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The Michigan City Park and Recreation Board met in regular session on Wednesday, March 17, 2021 at the hour of 5:00 P.M. via a Zoom webinar.

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, and Lange, and Ms. Espar (4)

Absent: None (0)

Also present were Ed Shinn, Superintendent; Shannon Eason, Assistant Superintendent; Laura Nirenberg, Park Board Attorney; Dalia Zygas, City Councilwoman; Jamie Huss, Zoo Director; Rick Wright, LaPorte County Convention and Visitors Bureau; Kim Martin, Bubbles Ice Cream Parlor; and Mike Dempsey, ALCO TV.

- On a motion made by Mr. Lange, seconded by Ms. Espar and voted for unanimously by the Board, the Board approved the minutes of the March 3, 2021 Park Board meeting.

Assistant Superintendent Eason reported one quote was received for the Patriot Park Concession Lease from Bubbles Ice Cream Parlor on March 15, 2021 at 11:38 p.m. The quote was for \$400.00 per month with 0% of gross sales.

- On a motion made by Ms. Espar, seconded by Mr. Freese and voted for unanimously by the Board, the Board tabled the quote submitted by Bubbles Ice Cream Parlor for review.

Assistant Superintendent Eason reported one bid was received for the Greenhouse Office Lease from Harbor Country Adventures on March 16, 2021 at 12:15 pm. The bid was for a monthly rent of \$500.00. In addition, the Lessee would provide staff for a welcome center for an estimated added value of \$7,153.00.

- On a motion made by Mr. Lange, seconded by Ms. Espar and voted for unanimously by the Board, the Board tabled the bid submitted by Harbor Country Adventures for review.
- On a motion made by Mr. Freese, seconded by Mr. Lange and voted for unanimously by the Board, the Board removed the Park Department's 2020 Annual Report and the Washington Park Construction Contract from the table.

- ❑ On a motion made by Ms. Espar, seconded by Mr. Lange and voted for unanimously by the Board, the Board approved the attached Park Department's 2020 Annual Report.
- ❑ On a motion made by Ms. Espar, seconded by Mr. Lange and voted for unanimously by the Board, the Board accepted the quote submitted Gariup Construction in the amount of \$16,770.00 for repairs to the Washington Park entrance wall.
- ❑ On a motion made by Ms. Espar, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Agreement Between Owner and Contractor with Gariup Construction for the repairs to the Washington Park entrance wall.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Lange and voted for unanimously by the Board, the Board approved the attached Major Event License Agreement for the 2021 Great Lakes Grand Prix in Washington Park.
- ❑ On a motion made by Mr. Lange, seconded by Ms. Espar and voted for unanimously by the Board, the Board approved the attached animal disposition request submitted by Zoo Director Jamie Huss.
- ❑ On a motion made by Mr. Lange, seconded by Ms. Espar and voted for unanimously by the Board, the Board approved the attached Virtual Zoo Adventure Programs for 2021.
- ❑ On a motion made by Mr. Freese, seconded by Ms. Espar and voted for unanimously by the Board, the Board accepted the quote submitted by DDI in the amount of \$14,122.00 for roof repairs to the Washington Park Zoo avian exhibit and approved signature of the Agreement Between Owner and Contractor by Superintendent Ed Shinn contingent on the review and approval of the contract by Attorney Nirenberg.
- ❑ On a motion made by Mr. Lange, seconded by Mr. Freese and voted for unanimously by the Board, the Board agreed to submit a request to Mayor Parry for the additional funding in the amount of \$300,000.00 to complete the Big Cat Exhibit at the Washington Park Zoo.
- ❑ On a motion made by Mr. Freese, seconded by Ms. Espar and voted for unanimously by the Board, the Board agreed to send a formal request to Mayor Parry requesting funding to complete the Big Cat Exhibit at the Washington Park Zoo in the amount of \$300,000.00. The capital funding was approved in the 2020 Annual Budget. However, all capital expenditures were cancelled due to financial constraints caused by the pandemic.
- ❑ On a motion made by Mr. Freese, seconded by Ms. Espar and voted for unanimously by the Board, the Board tabled the Pepsi Contract.

- ❑ On a motion made by Mr. Freese, seconded by Ms. Espar and voted for unanimously by the Board, the Board approved the attached 2021 City Kids Day Camp registration form and fees.
- ❑ On a motion made by Mr. Freese, seconded by Mr. Lange and voted for unanimously by the Board, the Board approved the submission of an Indiana Department of Natural Resources Land and Water Conservation Fund grant application for the Water Tower Park Renovation Project.
- ❑ On a motion made by Ms. Espar, seconded by Mr. Lange and voted for unanimously by the Board, the Board approved the attached Resolution No. 931 accepting the transfer of Water Tower Park from the Michigan City Redevelopment Commission to the Michigan City Park Department.
- ❑ On a motion made by Mr. Lange, seconded by Ms. Espar and voted for unanimously by the Board, the Board approved the attached Assurance of Compliance with the Civil Rights Act of 1964 Title IV, the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 to be submitted with the IDNR LWCF grant application.
- ❑ On a motion made by Ms. Espar, seconded by Mr. Lange and voted for unanimously by the Board, the Board approved the attached Water Tower Park Renovation Project description and public survey.
- ❑ On a motion made by Mr. Lange, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached 2021 Michigan City Municipal Band Schedule.
- ❑ On a motion made by Ms. Espar, seconded by Mr. Lange and voted for unanimously by the Board, the Board approved the attached Maintenance Director job description.
- ❑ On a motion made by Mr. Lange, seconded by Ms. Espar and voted for unanimously by the Board, the Board approved the attached Supervisor of Administration job description.
- ❑ On a motion made by Ms. Espar, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Supervisor of Operations job description.
- ❑ On a motion made by Ms. Espar, seconded by Mr. Lange and voted for unanimously by the Board, the Board adopted a new rule for use of the upper deck of the North Pointe Pavilion stating “patrons under 18 years of age must be accompanied by a parent or guardian.”
- ❑ On a motion made by Mr. Lange, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved the attached Resolution No. 932 transferring money in Administration Fund 2056.502.

Superintendent Shinn reported on the St. Patrick's Day parade, the opening of the Senior Center on May 17, 2021, maintenance tasks, the removal of the tree lights on Franklin Street, youth baseball registration, and the opening of the golf course on March 9, 2021.

- ❑ On a motion made by Mr. Lange, seconded by Ms. Espar 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 \$39,318.63.
- ❑ On a motion made by Mr. Lange, seconded by Mr. Freese and voted for unanimously by the Board, the Board approved Payroll #6, 02/21/21 through 03/06/21, in the amount of \$38,348.54.
- ❑ On a motion made by Mr. Lange, seconded by Ms. Espar and voted for unanimously by the Board, the Board accepted the following donations:

General Insurance	YBL-Sponsorship 12U team	\$ 350.00
LMNJ Inc. (Culver's of Michigan City)	YBL-Sponsorship-6 teams	\$ 2,100.00
LaPorte County CVB	2021 Great Lakes Grand Prix	\$ 5,000.00
LaPorte County CVB	2021 NSA/BPA Donation	\$10,000.00
Jay Harrison	Misc. Zoo Donation	\$ 100.00
Veronica Williams	Zoo Donation-memory of Viki Williams	\$ 100.00

- ❑ On a motion made by Mr. Lange, seconded by Ms. Espar and voted for unanimously by the Board, the Board approved payment of invoices charged to the department's credit card in the amount of \$698.36.
- ❑ On a motion made by Mr. Freese, supported by all members of the Board, there being no further business, the meeting was adjourned at 6:21 p.m.


Shannon Eason, Assistant Superintendent


Kent Lange, Park Board Secretary

Minutes prepared by Shannon Eason