

**Carmel/Clay Board of Parks and Recreation
Tuesday, December 9, 2014, 6:00 p.m.
Monon Community Center**

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

Members Absent: Donna Cihak Hansen, 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 that there was a quorum, at which time Board President Engledow called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance.

Public Presentation: Carmel Clay Parks & Recreation Master Plan created by PROS, Consulting, LLC – Michael Klitzing

Board President Engledow announced that the Master Plan presentation would be delayed until January (2015) as staff is waiting on input from the state (Indiana) on some of the items.

Public Comments

There were no public comments.

Board President Engledow welcomed Jylian Vigar. Ms. Vigar is a journalism student at Butler University and has been covering the parks department this last semester.

Staff Reports

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

Committee Reports

Personnel Committee – Linus Rude

Mr. Rude stated that the Personnel Committee plans to meet soon.

Finance Committee – Jenn Kristunas

Ms. Kristunas stated that the Finance Committee discussed the salary and wage piece on December 1, 2014 and recommends Board approval.

Properties Committee – Richard Leirer

Mr. Leirer reported that the Properties Committee has not met.

Nominating Committee – Kathie Freed

Ms. Freed said that the Nominating Committee is scheduled to meet December 17, 2014 at 8 a.m.

Action Items

Minutes – November 25, 2014 Park Board Meeting

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

City of Carmel Financial Report for November 2014

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

Clay Township Financial Report for November 2014

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

CCPR P&L Statements for November 2014

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for November 2014, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

Claim Sheet December 9, 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 December 9, 2014

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

Monetary Gifts, Grants, Partnerships, and Sponsorships for November 2014 – Audrey Kostrzewa

Ms. Kostrzewa presented the sponsorships and donations for November 2014. A motion was made by Mr. Kirsh to accept the sponsorships and donations as presented, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

Consideration of Salary Resolution B-2014-009 Establishing Salaries for Budget Year 2015 – Michael Klitzing

COO Klitzing provided an overview of the 2015 Salary Resolution. Under Indiana law, the Park Board must at least annually pass a resolution establishing the maximum salaries for all positions. In 2011, a comprehensive review was deemed necessary every three years, and it is now time for that review. Based upon the Salary Recommendations Report, the salaries of several management positions should be increased. Competitive salaries are necessary to retain staff and recruit new, high-quality professionals when necessary. The Finance Committee reviewed all of the necessary information and recommends approval by the Park Board.

Discussion followed regarding salary adjustments based upon the area's cost of living. Mr. Leirer stated his concern about the maximum salaries being too high. COO Klitzing said that the Department's merit-based system provides an employee the opportunity to receive up to a 4% raise depending on his/her annual evaluation. The average raise is 2.5%. Director Westermeier added that in 2012, exempt employees were changed to a 40-hour workweek, and the Department hopes to transition all non-exempt employees from a 37.5 hour workweek to 40. Ideally, this transition would happen at the same time for all departmental non-exempt employees; however, it is more likely to be phased in by division based upon budget availability.

Ms. Kristunas made a motion to waive the reading of Resolution B-2014-009 and enter it into action. The motion was seconded by Mr. Kirsh and unanimously passed 7 – 0. Ms. Kristunas made a motion to approve Resolution B-2014-009 as presented. The motion was seconded by Mr. Kirsh and unanimously passed 7 – 0.

Consideration of Matters regarding Central Park Dog Park – Mark Westermeier

Director Westermeier stated there were no action items. The project continues to make progress during good weather.

Attorney's Report

Tort Claims & General

Ms. Grisham said that she had nothing new to report.

Director's Report

Director Westermeier stated his report was included in the packet. He announced that the Winter Farmers Market is working out well at the Wilfong Pavilion (in Founders Park). The Department is moving forward to replace some of the cameras in the Monon Community Center. Another positive change is the new control system for the basketball goals. This efficient, electronic system uses an iPad to move the goals to the desired locations. COO Klitzing said it also saves staff time. Lastly, Director Westermeier invited everyone to try the four treadmills on display in the Fitness Center. The public is welcome to test each treadmill and then vote for their favorite.

Discussion Items

Mr. Leirer inquired about demographics and programs addressing the specific needs of individuals 55 to 65 years of age. Discussion followed regarding use of the Monon Community Center (fitness center, group fitness, programs, track, etc.) and the ages of those we serve.

Board President Engledow announced that there would be no Park Board Meeting on December 23, 2014.

Information Items

Parks Foundation – Wendy Franklin

Ms. Franklin stated that the Arts Committee met with Julia Moore of the Indianapolis Arts Council on different types of public art around the country. Now the Foundation Members are discussing various possibilities.

School Board – Kathie Freed

Ms. Freed said she had nothing to report.

Plan Commission – Joshua Kirsh

Mr. Kirsh stated that there has been much discussion about The Bridges and McDonald's at The Bridges (approximately 11550 North Illinois Street). Sunrise on the Monon (9876 Westfield Boulevard) has been approved, and Director Westermeier is working with the developer.

Board Comments

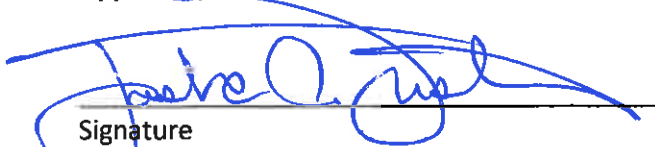
Mr. Kirsh attended a Chinese Sister City presentation at Brookshire where the City of Carmel was recognized for its commitment. This was a terrific event with outstanding people involved.

Board President Engledow thanked the Park Board Members and CCPR staff for a productive year. It was a lot of hard work and a rewarding year in winning the Gold Medal.

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 6:45 p.m.

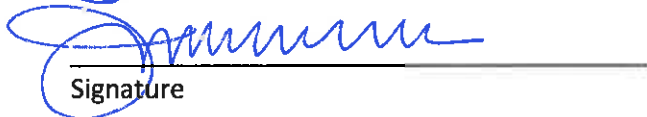
Approved,



Signature

1-13-15

Date



Signature

13 January 2015

Date