

**Carmel/Clay Board of Parks and Recreation  
Wednesday, November 12, 2014, 6:00 p.m.  
Monon Community Center**

**Members Present:** James Engledow, Wendy Franklin, Joshua Kirsh, Jenn Kristunas, Richard Leirer, Linus Rude, Rich Taylor

**Members Absent:** Kathie Freed, Donna Cihak Hansen

**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. 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 Comments**

There were no public comments.

**Staff Reports**

COO Klitzing stated that the standard staff reports were included in the packets. As a follow up to the joint meeting with City Council and Township Board, we are in the process of finalizing edits with PROS Consulting. The final draft of the new five-year strategic master plan will be distributed to Park Board Members later this month.

**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 will review salary recommendations at its next meeting on December 1, 2014 at 6 p.m. in the Administrative Offices.

**Properties Committee – Richard Leirer**

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

**Action Items**

**Minutes – October 14, 2014 Park Board Meeting (revised minutes)**

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

**Minutes – October 28, 2014 Park Board Meeting**

Mr. Kirsh made a motion to approve the minutes as presented, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

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

Ms. Kristunas made a motion to acknowledge receipt of the City of Carmel Financial Report for October 2014, seconded by Ms. Franklin, and unanimously passed 7 – 0.

**Clay Township Financial Report for October 2014**

Ms. Kristunas made a motion to acknowledge receipt of the Clay Township Financial Report for October 2014, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

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

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for October 2014, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

**Claim Sheet November 12, 2014**

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

**Clay Township Claim Sheet November 12, 2014**

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

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

Ms. Kostrzewa announced that 31 CCPR staff contributed \$56 to scholarships through the “Jeans Friday” program. A motion was made by Mr. Kirsh to accept the donations as presented, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

**Consideration of Agreements with American Healthways Services, LLC – Michael Klitzing**

COO Klitzing provided an overview of the SilverSneakers® and Prime fitness programs. If approved, individuals would be able to use the Monon Community Center as a benefit through their insurance provider. A lengthy discussion followed regarding qualified individuals, reimbursement process, and promotions. COO Klitzing stated that the Department anticipates resolution to outstanding issues very soon.

Mr. Taylor made a motion to delegate authority to the Director or Chief Operating Officer to execute agreements with American Healthways Services, LLC for the SilverSneakers® and Prime fitness programs, upon the review and consent of the Park Board Attorney. The motion was seconded by Mr. Kirsh and unanimously passed 7 – 0.

**Consideration of Delegation of Authority for Print Services Agreement – Michael Klitzing**

COO Klitzing stated the Department has worked with Diversified Business Systems, Inc. since 2012 and has established a good working relationship for print services. At this time, staff requests that the Park Board delegate authority to the Director or Chief Operating Officer to make administrative changes and maintain positive relations with the vendor.

Ms. Kristunas made a motion to delegate authority to the Director or Chief Operating Officer to make any necessary adjustments to the Print Services Agreement with Diversified Business Systems, Inc. within their purchasing authority. Mr. Kirsh seconded the motion. After a brief discussion about the pros and cons of changing vendors, the motion was unanimously passed 7 – 0.

**Consideration of Bids for Central Park West Commons – Phase 1 – Mark Westermeier**

Director Westermeier reported that after extensive review with legal counsel, it is staff's recommendation that the Park Board reject all bids. The Department intends to value engineer the overall project with The Schneider Corporation, Gregg Calpino (original architect of the Central Park Master Plan) and Matt Snyder of DB engineering, the recommended Owners Rep. for this high profile project. The plan is to rebid this project in the spring. The playground equipment has been ordered at a savings of over \$100,000.

Upon recommendation of the Park Director and legal counsel, Mr. Kirsh made a motion to reject all bids that were submitted for the Central Park West Commons – Phase 1 Project. The motion was seconded by Mr. Taylor and unanimously passed 7 – 0.

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

Director Westermeier reported that the contractor is putting down sod and has started work on the fence. Due to temperatures, we cannot move forward with the asphalt work. The contractor has offered to install concrete in lieu of asphalt for the same cost. We are in conversation with The Schneider Corporation to determine if this is an acceptable trade out. Discussion followed regarding asphalt and the difference in quality between large and small projects.

**Attorney's Report**

**Tort Claims**

Ms. Grisham reported that no new tort claims have been filed since her last report.

**General**

Ms. Grisham announced that the Impact Fee Ordinance and Resolution were passed by the City Council. The fee will be \$2,031 starting in June 2015 and escalate 10% annually for the duration of the five-year ordinance.

Ms. Grisham reminded Park Board Members that the Public Access Counselor has opined that emails and texts regarding public business on private accounts are subject to the open door law. The Public Access Counselor has also stated that public officials who text each other during public meetings violate the open door law. Ms. Grisham advised Park Board Members to refrain from communicating with each other during the meeting except when speaking into the microphone. She also stated that it is best not to have sidebar conversations.

On Monday (November 10, 2014), an article on the front page of the *Indianapolis Star* reported that the committees of one of our neighbors have been in violation of the open door law, as there were no posted notices as required. Ms. Grisham commended the Park Board on its correct practices.

### **Director's Report**

Director Westermeier stated his report was included in the Park Board packet. He announced that the Monon Trail Rehabilitation will be delayed until spring due to weather. The Winter Farmers Market starts Saturday (November 15, 2014) at the Wilfong Pavilion (in Founders Park).

Director Westermeier stated some interesting facts regarding new machines and technology added to the fitness center. In six days, users have completed 1,149 workouts on 12 Precors (elliptical machines) and the new ReRev technology has generated enough power to light a CFL bulb for 266 hours. Discussion followed about connecting ReRev information directly to the website.

Mr. Taylor inquired about the status of the fiber optic project. Director Westermeier responded the project is complete except for the actual cutover to the City. There has been some delay due to the City changing their internet provider and the reconfiguration of rack space. Discussion followed regarding the camera system as this is a separate project. The ultimate plan is to have cameras in all parks, but there is no solution yet. However, we are updating the cameras in the MCC with newer and less expensive technology. There is the potential to add a facial recognition component that would serve a number of purposes including a physical count of users and their location. COO Klitzing added that by using this advanced technology, individuals might determine their visits based upon user load. Another possibility in the future would be to consider the dynamic pricing model.

Mr. Leirer asked about progress of the HVAC issues. Director Westermeier stated a meeting has been scheduled to discuss options.

### **Discussion Items**

Ms. Franklin asked if City employees could use the Prime fitness program. COO Klitzing responded that as of now, they fall under the corporate program.

Mr. Rude asked how we could share the accolades in the "CCPR Brings Home Great News" with the community. Director Westermeier stated that the *Current* had featured the Department's recent accreditation and Gold Medal. COO Klitzing added that the Department is working with *Current* in promoting other accomplishments. The Department also plans to take the CAPRA accreditation and Gold Medal on the road to elementary schools, special events, and other locations to enhance conversation with the public about these accomplishments. Afterwards, the Gold Medal will be placed for public viewing at the MCC. In the near future, we expect a Commissioner from the organization that awards the Gold Medal to be in town for a presentation to the City Council or Clay Township Board, dependent on availability. The Department plans to celebrate and promote the Gold Medal for the next five years!

COO Klitzing announced that the winter Escape Guide is out and features CAPRA accreditation and the Gold Medal, in addition to information relative to ReRev, West Commons Playground, and the Dog Park.

### **Information Items**

#### **Plan Commission – Joshua Kirsh**

Mr. Kirsh said since meetings have been postponed, there is no update at this time.

**School Board – Kathie Freed**

In Ms. Freed’s absence, there was no School Board report.

**Parks Foundation – Wendy Franklin**

Ms. Franklin said the Foundation meets tomorrow (November 13, 2014) evening. Board President Engledow said he received a nice mailing from the Foundation. Mr. Taylor echoed that it was a professional, solicitation piece, and Mr. Rude concurred. Ms. Franklin said it took a lot of work. Mr. Kirsh asked who received the mailing, but Ms. Franklin was not sure.

**Board Comments**

Mr. Kirsh commented about the World Flow Championships. There were a number of competitors from the US.

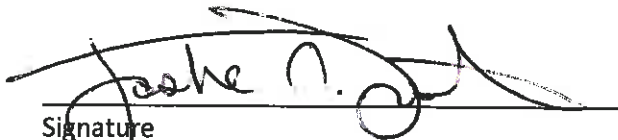
Board President Engledow stated that the December 23<sup>rd</sup> meeting will most likely be changed. COO Klitzing added that this meeting and the second meeting in each month (beginning in 2015) might be eliminated. Staff is reviewing the necessity of these meetings and will report to the Park Board at its first meeting in December.

Lastly, Board President Engledow reported that since there is not adequate time to review the bylaws this year, he will appoint Members to the Nominating Committee at the next Park Board Meeting. Discussion and review of the bylaws will be postponed until 2015.

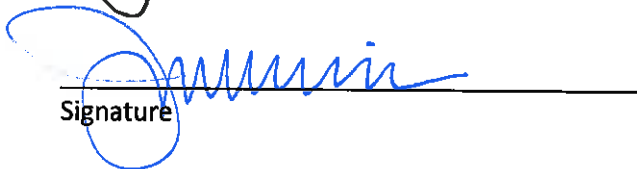
**Adjournment**

There being no further business, Mr. Kirsh made a motion to adjourn, seconded by Ms. Kristunas, and unanimously passed. The meeting was adjourned at 7:10 p.m.

Approved,

  
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Signature

11-25-14  
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Date

  
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Signature

25 Nov 2014  
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Date