

PARK BOARD AGENDA



MEETING SCHEDULE

Tuesday, October 17, 2023, at 5:00 pm
Council Chambers
229 S. 2nd Street, Elkhart, IN 46516

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- September 19, 2023
- October 3, 2023

4. APPROVAL OF FINANCIALS

- Claims - \$18,999.18
- Donations - \$0
- Grants - \$0

5. NEW BUSINESS MATTERS

- a. 2023 Fee Schedule Amendment

6. OLD BUSINESS

- a. None

7. USE AND EVENT PERMIT

- a. Community Baby Shower – November 16, 2023 – Pierre Moran Pavilion

8. DEPARTMENT REPORTS

9. CORRESPONDENCE

- a. None

10. PUBLIC INPUT/PRIVILEGE OF THE FLOOR

ADJOURNMENT

NEXT REGULAR PARK BOARD MEETING NOVEMBER 21, 2023, COUNCIL CHAMBERS.
FINANCIALS ONLY MEETING OCTOBER 31, 2023, PARKS OFFICE

City of Elkhart Parks & Recreation Park Board Minutes



DATE: September 19, 2023

TIME: 5:00 PM

City of Elkhart Parks & Recreation
Council Chambers

LOCATION: 229 S. 2nd Street, Elkhart, IN 46516

Call to Order at 5:00 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 Amend the Agenda to Include Resolution 23-R-1

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

Motion to Approve Amended Agenda

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

3. Approval of Minutes

August 15, 2023

August 29, 2023

Motion to Approve

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

4. Approval of Financials

Claims: \$55,653.52

Donations: \$0

Grants: \$0

Motion to discuss, approve, and place on file

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

Ms. Alexis inquires about the fence replacement at Roosevelt Park. Mr. Czarnecki states that the fence was initially planned to be only 4 feet tall but was changed to 6 feet for safety, so there is an additional cost.

Ms. Alexis inquires about the dasher board replacement at NIBCO Water and Ice Park. Mr. Czarnecki explains that the dasher board is at the bottom of the railing around the rink.

City of Elkhart Parks & Recreation

Park Board Minutes



5. New Business

a. Amended Restrictions

Ms. Lauren Beavernier and her husband run a business out of their home on property next to Ideal Beach. Currently, restrictions do not allow commercial purposes on the property. The proposed covenant will allow the Beaverniers to run their business on the property. The amendment would only apply to the Beaverniers and not to anyone who might buy the property. All of the property's neighbors must give their permission to amend the restrictions. Ms. Alexis inquires if the other neighbors are on board with the plan. Ms. Beavernier states that they are.

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

b. Cardinal Bus Contract

Ms. Gordon explains that the contract is for a department-sponsored bus trip to Holland, Michigan, for the Tulip Festival in May 2024.

Motion to approve

Motion: NAA

Second: CB

Motion passes with unanimous voice vote

c. 23-R-1, A RESOLUTION OF THE BOARD OF PARKS AND RECREATION OF THE CITY OF ELKHART, INDIANA, DEDICATING STUDEBAKER SOCCER FIELDS TO CITY OF APAN, HIDALGO, MEXICO

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

6. Old Business

a. Sinclair Recreation Ratification

Motion to Ratify

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

7. Use and Event Permit

a. Dink for Kids – September 22, 2023 – Studebaker Park

Ms. Alayna Frauhiger presents the permit on behalf of Friends of Beacon. The group would like to host a pickleball tournament to raise money for Beacon Children's Hospital.

Motion to approve conditional on Legal's Approval

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

b. Rio's Rainbow Community Picnic – October 7, 2023 – Island Park.

Mr. Aaron Ball presents the permit. The group would like to host a community picnic at Island Park to raise mental health awareness and build community.

Motion to approve

Motion: NAA

Second: MD

Motion passes with a unanimous voice vote.

c. Ugly Sweater 5K – December 2, 2023 – NIBCO Water & Ice Park

City of Elkhart Parks & Recreation

Park Board Minutes



Ms. Paula Turk presents the permit on behalf of the Elkhart Education Foundation. The run is an annual event held during Winterfest to raise money for the EEF.

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

d. **Fall Pop-Up Market – November 4, 2023 – High Dive Pavilion**

Ms. Gordon presents the permit. This is the sixth year of the event.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

8. Department Report

Mr. Czarnecki reports that the exterior High Dive tower improvements should be finished by next week. The interior upgrades will be done by Spring. NIBCO, INC. donated a sculpture at NIBCO Water and Ice Park for the Downtown After Dark event.

The Department has a new Lead Ranger, Mr. Nhim Danh. Mr. Danh introduces himself to the Board and provides some background.

Ms. Sherry Krask presents the Events Report. Recent events include Summer Chill, the Food Truck and Tailgate Party, and Dog Day at the Elkhart Farmers Market. Winterfest planning has begun. Downtown After Dark kicked off at Summer Chill with over 400 people in attendance. The Island of Blues festival was on Saturday. Over 3,000 people attended.

Ms. Maddy Gordon presents the Volunteer Report. Sixteen volunteers were working at Island of Blues. The Department is working with Elkhart Academy for their service learning requirements.

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 6:10 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent	Sherry Krask, Event Coordinator
Luisa Ixmatlahua-Garay, Program Coordinator	Maddy Gordon, Volunteer Coordinator
Nick Cron, Operations Manager	Sommer Bowers, Office Manager
Nhim Danh, Lead Ranger	Jennifer Kobie, Recording Secretary

ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Alayna Frauhiger	Paula Turk	Lauren Beavernier, via Webex
Aaron Ball, via Webex	Rose Rivera, City Legal	

City of Elkhart Parks & Recreation Park Board Minutes



Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

Date

Park Board President Sarah Santerre

Date

Park Board Secretary Mark Datema

Date

City of Elkhart Parks & Recreation

Park Board Minutes



DATE: October 3, 2023

TIME: 5:00 PM

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

Call to Order at 5:15 PM.

1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Mark Datema Secretary	Chris Baiker Treasurer
	Absent Eric Trotter, Proxy		Absent

2. Approval of Agenda

Motion to Approve Agenda

Motion: ET

Second: MD

Motion passes with a unanimous voice vote

3. Approval of Financials

Claims: \$39,257.59

Donations: \$100

Grants: \$0

Motion to discuss, approve, and place on file

Motion: MD

Second: ET

Motion passes with a unanimous voice vote

There is no discussion.

4. New Business

a. Memorandum of Understanding Intro to Skateboarding

Ms. Ixmattahua states that the MOU is for Skateboarding Lessons provided by Chris Beckham of Urban Streetwear. The program has been done before and is very popular.

Motion to approve

Motion: MD

Second: ET

Motion passes with unanimous voice vote

b. Skate Bash 2023 Use & Event Permit

This is an annual event by Urban Streetwear at the Martin Skate Park in Pierre Moran Park. Ms. Rivera requests that the liability insurance be updated to add the City as additional insured.

Motion to grant Mr. Czarnecki permission to sign on the Board's behalf conditional on Legal's approval

Motion: MD

Second: ET

City of Elkhart Parks & Recreation Park Board Minutes



Motion passes with unanimous voice vote

5. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

6. Approval for Adjournment

Motion to adjourn

Motion: MD

Second: ET

Motion passes with a unanimous voice vote

Adjourn 5:22 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Sommer Bowers, Office Manager	Jennifer Kobie, Recording Secretary Luisa Ixmatlahua, Program Coordinator
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Rose Rivera, Legal Department, via Webex		
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Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

Date

Park Board President Sarah Santerre


Date

Park Board Secretary Mark Datema

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.

October 13, 2023 _____
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$18,999.18** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 5 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 17TH DAY OF OCTOBER 2023 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
Fund: 2204 - PARK & RECREATION					
EZFACILITY	SUP060040	10/17/2023	Point of Sale Software	2204-5-501-4390900	644.00
NINJA GOLF LLC	004	10/17/2023	Program - Day Camp Fieldtrip	2204-5-501-4220150	415.00
INDIANA PARK AND RECREATI	36001	10/17/2023	Trail Gathering Mishawaka - E	2204-5-501-4390910	15.00
MENARD, INC	39696	10/17/2023	High Dive Tower Remodel - Su	2204-5-501-4440500	140.24
MENARD, INC	39819	10/17/2023	High Dive Tower Remodel - Su	2204-5-501-4440500	123.84
MENARD, INC	39992	10/17/2023	High Dive Tower Remodel - Su	2204-5-501-4440500	51.60
MENARD, INC	40000	10/17/2023	Supplies for Rangers	2204-5-501-4220150	60.77
FASTENAL COMPANY	INELK276959	10/17/2023	High Dive Remodel Supplies	2204-5-501-4440500	96.00
FASTENAL COMPANY	INELK277062	10/17/2023	High Dive Remodel Supplies	2204-5-501-4440500	36.00
JOSE RODRIGUEZ	R007073314	10/17/2023	Pavilion Refund - High Dive	2204-5-501-4581000	46.73
MENARD, INC	40354	10/17/2023	Office Supplies - Power Cords	2204-5-501-4210500	33.98
PREMIERE SERVICES INC	84158	10/17/2023	Signage for Twin Sister Cities	2204-5-501-4220150	61.98
SHOFF SECURITY SERVICES , I	146984	10/17/2023	Guard Response Fee - Nibco P	2204-5-501-4390912	112.50
YODER OIL COMPANY INC	CL78697	10/17/2023	Park Dept Gasoling - Fuel	2204-5-501-4220210	711.15
SHOFF SECURITY SERVICES , I	146676	10/17/2023	Contract Services -Security M	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES , I	146691	10/17/2023	Contract Services - Security M	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES , I	146720	10/17/2023	Contract Services - Security M	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES , I	146722	10/17/2023	Contract Services-Security Mo	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES , I	146771	10/17/2023	Contract Services - Security M	2204-5-501-4390912	205.50
TRUDY MENKE	10423	10/17/2023	Everything DISC - Educating Tr	2204-5-501-4310400	243.00
INDIANA PARK AND RECREATI	36055	10/17/2023	2023 IPRA Conference	2204-5-501-4390910	1,960.00
RITWAY BUS SERVICE, INC	40698	10/17/2023	Events - Bus Trip to Scaumbur	2204-5-501-4320510	2,330.00
AMAZON CAPITAL SERVICES I	1YWY-GDXG-QCXH	10/17/2023	Office Supplies - Pens	2204-5-501-4210500	12.59
GLOBAL BUILDING PRODUCTS	91454	10/17/2023	New Doors and System	2204-5-501-4440500	1,285.00
Fund 2204 - PARK & RECREATION Total:					9,076.88
Fund: 2520 - PARK PROGRAM					
MENARD, INC	38102	10/17/2023	Event Supplies - Chaulk, Cand	2520-5-630-4220150	122.10
CRPE'S SEPTIC CLEANING SER	184685	10/17/2023	Event Island of Blues Portable	2520-5-630-4390900	1,485.00
GORDON FOOD SERVICE INC	779290236	10/17/2023	Facility Concessions - Rivervie	2520-5-580-4220150	143.40
CRPE'S SEPTIC CLEANING SER	184760	10/17/2023	Event Island of Blues Portable	2520-5-630-4390900	140.00
ELKHART COMMUNITY SCHO	CC-1230922861-1	10/17/2023	Event Advertisements - Island	2520-5-630-4330300	1,262.00
GORDON FOOD SERVICE INC	779290375	10/17/2023	Facility Concessions - Rivervie	2520-5-580-4220150	114.87
MENARD, INC	40292	10/17/2023	Event Supplies - Fall Events	2520-5-630-4220150	17.98
JULIO DE LA CRUZ	0000001	10/17/2023	Soccer Program for Youth Inst	2520-5-508-4390900	308.00
MARTIN SUPERMARKET #14	404101	10/17/2023	Event Supplies - Hispanic Heri	2520-5-630-4220150	52.32
MICHIANA APPAREL	1214	10/17/2023	Soccer Program T-Shirts	2520-5-508-4220150	332.85
PETTY CASH / JAMISON CZAR	1032023	10/17/2023	Program Supplies - Youth Socc	2520-5-508-4220150	98.31
PETTY CASH / JAMISON CZAR	10323	10/17/2023	Program Supplies - Youth Socc	2520-5-508-4220150	63.88
INDIANA AMATEUR SOFTBALL	2022072073	10/17/2023	Softball Team League Fees	2520-5-508-4390901	660.00
PRINT AND MAIL MANAGEME	3528	10/17/2023	Concession Trailer Graphics In	2520-5-580-4390900	400.00
THE UNITED VILLAGE INC.	0000002	10/17/2023	Peace Walk/Run at Roosevelt	2520-5-508-4390900	215.00
AMAZON CAPITAL SERVICES I	1YWY-GDXG-QCXH	10/17/2023	Riverview Softball Diamond C	2520-5-508-4220101	190.15
AMAZON CAPITAL SERVICES I	1YWY-GDXG-QCXH	10/17/2023	Program Supplies - Camera Sd	2520-5-508-4220150	70.03
AMAZON CAPITAL SERVICES I	1YWY-GDXG-QCXH	10/17/2023	Event Supplies -Trophies	2520-5-630-4220150	28.99
EDWARD J. BELLOWES	003774-101123	10/17/2023	Umpire Services	2520-5-508-4390931	210.00
GREGORY J. WIDNER	003777-101123	10/17/2023	Umpire Services	2520-5-508-4390931	60.00
RONALD D. GUYER	003783-101123	10/17/2023	Umpire Services	2520-5-508-4390931	150.00
RON SUMMERS	022583-101123	10/17/2023	Umpire Services	2520-5-508-4390931	30.00
JOSEPH R. BOWEN	024990-101123	10/17/2023	Umpire Services	2520-5-508-4390931	60.00
JOSE ALBGETO BRAVO	025993-101123	10/17/2023	Umpire Services	2520-5-508-4390931	120.00
TONY W MACIK	025994-101123	10/17/2023	Umpire Services	2520-5-508-4390931	120.00
JUSTIN M RANDALL	025995-101123	10/17/2023	Umpire Services	2520-5-508-4390931	270.00
Fund 2520 - PARK PROGRAM Total:					6,724.88

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 7740 - SALES TAX					
JOSE RODRIGUEZ	R007073314	10/17/2023	Pavillon Refund - High Dive	7740-4-000-3120708	3.27
				Fund 7740 - SALES TAX Total:	3.27
				Grand Total:	15,805.03

Report Summary

Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	9,076.88
2520 - PARK PROGRAM	6,724.88
7740 - SALES TAX	3.27
Grand Total:	15,805.03

Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4210500	Office Supplies	46.57
2204-5-501-4220150	Operating Supplies	537.75
2204-5-501-4220210	Gasoline	711.15
2204-5-501-4310400	Professional Services	243.00
2204-5-501-4320510	Outside Transportation	2,330.00
2204-5-501-4390900	Other Services & Charge	644.00
2204-5-501-4390910	Education	1,975.00
2204-5-501-4390912	Contract Services	810.00
2204-5-501-4440500	Other Equipment	1,732.68
2204-5-501-4581000	Unappropriated	46.73
2520-5-508-4220101	Operating Supplies - Soft	190.15
2520-5-508-4220150	Operating Supplies - Gen	565.07
2520-5-508-4390900	Other Services & Charge	523.00
2520-5-508-4390901	Other Services - Softball	660.00
2520-5-508-4390931	Contract Labor - Umpire	1,020.00
2520-5-580-4220150	Operating Supplies	258.27
2520-5-580-4390900	Other Services & Charge	400.00
2520-5-630-4220150	Operating Supplies	221.39
2520-5-630-4330300	Advertising	1,262.00
2520-5-630-4390900	Other Services & Charge	1,625.00
7740-4-000-3120708	Rental Sales Tax - Parks	3.27
	Grand Total:	15,805.03

Project Account Summary

Project Account Key	Expense Amount
None	15,805.03
Grand Total:	15,805.03



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Payment Dates 9/30/2023 - 10/13/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
NORTHERN INDIANA PUBLIC S	0441000024-10623	10/06/2023	701 Arcade Ave - PK	2204-5-501-4350200	70.30
NORTHERN INDIANA PUBLIC S	1735700094-10623	10/06/2023	500 E Beardsey - PK	2204-5-501-4350200	66.00
NORTHERN INDIANA PUBLIC S	7549100061-10623	10/06/2023	1320 Olive Ave - PK	2204-5-501-4350200	73.24
COMCAST CABLE	8771402050941317-10623	10/06/2023	119 W Wolf Ave - OFC2 - PK	2204-5-501-4320400	116.25
INDIANA MICHIGAN POWER	04058946304-10623	10/06/2023	401 Riverview Ave - Lights - P	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04196896700-10623	10/06/2023	101 Goshen Ave - Lights - PK	2204-5-501-4350100	50.28
INDIANA MICHIGAN POWER	04116178304-101323	10/13/2023	624 E Jackson Blvd - PK	2204-5-501-4350100	27.81
INDIANA MICHIGAN POWER	04520875701-101323	10/13/2023	Consolidated - PK	2204-5-501-4350100	280.78
NORTHERN INDIANA PUBLIC S	2157000015-101323	10/13/2023	1020 McDonald St - PK	2204-5-501-4350200	70.30
NORTHERN INDIANA PUBLIC S	2157360055-10623	10/06/2023	301 NIBCO Pkwy - PK	2204-5-501-4350200	73.86
ELKHART PUBLIC UTILITIES	4100410004-10623	10/06/2023	Superior & Riverview - IRR - P	2204-5-501-4350400	263.53
ELKHART PUBLIC UTILITIES	4100410104-10623	10/06/2023	Superior & Riverview - PK	2204-5-501-4350400	112.46
ELKHART PUBLIC UTILITIES	4100411004-40623	10/06/2023	Joyce & Superior - IRR - PK	2204-5-501-4350400	282.87
ELKHART PUBLIC UTILITIES	4131505004-10623	10/06/2023	Johnson St - IRR - PK	2204-5-501-4350400	147.24
ELKHART PUBLIC UTILITIES	4208320000-10623	10/06/2023	1020 McDonald St - PK	2204-5-501-4350400	54.98
ELKHART PUBLIC UTILITIES	4262367905-10623	10/06/2023	1607 Sterling Ave - IRR - PK	2204-5-501-4350400	17.63
INDIANA MICHIGAN POWER	04215485709-101323	10/13/2023	131 Tyler St - PK	2204-5-501-4350100	296.03
INDIANA MICHIGAN POWER	04844997017-101323	10/13/2023	52256 Ideal Beach Rd Lot 1 - P	2204-5-501-4350100	444.83
ELKHART PUBLIC UTILITIES	1103540004-101323	10/13/2023	W Beardsley/Riverside - IRR -	2204-5-501-4350400	93.20
ELKHART PUBLIC UTILITIES	1103572004-101323	10/13/2023	Weston Park - IRR - PK	2204-5-501-4350400	53.53
ELKHART PUBLIC UTILITIES	1105220006-101323	10/13/2023	W Lexington Ave - IRR - PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1105360000-101323	10/13/2023	701 Arcade Ave - PK	2204-5-501-4350400	58.05
ELKHART PUBLIC UTILITIES	1105360104-101323	10/13/2023	701 Arcade Ave - IRR - PK	2204-5-501-4350400	33.81
ELKHART PUBLIC UTILITIES	1105360205-101323	10/13/2023	701 Arcade Ave - Water Park -	2204-5-501-4350400	156.70
ELKHART PUBLIC UTILITIES	1105360603-101323	10/13/2023	701 Arcade	2204-5-501-4350400	141.14
ELKHART PUBLIC UTILITIES	1105390003-101323	10/13/2023	East-West - IRR - PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1200680000-101323	10/13/2023	500 E Beardsley Ave - Pavilion	2204-5-501-4350400	43.31
ELKHART PUBLIC UTILITIES	1203400000-101323	10/13/2023	1320 Olive St - Pavilion - PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	1222370300-101323	10/13/2023	619 Baldwin St - PK	2204-5-501-4350400	71.24
Fund 2204 - PARK & RECREATION Total:					3,194.15
Grand Total:					3,194.15

Report Summary**Fund Summary**

Fund	Payment Amount
2204 - PARK & RECREATION	3,194.15
Grand Total:	<u>3,194.15</u>

Account Summary

Account Number	Account Name	Payment Amount
2204-5-501-4320400	Telephone & Communic	116.25
2204-5-501-4350100	Electricity	1,124.38
2204-5-501-4350200	Natural Gas	353.70
2204-5-501-4350400	Water & Sewer	1,599.82
Grand Total:		<u>3,194.15</u>

Project Account Summary

Project Account Key	Payment Amount
None	3,194.15
Grand Total:	<u>3,194.15</u>

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

Listed below are the 2023 fees for the Parks & Recreation Department's facility rentals, admissions, and program participation fees.

PAVILION FEES

Cash Key/security deposit	Mandatory	\$300.00	Flat Rate
		Monday-Thursday	Friday-Saturday Sunday & Holidays
High Dive	8 am - 4 pm OR 5 pm - 12 am	\$125.00	\$250.00
McNaughton	8 am - 4 pm OR 5 pm - 12 am	\$100.00	\$225.00
Pierre Moran	8 am - 4 pm OR 5 pm - 12 am	\$85.00	\$200.00
Studebaker	8 am - 4 pm OR 5 pm - 12 am	\$85.00	\$200.00
Willowdale	8 am - 4 pm OR 5 pm - 12 am	\$75.00	\$150.00
		Includes Tax	Includes Tax

Elkhart City Employees receive a 20% discount on pavilion fees.

SHELTER FEES

American Park Shelter	\$50.00	Per Day
Island Park Band Stand	\$75.00	Per Day
Ken Cantzler Memorial Shelter	\$100.00	Per Day
High Dive Gazebo	\$50.00	Per Day
Roosevelt Park Shelter	\$75.00	Per Day
Sterling Park Shelter	\$75.00	Per Day
*McNaughton Park Band Shell	\$75.00	Per Day
Electricity (where available)	\$50.00	Per Day
*Pavilion rental required due to parking limitations	Includes Tax	

PARK RENTAL FEES

Park Usage Fee	Includes Tax	
Island Park	Includes shelter, band shell, electric and permit fee	\$300.00 \$300.00
		8 am - 4 pm 5 pm - 12 am
All other Parks- with electric service	Includes pavilion/band shell (if available), electric, and permit fees	\$150.00 \$150.00
		8 am - 4 pm 5 pm - 12 am
All Parks- with no electric service		\$100.00 \$100.00
		8 am - 4 pm 5 pm - 12 am

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

PAVILION RENTAL CONTRACT VIOLATION FEES

VIOLATION	CHARGE
Doors or windows left open	\$50.00
Damage due to doors or windows left open	TBD by cost of damage per Buildings & Grounds
Failure to turn off appliances or utilities	\$50.00 or TBD by any damage caused
Broken window - Costs \$400 to replace	\$300.00
Incomplete clean-up	Cleaning time x B&G hourly rate
Using rice, bird seed, piñatas, confetti, crepe paper	Cleaning time x B&G hourly rate
Interfering with the rental time of another renter	\$50.00 per hour
Entering or returning to pavilion outside of rental time	\$50.00

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

FACILITY FEES

IDEAL BEACH

Admission & Waterslide	\$8.00	
5 and Under	\$3.00	
Canoe/Kayak Rental	\$5.00	per hour
Group Admission (35+)	\$7.00	
Family Season Pass (up to 6 people)	\$125.00	
Individual Season Pass	\$75.00	
Shelter (Fee + Electric)	\$75.00	includes tax
Facility Rental	\$250.00	per hour plus tax

MCNAUGHTON SPRAY PARK

No admission fee		
Party Patio Rental (up to 40 people)	\$25.00	3 hours

NIBCO WATER & ICE PARK (EFFECTIVE DECEMBER 1, 2022)

Youth Admission (ages 3-12)	\$6.00	
Adult Admission (ages 13+)	\$8.00	
Ages 2 and Under	Free	
Skate Rental	Free	
Skate Trainer	Free	
Skate Sharpening	\$6.00	
Youth Group Admission (35+)	\$5.00	
Adult Group Admission (35+)	\$7.00	
Private Rental Skate Rental	\$3.00	
Facility Rental	\$175.00	per hour plus tax

PIERRE MORAN POOL

Admission	\$4.00	
2 and under	\$1.00	
Senior Citizens (62+)	\$2.00	
Group Admission (25+)	\$3.00	
Party Patio Rental (up to 40 people)	\$25.00 + admission	3 hours
Facility Rental	\$250.00	per hour plus tax

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

PROGRAM/RECREATION FEES

DAY CAMP		35 DAYS	
8 am - 4 pm		\$110.00	
Winter Camp	(up to 8 days)	\$20.00-\$30.00	
SOFTBALL LEAGUES			
Summer		\$700.00	Early registration
		\$750.00	After deadline
Fall		\$450.00	Early registration
		\$500.00	After deadline
SWIM LESSONS		8 Days	
Preschool		\$50.00	
Learn to Swim		\$50.00	
Adult		\$50.00	
TENNIS LESSONS			
Tot Classes		\$55.00	
Beginners		\$65.00	
Intermediate		\$65.00	
Jr. Varsity		\$80.00	
Varsity		\$80.00	
Adult		\$75.00	
Ice Skate Lessons	(up to 4 Days)	\$25.00	
Intro to Photography	(Includes Book)	\$20.00	
	(Already have book)	\$10.00	
Kayaking Club	(Includes Kayak Rental)	\$25.00	
	Bring Own Kayak)	\$5.00	
Fishing Clinic		\$10.00	
Youth Co-Ed League	(Includes T-shirt)	\$20.00	
	(Without T-shirt)	\$15.00	

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

EVENTS

FROSTY 5K & 5 MILE

Registration fee		\$25.00
Early bird fee	(Until January 3)	\$20.00
Shirt	(with pre-registration)	\$12.00
Shirt	(on race day)	\$20.00

FOURTH OF JULY

Food Vendor	\$200-\$400
Glow Toy Vendor	\$100-300

POP-UP MARKETS

Vendor Space	\$25.00	per 12 foot table
Food Vendor	\$25.00-\$75.00	per date

FARMERS MARKET

Growers	\$150.00 season or \$15.00 per day
Home Based Vendors	\$150.00 season or \$15.00 per day
Artisans (Handmade or homemade items)	\$300.00 season or \$15.00 per day
Direct Sales	\$300.00 season or \$15.00 per day

TOWN GREEN SOCIAL

Artisan Vendor	\$15.00 per day
Food Vendor	\$25.00-\$100 per day

RHAPSODY ARTS & MUSIC FESTIVAL

Gate Entry	up to \$5.00	per person per day
	Free	10 and under
Artisan Vendors	\$100.00	20 feet
	(Additional \$100 with electric)	
Direct Sales and On-Site Services	\$125.00	20 feet
	(Additional \$100 with electric)	
Commercial Services	\$500.00	20 feet
	(Additional \$100 with electric)	
Food Vendor	\$800.00	20 feet
Food Vendor w/ Supply Truck	\$900.00	20 feet w/ electric
Food Vendor	\$1,000.00	30 feet
Food Vendor w/ Supply Truck	\$1,100.00	30 feet w/ electric
Non-Profit Food Vendor	\$225.00	
Specialty Food Vendor (No trailer, no electricity)	\$500.00	
Community Organizations and Political Parties	\$50.00	20 feet

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

EVENTS

RUMMAGE SALES

Set Up Fee	\$15.00-\$25.00
Food Vendor	\$25.00-\$75.00 per date

SUMMER CHILL

Food Vendor	\$25.00-\$75.00 per date
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WINTERFEST

Food Vendor	\$25.00-\$100.00 per date
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DANCES

Various	\$5.00-\$20.00
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City of Elkhart Parks and Recreation Department

2023 Fee Schedule

FIELD AND ACTIVITY FEES

PIERRE MORAN SOFTBALL FIELD	2 fields available	
Field Rental Fee	\$25.00	per field
RIVERVIEW SOFTBALL COMPLEX	4 fields available	
Field rental fee	\$200.00	per field
	\$700.00	per day
Supervisor	\$50.00	per hour
	\$300.00	per day up to 8 hrs
Temporary Fencing	\$75.00	per field
STUDEBAKER SOCCER FIELDS	3 fields available	
Field rental fee	\$25.00	per game
PICKLEBALL	\$1.00	per player
PICKLEBALL & TENNIS COURT RENTALS	\$10.00	per hour per court

GROUP RENTERS

Elkhart Municipal Band	In-kind with contract agreement
Truth in Jazz/Jazz Assemblage	In-kind with contract agreement
New Horizons Band	\$500.00
Elkhart Community Schools	In-kind exchange of use of properties
Elkhart City Entities	No Charge
Neighborhood Associations	No Charge
Non-profit Weekday Rental (5+ Rentals)	25% discount per session
Weekend Group Rentals	Full price
Elkhart Dahlia Society	In-kind services

**City of Elkhart Parks and Recreation Department
2023 Fee Schedule**

APPROVED this 17th Day of October 2023

by the CITY OF ELKHART BOARD OF PARKS AND RECREATION

Sarah Santerre

President

Nekeisha Alayna Alexis

Vice President

Mark Datema

Secretary

Chris Baiker

Treasurer



ELKHART BOARD OF WORKS
2022 USE & EVENT PERMIT APPLICATION

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

Date Received: 10/4/23

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: Community Baby Shower DATE(S) REQUESTED November 16

LOCATION/VENUE REQUESTED Pierre Moran Pavilion

LOCATION/VENUE 2ND CHOICE REQUESTED _____

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☒ Yes

Requesting fee waiver due to 501(c)(3) status.

APPLICANT INFORMATION

NAME OF APPLICANT Gina Vardaman

NAME OF EVENT ORGANIZER/PRODUCER _____

PRODUCTION COMPANY/ORGANIZATION

SCAN, Inc.

STREET ADDRESS

500 W Main Street

APT/UNIT/SUITE

CITY

Fort Wayne

STATE

IN

ZIP CODE

46802

E-MAIL ADDRESS

gvardaman@scaninc.org

DAYTIME PHONE

317-983-0301

FAX

CELL PHONE

EVENT DAY ON-SITE CONTACT * REQUIRED

Gina Vardaman

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: 1:00 pm

Finish Time: 3:00 pm

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

SET-UP TIME(S)

From: noon

To: 1:00

TEAR-DOWN

From: 3:00

To: 4:00

EXPECTED NUMBER OF PARTICIPANTS:

100

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

Community Baby Shower

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

See attached

See attached

See attached

See attached

See attached

See attached

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@coel.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:

cupcakes/water

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: 1

Vehicle Description(s): Cargo Van

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

☐ No

☒ Yes



Number of Vehicles: 1-50

Vehicle Description(s): various

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.

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)

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

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): GinaVardaman

Contact cell number (area code plus number): 

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, 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."

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

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.

Gina Vardaman

PRINTED NAME OF APPLICANT

Gina Vardaman

SIGNATURE OF APPLICANT

10/3/23
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 _____

Form ST-105State Form 49065
(R5 / 6-17)Indiana Department of Revenue
General Sales Tax Exemption Certificate

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. **This exemption certificate can not be issued for the purchase of Utilities, Vehicles, Watercraft, or Aircraft.** Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

Sales tax must be charged unless all information in each section is fully completed by the purchaser. Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue. A valid certificate also serves as an exemption certificate for (1) county innkeeper's tax and (2) local food and beverage tax.

Section 1 (print only)	Name of Purchaser: <u>SCAN INC</u>
	Business Address: <u>500 W MAIN STREET</u> City: <u>FORT WAYNE</u> State: <u>IN</u> ZIP Code: <u>46802</u>
	Purchaser must provide minimum of one ID number below.*
	Provide your Indiana Registered Retail Merchant's Certificate TID and LOC Number as shown on your Certificate.
	TID Number (10 digits) <u>[REDACTED]</u> - LOC Number (3 digits): <u>[REDACTED]</u>
	If not registered with the Indiana DOR, provide your State Tax ID Number from another State
	*See instructions on the reverse side if you do not have either number.
	State ID Number: _____ State of Issue: _____

Section 2	Is this a <input checked="" type="checkbox"/> blanket purchase exemption request or a <input type="checkbox"/> single purchase exemption request? (check one)
	Description of items to be purchased: _____

Section 3	Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)
	<input type="checkbox"/> Sales to a retailer, wholesaler, or manufacturer for resale only.
	<input type="checkbox"/> Sale of manufacturing machinery, tools, and equipment to be used directly in direct production.
	<input checked="" type="checkbox"/> Sales to nonprofit organizations claiming exemption pursuant to Sales Tax Information Bulletin #10. (May not be used for personal hotel rooms and meals.)
	<input type="checkbox"/> Sales of tangible personal property predominately used (greater than 50 percent) in providing public transportation - provide USDOT Number. A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a school bus operator, must provide their SSN or FID Number in lieu of a State ID Number in Section 1.
	USDOT Number: _____
	<input type="checkbox"/> Sales to persons, occupationally engaged as farmers, to be used directly in production of agricultural products for sale. Note: A farmer not possessing a State Business License Number may enter a FID Number or a SSN in lieu of a State ID Number in Section 1.
	<input type="checkbox"/> Sales to a contractor for exempt projects (such as public schools, government, or nonprofits).
	<input type="checkbox"/> Sales to Indiana Governmental Units (agencies, cities, towns, municipalities, public schools, and state universities).
	<input type="checkbox"/> Sales to the United States Federal Government - show agency name. _____ Note: A U.S. Government agency should enter its Federal Identification Number (FID) in Section 1 in lieu of a State ID Number.
<input type="checkbox"/> Other - explain. _____	

Section 4	I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.
	I confirm my understanding that misuse, (either negligent or intentional), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.
	Signature of Purchaser: <u>[Signature]</u> Date: <u>1/18/2022</u>
	Printed Name: <u>NICKOLAUS CRIPE</u> Title: <u>CHIEF FINANCIAL OFFICER</u>

The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser.
Seller must keep this certificate on file to support exempt sales.

District
Director

P.O. Box 2508
Cincinnati, OH 45201

Date: NOV 26 1991

Person to Contact:

Lois Parrott

Telephone Number:

513-684-3957

Refer Reply to:

EP/EO

Employer Identification Number:

Scan Inc
3444 Taylor Street
Ft. Wayne, IN 46802-4705

Dear Sir or Madam:

This is in response to your request for a copy of your determination letter.

Our records indicate that by a determination letter issued March 24, 1977 your organization was recognized as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

The classification was based on the assumption that your operations would continue as stated in the application. If your sources of support, or your purposes, character, or method of operations have changed, please let us know so we can consider the effect of the change on your exempt status and foundation status.

As of January 1, 1984, you are liable for taxes under Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

(2)

Scan Inc

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

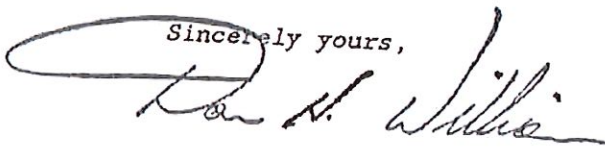
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

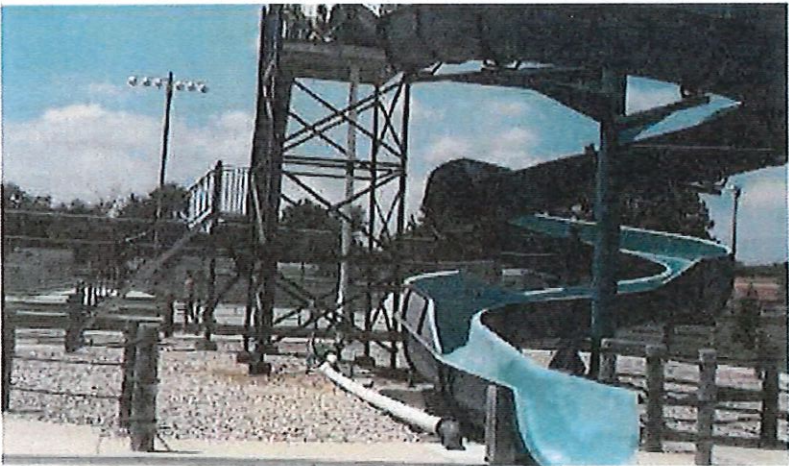
If you have any questions, you may contact us at the address or telephone number shown in the heading of this letter.

This is an affirmation letter.

Sincerely yours,



Don H. Williams
Acting District Director



Pierre Moran Park

4.0 ★★★★★ (112)
Park

Overview

Reviews

About



Directions



Save



Nearby



Send to
phone



Share

Event Description

We will be inviting new and expecting parents to attend our Community Baby Shower. At this event, parents will be educated on various infant safety topics and go home with many of the basics they will need to care for their new infant (pack n play, noise machine, laundry bag, baby detergent, nasal aspirator, baby bathtub, diapers, wipes, formula, etc.). Area providers who serve families with young children will be on hand to share information and sign parent up for services (WIC, Healthy Families, Healthier Moms and Babies, etc.).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group Inc - Ft. Wayne 6714 Pointe Inverness Way #100 Ft. Wayne IN 46804	CONTACT NAME: Karen Huntington PHONE (A/C. No. Ext): 260-969-3992 E-MAIL ADDRESS: karen.huntington@hylant.com FAX (A/C. No): 260-969-3999
INSURED SCAN, Inc. Child Advocacy Center, Inc., CHILL, Inc. 500 West Main Street Fort Wayne IN 46802	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins Co INSURER B: Travelers Prop Cas Co of Amer INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 1022411394**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2608277	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK2608277	10/1/2023	10/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB883555	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		6JUB1K95605922	4/11/2023	4/11/2024	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property Special COL Replacement Cost			PHPK2608277	10/1/2023	10/1/2024	Blkt Building 3,246,038 Blkt Bus Pers Prop 946,000 Deductible \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 11/16/2023 Community Baby Shower at Pierre Moran Pavilion
Civil City of Elkhart and Elkhart Park Board for and on behalf of Parks & Recreation, is an automatic additional insured under general liability when required by written contract per policy form and endorsement.

CERTIFICATE HOLDER**CANCELLATION**

Civil City of Elkhart
229 South Second Street
Elkhart IN 46516

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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