

**Carmel/Clay Board of Parks and Recreation
Annual and Regular Park Board Meeting
Tuesday, January 10, 2017, 6:00 p.m.
Monon Community Center**

Member(s) Present: Katie Browning, James Engledow, Wendy Franklin, James Garretson, Joshua Kirsh
Jenn Kristunas, Nick Plopper, Linus Rude

Member(s) Absent: Rich Taylor

Others Present: Mark Westermeier, Director; 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 6:03 p.m. followed by the Pledge of Allegiance.

Public Comments

There were no public comments.

Board President Engledow welcomed Katie Browning, the new Park Board Member. Ms. Browning said she was recently elected to the School Board and was very excited to be serving on the Park Board as well. She is also proud to live in a city that supports such programs as ESE (*Extended School Enrichment*), which plays a huge part within the school district.

Staff Reports

In COO Michael Klitzing's absence, Director Westermeier stated that the staff reports were included in the Board packets.

Committee Reports

Finance Committee

Ms. Kristunas stated that there was no report.

Nominating Committee

Mr. Plopper stated that the Nominating Committee, including Ms. Franklin and Mr. Rude, met just prior to the Park Board Meeting. Mr. Plopper said after due diligence in talking with the 2016 officers and discussing with other Committee Members, the Nominating Committee is ready to re-nominate the 2016 officers to serve in the same capacity in 2017. Board President Engledow thanked the Nominating Committee Members for their efforts and stated the 2017 officers would be elected under New Business.

Minutes

December 13, 2016 Park Board Meeting

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

Financial Reports

Consolidated Financial Report for November 2016

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for November 2016, seconded by Mr. Kirsh. Board President Engledow raised a question about the 'Cash Reserves as of 12/31/2014.' Director Westermeier replied he would check with COO Klitzing. Board President Engledow called for the vote, and the motion was passed 7 – 0 with 1 abstention (Ms. Browning).

CCPR P&L Statements for December 2016

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for December 2016, seconded by Mr. Kirsh, and passed 7 – 0 with 1 abstention (Ms. Browning).

Claims

Claim Sheet January 10, 2017

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

Clay Township Claim Sheet January 10, 2017

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Kirsh, and passed 7 – 0 with 1 abstention (Ms. Browning). After the vote, Mr. Rude inquired about the Toyota 4 Runner. Director Westermeier explained that this vehicle is for Park Maintenance. He further explained that the Department is in the process of trading in old vehicles for new ones and reducing the overall number of vehicles. A discussion followed.

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

Ms. Kostrzewa requested that the Board accept \$135 from Kona Ice sales in November. A motion was made by Mr. Kirsh to accept the item as presented, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

New Business

Election of Park Board Officers for 2017

Mr. Plopper, Chairperson of the Nominating Committee, stated that the Committee met and was happy with the performance of the officers in 2016. Mr. Garretson made a motion that the Park Board re-elect the same officers for 2017 that served in 2016, seconded by Mr. Rude.

Board President Engledow asked that Mr. Plopper provide the names for the record. Mr. Plopper responded as follows: President – Jim Engledow; Vice President – Rich Taylor; Treasurer – Jenn Kristunas; Secretary – Joshua Kirsh. Board President Engledow called for the vote and the motion was unanimously passed 8 – 0.

Park Board Finance Committee Appointments

Board President Engledow appointed Ms. Kristunas as Chairperson and Mr. Plopper and Mr. Garretson as members of the Finance Committee.

Park Board Appointment to Plan Commission

Board President Engledow advised that Mr. Kirsh would continue to serve as the Board's representative on the Plan Commission. Mr. Kirsh stated he would greatly appreciate feedback and further discussion with any interested Board Members.

Board President Engledow also appointed Ms. Franklin to serve as the Board's liaison on the Carmel Clay Parks Foundation.

Ratification of 2016 General Fund End of Year Budget Line Transfers

Director Westermeier stated this was a housekeeping item required by law to insure every line item is balanced out. A total of \$194,300.69 was returned to the city (*Carmel*). Board President Engledow asked Ms. Kostrzewa to report back to the Board a grand total of money returned to the city since 2000 as he thought the public might find it interesting. Mr. Garretson asked for explanations on funding for Street Signs, Grounds Maintenance, and Special Projects. Discussion followed.

Mr. Kirsh made a motion to ratify the 2016 end of year budget line transfers as presented, seconded by Ms. Kristunas. Mr. Kirsh asked if any other cities give back money. Director Westermeier responded that he did not know specifics of other agencies, but many are in the 30 to 40 percent cost recovery bracket. Board President Engledow added that the Department employs many people and offers employment opportunities to the youth in Carmel. Board President Engledow called for the vote and the motion was passed 7 – 0 with 1 abstention (Ms. Browning).

Consideration of Professional Services Agreement with SmithGroupJJR for West Park – The Groves Project

Director Westermeier explained the project and referenced the cover sheet and attachments in the Board packet. The Department is ready to move forward on design services for The Groves and The Headwaters. If approved, SmithGroupJJR will look at design of the building, development of the land, parking lots, water management, boardwalks, trails, utilities, road cuts and more. Building use will include summer camps and other recreation programs. Director Westermeier continued a more in-depth overview using a design board showing the specific areas of discussion. The design services will also identify volunteer restoration projects within the area known as The Headwaters. A lengthy discussion followed regarding the large amounts of water onsite, including a wetland, lagoon, etc. Additional questions were addressed regarding water management and the location and size of the new building and parking lot.

Mr. Kirsh made a motion to approve the Professional Services Agreement with SmithGroupJJR for West Park – The Groves Project for the sum of \$485,000 and an allowance of up to \$75,000 for reimbursable expenses and authorize the Director or Chief Operating Officer to execute the same, seconded by Mr. Garretson. Mr. Plopper asked about the types of reimbursable expenses. Director Westermeier said some examples of expenses incurred by SmithGroupJJR include travel, printing, signage, copies, and telephone and video calls. There may even be expenses incurred by other companies or individuals on the project with other areas of expertise in ADA (American disabilities Act), recreational uses, etc. Board President Engledow called for the vote and the motion was unanimously passed 8 – 0.

Mr. Kirsh made a motion to delegate to the Director and the Chief Operating Officer the authority to determine whether it is in the best interest of the Board and Department to add or change an item or items in the contract with SmithGroupJJR and to approve each amendment up to an amount not to exceed his purchasing authority and in accordance with applicable Indiana law, with a report to the Park Board at a subsequent Park Board meeting, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

Consideration of Professional Services Agreement with The Schneider Corporation for the Inlow Park Playground Redevelopment Project

Director Westermeier stated that it is time for a new playground. One important aspect of this redevelopment is to bring the new playground out of the wooded area so moms and dads can maintain a line of sight on their children to keep them safe. The Department hopes to work with Michael Krosschell (The Schneider Corporation) and playground designers to benefit from the NRPA (National Recreation and Park Association) 2018 Conference in Indianapolis. By working jointly at this time, the Department would be able to purchase, at a reduced cost, the playground equipment, that will be displayed at the Conference.

Ms. Kristunas made a motion to approve the Professional Services Agreement with The Schneider Corporation for the Inlow Park Playground Redevelopment Project for the sum of \$55,900 and authorize the Director or Chief Operating Officer to execute the same, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Old Business

Monon Community Center

Entrance and Fitness Expansion Project

Ms. Grisham is working on the contract with Williams Architects. After a brief discuss, Ms. Browning, asked for an explanation on the issue brought up at the last meeting. Director Westermeier explained that in the process of redoing the building for greater capacity, the question came up as to how one could easily get to his/her child in KidZone as the entrance off the Monon Trail will be closed.

Central Park

West Commons

Director Westermeier stated that there has been no movement on the landscape issues due to the weather. Ms. Kristunas asked about the torn sails. Director Westermeier responded that staff is working with the installers and manufacturer on resolving issues which are under warranty. The general warranty period is three years.

The Waterpark Admissions Project

Director Westermeier said staff is monitoring this project very closely as they are onsite to oversee even the smallest details, including the size of the cash drawers that were changed from 12" to 17".

Attorney's Report

Ms. Grisham reported that no new tort claims have been filed. Travelers has not concluded everything with regard to the investigation of the current tort claim involving a 7-year-old child who fell at the West Commons playground, but she anticipates it to be completed very shortly.

The Webb lawsuit originally filed against the City of Carmel and the Indiana Park & Recreation Association has been successfully amended by the plaintiff's attorney to include the Park Board and the Park Building Corporation, the fee owner of this property. The timeline will be changed accordingly and Ms. Grisham is working with the defense counsel on this case.

Ms. Grisham provided information relative to parliamentary rules of order. After providing background, she advised that based upon the current Bylaws, the Park Board requires 7 votes to pass a motion to suspend the rules.

Ms. Grisham advised that she reported to AIM (Accelerate Indiana Municipalities) the cable and communication concerns expressed by Mr. Garretson and Mr. Kirsh at the December meeting.

Director's Report

Director Westermeier stated that his report was included in the Board packet. He also distributed the newest Landscape Structures catalog featuring West Commons on the cover and inside the first few pages. This catalogue featured the best playground built in the last 12 months and was sent to all of the dealers in the United States. Some of these same pictures will be in the larger catalogue for international distribution later this year. Lastly, Director Westermeier announced that West Commons received the Google 5 Star rating as one of the top 10 in the country.

Information Items

Plan Commission – Mr. Kirsh said that they continue to approve and go through the initial steps in the planning process for the Midtown project. The Plan Commission is also working on best practices for neighborhood buffers, which would make it easier for the developers.

Parks Foundation – Ms. Franklin said she had nothing to report.

Park Board Comments / Discussion

Mr. Garretson commended staff on the detail of the Park Maintenance Monthly Report. He always finds it quite interesting. Mr. Garretson said he thinks the Department needs to make a decision about the future of Cherry Tree Park.

Mr. Kirsh said he rented space in the Monon Community Center for the first three workshops for his toy company and wanted to pass on accolades to the MCC staff and Michelle Yadon, who was instrumental in helping him find staffing. Mr. Kirsh said he recently spent time in the Indoor Aquatics and found the locker rooms and pool area clean, in addition to attentive staff and lifeguards.

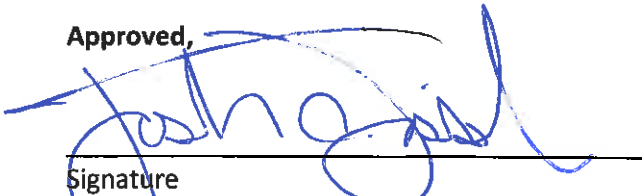
Ms. Browning said she was happy to be on the Park Board. She loves the city and parks, and hopes to be a valuable asset while on the Board.

Mr. Rude commended the Department's staff. He lives on the Monon and the Park Maintenance does a good job every day, even in adverse weather conditions.

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 7:28 p.m.

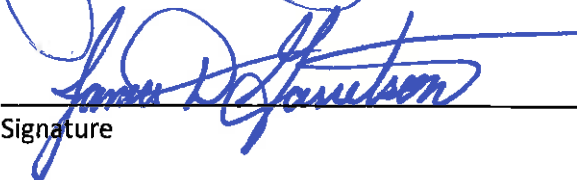
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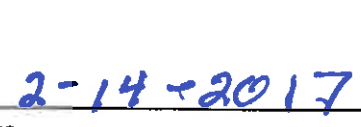
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