

The Michigan City Park and Recreation Board met in regular session on Thursday, November 1, 2007 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. McKee, Latchford, Milcarek and Mr. Freese (4)

Absent: None (0)

Also present were: Darrell Garbacik, Park Superintendent; Patrick Donoghue, Park Department Attorney; Shannon Eason, I.T. Manager; Carol Schultz, Special Olympics; Tom Miltenberger, Piranha Swim Club; Jason Richardson, Director of Golf; and Andre Steele, ALCO TV.

- **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board approved the minutes of the October 18, , 2007 Park Board meeting.

Mr. Garbacik reported a couple of weeks ago in the p.m. hours a vehicle drove over the bridge, missed the turn and went up and over the curb and knocked a couple of our trees over. Due to some good investigative work by our Maintenance Director and the Michigan City Police we were able to determine who did that and we are seeking restitution to get those replaced.

Mr. Garbacik reported he and Recreation Director Jeremy Kienitz will be leaving tomorrow for Lexington, Kentucky to attend the NSA/BPA National Convention. They will be gone all of next week.

Mr. Garbacik reported he has discussed an issue to some degree with some of the Board members already, but we have run into some difficulties at this point in reserving Michigan City Area School facilities for some of our programming. Mr. Garbacik stated we are trying to get that rectified and it is his hope that early next week it may be resolved. Mr. Garbacik stated he will inform the Board if the situation is resolved or if it is not.

Mr. McKee commented he feels that it is extremely unfortunate that we have run into this situation with the School System at this point and hopefully things will work themselves out, but if they do not Mr. McKee hopes the minute Mr. Garbacik hears the situation is not

resolved, he gets a phone call so we can move forward and figure out what we need to do to resolve it.

Mr. Garbacik agreed to notify Mr. McKee.

Mr. Garbacik introduced Carol Schultz of Special Olympics and reminded the Board last year was the 1st annual event and this is their second request. The change in the date may help the event and will certainly help our Maintenance staff. Mr. Garbacik added we had a hard time getting to water last year through the ice shelves, and he has mentioned this to Mr. Kienitz who is helping organize the event, and Mr. Garbacik would like to have a Plan B in place, even if it is a small wading pool that we fill with water which might be more ceremonial than actually reaching Lake Michigan waters. Mr. Garbacik stated this was a great event and was for a good cause.

Mrs. Schultz reported last year was the 1st annual event. They had a wonderful time and had 40 plungers and raised \$6,500 which was pretty good considering the blizzard conditions that day. This year the event will be held on Saturday, March 1, 2008 in Washington Park. They want to use the Senior Center for an "After Splash Bash" at noon. Mrs. Schultz reported the Maintenance staff practiced opening the ice shelf last year prior to the event and didn't seem to have any problems. The ice was so far out that you couldn't even see the water but the Park staff did a fantastic job.

Mr. Garbacik stated we took some steps and approaches to get the water to you and quite frankly he is not comfortable with that approach even though we practiced.

Mrs. Schultz stated they are also requesting the non-profit discount for the Senior Center. Mrs. Schultz stated that Area One Special Olympics is a non-profit group and they should be out of the Senior Center by 1 p.m.

- **On a motion** made by Mr. Latchford, seconded by Mr. Freese and voted unanimously by the Board, the Board approved the request submitted by Carol Schultz of Special Olympics to host their 2nd Annual Polar Bear Plunge in Washington Park on March 1, 2008 and to use the Senior Center for their party with a 50% non-profit discount.

Mr. Garbacik introduced Coach Miltenberger of the Piranha Swim Club. Mr. Garbacik recommended continued sponsorship of the organization.

Mr. Miltenberger reported he is present tonight to ask the Park Board for their continued support of the Piranha Swim Club. There are about 50 swimmers in the club, 8 of which are high school swimmers. Mr. Miltenberger reported they gained 6 or 7 swimmers when the Y.M.C.A. closed. They have just started an 8 week program for new swimmers to introduce them to the Piranhas. Mr. Miltenberger reported Head Coach Dan Jenkins went to Colorado last week for a diversity symposium and was chosen by U.S.A. Swimming as the Coach to represent Indiana. Their club is one of the most diverse clubs as far as minority participation in the State of Indiana. Thirteen percent of their participants are minorities. Mr. Miltenberger reported U.S.A. Swimming in

conjunction with Indiana Swimming is trying to promote diversity in this sport. Mr. Miltenberger reported Indiana Swimming is going to sponsor their spring diversity program at our pool to get this rolling for Indiana.

Mr. McKee commented the Piranha Swim Club does a great job.

Mr. Miltenberger stated he appreciates the Board's support and help with the pool because it helps keep their fees relatively low and allows swimmers to participate that might not be able to otherwise.

Mr. Freese asked Mr. Garbacik if we have experienced any problems obtaining use of the pool.

Mr. Garbacik stated we have not had any problems up to this point and he doesn't anticipate we would have any problems.

- **On a motion** made by Mr. Latchford, seconded by Mr. Freese and voted unanimously by the Board, the Board agreed to continue sponsorship of the Piranha Swim Club.

Mr. Donoghue reported the contract with Tonn & Blank for the Zoo Maintenance Building Project has been prepared by Haas & Associates with input from himself and has been forwarded to Tonn & Blank for review. Mr. Donoghue expects to have that back for the Park Board's approval and signature at the next meeting.

Mr. Donoghue reported, regarding encroachments, during the next week leases will be sent out to the last group of property owners and we are still on track to finish this entire project by the end of the year.

Mr. Garbacik presented the attached "Use of Park & Recreation Department Facilities" agreement for the Board's approval; this is basically for our ball fields and in particular Patriot Park. Mr. Garbacik added the original document was approved by the Board on February 21, 2002.

- **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board approved the attached "Use of Park & Recreation Department Facilities" agreement.

Mr. Garbacik stated the Board was presented with the 2008 Municipal Golf Course fees at it's last meeting and they were tabled to allow for public input. Golf Director Jason Richardson is present to answer any questions the Board may have.

Mr. McKee asked for questions or comments and there were none.

- **On a motion** made by Mr. Latchford, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the attached 2008 Municipal Golf Course season pass

fees, Greensfees, outing and league fees, tee time policy, special event policies for the north and south courses, and private golf cart storage fees.

Mr. McKee thanked Mr. Richardson for taking the time to present the information in a well put together package. Mr. McKee stated based on the numbers it looks like Mr. Richardson did a very good job.

Mr. Garbacik presented Resolution No. 645 which involves a series of transfers. Mr. Garbacik stated the Board may recall he reported he would be meeting with John Schaeffer to come up with this series of transfers. This is the same approach we took last year in the last quarter to make things work. Mr. Garbacik stated if necessary we may need to bring a final transfer Resolution to the Board in December.

Mr. Latchford asked if this Resolution basically realigns budgets to actuals to make sure that we are within our budgets for the State Board of Accounts.

Mr. Garbacik stated that is correct and it is also in anticipation of the funds we are going to need to get through the remainder of the year and transferring those respective funds to cover those expenses.

- ❑ **On a motion** made by Mr. Latchford, seconded by Mr. Freese and voted unanimously by the Board, the Board approved the attached Resolution No. 645.

Mr. Milcarek reported we received a donation in the amount of \$970.67 from our Maintenance Department's recycling program.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Freese and voted unanimously by the Board, the Board agreed to accept the donation in the amount of \$970.67 from the Maintenance Department recycling program.

Mr. Garbacik reported the Park Board is well aware over the course of the past two years or more we have been taking a hard look, through a proforma process, at our operations, activities, personnel, etc. in an effort to operate our Department as efficiently as possible. Mr. Garbacik reported one of the things we have been looking at for some time is a restructuring of our Administrative Team and that proposal is before the Park Board tonight. Mr. Garbacik stated it would involve shifting and adjusting as well as adding new responsibilities into the following positions. There will be no change to the Superintendent's job responsibilities or wages. Mr. Garbacik stated we would add another Director position or more specifically, Director of Administrative Services and Special Projects which would be a full time salaried position at respective Director wage levels. Another full time position would be the Budget/Accounting Clerk, or a Secretary II level position, and that will be an hourly position. The third full time position would be Payroll Clerk/Secretary I at an hourly rate. Mr. Garbacik stated we would also have a part time secretary position at an hourly rate but without benefits. Mr. Garbacik added the proposed restructuring of the wages puts us in line to actually spend less than the already

approved budgeted amount for 2008 in those categories. Mr. Garbacik provided the respective job descriptions to the Board for their review.

Mr. Latchford stated this is truly just reorganization; it doesn't appear you are adding any additional full time staff or additional part time staff. Mr. Latchford stated you are basically just re-arranging and working smarter and not harder and taking advantage of people's skills.

Mr. Garbacik answered that is correct.

Mr. Milcarek noted that we are still staying within our budget.

Mr. Garbacik answered that is correct.

Mr. McKee stated as he looks at it, it seems that we are much more streamlined to the daily task of running the office so therein lies the efficiencies. Mr. McKee stated this will allow more customer service coverage from the people that should be giving customer service and not from somebody that is working on a project. Mr. McKee stated within all of that we are minimally going to be within the budget if not experience some degree of cost savings when it is all said and done. Mr. McKee stated we did a good job coming up with this plan.

- **On a motion** made by Mr. Latchford, seconded by Mr. Milcarek and voted unanimously by the Board, the Board approved the restructuring of the administrative positions and salary orders and approved the attached job descriptions.

Mr. McKee asked Mr. Garbacik how we will move forward with this, will we leave it until next year and do we need formal approval from the Controller's side of things.

Mr. Garbacik stated the formal approval just happened as far as what we need to move forward. Mr. Garbacik stated we will look at trying to implement this prior to payroll #1 of 2008 if it is determined there are remaining funds available this year which Mr. Garbacik is in favor of. A worse case scenario is beginning the first of the year but Mr. Garbacik speculates will implement this prior to payroll #1 and Mr. Garbacik will keep the Board informed of that. Mr. Garbacik asked Mr. Donoghue if the Board should pass a motion approving implementation prior to payroll #1.

Mr. Donoghue answered he believes there should be a motion.

Mr. Garbacik stated we certainly would like the ability to move forward if we financially can this year.

Mr. McKee asked Mr. Garbacik to provide the Board with remaining funds and when we could implement the restructure plan.

Mr. Garbacik agreed.

- ❑ **On a motion** made by Mr. Latchford, seconded by Mr. Freese and voted unanimously by the Board the Board agreed to table the 2008 annual parking sticker and daily fees, the 2008 picnic table rental fees and policy, the 2008 fees for filming on park property & location release, the 2008 Major Event Lease Agreement, 2009 Amphitheater Rental Agreement and fees, 2009 Gazebo Rental Agreement and Fees, 2009 Millennium Plaza Rental Agreement and Fees, 2009 Shelter Rental Agreement and Fees, 2009 Memorial Hall Rental Agreement and Fees, 2009 Park Office Rental Agreement and fees, 2009 Senior Center Rental Agreement and fees, and the 2009 Beach Wedding Permit and fees to the meeting of November 15, 2007.

Mr. McKee asked where the beach weddings take place; is there a particular spot they request. Mr. McKee stated interest in beach wedding permits is on the rise and he asked if a feedback form could be developed to ask people what they would really like in terms of amenities such as a platform or electric. Mr. McKee stated he looks for opportunities to move forward on the Washington Park Master Plan and if we are getting a lot of requests for beach weddings, especially from our own taxpayers it would certainly make sense to build a platform if the people want that.

- ❑ **On a motion** made by Mr. Latchford, seconded by Mr. Freese and voted unanimously by the Board, the Board approved the 2009 Non-profit Discount Policy for Rental Halls.
- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Latchford 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 \$23,501.45.

Mr. Milcarek reported invoices totaling \$55,400.25 were paid through the 11/05/07 Board of Works meeting.

Mr. Milcarek reported \$1,002.40 was charged to the Park Department credit card.

- ❑ **On a motion** made by Mr. Milcarek, seconded by Mr. Latchford and voted unanimously by the Board, the Board approved Payroll #22, 10/07/07 through 10/20/07, in the amount of \$50,817.79.

Mr. Freese wished good luck to the Polar Plunge and the Piranha Swim Club. Mr. Freese congratulated Mr. Richardson on a nice job and wished him good luck in 2008.

Mr. Donoghue commended the Park Board and Mr. Garbacik for the restructuring of the office responsibilities and from his stand point it will make his job easier in terms of working with the staff and trying to keep the legal end of things going.

- ❑ **On a motion** made by Mr. Latchford, supported by all members of the Board, there being no further business, the meeting was adjourned at 5:41 p.m.

Darrell L. Garbacik, Superintendent
Michigan City Park Board

Tom Milcarek, Secretary
Michigan City Park Board

Attachments to the November 1, 2007 Park Board meeting:

1. Request from Special Olympics to host 2nd Annual Polar Bear Plunge in Washington Park
2. Request for Continued Sponsorship from Piranha Swim Club
3. Use of Park & Recreation Department Facilities Agreement
4. Resolution No. 645
5. 2008 Municipal Golf Course Season Pass Fees, Greensfees, Outing and League Fees, Tee Time Policy, Special Event Policy and Fees for North and South Courses, and Fees and Rules for Private Golf Car Storage
6. Budget & Accounting Clerk Job Description
7. Payroll Clerk/Secretary I Job Description
8. Director of Administrative Services and Special Projects
9. 2009 Rental Discount for Non-For-Profit Groups

Minutes prepared by Shannon Eason