

**Carmel/Clay Board of Parks and Recreation  
Annual and Regular Park Board Meeting  
Tuesday, January 13, 2015, 6:00 p.m.  
Monon Community Center**

**Members Present:** James Engledow, James Garretson, Wendy Franklin, Kathie Freed, Joshua Kirsh, Jenn Kristunas, Richard Leirer, Linus Rude

**Member Absent:** Rich Taylor

**Others Present:** Mark Westermeier, Director; Michael Klitzing, Chief Operating Officer (COO); 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 regular, as well as its annual meeting, and asked Mr. Kirsh to call the roll. Mr. Kirsh stated that there was a quorum, at which time Board President Engledow called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance.

**Public Presentation: Carmel Clay Parks & Recreation Master Plan created by PROS, Consulting, LLC – Michael Klitzing**

COO Klitzing stated this agenda item was inadvertently left on the agenda. The presentation will be in February.

**Public Comments**

There were no public comments.

**Staff Reports**

COO Klitzing stated that the standard staff reports were included in the packet in addition to the quarterly Active Contract Log. The 2014 financial summaries reflect both ESE and MCC were above 100% cost recovery (ESE – 110%, MCC – 102%). The overall Department was 79% cost recovery.

COO Klitzing announced that the Department has successfully contracted with Heathways (Silver Sneakers and Prime) effective January 1, 2015. The Department is in its final stage to issue the RFI seeking proposals for services to update the Master Plan for West Park; a recommendation will be coming to the Park Board.

Board President Engledow asked about the number of years the MCC has been in the black. COO Klitzing replied that this is the fourth year for 100% cost recovery. Board President Engledow congratulated the staff for a job well done. Mr. Leirer commented on the progress in serving the older population.

Director Westermeier said that the Board should look at the communications report from Lindsay Labas. Valuable information can be gleaned from social media.

**Committee Reports**

**Personnel Committee – Linus Rude**

Mr. Rude stated that the Personnel Committee has not met.

**Finance Committee – Jenn Kristunas**

Ms. Kristunas stated that the Finance Committee has not met.

**Properties Committee – Richard Leirer**

Mr. Leirer reported that the Properties Committee has not met.

**Nominating Committee – Kathie Freed**

Ms. Freed said that she would provide her report under Action Items.

**Action Items**

**Minutes – December 9, 2014 Park Board Meeting**

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

**City of Carmel Financial Report for December 2014**

Ms. Kristunas made a motion to acknowledge receipt of the City of Carmel Financial Report for December 2014, seconded by Mr. Leirer, and unanimously passed 8 – 0.

**Clay Township Financial Report for December 2014**

Ms. Kristunas made a motion to acknowledge receipt of the Clay Township Financial Report for December 2014, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

**CCPR P&L Statements for December 2014**

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for December 2014, seconded by Mr. Leirer, and unanimously passed 8 – 0.

**Claim Sheet January 13, 2015**

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 January 13, 2015**

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 December 2014 – Audrey Kostrzewa**

Ms. Kostrzewa presented the donations for December 2014. Twenty-seven employees contributed \$52 for Jeans Friday. A motion was made by Mr. Leirer to accept the donations as presented, seconded by Ms. Kristunas, and unanimously passed 8 – 0. Total requested by JE at next meeting.

**Election of Park Board Officers for 2015 – President and/or Nominating Committee**

Ms. Freed announced the Nominating Committee of herself, Mr. Rude, and Ms. Franklin met December 17 at 8 a.m. After reviewing the history and valued experience of the Board Members, it was decided to recommend that the officers remain in their current positions: Mr. Engledow – President; Mr. Taylor – Vice President; Jenn Kristunas – Treasurer; and Mr. Kirsh – Secretary.

Board President Engledow accepted the motion by Ms. Freed on behalf of the Nominating Committee that the slate of officers for 2015 remain the same. The motion was seconded by Mr. Leirer and unanimously passed 8 – 0.

**Park Board Committee Appointments – President**

Board President Engledow assigned the following Board Members on the standing committees as follows: Finance Committee: Ms. Kristunas, Chairperson, Mr. Taylor and Mr. Leirer as Members; Properties Committee: Mr. Kirsh, Chairperson, Ms. Franklin and Mr. Rude as Members; and Personnel Committee: Mr. Taylor, Chairperson, Ms. Freed and Mr. Garretson as Members.

**Park Board Appointment to Plan Commission – President**

Board President Engledow stated Mr. Kirsh has agreed to continue serving on the Plan Commission. Mr. Kirsh has done a good job and continued service in this role is important. Board President Engledow made a motion that Mr. Kirsh represent the Park Board on the Plan Commission for the year 2015. The motion was seconded by Mr. Garretson and unanimously passed 8 – 0.

Board President Engledow also stated that he has appointed Ms. Franklin to continue as liaison to the Parks Foundation for 2015.

**Ratification of 2014 General Fund End of Year Budget Line Transfers – Michael Klitzing**

COO Klitzing explained the line transfer procedure and summarized the General Fund and respective refund to the City (Carmel). Mr. Leirer made a motion to ratify the 2014 end of year budget line transfers as presented, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

**Consideration of 2015 Regular Park Board Meeting Dates – Mark Westermeier**

Director Westermeier provided the history of the Park Board-meeting schedule.

There have been many departmental changes over the last 20 years necessitating more than one meeting a month, especially in 2007 when the Board was quite active with establishing policies and approving claims. Most recently, the second board meeting of each month has been mostly limited to claims. After a review of neighboring communities, no other park boards meet more than once a month, including Indianapolis. It is staff's recommendation that the Park Board returns to one meeting a month with the realization that the meeting may be longer to take care of business. Historically, the Park Board has always met on the second Tuesday of each month, it is recommended this pattern continue. Also, it appears that this day does not conflict with other local boards, commissions, committees or fiscal bodies. Director Westermeier stated that Board Members may consider using the fourth Tuesday of each month for possible workshops.

Mr. Kirsh made a motion to adopt the 2015 Park Board Meeting Schedule as presented, seconded by Ms. Kristunas. Mr. Leirer asked if there was a chance to change the meeting date to another day. Director Westermeier responded with current approved schedules (Tuesday meetings) of the Plan Commission, Parks, Recreation and Arts Committee, Land Use, Annexation and Economic Development Committee. Board President Engledow called for the vote and the motion was unanimously passed 8 – 0.

**Conflict of Interest Disclosure – Debra Grisham**

Ms. Grisham announced that Ms. Franklin has submitted a Conflict of Interest Disclosure Statement. The contractor for whom she has filed this annual disclosure is Integrity Automation, Inc., an Indiana corporation owned by her spouse, Troy Franklin. Ms. Kristunas made a motion to accept the Annual Conflict of Interest disclosure Statement submitted by Wendy Franklin regarding her financial interest in contracts between integrity Automation, Inc. and the Carmel/Clay Board of Parks and Recreation. The motion was seconded by Mr. Kirsh and passed 7 – 0 with one abstention (Ms. Franklin).

**Consideration of an amendment of the current Professional Services Agreement with The Schneider Corporation and entering into a Professional Services Agreement with DB Engineering, LLC for the Central Park West Commons – Phase 1 Project – Mark Westermeier**

Director Westermeier reminded the Board of the playground bids that exceeded the Department's expectations and cost with the Board rejecting all bids. It has always been the intent of the Department to engage DB Engineering as the owner's rep. as they did a great job on the Founders Park project with Matt Snyder as the point person.

In preparation to rebid this project, the Department needs to engage the necessary individuals to conduct a value engineering study decreasing the projected cost of project. It was decided that the best approach would be to involve Gregg Calpino of SEH and The Schneider Corporation at this time requiring additional funds for The Schneider Corporation (to include SEH assistance) and necessary monies allotted for DB Engineering. Basically, it is anticipated that expending additional dollars now will save the Department \$250,000 to \$300,000 on the overall cost of the project. Director Westermeier noted that the cost of the amendment (\$61,648.50) for The Schneider Corporation is a not-to-exceed amount. COO Klitzing added that the same is true for DB Engineering. A brief discussion followed.

Mr. Kirsh made a motion to approve and authorize the President or Vice President to sign an amendment of the Professional Services Agreement with The Schneider Corporation to extend the duration of the Contract Term, revise the scope of services to include supplemental services as presented and increase the compensation by an amount not to exceed \$61,648.50 for the Central Park West Commons – Phase I Project. The motion was seconded by Ms. Kristunas and unanimously passed 8 – 0.

Mr. Kirsh made a motion to approve and authorize the President or Vice President to sign a Professional Services Agreement with DB Engineering, LLC to assist with value engineering of the original construction design of the Central Park West Commons – Phase I Project and to serve as the Owner's Representative for such Project at provided hourly rates with total compensation not to exceed \$180,000. The motion was seconded by Ms. Kristunas and unanimously passed 8 – 0.

**Consideration of engaging Integrity Automation, Inc. to provide Optimization Services for the HVAC Automated Logic WebCTRL building automation system for the Central Park Monon Community Center – Mark Westermeier**

Director Westermeier said it has never been clear if the HVAC has ever worked properly. In fact, there was a recent situation when the computer system that controls the entire building crashed as the server went down and the software lost. IT was able to remedy the situation, but it took about a week to be able to control the temperature of the building.

The Department is looking forward to working with Troy Franklin to assure the system is working properly, and if not, resolving the outstanding HVAC issues. Mr. Garretson asked about warranties and if the Department had a long-range plan for all facilities to anticipate when things should be replaced. COO Klitzing stated staff is incorporating more detail in its capital improvement plan to anticipate such issues and have the necessary funding to do so. A brief discussion followed.

Mr. Kirsh made a motion to approve, and authorize the Department Director or the COO to negotiate and sign, an Engagement Letter with Integrity Automation, Inc. to provide the services as presented at a cost not to exceed \$32,000 plus supplemental services determined by the Director or COO to be necessary and appropriate at an hourly rate of \$130.00 during the term of the Engagement. The motion was seconded by Ms. Kristunas and passed 7 – 0 with one abstention (Ms. Franklin).

**Consideration of Matters regarding Central Park Dog Park – Mark Westermeier**

**1. Gibraltar Construction Corp. Change Order No. 4 (increase of \$26,145); and**

Director Westermeier explained the necessity of the Board's approval as many change orders were lumped together by The Schneider Corporation totaling \$26,145, which exceeded the Director's authority. Mr. Kirsh made a motion to approve Change Order No. 4 as presented and seconded by Ms. Kristunas. Discussion followed and the change order documents were circulated among the Board Members.

**NOTE:** Upon review of Change Order No. 4, Board President Engledow called for a vote to the earlier motion. The motion was unanimously passed 8 – 0.

**2. Other**

No other items were discussed.

**Attorney's Report**

**Tort Claims**

Ms. Grisham said that one tort claim had been filed since her last report. A bicyclist was on a path in Central Park and swerved to avoid a repair area; the investigation has been concluded, and the claim was denied. The only current claim still on the docket is the woman who twisted her ankle in the gym.

**General**

Ms. Grisham announced that the Department received two public notices from the Carmel Redevelopment Commission. Details followed.

**Director's Report**

Director Westermeier stated his report was included in the packet.

Ms. Kristunas asked about replanting trees. Director Westermeier responded that replanting is not necessary as the ash and cherry trees naturally come back in the wooded areas. Only those trees in public viewing areas are replaced.

Mr. Rude asked about the Windscreen for West Building chillers on the Clay Township Claim Sheet. Both Director Westermeier and COO Klitzing explained that Carrier (Corporation) determined that the windscreen needed to be adjusted for proper airflow. A brief discussion followed.

**Discussion Items**

Mr. Kirsh brought up the subject of dynamic pricing and its possible use by the Department. COO Klitzing stated that preliminary discussions were held last year with the company that has the Indianapolis Zoo. If deemed appropriate after further review, the Department will provide information to the Finance Committee.

Ms. Franklin asked about possible future workshops. She stated that she found them very beneficial in the past.

Ms. Kristunas asked Finance Committee Members to check their calendars to establish standing meetings for the rest of the year.

Ms. Freed inquired about updated Park Board manuals. COO Klitzing said manuals will be updated soon and new manuals provided to those who need them.

Board President Engledow said that the bylaws will be discussed this year as concerns had been mentioned in December (2014).

**Information Items**

**Plan Commission – Joshua Kirsh**

Mr. Kirsh said that there is some conversation between a potential purchaser in the downtown area and subsequent zoning issues.

**School Board – Kathie Freed**

Ms. Freed said the School Board met last night for their reorganizational meeting. Two returning Members, Pam Knowles and Layla Spanenberg, were sworn in, and they welcomed Michael Kerschner. Officers were established with Ms. Spanenberg as President, Ms. Freed as Vice President, and Ms. Knowles as Secretary. Also, Ms. Freed will continue as the appointee to the Park Board.

Ms. Freed added that they will host a showing of the film, 'Rise Above the Mark,' on the evening of the 21<sup>st</sup> at Carmel High School. This documentary is about the many challenges of public education.

**Parks Foundation – Wendy Franklin**

Ms. Franklin stated there was nothing to report.

**Board Comments**

Board President Engledow asked Mr. Garretson to introduce himself. Mr. Garretson said he came to Carmel 50 years ago right out of Ball State at 22 years of age. His first class of seniors are now celebrating their 50<sup>th</sup> anniversary in June, but he still thinks of them as kids. Mr. Garretson taught for 38 years and has been retired 13 years this month. He has served on the City Council and presently on the Library Board and the Carmel Telecommunications Commission. He was a founding member of the Education Foundation and the Library Foundation. Mr. Garretson has enjoyed his years here in Carmel. Board President Engledow welcomed Mr. Garretson to the Park Board and look forward to his participation.

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Mr. Kirsh remarked on how he and his children enjoyed the Hill at West Park. From a user standpoint, the Monon Community Center looks awesome, staff is accommodating, and parking spaces are available. Mr. Kirsh commended the staff and asked that all be recognized for their situational awareness and attitudes!

Mr. Rude recognized Donna Cihak Hansen for her service to the Park Board and the community.

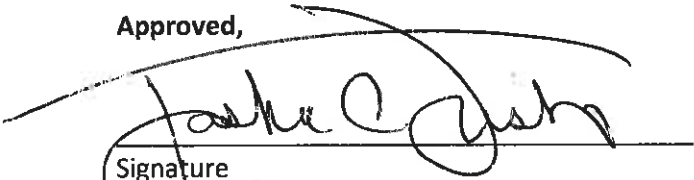
Board President Engledow mentioned he hoped eliminating the second Park Board Meeting of each month would free up some time for staff.

Lastly, Board President Engledow said he took his grandchildren to the indoor playground at Trader's Point Christian last Saturday, which was at capacity with a waiting line. Mr. Kirsh added that he received a lot of positive feedback on MCC's Toddler Open Gym.

**Adjournment**

There being no further business, Mr. Leirer made a motion to adjourn, seconded by Mr. Kirsh with no objections. The meeting was adjourned at 7:23 p.m.

Approved,

  
Signature

FEB 10, 2015  
Date

  
Signature

2/10/2015  
Date