event. Heyde explained it is required depending on the scope of the event. Wellington amended the motion to approve the application subject to providing the Certificate of Liability. On a motion by Wellington, Seconded by Veenstra, ayes carried.

VIII. Old Business

None

Park Board Signatures:
Approved this Monday, August 16, 2021

Roger Nafziger, Member

Jennifer Shell, President

James Wellington, Member

Jenni Samuel, Vice President

Bill Veenstra, Secretary ATTEST: _____

BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: JUNE 30TH, 2021

204-PARKS AND RECREATION

CULTURE AND RECREATION

50.00% OF YEAR COMP.

NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>						
204-550-00-411.0130 P&R/FULL-TIME PERSON	645,000.00	645,000.00	47,493.42	304,903.30	47.27	340,096.70
204-550-00-411.0140 P&R/PART-TIME PERSON	410,000.00	410,000.00	63,265.38	113,367.23	27.65	296,632.77
204-550-00-411.0151 P&R/INCREMENT PAY	13,600.00	13,600.00	0.00	1,700.00	12.50	11,900.00
204-550-00-411.0152 P&R/LONGEVITY	4,000.00	4,000.00	0.00	2,000.00	50.00	2,000.00
204-550-00-411.0160 P&R/OVERTIME	4,100.00	4,100.00	258.72	381.32	9.30	3,718.68
204-550-00-413.0100 P&R/FICA MATCH	69,000.00	69,000.00	6,602.43	24,567.36	35.60	44,432.64
204-550-00-413.0200 P&R/MEDICARE	16,200.00	16,200.00	1,544.11	5,745.58	35.47	10,454.42
204-550-00-413.0300 P&R/RETIREMENT	98,000.00	98,000.00	7,708.55	48,388.25	49.38	49,611.75
204-550-00-413.0400 P&R/UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-413.0501 P&R/HEALTH INSURANCE	217,000.00	217,000.00	20,825.40	112,957.68	52.05	104,042.32
204-550-00-413.0700 P&R/CELL PHONE	2,400.00	2,400.00	150.00	750.00	31.25	1,650.00
204-550-00-413.0701 P&R/CLOTHING/BOOT/FI	2,075.00	2,075.00	0.00	0.00	0.00	2,075.00
204-550-00-413.0702 P&R/CLOTHING	<u>6,200.00</u>	<u>6,200.00</u>	<u>73.95</u>	<u>1,584.12</u>	<u>25.55</u>	<u>4,615.88</u>
TOTAL PERSONAL SERVICES	1,487,575.00	1,487,575.00	147,921.96	616,344.84	41.43	871,230.16

SUPPLIES

204-550-00-421.0200 P&R/STATIONERY & PRI	500.00	500.00	0.00	0.00	0.00	500.00
204-550-00-421.0501 P&R/OTHER OFFICE EXP	3,200.00	3,200.00	13.29	984.62	30.77	2,215.38
204-550-00-422.0151 P&R/OTHER OPERATING	2,590.00	2,590.00	0.00	19.96	0.77	2,570.04
204-550-00-422.0152 P&R/PAINT	5,000.00	5,000.00	18.87	645.52	12.91	4,354.48
204-550-00-422.0153 P&R/GENERAL PROGRAM	28,000.00	28,000.00	3,153.93	9,191.06	32.83	18,808.94
204-550-00-422.0154 P&R/OTHER EQUIPMENT	5,000.00	5,000.00	0.00	1,750.00	35.00	3,250.00
204-550-00-422.0210 P&R/GASOLINE, DIESEL,	32,000.00	32,000.00	1,068.55	9,529.03	29.78	22,470.97
204-550-00-422.0251 P&R/OTHER GARAGE & M	1,000.00	1,000.00	99.84	99.84	9.98	900.16
204-550-00-422.0311 P&R/INSTITUTIONAL &	21,000.00	21,000.00	1,733.09	9,601.33	45.72	11,398.67
204-550-00-423.0110 P&R/BLDG MATRS& SUPP	30,000.00	31,680.00	3,767.61	12,167.65	38.41	19,512.35
204-550-00-423.0125 P&R/STREET, ALLEY, & SE	32,300.00	32,300.00	239.05	9,060.52	28.05	23,239.48
204-550-00-423.0201 P&R/REPAIR PARTS	4,000.00	4,000.00	356.46	553.74	13.84	3,446.26
204-550-00-423.0301 P&R/MACHINERY & TOOL	4,000.00	4,000.00	332.97	1,905.72	47.64	2,094.28
204-550-00-429.0000 P&R/MEMORIAL TREES	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-429.0001 P&R/PROGRAM SUPPLIES	35,000.00	35,000.00	167.20	517.33	1.48	34,482.67
204-550-00-429.0002 P&R/OTHER SUPPLIES	<u>30,560.00</u>	<u>30,879.00</u>	<u>3,241.85</u>	<u>13,558.83</u>	<u>43.91</u>	<u>17,320.17</u>
TOTAL SUPPLIES	234,150.00	236,149.00	14,192.71	69,585.15	29.47	166,563.85

OTHER SERVICES/CHARGES

204-550-00-431.0500 P&R/SERVICES CONTRAC	113,700.00	113,700.00	5,926.70	10,843.87	9.54	102,856.13
204-550-00-431.0501 P&R/TREE PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0502 P&R/TREES PLANTED	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0503 P&R/OTHER PROFESSION	30,000.00	30,000.00	0.00	5,667.50	18.89	24,332.50
204-550-00-431.0504 P&R/STREET TREE MAIN	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0505 P&R/LANDSCAPING	17,450.00	17,450.00	469.57	1,751.41	10.04	15,698.59
204-550-00-431.0506 P&R/TREE TRIM REMOVA	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0507 P&R/LEGAL REIMB	6,000.00	6,000.00	266.00	888.60	14.81	5,111.40
204-550-00-432.0201 P&R/POSTAGE	500.00	500.00	0.00	167.80	33.56	332.20
204-550-00-432.0300 P&R/TRAVEL EXPENSES	500.00	500.00	0.00	0.00	0.00	500.00
204-550-00-432.0401 P&R/TELEPHONE	10,000.00	10,000.00	438.58	3,518.87	35.19	6,481.13
204-550-00-433.0200 P&R/PUBLICATION LEGA	150.00	150.00	0.00	0.00	0.00	150.00

BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: JUNE 30TH, 2021

275-PARK GIFT FUND

CULTURE AND RECREATION

50.00% OF YEAR COMP.

NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>OTHER SERVICES/CHARGES</u>						
275-550-00-439.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0028 PARK GIFT/COMMUNITY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0501 PARK GIFT/BFKST WITH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0502 PARK GIFT/DADDY-DAUG	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0503 PARK GIFT/GGH CANCER	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0504 PARK GIFT/KIDS TRYAT	0.00	0.00	46.58	46.58	0.00 (46.58)
275-550-00-439.0506 PARK GIFT/RIETH INT	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0507 PARK GIFT/TENNIS LES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0508 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0511 PARK GIFT/SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0513 PARK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0514 PARK GIFT/MEMORIAL	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0515 PARK GIFT/SPECIAL EV	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0516 PARK GIFT/BALLET	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0517 PARK GIFT/TOMMY'S KI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0519 PARK GIFT/NIPSCO TRE	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0520 PARK GIFT/POOL RCPTS	0.00	0.00	15,476.18	15,776.18	0.00 (15,776.18)
275-550-00-439.0521 PARK GIFT/GAS TAX FO	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0525 PARK GIFT/ARBOR DAY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0527 PARK GIFT/RECYCLING	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0529 PARK GIFT/FLAG FOOTB	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0530 PARK GIFT/HEAD GATES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0532 PK GIFT/FIDLER POND	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0533 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0534 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0536 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0537 PK GIFT/BARK PARK	0.00	0.00	1,074.77	1,074.77	0.00 (1,074.77)
275-550-00-439.0538 PK GIFT/MISC DONATIO	0.00	0.00	0.00	1,675.00	0.00 (1,675.00)
275-550-00-439.0539 PK GIFT/MILL ST PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0540 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0541 PK GIFT/PICKLEBALL G	0.00	0.00	0.00	349.86	0.00 (349.86)
275-550-00-439.0542 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0543 PK GIFT/ADULT TRYATH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0544 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER SERVICES/CHARGES	0.00	0.00	16,597.53	18,922.39	0.00 (18,922.39)
<u>UNAPPROPRIATED</u>						
275-550-00-452.0000 PK GIFT/TRANSFER OUT	0.00	0.00	0.00	12,760.14	0.00 (12,760.14)
TOTAL UNAPPROPRIATED	0.00	0.00	0.00	12,760.14	0.00 (12,760.14)
TOTAL NON-DEPARTMENTAL	0.00	0.00	16,597.53	31,682.53	0.00 (31,682.53)
TOTAL CULTURE AND RECREATION	0.00	0.00	16,597.53	31,682.53	0.00 (31,682.53)
TOTAL EXPENDITURES	0.00	0.00	16,597.53	31,682.53	0.00 (31,682.53)

=====

BUDGET TO ACTUAL REVENUE (UNAUDITED)

AS OF: JUNE 30TH, 2021

275-PARK GIFT FUND

CULTURE AND RECREATION

50.00% OF YEAR COMP.

NON-DEPARTMENTAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CULTURE AND RECREATION</u>						
275-450-00-347.0201 PK GIFT/GGH CANCER T	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE AND RECREATION	0.00	0.00	0.00	0.00	0.00	0.00
<u>MISCELLANEOUS</u>						
275-450-00-360.0100 PK GIFT/BREAKFAST W/	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-360.0101 PK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
<u>CONTRIBUTIONS</u>						
275-450-00-367.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0010 PF GIFT/ SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0011 PK GIFT/ INTEREST	0.00	0.00	28.20	179.65	0.00 (179.65)
275-450-00-367.0012 PK GIFT/BALLET PROGR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0013 PK GIFT/DADDY-DAUGHT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0014 PK GIFT/KIDS TRYATHA	0.00	0.00	6,000.00	6,000.00	0.00 (6,000.00)
275-450-00-367.0015 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0016 PK GIFT/POOL RECEIPT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0017 PK GIFT/RIC PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0018 PK GIFT/TOMMY'S KIDS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0019 PK GIFT/NIPSCO TREE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0021 PK GIFT/GAS TAX FOR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0022 PK GIFT/SPEC EVENT S	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0023 PK GIFT/TENNIS LESSO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0024 PK GIFT/RIETH PARK G	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0025 PK GIFT/ARBOR DAY RE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0026 PK GIFT/MEMORIAL BEN	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0027 PK GIFT/RECYCLING DO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0028 PK GIFT/COMMUNITY CE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0029 PK GIFT/FLAG FOOTBAL	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0030 PK GIFT/HEAD GATES L	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0032 PK GIFT/FIDLER POND	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0033 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0034 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0035 PK GIFT/BICYCLE ADVI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0036 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0037 PK GIFT/BARK PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0038 PK GIFT/MISC DONATIO	0.00	0.00	0.00	1,675.00	0.00 (1,675.00)
275-450-00-367.0039 PK GIFT/MILL ST PARK	0.00	0.00	1,549.61	1,549.61	0.00 (1,549.61)
275-450-00-367.0040 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0041 PK GIFT/PICKLEBALL G	0.00	0.00	520.00	520.00	0.00 (520.00)
275-450-00-367.0042 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0043 PK GIFT/ADULT TRYATH	0.00	0.00	0.00	500.00	0.00 (500.00)
275-450-00-367.0044 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0.00	0.00	8,097.81	10,424.26	0.00 (10,424.26)
TOTAL NON-DEPARTMENTAL	0.00	0.00	8,097.81	10,424.26	0.00 (10,424.26)

BUDGET TO ACTUAL REVENUE (UNAUDITED)

AS OF: JUNE 30TH, 2021

275-PARK GIFT FUND

CULTURE AND RECREATION

50.00% OF YEAR COMP.

NON-DEPARTMENTAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL CULTURE AND RECREATION	0.00	0.00	8,097.81	10,424.26	0.00 (10,424.26)
TOTAL REVENUES	0.00	0.00	8,097.81	10,424.26	0.00 (10,424.26)

**Goshen Park and Recreation Department
 Superintendent's Park Board Report
 Tanya Heyde, July – August 2021**

Staff: Seasonal and Temporary staffing positions continue to be filled. The following staff members have been hired for the respective positions:

Landscaping	Gabrielle	Hochstetler
--------------------	------------------	--------------------

Staffing temporary positions has been a challenge this season. Fidler Pond staff is down a staff member, park janitorial staff is down a permanent part-time person, mowing crew is down a staff member, landscaping is down two crewmembers. In addition, some temporary staff have limited availability with college schedules and second job schedules that restrict start and end dates and weekly availability. Positions have been posted through Human Resources all season and Parks has used social media platforms for job openings.

Volunteers: Partnerships/Networking:

- Elkhart County Convention and Visitors Bureau – Quilt Garden (Abshire Park) & Tours.
- Lippert Components – Community Service; Shanklin Park July 30. Lippert Components raised funds to present a donation to the Parks Department; a check was received for just over \$1,400.00. August volunteer date is the 27th.
- Goshen Community Schools – Shared facility use, summer lunch program at Shanklin, Oakridge, Pringle, Rieth and Walnut. Middle School and HS cross-country meets at Shanklin, HS softball at Shanklin.
- East Goshen Neighborhood Association – Dog Park
- Goshen Public Library – Story Walk, Rieth Interpretive Center trail; outdoor story time.
- Goshen Neighborhood Associations – Neighborhood picnics, adopted landscaped areas, neighborhood events.
- PAC – Pumpkinvine Advisory Committee, Goshen, Elkhart County, Middlebury, Shipshewana and Friends of the Pumpkinvine.
- Community Gardens – Hay Park, Allan J. Kauffman Park and Burdick Park, Greenway Gardens, at Regent Street.
- Elkhart County Community Foundation – Kids’ and Teens’ Triathlon, Youth Sailing Camp, Vibrant Communities.
- Goshen Historical Society – Rotating displays for the Wayne Wogoman Welcome Center and Rieth Interpretive Center. Powerhouse & train viewing station discussions. Meeting with Historical Society in July to discuss furthering Parks affiliation with the society and the museum directly.
- Michiana Area Council of Governments – Trail counter, Millrace Trail.

General Projects:

- Parks Maintenance Building – Working with Redevelopment, Engineering and Abonmarche to develop a plan for the proposed location.
- Sensory Trail – Assisting Resilience Department with development of Sensory Trail along Mill Race Trail, Pumpkinvine Trail and Wilden Avenue Trail.
- Abshire Park – With support from the Engineering Department, working to reshape Abshire’s hill to better guide snow tubers away from the fencerow. Material has begun to be off loaded and will be used to shape the hill.
- Kids and Teens Triathlon – The event was held Saturday, July 10 with approximately 190 participants.
- Budget 2022 – Budget planning taking place in July, initial budget presented for planning and discussions with Mayor. Budget will be presented to Park Board for review in September.
- Dog Park – The Park is complete! The Department is working to set a grand opening date, please watch for an invitation.
- Tyler Joldersma Skate Park – Meeting scheduled with Indiana Department of Natural Resources to discuss skate park planning and to floodplain permitting processes.
- Certified Park and Recreation Professional Certification process through the National Parks and Recreation Association. The certification is the national standard for all parks and recreation professionals and will afford us to make a bigger impact on our community and to ensure proficiency- ongoing.
- Goshen Parks application for the National Parks and Recreation Associations Commission for Accreditation of Park and Recreation Agencies (ACPRA) was accepted. The accreditation process will span over two years and will require reaccreditation every five years.
- Pumpkinvine Advisory Committee – Friends of the Pumpkinvine continue work to close Gap 2. The next meeting will focus on evaluating mobility devices and electric bicycle policies.

- Abshire Park Quilt Garden – The garden has been planted and will be ready for the Quilt Garden tours beginning May 30 and continuing through September 15. Pattern selection for 2022 taking place early August.
- Canal Street Property – Met with Stoneridge regarding the parcel of City owned land along the Millrace, across from Rieth Interpretive Center. Currently railroad ties line the canal and there is a small deck, both needing upgrading. The department had the parcel surveyed and is moving forward with a concept to improve the site.

Recreation Supervisor: Kimberlee Stephens

July Accomplishments:

- **Pickleball**
 - Free beginner play and instruction starts in April
- **Champion Force Cheerleading**
 - Program will resume indoor Schrock in the fall
- **Youth Ballet**
 - Summer in person sessions June-July
 - Planning for Fall sessions in progress
 - Preparing Fall and Spring Sessions
- **Adult Programs**
 - Adult Summer volleyball and softball continue through July
 - Planning for Fall volleyball, softball, and basketball
 - Pound Fit is outdoors at Pringle Park
 - Zumba will resume outdoors at Pringle Park on June 14.
 - VIBE Classes outdoor at Pringle Park
- **Youth and Family Program and Events**
 - Soccer Camp June 14-17
 - Sailing Camp June 14-18
 - Art Camp July 12-16
 - I Try Scuba July 17
 - Fishing Derby June 19
 - Moana and Ariel Brunch June 26
 - Preparations for youth soccer starting August 14
- **New Programming**
 - **Pringle Park Pavilion Funday Mondays at 2:30 with Goshen Public Library**
 June 7: Rusty Ammerman, magician performs Wands at the Ready, Harry Potter magic for muggles
 June 14: Elkhart County Parks Creature Feature with Indiana Animals, both live and taxidermies.
 June 21: Pretty Funny Balloons Tails & Tales - using balloons and humor to explore the animal kingdom
 June 28: Soaring Hawk Raptor Rehabilitation Center brings live raptors and explores their role in the environment
 - **I Try Sailing**-Free each Wednesday from 10am to noon at Fidler Pond
- **Mullet Park Disc Golf Course**
 - Course is open
 - Disc purchased for rental purposes and selling
- **Special Event Plans**
 - Movies in the park continue throughout the summer
 - Friday July 16 Aladdin 7pm at Shanklin Park
 - Saturday August 6 Tom & Jerry 7pm
 - Saturday August 21 Luca 7pm
 - Kid's Triathlon July 10
 - Adult Triathlon August 14
 - Maple City Walk September 18
 Researching different fall and winter events to add
- **Social Media and Web Pages**
 - Daily updating and advertising on social media platforms.
- **DDC and Shanklin Pool**
 - Day to day operations and preparations
- **Fidler Pond**
 - Sailing Camp was June 14-18

- Field trips for the Goshen Community Schools summer school program have been scheduled.
- **2022 Program Guide**
 - Working on preparing for 2022 and updating programs and events
 - Researching new event ideas for 2022

Committees/New Initiatives

Safety Committee

- Continue to attend bimonthly meetings
- Assign OSHA required modules to all park staff
- Monitor completion requirements for modules
- Implementing training and severe weather policies.
- City Liaison for Vibrant Communities-attended monthly meetings and events as they are scheduled. .

Pumpkinvine Committee

- Attend bimonthly meetings

CAPRA Accreditation through NPRA

- Submitted the initial application for approval and it was approve.
- Working on creating, implementing and documenting all standards per CAPRA.
- Site visit is planned for spring of 2022.

Nation Parks and Recreation

- Preparing for the Certified Park and Recreation Professional Examination.

August Goals

- Daily preparations for upcoming 2021 Fall and Winter programing and events
- Continue to secure programming dates, facilities, and instructors for 2022
- Continue to attend Safety committee and Pumpkinvine committee meetings.
- Continue working on the accreditation process for CAPRA
- OSHA and safety training for all staff

Maintenance Development Director: Kevin Yoder

July Accomplishments:

- Clean grates
- Mow parks
- Mow ball fields 2 times a week
- Playground inspections – 4
- Bridge inspection
- Setup, work, take down and put away Kids triathlon
- Change light to LED in women’s restroom in concessions building
- Mow back Millrace Trail 4’ on each side
- Drain water out of green tube at slide exit in pool
- Change irrigation control valve on Diamond 2 zone 2
- Repair stall door and wall in men’s restroom at Dam
- Repair door closer on men’s restroom at Fidler Pavilion in Pringle Park
- Haul playground and brown mulch to Dykstra Park for volunteer work day
- Haul 5 loads of playground mulch to Oakridge Park for volunteer work day
- Haul mulch to Tommy’s Playground and spread
- Trim trees along run route in Shanklin Park for kids Try-Athlon
- Clean up storm damage 2 guys 2 days
- Install temporary fence until permanent fence was installed Pringle Splash Pad around control box
- Install permanent fence around control box at Pringle Splash Pad
- Change handicap toilet in women’s shower room at pool
- Repair water leak in mechanical room by office at pool
- Reattach sink in men’s restroom at Oakridge Pavilion
- Replace bad valve on gator sprayer
- Put playground mulch in Oakridge Playground
- Repair drinking fountain at Oakridge Pavilion
- Repair water leak in women’s shower room at pool
- Repair fence blocking Douglas Street Bridge while under construction
- Install bollard covers on Hay Park parking lot bollards
- Put 1 load of playground mulch in Rieth Park Playground

- Rebuild wooden walkway around Kauffman Playground
- Take jet-ski in for repairs and found it to be beyond repair
- Clean Monroe Street sidewalk before fair opening
- Build dog house for Dog Park, paint and install
- Grade Rogers park parking lot
- Clean up down tree in Shoup-Parsons woods across trail
- Replace switch in Rieth Park women's restroom
- Repair handicap stall door I Schrock Pavilion men's restroom
- Reinstall wheel on Hay Playground playscape
- Install benches and signs in Dog Park
- Repair storybook trail display that was broken
- Replace light switch in Hay park Men's restroom
- Clear down tree behind sledding hill at Abshire Park
- Help with moving Police office to training center
- Fence fill dirt at Abshire Park
- Repair chlorinator, replaced solenoid valve that was bad
- Repair leak in drinking fountain at Pringle Park
- Replace broken split rail fence post in Abshire parking lot

August Objectives:

- Playground inspections
- Bridge inspection
- Check on pool daily
- General repairs
- Finish Dog Park - rubber mulch, parking bumpers
- Mow trails back
- Raise water in Millrace after bridge repair

Facility Coordinator: Frank Shula

July Accomplishments:

- Inspect facilities. Keep inventory of cleaning supplies, order supplies when needed. Organize supplies at all facilities on ongoing basis and stock
- Supervise cleaning/rentals. Show potential renters facilities
- Hire and train temporary seasonal staff
- Report maintenance issues that I am unable to repair.
- Quotes for pool concrete leveling and repair
- Quotes for roofs for administrative office and Rieth Interpretive Center
- Borntrager repair chimney leak at Schrock (under warranty)
- Sent completed grease traps to waste water and fog inspector monthly (August)
- Keep Quilt Garden weeded, and fertilize
- Assist cleaning and landscaping staff with duties and projects
- Lippert volunteer group Friday, July 30 Pringle, (mulch and weeding) they presented us with park donation.
- Set up youth volunteer group at Mullet park Friday, July 9th
- Set up repair for A1 concrete to fix unlevelled stamped concrete pads at Abshire Park trailhead.
- Attended Mullet Disc Golf Course grand opening
- Assist with Kids Triathlon
- Completed Quilt Garden app. for 2022

August Objectives:

- Set up/organize another volunteer day with Lippert-August 27th
- Send Grease trap reports for end of September
- Finish quotes for pool leveling
- Finish quotes for roof replacements
- Order rental signs
- Order pet mitt receptacles for 9th Street Trail

Park Board Signatures:

Approved this Monday, August 16, 2021

Roger Nafziger, Member

Jennifer Shell, President

Jim Wellington, Member

Jenni Samuel, Vice-President

Bill Veenstra, Secretary: _____

SERVICE AGREEMENT

This Agreement is entered into this 10 day of August, _____ by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as “GPRD” and Reagan Pello hereinafter referred to as “Contractor.”

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Event Photography services for the following GPRD program/activity:
PROGRAM NAME: Adult Triathlon, Maple City Walk and other events TBD
DAY(S) & TIME(S): August 14 and September 18 and TBD for future events
LOCATION: Fidler Pond and Pumpkinvie Trail and TBD for future events
START DATE: August 2021
END DATE: December 2021
2. GPRD shall pay Contractor for said services the sum of \$300.00 approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation or postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD’s reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person’s race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor’s provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs, attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 607 W. Plymouth Avenue, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN
PARKS AND RECREATION DEPARTMENT

CONTRACTOR

Title: _____

Printed Name: _____
Address: _____

Ph: _____

SERVICE AGREEMENT

This Agreement is entered into this 10 day of August, _____ by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as “GPRD” and Reagan Pello hereinafter referred to as “Contractor.”

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Youth Photography services for the following GPRD program/activity:
PROGRAM NAME: Youth Photography Classes
DAY(S) & TIME(S): TBD
LOCATION: TBD
START DATE: August 2021
END DATE: December 2021
2. GPRD shall pay Contractor for said services the sum of 65% of total revenue approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation or postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD’s reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person’s race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor’s provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs, attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 607 W. Plymouth Avenue, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN
PARKS AND RECREATION DEPARTMENT

CONTRACTOR

Title: _____

Printed Name: _____
Address: _____

Ph: _____