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The Michigan City Park and Recreation Board met in regular session on Wednesday, March 4, 2015 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. Chatfield, Latchford, and Freese (3)

Absent: Mr. Dabney (1)

Also present were: Jeremy Kienitz, Superintendent; Shannon Eason, Assistant Superintendent; Jeff Katz, Park Board Attorney; Joe Doyle, City Council Liaison; Jason Richardson, Director of Golf; Jack Arnett, LaPorte County Convention and Visitors Bureau; Jamie Huss, Zoo Director; Elizabeth Emerick, Assistant Zoo Director; Shawne Sheldon, Zoo Retail and Accounting Clerk; Dave De Lau, De Lau Landscape Maintenance, Inc.; Bob Graves, Maintenance Director; Debbie Studtman, Accounts Payable-Budget Clerk; Ray Nedohon, Washington Park Zoo Society Board President; Ross Balling, EVP; Shem Khalil and Martin Bobcek, Global Engineering; 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 February 18, 2015 Park Board meeting.
- ❑ On a motion by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the minutes of the February 18, 2015 Executive Session.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Park Department 2014 Annual Report.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Major Event License Agreement with the LaPorte County Convention and Visitors Bureau for the 2015 Super Boat International Great Lakes Grand Prix.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Use Agreement with Ross Balling of EVP Sports for 2015 beach volleyball leagues, tournaments and clinics.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Request for Proposals for the Fedder's Alley Secondary Dune Habitat Restoration Project.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Memorandum of Understanding with the Community Development Office (CDBG) regarding the Pullman Park Renovation Project.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board accepted the attached bid submitted by Deutscher Construction Company for the Pullman Park Renovation Project in the amount of \$248,500.00.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Agreement between Owner and Contractor with Deutscher Construction Company for the Pullman Park Renovation Project.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board accepted the attached proposal submitted by De Lau Landscape Maintenance, Inc. for landscape maintenance services at Millennium Plaza and approved execution of the attached Landscape Services Agreement.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Members Zoo Preview event and agreed to offer visitors a 10% discount on purchases made at the Treehouse Gift Shop during the event.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Lunch with a Zookeeper Program.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached zoo animal collection acquisition and disposition request.
- ❑ On a motion made by Mr. Latchford, second by Mr. Freese and voted for unanimously by the Board, the Board approved the attached request to The Indiana Alcohol and Tobacco Commission to hold the Sandbar beer and wine permit in escrow and authorized payment to them in the amount of \$1,500.00.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Earn Indiana Employer Agreement.

Park Superintendent Jeremy Kienitz reported on Zoobilee, the Mayor's budget workshop with the City Council and Department Heads, the department's 5 year capital plan, a meeting regarding this year's Great Lakes Grand Prix, a meeting with the YMCA and Michigan City Summer Festival Committee regarding the use of Elston for programs and events, last Monday's Summer Festival Committee meeting, and the department's request for proposal procedures. Mr. Kienitz reported annual parking stickers and tickets were purchased from The Beacher in the amount of \$3,099.46 under the department's small purchase policy.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached pay request no. 1 submitted by Global Engineering for the new Washington Park building project and authorized Global Engineering to reallocate allowances as long as they don't exceed the contract amount of \$3,447,500.00.

Attorney Jeff Katz reported the first appraisal for fair market rental value of the new concession area in the new Washington Park Building was received.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to allow Mr. Katz to publish a Notice to Bidders and authorized him to solicit bids for the Washington Park Concession Operation.

Director of Golf Jason Richardson, Zoo Director Jamie Huss and Maintenance Director Bob Graves gave reports to the Board regarding their department's operations.

- ❑ 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 \$35,558.05.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #4, 02/01/15 through 02/14/15, in the amount of \$43,311.61.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board accepted a donation in the amount of \$600.00 from Little Caesar's Pizza and a donation in the amount of \$300.00 from Flanigan Tires for youth baseball sponsorship.
- ❑ 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 \$1,982.00 out of the Zoo Endowment Fund.

- On a motion made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:31 p.m.


Shannon Eason, Assistant Superintendent


Phil Freese, Park Board Secretary

Attachments to the March 4, 2015 Park Board meeting:

1. Park Department 2014 Annual Report
2. Major Event License Agreement for 2015 Super Boat International Great Lakes Grand Prix
3. 2015 EVP Tour Facility Use Agreement
4. Fedder's Alley Secondary Dune Restoration Request for Proposals
5. MOU with Community Development Office (CDBG)
6. Pullman Park Renovation Project Bids and Bid Tabulation
7. Pullman Park Renovation Project Agreement Between Owner and Contractor
8. Millennium Landscape Service Proposal and Bid Tabulation
9. Millennium Landscaping Service Agreement with De Lau Landscape Maintenance, Inc.
10. Request to ATC to Sandbar Hold Beer and Wine Permit in Escrow
11. Earn Indiana Employer Agreement
12. Global Engineering Pay Request No. 1 – Washington Park Building
13. Claims Docket Allowance for Vouchers Dated 03/02/15

Minutes prepared by Shannon Eason