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~~Six on the Lake~~

~~Washington Park~~

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The Michigan City Park and Recreation Board met in regular session on Wednesday, November 12, 2014 at the hour of 5:00 P.M. in the Council Chambers at City Hall, City of Michigan City, Indiana.

The Pledge of Allegiance was recited.

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

Present: Messrs. Dabney, Latchford, Freese, and Chatfield (4)

Absent: None (0)

Also present were: Jeremy Kienitz, Recreation Director; Shannon Eason, Administrative Director; Jeff Katz, Park Board Attorney; Joe Doyle, City Council Liaison; Shawne Sheldon, Zoo Retail Manager; Jamie Huss, Interim Zoo Director of Operations; Debbie Studtman, AP/AR Clerk; Bill Green; Richard Chambers, The News Dispatch; and Andre Steele, ALCO TV.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the minutes of the October 10, 2014 Park Board meeting.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the minutes of the October 15, 2014 Park Board meeting.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to remove the 2015/2016 Facility Rental Fees and Contracts from the table.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached 2015/2016 rental fees and contracts as recommended by the staff with the exception of the discount policy which will remain the same as the discount policy approved by the Park Board on June 4, 2014.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached request submitted by The Salvation Army to place a bell ringer and red kettle at the entrance to Washington Park on Saturday, December 6th, 13th and 20th, 2014.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached 2015 Youth Baseball League and Fees.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached 2015 Michigan City Youth Travel Baseball Team and Fees.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached 2015 Youth Travel Baseball League and Fees.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the attached Resolution No. 792 titled "a Resolution Setting Salaries for Employees of the Department of Park and Recreation, City of Michigan City, Indiana, for the Calendar Year 2015."
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached job descriptions titled Superintendent, Assistant Superintendent, Zoo Director, Assistant Zoo Director, Zoo Retail and Accounting Clerk, and Education Curator/Zookeeper I.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to seek a quote and funding through the City's Paving Program for a new parking lot at Pullman Park pending final approval of the Pullman Park Renovation Project.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board tabled the Park Department 2014 3rd Quarter Report.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved and executed the attached Construction Agreement with Gariup Construction Company for the new seasonal operation building, shelter and site improvements in Washington Park.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved and executed the attached Local Hiring Agreement with Gariup Construction Company for the new seasonal operation building, shelter and site improvements in Washington Park.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board agreed to terminate the Construction Agreement with Sacks Home Improvement for the Zebra Barn.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board rescinded their acceptance of a proposal for sheet piling submitted by Falatovics Construction, LLC and rejected proposals submitted by Woodruff & Sons, Inc. and Smith & Sons Excavating, Inc.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved soliciting a proposal for the design and engineering of the new Fallow Deer exhibit.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the purchase of a portable air compressor from Sullivan Palatek in the amount of \$11,750.00 subject to verification that at least three proposals were solicited.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board tabled ice rink quotes.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the attached Resolution No. 793 transferring money in the Administration and Recreation Funds.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the attached Resolution No. 794 transferring money in the Maintenance Fund.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the attached Resolution No. 795 transferring money in the Zoo Fund.

Recreation Director Jeremy Kienitz reported on damage caused by the storm on October 31, 2014, the golf course water control and culvert replacement project and rebuilding of the golf course cart barn.

Administrative Director Shannon Eason reported we may have to use an office trailer in Washington Park for part of the season next year and the ribbon cutting ceremony for the new lantern room on the Old Lighthouse Museum.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford 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 \$49,403.83.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #21, 09/28/14 through 10/11/14, in the amount of \$50,431.18.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #22, 10/12/14 through 10/25/14, in the amount of \$50,794.77.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the following minor transfers:

Fund 1301/0802 Admin

Decrease 01 411.014	Seasonal Salaries	\$2,000.00
Increase 01 413.003	Unemployment	\$2,000.00

Fund 1301/0803 Recreation

Decrease 02 422.033	Pesticides	\$5,500.00
Increase 02 423.003	Small Tools	\$5,500.00

Fund 1315/0000 Park Concession

Decrease 02 422.095	Misc Merchandise	\$2,300.00
Increase 02 422.096	Misc Other Supplies	\$2,300.00

1321/0000 Port Receiving Fund

Decrease 00 347.901	MCPA Ramp Fees	\$1,470.00
Increase 1301 0802	Salaries Unappropriated	\$1,470.00

- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved payment of invoices totaling \$283.57 out of the Zoo Endowment Fund.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved charges to the department's credit card in the amount of \$34.52.
- ❑ On a motion made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:20 p.m.


Shannon Eason, Administrative Director


Phil Freese, Park Board Secretary

Attachments to the November 12, 2014 Park Board meeting:

1. 2015/2016 Facility Rental Fees and Contracts and Discount Policy
2. Salvation Army Request
3. 2015 Michigan City Youth Baseball League, Youth Travel Baseball Team, Youth Travel League
4. Resolution No. 792 2015 Salary Order
5. Job Descriptions: Superintendent, Assistant Superintendent, Zoo Director, Assistant Zoo Director, Zoo Retail and Accounting Clerk, and Education Curator/Zookeeper I
6. Proposed Pullman Park Parking Lot
7. Gariup Construction Company Construction Agreement
8. Gariup Construction Company Local Hiring Agreement
9. Portable Air Compressor Quotes
10. Resolution No. 793
11. Resolution No. 794
12. Resolution No. 795
13. Claims Docket Allowance for Vouchers Dated 11/07/14

Minutes prepared by Shannon Eason