

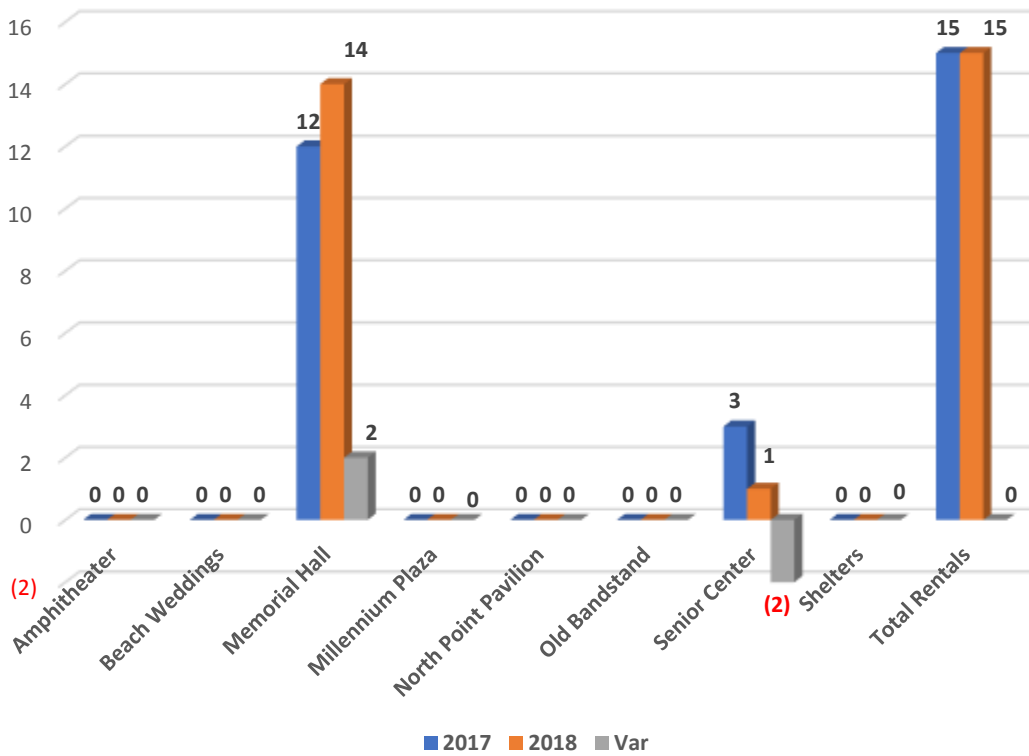


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1st^h Quarter Report - 2018
January 1, 2018 through March 31, 2018

Park Office Administrative Staff Report

◆ **Rentals**



Administrative Report

◆ **Capital Projects & Equipment**

- Golf – (2) New Turbine Blowers \$16,000
 - Funding source – 2018 City Capital
 - To be ordered in April (waiting for PO from Controller)

- Golf – Cart Rotation Plan – Replace 22 Golf Carts \$75,000
 - Funding source – 2018 City Capital
 - To be ordered in April (waiting for PO from Controller)

- Park Maintenance – New 1 Ton Dump Truck with Plow \$62,000
 - Funding source – 2018 City Capital
 - To be ordered in April (waiting for PO from Controller)
- Park Maintenance – (2) Toro Zero Turn Mowers \$46,000
 - Funding source – 2018 City Capital
 - To be ordered in April (waiting for PO from Controller)
- Senior Center – New HVAC Unit \$70,000
 - Funding Source – 2018 City Capital
 - To be ordered in April (waiting for PO from Controller)

◆ Grant Projects

- Winding Creek Cove BMP Demonstration Project – Phase II Bank Stabilization \$100,400
 - Funding Sources
 - Lake Michigan Coastal Program Grant \$50,200
 - Donnelly Foundation Grant \$10,000
 - City Match \$40,200
 - Completion June 2018
- Winding Creek Cove BMP Demonstration Project – Phase III Bank Stabilization \$70,000
 - Lake Michigan Coastal Program \$35,000
 - City Match \$35,000
 - Completion June 2019
- Fedder’s Alley Boardwalks - Design and Engineering \$100,000
 - Funding Sources
 - Lake Michigan Coastal Program Grant \$50,000
 - City Match \$50,000
 - Completion May 2018
- Water Quality Testing and Notification Program \$22,035
 - Funding Source – 2018 IDEM Beach Act Grant
- Trash Barrel Lids and Hasps \$3,650
 - Funding Source – IDEM

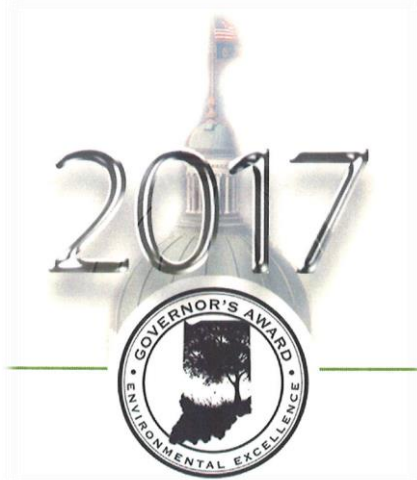
◆ Personnel

- Superintendent and Assistant Superintendent completed annual employee evaluations of administrative staff
- Directors completed staff evaluations
- The City hired Abigale Thayer as the new Events & Recreation Coordinator

◆ Programs

- The Michigan City High School Wolves Environmental Restoration Team won the Governor’s Award for Environmental Excellence. This is a partnership between

Michigan City High School, Michigan City Park Department and the Trail Creek Watershed Partnership.



Recreation Department

- Michigan City Youth Baseball is underway. Although registrations started slow, sign ups began pouring in at the end of March. We have several teams for all leagues (T-Ball through 15U) and are so pleased to be offering the youth in the community an opportunity to play a team sport.
- Youth Travel Teams for Baseball are in and will begin their season at Patriot Park beginning in April. We are thrilled to be entering into an intense partnership with the Indiana NSA to help educate our maintenance team on proper field set-up and care while putting Patriot Park on the map for Tournament play!
- We have worked with Andy Skwiatt of Marquiss Electric to replace bulbs at Patriot Park. This will be done as an in-kind service.
- We have established dates for a Quilting Class to be held at The Senior Center on three Wednesdays in May
- We are finalizing Paint on the Patio with Stevie Cleaton of 7th Crow.
- We are in the works with Alliance for the Great Lakes to bring back the Adopt-A-Beach Event and grow it bigger than ever!
- 2018's Patriotic Parade planning is underway and will be held Saturday June 30th.

Senior Center Report

◆ Membership

1st Quarter	2017	2018	Variance
Members	1,853	1,928	+75
Men	35%	33%	-2%
Women	61%	63%	+2%
Other	4%	4%	0

New Members	85	100	+15
Volunteer Hours			
Senior Center	2,079	1,994	-85
Attendance			
Events	5,621	5,074	-547
Day Trips	48	93*	+45

**There were two day trips in March of 2018, which is unusual*

◆ Programs and Events

January 22	Popcorn & A Movie featured “The Circle” and was played to a small crowd
January 23	Our wildly successful soup day was held this month featuring creamy & cheesy broccoli
January 23	First Travel Center presented our line-up of trips at our annual Trip Roll Out. It was a full house as people had to take numbers to be called in order to sign up for the popular trips.
January 30	Coffee with the Mayor had a small group of members present to ask Department Heads about their respective departments.
January 30	Our first Open Mic Jam Session was held to about 40 people as they enjoyed listening to members playing various musical instruments, singing, and dancing
February 21	Soup day continues featuring broth based chicken noodle
February 26	Popcorn & A Movie featured “Passengers” and was played to a full house
February 27	Coffee with the Mayor had a small group of members present to ask Department Heads about their respective departments
February 27	Our second Open Mic Jam Session was held to about 40 people as they enjoyed listening to members playing various musical instruments, singing, and dancing
March 2	A group of 37 seniors headed to Theatre at the Center in Munster to see “Switchback”
March 7	The St. Patrick’s Day Luncheon was a success selling 125 tickets. Notre Dame elementary school choir provided entertainment.
March 2	A group of 56 seniors headed to Theatre at the Center in Munster to see “Steel Magnolias”
March 21	Over 250 people showed up to assist the Michigan City Police Department stuff Easter eggs for their upcoming Easter event that was held on Saturday, March 24 th
March 26	Popcorn & A Movie featured “Hello, My Name is Doris” and was played to a full house
March 27	Coffee with the Mayor had a small group of members present to ask Department Heads about their respective departments
March 27	Our third Open Mic Jam Session was held to about 40 people as they enjoyed listening to members playing various musical instruments, singing, and dancing
March 28	A de-clutter seminar was presented to members by Life Care Center of Michigan City. We filled the class to its capacity of 20 people.
March 29	Our soup day was held this month featuring Irish potato soup

◆ **Marketing**

- Press releases
- Renewal of contract with LaPorte County Convention and Visitors Bureau for their Visitors Guide 2018
- Renewal of ads for Park Department in LaPorte County Convention and Visitors Bureau Visitors Guide 2018
- Ads prepared for Trash & Treasure Sale. Paid for by MC Seniors Inc.

◆ **Challenges**

- To encourage existing members to take advantage of the events that we offer to give them the most enjoyment out of their membership

◆ **2018 Goals**

- To continue to add exciting programs that will encourage seniors to maintain a healthy, active lifestyle
- To maintain the number of rentals of the facility to provide continuous, reliable funding through the use of the non-reverting fund for maintenance of the facility
- To continue to provide marketing support to the Parks & Recreation Department
- To focus on health screenings for seniors
- To focus on the arts and their impact on seniors
- To continue pursuing remodeling efforts for the MC Senior Center

Park Maintenance Report

- Oil changes on all mowers, tractors, and Gators
- Repaired broken picnic tables, and built 5 new ones
- Built 17 planter boxes for snow fencing events
- Assisted the zoo with many different projects
- Assisted Street Department with filling pot holes throughout the city streets, as well as in all our parks
- 1,120 hours of snow removal: plowing, shoveling, salting, and assisting Street Department with city streets and dead ends

YEAR 2018	1st	2nd	3rd	4th	2018
BANQUET TABLES <i>Delivered/Picked Up</i>	0				0
BARRICADES <i>Setup/Remove</i>	0				0
BOLLARD <i>Replacement/Installation</i>	0				0
GARBAGE CANS <i>Delivered/Picked Up</i>	20				20
GARBAGE <i>Collect and Dispose of (yards)</i>	90				90
ICE RINK <i>Labor Hours</i>	114				114
MOVIE SCREEN <i>Setup/Remove</i>	0				0
PICNIC TABLES <i>Delivered/Picked Up</i>	32				32
RISERS <i>Delivered/Picked Up</i>	0				0
SNOW FENCE <i>Installation/Removal (linear</i>	1,200				1,200

feet)					
TENT Installation (10' x 20')	0				0
MOWING (per hour)	1st	2nd	3rd	4th	2018
Adams Park	0				0
Barker Mansion (began 06/30/15)	0				0
Canada Park	0				0
Carroll Avenue & Michigan Blvd	0				0
City Hall (began in 2012)	0				0
Emily Street (at Hansen Park)	0				0
Gardena Park	0				0
Hansen Park	0				0
Henry Lake	0				0
Jernegan's Hill	0				0
Joe Hawkins Memorial Park	0				0
Krueger Memorial Park	0				0
Millennium Plaza and Old Lighthouse Museum	0				0
Oak Hills Park	0				0
Police Department (began in 2012)	0				0
Pullman Park	0				0
Ridgeland Park	0				0
Ruby Woods	0				0
Tall Timbers	0				0
Walker Street Park	0				0
Washington Park	0				0
Water Tower Park	0				0
Westcott Park (began in 2012)	0				0
Winding Creek Cove	0				0
TOTAL	0	0	0	0	0
HOLIDAY LIGHTS	1st	2nd	3rd	4th	2018
Repairs - Labor Hours	24				24
Installation - Labor Hours	0				0
Electric Installation - Labor Hours	0				0
Breakdown - Labor Hours	250				250
TOTAL	274	0	0	0	274
TRAILS UPKEEP (clearing, snow removal, inspection) - Labor Hours	1st	2nd	3rd	4th	2018
Gardena Park	60				60
Hansen Park	25				25
Karwick Nature Park	0				0
Memorial Hall	50				50
Ruby Woods	0				0
Patriot Park	0				0
Winding Creek Cove	20				20
TOTAL	155	0	0	0	155

LABOR ASSISTANCE PROGRAMS	1st	2nd	3rd	4th	2018
North Central Community Action Agency	0				0
Lakeside Correctional Facility	93				93
LEAVES	1st	2nd	3rd	4th	2018
Adams Park	0				0
Canada Park	0				0
City Hall (began in 2012)	0				0
Emily Street	0				0
Gardena Park	0				0
Hansen Park	0				0
Henry Lake	0				0
Jernegan's Hill	0				0
Joe Hawkins Memorial Park	0				0
Krueger Memorial Park	25				25
Millennium Plaza and Old Lighthouse Museum	0				0
Oak Hills Park	0				0
Patriot Park	0				0
Ridgeland Park	0				0
Ruby Woods	0				0
Tall Timbers	0				0
Walker Street Park	0				0
Washington Park	20				20
Water Tower Park	0				0
Westcott Park (began in 2012)	0				0
TOTAL	45	0	0	0	45
SAND REMOVAL	1st	2nd	3rd	4th	2018
Clean up and removal	200				200
Build berm for winter	0				0
Level berm for spring	0				0
Beach sanitizing	0				0
TOTAL	200	0	0	0	200

Golf Maintenance Department

◆ **Course Maintenance**

- The turf at the courses survived the long winter very well
- All putting greens, tees and fairways were mowed and are ready for the golfers' enjoyment
- The South Course opened for the season on 3/15/18
- The North Course opened for the season on 3/29/18

◆ **Equipment**

- We completed an extensive preventative maintenance program to all turf maintenance equipment and the entire golf cart rental fleet

◆ **Special Projects**

- We completed a drainage project on #6 of the South Course. An old 4” clay tile had collapsed and was plugged with sediment. Approximately 140’ of new 6” corrugated tile was installed along with a new catch basin. This improvement will reduce turf damage from golf carts at the base of the hill and the cart path area.
- The staff also completed the interior remodeling of the South Course pro shop. Work consisted of drywall repair and painting the ceiling and walls.
- On the day we planned on being complete with the renovation, a water line that supplies the coffee machine burst. The entire building flooded, upstairs and downstairs. Quality Carpet Care was hired to assist with the water damage mitigation to the Pro Shop and concession area. All ceiling tiles in the basement were destroyed and were replaced by my able staff. General and Travelers Insurance helped by processing our claim of \$7,326.44 very quickly. After our deductible and actual expenses were calculated, we only suffered a loss of \$1,430.73.
- We completed some minor improvements to the Men’s Club and the ladies meeting rooms in the South Course clubhouse
- The main South Course entrance sign along Michigan Blvd was repaired and painted

Washington Park Zoo Report

◆ **Education**

January

- We continue to add new signage throughout the zoo and at the entrance gate to enhance the experience for our visitors

March

- Zoo Staff members attended the “Coffee with the Mayor” meeting at the Senior Center to discuss the upcoming season

◆ **Special Events**

March

- The Zoo Society represented the zoo in the Michigan City Saint Patrick’s Day parade using the zoo mascot costumes
- Zoo staff brought animals down to the Michigan City Easter Egg Hunt in Washington Park as the pre-event entertainment for the participants

◆ **General Attendance**

Month	2017	2018	Variance
January	0	0	0

February	0	0	0
March	0	0	0
Total	0	0	0

◆ **Capital Improvements and General Updates**

January

- Deutscher Construction continues the new Fallow Deer barn and North American Avian exhibits
- Greenleaves Tree Service removed nine damaged trees and numerous weak tree limbs for safety reasons
- The zoo office manager attended a giftshop merchandise showroom and a concession vendor show to purchase stock for the 2018 season

February

- The Rotary Castle continues to have inspections done by the project designers so that they can complete a report on the scope of the restoration work

March

- Haas and Associates completed the structural assessment for Monkey Island
- New wood fence installed near the Discovery Deck, replacing the rusted chain link fence
- Work continues the new Fallow Deer barn and North American Avian exhibits
- A new stop sign was installed on Lakeshore Drive at the zoo entrance crosswalk
- Replaced chewed and aged boards on the Red Barn outer yard fences

◆ **Animal Acquisitions/Dispositions**

January

Transfer	Kingsnake	Retirement home placement
Death	Mara Cavy	Intestinal torsion – bloat
Death	Domestic Chicken	Predator hawk

February

Acquired	Mexican Alligator Lizard	Breeder
Acquired	Two Giant Day Gecko	Breeder
Transfer	Rosy Boa	Chicago Herp Society
Death	Bald Eagle	Kidney failure – age-related

March

Acquired	Nubian/Boer Goat	Donation
Acquired	Two African Bullfrogs	Breeder
Transfer	Boa Constrictor	Indiana Rescue/Educator
Transfer	Kingsnake	Indiana Rescue/Educator
Transfer	Nile Monitor	Chicago Herp Society
Transfer	Two Star Tortoise	Chicago Herp Society