

# **PARK BOARD AGENDA**



## **MEETING SCHEDULE**

Tuesday, December 20, 2022, at 3:30 pm  
Council Chambers  
229 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

## **CALL TO ORDER**

### **1. ROLL CALL**

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

### **3. APPROVAL OF MINUTES**

- November 18, 2022

### **4. APPROVAL OF FINANCIALS**

- Claims - \$38,677.20
- Donations – \$1,000
- Grants - \$0

### **5. NEW BUSINESS MATTERS**

- a. Partnership Agreement Between the City of Elkhart, Indiana, and the Elkhart Public Library
- b. Disposal of Ice Skates
- c. Memorandum of Understanding with Beacon Health & Fitness Elkhart
- d. Memorandum of Understanding with Cooperative Achievement, Inc.
- e. Resolution R-4-22 A Resolution of the Board of Parks and Recreation of the City of Elkhart, Indiana Authorizing the Transfer of Interests in Certain Real Estate and the Improvements Located Thereon to the Board of Public Works of the City of Elkhart, Indiana and All Matters Related Thereto

### **6. OLD BUSINESS**

- a. 2023 Park Board Schedule
- b. 2023 Wage Resolution
- c. 2023 Fee Schedule

### **7. USE AND EVENT PERMIT**

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

### **8. DEPARTMENT REPORT**

### **9. CORRESPONDENCE**

- a. None

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

## **ADJOURNMENT**

**NEXT REGULAR PARK BOARD MEETING JANUARY 16, 2023, COUNCIL CHAMBERS.**

# City of Elkhart Parks & Recreation

## Park Board Minutes



**DATE:** November 18, 2022

**TIME:** 3:30 PM

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

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

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

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Secretary	Mark Datema Treasurer
<b>Absent</b> Mandy Leazenby, Proxy	<b>Absent</b> Corinne Straight, Proxy		

**2. Approval of Agenda**

Motion to Approve Agenda

Motion: CS

Second: ML

Motion passes with unanimous voice vote

**3. Approval of Minutes**

October 18, 2022

Motion: CS

Second: ML

Motion passes with unanimous voice vote

November 1, 2022

Motion: CS

Second: ML

Motion passes with unanimous voice vote

**4. Approval of Financials**

**Claims: \$20,980.04**

**Donations: \$0**

**Grants: \$0**

Motion to discuss, approve and place on file

Motion: ML

Second: CS

Motion passes with unanimous voice vote

**5. New Business**

a. **2023 Park Board Schedule**

b. **2023 Wage Resolution**

c. **2023 Fee schedule**

Motion to table all new business to December 20, 2022, meeting

# City of Elkhart Parks & Recreation

## Park Board Minutes



Motion: ML  
Second: CS  
Motion passes with unanimous voice vote

### 6. Old Business

- a. Agreement Regarding Donated Funds and Information  
Ms. Cyneatha Millsaps informs the Board that the funds were previously donated to the Tolson Center, and the donors have agreed to move the funds to the new Tolson Center.  
Motion: CS  
Second: ML  
Motion passes with unanimous voice vote

### 7. Department Report

Mr. Czarnecki informs the Board that the Department is working with the Legal Department on the metal detecting issue raised at a previous meeting. A temporary fix has been found for the dog park. The Bus Trip to Frankenmuth is tomorrow and is sold out. Winterfest is coming up on December 3.  
Luisa Ixmattlahua-Garay informs the Board of upcoming programs.

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

Mr. Datema opens the privilege of the floor.

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

Mr. Datema closes the privilege of the floor.

### 9. Approval for Adjournment

Motion to adjourn  
Motion: CS  
Second: ML  
Motion passes with unanimous voice vote  
Adjourn 3:54 pm

### PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Leslie Wingard, Accounting Specialist Luisa Ixmattlahua-Garay, Program Coordinator	Jennifer Kobie, Recording Secretary Sommer Bowers, Office Manager
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### ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Mr. David Hopkins, IT Department	Ms. Cyneatha Millsaps	Ms. Jill Szyarto
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# City of Elkhart Parks & Recreation

## Park Board Minutes

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### Minutes Certification:

Respectfully Submitted,

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Board President                      Sarah Santerre

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**PARKS BOARD**  
**CLAIM AND ALLOWANCE DOCKET**

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

December 16<sup>th</sup>, 2022      Erin Koons  
ERIN KOONS -DEPUTY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$38,677.20** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 6 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 20TH DAY OF DECEMBER 2022 BY:

PRESIDENT

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

VICE PRESIDENT

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

SECRETARY

\_\_\_\_\_

TREASURER

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

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE



City of Elkhart

City of Elkhart

# Expense Approval Report

By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
MENARD, INC	16876	12/20/2022	High Dive Pavilion Improveme	2204-5-501-4360100	2,193.00
MENARD, INC	16951	12/20/2022	High Dive Pavilion Improveme	2204-5-501-4360100	439.40
MENARD, INC	16953	12/20/2022	High Dive Pavilion Improveme	2204-5-501-4360100	1.05
JAMISON CZARNECKI	466580	12/20/2022	Parks Foundation Parks Tour L	2204-5-501-4220150	160.37
MENARD, INC	18197	12/20/2022	High Dive Pavilion Improveme	2204-5-501-4360100	13.80
JOSE OCAMPO	R00592736	12/20/2022	Pavilion Rental Refund - Pierre	2204-5-501-4581000	140.19
MENARD, INC	18762	12/20/2022	High Dive Pavilion Improveme	2204-5-501-4360100	176.68
MENARD, INC	18769	12/20/2022	High Dive Pavilion Improveme	2204-5-501-4360100	11.96
MENARD, INC	19013	12/20/2022	High Dive Pavilion Improveme	2204-5-501-4360100	-11.37
MENARD, INC	19014	12/20/2022	High Dive Pavilion Improveme	2204-5-501-4360100	11.37
PATRICIA GARCIA STILES	R00594643	12/20/2022	Pavilion Rental Refund - Willo	2204-5-501-4581000	140.19
RICOH, USA	106665707	12/20/2022	PKS Copier Lease - December	2204-5-501-4370200	107.52
INDIANA PARK AND RECREATI	35433	12/20/2022	Trails Gathering - Jamison &	2204-5-501-4390910	20.00
AMAZON CAPITAL SERVICES I	66.46	12/20/2022	Galaxy Tablet Case	2204-5-501-4210500	18.89
AMAZON CAPITAL SERVICES I	66.46	12/20/2022	Organizers, Batteries, Highligh	2204-5-501-4210500	47.57
AUTUMN M WILLIAMS	R00597929	12/20/2022	Pavilion Rental Refund - Pierre	2204-5-501-4581000	186.92
BOTTLING GROUP, LLC	98203153	12/20/2022	Concessions - Nibco Ice Park	2204-5-501-4220150	1,884.10
LECHLITNER DOOR SALES & S	135126	12/20/2022	Keys for Studebaker & McNau	2204-5-501-4220150	47.94
GR GRAPHIX CUSTOM SCREE	9749	12/20/2022	Nibco Ice Park Employee App	2204-5-501-4220150	544.40
LUISA IXMATLAHUA	1012213	12/20/2022	IPRA Conference Meal Reimb	2204-5-501-4320300	1.99
STANLEY MCCRAY	2297-111522	12/20/2022	IPRA Meal Reimbursement	2204-5-501-4320300	27.58
STANLEY MCCRAY	33153-111522	12/20/2022	IPRA Meal Reimbursement	2204-5-501-4320300	3.10
LUISA IXMATLAHUA	33153-111522	12/20/2022	IPRA Conference Meal Reimb	2204-5-501-4320300	5.96
STANLEY MCCRAY	70002-111522	12/20/2022	IPRA Meal Reimbursement	2204-5-501-4320300	16.30
SOMMER BOWERS	70003	12/20/2022	IPRA 2022 Conference Meal R	2204-5-501-4320300	5.65
NEW ENGLAND SPORTS SALES	138999	12/20/2022	Nibco Ice Park Diamond Blade	2204-5-501-4220150	88.17
SOMMER BOWERS	2411	12/20/2022	IRPA 2022 Conference Meal R	2204-5-501-4320300	19.84
STANLEY MCCRAY	020186	12/20/2022	IPRA Meal Reimbursement	2204-5-501-4320300	74.00
JAMISON CZARNECKI	158721	12/20/2022	IRPA Conference Meal Reimb	2204-5-501-4320300	7.84
SOMMER BOWERS	158723	12/20/2022	IRPA 2022 Conference Meal R	2204-5-501-4320300	11.97
STANLEY MCCRAY	158725	12/20/2022	IPRA Meal Reimbursement	2204-5-501-4320300	21.60
JAMISON CZARNECKI	2520	12/20/2022	IRPA Conference Meal Reimb	2204-5-501-4320300	27.28
STANLEY MCCRAY	2531	12/20/2022	IPRA Meal Reimbursement	2204-5-501-4320300	22.32
LUISA IXMATLAHUA	2532	12/20/2022	IPRA Conference Meal Reimb	2204-5-501-4320300	14.88
SOMMER BOWERS	2533	12/20/2022	IRPA 2022 Conference Meal R	2204-5-501-4320300	14.88
LRS HOLDINGS LLC	PS495553	12/20/2022	Portable Restrooms - Studeba	2204-5-501-4370200	127.00
LRS HOLDINGS LLC	PS495554	12/20/2022	Portable Restrooms - Pierre M	2204-5-501-4370200	22.68
LRS HOLDINGS LLC	PS495555	12/20/2022	Portable Restrooms - McNaug	2204-5-501-4370200	202.00
LRS HOLDINGS LLC	PS495556	12/20/2022	Portable Restrooms - Walker	2204-5-501-4370200	127.00
LRS HOLDINGS LLC	PS495557	12/20/2022	Portable Restrooms - Willowd	2204-5-501-4370200	127.00
AUDREY TOLIVER	R00600305	12/20/2022	Pavilion Rental Refund - High	2204-5-501-4581000	210.28
AMAZON CAPITAL SERVICES I	133K-WMCV-JVH4	12/20/2022	General Office Supplies	2204-5-501-4210500	171.47
AMAZON CAPITAL SERVICES I	133K-WMCV-JVH4	12/20/2022	Nibco Ice Park Operating Sup	2204-5-501-4220150	181.66
AMAZON CAPITAL SERVICES I	133K-WMCV-JVH4	12/20/2022	High Dive Pavilion Bulletin Bo	2204-5-501-4220150	209.98
GR GRAPHIX CUSTOM SCREE	9756	12/20/2022	Nibco Ice Park Employee App	2204-5-501-4220150	539.68
MARTIN MARKETING SPECIAL	16454-1	12/20/2022	Uniforms/Apparel for Rangers	2204-5-501-4220310	694.01
TRUDY MENKE	DISC12922	12/20/2022	DiSC Training	2204-5-501-4310400	1,750.00
AMAZON CAPITAL SERVICES I	1W76-P4J3-DH61	12/20/2022	Office Aspirin	2204-5-501-4210500	18.77
INDIANA PARK AND RECREATI	35412	12/20/2022	Continuing Education Units/Cr	2204-5-501-4390910	10.00
RICOH USA, INC	2065905097	12/20/2022	Copier Read - October	2204-5-501-4210200	128.61
BUGSY'S ELKHART EXTERMIN	23892	12/20/2022	Monthly Pest Control	2204-5-501-4390912	135.00
GORDON FOOD SERVICE INC	779277772	12/20/2022	Concessions - Ice Park	2204-5-501-4220150	292.88
YODER OIL COMPANY INC	CL74460	12/20/2022	Parks Dept Gasoline	2204-5-501-4220210	495.92



## Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RICOH USA, INC	5065905097	12/20/2022	Parks Copier Read - Novembe	2204-5-501-4210200	70.74
MENARD, INC	21150	12/20/2022	Downtown Christmas Decor	2204-5-501-4220150	119.96
KEENAN MCCASKILL	R00604430	12/20/2022	Pavilion Rental Refund - McNa	2204-5-501-4581000	210.28
MENARD, INC	21215	12/20/2022	Hitch for Parks Truck	2204-5-501-4220150	31.98
AMAZON CAPITAL SERVICES I	1CCM-T74Y-X67H	12/20/2022	Deposit Bags for Facilities	2204-5-501-4220150	23.53
LONG'S LOCK SHOP, INC.	106571	12/20/2022	Franklin Street Storage	2204-5-501-4220150	10.00
RICOH, USA	106762081	12/20/2022	Parks copies Rent - January	2204-5-501-4370200	107.52
INDIANA PARK AND RECREATI	35484	12/20/2022	Trails Gathering - Nick Cron	2204-5-501-4390910	10.00
MARTIN MARKETING SPECIAL	16842-1	12/20/2022	Apparel for Parks Dept Memb	2204-5-501-4220150	208.58
MARTIN MARKETING SPECIAL	16895.1	12/20/2022	Apparel for Parks Dept Memb	2204-5-501-4220150	1,776.08
Fund 2204 - PARK & RECREATION Total:					14,509.95
<b>Fund: 2520 - PARK PROGRAM</b>					
THE AWARDS CENTER	61287	12/20/2022	Softball Trophies	2520-5-508-4220101	479.24
JODI BYER	R00588345	12/20/2022	Bus Trip (Frankenmuth) Cance	2520-5-630-4581000	120.00
CHRISTOPHER BECKHAM	YOUTHSKATE22	12/20/2022	Youth Skateboarding Instructo	2520-5-508-4390900	100.00
GLADIS NAVAS	R00590750	12/20/2022	Bus Trip (Frankenmuth) Cance	2520-5-630-4581000	120.00
CHERYL KIME	R00591523	12/20/2022	Bus Trip (Frankenmuth) Cance	2520-5-630-4581000	120.00
DISCOUNT FENCE SUPPLY INC	6566740	12/20/2022	Softball Fence Support Foot	2520-5-508-4220101	150.00
MARTIN SUPERMARKET #14	2927-111822	12/20/2022	Bus Trip (Frankenmuth) Snack	2520-5-630-4220150	24.88
COLLEGIATE PACIFIC	919196572	12/20/2022	Softball Bases	2520-5-508-4230300	2,240.36
MARGARET MCCARTHY	IN-2353	12/20/2022	Winterfest Parade Advertising	2520-5-630-4330300	127.50
PETTY CASH / JAMISON CZAR	9162-111522	12/20/2022	Bus Trip (Frankenmuth) Folder	2520-5-630-4220150	44.88
PETTY CASH / JAMISON CZAR	CLEAN111522	12/20/2022	Bunny Suit Dry Clean & Repair	2520-5-630-4220150	61.30
TOWER ADV PRODUCTS INC.	OE77760	12/20/2022	Winterfest Parade Trophies	2520-5-630-4220150	307.50
MARTIN MARKETING SPECIAL	16644-1	12/20/2022	Softball Jackets for Umpires/	2520-5-508-4220101	791.30
RITEWAY BUS SERVICE, INC	33635	12/20/2022	Bus Trip (Frankenmuth) Trans	2520-5-630-4390900	3,015.00
AMAZON CAPITAL SERVICES I	133K-WMCV-JVH4	12/20/2022	Softball Operating Supplies	2520-5-508-4220101	268.41
AMAZON CAPITAL SERVICES I	133K-WMCV-JVH4	12/20/2022	Events Blue Tooth Speaker	2520-5-630-4220150	299.95
MENARD, INC	20131	12/20/2022	Downtown Christmas Decor	2520-5-630-4220150	113.74
MENARD, INC	20490	12/20/2022	Downtown Christmas Garland	2520-5-630-4220150	194.85
RANDAL REYNOLDS	19127651	12/20/2022	Pop Up Market (Fall) Banners	2520-5-630-4330300	290.00
EDWARD J. BELLOWES	1136	12/20/2022	Softball - Ball Babies	2520-5-508-4220101	334.94
NEVCO SPORTS LLC	0000205287	12/20/2022	Softball Score Board Compon	2520-5-508-4230300	1,024.67
MENARD, INC	20972	12/20/2022	Winterfest Supplies	2520-5-630-4220150	180.92
PETTY CASH / JAMISON CZAR	288-12122	12/20/2022	Winterfest Event Decor	2520-5-630-4220150	68.91
TENNIS EXPRESS LLC	11797	12/20/2022	Tennis Balls	2520-5-508-4220102	1,274.25
MENARD, INC	21115	12/20/2022	Winterfest Supplies	2520-5-630-4220150	239.72
PETTY CASH / JAMISON CZAR	196	12/20/2022	Winterfest Event Supplies	2520-5-630-4220150	24.23
PETTY CASH / JAMISON CZAR	56	12/20/2022	Winterfest Event Decor	2520-5-630-4220150	25.00
MENARD, INC	21378	12/20/2022	Winterfest Supplies	2520-5-630-4220150	100.23
PETTY CASH / JAMISON CZAR	2005-12722	12/20/2022	Winterfest Event Supplies	2520-5-630-4220150	6.69
MENARD, INC	21477	12/20/2022	Winterfest Supplies	2520-5-630-4220150	83.85
PETTY CASH / JAMISON CZAR	34138934	12/20/2022	Winterfest Event Decor	2520-5-630-4220150	13.00
TECHNOWorks LLC*	INV-4634	12/20/2022	Winterfest Sound	2520-5-630-4390510	2,500.00
Fund 2520 - PARK PROGRAM Total:					14,745.32
<b>Fund: 7740 - SALES TAX</b>					
JOSE OCAMPO	R00592736	12/20/2022	Pavilion Rental Refund - Pierre	7740-4-000-3120708	9.81
PATRICIA GARCIA STILES	R00594643	12/20/2022	Pavilion Rental Refund - Willio	7740-4-000-3120708	9.81
AUTUMN M WILLIAMS	R00597929	12/20/2022	Pavilion Rental Refund - Pierre	7740-4-000-3120708	13.08
AUDREY TOLIVER	R00600305	12/20/2022	Pavilion Rental Refund - High	7740-4-000-3120708	14.72
KEENAN MCCASKILL	R00604430	12/20/2022	Pavilion Rental Refund - McNa	7740-4-000-3120708	14.72
Fund 7740 - SALES TAX Total:					62.14
Grand Total:					29,317.41

## Report Summary

## Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	14,509.95
2520 - PARK PROGRAM	14,745.32
7740 - SALES TAX	62.14
<b>Grand Total:</b>	<b>29,317.41</b>

## Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4210200	Stationary & Printing	199.35
2204-5-501-4210500	Office Supplies	256.70
2204-5-501-4220150	Operating Supplies	6,119.31
2204-5-501-4220210	Gasoline	495.92
2204-5-501-4220310	Household, Laundry, Cle	694.01
2204-5-501-4310400	Professional Services	1,750.00
2204-5-501-4320300	Travel	275.19
2204-5-501-4360100	Repairs & Maintenance	2,835.89
2204-5-501-4370200	Equipment Leases	820.72
2204-5-501-4390910	Education	40.00
2204-5-501-4390912	Contract Services	135.00
2204-5-501-4581000	Unappropriated	887.86
2520-5-508-4220101	Operating Supplies - Soft	2,023.89
2520-5-508-4220102	Operating Supplies - Ten	1,274.25
2520-5-508-4230300	Small Tools & Minor Equ	3,265.03
2520-5-508-4390900	Other Services & Charge	100.00
2520-5-630-4220150	Operating Supplies	1,789.65
2520-5-630-4330300	Advertising	417.50
2520-5-630-4390510	Ent & Prod Expense	2,500.00
2520-5-630-4390900	Other Services & Charge	3,015.00
2520-5-630-4581000	Unappropriated	360.00
7740-4-000-3120708	Rental Sales Tax - Parks	62.14
Grand Total:		29,317.41

## Project Account Summary

Project Account Key	Expense Amount
**None**	29,317.41
<b>Grand Total:</b>	<b>29,317.41</b>





City of Elkhart

City of Elkhart

# Expense Approval Report By Fund

Payment Dates 11/18/2022 - 12/16/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
COMCAST BUSINESS	158824451-110122	11/18/2022	PHONE SVC- NOV- PK	2204-5-501-4320400	124.76
NORTHERN INDIANA PUBLIC S	0764660057-110422	11/18/2022	200 W LUSHER- PK	2204-5-501-4350200	66.00
INDIANA MICHIGAN POWER	04271939508-110722	11/23/2022	500 E BEARDSLEY- PK	2204-5-501-4350100	24.47
INDIANA MICHIGAN POWER	04925947501-110722	11/23/2022	1320 OLIVE- PK	2204-5-501-4350100	76.96
INDIANA MICHIGAN POWER	04999775705-110822	11/23/2022	CONSOLIDATED- PK	2204-5-501-4350100	869.82
INDIANA MICHIGAN POWER	04776129300-110922	11/23/2022	701 ARCADE- PK	2204-5-501-4350100	75.77
INDIANA MICHIGAN POWER	04818894901-111122	11/23/2022	816 W FRANKLIN- PK	2204-5-501-4350100	6.56
COMCAST CABLE	0907664-111222	11/23/2022	INTERNET SVC- NOV- PK	2204-5-501-4320400	111.85
INDIANA MICHIGAN POWER	04132865231-111422	12/02/2022	205 E JACKSON- PK	2204-5-501-4350100	234.96
INDIANA MICHIGAN POWER	04220223400-111422	12/02/2022	135 N ELKHART- PK	2204-5-501-4350100	164.44
INDIANA MICHIGAN POWER	04253609608-111422	12/02/2022	147 N ELKHART- PK	2204-5-501-4350100	41.63
INDIANA MICHIGAN POWER	04415357104-111422	11/23/2022	361 S ELKHART- PK	2204-5-501-4350100	300.87
INDIANA MICHIGAN POWER	04492922507-111422	12/02/2022	133 N ELKHART- PK	2204-5-501-4350100	372.71
INDIANA MICHIGAN POWER	04527790804-111422	11/23/2022	330 NIBCO- PK	2204-5-501-4350100	17.93
INDIANA MICHIGAN POWER	04642505400-111422	12/02/2022	303 NIBCO- PK	2204-5-501-4350100	660.52
INDIANA MICHIGAN POWER	04138884905-111522	12/02/2022	353 S ELKHART- PK	2204-5-501-4350100	98.20
INDIANA MICHIGAN POWER	04824817417-111522	11/23/2022	1420 BENHAM- PK	2204-5-501-4350100	25.16
INDIANA MICHIGAN POWER	04210875706-111722	12/02/2022	CONCOLIDATED- PK	2204-5-501-4350100	1,417.37
NORTHERN INDIANA PUBLIC S	0441000024-111722	11/23/2022	701 ARCADE- PK	2204-5-501-4350200	197.59
COMCAST CABLE	0910809-111722	12/02/2022	INTERNET SVC- NOV- PK- PK	2204-5-501-4320400	119.85
NORTHERN INDIANA PUBLIC S	1735700094-111722	12/02/2022	500 E BEARDSLEY- PK	2204-5-501-4350200	110.62
NORTHERN INDIANA PUBLIC S	7549100062-111722	12/02/2022	1320 OLIVE- PK	2204-5-501-4350200	121.89
INDIANA MICHIGAN POWER	04028164509-111822	12/02/2022	110 E GARFIELD- PK	2204-5-501-4350100	202.16
INDIANA MICHIGAN POWER	04792516603-111822	12/09/2022	215 E INDIANA- PK	2204-5-501-4350100	44.63
COMCAST CABLE	0909983-111822	12/02/2022	635 ARCADE- PK	2204-5-501-4320400	118.35
ELKHART PUBLIC UTILITIES	3100200104-111822	11/23/2022	ELKHART/BICENT- PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	3100223400-111822	11/23/2022	301 NIBCO- PK	2204-5-501-4350400	21.49
ELKHART PUBLIC UTILITIES	3100223500-111822	11/23/2022	301 NIBCO- PK	2204-5-501-4350400	93.99
ELKHART PUBLIC UTILITIES	3306531000-111822	11/23/2022	119 W WOLF- PK	2204-5-501-4350400	95.02
FRONTIER NORTH INC.	5741010015-111922	12/02/2022	PHONE SVC- DEC- PK	2204-5-501-4320400	47.38
COMCAST CABLE	0941317-112122	12/02/2022	INTERNET SVC- NOV- PK	2204-5-501-4320400	121.25
ELKHART PUBLIC UTILITIES	1208320000-112522	12/02/2022	1020 MCDONALD- PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	4100410104-112522	12/02/2022	SUPERIOR/RIVERVIEW- PK	2204-5-501-4350400	112.46
NORTHERN INDIANA PUBLIC S	2157000015-112822	12/09/2022	1020 MCDONALD- PK	2204-5-501-4350200	303.14
NORTHERN INDIANA PUBLIC S	2157360055-112822	12/09/2022	301 NIBCO- PK	2204-5-501-4350200	197.11
INDIANA MICHIGAN POWER	04058946304-112922	12/09/2022	401 RIVERVIEW- PK	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04116178304-112922	12/09/2022	624 E JACKSON- PK	2204-5-501-4350100	87.32
INDIANA MICHIGAN POWER	04196896700-112922	12/09/2022	101 GOSHEN- PK	2204-5-501-4350100	297.12
INDIANA MICHIGAN POWER	04520875701-113022	12/09/2022	CONSOLIDATED- PK	2204-5-501-4350100	138.06
INDIANA MICHIGAN POWER	04844997017-120122	12/09/2022	52256 IDEAL BEACH - PK	2204-5-501-4350100	129.52
INDIANA MICHIGAN POWER	04267434407-120222	12/09/2022	1324 MARGUERITE- PK	2204-5-501-4350100	415.97
NORTHERN INDIANA PUBLIC S	0239660096-120722	12/16/2022	200 LUSHER-POOL-PK	2204-5-501-4350200	66.00
NORTHERN INDIANA PUBLIC S	0764660057-120722	12/16/2022	200 W LUSHER- PK	2204-5-501-4350200	66.00
NORTHERN INDIANA PUBLIC S	8793150019-120722	12/16/2022	119 W WOLF- PK	2204-5-501-4350200	127.33
INDIANA MICHIGAN POWER	04271939508-120822	12/16/2022	500 E BEARDSLEY- PK	2204-5-501-4350100	24.44
INDIANA MICHIGAN POWER	04925947501-120822	12/16/2022	1320 OLIVE- PK	2204-5-501-4350100	84.81
ELKHART PUBLIC UTILITIES	1105360000-120922	12/09/2022	701 ARCADE- PK	2204-5-501-4350400	75.49
ELKHART PUBLIC UTILITIES	1105360603-120922	12/09/2022	701 ARCADE- PK	2204-5-501-4350400	71.24
ELKHART PUBLIC UTILITIES	1200680000-120922	12/09/2022	500 E BEARDSLEY- PK	2204-5-501-4350400	63.70
ELKHART PUBLIC UTILITIES	1203400000-120922	12/09/2022	1320 OLIVE- PK	2204-5-501-4350400	56.00
ELKHART PUBLIC UTILITIES	1222370300-120922	12/09/2022	619 BALDWIN- PK	2204-5-501-4350400	71.24
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>8,503.70</b>

## Expense Approval Report

Payment Dates: 11/18/2022 - 12/16/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2520 - PARK PROGRAM</b>					
ELKHART COUNTY REGIONAL	900-00169-00-8822	11/23/2022	IDEAL BEACH WATER & SEWE	2520-5-509-4350400	307.42
RUTH MEJER	R00599107	11/18/2022	REFUND- CHARGED TWICE- P	2520-5-630-4581000	120.00
COMCAST CABLE	0116669-111922	12/02/2022	INTERNET SVC- NOV- PK	2520-5-509-4320400	121.25
ELKHART COUNTY REGIONAL	900-00169-00-120822	12/16/2022	IDEAL BEACH WASTEWATER S	2520-5-509-4350400	307.42
Fund 2520 - PARK PROGRAM Total:					856.09
Grand Total:					9,359.79

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

Fund	Payment Amount
2204 - PARK & RECREATION	8,503.70
2520 - PARK PROGRAM	856.09
Grand Total:	<u>9,359.79</u>

**Account Summary**

Account Number	Account Name	Payment Amount
2204-5-501-4320400	Telephone & Communic	643.44
2204-5-501-4350100	Electricity	5,836.05
2204-5-501-4350200	Natural Gas	1,255.68
2204-5-501-4350400	Water & Sewer	768.53
2520-5-509-4320400	Telephone & Communic	121.25
2520-5-509-4350400	Water & Sewer	614.84
2520-5-630-4581000	Unappropriated	120.00
Grand Total:		<u>9,359.79</u>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	9,359.79
Grand Total:	<u>9,359.79</u>

Jamison Czarnecki  
Elkhart Parks & Recreation  
229 S 2<sup>nd</sup> Street  
Elkhart, IN 46514

Jamison,

Enclosed is a check in memory of my husband  
Ralph, for use at the Nibco Ice Park.

Thank you for honoring Ralph as a volunteer,  
he loved to skate.

Ralph enjoyed working with Mike and Phil and  
thought highly of them.

Shirley Hartnagel

*Shirley H Hartnagel*



PARTNERSHIP AGREEMENT BETWEEN THE CITY OF ELKHART, INDIANA AND THE  
ELKHART PUBLIC LIBRARY

This CONTRACT is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and the Elkhart Public Library (EPL), 300 S. Second Street, Elkhart, IN 46516.

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.

Elkhart Public Library ("EPL") is an organization that comprises the Townships of Cleveland, Osolo, and Dunlap, as well as some portions of the City of Elkhart, Indiana with a mission to inform, inspire and empower our diverse communities.

EPL will wishes to partner with City to encourage reading in the community and to provide qualifying library users with rewards at certain milestones.

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. City of Elkhart will gift the Elkhart Public Library 40 passes for the 2022-2023 Season for NIBCO's Water and Ice Park.
2. Elkhart Public Library will distribute to use for the community free of charge.

3. 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.
4. 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.
5. 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.
6. 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. Trevor Wendzonka, Chief Marketing Officer, Elkhart Public Library, 300 S. Second Street, Elkhart, IN 46516
7. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
8. 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.
9. 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.

**[NAME OF PARTNER]**

SIGNATURE: \_\_\_\_\_

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

(Printed Name, Title)

**CITY OF ELKHART, INDIANA**

**By its BOARD OF PARKS AND RECREATION**

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

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

(Printed Name, Title)

CITY OF ELKHART

DISPOSAL OR TRANSFER-TO OF FIXED ASSET

DESCRIPTION OF ASSET 33 pairs of worn out ice skates

LOCATION OF ASSET Wibco Water & Ice Park

TYPE OF FIXED ASSET:

☐ LAND

☐ BUILDING

☐ CONSTRUCTION-IN-PROGRESS

C.I.P. # \_\_\_\_\_

C.I.P. LOCATION \_\_\_\_\_

☐ IMPROVEMENTS OTHER THAN BLDG

☒ MACHINERY & EQUIPMENT

☐ INFRASTRUCTURE

SERIAL NUMBER OR VIN \_\_\_\_\_

DESCRIPTION/COMMENTS \_\_\_\_\_

BRAND OR MAKE \_\_\_\_\_

MODEL# \_\_\_\_\_

YEAR \_\_\_\_\_

LICENSE# \_\_\_\_\_

DISPOSAL METHOD:

SOLD \$ \_\_\_\_\_

TRADED \$ \_\_\_\_\_

JUNKED

SCRAPPED

END-OF-LEASE

STOLEN/WRECKED

TRANSFERRED TO: \_\_\_\_\_

(ATTACH PD REPORT)

DATE BOARD APPROVED \_\_\_\_\_

(ATTACH COPY OF MINUTES)

DATE COUNCIL APPROVED \_\_\_\_\_

(REAL PROPERTY VALUE > \$9,999.)

DATE MAYOR APPROVED \_\_\_\_\_

(REAL PROPERTY ONLY)

SIGNATURE \_\_\_\_\_

DATE CONTROLLER APPROVED 1/30/2022

SIGNATURE [Signature]

SIGNATURE OF PERSON RESPONSIBLE [Signature]

PRINTED NAME \_\_\_\_\_

SIGNATURE OF DEPARTMENT HEAD [Signature]

IF TRANSFERRED:

RECEIVING PERSON'S SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

CONTROLLER'S USE ONLY

RECEIVED \_\_\_\_\_

FIXED ASSET ENTERED \_\_\_\_\_

INSURED \_\_\_\_\_

CONTROLLER'S INITIAL \_\_\_\_\_



## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("Agreement") is made as of -  
\_\_\_\_\_ by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and Beacon Health & Fitness Elkhart.

### 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.

Beacon Health and Fitness Elkhart ("BHF") is a local fitness center dedicated to helping the community reach its health, fitness, and well-being goals.

Beacon Health and Fitness desires to offer structured programming to participants at The Commons for the benefit of the local community. Parks has the staff and experience to provide programming and desires to offer basketball lessons at the BHF Elkhart. The Park's basketball program is run by Todd Johnson, an Elkhart City employee. Todd Johnson will introduce a series of intense training and drills to youth. Todd Johnson, a former professional international basketball player, has experience conducting trainings and workshops for local agencies such as the City of Elkhart, Indiana, and Five Star Life.

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

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

1. Parks will lead the program every Monday and Wednesday in January and February 2023 with the following exceptions:
  - a. Lessons will not be offered on the following dates: January 2, January 16, and February 20.
2. The program will take place at BHF Elkhart.

3. Parks will pay \$00.00 for the space at BHF Elkhart.
4. The classes will be conducted in two timeframes:
  - a. 4:00 PM - 4:45 PM and
  - b. 5:00 PM - 6:00 PM.
5. Participants will be split into two age groups:
  - a. 7 to 9 years old from 4:00 PM to 4:45 PM and
  - b. 10 to 12 years old from 5:00 PM to 6:00 PM.
6. The registered participant minimum is 5, and the maximum is 20 participants.  
(Registration of 4 and below in either age group will justify program cancellation).
7. The participant program cost is \$25 per child, which will be paid directly to Parks.
8. Parks will keep 100% of the program fees.
9. Parks will create an online registration form and fee collection process.
10. Parks will conduct the entirety of the program; Parks will conduct the training, the classes, and the registration. Parks will provide Beacon with promotional materials.
11. Parks and BHF Elkhart will be responsible for posting promotional materials to the public.
12. General Liability insurance will be provided by Parks to BHF Elkhart in the amount of \$1 Million, and Parks will provide BHF with a Certificate of Liability, adding BHF Elkhart as an additional insured.
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: The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516.
- 

17. Entire Agreement—This Agreement constitutes the final agreement between BHF Elkhart and City related to the operation of “Basketball Lessons.” 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.

18. Termination of Agreement – Either party may terminate this agreement at any time.

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

**BEACON HEALTH AND FITNESS ELKHART**

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

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

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

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

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

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



**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**CITY OF ELKHART, INDIANA COOPERATIVE ACHIEVEMENT, INC**  
**REGARDING ELKHART PARKS AND RECREATION DEPARTMENT'S AFTER-SCHOOL PROGRAM**

This MEMORANDUM OF UNDERSTANDING ("Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and the COOPERATIVE ACHIEVEMENT, INC.

**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.

COOPERATIVE ACHIEVEMENT, INC. is a domestic nonprofit corporation with the specific objective and purpose of partnering with outstanding community entities and individuals to assist in serving non-profit groups and entities in need.

Cooperative Achievement, Inc. and Parks desire to offer an after-school program for youth between 2nd and 8th grades at the Roosevelt Center from January 1, 2023, to March 31, 2023.

City and Cooperative Achievement, Inc. believe it is in the best interest of the parties to this agreement for them to agree to establish and/or clarify their respective rights and responsibilities concerning the operation and funding for this after-school program.

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

1. Parks will have access to the space at the Roosevelt Center currently leased by Cooperative Achievement, Inc to run activities and programs within the Roosevelt Center from 2:30 pm to 5:30 pm.
2. The city will hire up to two part-time employees (20 active participants per part-time employee) to staff the program from 2:30 PM to 5:30 PM at the Roosevelt Center.

3. PARKS will be responsible for supervising and managing the program check-in and out procedures.
4. City commits to conducting criminal history background checks and using E-Verify to determine the work authorization status of all City employees assigned to work with students. City will maintain files to demonstrate compliance with these requirements.
5. Parks will pay \$00.00 to Cooperative Achievement, Inc. for the use of the space.
6. 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.
7. 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.
8. 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.
9. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be: The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516. COOPERATIVE ACHIEVEMENT, INC 215 E INDIANA AVE, ELKHART, IN 46516.
10. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
11. 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.

12. Entire Agreement—This Agreement constitutes the final agreement between COOPERATIVE ACHIEVEMENT, INC. No representation, promise or inducement has been made by either ECS or City that is not embodied in this Agreement, and neither City nor COOPERATIVE ACHIEVEMENT, INC. shall be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

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

COOPERATIVE ACHIEVEMENT, INC.

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

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

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

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

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



**RESOLUTION NO. R-4-22**

**A RESOLUTION OF THE BOARD OF PARKS AND RECREATION OF THE CITY OF ELKHART, INDIANA AUTHORIZING THE TRANSFER OF INTERESTS IN CERTAIN REAL ESTATE AND THE IMPROVEMENTS LOCATED THEREON TO THE BOARD OF PUBLIC WORKS OF THE CITY OF ELKHART, INDIANA, AND ALL MATTERS RELATED THERETO**

**(1 Lot at Benham Avenue)**

**WHEREAS**, the City of Elkhart, Indiana, Board of Public Works (Inter-Department) (the "BOW"), has custody of and may maintain all property owned by the City of Elkhart, Indiana (the "City") pursuant to I.C. § 36-9-6-3, and

**WHEREAS**, the Board of Parks and Recreation (the "Park Board") of the City of Elkhart, Indiana (the "City"), acting for and on behalf of the City pursuant to Indiana Code 36-10-3, now owns an interest in the real estate described in Exhibit A attached hereto and the improvements located thereon which has a State Parcel ID of 20-06-08-208-010.000-012 (the "Real Estate"); and

**WHEREAS**, pursuant to I.C. § 36-1-11-8, the City, acting by and through its Park Board, may transfer property to another governmental entity upon terms and conditions agreed upon by the two (2) entities as evidenced by the adoption of substantially identical resolutions of each entity; and

**WHEREAS**, the City, through the BOW, has presented to the Park Board a request for the transfer to the BOW of the Real Estate described in EXHIBIT A; and

**WHEREAS**, the City, through the Park Board, desires to transfer the Real Estate to the Board; and

**WHEREAS**, the BOW will adopt a resolution consistent with the requirements of I.C. §36-1-11-8.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PARKS AND RECREATION AS FOLLOWS:**

1. The transfer of the Real Estate described at Exhibit A situated in Elkhart County, Indiana, to the City of Elkhart, Board of Public Works, shall be, and hereby is, authorized and approved.

2. This Resolution shall be in full force and effect upon its adoption and upon the adoption by the Board of a resolution consistent with the requirements of I.C. § 36-1-11-8.

ADOPTED at a meeting of the Board of Parks and Recreation held on \_\_\_\_\_, at 229 South Second Street, Elkhart, Indiana 46516.

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

\_\_\_\_\_  
Sarah Santerre, President

\_\_\_\_\_  
Nekeisha Alayna Alexis, Vice President

\_\_\_\_\_  
Christopher Baiker, Member

\_\_\_\_\_  
Mark Datema, Treasurer

**ATTEST:**

\_\_\_\_\_  
Jennifer Kobie, Secretary  
**Board of Parks and Recreation**

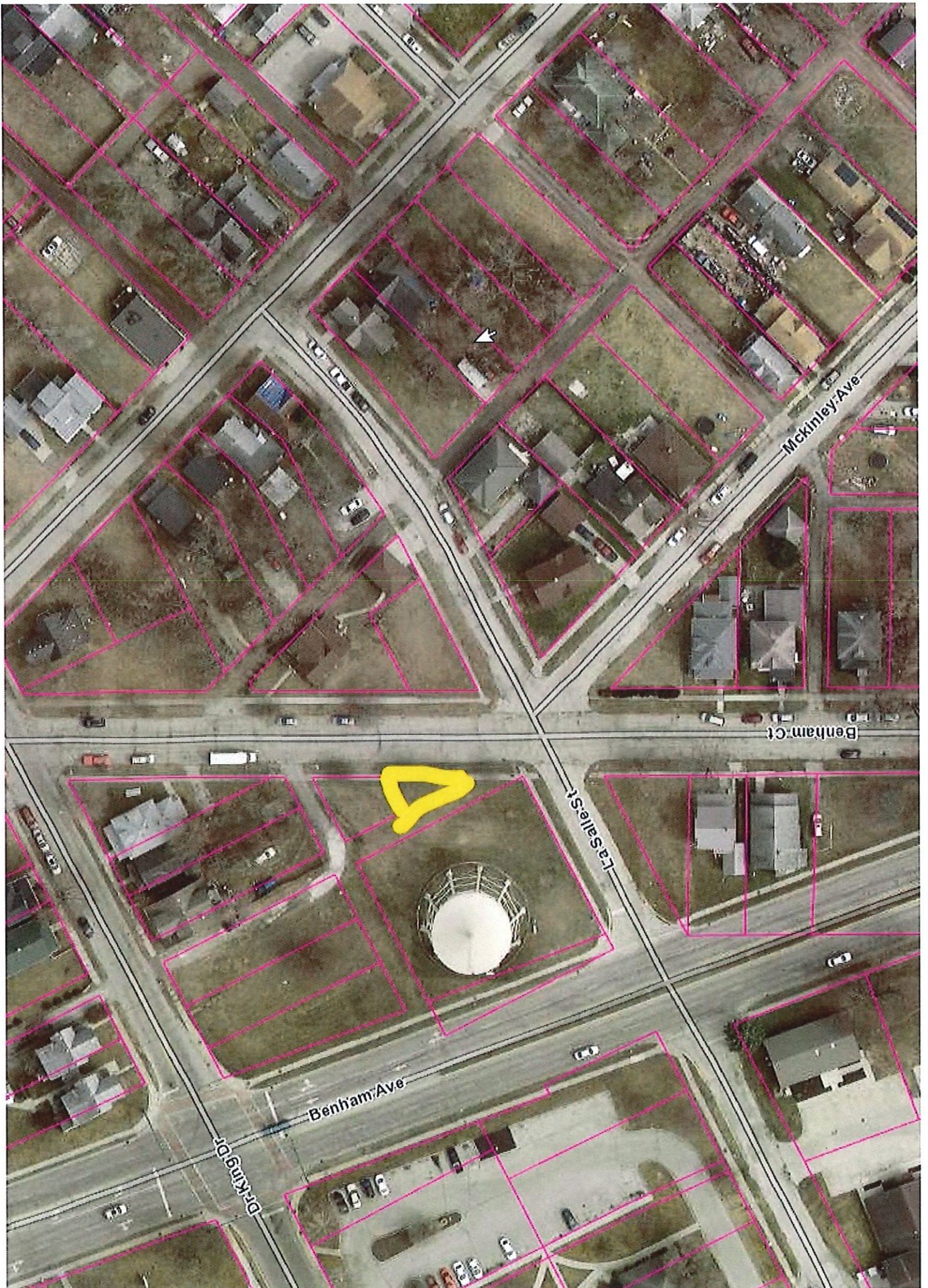
PROPERTY TO BE TRANSFERRED

**EXHIBIT "A"**

Lot No. 199, CHAPMAN'S ROSEDALE ADDITION, Elkhart, Indiana, except forty-four (44) feet off the North Side thereof.

This conveyance constitutes a gift, so that no Federal Documentary Stamps are required.







**RETURN TO:**

City of Elkhart, Indiana  
229 South Second Street  
Elkhart, Indiana 46516

**AUDITOR'S RECORD**

TRANSFER NO. \_\_\_\_\_  
TAXING UNIT \_\_\_\_\_  
DATE \_\_\_\_\_  
KEY NO. \_\_\_\_\_

**QUIT CLAIM DEED**

THIS INDENTURE WITNESSETH, THAT the City of Elkhart, Indiana acting by and through its Board of Parks and Recreation (the "Grantor")

CONVEYS AND QUIT CLAIMS TO the City of Elkhart, Indiana acting by and through its Board of Public Works, a municipal corporation (the "Grantee")

for no monetary consideration, the following described real estate in Elkhart County, Indiana, to-wit:

See Exhibit "A"

The Grantor herein is a tax-exempt entity and therefore there are no real estate taxes or assessments levied or assessed against the above-designated real estate prior to the date of this deed.

The Grantee agrees that any developments or improvements to the above-described real estate, and any other associated parcels, shall be developed or improved in accordance with the City of Elkhart Developmental Standards. All developments and improvements shall meet current code and zoning requirements of the Elkhart Zoning Ordinance of the City of Elkhart Municipal Code.

This document shall constitute a conveyance of the above-described real estate in fee simple, and no reversionary rights whatsoever are intended to remain in the Grantor.

The undersigned state that each is a duly elected official of the Grantor and that each has statutory authority to execute this Deed.

*[Remainder of Page Intentionally Left Blank]*

Executed this \_\_\_\_ day of \_\_\_\_\_, 2022.

**"GRANTOR"**

**CITY OF ELKHART, INDIANA**

\_\_\_\_\_  
Sarah Santerre, President  
Board of Parks and Recreation

ATTEST:

\_\_\_\_\_  
Jennifer Kobie, Secretary

STATE OF INDIANA     )  
                                      ) ss:  
ELKHART COUNTY     )

Before me, a Notary Public in and for said County and State, personally appeared Sarah Santerre and Jennifer Kobie, the President of the Board of Parks and Recreation and the Secretary, respectively, of the City of Elkhart, Indiana, and acknowledged the execution of the foregoing document on the \_\_\_\_ day of \_\_\_\_\_, 2022.

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Residing in Elkhart County, Indiana

Interests in land acquired by:

The City of Elkhart, Indiana  
229 S. Second Street  
Elkhart, IN 46156

Send Tax Bills To:

The City of Elkhart, Indiana  
229 S. Second Street  
Elkhart, IN 46516



**ACCEPTANCE**

The Grantee hereby accepts the foregoing Quit Claim Deed together with all conditions and requirements stated therein.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2022.

**“GRANTEE”**

\_\_\_\_\_  
Michael Machlan, President  
Board of Public Works

STATE OF INDIANA     )  
                                  ) ss:  
ELKHART COUNTY     )

Before me, a Notary Public in and for said County and State, personally appeared Michael Machlan, and acknowledged the execution of the foregoing Acceptance on the \_\_\_\_ day of \_\_\_\_\_, 2022.

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Residing in Elkhart County, Indiana

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. Rose M. Rivera

Prepared by Rose M. Rivera, City Attorney, 229 South Second Street, Elkhart, Indiana 46516, (574) 294-5471.

**EXHIBIT "A"**

Lot No. 199, CHAPMAN'S ROSEDALE ADDITION, Elkhart, Indiana, except forty-four (44) feet off the North Side thereof.

This conveyance constitutes a gift, so that no Federal Documentary Stamps are required.



## **2023 PARK BOARD MEETING DATES**

**(All meeting dates are on Tuesdays at 5:00 p.m.  
in the Council Chambers, 229 S. 2nd St., Elkhart, IN)**

January 17, 2023

February 21, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 20, 2023

July 18, 2023

August 15, 2023

September 19, 2023

October 17, 2023

November 21, 2023

December 19, 2023

## **2023 PARK BOARD FINANCIALS ONLY MEETING DATES**

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

May 30, 2023

July 5, 2023

August 1, 2023

August 29, 2023

October 3, 2023

October 31, 2023



# WAGE RESOLUTION

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

### BE IT RESOLVED:

That the following wages are hereby adopted for implementation by the City of Elkhart's Board of Parks and Recreation effective January 1, 2023.

The schedule below establishes pay levels for Regular, Part-Time, and Seasonal employees for the 2023 Season:

### PARKS PROGRAMMING/FACILITY STAFF

#### MANAGERS

	<u>START</u>	<u>MAX</u>
Concessions	\$17.00	\$19.00
Day Camp	\$17.00	\$19.00
NIBCO	\$17.00	\$19.00
Riverview	\$17.00	\$19.00
Softball Director	\$17.00	\$19.00
Swim Lessons	\$17.00	\$19.00
Tennis Lessons	\$17.00	\$19.00
Program Manager	\$17.00	\$19.00
Aquatics Manager	\$17.00	\$20.00

#### ASSISTANT MANAGERS

	<u>START</u>	<u>MAX</u>
Concessions	\$14.00	\$16.00
Day Camp	\$15.00	\$17.00
Ideal Beach	\$15.00	\$17.00
McNaughton	\$14.00	\$16.00
NIBCO	\$14.00	\$16.00
Pierre Moran	\$15.00	\$17.00
Riverview	\$14.00	\$16.00
Softball	\$15.00	\$17.00
Swim Lessons	\$15.00	\$17.00
Tennis Lessons	\$14.00	\$16.00
Asst Program Manager	\$14.00	\$16.00

#### FACILITY STAFFING

	<u>START</u>	<u>MAX</u>
Cashiers	\$12.00	\$14.00
Concessions Staff	\$12.00	\$14.00
Lifeguards	\$14.00	\$16.00
NIBCO Skate Attendants	\$12.00	\$14.00
Maintenance Staff	\$12.00	\$14.00
McNaughton Attendants	\$12.00	\$14.00

#### PROGRAMMING STAFFING

	<u>START</u>	<u>MAX</u>
<del>Baseball Supervisor</del>	<del>\$11.00</del>	<del>\$14.00</del>
<del>Cheerleading Instructor</del>	<del>\$11.00</del>	<del>\$14.00</del>
Day Camp Group Leader	\$14.00	\$16.00
Day Camp Site Manager	\$15.00	\$17.00
Lesson Instructors	\$13.00	\$15.00
Riverview Supervisor	\$14.00	\$16.00
Program Aide	\$12.00	\$15.00

**OTHER STAFFING**

	<b><u>START</u></b>	<b><u>MAX</u></b>
Maintenance Assistant	\$14.00	\$19.00
Maintenance Manager	\$15.00	\$20.00
Park Rangers	\$14.00	\$20.00
Parks Dept. Office Asst.	\$13.00	\$16.00
Bus Driver	\$15.00	\$30.00
Farmers Market Manager	\$13.00	\$17.00

**UMPIRES AND REFEREES –  
PER GAME**

	<b><u>START</u></b>	<b><u>MAX</u></b>
Basketball Referee	\$15.00	\$25.00
Soccer Referees	\$15.00	\$25.00
Softball Umpire	\$30.00	\$35.00
Volleyball Referee	\$15.00	\$25.00

## City of Elkhart Parks and Recreation Department 2023 WAGE RESOLUTION

**NOTE:** The Superintendent/Recreation Manager has the authority to set the actual rates within the approved ranges due to skill, ability, advanced training, specialized training/certificates, or availability.

**APPROVED this 20<sup>th</sup> Day of December 2022**

by the CITY OF ELKHART BOARD OF PARKS AND RECREATION

Sarah Santerre - President

Nekeisha Alayna Alexis – Vice President

- Secretary

Mark Datema - Treasurer



## 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
		<b>Monday-Thursday</b>	<b>Friday-Saturday Sunday &amp; Holidays</b>
High Dive	8 am - 4 pm OR 5 pm - 12 am	<b>\$125.00</b>	<b>\$250.00</b>
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
		<b>Includes Tax</b>	<b>Includes Tax</b>

### 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	<b>Includes Tax</b>	

### PARK RENTAL FEES

<b>Park Usage Fee</b>	<b>Includes Tax</b>	
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	\$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**

<b>VIOLATION</b>	<b>CHARGE</b>
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

#### 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	
Facility Rental	\$250.00	per hour plus tax



# City of Elkhart Parks and Recreation Department

## 2023 Fee Schedule

### PROGRAM/RECREATION FEES

<b>DAY CAMP</b>		35 DAYS	
8 am - 4 pm		\$110.00	
Winter Camp	(up to 8 days)	\$20.00-\$30.00	
<b>SOFTBALL LEAGUES</b>			
Summer		\$700.00	Early registration
		\$750.00	After deadline
Fall		\$450.00	Early registration
		\$500.00	After deadline
<b>SWIM LESSONS</b>		8 Days	
Preschool		\$50.00	
Learn to Swim		\$50.00	
Adult		\$50.00	
<b>TENNIS LESSONS</b>			
Tot Classes		\$55.00	
Beginners		\$65.00	
Intermediate		\$65.00	
Jr. Varsity		\$80.00	
Varsity		\$80.00	
Adult		\$75.00	

# 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	\$100.00 season or \$15.00 per day
Home Based Vendors	\$100.00 season or \$15.00 per day
Artisans (Handmade or homemade items)	\$200.00 season or \$15.00 per day
Direct Sales	\$200 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

<b>PIERRE MORAN SOFTBALL FIELD</b>	2 fields available	
Field Rental Fee	\$25.00	per field
<b>RIVERVIEW SOFTBALL COMPLEX</b>	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
<b>STUDEBAKER SOCCER FIELDS</b>	3 fields available	
Field rental fee	\$25.00	per game
<b>PICKLEBALL</b>	\$1.00	per player
<b>PICKLEBALL &amp; TENNIS COURT RENTALS</b>	\$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

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

**APPROVED this 20th Day of December 2022**

by the CITY OF ELKHART BOARD OF PARKS AND RECREATION

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Sarah Santerre

President

---

Nekeisha Alayna Alexis

Vice President

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Secretary

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Mark Datema

Treasurer



ELKHART BOARD OF WORKS  
2022 USE & EVENT PERMIT APPLICATION

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

Date Received: **12/12/22**

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: Frosty 5 DATE(S) REQUESTED Saturday, February 11, 2023

LOCATION/VENUE REQUESTED Studebaker Park & Pavilion, River Greenway Trail, Elkhart Environmental Center

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

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT Sherry Krask

NAME OF EVENT ORGANIZER/PRODUCER  
Elkhart Parks & Recreation

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

STREET ADDRESS  
229 S 2nd Street

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

CITY  
Elkhart

STATE  
IN

ZIP CODE  
46516

E-MAIL ADDRESS  
sherry.krask@coei.org

DAYTIME PHONE  
574-295-7275

FAX  
574-522-7808

CELL PHONE  
574-326-4891

EVENT DAY ON-SITE CONTACT \* REQUIRED  
Sherry Krask

DAYTIME PHONE  
574-295-7275

CELL PHONE  
574-326-4891

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

☒ No ☐ Yes ☒ Name of Organization: \_\_\_\_\_

NAME OF SPONSORING ORGANIZATION CONTACT \_\_\_\_\_

SPONSORING ORG. CONTACT PHONE \_\_\_\_\_

ADDRESS OF SPONSORING ORGANIZATION \_\_\_\_\_

CITY \_\_\_\_\_

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

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

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

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

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

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

FEDERAL TAX ID # \_\_\_\_\_



## EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 10:00 am

Finish Time: 1:00 pm

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

SET-UP TIME(S) From: 8:00 am To: 10:00 am	TEAR-DOWN From: 1:00 pm To: 3:00 pm
EXPECTED NUMBER OF PARTICIPANTS: 300	
If event is reoccurring, please submit past number of participants below.	
2021 NUMBER OF PARTICIPANTS: 200	2020 NUMBER OF PARTICIPANTS: na

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

☐ No☒ Yes

Event Name: Frosty 5

Location: Studebaker Park

Date: February 12, 2022

## EVENT DESCRIPTION

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

☒ Walk/Run

☐ Cultural Event

☐ Other event, please describe:

☐ Art Fair/Festival

☐ Public Rally/March

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

Approximately 200 runners compete in either a 5K or 5 Mile run beginning and ending at Studebaker Park.

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

## PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

## EVENT LOGISTICS

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

### FOOD AND ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)

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

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

If applicable → Name of Caterer/Vendor: \_\_\_\_\_

IF YES, please describe:

We offer fruit, granola bars, coffee, cocoa and water to participants at the end of the race.

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

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

### TENTS AND CANOPIES

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

**Building and Zoning Clearance Required.**

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

☒ No☐ Yes

→ Number of Tents/Canopies: \_\_\_\_\_

→ Tent/Canopy Size(s): \_\_\_\_\_

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

The following is required for tents over 400 square feet (20 ft. X 20 ft.):

Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark tent area.

**Permits are required, fees apply** - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-294-5471 ext. 3005

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.

Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

### VEHICLES

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

☒ No☐ Yes

→ Number of Vehicles: \_\_\_\_\_

→ Vehicle Description(s): \_\_\_\_\_

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

☒ No☐ Yes

→ Number of Vehicles: \_\_\_\_\_

→ Vehicle Description(s): \_\_\_\_\_



## STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. Will your event include the installation of stages/platforms? The location of the stages/platforms must be approved by the "BOW".

(Please check No or Yes below.) **NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.**

**\*May require additional insurance.**

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

Stage Description(s): \_\_\_\_\_

Stage Owner \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: Street, City, State, Zip \_\_\_\_\_

Stage Specs will be required.

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

## PORTABLE TOILETS

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

**ADA compliant toilets are required for Public Gatherings.**

☒ No ☐ Yes → Number of Portable Toilets: \_\_\_\_\_ AND Number of Accessible ADA Portable Toilets: \_\_\_\_\_

Company/Description(s): \_\_\_\_\_

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

## FENCING

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

☒ No ☐ Yes → Description: \_\_\_\_\_

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

## EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

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

☐ No ☒ Yes → To assist police in managing intersections and roadways during the race. \_\_\_\_\_

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: \_\_\_\_\_

Medic Kubota \_\_\_\_\_

- ☐ 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.  
Elkhart Firefighters are onsite annually for all medical issues.

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 RECEPTICLES

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

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

☒ No ☐ Yes →

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

☐ No ☒ Yes →

Kubota \_\_\_\_\_

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.

Elkhart Police attend this event annually to manage roadways and intersections during the race.

Additional Information May Be Required.

## STREET DEPARTMENT

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

☐ No ☒ Yes → Street Name \_\_\_\_\_ To be determined. Route map is still being finalized.  
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: The Frosty 5K/5M at Studebaker Park, February 11, 2023

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: Gunfire at start of race

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)

Neighborhood homes

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

Prior notification of the event and signage.



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## EMERGENCY ACTION PLAN

### PURPOSE (Required for all Applicants)

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

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

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

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

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## EVENT MAPS

### SITE MAP (Required for all Applicants)

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

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### ROUTE MAP (Runs, Walks, Bike Rides)

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

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

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## 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 with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

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

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

**Sherry Krask**

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

**12/12/22**

DATE

WITNESSED: Clerk of the Board of Works

Date \_\_\_\_\_

APPROVED: BOARD OF PUBLIC WORKS

President

Date \_\_\_\_\_

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date \_\_\_\_\_



*The Honorable  
Rod Roberson  
Mayor*

**Jamison Czarnecki**  
*Parks Superintendent*



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

574.295.7275  
Fax: 574.522-7808

## MEMO

To: Board of Elkhart Parks and Recreation

From: Jamison Czarnecki, Superintendent

Date: December 20, 2022

Re: Parks Department Report

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### Superintendent's Update

- We are excited to introduce Nick Cron, our new Operations Manager. Nick comes to us with 10 years' experience as an operations manager from a different park agency in Alaska. He will be optimizing our facilities and operations for the department.
- A dedication ceremony was held for the Free Little Library that was installed and sponsored by Bail Home Services on December 15<sup>th</sup>. Mr. Bail restocks the books himself out of a love of reading he hopes to share with others in the park.
- NIBCO Ice and Water Park is now open for the season and residents can check out the website or Facebook for hours and costs.
- The department is meeting with companies now for a new software package for a new website and pavilion rental system among other opportunities to be more efficient.
- As we close the year, I am grateful to the team for the countless hours of work and energy that they have put in to enhance our parks and operations. We did some great things this year and I look forward to continuing this success in 2023.

### Events Report

- Frankenmuth Bus Trip, Saturday, November 19 – The trip sold out, however, due to the weather five people canceled so 48 people attended the trip. At our first stop, we visited Bronner's Christmas Wonderland and then traveled to the downtown area.
  - Feedback included many concerns about the weather and the road conditions. Everyone enjoyed the shopping and some suggested that this trip become an overnight trip moving forward. Suggestions for future trips include-Saugatuck, Grand Rapids, St Joe.
- Winterfest Parade and Tree Lighting, Saturday, December 3 at 6 pm – 30 groups had entries in the parade with about 500 participants.
  - Judges for the parade were Ashley Martin, NIBCO, Councilman Dwight Fish, Park Board Vice President, Nekeisha Alayna Alexis, and Melissa Stephens from WNDU.  
Awards were presented to:
    - Robin's School of Dance – Best Use of Music Award, Relentless Jeeps – Best Use of Lights Award, Elkhart Divas – Most Enthusiastic Award, Elkhart Life Church – Most Creative Award, Grandma &



*The Honorable*  
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Grandpa Built a Float –

Most Holiday Spirit

Award, Elkhart IMRG Chapter #1986 – Spirit of Santa Award

- Just prior to the lighting of the City's Christmas tree, Premier Arts Ambassadors performed Christmas Carols and The Make A Wish Foundation held a presentation expressing the need for support in providing "wishes" to over 100 critically ill children in our area. Approximately 2,000 people attended the parade and tree lighting.
- Following the tree lighting, everyone was invited to NIBCO to watch the annual Irish Figure Skating Club's exhibition and to skate. NIBCO was the parade sponsor.

COMING UP: The Frosty 5 K/5M at Studebaker Park on Saturday, February 11

#### Programming and Recreation Report

- The "Intro to the Jiu-Jitsu" program ended on December 14, 2022. It ended with full participation at 12 registrations.
- We are grateful to all of our instructors and their service in the year 2022!
- We will be beginning the following programs in December of 2022 through February 2023:
  - Senior Fitness: Began December 12, 2023. We have 3 registered and we had 1 walk in. We are continuing to spread the word and encourage more seniors to join our program.
  - Senior Social: begins on December 20, 2022, and walk-ins are welcomed.
  - Senior Advocacy: How to Begin a Last Will and Testament is offered in English and Spanish. We have 11 registered participants in the English class and 4 registered participants in the Spanish class.
  - Self-Improvement Workshops: This will begin in January. How to Buy a Home in Elkhart City will be offered in English and Spanish.
  - After-School Programs: All the following will begin in January. Elkhart Parks Study Hall, Chess Club, Lego Club, Indoor Games, and Free Time. Basketball Basic Lessons and Basketball Lessons.
  - Multicultural Programs: Winter Wonder World will be on December 20, and participants will learn how different cultures celebrate Christmas. We currently have 32 registered participants.
- We are currently attending Community Partners meetings to begin our summer programming.
- We currently have two MOU pending.
  - The City with Cooperative Achievement to use the Roosevelt Center space to provide our afterschool programs.
  - The City with Beacon Health System Elkhart Health & Aquatics to provide the Basketball Lessons program at the Beacon System Elkhart Health & Aquatics Commons.

#### Ranger Report

November 1-30, 2022 – Ranger Stan McCray

#### Citations

- None written.

Various Park Activities and number of people participating.

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

**Jamison Czarnecki**  
*Parks Superintendent*



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- Baseball/Softball (4), Basketball (19), Biking (52), Boating/Kayak, Canoeing (5), Fishing (25), Football (8), Parking/Sitting (348), Picnic (7), Playground (218), Skateboarding/Scooter (34), Walking/jogging (423), Walking Dog (100), Soccer (4), and Tennis (8). Total patrons -1255.

#### Events

- Nov. 12, 2022 – Bird Hike at Baker Park – There were no attendees.

#### Damage

- Nov. 3, 2022 – While patrolling McNaughton Park, Ranger Hines reported damage to one of the tennis court nets. The damage was reported to the Buildings and Grounds Dept. for repair.
- Nov. 9, 2020 – While on patrol, Ranger Coleman found a downed tree at Walker Park. The damaged tree was reported on MyElkhart311.
- Nov. 28, 2022 – While on patrol, Ranger Hines reported damage to the south side of the main entrance to Ideal Beach at the flowerbed retaining wall. The damage was approximately 18' feet long and it appears that someone may have turned too sharply while exiting the park on to Ideal Beach Rd. The damage was put on MyElkhart311.

#### Other

- Nov. 1, 2022 – While on patrol, Ranger Keen removed trash from the open air pavilion at Sterling Park and removed graffiti from a display sign in the park as well.
- Nov. 1, 2022 – While on patrol, Ranger Keen was dispatched to the Pierre Moran Park Pool located at 119 W. Wolf Av. where there had been a shooting incident. There were no injuries reported.
- Nov. 1, 2022 – Ranger Hines noticed a Homeless Encampment in the wooded area of the 1200 block of S. Sixth St. (across the street from Barnes Park). The Encampment was reported on MyElkhart311.
- Nov. 25, 2022 - While on patrol, Ranger Hines noticed smoke from a fire near the open air pavilion at High Dive Park. Ranger Hines talked to a woman nearby who had started the fire and advised her that open fires were not allowed in our parks. The woman put the fire out without incident.
- Nov. 28, 2022 – While on patrol, Ranger Keen observed a man driving his vehicle across the grass and basketball courts at Langle Park. Ranger Keen was able to stop the driver and verbally warned him that it a violation of Elkhart City Ordinance.

## End of Report ##