

The Michigan City Park and Recreation Board met in regular session on Thursday, January 7, 2010 at the hour of 5:00 P.M. in the Michigan City Parks and Recreation Office, 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. Freese, Milcarek and Mr. Dabney (3)

Absent: None (0)

Also present were: Jan Orlich, Superintendent; Joe Doyle, City Council Liaison; Shannon Eason, Director of Administrative Services and Special Projects; Bill Greene, School Board Liaison; Joe Doyle, Common Council Liaison; Mike Schoof, Piranhas Swim Club; Johnny Martinez, Zoo Director; Jason Richardson, Golf Pro; Rudy Kohn, Zoo Society President; Jeremy Kienitz, Recreation Director; Deb Sederberg, The News Dispatch; and Andre Steele, ALCO TV.

- **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board elected Mr. Freese as Board President, Mr. Dabney as Vice President and Mr. Milcarek as Secretary for 2010.

Mr. Milcarek agreed to continue as liaison to the Planning Commission in 2010.

Mr. Dabney agreed to continue as liaison to the Port Authority Board in 2010.

Mr. Freese agreed to continue as liaison to the Zoo Society Board in 2010.

- **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the minutes of the December 10, 2010 Park Board meeting.

Park Superintendent Jan Orlich presented, and recommended approval of, the attached proposal submitted by R.L. Millies & Associates, Inc. for design and engineering services for Phase III of the Washington Park Electric Project in the amount of \$7,500.00.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached proposal submitted by R. L. Millies & Associates, Inc.

Ms. Orlich updated the Board on the progress of the Amphitheater Renovation Project and announced the next construction meeting will be held on January 20, 2010 at 9 a.m. at the Park Office.

Ms. Orlich reported on the progress of the Muntjac winter holding building, the golf maintenance preventative maintenance program, safety training, and golf membership sales.

Ms. Orlich reported the Park Department was the recipient of a National Recreation and Park Association grant that provided us with 10 junior golf sets. Those sets will be available for use free of charge at our golf courses.

Mrs. Eason reported as part of our Disaster Recovery Plan we have begun the process of electronically archiving the department's records including Park Board meeting minutes, property deeds, resolutions, and contracts. Proposals for printing of the annual parking stickers and tickets will be received until 2 p.m. on January 22, 2010.

Zoo Director Johnny Martinez outlined a project to provide a covered deck, classroom and restroom facilities at the site of the Education Center. Funding for the restroom and deck area will be raised by the Zoo Society. The classroom project would be funded using Community Enrichment funds. Mr. Martinez asked the Board to approve the project concept so he can move forward with design and engineering services.

Mr. Kohn spoke in favor of the project.

- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the concept of the project and approved moving forward with an Architect for preliminary designs.

Mrs. Eason stated a list of past due encroachment accounts has been turned over to Park Board Attorney Jeffrey Katz.

Ms. Orlich reported Armed Forces Day will be held as a Summer Festival event on May 15, 2010 in Washington Park in partnership with the LaPorte County Convention and Visitor's Bureau.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached Major Event Lease Agreement for the 2010 Lakefront Art Festival.
- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board agreed to table the Golf Course Mitigation Project to their January 21, 2010 meeting.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached pay request no. 2 submitted by Kaser-Spraker Construction, Inc. for the Amphitheater Renovation Project.
- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board agreed to continue to sponsor the Piranha Swim Club in 2010.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached 2010 Retainer Agreement with Attorney Jeffrey Katz.
- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the attached 2010 Michigan City Youth Baseball League applications, rules and fees.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved Payroll #26, 11/29/09 through 12/12/09, in the amount of \$43,799.44 and Payroll #1, 12/13/09 through 12/26/09, in the amount of \$43,635.58.

The following transfers were read into the minutes:

Recreation Decrease		
1301 0803 04 412.021	Sick Pay	\$ 883.00
1301 0803 01 413.003	Unemployment	\$ 287.76
Recreation Increase		
1301 0803 04 413.001	FICA	\$1,170.76
Park Maintenance Decrease		
1301 0805 01 412.021	Sick Pay	\$3,151.67
1301 0805 01 413.001	FICA	\$ 1.11
Park Maintenance Increase		
1301 0805 01 412.022	Vacation Bonus	\$ 1.11
1301 0805 01 413.003	Unemployment	\$3,151.67
Zoo Decrease		
1301 0804 01 412.021	Sick Pay	\$1,517.00
Zoo Increase		
1301 0804 01 413.003	Unemployment	\$1,517.00

Mr. Milcarek reported the Board of Works paid invoices totaling \$8,554 through their December 21, 2009 meeting.

Mr. Milcarek reported charges totaling \$23.92 were charged to the department's credit card.

Mr. Dabney thanked Phil Latchford personally for helping him out when he started out on the Park Board; Mr. Latchford took time out to show Mr. Dabney the inside workings of the Park Department and he really appreciates that. Mr. Latchford will be missed.

Mr. Milcarek stated Mr. Latchford was very hard working and kept the Board informed and he brought the Park Department a long way and the Board will try very hard to continue and maybe even exceed what he has done.

Mr. Freese thanked Mr. Latchford for all that he has done; he has been a great leader and he provided a lot to the community through the Park and Recreation Department; he was very easy to work with, had a great knowledge of how finances work and we are going to miss him; we certainly have some big shoes to fill.

Mr. Doyle stated it is nice to have people who are committed and dedicated and he looks forward to working with the Board. Mr. Doyle reported the Summer Festival Melt Down at the Senior Center will be held on Saturday, January 16, 2010; there will be good food and entertainment.

Mr. Greene stated he would like to express the same feelings as the Board's towards Mr. Latchford; he was a dedicated and loyal employee. Mr. Greene stated he met Mr. Latchford every morning at 5 a.m. as he was running through the park and checking it out. You can't find a more dedicated individual.

- **On a motion** made by Mr. Milcarek, supported by all members of the Board, there being no further business, the meeting was adjourned at 5:41 p.m.

Jan Orlich, Superintendent
Michigan City Park Department

Tom Milcarek, Secretary
Michigan City Park Board

Attachments to the January 7, 2010 Park Board meeting:

1. R. L. Millies & Associates, Inc. Proposal for Washington Park Electric Project Phase III
2. 2010 Lakefront Art Festival Major Event Lease Agreement
3. Kaser-Spraker Construction, Inc. Pay Request No. 2
4. Piranha Swim Club Request for Sponsorship
5. 2010 Retainer Agreement with Attorney Jeffrey Katz
6. 2010 Michigan City Youth Baseball League Applications, Rules & Fees
7. Minutes prepared by Shannon Eason