

# **PARK BOARD AGENDA**



## **MEETING SCHEDULE**

Tuesday July 19, 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**

- June 21, 2022
- July 7, 2022

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

- Claims - \$51,433.84
- Donations – \$0
- Grants - \$0

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

- a. Elkhart Community Schools Summer Programs Contract

#### **6. OLD BUSINESS**

- a. Permission to Launch Rockets in Parks
- b. Transfer of Properties to Redevelopment Commission

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

- a. Woof Group Halloween Party – October 29, 2022 – Dr. Frank Booth Bark Park

#### **8. DEPARTMENT REPORT**

#### **9. CORRESPONDENCE**

- a. None

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

### **ADJOURNMENT**

**NEXT PARK BOARD MEETING FINANCIALS ONLY AUGUST 2, 2022 AT THE PARKS OFFICE**  
**NEXT REGULAR PARK BOARD MEETING AUGUST 16, 2022, COUNCIL CHAMBERS.**

# City of Elkhart Parks & Recreation

## Park Board Minutes



**DATE:** June 21, 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 3:34 PM.**

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

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Kim Henke Secretary	Mark Datema Treasurer
		<b>Absent</b>	

**2. Approval of Agenda**

Motion to Approve Agenda

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

**3. Approval of Minutes**

May 17, 2022

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

May 31, 2022

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

**4. Approval of Financials**

**Claims: \$136,590.17**

**Donations: \$0**

**Grants: \$0**

Motion to discuss, approve and place on file

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

Mr. Datema inquires about the purchase of a refrigerator and grill for \$5,000. Ms. Wingard states that a purchase order was required and quotes were received for the items.

Ms. Alexis inquires about the purchase of bleachers for \$52,000. Ms. Wingard states that the purchase was approved as part of the budget hearing for the current year's budget. The bleachers at Riverview Softball Complex were replaced.

# City of Elkhart Parks & Recreation

## Park Board Minutes



### 5. New Business

#### a. **Permission to Launch Rockets in Parks**

Mr. Czarnecki informs the Board that a City Employee, Dan Bayes, builds model rockets and would like to launch rockets in the parks.

Ms. Santerre asked if this would be a one-time thing or ongoing. Mr. Czarnecki states that it would be a one-time thing and he would be provided with written permission.

Ms. Alexis states that she'd like to see a permit for this. Mr. Datema asks if the current permit could have an addendum. Mr. Czarnecki states that he will look into it and see what other park agencies do.

Motion to table the matter until the July 19, 2022 meeting.

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

#### b. **Transfer of Properties to Redevelopment Commission**

Ms. Rivera informs the Board that she was asked to prepare deeds for properties currently owned by the Parks Department to transfer to the Redevelopment Commission for development. Once the Board signs off, the properties will be accepted by the Redevelopment Commission.

Mr. Czarnecki states that the lots are not in parks. They could be used to build housing.

Mr. Datema states that there doesn't appear to be a financial benefit for the Department for doing this. He has concerns about this.

Ms. Alexis states that she feels caught off guard being handed deeds for properties she doesn't know anything about.

Motion to table the matter until the July 19, 2022 meeting

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

#### c. **Summer Chill Entertainment Contract**

Mrs. Kobie explains that the Board previously approved all contracts for the Summer Chill entertainment. However, one of the acts had to cancel and this contract is for the replacement band. The contract is the same as the previously approved contracts.

Motion to approve

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

### 6. Old Business - NONE

### 7. Use and Event Permit Requests

#### a. **Indiana State Police K-9 Demonstration – June 25, 2022 – Dr. Frank Booth Bark Park**

Mr. Barney Ash, the spokesperson for The Woof Group, presents the permit. An Indiana State Trooper and his K-9 will put on a demonstration for the park members. No assistance is required from the department.

Motion to Approve

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

#### b. **Summer Reading End Party – July 21, 2022 – NIBCO Water & Ice Park & Kardzhali Park**

No one is present to present the permit. Mrs. Kobie informs the Board that the Library held this event last year in the same location.

Motion to Approve



# City of Elkhart Parks & Recreation

## Park Board Minutes



Motion: NAA

Second: MD

Motion passes with a unanimous voice vote

- c. **The Elkhart Thor River Walk Grand Prix – August 5 & 6, 2022 – NIBCO Water & Ice Park & Kardzhali Park**

No one is present to present the permit. Mrs. Kobie informs the Board that the organizers want to use Kardzhali Park for the cornhole tournament and NIBCO Water and Ice Park for the Kids Zone. This is the same as in previous years.

Motion to Approve

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

- d. **Ullery Park Picnic – July 13, 2022 – Ullery Park**

Ms. Gendi presents the permit. River Oak Church wants to do neighborhood picnics with free food and games.

Motion to Approve

Motion: NAA

Second: MD

Motion passes with a unanimous voice vote

- e. **Weston Park Neighborhood Picnic – July 14, 2022 – Weston Park**

Ms. Gendi presents the permit. River Oak Church will also do a picnic at Weston Park

Motion to Approve

Motion: NAA

Second: MD

Motion passes with a unanimous voice vote

### 8. Department Report

Mr. Czarnecki informs the Board that the Department is very busy with programs in full swing. Day Camp is happening now. The Department is seeing huge numbers at events and programs are growing. Rhapsody Arts & Music Festival had 27,000 people attend. Pickleball courts should be done at the end of the month. Town Green Social starts June 22. The first Summer Chill was held last Friday. Fireworks for the 4<sup>th</sup> of July are coming up. Haiam has been developing the volunteering program.

### 9. Approval for Correspondence - None

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

Ms. Santerre opens privilege of the floor.

Ms. Mary Hunt informs the Board that she had a great time volunteering at Rhapsody. She wants to keep volunteering for the City.

Ms. Santerre closes the privilege of the floor.

### 11. Approval for Adjournment

Motion to adjourn

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

Adjourn 4:37 pm



# City of Elkhart Parks & Recreation

## Park Board Minutes



### PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Brandon Aguilar, Recreation & Program Coordinator Cara Montana, Office Manager	Leslie Wingard, Accounting Specialist Jennifer Kobie, Recording Secretary Haiam Gendi, Event Assistant
--	--

### ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Mr. David Hopkins, IT Department Ms. Corinne Straight, Director of Communications, via Webex	Ms. Rose Rivera, Legal Department Mr. Barney Ash	Ms. Mary Hunt
---	---	---------------

### Minutes Certification:

Respectfully Submitted,

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Board Secretary                      Kim Henke

\_\_\_\_\_  
Date

# City of Elkhart Parks & Recreation

## Park Board Minutes



**DATE:** Thursday, July 7, 2022

**TIME:** 3:30 PM

**LOCATION:** City of Elkhart Parks & Recreation  
229 S. Second St.  
Elkhart, IN 46516

**Call to Order at 3:30 PM.**

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

Sarah Santerre President	Nekeisha Alayna Alexis Vice President <b>Absent</b>	Kim Henke Secretary	Mark Datema Treasurer

**2. Approval of Agenda**

**Motion to discuss and place on file: KH**

**Second: MD**

**Motion Passes with unanimous voice vote**

**3. Approval of Claims**

**Motion to discuss, approve, and place on file: MD**

**Second: KH**

**Claims: \$46,696.75**

Mr. Datema inquires about the \$6,000 charge for Rhapsody. Ms. Wingard states that it is to provide electricity for the vendors. It's a fee the Department pays every year.

Mrs. Henke inquires if the budget is on track. Ms. Wingard states that the Budget is on track for the year.

**Motion Passes with unanimous voice vote**

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

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

**5. Approval for Adjournment**

**Motion: MD**

**Second: KH**

**Motion Passes with unanimous voice vote**

**Adjourned: 3:50 pm**

**PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE**

Jamison Czarnecki, Superintendent Cara Montana, Office Manager	Leslie Wingard, Accounting Specialist
---	---------------------------------------

**ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE**

--	--

# City of Elkhart Parks & Recreation

## Park Board Minutes



**Minutes Certification:**

Respectfully Submitted,

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date


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

July 15, 2022 \_\_\_\_\_  
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$51,433.84 AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 5 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 19TH DAY OF JULY 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



City of Elkhart, IN

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>					
ISIS CARRASQUILLO	283210	07/19/2022	Pavilion Rental Refund - Willo	2204-5-501-4581000	140.19
PATHFINDER COMMUNICATIO	CC-122049232	07/19/2022	Advertising for Parks Hiring	2204-5-501-4330300	272.00
BERNICE VARGAS HERNANDE	R00490416	07/19/2022	Pavilion Rental Refund - High	2204-5-501-4581000	210.28
PATHFINDER COMMUNICATIO	CC-1220510833	07/19/2022	Advertising for Programs & Ev	2204-5-501-4330300	282.00
COLLEGIATE PACIFIC	917380326	07/19/2022	Day Camp Apparel	2204-5-501-4220150	165.85
MENARD, INC	10547	07/19/2022	Day Camp Door Chime	2204-5-501-4220150	59.96
AMAZON CAPITAL SERVICES I	197T-34Q3-9FQT	07/19/2022	Day Camp Craft Supplies	2204-5-501-4220150	734.08
COLLEGIATE PACIFIC	917415745-2	07/19/2022	Day Camp Appare	2204-5-501-4220150	293.10
COLLEGIATE PACIFIC	917415765	07/19/2022	Day Camp Apparel	2204-5-501-4220150	568.43
AMAZON CAPITAL SERVICES I	1NWX-136Q-1PQ4	07/19/2022	Day Camp Craft Supplies	2204-5-501-4220150	132.47
SPEAR CORPORATION	317519	07/19/2022	Pool Chemicals - Ideal Beach	2204-5-501-4230143	5,568.19
PATHFINDER COMMUNICATIO	CC-1220613721	07/19/2022	Advertising for Programs & Ev	2204-5-501-4330300	155.00
PATHFINDER COMMUNICATIO	CC-1220613738	07/19/2022	Advertising for Programs & Ev	2204-5-501-4330300	173.00
WSJM, INC	IN-12206103284	07/19/2022	Parks Social Media Managem	2204-5-501-4330300	700.00
ADOLPH KIEFER AND ASSOCIA	INV001220018	07/19/2022	Lifeguard Swimsuits - Spray Pa	2204-5-501-4220150	75.00
BUGSY'S ELKHART EXTERMIN	23182	07/19/2022	Monthly Pest Control - June	2204-5-501-4390912	135.00
CHRISTINA STEWART	84736-62922	07/19/2022	PVC Cap for Pierre Moran Poo	2204-5-501-4220150	6.72
4IMPRINT, INC	10128280	07/19/2022	Swag for Parks Promotions	2204-5-501-4220150	581.36
SERVICE PRINTERS INC	30186011	07/19/2022	Passport Program Brochures	2204-5-501-4330300	394.83
A-ONE SIGNS/GRAPHICS/APP	55001	07/19/2022	Ranger Name Tags and Magn	2204-5-501-4220150	27.00
YODER OIL COMPANY INC	CL72261	07/19/2022	Parks Dept Gasoline - June	2204-5-501-4220210	809.85
LRS HOLDINGS LLC	PS461155	07/19/2022	Portable Restrooms - Studeba	2204-5-501-4370200	127.00
LRS HOLDINGS LLC	PS461156	07/19/2022	Portable Restroom - Pierre M	2204-5-501-4370200	127.00
LRS HOLDINGS LLC	PS461157	07/19/2022	Portable Restroom - McNaugh	2204-5-501-4370200	202.00
LRS HOLDINGS LLC	PS461158	07/19/2022	Portable Restroom - Walker P	2204-5-501-4370200	127.00
LRS HOLDINGS LLC	PS461159	07/19/2022	Portable Restrooms - June	2204-5-501-4370200	131.53
LRS HOLDINGS LLC	PS461159-2	07/19/2022	Portable Restrooms - Walker	2204-5-501-4390900	800.00
LONG'S LOCK SHOP, INC.	105902	07/19/2022	Hight Dive Closet Keys for Ran	2204-5-501-4220150	6.00
MARTIN MARKETING SPECIAL	13721-1	07/19/2022	Ranger Uniforms	2204-5-501-4220150	40.00
A & R SEPTIC COMPANY, INC	13170070822	07/19/2022	Nibco Ice Park Public Restroo	2204-5-501-4360100	990.00
A & R SEPTIC COMPANY, INC	13184070822	07/19/2022	Nibco Ice Park Public Restroo	2204-5-501-4360100	290.00
ADOLPH KIEFER AND ASSOCIA	INV001225271	07/19/2022	Lifeguard Swimsuits - Spray Pa	2204-5-501-4220150	28.50
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>14,353.34</b>
<b>Fund: 2314 - PARKS DONATION</b>					
COLLEGIATE PACIFIC	917415745	07/19/2022	Day Camp Apparel	2314-4-124-3670000	2,500.00
ROCKY MOUNTAIN INVESTME	050622172121340	07/19/2022	Supplies for Bike to Work	2314-5-124-4390900	406.39
<b>Fund 2314 - PARKS DONATION Total:</b>					<b>2,906.39</b>
<b>Fund: 2520 - PARK PROGRAM</b>					
GORDON FOOD SERVICE INC	779266202	07/19/2022	Concessions - Ice Park	2520-5-580-4220150	28.98
GORDON FOOD SERVICE INC	779266251	07/19/2022	Concessions - Ice Park	2520-5-580-4220150	64.72
BEACON ATHLETICS LLC	0548071-IN	07/19/2022	Softball - Batters Box for River	2520-5-508-4220101	934.00
FEDERAL EXPRESS	272442988781	07/19/2022	Additional Shipping Charges f	2520-5-580-4390900	77.00
PATHFINDER COMMUNICATIO	CC-1220510833	07/19/2022	Advertising for Programs & Ev	2520-5-630-4330300	198.00
ELKHART COMMUNITY SCHO	IN-1220519751	07/19/2022	Advertising for Events	2520-5-630-4330300	338.80
NATHANAEAL G EDDY	EDDY61222	07/19/2022	Rhapsody Security	2520-5-630-4390900	600.00
SCOTT HAIGH	HAIGH61222	07/19/2022	Rhapsody Security	2520-5-630-4390900	540.00
KRISTOPHER RYAN JAY KREAG	KREAGER612222	07/19/2022	Rhapsody Security	2520-5-630-4390900	120.00
TYLER J KRUSE	KRUSE61222	07/19/2022	Rhapsody Security	2520-5-630-4390900	400.00
JASON RAY*	RAY61222	07/19/2022	Rhapsody Security	2520-5-630-4390900	400.00
PATHFINDER COMMUNICATIO	CC-1220613721	07/19/2022	Advertising for Programs & Ev	2520-5-630-4330300	225.00
PATHFINDER COMMUNICATIO	CC-1220613738	07/19/2022	Advertising for Programs & Ev	2520-5-630-4330300	207.00
ELKHART COMMUNITY SCHO	IN-1220620101	07/19/2022	Advertising for Events	2520-5-630-4330300	1,509.20
GORDON FOOD SERVICE INC	779272390	07/19/2022	Concessions - Softball	2520-5-580-4220150	28.77



## Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HERSHEY CREAMERY COMPA	INVE0017956692	07/19/2022	Concessions - Softball	2520-5-580-4220150	300.00
HERSHEY CREAMERY COMPA	INVE0017956695	07/19/2022	Concessions - Pierre Moran P	2520-5-580-4220150	374.88
HERSHEY CREAMERY COMPA	INVE0017956720	07/19/2022	Concessions - Spray Park	2520-5-580-4220150	516.00
HERSHEY CREAMERY COMPA	INVE0017956734	07/19/2022	Concessions - Ideal Beach	2520-5-580-4220150	431.04
MENARD, INC	11181	07/19/2022	Events Storage Containers	2520-5-630-4220150	50.31
B E S INC	183571	07/19/2022	Concession - Spray Park	2520-5-580-4220150	634.60
B E S INC	183572	07/19/2022	Concessions - Softball	2520-5-580-4220150	841.82
B E S INC	183573	07/19/2022	Concessions - Ideal Beach	2520-5-580-4220150	776.10
B E S INC	183647	07/19/2022	Concessions - Softball	2520-5-580-4220150	539.45
GRAY MEDIA GROUP INC	2556952-1	07/19/2022	Advertising for Events	2520-5-630-4330300	2,050.00
BOTTLING GROUP, LLC	30694902	07/19/2022	Concessions - Softball	2520-5-580-4220150	1,500.04
GORDON FOOD SERVICE INC	779272428	07/19/2022	Concessions - Pierre Moran P	2520-5-580-4220150	122.91
GORDON FOOD SERVICE INC	779272429	07/19/2022	Concessions - Spray Park	2520-5-580-4220150	17.94
SHERRY L. KRASK	4671-7122	07/19/2022	Independence Day Event Can	2520-5-630-4220150	19.44
GORDON FOOD SERVICE INC	779272443	07/19/2022	Concessions - Pierre Moran P	2520-5-580-4220150	106.87
GORDON FOOD SERVICE INC	779272445	07/19/2022	Concessions - Spray Park	2520-5-580-4220150	26.91
GORDON FOOD SERVICE INC	779272489	07/19/2022	Concessions - Pierre Moran P	2520-5-580-4220150	90.52
MARTIN SUPERMARKET #14	9726-7222	07/19/2022	Ice for Independence Day	2520-5-630-4220150	10.68
GORDON FOOD SERVICE INC	779272510	07/19/2022	Concessions - Pierre Moran P	2520-5-580-4220150	24.49
GORDON FOOD SERVICE INC	779272554	07/19/2022	Concessions - Spray Park	2520-5-580-4220150	121.08
MARTIN SUPERMARKET #14	6557-7622	07/19/2022	Event Supplies - Town Social G	2520-5-630-4220150	15.06
B E S INC	183574	07/19/2022	Concessions - Softball	2520-5-580-4220150	624.60
BOTTLING GROUP, LLC	30298452	07/19/2022	Concessions - Softball	2520-5-580-4220150	846.34
BOTTLING GROUP, LLC	30298453	07/19/2022	Concessions - Spray Park	2520-5-580-4220150	403.15
J & K SEPTIC SERVICE, LLC	FW07092022	07/19/2022	Portable Restrooms for Indep	2520-5-630-4390900	2,335.00
TECHNOWorks LLC*	INV-4587	07/19/2022	Independence Day Sound for	2520-5-630-4390510	3,472.44
EDWARD J. BELLOWS	003774-7132022	07/19/2022	2520-5-508-4390931	2520-5-508-4390931	60.00
MILLER, RODNEY E	004034-7132022	07/19/2022	Umpire Services - 6 Games	2520-5-508-4390931	180.00
JOSHUA REED	023738-7132022	07/19/2022	Umpire Services - 4 Games	2520-5-508-4390931	120.00
JAMES D. ZESER	024989-7132022	07/19/2022	Umpire Services - 8 Games	2520-5-508-4390931	240.00
TOBIAS FIELDS	024992-7132022	07/19/2022	Umpire Services - 8 Games	2520-5-508-4390931	240.00
TYLAN MILLER	024993-7132022	07/19/2022	Umpire Services - 4 Games	2520-5-508-4390931	120.00
TRAVIS WELCH	025038-7132022	07/19/2022	Umpire Services - 6 Games	2520-5-508-4390931	180.00
AUGUST R. FRED A JR	025239-7132022	07/19/2022	Umpire Services - 4 Games	2520-5-508-4390931	120.00
GORDON FOOD SERVICE INC	779272427	07/19/2022	Concessions - Softball	2520-5-580-4220150	37.93
MICHAEL A WELLS	2280	07/19/2022	Summer Concert Series Entert	2520-5-630-4390510	900.00
Fund 2520 - PARK PROGRAM Total:					24,121.07
Fund: 7740 - SALES TAX					
ISIS CARRASQUILLO	283210	07/19/2022	Pavilion Rental Refund - Willo	7740-4-000-3120708	9.81
BERNICE VARGAS HERNANDE	R00490416	07/19/2022	Pavilion Rental Refund - High	7740-4-000-3120708	14.72
Fund 7740 - SALES TAX Total:					24.53
Grand Total:					41,405.33



## Report Summary

## Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	14,353.34
2314 - PARKS DONATION	2,906.39
2520 - PARK PROGRAM	24,121.07
7740 - SALES TAX	24.53
<b>Grand Total:</b>	<b>41,405.33</b>

## Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4220150	Operating Supplies	2,718.47
2204-5-501-4220210	Gasoline	809.85
2204-5-501-4230143	Chemicals	5,568.19
2204-5-501-4330300	Advertising	1,976.83
2204-5-501-4360100	Repairs & Maintenance	1,280.00
2204-5-501-4370200	Equipment Leases	714.53
2204-5-501-4390900	Other Services & Charge	800.00
2204-5-501-4390912	Contract Services	135.00
2204-5-501-4581000	Unappropriated	350.47
2314-4-124-3670000	Donation Park Promotio	2,500.00
2314-5-124-4390900	Other Services & Chrgs P	406.39
2520-5-508-4220101	Operating Supplies - Soft	934.00
2520-5-508-4390931	Contract Labor - Umpire	1,260.00
2520-5-580-4220150	Operating Supplies	8,459.14
2520-5-580-4390900	Other Services & Charge	77.00
2520-5-630-4220150	Operating Supplies	95.49
2520-5-630-4330300	Advertising	4,528.00
2520-5-630-4390510	Ent & Prod Expense	4,372.44
2520-5-630-4390900	Other Services & Charge	4,395.00
7740-4-000-3120708	Rental Sales Tax - Parks	24.53
	Grand Total:	41,405.33

## Project Account Summary

Project Account Key	Expense Amount
**None**	41,405.33
<b>Grand Total:</b>	<b>41,405.33</b>



City of Elkhart, IN

City of Elkhart

# Expense Approval Report

By Fund

Payment Dates 7/8/2022 - 7/15/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
INDIANA MICHIGAN POWER	04028164509-062222	07/08/2022	110 E GARFIELD- PK	2204-5-501-4350100	136.75
INDIANA MICHIGAN POWER	04104252426-062422	07/08/2022	CONSOLIDATED- PK	2204-5-501-4350100	640.45
INDIANA MICHIGAN POWER	04210875706-062122	07/08/2022	CONSOLIDATED- PK	2204-5-501-4350100	4,875.31
COMCAST CABLE	0941317-062122	07/08/2022	INTERNET SVC- JUNE- PK	2204-5-501-4320400	121.25
ELKHART PUBLIC UTILITIES	1103540004-070822	07/08/2022	W BEARDSLEY- RIVERSIDE IRR	2204-5-501-4350400	154.82
ELKHART PUBLIC UTILITIES	1103572004-070822	07/08/2022	WESTON PARK IRR- PK	2204-5-501-4350400	119.64
ELKHART PUBLIC UTILITIES	1105220006-070822	07/08/2022	W LEXINGTON IRR- PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1105360000-070822	07/08/2022	701 ARCADE-MCN PK- PK	2204-5-501-4350400	60.11
ELKHART PUBLIC UTILITIES	1105360104-070822	07/08/2022	701 ARCADE IRR-PK	2204-5-501-4350400	33.81
ELKHART PUBLIC UTILITIES	1105360205-070822	07/08/2022	701 ARCADE- WP- PK	2204-5-501-4350400	950.50
ELKHART PUBLIC UTILITIES	1105360603-070822	07/08/2022	701 ARCADE- PK	2204-5-501-4350400	119.45
ELKHART PUBLIC UTILITIES	1105390003-070822	07/08/2022	EAST-WEST IRR- PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1200680000-070822	07/08/2022	500 E BEARDSLEY- PK	2204-5-501-4350400	43.31
ELKHART PUBLIC UTILITIES	1203400000-070822	07/08/2022	1320 OLIVE- PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	1222370300-070822	07/08/2022	619 BALDWIN- PK	2204-5-501-4350400	83.04
NORTHERN INDIANA PUBLIC S	2157000015-062822	07/08/2022	1020 MCDONALD- PK	2204-5-501-4350200	58.85
NORTHERN INDIANA PUBLIC S	2157360055-062822	07/08/2022	301 NIBCO- PK	2204-5-501-4350200	53.81
FRONTIER NORTH INC.	5741010015-061922	07/08/2022	PHONE SVC- JUNE- PK	2204-5-501-4320400	40.19
VERIZON COMMUNICATIONS	9909604042PK-062322	07/08/2022	CELL PHONE SVC- JULY- PK	2204-5-501-4320400	339.20
INDIANA MICHIGAN POWER	04058956304-062922	07/15/2022	401 RIVERVIEW- PK	2204-5-501-4350100	25.00
INDIANA MICHIGAN POWER	04116178304-062922	07/15/2022	624 E JACKSON- PK	2204-5-501-4350100	26.32
INDIANA MICHIGAN POWER	04196896700-062822	07/15/2022	101 GOSHEN- PK	2204-5-501-4350100	51.25
INDIANA MICHIGAN POWER	04520875704-063022	07/15/2022	CONSOLIDATED- PK	2204-5-501-4350100	151.56
INDIANA MICHIGAN POWER	04844997017-070122	07/15/2022	52256 IDEAL BEACH- PK	2204-5-501-4350100	910.72
COMCAST BUSINESS	150197817-070122	07/15/2022	PHONE SVC- PK	2204-5-501-4320400	125.38
ELKHART PUBLIC UTILITIES	2125985006-071522	07/15/2022	GREENLEAF & VIOLET IRR- PK	2204-5-501-4350400	17.63
ELKHART PUBLIC UTILITIES	2127157004-071522	07/15/2022	MARGUERITE IRR- PK	2204-5-501-4350400	812.23
j2 CLOUD SERVICES, LLC	3975559-PK	07/15/2022	EFAX MONTHLY FEES- FEB- PK	2204-5-501-4320400	3.90
j2 CLOUD SERVICES, LLC	4182456-PK	07/15/2022	EFAX MONTHLY FEES- JUNE- P	2204-5-501-4320400	3.90
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>10,028.51</b>
<b>Grand Total:</b>					<b>10,028.51</b>

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

Fund	Payment Amount
2204 - PARK & RECREATION	<u>10,028.51</u>
Grand Total:	10,028.51

**Account Summary**

Account Number	Account Name	Payment Amount
2204-5-501-4320400	Telephone/communicati	633.82
2204-5-501-4350100	Electricity	6,817.36
2204-5-501-4350200	Natural Gas	112.66
2204-5-501-4350400	Water & Sewer	<u>2,464.67</u>
Grand Total:		10,028.51

**Project Account Summary**

Project Account Key	Payment Amount
**None**	<u>10,028.51</u>
Grand Total:	10,028.51



## **Contract**

This is a Contract between Elkhart Community Schools (hereinafter, "ECS") and Elkhart Parks Department (hereinafter "Contractor"). This contract shall take effect on **June 6, 2022** and shall expire on **July 29, 2022**.

### **Contractor agrees to provide the following services to ECS:**

The Elkhart Parks Department will partner with the Elkhart Community Schools to offer a summer program at three elementary schools and Studebaker Pavilion for 2022. The day camp will consist of character development activities that focus on the **PRIDE** pillars( **Persistence, Respectfulness, Initiative, Dependable, and Efficiency**) and CASEL competencies. In an effort to prepare students for the return to full week school schedules in the fall, students will participate in exercises designed to increase their self-awareness, self-management, social awareness, responsible decision-making and relationship skills. We will maximize the pedagogical components within our programming in an effort to help with the learning loss that is created over a typical summer break for students.

Students will also engage in staff guided daily physical fitness activities that teach the importance of health and wellness.

Pre and post assessment will be given to students to determine a student's academic needs as well as to monitor their academic progress during and after the camp ends.

The Parks Department will rely on the Elkhart Community Schools to contribute to the academic sessions of the camp. An assessment tool and reading remediation resources are needed. The school principal will need to provide input on targeting learning loss.

Camp attendees will participate in the Camp Elkhart summer learning sessions starting July 11-July 29, 2022.

### **Contractor shall perform said services beginning on June 6 through July 29, 2022.**

The following individuals employed by Contractor shall be responsible for the performance of any services described herein above: **Jamison Czarnecki**

ECS shall pay Contractor a total amount of **\$111,900.00**, for services described herein.

**Budget:** A copy of the budget for this program is attached to this agreement and incorporated into the agreement as Exhibit A.

Contractor shall deliver detailed invoices to the Director of Federal Programs within fifteen (15) days after the completion of programming to include the number of hours spent for the delivery of services and the nature of the services provided. ECS shall pay said invoices within forty-five (45) days subsequent to receipt of the same by ECS.

Contractor's primary contacts with ECS shall be the 21st Century Program Manager in consultation with the Director of Federal Programs.

Contractor shall not, whether during the term of this agreement or after its termination for whatever reason, disclose or distribute to any person or entity, except as necessary for the proper performance of their duties and responsibilities under this agreement, or as required by law, any confidential information provided to Contractor by ECS.

Contractor shall be responsible for all expenses incurred in the provision of services to identified schools, including but not limited to software support services, copying, telephone services, postage, office space, etc.

ECS and Contractor agree Contractor is an independent contractor. Contractor agrees it is solely responsible for the payment of all federal (FIT, FICA Medicare), state and local taxes for compensation paid to Contractor for services rendered under the terms of this agreement.

**Insurance:**

Contractor shall maintain, at its own cost and expense, with insurance companies currently rated A VIII or better by A.M. Best's Key Rating Guide, insurance which insures all educational services provided for ECS students as contemplated by this Agreement. The following required policies shall not be canceled or changed during the term of this Agreement.

- a. Commercial General Liability Insurance - Limits of \$1,000,000 per Occurrence and \$2,000,000 Aggregate, bodily injury, property damage and personal injury, on an Occurrence form.
- b. Sexual Molestation & Abuse Liability Insurance - Limits of \$1,000,000 per Occurrence and \$2,000,000 Aggregate, on an Occurrence form, cover wrongful acts including but not limited to sexual abuse or molestation. If policy coverage for sexual misconduct is provided on a claims-made, or claims-made and reported basis, then the required policy coverage must be maintained for a period of three years following the termination of this Agreement.
- c. Commercial Umbrella Liability Insurance - Limits of \$1,000,000 per Occurrence and Aggregate.
- d. Workers' Compensation and Employers Liability Insurance - Statutory and Limits \$500,000 Each Accident for Bodily Injury by Accident; \$1,000,000 Policy Limit for Bodily Injury by Disease; \$1,000,000 Each Employee for Bodily Injury by Disease, in respect of all employees and any borrowed, leased or other persons to whom such compensation may be payable by Contractor.
- e. The insurance policies required by this agreement shall name ECS as an additional insured, and include a waiver of subrogation in favor of ECS.

- f. Before the start of each policy period, the Contractor shall provide ECS with a copy of a certificate of insurance demonstrating compliance with this agreement.
- g. Contractor shall immediately forward to ECS any notice of cancellation or non-renewal of policies providing coverage under this agreement.

Contractor understands and agrees to comply with the express terms of Board Policy 8121 regarding completion of personal background checks for all employees of Contractor who will have direct, on-going contact with children in the course of providing services to ECS, a copy of said policy is attached hereto and incorporated herein as Attachment A.

Both ECS and Contractor shall have the right to terminate this agreement during its term, with or without cause, upon fifteen (15) days written notice.

Contractor may not delegate any obligation of the Agreement, in either case in whole or in part, to any other person, without the express prior written consent of ECS. Contractor shall have no authority to speak on behalf of ECS, or to hire employees on behalf of ECS.

CONTRACTOR

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

Its: \_\_\_\_\_

ELKHART COMMUNITY SCHOOLS

By: \_\_\_\_\_  
21st Century Program Manger

By: \_\_\_\_\_  
Director of Federal Programs



*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: City of Elkhart Parks and Recreation Board

From: Jamison Czarnecki

Date: July 12, 2022

Re: Transfer of Property Parcels to Redevelopment Commission

---

Dear Board Members,

I am recommending the decision for the approval of the transfer of properties that the Park Board currently listed below with attached aerial photos of properties for your review.

The properties listed below will be transferred to the Board of Redevelopment, so they can be utilized for residential housing. In exchange, there are several properties downtown near Langle Park that will be transferred to the Park Board. There is a representative from Redevelopment to speak on long term plans for that area of the city. This exchange allows the city to add additional housing in areas that are not meeting the needs of the Park Department's mission and increases in an area where the mission can be more realized.

Properties for Transfer:

Property on Edgewater Dr.

- 20-06-07-132-001.000-012
- 20-06-07-132-002.000-012
- 20-06-07-132-003.000-012

Property on Riverside Dr

- 20-06-05-133-005.000-012

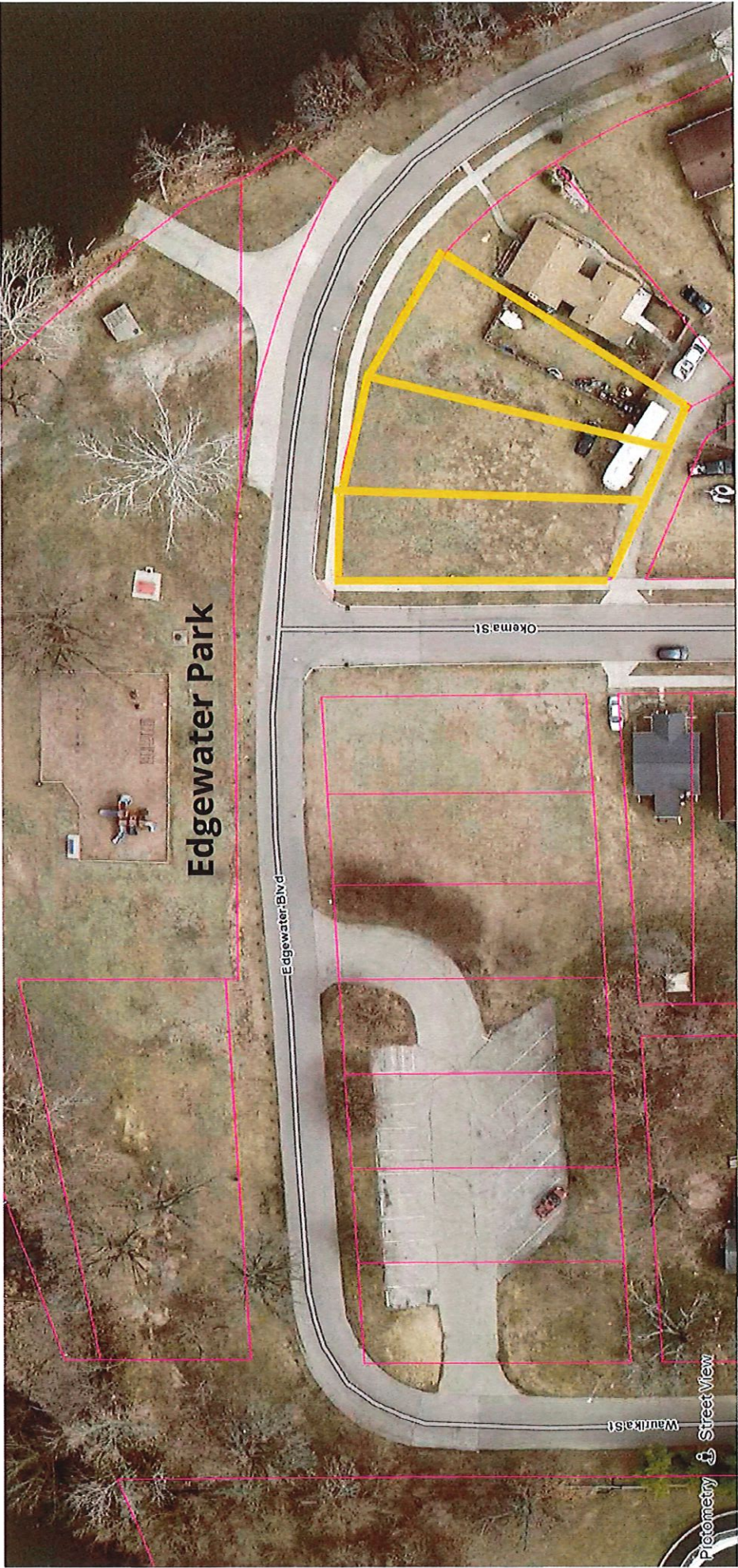
1524 Frances Avenue

- 20-06-09-303-010.000-012

Sincerely,

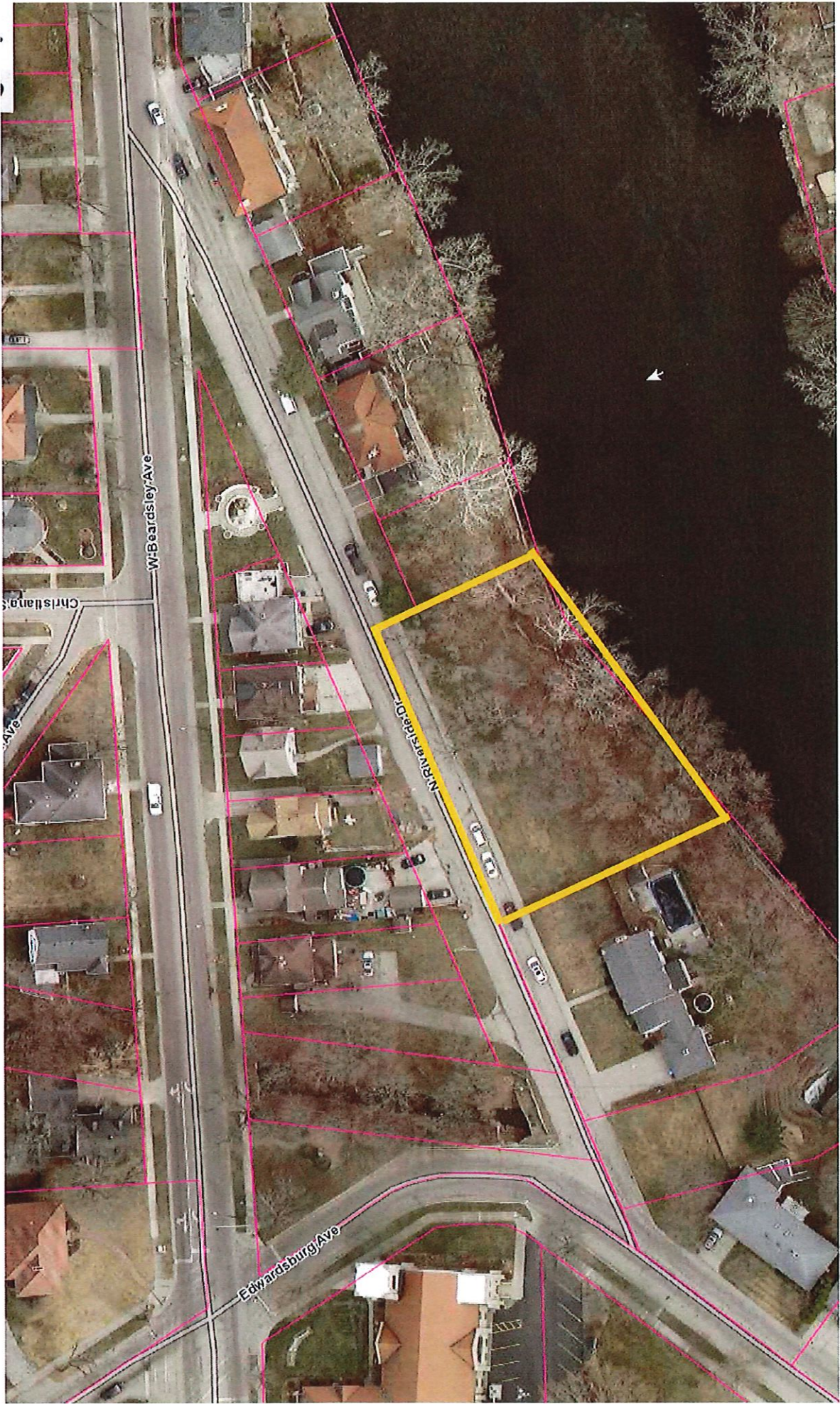
Jamison Czarnecki  
Superintendent  
City of Elkhart Parks and Recreation



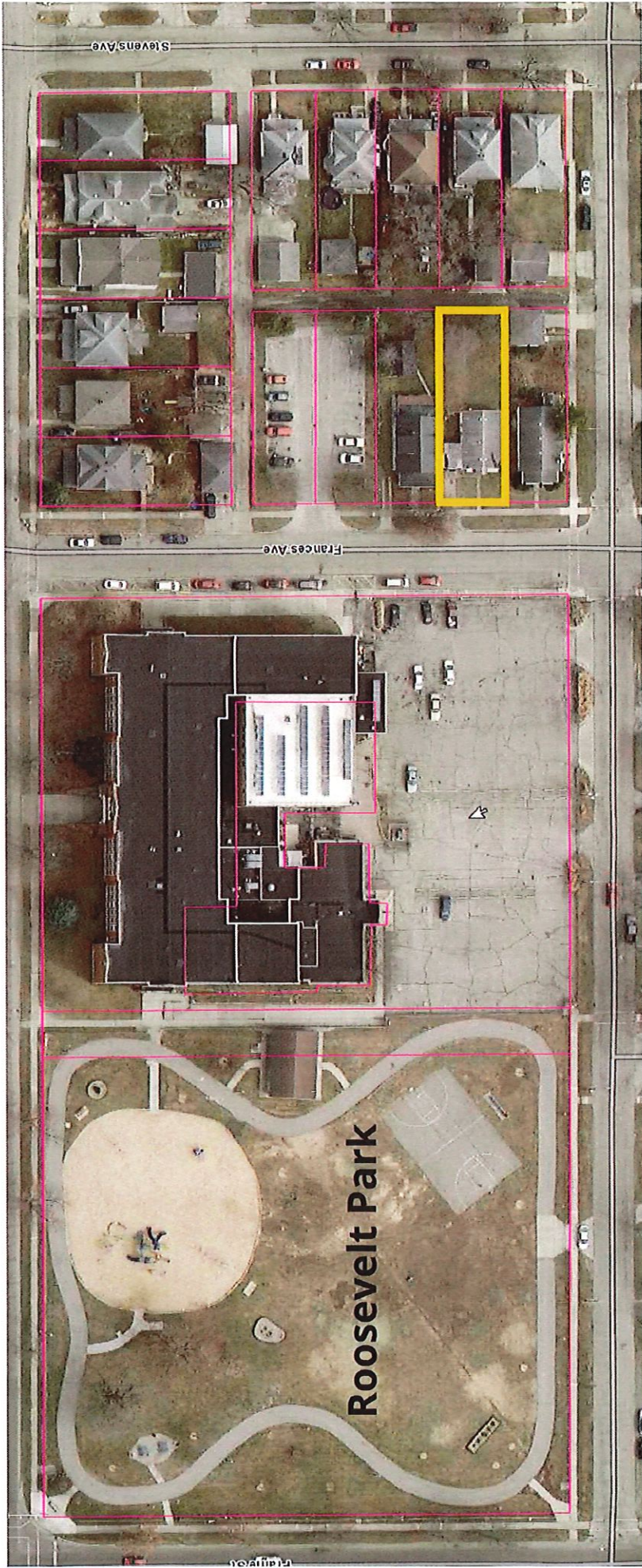


**Edgewater Park**













ELKHART BOARD OF WORKS  
2022 USE & EVENT PERMIT APPLICATION

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

Date Received: 7/8/22

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: WOOF GROUP HALLOWEEN PARTY DATE(S) REQUESTED OCT 29, 2022  
LOCATION/VENUE REQUESTED DR. FRANK BOOTH DOG PARK  
LOCATION/VENUE 2<sup>ND</sup> CHOICE REQUESTED \_\_\_\_\_  
OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT  
THE WOOF GROUP

NAME OF EVENT ORGANIZER/PRODUCER  
BARNEY ASH

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS  
[REDACTED] APT/UNIT/SUITE  
CITY ELKHART STATE IN ZIP CODE 46514

E-MAIL ADDRESS  
[REDACTED]  
DAYTIME PHONE [REDACTED] FAX [REDACTED] CELL PHONE [REDACTED]  
EVENT DAY ON-SITE CONTACT \* REQUIRED BARNEY ASH DAYTIME PHONE [REDACTED] CELL PHONE [REDACTED]

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

☐ No ☒ Yes → Name of Organization: THE WOOF GROUP

NAME OF SPONSORING ORGANIZATION CONTACT BARNEY ASH SPONSORING ORG. CONTACT PHONE 574-612-1265

ADDRESS OF SPONSORING ORGANIZATION THE WOOF GROUP CITY ELKHART ZIP CODE 46514

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:

8:00 AM

Finish Time:

10:00 AM

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

SET-UP TIME(S)

From:

7:45 AM

To:

8:00 AM

TEAR-DOWN

From:

10:00 AM

To:

10:30 AM

EXPECTED NUMBER OF PARTICIPANTS:

30

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

2021 NUMBER OF PARTICIPANTS:

2020 NUMBER OF PARTICIPANTS:

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

(Please check No or Yes below.)

☐ No

☒ Yes

Event Name:

ANNUAL BREAKFAST + HALLOWEEN PARTY

Location:

D.R. FRANK BOOTH  
DOG PARK

Date:

OCT 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

☐ Cultural Event

☒ Other event, please describe:

☐ Art Fair/Festival

☐ Public Rally/March

☐ Concert/Performance

☐ Bike Ride

☐ Service

Breakfast, Costume Contest  
DISC DOG DEMONSTRATION

Brief Description of Event:

3RD ANNUAL HALLOWEEN BREAKFAST, DOG  
COSTUME CONTEST AND DISC DOG DEMO

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:

THE WOODF GROUP Members

IF YES, please describe:

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department  
Indicate location where food/beverages will be served on the Site Map.

### TENTS AND CANOPIES

If you 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

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: \_\_\_\_\_

- |                          |                   |                        |
|--------------------------|-------------------|------------------------|
| <input type="checkbox"/> | Ambulance(s)      | Number Requested _____ |
| <input type="checkbox"/> | Medic Kubota      |                        |
| <input type="checkbox"/> | Fire Truck        |                        |
| <input type="checkbox"/> | First Aid Station |                        |

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

Additional Information May Be Required.

## BUILDINGS AND GROUNDS

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

- |  |                                    |             |
|--|------------------------------------|-------------|
| <input type="checkbox"/> Event Fencing | Number of Sections Requested _____ | Other _____ |
| <input type="checkbox"/> 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 →

- |  |   |
|--|---|
| <input type="checkbox"/> Golf Cars               | ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Risers                  | ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Stage                   | ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> 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  $\longrightarrow$  Number of Structures: \_\_\_\_\_

→ Description(s): \_\_\_\_\_

**Additional Information Required:** If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

## BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.  
Are you requesting the use of City Plaza?

Water:

☐  
☒

Yes

No

Electric:

☐  
☒

Yes

No

Plaza Sign:

☐  
☒

Yes

No

Sign Information: \_\_\_\_\_

Bridge Banner:

☐  
☒

Yes

No

Please indicate location:

☐  
☐

Bridge Banner- North Main Street- Memorial Bridge

Bridge Banner – Johnson Street

## NOISE ORDINANCE

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

(Please check No or Yes below.)

☒

No

☐

Yes



Reason: \_\_\_\_\_

Parade and Special Exception to Noise Ordinance:

☐  
☒

Yes

No

Public Assembly and Special Exception to Noise Ordinance:

☐  
☒

Yes

No

Special Exception to Noise Ordinance:

☐  
☒

Yes

No

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

---

---

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

---

---

---



---

## EMERGENCY ACTION PLAN

### PURPOSE (Required for all Applicants)

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

### BASIC PLAN

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as 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](http://mapmyrun.com) (this is a free website), Bing maps or Google maps

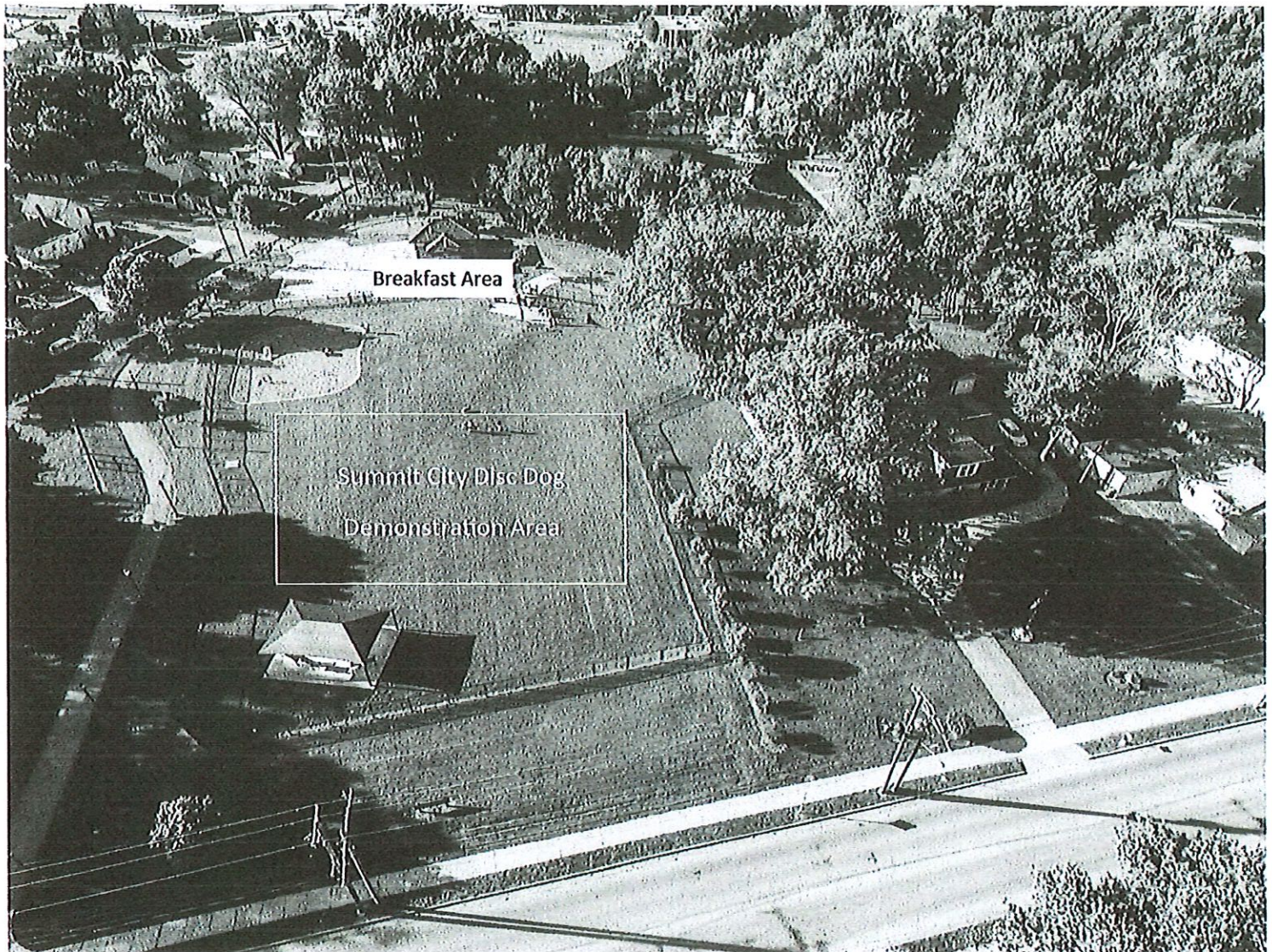
---



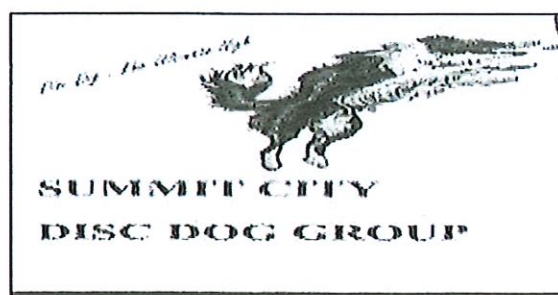
## Event Map

Woof Group Halloween Breakfast, Dog Costume Party and Summit City

Disc Dog Demonstration October 29, 2022



The  
W<sup>oof</sup>F  
GROUP  
Friends Of The Elkhart, Indiana Dog Park







SUMMCIT-01

LCASTILLO

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2022

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

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

PRODUCER Mourer Foster, Inc. 616 N. Capitol Ave. Lansing, MI 48933	CONTACT: Dennis Stowers	
	PHONE (A/C, No, Ext): (517) 371-2300 230	FAX (A/C, No): (517) 371-7121
INSURED  Summit City Disc Dogs Group LLC 18818 Lima Road Huntertown, IN 46748	E-MAIL ADDRESS: dstowers@mourer-foster.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Talisman Casualty Insurance Co	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC #		
15446		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			KP102479	3/1/2022	3/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			KP102479	3/1/2022	3/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION S						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Equipment Floater			KP102479	3/1/2022	3/1/2023	Equipment Floater \$ 10,000

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

## CERTIFICATE HOLDER

## CANCELLATION

FOR YOUR INFORMATION

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

AUTHORIZED REPRESENTATIVE



---

## 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.**

THE WOOD GROUP

PRINTED NAME OF APPLICANT

John Barney Ash

SIGNATURE OF APPLICANT

7-8-22

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: July 19, 2022

Re: Parks Department Report

---

### Superintendent's Update

- It is the height of Summer and our parks department staff are making a huge impact for the community! Record attendance at our Rhapsody event with strong numbers at many others. New programs have been implemented like the Kayak Club as well as our Parks Passport providing an opportunity for equitable participation in parks.
- Studebaker Pickleball Courts will be finished the week of July 18<sup>th</sup> (barring inclement weather) and a ribbon cutting date will be sent out for August.
- Cara Montana has moved on to another position and we are grateful for her more than 3 years of service at the department.
- Our facilities have seen strong numbers this summer with many guests providing positive feedback on their experiences.
  - Grateful to our summer workers for giving their time and energy to make a positive impact on the community.
- If you haven't been out to our parks, please check them out! Many new pieces of equipment, great programs and events, and wonderful opportunities with the family to recreate and relax.

### Events Report

- On Friday, June 17<sup>th</sup> we kicked off The Summer Chill Concert Series with Big Daddy Dupree's Broke And Hungry Blues Band. 300+ people enjoyed the event at NIBCO from 6-9 pm.
- The City of Elkhart's Independence Day Celebration took place at Central Green on Saturday, July 2<sup>nd</sup>. An estimated 10,000 people attended this fun event and The 1985 performed from 8-10 pm with the fireworks immediately following. We received lots of positive feedback on the event again.
- June 22<sup>nd</sup> and July 6<sup>th</sup> were the first Town Green Social events. On June 22<sup>nd</sup> the theme was "Roofsit" in partnership with Martin's Supermarkets. The July 6<sup>th</sup> theme was "Painting with the Art Depot". Both events brought approximately 150 participants. Town Green Social events are at the plaza next to Martins on Jackson.
  - Next Town Green Social events will be July 20<sup>th</sup>, August 3<sup>rd</sup>, August 17<sup>th</sup>, August 31<sup>st</sup> and September 14<sup>th</sup> from 5pm to 7pm with entertainment, beer, food, and activities! Check out themes online.
- The Elkhart Farmers Market is consistently growing with great quality vendors. Current participation numbers have also grown to be 400 per week. Check it out Saturdays 8am to 12pm through September at Kardzhali Park next to NIBCO Water and Ice Park.
- Summer in the Park Concert Series at McNaughton hosted more than 100 people in June. Next concert is Sunday, July 24<sup>th</sup> from 3pm to 6pm at McNaughton Band Shell featuring Mr. Motown and the Motown Machine Band!



*The Honorable  
Rod Roberson  
Mayor*

**Jamison Czarnecki**  
*Parks Superintendent*



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

574.295.7275  
Fax: 574.522-7808

### Volunteering Report

- We are seeking volunteers to assist with programs, outreach, events, and park clean ups! Please call the parks if interested.

### Programming and Recreation Report

- Camp Connection is wrapping up week 6 of 8. 260 kids enrolled out of the 290 slots available. There has been great success with our partners Elkhart Community Schools, ETHOS, and 5 Star Life!
- Adventure Camp with ULEAD looks to start up Aug. 1-4, 8:30 AM - 12:30 PM. Kids from grades 7<sup>th</sup> - 10<sup>th</sup> can join for \$65 while spots are limited to 20. Registration is still open.
- Intro to Jiu Jitsu with Kroyler Gracie Jiu Jitsu has begun for the session. They are in week 4 of 8, with 10 participants enrolled.
- Parks Passport Program with EnFocus is still going on. EnFocus will be visiting Camp Connection sites this week to get kids engaged in healthy living.
- L.I.F.T. with Donya on Monday & Tuesday nights at High Dive is still going strong with a consistent 15+ participants every class.
- Kayak Club began July 2<sup>nd</sup>. Group meets up every other Saturday morning 9 - 11 AM in an Elkhart waterway. 1<sup>st</sup> session was held on the Upper St. Joe and had a few join with more hoped to come in the future.
- Purdue Extension Nutrition Education Program is offering a "Lunch & Learn" series from 1pm to 2pm at High Dive pavilion this summer. Classes are free to attend for adults and families and the next ones will be July 21<sup>st</sup> and 28<sup>th</sup> as well as August 11<sup>th</sup>.
- Tennis programs have seen strong interest with attendance at 140 participants with pickleball lessons full for the upcoming sessions.
- Fall planning has begun and we anticipate an increase in participation from last year.

### Ranger Report

**June 1-30, 2022 – Lead Ranger Stan McCray**

#### **Citations**

- None written.

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

- Basketball (64), Baseball/Softball (462), Biking (157), Birding (8), Dance/Music (18), Fishing (231), Football (8), Frisbee(6), Kayaking (25), Parking/Sitting (1,347), Picnic/Grilling (57), Playground (536), Skateboarding (65), Walking/jogging (1,057), Walking Dog (107), Scooter (21), Soccer (378), Swimming/Splash Pad (430), and Tennis (33). Grand Total of patrons 5,010.

#### **Ranger Lead Programs**

- June 4, 2021 - Bird Hike – American Park
- June 7, 2022 – Wilderness Survival Class Part 2 – Elkhart Environmental Center
- June 16, 2022 - Bird Hike – Beardsley Park

#### **Damage/Vandalism**

- June 16, 2022 – Willowdale Park, a Porta Potty was destroyed by fire and 'Joy's Johns' was contacted and replaced the unit with a new one.



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

**Jamison Czarnecki**  
*Parks Superintendent*



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

574.295.7275  
Fax: 574.522-7808

- June 19, 2022 – While on patrol, Ranger Keen discovered a tree down across the pathway at River Greenway Park. Ranger Keen reported tree damage on MyElkhart311.
- June 21, 2022 – While on patrol, Ranger Keen was at Bi-Centennial Park and discovered at least 4 to 5 trashcans were thrown into the St. Joseph River. The incident was reported to MyElkhart311 and the issue was resolved.
- June 25, 2022 – Ranger Miller was contacted in regards to restroom toilets that were over-flowing at the Studebaker Park Pavilion. The Bldgs. & Grounds Dept. was able to resolve the issue.

#### **Other**

- June 14 & 15, 2022 – Rangers McCray, Coleman, Miller and Hines supported the Pierre Moran Park Pavilion 'cooling station' between the hours of 12:00pm to 7:00pm. No community members needed it, but it was available in case they did.
- June 17, 2022 – Ranger McCray assisted students and chaperones from Bashor Alternative School with park cleanup at High Park for two hours.
- June 24, 2022 – Ranger McCray responded to a complaint regarding a man with a large umbrella on the Sycamore St. Bridge to Island Park. The man was fishing and had a lawn chair, his bicycle as well as the 7' ft. diameter umbrella partially blocking passage across the bridge. The man was asked to move, and did so without incident.

## End of Report ##