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~~Six on the Lake~~

~~Washington Park~~

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The Michigan City Park and Recreation Board met in regular session on Wednesday, May 15, 2013 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. Dabney, Powers, Freese, and Latchford (4)**

**Absent: None (0)**

**Also present were:** Jan Orlich, Superintendent; Jeff Katz, Park Board Attorney; Joe Doyle, City Council Liaison; Shannon Eason, Director of Administrative Services; Mike Dempsey, Michigan City Live Productions; Bill Greene, Michigan City Summer Festival Board; John Andershock; Mark Bowersox and Matt Rose, RVIC; Johnny Martinez, Zoo Director; Kathy Workman; Amy Briggs and Brenda Becker, MCAS Boosters; Jeremy Kienitz, Recreation Director; Duane Parry, Michigan City Summer Festival; Chris Schwanke, City Council; Jason Miller, LaPorte County Convention and Visitor Bureau; Brue Wren, Big Boie Grill Off; Tim Bietry, City Council; Chuck Oberlie; Jason Richardson, Director of Golf; Atley Price; Craig Phillips, City Planner; Stephanie Kuschel, The News Dispatch; and Andre Steele, ALCO TV.

- On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the minutes of the April 24, 2013 Park Board meeting.

Park Superintendent Jan Orlich reported on the renovation project at Joe Hawkins Memorial Park, the seasonal trailer in Washington Park, a gas leak at Patriot Park, seasonal hiring, the parking operation, the Fedder's Alley restoration project, a broken water line in Washington Park, the May 4<sup>th</sup> Adopt-a-Beach event, EEO packets, the opening of the Oasis Splash Park, drain repairs at the Amphitheater, the Michigan City Public Art Committee, the new concession operation at Patriot Park, and 2014 budget preparation.

- On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to purchase gas and diesel fuel from Knoll Bros., Inc. in 2013.

- ❑ On a motion made by Mr. Powers, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved compensatory time for Patriot Park employees.

Ms. Orlich reported vandalism occurred to the gate behind the Oasis Splash Park.

Mr. Katz recommended the Park Board consider contouring the beach path at Louisiana Avenue again this summer.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Major Event License Agreement for the 2013 RV and Camper Show in Washington Park.
- ❑ On a motion made by Mr. Powers, seconded by Mr. Latchford and voted for unanimously by the Board, the Board agreed to allow Dr. Scott Glidden of Eaton Chiropractic to offer free posture screenings and massages at Patriot Park on May 25, 2013 for the Michigan City Soccer Club picnic as long as he provides the necessary liability insurance certificate.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached 2013 zoo endowment projects including the completion of the upper aviary winter holding area, the new birds of prey exhibit, a winter holding building for the alligators, and a walk through deer exhibit.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to table the Memorandum of Understanding with the Michigan City Zoological Society.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Powers and voted for unanimously by the Board, the Board denied the request of a full time employee to extend a medical leave beyond FMLA's allowed 12 weeks in a 12 month period.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the 2013 Junior Golf Camp and fees.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to allow the attached two sculptures to be placed in Washington Park for a two year period as part of the Michigan City Art Committee's Sculptfusion program.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Park Department 2013 1<sup>st</sup> Quarter Report.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached pay request no. 3 from Global Engineering, Inc. for engineering services for the Washington Park administration building project in the amount of \$8,962.50.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the final plans and bid documents for the Washington Park seasonal operation building project and the Washington Park storage garage construction project.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached Major Event License Agreement with Northwest Indiana Fusion to host a 3 on 3 basketball tournament at Pullman Park on Saturday, July 6, 2013. The Board agreed to waive all fees due to their affiliation with the Michigan City Area Schools.
- ❑ 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 a complimentary family pass to the zoo from St. Stanislaus School.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached request from MCAS Music Boosters to use Memorial Hall for their Senior Banquet and agreed to waive all fees.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board agreed to renew Mystic Surf's Commercial Lease through April 1, 2014 for their bicycle, kayak and beach gear rental operation in Washington Park.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to allow park operated concessions to set out tip jars.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached South Shore Media Domain and Hosting Contract.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board agreed to table the traffic counting system.
- ❑ On a motion made by Mr. Powers, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached revisions to the Park Department Employee Policy and Procedure Manual, Policy No. 403.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved a request from the Indiana Department of Corrections to use the Tennis Shelter on July 23<sup>rd</sup> and 24<sup>th</sup>, 2013 for training. The Board agreed to waive the rental and parking fees because of the free labor they provide to the Park Department.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers 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 \$62,862.48.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved Payroll #9, 04/14/13 through 04/27/13, in the amount of \$56,053.88.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board accepted a donation in the amount of \$1.00 from R. Webb and a donation in the amount \$250.00 from King Gyros for a baseball sponsorship.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the following minor transfer:

Park Concession Fund 1315/0000

Decrease 02 423.095

Increase 02 423.003

Miscellaneous Merchandise \$1,200.00

Small Tools \$1,200.00

- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved payment of invoices totaling \$12,043.25 through the 05/23/13 Board of Works meeting.

Mr. Freese reported invoices totaling \$2,415.26 were charged to the Department's credit card.

- ❑ On a motion made by Mr. Freese supported by all members of the Board, there being no further business, the meeting was adjourned at 7:07 p.m.

  
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 Jan Orlich, Superintendent

  
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 Phil Freese, Park Board Secretary

Attachments to the May 15, 2013 Park Board meeting:

1. Michigan City RV & Camper Show Major Event License Agreement
2. 2013 Zoo Endowment Projects
3. FT Employee's Request for Extended Medical Leave
4. 2013 Junior Golf Camp and Fees
5. Sculptfusion Sculptures
6. 2013 1<sup>st</sup> Quarter Report
7. Global Pay Request No. 3
8. NW Indiana Fusion Major Event License
9. St. Stanislaus School Request for Complimentary Zoo Pass
10. MCAS Music Boosters Request to Use Memorial Hall
11. Mystic Surf Lease Renewal
12. Request for Tip Jars
13. South Shore Media Annual Domain and Hosting Contract
14. Park Department Employee Policy and Procedure Manual, Policy No. 403
15. Indiana Department of Corrections Request to Use Tennis Shelter
16. Claims Docket Allowance for Vouchers Dated 05/10/13

Minutes prepared by Shannon Eason