

**Carmel/Clay Board of Parks and Recreation
Tuesday, April 14, 2015, 6:00 p.m.
Monon Community Center**

Members Present: James Engledow, Wendy Franklin, Kathie Freed, James Garretson, Joshua Kirsh, Jenn Kristunas, Linus Rude, Rich Taylor

Member Absent: Richard Leirer

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 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 packet. Also included in the packet was the Quarterly Active Contract Summary Log. COO Klitzing announced that the Indiana Department of Natural Resources has formally accepted the Department's 2015 – 2019 Parks and Recreation Master Plan.

COO Klitzing announced his recent trip to southern Illinois. He received his Master's degree from Southern Illinois University (SIU) Carbondale and was recognized as "Alumus of the Year" for the recreation program. The Board Members offered their congratulations.

Committee Reports

Personnel Committee – Rich Taylor

Mr. Taylor said he had no report and no future meetings are scheduled at this time.

Finance Committee – Jenn Kristunas

Ms. Kristunas said the Committee's next meeting will be June 15, 2015 at 6 p.m. in the Administrative Offices.

Properties Committee – Joshua Kirsh

Mr. Kirsh stated there was no official meeting; however, the Committee does have a plan for the rest of the year.

Action Items

Minutes – March 10, 2015 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes as presented and seconded by Ms. Franklin. Mr. Taylor advised that he wanted the record to show that he missed the last two meetings due to his class. Board President Engledow called for the vote which was passed 7 – 0 with 1 abstention (Mr. Garretson).

Consolidated Financial Report for March 2015

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for March 2015, seconded by Mr. Kirsh, and passed 7 – 0 with 1 abstention.

CCPR P&L Statements for March 2015

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for March 2015, seconded by Mr. Kirsh, and passed 7 – 0 with 1 abstention (Mr. Garretson).

Claim Sheet April 14, 2015

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

Discussion followed regarding receipt of Board packets as Mr. Garretson stated he did not receive his.

Clay Township Claim Sheet April 14, 2015

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Ms. Franklin, and passed 7 – 0 with 1 abstention.

Monetary Gifts, Grants, Partnerships, and Sponsorships for March 2015 – Audrey Kostrzewa

Ms. Kostrzewa requested that the Board accept two donations: \$763 from the Indiana Bicycle Coalition (through Karen Bohn) to be used for the Monon Trail; and \$42 from CCPR Staff for the Jeans Friday scholarship program. A motion was made by Ms. Kristunas to accept the donations as presented, seconded by Mr. Kirsh, and unanimously passed 8 – 0. Board President Engledow asked how the public is aware of the staff's donation. COO Klitzing responded that when wearing jeans, employees wear a button on their shirts indicating their contribution to the "Jeans Friday" program for scholarships.

Consideration of Bids for the Founders Park Lighting Project – Michael Klitzing

COO Klitzing presented the four bids received for this project. The new lights are needed at the Wilfong Pavilion during planned activities. Upon discovering an arithmetic error, Gaylor Group, Inc. requested that their bid be withdrawn. The Schneider Corporation reviewed the remaining bids and recommended that the second low bidder, Goldman Electrical Contracting, Inc., be awarded the project.

After a brief discussion, Mr. Kirsh made a motion to allow Gaylor Group, Inc. to withdraw its bid due to arithmetic error, seconded by Mr. Taylor, and unanimously passed 8 – 0.

Mr. Kirsh made a motion to accept the bid from, and award a contract to, Goldman Electrical Contracting, Inc. in the amount of \$108,722.00 for the Founders Park Lighting Project and authorize The Schneider Corporation, the Park Department Director, the COO and the Park Board Attorney to take all action necessary to complete the contracting process including the initiation of a letter of intent authorizing the spending of administrative funds to be incurred during the finalization of the contract and approve the President or Vice President of the Park Board to sign a contract with the Bidder upon completion of the Park Board attorney's review.

Mr. Rude asked for clarification of the lights. COO Klitzing replied that the minimum number of lights were to be installed and would meet the night sky standards. The LED lights will have sensors that staff can override if no activities are taking place. Generally, all activities will conclude no later than 10 p.m. The motion was seconded by Ms. Kristunas and unanimously passed 8 – 0.

Mr. Kirsh made a motion to delegate to the Director and the COO the authority to determine, in conjunction with the Engineer, whether it is in the best interest of the Park Department to add or change an item or items in the contract and to approve each such change order up to an amount not to exceed his purchasing authority, with a report to the Park Board and a request for ratification at a subsequent Park Board meeting. The motion was seconded by Ms. Kristunas.

Mr. Garretson questioned the necessity of this action. In his previous experiences, the administration was allowed to authorized change orders up to a fixed dollar amount. Discussion followed. Both Board President Engledow and Mr. Garretson agreed that the Board should research the possibility of adopting such a policy. Board President Engledow called for the vote which was unanimously passed 8 – 0.

Consideration of Matters regarding Central Park Dog Park – Mark Westermeier

Director Westermeier said he did not have anything requiring Board action. Some sod has been installed in the past few days and hopefully the rest will be in the next week or so.

Attorney's Report

Tort Claims

Ms. Grisham reported that one tort claim had been filed regarding injury of an 8 year old participating in an ESE program. The claim was filed for dental charges as the child fell and hit his front teeth on the floor. An investigation is underway.

The current tort claim (woman who twisted her ankle at the MCC gym) is still ongoing. No documentation has been received regarding medical expenses.

General

The Department received a notice from the City of Carmel regarding construction of a roundabout at 116th Street and Gray Road. This roundabout will not affect Flowing Well Park.

Due diligence has concluded on the Sunrise property (9.754 acres formerly a part of the Sunrise Golf Course) with a tentative closing date of April 24th.

Appraisals have been received for the Matilda Haverstick Family property; the average of the two appraisals is \$337,800. Mr. Garretson asked about the next step. Ms. Grisham advised that Director Westermeier forwarded copies of the appraisals to the fiscal bodies and the owner for review. If all agree to move forward, the Department will enter into a purchase agreement, conduct the necessary due diligence review, and if deemed suitable, proceed to closing.

Director's Report

In addition to his report included in the Board packet, Director Westermeier reported a meeting with representatives of PooPrints regarding dog DNA. He continued with a description of the new dog park and the extensive filtration required as it is in a floodplain. Pet waste, just as oil and toxic chemicals, can seep into the soil. If pet waste is not handled properly, it can contaminate a watershed for many miles. It is the Department's goal to not have that problem. A brief demonstration of how the DNA is collected followed. PooPrints is a deterrent program to reduce and stop waste. Mr. Kirsh added that education is very important. A lengthy discussion followed.

Discussion Items

There was no discussion at this time.

Information Items

Plan Commission – Joshua Kirsh

Mr. Kirsh reported that the Johnson addition was discussed in a recent subcommittee meeting, and it looks like there is going to be a good solution that protects Carmel. Also discussed is another region of The Bridges PUD; there is another component north of The Giant Eagle, which is a destination grocery store.

School Board – Kathie Freed

Ms. Freed said she had no report on the School Board. However, she asked Mr. Kirsh if the Plan Commission discussed infrastructure such as roads and traffic flow. Mr. Kirsh said yes and a lengthy discussion followed.

Parks Foundation – Wendy Franklin

Ms. Franklin said she had nothing to report.

Board Comments

Mr. Garretson asked about proceeding with a general policy regarding change orders and made subsequent suggestions. After a brief discussion, Board President Engledow asked that Ms. Grisham draft a “straw dog” for the Park Board to discuss.

Mr. Rude asked if there was any change on the new tunnel (under 31 on the Monon) regarding electrical service. Director Westermeier replied that there has been no change and that this is between INDOT and the contractor. Director Westermeier also reminded everyone that the Monon Trail is not open when it is dark out – morning or night.

Ms. Franklin suggested that the Park Board Members consider a “jeans” fund for scholarships.

Ms. Kristunas brought up the subject of having a retreat, workshop, and/or orientation. Board President Engledow said attendance was not good in the past, but it might be better if held on the fourth Tuesday of the month. Mr. Garretson commended Director Westermeier and COO Klitzing for his half-day tour of all the parks. He also said a retreat would be a good idea.

Adjournment

There being no further business, Mr. Kirsh made a motion to adjourn, seconded by Ms. Kristunas with no objections. The meeting was adjourned at 7:04 p.m.

Approved,



Signature

MAY 12, 2015

Date



Signature

5/12/15

Date