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**The Michigan City Park and Recreation Board** met in regular session on Wednesday, December 16, 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; Chris Kiser, Runnin for Prestin; Larry Silvestri; John Moultrie, Festival Brands, Inc.; 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 November 18, 2015 Park Board meeting.

One bid was received for the Maintenance Building Electric Upgrade Project. The bid was held over for review.

Two bids were received and opened from Green Leaves Tree Service and John's Tree Service, Inc. The bids were held over for review.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Dabney and voted for unanimously by the Board, the Board renewed the Landscape Maintenance Agreement for Millennium Plaza with DeLau Landscape Maintenance, Inc.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board renewed the Pest Control Service Agreement with Hatfield Pest Control.
- ❑ On a motion made by Mr. Dabney, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved allowing bicycles on the trails at Ruby Woods.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached event request for the 5<sup>th</sup> Annual Runnin for Prestin 5K in Washington Park on Saturday, September 17, 2016 and agreed to waive the fees for the Tennis Shelter.
- ❑ On a motion made by Mr. Dabney, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Agreement for Services of Golf Professional.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached 2016 City by the Lake Triathlon Major Event License Agreement for August 13 and 14, 2016.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Latchford, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached Major Event License Agreements with Festival Brands, Inc. to host the Lighthouse Jazz Festival on July 9, 2016 and the Ship and Shore Blues Festival on September 3 and 4, 2016 at the Guy Foreman Amphitheater in Washington Park.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached maintenance department job description titled Foreman-Building Maintenance, Foreman-Grounds Maintenance, Foreman-Custodian, Supervisor of Operations, and Supervisor of Administration.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached Resolution No. 825, 2016 Salary Order.
- ❑ On a motion made by Mr. Dabney, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached 2016 capital project and equipment request.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached recommendation submitted by the Washington Park Master Plan Selection Committee to choose Hitchcock Design Group to create the Washington Park Master Plan and approved submitting a funding request to the Michigan City Redevelopment Commission in the amount of \$198,000.00 to pay for the development of the master plan.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached Resolution No. 826 transferring money in Park Maintenance Fund 1301/0805.

Park Superintendent Jeremy Kienitz reported Buffalo Wild Wings is hosting a give back night for the Senior Center tonight, the new Hansen Park kayak launch received the Indiana Bicentennial Legacy Project endorsement, the repairs to the garage at Memorial Park have been completed, the city held a snow removal coordination meeting for all departments, the Street Department assisted us with leaf clean up at Gardena Park this week, the city is performing an energy audit of all city properties, the Festival of Lights on December 5<sup>th</sup> went well, the golf course culvert project will begin this week, Assistant Superintendent Shannon Eason and I met with new Councilman Al Whitlow to discuss park business, and the Michigan City branding process is nearing completion.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the recommendation of Attorney Katz to grant NIPSCO a temporary and permanent easement at Patriot Park for the purpose of installing the Aetna natural gas pipeline from LaPorte to Gary, Indiana.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached 2016 Retainer Agreement with Attorney Jeff Katz.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Dabney 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 \$87,875.47.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved Payroll #24, 11/08/15 through 11/21/15, in the amount of \$42,103.66
- ❑ On a motion made by Mr. Freese, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved Payroll #25, 11/22/15 through 12/05/15 in the amount of \$42,128.61.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Dabney and voted for unanimously by the Board, the Board accepted donations from the Washington Park Zoological Society in the amount of \$5,771.82 and from the Festival of Holiday Lights in the amount of \$132.80.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved payment of invoices totaling \$1,578.69 out of the Zoo Endowment Fund.
- ❑ On a motion made by Mr. Freese, seconded by Dabney and voted for unanimously by the Board, the Board approved invoices totaling \$25,099.35 paid through the 12/07/15 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 6:27 p.m.

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Shannon Eason, Assistant Superintendent

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Phil Freese, Park Board Secretary

Attachments to the December 16, 2015 Park Board meeting:

1. Landscape Maintenance Services Agreement Renewal for Millennium Plaza with DeLau Landscape Maintenance, Inc.
2. Pest Control Services Agreement with Hatfield Pest Control
3. Ruby Woods Rule Change
4. 2016 Runnin for Prestin 5K Event Request
5. Agreement for Service of Golf Professional
6. 2016 Triathlon Major Event License Agreement
7. Major Event License Agreements for Lighthouse Jazz Festival and Ship and Shore Blues Festival
8. Park Maintenance Job Descriptions for Forman Building, Grounds and Custodian, Supervisor of Operations and Supervisor of Administration
9. Resolution No. 825 2016 Salary Order
10. 2016 Capital Project and Equipment Request
11. Washington Park Master Plan Selection Committee Recommendation
12. Resolution No. 826
13. NIPSCO Easements
14. 2016 Attorney Retainer Agreement
15. Claims Docket Allowance for Vouchers Dated 12/06/15

Minutes prepared by Shannon Eason