

Minutes of Meeting  
Elkhart Parks and Recreation Board  
Tuesday, January 13th, 2026, 6:00pm  
Elkhart City Hall

**1. Call to Order**

The meeting was called to order at 6:01pm.

**2. Roll Call**

**Members Present:** Mary Luna Duffy, Stephanie Kaczmarczyk, Brianna Hanke

**Others Present:** City Council Member Angie Schaffer, City Administrator Katie Wilson, Mike Kappos, Julie Kruse (Snyder & Assoc)

**3. Approval of January 13th meeting agenda**

Motion to approve the Jan 13th, 2026 meeting agenda, by S. Kaczmarczyk, seconded by Hanke. **Motion carried 3-0**

**4. Approval of Dec 4th Meeting Minutes**

Motion to approve the Dec 4th meeting minutes by S. Kaczmarczyk, seconded by Hanke. **Motion carried 3-0**

**5. New & Misc Business**

- a. Election of 2026 Officers
  - i. S. Kaczmarczyk motioned to approve Mary Luna-Duffy as Chairperson, Hanke as Vice Chair, and S. Kaczmarczyk as Secretary. Hanke seconded. **Motion carried 3-0**
- b. Comprehensive Plan Review & Discussion with Snyder & Associates
  - i. Julie Kruse (Snyder & Assoc) discussed with the board some feedback while completing the public research on the comprehensive plan. The board supplied additional ideas of things we'd like to see in future growth.
- c. Review of applications for open board & recommendation to council
  - i. The board discussed applicants for the vacant positions. S. Kaczmarczyk motioned to recommend Steven Seefeld pending agreement & understanding of the duties and time commitment required. Hanke seconded. **Motion carried 3-0**
- d. Review of 2026 Events & Activities Calendar
  - i. The board set the date for the upcoming Puzzlepalooza for Feb 22nd from 2-4pm. The cut off for sign-ups will be Feb 18th. Max of 12 teams are allowed @ 4 people per team. A sign-up fee will be implemented of \$20 per team to cover costs. Additional money will go towards the parks budget for park & recreational improvements & future events.
  - ii. S. Kaczmarczyk mentioned a potential Easter craft day, discussion will be had in future meetings along with possible postponement to 2027.

**6. Old Business**

- a. Fundraising & Grants

- i. ECBC donation proposal letter
  - 1. The board agreed to change in the letter to trees/plantings, starting with amended soil, turning it into a phased project with lower maintenance.
- ii. Prairie Meadows - Fire Dept priority, need help assembling the grant
  - 1. The board agreed to move forward with the Prairie Meadows application for the new batters cage pending response from Scott Drey, Fire Chief regarding a possible Fire Dept application.
- iii. Iowa Foundation for Parks & Recreation - physical item or equipment, recreational program, or event
  - 1. The board agreed to put this grant on hold & possibly submit it in 2027. S. Kaczmarczyk & Katie Wilson are currently working on the Polk County Community Betterment Grant due at the end of February. Hanke is supplying some drawings & is requesting additional information required for the grant's submission.

#### **7. Tabled for Next Meeting**

#### **8. Adjourned**

Motion to adjourn meeting at 7:38pm by S. Kaczmarczyk, seconded by Hanke. **Motion carried 3-0.**

Next meeting is February 10th, at 6pm at City Hall.