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The Michigan City Park and Recreation Board met in regular session on Wednesday, November 1, 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, Silvestri and Latchford (3)

Absent: Mr. Freese (1)

Also present were: Jeremy Kienitz, Superintendent; Shannon Eason, Assistant Superintendent; Nelson Pichardo, Park Board Attorney; Bruce Manner, Michigan City Port Authority Board; Dave DeLau, DeLau Landscape; Greg Kil, Kil Architecture; Scott Kuchta, Global Engineering; Samantha Smith, The News Dispatch; and Andre Steele, ALCO TV.

- On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the minutes of the October 18, 2017 Park Board meeting.

President Chatfield asked if there were any quotes to be submitted for the Zoo Fallow Deer Barn project. There were no submissions and President Chatfield closed the submission period.

Attorney Pichardo opened the only quote received from Deutscher Construction on October 31, 2017 at 11:36 am and read the base amount of \$109,000.00.

- On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board instructed Superintendent Kienitz and Attorney Pichardo to review the quote submitted by Deutscher Construction, and if found to be in order, to award the contract and issue a notice to proceed.

President Chatfield asked if there were any quotes to be submitted for Millennium Plaza Landscaping Services. There were no submissions and President Chatfield closed the submission period.

Superintendent Kienitz stated there was one addendum issued for the request for quotes relating to restoring the gardens back to their original state when planted in 2000.

Attorney Pichardo noted the RFQ mailed to Servicescape, Inc. at 711 Indiana Highway 212, Michigan City, IN 46360 was returned by the Postal Service with the label "return to sender, not deliverable as addressed, unable to forward." Mr. Pichardo opened the only quote submitted by DeLau Landscape Maintenance, Inc. on November 1, 2017 at 2:56 pm and read the following amounts, to restore the gardens in 2018 \$48,447.43, 2018 landscape maintenance services \$16,443.00, 2019 landscape maintenance services \$16,886.00, and 2020 landscape maintenance services \$17,328.00.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board instructed Superintendent Kienitz to review the quote submitted by DeLau Landscape Maintenance, Inc. and bring his recommendation to the Park Board at their next meeting.

President Chatfield asked if there were any quotes to be submitted for the Winding Creek Cove Phase II Bank Stabilization Project. There were no submissions and President Chatfield closed the submission period.

Attorney Pichardo opened the only quote received from Applied Ecological Services on November 1, 2017 at 10:50 a.m. and read the base bid of \$104,012.58.

- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board instructed Superintendent Kienitz and Attorney Pichardo to review the quote submitted by Applied Ecological Services, and if found to be in order, to award the contract and issue a notice to proceed.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board tabled the Park Department's 2017 3rd Quarter Report.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached list of open charge accounts for the department.
- ❑ On a motion made Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the submission of a full proposal for an Indiana DNR Lake Michigan Coastal Program Grant and approved the attached funding request to Mayor Meer, in the amount of \$70,000.00, to match the grant for exterior repairs to the Old Lighthouse Museum.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Silvestri and voted for unanimously by the Board, the Board approved the attached 2018 Michigan City Youth Travel Baseball League and 2018 BPA Travel League fees, rules and registration forms.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Resolution No. 868 transferring money in Park Administration Fund 2056.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached proposal from Kil Architecture Planning for an assessment of the Engineer's Castle at the zoo and to provide bid documents and monthly construction consultation services which will be paid by the Michigan City Redevelopment Commission. The proposal also provides for weekly construction consultation services for an additional fee and the Board approved seeking funding for the additional service from the Michigan City Redevelopment Commission.

Superintendent Jeremy Kienitz reported the progress of the Old Lighthouse Museum project, the City Forester and the Wolves Environmental Stewardship Team planted 10 trees in Fedder's Alley today, the stakeholder meeting for the Fedder's Alley Boardwalk Project will be held at 5 pm on November 9, 2017 in the Emergency Operation Center at City Hall, the City is accepting applications for the new Event and Recreation Coordinator position through December 1, 2017; the tiger teeth traffic controller at the exit to Fedder's Alley was malfunctioning and has been removed, we are investigating traffic arm devices for that location and possibly the exit drive near the amphitheater, the holiday lights in Washington Park will turned on at 5 pm on Saturday, December 2, 2017, we will not be having an event at the Senior Center this year, but instead we'll be partnering with the Michigan City Fire Department who is hosting the Snowflake Parade. There is no vandalism to report.

- ❑ On a motion made by Mr. Silvestri, 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 \$120,747.27.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #21, 09/24/17 through 10/07/17, in the amount of \$53,744.37.
- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #22, 10/08/17 through 10/21/17, in the amount of \$50,512.92.

- ❑ On a motion made by Mr. Silvestri, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the payment of invoices charged to the department's credit card in the amount of \$1,302.10.
- ❑ On a motion made by Mr. Silvestri, 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



Larry Silvestri, Park Board Secretary

Minutes prepared by Shannon Eason