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**The Michigan City Park and Recreation Board** met in regular session on Wednesday, October 1, 2014 at the hour of 5:00 P.M. in the Council Chambers at City Hall, City of Michigan City, Indiana.

On the call of the roll, the following Board Members were found to be present or absent:

**Present: Messrs. Latchford, Freese, and Chatfield (3)**

**Absent: Mr. Dabney (1)**

**Also present were:** Jeremy Kienitz, Recreation Director; Shannon Eason, Administrative Director; Jeff Katz, Park Board Attorney; Joe Doyle, City Council Liaison; Linda Simmons, LaPorte County Convention and Visitor Bureau; Jason Richardson, Director of Golf; Shawne Sheldon, Zoo Retail Manager; Barb Malewicki; Juanita Kreidler; Elizabeth Emerick, Zoo Curator; Shem Khalil, Global Engineering; Richard Chambers, The News Dispatch; and Andre Steele, ALCO TV.

- On a motion made by Mr. Chatfield, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the minutes of the September 10, 2014 Park Board Executive Session.
- On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the minutes of the September 17, 2014 Park Board meeting.
- On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board tabled the bids for a seasonal operation building, pavilion and entry way improvements to Washington Park to allow review of the bids by the Michigan City Redevelopment Commission.
- On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the attached revision to the Zoo Director of Operations job description.
- On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the attached Resolution No. 788 amending the Park Department's 2014 Salary Order.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board tabled the Tamarin Display Loan Notice.
- ❑ On a motion made by Mr. Chatfield, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached animal collection disposition request.
- ❑ On a motion made by Mr. Chatfield, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached project list to expend funds donated by the Prosecuting Attorney by year end 2014.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board tabled the 2015 golf fees to their October 15, 2014 meeting.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board voted to support the Lake Michigan Gateway Implementation Strategy and agreed to forward a letter of support to the Michigan City Common Council.
- ❑ On a motion made by Mr. Chatfield, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached revision to the Michigan City Park Department Policy and Procedure Manual Policy No. 407 "Overtime/Compensatory time."
- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the attached 2015 Youth Basketball League, rules and fees.
- ❑ On a motion made by Mr. Chatfield, seconded by Mr. Freese and voted for unanimously by the Board, the Board accepted the attached proposal submitted by National Playground Compliance Group for the Pullman Park Renovation Project.
- ❑ On a motion made by Mr. Chatfield, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to allow Administrative Director Shannon Eason to enter into a professional services agreement with National Playground Compliance Group for the Pullman Park renovation project.
- ❑ On a motion made by Mr. Chatfield, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the Resolution No. 789 transferring funds from the Admin Fund to the Recreation Fund.

Recreation Director Jeremy Kienitz reported on the donation of a Chevy Trail Blazer from the Police Department for our parking operation. Mr. Kienitz thanked the Park Maintenance Department for helping out with many maintenance projects at the zoo and the Port Authority for repairing bricks at Millennium Plaza. Mr. Kienitz reported the Department Directors

attending the City Council's Finance Committee workshop on September 23, 2014 to discuss the 2015 budgets and the Fedder's Alley restroom building.

Administration Director Shannon Eason thanked Adopt-a-Beach volunteers for removing 3,500 pounds of trash from our beaches and waterways on September 20, 2014. Mrs. Eason reported on the Gardena Park camera system and the Old Lighthouse Museum Lantern Room Restoration Project.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved city claims filed on account of appropriations for the Parks and Recreation Department in the amount of \$33,535.30.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved Payroll #19, 08/31/14 through 09/13/14, in the amount of \$61,299.90.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board accepted a donation in the amount of \$161.53 from Merchant Services.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board accepted the donation of a Chevy Trail Blazer from the Michigan City Police Department.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the following minor transfer:


Fund 1315/0000 Park Concession

Decrease 02 422.096	Miscellaneous Merchandise Patriot Park	\$25,000.00
Increase 02 422.035	Miscellaneous Other Supplies	\$25,000.00

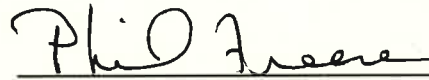
Fund 1314/0000 Golf

Decrease 02 423.005	Miscellaneous Merchandise Supplies	\$ 3,000.00
Increase 02 422.035	Miscellaneous Other Supplies	\$ 3,000.00

- ❑ On a motion made by Mr. Freese, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved payment of invoices totaling \$42,000.00 through the October 3, 2014 Board of Works meeting.
- ❑ On a motion made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:37 p.m.



Shannon Eason, Administrative Director



Phil Freese, Park Board Secretary

Attachments to the October 1, 2014 Park Board meeting:

1. Global Engineering Recommendation Letter and Bid Summary for Washington Park Seasonal Operation Building, Pavilion and Entryway Improvements
2. Zoo Director of Operations Revised Job Description
3. Resolution No. 788 Amending the 2014 Salary Order
4. Animal Collection Disposition Request
5. Prosecuting Attorney's Fund Project List
6. Revision to Overtime/Compensatory Time Policy
7. 2015 Youth Basketball League, Rules and Fees
8. Pullman Park Renovation Project Engineering & Design Bid Tabulation and Proposals
9. National Playground Compliance Group Professional Services Agreement
10. Resolution No. 789
11. Claims Docket Allowance for Vouchers Dated 09/30/14

Minutes prepared by Shannon Eason