

**Carmel/Clay Board of Parks and Recreation
Tuesday, April 8, 2014, 6:00 p.m.
Monon Community Center**

Members Present: Donna Cihak Hansen, James Engledow, Joshua Kirsh, Jenn Kristunas, Linus Rude, Rich Taylor

Members Absent: Wendy Franklin, Kathie Freed, Richard Leirer

Others Present: Mark Westermeier, Director; Michael Klitzing, Chief Operating Officer (COO)
Audrey Kostrzewa, Business Services Director; Debra Grisham, Park Board Attorney

Roll Call, Call to Order & Pledge of Allegiance

Board President Engledow welcomed everyone to the meeting and asked Mr. Kirsh to call the roll. Mr. Kirsh stated there was a quorum, at which time Board President Engledow called the meeting to order at 6:04 p.m. followed by the Pledge of Allegiance.

Public Comments

There were no public comments.

Staff Reports

Summer Camp Series – Ben Johnson

Ben Johnson presented information regarding the Summer Camp Series highlighting location changes, enrollment adjustments, and hours of operation. Also, comparative numbers were illustrated from 2012, 2013, and 2014 using April 4th as the cutoff date. Registration will continue with participant numbers steadily increasing.

COO Klitzing invited the Park Board Members to the Volunteer Appreciation Reception and Ceremony (April 17, 2014). He also thanked the many sponsors for their generous donations.

COO Klitzing stated that some of our standard monthly reports were included in the packets, in addition to two quarterly reports, and a recent article (*Outdoor Indiana*) on the Master Naturalist program offered through CCPR. COO Klitzing announced that Director Westermeier is now a CPRP (Certified Park and Recreation Professional). The newest CPRP is Nichole Haberlin, Assistant Recreation Manager, who just passed the exam.

Committee Reports

Personnel Committee – Linus Rude

Mr. Rude stated that he had nothing to report.

Finance Committee – Jenn Kristunas

Ms. Kristunas stated that the Finance Committee meeting is April 15, 2014 at 6 p. m. in the Administrative Offices.

Properties Committee – Richard Leirer

There was no report in Mr. Leirer's absence.

Action Items

Minutes – March 25, 2014 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes as presented, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

City of Carmel Financial Report for March 2014

Ms. Kristunas made a motion to acknowledge receipt of the City of Carmel Financial Report for March 2014, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

Clay Township Financial Report for February 2014

Ms. Kristunas made a motion to acknowledge receipt of the Clay Township Financial Report for February 2014, seconded by Mr. Taylor, and unanimously passed 6 – 0.

Clay Township Financial Report for March 2014

Ms. Kristunas made a motion to acknowledge receipt of the Clay Township Financial Report for March 2014, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

CCPR P&L Statements for March 2014

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for March 2014, seconded by Mr. Taylor, and unanimously passed 6 – 0.

Claim Sheet April 8, 2014

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Taylor, and unanimously passed 6 – 0.

Clay Township Claim Sheet April 8, 2014

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Taylor, and unanimously passed 6 – 0.

Monetary Gifts, Grants, Partnership, and Sponsorships for March 2014 – Audrey Kostrzewa

Ms. Kostrzewa presented the donations to be accepted by the Park Board. Drew Flanders, a first grader at Towne Meadow Elementary, donated \$97 of his birthday money to ESE because he loves it (ESE) so much. Several Board Members voiced their appreciation for this gift. Additionally, \$101 was donated through the “Jeans Friday” program from the staff. A motion was made by Mr. Kirsh to acknowledge receipt as presented, seconded by Mr. Taylor, and unanimously passed 6 – 0.

Consideration of Resolution B-2014-002 (a restatement and revision of Resolution No. 6-26-07-01) regarding Compromise of Claims (Refunds) - Michael Klitzing

COO Klitzing explained the need to keep this refund policy up-to-date with state law and standard business practices (credit cards, checks, etc.) which expedites the refund process providing good customer service. Ms. Kristunas made a motion to waive the reading of Resolution B-2014-002, seconded by Mr. Kirsh, and unanimously passed 6 – 0. Ms. Kristunas continued by making a motion to approve Resolution B-2014-002, seconded by Mr. Kirsh, and unanimously passes 6 – 0.

Consideration of Bids for the Central Park Dog Park Projects – Mark Westermeier

COO Klitzing provided an overview of the project (handout distributed to Park Board Members) including the Bid Tabulation and letter from The Schneider Corporation recommending Gibraltar Construction, the most responsive bidder, be awarded the bid. A lengthy discussion followed among staff and the Park Board Members.

Mr. Taylor made a motion to accept and approve the bid from Gibraltar Construction Company in the amount of \$1,067,500.00 for the Central Park Dog Park Project and authorize The Schneider Corporation, the Park Department Director, the COO and the Park Board Attorney to take all action necessary to complete the contracting process including the initiation of a letter of intent authorizing the spending the administrative funds to be incurred during the finalization of the contract and approved the President or Vice President of the Park Board to sign a contract with the Bidder upon completion of the Park Board attorney's review. The motion was seconded by Mr. Kirsh and unanimously passed 6 – 0.

Mr. Taylor also made a motion that the Board delegate to the Director and the COO the authority to determine, in conjunction with the Engineer, whether it is in the best interest of the Park Department to add or change an item or items in the contract and to approve each such change order up to an amount not to exceed his purchasing authority, with a report to the Park Board and a request for ratification at a subsequent Park Board Meeting. The motion was seconded by Mr. Kirsh and unanimously passed 6 – 0.

Consideration to Terminate the ETC ProLiance Energy, LLC Services Agreement - Mark Westermeier

Director Westermeier reviewed information relative to the current contractual arrangement between the Department and ETC ProLiance Energy, LLC. Discussion followed.

Mr. Taylor made a motion to terminate the ETC ProLiance Energy, LLC Services Agreement, seconded by Ms. Kristunas, and unanimously passed 6 - 0

Consideration of Mowing Services Agreement – Mark Westermeier

Board President Engledow stated that this (Consideration of Mowing Services Agreement) action item was removed from the agenda.

Consideration of Matters regarding the Founders Park Pavilion Project – Mark Westermeier

Director Westermeier said that there were no action items at this time. The project is going very smoothly. COO Klitzing announced the Department anticipates a ribbon cutting ceremony in late May, and Park Board Members will be notified.

Attorney's Report

Tort Claims

Ms. Grisham said one tort claim has been filed and is being investigated. There are no other current claims.

General

Ms. Grisham said that the Park Board had been invited to an open house for the Monon Lake PUD. Director Westermeier conveyed information relative to this project.

Director's Report

Director Westermeier stated that the Director's Report was included in the Board Packet. In addition to these updates, Flowing Well was closed due to flooding. The Department anticipates it to reopen Thursday (April 10, 2014) after testing is concluded. The Hagan-Burke Trail will be closed in the near future for bridge restoration, and a detour will be in place for trail users. Restrooms in West Park will be closed later this month for renovation, which will include paint and new porcelain fixtures. Alternate restroom facilities will be provided during the renovation.

Mr. Kirsh questioned the status of bike stations (an apparatus that may or may not include platform, air pump, tools, etc.). Director Westermeier replied that he is in discussion with David Littlejohn about possible locations.

Discussion Items

There was no discussion at this time.

Information Items

Plan Commission – Joshua Kirsh

Mr. Kirsh said he nothing to report.

School Board – Kathie Freed

There was no School Board update in Ms. Freed’s absence.

Parks Foundation – Wendy Franklin

There was no update in Ms. Franklin’s absence.

Board Comments

Mr. Rude thanked COO Klitzing for the expeditious work on the Monon Greenway regarding tree limbs. COO Klitzing said that the job was actually on city property, and we worked with them to resolve the issue.

Ms. Kristunas said that she and her 9 year old daughter, Zoe, walked the boardwalk (Central Park). Her daughter was very thankful to see the fish and exclaimed, “Those park people must know what they’re doing.” Mr. Kirsh asked about the dens around the lagoon. Director Westermeier said that these are muskrat dens. Usually, the muskrats can be seen in the afternoon between 4 and 5 p.m.

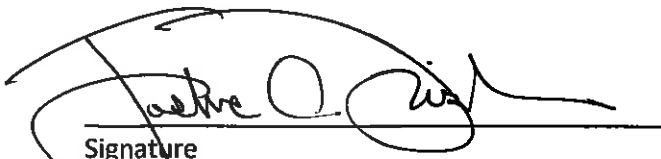
Board President Engledow reminded the Board Members about the volunteer event. He stated that Camille Nelsen is an energetic individual and commended her work with the volunteers.

Ms. Kristunas stated that the Carmel Marathon is this weekend. COO Klitzing added that Marathon participants will pick up their race packets at the Monon Community Center.

Adjournment

There being no further business, Mr. Rude made a motion to adjourn, seconded by Ms. Kristunas with no objections. The meeting was adjourned at 7:01 p.m.

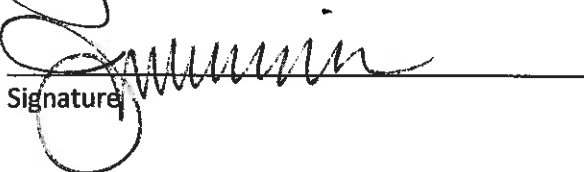
Approved,



Signature

APRIL 22, 2014

Date



Signature

22 APRIL 2014

Date