PARK BOARD AGENDA

MEETING SCHEDULE
Tuesday, February 15, 2022 at 3:30 pm
Council Chambers
229 S. 2nd Street, Elkhart, IN 46516

CALL TO ORDER

1. **ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES**
   - January 18, 2022
4. **APPROVAL OF FINANCIALS**
   - Claims - $430,543.51
   - Donations - $439.00
   - Grants - $0
5. **NEW BUSINESS MATTERS**
   a. None
6. **OLD BUSINESS**
   a. None
7. **USE AND EVENT PERMIT**
   a. EnviroFest – August 20, 2022 – Island Park
   b. Spring Fabulous Pop Up Market – March 19, 2022 – McNaughton Park
8. **DEPARTMENT REPORT**
9. **CORRESPONDENCE**
   a. None
10. **PUBLIC INPUT/PRIVILEGE OF THE FLOOR**

ADJOURNMENT

NEXT PARK BOARD MEETING MARCH 15, 2022, COUNCIL CHAMBERS.

City of Elkhart Parks & Recreation
Park Board Minutes

DATE: January 18, 2022

TIME: 3:30 PM

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

Call to Order at 3:32 PM.

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

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

2. **Approval of Agenda**

   Motion to Approve Agenda
   Motion: NAA
   Second: KH
   Motion Passes with unanimous voice vote

3. **Election of Park Board Officers**
   a. Mrs. Santerre opens the floor for nominations of Park Board Officers
   b. Mr. Datema nominates himself for Treasurer
      i. Mr. Datema is elected by unanimous voice vote
   c. Mrs. Henke nominates herself for Secretary
      i. Mrs. Henke is elected by unanimous voice vote
   d. Ms. Alexis nominates herself for Vice President
      i. Ms. Alexis is elected by unanimous voice vote
   e. Mrs. Santerre nominates herself for President
      i. Mrs. Santerre is elected by unanimous voice vote

4. **Approval of Minutes**

   December 21, 2021
   Motion: MD
   Second: KH
   Motion Passes with unanimous voice vote

5. **Approval of Financials**
   Claims: $28,583.40
   Donations: None
   Grants: None

   Motion to discuss, approve and place on file
   Motion: NAA
   Second: MD
   Motion passes with unanimous voice vote

As the docket was not available to the Board before the meeting, Mrs.Henke confirms with Mrs. Wingard that the Department is on track with the budget.

6. **New Business**
   a. **Lease Agreement for Laydown Yard/Stage Area**
   The Department was contacted by Tonn & Blank Construction who are working with Elkhart General Hospital on their renovation of the 6th floor. Mr. Ross Warner of Tonn & Blank Construction explains that they would like to use the park area next to the hospital to store equipment and supplies. A few benches may need to be removed, but they will be replaced when the project is over.
   Mr. Datema inquires if they plan to take before and after photos.
   Mr. Czarnecki explains that any damage incurred will be fixed by the company when they are finished.
   Mr. Datema inquires about the liability of anyone entering the space and getting hurt.
   Ms. Rivera states that Tonn & Blank Construction is required to add the City to their liability insurance
   Motion to ratify
   Motion: MD
   Second: NAA
   Motion passes with unanimous voice vote

7. **Old Business - NONE**

8. **Use and Event Permit Requests**
   a. **None**

9. **Approval of Department Report**
   Mr. Czarnecki informs the Board that the New Year's Eve Fireworks and free skating with Inova was well attended.
   The Department is currently hiring for 2 full-time positions. The open positions are Volunteer Coordinator and the Program and Recreation Coordinator. For the Program and Recreation Coordinator, the Department is seeking someone with a park and recreation background, that has an understanding of program development already. It is hoped that the person in this position will be able to obtain the Certified Park and Recreation Professional certification which will enhance the Department.
   Planning for Spring and Summer has started.
   Upcoming events include a Frozen Skate and the Frosty 5 Run.
   Mr. Czarnecki introduces Mr. Clarence Thomas to the Board. Mr. Thomas has joined the Department as the Facilities and Operations Manager.
   Mr. Thomas introduces himself to the Board.
   Ms. Alexis inquires where jobs are being advertised.
   Mr. Czarnecki states that jobs are posted on the Indiana Park and Recreation Association website, Indeed, Facebook, and the City website.

10. **Approval for Correspondence**
    Holiday cards were received by the Department from the Human Resources Department, Sunny 101.5, NuToys, and ULead.

11. **Public Input/Privilege of the Floor**
    Mrs. Santerre opens privilege of the floor

    Mrs. Santerre closes privilege of the floor.

12. Approval for Adjournment

Motion to adjourn
Motion: MD
Second: NAA
Motion passes with unanimous voice vote
Adjourn 4:08 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Clayton Brown, Program Coordinator, via Webex Cara Montana, Office Manager	Clarence Thomas, Facilities and Operations Manager Leslie Wingard, Accounting Specialist Jennifer Kobie, Recording Secretary

ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Mr. Matt Riggs, IT Department Ms. Tonda Hines, City Council	Ms. Rose Rivera, Legal Department Mr. Ross Warner, Tonn & Blank Construction	Ms. Corinne Straight, Mayor's Office

Minutes Certification:

Respectfully Submitted,

Recording Secretary	Jennifer Kobie	Date
Park Board President	Sarah Santerre	Date
Park Board Secretary	Kim Henke	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.

February 14th ,2022

JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **$430,543.51** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 26 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 15TH DAY OF FEBRUARY 2022 BY:

PRESIDENT

SARAH SANTERRE

VICE PRESIDENT

NEKEISHA ALAYNA ALEXIS

SECRETARY

KIM HENKE

TREASURER

MARK DATEMA

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

PACKET: 46503 LW 2/15/2022 PARKS
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-------ID-------	ITM DATE / BANK CODE	---------DESCRIPTION---------	GROSS / DISCOUNT	P.O. # / G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-024096 AMAZON CAPITAL SERVICES INC						
C-1PJ3-V64L-19MH	2/15/2022	FROZEN COSTUME RTN	61.99CR			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		FROZEN COSTUME RTN		286 5-630-422.0100	OPERATING SUPPL	61.99CR
C-1T4D-1MGJ-XRCV	2/15/2022	FROZEN COSTUME RTN	169.99CR			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		FROZEN COSTUME RTN		286 5-630-422.0100	OPERATING SUPPL	169.99CR
I-13QY-MYJT-HCJP	2/15/2022	COSTUMES & OFFICE SUPPLIES	199.10			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		FROZEN EVENTS COSTUME		286 5-630-422.0100	OPERATING SUPPL	161.19
		OFFICE SUPPLIES		204 5-501-421.0500	OFFICE SUPPLIES	22.92
		CAMERA CLEANING KIT		204 5-501-422.0150	OPERATING SUPPL	14.99
I-1GQF-93T4-JFLD	2/15/2022	CONCESSIONS TRAILER SUPPLIES	99.98			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		CONCESSIONS TRAILER SUPPLIES		286 5-580-422.0100	OPERATING SUPPL	99.98
I-1HMM-F1DM-Y3RH	2/15/2022	MICROPHONE	111.82			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		MICROPHONE		204 5-501-422.0150	OPERATING SUPPL	111.82
I-1WM7-CCGY-X6VM	2/15/2022	DECOR AND OFFICE SUPPLIES	98.72			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		DECOR AND OFFICE SUPPLIES		204 5-501-421.0500	OFFICE SUPPLIES	2.29
		DECOR AND OFFICE SUPPLIES		204 5-501-422.0150	OPERATING SUPPL	96.43
		=== VENDOR TOTALS ===	277.64			
01-005291 AMERICAN NATIONAL RED CROSS						
I-22398374	2/15/2022	CPR CERTIFICATION COURSES	665.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		CPR CERTIFICATION COURSES		204 5-501-439.0910	EDUCATION	595.00
		CPR CERTIFICATION COURSES		101 5-011-439.0910	EDUCATION & TRA	70.00
		=== VENDOR TOTALS ===	665.00			
01-000212 BUGSY'S ELKHART EXTERMINA						
I-22441	2/15/2022	BUGSY'S ELKHART EXTERMINA	180.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		MONTHLY PEST CONTROL		204 5-501-439.0912	CONTRACT SERVIC	180.00
		=== VENDOR TOTALS ===	180.00			

PACKET: 46503 LW 2/15/2022 PARKS
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-------ID--------	ITM DATE BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-000694 ELKHART COUNTY CONVENTION & VI						
I-2658	2/15/2022	FULL PAGE ADVERTISEMENT	2,237.50			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		FULL PAGE ADVERTISEMENT		204 5-501-433.0300	ADVERTISING	2,237.50
		=== VENDOR TOTALS ===	2,237.50			
01-006109 GORDON FOOD SERVICE INC						
I-207-350338	2/15/2022	CONCESSIONS - NIBCO	278.41			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		CONCESSIONS - NIBCO		286 5-580-422.0100	OPERATING SUPPL	278.41
		=== VENDOR TOTALS ===	278.41			
01-005158 IDEM (INDIANA DEPT OF ENV						
I-000330871	2/15/2022	ANNUAL PUBLICE WATER OP FEES	200.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		ANNUAL PUBLICE WATER OP FEES		204 5-501-439.0900	OTHER SERVICES	100.00
		ANNUAL PUBLICE WATER OP FEES		286 5-509-439.0900	SERVICES & CHAR	100.00
		=== VENDOR TOTALS ===	200.00			
01-024739 LRS HOLDINGS LLC						
I-PS426954	2/15/2022	PORTABLE RSTRM STUDEBAKER PK	132.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: Y		
		PORTABLE RSTRM STUDEBAKER PK		204 5-501-437.0200	EQUIPMENT LEASE	132.00
I-PS426955	2/15/2022	PORTABLE RSTRM PIERRE MORAN	132.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: Y		
		PORTABLE RSTRM PIERRE MORAN		204 5-501-437.0200	EQUIPMENT LEASE	132.00
I-PS426956	2/15/2022	PORTABLE RSTRM MCNAUGHTON PK	197.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: Y		
		PORTABLE RSTRM MCNAUGHTON PK		204 5-501-437.0200	EQUIPMENT LEASE	197.00
I-PS426957	2/15/2022	PORTABLE RSTRM WALKER PK	132.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: Y		
		PORTABLE RSTRM WALKER PK		204 5-501-437.0200	EQUIPMENT LEASE	132.00
I-PS426958	2/15/2022	PORTABLE RSTRM WILLOWDALE PK	132.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: Y		
		PORTABLE RSTRM WILLOWDALE PK		204 5-501-437.0200	EQUIPMENT LEASE	132.00
		=== VENDOR TOTALS ===	725.00			

PACKET: 46503 LW 2/15/2022 PARKS
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-------ID-------	ITM DATE / BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # / G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-013413 MARTIN MARKETING SPECIALI						
I-103543	2/15/2022	FROSTY 5K HATS	513.58			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		FROSTY 5K HATS		286 5-630-422.0100	OPERATING SUPPL	485.30
		SHIPPING & HANDLING		286 5-630-439.0900	OTHER SERVICES	28.28
		=== VENDOR TOTALS ===	513.58			
01-014009 MARTIN SUPERMARKET #14						
I-1843-1522	2/15/2022	TOLSON KIDS TREATS	23.98			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		TOLSON KIDS TREATS		204 5-501-422.0150	OPERATING SUPPL	23.98
I-5120-12022	2/15/2022	TOLSON KIDS TREATS	17.99			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		TOLSON KIDS TREATS		204 5-501-422.0150	OPERATING SUPPL	17.99
		=== VENDOR TOTALS ===	41.97			
01-010961 MENARD, INC						
I-1440	2/15/2022	STORAGE TOTES FOR MOVE	83.88			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		STORAGE TOTES FOR MOVE		204 5-501-422.0150	OPERATING SUPPL	83.88
		=== VENDOR TOTALS ===	83.88			
01-024509 LATONYA JENNINGS						
I-210	2/15/2022	OFFICE CLEANING JAN(2)	300.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: Y		
		OFFICE CLEANING JAN(2)		204 5-501-439.0912	CONTRACT SERVIC	300.00
I-220	2/15/2022	OFFICE CLEANING FEB(1)	300.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: Y		
		OFFICE CLEANING FEB(1)		204 5-501-439.0912	CONTRACT SERVIC	300.00
		=== VENDOR TOTALS ===	600.00			
01-004948 BOTTLING GROUP, LLC						
I-80699705	2/15/2022	CONCESSIONS - NIBCO	858.15			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		CONCESSIONS - NIBCO		286 5-580-422.0100	OPERATING SUPPL	858.15
		=== VENDOR TOTALS ===	858.15			

PACKET: 46503 LW 2/15/2022 PARKS
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-------ID-------	ITM DATE BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-019032 PETTY CASH / JAMISON CZARNECKI						
I-0525	2/15/2022	PETTY CASH / JAMISON CZARNECK	25.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		COSTUME CLEANING		286 5-630-439.0900	OTHER SERVICES	25.00
I-3983-2822	2/15/2022	PETTY CASH / JAMISON CZARNECK	288.93			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		FROSTY 5K FOOD		836 5-124-439.0900	OTHER SERVICES	288.93
		=== VENDOR TOTALS ===	313.93			
01-1 REFUNDS/MANUAL PAYROLL						
I-279710	2/15/2022	Maria Rodriguez:	200.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		PAVILION RENTAL REFUND		204 5-501-458.0000	UNAPPROPRIATED	186.92
		PAVILION SALES TAX REFUND		725 4-000-312.0708	RENTAL SALES TA	13.08
		=== VENDOR TOTALS ===	200.00			
01-1 REFUNDS/MANUAL PAYROLL						
I-280349	2/15/2022	Dalia Salamanca:	300.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		PAVILION RENTAL REFUND		204 5-501-458.0000	UNAPPROPRIATED	280.37
		PAVILION SALES TAX REFUND		725 4-000-312.0708	RENTAL SALES TA	19.63
		=== VENDOR TOTALS ===	300.00			
01-1 REFUNDS/MANUAL PAYROLL						
I-281052	2/15/2022	Demycha Wilson:	25.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		PAVILION RETNAL REFUND		204 5-501-458.0000	UNAPPROPRIATED	23.36
		PAVILION SALES TAX REFUND		725 4-000-312.0708	RENTAL SALES TA	1.64
		=== VENDOR TOTALS ===	25.00			
01-1 REFUNDS/MANUAL PAYROLL						
I-281178	2/15/2022	Maria Perez Hernandez:	200.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		PAVILION RENTAL REFUND		204 5-501-458.0000	UNAPPROPRIATED	186.92
		PAVILION SALES TAX REFUND		725 4-000-312.0708	RENTAL SALES TA	13.08
		=== VENDOR TOTALS ===	200.00			

PACKET: 46503 LW 2/15/2022 PARKS
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-------ID-------	ITM DATE / BANK CODE	---------DESCRIPTION---------	GROSS / DISCOUNT	P.O. # / G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1 REFUNDS/MANUAL PAYROLL						
I-281258	2/10/2022	Diana Higareda - Islas:	20.00			
	PK	DUE: 2/10/2022 DISC: 2/10/2022		1099: N		
		SKATE LESSONS REFUND		286 5-630-458.0000	UNAPPROPRIATED	20.00
		=== VENDOR TOTALS ===	20.00			
01-1 REFUNDS/MANUAL PAYROLL						
I-281267	2/10/2022	Gina Birr:	10.00			
	PK	DUE: 2/10/2022 DISC: 2/10/2022		1099: N		
		SKATE LESSONS REFUND		286 5-630-458.0000	UNAPPROPRIATED	10.00
		=== VENDOR TOTALS ===	10.00			
01-1 REFUNDS/MANUAL PAYROLL						
I-281607	2/10/2022	JAMIE OLCESE:	10.00			
	PK	DUE: 2/10/2022 DISC: 2/10/2022		1099: N		
		SKATE LESSONS REFUND		286 5-630-458.0000	UNAPPROPRIATED	10.00
		=== VENDOR TOTALS ===	10.00			
01-001424 RICOH, USA						
I-105772033	2/15/2022	COPIER RENT - FEB	107.52			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		COPIER RENT - FEB		204 5-501-437.0200	EQUIPMENT LEASE	107.52
		=== VENDOR TOTALS ===	107.52			
01-024954 UNITED RENTALS NORTH AMERICA I						
C-790012934-004	2/15/2022	STORAGE CONTAINER LEASE CREDI	159.94CR			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		STORAGE CONTAINER LEASE CREDIT		204 5-501-439.0900	OTHER SERVICES	159.94CR
C-790012934-005	2/15/2022	UNITED RENTALS NORTH AMERICA	159.94CR			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		UNITED RENTALS NORTH AMERICA I		204 5-501-439.0900	OTHER SERVICES	159.94CR
I-024954	2/15/2022	STORAGE CONTAINER LEASE	340.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		STORAGE CONTAINER LEASE		204 5-501-439.0900	OTHER SERVICES	340.00
I-20079167-001	2/15/2022	STORAGE CONTAINER LEASE	340.00			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		STORAGE CONTAINER LEASE		204 5-501-439.0900	OTHER SERVICES	340.00

PACKET: 46503 LW 2/15/2022 PARKS
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-------ID-------	ITM DATE BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-024954 UNITED RENTALS NORTH AMERICA I(** CONTINUED **)						
I-6146319-13122	2/15/2022	LEASE AGREEMENT - LATE FEES	100.40			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		LEASE AGREEMENT - LATE FEES		204 5-501-439.0900	OTHER SERVICES	100.40
I-790012934-001	2/15/2022	STORAGE CONTAINER LEASE	319.88			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		STORAGE CONTAINER LEASE		204 5-501-439.0900	OTHER SERVICES	319.88
I-790012934-002	2/15/2022	STORAGE CONTAINER LEASE	319.88			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		STORAGE CONTAINER LEASE		204 5-501-439.0900	OTHER SERVICES	319.88
		=== VENDOR TOTALS ===	1,100.28			
01-000102 YODER OIL COMPANY INC						
I-CL70041	2/15/2022	PARKS DEPT GASOLINE - JAN	483.02			
	PK	DUE: 2/15/2022 DISC: 2/15/2022		1099: N		
		PARKS DEPT GASOLINE - JAN		204 5-501-422.0210	GASOLINE	483.02
		=== VENDOR TOTALS ===	483.02			
		=== PACKET TOTALS ===	9,430.88			

PACKET: 46503 LW 2/15/2022 PARKS
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	9,982.74
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	551.86CR
BATCH TOTALS	9,430.88

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET OVER AVAILABLE BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET OVER AVAILABLE BUDG
	2022	101-231.0000	ACCTS PAYABLE- GENERAL	70.00-*				
		101-5-011-439.0910	EDUCATION & TRAINING	70.00	40,500	40,430.00	75,765	70,881.43
		204-231.0000	ACCTS PAYABLE - PARK & R	7,180.19-*				
		204-5-501-421.0500	OFFICE SUPPLIES	25.21	5,000	4,974.79	184,030	181,530.83
		204-5-501-422.0150	OPERATING SUPPLIES	349.09	45,230	42,949.66	184,030	181,206.95
		204-5-501-422.0210	GASOLINE	483.02	7,500	6,540.54	184,030	181,073.02
		204-5-501-433.0300	ADVERTISING	2,237.50	20,000	15,426.51	623,202	586,750.61
		204-5-501-437.0200	EQUIPMENT LEASES	832.52	8,400	6,782.48	623,202	588,155.59
		204-5-501-439.0900	OTHER SERVICES & CHARGES	1,200.28	35,763	34,502.72	623,202	587,787.83
		204-5-501-439.0910	EDUCATION	595.00	5,000	4,110.00	623,202	588,393.11
		204-5-501-439.0912	CONTRACT SERVICES	780.00	9,294	7,336.50	623,202	588,208.11
		204-5-501-458.0000	UNAPPROPRIATED	677.57	0	817.76- Y	452,000	451,182.24
		286-231.0000	ACCTS PAYABLE - PARK PRO	1,844.33-*				
		286-5-509-439.0900	SERVICES & CHARGES	100.00	3,000	2,900.00	4,200	3,949.55
		286-5-580-422.0100	OPERATING SUPPLIES	1,236.54	50,600	47,983.12	50,600	47,983.12
		286-5-630-422.0100	OPERATING SUPPLIES	414.51	21,000	20,164.37	21,000	20,164.37
		286-5-630-439.0900	OTHER SERVICES & CHARGES	53.28	25,700	25,346.72	76,950	75,946.72
		286-5-630-458.0000	UNAPPROPRIATED	40.00	0	40.00- Y	0	40.00- Y
		725-231.0000	ACCTS PAYABLE - SALES TA	47.43-*				
		725-4-000-312.0708	*NON-EXPENSE	47.43	0	1,365.15		
		836-231.0000	ACCOUNTS PAYABLE	288.93-*				
		836-5-124-439.0900	OTHER SERVICES & CHRGS P	288.93	0	628.93- Y	0	628.93- Y
		999-130.0101	DUE FROM GENERAL FUND	70.00 *				
		999-130.0204	DUE FROM PARK & RECREATI	7,180.19 *				
		999-130.0286	DUE FROM PARK PROGRAM	1,844.33 *				
		999-130.0725	DUE FROM SALES TAX	47.43 *				
		999-130.0836	DUE FROM PARK & REC DONA	288.93 *				
			** 2022 YEAR TOTALS	9,430.88				

PACKET: 46503 LW 2/15/2022 PARKS
VENDOR SET: 01 City of Elkhart
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

** END OF REPORT **

VENDOR	TYPE	---ID---	ITEM DT/	DUE DT/	PAY DT/	1099	-------- DESCRIPTION ----------	GROSS/	-DISTRIBUTION-
		BANK	POST DT	DISC DT	CHECK#			BALANCE	
01-022120 4IMPRINT, INC									
	INV	22155878	1/18/22	1/18/22		N	PARKS ADVERTISING SWAG	2,178.45	
		PK	1/18/22				PO: 21-00513	2,178.45	
							204-5-501-422.0150 4IMPRING		2,178.45
	INV	22155878-FRT	1/18/22	1/18/22		N	PARKS ADVERTISING SWAG	242.80	
		PK	1/18/22				PO: 21-00513	242.80	
							204-5-501-439.0900 4IMPRINT		242.80
==========	TOTALS:	GROSS:	2,421.25	PAYMENTS:	0.00	DISCS:	0.00 ADJS: 0.00	BAL:	2,421.25 ======
01-021783 FM STONE, LLC									
	INV	112535	1/18/22	1/18/22		N	STUDEBAKER PAV DOORS	18,000.00	
		PK	1/18/22				PO: 21-00272	18,000.00	
							204-5-501-444.0500 FM CONSTRUCTION		18,000.00
==========	TOTALS:	GROSS:	18,000.00	PAYMENTS:	0.00	DISCS:	0.00 ADJS: 0.00	BAL:	18,000.00 ======
01-022630 MICHIGAN PLAYGROUNDS LLC									
	INV	SINV-04063	1/18/22	1/18/22		N	HIGH DIVE PLAYGROUND	21,747.36	
		PK	1/18/22				PO: 21-00236	21,747.36	
							204-5-501-444.0500 MIDSTATES RECREATION		21,747.36
==========	TOTALS:	GROSS:	21,747.36	PAYMENTS:	0.00	DISCS:	0.00 ADJS: 0.00	BAL:	21,747.36 ======
01-023079 The Bank of New York Mello									
	INV	ELKPARKREF19-2022	1/18/22	1/18/22		N	Park Bond Encumbrance	270,000.00	
		PK	1/18/22				PO: 21-00518	270,000.00	
							303-5-920-438.0101 THE BANK OF NEW YORK		270,000.00
	INV	ELKPARKREF19-221	1/18/22	1/18/22		N	Park Bond Encumbrance	92,500.00	
		PK	1/18/22				PO: 21-00518	92,500.00	
							303-5-920-438.0201 THE BANK OF NEW YORK		92,500.00
==========	TOTALS:	GROSS:	362,500.00	PAYMENTS:	0.00	DISCS:	0.00 ADJS: 0.00	BAL:	362,500.00 ======

OPEN ITEM REPORT

DETAIL

TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	404,668.61	0.00	404,668.61
** TOTALS **	404,668.61	0.00	404,668.61

OPEN ITEM REPORT

DETAIL

** PRE-PAID INVOICES **

PREPAID TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	0.00	0.00	0.00

OPEN ITEM REPORT

DETAIL

REPORT TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	404,668.61	0.00	404,668.61
VOIDED ITEMS	0.00	0.00	0.00
** TOTALS **	404,668.61	0.00	404,668.61

UNPAID RECAP

NUMBER OF HELD INVOICES	0
UNPAID INVOICE TOTALS	404,668.61
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	404,668.61

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
204 5-501-422.0150	OPERATING SUPPLIES	2,178.45
204 5-501-439.0900	OTHER SERVICES & CHARGES	242.80
204 5-501-444.0500	OTHER EQUIPMENT	39,747.36
	** FUND TOTAL **	42,168.61
303 5-920-438.0101	PARK BOND 2009 PRINCIPAL	270,000.00
303 5-920-438.0201	PARK BOND 2009 INTEREST	92,500.00
	** FUND TOTAL **	362,500.00
	** TOTAL **	404,668.61

OPEN ITEM REPORT

DETAIL

DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
204 501	PARKS & RECREATION	42,168.61
	** FUND TOTAL **	42,168.61
303 920	DEBT SERVICE	362,500.00
	** FUND TOTAL **	362,500.00
	** TOTAL **	404,668.61

0 ERRORS
0 WARNINGS

ACCOUNTS PAYABLE
OPEN ITEM REPORT
DETAIL

PK Feb Docket

VENDOR	TYPE	---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	DESCRIPTION	GROSS/ BALANCE	-DISTRIBUTION-
01-001154 B E S INC									
	INV	181237	1/18/22	0/00/00	1/20/22	N	CONCESSIONS - NIBCO ICE PARK	161.72	
	OP		1/20/22		286456		PO:	0.00	
							286-5-580-422.0100 CONCESSIONS - NIBCO ICE PARK		161.72

TOTALS: GROSS: 161.72 PAYMENTS: 161.72- DISCS: 0.00 ADJS: 0.00 BAL: 0.00

TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	161.72	161.72CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	161.72	161.72CR	0.00

PREPAID TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	0.00	0.00	0.00

OPEN ITEM REPORT
DETAIL

REPORT TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	161.72	161.72CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
VOIDED ITEMS	0.00	0.00	0.00
** TOTALS **	161.72	161.72CR	0.00

UNPAID RECAP

NUMBER OF HELD INVOICES	0
UNPAID INVOICE TOTALS	0.00
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	0.00

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
286 5-580-422.0100	OPERATING SUPPLIES	161.72
	** FUND TOTAL **	161.72
	** TOTAL **	161.72

OPEN ITEM REPORT
DETAIL

DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
286 580	CONCESSIONS	161.72
	** FUND TOTAL **	161.72
	** TOTAL **	161.72

0 ERRORS
0 WARNINGS

VENDOR	TYPE	---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	-------- DESCRIPTION --------	GROSS/ BALANCE	-DISTRIBUTION-
01-023468 COMCAST BUSINESS									
	INV	1378004007PK	2/04/22	0/00/00	2/08/22	N	PK-PHONE SVC DEC 2021	739.97	
		MPK	2/08/22		286850		PO:	0.00	
							204-5-501-432.0400 PK-PHONE SVC DEC 2021		739.97
	INV	137834625	2/04/22	0/00/00	2/08/22	N	PK-PHONE SVC JAN 2022	103.58	
		MPK	2/08/22		286850		PO:	0.00	
							204-5-501-432.0400 PK-PHONE SVC JAN 2022		103.58
========== TOTALS: GROSS: 843.55 PAYMENTS: 843.55- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======									
01-002707 COMCAST CABLE									
	INV	0907664-11222	2/04/22	0/00/00	2/08/22	N	PK-INTERNET SVC JAN/FEB 2022	121.82	
		MPK	2/08/22		286851		PO:	0.00	
							204-5-501-432.0400 PK-INTERNET SVC JAN/FEB 2022		121.82
	INV	0909983-11822	2/04/22	0/00/00	2/08/22	N	PK-INTERNET SVC FEB/JAN 2022	118.35	
		MPK	2/08/22		286851		PO:	0.00	
							204-5-501-432.0400 PK-INTERNET SVC FEB/JAN 2022		118.35
	INV	0910809-11722	2/04/22	0/00/00	2/08/22	N	PK-INTERNET SVC JAN/FEB 2022	119.85	
		MPK	2/08/22		286851		PO:	0.00	
							204-5-501-432.0400 PK-INTERNET SVC JAN/FEB 2022		119.85
========== TOTALS: GROSS: 360.02 PAYMENTS: 360.02- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======									
01-003053 ELKHART COUNTY REGIONAL SE									
	INV	9000016900-1822	2/04/22	0/00/00	2/08/22	N	52256 IDEAL BEACH-PK DEC 2022	338.16	
		MPK	2/08/22		286852		PO:	0.00	
							286-5-509-435.0400 52256 IDEAL BEACH-PK DEC 2022		338.16
========== TOTALS: GROSS: 338.16 PAYMENTS: 338.16- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======									
01-000248 ELKHART PUBLIC UTILITIES									
	INV	1105360000-1722	2/04/22	0/00/00	2/08/22	N	701 ARCADE PAV-PK	50.01	
		MPK	2/08/22		286853		PO:	0.00	
							204-5-501-435.0400 701 ARCADE PAV-PK		50.01
	INV	1200680000-1722	2/04/22	0/00/00	2/08/22	N	500 E BEARDSLEY PAV-PK	39.23	
		MPK	2/08/22		286853		PO:	0.00	
							204-5-501-435.0400 500 E BEARDSLEY PAV-PK		39.23
	INV	1203400000-1722	2/04/22	0/00/00	2/08/22	N	1320 OLIVE PAV-PK	50.01	
		MPK	2/08/22		286853		PO:	0.00	

VENDOR	TYPE	---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	-------- DESCRIPTION ----------		GROSS/ BALANCE	-DISTRIBUTION-
01-000248 ELKHART PUBLIC UTILITIES ** CONTINUED **										
							204-5-501-435.0400	1320 OLIVE PAV-PK		50.01
	INV	3100223400-12122	2/04/22	0/00/00	2/08/22	N	301 NIBCO-PK		35.10	
		MPK	2/08/22		286853		PO:		0.00	
							204-5-501-435.0400	301 NIBCO-PK		35.10
	INV	3100223500-12122	2/04/22	0/00/00	2/08/22	N	601 NIBCO-PK		113.91	
		MPK	2/08/22		286853		PO:		0.00	
							204-5-501-435.0400	601 NIBCO-PK		113.91
	INV	3106620001-12122	2/04/22	0/00/00	2/08/22	N	1320 BENHAM-PK		90.60	
		MPK	2/08/22		286853		PO:		0.00	
							204-5-501-435.0400	1320 BENHAM-PK		90.60
	INV	3106620401-12122	2/04/22	0/00/00	2/08/22	N	1330 BENHAM-PK		103.41	
		MPK	2/08/22		286853		PO:		0.00	
							204-5-501-435.0400	1330 BENHAM-PK		103.41
	INV	3306531000-12122	2/04/22	0/00/00	2/08/22	N	119 W WOLF PAV-PK		90.60	
		MPK	2/08/22		286853		PO:		0.00	
							204-5-501-435.0400	119 W WOLF PAV-PK		90.60
========== TOTALS: GROSS: 572.87 PAYMENTS: 572.87- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======										
01-000209 INDIANA MICHIGAN POWER										
	INV	04116178304-123021	2/04/22	0/00/00	2/08/22	N	624 E JACKSON-PK		281.71	
		MPK	2/08/22		286854		PO:		0.00	
							204-5-501-435.0100	624 E JACKSON-PK		281.71
	INV	04132865231-11822	2/04/22	0/00/00	2/08/22	N	205 E JACKSON-PK		390.50	
		MPK	2/08/22		286854		PO:		0.00	
							204-5-501-435.0100	205 E JACKSON-PK		390.50
	INV	04138884905-11822	2/04/22	0/00/00	2/08/22	N	353 S ELKHART-PK		124.93	
		MPK	2/08/22		286854		PO:		0.00	
							204-5-501-435.0100	353 S ELKHART-PK		124.93
	INV	04220223400-11822	2/04/22	0/00/00	2/08/22	N	135 N ELKHART-PK		175.67	
		MPK	2/08/22		286854		PO:		0.00	
							204-5-501-435.0100	135 N ELKHART-PK		175.67
	INV	04253609608-11822	2/04/22	0/00/00	2/08/22	N	147 N ELKHART-PK		19.19	
		MPK	2/08/22		286854		PO:		0.00	
							204-5-501-435.0100	147 N ELKHART-PK		19.19
	INV	04267434407-1522	2/04/22	0/00/00	2/08/22	N	1324 MARGUERTE-PK		463.05	
		MPK	2/08/22		286854		PO:		0.00	

VENDOR	TYPE	---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	-------- DESCRIPTION --------	GROSS/ BALANCE	-DISTRIBUTION-
01-000209	INDIANA MICHIGAN POWER	** CONTINUED **							
							204-5-501-435.0100 1324 MARGUERTE-PK		463.05
	INV	04271939508-11122	2/04/22	0/00/00	2/08/22	N	500 E BEARDSLEY-PK	27.45	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 500 E BEARDSLEY-PK		27.45
	INV	04415357104-11822	2/04/22	0/00/00	2/08/22	N	361 S ELKHART-PK	395.07	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 361 S ELKHART-PK		395.07
	INV	04492922507-11822	2/04/22	0/00/00	2/08/22	N	133 N ELKHART-PK	397.89	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 133 N ELKHART-PK		397.89
	INV	04520875701-1322	2/04/22	0/00/00	2/08/22	N	CONSOLIDATED-PK	304.98	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 CONSOLIDATED-PK		304.98
	INV	04527790804-11822	2/04/22	0/00/00	2/08/22	N	330 NIBCO-PK	24.58	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 330 NIBCO-PK		24.58
	INV	04642505400-11922	2/04/22	0/00/00	2/08/22	N	303 NIBCO-PK	9,096.11	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 303 NIBCO-PK		9,096.11
	INV	04776128300-11322	2/04/22	0/00/00	2/08/22	N	701 ARCADE-PK	58.37	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 701 ARCADE-PK		58.37
	INV	04818894901-11722	2/04/22	0/00/00	2/08/22	N	816 W FRANKLIN-PK	7.47	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 816 W FRANKLIN-PK		7.47
	INV	04824817417-11922	2/04/22	0/00/00	2/08/22	N	1420 BENHAM-PK	20.47	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 1420 BENHAM-PK		20.47
	INV	04844997017-1422	2/04/22	0/00/00	2/08/22	N	52256 IDEAL BEACH-PK	53.05	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 52256 IDEAL BEACH-PK		53.05
	INV	04925947501-11122	2/04/22	0/00/00	2/08/22	N	1320 OLIVE-PK	81.71	
		MPK	2/08/22		286854		PO:	0.00	
							204-5-501-435.0100 1320 OLIVE-PK		81.71
	INV	04999775705-11822	2/04/22	0/00/00	2/08/22	N	CONSOLIDATED-PK	531.52	
		MPK	2/08/22		286854		PO:	0.00	

VENDOR	TYPE	---ID--- BANK	ITEM DT/ POST DT	DUE DT/ DISC DT	PAY DT/ CHECK#	1099	-------- DESCRIPTION ----------		GROSS/ BALANCE	-DISTRIBUTION-
01-000209 INDIANA MICHIGAN POWER	** CONTINUED **									
							204-5-501-435.0100	CONSOLIDATED-PK		531.52
========== TOTALS: GROSS: 12,453.72 PAYMENTS: 12,453.72- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======										
01-023385 j2 CLOUD SERVICES, LLC										
	INV	3710606PK	2/04/22	0/00/00	2/08/22	N	PK-FAX SERVICE DEC 2021		3.90	
		MPK	2/08/22		286856		PO:		0.00	
							204-5-501-432.0400	PK-FAX SERVICE DEC 2021		3.90
========== TOTALS: GROSS: 3.90 PAYMENTS: 3.90- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======										
01-000210 NORTHERN INDIANA PUBLIC SE										
	INV	0239660096-11122	2/04/22	0/00/00	2/08/22	N	200 LUSHER POOL-PK		53.00	
		MPK	2/08/22		286857		PO:		0.00	
							204-5-501-435.0200	200 LUSHER POOL-PK		53.00
	INV	0764660057-11122	2/04/22	0/00/00	2/08/22	N	200 W LUSHER-PK		53.00	
		MPK	2/08/22		286857		PO:		0.00	
							204-5-501-435.0200	200 W LUSHER-PK		53.00
	INV	1409800013-11122	2/04/22	0/00/00	2/08/22	N	1524 FRANCES-PK		14.00	
		MPK	2/08/22		286857		PO:		0.00	
							204-5-501-435.0200	1524 FRANCES-PK		14.00
	INV	1429470092-11822	2/04/22	0/00/00	2/08/22	N	52256 IDEAL-PK		53.61	
		MPK	2/08/22		286857		PO:		0.00	
							286-5-509-435.0200	52256 IDEAL-PK		53.61
	INV	5390210006-11122	2/04/22	0/00/00	2/08/22	N	1330 BENHAM-PK		785.04	
		MPK	2/08/22		286857		PO:		0.00	
							204-5-501-435.0200	1330 BENHAM-PK		785.04
	INV	5989100026-11122	2/04/22	0/00/00	2/08/22	N	1330 BENHAM-PK		412.17	
		MPK	2/08/22		286857		PO:		0.00	
							204-5-501-435.0200	1330 BENHAM-PK		412.17
========== TOTALS: GROSS: 1,370.82 PAYMENTS: 1,370.82- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======										
01-024553 VERIZON COMMUNICATIONS INC										
	INV	9898068930PK	2/04/22	0/00/00	2/08/22	N	PK-CELL PHONE FEB 2022		339.26	
		MPK	2/08/22		286858		PO:		0.00	
							204-5-501-432.0400	PK-CELL PHONE FEB 2022		339.26
========== TOTALS: GROSS: 339.26 PAYMENTS: 339.26- DISCS: 0.00 ADJS: 0.00 BAL: 0.00 ======										

TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	16,282.30	16,282.30CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	16,282.30	16,282.30CR	0.00

ACCOUNTS PAYABLE
OPEN ITEM REPORT
DETAIL
** PRE-PAID INVOICES **

PREPAID TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	0.00	0.00	0.00

REPORT TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	16,282.30	16,282.30CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
VOIDED ITEMS	0.00	0.00	0.00
** TOTALS **	16,282.30	16,282.30CR	0.00

UNPAID RECAP

NUMBER OF HELD INVOICES	0
UNPAID INVOICE TOTALS	0.00
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	0.00

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
204 5-501-432.0400	TELEPHONE/COMMUNICATION	1,546.73
204 5-501-435.0100	ELECTRICITY	12,453.72
204 5-501-435.0200	NATURAL GAS	1,317.21
204 5-501-435.0400	WATER & SEWER	572.87
	** FUND TOTAL **	15,890.53
286 5-509-435.0200	NATURAL GAS	53.61
286 5-509-435.0400	WATER & SEWER	338.16
	** FUND TOTAL **	391.77
	** TOTAL **	16,282.30

DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
204 501	PARKS & RECREATION	15,890.53
	** FUND TOTAL **	15,890.53
286 509	IDEAL BEACH	391.77
	** FUND TOTAL **	391.77
	** TOTAL **	16,282.30

0 ERRORS
0 WARNINGS

Parks & Recreation Donations

Financial Donations

- Kem Krest - $250 for Frosty Five Run
- The Craftsman's Daughter - $100 for Frosty Five Run
- Martin's Super Markets - $50 for Frosty Five Run
- Anonymous Donors - $39 from Frosty Five Run

Material Donations

- McDonald's – Free product coupons for Frosty Five Runners

ELKHART BOARD OF WORKS
2022 USE & EVENT PERMIT APPLICATION

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

Date Received: 2/7/22

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: EnviroFest DATE(S) REQUESTED Saturday, August 20, 2022

LOCATION/VENUE REQUESTED Island Park

LOCATION/VENUE 2ND CHOICE REQUESTED

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☑ Yes

APPLICANT INFORMATION

NAME OF APPLICANT
Annie Klehfoth
NAME OF EVENT ORGANIZER/PRODUCER

PRODUCTION COMPANY/ORGANIZATION
Elkhart Environmental Center

STREET ADDRESS	APT/UNIT/SUITE
1717 E Lusher Ave	

CITY	STATE	ZIP CODE
Elkhart	IN	46516

E-MAIL ADDRESS
EECmail@coei.org

DAYTIME PHONE	FAX	CELL PHONE
(574) 293-5070		

EVENT DAY ON-SITE CONTACT * REQUIRED	DAYTIME PHONE	CELL PHONE
Annie Klehfoth	(574) 293-5070	(574) 361-8020

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: 3 PM Finish Time: 9 PM

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

SET-UP TIME(S)	TEAR-DOWN
From: 8 AM To: 2:50 PM	From: 9 PM To: 10 PM (or finish)
EXPECTED NUMBER OF PARTICIPANTS: 2000	

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

2021 NUMBER OF PARTICIPANTS: N/A (550)	2020 NUMBER OF PARTICIPANTS: N/A

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

☐ No ☒ Yes → Event Name: EnviroFest

Location: Civic Plaza; Wellfield Botanic Gardens Date: First Saturday of August; mid-July

EVENT DESCRIPTION

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

☐ Walk/Run
☐ Art Fair/Festival
☐ Concert/Performance
☐ Service
☐ Cultural Event
☐ Public Rally/March
☐ Bike Ride
☒ Other event, please describe: Environmental education/community event

Brief Description of Event: Environmental festival featuring local businesses and organizations relating to environmental/sustainable topics; also includes food vendors, beer and wine garden, silent auction, kids area (with entertainment program), educational speakers, and 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 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@coel.org

FOOD AND ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?
(Please check the appropriate response.)

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

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

If applicable → Name of Caterer/Vendor: _____

IF YES, please describe:
FOR VOLUNTEERS ONLY: water, canned soda, lemonade, coffee, granola bars, donuts, sandwiches, pizza, cookies, etc.
FOR GENERAL PUBLIC: multiple food vendors will be onsite who will be inspected by the Health Department before the event begins

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: 9 (possible more)

Tent/Canopy Size(s): 10x10 (possibly others; will purse additional permits as necessary)
(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: Unknown

Vehicle Description(s): Electric Vehicle Display

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): 1

Stage Description(s): portable stage created by Lippert Volunteers

Stage Owner Parks Department 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: 2 AND Number of Accessible ADA Portable Toilets: 2

Company/Description(s): Undecided

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: Fencing for beer and wine garden

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

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

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

☐ No ■ Yes → _____

Number of Emergency Management Staff Requested

☒ $50.00 Minimum of two Event Personnel 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: 2:30 PM - 9:30 PM

☐ Ambulance(s) Number Requested 2

☒ Medic Kubota

☐ Fire Truck

☒ First Aid Station

Please indicate your reason that a Fire Truck many be needed at your Event. **Please include any special requests.**

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

■ Event Fencing Number of Sections Requested unknown 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 → Event trailer; PA system

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 → 2 golf carts

■ 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 → Security for the event

Please indicate why you feel Police presence may be needed at your Event.

Proactive measures in regards to a large crowd

Additional Information May Be Required.

STREET DEPARTMENT

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

☐ No ☒ Yes → Street Name: Pacific Street & HannaH Court

Please mark all that may apply:

Street Closed From: (Pacific St) E Jackson To: Tongxiang Park

Street Closed From: (HannaH Court) To: N Clark St

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: 1

→ Description(s): Parking lot by Aquatics Center

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:

- [x] Yes
- [ ] No

Electric:

- [x] Yes
- [ ] No

Plaza Sign:

- [x] Yes
- [ ] No

Sign Information: EnviroFest at Island Park: Sat. Aug. 20 3PM - 9 PM - Food, Music, Sustainability! $5 per family

Bridge Banner:

- [x] Yes
- [-] No

Please indicate location:

- [x] Bridge Banner- North Main Street- Memorial Bridge
- [x] 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: PA system and speakers for band and Kids Area entertainment

Parade and Special Exception to Noise Ordinance:

- [x] Yes
- [ ] No

Public Assembly and Special Exception to Noise Ordinance:

- [x] Yes
- [ ] No

Special Exception to Noise Ordinance:

- [x] Yes
- [ ] No

Persons or entities affected by this special exception to the Noise Ordinance: (required)

Downtown Elkhart Area

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

PA and speaker systems will be positioned to direct sound to intended area, and volume will be kept at reasonable levels to limit nuisance

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 primary contact and must be present during the event:

Contact full name (first/last name): Note: attached event map

Contact cell number (area code plus number): (574) 361-8020

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".

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

ELKHART COUNTY COVID REVIEW PLAN

Event Plans must be accompanied by an Elkhart County Health Department Gathering or Meeting or Special or Seasonal Event Covid-19 Safety Plan.

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 REACREATION, 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.

Annie Klehfoth

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Date_____

WITNESSED: Clerk of the Board of Works

APPROVED: BOARD OF PUBLIC WORKS

Date_____

President

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

Date_____

President or Secretary

2022 EnviroFest Emergency Action Plan

Location: Island Park

Date: Saturday, August 20, 2022

Risks and Response

***Inclement Weather*:**

In the event of heavy rain, the festival will have different areas of shelter that guests can temporarily utilize such as the music and kids' area tents, and the volunteer station. In the event of imminent severe storms such as hail or tornadoes lasting the entirety of the event, the EEC Director will decide to cancel the event.

***Fire*:**

In the event of a fire, 911 should be called immediately and emergency response teams on the ground should be notified. All guests will be escorted off and away from the premises in a timely manner or to the opposite end of the site depending on where the fire may take place.

***Medical Emergency*:**

In the event of a medical emergency, event staff should call 911, then notify the EEC Director or the closest emergency personnel. All volunteers and personnel will be notified of this plan during orientation. EMS will have a vehicle at the festival to respond quickly.

***Lost Child*:**

In the event of a lost child, the EEC Director should be notified immediately who will then put out a missing child alert to all volunteers and personnel with a radio describing the suspected missing child.

***Active Shooter*:**

In the event of an active shooter, 911 should be called immediately and local emergency personnel should be notified immediately. Police should be onsite for immediate response.

ELKHART BOARD OF WORKS
2022 USE & EVENT PERMIT APPLICATION

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

Date Received: 2/4/22

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: The Spring Fabulous Pop Up Market DATE(S) REQUESTED March 19, 2022

LOCATION/VENUE REQUESTED McNaughton Park Pavilion

LOCATION/VENUE 2ND CHOICE REQUESTED

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☑ Yes

APPLICANT INFORMATION

NAME OF APPLICANT
Sherry Krask

NAME OF EVENT ORGANIZER/PRODUCER
Elkhart Parks and Recreation Department

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS	APT/UNIT/SUITE
1320 Benham Ave	

CITY	STATE	ZIP CODE
Elkhart	IN	46516

E-MAIL ADDRESS
sherry.krask@coei.org

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

EVENT DAY ON-SITE CONTACT * REQUIRED	DAYTIME PHONE	CELL PHONE
Sherry Krask	574-295-7275	574-326-4891

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

☑ No ☐ Yes → Name of Organization:

NAME OF SPONSORING ORGANIZATION CONTACT	SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION	CITY	ZIP CODE

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

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

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

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

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

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 9:00 AM Finish Time: 2:00 PM

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

SET-UP TIME(S)	TEAR-DOWN
From: 7:30 AM To: 9:00 AM	From: 2:00 PM To: 4:00 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: 200

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

☐ No ☑ Yes → Event Name: Spring Fabulous Pop Up Market

Location: McNaughton Park Pavilion Date: March 20, 2021

EVENT DESCRIPTION

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

- ☐ Walk/Run
- ☐ Art Fair/Festival
- ☐ Concert/Performance
- ☐ Service
- ☐ Cultural Event
- ☐ Public Rally/March
- ☐ Bike Ride
- ☑ Other event, please describe: A community event open to the public.

Brief Description of Event:

Artisanal and direct sales vendors set up spaces at McNaughton Pavilion to sell their products.

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

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: Ron's River Dogs

IF YES, please describe:

One to two food truck vendors will be outside of the pavilion in the parking area.

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: 1-2

Tent/Canopy Size(s): 10 x 10
(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):
Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2
Utilities must be marked. Call 811 for Utilities to mark 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 → _____

Number of Emergency Management Staff Requested

☐ $50.00 Minimum of two Event Personnel _____

☐ $25.00 Event Personnel each per event _____

Total Cost $_____

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

FIRE DEPARTMENT

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

☑ No ☐ Yes → _____

Time(s) Requested: _____

☐ Ambulance(s) Number Requested _____
☐ Medic Kubota
☐ Fire Truck
☐ First Aid Station

Please indicate your reason that a Fire Truck many be needed at your Event. **Please include any special requests.**

_____
_____
_____

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

☐ Event Fencing Number of Sections Requested _____ Other _____
☐ Snow Fencing Number of Feet Requested _____ Other _____

Additional fees may apply.

WASTE 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 → _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☑ No ☐ Yes → _____

☐ Golf Cars ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Risers ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Stage ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)
☐ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☑ No ☐ Yes → _____

Please indicate why you feel Police presence may be needed at your Event.

_____

_____

_____

Additional Information May Be Required.

STREET DEPARTMENT

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

☑ No ☐ Yes → Street 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: Spring Fabulous Pop Up Market, at McNaughton Park Pavilion, March 19, 9 am-2 pm

Bridge Banner:

- ☐ Yes
- ☐ No

Please indicate location:

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

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☑ No ☐ Yes → Reason: _____

Parade and Special Exception to Noise Ordinance:

- ☐ Yes
- ☐ No

Public Assembly and Special Exception to Noise Ordinance:

- ☐ Yes
- ☐ No

Special Exception to Noise Ordinance:

- ☐ Yes
- ☐ No

Persons or entities affected by this special exception to the Noise Ordinance: (required)

_____

_____

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

_____

_____

_____

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 primary contact and must be present during the event:

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

Contact cell number (area code plus number):

EVENT MAPS

SITE MAP (Required for all Applicants)

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

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

ELKHART COUNTY COVID REVIEW PLAN

Event Plans must be accompanied by an Elkhart County Health Department Gathering or Meeting or Special or Seasonal Event Covid-19 Safety Plan.

Please contact the Elkhart County Health Department at 574-523-2283.

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

Have you?

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

Certificates of Insurance should include the following under additionally insured:

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

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

Submit your completed application to:

For Parks:

City of Elkhart Parks & Recreation Board
Use & Event Permitting
1320 Benham Avenue
Elkhart, IN 46516
Phone (574) 295-7275
Email:elkhartcityparkspermits@coei.org

For Board of Works:

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

INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND REACREATION, 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

February 4, 2022
DATE

_____ Date_____
WITNESSED: Clerk of the Board of Works

APPROVED: BOARD OF PUBLIC WORKS

_____ Date_____
President

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

_____ Date_____
President or Secretary

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent

City of Elkhart

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: February 15, 2022

Re: Parks Department Report

Superintendent's Update

- The Park's Department remains cautious with COVID-19 and is following protocols set by the administration for our programs and events.
- The wintry months have been hard on some of the residents, but the department has been in full swing offering opportunities for people to get out of the house and have some fun still. NIBCO has enhanced their programs with theme skates and will host a Fiesta Themed Weekend on February 25th to 27th.
- Elkhart Parks is offering a youth soccer league May 14th through June 25th and is looking for volunteer coaches to help coach the kids.

Events Report

- On Saturday, January 22nd we hosted the Frozen Skate at NIBCO. We held two sessions of skating for 100 + people and both sessions were sold out! Characters included were Elsa, Anna, Kristof, and Olaf!
- 523 people enjoyed the Valentine Weekend Skate at NIBCO on February 11-13.
- Frosty 5 K/5M was held at Studebaker Park on Saturday February 12th. Kudos to City staff and Paula Turk for making this event a great success! Huge thank you to our sponsors- KemKrest, Martin's Supermarkets, and The Craftsman's Daughter. Final count of those participating in the race was 199!

Programming and Recreation Report

- Big Bad Bingo continues to host youth averaging 16 every Tuesday evening.
- Open Gym Pickleball Wednesday evenings hosted 23 players, largest attendance in the evening yet, February 2
- Registration for Youth Soccer League has opened. Youth ages 6-12 are encouraged to sign up. Games are held on Saturday mornings and registration is $75 per player. May 14-June 25
- Ladies Inspiring Fitness Together (LIFT) has opened registration for its first season. LIFT is a free fitness course that encourages women 18 and up to participate in a judgement free fitness environment. The course takes place at High Dive Pavilion Monday and Tuesday evenings.
- Parks and Girls on the Run has partnered to open a Girls on the Run of Michiana group for girls grades 3rd-5th at Studebaker Park and Pavilion. The group takes place on Wednesday and Sunday evenings March 16-May 22 and parents are encouraged to sign their youth up at girlsontherunmichiana.org

Ranger Report

January 1 -31, 2022 – Ranger Stan McCray

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent

City of Elkhart

Parks & Recreation
1320 Benham Ave.
Elkhart, IN 46516

574.295.7275
Fax: 574.522-7808

Citations

- None written.

Various Park Activities and number of people participating.

- Biking (9), Fishing (8, Parking/Sitting (194), Ice Skating (112), Playground (13), Sledding (22), Walking/jogging (146), and Walking Dog (11). Grand Total 513 patrons.

Damage

- None reported.

Other

- January 4 & 8, 2022 – Tolson Center sponsored C.P.R., A.E.D. and First Aid Training for city employees to get certifications. At least 13 people participated in the training from Human Resources, the Parks Dept. and Police Dept.

- January 20, 2022 – While patrolling, Ranger Geib found a Homeless Encampment in Studebaker Park. The encampment was reported to MyElkhart311.

End of Report