

**Carmel/Clay Board of Parks and Recreation
Tuesday, May 10, 2016, 6:00 p.m.
Monon Community Center**

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

Member Absent: 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.

COO Staff Reports

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

COO Klitzing announced that representatives of the Park District of Oak Park, Illinois are visiting the Department's key leadership on May 16, 2016. The Park District of Oak Park won the Gold Medal Award in 2015 (Class IV). Hosting these individuals will be mutually beneficial to each group.

The Department is in the testing phase of HappiFeet, an app for smart phones, which can be downloaded from the app store. Staff will be working out any kinks before the app is released to the public. COO Klitzing provided a brief overview of the app and its ability for the public to report issues.

The Department is working with American Structurepoint to finalize the contract for the Central Park Parking Garage Feasibility Study. Mr. Garretson asked about the timeline for this study. COO Klitzing replied that after the executed contract is received, a kickoff meeting will be scheduled and the study will most likely take five to seven weeks.

Mr. Taylor said he thought the financial assistance dollar figures seemed high for the first quarter. COO Klitzing said he would check and validate the numbers as well as compare them to last year.

Committee Report

Ms. Kristunas announced that the Finance Committee will meet June 20, 2016 at 6 p.m. (*at the Administrative Offices*).

Minutes

April 12, 2016 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes, seconded by Ms. Kristunas, and passed 7 – 0 with 1 abstention (Ms. Freed).

Financial Reports

Consolidated Financial Report for March 2016

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for March 2016 and seconded by Mr. Taylor. Board President Engledow asked if staff was concerned about the 'red' numbers in the financial report for the Monon Community Center. COO Klitzing said there was no concern yet as it was early in the year, however, the numbers will be closely monitored. Board President Engledow called for the vote and the motion was unanimously passed 8 – 0.

Consolidated Financial Report for April 2016

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

CCPR P&L Statements for April 2016

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for April 2016, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Claims

Claim Sheet May 10, 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 May 10, 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 April 2016 – Audrey Kostrzewa

Ms. Kostrzewa requested that the Board accept \$145 from Kona Ice; \$1,000 from Primrose School at West Carmel; and \$300 from Hamilton County Tourism. A motion was made by Mr. Kirsh to accept the items as presented, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

New Business

Consideration of Responses to Purchase Spin Bikes for the Monon Community Center – Kurtis Baumgartner

Mr. Baumgartner presented background information on the 29 spin bikes needing to be replaced as participants are becoming quite unhappy about the deteriorating quality of the bikes. Four demo bikes were placed in the cycle studio and based upon feedback, as well as maintenance and durability considerations, staff recommends the Schwinn AC Performance Carbon Blue spin bikes. A short discussion followed regarding funding, specifications, cost per bike, trade-in value, and life expectancy.

Ms. Kristunas made a motion to accept the response from BGI Fitness Commercial Division and authorize the Chief Operating Officer to execute a purchase order in the amount of \$465,975 to purchase the identified Schwinn AC Performance Carbon Blue spin bikes with upgraded Echelon 2 consoles, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Board President Engledow commended Mr. Baumgartner on his presentation.

Authorization to Bid The Waterpark Admissions Project – Michael Klitzing

COO Klitzing provided an overview of this project, and the Department's desire to serve its customers efficiently and effectively at the entrance of The Waterpark. In researching better solutions with similar situations, the recommendation is to have a kiosk for every single line. This will be more efficient and customer friendly. An additional, positive aspect of this new admissions area is safety. Director Westermeier added that the Carmel Police Department recently offered Active Threat/Shooter Training to City and CCPR staff, and the Department is looking at how to provide the safest mechanism possible at The Waterpark. COO Klitzing suspects that the new kiosks will have a direct impact on potential cheating as some guests may be using someone else's pass or entering The Waterpark without paying.

Once bids are received, Board action will be necessary before proceeding. The intent is to implement the new admissions area for the 2017 season. A lengthy discussion followed regarding staffing levels, customer service, member access, day pass sales, signage, group access, evacuation (weather or active threat). COO Klitzing stated that Williams Architects is the original contractor for the facility and the department prefers to use them for any modifications based upon their familiarity of the structure.

Mr. Taylor made a motion to authorize Williams Architects, the Chief Operating Officer, and the Park Board Attorney to take all steps necessary and appropriate to bid The Waterpark Admissions Project, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

Old Business

Central Park West Commons

Updates – Mark Westermeier

Director Westermeier said there have been some challenging issues including, but not limited to, a new project manager on the job; this is the fourth one. There were some delays in the initial start of the project as well, including a 30-day wait on the permit from the City and 14-day delay for the sewer connection, an unforeseen problem as the sewer was not where it was supposed to be.

Change Order – Mark Westermeier

Director Westermeier said the handout (Patterson Horth Contract & Change Order Summary; Change 5; and Change Order 6) that was provided to each Board Member at the meeting was compiled to show the necessary changes for West Commons. Director Westermeier explained the project timeline and the necessity of the changes. A lengthy discussion followed.

Ms. Kristunas made a motion to ratify Change Order No. 5 (Patterson Horth, Inc.) dated April 21, 2016, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Ms. Kristunas made a motion to approve Change Order No. 6 (Patterson Horth, Inc.) dated May 9, 2016, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Attorney's Report

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

Ms. Grisham provided real estate updates. The property closing for the Matilda Haverstick Family Property on River Road is scheduled for May 18, 2016. Mr. Garretson asked about the final price. Ms. Grisham said if she recalled correctly, the 5.12 acres along the White River was \$352,500. Discussion followed about trail connectivity and working with Conner Prairie and the City of Carmel.

Ms. Grisham said she and Director Westermeier will soon review the revised plans for the 2 acres donated by the Hinshaw Family within Sunrise on the Monon development.

M/I Homes grand opening of Bonbar at Monon Lake is May 19, 2016. The Department is waiting on documents related to the land donation along the Monon Greenway.

Director's Report

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

Director Westermeier spoke about the Active Threat Training offered by the Carmel Police Department. This training is basically the same instruction offered in the Carmel Clay Schools and also received by ESE staff. Management discussed the threat potential at the Monon Community Center and required all full-time MCC staff to attend the Active Threat Training. Also, staff is aware that the MCC building was designed and constructed 'pre-9/11' and is very aware of the lack of control points causing public access concerns.

Mr. Garretson asked about weather emergencies. Mr. Baumgartner responded that the MCC has standard operating policies in place. In the case of a Code Black (tornado warning), staff and guests are evacuated to safe places such as locker rooms, rest rooms, or any interior area away from windows. Director Westermeier indicated that with our weather app, it is possible to get projections of storms and frequency of lightning strikes within a certain distance. This allows staff to make announcements at The Waterpark and encourage people to leave the facility and seek shelter.

Director Westermeier stated that we had a substantial leak in the Lazy River at The Waterpark. Staff started working on the issue last fall, but could not isolate the leak. This spring, two leaks were discovered and repaired, one leak from a 10" water pipe caused from shifting concrete. It was also found that the as-built drawings showing the pipes around the Lazy River were not accurate. A discussion followed.

Mr. Taylor asked about the Vectren tree removal in Central Park. Director Westermeier responded that this gas pipeline must be cleared of designated trees and vegetation as required by Homeland Security.

Information Items

School Board – Ms. Freed announced that graduation is May 26, 2016 at the Coliseum.

Parks Foundation – Ms. Franklin said the Parks Foundation rescheduled their meeting and she hopes to be able to attend.

Plan Commission – Mr. Kirsh said the subdivision committee has not met recently.

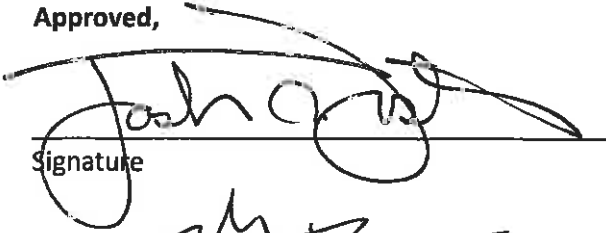
Park Board Comments / Discussion

Mr. Garretson inquired about the meetings on West Park. COO Klitzing said meetings were held and the two design concepts may be found on the West Park website – www.yourwestpark.com. The consensus was toward a natural park with over 60% preserved or in a natural state. A building to facilitate summer camps and programming was also suggested. One of the next steps is to conduct intercepts with visitors in the park for feedback from users.

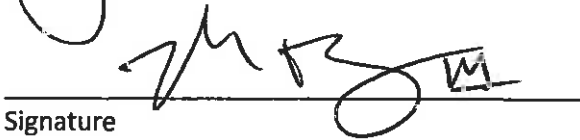
Adjournment

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 7:38 p.m.

Approved,


Signature

6-14-16
Date


Signature

6/14/16
Date