PARK BOARD AGENDA

MEETING SCHEDULE
Tuesday, May 18, 2021 at 3:30 pm
Council Chambers
229 S. 2nd Street, Elkhart, IN 46516

CALL TO ORDER

1. **ROLL CALL**

2. **APPROVAL OF AGENDA**

3. **APPROVAL OF MINUTES**
   - April 20, 2021
   - May 4, 2021

4. **APPROVAL OF FINANCIALS**
   - Claims - $30,868.94
   - Donations - $0
   - Grants - $0

5. **NEW BUSINESS MATTERS**
   a. Cleaning Service Contract
   b. History Hike – Ruthmere Museum

6. **OLD BUSINESS**
   a. None

7. **USE AND EVENT PERMIT**
   a. Shower Your Baby with Love Community Baby Shower – June 5, 2021 – Tolson Community Center
   b. EnviroFest – August 7, 2021 – Island Park
   c. Summer Chill – Multiple Dates – NIBCO Water & Ice Park
   d. Fireworks – July 2, 2021 – Kardzhali Park

8. **DEPARTMENT REPORT**

9. **CORRESPONDENCE**
   a. None

10. **PUBLIC INPUT/PRIVILEGE OF THE FLOOR**

ADJOURNMENT

NEXT PARK BOARD MEETING FINANCIALS ONLY JUNE 1, 2021 AT THE PARKS OFFICE

NEXT PARK BOARD MEETING JUNE 15, 2021, COUNCIL CHAMBERS.

City of Elkhart Parks & Recreation
Park Board Minutes

DATE: Tuesday, April 20, 2021

TIME: 3:30 PM

LOCATION: City of Elkhart Parks & Recreation
Council Chambers,
229 S. 2nd Street. Elkhart. IN 46516

Call to Order at 3:30 PM.

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

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Kim Henke Secretary	Treasurer
	Via Webex		

2. **Approval of Agenda**

   Motion to Approve Agenda
   Motion: KH
   Second: NAA
   Roll Call Vote: NAA – yes, KH – yes, SS – yes
   Motion Passes

3. **Approval of Minutes**

   Motion to Approve February 16, 2021 Minutes
   Motion: NAA
   Second: KH
   Roll Call Vote: NAA – yes, KH – yes, SS – yes
   Motion Passes

   Motion to Approve March 16, 2021 Minutes
   Motion: NAA
   Second: KH
   Roll Call Vote: NAA – yes, KH – yes, SS – yes
   Motion Passes

4. **Approval of Financials**

   Claims: $30,734.88

   Donations: 5,000.00
   Grants: None

   Motion to discuss, approve and place on file
   Motion: KH
   Second: NAA
   Roll Call Vote: NAA – yes, KH – yes, SS – yes
   Motion passes

5. **New Business**
   a. **Frank Booth Bark Park hours**

Mr. Czarnecki explained after meeting with the public regarding the dog park the department would like to change the hours from 8 a.m. to 8 p.m.
Motion to approve the change in dog park hours
Motion: SS
Second: KH
Roll Call Vote: NAA – yes, KH – yes, SS – yes

6. **Old Business - NONE**

7. **Use and Event Permit Requests**

   a. **Field Permit – Elkhart Soccer Land – Studebaker Park**
   Jose Gonzalez explains that his group has been working with the department for several years. They plan to follow state guidelines regarding COVID.
   Motion to Approve
   Motion: SS
   Second: KH
   Roll Call Vote: NAA – yes, KH – yes, SS – yes
   Motion Passes

   b. **A Taste of Black Excellence and Community Block Party**
   Winona Coleman explains the event will be a representation of entrepreneurs selling their merchandise and also giving advice to young people from the community that want to start their own business. She also stated they will be following state guidelines regarding COVID.
   Motion to Approve
   Motion: SS
   Second: KH
   Roll Call Vote: NAA – yes, KH – yes, SS – yes
   Motion Passes

   c. **Flags from the Heart**
   No representation, this is an annual event held in memory of veterans at Lundquist Bicentennial Park.
   Motion to Approve SS
   Second: KH
   Roll Call Vote: NAA – yes, KH – yes, SS – yes
   Motion Passes

   d. **Elkhart Farmers Market**
   Sherry Krask explains this is an annual event representing local artisans and farmers selling merchandise at Kardzhali Park.
   Motion to Approve SS
   Second: KH
   Roll Call Vote: NAA – yes, KH – yes, SS – yes
   Motion Passes

   e. **Rhapsody Arts and Music Festival**
   Sherry Krask explains this is an annual event representing local artisans, food vendors and musicians performing and selling food and merchandise over a two-day period.
   Motion to approve SS
   Second KH
   Roll Call Vote: NAA – yes, KH – yes, SS – yes
   Motion Passes

8. **Approval of Department Report**
   Mr. Czarnecki informs the Board that the Spring Pop Up Event was a success. He also stated that we are finalizing details of spending federal money that we received for extra parks equipment such as new ADA kayak launches, playground equipment, basketball hoops, soccer goals, water fountains and a lot of other exciting things. Also mentioned was the successful completion of our first round of community engagement sessions with more expected to be conducted in the fall. This year the Camp Connection summer camp will be a partnership between the Parks department and the school district, this will enable us to be able to serve more children in the community this season. Parks is also partnering with 5 Star Life to enhance our summer programming and enable us to reach older children. Parks cleanup project has been under way when the weather cooperates with 15 bags of trash collected so far. Earth day activities are planned with partnering between the EEC and the Parks department. A vaccination clinic will be held at the Tolson in May in cooperation with the National Guard and the Minority Health Coalition, there are also two new ribbon cuttings scheduled for playgrounds at Roosevelt and Ullery Parks.

9. **Approval for Correspondence - None**

10. **Public Input/Privilege of the Floor**
    Mrs. Santerre opens privilege of the floor
    Mr. James Ballard asks via Facebook if the board will require approval of an Elkhart County Health Department COVID safety plan for events?
    Ms. Rivera stated that it would still be required.

    Mrs. Santerre closes privilege of the floor.

11. **Approval for Adjournment**
    Motion to adjourn
    Motion: SS
    Second: KH
    Roll Call Vote: NAA – yes, KH – yes, SS – yes
    Motion passes
    Adjourn 4:30 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Sherry Krask, Event Coordinator	Leslie Wingard, Accounting Specialist Wendy Terrazas, Recreation Manager via Webex

ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Ms. Rose Rivera, City Legal via Webex Corinne Straight – Reed via Webex Jose Gonzalez	Mr. Arvis Dawson, City Council, via Webex Ms. Tonda Hines, City Council, via Webex Winona Coleman via Webex	Mr. Victor Limon, IT Department Ryan Smith via Webex James Ballard via Facebook

Minutes Certification:

City of Elkhart Parks & Recreation
Park Board Minutes

Respectfully Submitted,

Recording Secretary	Cara Montana	Date
Park Board President	Sarah Santerre	Date
Park Board Secretary	Kim Henke	Date

City of Elkhart Parks & Recreation
Park Board Minutes

DATE: Tuesday, May 4, 2020

TIME: 3:30 PM

LOCATION: City of Elkhart Parks & Recreation
1320 Benham Ave.
Elkhart. IN 46516

Call to Order at 3:32 PM.

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

Sarah Santerre President	Nekeisha Alayna Alexis, Vice President	Kim Henke Secretary	Treasurer
	Via Webex	Via Webex	

2. **Approval of Agenda**
   Motion to discuss and place on file: NAA
   Second: KH
   Roll Call Vote: NAA – yes, KH – yes, SS - yes
   Motion Passes

3. **Approval of Claims**
   Motion to discuss, approve, and place on file: NAA
   Second: KH
   Claims: $39,607.40
   Ms. Wingard explains that typically these meetings are held in order to approve paying contract umpires. However, the softball season started later this year and there are no payments for umpires yet. In addition to utility and operating expenses, these claims also include payments for Rhapsody Arts & Music Festival expenses as well as a deposit for the concessions trailer.
   Roll Call Vote: NAA – yes, KH – yes, SS - yes
   Motion Passes

4. **Approval of Ricoh Agreement**
   Mr. Czarnecki explains that this is the lease of the Department copy machine. A cost benefit analysis indicates that it is advantageous for the Department to continue to lease the equipment rather than purchase it as the lease also includes maintenance and supplies.
   Motion to approve: NAA
   Second: KH
   Roll Call Vote: NAA – yes, KH – yes, SS - yes

5. **Public Input/Privilege of the Floor- None**

6. **Approval for Adjournment**
   Motion: NAA
   Second: KH
   Roll Call Vote: NAA – yes, KH – yes, SS - yes
   Motion Passes
   Adjourned: 3:47 PM

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Cara Montana, Office Services	Leslie Wingard, Accounting Specialist

City of Elkhart Parks & Recreation
Park Board Minutes

ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Ms. Tonda Hines, City Council, via Webex	Mr. Ryan Smith, via Webex

Minutes Certification:

Respectfully Submitted,

Recording Secretary	Jennifer Kobie	Date
Park Board President	Sarah Santerre	Date
Park Board Secretary	Kim Henke	Date

PARKS BOARD

CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

May 14th ,2021

JAMIE ARCE - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **$30,868.94**, AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 19 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 18TH DAY OF MAY 2021 BY:

PRESIDENT

SARAH SANTERRE

VICE PRESIDENT

NEKEISHA ALAYNA ALEXIS

SECRETARY

KIM HENKE

TREASURER

MIKE SWEET

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

PACKET: 44869 PARKS LW 5.18.2021
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-------ID-------	ITM DATE BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-024096 AMAZON CAPITAL SERVICES INC						
I-1QGH-NQC4-MWYK	5/07/2021	AMAZON CAPITAL SERVICES INC	62.91			
	PK	DUE: 5/07/2021 DISC: 5/07/2021		1099: N		
		RHAPSODY ADMISSION STAMP PADS		286 5-630-422.0100	OPERATING SUPPL	62.91
		=== VENDOR TOTALS ===	62.91			
01-001154 B E S INC						
I-177265	3/25/2021	B E S INC	823.19			
	PK	DUE: 3/25/2021 DISC: 3/25/2021		1099: N		
		RIVERVIEW CONCESSIONS		286 5-580-422.0100	OPERATING SUPPL	823.19
I-177726	4/29/2021	B E S INC	200.85			
	PK	DUE: 4/29/2021 DISC: 4/29/2021		1099: N		
		RIVERVIEW CONCESSIONS		286 5-580-422.0100	OPERATING SUPPL	200.85
		=== VENDOR TOTALS ===	1,024.04			
01-000212 BUGSY'S ELKHART EXTERMINA						
I-20965	4/30/2021	BUGSY'S ELKHART EXTERMINA	180.00			
	PK	DUE: 4/30/2021 DISC: 4/30/2021		1099: N		
		APRIL'S PEST CONTROL SVCS		204 5-501-439.0912	CONTRACT SERVIC	180.00
		=== VENDOR TOTALS ===	180.00			
01-011565 CDW GOVERNMENT INC						
I-B995130-PARKS	4/20/2021	ADOBE RENEWAL 2021	178.19			
	PK	DUE: 4/20/2021 DISC: 4/20/2021		1099: N		
		ADOBE RENEWAL		204 5-501-439.0912	CONTRACT SERVIC	178.19
		=== VENDOR TOTALS ===	178.19			
01-004711 DANNY R. BARRETT						
I-004711-51221	5/12/2021	DANNY R. BARRETT	448.00			
	PK	DUE: 5/12/2021 DISC: 5/12/2021		1099: Y		
		SOFTBALL UMPIRE - 16 GAMES		286 5-508-439.0931	CONTRACT LABOR	448.00
		=== VENDOR TOTALS ===	448.00			

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-------ID-------	ITM DATE BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-004642 DULEY PRESS INC						
I-24104-21	5/10/2021	DULEY PRESS INC	610.00			
	PK	DUE: 5/10/2021 DISC: 5/10/2021		1099: N		
		ADVERTISEMENT FLYERS		204 5-501-433.0300	ADVERTISING	610.00
		=== VENDOR TOTALS ===	610.00			
01-003774 EDWARD J. BELLOWS						
I-003774-51221	5/12/2021	EDWARD J. BELLOWS	168.00			
	PK	DUE: 5/12/2021 DISC: 5/12/2021		1099: Y		
		SOFTBALL UMPIRE- 6 GAMES		286 5-508-439.0931	CONTRACT LABOR	168.00
		=== VENDOR TOTALS ===	168.00			
01-006109 GORDON FOOD SERVICE INC						
I-779258412	5/01/2021	GORDON FOOD SERVICE INC	105.83			
	PK	DUE: 5/01/2021 DISC: 5/01/2021		1099: N		
		RIVERVIEW CONCESSIONS		286 5-580-422.0100	OPERATING SUPPL	105.83
I-779258488	5/04/2021	GORDON FOOD SERVICE INC	84.96			
	PK	DUE: 5/04/2021 DISC: 5/04/2021		1099: N		
		RIVERVIEW CONCESSIONS		286 5-580-422.0100	OPERATING SUPPL	84.96
		=== VENDOR TOTALS ===	190.79			
01-022030 GR GRAPHIX CUSTOM SCREEN PRINT						
I-9472	4/23/2021	GR GRAPHIX CUSTOM SCREEN PRIN	295.00			
	PK	DUE: 4/23/2021 DISC: 4/23/2021		1099: N		
		RIVERVIEW CONCESSIONS TSHIRTS		286 5-508-422.0101	OPERATING SUPPL	295.00
		=== VENDOR TOTALS ===	295.00			
01-003777 GREGORY J. WIDNER						
I-003777-51221	5/12/2021	GREGORY J. WIDNER	112.00			
	PK	DUE: 5/12/2021 DISC: 5/12/2021		1099: Y		
		SOFTBALL UMPIRE - 4 GAMES		286 5-508-439.0931	CONTRACT LABOR	112.00
		=== VENDOR TOTALS ===	112.00			

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--------ID--------	ITM DATE BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-023738 JOSHUA REED						
I-023738-51221	5/12/2021	JOSHUA REED	112.00			
	PK	DUE: 5/12/2021 DISC: 5/12/2021		1099: Y		
		SOFTBALL UMPIRE - 4 GAMES		286 5-508-439.0931	CONTRACT LABOR	112.00
		=== VENDOR TOTALS ===	112.00			
01-021917 LEROY V. MILLER						
I-021917-51221	5/12/2021	LEROY V. MILLER	112.00			
	PK	DUE: 5/12/2021 DISC: 5/12/2021		1099: Y		
		SOFTBALL UMPIRE - 4 GAMES		286 5-508-439.0931	CONTRACT LABOR	112.00
		=== VENDOR TOTALS ===	112.00			
01-000441 LONG'S LOCK SHOP, INC.						
I-103809	5/06/2021	PK-KEYS CENTRAL PK ELEC. BOX	12.00			
	PK	DUE: 5/06/2021 DISC: 5/06/2021		1099: N		
		PK-KEYS CENTRAL PK ELEC. BOX		204 5-501-422.0150	OPERATING SUPPL	12.00
I-103834	5/11/2021	PK-VALET KEYS FOR RANGERS	36.00			
	PK	DUE: 5/11/2021 DISC: 5/11/2021		1099: N		
		PK-VALET KEYS FOR RANGERS		204 5-501-422.0150	OPERATING SUPPL	36.00
		=== VENDOR TOTALS ===	48.00			
01-010961 MENARD, INC						
I-83030	4/22/2021	MENARD, INC	84.73			
	PK	DUE: 4/22/2021 DISC: 4/22/2021		1099: N		
		LIGHTS - ISLAND PARK		204 5-501-422.0150	OPERATING SUPPL	84.73
I-83558	4/29/2021	MENARD, INC	103.70			
	PK	DUE: 4/29/2021 DISC: 4/29/2021		1099: N		
		UMBRELLAS FOR RIBBON CUTTING		204 5-501-422.0150	OPERATING SUPPL	103.70
		=== VENDOR TOTALS ===	188.43			
01-024675 NICHOLAS SEIDL						
I-2-5521	5/05/2021	NICHOLAS SEIDL	95.00			
	PK	DUE: 5/05/2021 DISC: 5/05/2021		1099: Y		
		LEGO INSTRUCTOR		204 5-501-439.0900	OTHER SERVICES	95.00
		=== VENDOR TOTALS ===	95.00			

PACKET: 44869 PARKS LW 5.18.2021
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DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID--------	ITM DATE / BANK CODE	---------DESCRIPTION---------	GROSS / DISCOUNT	P.O. # / G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-024105 PAC-VAN INC						
I-19418729	4/27/2021	PK-STORAGE RENTAL MAY 2021	340.00			
	PK	DUE: 4/27/2021 DISC: 4/27/2021		1099: N		
		PK-STORAGE RENTAL MAY 2021		204 5-501-439.0900	OTHER SERVICES	340.00
		=== VENDOR TOTALS ===	340.00			
01-014605 PATHFINDER COMMUNICATIONS CORP						
I-165599-2	4/25/2021	PK-RADIO AD APR 2021	350.00			
	PK	DUE: 4/25/2021 DISC: 4/25/2021		1099: N		
		PK-RADIO AD APR 2021		204 5-501-433.0300	ADVERTISING	350.00
		=== VENDOR TOTALS ===	350.00			
01-004948 BOTTLING GROUP, LLC						
I-69338603	4/29/2021	BOTTLING GROUP, LLC	2,441.38			
	PK	DUE: 4/29/2021 DISC: 4/29/2021		1099: N		
		RIVERVIEW CONCESSIONS		286 5-580-422.0100	OPERATING SUPPL	2,441.38
		=== VENDOR TOTALS ===	2,441.38			
01-023066 QUICKSCORES LLC						
I-210705	5/10/2021	QUICKSCORES LLC	238.00			
	PK	DUE: 5/10/2021 DISC: 5/10/2021		1099: N		
		SOFTBALL REGISTRATION SOFTWARE		286 5-508-439.0901	OTHER SERVICES	238.00
		=== VENDOR TOTALS ===	238.00			
01-1 REFUNDS/MANUAL PAYROLL						
I-269874/269875	5/03/2021	DAMAN INCHAUREGUI:	400.00			
	PK	DUE: 5/03/2021 DISC: 5/03/2021		1099: N		
		PAVILION REFUND		204 5-501-458.0000	UNAPPROPRIATED	373.84
		PAVILION REFUND - SALES TAX		725 4-000-312.0708	RENTAL SALES TA	26.16
		=== VENDOR TOTALS ===	400.00			
01-000068 RICOH USA, INC						
I-5061920024	5/01/2021	RICOH USA, INC	17.52			
	PK	DUE: 5/01/2021 DISC: 5/01/2021		1099: N		
		COPIER READ - APRIL		204 5-501-439.0912	CONTRACT SERVIC	17.52
		=== VENDOR TOTALS ===	17.52			

PACKET: 44869 PARKS LW 5.18.2021
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-------ID-------	ITM DATE BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-003783 RONALD D. GUYER						
I-003783-51221	5/12/2021	RONALD D. GUYER	168.00			
	PK	DUE: 5/12/2021 DISC: 5/12/2021		1099: Y		
		SOFTBALL UMPIRE - 6 GAMES		286 5-508-439.0931	CONTRACT LABOR	168.00
		=== VENDOR TOTALS ===	168.00			
01-000162 SANI-KAN RENTAL SERVICE						
I-8250	4/22/2021	PORTABLE RESTROOMS - WALKER P	110.00			
	PK	DUE: 4/22/2021 DISC: 4/22/2021		1099: N		
		PORTABLE RESTROOMS - WALKER PK		204 5-501-437.0200	EQUIPMENT LEASE	110.00
		=== VENDOR TOTALS ===	110.00			
01-001181 SPEAR CORPORATION						
I-311336	5/04/2021	SPEAR CORPORATION	15,052.00			
	PK	DUE: 5/04/2021 DISC: 5/04/2021		1099: N		
		POOL/SPLASH PARK CHEMICALS		204 5-501-423.0143	CHEMICALS	15,052.00
		=== VENDOR TOTALS ===	15,052.00			
01-022002 STEPHEN D. VAUGHT						
I-STEVEV31421	4/28/2021	STEPHEN D. VAUGHT	400.00			
	PK	DUE: 4/28/2021 DISC: 4/28/2021		1099: Y		
		RHAPSODY MAGICIAN		286 5-630-439.0500	ENT & PROD EXPE	400.00
		=== VENDOR TOTALS ===	400.00			
01-000102 YODER OIL COMPANY INC						
I-CL65975	4/30/2021	YODER OIL COMPANY INC	371.73			
	PK	DUE: 4/30/2021 DISC: 4/30/2021		1099: N		
		PARKS DEPT GASOLINE - RANGERS		204 5-501-422.0210	GASOLINE	371.73
		=== VENDOR TOTALS ===	371.73			
		=== PACKET TOTALS ===	23,712.99			

PACKET: 44869 PARKS LM 5.18.2021
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	23,712.99
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	23,712.99

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET OVER AVAILABLE BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET OVER AVAILABLE BUDG
	2021	204-231.0000	ACCTS PAYABLE - PARK & R	17,914.71-*				
		204-5-501-422.0150	OPERATING SUPPLIES	236.43	50,229	36,757.40	93,994	76,776.59
		204-5-501-422.0210	GASOLINE	371.73	2,500	367.67	93,994	76,641.29
		204-5-501-423.0143	CHEMICALS	15,052.00	25,000	9,948.00	93,994	61,961.02
		204-5-501-433.0300	ADVERTISING	960.00	17,784	12,790.00	595,417	441,975.45
		204-5-501-437.0200	EQUIPMENT LEASES	110.00	5,000	3,019.10	595,417	442,825.45
		204-5-501-439.0900	OTHER SERVICES & CHARGES	435.00	25,970	13,182.09	595,417	442,500.45
		204-5-501-439.0912	CONTRACT SERVICES	375.71	18,000	12,430.79	595,417	442,559.74
		204-5-501-458.0000	UNAPPROPRIATED	373.84	0	1,923.12- Y	0	1,923.12- Y
		286-231.0000	ACCTS PAYABLE - PARK PRO	5,772.12-*				
		286-5-508-422.0101	OPERATING SUPPLIES - SOF	295.00	15,000	12,689.00	18,000	14,282.73
		286-5-508-439.0901	OTHER SERVICES - SOFTBAL	238.00	16,000	15,727.00	52,000	50,894.76
		286-5-508-439.0931	CONTRACT LABOR - UMPIRES	1,120.00	18,000	16,880.00	52,000	50,012.76
		286-5-580-422.0100	OPERATING SUPPLIES	3,656.21	50,600	44,643.60	50,600	44,643.60
		286-5-630-422.0100	OPERATING SUPPLIES	62.91	21,000	20,910.12	21,000	20,910.12
		286-5-630-439.0500	ENT & PROD EXPENSE	400.00	51,250	37,950.00	69,450	51,432.17
		725-231.0000	ACCTS PAYABLE - SALES TA	26.16-*				
		725-4-000-312.0708	*NON-EXPENSE	26.16	0	4,328.81		
		999-130.0204	DUE FROM PARK & RECREATI	17,914.71 *				
		999-130.0286	DUE FROM PARK PROGRAM	5,772.12 *				
		999-130.0725	DUE FROM SALES TAX	26.16 *				
			** 2021 YEAR TOTALS	23,712.99				

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

** END OF REPORT **

ACCOUNTS PAYABLE
OPEN ITEM REPORT
DETAIL

VENDOR	TYPE	---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	DESCRIPTION	GROSS/ BALANCE	-DISTRIBUTION-
01-020586 ELKHART COMMUNITY SCHOOLS									
	INV	CC-1210417408	4/26/21	5/18/21		N	PARKS RADIO ADVERTISING	1,884.96	
		PK	5/18/21				PO: 20-00580	1,884.96	
							204-5-501-433.0300 NVPE PUBLIC RADIO		1,884.96

========== TOTALS: GROSS: 1,884.96 PAYMENTS: 0.00 DISCS: 0.00 ADJS: 0.00 BAL: 1,884.96 ======

TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	1,884.96	0.00	1,884.96
** TOTALS **	1,884.96	0.00	1,884.96

PREPAID TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	0.00	0.00	0.00

R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	1,884.96	0.00	1,884.96
VOIDED ITEMS	0.00	0.00	0.00
** TOTALS **	1,884.96	0.00	1,884.96

U N P A I D R E C A P

NUMBER OF HELD INVOICES	0
UNPAID INVOICE TOTALS	1,884.96
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	1,884.96

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
204 5-501-433.0300	ADVERTISING	1,884.96
	** FUND TOTAL **	1,884.96
	** TOTAL **	1,884.96

DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
204 501	PARKS & RECREATION	1,884.96
	** FUND TOTAL **	1,884.96
	** TOTAL **	1,884.96

0 ERRORS
0 WARNINGS

VENDOR	TYPE	---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	-------- DESCRIPTION ----------	GROSS/ BALANCE	-DISTRIBUTION-
01-002707 COMCAST CABLE									
	INV	0116669-42021	4/20/21	0/00/00	5/11/21	N	PK-INTERNET APR/MAY 2021	109.64	
		MPK	5/11/21		280088		PO:	0.00	
							204-5-501-432.0400 PK-INTERNET APR/MAY 2021		109.64
	INV	0909983-41821	4/18/21	0/00/00	5/03/21	N	PK-INTERNET SVC ARP/MAY 2021	109.64	
		MPK	5/03/21		279764		PO:	0.00	
							204-5-501-432.0400 PK-INTERNET SVC ARP/MAY 2021		109.64
	INV	0910809-41721	4/17/21	0/00/00	5/03/21	N	PK-INTERNET SVC APR/MAY 2021	108.35	
		MPK	5/03/21		279764		PO:	0.00	
							204-5-501-432.0400 PK-INTERNET SVC APR/MAY 2021		108.35
	INV	0941317-42521	4/25/21	0/00/00	5/11/21	N	PK-INTERNET APR/MAY 2021	109.64	
		MPK	5/11/21		280088		PO:	0.00	
							204-5-501-432.0400 PK-INTERNET APR/MAY 2021		109.64
========== TOTALS: GROSS: 437.27 PAYMENTS: 437.27- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 =======									
01-000248 ELKHART PUBLIC UTILITIES									
	INV	3100200104-42321	4/23/21	0/00/00	5/03/21	N	ELKHART/BICENTENNIAL-PK	50.01	
		MPK	5/03/21		279765		PO:	0.00	
							204-5-501-435.0400 ELKHART/BICENTENNIAL-PK		50.01
	INV	3100223400-42321	4/23/21	0/00/00	5/03/21	N	301 NIBCO-PK	21.78	
		MPK	5/03/21		279765		PO:	0.00	
							204-5-501-435.0400 301 NIBCO-PK		21.78
	INV	3100223500-42321	4/23/21	0/00/00	5/03/21	N	301 NIBCO-PK	90.60	
		MPK	5/03/21		279765		PO:	0.00	
							204-5-501-435.0400 301 NIBCO-PK		90.60
	INV	3106620001-42321	4/23/21	0/00/00	5/03/21	N	1320 BENHAM-PK	91.49	
		MPK	5/03/21		279765		PO:	0.00	
							204-5-501-435.0400 1320 BENHAM-PK		91.49
	INV	3106620401-42321	4/23/21	0/00/00	5/03/21	N	1330 BENHAM-PK	103.41	
		MPK	5/03/21		279765		PO:	0.00	
							204-5-501-435.0400 1330 BENHAM-PK		103.41
	INV	3306531000-42321	4/23/21	0/00/00	5/03/21	N	119 W WOLF PAV-PK	90.60	
		MPK	5/03/21		279765		PO:	0.00	
							204-5-501-435.0400 119 W WOLF PAV-PK		90.60
	INV	4100410104-43021	4/30/21	0/00/00	5/11/21	N	SUPERIOR/RIVERVIEW-PK	90.60	
		MPK	5/11/21		280089		PO:	0.00	

VENDOR	TYPE	---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	-------- DESCRIPTION ---------	GROSS/ BALANCE	-DISTRIBUTION-
01-000248 ELKHART PUBLIC UTILITIES ** CONTINUED **									
							204-5-501-435.0400 SUPERIOR/RIVERVIEW-PK		90.60
	INV	4208320000-43021	4/30/21	0/00/00	5/11/21	N	1020 MCDONALD-PK	50.01	
		MPK	5/11/21		280089		PO:	0.00	
							204-5-501-435.0400 1020 MCDONALD-PK		50.01
========== TOTALS: GROSS: 588.50 PAYMENTS: 588.50- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======									
01-000383 FRONTIER NORTH INC.									
	INV	5741010015-41921	4/19/21	0/00/00	5/03/21	N	PK-PHONE SVC APR/MAY 2021	38.06	
		MPK	5/03/21		279766		PO:	0.00	
							204-5-501-432.0400 PK-PHONE SVC APR/MAY 2021		38.06
========== TOTALS: GROSS: 38.06 PAYMENTS: 38.06- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======									
01-002176 IN DEPT OF HOMELAND SECURI									
	INV	366	4/27/21	0/00/00	5/03/21	N	PK-NIBCO INSPECTION 221	134.00	
		MPK	5/03/21		279767		PO:	0.00	
							204-5-501-439.0900 PK-NIBCO INSPECTION 221		134.00
	INV	367	4/27/21	0/00/00	5/03/21	N	PK-STUDEBAKER INSPECTION 2021	134.00	
		MPK	5/03/21		279767		PO:	0.00	
							204-5-501-439.0900 PK-STUDEBAKER INSPECTION 2021		134.00
	INV	368	4/27/21	0/00/00	5/03/21	N	PK-HIGH DIVE INSPECTION 2021	134.00	
		MPK	5/03/21		279767		PO:	0.00	
							204-5-501-439.0900 PK-HIGH DIVE INSPECTION 2021		134.00
========== TOTALS: GROSS: 402.00 PAYMENTS: 402.00- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======									
01-000209 INDIANA MICHIGAN POWER									
	INV	04028164509-42221	4/22/21	0/00/00	5/11/21	N	110 E GARFIELD-PK	184.64	
		MPK	5/11/21		280090		PO:	0.00	
							204-5-501-435.0100 110 E GARFIELD-PK		184.64
	INV	04058946304-42921	4/29/21	0/00/00	5/11/21	N	401 RIVERVIEW-PK	19.00	
		MPK	5/11/21		280090		PO:	0.00	
							204-5-501-435.0100 401 RIVERVIEW-PK		19.00
	INV	04067197543-42221	4/22/21	0/00/00	5/03/21	N	1524 FRANCES-PK	15.93	
		MPK	5/03/21		279768		PO:	0.00	
							204-5-501-435.0100 1524 FRANCES-PK		15.93
	INV	04104252426-42621	4/26/21	0/00/00	5/11/21	N	CONSOLIDATED-PK	933.89	
		MPK	5/11/21		280090		PO:	0.00	

VENDOR	TYPE	---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	-------- DESCRIPTION ----------		GROSS/ BALANCE	-DISTRIBUTION-
01-000209 INDIANA MICHIGAN POWER	** CONTINUED **									
							204-5-501-435.0100	CONSOLIDATED-PK		933.89
	INV	04116178304-42821	4/28/21	0/00/00	5/11/21	N	624 E JACKSON-PK		29.16	
		MPK	5/11/21		280090		PO:		0.00	
							204-5-501-435.0100	624 E JACKSON-PK		29.16
	INV	04210875706-42621	4/26/21	0/00/00	5/11/21	N	CONSOLIDATED-PK		1,018.73	
		MPK	5/11/21		280090		PO:		0.00	
							204-5-501-435.0100	CONSOLIDATED-PK		1,018.73
	INV	04642505400-41921	4/19/21	0/00/00	5/11/21	N	303 NIBCO-PK		875.31	
		MPK	5/11/21		280090		PO:		0.00	
							204-5-501-435.0100	303 NIBCO-PK		875.31
	INV	04792516603-42221	4/22/21	0/00/00	5/11/21	N	215 E INDIANA-PK		48.86	
		MPK	5/11/21		280090		PO:		0.00	
							204-5-501-435.0100	215 E INDIANA-PK		48.86
	INV	04824817417-41921	4/19/21	0/00/00	5/11/21	N	1420 BENHAM-PK		19.55	
		MPK	5/11/21		280090		PO:		0.00	
							204-5-501-435.0100	1420 BENHAM-PK		19.55
========== TOTALS:	GROSS:	3,145.07	PAYMENTS:	3,145.07-	DISCS:	0.00	ADJS:	0.00	BAL:	0.00 =======
01-000210 NORTHERN INDIANA PUBLIC SE										
	INV	0441000024-42221	4/22/21	0/00/00	5/03/21	N	701 ARCADE-PK		141.50	
		MPK	5/03/21		279769		PO:		0.00	
							204-5-501-435.0200	701 ARCADE-PK		141.50
	INV	1429470092-42721	4/27/21	0/00/00	5/11/21	N	52256 IDEAL BEACH-PK		53.00	
		MPK	5/11/21		280091		PO:		0.00	
							204-5-501-435.0200	52256 IDEAL BEACH-PK		53.00
	INV	1735700094-42221	4/22/21	0/00/00	5/03/21	N	500 E BEARDSLEY-PK		90.35	
		MPK	5/03/21		279769		PO:		0.00	
							204-5-501-435.0200	500 E BEARDSLEY-PK		90.35
	INV	2157000155-42921	4/29/21	0/00/00	5/11/21	N	1020 MCDONALD-PK		151.97	
		MPK	5/11/21		280091		PO:		0.00	
							204-5-501-435.0200	1020 MCDONALD-PK		151.97
	INV	2157360055-42921	4/29/21	0/00/00	5/11/21	N	301 NIBCO-PK		84.86	
		MPK	5/11/21		280091		PO:		0.00	
							204-5-501-435.0200	301 NIBCO-PK		84.86
	INV	5206110014-42721	4/27/21	0/00/00	5/11/21	N	52256 IDEAL BEACH-PK		53.00	
		MPK	5/11/21		280091		PO:		0.00	

VENDOR	TYPE ---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	-------- DESCRIPTION ----------			GROSS/ BALANCE	-DISTRIBUTION-
01-000210	NORTHERN INDIANA PUBLIC SE** CONTINUED **									
						204-5-501-435.0200	52256	IDEAL BEACH-PK		53.00
	INV 7549100062-42221	4/22/21	0/00/00	5/03/21	N	1320 OLIVE-PK			85.41	
	MPK	5/03/21		279769		PO:			0.00	
						204-5-501-435.0200	1320	OLIVE-PK		85.41

========== TOTALS: GROSS: 660.09 PAYMENTS: 660.09- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 =======

TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	5,270.99	5,270.99CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	5,270.99	5,270.99CR	0.00

PREPAID TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	0.00	0.00	0.00

REPORT TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	5,270.99	5,270.99CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
VOIDED ITEMS	0.00	0.00	0.00
** TOTALS **	5,270.99	5,270.99CR	0.00

UNPAID RECAP

NUMBER OF HELD INVOICES	0
UNPAID INVOICE TOTALS	0.00
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	0.00

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
204 5-501-432.0400	TELEPHONE/COMMUNICATION	475.33
204 5-501-435.0100	ELECTRICITY	3,145.07
204 5-501-435.0200	NATURAL GAS	660.09
204 5-501-435.0400	WATER & SEWER	588.50
204 5-501-439.0900	OTHER SERVICES & CHARGES	402.00
	** FUND TOTAL **	5,270.99
	** TOTAL **	5,270.99

DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
204 501	PARKS & RECREATION	5,270.99
	** FUND TOTAL **	5,270.99
	** TOTAL **	5,270.99

0 ERRORS
0 WARNINGS

MS. HUNNIE'S CLEANING SERVICE CONTRACT

I. The Parties. This Cleaning Services Contract, ("Agreement") made May 7, 2021 ("Effective Date") made by and between:

Client: City of Elkhart, Department of Parks and Recreation, with a mailing address of 1320Benham Avenue, City of Elkhart, State of Indiana, 46516. ("Client").

AND

Cleaner: Ms. Hunnine's Cleaning Service with a mailing address of 918 W. Blaine Ave, City of Elkhart, State of Indiana, 46516. ("Cleaner").

Service Provider and Client are each referred to herein as a "Party" and, collectively, as the "Parties."

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and agreements contained herein, the hires the Cleaner to work under the terms and conditions hereby agreed upon by the Parties:

II. Commencement Date. The term of this Agreement shall commence on the date agreed upon by both Parties and shall terminate December 1, 2021. This agreement may be extended on a weekly basis thereafter provided both parties are in agreement.

III. Cleaner's Duties. Cleaner agrees to perform work for the Client on the terms and conditions set forth in this Agreement and agrees to devote all necessary time and attention, within reason, to the performance of the duties as follows: dusting, wiping / sanitizing, desktops & equipment, furniture, tables, doors & hardware, restrooms fixtures, empty trash & wastebaskets, sweeping / vacuuming & mopping floors, cleaningwindows, & also light fixtures & also switches. ("Duties"). Client may vary the duties within reason.

Cleaner further agrees that in all aspects of their Duties that he/she/they shall comply with the policies, standards, and regulations of the Client and to the best of their ability.

IV. Payment Amount. The Client agrees to pay the Cleaner the following compensation for the Duties performed under this Agreement:

☒ - $150 / per Cleaning, which is to be done on every Wednesday of the week after hours of operation.

Hereinafter known as the "Payment Amount".

V. Payment Method. The Payment Amount shall be paid: (**choose one**)

☐ - Daily
☐ - Weekly

☒ - Bi-Weekly
☐ - Monthly
☐ - Per Cleaning
☐ - Other:_____.

Hereinafter known as the "Payment Method". The Payment Amount and Payment Method shall be referred to as "Compensation".

VI. Inspection of Duties. Any Compensation shall be subject to the Client inspecting the completed Duties of the Cleaner. If any of the Duties performed by the Cleaner, pursuant to this Agreement, is defective or incomplete, the Client shall have the right to notify the Cleaner, at which time the Cleaner shall promptly correct such work within reasonable time.

VII. Property. Upon the termination of this Agreement, all property providedby the Client, including, but not limited to, cleaning supplies, uniforms, equipment and any other items must be returned by the Cleaner. Failure to do so may result in a delayin any final payment made by the Client. The Provider shall be solely liable, and shall indemnify the City of Elkhart, for any loss, claim or proceeding arising out of Cleaner's negligence which causes or results in any personal or property damage.

VIII. Time is of the Essence. Cleaner acknowledges that time is of the essence in the performance of all Duties completed.

IX. Confidentiality. Cleaner acknowledges and agrees that all financial and accounting records, lists of property owned by Client, including amounts paid therefore, client and customer lists, and any other data and information related to the Client's business ("Confidential Information"). Therefore, except for disclosures required to be made to advance the business of the Client and information which is a matter of public record, Cleaner shall not, during the terms of this Agreement or after its termination, disclose any Confidential Information for the benefit of the Cleaner or any other person, except with the prior written consent of the Client.

a.) **Return of Documents**. Cleaner acknowledges and agrees that all originals and copies of records, reports, documents, lists, plans, memoranda, notes, and other documentation related to the business of the Client containing Confidential Information shall be the sole and exclusive property of the Client that shall be returned to the Client upon termination of this Agreement or upon written request of the Client.
b.) **Injunction**. Client agrees that it would be difficult to measure damage to the Client's business from any breach by the Cleaner under this Section, therefore, any monetary damages would be inadequate remedy for such breach. Accordingly, the Cleaner agrees that if he/she/they should breach this Section, the Client shall be entitled to, in addition to all other remedies it may have at law or equity, to an injunction or other appropriate orders to restrain any such breach, without showing or proving actual damages sustained by the Client
c.) **No Release**. Cleaner agrees that the termination of this Agreement shall not release him/her/they from the obligations in this Section.

X. Taxes. Cleaner shall pay and be solely responsible for all withholdings, including, but not limited to, Social Security, State unemployment, State and Federal income taxes, and any other obligations. In addition, Cleaner shall pay all applicable sales or use taxes on labor provided and materials furnished or otherwise required by law in connection with the Duties performed.

XI. Independent Contractor Status. Cleaner acknowledges that he/she/they are an independent contractor and is not an agent, partner, joint venture, nor employee of the Client. Cleaner shall have no authority to bind or otherwise obligate the Client in any manner nor shall the Cleaner represent to anyone that it has a right to do so. Cleaner further agrees that in the event that the Client suffers any loss or damage as a result of a violation of this provision the Cleaner shall indemnify and hold harmless the Client from any such loss or damage.

XII. Safety. Cleaner shall be solely liable, and shall indemnify the City of Elkhart, for any liability, loss, claim or proceeding arising out of any injury or death of any person or employee arising out of or in the course of performing the services described in this contract. In addition, Cleaner agrees to always actin accordance with the rules and regulations administered by federal law and OSHA. Cleaner shall be solely responsible and liable for any penalties, fines, or fees incurred.

XIII. Alcohol and Drugs. Cleaner agrees that the presence of alcohol and drugs are prohibited while performing the Duties and on the Work Site. If the Cleaner, or any of their agents, employees, or sub-Cleaners are determined to be present or with alcohol or drugs in their possession this Agreement shall terminate immediately.

XIV. Successors and Assigns. The provisions of this Agreement shall be binding upon and inured to the benefit of heirs, personal representatives, successors and assigns of the Parties. Any provision hereof which imposes upon the Cleaner or Client an obligation after termination or expiration of this Agreement shall survive termination or expiration hereof and be binding upon the Cleaner or Client. Cleaner shall not assign this contract without written permission of the Client.

XV. Default. In the event of default under this Agreement, the defaulted Party shall reimburse the non-defaulting Party or Parties for all costs and expenses reasonably incurred by the non-defaulting Party or Parties in connection with the default, including without limitation, attorney's fees. Additionally, in the event a suit or action is filed to enforce this Agreement or with respect to this Agreement, the prevailing Party or Parties shall be reimbursed by the other Party for all costs and expenses incurred in connection with the suit or action, including without limitation, reasonable attorney's fees at the trial level and on appeal.

XVI. No Waiver. No waiver of any provision of this Agreement shall be deemed, or shall constitute a continuing waiver, no waiver shall be binding unless executed in writing by the Party making the waiver.

XVII. Governing Law. This Agreement shall be governed by and shall be construed in accordance with the laws in the State of Indiana.

XVIII. Severability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

XIX. Entire Agreement. This Agreement constitutes the entire agreement between the Parties to its subject matter and supersedes all prior contemporaneous agreements, representations and understandings of the Parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all Parties.

XX. Additional Acknowledgments. Both Parties acknowledge and agree that: (a) the Parties are executing this Agreement voluntarily and without any duress or undue influence; (b) the Parties have carefully read this Agreement and have asked any questions needed to understand the terms, consequences, and binding effect of this Agreement and fully understand them; and (c) the Parties have sought the advice of an attorney of their respective choice if so desired prior to signing this Agreement.

XXI. Termination of Contract. Prior to the end of the term, the parties may terminate the contract for any of the following reasons:

A. Default. If the Provider is not executing the service in accordance with the provisions of this contract, then the City may, after 14 days written notice, terminate this contract.

B. Withdrawal. At any time during the term of the contract, if Provider chooses to withdraw from the contract, she may do so after providing the City with advance notice at least 30 days prior to withdrawal.

C. Liquidated Damages. The parties agree that should Provider withdraw from the contract without giving 30 days prior written notice the City shall accrue damages. The parties agree that reasonable liquidated damages for failure to provide services shall accrue at the amount of $50.00 per day.

XXII. 8. E-Verify.

All terms defined in I.C. § 22-5-1.7 *et seq.* are adopted and incorporated into this section.

A. Enrollment and Participation. Pursuant to I.C. § 22-5-1.7 et seq., Provider shall enroll in and verify the work-eligibility status of all of its newly-hired employees using the E-Verify program, if it has not already done so as of the date of this Agreement. Provider shall provide the City with documentation that it is enrolled and participating in the E-Verify program.

B. Affidavit. Provider is required to execute an affidavit affirming that: (il) she is enrolled and participating in the E-verify program, and (ii) she does not knowingly employ any unauthorized aliens. This contract shall not take effect until said affidavit is signed by Provider and delivered to the City along with the documentation of the E-Verify program enrollment and participation.

C. Subcontractors. Should Provider subcontract for the performance of any work under this contract, the Provider shall require any subcontractor to certify by affidavit that: (il) the subcontractor does not knowingly employ or contract with any unauthorized aliens, and (ii) the subcontractor is enrolled and participating in the E-verify program. Provider shall maintain a copy of such certification for the duration of the term of any subcontract. Provider shall also deliver a copy of the subcontractor certification to the Owner within seven days of the effective date of the subcontract.

D. When E-Verify is not Required. The E-Verify program requirements of this Agreement will not apply should the E-Verify program cease to exist.

~~XX.~~

IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Agreement to be executed in their names by their duly authorized officers.

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Client's Signature_____Date _____

Print Name _____

Cleaner's Signature Latonya C. Jennings Date _____

5/13/21

Print Name Latonya C. Jennings

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Exhibit C

E-Verify Affidavit

I, Latonya Jennings, being first duly sworn, deposes and says that I am familiar with and have personal knowledge of the facts herein and, if called as a witness in this matter, could testify as follows:

1. I am over eighteen (18) years of age and am competent to testify to the facts contained herein.
2. I am now the owner of the cleaning service who is the Provider in this contract.
3. I am familiar with my employment policies, practices, and procedures and have the sole authority to act on my own behalf.
4. I am enrolled and participate in the federal E-Verify program. Documentation of this enrollment and participation is attached as Exhibit "1" and incorporated herein.
5. I do not knowingly employ any unauthorized aliens.

6. To the best of my information and belief, I do not currently employ any unauthorized aliens.

FURTHER AFFIANT SAYETH NOT.

I certify under the penalties for perjury that the statements above are true and accurate to the best of my knowledge and belief.

EXECUTED on the 13th day of May, 2021.

Signature: Latonya C. Jennings

Print: Latonya C. Jennings

Exhibit D

Certification Statement Regarding Investments in Iran

I, Latonya Jennings, certify to the following:

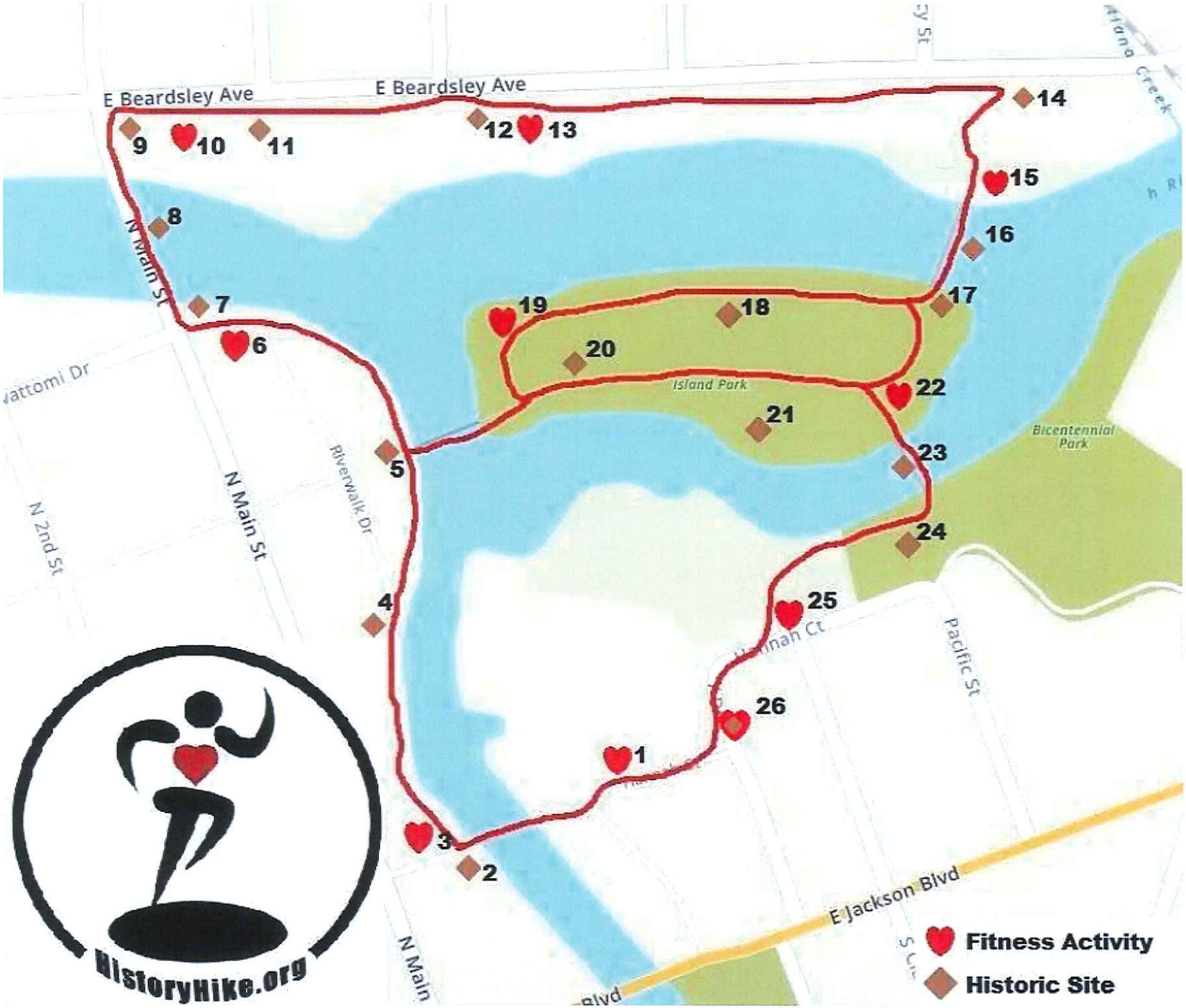
1. Pursuant to Indiana Code 5-22-16.5 *et seq.*, I am not now engaged in investment activities in Iran.

2. I understand that providing a false certification could result in the fines, penalties, and civil action listed in I.C. 5-22-16.5-14.

EXECUTED THIS 13th DAY OF May 2021.

Signature: Latonya C. Jennings

Print: Latonya C. Jennings


E Beardsley Ave
E Beardsley Ave
N Main St
N Main St
N 2nd St
Riverwalk Dr
Island Park
Bicentennial Park
Pacific St
E Jackson Blvd
9
10
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HistoryHike.org
Fitness Activity
Historic Site

ELKHART BOARD OF WORKS
2021 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: 5/12/21

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: Shower Your Baby with Love Community Baby Shower DATE(S) REQUESTED June 5, 2021

LOCATION/VENUE REQUESTED Tolson

LOCATION/VENUE 2ND CHOICE REQUESTED

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☑ Yes

APPLICANT INFORMATION

NAME OF APPLICANT
Wendy Terrazas, Sherry Krask, Tara Morris-
NAME OF EVENT ORGANIZER/PRODUCER

PRODUCTION COMPANY/ORGANIZATION
Elkhart Parks and Minority Health Coalition

STREET ADDRESS	APT/UNIT/SUITE
1320 Benham Ave	

CITY	STATE	ZIP CODE
Elkhart	IN	46516

E-MAIL ADDRESS
sherry.krask@coei.org

DAYTIME PHONE	FAX	CELL PHONE
574-266-9938		

EVENT DAY ON-SITE CONTACT	DAYTIME PHONE	CELL PHONE

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?
(Please check No or Yes Below)

■ No ☐ Yes → Name of Organization:

NAME OF SPONSORING ORGANIZATION CONTACT	SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION	CITY	ZIP CODE

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?
(Please check No or Yes below.)

☐ No ☐ Yes → Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105, General Sales Tax Exemption Status?
(Please check No or Yes below.)

☐ No ☐ Yes → Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: Finish Time:

Additional Information Required: If your event includes multiple days and/or varying times, please attach a schedule.

SET-UP TIME(S)	TEAR-DOWN
From: 9 am To: 11 am	From: 2 pm To: 3 pm
EXPECTED NUMBER OF PARTICIPANTS: unknown	

If event is reoccurring, please submit past number of participants below.

2020 NUMBER OF PARTICIPANTS:	2019 NUMBER OF PARTICIPANTS:

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?
(Please check No or Yes below.)

☐ No ☐ Yes → Event Name: _____

Location: _____ Date: _____

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

- ☐ Walk/Run
- ☐ Art Fair/Festival
- ☐ Concert/Performance
- ☒ Service
- ☐ Cultural Event
- ☐ Public Rally/March
- ☐ Bike Ride
- ☐ Other event, please describe: _____

Brief Description of Event: Drive through baby shower. Gifts will be handed out on a first come first served basis.

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB". Additionally, certain event features such as street closures and the separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or email Nancy.Wilson@coei.org

FOOD AND NON-ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?
(Please check the appropriate response.)

☒ No ☐ Yes, to the participants only ☐ Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable → Name of Caterer/Vendor: _____

IF YES, please describe:

_____

_____

_____

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.
Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?
(Please check No or Yes below.)

☒ No ☐ Yes → Number of Tents/Canopies: _____

→ Tent/Canopy Size(s): _____

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):
Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2
Utilities must be marked. Call 811 for Utilities to mark tent area.
Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South 2nd Street, Elkhart-574-294-5471 ext. 3005

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.
Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies or catering/vending?

☒ No ☐ Yes → Number of Vehicles: _____

→ Vehicle Description(s): _____

Are you requesting permission to retain vehicles on-site for the duration of the event?

☒ No ☐ Yes → Number of Vehicles: _____

→ Vehicle Description(s): _____

STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Will your event include the installation of stages/platforms? The location of the stages/platforms must be approved by the "BOW".
(Please check No or Yes below.) NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.
*May require additional insurance.

☒ No ☐ Yes → Number of Stage(s): _____

→ Stage Description(s): _____

Stage Owner _____ Phone Number: _____

Address: Street, City, State, Zip _____

Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property on within 48 hours of event (if event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB".
ADA compliant toilets are required for Public Gatherings.

☒ No ☐ Yes → Number of Portable Toilets: _____ **AND** Number of Accessible ADA Portable Toilets: _____

→ Company/Description(s): _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes → Description: _____

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services?
(Please check No or Yes below.)

☐ No ☒ Yes → One or two to control the cars coming into the entrance at Tolson

Number of Emergency Management Staff Requested

☐ $50.00 Minimum of two Event Personnel _____

☐ $25.00 Event Personnel each per event _____

Total Cost $_____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes → _____

Time(s) Requested: _____

☐ Ambulance(s) Number Requested _____
☐ Medic Kubota
☐ Fire Truck
☐ First Aid Station

Please indicate your reason that a Fire Truck many be needed at your Event. **Please include any special requests.**

_____
_____
_____

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

☐ Event Fencing Number of Sections Requested _____ Other _____
☐ Snow Fencing Number of Feet Requested _____ Other _____
Additional fees may apply. Other _____

WASTE RECEPTICLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/"EPRB".
(Please check No or Yes below.) **Additional fees may apply.**

☒ No ☐ Yes → _____

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.
(Please check No or Yes below.)

☒ No ☐ Yes → _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☐ No ☐ Yes → _____

☐ Golf Cars ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Risers ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Stage ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☒ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes → _____

Please indicate why you feel Police presence may be needed at your Event.

_____

_____

_____

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☐ No ☒ Yes → Would like to discuss the best traffic pattern with someone- _____

Please mark all that may apply:

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes → Number of Structures: _____

→ Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza?

Water:

- ☐ Yes
- ☑ No

Electric:

- ☐ Yes
- ☑ No

Plaza Sign:

- ☐ Yes
- ☑ No

Sign Information:_____

Bridge Banner:

- ☐ Yes
- ☑ No

Please indicate location:

- ☐ Bridge Banner- North Main Street
- ☐ Bridge Banner – Johnson Street
- ☐ Benham Street Spanning Banner

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

■ No ☐ Yes → Reason: _____

Parade and Special Exception to Noise Ordinance:

- ☐ Yes
- ☑ No

Public Assembly and Special Exception to Noise Ordinance:

- ☐ Yes
- ☑ No

Special Exception to Noise Ordinance:

- ☐ Yes
- ☑ No

Persons or entities affected by this special exception:

_____

_____

What measures will be taken to mitigate the impact on surrounding persons:

_____

_____

_____

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

BASIC PLAN

A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as primary contact:

Contact full name (first/last name)**:**

Contact cell number (area code plus number):

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and direction of sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB".

ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk, or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to the "EPRB" approval. The use of any outside the Parkways or parks such as City streets must be approved by the Board of Public Works.
For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps or Google maps

ELKHART COUNTY COVID REVIEW PLAN

Event Plans must be accompanied by an Elkhart County Health Department Gathering or Meeting or Special or Seasonal Event Covid-19 Safety Plan.

Please contact the Elkhart County Health Department at 574-523-2283.

INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND REACREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER AND RELEASE on behalf of the entity.

APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.
Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.
I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

Sherry Krasle
PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

5/17/2021
DATE

_____ Date_____
WITNESSED: Clerk of the Board
Nancy Wilson

APPROVED: BOARD OF PUBLIC WORKS

_____ Date_____
President

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

_____ Date_____
President or Secretary

Elkhart Board of Works & Parks and Recreation
2020 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: 4/19/21

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: EnviroFest DATE(S) REQUESTED: Saturday, August 7, 2021

LOCATION/VENUE REQUESTED: Island Park

LOCATION/VENUE 2ND CHOICE REQUESTED:

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☑ Yes

APPLICANT INFORMATION

NAME OF APPLICANT: Jeff Zavatsky

NAME OF EVENT ORGANIZER/PRODUCER: Jeff Zavatsky

PRODUCTION COMPANY/ORGANIZATION: Elkhart Environmental Center

STREET ADDRESS	APT/UNIT/SUITE
1717 E Lusher Ave	

CITY	STATE	ZIP CODE
Elkhart	IN	46516

E-MAIL ADDRESS: Jeff.Zavatsky@coei.org

DAYTIME PHONE	FAX	CELL PHONE
(574) 293-5070		(574) 304-2408

EVENT DAY ON-SITE CONTACT	DAYTIME PHONE	CELL PHONE
SAME AS ABOVE		(574) 304-2408

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?
(Please check No or Yes Below)

☐ No ☐ Yes → Name of Organization:

NAME OF SPONSORING ORGANIZATION CONTACT	SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION	CITY	ZIP CODE

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?
(Please check No or Yes below.)

☐ No ☐ Yes → Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105, General Sales Tax Exemption Status?
(Please check No or Yes below.)

☐ No ☐ Yes → Please attach current verification of ST-105 status

FEDERAL TAX ID #:

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 3 PM Finish Time: 9 PM

Additional Information Required: If your event includes multiple days and/or varying times, please attach a schedule.

SET-UP TIME(S)	TEAR-DOWN
From: 10 AM To: 3 PM	From: 9 PM To: 12 AM
EXPECTED NUMBER OF PARTICIPANTS: 2000	

If event is reoccurring, please submit past number of participants below.

2019 NUMBER OF PARTICIPANTS:	2018 NUMBER OF PARTICIPANTS:
1000 (estimated)	1716

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?
(Please check No or Yes below.)

☐ No ☒ Yes → Event Name: EnviroFest

Location: Elkhart Civic Plaza & Central Park Date: Saturday, August 3, 2019

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

- ☐ Walk/Run
- ☐ Art Fair/Festival
- ☐ Concert/Performance
- ☐ Service
- ☐ Cultural Event
- ☐ Public Rally/March
- ☐ Bike Ride
- ☒ Other event, please describe: Environmental festival

Brief Description of Event: Environmental festival featuring local businesses' and organizations' relation to environmental/sustainable topics, also includes food vendors, beer and wine garden, raffle & silent auction, kids' area (with entertainment program), educational speakers, and live music.

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB". Additionally, certain event features such as street closures and the separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or email Nancy.Wilson@coei.org

FOOD AND NON-ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?
(Please check the appropriate response.)

☐ No ☐ Yes, to the participants only ☒ Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable → Name of Caterer/Vendor: _____

IF YES, please describe:
FOR VOLUNTEERS ONLY: Water, canned sodas, lemonade, coffee, granola bars, muffins, donuts, fruit, chips, sandwiches, pizza, cookies, etc.
FOR GENERAL PUBLIC: multiple food vendors will be onsite who will be inspected by the Health Department before the event begins

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.
Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?
(Please check No or Yes below.)

☐ No ☒ Yes → Number of Tents/Canopies: 12

→ Tent/Canopy Size(s): 10 (10 x 10 ft), 1 (20 x 20 ft), 1 (40 x 60 ft)
(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):
Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2
Utilities must be marked. Call 811 for Utilities to mark tent area.
Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South 2nd Street, Elkhart-574-294-5471 ext. 3005

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.
Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies or catering/vending?

☐ No ☒ Yes → Number of Vehicles: 3 (est.)

→ Vehicle Description(s): B&G Box Truck, EEC Prius, EEC Pickup Truck

Are you requesting permission to retain vehicles on-site for the duration of the event?

☐ No ☒ Yes → Number of Vehicles: 20 (est.)

→ Vehicle Description(s): 10 food vendor trucks, Elkhart Aquatic Biologist, Static hybrid/electric vehicles on display

STAGES/PLATFORMS (provided by the requestor)

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Will your event include the installation of stages/platforms? The location of the stages/platforms must be approved by the "BOW".
(Please check No or Yes below.) NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.
*May require additional insurance.

☒ No ☐ Yes → Number of Stage(s): _____

→ Stage Description(s): _____

Stage Owner _____ Phone Number: _____

Address: Street, City, State, Zip _____

Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property on within 48 hours of event (if event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB".
ADA compliant toilets are required for Public Gatherings.

☐ No ☒ Yes → Number of Portable Toilets: 3 **AND** Number of Accessible ADA Portable Toilets: 1

→ Company/Description(s): TBD

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB".
(Please check No or Yes below.)

☐ No ☒ Yes → Description: Enclose Beer Tent for sales

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services?
(Please check No or Yes below.)

☐ No ☒ Yes → _____

Number of Emergency Management Staff Requested

☒ $50.00 Minimum of two Event Personnel 2

☐ $25.00 Event Personnel each per event _____

Total Cost $_____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☐ No ☒ Yes → _____

Time(s) Requested: _____

☐ Ambulance(s) Number Requested 2

☑ Medic Kubota

☐ Fire Truck

☑ First Aid Station

Please indicate your reason that a Fire Truck many be needed at your Event. **Please include any special requests.**

_____

_____

_____

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

☒ Event Fencing Number of Sections Requested 12 (expected) Other _____

☐ Snow Fencing Number of Feet Requested _____ Other _____

Additional fees may apply. Other _____

WASTE RECEPTACLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/"EPRB".

(Please check No or Yes below.) **Additional fees may apply.**

☒ No ☐ Yes → Borden will provide waste stations (trash, recycling, compost) for the event

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.

(Please check No or Yes below.)

☐ No ☒ Yes → Tables, chairs, event fencing, box truck, kubotas/golf carts

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED: **Must be Park Board Approved.**

☐ No ☒ Yes → 2 golf carts

☒ Golf Cars ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

☐ Risers ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

☐ Stage ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

☒ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☐ No ☒ Yes → Security for the event

Please indicate why you feel Police presence may be needed at your Event.

Proactive measures in regards to a large crowd

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☒ No ☐ Yes →

Please mark all that may apply:

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes → Number of Structures: _____

→ Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza?

Water:

☐ Yes
☐ No

Electric:

☑ Yes
☐ No

Plaza Sign:

☑ Yes
☐ No

Sign Information: EnviroFest at Island Park, Saturday, August 7 3 PM - 9 PM - Food, Music, Sustainability!

Bridge Banner:

☑ Yes
☐ No

Please indicate location:

☑ Bridge Banner- North Main Street
☑ Bridge Banner – Johnson Street
☑ Benham Street Spanning Banner

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☐ No ■ Yes → Reason: PA system and speakers for bands and Kids' Area entertainment

Parade and Special Exception to Noise Ordinance:

☑ Yes
☐ No

Public Assembly and Special Exception to Noise Ordinance:

☑ Yes
☐ No

Special Exception to Noise Ordinance:

☑ Yes
☐ No

Persons or entities affected by this special exception:

Downtown Elkhart Area

What measures will be taken to mitigate the impact on surrounding persons:

PA and speaker system will be positioned to direct sound to intended area, and volume will be kept at reasonable levels to limit nuisance

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

BASIC PLAN

A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as primary contact:

Contact full name (first/last name)**:** Jeff Zavatsky

Contact cell number (area code plus number): (574) 304-2408

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and direction of sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB".

ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk, or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to the "EPRB" approval. The use of any outside the Parkways or parks such as City streets must be approved by the Board of Public Works.

For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps or Google maps

INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND REACREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER AND RELEASE on behalf of the entity.

APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.
Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.
I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Date_____

WITNESSED: Clerk of the Board
Nancy Wilson

APPROVED: BOARD OF PUBLIC WORKS

Date_____

President

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

Date_____

President or Secretary

2021 EnviroFest Emergency Action Plan

Location: Island Park

Date: Saturday, August 7, 2021

Risks and Response

***Inclement Weather*:**

In the event of heavy rain, the festival will have different areas of shelter that guests can temporarily utilize such as the music and kids' area tents, and the volunteer station. In the event of imminent severe storms such as hail or tornadoes lasting the entirety of the event, the EEC Director will decide to cancel the event.

***Fire*:**

In the event of a fire, 911 should be called immediately and emergency response teams on the ground should be notified. All guests will be escorted off and away from the premises in a timely manner or to the opposite end of the site depending on where the fire may take place.

***Medical Emergency*:**

In the event of a medical emergency, a volunteer should call 911, then notify the EEC Director or the closest emergency personnel. All volunteers and personnel will be notified of this plan during orientation. EMS will have a vehicle at the festival to respond quickly.

***Lost Child*:**

In the event of a lost child, the EEC Director should be notified immediately who will then put out a missing child alert to all volunteers and personnel with a radio describing the suspected missing child.

***Active Shooter*:**

In the event of an active shooter, 911 should be called immediately and local emergency personnel should be notified immediately. Police should be onsite for immediate response.

2021 EnviroFest Permit Map (Draft)

ELKHART BOARD OF WORKS
2021 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: 4/21/21

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: Summer Chill Concert Series DATE(S) REQUESTED 6/18, 7/16, 8/20, 9/17, 2021

LOCATION/VENUE REQUESTED NIBCO Water and Ice Park

LOCATION/VENUE 2ND CHOICE REQUESTED

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☑ Yes

APPLICANT INFORMATION

NAME OF APPLICANT
Sherry Krask, Event Coordinator at Elkhart Parks & Recreation

NAME OF EVENT ORGANIZER/PRODUCER

PRODUCTION COMPANY/ORGANIZATION
City of Elkhart, Parks & Recreation Department

STREET ADDRESS	APT/UNIT/SUITE
1320 Benham Ave	

CITY	STATE	ZIP CODE
Elkhart	IN	46516

E-MAIL ADDRESS
sherry.krask@coei.org

DAYTIME PHONE	FAX	CELL PHONE
574-295-7275		

EVENT DAY ON-SITE CONTACT	DAYTIME PHONE	CELL PHONE
Sherry Krask	574-295-7275	574-326-4891

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?
(Please check No or Yes Below)

■ No ☐ Yes → Name of Organization:

NAME OF SPONSORING ORGANIZATION CONTACT	SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION	CITY	ZIP CODE

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?
(Please check No or Yes below.)

☐ No ☐ Yes → Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105, General Sales Tax Exemption Status?
(Please check No or Yes below.)

☐ No ■ Yes → Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 7 pm Finish Time: 9 pm

Additional Information Required: If your event includes multiple days and/or varying times, please attach a schedule.

SET-UP TIME(S)	TEAR-DOWN
From: 4 pm To: 7 pm	From: 9 pm To: 10pm
EXPECTED NUMBER OF PARTICIPANTS: 150	

If event is reoccurring, please submit past number of participants below.

2020 NUMBER OF PARTICIPANTS: 100	2019 NUMBER OF PARTICIPANTS: 150

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?
(Please check No or Yes below.)

☐ No ☒ Yes → Event Name: Summer Chill Concert Series

Location: NIBCO Water and Ice Park Date: 8/21 & 9/18, 2020

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

- ☐ Walk/Run
- ☐ Art Fair/Festival
- ☒ Concert/Performance
- ☐ Service
- ☐ Cultural Event
- ☐ Public Rally/March
- ☐ Bike Ride
- ☐ Other event, please describe:

Brief Description of Event: Free outdoor concert held at NIBCO Water & Ice Park on the third Friday of June, July, August, and September. Patrons bring chairs or are seated at picnic tables and concessions are offered with an occasional food truck. As Covid allows, the splash pad would be operational for the children.

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB". Additionally, certain event features such as street closures and the separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or email Nancy.Wilson@coei.org

FOOD AND NON-ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?
(Please check the appropriate response.)

☐ No ☒ Yes, to the participants only ☐ Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable → Name of Caterer/Vendor: Five Star Dive Bar

IF YES, please describe:

Beer and wine vendor

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.
Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?
(Please check No or Yes below.)

☒ No ☐ Yes → Number of Tents/Canopies: _____

→ Tent/Canopy Size(s): _____

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):
Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2
Utilities must be marked. Call 811 for Utilities to mark tent area.
Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South 2nd Street, Elkhart-574-294-5471 ext. 3005

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.
Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies or catering/vending?

☒ No ☐ Yes → Number of Vehicles: _____

→ Vehicle Description(s): _____

Are you requesting permission to retain vehicles on-site for the duration of the event?

☒ No ☐ Yes → Number of Vehicles: _____

→ Vehicle Description(s): _____

STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Will your event include the installation of stages/platforms? The location of the stages/platforms must be approved by the "BOW".
(Please check No or Yes below.) NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.
*May require additional insurance.

☐ No ☒ Yes → Number of Stage(s): 1

Stage Description(s): Lippert/Parks stage

Stage Owner City of Elkhart Parks Board Phone Number: 574-295-7275

Address: Street, City, State, Zip 1320 Benham Ave., Elkhart, IN 46516

Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property on within 48 hours of event (if event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB".
ADA compliant toilets are required for Public Gatherings.

☒ No ☐ Yes → Number of Portable Toilets: _____ **AND** Number of Accessible ADA Portable Toilets: _____

Company/Description(s): _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes → Description: _____

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services?
(Please check No or Yes below.)

☒ No ☐ Yes → _____

Number of Emergency Management Staff Requested

☐ $50.00 Minimum of two Event Personnel _____

☐ $25.00 Event Personnel each per event _____

Total Cost $_____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes → _____

Time(s) Requested: _____

☐ Ambulance(s) Number Requested _____
☐ Medic Kubota
☐ Fire Truck
☐ First Aid Station

Please indicate your reason that a Fire Truck many be needed at your Event. **Please include any special requests.**

_____
_____
_____

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

☒ Event Fencing Number of Sections Requested TBD Other _____
☐ Snow Fencing Number of Feet Requested _____ Other _____
Additional fees may apply. Other _____

WASTE RECEPTICLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/"EPRB".
(Please check No or Yes below.) **Additional fees may apply.**

☐ No ☒ Yes → _____

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.
(Please check No or Yes below.)

☐ No ☒ Yes → Lippert Stage

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☐ No ☒ Yes → _____

☐ Golf Cars ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Risers ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☒ Stage ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes → _____

Please indicate why you feel Police presence may be needed at your Event.

_____

_____

_____

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☒ No ☐ Yes → _____

Please mark all that may apply:

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes → Number of Structures: _____

→ Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza?

Water:

- ☐ Yes
- ☑ No

Electric:

- ☐ Yes
- ☑ No

Plaza Sign:

- ☑ Yes
- ☐ No

Sign Information: Summer Chill Concert Series at NIBCO Water and Ice Park, 7-9 pm, Third Fridays in June, July, August, September

Bridge Banner:

- ☐ Yes
- ☑ No

Please indicate location:

- ☐ Bridge Banner- North Main Street
- ☐ Bridge Banner – Johnson Street
- ☐ Benham Street Spanning Banner

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☐ No ■ Yes → Reason: _____

Parade and Special Exception to Noise Ordinance:

- ☐ Yes
- ☐ No

Public Assembly and Special Exception to Noise Ordinance:

- ☐ Yes
- ☐ No

Special Exception to Noise Ordinance:

- ☑ Yes
- ☐ No

Persons or entities affected by this special exception:

Surrounding businesses, however, most are closed at that time of day.

What measures will be taken to mitigate the impact on surrounding persons:

Prior notification of events, reasonable volume level.

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

BASIC PLAN

A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as primary contact:

Contact full name (first/last name): Sherry Krask

Contact cell number (area code plus number): 574-238-1846

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and direction of sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB".

ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk, or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to the "EPRB" approval. The use of any outside the Parkways or parks such as City streets must be approved by the Board of Public Works.

For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps or Google maps

ELKHART COUNTY COVID REVIEW PLAN

Event Plans must be accompanied by an Elkhart County Health Department Gathering or Meeting or Special or Seasonal Event Covid-19 Safety Plan.

Please contact the Elkhart County Health Department at 574-523-2283.

INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND REACREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER AND RELEASE on behalf of the entity.

APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.
Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.
I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

Sherry Krasle
PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

5/17/2021
DATE

_____ Date_____
WITNESSED: Clerk of the Board
Nancy Wilson

APPROVED: BOARD OF PUBLIC WORKS

_____ Date_____
President

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

_____ Date_____
President or Secretary

ELKHART BOARD OF WORKS
2021 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: 5/13/21

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: Independence Day Celebration DATE(S) REQUESTED July 2, 2021

LOCATION/VENUE REQUESTED Civic Plaza-Central Green Park and stage/Kardzhali Park

LOCATION/VENUE 2ND CHOICE REQUESTED

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☑ Yes

APPLICANT INFORMATION

NAME OF APPLICANT
Sherry Krask, City of Elkhart Parks and Recreation Department

NAME OF EVENT ORGANIZER/PRODUCER

PRODUCTION COMPANY/ORGANIZATION
Ace Pyro LLC

STREET ADDRESS	APT/UNIT/SUITE
13001 E Austin Road	

CITY	STATE	ZIP CODE
Manchester	MI	48158

E-MAIL ADDRESS
info@acepyro.com

DAYTIME PHONE	FAX	CELL PHONE
877-223-3552		

EVENT DAY ON-SITE CONTACT	DAYTIME PHONE	CELL PHONE
Sherry Krask	574-295-7275	574-238-1846

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?
(Please check No or Yes Below)

☑ No ☐ Yes → Name of Organization:

NAME OF SPONSORING ORGANIZATION CONTACT	SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION	CITY	ZIP CODE

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?
(Please check No or Yes below.)

☐ No ☑ Yes → Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105, General Sales Tax Exemption Status?
(Please check No or Yes below.)

☐ No ☑ Yes → Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 7:00 pm Finish Time: 10:30 pm

Additional Information Required: If your event includes multiple days and/or varying times, please attach a schedule.

SET-UP TIME(S)	TEAR-DOWN
From: 12:00 pm To: 7:00 pm	From: 10:30 pm To: 11:30 pm
EXPECTED NUMBER OF PARTICIPANTS: 3,000	

If event is reoccurring, please submit past number of participants below.

2020 NUMBER OF PARTICIPANTS:	2019 NUMBER OF PARTICIPANTS:
na	3,000

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?
(Please check No or Yes below.)

☐ No ☒ Yes → Event Name: Independence Day Celebration

Location: Central Green Date: July 3, 2019

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

- ☐ Walk/Run
- ☐ Art Fair/Festival
- ☒ Concert/Performance
- ☐ Service
- ☐ Cultural Event
- ☐ Public Rally/March
- ☐ Bike Ride
- ☐ Other event, please describe:

Brief Description of Event: There will be a band on the Central Green Stage from 7 pm until the fireworks are set off at approximately 10:20 pm from Kardzhali Park.

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB". Additionally, certain event features such as street closures and the separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or email Nancy.Wilson@coei.org

FOOD AND NON-ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?
(Please check the appropriate response.)

☐ No ☐ Yes, to the participants only ☒ Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable → Name of Caterer/Vendor: various food trucks

IF YES, please describe:

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.
Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?
(Please check No or Yes below.)

☐ No ☒ Yes → Number of Tents/Canopies: 1

→ Tent/Canopy Size(s): 10 x 10

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):
Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2
Utilities must be marked. Call 811 for Utilities to mark tent area.
Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South 2nd Street, Elkhart-574-294-5471 ext. 3005

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.
Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies or catering/vending?

☒ No ☐ Yes → Number of Vehicles: _____

→ Vehicle Description(s): _____

Are you requesting permission to retain vehicles on-site for the duration of the event?

☒ No ☐ Yes → Number of Vehicles: _____

→ Vehicle Description(s): _____

STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Will your event include the installation of stages/platforms? The location of the stages/platforms must be approved by the "BOW".
(Please check No or Yes below.) NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.
*May require additional insurance.

☐ No ☒ Yes → Number of Stage(s): 1

→ Stage Description(s): Central Green stage

Stage Owner Board of Works Phone Number: 574-293-2572

Address: Street, City, State, Zip 1201 S Nappanee St., Elkhart, IN 46514

Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property on within 48 hours of event (if event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB".
ADA compliant toilets are required for Public Gatherings.

☐ No ☒ Yes → Number of Portable Toilets: 6 **AND** Number of Accessible ADA Portable Toilets: 1

→ Company/Description(s): J & K Septic, New Paris, IN

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB".
(Please check No or Yes below.)

☐ No ☒ Yes → Description: _____

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services?
(Please check No or Yes below.)

☐ No ☒ Yes → _____

Number of Emergency Management Staff Requested

☐ $50.00 Minimum of two Event Personnel _____

☐ $25.00 Event Personnel each per event _____

Total Cost $_____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☐ No ☒ Yes → TBD

Time(s) Requested: _____

☐ Ambulance(s) Number Requested _____
☐ Medic Kubota
☐ Fire Truck
☐ First Aid Station

Please indicate your reason that a Fire Truck many be needed at your Event. **Please include any special requests.**
Fireworks will be set off at Kardzhali Park. I defer to Kristi Sommer to decide what emergency vehicles are necessary for this event.

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

☒ Event Fencing Number of Sections Requested TBD Other _____
☐ Snow Fencing Number of Feet Requested _____ Other _____
Additional fees may apply. Other _____

WASTE RECEPTICLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/"EPRB".
(Please check No or Yes below.) **Additional fees may apply.**

☐ No ☒ Yes →

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.
(Please check No or Yes below.)

☐ No ☒ Yes → Golf carts

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☐ No ☒ Yes →

☒ Golf Cars ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Risers ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Stage ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☐ No ☒ Yes → security

Please indicate why you feel Police presence may be needed at your Event.

Crowd gathering, fireworks.

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☐ No ☒ Yes → 1. Waterfall and 2. Eastbound High Street

Please mark all that may apply:

Street Closed From: 1. Franklin To: High

Street Closed From: Waterfall To: Alley behind Seyfert's

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes → Number of Structures: _____

→ Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza?

Water:

- [x] Yes
- [ ] No

Electric:

- [x] Yes
- [ ] No

Plaza Sign:

- [x] Yes
- [ ] No

Sign Information: _____

Bridge Banner:

- [ ] Yes
- [x] No

Please indicate location:

- [ ] Bridge Banner- North Main Street
- [ ] Bridge Banner – Johnson Street
- [ ] Benham Street Spanning Banner

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☐ No ☐ Yes → Reason: _____

Parade and Special Exception to Noise Ordinance:

- [ ] Yes
- [ ] No

Public Assembly and Special Exception to Noise Ordinance:

- [x] Yes
- [ ] No

Special Exception to Noise Ordinance:

- [ ] Yes
- [ ] No

Persons or entities affected by this special exception:

Downtown area residents

What measures will be taken to mitigate the impact on surrounding persons:

Prior notification of the event

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

BASIC PLAN

A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as primary contact:

Contact full name (first/last name)**:**

Contact cell number (area code plus number):

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and direction of sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB".

ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk, or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to the "EPRB" approval. The use of any outside the Parkways or parks such as City streets must be approved by the Board of Public Works.

For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps or Google maps

ELKHART COUNTY COVID REVIEW PLAN

Event Plans must be accompanied by an Elkhart County Health Department Gathering or Meeting or Special or Seasonal Event Covid-19 Safety Plan.

Please contact the Elkhart County Health Department at 574-523-2283.

INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND REACREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER AND RELEASE on behalf of the entity.

APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.
Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.
I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

Jeremy Krasik
PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

5/17/2021
DATE

_____ Date_____
WITNESSED: Clerk of the Board
Nancy Wilson

APPROVED: BOARD OF PUBLIC WORKS

_____ Date_____
President

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

_____ Date_____
President or Secretary

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent

City of Elkhart

Parks & Recreation
1320 Benham Ave.
Elkhart, IN 46516

574.295.7275
Fax: 574.522-7808

MEMO

To: Board of Elkhart Parks and Recreation

From: Jamison Czarnecki, Superintendent

Date: May 18, 2021

Re: Superintendent's Report

Superintendent's Update

- COVID-19 Update:
  - The Parks Department continues to follow the local public health guidelines and City protocol. All of our facilities, events, and programs are being planned and will happen with COVID-19 precautions.
- Lunquist-Bicentennial Park has been awarded $181,000 from the Regional Cities Initiative for renovations on top of the `$750,000 from the River District.
- The ADA EZ Launches are installed and a ribbon cutting will happen Friday, May 21st at 4pm at Beardsley Park
- Exciting things are going on in the parks and we are really starting to dig in for summer. Many new programs and offerings are being rolled out for this season.
- We continue to work toward outreaching and communicating with the public. We have worked to diversify where we advertise and it's led to some great results.
- The staff has been working hard to make this summer even better than years before, despite the challenges with COVID-19. Many residents have expressed positive words of gratefulness for the work and I commend the staff for working through to see it happen.

Events Report

- Continuing the planning of summer events:
  1. Farmers Markets, Saturdays 8 am-12 pm beginning May 29-September 25
  2. Artisan Markets, Wednesdays, 4-7 pm at Town Green beginning June 16-August 18
  3. Rhapsody Arts & Music Festival, June 11 and 12 at Island Park
  4. Summer Chill Concert Series, June18, July 16, August 20, September 17 at NIBCO Water and Ice Park
  5. Independence Day celebration/fireworks, July 2 at Central Green
  6. Elkhart Riverwalk Grand Prix, August 13 and 14, downtown Elkhart, Central Green, Kardzhali Park, NIBCO Water and Ice Park, Civic Plaza
  7. Elkhart's Taste of the Region, Saturday, September 25 at Central Green and Civic Plaza

Recreation Report

- Softball League and Tournaments are underway.
  - Leagues are full and play Monday-Thursday.
  - Tournaments are most weekends averaging 2-3 days of play.
- Facilities are being prepared for opening.
  - Pierre Moran has new stairs leading up to the slide.
  - Pool scheduled to be filled after the annual hydrant flushes.
  - Opening date for all facilities is June 5th.
  - New hours for McNaughton and Pierre Moran in 2021
- Registrations for Day Camp, Tennis and Swim Lessons are currently open.

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent

City of Elkhart

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- Camp Connection
  - June 7th-July 30th,
- Tennis Lessons
  - June 14th-July 30th
- Swim Lessons
  - June 22nd-25th
  - June 29th-July 2nd
  - July 13th-16th
  - July 20th-23rd
- Pickleball Lessons
  - June 14th, 21st & 28th
  - July 12th, 19th & 26th

Programming Report

- Reconfirmed Lego League for summer programming. June 10-July 29. Every Thursday 6-7P
- Reconfirmed Intro to Jiu Jitsu for summer programming. June 9-July 28. Every Wednesday 6-645P
- In partnership with Michiana Rugby Club there will be a Youth Rugby Clinic to be held at Studebaker Park Saturday May 22 12-1P. Following the clinic, the Michiana Mens RFC will take on Whitewater RFC in a game at Studebaker Park. Ages 6-14 Girls and Boys. No tackling. Free. Registration Preferred
- In partnership with Elkhart Public Library, Stories in the Park will take place June 2-July 21 every Wednesday from 6-630P. This free program takes place at different parks weekly. Some include Island Park Bandshell, High Dive Gazebo, McNaughton Bandshell, Walker Park Gazebo, Sterling Park Shelter, Weston Park Shelter. Some repeat locations. Preregistration is not required
- Youth Basketball Camp ended with 23 players registered
- We look to reestablish the after school program at Tolson. M-F 3-6P. Monday: Poetry Club Tuesday: Tutoring/Library Club Wednesday: Character Over Everything Club Thursday: Sports Club and Friday Cinema Club
- Yoga in the Park @ Island Park takes place Wednesdays 6-7P. The cost is $40 per session. The sessions are once a week June 2-23.

Ranger Report

April 1-30, 2021 – Ranger Stan McCray

Citations

- None written.

Various Park Activities and number of people participating.

- Basketball (98), Biking (48), Fishing (121), Parking/Sitting (491), Picnic (124), Pickleball (23), Playground (639), Skateboarding (262), Walking/Jogging (458), Walking Dog (124), Soccer (88), Softball (88), Tennis (26) for a Grand Total of 2,590 people.

Events

- City Parks cleanup – 4/10-Sterling, 4/15-Riverwalk, 4/21-Elkhart Environmental Center, 4/22-Langle, 4/23-Bi-Centenial, 4/25 - Hayden/Weston
- Ribbon Cutting – 4/29 - Ullery Park
- Bird Hikes – 4/10 Studebaker, 4/22 River Greenway, and 4/27 Pinewood.

The Honorable
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Damage

- Apr. 29, 2021 – While on patrol Ranger Coleman found a large tree down across the roadway at Baker Park, making it impassable to go forward on the road. Buildings and Grounds Dept. was contacted to remove the fallen tree.

Other

- Apr. 13, 2021 Ranger Ryman was dispatched to Studebaker Park in reference to young kids climbing on the pavilion roof. On arrival to the pavilion, Ranger Ryman located the kids and inquired why they were on the roof. The kids advised that they climbed to the roof to get their Frisbee and apologized for their actions and would not do it again.
- Unknown date, Ranger Ryman was sent to Weston Park in reference to kids on the roof of the open air pavilion. An anonymous caller advised that 3 to 4 kids were playing on the roof. Ranger Ryman spoke to the kids and had them to climb down and he told them not to climb on to the roof again.

- Apr. 26, 2021 Ranger Ryman found three mattresses that had been dumped at Riverview Park west of the ball diamonds along the road. The Buildings and Grounds Dept. were contacted for removal of the mattresses.
- Apr. 29, 2021 Ranger McCray found overturned Porta Potty's at McNaughton Park near the pavilion as well as the tennis court area. The vendor was contacted to put the Porta Potty's back in place.

End of Report