

PARK BOARD AGENDA



MEETING SCHEDULE

Tuesday, November 21, 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

- October 17, 2023
- October 31, 2023

4. APPROVAL OF FINANCIALS

- Claims - \$
- Donations - \$1,500
- Grants - \$0

5. NEW BUSINESS MATTERS

- a. Winterfest Contracts
- b. Entertainment Contract
- c. 2024 Park Board Schedule
- d. 2024 Wage Resolution
- e. 2024 Fee Schedule

6. OLD BUSINESS

- a. None

7. USE AND EVENT PERMIT

- a. Cinco de Mayo – May 4, 2024 – Island Park

8. DEPARTMENT REPORTS

9. CORRESPONDENCE

- a. None

10. PUBLIC INPUT/PRIVILEGE OF THE FLOOR

ADJOURNMENT

NEXT REGULAR PARK BOARD MEETING DECEMBER 19, 2023, COUNCIL CHAMBERS.

City of Elkhart Parks & Recreation Park Board Minutes



DATE: October 17, 2023

TIME: 5:00 PM

City of Elkhart Parks & Recreation
Council Chambers

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

Call to Order at 5:03 PM.

1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

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

2. Approval of Agenda

Motion to Approve Agenda

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

3. Approval of Minutes

September 19, 2023

October 3, 2023

Motion to Approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

4. Approval of Financials

Claims: \$18,999.18

Donations: \$0

Grants: \$0

Motion to discuss, approve, and place on file

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

There were no questions from the Board.

5. New Business

a. 2023 Fee Schedule Amendment

Ms. Ixmattlahua informs the Board of changes to program fees on the 2023 Fee Schedule.

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

City of Elkhart Parks & Recreation

Park Board Minutes



6. Old Business

- a. None

7. Use and Event Permit

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

Ms. Gina Vardaman with SCAN Inc. presents the permit. The organization works with the Department of Child Services to provide products and information to families. The Community Baby Shower will provide infant safety education, products, and information from other organizations.

Motion to approve

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

8. Department Report

Mr. Czarnecki reports that the 2024 budget has passed the City Council. The budget includes three new full-time positions.

Mr. Matthew Moyers has joined the Department staff as a Special Project Coordinator. Mr. Moyers introduces himself to the Board and provides information about his background and qualifications.

The Park Foundation has met for the second time and is currently planning the next big project.

The exterior High Dive Tower improvements are done. Interior improvements will be finished in the spring.

A public meeting for Woodlawn Park and Nature Center improvements will be held tomorrow.

Ms. Maddy Gordon presents the Events Report. Recent events include the Downtown After Dark Dance Party, the Hispanic Heritage Festival, and the Schaumburg Bus Trip. The Farmers Market season has ended. Winter Pop-Up Farmers Markets will be held once a month beginning in November. Upcoming events include Island Park Trunk or Treat, Pinewood Not-So-Haunted Walk, and the Fall Pop-Up Market.

Ms. Maddy Gordon presents the Volunteer Report. A service day will be held tomorrow at Woodlawn Park. The monthly volunteer newsletter continues to grow.

Ms. Luisa Ixmatlalhua 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: MD

Second: NAA

Motion passes with unanimous voice vote

Adjourn 5:55 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent	Maddy Gordon, Volunteer Coordinator
Luisa Ixmatlalhua-Garay, Program Coordinator	Matthew Moyers, Special Project Coordinator
Nick Cron, Operations Manager	Nicole Wright, Accounting Specialist
Nhim Danh, Lead Ranger	Jennifer Kobie, Recording Secretary

City of Elkhart Parks & Recreation Park Board Minutes



ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Gina Vardaman	Rose Rivera, City Legal, 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

City of Elkhart Parks & Recreation

Park Board Minutes



DATE: October 31, 2023

TIME: 5:00 PM

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

Call to Order at 5:01 PM.

1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

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

2. Approval of Agenda

Motion to Approve Agenda

Motion: MD

Second: CB

Motion passes with a unanimous voice vote

3. Approval of Financials

Claims: \$37,968.35

Donations: \$100

Grants: \$0

Motion to discuss, approve, and place on file

Motion: NAA

Second: MD

Motion passes with a unanimous voice vote

Mr. Baiker inquires about the \$19,000 Indiana Michigan Power Consolidated bill.

Ms. Wright states that the consolidated bill covers many small areas, such as park irrigation systems.

The bill amount is higher than usual because the Department did not receive the bill for several months.

4. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

5. Approval for Adjournment

Motion to adjourn

Motion: NAA

Second: CB

Motion passes with a unanimous voice vote

Adjourn 5:05 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

City of Elkhart Parks & Recreation

Park Board Minutes



Nicole Wright, Accounting Specialist Mandi Null, Office Assistant	Jennifer Kobie, Recording Secretary
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

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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.

November 17, 2023 _____
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$26,057.59** 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 21ST DAY OF NOVEMBER 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					
MENARD, INC	41305	11/21/2023	Woodlawn Arch Supplies	2204-5-501-4440500	7.75
MENARD, INC	41755	11/21/2023	Woodlawn Arch Supplies	2204-5-501-4440500	253.04
AMAZON CAPITAL SERVICES I	16TH-P334-NQHH	11/21/2023	Office Supplies - Computer Ad	2204-5-501-4210500	28.78
AMAZON CAPITAL SERVICES I	16TH-P334-NQHH	11/21/2023	Operating Supplies - Public M	2204-5-501-4220150	116.98
MARTIN MARKETING SPECIAL	24287-1	11/21/2023	Parks Office Apparel	2204-5-501-4220150	2,009.54
MARTIN MARKETING SPECIAL	24287-2	11/21/2023	Parks Office Apparel	2204-5-501-4220150	354.65
PRINT AND MAIL MANAGEME	3564	11/21/2023	NIBCO Punch Cards	2204-5-501-4220150	90.00
AMAZON CAPITAL SERVICES I	171X-N74K-MX4K	11/21/2023	Outreach Kit Supplies and Bin	2204-5-501-4210500	29.99
AMAZON CAPITAL SERVICES I	171X-N74K-MX4K	11/21/2023	Outreach Kit Supplies and Bin	2204-5-501-4220150	94.21
GREG RIEKSECKER	10012	11/21/2023	Nibco Staff Shirts	2204-5-501-4220150	575.12
RANDAL REYNOLDS	19129359	11/21/2023	Walker Park Closed Signs	2204-5-501-4220150	150.00
AMAZON CAPITAL SERVICES I	1JLP-7LT1-QJDR	11/21/2023	Outreach Kit Supplies	2204-5-501-4220150	73.40
GREG RIEKSECKER	10016	11/21/2023	Nibco Staff Shirts	2204-5-501-4220150	570.32
Fund 2204 - PARK & RECREATION Total:					4,353.78
Fund: 2520 - PARK PROGRAM					
GORDON FOOD SERVICE INC	779286286	11/21/2023	Concessions	2520-5-580-4220150	59.48
GORDON FOOD SERVICE INC	779286287	11/21/2023	Concessions	2520-5-580-4220150	96.89
GORDON FOOD SERVICE INC	779286341	11/21/2023	Concessions	2520-5-580-4220150	212.87
GORDON FOOD SERVICE INC	779286342	11/21/2023	Concessions	2520-5-580-4220150	148.87
GORDON FOOD SERVICE INC	779286559	11/21/2023	Concessions	2520-5-580-4220150	99.98
GORDON FOOD SERVICE INC	779287787	11/21/2023	Concessions	2520-5-580-4220150	129.97
GORDON FOOD SERVICE INC	779287832	11/21/2023	Concessions	2520-5-580-4220150	108.42
GORDON FOOD SERVICE INC	779287836	11/21/2023	Concessions	2520-5-580-4220150	23.98
GORDON FOOD SERVICE INC	779287944	11/21/2023	Concessions	2520-5-580-4220150	30.46
GORDON FOOD SERVICE INC	779287945	11/21/2023	Concessions	2520-5-580-4220150	110.01
GORDON FOOD SERVICE INC	779287946	11/21/2023	Concessions	2520-5-580-4220150	42.97
GORDON FOOD SERVICE INC	779288066	11/21/2023	Concessions	2520-5-580-4220150	176.35
GORDON FOOD SERVICE INC	779288150	11/21/2023	Concessions	2520-5-580-4220150	160.46
GORDON FOOD SERVICE INC	779288160	11/21/2023	Concessions	2520-5-580-4220150	20.94
GORDON FOOD SERVICE INC	779288483	11/21/2023	Concessions	2520-5-580-4220150	93.43
GORDON FOOD SERVICE INC	779288609	11/21/2023	Concessions	2520-5-580-4220150	144.20
BIG AND TALL MEDIA LLC	889	11/21/2023	ND Tailgate Party	2520-5-630-4390510	1,500.00
GORDON FOOD SERVICE INC	779289347	11/21/2023	Concessions	2520-5-580-4220150	159.35
GORDON FOOD SERVICE INC	779289402	11/21/2023	Concessions	2520-5-580-4220150	135.95
GORDON FOOD SERVICE INC	779289517	11/21/2023	Concessions	2520-5-580-4220150	8.49
GORDON FOOD SERVICE INC	779289542	11/21/2023	Concessions	2520-5-580-4220150	120.40
GORDON FOOD SERVICE INC	779290081	11/21/2023	Concessions	2520-5-580-4220150	60.92
RANDAL REYNOLDS	19129175	11/21/2023	Island of Blues & Summer Chil	2520-5-630-4330300	810.00
CARE UNIVERSITY	10123	11/21/2023	Rent Roosevelt for Programs -	2520-5-508-4390900	500.00
GORDON FOOD SERVICE INC	779290910	11/21/2023	Concessions	2520-5-580-4220150	117.90
GORDON FOOD SERVICE INC	779290953	11/21/2023	Concessions	2520-5-580-4220150	61.22
4IMPRINT, INC	11845916	11/21/2023	Event Supplies - Frosty SK Mu	2520-5-630-4220150	410.74
E & S SALES	37221	11/21/2023	Event Supplies - Candy Pinew	2520-5-630-4220150	344.38
HIMCO WASTE-AWAY SERVICE	0032035401	11/21/2023	Trash Services for Ideal Beach	2520-5-509-4390912	621.01
ZACHERY MILLER	cepd102823	11/21/2023	Portable Restroom Rental - Pi	2520-5-630-4390900	215.00
AMAZON CAPITAL SERVICES I	16TH-P334-NQHH	11/21/2023	Program Supplies	2520-5-508-4220150	73.75
AMAZON CAPITAL SERVICES I	16TH-P334-NQHH	11/21/2023	Event Supplies	2520-5-630-4220150	22.99
SOUND MANAGEMENT, LLC	IN-1231028866-112223	11/21/2023	Radio Advertising - Event Pine	2520-5-630-4330300	1,000.00
CARE UNIVERSITY	11123	11/21/2023	Rent Roosevelt for Programs -	2520-5-508-4390900	500.00
CITY'S PURE ICE INC	0298214	11/21/2023	Ice Sculpture Entertainment	2520-5-630-4390510	8,250.00
RIPPLE SOLUTIONS, LLC	1123-1	11/21/2023	Santa Clause for Winterfest	2520-5-630-4390510	450.00

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RIPPLE SOLUTIONS, LLC	1123-2	11/21/2023	Santa Clause for Nibco Event	2520-5-630-4390510	600.00
Fund 2520 - PARK PROGRAM Total:					17,621.38
Grand Total:					21,975.16

Report Summary

Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	4,353.78
2520 - PARK PROGRAM	17,621.38
Grand Total:	21,975.16

Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4210500	Office Supplies	58.77
2204-5-501-4220150	Operating Supplies	4,034.22
2204-5-501-4440500	Other Equipment	260.79
2520-5-508-4220150	Operating Supplies - Gen	73.75
2520-5-508-4390900	Other Services & Charge	1,000.00
2520-5-509-4390912	Contract Services	621.01
2520-5-580-4220150	Operating Supplies	2,323.51
2520-5-630-4220150	Operating Supplies	778.11
2520-5-630-4330300	Advertising	1,810.00
2520-5-630-4390510	Ent & Prod Expense	10,800.00
2520-5-630-4390900	Other Services & Charge	215.00
Grand Total:		21,975.16

Project Account Summary

Project Account Key	Expense Amount
None	21,975.16
Grand Total:	21,975.16



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Payment Dates 10/28/2023 - 11/17/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
INTERNOVA HOLDINGS LLC	01235432	11/17/2023	Flight for NPRA Conference	2204-5-501-4320300	42.00
INTERNOVA HOLDINGS LLC	5267959009652	11/03/2023	Southwest to NRPA Conferenc	2204-5-501-4320300	313.97
INTERNOVA HOLDINGS LLC	5267959009653	11/03/2023	Southwest to NRPA Conferenc	2204-5-501-4320300	355.97
AT&T MOBILITY II LLC	287332368663-11323	11/03/2023	Parks Wifi Service - Riverview	2204-5-501-4220150	93.72
FRONTIER NORTH INC.	574-1010015114145-11323	11/03/2023	Parks Phone - Riverview	2204-5-501-4320400	48.90
NORTHERN INDIANA PUBLIC S	173-570-009-4-11323	11/03/2023	Natural Gas - 500 E Beardlsey	2204-5-501-4350200	82.64
COMCAST CABLE	8771402050941317-11323	11/03/2023	Parks Internet - 119 W Wolf A	2204-5-501-4320400	116.25
COMCAST CABLE	8771402050909983-11323	11/03/2023	Parks Internet - 635 Arcade Av	2204-5-501-4320400	108.35
INDIANA MICHIGAN POWER	04058946304-111023	11/17/2023	401 Riverview Ave - PK	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04116178304-111023	11/17/2023	624 E Jackson Blvd - PK	2204-5-501-4350100	27.81
INDIANA MICHIGAN POWER	04196896700-111023	11/17/2023	101 Goshen Ave - Lights - PK	2204-5-501-4350100	50.26
NORTHERN INDIANA PUBLIC S	2157360055-111023	11/17/2023	301 NIBCO Pkwy - PK	2204-5-501-4350200	96.82
ELKHART PUBLIC UTILITIES	4100410004-111023	11/17/2023	Superior & Riverview - IRR - P	2204-5-501-4350400	180.11
ELKHART PUBLIC UTILITIES	4100410104-111023	11/17/2023	Superior & Riverview - PK	2204-5-501-4350400	113.48
ELKHART PUBLIC UTILITIES	4100411004-111023	11/17/2023	Joyce & Superior - IRR - PK	2204-5-501-4350400	187.73
ELKHART PUBLIC UTILITIES	4131505004-111023	11/17/2023	Johnson St - IRR - PK	2204-5-501-4350400	65.93
ELKHART PUBLIC UTILITIES	4208320000-111023	11/17/2023	1020 McDonald St - PK	2204-5-501-4350400	54.46
ELKHART PUBLIC UTILITIES	4262367905-111023	11/17/2023	1607 Sterling Ave - IRR - PK	2204-5-501-4350400	17.63
INDIANA MICHIGAN POWER	04520875701-111723	11/17/2023	Consolidated-PK	2204-5-501-4350100	153.99
INDIANA MICHIGAN POWER	04215485709-111723	11/17/2023	131 Tyler St	2204-5-501-4350100	297.24
INDIANA MICHIGAN POWER	04267434407-111723	11/17/2023	1324 Marguerite-PK	2204-5-501-4350100	647.22
ELKHART PUBLIC UTILITIES	1105360000-111023	11/17/2023	701 Arcade Ave - PK	2204-5-501-4350400	58.57
ELKHART PUBLIC UTILITIES	1105360205-111023	11/17/2023	701 Arcade Ave - Water Park -	2204-5-501-4350400	156.70
ELKHART PUBLIC UTILITIES	1105360603-111023	11/17/2023	701 Arcade - HB Tennis Cts - P	2204-5-501-4350400	71.24
ELKHART PUBLIC UTILITIES	1200680000-111023	11/17/2023	500 E Beardsley - PK	2204-5-501-4350400	43.31
ELKHART PUBLIC UTILITIES	1203400000-111023	11/17/2023	1320 Olive St - Willowdale Pa	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	1222370300-111023	11/17/2023	619 Baldwin St	2204-5-501-4350400	71.24
Fund 2204 - PARK & RECREATION Total:					3,534.14
Fund: 2520 - PARK PROGRAM					
COMCAST CABLE	8771402210116669-11323	11/03/2023	Parks Internet - Ideal Beach	2520-5-509-4320400	116.25
INDIANA MICHIGAN POWER	04844997017-111723	11/17/2023	52256 Ideal Beach Rd-PK	2520-5-509-4350100	88.60
ELKHART COUNTY REGIONAL	9000016900-111723	11/17/2023	52256 Ideal Beach Rd-PK	2520-5-509-4350400	343.44
Fund 2520 - PARK PROGRAM Total:					548.29
Grand Total:					4,082.43

Report Summary**Fund Summary**

Fund	Payment Amount
2204 - PARK & RECREATION	3,534.14
2520 - PARK PROGRAM	548.29
Grand Total:	4,082.43

Account Summary

Account Number	Account Name	Payment Amount
2204-5-501-4220150	Operating Supplies	93.72
2204-5-501-4320300	Travel	711.94
2204-5-501-4320400	Telephone & Communic	273.50
2204-5-501-4350100	Electricity	1,201.17
2204-5-501-4350200	Natural Gas	179.46
2204-5-501-4350400	Water & Sewer	1,074.35
2520-5-509-4320400	Telephone & Communic	116.25
2520-5-509-4350100	Electricity	88.60
2520-5-509-4350400	Water & Sewer	343.44
Grand Total:		4,082.43

Project Account Summary

Project Account Key	Payment Amount
None	4,082.43
Grand Total:	4,082.43

Donations

Financial Donations

- \$1,500 from NIBCO INC. for Winterfest free ice skating for children 12 and under

ENTERTAINMENT CONTRACT

This CONTRACT is made as of the 2nd day of November 2023, by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and Ripple Solutions.

RECITALS

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

Ripple Solutions will provide entertainment services, specifically Santa Claus.

City will be hosting A visit with Santa at NIBCO and wishes to contract with Ripple Solutions to provide Santa Claus services.

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

1. The name of the event will be: A visit with Santa at NIBCO Water and Ice Park.
 2. The event will take place at: NIBCO Water & Ice Park, 301 NIBCO Parkway, Elkhart, IN 46516.
 3. The date of the event will be: Saturday, December 16, 2023.
 4. The time of the event will be: From 1 pm – 5 pm
 5. Ripple Solutions will provide Santa Claus for a 4 hour performance with breaks as needed.
 6. Each party will be responsible for its own negligence, recklessness, and/or willful conduct.
 7. Ripple Solutions will invoice the City of Elkhart, Parks and Recreation Department for its services in the amount of \$600.00.
-
1. Governing Law—It is the intention of Parties to this Agreement all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Indiana,

without regard to the jurisdiction in which any action or special proceeding may be instituted.

2. Severability— Should there be a conflict between any provision of this Agreement and applicable laws of the State of Indiana said laws will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with said laws.
3. Modification—This Agreement may be supplemented, amended, or modified only by the mutual agreement of Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
4. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be:
 - a. The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516.
 - b. Ripple Solutions, 2620 Riverview Place, Elkhart, IN 46516
5. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
6. Sent by a nationally recognized overnight courier service, prepaid or billed to sender, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept receipt. Either party may change its address or add additional parties for receipt of notices by giving notice of such change to the other party in accordance with the provisions of this Section.
7. Entire Agreement—This Agreement constitutes the final agreement between the parties. No representation, promise or inducement has been made by either party that is not embodied in this Agreement, and neither party shall be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

IN WITNESS WHEREOF, the parties hereto have each executed this Entertainment Contract, on the date and year first written above.

ENTERTAINER

SIGNATURE: _____

A handwritten signature in black ink, appearing to read "David Smith", written over a horizontal line.

Date: _____

11-13-23

David Smith, owner

(Printed Name, Title)

CITY OF ELKHART, INDIANA

By its BOARD OF PARKS AND RECREATION

By: _____

Date: _____

(Printed Name, Title)

ENTERTAINMENT CONTRACT

This CONTRACT is made as of the 2nd day of November 2023, by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and Ripple Solutions.

RECITALS

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

Ripple Solutions will provide Santa Claus services.

City will be hosting photos with Santa at The Elkhart Public Library and wishes to contract with Ripple Solutions to provide Santa Claus services.

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

1. The name of the event will be: Winterfest - photos with Santa.
 2. The event will take place at: The Elkhart Public Library, 300 S. 2nd Street, Elkhart, IN 46516.
 3. The date of the event will be: Saturday, December 2nd
 4. The time of the event will be: From 12 pm-3 pm
 5. Ripple Solutions will provide Santa Claus for a 3-hour performance with breaks as needed.
 6. Each party will be responsible for its own negligence, recklessness, and/or willful conduct.
 7. Ripple Solutions will invoice the City of Elkhart, Parks and Recreation Department for its services for \$450.00.
-
1. Governing Law—It is the intention of Parties to this Agreement all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Indiana,

without regard to the jurisdiction in which any action or special proceeding may be instituted.

2. Severability— Should there be a conflict between any provision of this Agreement and applicable laws of the State of Indiana said laws will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with said laws.
3. Modification—This Agreement may be supplemented, amended, or modified only by the mutual agreement of Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
4. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be:
 - a. The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516.
 - b. Ripple Solutions, 2620 Riverview Place, Elkhart, IN 46516
5. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
6. Sent by a nationally recognized overnight courier service, prepaid or billed to sender, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept receipt. Either party may change its address or add additional parties for receipt of notices by giving notice of such change to the other party in accordance with the provisions of this Section.
7. Entire Agreement—This Agreement constitutes the final agreement between the parties. No representation, promise or inducement has been made by either party that is not embodied in this Agreement, and neither party shall be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

IN WITNESS WHEREOF, the parties hereto have each executed this Entertainment Contract, on the date and year first written above.

ENTERTAINER

SIGNATURE: 

Date: 11-13-23

David Smith

(Printed Name, Title)

CITY OF ELKHART, INDIANA

By its BOARD OF PARKS AND RECREATION

By: _____

Date: _____

(Printed Name, Title)

Contract

TAPSNAPTM

This agreement (the "Agreement") is between Fun Photo Events, LLC, a franchisee of TapSnapTM, (hereinafter referred to as "TapSnapTM") and the CLIENT as detailed below:

Client Company Name: City of Elkhart- Parks & Recreation Department

Client Company Representative: Sarah Santerre

Address: 1320 Benham Ave, Elkhart, IN 46516, United States

Telephone: 574.295.7275

1. Entire agreement

This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements (written or oral) between the parties in relation to its subject matter. Each party acknowledges that in entering into this Agreement it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty, whether made negligently or innocently, other than as expressly set out in this Agreement. Nothing in this clause shall limit or exclude any liability for fraud.

2. A Summary of the Contract

TapSnapTM is responsible for providing for the Client a photographic service and products as detailed in Section 3 (the "Services"). The Client engages TapSnapTM for these Services for the price as detailed in Section 4. TapSnapTM will provide the Services during the scheduled start time and scheduled end time (the "Service Time") as described in Section 3.

3. The Services

The Services will be provided by TapSnapTM as follows:

Event Details:

Event Service Date: Saturday, December 2, 2023

Event Venue and Address: Elkhart Public Library - Downtown, 300 S 2nd St, Elkhart, IN 46516

Event Service Start Time: 12:00 pm

Event Service End Time: 3:00 pm

Included With The Services:

3 Hours

42" Interactive touch screen kiosk

Custom Event theme (background on kiosk)

Custom Border Overlay

Custom hashtag

Access to our library of digital props

Unlimited high quality 4" x 6" prints during the event

Your own SmugMug online photo album

Custom guest email messages

Custom post event email message

Phototainment Specialist to oversee your TapSnap experience

Green screen

Access to our library of green screen images

Set-up and Tear-down

4. Payment Terms

Client agrees to pay a total of \$900.00 (the "Total Price") which includes the cost of Services (the "Event Fee") plus any taxes, travel and accommodations that are applicable. A 0% non-refundable deposit is due at the time of signing of Agreement in order to reserve the event date and to cover any administrative costs. Final Payment must be received by TapSnap™ within 30 days of the completion of the event. "Payment" means unencumbered funds received and not reversed in TapSnap™'s account.

Payment Details:

Event Fee: \$900.00

Taxes: Not Applicable

Travel & Accommodations: Not Applicable

Total Price: \$900.00

Deposit: \$0.00

Method of Payment:

☐ Check (Preferred) - Checks should be made payable to Fun Photo Events, LLC., 1625 Bennington Drive, Mishawaka, Indiana 46544

☐ Visa

☐ MasterCard

☐ American Express

☐ Other - ☐

Date of Final Payment: January 2, 2024

You can provide your credit card information below or request a payment link.

Name of Cardholder: _____

Credit Card Number: _____

Expiration Date: _____

CVV: _____

Zip Code: _____

(You may also choose to contact us by phone to give your credit card details in order to process your payment.)

5. Cancellations and Refunds

Client may cancel this Agreement for whatever reason or cause including without limitation; Acts of God, weather, cancellation by the venue etc., at any time up to 30 days before the event date by sending written notice to TapSnap™. TapSnap™ will reimburse any monies paid less the deposit which is non-refundable. Cancellations less than 30 days before the event date will result in payment in full. The cancellation conditions will apply for postponed or rescheduled events if TapSnap™ is not able to reschedule for the new date and time. The Total Price for the rescheduled event is subject to a 25% rescheduling fee.

Returned checks & Non-payment. Returned checks are subject to a \$50.00 returned check fee. Client assumes responsibility for any and all collection and court costs and legal fees incurred by TapSnap™ in the event that enforcement

of this contract becomes necessary.

6. Use of Social Media & Sharing

When included as part of the Services in Section 3, Client acknowledges that TapSnap™ will allow photographs captured at the event to be shared directly to a Facebook page and Twitter. In addition, by default, any image emailed from the kiosk will direct the email recipient to a TapSnap™ hosted website where they have the ability to easily share those images through social media and email. Client recognizes that TapSnap™ has no control over how they are used or by whom these images are shared. TapSnap™ will not be liable for images shared on any social network. Any photo or content shared and/or posted on social media is subject to a non-limited license of use by that social media outlet. This license of use extends to all users of said social media outlets. Client also acknowledges that these social networks may take sudden changes to their policies and API which may impact TapSnap™'s ability to integrate with these social networks in the manner advertised.

7. Use of SnapCast™

When included as part of the Services in Section 3, TapSnap™ will provide its broadcasting system, SnapCast™, for the event. A URL showing the photos from the event will be provided for the Client to distribute freely. This URL will be accessible on a temporary basis and TapSnap™ will reserve the right to suspend access to it at any time. TapSnap™ will not be liable if for any reason if the site is not available at any time, for any period. The Client accepts any liability that might arise from the free distribution of this URL. The client is responsible for making all necessary arrangements for every recipient of the URL to be able to access it or view it.

Any material displayed by means of using SnapCast™ will be considered non-confidential, non-proprietary and TapSnap™ shall have the right to use, copy, distribute and disclose to third parties any such material for any purpose. The Client may link to the URL provided or embed in their site provided that this action does not damage TapSnap™'s reputation or cause any damage to TapSnap™'s corporate image. This connection to the provided URL must not imply that there is any form of association, sponsorship or endorsement from TapSnap™'s part.

TapSnap™ will provide a filter for any media, images, text, and overall content to upload by means of using SnapCast™ and TapSnap™ will operate this filter following parameters and within limits set for this purpose. The Client accepts that this parameters and limits are to be in place at all times.

The Client is responsible for providing monitors, TV, screens and other compatible devices to display SnapCast™ content.

8. Capture, Delivery and Archival Release

TapSnap™ is not liable to deliver every image taken at the event. The determination of images delivered to the Client is left completely to the discretion of TapSnap™. TapSnap™ is under no obligation to retain the digital image files.

9. Responsible Person

The Client will be responsible for designating a person (the "Designated Contact") to ensure that all conditions of this Agreement are adhered to at the event and venue.

10. Limitation of liability

In the unlikely event of equipment failure, Act of god or cancellation of this Agreement by either party or in any other circumstances, the liability of one party to the other shall be limited to the total value of the Agreement. Neither party shall be liable for indirect or consequential damages. This limitation of liability also applies to any loss/damage of photographs, failure to post to social media in a manner advertised due to unforeseen changes in policies or API, or failure to deliver photograph for any reason. Liability for a partial loss of photographs shall be prorated based on the percentage of total. The Client's sole remedy for any actions or claims shall be limited to a refund whose total amount cannot exceed the total monies paid by Client under this Agreement during the time preceding the date on which such liability arises.

11. Breaks

A break is required for events over 6 hours for TapSnap™ employees.

12. Harassment

Ensuring the appropriate behavior of all guests and other persons at the event shall be the responsibility of Client. In the event TapSnap™'s employees, agents or contractors experiences any inappropriate, threatening, hostile or offensive behavior from any guest or other person at the event (including, but not limited to, unwelcome sexual advances, verbal or physical conduct of a sexual, discriminatory or otherwise offensive nature) then the following process shall be followed: first offense: a verbal warning will be issued to a the responsible person; second offense: the offending person will be required to leave the event; third offense: TapSnap™ will end event Service immediately and leave the event. TapSnap™ shall be entitled to retain all monies paid hereunder and Client agrees to relieve and hold TapSnap™ harmless as a result of an incomplete event. TapSnap™ will reserve all legal rights thereafter that it or its employees, agents or contractors may have, collectively or individually, or derivatively.

13. Set-up and Tear-down

TapSnap™ will arrive at the event venue one (1) hour before the Service Time to set up equipment at no charge. The Client acknowledges that TapSnap™ requires a space of 8'x8', and electrical outlet or power source and the ability to access the internet. It is the sole responsibility of the Client to secure permission for TapSnap™ to set up its equipment at the event venue. The Client is responsible for informing TapSnap™ of any restrictions at the event venue that may affect the setup or teardown or operation of our equipment and services. The Client agrees to accept the technical results of their imposition on TapSnap™. Negotiation with the venue's officials for moderation of the restrictions is the Client's responsibility; at minimum, TapSnap™ will offer technical recommendations only.

TapSnap™ will promptly commence teardown at the end of the Service Time. Client agrees to provide at his/her/its expense a sufficient unobstructed pathway and space for the delivery, assembly, dismantlement and removal of the equipment at the event venue. In the event that any obstacles, including but not limited to guests at the event, personal property, etc., are not removed as required herein prior to the dismantlement and removal of the equipment, TapSnap™ may nonetheless enter the premises, move or remove any such equipment at the Client's sole risk and cost. If TapSnap™ is unable to remove the equipment from the site as scheduled, charges for Idle Time will apply.

14. Service Time, Additions and Idle Time

The Client and TapSnap™ agree that cooperation and punctuality are essential to accomplish the goals and wishes of all parties. TapSnap™ will provide the Services during the Service Time as described in Section 3 only. Any additional time that TapSnap™ provides the Services beyond the Service Time will be billed to the Client. Any time the equipment is present and remains non-operational will be considered "Idle Time" and the Client will incur an additional charge of \$100 per hour.

15. Permits, Licenses, Etc.

The Client is responsible for acquiring all permits, licenses, material handling and drayage fees, and necessary permission for all venues at which TapSnap™ will be providing the Services.

16. Indemnification

Each party (each as "Indemnitor") hereby agrees to defend, indemnify and hold harmless the other party, its members, managers, employees, representatives, agents, affiliates and all of their respective successors and assigns (each, an "Indemnitee") from and against and all claims, causes of action, losses, liabilities, damages, injuries to persons (including without limitation death) and property (including but not limited to TapSnap™'s equipment used in connection with this Agreement). expenses (including without limitation reasonable attorney's fees), demands, suits and judgments, whether arising in tort, contract or otherwise (collectively, "Claims") arising out of or in any way related to any and all claims: (i) arising from the negligent and/or willful acts and/or omissions of Indemnitor and/or any of such Indemnitor's members, managers, officers, directors, partners, agents, guests, invitees, employees, representatives, agents, affiliates and all of their respective successors and assigns; and/or (ii) Indemnitor's violation of law and/or franchisor's breach of this Agreement and or ant products or services related to are derived from it. The obligations set forth in Section 16 shall survive termination of this Agreement. Notwithstanding anything in this Agreement to the contrary, Client's liability to TapSnap™ under Section 16 shall not be capped or limited by Section 10 of this Agreement.

17. Responsibility of the Client

The Client is required to contact TapSnap™ no less than ten (10) business days prior to the date of the event to go over last minute details of the event. Client will be responsible to confirm all event details and times. Notification of any changes in schedule, location or Services must be in a timely manner. Changes must be made via email. The Client is required to provide any custom artwork, digital files and other important details needed for their event no later than ten (10) business days prior to the event.

18. Miscellaneous

TapSnap™, under the then current law of a particular jurisdiction, may or may not be vested with a copyright resulting from the Services provided to its Client hereunder. TapSnap™ shall conform strictly to all laws available worldwide governing images in its possession incidental to Client contracting and receiving TapSnap™'s products and services.

The Governing Law shall be the laws of the State of Indiana. The Venue for any litigation shall be either in the county courts of Elkhart, Indiana or the federal courts of the Northern District of Indiana.

The undersigned hereby acknowledge that they have received, read, and understand all of the above:

To indicate your acceptance of the above, sign electronically below.

SARAH SANTERRE

Type your name

BRAD HIGHLAND

Brad Highland

✓ Signed Nov 15th, 2023

ENTERTAINMENT CONTRACT

This contract is made as of the _____ day of _____, 2023 by and between the City of Elkhart, Indiana ("City") on behalf of the Elkhart Parks and Recreation Department and Clark Lewis (hereinafter Entertainer).

Recitals

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

Clark Lewis is a performer who provides juggling stunt shows.

City will be hosting **Rhapsody Arts and Music Festival** and wishes to contract with Entertainer to provide the following services: a juggling stunt show.

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

1. The name of the event will be: Rhapsody Arts and Music Festival
2. The event will take place at: Venue of Rhapsody Arts and Music Festival
3. The date of the event will be: Friday, June 7, 2024. The performer agrees to reserve the date for performance and the client agrees to pay the performer the corresponding fee of \$500.
4. It is agreed that no retainer fee is due for this booking.
5. The Entertainer agrees that the fee covers all expenses for accommodations, travel, mileage, etc., and that the City will pay no additional fees for any expenses incurred by Entertainer.
6. The time of the event will be: TBD. Show is typically 30 to 40 minutes long, but can usually be tailored.
7. City will provide location and any stage.
8. Entertainer WILL PROVIDE 1 "Juggling Stunt Show."

9. In exchange for services provided by Entertainer, City will pay \$500.00 for 1 show. Payment will be due on the day of the performance, unless specified otherwise. Entertainer accepts check, cash, Venmo, or Paypay* (*adds service fee). Checks should be made out to Clark Lewis.
10. Each party will be responsible for its own negligence, recklessness, and/or willful conduct.
11. Entertainer will invoice the City for payment.
12. Cancellation – It is agreed that if either party needs to cancel the performance for any reason, no payment will be due for the cancelled performance. The Entertainer agrees not to cancel unless reasonably necessary, and will not cancel due to personal convenience or other gig offers.
13. Governing Law—It is the intention of Parties to this Agreement all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Indiana, without regard to the jurisdiction in which any action or special proceeding may be instituted.
14. Severability— Should there be a conflict between any provision of this Agreement and applicable laws of the State of Indiana said laws will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with said laws.
15. Modification—This Agreement may be supplemented, amended, or modified only by the mutual agreement of Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
16. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be:
 - a. The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516.
 - b. Clark Lewis Productions, 10986 Sunfield Rd, Sunfield, MI 48890. Performer can be emailed at _____

17. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
18. Sent by a nationally recognized overnight courier service, prepaid or billed to sender, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept receipt. Either party may change its address or add additional parties for receipt of notices by giving notice of such change to the other party in accordance with the provisions of this Section.
19. Entire Agreement—This Agreement constitutes the final agreement between the parties. No representation, promise or inducement has been made by either party that is not embodied in this Agreement, and neither party shall be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

IN WITNESS WHEREOF, the parties hereto have each executed this Entertainment Contract, on the date and year first written above.

ENTERTAINER

SIGNATURE: Clark Lewis

Date: 08-31-2023

Clark Lewis
(Printed Name, Title)

CITY OF ELKHART, INDIANA

By its BOARD OF PARKS AND RECREATION

By: _____

Date: _____

(Printed Name, Title)



2024 PARK BOARD MEETING DATES

**(All meeting dates are on Tuesdays at 5:00 p.m.
in the Council Chambers, 229 S. Second St., Elkhart, IN)**

January 16, 2024

February 20, 2024

March 19, 2024

April 16, 2024

May 21, 2024

June 18, 2024

July 16, 2024

August 20, 2024

September 17, 2024

October 15, 2024

November 19, 2024

December 17, 2024

2024 PARK BOARD

FINANCIALS ONLY

MEETING DATES

**(All meeting dates are on Tuesdays at 5:00 p.m.
at Elkhart Parks & Recreation office 229. S. 2nd St. Elkhart,
IN)**

June 4, 2024

July 2, 2024

July 30, 2024

September 3, 2024

October 1, 2024

October 29, 2024

City of Elkhart Parks And Recreation
Regular, Part-Time and Seasonal Employees

That the following wages are hereby adopted for implementation by the City of Elkhart's Board of Parks and Recreation effective January 1, 2024

	Start	Max		Start	Max
Riverview Softball			Aquatics Manager	\$19.00	\$23.00
Softball Manager	\$19.00	\$23.00			
Softball Asst Manager	\$17.00	\$20.00		Start	Max
Softball Supervisor (4)	\$16.00	\$18.00	Ideal Beach	\$19.00	\$20.00
	Start	Max	Assistant Managers	\$18.00	\$19.50
Riverview Concessions			Head Lifeguard	\$17.00	\$19.00
Riverview Concession Manager	\$ 19.00	\$23.00	Lifeguards	\$15.00	\$17.00
Assistant Managers	\$ 17.00	\$20.00	Cashiers/Concessions		
Cashiers/Concessions	\$ 15.00	\$17.00		Start	Max
	Start	Max	Pierre Moran Pool		
Concessions Trailer			Assistant Managers	\$19.00	\$20.00
Concessions Manager	\$ 19.00	\$23.00	Head Lifeguard	\$18.00	\$19.50
Assistant Managers	\$ 17.00	\$20.00	Lifeguards	\$17.00	\$19.00
Cashiers/Concessions	\$ 15.00	\$17.00	Cashiers/Concessions	\$15.00	\$17.00
	Start	Max		Start	Max
Nibco Ice Park			McNaughton SP		
Nibco Manager	\$19.00	\$23.00	Assistant Managers	\$19.00	\$20.00
Assistant Managers	\$17.00	\$20.00	Cashiers	\$15.00	\$17.00
Cashiers/Concessions	\$15.00	\$17.00	Attendants	\$15.00	\$17.00
Attendants	\$15.00	\$17.00		Start	Max
	Start	Max	Events		
Day Camp/Camp			Farmer's Market Manager	\$17.00	\$19.00
Camp Director	\$19.00	\$23.00	Event Aides	\$15.00	\$17.00
Assistant Camp Director	\$17.00	\$19.00			
Camp Site Leaders	\$16.00	\$17.00			
Camp Group Leaders	\$15.00	\$16.00	Park Rangers	\$15.00	\$20.00
	Start	Max		Start	Max
Programs			Umpires & Referees- Per Game		
Program Managers (tennis,skate, soccer, any sport)	\$19.00	\$23.00	Softball Umpire	\$30.00	\$35.00
Program Instructors	\$15.00	\$19.00	Sports Referees	\$17.00	\$25.00
Asst. Program Coordinator	\$17.00	\$19.00			
Program Aides	\$15.00	\$17.00			

Note: The Superintendent/Recreation Manager has the authority to set the actual rates within the approved ranges due to skill, ability, advanced training, specialized

Approved this 21st Day of November 2023 by the City of Elkhart Board of Parks and Recreation.

Sarah Santerre -President

Nekeisha Alayna Alexis - Vice President

Christopher Baiker - Secretary

Mark Datemas - Treasurer

City of Elkhart Parks and Recreation Department

2024 Fee Schedule

Listed below are the 2024 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

Weekend Combo Package - Friday Night add-on to full day Saturday rental at weekday price.

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

City of Elkhart Parks and Recreation Department

2024 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

2024 Fee Schedule

FACILITY FEES

IDEAL BEACH

Admission & Waterslide	\$8.00	
Discounted Admission for Waterslide down	\$5.00	
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

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

2024 Fee Schedule

PROGRAM/RECREATION FEES

CAMPS	\$25.00 - \$30.00/week	
Before/After Camp Care	\$10.00/Week	
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	7 weeks	
Tot Classes	\$55.00	
Beginners	\$65.00	
Intermediate	\$65.00	
Jr. Varsity	\$80.00	
Varsity	\$80.00	
Adult	\$75.00	
ICE SKATE LESSONS	\$25.00	up to 4 Days
MISCELLANEOUS PROGRAMS	\$1.00-\$50.00 depending on supply cost	
with No Instructor Fees		

City of Elkhart Parks and Recreation Department

2024 Fee Schedule

EVENTS

FROSTY 5K & 5 MILE

Registration fee	\$30.00
Early bird fee (Until January 3)	\$25.00
Shirt (with pre-registration)	\$15.00
Shirt (on race day)	\$20.00

FOURTH OF JULY

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

POP-UP MARKETS

Vendor Space	\$25.00	per 12 foot table
Vendor Space	\$12.50	per 6 foot table
Food Vendor	\$25.00-\$75.00	per date

FARMERS MARKET

Growers	\$180.00 season or \$15.00 per day	
Home Based Vendors	\$180.00 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	
Winter Farmers Market Vendors	\$15.00 per day	per 12 foot table
Winter Farmers Market Vendors	\$7.50 per day	per 6 foot table

TOWN GREEN SOCIAL

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

FOOD TRUCK & TAILGATE PARTY

Food Vendor	\$150.00
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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

City of Elkhart Parks and Recreation Department

2024 Fee Schedule

EVENTS

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

ISLAND OF BLUES

Food Vendor	\$200.00
-------------	----------

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
-------------	---------------------------

DANCES

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

2024 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
2024 Fee Schedule**

APPROVED this 21 Day of November 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
2023 USE & EVENT PERMIT APPLICATION

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

Date Received: 11/14/23

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: 5 de Mayo. DATE(S) REQUESTED May 4
LOCATION/VENUE REQUESTED Island park.
LOCATION/VENUE 2ND CHOICE REQUESTED Downtown
OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT Deia Graveda. Daniel Garcia Valentine
NAME OF EVENT ORGANIZER/PRODUCER DDV promotion. Jaurer
PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS 2016 W. Franklin St. APT/UNIT/SUITE
CITY Elkhart. STATE IN. ZIP CODE 46516.
E-MAIL ADDRESS

DAYTIME PHONE [REDACTED] FAX [REDACTED] CELL PHONE [REDACTED]

EVENT DAY ON SITE CONTACT *REQUIRED [REDACTED] DAYTIME PHONE [REDACTED] CELL PHONE [REDACTED]

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

☒ No ☐ Yes → Name of Organization: _____

NAME OF SPONSORING ORGANIZATION CONTACT _____ SPONSORING ORG. CONTACT PHONE _____

ADDRESS OF SPONSORING ORGANIZATION _____ CITY _____ ZIP CODE _____

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

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

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

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

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

FEDERAL TAX ID # _____

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time:

Finish Time:

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

SET-UP TIME(S)

From: 9:00 AM

To: 12:00 PM

TEAR-DOWN

From:

To:

EXPECTED NUMBER OF PARTICIPANTS:

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

2022 NUMBER OF PARTICIPANTS:

2021 NUMBER OF PARTICIPANTS:

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

(Please check No or Yes below.)

☒ No

☐ Yes

Event Name: _____

Location: _____

Date: _____

EVENT DESCRIPTION

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

☐ Walk/Run

☒ Cultural Event

☐ Other event, please describe:

☒ Art Fair/Festival

☐ Public Rally/March

☒ Concert/Performance

☐ Bike Ride

☒ Service

Cinco de mayo

Brief Description of Event:

Food vendors, Artesanal vendor
Live Music,

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

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB." Additionally, certain event features, such as street closures and 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

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:

Mariscos don miguel

IF YES, please describe:

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.

Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you 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:

N/A

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:

N/A

Vehicle Description(s):

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

☐ No

☒ Yes



Number of Vehicles:

N/A

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): N/A

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: N/A AND Number of Accessible ADA Portable Toilets: N/A

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 → N/A

Number of Emergency Management Staff Requested

☒ \$50.00 Minimum of two Event Personnel 2

☐ \$25.00 Event Personnel each per event _____

Total Cost \$ _____

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

FIRE DEPARTMENT

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

☐ No ☒ Yes →

Time(s) Requested: _____

☐ Ambulance(s)

Number Requested 1

☐ 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.

will be food truck vendors

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.

it is a family festival
and need to be safety

Additional Information May Be Required.

STREET DEPARTMENT

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

☒ No ☐ Yes → Street Name _____

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?

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):

Delia Gajardo

Contact cell number (area code plus number):

Valentina Jaurer

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

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

INDEMNIFICATION, WAIVER AND RELEASE

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

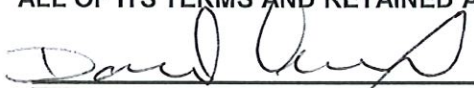
APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works, and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.

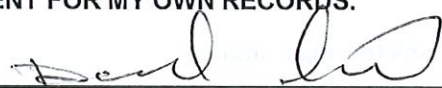
Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder exclusive rights to park property, including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

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



PRINTED NAME OF APPLICANT
Daniel Garcia



SIGNATURE OF APPLICANT

11-14-2023

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: 11-21-23

Re: Parks Department Report

Superintendent's Update (Jamison Czarnecki)

- The Parks Department hosted two public engagement meetings to discuss the future of park's relationship with Woodlawn Nature Center. Currently, it's a separate nonprofit, but the department is looking to manage it programmatically starting in 2024. We will meet with stakeholders over the next couple months to decide further steps.
- NIBCO Ice and Water Park opens for the winter season during our Winterfest event on December 2nd. We invite the board and community at large to join us for a full day of festivities and some new things happening this year!
- Walker Park public engagement sessions will be happening in January to discuss playground designs and overall usage design of the park.
- Parks Department is joining other departments in the city's food and toys drive. The public is encouraged to bring a non-perishable food item or a toy to the office at City Hall to help spread some cheer.

Events Report (Sherry Krask)

- We are very thankful for all 1,500 people who braved the rain and joined us for our 11th annual Trunk-or-Treat at Island Park. We had 30 different stops around the Island with local businesses and organizations.
- We also had around 1,500 people join us for the Pine Not-So-Haunted Woods Walk the following weekend on October 28th at Pinewood Park. For this event we had 9 different local businesses or organizations join us along the trail passing out candy.
- On November 4th we hosted the 6th annual Fall Fabulous Pop-Up Market at High Dive Pavilion. We had 24 different vendors set-up with their products and almost 400 shoppers throughout the day.
- Our first Winter Farmers Market Pop-Up will take place at High Dive Pavilion on November 18th. We have 27 vendors set to attend and are looking forward to extending the season for our loyal vendors and shoppers.

Volunteers Report (Maddy Gordon)

- Truma Corp hosted their first park clean-up at High Dive, their adopted park, on November 3rd. With help from the Environmental Center and Parks Staff, their 15 volunteers picked up 6 full bags of trash and cleared out a large area that was extremely overgrown with honeysuckle. We are excited to continue our partnership with them through the Adopt-A-Park program to see the difference that can be made at High Dive.
- We are continually working with volunteers to spread the rest of the mulch through Woodlawn Nature Center's trails.

Programming and Recreation Report (Luisa Ixmatlahua)



Programs Ended Since Last Meeting:

- "Playground Program" Monday – Friday, Weston Park, Walker Park, Roosevelt Park, Studebaker Park, McNaughton Park. Open to the public, average 15 kids at the playground.
- "Youth Soccer League," 33 registered.
- "Intro to Photography," 11 registered.

Current Programs

- "Passport Program" open to the public
- "Courts and Crafts," Roosevelt Center afterschool program for 2nd – 8th grade, 90 participants

Ranger Report (Ranger Nhim Danh)

October 1-31, 2023 – Ranger Nhim Danh

Citations

- None written.

Various Park Activities and number of people participating.

- Baseball (200), Basketball (64), Biking (96), Grilling/Picnic (13), Dog Walking (91), Fishing (38), Pickleball (17) Playground (227), Sitting/Standing (745), Skateboarding (132), Soccer (114), Swimming/Water Pad (5), Tennis (16), Walking/Jogging (469). Grand Total of 2,286 patrons.

Events

- October 5, 2023 – Ranger Nhim attended the Homeless Coalition.
- October 27, 2023 - Ranger Nhim led a Walk in the Park with Camp Kids at Studebaker.

Damage (Graffiti/Vandalism/Etc.)

- October 14, 2023 – While on patrol at Roosevelt Park, Ranger Nathan came upon some graffiti on several of the columns at the outdoor pavilion. He reported the incident on Elkhart 311.
- October 20, 2023 – While on patrol at Booth Dog Park, Ranger Larry noticed that the bathroom doors had been damaged from the outside, as well as the locking mechanism. He reported all damage issues to Elkhart 311.

Other

- October 16, 2023 – While on patrol at Willowdale Park, Ranger Larry discovered that the Pavilion door was unlocked. He proceeded to secure the building and lock the doors.

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent



Parks & Recreation
1320 Benham Ave.
Elkhart, IN 46516

574.295.7275
Fax: 574.522-7808

- October 22, 2023 – While on patrol at Beardsley Park, Ranger Larry observed a truck parked in the middle of Beardsley parking lot, blocking a path for other cars to park. Ranger Larry spoke with a park-goer to get an account of the situation. He proceeded to call dispatch to request a unit to remove the vehicle. After providing EPD with all the information he gathered from other park-goers, Ranger Larry continued his duty to patrol other parks.
- October 23, 2023 – While on patrol at Baker Park, Ranger Nathan was approached with a complaint regarding branches blocking the speed limit sign on the north end of Joanne Drive. After reporting this on Elkhart 311, it has since been resolved. Additionally, the neighbor had an issue with vehicles circumventing Baker Park's wood barriers, thus driving through their yard near the corner of Joanne and Evans St. Ranger Nathan reported this matter on 311. I, Ranger Nhim, am working with B&G about adding more wood barriers to prevent cars from driving onto the neighbor's lawn.

End of Report