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The Michigan City Park and Recreation Board met in regular session on Wednesday, December 7, 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. Latchford, Freese and Silvestri (3)

Absent: Mr. Chatfield (1)

Also present were: Jeremy Kienitz, Superintendent; Shannon Eason, Assistant Superintendent; Nelson Pichardo, Park Board Attorney; Jamie Huss and Shawne Sheldon, Washington Park Zoo; Bruce Manner, The Port Authority; Joel Baldin, Hitchcock Design Group; Larry Spaeth; Gabrielle Gonzalez, The New Dispatch; and Andre Steele, ALCO TV.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the minutes of the November 22, 2016 Park Board meeting.

Vice President Phil Latchford asked if there were any quotes to be submitted for the Golf Course Pump Rebuilding Project. There were no submissions.

Park Board Attorney Nelson Pichardo opened the one quote received from Propump & Controls, Inc. 610 Old Mt Eden Road, Shelbyville, KY 40065 and read the following quote:

Base bid \$74,958.00

Optional bid (water vision cloud) \$6,783

- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board tabled the quote to their December 21, 2016 meeting for review and recommendation by Attorney Nelson.

- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the submission of the final draft of the Park Department's 2017-2021 Five Year Master Plan to the Indiana Department of Natural Resources for review and comment.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the final Washington Park Master Plan created by Hitchcock Design Group.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Property Access Agreement with Cytec Industries to install monitoring wells on park property at 2011 E. U.S. Highway 12.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached request submitted by Chris Kiser to host the 6th annual Runnin for Prestin 5K run in Washington Park on September 16, 2017 and agreed to waive the shelter rental fee.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board accepted the quote submitted by Allen Landscape Construction in the amount of \$24,292.00 for phase IV of the Winding Creek Cove Best Management Practices Demonstration Project for forestry management.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Agreement between Owner and Contractor and Notice to Proceed with Allen Landscape Construction for phase IV of the Winding Creek Cove Best Management Practices Demonstration Project for forestry management.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the renewal of the Landscape Maintenance Contract for Millennium Plaza with DeLau Landscape Maintenance, Inc.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board tabled the 2017 zoo hours, fees, programs and agreements.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Request for Quotes for a new block aviary building at the zoo.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Request for Quotes for a new maintenance workshop building at the zoo.

- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached bid documents for the Bismarck Hill Restoration Project.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Resolution No. 849 transferring money in Admin Fund 1301/0802.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Resolution No. 850 transferring money in Park Concession Fund 1315/000.

Park Superintendent Jeremy Kienitz reported Gardena Park is almost finished and we will plan a ribbon cutting ceremony in the spring, the official lighting of the Holiday Lights was held last Saturday at the Senior Center and featured horse and wagon rides and complimentary cookies and hot chocolate, the ice rink has been set up on the corner of 5th and Pine Streets, scheduled Indiana Homeland Security inspections for our 2017 entertainment permits, continued leaf clean up, and the Park Department's assistance with the City in snow removal.

Attorney Pichardo reported he is working on the Memorandum of Understanding with Trail Creek and it should be on the Board's next agenda. He is also working with the Port Authority Attorney regarding ownership of the exit drive in Washington Park.

Zoo Director Jamie Huss gave a presentation on projects completed at the zoo in 2016.

- ❑ 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 \$62,150.37,
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved Payroll #24, 11/06/16 through 11/19/16, in the amount of \$44,041.42.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the following minor transfer:

Park Maintenance Fund 1301/0805

Decrease account no. 03 436.001	Building Repair & Maintenance	\$1,739.74
Decrease account no. 03 436.002	Equipment Repair & Maintenance	\$ 212.09
Decrease account no. 03 436.005	Other Repair & Maintenance	\$ 122.00
Increase account no. 03 439.011	Contractual Services	\$2,073.83

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

Zoo Fund 1301/0804

Decrease account no. 03 432.002	Postage	\$ 100.00
Decrease account no. 03 432.003	Travel Expenses	\$ 600.00
Decrease account no. 03 432.004	Telephone	\$ 950.00
Decrease account no. 03 436.001	Building Repair & Maintenance	\$1,359.00
Increase account no. 03 439.011	Contractual Services	\$2,059.00
Increase account no. 03 439.060	Bank Charges	\$ 950.00

- 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 \$702.76 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 \$128,200.00 through the 12/05/16 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 6:24 p.m.


 Shannon Eason, Assistant Superintendent


 Phil Freese, Park Board Secretary

Minutes prepared by Shannon Eason