

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

Members Present: James Engledow, Wendy Franklin, James Garretson, Joshua Kirsh, Linus Rude, Rich Taylor

Members Absent: Kathy Freed, Jenn Kristunas, Richard Leirer

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, at which time Board President Engledow called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance.

Public Comments

There were no public comments.

Staff Reports

COO Klitzing stated that many of the staff reports were not available due to the early timing of board packet assembly.

COO Klitzing provided an update on the West Park Master Plan process which started in January. There were several focus groups followed by a community meeting with almost 60 in attendance. The master plan process will feature a particular topic with an educational component at each of the public meetings. On January 23rd, the topic was the science of play and playgrounds followed by questions and answers. The subject for the February 23rd meeting will be the ecology and environment of West Park. On March 22nd, discussion will center around filling the calendar and coffers related to year-round programming and the 80 percent cost recovery mandate of the Department.

COO Klitzing spoke about the Monon Community Center Pass Report showing memberships just under 11,800, which is close to the peak last summer of 12,700. Although there is some ebb and flow, the total of memberships shows a high demand on the MCC. The Department needs to look at ways to continue to serve, especially in fitness, while using the existing footprint. Staff has worked with Williams Architects to come up with ideas to move control points and take advantage of underutilized areas. The Department plans to seek authorization from the Park Board to go out to bid on this project which is addressed in the 2009 MCC Business Plan.

COO Klitzing announced two awards recently won by the Department.

- Carmel Clay Parks & Recreation Adaptive Program, 2015 Disability Awareness Campaign Award, Governor's Council for People with Disabilities
- Carmel Clay Parks & Recreation, 2015 Inclusion Program of Excellence Award, Indiana Park and Recreation Association

Mr. Garretson asked for a clarification on the MCC's footprint which was answered by COO Klitzing. Discussion followed.

Mr. Taylor mentioned he spoke with Michelle Yadon (*Inclusion Supervisor*), and wants the community to know that all of the Department's programs can be made accessible to individuals of all ages and abilities. Discussion followed.

Board President Engledow asked that the Board Members try to attend the public meetings (*West Park Master Plan*). COO Klitzing announced that there is a new website, yourwestpark.org, dedicated to the master plan and all information from the meetings will be posted, as well as the progress as we move forward. There is also a feedback option through an online form.

Committee Reports

There were no Committee Reports.

Minutes

January 12, 2015 Annual and Regular Park Board Meeting

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

Financial Reports

Consolidated Financial Report for January 2016

Not available at time of packet assembly.

CCPR P&L Statements for January 2016

Mr. Taylor made a motion to acknowledge receipt of the CCPR P&L Statements for January 2016, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

Claims

Claim Sheet February 9, 2016

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

Clay Township Claim Sheet February 9, 2016

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

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

Ms. Kostrzewa stated she had nothing to report.

New Business

Consideration of Resolution P-2016-001 amending the Nepotism and Contracting Policy – Michael Klitzing

COO Klitzing provided an overview of the existing policy which was approved by the Park Board on January 14, 2014. Staff is requesting a slight amendment to the policy due to an unintended consequence regarding siblings who work in seasonal positions at The Waterpark. As the policy currently exists, an older sibling could be promoted to a pool manager resulting in the younger sibling having to seek work elsewhere.

Other changes included updated titles to reflect the current structure, and an addition to the Contracting Policy to reflect an existing practice to not hire a former employee during the same calendar year to prevent IRS ramifications. Mr. Taylor suggested adding subchapter S corporation as well.

There was a brief discussion to clarify a procedure question by Mr. Garretson.

Mr. Kirsh made a motion to waive the reading of Resolution P-2016-001 and enter it into action, seconded by Mr. Taylor, and unanimously passed 6 – 0.

Mr. Kirsh made a motion to approve Resolution P-2016-001, seconded by Mr. Taylor, and unanimously passed 6 – 0.

Mr. Taylor made a motion to amend Section 4, Item 2, to include subchapter S corporation as one of the entities listed, seconded by Mr. Garretson, and unanimously passed 6 – 0.

Ms. Franklin raised the question about the Department hiring children of Park Board Members for seasonal positions. COO Klitzing provided background on the original policy. There have been situations in the past, when seasonal employees related to Board Members or Senior Management have created uncomfortable situations with supervisory staff.

Board President Engledow called for the vote to approve Resolution P-2016-001 to include the addition of subchapter S corporation within Section 4, Item 2, which was unanimously passed 6 – 0.

Consideration of Quote from Ping's Tree Service, Inc. to Remove Hazardous Trees – Michael Klitzing
COO Klitzing stated 299 trees have been identified within Central Park that need to be removed as they are currently hazardous or soon to be hazardous trees. Of those identified, 173 (58%) are ash trees that have been impacted by the emerald ash bore. The remaining trees have either reached their end of life or have been severely stressed by weather patterns.

Mr. Kirsh made a motion to accept the quote of \$144,487 from Ping's Tree Service, Inc. for the removal of trees in Central Park, seconded by Mr. Garretson. After a brief discussion, Board President Engledow called for the vote and the motion was unanimously passed 6 – 0.

Consideration to Purchase Indoor Aquatics Water Play Feature – Kurtis Baumgartner

Mr. Baumgartner presented information relative to the proposed new aquatics play feature. He explained that the current feature has outlived its life expectancy of 5 years. He also explained the importance of upgrading amenities to provide exceptional experiences. Discussion followed.

Mr. Taylor made a motion to authorize the purchase of the indoor aquatics water play feature for the Monon Community Center from Vortex International in the amount of \$85,000 using special purchasing provisions permitted by Indiana Code Section 5-22-10-5, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

Consideration of Agreement with Green Touch for Landscape Maintenance Services – Michael Klitzing
COO Klitzing gave a brief history of the Department's landscaping services provided by internal staff prior to using contractors. The Department's need for landscaping has increased, and it is the intention to use one vendor for financial savings and time management.

Mr. Kirsh made a motion to approve the Landscape Maintenance Services Agreement with Green Touch Services as presented and authorize the President to sign the agreement, seconded by Mr. Garretson, and unanimously passed 6 – 0.

Conflict of Interest Disclosure – Debra Grisham

Ms. Grisham provided an overview of Ms. Franklin’s Annual Conflict of Interest Disclosure Statement as it relates to her husband’s company, Integrity Automation, Inc.

Mr. Garretson made a motion to accept the Annual Conflict of Interest Disclosure Statement submitted by Wendy Franklin regarding her financial interest in contracts between Integrity Automation, Inc. and the Carmel/Clay Board of Parks and Recreation, seconded by Mr. Kirsh, and passed 5 – 0 with 1 abstention (Ms. Franklin).

Old Business

Central Park West Commons

Consideration of Purchase of Splash Pad Features – Michael Klitzing

COO Klitzing presented an overview of the splash pad features which have been reviewed by The Schneider Corporation to make sure these features can be incorporated within the playground. The design will complement the prairie and playground equipment.

Mr. Kirsh made a motion to authorize the purchase of splash pad features from Vortex in the amount of \$117,350 using the special purchasing provisions permitted by Indiana Code Sections 5-22-10-5 and 8, seconded by Mr. Taylor. Mr. Rude asked about the infrastructure of which COO Klitzing responded that the pump house would be located in the restroom. Board President Engledow called for the vote and the motion was unanimously passed 6 – 0.

Updates

Director Westermeier stated the project is going well and with the recent progress, we are back on schedule. The only major issue is keeping the general public out of the construction area. Since individuals ignore barricades and barrels, the contractor is putting up a fence and signage across the road to try and stop traffic (vehicles and bicyclists). Also, private security will start patrolling the area when construction workers are not onsite. A brief discussion followed.

Attorney’s Report

Ms. Grisham reported that no new tort claims have been filed.

Ms. Grisham stated that she continues to work toward acquisition of the Matilda Haverstick Family Property (aka *River Road Property*). The environmental phase one site assessment was received and there was no recommendation to perform any further assessment.

In regards to land in conjunction with Sunrise on the Monon (*formerly known as Sunrise Golf Course*), the tax exemption has been accepted. Closing on the two acres south of this property has been delayed, but is expected to occur in 2016.

The Park Board received a public notice for a public hearing on February 17, 2016 by the Indianapolis Metropolitan Development Commission regarding property commonly known as Shortee’s Golf. The neighbors have voiced concerns about the proposed planned development. Discussion followed.

Director's Report

Director Westermeier said he wanted to highlight a couple of items in his report that was included in the board packet. CCPR staff and representatives of Eppley Institute from Indiana University recently met on the Capital Asset Management Plan. This team is comprised of the best experts who will develop a plan for the Department, and then use our plan as a model for other systems to follow. The plan will basically be the same one used for the National Park Service, but a scaled down version to fit the municipal level.

Also, the Department is starting work on a strategic plan for long-term funding of the park system. This process will involve elected officials, Park Board Members, and others. A brief discussion followed.

Information Items

Mr. Kirsh reported the Plan Commission is working on a couple of big PUDs. One existing PUD is adding more apartments to the development at 116th & Guilford. The other project is on the southwest corner of Main and Old Meridian. This project will consist of mixed use including a retirement community, apartment building, townhouses, hotel, etc. For the first time in real estate, there is a convergence of two large populations, Baby Boomers and Millennials, who are looking for apartment dwellings. Mr. Kirsh has asked about the impact on schools, but there has been no direct answer. It appears there is no dramatic impact of children added to the system with the additional apartments as Millennials are occupying the majority of these spaces.

Mr. Kirsh announced Steve Stromquist has retired as President of the Plan Commission, and Brad Grabow has taken his place.

Park Board Comments/Discussion

Ms. Franklin reported that Troy Franklin (*of Integrity Automation, Inc.*) said the chiller has been off except for a couple of days since November which should provide a significant change in electrical service for the Monon Community Center.

Adjournment

There being no further business and without objection, Board President Engledow adjourned the meeting at 7:40 p.m.

Approved,



Signature

3/15/16

Date



Signature

15 March 2016

Date