

**Carmel/Clay Board of Parks and Recreation
Tuesday, April 22, 2014, 6:00 p.m.
Monon Community Center**

Members Present: James Engledow, Kathie Freed, Joshua Kirsh, Jenn Kristunas, Richard Leirer, Linus Rude

Members Absent: Donna Cihak Hansen, Wendy Franklin, Rich Taylor

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 6:01 p.m. followed by the Pledge of Allegiance.

Public Comments

There were no public comments.

Presentation

Parks and Recreation Comprehensive Plan – Leon Younger, PROS Consulting, LLC

COO Klitzing introduced Leon Younger with PROS Consulting. He advised that Mr. Younger would be presenting an overview of the new 5-Year Comprehensive Master Plan, and a copy would be emailed to the Board Members. COO Klitzing reminded the Board that this is still a draft document. A presentation will be made at a joint meeting with the Park Board, Council, and Clay Township Board to include their input. The Department will also involve (I)DNR (Indiana Department of Natural Resources) in the review process to make sure all necessary components are incorporated in the document. The finalized Master Plan will be brought back to the Park Board for adoption, thus, providing direction for the Department from 2015 through 2019.

Mr. Younger presented an overview of the 5-year Comprehensive Master Plan. A copy of the PowerPoint presentation will be forwarded to the Board Members. Mr. Younger said that Park Board Members should submit any suggested changes or updates to him so he may incorporate them into the plan prior to the upcoming joint meeting with the fiscal bodies.

Staff Reports

COO Klitzing advised that the standard monthly reports not previously available were included in the Park Board packets. He noted that the trending patterns suggest the MCC may be reaching its capacity. This will most likely result in the Department revisiting its fee structure and looking at possible ways to expand capacity, especially the fitness center.

The Department received its visitation report from the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and only missed four (no fundamental standards) out of the 144 standards. The Commission will conduct its official hearing October 13, 2014. COO Klitzing stated he is 99.9% confident that the Department will receive its national accreditation. Director Westermeier added that there are only 117 park systems that have met the standards.

Action Items

Minutes – April 8, 2014 Park Board Meeting

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

Claim Sheet April 22, 2014

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

Clay Township Claim Sheet April 22, 2014

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

Consideration of Mowing and Trimming Services – Mark Westermeier

Director Westermeier provided a summary of the mowing services, past and present. The agreement with the current contractor has expired, and it is the Department's intent to continue the quality services received over the past 10 years. In fact, during this timeframe, there have been no complaints or tort claims filed for those parks mowed by this contractor.

Recently, the Department received quotes, which varied in prices. A thorough evaluation determined that the length of time to mow commercial property is quite shorter than parks, therefore, reducing the overall cost. In order to meet our high standards, it is the Department's recommendation that the Park Board move forward with the recommended motions allowing flexibility in obtaining contractors that are able to deliver quality services. A brief discussion followed.

Ms. Kristunas made a motion to approve the expenditure of an amount not to exceed \$169,000.00 for the 2014 lawn mowing services and delegate to the Park Board President, the Park Department Director and the Park Board Attorney the authority to negotiate and execute contracts for such services with one or more responsible providers on terms and conditions that are in the best interest of the Department and the Carmel Clay community. The contract terms may include renewal terms for mowing seasons beyond 2014 and annual increases in compensation consistent with applicable Indiana law and the Park Board's current service contract practices. The motion was seconded by Mr. Kirsh and unanimously passed 6 – 0.

Ms. Kristunas further moved to authorize the Park Department Director and the Park Board President to take all necessary and appropriate steps from year to year to increase, decrease or change mowing services providers determined by the Director and President to be in the best interest of the Department to accommodate its mowing needs on terms consistent with the Park Board's current service contract practices and applicable Indiana law, compensation terms consistent with the then current budget and the processes set forth in the Park Board Purchasing Policy with a report to the Park Board prior to the initiation of such steps. The motion was seconded by Mr. Kirsh and unanimously passed 6 – 0.

Consideration of entering into a Professional Services Agreement with PROS Consulting, LLC for a 3-Year Training Program – Michael Klitzing

COO Klitzing explained that the recommended training program is one of the components in the Comprehensive Master Plan supporting the importance of properly training staff in customer service. We have seen improvement over the years. In fact, we provide good customer service for government. At times, we provide exceptional service, but not consistently. To continue to meet our cost recovery percentages, we must provide training to develop the same culture that you would find at a Disney, Nordstrom, Marriott, or a variety of other first-class systems that provide customer service.

COO Klitzing advised that he has been working with Neelay Bhatt, even before the master planning process, to develop a program that would be our own Disney university. The program would be geared to train the trainers (full-time staff), who would then train part-time and seasonal staff. COO Klitzing continued to explain the details and a variety of components, including a similar one used by the Indianapolis Super Bowl Host Committee.

Mr. Kirsh was called away from the meeting at 7:10 pm.

In Mr. Kirsh's absence, COO Klitzing requested that this action item be deferred. Ms. Kristunas requested that additional information be provided to the Park Board Members.

Mr. Kirsh returned to the meeting at 7:15 p.m.

Board President Engledow said that since there was no formal motion, it was not necessary to take any action to table this item.

Consideration of Matters regarding Founders Park Pavilion Project – Mark Westermeier

Director Westermeier announced that the project is on time, and the contractor has met the early completion deadline. Only minor punch list items remain.

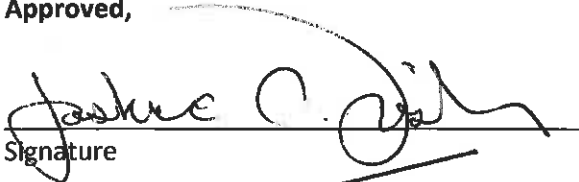
Discussion Items/Board Comments

There were no items discussed or comments.

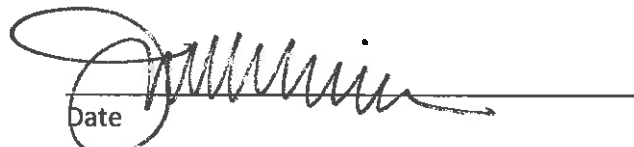
Adjournment

There being no further business, Ms. Kristunas made a motion to adjourn, with no objections. The meeting was adjourned at 7:14 p.m.

Approved,


Signature

Signature


Date

Date

13 May 2014