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The Michigan City Park and Recreation Board met in regular session on Tuesday, November 13, 2012 at the hour of 4:00 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. Freese, Powers, Barrick, and Dabney (4)**

**Absent: None (0)**

**Also present were:** Jan Orlich, Superintendent; Shannon Eason, Director of Administrative Services; Marcella Kunstek, Foundation for Fair Marketing; and Stephanie Kuschel, The News Dispatch.

- **On a motion** made by Mr. Dabney, seconded by Mr. Barrick and voted for unanimously by the Board, the Board approved the minutes of the October 17, 2012 Park Board meeting.

Park Superintendent Jan Orlich reported Wissco Irrigation will be extending a 5-year warranty on the irrigation system at Westcott Park and will also winterize the system for 5 years due to all of the problems experienced with the system this year.

- **On a motion** made by Mr. Dabney, seconded by Mr. Powers and voted for unanimously by the Board, the Board agreed to allow homeowners to install snow fence on park property 50' north of the fore dunes to control sand accretion during the winter months as recommended in the Sheridan Beach and Esplanade Assessment submitted by SmithGroup JJR.

Zoo Society Board Liaison Max Barrick reported the Zoo Society Board will be electing officers at their meeting tonight and the Board will be working on a new Memorandum of Understanding with the Park Department; the current MOU expires in March of 2013.

- **On a motion** made by Mr. Powers, seconded by Mr. Dabney and voted for unanimously by the Board, the Board agreed to charge a \$20.00 replacement fee for lost 2013 annual Washington Park parking stickers.

- ❑ **On a motion** made by Mr. Barrick, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached Memorandum of Understanding with the Community Development Office regarding the Community Development Block Grant for the restoration of Joe Hawkins Memorial Park.
- ❑ **On a motion** made by Mr. Powers, seconded by Mr. Barrick and voted for unanimously by the Board, the Board approved the attached Park Department 3<sup>rd</sup> quarter 2012 report.
- ❑ **On a motion** made by Mr. Barrick, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached travel request for Director of Golf Jason Richardson to attend the Fore! Reservations 2012 National User's Conference.
- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached 2013 zoo fees and contracts.
- ❑ **On a motion** made by Mr. Barrick, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached 2013 zoo special event fees.
- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Barrick and voted for unanimously by the Board, the Board approved the attached proposal submitted by Gerometta & Kinel Architects, Inc. for plans and specifications for construction of a storage garage in Washington Park, pending funding from the City Council.
- ❑ **On a motion** made by Mr. Powers, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached proposal submitted by Global Engineering and Land Surveying for professional services for the Washington Park administration building restoration project, pending funding from the City Council.
- ❑ **On a motion** made by Mr. Barrick, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached new job description for the seasonal position of Patriot Park Concession Stand Attendant.
- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached Resolution No. 749 approving the department's 2013 Salary Order.
- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached Resolution No. 750 transferring money in the Park Concession Fund.
- ❑ **On a motion** made by Mr. Powers, seconded by Mr. Dabney and voted for unanimously by the Board, the Board approved the attached Resolution No. 751 transferring money in the Recreation Operating Fund.
- ❑ **On a motion** made by Mr. Barrick, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached Professional Services Agreement with

Global Engineering and Land Surveying for the Washington Park administration restoration project, pending funding by the City Council.

- ❑ **On a motion** made by Mr. Powers, seconded by Mr. Barrick and voted for unanimously by the Board, the Board approved the attached Quit Claim Deed for the sanitary sewer project behind the Michigan City Department of Water Works on Lake Shore Drive.
- ❑ **On a motion** made by Mr. Barrick, seconded by Mr. Dabney 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 \$34,239.73.
- ❑ **On a motion** made by Mr. Barrick, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved payroll #21, 09/30/12 through 10/13/12, in the amount of \$56,074.95 and payroll #22, 10/14/12 through 10/27/12, in the amount of \$54,550.76
- ❑ **On a motion** made by Mr. Barrick, seconded by Mr. Powers and voted for unanimously by the Board, the Board accepted a donation in the amount of \$3,217.97 from the Zoo Society for half of the profits made at Boo at the Zoo, approved payment of invoices totaling \$876.29 out of the Zoo Endowment Fund, approved claims totaling \$14,780.40 paid through the 11/7/12 Board of Works meeting and approved credit card charges in the amount of \$567.90.

The following minor transfers were read into the minutes:

Park Maintenance Fund 1301/0805

Decrease accounts

01 411.014	Seasonal Salaries	\$5,000.00
02 422.021	Gasoline	\$ 500.00
02 422.035	Misc Other Supplies	\$ 150.00
02 423.001	Building Material	\$ 750.00

Increase accounts

01 411.016	Overtime	\$5,000.00
02 422.025	Diesel	\$1,400.00

Zoo Operating Fund 1301/0804

Decrease account

03 435.001	Gas & Electric	\$3,000.00
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Increase accounts

03 435.005	Sewer	\$2,000.00
03 439.011	Contractual	\$1,000.00

Park Concession N/R Fund 1315/0000

Decrease accounts

02 421.005	Office Supplies	\$ 400.00
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02 422.095	Misc Merchandise	\$2,700.00
02 423.095	Misc Other Supplies	\$ 850.00
03 439.011	Contractual Service	\$1,265.00

Increase accounts

02 422.035	Misc Other Supplies	\$3,950.00
03 435.001	Gas & Electric	\$1,265.00

Recreation Operating Fund 1301/0803

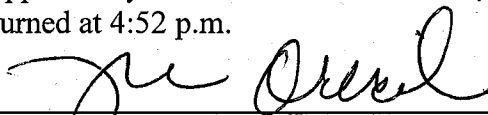
Decrease account

02 422.031	Household Supplies	\$1,400.00
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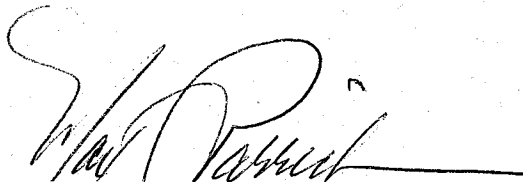
Increase account

Other Clothing	\$1,400.00
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- On a motion** made by Mr. Dabney, supported by all members of the Board, there being no further business, the meeting was adjourned at 4:52 p.m.



Jan Orlich, Superintendent  
Michigan City Park Department



Max Barrick, Secretary  
Michigan City Park Board

Attachments to the November 13, 2012 Park Board meeting:

1. Memorandum of Understanding with Community Development Block Grant for Joe Hawkins Memorial Park Renovation Project
2. Park Department 3<sup>rd</sup> Quarter 2012 Report
3. Golf Pro Travel Request
4. Washington Park Zoo 2013 Fees and Contracts
5. Washington Park Zoo 2013 Special Event Requests
6. Gerometta and Kinel Architects, Inc. Proposal for a New Washington Park Storage Garage
7. Global Engineering and Land Surveying Proposal for Washington Park Administration Building Renovation Project
8. Patriot Park Concession Stand Attendant Job Description
9. Resolution No. 749 2013 Salary Order
10. Resolution No. 750 Transferring Money in the Park Concession Fund
11. Resolution No 751 Transferring Money in the Recreation Operating Fund
12. Professional Services Agreement with Global Engineering & Land Surveying
13. Quit Claim Deed for Sanitary Sewer Project Behind the Water Department on Lake Shore Drive
14. Claims Docket Allowance for Vouchers Dated 11/05/12

Minutes prepared by Shannon Eason