



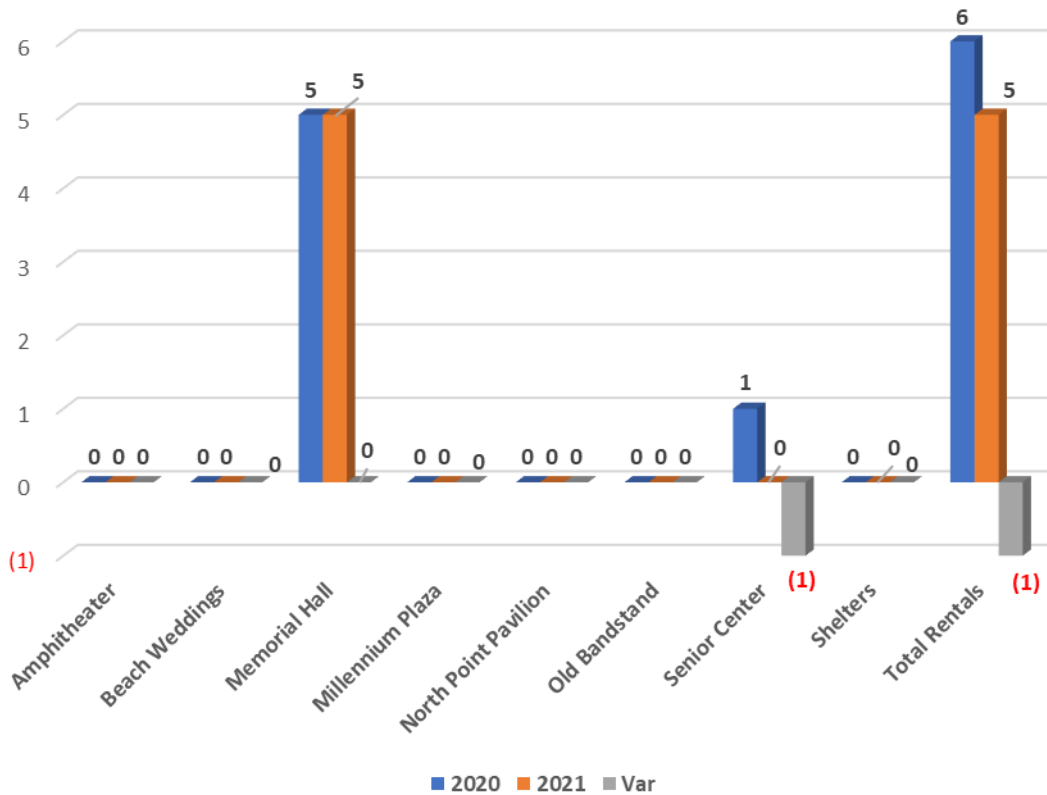
100 E. Michigan Blvd.
Michigan City, Indiana 46360
Voice 219.873.1506

www.michigancityparks.com

1st Quarter Report - 2021
January 1, 2021 through March 31, 2021

Park Office Administrative Staff Report

◆ **Rentals**



◆ **Capital Requests**

Mayor Parry’s Executive Order No. 03-2020 cancelled all 2020 capital expenditures. We resubmitted our 2020 capital request with the 2021 budget. However, all 2021 capital requests were cancelled as well.

- Golf Course Pump Monitoring System \$ 20,000.00
- Golf Course Toro Turf Sprayer \$ 40,000.00
- Maintenance Ford F-250 Pickup Truck \$ 33,000.00

- Patriot Park Zero Turn Mower \$ 23,000.00
- Patriot Park John Deere Tractor \$ 35,000.00
- Patriot Park Pioneer Paint Sprayer \$ 14,000.00
- Zoo Pride of Africa Exhibit \$300,000.00
- Zoo Pickup Truck \$ 36,000.00

◆ **COVID-19 Response Team and Plan**

Joint workshops were held with the Park Board, City Council, Police Department, Fire Department, and Mayor’s Office on 12/08/20, 01/07/21, and 02/25/21. A response team was formed, and a plan was approved.

DECISION TEAM	TITLE	NAME
City Council	President	Michael Mack
City Council	Member	Dalia Zygas
Park Board	President	Phil Latchford
Park Department	Superintendent	Ed Shinn
Police Department	Chief	Dion Campbell
Fire Department	Chief	Doug Legault
Mayor's Office	Mayor	Duane Parry
1st SUCCESSOR	TITLE	NAME
City Council	Member	Paul Przybylinski
City Council	Member	Don Przybylinski
Park Board	Vice President	Phil Freese
Park Department	Assistant Superintendent	Shannon Eason
Police Department	Assistant Police Chief	Dave Cooney
Fire Department	Deputy Fire Chief	Frank Rebac
Mayor's Office	Administrator	Chris Yagelski

The Indiana Department of Health has established color-coded county maps that measure weekly cases per 100,000 residents and the 7-day positivity rate for all tests completed. Each county is assessed a color based on the average scores of the two metrics. We will adjust our operations on the Indiana Department of Health color codes as follows:

Key: **Blue** **Operations at full capacity**
 Yellow **Operations at 75% capacity**
 Orange **Operations at 50% Capacity**
 Red **Operations closed**

	Blue	Yellow	Orange	Red
Hours	5 am - 12 am Fri & Sat	8 am - 9 pm daily	8 am - 9 pm daily	Closed
Hours	5 am - 10 pm Sun-Thur			
Capacity	Full	75%	50%	Closed
Plan:	Normal Operations	Count cars in/out limiting capacity to 75% of paved parking slips.	Count cars in/out limiting capacity to 50% of paved parking slips.	Block public entrances to park and beaches
		Public Loudspeaker and 'boots on the ground' messaging on social distancing guidelines	Public Loudspeaker and 'boots on the ground' messaging on social distancing guidelines	Close beaches from WP to stop 13
		* hand out flyers at gate	* hand out flyers at gate	* hand out flyers at gate
		change hours due to staffing schedule	change hours due to staffing schedule	
			Governor's Orders by County - Orange	Governor's Orders by County - Red
			Social Gatherings in/out =<50	Social Gatherings in/out =<25
			Events >50 Health Dept approved plan	Events >25 Health Dept approved plan
			Rec sports limited attnd w/ req'd staff & parents only	Rec sports limited attnd w/ req'd staff & parents only

Washington Park & Beaches

2021	Dates of Parking Operation	April & May	Sept through March
Sat/Sun	05/15 & 05/16	Dates outside of parking operation schedule	Dates outside of parking operation schedule
Sat/Sun	05/22 & 05/23	man gates, do not collect	man gates, do not collect
Sat	05/29/20 daily through Labor Day		

Grant Projects

- Wildlife Observation Deck
 - We applied for a National Park Service Rivers, Trails, and Conservation Assistance Program Grant in February, to design and construct a wildlife observation deck on the west end of the Singing Sands Trail. The deck will overlook the National Park Service wetlands. The grant provides technical assistance including facilitating public outreach, identifying funding opportunities and creating conceptual renderings at no cost. Project partners include:
 - Michigan City Park Department
 - National Park Service
 - Michigan City Public Art Committee

- Indiana Audubon Society
 - NIPSCO
- Old Bandstand Preservation Project
- Funding was awarded in the 4th quarter of 2020. The project can begin once the grant is fully executed, estimated August 2021.
- | | |
|--------------------------------------------|---------------------|
| • IDNR Lake Michigan Coastal Program Grant | \$100,000.00 |
| • Barker Welfare Foundation | \$ 50,000.00 |
| • Unity Foundation of LaPorte County | \$ 45,000.00 |
| • Michigan City Historical Society | \$ 5,000.00 |
| TOTAL PROJECT BUDGET | \$200,000.00 |
- Old Lighthouse Museum Preservation Project
- The final grant report was filed in the 4th quarter of 2020 and reimbursement was received in March 2021 closing out the grant.
- Stay on Designated Trails Signs
- We applied for an IDNR Lake Michigan Coastal Program grant in the amount of \$2,050.00 (requires 50% match) to add “Stay on Designated Trails” signs to our existing beach path markers. Grant awards will be announced in the 2nd quarter of 2021.



- Trash Containment Program
 - We applied for two grants to purchase covers and hasp kits for our 55-gallon trash barrels. Grant awards will be announced in the 2nd quarter of 2021.
 - IDNR Lake Michigan Coastal Program Small Grant in the amount of \$3,800 (requires 50% match)
 - NIPSCO Environmental Grant - applied for \$5,000 (no match required)
- Water Quality Testing and Notification Program for Michigan City Beaches
 - We applied for an IDEM Beach Act Grant in the amount of \$20,125.00. We are waiting for the grant agreement.

◆ **Personnel**

- Office Assistant Michelle Glidden retired in February after 13 years of dedicated service to the Park Department. She was an excellent employee and will be greatly missed.
- Greens Superintendent Randy Durham retired after 34 years of dedicated service to the Michigan City Municipal Golf Course. We wish Randy a happy retirement.
- Assistant Greens Superintendent John Marshall was promoted to the Greens Superintendent position
- The Maintenance Director position was reinstated. Long-time employee Pat Voltz was promoted to the new position.

◆ **Recycling Programs**

- The Michigan City Park Department, in partnership with the Michigan City Sustainability Committee and the LaPorte County Solid Waste District started a neighborhood park recycling pilot program. Recycling toters were placed in the following parks and are picked up weekly at no charge to the Park Department.

Facility	Address	Number of Toters
Canada Park (Sox Park)	300 Center Street	1
Charles R. Westcott Park	Hwy 12 & Michigan Blvd	1
Gardena Park	900 Gardena Street	4
Pullman Park	550 W. 4th Street	3
Tall Timbers Park	3100 Springland Avenue	2
Walker Street Park	900 Walker Street	1
Water Tower Park	301 Broadway	2
Winding Creek Cove	8th & Dickson Streets	1
	TOTAL TOTERS	16

◆ **Smithsonian Water Ways Exhibit**

- The LaPorte County Soil and Water Conservation District is bringing a Smithsonian Institution traveling exhibit to LaPorte County in August and September of 2021. The Michigan City Park Department has been asked to be a partner in creating the required local companion exhibit.



What is the *Water/Ways* exhibit?

The Smithsonian's *Water/Ways* exhibition dives into water—an essential component of life on our planet, environmentally, culturally, and historically. *Water/Ways* is part of Museum on Main Street, a collaboration between the Smithsonian Institution and state humanities councils nationwide. The Museum on Main Street program works with rural communities to design and host high-quality exhibits and create dynamic public programs across the United States.

Why is there a local companion exhibit?

The goal of the local companion exhibit is to amplify rural voices. The local companion exhibit connects the Smithsonian exhibit to LaPorte County. It curates out relationship to water across history, culture, and people in order to foster a sense of local pride.

What is the scope of this archive?

The Potawatomi named this area *shkwate'm*, meaning passageway, because waterways not only bind the land but connect it to the world. As such, this collection is limited to the experiences of people in LaPorte County with the admission that decisions and experiences in LaPorte have effects throughout the world.

What are themes that the oral history archive seeks to capture?

Many people don't realize how emotional their relationships to water are. This exhibit invites people to explore what water means to them and asks: What are water's ways? How does water determine human experience?

The oral history archive seeks to record how people living in Laporte County answer these questions in order to explore these themes:

- *Connection* – How does water bring us together across time, culture, race, and class?
- *Determination* – How has water made decisions for us?
- *Migration* – How has water shaped how people and animals move through Laporte?
- *Resilience* –How have we harnessed water to meet human needs?

◆ **Trails**

- Singing Sands Trail phases I and II are substantially complete. A ribbon cutting ceremony is planned for fall.

- Singing Sands Trail phase III-B will be let on April 7, 2021. This section of the trail begins at our maintenance facility on highway 12 where a small trail head will be constructed. The trail heads east on Highway 12 to Martin Luther King Drive, it travels east to Oak Hills Park, then north on Victory Street, then east on Ruth Street, and ends on the west side of Karwick Road. Construction is scheduled to begin in October 2021 and end in early summer of 2022.



Recreation Report

◆ Washington Park Lifeguard Team

The Michigan City Park Department did not have a lifeguard team in 2020 due to a lack of qualified applicants. The Superintendents met with Michigan City Area Schools and the LaPorte County YMCA in the late fall of 2020 to discuss the lack of interest in lifeguarding and solutions to attract new guards.

In early January 2021 we started a campaign to recruit lifeguards. The City Council approved a \$5 per hour raise for the lifeguard positions. The advertising campaign included the following:

- Park Department website and Facebook Page
- Email blast to our partner list
- Indiana Park and Recreation Association job board
- Purdue, Valparaiso and Western Michigan Universities
- Michigan City, New Prairie, LaPorte, New Buffalo, and Chesterton High Schools
- Indiana Career Connect website
- WorkOne NW Indiana website
- Indeed.com
- The Herald-Dispatch Newspaper

The campaign has been successful, and we have received twelve applications in the first quarter.

◆ **Michigan City Youth Baseball**

We are currently accepting registration for players and coaches. The registration deadline has been extended to April 8, 2021.

◆ **Karstens Chili Cookoff**

The annual chili cookoff fundraiser for scholarships was cancelled in 2021 due to COVID-19 restrictions

Senior Center Report

The Senior Center was closed the entire 1st quarter

Park Maintenance Report

- Several hours of plowing, shoveling, and salting
 - 250 hours in park areas
 - 105 hours assisting Street Department
 - 45 hours assisting zoo
- Finished painting barricades
- Hauled 168 yards of sand to Greenwood Cemetery
- Built and delivered 20 picnic tables for Krueger Middle School
- Assisted the Golf Course in removal of mold in the clubhouse
- Fabricated a safety bar of scaffolding
- Drilled drop holes in 15 recycling cans and delivered them to outlining parks
- Sanded and cleaned 9 panels of plexiglass for zoo exhibit
- Painted 300 garbage cans for beach and parks
- Repaired, sanded and painted all tiger teeth

PROCESS – 1st Quarter	2020	2021	VAR
BANQUET TABLES Delivered/Picked Up	0	0	0
BARRICADES Setup/Remove	0	0	0
BOLLARD Replacement/Installation	0	0	0
GARBAGE CANS Delivered/Picked Up	0	0	0
GARBAGE Collect and Dispose of (yards)	180	60	(120)
ICE RINK Labor Hours	0	0	0
MOVIE SCREEN Setup/Remove	0	0	0
PICNIC TABLES Delivered/Picked Up	0	0	0
RISERS Delivered/Picked Up	0	0	0
SNOW FENCE Installation/Removal (linear feet)	0	0	0
TENT Installation (10' x 20')	0	0	0

MOWING (per hour)	2020	2021	VAR
Adams Park	0	0	0
Barker Mansion (began 06/30/15)	0	0	0
Canada Park	0	0	0
Carroll Avenue & Michigan Blvd	0	0	0
City Hall (began in 2012)	0	0	0
Emily Street (at Hansen Park)	0	0	0
Gardena Park	0	0	0
Hansen Park	0	0	0
Henry Lake	0	0	0
Jernegan's Hill	0	0	0
Joe Hawkins Memorial Park	0	0	0
Krueger Memorial Park	0	0	0
Millennium Plaza and Old Lighthouse Museum	0	0	0
Oak Hills Park	0	0	0
Police Department (began in 2012)	0	0	0
Pullman Park	0	0	0
Ridgeland Park	0	0	0
Ruby Woods	0	0	0
Tall Timbers	0	0	0
Walker Street Park	0	0	0
Washington Park	0	0	0
Water Tower Park	0	0	0
Westcott Park (began in 2012)	0	0	0
Winding Creek Cove	0	0	0
TOTAL	0	0	0
HOLIDAY LIGHTS (per hour)	2020	2021	VAR
Repairs - Labor Hours	0	0	0
Installation - Labor Hours	0	0	0
Electric Installation - Labor Hours	0	0	0
Breakdown - Labor Hours	150	150	0
TOTAL	150	150	0
TRAILS UPKEEP (clearing, snow removal, inspection) - Labor Hours	2020	2021	VAR
Gardena Park	15	15	0
Hansen Park	10	10	0
Karwick Nature Park	0	0	0
Memorial Hall	20	25	5
Ruby Woods	0	10	10
Patriot Park	0	0	0
Winding Creek Cove	0	10	10
TOTAL	55	70	15

LABOR ASSISTANCE PROGRAMS (per hour)	2020	2021	VAR
Lakeside Correctional Facility	0	0	0
LEAVES (per hour)	2020	2021	VAR
Adams Park	0	0	0
Canada Park	8	16	8
City Hall (began in 2012)	0	0	0
Emily Street	0	0	0
Gardena Park	15	25	10
Hansen Park	0	0	0
Henry Lake	0	0	0
Jernegan's Hill	0	0	0
Joe Hawkins Memorial Park	8	16	8
Krueger Memorial Park	15	20	5
Millennium Plaza and Old Lighthouse Museum	0	16	16
Oak Hills Park	10	16	6
Patriot Park	0	0	0
Ridgeland Park	0	0	0
Ruby Woods	0	0	0
Tall Timbers	0	0	0
Walker Street Park	0	0	0
Washington Park	0	0	0
Water Tower Park	10	16	6
Westcott Park (began in 2012)	0	16	16
TOTAL	106	141	35
SAND REMOVAL (per hour)	2020	2021	VAR
Clean up and removal	150	150	0
Build berm for winter	0	0	0
Level berm for spring	0	0	0
Beach sanitizing	0	0	0
TOTAL	150	150	0

Golf Maintenance Department

◆ **Course Maintenance**

- With the recent warm weather, we opened the South Course on March 9th and will remain open weather permitting

◆ **Education**

- Assistant Superintendent Paul McDonnell and I recently attended virtual education seminars provided by Advanced Turf Solutions. This free seminar provided necessary continuing credit hours for our pesticide license.

◆ **Equipment**

- The entire golf cart fleet was serviced, as well as all mowing equipment. All cutting heads were serviced and sharpened. This annual maintenance prevents down time during peak season.

◆ **Special Projects**

- Mold remediation was completed on the South Course Clubhouse ceiling. Thanks go out to Park Superintendent Ed Shinn for providing staff to assist in this project. The block foundation was sealed, and a missing downspout was replaced on the South Course Clubhouse.

◆ **Other Departments**

- Preventative maintenance was completed on the following park equipment:
 - (4) Zoo golf carts
 - (2) Parking golf carts
 - (2) Patriot Park golf carts
 - (1) Diagnose and repair 8-foot street sweeper broom for Washington Park

◆ **Coronavirus**

- We had to shut down maintenance in early March and have the maintenance building disinfected due to a positive case of COVID-19
- Beginning April 1st
 - We will remove foam from cups
 - Put out trap rakes
 - Put out ball washers
 - Two riders per cart
 - Continue sanitizing carts after each use
- We are making these changes following Indiana Golf guidelines

Washington Park Zoo Report

◆ **Education**

March

- The Zoo Director attended a Zoom meeting about education animal ambassadors held by the American Zoological Association (AZA)
- We are working on virtual outreach program options for groups since we are not able to host in-person programs

◆ **Special Events**

March

- The zoo participated in the Michigan City Saint Patrick’s Day reverse parade in Washington Park using the zoo mascot costumes and some of the barn animals

◆ **General Updates**

January

- Removed the holiday light decorations from the Lakeshore Drive fence line and placed them into storage
- All of the zoo golf carts were taken over to the golf course maintenance garage for their yearly maintenance checks
- A leak on the John Deere Gator was repaired by Central Maintenance

February

- Painting and updates continued in exhibits and public areas in preparation for opening day
- The Zoo Emergency Safety Plans were updated and submitted to the Michigan City Police Department, LaPorte County Emergency Management Agency, the LaPorte County Animal Shelter, the Park Office, and veterinary staff for review

March

- A new walk-in cooler and freezer unit was installed into the diet kitchen by Wayne’s Heating and Cooling
- The zoo is working with the Indiana Department of Transportation to have our zoo logo placed on the attraction signs going east and west at exit 40B of Interstate 94, as well as one on the exit road heading toward Michigan City. We are hoping that these signs will bring more visitors to the zoo, as well as bring more traffic to our website.
- We had American Leak Detection come into the zoo for an underground scan of the water and drain lines to see if a problem could be found that would explain our higher utility bills. No leaks or issues were found, so we are still working with the sanitary and water departments to explain the issues.
- The staff continues to work on tasks in preparation for our opening day and our reopening plan was submitted for approval

◆ **Animal Acquisitions/Dispositions**

January

Acquire	Seven Parakeets	Local donor
Death	Opossum	Heart failure
Death	Domestic Goat	Advanced age-related complications
Death	Lowland Paca	Intussusception cause unknown
Death	Domestic Chicken	Septicemic – Veterinarian euthanized

February

None		
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March

Acquire	Day Gecko	Breeder
Death	Chinchilla Rabbit	Bacterial infection