



January 16, 2014

## County Park Board Meeting Announcement

*Administrative Offices:*

St. Patrick's  
50651 Laurel Road  
South Bend, IN 46637  
574/277-4828  
Fax: 574/273-2334

Bendix Woods  
32132 SR 2  
New Carlisle, IN 46552  
574/654-3155  
Fax: 574/654-3674

Ferrettie/Baugo Creek  
57057 Ash Road  
Osceola, IN 46561  
574/674-9765  
Fax: 574/674-9778

Spicer Lake  
County Line Road  
New Carlisle  
574/654-0361  
Fax: 574/654-3155

TO: MEMBERS OF THE ST. JOSEPH COUNTY PARKS AND  
RECREATION BOARD

MEDIA FRIENDS

The St. Joseph County Parks Board will hold its monthly board meeting on **January 21, 2014 at 9 a.m.** at St. Patrick's County Park, Brown Barn.

Board Members: If you cannot attend, ***please*** notify Kelley Herrera or Evie Kirkwood as soon as possible at 277-4828.



## **NOTICE OF MEETING**

### **ST. JOSEPH COUNTY PARKS BOARD**

**Tuesday, 9:00 a.m., January 21, 2014, St. Patrick's County Park  
Brown Barn, 56051 Laurel Road, South Bend, Indiana 46637**

## **AGENDA**

### **I CALL MEETING TO ORDER**

### **II Administrative Update**

### **III CONSENT Agenda: MINUTES & MEMORANDA, CLAIMS, STATUS OF PARKS REPORTS** (including Administrative, ILS, Disposals, Budget/Donations, Attendance and New Hires: Daltin Conway, Jarrett DeMonia, Wesley DeMonia, Destin Dydo, Andrew Edelbrock, Alexis Emeigh, Taylor Ferrill, Nicholas Freyberger, Melissa Gard, Connor Gentry, Jacob Guzzi, Azia Humphreys, Matthew Huyvaert, Colin Johnson, Cedric Keller, Jackson Laudeman, Ashley Lippert, Jeff Miller, Caleb Oles, Maverick Petrowsky, Yoshua Reed, Pat Skaggs and Zachary Starkweather: Part-Time Seasonal)

### **IV OLD BUSINESS**

- a. Jackson Rd property update/Inter-local Agreement**
- b. Master Plan update**
- c. Place Trail Marsh transfer to IDNR Fish and Wildlife Division/update**

### **IV NEW BUSINESS**

- a. 2013 Wrap Up and Review Presentation**
- b. Officer Elections**
- c. Teamsters Union Contract Addendum 2014**
- d. Resolutions for Fund to Fund transfers**
- e. Bicentennial Nature Trust program/letter of intent**

### **V Delegations**

### **VI ADJOURN**

**Next Park Board Meeting:**

**February 18<sup>th</sup>, 2014 – St. Patrick's County Park, White Barn, Harvest Room – 9:00 am**

## Minutes & Memoranda of the St. Joseph County Parks Board

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**December 10, 2013**

The St. Joseph County Parks Board met for its regular monthly meeting at 9:00 a.m. on Tuesday, December 10, 2013, at St. Patrick's County Park, White Barn, Harvest Room, 56051 Laurel Road, South Bend, Indiana.

Board members present: Larry Catanzarite, Donna Pfeil, John Ferrettie, John Gleissner, Tom Panzica

Board members unable to attend: Virginia Calvin, Phil Sutton

Staff present: Evie Kirkwood, Director; Steve Slauson, Deputy Director; Kelley Herrera, Administrative Manager & Recording Secretary; Jamie Hartzke, Leisure Services Manager

Delegations: Chuck Lehman, Lehman & Lehman

**Call to Order:** President Larry Catanzarite brought the meeting to order at 9:03 am.

### **ADMINISTRATIVE UPDATE**

Ms. Kirkwood updated the Board on non-agenda items from the Administrative Report beginning with the fund to fund transfer from the non-reverting fund to the general fund. Ms. Kirkwood reported after numerous discussions between Commissioner Kostielney, Councilman Noland and herself, Commissioner Kostielney requested that the full \$250,000 shortfall for 2013 be funded by the Parks non-reverting fund. Additionally, he verbally committed to transferring \$250,000 from the county to reimburse the non-reverting fund in January 2014. County officials are concerned there could be another tax revenue shortfall in 2014. Councilmen Hamann and O'Brien have proposed meeting with the Parks Department in late January to discuss the future of the parks and funding.

**Osceola Wastewater Treatment Plant:** The Town of Osceola is still interested in land at Ferrettie/Baugo Creek County Park for a new wastewater treatment plant; however, further research by Ms. Kirkwood shows that the park is a Land and Water Conservation Fund site which would require the buyer of land within the park to commute land of an equivalent value back to the park system. Rick Pharis of Triad Associates who is working with the Town of Osceola on this project was advised of this finding. Mr. Pharis asked if the parks department is looking to acquire any land at this time. Ms. Kirkwood informed him that there was interest in land contiguous to Spicer Lake Nature Preserve but it could be complicated for this to satisfy the Land and Water Conservation Fund requirements since the purchase was being pursued through the Indiana Bicentennial Nature Trust. Ms. Kirkwood has met with Tom Washburn, the owner of the parcel near Spicer Lake Nature Preserve, and they agreed that if there is mutual interest in pursuing the sale, the parks department would fund the required federal appraisals.

**Attendance:** Although 2013 attendance numbers are down from 2012, Ms. Kirkwood noted that 2012 was a record year for system-wide attendance. She also stated that 2013 has been in line with other recent years, and noted that the traffic counter at St. Patrick's County Park may not be working properly and is being checked.

**General Budget:** Ms. Kirkwood stated that all county departments have been asked to freeze spending for the remainder of 2013 due to tax revenue shortfalls. In addition to \$37,000 committed from non-reverting to the parks general fund, with the \$250,000 transfer, the non-reverting fund is now significantly depleted.

**ACTION:** Donna Pfeil moved to approve the Consent Agenda, including Minutes, Claims, Reports, Budgets and Disposals. Tom Panzica seconded. Motion passed unanimously by those present.

### **OLD BUSINESS:**

**Jackson Road Property:** Ms. Kirkwood, Mr. Slauson, Ms. Pfeil, and Mr. Panzica reported on their recent meeting with Commissioner Kostielney and County Engineer Jessica Clark to discuss the interlocal agreement between the county and the parks department for the operation and management of the Jackson Road property (Beverly D. Crone County Park). A representative from DLZ, the firm that handled capping the landfill on the site, was also

**December 10, 2013**

present. Ms. Pfeil stated that as part of the federal grant used for the capping operation, there is a requirement for the site to be turned into public recreation space of some type. Mr. Panzica further explained that there is a 30-year commitment for a management plan to care and maintain the public recreation space, starting from the point of approval of the capping which has not happened yet. In addition, ground water monitoring is required in 5-year increments. The ground water monitoring may be discontinued if tests are clean. Mr. Panzica stated that the DLZ representative reported that the methane gas concentration from the vents at the site is so low, it could not ignite. As for possible dangers of methane exposure, we were advised that further evaluation would be done. Ms. Pfeil stated that she asked about the pipes that vent the methane above-ground and was advised that screens could be fitted over these openings to prevent objects from being placed in them.

Mr. Panzica noted that we learned it would be possible to build on some portions of the site nearest to Jackson Road if desired for a restroom or other structure(s). He also reported that the county has an annual maintenance budget of \$40K in place for the property, which is intended to cover mowing and minor maintenance of the limestone paths. The county representatives stated they would upgrade and improve the limestone trails prior to turnover of the site to the parks department. Various board members expressed concerns about a \$40K annual budget being sufficient to cover mowing, ground water testing, methane monitoring and other required costs.

Mr. Panzica noted that, per the county, the trails were made 10' wide in 2006. Regarding possible use of the site by NIMBA for mountain biking, Mr. Panzica stated that there was perimeter land that would be suitable for biking but not on the cap itself. Mr. Ferrettie expressed concern over how we could permit mountain biking on the perimeter of the property but keep bicycles off the crown area. Mr. Panzica indicated that the county requests a sign identifying the park be installed at the site.

Ms. Kirkwood stated that Commissioner Kostielney conveyed that the county is not looking to make significant investment in, or improvements to the site, but we must satisfy the minimum requirements to comply with the federal mandate for funds. She further stated that Commissioner Kostielney would like to hold a ribbon cutting in the spring of 2014. She then distributed updated drafts of the interlocal agreement to those present. Among the changes, she noted that the agreement now reflects the parks department in a program management role and indicated the governing body has been changed from a "board" to an "advisory group." Mr. Panzica stated that Jessica Clark has committed to doing research into similar sites (where a landfill has been converted to use as a public park) for any findings on hazards or potential issues related to methane or other common conditions. Ms. Kirkwood requested that the board carefully review the new draft of the agreement and provide any corrections or feedback to her by the end of the week (Friday, 12/13) so necessary changes can be made before the document is forwarded to County Attorney Jamie Woods.

Before signing off on the agreement, Ms. Pfeil indicated that she would need to see the additional research findings from Jessica Clark on methane gas and other data specific to similar sites. Mr. Ferrettie stated he is pleased to know that county officials and the parks department are in sync with their expectations for the property.

**Master Plan Update:** Chuck Lehman provided a status update on the current 5-year master plan. He presented board members with a memorandum which he then reviewed. The second Master Plan Advisory Committee meeting is scheduled for January 8 at 3:00 pm. Stakeholder and public meetings to present findings and recommendations are still to be scheduled. The final master plan will be presented to the board at the March meeting for approval and signatures, followed by submission of all final documentation to the IDNR prior to April 15<sup>th</sup>.

Regarding his recent discussions with some members of the Parks Foundation board, Mr. Lehman stated that they have settled on a mission statement to build the Foundation endowment to \$1 million. He noted the benefit of the positive working relationship between the parks board and the Foundation board. Mr. Catanzarite stated that he would like to continue to improve board-to-board communication and increase parks board presence at

**December 10, 2013**

Foundation events and participation in other fundraising opportunities. Mr. Lehman noted that the Foundation board may need to meet more often than it has been to improve its effectiveness.

The balance of Mr. Lehman's update was tabled to move to the Place Trail Marsh agenda item.

**Place Trail Marsh transfer to IDNR:** Ms. Kirkwood informed the board that we had received the necessary legal documents to sign and submit to complete the transfer of Place Trail Marsh to the Indiana Department of Natural Resources. She stated that the land will be best served through this transfer as the IDNR already manages property nearby and the public will benefit from improved service to the site due to IDNR's staff in close proximity and greater budgetary resources. Ron Corman of the IDNR stated that they are excited to receive the property and anticipate being able to use state funding on needed management projects, such as \$25K earmarked for aerial spraying of non-native phragmites that are affecting plant and animal diversity in the area. Ms. Kirkwood thanked Steve Slauson for his efforts to bring about the successful transfer of the land. Mr. Catanzarite added that this is the best course of action for the land, the parks and the public.

**ACTION:** Donna Pfeil moved to approve the donation of the property known as Place Trail Marsh to the Indiana Department of Natural Resources. John Ferrettie seconded. Motion passed unanimously by those present.

**Master Plan Update** (continued): Mr. Lehman reviewed the results of the visioning exercise conducted with the board at the retreat/work session in November. As outlined in his memorandum to the board, he noted key attributes/programs and signature identities envisioned for each park site in the year 2040.

**NEW BUSINESS:**

**Officer Elections:** By state law, election of board officers must take place in January. Ms. Pfeil stated that she and Ms. Calvin would coordinate the slate of officers to be voted on at the January meeting.

**2014 Board Meeting Calendar:** The board reviewed the draft of the 2014 board meeting calendar. There were no proposed changes. All meetings are scheduled for the 3<sup>rd</sup> Tuesday of each month at 9:00 am at various park sites as noted.

**ACTION:** Tom Panzica moved to approve the 2014 board meeting dates as presented. John Ferrettie seconded. Motion passed unanimously by those present.

**ACTION:**

At 10:41 am, John Ferrettie moved for adjournment, John Gleissner seconded and the November 2013 meeting of the SJC Parks Board was adjourned.



## Administrative Update

1/14/14

Submitted by Evie Kirkwood, Director; Steve Slauson, Deputy Director

### 2013 Wrap Up (agenda item)

This board packet addresses the 2013 year through numerous reports. Highlights and a slide show will be presented at the meeting.

### Teamster Contract Addendum (agenda item)

The annual Teamster Contract addendum to include the current Commissioner/Council approved pay raises for 2014 is included in the agenda for the meeting, and requires board approval.

### Fund to Fund transfer for LaSalle Trail (agenda item)

We are processing a \$160,000 fund to fund transfer from the parks non-reverting fund into the Local Major Moves Fund-Trails Projects, as our local match for the LaSalle Trail project from Cleveland to Darden Roads. Steve and Evie will attend a scope meeting with INDOT on Jan 13.

### Bicentennial Nature Trust Application for Land Acquisition at Spicer Lake (agenda item)

We are proceeding with the various grants for the acquisition of this property. A letter of intent from the park board to provide the balance of the local required match from our non-reverting fund, is required. Letters of intent are also being provided from the Parks Foundation \$10,000 and the Audubon Society (est \$2000). Letters of support of the project are being provided by Councilman Dan Herbster, Commissioner Dave Thomas and the Community Foundation of St. Joseph County.

### Master Plan Update

The first draft of our Master Plan will be sent by Lehman and Lehman to the IDNR to meet the January 15 deadline. The Advisory Board meeting originally scheduled for January 8 will be rescheduled.

### Budget 2013- Fund to Fund Transfers 2014 Appropriations

The fund to fund transfer from non-reverting to park general fund) was completed in the amount of \$250,000. We have not had any word for the Commissioners on "reimbursing" the parks for this transfer. We also have not had any word on appropriations for the 2014 budget into the CEDIT lines, for those park general fund lines that were removed from our operating budget.

### Red Barn Receives Honor

The Red Barn and associated farm buildings at St. Patrick's County Park were officially listed on the National Register on December 31, 2013.

### Osceola Wastewater Treatment Plant

The town of Osceola is still investigating the location for their Waste Water Treatment Plant at the Ferrettie-Baugo Creek Co. Park site, south of the tracks. They are researching the requirements to commute an equivalent value of land somewhere in the parks system. Rick Pharis, Triad Associates, is contacting the IDNR.



### **Projects**

Winter has been interesting so far, started out warm, than during a brief cold spell we were able to make snow, then it got warm again, then it got really cold and we received 12-18" of snow. So far the snow removal has gone well with few equipment breakdowns. We did have a couple of vehicles that required a jump start but that's about it. The last new sink and faucet was installed in the Brown Barn bathrooms. We have had a couple of furnaces that have had to be repaired but that's not unusual for this time of year. So far we have not had any mechanical system repairs due to the extreme cold weather.

### **Department Receives Award**

St. Joseph County Soil and Water Conservation District has awarded St. Joseph County Parks the 2014 Friends of Conservation Award. Evie and Park Interpreter Michaele Klingerman will accept the award at the annual dinner banquet on January 24.



### **Grants/Fundraising**

We have submitted a grant request to Visit South Bend Mishawaka for event marketing support funding for Sugar Camp Days, 2014.

We are working on the Bicentennial Nature Trust grant application for the acquisition of 20 acres at Spicer Lake. We will also need to submit a grant to the Indiana Heritage Trust Fund for 25% of the match. (This fund is supported from environmental license plates.)

The Foundation received a grant for \$3,500 from I/N Tek, I/N Kote for invasive species removal at Bendix Woods County Park, in the nature preserve and the Studebaker Trees.

Bike the Bend has issued a challenge grant in the amount of \$5000 to support the NEXT phase of the LaSalle Trail, north of Darden Rd. They are asking registrants of their 2014 event to contribute to match their contribution.

### **Community Involvement/Professional Development**

Evie, Steve and Jamie will attend the IPRA conference in South Bend, Jan 15-17, 2014.

**Park Offices will be closed on January 20, for Martin Luther King Day.**

# Interpretive & Leisure Services

St. Joseph County Parks

## December 2013

Shelley Chaffee  
Amal Farrough  
Jamie Hartzke  
Michele Klingerman  
Jan McGowan  
KC Nieboer  
Leslie Witkowski



## The Stats

*Number of programs or days/attendance*

### Leisure:

**Partnered Programs:** 1 @ Passport to Play Event/142

**Public Programs:** 1 @ STP/cancelled

**Disc golf:** 49

### Interpretive:

**School programs:** 1 @ FBC/34

**Public programs:** 2 @ STP/7

(1 was cancelled); 1 @ BXW/35

**Special Requests:** 1 @ BXW/24

## Interpretive Services Division

We wrapped up the last of our Pioneer Skills programs this month. Friends of Bendix Woods and Spicer Lake member, Alice Bentley, served as program assistant with the weaving portion of the program. We always appreciate the extra help with this program.

Additional programs that rounded out this month included Winter Birds for our Nature Munchkins program, Mammals 101 was very well attended by our home school families and we held a Scales & Slime "Natural" birthday party at Bendix Woods for a set of twins turning eight!



A "Munchkin" checks out a bird house during the Nature Munchkins Winter Bird program.

The interpretive staff also took time this month to review our annual staff goals and individual goals for 2013. We also set staff goals and individual goals for 2014. It was very exciting to see all that we had accomplished over the course of the year knowing we were down one full staff member for five months out of the year. We are also looking forward to accomplishing the goals we have set for ourselves for 2014.

## Leisure Services Division

Leisure staff were busy getting ready for winter this month. Staff held interviews and completed necessary paperwork for thirteen new seasonal staff. On 12/18 the LS team along with HR held a mandatory orientation for all new hires and returning staff.



Jamie is getting tubes ready for the winter season!

Maintenance, leisure staff and rangers prepared for winter by inflating tubes, installing signage, preparing rental equipment, buying concessions and preparing necessary paperwork and passes.

During December the LS team only offered one public program (Dime Store Games) which was cancelled due to low registration.

Our partnership with the Family Passport to Play held its second event at Howard Park Ice Rink. Approximately 142 people attended. St. Joseph County Park staff was present to promote our winter programs. In addition to the event, Family Passport to Play was selected as part of the 2014 Call OfThe Wild session at the 2014 IPRA conference this January. Call of the Wild is a session aimed at showcasing innovative and unusual programming ideas.

Also this month the ILS team met to brainstorm future programming to align with the 2014-2015 Goals and Strategies.



The mission of the interpretive and leisure services division is to promote understanding and wise use of our natural and cultural resources through enriching educational and leisure experiences for all ages

☞ We do this by:

Providing on-site and outreach interpretive programs, special events and self-guided media that foster connections between the participants and the resource;

Offering leisure experiences that promote lifelong learning and minimal impact on our natural resources;

Shaping public perception of our department and -

Fostering stewardship through research, natural resource management and volunteerism

## MEDIA CONTACTS

December SJCP facebook updates

Community Online Calendars: WNDU, WSBT, Visit South Bend, In The Bend, Michiana Family Magazine, Michiana 360, momseveryday

12/5, inthebend.com, Home School Program: Mammals listed

12/8, WNDU, Cross Country Ski Lessons for Beginners

12/9, South Bend Tribune, Ox Bow disc golf closes for now

12/9, South Bend Tribune, Readers Remember Studebaker

12/9, Experience Michiana, interviewed Michaele Klinger on Winter Happenings at SJCP

12/19, inthebend.com, Nature Munchkins: Winter Birds listed

12/26, On The Water, Winter Sports at St. Joseph County Parks

12/27, WSBT, Winter Sports at SJCP w/Jamie

12/29, South Bend Tribune, Step Ski Ride Into 2014

## STAFF

12/11 Ranger Meeting, STP

12/13 All Staff Xmas Potluck, BXW

12/18 Seasonal Orientation, STP



Seasonal staff attend winter orientation training.

January 2014 Parks Board Packet

## VOLUNTEERS

NIMBA, 3 hrs

Tony Sutton w/Michiana Snowmobile Group, 2 hrs

Alice Bentley, assist w/Pioneer Skills pgm, 6 hrs.

Kay Easton & Gary Beall, Friends End of the Year Fundraiser mailing, 4 hrs. total

St. Pats Deer Hunters:  
Bill Witsken, 14 hrs.  
Mike McNarney, 12 hrs.

**Total volunteer hours 41 x \$22.14 = \$907.74**

## DONATIONS

Jamie Hartzke, 2013 LS items, \$167.15

**Total Donations = \$167.15**



## COMING UP...

- Cross Country Ski Lessons for Beginners
- WEO: Cross Country Ski Lessons & Chili
- Wolf Moon Snow Shoe Walk



To: The St. Joseph County Park Board  
From: The St. Joseph County Parks Department  
Date: January 21, 2014  
Re: Disposal of Inventoried Assets

Administrative Offices:  
 St. Patrick's  
50651 Laurel Road  
South Bend, IN 46637  
574/277-4828  
Fax: 574/273-2334

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County Line Road  
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Fax: 574/654-3155

Dear Park Board Members:

The St. Joseph County Parks Department seeks your approval to dispose of the following items and remove them from our fixed asset inventory:

19198 #270 Heavy Duty Stapler – Broken  
26095 Laminator – Broken  
9764 Pressure Washer – Not functioning properly  
25204 Genysis Scanner – Outdated

The scanner is being traded in for credit toward a new version. The other items will be discarded.

We request permission to remove the above items from our inventory list.

Thank you.

Sincerely,

Evie Kirkwood  
Director

SIGNATURE OF APPROVAL:

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Larry A. Catanzarite, President  
St. Joseph County Parks Board

**St. Joseph County Parks Attendance 2013**

	Bendix Woods	Ferrettie / Baugo Creek	St. Patrick's	Spicer Lake			Offsite Programs/ Events
Month	Park Visitors	Park Visitors	Park Visitors	Park Visitors	2013	2012	2013
January	1457	3367	5720	667	11210	12632	
February	1904	3525	5468	806	11704	10373	
March	6098	3763	7226	1206	18294	26266	
April	1886	5658	11719	1820	21083	22411	
May	4575	8037	15824	2278	30713	30743	
June**	3012	9223	19110	1956	33301	33531	
July**	3225	6361	16772	1708	28067	30347	104
August**	3444	8144	14172	1730	27490	33392	17
September**	3162	6392	21990	4247	35791	33482	105
October**	3410	5251	12561	1686	22909	23137	190
November**	1609	2877	2492	992	7970	15693	67
December **	1246	2725	3450	741	8162	11497	0
Totals:	35030	65322	136504	19836	256692	283504	
<b>2013 by Park</b>	<b>35,030</b>	<b>65,322</b>	<b>136,504</b>	<b>19,836</b>	<b>256,692</b>	<b>283,504</b>	<b>483</b>
<b>2012 by Park</b>	36,742	73,269	149,764	23,735	% Difference	<b>-9.46%</b>	
<b>Difference</b>	-1,712	-7,947	-13,260	-3,899	# Difference	<b>-26,812</b>	

\*Includes additional visitors who arrive by bus, such as school groups, that would be counted by the gate counter as one vehicle.

\*\*St. Patrick's traffic counter not operating for approx 3 weeks during paving project in August. In addition, staff confirmed that due to placement of the "stop" sign at the gatehouse at St. Patrick's County Park, the vehicle count was under-reported for a significant portion of the summer months through early December.

2013		Bendix Woods	Ferrettie Baugo Creek	St. Patricks	Monthly Totals
January	Paid Rentals	0	0	1	1
	Park Programs	3	4	3	10
February	Paid Rentals	1	2	1	4
	Park Programs	5	1	0	6
March	Paid Rentals	0	4	4	8
	Park Programs	33	0	3	36
April	Paid Rentals	2	2	5	9
	Park Programs	7	0	4	11
May	Paid Rentals	5	7	23	35
	Park Programs	18	1	8	27
June	Paid Rentals	4	21	30	55
	Park Programs	9	5	10	24
July	Paid Rentals	7	11	28	46
	Park Programs	4	0	23	27
August	Paid Rentals	13	10	30	53
	Park Programs	0	0	11	11
September	Paid Rentals	9	6	25	40
	Park Programs	6	0	11	17
October	Paid Rentals	7	7	13	27
	Park Programs	5	3	12	20
November	Paid Rentals	2	6	5	13
	Park Programs	2	3	5	10
December	Paid Rentals	3	5	5	13
	Park Programs	1	0	1	2
Totals by Park	Paid Rentals	69	81	170	320
	Park Programs	102	20	101	223

**Rental Facility Waivers & Discounts**

	Organization(s) Name	Amount waived or discounted
January	ND School of Architecture - Harvest Room	\$115.00
February	ND School of Architecture - Harvest Room	\$115.00
March	NIMBA - Glenn Bauer, WBOM - Brown Barn	\$255.00
April	SBE Audubon-Red Barn (contributed a \$350 donation), 1 cabin rental-BioBlitz winner \$350	\$815.00
May	N/A	
June	Madison Primary, Christ the King School, WNIT	\$365.00
July	Mosaic	\$465.00
August	Viktor Dostal (SUNNY 101.5 contest winner, free cabin rental); Heart City Health Center	\$465.00
September	Clay HS Cross Country; Hospice; Jimtown Cross Country	\$455.00
October	Bethel College Cross Country; Beiger Elementary	\$290.00
November	N/A	
December	N/A	
	Year-to-date Total	\$3,340.00



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Spicer Lake  
Nature Preserve  
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New Carlisle, IN  
Office: 574/654-2334

January 16, 2014

**2013 Wrap-up – St. Joseph County Parks**

Dear Board Members:

Enclosed are some of the 2013 End-of-Year Wrap Up reports from the management team (more to follow at the February 2014 Park Board Meeting). I will address highlights of these reports under New Business at the meeting this month.

- Non-Reverting Budget (part of Consent Calendar)
- Summary of Rental Facility Utilization in 2013
- Leisure Services Report
- Interpretive Services Report
- Maintenance/Construction Report
- 2013 Action Plan Grid

Looking forward to 2014!

Sincerely,

Evie Kirkwood  
Director

Enc.

# Summary of Rental Facility Utilization in 2013

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## St. Joseph County Parks Department

Kelley Herrera, Administrative Manager/Administrative Support Team

AST Members: Shelley Frank, Jodi Sass, Katie Hans

### Facility Renters

2013 was another popular year for the St. Joseph County Parks' 18 rental facilities; this now includes our newest facility, the Pfeil Pavilion at St. Patrick's County Park. Renters and their guests enjoyed all the parks had to offer throughout the year, at events ranging from family reunions to graduation and birthday parties to weddings and receptions, bridal and baby showers, company picnics and more. In addition, 17 waivers were granted for local schools and universities, community organizations, nonprofits and government agencies to use Park facilities at either significantly reduced fees or at no cost. Entities that received rental fee waivers in 2013 include:

**South Bend/Elkhart Audubon Society**

**WNIT**

**Heart City Health Center**

**Jimtown High School**

**Clay High School**

**Beiger Elementary School**

**Women Business Owners of Michiana**

**Madison Primary School**

**Bethel College**

**Christ the King School**

**Notre Dame Architecture Dept.**

**Northern Indiana Mountain Bike Assoc.**

**Center for Hospice**

**Mosaic**

As part of special events held at the St. Joseph County Parks, several community organizations and nonprofit groups were offered reduced rental fees. These organizations include Bike the Bend, Bike for Hospice, and South Bend/Elkhart Audubon Society's Annual Barn Sale. Additionally, a complimentary weekend rental of the Manion Cabin was given away as part of two programs: a drawing held for professional scientists who participated in the BioBlitz event and a contest sponsored in conjunction with WSBT/Sunny 101.5 radio station.

### 2013 Rental Facility Revenues

The number of facilities rented has been consistent the past two years, with 319 facilities rented in 2012 and 320 in 2013 – an increase of less than 1%. Income from facility rentals increased 10.36% year over year, from \$73,733.01 in 2012 to \$81,372.22 in 2013. The revenue increase is partially attributed to a slight decrease in expenses in 2013, mostly due to lower equipment replacement and repair costs compared to 2012. We believe the revenue increase could also be due to a significant amount of rental fees and security deposits processed for upcoming 2014 rentals.

### Wedding Package

The new Red Barn Wedding Package accounted for 21.95% of total 2013 rental revenue. As of December 31, 2013, there was only one weekend date (in late October) available for the Red Barn in 2014. All other weekends in the May-to-October wedding season are under contract with a paid deposit.

### 2014 Changes

At its November 2013 meeting, the board approved the new facility rental fee schedule for 2014. Although most daily rates were not changed, the Indiana state sales tax of 7% will now be added to all facility rental fees. In 2013 and prior years, the sales tax was included in the rental fee.

## Shelter Usage\* Comparison

June 30, 2012 compared to June 30, 2013

Usage	BW 12	BW 13	BW Diff	FBC 12	FBC 13	FBC Diff	STP 12	STP 13	STP Diff
Paid Rentals	66	56	-10	83	89	6	170	164	-6
Park Programs	112	101	-11	42	19	-23	97	71	-26
<b>Total</b>	<b>178</b>	<b>157</b>	<b>-21</b>	<b>125</b>	<b>108</b>	<b>-17</b>	<b>267</b>	<b>235</b>	<b>-32</b>
<b>Total Difference</b>	<b>BW</b>	<b>-21</b>	<b>-11.80%</b>	<b>FBC</b>	<b>-17</b>	<b>-14%</b>	<b>STP</b>	<b>-32</b>	<b>-11.99%</b>

Bendix Woods had an 11.8% decrease in overall shelter usage, and saw a 15.15% decrease in paid rentals.

Ferretie Baugo Creek had a 14% decrease in overall shelter usage, and a 7.23% increase in paid rentals.

St. Patrick's had a 11.99% decrease in overall shelter usage, and a 3.53% decrease in paid rentals.

**Despite the overall decrease in shelter usage, the parks have experienced an overall increase in revenue from shelter rentals. We attribute this to higher shelter fees, more renters opting to pay additional fees for early set-up and late clean-up, and a significant amount of 2014 rental money already deposited.**

### Definitions of Categories:

1. Paid Rentals includes only buildings/shelters contractually rented and paid for.
2. All Park Programs including Interpretive, Leisure, Park sponsored Special Events (Sugar Camp, Bat Fest, Bug Day, etc.)

\* **Usage** means utilization of the facility. Not limited to rentals.



## 2013 Project Highlights - Maintenance Division

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### Place Trail Marsh County Park:

- Routine maintenance and mowing.
- Water level monitoring during the spring, summer & fall.



### Ferrettie/Baugo Creek County Park:

- Remove and replace roofing on Nature Center.
- Completed another successful work day with Bethel College students.
- Trimming and clearing of several holes on the disc golf course.



### Bendix Woods County Park:

- New kitchen and expansion of the Van Paris Shelter.
- Remove and replace roofing on Gate House.
- Install two new 50 amp outlets for Sugar Camp Days.
- New accessible sidewalks at the Glenn Bauer Shelter.
- Repaired damaged septic system at the Glenn Bauer Shelter.



### St. Patrick's County Park:

- Paving and Slurry Seal of most roads and main parking lot.
- Landscaping, edging and tree planting in the Courtyard area.
- Several new sidewalk extensions or additions.
- Remove old and install new sinks in Brown Barn restrooms.



### Spicer Lake County Park:

- Repair walkway leading to farm pond floating dock.
- Replace all deck boards on observation deck. (Chamberlain Lake)



### System Wide

- Technology upgrades, new computers and system upgrades.
- Install new MotoTRBO radio system.
- Continue to work on county/regional trail system and connections.

### **Mission:**

*"St. Joseph County Parks will enrich the community and the lives of St. Joseph County residents by conserving and caring for significant natural areas, promoting understanding and stewardship of our unique natural and cultural heritage through innovative programs and services, and enhancing visitor experiences through well-maintained park facilities."*





## St. Joseph County Parks, Projects Completed in 2013

10-Jan-14

<i>LOCATION</i>	<i>TASK</i>	<i>PROJECT</i>	<i>STATUS</i>
ALL	W-5265	Install new playground signs at various park sites.	Completed
ALL	P-0180	Install new MotoTRBO Radio System and related tasks	Completed
AR	W-8008	Repair alarm system as needed	Completed
BC	P-3188	Remove and install new roofing on Nature Center	Completed
BW	P-1196	New kitchen & other remodeling at the Van Paris Shelter	Completed
BW	P-1197	Repair or replace septic system at the Glenn Bauer Shelter	Completed
BW	W-5266	Install new steel roof on equipment storage building	Completed
BW	P-1199	Tear-off and install new roof on Gate House	Completed
BW	W-1228	Install new phone line in gate house for credit card machine	Completed
BW	W-5268	Remove heater near drive-up window	Completed
BW	P-1198	Add two 50 amp outlets at Glenn Bauer and Saulk Trial	Completed
CL	P-7005	Replace decking on CL observation platform.	Completed
CL	P-7003	Repair or replace decking on CL observation platform	Completed
SP	W-5264	Make two pine tree awards	Completed
SP	W-2228	Apply sealer to all wood trailers and benches	Completed
SP	W-5261	Repair or replace White Barn emergency lighting as needed	Completed
SP	W-2229	Landscaping, edging and tree planting in the courtyard.	Completed
SP	W-2230	Paint new window stop, repair concrete at door of Red Barn.	Completed
SP	W-5263	Install second set of handrails on Boy Scout Bridge.	Completed
SP	W-5267	Install new sink & faucet in Brown Barn restrooms.	Completed
SP	W-2231	Replace yard hydrant on Amphitheater hill	Completed
SP	W-5262	Rebuild door on south end of Red Barn to open completely	Completed

*Note: These are only the projects that were tracked and does not include routine maintenance or emergency repairs.*



## Annual Report 2013-Leisure Services Division

St. Joseph County Parks

Jamie Hartzke, Leisure Services Manager

The Division of Leisure Services provides educational programs and passive recreational opportunities such as: disc golf, archery, canoe and kayak rental, hayrides, innertubing, cross-country skiing and snow shoeing for school groups, colleges, private organizations and the public year round.

### **Trends and Issues:**

Overall, comparing 2013 to 2012, there was a 17% decrease in program attendance and a 31% decrease in program revenue. The attendance decrease is primarily due to two big Special Events, not hosted at St. Joseph County Parks in 2013. These two events were the WRBR Big Growl (3500 people) which moved to a larger venue, and National Night Out (1900 people) which rotates locations within the county every year. Overall program revenue also saw a decrease for various reasons. In 2012 the reports calculated income from both the Running Wild Event, and Special Event rental income. Both of these two events combined for 2013 brought in \$21,296.85. Although revenue for these various events in 2013 are recorded elsewhere Leisure Staff play a significant role in planning and working these special events.

On a brighter note several Leisure areas saw increases in both attendance and income. Canoe attendance increased 16% and income increased 13% due to more scheduled private canoe parties. Public program attendance increased 16% and income increased 31%. Tubing at both St. Patrick's and Ferrettie/Baugo saw an overall attendance increase of 51% and also increase in income of 46%. Concessions also saw a 15% increase.

### **By the numbers:**

- 21,079 participants joined us for leisure activities.
- Leisure Services income: \$70,117.05 plus \$18,444.36 in volunteer labor (vol. labor based on \$21.79 through May 2013 and \$22.14/hr. as of June 2013).
- 843.75 hours in volunteer time were donated to the Leisure Services Division for program support
- \$1,161.15 worth of materials, cash and in-kind services were donated to the Leisure Services Division for program support
- The division sent out over 84 different news releases, made 46 radio or TV appearances and served as a resource for approximately 66 newspaper and magazine articles.
- 23 parties of 48 hunters took 92 waterfowl from Place Trail Marsh.

### **Special Events:**

#### **20 special events were offered in 2013.**

WNIT Kids Night was an event hosted at St. Patrick's County Park on Thursday, June 20, 2013. This event was coordinated by WNIT television. Several park staff provided activities for the participants. We estimate 400 people attended this event.



Running Wild was a family-friendly event hosted by the St. Joseph County Parks and the SJCP Foundation on Saturday, August 17, 2013. This event was a fundraiser for the park department/Foundation. We estimate that 400 people came to visit St. Patrick's County Park for this event (315 actual walkers/runners).

Other new special events in 2013 were: Westie Walk, FACE AIDS Walk, and Tour De NIMBA

**Programs:**

**42 public programs were offered by the leisure services staff in 2013.**

We offered a Homemade Bath Products and Yard Art program as part of the Women Experience the Outdoors series. These easy-to-do at home programs are very popular, as is the WEO series, so we hope to offer similar programs in the future.

Throughout late spring and into summer we offered four archery classes. Three of the four classes were designed for ages 12 & up and the final class was for 6- to 16-year-olds. For our youth class we partnered with Henry Schact with the LaSalle Council Boy Scouts.

We partnered with Memorial BrainWorks to offer an eight week senior walking program. This program included active walking throughout the trails of St. Patrick's County Park followed up by brain-boosting activities.

**New public programs in 2013 were:** Naturally Eggcellent, Yard Art=YART, Youth Archery, Grandparent's Day in the Park, Wednesday Senior Walking Club, and Mountain Biking for Youth.



**2013 Community Partnered Events:**

Apple Cider Century Bicycle Tour  
Audubon Society Red Barn Sale  
Bike Michiana for Hospice Ride  
Bike the Bend  
Family Passport to Play  
Free Fishing Weekend  
Get Out There!  
LaSalle Council Boy Scouts  
Mutt March  
National Public Lands Day free entry  
NIMBA Time Trial

Outdoor Overture  
Paddlefest  
Running Wild  
Run Up Cyclocross  
South Bend Lions Club Ride  
Tail Waggin' Hayride w/ PetsConnect  
Whole Foods  
WNIT Kids Night  
24 hr. run  
9-11 Ceremony  
ROC UR Body



## **Volunteer Highlights:**



Volunteers serve the parks in several ways, from assisting with programs to maintaining the parks. We continued to offer an Adopt-a-Trail program and to partner with Make a Difference Michiana to recruit volunteers. Besides the many talented individuals we have come to rely on, there were several community groups that assisted us this year. These groups were: Northern Indiana Mountain Biking Association, Bethel College, Better World Books, St. Joseph River Valley Fly Fishers, Michiana Astronomical Society, LaSalle Council Boy Scouts and the Friends of Bendix Woods and Spicer Lake.

## **Staff:**

- Full time – One manager and one supervisor managed the daily operations of the leisure services department. Note that for two months, there was a vacancy in this position.
- Part time - One part-time leisure services assistant supervisor.
- Rangers – Eight part-time rangers continue to work within three parks.
- Gate house – Several part-time staff collected gate fees during the high visitation months as well as at special events and concerts.
- Seasonal - Several part-time staff were brought in to serve as front line customer service personnel during the summer and winter seasons. As many as 55 seasonal, gatehouse and ranger positions are filled every year.

## **New/Renewed staff professional certifications:**

- Jamie Hartzke was certified as an archery instructor
- Jamie Hartzke was certified as a Go FishIn Crew Captain
- Jamie Hartzke, KC Nieboer, and Shelley Chaffee and 3 Park Rangers renewed CPR

## **Professional Trainings/Seminars:**

- Former LS Manager, Brooke Artley attended Indiana Parks & Recreation Association Conference
- Former LS Manager, Brooke Artley and Shelley Chaffee attended the Hoosier River Watch Retreat
- Former LS Manager, Brooke Artley, KC Nieboer, Shelley Chaffee attended the Great Lakes Park Training Institute
- Shelley Chaffee attended the Hoosier River Watch Facilitators Training
- Shelley Chaffee attended an Invasive Workshop
- Shelley Chaffee attended Indiana Park & Recreation Association Leadership Retreat
- Jamie Hartzke attended the International Mountain Bicycling Association Land Manager Seminar

13 Totals	Disc Golf	Tubing STP	Tubing FBC	Snow Shoe	Skiing STP	Canoe STP	Hayride	Public Prgrms	Partnered Prgrms	Spec. Events	Concession	Monthly Attendees
January	83	920	877	19	0			20			\$579.25	1,919
February	45	1,117	1,230	16	208			70			\$572.75	2,686
March	300							16	100		\$70.75	416
April	587							9	150		\$181.25	746
May	679					86		23	792	428	\$170.25	2,178
June	600					414		34	610	200	\$136.50	1,858
July	398					633		83	3	935	\$113.00	2,052
August	525					715		55	150	400	\$157.50	1,845
September	532					301	266	194		3,500	\$107.00	4,900
October	255					113	1,313	70	125	475	\$76.00	2,427
November	113							31	75	115	\$23.00	379
December	49							0			\$0.00	49
Program Attendees:	4,166	2,037	2,107	35	208	2,262	1,601	605	2,005	6,053		
Program Revenue	\$23,405.00	\$5,896.00	\$4,760.00	\$105.00	\$2,020.00	\$23,984.00	\$3,175.00	\$2,891.50	\$1,156.30	\$537.00	\$2,187.25	
Total attendance for 2013:									21,079			
Total revenue for 2013:									\$70,117.05			

revenue thru 12/13

12 Totals	Disc Golf	Tubing STP	Tubing FBC	Snow Shoe	Skiing STP	Canoe STP	Hayride	Public Prgrms	Partnered Prgrms	Spec. Events	Concession	Monthly Attendees
January	129	827	1,174	28	352			24			\$708.50	2,534
February	213	0	0	0	0			0	17		\$26.00	230
March	676							8	46		\$93.00	730
April	763							16	192		\$129.50	971
May	886					120		117	19	1,600	\$165.75	2,742
June	588					454		62	21	1,193	\$157.75	2,318
July	498					512		61	36	3,985	\$140.75	5,092
August	597					398		85	53	2,375	\$173.75	3,508
September	487					354	430	126	125	3,425	\$114.00	4,947
October	187					56	1,209		285	70	\$48.75	1,807
November	252						60	8	6	110	\$54.00	436
December	144							0			\$52.00	144
Program Attendees:	5,420	827	1,174	28	352	1,894	1,699	507	800	12,758		
Program Revenue	\$27,820.00	\$2,451.00	\$3,147.00	\$84.00	\$4,237.00	\$20,801.00	\$4,768.50	\$1,988.50	\$2,060.00	\$32,094.43	\$1,863.75	
Total attendance for 2012:									25,459			
Total revenue for 2012:									\$101,315.18			

revenue thru 12/12

2013 to 2012 Annual Comparison of Leisure Services

Overall attendance	17% decrease
Overall income	31% decrease

Disc Golf attendance	23% decrease
Disc Golf income	16% decrease

Tubing STP attendance	59% increase
Tubing STP income	58% increase

Tubing FBC attendance	44% increase
Tubing FBC income	33% increase

Snow Shoe attendance	20% increase
Snow Shoe income	20% increase

Skiing STP attendance	41% decrease
Skiing STP income	52% decrease

Canoeing STP attendance	16% increase
Canoeing STP income	13% increase

*Special Events attendance	52% decrease
*Special Events income	98% decrease

Hayride attendance	6% decrease
Hayride income	33% decrease

Public Programs attendance	16% increase
Public Programs income	31% increase

Partnered Prgm. attendance	60% increase
Partnered Prgm. income	44% decrease

Concessions income	15% increase
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\*Decrease in attendance is from two big special events **NOT** hosted at SJCP in 2013; WRBR Big Growl 3500 people moved venues to accommodate a larger population, and National Night Out 1900 people rotates locations Also Outdoor Overture was down tremendously due to weather.

\*2013 special events program revenue down for various factors 1) 2012 reports calculated \$8402 income from Park Foundation Running Wild event and 2013 did not calculate RW \$12,231 in 2) Also large income generated in 2013 WRBR Big Growl -\$11,390.22 3) 2012 factored in rental income for special events and in 2013 we did not factor in \$9,065.85 in to program revenue for special event:

Although revenue is recorded elsewhere Leisure Staff plays a significant role in planning and working special events.

Partnered program attendance increased due to new partnership with Family Passport to Play in the Fall.

## 2013 Division of Interpretive Services Annual Report

Leslie Witkowski, Interpretive Services Manager  
St. Joseph County Parks  
1/13



The Division of Interpretive Services provides natural and cultural history programs for school groups, college classes, private organizations and the public, year round, as well as oversees resource management in the parks. Through our natural history programs, participants are involved in hands-on, experiential activities that focus on nature and the environment. From wildflower hikes to collecting bugs, the Interpretive Division strives to offer impressionable programming that will plant the seed of excitement for people of all ages, to want to learn more about nature. The participatory cultural programs immerse students in historical events that have shaped our region. We continually evaluate our programs to ensure that our service is unique and continues to bring participants back for a one-of-a-kind experience. *Photo is of Day Campers using their “binoculars” to look for birds at St. Patrick’s County Park.*

### Staff

In addition to a full-time manager of interpretive services, there are two full-time and one part-time park interpreters.

In May, Leslie Witkowski assumed the role of Interpretive Services Manager, from her previous full-time Interpretive Services Assistant Manager status.

In August Amal Farrough assumed the role of full-time Park Interpreter, from her previous position as continuous, part-time interpreter.

In September Jan McGowan assumed the role of continuous, part-time interpreter from her previous position of seasonal part-time interpreter.

From April 1- September 1 the Interpretive Staff operated with two full-time interpreters, one continuous part-time interpreter and one seasonal part-time interpreter due to the resignation of Maria Peacock, former Interpretive Services Manager on March 29, 2013.

## 2013 Program Highlights

### Forever Learning Institute

For six weeks during the fall the interpretive staff offered a variety of programs for Forever Learning Institute. Forever Learning Institute’s mission is to improve the quality and dignity of senior life through continuing intellectual challenge, spiritual reflection and social interaction. Program participants are 50 years of age and better and enjoyed visits to St. Patrick’s County Park and Spicer Lake Nature Preserve, as well as on-site classroom presentations to learn about Indiana natural history.

### Notre Dame LEEF Open House: Science Sunday

This was a partnered fall event located at St. Patrick’s County Park at the Notre Dame Linked Experimental Ecosystem Facility (LEEF) site. Over 150 visitors came out to learn about the current research that is being conducted at the site. The interpretive staff provided kids’ activities with a close-up look at the macroinvertebrates that call the ponds at the LEEF site home.

## **Studebaker Tree Diamond Jubilee**

The trees that spell out STUDEBAKER turned 75 this year and the interpretive staff celebrated with an anniversary party! Activities at this event included tours through the Nature Center (the former Studebaker Clubhouse), a presentation on the Studebakers by Andrew Beckman from the Studebaker National Museum, a presentation on the Civilian Conservation Corps by Fred Wooley from Pokagon State Park, an ice cream social, a hike through the STUDEBAKER sign, kids games from the 1930s and viewing the large number of Studebaker cars that were parked on the front lawn. Approximately 250 participants attended this event.

## **Urban Students Served**

Interpretive programming was provided for the following schools in 2013:

- *Boys & Girls Club of St. Joseph County* (discounted fee)
- *Center for the Homeless, South Bend* (discounted fee)
- *Emmons Elementary, School City of Mishawaka*, Rc'd Scholarship & Transpo Grant
- *Darden Primary Center, SBCSC*, Rc'd scholarship
- *Niemann Elementary, Michigan City Area Schools*, Rc'd scholarship
- *Woodland Elementary, Elkhart Community Schools*
- *Lake Hills STEM Magnet School, Michigan City Area Schools*, Rc'd scholarship
- *El Campito, South Bend*
- *Living Stones Church "Recess", South Bend*, Rc'd scholarship & Transpo Grant
- *Monroe Primary, SBCSC*, Rc'd scholarship & Transpo Grant
- *Marquette Montessori, South Bend*, Rc'd scholarship & Transpo Grant
- *Perley Fine Arts Academy, SBCSC*, Rc'd scholarship & Transpo Grant (entire school attended pgm.)
- *Swanson Primary, SBCSC*, 3 pgms., Rc'd one scholarship & Transpo Grant
- *The Children's Center, South Bend*
- *Warren Primary, SBCSC*, 3 pgms., Rc'd three scholarships & two Transpo Grants

## **Parks as Partners**

Parks as Partners groups provide services for underserved youth or adults. Their program fees are often adjusted with a discount (up to 50%).

- *Center for the Homeless*

January, March, June and October, nature programs were offered to preschool age children at the Center for the Homeless.

- *Boys & Girls Club of St. Joseph County*

During the summer, the Boys & Girls Club visited the county parks and participated in two interpretive programs at Bendix Woods & St. Patrick's.

- *Living Stones Church "Recess" Program*

The "Recess" program is a summer program that serves many of the students who attend Monroe Primary. They attended an interpretive program at Bendix Woods.

- *Soil & Water Conservation District*

St. Patrick's County Park continues to host the Owl Prowl programs provided by Rick Glassman, Environmental Educator from the Soil & Water Conservation District. These programs are offered to area parochial school families. We have partnered with Mr. Glassman since 2008 on owl programs. The shelter fee is waived, however, we received a nominal program fee per person from the participating groups.

## **Transportation Grant Assistance Program**

In 2008, through fundraising efforts of the Friends of Bendix Woods & Spicer Lake, a fund was established to assist schools with financial limitations, to apply for up to \$100.00/bus to assist with the cost of transportation. This fund makes it possible for teachers to bring students to the county parks for a "natural" program experience. Eight grants were awarded in 2013, totaling \$1,560.44.

## **Donna Pfeil School Scholarship Fund**

This fund, established in 2001 by Donna Pfeil (Park Board member), allows teachers to apply for a reduced program fee (up to 50% discount). The schools who apply, need to justify their need for funding (i.e. Title 1 school with 40% or more students on free/reduced lunch program, etc.) Nineteen scholarships were awarded in 2013, totaling \$1,385.52.

## **Community Events**

The Interpretive staff provided hands-on nature activities at the following events:

- Science Alive, St. Joseph County Public Library
- Kidsfirst Blooms, Northern Indiana Center for History
- Frog Day, St. Joseph County Fairgrounds

## **In-park Special Events:**

- Sugar Camp Days
- Party in the Park
- Paddlefest
- WNIT Kids Day in the Park
- Running Wild
- Studebaker Tree Diamond Jubilee

## **Cooperative programming/sponsorships were provided by the following agencies/individuals/businesses:**

Berrien County Parks  
Paul Borkowski, SL hunter  
Davey Resources Group  
Dodd's Sugar Shack  
Mike Ebersole, SL hunter  
EnviroSolutions  
Fernwood Botanical Gardens and Nature Center  
Friends of Bendix Woods & Spicer Lake  
Richard Glassman  
Gleaner Life Insurance, Rolling Prairie Arbor  
Sean Hall  
Hamilton Grove Community  
Jeffrey Huyvaert, DDS  
Indiana Dunes State Park  
Just Goods  
Kalamazoo Nature Center  
Micha Kilburn, JINA & science instructor  
Kruggel, Lawton & Co., LLC  
Leffler Family  
Lehman & Lehman  
Lehman's Orchard  
Deb Marr, IUSB, Resource management projects  
Michiana Watershed, Inc.  
Mike McNarney, St. Pats. hunter  
Scott & Lindsay Namestnik, Frog/toad monitoring  
New Carlisle Animal Clinic  
New Carlisle Lion's Club  
Northern Indiana Center for History  
Orion Group Software Engineers, LLC



Chris Pawielski  
Steve Peacock (Gurley Leep Ford)  
Brett Peters  
Pokagon Band of Potawatomi Indians  
Potawatomi Conservatories  
Rick's Auto Body, Inc.  
Vic & Marge Riemenschneider, Sugar Camp Days Sponsor  
South Bend – Elkhart Audubon Society  
South Bend Parks and Recreation  
St. Joseph County Chamber of Commerce – Visit South Bend  
St. Joseph County Parks Foundation  
St. Joseph County Public Library  
St. Joseph County Soil and Water Conservation District  
St. Joseph Valley Chapter of Ducks Unlimited  
Studebaker Drivers Club, Inc. – Michiana Chapter  
Studebaker National Museum  
Sugar Bush Supplies  
Town of New Carlisle – Park Department  
University of Notre Dame: JINA program (Joint Institute for Nuclear Astrophysics)  
University of Notre Dame: Public Affairs  
University of Notre Dame: Linked Experimental Ecosystem Facility (LEEF)  
V.E.S.T. (Volunteer Emergency Service Team)  
Wild Birds Unlimited, Mishawaka  
Gregory Wilfing, SL hunter  
Jason Wilfing, SL hunter  
Bill Witsken, St. Pats. hunter  
William Wolter, SL hunter  
WNIT Studios  
1<sup>st</sup> Source Bank

### **Media Partners**

FOX 28  
WLOI radio  
WSBT television/radio  
WSJV television  
WNDU television  
WNIT television

### **Outdoor Elements** (Partnership with WNIT Public Television)

13<sup>th</sup> season - highlights segments taped in conjunction with -

- 3 public park agencies (*Berrien Co Parks, IN Dunes State Park, South Bend Parks & Rec*)
- 1 universities (*University of Notre Dame*)
- 4 local non-profits (*Kalamazoo Nature Center, South Bend-Elkhart Audubon Society, Potawatomi Conservatories, Fernwood Botanical Gardens & Nature Center*)
- 3 –area businesses (*Wild Birds Unlimited, Dave Resources Group, Pokagon Band of Potawatomi Indians*)
- 3- citizen volunteers (*Sean Hall, Chris Pawielski, Leffler Family*)

### **PR/Marketing**

*Seasonal Activity Guide*. This publication is produced quarterly, and includes public programs, as well as rental facilities. Between 2,000 and 2,500 brochures are printed quarterly throughout the year and then distributed via mailing list, to businesses/libraries and county parks.

*Media*. The division sent out 33 news releases and made 21 radio or TV appearances.

*Facebook.* The parks Facebook page offers the opportunity to post natural history information as well as advertise upcoming interpretive programs at the parks.

## **Activity Guide Sponsors**

As an inexpensive incentive for local businesses, we offer \$25 sponsorship space in our quarterly activity guide. Any income from sponsorship aids in reducing the printing cost of the publication. The following businesses sponsored the seasonal guide in 2013:

- Wild Birds Unlimited (spring & fall)
- St. Joseph Valley Chapter of Ducks Unlimited (winter '12-13, summer & winter '13-14)
- Just Goods (spring & fall)
- Lehman's Orchard/Winery/Farm Market (summer)
- Michiana Watershed Inc. (winter '12-13 & winter '13-14)

## **Friends of Bendix Woods and Spicer Lake**

Park interpreters serve as staff liaisons with the Friends of Bendix Woods & Spicer Lake, attending meetings, organizing volunteer involvement and fundraising opportunities. This group raises funds for park projects, volunteer their time at work days/programs and provide food/beverage concessions for special events at Bendix Woods and Spicer Lake. The money raised from the End-of-the-year Fund drive in 2013 is to be used for updated Studebaker exhibits in the nature center, new tubing materials and equipment for our sugaring operations and the Transportation Grant Program, which allows assistance for transportation costs to the parks for schools that participate in our Interpretive programs. They also allowed donors to choose the option of "the project/program that had the greatest need."

As of the end of 2013, \$3,035.00 has been deposited for these projects; \$35.00 toward the Studebaker exhibits, \$270.00 towards sugaring operations, \$1,350.00 towards the Transportation Grant Program and \$1,580.00 towards the project/program with the greatest need.

These volunteers have become "program support" as we have relied on members to assist with large interpretive school programs, due to budget cuts resulting in staff reductions. In addition to programs, the Friends staffed volunteer booths at park events, as well as split and stacked wood at Bendix Woods. Financial contributions from the group toward staff support and sponsoring special events has also been beneficial.

## **Resource Management**

### *Deer Reduction Program*

This is our third year for a deer reduction program at Spicer Lake Nature Preserve. Hunters were chosen by a lottery system (for firearms) with five hunters selected for a weekend hunt in November. The local Conservation Officer met with the hunters to review safety and guidelines for the hunt. The weekend hunt was supervised by a Park Interpreter. There were twelve deer taken.

This is our seventh year for a deer reduction program at St. Patrick's County Park. Hunters were chosen by submitting an application and partaking in an interview and skills test. The volunteer contract is renewable every three years. Hunting is done during bow season October 1-December 31. Six deer were harvested.

### *Spotlight Survey*

Spotlight Surveys had been conducted from 2007-2011 to track the trend and population levels of the deer at St. Patrick's (to coincide with the controlled hunt). It was determined that based on the data that has been collected, that there has been a decline (overall) in the deer population, still the concentration remains near our northern/state border. No spotlights took place in 2012. We did conduct one spotlight survey in December 2013, where over 30 deer were spotted. This year, the majority of the deer spotted were in the grape arbor and the fields by the Manion Cabin. (In previous years we would survey at least 2-3 evenings. 2013 we only conducted one.)

### *Deer Exclosure.*

We continue to monitor the impact of the expanding deer population on the vegetation at St. Patrick's County Park with annual flora surveys. Deb Marr, IUSB botany professor, has assumed the role of monitoring the flora in this testing area.

### *Research Projects from outside agencies/individuals.*

- Frog and toad monitoring at Chamberlain Lake Nature Preserve and Place Trail Marsh: Scott and Lindsay Namesntik.
- Deb Marr, IUSB (w/students), complete deer census and tree seedling herbivory censuses across hiking and biking trails to see whether different types of recreational activities affect levels of deer herbivory or frequency of invasive plants near trails.
- Deb Marr, IUSB (w/students), Deer Exclosure: plant census (June) (St. Patrick's)
- Deb Marr, IUSB, collected roots from *Hydrophyllum appendiculatum*, *H. virginianum* & *H. canadense* to check for presence of mycorrhizal fungi. The presence or non-presence of mycorrhizal fungi may have an effect on how garlic mustard affects these plants. (Bendix Woods & St. Patrick's)

## **Training and Resources**

We provided training or educational resources to the following groups:

- Project Wet (St. Mary's College)
- Project Learning Tree (St. Mary's College)
- Expanding your Horizons in Math & Science (University of Notre Dame)
- Teachers as Scholars (St. Patrick's – ND LEEF site)

## **Professional Affiliations/Offices**

- All Interpretive staff, members of NAI (National Association for Interpretation).

## **Training Received by staff:**

- Leslie Witkowski and Michael Klingleman, Invasive Species Workshop
- Leslie Witkowski, Diversity & Anti-Harassment Training
- Amal Farrough, Michael Klingleman, Jan McGowan, CPR Re-certification
- Leslie Witkowski, Michael Klingleman, Amal Farrough and Jan McGowan, Indiana Master Naturalist Gathering
- Leslie Witkowski and Amal Farrough attended Maple Field Days training at Sugar Bush Supplies, Inc.
- Evie Kirkwood, Michael Klingleman and Leslie Witkowski, Invasive Species Round Table
- Amal Farrough, Project Learning Tree Facilitator Training
- Amal Farrough, Michael Klingleman, Leslie Witkowski and Jan McGowan, Archery Certification

## Attendance

*\*See spreadsheet.*

## Income

Interpretive Program Fees (\$21,837.52) \$30,637.52

*(includes: school/public/sp. request/workshop/sp. event- excluding specific listings below)*

Rent-a-Sap Bucket (\$2,455.00)

Summer Day Camp (\$4,530.00)

Sugar Camp Days sponsors (\$1,430.00)/gate flyer ads (\$385.00): (Total = \$1,815.00)

### Grants Received

\$3,500.00, Chamber of Commerce – Visit South Bend (Sugar Camp Days billboards) \$4000.00

\$500.00, Kohl's Cares Grant, Transportation fund for schools

### Sponsorship, Fundraising & Donations

\$7047.01

- Friends end of the year fundraiser, (\$4070.00)  
*(Jan/March/April/ deposits – reflect 2012 EOY project(s) = \$1,035.00)*  
*(Dec. deposits – reflect 2013 EOY projects = \$3,035.00)*
- Program/Exhibit supplies (\$1469.00)
- Runnels Interpretive Intern Fund (\$669.01)  
*(SCD bake sale proceeds)*
- Friends of Bendix Woods & Spicer Lake (\$839.00)  
*(New Carlisle News – Sugar Camp Days ads - \$250.00)*  
*(Sugar Camp Days yard signs - \$300.00)*  
*(Studebaker Trees Diamond Jubilee - \$289.00)*

### In-kind and item donations

\$175.00

Membership fee for Indiana Maple Syrup Association, \$15.00

Paid Activity Guide sponsorship (\$25/season)

- Just Goods, \$50
- St. Joseph Valley Chapter of Ducks Unlimited, \$50
- Wild Birds Unlimited, \$50
- Lehman's Orchard, \$25

### Volunteer Hours for 2013

\$36,206.03

1,635.32 hours x \$22.14/hr.

***Total income, donations and in-kind support for interpretive services:***

**\$78,065.56**

**Interpretive Program Attendance & Visitation**

**Year's Total: 2013**

	School	Public	Special Event	Workshop	Special Request	Total	Interp Pgm/ NC Visit/Mtg	Other NC Visit	ND LEEF Visitation						
	#	Attend.	#	Attend.	#	Attend.	#	Attend.	#	Attend.					
<b>BXW</b>	51	2183	12	141	3	2968	4	0	3	64	<b>73</b>	<b>5356</b>	4762	406	252
<b>STP</b>	13	434	41	749	4	279	3	0	7	403	<b>68</b>	<b>1865</b>	N/A	N/A	
<b>FBC</b>	11	356	0	0	0	0	1	0	0	0	<b>12</b>	<b>356</b>	N/A	N/A	
<b>SLNP</b>	6	337	4	5	0	0	2	0	2	17	<b>14</b>	<b>359</b>	**	**	
<b>PTM</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>	<b>0</b>	N/A	N/A	
<b>OFFSITE</b>	44	802	12	3233	0	0	13	188	12	217	<b>81</b>	<b>4440</b>	N/A	N/A	
<b>TOTAL</b>	<b>125</b>	<b>4112</b>	<b>69</b>	<b>4128</b>	<b>7</b>	<b>3247</b>	<b>23</b>	<b>188</b>	<b>24</b>	<b>701</b>	<b>248</b>	<b>12376</b>	<b>4762</b>	<b>406</b>	<b>252</b>
	<b>School</b>	<b>Public</b>	<b>Special Event</b>	<b>Workshop</b>	<b>Special Req.</b>	<b>Total</b>	<b>Visit</b>	<b>Visit</b>	<b>Visit</b>						

**Note:**

**Parks as Partners:** Soil and Water Conservation District; Center for the Homeless; Boys & Girls Club of St. Joseph County

**Special Events:** Sugar Camp Days; WNIT Kids Day at the Park; Paddlefest; South Bend Symphony: Party in the Park; Running Wild; Studebaker Tree Diamond Jubilee 75th Anniversary Celebration

**Partnerd w/LS:** Cocoa & Candlelight; Cross-Country Ski Clinic; Sugar Camp Days; Get Out There; Paddlefest; Women Experience the Outdoors; Grandparents Day at the Park; Studebaker Tree Diamond Jubilee 75th Anniversary Celebration

**Donna Pfeil School Scholarship Fund:** 23 scholarships were awarded in 2013 totaling \$1385.52. This amount was deposited in NR as program fees.

**Outstanding payments:** None

\*2013 income also includes two program deposits for 2014 programs. (see chart to right).

Comparison Stats:	2012 Annual Pgm Attend.	2013 Annual Pgm Attend.	Decrease
	12,264	12,376	0.91%
2012 Program Income	2013 Program Income	Increase	
\$ 30,687.43	\$ 30,637.52	-0.16%	

\$ deposited in '13 for '14 pgms	
WEO 1/18/14	\$ 204.00
Granger Community Church 2 Safari pgms	\$ 260.00
<b>Total</b>	<b>\$ 464.00</b>

\*\*Gate counter from Spicer Lake is submitted in ranger stats/month.

**Goal for the Year: A goal was not set for 2013.**

## 2013 ACTION PRIORITY MATRIX Final 12/20/13 76% completion

St. Joseph County Parks Master Plan Update 2009-2013  
 Prepared by: Lehman & Lehman, Inc. – Landscape  
 Architects & Urban Planners

(Note: Costs are estimates that reflect 2009 costs. An inflation factor will need to be factored in the year the work scope item is implemented.) In some cases the 5-yr cost is included

### Strategies:

1 – Strategic Administration

2 – Stewardship of Recreation Facilities, Open Space and  
 County Resources

3 – Catalyst for Quality of Life

4 – Growth Through Blue Ribbon Perspectives

5 – Quality Through Programs and Services

		PLAN OF ACTION	ACTION YEAR	EST. COSTS	Strategy	Comments
X	1	Conduct Annual Board/Staff retreat to discuss priorities, policies and Master Plan updates	all	\$0	1	4/16, 11/14
X	2	Conduct individual staff development with goal setting and evaluations	all	\$0	1	ILS team has completed- Maint team does not complete
X	3	Project needs for staffing as part of Master Plan	all	\$0	1	entered some re-instatement of positions on 2014 budget worksheets submitted to auditors office.
X	4	Update technology to improve staff efficiencies and public services (e.g. phone systems, LAN, WiFi, security cameras, web technology, computers, copiers, radios, etc)	all	\$35,000	1	New narrow band radio system funded by county CEDIT. Exp. WIFI at STP. Upgraded internet and workstations at SL. Upgraded workstation at Brown Barn. Upgraded Windows office w grant from Foundation
X	5	Conduct annual budget workshop with administration, staff, park board and county officials	all	\$0	1	6/ met with Councilman Noland, and Commissioner Kosteilney regarding circuit breaker and concerns over future funding. 7/1- met with Auditors office, Councilmen Noland and Obrien over circuit breaker and future funding concerns.
X	6	Park Foundation complete annual financial review	all	\$2,000	1	complete
X	7	Annual staff training on aspects of park department operations/programs/sites	2012	\$100	1	portable radio training - 7/10. ND-LEEF research update 10/31
	8	Increase communications between park board and state legislators (Board)	all	\$0	1	
X	9	Increase visibility and communications with park board and county council/commissioners (Board)	2012	\$0	1	multiple budget meetings, 1 council member on master plan advisory group
X	10	Increase park board interactions with the Parks Foundation to provide additional leadership and direction (Board)	all	\$0	1	Larry C, John G attended meetings. Coordinated board training with S. Wolter.
	11	Consider succession planning for Board/Board Leadership with emphasis on effectiveness and increasing diversity (Board)	all	\$0	1	
X	12	Invite 1-2 new Foundation board members, inc fundraising capacity of Foundation board	2013	0	1	complete
	13	Investigate purchasing property adjacent to St. Joseph River for open space/trails as available	all	\$200,000	2	
X	14	Partner with other entities regarding land acquisitions	all	\$0	2	working on Bi-Centennial Nature Trust
	15	Pursue acquiring land in growth areas	all	\$200,000	2	
X	16	Coordinate/Plan greenway and trail connections with various agencies	all	\$0	2	Groundbreaking for Granger Paths, LaSalle Tr public input for TAP applic. IMVRT
X	17	Improve and refurbish mechanical infrastructure at park sites	all	\$250,000	2	working on V. Paris; septic at G Bauer Sh, pole barn roof BXW, demo Sauk rest rooms and create storage building. New sinks Br Barn. Sound panels-Glenn Bauer

	18	Integrate energy saving and green strategies into operations (e.g., windows, doors, HVAC, alternative energy)	all	\$200,000	2	
	19	Plan and install new park entrance (road, gatehouse, drainage, sewer, etc) from Kenilworth Road	all	\$1,500,000	2	
X	20	Pave roadways and parking areas (all sites)	all	\$1,500,00	2	ND chip and seal on portion of STP entry road-complete.
X	21	Renovate or improve physical work environment/office space for employees. Also Building repairs.	all	\$20,000	2	program storage barn in planning process for STP, create storage building at Sauk Tr. Completed roof on Baugo Station and BXW gatehouse.
	22	Complete boardwalk loop around Spicer Lake	all	\$200,000	2	
\	23	Complete Jackson Road planning and site agreement. Create site plan	all	\$7,500	2	reviewing MOU, board tour, 10/29
	24	Improve access (ADA and service) to Baugo Station	all	\$25,000	2	
\	25	Complete LaSalle Trail - Cleveland Rd to Michigan Line	2013	\$1,200,000	2	Cleveland Rd. crossing to Darden TIP grant not accepted. TAP grant approved. PE bid.
	26	Extend municipal utilities into park sites	2013	\$200,000	2	
X	27	Engage new partnerships	2013	\$1,000	1, 2, 4	Martins Kids Club; In Landmarks, Reduce Obesity Coalition, Healthworks Passport to Play, Forever Learning
X	28	Engage community leaders in discussion regarding Master Plan priorities	2013	\$0	2	1st advisory board meeting 6/19, stakeholder interviews. Completed survey
X	29	Host meeting with other area park and recreation directors	2012, 2013	\$0	2	on-going. Routine. Also hosted joint park board meeting-Aug
X	30	Tie our programming efforts to healthy lifestyle - exercise value	2011, 2012, 2013	\$1,000	2	Get Out There scheduled for May 18, ROC event, Running Wild. Walking Club
X	31	Continue to find new ways to market and promote shelter rentals	all	\$4,000	3	partnership with WSBT for Manion Cabin Staycation giveaway. Reviewing fees. E newsletter.
X	32	Create passive interpretive opportunities (waysides, etc) to interpret natural and cultural features	all	\$7,500	3	ND LEEF sign, and STP courtyard sign complete. Developing Studebaker tree signage
X	33	Complete program evaluations on a routine basis to include staff-user feedback	all	\$0	3	on-going. Routine
	34	Enhance park entrance signage, all sites	all	\$50,000	4	
	35	Align our basic operation standards with NRPA Standards	all	\$5,000	4	
X	36	Expand partnerships with local universities in the areas of research, collaborative programs, etc	all	\$0	4	ND-LEEF, ND-LEEF Advisory Board, Project Wet-PLT for Saint Mary's
	37	Upgrade trail signage at park sites	all	\$5,000	5	FBC on hold due to limited access from Lincolnway construction. Installed water tail sign at Jasinski canoe launch
X	38	Expand marketing activities to access new user groups and increase diversity in visitation and programming	all	\$10,000	5	Grant from CVB for SC Days; Partnership with Martins for Kids Club discounts, Passport to Play
X	39	Add special events/programming	all	\$5,000	5	Studebaker Trees event w/Indiana Landmarks
X	40	Promote volunteer opportunities in programming and maintenance operations	all	\$500	5	Bethel college. October.
	41	Implement further mowing reductions to improve habitat and reduce expenses and purchase equipment	2012, 2013	\$100,000	2	on going
X	42	Expand marketing activities to new user groups	all	\$0	5	expanding e-newsletter, established canoe pass give away to local businesses

X	43	Initiate planning for Dept master plan 2014-2018	2013	\$35,000	1,4	
X	44	Dedicate St. Patrick's' Courtyard area	2013	\$500	3, 5	May 23
X	45	continue work on invasive removal at BXW and STP	2013	\$3,000	2	cleaned up circle at STP. Removed Vinca, planted sedges at BXW
X	47	Pursue capital funding for capital projects	2012-2013	\$1,000,000	1,2	List presented to council/commissioners fall of 2012. Met with A Kostielney to discuss paving/vehicle needs, Grants and donations for Studebaker Tree work
X	48	Consider viable options for Place Trail Marsh management	2013	\$30,000	2	Donation to IDNR pending
X	49	Per federal mandate, revamp portable/base radio system	2013	CEDIT	1,2	completed in cooperation with Co Hwy.



ST. JOSEPH COUNTY PARKS							Prior Year
Non-Reverting Budget Report: Program Operations							2012
	1/1/2013	to	12/31/2013				
<b>Beginning Balance (Carry-Forward)</b>						<b>\$ 261,185.70</b>	<b>\$ 215,795.34</b>
Income to Date				\$ 261,623.76			\$ 254,967.56
Expenses to Date				\$ 182,402.46			\$ 168,740.74
<b>Operational Results</b>				<b>\$ 79,221.30</b>			<b>\$ 86,226.82</b>
Less Transfers to General Budget				\$ 250,000.00			-43,689.00
<b>Net Balance</b>				<b>\$ (170,778.70)</b>			<b>\$ 42,537.82</b>
Total Cash Balance as of					\$ 90,407.00		258,333.16
Adjustment Transfer							
LESS Encumbrances					\$ (23,654.78)		\$ (19,072.56)
<b>Working Balance as of</b>					<b>\$ 66,752.22</b>		<b>239,260.60</b>
<b>Operational Results by Program</b>							
Programs			Income	Expense	Net Income		Net Income
Innertubing*			\$ 16,380.00	\$ 9,879.49	\$ 6,500.51		\$ (1,884.48)
Nordic Skiing*			\$ 2,119.41	\$ 929.83	\$ 1,189.58		\$ 3,438.09
Canoeing*			\$ 24,917.00	\$ 8,177.79	\$ 16,739.21		\$ 10,327.37
Gate Fees*			\$ 40,858.25	\$ 3,809.05	\$ 37,049.20		\$ 32,677.70
Food Concessions			\$ 2,250.32	\$ 517.56	\$ 1,732.76		\$ 3,498.91
Picnics/Reservations*			\$ 63,507.67	\$ 27,265.12	\$ 36,242.55		\$ 42,644.63
Wedding Package			\$ 17,864.55	\$ 2,219.70	\$ 15,644.85		\$ 400.00
Disc Golf*			\$ 23,634.21	\$ 4,245.86	\$ 19,388.35		\$ 21,056.40
Amphitheater Rental*			\$ 2,248.78	\$ 525.29	\$ 1,723.49		\$ 7,590.41
Partnered Programs*			\$ 3,709.50	\$ 794.08	\$ 2,915.42		\$ 4,194.06
Special Events			\$ 6,075.85	\$ 994.50	\$ 5,081.35		\$ 5,765.99
Sugar Camp Days Festival			\$ 4,625.02	\$ 5,854.18	\$ (1,229.16)		\$ (930.08)
	Maple Syrup		\$ 4,511.52	\$ 1,509.62	\$ 3,001.90		\$ 1,626.65
	Sap Buckets		\$ 2,455.00		\$ 2,455.00	SC Days Total	\$ 1,112.50
	Sugar Camp Gate		\$ 6,139.00		\$ 6,139.00	\$ 10,366.74	\$ 3,941.00
Rookery/Giftshop			\$ 184.70	\$ 40.53	\$ 144.17		\$ 53.84
Hayrides*			\$ 3,925.00	\$ 2,137.93	\$ 1,787.07		\$ 3,214.52
Natural History*			\$ 11,538.00	\$ 584.44	\$ 10,953.56		\$ 9,834.43
Day Camp*			\$ 4,530.00	\$ 2,146.32	\$ 2,383.68		\$ 2,230.73
Pioneer Skills*			\$ 1,417.50	\$ 75.01	\$ 1,342.49		\$ 1,003.77
Nature Munchkins*			\$ 219.00	\$ 25.75	\$ 193.25		\$ 34.92
Voyageurs			\$ 285.00		\$ 285.00		\$ 825.11
Teacher Workshops			\$ 495.00	\$ 195.75	\$ 299.25		\$ 97.48
Scout Program			\$ 50.00	\$ 2.50	\$ 47.50		\$ 351.40
Activity Guide			\$ 200.00		\$ 200.00		\$ 150.00
<b>Program Results</b>			<b>\$ 244,140.28</b>	<b>\$ 71,930.30</b>	<b>\$ 172,209.98</b>		<b>\$ 153,255.35</b>
<b>Administrative</b>							<b>Net Revenue</b>
Additional Staff				\$ 20,689.95	\$ (20,689.95)		
Contractual				\$ 46,014.71	\$ (46,014.71)		\$ (18,833.63)
Equipmt Repair/Replace				\$ 6,631.50	\$ (6,631.50)		\$ (7,420.64)
General Supplies				\$ 9,819.27	\$ (9,819.27)		\$ (4,003.26)
Advertising				\$ 12,601.57	\$ (12,601.57)		\$ (14,568.38)
CRP			\$ 3,000.00		\$ 3,000.00		\$ 1,144.64
Department-wide			\$ 14,483.48	\$ 14,715.16	\$ (231.68)		\$ (20,494.72)
Less Transfer to General Fund				\$ 250,000.00	\$ (250,000.00)		
<b>Program &amp; Admin. Results</b>			<b>\$ 261,623.76</b>	<b>\$ 432,402.46</b>	<b>\$ (170,778.70)</b>		<b>\$ (64,175.99)</b>
<b>Total Working Cash Balance</b>				<b>\$ 522,809.46</b>	<b>\$ 432,402.46</b>	<b>\$ 90,407.00</b>	<b>\$ 89,079.36</b>
* 5% of revenue transferred into NR Capital SC day Net \$8,417.55							
Non-Reverting Budget							

MEMORANDUM

To: St. Joseph County Parks Board Members  
From: Nominating Committee, 2014 Officer Elections  
Date: January 21, 2014  
Subject: Slate of 2014 Officers

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The Nominating Committee of the St. Joseph County Parks Board submits the following slate of candidates to serve as officers for the 2014 calendar year:

President: Larry Catanzarite  
Vice President: Donna Pfeil  
Secretary: Virginia Calvin

**ST. JOSEPH COUNTY PARKS AND RECREATION BOARD**

**RESOLUTION 1-2014**

WHEREAS, the St. Joseph County Parks Department and the County Commissioners have committed matching funds for the engineering and construction of the LaSalle Trail extension from Cleveland Road to Darden Road, AND

WHEREAS, the Parks department has been maintaining these matching funds within their Non-Reverting Operating Fund, (1179), AND

WHEREAS, the County Department of Public Works will execute financial transactions for the above work through the Local Major Moves Construction Fund (1172).

NOW, THEREFORE BE IT RESOLVED THAT the St. Joseph County Council and County Commissioners be petitioned to make the following **fund to fund transfer**:

<b><u>AMOUNT:</u></b>	<b><u>FROM:</u></b>	<b><u>TO:</u></b>
\$160,000.00	1179-65030-000-0057 Parks Non-Reverting Fund	1172-43032-000-0023 Local Major Moves Fund: Trail Projects

**ST. JOSEPH COUNTY PARKS AND RECREATION BOARD**

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**DATED THIS 21<sup>st</sup> DAY OF January 2014**

**ST. JOSEPH COUNTY PARKS AND RECREATION BOARD**

**RESOLUTION 2-2014**

WHEREAS, the General Operating Budget of the St. Joseph County Parks Department is insufficiently funded for fiscal 2014, AND

WHEREAS, upon approval by county officials, the Non-Reverting Fund (1179) has been deemed as the account to make up for insufficient funds mentioned above,

NOW, THEREFORE BE IT RESOLVED THAT the St. Joseph County Council and County Commissioners be petitioned to make the following **fund to fund transfer**:

<b><u>AMOUNT:</u></b>	<b><u>FROM:</u></b>	<b><u>TO:</u></b>
\$37,000.00	1179-65030-000-0057 Parks Non-Reverting Fund	1219-05205-000-0057 Parks General Fund

**ST. JOSEPH COUNTY PARKS AND RECREATION BOARD**

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**DATED THIS 21<sup>st</sup> DAY OF JANUARY 2014**



January 21, 2014

Bicentennial Nature Trust  
402 W Washington St. Executive Office Rm W 256  
Indianapolis. IN 46204-2748

Dear Bicentennial Nature Trust Project Committee:

The St. Joseph County Parks Board is eager to pursue a Bicentennial Nature Trust Grant to acquire 20 acres adjacent to Spicer Lake Nature Preserve, potentially bringing that property to 340 acres.

Spicer Lake is a jewel in the County Parks inventory and through the years many partners have helped us acquire and develop this site.

A number of partners are currently helping us meet the local match needed for this grant, including the St. Joseph County Parks Foundation, the South Bend Elkhart Audubon Society and longtime supporters, Vic and Marge Riemenschneider.

We are pursuing other funding opportunities for the match, including a grant from the St. Joseph County Community Foundation, however the deadlines for those grants do not occur until *after* the deadline for the Bicentennial Nature Trust Project.

Thus, the St. Joseph County Parks Department is willing to pledge the remaining needed balance for the local match, (est. \$45,000) funded from our non-reverting operating fund, as we continue to pursue these additional revenue sources.

Thank you for the opportunity to extend our mission to add to the publicly owned and accessible greenspace in our county.

Sincerely,

Larry Catanzarite  
President, St. Joseph County Parks Board

*Administrative Offices:*

St. Patrick's  
50651 Laurel Road  
South Bend, IN 46637  
574/277-4828  
Fax: 574/273-2334

Bendix Woods  
32132 SR 2  
New Carlisle, IN 46552  
574/654-3155  
Fax: 574/654-3674

Ferrettie/Baugo Creek  
57057 Ash Road  
Osceola, IN 46561  
574/674-9765  
Fax: 574/674-9778

Spicer Lake  
County Line Road  
New Carlisle  
574/654-0334 (Maint. Bldg)  
Fax: 574/654-3155

GENERAL p1

Saint Joseph County

Location Budget as of 12-31-2013

Note: Includes transactions after the last posted date of 07-01-2013.

Fund: 1219 Park & Recreation Fund for 01/01/2013 thru 12/31/2013

Loc: 0057 Parks & Rec

January 2014 Parks Board Packet

Page 38

Account Object	Description	Carry Forward Appropriation	Original Appropriation	Add'l/Adj Appropriation	Total Appropriation	Encumbrance	Expenditure	Unencumbered Balance/Percent	Unexpended Balance/Percent
14900	Uniforms	1,171.40	5,193.00	(1,171.40)	5,193.00	0.00	3,333.01	1,859.99	1,859.99
000	General GovT.							35.82	35.82
10000	Totals -----	1,171.40	5,193.00	(1,171.40)	5,193.00	0.00	3,333.01	1,859.99	1,859.99
								35.82	35.82
21030	Office Supplies	532.94	4,500.00	(267.94)	4,765.00	0.00	3,151.97	1,613.03	1,613.03
000	General GovT.							33.85	33.85
22010	Gas Oil & Lubricants	1,556.45	32,000.00	(1,556.45)	32,000.00	0.00	30,433.35	1,566.65	1,566.65
000	General GovT.							4.90	4.90
22011	Diesel Fuel	0.00	9,000.00	0.00	9,000.00	0.00	1,829.84	7,170.16	7,170.16
000	General GovT.							79.67	79.67
22100	Tires & Tubes	340.00	4,000.00	660.00	5,000.00	218.28	4,734.07	47.65	265.93
000	General GovT.							0.95	5.32
22120	Garage & Motor Supplies	729.14	15,000.00	(1,729.14)	14,000.00	1,992.98	9,514.05	2,492.97	4,485.95
000	General GovT.							17.81	32.04
22210	Institutional Supplies	3,481.92	10,300.00	(3,481.92)	10,300.00	393.05	9,769.01	137.94	530.99
000	General GovT.							1.34	5.16
23010	Repair & Maint Supplies-Bldgs	3,321.50	27,700.00	(3,321.50)	27,700.00	4,485.99	23,147.79	66.22	4,552.21
000	General GovT.							0.24	16.43
23015	Construction Supplies	3,860.42	0.00	109.93	3,970.35	0.00	3,970.35	0.00	0.00
000	General GovT.							0.00	0.00
24130	Recreation Supplies	29.00	750.00	(29.00)	750.00	0.00	696.26	53.74	53.74
000	General GovT.							7.17	7.17
20000	Totals -----	13,851.37	103,250.00	(9,616.02)	107,485.35	7,090.30	87,246.69	13,148.36	20,238.66
								12.23	18.83
32200	Telephone	0.00	27,000.00	0.00	27,000.00	0.00	18,367.66	8,632.34	8,632.34
000	General GovT.							31.97	31.97
32350	Postage	0.00	3,100.00	0.00	3,100.00	0.00	2,245.93	854.07	854.07
000	General GovT.							27.55	27.55

GENERAL p2

Saint Joseph County

Location Budget as of 12-31-2013

Note: Includes transactions after the last posted date of 07-01-2013.

Fund: 1219 Park & Recreation Fund for 01/01/2013 thru 12/31/2013

Loc: 0057 Parks & Rec

Account		Carry Forward	Original	Add'l/Adj	Total			Unencumbered	Unexpended
Object	Description	Appropriation	Appropriation	Appropriation	Appropriation	Encumbrance	Expenditure	Balance/Percent	Balance/Percent
33100	Printing	0.00	2,000.00	0.00	2,000.00	0.00	1,353.00	647.00	647.00
000	General GovT.							32.35	32.35
34030	Insurance Coverage	0.00	25,640.00	0.00	25,640.00	0.00	25,640.00	0.00	0.00
000	General GovT.							0.00	0.00
35015	Utilities	2,000.00	92,000.00	(2,000.00)	92,000.00	0.00	82,043.73	9,956.27	9,956.27
000	General GovT.							10.82	10.82
35090	Trash Removal	0.00	6,500.00	0.00	6,500.00	0.00	6,425.08	74.92	74.92
000	General GovT.							1.15	1.15
36200	Repairs - Other Equipment	0.00	10,000.00	0.00	10,000.00	0.00	5,568.18	4,431.82	4,431.82
000	General GovT.							44.32	44.32
37300	Lease - Office Equipment	0.00	6,000.00	0.00	6,000.00	0.00	3,828.53	2,171.47	2,171.47
000	General GovT.							36.19	36.19
39010	Dues & Subscription	0.00	1,000.00	0.00	1,000.00	0.00	658.00	342.00	342.00
000	General GovT.							34.20	34.20
39014	Technical Books & Manuals	94.07	300.00	(94.07)	300.00	0.00	94.07	205.93	205.93
000	General GovT.							68.64	68.64
39750	Data Processing	0.00	4,000.00	0.00	4,000.00	0.00	3,648.14	351.86	351.86
000	General GovT.							8.80	8.80
30000	Totals -----	2,094.07	177,540.00	(2,094.07)	177,540.00	0.00	149,872.32	27,667.68	27,667.68
								15.58	15.58
44601	Maintenance Equipment	346.98	2,500.00	(346.98)	2,500.00	0.00	346.98	2,153.02	2,153.02
000	General GovT.							86.12	86.12
40000	Totals -----	346.98	2,500.00	(346.98)	2,500.00	0.00	346.98	2,153.02	2,153.02
								86.12	86.12

January 2014 Parks Board Packet

Page 39

**Location Budget as of 12-31-2013**

Note: Includes transactions after the last posted date of 07-01-2013.

Fund: 1219 Park & Recreation Fund for 01/01/2013 thru 12/31/2013

Loc: 0057 Parks & Rec

Account Object Description	Carry Forward Appropriation	Original Appropriation	Add'l/Adj Appropriation	Total Appropriation	Encumbrance	Expenditure	Unencumbered Balance/Percent	Unexpended Balance/Percent
Location Totals .....	17,463.82	288,483.00	(13,228.47)	292,718.35	7,090.30	240,799.00	44,829.05 15.31	51,919.35 17.74
Investment Accounts						0.00		
Transfer Accounts						0.00		
						240,799.00		



CREDIT

Location Budget as of 12-31-2013

Saint Joseph County

Note: Includes transactions after the last posted date of 07-01-2013.

Fund: 7312 C.E.D.I.T. Fund for 01/01/2013 thru 12/31/2013, Begin Date: 02/06/1996, Director: Auditor

Loc: 0057 Parks & Rec

Account Object	Description	Carry Forward Appropriation	Original Appropriation	Add'l/Adj Appropriation	Total Appropriation	Encumbrance	Expenditure	Unencumbered Balance/Percent	Unexpended Balance/Percent
36010	Repairs-Bldgs & Structures	0.00	0.00	100,000.00	100,000.00	5,352.01	92,426.69	2,221.30	7,573.31
000	General GovT.							2.22	7.57
36015	Contractual Services	0.00	0.00	25,000.00	25,000.00	0.00	23,609.71	1,390.29	1,390.29
000	General GovT.							5.56	5.56
30000	Totals *****	0.00	0.00	125,000.00	125,000.00	5,352.01	116,036.40	3,611.59	8,963.60
								2.89	7.17
	Location Totals *****	0.00	0.00	125,000.00	125,000.00	5,352.01	116,036.40	3,611.59	8,963.60
								2.89	7.17

Investment Accounts

0.00

Transfer Accounts

0.00

116,036.40

January 2014 Parks Board Packet

Page 41

# N-R CAPITAL

## Combined Ledger by Location (Totals Only) within Date Span 01-01-2013 thru 12-31-2013

Saint Joseph County

Note: Includes transactions after the last posted date of 07/01/2013.

Fund 1178 Park & Recr Capital for 01/01/2013 thru 12/31/2013

		Estimated Revenue	Receipts	Appropriation	Expenditure		Balances
Normal	Current	0.00	442.60	0.00	0.00	Unexpended:	0.00
	Total	0.00	65,464.89	0.00	0.00	Cash:	65,464.89
Investment	Current		0.00		0.00		
	Total		0.00		0.00	Cash:	0.00
Transfer	Current		0.00		0.00		
	Total		0.00		0.00	Cash:	0.00
Fund Totals	Current	0.00	442.60	0.00	0.00		
	Total	0.00	65,464.89	0.00	0.00	Cash:	65,464.89

# GIFT & GRANT

## Combined Ledger by Location (Totals Only) within Date Span 01-01-2013 thru 12-31-2013

Saint Joseph County

Note: Includes transactions after the last posted date of 07/01/2013.

Fund 4100 Park & Recr Gift & Grant for 01/01/2013 thru 12/31/2013

		Estimated					Balances
		Revenue	Receipts	Appropriation	Expenditure		
Normal	Current	0.00	0.00	0.00	1,240.02	Unexpended:	(3,843.47)
	Total	0.00	61,380.74	5,775.00	9,618.47	Cash:	51,762.27
Investment	Current		0.00		0.00		
	Total		0.00		0.00	Cash:	0.00
Transfer	Current		0.00		0.00		
	Total		0.00		0.00	Cash:	0.00
Fund Totals	Current	0.00	0.00	0.00	1,240.02		
	Total	0.00	61,380.74	5,775.00	9,618.47	Cash:	51,762.27

13-Jan-14

The following claims have been paid from the funds of the St. Joseph County Parks and Recreation department in the month of December.

Non-Reverting Fund

3-Dec	\$	4,645.25
5-Dec	\$	706.74
12-Dec	\$	2,425.71
17-Dec	\$	17,537.06
19-Dec	\$	289.98
26-Dec	\$	<u>250,450.00</u>
	\$	276,054.74

General Fund

3-Dec	\$	2,483.38
5-Dec	\$	4,635.91
12-Dec	\$	1,030.71
17-Dec	\$	1,334.90
19-Dec	\$	3,511.35
26-Dec	\$	<u>232.36</u>
	\$	13,228.61

13-Dec	\$	2,315.32	payroll NR
27-Dec	\$	2,283.84	payroll NR
13-Dec	\$	242.99	fica/perf NR
27-Dec	\$	247.01	fica/perf NR
13-Dec	\$	33,919.55	payroll G
27-Dec	\$	34,717.99	payroll G
13-Dec	\$	4,981.36	fica/perf G
27-Dec	\$	<u>5,076.93</u>	fica/perf G
	\$	83,784.99	

CEDIT Fund

12-Dec	\$	237.91
17-Dec	\$	40,269.50
19-Dec	\$	<u>523.80</u>
	\$	41,031.21

Gift and Grant Fund

19-Dec	\$	<u>1,240.02</u>
	\$	1,240.02

BOARD MEMBERS of the St. Joseph County Parks and Recreation Department

**Docket Voucher Register**

Check Date: 12/03/2013

Approval Date: 12/03/2013

PreRun Date	PO	Mode	Invoice	PO	Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
			211326		008	C 642960	1179.29999.000.0057	Coffee Time, LLC.	48.45	General Govt.	
			W145749		008	C 642960	1179.29999.000.0057	Coffee Time, LLC.	35.40	General Govt.	
	121310	Compl	49236		008	C 642961	1179.29999.000.0057	Fourway Computer Product	1,625.00	General Govt.	
	121372	Compl	410		008	C 642962	1179.29999.000.0057	Indulgence Pastry Shop & Cafe	111.40	General Govt.	
			13-0137		008	C 642963	1179.29999.000.0057	LEHMAN & LEHMAN , INC.	1,725.00	General Govt.	
	121171	Partial	733799		008	C 642964	1179.29999.000.0057	Mark's Furniture Stripping	600.00	General Govt.	
			3102		008	C 642965	1179.29999.000.0057	Michiana Aviation	500.00	General Govt.	4,645.25

Location: 0057

4,645.25

Fund: 1179

4,645.25

**Docket Voucher Register**

Check Date: 12/05/2013

Approval Date: 12/05/2013

Saint Joseph County

PreRun Date	PO	Mode	Invoice	PO	Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
			Security Deposit Refund		008	C 643173	1179.29999.000.0057	Run Up Event	150.00	General Govt.	
			2152769-2470-5		008	C 643174	1179.29999.000.0057	Waste Management Inc.	374.20	General Govt.	
			2152770-2470-3		008	C 643174	1179.29999.000.0057	Waste Management Inc.	182.54	General Govt.	706.74
									706.74		
									706.74		

Location: 0057  
Fund: 1179

**Docket Voucher Register**

Check Date: 12/12/2013

Approval Date: 12/12/2013

PreRun Date	PO	Mode	Invoice	PO	Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
			Security Deposit Refund		008	C 643674	1179.29999.000.0057	Greek Bethany	150.00	General Govt.	
			November 2013		008	C 643675	1179.29999.000.0057	Indiana Department Of	192.14	General Govt.	
			Security Deposit Refund		008	C 643676	1179.29999.000.0057	Law Chr's	150.00	General Govt.	
120872	Compl	901066			008	C 643677	1179.29999.000.0057	Lowe's	485.92	General Govt.	
120872	Compl	901566			008	C 643677	1179.29999.000.0057	Lowe's	(94.96)	General Govt.	
120872	Compl	902629			008	C 643677	1179.29999.000.0057	Lowe's	175.61	General Govt.	
121169	Compl	986358			008	C 643677	1179.29999.000.0057	Lowe's	426.64	General Govt.	
121170	Compl	902357			008	C 643677	1179.29999.000.0057	Lowe's	297.76	General Govt.	
			045740		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	2.60	General Govt.	
			045750		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	6.40	General Govt.	
			045741		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	37.10	General Govt.	
			045751		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	0.40	General Govt.	
			045742		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	22.44	General Govt.	
			045752		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	67.50	General Govt.	
			045733		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	39.34	General Govt.	
			045743		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	3.00	General Govt.	
			045753		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	17.97	General Govt.	
			045744		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	40.30	General Govt.	
			045754		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	73.73	General Govt.	
			045745		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	7.20	General Govt.	
			045736		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	0.40	General Govt.	
			045746		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	73.73	General Govt.	
			045737		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	4.00	General Govt.	
			045747		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	11.51	General Govt.	
			045738		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	21.28	General Govt.	
			045748		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	3.00	General Govt.	
			045739		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	10.30	General Govt.	
			045749		008	C 643678	1179.65030.000.0057	St Jos Co Treasurer	0.40	General Govt.	
			Security Deposit Refund		008	C 643679	1179.29999.000.0057	Vanoverberghe Daniel A	200.00	General Govt.	2,425.71
											2,425.71

Location: 0057  
Fund: 1179

**Docket Voucher Register**

Check Date: 12/17/2013

Approval Date: 12/17/2013

PreRun Date	PO	Mode	Invoice	PO	Bank	Check	Budget Account Code	Vendor Name	Amount	Description	Check Total
			28992 (payment 2 of 2)		008	C 644019	1179.29999.000.0057	BURNS RENT ALLS INC	60.01	General Govt.	
119257		Compl	28990		008	C 644019	1179.29999.000.0057	BURNS RENT ALLS INC	1,211.14	General Govt.	
119257		Compl	28991		008	C 644019	1179.29999.000.0057	BURNS RENT ALLS INC	791.07	General Govt.	
119257		Compl	28994		008	C 644019	1179.29999.000.0057	BURNS RENT ALLS INC	1,211.14	General Govt.	
119257		Compl	28992 (payment 1 of 2)		008	C 644019	1179.29999.000.0057	BURNS RENT ALLS INC	360.06	General Govt.	
			R&S9130121-0001 (payment 2 of 2)		008	C 644021	1179.29999.000.0057	Dept of Public Works	11,907.61	General Govt.	
121428		Compl	AS817256		008	C 644021	1179.29999.000.0057	FLAGS INTERNATIONAL / AMADEUS	293.17	General Govt.	
			11836399		008	C 644022	1179.29999.000.0057	H.P. Products, Inc.	211.86	General Govt.	
			3624		008	C 644023	1179.29999.000.0057	INDIANA PARKS AND RECREATION	428.00	General Govt.	
			St. Joseph Cty Parks		008	C 644024	1179.29999.000.0057	Northern Indiana Tourism	200.00	General Govt.	
121172		Compl	26774		008	C 644025	1179.29999.000.0057	QUALITY PRINTERS	790.50	General Govt.	
120756		Compl	2656		008	C 644026	1179.29999.000.0057	SIGN DESIGN BY MCCAFFERY	37.50	General Govt.	
			2199		008	C 644026	1179.29999.000.0057	SIGN DESIGN BY MCCAFFERY	35.00	General Govt.	
										17,537.06	

Location: 0057  
Fund: 1179



**Docket Voucher Register**

Check Date: 12/19/2013

Approval Date: 12/19/2013

Saint Joseph County

PO Mode Invoice

**Budget**

Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
008	C 644227	1179.29999.000.0057	Sam's Club Direct	36.70	General Gov't.	
008	C 644228	1179.29999.000.0057	St. Joseph County Parks &	190.20	General Gov't.	
008	C 644229	1179.29999.000.0057	United Parcel Service	63.08	General Gov't.	
				<b>289.98</b>		<b>289.98</b>

Petty Cash Reimbursement  
00000Y4166503

Location: 0057  
Fund: 1179

**Docket Voucher Register**

Check Date: 12/26/2013

Approval Date: 12/26/2013

Saint Joseph County

PreRun Date	PO	Mode	Invoice	PO	Bank	Check	Budget Account Code	Vendor Name	Amount	Description	Check Total
			Security Deposit Refund		008	C 644338	1179.29999.000.0057	Fred Cindy	150.00	General GovT.	
			Security Deposit Refund		008	C 644339	1179.29999.000.0057	Parmer Cynthia	150.00	General GovT.	
			Security Deposit Refund		008	C 644340	1179.29999.000.0057	South Bend/Eikhart Audubon	150.00	General GovT.	
			ORD 70-13 TRANSFER		008	C 644341	1179.65030.000.0057	St Jos Co Treasurer	250,000.00	ORD 70-13	250,450.00
Location: 0057											
Fund: 1179											
									250,450.00		
									250,450.00		

**Docket Voucher Register**

Check Date: 12/03/2013

Approval Date: 12/03/2013

**PO**

PreRun Date PO Mode Invoice

20558

120845 Partial 3055

120845 Partial 3056

120845 Partial 3057

120845 Partial 3058

C2CS218580

C2CS218798

121321 Compl 9118

County Parks

Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
008	C 642979	1219.36200.000.0057	Campbell Ford, Inc.	57.60	General Govt.	
008	C 642980	1219.23010.000.0057	Charles Mares Hardware	46.82	General Govt.	
008	C 642980	1219.23010.000.0057	Charles Mares Hardware	9.58	General Govt.	
008	C 642980	1219.23010.000.0057	Charles Mares Hardware	12.65	General Govt.	
008	C 642980	1219.23010.000.0057	Charles Mares Hardware	5.98	General Govt.	
008	C 642981	1219.36200.000.0057	Gates Chevy World(Town	112.78	General Govt.	
008	C 642981	1219.36200.000.0057	Gates Chevy World(Town	112.78	General Govt.	
008	C 642982	1219.21030.000.0057	INTRA BUSINESS SYSTEMS, INC.	45.78	General Govt.	
008	C 642983	1219.22010.000.0057	St Jos Co Highway Dept	2,079.41	General Govt.	2,483.38

Location: 0057  
Fund: 1219

**Docket Voucher Register**

Check Date: 12/05/2013

Approval Date: 12/05/2013

Saint Joseph Courty

PreRun Date	PO	Mode	Invoice	PO	Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
			57424360200204		008	C 643185	1219.32200.000.0057	A T & T	290.73	General Govt.	
			313230406		008	C 643186	1219.32200.000.0057	CENTURY LINK	195.15	General Govt.	
			313158027		008	C 643186	1219.32200.000.0057	CENTURY LINK	538.66	General Govt.	
			8771402040143081		008	C 643187	1219.32200.000.0057	COMCAST CABLE	106.95	General Govt.	
			8771402040143065		008	C 643187	1219.32200.000.0057	COMCAST CABLE	95.00	General Govt.	
			3296387500		008	C 643188	1219.35015.000.0057	Eikhart Public Utilities	21.78	General Govt.	
			3296387600		008	C 643188	1219.35015.000.0057	Eikhart Public Utilities	12.48	General Govt.	
			3296388001		008	C 643188	1219.35015.000.0057	Eikhart Public Utilities	62.37	General Govt.	
			3296387701		008	C 643188	1219.35015.000.0057	Eikhart Public Utilities	21.78	General Govt.	
			3296387801		008	C 643188	1219.35015.000.0057	Eikhart Public Utilities	17.87	General Govt.	
			3296387901		008	C 643188	1219.35015.000.0057	Eikhart Public Utilities	54.26	General Govt.	
			04688071200		008	C 643189	1219.35015.000.0057	INDIANA MICHIGAN POWER	50.75	General Govt.	
			04998071205		008	C 643189	1219.35015.000.0057	INDIANA MICHIGAN POWER	1,621.31	General Govt.	
			04125487406		008	C 643189	1219.35015.000.0057	INDIANA MICHIGAN POWER	117.04	General Govt.	
			04086912807		008	C 643189	1219.35015.000.0057	INDIANA MICHIGAN POWER	409.28	General Govt.	
			Activity Guide Mailing		008	C 643190	1219.32350.000.0057	Nieboer, Kourtney	176.21	General Govt.	
			2625810084		008	C 643191	1219.35015.000.0057	Northern Indiana Public	844.29	General Govt.	4,635.91

Location: 0057  
Fund: 1219

**Docket Voucher Register**

Check Date: 12/12/2013

Approval Date: 12/12/2013

PreRun Date	PO	Mode	Invoice	PO	Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
			57467497667653		008	C 643693	1219.32200.000.0057	A T & T	175.93	General Govt.	
			57467496293021		008	C 643693	1219.32200.000.0057	A T & T	78.96	General Govt.	
			8771402040518852		008	C 643694	1219.32200.000.0057	COMCAST CABLE	76.95	General Govt.	
			8771402040518845		008	C 643694	1219.32200.000.0057	COMCAST CABLE	76.95	General Govt.	
120982	Partial		6563951		008	C 643695	1219.23010.000.0057	HOME DEPOT CREDIT SERVICES	34.70	General Govt.	
120982	Partial		6563953		008	C 643695	1219.23010.000.0057	HOME DEPOT CREDIT SERVICES	14.88	General Govt.	
			04953188705		008	C 643696	1219.35015.000.0057	INDIANA MICHIGAN POWER	12.32	General Govt.	
			04406653222		008	C 643697	1219.23010.000.0057	INDIANA MICHIGAN POWER	42.61	General Govt.	
120436	Comp		968484		008	C 643697	1219.23010.000.0057	Lowe's	30.36	General Govt.	
120753	Partial		911762		008	C 643697	1219.23010.000.0057	Lowe's	81.87	General Govt.	
120798	Partial		902255		008	C 643697	1219.23010.000.0057	Lowe's	48.82	General Govt.	
120983	Partial		923876		008	C 643697	1219.23010.000.0057	Lowe's	91.06	General Govt.	
120983	Partial		968485		008	C 643697	1219.23010.000.0057	Lowe's	56.03	General Govt.	
120799	Comp		100173413		008	C 643698	1219.23010.000.0057	Tractor Supply Co	106.76	General Govt.	
121218	Partial		100175412		008	C 643698	1219.23010.000.0057	Tractor Supply Co	64.99	General Govt.	
			9715638841		008	C 643699	1219.32200.000.0057	Verizon Wireless	37.52	General Govt.	1,030.71

Location: 0057  
Fund: 1219

1,030.71  
1,030.71

**Docket Voucher Register**

Check Date: 12/17/2013

Approval Date: 12/17/2013

PreRun Date	PO	Mode	Invoice	Bank	Check	Budget Account Code	Vendor Name	Amount	Description	Check Total
121168	Partial	00611181		008	C 644038	1219.23010.000.0057	C.E. LEE CO.	50.81	General Govt.	
121427	Partial	2838484		008	C 644039	1219.23010.000.0057	Ferguson Enterprises #2000	179.34	General Govt.	
121415	Partial	11833092		008	C 644040	1219.22210.000.0057	H.P. Products, Inc.	267.81	General Govt.	
121441	Compl	11836400		008	C 644040	1219.22210.000.0057	H.P. Products, Inc.	216.27	General Govt.	
120981	Partial	D20021818		008	C 644041	1219.23010.000.0057	Hardware Plus	11.97	General Govt.	
120981	Partial	D20018712		008	C 644041	1219.23010.000.0057	Hardware Plus	61.38	General Govt.	
120981	Partial	D20018507		008	C 644041	1219.23010.000.0057	Hardware Plus	1.09	General Govt.	
120796	Partial	388800		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	0.70	General Govt.	
120796	Partial	389660		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	3.86	General Govt.	
120796	Partial	389890		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	6.74	General Govt.	
120796	Partial	389891		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	(1.35)	General Govt.	
120796	Partial	389014		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	11.21	General Govt.	
120796	Partial	389284		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	69.98	General Govt.	
120796	Partial	389965		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	7.64	General Govt.	
120796	Partial	389757		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	1.00	General Govt.	
120796	Partial	389068		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	23.81	General Govt.	
120796	Partial	388969		008	C 644042	1219.23010.000.0057	Hill's True Value Hardware	4.29	General Govt.	
121373	Compl	S102031816		008	C 644043	1219.23010.000.0057	Kendall Electric Inc.	200.00	General Govt.	
120773	Partial	550-754670		008	C 644044	1219.22120.000.0057	Ridge Company	32.28	General Govt.	
120773	Partial	550-754442		008	C 644044	1219.22120.000.0057	Ridge Company	(33.30)	General Govt.	
120773	Partial	550-754023		008	C 644044	1219.22120.000.0057	Ridge Company	33.30	General Govt.	
120773	Partial	550-752773		008	C 644044	1219.22120.000.0057	Ridge Company	(81.00)	General Govt.	
120773	Partial	550-754005		008	C 644044	1219.22120.000.0057	Ridge Company	165.49	General Govt.	
120773	Partial	550-754737		008	C 644044	1219.22120.000.0057	Ridge Company	18.38	General Govt.	
		14015883		008	C 644045	1219.36200.000.0057	Zolman Tire, INC	83.20	General Govt.	1,334.90

Location: 0057  
Fund: 1219

1,334.90  
1,334.90

**Docket Voucher Register**

Check Date: 12/19/2013  
Approval Date: 12/19/2013

PreRun Date	PO	Mode	Invoice	PO	Bank	Check	Budget Account Code	Vendor Name	Amount	Description	Check Total
			04615582303		008	C 644266	1219.35015.000.0057	INDIANA MICHIGAN POWER	10.71	General Govt.	
			04925582308		008	C 644266	1219.35015.000.0057	INDIANA MICHIGAN POWER	57.85	General Govt.	
			04245582301		008	C 644266	1219.35015.000.0057	INDIANA MICHIGAN POWER	34.42	General Govt.	
			04555582305		008	C 644266	1219.35015.000.0057	INDIANA MICHIGAN POWER	319.28	General Govt.	
			04865582300		008	C 644266	1219.35015.000.0057	INDIANA MICHIGAN POWER	198.48	General Govt.	
			04390608109		008	C 644266	1219.35015.000.0057	INDIANA MICHIGAN POWER	664.19	General Govt.	
			04601608104		008	C 644266	1219.35015.000.0057	INDIANA MICHIGAN POWER	1,116.72	General Govt.	
			04911608109		008	C 644266	1219.35015.000.0057	INDIANA MICHIGAN POWER	363.70	General Govt.	
			04231608102		008	C 644266	1219.35015.000.0057	INDIANA MICHIGAN POWER	556.44	General Govt.	
			56442001		008	C 644267	1219.35015.000.0057	Kankakee Valley R.E.M.C.	30.00	General Govt.	
			56442002		008	C 644267	1219.35015.000.0057	Kankakee Valley R.E.M.C.	30.00	General Govt.	
					008	C 644268	1219.22120.000.0057	St.Joseph County Parks &	57.18	General Govt.	
					008	C 644268	1219.23010.000.0057	St.Joseph County Parks &	62.42	General Govt.	
					008	C 644268	1219.24130.000.0057	St.Joseph County Parks &	9.96	General Govt.	3,511.35

Location: 0057  
Fund: 1219

**Docket Voucher Register**

Check Date: 12/26/2013

Approval Date: 12/26/2013

PO

PreRun Date PO Mode Invoice

xxxx-xxxx-xxxx-9011

Saint Joseph Courty

Bank	Check	Budget	Vendor Name	Amount	Description	Check Total
008	C	Account Code		232.36	General GovT.	232.36
		1219.22120.000.0057	Teachers Credit Union			
				232.36		
				232.36		

Location: 0057

Fund: 1219



**Docket Voucher Register**

Check Date: 12/13/2013

Approval Date: 12/12/2013

PO

PreRun Date PO Mode Invoice

Saint Joseph County

Bank	Check	Budget	Account Code	Vendor Name	Amount	Description	Check Total
008	C 643750	1179.11363.000.0057	County Payroll		2,315.32	PyDst12/13/2013	2,315.32

Location: 0057

Fund: 1179

**Docket Voucher Register**

Check Date: 12/27/2013

Approval Date: 12/26/2013

PO

PreRun Date PO Mode Invoice

Saint Joseph County

Bank	Check	Budget Account Code	Vendor Name	Amount	Description	Check Total
008	C 644426	1179.11363.000.0057	County Payroll	2,283.84	PyDst12/27/2013	2,283.84

Location: 0057

2,283.84

2,283.84

Fund: 1179

**Docket Voucher Register**

Check Date: 12/13/2013

Approval Date: 12/12/2013

Saint Joseph Courty

PO Mode Invoice

Bank	Check	Budget Account Code	Vendor Name	Amount	Description	Check Total
008	C 643775	1179.14800.000.0057	Fica	31.91	DDCI-FICA	
008	C 643775	1179.14800.000.0057	Fica	136.47	DDCI-FICA	
008	C 643776	1179.14810.000.0057	Perf	74.61	DDCI-Perf	242.99

Location: 0057  
Fund: 1179

**Docket Voucher Register**

Check Date: 12/27/2013

Approval Date: 12/26/2013

Saint Joseph County

PreRun Date PO PO Mode Invoice

Bank	Check	Account Code	Vendor Name
008	C 644392	1179.14800.000.0057	Fica
008	C 644392	1179.14800.000.0057	Fica
008	C 644393	1179.14810.000.0057	Perf

Amount	Description	Check Total
32.22	DDCI-FICA	
137.72	DDCI-FICA	
77.07	DDCI-Perf	247.01

Location: 0057  
Fund: 1179

**Docket Voucher Register**

Check Date: 12/13/2013

Approval Date: 12/12/2013

PO

PreRun Date PO Mode Invoice

Saint Joseph County

			Budget				Amount	Description	Check Total
Bank	Check	Account Code	Vendor Name						
008	C 643754	1219.11009.000.0057	County Payroll				2,395.58	PyDst12/13/2013	
008	C 643754	1219.11075.000.0057	County Payroll				2,019.23	PyDst12/13/2013	
008	C 643754	1219.11452.000.0057	County Payroll				1,486.46	PyDst12/13/2013	
008	C 643754	1219.11454.000.0057	County Payroll				2,016.92	PyDst12/13/2013	
008	C 643754	1219.11455.000.0057	County Payroll				1,285.12	PyDst12/13/2013	
008	C 643754	1219.11456.000.0057	County Payroll				1,508.23	PyDst12/13/2013	
008	C 643754	1219.11458.000.0057	County Payroll				1,508.23	PyDst12/13/2013	
008	C 643754	1219.11461.000.0057	County Payroll				3,724.35	PyDst12/13/2013	
008	C 643754	1219.11462.000.0057	County Payroll				2,574.84	PyDst12/13/2013	
008	C 643754	1219.11464.000.0057	County Payroll				1,508.23	PyDst12/13/2013	
008	C 643754	1219.11465.000.0057	County Payroll				1,287.20	PyDst12/13/2013	
008	C 643754	1219.11466.000.0057	County Payroll				1,287.20	PyDst12/13/2013	
008	C 643754	1219.11467.000.0057	County Payroll				1,287.20	PyDst12/13/2013	
008	C 643754	1219.11468.000.0057	County Payroll				1,287.20	PyDst12/13/2013	
008	C 643754	1219.11469.000.0057	County Payroll				1,287.20	PyDst12/13/2013	
008	C 643754	1219.11470.000.0057	County Payroll				1,287.20	PyDst12/13/2013	
008	C 643754	1219.11471.000.0057	County Payroll				1,189.60	PyDst12/13/2013	
008	C 643754	1219.11472.000.0057	County Payroll				1,189.60	PyDst12/13/2013	
008	C 643754	1219.11474.000.0057	County Payroll				1,008.80	PyDst12/13/2013	
008	C 643754	1219.11475.000.0057	County Payroll				1,189.60	PyDst12/13/2013	
008	C 643754	1219.11478.000.0057	County Payroll				1,287.20	PyDst12/13/2013	
008	C 643754	1219.11478.000.0057	County Payroll				401.96	PyDst12/13/2013	
008	C 643754	1219.11480.000.0057	County Payroll				1,189.60	PyDst12/13/2013	33,919.55

Location: 0057

Fund: 1219

33,919.55

33,919.55

**Docket Voucher Register**

Check Date: 12/27/2013

Approval Date: 12/26/2013

PreRun Date PO PO Mode Invoice

Saint Joseph County

Bank	Check	Budget Account Code	Vendor Name	Amount	Description	Check Total
008	C 644430	1219.11009.000.0057	County Payroll	2,395.50	PyDst12/27/2013	
008	C 644430	1219.11075.000.0057	County Payroll	2,019.25	PyDst12/27/2013	
008	C 644430	1219.11451.000.0057	County Payroll	450.00	PyDst12/27/2013	
008	C 644430	1219.11452.000.0057	County Payroll	1,486.46	PyDst12/27/2013	
008	C 644430	1219.11454.000.0057	County Payroll	2,017.00	PyDst12/27/2013	
008	C 644430	1219.11455.000.0057	County Payroll	1,285.12	PyDst12/27/2013	
008	C 644430	1219.11456.000.0057	County Payroll	1,508.23	PyDst12/27/2013	
008	C 644430	1219.11458.000.0057	County Payroll	1,508.25	PyDst12/27/2013	
008	C 644430	1219.11461.000.0057	County Payroll	3,724.21	PyDst12/27/2013	
008	C 644430	1219.11462.000.0057	County Payroll	2,574.92	PyDst12/27/2013	
008	C 644430	1219.11464.000.0057	County Payroll	1,508.25	PyDst12/27/2013	
008	C 644430	1219.11465.000.0057	County Payroll	1,287.20	PyDst12/27/2013	
008	C 644430	1219.11466.000.0057	County Payroll	1,287.20	PyDst12/27/2013	
008	C 644430	1219.11467.000.0057	County Payroll	1,287.20	PyDst12/27/2013	
008	C 644430	1219.11468.000.0057	County Payroll	1,287.20	PyDst12/27/2013	
008	C 644430	1219.11469.000.0057	County Payroll	1,287.20	PyDst12/27/2013	
008	C 644430	1219.11470.000.0057	County Payroll	1,189.60	PyDst12/27/2013	
008	C 644430	1219.11471.000.0057	County Payroll	1,189.60	PyDst12/27/2013	
008	C 644430	1219.11472.000.0057	County Payroll	1,008.80	PyDst12/27/2013	
008	C 644430	1219.11474.000.0057	County Payroll	1,189.60	PyDst12/27/2013	
008	C 644430	1219.11475.000.0057	County Payroll	1,287.20	PyDst12/27/2013	
008	C 644430	1219.11477.000.0057	County Payroll	307.10	PyDst12/27/2013	
008	C 644430	1219.11478.000.0057	County Payroll	443.30	PyDst12/27/2013	
008	C 644430	1219.11480.000.0057	County Payroll	1,189.60	PyDst12/27/2013	34,717.99

Location: 0057  
Fund: 1219

**Docket Voucher Register**

Check Date: 12/13/2013  
Approval Date: 12/12/2013

Saint Joseph County

PreRun Date	PO	Mode	Invoice	Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
				008	C 643781	1219.14800.000.0057	Fica	469.53	DDCl-FICA	
				008	C 643781	1219.14800.000.0057	Fica	2,007.60	DDCl-FICA	
				008	C 643782	1219.14810.000.0057	Perf	2,504.23	DDCl-Perf	4,981.36
								4,981.36		
								4,981.36		

Location: 0057  
Fund: 1219

**Docket Voucher Register**

Check Date: 12/27/2013  
 Approval Date: 12/26/2013

Saint Joseph County

PreRun Date	PO	Mode	Invoice	Bank	Check	Budget Account Code	Vendor Name	Amount	Description	Check Total
				008	C 644398	1219.14800.000.0057	Fica	488.55	DDCif-FICA	
				008	C 644398	1219.14800.000.0057	Fica	2,088.88	DDCif-FICA	
				008	C 644399	1219.14810.000.0057	Perf	2,499.50	DDCif-Perf	5,076.93
								5,076.93		
								5,076.93		

Location: 0057  
 Fund: 1219



**Docket Voucher Register**

Check Date: 12/12/2013

Approval Date: 12/12/2013

Saint Joseph County

PO  
 PreRun Date PO Mode Invoice  
 121028 Partial 901468  
 901467  
 14717928

Bank	Check	Budget Account Code	Vendor Name	Amount	Description	Check Total
008	C 643716	7312.36010.000.0057	Lowe's	40.25	General GovT.	
008	C 643716	7312.36010.000.0057	Lowe's	72.66	General GovT.	
008	C 643717	7312.36015.000.0057	Tru Green	125.00	General GovT.	237.91

Location: 0057 237.91  
 Fund: 7312 237.91

Docket Voucher Register

Check Date: 12/17/2013

Approval Date: 12/17/2013

Saint Joseph County

PreRun Date	PO	Mode	Invoice	PO	Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
					008	C-644101	7312.90005-000.0002	County Commissioners	68.11	General Govt.	
					008	C-644102	7312.36010.000.0057	Dept of Public Works	40,000.00	General Govt.	
					008	C-644103	7312.31070.000.0034	DIZ-OF-INDIANA, INC.	153,531.49	consolidate.PSAP.	
					008	C-644104	7312.42040.000.0034	EMBRICKSON JOHN P.	41,220.00	Reimbursement	
					008	C-644105	7312.42040.000.0034	Ema Supply Co.	235.45	General Govt.	
					008	C-644106	7312.36015.000.0057	H.S. ALTMAN IRRIGATION	85.00	General Govt.	
					008	C-644107	7312.42040.000.0034	JJ White Inc.	4,520.52	General Govt.	
					008	C-644108	7312.22040.000.0064	NELSON FUEL, INC	19,231.62	General Govt.	
					008	C-644108	7312.22040.000.0064	NELSON FUEL, INC	21,949.85	General Govt.	
					008	C-644109	7312.42040.000.0034	PRAIRIE DISTRIBUTION, INC-9P3	37.98	General Govt.	
					008	C-644110	7312.43204-000.0034	Rieth Riley Const Co	75,635.32	General Govt.	
					008	C-644111	7312.36015.000.0057	SCI ALARM, INC	184.50	General Govt.	
					008	C-644112	7312.39750.000.0002	Tiger Direct, Inc.	25,856.63	General Govt.	
					008	C-644113	7312.42040.000.0034	Tomlinson Construction, Inc.	16,297.00	General Govt.	
					008	C-644114	7312.42040.000.0034	Wadsworth Greg	15.00	General Govt.	
					008	C-644114	7312.42040.000.0034	Wadsworth Greg	335.00	General Govt.	

369,203.47

Location: 0002 25,924.74  
 Location: 0034 261,827.76  
 Location: 0057 40,289.50  
 Location: 0064 41,181.47  
 Fund: 7312 369,203.47

**Docket Voucher Register**

Check Date: 12/19/2013

Approval Date: 12/19/2013

PO

PreRun Date PO Mode Invoice  
12/15/14 Compl 4352238

Saint Joseph County

Bank	Check	Budget	Account Code	Vendor Name	Amount	Description	Check Total
008	C 644283	7312.36015.000.0057	Terminix Processing Center		523.80	General Gov't.	523.80

Location: 0057  
Fund: 7312

**Docket Voucher Register**

Check Date: 12/19/2013

Approval Date: 12/19/2013

PreRun Date	PO	Mode	Invoice	PO	Budget	Bank	Check	Account Code	Vendor Name	Amount	Description	Check Total
			Living Stones Church			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	70.50	General Govt.	
			Darden Primary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	17.50	General Govt.	
			LaVile Elementary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	65.00	General Govt.	
			LaVile Elementary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	65.00	General Govt.	
			LaVile Elementary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	65.00	General Govt.	
			Lakes Hills STEMI Magnet School			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	93.00	General Govt.	
			Marquette Montessori			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	21.75	General Govt.	
			Marquette Montessori			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	30.75	General Govt.	
			Warren Primary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	75.00	General Govt.	
			Warren Primary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	87.00	General Govt.	
			Warren Primary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	88.75	General Govt.	
			Center for the Homeless			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	35.00	General Govt.	
			Center for the Homeless			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	35.00	General Govt.	
			Perley Primary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	216.02	General Govt.	
			Niemann Elementary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	84.00	General Govt.	
			Boys & Girls Club			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	15.75	General Govt.	
			Boys & Girls Club			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	30.00	General Govt.	
			Monroe Primary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	96.00	General Govt.	
			Hums Elementary			008	C 644272	4100.42010.000.0057	St Joseph County Parks &	49.00	General Govt.	

Location: 0057  
Fund: 4100

1,240.02  
1,240.02