

# **PARK BOARD AGENDA**



## **MEETING SCHEDULE**

Tuesday, January 16, 2024, at 5:00 pm  
Council Chambers  
229 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

## **CALL TO ORDER**

### **1. ROLL CALL**

### **2. APPROVAL OF AGENDA**

### **3. ELECTION OF PARK BOARD OFFICERS**

### **4. APPROVAL OF MINUTES**

- December 19, 2023

### **5. APPROVAL OF FINANCIALS**

- Claims - \$478,408.60
- Donations – \$0
- Grants - \$0

### **6. NEW BUSINESS MATTERS**

- a. Plan Commission Appointee
- b. Memorandum of Understanding with Alexandra Hibshman
- c. Proposal for Structural Engineering Services: High Dive Park Windmill Tower
- d. Proposal for Structural Engineering & Architectural Services: Willowdale Park Pavilion
- e. Transfer of Property to Redevelopment Commission

### **7. OLD BUSINESS**

- a. None

### **8. USE AND EVENT PERMIT**

- a. Spring Fabulous Pop-Up Market – March 16, 2024 – McNaughton Pavilion

### **9. DEPARTMENT REPORT**

### **10. CORRESPONDENCE**

- a. None

### **11. PUBLIC INPUT/PRIVILEGE OF THE FLOOR**

## **ADJOURNMENT**

**NEXT REGULAR PARK BOARD MEETING FEBRUARY 20, 2024, COUNCIL CHAMBERS.**

# City of Elkhart Parks & Recreation

## Park Board Minutes



**DATE:** December 19, 2023

**TIME:** 5:00 PM

City of Elkhart Parks & Recreation  
Council Chambers

**LOCATION:** 229 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

### Call to Order at 5:02 PM.

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

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Mark Datema Secretary	Christopher Baiker Treasurer

#### 2. Approval of Agenda

Motion to Approve Agenda

Motion: NAA

Second: CB

Motion passes with unanimous voice vote

#### 3. Approval of Minutes

November 21, 2023

Motion to Approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

#### 4. Approval of Financials

**Claims: \$39,806.72**

**Donations: \$1,560.00**

**Grants: \$0**

Motion to discuss, approve, and place on file

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

There was no discussion.

#### 5. New Business

##### a. Acceptance of Donation from NIBCO INC.

Mr. Czarnecki informs the Board that NIBCO INC donated a sculpture for Downtown After Dark at NIBCO Water and Ice Park. The sculpture is now staying at NIBCO Water and Ice Park, so the Board needs to accept the donation.

Motion to accept donation

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

# City of Elkhart Parks & Recreation

## Park Board Minutes



### b. Memorandum of Understanding with Tolson Center

Mr. Czarnecki informs the Board that the Department is working with the Tolson Center for after-school programming.

Dr. Breanna Allen, Director of Tolson Center, speaks to the Board about Tolson's recent grand opening. They are working with community partners to grow the center and its programming.

Ms. Ixmatlahua states that the MOU is for the Parks Department to provide elementary programming on a monthly basis at the Tolson Center. The Tolson Center will provide the facility and supplies, and the Department will provide the staff and programming.

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

### 6. Old Business

#### a. None

### 7. Use and Event Permit

#### a. Frosty Five Run – February 10, 2024 – Studebaker Park and River Greenway Trail

Ms. Gordon presents the permit. This is the 15<sup>th</sup> year for the run. This year, the course will use the newly paved River Greenway Trail. Registration numbers are up from last year.

Motion to approve

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

### 8. Department Report

Mr. Czarnecki reports that the department has had an exciting and fruitful year. Public engagement meetings for Walker Park will be held in January. There is an online survey about the park happening now. NIBCO Water and Ice Park is now open for the season. The facility has new lights and new trainers. Mr. Czarnecki thanks the Department staff for their work this year and the Board for their support.

Ms. Gordon presents the Events Report. Recent events include Farmers Market winter pop-ups and Winterfest. This year, ice carvings were added to Winterfest. Thank you to Mr. Baiker for being a judge at this year's parade.

Ms. Gordon presents the Volunteer Report. This year, the Department had 189 volunteers who volunteered 558 hours, valued at \$17,744.

Ms. Luisa Ixmatlahua provides updates on programs.

Mr. Danh presents the Ranger Report.

### 9. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

### 10. Approval for Adjournment

Motion to adjourn

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

Adjourn 5:32 pm

# City of Elkhart Parks & Recreation

## Park Board Minutes



### PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent	Maddy Gordon, Volunteer Coordinator
Luisa Ixmattlahua-Garay, Program Coordinator	Matthew Moyers, Special Project Coordinator
Nick Cron, Operations Manager	Nicole Wright, Accounting Specialist
Nhim Danh, Lead Ranger	Sherry Krask, Events Coordinator
Mandi Null, Parks Services Specialist	Jennifer Kobie, Recording Secretary

### ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Dr. Breanna Allen, Tolson Center	Rose Rivera, City Legal	
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### Minutes Certification:

Respectfully Submitted,

\_\_\_\_\_  
Recording Secretary                      Jennifer Kobie

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Board President


\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Board Secretary

\_\_\_\_\_  
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.

January 11, 2024   
JAIME ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$478,408.60** AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 4 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 16TH DAY OF JANUARY 2024 BY:

PRESIDENT

\_\_\_\_\_  
SARAH SANTERRE

VICE PRESIDENT

\_\_\_\_\_  
NEKEISHA ALAYNA ALEXIS

SECRETARY

\_\_\_\_\_  
MARK DATEMA

TREASURER

\_\_\_\_\_  
CHRISTOPHER BAIKER

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE



City of Elkhart

City of Elkhart

# Expense Approval Report

By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
LIVING GRAPHICS INC.	0043097	01/16/2024	Parks Christmas Cards	2204-5-501-4220150	162.33
YODER OIL COMPANY INC	CL79109	01/16/2024	Parks Dept Fuel	2204-5-501-4220210	579.35
GAMETIME	PJI-0224537	01/16/2024	Trash Cans, Picnic Tables, Bike	2204-5-501-4230300	99,985.74
PETTY CASH / JAMISON CZAR	121123	01/16/2024	Program Supplies Winter Won	2204-5-501-4220150	67.19
MENARD, INC	45520	01/16/2024	Operating Supplies - Wire Loc	2204-5-501-4220150	3.98
RANDAL REYNOLDS	19129643	01/16/2024	Adopt a Park Signs	2204-5-501-4220150	2,600.00
AMAZON CAPITAL SERVICES I	13JK-C6MH-KVWN	01/16/2024	Operating Supplies - Desk and	2204-5-501-4220150	565.87
AMAZON CAPITAL SERVICES I	14NQ-1K31-RC6D	01/16/2024	Office Supplies - Journals, Not	2204-5-501-4210500	9.99
AMAZON CAPITAL SERVICES I	14NQ-1K31-RC6D	01/16/2024	Operating Supplies - Cabinet,	2204-5-501-4220150	1,064.71
BUGSY'S ELKHART EXTERMIN	25891	01/16/2024	Monthley Pest Control	2204-5-501-4390912	150.00
NETWORK SOLUTIONS INC	58396	01/16/2024	Wireless access points and an	2204-5-501-4220150	2,367.71
JAMISON CZARNECKI	10923	01/16/2024	National Conference NPRA M	2204-5-501-4320300	199.46
JAMISON CZARNECKI	111523	01/16/2024	State Conference IPRA Meals	2204-5-501-4320300	21.88
SHOFF SECURITY SERVICES, I	148080	01/16/2024	Guard Responce Fee - Pierre	2204-5-501-4390912	45.00
WANDA CATALDO	R00612723	01/16/2024	Pavilion Refund - Willowdale	2204-5-501-4581000	140.19
SHOFF SECURITY SERVICES, I	148144	01/16/2024	52256 Ideal Beach	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES, I	148160	01/16/2024	NIBCO Ice Park	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES, I	148186	01/16/2024	McNaughton Spray Park	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES, I	148188	01/16/2024	Pierre Moran Pool	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES, I	148230	01/16/2024	Riverview Ball Park	2204-5-501-4390912	205.50
AMAZON CAPITAL SERVICES I	17MY-77RR-VHCC	01/16/2024	Office Supplies - Tape Dispens	2204-5-501-4210500	24.88
MENARD, INC	46389	01/16/2024	Operating Supplies - Disinfect	2204-5-501-4220150	74.15
YODER OIL COMPANY INC	CL79924	01/16/2024	fuel	2204-5-501-4220210	332.90
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>109,092.83</b>
<b>Fund: 2314 - PARKS DONATION</b>					
PETTY CASH / JAMISON CZAR	122023	01/16/2024	Event Supplies Winterfest Sta	2314-5-124-4390900	79.20
ELKHART COMMUNITY SCHO	CC-1240123279	01/16/2024	Event - WinterFest Advertise	2314-5-124-4390900	322.00
<b>Fund 2314 - PARKS DONATION Total:</b>					<b>401.20</b>
<b>Fund: 2520 - PARK PROGRAM</b>					
National Archery In The Schoo	283702	01/16/2024	New Archery Kits for Program	2520-5-508-4230300	3,673.00
GORDON FOOD SERVICE INC	779294145	01/16/2024	NIBCO Concessions	2520-5-580-4220150	19.99
GORDON FOOD SERVICE INC	779294934	01/16/2024	NIBCO Concessions	2520-5-580-4220150	15.58
GORDON FOOD SERVICE INC	779294255	01/16/2024	NIBCO Concessions	2520-5-580-4220150	64.35
COCA-COLA CONSOLIDATED, I	39116908034	01/16/2024	NIBCO Concessions	2520-5-580-4220150	336.64
COCA-COLA CONSOLIDATED, I	39116908035	01/16/2024	NIBCO Concessions	2520-5-580-4220150	308.40
GORDON FOOD SERVICE INC	779294542	01/16/2024	NIBCO Concessions	2520-5-580-4220150	101.97
GORDON FOOD SERVICE INC	779294767	01/16/2024	NIBCO Concessions	2520-5-580-4220150	39.99
GORDON FOOD SERVICE INC	779294921	01/16/2024	NIBCO Concessions	2520-5-580-4220150	118.95
AMAZON CAPITAL SERVICES I	17MY-77RR-VHCC	01/16/2024	Operating Supplies -Scooters,	2520-5-508-4220150	237.91
GORDON FOOD SERVICE INC	779295007	01/16/2024	NIBCO Concessions	2520-5-580-4220150	98.41
GORDON FOOD SERVICE INC	779295054	01/16/2024	NIBCO Concessions	2520-5-580-4220150	33.98
GORDON FOOD SERVICE INC	779295056	01/16/2024	NIBCO Concessions	2520-5-580-4220150	64.92
B E S INC	1860808	01/16/2024	NIBCO Concessions	2520-5-580-4220150	675.27
<b>Fund 2520 - PARK PROGRAM Total:</b>					<b>5,789.36</b>
<b>Fund: 7740 - SALES TAX</b>					
WANDA CATALDO	R00612723	01/16/2024	Pavilion Refund - Willowdale	7740-4-000-3120708	9.81
<b>Fund 7740 - SALES TAX Total:</b>					<b>9.81</b>
<b>Grand Total:</b>					<b>115,293.20</b>

## Report Summary

## Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	109,092.83
2314 - PARKS DONATION	401.20
2520 - PARK PROGRAM	5,789.36
7740 - SALES TAX	9.81
Grand Total:	115,293.20

## Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4210500	Office Supplies	34.87
2204-5-501-4220150	Operating Supplies	6,905.94
2204-5-501-4220210	Gasoline	912.25
2204-5-501-4230300	Small Tools & Minor Equ	99,985.74
2204-5-501-4320300	Travel	221.34
2204-5-501-4390912	Contract Services	892.50
2204-5-501-4581000	Unappropriated	140.19
2314-5-124-4390900	Other Services & Chrgs P	401.20
2520-5-508-4220150	Operating Supplies - Gen	237.91
2520-5-508-4230300	Small Tools & Minor Equ	3,673.00
2520-5-580-4220150	Operating Supplies	1,878.45
7740-4-000-3120708	Rental Sales Tax - Parks	9.81
Grand Total:		115,293.20

## Project Account Summary

Project Account Key	Expense Amount
**None**	115,293.20
Grand Total:	115,293.20



City of Elkhart

City of Elkhart

# Expense Approval Report

By Fund

Payment Dates 12/16/2023 - 1/11/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
NORTHERN INDIANA PUBLIC S	INV0000826	01/05/2024	2157000015 - 1020 McDonald	2204-5-501-4350200	380.30
NORTHERN INDIANA PUBLIC S	INV0000821	01/05/2024	0764660057 - 200 W Lusher A	2204-5-501-4350200	66.00
NORTHERN INDIANA PUBLIC S	INV0000822	01/05/2024	8793150019 - 119 W Wolf Av	2204-5-501-4350200	124.21
NORTHERN INDIANA PUBLIC S	INV0000823	01/05/2024	0239660096 - 200 Lusher Ave,	2204-5-501-4350200	66.00
INDIANA MICHIGAN POWER C	INV0000828	01/05/2024	04925947501 - 1320 Olive Av	2204-5-501-4350100	84.34
INDIANA MICHIGAN POWER C	INV0000829	01/05/2024	04271939508 - 500 E Beardsl	2204-5-501-4350100	23.47
AT&T MOBILITY II LLC	287332368663-1524	01/05/2024	Wifi Service for Parks Football	2204-5-501-4320400	93.72
INDIANA MICHIGAN POWER C	INV0000830	01/05/2024	04999775705 - Consolidated	2204-5-501-4350100	524.79
COMCAST CABLE	8771402050907664-1524	01/05/2024	301 Nibco Pkwy - PK	2204-5-501-4320400	116.85
INDIANA MICHIGAN POWER C	INV0000831	01/05/2024	04776128300 - 701 Arcade Av	2204-5-501-4350100	48.10
INDIANA MICHIGAN POWER C	INV0000832	01/05/2024	04492922507 - 133 N Elkhart	2204-5-501-4350100	364.47
INDIANA MICHIGAN POWER C	INV0000833	01/05/2024	04138884905 - 353 S Elkhart,	2204-5-501-4350100	92.60
INDIANA MICHIGAN POWER C	INV0000834	01/05/2024	04215794407 - 125 E High St,	2204-5-501-4350100	115.24
INDIANA MICHIGAN POWER C	INV0000835	01/05/2024	04220223400 - 135 N Elkhart	2204-5-501-4350100	160.79
INDIANA MICHIGAN POWER C	INV0000836	01/05/2024	04253609608 - 147 N Elkhart	2204-5-501-4350100	40.64
COMCAST CABLE	8771402050910809-1524	01/05/2024	300 Riverview - PK	2204-5-501-4320400	109.85
FRONTIER NORTH INC.	57410100151114145-1524	01/05/2024	Parks Phone Bill - RIVERVIEW	2204-5-501-4320400	48.90
COMCAST CABLE	8771402050909983-1524	01/05/2024	635 Arcade Ave - PK	2204-5-501-4320400	108.35
NORTHERN INDIANA PUBLIC S	INV0000824	01/05/2024	0441000024 - 701 Arcade Ave	2204-5-501-4350200	345.44
NORTHERN INDIANA PUBLIC S	INV0000825	01/05/2024	7549100062 - 1320 Olive Ave	2204-5-501-4350200	144.95
INDIANA MICHIGAN POWER C	INV0000839	01/05/2024	04210875706 - Consolidated	2204-5-501-4350100	1,679.41
COMCAST CABLE	8771402050941317-1524	01/05/2024	119 W Wolf Ave, OFC2 - PK	2204-5-501-4320400	117.85
INDIANA MICHIGAN POWER C	INV0000837	01/05/2024	04028164509 - 110 E Garfield	2204-5-501-4350100	212.50
INDIANA MICHIGAN POWER C	INV0000838	01/05/2024	04792516603 - 215 E Indiana	2204-5-501-4350100	42.62
ELKHART PUBLIC UTILITIES	3100200104-1524	01/05/2024	Elkhart Ave/Bicentennial - PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	3100223400-1524	01/05/2024	301 Nibco Pkwy - PK	2204-5-501-4350400	37.69
ELKHART PUBLIC UTILITIES	3100223500-1524	01/05/2024	301 Nibco Pkwy - PK	2204-5-501-4350400	139.64
ELKHART PUBLIC UTILITIES	3306531000-1524	01/05/2024	119 W Wolf Ave Pavilion - PK	2204-5-501-4350400	97.07
ELKHART PUBLIC UTILITIES	4100410104-1524	01/05/2024	Superior & Riverview - PK	2204-5-501-4350400	105.34
ELKHART PUBLIC UTILITIES	4208320000-1524	01/05/2024	1020 McDonald St - PK	2204-5-501-4350400	70.68
INDIANA MICHIGAN POWER C	INV0000840	01/05/2024	04196896700 - 101 Goshen A	2204-5-501-4350100	952.30
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>6,568.06</b>
<b>Fund: 2520 - PARK PROGRAM</b>					
INDIANA MICHIGAN POWER C	INV0000827	01/05/2024	04844997017 - 52256 Ideal B	2520-5-509-4350100	67.27
ELKHART COUNTY REGIONAL	9000016900-1524	01/05/2024	52256 Ideal Beach Rd - PK	2520-5-509-4350400	312.22
COMCAST CABLE	8771402210116669-1524	01/05/2024	52256 Ideal Beach Rd, 2OFC2	2520-5-509-4320400	117.85
<b>Fund 2520 - PARK PROGRAM Total:</b>					<b>497.34</b>
<b>Fund: 3323 - PARK BOND 2019 ALLOCATION</b>					
The Bank of New York Mellon	ELKPARKREF19-212923	12/29/2023	2024 Park Bond	3323-5-920-4380100	280,000.00
The Bank of New York Mellon	ELKPARKREF19-212923	12/29/2023	2024 Park Bond	3323-5-920-4380200	76,050.00
<b>Fund 3323 - PARK BOND 2019 ALLOCATION Total:</b>					<b>356,050.00</b>
<b>Grand Total:</b>					<b>363,115.40</b>

Report Summary

Fund Summary

Fund	Payment Amount
2204 - PARK & RECREATION	6,568.06
2520 - PARK PROGRAM	497.34
3323 - PARK BOND 2019 ALLOCATION	356,050.00
Grand Total:	363,115.40

Account Summary

Account Number	Account Name	Payment Amount
2204-5-501-4320400	Telephone & Communic	595.52
2204-5-501-4350100	Electricity	4,341.27
2204-5-501-4350200	Natural Gas	1,126.90
2204-5-501-4350400	Water & Sewer	504.37
2520-5-509-4320400	Telephone & Communic	117.85
2520-5-509-4350100	Electricity	67.27
2520-5-509-4350400	Water & Sewer	312.22
3323-5-920-4380100	Park Bond 2009 Principa	280,000.00
3323-5-920-4380200	Park Bond 2009 Interest	76,050.00
Grand Total:		363,115.40

Project Account Summary

Project Account Key	Payment Amount
**None**	363,115.40
Grand Total:	363,115.40

## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("Agreement") is made as of the \_\_\_\_ day of \_\_\_\_\_, 2024 by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and Alexandra Hibshman.

### RECITALS

Elkhart Parks and Recreation ("Parks") is a department of City organized under the provisions of §36-10-3-1 *et. seq.* of the Indiana Code.

Alexandra Hibshman (A&H) is a local professional Water Color Artist dedicated to teaching watercolor art in the community.

City and A&H desires to offer introductory watercolor workshops provide instruction and inspiration for those who want to unleash their inner artist with the beautiful medium of watercolor.

City and A&H believe it is in best interest of the parties to this agreement for them to agree to establish and/or clarify their respective rights and responsibilities concerning the operation and funding for this program.

In consideration of the foregoing and the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. A&H will lead three programs: "Intro to Watercolor," "Valentines Watercolor Class," and "Landscape Watercolor Series."
2. The program, "Fun with Watercolors!" will take place at the Studebaker Pavilion on January 18. The course will run from 5:30 PM-6:45 PM. Participants must be 5-8 years or older. The program will cost \$25 per participant per class.
3. The program "Fun with Watercolors!" will take place at the Studebaker Pavilion on February 1. The course will run from 5:30 PM-6:45 PM. Participants must be 9-13 years or older. The program will cost \$25 per participant per class.

4. The program "Valentine's Watercolor Class," will take place at the Studebaker Pavilion on February 8. The course will run from 6:00 PM -8:00PM. Participants must be 16 years or older. The program series will cost \$35 per participant total.
5. The program "Landscape Watercolor Series" will take place at the Studebaker Pavilion on February 13, 20, and 27. Participants must be 14 years and older. The course will run from 6:00 PM -7:30 PM. The program will cost \$80 per participant.
6. A&H will receive 80% of the program fees.
7. Parks will keep 20% of the program fees.
8. Parks will create the online registration form and collect those fees.
9. A&H will conduct the entirety of the program.
10. Governing Law—It is the intention of Parties to this Agreement all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Indiana, without regard to the jurisdiction in which any action or special proceeding may be instituted.
11. Severability— Should there be a conflict between any provision of this Agreement and applicable laws of the State of Indiana said laws will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with said laws.
12. Modification—This Agreement may be supplemented, amended, or modified only by the mutual agreement of Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
13. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be: The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516.  
  

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14. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or

15. Sent by a nationally recognized overnight courier service, prepaid or billed to sender, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept receipt. Either party may change its address or add additional parties for receipt of notices by giving notice of such change to the other party in accordance with the provisions of this Section.

16. Entire Agreement—This Agreement constitutes the final agreement between Alexandra Hibshman and City related to the operation of “Watercolor Fun!,” “Valentine’s Watercolor Class,” and “Fun with Watercolors for Kids.” No representation, promise or inducement has been made by either party that is not embodied in this Agreement, and neither party shall be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

IN WITNESS WHEREOF, the parties hereto have each executed this Memorandum of Understanding, on the date and year first written above.

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name, Title)

**CITY OF ELKHART, INDIANA**  
**By its BOARD OF PARKS AND RECREATION**

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name, Title)

By:

Alexandra Hibshman

Date:

1-9-24

Alexandra Hibshman

(Printed Name, Title)

**CITY OF ELKHART, INDIANA**

**By its BOARD OF PARKS AND RECREATION**

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name, Title)



Land Surveying · Civil Engineering · Planning · Architecture · Project Funding · GIS · Environmental · Renewable Energy · Landscape Architecture

December 15, 2023

City of Elkhart  
Parks and Recreation Department  
229 S Second St,  
Elkhart, IN 46516  
Attention: Jamison Czarnecki

**RE: Proposal for Structural Engineering Services:**

- **High Dive Park Windmill Tower**  
– **Structural Condition Assessment**

Thank you for contacting Jones Petrie Rafinski (JPR) regarding this project. We are pleased to submit this proposal for your consideration.

**PROJECT UNDERSTANDING**

It is our understanding that structural evaluation services are requested concerning High Dive Park Windmill Tower located at 500 E Beardsley Ave, Elkhart, IN 46514. Jamison Czarnecki (Superintendent) has requested engineering services as it relates to the existing structure to safely open it to the public with the intent of having park tours led by a guide. JPR will perform a structural condition assessment as a measure to ensure structural integrity of the structure and safety of its occupants are maintained. These engineering services will be based on photos and measurements of structurally relevant elements readily visible and made accessible as obtained by JPR's site investigation(s) and any additional information provided to JPR. We understand no existing structural plans are available for review.

**SCOPE OF WORK**

**Structural Engineering:**

JPR proposes to perform a structural condition assessment of the subject tower as it pertains to the relevant structural elements. JPR performed site investigation work on December 11, 2023 and reserves the right to request additional information as well as to perform a follow-up investigation, if necessary, to complete these services. Upon obtaining all pertinent information, we will proceed with an evaluation of the findings and complete a structural condition assessment letter stamped by a professional engineer licensed in Indiana. The letter will include the findings of our investigation, an assessment of the existing structural conditions, and recommendations for remediation when determined necessary.

**Deliverables:**

- **Structural Condition Assessment Letter**

**Items within Scope:**

- Structural Investigation of Existing Structural Elements
- Structural Evaluation of Existing Structural Elements

### **ESTIMATED FEES**

These structural engineering services will be performed and billed based on the following estimated fees. Note that any significant changes to the scope could potentially increase the estimated fees below.

Structural Investigation Services:	\$750.00
Structural Condition Assessment Letter (Sealed):	\$2,000.00
<hr/>	
<b>Total Estimated Fees:</b>	<b>\$2,750.00</b>
Out-of-Scope Structural Services (If any):	\$160.00 per HR

### **SCHEDULE**

JPR anticipates the minimum timeframe required to complete this work is about (4-6) weeks after receipt of authorization to proceed, assuming all information and the client is readily available to provide input and direction as required. Note that any significant changes to the design or scope or delays in client feedback could extend this anticipated schedule.

### **CLARIFICATIONS / EXCLUSIONS**

Please be advised that the services, fees, and responsibilities quoted above do not include the following: drawings; permitting; construction cost estimation; construction administration; evaluation of non-relevant elements; or any other out-of-scope services. Additional services can be provided upon request and billed at our standard hourly rates. JPR appreciates the opportunity to be of service on this project and is prepared to begin work with the written acceptance of this agreement / proposal. This work will be billed monthly upon completion of services, and payment is due upon receipt of our invoice. Should you have any questions or comments concerning our services or charges during the work, please bring them to our attention immediately so they can be quickly addressed. Expiration of this proposal is 30 days past the listed date.

Should you have any questions or concerns, please contact me. If acceptable, please execute the authorization form of this proposal by signature where indicated below and return a copy to my attention via mail at our South Bend location or email at [jmaxson@jpr1source.com](mailto:jmaxson@jpr1source.com).

Thank you for this opportunity, and we look forward to being of service.

Sincerely,



Jordan Maxson, P.E.

**PROPOSAL ACCEPTANCE**

(AGREEMENT & AUTHORIZATION TO PROCEED)

This proposal for structural engineering services (**High Dive Park Windmill Tower – Structural Condition Assessment**) is hereby accepted and authorization to proceed is hereby granted:

Accepted By (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing/Account Manager: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Would you prefer your invoice by mail \_\_\_\_\_, e-mail \_\_\_\_\_ or both \_\_\_\_\_?

*The party that signs this proposal is directly responsible for all charges incurred during the course of JPR's work and this document represents the only agreement in place between JPR and its client relative to the services provided and the resultant charges.*



Land Surveying · Civil Engineering · Planning · Architecture · Project Funding · GIS · Environmental · Renewable Energy · Landscape Architecture

January 2, 2024

City of Elkhart  
Parks and Recreation Department  
229 S Second St,  
Elkhart, IN 46516  
Attention: Jamison Czarnecki

**RE: Proposal for Structural & Architectural Services:**

- **Willowdale Park Pavilion**  
– **Condition Assessment & Code Evaluation**

Thank you for contacting Jones Petrie Rafinski (JPR) regarding this project. We are pleased to submit this proposal for your consideration.

**PROJECT UNDERSTANDING**

It is our understanding that structural and architectural services are requested concerning the Willowdale Park Pavilion located at 1320 Olive Ave, Elkhart, IN 46514. Jamison Czarnecki (Superintendent) and Ric Powers with the Parks Department have requested these services as it relates to an evaluation of the existing building conditions. JPR will perform a structural condition assessment as a measure to ensure structural integrity of the building and safety of its occupants are maintained. We will also perform an architectural code analysis to determine whether conditions meet the minimum requirements of the Building Code. These services will be based on photos and measurements of structurally / architecturally relevant elements readily visible and made accessible as obtained by JPR's site investigation(s) and any additional information provided to JPR. We understand no existing structural plans are available for review.

**SCOPE OF WORK**

**Structural Engineering:**

JPR proposes to perform a structural condition assessment of the subject building as it pertains to the relevant structural elements. JPR performed site investigation work on December 11, 2023 and reserves the right to request additional information as well as to perform a follow-up investigation, if necessary, to complete these services. Upon obtaining all pertinent information, we will proceed with an evaluation of the findings and complete a structural condition assessment letter stamped by a professional engineer licensed in Indiana. The letter will include the findings of our investigation, an assessment of the existing structural conditions, and recommendations for remediation when determined necessary.

**Deliverables:**

- **Structural Condition Assessment Letter**

**Items within Scope:**

- Structural Investigation of Existing Structural Elements
- Structural Evaluation of Existing Structural Elements

**Architectural Code Analysis:**

JPR will perform an architectural code analysis of the existing building in accordance with the currently active 2014 Indiana Building Code. It is understood that existing as-built plans for the building are not available. JPR will conduct a site visit to document the existing building so that construction types can be confirmed, and an overall floor plan can be developed as needed for the code evaluation.

**Deliverables:**

- **Architectural Code Analysis Summary**

**Items within Scope:**

- Documentation and analysis of architectural and life safety component (excludes mechanical, electrical, and plumbing systems)

**ESTIMATED FEES**

These structural engineering services will be performed and billed based on the following estimated fees. Note that any significant changes to the scope could potentially increase the estimated fees below.

Structural Investigation Services:	\$500.00
Structural Condition Assessment Letter (Sealed):	\$1,000.00
Architectural Code Analysis	\$2,500.00
<b>Total Estimated Fees:</b>	<b>\$4,000.00</b>

Out-of-Scope Structural Services (If any):	\$160.00 per HR
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**SCHEDULE**

JPR anticipates the minimum timeframe required to complete this work is about (3-5) weeks after receipt of authorization to proceed, assuming all information and the client is readily available to provide input and direction as required. Note that any significant changes to the design or scope or delays in client feedback could extend this anticipated schedule.

**CLARIFICATIONS / EXCLUSIONS**

Please be advised that the services, fees, and responsibilities quoted above do not include the following: drawings; permitting; construction cost estimation; construction administration; evaluation of non-relevant elements; or any other out-of-scope services. Additional services can be provided upon request and billed at our standard hourly rates. JPR appreciates the opportunity to be of service on this project and is

prepared to begin work with the written acceptance of this agreement / proposal. This work will be billed monthly upon completion of services, and payment is due upon receipt of our invoice. Should you have any questions or comments concerning our services or charges during the work, please bring them to our attention immediately so they can be quickly addressed. Expiration of this proposal is 30 days past the listed date.

Should you have any questions or concerns, please contact me. If acceptable, please execute the authorization form of this proposal by signature where indicated below and return a copy to my attention via mail at our South Bend location or email at [jmaxson@jpr1source.com](mailto:jmaxson@jpr1source.com).

Thank you for this opportunity, and we look forward to being of service.

Sincerely,



Jordan Maxson, P.E.

### **PROPOSAL ACCEPTANCE**

(AGREEMENT & AUTHORIZATION TO PROCEED)

This proposal for structural engineering services (**Willowdale Park Pavilion – Condition Assessment & Code Evaluation**) is hereby accepted and authorization to proceed is hereby granted:

Accepted By (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing/Account Manager: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Would you prefer your invoice by mail \_\_\_\_\_, e-mail \_\_\_\_\_ or both \_\_\_\_\_?

*The party that signs this proposal is directly responsible for all charges incurred during the course of JPR's work and this document represents the only agreement in place between JPR and its client relative to the services provided and the resultant charges.*

*The Honorable*  
**Rod Roberson**  
*Mayor*

**Jamison Czarnecki**  
*Parks Superintendent*



**Parks & Recreation**  
1320 Benham Ave.  
Elkhart, IN 46516

574.295.7275  
Fax: 574.522-7808

## MEMO

To: City of Elkhart Board of Parks and Recreation

From: Jamison Czarnecki

Date: 1-10-24

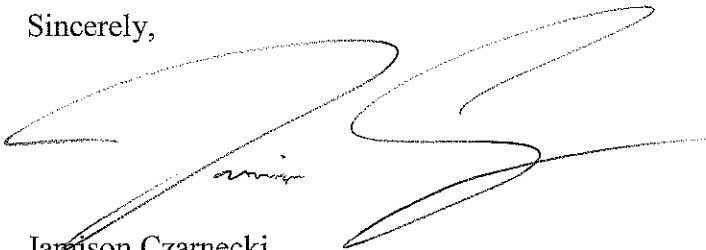
Re: Transfer of Property to Redevelopment Commission

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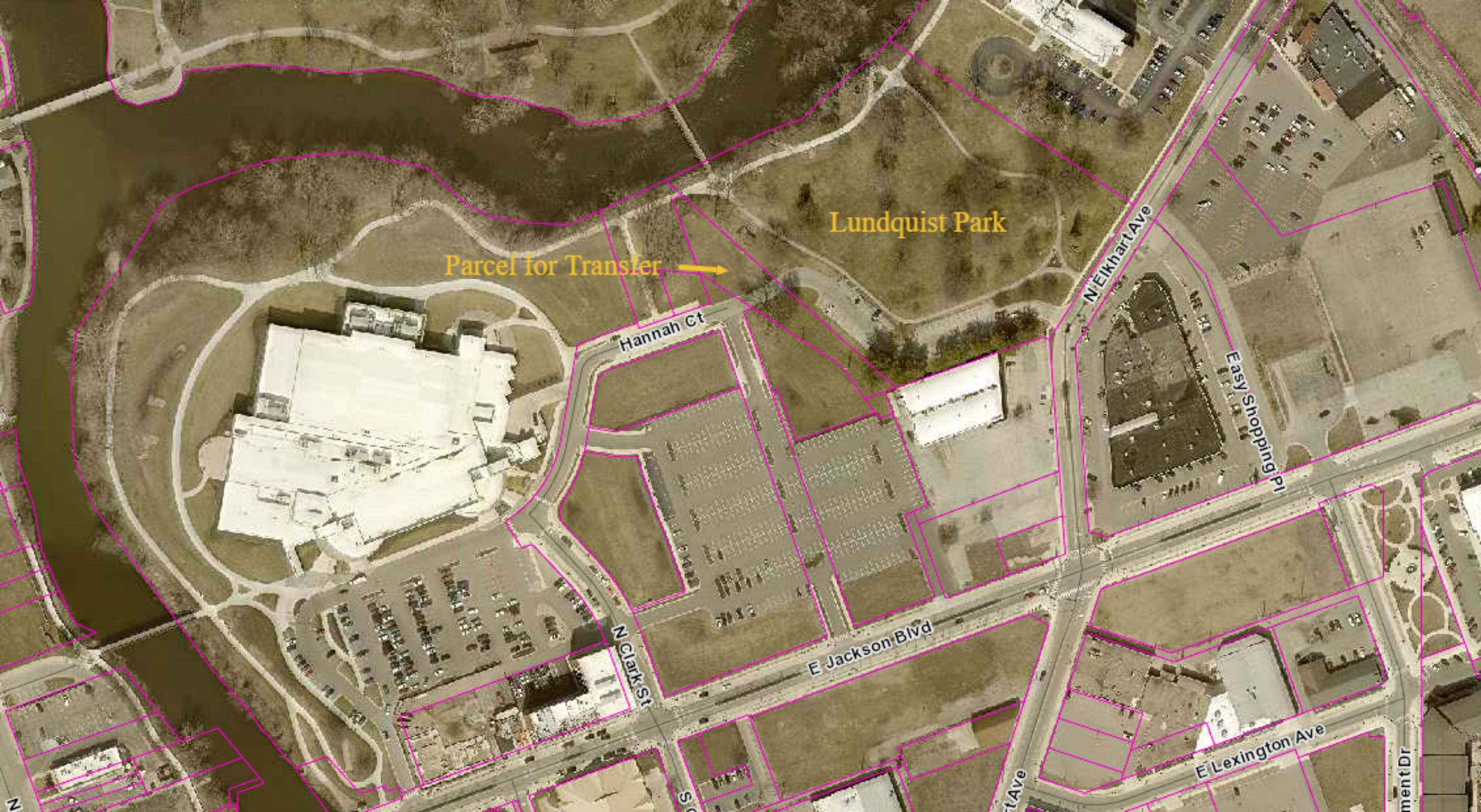
Dear Members of the Board,

The Parks Department is requesting permission to transfer a parcel of property adjacent to Lundquist-Bicentennial that is owned by the City of Elkhart Board of Parks and Recreation. The transfer of the parcel would go to the City of Elkhart Redevelopment Commission for planned private development in the River District area. Lundquist Bicentennial would be moved from Board of Works and transferred to the Board of Parks and Recreation. This will secure that any future use of Lundquist-Bicentennial would be controlled by the Board of Park and Recreation to preserve the greenspace and utilize for recreational purposes. The parcel number is 20-06-05-276-046.000-012 and I have attached a photo with labels for reference.

Sincerely,



Jamison Czarnecki  
Superintendent  
City of Elkhart Parks and Recreation



Lundquist Park

Parcel for Transfer

Hannah Ct

N Clark St

E Jackson Blvd

N Elkhart Ave

Easy Shopping Pl

E Lexington Ave

ment Dr



# ELKHART BOARD OF WORKS 2022 USE & EVENT PERMIT APPLICATION

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

Date Received: \_\_\_\_\_

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: \_\_\_\_\_ DATE(S) REQUESTED \_\_\_\_\_

LOCATION/VENUE REQUESTED \_\_\_\_\_

LOCATION/VENUE 2<sup>ND</sup> CHOICE REQUESTED \_\_\_\_\_

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☐ Yes

## APPLICANT INFORMATION

NAME OF APPLICANT \_\_\_\_\_

NAME OF EVENT ORGANIZER/PRODUCER \_\_\_\_\_

PRODUCTION COMPANY/ORGANIZATION \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

APT/UNIT/SUITE \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_

FAX \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EVENT DAY ON-SITE CONTACT \* REQUIRED \_\_\_\_\_

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: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

TEAR-DOWN

From: To:

From: To:

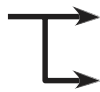
EXPECTED NUMBER OF PARTICIPANTS:

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

2021 NUMBER OF PARTICIPANTS:

2020 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☐ Cultural Event☐ Other event, please describe:☐ Art Fair/Festival☐ Public Rally/March☐ Concert/Performance☐ Bike Ride☐ Service

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Brief Description of Event:

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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 separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail [Nancy.Wilson@coei.org](mailto:Nancy.Wilson@coei.org)

### FOOD AND 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:

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**Additional Information Required:** If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department. Call 574-523-2283. Indicate location where food/beverages will be served on the Site Map.

### TENTS AND CANOPIES

If you plan to erect tents or canopies, describe and give the number 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 the tent area.

**Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331**

**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 "BOW" must approve the location of the stages/platforms.

(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 within 48 hours of event (if the 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 may 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.**

### 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 →

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.

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Additional Information May Be Required.

## STREET DEPARTMENT

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

☐ No ☐ Yes 

Street Closing: \_\_\_\_\_  
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: \_\_\_\_\_

## 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? Use of Central Green Park & Stage Requires additional information and a \$500.00 deposit.

Water:

- ☐ Yes  
☐ No

Electric:

- ☐ Yes  
☐ No

Plaza Sign:

- ☐ Yes  
☐ No

Sign Information: \_\_\_\_\_

Bridge Banner:

- ☐ Yes  
☐ No

Please indicate location:

- ☐ Bridge Banner- North Main Street- Memorial Bridge  
☐ Bridge Banner – Johnson Street

## 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 to the Noise Ordinance: (required)

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What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

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## 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 the primary contact and must be present during the event:

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

**Contact cell number** (area code plus number):

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## 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, or 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 the direction of the 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."

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### 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 "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

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## ELKHART COUNTY HEALTH DEPARTMENT

Event Plans must be accompanied by an Elkhart County Health Department Permit for food and beverage. 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 RECREATION, 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 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

\_\_\_\_\_  
WITNESSED: Clerk of the Board of Works

Date \_\_\_\_\_

**APPROVED: BOARD OF PUBLIC WORKS**

\_\_\_\_\_  
President

Date \_\_\_\_\_

**RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)**

\_\_\_\_\_  
President or Secretary

Date \_\_\_\_\_



## MEMO

To: Board of Elkhart Parks and Recreation

From: Jamison Czarnecki, Superintendent

Date: 1-16-24

Re: Parks Department Report

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### Superintendent's Update (Jamison Czarnecki)

- We have begun obtaining quotes for improvements at Pierre Moran Pool and will update the board as those concepts are developed.
- We hosted two public engagement meetings last week for Walker Park. There have been more than 160 respondents for the Walker Park survey, with large support in favor of restrooms and a new playground featuring thrilling and inclusive play concepts.
- The department is transitioning out the Woodlawn Nature Council to become a friends group of the Nature Center and the Parks Department to be the main entity that controls the operations and property of the Woodlawn Nature Center. This will include a larger programmatic presence inside the nature center as well as possible upgrades in the future dependent on funding.
- We are excited to welcome Mandi Null in as our new full time Park Services Specialist. We will also be hiring a full time Assistant Program and Recreation Coordinator in the coming months.

### Events Report (Sherry Krask)

- Our Third Winter Farmers Market Pop-Up is set to take place on January 20<sup>th</sup> at High Dive Pavilion. We have 26 vendors set to attend and are looking forward to continuing this opportunity for our vendors to have exposure throughout the winter months.
- We are working on planning the 15<sup>th</sup> Annual Frosty 5 K/5M race set to take place on February 10<sup>th</sup> at Studebaker Park, also utilizing the River Greenway Trail. We currently have two presenting sponsors, Kem Krest and Wasteaway. Our registration numbers are double what they were in the previous year and we are hoping to see those numbers continue to grow as we get closer to the race.
- The Elkhart Farmers Market was voted Favorite Elkhart City Downtown Activity by the community through the voting on the Elkhart Truth's website. We are grateful for our loyal customers and fans.
- We are currently taking applications for the Spring Pop-Up Market. The Market takes place on March 16<sup>th</sup> at McNaughton Park Pavilion.

### Volunteers Report (Maddy Gordon)

- Recruitment for volunteers for the Frosty 5 has begun. With the new course, we need more volunteers than in past years. If you would like to spread the word, please let me know and I can send the sign-up link to you.
- We are accepting applications for "Adopt-a-Park" participants. Please share out about the program for 2024.

### Programming and Recreation Report (Luisa Ixmatlahua)

Programs Ended Since Last Meeting:



- “Candy Cane Scavenger Hunt”
- “Courts and Crafts,” Roosevelt Center afterschool program for 2nd – 8th grade, 90 participants.
- “Winter Camp,” 18 registered.

#### Current Programs

- “Passport Program” open to the public.
  - “Futsal,” at Elkhart Health and Aquatics for ages 12-18 from 4:30-6:00 pm program runs from December 5-February 27. We currently have 20 registered.
  - “Volleyball,” at Elkhart Health and Aquatics for ages 13 and over from 6:00-8:00 pm, runs from December 1-February 23. We currently have 12 registered.
  - “Skate Lesson” at NIBCO Water and Ice Park for ages 5-12 from 5:30-6:30 pm. The program runs from December 6-February 20. We currently have 11 registered.
  - “Tuesday Night BINGO,” at Willowdale Pavilion for adults from 6:00 pm-8:00 pm program runs from January 9-January 30. We currently have 12 registered.
  - “Family Winter Games,” at NIBCO Water and Ice Park, is for all ages from 5:30 to 6:30 pm. The program runs from December 6 to February 20. We currently have 6 registered.
  - “Intro to Recreational Sports” at Tolson Community Center for youth from 2:30-5:30 pm. The program runs from January 8 to May 31.
- “Youth Watercolor Class,” at Studebaker Pavilion for ages 5-8 from 5:30-6:45 pm on January 18. We currently have 2 registered.

#### Ranger Report (Ranger Nhim Danh)

**December 1-31, 2023**

#### Citations

- None written.

#### **Various Park Activities and number of people participating.**

- Baseball/Softball (0), Basketball (8), Biking (6), Boating/Kayak (1), Dancing/Music (0), Fishing (0), Football (0), Grilling/Picnic (0) Parking/Sitting (126), Playground (14), Pickleball (0), Scooter (5), Skateboarding (1), Soccer (7), Tennis (2), Walking/Jogging (79), Dog Walking (5), Ice Skating (99). Grand Total of 353 patrons.

#### Events

- December 2nd, 2023 – Ranger Nhim participated in Winterfest by driving the Parks and Rec Float at the parade.

#### Damage

- None.

#### Other

*The Honorable*  
**Rod Roberson**  
*Mayor*

**Jamison Czarnecki**  
*Parks Superintendent*



***Parks & Recreation***  
1320 Benham Ave.  
Elkhart, IN 46516

574.295.7275  
Fax: 574.522-7808

- December 26<sup>th</sup>, 2003 – Ranger Nhim responded to a 311 notice on December 25th regarding a homeless encampment at Woodlawn. When I arrived, EPD was already there and spoke with the individual who agreed to remove his encampment.

## End of Report ##