

**The Michigan City Park and Recreation Board** met in regular session on Thursday, January 8, 2009 at the hour of 5:00 P.M. in the Michigan City Parks and Recreation Office, 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. Latchford, Freese, Milcarek and Mr. Dabney (4)**

**Absent: None (0)**

**Also present were:** Patrick Donoghue, Park Department Attorney; Joe Doyle, City Council Liaison; Jan Orlich, Superintendent; Shannon Eason, Director of Administrative Services and Special Projects; Jason Richardson, Golf Pro; Bill Green; Jason Miller, LaPorte County Convention and Visitor's Bureau; Deb Sederberg, The News Dispatch; Andre Steele, ALCO TV.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney voted for by Mr. Latchford and Mr. Freese, the Board elected Phil Latchford as the 2009 Park Board President and Phil Freese as the 2009 Park Board Vice President.
- ❑ **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted for by Mr. Latchford and Mr. Milcarek, the Board elected Tom Milcarek as the 2009 Park Board Secretary.

Mr. Latchford asked the Park Board members if everyone is willing to serve in the same liaison capacity they served in during 2008. All Board members agreed. Mr. Dabney will serve as the Liaison to the Port Authority; Mr. Milcarek will serve as Liaison to the Planning Department; and Mr. Freese will serve as Liaison to the Zoo Society.

- ❑ **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the minutes of the December 11, 2008 Park Board meeting.

Superintendent Jan Orlich reported the City Council appropriated \$500,000 in funding for the necessary structural and storage improvements to the Guy Foreman Bicentennial Amphitheater located in Washington Park. The City Council also passed \$150,000 for engineering services related to the construction of a soccer building and parking lot at Patriot Park and for a drainage

system design and playground improvements at Adams Park. The City Council also approved \$125,000 for electrical upgrades in Washington Park located west of the main entrance road. Lastly the City Council has appropriated funding in the amount of \$75,000 for crowning of the baseball and softball fields at Patriot Park and Ms. Orlich recommended we move forward with this project as soon as possible and secure a vendor for that project.

Mr. Latchford thanked Mr. Doyle noting it is nice to have the cooperation of the City Council.

Ms. Orlich reported she has given the Board information regarding the splash pad cost analysis for review. Ms. Orlich stated she will answer any questions the Board may have and noted this is a rough estimate.

Mr. Latchford asked if this is projecting the electric and the water expense.

Ms. Orlich stated she does not have a projection on the water; it will depend on how much water needs to be topped off in the tank. Ms. Orlich reported there is a projection on employees that it will take to operate the park on a daily basis, which will be 106 days, the electrical charges and the chemical usage. Ms. Orlich stated what she did not analyze yet was the water testing kits that will be necessary to test the water on a regular basis, skimmers and necessary equipment, a medical kit and things like that that will have to be on location.

Administrative Director Shannon Eason reported the Board has their annual W-9 forms before them tonight and she asked them to fill them out and return them so we can pay you this year. Mrs. Eason reminded the public and the Board the Holiday Lights will turn off this Sunday, January 11, 2009 at midnight; if you want to see them you still have a couple of days to get down to Washington Park to see them. Mrs. Eason reported our FEMA claim that she reported about in December has been approved. We will receive a reimbursement check in the amount of \$2,786.39. This relates to the flood damage at Patriot Park in September 2008. We should receive payment in February 2009. Mrs. Eason stated an encroacher, Mr. Michael Nash, called her early in December, 2008. Mr. Nash has a cottonwood tree behind his house that sits on park property and he was asking to have it removed because it will interfere with a planned sewer project going on in that area. Mrs. Eason stated she contacted City Forester Frank Sileheimer who inspected the tree. Mr. Sileheimer reported it is a healthy tree and he does not want to remove it from our property and he believes the sewer line project can be moved over several inches to avoid removing the tree. Mrs. Eason called Mr. Nash and relayed Mr. Sileheimer's opinion. Mr. Nash stated it is going to be a problem with the sewer project and Mrs. Eason told him if Al Walus contacted us and it is his opinion the tree needs to come out we will reconsider the request. Mrs. Eason stated she has not heard from Mr. Nash or Mr. Walus but she wanted to make the Board aware of this request in case it comes back up. Mrs. Eason reported Smooth Jazz has turned in their financial statement that was required by their contract for their 2008 event and that was put in the Board's mailboxes today. Mrs. Eason reported she spoke with Todd Bell of Woodruff and Sons who is working on Phase III of the Water Department Project in Washington Park and because of the weather their project has been delayed; they are going to try to pour concrete this Saturday. At that point they will cover the building and let it sit until early March. They intend to have the project completed by the beginning of April which was

their original schedule. They thought they might be able to complete the project by the end of 2008 but ran into some de-watering problems and then the bad weather hit. Mrs. Eason reported the Park Board received a proposal for the bicycle and kayak rentals and you accepted that proposal from Jack McKinney on December 4, 2008. Mrs. Eason stated the contract is before the Board tonight for approval which is on the agenda. Mrs. Eason stated Ms. Orlich went over the capital improvement dollars that the City Council approved at their meeting last Tuesday. Mrs. Eason stated she did put a packet of drawings for the Amphitheater Project in the Board's mailboxes. Those drawings are 65% complete at this time. At this point we should probably bring in Roger Potratz and get some numbers on the items that we discussed. Mrs. Eason stated she doesn't believe everything on the wish list will fall under the \$500,000 budget so we need to prioritize the list and get that project moving forward before our season gets under way which is mid May with the Municipal Band.

Mr. Latchford asked Mrs. Eason if the FEMA check will be restricted in anyway and asked if it was compensation for labor hours.

Mrs. Eason responded it was compensation for labor hours, materials and equipment use.

Mr. Latchford asked if there is any restriction or if it goes into our general park fund.

Mrs. Eason stated she is not sure where it goes; she doesn't know if it goes into the city's general fund; there were other claims from other departments. Mrs. Eason stated she will check with John Schaeffer or Yvonne Hoffmaster.

Mr. Donoghue stated he thinks we would expect that money would go into the fund out of which the original payments were made; that is normally how it happens unless there is something different about this particular reimbursement.

Mr. Latchford stated in the list of capital improvements can we begin managing the timelines for the rest of these things such as the soccer building. Mr. Latchford stated he knows we have had some preliminary work done with that with Haas and Associates, nothing formal, just some basic cost structures and we have another \$60,000 for that from the Michigan City Soccer Club.

Mrs. Eason stated at this time we can send RFP's out, we could not do that prior to the funding being approved this past Tuesday. Mrs. Eason stated as far as the Amphitheater, we will put together a meeting with Roger Potratz to get that project moving forward. Mrs. Eason stated RFP's will go out for Patriot Park engineering services. The Adams Park project will come up later on the agenda and the Mayor requested we obtain RFQ's for that project which has been done and we received three. Mrs. Eason stated she is prepared to make a recommendation tonight for the engineering services for the Adams Park project. Mrs. Eason asked Mr. Donoghue if we need to obtain proposals for phase III of the Washington Park Electric project noting that was an emergency project.

Mr. Donoghue stated we can stay with the vendor to complete that project.

Mrs. Eason stated we will have Marquiss come in and finish that project noting this is not a major project, it is the smallest of the three phases and we should be able to complete that prior to our summer season. Mrs. Eason stated Ms. Orlich mentioned re-crowning the fields at Patriot Park and stated Pat Voltz has been in touch with the vendor and we would like to get that done in March prior to the start of the season. Mrs. Eason stated we are moving forward on all of those projects.

Mr. Latchford stated the challenging one is going to be the \$150,000 for park projects; some of those projects like the soccer building will be well beyond that amount.

Mrs. Eason explained that that the \$150,000 is for engineering services; \$75,000 for Adams Park and \$75,000 for Patriot Park. Once those studies are done and we have construction costs we will have to go back to the Council to seek funding for the actual construction work.

Golf Pro Jason Richardson stated our deadline for discounts on season passes is coming up and he asked the Board to extend the deadline until January 19, 2009. The deadline is January 12, 2009 and he would like to extend that one more week. Mr. Richardson stated after looking at our numbers compared to last year we are down 94 passes and almost \$31,000. Mr. Richardson went through our database and would like to send out a mailer, which the Board received a copy of, to the people that purchased a 2008 pass but have not purchased a 2009 pass. This would give them an extra week to come up and purchase their pass. Mr. Latchford asked Mr. Richardson if the letter he gave to the Board is the letter he intends to send.

Mr. Richardson replied yes.

Mr. Dabney asked if the deadline we are using has to do with anything in the background, some kind of work behind the scenes that dictates the date in January.

Mr. Richardson stated a while back it used to be the end of the year and we found that people are getting bonuses and things at the end of the year so a few years ago the Board extended the date to the middle of January and that is the date we have used for the last few years. Mr. Richardson stated after Christmas spending \$500 or \$600 can be tight for some people.

Mr. Dabney stated he was thinking about tax returns and that is why he was asking if there is some reason that it ends this early.

Mr. Latchford stated we give the incentive of 10% off so people will pay us earlier. The way it has been working is we can use these funds when play drops dramatically at the end of the year. Mr. Latchford stated his only fear of extending the deadline is our budgets are set up, and granted we need revenue, if we can't get revenue we are in trouble but if we extend this everyone will take advantage of the 10% off and we'll have 10% less revenue than we projected. Mr. Latchford stated we have to find the right point to say there is no more 10% discount. Mr. Latchford stated we have to be firm and say this is the last date, January 19, 2009; otherwise people will wait and if they think there will be a possibility for a 10% discount in March they will wait.

Mr. Richardson stated just today a couple of people came in and stated they saw the announcement we put in the paper today and they said they had forgotten and the ad reminded them purchase their pass so maybe if we send out a reminder it will spark some interest to come up here next week and take care of it.

Mr. Latchford stated he thinks sending a letter is a great idea.

Mr. Dabney stated the \$31,000 amount shocks him.

- **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board agreed to extend the 10% discount on golf season passes until January 19, 2009.

Mrs. Eason asked the Board to table both items related to the splash park to the January 22, 2009 Park Board meeting.

Mr. Latchford asked if tabling these items will cause any problems or delays regarding the use of the park this summer.

Mrs. Eason stated she doesn't believe so; all of the bid awards that are covered under these items can't start until the demolition is done and we haven't even started that. Mrs. Eason stated the reason we would like the Board to table these items is Ms. Orlich would like to talk to the engineers from Water Odyssey. Ms. Orlich has experience installing and operating a water park and she has some concerns and issues that we were not aware of so before we sign an agreement with an installer we want to make sure all of the wrinkles have been ironed out. Mrs. Eason stated the two week delay will be time well spent.

Ms. Orlich reported she put a copy of her concerns in the Board's mailboxes for their review and if the Board has questions she is available to answer them at any time.

Mr. Freese stated he hasn't read Ms. Orlich's entire report but from what he has read he thinks it would be worthwhile to table this until the next meeting. Some of the concerns she brought up are really good concerns.

- **On a motion** made by Mr. Freese, seconded by Mr. Milcarek and voted unanimously by the Board, the Board agreed to table agenda items 11 (C.) and 11 (D.) to the January 22, 2009 Park Board meeting.

Mr. Latchford stated the Board accepted a proposal at the last meeting for the bicycle and kayak rentals and the lease agreement is before the Board for approval tonight. Mr. Latchford stated his only concern is there is mention of a price sheet that is not attached to the contract and that should be attached to the final copy. Mr. Latchford stated, to make sure everyone is in agreement and this is a trivial matter but he mentions on page 2 that he will have kayak and bike rentals and will be the sole proprietor of surf gear, kayaks, and bike rentals. Mr. Latchford stated

he knows Mr. McKinney has plans to do metal detection and a lot of other activities beyond this and Mr. Latchford wants to make sure he is given the sole rights for those items as well. Mr. Latchford stated he thinks that is understood.

Mrs. Eason stated she believes all other items are covered under the language “beach gear” which is a vague description.

Mr. Latchford stated that was his interpretation too but he wanted to publicly mention that this encompasses anything he has under his operation with anything meaning metal detectors, umbrella rentals, beach chair rentals, sunscreen, etc.

Mr. Donoghue stated that is the intent of the language.

Mr. Latchford thanked Mr. Donoghue for that clarification and stated the only other thing he noticed, which again, is not a big deal, but Labor Dayz is late this year on September 7, 2009 and he’ll have to extend the lease one week at a pro-rated amount because the lease ends on August 31, 2009.

- **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached Michigan City Parks and Recreation Commercial Lease Agreement for Bicycle, Kayak, Surf and Beach Gear Rentals with Mr. Jack McKinney, Jr. for the 2009 season.

Mrs. Eason stated, at the Mayor’s request, we received Requests for Qualifications for the Adams Park project from Haas & Associates in Michigan City, G.M. Fedorchak & Associates from LaPorte, Indiana, The Troyer Group of Mishawaka, Indiana and we also extended the opportunity to John A. Doyle & Associates who was not able to prepare the required information. Mrs. Eason stated after reviewing the RFQ’s, which were provided to the Board, she recommends the Board accept the RFQ submitted by Haas & Associates. Mrs. Eason stated Haas & Associates is a local firm and this stays with the Mayor’s Local Hiring Ordinance even though this project is under the \$150,000 mark but Mrs. Eason stated she believes in this low economy it is good to keep our citizen’s tax dollars in our own community. Mrs. Eason stated they have done quite a bit of work with sewer and drainage projects in the Southgate area so they are familiar with the infrastructure out there. This will be a large project which will rely heavily on infrastructure around that area; we don’t want to flood the surrounding community. Mrs. Eason believes Haas & Associates is a good choice; they know the area and the project.

- **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board accepted the RFQ submitted by Haas & Associates for design and engineering services on the Adams Park project.
- **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board approved city claims filed on account of appropriations for the Parks and Recreation Department in the amount of \$52,311.79.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board approved Payroll #26, 11/30/08 through 12/13/08, in the amount of \$48,964.88.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board accepted a \$200 from NIPSCO for the holiday lights.

Mr. Freese welcomed Jan Orlich.

Mr. Latchford welcomed Jan Orlich stating she has gotten a little bit in, in only four days; it is a fast paced environment and Mr. Latchford is glad to have Ms. Orlich here to help guide us through this.

Mr. Donoghue stated he enjoyed a meeting with Ms. Orlich just the other day; it was a get acquainted meeting and Mr. Donoghue is very happy the Board choose Ms. Orlich to be the new Superintendent.

Mr. Doyle stated he had the opportunity to briefly meet with Ms. Orlich and looks forward to working with her. Mr. Doyle announced the Summer Fest Melt Down will be on January 17, 2009 at the Senior Center and invited everyone to come out to enjoy some good food and entertainment.

- ❑ **On a motion** made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 5:36 p.m.

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Jan Orlich, Superintendent  
Michigan City Park Department

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Tom Milcarek, Secretary  
Michigan City Park Board

Attachments to the January 8, 2009 Park Board meeting:

1. Encroachment Status Reported Dated 01/08/09
2. Michigan City Department of Parks and Recreation Commercial Lease Agreement for Bicycle, Kayak, Surf and Beach Gear Rentals.
3. Claims Docket Allowance for Vouchers Dated 01/07/09

Minutes prepared by Shannon Eason