

Minutes of Meeting
Elkhart Parks and Recreation Board
Tuesday, September 8th, 2026, 6:00pm
Elkhart City Hall

1. Call to Order

The meeting was called to order at 6:00pm.

2. Roll Call

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

Others Present: City Council Member Angie Schaffer, Mike Kappos, City Administrator Katie Wilson

3. Approval of September 8th meeting agenda

Motion to approve the September 8th, 2026 meeting agenda, by S. Kaczmarczyk with the addition of ECBC Monster Bash under section 8 & discussion regarding Trees Forever Grant under section 6, seconded by Sipes. **Motion carried 4-0**

4. Approval of August 11th Meeting Minutes

Motion to approve the August 11th meeting minutes by Sipes, seconded by S. Kaczmarczyk. **Motion carried 4-0**

5. Park Updates

- a. Park Safety & Vandalism
 - i. Board discussed potential solutions for repeated vandalism to Prairie Pointe Park.
- b. Native Plant Cleanup & Seeding at Prairie Pointe Park
 - i. Cleaning has been completed, we are currently in the reseeding window.
- c. Memorial Ball Park Maintenance
 - i. No Update, Seefeld has transitioned to the new lead to meet with AES regarding current equipment & maintenance needs. Josh Simoens will be raking the parks one time per week to assist with maintenance instead of having renters hand rake.

6. Fundraising & Grants

- a. Volunteer Project Proposal Form
 - i. Board recommended a few changes & updates to the proposal form. Will be reviewed at the next meeting.
- b. Trees Forever Grant
 - i. Board discussed addition of trees to the city parks via the Tree Forever Grant pending Public Works' approval & recommendation on location(s).

7. Parks Planning

- a. Final Comments for Updated Comp Plan Parks & Recreation Chapter
 - i. Board had no updates to recommend.

- b. Summary of Community Survey for Discussion & Next Steps
 - i. S. Kaczmarczyk will send all documents & graphics required to City Administrator Wilson to be included with the council packet for their next meeting. S. Kaczmarczyk will attend w/ Hanke to receive input from the Council.
- c. Set date for annual parks goals & strategic planning
 - i. Date was determined to be Nov 17th @ 6pm at City Hall.

8. Parks Programs - Discussion & Planning

- a. Sept 13th Events - Vendor Fair, Food Trucks, B&M Survey, & Puzzlepalooza
 - i. Ravensburger donated puzzles once again for puzzlepalooza at no cost to the City. There are two food vendors (panini & ice cream) and roughly 6-7 local vendors scheduled to participate at the vendor fair.
- b. October - Yoga in the Park
 - i. October 18th was recommended by Jenn Voss as the next date to host this event. The Board had no issues with the proposed date. Registration will be sent out & there will be a small charge to cover the cost of the instructor/class.
- c. October - Teal Pumpkin Route
 - i. City Deputy Clerk, Marissa Butler, will be spearheading this. The Board recommended the "end" date for sign-ups be 10/23 which is comparable to past years.
- d. November: Family Game Night - date selection
 - i. Sipes will work on posters & graphics for the date. The Board had several questions regarding hosting this new event for the city & is looking for additional meeting for further discussion at the next meeting.
- e. ECBC Monster Bash
 - i. ECBC would like the Parks & Rec Board's assistance with the Monster Bash event this year. At minimum, the Board has been tasked with hot apple cider but further information will be provided at the next meeting after confirmation from ECBC.

9. Tabled for Next Meeting

10. Adjourned - 7:15pm

Next meeting is Oct 13th, at 6pm at City Hall.