

CITY OF EAST CHICAGO
BOARD OF PARKS AND RECREATION
November 12, 2019

BOARD MEMBERS:

Anthony Serna, President
Rick Rodriguez, Vice President
Valda Lewis, Secretary
Alberto Cantu
Eugene Austin

STAFF:

Courtnee Dinkins
Dawn Dawkins-Legal
Mayra Acosta

Reported by: Peggy S. LaLonde, CSR, RPR
Fissinger & Associates

Call to Order: 5:00 p.m.

Pledge of Allegiance:

Roll Call: Present: Anthony Serna, Valda Lewis,
Eugene Austin, Rick Rodriguez.

Staff Present: Dawn Dawkins, Legal Counsel
Courtnee Dinkins, Recording Secretary
Amy Aguilera, Park & Recreation Manager

MR. SERNA: Mr. Cantu called and said he was under the weather and will not be able to attend tonight.

We'll move on next item in front of us, Administrative Matters. I'll entertain a motion to approve the October 22, 2019, meeting minutes.

Motion to approve minutes, as written, of October 22, 2019 made by Rick Rodriguez. Second by Valda Lewis.

MR. SERNA: Moved and properly second. All in favor, signify by saying aye?

(All signify aye.)

MR. SERNA: Motion carries.
Next, approval of payroll dated November 1st, 2019. Entertain a motion to approve.

Motion to approve payroll dated November 1st, 2019 made by Rick Rodriguez. Second by Eugene Austin.

MR. SERNA: Motion and a second. All in favor signify by saying aye?

1 (All signify aye.)

2 MR. SERNA: Motion carries.

3 Next, approval of Warrant report
110719 PB, in the amount of \$168,004.54. Entertain a
4 motion to approve Warrant report.

5 Motion to approve Warrant report 110719 PB, in the
amount of \$168,004.54 made by Valda Lewis. Second by
6 Rick Rodriguez second.

7 MR. SERNA: Motion and a second. All in
favor signify by saying aye?

8 (All signify aye.)

9 MR. SERNA: Motion carries.

10 Next, approval of Warrant report.
111219 PB, in the amount of \$135,763.15. Entertain a
11 motion to approve.

12 Motion to approve Warrant report 111219 PB, in the
amount of \$135,763.15 made by Rick Rodriguez. Second by
13 Valda Lewis.

14 MR. SERNA: Motion and a second. All in
favor signify by saying aye?

15 (All signify aye.)

16 MR. SERNA: Motion carries.

17 Old Business. We still have the
Nipsco claim. Counselor, have we heard anything from
18 Nipsco?

19 MS. DAWKINS: No, but I did send them
some pictures to make sure that they saw the view of the
20 Greenhouse and where it sits on that address. But no
response yet.

21 MR. SERNA: Okay. We'll leave it under
old business, hopefully we'll hear something from them
22 before the year is out.

23 Let's move on to New Business. Amy?

24 MS. AGUILERA: Amy Aguilera, Parks and
Recreation Manager. First thing I have is the emergency
25 repairs for Roxana Park, due to a car accident. One of
the brick columns and 20 feet fencing needed to be

1 replaced.

2 MR. SERNA: I see we have a picture
3 included in our packet and the police report. The
4 emergency repairs were done by Royalty Construction.
5 Was there a second company contacted or just Royalty?

6 MS. AGUILERA: Just Royalty. They were
7 the original people who put up the fencing.

8 MR. SERNA: That's why you called them,
9 because they were the original equipment manufacturer.
10 So that amount was \$6300. The work was already
11 completed?

12 MS. AGUILERA: Yes, it's complete.

13 MR. SERNA: That was an emergency repair
14 due to car accident. Any questions Board members?

15 MR. RODRIGUEZ: I have a question. Is
16 the guy's insurance going to pay for that?

17 MS. AGUILERA: As far as I know, I'm not
18 aware of that, as far as the person who was involved.

19 MR. RODRIGUEZ: Does this involve the
20 Legal Department?

21 MS. AGUILERA: I'm not aware of that. I
22 think Mayra took care of the legal end, as well as the
23 police report.

24 MR. SERNA: Normally, Amy, that's what
25 happens. If there's damage on City property -- like
with the Fire Department, if something were to happen,
we would go after the person who struck the fire truck,
or in this case we would go after the person who struck
that pillar. And so that all gets forwarded to Mr.
Morrisroe or Attorney Allegretti, or Deanna Rodriguez,
who is the paralegal. That's why Vice-president
Rodriguez was asking. That's usually how it goes. We
send it to Legal and they go after the person for the
money. That's probably what Mayra is doing. She has
the police report attached.

MS. AGUILERA: I can follow-up on it. I
know she is out for a couple weeks, but I can definitely
follow-up.

1 MR. SERNA: Let us know next meeting if
2 Legal is going after this driver for this damage so we
3 get reimbursed.

4 MS. DAWKINS: I can find that out because
5 I'm in touch with Deanna weekly.

6 MR. SERNA: And let Amy know.

7 MS. DAWKINS: I don't see anything on
8 here about insurance.

9 MR. RODRIGUEZ: I know. The guy's name
10 is here, but I don't see any insurance.

11 MS. DAWKINS: There's nothing on here
12 saying he had insurance.

13 MR. SERNA: Well, I wonder how Legal
14 would approach that, if they would litigate with the
15 individual.

16 MS. DAWKINS: They go directly to him

17 MR. AUSTIN: My question, did it hurt
18 anybody else?

19 MS. AGUILERA: No. What I'm informed is
20 he had damages and nobody else was involved except for
21 that driver.

22 MR. AUSTIN: These two pictures here show
23 damage. Do we have pictures of his vehicle?

24 MR. SERNA: I believe these pictures were
25 taken after the accident happened. I don't think
anybody took pictures right when the vehicle hit. This
was what they found, the damage, like the next day.
They found this happened like overnight.

MR. AUSTIN: So it's a hit and run.

MR. SERNA: Basically. But the police
were called to the scene, and that's why there is a
report. But Parks Department wasn't notified
immediately.

MS. LEWIS: It says hit and run - no, on
the police report.

1 MR. RODRIGUEZ: If it was hit and run we
wouldn't have the report.

2 MR. SERNA: We have a report because the
3 police were called, but the Parks Department wasn't
4 contacted to get out there and take pictures
5 immediately. Actually, they might not have known until
the following Monday, because it happened on Friday
night or Thursday night.

6 I would entertain a motion to
approve the payment of \$6300 for emergency repairs to
Roxana Park fence, by Royalty Construction.

7 Motion to approve emergency repairs, in the amount of
8 \$6300, to Royalty Construction made by Rick Rodriguez.
Second by Valda Lewis.

9 MR. SERNA: Motion and properly second.
10 All in favor signify by saying aye?

11 (All signify aye.)

12 MR. SERNA: Motion carries.

13 Next, we have invoices from Ace
Exterminating.

14 MS. AGUILERA: Yes. Unfortunately the
15 person who we had in the AP position is no longer with
us, and these invoices were being sent to her e-mail.
16 We were unaware of it and they contacted us directly,
which we are trying to get them resolved now.

17 MR. SERNA: All right. Any questions on
18 this Board members? (None) I'd entertain a motion to
approve. Do they have a total?

19 MS. AGUILERA: No.

20 MR. SERNA: We don't have a total.
21 Madame secretary?

22 MS. DINKINS: Balance due is \$1,560.

23 MS. AGUILERA: That's on the last page.

24 MR. SERNA: All right. So that's the
balance due, \$1,560. Entertain a motion to approve the
25 past due invoices to Ace Exterminating Company. They
are dated from May 28th all the way through to

1 August 22nd, and the sum total of all those late
2 invoices for Ace are \$1,560.

3 Motion to approve past due invoice to Ace Exterminating
4 Company made by Rick Rodriguez.

5 MR. LEWIS: I have a question. On one of
6 these invoices the total balance is \$1,615.

7 MR. SERNA: I see that, the second to the
8 last one shows \$1,615.

9 MS. AGUILERA: I see that. I can and
10 confirm the total due.

11 MR. SERNA: Miss Lewis is working to
12 calculate the total.

13 MS. AGUILERA: I don't see a late fee on
14 here.

15 MR. SERNA: All right. The sum total of
16 all the invoices listed doesn't even equal the \$1,560.
17 Good thing we didn't get a second. Usually on this
18 memo, Amy, it will be totaled up and/or it might just be
19 one or maybe two, so we can do the quick math. But
20 there's so many on here we are motioning to approve and
21 we are going off, so we need the correct numbers that we
22 should approve.

23 MS. AGUILERA: It could be a mistake on
24 the memo itself. I don't know. We took the amount from
25 the invoices themselves.

MR. SERNA: We had a motion on the floor
to approve, but there is no second; so that motion
fails. Do you think we should table this Board members?

MR. RODRIGUEZ: I think it should be
tabled.

MS. AGUILERA: I'll double check with Ace
Exterminating.

MR. LEWIS: I got a total of 945.

MR. SERNA: I'll entertain a motion to
table this until next meeting, until we get at least a
total figure on what is due. Right now we are coming up

1 with different figures.

2 Motion to table past due invoices of Ace Exterminating
3 made by Rick Rodriguez. Second by Eugene Austin.

4 MR. SERNA: Motion and a second. All in
5 favor signify by saying aye?

6 (All signify aye.)

7 MR. SERNA: Motion carries.

8 MS. AGUILERA: The next one I have, MOU
9 for Danielle Crossley, from We're Popp'in Popcorn and
10 Lemonade. They will be occupying the concession at
11 MacArthur Golf Course, for the ice skating season.

12 MR. SERNA: Counselor -- Attorney
13 Dawkins, you are associated with the MOU?

14 MS. DAWKINS: Yes.

15 MR. SERNA: Okay. Any questions Board
16 members? (None) So, our Counselor is satisfied with
17 the MOU, I'll entertain a motion to approve Danielle
18 Crossley, doing business as, We're Popp'in Popcorn and
19 Lemonade at MacArthur Golf Course for the season of the
20 ice skating rink.

21 Motion to approve MOU for We're Popp'in Popcorn and
22 Lemonade made by Rick Rodriguez. Second by Valda Lewis.

23 MR. SERNA: Motion and a second. All in
24 favor signify by saying aye?

25 (All signify aye.)

MR. SERNA: Motion carries.

MS. AGUILERA: The next one, I have two
quotes. This is for removal and replacement of service
window countertops at Koski and Washington Parks.

MR. SERNA: So it's removing the windows.

MS. AGUILERA: No. So we have the
original wood countertops on the concession stand
windows, which they were getting water damage. They are
the original countertops from years and years ago, so

1 they have wear and tear. So we are going to replace
2 them with stone ledges, something that will last us.

3 MR. AUSTIN: I think, as in the accident,
4 that maybe you should take pictures of the damages and
5 what needs repair, so we know exactly what you're doing.

6 MS. AGUILERA: I can attach with the
7 quotes moving forward.

8 MR. SERNA: For now I see the quote from
9 Royalty is \$3700 and the other one is 5700. Have you
10 had a chance to look at apples to apples?

11 MS. AGUILERA: They are apples to apples.

12 MR. SERNA: All right. Any other
13 questions Board members? (None) So I assume you would
14 want us to approve the lower quote with Royalty
15 Construction?

16 MS. AGUILERA: Correct.

17 MR. SERNA: I'll entertain a motion to
18 approve the removal and replacement of service window
19 countertops at Koski and Washington Park by Royalty
20 Construction's proposal of \$3700.

21 Motion to approve Royalty Construction's proposal in the
22 amount of \$3700, for removal and replacement of service
23 window countertops at Koski and Washington Parks, made
24 by Valda Lewis. Second by Rick Rodriguez.

25 MR. SERNA: Motion and a second. All in
favor signify by saying aye?

(All signify aye.)

MR. SERNA: Motion carries.

MS. AGUILERA: Next two that I actually
have are both again for Koski and Washington Park
concession area. This is for replacement of cabinets,
as well as countertop and sink. Again, it is the origin
installment from when the building was first built.
There are drawers missing, cabinets missing. So we are
trying to replace the entire thing fully.

MR. AUSTIN: Could we table some of this

1 and maybe see some pictures first?

2 MR. SERNA: You want to see pictures of
3 the damage before we vote on this?

4 MR. AUSTIN: Yes, because some of these
5 bids are high.

6 MR. SERNA: How do you feel, Board
7 members, about getting pictures before we approve these?

8 MS. LEWIS: Well, I think we can go
9 forward, but in the future have the pictures.

10 MR. SERNA: All right. I see there is
11 quotes from Royalty Construction and Kusiak. Looking at
12 the quotes, looks like Royalty is the lowest both times,
13 so that's who you recommend?

14 MS. AGUILERA: Yes.

15 MR. SERNA: If there are no further
16 questions, I'll entertain a motion to approve concession
17 stand upgrades for Koski Park and Washington Park,
18 approving the quotes from Royalty Construction, which
19 are \$1700 for each location.

20 Motion to approve Royalty Construction's proposal for
21 upgrades at the concession stand for Koski and
22 Washington Parks made by Rick Rodriguez. Second by
23 Valda Lewis.

24 MR. SERNA: Motion and a second. All in
25 favor signify by saying aye?

(All signify aye.)

MR. SERNA: Motion carries.

MS. AGUILERA: The last one I have is
props for MacArthur Miniature Golf Course. I only have
one quote here and as far I am aware, it's coming out of
the Appropriations Account. These are just add ons to
each pool.

MR. SERNA: Per procedures, I know with
purchases across city departments -- and I would assume
this would be no different, correct me if I'm wrong,
Counselor -- multiple quotes are needed for certain

1 things over a certain amount. Would that apply here or
2 is this something different? You said something
3 about --

3 MS. AGUILERA: This is from the
4 Appropriations Account. This money was set aside for
5 this specific job. And as far as I am aware, this
6 company is the only one in the area that provides this
7 sort of service.

6 MR. SERNA: What I have to do on the fire
7 department, when we are doing what you are talking
8 about, there is a separate form, a form that says why
9 you are not getting the multiple quotes. And
10 normally -- as a matter of fact, I just did one for
11 Motorola because the portable radios that we use, that's
12 where we have to go, Motorola, to get parts. And so I
13 have to fill that out when we do that.

10 So, Counselor, is that --

11 MS. DAWKINS: I think if it's over the
12 amount, I think you are going to have to do that.

12 MR. SERNA: Well, at the very least --
13 what I am trying to say -- at the very least, there is
14 forms that usually accompany this. I mean I trust Amy
15 and I trust Mayra, that they are not going to try and
16 send us to their brother-in-law or family member. This
17 isn't their family member that's doing this work. I
18 trust them not to do that.

16 But, just for protection for
17 everyone -- you know -- there is usually an explanation
18 and I believe you have already appropriated. Is that
19 good enough for you Board members? Counsel is that
20 appropriate?

19 MS. DAWKINS: There is a policy that is
20 set up by the Controller's office, and I think, Amy is
21 aware of it.

21 MS. AGUILERA: Yes.

22 MR. SERNA: I know I have to deal with
23 that as a department head. It's a purchasing rule or
24 housekeeping rule that the Controller's office gives
25 every department, and so that's why I'm asking. You
26 have quotes like for all the others and this one comes
27 without. So I believe you -- on your explanation --
28 that's usually what we do.

1 MR. AUSTIN: I would say you have to
2 check before we approve this.

3 MR. SERNA: Maybe we can table this until
4 next meeting. It's for the golf course. Is there a
5 time sensitive thing?

6 MS. AGUILERA: No, obviously it's or next
7 year. I want to say this money is set aside thought for
8 this year. We do have to move forward with a specific
9 amount and also this vendor. The PO would need to be
10 coming out for this year.

11 MR. SERNA: And that is -- I do know that
12 as a department head, they have to get all these POs set
13 for 2019 paid out in 2019.

14 MS. LEWIS: This is from New Jersey.
15 There was no place else?

16 MS. AGUILERA: No. I think this was a
17 specific company that she kind of reached out to. And I
18 want to say she contacted another company, but they
19 couldn't provide the same materials as this one.

20 MR. SERNA: That's why on the Fire
21 Department, most other departments, they put a form in
22 here. It's called OEM, original equipment manufacturer
23 vendor form. It's an explanation as to why we are not
24 following the purchasing policy.

25 MS. AGUILERA: I'll look into that. I
wasn't aware of that form. We can table it for next
meeting.

MS. DAWKINS: I think it was used when we
dealt with the fish people. I can't think of their
names, but when we were doing the aqua-phonics.

MR. SERNA: Have you seen that, Courtnee,
in your department?

MS. DINKINS: I don't deal with the PO.

MR. SERNA: Like I said, I know that you
have to get this in. There is kind of a time factor
because it has to be time sensitive for this year.

MS. AGUILERA: Now, I mean the PO comes

1 out this year. We want to get it approved, but it isn't
2 going to be installed until next year.

3 MR. SERNA: It's been appropriated. I'll
4 entertain a motion to approve JMM Studio for the
5 MacArthur Miniature Gold Course, for props, in the
6 amounts of \$27,000.

7 Motion to approve JMM Studio for props for MacArthur
8 Golf Course, in the amount of \$27,000 made by Rick
9 Rodriguez. Second by Valda Lewis.

10 MR. RODRIGUEZ: One question. Amy, are
11 they expanding that?

12 MS. AGUILERA: No, just the original
13 props that are there are old. We'll be taking them out
14 and replacing them with something newer to kind of get
15 more people in.

16 MR. RODRIGUEZ: Can you just add -- I
17 mean -- make it bigger?

18 MS. AGUILERA: If we have the space for
19 it. It's kind of back where the bating cages area and
20 there's the large garage back there. It's propped up on
21 a hill and I don't know if they are able to expand. I
22 think that would be a bigger project.

23 MR. RODRIGUEZ: Maybe expand it closer to
24 Indianapolis Boulevard so people could see it.

25 MS. AGUILERA: No, I agree.

MR. RODRIGUEZ: That's it.

MR. SERNA: All right. So it's been and
properly second. Any further discussion on the motion?

MR. AUSTIN: I think like one of the
members just said, are we going to be adding on. If we
approve this and then go back and dig it up, two or
three months later to see if they can do that.

MR. SERNA: The only thing we dug up last
year was things to do with the secretary and minutes,
different things like that. I don't know what else had
to be dug up last year, other than that.

1 MR. AUSTIN: We don't want things
2 slipping through so we have to come back six months or a
3 year later to approve the same thing. If I understand
4 right, she's already got this approve for the money and
5 we still don't have it.

6 MR. SERNA: That's why we have a motion
7 and second, that's why we are moving forward on it.

8 MS. AGUILERA: These are just props.
9 They can be installed, they can be taken out and
10 reinstalled. If there was talk in the future of
11 expanding the mini golf, you can also replace them and
12 get more. It's not something that's permanent that's
13 going to be there. So I don't think it would interfere
14 with any of the work in the future, if there was
15 something for the mini golf.

16 MR. SERNA: All right. So the motion on
17 the floor has been properly second to approve. All in
18 favor signify by saying aye?

19 (All signify aye.)

20 MR. SERNA: Motion carries.
21 Thank you, Amy, anything else?
22 We have the Celebration of Lights coming.

23 MS. AGUILERA: Yes, it's very busy time.

24 MR. RODRIGUEZ: What is the digging going
25 on by the pool, the tractor over there?

MS. AGUILERA: That's the new Washington
Park Zoo sculptor they're putting in there.

MR. SERNA: That's the sculptures. Are
they building a base?

MS. AGUILERA: They have to build a base
and there is electrical work they are doing there. It
will be really nice when it's all done.

MR. AUSTIN: Are these East Chicago
contractors?

MS. AGUILERA: Pretty much from East
Chicago. I'm not necessarily sure who specifically was
doing the work there.

1 MR. SERNA: Anything else?

2 MS. AGUILERA: Just something that was
3 added to the agenda. I know at the last Board meeting
4 you guys needed the sign-in sheet from School City of
5 East Chicago, and which they provided a sign-in sheet to
6 me for that date, because that fee was waived. They did
7 reach out to us, as far as using Heritage Hall, another
8 time which we had to charge them a fee due to late
9 notice. And we do have another sign-in sheet for that.
10 I did want to mention that.

Moving forward, I am not necessarily
11 sure what the new superintendent has in mind, but I
12 think she is wanting to use multiple facilities for her
13 town meetings that she might have in the future. I did
14 recommend that if she wants to use a facility, that she
15 write a letter to the Board asking for approval of that
16 again.

17 MR. SERNA: Okay. Thank you. Any public
18 comments? (None) Next meeting date is Tuesday,
19 November 26th -- that's the Tuesday right before --
20 Thanksgiving -- 2019, and we will be back at the City
21 Hall Council Chambers, 5:00 o'clock.

I'll entertain a motion to adjourn.

22 Motion to adjourn meeting made by Rick Rodriguez.
23 Second by Eugene Austin.

24 MR. SERNA: Motion and a second. All in
25 favor signify by saying aye?

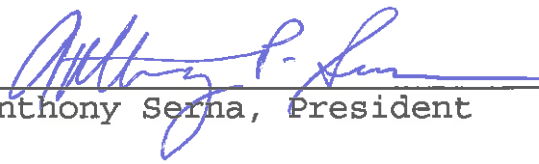
(All signify aye.)

MR. SERNA: Motion carries. Meeting
adjourned.

***** Meeting Adjourned *****

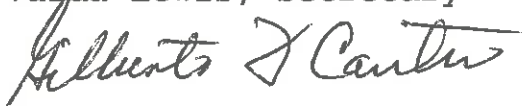
1 Approval of the Meeting Minutes of Tuesday
November 12, 2019

2 Approved and signed November 26th 2019

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5 Anthony Serina, President

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7 Rick Rodriguez, Vice-President

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9 Valda Lewis, Secretary

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11 Gilberto Cantu, Member

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13 Eugene Austin, Member

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15 Courtnee Dinkins, Recording Secretary

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C E R T I F I C A T E

I, Peggy S. LaLonde, a competent and duly qualified court reporter, do hereby certify that I did report in machine shorthand the foregoing proceedings and that my shorthand notes so taken at said time and place were thereafter reduced to typewriting under my personal direction.

I further certify that the foregoing typewritten transcript constitutes minutes of the said proceedings taken at said time and place, so ordered to be transcribed.

Dated at Munster, Indiana, this 14th day of November, 2019.

Peggy S. LaLonde



Peggy S. LaLonde, CSR, RPR