

**Carmel/Clay Board of Parks and Recreation
Tuesday, December 13, 2016, 6:00 p.m.
Monon Community Center**

Member(s) Present: James Engledow, Wendy Franklin (*arrived at 6:04 p.m.*), Kathie Freed, Joshua Kirsh, James Garretson, Jenn Kristunas, Nick Plopper, Linus Rude

Member(s) Absent: Rich Taylor

Others Present: Mark Westermeier, Director; Michael Klitzing, Chief Operating Officer (COO Klitzing); 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. Kirsh to call the roll. Mr. Kirsh stated that there was a quorum. 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 Board packets.

Because of the resolution passed by the Park Board at its last meeting, staff has been reviewing its internal controls including policies, procedures, and systems. The State Board of Accounts strongly recommends that payroll be a separate function from Human Resources. Therefore, the Department will be moving payroll from Human Resources to Business Services in 2017. Timeclocks also need to be upgraded so staff is evaluating different systems. ADP, our current payroll provider, supports one timeclock system that appears to be in line with the Department's needs.

COO Klitzing stated that he was asked to speak to South Bend Parks and Recreation staff on cost recovery. Their newly hired director had heard Director Westermeier and COO Klitzing's presentation while attending NRPA's Conference last October in St. Louis.

Mr. Garretson asked how many staff were bonded at which COO Klitzing replied all of them.

Committees

Finance Committee Report

There was no report.

Nominating Committee Appointments

Board President Engledow announced that Mr. Plopper, Ms. Franklin, and Mr. Rude will serve on the Nominating Committee with Mr. Plopper taking the lead. COO Klitzing reminded Members that as a committee of the Board, the meeting will need to be noticed accordingly.

Minutes

November 9, 2016 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes, seconded by Mr. Garretson, and unanimously passed 8 – 0.

Financial Report

Consolidated Financial Report for October 2016

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for October 2016, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Claims

Claim Sheet December 13, 2016

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Clay Township Claim Sheet December 13, 2016

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Monetary Gifts, Grants, Partnerships, and Sponsorships for November 2016 – Audrey Kostrzewa

Ms. Kostrzewa requested that the Board accept \$181 from Kona Ice and a \$15 gift card from Apple. A motion was made by Mr. Kirsh to accept the items as presented, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

New Business

Central Park: Consideration of Proposal for Pool Painting at The Waterpark – Michael Klitzing

COO Klitzing spoke of the staggered, three-year cycle for painting of the pools. The Department received a new proposal from its current, highly responsive contractor with no price increase for the next three years. Ms. Kristunas asked for clarification on any urethane injections required in the past. COO Klitzing said only a few, which were deemed appropriate by the staff. A brief discussion followed Mr. Garretson's question on improvements for 2017.

Ms. Kristunas made a motion to accept the proposal from American Clean & Seal, Inc. and enter into an agreement in the amount of \$81,833 for the pool painting at The Waterpark, seconded by Mr. Plopper, and unanimously passed 8 – 0.

Ms. Kristunas made a motion to authorize the Director or Chief Operating Officer to execute change orders up to their purchasing authority for additional services required and not included in the base proposal price, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Old Business

West Park: Consideration of Resolution G-2016-002 Adopting the West Park Master Plan – Michael Klitzing

COO Klitzing requested that the Park Board formally adopt the new Master Plan, which will be used to identify the future of West Park over the coming years. At the October Park Board Meeting, Gregg Calpino and the consulting team presented an overview of the master plan draft as well as the process to determine this document.

There were no changes to the park design since that Park Board Meeting; however, a few minor additions were incorporated into the final draft. One of the additions was a request from the Perelman family to keep the existing commemorative stone marker, which will continue to identify and dedicate the hill known as Jill's Hill. Other additions included public input following the October 11th Park Board presentation and comments from a focus group of moms. A lengthy discussion followed. COO Klitzing advised that the Master Plan is the first step in the continued planning of a park and a guide for the current and future development.

Ms. Freed made a motion to waive the reading of Resolution G-2016-002 and enter it into action, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Ms. Kristunas made a motion to approve Resolution G-2016-002, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

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

COO Klitzing stated that there was nothing to address at this time.

**Central Park – Mark Westermeier
West Commons**

Director Westermeier stated that there was nothing to report as work continues on the punch list items.

The Waterpark Admissions Project – Mark Westermeier

Director Westermeier stated that the concrete was expanded and fence moved to incorporate more concession areas into The Waterpark. The project is very close to wrapping up.

**Asphalt Repairs and Painting Project – Michael Klitzing
Ratification of Harding Asphalt Group Change Order #1**

COO Klitzing relayed the nature of the unforeseen change order for ratification. The contractor discovered unstable soil underneath some asphalt that required stone to be put down prior to repairs.

Mr. Kirsh made a motion to ratify Harding Asphalt Group Change Order #1 in the amount of \$18,980, an unforeseeable change not included in the original scope of the project, seconded by Mr. Garretson, and unanimously passed 8 – 0.

Attorney's Report

Ms. Grisham reported that no new tort claims have been filed. She will provide a report in January on Travelers investigation of the tort claim involving a 7 year old injured in a fall at the West Commons playground.

Ms. Grisham attended a webinar presented by the Indiana Association of Cities and Towns (IACT) on the 2017 legislative preview. Effective January 1, 2017, IACT will become Accelerate Indiana Municipalities and be referred to as AIM. Ms. Grisham continued by listing the top agenda items on the horizon.

Mr. Garretson relayed information relative to the Carmel Telecommunication Commission and local cable options. Both he and Mr. Kirsh spoke about the negative impacts when cables are cut. Ms. Grisham responded that she would advise AIM of their concerns.

Director's Report

Director Westermeier stated that his report was included in the Board packet. He asked that Park Board Members look at the Summer Camp Series brochure (*distributed at the meeting*) featuring the talents of our new graphics designer. He also pointed out the programming dates of May through August; this is just one example of future planning. Often times, staff is questioned about something that occurred in the past causing a delayed response as their focus is on present or future matters.

Mr. Rude inquired about the warranty on the batteries for solar lighting at the dog park.

Mr. Garretson asked if the Department had received feedback on the new (*West Commons*) playground. Director Westermeier said that many positive comments have been received. Staff is working on procedures to open the spray pad this year. Ms. Franklin asked if there were changing tables in the restrooms. Director Westermeier responded yes, but it is not unusual for this task to be performed elsewhere.

Information Items

Parks Foundation – Ms. Franklin said that the Parks Foundation met last Thursday, but she was unable to attend due to scheduling conflicts.

School Board – Ms. Freed said that the School Board also received a legislative report at their meeting last night. The general feeling is that income is down and a lot of attention will be given to infrastructure. Ms. Freed elaborated on funding and issues specifically related to public schools. She added that AIM might take note and address these circumstances. Ms. Grisham added that AIM will be hosting a legislative dinner for elected officials on March 17, 2017.

Plan Commission – Mr. Kirsh spoke briefly about 'Clay Corner,' which is adjacent to The Village of WestClay. He also announced that 2017 will be a difficult year for construction in Carmel. He highly recommended CarmelLink.com as a good source for information.

Park Board Comments / Discussion

Mr. Rude said it had been a very productive year, and he was happy to be a part of it. He also appreciated everyone who served on the Park Board.

Ms. Freed announced that this was her last meeting. She thanked Park Board Members for their service to the community and said that the awards are a testimony to the Department's contributions to be a better city. She thanked Director Westermeier and COO Klitzing for their leadership, adding that each staff member is a valuable part of the organization.

Ms. Freed said her four years on the School Board have been wonderful. She continued to mention a few of the many highlights of Carmel Clay Schools. Ms. Freed announced that Tricia Hackett was leaving the School Board to co-chair the PAC (Public Action Committee) in support of the upcoming referendum and provided an overview of its financial impact for continued success of Carmel Clay Schools.

Mr. Plopper said he has enjoyed serving on the Park Board, which has been a very eye-opening experience.

Mr. Garretson said it had been a very good year. He felt that the (*West Commons*) playground was the highlight of the year.

Ms. Franklin mentioned that flushable toilets may be her lasting legacy while serving on the Board.

Mr. Kirsh said it had been another great year for the Department. He apologized for missing meetings due to a death in the family, Yom Kippur, and his long-anticipated trip to Europe. He announced his recent personal endeavor of starting a crowd sourced toy company. One of the tenets of the company is to employ individuals with disabilities. Michelle Yadon (*MCC Inclusion Program Supervisor*) was instrumental in locating interested individuals to participate in a recent workshop. Mr. Kirsh continued with a heartfelt story involving an individual with low physical function who was able to make toys all day.

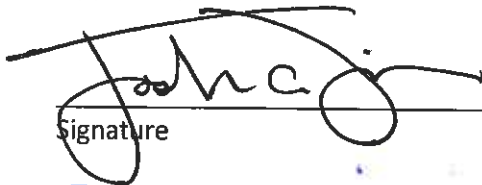
Ms. Kristunas wished everyone a Merry Christmas. She and her daughter have enjoyed the (*West Commons*) playground and dog park. She thanked Ms. Freed for her service on the Park Board.

Board President Engledow thanked Ms. Freed for her valuable contributions to the Park Board. He also thanked everyone for their attendance at the meetings throughout the year. He asked Director Westermeier to remember the Riley farm and concluded the meeting by mentioning a few of the Department's highlights in 2016.

Adjournment

There being no further business, a motion was made by Mr. Kirsh, seconded by Ms. Kristunas, and without objection, Board President Engledow adjourned the meeting at 7:45 p.m.

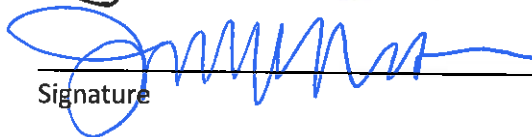
Approved,



Signature

JAN 10, 2017

Date



Signature

10 Jan 2017

Date