

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

Member(s) Present: James Engledow, Wendy Franklin (*arrived at 6:03 p.m.*), Kathie Freed, James Garretson, Joshua Kirsh, Jenn Kristunas, Nick Plopper, Linus Rude (*arrived at 6:04 p.m.*)

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 6:02 p.m. followed by the Pledge of Allegiance

Public Comments

There were no public comments.

Staff Reports

COO Klitzing pointed out a few items that were included in the Board packet. As suggested by Ms. Franklin, a summary of the Department's different funding sources was provided.

Also included were two recent articles written by staff. Kurtis Baumgartner's article, "A Plan With Legs," was published in *PRB*, a park and recreation business publication. COO Klitzing added that this is a wonderful article on business planning practices about the dog park. The second article, "Innovate from the Inside Out," was written by Mr. Baumgartner and Shauna Lewallen, and published in *the Profile*, a magazine by IPRA (Indiana Park & Recreation Association). This article focused on the internal process to improve areas within the Department by using ideas within the organization itself.

COO Klitzing announced that the budget workshops with the City Council would be Friday (September 16, 2016).

On a side note, it was stated that the Department is considered to be a political subdivision according to the State Legislature.

Staff is working with the Board's Attorney on a resolution to adopt the Department's internal controls. The State statute requires training of any staff who touches the purchasing process. This will include a wide variety of positions in addition to Park Board Members. The State Board of Accounts (SBOA) has put together a 30-minute video for individuals to receive training before the end of the year. The Department is working closely with the Clerk-Treasurer's Office to ensure they are comfortable with this process.

In regards to a couple of planning items. The Board will receive an overview of the West Park Master Plan Draft at the October meeting. The consultants will incorporate any appropriate input from the Park Board and the website (yourwestpark.com) into a final draft that will be presented to the Board in November or December for final adoption.

Another planning item is the strategic funding plan. To prevent the Department from a financial crisis, it is necessary to identify in advance how to replace COIT. PROS Consulting will assist in developing the necessary strategic funding plan to preclude a crisis when COIT disappears. The Department will work with the Park Board, as well as the Parks Foundation, Township Board, and City Council in advance on how to replace COIT. The first meeting has been held with subsequent meetings in the next six to twelve months to develop a consensus on how to address the long-term funding needs. A discussion followed.

COO Klitzing stated that staff will be attending the (*National Recreation and Park Association*) Annual Conference October 5 – 7, 2016. Several staff, including Director Westermeier and COO Klitzing, will be presenting as well.

Committee Report

No report.

Minutes

August 9, 2016 Park Board Meeting

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

Financial Reports

Consolidated Financial Report for July 2016

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

CCPR Consolidated P&L Statements for July 2016

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

CCPR Consolidated P&L Statements for August 2016

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

Claims

Claim Sheet September 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 August 9, 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 August 2016 – Audrey Kostrzewa

Ms. Kostrzewa requested that the Board accept a total of \$925 from Kona Ice as part of their partnership agreement with the Department, \$250 from The National Bank of Indianapolis; and \$250 from Edwin the Duck. 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 Resolution P-2016-002 amending the Policy for the Naming of Parks – Kurtis Baumgartner

COO Klitzing stated that as a part of the accreditation process, the Department is required to review its policies on a periodic basis. Since the current naming policy is one of our oldest, he asked Mr. Baumgartner to lead the process.

Mr. Baumgartner stated the current policy was established in 1999, and it needed to be modified and expanded while considering today's best practices and meeting the Department's needs. A lengthy discussion followed.

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

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

Consideration to Purchase The Waterpark Activity Area Play Feature – Michael Klitzing

COO Klitzing advised that when the Monon Community Center and The Waterpark were originally developed, the plan was to put in something new or 'refresh' an area every two to three years to keep it an exciting place to visit. In 2014, it was the climbing wall, it was the FlowRider in 2012, and during this time, The Waterpark added its new cabanas.

The Activity Area in The Waterpark is the next amenity that is starting to reach its end of life. It was a great attraction at the time, but since then, more exciting play features have been developed. Staff recommends the new Activity Area Play Feature, which has a more flexible play environment and great slides with no height requirement. This prominent component would be very beneficial during partial openings when the Kiddie Pool is closed, as there are amenities appropriate for smaller children. A lengthy discussion followed. Ms. Freed asked what would happen to the old component. COO Klitzing said it was quite possible it would be recycled by Vortex as they had made minor repairs to the old 'indoor aquatics slide' for another park system. There is a high probability that this could happen again. COO Klitzing said that Eric Mehl was the primary visionary who worked closely with the design team at Vortex to create a "WOW" factor.

Mr. Kirsh made a motion to authorize the purchase of The Waterpark Activity Area play feature from Vortex International in the amount of \$500,000 using special purchasing provisions permitted by Indiana Code Sections 5-222-10-5 and 8, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

Old Business

Central Park – Mark Westermeier and Michael Klitzing

West Commons

Director Westermeier said that West Commons is open as it became impossible to keep the public out. The playground has been very well received. In fact, the Department is making adjustments to the maintenance schedule due to its overwhelming use.

The Department was granted approval on the well for water on the spray pad and in the restrooms. Some landscaping issues need to be resolved. The project is not finished, but we are moving forward as staff is taking over certain components. There are still some water balancing issues to take care of for this winter and next spring. We are working on punch list items right now with the contractor, Patterson Horth. Hopefully, all issues will be finished with the contractor by November so the project can be substantially complete by that time.

Landscape Structures (*manufacturer*) is bringing in a film crew on September 30, 2016. They plan to prominently feature the playground in their catalogues for worldwide distribution. The Department's photographer will be onsite as well. Discussion followed.

Director Westermeier said parking was designed for the structure; however, there are a number of people coming on bicycles so additional bicycle parking will be added. Future park enhancements will include enhancing the west entrance road to allow for better trail connections and separated grades.

The Department is trying out a new stainless steel bollard that uses a special key to lower it into the ground. If there are no problems over the winter, these bollards will be used agency wide.

The Waterpark Admissions Project

Director Westermeier said the preconstruction meeting went well, and the project starts on September 19, 2016.

Attorney's Report

Ms. Grisham said she had nothing to report as she had no new tort claims or public notices.

Director's Report

Director Westermeier stated that his report was included in the Board packet. One thing to add, Director Westermeier met with a representative of the Mounds Greenway project, which is being headed up by the Hoosier Environmental Council. A resolution of support will be brought to the Board for its consideration. One component is to build a trail connection along the White River from Anderson to Muncie and then to the Cultural Trail in Indianapolis, while connecting to CCPR's White River Trail. He spoke with Jesse (Kharbanda), Executive Director of the Hoosier Environment Council, about their vision of connecting communities with linear trails through a White River corridor all the way from Anderson to Indianapolis.

Information Items

School Board – Ms. Freed announced that school is back in session and things are going very well. The Ghosts & Goblins Walk is October 20 and benefits the Carmel Education Foundation.

Parks Foundation – Ms. Franklin said that they are working on setting a meeting date with PROS. They have met twice with Leon Younger who is facilitating their discussion on the path of the Parks Foundation.

Plan Commission – Mr. Kirsh said they had a workshop on how to streamline the system currently in place for developers and petitioners coming forth for projects. This may involve a change in the meeting schedule.

Mr. Kirsh encouraged everyone to use carmellink.com for updates on projects, detour maps, etc. A mobile friendly app will be available soon.

Park Board Comments / Discussion

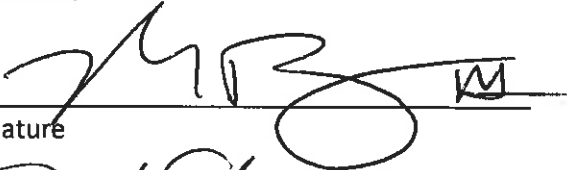
Mr. Garretson said he had been on the (*Park*) Board less than two years and has marveled at the success of this park system. He said he did not know why it was so successful, but after reading Kurtis' article, it was enlightening on how we use our own people – such as a “percolate up” system of ideas. He has seen a parallel with his 50 some years with the schools that practiced this system. If anything made it to the (*School*) Board, it already had constituents behind it. This system is the trigger to the success of this parks system. The Department has tremendous staff with ideas, and those ideas are cultivated. This is a credit to Kurtis (*Baumgartner*) Mark (*Westermeier*), and Michael (*Klitzing*).

Ms. Freed added that Dr. Wahl, the current School Superintendent, has made great strides using the grassroots system.

Adjournment

There being no further business, a motion was made by Mr. Kirsh, seconded by Ms. Kristunas, and as there was no objection, Board President Engledow adjourned the meeting at 7:10 p.m.

Approved,



Signature

10-11-16

Date



Signature

10-11-16

Date