

**Goshen Parks and Recreation Board
Regular Meeting Agenda
City Courts Building, 111 East Jefferson Street, Goshen, Indiana
Monday March 15, 2020, 4:30 PM**

- I. Call to Order**
- II. Motion to Amend Agenda**
- III. Approval of the February 15, 2021, Park Board Minutes**
- IV. Approval of Parks and Recreation Payable Docket, January 2021**

January, 2021 Payable Docket

Personnel Services	\$81,606.56
Supplies	\$9,737.82
Other Services and Charges	\$9,774.24
Capital Outlays	\$0.00
Non-Appropriated	\$656.00
<u>Total Payable Docket</u>	<u>\$101,774.62</u>

Approval of Parks and Recreation Gifts January, 2021

Gift Expenditures

<u>Total Gift Expenditures</u>	<u>\$0.00</u>
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Gift Revenue

Park Gift/Interest	\$39.88
ENV/Donations	\$500.00
<u>Total Gift Revenues</u>	<u>\$539.88</u>

- V. Public Presentations and Correspondence**
None
- VI. Approval of Superintendent and Director Reports**
- VII. New Business**
 - 1.) CHH Event Application - Heyde
 - 2.) Recreation Service Agreements - Stephens
- VIII. Old Business**
None

Distribution:

Park Department	Parks and Recreation Board	Others	Media
Tanya Heyde	Roger Nafziger	Jeremy Stutsman, Mayor	Goshen News
Kevin Yoder	Bill Veenstra	Donald Shuler, Attorney	Elkhart Truth
Kimberlee Stephens	Jennifer Shell	Adam Scharf, City Clerk/Treasurer	The Paper
Staycie Howland	James Wellington	Matt Schrock, City Council	File
	Barbara Swartley	Julia King, City Council	
		Jake B. Smith, Youth Advisor	

Park Board Signatures:

Approved this Monday, March 15, 2021

Roger Nafziger, Member

Jennifer Shell, President

James Wellington, Member

Barbara Swartley, Vice President

Bill Veenstra, Secretary ATTEST: _____

GOSHEN PARKS AND RECREATION PARK BOARD MINUTES

Date: February 15, 2021

Time: 5:30pm

Place: City Courts Building, 111 East Jefferson Street, Goshen, Indiana

Virtually Present: Jennifer Shell, President; Roger Nafziger, Member; Jim Wellington, Member
Barbara Swartley, Vice President.

Also, Physically Present: Tanya Heyde, Superintendent; Kimberlee Stephens; Recreation Supervisor;
Staycie Howland, Administrative Office; Don Shuler, Park Attorney; **Virtually Present:** Matt Schrock,
Council; Jacob Smith, Youth Advisor; Kevin Yoder, Maintenance Director.

We begin this meeting during a declared public health emergency covering all of the State of Indiana. Board member (s) Jennifer Shell, President; Barbara Swartley, Vice President; Roger Nafziger, Member; and Jim Wellington, Member are participating in this meeting by electronic communication pursuant to Governor Holcomb's Executive Orders 21-03, as well as guidance from Indiana Public Access Counsellor Luke Britt. Additionally Mayor Stutsman's Executive Order 2021-01 has directed public meetings for the City of Goshen including this one be conducted with virtual public access and in accordance with the rules for virtual meetings issued by the administration. Superintendent Tanya Heyde and Park Attorney Don Shuler are physically present in council chambers along with park staff Kimberlee Stephens and Staycie Howland.

I. Call to Order

Shell called the meeting to order at 5:35 PM.

II. Motion to Amend Agenda

Heyde stated New Business Item #3.) Recreation Service Agreements, needed to be removed. Heyde explained it was a standing agenda item and there were no agreements to be presented.

Wellington asked Don Shuler to clarify when the public agenda can be amended and when it should not. Wellington made an example of last month when an item needed to be brought back to the board as an action item to be voted on as opposed to being listed as a public presentation item.

Shuler explained it depends on the type of item that is being added or removed to or from the agenda. Shuler stated removing items, typographic errors and administrative items should be acted on during the Motion to Amend the Agenda while other items need be posted under New Business to ensure the public has opportunity for review and comment. Wellington stated in years past items have been added and acted on.

On a motion by Wellington, Seconded by Nafziger, ayes carried.

III. Approval January 2021 Park Board Minutes

Shell called for a motion to approve the Park Board Minutes for January 2021. On a motion by Wellington, Seconded by Nafziger, ayes carried.

IV. Approval of Park Payable Docket, December 2020

Shell called for a motion to approve the Payable Docket for December 2020. On a motion by Wellington, Seconded by Swartley, ayes carried.

Approval of Park Gifts Expenditures, December 2020

Shell asked why the total Gift Expenditures is \$0.00 because there was \$1000.00 in expenditures. Howland explained the total was not carried down properly and the total should in fact be \$1000.00.

Nafziger asked what a donation for ENV/ \$5400.00 was for on the financial reports. Heyde explained it was the Environmental Resilience Department's donation and that this line is still being recorded on the Park Department's reporting. Heyde stated we would continue to report on the lines until the account was removed from the Park Department's reports.

Shell called for a motion to approve the Gift Expenditures for December 2020. On a motion by Wellington, Seconded by Nafziger, ayes carried.

Approval of Park Gifts Revenue, for December 2020

Shell called for a motion to approve the Gift Revenue for December 2020. On a motion by Wellington, Seconded by Nafziger, ayes carried.

V. Public Presentations and Correspondence

None

VI. Approval of Superintendent and Director Reports

Shell called for a motion to approve the Superintendent and Supervisor Reports for January 2021 as presented. On a motion by Wellington, Seconded by Nafziger, ayes carried.

VII. New Business

1. Park Board Meeting Time

Heyde stated at the previous Park Board meeting, changing the Board's meeting time was discussed. Heyde presented the Board with results from the poll that was taken to gather input on adjusting the meeting time of the Park Board.

Shell stated she noticed Veenstra did not respond to the poll.

Heyde explained, as circulated in the packet, the majority respondents voted for the Park Board meeting to take place at 4:30pm.

Swartley stated she did not have a strong preference personally and would be available any of the times listed. Swartley added the importance for governmental agencies to make themselves as accessible as possible to the public. Swartley went to say for many people taking off early from work is just not an option at least not without loss of income. We serve all the people of Goshen.

Wellington stated the Plan Commission meets earlier and the public is able to make it to that meeting as well as the Board of Works and The Board of Zoning Appeals.

Nafziger and Shell stated they were concerned with meeting at an earlier time as well but was in favor of the time change.

On a motion by Wellington, Seconded by Nafziger, ayes carried.

2.) **Rules for Public Meetings**

Heyde presented the Board with the new Rules for Public Meetings included in the Mayor's most recent Executive Order. Heyde stated the meetings are now open to the public and that we do have the means to meet and social distance. Heyde asked the Board what their preference would be, to meet in person or continue virtually.

Wellington asked if the Board could continue to meet virtually. Heyde explained as is outlined in the Executive Order, the decision to meet virtually or in person would be at the discretion of the City Department Head.

Members expressed interest in continuing to meet virtually until they can be fully vaccinated or as long as allowed. Heyde noted, as outlined in the Executive Order, members need to use audio and video when meeting virtually. Heyde also added if members have connectivity issues, laptops are available for use in the Council Chambers.

Discussion

Wellington thanked the Maintenance staff for going the extra mile and mowing a portion of the mountain bike trails.

Shell asked how popular the Valentine Grams were. Stephens explained we sold close to 100. Stephens informed the Board the recipients really enjoyed them.

Heyde stated the Parks would have a presentation at the February 16 Joint School Board City Council Meeting regarding the re-opening of the Parks and the proposed location for the new Maintenance Shop. Heyde invited the Board to attend the School Board meeting if they would like to see the presentation. Heyde explained access the link to join the meeting virtually can be found on the city website's calendar.

VIII. Old Business

None

Park Board Signatures:

Approved this Monday, March 15, 2021

Roger Nafziger, Member

Jennifer Shell, President

James Wellington, Member

Barbara Swartley, Vice President

Bill Veenstra, Secretary ATTEST: _____

BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: JANUARY 31ST, 2021

204-PARKS AND RECREATION

CULTURE AND RECREATION

08.33% OF YEAR COMP.

NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>						
204-550-00-411.0130 P&R/FULL-TIME PERSON	645,000.00	645,000.00	48,933.39	48,933.39	7.59	596,066.61
204-550-00-411.0140 P&R/PART-TIME PERSON	410,000.00	410,000.00	5,272.06	5,272.06	1.29	404,727.94
204-550-00-411.0151 P&R/INCREMENT PAY	13,600.00	13,600.00	1,700.00	1,700.00	12.50	11,900.00
204-550-00-411.0152 P&R/LONGEVITY	4,000.00	4,000.00	2,000.00	2,000.00	50.00	2,000.00
204-550-00-411.0160 P&R/OVERTIME	4,100.00	4,100.00	0.00	0.00	0.00	4,100.00
204-550-00-413.0100 P&R/FICA MATCH	69,000.00	69,000.00	3,343.22	3,343.22	4.85	65,656.78
204-550-00-413.0200 P&R/MEDICARE	16,200.00	16,200.00	781.88	781.88	4.83	15,418.12
204-550-00-413.0300 P&R/RETIREMENT	98,000.00	98,000.00	3,456.49	3,456.49	3.53	94,543.51
204-550-00-413.0400 P&R/UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-413.0501 P&R/HEALTH INSURANCE	217,000.00	217,000.00	16,019.52	16,019.52	7.38	200,980.48
204-550-00-413.0700 P&R/CELL PHONE	2,400.00	2,400.00	100.00	100.00	4.17	2,300.00
204-550-00-413.0701 P&R/CLOTHING/BOOT/FI	2,075.00	2,075.00	0.00	0.00	0.00	2,075.00
204-550-00-413.0702 P&R/CLOTHING	<u>6,200.00</u>	<u>6,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,200.00</u>
TOTAL PERSONAL SERVICES	1,487,575.00	1,487,575.00	81,606.56	81,606.56	5.49	1,405,968.44

SUPPLIES

204-550-00-421.0200 P&R/STATIONERY & PRI	500.00	500.00	0.00	0.00	0.00	500.00
204-550-00-421.0501 P&R/OTHER OFFICE EXP	3,200.00	3,200.00	173.75	173.75	5.43	3,026.25
204-550-00-422.0151 P&R/OTHER OPERATING	2,590.00	2,590.00	0.00	0.00	0.00	2,590.00
204-550-00-422.0152 P&R/PAINT	5,000.00	5,000.00	505.11	505.11	10.10	4,494.89
204-550-00-422.0153 P&R/GENERAL PROGRAM	28,000.00	28,000.00	2,676.78	2,676.78	9.56	25,323.22
204-550-00-422.0154 P&R/OTHER EQUIPMENT	5,000.00	5,000.00	1,750.00	1,750.00	35.00	3,250.00
204-550-00-422.0210 P&R/GASOLINE, DIESEL,	32,000.00	32,000.00	19.06	19.06	0.06	31,980.94
204-550-00-422.0251 P&R/OTHER GARAGE & M	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
204-550-00-422.0311 P&R/INSTITUTIONAL &	21,000.00	21,000.00	1,131.67	1,131.67	5.39	19,868.33
204-550-00-423.0110 P&R/BLDG MATRS& SUPP	30,000.00	31,680.00	3,402.08	3,402.08	10.74	28,277.92
204-550-00-423.0125 P&R/STREET, ALLEY, & SE	32,300.00	32,300.00	0.00	0.00	0.00	32,300.00
204-550-00-423.0201 P&R/REPAIR PARTS	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00
204-550-00-423.0301 P&R/MACHINERY & TOOL	4,000.00	4,000.00	14.99	14.99	0.37	3,985.01
204-550-00-429.0000 P&R/MEMORIAL TREES	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-429.0001 P&R/PROGRAM SUPPLIES	35,000.00	35,000.00	13.41	13.41	0.04	34,986.59
204-550-00-429.0002 P&R/OTHER SUPPLIES	<u>30,560.00</u>	<u>30,560.00</u>	<u>50.97</u>	<u>50.97</u>	<u>0.17</u>	<u>30,509.03</u>
TOTAL SUPPLIES	234,150.00	235,830.00	9,737.82	9,737.82	4.13	226,092.18

OTHER SERVICES/CHARGES

204-550-00-431.0500 P&R/SERVICES CONTRAC	113,700.00	113,700.00	364.00	364.00	0.32	113,336.00
204-550-00-431.0501 P&R/TREE PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0502 P&R/TREES PLANTED	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0503 P&R/OTHER PROFESSION	30,000.00	30,000.00	625.00	625.00	2.08	29,375.00
204-550-00-431.0504 P&R/STREET TREE MAIN	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0505 P&R/LANDSCAPING	17,450.00	17,450.00	0.00	0.00	0.00	17,450.00
204-550-00-431.0506 P&R/TREE TRIM REMOVA	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0507 P&R/LEGAL REIMB	6,000.00	6,000.00	74.40	74.40	1.24	5,925.60
204-550-00-432.0201 P&R/POSTAGE	500.00	500.00	110.00	110.00	22.00	390.00
204-550-00-432.0300 P&R/TRAVEL EXPENSES	500.00	500.00	0.00	0.00	0.00	500.00
204-550-00-432.0401 P&R/TELEPHONE	10,000.00	10,000.00	737.13	737.13	7.37	9,262.87
204-550-00-433.0200 P&R/PUBLICATION LEGA	150.00	150.00	0.00	0.00	0.00	150.00

BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: JANUARY 31ST, 2021

204-PARKS AND RECREATION

CULTURE AND RECREATION

08.33% OF YEAR COMP.

NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
204-550-00-433.0501 P&R/OTHER PRINTING &	22,500.00	22,500.00	212.95	212.95	0.95	22,287.05
204-550-00-434.0500 P&R/COMPREHENSIVE PL	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-435.0101 P&R/ELECTRICITY & GA	75,000.00	75,000.00	3,253.11	3,253.11	4.34	71,746.89
204-550-00-435.0401 P&R/WATER & SEWER	53,500.00	53,500.00	416.69	416.69	0.78	53,083.31
204-550-00-435.0501 P&R/STORMWATER FEES	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
204-550-00-436.0101 P&R/REPAIRS TO BLDG	70,000.00	70,000.00	0.00	0.00	0.00	70,000.00
204-550-00-436.0201 P&R/REPAIRS TO EQUIP	6,000.00	6,000.00	2,550.76	2,550.76	42.51	3,449.24
204-550-00-436.0501 P&R/MAINTENANCE CONT	51,000.00	51,000.00	1,263.81	1,263.81	2.48	49,736.19
204-550-00-436.0502 P&R/SWIM POOL	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00
204-550-00-437.0201 P&R/RENTAL EQUIPMENT	4,000.00	4,000.00	63.67	63.67	1.59	3,936.33
204-550-00-439.0301 P&R/SUBSCRIPTION & D	1,250.00	1,250.00	102.72	102.72	8.22	1,147.28
204-550-00-439.0910 P&R/EDUCATION	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00
204-550-00-439.1000 P&R/COMMUNITY CENTER	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER SERVICES/CHARGES	493,550.00	493,550.00	9,774.24	9,774.24	1.98	483,775.76
<u>CAPITAL OUTLAYS</u>						
204-550-00-442.0001 P&R/CAPITAL PROJECTS	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
204-550-00-442.0100 P&R/INFRASTRUCTURE C	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
204-550-00-445.0200 P&R/MOTOR VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-445.0500 P&R/PLAYGROUND EQUIP	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00
TOTAL CAPITAL OUTLAYS	262,000.00	262,000.00	0.00	0.00	0.00	262,000.00
<u>UNAPPROPRIATED</u>						
204-550-00-452.0000 TRANSFERS-HEALTH INS	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-452.0004 P&R/TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-459.0000 P&R/SALES TAX	4,500.00	4,500.00	56.00	56.00	1.24	4,444.00
204-550-00-459.1000 P&R/FACILITY SALES T	100.00	100.00	0.00	0.00	0.00	100.00
204-550-00-499.0001 P&R/NON-APPROPRIATED	0.00	0.00	600.00	600.00	0.00	(600.00)
TOTAL UNAPPROPRIATED	4,600.00	4,600.00	656.00	656.00	14.26	3,944.00
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TOTAL NON-DEPARTMENTAL	2,481,875.00	2,483,555.00	101,774.62	101,774.62	4.10	2,381,780.38
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TOTAL CULTURE AND RECREATION	2,481,875.00	2,483,555.00	101,774.62	101,774.62	4.10	2,381,780.38
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TOTAL EXPENDITURES	2,481,875.00	2,483,555.00	101,774.62	101,774.62	4.10	2,381,780.38
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AS OF: JANUARY 31ST, 2021

08.33% OF YEAR COMP.

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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OTHER SERVICES/CHARGES						
275-550-00-439.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0028 PARK GIFT/COMMUNITY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0501 PARK GIFT/BFKST WITH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0502 PARK GIFT/DADDY-DAUG	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0503 PARK GIFT/GGH CANCER	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0504 PARK GIFT/KIDS TRYAT	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0506 PARK GIFT/RIETH INT	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0507 PARK GIFT/TENNIS LES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0508 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0511 PARK GIFT/SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0513 PARK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0514 PARK GIFT/MEMORIAL	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0515 PARK GIFT/SPECIAL EV	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0516 PARK GIFT/BALLET	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0517 PARK GIFT/TOMMY'S KI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0519 PARK GIFT/NIPSCO TRE	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0520 PARK GIFT/POOL RCPTS	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0521 PARK GIFT/GAS TAX FO	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0525 PARK GIFT/ARBOR DAY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0527 PARK GIFT/RECYCLING	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0529 PARK GIFT/FLAG FOOTB	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0530 PARK GIFT/HEAD GATES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0532 PK GIFT/FIDLER POND	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0533 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0534 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0536 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0537 PK GIFT/BARK PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0538 PK GIFT/MISC DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0539 PK GIFT/MILL ST PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0540 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0541 PK GIFT/PICKLEBALL G	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0542 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0543 PK GIFT/ADULT TRYATH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0544 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER SERVICES/CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
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TOTAL NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00
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TOTAL CULTURE AND RECREATION	0.00	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00

BUDGET TO ACTUAL REVENUE (UNAUDITED)

AS OF: JANUARY 31ST, 2021

275-PARK GIFT FUND

CULTURE AND RECREATION

08.33% OF YEAR COMP.

NON-DEPARTMENTAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CULTURE AND RECREATION</u>						
275-450-00-347.0201 PK GIFT/GGH CANCER T	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE AND RECREATION	0.00	0.00	0.00	0.00	0.00	0.00
<u>MISCELLANEOUS</u>						
275-450-00-360.0100 PK GIFT/BREAKFAST W/	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-360.0101 PK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
<u>CONTRIBUTIONS</u>						
275-450-00-367.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0010 PF GIFT/ SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0011 PK GIFT/ INTEREST	0.00	0.00	39.88	39.88	0.00 (39.88)
275-450-00-367.0012 PK GIFT/BALLET PROGR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0013 PK GIFT/DADDY-DAUGHT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0014 PK GIFT/KIDS TRYATHA	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0015 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0016 PK GIFT/POOL RECEIPT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0017 PK GIFT/RIC PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0018 PK GIFT/TOMMY'S KIDS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0019 PK GIFT/NIPSCO TREE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0021 PK GIFT/GAS TAX FOR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0022 PK GIFT/SPEC EVENT S	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0023 PK GIFT/TENNIS LESSO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0024 PK GIFT/RIETH PARK G	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0025 PK GIFT/ARBOR DAY RE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0026 PK GIFT/MEMORIAL BEN	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0027 PK GIFT/RECYCLING DO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0028 PK GIFT/COMMUNITY CE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0029 PK GIFT/FLAG FOOTBAL	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0030 PK GIFT/HEAD GATES L	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0032 PK GIFT/FIDLER POND	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0033 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0034 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0035 PK GIFT/BICYCLE ADVI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0036 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0037 PK GIFT/BARK PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0038 PK GIFT/MISC DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0039 PK GIFT/MILL ST PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0040 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0041 PK GIFT/PICKLEBALL G	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0042 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0043 PK GIFT/ADULT TRYATH	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0044 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0045 ENV/GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0046 ENV/DONATIONS	0.00	0.00	500.00	500.00	0.00 (500.00)
TOTAL CONTRIBUTIONS	0.00	0.00	539.88	539.88	0.00 (539.88)

CITY OF GOSHEN
BUDGET TO ACTUAL REVENUE (UNAUDITED)
AS OF: JANUARY 31ST, 2021

275-PARK GIFT FUND
CULTURE AND RECREATION
NON-DEPARTMENTAL

08.33% OF YEAR COMP.

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
TOTAL NON-DEPARTMENTAL	0.00	0.00	539.88	539.88	0.00 (539.88)
<hr/>						
TOTAL CULTURE AND RECREATION	0.00	0.00	539.88	539.88	0.00 (539.88)
<hr/>						
TOTAL REVENUES	0.00	0.00	539.88	539.88	0.00 (539.88)
	=====	=====	=====	=====	=====	=====

**Goshen Park and Recreation Department
Superintendent's Park Board Report
Tanya Heyde, February – March 2021**

Winter 2020 – 2021 (COVID-19)

- Parks Dept. is following several safe practices implemented by City including, virtual meetings, distancing, face masks, emergency management operations and remote work when able and self-monitoring symptoms.
- Detailed procedures for inter-departmental video/tele communications, non-contact processes for payment claims, payroll, clocking in/out, etc.
- On March 13, the department's classes, programs and events were cancelled through the end of April. As part of the Parks reopening guide, individual classes and programs will be evaluated, modified, replaced or cancelled accordingly.
- Beginning on March 23 and through the end of April, city buildings are closed to the public. **Update:** The City is working on a reopening plan that will include city buildings.
- Following Governor Holcomb's Executive Order on March 23, Goshen Parks closed its 13 playgrounds, and one outdoor fitness area. We have posted signs and later added caution tape to the areas. **Update:** Reopening playgrounds is part of the parks reopening guide and are anticipated to open May 24.
- Annually, Goshen Parks does not open non-heated public restrooms, begin sports leagues, open sports fields and reservations, and pavilion use until April 15. However, three restrooms are heated and open year round, those restrooms are at Abshire Park, Shanklin Park's Warming House by the pond and Rieth Interpretive Center. On April 2, Goshen Parks closed those public restrooms. **Update:** Parks restrooms are part of the reopening guide and are anticipated to open May 24.
- On Friday, April 2, in Mayor Stutsman's Executive Order, 20-04, he requested all city employees, except those designated as part of a department's emergency operations team stay at home and isolate themselves for two weeks, beginning April 6. Goshen Parks is currently operating with very limited staff, and only for critical purposes through Friday April 17. **Update:** In an effort to continue city services, Parks has phased back full-time staff, part-time staff and seasonal staff beginning April 20 and continuing through current.
- In an effort to deter gatherings that have been happening, on April 6, Goshen Parks closed athletic fields, athletic courts and the skate park. **Update:** Athletic courts and fields are part of the parks reopening guide and are anticipated to open May 24.
- On May 1, Governor Holcomb released the Back on Track Indiana Plan providing reopening phases and guidelines for reopening.
- On May 18, the City released the City's Return to Work Plan and the Parks Reopening Guide. On May 21, the Governor issued Executive Order 20-28 changing the May 24 opening of playgrounds to shall remain closed. On May 22, Parks updated the reopening guide to reflect the same change. The Parks reopening Guide is included in the June packet since its update to the original from May.
- The latest executive order, 20-09, dated May 29 from Mayor Stutsman outlines several return to work processes, time off, access to public buildings, public meetings, etc. The order is included in the June Park Board packet and can be found on the City website.
- Park staff along with other city departments are self-monitoring for symptoms, checking temperatures and logging the data daily in a citywide tracking system.
- GPRD's first ever virtual class will be held this June, Youth Dance. Other adult fitness classes begin to resume outdoors where distancing guidelines can be met. Youth pick up and take garden boxes happening May /June.
- The Governor's Executive Order 20-32, released June 11, regarding Back on Track Indiana: Stage 4, addresses playgrounds may reopen beginning June 12. GPRD's playgrounds are now scheduled to open Monday, June 15. This will allow time to remove closed signs and post CDC guidelines.
- In response to the Governor's Executive Order 20-32, Goshen Parks developed and submitted to the Elkhart County Health Department, a response plan for park programs outlining the steps being taken, and to be taken, to ensure social distancing, increased sanitation and overall protection of competitors, coaches, staff and spectators.
- In May, while the State percentage of new positive cases were decreasing, Elkhart County was ranked number 10 as most likely to have the next COVID-19 outbreak. As the economy had reopened the data showed a spread issue with daily cases rising from 4-9% in the first few months of the virus reaching Elkhart County to 20-25% at the end of May.
- By Resolution number 2020-18, dated June 15, 2020, the Elkhart County Commissioners endorsed the Elkhart County health Department's guidance on wearing face coverings and recommended a reduction in the maximum number of attendees at any private or public gathering.

- On June 29, the City departments developed a public access policy and procedures for individual city offices, Parks specific policy presented to the Board at the July 17, 2020 meeting.
- The Elkhart County Health Department issued Public Health Order No. 01-2020 mandating face coverings effective June 30, 2020 and until rescinded.
- The Governor's Executive Order 20-35, dated July 1, 2020, Back on Track Indiana: Stage 4.5, states Elkhart County will not transition into Stage 4.5; Elkhart County will remain in Stage 4 through July 17, 2020.
- The Goshen City Common Council through Resolution 2020-18, on July 7, 2020, endorsed the Elkhart County Health Department's mandate on wearing face coverings and recommending a reduction in the maximum number of attendees at any private or public gathering to 50.
- Effective July 9, Goshen parks closed splash pads and indoor rental facilities.
- Effective August 1, 2020, Elkhart County joined the rest of the State in the continuation of Stage 4.5 through Executive Order 20-39, dated July 30, 2020.
- The Rieth Park, Walnut Park and the new Rotary Club splash pad at Pringle Park re-opened on Friday, August 21.
- Effective Monday, July 27, Governor Holcomb enacted Executive Order 20-37, Face covering Requirement. Goshen Parks through existing COVID-19 Health Plans, public access policies and City policies, have in place requirements for face coverings.
- On September 24, 2020, Governor Holcomb signed Executive Order 20-43 moving the State to Stage 5. A color-coded monitoring system is conducted by the State Health Department and broken down by county and is coded according to positivity ratings and other metrics. Face coverings are required at indoor public places and outdoor public spaces when distancing cannot be achieved unless exempt. The Executive Order requires business COVID-Response Plans, and increases gathering size up to 500 people, event plans are required for gatherings of over 500 to be reviewed and approved by the local health department.
- On October 6, Mayor Stutsman signed Executive Order 2020-13 updating for the latest State Orders and entering Stage 5 of reopening. The Executive Order states the Parks and Recreation Department shall be open during normal, posted business hours; for programming run by the Parks and Recreation Department; and for scheduled rentals.
- The Parks and Recreation Department re-opened rental facilities to building capacities.
- On November 10, 2020, Mayor Stutsman signed Executive Order 2020-15 that includes limited access to public buildings, additional safe work practices, restrictions for public meetings and hearings, standards to remain home from work and work related and personal travel. The entire executive order may be viewed at the City website, <https://goshenindiana.org/covid19>.
- The Park Department Office closed to the public beginning Thursday, November 12, 2020.
- On Wednesday, November 11, 2020, Governor Holcomb announced new restrictions during the current COVID-19 surge, stepping the State back from Stage 5. The Governor stated a color-coded system is used to determine a county's positivity rate and other factors. When a county is in the orange level, as Elkhart County currently is, gatherings will be limited at 50 people, larger events will require local health department approval and attendance at school and recreational athletic events is reduced to 25 percent capacity. An Executive Order has not yet been released.
- The Park Department will limit gathering size in rental facilities.
- On November 18, 2020, Elkhart County's color designation on the Indiana State Department of Health's county metrics map elevated to red, the highest advisory level.
- On November 18, 2020, The Elkhart County Health Department signed public health order 06-2020 implementing requirements for businesses and entities including a COVID-19 Response Plan, gatherings and meetings, special events and non-compliant actions and enforcement. The order also limits gatherings and meetings to 25 people or less.
- On November 20, 2020, Mayor Stutsman issued Executive Order 2020-16, altering the previous order by updating safe work practices, public meetings and hearings to be open to the public virtually rather than in person and timing for staff COVID testing when ill or exposed, to align with health standards. Parks and Recreation Board meeting attendance is specifically outlined in the executive order as follows:

Parks and Recreation Board - The Parks Superintendent, a virtual meeting technology operator, the Board's Attorney, and a staff member recording the meeting shall attend all meetings in person.

Additionally, the executive order states:

iii. Members of Council, boards and commissions are expected to attend electronically with both an audio and visual connection in a private location, and the City shall provide electronic access to all members who do not have access to electronic means for connection to meetings.

The executive order in its entirety is included in December's Park Board meeting packet.

- On November 18, 2020 in light of the County being elevated to red metric, Parks and Recreation cancelled adult sports, fitness classes and closed rentals of indoor facilities.
- Governor Holcomb signed two new executive orders, Executive Order 21-02 and Executive Order 21-03. EO 21-02 is the third continuation of the county-based measures and restrictions to prevent the spread of COVID-19 first put in place under EO 20-43. The measures will now remain in effect through 11:59 p.m. on Sunday, February 28, 2021.
- Mayor Stutsman signed executive order 2021-01 on February 2 to match building closures and public meetings with the State color metric system.
- On February 25, 2021 Governor Holcomb signed Executive Order 21-06, the fourth continuation of county based measures and restrictions based on the impact and spread of the Coronavirus disease.
- On March 9, 2021 Mayor Stutsman signed Executive Order 2021-02 creating more distinguishing aspects between the color metrics, updated quarantine standards and safe work practices.
- In Response to the two new Executive Orders, the Parks and Recreation Department has initiated contact with Elkhart County Health Department on guidance for reopening plans for programs, classes, events and facility rentals. Parks has developed facility rental standards that follow the color metrics set forth. Parks continues to develop safety plans for programs and events and submit to the Health Department for review. An outline is included in the Board's March packet for action.

Staff: The vacant full-time Maintenance position has been filled. Aaron Tricker's first day was March 1.

CDL, Certified Pool Operator, and Certified Playground Inspector certification courses are being set up for the three staff members hired during the past few months.

Seasonal job descriptions will be prepared in March for posting.

Volunteers: Partnerships/Networking:

- Elkhart County Convention and Visitors Bureau – Quilt Garden (Abshire Park) & Tours, possible cross promoting of Elkhart County and parks.
- Lippert Components – Looking forward to scheduling a community service date.
- Goshen Community Schools – Shared facility use, summer lunch program, Engineering Tech Students cardboard boat launches at Fidler Pond Park.
- Vibrant Communities – City representation at Organizing Group meetings.
- East Goshen Neighborhood Association – Dog Park
- Goshen Public Library – Story Walk, Rieth Interpretive Center trail; outdoor story time.
- Elkhart County Waterways Alliance – EnFocus along with representatives from Goshen, Elkhart County, Elkhart City, Elkhart County Convention and Visitors Bureau, Middlebury and Bristol are meeting monthly to discuss area waterways and to develop a waterways plan.
- MACOG – Millrace Trail counter.
- Goshen Neighborhood Associations – Neighborhood picnics, adopted landscaped areas, neighborhood events.
- PAC – Pumpkinvine Advisory Committee, Goshen, Elkhart County, Middlebury, Shipshewana and Friends of the Pumpkinvine.
- Master Gardeners – Rieth Interpretive Center
- Community Gardens – Hay Park, Allan J. Kauffman Park and Burdick Park.
- Elkhart County Community Foundation – Kids' and Teens' Triathlon, Youth Sailing Camp, Inclusive Playground, Vibrant Communities.
- Lincoln Highway Association – Fidler Pond Gazebo, landscaping and signage, visits by tour groups.
- Goshen Historical Society – Rotating displays for the Wayne Wogoman Welcome Center and Rieth Interpretive Center. Powerhouse & train viewing station planning.

General Projects:

- Developing re-opening plan and submitting safety plans to the Elkhart County Health Department for comment and review.
- Center for Healing and Hope (CHH) COVID-19 testing site – The City is hosting CHH at Shanklin Park and Schrock Pavilion to better accommodate the vehicular traffic the site generates. An updated agreement will be presented to the Board at March's meeting for an extension to the current agreement through March 25.

- Certified Park and Recreation Professional Certification process through the National Parks and Recreation Association. The certification is the national standard for all parks and recreation professionals and will afford us to make a bigger impact on our community and to ensure proficiency.
- Working with Elkhart County Archivist, Indiana State and Clerk Treasurers Office to get our files and records on a retention schedule and shred those that no longer need to be kept. Parks will develop a file and retention policy alongside this process developing a comprehensive file system from this year forward.
- Goshen Parks application for the National Parks and Recreation Associations Commission for Accreditation of Park and Recreation Agencies (ACPRA) was accepted. The certification is a self-assessment of standards that will develop into internal processes, policies and procedures. The outcomes will assist the department by making operations, communication and documentation more effective as well as providing quality assurance and quality improvement. The accreditation process will span over two years and will require reaccreditation every five years.
- Dog Park – Planning with Engineering Department and Utilities Special Ops Team for spring groundbreaking.
- Tyler Joldersma Skate Park – The skateboard equipment is in need of replacement. Working to establish an equipment selection committee with interested community members to gather input and feedback. Because the park is located in a floodway, equipment suppliers may be limited according to the material used for the structures. The department will likely be looking into metal, above ground ramps. The department will seek consultation services for an overall concept and design considering additional park amenities that will need repair/replacement in the coming years. Abonmarche is assisting the department with park plans. Skatepark equipment will be replaced this year.
- City Safety Committee – Since the Pandemic, safety committee meetings have been postponed. In the meantime, Parks receives weekly Ask the Expert emails containing safety and health topics for the workplace. Staff is working on updating safety practices using the city's Target Solutions online modules. The safety modules are also used for onboarding new staff.
- Pumpkinvine Advisory Committee – Friends of the Pumpkinvine continue to work on Gap 2 by completing a wetland delineation report that showed wetland on a 100 foot section. Negotiations are being made to exchange land to by-pass the wetlands. Brainstormed ideas for the Annual dinner gathering, possibly outdoors. The donation signs have been installed and bike repair stations should be delivered by May. Discussions for funding and support for a FOPV and Pac staff member continue. Next meeting is May 11.
- Disc Golf Course – Received approval from the DNR. Baskets have been installed, signs have been ordered and concrete is scheduled for March 25.
- Plymouth Avenue; Old Park Office – Indiana DNR permit was received 1/15/2021. The Street Department and Maintenance staff demolished the buildings and structures the second week of March.
- Goshen Dam/Mike Puro Plaza – Working with Elkhart County Parks Department and ERRA regarding replacement of existing pier with a floating dock. Working with Legal Department regarding an interlocal agreement with Elkhart County Parks Department that currently grants the County Board legislative and supervisory control of the City owned parcel. Parks has requested a quote from Abonmarche to perform land survey services at the site.
- Beachy Forest mountain bike trails – There is some new interest in the use and maintenance of the mountain bike trails. Legal Department suggests a land use lease with private landowners and posting signs. Parks will address these two items this spring.
- School Trips – Board approved to waive GCS field trip fees, working to update fee schedule and facility usage manual.

February Accomplishments:

February Accomplishments:

Goshen Parks and Recreation will be resuming programming with strict COVID-19 mitigation strategies in place. When necessary a COVID-19 Health Plan will be submitted to the Elkhart County Health Department for approval.

- **Pickleball**
 - Nets will be put up on March 1.
- **Champion Force Cheerleading**
 - Program will resume indoor Schrock once Center for Healing Hope is not utilizing the facility for COVID testing.
- **Youth Ballet**
 - Winter 2021, Zoom sessions start February 1 through April 20.
- **Adult Programs**
 - All adult sports and fitness will resume with COVID-19 mitigation strategies in place.
 - COVID 19 Health Plans for Adult Softball and Volleyball Leagues have been created and submitted to the Elkhart County Health Department for approval.

- Pound Fit will resume indoors with strict COVID mitigations and limited capacity.
- Zumba will resume outdoors at Pringle Park in the spring.
- New: VIBE Classes-dance fitness classes starting on March 9.
- **Youth Programs**
 - All youth camps and leagues will resume for the summer with strict COVID mitigation strategies and limited capacities.
- **New Programming**
 - VIBE Dance Fitness Classes
 - Working in collaboration with the Goshen Public Library to implement winter programming while social distancing for families.
 - Working in collaboration with the Goshen Public Library to construct two new story walks one at Hay Park and the other location is TBD.
 - Working in collaboration with the Goshen Public Library to provide outdoor program for the youth at Pringle Park over the summer.
- **Mullet Park Disc Golf Course**
 - The permit application was submitted and accepted by the IDNR.
 - Public notice will be mailed out to all area residents.
 - Once we receive approval from the DNR, we will take the next steps to complete the disc golf course.
 - Baskets have been purchased.
- **Special Event Plans**
 - Touch-A-Truck event plans were submitted to the Elkhart County Health Department for approval.
 - Movies in the park event plans were submitted to the Elkhart County Health Department for approval.
 - The kids and adult triathlon plans are in the process of being created and will be submitted to for approval.
 - The Maple City Walk event plans are in the process of being created and will be submitted for approval.
- **COVID 19**
 - Creating a reopening comprehensive plan for all programs, leagues, camps, and rentals per the current State, local and public health orders.
 - Working with the Elkhart County Health Department to obtain approval for our comprehensive reopening plan.
 - Working on all programs and events to ensure we are following the CDC guidelines.
 - Working to ensure all staff is properly trained and following safe practices.
 - Attending IPRA and NPRA Virtual Town Halls, and WebEx meetings as they pertain to programming and events due to the pandemic.
- **Financials**
 - Working on the 2020 annual report.
- **Social Media and Web Pages**
 - Daily updating and advertising on all platforms.
 - Kids Triathlon, RTQ and Maple City Walk pages have all been updated with the current 2021 event plans.
- **DDC and Shanklin Pool**
 - Creating a comprehensive reopening plan in accordance with all local, State and public health orders.
 - Plans do not need approval from the Elkhart County Health Department.

Committees/New Initiatives

Vibrant Communities Leadership Team

- Attend biweekly meetings and events as schedules.
- Keep records and updates for other Goshen City Offices.

Safety Committee

- Assign OSHA required modules to all park staff
- Monitor completion requirements for modules
- Implementing training and severe weather policies.
- Implementing and ensuring summer staff is following all safety procedures including COVID 19 safety measures.

Pumpkinvine Committee

- Attend bimonthly meetings

CAPRA Accreditation through NPRA

- Submitted the initial application for approval and it was approved.
- Working on creating, implementing and documenting all standards per CAPRA.
- Site visit is planned for spring of 2022.

National Parks and Recreation

- Preparing for the Certified Park and Recreation Professional Examination.

March Goals

- Daily preparations for upcoming 2021 spring/summer seasonal camps, pool, DDC and special events.
- Continue to secure programming dates, facilities, and instructors for 2021.
- Continue working on proposed dog park, and multipurpose pavilion initiatives.
- Continue to attend Safety committee and Pumpkinvine committee meetings.
- Continue working on the 2020 Annual Report and end of the year financials.
- Continue working on the accreditation process for CAPRA.
- Continue attending all meetings and committee events as scheduled.
- Continue working on programming as it relates to COVID 19.
- Continue working on Disc Golf course.

Maintenance Development Director: Kevin Yoder

February Accomplishments:

- Clean grates
- Playground inspections – 2
- Bridge inspection
- Plow 14 days
- Install new hinge on south west door at Schrock Pavilion (glass doctor)
- Start new employee Marty Beard
- Remove snow and salt art alley 2 times
- Take scrap steel in to Omni Source
- Unstack picnic tables and pick up broken collection table at Kauffman Park
- Organize in maintenance shop
- Take white board from chambers building to Abshire cabin for meeting
- Check furnace in Welcome center and found it working properly
- Look at insulation in Rieth Interpretive Center and Administration Office with Slagel Insulation
- Remove main circulation pump at pool and take in to have pump and motor rebuilt
- Rebuild and install collection table that was destroyed by vandals at Kauffman Park
- Reinstall the other collection table that post was broken by vandals at Kauffman Park
 - (Will need to remove broken post and install new post once ground thaws)
- Move desk in courts building

March Objectives:

- Playground inspections
- Bridge inspection
- Plow snow as needed
- General repairs
- Paint and repair picnic tables
- Organize in maintenance shop
- Remove steel roof and aluminum siding from old office before demo
- Start new employee

Facility Coordinator: Frank Shula

February Accomplishments:

- Keep inventory of cleaning supplies, order supplies when needed.
- Organize supplies at all facilities on ongoing basis and stock
- Supervise cleaning/rental. Show potential renters facilities
- Plow snow at Shanklin, Pringle, Kauffman, Rogers, Reith Center and Model Dr. when needed. Also shovel and salt sidewalks.
- Removed ice buildup at office
- Report maintenance issues that I am unable to repair. Serve as contact person during emergencies, during working and non- working hours; responds to emergencies when appropriate.
- Sent completed grease traps to waste water and fog inspector monthly (Feb26).
- Help Clean along with staff/cleaned and set up for meeting at Abshire
- Open restrooms in staff absence
- AED Quotes

- Portable restroom quotes
- Paper recycle cans for offices
- Finished a target solutions that I had left

March Objectives:

- Check parks and trails
- Put away supplies when delivered and re organize supplies at maintenance shop
- Supervise cleaning and help clean/shovel/salt if needed
- Send Grease trap reports for end of Feb
- Replant office plants
- Set up Sherry and Jon with new target solutions

Park Board Signatures:

Approved this **Monday, March 15, 2021**

Roger Nafziger, Member

Jennifer Shell, President

James Wellington, Member

Barbara Swartley, Vice-President

Bill Veenstra, Secretary: _____

SPECIAL USE Event APPLICATION

This application is to be filled out if your event is open to the public, seeks commercial sales or will have a large number of people, AND/OR is any other **out-of-the-ordinary use of the parks**, such as festivals or concerts; races, runs, rides, or walks; benefits/fundraisers that are open to the public; film/photo shoots; large corporate functions, athletic events, tournaments, church picnics, weddings; or events that draw an amount of people that exceeds the established Facility capacity. **Events that involve commercial sales or which are commercial events are subject to Goshen Park and Recreation Board approval. All other special events are subject to approval by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.** (Ord. No. 4294, § 11, 6-7-2005) 7.1.1.12 Solicitations, commercial sales and commercial photography prohibited. Sec. 12 No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation Department.** The person must conspicuously post such permission at the site of such activity.

Facility or shelter rental will be required in conjunction with Special Event.

Please fill out this application as completely as possible. You do not have permission for your event until your application has been approved, all deposits and rental fees paid in full, and a permit is issued to you from the Park Department.

You can contact Goshen Parks and Recreation Department Administration Office at 574-534-2901 in order to obtain blank copies of this "Special Use Event Application" and/or obtain other pertinent information about event-organizing in the City of Goshen Parks.

Name of Organization or Group organizing the event: _____

1. Name of Event: **Center for Healing Hope State Sponsored COVID-19 Testing Site**
2. Main Contact Person: **Missy Schrock**
3. Mailing Address: **PO Box 195 Goshen, IN 46527-0195**

Street
City
State
Zip Code
4. E-mail Address: **mkschrock@chhclinics.org**
5. Office/Home Phone #: **574-534-4744 x206** Day-of-Event Cell Phone #: **574-849-9753**
6. Fax #: **574-537-1186** Website for organization: **www.chhclinics.org**
7. 1st Choice Event Date: **See below** 2nd Choice: _____ 3rd choice: _____
8. Event Time (Approximate start/end; including set up & clean up) **Use of the facilities will commence on Monday, March 1 and continue through March 25, unless terminated by either party with a 14 day notice to the other party.**

Desired Park: **Shanklin Park and Schrock Pavilion** Is your event open to the general public **Yes, Dates and times of program operation are: Mondays & Wednesdays 12:00 pm – 5:30 pm; Tuesdays and Fridays 10:00 AM – 3:30 PM; Saturdays, 10:00 AM – 12:00 PM.**

9. Please check the box for the type of Permit you are requesting according to the expected attendance.

☐ Special Event Permit (up to 250 people) \$25 fee payable to City of Goshen (See Below)

☐ Special Event Permit (251-1000 people) \$100 fee payable to City of Goshen

[] Special Event Permit (over 1000 people) \$250 fee payable to City of Goshen

Please describe what type of event are you proposing? (For examples see first paragraph of this form)

Center for Healing Hope is a state of Indiana sponsored COVID-19 testing site. The request is for Shanklin Park to offer the space needed for vehicular traffic to flow through the testing stations (see appendix A for map) without causing roadway backups. Schrock Pavilion will be used by staff and volunteers for a warming station, use of restroom facilities and for storage space of supplies and equipment. Visitors remain in their vehicles throughout the testing process. Because of the Pandemic and benefit of a State testing site located in Goshen, the request is that the park spaces detailed in appendix A, Schrock Pavilion and park equipment be used at no cost.

Please describe the requested location/s within the park, or provide a map of the space requested and/or of the Walk/Run/Ride Route: Please see appendix A for detailed map of spaces to be used as well as parking plan.

COMMERICAL EVENT OR COMMERCIAL PRODUCTS:

Do you plan to sell tickets ahead of time? No If so, according to Ordinance 4294, Rules and Regulations for Parks and Other Recreational Areas in the City of Goshen, Section Twelve, "Solicitations, Commercial Sales and Commercial Photography Prohibited": *No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation.** The person must conspicuously post such permission at the site of such activity.*

Parks Reservation System – Pavilion Reservations, please visit or contact the Park Administration Office, 524 E Jackson St, Goshen, Indiana, 574-534-2901.

1. Request a Facility or Location
2. Request a Date
3. Make Reservation
4. Complete the Facility Rental Permit
5. If your event is a private community fundraiser/benefit and a facility rental is not available, a flat fee of \$100.00 will be attached for administration, custodial and facility maintenance cost. GPRD will facilitate no more than four (4) benefits per year.

- Name and address of person organizing fundraiser: (If different from above)

Name_____Address:_____

- City:_____, State_____ Postal Zip Code _____.

Email:_____Phone: (____) ____-_____.

- How and what media will be utilized to promote your fundraiser/benefit?

- Have you conducted any other fundraisers/benefit in the calendar year?_____
- The person or family intended to benefit from fundraiser must be a resident of the City of Goshen
- Documentation of benefit need is required, along with permission from the individual to divulge the information

- A certificate of insurance is required for all fundraisers/benefits.
- If a private fundraiser/benefit non-profit rates for facility rental and/or recreation equipment would apply .Mon.-Thurs.

6. Do you have a Non-Profit Status? Yes

- ☐ Attached is Non-Profit supporting certificates with Federal ID #)

7. *If your event is before April 15th, or after October 15th, Open Air Pavilions and restrooms are winterized and/or not maintained during this period (Enclosed pavilions with restrooms are still available during the winter).*

8. PLEASE NOTE: *Your organization may be required to rent additional facilities in order to account for the parking your event requires. See “Parking/Shuttles” section below for details.*

9. *If you would like to rent the Shanklin Swimming Pool please contact us directly for venue specific regulations and availability. For pool rental fees and lifeguard requirements refer to “Shanklin Pool Rental”.*

10. *If your organization would like to request use of sport fields see “Athletic Field Use”.*

Please List all facilities and locations you will be using:

Shanklin Park ball diamond #1 parking lot for employee and volunteer parking and overflow parking; Shanklin Park ball diamond #2 parking lot for trailer and carport parking for visitor testing check-in; Shanklin Park ball diamond #3 parking lot for tent for visitor testing information collection; Schrock Pavilion for volunteer and employee warming, storage space and restroom use; Schrock Pavilion tents will cover walking space/stairway connecting the building to the parking lot when the testing tent will be housed; parking space between Schrock Pavilion and Tommy’s Kids Castle will serve for visitors to wait in their vehicles for test results. The Shanklin Park roadway will serve the vehicular traffic flow to each station.

Event [Certificate of Liability](#) - If your event qualifies as “[Special Event Usage](#)”, please obtain and submit a copy of your or your organization’s “Certificate of Liability” or “One Day Event Insurance” that indicates proof of General Liability Insurance, and that lists City of Goshen, Parks and Recreation Department, 524 E Jackson St, Goshen, IN, 46526, as “additional insured”, \$1,000,000 Bodily Injury liability and \$1,000,000 Property Damage liability Each Occurrence. This coverage is specific to your event only. A certificate of liability can be obtained with your insurance provider. If you do not carry insurance, event insurance can be purchased independently with an event insurance provider. The City of Goshen does not provide event insurance.

Once you’ve obtained your Certificate of Liability or Event Insurance Certificate, please submit it to the Goshen Parks and Recreation Department via e-mail: goshenparks@goshencity.com, fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

A Certificate of Liability will be obtained and submitted to the Parks and Recreation Department covering the events for the dates outlined in this application.

[Athletic Field Use](#) - If your event will occupy the athletic fields adjacent to or nearby your Enclosed and/or Open Air

Pavilion/Event area, or you specifically require the use of said fields, you will be required to rent those fields according to usage at the rates indicated below. There are many sports leagues that use the athletic fields, therefore, necessary arrangements will need to be coordinated with the GPRD Sport Leagues Director.

1. Which athletic fields will your event require?

Softball / Baseball Diamonds \$25 + tax per two hour game (plus light charge, per hour automatic after 8:00 pm)

Shanklin Park Diamond #1 _____ Diamond #2 _____ Diamond #3 _____

Rogers Park Baseball Diamond _____

Athletic Fields \$40.00/field/Court per (2) two hour rental:

Pringle Soccer Field #1 _____ #2 _____ Pringle Football Field _____

Pringle Park Sand Volleyball Courts #1 _____ #2 _____ #4 _____ #5 _____ #6 _____

Rogers Park Sand Volleyball Court #1 _____ #2 _____

Parking/Shuttles - If your event will require additional parking beyond the spaces designated

to your Enclosed and/or Open Air Pavilion/Field space, or your event parking encroaches on other park facility parking areas that you haven't rented, rendering them unavailable for other potential renters, we may require that you rent additional Shelters/Lodges/Field space/s. In some cases, you may need to organize a shuttle service to and from a remote location in order to account for all of your parking needs. *Parking on the grass is only allowed with special permission from the City of Goshen Parks and Recreation Department and only during favorable ground/weather conditions. Parking on grass, if approved, will require a \$25/hr sports field rentals or \$100.00 for a day event, 7am. – 10 pm.*

1. How many volunteers will work parking at your event? _____

2. Please describe below or attach a description of your parking plan if your event requires more parking than is available at the Shelter/s and Lodge/s that you have rented? _____

Pool Rental – Special Event Usage:

Pool rentals are offered on Saturdays and Sundays, from 10:00 AM - 12:00 PM, or 7:00 PM - 9:00 PM.

Rental Date Requested: _____
Day Month, Date, Year

Name of Organization/Renter: _____

Contact Person's Name: _____ Phone Number: (____) _____

Address: _____ City: _____ State: ____ Zip Code: _____

There must be at least one adult attending per 10 youth in your group.

This rental is for _____ and there will be _____ youth and _____ adults attending
(Special Event Usage as listed above i.e. birthday party, reunion, etc.) (# of youth) (# of adults)

for a total of _____ guests.

Rental Fees for Shanklin Pool:

Pool Rental is \$225.00 + tax (\$15.75) per two hour time slot (minimum of 2 hours required), for up to 30 guests. For parties that exceed 30 guests, one additional lifeguard per ten guests, over 30, is required. The additional lifeguard fee is \$24.00 for two hours. This rental agreement must be accompanied with payment and received by the Goshen Parks & Recreation Department for your rental to be confirmed.

Invoices - You can request to have one invoice written for all your fees, so you can pay for everything with one transaction. However, all fees must be paid in full prior to event. Please contact Park Staff for details, 574-534-2901.

Rules and Regulations

The Permittee:

1. Must have a **"person in charge"** over the age of 18 available onsite for the entire event.
 2. Must perform all required maintenance and clean-up of entire site during and after the event.
 3. All Special Use Events are carry-in/carry-out, which means you must take your trash out of the park; we do not provide dumpsters or trash cans for Special Use Events.
 4. Is responsible for payment for costs related to event and any damages to area or equipment.
 5. Must possess Special Event Usage Permit during the event.
-

Logistics Summary & Checklist

1. Please check each box as you complete, or put an "NA" in boxes that are not applicable.
2. Please fill out this application as completely as possible.
3. You do not have permission for your event until a Permit is approved and issued to you from the Parks Department.
4. Please submit your completed application, via fax: 574-349-6672, email: goshenparks@goshencity.com, US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.
5. The "Special Event Application" is available at the City of Goshen Parks and Recreation Department. To obtain other pertinent information about event-organizing, please contact the Goshen Parks and Recreation Department, 524 E Jackson St, Goshen, Indiana 46526, 574-534-2901.

Event Details

Please provide the details and specifics for your event so that the on-site Facility Coordinator/Staff can best prepare for, facilitate, and accommodate your event. This summary should include ANY pertinent or relevant details, specifics, information, requests, needs, or requirements that will help make your event run as smoothly as possible.

(Attach a separate sheet if necessary)

☐ 1. Timeline/Schedule for Event - Please provide us with the basic timeline of your event, including arrival time for set up, walk/run/activities start time, factoring in clean up, and departure time.

Please note that any early arrivals (i.e. before 7 am) must be specifically discussed and confirmed with Goshen Parks and Recreation Department Facility Coordinator, Phone: 574-534-2901.

☐ 2. Map/Layout of your Event - Please provide us with a map or description that outlines items such as the space you plan to use, the route of your walk/run, and the placement of tents, Porta-Johns, dumpsters, etc. See appendix A attached

Please note that the City of Goshen Parks and Recreation Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.

Center for Healing Hope is a state of Indiana sponsored COVID-19 testing site. The request is for Shanklin Park to offer the space needed for vehicular traffic to flow through COVID-19 testing stations (see appendix A for map) without causing City roadway backups. Schrock Pavilion will be used by staff and volunteers for a warming station, use of restroom facilities and for storage space of supplies and equipment. Visitors remain in their vehicles throughout the testing process. The request is that the park spaces detailed in appendix A as well as Schrock Pavilion and park equipment be used at no cost. Parking lots will be used as follows: Shanklin Park ball diamond #1 parking lot for employee and volunteer parking and overflow parking; Shanklin Park ball diamond #2 parking lot for trailer and carport parking for visitor testing check-in; Shanklin Park ball diamond #3 parking lot for tent for visitor testing information collection; Schrock Pavilion and Tommy's Kids Castle will serve for visitors to wait in their vehicles for test results. In addition, the Shanklin Park roadway will serve the vehicular traffic flow to each station. Schrock Pavilion for volunteer and employee warming, storage space and restroom use; Schrock Pavilion tents will cover walking space/stairway connecting the building to the parking lot when the testing tent will be housed. The Center for Healing and Hope will clean used space in Schrock Pavilion during use and secure the building after each use. Traffic control supplies and equipment, signs, non-issue tents and other equipment and supplies will be removed and maintained by Center for Healing and Hope after each days use. Schrock Pavilion will house stored supplies for the duration of the program.

☐ Vendors - Any vendors performing commercial activity in the park (food, goods, or other items)

need to apply for a Single Day Special Sales Permit (information booths do not apply)

1. If your event has multiple/many vendors, you may submit one application on their behalf that includes a list of all vendors, their contact information, any relevant Health Permits, and then submit one payment to cover all Single Day Special Sales Permit Fees.
2. Once you or the Vendors have completed this application, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, email: goshenparks@goshencity.com, US Mail, or in person.
3. Please attach a list of any Vendor/s with this application and the items they plan to sell.
4. Please enter the number of Single Day Special Sales Permits you are requesting in the box below, according to the expected attendance, and fill in the total fees amount in the space to the right.

☐ *Single Day Special Sales Permit (events up to 500 people): \$100 per vendor x # of Permits= \$ _____*

☐ *Single Day Special Sales Permit (events btwn 501-1500 people): \$150 per vendor x # of Permits= \$ _____*

☐ *Single Day Special Sales Permit (events over 1500 people): \$250 per vendor x # of Permits= \$ _____*

☐ Health Department Permit to Operate a Temporary Food Service Establishment

Is your organization or any vendors providing food to the public (donated OR selling OR providing for free) ____yes____no? If yes please consult the Elkhart County Health Department to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment".

This process excludes pre-packaged, sealed, individually-Pre-wrapped, or single-serving items like bottled water, pop, bags of chips, granola bars, etc.

1. For "Food at Events Guidelines" to determine if you might need to obtain a "Permit to Operate a Temporary Food Service Establishment," Contact Elkhart County Health Department at 574-523-2283.
2. Once you or your food providers obtain your Elkhart County Health Dept Permit, please submit, or have the Vendor submit, a copy to the City of Goshen Parks and Recreation Department by email: goshenparks@goshencity.com, via fax 574-349-6672, US Mail, or in person.
3. Please attach a list, with this application, of any group/groups that will be providing, selling, or giving food to members of the general public and the foods they plan to provide.

☐ Special Event Use - Trash and Recycling Policy

All Special Event Use is "Carry In, Carry Out", which means that your group/organization is responsible for the trash and recycling generated during your event. There are no trash cans or dumpsters available at the parks for Special Event Use trash disposal. (see attached "Why Carry In, Carry Out")

If you choose, you may contact any of the local haulers to manage your event's waste and recycling for you.

1. Who is your dumpster provider or trash-management partner? **Center for Healing and Hope will remove and dispose of their accumulated trash each day as well as bio-hazardous waste accordingly.**

2. When will your dumpster/s be dropped off and picked up for your event? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Dumpsters.)*

3. Where will your dumpsters be placed during your event? *(Pavement and/or high, dry ground are strongly recommended)* Contact Park Facility Coordinator for approval of placement. Facility Coordinator name and contact information will be provided at permitting.

☐ Alcohol Policy

No Alcohol permitted at any time in the Goshen Parks or its facilities.

☐ Bathrooms & Porta-Johns

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate the total number of attendees. Also, if your event is before April 15th or after October 15th, some bathroom facilities are closed during this period and may be unavailable for use during this off-season.

The warming building restrooms near the pond will remain open to the public and the City of Goshen Parks and Recreation Department will maintain and clean the public restrooms according to Goshen Park's regular maintenance schedule. Additional restroom facilities are not required.

o In either of the above situations, you may be required to rent Porta-Johns.

o Should you be required to rent Porta-Johns, please include the following information:

1. How many Porta-Johns will you rent for your event? _____ Supplier: _____

2. When will your Porta-Johns be dropped off and picked up? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Porta-Johns.)*

3. Where will your Porta-Johns be set up? *(Pavement and/or high, dry ground are strongly recommended.) Contact Park Facility Coordinator for approval of location, Facility Coordinator name and contact information will be provided at permitting.*

☐ Tent Policy- Tents can only be put up in conjunction with a facility or a shelter rental. Tents without stakes DO NOT require a permit. All other tents require a permit.

In most cases there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you will set up tents larger than (1) 10x10 pop-up. The provider of the tent/s will need to submit their "Certificate of Insurance" to the City of Goshen Parks and Recreation Department that lists City of Goshen as "additional insured". \$1,000,000 liability & \$1,000,000 property damage per occurrence. You may be asked to arrange for utility locates and be responsible for any charges attached to utility locates.

The tent provider must also complete and leave on premises a Section 2403.9 Indiana Fire Code 2008 ed. Form (provided by the GPRD). Tents located at parks with no rental facilities will need to be approved by the Superintendent as authorized by the Goshen Parks and Recreation Board. If Revised 08/2019

the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.

o Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: goshenparks@goshencity.com, US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.

1. Who is your Tent provider? _____

o Tent(s) are to be erected and dismantled the day of the event unless prior arrangements are made and approved by the Facility Coordinator.

2. What Time will the tent(s) be erected: _____ What time will the tent(s) be dismantled: **Tents will be erected on testing site operating days, Monday – Wednesday and Friday – Saturday. Park Department tents used outside of Schrock Pavilion will remain erected until conclusion of program, or until Parks sees fit to accommodate other programs not conflicting with Center for Healing and Hope use.**

(Tables and/or chairs will not be provided by the GPRD and may not be moved from other locations)

3. Where will your tents be set up? *(Depending on ground conditions, the Park Staff may require alternate tent placement.) Contact Park Facility Coordinator for placement approval. Facility Coordinator name and contact information will be provided at permitting.*

See map attached, appendix A.

4. Please enter the number of tents you plan to have at your event in the boxes below, and fill in the total fees amount in the space to the right.

Provided by others:

☐ *Small Tent (11x11 ft up to 30x30 ft.) \$40 impact fee for each tent x # of Tents = \$ _____*

☐ *Large Tent (over 30x30 ft.) \$100 impact fee for each Large Tent x # of Tents = \$ _____*

☐ *Note other:*

☐ Recreation Activities Equipment

If you are renting/using any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, Horse/Pony Rides, Sleigh/Wagon/Hay Rides, or any other recreation activities, the provider of the activity will need to submit their "Certificate of Insurance" to the City of Goshen Park and Recreation Department that lists City of Goshen as "additional insured" for \$1,000,000 liability & \$1,000,000 property damage per occurrence.

Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: goshenparks@goshencity.com, US Mail: 524 E Jackson St., Goshen, Indiana 46526, or in person.

1. Who is/are your recreation activity provider/s? _____

2. When will your Recreation Activities be dropped off/set up and taken down? *(Same day is ideal.)*

3. Where will the recreation activities be set up? _____

Contact Park Facility Coordinator for approval of placement.

4. Please enter the number of Recreational Activities of each kind you plan to have at your event in the box/es below, and fill in the total fees amount in the space to the right. **Any recreational Activity equipment is only permitted in conjunction with facility or shelter rental.**

Provided by others:

☐ Inflatables/Bounce Houses x \$25ea/day = _____ ☐ Dunk booths x 25ea/day= _____

☐ Rock Climbing Walls x \$50ea/day= _____ ☐ Horse/Pony Rides x \$75/day= _____

Provided by GPRD:

☐ Bench Wagon/Hay Rides x \$250/ 2 hours each additional hour \$60.00/hour=\$ _____

(provided by Goshen Parks and Recreation Department)

Portable Bike Rack Rental Program:

6-8 bike units \$60.00 /unit weekly

6-8 bike units \$40.00 / unit 4-day weekend (provided by Goshen Parks and Recreation Department)

Provided by Goshen Parks and Recreation: Use of Onty. 4, 10'x20'x8' enclosed tents; Onty. 3 infrared outdoor heaters to be used for testing site purposes and to remain on site and returned to Goshen Parks upon commencement of program. Goshen Parks will provide Center for Hope and Healing with 3 sets of keys to Schrock Pavilion as well as building security access codes. Keys will be returned upon commencement of program. Center for Healing and Hope will secure the building using issued keys and codes after each use.

☐ Go Green

Please consider reducing the environmental impact of your event by implementing eco-friendly practices. You will protect your parks and our environment, and maybe even reduce your waste disposal costs. Review the attached "Go Green" flyer.

☐ Police Support Services and/or Security

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have any unique risk factors, police presence from local law enforcement, from the City of Goshen Police Department or from a private Security Firm may be required. Please contact the relevant City's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services.

Once you have determined the level of security required, please attach a description of your Police/Sheriff/Security Plan.

1. Total of all Fees Due to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event.

2. **Day of the Event**- On the day of your event, Facility Staff will check in with you and provide contact information for the day. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

PARK RULES

Goshen's parks are open to the public from dawn until 10 pm or until the conclusion of a park-approved activity. Leaving a vehicle within any park after the location has closed is prohibited, except in cases of an emergency or with the consent of the Goshen Parks & Recreation Department. Disturbing, injuring, or removing wildlife and/or vegetation located in any park without written permission of the Goshen Parks & Recreation Department is prohibited. Pets may not be brought into any park unless they are continuously supervised, including promptly repairing any damages caused by the pet and promptly disposing of any excrement left by the pet on park property. THE FOLLOWING ACTIVITIES ARE PROHIBITED in Goshen's parks: camping, erecting or maintaining a tent or other shelter building; using or maintaining a fire unless it is contained in a unit for that purpose; POSSESSION, CONSUMPTION, SALE OR EXCHANGE OF ANY ALCOHOLIC BEVERAGE OR ILLEGAL DRUG; discharge of a firearm, use of a weapon or detonation of an explosive, including fireworks; vandalizing, removing or altering any sign, structure or other park item; solicitation, sale or promotion of any commercial product or commercial event; and bowfishing. In addition, no person shall swim, wade or bathe in any waters that are within any Goshen park or other recreational area unless a lifeguard is on duty at the particular site or unless otherwise posted; wading in such waters as part of entering or exiting a boat or canoe is permitted. The speed limit within all parks is 15 miles per hour. Motorized vehicles are prohibited on all bike and pedestrian trails (except if a person with a disability operates the motorized device). Horses are prohibited on all bike and pedestrian trails. PENALTY FOR ANY OF THE ABOVE OFFENCES IS A FINE OF \$250.

RELEASE AND INDEMNIFICATION AGREEMENT

For and in consideration of the City of Goshen allowing the undersigned to use the facility listed above, the undersigned, my executors, administrators, heirs and assigns, hereby release and agree to indemnify and hold harmless the City of Goshen, the Goshen Park Department, their agents and employees from any and all actions, causes of action, claims and damages whatsoever, which may hereby be made, instituted, filed or recovered against the City of Goshen, the Goshen Park Department, their agents and employees by the undersigned and any person or persons as the result of the suit of the above-named facility or any activity or event located on the premises. The City of Goshen, the Goshen Park Department, their agents and employees are relying on said release and indemnification and hold harmless the undersigned in allowing and permitting the undersigned to use the facility mentioned above.

The agreement is granted with the understanding that I will be responsible for and adhere to all policies listed above and the Release and Indemnification Agreement.


By signing/agreeing, I have read, understand and agree to all of the above.

Signature of Applicant:  Date: 3/9/2021

Goshen Park and Recreation Department:

1. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
2. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage.

I, the undersigned, as the representative of my organization, hereby submit the Special Use Event Application-Event Reservation & Facility Rental for approval. The information and details that I have provided to the City of Goshen Parks and Recreation Department about my event are accurate to the best of my knowledge.



Signature of Applicant

3/9/2021

Date

Signature of Superintendent

Date

Thank you from the City of Goshen Parks and Recreation Department!

Park Board Signatures:

Approved this Monday, March 25, 2021

Roger Nafziger, Member

Jennifer Shell, President

Jim Wellington, Member

Barb Swartley, Vice President

Bill Veenstra, Secretary ATTEST: _____

SERVICE AGREEMENT

This Agreement is entered into this 9 day of March, 2021 by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as "GPRD" and Myra Simpson hereinafter referred to as "Contractor."

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Dance Fitness Instruction services for the following GPRD program/activity:
PROGRAM NAME: VIBE
DAY(S) & TIME(S): Tuesdays 6:15pm -7:30pm
LOCATION: 524 E Jackson Street and outdoor at Pringle Park
START DATE: March 2021
END DATE: December 2021
2. GPRD shall pay Contractor for said services the sum of 65% of Revenue approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation of postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD's reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person's race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor's provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs , attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 607 W. Plymouth Avenue, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN

PARKS AND RECREATION DEPARTMENT

Title:_____

CONTRACTOR

Printed Name:_____
Address:_____

Ph:_____



The Stewardship Series-Print #012

By Charlene Rule

To order write: PO 189 New Paris, IN 46553

Email: char@npcc.net

Tanya, Roger, Jennifer, Barb, Bill, and Jim,

Thank you for your support of
Goshen Community Schools students in
waiving the field trip fee. These are
invaluable outdoor experiences, and thanks
to your willingness to make a change,
they are equally accessible to all.

Sincerely,
Ali Gotwals, GHS