

GOSHEN PARKS AND RECREATION PARK BOARD MINUTES

Date: January 25, 2018

Time: 5:30 PM

Place: 410 West Plymouth Avenue, Rieth Interpretive Center

Present: Roger Nafziger, President; Jim Wellington, Board Member; Barb Swartley, Board Member.

Also Present: Don Shuler, Park Attorney; Tanya Heyde, Superintendent; Kevin Yoder, Maintenance Director; Kimberlee Stephens, Recreation Supervisor; Lori Swiger, Administrative Office.

- I. **Call to order**
Nafziger called the meeting to order at 5:31 PM.
- II. **Motion to Amend Agenda**
Wellington added discussing park board member attendance to #1 under New Business; Stephens added service agreements to #7 under New Business.
- III. **Approval of November 20, 2017 Park Board Minutes**
Nafziger called for a motion to approve the Park Board Minutes of November 20, 2017, as submitted. On a motion by Wellington, seconded by Swartley, ayes carried.
- IV. **Approval of Parks and Recreation Payable Dockets**
Nafziger called for a motion to approve the payable docket for November 2017, and added to the motion approval of the Park Gift Revenue and Gift Expenditures as submitted. On a motion by Swartley, seconded by Wellington, ayes carried.
- V. **Approval of Park Gift Revenues and Expenditures**
Approved as submitted, see motion IV.
- VI. **Public Presentations and Correspondence**
None
- VII. **Approval of Superintendent and Director Reports**
Nafziger called for a motion to approve the Superintendent report as submitted. On a motion by Wellington, seconded by Swartley, ayes carried.
- VIII. **New Business**
 1. **Park Board Member Attendance**
Wellington initiated conversation regarding member attendance at meetings and stated he requested 2017 park board member's attendance from Heyde prior to the meeting. Given the 2017 attendance, there was expressed concern with member attendance as it results in cancellation of meetings that staff has to prepare for and that other members prioritize to attend. Regular monthly meetings are important to keep matters moving forward with the Parks Department.

The board had conversation regarding set policy or requirement on Board attendance. Heyde stated there is no policy within state statute, but board bylaws can reflect an attendance policy. It was explained by park attorney an attendance requirement would work in conjunction with the appointing authority of the member. The Park Board could establish an attendance requirement, and if not met by the board member, request that the appointing authority of that member have them removed and replaced. The board did not take formal action.
 2. **Election of Officers**
Wellington nominated the same placement as the previous year if there is confirmation members are willing to remain in their positions. Seconded by Swartley. Nafziger called for other nominations. With no additional nominations Nafziger called for a vote on the motion on the floor; Nafziger, President; Hershberger, Vice President; Yoder, Secretary. Nafziger called for a vote, eyes carried. Election of officers was closed.
 2. **BMI Contract**
Stephens presented the Board with the Broadcast Music, Inc. (BMI) contract for music licensing to protect the Parks Department against copyright laws. Stephens requested to enter into and execute the agreement. The board questioned what the contract provided. It was explained that the licensing agency, under contract, collects fees from agencies who publicly play music then disperses the fees amongst themselves and their registered artists. It protects the Parks Department when playing or performing music at programs and events from being sued. The Parks Department has been under contract with BMI and American Society of Composers Authors and Publishers

(ASCAP), the two largest licensing organizations, for many years. The BMI licensing fee is \$300.00 per year and is based on the city population. The board questioned if it was necessary to continue the contract. Park attorney explained that the contract makes playing music at classes, events and programs legal and therefore continuing the contract is necessary. On a motion by Wellington, seconded by Swartley, ayes carried.

3. Race Retainer Agreement

Stephens presented the board with the Epic Race Timing agreement for the adult triathlon and requested permission to enter into and execute the contract. The board inquired on contract cost. Heyde explained that the fee is contingent on the amount of registrants, \$5.00 per participant with a minimum of \$1,050, \$250 for electronic timing point for the one-mile swim event and paid lodging not to exceed \$150. A \$500.00 deposit is required and deducted from balance. The board inquired what the fees are to participate in the event. Heyde explained that entry fees vary based on when participants register. There are four date ranges with corresponding fees that rise closer to the event. Mile Swim fees range from \$25 to \$45, individual triathlon fees range from \$40 to \$70 and team entries range from \$75 to \$115. On a motion by Wellington, seconded by Swartley, ayes carried.

4. Stone Soup Contract /Rock the Quarry

Stephens presented the board with a contract with Stone Soup Productions for the direction and promotion of the Adult Triathlon and requested permission for Heyde to enter into and execute the agreement. The board inquired on the contract fee. Stephens explained the contract cost is \$3,500 that includes organizing the race, volunteers, setting and marking the course and promotion along with working with USA Triathlon to have the race sanctioned. On a motion by Wellington, seconded by Swartley, ayes carried.

5. The Music Place Contract/Daddy Daughter Dance

Stephens presented the contract for the DJ for the Daddy Daughter Dance and requested permission to enter into and execute the contract. Wellington inquired about the cost. Stephens explained the cost is \$300.00. On a motion by Wellington, seconded by Swartley, ayes carried.

6. Goshen Theater 2018 Space Use Agreement

Stephens presented the board with the lease agreement for the use of the third floor dance studio and three classrooms at the Goshen Theater and requested permission for Heyde to enter into and execute the agreement. The board inquired about registration quantities for the program. Stephens replied that registration is strong and a waiting list every session. Heyde explained that the theater is a good space for the dance program and even has a ground floor studio for the special needs class. On a motion by Wellington, seconded by Swartley, ayes carried.

7. Service Agreements

Stephens presented the board with the following recreation service agreements and requested permission to enter into and execute the agreements as presented.

- Brian Barrick Brazilian Jiu-jitsu
- Champion Force Cheer Youth Cheer Program
- Menessah Nelson Brushes and Brownies/Little Monets
- Monster Message Outdoor Movie Series/Rock the Quarry and Kid's Triathlon
- Shawn Jacks Adult Basketball
- Ted Campbell Adult Ballroom Dance
- Tricia Blosser Youth Ballet
- Veronica Bontrager Youth Ballet
- Paul Ellenberger Adult Basketball
- Justin Kincaid Youth Basketball League/Youth Basketball Camp
- Matt Wirick Men's Basketball

Stephens circulated a service agreement for Michael Kincaid not included in the packet.
Michael Kincaid Youth Basketball League

Wellington motioned to allow Stephens to enter into and execute the agreements as presented, seconded by Swartley, ayes carried.

8. Elkhart County Fair Grounds Rental Contract/Daddy Daughter & Mother Son Dance

Stephens presented a contract for the rented space at the fair grounds for the Daddy Daughter Dance and Mother Son Dance and requested to enter into and execute the agreements. The board inquired about the space rental fees. The board announced that the Daddy Daughter Dance contract states \$2250.00 minus a \$900 discount and a \$400.00 refundable cleaning deposit. Stephens explained \$1750 would be paid of which \$400 will be returned after the event for the cleaning deposit. Stephens explained the Mother Son Dance contract is less due to less

space used and is \$1150 minus a \$450 discount and includes a \$200 refundable cleaning deposit; \$900 will be paid of which \$200 will be returned after the event for the cleaning deposit. Wellington asked if the program makes more than that. Heyde replied that participation does cover the cost of the rental and added for this event overall expenditures sometimes exceed total revenue. Wellington motioned to allow Stephens to enter into and execute the agreements as presented, seconded by Swartley, ayes carried.

9. Five Year Master Plan

Heyde included in the packet correspondence from the Indiana Department of Natural Resources indicating Goshen Parks is in the final year of the current master plan. Heyde explained that parks will be working on the 2019 - 2023 master plan this year.

10. East Goshen Neighborhood Association Special Event Permit

Heyde present a special event application from the East Goshen Neighborhood Association. The Association is requesting permission to have a neighborhood association yard sale table at Dykstra Park for a fundraiser benefiting a fund to build a windmill at Dykstra Park in observance of the Dutch Heritage. Wellington inquired about the type of windmill. Heyde replied that it would be a wooden replica honoring the Dutch settlers in the area. On a motion to approve the special event permit by Swartley, seconded by Wellington, ayes carried.

11. Mennonite Education Agency Special Event Permit

Heyde presented a special event application by the Mennonite Education Agency requesting to hold a 5-K on the Winona Trail beginning and ending at Bethany Christian School, they would not be taking in funds on park property by having registration in advance. Nafziger inquired about how they would cross CR 38 and if that would be our responsibility. Heyde replied they did not provide a map of the route and parks will contact them to ensure the group is aware of procedures for requesting police assistance if needed. On a motion to approve the special event permit as presented from Swartley, seconded by Wellington, ayes carried.

12. Holiday Dates

Heyde presented for informational purposes the 2018 city holiday dates as it relates to the Park Board Meeting schedule.

13. Approval of 2018 Board Meeting Dates

Heyde presented the 2018 Park Board meeting dates for approval. The only month affected was January where the meeting was scheduled to meet the fourth Monday of the month, January 22. Heyde noted the January 22 meeting took place Thursday, January 25. On a motion by Wellington to approve the 2018 Board Meeting Dates as presented and seconded by Swartley, ayes carried.

14. Approval of Full Time Maintenance Position Description

Heyde presented the position description, essential duties and responsibilities for the full-time maintenance position opening recently vacated by an employee transferring to another city department. The board inquired if the position description remained the same. Heyde explained it has been updated. On a motion to approve the position description, essential duties and responsibilities by Wellington, seconded by Swartley, ayes carried.

15. Approval of Office Assistant III Position Description

Heyde presented the position description, essential duties and responsibilities for the Office Assistant III full-time position supporting the Forestry Division. The position transitioned from a part time position to a full-time position. Wellington asked what the forestry assistant would do. Heyde pointed out a few items from the description indicating the position will upkeep of tree inventory, invoicing for the 50/50 tree program process, volunteer scheduling, assist with tree board meetings, purchase orders, expense reports, as field trips and field trip scheduling and staff the Rieth Center during open hours. On a motion to approve the position description, essential duties and responsibilities by Wellington and second by Swartley, ayes carried.

16. 2018 Fee Schedule

Heyde presented the 2018 fee schedule for approval. On a motion to approve by Wellington, Seconded by Swartley, ayes carried.

17. Interlocal Agreement with Goshen Community Schools

Heyde presented an Interlocal Agreement with Goshen Community Schools regarding the school's use of the Shanklin Park softball diamonds. Heyde explained the Park Department shares use of facilities with Goshen Schools and Goshen Schools use Shanklin softball diamonds for games and practices. Goshen Schools is planning to make capital improvements to diamond #3, installing fencing, and requested an agreement to support investing funds into the property. The agreement states what parks and schools have verbally agreed to for many years. Heyde

explained the agreement was approved by the City Council at the January 16 meeting since Goshen Light and Water is the recorded owner of the ball diamonds in question. The board questioned ownership of the property. Park attorney explained that if the city owns a piece of land they do not typically transfer ownership to city departments.

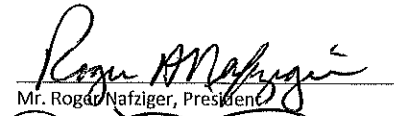
IX. Old Business
None

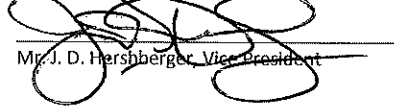
Park Board Signatures:
Approved this Monday, February 19, 2018


Ms. Barbara Swartley, Member

Dr. James Wellington, Member

Mr. Doug Yoder, Secretary ATTEST:


Mr. Roger Nafziger, President


Mr. J. D. Hersberger, Vice President