

**Carmel/Clay Board of Parks and Recreation
Tuesday, October 28, 2014, 6:00 p.m.
Monon Community Center**

Members Present: Donna Cihak Hansen, James Engledow, Wendy Franklin (*arrived at 6:07 p.m.*)
Kathie Freed, Joshua Kirsh (*arrived at 6:04 p.m.*), Jenn Kristunas, Richard Leirer,
Linus Rude, Rich Taylor (*left at 7:22 p.m.*)

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 meeting and asked Mr. Taylor to call the roll. Mr. Taylor 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 Comments

Board President Engledow thanked everyone who attended last night's meeting (Comprehensive Master Plan Meeting with Park Board, City Council, and Township Board).

Staff Reports

COO Klitzing stated that standard staff reports for the past two months (August and September) were included in the packets. COO Klitzing reported that the Department received its national accreditation and, two weeks ago to the day, was awarded the national Gold Medal in parks and recreation. Board President Engledow congratulated Director Westermeier and COO Klitzing followed by a standing ovation by the Park Board Members.

Board President Engledow reminded Board Members to review the Active Contract Summary Log. If anyone has an association with a listed contractor, please see Ms. Grisham and file the necessary disclosure form.

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 revised the revenue policy and supports Board approval of the amended revenue policy and proposed military discount. The next Finance Committee Meeting will be at 6 p.m. on Monday, December 1, 2014, at the Administrative Offices.

Properties Committee – Richard Leirer

Mr. Leirer reported that the Properties Committee met and had a lengthy discussion on parkland acquisition.

Action Items

Minutes – October 14, 2014 Park Board Meeting

Ms. Kristunas stated that the minutes reflected her making motions; however, she was not at the meeting. Mr. Kirsh asked that the minutes for October 14, 2014 be tabled so the necessary revisions could be made prior to the next Board Meeting.

City of Carmel Financial Report for September 2014

Ms. Kristunas made a motion to acknowledge receipt of the City of Carmel Financial Report for September 2014, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Clay Township Financial Report for September 2014

Ms. Kristunas made a motion to acknowledge receipt of the Clay Township Financial Report for September 2014, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

CCPR P&L Statements for September 2014

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for September 2014, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Claim Sheet October 28, 2014

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Clay Township Claim Sheet October 28, 2014

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Taylor, and unanimously passed 9 – 0.

Monetary Gifts, Grants, Partnerships, and Sponsorships for September 2014 – Audrey Kostrzewa

Ms. Kostrzewa presented the sponsorships and donations for September. A motion was made by Mr. Kirsh to accept the sponsorships and donations as presented, seconded by Ms. Cihak Hansen, and unanimously passed 9 – 0.

Consideration of Resolution P-2014-003 Amending the Revenue Policy – Michael Klitzing

COO Klitzing stated that this action item resulted from discussion at the September 9, 2014 Park Board Meeting. Staff's original intent was to update and review this particular policy to meet the national accreditation standard. After the September Board Meeting, staff worked with the Finance Committee to establish language that could be used for user groups, if deemed appropriate, to receive discounted rates.

Mr. Leirer made a motion to waive the reading of Resolution P-2014-003 and enter it into action, seconded by Ms. Kristunas, and unanimously passed 9 – 0. Mr. Leirer made a motion to approve Resolution P-2014-003 as presented, seconded by Ms. Kristunas, and unanimously passed 9 – 0.

Consideration of Resolution P-2014-004 to Provide Discounted Rates to Veterans and Military Personnel – Michael Klitzing

COO Klitzing added that this Resolution is the second step to provide discounted rates for veterans and military personnel as requested by the Park Board on September 9, 2014. This policy will provide senior rates to those on active duty and veterans. Mr. Leirer asked about the identification process at which COO Klitzing responded that staff is working out the details. Mr. Leirer said he would be happy to assist if needed.

Mr. Leirer made a motion to waive the reading of Resolution P-2014-004 and enter it into action, seconded by Mr. Kirsh, and unanimously passed 9 – 0. Mr. Leirer made a motion to approve Resolution P-2014-004 as presented, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Consideration of Quote to Repair Monon Community Center HVAC System – Michael Klitzing
COO Klitzing reported that one of the compressors for the HVAC chiller system that impacts the fitness center started failing last summer. After inspection by two contractors, it was validated that the compressor was not repairable. A lengthy discussion followed.

Mr. Taylor made a motion to accept the quote from Carrier Corporation and authorize the Chief Operating Officer to issue a purchase order in the amount of \$35,996 to repair the Monon Community Center HVAC system, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Consideration of Matters regarding Central Park Dog Park: Gibraltar Construction Corp. Contract Change Order No. 2 (increase of \$26,948) – Mark Westermeier
Director Westermeier stated this change order was a simple item, as the Department needs to add another electronic gate. This second gate will prevent public access to the dog park by driving through the Park Maintenance facility.

Mr. Kirsh made a motion to approve contract Change Order No. 2 dated September 23, 2014, seconded by Ms. Cihak Hansen, and unanimously passed 9 – 0.

Attorney's Report

Tort Claims

Ms. Grisham stated that no new tort claims have been filed.

General

Ms. Grisham reported that a notice was received from the CRC (Carmel Redevelopment Commission) regarding a public hearing on October 30, 2014 at 8 a.m. in Council Chambers to hear remonstrance and objections regarding the Old Meridian economic development area.

The Impact Fee Advisory Committee made its recommendation to the Plan Commission, who then approved the stepped fee (Impact Fee) for the Zone Improvement Plan. The next step will be to present the Impact Fee to the City Council in November.

Ms. Grisham provided a handout from the Public Access Counselor stating that personal emails and texts used for park business are subject to the open door law and disclosure as a public record.

Director's Report

Director Westermeier stated his report was included in the packet. He also announced that several staff presented sessions at the recent NPRA Congress. Many Individuals from park and recreation agencies have indicated an interest in visiting the Department.

Discussion Items

Mr. Leirer stated he would like to open a discussion about changing the bylaws. Two items of concern include the nominating committee and the term of the officers. A lengthy discussion followed. Director Westermeier stated that further discussion would most likely take place in a Park Board Workshop.

(Mr. Taylor left the meeting at 7:22 p.m.)

Ms. Cihak Hansen asked for a clarification on purchasing property. Director Westermeier cited the Perelman property as an example of securing parkland acquisition in addition to other possible scenarios. Director Westermeier stated that at any given time, Board Members can contact him, COO Klitzing, or Ms. Grisham for updates.

Ms. Cihak Hansen asked about the dog park. Director Westermeier stated that this project is delayed. The dog park cannot open until the grass grows and the root systems are deep enough to withstand usage. At this time, we do not know when that will happen. Mr. Leirer interjected that he references his FAQ on the dog park to answer any questions from individuals. COO Klitzing stated he make sure that the Park Board Members receive the dog park FAQ and any others that are available in the future.

Information Items

Plan Commission – Joshua Kirsh

Mr. Kirsh stated that the Plan Commission approved the Sunrise on the Monon PUD, an 85-acre parcel of property formerly known as the Sunrise Golf Course. A small amount of land (13 to 18 acres) is expected to be gifted to the Department. Another PUD received standing room only remonstrators for the proposed PUD at 96th Street and Randall Road. Mr. Kirsh expects the developer to make changes and bring back to the Plan Commission.

School Board – Kathie Freed

Ms. Freed announced that the School Board met last night and recognized 45 National Merit Semifinalists from Carmel High School. In addition, the School Board approved the budget and had a presentation from the Calendar Committee on the next three-year school calendar. The School Board will vote on the Calendar Committee's recommendation at its next meeting.

Parks Foundation – Wendy Franklin

Ms. Franklin said that the Arts Committee met. The next step is to meet with Director Westermeier to discuss possibilities.

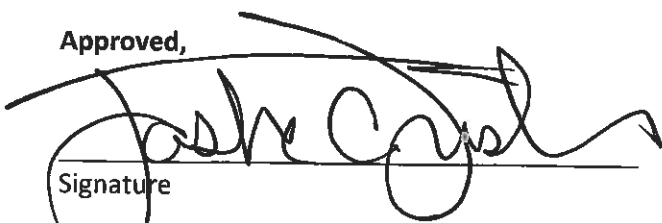
Board Comments

Board President Engledow, again, thanked the Board Members who attended the previous night's meeting on the Comprehensive Master Plan. Board President Engledow reminded everyone that the next Park Board Meeting will be on Wednesday, November 12, 2014, due to Veterans Day.

Adjournment

There being no further business, Mr. Kirsh made a motion to adjourn, seconded by Ms. Kristunas, and unanimously passed. The meeting was adjourned at 7:35 p.m.

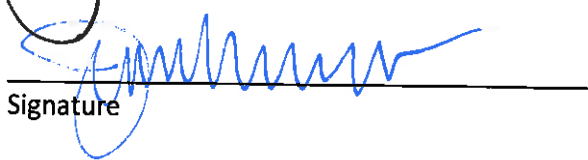
Approved,



Signature

11-12-14

Date



Signature

12 Nov 2014

Date