

**Carmel/Clay Board of Parks and Recreation
Tuesday, April 11, 2017, 6:00 p.m.
Monon Community Center**

Member(s) Present: James Engledow, Wendy Franklin, James Garretson, Jenn Kristunas, Nick Plopper, Linus Rude, Rich Taylor

Member(s) Absent: Katie Browning, Joshua Kirsh

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. Taylor to call the roll. Mr. Taylor 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

The following individual addressed the Park Board proposing that City employees receive some sort of discount for childcare through the ESE program.

Nathaniel Hill; Post Office Box 3142; Carmel, Indiana 46082

Staff Reports

COO Klitzing stated that the standard reports were included in the Board packets. Also included was the quarterly report of current contracts for review to insure there are no conflicts of interest by Board Members.

Mr. Taylor addressed the Pass Report regarding memberships and asked if the Monon Community Center had reached its capacity. Director Westermeier responded that there is no hard number. There is a natural cycle with people coming and going depending on the crowd, and it appears membership is at its peak within the current cycle. Director Westermeier provided additional information relative to the number of free track users in the facility and their impact on the parking lot. Once the control points are set, we will have the ability to register anyone who wants to use the track free and make informed decisions. A lengthy discussion followed. Mr. Garretson asked if square footage could be added to the MCC. Director Westermeier said it is possible, but not economical to do so. Discussion continued regarding MCC's footprint and the necessity to build another facility. Mr. Garretson asked about the prospect of obtaining additional parkland. Director Westermeier described possible scenarios that could develop in the future as time changes everything.

Finance Committee Report

Ms. Kristunas stated that the Finance Committee will meet on Monday, April 17, 2017, at 6 p.m. in the Administrative Offices.

Minutes

March 14, 2017 Park Board Meeting

Mr. Taylor made a motion to approve the minutes, seconded by Ms. Franklin, and passed 6 – 0 with 1 abstention (Mr. Rude).

Financial Reports

Consolidated Financial Report for February 2017

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for February 2017, seconded by Ms. Franklin. COO Klitzing responded to Mr. Garretson's questions regarding monies for encumbrances and dedicated projects. Mr. Plopper inquired about the IMPACT fees. Discussion followed. Board President Engledow called for the vote and the motion was unanimously passed 7 – 0.

CCPR P&L Statements for March 2017

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for March 2017, seconded by Mr. Taylor. Mr. Taylor asked about the software glitch and the significant shortfall in 108 (ESE). COO Klitzing said that staff is researching the shortfall and added that he anticipated the increase in salaries due to the transition of non-exempt staff from 37.50 hours to 40 hours a week.

Mr. Garretson wanted to know what was included under Professional Fees. COO Klitzing said much of this was for credit card processing fees through the current ACTIVE software and preparation of the P&L statements by our independent bookkeeper. Discussion followed in regards to optimal savings on utilities, etc. by using outside, professional expertise. Board President Engledow called for the vote, and the motion was unanimously passed 7 – 0.

Claims

Claim Sheet April 11, 2017

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Taylor, and unanimously passed 7 – 0. Mr. Taylor asked about the possibility of fee recovery due to the recent ACTIVE glitch. COO Klitzing said he would look into it. Discussion followed.

Clay Township Claim Sheet April 11, 2017

Ms. Kristunas made a motion to approve the *revised* Clay Township Claim Sheet as presented, seconded by Mr. Plopper, and unanimously passed 7 – 0.

Monetary Gifts, Grants, Partnerships, and Sponsorships for March 2017 – Audrey Kostrzewa

Ms. Kostrzewa presented the following: \$1,000 donation from Timothy W. Greist and \$697 from Kona Ice for March 2017. A motion was made by Mr. Garretson to accept the items as presented, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

New Business

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

COO Klitzing presented information relative to transportation for summer camps. The Department has used Safe Passage for the past eight years. The company has been quite flexible and worked very diligently with us to contain costs and find savings wherever possible. Safe Passage meets all of the necessary requirements mandated by the Department of Transportation regarding safety of the buses and training of personnel. Discussion followed.

Mr. Taylor made a motion to accept the proposal from Safe Passage Transportation Services, Inc. for 2017 summer camp transportation and authorize the CCPR Director or Chief Operating Officer to sign a Transportation Services Agreement in an amount not to exceed \$105,000, seconded by Ms. Kristunas.

Mr. Rude asked if the buses were inspected. COO Klitzing replied that Safe Passage adheres to all requirements and subjects all of their transportation vehicles and buses to the (*Indiana*) State Police inspection process. Board President Engledow called for the vote and the motion was unanimously passed 7 – 0.

Consideration of Resolution B-2017-001 Amending Salaries and Wages for 2017 – Michael Klitzing

In order to comply with the State's (*Board of Accounts*) Internal Control Standards passed by the Park Board in November of 2016, COO Klitzing said that the payroll function must be transferred from Human Resources to Business Services. The previously approved Human Resources Assistant position will be moved to Business Services and retitled Payroll Administrator.

Another staffing recommendation due to the recent vacancy in the Events Supervisor position is to change direction and focus on environmental education. This new position, Park Ranger-Interpretation, would allow free services in a manner that does not overwhelm the parks and provide environmental education as aligned with the Department's Master Plan. Discussion followed. Ms. Franklin made a motion to waive the reading of Resolution B-2017-001 and enter it into action, seconded by Ms. Kristunas, unanimously passed 7 – 0. Ms. Franklin made a motion to approve Resolution B-2017-001 as presented, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

Consideration of Resolution P-2017-001 Revising the Rules of Park Operations – Michael Klitzing

COO Klitzing spoke about the need for clarifications within the existing park rules, especially to address those who utilize the parks and facilities for their own profit. After a brief discussion, COO Klitzing continued to explain the need to address vaping in the Smoking and Tobacco section.

After a lengthy discussion, it was decided that 'e-cigarettes' should be added to the Smoking and Tobacco section to prevent any confusion. Mr. Taylor made a motion to approve Resolution P-2017-001 as amended, seconded by Ms. Franklin, and unanimously passed 7 – 0.

Old Business

Monon Community Center

Entrance and Fitness Expansion Project

Director Westermeier said staff is meeting with the Fire Marshal on Thursday (*April 13, 2017*) to discuss the control points and the safety of the building before proceeding any further with the design.

Central Park

West Commons

Director Westermeier announced that West Commons is virtually finished. Seeding of the hill will be completed as soon as weather permits.

The Waterpark Admissions Project

Director Westermeier advised that the project is basically completed with only a couple of punch list items remaining.

Attorney's Report

Ms. Grisham stated that no new tort claims have been filed, and there are no active tort claims.

Ms. Grisham advised that she is working with various attorneys on the current litigation with the woman who allegedly sprained her ankle.

Director's Report

Director Westermeier stated his report was included in the Board packet. Director Westermeier did clarify that the earlier speaker, Mr. Hill, does not represent the City of Carmel. Also, Mr. Hill was incorrect when referencing a special rate to use the MCC. There is no special rate for the City; the City has chosen to subsidize its employees with additional discounts. Any discount for school employees is a contractual obligation. Director Westermeier advised that additional information will be passed on to the Finance Committee for further discussion. On a final note, ESE is a program and does not fall under the Park Board, nor does it fall under the Council.

Mr. Rude asked about the Carmel Path Study by Alta. Director Westermeier said he anticipates a presentation will be made to the Mayor and Council in April or May.

(Ms. Franklin left the meeting at this time.)

Mr. Taylor asked about the Monon Lake trail. Director Westermeier stated that the trail does not meet the Department's standards. Discussion followed.

Information Items

None.

Park Board Comments / Discussion

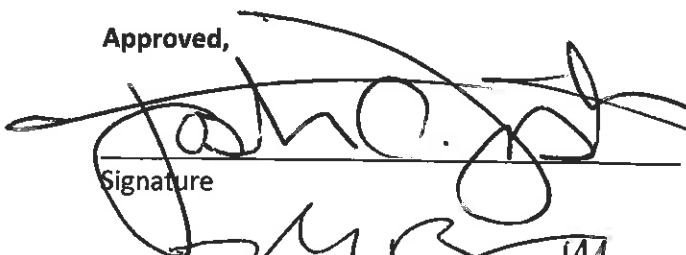
Mr. Taylor spoke about the change to the volunteer program and referenced information in the Board packet on trail restoration. He said this was genius and a great way for the community to give back and make a significant impact on our park system. He said it was a great program to implement and gave kudos to the Department. COO Klitzing stated that the Department's new Volunteer Coordinator, Rachael Fleck, is refocusing the volunteer program toward park maintenance, beautification, and environmental stewardship.

Mr. Rude mentioned some broken boards in a fence on the Monon Trail immediately north of Main Street along Bub's. COO Klitzing said he would have Park Maintenance look at it and determine if it is our area to repair.

Adjournment

There being no further business, a motion was made by Mr. Taylor, seconded by Ms. Kristunas, and without objection, Board President Engledow adjourned the meeting at 6:55 p.m.

Approved,



Signature

Date

5/9/17

Signature

Date

5/9/17