

**Carmel/Clay Board of Parks and Recreation
Tuesday, May 12, 2015, 6:00 p.m.
Monon Community Center**

Members Present: James Engledow, James Garretson, Joshua Kirsh, Jenn Kristunas, Linus Rude, Rich Taylor

Members Absent: Wendy Franklin, Kathie Freed, 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 6:18 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. Supplemental items that were not available at the time of packet assembly were emailed to the Board Members in addition to the copies provided at the meeting.

Over the past couple of months, the Department has been working with Pedal & Park and the Carmel Clay Historical Society to determine an appropriate use of the Pedal & Park donations, matched by CICF (Central Indiana Community Foundation) for the Monon Greenway,

The Historical Society has taken the lead to work with the Ball State University in developing an app for interpretation along the Monon. Students have already created programs on the Indiana State Parks as well as a former battleground in Kentucky. If this is successful, we may expand the app throughout the park system with a historical perspective and possibly include an environmental aspect. This is a great partnership, and everyone is excited about the project. More information will be provided in the near future. Mr. Garretson asked about the cost. COO Klitzing stated he expected the project cost to be almost the same amount as in the gift fund, which is about \$9,000. He also stated that the proposal has yet to be finalized.

Board President Engledow asked about a number on the consolidated (financial report) regarding the Monon Community Center. COO Klitzing explained that the skewed amounts are mainly due to the timing of utility expenses, payroll, and lag in revenue postings, which are being monitored by management. He believes the figures will be more on target in May or June.

Committee Reports

Personnel Committee – Rich Taylor

Mr. Taylor said he had nothing to report. The Committee will not need to meet until later this year.

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 the Properties Committee is working closely with administration to come up with a plan for continued master planning. Nothing new to report.

Action Items

Minutes – April 14, 2015 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes as presented and seconded by Ms. Kristunas.

Mr. Garretson commented that he has been involved with many organizations, and he felt the Park Board minutes were very complete. Board President Engledow concurred. COO Klitzing said he would relay the comments to staff. Board President Engledow called for the vote on the motion which was unanimously passed 6 – 0.

Consolidated Financial Report for April 2015

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for April 2015 and seconded by Mr. Taylor. Mr. Garretson asked about the number of refunds. COO Klitzing responded that the Department is transitioning to the new software system, which requires cleaning up accounts related to camps (credit balances). In addition, the old system did not allow for any discounts that resulted in full payments and subsequent discounts through refunds. Fortunately, the new system will automatically calculate the correct amount to be collected. Board President Engledow asked about the program run rate on programs. COO Klitzing replied that the average run rate for the year is about 93% resulting in only 7% of classes being cancelled. Director Westermeier added that staff does push the envelope on innovation with new classes or regular classes at new times or new locations that may generate refunds. A brief discussion followed after which the motion was unanimously passed 6 – 0.

CCPR P&L Statements for April 2015

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for April 2015, seconded by Mr. Taylor, and unanimously passed 6 – 0.

Claim Sheet May 12, 2015

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Taylor.

Mr. Garretson inquired about utility costs. After a brief discussion, the motion was unanimously passed 6 – 0.

Clay Township Claim Sheet May 12, 2015

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Taylor, and unanimously passed 6 – 0.

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

Ms. Kostrzewa requested that the Board accept a grant in the amount of \$11,966.66 from the Carmel Clay Parks Foundation for the invasive species program; and \$89 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. Mr. Taylor asked for a clarification on any grant requirements. COO Klitzing stated that the only requirement is to submit the appropriate invoice. Ms. Kristunas asked what was considered an invasive species at which Director Westermeier replied honeysuckle and garlic mustard. The motion was unanimously passed 6 – 0.

Consideration of entering into a Transportation Services Agreement with Safe Passage Transportation Services, Inc. – Michael Klitzing

COO Klitzing said that the Department annually requests the Park Board to approve transportation services for summer camps involving field trips to numerous locations including The Waterpark, museums, Indians baseball games, etc. The Department has contracted with Safe Passage since about 2007. In fact, this same company provides school transportation for Westfield Washington Schools. Carmel Clay Schools buses are not available to us. Mr. Garretson asked about costs, at which COO Klitzing said that the costs are recovered through fees. Mr. Kirsh said that staff has minimized bus expenses over the past couple of years. COO Klitzing further explained that the same bus is scheduled for two or three different camps. This great cooperation also helps minimize the impact on other guests at The Waterpark. The Department charges the campers at the group rate to use The Waterpark through the registration fees. Discussion continued regarding Safe Passage and how it meets the Department's requirements in providing accessible buses. COO Klitzing advised Mr. Rude that the State Police inspect the buses that have qualified drivers. Mr. Garretson inquired about liability at which COO Klitzing responded that Safe Passage has met the liability needs upon legal review.

Ms. Kristunas made a motion to accept the proposal from Safe Passage Transportation Services, Inc. for 2015 summer camp transportation and authorize the CCPR Director or Chief Operating Officer to sign a Transportation Services Agreement in an amount not to exceed \$104,000. The motion was seconded by Mr. Kirsh and unanimously passed 6 – 0.

Consideration of Revised Maintenance Agreement with BBI Holdings, LLC – Michael Klitzing

COO Klitzing stated that this action item was a housekeeping request. Between 2010 and 2014, several contracts were entered into with BBI Holdings, LLC, dba Corvus Janitorial Services. Because of the various contracts with different start and end dates with rollover provisions, the Department asked to consolidate all of the agreements. There was no increase in cost, but due to the new dollar amount, the contract requires board approval. Mr. Rude inquired about background checks at which COO Klitzing said the vendor maintains them on file in addition to the necessary E-Verify.

Mr. Taylor made a motion to accept the revised maintenance agreement with BBI Holdings, LLC and authorize the Chief Operating Officer to sign the agreement, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

Consideration of Matters regarding Central Park Dog Park – Mark Westermeier

Gibraltar Construction Corp. Contract Change Order No. 5 (increase of \$3,462.00)

Director Westermeier stated that the change order was a simple one. The shadowbox fencing around the dog park needed to be extended an additional 60 feet along the dog park so as to conceal the backside of the Park Maintenance Office.

Ms. Kristunas made a motion to ratify the Director's approval of Contract Change Order No. 5 dated April 28, 2015 as presented, seconded by Mr. Garretson, and unanimously passed 6 – 0.

Other

No additional items were addressed.

Attorney's Report

Tort Claims

Ms. Grisham announced that there have been no new tort claims filed. The current tort claim (woman who twisted her ankle at the MCC gym) is still under investigation.

General

Ms. Grisham announced that acquisition of 9.754 acres, formerly part of the Sunrise Golf Course, was completed on April 24th. The Park Board is now the proud owner of the wooded area that was valued at \$1.2 million and donated by the Vera Hinshaw Family. The tax exemption application has been filed. The developer (Old Town Design Group) was very generous in paying the taxes and assessments totaling \$1,740.10. Mr. Garretson asked about accessing the property. Discussion followed regarding future plans and signage.

The Department received new information on the Matilda Haverstick Family property. As a result, the Department has decided to move forward with a survey that will be provided to the selected appraisers. In response to Mr. Garretson's question, Director Westermeier explained in detail the types of land that will be included in the real estate.

Ms. Grisham said that the Central Park West Commons project will rebid in July. The contract for the Founders Park Lighting Project has been executed and work is underway.

The Department received a public notice regarding 23.2 acres on the south side of 96th Street (previously Shortee's Golf Course). After a lengthy discussion, Mr. Kirsh volunteered to find out more details on the project and report back to the Board.

Director's Report

Director Westermeier stated the Director's Report was included in the packet.

This Thursday the dog park advisory committee will meet to discuss rules, rates, and other matters regarding the new dog park.

The Waterpark opens next week. The Department has added sensors as part of the facility allowing staff to know exactly how many people are present at any given point in time. When relaying this type of information to the public, guests can select the best time to visit. Another addition is the new radio service allowing special announcements to the public about revenue generating programs.

The new computer software was rolled out on May 1st with very few hiccups. This initial cutover was for memberships and passes. ESE will start using the new software effective July 1st and the final switch on will be on August 1st for programs.

Discussion Items

Mr. Garretson asked for clarification on the DNA testing for dogs. Director Westermeier provided an overview of the DNA process for those dogs with memberships to the dog park. He concluded that the fees, including fines, have not been determined yet, and will be discussed at the dog park advisory committee meeting.

Ms. Kristunas said that she and Ms. Freed spoke about the Park Board packets. A lengthy discussion followed regarding timing of the packets both electronic and hard copies. Ms. Kristunas asked that she be removed from the USPS mailing list.

Information Items

Plan Commission – Joshua Kirsh

Mr. Kirsh stated that the next section of The Bridges passed 5 – 0 in Committee; it now goes back to the Plan Commission.

Sunrise on the Monon received approval for their high-density zone; it looks like a nice addition.

Delta Faucet at 111th & Meridian Street is upgrading their building.

The Johnson addition has been sent back to the full Plan Commission with no recommendation. Mr. Kirsh plans to make a motion at the Plan Commission to send it on to the City Council with no recommendation. Discussion followed.

School Board – Kathie Freed

In Ms. Freed's absence, there was no report.

Parks Foundation – Wendy Franklin

In Ms. Franklin's absence, there was no report.

Board Comments

Mr. Kirsh said he received a private lesson on the FlowRider, which is working awesomely.

Board President Engledow announced that he attended the closing and thanked the Hinshaw family for their very generous donation. He added that it was quite interesting to hear the discussion about the original 80-acre plot. The family brought the deed of the property that was transferred from the US government to the founding family. It was on sheepskin and signed in 1826 by Andrew Jackson. Mr. Garretson said that it was the Tyner family.

On a sad note, there was news that Jill Perelman had passed away. She was a real pioneer of Carmel Clay Parks and was extremely generous with property in regards to West Park.

Adjournment

There being no further business, Mr. Rude made a motion to adjourn, seconded by Ms. Kristunas with no objections. The meeting was adjourned at 7:22 p.m.

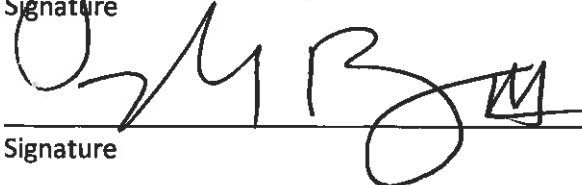
Approved,



Signature

JUNE 9, 2015

Date



Signature

6/9/15

Date