

**Carmel/Clay Board of Parks and Recreation
Wednesday, November 9, 2016, 6:00 p.m.
Monon Community Center**

Member(s) Present: James Engledow, Wendy Franklin, James Garretson, Jenn Kristunas,
Linus Rude, Rich Taylor

Member(s) Absent: Kathie Freed, Joshua Kirsh, Nick Plopper

Others Present: Mark Westermeier, Director; Michael Klitzing, Chief Operating Officer (COO Klitzing)
[*arrived at 6:17 p.m.*]; 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 Park Board Meeting and asked Mr. Taylor to call the roll. Mr. Taylor stated that there was a quorum. Board President Engledow called the meeting to order at 6:03 p.m. followed by the Pledge of Allegiance.

Public Comments

There were no public comments.

Staff Reports

(COO Klitzing was not in attendance at this time.)

Committee Report

Finance Committee

No report.

Minutes

October 11, 2016 Park Board Meeting

Mr. Taylor made a motion to approve the minutes, seconded by Ms. Franklin, and unanimously passed 6 – 0.

Financial Reports

CCPR P&L Statements for September 2016

Ms. Kristunas made a motion to acknowledge receipt of the P&L Statements for September 2016 , seconded by Mr. Garretson, and unanimously passed 6 – 0.

CCPR P&L Statements for October 2016

Ms. Kristunas made a motion to acknowledge receipt of the P&L Statements for October 2016 , seconded by Mr. Garretson, and unanimously passed 6 – 0.

Consolidated Financial Report for September 2016

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for September 2016, seconded by Mr. Garretson, and unanimously passed 6 – 0.

Claims

Claim Sheet November 9, 2016

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

Clay Township Claim Sheet November 9, 2016

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, Partnerships, and Sponsorships for October 2016 – Audrey Kostrzewa

Ms. Kostrzewa requested that the Board accept \$439 from Kona Ice. A motion was made by Mr. Taylor to accept the item as presented, seconded by Ms. Kristunas. Board President Engledow requested staff provide a total amount from Kona Ice. COO Klitzing interjected that staff is taking a comprehensive look at the relationship with Kona Ice as it has been determined that the residue from the product has been costly to remove and may exceed the amount contributed to the Department, Board President Engledow called for the vote and the motion was unanimously passed 6 – 0.

New Business

Consideration of Central Park Drive West Enhancement Project – Michael Klitzing

COO Klitzing stated that it is time to consider repairs and enhancements to the West Drive in Central Park. With the recent construction of West Commons, the road has had significant wear and tear in addition to everyday use. This also allows the Department to finish upgrades to the Drive consistent to the 2010 Central Park Master Plan Update. COO Klitzing continued to elaborate on the project, as well as answer several questions.

Mr. Taylor made a motion to approve the Professional Services Agreement with DB Engineering for the Central Park Drive West Enhancement Project for the sum of \$230,200.00 and authorize the Director or Chief Operating Officer to execute the same, seconded by Ms. Kristunas, and unanimously passed 6 - 0

Mr. Taylor made a motion to authorize DB Engineering, the Director, the Chief Operating Officer, and the Park Board Attorney to take all steps necessary and appropriate to bid the Central Park Drive West Enhancement Project, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

Consideration of Hazel Landing Park Entrance Drive Project – Michael Klitzing

COO Klitzing spoke about the need for development of a new entry drive for Hazel Landing Park. The original Master Plan, as well as the 2003 Schematic Plan for Hazel Landing Park, envisioned a more refined entry drive into the park. COO Klitzing described the current access and provided an overview of the park, past and present. The disc golf course has increased the use of this park, which also provides river access and a canoe launch.

Director Westermeier stated that there is a discussion regarding a possible pedestrian bridge connecting to Fishers. Although a number of years off, this roadway would not be affected. Presently, the park is closed as Marathon is moving their gas pipeline. When Marathon is finished, we may be able to save money if the new entry drive does not require regulatory permits, etc. A discussion followed about the proposed pedestrian bridge.

Mr. Taylor made a motion to approve the Professional Services Agreement with DB Engineering for the Hazel Landing Park Entrance Drive Project for the sum of \$83,400.00 and authorize the Director or Chief Operating Officer to execute the same, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

Mr. Taylor made a motion to authorize DB Engineering, the Director, the Chief Operating Officer, and the Park Board Attorney to take all steps necessary and appropriate to bid the Hazel Landing Park Entrance Drive Project, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

Consideration of Amendment to Agreement for Snow Removal and Salting Services with Green Touch Services, Inc. – Michael Klitzing

COO Klitzing provided some background on the contract with Green Touch Services, Inc. relating to snow removal and salting services in Central Park. He continued by explaining the necessity of increasing the contract dollar amount (per event) for the 2016/17 winter season due to addition of the West Commons Parking Lot and Central Park Drive West, which was closed last winter due to construction. COO Klitzing explained that an ‘event’ was every round of cleaning so one snow could result in 2 to 3 events. After a lengthy discussion, Board President Engledow advised that it is certainly better to be on the safe side.

Ms. Franklin made a motion to approve the amendment to the Agreement for Snow Removal and Salting Services with Green Touch Services, Inc. as presented and authorize the Chief Operating Officer to sign the amendment, seconded by Mr. Garretson, and unanimously passed 6 – 0.

Ms. Franklin made a motion, as amended, to authorize the Director or Chief Operating Officer to make annual adjustments to the agreement up to their purchasing authority based on the presumption of 15 events per winter, seconded by Mr. Taylor, and unanimously passed 6 – 0.

Consideration of Resolution P-2016-003 establishing the Internal Control Standards and Materiality Threshold – Michael Klitzing

COO Klitzing stated the following, “Indiana Code § 5-11-1-27 requires each political subdivision to maintain a system of internal controls to promote government accountability and transparency. All Indiana political subdivisions, which includes the Park Board, must have their own policy regarding internal controls that meet acceptable minimum standards identified by the State Board of Accounts. Additionally, all officials and employees with some level of responsibility in the purchasing process or the handling of assets are required to receive internal controls training by December 31, 2016.”

COO Klitzing advised that all Park Board Members must receive training as approved by the State Board of Accounts (SBOA), because they have purchasing responsibility as defined by the State that includes approving claims and contracts.

Internal Control Systems (26-minute SBOA training video)

COO Klitzing addressed Mr. Garretson’s question about oversight and stated that the Park Board does need to follow through with the Resolution to fulfill the necessary requirements of the SBOA. The State wants to insure transparency and accountability by having the proper policies and procedures in place. The Department has already covered most, if not all, when going through the accreditation process.

Mr. Garretson made a motion to waive the reading of Resolution P-2016-003 and enter it into action, seconded by Mr. Taylor and unanimously passed 6 – 0.

Mr. Garretson made a motion to approve Resolution P-2016-003 as presented, seconded by Mr. Rude, and unanimously passed 6 – 0.

Old Business

**Monon Community Center – Michael Klitzing
Entrance and Fitness Expansion Project**

COO Klitzing stated that he and Ms. Grisham are working to finalize the contract with Williams Architects.

**Central Park – Mark Westermeier
West Commons**

Director Westermeier said that the contractor is working on the punch list.

The Waterpark Admissions Project

Director Westermeier said this project is on target. The contractor is starting to put in stonework around the front entrance.

Mr. Rude asked if this project would help separate The Waterpark revenue from the Monon Community Center. Director Westermeier responded that this project is regarding access only by getting people in and out of The Waterpark faster.

Attorney's Report

Ms. Grisham announced that one tort claim had been filed since her last report in October. A 7 year old was reported to have fallen while playing at the West Commons playground; Travelers is investigating.

Director's Report

Director Westermeier stated that his report was included in the Board packet.

Mr. Taylor asked about the field at Founders Park. Director Westermeier said that the field is used by a number of different organizations on a first-come, first-serve basis. There is not adequate parking to accommodate organized play. Staff is currently looking at other possibilities.

Information Items

Ms. Franklin said that the Parks Foundation met last week with Leon (*Leon Younger of PROS Consulting*) to go over more things with the Foundation and how to proceed from that. She thinks there will be some things finalized by the next go around.

Park Board Comments / Discussion

At a recent quarterly communications meeting, Mr. Garretson said they discussed cuts in fiber optics. Director Westermeier said the Department is on the county-wide system. Mr. Garretson elaborated on impacts when a line is cut, such as a recent incident involving the Carmel High School and Library.

Mr. Garretson remarked about recent news of the City raises. He asked about the Department's plans. COO Klitzing stated that between now and next budget proposal for 2018, the Department will review all of its full-time salaries and compare them to a compilation of internal and external information. This information will be presented to the Finance Committee. If there are significant variances, the Department will engage with an outside consultant.

Director Westermeier said to be cautious of data, as maximums do not necessarily reflect any staff is receiving that amount. Also, all City departments are on a 37.5 hour workweek except police and fire. Ms. Franklin added that from a historical standpoint, the Department made a choice to divert from the City and establish our own independence to meet our cost recovery mandate.

Ms. Kristunas asked if the Finance Committee will meet before the end of the year. COO Klitzing responded that the next meeting will probably be early next year.

Ms. Kristunas asked about the date of the next Park Board Meeting so everyone would have it on the calendars. COO Klitzing confirmed the meeting would be on December 13th.

Ms. Kristunas said she had a great experience at the Dog Park as all the users were most pleased about the amenities and well-kept turf. COO Klitzing said a focus group will be put together in the near future to get feedback from this past year. Discussion followed.

Board President Engledow asked that Board Members let him know if they are interested in serving on the Nominating Committee.

Adjournment

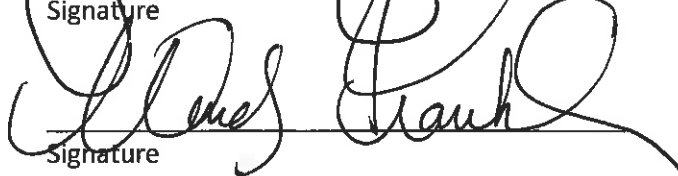
There being no further business, a motion was made by Mr. Taylor, seconded by Ms. Kristunas, and without objection, Board President Engledow adjourned the meeting at 7:54 p.m.

Approved,



Signature

12-13-16
Date



Signature

12-13-16
Date