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The Michigan City Park and Recreation Board met in regular session on Wednesday, October 5, 2016 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 Silvestri (4)

Absent: None (0)

Also present were: Jeremy Kienitz, Superintendent; Shannon Eason, Assistant Superintendent; Nelson Pichardo, Park Board Attorney; Shawne Sheldon, Zoo Retail Manager; Larry Spaeth; Bruce Manner, Michigan City Port Authority Board; Richard Chambers, The News Dispatch; and Andre Steele, ALCO TV.

- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the minutes of the September 7, 2016 Park Board meeting.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached travel request for Zoo Retail Manager Shawne Sheldon to attend two gift shows in Tennessee in November 2016 at a cost to the department of \$1,457.96. The expense will be paid out of Park Concession N/R Fund 1315/0000.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the attached Request for Quotes for a Ford Explorer for the zoo and a Ford F-250 pickup truck with a plow for the maintenance department.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the Golf Course Season Pass Rules & Refund Policy and tabled all other fees and contracts.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the attached Resolution No. 844 transferring money in Park Admin Fund 1301/0802.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the attached Resolution No. 845 transferring money in Zoo Fund 1301/0804.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the attached Resolution No. 846 transferring money in Park Concession Fund 1315/0000.

Park Superintendent Jeremy Kienitz report on the progress of the renovation project at Gardena Park, the securing of the kayak launch by Michigan City Police Department's Dive Team, the WPA assessments which were approved by the Michigan City Redevelopment Commission, the completion of the survey period and stakeholder interviews for the 2017-2021 Park Master Plan, the park's budget workshop with the Common Council Finance Committee, presentation given to Barker and Krueger Middle Schools by Great Lake Surf Rescue Project regarding water safety, the award of a Unity Foundation Grant in the amount of \$1,400.00 to purchase a new beach wheelchair.

Park Board Attorney Nelson Pichardo reviewed the new RFQ documents approved by the Park Board tonight, expressed the need to review the department's Small Purchase Policy, reported on an MOU with Michigan City Area Schools for the Hansen Park Service Learning Project, an MOU with the Town of Trail Creek for the use of their baseball fields, and the elevator warranty with Otis Elevator Company.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board instructed Attorney Nelson Pichardo to file a warranty claim with Otis Elevator Company for the elevator installed in the North Pointe Pavilion.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri 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 \$76,126.45.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved Payroll #19, 08/28/16 through 09/10/16, in the amount of \$60,416.80.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved Payroll #20, 09/11/16 through 09/24/16, in the amount of \$51,817.95.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board accepted a donation in the amount of \$19.23 from Merchant Services.

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

Park Admin Fund 1301/0802

Decrease account no. 01 411.014	Seasonal Salaries	\$ 400.00
Increase account no. 01 411.016	Overtime	\$ 400.00

Zoo Fund 1301/0804

Decrease account no. 03 435.005	Sewer	\$ 2,000.00
Increase account no. 03 435.004	Water	\$ 2,000.00

Park Maintenance Fund 1301/0805

Decrease account no. 01 412.023	Buy Back Vacation	\$ 2,500.00
Increase account no. 01 411.016	Overtime	\$ 2,500.00

Golf Fund 1314/0000

Decrease account no. 01 412.022	Vacation Bonus	\$ 3,004.61
Decrease account no. 01 412.023	Buy Back Vacation	\$ 3,674.00
Decrease account no. 01 413.003	Unemployment	\$ 5,500.00
Decrease account no. 02 422.021	Gasoline	\$ 5,000.00
Decrease account no. 03 435.001	Gas/Electric	\$ 400.00
Increase account no. 01 413.001	FICA	\$ 928.61
Increase account no. 01 411.014	Seasonal Salaries	\$11,250.00
Increase account no. 02 423.001	Building Materials	\$ 5,000.00
Increase account no. 03 435.004	Water	\$ 400.00

Park Concession Fund 1315/0000

Decrease account no. 02 422.096	Misc. Merchandise Patriot	\$11,000.00
Increase account no. 02 422.035	Misc. Other Supplies	\$10,000.00
Increase account no. 02 422.095	Misc. Merchandise Peacock	\$ 1,000.00

- On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved payment of invoices totaling \$2,106.18 out of the Zoo Endowment Fund.
- On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved payment of invoices totaling \$103,000.00 at the 10/03/16 Board of Works meeting.
- On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved payment of charges totaling \$14.95 charged 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 5:55 p.m.


Shannon Eason, Assistant Superintendent


Phil Freese, Park Board Secretary

Minutes prepared by Shannon Eason