

The Michigan City Park and Recreation Board met in regular session on Thursday, October 1, 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; Shannon Eason, Director of Administrative Services and Special Projects; Jeremy Kienitz, Recreation Director; Bill Greene, School Board Liaison; Jason Miller, LaPorte County Convention and Visitor Bureau; Shawne Sheldon, Zoo Retail Manager; Arnold Bos, Tower, Inc.; Edward Arnold, Harbor Grill Restaurant; Andre Steele, ALCO TV; and Laurie Wink, The News Dispatch.

- **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the minutes of the September 17, 2009 Park Board meeting.

Superintendent Jan Orlich gave a report regarding the golf course which included a tree removal project and grant opportunities for mitigation projects. Ms. Orlich thanked Mr. Walter Chapala and Mr. Tom Przybylinski who donated their time to stain the shelters on the south course. A representative from Water Odyssey trained park staff on maintenance, mechanics, operation, and winterization procedures at the splash park on September 3, 2009. Ms. Orlich gave the Board an update on phase I and phase III of the Washington Park Electric Project. The zoo staff is constructing a winter holding building for the aviary birds. Ms. Orlich thanked Meyer Glass & Mirror for donating the 4' x 6' window for that project.

Ms. Orlich reported we experienced vandalism at Joe Hawkins Memorial Park and Pullman Park.

Recreation Director Jeremy Kienitz presented the Board with the attached 2009 Washington Park Lifeguard End of Season Summary.

Administrative Director Shannon Eason updated the Board on capital improvement projects including the Amphitheater Renovation, Adams Park Project, and the Rock Garden Project.

The Board agreed to hold a second public workshop regarding the “no dogs” ordinance after their meeting on October 15, 2009.

Mr. Latchford reported Attorney Jeffrey Katz will be taking over the encroachment project and he will present a report to the Board.

Mr. Ed Arnold submitted the attached request to erect a sign on park property.

Mr. Latchford presented some options such as directional signage in partnership with the Port Authority and promised to get back to Mr. Arnold. Mr. Latchford stated if the Park Board did allow a sign, there would have to be rent paid for the fair market value of the land.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board tabled Mr. Arnold’s request to erect a sign on park property.

Ms. Eason asked the Park Board to waive the parking fees that were incurred at the 2009 Eco-Fit Challenge noting we did not charge at the gate and most of the participants came in prior to our gate opening at 8 a.m.

- ❑ **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted unanimously by the Board, the Board agreed to waive the parking fees from the 2009 Eco-Fit Challenge.

Jeremy Kienitz presented the attached 2009/2010 Youth Basketball League fees, rules and coaches application for the Board’s approval.

- ❑ **On a motion** made by Mr. Freese, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the attached 2009/2010 Youth Basketball League fees, rules and coaches applications.

Ms. Orlich presented changes to the Superintendent and Recreation Director job descriptions which will require both positions to possess, or acquire within one year of employment, a Certified Technician certification to accommodate the new splash park.

- ❑ **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached job descriptions for Park Superintendent and Recreation Director.

Ms. Orlich presented the attached 2010 golf fees to the Park Board.

- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Freese and voted unanimously by the Board, the Board approved the attached language to be printed on the back of the 2010 season passes.
- ❑ **On a motion** made by Mr. Freese, seconded by Mr. Dabney and voted unanimously by the Board, the Board tabled the 2010 golf fees to the meeting of October 15, 2009.

Ms. Orlich presented the attached travel request for zoo Retail Manager Shawne Sheldon to attend the Souvenir Super Show on November 6 through November 10, 2009 in Sevierville, Tennessee for an estimated cost of \$640.00.

- ❑ **On a motion** made by Mr. Freese, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the attached zoo travel request.

Mrs. Eason presented the attached Resolution No. 682 transferring money in the Zoo Fund and Resolution No. 683 transferring money in the Park Maintenance Fund for the Board's approval.

- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the attached Resolution No. 682.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached Resolution No. 683.
- ❑ **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 \$61,006.61.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board approved Payroll #20, 09/06/09 through 09/19/09, in the amount of \$69,482.36.

Mrs. Eason read the following minor transfers into the minutes:

PARK MAINTENANCE FUND

| | | |
|-------------------------------|--------------|---------|
| Decrease 1301 0805 02 422.025 | Diesel | \$1,500 |
| Decrease 1301 0805 02 422.033 | Pesticides | \$1,889 |
| Increase 1301 0805 02 423.002 | Repair Parts | \$1,889 |
| Increase 1301 0805 02 422.022 | Oil | \$1,500 |

ZOO FUND

| | | |
|-------------------------------|---------------------|---------|
| Decrease 1301 0804 01 412.023 | Vacation Buy Back | \$6,025 |
| Decrease 1301 0804 03 433.003 | Advertising | \$1,500 |
| Decrease 1301 0804 03 435.004 | Water Service | \$2,000 |
| Decrease 1301 0804 03 435.005 | Sewer Service | \$2,000 |
| Increase 1301 0804 01 411.014 | Seasonal Salaries | \$6,025 |
| Increase 1301 0804 03 432.003 | Travel Expense | \$1,500 |
| Increase 1301 0804 03 439.011 | Contractual Service | \$4,000 |

- ❑ **On a motion** made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:00 p.m.

Jan Orlich, Superintendent
Michigan City Park Department

Tom Milcarek, Secretary
Michigan City Park Board

Attachments to the October 1, 2009 Park Board meeting:

1. 2009 Washington Park Lifeguard End of Season Summary
2. Request from Mr. Ed Arnold of Harbor Grill to Erect a Sign on Park Property
3. 2009/2010 Youth Basketball League Fees, Rules and Coaches Application
4. Superintendent Job Description
5. Recreation Director Job Description
6. Language to be Printed on the Back of the 2010 Golf Season Passes
7. Zoo Travel Request
8. Resolution No. 682
9. Resolution No. 683
10. Claims Docket Allowance for Vouchers Dated 10/01/09

Minutes prepared by Shannon Eason