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**The Michigan City Park and Recreation Board** met in regular session on Wednesday, December 17, 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 Chatfield (4)**

**Absent: None (0)**

**Also present were:** Jeremy Kienitz, Recreation Director; Shannon Eason, Administrative Director; Jeff Katz, Park Board Attorney; Joe Doyle, City Council Liaison; Bill Greene, Michigan City Summer Festival; Tim Mahoney, National Playground Compliance Group; Debbie Studtman, Accounts Payable Clerk; Shawne Sheldon, Zoo Retail Manager; Jamie Huss, Zoo Director; Elizabeth Emerick, Zoo General Curator; Anthony Gralik; Tina Mahone; Brad Kiser; Richard Chambers, The News Dispatch; and Andre Steele, ALCO TV.

- 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 3, 2014 Park Board meeting.

Tim Mahoney of National Playground Compliance Group presented the attached preliminary designs for the Pullman Park Renovation Project.

The floor was opened to public comment regarding the Pullman Park renovation project.

Tina Mahone asked if fencing would be installed on the southwest corner of the park around the playground equipment.

Mr. Mahoney stated that is not in the plan, there will be a visual barrier between the play tiles and the walking trail that will surround it.

- ❑ On a motion made by Mr. Latchford, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached preliminary design for the Pullman Park Renovation Project.
- ❑ On a motion made by Mr. Chatfield, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Washington Park Zoo 2015-2020 Strategic Plan.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board approved the attached 2015 Retainer Agreement with Attorney Jeffrey Katz.
- ❑ 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 Brad Kiser to host the 4<sup>th</sup> annual Runnin' for Prestin 5K run/walk on September 19, 2015 in Washington Park.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached travel request for Jeremy Kienitz, Bob Graves and Shannon Eason to attend the 2015 Indiana Park and Recreation Association's 2015 annual conference at Blue Chip Casino on January 14-16, 2015.
- ❑ On a motion made by Mr. Latchford, seconded by Mr. Chatfield and voted for unanimously by the Board, the Board voted not to renew the Landscape Maintenance Services Agreement with ServiScape for the 2015 season and agreed to solicit proposals for landscape maintenance services for Millennium Plaza for the 2015 season.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached appointment of Jeremy Kienitz as Park Superintendent by Mayor Ron Meer beginning the payroll of 2015.
- ❑ On a motion made by Mr. Latchford, seconded by Chatfield and voted for unanimously by the Board, the Board accepted the attached recommendation of Jeremy Kienitz to appoint Shannon Eason as Assistant Park Superintendent beginning the first payroll of 2015.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the attached Resolution No. 798 transferring money in the Zoo Operating Fund 1301/0804.

Recreation Director Jeremy Kienitz reported on 2015 Summer Festival Events and 2014 financial statement, the completion of the golf course gas conversion project; the completion of the amphitheater stair lighting project, the restoration of the Memorial Park historical marker by The Questers, the planned installation of the ice rink, and reported all purchases made under the small purchase policy.

Zoo Society Liaison Phil Latchford reported the Zoo Society has a new President and plans are being made for the 2015 Zoobilee fundraising event.

Park Board Attorney Jeff Katz reported default notices have been sent to Sack's Home Improvement, Seven Peaks and Tin City Concessions.

- ❑ 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 \$97,771.37.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved Payroll #25, 11/23/14 through 12/06/14, in the amount of \$54,238.25.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board accepted donations for the holiday lights totaling \$143.69.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved the following minor transfers:

Zoo Operating Fund 1301/0804

Decrease account 03 435.003	Heat/Bottled Gas	\$ 350.00
Decrease account 03 435.004	Water	\$ 840.55
Decrease account 03 435.005	Sewer	\$ 339.74
Increase account 03 435.001	Gas & Electric	\$1,530.29

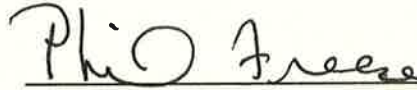
Park Maintenance Operating Fund 1301/0805

Decrease account 03 435.004	Water & Sewer	\$ 861.00
Increase account 03 435.001	Gas & Electric	\$ 861.00

- ❑ 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 \$2,863.00 to be paid at the January 2015 Board of Works meeting.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Latchford and voted for unanimously by the Board, the Board approved payment of charges made to the department's credit card in the amount of \$612.05.
- ❑ On a motion made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:09 p.m.



Shannon Eason, Administrative Director



Phil Freese, Park Board Secretary

Attachments to the December 17, 2014 Park Board meeting:

1. Pullman Park Preliminary Design
2. Washington Park Zoo 2015-2020 Strategic Plan
3. Attorney Jeff Katz 2015 Retainer Agreement
4. 2015 Runnin' for Prestin 5K Event Request
5. IPRA Travel Request
6. Mayor's Letter Appointing Park Superintendent
7. Superintendent's Letter Appointing Assistant Superintendent
8. Resolution No. 798 Transferring Money in Zoo Fund 1301/0804
9. Claims Docket Allowance for Vouchers Dated 12/15/14

Minutes prepared by Shannon Eason