

PARK BOARD AGENDA



MEETING SCHEDULE

Tuesday, February 21, 2023, at 5:00 pm
City Hall Annex Conference Room
201 S. 2nd Street, Elkhart, IN 46516

CALL TO ORDER

1. **ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **ELECTION OF PARK BOARD OFFICERS**
4. **APPROVAL OF MINUTES**
 - January 17, 2023
5. **APPROVAL OF FINANCIALS**
 - Claims -
 - Donations – \$0
 - Grants - \$0
6. **NEW BUSINESS MATTERS**
 - a. 2023 Fee Schedule Amendments
 - b. Elkhart Farmers Market Billboard Contract
7. **OLD BUSINESS**
 - a. None
8. **USE AND EVENT PERMIT**
 - a. EPD 5K-9 Run – May 13, 2023 – American Park & RiverWalk
9. **DEPARTMENT REPORT**
10. **CORRESPONDENCE**
 - a. None
11. **PUBLIC INPUT/PRIVILEGE OF THE FLOOR**

ADJOURNMENT

NEXT REGULAR PARK BOARD MEETING MARCH 21, 2023, COUNCIL CHAMBERS.

City of Elkhart Parks & Recreation Park Board Minutes



DATE: January 17, 2023

TIME: 5:00 PM

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

Call to Order at 5:12 PM.

1. Roll Call- Quorum Present
BOARD MEMBERS PRESENT

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

2. Approval of Agenda

Motion to Approve Agenda

Motion: MD

Second: NA

Motion passes with unanimous voice vote

3. Election of Park Board Officers

- a. Mrs. Santerre opens the floor for nominations of Park Board Officers
- b. Mr. Datema nominates Mrs. Santerre for President
 - i. Mrs. Santerre is elected by unanimous voice vote
- c. Mr. Datema nominates Ms. Alexis for Vice President
 - i. Ms. Alexis is elected by unanimous voice vote
- d. Ms. Alexis nominates Mr. Datema for Secretary
 - i. Mr. Datema is elected by unanimous voice vote

4. Approval of Minutes

December 20, 2022

Motion: MD

Second: NA

Motion passes with unanimous voice vote

5. Approval of Financials

Claims: \$60,547.28

Donations: \$0

Grants: \$0

Motion to discuss, approve and place on file

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

City of Elkhart Parks & Recreation

Park Board Minutes



Ms. Alexis inquires about what was already spent on chemicals

Ms. Wingard states that some pool chemicals needed for the 2023 season were purchased early to get a discount.

6. New Business

a. CivicRec Software Contract

Mrs. Bowers informs the Board of the new software the Department will be purchasing. This software will allow the Department to offer more online services and be more convenient for citizens. Once the Legal Department has approved the contract, Mr. Czarnecki can sign it on behalf of the Board

Motion to allow Jamison Czarnecki to sign the contract on behalf of the Board

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

b. Plan Commission Appointee

Mr. Datema is sworn in as the Park Board's Plan Commission Appointee for the year.

c. Auction Donation Request

Ms. Gordon informs the Board that the Department receives requests from local schools and organizations throughout the year for donations for auctions and other events. The Department has outlined a package that will be provided for these requests, and with the Board's approval, it will be at the discretion of the Department to fulfill these requests.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

7. Old Business

a. None

8. Use and Event Permit

a. Spring Fabulous Pop-Up Market – March 18, 2023 – McNaughton Pavilion

Ms. Krask presents the permit. This is the 3rd year for the spring pop-up.

Ms. Alexis inquires how vendors are found and if there is a variety.

Ms. Krask states that the Department advertises for vendors and is a mix of old and new vendors.

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

9. Department Report

Ms. Krask informs the Board that the Frosty 5 run is coming up on February 11. Planning has started for the Elkhart Farmers Market, the Spring Pop-Up Market, and Rhapsody Arts & Music Festival

Ms. Ixmattlahua reports that after-school programming has started at the Roosevelt Center. More kids come every day. The Last Will & Testament class was held, and the instructor notarized all the completed last wills for free.

Mr. McCray provides the ranger report for the previous month.

Mr. Czarnecki explains the upcoming strategic planning meetings for the Department.

10. Public Input/Privilege of the Floor

Mrs. Santerre opens the privilege of the floor.

City of Elkhart Parks & Recreation Park Board Minutes



Mrs. Santerre closes the privilege of the floor.

11. Approval for Adjournment

Motion to adjourn

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

Adjourn 5:46 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent
Leslie Wingard, Accounting Specialist
Luisa Ixmattlahua-Garay, Program Coordinator
Nick Cron, Operations Manager
Stan McCray, Lead Park Ranger

Jennifer Kobie, Recording Secretary
Sommer Bowers, Office Manager
Sherry Krask, Event Coordinator
Maddy Gordon, Volunteer Coordinator

ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Mr. Jon Balog, IT Department
Ms. Mandy Leazenby

Ms. Rose Rivera, Legal Department

Ms. Jill Szyarto

Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

_____ Date

Park Board President Sarah Santerre

_____ Date

Park Board Secretary Mark Datema

_____ Date

PARKS BOARD
CLAIM AND ALLOWANCE DOCKET

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

February 16th, 2023 
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$95,643.56 AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 5 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 21ST DAY OF FEBRUARY 2023 BY:

PRESIDENT

SARAH SANTERRE

VICE PRESIDENT

NEKEISHA ALAYNA ALEXIS

SECRETARY

MARK DATEMA

TREASURER

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
AMAZON CAPITAL SERVICES I	16TC-373C-Y9VL	02/21/2023	Register Tape for Facilities	2204-5-501-4220150	109.98
CARMEN MACON	R00582806	02/21/2023	Rental Refund - Pierre Moran	2204-5-501-4581000	373.83
HEEYDI DESANTIS	R00591614	02/21/2023	Rental Refund- Pierre Moran	2204-5-501-4581000	373.83
RICOH USA, INC	5066455821	02/21/2023	Copier Read- December	2204-5-501-4210500	124.00
RICOH, USA	106846845	02/21/2023	Copier Rent- February	2204-5-501-4370200	107.52
LEAH ANN JOSSELYN	R00616341	02/21/2023	Rental Refund - Willowdale Pa	2204-5-501-4581000	140.19
IDEM (INDIANA DEPT OF ENV	000346400	02/21/2023	Annual Public Water Fees - Isl	2204-5-501-4390900	100.00
GREATER ELKHART CHAMBER	79519	02/21/2023	Young Professionals Luncheon	2204-5-501-4390800	20.00
GREATER ELKHART CHAMBER	79520	02/21/2023	Young Professionals Luncheon	2204-5-501-4390800	20.00
LRS HOLDINGS LLC	PS506957	02/21/2023	Portable Restrooms - Studeba	2204-5-501-4370200	152.00
LRS HOLDINGS LLC	PS506958	02/21/2023	Portable Restrooms - McNaug	2204-5-501-4370200	227.00
LRS HOLDINGS LLC	PS506959	02/21/2023	Portable Restrooms - Walker	2204-5-501-4370200	152.00
LRS HOLDINGS LLC	PS506960	02/21/2023	Portable Restrooms - Willowd	2204-5-501-4370200	152.00
AMAZON CAPITAL SERVICES I	1CFQ-MY4N-M1TM	02/21/2023	Date Stamp, Frosty & Nibco S	2204-5-501-4210500	24.95
DWIGHT D WEBER	100	02/21/2023	Profile Assessment & Coachin	2204-5-501-4390910	169.00
GORDON FOOD SERVICE INC	779279259	02/21/2023	Concessions - Nibco Ice Park	2204-5-501-4220150	29.99
IMELDA VEGA	R00619542	02/21/2023	Pavilion Rental Refund - Pierre	2204-5-501-4581000	373.83
AMAZON CAPITAL SERVICES I	1MWP-7DRJ-NGVY	02/21/2023	Copy Paper, Ink, Event Supplie	2204-5-501-4210500	90.68
JAMISON CZARNECKI	405339	02/21/2023	Fuel Reimbursement	2204-5-501-4220210	27.98
ELKHART COUNTY CONVENTI	2809	02/21/2023	Advertising - 1/3 Page	2204-5-501-4330300	1,760.00
AMAZON CAPITAL SERVICES I	1GJV-FTX-4HQL	02/21/2023	Desks, Headsets, Nibco Event	2204-5-501-4210500	13.99
AMAZON CAPITAL SERVICES I	1GJV-FTX-4HQL	02/21/2023	Desks, Headsets, Nibco Event	2204-5-501-4220150	1,449.67
CIVICPLUS LLC	253425	02/21/2023	CivicRec - Parks Software Prog	2204-5-501-4390912	8,130.00
BUGSY'S ELKHART EXTERMIN	24183	02/21/2023	Monthly Pest Control - Januar	2204-5-501-4390912	150.00
YODER OIL COMPANY INC	CL75356	02/21/2023	Park Department Gasoline	2204-5-501-4220210	298.72
TERRY JOAN SCOTT	R00623410	02/21/2023	Pavilion Rental Refund - Willo	2204-5-501-4581000	280.37
MARTIN SUPERMARKET #14	1971	02/21/2023	Strategic Meeting Snacks	2204-5-501-4220150	26.14
RICOH USA, INC	5066660232	02/21/2023	Copier Read - January	2204-5-501-4210500	148.12
TRUDY MENKE	SP02012023	02/21/2023	Strategic Planning Sessions	2204-5-501-4310400	2,243.00
RICOH, USA	106929154	02/21/2023	Copier Rent - March	2204-5-501-4370200	107.52
SHIRLEY MILLER	R00625356	02/21/2023	Pavilion Rental Refund - High	2204-5-501-4581000	233.64
AMAZON CAPITAL SERVICES I	1LJJ-RQXK-M714	02/21/2023	Office Supplies, bookshelves,	2204-5-501-4210500	35.98
AMAZON CAPITAL SERVICES I	1LJJ-RQXK-M714	02/21/2023	Office Supplies, bookshelves,	2204-5-501-4220150	575.56
MICHIGAN PLAYGROUNDS LL	SINV-05339	02/21/2023	TABLES & TRASH CANS	2204-5-501-4440500	44,150.60
MENARD, INC	25201	02/21/2023	Storage Unit Lock	2204-5-501-4220150	14.48
LRS HOLDINGS LLC	PS511481	02/21/2023	Portable Restroom - Studebak	2204-5-501-4370200	152.00
LRS HOLDINGS LLC	PS511482	02/21/2023	Portable Restrooms - McNaug	2204-5-501-4370200	227.00
LRS HOLDINGS LLC	PS511483	02/21/2023	Portable Restroom - Walker P	2204-5-501-4370200	152.00
LRS HOLDINGS LLC	PS511484	02/21/2023	Portable Restroom - Willowda	2204-5-501-4370200	152.00
AMAZON CAPITAL SERVICES I	1MCK-JYDR-T9CW	02/21/2023	Refund for projector	2204-5-501-4220150	-128.76
AMAZON CAPITAL SERVICES I	1T6P-YYQJ-TKXJ	02/21/2023	Camera tripod, flash drive, ev	2204-5-501-4220150	167.94
Fund 2204 - PARK & RECREATION Total:					63,108.75
Fund: 2314 - PARKS DONATION					
ACE PYRO LLC	7430	02/21/2023	Fireworks- 4th of July	2314-5-124-4390900	7,500.00
TOWER ADV PRODUCTS INC.	0E79168-IN	02/21/2023	Frosty 5K Awards	2314-5-124-4390900	250.00
Fund 2314 - PARKS DONATION Total:					7,750.00
Fund: 2520 - PARK PROGRAM					
AMAZON CAPITAL SERVICES I	16TC-373C-Y9VL	02/21/2023	Register Tape for Facilities	2520-5-508-4220101	54.99
AMAZON CAPITAL SERVICES I	16TC-373C-Y9VL	02/21/2023	Register Tape for Facilities	2520-5-509-4220150	54.99
FUN PHOTO EVENTS LLC	319	02/21/2023	Winterfest Photo Booth	2520-5-630-4390900	840.00
J & K SEPTIC SERVICE, LLC	9662	02/21/2023	Portable Restroom Rental- Tru	2520-5-630-4390900	190.00
ANGELICA NORRIS	R00614533	02/21/2023	Program Refund - Basketball L	2520-5-508-4581000	25.00
ANDREA HUBBARD	R00617669	02/21/2023	Program Refund - Basketball L	2520-5-508-4581000	25.00

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MENARD, INC	23361	02/21/2023	Event Operating Supplies	2520-5-630-4220150	228.33
FRAN BOUIE	R00617719	02/21/2023	Program Refund - Basketball L	2520-5-508-4581000	25.00
IDEM (INDIANA DEPT OF ENV	000346401	02/21/2023	Annual Public Water Fees - Id	2520-5-509-4390900	100.00
4IMPRINT, INC	10781175	02/21/2023	Frosty 5K Stickers	2520-5-630-4220150	280.65
BOTTLING GROUP, LLC	79704504	02/21/2023	Concessions - Nibco Ice Park	2520-5-580-4220150	129.01
4IMPRINT, INC	10793237	02/21/2023	Farmers Market Stickers	2520-5-630-4220150	349.65
AMAZON CAPITAL SERVICES I	1CFQ-MY4N-M1TM	02/21/2023	Date Stamp, Frosty & Nibco S	2520-5-630-4220150	74.67
GORDON FOOD SERVICE INC	779279210	02/21/2023	Concessions - Nibco Ice Park	2520-5-580-4220150	64.91
LUISA IXMATLAHUA	113-4164869-7904216	02/21/2023	Lunar New Year Supplies Reim	2520-5-508-4220150	82.42
AMAZON CAPITAL SERVICES I	1MWP-7DRJ-NGVY	02/21/2023	Copy Paper, Ink, Event Supplie	2520-5-630-4220150	103.08
GORDON FOOD SERVICE INC	779279582	02/21/2023	Concessions - Nibco Ice Park	2520-5-580-4220150	116.97
JOSEPH GALLIPPO	R00623444	02/21/2023	Program Refund - Basketball L	2520-5-508-4581000	25.00
HEATHER MARLOW	R00623449	02/21/2023	Program Refund - Basketball L	2520-5-508-4581000	25.00
GORDON FOOD SERVICE INC	779279628	02/21/2023	Concessions - Nibco Ice Park	2520-5-580-4220150	104.54
MARTIN MARKETING SPECIAL	17516-1	02/21/2023	Frosty 5K Shirts	2520-5-630-4220150	1,548.50
AMAZON CAPITAL SERVICES I	1GJV-FTX-4HQL	02/21/2023	Desks, Headsets, Nibco Event	2520-5-630-4220150	13.67
TOWER ADV PRODUCTS INC.	0E79168-IN	02/21/2023	Frosty 5K Awards	2520-5-630-4220150	365.60
B E S INC	1856223	02/21/2023	Concessions - Nibco Ice Park	2520-5-580-4220150	384.86
PETTY CASH / JAMISON CZAR	DollarTree2223	02/21/2023	Program Supplies	2520-5-508-4220150	9.36
GORDON FOOD SERVICE INC	779279824	02/21/2023	Concessions - Nibco Ice Park	2520-5-580-4220150	67.98
GORDON FOOD SERVICE INC	779279830	02/21/2023	Concessions - Nibco Ice Park	2520-5-580-4220150	56.99
GORDON FOOD SERVICE INC	779279985	02/21/2023	Concessions - Nibco Ice Park	2520-5-580-4220150	208.03
GORDON FOOD SERVICE INC	779279986	02/21/2023	Frosty 5K Snacks	2520-5-630-4220150	36.94
GORDON FOOD SERVICE INC	779280017	02/21/2023	Frosty 5K Snacks	2520-5-630-4220150	7.98
BIG AND TALL MEDIA LLC	812	02/21/2023	Winterfest Parade Screen	2520-5-630-4390510	600.00
PETTY CASH / JAMISON CZAR	Costco21023	02/21/2023	Frosty 5K Snacks	2520-5-630-4220150	80.92
AMAZON CAPITAL SERVICES I	1T6P-YYQJ-TKXJ	02/21/2023	Camera tripod, flash drive, ev	2520-5-630-4220150	279.98
Fund 2520 - PARK PROGRAM Total:					6,560.02
Fund: 7740 - SALES TAX					
CARMEN MACON	R00582806	02/21/2023	Rental Refund - Pierre Moran	7740-4-000-3120708	26.17
HEEYDI DESANTIS	R00591614	02/21/2023	Rental Refund - Pierre Moran	7740-4-000-3120708	26.17
LEAH ANN JOSSELYN	R00616341	02/21/2023	Rental Refund - Willowdale Pa	7740-4-000-3120708	9.81
IMELDA VEGA	R00619542	02/21/2023	Pavilion Rental Refund - Pierre	7740-4-000-3120708	26.17
TERRY JOAN SCOTT	R00623410	02/21/2023	Pavilion Rental Refund - Willo	7740-4-000-3120708	19.63
SHIRLEY MILLER	R00625356	02/21/2023	Pavilion Rental Refund - High	7740-4-000-3120708	16.36
Fund 7740 - SALES TAX Total:					124.31
Grand Total:					77,543.08

Report Summary

Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	63,108.75
2314 - PARKS DONATION	7,750.00
2520 - PARK PROGRAM	6,560.02
7740 - SALES TAX	124.31
Grand Total:	77,543.08

Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4210500	Office Supplies	437.72
2204-5-501-4220150	Operating Supplies	2,245.00
2204-5-501-4220210	Gasoline	326.70
2204-5-501-4310400	Professional Services	2,243.00
2204-5-501-4330300	Advertising	1,760.00
2204-5-501-4370200	Equipment Leases	1,581.04
2204-5-501-4390800	Organiz Membership &	40.00
2204-5-501-4390900	Other Services & Charge	100.00
2204-5-501-4390910	Education	169.00
2204-5-501-4390912	Contract Services	8,280.00
2204-5-501-4440500	Other Equipment	44,150.60
2204-5-501-4581000	Unappropriated	1,775.69
2314-5-124-4390900	Other Services & Chrgs P	7,750.00
2520-5-508-4220101	Operating Supplies - Soft	54.99
2520-5-508-4220150	Operating Supplies - Gen	91.78
2520-5-508-4581000	Unappropriated	125.00
2520-5-509-4220150	Operating Supplies	54.99
2520-5-509-4390900	Services & Charges	100.00
2520-5-580-4220150	Operating Supplies	1,133.29
2520-5-630-4220150	Operating Supplies	3,369.97
2520-5-630-4390510	Ent & Prod Expense	600.00
2520-5-630-4390900	Other Services & Charge	1,030.00
7740-4-000-3120708	Rental Sales Tax - Parks	124.31
Grand Total:		77,543.08

Project Account Summary

Project Account Key	Expense Amount
None	77,543.08
Grand Total:	77,543.08



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Post Dates 1/20/2023 - 2/10/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
COMCAST BUSINESS	163255378	01/20/2023	PHONE SVC- JAN- PK	2204-5-501-4320400	125.16
INDIANA MICHIGAN POWER	04520875701-010323	01/20/2023	CONSOLIDATED- PK	2204-5-501-4350100	285.39
NORTHERN INDIANA PUBLIC S	0239660096-011023	01/20/2023	200 LUSHER - PK	2204-5-501-4350200	66.00
NORTHERN INDIANA PUBLIC S	0764660057-011023	01/27/2023	200 W LUSHER- PK	2204-5-501-4350200	66.00
NORTHERN INDIANA PUBLIC S	8793150019-011023	01/20/2023	119 W WOLF- PK	2204-5-501-4350200	212.99
INDIANA MICHIGAN POWER	04271939508-011123	01/20/2023	500 E BEARDSLEY- PK	2204-5-501-4350100	24.61
INDIANA MICHIGAN POWER	04925947501-011123	01/20/2023	1320 OLIVE- PK	2204-5-501-4350100	75.62
INDIANA MICHIGAN POWER	04999775705-011223	01/27/2023	CONSOLIDATED- PK	2204-5-501-4350100	403.02
COMCAST CABLE	0907664-011223	01/27/2023	INTERNET SVC- JAN- PK	2204-5-501-4320400	5.00
INDIANA MICHIGAN POWER	04776128300-011323	01/20/2023	701 ARCADE- PK	2204-5-501-4350100	61.69
LAURIE MILLS	R00619572	01/20/2023	REFUND OVERCHARGE ON CA	2204-5-501-4581000	274.00
INDIANA MICHIGAN POWER	04818894901-011723	02/03/2023	816 W FRANKLIN- PK	2204-5-501-4350100	6.56
COMCAST CABLE	0910809-011723	01/27/2023	INTERNET SVC- JAN- PK	2204-5-501-4320400	109.85
INDIANA MICHIGAN POWER	04132865231-011823	02/03/2023	205 E JACKSON- PK	2204-5-501-4350100	440.97
INDIANA MICHIGAN POWER	04138884905-011823	01/27/2023	353 S ELKHART- PK	2204-5-501-4350100	100.77
INDIANA MICHIGAN POWER	04220223400-011823	01/27/2023	135 N ELKHART- PK	2204-5-501-4350100	164.75
INDIANA MICHIGAN POWER	04253609608-011823	01/27/2023	147 N ELKHART- PK	2204-5-501-4350100	41.72
INDIANA MICHIGAN POWER	04492922507-011823	01/27/2023	133 N ELKHART- MPK	2204-5-501-4350100	373.44
INDIANA MICHIGAN POWER	04527790804-011823	02/03/2023	330 NIBCO- PK	2204-5-501-4350100	16.18
COMCAST CABLE	0909983-011823	02/03/2023	INTERNET SVC- JAN- PK	2204-5-501-4320400	108.35
INDIANA MICHIGAN POWER	04642505400-011923	02/03/2023	303 NIBCO- PK	2204-5-501-4350100	9,386.10
FRONTIER NORTH INC.	5741010015-011923	02/03/2023	PHONE SVC- JAN- PK	2204-5-501-4320400	48.38
INDIANA MICHIGAN POWER	04215794407-012023	02/03/2023	125 E HIGH- PK	2204-5-501-4350100	91.75
ELKHART PUBLIC UTILITIES	3100223400-012023	01/27/2023	301 NIBCO- PK	2204-5-501-4350400	27.73
ELKHART PUBLIC UTILITIES	3100223500-012023	01/27/2023	301 NIBCO- PK	2204-5-501-4350400	155.54
ELKHART PUBLIC UTILITIES	3306531000-012023	01/27/2023	119 W WOLF- PK	2204-5-501-4350400	93.99
COMCAST CABLE	0941317-012123	02/10/2023	INTERNET SVC- FEB- PK	2204-5-501-4320400	116.25
INDIANA MICHIGAN POWER	04210875706-012323	02/03/2023	CONSOLIDATED-PK	2204-5-501-4350100	1,392.97
NORTHERN INDIANA PUBLIC S	0441000024-012323	02/03/2023	701 ARCADE- PK	2204-5-501-4350200	456.25
NORTHERN INDIANA PUBLIC S	7549100062-012323	02/03/2023	1320 OLIVE- PK	2204-5-501-4350200	230.23
INDIANA MICHIGAN POWER	04028164509-012423	02/03/2023	110 E GARFIELD- PK	2204-5-501-4350100	253.70
INDIANA MICHIGAN POWER	04792516603-012423	02/03/2023	215 E INDIANA- PK	2204-5-501-4350100	44.66
ELKHART PUBLIC UTILITIES	4100410104-012723	02/03/2023	SUPERIOR&RIVERVIEW- PK	2204-5-501-4350400	93.99
ELKHART PUBLIC UTILITIES	4208320000-012723	02/03/2023	1020 MCDONALD- PK	2204-5-501-4350400	53.95
INDIANA MICHIGAN POWER	04116178304-013023	02/10/2023	624 E JACKSON- PK	2204-5-501-4350100	80.93
INDIANA MICHIGAN POWER	04196896700-013023	02/10/2023	101 GOSHEN- PK	2204-5-501-4350100	432.47
NORTHERN INDIANA PUBLIC S	2157000015-013023	02/10/2023	1020 MCDONALD- PK	2204-5-501-4350200	421.38
NORTHERN INDIANA PUBLIC S	2157360055-013023	02/10/2023	301 NIBCO- PK	2204-5-501-4350200	409.71
INDIANA MICHIGAN POWER	04058946304-013123	02/10/2023	401 RIVERVIEW- PK	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04215485709-013123	02/10/2023	131 TYLER- PK	2204-5-501-4350100	281.40
INDIANA MICHIGAN POWER	04267434407-020323	02/10/2023	1324 MARGUERITE- PK	2204-5-501-4350100	423.37
ELKHART PUBLIC UTILITIES	1105360000-020323	02/10/2023	701 ARCADE- PK	2204-5-501-4350400	54.46
ELKHART PUBLIC UTILITIES	1105360205-020323	02/10/2023	701 ARCADE- PK	2204-5-501-4350400	156.70
ELKHART PUBLIC UTILITIES	1105360603-020323	02/10/2023	701 ARCADE- PK	2204-5-501-4350400	71.24
ELKHART PUBLIC UTILITIES	1200680000-020323	02/10/2023	500 E BEARDSLEY- PK	2204-5-501-4350400	43.31
ELKHART PUBLIC UTILITIES	1203400000-020323	02/10/2023	1320 OLIVE- PK	2204-5-501-4350400	53.95
Fund 2204 - PARK & RECREATION Total:					17,861.13
Fund: 2520 - PARK PROGRAM					
COMCAST CABLE	0116669-011923	02/03/2023	INTERNET SVC- JAN- PK	2520-5-509-4320400	126.25
INDIANA MICHIGAN POWER	04844997017-020223	02/10/2023	52256 IDEAL BEACH- PK	2520-5-509-4350100	113.10
Fund 2520 - PARK PROGRAM Total:					239.35
Grand Total:					18,100.48

Report Summary

Fund Summary

Fund	Payment Amount
2204 - PARK & RECREATION	17,861.13
2520 - PARK PROGRAM	239.35
Grand Total:	18,100.48

Account Summary

Account Number	Account Name	Payment Amount
2204-5-501-4320400	Telephone & Communic	512.99
2204-5-501-4350100	Electricity	14,406.72
2204-5-501-4350200	Natural Gas	1,862.56
2204-5-501-4350400	Water & Sewer	804.86
2204-5-501-4581000	Unappropriated	274.00
2520-5-509-4320400	Telephone & Communic	126.25
2520-5-509-4350100	Electricity	113.10
Grand Total:		18,100.48

Project Account Summary

Project Account Key	Payment Amount
None	18,100.48
Grand Total:	18,100.48

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

Listed below are the 2023 fees for the Parks & Recreation Department's facility rentals, admissions, and program participation fees.

PAVILION FEES

Cash Key/security deposit	Mandatory	\$300.00	Flat Rate
		Monday-Thursday	Friday-Saturday Sunday & Holidays
High Dive	8 am - 4 pm OR 5 pm - 12 am	\$125.00	\$250.00
McNaughton	8 am - 4 pm OR 5 pm - 12 am	\$100.00	\$225.00
Pierre Moran	8 am - 4 pm OR 5 pm - 12 am	\$85.00	\$200.00
Studebaker	8 am - 4 pm OR 5 pm - 12 am	\$85.00	\$200.00
Willowdale	8 am - 4 pm OR 5 pm - 12 am	\$75.00	\$150.00
		Includes Tax	Includes Tax

SHELTER FEES

American Park Shelter	\$50.00	Per Day
Island Park Band Stand	\$75.00	Per Day
Ken Cantzler Memorial Shelter	\$100.00	Per Day
High Dive Gazebo	\$50.00	Per Day
Roosevelt Park Shelter	\$75.00	Per Day
Sterling Park Shelter	\$75.00	Per Day
*McNaughton Park Band Shell	\$75.00	Per Day
Electricity (where available)	\$50.00	Per Day
*Pavilion rental required due to parking limitations	Includes Tax	

PARK RENTAL FEES

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

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

PAVILION RENTAL CONTRACT VIOLATION FEES

VIOLATION	CHARGE
Doors or windows left open	\$50.00
Damage due to doors or windows left open	TBD by cost of damage per Buildings & Grounds
Failure to turn off appliances or utilities	\$50.00 or TBD by any damage caused
Broken window - Costs \$400 to replace	\$300.00
Incomplete clean-up	Cleaning time x B&G hourly rate
Using rice, bird seed, piñatas, confetti, crepe paper	Cleaning time x B&G hourly rate
Interfering with the rental time of another renter	\$50.00 per hour
Entering or returning to pavilion outside of rental time	\$50.00

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

FACILITY FEES

IDEAL BEACH

Admission & Waterslide	\$8.00	
5 and Under	\$3.00	
Canoe/Kayak Rental	\$5.00	per hour
Group Admission (35+)	\$7.00	
Family Season Pass (up to 6 people)	\$125.00	
Individual Season Pass	\$75.00	
Shelter (Fee + Electric)	\$75.00	includes tax
Facility Rental	\$250.00	per hour plus tax

MCNAUGHTON SPRAY PARK

No admission fee

NIBCO WATER & ICE PARK (EFFECTIVE DECEMBER 1, 2022)

Youth Admission (ages 3-12)	\$6.00	
Adult Admission (ages 13+)	\$8.00	
Ages 2 and Under	Free	
Skate Rental	Free	
Skate Trainer	Free	
Skate Sharpening	\$6.00	
Youth Group Admission (35+)	\$5.00	
Adult Group Admission (35+)	\$7.00	
Private Rental Skate Rental	\$3.00	
Facility Rental	\$175.00	per hour plus tax

PIERRE MORAN POOL

Admission	\$4.00	
2 and under	\$1.00	
Senior Citizens (62+)	\$2.00	
Group Admission (25+)	\$3.00	
Facility Rental	\$250.00	per hour plus tax

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

PROGRAM/RECREATION FEES

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

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

EVENTS

FROSTY 5K & 5 MILE

Registration fee		\$25.00
Early bird fee	(Until January 3)	\$20.00
Shirt	(with pre-registration)	\$12.00
Shirt	(on race day)	\$20.00

FOURTH OF JULY

Food Vendor	\$200-\$400
Glow Toy Vendor	\$100-300

POP-UP MARKETS

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

FARMERS MARKET

Growers	\$150.00 season or \$15.00 per day
Home Based Vendors	\$150.00 season or \$15.00 per day
Artisans (Handmade or homemade items)	\$300.00 season or \$15.00 per day
Direct Sales	\$300.00 season or \$15.00 per day

TOWN GREEN SOCIAL

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

RHAPSODY ARTS & MUSIC FESTIVAL

Gate Entry	up to \$5.00	per person per day
	Free	10 and under
Artisan Vendors	\$100.00	20 feet
	(Additional \$100 with electric)	
Direct Sales and On-Site Services	\$125.00	20 feet
	(Additional \$100 with electric)	
Commercial Services	\$500.00	20 feet
	(Additional \$100 with electric)	
Food Vendor	\$800.00	20 feet
Food Vendor w/ Supply Truck	\$900.00	20 feet w/ electric

City of Elkhart Parks and Recreation Department

2023 Fee Schedule

Food Vendor	\$1,000.00	30 feet
Food Vendor w/ Supply Truck	\$1,100.00	30 feet w/ electric
Non-Profit Food Vendor	\$225.00	
Specialty Food Vendor (No trailer, no electricity)	\$500.00	
Community Organizations and Political Parties	\$50.00	20 feet

EVENTS

RUMMAGE SALES

Set Up Fee	\$15.00-\$25.00
Food Vendor	\$25.00-\$75.00 per date

SUMMER CHILL

Food Vendor	\$25.00-\$75.00 per date
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WINTERFEST

Food Vendor	\$25.00-\$100.00 per date
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DANCES

Various	\$5.00-\$20.00
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City of Elkhart Parks and Recreation Department 2023 Fee Schedule

FIELD AND ACTIVITY FEES

PIERRE MORAN SOFTBALL FIELD	2 fields available	
Field Rental Fee	\$25.00	per field
RIVERVIEW SOFTBALL COMPLEX	4 fields available	
Field rental fee	\$200.00	per field
	\$700.00	per day
Supervisor	\$50.00	per hour
	\$300.00	per day up to 8 hrs
Temporary Fencing	\$75.00	per field
STUDEBAKER SOCCER FIELDS	3 fields available	
Field rental fee	\$25.00	per game
PICKLEBALL	\$1.00	per player
PICKLEBALL & TENNIS COURT RENTALS	\$10.00	per hour per court

GROUP RENTERS

Elkhart Municipal Band	In-kind with contract agreement
Truth in Jazz/Jazz Assemblage	In-kind with contract agreement
New Horizons Band	\$500.00
Elkhart Community Schools	In-kind exchange of use of properties
Elkhart City Entities	No Charge
Neighborhood Associations	No Charge
Non-profit Weekday Rental (5+ Rentals)	25% discount per session
Weekend Group Rentals	Full price
Elkhart Dahlia Society	In-kind services

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

APPROVED this 21st Day of February 2023

by the CITY OF ELKHART BOARD OF PARKS AND RECREATION

Sarah Santerre

President

Nekeisha Alayna Alexis

Vice President

Mark Datema

Secretary

Treasurer



CONTRACT # 4073534

Date: 1/26/2023
 New/Renewal: NEW
 Account Executive: Paul Ochs
 Phone: 574-233-2101

CONTRACTED DIRECTLY BY ADVERTISER	
Customer #	809487-0
Name	CITY OF ELKHART - PARKS & RECREATION DEP
Address	1320 BENHAM AVE
City/State/Zip	ELKHART, IN 46516
Contact	Sherry Krask
Email Address	sherry.krask@coel.org
Phone #	(574) 295-7275
Fax #	
P.O./ Reference #	
Advertiser/Product	CITY OF ELKHART - PARKS & RECREATION DEP
Campaign	Farmers Market

Production/Other Services

Department	Plant	Production Type	Misc	Service Dates	# Service Periods	Invest Per Period	Cost
Poster Flex	454 Lamar Advertising of Northeast Indiana	1 poster panel 3581		04/24/23	1	\$150.00	\$150.00
Total Production/Other Services Costs:							\$150.00

Space

# of Panels: 1								Billing Cycle: Every 4 weeks		
Panel # TAB ID	Market	Location	Illum	Media Type	Size	Misc	Service Dates	# Service Periods	Invest Per Period	Cost
3581 441742	454-ELKHART, IN	Elkhart Ave W/O Johnson SS	Yes	Poster	12' 0" x 25' 0"		05/08/23-06/04/23	1	\$600.00	\$600.00
Total Space Costs:										\$600.00
Total Costs:										\$750.00

Special Considerations: Discount based on availability.

Advertiser authorizes and instructs The Lamar Companies (Lamar) to display in good and workmanlike manner, and to maintain for the terms set forth above, outdoor advertising displays described above or on the attached list. In consideration thereof, Advertiser agrees to pay Lamar all contracted amounts within thirty (30) days after the date of billing. Advertiser acknowledges and agrees to be bound by the terms and conditions on all pages of this contract.

The Agency representing this Advertiser in the contract executes this contract as an agent for a disclosed principal, but hereby expressly agrees to be liable jointly and severally and in solidio with Advertiser for the full and faithful performance of Advertiser's obligations hereunder. Agency waives notice of default and consents to all extensions of payment.

The undersigned representative or agent of Advertiser hereby warrants to Lamar that he/she is the Media Buyer

(Officer/Title)

of the Advertiser and is authorized to execute this contract on behalf of the Advertiser.

Customer:	CITY OF ELKHART - PARKS & RECREATION DEP
Signature:	(signature above)
Name:	(print name above)
Date:	(date above)

THE LAMAR COMPANIES

This contract is NOT BINDING UNTIL ACCEPTED by a Lamar General Manager.

ACCOUNT EXECUTIVE: Paul Ochs

GENERAL MANAGER

DATE



**CONTRACT # 4073534****STANDARD CONDITIONS**

1. **Late Artwork:** The Advertiser must provide or approve art work, materials and installation instructions ten (10) days prior to the initial Service Date. In the case of default in furnishing or approval of art work by Advertiser, billing will occur on the initial Service Date.
2. **Copyright/Trademark:** Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character contents or subject matter of any copy displayed or produced pursuant to this contract.
3. **Payment Terms:** Lamar will, from time to time at intervals following commencement of service, bill Advertiser at the address on the face hereof. Advertiser will pay Lamar within thirty (30) days after the date of invoice. If Advertiser fails to pay any invoice when it is due, in addition to amounts payable thereunder, Advertiser will promptly reimburse collection costs, including reasonable attorney's fees plus a monthly service charge at the rate of 1.5% of the outstanding balance of the invoice to the extent permitted by applicable law. Delinquent payment will be considered a breach of this contract. Payments will be applied as designated by the Advertiser; non designated payments will be applied to the oldest invoices outstanding.
4. **Service Interruptions:** If Lamar is prevented from posting or maintaining any of the spaces by causes beyond its control of whatever nature, including but not limited to acts of God, strikes, work stoppages or picketing, or in the event of damage or destruction of any of the spaces, or in the event Lamar is unable to deliver any portion of the service required in this contract, including buses in repair, or maintenance, this contract shall not terminate. Credit shall be allowed to Advertiser at the standard rates of Lamar for such space or service for the period that such space or service shall not be furnished or shall be discontinued or suspended. In the case of illumination, should there be more than a 50% loss of illumination, a 20% pro-rata credit based on four week billing will be given. If this contract requires illumination, it will be provided from dusk until 11:00p.m. Lamar may discharge this credit, at its option, by furnishing advertising service on substitute space, to be reasonably approved by Advertiser, or by extending the term of the advertising service on the same space for a period beyond the expiration date. The substituted or extended service shall be of a value equal to the amount of such credit.
5. **Entire Agreement:** This contract, all pages, constitutes the entire agreement between Lamar and Advertiser. Lamar shall not be bound by any stipulations, conditions, or agreements not set forth in this contract. Waiver by Lamar of any breach of any provision shall not constitute a waiver of any other breach of that provision or any other provision.
6. **Copy Acceptance:** Lamar reserves the right to determine if copy and design are in good taste and within the moral standards of the individual communities in which it is to be displayed. Lamar reserves the right to reject or remove any copy either before or after installation, including immediate termination of this contract.
7. **Termination:** All contracts are non-cancellable by Advertiser without the written consent of Lamar. Breach of any provisions contained in this contract may result in cancellation of this contract by Lamar.
8. **Materials/Storage:** Production materials will be held at customer's written request. Storage fees may apply.
9. **Installation Lead Time:** A leeway of five (5) working days from the initial Service Date is required to complete the installation of all non-digital displays.
10. **Customer Provided Production:** The Advertiser is responsible for producing and shipping copy production. Advertiser is responsible for all space costs involved in the event production does not reach Lamar by the established Service Dates. These materials must be produced in compliance with Lamar production specifications and must come with a 60 day warranty against fading and tearing.
11. **Bulletin Enhancements:** Cutouts/extensions, where allowed, are limited in size to 5 feet above, and 2 feet to the sides and 1 foot below normal display area. The basic fabrication charge is for a maximum 12 months.
12. **Assignment:** Advertiser shall not sublet, resell, transfer, donate or assign any advertising space without the prior written consent of Lamar.





ELKHART BOARD OF WORKS 2022 USE & EVENT PERMIT APPLICATION

229 South 2nd 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: EPD5K-9 Run DATE(S) REQUESTED May 13th, 2023

LOCATION/VENUE REQUESTED Elkhart High School – East / American Park / Riverwalk

LOCATION/VENUE 2ND CHOICE REQUESTED _____

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☐ Yes

APPLICANT INFORMATION

NAME OF APPLICANT

Cpl. Jared Davies

NAME OF EVENT ORGANIZER/PRODUCER

PRODUCTION COMPANY/ORGANIZATION

Elkhart Police Department

STREET ADDRESS
175 Water Fall Drive

APT/UNIT/SUITE

CITY
Elkhart

STATE
IN

ZIP CODE
46516

E-MAIL ADDRESS

Jared.davies@elkhartpolice.org

DAYTIME PHONE
574-327-4385

FAX

CELL PHONE

EVENT DAY ON-SITE CONTACT * REQUIRED
Cpl. Jared Davies #436

DAYTIME PHONE

CELL PHONE
574-327-4385

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?

(Please check No or Yes Below)

☐ No ☒ Yes → Name of Organization: _____

NAME OF SPONSORING ORGANIZATION CONTACT

SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION

CITY

ZIP CODE

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

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

(Please check No or Yes below.)

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

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

(Please check No or Yes below.)

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

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 10:00AM

Finish Time: 1:00PM

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

SET-UP TIME(S)

From: 7AM

To: 10AM

TEAR-DOWN

From: 1PM

To: 3PM

EXPECTED NUMBER OF PARTICIPANTS:

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

2022 NUMBER OF PARTICIPANTS: 120

2021 NUMBER OF PARTICIPANTS: 171

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

(Please check No or Yes below.)

☐ No

☒ Yes

Event Name: EPD 5K-9 Run

Location: Elkhart High School - East

Date: May 21st 2022

EVENT DESCRIPTION

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

☒ Walk/Run

☐ Cultural Event

☐ Other event, please describe:

☐ Art Fair/Festival

☐ Public Rally/March

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

3rd annual 5K hosted by the Elkhart Police Department K9 unit. The event features a 5K run and 1-mile walk. This is a family fun event and is dog friendly (must be leashed)

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

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

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

FOOD AND ALCOHOLIC BEVERAGES:

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

(Please check the appropriate response.)

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

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

If applicable  Name of Caterer/Vendor: _____

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 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 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 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**  **Traffic Control** _____

Number of Emergency Management Staff Requested

- ☐ \$50.00 Minimum of two Event Personnel 2
☐ \$25.00 Event Personnel each per event _____

Total Cost \$ N/A

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 → Police related event; traffic control _____

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 Closing: Prairie St
Please mark all that may apply:

Street Closed From: Waterfall (north side of intersection) To: South of York Wood Apartments

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☐ No ☒ Yes → Number of Structures: _____
→ Description(s): _____

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

BOARD OF WORKS PERMITS

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

N/A

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

N/A

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): Jared Davies

Contact cell number (area code plus number): 574-327-4385

EVENT MAPS

SITE MAP (Required for all Applicants)

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

ROUTE MAP (Runs, Walks, Bike Rides)

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

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

ELKHART COUNTY HEALTH DEPARTMENT

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.

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

Have you?

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

Certificates of Insurance should include the following under additionally insured:

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

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

Submit your completed application to:

For Parks:

City of Elkhart Parks & Recreation Board
Use & Event Permitting
229 South 2nd Street
Elkhart, IN 46516
Phone (574) 295-7275
Email:elkhartcityparkspermits@coei.org

For Board of Works:

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

INDEMNIFICATION, WAIVER AND RELEASE

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

APPLICANT SIGNATURE

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

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

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

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

Cpl. Jared Davies #436

PRINTED NAME OF APPLICANT

/s/ Cpl. Jared Davies #436

SIGNATURE OF APPLICANT

1/6/2023

DATE

WITNESSED: Clerk of the Board of Works

Date_____

APPROVED: BOARD OF PUBLIC WORKS

President

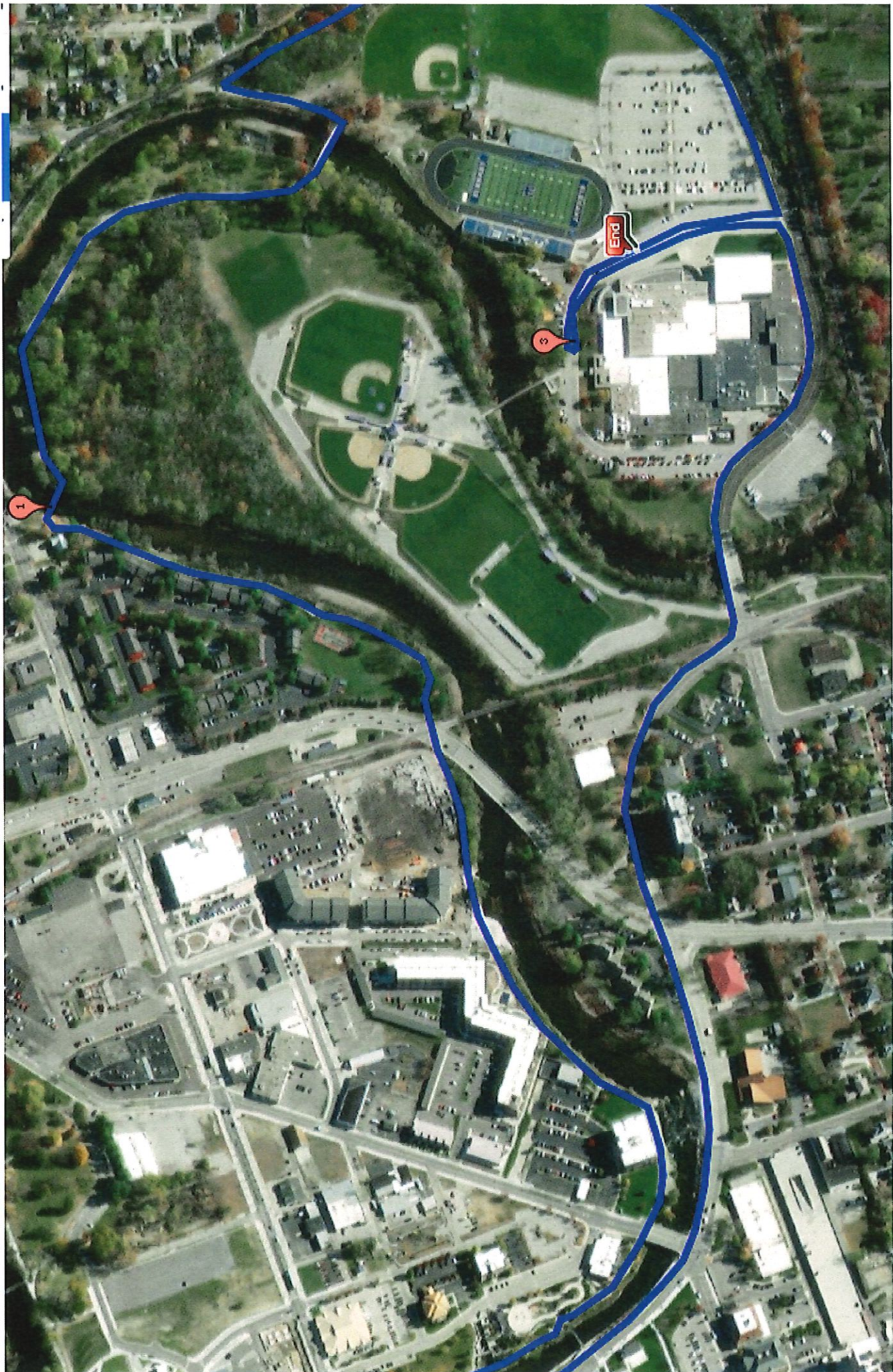
Date_____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date_____





ELKHART POLICE DEPARTMENT

ACTION PLAN

For

EPD 5K-9 Run / 1-mile Walk



Prepared by:

Cpl. Jared Davies

SITUATION or EVENT

Describe situation or event below

The K-9 units 5K-9 Fun Run / 1-mile walk is a community oriented event. Race participants race will start at Elkhart High School East, travel through American Park and along the Riverwalk. 2022 race had approximately 120 participants. We are anticipating approximately 175 participants this year. This event is dog friendly (1-mile walk).

STREET CLOSINGS

List all street closures including projected times of closure and opening.

The following road closures will be needed once the first participant reaches the area until the last participant leaves the area.

- North side of the intersection at Prairie Street / Waterfall TO Prairie Street, South of York Wood Apartments
- North side of the intersection at Waterfall Dr / Elkhart Ave

EMERGENCY VEHICLE RESPONSE

On large event, list emergency entrance and exit points below

The event is centrally located near the Police Department and Fire Station 1. All emergency vehicles will be about and can easily access the staging area at Elkhart High School East and any portion of the race route.

PERSONNEL

List assignment teams and/or officers needed for plan below

- OIC: Cpl. Jared Davies #436
- Plus (4) K-9 officers
- Plus (2) CRB officers (requested)
- Plus (2) EMA officers (requested)
- Plus Fire Department medical UTV (requested)
- Community Volunteers (approximately 5)

SPECIAL REQUESTS OR PERMITS:

List any special event requests or permits

- Street Closure request

ACTION PLAN SUMMARY:

Type detailed description on how this plan is going to be implemented and done.

Briefing Date/Time: 5-13-2021 / 0700 hours

Event set up: 0730 to 0830

Race Start time: 1000 hours

Plan: The race route will be clearly marked. EMA units will assist with the two road closures. Traffic cones will be utilized along race route where public sidewalk is used. Officers and volunteers will be positioned along the race route. Volunteers will assist as race guides. Officers will be on standby to assist and call for medical response if needed. In case of criminal action, officers will use discretion on how to best handle the situation. PD shift units will be summoned if needed.

EVENT RULES

- Practice proper social distancing measures
- All pets must be leashed