

Minutes of Meeting
Elkhart Parks and Recreation Board
Tuesday, May 12th, 2026, 6:00pm
Elkhart City Hall

1. Call to Order

The meeting was called to order at 6:04pm.

2. Roll Call

Members Present: Mary Luna Duffy, Stephanie Kaczmarczyk, Brianna Hanke, Cheyanne Sipes, Steven Seefeld

Others Present: City Council Member Angie Schaffer, Mike Kappos

3. Approval of May 12th meeting agenda

Motion to approve the May 12th, 2026 meeting agenda, by S. Kaczmarczyk, seconded by Hanke. **Motion carried 5-0**

4. Approval of Apr 14th Meeting Minutes

Motion to approve the Apr 14th meeting minutes by Hanke, seconded by S. Kaczmarczyk. **Motion carried 5-0**

5. Park Updates

- a. Public Works Ponds Update
 - i. S. Kaczmarczyk stated Public Works updates regarding Prairie Pointe Park. Girl Scouts planted Daisies in one of the flower beds at Prairie Pointe Park. S. Kaczmarczyk advised of other new plantings done around the city.
- b. Prairie Pointe Park Vandalism Update
 - i. S. Kaczmarczyk advised the video footage had been reviewed & damage was done by some children. City Council will need review if any repercussions will be required for future vandalism
- c. Update on Memorial Ball Park Maintenance
 - i. Hanke stated ballparks are in good standing currently. The Board will work on a donation proposal to present to ECBC regarding Memorial Ball Field needs.
- d. Memorial Ball Park Use & Rental Policy Discussion
 - i. The Board reviewed several documents presented by Administrator Wilson & suggested edits.

6. Fundraising & Grants

- a. Memorial Ball Fields project help/sponsorship for future field use
 - i. The Board discussed potential sponsorships & future field use including the need for a Park & Recreation Director volunteer position.
- b. 2026 Donation Letter - need specific item for Memorial Ball Park request
 - i. Hanke is working on retrieving the final pieces for the donation letter to be sent out by Luna Duffy.
- c. Girl Scout Troop Donations

- i. The Board discussed this proposal. Hanke is taking the lead for future communication.

7. Parks Programs - Discussion & Planning

- a. Yoga in the Park - May 21st
 - i. Sipes provided the Board updates on the upcoming event in Prairie Pointe Park.
- b. Fishing Derby - June 6th
 - i. Hanke & Seefeld provided the Board updates on the upcoming event to be hosted at Prairie Pointe Park.
- c. Elkhart Days Festival - June 19th - 20th - Float Theme & T-shirts
 - i. The Board proposed float ideas including fishing pool & a miniature playground to be placed on the trailer for the Parade.
- d. Summer Bingo Card
 - i. Sipes will head this project & design a new card for this year.
- e. Kids Art Workshop - July ??
 - i. The Board discussed a potential kids craft event for this coming July. More details in future meetings.

8. Parks Planning

- a. Discussion and possible action of updated community survey
 - i. The Board discussed the updated draft of the survey and approved it to go into survey form with the addition of storytime & Cambridge Public Library Card under city ran events. There will be a second QR code developed for volunteer sign ups.
- b. Discussion for City Volunteer Program - Waiver and Guidelines
 - i. The Board reviewed & discussed the waiver and guidelines. Waiver & guidelines were approved by the Board.

9. Tabled for Next Meeting

10. Adjourned - 7:43pm

Next meeting is June 9th, at 6pm at City Hall.

Action Items:

1. Community Survey (Hanke)
2. Yoga in the Park (Sipes)
3. Project Proposal Form (Luna Duffy & Wilson)
4. Social Media Post Regarding Trash @ PPP (S. Kaczmarczyk & Wilson)
5. Fishing Derby (Seefeld & Hanke)
6. Updates/Suggestions from Rental Policy, Volunteer, & T-Shirt Policy (Kaczmarczyk & Wilson)
7. Donation Letter (Luna Duffy & Hanke)
8. Summer Bingo Card (Sipes) (S. Kaczmarczyk to send past information)
9. Float Theme for Elkhart Days (everyone)