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The Michigan City Park and Recreation Board met in regular session on Wednesday, March 15, 2017 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, Freese, Silvestri, and Latchford (4)

Absent: None (0)

Also present were: Jeremy Kienitz, Superintendent; Shannon Eason, Assistant Superintendent; Nelson Pichardo, Park Board Attorney; Mike Szromba, Windy City Kites, Candy Feare, Michigan City High School, Bruce Manner, Michigan City Port Authority Board; Johnny Stimley, Washington Park Zoological Society; Alicia Ebaugh, LaPorte County Solid Waste District; Gabrielle Gonzalez, 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 March 1, 2017 Park Board meeting.

Park Board President Chris Chatfield asked if there were any quotes to be submitted for the purchase of a Polaris Ranger. There were no quotes submitted for the project.

Park Board Attorney Nelson Pichardo opened one quote for a Polaris Ranger submitted by Alternative Support Apparatus, LLC on March 10, 2017 in the amount of \$30,077.00.

- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board instructed Attorney Pichardo and Superintendent Kienitz to review the quote documents and if they are in order to purchase the Polaris Ranger.

Park Board President Chris Chatfield asked if there were any quotes to be submitted for landscaping around the electric panels at North Pointe Pavilion. There were no quotes submitted for the project.

Park Board Attorney Nelson Pichardo opened one quote for landscaping around the electric panels at North Pointe Pavilion submitted by DeLau Landscape Maintenance, Inc. on March 15,

2017 with a base quote of \$9,360.45, alternate 1 in the amount of \$2,618.55 and alternate 2 in the amount of \$1,405.80 for a total quote of \$13,384.80.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board instructed Attorney Pichardo and Superintendent Kienitz to review the quote documents and if they are in order to award a contract and issue a Notice to Proceed to DeLau Landscape Maintenance, Inc. for landscaping around the electric panels at North Pointe Pavilion.

Park Board President Chris Chatfield asked if there were any quotes to be submitted for furnishing and installing door strikes at the North Pointe Pavilion. There were no quotes submitted for the project.

Park Board Attorney Nelson Pichardo opened one quote for furnishing and installing door strikes at the North Pointe Pavilion, submitted by Marquiss Electric on March 15, 2017 in the amount of \$12,365.00.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board instructed Attorney Pichardo and Superintendent Kienitz to review the quote documents and if they are in order to award a contract and issue a Notice to Proceed to Marquiss Electric to furnish and install door strikes at the North Pointe Pavilion.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board removed the Park Department's 2016 Annual Report from the table.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the attached Park Department's 2016 Annual Report.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board removed the Otis Elevator Maintenance Agreement from the table.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Elevator Maintenance Agreement with Otis.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the attached request submitted by Michigan City High School to hold their 5K Color Run event in Washington Park on Saturday, May 6, 2017 and instructed Attorney Pichardo to prepare a hold harmless agreement.
- ❑ 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 zoo passes submitted by the LaPorte County Solid Waste District.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved, in concept, the attached request submitted by Mike Szromba of Windy City Kites to teach park staff kiteboarding etiquette and safety in return for using the beach to offer kiteboard lessons. The Park Board instructed Superintendent Kienitz and Attorney Pichardo to draft an agreement and present it to the Park Board at their April 5, 2017 meeting.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached 2017 Michigan City Municipal Band schedule.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the attached request submitted by the Washington Park Zoological Society to host their annual Run Wild for the Zoo 5K event in Washington Park on Sunday, July 9, 2017.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board agreed to let the Washington Park Zoological Society investigate installing large letters spelling "WP ZOO" on Bismarck Hill, similar to the Hollywood, CA sign.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted unanimously by the Board, the Board accepted the quote submitted by Current Electric for the zoo generator project in the amount of \$19,342.00, awarded the attached contract and issued the attached Notice to Proceed.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board accepted the quote from Johnny on the Spot and approved the attached service agreement.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Golf Pro Shop Manager job description contingent on review and approval of the City's Personnel Director.
- ❑ 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 Quotes for the purchase and installation of tickets windows in the parking sticker distribution office at North Pointe Pavilion.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the attached contract with D & M Excavating for the Water and Sewer Installation at the Discovery Center at the Washington Park Zoo.

Park Superintendent Jeremy Kienitz reported we received the attached letter from the Indiana Department of Natural Resources approving the Park Department's Five Year Master Plan, 48 volunteer college students from Minnesota worked a half day at the zoo and completed many projects, the Bismarck Hill Restoration Project is moving along well, the Request for Quotes for the Bismarck Hill Adventure Park will be on the Park Board's 04/05/17 meeting agenda, and the first Michigan City Patriotic Parade planning meeting was held.

Park Board Attorney Nelson Pichardo reported he is drafting an MOU with the Michigan City Municipal Band to store their equipment and perform concerts at the Guy Foreman Bicentennial Amphitheater in Washington Park and will present it to the Park Board at a future meeting.

- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese 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 \$57,089.97.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved Payroll #5, 02/12/17 through 02/25/17, in the amount of \$38,953.53.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Freese and voted for unanimously by the Board, the Board accepted donations in the amount of \$350.00 each from Culver's and Michigan City Dairy Queen for baseball sponsorships, approved the payment of invoices totaling \$8,000.00 out of the zoo endowment fund, approved payment of invoices totaling \$6,655.00 through the 03/10/17 Board of Works meeting, and approved payment of charges made to the department's credit card in the amount of \$857.47.
- ❑ On a motion made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:38 p.m.


Shannon Eason, Assistant Superintendent


Larry Silvestri, Park Board Secretary

Minutes prepared by Shannon Eason