

**Carmel/Clay Board of Parks and Recreation
Tuesday, March 14, 2017, 6:00 p.m.
Monon Community Center**

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

Member(s) Absent: Nick Plopper, Linus Rude, Rich Taylor

Others Present: Mark Westermeier, Director; Michael Klitzing, Chief Operating Officer (COO Klitzing); Audrey Kostrzewa, Business Services Director

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 6:20 p.m. followed by the Pledge of Allegiance.

Public Comments

No public comments.

Staff Reports

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

COO Klitzing presented the Great Lakes Parks, Facility, and Recreation Program Award. The Department received this award from the Great Lakes Park Training Institute in recognition of Central Park West Commons. The Institute is a program offered through Indiana University and the Eppley Institute and is the oldest, continuous park and recreation development program for professionals in the country.

Finance Committee Report

COO Klitzing said he would like to schedule a meeting in April to review the capital budget and discuss Cherry Tree Park. Ms. Kristunas stated that the meeting would be Monday, April 17, 2017, 6 p.m. at the Administrative Offices. Committee members include Mr. Garretson and Mr. Plopper.

Minutes

February 14, 2017 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 2017

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for January 2017, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

CCPR P&L Statements for February 2017

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for February 2017, seconded by Mr. Kirsh. Mr. Garretson asked about the difference in revenue compared to last year. COO Klitzing responded that he and staff are investigating the records to identify the discrepancy. Ms. Browning questioned the ESE numbers. COO Klitzing said that there was a software glitch as the appropriate discount was not automatically applied resulting in a large number of refunds. On the first day of enrollment, there were over 2,200 registrations and 91% were online. Discussion followed.

Board President Engledow called for the vote, and the motion was unanimously passed 6 – 0.

Claims

Claim Sheet March 14, 2017

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 March 14, 2017

Ms. Kristunas 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 February 2017 – Audrey Kostrzewa

Ms. Kostrzewa presented the sponsorships, partnership, and donation received for February 2017. A motion was made by Mr. Kirsh to accept the items as presented, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

New Business

Consideration to Purchase Replacement Furniture for MCC Staff Offices

COO Klitzing presented information relative to the need for office furniture at the Monon Community Center. Since the original purchase of office furniture in 2007, staff has increased by nine. Staff offices includes MCC employees, as well as ESE administrative staff. There is also a need to relocate staff currently in the Fitness Center to staff offices. Staples Business Solutions designed suitable office space by increasing the number of cubicles to accommodate staff.

Ms. Kristunas made a motion to authorize the purchase of replacement office furniture for the MCC Staff Offices from Staples Business Solutions in the amount of \$68,072.55 using special purchasing provisions permitted by Indiana Code Sections 5-22-10-5, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

Old Business

Monon Community Center

Entrance and Fitness Expansion Project

Director Westermeier said staff is working with Williams Architects on the design.

Central Park

West Commons

Director Westermeier indicated that the project is virtually finished.

The Waterpark Admissions Project

Director Westermeier stated there are only a few, minor outstanding items.

Mr. Kirsh asked about the M/I Homes project. Director Westermeier stated that he and the attorney are working through some issues. Design elements were not approved, and the trail was not constructed to the Department's standards. If issues are not resolved, the Department will not accept this property. A short discussion followed.

Attorney's Report

Board President Engledow stated Ms. Grisham's extensive report was included in the Board packet.

Director's Report

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

Information Items

School Board – Ms. Browning stated work continues on the referendum. Also, John Williams, Principal of Carmel High School, has announced his retirement. Community meetings will be held to find out what the public wants in the next principal.

Plan Commission – Mr. Kirsh said that the Plan Commission had a dialogue breakfast this past Saturday (March 11, 2017). This is a big year for construction. For up-to-date information, go to Carmellink.com.

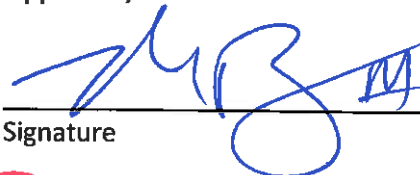
Park Board Comments / Discussion

Mr. Garretson asked about \$18,000 on the claim sheet for cleaning services. COO Klitzing said outsourcing has proven to be significantly less money than providing these services in-house. Discussion followed.

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 6:55 p.m.

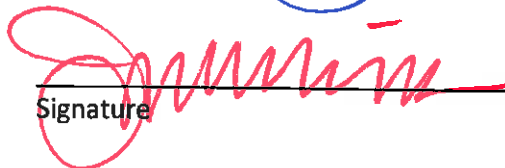
Approved,



Signature

4-11-17

Date



Signature

11 April 2017

Date