



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, January 8, 2014 at the hour of 5:00 P.M. in the Emergency Operation Center 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, Latchford, Freese, and Nothstine (4)

Absent: None (0)

Also present were: Jan Orlich, Superintendent; Jeff Katz, Park Board Attorney; Joe Doyle, City Council Liaison; Marty Corley, School Board Liaison; Shannon Eason, Director of Administrative Services; Charles Ray, P.E., Duneland Group; Johnny Martinez, Zoo Director; Shawne Sheldon, Zoo Retail Manager; Bob Graves, Maintenance Director; Jason Miller, LaPorte County Convention and Visitors Bureau; Tim Frame, Harbormaster; Jessica O'Brien, The News Dispatch; and Andre Steele, ALCO TV.

Mr. Freese nominated Mr. Dabney as the 2014 Park Board President; Mr. Nothstine seconded the nomination. Mr. Latchford nominated himself as the 2014 Park Board President; there was no second. There were no other nominations.

- On a motion made by Mr. Freese, seconded by Mr. Nothstine and voted for unanimously by the Board, the Board elected Mr. Dabney as the 2014 Park Board President.

Mr. Freese nominated Mr. Latchford as the 2014 Park Board Vice President; Mr. Nothstine seconded the nomination. There were no other nominations.

- On a motion made Mr. Freese, seconded by Mr. Nothstine and voted for unanimously by the Board, the Board elected Mr. Latchford as the 2014 Park Board Vice President.

Mr. Dabney nominated Mr. Freese as the 2014 Park Board Secretary; Mr. Latchford seconded the nomination. There were no other nominations.

- ❑ On a motion made by Mr. Dabney, seconded by Mr. Latchford and voted for unanimously by the Board, the Board elected Mr. Freese as the 2014 Park Board Secretary.
- ❑ By unanimous vote, Mr. Nothstine was appointed as the 2014 Park Board Liaison to the Michigan City Planning Commission.
- ❑ By unanimous vote, Mr. Freese was appointed as the 2014 Park Board Liaison to the Michigan City Port Authority.
- ❑ By unanimous vote, Mr. Latchford was appointed as the 2014 Park Board Liaison to the Washington Park Zoological Society Board.
- ❑ 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 December 17, 2013 Park Board and Redevelopment Commission public workshop.
- ❑ 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 December 18, 2013 Park Board meeting.

Park Superintendent Jan Orlich reported on cleanup efforts from this week's snow storm; the golf course culvert project; and the resignation of a full time Maintenance Grounds Foreman.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board agreed to extend the 10% off sale for 2014 Michigan City Golf Course annual passes until 4 p.m. on Tuesday, January 14, 2014 due to the State of Emergency this week.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board instructed Attorney Katz to draft a Request for Proposals for concession operations in Washington Park to include operation of the Sandbar Concession Stand as well as a bicycle, kayak and beach gear rental operation.

Attorney Katz reported the Dune Restoration Committee has reviewed the draft of the Land Management Plan and a final document should be ready for a public hearing toward the end of February 2014.

- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached proposal submitted by Global Engineering for design and engineering of a seasonal operation building, shelter, toll booths and entryway enhancement in Washington Park and agreed to seek funding for the proposal from the Michigan City Redevelopment Commission.

Administrative Director Shannon Eason presented the preliminary designs for the Hansen Park ADA Route and Kayak Launch System and opened the meeting to public input. There was no input from the audience. The Park Board discussed adding bollards around the playground, adding a bike rack to the launch to secure wheel chairs and using a porous surface for the ADA parking near the launch.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to table the Superboat International Great Lakes Grand Prix Major Event License Agreement.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Nothstine and voted for unanimously by the Board, the Board agreed to table the request for an additional appropriation to fill a full time Maintenance Building Foreman position.
- ❑ 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 an additional appropriation to fill the vacant full time Maintenance Grounds Foreman position, noting this is a critical position in the department.
- ❑ 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 \$8,048.72.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #26, 12/08/13 through 12/21/13, in the amount of \$44,822.38.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board accepted donations in the amount of \$45.48 from Merchant Services, \$55.23 from Merchant Services and \$60,000.00 from the Margaret and Otto Zack Foundation for zoo food and a new freezer.

Mr. Freese read the following minor transfers into the minutes:

Park Admin Fund 1301/0802	
Decrease account 03 432.003 Travel Expenses	\$373.56
Increase account 03 432.004 Telephone	\$373.56
Senior Center Fund 1301/0806	
Decrease 01 412.023 Buy Back Vacation	\$314.87
Decrease 03 435.001 Gas/Electric	\$ 73.98
Increase 01 411.001 Salaries & Wages	\$314.87
Increase 03 432.004 Telephone	\$ 73.98

Golf Fund 1314/0000

Decrease 01 412.023 Buy Back Vacation \$ 19.16

Increase 01 412.022 Civilian Vacation Bonus \$ 19.16

- On a motion made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:02 p.m.



Jan Orlich, Superintendent



Phil Freese, Park Board Secretary

Attachments to the January 8, 2014 Park Board meeting:

1. Global Engineering Proposal for Design and Engineering for Washington Park Administration Building, Toll Booths, Shelter and New Entry Way
2. Request for Additional Appropriation to Fill Vacant Full Time Maintenance Grounds Foreman Position
3. Claims Docket Allowance for Vouchers Dated 01/08/14

Minutes prepared by Shannon Eason