

Carmel/Clay Board of Parks and Recreation
Tuesday, August 8, 2017, 6:00 p.m.
Monon Community Center

Member(s) Present: Katie Browning, James Engledow, Wendy Franklin, James Garretson, Joshua Kirsh, Nick Plopper, Linus Rude, Rich Taylor (*arrived at 6:04 p.m.*)

Member(s) Absent: Jenn Kristunas

Others Present: Mark Westermeier, Director; Michael Klitzing, Chief Operating Officer (COO Klitzing); Audrey Kostrzewa, Business Services Director; Debra Grisham, Park Board Attorney; Ben Johnson, ESE and Summer Camp Series Director; Kurtis Baumgartner, MCC 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. After Mr. Kirsh stated 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 stated that the standard staff reports were included in the Board packet.

Ms. Browning requested an update on ESE. Mr. Johnson replied that registration started July 1, 2017. From a personnel perspective, full-time supervisors are ready at each site. ESE will be adding part-time staff to the existing teams. Ms. Browning said she hears nothing but good things and thanked staff for all their hard work.

(Mr. Taylor arrived at this time.)

Finance Committee Report

COO Klitzing stated that the Finance Committee reviewed the proposed budgets, which will be addressed later in the meeting. They also reviewed the salary recommendations as reflected in the salary resolution. The Finance Committee recommends approval for the proposed budgets and the salary resolution. No other meetings are scheduled at this time.

Minutes

July 11, 2017 Park Board Meeting

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

July 25, 2017 Park Board Meeting

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

Financial Reports

Consolidated Financial Report for June 2017

Mr. Taylor made a motion to acknowledge receipt of the Consolidated Financial Report for June 2017, seconded by Mr. Kirsh.

Ms. Browning asked about the difference between Bus Trips and Field Trips (*referring to the 108 ESE P&L*). COO Klitzing stated that 'Bus Trips' is for the actual bus transportation and 'Field Trips' is the admission cost for field trips. 'Transaction Fees' is predominantly ACTIVE transaction fees for online registration and administrative fees for the third party payroll vendor.

Board President Engledow called for the vote and the motion was unanimously passed 8 – 0.

CCPR P&L Statements for July 2017

Mr. Taylor made a motion to acknowledge receipt of the P&L Statements for July 2017, seconded by Mr. Kirsh. Mr. Taylor asked about the major decrease in 'Other Contractual Services.' Mr. Johnson said there were two significant factors. Staff focused on in-house 'end of the week' celebrations instead of hiring outside contractors and/or individuals for activities, and there was a slight decrease in hiring enrichment program contractors.

Mr. Garretson asked about the substantial difference in 'Facility Rentals' (*referring to the 110 Parks & Rec Facilities P&L*). COO Klitzing replied that the difference most likely reflects the rental fee for summer camps at the Wilfong Pavilion, which had not been processed yet for this year. (*COO Klitzing will check on this and follow up with Mr. Garretson.*)

Board President Engledow called for the vote and the motion was unanimously passed 8 – 0.

Claims

Claim Sheet August 8, 2017

Mr. Taylor made a motion to approve the Claim Sheet as presented, seconded by Mr. Kirsh. Mr. Taylor asked about the expense from the Parks General Fund 101 Reserve. COO Klitzing said this money was encumbered in 2016 and was just paid.

Mr. Garretson asked what the Department pays per refund. COO Klitzing explained that each refund costs ten cents; however, the Department charges a service fee to cover these costs.

Board President Engledow called for the vote and the motion was unanimously passed 8 – 0.

Clay Township Claim Sheet August 8, 2017

Mr. Taylor 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 July 2017 – Audrey Kostrzewa

There was nothing to report.

New Business

Consideration of 2018 Operating Budgets – Michael Klitzing

Resolution B-2017-002 – Adopting the Proposed 2018 General Fund (101) Budget

Resolution B-2017-003 – Adopting the 2018 Non-Reverting Operating Budgets and User Fees

COO Klitzing provided an overview of the 2018 budgets for consideration and approval. Staff starts working on the proposed budgets in mid-February. The General Fund (101) is funded by the City Council (97%) and the Township Board (3%). The Park Board has final approval of the 108 (ESE), 109 (MCC), and 110 (Park & Recreation Facilities Fund) budgets, which contain no tax dollars; however, all budgets are presented to the City Council and Township Board to provide the whole picture.

Ms. Franklin asked if there was a change in plan benefits, at which COO Klitzing responded no. Mr. Taylor asked about the mandated well testing. COO Klitzing explained that IDEM (*Indiana Department of Environmental Management*) required this for the new well at Central Park West Commons.

Mr. Johnson presented specific information related to the 108 (ESE) budget. Mr. Garretson asked about fees and scholarships for the before and after school program. Mr. Johnson explained that scholarships are based on the federal government poverty guidelines. Mr. Garretson said he wanted to see the current ESE rates. (*COO Klitzing will follow up with Mr. Garretson.*)

Board President Engledow asked about staffing. Mr. Johnson said that staffing varies depending on student assessments, but generally, there are 100 to 125 part-time employees. Board President Engledow inquired about the food service. Mr. Johnson replied that the school provides breakfasts and snacks and then invoices the Department for payment.

Board President Engledow thanked Mr. Johnson and his staff for a tremendous job. Mr. Kirsh added his thanks as well. Ms. Franklin expressed her delight in watching Mr. Johnson grow this program. Mr. Johnson concluded by saying he credits his full-time and part-time staff for the success of their program.

Mr. Baumgartner thanked the Park Board for the opportunity to present the 109 (MCC) budget and stated that the proposed budget is based upon recommended rate increases for 2018. After Mr. Baumgartner's overview of budget 109 (MCC), Mr. Garretson asked about the profit margin on concessions. Mr. Baumgartner said he did not recall, but would get back with him on the requested information. Discussion followed.

Mr. Kirsh asked Mr. Baumgartner if a budget item could to be erased, what would it be. Mr. Baumgartner replied that utilities are a constant concern, and staff is always looking for efficiency where possible. Discussion followed. Board President Engledow asked about the 80% retention rate. COO Klitzing said he deliberately used a conservative number. Discussion followed regarding resident and nonresident visitors, percentage of increases, dynamic pricing, and various revenue sources for cost recovery.

Mr. Baumgartner continued with the overview of Fund 110 (*Parks and Recreation Facilities Fund*). A short discussion followed regarding shelter rentals in West Commons. COO Klitzing explained that the West Commons shelters were not available to rent in 2017. The Department is currently monitoring attendance with traffic counters and onsite visual inspections, which will provide sufficient data to move forward with shelter rentals in 2018.

Board President Engledow praised Mr. Baumgartner's fantastic job in running the Monon Community Center and noted his ability to meet cost recovery.

Mr. Taylor made a motion to waive the reading of Resolution B-2017-002 and enter it into action, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Mr. Kirsh made a motion to approve Resolution B-2017-003 and enter it into action, seconded by Mr. Rude, and unanimously passed 8 – 0.

Consideration of Resolution B-2017-004 Establishing Salaries and Wages for 2018

COO Klitzing spoke of the research in preparing the comprehensive salary study, which was used to compile the proposed 2018 budgets including the salaries and wages. Mr. Garretson spoke on behalf of the Finance Committee and stated that the Committee Members had extensive discussion about the study.

Ms. Browning asked when these salaries and wages would be effective. COO Klitzing responded that they would be effective with the first payroll in January. Discussion followed.

Mr. Garretson made a motion to waive the reading of Resolution B-2017-004 and enter it into action, seconded by Mr. Rude, and unanimously passed 8 – 0. Ms. Browning made a motion to approve Resolution B-2017-004, seconded by Mr. Plopper, and unanimously passed 8 – 0.

Consideration of Quotes to Purchase Vehicles – Michael Klitzing

COO Klitzing requested the Park Board's approval to allow the Department to purchase two replacement vehicles as the 2008 vehicles were approaching their end of life with mileage, hours, etc. and prior to significant expenses for major repairs.

Mr. Rude asked if the Department was pleased with the vehicle performance of the 2008 Ford F250 pickups. COO Klitzing indicated that the Ford vehicles were reliable, but the needs of the Park Maintenance Division have changed since the purchase of the pickups, especially since an outside contractor performs the majority of mowing and landscaping. COO Klitzing also stated that the selected vehicles were gas powered. Board President Engledow asked if the Department had considered the state (*Indiana*) buying list. COO Klitzing replied that the Department had actually received better rates by obtaining quotes.

Ms. Browning made a motion to accept the quote from Pearson Ford and authorize the Chief Operating Officer to execute a purchase order in the amount of \$49,927.92 to purchase the identified Ford pickup trucks, seconded by Mr. Rude, and unanimously passed 8 – 0.

Adventure River Attraction in The Waterpark – Mark Westermeier

Director Westermeier shared information on a possible addition to The Waterpark. The proposed attraction would be on target as the Department continues to add a new or enhanced feature every three to five years to keep The Waterpark exciting and potentially expand the number of people it serves. The Department initially started working with Vortex in hopes of completing this project in time for the NRPA (*National Recreation and Park Association*) Conference in Indianapolis next year (*September 2018*). With the complexity of the project and some known and unknown hurdles to cross, it is very unlikely that this attraction could be done in time.

Director Westermeier presented "*The Adventure River Attraction.*"

A lengthy discussion followed.

Old Business

There was no old business.

Attorney's Report

Ms. Grisham said there were no new tort claims filed since her last report. The lawsuit mentioned at previous meetings is moving toward trial in October; however, a petition has been filed to delay the trial. There will be a deposition in August and a mediation in October followed by a hearing on the summary judgement motions that were filed in mid-September.

Director's Report

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

Information Items

School Board – Ms. Browning announced that teachers are busy getting their classrooms ready. Teachers are officially back on Monday, August 14, 2017, and school starts on August 15, 2017. She asked that everyone be alert for children while driving and never pass a school bus when the stop sign is out. Ms. Browning also mentioned that sports and marching band are already practicing. Carmel High School has added varsity lacrosse as an official sport with 160 players, boys and girls.

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

Plan Commission – Mr. Kirsh spoke briefly about an effort to streamline the planning and zoning process. However, the Council rejected this initiative. Mr. Kirsh stated that the Plan Commission was only trying to simplify the process without circumventing the Council or its authority.


Park Board Comments / Discussion

There were no additional comments or discussion.

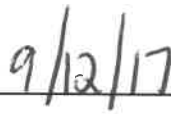
Adjournment

There being no further business, a motion was made by Mr. Taylor to adjourn the meeting. As there were no objections, Board President Engledow adjourned the meeting at 8:10 p.m.

Approved,



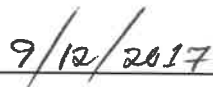
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