

**The Michigan City Park and Recreation Board** met in regular session on Thursday, April 2, 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:** Jan Orlich, Superintendent; Patrick Donoghue, Park Board Attorney; Joe Doyle, City Council Liaison; Shannon Eason, Director of Administrative Services and Special Projects; Bill Greene, School Board Liaison; Jason Richardson, Director of Golf; Henry George, NAACP; Roger Potratz and John Schaaf, Dh2w; Jason Miller, LaPorte County Convention and Visitor's Bureau; Tom Wagner; Cyndi Davis, NCCHA; Ron Miller, W.E.F.M.; and Andre Steele ALCO TV.

- **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the minutes of the March 19, 2009 Park Board meeting.

**On a motion** made by Mr. Dabney, seconded by Mr. Freese and voted unanimously by the Board, the Board approved the minutes of the March 19, 2009 Adams Park public input meeting.

Park Superintendent Jan Orlich informed the Board on Saturday, May 2, 2009 we have a perennial swap that will take place at the Dodgem Building from 10:00 a.m. to 2:00 p.m. Ms. Orlich has been in contact with Master Gardener Rosie Flitter and she will have Master Gardeners on hand. International Friendship Gardens will also be there. Ms. Orlich stated she explained to Ms. Flitter that we are participating in the America in Bloom program and we are looking for Master Gardeners to come in and help us design a theme for Washington Park. Ms. Flitter put Ms. Orlich in touch with Jamie and Christian Lucchini, Master Gardeners, and they will contact us and we'll take them around to our gardens and they will incorporate designs for us possibly using the perennials we currently have by moving them around to create some type of color theme throughout Washington Park.

Ms. Orlich reported Marquiss Electric is on the grounds; they have started hooking up the parking booth in lot #2 so we will be able to utilize that as an entrance for the zoo and splash park this summer.

Ms. Orlich and Mrs. Eason have driven the park on a couple of occasions and we are going to incorporate new signage on Lake Shore Drive and throughout the park. This will be informative and directional signage to try to make it easier to get around the facilities and to break up some of the traffic entering the main entrance. We will also incorporate bilingual verbiage and as we continue to change out signs so we can accommodate everyone.

Ms. Orlich reported our Maintenance Department will be working with Mr. Martinez at the Zoo to establish firebreaks. These firebreaks will surround the property of the zoo and they will be 20' in width to contain the spread of fire if one occurs.

Ms. Orlich reported she had a meeting with Todd Bell of Woodruff and Sons in regard to the splash pad and there is not enough fall to accommodate elimination of the water, not off of the pad but off of the surrounding area. The sewer lines that we had didn't give us enough fall, so we had two choices; we could either put in a second lift station or fill another foot of the splash pad with sand. Ms. Orlich opted for the latter and that is completed so we avoided the expense of the lift station.

Ms. Orlich reported we had a meeting with LaPorte County Convention and Visitor Bureau. Jack Arnett brought his entire crew over for the first meeting of the Triathlon. The meeting went very, very well. LaPorte County CVB and the Park Department are working very well together; LaPorte County CVB is definitely taking a progressive role in helping with the Triathlon. Ms. Orlich stated, in regard to the Triathlon, we are looking at an Olympic class, which is a 1.5K swim, a 40K bike ride and a 10K run. The run would include Washington to Sixth, Sixth to Pine and Pine back over the bridge and through the park. Ms. Orlich stated Mr. Kienitz and his crew are working on clearances for that. Ms. Orlich stated the sprint would include a 750 meter swim, a 20K bike ride, and a 5K run. The relay for ages 6 to 10 would include a 100 yard swim, a 3 meter bike ride and a ½ mile run. The last relay, for ages 11 to 15, would include a 200 meter swim, a 6 mile bike ride and a 1 mile run. Ms. Orlich stated we will continue to work on that up until race day. Mr. Kienitz had a meeting with Race Director Paula Terk and the next step will be to finalize her contract and that will be brought to the Board for approval.

Ms. Orlich reported John Schaeffer requested she prepare a worksheet, which was submitted to the Board, outlining specifications on the park maintenance facility and the Park Office for the Buildings and Grounds Task Force. They also requested the square footage of each of the buildings, what operations are housed in each of the buildings and how many personnel are housed in each building. That was forwarded to the Task Force. The Task Force came to the Park Office and the maintenance building last week to tour the facilities.

Ms. Orlich reported a second set of interviews took place with the LaPorte County Impact clients and we utilized one in our zoo operation, four of them with our flower girls and two in custodial services.

Ms. Orlich stated she was contacted by Bernie Scott, the Chair of the Smooth Jazz Concert. Mr. Scott is very interested in the renovation of the Amphitheater. His particular interest was the seating. Mr. Scott is not happy about the bench style seats; he wanted us to incorporate individual seats in the Amphitheater construction. Ms. Orlich told Mr. Scott she believes the cost of that is probably higher than the bench seating; we did ask for that as an alternate bid. Ms. Orlich told Mr. Scott if we had a revenue stream that would warrant the monies to be funded toward those individual seats that would have been a consideration. Mr. Scott told Ms. Orlich potential investors and sponsors will be viewing our facility. Ms. Orlich's response to Mr. Scott was maybe these potential investors or promoters would be interested in donating the money to upgrade to individual seats. Mr. Scott stated he would get back to Ms. Orlich regarding the potential investors.

Mr. Latchford asked Ms. Orlich for an update on SCO Engineering.

Ms. Orlich stated the Phase III schematic is just about complete and should be delivered to us within the next week. Ms. Orlich stated, from what she understands, the breakers have been ordered from Siemens. Ms. Orlich stated Siemens is a hard company to deal with and she expressed an urgency in regard to getting those because are events will be starting soon and they assured her that everything would be here on time.

Mr. Latchford asked what phase the breakers are for.

Ms. Orlich stated they are for Phase I; they are the ones that tripped the turtles and caused the problems.

Mr. Latchford asked how many people from LaPorte County Impact we are currently working with.

Ms. Orlich stated that is hard to say; some of them show up and some of them do not show up. On any given day we have between two to six people out of the nineteen that we interviewed and put in slots.

Mr. Latchford asked Ms. Orlich if she is still happy with the program.

Ms. Orlich stated we will continue to stick it out; she still feels if you have twenty or thirty people and are able to reach one it is still good so we intend to continue to work with LaPorte County Impact. Some of the Directors are a little disgruntled in having scheduled work and they don't show up and that puts a burden on the rest of their staff. Ms. Orlich stated she explained the concept to them; this is a service we are trying to provide and we need to stand as role models to these individuals and if you reach one we should be happy we helped one person succeed with whatever they want to do with their lives.

Park Board Attorney Pat Donoghue reported the wildlife Resolution No. 669 adopted by the Board has been used as a draft for a City Council Ordinance; that draft is now underway and is

being reviewed by Amber LaPaich, the City Attorney, and by Jim Meyer, the City Council Attorney. Our Liaison Joe Doyle and Port Authority Liaison Marc Espar have agreed to sponsor that Ordinance. Mr. Donoghue stated we expect this to come before the City Council at their second meeting in April. Mr. Donoghue stated it will be fairly straight forward. As you know with your Resolution, this is not a complicated matter. Mr. Donoghue stated there is an Additional Appropriation Ordinance relating to the golf course for inventory for beer and wine sales and for other needs as we move forward this summer with that for the first time at our golf courses and that Additional Appropriation Ordinance, he believes, is coming up for the first time on Tuesday and it was put together, essentially, by John Schaeffer and reviewed by Mr. Donoghue and Mr. Meyer. Mr. Donoghue stated it seems to be straight forward and Mr. Doyle is sponsoring it and, again, this is something we had in the plans for sometime so we expect that will be well received by the City Council. Mr. Donoghue stated the Board has received copies of the beer and wine permit application. Mr. Donoghue stated the drawings have been completed; the scaled drawings that are required for the premises at the south clubhouse and the north clubhouse. Mr. Donoghue stated he went out for a brief inspection. Mr. Donoghue stated he doesn't know if everyone has seen it, but the work at the south course is really beautiful; the restaurant area and so forth is very, very nice. Mr. Donoghue stated we expect that permit process will begin possibly next week. Mr. Donoghue will be on vacation next week so that may hang over until immediately after Easter. Mr. Donoghue stated we have been in contact with our representative in Indianapolis who is helping move this along.

Mrs. Eason submitted a golf report to the Park Board that was prepared for the Golf Task Force that is being assembled. The report is a compilation of the last three year's Golf Annual Report. Mrs. Eason asked the Board to review the report and direct any suggestions or comments to herself or Mr. Richardson.

Mr. Richardson reported he wanted to give the Board an update on how the golf courses are doing so far this year. Regarding season passes, we have sold 319 for a total of \$108,456 this year compared to last year where we sold 314 passes for a total of \$105,718; this is a difference of 5 passes and \$2,738. Mr. Richardson stated the Board might remember we offered a new cart package this year which is a 10-ride punch pass. We have sold 9 of these passes this year for a total of \$1,350. Mr. Richardson stated we continue to offer our 40-ride cart package for \$600 and we have sold 21 for a total of \$12,600 this year compared to 2008 where we sold 12 cart packages for a total of \$7,200 for a combined increase of \$6,750. Mr. Richardson reported the golf course opened March 6, 2009 and, as we know, the weather in March was pretty decent for golf. Mr. Richardson stated in March 2008 we had 109 rounds for a total of \$776 compared to this year where we have had 902 rounds for a total of \$10,106. We were open 18 days for the month of March with some of those days not being ideal for golf. Mr. Richardson reported he promoted the golf course last Saturday on the W.E.F.M. radio show at the Trash and Treasure Sale. Mr. Richardson talked about the season passes, greenfees and the up and coming specials that we will be offering on our website.

Mr. Latchford stated he noticed that Mr. Richardson's payroll is about 10% less this year than last year.

Mr. Richardson stated that is correct; he has not hired a second assistant at this time, but he is in the process of doing that.

Ms. Orlich asked Mr. Richardson about the cart wraps.

Mr. Richardson stated Golf Cart Ads picked up a cart on Tuesday and took it back to their shop to wrap it with an ad stating “advertise here” to promote the space for advertising on our carts. Mr. Richardson expects that cart will be back tomorrow or the first of next week.

Mr. Latchford stated there is some good, early momentum.

Mr. Richardson stated yes, very good, and hopefully April will be the same as March, or maybe even a little better.

Ms. Orlich stated Mr. Richardson has been taking a bigger role in trying to promote the golf course; more so this year than any other year.

Mr. Latchford stated maybe that is obviously why we are seeing the up-trend, so thanks Jason.

Mr. Donoghue reported, regarding encroachments, we are scheduling an Executive Session for the next meeting; there are some legal issues we need to be addressed with the Board. Carl Greci, the Attorney from Baker & Daniels, will be here to bring those issues to your attention.

Mr. Latchford stated he won't be here for that meeting.

Mr. Donoghue offered a private discussion with Mr. Latchford after the meeting to bring him up to date.

Ms. Orlich asked the Park Board to table the Splash Park bids because Mr. Fedorchak is out of town this week.

- **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted unanimously by the Board, the Board agreed to table the Splash Park bid awards to the meeting of April 16, 2009.

Mrs. Eason asked the Board to table the Patriot Park Photographer Contract until the next meeting noting Mr. Kienitz met with Pam Clarkson on site yesterday and Mrs. Eason would also like to conduct a site visit with Mrs. Clarkson to go over her proposed location and use of our power and phone line. Mrs. Clarkson does have the contract and is reviewing it so it should be ready for the Board's next meeting.

Ms. Orlich introduced Mr. Roger Potratz and Mr. John Schaaf of Dh2w who will present the final design for the Amphitheater Renovation Project.

Mr. Potratz stated this probably will not have to go down State for a plan review because we are building less than 100' of wall. Mr. Potratz presented and explained the final design drawings. Mr. Potratz stated they are suggesting several alternates; coloring the concrete, a large beam spanning the roof instead of a column in the center, individual seats, drainage, providing an HVAC system, and installing insulation in the building.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached final design drawings for the Amphitheater Renovation Project.

Mrs. Eason presented the annual request for discounted exhibitor parking passes for the In Water Boat Show. Mrs. Eason stated the prices reflect, to the nearest dollar, a 25% discount off of our daily parking fees and she recommended the Board approve the request again this year noting the Boat Show brings in a large amount of revenue during the four day show.

- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Freese and voted unanimously by the Board, the Board approved the attached 2009 discounted exhibitor parking permits for the In Water Boat Show.

Mrs. Eason introduced Mr. Henry George who is requesting the use of Pullman Park on June 20<sup>th</sup> and 21<sup>st</sup> of 2009 to host a Juneteenth celebration. Mrs. Eason stated another group held a Juneteenth celebration at Pullman Park several years ago.

Mr. George thanked the Board for having him here tonight. Mr. George explained the event is an informational and educational event for the kids of Michigan City to formulate solidness within the community. Mr. George stated they have a few sponsors such as the Swanson Center, Horizon Bank and the North Central Action Agency. Mr. George stated the event will provide information. The theme of the event will be The Underground Railroad and they will provide information on the role Michigan City, LaPorte County, Lake County, and Porter County played in the emancipation of slavery. This was a very big and unique situation in our area and they feel kids today don't understand the part we played, the part Indiana played. Mr. George stated their intentions are to have information and a guest speaker to talk to the kids. There will be other informational booths such as the Red Cross and Planned Parenthood. Mr. George is hoping to get the Park Board's support to make this event a success.

Mr. Latchford asked Mr. George if this event would be similar to the one held several years ago.

Mr. George stated the last event was hosted by the East Side Community Center and it was just a neighborhood event. This time we want to open it up to the entire Michigan City community and they would like to see some response from Lake and Porter Counties. Mr. George stated they have such a short time to plan that they don't foresee being too big this year. Mr. George stated they would like to get the event started this year and maybe by next year they can have more participants.

Mr. Latchford stated there will be a ticket booth and asked Mr. George what they are going to sell.

Mr. George stated they will have vendors so they will need a ticket booth to regulate the money flow and to keep track of inventory.

Mr. Latchford asked what type of vendors will be at the event.

Mr. George stated they hope to have food and beverage vendors.

Mr. Latchford asked if they intend to have alcoholic beverages.

Mr. George answered no.

Mr. Latchford asked Mrs. Eason if we entered into a lease for the last event.

Mrs. Eason stated she believes we entered into a Major Event Lease.

Mr. Donoghue stated we did enter into a lease.

Mr. Latchford stated there are some administrative matters such as liability insurance and the lease that shouldn't be a problem. Mr. Latchford stated the Board would be willing and happy to work with Mr. George.

Mrs. Eason asked the Board to approve the dates so Mr. George can move forward with planning the event. Mrs. Eason stated she and Mr. George had a brief conversation regarding what they need from the park.

Mr. Freese asked if there would be a charge to attend the event.

Mr. George answered no; there is no fee for attendance. Mr. George stated this will be open to the community and will be a picnic atmosphere and they would like to have seating available for the elderly. Mr. George stated they are working on hooking up with Mr. Whitlow at the Boys and Girls Club to have a 3-on-3 basketball tournament. This is open to the community and free and if you don't want to bring a picnic they will have vendors.

Mr. Freese asked if people can bring in their own food.

Mr. George answered that is correct.

- **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the use of Pullman Park for a Juneteenth celebration on June 20<sup>th</sup> and 21<sup>st</sup>, 2009 contingent upon approval of the Major Event Lease.

Ms. Orlich stated we would like to organizations that hold charitable golf outings at the Michigan City Golf Course, that have 501 (c) (3) status, to be allowed to bring in donated beer for their event. Ms. Orlich checked with Mr. Donoghue and he stated this can be done. Ms. Orlich stated this does not mean that anyone can do that. We are basically looking at people who hold fundraising events for charitable situations such as for medical issues, scholarships or things like that. We would like to be able to offer this for charitable events. Ms. Orlich stated Mr. Richardson would be approached and he would find what inventory they want to bring in, what the event is for, where the proceeds are going, and then he would approach the Board to make sure the Board agrees with the organization and the outing.

Mr. Latchford asked if typically, for an outing, they would be required to purchase beer and wine from the golf course.

Ms. Orlich answered yes.

Mr. Latchford asked if this policy establishes the possibility, if they meet certain requirements, they could bring in their own.

Ms. Orlich stated that is correct.

Mr. Latchford asked if the decision would still have to come before the Park Board.

Ms. Orlich stated yes.

- ❑ **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached policy allowing 501(c) (3) organizations who are hosting charitable golf outings to bring in their own beer and wine.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney 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 \$29,013.11.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved Payroll #7, 03/08/09 through 03/21/09, in the amount of \$46,384.99.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board accepted a \$1,000 donation from Capital Group Companies Charitable Foundation to the Washington Park Zoo.

Mr. Milcarek read the following minor transfer into the minutes:

SENIOR CENTER DECREASE

1301 0806 01 411.014

Seasonal Salaries & Wages \$16,000

SENIOR CENTER INCREASE

1301 0806 01 411.001`

Salaries & Wages

\$16,000

Mrs. Eason explained the reason for the transfer is the Controller's Office had moved the wages for our year round part time employees from the seasonal to the full time line item so we need to do the transfer so our books will balance with theirs.

Mr. Milcarek reported the Board of Works paid invoices totaling \$48,770.50 through their April 6, 2009 meeting.

Mr. Milcarek reported charges totaling \$1,352.39 were charged to the Department's charge card.

Mr. Freese commented the Golf Report is very nice and is interesting.

Mr. Latchford echoed Mr. Freese's comments and noted it is impressive the pace at which things are happening around here; it never ceases to amaze him including this report put together for the Task Force. This is a seemingly simple report but if you look at it and the amount of time and effort and information that went into it is pretty valuable and he thanked everyone who was involved.

Mr. Doyle echoed Mr. Latchford's comments.

- **On a motion** made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 5:53 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 April 2, 2009 Park Board meeting:

1. Golf Report for Golf Course Task Force
2. Amphitheater Renovation Project Final Design Drawings
3. 2009 In Water Boat Show Exhibitor Parking Permits
4. Request to Host Juneteenth Celebration at Pullman Park
5. Donated Beer Policy for Charitable Golf Outings
6. Claims Docket Allowance for Vouchers Dated April 2, 2009

Minutes prepared by Shannon Eason