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The Michigan City Park and Recreation Board met in regular session on Wednesday, March 18, 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, Freese, and Dabney (4)

Absent: None (0)

Also present were: Jeremy Kienitz, Superintendent; Shannon Eason, Assistant Superintendent; Jeff Katz, Park Board Attorney; Joe Doyle, City Council Liaison; Patty Nocek, Vice President of The Indiana Environmental Health Association; Randy Durham, Greens Superintendent; Shem Khalil and Martin Bobcek, Global Engineering; Shawne Sheldon, Washington Park Zoo; 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 March 4, 2015 Park Board meeting.

The Park Board received and opened one proposal for the Fedder's Alley Secondary Dune Habitat Restoration Project from LaPorte County Landscaping Service, Inc.

- ❑ On a motion made by Mr. Dabney, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached request submitted by Police Chief Mark Swistek to hold the annual Easter egg hunt in Fedder's Alley on April 5, 2015.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to issue the attached Notice to Proceed to Deutscher Construction for the Pullman Park Renovation Project.

Mr. Chatfield acknowledged the attached list of park staff assigned to various boards and commissions.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached Professional/Personal Services Contract with IDEM for water quality testing and notification services for the 2015 beach season.

- ❑ On a motion made by Mr. Dabney, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached maintenance support agreement with The Toro Company for the golf course irrigation system.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached drawings and specifications and Notice to Bidders for the zoo maintenance drive drainage project.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached request for an additional appropriation to fund the zoo drive drainage project.
- ❑ On a motion made by Mr. Dabney, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached request for an additional appropriation to fill two vacant maintenance crew leader positions and to correct an error in the 2015 budget.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached drawings and specifications for a new lifeguard tower and agreed to solicit proposals.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted unanimously by the Board, the Board approved the attached agreement with Hatfield Pest Control for 2015 services.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached 2015 capital projects and equipment request.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached rental agreement with Pac-Van for a temporary office trailer in Washington Park.
- ❑ On a motion made by Mr. Dabney, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Resolution No. 800 regarding the department's small purchase policy.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted unanimously by the Board, the Board approved the attached Resolution No. 801 transferring money in the zoo fund.

Superintendent Jeremy Kienitz reported on a presentation he gave to the Exchange Club, the dangers of the shelf ice, inspection of the zoo grounds, lifeguard try outs, the field conditions at Patriot Park, removal of the holiday lights, sand removal in Washington Park, beach path

maintenance, the golf course has opened for the season, the Washington Park Master Plan, and purchases made 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 authorized Attorney Jeff Katz to draft a Request for Qualifications for a Washington Park Master Plan.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached change order no. 004 with Gariup Construction for the new building in Washington Park.
- ❑ 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 \$50,051.16.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #5, 02/15/15 through 02/28/15, in the amount of \$42,745.97.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board accepted donations for youth baseball in the amount of \$300.00 each from Culver's Restaurant, Frontier Lawn and Recreation and O'Brien's Battery and Tire.
- ❑ 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:

Park Admin 1301/0802

Decrease 01 411.014	seasonal salaries	\$3,554.00
Increase 01 413.003	unemployment	\$3,554.00

Park Maintenance 1301/0805

Decrease 03 436.001	repair and maintenance buildings	\$ 731.47
Increase 03 436.002	repair and maintenance equipment	\$ 731.47

- ❑ 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 \$715.00 through the Board of Works.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved payment of charges to the department's credit card in the amount of \$399.20.

- 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 *VP*
catch for

Attachments to the March 18, 2015 Park Board meeting:

1. Easter Egg Hunt Request
2. Notice to Proceed Deutscher Construction
3. Park Staff Committee and Board Assignments
4. Professional/Personal Services Agreement with IDEM
5. Toro Maintenance Support Agreement
6. Zoo Maintenance Drainage Project Drawings, Specifications and Notice to Bidders
7. Additional Appropriation Request to Fund Zoo Maintenance Drainage Project
8. Additional Appropriation Request to Fill Two Vacant Maintenance Crew Leader Positions and Correct Controller Error on 2015 Budget
9. Washington Park Lifeguard Tower Drawings, Specifications and Request for Proposals
10. Hatfield Pest Control 2015 Agreement
11. 2015 Capital Request to Mayor Meer
12. Pac-Van Rental Agreement
13. Resolution No. 800 Small Purchase Policy
14. Resolution No. 801 Zoo Transfer
15. Gariup Construction Change Order No 004 – Door Hardware
16. Claims Docket Allowance for Vouchers Dated 03/17/15

Minutes prepared by Shannon Eason