

**Carmel/Clay Board of Parks and Recreation
Wednesday, June 18, 2014, 6:00 p.m.
Monon Community Center**

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

Members Absent: Kathie Freed, Richard Leirer

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

Roll Call, Call to Order & Pledge of Allegiance

Board President Engledow welcomed everyone to the June 18th meeting that was rescheduled from June 10th. Board President Engledow 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.

Staff Reports

COO Klitzing stated that the standard staff reports were included in the packets.

Committee Reports

Personnel Committee – Linus Rude

Mr. Rude stated that the Personnel Committee has not met.

Finance Committee – Jenn Kristunas

Ms. Kristunas stated that the Finance Committee Meeting scheduled for June 18, 2014 was cancelled as the Department is waiting on numbers related to health care. We should have the information soon. The Committee will plan to meet the week of July 14th.

Properties Committee – Richard Leirer

In Mr. Leirer's absence, Ms. Franklin stated that the Properties Committee has not met.

Action Items

Minutes – May 13, 2014 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes as presented, seconded by Mr. Taylor, and unanimously passed 7 – 0.

Minutes – May 27, 2014 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes as presented and seconded by Ms. Kristunas. The minutes were passed 6 – 0 with 1 abstention (Mr. Taylor).

City of Carmel Financial Report for May 2014

Ms. Kristunas made a motion to acknowledge receipt of the City of Carmel Financial Report for May 2014, seconded by Mr. Taylor, and unanimously passed 7 – 0.

Clay Township Financial Report for May 2014

Ms. Kristunas made a motion to acknowledge receipt of the Clay Township Financial Report for May 2014, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

CCPR P&L Statements for May 2014

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for May 2014 and seconded by Mr. Taylor. Board President Engledow stated that based upon the figures in the report, we are definitely going in the right direction. The vote was unanimously passed 7 – 0.

Claim Sheet June 10, 2014

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

Clay Township Claim Sheet June 10, 2014

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

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

In Ms. Kostrzewa's absence, COO Klitzing asked that the Park Board acknowledge the Splash Attack sponsorship of \$250 from Master Yoo's World Class Tae Kwon Do and the \$63 donation to scholarships from staff for the "Jeans Friday" program. A motion was made by Mr. Kirsh to acknowledge receipt as presented, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

Consideration of entering into a Product and Services Agreement with Active Network, LLC for Recreation Management Software – Michael Klitzing

COO Klitzing stated that the negotiated contract with Active Network, if approved, will replace the existing recreation management software (RecTrac). Active is an upgrade from our current system and better meets the needs of our customers and staff. The three-year contract will allow the Department to go live December 1, 2014 with registration for the MCC winter and spring programs (January – April). Passes will be converted with an effective date of January 1, 2015. ESE will stay on the old system until the Summer Camps Series of 2015.

Ms. Franklin asked about starting ESE sooner. COO Klitzing said if things run smoothly, there is always a possibility the implementation plan for ESE might be changed. Mr. Taylor asked about the graphic design aspect in building brochures and catalogs using Active. COO Klitzing replied that our part-time staff currently does this work in-house, so there should be no difference in cost. COO Klitzing also stated that there should be no compatibility issues with Active, which is one reason the Department was drawn to this particular software geared towards parks and recreation agencies.

Mr. Rude asked for a clarification on fees. COO Klitzing answered that the \$55,000 is a one-time startup fee that includes system setup and training. The \$75,000 is a projected, annual cost above the current system that will no longer be available in the near future. We will have savings that are unknown at this time with possible reduction in staff hours to assist with registration. At the same time, we expect an increase in online registrations with the improved, user-friendly system. Director Westermeier reinforced that our current system goes away at the end of the year.

Board President Engledow restated that the hard cost is known, but the soft cost presently estimated at \$75,000 is undetermined and is a rough number as we move to the new software.

Ms. Kristunas stated that the PCI compliance is a huge factor in the financial industry. Eliminating that risk is fantastic. Also, having a standard card transaction fee allows for better budgeting. COO Klitzing added that the Department has worked closely with the Debra Grisham, the Park Board Attorney, in negotiating this contract.

Board President Engledow commended that Park Board Members for their interaction and thanked them for their areas of expertise from the banking industry to the software side, specifically Mr. Leirer.

Mr. Kirsh made the motion to accept the price schedule from Active Network, LLC and authorize the President or Vice-President to sign a Product and Services Agreement for Recreation Management Software, seconded by Mr. Taylor, and unanimously passed 7 – 0.

Consideration of Matters regarding Central Park Dog Park – Mark Westermeier
Director Westermeier stated the project is moving forward very well right now.

Attorney's Report

Tort Claims

Ms. Grisham stated that there are two active tort claims currently being investigated: 1) a 6 year old was hit with a golf club by another program participant; and 2) a young child required stitches for a cut chin after he slipped and fell at the indoor aquatics. Two claims have been denied: 1) a toddler fell on a toddler slide at the indoor aquatics; and 2) a 9-year-old ESE participant received a chipped tooth when hit by the zipper of a coat being swung by another participant.

General

The Department received a public notice regarding last night's Plan Commission Meeting concerning the Monon Greenway overlay zone. Director Westermeier attended.

The Indiana Public Access Counselor has been replaced. He is a very nice resource for all political subdivisions and working with him to make a presentation to key staff members.

Director's Report

Director Westermeier stated that his report was included in the packet. Director Westermeier further noted that he personally has ash trees in his yard that are infected. That means we are only a short distance away from West Park and the outer ring of ash trees that will most likely be hit with the ash borer yet this summer. The dead or damaged number of trees in Central Park has climbed from 100 to 200 trees in this park alone.

On a different subject, Director Westermeier referred to the ongoing discussion of Monon Lake (aka Slime Lake). He received a letter on June 9, 2014 from the President of M/I Homes stating they wish to donate land to the Park Board. A meeting was held, including the Park Board Attorney, for further discussion.

The southern part of the property will become 96th Street once it is extended from Westfield Boulevard. What is viable for the Department and the community as a whole is about 80' of land with trees buffered between the lake and the Monon Trail. This land may provide space for a trail or other possible amenities off the Monon. While the Department is usually not interested in acquiring small parcels of land, small acreage adjacent to an existing park is beneficial. The proposed land and its uses will be discussed at the next Plan Commission meeting on July 1.

Discussion Items

Mr. Kirsh stated that the Department is doing a great job disseminating information about when the pool is or is not available on any given day.

Information Items

Plan Commission – Joshua Kirsh

Most in attendance at the Plan Commission regarding the Monon overlay were concerned about changes on the Monon Trail, e.g., removing trees, changing the width of the Trail, etc. Several left the meeting once their concerns were alleviated.

School Board – Kathie Freed

There was no report in Ms. Freed's absence.

Parks Foundation – Wendy Franklin

Ms. Franklin stated she had nothing to report. COO Klitzing announced that the Department received \$3,000 for summer camp scholarships. The Foundation also agreed to continue the program to fight invasive plant species in Central Park and expanding this program to West Park.

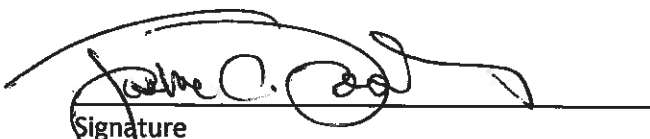
Board Comments

Board President Engledow reminded the Park Board Members that the next meeting is Tuesday, June 24, 2014. He continued to address the importance of attendance at Park Board Meetings. There are always extenuating circumstances, but the Members have a responsibility to the people they represent.

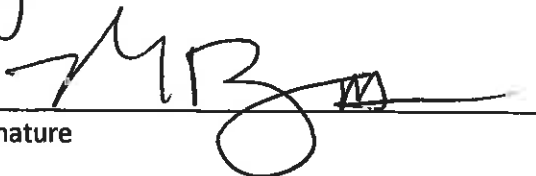
Adjournment

There being no further business, Mr. Kirsh made a motion to adjourn, seconded by Ms. Kristunas with no objections. *(The meeting was adjourned at 6:50 p.m.)*

Approved,



Signature



Signature

6-24-14

Date

6-24-14

Date