

**Carmel/Clay Board of Parks and Recreation  
Tuesday, April 12, 2016, 6:00 p.m.  
Monon Community Center**

**Members Present:** Wendy Franklin, James Garretson, Joshua Kirsh, Jenn Kristunas, Linus Rude, Rich Taylor

**Members Absent:** James Engledow, Kathie Freed, 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**

Vice President Taylor 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 Vice President Taylor called the meeting to order (6:04 p.m.) followed by the Pledge of Allegiance.

**Public Comments**

There were no public comments.

**Staff Reports**

COO Klitzing stated that the staff reports were included in the Board packet in addition to the quarterly contract log.

COO Klitzing announced the upcoming three-day design charrette on May 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> regarding the West Park Master Plan project. There will be a community meeting each evening at 6:30 p.m. on the third floor of The Meeting House located in The Village of West Clay (2000 North New Market Street in Carmel). The first day will focus on discussion of ideas and issues received over the last three months. The design team will have some conceptual plans ready for review at the second meeting. At the third meeting, the design team will present a preferred, draft master plan for additional feedback. Following the conclusion of the charrette, the design team will incorporate further input prior to presenting to the Park Board, at which time the master plan will be go through the standard process.

**Committee Report**

Ms. Kristunas announced that the Finance Committee will meet June 21, 2016 at 6 p.m. at the Administrative Offices. Members of the Finance Committee include Mr. Kirsh, Mr. Taylor, Ms. Kristunas, Board President Engledow, Director Westermeier, and COO Klitzing. *(NOTE: After the meeting, it was decided to change the date of the Finance Committee Meeting to Monday, June 20, 2016.)*

**Minutes**

**March 15, 2016 Park Board Meeting**

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

**Financial Reports**

**Consolidated Financial Report for February 2016**

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

**Consolidated Financial Report for March 2016**

Ms. Kristunas stated that the Consolidated Financial Report for March 2016 was not available.

**CCPR P&L Statements for March 2016**

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

**Claims**

**Claim Sheet April 12, 2016**

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

**Clay Township Claim Sheet April 12, 2016**

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Kirsh. Mr. Garretson asked about Patterson Horth, Inc. Director Westermeier said that Patterson Horth is the general contractor working on the playground project on the west side of Central Park. Vice President Taylor mentioned Blue Line Security and the need for such services as citizens disregard road closings. Director Westermeier stated that Blue Line Security was replaced by the Hamilton County Sheriff's Department due to the necessary increase in hours. A brief discussion followed. Mr. Rude asked about the payment process. Director Westermeier stated that, as there were several individuals involved, DB Engineering would facilitate payments. Mr. Rude spoke about his interaction with security, and he was amazed at the excuses people used to try to enter the construction zone. Discussion followed. Vice President Taylor called for the vote, and the motion was unanimously passed 6 – 0.

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

Ms. Kostrzewa requested that the Board accept the \$170 donation received in March from Kona Ice. A motion was made by Mr. Kirsh to accept the donation, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

**New Business**

**Consideration of entering into a Services Agreement with American Structurepoint, Inc. for Central Park Parking Garage Feasibility Study – Michael Klitzing**

At the last meeting, the Park Board directed staff to look at the possibility of a parking garage in Central Park. COO Klitzing introduced the feasibility study and its parameters. American Structurepoint was identified as a potential vendor to help lead the Department through this process and determine the feasibility of such a structure. Mr. Garretson asked if the study would include a recommendation, location, number of spaces, and cost. John Krupski, a structural engineer with American Structurepoint, distributed handouts at the meeting, addressed questions, and provided additional information on the project. A lengthy discussion followed.

Mr. Garretson made a motion to authorize the Chief Operating Officer and the Park Board President or Vice President to enter into a Services Agreement with American Structurepoint, Inc. for the Central Park Parking Garage Feasibility Study in an amount of \$40,700 plus reimbursable expenses, seconded by Mr. Rude. A brief discussion followed to clarify the cost of the feasibility study. Vice President Taylor called for the vote, and the motion was unanimously passed 6 – 0.

**Consideration of entering into a Transportation Services Agreement with Safe Passage Transportation Services, Inc. – Michael Klitzing**

COO Klitzing stated that this was an annual contract brought to the Park Board for transportation services for the summer camp programs. The Department has used Safe Passage since 2008. Mr. Garretson asked how the cost is recovered. COO Klitzing replied that the cost is incorporated into the fees charged to the summer camp participants, and the summer camps have been 100% cost recovery since 2007. Safe Passage has provided excellent service with their cost in line with historical practices. Mr. Garretson asked who is liable in case of an accident. COO Klitzing advised that the contract included the appropriate liability clause and indemnifications.

Ms. Kristunas made a motion to accept the proposal from Safe Passage Transportation Services, Inc. for 2016 summer camp transportation and authorize the CCPR Director or Chief Operating Officer to sign a Transportation Services Agreement in an amount not to exceed \$110,500, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

**Consideration of entering into a Payroll Services Agreement with ADP, LLC (ADP) – Michael Klitzing**

COO Klitzing provided an overview of the Department's current payroll system and the advantages of changing to a new system. Since 2011, the Department has outsourced its payroll services; however, the current provider, Paycor, does not have an integrated application system, which is preferred to minimize errors in transferring information. Not only does ADP offer this valuable service, it provides the opportunity for HR to become paperless and meet the retention schedule established by the State Board of Accounts.

The Department received proposals from three companies. After reviewing the desired HR and payroll functions, it was determined that ADP would be the best provider, and it was the only provider to guarantee its processing fees for three years. The Department has been working cooperatively with the Clerk-Treasurer's Office, who is also in negotiations with ADP to outsource the City of Carmel's payroll. If the City of Carmel negotiates a more favorable rate with ADP, ADP will extend this same rate to the Department.

Mr. Rude asked if the Department expects a seamless transition. COO Klitzing replied that an ADP representative will be assigned to assist in the process, but no issues are foreseen at this time. Mr. Taylor stated that the three-year guarantee should be noted in writing.

Ms. Kristunas made a motion to authorize the Chief Operating Officer, working with the Clerk-Treasurer, to negotiate and enter into an agreement with ADP, LLC for payroll services, seconded by Ms. Franklin, and unanimously passed 6 – 0.

**Old Business**

**Central Park West Commons**

**Authorization to Purchase Central Park West Commons Site Furnishings – Michael Klitzing**

COO Klitzing presented information relative to the site furnishings needed for the opening of Central Park West Commons. The Department obtained quotes from qualified vendors and recommended the lowest responsive and responsible quote from Belson Outdoors, Inc. COO Klitzing stated that the Department has previously purchased items from this company. Director Westermeier added that these items are less expensive when purchasing directly from the vendor.

Ms. Kristunas made a motion to accept the quote from Belson Outdoors, Inc. and authorize the Chief Operating officer to execute a purchase order in the amount of \$31,417.06 to purchase the identified site furnishings for the Central Park West Commons, seconded by Mr. Kirsh.

Mr. Taylor asked about the ADA square tables. COO Klitzing said that these tables are wheelchair accessible and were incorporated into the project based upon the Department's ADA audit and transition plan. Mr. Rude asked if the furnishings were going to be bolted down. COO Klitzing said that the tables are quite heavy and bolting could cause more damage. Mr. Garretson asked if the Department has theft issues, but the answer was no. Vice President Taylor called for the vote, and the motion was unanimously passed 6 – 0.

**Updates – Mark Westermeier**

Director Westermeier stated that the Owner's rep and architect believe that the contractor will meet the substantial completion date. In the meantime, onsite meetings continue with the contractor. Director Westermeier indicated he was very concerned about the vegetation, turf, and landscaping.

The playground installation is going well, and Vortex is installing the underground work for the spray pad. A lengthy discussion followed regarding the boardwalk connections and the best boardwalk materials to use at Central Park and West Park.

**Attorney's Report**

Ms. Grisham reported that no new tort claims have been filed. Ms. Grisham provided updates regarding real estate acquisitions. The property closing for the Matilda Haverstick Family Property is expected in mid-May. M/I Homes construction is moving forward on the Bonbar property (aka Monon Lake). Discussion followed regarding road funding and the distribution of COIT funds

**Director's Report**

Director Westermeier stated that the Director's Report was included in the Board packet.

Director Westermeier announced that Board President Engledow received the Sagamore of the Wabash Award in March. This is quite an accomplishment for Board President Engledow, who joins the ranks of this prestigious group with Mr. Garretson.

**Information Items**

There were no information items.

**Park Board Comments / Discussion**

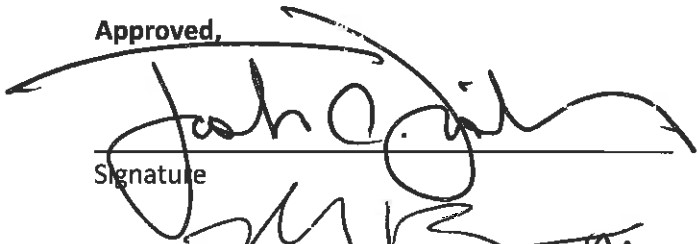
Mr. Rude asked about the study on public trails that was cited on the Director's Report. Director Westermeier said that he received a request from City Council Members to look at what it would take for the Department to assume operation and maintenance of the entire trail system (approximately 160 miles within Carmel). Director Westermeier is waiting on a scope of work so the consultant can move forward on this study.


Mr. Garretson said that he spoke with Judy Singleton (Hinshaw / Tyner family) while attending a historical society program at the library featuring the agricultural roots of Clay Township. He was quite fascinated about the 150-year, matriarchal legacy of the land at 96<sup>th</sup> & Westfield.

**Adjournment**

There being no further business, a motion was made by Mr. Kirsh, seconded by Ms. Kristunas, and without objection, Vice President Taylor adjourned the meeting at 7:24 p.m.

Approved,

  
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Signature

  
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Signature

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MAY 10, 2016  
Date

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5/10/16  
Date