

**The Michigan City Park and Recreation Board** met in regular session on Thursday, August 6, 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, Milcarek and Mr. Dabney (3)**

**Absent: Mr. Freese (1)**

**Also present were:** Jan Orlich, Superintendent; Jeff Katz, 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, Mike Dempsey, Washington Park Zoological Society; Bernie Scott, Smooth Jazz at South Shore; Barb Malewicki; Laurie Wink, The News Dispatch; and Andre Steele, ALCO TV.

- **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the minutes of the July 16, 2009 Park Board meeting.

Park Superintendent Jan Orlich reported new signs have been installed throughout the park and on Lake Shore Drive to make the park a little more user friendly. The Maintenance Department installed the signs. Ms. Orlich stated we also received and installed the signs prohibiting the feeding of wildlife.

Ms. Orlich reported Rieth-Riley has mobilized their equipment on the north side of Gardena Park's parking lot; it will be there for approximately one year due to the paving projects in that area.

Ms. Orlich reported our alcohol hearing for the golf course was moved to September 3, 2009. We received notice from them and they issued an extension letter to continue to sell alcohol up until that time.

Ms. Orlich reported Falatovic will be starting construction between today and Monday on the retaining wall at the amphitheater on the north and west sides to stop the encroachment of the dune on the structure. Their estimated completion time is approximately 21 days. Ms. Orlich reported graphics were completed on the Sandbar concession stand. Ms. Orlich thanked Michigan City Summer Festival who split the cost with us and some of their events are highlighted on the trailer.

Ms. Orlich stated we are working with Crismar Graphics right now on information signage and rules & regulations signage for the splash park.

Ms. Orlich stated Zoo Director Johnny Martinez would like to attend the Mid America Zoo Alliance Conference at the Bramble Park Zoo in Watertown from August 19, 2009 through August 21, 2009. Mr. Martinez is interested in attending the conference because we will be hosting the conference in 2010. Mr. Martinez would like to take the funds out of his education budget to cover the expense of the room and food. Mr. Martinez will be driving there. Mr. Martinez would also like to attend the 5<sup>th</sup> annual Zoological Association of America conference which takes place in Wichita, Kansas on October 14, 2009 through October 17, 2009 and that will also come out of the education budget.

Mrs. Eason asked for total fees for the conferences and asked the Board to approve the travel request by motion.

Ms. Orlich reported the Bramble Park Zoo conference expenses will be around \$1,200 for lodging, gas and meals. Ms. Orlich stated the total for the 5<sup>th</sup> annual AZA conference will cost approximately \$590.

Mr. Milcarek stated he thinks this is a wonderful idea and the way the zoo is being managed and improved and with all of the things going on he doesn't see how we could say no to something like this because Johnny is doing a great job and he needs all of the information he can get.

- **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the travel requests submitted by Mr. Martinez.

Ms. Orlich reported the final exam was completed for the CPT license to operate the splash pad. The application fee was paid to the LaPorte County Health Department in order to operate the splash pad and the swimming pool report they had requested has been completed and is in their hands. Ms. Orlich stated before the splash pad could even open after the training that takes place the swimming pool committee for the State of Indiana, which includes Tom Przybylinski and Ann Klute, will do a walk through to make sure we are in compliance with all swimming pool rules. Ms. Orlich reported the Health Department also inspected the Sandbar concession area and we had to make a couple of revisions and changes to that and after those were done we did receive the application to obtain our license to operate.

Ms. Orlich reported Water Odyssey is coming in from Texas on Tuesday, August 11, 2009 and we will probably have them here through Thursday or Friday and they will take us through operations of the splash park.

Ms. Orlich updated the Park Board on the splash park stating currently all of the concrete has been poured; exposed aggregate was chosen for the perimeter of the pad and a brushed concrete was chosen for the actual pad itself. In the final pour of the exposed aggregate which is located underneath the canopy area there appeared to be some pitting. After pouring an exposed aggregate you have to allow it to set up over night. To expose the aggregate you pressure wash the area and scoop up the top slurry that is washed off; this will expose the aggregate. Ms. Orlich stated it appeared that in several areas the pressure was too high and caused pitting. Ms. Orlich stated she was not happy with the results and called the contractor. Ms. Orlich stated a construction adhesive was used in the pitted areas and pea gravel was sprinkled on top in an effort to rectify the situation. Ms. Orlich stated she was not happy with those results and she called Concrete Constructors and talked to Chuck Hobbs and had them jack hammer out those areas. Ms. Orlich also met with a contractor from Ozinga and they came here and used a 9,000 lb. load mix along with the pea gravel and it will hold. Ms. Orlich reported there is one more application they need to do and it will look and perform a lot better than the concrete adhesive that should never had been used in those areas. Those results are pretty positive and will be acceptable. Ms. Orlich stated regarding the concrete pour for the pad itself there is one area where the concrete is pitched down to a drain and then back up to meet the corner of the splash pad building. Due to the severity of the pitch the concrete cracked roughly 12' in length. Ms. Orlich reported an epoxy was used to bind the crack and then a mix of concrete, sand and cement was put on top. Ms. Orlich stated after it set up there was still a hairline crack in the area which Ms. Orlich is not happy about; she feels water will get into there in the winter and it will crack the area which is  $\frac{3}{4}$ " wide and 12' in length. Ms. Orlich reported after Ozinga used that 9,000 lb. bearing load mix on the aggregate she asked if that was a possibility to repair that area and they said it was. Ms. Orlich called Bill Phelps and he came out to look at that and his advice was to let it go with the repairs through the winter and address it again after the pad has operated for at least half of the summer and then if there are any problems we'll get Concrete Constructors back here again and Concrete Constructors stated there is no problem with that and Mr. Fedorchak is putting together a letter which Chuck Hobbs will sign off on and he will definitely make sure that area is corrected and rectified. Ms. Orlich reported an 11' x 30' area on the north side of the building which houses the underground recirculation tank had to have an area of concrete poured there due to the water table being so high in that area. The tank is fiberglass and we are afraid it will float up due to the water table being so high. The extra concrete pour was done the other day at the cost of \$1,787.00; this is a reassurance for us to know the fiberglass tank will not float. Ms. Orlich reported the Water Department was out today and both meters are in place; one operates the splash pad and the other operates the restrooms, concession, drinking fountains and shower. All water features are currently being installed with water line attachments to each. All electrical grounding has been completed. Ms. Orlich reported the roof still needs to be completed by Gluth. The lights, including light posts and security cameras need to be installed and those are on site. The lighting underneath the canopy needs to be installed. The lighting in the restrooms, mechanical room and concession area needs to be installed. Ms. Orlich stated after reviewing some of that area she decided against the drop ceiling in the mechanical area due

to that room being a wet area and housing chemicals. The drop ceiling would only get wet and crack and crumble so we are going with no ceiling at all in that area. Ms. Orlich stated that will be a deduct from Wagner Builders coming to the Park Department. Ms. Orlich stated in the concession room counters, sinks and cabinets need to be installed and those were just delivered the other day. Ms. Orlich stated the fiber optic line will be installed and the point of sale system will be installed and programmed and that will be done in house. Ms. Orlich stated we received a quote from Northwest Indiana Fence for the fencing and we have changed the specifications of the fencing; now we will use the existing posts on the south side of the splash pad to reduce costs of the fence and that has gone out to re-bid to two contractors, one was Northwest Indiana Fence and the other Acorn. Ms. Orlich stated she received the bids and will be discussing them with Mr. Katz immediately following this meeting. Ms. Orlich stated a start up has been planned with Water Odyssey on August 11, 2009 and then she will train staff on operation, safety, opening, closing and winterizing the system. Ms. Orlich stated after the walk through with the building inspector and the Health Department, if they give us the go ahead, we can decide on an opening date.

Mr. Dabney told Ms. Orlich we are very lucky to have you on this project to see all of the things going on and to catch these things before something really terrible happens. Mr. Dabney told Ms. Orlich we all owe you a lot of gratitude for what you are doing out there with the splash pad.

Ms. Orlich stated the News Dispatch promoted our little concession area in Monday's paper; it was a cute little article about the concessions and the food we serve out there and it was pretty neat to see us highlighted.

Mr. Latchford asked if the Water Odyssey representatives will provide documentation on the operation of the splash park.

Ms. Orlich answered they will provide her with a manual.

Mr. Latchford asked Ms. Orlich to give the Board a financial summary, not to put her on the spot, on the Sandbar and how it is going so far and how it has been received.

Ms. Orlich stated she asked Mrs. Sheldon and we have been open for roughly three weeks and she doesn't have the figure off the top of her head but she can tell you that the Sandbar has grossed roughly \$600 to \$800 on a daily basis.

Ms. Orlich stated on July 22, 2009 a maintenance crew was at the Old Lighthouse Museum cutting grass and a weed eater was stolen off of the trailer. The cost of that was \$218.00 and we did file a police report. Ms. Orlich reported on July 25, 2009 at Washington Park the south window was broken out of the lot #1 parking booth; the window was ordered and the cost of that was \$180.00. Ms. Orlich stated on July 29, 2009 eight or nine gallons of enamel paint was thrown up in the air and smashed in the Ruby Woods parking lot. We had the soda blaster out there once and it looks like they will have to make another trip. It was very hard to get the enamel paint off because it actually didn't dry all the way yet so they will have to hit that one more time with the soda blaster. On July 31, 2009 at Gardena Park, where we just had brick

work completed by Mr. Ray Cermak, the bricks were vandalized once again and thrown in the garbage. Ms. Orlich stated we will have to come up with some other idea; she knows the bricks have meaning and maybe we could mortar those in because this is almost a weekly event and we just paid over \$1,380.00 to have Mr. Cermak address that problem. Ms. Orlich reported at the North Golf Course a window was broken out and vandals got in and stole the cash drawer from the cash register. The window has not been repaired yet; plywood was put in its place. Ms. Orlich stated with last week's heavy storm we had roughly 5.2 inches of rain and a lot of lightning strikes. Ms. Orlich reported the zoo incurred over \$5,000 in damages to cameras and registers and that will be turned in to our insurance company. There were several lightning strikes at the golf course and one of those traveled down a tree through the root of the tree and at the entrance of the clubhouse it blew up the asphalt in a couple of different locations and the asphalt hit quite a few people who were on golf carts in that area. Ms. Orlich stated some were injured but none of them accepted any medical attention. Ms. Orlich asked Mr. Richardson if they signed anything stating they wouldn't accept medical treatment.

Mr. Richardson stated they didn't actually sign anything and told him not to worry about it and Mr. Richardson noted on the report that they refused to sign.

Ms. Orlich stated the golf course also incurred damage from those lighting strikes to dsl lines, modems, a hard drive, a printer, etc.

Mr. Dempsey reported on July 24, 2009 the Zoo Society held their annual trivia tournament and they had a decent turn out. Mr. Dempsey stated the Park Department was very well represented and he thanked the Park Department for everything they did to help them along with the Summer Festival Committee and Senior Center Director Tara Miller. Mr. Dempsey stated the Board mentioned Mr. Martinez earlier and approximately 2 weeks ago the United States Department of Agriculture did a surprise inspection at the Washington Park Zoo and they passed with flying colors so on behalf of the Society, Mr. Dempsey congratulated Mr. Martinez and his staff.

Mrs. Eason reported at the last Park Board meeting Sahara Restaurant had asked the Park Board to enter into a major event lease agreement for Millennium Plaza for an evening party that includes hor'dourves, drinks and music. Mrs. Eason stated she drafted the lease agreement and it is our standard agreement. The event date is Saturday, August 22, 2009 at Millennium Plaza. The security deposit is \$500.00, the rental fee for the space is \$300.00 and we'll be charging them a \$500.00 fee for selling alcohol; everything else on the lease is standard. Ms. Eason stated she expected their representatives to be here tonight but they are not and she was not able to reach them by cell phone today. Mrs. Eason stated it is up to the Board whether or not they want to enter the contract without them here.

Mr. Latchford stated the Board approved the event in concept and now it is just a matter of making them aware of all of the contractual arrangements.

Mrs. Eason stated that is correct. Mrs. Eason typically states that contractual obligations must be met sixty days in advance but she did report to the Board at the last meeting that there was no

way they could meet that requirement. Mrs. Eason stated the Board could approve the agreement contingent on them fulfilling the obligations prior to the event.

- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the attached Major Event Lease Agreement with Sahara Restaurant for an event at Millennium Plaza on August 22, 2009 contingent on them fulfilling the contractual obligations prior to the next Park Board meeting.

Mr. Latchford stated we had a prior agreement with the Zoo Society and it is time to review it; we went through it and made some adjustments and all of the Board members have had an opportunity to read it and now we would like to get it to the Zoo Society for their review and approval. Mr. Latchford stated the Park Board can approve it tonight and send it to the Zoo Society.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached Memorandum of Understanding between the Michigan City Park Board and the Michigan City Zoological Society.

Mrs. Eason stated the Board received in their packets a request from the Rotary Club to host their mentoring dinners at Memorial Hall. Mrs. Eason stated they hosted this program last year and she included the excerpts from last year's Park Board meeting minutes where the Board approved a 50% not-for-profit discount for the whole range of dates that cover this program. Mrs. Eason recommended the Board offer the same discount this year and noted the dates are available and the total cost is \$255.00.

- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board agreed to offer a 50% not-for-profit discount on the rental of Memorial Hall to the Rotary Club for their mentoring program.

Mr. Richardson stated he is asking for the Board's approval to renew our ad in the 2010 golf book for the American Lung Association. Mr. Richardson stated in addition to supporting a very important and worthwhile cause, advertising in the Lung Book has brought in additional revenue for us at the golf course. Mr. Richardson reported as of July 31, 2009 we have had 1,400 rounds which had generated \$26,754. Mr. Richardson stated the book would allow participants to play a total of six rounds at a discounted price. The discount is not available during leagues or outings. Participants would be able to play Monday through Friday for a price of \$22 or on Saturdays, Sundays or holidays for a price of \$27. Mr. Richardson stated both prices include cart rental and greenfees. Mr. Richardson stated it will be the same as the 2009 book with the exception of decreasing the number of rounds from 8 in 2009 to 6 in 2010.

Mr. Latchford stated this looks like a pretty successful program especially with us looking for rounds.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the ad in the American Lung Association Golf Book.

Mrs. Eason reported Mr. Bernie Scott with Smooth Jazz is here tonight and we are presenting the lease for the 2009 Smooth Jazz concert. Mrs. Eason stated it is identical to the leases that we have had in year's past with the exception of some fencing measurements that changed. Mrs. Eason asked for the Board's approval.

Mr. Latchford asked Mr. Scott to tell the Board a little bit about the event.

Mr. Scott stated this is a very high profile event; it is organized with some of the top names in the country and they are very excited about that. Mr. Scott stated last year they were featured in the largest smooth jazz publication in the Country, Smooth Jazz News and they named us as one of their top three events in the country; we had a two page spread in that issue. Mr. Scott gave the Board copies of the new issue where they are mentioned. Mr. Scott stated they have media coming from all over the country; artists are coming in from all over the country as well as promoters and producers. Mr. Scott stated they have Jazz Attack this year and it is one of the biggest acts in the smooth jazz genre and everybody would like to have it; it is an expensive venture and it is always reserved by other cities and we have worked on this for two years. Mr. Scott stated they are expecting a sell out this year. The VIP section is completely sold out and the lawn seats are all that is left. Mr. Scott stated they are expecting between 2,500 and 3,000 people this year. Mr. Scott stated all of the proceeds go to charity so it all comes back to our community and we are hoping we can make a lot of money.

Mrs. Eason asked the Park Board to reserve the 2010 date for Smooth Jazz so we can get it on our calendar because we are filling up very quickly.

- **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board agreed to reserve the date of Saturday, August 28, 2010 for next year's concert.

Mr. Dabney stated he was over in Chicago a couple of weeks ago and was talking to someone and told him he was from Michigan City and he started to talk about the Smooth Jazz concert and he was excited about the concert and he is coming over here with a group of people.

Mr. Scott stated it is being talked about on the radio stations over in Europe which is really exciting; London radio and a radio station in Spain are talking about. Mr. Scott stated the American Jazz awards are coming because of what we have done with our concert so Michigan City and Washington Park are absolutely on the map and we are excited about everything this is bringing to the community.

- **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the attached Smooth Jazz at South Shore Major Event Lease Agreement.

Mrs. Eason explained Resolution No. 674 was included in the Board's packet. Mrs. Eason stated the first part of the Resolution is for our Recreation Director who typically has a check cut to him

by the Controller for amounts upwards of \$8,000 when we host large tournaments to pay the UIC's and umpires at the tournament. Mrs. Eason stated we don't like that arrangement; we don't like him carrying cash around so we would like to establish a checking account so we can pay them the day of the tournament. Mrs. Eason stated for the golf course, instead of having a \$1,200 cash bank which the Board has already approved, for Mr. Richardson to pay his supplier, we would rather have him cut a check which provides us a paper trail. Mrs. Eason stated we believe is safer especially in light of the number of break ins we have experienced recently. Mrs. Eason asked the Board to approve the Resolution.

- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the attached Resolution No. 674.

Mrs. Eason stated Resolution No. 675 is a transfer of \$5,000 out of our seasonal salaries and wages in our concession fund into merchandise and other supplies and that is to replenish our gift shop and concession operation.

- ❑ **On a motion** made by Mr. Dabney, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the attached Resolution No. 675.

Mrs. Eason stated Resolution No. 676 is a transfer in the park maintenance fund where we are taking \$3,000 out of our vacation buy back and putting it into repair parts because that account is running very low and we are only half way through the year.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved the attached Resolution No. 676.
- ❑ **On a motion** made by 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 \$73,274.27.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved Payroll #15, 06/28/09 through 07/11/09, in the amount of \$95,453.29.

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

DECREASE PARK CONCESSION N/R		
1315 0000 02 421.005	Other Office Supplies	\$1,000.00
INCREASE PARK CONCESSION N/R		
1315 0000 02 422.095	Misc. Merchandise	\$1,000.00
DECREASE ADMIN		
1301 0802 03 439.011	Contractual Services	\$4,100.00

INCREASE ADMIN  
1301 0802 03 439.090

Contractual Services/  
Millennium Plaza \$4,100.00

- **On a motion** made by Mr. Milcarek, seconded by Mr. Dabney and voted unanimously by the Board, the Board approved payment of invoices out of the Zoo Endowment Fund totaling \$588.12.

Mr. Milcarek reported the Board of Works paid invoices totaling \$64,898.02 at their August 3, 2009 meeting.

Mr. Milcarek reported charges totaling \$42.76 were charged to the Park Department credit card.

Mr. Milcarek reported he was thinking about Smooth Jazz and everything else happening in our park like the splash pad and concessions and for all of those people in Michigan City who haven't had a chance to come out and see what is going on yet, you are invited; come and see us.

Mr. Latchford stated we have four big weekends coming up with the Super Boat Grand Prix, the Lakefront Art Festival, the Michigan City Triathlon and the In Water Boat Show. Mr. Latchford stated next weekend the zoo is hosting an animal amnesty program which is fantastic. Mr. Latchford stated the program allows anyone with an animal, whether they obtained it legally or illegally, to bring it to the zoo with no questions asked so rather than the animal being released into the general public, the animal will be taken care of properly and will be given to another zoo or facility that can handle it properly. Mr. Latchford thanked Mr. Martinez for again, coming up with another idea to make this community better.

Mr. Dabney asked Mr. Dempsey what kind of animals might show up.

Mr. Dempsey stated that will be the interesting part of it; we had an alligator released into Pine Lake and hopefully this will stop that. Mr. Dempsey stated he is curious to see what type of animals show up.

Mr. Latchford stated recently there was a Chimpanzee released and no one knows where it came from, but it ended up causing some physical harm to some people because it was released into the general public.

Mr. Doyle commended Mr. Scott on his venture that is getting world-wide attention. Mr. Doyle stated they just completed the semi-quarters for Drum Corp International and Saturday will be the world championship in Indianapolis.

Mr. Greene stated they just finished a Drum Corp show at Ames Field and everything went well; the school system worked well with Mike Pease and the Summer Festival Committee that put that on. Mr. Greene stated there were a few glitches but they worked through it and the School System opened their hands this time without too much trouble and it was a great show.

- **On a motion** made by Mr. Milcarek, supported by all members of the Board, there being no further business, the meeting was adjourned at 5:42 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 August 6, 2009 Park Board meeting:

1. Major Event Lease Agreement with Sahara Restaurant
2. Memorandum of Understanding Between Michigan City Park Board and the Michigan City Zoological Society
3. Rotary Club Request to use Memorial Hall for their Mentoring Program
4. American Lung Association Golf Book Advertising
5. Smooth Jazz at South Shore Major Event Lease Agreement
6. Resolution No. 674 Golf Course and Recreation Department Checking Accounts
7. Resolution No. 675 Transferring Funds in 1315 Park Concession
8. Resolution No. 676 Transferring Funds in 1301/0805 Park Maintenance
9. Claims Docket Allowance for Vouchers Dated 08/09/09

Minutes prepared by Shannon Eason