



100 E. Michigan Blvd. / Suite 2
~~Six on the Lake~~
~~Washington Park~~
Michigan City, IN 46360-3293
Bus (219) 873-1506
Fax (219) 873-1540
www.michigancityparks.com

The Michigan City Park and Recreation Board met in regular session on Wednesday, October 2, 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, Freese, and Latchford (3)

Absent: Mr. Powers (1)

Also present were: Jan Orlich, Superintendent; Jeff Katz, Park Board Attorney; Joe Doyle, City Council Liaison; Shannon Eason, Director of Administrative Services; Jason Richardson, Director of Golf; Rick Wright, LaPorte County Convention and Visitors Bureau; Shelley Dunleavy, Personnel Director; Tim Moran, The News Dispatch; and Andre Steele, ALCO TV.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the minutes of the September 18, 2013 Park Board meeting.

Park Superintendent Jan Orlich reported on the status of the Rotary Castle at the zoo, Requests for Proposals for Joe Hawkins Park, negotiation with 7-Peaks Water Park, the removal of the office trailer in Washington Park, an offer from Sullair to donate two pools to the City, the golf course culvert project and the zoo maintenance driveway project.

Ms. Orlich reported Potato Vine plants were stolen from the planter boxes in Washington Park.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board tabled the 2014 zoo fees and contracts and 2014 golf fees and contracts.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Police Chief Mark Swistek's request to use the Senior

- ❑ Center on March 8, 2014 to host the annual Blue and Grey Banquet. The Board agreed to waive all fees noting this is a City Department.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached request submitted by Personnel Director Shelley Dunleavy to extend the unpaid medical leave of a full time Park Department employee until November 30, 2013.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Resolution No. 767 transferring money in the Zoo Fund.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Resolution No. 768 transferring money in the Maintenance Fund.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Resolution No. 769 transferring money in the Golf Fund.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Resolution No. 770 transferring money in the Park Concession Fund.
- ❑ On a motion made by Mr. Freese, 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 \$3955.28 and \$19,234.30.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #19, 09/01/13 through 09/14/13, in the amount of \$66,185.06.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board accepted a donation in the amount of \$178.92 from Merchant Services.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the following minor transfer:

Park Administration Fund 1301/0802

Decrease account no. 03 435.001	Gas & Electric	\$1,500.00
Decrease account no. 03 439.062	Sales Tax	\$3,000.00
Increase account no. 03 435.005	Sewer	\$4,500.00

- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the following minor transfer:

Zoo Fund 1301/0804

Decrease account no. 03 432.002	Postage	\$ 100.00
Decrease account no. 03 439.009	Education	\$ 800.00
Decrease account no. 03 439.012	Employee Assistance	\$ 100.00
Decrease account no. 03 439.002	Equipment Rental	\$ 100.00
Increase account no. 03 435.001	Gas & Electric	\$1,100.00

- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the following minor transfer:

Senior Center Fund 1301/0806

Decrease account no. 03 435.001	Gas & Electric	\$ 600.00
Decrease account no. 03 435.004	Water	\$ 190.00
Increase account no. 03 435.005	Sewer	\$ 790.00

- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the following minor transfer:

Recreation Non-Reverting Fund

Decrease account no. 03 439.011	Contractual	\$1,200.00
Increase account no. 03 439.060	Bank Charges	\$1,200.00

- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the following minor transfer:

Golf Non-Reverting Fund 1314/0000

Decrease account no. 02 423.005	Misc. Merchandise	\$ 3,000.00
Decrease account no. 03 439.062	Sales Tax	\$10,259.00
Increase account no. 02 422.035	Misc. Other Supplies	\$ 3,000.00
Increase account no. 03 439.060	Bank Charges	\$10,259.00


- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the following minor transfer:

Park Concession Non-Reverting Fund 1315/0000

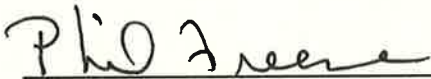
Decrease account no. 02 421.005	Office Supplies	\$ 1,000.00
Decrease account no. 02 423.096	Misc. Supplies Sideline	\$20,000.00
Increase account no. 02 422.095	Misc. Merchandise Supplies	\$ 1,000.00
Increase account no 02 422.035	Misc. Supplies	\$20,000.00

- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved payment of invoices totaling \$1,027.00 out of the Zoo Endowment Fund.

- On a motion made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 5:40 p.m.



Jan Orlich, Superintendent



Phil Freese, Park Board Secretary

Attachments to the October 2, 2013 Park Board meeting:

1. MCPD Request to Use Senior Center
2. Request to Extend Full Time Park Department Employee's Unpaid Medical Leave
3. Resolution No. 767 Transferring Money in the Zoo Fund
4. Resolution No. 768 767 Transferring Money in the Maintenance Fund
5. Resolution No. 769 767 Transferring Money in the Golf Fund
6. Resolution No. 770 767 Transferring Money in the Park Concession Fund
7. Claims Docket Allowance for Vouchers Dated 09/30/13
8. Claims Docket Allowance for Vouchers Dated 10/02/13

Minutes prepared by Shannon Eason

Approved (PF/PL)

CITY OF MICHIGAN CITY

OFFICE OF THE CHIEF OF POLICE

MARK J. SWISTEK

September 13, 2013

Michigan City Park Board
City Hall
100 E. Michigan Blvd.
Michigan City, IN 46360

To the Members of the Michigan City Park Board:

On behalf of the Fraternal Order of Police membership, I am respectfully requesting the possibility of securing the Senior Center for our Police Departments "Blue and Grey" banquet which is tentatively set for Saturday, March 8th 2014. This event is to honor our retired police officers while bringing them together with our current staff. During this ceremony the Mayor, State Representatives and other dignitaries will be in attendance.

In the past your Board has generously waved any associated fees for the rental, as our funding for this ceremony is minimal.

Please consider our request, if you have any questions please feel free to call me at 219-874-3221 extension 305 or email me at mswistek@emichigancity.com.

Thank You for your consideration.

Respectfully,

Mark Swistek
Chief of Police
MS: rs

agenda 10/2/13
sc/mb 9/19/13

102 W. 2ND STREET ● MICHIGAN CITY, INDIANA 46360 ● 219 874-3221

The mission for every member of this agency is to consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality services to members of our community

Approved by Park
Board 10/2/13



MICHIGAN CITY INDIANA

Personnel Department - Shelley Dunleavy, Director - Phone: 219.873.1427 - Fax: 219.873.1552 - email: shelleyd@emichigancity.com

September 27, 2013

TO: Park Board Members
FROM: Shelley Dunleavy

In accordance with policy, a full-time employee has requested an extension of his medical leave due to a serious health condition.

Medical leave protected under the FMLA began on June 19th and was exhausted on September 10th. His physician has indicated he continues to undergo treatment. At this time, we do not have any projection as to how long treatment will continue.

If you have any questions, please feel free to contact me. I will also be in attendance at your meeting on October 16th.

Thank you.

Copy to 10/2/13
SC/mb 9/27/13

RON MEER – MAYOR

City of Michigan City ~ City Hall ~ 100 East Michigan Boulevard, Michigan City, IN 46360 ~ 219.873.1400 ~ fax 219.873.1515
web ~ emichigancity.com e-mail ~ mayormeer@emichigancity.com

Resolution No. 767

WHEREAS, the Superintendent of the Department of Parks and Recreation has reported that certain transfer of funds are necessary within the budget of the Michigan City Department of Parks and Recreation because of unanticipated expenses from various accounts, which accounts do not have sufficient funds available for disbursement for said expenses; and,

WHEREAS, there are funds available for said purposes in various other accounts which are not expected to be paid from said accounts during the remainder of this budget year; and,

WHEREAS, the Michigan City Parks and Recreation Board has determined that said expenses are necessary and that an account transfer should be made in order to meet said expenses.

NOW, THEREFORE, BE IT RESOLVED that the following transfer be made from the following named accounts to the following named accounts and for the purposes stated therein:

DECREASE FUND 1301 0804 - ZOO:


1301 0804 01 413.003	Unemployment	\$8,000.00
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INCREASE FUND 1301 0804 -ZOO :

1301 0804 03 435.005	Sewer	\$8,000.00
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Dated at Michigan City, Indiana, this 2nd day of October, 2013.

MICHIGAN CITY, INDIANA, CITY PARK AND RECREATION BOARD:



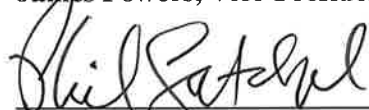
Bryant Dabney, President




James Powers, Vice-President



Phil Freese, Secretary



Phil Latchford, Member

APPROVED:


Ron Meer, Mayor
Michigan City, Indiana

Resolution No. 768

WHEREAS, the Superintendent of the Department of Parks and Recreation has reported that certain transfer of funds are necessary within the budget of the Michigan City Department of Parks and Recreation because of unanticipated expenses from various accounts, which accounts do not have sufficient funds available for disbursement for said expenses; and,

WHEREAS, there are funds available for said purposes in various other accounts which are not expected to be paid from said accounts during the remainder of this budget year; and,

WHEREAS, the Michigan City Parks and Recreation Board has determined that said expenses are necessary and that an account transfer should be made in order to meet said expenses.

NOW, THEREFORE, BE IT RESOLVED that the following transfer be made from the following named accounts to the following named accounts and for the purposes stated therein:

DECREASE FUND 1301 0805 - PARK MAINTENANCE:

1301 0805 01 42.023	Buy Back Vacation	\$4,000.00
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INCREASE FUND 1301 0805 -PARK MAINTENANCE:

1301 0805 03 435.004	Water	\$2,000.00
1301 0805 03 435.005	Sewer	\$2,000.00

Dated at Michigan City, Indiana, this 2nd day of October, 2013.

MICHIGAN CITY, INDIANA, CITY PARK AND RECREATION BOARD:



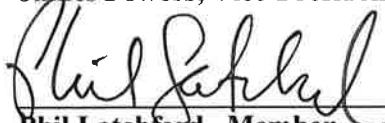
Bryant Dabney, President




Phil Freese, Secretary



James Powers, Vice-President



Phil Latchford, Member

APPROVED:


Ron Meer, Mayor
Michigan City, Indiana

Resolution No. 769

WHEREAS, the Superintendent of the Department of Parks and Recreation has reported that certain transfer of funds are necessary within the budget of the Michigan City Department of Parks and Recreation because of unanticipated expenses from various accounts, which accounts do not have sufficient funds available for disbursement for said expenses; and,

WHEREAS, there are funds available for said purposes in various other accounts which are not expected to be paid from said accounts during the remainder of this budget year; and,

WHEREAS, the Michigan City Parks and Recreation Board has determined that said expenses are necessary and that an account transfer should be made in order to meet said expenses.

NOW, THEREFORE, BE IT RESOLVED that the following transfer be made from the following named accounts to the following named accounts and for the purposes stated therein:

DECREASE FUND 1314 0000 – GOLF :

1314 0000 01 412.023 Buy Back Vacation \$1,900.00

INCREASE FUND 1314 0000 –GOLF:

1314 0000 03 435.005 Sewer \$1,900.00

Dated at Michigan City, Indiana, this 2nd day of October, 2013.


MICHIGAN CITY, INDIANA, CITY PARK AND RECREATION BOARD:


Bryant Dabney, President


James Powers, Vice-President


Phil Freese, Secretary


Phil Latchford, Member

APPROVED:

Ron Meer, Mayor
Michigan City, Indiana

Resolution No. 770

WHEREAS, the Superintendent of the Department of Parks and Recreation has reported that certain transfer of funds are necessary within the budget of the Michigan City Department of Parks and Recreation because of unanticipated expenses from various accounts, which accounts do not have sufficient funds available for disbursement for said expenses; and,

WHEREAS, there are funds available for said purposes in various other accounts which are not expected to be paid from said accounts during the remainder of this budget year; and,

WHEREAS, the Michigan City Parks and Recreation Board has determined that said expenses are necessary and that an account transfer should be made in order to meet said expenses.

NOW, THEREFORE, BE IT RESOLVED that the following transfer be made from the following named accounts to the following named accounts and for the purposes stated therein:

DECREASE FUND 1315 PARK CONCESSION:

1315 0000 01 411.014	Seasonal Salaries	\$ 5,500.00
1315 0000 03 439.062	Sales Tax	\$ 8,500.00

INCREASE FUND 1315 PARK CONCESSION:

1315 0000 02 422.095	Misc. Merch. Supplies	\$ 5,500.00
1315 0000 03 439.060	Bank Charges	\$ 8,500.00

Dated at Michigan City, Indiana, this 2nd day of October, 2013.

MICHIGAN CITY, INDIANA, CITY PARK AND RECREATION BOARD:



Bryant Dabney, President


James Powers, Vice-President


Phil Freese, Secretary


Phil Latchford, Member

APPROVED:


Ron Meer, Mayor
Michigan City, Indiana

CLAIMS DOCKET ALLOWANCE FOR VOUCHERS City of Michigan City, IN

Obligation Number	Vendor Number	Vendor Name	Description	Check No	Amount
91,075	129	Kabelin Ace Hardware	endow - fence staples/hog	6,526	11.94
91,078	906,692	Big R Store Michigan City	endow- fence repair parts	6,527	15.57
90,838	0	Tony Stahowiak	deposit refund Sr Center	14,837	300.00
90,946	50	N I P S C O	4000 E mich. blvd. -golf	14,838	1,117.18
90,985	235	Coastal Valley Water Co.	Side Line dispenser renta	14,839	26.25
90,867	907,203	Jobsite Leasing Company Inc	pk trailer - rental fee	14,840	267.00
90,972	233	Kevin Michael Labaj	rec officials PR#19 softb	148,428	100.00
90,970	903,218	Brian K Studtman	rec officials PR#19 softb	148,429	400.00
90,988	905,294	Charles Eugene Hampton	rec officials PR#19 softb	148,430	500.00
90,975	905,340	Lance Payne	rec officials PR#19 softb	148,431	100.00
90,969	905,522	Natalie Studtman	rec officials PR #19 soft	148,432	243.00
90,971	906,097	Robert L Aldrich	rec officials PR#19 softb	148,433	250.00
90,976	906,670	Cary D Krachinski	rec officials PR#19 softb	148,434	348.00
90,973	904,789	Dennis Walters	rec officials PR#19 softb	148,435	200.00
91,030	0	Richard E Reinhart	rec officials PR#19 softb	148,436	100.00
91,031	0	Nicholas Corbett	deposit refund - Memorial	148,448	300.00
91,032	0	Jon Reed	deposit refund Sr Center	148,449	300.00
91,033	0	Cory Soller	deposi refund- Memorial 2	148,450	300.00
91,034	0	Brandy Forsythe	deposit refund Memorial #	148,451	300.00
91,040	26	Christel Holley	deposit refund Sr Center	148,452	300.00
91,041	119	Knoll Bros Inc	gas/diesel fills Sept.	148,453	2,293.93
91,067	129	Ridge / Napa	belts/filters/spark plugs	148,454	122.62
91,039	143	Kabelin Ace Hardware	ADA women sign -brail/rai	148,455	53.51
91,042	151	MC Auto Supply	flex hoses repair	148,456	43.29
91,036	288	Tri State Electrical Supply	misc repair parts	148,457	182.63
91,086	320	Reprographic Arts Inc	vinyl decals and letterin	148,458	40.70
91,077	335	Troyer Foods Inc	whole chickens	148,459	668.69
91,062	524	Brands Old Fashion Inc	misc. bird seed/ rabbit f	148,460	899.31
91,035	662	Pepsi-Cola	water/gatorade/pop	148,461	412.63
91,071	663	Kramer & Leonard Inc	batteries	148,462	26.91
91,026	1,501	Sentinel Alarm Company	Memorial/Maint shop-Octob	148,463	108.00
91,029	901,166	De Lau Landscape Maintenance I	c millennium - August servi	148,464	1,974.50
91,063	901,264	Shannon Eason	petty cash post-Hawkins p	148,465	65.61
91,060	901,489	Gordon Food Service Inc	food for concessions	148,466	308.86
91,028	901,881	Standard Coffee Service Compa	y coffee for concessions	148,467	112.54
91,066	902,491	OfficeMax Incorporated	maintenance/golf 2014 cal	148,468	205.14
91,043	903,514	Sportsfields Inc	duraplay	148,469	765.00
91,084	904,338	John Deere Landscapes/Lesco	Sevin SL	148,470	1,463.67
91,038	905,115	Eastside Meats	bones	148,471	95.94
91,087	905,428	Michigan City Port Authority	August boat ramp fee	148,472	234.00
		Millbrook Cricket Farm Inc	crickets	148,473	82.46

Authorized Signature(s)

Phil Greene
Phil Greene
Phil Greene

Date

10-2-13
10-2-13
10-2-13

(Payable voucher register in lieu of signing each claim the governing body is allowing)

I have examined the vouchers listed on the foregoing accounts payable register, consisting of the following pages, except for vouchers not allowed as shown on the register, such vouchers are allowed in the total amount shown. I hereby certify that each of the listed vouchers and the invoices or bills attached thereto are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Anna Pappas
 Signature

CLAIMS DOCKET ALLOWANCE FOR VOUCHERS

City of Michigan City, IN

Obligation Number	Vendor Number	Vendor Name	Description	Check No	Amount
91,061	905,631	Alpha Baking Co. Inc	rolls/bread	148,474	23.92
91,079	905,851	Steve Myers Excavating	hay bales	148,475	906.00
91,085	906,011	McRoberts Sales Co Inc	fish - smelt capelin	148,476	1,085.68
91,064	906,639	Associated Bag Company	bags for ice	148,477	150.67
91,065	906,689	Jeffrey Katz	October service	148,478	1,000.00
91,070	906,735	Susan Pelzel dba sportsconduct	r - August registrants	148,479	225.15
91,037	906,940	Michael Hale	1year domain registration	148,480	30.00
91,068	907,012	Cheryl Palombizio	CKDC shirts	148,481	174.00
** Report Total **					19,234.30

Authorized Signature(s)	Date
<i>Phil Jones</i>	10-2-13
<i>Bob Jones</i>	10-2-13
<i>Heidi Jones</i>	10-2-13

(Payable voucher register in lieu of signing each claim the governing body is allowing)

I have examined the vouchers listed on the foregoing accounts payable register, consisting of the following pages, except for vouchers not allowed as shown on the register, such vouchers are allowed in the total amount shown. I hereby certify that each of the listed vouchers and the invoices or bills attached thereto are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Signature _____

*Rec officials
 PR # 20
 and Lowe's*

CLAIMS DOCKET ALLOWANCE FOR VOUCHERS
City of Michigan City, IN

Obligation Number	Vendor Number	Vendor Name	Description	Check No	Amount
90,631	906,613	Lowe's Credit Services	Park Board endow- supplies for deer	6,528	1,436.03
90,980	902,752	Comcast Cable	maint shop 0620208829	148,482	224.70
91,160	901,431	Brian K Studtman	rec officials PR#20 softb	148,492	325.00
91,157	903,218	Charles Eugene Hampton	rec officials PR#20 softb	148,493	500.00
91,159	905,294	Lance Payne	rec officials PR#20 softb	148,494	200.00
91,161	905,340	Natalie Studtman	rec officials PR#20 softb	148,495	180.00
91,156	905,522	Robert L Aldrich	rec officials PR#20 softb	148,496	200.00
91,158	906,097	Cary D Krachinski	rec officials PR#20 softb	148,497	477.00
91,162	906,670	Dennis Walters	rec officials PR#20 softb	148,498	200.00
90,490	906,613	Lowe's Credit Services	threadlocker	148,499	212.55
** Report Total **					3,955.28

(Payable voucher register in lieu of signing each claim the governing body is allowing)

I have examined the vouchers listed on the foregoing accounts payable register, consisting of the following pages, except for vouchers not allowed as shown on the register, such vouchers are allowed in the total amount shown. I hereby certify that each of the listed vouchers and the invoices or bills attached thereto are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Authorized Signature(s) _____ Date _____

 Signature