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The Michigan City Park and Recreation Board met in regular session on Wednesday, March 12, 2014 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, Latchford, Freese, and Nothstine (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; Jeff Pritchard, Caretaker Landscaping; Glenn Peters, Pepsi Beverages Company; Shawne Sheldon, Zoo Retail Manager; Jason Miller, LaPorte County Convention and Visitors Bureau; Bob Graves, Maintenance Director; Jaime Raymond, ServiScape; Karen and Jacob Ellenberger, Ellenberger's Maintenance Service; Yvonne Hoffmaster, Deputy Controller; Dave DeLau, DeLau Landscaping; Daniel Lewis, Cedric Crawford, Chanel Ross, Jamie Thode, and Michelle Harvill, Westside Youth Empowerment Association; Juan Valdes; Johnny Martinez, Zoo Director; Jessica O'Brien, The News Dispatch; and Andre Steele, ALCO TV.

- On a motion made by Mr. Freese, seconded by Mr. Nothstine and voted for unanimously by the Board, the Board approved the minutes of the February 19, 2014 Park Board meeting.
- On a motion made by Mr. Nothstine, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the minutes of the February 20, 2014 Executive Session.

Maintenance Director Bob Graves gave a reported on current and planned maintenance projects.

Zoo Director Johnny Martinez reported on current and planned zoo projects.

- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board agreed to table JMTD Production Group's presentation.

- On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved commencement of preparation of construction documents for a new operations building in Washington Park.

Park Board Attorney Jeff Katz reported letters will be sent to encroachment tenants tomorrow regarding converting their leases to licenses. A draft license agreement was also included. The final draft of the Land Management Plan has been distributed to the Sheridan Beach and Esplanade Restoration Committee for review along with restoration and path maintenance agreements. Mr. Katz reported letters and draft license agreements will be sent to encroachment tenants tomorrow.

Deputy Controller Yvonne Hoffmaster gave the Park Board a brief description of the City's financial situation due to uncollected taxes. She presented the Park Board with the attached spreadsheets outlining the deficits beginning in 2008.

- On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved and the attached request to offer an additional session of the Couch to 5K program
- On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached 2014 City Kids Day Camp program.
- On a motion made by Mr. Nothstine, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached proposal submitted by Ross Balling of EVP Tour to host volleyball tournaments, camps and leagues in Washington Park in 2014.
- On a motion made by Mr. Latchford, seconded by Mr. Nothstine and voted for unanimously by the Board, the Board agreed to reject all proposals received for the Sandbar Concession Stand 2014 operation and to solicit new proposals for the 2014 season.
- On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to remove "Request for Proposals for Bike, Kayak and Beach Gear Rental Concession Operation" from the agenda.
- On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to solicit proposals for a bike, kayak and beach gear concession operation for the 2014 season.
- On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board accepted the proposal submitted by ServiScape, LLC of Michigan City for landscape maintenance at Millennium Plaza from 2014 through 2018, reserving the right to renew the contract annually.

- ❑ On a motion made by Mr. Nothstine, seconded by Mr. Freese and voted for unanimously by the Board, the Board accepted the attached proposal for beverage services submitted by Pepsi Beverages Company.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached job descriptions titled "Maintenance Foreman-Grounds" and "Maintenance Crew Leader."
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached request submitted by the LaPorte County Symphony Orchestra to host their annual concert in Washington Park on July 20, 2014 and agreed to waive all rental fees and issue free parking passes to the musicians.
- ❑ On a motion made by Mr. Nothstine, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the request submitted by The Indiana Department of Corrections to use the Tennis Shelter for training on July 16th and 17th, 2014 and agreed to waive the rental and parking fees.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board accepted the attached quote submitted by Polar King International for a new freezer and cooler unit at the zoo which will be paid for by the Zack Foundation donation received earlier this year.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Professional and Personal Services Contract (EDS# A305-4-200) with the Indiana Department of Environmental Management for water quality testing and notification services during the 2014 beach season.
- ❑ On a motion made by Mr. Nothstine, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Utility Easement for the 8th Street water line project with the Michigan City Sanitary District.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board agreed to table the Westside Youth Improvement Association's request to use park facilities.
- ❑ 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. 776 titled "Approving the Transfer of Park Benches, Trash Cans and Light Poles Along Franklin Street to the Michigan City Parks and Recreation Department."

Park Superintendent Jan Orlich reported the department is now making volume purchases of household supplies through an intergovernmental purchasing alliance to reduce costs;

2014 entertainment permits have been applied for with the Indiana Department of Homeland Security; season employee requisitions have been submitted and posted; the Port Authority will take over the annual cost of the port-a-pot located at the Lot 1 restroom building; pre-bid meetings which were held on February 26, 2014; and planned repairs and painting of the Franklin Street bridge.

- ❑ 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 \$40,661.40.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #4, 02/02/14 through 02/21/14, in the amount of \$39,603.46.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board accepted donations from Soda Dog in the amount of \$250.00, Allstate/Wagner Agency in the amount of \$300.00 and Fox Photography in the amount of \$300.00 for youth baseball sponsorships.
- ❑ 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 \$381.41 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 7:36 p.m.


Jan Orlich, Superintendent


Phil Freese, Park Board Secretary

Attachments to the March 12, 2014 Park Board meeting:

1. Tax Spreadsheets
2. 2014 Couch to 5K Session II
3. 2014 City Kids Day Camp Program
4. 2014 EVP Tour Leagues, Camps and Tournament Proposal and Liability Insurance Certificate
5. Proposals for Millennium Plaza Landscape Maintenance
6. Beverage Proposals

7. Maintenance Foreman-Grounds and Maintenance Crew Leader Job Descriptions
8. LaPorte County Symphony Orchestra Request to Host Annual Concert in Washington Park
9. Indiana Department of Corrections Request to Use Tennis Shelter
10. Freezer/Cooler Proposals
11. IDEM Professional and Personal Services Contract for Water Quality Testing and Notification Services for the 2014 Beach Season
12. Utility Easement for Potable Water Line on 8th Street with Sanitary District
13. Resolution No. 776 Franklin Street Site Furnishings
14. Claims Docket Allowance for Vouchers Dated 03/11/14

Minutes prepared by Shannon Eason

