

# **PARK BOARD AGENDA**



## **MEETING SCHEDULE**

Tuesday, January 17, 2023, 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 20, 2022

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

- Claims - \$
- Donations – \$0
- Grants - \$0

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

- a. Plan Commission Appointee
- b. Auction Donation Request

#### **7. OLD BUSINESS**

- a. None

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

- a. Spring Fabulous Pop-Up Market – March 18, 2023 – McNaughton Pavilion

#### **9. DEPARTMENT REPORT**

#### **10. CORRESPONDENCE**

- a. None

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

### **ADJOURNMENT**

**NEXT REGULAR PARK BOARD MEETING FEBRUARY 21, 2023, COUNCIL CHAMBERS.**

# City of Elkhart Parks & Recreation Park Board Minutes



**DATE:** December 20, 2022

**TIME:** 3:30 PM

**LOCATION:** City of Elkhart Parks & Recreation  
Council Chambers,  
229 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

**Call to Order at 3:38 PM.**

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

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

**2. Approval of Agenda**

Motion to Approve Agenda

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

**3. Approval of Minutes**

November 18, 2022

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

**4. Approval of Financials**

**Claims: \$38,677.20**

**Donations: \$1,000**

**Grants: \$0**

Motion to discuss, approve and place on file

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

Mr. Czarnecki informs the Board that Mrs. Hartnagle has donated \$1,000 to NIBCO Water and Ice Park. Mrs. Hartnagle's late husband, Ralph Hartnagle, was a long-time volunteer at NIBCO Water and Ice Park. The funds will be used towards new ice skates.

**5. New Business**

**a. Partnership Agreement Between the City of Elkhart, Indiana, and the Elkhart Public Library**

Mr. Czarnecki informs the Board that the Elkhart Public Library is requesting free passes to NIBCO Water and Ice Park to use as prizes.

# City of Elkhart Parks & Recreation

## Park Board Minutes



Ms. Jill Martinson, Elkhart Public Library, requests 40 passes to NIBCO Water and Ice Park to encourage reading over winter break.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

**b. Disposal of Ice Skates**

Mr. Czarnecki informs the Board that this is the process for the City to declare items that are being disposed of. The Department is disposing of old ice skates that can no longer be used.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

**c. Memorandum of Understanding with Beacon Health & Fitness, Elkhart**

Ms. Luisa Ixmattlahua informs the Board of a partnership to provide programming in the common area at Beacon Health & Fitness. Todd Johnson will be teaching basketball lessons.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

**d. Memorandum of Understanding with Cooperative Achievement, Inc.**

Mr. Czarnecki states that the Department is working with the Roosevelt Center to provide programming.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

**e. Resolution R-4-22 A Resolution of the Board of Parks and Recreation of the city of Elkhart, Indiana Authorizing the Transfer of Interests in Certain Real Estate and the Improvements Located Thereon to the Board of Public Works of the City of Elkhart, Indiana and All Matters Related Thereto**

Mr. Tory Irwin states that the land is a small triangle of land next to the Benham Avenue water tower. It is not used as a park.

Motion to approve

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

**f. Grant Agreement with The United Village Inc.**

Motion to amend agenda to include Grant Agreement

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

Mr. Czarnecki explains that the grant agreement provides The Village at the Roosevelt Center monetary benefits to hire more staff for afterschool programs.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

## 6. Old Business

**a. 2023 Park Board Meeting Schedule**



# City of Elkhart Parks & Recreation

## Park Board Minutes



Meetings will move to 5:00 p.m., remaining on the third Tuesday of the month.

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

b. **2023 Wage Resolution**

The Board had no questions.

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

c. **2023 Fee Schedule**

Mr. Datema inquires if the increase in price for the High Dive Pavilion is due to the recent upgrades.

Ms. Bowers confirms that it is.

Ms. Bowers explains that the pavilion rental fees are now documented on the schedule for consistency.

Motion to approve

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

7. **Use and Event Permit**

a. **Frosty Five – Studebaker Park & Pavilion – February 11, 2023**

Ms. Krask presents the permit. This is the 14<sup>th</sup> year for the run.

Ms. Alexis inquires if there is a temperature that is too cold for the run.

Ms. Krask states that the Department will follow the Police and Fire recommendations.

Motion to approve

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

8. **Department Report**

Mr. Czarnecki introduces the Board to Mr. Nick Cron, the new Operations Manager.

Mr. Cron provides the Board with his background. He has worked for the last ten years as an operations manager in Alaska.

Mr. Czarnecki updates the Board on the dedication of the Free Little Library at Walker Park; NIBCO Water and Ice Park is now open, and the Department is looking for new software.

Ms. Krask informs the Board that the bus trip to Frankenmuth was successful. The Winterfest Parade and tree lighting were held on December 3. Ms. Alexis was a judge for the parade.

Ms. Ixmattahua reports that jiu-jitsu has ended. Upcoming programs include senior fitness, senior social, senior advocacy, self-improvement workshops, afterschool programs at Roosevelt and the Village, and basketball lessons.

Mr. McCray provides the ranger report for the previous month.

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

Mrs. Santerre opens the privilege of the floor.

Ms. Jill Szyarto speaks to the Board about the proposed cell tower in Pinewood Park. Ms. Szyarto lives near the park and is unhappy with the proposed plans.

Mrs. Santerre closes the privilege of the floor.

10. **Approval for Adjournment**

# City of Elkhart Parks & Recreation Park Board Minutes



Motion to adjourn  
Motion: MD  
Second: NAA  
Motion passes with unanimous voice vote  
Adjourn 4:30 pm

## PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Leslie Wingard, Accounting Specialist Luisa Ixmattlahua-Garay, Program Coordinator Nick Cron, Operations Manager Stan McCray, Lead Park Ranger	Jennifer Kobie, Recording Secretary Sommer Bowers, Office Manager Sherry Krask, Event Coordinator Maddy Gordon, Volunteer Coordinator
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## ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Mr. Jon Balog, IT Department Mr. Tory Irwin, Public Works Director	Ms. Rose Rivera, Legal Department Ms. Jill Martinson, Elkhart Public Library	Ms. Jill Szyarto
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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 13<sup>th</sup>, 2023 \_\_\_\_\_  
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$60,547.28 AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 6 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 17TH DAY OF JANUARY 2023 BY:

PRESIDENT

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

VICE PRESIDENT

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

SECRETARY

\_\_\_\_\_

TREASURER

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

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>					
GENEVA FERDANCE	R00581955	01/17/2023	Pavilion Rental Refund - Willo	2204-5-501-4581000	186.92
ROLLIE WILLIAMS PAINT SPO	S999204	01/17/2023	Cleaning Rags for High Dive Pa	2204-5-501-4220150	48.78
EDWARD RODINO	R00600403	01/17/2023	Pavilion Rental Refund - Willo	2204-5-501-4581000	210.28
EDITH RAYO Z.	R00603298	01/17/2023	Pavilion Rental Refund - Willo	2204-5-501-4581000	93.46
CONNIE JONES	R00606390	01/17/2023	Pavilion Rental Refund - Willo	2204-5-501-4581000	140.19
BRAYANA LEMUS	R00606776	01/17/2023	Pavilion Rental Refund - Pierre	2204-5-501-4581000	373.83
LONG'S LOCK SHOP, INC.	106603	01/17/2023	McNaughton Storage Keys	2204-5-501-4220150	9.00
PETTY CASH / JAMISON CZAR	314862-121422	01/17/2023	Hemming & Sewing for Range	2204-5-501-4390900	50.00
MARTIN SUPERMARKET #14	5349-121422	01/17/2023	Disc Training Refreshments	2204-5-501-4220150	33.04
GLOBAL BUILDING PRODUCTS	85610	01/17/2023	HIGH DIVE PAVILION RESTRO	2204-5-501-4360100	5,659.00
PETTY CASH / JAMISON CZAR	471735-121522	01/17/2023	Disc Training Lunch	2204-5-501-4220150	113.68
PETTY CASH / JAMISON CZAR	471751-121522	01/17/2023	Disc Training Lunch	2204-5-501-4220150	9.93
LRS HOLDINGS LLC	PS505523	01/17/2023	Portable Restrooms - Studeba	2204-5-501-4370200	152.00
LRS HOLDINGS LLC	PS505524	01/17/2023	Portable Restrooms - McNaug	2204-5-501-4370200	227.00
LRS HOLDINGS LLC	PS505525	01/17/2023	Portable Restrooms - Walker	2204-5-501-4370200	152.00
LRS HOLDINGS LLC	PS505526	01/17/2023	Portable Restrooms - Willowd	2204-5-501-4370200	152.00
LIVING GRAPHICS INC.	00042384	01/17/2023	Christmas Cards & Envelopes	2204-5-501-4210500	119.04
MADDY GORDON	6513095-1	01/17/2023	Stamps for Letters to Santa	2204-5-501-4390200	24.00
AMAZON CAPITAL SERVICES I	1LCQ-JWPM-496W	01/17/2023	Office Supplies	2204-5-501-4210500	88.05
AMAZON CAPITAL SERVICES I	1LCQ-JWPM-496W	01/17/2023	Light Bulb Grabber & Tech Cas	2204-5-501-4220150	86.06
MENARD, INC	22146	01/17/2023	High Dive Pavilion Improveme	2204-5-501-4360500	41.94
MENARD, INC	22283	01/17/2023	Lights for Storage	2204-5-501-4220150	20.00
LONG'S LOCK SHOP, INC.	106639	01/17/2023	Shipping Container Lock & Ke	2204-5-501-4220150	25.95
ENGINEERING REPRO SYSTEM	53INI9059842	01/17/2023	Paper for Plotter	2204-5-501-4210500	115.30
PAXTON MEDIA GROUP	TRUTH122522	01/17/2023	Advertising for Parks Best for	2204-5-501-4330300	500.00
AMAZON CAPITAL SERVICES I	1JC9-PVJY-CRC1	01/17/2023	Office Supplies	2204-5-501-4210500	132.01
AMAZON CAPITAL SERVICES I	1JC9-PVJY-CRC1	01/17/2023	Cleaning Wipes for Facilities	2204-5-501-4220150	12.49
AMAZON CAPITAL SERVICES I	1JC9-PVJY-CRC1	01/17/2023	Cleaning Wipes for Facilities	2204-5-501-4390900	4.99
SCHENK'S PROFESSIONAL PAI	3813	01/17/2023	Prep/Paint Services for High D	2204-5-501-4360100	4,750.00
WSJM, INC	CC-12212107624	01/17/2023	Radio Advertising - Winter Ev	2204-5-501-4330300	1,105.00
BUGSY'S ELKHART EXTERMIN	24010	01/17/2023	Monthly Pest Control- Decem	2204-5-501-4390912	135.00
SPEAR CORPORATION	319957	01/17/2023	Pool Chemicals - Pierre Moran	2204-5-501-4230143	20,932.52
YODER OIL COMPANY INC	CL74898	01/17/2023	Parks Department Gasoline	2204-5-501-4220210	419.70
SHOFF SECURITY SERVICES, I	142464	01/17/2023	Quarterly Security - Nibco Ice	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES, I	142496	01/17/2023	Quarterly Security - McNaugh	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES, I	142498	01/17/2023	Quarterly Security - Pierre Mo	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES, I	142548	01/17/2023	Quarterly Security - Riverview	2204-5-501-4390912	205.50
LONG'S LOCK SHOP, INC.	106690	01/17/2023	Roosevelt Storage Keys	2204-5-501-4220150	8.00
AMAZON CAPITAL SERVICES I	16QT-CYCY-NGWC	01/17/2023	Office supplies-Calendar	2204-5-501-4210500	127.31
AMAZON CAPITAL SERVICES I	16QT-CYCY-NGWC	01/17/2023	Cell phone case	2204-5-501-4220150	20.59
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>36,853.56</b>
<b>Fund: 2520 - PARK PROGRAM</b>					
PETTY CASH / JAMISON CZAR	2005-12822	01/17/2023	Christmas Program Supplies	2520-5-508-4220150	41.46
PETTY CASH / JAMISON CZAR	03500-12822	01/17/2023	Christmas Program Supplies	2520-5-508-4220150	103.42
GORDON FOOD SERVICE INC	779278097	01/17/2023	Concessions Nibco Ice Park	2520-5-580-4220150	74.72
GORDON FOOD SERVICE INC	779278639	01/17/2023	Concessions - Nibco Ice Park	2520-5-580-4220150	111.48
J & K SEPTIC SERVICE, LLC	9737	01/17/2023	Portable restroom Rental- Wi	2520-5-630-4390900	285.00
GORDON FOOD SERVICE INC	779278673	01/17/2023	Concessions Nibco Ice Park	2520-5-580-4220150	106.96
SHOFF SECURITY SERVICES, I	142447	01/17/2023	Quarterly Security - Ideal Bea	2520-5-509-4390912	123.00
GORDON FOOD SERVICE INC	779278928	01/17/2023	Concessions Nibco Ice Park	2520-5-580-4220150	329.88
AMAZON CAPITAL SERVICES I	16QT-CYCY-NGWC	01/17/2023	Nibco & Frosty event supplies	2520-5-630-4220150	284.66
<b>Fund 2520 - PARK PROGRAM Total:</b>					<b>1,460.58</b>

**Expense Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 7740 - SALES TAX</b>					
GENEVA FERDNANCE	R00581955	01/17/2023	Pavilion Rental Refund - Willo	7740-4-000-3120708	13.08
EDWARD RODINO	R00600403	01/17/2023	Pavilion Rental Refund - Willo	7740-4-000-3120708	14.72
EDITH RAYO Z.	R00603298	01/17/2023	Pavilion Rental Refund - Willo	7740-4-000-3120708	6.54
CONNIE JONES	R00606390	01/17/2023	Pavilion Rental Refund - Willo	7740-4-000-3120708	9.81
BRAYANA LEMUS	R00606776	01/17/2023	Pavilion Rental Refund - Pierre	7740-4-000-3120708	26.17
			<b>Fund 7740 - SALES TAX Total:</b>		<b>70.32</b>
			<b>Grand Total:</b>		<b>38,384.46</b>



## Report Summary

## Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	36,853.56
2520 - PARK PROGRAM	1,460.58
7740 - SALES TAX	70.32
Grand Total:	38,384.46

## Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4210500	Office Supplies	581.71
2204-5-501-4220150	Operating Supplies	387.52
2204-5-501-4220210	Gasoline	419.70
2204-5-501-4230143	Chemicals	20,932.52
2204-5-501-4330300	Advertising	1,605.00
2204-5-501-4360100	Repairs & Maintenance	10,409.00
2204-5-501-4360500	Repairs & Maintenance -	41.94
2204-5-501-4370200	Equipment Leases	683.00
2204-5-501-4390200	Postage	24.00
2204-5-501-4390900	Other Services & Charge	54.99
2204-5-501-4390912	Contract Services	709.50
2204-5-501-4581000	Unappropriated	1,004.68
2520-5-508-4220150	Operating Supplies - Gen	144.88
2520-5-509-4390912	Contract Services	123.00
2520-5-580-4220150	Operating Supplies	623.04
2520-5-630-4220150	Operating Supplies	284.66
2520-5-630-4390900	Other Services & Charge	285.00
7740-4-000-3120708	Rental Sales Tax - Parks	70.32
	Grand Total:	38,384.46

## Project Account Summary

Project Account Key	Expense Amount
**None**	38,384.46
Grand Total:	38,384.46



City of Elkhart

City of Elkhart

# Expense Approval Report

By Fund

Payment Dates 12/22/2022 - 1/13/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
AMAZON CAPITAL SERVICES I	1CKR-RTDP-1VJN	12/30/2022	Weekly Planner	2204-5-501-4210500	13.97
AMAZON CAPITAL SERVICES I	1XF3-FVLY-XJHN	12/30/2022	Filing Cabinet Keys	2204-5-501-4210500	12.25
AMAZON CAPITAL SERVICES I	1KCT-JHWR-73NP	12/30/2022	Office Folders	2204-5-501-4210500	36.05
AMAZON CAPITAL SERVICES I	1KCT-JHWR-73NP	12/30/2022	Day Camp Supplies	2204-5-501-4220150	16.91
AMAZON CAPITAL SERVICES I	11R4-PM36-DQPL	12/30/2022	Day Camp - Wrist Bands	2204-5-501-4220150	309.94
AMAZON CAPITAL SERVICES I	1LKK-DKHM-93W7	12/30/2022	Day Camp Projector	2204-5-501-4220150	60.98
AMAZON CAPITAL SERVICES I	1WPP-JXM9-9PCQ	12/30/2022	Facility Supplies & Swim Diap	2204-5-501-4210500	65.39
AMAZON CAPITAL SERVICES I	1WPP-JXM9-9PCQ	12/30/2022	Envelopes and File Folders	2204-5-501-4210500	24.87
AMAZON CAPITAL SERVICES I	16T3-LPG4-RC3Q	12/30/2022	Facility First Aid Supplies	2204-5-501-4220150	49.99
AMAZON CAPITAL SERVICES I	1D11-3QTR-N3RP	12/30/2022	Office Supplies	2204-5-501-4210500	18.33
AMAZON CAPITAL SERVICES I	1D11-3QTR-N3RP	12/30/2022	Ranger Apparel	2204-5-501-4220150	397.27
AMAZON CAPITAL SERVICES I	1XY3-VQDN-1746	12/30/2022	Day Camp Supplies	2204-5-501-4220150	525.88
AMAZON CAPITAL SERVICES I	1QFP-WYXD-CVWX	12/30/2022	Thermal Register Tape	2204-5-501-4210500	54.99
AMAZON CAPITAL SERVICES I	1VGX-G3TG-7NG1	12/30/2022	Facility First Aid Supplies	2204-5-501-4220150	706.24
AMAZON CAPITAL SERVICES I	1HRL-JX4R-WRFL	12/30/2022	Office Supplies	2204-5-501-4210500	138.52
AMAZON CAPITAL SERVICES I	1HRL-JX4R-WRFL	12/30/2022	Office Supplies	2204-5-501-4220150	420.63
COMCAST BUSINESS	161030919-120122	12/23/2022	PARK PHONE SVC- DEC- PK	2204-5-501-4320400	124.76
INDIANA MICHIGAN POWER	04999775705-120922	12/30/2022	CONSOLIDATED- PK	2204-5-501-4350100	418.55
INDIANA MICHIGAN POWER	04776128300-121222	12/23/2022	701 ARCADE- PK	2204-5-501-4350100	61.08
COMCAST CABLE	0907664-12122022	12/23/2022	PARKS INTERNET SVC- DEC- P	2204-5-501-4320400	233.70
INDIANA MICHIGAN POWER	04132865231-121522	12/30/2022	205 E JACKSON- PK	2204-5-501-4350100	366.27
INDIANA MICHIGAN POWER	04138884905-121522	12/30/2022	353 S ELKHART- PK	2204-5-501-4350100	93.08
INDIANA MICHIGAN POWER	04220223400-121522	12/30/2022	135 N ELKHART- PK	2204-5-501-4350100	164.00
INDIANA MICHIGAN POWER	04253609608-121522	12/30/2022	147 N ELKHART- PK	2204-5-501-4350100	41.52
INDIANA MICHIGAN POWER	04492922507-121522	12/30/2022	133 N ELKHART- PK	2204-5-501-4350100	371.73
INDIANA MICHIGAN POWER	04642505400-121622	01/06/2023	303 NIBCO- PK	2204-5-501-4350100	7,764.78
COMCAST CABLE	0910809-121722	12/30/2022	PARKS INTERNET- DEC- PK	2204-5-501-4320400	119.85
NORTHERN INDIANA PUBLIC S	0441000024-121922	12/30/2022	701 ARCADE- PK	2204-5-501-4350200	434.21
NORTHERN INDIANA PUBLIC S	1735700094-121922	12/30/2022	500 E BEARDSLEY- PK	2204-5-501-4350200	228.62
FRONTIER NORTH INC.	5741010015-121922	01/06/2023	PHONE SVC- DEC- PK	2204-5-501-4320400	47.38
NORTHERN INDIANA PUBLIC S	7549100062-121922	12/30/2022	1320 OLIVE- PK	2204-5-501-4350200	204.94
INDIANA MICHIGAN POWER	04210875706-122022	01/06/2023	CONSOLIDATED- PK	2204-5-501-4350100	1,488.61
INDIANA MICHIGAN POWER	04028164509-122122	12/30/2022	110 E GARFIELD- PK	2204-5-501-4350100	243.25
INDIANA MICHIGAN POWER	04792516603-122122	12/30/2022	215 E INDIANA- PK	2204-5-501-4350100	44.26
COMCAST CABLE	0909983-122122	01/06/2023	INTERNET SVC- DEC- PK	2204-5-501-4320400	108.35
COMCAST CABLE	0941317-122122	01/06/2023	INTERNET SVC- PK	2204-5-501-4320400	116.25
ANGELA MCLAUGHLIN	R00610201-122022	12/23/2022	DUPLICATE CHARGE- PK	2204-5-501-4581000	70.00
ELKHART PUBLIC UTILITIES	3100223400-122322	12/30/2022	301 NIBCO- PK	2204-5-501-4350400	31.05
ELKHART PUBLIC UTILITIES	3100223500-122322	12/30/2022	301 NIBCO- PK	2204-5-501-4350400	132.97
ELKHART PUBLIC UTILITIES	3306531000-122322	12/30/2022	119 W WOLF- PK	2204-5-501-4350400	96.04
NORTHERN INDIANA PUBLIC S	2157000015-122822	01/06/2023	1020 MCDONALD- PK	2204-5-501-4350200	426.53
NORTHERN INDIANA PUBLIC S	2157360055-122822	01/06/2023	301 NIBCO- PK	2204-5-501-4350200	415.70
INDIANA MICHIGAN POWER	04058946304-123022	01/06/2023	401 RIVERVIEW- PK	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04196896700-123022	01/06/2023	101 GOSHEN- PK	2204-5-501-4350100	1,031.77
ELKHART PUBLIC UTILITIES	4100410104-123022	01/06/2023	SUPERIOR & RIVERVIEW- PK	2204-5-501-4350400	93.99
ELKHART PUBLIC UTILITIES	4208320000-123022	01/06/2023	1020 MCDONALD- PK	2204-5-501-4350400	65.75
INDIANA MICHIGAN POWER	04116178304-010323	01/13/2023	624 E JACKSON- PK	2204-5-501-4350100	242.59
INDIANA MICHIGAN POWER	04215485709-010323	01/13/2023	131 TYLER- PK	2204-5-501-4350100	286.33
INDIANA MICHIGAN POWER	04267434407-010523	01/13/2023	1324 MARGUERITE- PK	2204-5-501-4350100	470.49
ELKHART PUBLIC UTILITIES	1105360000-010623	01/13/2023	701 ARCADE- PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	1105360205-010623	01/13/2023	701 ARCADE- PK	2204-5-501-4350400	329.07
ELKHART PUBLIC UTILITIES	1105360603-010623	01/13/2023	701 ARCADE- PK	2204-5-501-4350400	71.24
ELKHART PUBLIC UTILITIES	1200680000-010623	01/13/2023	500 E BEARDSLEY- PK	2204-5-501-4350400	45.36



## Expense Approval Report

Payment Dates: 12/22/2022 - 1/13/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELKHART PUBLIC UTILITIES	1203400000-010623	01/13/2023	1320 OLIVE- PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	1222370300-010623	01/13/2023	619 BALDWIN- PK	2204-5-501-4350400	71.24
Fund 2204 - PARK & RECREATION Total:					19,540.07
Fund: 2520 - PARK PROGRAM					
AMAZON CAPITAL SERVICES I	1F1P-XKQP-6XGM	12/30/2022	Rhapsody Supplies	2520-5-630-4220150	83.96
AMAZON CAPITAL SERVICES I	1F3X-7WD3-C4FM	12/30/2022	Wristbands & Walkie Talkies	2520-5-509-4220150	907.92
AMAZON CAPITAL SERVICES I	1MDF-XV19-D1CK	12/30/2022	Events - Helium Tank	2520-5-630-4220150	137.98
AMAZON CAPITAL SERVICES I	1CTV-VCQ3-3KDP	12/30/2022	Rhapsody Supplies	2520-5-630-4220150	205.06
AMAZON CAPITAL SERVICES I	196G-T93L-1QJ4	12/30/2022	Concessions Supplies - Cleane	2520-5-580-4220150	37.75
AMAZON CAPITAL SERVICES I	1HRL-JX4R-WRFL	12/30/2022	Office Supplies	2520-5-508-4220101	272.37
AMAZON CAPITAL SERVICES I	1HRL-JX4R-WRFL	12/30/2022	Events - Bluetooth Speaker	2520-5-630-4220150	299.95
COMCAST CABLE	0116669-121922	01/06/2023	INTERNET SVC- DEC- PK	2520-5-509-4320400	247.50
INDIANA MICHIGAN POWER	04844997017-010423	01/13/2023	52256 IDEAL BEACH- PK	2520-5-509-4350100	118.04
ELKHART COUNTY REGIONAL	9000016900-010823	01/13/2023	IDEAL BEACH- PK	2520-5-509-4350400	312.22
Fund 2520 - PARK PROGRAM Total:					2,622.75
Grand Total:					22,162.82



**Report Summary****Fund Summary**

Fund	Payment Amount
2204 - PARK & RECREATION	19,540.07
2520 - PARK PROGRAM	2,622.75
<b>Grand Total:</b>	<b>22,162.82</b>

**Account Summary**

Account Number	Account Name	Payment Amount
2204-5-501-4210500	Office Supplies	364.37
2204-5-501-4220150	Operating Supplies	2,487.84
2204-5-501-4320400	Telephone & Communic	750.29
2204-5-501-4350100	Electricity	13,112.96
2204-5-501-4350200	Natural Gas	1,710.00
2204-5-501-4350400	Water & Sewer	1,044.61
2204-5-501-4581000	Unappropriated	70.00
2520-5-508-4220101	Operating Supplies - Soft	272.37
2520-5-509-4220150	Operating Supplies	907.92
2520-5-509-4320400	Telephone & Communic	247.50
2520-5-509-4350100	Electricity	118.04
2520-5-509-4350400	Water & Sewer	312.22
2520-5-580-4220150	Operating Supplies	37.75
2520-5-630-4220150	Operating Supplies	726.95
Grand Total:		22,162.82

**Project Account Summary**

Project Account Key	Payment Amount
**None**	22,162.82
<b>Grand Total:</b>	<b>22,162.82</b>



## **Auction Donation Request "Swag Package"**

This proposed "Swag Package" is what will be offered to businesses or organizations that request a donation to a silent auction to benefit their cause. Below are the proposed items that would be included in this package.

### **Proposed items that go into the "Swag Package"**

1. Green Elkhart Parks and Recreation lunch box
1. (2) rainbow Elkhart Parks and Recreation pens
2. (2) pads of Parks and Recreation paper
3. (1) T-shirt from old event back-stock (This shirt could be from Rhapsody, Frosty Five, etc.)
4. (1) Elkhart Parks and Recreation Frisbee
5. (1) pair of Elkhart Parks and Recreation Sunglasses
6. (1) Elkhart Parks and Recreation koozie
7. (2) mini Elkhart Parks and Recreation hand sanitizer bottles
8. (1) free pass to the currently (or soon to be) operating Elkhart Parks and Recreation facility
  - i. For example:
    1. During the summer the pass would be to Pierre Moran Pool or Ideal Beach
    2. During the winter the pass would be to NIBCO Water and Ice Park



# 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: Spring Fabulous Pop Up Market DATE(S) REQUESTED March 18, 2023

LOCATION/VENUE REQUESTED McNaughton Park Pavilion , 701 Arcade Ave, Elkhart, IN

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

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☐ Yes

## APPLICANT INFORMATION

NAME OF APPLICANT Sherry Krask

NAME OF EVENT ORGANIZER/PRODUCER  
City of Elkhart Parks and Recreation Department

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS 229 S 2nd Street APT/UNIT/SUITE \_\_\_\_\_

CITY Elkhart STATE IN ZIP CODE 46516

E-MAIL ADDRESS  
sherry.krask@coei.org

DAYTIME PHONE 574-295-7275 FAX \_\_\_\_\_ CELL PHONE 574-326-4891

EVENT DAY ON-SITE CONTACT \* REQUIRED Sherry Krask DAYTIME PHONE 574-295-7275 CELL PHONE 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: 9 am

Finish Time: 2 pm

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

SET-UP TIME(S) From: 7:30 am To: 9 am	TEAR-DOWN From: 2 pm To: 3:30 pm
EXPECTED NUMBER OF PARTICIPANTS: 400	
If the event is reoccurring, please submit the past number of participants below.	
2021 NUMBER OF PARTICIPANTS: 2022-250	2020 NUMBER OF PARTICIPANTS: 2021-250

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below.)

☐

No

☒

Yes

Event Name: Spring Fabulous Pop Up Market

Location: McNaughton Park Pavilion

Date: 3-19-2022

## 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

Shopping market

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

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:

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: No more than 5

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 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: Spring Fabulous Pop Up Market at McNaughton Park Pavilion, March 18 9 am-2 pm

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)

\_\_\_\_\_  
\_\_\_\_\_

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): Sherry Krask

Contact cell number (area code plus number): 574-326-4891

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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.

Thank you for completing your Special Use Permit Application. Before you submit your application, please make sure that the following steps have been completed:

Have you?

- ☐ Signed and dated your application?
- ☐ Attached your event site map? (and route map if a run/walk event)
- ☐ Designated the onsite Emergency Contact Person?
- ☐ Provided all documents and information as requested throughout the application? ST-105, 501 (c) (3), etc.
- ☐ Certificate of Insurance listing the City of Elkhart as a Certificate Holder
- ☐ Tent Permit, if applicable

Certificates of Insurance should include the following under additionally insured:

Civil City of Elkhart  
Elkhart Park Board for and on behalf of Parks & Recreation  
1320 Benham Avenue  
Elkhart, IN 46516

Civil City of Elkhart  
229 South Second Street  
Elkhart, IN 46516

Submit your completed application to:

For Parks:

City of Elkhart Parks & Recreation Board  
Use & Event Permitting  
229 South 2<sup>nd</sup> Street  
Elkhart, IN 46516  
Phone (574) 295-7275  
Email:elkhartcityparkspermits@coei.org

For Board of Works:

City of Elkhart Board of Public Works  
Use & Event Permitting  
229 South 2nd Street  
Elkhart, IN 46516  
Phone (574) 294-5471 ext. 1055  
Email:Nancy.Wilson@coei.org



## 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.**

**Sherry Krask**

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

**Sherry Krask** Digitally signed by Sherry Krask  
Date: 2023.01.13 15:13:26 -05'00'

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 \_\_\_\_\_



*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: Board of Elkhart Parks and Recreation

From: Jamison Czarnecki, Superintendent

Date: December 20, 2022

Re: Parks Department Report

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### Superintendent's Update (Jamison Czarnecki)

- Staff has been very busy working on events, programs, and many new opportunities such as new park amenities, adopt a park program, and new seasonal offerings.
- Leslie Wingard, our Account Specialist is moving on from the department. We wish her the best of luck in her future endeavors and thank her for everything she has accomplished for this department during the last couple times.
- Dog Park electronic key system continues to be down, but members can access through physical key that can be picked up at Controller's Office
- NIBCO Ice and Water Park brought in \$2,965 in concessions and \$23,050 in ticket sales totaling around 3,300 attendees.
  - Join us at NIBCO Ice and Water Park for "Aloha Weekend" January 27<sup>th</sup> to 29<sup>th</sup>

### Events Report (Sherry Krask)

- Frosty 5 is coming up on Saturday, February 11<sup>th</sup>. We are currently looking for sponsors, planning the day's events and determining staffing.
- Currently planning for:
  - March 18<sup>th</sup> Spring Fabulous Pop Up Market at McNaughton Park Pavilion
  - Farmers Markets
  - Rhapsody

### Programming and Recreation Report (Luisa Ixmatlahua)

- Afterschool programming has begun at the Roosevelt Center with activities such as Chess Club, HW Help, Basketball, and other sports and activities for enrichment. This program is currently free from 2 30pm to 5 30pm.
- Our senior advocacy classes for "Senior Social" and "Senior Fitness" are happening and people are encouraged to drop in for the free classes.
- Last Will and Testament saw 12 attendees and a free "Home Workshop" will be happening January 17<sup>th</sup>.
- Basketball lessons have begun at Beacon Aquatic Center and will continue until March and at Lifeline Ministries from January 14<sup>th</sup> to March 25<sup>th</sup> for ages 7 to 18 years old.

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

**Jamison Czarnecki**  
*Parks Superintendent*



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

574.295.7275  
Fax: 574.522-7808

Ranger Report (Stan McCray)  
December 1-31, 2022

#### **Citations**

- None written.

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

- Basketball (1), Biking (25), Canoeing/Kayak (7), Fishing (13), Ice Skating (61), Parking/Sitting (408), Playground (7), Skateboarding (2), Sledding (22), Walking/jogging (225), Walking Dog (79), and Soccer (7). Total patrons - 857.

#### **Damage**

- Dec. 7, 2022 – While on patrol, Ranger McCray reported that the lock for the Park Dept. storage Unit #217 at Franklin St. had been cut off. There was no evidence that anything was missing from the storage unit. A replacement lock was promptly put on the storage unit door.
- Dec. 15, 2022 – While on patrol, Ranger Keen noticed graffiti on playground equipment and at Studebaker Park. Ranger Keen removed the graffiti and picked up misc. trash

#### **Other**

- Dec. 12, 2022 – While on patrol, Ranger Keen noticed a few kids inside a locked gate at Nibco Ice and Water Park. Ranger Keen asked the kids to exit the area due to the park being closed.
- Dec. 13, 2022 – All Park Rangers participated in a De-Escalation training session given by Elkhart Police Dept., Liason - Adrian Riley. Training was from 10:00 am to 11:30 am.
- Dec. 15, 2022 – Ranger McCray received a phone message from DNR Officer Mike Herr regarding a deer stand that had been placed in Heroes Park located at 900 Grace Av. The Buildings and Grounds Dept. were notified regarding the removal of the stand.
- Dec. 27, 2022 – Ranger McCray was advised by park staff that an unidentified caller reported a picnic table had been put into the St. Joseph River near the McNaughton Park Boat ramp. The Building and Grounds Dept. was notified and removed the table from the river.

## End of Report ##