

# PARK BOARD AGENDA



## **MEETING SCHEDULE**

Tuesday, February 18, 2025, at 5:00 pm  
Council Chambers  
229 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

## **CALL TO ORDER**

### **1. ROLL CALL**

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

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

### **4. APPROVAL OF MINUTES**

- January 21, 2024

### **5. APPROVAL OF FINANCIALS**

- Claims -\$79,002.44
- Donations -\$400.00
- Grants - \$0.00

### **6. NEW BUSINESS MATTERS**

- a. CivicRec Contract- Brianna Petgen
- b. Momentum Marketing Agreement- Jamison Czarnecki
- c. Planning Committee Update- Christopher Baiker

### **7. OLD BUSINESS**

NONE

### **8. USE AND EVENT PERMIT**

- a. 2025 Farmers Market @ Kardzhali Park, Saturdays May to September.
- b. 2025 Spring Artisan Market @ McNaughton Pavilion on 3/22/25

### **9. DEPARTMENT REPORT**

- Jamison Czarnecki, Parks Superintendent
- Parks Staff
- Master Plan Update- Matthew Moyers

### **10. CORRESPONDENCE**

NONE

## **ADJOURNMENT**

**NEXT REGULAR PARK BOARD MEETING March 18, 2025, COUNCIL CHAMBERS.**

# City of Elkhart Parks & Recreation Park Board Minutes



**DATE:** January 21, 2025

**TIME:** 5:00 PM

City of Elkhart Parks & Recreation  
Council Chambers

**LOCATION:** 201 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

**Call to Order at 5:10 PM.**

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

Nekeisha Alayna Alexis President	Christopher Baiker Vice President	Sarah Santerre Secretary	Bil Murray Treasurer
<b>Present</b>	<b>Present</b>	<b>Present</b>	<b>Present</b>

**2. Approval of Agenda**

Motion to Approve Agenda  
 Motion: BM  
 Second: CB  
 Motion passes with unanimous voice vote

**3. Public Input/Privilege of the Floor**  
 Christopher Baiker opens the privilege of the floor.  
 Christopher Baiker closes the privilege of the floor.

**4. Approval of Minutes**  
 December 17, 2024  
 Motion to Approve Minutes  
 Motion: SS  
 Second: BM  
 Motion passes with unanimous voice vote

**5. Approval of Financials**  
**Claims: \$1,026,636.33**  
**Donations: \$100.00**  
**Grants: \$0.00**

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

**6. New Business**

a. **JPR Elliott Tower Proposal- Jamison Czarnecki**  
 Motion to Approve  
 Motion: SS  
 Second: BM

# City of Elkhart Parks & Recreation Park Board Minutes



- Motion passes with unanimous vote
- b. ULEAD Proposal- **Jamison Czarnecki**  
 Motion to approve  
 Motion: NA  
 Second: SS  
 Motion passes with unanimous voice vote
- c. Planning Commission Appointment- Christopher Baiker  
 Motion: CB  
 Second: BM  
 Motion passes unanimous voice vote

**7. Old Business**  
**NONE**

**8. Use and Event Permits**

- a. **EPD 5k-9 RUN @ American Park & Riverwalk, 5/17/25- Cpl. Jared Davies**  
 Motion to approve  
 Motion: SS  
 Second: BM  
 Motion passes with unanimous voice vote
- b. Travis Russell's 5<sup>th</sup> Annual Run-A-Thon @ Walker Park, 3/8/25- Travis Russell  
 Motion to approve  
 Motion: NA  
 Second: BM  
 Motion passes with unanimous voice vote

**9. Department Report**

Mr. Czarnecki fills the board in on the Master Plan process and success so far. He tells of the 25 acres purchased at Ideal Beach. He also notifies the board that there are many capital projects coming up. Liz Stoutenour tells the board about a successful Farmer Market Indoors, Santa visited festivities, Community Day is coming to the Farmers Market, and there is a Date Skate at NIBCO on 2/14. Mandi Null informs the board of volunteer program progress. Luisa Ixmatlahua tells the board about past, current, and future programs. She talks about the Junior Ranger program and it's well attended sessions. She is looking forward to the 2025 year collaborating with other city offices. Ice skating is so popular we added extra classes. Ranger see less people out due to colder temps. Rangers drove the Parks Pick-Up truck for Winterfest Parade.

**10. Approval for Adjournment**

Motion to adjourn  
 Motion: SS  
 Second: NA  
 Motion passes with unanimous voice vote  
 Adjourn: 5:39 pm

**PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE**

Jamison Czarnecki, Superintendent	Liz Stoutenour, Event Coordinator
Luisa Ixmatlahua-Garay, Program Coordinator	Brianna Petgen, Office Manager
Nic Cron, Operations Manager	Mandi Null, Park Board Recording Secretary
Nhim Danh, Lead Park Ranger	Pamela Parades, Parks Specialist
Bethany Ottman, Assistant Lead Park Ranger	Nicole Wright, Account Specialist
	Mandy Leazenby, Park Board Proxy

# City of Elkhart Parks & Recreation Park Board Minutes



## ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Travis Russell Jared Davies, EPD	Rose Rivera, Legal Department	
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### Minutes Certification:

Respectfully Submitted,

\_\_\_\_\_

Recording Secretary

Mandi Null

\_\_\_\_\_

Date

\_\_\_\_\_

Park Board President

Christopher Baiker

\_\_\_\_\_

Date

\_\_\_\_\_

Park Board Secretary

Sarah Santerre

\_\_\_\_\_

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 13<sup>th</sup>, 2025

  
ERIN KOONS- DEPUTY CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$79,002.44** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 6 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

**EXECUTED THIS 18TH DAY OF FEBRUARY 2025 BY:**

PRESIDENT

\_\_\_\_\_  
CHRISTOPHER BAIKER

VICE PRESIDENT

\_\_\_\_\_  
BILL MURRAY

SECRETARY

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

TREASURER

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

**ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE**



# Expense Approval Report

By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 1101 - GENERAL</b>					
MYDATT SERVICES INC	125805	02/18/2025	Block by Block Initiative	1101-5-002-4390912	37,486.91
<b>Fund 1101 - GENERAL Total:</b>					<b>37,486.91</b>
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
J. CARNINE & CO.	3540	02/18/2025	Appraisal for County Road 11	2204-5-501-4310400	700.00
JONES PETRIE RAFINSKI CORP.	0049907	02/18/2025	Professional Design Services	2204-5-501-4420400	796.40
JONES PETRIE RAFINSKI CORP.	0050237	02/18/2025	Professional Design Services	2204-5-501-4420400	2,092.00
ELKHART COUNTY CONVENTI	3047	02/18/2025	Advertising Area Guide	2204-5-501-4330300	1,850.00
IDEM (INDIANA DEPT OF ENV	000379719	02/18/2025	Annual Public Water Fees - Isl	2204-5-501-4390900	100.00
PERLA J FLORES	1606	02/18/2025	Sign for Nibco Facility	2204-5-501-4220150	27.00
PERLA J FLORES	1607	02/18/2025	Sign for Nibco Facility	2204-5-501-4220150	30.00
Menard, INC	70246	02/18/2025	Ranger Supplies	2204-5-501-4220150	6.99
Menard, INC	70309	02/18/2025	New Van Supplies	2204-5-501-4220150	31.37
Menard, INC	70360	02/18/2025	Supplies - Woodlawn, Nibco,	2204-5-501-4220150	47.27
AMAZON CAPITAL SERVICES I	1GFR-GY3X-64MY	02/18/2025	Office Supplies - file Folders	2204-5-501-4210500	7.49
AMAZON CAPITAL SERVICES I	1GFR-GY3X-64MY	02/18/2025	Operating - Camp & Nibco Su	2204-5-501-4220150	797.89
ULEAD, INC	21274	02/18/2025	Team Retreat & Strategic Plan	2204-5-501-4390910	1,500.00
FRANGER GAS COMPANY INC	472624	02/18/2025	Propane Gas for Nibco	2204-5-501-4220150	72.00
FRANGER GAS COMPANY INC	472629	02/18/2025	Propane Gas for Nibco	2204-5-501-4220150	62.10
Menard, INC	70745	02/18/2025	Nibco Supplies	2204-5-501-4220150	5.12
AMAZON CAPITAL SERVICES I	13QR-KJ79-39YJ	02/18/2025	Office- Notebooks, Planners,	2204-5-501-4210500	297.74
AMAZON CAPITAL SERVICES I	13QR-KJ79-39YJ	02/18/2025	Nibco Stanchios	2204-5-501-4220150	77.10
FRANGER GAS COMPANY INC	473138	02/18/2025	Propane Gas for Nibco	2204-5-501-4220150	65.70
4IMPRINT, INC	13452095	02/18/2025	Parks Swag - Advertising	2204-5-501-4330300	414.82
NHIM DANH	12925	02/18/2025	Office Supplies - Folders for P	2204-5-501-4210500	8.62
BUGSY'S ELKHART EXTERMIN	28011	02/18/2025	Parks Pest Control Jan.	2204-5-501-4390912	175.00
PETTY CASH / JAMISON CZAR	13025	02/18/2025	Office Supplies - File Folders	2204-5-501-4210500	9.28
YODER OIL COMPANY INC	CP-106264	02/18/2025	Parks Fuel	2204-5-501-4220210	300.50
SHOFF SECURITY SERVICES, I	154448	02/18/2025	Security Monitoring - Woodla	2204-5-501-4390912	68.50
PETTY CASH / JAMISON CZAR	2125	02/18/2025	Nibco Supplies	2204-5-501-4220150	40.65
RICOH USA, INC	5070910091	02/18/2025	Copier Reads - Parks	2204-5-501-4390912	221.39
AMAZON CAPITAL SERVICES I	1TD9-M7FL-4777	02/18/2025	Office - Printer Paper	2204-5-501-4210500	61.99
AMAZON CAPITAL SERVICES I	1TD9-M7FL-4777	02/18/2025	Timer for Park Board	2204-5-501-4220150	10.44
FRANGER GAS COMPANY INC	473729	02/18/2025	Propane Gas for Nibco	2204-5-501-4220150	63.90
Menard, INC	71393	02/18/2025	Nibco Supplies	2204-5-501-4220150	25.21
INDIANA UNIVERSITY	IUBL-25-4	02/18/2025	Education Class	2204-5-501-4390910	257.50
GORDON FOOD SERVICE INC	779314171	02/18/2025	Nibco Supplies	2204-5-501-4220150	4.99
KATHERINE HERNANDEZ	R00877750	02/18/2025	Deposit Refund	2204-5-501-4581000	300.00
AMAZON CAPITAL SERVICES I	1WRY-7WT4-W39J	02/18/2025	Office Supplies - Pens, Highlig	2204-5-501-4210500	41.43
AMAZON CAPITAL SERVICES I	1WRY-7WT4-W39J	02/18/2025	Operating- Nibco Decor, Mast	2204-5-501-4220150	146.79
MARTIN MARKETING SPECIAL	34666-1	02/18/2025	New Ranger Coat	2204-5-501-4220150	86.50
MARTIN MARKETING SPECIAL	33158-1	02/18/2025	Nibco Staff Apparel	2204-5-501-4220150	584.20
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>11,387.88</b>
<b>Fund: 2314 - PARKS DONATION</b>					
J&K SEPTIC SERVICES, LLC	EWf120724	02/18/2025	Portable Restrooms - Winterf	2314-5-124-4390900	145.00
AMAZON CAPITAL SERVICES I	1TD9-M7FL-4777	02/18/2025	Event - Frosty 5K Arch	2314-5-124-4390900	132.99
Menard, INC	71501	02/18/2025	Events Frosty 5K Supplies	2314-5-124-4390900	44.92
GORDON FOOD SERVICE INC	779314107	02/18/2025	Event Frosty 5K Snacks	2314-5-124-4390900	402.49
MARTIN'S SUPER MARKETS, I	527681	02/18/2025	Event Frosty 5K Snacks	2314-5-124-4390900	69.37
MARTIN'S SUPER MARKETS, I	527682	02/18/2025	Events Frosty 5K Drinks	2314-5-124-4390900	14.90
GORDON FOOD SERVICE INC	779314167	02/18/2025	Event Frosty 5K Snacks	2314-5-124-4390900	167.44
<b>Fund 2314 - PARKS DONATION Total:</b>					<b>977.11</b>

**Expense Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2520 - PARK PROGRAM</b>					
GRAY MEDIA GROUP INC	IN-1240925658	02/18/2025	Parks Advertisements	2520-5-630-4330300	300.00
GRAY MEDIA GROUP INC	IN-1240925659	02/18/2025	Island of Blues Advertisement	2520-5-630-4330300	900.00
GRAY MEDIA GROUP INC	IN-1240925660	02/18/2025	Events SummerChill Advertise	2520-5-630-4330300	300.00
GRAY MEDIA GROUP INC	IN-1240925661	02/18/2025	Farmer's Market Advertiseme	2520-5-630-4330300	340.00
IDEM (INDIANA DEPT OF ENV	000379716	02/18/2025	Annual Public Water Fees - Id	2520-5-509-4390900	100.00
4IMPRINT, INC	13412007	02/18/2025	Event Frosty 5K Beanie Hats	2520-5-630-4220150	1,695.53
B E S INC	190633	02/18/2025	Nibco Concessions	2520-5-580-4220150	247.69
GORDON FOOD SERVICE INC	779313395	02/18/2025	Nibco Concessions	2520-5-580-4220150	37.94
TOWER ADVERTISING PRODU	0F27992	02/18/2025	Awards and Metals for Frosty	2520-5-630-4220150	1,614.40
AMAZON CAPITAL SERVICES I	1GFR-GY3X-64MY	02/18/2025	Programs - Ice Grippers for Sh	2520-5-508-4220150	83.94
COCA-COLA CONSOLIDATED, I	45269334021	02/18/2025	Concessions - Nibco	2520-5-580-4220150	190.75
B E S INC	190747	02/18/2025	Nibco Concessions	2520-5-580-4220150	159.72
GORDON FOOD SERVICE INC	779313554	02/18/2025	Nibco Concessions	2520-5-580-4220150	45.96
GORDON FOOD SERVICE INC	779313733	02/18/2025	Nibco Concessions	2520-5-580-4220150	66.98
MARTIN MARKETING SPECIAL	33690-1	02/18/2025	Events Frosty 5K T-Shirts	2520-5-630-4220150	2,005.67
GORDON FOOD SERVICE INC	779313962	02/18/2025	Nibco Concessions	2520-5-580-4220150	96.92
COCA-COLA CONSOLIDATED, I	45486688036	02/18/2025	Concessions - Nibco	2520-5-580-4220150	159.30
Menard, INC	71501	02/18/2025	Events Supplies	2520-5-630-4220150	49.95
MICHIANA TOOL RENTAL INC	80901-1	02/18/2025	Event Frosty 5K Tent/Heater R	2520-5-630-4390900	1,350.00
AMAZON CAPITAL SERVICES I	1WRY-7WT4-W39J	02/18/2025	Program - Binders, Coffee Cup	2520-5-508-4220150	125.20
GORDON FOOD SERVICE INC	779314269	02/18/2025	Nibco Concessins	2520-5-580-4220150	36.96
<b>Fund 2520 - PARK PROGRAM Total:</b>					<b>9,906.91</b>
<b>Grand Total:</b>					<b>59,758.81</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
1101 - GENERAL	37,486.91
2204 - PARK & RECREATION	11,387.88
2314 - PARKS DONATION	977.11
2520 - PARK PROGRAM	9,906.91
<b>Grand Total:</b>	<b>59,758.81</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
1101-5-002-4390912	Contract Services	37,486.91
2204-5-501-4210500	Office Supplies	426.55
2204-5-501-4220150	Operating Supplies	2,185.22
2204-5-501-4220210	Gasoline	300.50
2204-5-501-4310400	Professional Services	700.00
2204-5-501-4330300	Advertising	2,264.82
2204-5-501-4390900	Other Services & Charge	100.00
2204-5-501-4390910	Education	1,757.50
2204-5-501-4390912	Contract Services	464.89
2204-5-501-4420400	Building & Structures	2,888.40
2204-5-501-4581000	Unappropriated	300.00
2314-5-124-4390900	Other Services & Chrgs P	977.11
2520-5-508-4220150	Operating Supplies - No	209.14
2520-5-509-4390900	Services & Charges	100.00
2520-5-580-4220150	Operating Supplies	1,042.22
2520-5-630-4220150	Operating Supplies	5,365.55
2520-5-630-4330300	Advertising	1,840.00
2520-5-630-4390900	Other Services & Charge	1,350.00
<b>Grand Total:</b>	<b>Grand Total:</b>	<b>59,758.81</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	59,758.81
<b>Grand Total:</b>	<b>59,758.81</b>





City of Elkhart

Payment Dates 1/15/2025 - 2/12/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
ELIZABETH STOUTENOUR	IPRA027015	01/17/2025	IPRA Conference Meal Reimb	2204-5-501-4320300	115.80
NICHOLAS CRON	IPRA027018	01/17/2025	IPRA Conference Meal Reimb	2204-5-501-4320300	86.09
AT&T MOBILITY II LLC	287332368663-11725	01/17/2025	Cell Phones	2204-5-501-4320400	93.72
INDIANA MICHIGAN POWER C	INV0006412	01/17/2025	04210875706 Consolidated	2204-5-501-4350100	1,810.79
COMCAST BUSINESS	230137991	01/17/2025	Pk Phones Nibco & Pierre Mor	2204-5-501-4320400	114.84
INDIANA MICHIGAN POWER C	INV0006411	01/17/2025	04267434407 1324 Marueri	2204-5-501-4350100	332.24
COMCAST CABLE	8771402050816204-11725	01/17/2025	Pk Phones & Internet Woodla	2204-5-501-4320400	176.02
NORTHERN INDIANA PUBLIC S	INV0006407	01/17/2025	0239660096 200 W Lusher	2204-5-501-4350200	67.00
NORTHERN INDIANA PUBLIC S	INV0006408	01/17/2025	8793150019 119 W Wolf Av	2204-5-501-4350200	179.68
INDIANA MICHIGAN POWER C	INV0006410	01/17/2025	04491918118 604 Woodla	2204-5-501-4350100	188.51
NORTHERN INDIANA PUBLIC S	INV0006594	01/31/2025	0764660057 200 W Lusher	2204-5-501-4350200	67.00
INDIANA MICHIGAN POWER C	INV0006460	01/31/2025	04271939508 500 E Beardsl	2204-5-501-4350100	23.61
AT&T MOBILITY II LLC	287332368663-13125	01/31/2025	Parks Phones	2204-5-501-4320400	93.72
COMCAST CABLE	8771402050907664-13125	01/31/2025	Parks Internet-Nibco	2204-5-501-4320400	116.85
INDIANA MICHIGAN POWER C	INV0006464	01/31/2025	04925947501 1320 Olive Av	2204-5-501-4350100	93.30
INDIANA MICHIGAN POWER C	INV0006465	01/31/2025	04999775705 Consolidated	2204-5-501-4350100	914.98
INDIANA MICHIGAN POWER C	INV0006462	01/31/2025	04776128300 701 Arcade A	2204-5-501-4350100	60.16
INDIANA MICHIGAN POWER C	INV0006461	01/31/2025	04253609608 147 N Elkhart	2204-5-501-4350100	45.19
INDIANA MICHIGAN POWER C	INV0006463	01/31/2025	04215794407 125 E High St	2204-5-501-4350100	82.75
INDIANA MICHIGAN POWER C	INV0006496	01/31/2025	04138884905 353 S Elkhart	2204-5-501-4350100	141.99
INDIANA MICHIGAN POWER C	INV0006498	01/31/2025	04220223400 135 N Elkhart	2204-5-501-4350100	161.12
INDIANA MICHIGAN POWER C	INV0006502	01/31/2025	04492922507 133 N Elkhart	2204-5-501-4350100	365.22
INDIANA MICHIGAN POWER C	INV0006503	01/31/2025	04642505400 303 Nibco Pk	2204-5-501-4350100	6,435.67
FRONTIER NORTH INC.	57410100151114145-13125	01/31/2025	Parks Phones - Riverview	2204-5-501-4320400	49.38
NORTHERN INDIANA PUBLIC S	INV0006487	01/31/2025	9204490088 604 Woodlaw	2204-5-501-4350200	326.87
NORTHERN INDIANA PUBLIC S	INV0006489	01/31/2025	7549100062 1320 Olive Ave	2204-5-501-4350200	195.70
NORTHERN INDIANA PUBLIC S	INV0006491	01/31/2025	0441000024 701 Arcade Av	2204-5-501-4350200	485.42
NORTHERN INDIANA PUBLIC S	INV0006595	01/31/2025	1735700094 500 E Beardsl	2204-5-501-4350200	519.03
INDIANA MICHIGAN POWER C	INV0006670	02/07/2025	04210875706 Consolidated	2204-5-501-4350100	1,853.85
INDIANA MICHIGAN POWER C	INV0006493	01/31/2025	04792516603 215 E Indian	2204-5-501-4350100	43.35
INDIANA MICHIGAN POWER C	INV0006500	01/31/2025	04028164509 110 E Garfiel	2204-5-501-4350100	222.87
ELKHART PUBLIC UTILITIES	INV0006466	01/31/2025	3100223400 301 Nibco Pkw	2204-5-501-4350400	41.98
ELKHART PUBLIC UTILITIES	INV0006467	01/31/2025	3100200104 Elkhart Ave/Bi	2204-5-501-4350400	58.18
ELKHART PUBLIC UTILITIES	INV0006468	01/31/2025	3100223500 301 Nibco Pkw	2204-5-501-4350400	363.96
INDIANA MICHIGAN POWER C	INV0006668	02/07/2025	04116178304 624 E Jackso	2204-5-501-4350100	168.24
INDIANA MICHIGAN POWER C	INV0006669	02/07/2025	04196896700 101 Goshen	2204-5-501-4350100	683.80
NORTHERN INDIANA PUBLIC S	INV0006671	02/07/2025	2157360055 1020 McDonal	2204-5-501-4350200	458.98
NORTHERN INDIANA PUBLIC S	INV0006672	02/07/2025	2157000015 301 Nibco Pkw	2204-5-501-4350200	570.04
INDIANA MICHIGAN POWER C	INV0006667	02/07/2025	04058946304 401 Rivervie	2204-5-501-4350100	29.00
ELKHART PUBLIC UTILITIES	INV0006592	01/31/2025	4208320000 1020 McDonal	2204-5-501-4350400	65.14
ELKHART PUBLIC UTILITIES	INV0006593	01/31/2025	4100410104 Superior & Riv	2204-5-501-4350400	98.22
ELKHART PUBLIC UTILITIES	INV0006673	02/07/2025	1223328001 604 Woodlaw	2204-5-501-4350400	52.36
ELKHART PUBLIC UTILITIES	INV0006674	02/07/2025	1200680000 500 E Beardsl	2204-5-501-4350400	55.20
ELKHART PUBLIC UTILITIES	INV0006675	02/07/2025	1105360000 701 Arcade Av	2204-5-501-4350400	62.59
ELKHART PUBLIC UTILITIES	INV0006677	02/07/2025	1203400000 1320 Olive Ave	2204-5-501-4350400	62.59
ELKHART PUBLIC UTILITIES	INV0006680	02/07/2025	1222370300 619 Baldwin St	2204-5-501-4350400	79.88
ELKHART PUBLIC UTILITIES	INV0006681	02/07/2025	1105360205 701 Arcade Av	2204-5-501-4350400	165.34
ELKHART PUBLIC UTILITIES	INV0006682	02/07/2025	1105360603 701 Arcade Av	2204-5-501-4350400	79.88
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>18,558.10</b>
<b>Fund: 2520 - PARK PROGRAM</b>					
NORTHERN INDIANA PUBLIC S	INV0006596	01/31/2025	1429470092 52256 Ideal Be	2520-5-509-4350200	277.38
INDIANA MICHIGAN POWER C	INV0006409	01/17/2025	04849997017 52256 Ideal B	2520-5-509-4350100	50.46

Expense Approval Report

Payment Dates: 1/15/2025 - 2/12/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELKHART COUNTY REGIONAL	9000016900-11725	01/17/2025	Water & Sewer Ideal Beach	2520-5-509-4350400	357.69
				<b>Fund 2520 - PARK PROGRAM Total:</b>	<b>685.53</b>
				<b>Grand Total:</b>	<b>19,243.63</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
2204 - PARK & RECREATION	18,558.10
2520 - PARK PROGRAM	685.53
<b>Grand Total:</b>	<b>19,243.63</b>

## Account Summary

Account Number	Account Name	Payment Amount
2204-5-501-4320300	Travel	201.89
2204-5-501-4320400	Telephone & Communic	644.53
2204-5-501-4350100	Electricity	13,656.64
2204-5-501-4350200	Natural Gas	2,869.72
2204-5-501-4350400	Water & Sewer	1,185.32
2520-5-509-4350100	Electricity	50.46
2520-5-509-4350200	Natural Gas	277.38
2520-5-509-4350400	Water & Sewer	357.69
<b>Grand Total:</b>		<b>19,243.63</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	19,243.63
<b>Grand Total:</b>	<b>19,243.63</b>

# **Donations for January 2025**

\$100.00 For Frosty 5K/5M from OSMC

\$100 For Frosty 5K/5M from Assurance Property Management & Realty

\$100 For Frosty 5K/5M from Centier Bank

\$100 For Frosty 5K/5M from Modern Woodmen



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**

Q-88171-1

**Date:**

12/2/2024 12:04 PM

**Customer:**

ELKHART CITY, INDIANA

QTY	Product Name	DESCRIPTION
1.00	CivicRec Pay Annual Fee Renewal - Global Payments Integrated	CivicRec Pay Annual maintenance and support fee
1.00	CivicRec Annual Renewal	CivicRec Annual Fee
Annual Recurring Services - Initial Term		USD 7,245.00
Annual Recurring Services - (Subject to Uplift)		USD 7,245.00

1. This renewal Statement of Work ("SOW") is between City of Elkhart, IN ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: [www.civicplus.help/hc/p/legal-stuff](http://www.civicplus.help/hc/p/legal-stuff) (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").
2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 1/30/2025 and running for twelve months ("Initial Term"). Upon mutual agreement of the parties, this SOW will renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. Upon Renewal, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term. Customer will pay all invoices within 60 days of the date of such invoice.

**Acceptance**

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

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

Printed Name:  
Christopher Baker

Title:  
Park Board President

Date:  
2/18/2025

Organization Legal Name:  
City of Elkhart Parks & Recreation

Billing Contact:  
Nicole Wright

Title:  
Account Specialist

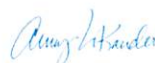
Billing Phone Number:  
514-295-7275

Billing Email:  
nicole.wright@coei.org

Billing Address:  
229 S. Second St., Elkhart, IN. 46516

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CivicPlus  
By:  


Printed Name:  
Amy Vikander

Title:  
Senior Vice President of Customer Success

Date:  
1/15/2025



## Master Service Agreement and Statement of Work Addendum

**THIS Master Services Agreement and Statement of Work Addendum (“Addendum”)** hereby sets forth the (i) additional terms and conditions applicable to the Master Services Agreement, found at: <https://www.civicplus.help/hc/en-us/p/legal-stuff>, and/or Statement of Work (“Agreements”) and/or (ii) amendments to specific provisions of the terms and conditions which exist in the Agreements (collectively, the “Special Terms”), as described below, as agreed upon by CivicPlus and Highland Park, TX. The Special Terms shall be deemed to amend, modify, supplement, replace and/or supersede (as applicable) any inconsistent provisions of the Agreements, to the extent of the inconsistency.

ALL TERMS AND CONDITIONS OF THE AGREEMENTS NOT EXPRESSLEY MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

Capitalized terms used and not defined herein shall have the meanings assigned to them in the Agreements (to which this Addendum is attached and incorporated).

**1. ADDITIONAL TERMS.**

**2. AMENDMENTS**

The terms and conditions of the Agreement are hereby amended as follows:

Document and Section	Amended Language
MSA § 45	The Parties negotiated this Agreement with the opportunity to receive the aid of counsel and, accordingly, intend this Agreement to be construed fairly, according to its terms, in plain English. The headings of Sections of this Agreement are for convenience and are not to be used in interpreting this Agreement. As used in this Agreement, the word “including” means “including but not limited to.”
MSA § 48	Civic Plus will provide Customer with written notices describing any change to these terms in writing by email. Customer will indicate acceptance of new terms in writing.

### Acceptance

IN WITNESS WHEREOF, the Parties have caused this Addendum to be executed by their duly authorized representatives as of the dates below.

**Customer**

**CivicPlus**

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

By: 

Name: \_\_\_\_\_

Name: Amy Vikander

Title: \_\_\_\_\_

Title: Senior VP of Customer Success

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

Date: 01-31-2025

## CONTRACT

This CONTRACT is made as of the 18th day of February, 2025 by and between the Elkhart Board of Parks and Recreation (Park Board) and Momentum Marketing Consultants.

### RECITALS

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

Momentum Marketing Consultants (MMC) is a for profit business based in Elkhart that provides marketing services and has partnered with the department on initiatives in the past.

### AGREEMENT

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

MMC will provide marketing services for Parks through 2025 and not to exceed in cost of more than \$23,200 for the following services and as further detailed in the detailed attachment:

1. Conduct ongoing research to identify and understand current and potential audiences, including demographics, interests, and behavior, based on the promotion/program/event.
2. Develop the creative – images and videos – and manage targeted advertising campaigns and paid social media marketing to enhance online presence and engagement.
3. Provide weekly meetings to train and guide the in-house marketing specialist (includes research and prep plus follow-up reporting).



4. Utilize paid social media and Internet Connected TV platforms Hulu, YouTube TV, Roku to promote video commercial already produced by Momentum to target residents in the City of Elkhart.
5. Production of video commercial in English and Spanish, edits and final rendering

#### TERMS

1. Term – February 2025 through December 31, 2025.
2. Governing Law—It is the intention of Parties to this Agreement all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Indiana, without regard to the jurisdiction in which any action or special proceeding may be instituted.
3. Severability— Should there be a conflict between any provision of this Agreement and applicable laws of the State of Indiana said laws will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with said laws.
4. Modification—This Agreement may be supplemented, amended, or modified only by the mutual agreement of Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
5. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be:
  - a. The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516.
  - b. Momentum Marketing Consultants, Shane Frost, 344 S Elkhart Ave, Elkhart, IN 46516.
6. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
7. Sent by a nationally recognized overnight courier service, prepaid or billed to sender, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept receipt. Either party may change its address or add additional

parties for receipt of notices by giving notice of such change to the other party in accordance with the provisions of this Section.

8. Entire Agreement—This Agreement constitutes the final agreement between the parties. No representation, promise or inducement has been made by either party that is not embodied in this Agreement, and neither party shall be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

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

**MOMENTUM MARKETING CONSULTANTS**

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

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

(Printed Name, Title)

**CITY OF ELKHART, INDIANA**

**By its BOARD OF PARKS AND RECREATION**

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

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

(Printed Name, Title)

February 7, 2025

Dear Elkhart Parks & Recreation Team,

As a long-standing member of the Elkhart community, Momentum Marketing Consultants proudly partnered with the city on numerous successful projects over the past decade. Our journey began right here, spearheading the beloved Movies in the Park initiative at Central Park in collaboration with the city and Monster Message.

Our commitment to enriching the cultural fabric of Elkhart continued in 2014, when we strategically marketed the Elkhart Jazz Festival. Our campaign resonated with jazz enthusiasts across Toledo, Detroit, Chicago, Fort Wayne, Indianapolis, Cincinnati, and more, significantly boosting ticket sales from these regions. In 2018, our slogan, "Experience Jazz in Elkhart because Elkhart is Experienced in Jazz," not only celebrated the festival, but also the city's rich musical heritage.

More recently, we've been instrumental in establishing the Elkhart River Challenge—a premier USCA sanctioned kayak event that brought together the efforts of Elkhart and Goshen City, as well as the Elkhart County Parks Department. This initiative is a testament to our dedication to promoting Elkhart's natural beauty and recreational potential. We would love to see that grow.

Our vision extends beyond simply serving as the Parks Department's marketing firm; we aim to elevate Elkhart Parks to new heights. We are committed to supporting its mission, engaging with our community, and showcasing our vibrant city to visitors far and wide, building on the success of the 2024 Elkhart River Challenge, too. This year's will be part of the USCA published calendar.

We look forward to the opportunity to discuss how Momentum Marketing Consultants can contribute to the future successes of Elkhart Parks & Recreation.

Warm regards,

Shane Frost & Shelby Cook  
President and Vice President  
Momentum Marketing Consultants

## Costs and Pricing

### 1. Audience Identification (Monthly Task)

- Task: Conduct ongoing research to identify and understand current and potential audiences, including demographics, interests, and behavior, based on the promotion/program/event.
  - Time Estimate: 3–4 hours per month
  - Monthly Cost: \$450–\$600

**\$600 per month**

### 2. Advertising and Paid Social Media Management

- Task: Develop the creative – images and videos – and manage targeted advertising campaigns and paid social media marketing to enhance online presence and engagement.
  - Time Estimate: 8–12 hours per month
  - Monthly Cost Content Creation/Campaign Management: \$1,200–\$1,800
    - MMC did not charge for content creation in 2024
  - Paid Social Media advertising Spend: \$600/month
  - Paid Internet-Connected TV (COE) advertising Spend: \$600/month

**\$3,000 per month**

### 3. Staff Training and Support

- Task: Provide weekly meetings to train and guide the in-house marketing specialist (includes research and prep plus follow-up reporting).
  - Training Time: 1–2 hours per week

**\$1,200 per month**

### 4. In-kind Donations from Momentum Marketing Consultants

- Task: Provide COE Parks and Rec support to assist in promoting the City of Elkhart, where we operate our business.

**(\$2800) per month credit**

### 5. Master Plan Engagement Campaign

- Task: Utilize paid social media and Internet Connected TV platforms Hulu, YouTube TV, Roku to promote video commercial already produced by Momentum to target residents in the COE.
  - Production of video commercial in English and Spanish, edits and final rendering, 12 hours, \$1,800 (donated by MMC)
  - Cost of paid advertising for month of February, \$3,200.

**\$3,200 one-time cost**

## Billing and Payment Schedule

### January

- Meetings, research, MP commercial: in-kind donation from Momentum Marketing Consultants,  
**\$0 (\$3,800 in-kind donation)**

### February

- Master Plan Promotion  
**\$3,200 one time**

### March – December

- Monthly Retain after MMC in-kind donation  
**\$2,000 per month**

Total Professional Services Investment in COE Parks & Recreation 2025  
**\$53,000**

Total In-Kind provided by Momentum Marketing Consultants  
**\$29,800**

Total COE Parks & Recreation 2025 Budget  
**\$23,200**

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

**Jamison Czarnecki**  
*Parks Superintendent*



***Parks & Recreation***  
229 S Second St.  
Elkhart, IN 46516

574.295.7275  
Fax: 574.522-7808

Christopher Baiker  
Park Board President  
Planning Commission Member for the Parks Department

The Elkhart Plan Commission met on February 3rd and elected officers. I was nominated and confirmed as Secretary. The Plan Commission also heard a petition regarding Walker Park. Petition 25-X-01 Special Exception Request Per section 4.3.O, a special exception for Parks and Playgrounds, to amend and update 98-X-06 (Approximate Site Plan) to allow for additional uses at Walker Park.

\*\*\*Construction of ADA compliant restroom building with drinking fountain, new pavilion, new playground, additional native landscape plantings, additional memorial tree plantings, expanded parking and a recontoured hillside Highlights Include:

ADA Compliant

Family Restroom with Changing station

Storage for Parks Programing

Drinking Fountain with water bottle filler Security Cameras and internal motion sensors Heated for year round use

This petition was approved unanimously and now the Board of Zoning Appeals will have the final say.



# ELKHART BOARD OF WORKS 2025 USE & EVENT PERMIT APPLICATION

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

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

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: \_\_\_\_\_ DATE(S) REQUESTED \_\_\_\_\_

LOCATION/VENUE REQUESTED \_\_\_\_\_

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

OFFICE USE: DATE/VENUE AVAILABLE  No  Yes

## APPLICANT INFORMATION

NAME OF APPLICANT \_\_\_\_\_

NAME OF PERMITTEE \_\_\_\_\_

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

STREET ADDRESS \_\_\_\_\_

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

CITY \_\_\_\_\_

STATE \_\_\_\_\_

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

E-MAIL ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_

FAX \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EVENT DAY ON-SITE CONTACT \* REQUIRED \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

PERMITTEE: Are you organizing this event on behalf of another organization?

(Please check No or Yes Below)

No  Yes → Name of Organization: \_\_\_\_\_

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

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

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

CITY \_\_\_\_\_

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

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

Is the sponsoring organization a 501(c) (3)?

(Please check No or Yes below.)

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

Does the sponsoring organization have an ST-105 General Sales Tax Exemption Status?

(Please check No or Yes below.)

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

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

## EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

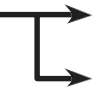
Start Time:

Finish Time:

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

SET-UP TIME(S)	TEAR-DOWN
From: _____ To: _____	From: _____ To: _____
EXPECTED NUMBER OF PARTICIPANTS:	
If the event is reoccurring, please submit the past number of participants below.	
2024 NUMBER OF PARTICIPANTS:	2023 NUMBER OF PARTICIPANTS:

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

No     Yes    

Event Name: \_\_\_\_\_  
 Location: \_\_\_\_\_                      Date: \_\_\_\_\_

### EVENT DESCRIPTION

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

<input type="checkbox"/> Walk/Run	<input type="checkbox"/> Cultural Event	<input type="checkbox"/> Other event, please describe:	
<input type="checkbox"/> Art Fair/Festival	<input type="checkbox"/> Public Rally/March		_____
<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Bike Ride		_____
<input type="checkbox"/> Service			_____

Brief Description of Event:

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



## EVENT LOGISTICS

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

### FOOD AND ALCOHOLIC BEVERAGES: **No Food or Alcoholic Beverages may be sold on Park Property without a Permit**

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

(Please check the appropriate response.)

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

Are you requesting permission to serve and/or sample non-alcoholic beverages?

(Please check the appropriate response.)

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

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

(Please check the appropriate response.)

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

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

IF YES, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information Required:** If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department. Call 574-523-2283. Indicate location where food/beverages will be served on the Site Map.


## TENTS AND CANOPIES

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

### Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

No  Yes  Number of Tents/Canopies: \_\_\_\_\_

 Tent/Canopy Size(s): \_\_\_\_\_

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


The following is required for tents over 400 square feet (20 ft. X 20 ft.): Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark the tent area. **Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331**

**Additional Documentation Required:** If you checked "Yes" above, please indicate the number of tents with the corresponding size. Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.


## VEHICLES

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

No  Yes  Number of Vehicles: \_\_\_\_\_

 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 "BOW" must approve the location of the stages/platforms.

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

No  Yes  Number of Stage(s): \_\_\_\_\_  
 Stage Description(s): \_\_\_\_\_

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

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

Stage Specs will be required.

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

**PORTABLE TOILETS**

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

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

No  Yes  Number of Portable Toilets: \_\_\_\_\_ **AND** Number of Accessible ADA Portable Toilets: \_\_\_\_\_  
 Company/Description(s): \_\_\_\_\_

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

**FENCING**

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

No  Yes  Description: \_\_\_\_\_

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

**EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control**

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

No  Yes 

Number of Emergency Management Staff Requested

- \$50.00 Minimum of two Event Personnel \_\_\_\_\_
- \$25.00 Event Personnel each per event \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

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

## FIRE DEPARTMENT

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

No  Yes → \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

- Ambulance(s) Number Requested \_\_\_\_\_
- Medic Kubota
- Fire Truck
- First Aid Station

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

Additional Information May Be Required.

## BUILDINGS AND GROUNDS

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

- Event Fencing Number of Sections Requested \_\_\_\_\_ Other \_\_\_\_\_
- Snow Fencing Number of Feet Requested \_\_\_\_\_ Other \_\_\_\_\_

**Additional fees may apply.**

### WASTE RECEPTACLES

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

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

No  Yes → \_\_\_\_\_

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.

(Please check No or Yes below.)

No  Yes → \_\_\_\_\_

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

## PARKS DEPARTMENT

EQUIPMENT REQUESTED:

No  Yes → \_\_\_\_\_

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

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

City Departments Only may request the use of these items.

## POLICE DEPARTMENT

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

No  Yes → \_\_\_\_\_

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

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Additional Information May Be Required.

## STREET DEPARTMENT

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

No  Yes → Street Closing: \_\_\_\_\_

Please mark all that may apply:

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

These streets should be closed from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.

## 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 Permittee.

## BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.  
Are you requesting the use of City Plaza? Use of Central Green Park & Stage Requires additional information and a \$500.00 deposit.

Water:

- Yes  
 No

Electric:

- Yes  
 No

Plaza Sign:

- Yes  
 No

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

Bridge Banner:

- Yes  
 No

Please indicate location:

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

## NOISE ORDINANCE

Will the event require an exception to noise by the Permittee?

(Please check No or Yes below.)

No  Yes  Reason: \_\_\_\_\_

Parade and Special Exception to Noise Ordinance:

- Yes  
 No

Public Assembly and Special Exception to Noise Ordinance:

- Yes  
 No

Special Exception to Noise Ordinance:

- Yes  
 No

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## EMERGENCY ACTION PLAN

### PURPOSE (Required for all Applicants)

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

### BASIC PLAN

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

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

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

---

## EVENT MAPS

### SITE MAP (Required for all Applicants)

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

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

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

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

---

## ELKHART COUNTY HEALTH DEPARTMENT

Event Plans must be accompanied by an Elkhart County Health Department Permit for food and beverage. Please contact the Elkhart County Health Department at 574-523-2283.

---

## INDEMNIFICATION, WAIVER AND RELEASE

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

---

## APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart Code of Ordinances and agree to abide by them.

Unless expressly provided for in the permit, Use & Event Permits do not grant the Permittee 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 EPRB final approval.

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

---

PRINTED NAME OF APPLICANT

---

SIGNATURE OF APPLICANT

---

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 \_\_\_\_\_



# ELKHART BOARD OF WORKS 2025 USE & EVENT PERMIT APPLICATION

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

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

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: \_\_\_\_\_ DATE(S) REQUESTED \_\_\_\_\_

LOCATION/VENUE REQUESTED \_\_\_\_\_

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

OFFICE USE: DATE/VENUE AVAILABLE  No  Yes

## APPLICANT INFORMATION

NAME OF APPLICANT \_\_\_\_\_

NAME OF PERMITTEE \_\_\_\_\_

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

STREET ADDRESS \_\_\_\_\_

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

CITY \_\_\_\_\_

STATE \_\_\_\_\_

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

E-MAIL ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_

FAX \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EVENT DAY ON-SITE CONTACT \* REQUIRED \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

PERMITTEE: Are you organizing this event on behalf of another organization?

(Please check No or Yes Below)

No  Yes → Name of Organization: \_\_\_\_\_

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

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

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

CITY \_\_\_\_\_

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

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

Is the sponsoring organization a 501(c) (3)?

(Please check No or Yes below.)

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

Does the sponsoring organization have an ST-105 General Sales Tax Exemption Status?

(Please check No or Yes below.)

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

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



## EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

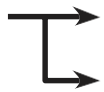
Start Time:

Finish Time:

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

SET-UP TIME(S)	TEAR-DOWN
From: _____ To: _____	From: _____ To: _____
EXPECTED NUMBER OF PARTICIPANTS:	
If the event is reoccurring, please submit the past number of participants below.	
2024 NUMBER OF PARTICIPANTS:	2023 NUMBER OF PARTICIPANTS:

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

 No Yes

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

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

### EVENT DESCRIPTION

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

- Walk/Run       Cultural Event       Other event, please describe:  
 Art Fair/Festival       Public Rally/March  
 Concert/Performance       Bike Ride  
 Service

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## EVENT LOGISTICS

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

### FOOD AND ALCOHOLIC BEVERAGES: **No Food or Alcoholic Beverages may be sold on Park Property without a Permit**

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

(Please check the appropriate response.)

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

Are you requesting permission to serve and/or sample non-alcoholic beverages?

(Please check the appropriate response.)

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

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

(Please check the appropriate response.)

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

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

IF YES, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information Required:** If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department. Call 574-523-2283. Indicate location where food/beverages will be served on the Site Map.



## TENTS AND CANOPIES

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

### Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

No  Yes  Number of Tents/Canopies: \_\_\_\_\_  


Tent/Canopy Size(s): \_\_\_\_\_

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



The following is required for tents over 400 square feet (20 ft. X 20 ft.): Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark the tent area. **Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331**

**Additional Documentation Required:** If you checked "Yes" above, please indicate the number of tents with the corresponding size. Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.



## VEHICLES

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

No  Yes  Number of Vehicles: \_\_\_\_\_  


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 "BOW" must approve the location of the stages/platforms.

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

No  Yes  Number of Stage(s): \_\_\_\_\_  
 Stage Description(s): \_\_\_\_\_

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

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



Stage Specs will be required.

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

**PORTABLE TOILETS**

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

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

No  Yes  Number of Portable Toilets: \_\_\_\_\_ **AND** Number of Accessible ADA Portable Toilets: \_\_\_\_\_  
 Company/Description(s): \_\_\_\_\_

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

**FENCING**

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

No  Yes  Description: \_\_\_\_\_

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

**EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control**

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

No  Yes 

Number of Emergency Management Staff Requested

- \$50.00 Minimum of two Event Personnel \_\_\_\_\_
- \$25.00 Event Personnel each per event \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

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

## FIRE DEPARTMENT

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

No  Yes → \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

- Ambulance(s) Number Requested \_\_\_\_\_
- Medic Kubota
- Fire Truck
- First Aid Station

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

Additional Information May Be Required.

## BUILDINGS AND GROUNDS

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

- Event Fencing Number of Sections Requested \_\_\_\_\_ Other \_\_\_\_\_
- Snow Fencing Number of Feet Requested \_\_\_\_\_ Other \_\_\_\_\_

**Additional fees may apply.**

### WASTE RECEPTACLES

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

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

No  Yes → \_\_\_\_\_

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.

(Please check No or Yes below.)

No  Yes → \_\_\_\_\_

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

## PARKS DEPARTMENT

EQUIPMENT REQUESTED:

No  Yes → \_\_\_\_\_

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

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

City Departments Only may request the use of these items.

## POLICE DEPARTMENT

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

No  Yes  \_\_\_\_\_

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

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Additional Information May Be Required.

## STREET DEPARTMENT

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

No  Yes  Street Closing: \_\_\_\_\_

Please mark all that may apply:

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_


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These streets should be closed from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.

## 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 Permittee.

## BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.  
Are you requesting the use of City Plaza? Use of Central Green Park & Stage Requires additional information and a \$500.00 deposit.

Water:

- Yes  
 No

Electric:

- Yes  
 No

Plaza Sign:

- Yes  
 No

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

Bridge Banner:

- Yes  
 No

Please indicate location:

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

## NOISE ORDINANCE

Will the event require an exception to noise by the Permittee?

(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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

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### 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.
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- 

### BASIC PLAN

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as the 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, or race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and the direction of the sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB."

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

---

PRINTED NAME OF APPLICANT

---

SIGNATURE OF APPLICANT

---

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: 2-18-2025

Re: Parks Department Report

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### Superintendent's Update (Jamison Czarnecki)

- The Parks Department held its annual retreat in January with all full-time staff and year-round part-time office staff. We discussed vision and goals for 2025 and also had ULEAD guide the team through different teambuilding and communication exercises. It was a great opportunity to become a stronger unit.
- The first of the playgrounds have arrived and work will begin next month starting with Weston Park Playground.
- We are currently working on engaging the public on designs and ideas for improvements at Ullery Park as well as continuing with the Our Parks Master Plan engagement process.
- We held a thank you luncheon sponsored by the Elkhart Park Foundation for the largest support departments that work out in the parks on our behalf including Buildings and Grounds, EEC, and City Ambassadors.

### Events Report (Liz Stoutenour)

- Indoor Farmer's Market
  - January 18<sup>th</sup> Market
    - Community Day – 5 community organizations
    - 19 vendors
    - Attendees: 350
- NIBCO Ice and Water Park Themed Events
  - Glow Skate DJ Party, January 18<sup>th</sup>
    - Partnering with Bad Entertainment (DJ Michael Wells)
    - Attendees: 468 (record!)
- Frosty 5, February 8<sup>th</sup>
  - Studebaker Park, Elkhart River Greenway, Elkhart Environmental Center
    - 323 registrations – 277 participated
    - Sponsorships: Surf Internet, Martin's Supermarkets, Play It Again Sports, OSMC, Centier Bank, Modern Woodman, Assurance Property Management, Fleet Feet

### Volunteer Report (Mandi Null)

- Frosty 5
  - 40 volunteers gave 84.5 hours of time to the Frosty 5K/5M.
  - Out of the 45 volunteers who signed up for opportunities, 40 of them showed up.
  - We had 5 staff members work the event with us with no impact to financials. This was the first volunteer opportunity of 2025 and it was amazing!



- The responses from the Volunteer Post Survey were positive with 100% of survey takers saying their overall experience was a 5 out of 5. Survey takers were mostly satisfied with the logistics of their volunteer opportunity.
  - 100% percent of survey takers said they were very likely to volunteer with the Park Department again. Here is one of the survey takers review of the Volunteer Program, “Mandi was delightful and fun to work with. Very organized and pleasant with everyone who volunteered.”

#### Programs and Recreation Report (Luisa Ixmatlahua)

##### Programs Ended Since Last Meeting:

- “Corn Hole Fun” in collaboration with the Owl Club for 50 and over; we had 6 participants.
- “Beginner Ice Skating Lessons” at Nibco Ice Skating Rink for 5-12 years old. We currently have two sessions and have a total of 27 registered participants

##### Current Programs

- “Woodlawn Cozy Cocoa Walk” at Woodlawn Nature Center for all ages from 6:00-8:00pm all Friday from Dec 6-Feb 28; We have had over
- “Beginner Ice Skating Lessons” at Nibco Ice Skating Rink for 5-12 years old. We currently have two sessions. “Building on the Basics” Feb 12-Feb 26 from 5:15 -5:45pm for 5-7 years old; we currently have 4 registered. “Speed and Skills” Feb 12-Feb 26 for 8 -12 years old from 6:00-6:30pm we currently have 1 registered.
- “Broomball Games” at Nibco Ice Skating Rink for 8-12 will begin February 8. Saturdays are 9:15-11:00am. Currently we have 4 registered.

#### Ranger Report (Ranger Nhim Danh)

January 1-31, 2025

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

- Baseball/Softball (0), Basketball (0), Biking (3), Birding (0), Boating/Kayak (0), Grilling/Picnic (0), Dancing/Music (0), Dog Walking (35), Fishing (0), Frisbee/Catch (16), Football (0), Ice Skating (754), Pickleball (0), Playground (15), Scooter (0), Sitting/Parking (290), Skateboarding/Rollerblading (2), Soccer (0), Swimming/Splash Pad (0), Tennis (6), Walking/Jogging (146), Other (2). Grand Total of 1282 patrons.
- Average Temperature for January: 33° High/19° Low

##### Ranger Engagement

- Graffiti reporting (1), Homeless encampment (0), Ordinance-related (5), Park concern (27), Park-Goer assistance (668), Trash pickup (37), Vandalism reporting (0). Total of 738 Ranger Engagements.

##### Events

- January 2<sup>nd</sup>, 2025 – Ranger Nhim represented the Parks and Rec Department at the Homeless Coalition.

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

**Jamison Czarnecki**  
*Parks Superintendent*



***Parks & Recreation***  
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Elkhart, IN 46516

574.295.7275  
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- January 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup>, 2025 – Ranger Bethany and Ranger Nathan hosted the Cozy Cocoa Walk at Woodlawn Nature Center for a total of 24 guests.

#### Damage

- None.

#### Other

- January 7<sup>th</sup>, 2025 – Ranger Bethany removed shattered glass found on the walking path at Pulaski Park.
- January 15<sup>th</sup>, 2025 – While on patrol at Ullery Park, Ranger Bethany helped return a loose dog in the neighborhood back to its owner.

## End of Report ##

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

**Jamison Czarnecki**  
*Parks Superintendent*



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February 18<sup>th</sup>, 2025

## **Special Projects Monthly Report to Park Board**

Topics: Master Plan updates and OurParks initiative.

**The 5-year Master Plan Update:** for the Department is progressing well. Virtually all the background, current conditions, level of service analysis, trend analysis, benchmarking and system overview is complete. We have moved into the Strategic Planning and Capital Improvement schedule. Final draft and submission the Indiana Department of Natural Resources (IDNR) is on track for submission April 15<sup>th</sup>.

Final steps: Community Review of the plan, April 1-14<sup>th</sup>, request for Park Board approval, April 15<sup>th</sup>.

**OurParks Initiative:** Starting February 3<sup>rd</sup> through the second week of March, the Department has entered into an ambitious community engagement process. The goal is to additional feedback for the planning process but equally to make the public aware of the Department's commitment to engaging and servicing the residents.

- We have seven Community Conversations scheduled through February at our public pavilions at all locations across the city.
- We have begun outreach efforts to the Hispanic Community and Neighborhood organizations through the City's Outreach Coordinator.
- We have distributed flyers, posters and banners across the city through our own operations and through partners.
- We have placed yard-signs in our major parks and at meeting locations with QR codes (multi-lingual) that direct the public to our survey tools and the list of public meetings
- We have begun radio and local TV spot appearances. The first broadcasts began last week.
- We are distributing comment cards (with QR codes for the survey and public meetings) through the Rangers and our points of public contact (front office, NIBCO, etc.)
- We are engaging partner and service organizations (Tolson, Owl's Club, etc) to increase our reach and engagement.

Although we do not expect significant turn-out at these sessions, the promotion of our efforts and willingness to seek comment and engagement is the real point of the effort. We expect a noteworthy number of public surveys to be produced by the this effort and a general increase in public awareness of the Department's mission, operations and commitment to be responsive and engaged.

Respectfully Submitted,

Matthew Moyers  
Special Project Manager  
Elkhart Parks & Recreation