

Huntingburg Park Board

Monday, January 16, 2012

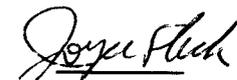
Park Board Members Present: Mike Fulkerson, Joyce Fleck, Marlene Morgan and Jason Lange

City Employees Present: Jim Rueger

- I. Jim welcomed Jason Lange as the new member of the Park Board.
- II. Mike made a motion to approve the claims. Joyce seconded. Approved 4-0.
- III. Mike made a motion to approve the December 19, 2011 minutes. Marlene seconded. Approved 4-0.
- IV. The Election of Officers for 2012: President; Mike Fulkerson, Vice-President; Marlene Morgan, and Secretary; Joyce Fleck.
- V. Mike Fulkerson volunteered to be the Park Board representative to the Planning Commission.
- VI. Director's Report:
 - A. The driveway project at Niehaus Park is complete. There was a total of 58 yards of concrete poured. Jim thanked the Street and Water Department employees who helped us with the concrete work.
 - B. All of the exterior doors at League Stadium have been replaced.
 - C. Playground repairs are on going and a large tree was removed at Southside Park that had fallen near the Dog Park.
 - D. Colin Leinenbach is presently at Michigan City working on his Playground Safety Inspection Certificate.
 - E. Jim announced that we have received a grant in the amount of \$2,000 from the Dubois County Community Foundation for our Spray Park.
- VII. Engineering Report:
 - A. Mayor Spinner had asked Brian Small, City Engineer, to formulate costs, water usage, and possible location for the proposed Spray Park.
 1. Brian stated that the North site would require more work due to sloping land, utilities and a smaller area. He also said there is no room for expansion or water-collection tank in this area.
 2. Jim added concern about parking conflicts when League Stadium is in use because they would share considerable amount of spaces.
 3. Marlene & Joyce commented separately that this site was chosen based on safety & convenience for small children & their parents, since they would use it the most. Joyce asked if the water-collection tank could be installed away from the Splash Park and Brian said it could, but would need to be pumped to the tank which is another added cost.
 4. Mike & Jason requested cost estimates for both sites and the rest of the Board agreed. Brian will present cost estimates at the February meeting.
- VIII. The Board approved a resolution establishing policies governing public purchases by the City of Huntingburg. A copy of resolution 2012-01 is attached to the minutes.
- IX. The Board changed the February meeting date for Monday February 20th to Tuesday February 21st.
- X. Gary Frymiller representing the Dubois County Bombers Baseball Club was present and informed the Board that a meeting will be held on Wednesday January 18th from 2 to 4 PM to discuss tourism and League Stadium activities. He invited a Park Board member to sit in on the discussion with the Dubois County Visitor Center, the Huntingburg Foundation, DCADC, and the Huntingburg Chamber of Commerce. Joyce will represent the Board at the meeting.
- XI. Mike made a motion to adjourn the meeting. Joyce seconded. Approved 4-0.


President


Vice-President


Secretary


Member

**CITY OF HUNTINGBURG, INDIANA
PARK BOARD RESOLUTION NO. 2012- 01**

**A RESOLUTION OF THE PARK BOARD
ESTABLISHING POLICIES SUPPLEMENTING
THE STATUTORY PROVISIONS GOVERNING PUBLIC
PURCHASES BY THE CITY OF HUNTINGBURG**

WHEREAS, the Common Council of the City of Huntingburg has designated the Park Board of the City of Huntingburg as City purchasing agency for the Parks and Recreation Department with all of the powers and duties authorized under IC 5-22, governing the expenditure of public funds for public purchases.

WHEREAS, the Park Board of the City of Huntingburg now determines that it is necessary, and in the best interests of the City to supplement the provisions of Indiana Code 5-22 by the adoption of policies governing certain public purchases by the Parks and Recreation Department, for which it serves as the purchasing agency.

NOW THEREFORE, BE IT RESOLVED by the Park Board of the City of Huntingburg as follows:

Section 1. Applicability. This purchasing policy shall apply to the expenditure of public funds for public purchases by the Parks and Recreation Department of the City of Huntingburg.

Section 2. Purchasing Agent. The Park Board of the City of Huntingburg hereby designates the Superintendent of Parks and Recreation as the purchasing agent of the Parks and Recreation Department, with all of the powers and duties of a purchasing agent, as authorized under IC 5-22, and subject to the purchasing policies adopted from time to time by the Park Board.

Section 3. Purchases Under \$5,000.00. The purchasing agent of the Parks and Recreation Department of the City is hereby authorized to make purchases of supplies, including equipment, goods, and materials, reasonably necessary for the operation of the department and with an estimated cost of less than Five Thousand Dollars (\$5,000.00), on the open market without inviting or receiving quotes or bids, and without the prior approval of the purchasing agency. Any extraordinary purchases not normally necessary for the usual operation of the department shall require prior approval of the Purchasing Agency.

Section 4. Purchases of \$5,000.00 or More, But Less Than \$50,000.00. When the purchasing agent reasonably expects a purchase of supplies, including equipment, goods, and materials, reasonably necessary for the proper operation of the department to cost at least Five Thousand Dollars (\$5,000.00) but less than Fifty Thousand Dollars (\$50,000.00), he/she shall attempt in good faith to obtain at least three (3) quotations from persons or firms known to deal in the lines or classes of goods or supplies to be purchased. Quotes shall be solicited and received in writing, or by facsimile, or e-mail. The quotations so obtained shall be presented to the purchasing agency at any regular or special meeting thereof, and if approved, the purchasing agent shall award the contract to the offeror whose offer is most advantageous to the City. A consideration of such factors as price, quality, workmanship, delivery, services, locality of supplier, suitability for a particular purpose, and other relevant factors may be considered in determining the offer most advantageous to the City.

The purchasing agency may, if it deems to be in the best interest of the City, reject all offers and authorize the Purchasing Agent to negotiate for the purchase of the supplies on the open market.

In the event of an emergency which threatens essential operations, damage to property or injury to persons, such purchases may be made without the prior approval of the Purchasing Agency, but shall be presented for ratification by the Purchasing Agency at its next meeting.

Section 5. Purchases \$50,000 or more, but less than \$150,000. Purchasing Agent shall invite at least three (3) firms known to deal in the lines or classes of goods or supplies to be purchased to submit written quotes. Invitations to quote must be mailed at least 7 days before date fixed for receiving. No quoter shall be required to submit a quote prior to the date and time set for receiving quotes. The written quotes received shall be presented to the Purchasing Agency at its next regular or special meeting. If satisfactory quotes are received, the purchase contract shall be awarded by the Purchasing Agency to the lowest responsible and responsive bidder. The Purchasing Agency may reject all quotes. If no quotes are received by a responsible or responsive offeror, the Purchasing Agency may authorize the Purchasing Agency to purchase under the special purchasing methods as set out in I.C. 5-22-10-10

Section 6. Purchases of \$150,000.00 or More. For purchases of goods or supplies reasonably expected to be at least One Hundred Fifty Thousand Dollars (\$150,000.00) or more, the

Purchasing Agent shall develop specifications for the equipment, goods, materials or personal property to be purchased pursuant to I.C. 5-22-5 *et seq.* and present the same for approval by the Purchasing Agency. Thereafter the Purchasing Agency shall proceed under the requirements of I.C. 5-22-7 *et seq.* for Competitive Bidding.

Section 7. Exception to Purchasing Policies. Notwithstanding any other provisions of this policy, the Purchasing Agent may make special purchases pursuant to the procedures set out at I.C. 5-22-10 *et seq.*, subject to the approval of the Purchasing Agency.

Section 8. Purchasing Preferences. The Purchasing Agent and the Purchasing Agency shall observe the Purchasing Preferences required by I.C. 5-22-15 *et seq.*, where required.

Section 9. This Resolution shall be in full force and effect after its adoption by the Board of Public Works and Safety of the City of Huntingburg.

ADOPTED by the Board of Parks and Recreation of the City of Huntingburg, Indiana, this 16TH day of JANUARY, 2012.

BOARD OF PARKS AND RECREATION OF
CITY OF HUNTINGBURG, INDIANA

