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The Michigan City Park and Recreation Board met in regular session on Wednesday, October 7, 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; Jamie Huss, Zoo Director; Elizabeth Emerick, Assistant Zoo Director; Randy Durham, Director of Golf; Liz Durham; Chris Magnuson, Assistant Golf Pro; Frank Sileheimer, City Forester; Melissa Ficus; Greg Deutscher; Rich Murphy, City Councilman; 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 September 16, 2015 Park Board meeting.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved three attached License and Agreements Regarding The Sheridan Beach Esplanade for Lehman at 1614 Lake Shore Drive, Petrick at 1618 Lake Shore Drive and Carey at 1622 Lake Shore Drive.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the attached Golf Now Contract and instructed Superintendent Kienitz to send a notice of non-renewal for the second year of the contract.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board tabled the 2016 golf fees.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board tabled the 2016 and 2017 Park Department fees and contracts.

One proposal was received for the Memorial Hall Repair Project from Deutscher Construction, LLC in the amount of \$62,500.00.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to accept the bid submitted by Deutscher Construction, LLC for the Memorial Hall Garage Repair Project, contingent on meeting all bid requirements after review by the Superintendent. The Board instructed Attorney Katz to prepare a construction contract and instructed Superintendent Kienitz to issue a Notice to Proceed when required documentation is received.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached change to the Policy and Procedure Manual, Benefit Programs Section, Policy No. 316 titled "Military / Reserve Leave."
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached request from the Washington Park Zoo to acquire a male barn owl.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached purchase requests for the zoo for completing the primate exhibit, roofing and gutter work on the porcupine building and keeper office, and roofing the Discover Building.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board declared 150 metal folding chairs at Memorial Hall surplus inventory.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to transfer 150 metal folding chairs, declared as surplus inventory to the Michigan City Fire Department for use by any City Department.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and vote for unanimously by the Board, the Board approved the final plans and specifications for the Maintenance Building Electric Project Update and instructed Attorney Katz to prepare the RFP.
- ❑ 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 Councilman Rich Murphy to place two historical markers in Washington Park which are being funded by the Michigan City Redevelopment Commission.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Resolution No. 817 transferring money in Fund 1301/0803 Recreation.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Resolution No. 818 transferring money in Fund 1304/0000 Senior Center.

Park Superintendent Jeremy Kienitz reported on the recent 2016 budget workshop with the City Council, the September 19th Adopt-a-Beach program, the ribbon cutting ceremonies for the Hansen Park ADA Kayak Launch and Route Project and the North Pointe Pavilion on September 26th, last Saturday's Food and Wine Fest at the North Pointe Pavilion, the new safety curbs which were installed at Hansen Park, the final inspection last Monday of the North Pointe Pavilion, and the upcoming Oktoberfest in Washington Park. Mr. Kienitz thanked Councilman Murphy for working on the historical marker project and thanked the park staff for the many successful projects and events they have worked hard on.

Mr. Kienitz reported seven proposals were received for the Washington Park Master Plan today and they will be reviewed, scored by a selection committee and a recommendation will be brought back to the Park Board the second meeting of November 2015.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached pay request no. 8 for Gariup Construction for the North Pointe Pavilion.
- ❑ 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 \$67,164.90.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #19, 08/30/15 through 09/12/15, in the amount of \$64,698.47.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #20, 09/13/15 through 09/26/15, in the amount of \$52,505.69.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted unanimously by the Board, the Board accepted a donation from Merchant Services Credit Card Company in the amount of \$300.00.
- ❑ 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 Administration		
Decrease account no. 02 422.031	Household Supplies	\$ 100.00

Decrease account no. 02 422.033	Pesticides/Chemicals	\$ 631.36
Increase account no. 02 421.005	Other Office Supplies	\$ 761.36

- 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 1301/0805

Decrease account no. 02 422.033	Pesticides	\$2,500.00
Increase account no. 02 423.001	Building Materials	\$2,500.00

- 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 1314/0000 Golf Non-Reverting

Decrease account no. 02 422.025	Diesel	\$1,000.00
Decrease account no. 03 432.003	Travel Expense	\$ 5.95
Increase account no. 02 422.035	Misc Other Supplies	\$1,000.00
Increase account no. 03 432.002	Postage	\$ 5.95

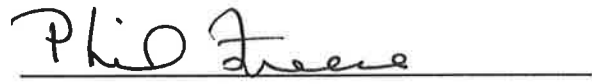
- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the following minor transfers:

Fund 1315/0000 Park Concession Non-Reverting

Decrease account 02 423.001	Building Material	\$2,000.00
Increase account 02 422.095	Misc Merch Peacock	\$2,000.00

- 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 \$20,789.52 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 invoices totaling \$105,938.68 to be paid at the October 19,2015 Board of Works meeting.
- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved charges in the amount of \$3,958.08 made to the department's credit card.
- On a motion made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:24 p.m.


Shannon Eason, Assistant Superintendent


Phil Freese, Park Board Secretary

Attachments to the October 7, 2015 Park Board meeting:

1. Sheridan Beach Restoration License Agreements for Lehman, Petrick and Carey
2. Golf Now 2016 Contract
3. Deutscher Construction, LLC Proposal for Memorial Hall Garage Repair Project
4. Deutscher Construction, LLC Contractor Agreement for Memorial Hall Garage Repair Project
5. Notice to Proceed to Deutscher Construction for Memorial Hall Garage Project
6. Revised Military Leave Policy
7. Zoo Animal Acquisition Request
8. Request to Place two Historical Markers in Washington Park
9. Resolution No. 817
10. Resolution No. 818
11. Claims Docket Allowance for Vouchers Dated 10/05/15

Minutes prepared by Shannon Eason