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The Michigan City Park and Recreation Board met in regular session on Wednesday, November 20, 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: Jeff Katz, Park Board Attorney; Joe Doyle, City Council Liaison; Shannon Eason, Director of Administrative Services; William Greene, Dennis Schultz, John Sheets, Bill Hackney, and Mike Hale, Michigan City Summer Festival Committee; Shawne Sheldon, Zoo Retail Manager; Mike Dempsey; Chris Kiser; Jason Miller, LaPorte County Convention and Visitors Bureau; Johnny Martinez, Zoo Director; Faye Moore; Jessica O'Brien and Andre Steele, ALCO TV.

- On a motion made by Mr. Powers, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the minutes of the November 7, 2013 Park Board meeting.

Administrative Director Shannon Eason updated the Board on the progress of the Joe Hawkins renovation project, the schedule for installing the ice rink, storm damage at Patriot Park and the investigational dig on the Marathon Pipeline in Patriot Park.

Park Board Attorney Jeff Katz reported after much research he could not find legal prohibition for putting sand collected from the parking lots back on the beach.

- On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached construction contract with Deutscher Construction LLC for the Joe Hawkins Park renovation project.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Notice to Proceed issued to Deutscher Construction, LLC for the Joe Hawkins Memorial Park renovation project.
- ❑ 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 3rd Quarter Report.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Blanket Utility Easement Agreement with the Michigan City Board of Public Works and Safety and Sanitary District for the California Avenue Lift Station and Restroom Building Project.
- ❑ On a motion made by Mr. Powers, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached request submitted by Chris Kiser to host the 3rd Annual Runnin' for Prestin 5K run/walk in Washington Park on Saturday, September 13, 2014 with the assistance of Recreation Director Jeremy Kienitz.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached 2014 City by the Lake Triathlon License Agreement.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached 2014 Soccer in the Sand Tournament License Agreement.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached Dyngus Day Dash 5K on Monday, April 21, 2014 and agreed to supply tables, chairs and trash barrels for the event as well as allowing Recreation Director Jeremy Kienitz to act as a Race Director for the event.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Couch to 5K program in partnership with Northwest Athletic Club.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached request submitted by Kristi Paull of the Michigan City High School Football Parent Group to host an awards banquet at the Senior Center on Monday, December 2, 2013 from 5 pm to 9 pm contingent on receiving a letter from School Superintendent Dr. Barbara Eason-Watkins confirming this is a school event.
- ❑ On a motion made by Mr. Powers, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached new job description titled "Zoo Gift Shop Attendant/Office Assistant" in the Park Concession Fund.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved new job descriptions in the Zoo Operating Fund titled "Seasonal Zookeeper I," "Seasonal Zookeeper II," and "Diet Kitchen Technician/Australian Aviary Keeper," and approved revisions to the position titled "Seasonal Education Curator."
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Resolution No. 771 titled "A Resolution Setting Salaries for Employees of the Department of Parks and Recreation, City of Michigan City, Indiana, for the Calendar Year 2014."
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board tabled the Michigan City Summer Festival Mudbog event request.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the Summer Festival Meltdown event at the Michigan City Senior on either January 18 or 25, 2014 or February 1, 2014 contingent on the availability of the Senior Center.
- ❑ 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 2014 dates for the following Michigan City Summer Festival events: Hoosier Coho Classic Pro Am; Hoosier Coho Classic; Fish Fry; Flag Day Ceremony; Kiddie Parade; Kite Festival; Skamania Mania; Fly-In Pancake Breakfast; EVP Firecracker Pro Am; Patriotic Program; DCI The Big Show; Big Parade; Spaghetti Dinner; Zoo 5K Run & Walk; Car Cruise; Skate Park Jelly Fest; Cardboard Boat Dash; Lakeview Fun Dayz/Fireworks; Soul Steppers Welcoming Party; Southern Shore Music Festival; Gospel Fest; DCI Quarter Finals; Fireman's Ball; Labor Dayz; Oktoberfest; and Festival of Lights Parade.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached Request for an Additional Appropriation to fill a vacant Crew Leader position in the Maintenance Department.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved the attached Letter of Support for Northwest Indiana Paddling Association's Enrichment Corporation grant application for the 2014 Wilderness Inquiry Voyageur Canoe Program.
- ❑ 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 \$37,435.16.

- On a motion made by Mr. Freese, seconded by Mr. Powers and voted for unanimously by the Board, the Board approved Payroll #23, 10/27/13 through 11/09/13, in the amount of \$52,635.54

Park Board President Bryant Dabney announced public meetings will be held on January 8th and January 22nd, 2014.

- On a motion made by Mr. Powers, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:29 p.m.

Jan Orlich, Superintendent 

Phil Freese, Park Board Secretary 

Attachments to the November 20, 2013 Park Board meeting:

1. Deutscher Construction LLC Construction Contract for Joe Hawkins Memorial Park Renovation Project
2. Notice to Proceed to Deutscher Construction LLC for Joe Hawkins Memorial Park Renovation Project
3. Park Department 2013 3rd Quarter Report
4. Blanket Utility Easement Agreement with Board of Works and Michigan City Sanitary District for California Avenue Lift Station and Restroom Project
5. Runnin' for Prestin 5K Run/Walk Request
6. 2014 City by the Lake Triathlon License Agreement
7. 2014 Soccer in the Sand Tournament License Agreement
8. 2014 Dyngus Day 5K Event Request
9. 2014 Couch to 5K Program
10. Request to Use Michigan City Senior Center for MCAS Football Banquet
11. Zoo Gift Shop Attendant/Office Assistant Job Description
12. Zoo Job Descriptions "Seasonal Zookeeper I," Seasonal Zookeeper II," Diet Kitchen Technician/Australian Aviary Attendant," and "Seasonal Education Curator"
13. Resolution No. 771 2014 Salary Order
14. 2014 Michigan City Summer Festival Event Requests: Hoosier Coho Classic Pro Am; Hoosier Coho Classic; Fish Fry; Flag Day Ceremony; Kiddie Parade; Kite Festival; Skamania Mania; Fly-In Pancake Breakfast; EVP Firecracker Pro Am; Patriotic Program; DCI The Big Show; Big Parade; Spaghetti Dinner; Zoo 5K Run & Walk; Car Cruise; Skate Park Jelly Fest; Cardboard Boat Dash; Lakeview Fun Dayz/Fireworks; Soul Steppers Welcoming Party; Southern Shore Music Festival; Gospel Fest; DCI Quarter Finals; Fireman's Ball; Labor Dayz; Oktoberfest; and Festival of Lights Parade
15. Letter of Support for NWIPA's Enrichment Corporation Grant Application for the 2014 Wilderness Inquiry Voyageur Canoe Program
16. Claims Docket Allowance for Vouchers Dated 11/20/13

Minutes prepared by Shannon Eason